

## Preview, Edit, or Add a New File


**Market:** House, Senate

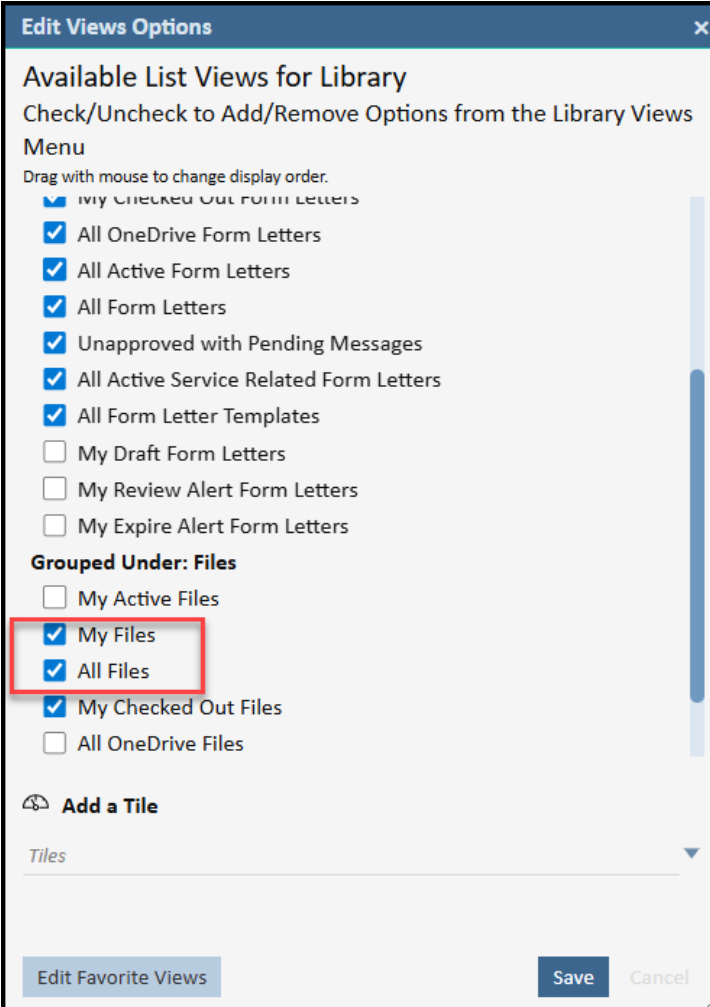
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### Settings

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

Drag with mouse to change display order.

- ☒ My Checked Out Form Letters
- ☒ All OneDrive Form Letters
- ☒ All Active Form Letters
- ☒ All Form Letters
- ☒ Unapproved with Pending Messages
- ☒ All Active Service Related Form Letters
- ☒ All Form Letter Templates
- ☐ My Draft Form Letters
- ☐ My Review Alert Form Letters
- ☐ My Expire Alert Form Letters

**Grouped Under: Files**

- ☐ My Active Files
- ☒ My Files
- ☒ All Files
- ☒ My Checked Out Files
- ☐ All OneDrive Files

 **Add a Tile**

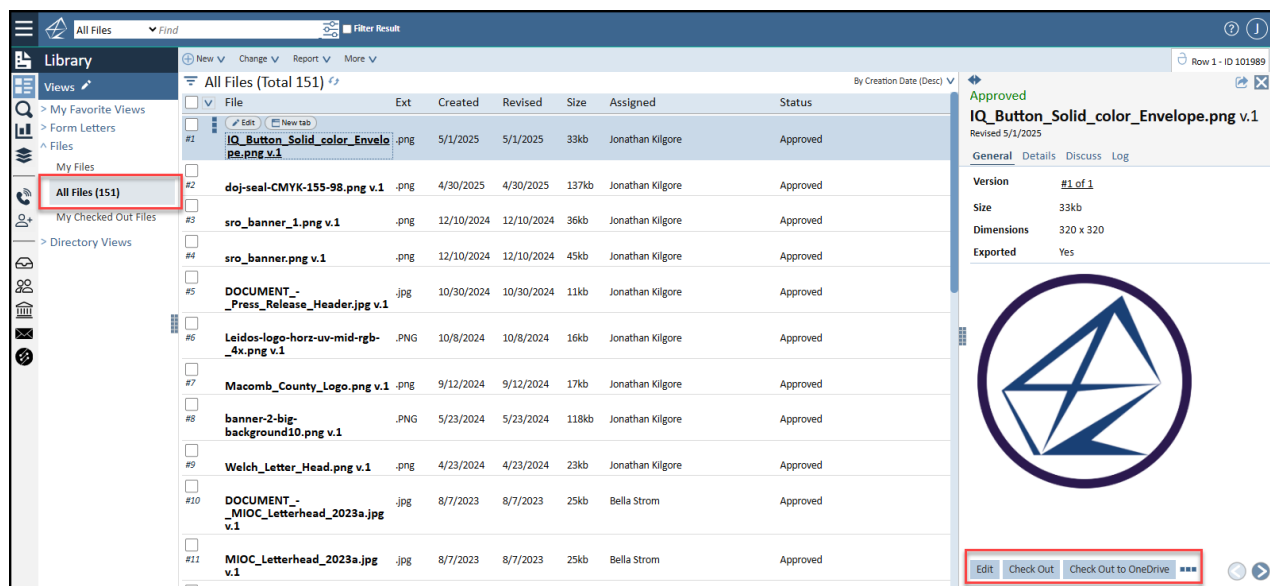
Tiles

Edit Favorite Views

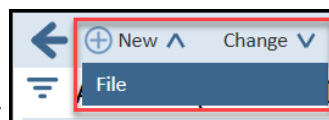
Save Cancel

## 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**, **Check Out**, **Check Out to One Drive**, and **more**.
  - a. **Note:** Check Out to OneDrive only works if have an Office 365 email to connect with IQ. Talk to your IQ Consultant for more information.



## 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

Upload

Close