**UPLOADING DOCUMENTS INTO A CANDIDATE PORTFOLIO LIBRARY**

When your page opens to your personal library, it will look like the following. (This document library is a sample library for Bruce Baumgarten, or "bruceBaumgarten" as it is labeled. Each candidate's library is named in the format of *lower-case-first-name-Upper-Case-Last-Name* in a single string with no hyphens and no spaces).
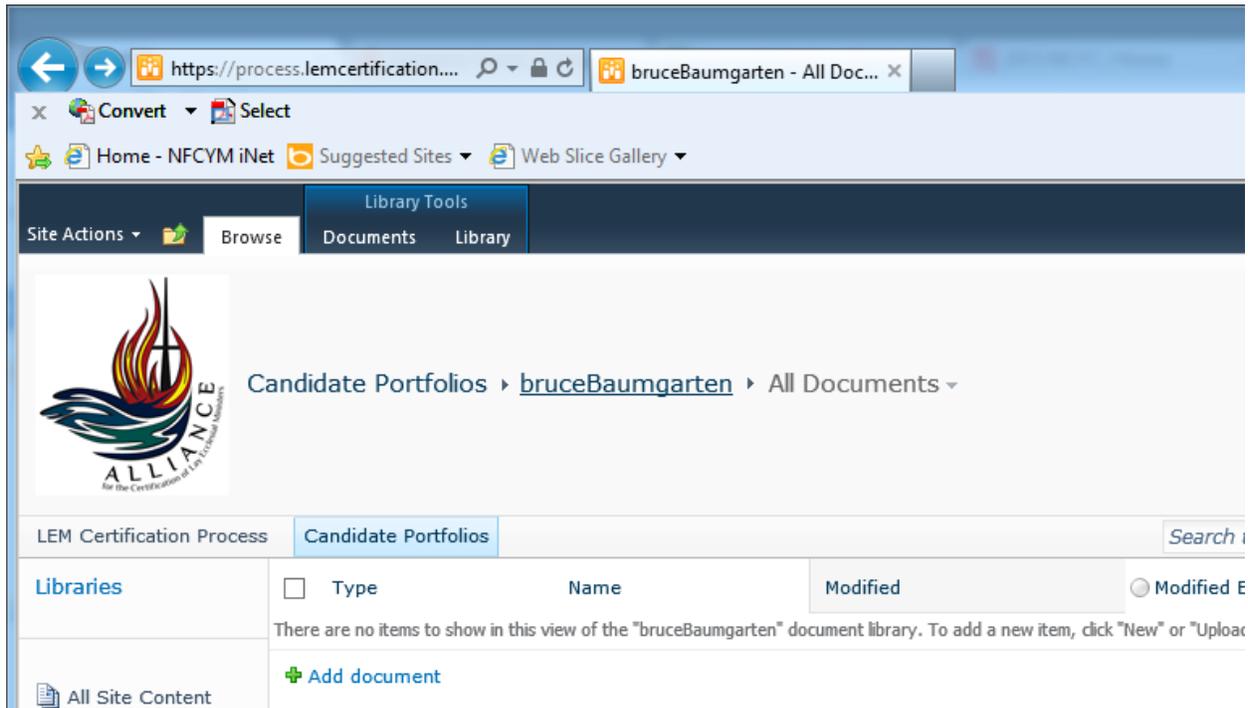

At the top of the page, click on the tab "Documents" under the tab group "Library Tools" (as circled in the screen image to the right) to reveal the ribbon for Document Handling.

If you are using or have used any of the Microsoft Office applications from 2007 or 2010 (for example, MS Word 2010), you will be familiar with this interface convention. Rather than using a Menu Bar and menu items, most commands/functions are placed in a "ribbon." The ribbon organizes the commands/functions into different groups. And multiple ribbons may exist for a web page; these are organized using "tabs" at the top of the page.


