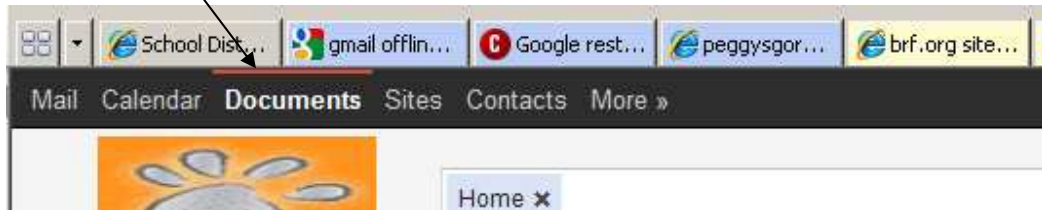


# Uploading Documents to Google Docs

Go to <https://www.google.com/a/brf.org>

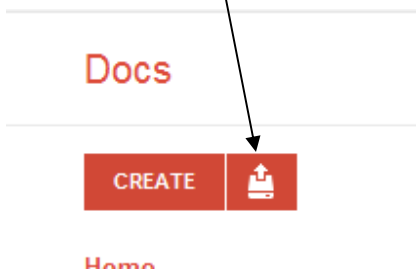
Log in to access your account

Click on **Documents**

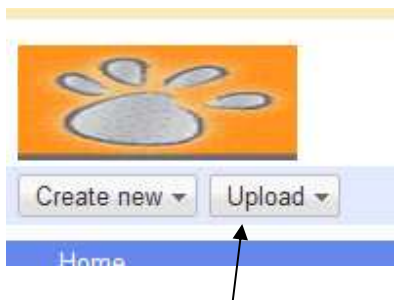


Depending on whether your view is set to the “New Look” :

Click on the Upload button



or if you are using the “Classic view”:



Click on this Upload button

If you want to upload a single or just a few files, choose **Files** from the dropdown list. Browse to the folder where your files are saved, hold down the Ctrl key and click once on each file you want to upload. Click **Open** Click **Start upload**

Your file/files will upload – it may take a few minutes to see them in your list of files.

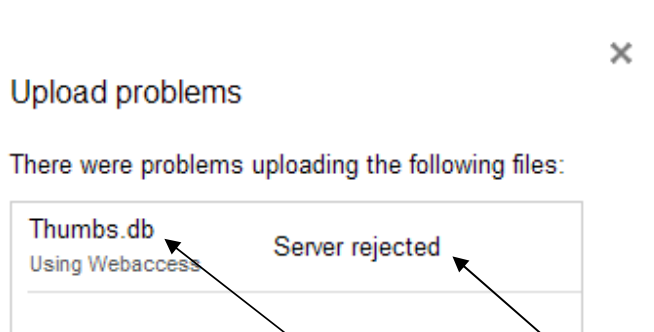
You can also upload a whole folder at once. To do that, go to **Upload**, then choose **Enable folder upload**. Click on **Install applet**. Once the applet installs, click on **Upload** again and you will now have a choice of **Files and Folders**. To upload a whole folder,

browse to where the folder is and click on it to select it. Click **Select**. Click **Start upload**.

A box will come up in the lower right corner of the screen showing the progress. If there are any errors, they will show.



Click on the word **Errors** to see which files failed.



The report will list the files that failed and give a reason. In this case, the thumbs.db file is a small file that exists in almost every folder and is used by Windows – Google docs does not need it and apparently doesn't want it. It failing to upload is not a problem. If a file that you need fails, then you will have to try uploading it again, individually.