How to upload documents

Michael C. - 2023-01-12 - Documents

You can upload documents into MemberNova to share only with members only (login required) or with anyone (publicly downloadable). These documents can then be linked on the website, or within emails and bulletins.

Note

The file types supported for upload have the following file extensions: bmp, doc, docx, eps, gif, html, htm, jpeg, jpg, pdf, png, ppt, pptx, pub, swf, tif, txt, vsd, xls, xlsx, rtf, and zip.

You have the ability to add a single document at a time or multiple documents together.

- Adding a single document
- Adding multiple documents

Adding a Single Document

1. From the **Members Area**, click **Home**.
2. Click **Documents** on the left menu.
3. Click the **Add** button.
4. Enter a **Title** for the document.
5. The **Permalink** is automatically generated.
6. Enter a **Description** for the document.
7. Select the **Folder** the document should be saved in.
8. Select the **Access Level**.
    - **Public** - Anyone can view/download the document.
    - **Requires Login** - Only members can view/download the document.
9. Choose the document from your computer to upload it.
10. Click **Save**.

Adding Multiple Documents

1. From the **Members Area**, click **Home**.

2. Click **Documents** on the left menu.
3. Click the **Add Multiple**.
4. Select the Folder the documents should be saved in.
5. Select the Access Level.
    - **Public** - Anyone can view/download the document.
    - **Requires Login** - Only members can view/download the document.
6. You can drag and drop multiple documents into the **Drag files here** area or click **Add files** to select multiple documents from your computer to add them.
7. Click **Start Upload**.

Related Content

- How to view the documents library
- How to download all documents
- How to create a documents folder
- How to edit a document
- How to get a document's URL or website address
- How to delete a document