Uploading New Documents to CommonSpot

1. Login to CommonSpot.

2. Navigate to the directory you would like the document to reside in. Once there, click on the right-most icon in the CommonSpot Icons (bottom of the screen). From the popup, select **Upload New Document**.

3. You will now see a popup wizard to assist you with uploading a new document. It will ask you for a series of information and you will be able to select from your hard drive what document to upload. **Local Filename** is the file on your system. Click the **Browse** button and find the document on your system.

4. You will need to **categorize** the document for CommonSpot indexing and searching.

5. Add a **title** for your document. This is what CommonSpot will display in menus if you specify CommonSpot to add the document to menus for the directory (see below). Be sure that this **title** is not already used for a document currently in the same directory. If there is already a document by the same **title**, CommonSpot will not allow you to upload the new document.

6. Add a brief **description** of your document. This will be displayed when the document is returned in the internal search engine.

7. You can choose to add **keywords** to your document to help gain traffic in the internal search engine and also for sites like Google and Yahoo.

8. If you would like to add a **release date**, you may, but this is not necessary.

9. Click the **Next Button**. You will now see the **Custom Page Information** menu. This is the final step and will ask if you want to include the document title in the side navigation bar for this directory. If you do want it to be included in the side nav, click the check box, otherwise, leave it unchecked. Click **Finish**.

10. The document is now in CommonSpot and is accessible from all CommonSpot menus for linking, etc.