
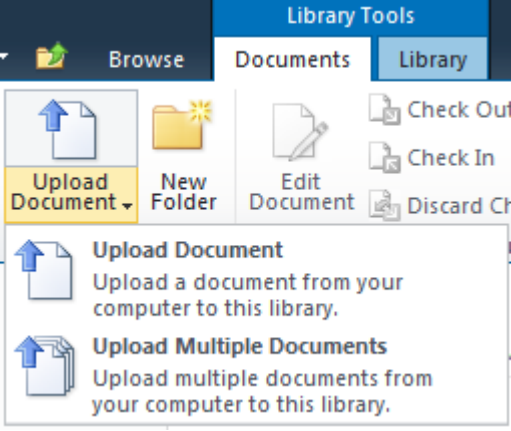


## SharePoint 2010 How to Add Documents

Follow the steps below to add new documents to a document library.

<p>1. From the site where the document library is located click Site Actions -&gt; View all Site Content then under Document Libraries click on the desired name of the document library on the page to which content should be added.</p>	 <p>The screenshot shows the 'Document Libraries' section of a SharePoint site. It lists two libraries: 'Customized Reports' and 'Documents'. The 'Documents' library is circled in red. The 'Customized Reports' library has a description: 'This Document library has the templates to create Web Analytics custom reports for this site collection.' and a date '0 8 days ago'. The 'Documents' library has a description: 'This system library was created by the Publishing feature to store documents that are used on pages in this site.' and a date '0 8 days ago'.</p>
<p>2. To upload a document or documents, click on in the Ribbon from Library Tools -&gt; Documents -&gt; Upload Document and select to Upload Document or Upload Multiple Documents.</p>	 <p>The screenshot shows the 'Library Tools' ribbon in SharePoint. The 'Documents' group is selected, and the 'Upload Document' button is highlighted. The ribbon also includes 'Browse', 'New Folder', 'Edit Document', 'Check Out', 'Check In', and 'Discard C'. The 'Upload Document' dropdown menu is open, showing two options: 'Upload Document' (Upload a document from your computer to this library.) and 'Upload Multiple Documents' (Upload multiple documents from your computer to this library.).</p>

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3. Upload Document: Click on the Browse button to find the desired document, much like you would attach a document to an email and then click OK.

Upload Document

Upload Document

Browse to the document you intend to upload.

Name:  Browse...

Upload Multiple Files...

Add as a new version to existing files

Destination Folder

Specify the folder in this document library where the document should be saved.

Folder:  Choose Folder...

Version Comments

Type comments describing what has changed in this version.

Version Comments:

OK Cancel

4. Upload Multiple Documents: Drag the documents from the local PC or file share into the box that says 'Drag Files and Folders Here' Click OK.

Upload Multiple Documents

Add as a new version to existing files

Drag Files and Folders Here

Browse for files instead

0 out of 0 files uploaded  
Total upload size: 0 KB

OK Cancel

NOTE: Documents must be located in an accessible location, such as a user's pc or a network file share or server. Also it is a good idea to not display more than 5000 items in a folder.