



CUNY Academic Commons Team



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New Library Item

You can select three different types of items to add to your Library. Files are standalone uploads from your desktop like images, PDFs or Word Docs (similar to an email attachment). Docs are editable documents you can create and edit via your Library later. External Links point to an item hosted elsewhere on the web, like Google or Dropbox.

What type of item do you want to add?

Choose a type



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What type of item do you want to add?

Choose a type

File

Doc (editable)

External Link (Google Drive, Dropbox)



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What type of item do you want to add?

File



Title (required)

Description

Select your file

Select file

Max file size is XX. Supported file types: jpg jpeg png gif mp3 mov avi wmv midi mid pdf doc docx sav epub xls xlsx rtf txt mp4 ppt pptx sps csv

Add to folder (optional)

Select folder



Add File



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What type of item do you want to add?

Doc (editable)

Title

Content

Visual **Text**

Paragraph **B** *I* **Tab**

ABC

Add to folder (optional)

Select folder

Select a parent for this Doc.

(Optional) Assigning a parent Doc means that a link to the parent will appear at the bottom of this Doc, and a link to this Doc will appear at the bottom of the parent.

(no parent)

[Cancel](#)



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What type of item do you want to add?

External Link (Google Drive, Dropbox) ▼

Please note: Files that are hosted on external sources will have a time stamp of when they were added to the group library. These files are linked, which means any changes made in the original location won't trigger notifications to the group. We currently support linked files that live on Google Drive and Dropbox only.

Title (required)

Link (required)

E.g. [https://docs.google.com/document/...](https://docs.google.com/document/) Review your sharing options of the source file, so it is accessible to group members.

Add to folder (optional)

Select folder ▼

Add linked file

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Search library items

Viewing item 1 to 50 (of 122 items)

Order by: **Newest**

View Folder

Add New Item

Download (zip): [All files](#)

- [All Files](#)
- [10things](#)
- [Cad-email](#)
- [Onboarding](#)
- [Redesign-bids](#)

[Manage folders](#)

[revised cdev steps for WINDOWS 10 users.docx \(12.1k\)](#)

Uploaded by [Marilyn Weber](#) on 11/23/2019

[cdev connection instructions](#)

Created by [Stephen Real](#) on 11/26/2016 | Last updated on 1/13/2016

[Ordering bug \(4.2m\)](#)

Uploaded by [Colin McDonald](#) on 11/22/2019

[CUNYITConference19ProgramDraft.pdf](#)

Uploaded by [Colin McDonald](#) on 10/01/2019

[T Discussion Points](#)

Created by [Stephen Real](#) on 10/25/2016 | Private Paper / 1 comment / 2 followers

[Lehman user scenarios](#)

Added by [Boone Gorges](#) on 11/20/2017

[Lehman user scenarios \(10.7k\)](#)

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