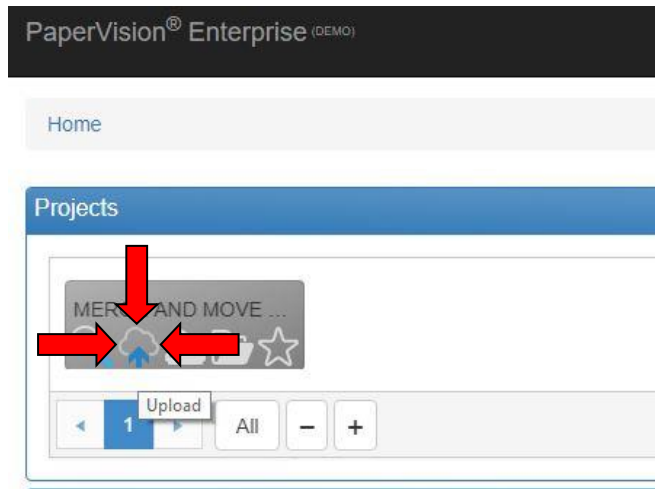




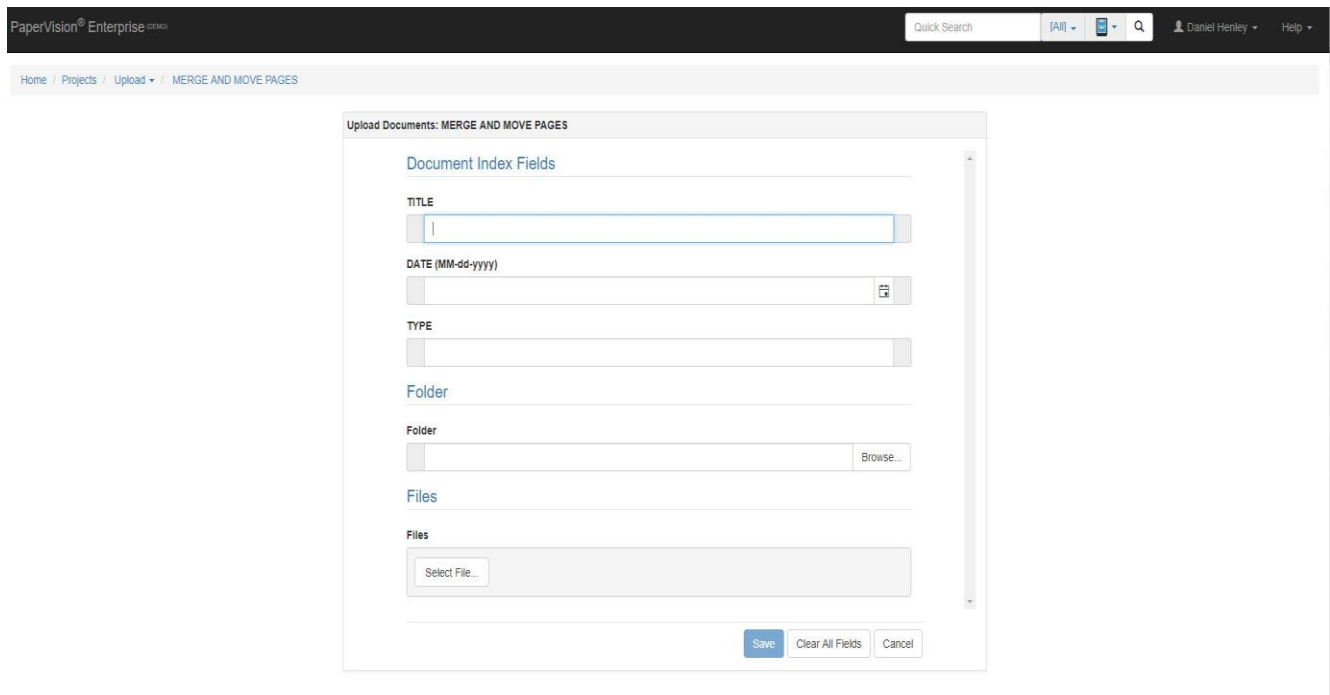
How to Upload Documents Using the PaperVision Website R85

Method 1: Upload a Document to a project straight from the Home Page of the PaperVision Site

1. Please select the project that you wish to upload a document to as seen below by clicking/selecting the cloud with an up pointing blue arrow "Upload" button by highlighting over your desired projects box on the Home page.



