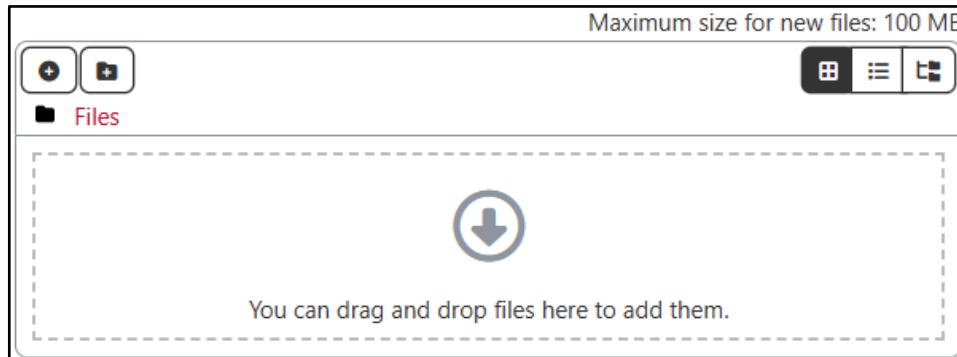



Uploading a file

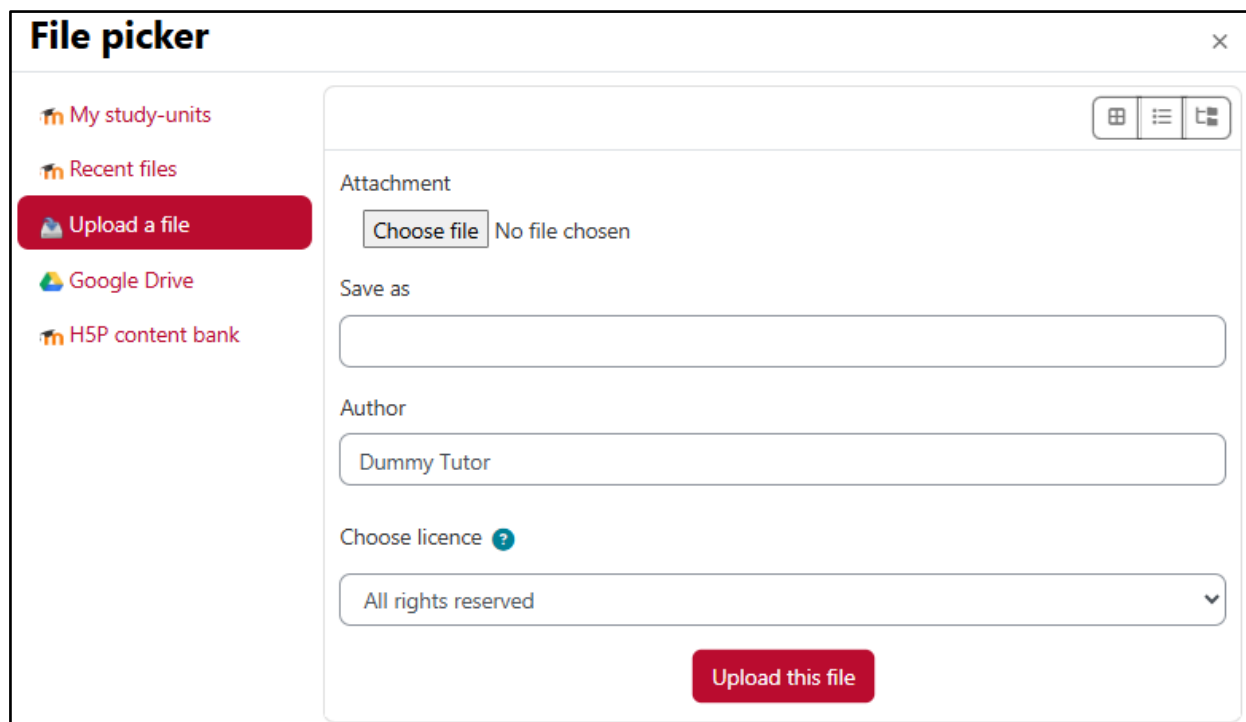
Method i – Drag-and-drop

- Locate the file to upload.
- Drag the file to the drag-and-drop designated area.



Method ii – Traditional upload

- Click the **Add...**  button. The *File picker* dialog box is displayed.



- Select the **Upload a file** option from the menu on the left.
- Click the **Choose file** button.
- Browse to the location where your file is stored.
- Double-click the file to upload.
- Click the **Upload this file** button.