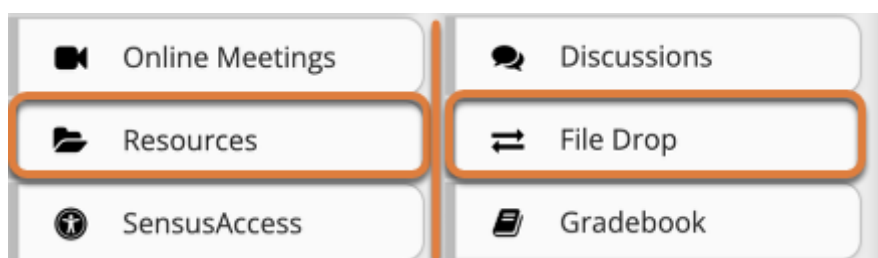


How do I upload files to Resources or File Drop?

You can use the **Drag-and-Drop** option in *Resources* or *File Drop* to upload files that are **250 MB** or smaller. A [WebDAV connection](#) will allow you to upload files that are larger than **250 MB**.

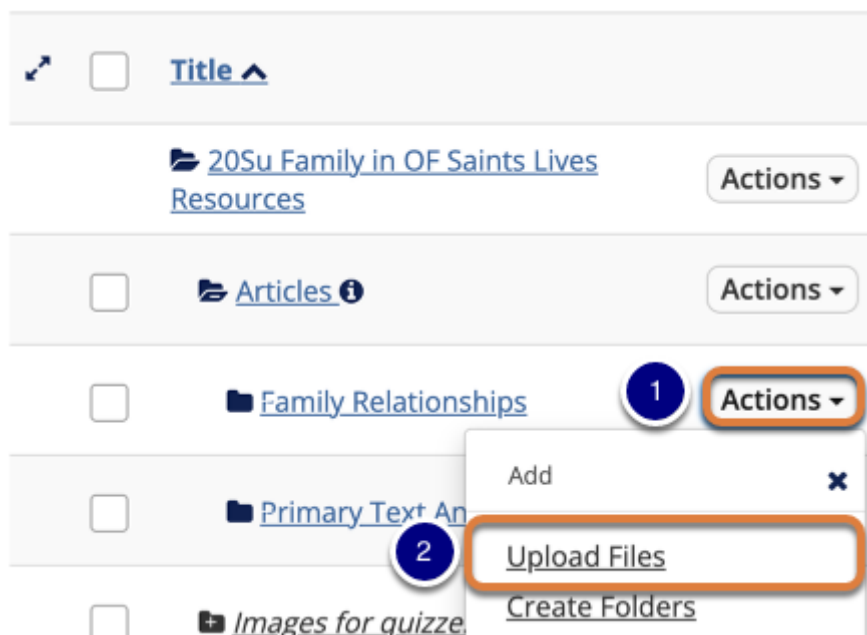
For more information on upload limits, please see our [What are quotas and upload limits?](#)

Go to Resources or File Drop.



Select **Resources** or **File Drop** from the tool menu in your site.

