How do I upload files?

Go to Resources.

Select the **Resources** tool from the Tool Menu of your site.

Click Add, then Upload Files.

To the right of the folder you want to upload the file, from the **Add** drop-down menu, select **Upload file**.

This displays the Upload Files page.

Click Browse.

Click **Browse** to locate and select the file on your computer.

Edit display name. (Optional)

By default, the Display Name is the same as the file name. You can edit the Display name here.

Note: The selected file name will appear to the right of the Browse button.

Click Add Another File. (Optional)

You can upload as many files as you want (within the site's uploading size limit) by clicking **Add Another File**.

Click Upload Files Now.

View files in Resources.

The files are uploaded and placed within the selected folder.