

Upload Materials to Your Dossier Account

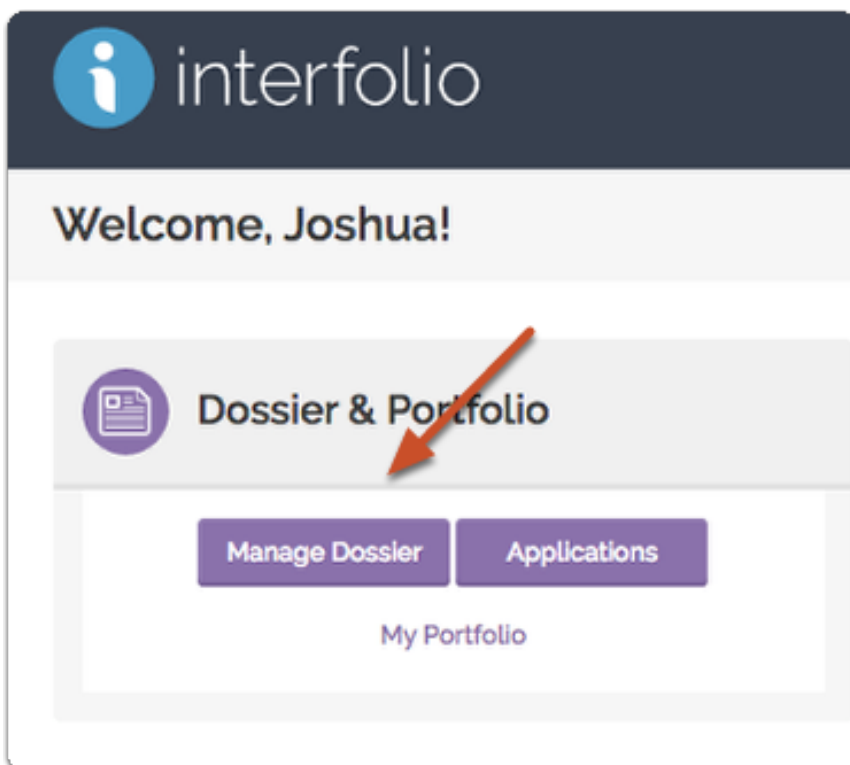
You can store a variety of materials in your Dossier account including letters of recommendation, supporting documents such as CV's and cover letters, and examples of your writing and research. We accept [a range of file types](#) and formats including videos, and links to webpages.

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](#).

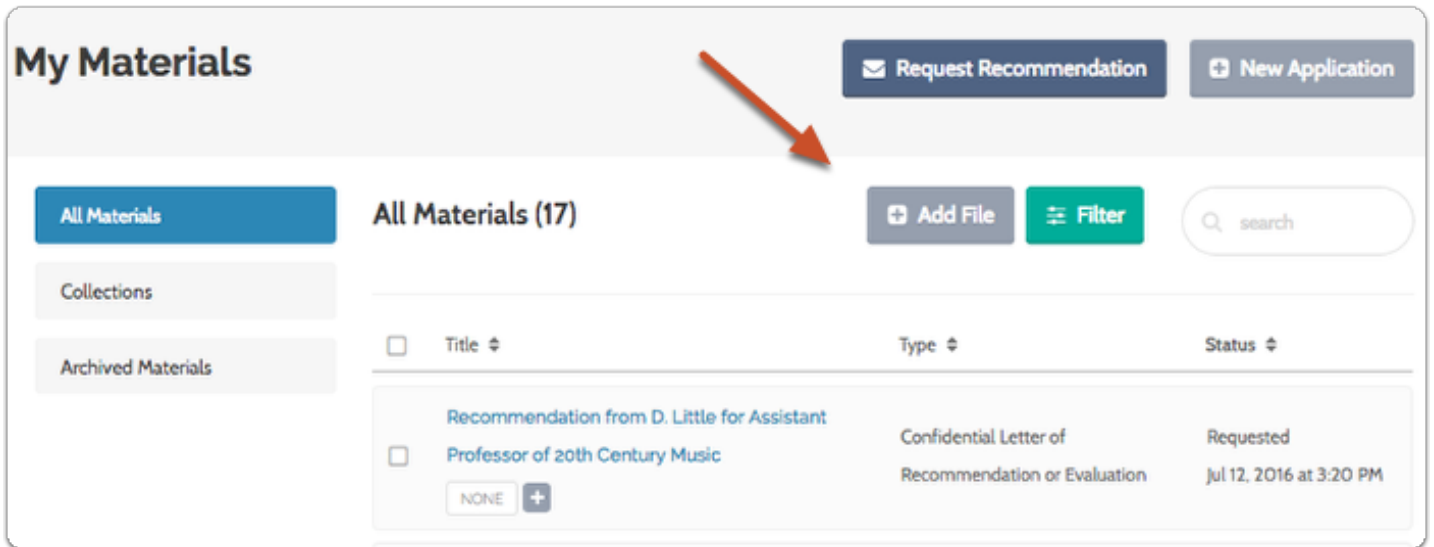
We will store your materials even after your account expires, so they'll be there if you renew your account a few years later.

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

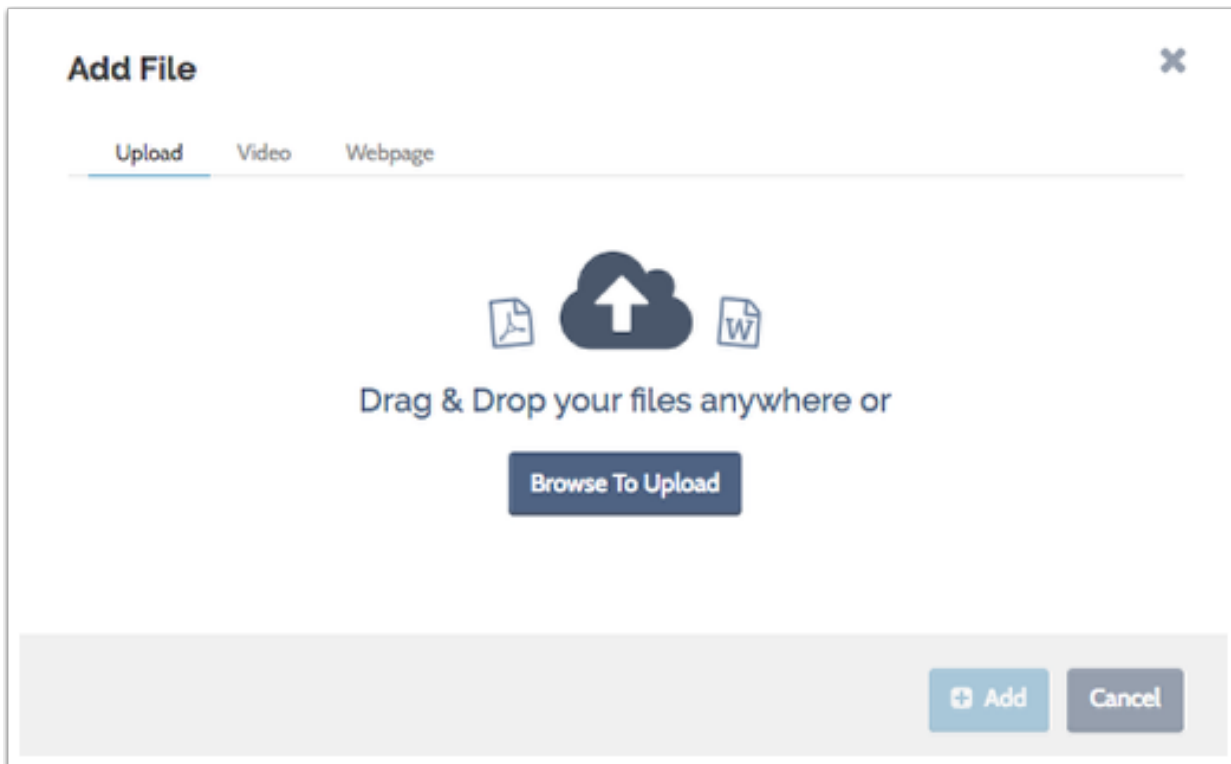


2. To add materials, click "Add Files" on your "My Materials" page



3. Drag & drop or browse to upload files

 You can add multiple files at one time.