2. The Following "Upload Documents" Screen will appear, as seen below.





3. You will now index the file as seen below within the “Document Index Fields” section, and then will be ready to proceed to the next step of the process.

Upload Documents: MERGE AND MOVE PAGES

Document Index Fields

TITLE
Awesome Survey

DATE (MM-dd-yyyy)
07-26-2018

TYPE
Survey

4. For the next step you will Click/Select the “Select File...” button in the “Files” section of the Upload Documents dialogue box as seen below.

Upload Documents: MERGE AND MOVE PAGES

Document Index Fields

TITLE
Awesome Survey

DATE (MM-dd-yyyy)
07-26-2018

TYPE
SURVEY

Folder

Folder
Browse...

Files

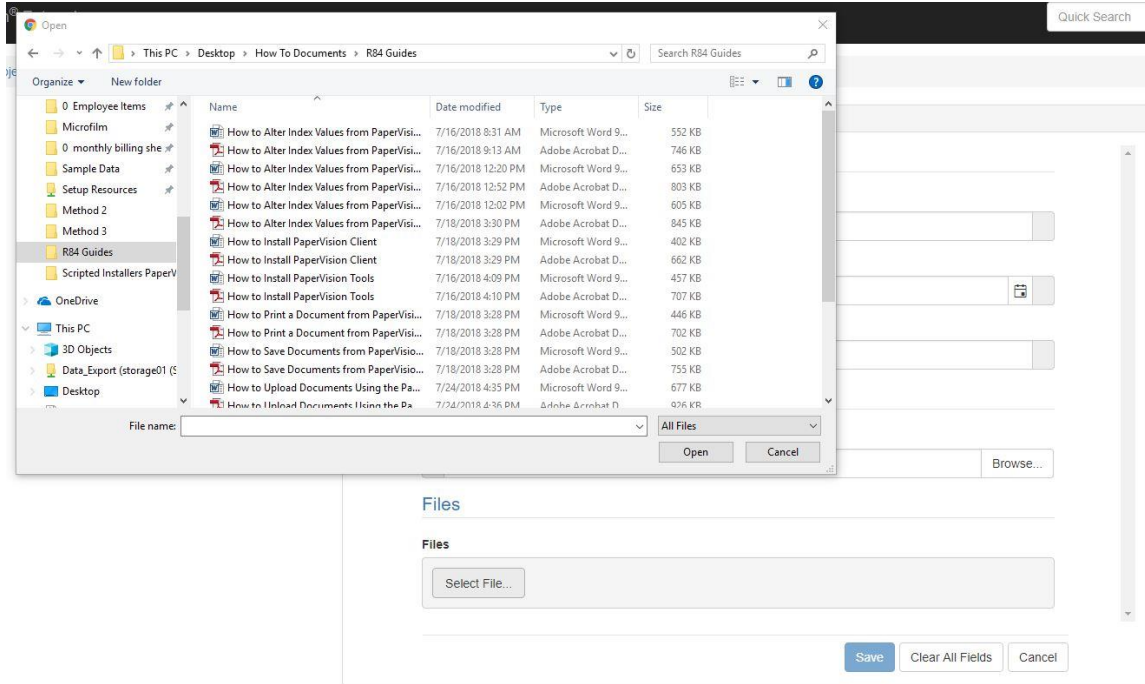
Files
Select File...

