

# How to create an online document repository.



The screenshot shows the A Better Africa website interface. At the top, there is a navigation bar with the ABA logo and the text 'A BETTER AFRICA'. Below this, there are several menu items: 'Places of learning', 'Educators', 'Organisations', 'Groups', and 'Countries & Places'. A search bar is located on the right side of the navigation bar, with the text 'Search for...' and a 'Near' dropdown menu. A 'Sign In' button is also visible.

The main content area features a large banner with the text 'PLACES OF LEARNING' and a collage of images showing students in a classroom. Below the banner, there is a section titled 'HOW TO FIND AND CLAIM YOUR SCHOOL TODAY.' which includes three numbered steps:

1. How can I find my school? Click on the 'Places of learning' on the landing page of A Better Africa.
2. On this page you will see on Search Bar on the right. You are encouraged to test the name of the school in a few formats.
3. (The third step is partially obscured in the image)

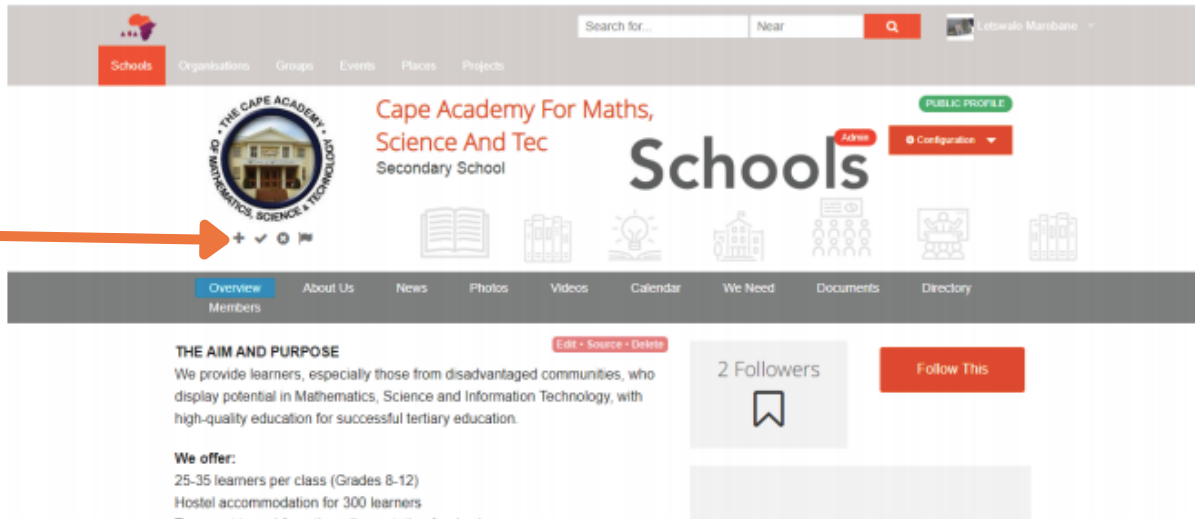
To the right of the banner, there is a circular icon containing a ruler and a pencil, with the letters 'ABA' above it. Below this icon, there is a text box that reads: 'You can search for your school here. If you don't find your school, simply add your school or let our team assist you by sending through a note via [contact](#).'

At the bottom right of the screenshot, there is a search bar with the text 'Search Schools' and a 'Go' button.

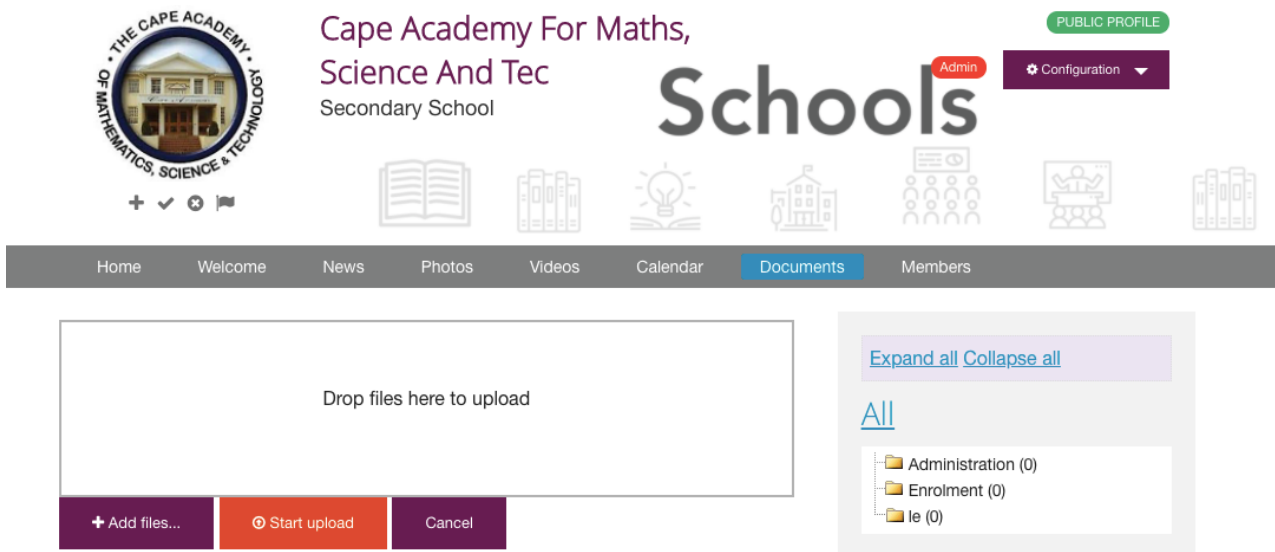
1. A document library can be used for all sorts of important school documentation including, the school rules, the current School Governing Body, the admission forms, subjects available, the teacher contact list, etc.

The document section or library has a folder structure and you may want to design how you set up your folders and filing system, prior to uploading documents. So for example, you may have folders called:

- Admission information
- Staff information
- School governance Staff



2. Once you've decided on the folder list, you can create the folders. You do this by selecting documents on the navigation bar and click 'create a folder', under 'new folder' type in the name of your new folder, and click Save.



3. Select 'upload file' and under 'drop files here to upload', click add files. It will take you to your computer, search and select the document you need and click open.

When you are done, select 'start upload' to upload and save the document.  
Thanks for reading.