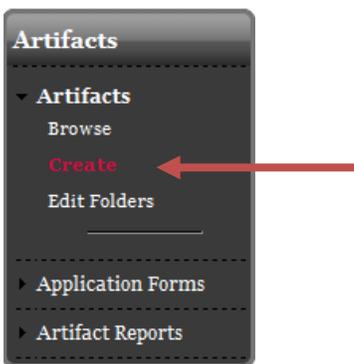# Uploading Documents and Creating Artifacts

An artifact must be created in order to upload any document from your computer to your portfolio. Artifacts can include any type of document (Word, Excel, PDF) along with video, music, and image files.

Creating Artifacts

To create an artifact, click on **Create** in the side menu of the ***Artifacts*** tab.

Select an artifact type from the dropdown menu. To upload a saved document from your computer, select **File**. This will bring up the ***Create File*** screen.

The ***Artifact*** sub-tab contains the artifact template chosen. At any point while you are creating an artifact, you can click the **Save** button to save the artifact and return to it at a later time or the **Cancel** button to exit the artifact without saving. You must enter a Name for the artifact and answer any questions that contain an asterisk before you will be able to save your artifact.
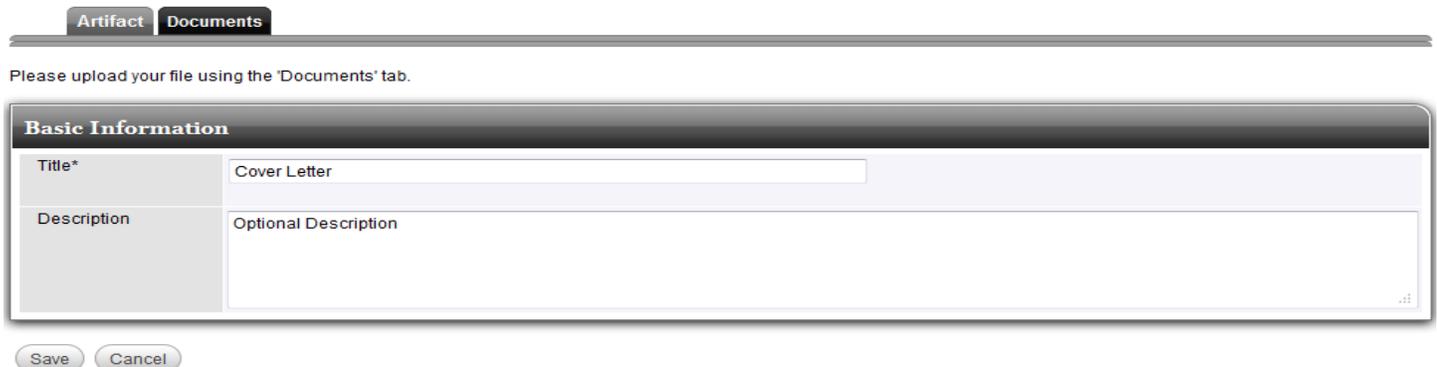
Attaching Documents to Artifacts

Once you have filled out the **Artifact** sub-tab, click on the **Documents** sub-tab to upload a file from your computer. Note the "Total Space Usage" next to the **Save** and **Cancel** buttons. This is the total amount of space you have allotted for all documents you upload from your computer into the system.

To add a document, click the **add new** button in the upper left-hand corner of the Attached Documents box. This will bring up the **Attach a New Document** screen.

Click the **Browse** button to browse your computer for the appropriate file. You can upload any type of computer file. Give the document a Title and click the **Upload** button to attach it to the artifact. Click the **Cancel** button to exit without attaching a document.

Click **Save** to complete your upload. The document will now appear under the **Artifact** tab.

See "Creating a Presentation Portfolio" handout for instructions on how to upload an artifact into your portfolio