

## HOW TO ADD DOCUMENTS AND PHOTO

First, be sure you are logged in by using the log-in/sign-up buttons at the top of the screen.



Once you are logged in, click on the "Photos/Videos/Docs" icon on the homepage.



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After you select a file, it will upload. It automatically takes you back to the document library and you will find the item under, "My Docs."

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Another important tab is the "Organize" tab. The type might be automatically selected based on the file you uploaded, but you can select a subtype from the drop-down menu and enter any applicable keywords, each separated by a comma.

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Once you are done inputting the information in the Editor, click, "Save changes."

You've successfully added a new document/photo to the BDL library.