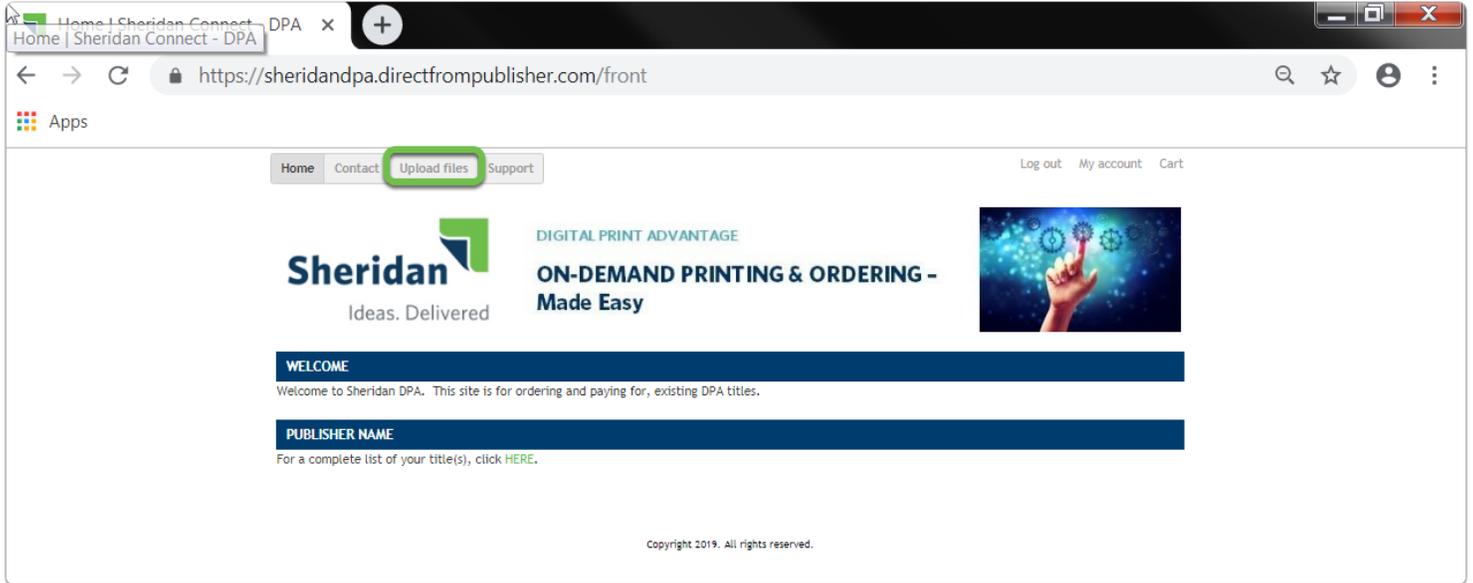
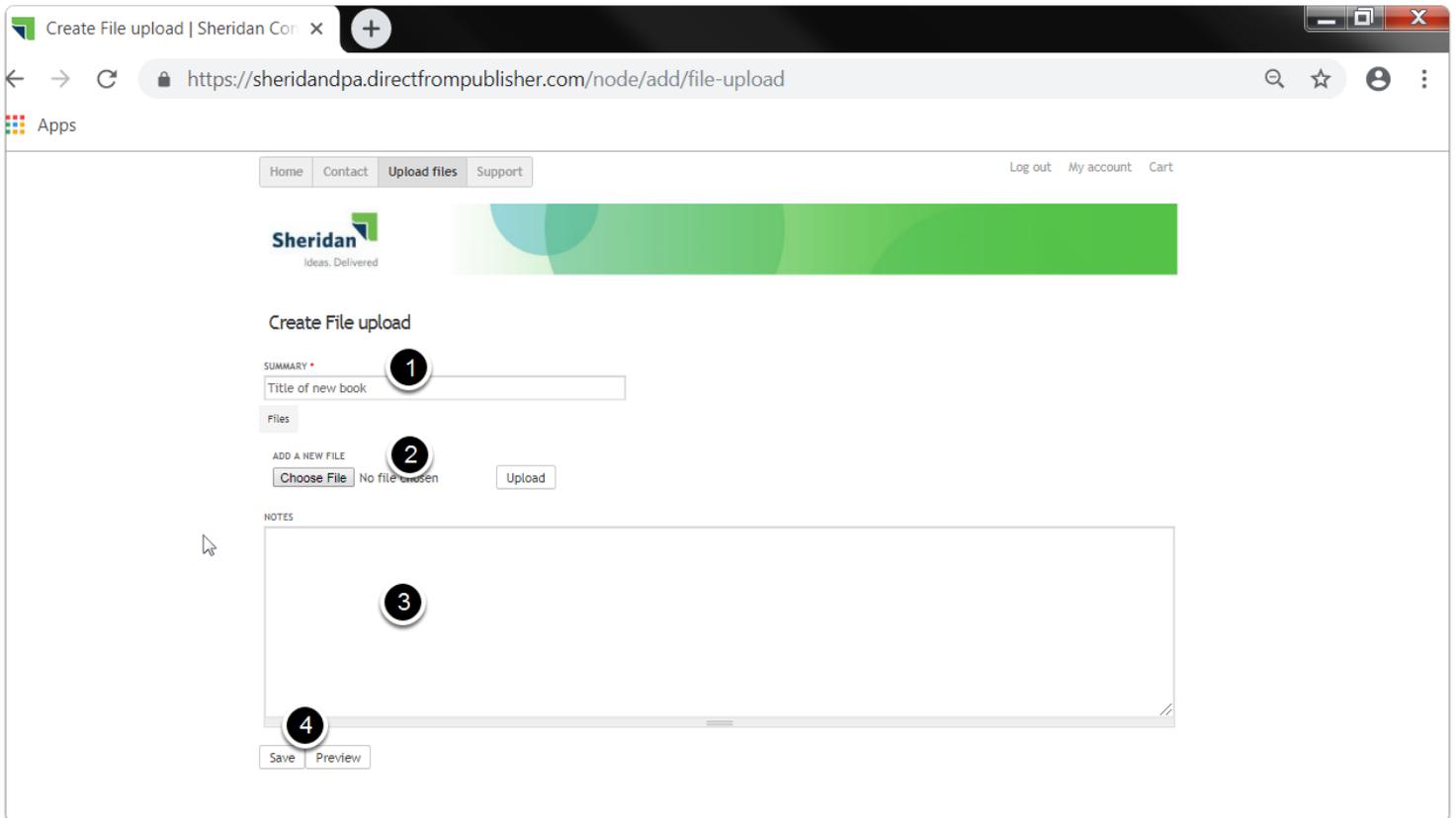


## Upload files



Select **Upload files** from the menu.



Create File upload | Sheridan Cor

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Ideas. Delivered

### Create File upload

**SUMMARY**

1 Title of new book

**Files**

**ADD A NEW FILE**

2 Choose File No file chosen Upload

**NOTES**

3

4 Save Preview

1. **Summary:** Add title of new book.
2. **Choose File:** Select **Choose File**... then select **Upload** to add a text file for the new title. Repeat this step for the cover file.
3. **Notes:** Add a note if necessary.
4. Select **Save**.

A notification will be sent to the DPA team when new file(s) are uploaded. You can also follow these steps for revised files.