



How to add documents to your  
network

# To start

- Go to [www.networks.nhs.uk](http://www.networks.nhs.uk)
- Log in
- Go to your network
- Click on **Your menu**, click on **Your networks**
- Click on the name of your network

- Go to the Toolbox and select **Add**
- Select **Document (PDF, Word etc)**
- You can add documents to the default document folder or a folder that you have created
- Click **Continue**

### Add Document

Add to document folder

Select where to add your new document

- Add title and description
- Click **Choose file**
- Select file from your computer
- Click **Save**

### Add File

An external file uploaded to the site.

**Title**

**Description** Used in item listings and search results.

**File**  Upload file  
 No file chosen

**Source** Enter the source of the material

# Publishing your document

- Go to Toolbox and select **Viewing control**
- Click **hide/show page or section**
- Select preferred option

Change the visibility of your page or section

**This page or section is currently collaborative and visible to anyone**

*If you do this on a section of your site, EVERY item within that section will be hidden or made visible. If you want to do this to a single page, go to that page first.*

**Do you want to:**

- [Make visible to ALL »](#)
- [Make visible to network members ONLY »](#)
- [Make this page/section visible to network administrators ONLY](#)