The uploaded material will appear in your Dossier

i 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.

The screenshot shows a web interface for managing materials. On the left, there are navigation tabs: 'All Materials' (selected), 'Collections', and 'Archived Materials'. The main area is titled 'All Materials (19)'. At the top right, there are buttons for 'Add File' and 'Filter', and a search bar. Below is a table with the following data:

<input type="checkbox"/>	Title ↕	Type ↕	Status ↕
<input type="checkbox"/>	Statement of Teaching Philosophy update NONE +	Teaching Statement	Converting
<input type="checkbox"/>	Nomination 2016 NONE +	Nomination Letter	Converting
<input type="checkbox"/>	Cover Letter 2016 NONE +	Cover Letter	Converting

An orange arrow points from the 'Filter' button to the 'Converting' status of the first row.

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

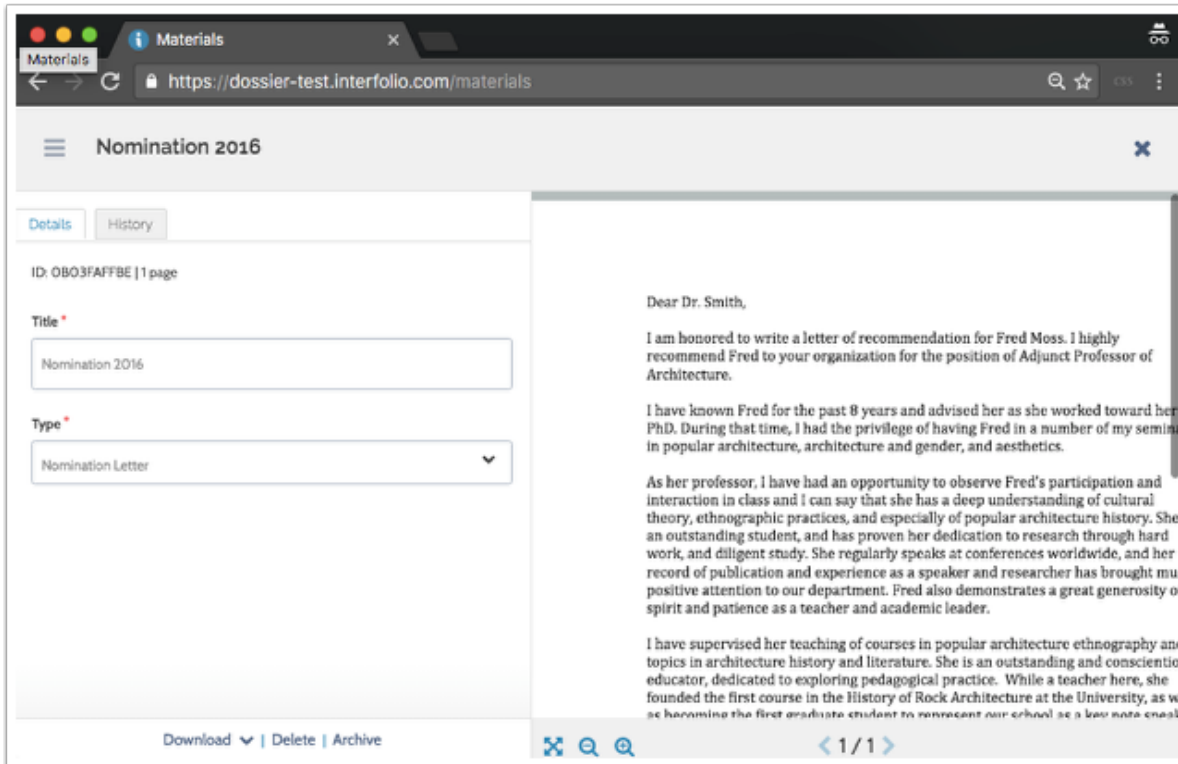
This screenshot shows the same interface as above, but with the status of the materials updated. The table now shows:

<input type="checkbox"/>	Title ↕	Type ↕	Status ↕
<input type="checkbox"/>	Cover Letter NONE +	Cover Letter	Received Mar 15, 2016 at 1:58 PM
<input type="checkbox"/>	Cover Letter 2016 NONE +	Cover Letter	Received Oct 5, 2016 at 4:47 PM

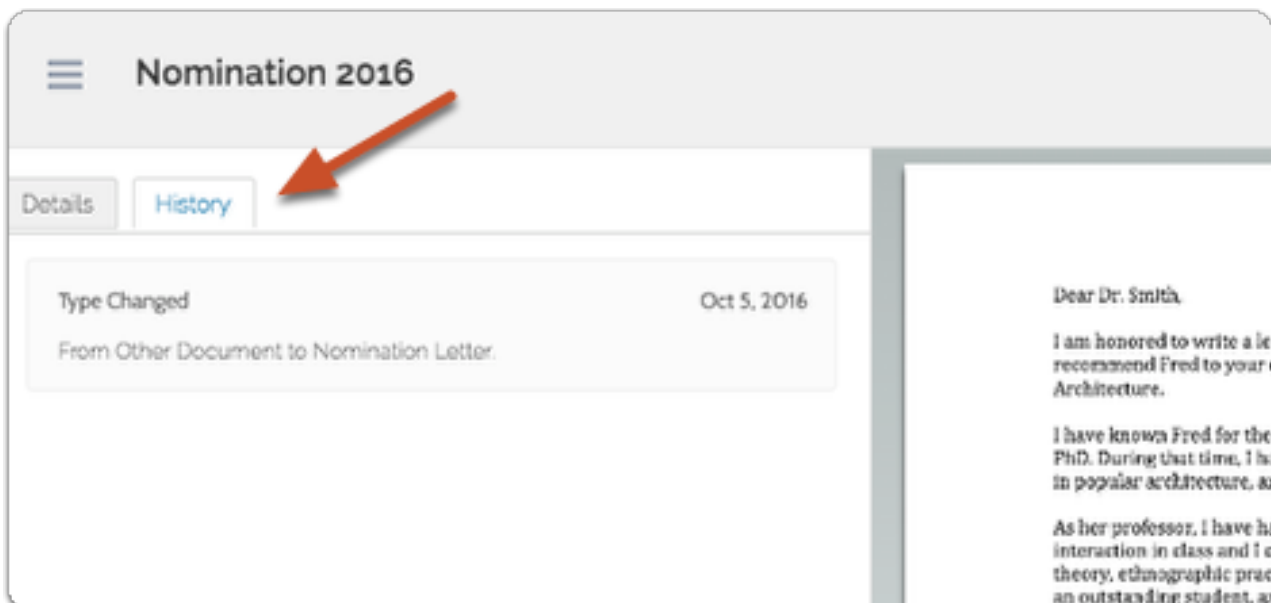
An orange arrow points from the 'Title' column header to the 'Cover Letter' title in the first row.

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.

