

## How to upload files publicly, choose A or B:

<b>A.</b> Post files for anyone on the Internet to access	<b>B.</b> Post files for everyone in my Division or Round Table
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### A. Post Files for Anyone on the Internet to Access

To post files that for anyone on the Internet to access:

Step 1: Login to <https://connect.ala.org>, Select the **Browse** menu.

Step 2: Select [ALA Public Shared Files](#). Select [ALA Public Shared Files](#) link.

Step 3: Follow steps 3-7 to **Create a New Library Entry** below.

### B. Post files for Everyone in my Division or Round Table

Uploading files to your Division or Round Table community will make them available to all members of the community, but you will need to share the link to them, as the upload alone will not generate an email to the group.

**Tip:** If you attach files to a Discussion post, the files will automatically upload into a Library Entry, and an email notification will be sent to all group members.

Step 1: Navigate to:

the Division community: [AASL](#), [ACRL](#), [ALCTS](#), [ALSC](#), [ASGCLA](#), [LITA](#), [LLAMA](#), [PLA](#), [RUSA](#), [United for Libraries](#), or [YALSA](#).

the Round Table community: [EMIERT](#), [ERT](#), [FMRT](#), [GameRT](#), [GLBTRT](#), [GODORT](#), [IFRT](#), [IRRT](#), [LearnRT](#), [LHRT](#), [LIRT](#), [LRRT](#), [LSSIRT](#), [MAGIRT](#), [NMRT](#), [RMRT](#), [SRRT](#), [Sort](#), [SustainRT](#)

Step 2: Select the **Library** tab. Follow Steps 3-7 to **Create a New Library Entry** to share files among all group members.

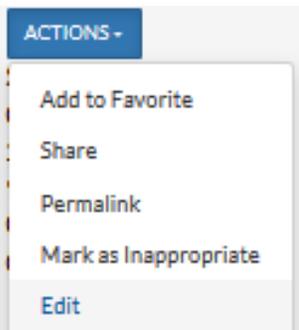
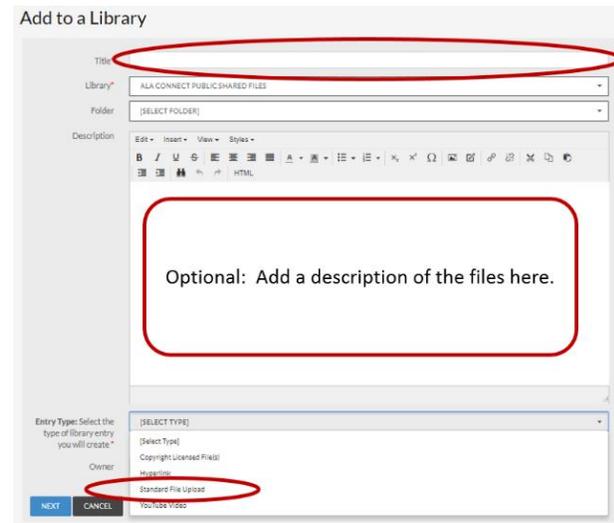
**Step 3:** Select the **Create New Library Entry** button.

**Step 4:** In the resulting window, fill in the Title field and select the applicable folder. Enter an optional description.

**Step 5:** Select **Standard File Upload** in the *Entry Type* field. You have the option to include an Owner, by doing a lookup on the email address. Select the **Next** button.

**Step 6:** Choose the files you want to include in the upload. Navigate to the files you need to upload. In the resulting window, select the files. NOTE: Avoid using illegal characters [spaces, periods, @#\$%^&\*() and commas in the file names]. Select the **Upload** button.

**Step 7:** In the resulting window, confirm that the files were included. Select the **Next** button to rearrange the files using drag and drop or select the **Finish** button to finish.



### How to I make a change to my post?

Step 1: Navigate to your library entry post.

Step 2: Use the **Edit** command under the *Actions* button on the Library Entry.

Step 3: In the resulting window, make your edits, including adding additional files or rearranging the order of files using the Next button.

· Please reach out to your staff liaison or email [connect@ala.org](mailto:connect@ala.org) for more details.