

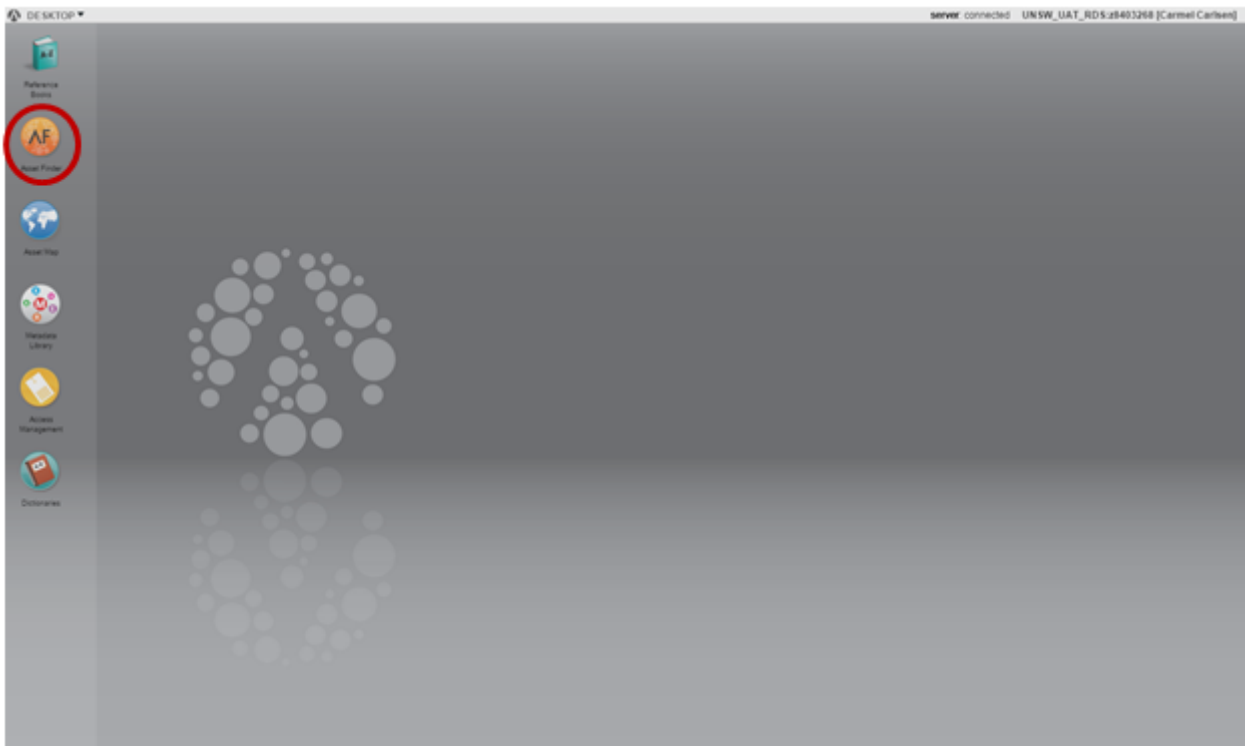


## How do I attach an item (file) to an existing file?

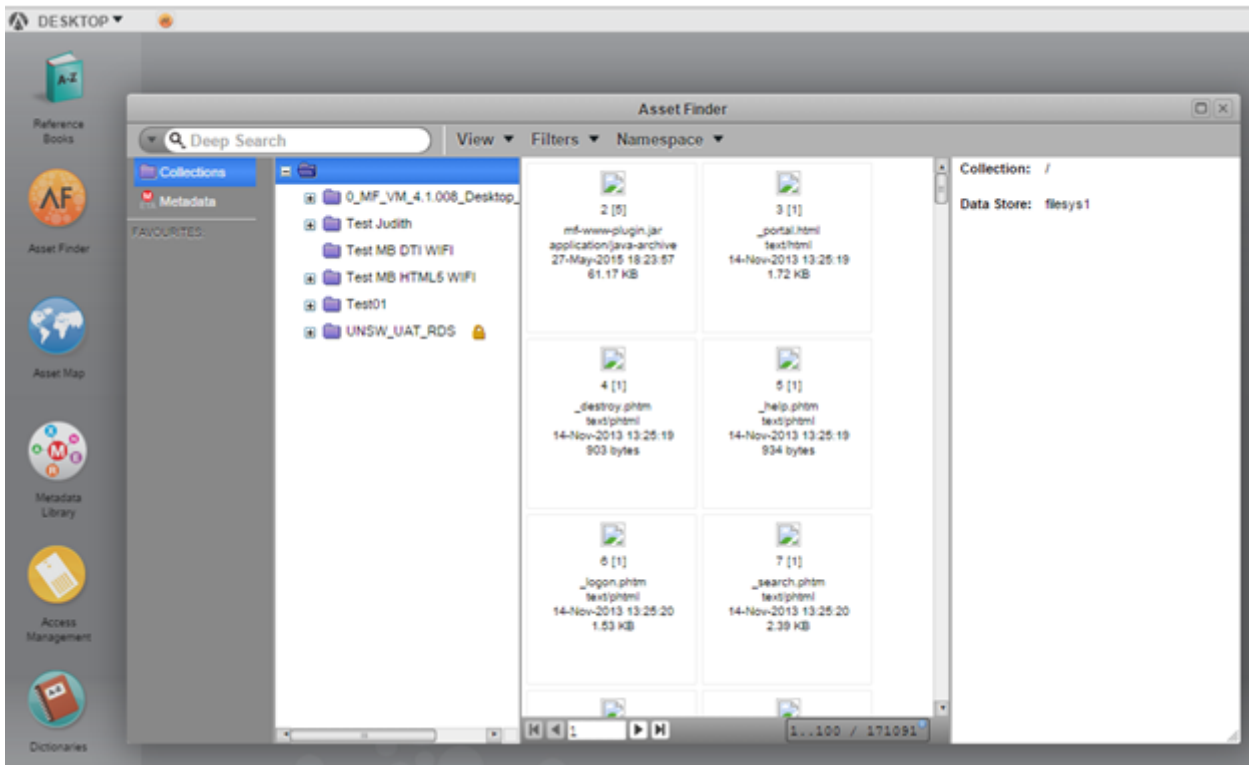
To attach an item to an existing file in the Data Archive (i.e. you may want to add an image, or a group of images, to a word document that is a report), undertake the following steps:

1. Access the Data Archive Web application by opening a Chrome browser and entering the following URL: <https://rds.unsw.edu.au>. At the Data Archive login page, enter your UNSW zID (for User:) and zPass (for Password:) and click 'Login'.

On the upper left side of the screen, you'll see the Asset Finder icon.

