

## How to Upload Your Paper

You should upload your Word document at least one hour before your session time. Please do not email your paper unless there are extenuating circumstances. You can upload your paper when you make your appointment or after your appointment is made. See below for directions on both options.

### When You Make Your Appointment

1. When you make your appointment, you will see this Create New Appointment pop-up window.

2. At the bottom of this window, click on Choose File under File #1 to attach your document. You can include a document title, but it isn't required.

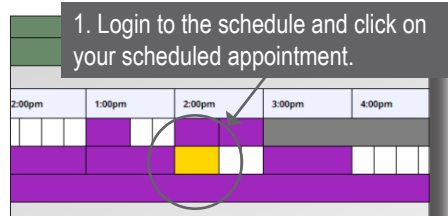
3. You can upload other supporting files like assignment sheets or rubrics, by clicking on Choose File under File #2 and File #3.

4. Be sure to click Create Appointment.

### Reminders, FAQs, and More

- We only comment on Word documents in the Writing Center.
- Upload your paper using these instructions if you have a scheduled appointment. Do not upload to the Online Queue, which is a separate system.
- Consultants may review your essay early if you upload it early, but this isn't a guarantee.

### After Your Appointment Is Made



1. Login to the schedule and click on your scheduled appointment.

2. Click on Edit Appointment in the View Existing Appointment pop-up window.

3. This will bring up the Edit Existing Appointment pop-up window.

4. At the bottom of this window, click on Choose File under File #1 to attach your document. You can include a document title, but it isn't required.

5. You can upload other supporting files like assignment sheets or rubrics, by clicking on Choose File under File #2 and File #3.

6. Be sure to click Create Appointment.