

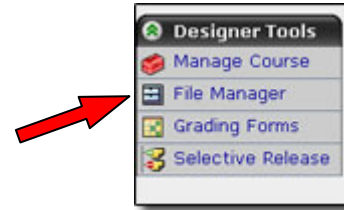
# Designing with the EWP Shell

How To Clicksheet 2007

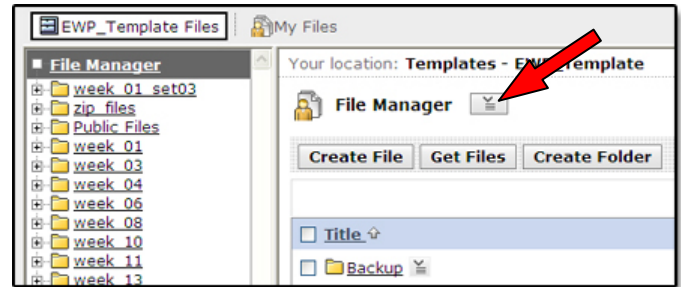
## General – Uploading Files

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

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

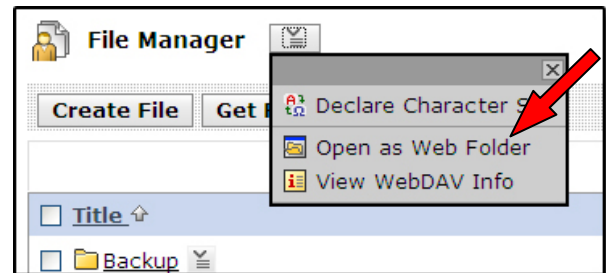


3. Click the **Action Links Icon** (  ) next to the file manager.

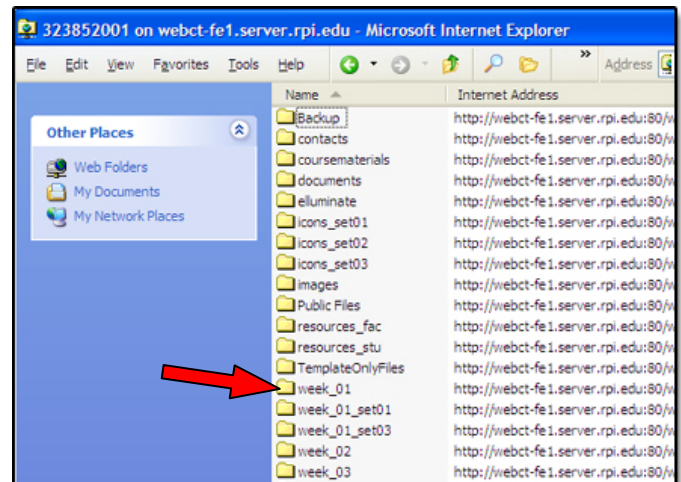


4. Select **Open as Web Folder**.

**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.

