

← 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



Google Custom Search Search

My Commons

People

Groups

Sites Papers

Courses

Events

News

About



CUNY Academic Commons Team



Home [



Events 📳

Site

Library







Research Tools

Email Options

← Back to Library

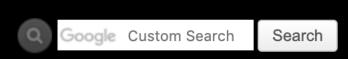
New Library Item

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	

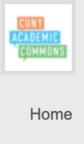




22

My Commons People Groups Sites Papers Courses Events News About

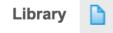
CUNY Academic Commons Team



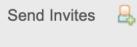




Site







Digital
Research
Tools

Email Options

← <u>Back to Library</u>

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 1

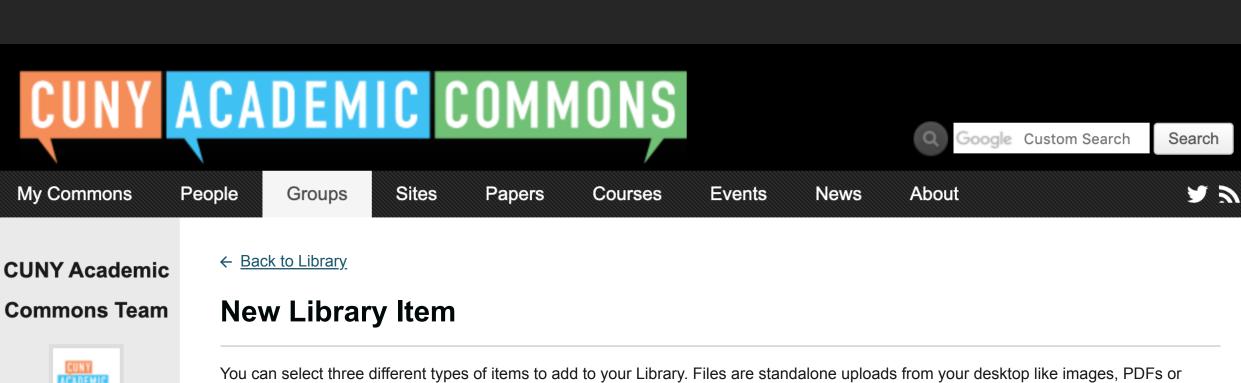


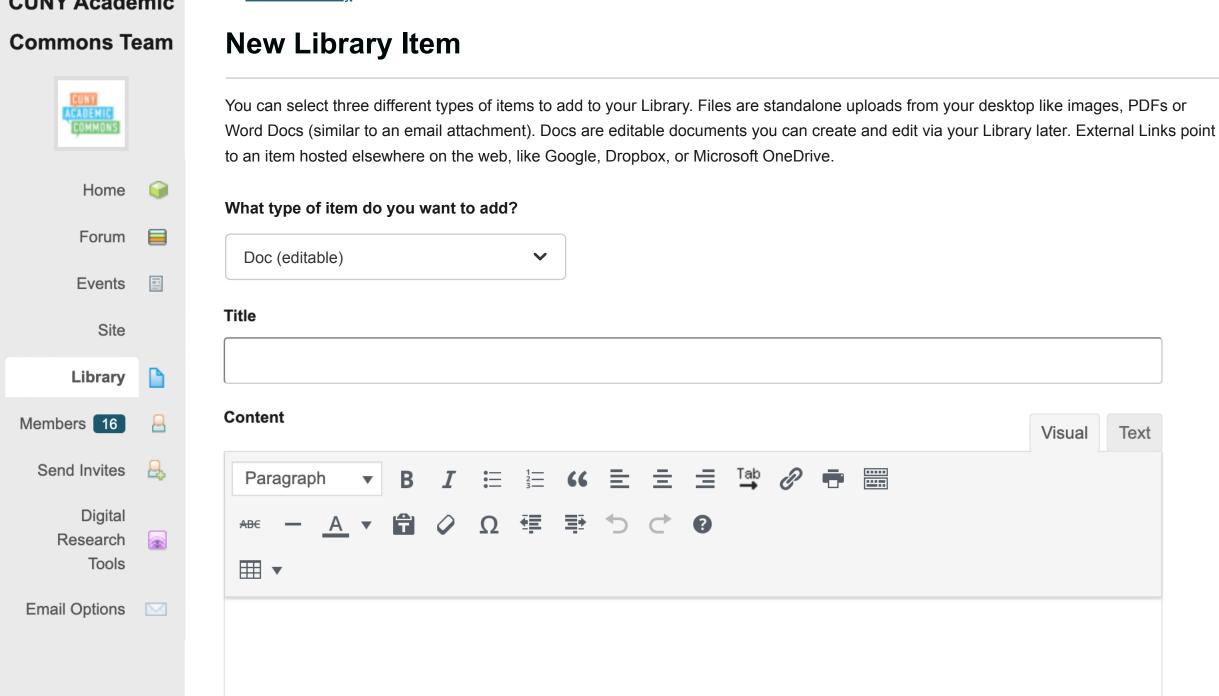
Max file size is XX. Supported file types: jpg jpeg png gif mp3 mov avi wmv midi mid pdf doc docx sav epub xls xlsx rtf txt mp4 ppt pptx sps csv

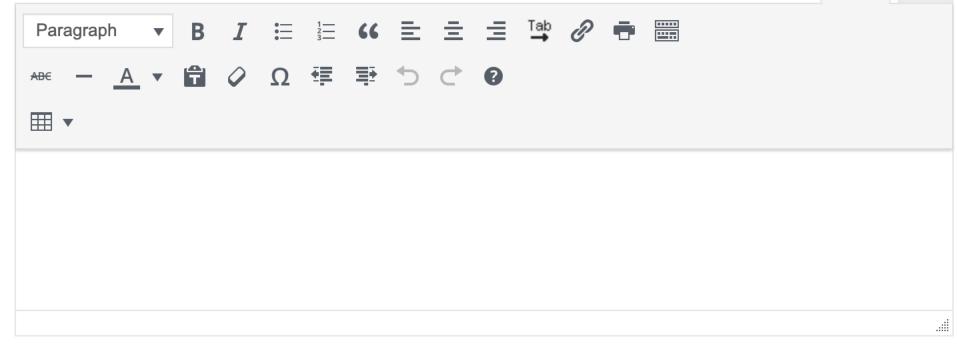
Add to folder (optional)



Add File







Visual

Text

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.





Google Custom Search Search

My Commons

People

Groups

Sites

Papers Courses

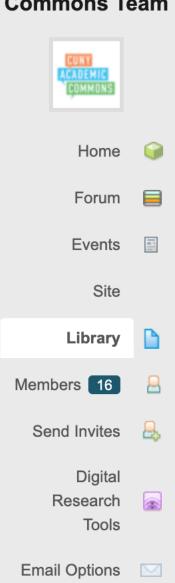
Events

News

About



CUNY Academic Commons Team



← 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/... Review your sharing options for the source file, so it is accessible to group members.

Add to folder (optional)



Add linked file