



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, Dropbox, or Microsoft OneDrive.

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

Upload a file

Create an editable doc

Add an external link



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What type of item do you want to add?

Upload a file

Title (required)

Description

350 characters maximum.

Select your file

Max file size 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

Select file

Add to folder (optional)

Select folder

Upload



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What type of item do you want to add?

Create an editable doc

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)

Create [Cancel](#)



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What type of item do you want to add?

Add an 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 link

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Link (required)

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Add to folder (optional)

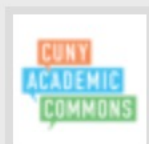
Select folder

- 10things
- Cad-email
- Onboarding
- Redesign-bids

+ Add new folder



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+ Add new folder

Add link