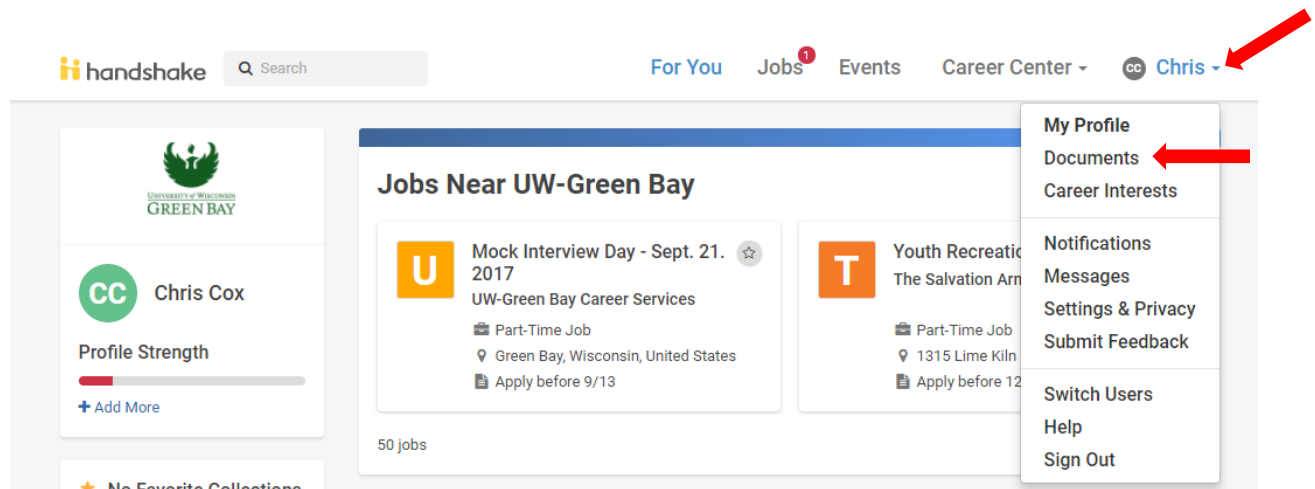


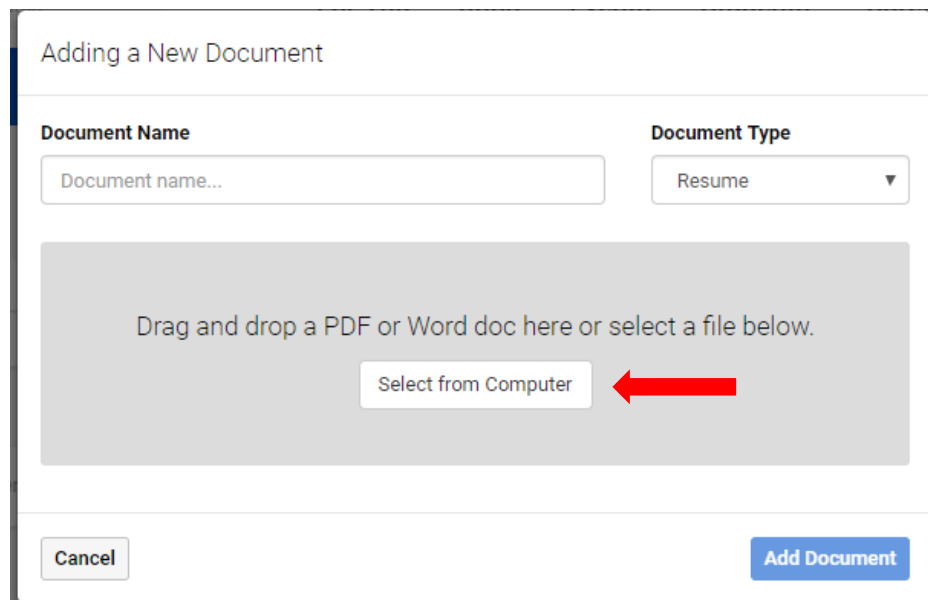
Adding, Editing, and Deleting Documents on Handshake

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.

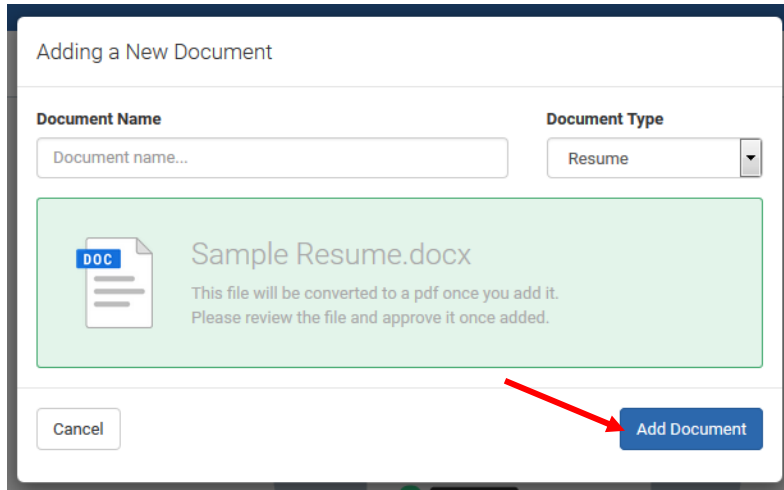


2. Click **Select from Computer** to upload your document.

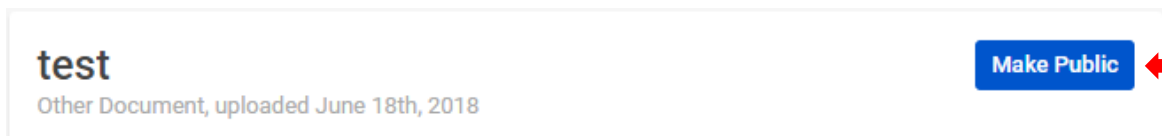


The screenshot shows a modal window titled 'Adding a New Document'. It has two input fields: 'Document Name' with a placeholder 'Document name...' and 'Document Type' with a dropdown menu currently set to 'Resume'. Below these fields is a large gray area with the text 'Drag and drop a PDF or Word doc here or select a file below.' and a button labeled 'Select from Computer' (highlighted with a red arrow). At the bottom of the modal are two buttons: 'Cancel' and 'Add Document'.

3. Type in the document name and select what type of document it is from the drop down. Then click **Add Document**.

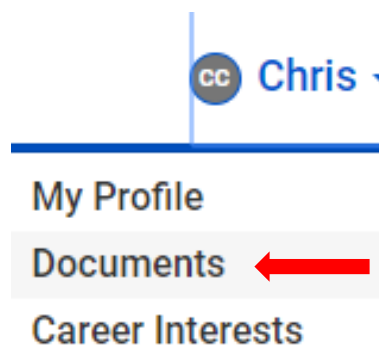


4. The last step to uploading your document is to make your document public by clicking **Make Public**. If you prefer not to make it public, then do not click on this. Your document will not be visible to employers.



To Edit a Document:

1. Navigate to **Documents**.



2. Select the document you want to edit.

3. Click **Edit Document** in the upper right corner.

Document Information

 Doc uploaded June 18th, 2018 2:52 pm

 File Size: 42.0 KB

Delete Document

Edit Document




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.

Document Information

 Doc uploaded June 18th, 2018 2:52 pm

 File Size: 42.0 KB

Delete Document

Edit Document

