

HOW DO I UPLOAD DOCUMENTS WHICH ARE ALREADY IN FOLDERS TO A SHAREPOINT DOCUMENT LIBRARY?

PROBLEM STATEMENT

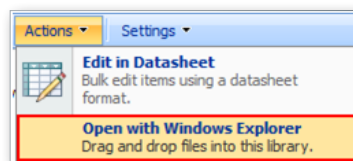
A new SharePoint site has been created and you need to upload documents to the SharePoint document library. It is frustrating to have to upload these documents folder by folder using the multiple documents method as these documents are already in the required folder structure so it would be easier to drag and drop folders from a file share or desktop.

SOLUTION

Within SharePoint you have the ability to open a document library with Windows Explorer which enables you to drag and drop folders and documents from your local machine or file share to a SharePoint document library. Using this method enables folders within folders to be uploaded very quickly.

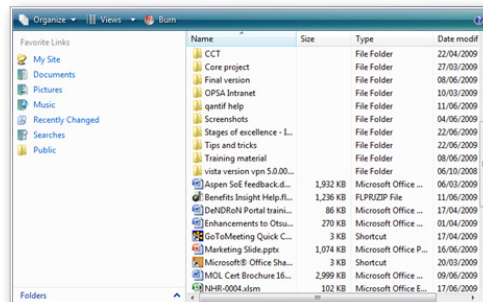
STEP 1

Navigate to the document library list where you wish to upload documents. From the Actions menu select **Open with Windows Explorer**.



STEP 2

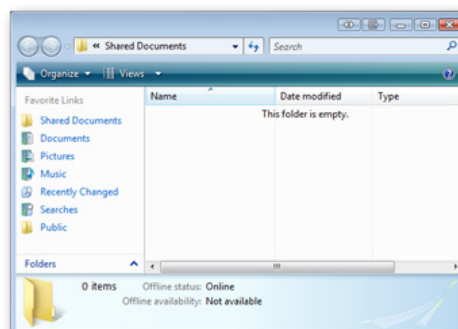
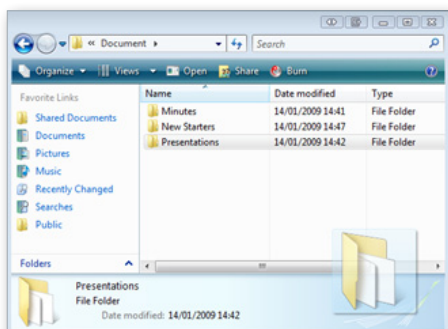
A Windows Explorer view of the SharePoint document library will open displaying the content of the document library. (If you wish to drag and drop documents into existing folders this can also be completed from this screen.)



STEP 3

Minimise the Windows Explorer view of the SharePoint document library. Navigate to the location of the folders which needs to be uploaded to the document library e.g. your file share or

desktop. Drag and drop your documents from your local machine to the SharePoint document library Explorer View.



Once you have dragged all the documents, close the Windows Explorer view and the documents will appear.