In the next image, you see the upper left corner of the browser window with the ribbon for Document Handling exposed.
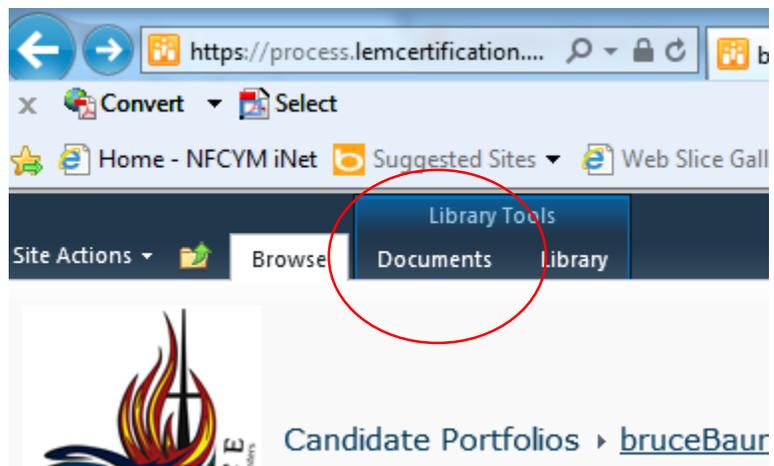
To upload a document, simply click the "Upload Document" button. *Note: uploading documents requires the "Upload Document" button, not the "New Document" button. In a SharePoint document library "New Document" denotes the creation of a document of the default type—in this case an MS Word document. Therefore, clicking the "New Document" button will attempt to open MS Word on your computer with a blank document.*
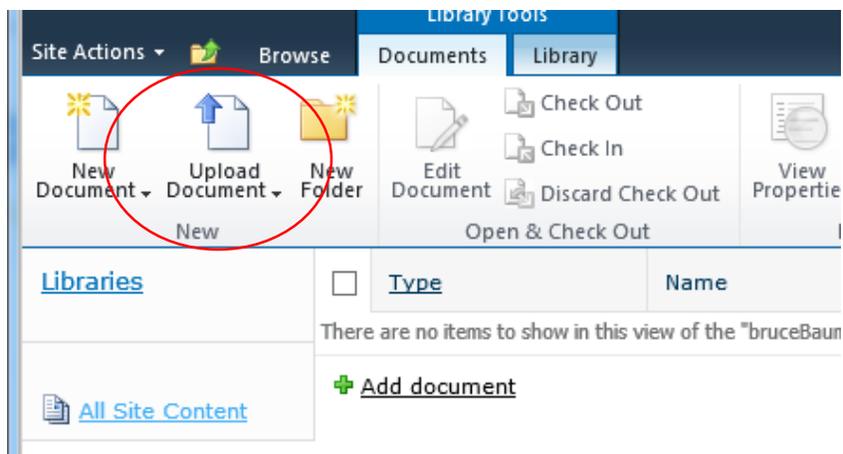
If you are using MS Internet Explorer only, you can click the drop-down arrow and choose "Upload Multiple Documents" for drag-and-drop capability when you have a number of documents to upload at one time. *Note: your browser may ask for permission to load and run and Active X control (which makes this functionality possible). This is only possible in MS Internet Explorer/Windows.*
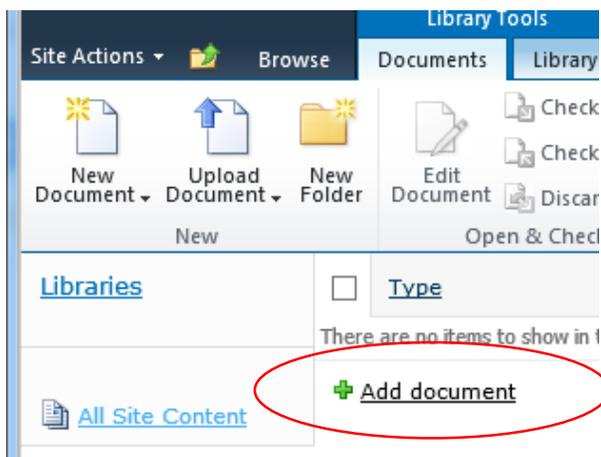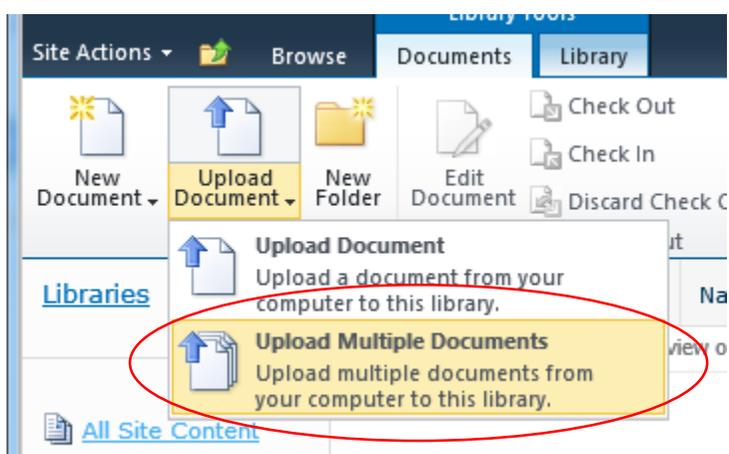
You may have also noticed another method for uploading documents. The document library webpage opens with a listing of the files and folders in that library (in these screenshots, no documents have yet been uploaded, so no documents are listed. However, at the bottom of the list of documents, there is a text link for "Add document." This is an alternative way of adding documents

