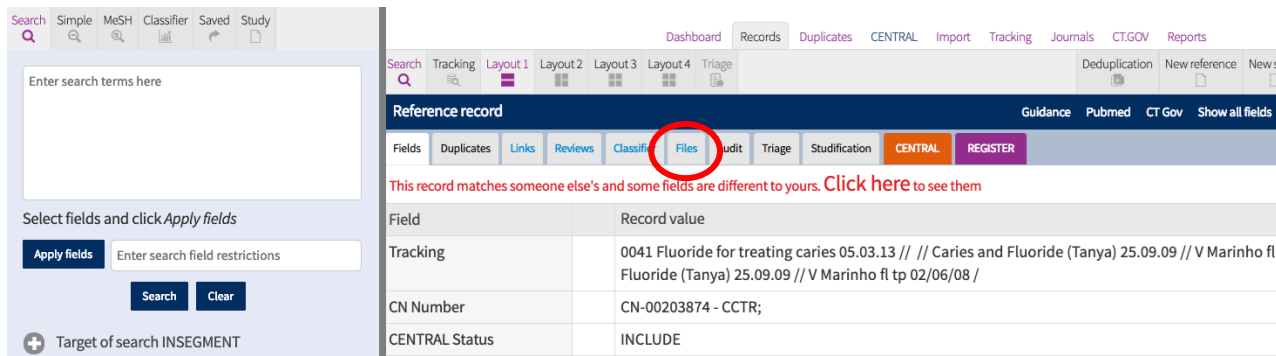


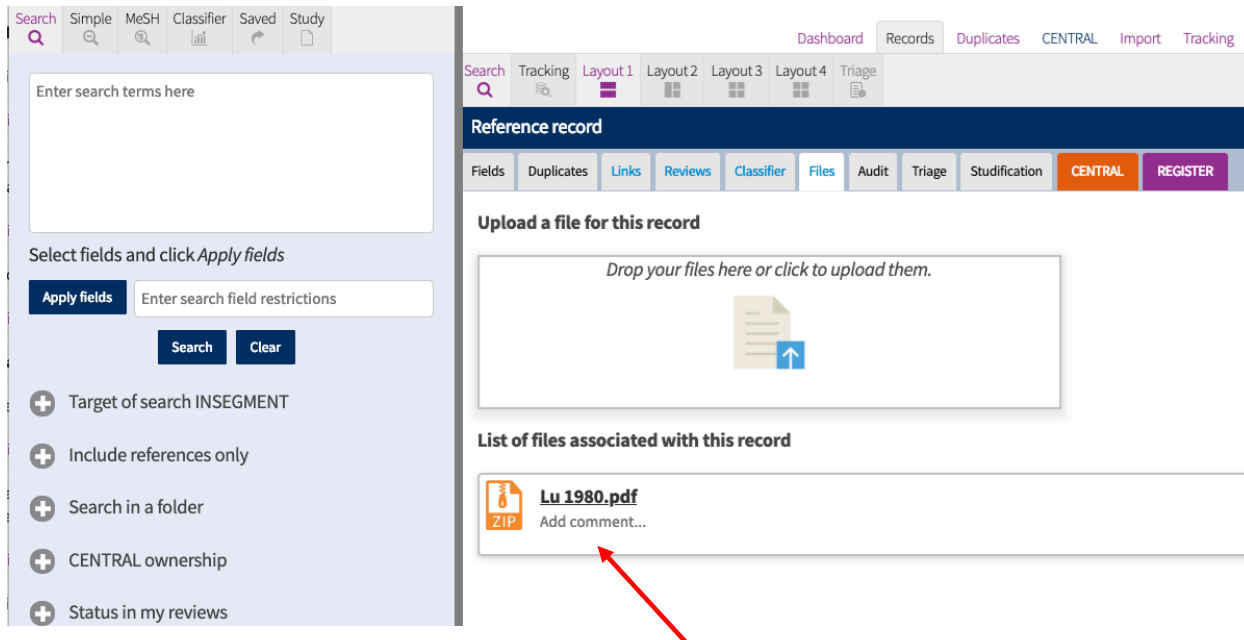
From the Dashboard, select the “Records” tab, then open the Reference record to which you wish to attach a file and select the tab “Files.”



