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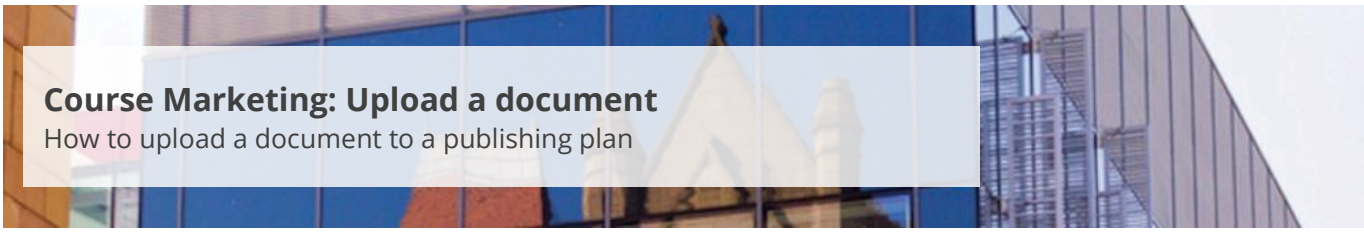

Course Marketing: Upload a document

How to upload a document to a publishing plan

This guide is intended for staff who are responsible for managing/maintaining course marketing information for their Faculty or School.

This guide explains how to upload a document to a publishing plan. You can upload a maximum of **five** documents and there is a file-size limit of **1MB** per document. Files can be in the following formats: doc, docx or PDF.

Please refer to the course marketing content governance guidance approved by your Faculty Communications and Marketing Team for further information.

To upload a document and create a link:

1. Navigate to **Student Recruiting/Publishing Plans/Marketing Information.**
2. Search for the publishing plan you require (see Search for a publishing plan).
3. Click on the **more tabs arrow** to reveal the other tabs. Select the **File Upload** tab.
4. Change the **Publishing Status** to *Draft* (see also Make changes to a publishing plan).
5. Click on **Save** at the bottom of the page.
6. From the *Type of File* field, select **Document** and click on the **Upload File** button. Then select the file you want to upload. An error message will appear if the file size exceeds the 1MB limit or is the wrong file type.

> Note that if any digital content (i.e. banner image, chart, contextual image, photo of a person) has already been uploaded to the plan, you will need to select the **little plus sign** first before you can add new content (i.e. document).

7. To select the area on the webpage where the document will be published, click on the **magnifying glass** next to *Display Area*. The display choices match the sections/headings provided in the current web template.
8. Enter a **title** in the *Title* field as you want it displayed on the website and a **brief description** of the document in the *File Description* field. The title will serve as a hyperlink to the document and the description will appear under the hyperlinked title.

9. Click on **Save** to save all of your changes.

10. Click on the **preview icon** (the sheet of paper with a pair of glasses in front) to see a preview of the web page.

11. When you are happy with your amendments, change the **Publishing Status** to *Ready for Approval* and click **Save**. The changes will now need to be approved, see Approve changes to a publishing plan.

To upload another document:

12. Click on the **little plus sign** in the right-hand corner. Then follow steps 6-11 again.

To upload another type of digital content (e.g. image), click on the **little plus sign** and then refer to the following how-to guides:

- Upload a banner image;
- Add a chart;
- Upload a contextual image;
- Upload a photo of a person.