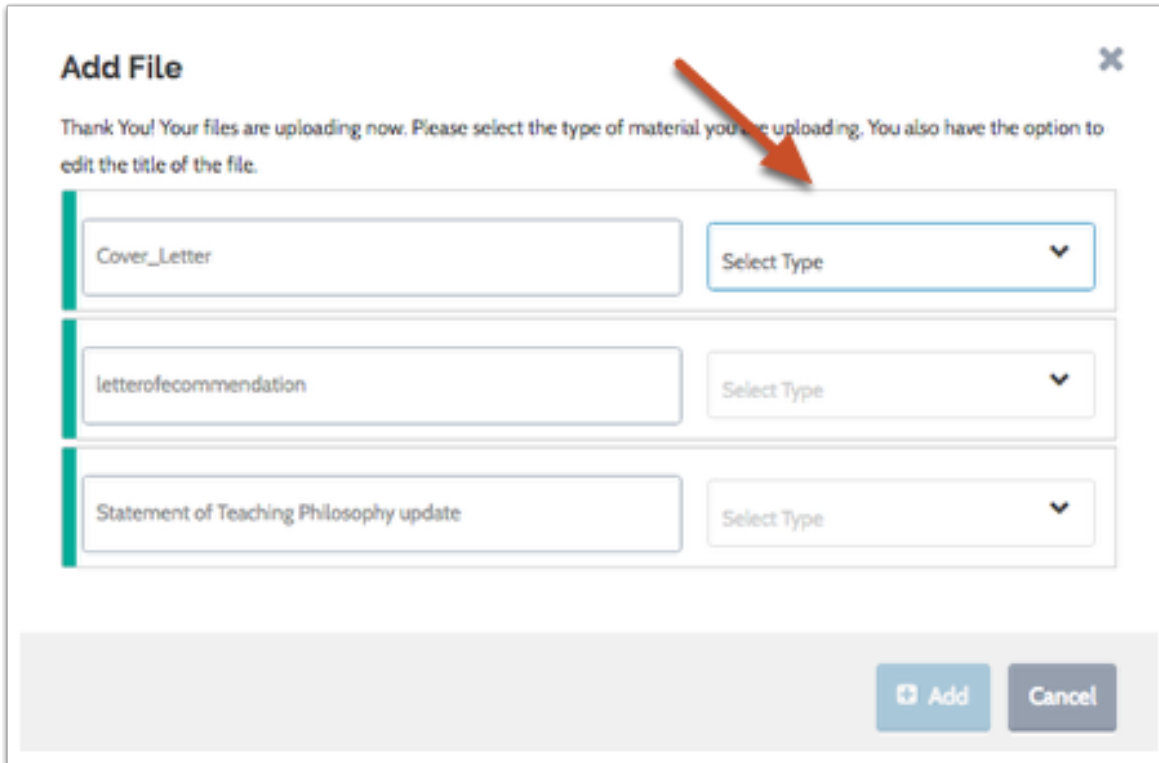


Click the "History" tab to view a history of changes made to the document



To add print or image files:

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



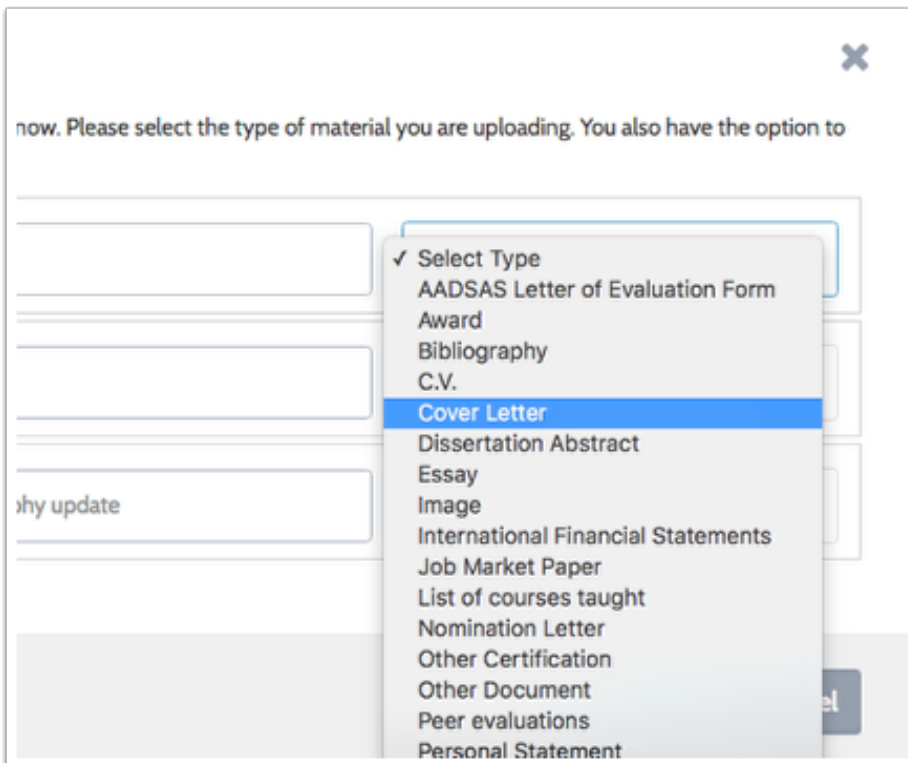
Add File ✕

Thank You! Your files are uploading now. Please select the type of material you are uploading. You also have the option to edit the title of the file.

Cover_Letter	Select Type ▼
letterofrecommendation	Select Type ▼
Statement of Teaching Philosophy update	Select Type ▼

➕ Add Cancel

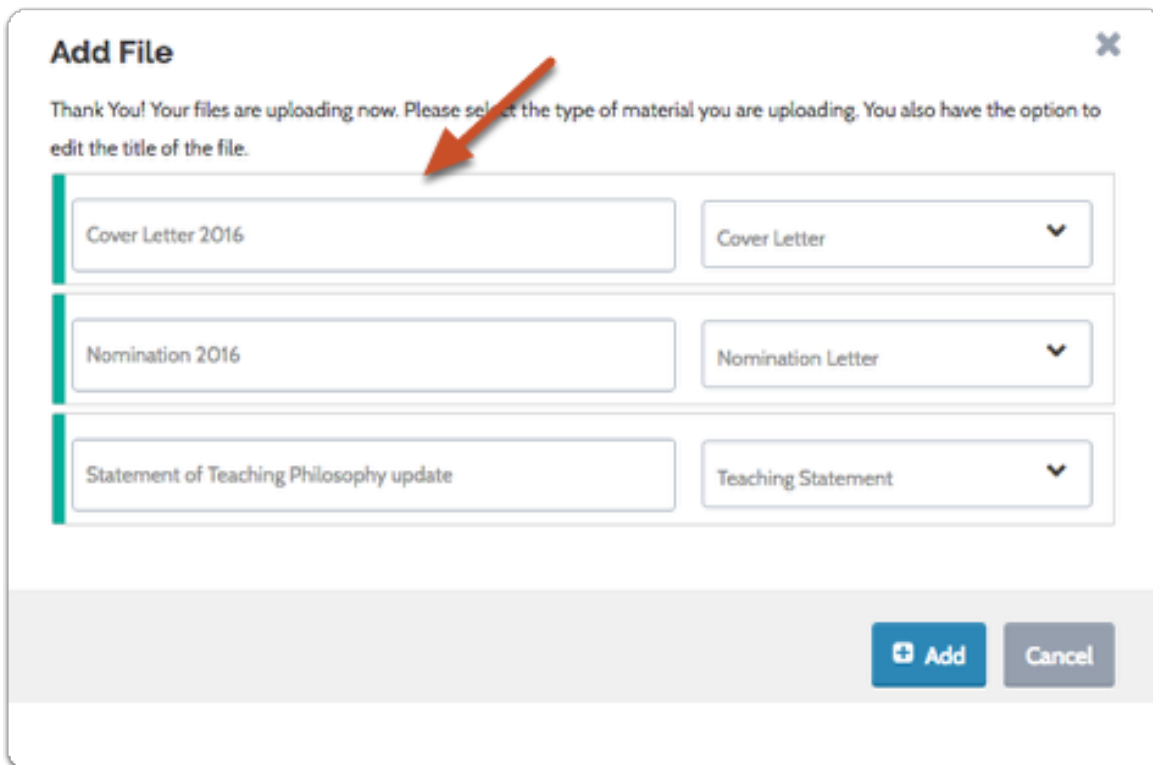
3.2. Choose the material type from the dropdown menu



now. Please select the type of material you are uploading. You also have the option to

	✓ Select Type
	AADSAS Letter of Evaluation Form
	Award
	Bibliography
	C.V.
	Cover Letter
	Dissertation Abstract
	Essay
	Image
	International Financial Statements
	Job Market Paper
	List of courses taught
	Nomination Letter
	Other Certification
	Other Document
	Peer evaluations
	Personal Statement

