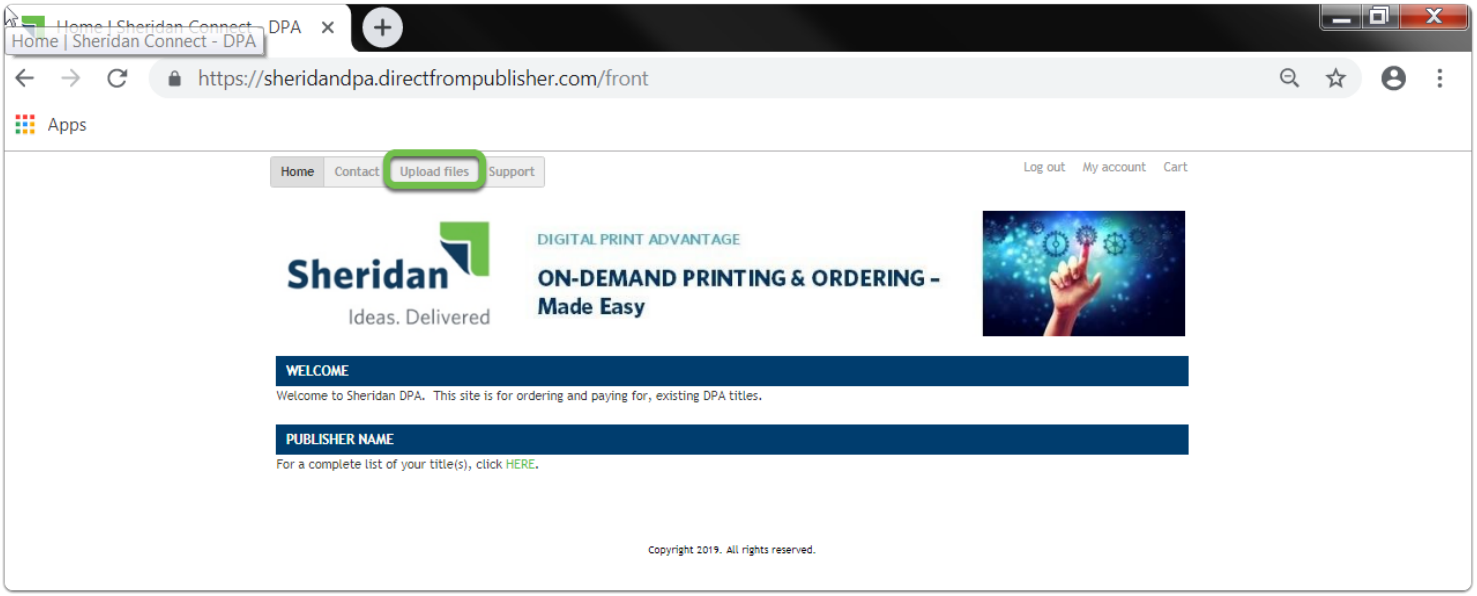
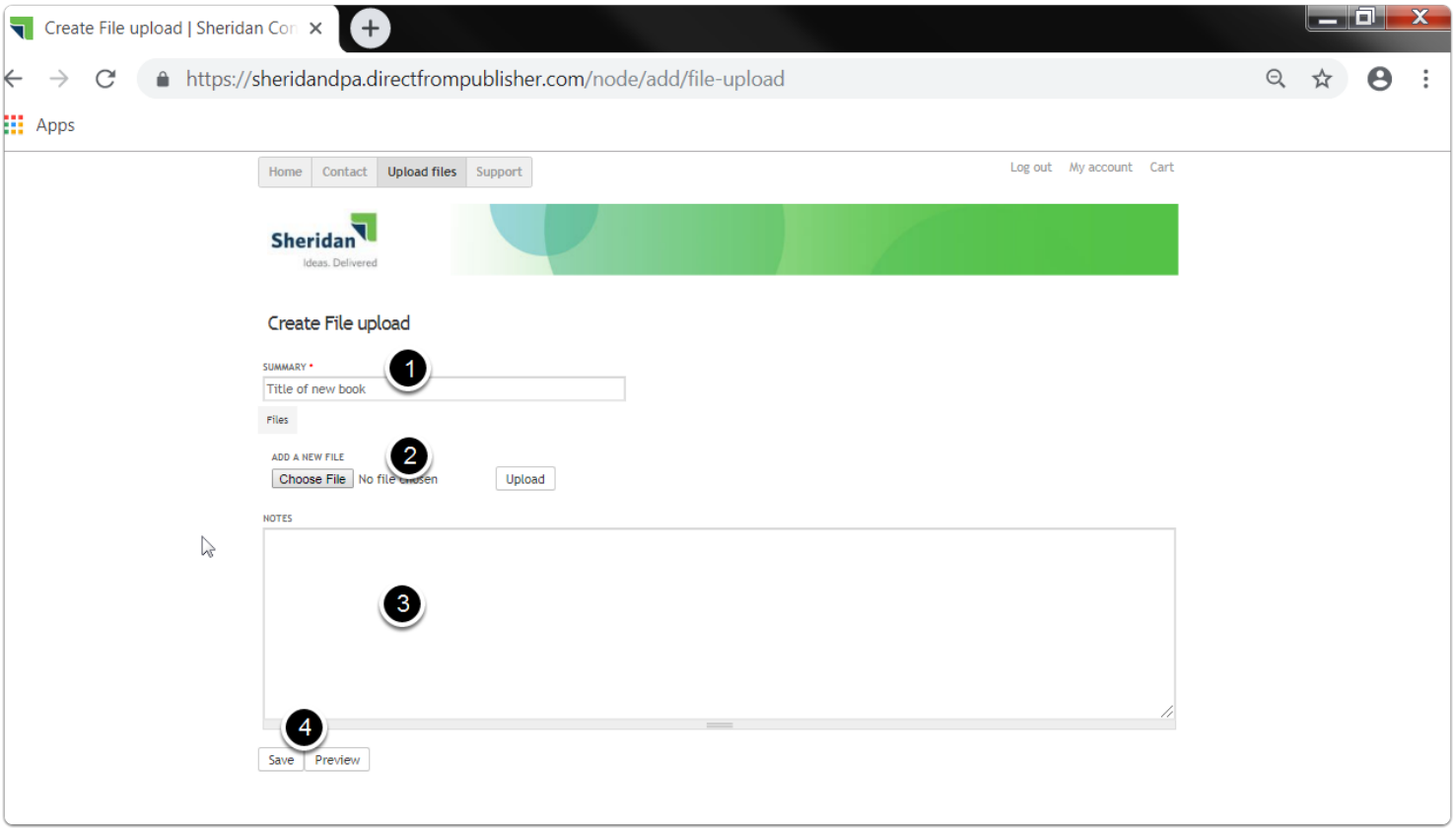
Upload files



Select **Upload files** from the menu.

How do I upload files?



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.