Upload Materials to Your Dossier Account

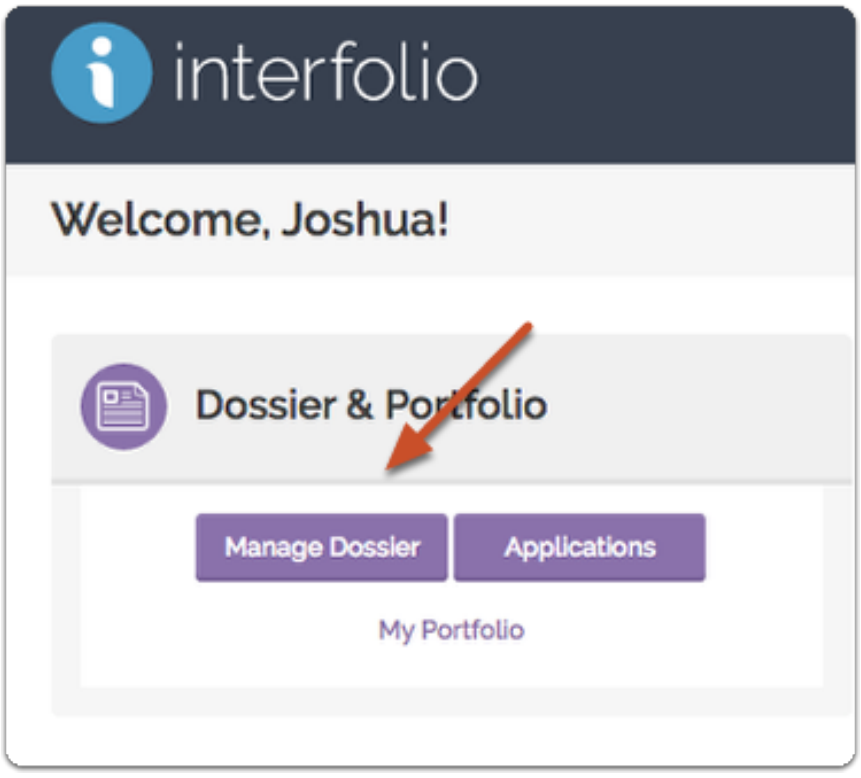
You can store a variety of materials in your Dossier account including letters of recommedation, supporting documents such as CV's and cover letters, and examples of your writing and research. We accept a range of file types and formats including videos, and links to webpages.

You can add tags to your materials so you can quickly locate them, organize your materials into collections for specific purposes, and view a history of changes made to your materials.

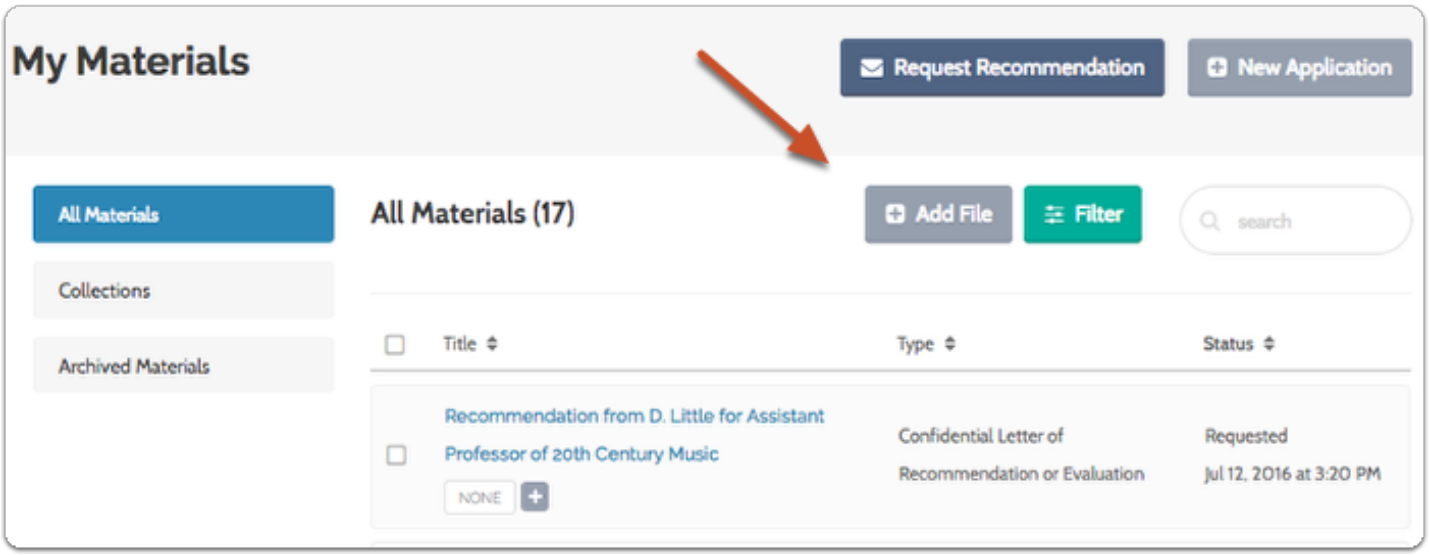
We will store your materials even after your account expires, so they'll be there if you renew your account a few years later.

This article covers the procedures for uploading materials to your Dossier. See here for more information on managing the materials in your Dossier account.

1. To get started, click "Manage Dossier" on your account screen

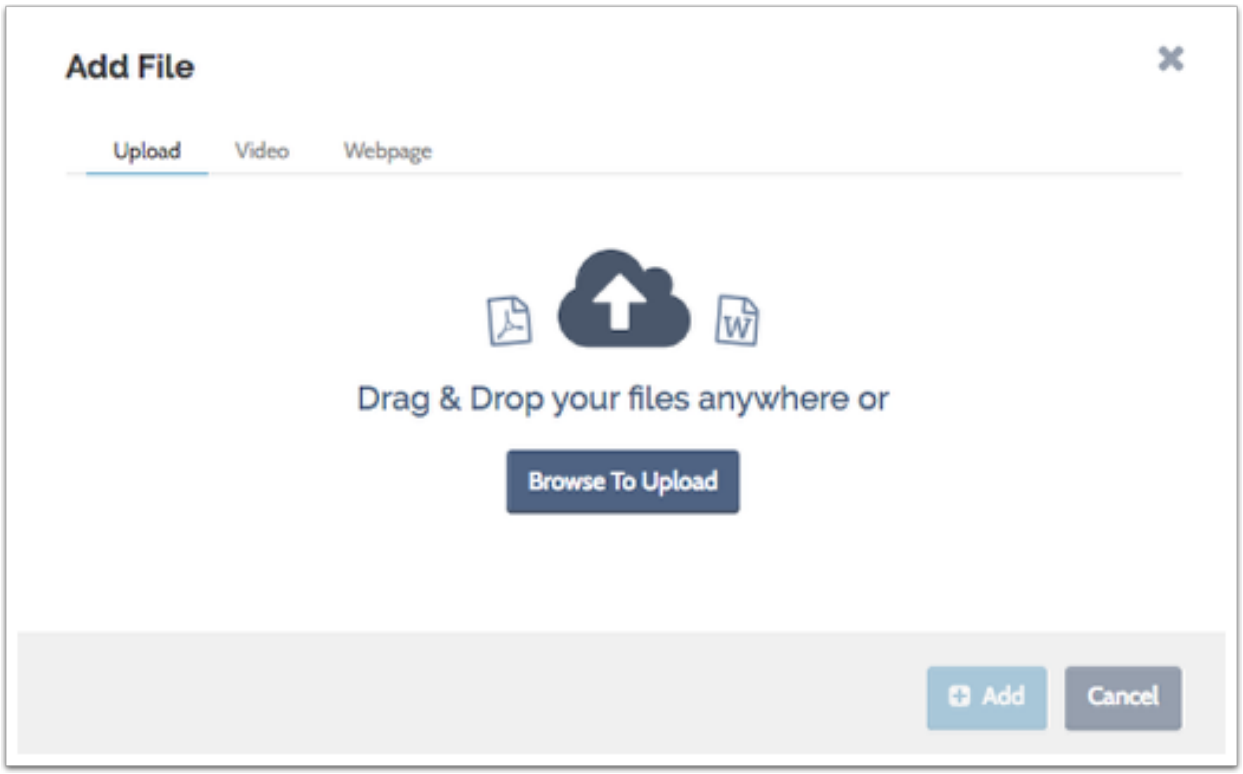


2. To add materials, click "Add Files" on your "My Materials" page



3. Drag & drop or browse to upload files

You can add multiple files at one time.

