



HOW TO UPLOAD A DOCUMENT

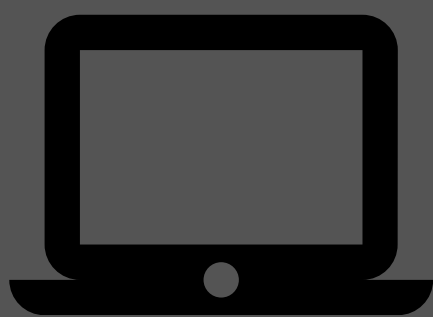
You have a document in hand but you need to be able to send it, share it, or add it to a website. How do you get from point A to point B?

WHAT FORMAT ?



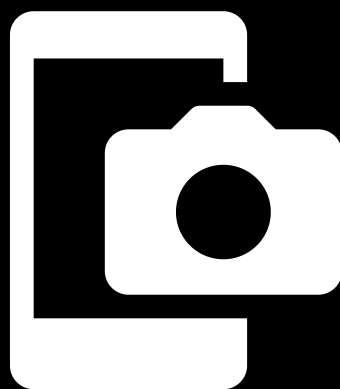
You need to figure out what format you want/need the document to be in. Is it something that can easily be a PDF format? Does it contain high-resolution/definition pictures that might make it better for a TIF file format? Once you have that straightened out, you'll be able to select the correct option when uploading your document to a website or online form.ing your own, simply organize your images, charts, and text. Finally, cite your sources.

MUST HAVES



First and foremost, you must have the document in an electronic format. So, if you're starting from a paper document, you'll have to scan it and send that scanned file to yourself. You can take a picture of that document and use that file as well. If you don't have the physical document, you'd need to contact the person who has it and ask for an electronic copy. Then, you'll download and save that file to your computer. You now have the document on your computer, ready to go.

USE YOUR PHONE OR CAMERA TO SCAN DOCUMENTS



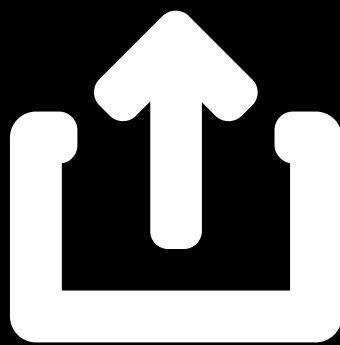
Install a free scanning app. Google Drive is considered a scanning app that will work well for your needs. Take pictures of the documents and save as as pdf. Store on your device for uploading.

USE A PRINTER OR SCANNER



Follow directions per your manufacturer's handbook to scan each document and send to a computer (or upload to a USB drive).Typically, this will be as simple as pressing a "scan" button and choosing where you want the scan to be sent to.Select the PDF file format before scanning. The default may not be PDF, instead of being a TIF or something else. This can result in poorer quality and larger file sizes.

HOW TO UPLOAD



So, you have the document, you know what format you want it to be in, and now it's time to get it uploaded.Typically, you will find the tab or button labeled "Add Files". You'll then find and select the files either on your computer or on a flash drive, external drive, or memory card. You'll then click the "Open" button which begins the uploading process.