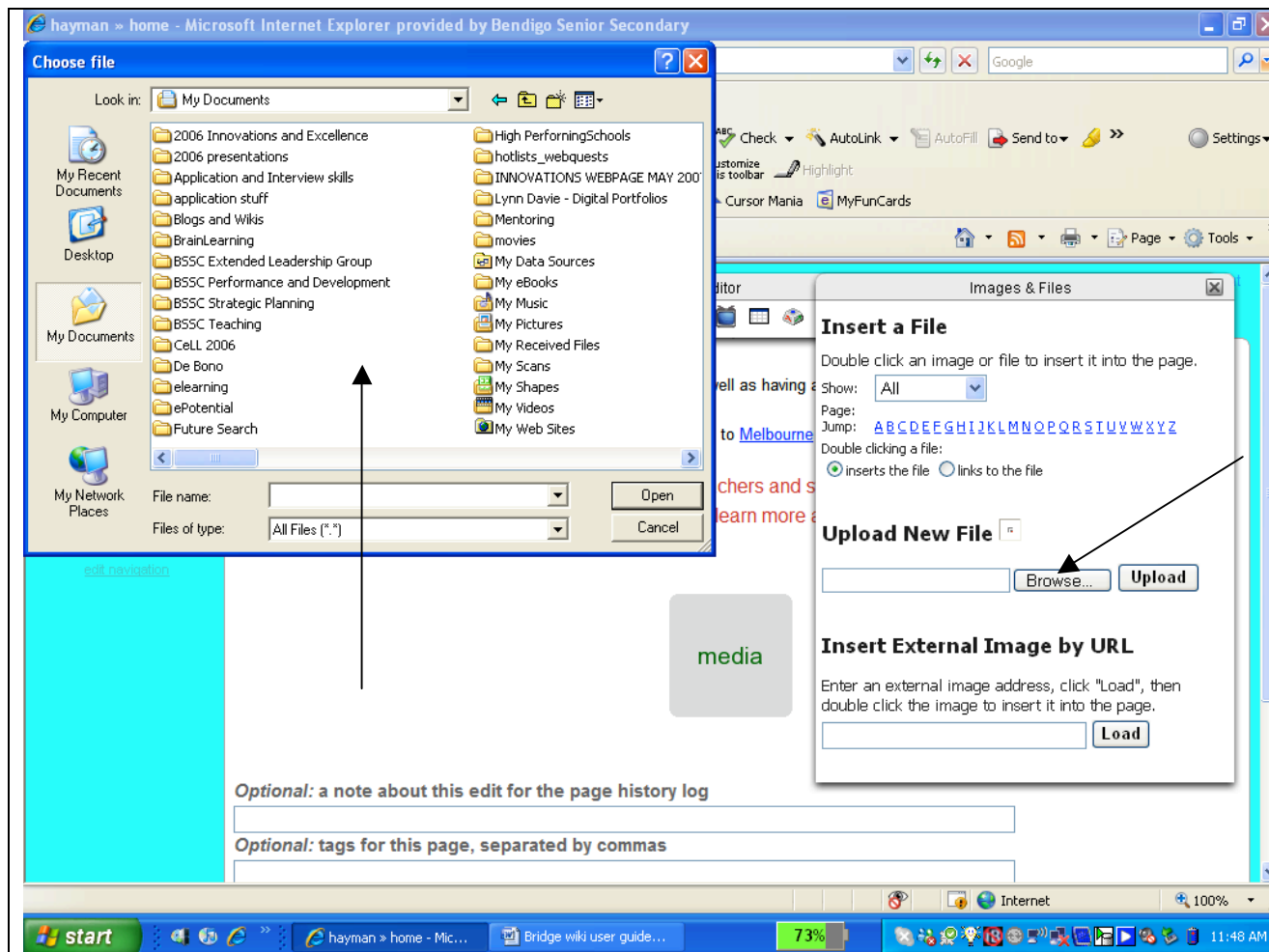



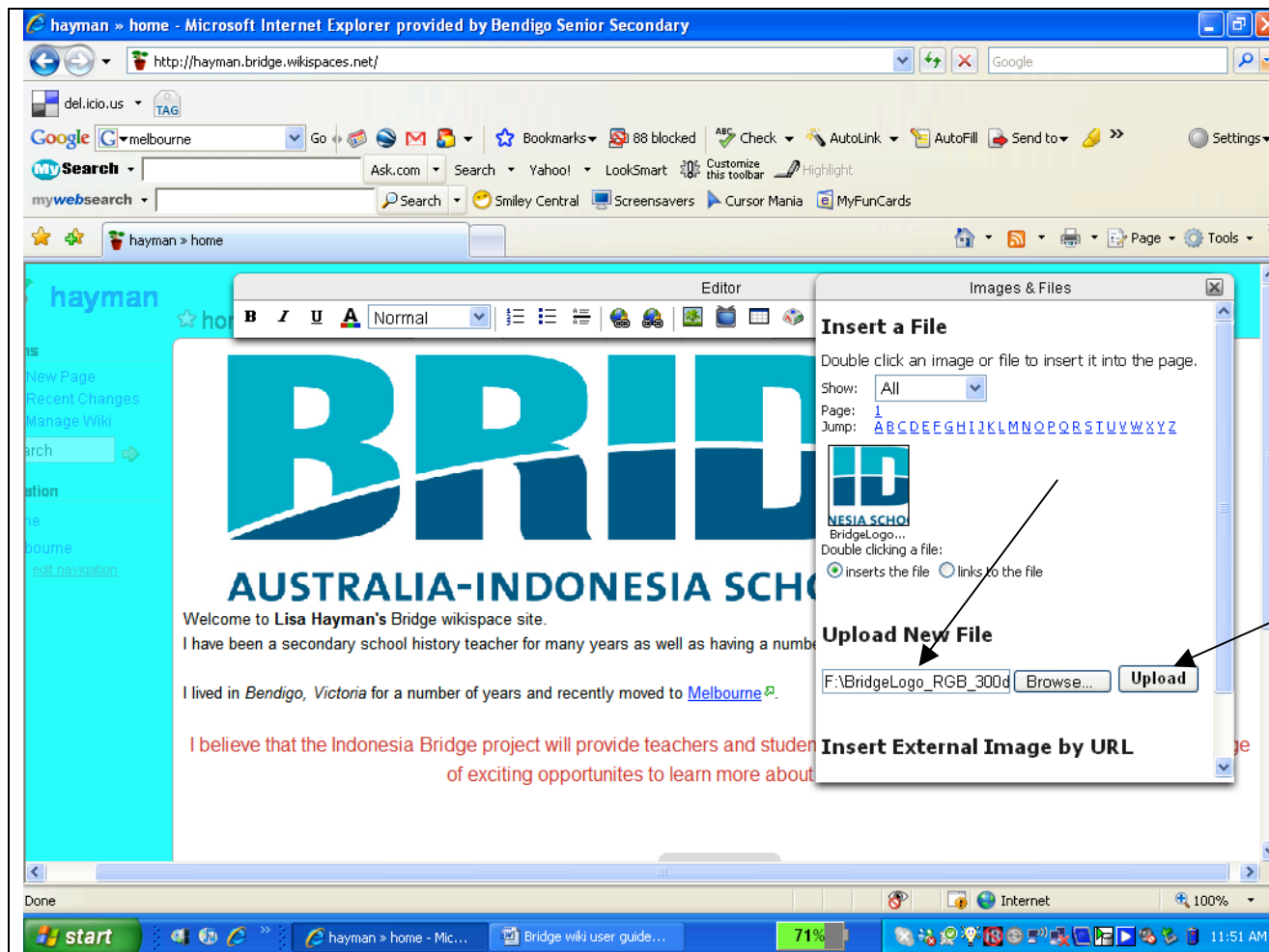
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Uploading Files

1. From the menu bar select the icon which allows you to upload images and files 
2. To **Upload a New File** you need to select **Browse to locate where the file is found**.
3. Then select the folder and then file of the document you wish to upload.

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4. Once the file name appears in the box select **Upload**