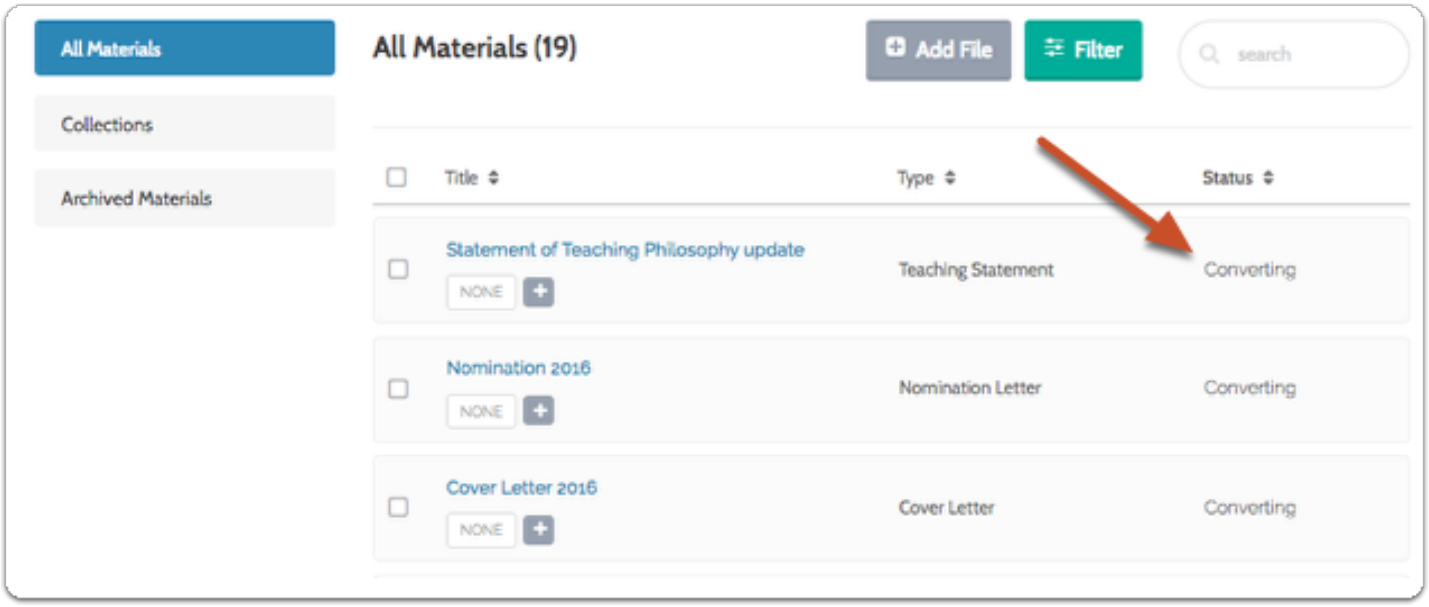


The uploaded material will appear in your Dossier

Depending on the size of the file, it will take a few moments for our system to convert your document.

When it's finished, the status will change from "Converting" to "Received."

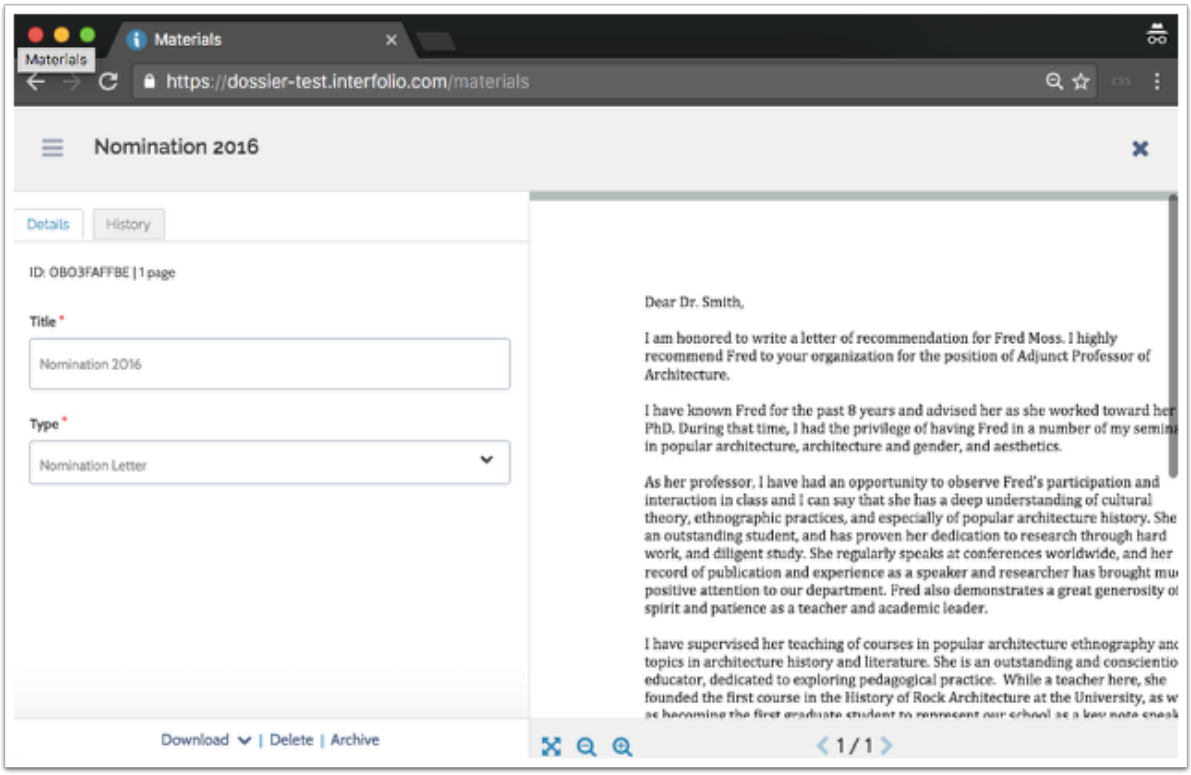
You may need to refresh your browser to update the status.



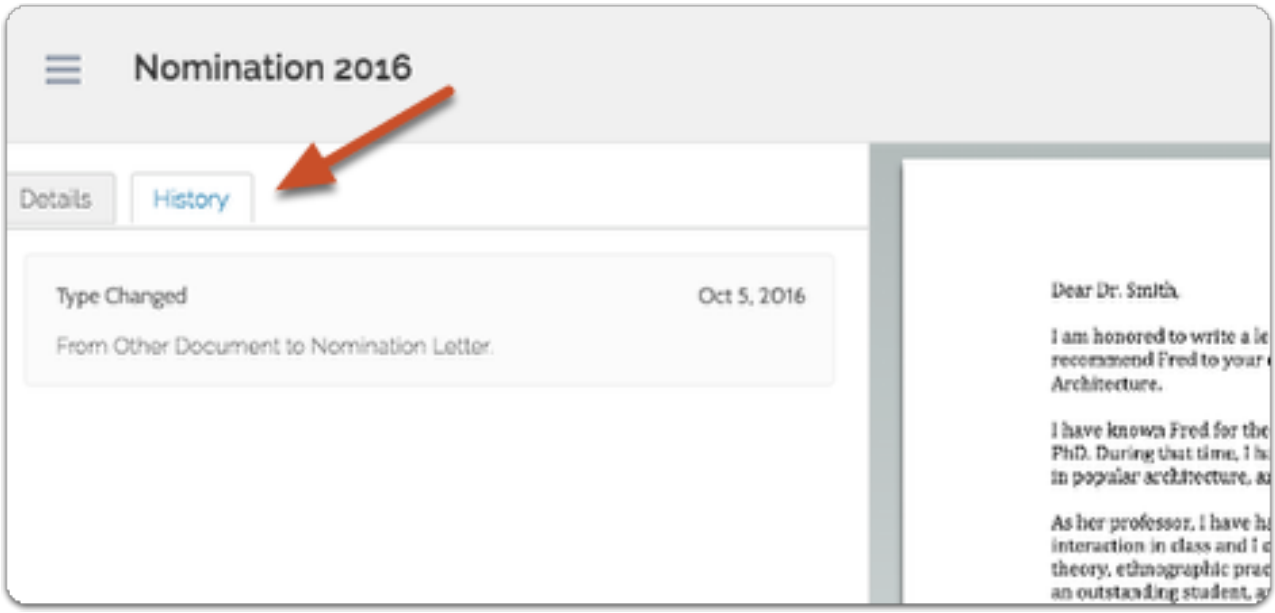
Click the file title to preview it in your browser and view a history of changes

The preview displays how your material will appear to reviewers:

You can also edit the title and type of the file from the preview page.

