

# Adding Computer-based Files

## Adding Documents

The term document in ERes refers to any number of file formats including, but not limited to, Microsoft Word, Microsoft PowerPoint, images, text, and Adobe Acrobat.

L001 - Comparative Religions (Spring 2005) - Wiemer

Course Info

Documents

Page Management

<a href="#">Course Reserves Page Settings</a>	Manage the basic properties of this course reserves page, including course number, course name, term, year, etc.
<a href="#">Crosslistings</a>	List this course reserves page under another name or department.
<a href="#">Documents &amp; Copyright</a>	Add, modify and delete documents and manage copyright information.
<a href="#">Re-order Documents on Course Reserves Page</a>	Change the position of documents and folders on your course reserves page. Note: this feature is disabled if your course reserves page is using "Alphabetic" ordering.
<a href="#">Manage Folders</a>	Add folders to your course reserves page, or manage existing folders.
<a href="#">Student Email List</a>	View the list of students currently receiving Email Alerts about this course reserves page. Send bulk or individual emails to students who have provided their email address.

From the **Main Menu** select **Documents & Copyright**.

A new window will appear.

**Document List**

[+ Add Document](#)   [Modify Selected](#)   [Delete Selected](#)   [Export Data](#)

Displaying  of 0 Matching Documents   << Page  of 1 >>

<input type="checkbox"/>	Document Title	Password
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Click on **Add Document**.

**Please select from one of the following options:**

- [Add a new Document](#) and associate it with this Course Reserves Page.
- [Select one or more existing Documents](#) to associate with this Course Reserves Page.

Select **Add New Document**.

**Title**

**# Pages**

**Description**

**Step 2: Provide Optional Information**

[Bibliographic Information](#)

[Web Link](#)

[Hard Copy Information](#)


[Quick Text](#)

Enter a **Title** for your document. **# Pages** and **Description** are optional. Indicating the number of pages can be very useful to the students so they can plan for the number of printed pages they will be needing.

In **Step 2**, you have the option to include **Bibliographic Information**, a **Web Link**, **Hard Copy Information** or **Quick Text**. These can be added in place of or in addition to an uploaded file or faxed document. To add any of these items, click on the appropriate link and fill in the text boxes that appear on the screen. When you are done, click **Save**.

A new screen will appear giving you the opportunity to add a file to your document. At the top of the screen you will see a link that says **Transfer File(s) To Server**. Click on this to upload files from your computer to the ERes Server.







[Document Info](#) [Attached Files](#) [Page Specific Info](#) [Permission Requests](#) [Copyright & Fees](#)

 [Transfer File\(s\) To Server](#)

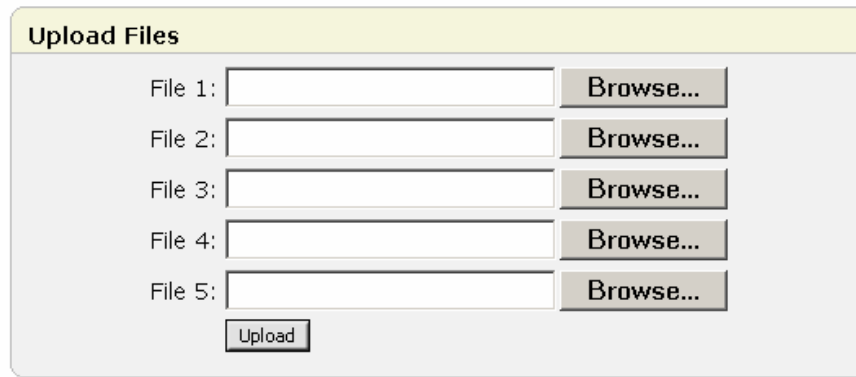
File(s) Attached to this Document:  
There are no files attached to this Document.

File(s) in User Staging Area (Private):  
There are no files in your personal staging area; use the link at the top of the page to upload files to the server.

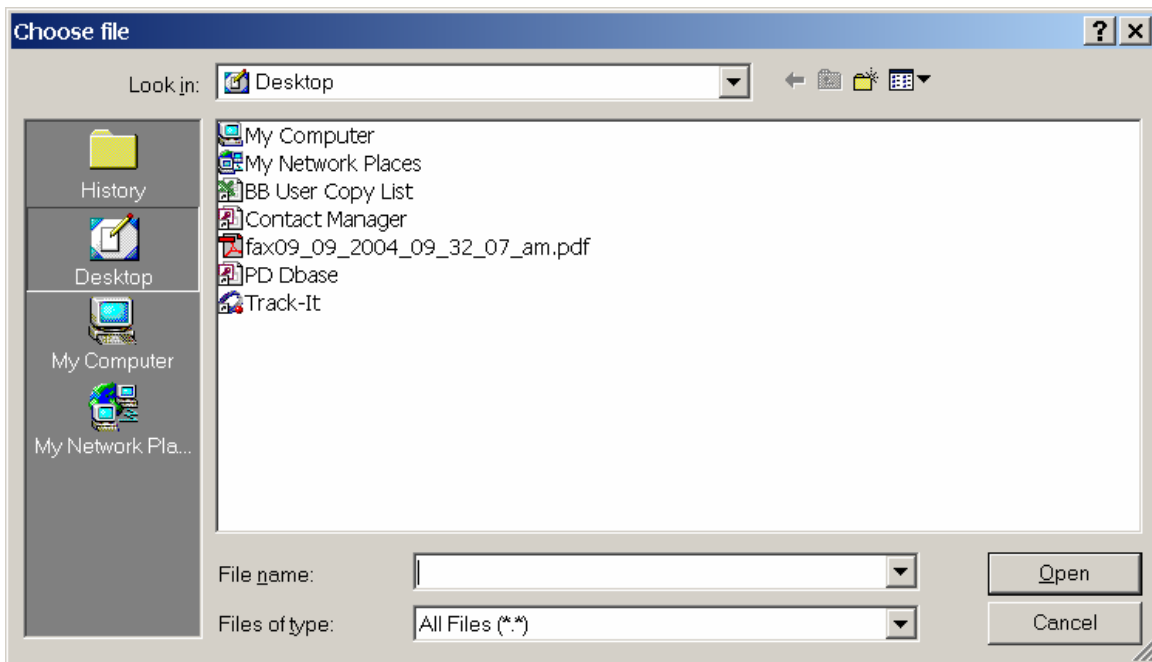
File(s) in the DocuFAX Staging Area (Shared):

