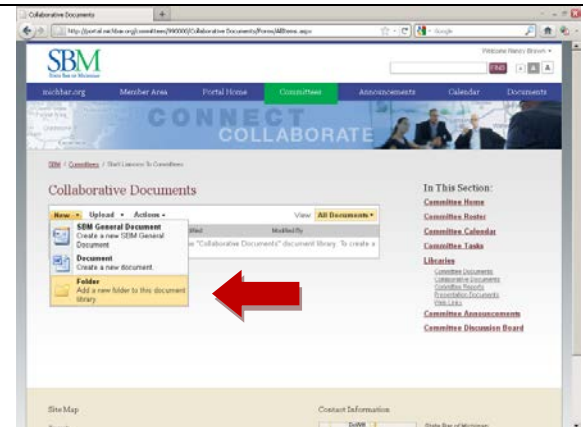# How To Upload Committee Documents
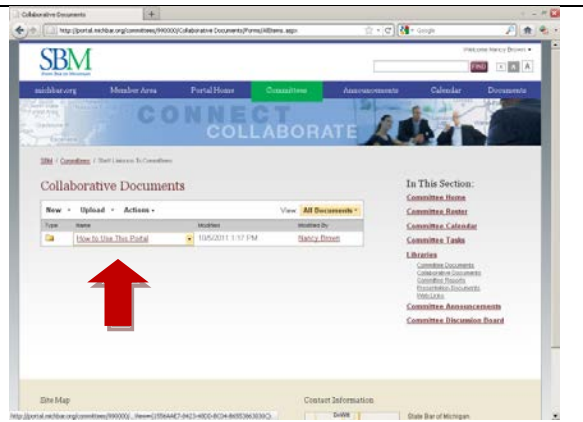

Under "Libraries" in the right-hand column, select "Collaborative Documents"
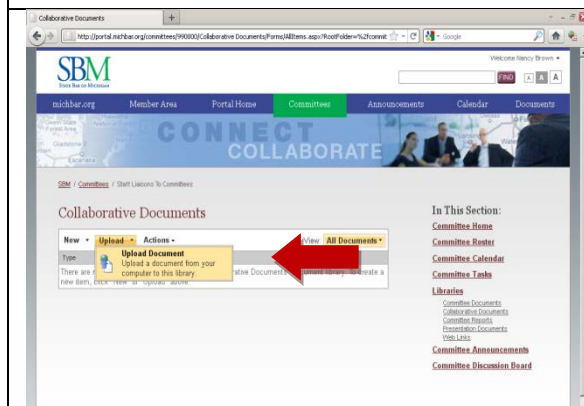

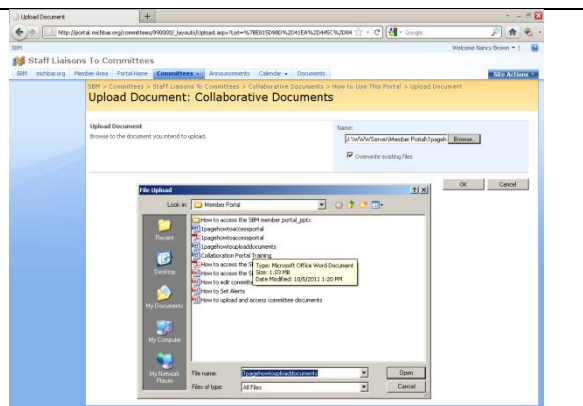Select the arrow next to "New" and select "Folder" from the drop-down list

Type in a folder name and click "OK"

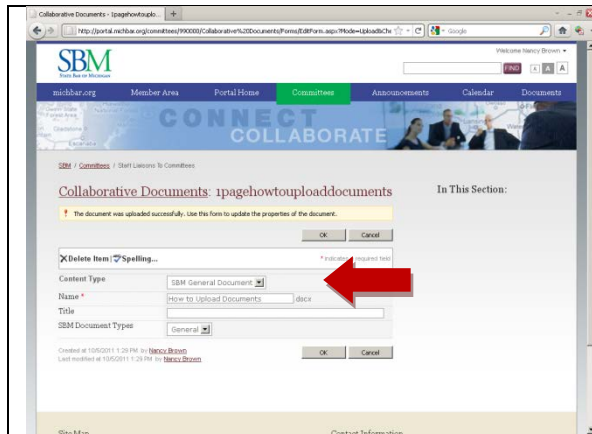Select the folder to add a new document

To upload a document from your computer, select the arrow next to "upload" and select "upload document"

Select the "Browse" button, and when your computer files open, select the file you want to upload, select "Save" and then click on "OK"

Update the document properties by filling in the form and select "ok" . Be sure to give a descriptive name to the document. (You do not need to fill in "Title"
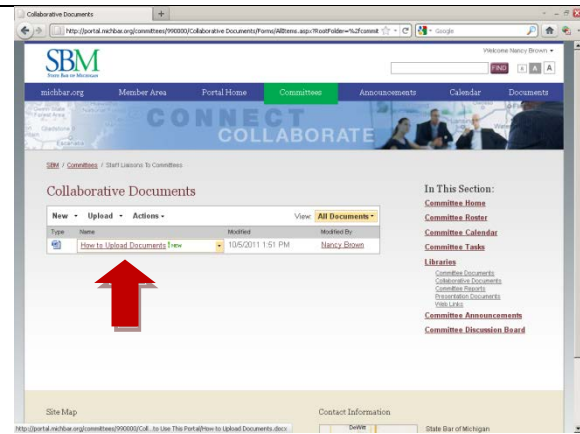
The document can now be accessed by all committee members