Save Clear All Fields Cancel

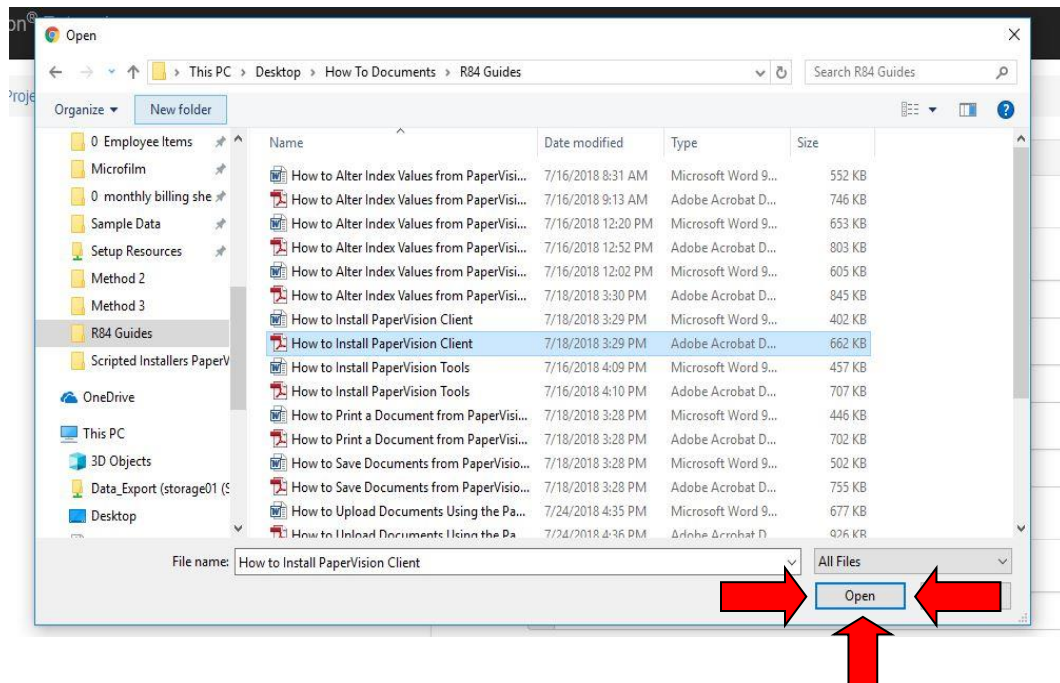
Four red arrows point towards the 'Select File...' button: one from the top, one from the left, one from the right, and one from the bottom.



5. The “Browse Files” dialogue will appear as below.

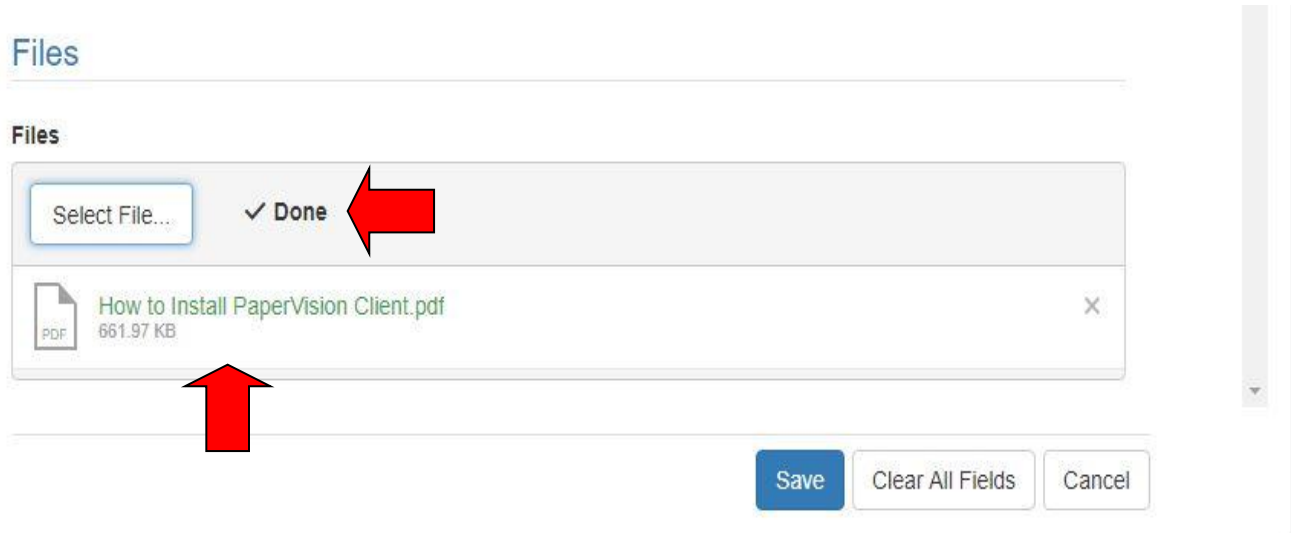


6. You will then select the document that you wish to add to PaperVision and click/select the “Open” button as seen below.

