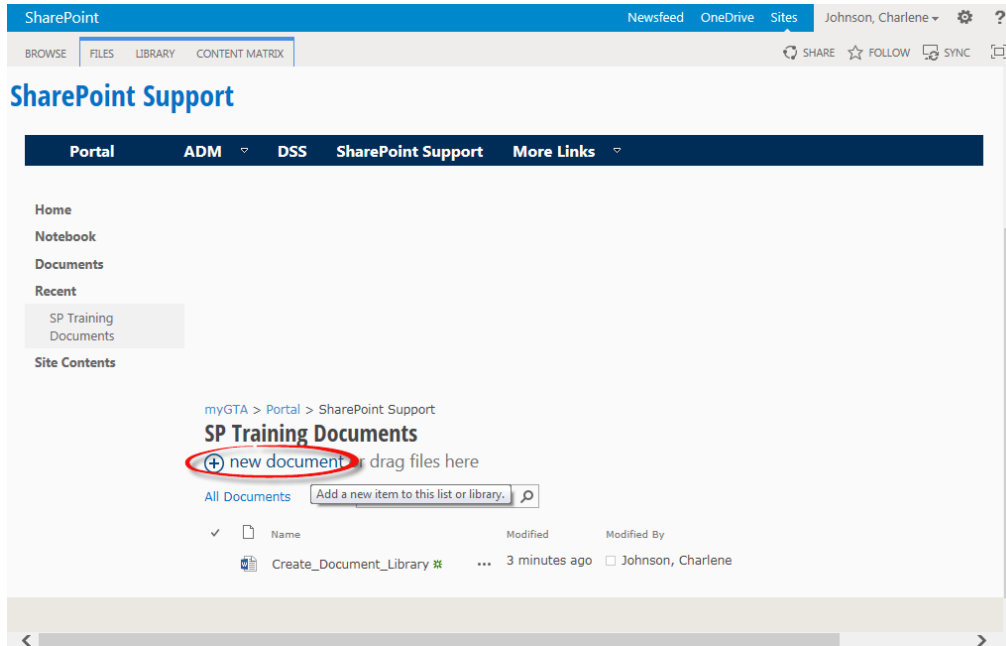# Add Files To A Document Library
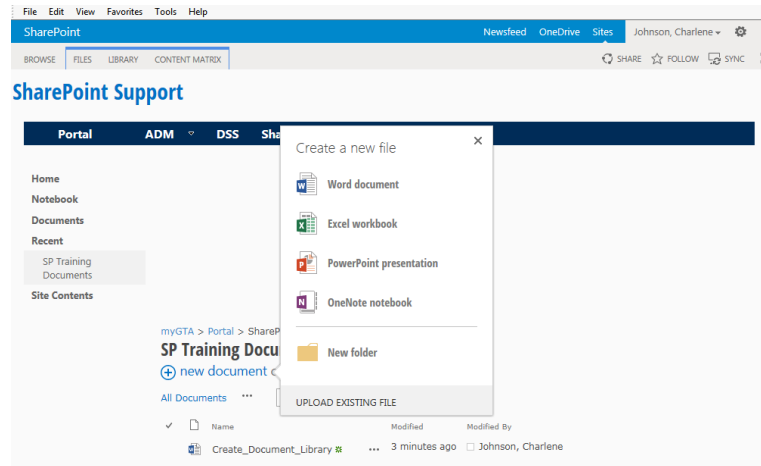
ADD FILES TO A LIBRARY

1. There are different ways to add files to a library, but the quickest way is to navigate to the document library, e.g. SP Training Documents.

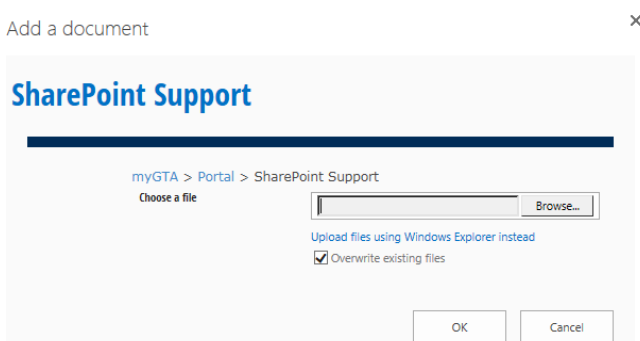2. Click the **new document** link.

