

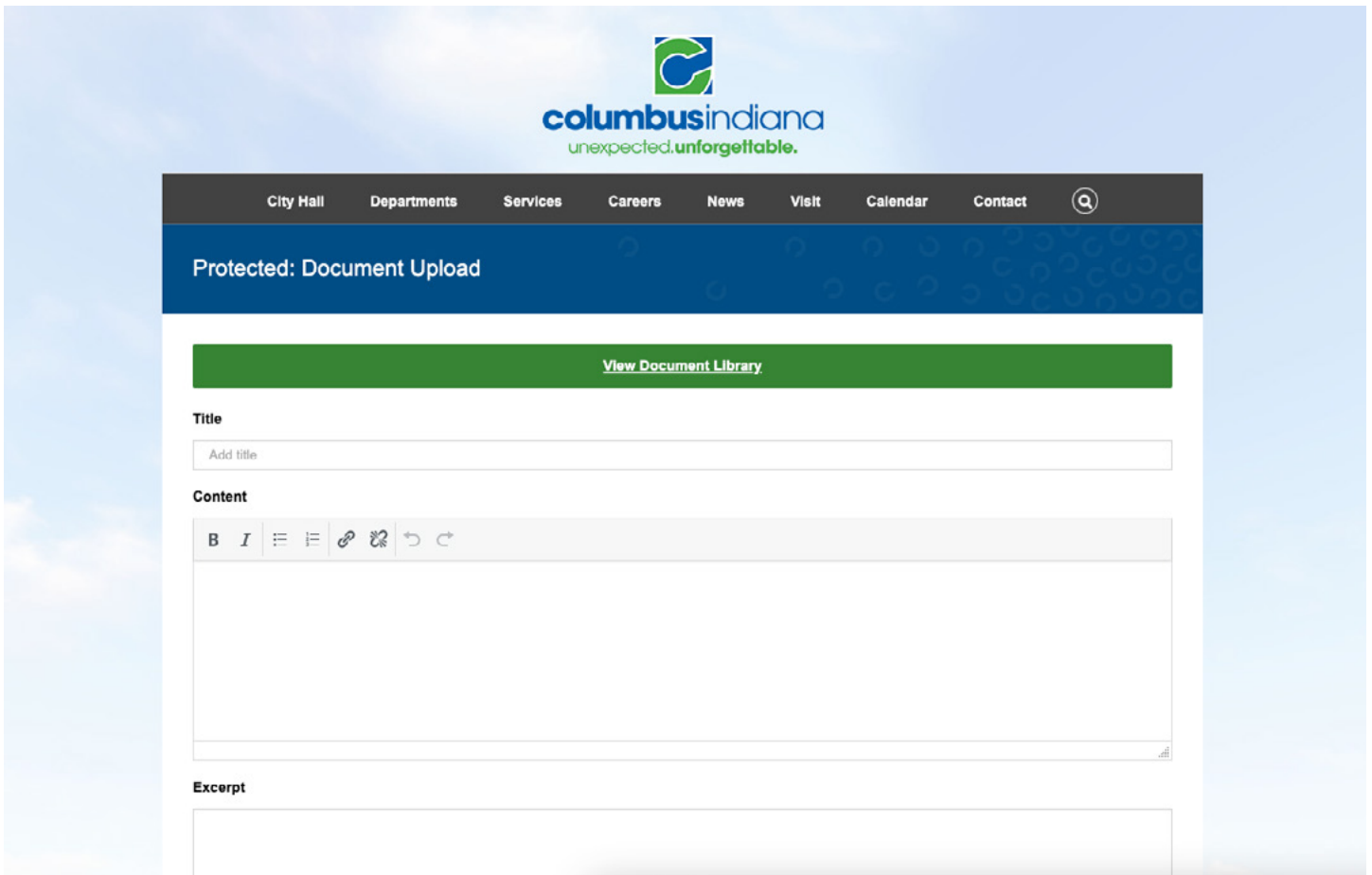
# Document Library Training Guide

The City of Columbus has switched to a new document library and public-facing document sharing plugin. You will access it through the public-facing side of the website (commonly called the “front-end”). The link is: <https://www.columbus.in.gov/document-upload/>

The page is password protected. The password to get into the page is **c0lumbus** (with a zero instead of an o).

Please note: you do **not** need to be logged into Wordpress to access the document upload page!

When you get to the page, and enter the password, this is what you will see.



At the top, the green button will take you to the Document Library, which is where you can see all the documents that have been uploaded. This is the best way to find direct links to documents you upload.

Below that is where you will start the upload process. Title your document (typically this will be the name of the PDF, but it can be whatever you want). The Content and Excerpt boxes can be ignored.

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**Document link**

None

Upload a file or add a URL where the document is located

**Category**

Select one or more categories...

**Tags**

Select one or more tags...

**Authors**

Select one or more authors...

Submit document

The Document Link dropdown is where you'll upload your document. When you click on that dropdown, select File Upload.

**Document file**

Choose File No file chosen

A Choose File button will appear below. Click on that to open your file explorer and find the file.

The next step is choosing a category. We currently have categories broken down by department (there is also a City Hall General category, along with City Council and Board of Public Works). When you click on Categories, another dropdown will pop up.

**Category**

Select one or more categories...

- Board of Public Works
- City Council
- City Hall General
- City Utilities
- Redevelopment
- Redevelopment Commission

Select the category you want, and then click Submit Document. You do not need to worry about filling out the Tags or Author boxes.

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# Finding & Linking a Document

To find the document you uploaded (or ones you've uploaded in the past!), visit this link, or click on the View Document Library button at the top of the upload page.

<https://www.columbus.in.gov/document-library/>

You'll see a list of folders. The only folders that will show are the ones with documents in them. Click on a folder to see its contents.

The screenshot shows the 'Document Library' page on the City of Columbus website. At the top, there is a navigation bar with links for City Hall, Departments, Services, Careers, News, Visit, Calendar, and Contact, along with a search icon. Below the navigation bar is a dark blue header with the text 'Document Library'. A search bar is located on the right side of the page. The main content area displays a list of folders: 'City Hall General', 'Redevelopment', and 'Utility Service Board'. Below the folders, there is a table with columns for 'Title', 'Categories', and 'Link'. The table contains one entry: '2024 City of Columbus Holiday Schedule' under the 'City Hall General' category, with a green 'Download' button next to it. At the bottom of the table, there is a 'Show 25 per page' dropdown and a '1 document' indicator.

Title	Categories	Link
<a href="#">2024 City of Columbus Holiday Schedule</a>	<a href="#">City Hall General</a>	<a href="#">Download</a>

To get the link to the file, simply right-click on the Download button and click Copy Link. You now have the link ready to go on a calendar entry, post, or page!