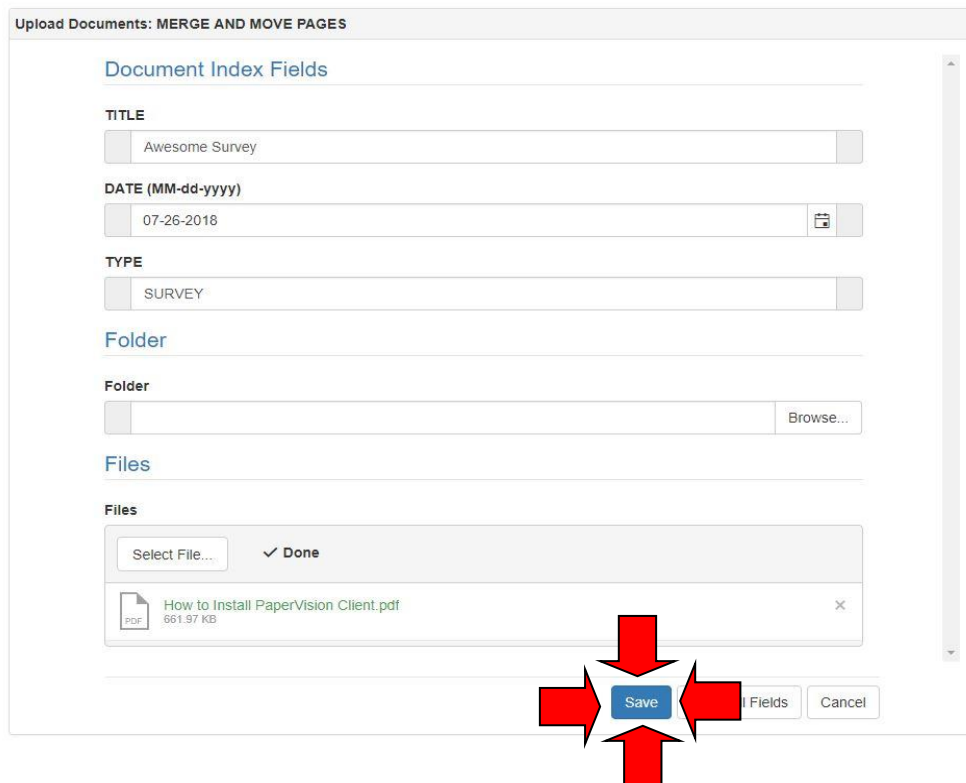




7. The following screen will appear in the “Files” section of the “Upload Documents” screen, there will be a checkmark with “Done” next to it, and it will show your file name and type below, along with the file size as seen below.



8. Now that the file is selected you will now click/select the blue “Save” button at the bottom in order to complete the upload process as seen below.





9. After hitting the “Save” button you will see a progress bar go to 100% at the bottom as the document successfully uploads, and will get a green text message at the top saying “1 document was successfully uploaded to the project”, and you will have completed the process.

The screenshot shows a web interface titled "Upload Documents: MERGE AND MOVE PAGES". At the top, a green message box states "1 document was successfully uploaded to the project." Below this is a section for "Document Index Fields" with a red arrow pointing to it. This section contains input fields for "TITLE", "DATE (MM-dd-yyyy)", and "TYPE". Below the index fields is a "Folder" section with a "Folder" input field and a "Browse..." button. At the bottom is a "Files" section with a "Select File..." button and a progress bar that is filled to 100%. A red arrow points to the progress bar. At the very bottom of the interface are three buttons: "Save", "Clear All Fields", and "Cancel".