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



Add File ✕

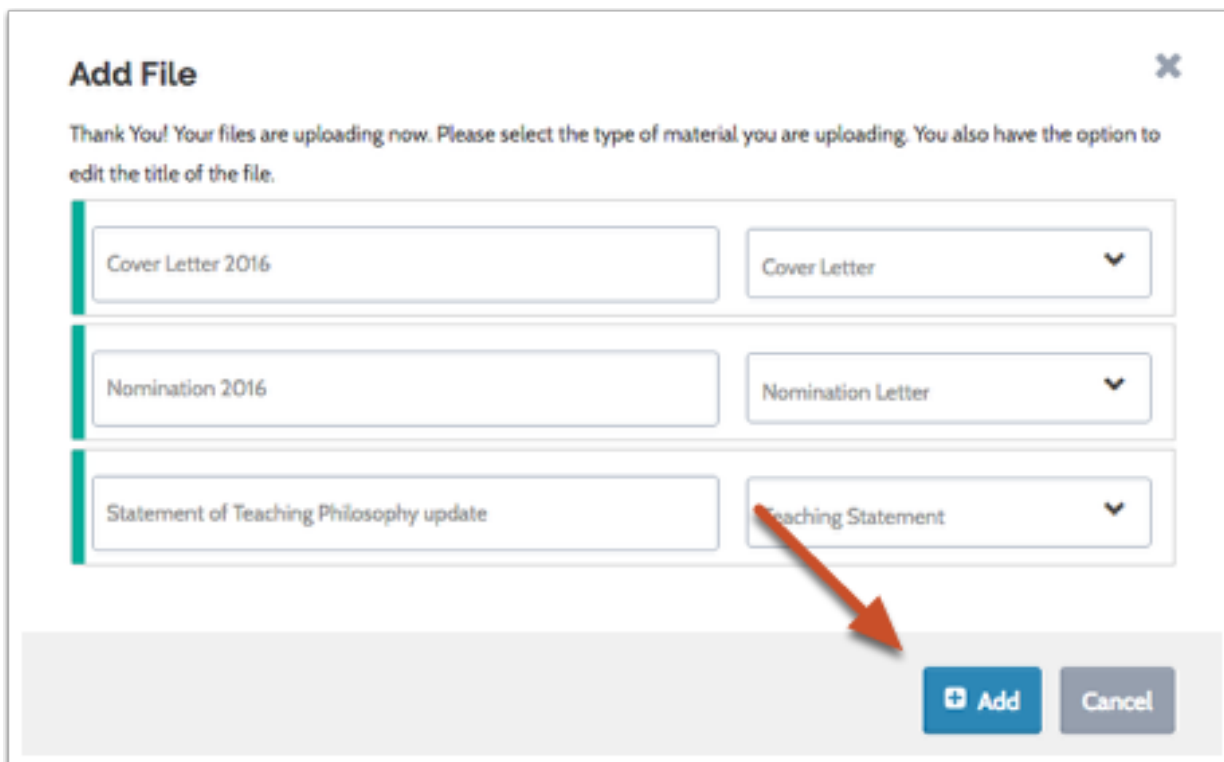
Thank You! Your files are uploading now. Please select the type of material you are uploading. You also have the option to edit the title of the file.

Cover Letter 2016	Cover Letter ▼
Nomination 2016	Nomination Letter ▼
Statement of Teaching Philosophy update	Teaching Statement ▼

Add Cancel

An orange arrow points to the text input field for the first file, "Cover Letter 2016".

3.4. Click "Add"



Add File ✕

Thank You! Your files are uploading now. Please select the type of material you are uploading. You also have the option to edit the title of the file.

Cover Letter 2016	Cover Letter ▼
Nomination 2016	Nomination Letter ▼
Statement of Teaching Philosophy update	Teaching Statement ▼

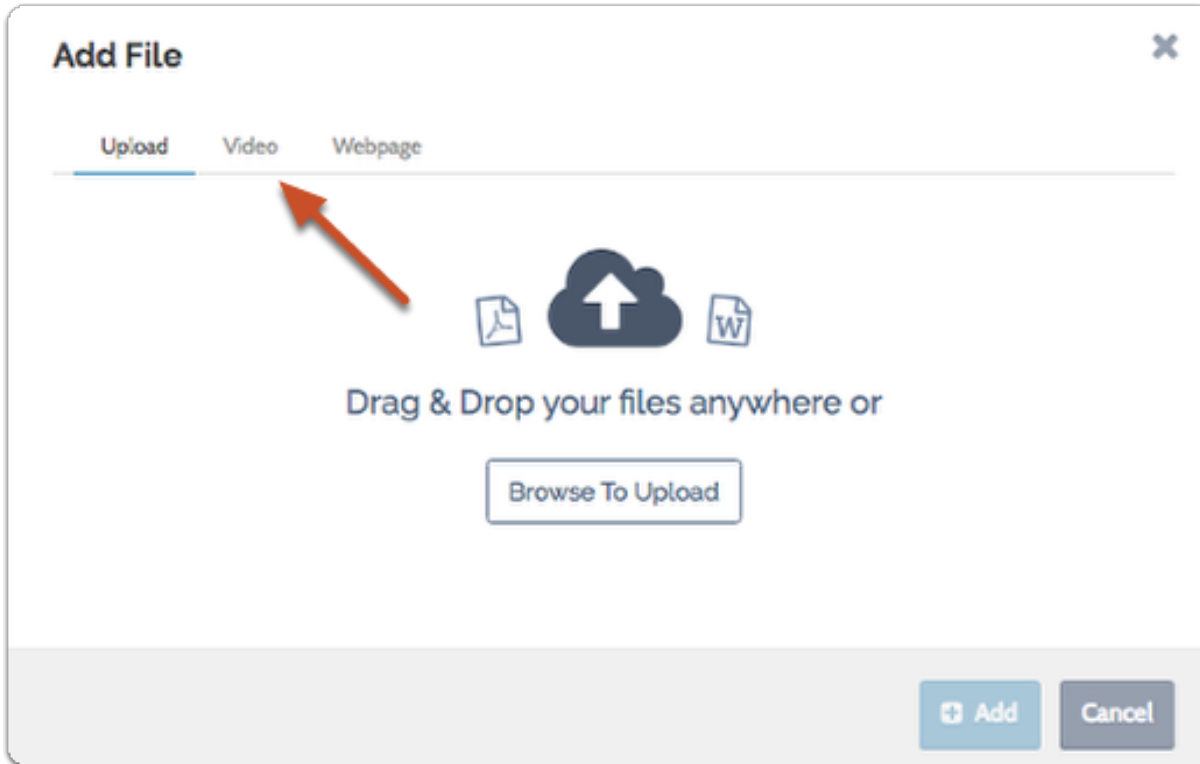
Add Cancel

An orange arrow points to the "Add" button at the bottom right of the dialog box.

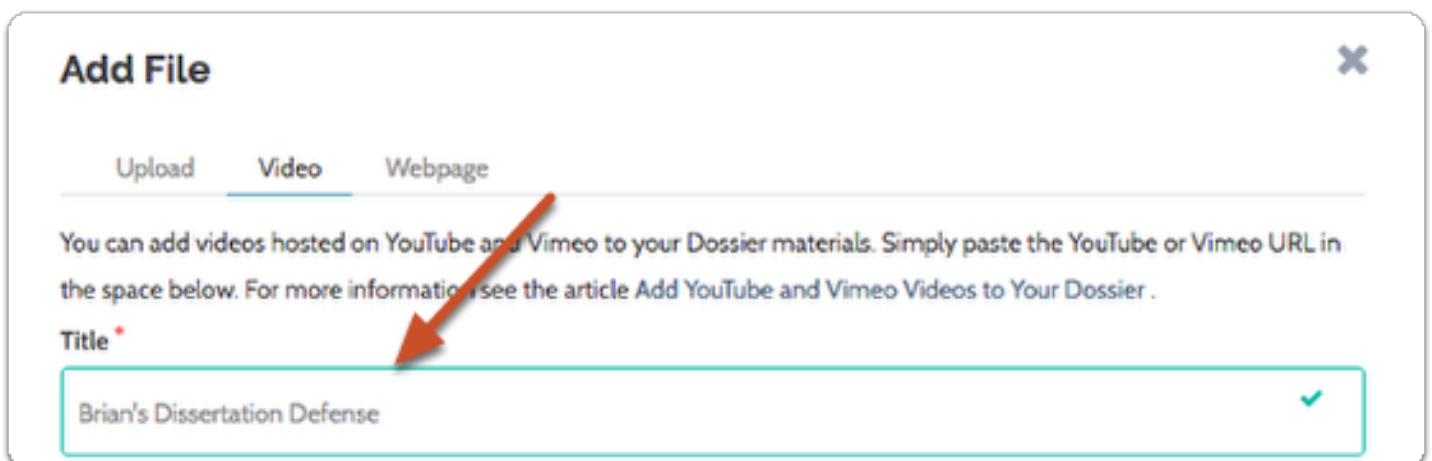
To add video to your Dossier account:

