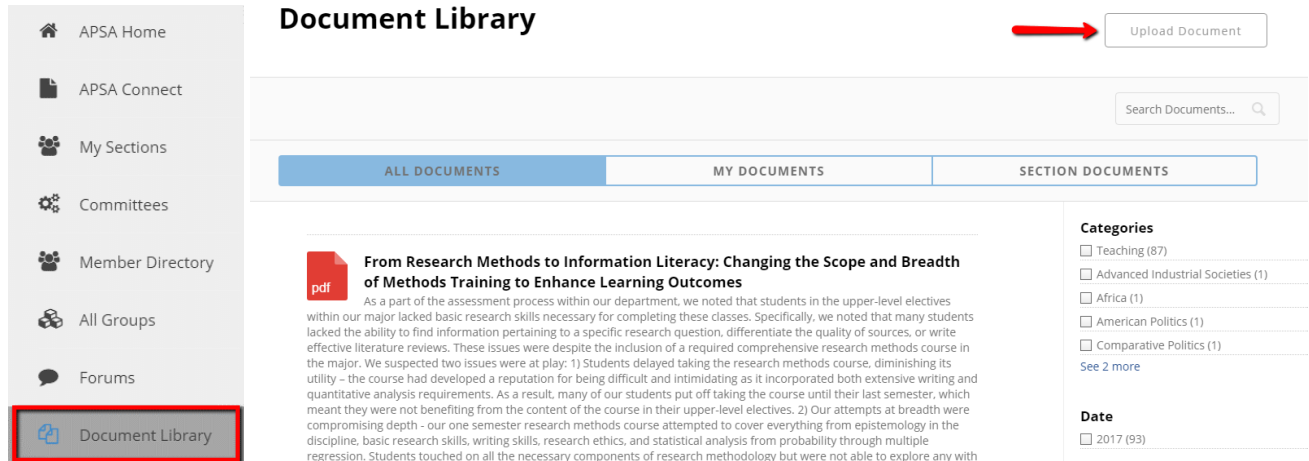


HOW TO UPLOAD A DOCUMENT

To **upload a document** to the Document Library, follow the steps below:

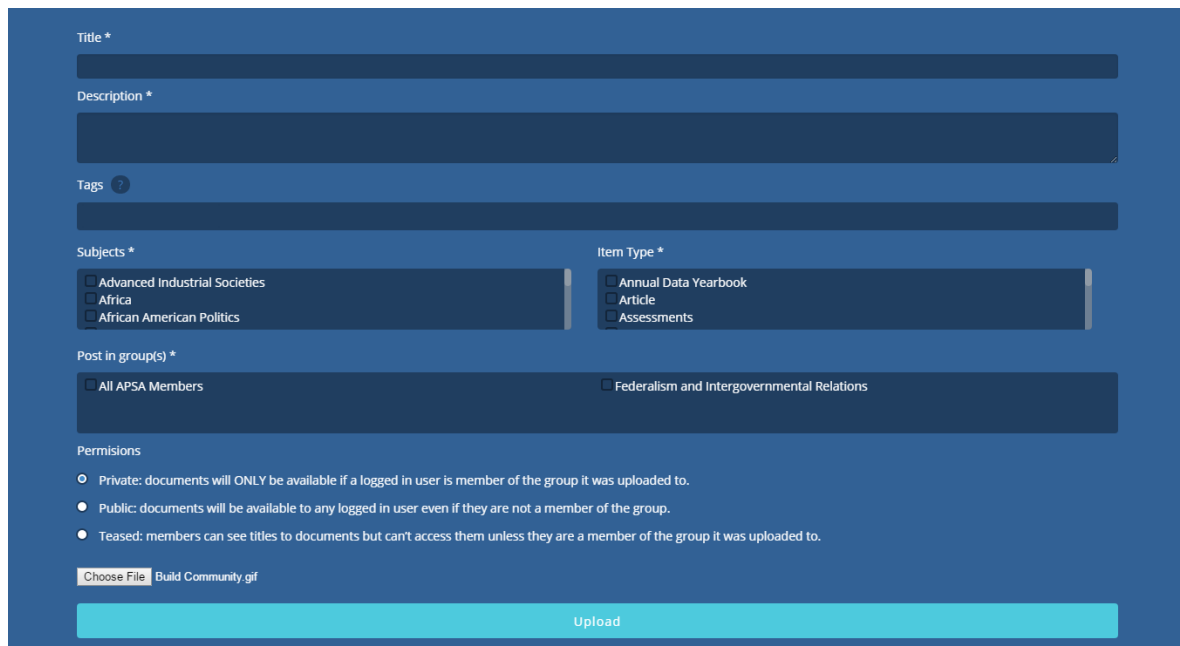
1. Select **Document Library** in the side bar navigation. Click the **Upload a Document** button on the right corner.



The screenshot shows the 'Document Library' interface. On the left, a sidebar contains navigation links: APSA Home, APSA Connect, My Sections, Committees, Member Directory, All Groups, Forums, and Document Library (highlighted with a red box). The main content area is titled 'Document Library' and features a search bar, tabs for 'ALL DOCUMENTS', 'MY DOCUMENTS', and 'SECTION DOCUMENTS', and a list of documents. A red arrow points to the 'Upload Document' button in the top right corner. The first document listed is 'From Research Methods to Information Literacy: Changing the Scope and Breadth of Methods Training to Enhance Learning Outcomes' with a PDF icon and a short description.

2. A drop down feature will appear and prompt you to **enter your document information**. Fill out the information for your document, including all required fields.

Once complete, click **Choose File** to browse for your document file on your computer, and click the **Upload** button.



The screenshot shows the document upload form. It includes the following fields and options:

- Title *
- Description *
- Tags ?
- Subjects *
 - Advanced Industrial Societies
 - Africa
 - African American Politics
- Item Type *
 - Annual Data Yearbook
 - Article
 - Assessments
- Post in group(s) *
 - All APSA Members
 - Federalism and Intergovernmental Relations
- Permissions
 - Private: documents will ONLY be available if a logged in user is member of the group it was uploaded to.
 - Public: documents will be available to any logged in user even if they are not a member of the group.
 - Teased: members can see titles to documents but can't access them unless they are a member of the group it was uploaded to.
- Choose File Build Community.gif
- Upload

3. To upload a document to a community, go to the community of your interest. In the group navigation menu, click the **Documents** tab. Repeat Step 2 instructions.