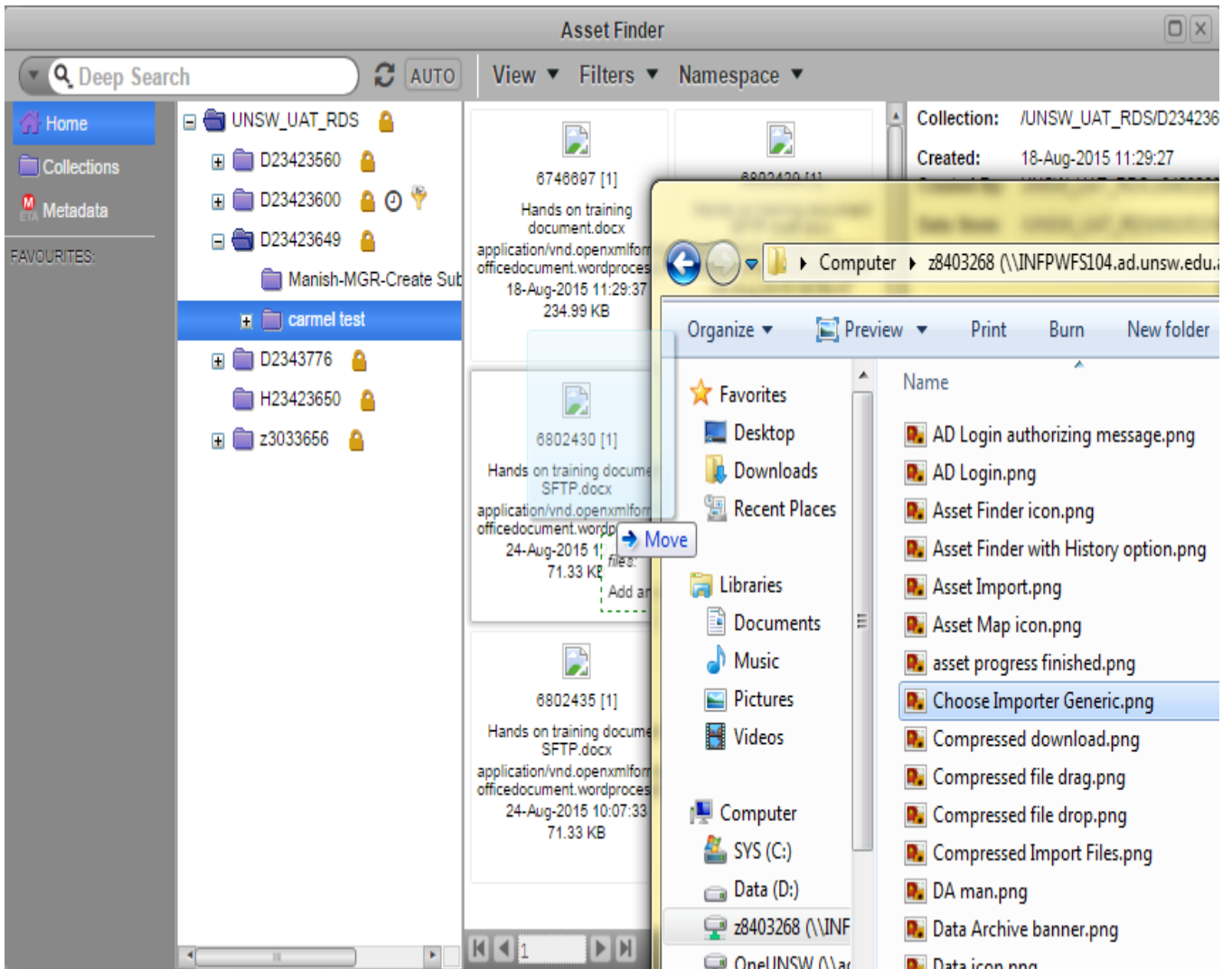


2. Double click on the Asset Finder icon to open.



3. In Asset Finder, navigate to the location of the file you wish to attach an item.

4. On your local computer, **drag** the item to be attached into the third pane of Asset Finder and **drop** on top of the file to receive the attachment.



5. A notification box will pop up on the screen. Click the 'Import Files' button on the bottom right hand side.

**Import Files** □

Steps: **1. Packaging** + 2. Name etc. + 3. Location + 4. Metadata

**Packaging:** None ▼ **Parent Asset:**  

**Compression Level:** ⓘ **Create Parent Asset:** ⓘ

**Quota Impact:** ⓘ No quotas apply to this upload.

**Import Empty Folders:** ⓘ

Name	Total	Size
UAT Canberra.zip	1	3.51 MB

Cancel
Previous
Next
Import Files

You will see a progress bar on the screen in front of you that shows you how the import is progressing.

**Asset Import** □

**Progress:**

Files: 38 / 69  
 Size: 4.13 MB / 7.66 MB  
 Skipped:  
 Destination: /UNSW\_UAT\_RDS/D2343776/MetadataTests

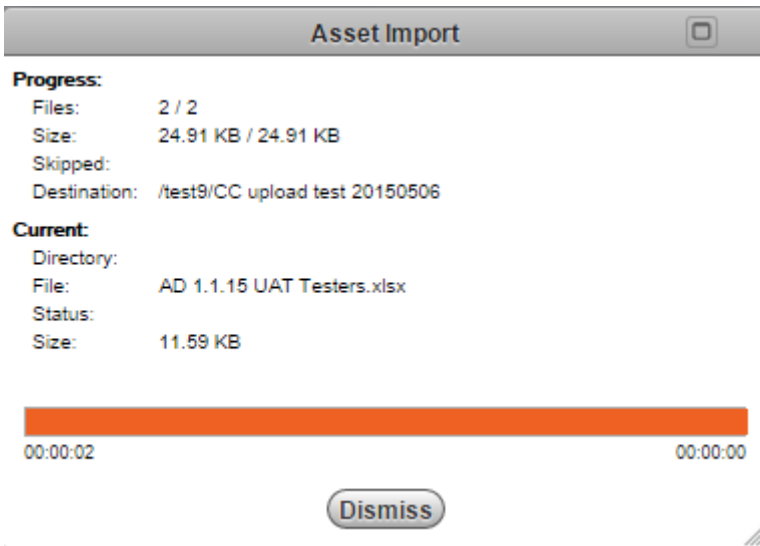
**Current:**

Directory:  
 File: HTML5 Drag from Local file.png  
 Status: CONSUMING  
 Size: 181.89 KB

