

Preview, Edit, or Add a New File

Market: House, Senate

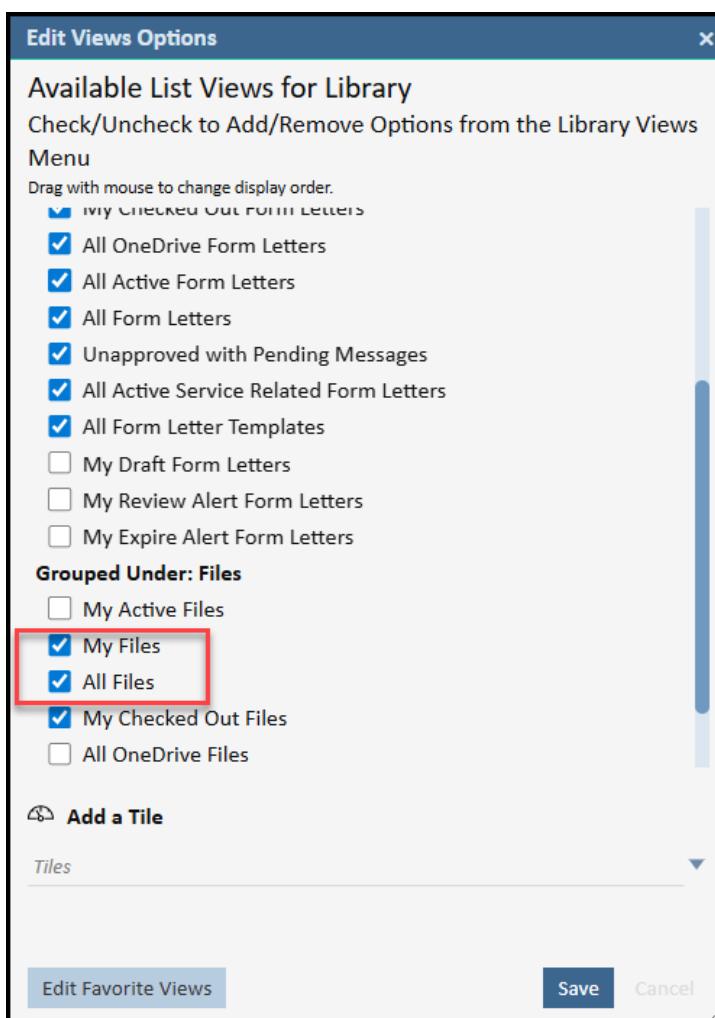
Settings

[Preview, Edit and Add New Version](#)

[Add a New File](#)

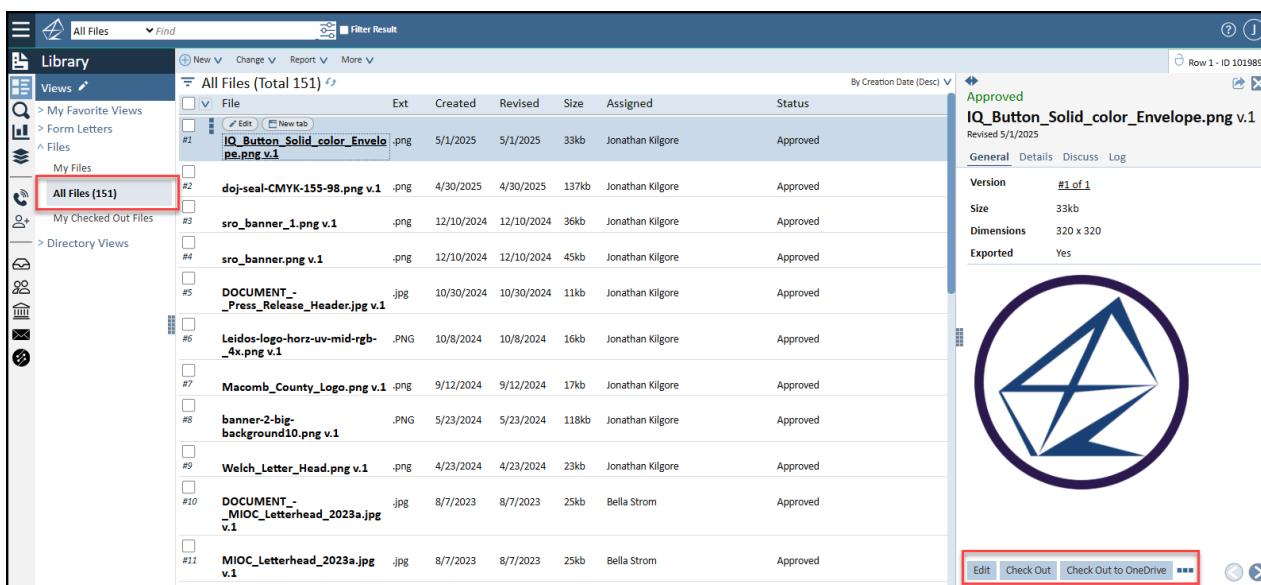
Settings

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:



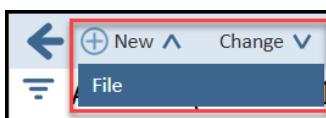
Preview, Edit and Add New Version

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.



File	Ext	Created	Revised	Size	Assigned	Status
#1 IQ_Button_Solid_color_Envelope.png v.1	.png	5/1/2025	5/1/2025	33kb	Jonathan Kilgore	Approved
#2 doj-seal-CMYK-155-98.png v.1	.png	4/30/2025	4/30/2025	137kb	Jonathan Kilgore	Approved
#3 sro_banner_1.png v.1	.png	12/10/2024	12/10/2024	36kb	Jonathan Kilgore	Approved
#4 sro_banner.png v.1	.png	12/10/2024	12/10/2024	45kb	Jonathan Kilgore	Approved
#5 DOCUMENT_-_Press_Release_Header.jpg v.1	.jpg	10/30/2024	10/30/2024	11kb	Jonathan Kilgore	Approved
#6 Leidos-logo-horz-uv-mid-rgb-_4x.png v.1	.PNG	10/8/2024	10/8/2024	16kb	Jonathan Kilgore	Approved
#7 Macomb_County_Logo.png v.1	.png	9/12/2024	9/12/2024	17kb	Jonathan Kilgore	Approved
#8 banner-2-big-background10.png v.1	.PNG	5/23/2024	5/23/2024	118kb	Jonathan Kilgore	Approved
#9 Welch_Letter_Head.png v.1	.png	4/23/2024	4/23/2024	23kb	Jonathan Kilgore	Approved
#10 DOCUMENT_-_MIOC_Letterhead_2023a.jpg v.1	.jpg	8/7/2023	8/7/2023	25kb	Bella Strom	Approved
#11 MIOC_Letterhead_2023a.jpg v.1	.jpg	8/7/2023	8/7/2023	25kb	Bella Strom	Approved

Add a New File



1. To add a new file, select **File**
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**