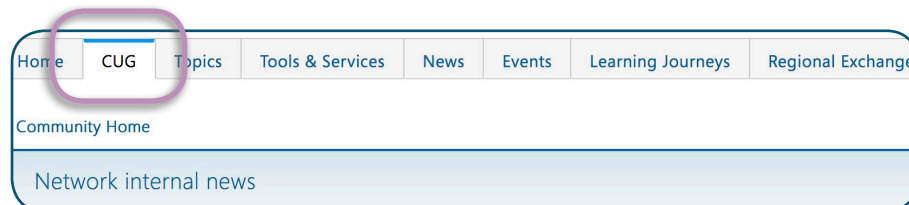


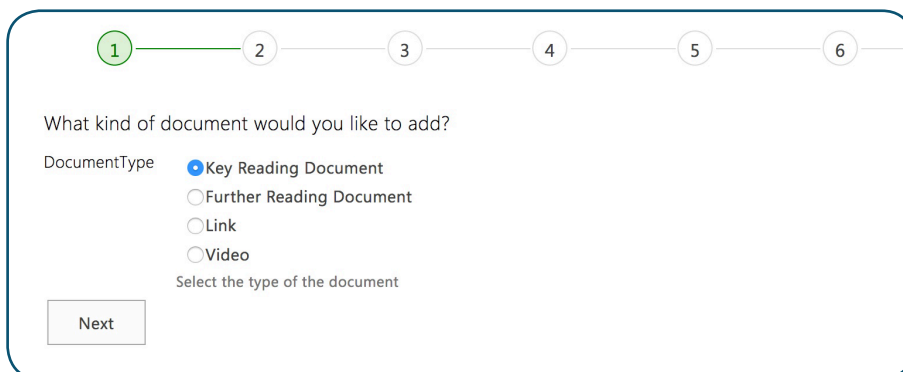
Learn how to upload documents or create links that appear in a list on a ShareWeb page. This procedure differs from collaborating on documents uploaded to ShareWeb.



To add a document (or a video, or any Internet link) to a list inserted on a ShareWeb page, you assign specific attributes to the document, in order for it to appear on the right page in the right list. - Only users with administrative rights can upload documents that appear on specific ShareWeb pages. The UploadMask will guide you through these steps.



- In the CUG tab, scroll down to Admins only. Click Upload a document
- This will open the UploadMask (or "UploadWizard")



- What type of document is it?  
For example, if it is a **Key Reading Document** your document will appear on the ShareWeb page in the "key reading documents" list. If you want to link to another Internet or ShareWeb page, select **Link**.
- Click Next.

2

- a) Make a check mark if the document is to be private: Only network members will be able to access it
- b) You can always navigate back to change your settings, or cancel your upload
- c) Click **Next**

3

Name	Modified	Modified By
Checklist_Governance Policy Marker_HynekTest02	Yesterday at 10:16 PM	Bures Hynek
Checklist_Governance Policy Marker_HynekTest01	Yesterday at 10:15 PM	Bures Hynek
Property Taxation Tom	August 9	Bures Hynek
Checklist_Governance Policy Marker	July 30	Romagnini Christa ED
Checklist_Governance Policy Marker	July 20	Bures Hynek

- a) Write a title for your document.
- b) Click **Choose file** to upload your document.
- c) Then click **Insert**. The file name will appear in the **DocumentUrl** field.
- d) Write a short summary or description helping readers to know quickly what the document is about.
- e) Select in which language or multiple languages your document is written.

Mandatory fields: Title, DocumentUrl, Language

- f) Click **Next**.

# 4

Add a thumbnail

Upload a new thumbnail

Choose file | No file chosen | Remove | Insert |  Overwrite existing file

Or choose an existing thumbnail

Name	Modified	Modified By
UrsulaKeller	5 hours ago	Bures Hynek
Checklist_Governance Policy Marker_HynekTestPrivate01	Yesterday at 10:21 PM	Bures Hynek
Checklist_Governance Policy Marker_HynekTest01	Yesterday at 10:15 PM	Bures Hynek
Checklist_Governance Policy Marker	July 20	Bures Hynek
Annual_Programme_2015_-_Focal_Point_DLG_Final_Version	July 20	Bures Hynek

If you dont have an image, use one of the default images here:

Thumbnail

Type the Web address: (Click here to test)

http://

If you dont have an image, use one of the default images here:  
[https://www.shareweb.ch/site/DDLGN/SiteAssets/Document\\_Type\\_images](https://www.shareweb.ch/site/DDLGN/SiteAssets/Document_Type_images)

Back | Next

- a) Chose from existing icons by clicking one of them.
- b) Or upload your own image (thumbnail). Keep the image size very small: 180\*255 pixels is fine.
- c) Click the **Insert** button. The link will appear in the **Thumbnail** field.
- d) For more icons click the [http](https://www.shareweb.ch/site/DDLGN/SiteAssets/Document_Type_images) link below the Thumbnail field. A separate page will open.
- e) Click **Next**

# 5

Where do you want the document to appear?

Topic:  To which topic belongs the document?

Subtopic:

Event

- 2016 Political Econc
- 2017 Innovative Ap
- 2017 Learning Retre
- 2017 Webinar Serie
- Learning event on c
- Learning retreat on

LearningJourney

- Citizen participator
- Election support
- Fiscal decentralisati
- Fragility and conflic
- Inclusive land gover
- Local governance

ToolsAndServices

- Guidance for Moni
- Archived DLGN web
- Local Governance A
- SharePoint Tutorials
- Sharepoint Workshc
- Study tour guidelin

AboutUs  Check if this entry belongs to the AboutUs Site

Back | Next

Chose to which ShareWeb tab you want to upload your document:

**Topics:** If you want to add a document to one of the four topics, select a Topic and its Subtopic

**Events, learning journeys, tools and services:** Chose from one or several events, if you want to add your document to an event.

a) Click **Add >** to validate your choice.

**AboutUs:** Click the box in order for the document to appear on the AboutUs tab.

6

In which List of the page should it appear?

Order of appearance  None

- Day 1
- Day 2
- Day 3
- Day 4
- Day 5
- Day 6
- Day 7

Back Next

If the ShareWeb page hosts several document lists (f.ex. each day of the event has its own list of documents) specify which list will display your document. This UploadMask uses “days” as a way to order the lists on a page. If your lists correspond to subjects, rather than days, just designate a day for each subject.

7

Add additional information for easy browsing/searching

Institution

Author

Author of the document

Day published

When was the document published

Regions

- Unspecified region
- Global
- West Africa
- East and Southern Africa
- Middle East and North Africa
- East Asia
- South Asia
- Commonwealth of Independent States
- New EU Member States
- Western Balkans
- Latin America and Caribbean

Tags

Back

Cancel Save

Finally, add additional attributes to your document.

By clicking [Save](#), the document will be added to the specific document list on the designated Share-Web page.

### Would you like to learn more?

There is a separate tutorial on how to edit the above settings, once the document has been added to ShareWeb.