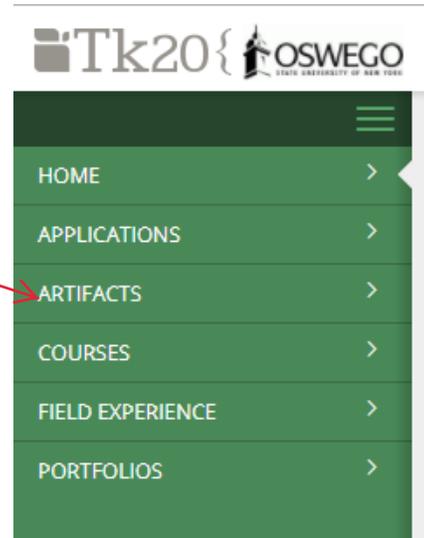




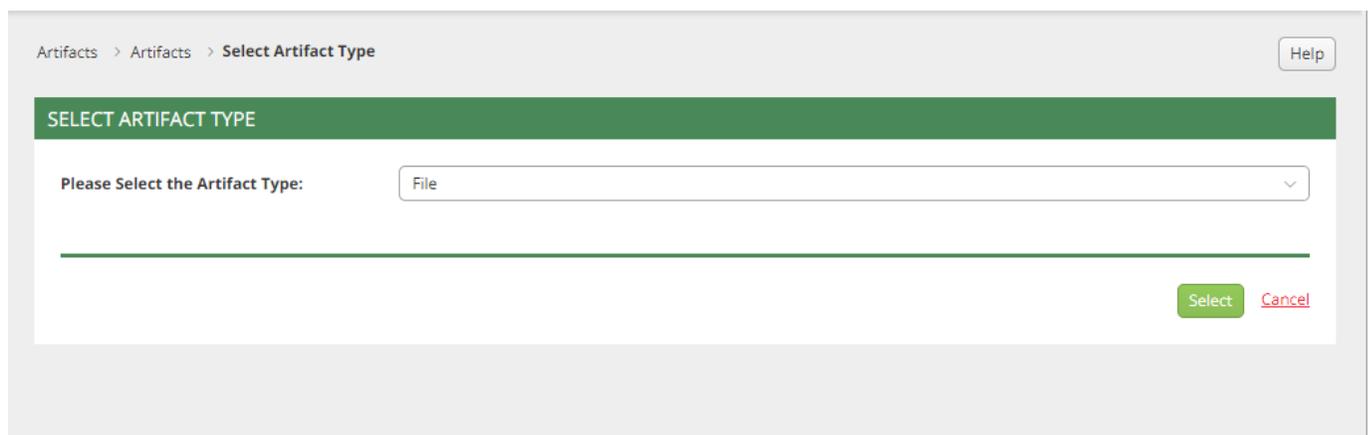
# Adding an Artifact

Follow these steps to add an artifact to your Tk20 account for safe storage of files:

1. Login to your Tk20 account.
2. Click on [Artifacts](#) in the menu.



3. Once you are in the Artifacts page click [+ Create New Artifact](#)
4. Select the type of artifact you would like to add
5. Click [Select](#)



6. In this window you have the opportunity to edit three aspects of the artifact; the Title, the Description, and Attaching the Document.
7. When you are finished editing this information click the green **Create** button at the bottom of the window.

The screenshot shows a web application window titled "Artifacts > Artifacts > Create New Artifact" with a "Help" button in the top right corner. The main heading is "CREATE NEW ARTIFACT". Below this is a tab labeled "Artifact". A note reads: "Please upload your file using the 'Documents' tab." The form contains three main sections: 1. "Title:\*" with a text input field containing "Title of Artifact". 2. "Description:" with a large text area containing "Description of the artifact you are adding". 3. "FILE" section with "Attached Documents:" and a "+ Select File(s)" button. Below this is a file upload area showing "Artifact Example.docx (11.23 kb)" with a close button (X) and a "Drag and drop files here" instruction. At the bottom right, there are two buttons: a green "Create" button and a red "Cancel" button.

6. Once you have clicked on **Create**, your artifact will now be under the **Artifacts** tab in the side navigation.

**Note(s):** You can cancel adding an artifact at any time by clicking **Cancel**.