

Uploading Files

⇒ To upload a file:

1. Navigate to the folder that contains files you want to upload.
2. Click **Get Files**. The File Browser pop-up screen appears.
3. Click the My Computer icon. Your computer's file browser appears.
4. Locate and select the files.

Extracting Compressed Files

You must extract a compressed (.zip) file before you can use the files it contains.

⇒ To extract a compressed file, locate the compressed (zip) file and, from its ActionLinks menu, click **Extract**.

A folder is created with the same name as the compressed file and the contents of the compressed file are extracted to the folder. The compressed file remains in its original folder.