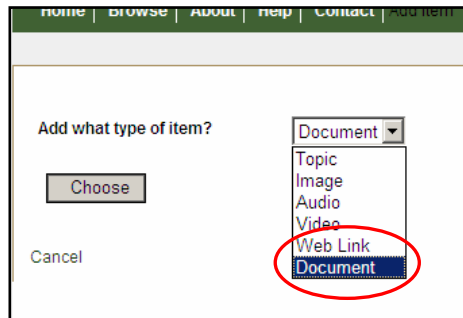## *Add item – adding documents*

Kete members can add a wide range of material. You can **add** images, topics, audio, video and **documents**.
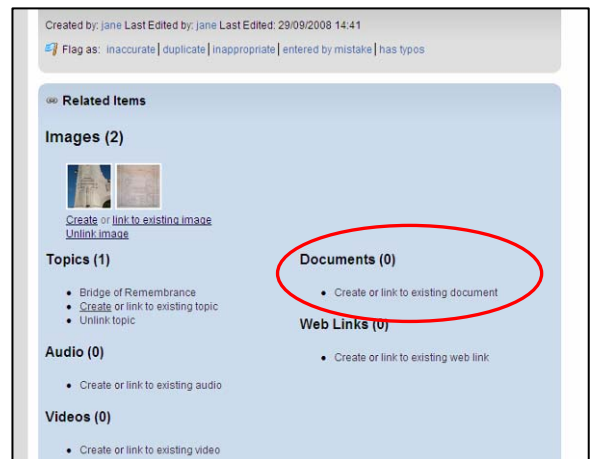
Step 1
There are three places you can go to add documents.
Add documents by clicking on **Add item** and **choose** Document from the drop down menu.
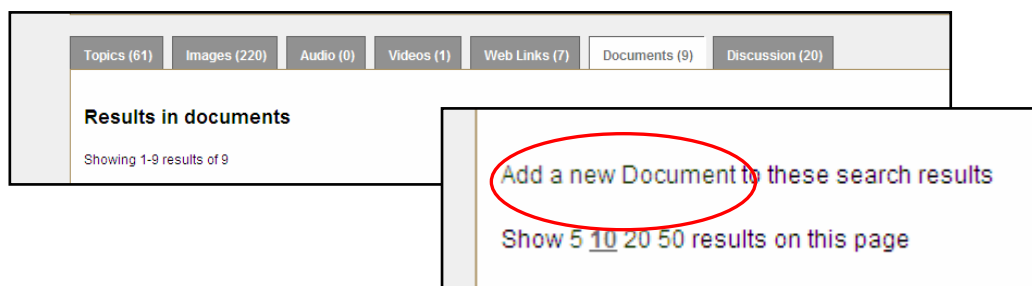

Or go to a Topic you want to link the documents with and in the **Related items** box choose **Create** document under **Documents** (this option links the document to the topic).

Or by choosing

Add a new Document at the end of the page of Browse results in the Documents tab

Add item – adding documents

Step 2

When you see the **New Document screen fill in**:

Title Short but descriptive

Short Summary An abstract of the document.

Description narrative, broad description, stories and facts relating to the document; or add a transcript of the document.

Tags - any related keywords or phrases for the topic, separated by commas

then
Browse for the file on your computer (go to where you have saved the document file and select or open the document)

Check the **License** – this will be the default for your profile

and fill in any **Extra or extended fields**

Some topics will have fields below the **Tags.**
Fill in with what information you have (these fields gather basic information about the topic and display it in a side bar on the published screen).

Step 3
To finish save the document and information by clicking the **Create** button.