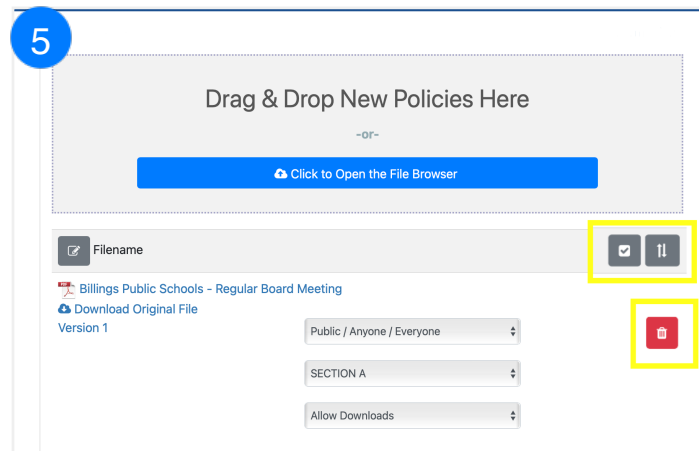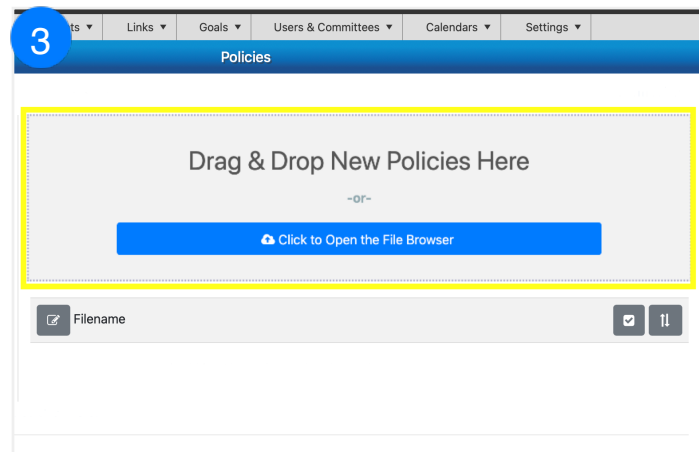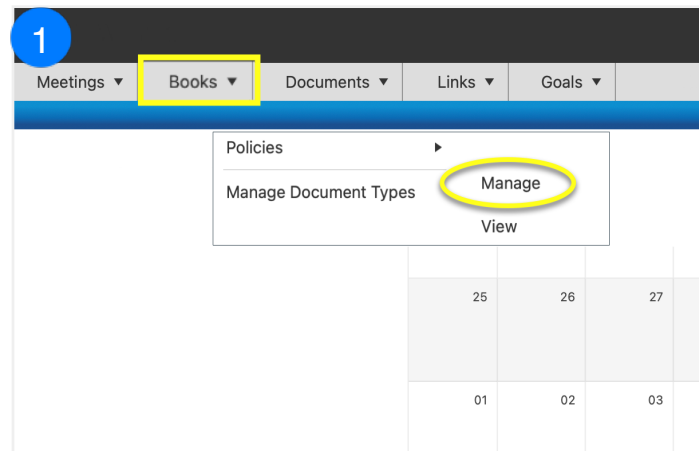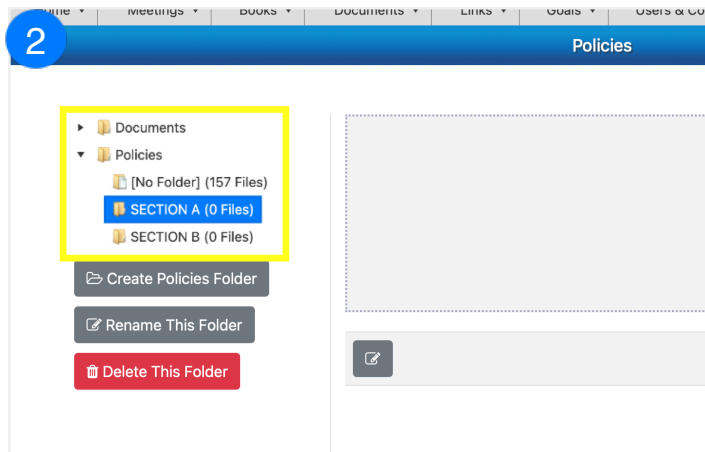# Adding Documents to Assemble

1. Click Books, Policies, Manage.

2. Select a folder for the document.

3. Drag documents to the box or click to open file

4. Change permission to limit who can view and download the document.

5. Use the tools above the document to select multiple or individual documents and reorder the documents in the folder.