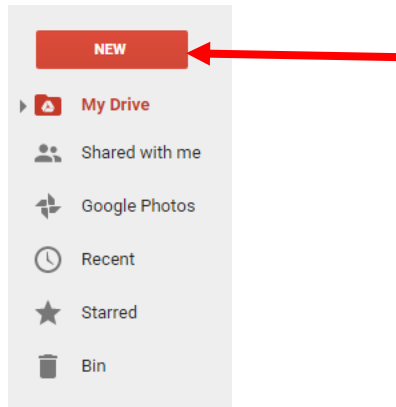
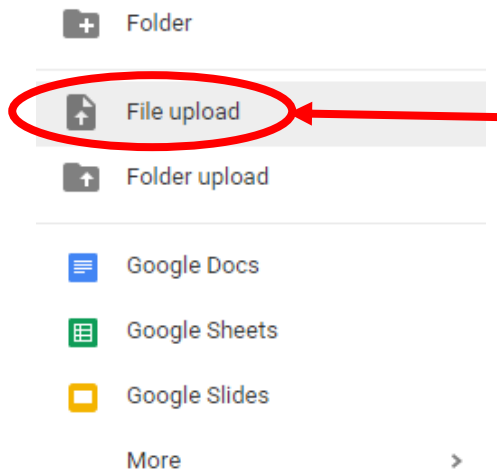


How to Upload Files from Your Computer

1) Click the 'New' button

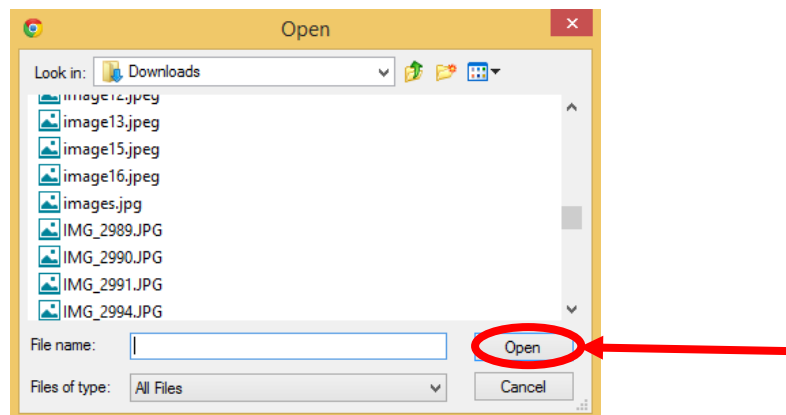


2) Select File upload



Note: you can upload a whole folder at once with the 'Folder Upload' option

3) Select your file(s) and click 'Open' or press 'Enter' on your keyboard



Note: You can select multiple files at once, by pressing control, all simply highlighting a group of files which are located next to each other

5) A box will pop up at the bottom right of your screen to show your progress



6) You should see your file in your Drive folder when it says 'Uploaded'

7) If not you can use the 'locate' function, by pressing the 'locate' button

