

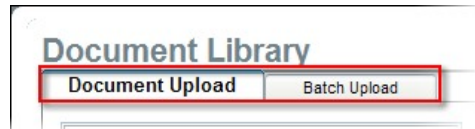




# Document Uploading

## *Overview of Document Uploading Methods:*

In order for documents to be uploaded to your Document Library, a root folder has already been created for you, within which you can create numerous tiers of subfolders to organize your information. Documents can be uploaded either individually or in batches that have been compressed into .zip files.



### **Individual Document Uploading:**

Individual uploading is ideal for:

- Uploading small files.
- Uploading files to a single folder.
- Uploading documents to add to folders that have been previously created.

### **Batch Uploading:**

Batch uploading is ideal for:

- Uploading large files.
- Conveniently uploading entire directories (i.e. both files and their folders).