Dividing Your Documents with Folders

Another feature of the Portfolio Document Library is the ability to divide or organize your documents using folders—just as you would on a drive on your computer. There are no rules for the use of folders in the document library—you can divide and organize in whatever manner you wish. Perhaps you would want to divide your library by document/file types—therefore you might create folders for

"Pictures" and "Videos" and "Print Documents." Or, perhaps you want to organize your library by chronological order, in which case you might create folders by decades (*e.g.*, "1980s," "1990s," "2000s," etc.) or by periods of your ministerial career (*e.g.*, "Early Ministry," and "Recent Ministry"). If you wanted to divide your materials by areas or subjects (*e.g.*, "Catechesis," "Sacramental Prep," or "Weekly Liturgies," "Special Liturgies," etc.), you could create the appropriate folders.

To create a folder in your document library, simply return to the Document Management ribbon (the "Documents" tab) and select the "New Folder" button, as seen in the screen image to the right and indicated by the red circle.
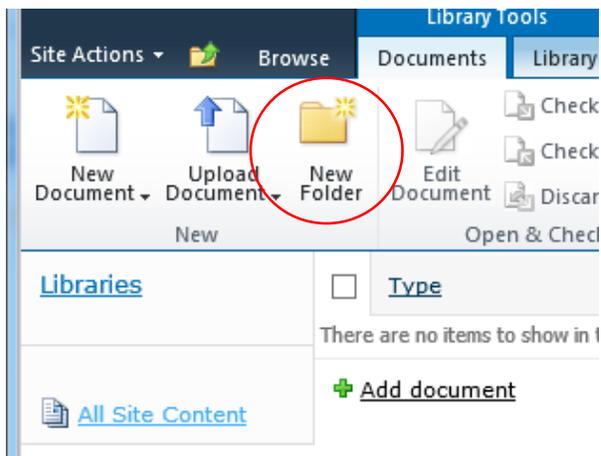