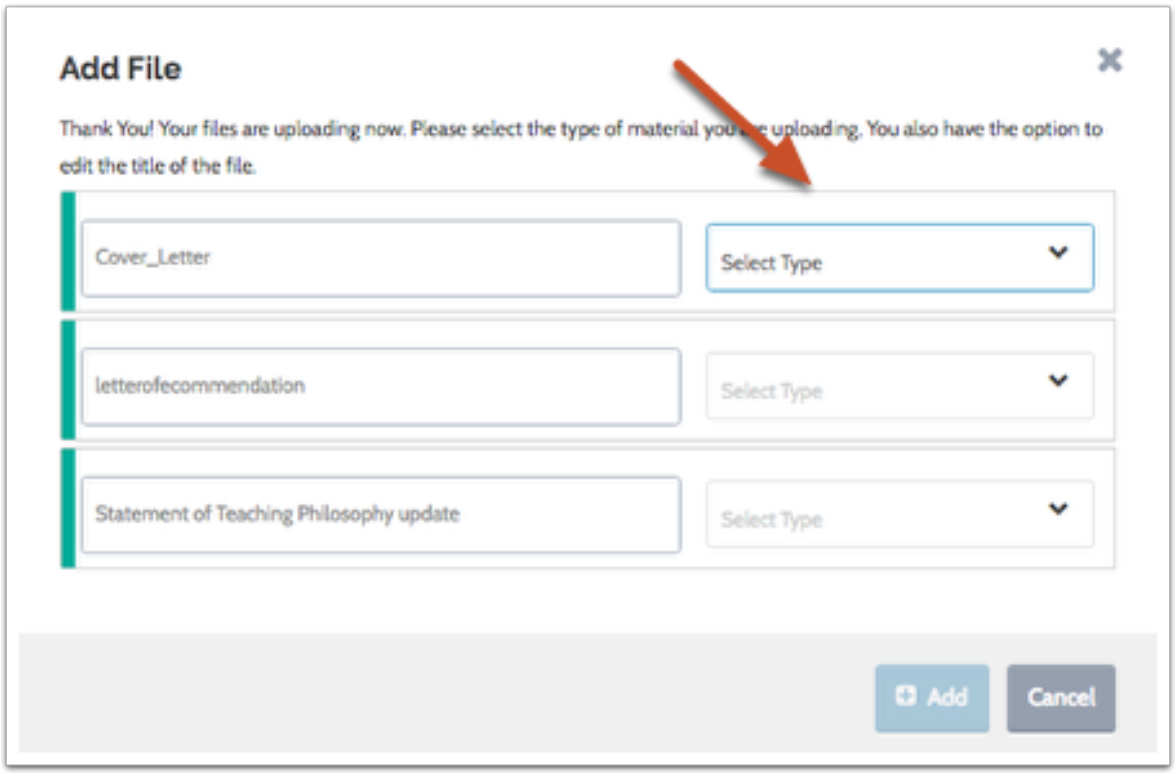


Click the "History" tab to view a history of changes made to the document

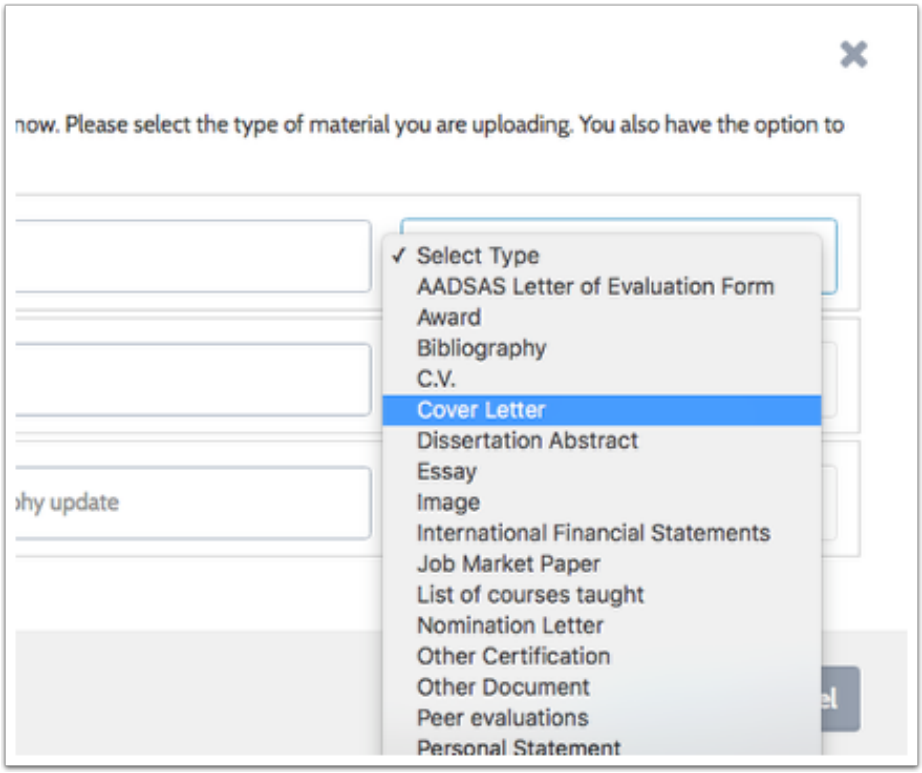


To add print or image files:

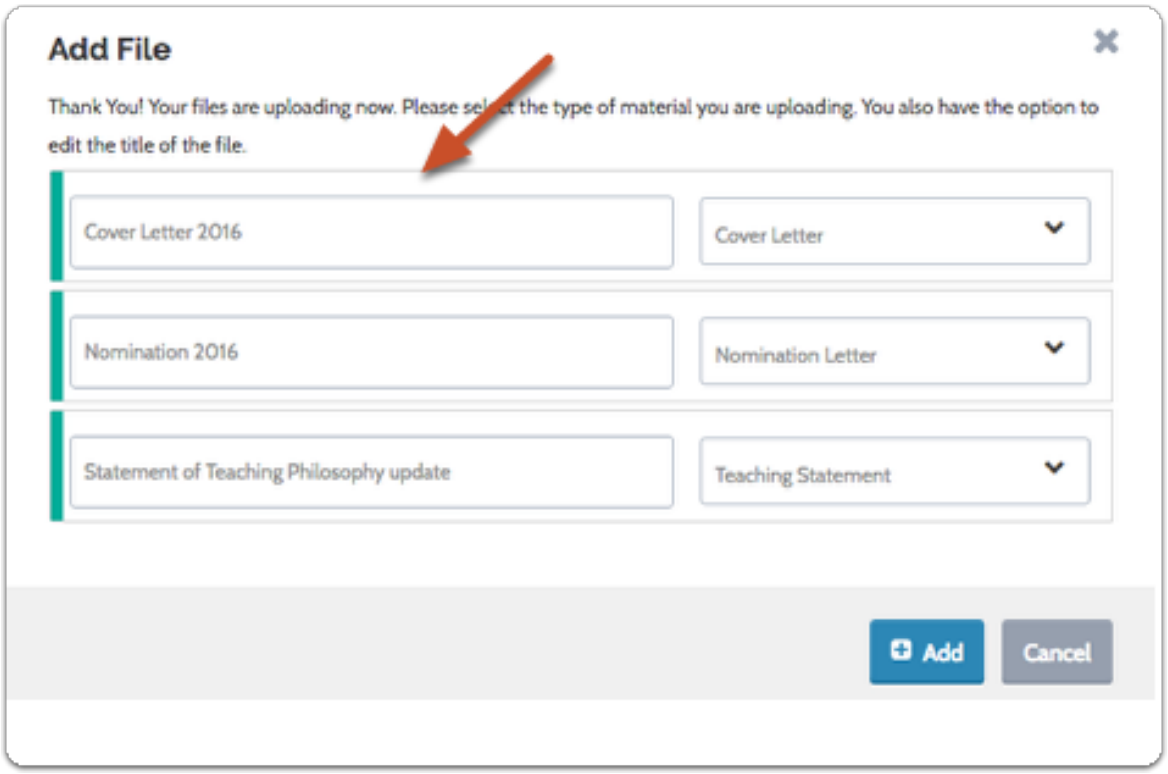
3.1. Select the type of material for each file you are uploading



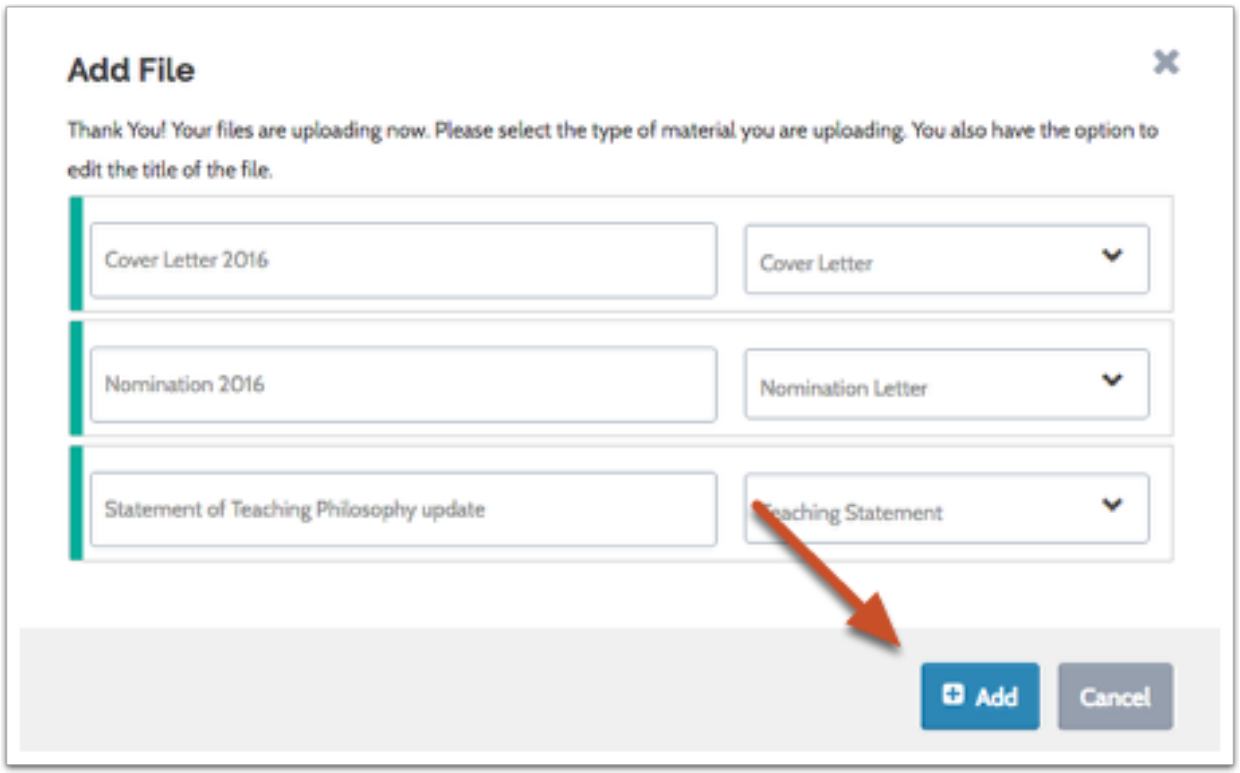
3.2. Choose the material type from the dropdown menu



