

## Uploading a File or Document to a Library

You can upload documents to a library and make them available for other members of your team or department.

### Upload a single document

Uploading a single document to a library is a quick way to make the document available to other people on your team.

1. Click **Documents** on the Quick Launch bar and click the name of the document library to which you want to upload a document.

- 🔍 **Other Ways to Open a Document Library:**  
Click the name of the library in the Quick Launch bar.

All the documents currently saved in the library are listed, with basic information about each document.

2. Click the **Upload** button on the toolbar.

The Upload Document screen appears.

3. Click the **Browse** button and select the document you want to upload from your computer. Click **Open**.

The file path for the document appears in the text box.

4. (Optional) Click the **Add as a new version to existing files** check box and add a description in the Version Comments text box.

This step depends on the versioning guidelines used at your organization.

- ✔ **Tip:** This step only appears if versioning has been enabled in the library.

5. Click **OK**.

The document is uploaded.

### Upload multiple documents

1. Click **Documents** on the Quick Launch bar and click the name of the document library to which you want to upload a document.

- 🔍 **Other Ways to Open a Document Library:**  
Click the name of the library in the Quick Launch bar.

All the documents currently saved in the library are listed, with basic information about each document.

### Exercise

- **Exercise File:** North Shore Mailing.docx, Proposal.docx and Trade Show Expenses.xlsx.
- **Exercise:** Upload the North Shore Mailing document to the Marketing Letters document library. Then use the “Upload Multiple Documents” command to upload the Proposal.docx and Trade Show Expenses.xlsx files into the Marketing Letters document library.

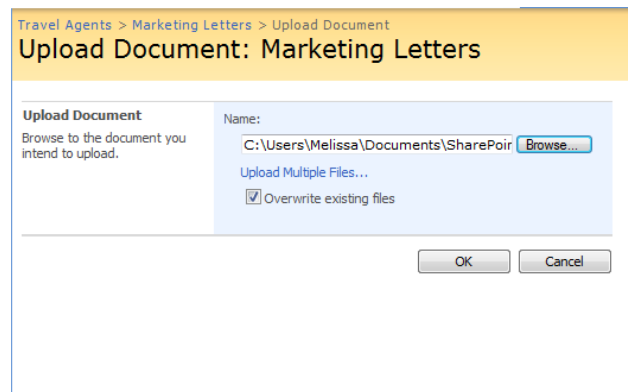


Figure 4-3: Uploading a single document to a document library.

2. Click the **Upload** button list arrow on the toolbar and select **Upload Multiple Documents** from the list.

The screen that appears is divided into two panes: the contents of your computer on the left, and files in the selected folder on the right.

3. In the left pane, select the location or folder containing the documents you want to upload.

The documents in the selected location appear in the right pane.

4. Click the check box next to each file you want to upload and click **OK**.

A dialog box appears, asking you to confirm the upload.

5. Click **OK**.

The documents are uploaded.

✔ **Tip:** Before uploading the selected documents, click the **Add as a new version to existing files** check box to add the files as new versions.

### ✔ Tips

- ✔ You can only upload files to libraries if you have permission to do so. If the Upload button is not available, then you have not been given permission to add documents to the library.

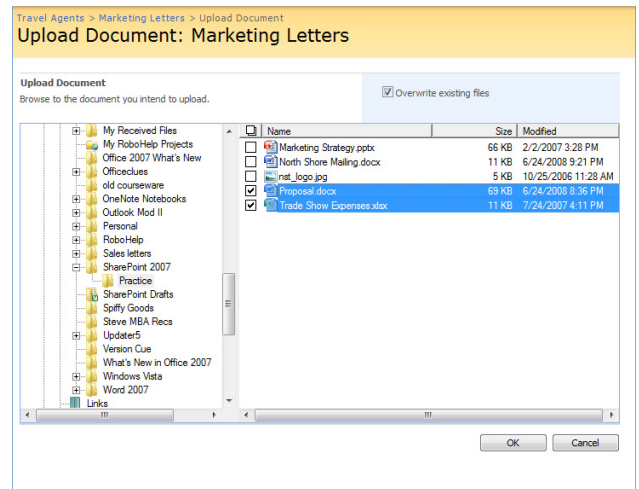


Figure 4-4: Uploading multiple documents to a library.