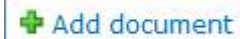
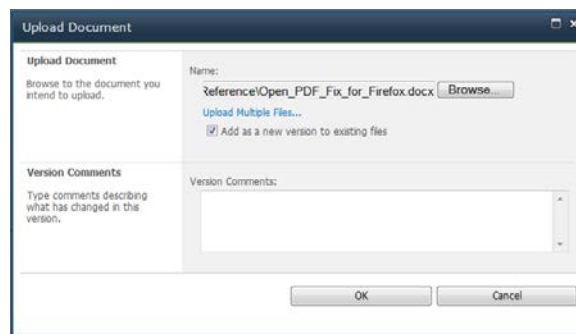


Upload Documents to SharePoint

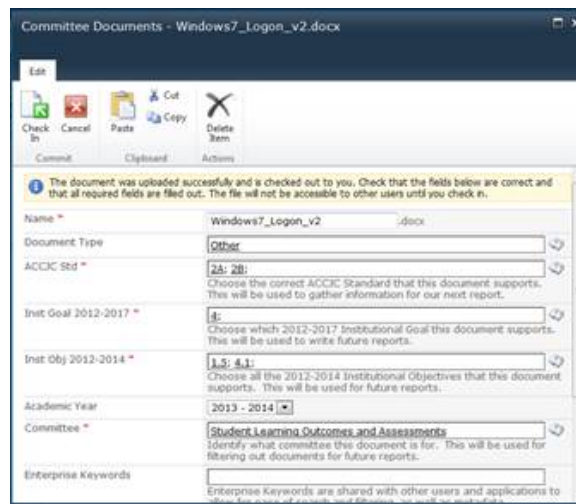
IMPORTANT: Filenames should contain **only** letters, numbers, and underscore (_) characters. Before uploading files to SharePoint, if necessary, rename your files, removing all special characters and replacing spaces with underscores.


1. Navigate to your committee site page in SharePoint.
2. Click on **All Documents** (under "Library") on the Navigation bar (far left).
3. Click the **Add documents** link at the bottom of the list of documents. *The Upload Document dialog will appear.*

 + Add document



4. Click the **Browse** button. *The Browse dialog will appear.*
5. Navigate to and then double-click on the desired file to upload. *The Browse dialog will close, revealing the Upload Document dialog.*
6. Click the **OK** button. *The Metadata dialog will appear.*



7. Complete the metadata dialog by doing one or more of the following:
 - Type the desired data.
 - Begin typing the desired data, then select from the list that automatically appears.
Note: Some fields permit multiple values, each separated by a semi-colon (;).
 - Click the **Browse for a valid choice** button , and then make a selection from the list.
Note: Point at any value in the list to see an explanatory tool tip.



- Enter “NA” for metadata fields in which none of the options apply, or if you are unsure what value to select.
8. Click the **Check In** button located at the bottom of the screen.

IMPORTANT: All required metadata fields must be entered before other committee members can view this document.