3.3. You can give your files titles to help identify them in your Dossier



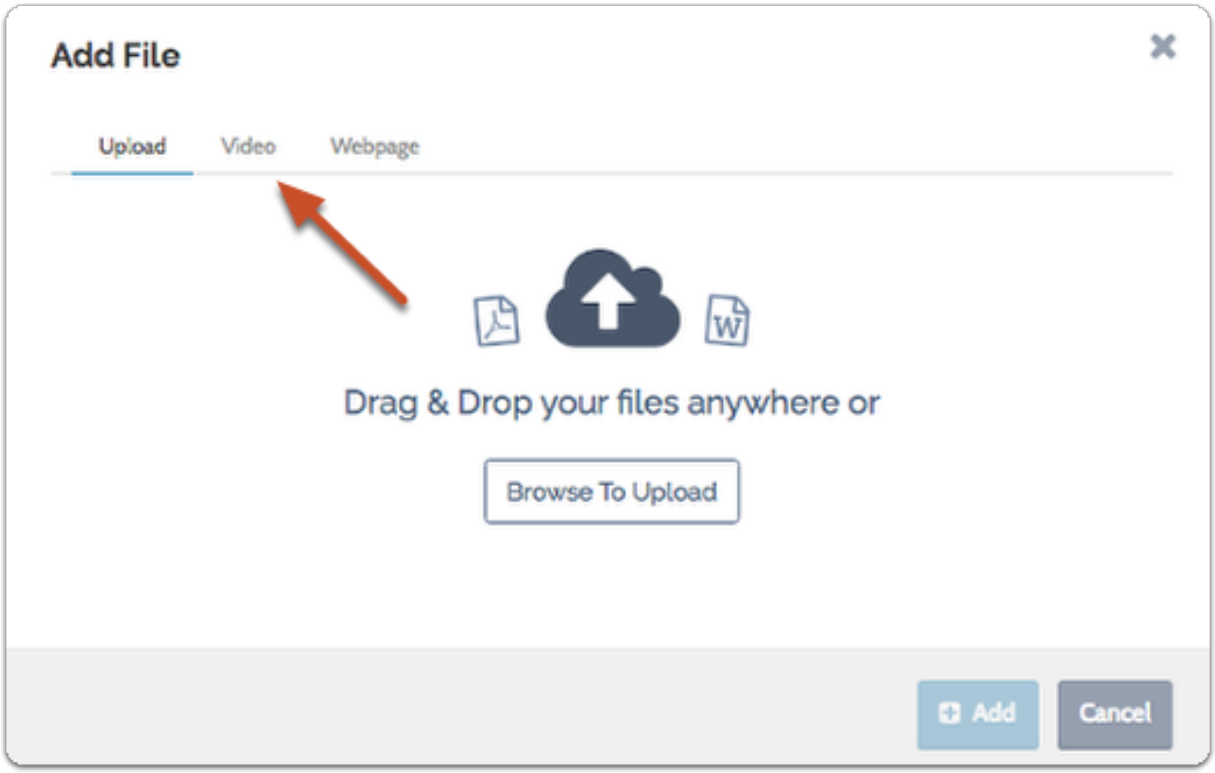
3.4. Click "Add"



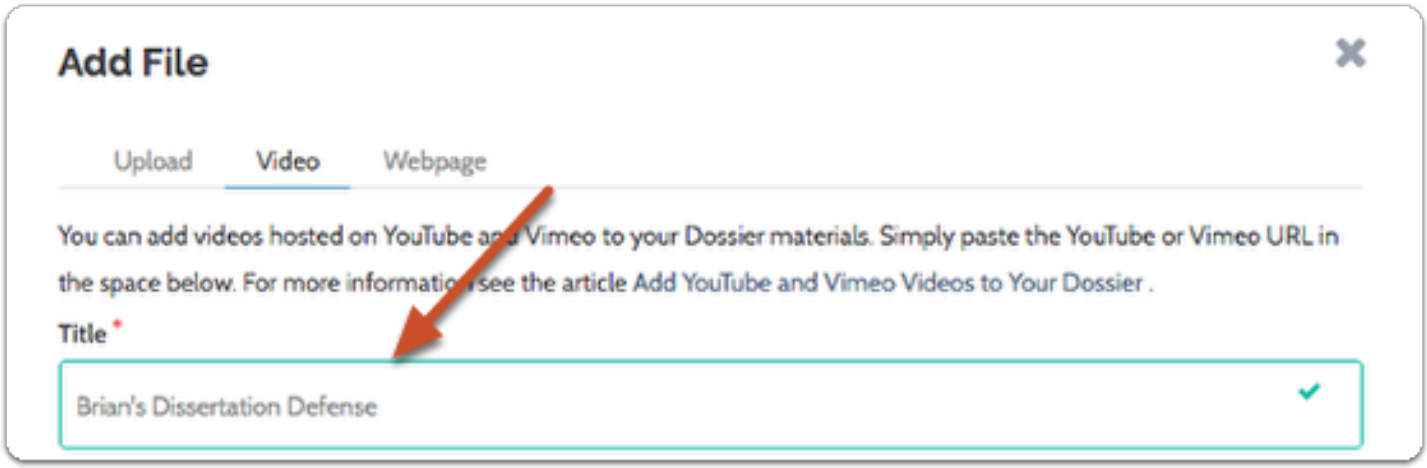
To add video to your Dossier account:

We currently support linking to videos with YouTube and Vimeo URLs.

3.1. Open the Video tab in the "Add File" window

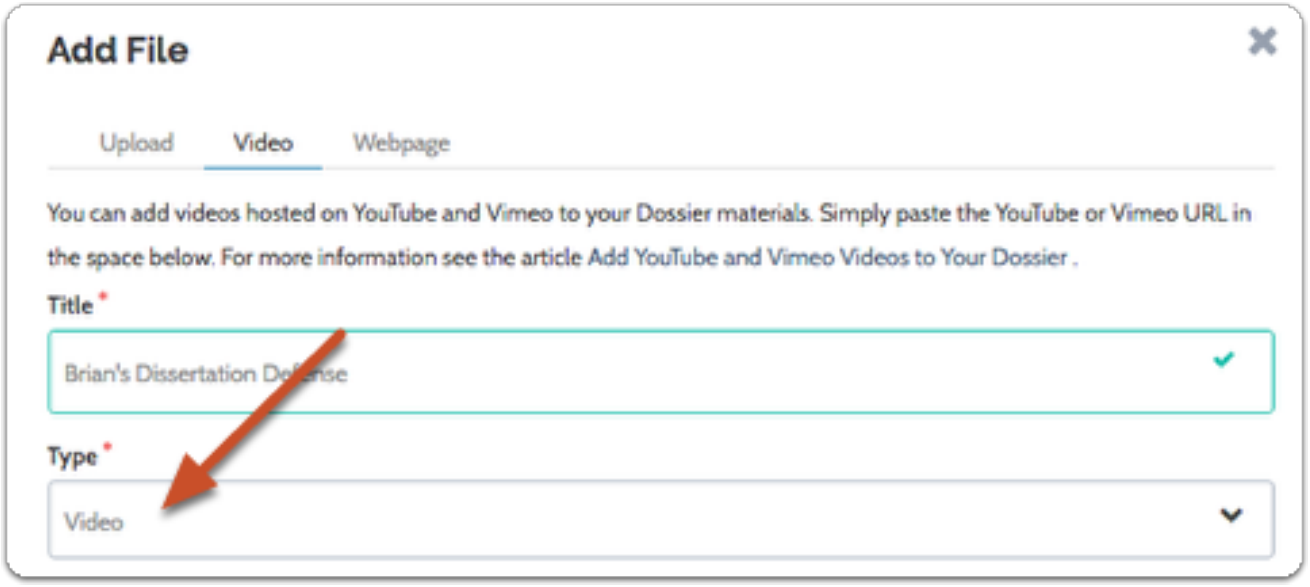


3.2. Give your video a title



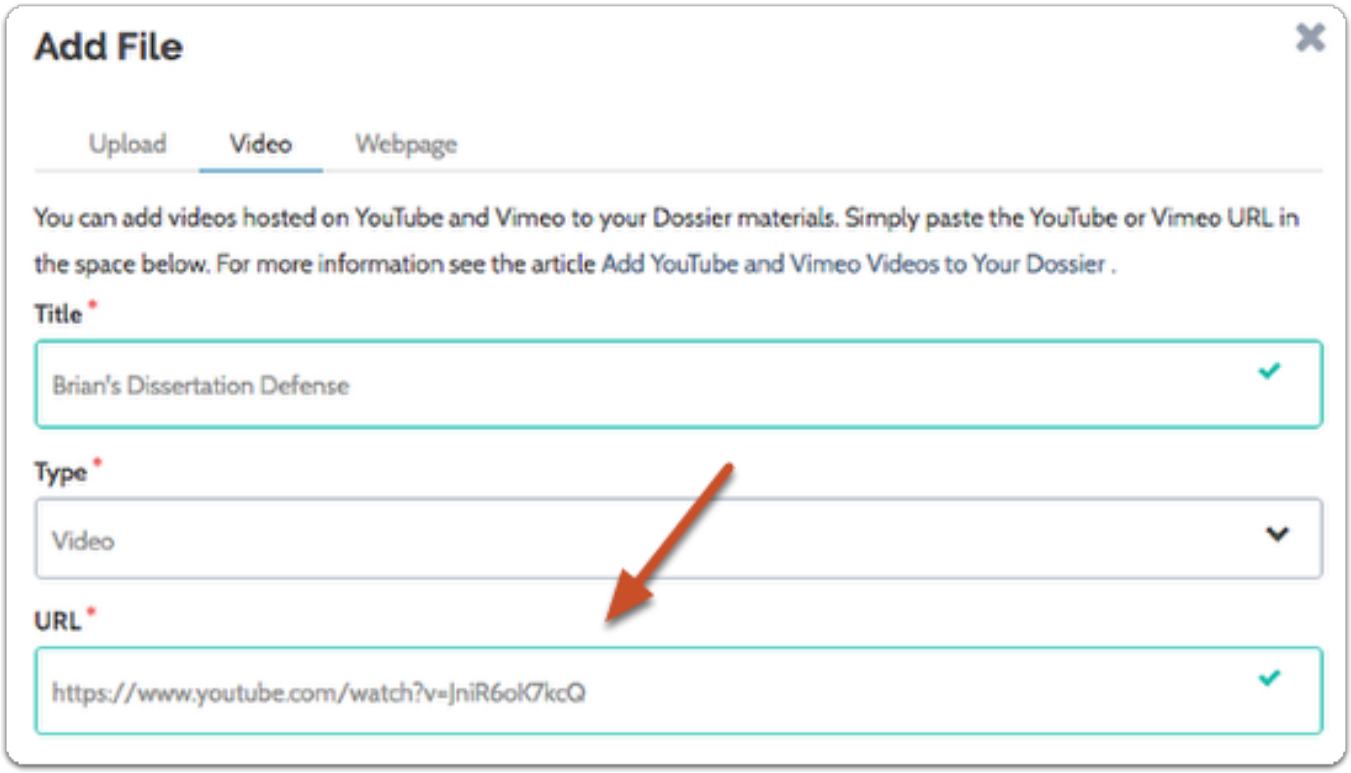
3.3. Indicate what type of material you are adding

The default is "Video," but you can indicate that your video file is to serve as another type of material, such as a personal statement or an essay.