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


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

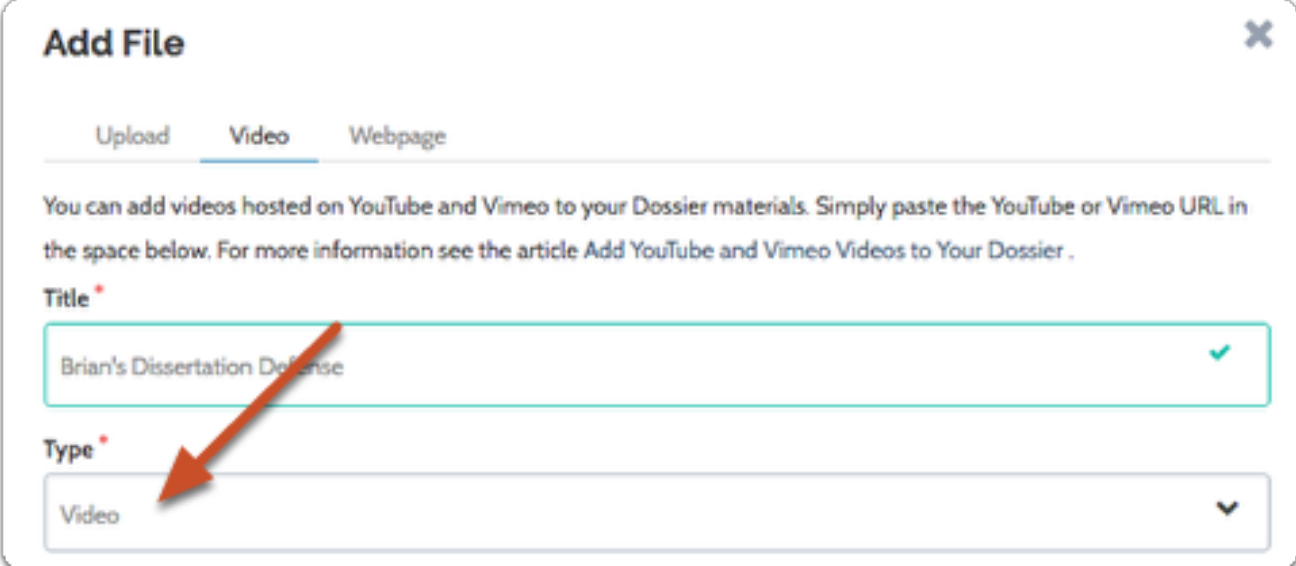


3.2. Give your video a title



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.



Add File ✕

Upload Video Webpage

You can add videos hosted on YouTube and Vimeo to your Dossier materials. Simply paste the YouTube or Vimeo URL in the space below. For more information see the article [Add YouTube and Vimeo Videos to Your Dossier](#).

Title *

Brian's Dissertation Defense ✓

Type *

Video ▼

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

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

Add File ✕


Upload Video Webpage

You can add videos hosted on YouTube and Vimeo to your Dossier materials. Simply paste the YouTube or Vimeo URL in the space below. For more information see the article [Add YouTube and Vimeo Videos to Your Dossier](#) .

Title *

Type *

URL *



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

Add File ✕

Upload Video Webpage


You can add videos hosted on YouTube and Vimeo to your Dossier materials. Simply paste the YouTube or Vimeo URL in the space below. For more information see the article [Add YouTube and Vimeo Videos to Your Dossier](#) .