The screenshot shows the Cochrane Register of Studies interface. On the left is a search sidebar with a search box and filters. The main area displays a 'Reference record' for a study on fluoride. The 'Files' tab is highlighted with a red circle. Below the tabs is a table of record values.

Field	Record value
Tracking	0041 Fluoride for treating caries 05.03.13 // // Caries and Fluoride (Tanya) 25.09.09 // V Marinho fluoride (Tanya) 25.09.09 // V Marinho fluoride 02/06/08 /
CN Number	CN-00203874 - CCTR;
CENTRAL Status	INCLUDE

From the Files tab, follow the instructions to upload a file for the record. Drag and drop or click to browse and upload a file from your computer. Note that you can upload any file type. In addition to PDF files or full text articles, you can upload spreadsheet files or Word documents too.




The screenshot shows the 'Files' tab of the reference record. It features an upload area with the text 'Drop your files here or click to upload them.' and a list of files associated with the record. A red arrow points to the 'Lu 1980.pdf' file in the list.

Upload a file for this record

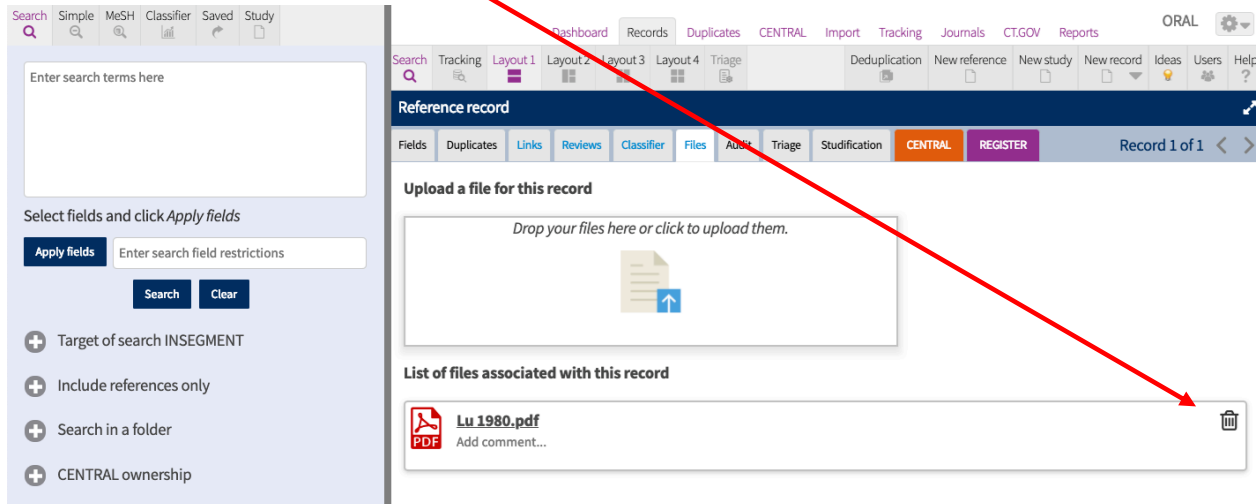
Drop your files here or click to upload them.

List of files associated with this record

-  **Lu 1980.pdf**
Add comment...

Once the file had uploaded, you will see it displayed in the Files tab. If you wish, you can also add a comment to display with the file name.

To remove a file, click the trash can.



The screenshot displays the Cochrane Register of Studies interface. On the left is a search sidebar with a search bar and various filters. The main content area shows a 'Reference record' page with a navigation bar at the top. Below the navigation bar, there is an 'Upload a file for this record' section with a drop zone and an upload button. Below that is a 'List of files associated with this record' section. A red arrow points from the text 'To remove a file, click the trash can.' to a trash can icon next to a file named 'Lu 1980.pdf' in the list.

If you have any questions about adding attachments or anything else, contact cis-support@cochrane.org