Adding, Editing, and Deleting Documents on Handshake

To Add a Document:
1. Click on the triangle after your name. Navigate to Documents under the My Profile sections. Click on ADD NEW DOCUMENT in top right of screen.

2. Click Select from Computer to upload your document.
3. Type in the document name and select what type of document it is from the drop down. Then click **Add Document**.

![Adding a New Document](image)

4. The last step to uploading your document is to make your document public by clicking **Make Public**. If you prefer not to make it public, then do not click on this. Your document will not be visible to employers.

![Make Public](image)

**To Edit a Document:**

1. Navigate to **Documents**.

![Chris](image)

2. Select the document you want to edit.
3. Click **Edit Document** in the upper right corner.

4. Here you are able to make the document public and change the document name and document type.

Deleting a Document:

1. To delete a document you have added to Handshake, go to Documents and select the document you would like to delete.
2. Click **Delete Document** in the upper right corner to delete your document.