Create a new file

3. The pop-up window will allow you to Create a new file that or Upload Existing File.
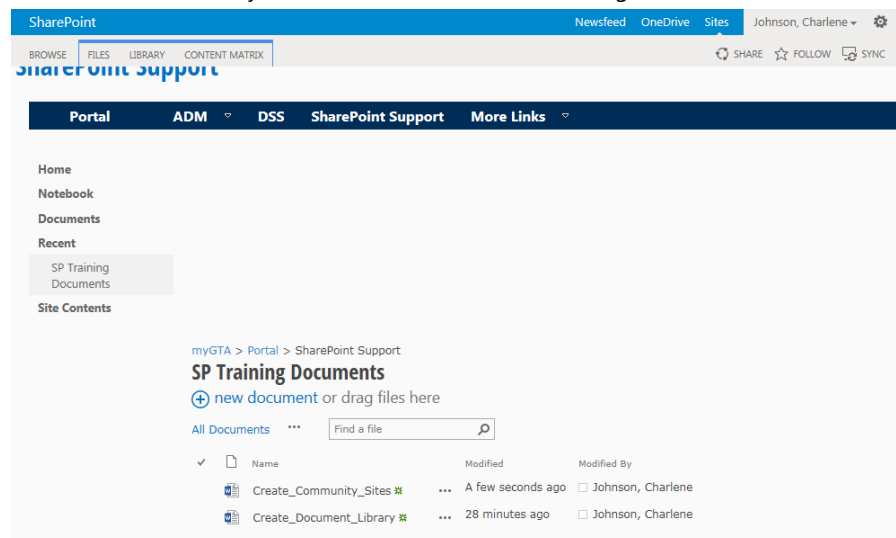

Upload Existing File

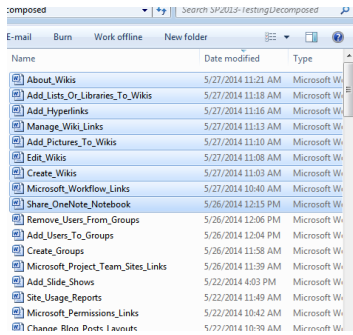4. To Upload Existing File, click the selection and then browse for the file.

5. Click OK to upload the file and the file will be added to the document library in a few seconds, e.g. Create_Community_Sites was added a few seconds ago.
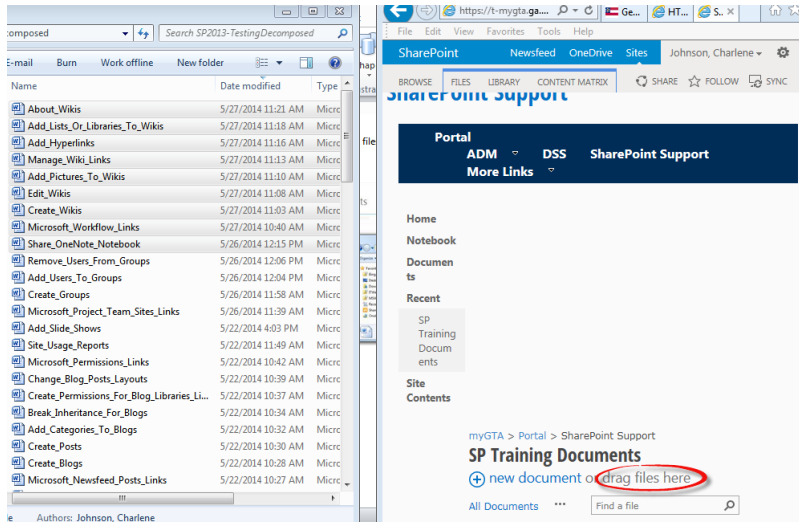
Drag File(s)

6.   You can also add one or more documents at a time, using drag and drop. From Windows Explorer, select the file(s) and highlight them.

7.   Drag the selected files to the drag files here area of the document library.

8.   The files are added to the document library in a few seconds.