

# OSEP Collaboration Space

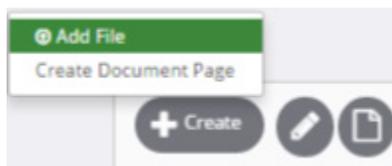
## “Files” User Guide

The “Files” section is where you can find or post important documents that pertain to your topic area. This user guide will show you how to create a folder and add files to that folder, as well as add files without a folder.

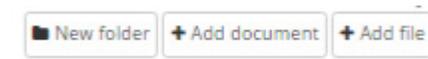
### **Add a File or Document Without a Folder**

If you would like to add a document or file to the “Files” page without adding it to a folder, you have two options.

- A. On the bottom right of your screen, there will be an icon that says “Create.” Hover your mouse over that icon and two options will appear. Click on the tab that pertains to what you would like to create.



- B. At the top right of the files, there is a bar with three options: “[New folder](#),” “[Add document](#),” and “[Add file](#).” Clicking on “Add document” or “Add file” will allow you to add a file outside of a folder.

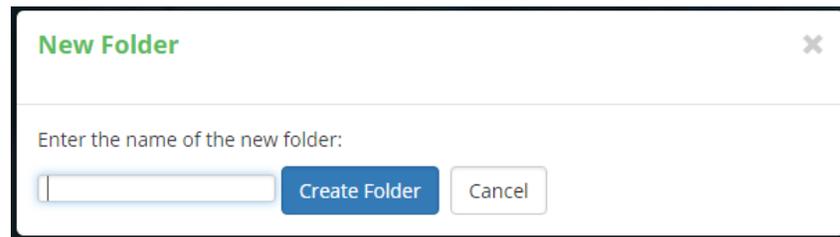


### **Create a New Folder**

1. When you click on the “Files” tab a screen like this will appear:



Click on the “New Folder” tab and a screen that looks like this will pop out:

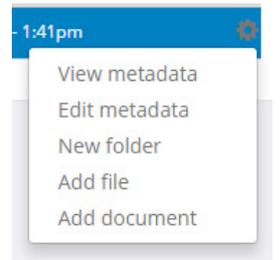


Insert the name of the folder that you would like and click “Create Folder.”

Once the folder is created, it will appear on the “Files” page. *(Note: For the purpose of this guide, we will be using the folder “Curriculum guides” as an example.)*



In order to add a file or a new document to this folder, click on the gear icon on the right. A drop-down menu will appear that looks like this.



To learn how to add a file or a document go directly to the [“Add Document”](#) and [“Add File”](#) sections.

## Add Document

Once you have clicked on one of the two options listed above for “Add document,” it will direct you to a new screen where you are able to enter information about your new document.

Enter title of file here.

Select where you would like the document file to be found on the “Files” page.

Enter the written content of your document here.

Attach media files here.

If you make revisions to the document you can justify them here.

If you would like others to receive notifications about actions pertaining to the file, enter them here.

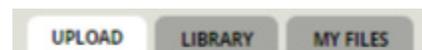
The screenshot shows the 'Create Document Page' interface. It includes a 'Title' text field, a 'Section' dropdown menu (currently set to 'File (EO)'), and a large 'Body (File summary)' text area with a rich text editor toolbar. Below the body is an 'Attach media' section with a 'Browse' button. At the bottom, there is a 'Revision information' section with a 'Revision log message' text area. Red arrows from the text blocks on the left point to the Title field, the Section dropdown, the Body text area, the Attach media section, and the Revision log message field.

The screenshot shows the 'NOTIFICATIONS' section. It has a heading 'NOTIFICATIONS' and a sub-heading 'Add groups, teams, or members to notifications'. Below this is a text input field with a search icon on the right. There is also a checkbox labeled 'Do not send notifications for this update.' A red arrow from the text block on the left points to the text input field.

## Add File

When you have clicked the “Add File” option, a screen will appear where you will be prompted with three options for uploading a file:

- Upload file directly.
- Upload from collaboration sites library.
- Upload from your files in “My Files.”



In this user guide, we will only be showing you how to “Upload” a file to the collaboration site as this is the primary action you will take to add a file to the “Files” page.

## Upload File Directly

The first screen that appears is to upload directly.

You can either drag your file from a folder on your computer to the center of the screen or click on the icon on the bottom left.



Once the file has successfully uploaded, click the “Next” button and a screen that looks like the following will appear.

| FILE NAME                            | TITLE  |
|--------------------------------------|--|
| getting_started_user_guide_final.pdf | Title: <input type="text" value="getting_started_user_guide_final.pdf"/> |

Process

Once you have entered in all of your information and would like to share the post, hit the “Publish” button on the bottom right of the screen.