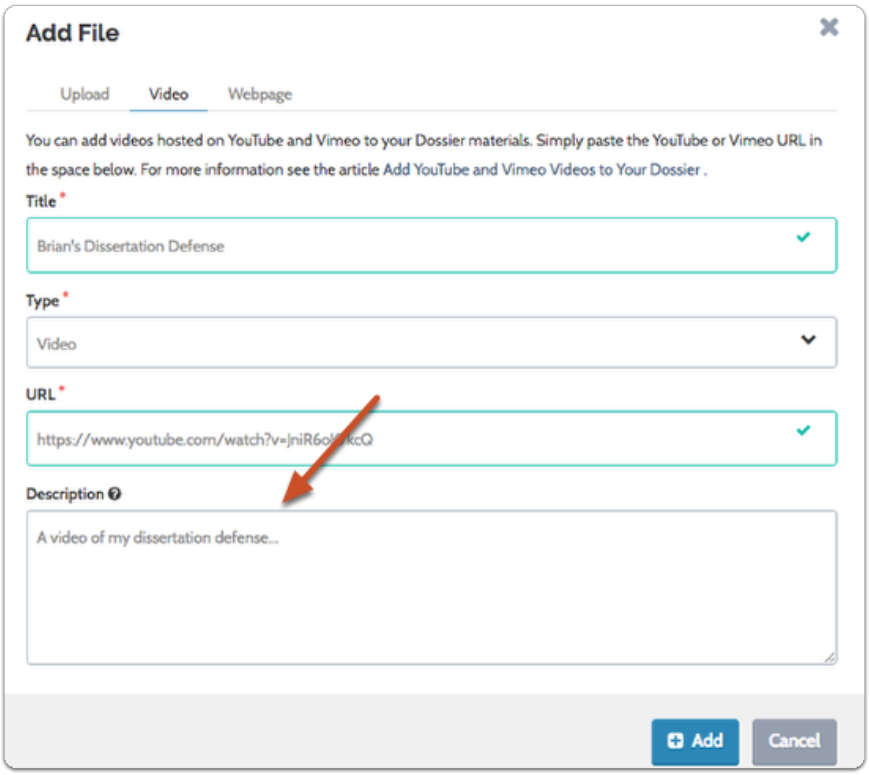


3.4. Enter a YouTube or Vimeo URL linking to your video

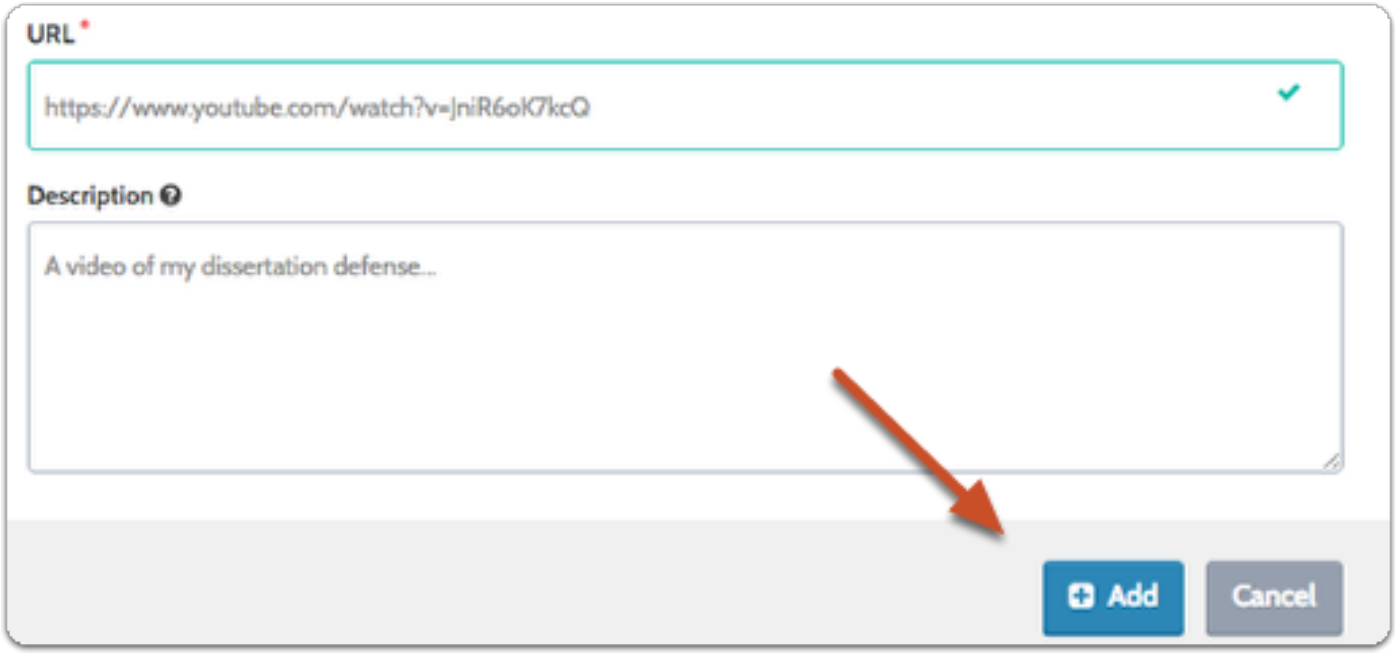
The URL must be to a video hosted on YouTube or Vimeo.



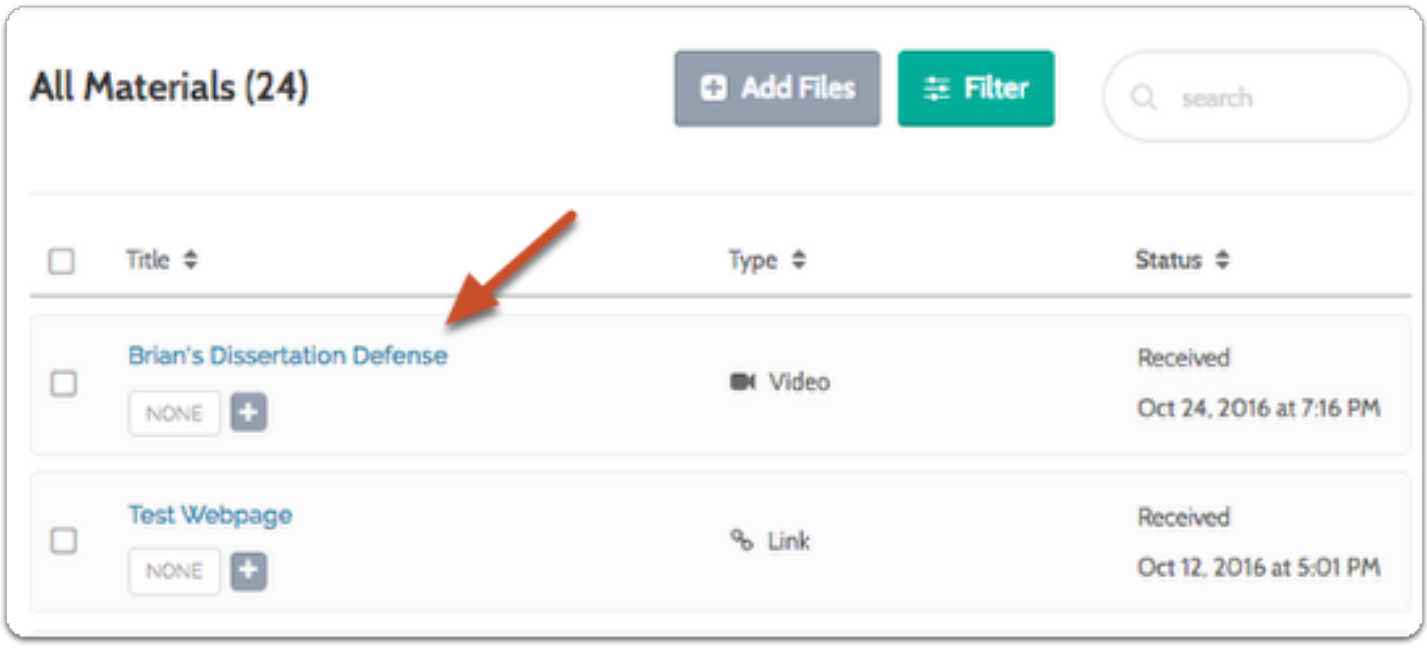
3.5. Enter a description to provide information or context for your video



