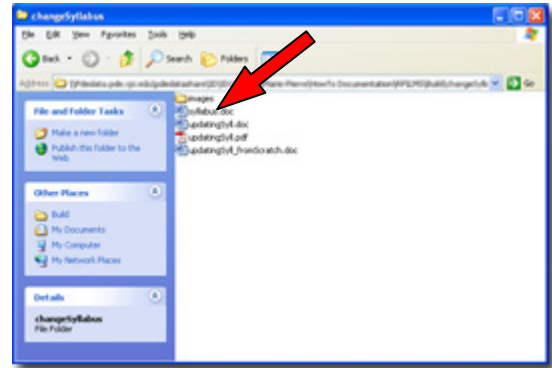


# Designing with the EWP Shell

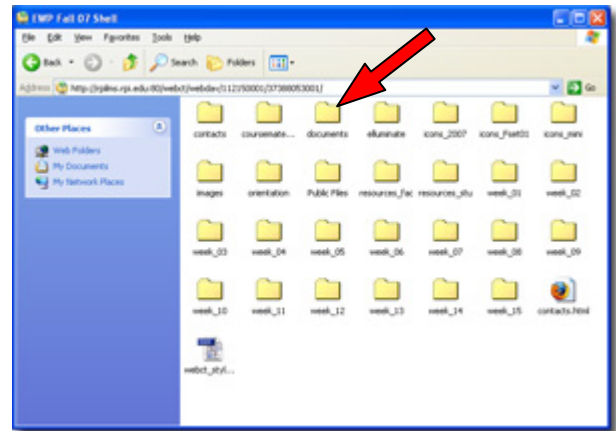
How To Clicksheet 2007

## General – Updating the Syllabus

- 1.) Ensure that you are on the **Build** tab
- 2.) Before uploading the new syllabus to RPILMS, make sure it is called “syllabus.doc”



- 3.) Upload syllabus.doc to the documents folder, see *Posting a File*



- 4.) Click **Yes** to replace a file.