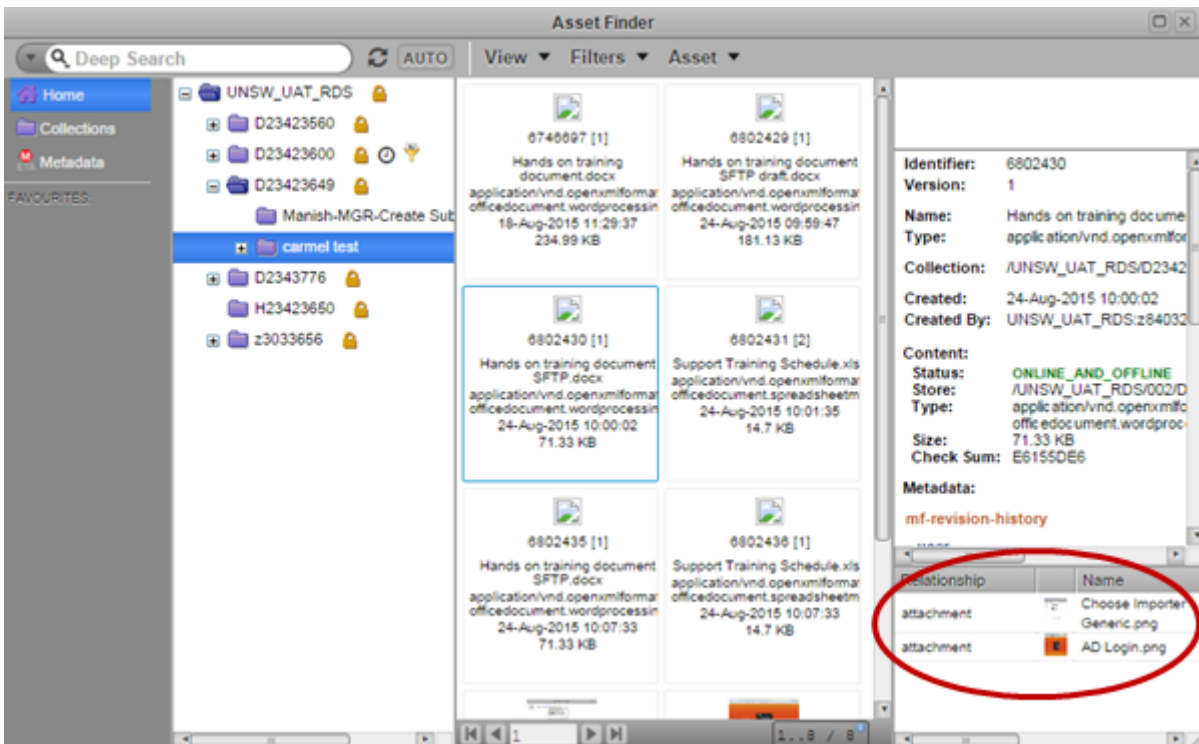
00:00:01
00:00:01

Abort
Background

6. Once the file has been uploaded successfully, a 'Dismiss' button will appear on the notification box. Click the 'Dismiss' button to complete the upload process.



7. To confirm that the item has been attached to the selected file, **select** the file in the **third** pane, and scroll to the bottom of the information in the **fourth** pane of Asset Finder.



### Help and further information:

- To learn more about the Data Archive:
  - go to the [Start here](#) page
  - see all [Help Topics](#)
  - see all [Frequently Asked Questions](#) (FAQs)
  - browse through the carousel on the [homepage](#) to view all available videos
- To access the Data Archive Web application, use this [link](#), or, go to the [Home](#) page for

other access options

- To create, or update, a Research Data Management Plan go to the [ResData](#) service
- **Note:** the Data Archive service is also available over SFTP, see the [SFTP client guide](#) for more information