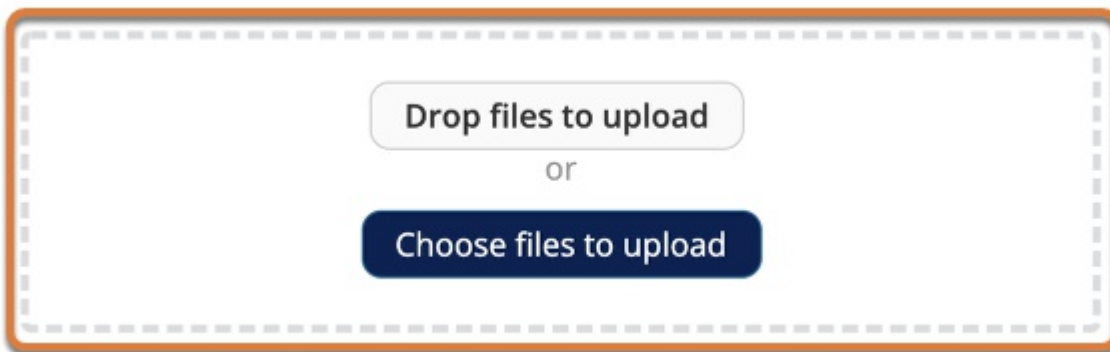
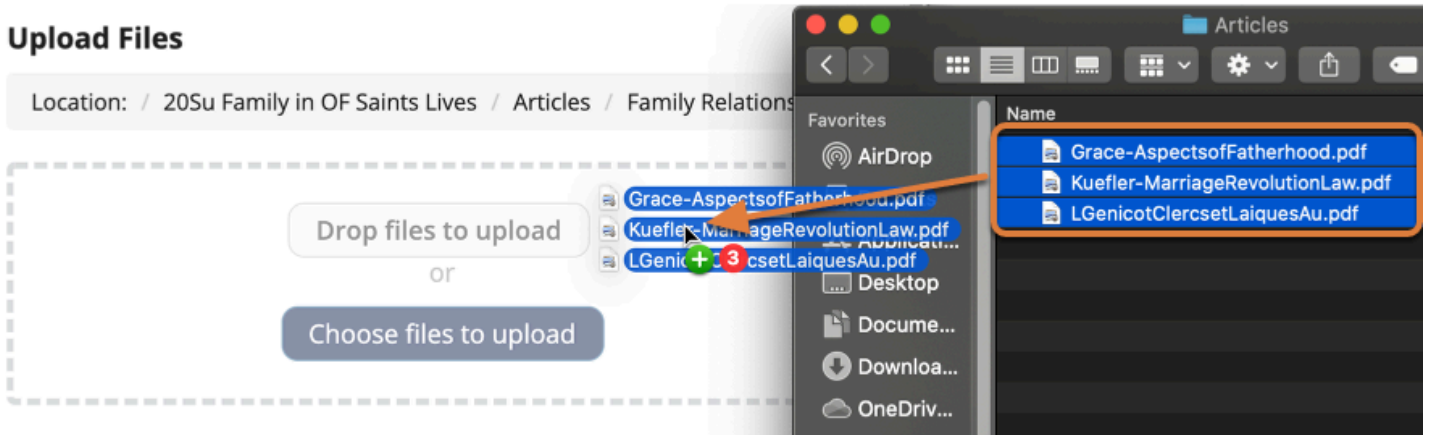
Select Actions, then Upload Files.



1. To the right of the folder where you would like to place the files, select the **Actions** menu.
2. Select **Upload Files**.

Note: On mobile devices or small screens, the **Actions** menu displays as a **down arrow** icon.

Drag and drop files to upload or select to choose files.



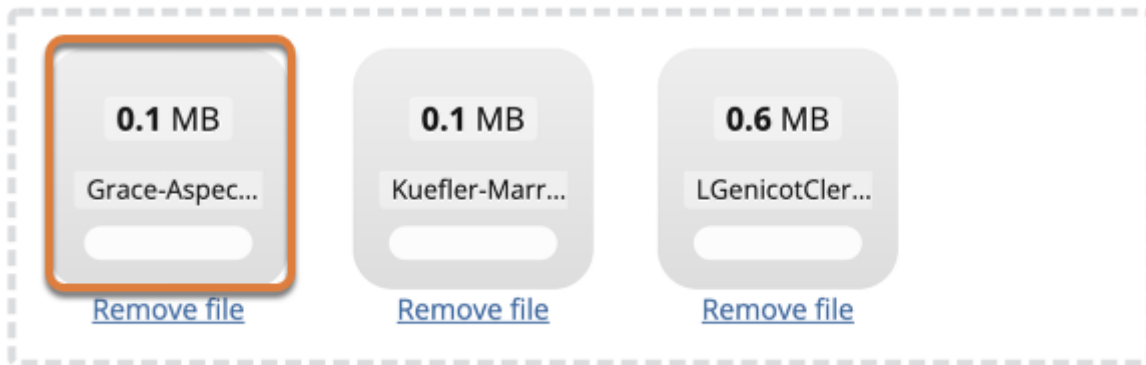
Drag files from your computer and drop them into the **Drop files to upload** box, or select **anywhere in the box** to choose files from your computer or mobile device.