Title *

Type *

URL *

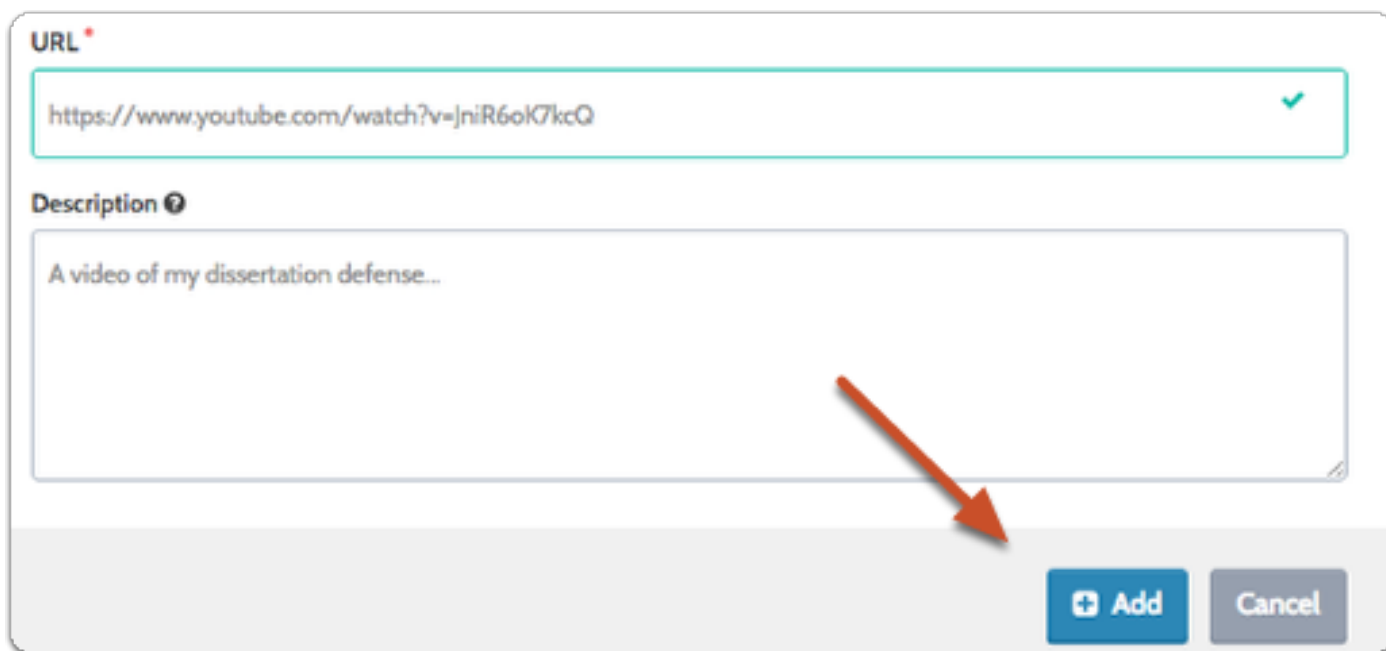
Description ⓘ



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

URL ^{*}

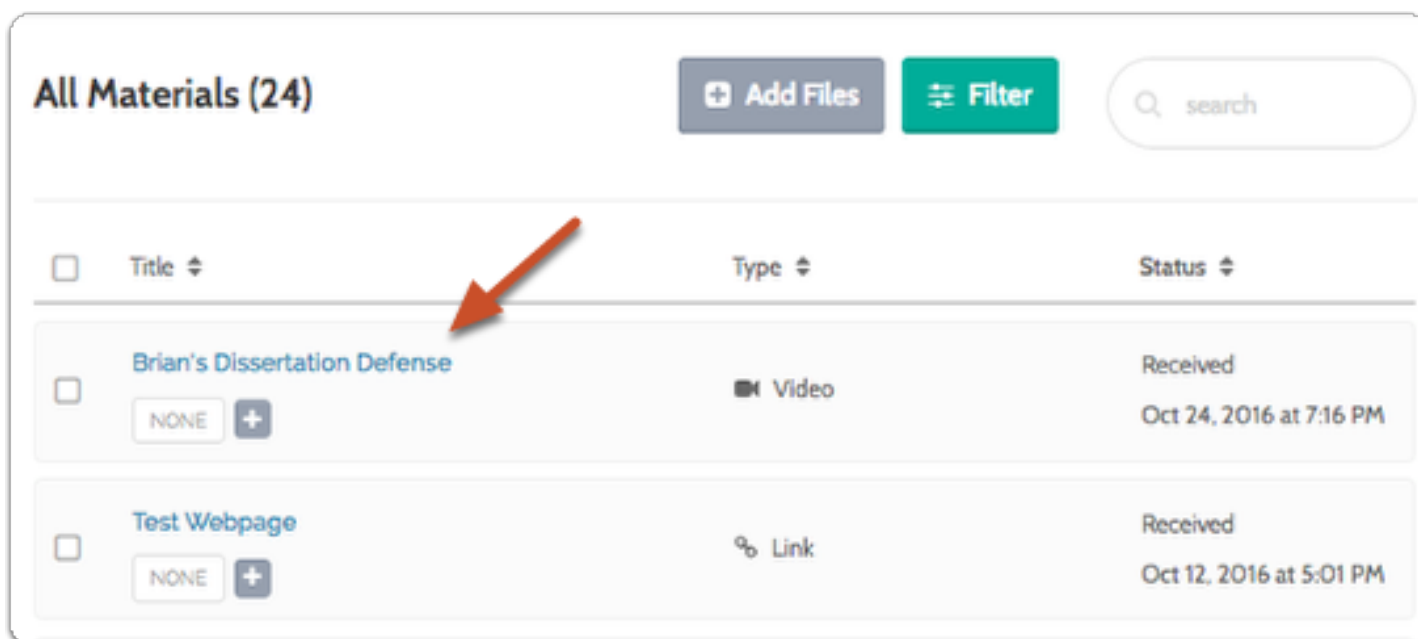
Description ⓘ



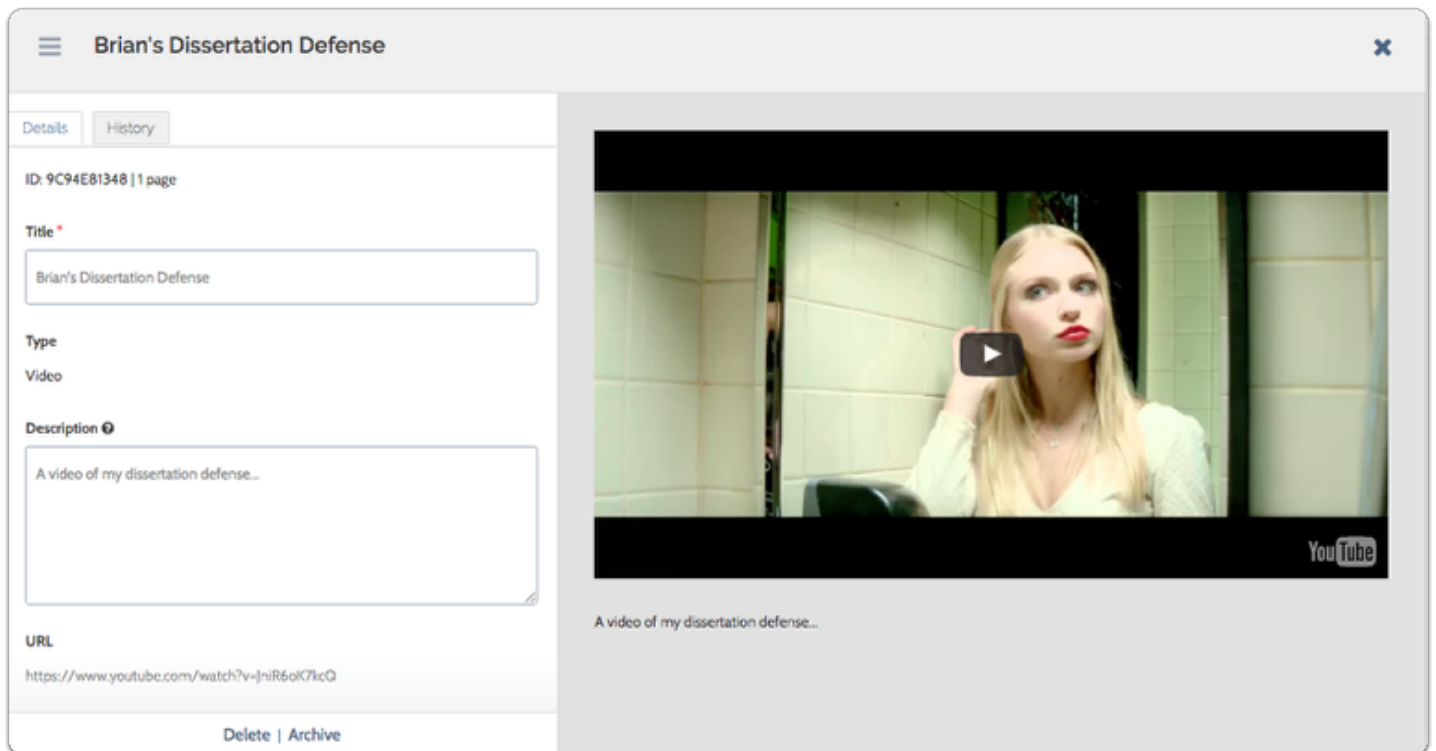
3.7. Click the title to preview your video

All Materials (24)

<input type="checkbox"/>	Title ⇅	Type ⇅	Status ⇅
<input type="checkbox"/>	Brian's Dissertation Defense <input type="button" value="NONE"/> <input data-bbox="311 1400 343 1444" type="button" value="+"/>	Video	Received Oct 24, 2016 at 7:16 PM
<input type="checkbox"/>	Test Webpage <input type="button" value="NONE"/> <input data-bbox="311 1556 343 1601" type="button" value="+"/>	Link	Received Oct 12, 2016 at 5:01 PM

