

Managing Publications

Managing Documents on a Publication

Primary documents for a Publication can be added by clicking on the **Add a File** button. Find the files from your computer by clicking on **Choose Files** then click **Upload**. Once the files have been uploaded, select the files (your selection will be confirmed with a green check mark), then click **Save**. Your files will be successfully uploaded to the Publication.

To remove files from a Publication, hover over the file that needs to be removed and locate the **Trash** icon that pops up to the right of the file. Click the **Trash** and the file will disappear from the file list.