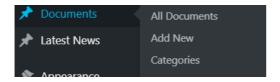
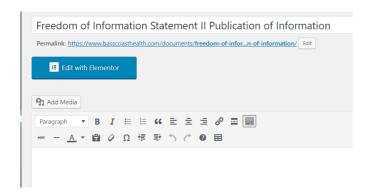
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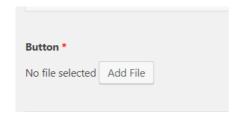
Adding a Document Library entry



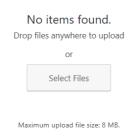
1. Documents > Add New



- 2. Add the title of the document and
- 3. if required, a summary or overview can be added to the Editor below.



4. Click on the 'Select File' button.

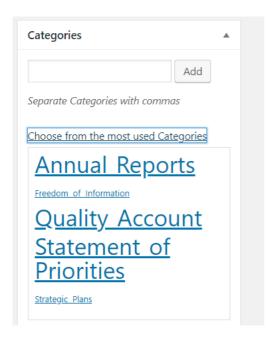


5. Choose your document and click on the 'Open' button in the bottom right hand corner of the screen.

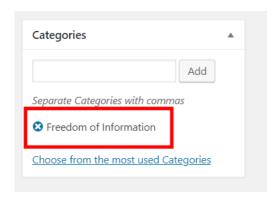
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6. Your file has now been loaded.



7. On the right hand side of the page, in the 'Categories' box, click on the 'Choose from the most used Categories' link. If a suitable link is not provided, add a new Category yourself. Use the field provide and click on the 'Add' button.



8. This is how the Categories Box will look once a Category has been includes/added.



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9. Click on the 'Publish' or 'Update' button to save your entry.



10. Now go to your Document Library on the front end to check your entry.