## IWAQFR10 Instructions for Uploading Materials

- 1) Go to the Workshop event page <a href="https://congresos.cuaieed.unam.mx/event/5/">https://congresos.cuaieed.unam.mx/event/5/</a> Login with your ID and Password
- 2) Click on **My Contributions** in the left sidebar menu (this item appears only for the abstract submitters)



- 3) In the right side of the contributions display, click on the pencil icon (right) My Contributions
- 4) A refresh page is displayed with your abstract and author. You can update the information and add the material at the bottom by clicking on the pencil icon (right) in the **Presentation materials** title.



## 5) In the Manage material window, select Upload files.

Manage material	×
Add materials to the contribution. You can attach files or links using the buttons on the right.	🗋 Upload files 🔗 Add link
There are no materials yet.	
	• New folder

	Drag filo horo	
	Drag file here	
	- or -	
	Choose from your computer	
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	Adding materials to folders allow grouping and easier permission management.	
Protected		
Access control list		
Access control list	This list is currently empty	
		strants
	The list of users and groups allowed to access the material	
	Public This object is publicly accessible since Air Quality	
	Evaluation System: Central México Case Study	
	(Contribution) is not protected.	

6) In the **Upload files** window drag or choose a file to upload (preferably a pdf file)

7) (OPTIONAL) After selecting the file, you can choose to protect it. In case you would like to proceed to protect it, we recommend: in the **Event Role** choose **Moderator** (to allow the Moderator to access the presentation).

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	•		t is <b>only</b> accessi	ible by the <b>users spec</b> of <b>parent resources</b> .	ified	
						Upload Cancel

8) After clicking the **Upload** button, a **Manage material** window will appear and inform you that the file has been uploaded.

lanage material	
✓ The attachment has been uploaded	
Add materials to the contribution. You can attach files or links using the buttons on the right.	Upload files & Add link
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9) To delete the material: follow the steps from 1 to 4. And by using the cursor a highlight icon appears, choose the trash can.

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