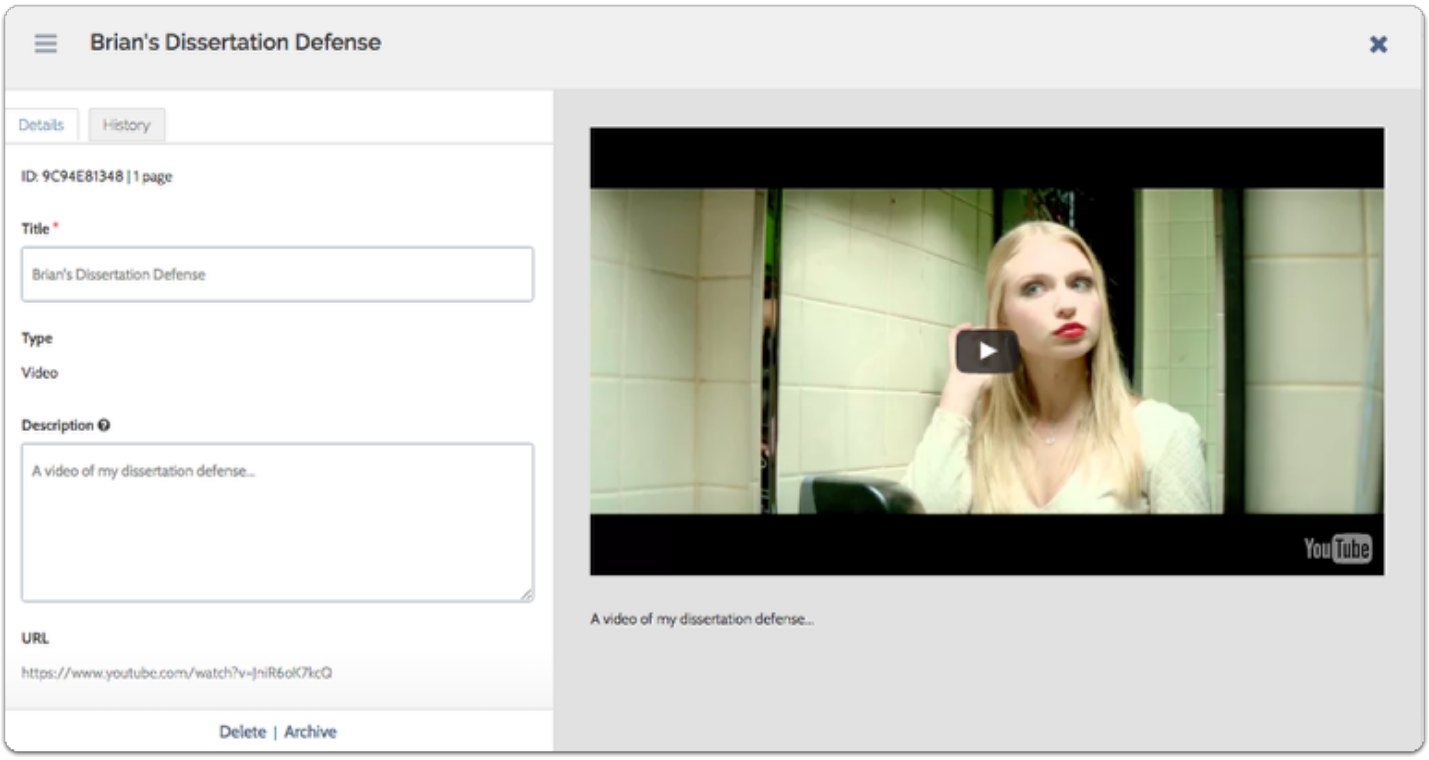
3.6. Click "Add" and the video will be added to the list of materials in your Dossier



3.7. Click the title to preview your video

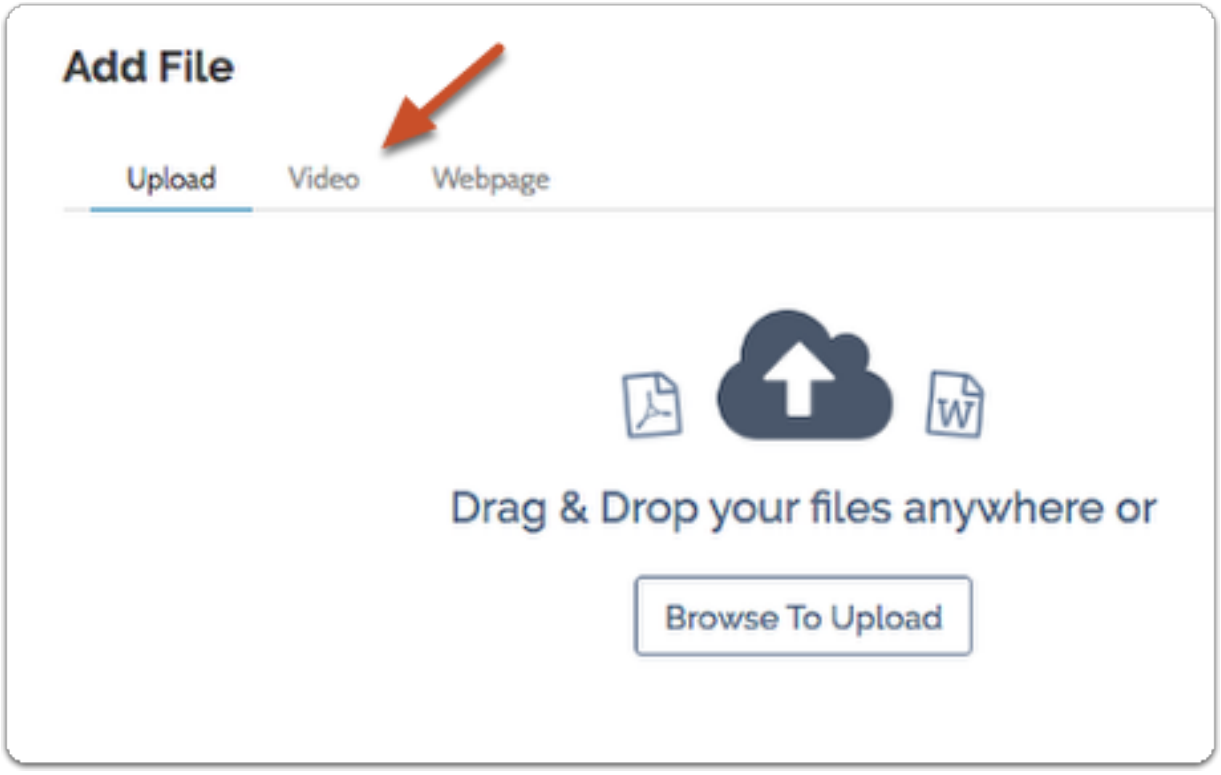


You can edit the title and description of the video from the preview window

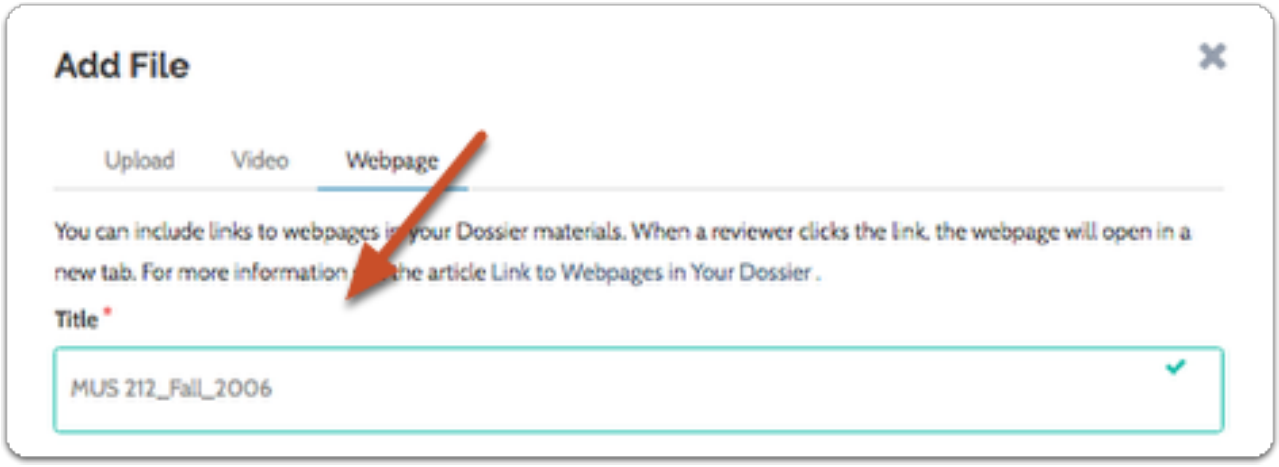


To include a link to a webpage in your Dossier materials:

3.1. Open the "Webpage" tab of the "Add File" window



3.2. Give your webpage a title



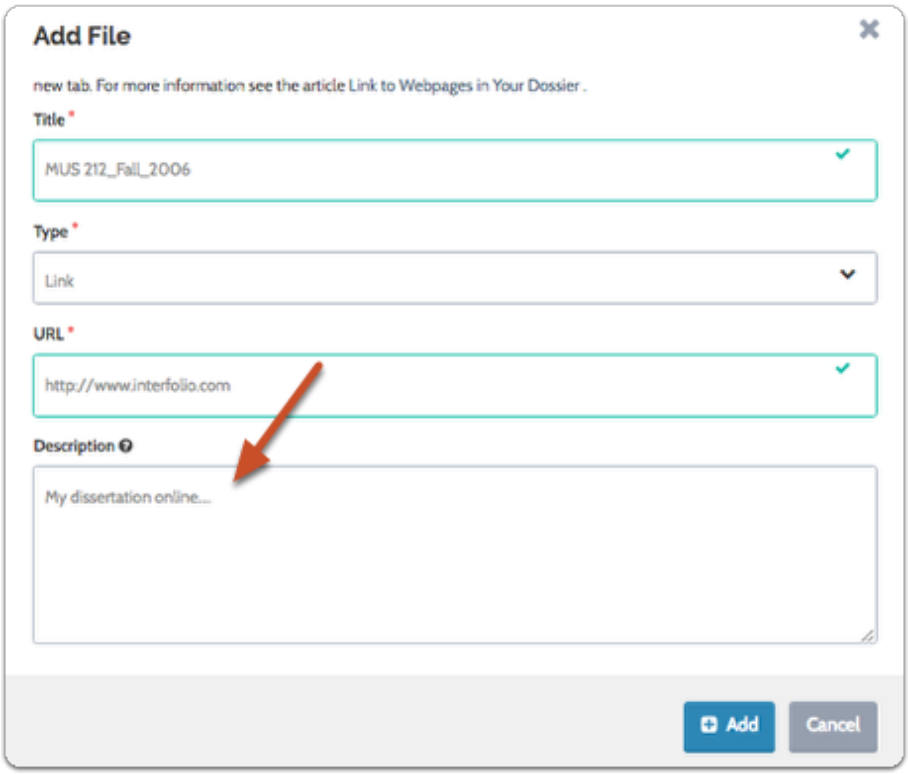
3.3. Indicate what type of material you are adding

The default is "Link," but you can click the dropdown menu and desgnate your webpage as another type of material, such as a personal statement or an essay.

