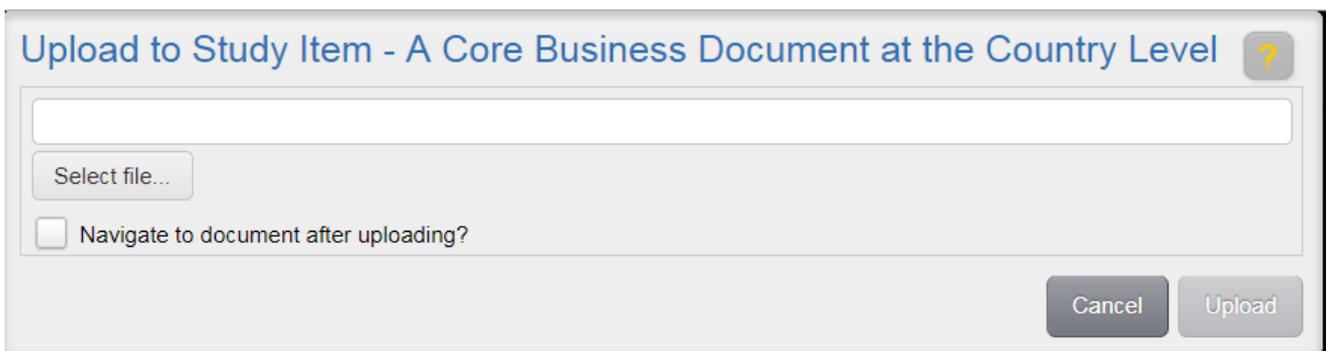


Upload to Study Item

The Upload to Study Item screen is displayed when you choose either of the following options:

- Upload to Study Item (accessed from the Actions menu for a study item in the study item list)
- Import Document (accessed after choosing the [Author Document](#) button in your Work Area)

The Upload to Study Item screen allows you to browse for the file to upload. On the Upload to Study Item screen, click **Select file**, navigate to the file within the file explorer window, and double-click on the file to select it. The maximum file upload size is 2 gigabytes.



If you would like to continue processing the document you are uploading, select the **Navigate to document after uploading** check box*. If you would like to upload other documents before [Indexing](#), leave the **Navigate to document after uploading** check box unchecked.

Note: This check box does not appear if you accessed the screen via the **Author Document** button in your Work Area.

Click **Upload** to upload the file.