Tip: Using a mouse and either Google Chrome or Microsoft Edge browser, you can drag an entire folder with files included in it to upload into the **Drop files to upload** box.

Preview files to be uploaded.

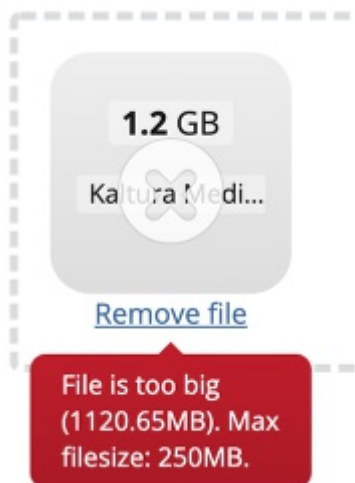
Upload Files

Location: / 20Su Family in OF Saints Lives / Articles / Family Relationships



A gray placeholder box indicating each file you have selected will display in the **files to upload** box with the file size listed.

Make sure the files are under 250 MB each.



If you try to upload a file that is larger than **250 MB** using **Drag-and-Drop** upload, an **X** will display on the file's placeholder box in the preview screen. If you hover your mouse over the **X**, you will see a warning that the file is too big, and the max file size is **250 MB**.

A [WebDAV connection](#) will allow you to upload files that are larger than **250 MB**.

For more information on upload limits, please see [What are quotas and upload limits?](#)

Select a Copyright Status.

* Copyright Status (applies to all files)

- ✓ Material is subject to fair use exception.
- I have obtained permission to use this material.
- I hold copyright.
- Copyright status is not yet determined.
- Material is in public domain.
- Use copyright below.

[\(more info\)](#)

Select the appropriate **Copyright Status** from the drop-down menu.

i **Note:** If you are not sure which **Copyright Status** to select, you can find helpful information in the [UVA Library's Copyright Resources website \(opens new window\)](#).

Choose a versioning setting.

Versioning Uploaded items should

☒ **Create new version** ☐ **Overwrite existing files**

1 2

1. To create a new *Resources* item for each file, select **Create new version**. This option is best suited for new files and for files that share the same file name with an existing item, but should be listed separately in the folder. This option is selected by default.
2. To overwrite an existing file and create a new version of it, select **Overwrite existing files**. This option is best used when you want to update an existing file in *Resources*. After you select this option, you must upload a file with the same name to overwrite it in *Resources*.

Set availability. (Optional)

Availability Uploaded items should be

☒ **Visible** ☐ **Hidden**

By default, files are **Visible** to site participants once they are uploaded. If desired, you can select to make the files **Hidden**.

Notify site participants of the file upload. (Optional)

Email Notification

High - All participants
Low - Not received by those who have opted out
✓ None - No notification

Continue Cancel

You can choose to send an automatic email notification to site participants with links to the files you have uploaded.

By default, **No notification** is sent. Select **High - All participants** to send an email to everyone in your UVACollab site who can access the files. Select **Low - Not received by those who have opted out** to send an email only to those who have chosen to receive *Resources* notifications in their preferences.

Note: If the files are uploaded to a folder that is only available to a specific group, only members of that group will receive the email notification.

Select Continue.

Continue Cancel

View files in Resources.

<input type="checkbox"/>	Title ^	
	 20Su Family in OF Saints Lives Resources	Actions ▾
<input type="checkbox"/>	 Articles ⓘ	Actions ▾
<input type="checkbox"/>	 Family Relationships	Actions ▾
<input type="checkbox"/>	 Grace-AspectsofFatherhood.pdf	Actions ▾
<input type="checkbox"/>	 Kuefler-MarriageRevolutionLaw.pdf	Actions ▾
<input type="checkbox"/>	 LGenicotClercsetLaiquesAu.pdf	Actions ▾

The files are placed within the selected folder.