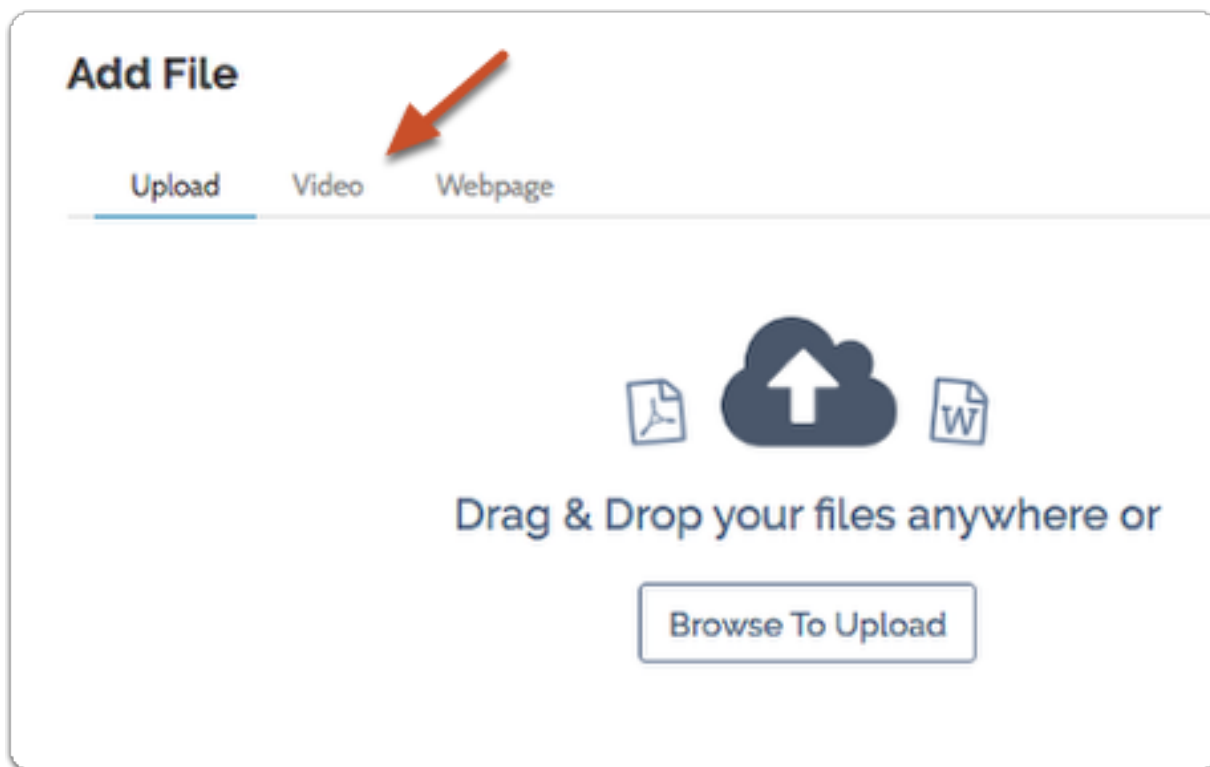


You can edit the title and description of the video from the preview window

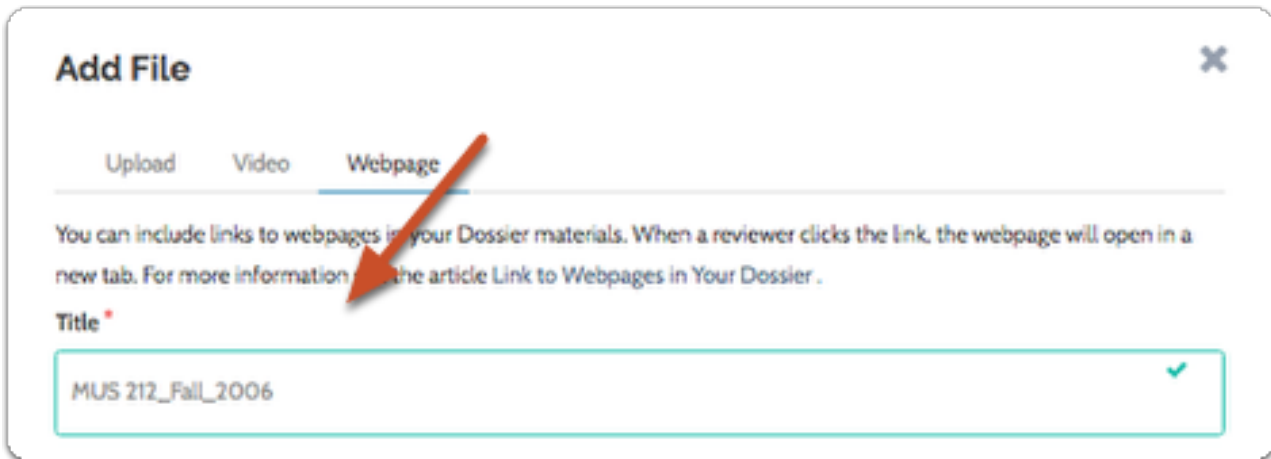


To include a link to a webpage in your Dossier materials:

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



3.2. Give your webpage a title



Add File ✕

Upload Video Webpage

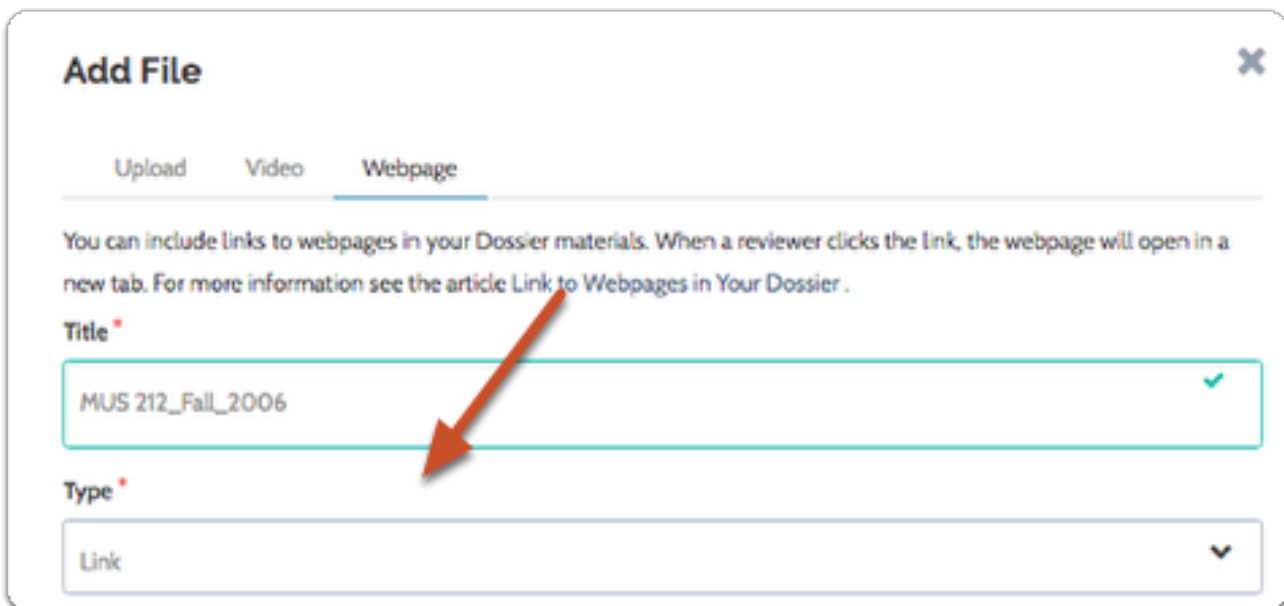
You can include links to webpages in your Dossier materials. When a reviewer clicks the link, the webpage will open in a new tab. For more information see the article [Link to Webpages in Your Dossier](#).

Title *

MUS 212_Fall_2006 ✓

3.3. Indicate what type of material you are adding

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



Add File ✕

Upload Video Webpage

You can include links to webpages in your Dossier materials. When a reviewer clicks the link, the webpage will open in a new tab. For more information see the article [Link to Webpages in Your Dossier](#).

Title *

MUS 212_Fall_2006 ✓

Type *

Link ▼

3.4. Enter the URL of the webpage

- i Make sure you include the prefix, such as [http://](#)

Add File ✕

Upload Video Webpage

You can include links to webpages in your Dossier materials. When a reviewer clicks the link, the webpage will open in a new tab. For more information see the article [Link to Webpages in Your Dossier](#).

Title *

 ✓

Type *

 ▼

URL *

 ✓



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

Add File ✕

new tab. For more information see the article [Link to Webpages in Your Dossier](#).

Title *

 ✓


Type *

 ▼

URL *

 ✓

Description ⓘ





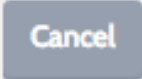
3.6. Click "Add," and the link to your webpage will be added to the list of materials in your Dossier

http://www.interfolio.com ✓

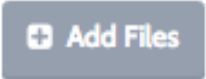

Description ⓘ





My dissertation online...