Attach	Filename	Filesize	Delete
	fax09_09_2004_09_23_00_am.pdf	910 KB	
	fax09_09_2004_09_27_15_am.pdf	327 KB	
	fax09_09_2004_09_32_07_am.pdf	445 KB	

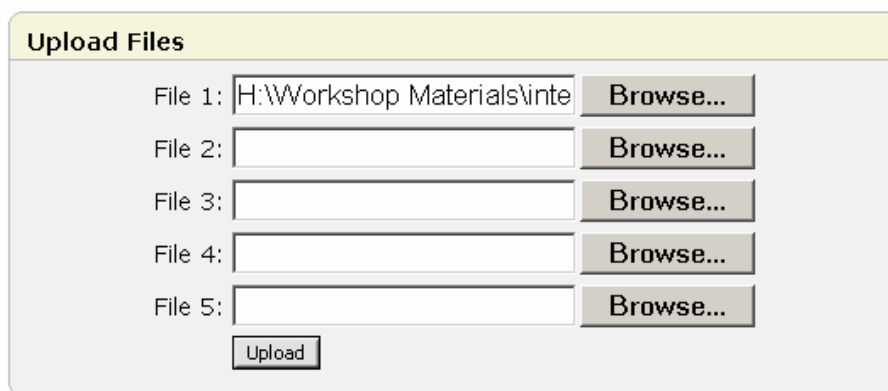
A screen will appear giving you the option to choose which file(s) you wish to upload. You can upload a maximum of 5 files.



Click on **Browse** next to **File 1**. A new window will appear allowing you to search your computer and network drive for the appropriate file.



Once you find the file, select it and click on **Open**. This will add the file to the **Upload Files** window in ERes.



Click on **Upload** to add the file to your ERes staging area. Then click **Close Window** to return to your document. When you return to the document, you should see your recently uploaded file listed on the left side of the window under **Files in User Staging Area**.

Document Info Attached Files Page Specific Info Permission Requests Copyright & Fees

Transfer File(s) To Server

File(s) Attached to this Document:  
There are no files attached to this Document.

File(s) in User Staging Area (Private):

Attach	Filename	Filesize	Delete
	integrating.ppt	262 KB	

File(s) in the DocuFax Staging Area (Shared):

Attach	Filename	Filesize	Delete
	fax09_09_2004_09_23_00_am.pdf	910 KB	
	fax09_09_2004_09_27_15_am.pdf	327 KB	
	fax09_09_2004_09_43_41_am.pdf	633 KB	

Click on the paperclip next to your file to attach it to your document.

Document Info Attached Files Page Specific Info Permission Requests Copyright & Fees

Transfer File(s) To Server

File(s) Attached to this Document:

Return Filename	Filesize	Delete
integrating.ppt	262 KB	

File(s) in User Staging Area (Private):  
There are no files in your personal staging area; use the link at the top of the page to upload files to the server.

File(s) in the DocuFax Staging Area (Shared):

Attach	Filename	Filesize	Delete
	fax09_09_2004_09_23_00_am.pdf	910 KB	
	fax09_09_2004_09_27_15_am.pdf	327 KB	
	fax09_09_2004_09_43_41_am.pdf	633 KB	

If you are not using folders to organize your documents, or if you wish to have this document in the Root Level of your Course Reserves Page, click on **Close Window**, which will return you to the **Page Management** Screen. If you wish to place this document in a folder, click on the **Page Specific Info** tab.

Document Info Attached Files Page Specific Info Permission Requests Copyright & Fees

Password

Place in Folder

Limit Visibility Dates?  -  -  (MM/DD/YYYY) to  -  -  (MM/DD/YYYY)

Check box to automatically remove from course reserves page on end date.

From this screen you can set a Password for the individual document. Since you have used a Password for your Course Reserves Page, it is not necessary to enter a Password here. To place your document in a folder, click on the drop box next to **Place in Folder** and select the folder into which you would like to place your document. Click **Save** when you are done and then **Close Window**.