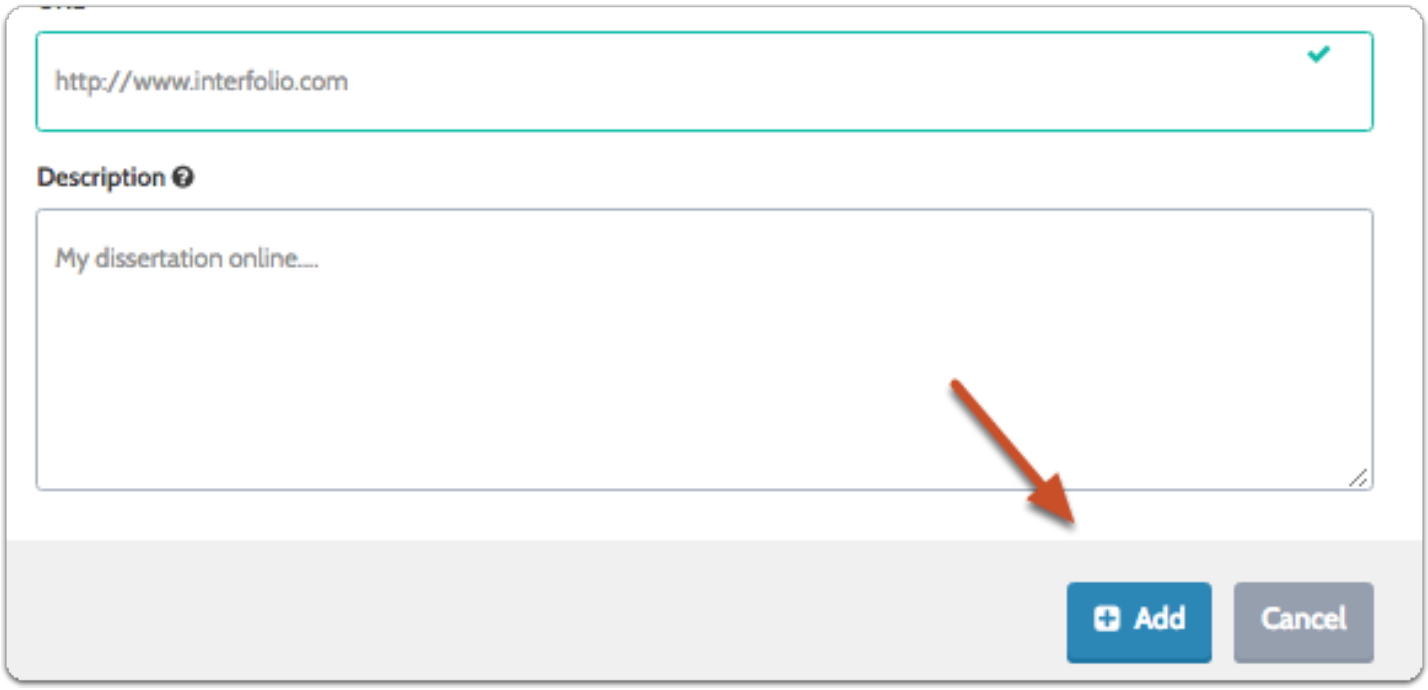
3.4. Enter the URL of the webpage

Make sure you include the prefix, such as http://

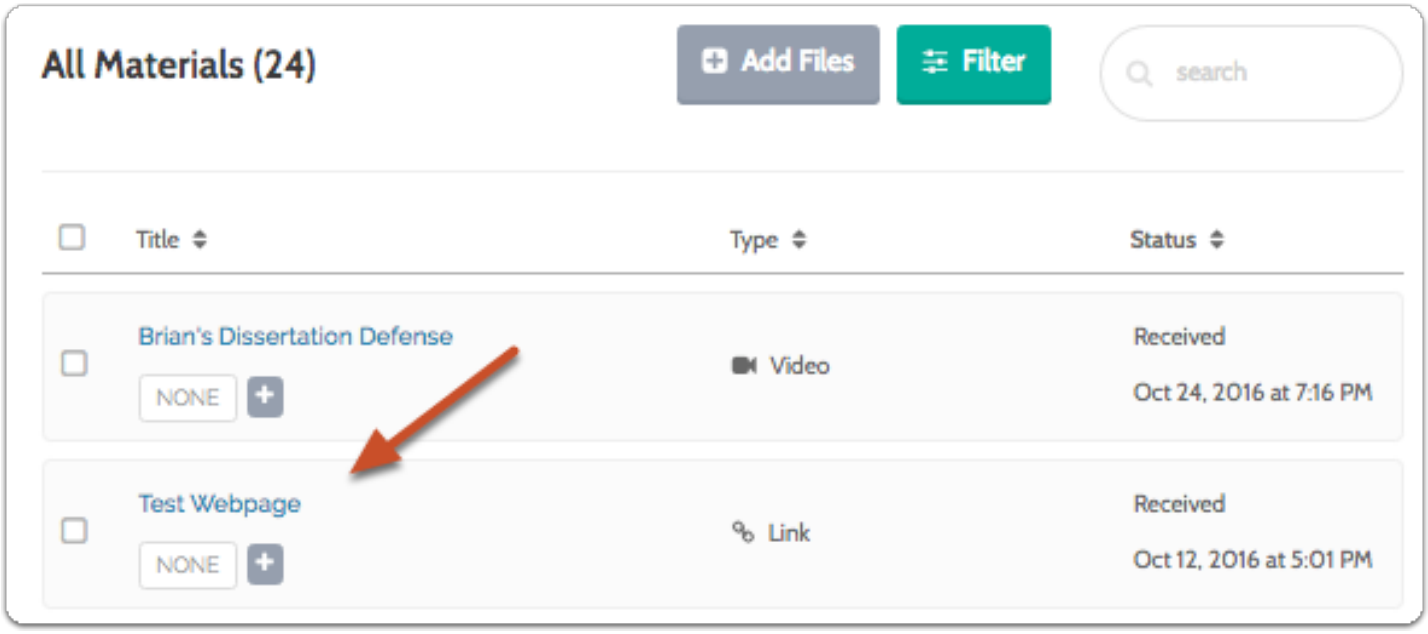
3.5. Enter a description to provide information or context for your webpage



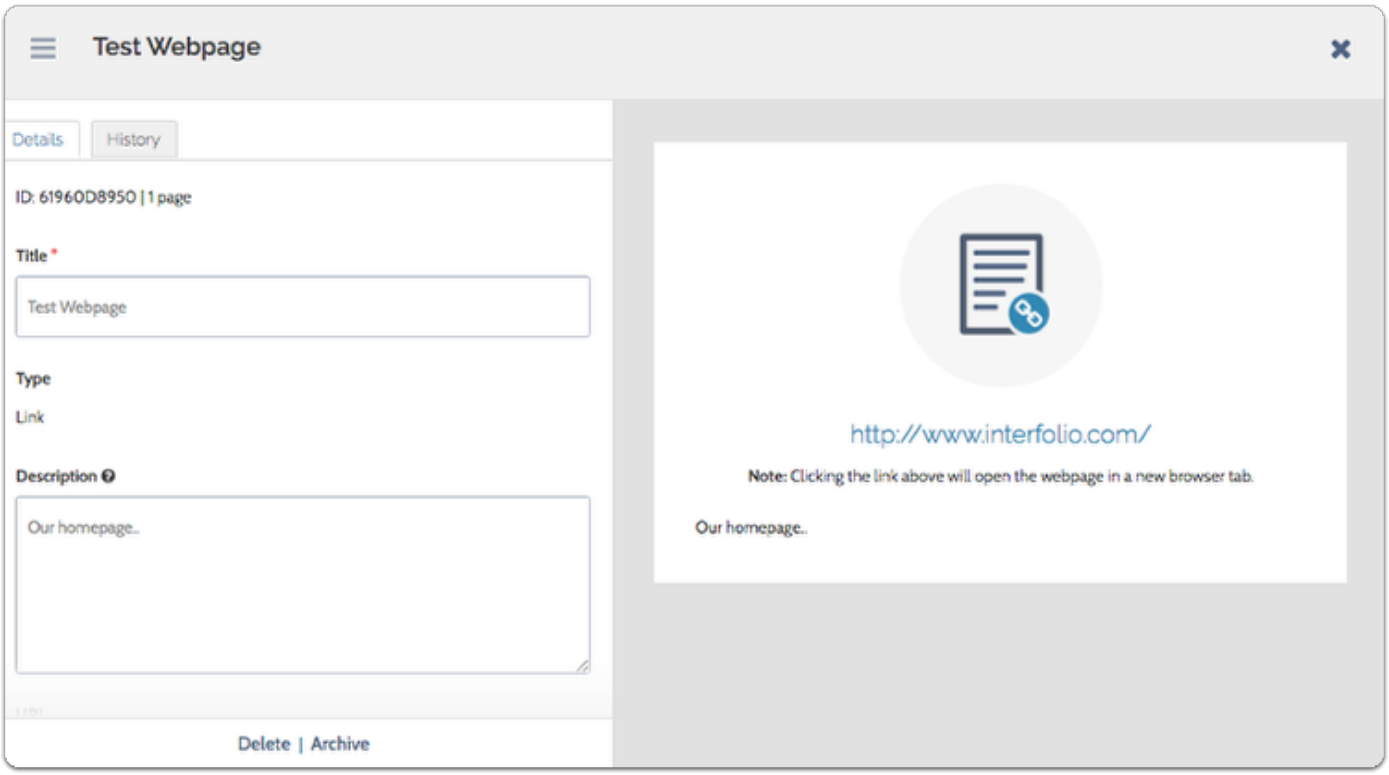
3.6. Click "Add," and the link to your webpage will be added to the list of materials in your Dossier



