

# Upload File

To Do

1. Upload a PDF file to one of the sections in the site structure.
2. Use the File download template.

The screenshot shows the 'Content' tab of a CMS interface. The 'Template' is set to 'File download'. There are four buttons at the top right: 'Add', 'Add & Approve', 'Preview', and 'Cancel'. The form includes fields for 'Name', 'Title', and 'The file' (with a 'Browse...' button). The 'File Type' dropdown menu is open, showing options for 'Microsoft Office', 'Excel', 'PowerPoint', and 'Word'. Below these fields is a rich text editor for the 'Description' with a toolbar and a 'Path' field at the bottom.

November Vacancies  
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Best of luck with your Job Search!



Notes

1. Select **Add Content** from the section drop-down menu beside the relevant section.
2. Select the **File download** template.
3. Click Browse and locate the PDF file.
4. Enter a **Name** and **Title** for the file.
5. Enter a **Description**.
6. Select the appropriate file type.
7. Preview, then click **Add** to save.