

## Getting Started

### Upload Content

- To upload new content, click “DRAFT” in the top navigation, then “Upload”  in the top right corner of the page.
- You must first select a library for the content to be released once approved. Libraries help you organize your content and manage user content access.
- Once the library is selected, click on “Browse” to search for your file on your computer. Papercurve supports PDF, DOCX, XLSX, PPTX and to all major video formats (under 500 mb).
- Once your content is successfully uploaded, you can edit the content title and fill in any relevant content properties that will be unique to the library selected.
- When you’re done, click “Next.”

[Click for more details→](#)

### Organizing your Review Team

- To add reviewers in a draft document, click on “APPROVALS” on the right-hand sidebar to navigate to the “Manage Approval” page.
- Type the name(s) you would like to add and include any information you want to send to the reviewer(s) under “Notes to Reviewers” then press “Send”.
- Fill in the due date field to give your reviewer a deadline.
- Your reviewer(s) will immediately receive an email notification that their review is required for the document.
- Hover over a reviewer in the list and flip the “Observer” switch if their approval is not required for the document. Observers are only able to view and leave comments.
- To remove a reviewer, simply click the “x” icon when hovering over their name.

[Click for more details→](#)

## Comments and References

### Adding Comments

- To create a comment, highlight any text in a document and then select the “Comment”  icon that appears.
- Write your comment in the sidebar. Use the “@” to mention and notify a reviewer of your comment. Click “send”  when done.
- To view or respond to an existing comment thread, click the orange highlighted text or pin drop icon  in the document and the thread will appear in the right sidebar.
- You can also view comments by clicking on “Comments” in the summary side panel

### Shared References

- To create a reference, simply highlight any text in a document and select the “Reference”  icon that appears.
- A side panel will appear. First, you must either add a reference document by clicking the “Add Reference” button or choose a previously linked document.
- Once the reference document is selected, you will have the ability to directly link a previous annotation from the reference document to the text by clicking “Link to Annotation” or create a new annotation by clicking on “Create New Annotation.”

- Another way to create comments is by selecting the "pin"  icon in the top tool bar and then clicking on the "Comment"  icon that will appear.
- Click on any place in the document to drop the pin and leave a comment.

[Click for more details→](#)

- If you choose to create a new annotation you will be redirected into the reference document. You must highlight the reference text, enter the relevant reference and annotation ID and click "Save."
- Another way to add references is by choosing the "pin"  icon in the top toolbar and then clicking on the "Reference"  icon that will appear. This will allow you to insert a reference pin anywhere that you click on in the document.

[Click for more details→](#)

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## Versions and Approvals

### Download/Delete/Rename/ Upload a New Version

- Click on the three-dot icon  to the right of the document title to reveal these options. You have the option to "Download, Delete, Rename or Upload a New Version."
- To upload a new version, click the "Upload New Version" button and select a new file from your computer to upload, and click "Next."
- To see past versions of your content, click "Versions" in the sidebar. You will see all the past versions of your content and the date that they were uploaded.
- Click on any past version to view it. When viewing a previous version, it is "read-only" which means you cannot create new comments or references.
- To download the document, click the "download" button under the three dots and it will give you the option to download the original file or the edited file with comments and references.

[Click for more details→](#)

### Approving Content

- When viewing a draft document in the right sidebar under "My Approval" you will have a drop down menu with "Approve", "Approve with Changes" or "Submit a new version."
- By clicking "Approve" you believe the document is finished and finalized and by clicking "Approve with Changes" you are stating that you will approve once the changes suggested have been made.
- Clicking "submit new version" means that you want to see a new version before approving.
- In order to release your content to an approved library, all reviewers must have submitted a decision of "Approve", "Approve with changes" and enter their login password or be an observer.
- Once all reviewers have approved, you will be given the option to add more reviewers or release the content to your chosen library.

[Click for more details→](#)

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## Need help with something else?

Click the Support Chat Icon 

Visit [help.papercurve.com](https://help.papercurve.com) or contact [support@papercurve.com](mailto:support@papercurve.com).