



CUNY Academic Commons Team



Home

Forum

Events

Site

Library

Members **16**

Send Invites

Digital Research Tools

Email Options

[← Back to Library](#)

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, Dropbox, or Microsoft OneDrive.

What type of item do you want to add?

Choose a type



CUNY Academic Commons Team



Home

Forum

Events

Site

Library

Members **16**

Send Invites

Digital Research Tools

Email Options

[← Back to Library](#)

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, Dropbox, or Microsoft OneDrive.

What type of item do you want to add?

Choose a type

- File
- Doc (editable)
- External Link



CUNY Academic Commons Team



Home

Forum

Events

Site

Library

Members **16**

Send Invites

Digital Research Tools

Email Options

[← Back to Library](#)

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, Dropbox, or Microsoft OneDrive.

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



CUNY Academic Commons Team



Home

Forum

Events

Site

Library

Members **16**

Send Invites

Digital Research Tools

Email Options

[← Back to Library.](#)

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, Dropbox, or Microsoft OneDrive.

What type of item do you want to add?

Doc (editable) ▼

Title

Content

Visual Text

Paragraph ▼ **B** *I* ☰ ☷ ☶ ☵ ☴ ☳ ☲ ☱ Tab

ABC — A ▼

▼

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) ▼

Save [Cancel](#)



CUNY Academic Commons Team



Home

Forum

Events

Site

Library

Members **16**

Send Invites

Digital Research Tools

Email Options

[← Back to Library](#)

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, Dropbox, or Microsoft OneDrive.

What type of item do you want to add?

External Link

Please note: If you are linking to a document or other file that's hosted externally, it will have a time stamp from when it was 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.

Title (required)

Link (required)

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

Add to folder (optional)

Select folder

Add linked file