

Designing with the EWP Shell

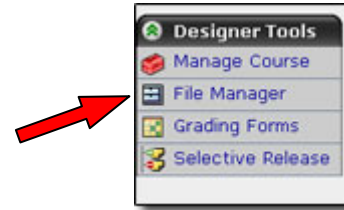
How To Clicksheet 2007

General – Posting a File

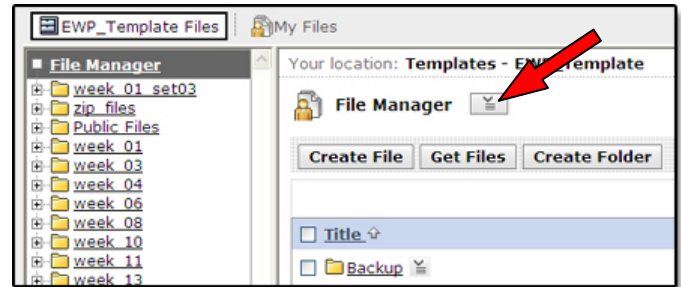
1. Ensure that you are on the **Build Tab** selected.

Uploading Files

2. Select **File Manager** on the left hand menu.

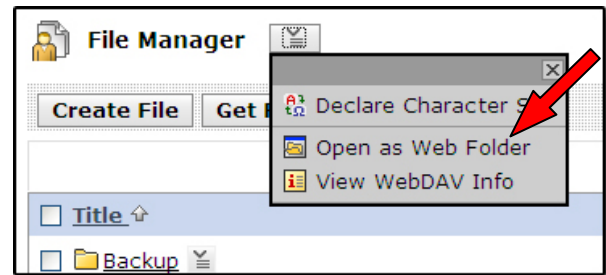


3. Click the **Action Links Icon** (≡) next to the file manager.

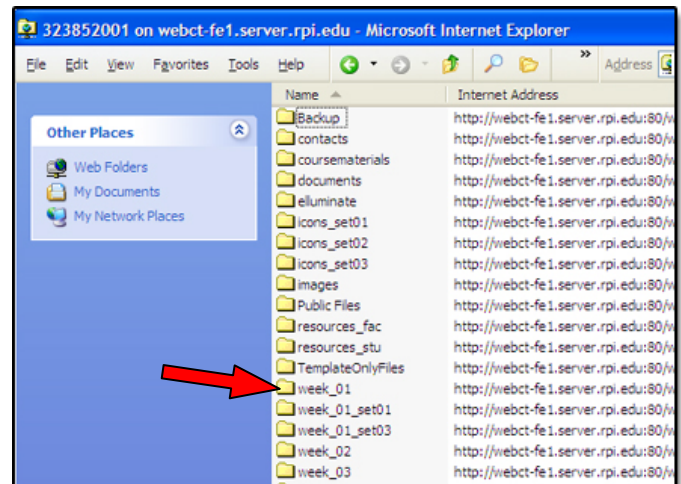


4. Select **Open as Web Folder**.

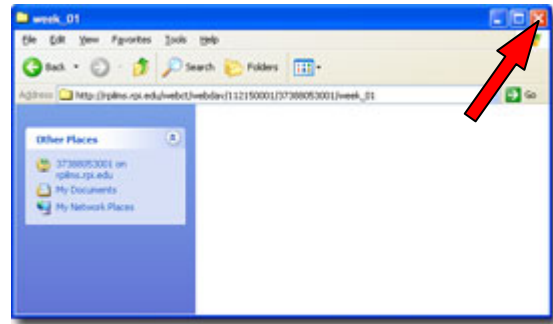
Note: Currently Web Folders can only be opened successfully by Microsoft® Internet Explorer