 Add  Cancel

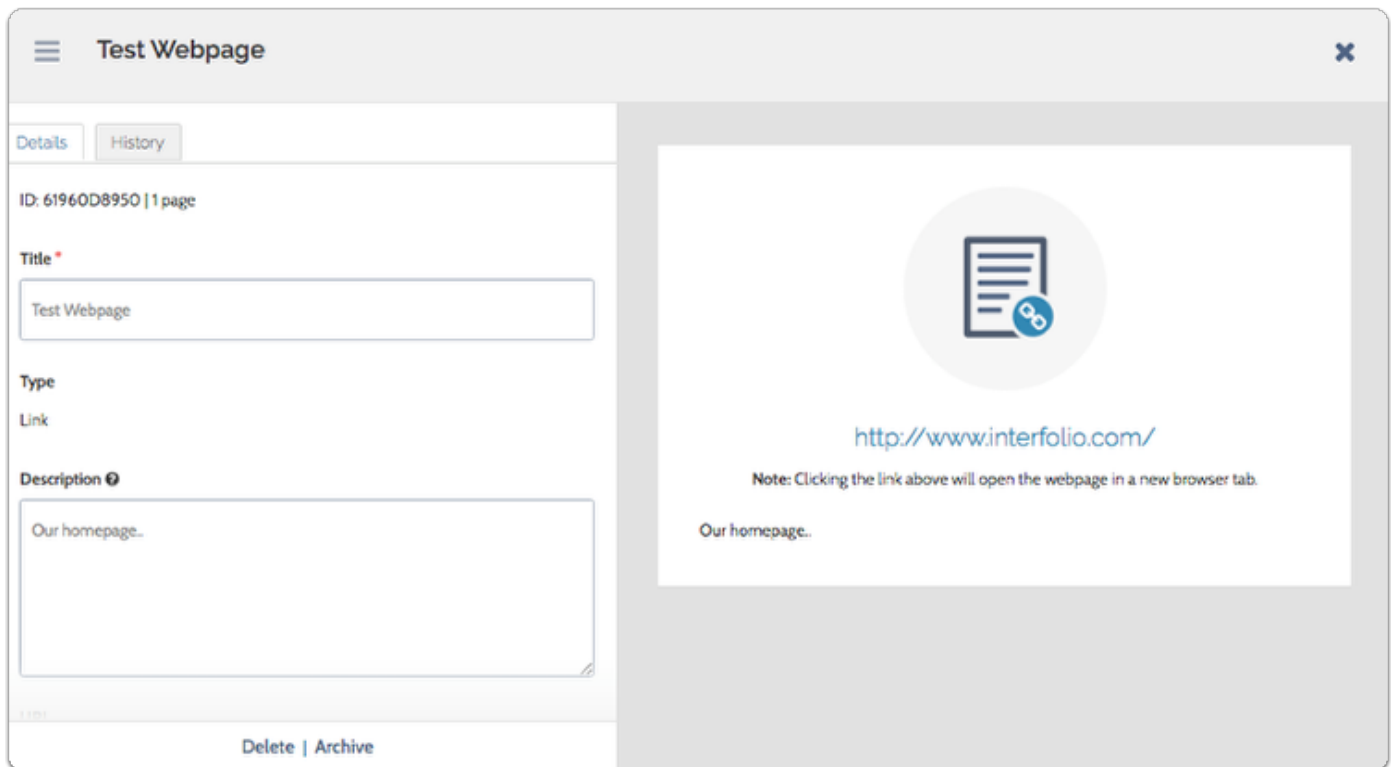
3.7. Click the title to preview your webpage

All Materials (24)  


<input type="checkbox"/>	Title ⇅	Type ⇅	Status ⇅
<input type="checkbox"/>	Brian's Dissertation Defense <input type="text" value="NONE"/> 	 Video	Received Oct 24, 2016 at 7:16 PM
<input type="checkbox"/>	Test Webpage <input type="text" value="NONE"/> 	 Link	Received Oct 12, 2016 at 5:01 PM

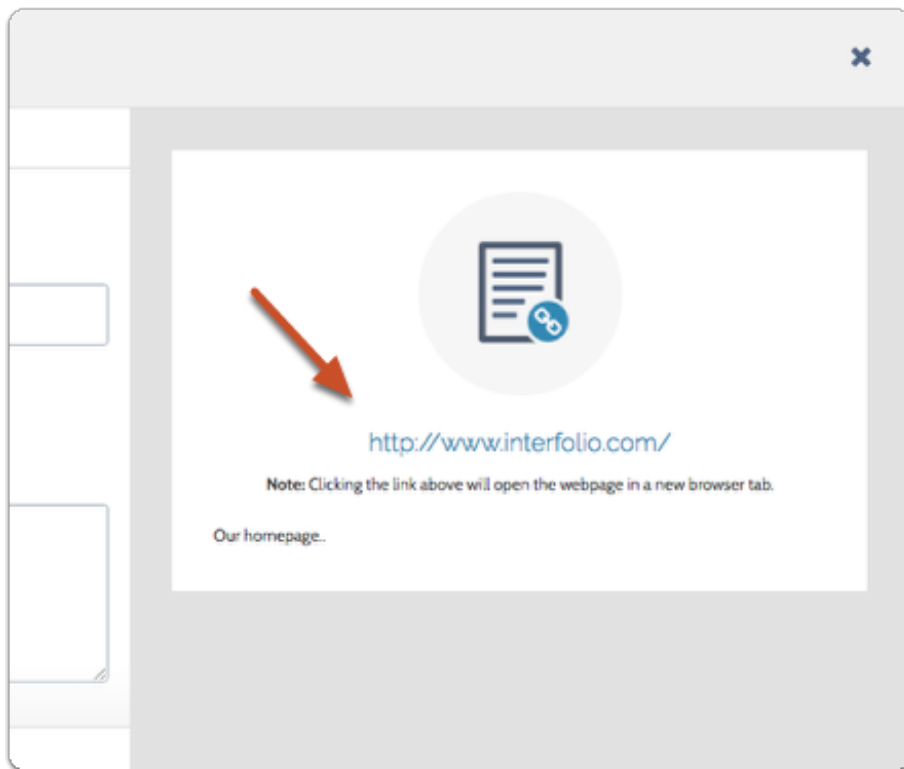


You can edit the title and description of the video from the preview window



The preview shows how the link will appear to reviewers

-  Note that clicking the link will open the webpage in a new browser 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:

- i Tags are bits of text that can help you organize your materials. See [here for more information on using tags to organize your materials.](#)

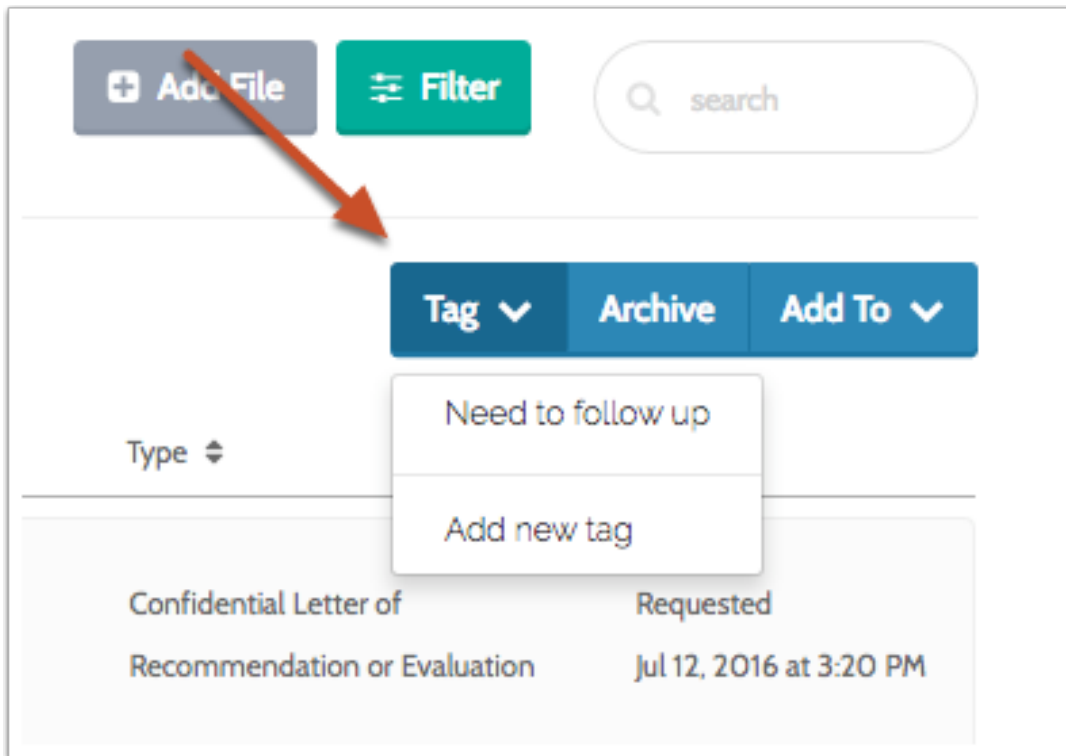
3.1. Select a file in the list of materials

<input type="checkbox"/>	Title	Type	Status
<input checked="" type="checkbox"/>	Recommendation from D. Little for Assistant Professor of 20th Century Music	Confidential Letter of Recommendation or Evaluation	Requested Jul 12, 2016 at 3:20 PM

Tag Archive Add To

NONE +

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



Create Collections of your Materials

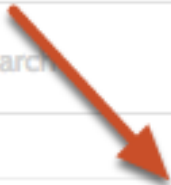
Click "Add To" to add materials to a collection or to create a new collection

 See here for more [information on organizing your materials into collections.](#)

Add File

Filter

search



age.

Tag **Archive** **Add To**

Type

- Sample University Job
- Create New Collection

nt

Confidential Letter of

Requested