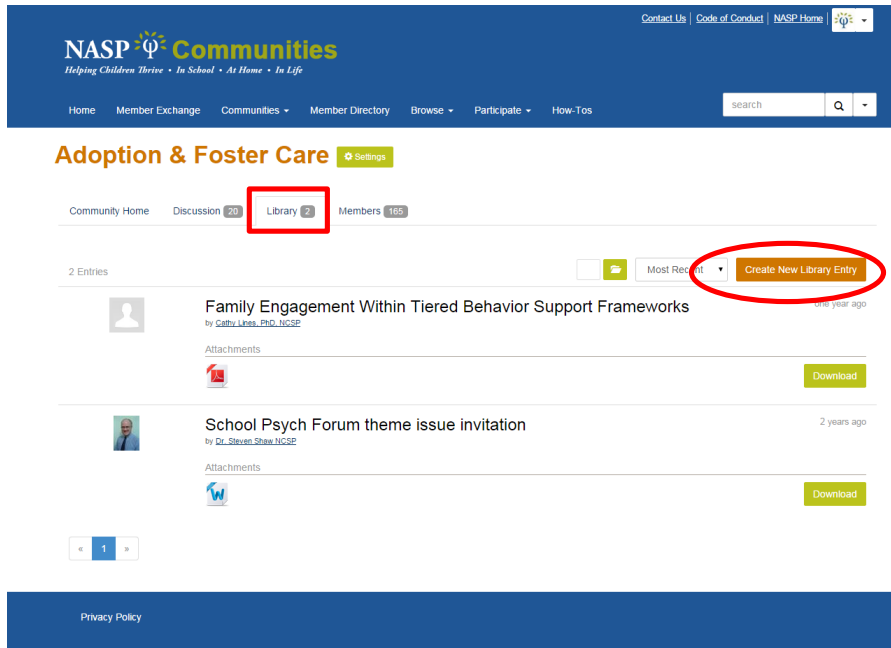
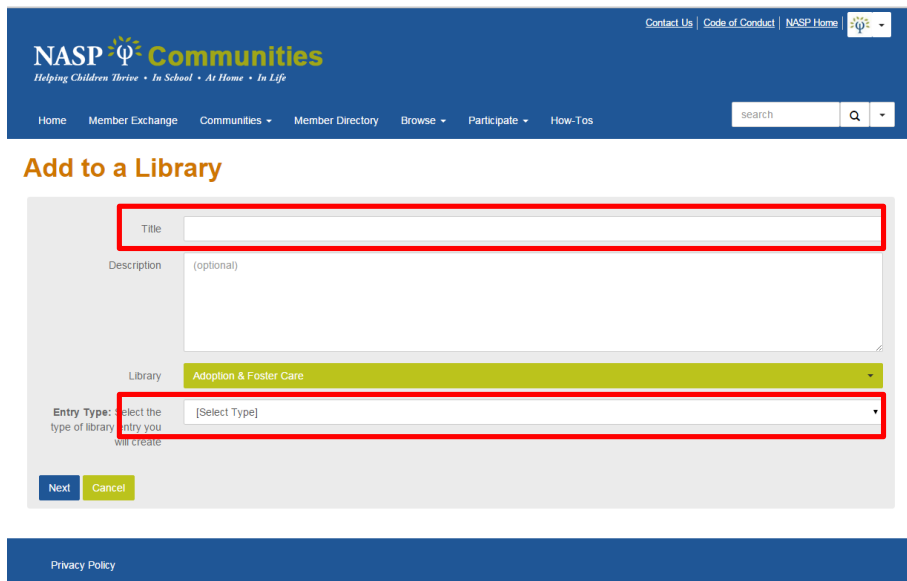


# Uploading a File to a Community Library



Step 1: Click the “Library” tab from the menu at the top of the page. All of the library entries in the community will be displayed. Click the orange “Create New Library Entry” button.



Step 2: Add a title and select an entry type for your library addition. You can also add an optional description. Click the blue “Next” button.

Step 3: Drag in or upload a file from your computer, then click the blue “Upload” button.

Step 4: Click the orange “Finish” button to submit your entry or the blue “Next” button to continue and enter a description summary and tags.