When you click "New Folder" you will receive a modal window with the "New Folder" form (a *modal window* is a window which pops up on a webpage as an overlay to the current page, usually darkening the web page behind it. When you act on the window (*e.g.*, clicking a "Submit" or "OK" or "Cancel" button) the window disappears and the current web page returns to normal exposure. Below is an example of the modal window pop-up in an Internet Explorer 10 browser. ***Note:*** *the action may differ depending upon the choice of browser or even its version. Some browsers may not be able to display the "effect" of the modal window, so they may just load the form as a new web page and then return to the current page after you act on the form.*
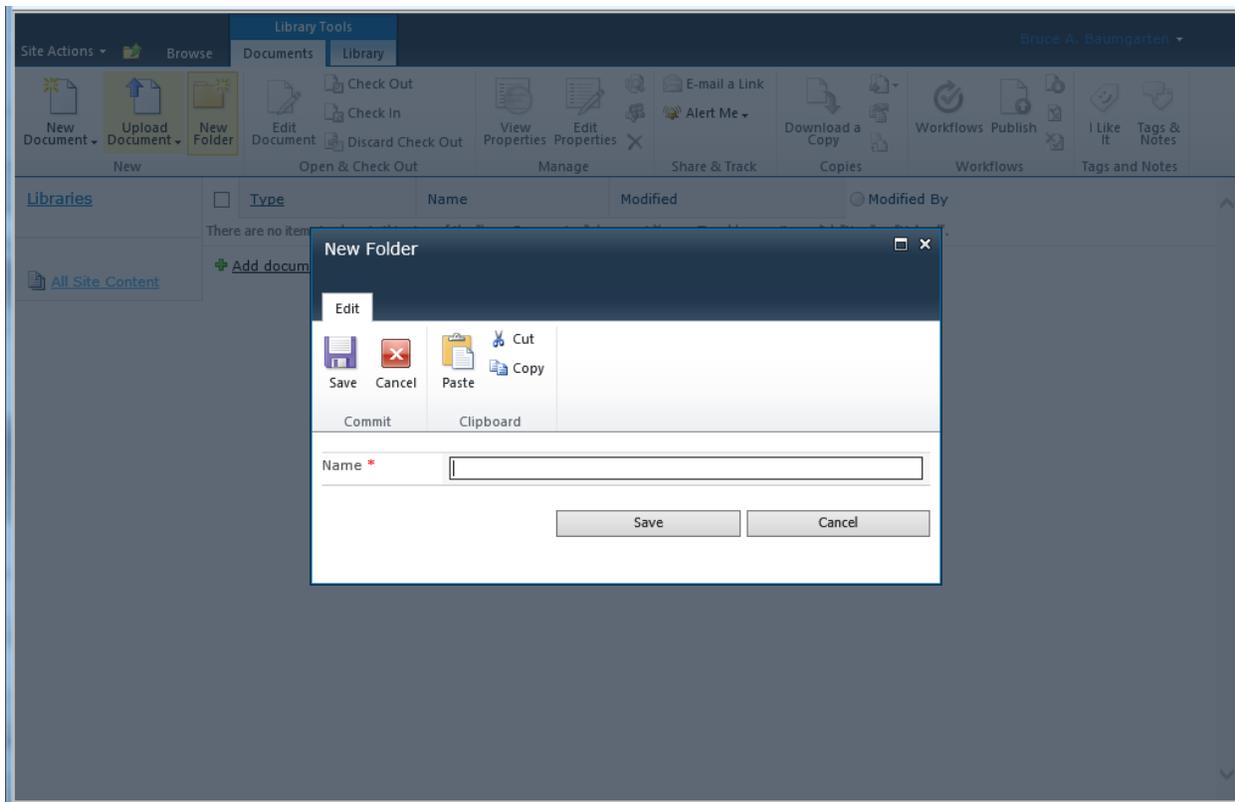
In the screen image which follows, you can see a document library that already contained two documents (one from MS Word and the other a PDF). This library will also contain photos, so the decision was made to organize them by using a separate folder called "Photos." Following the procedure above, the word "Photos" was entered into the "New Folder" window and the document library now includes a "Photos" folder. Folders are displayed above the documents that currently exist.
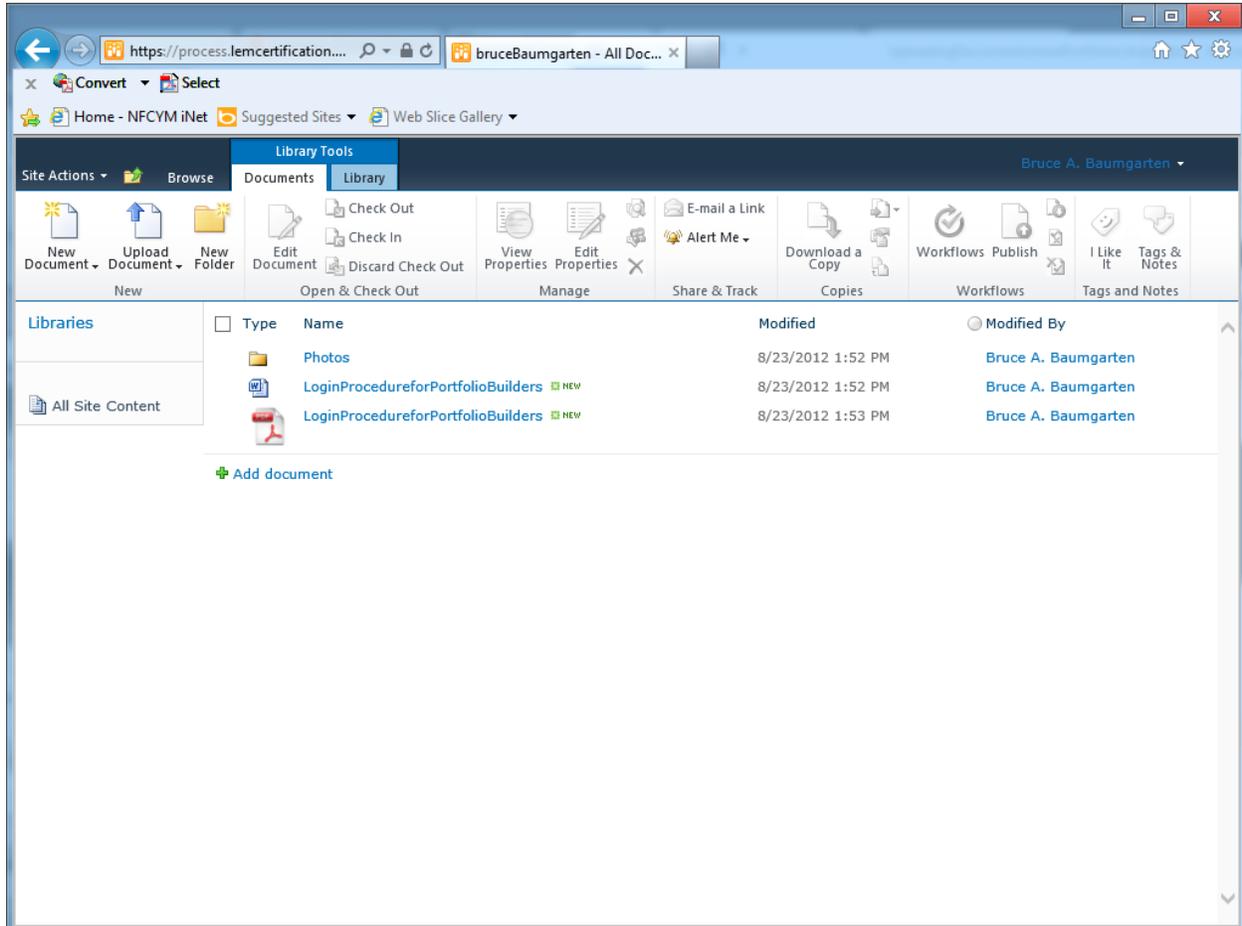
To add photo files into this new folder, simply click on the name of the folder and the web page will redraw to the list of files "in" that folder. Use the same "Upload Document" or "Add document" methods described above to add the files. Also, it is permissible and acceptable to create folders within folders, but it is recommended that you don't go too many levels deep.

