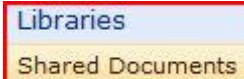
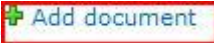
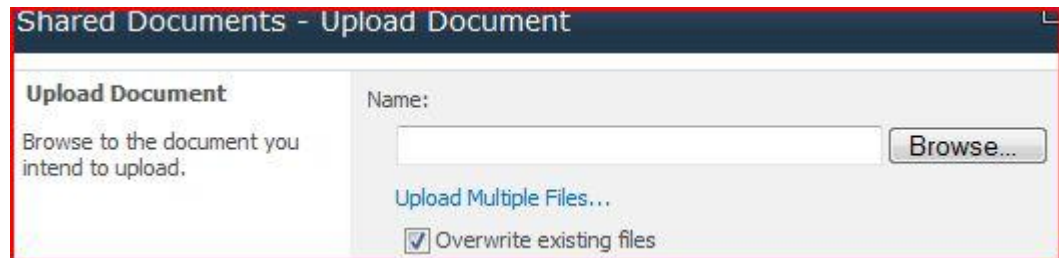


UPLOADING A DOCUMENT TO YOUR SITE

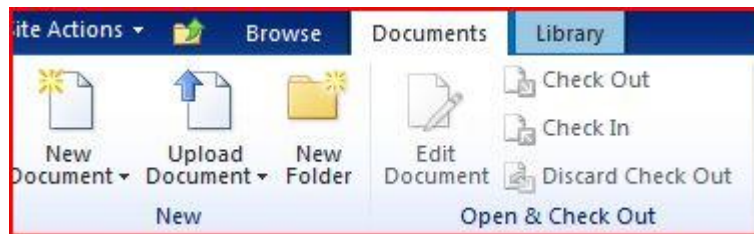


1. Click on shared Documents off the Quick Launch
2. Click on Add a Document . The Upload Document dialog box will appear.



From here, you can upload one document or you can click on *upload multiple files* and upload multiple documents at one time.

3. Under the Library Tools task bar you can click on the Documents tab



4. From here, you can also upload a document and check a document in or out.