

## Preview, Edit, or Add a New File

Market: House, Senate

[Settings](#)

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### Settings

1. Navigate to the **Library** application and ensure that file-related views are enabled. Click  next to the Views column heading and ensure that any of the below options are selected:

**Edit Views Options** ✕

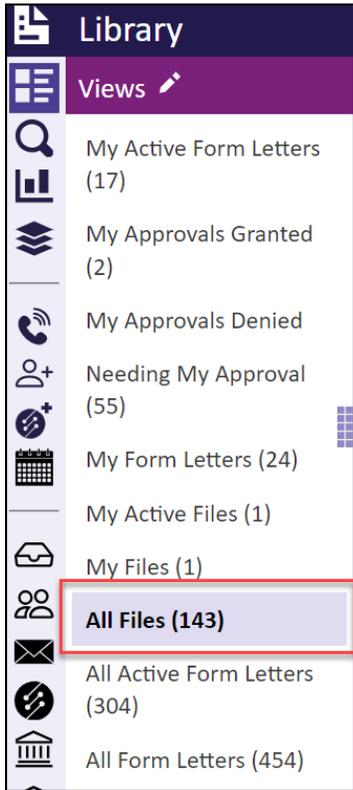
Available List Views for Library

Check/Uncheck to Add/Remove Options from the Library Views Menu

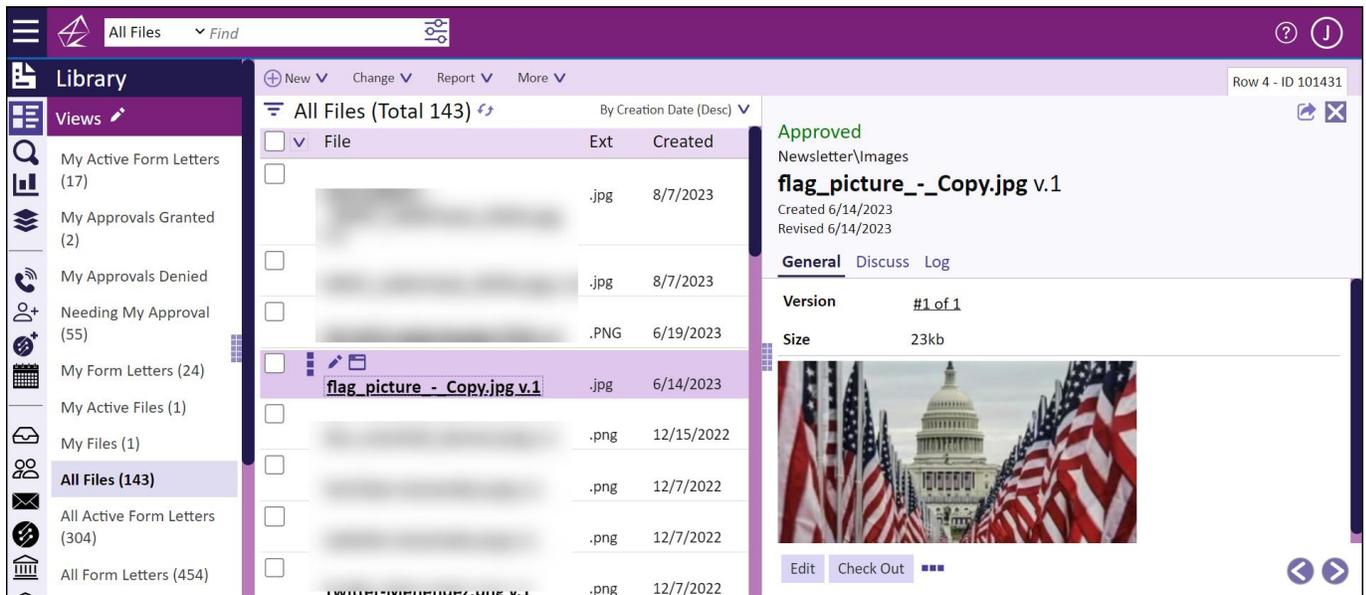
- My Active Form Letters
- My Approvals Requested
- My Approvals Granted
- My Approvals Denied
- Needing My Approval
- My Form Letters
- My Active Files
- My Files
- All Files
- All Active Form Letters
- All Form Letters
- Unapproved with Pending Messages
- All Active Service Related Form Letters

## Preview, Edit and Add New Version

1. In the views list, select the desired View.



2. A preview of the file will display, with options to **Edit** and **Add New Version**.



### Add a New File

1. To add a new file, select .
2. Select **File** and complete the fields in the **Add New File** window and click **Upload**.

### Add New File ✕

## Add New File

Source  Upload  Template

Select File to Upload - or - Drop File(s) Here

Name

Directory  ✕ ▼