

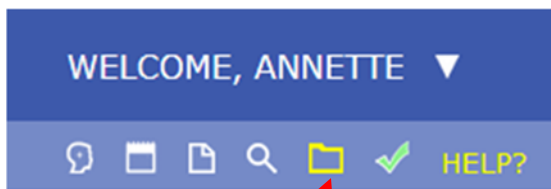


## Attaching a Document

Go to <http://www.unr.edu/writing-center>.

Click on “Make an appointment” and log on to WOnline (appointment system).

In upper left hand corner, you will see “Welcome, *yourname*.”



Click on the yellow folder icon.

A smaller screen will open.

A screenshot of the 'Attach a File' form. The title is 'Attach a File'. Below the title is a paragraph of instructions: 'To add a file to your appointment, select the appropriate appointment from the list below and then select the file. Documents cannot be over 1MB in size and must be in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.' The form contains three input fields: 'Appointment:' with a dropdown menu showing '04/18/2013: 11:30am (Alex Tutor)'; 'Attach File:' with a 'Choose File' button and the text 'No file chosen'; and 'Document Title:' with an empty text box. At the bottom of the form are two buttons: 'UPLOAD FILE' and 'CLOSE WINDOW'.

If you have more than one appointment, be sure to choose the appropriate appointment. **Attach .docx or .rtf** file and add a title. Once complete click upload file.