



# GCdocs16



Job aid

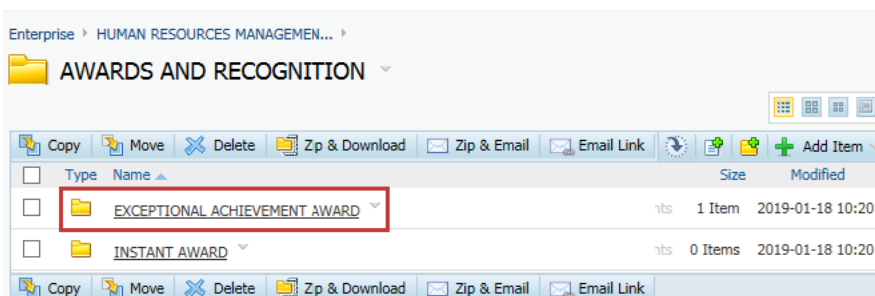
Working with documents and items

## How to add existing documents using the Drag and Drop Method

Classic View

### Drag and drop

1. Navigate to the location where the document will be added



2. Minimize the GCdocs window

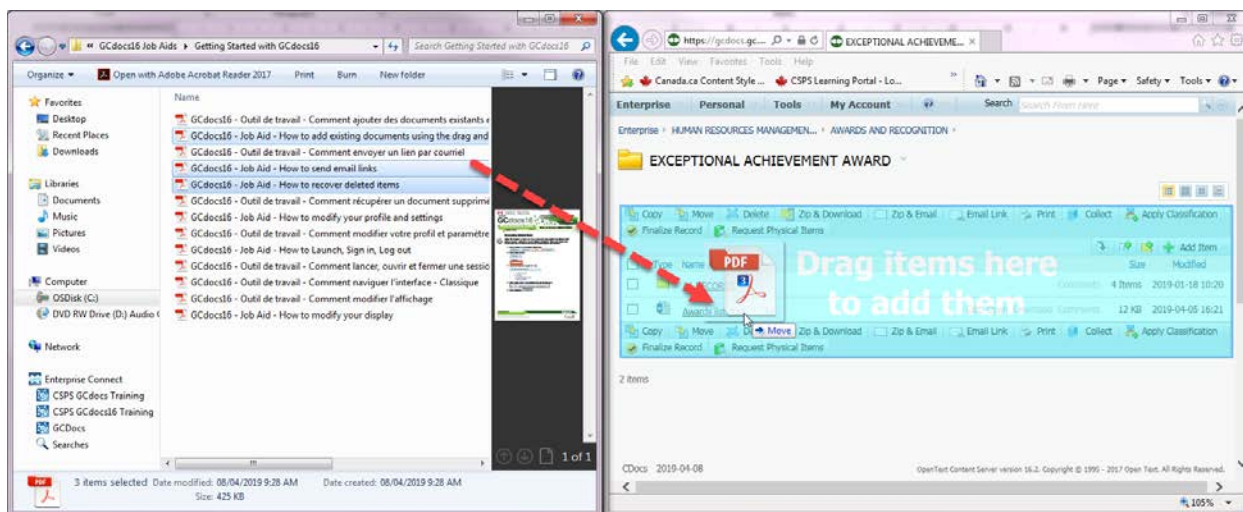


3. Select **Windows Explorer**



4. Navigate to the document(s) (desktop, shared drive, etc.)

5. Select the document(s) and drag to the drag and drop area in GCdocs



**Note:** To add several documents at a time, hold down CTRL and select your documents, then drag and drop them into GCdocs.

Folders cannot be added using this drag-and-drop feature.