5. This window will open automatically. Navigate to where you want to upload files by **double clicking** the folders.

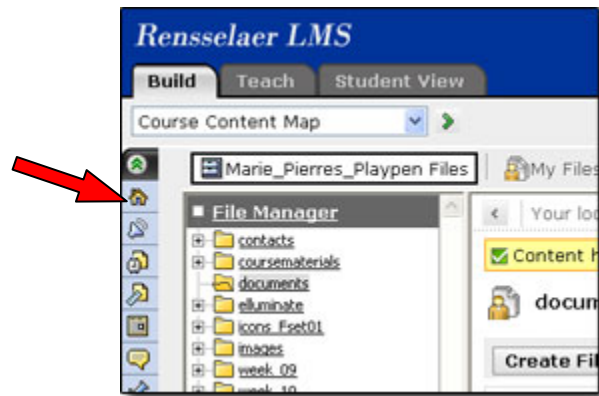


6. Now you can drag files such as PowerPoint presentations, Word documents, Adobe PDF's, and images into this folder from you computer.
7. When all the files you need are copied into the RPILMS, close the folder by clicking the **Close Button** in the upper right corner.

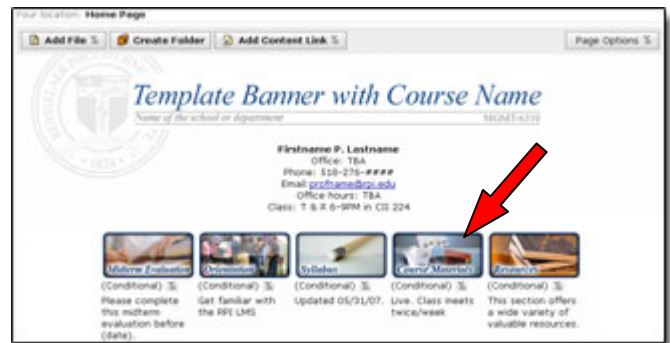


Linking to Uploaded Files

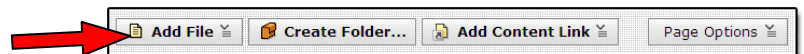
8. Select the **Course Content Home Icon** (🏠) from the left hand menu.



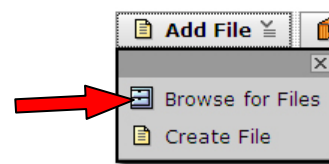
9. Navigate to the page you want the file to be available from.



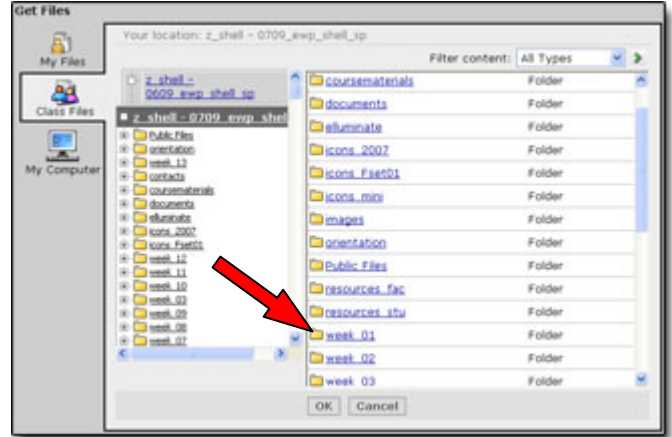
10. Click on **Add File**.



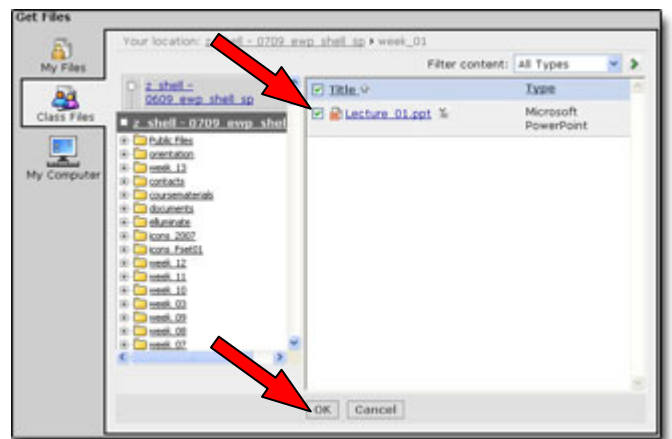
11. Select **Browse for Files** on the drop down menu



12. Navigate to where you put the file



13. Select the **check box** next to the file you wish to post and then click **OK**



14. You have successfully posted a file to your site!

Tip: It is recommended that you change the icon to something appropriate for the file you have posted. See **Changing an Icon**.