Once you are inside a folder, you can navigate back to the "root" page of your library by using the navigation function accessible through the icon of the folder with the up arrow, as circled in the image to the right.

As you can see, when clicked, this icon reveals a drop-down menu with a "tree structure" of the website. At the bottom is the current location (in this example, the "Photos"
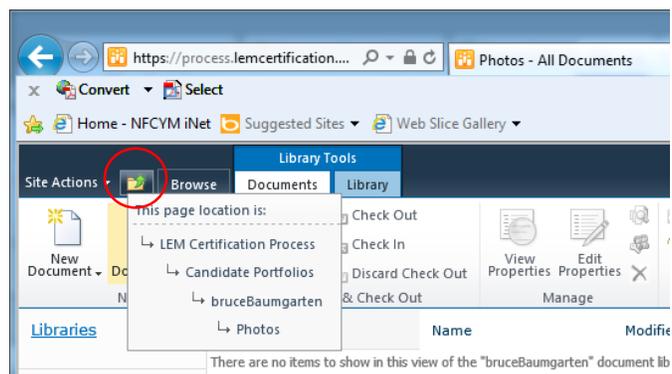
folder). Directly above it is the root folder of the "bruceBaumgarten" document library. Click that link to go "up" to the root folder of the document library. Note: links above the root folder of your document library will have little or no functionality because of restricted permissions. For example, you can click the home page of the "Candidate Portfolios" site, and it opens a directory page of each candidate's portfolio library. However, you are restricted from being able to enter any library but your own. Attempting to do so will bring the page seen below.