3.7. Click the title to preview your webpage

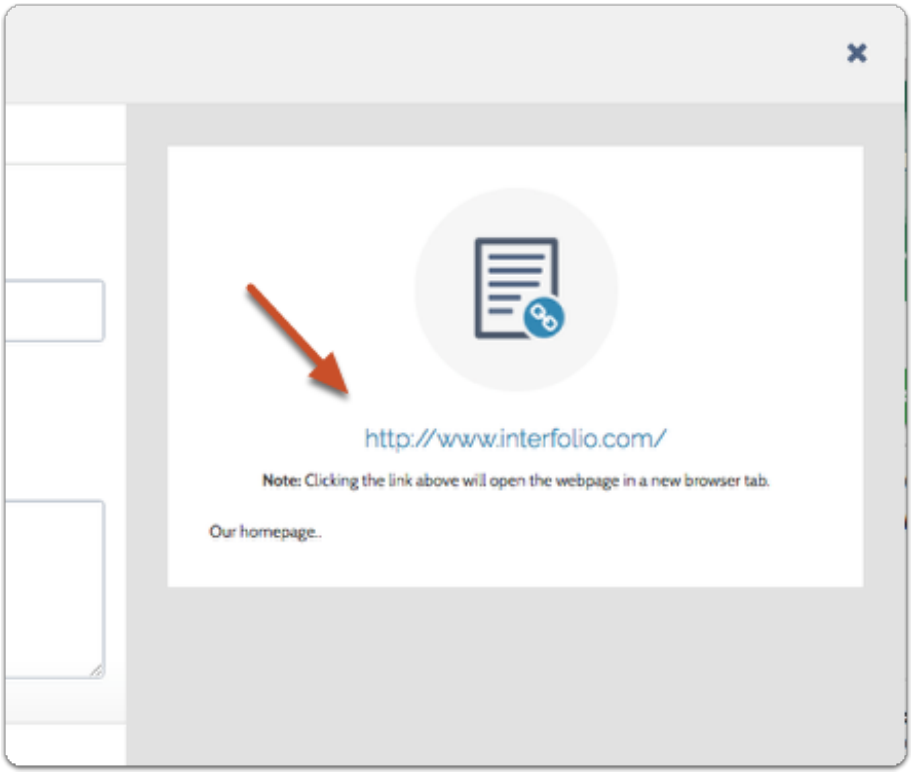


You can edit the title and description of the video from the preview window



The preview shows how the link will appear to reviewers

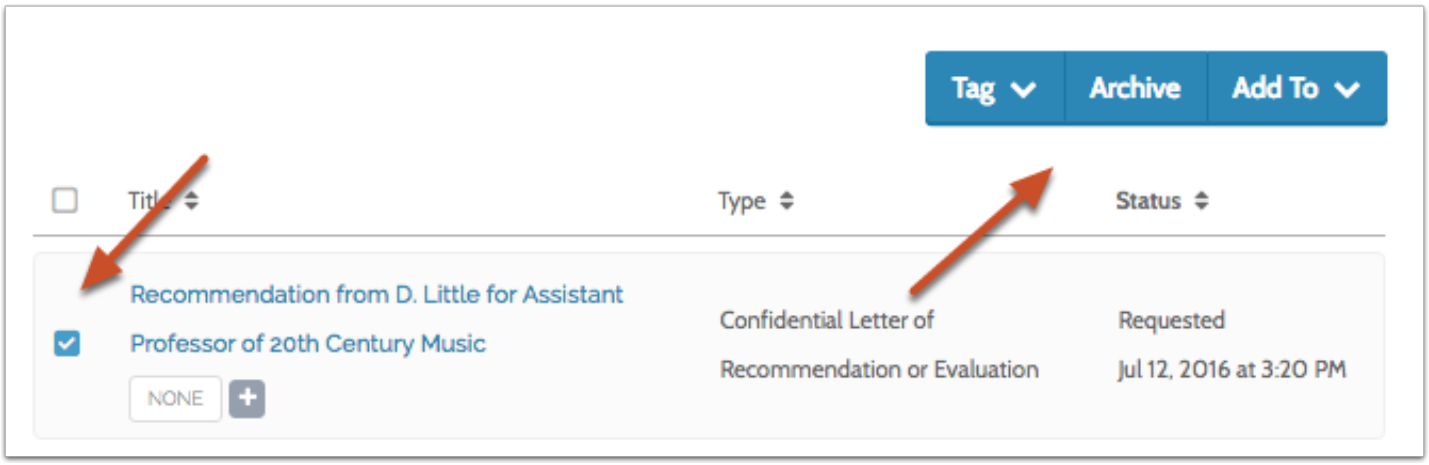
Note that clicking the link will open the webpage in a new broswer tab. This is true when you preview the link, and is also how the link will work for the person reviewing your materials.



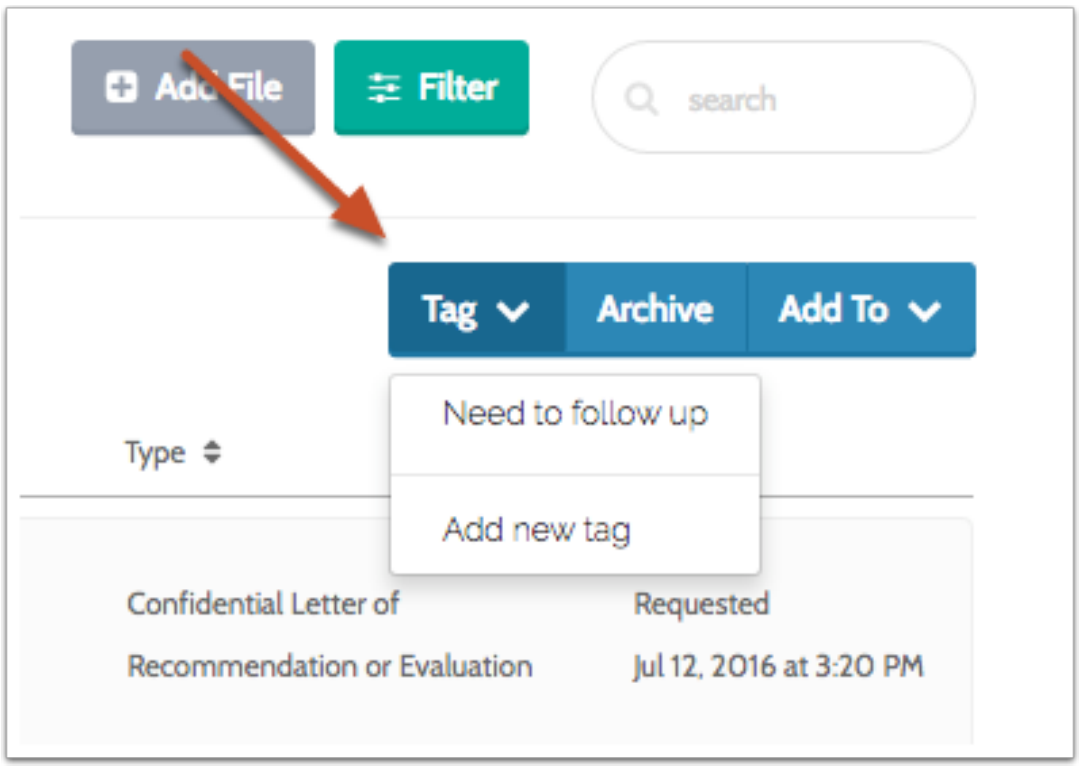
Organizing your materials using tags:

Tags are bits of text that can help you organize your materials. See here for more information on using tags to organize your materials.

3.1. Select a file in the list of materials



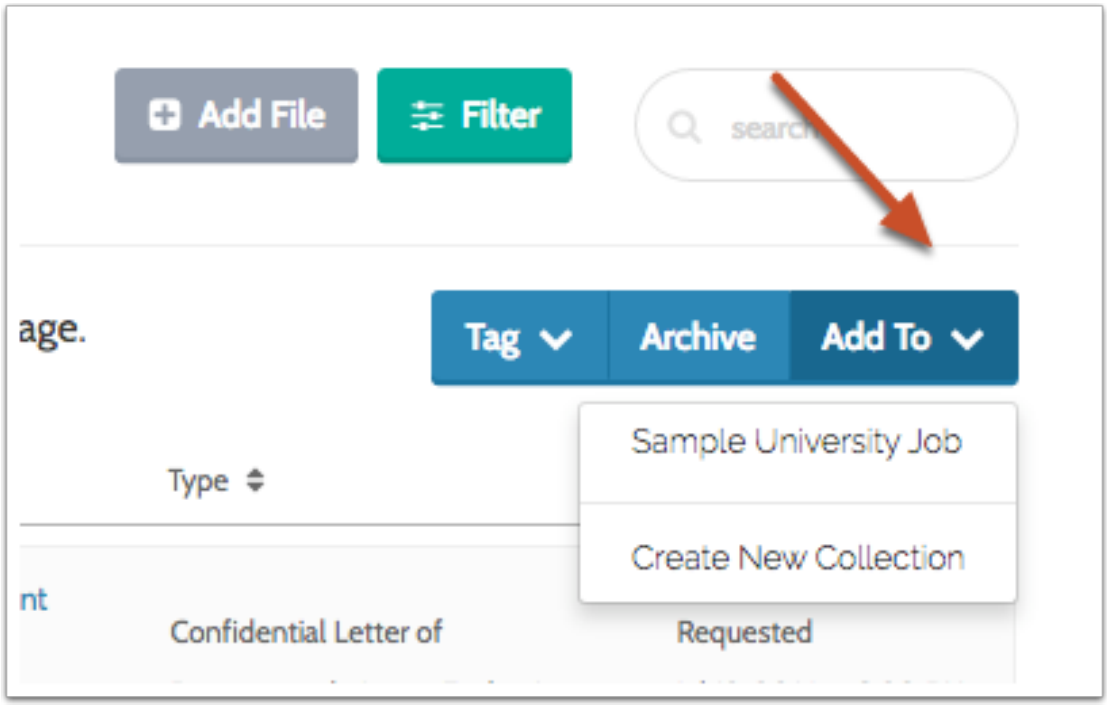
3.2. Click "Tag" to create or add a tag to the selected files



Create Collections of your Materials

Click "Add To" to add materials to a collection or to create a new collection

See here for more information on organizing your materials into collections.


Add File
Filter
search
age.
Tag
Archive
Add To
Sample University Job
Create New Collection
Type
nt
Confidential Letter of
Requested