

# Microsoft SharePoint

## Adding Documents to Your Document Library



### Introduction

In the Documents area you can add and edit documents that you or others have added to your SharePoint site.

If you cannot perform any of these processes you may not have permission and should contact your site owner.

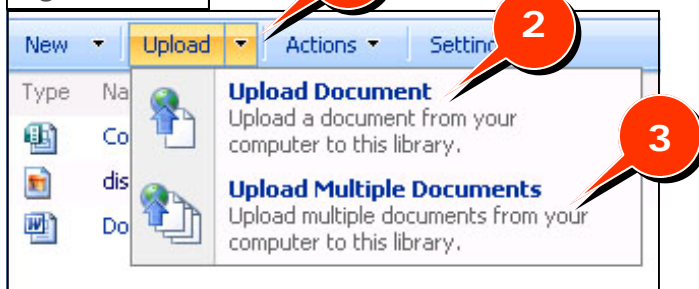
### Uploading Documents

Adding a document to your SharePoint site will allow others to view, download and update the document.

#### Upload documents one at a time

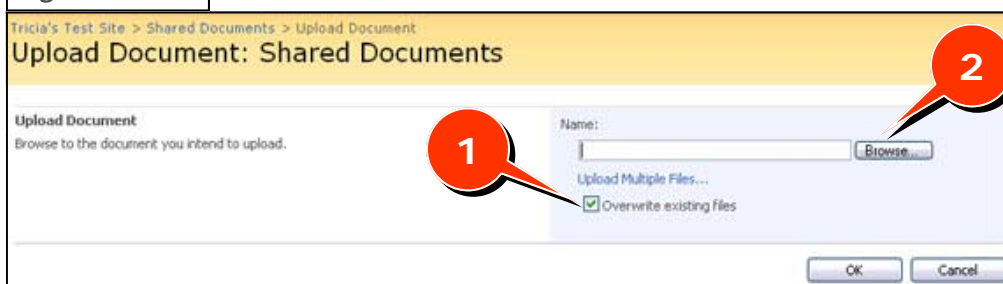
1. Open your **SharePoint** site.
2. Click on **Project Documents** or **any another document link**.
3. Click on the **Drop down arrow** next to Upload (Fig 1, 1).
4. Select **Upload Document** (Fig 1, 2).

Figure 1



5. If you want to overwrite existing files that contain the same file name in your SharePoint site, make sure **Overwrite existing files** is checked (Fig 2, 1).
6. Click on the **Browse** button (Fig 2, 2).
7. Search for the **file** on your computer.
8. Select the file and click **Open**.
9. Click **Ok**.

Figure 2



### Process Summary

#### Uploading Documents

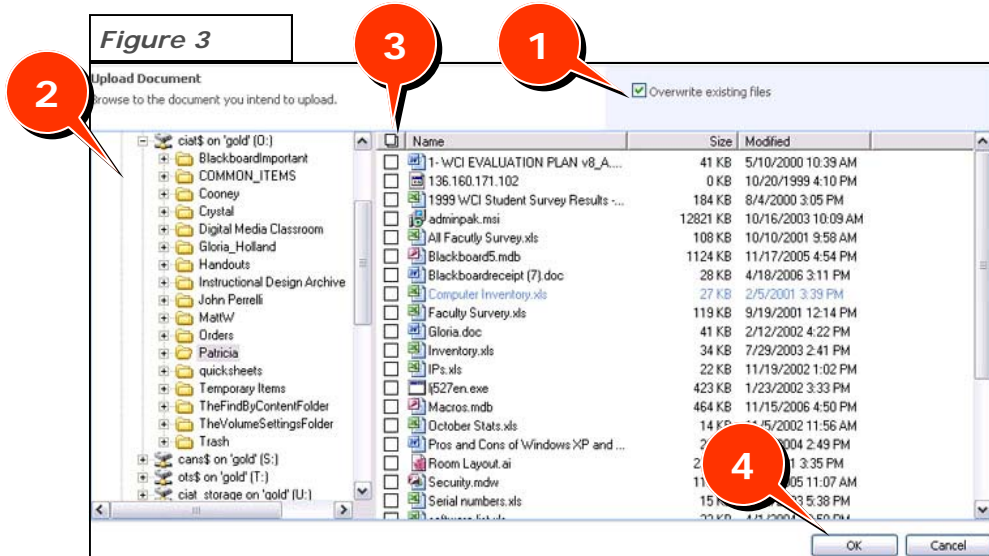
1. Adding Individual documents
2. Adding Multiple documents

#### Editing Documents

1. Edit documents with MS Office

### Upload multiple documents

1. Open your **SharePoint** site.
2. Click on the **document link**.
3. Click on the **Drop down arrow** next to Upload (Fig 1, 1).
4. Select **Upload Multiple Documents** (Fig 1, 3).
5. If you want to overwrite existing files that contain the same file name in your SharePoint site make sure **Overwrite existing files** is checked (Fig 3, 1).
6. In the **folder list window** select the **folder** (Fig 3, 2) where your document is saved.



7. In the **file list window** select (Fig 3, 3) all the documents you want to upload.
8. Click **Ok** (Fig 3, 4).
9. Click **Yes** to the Internet Explorer window that pops up.
10. The documents have now been uploaded.

**!** It is recommended that you only upload Microsoft Office files, pictures and PDF files to your SharePoint site. Try to stay clear of uploading Access databases, movies, and other general large files.