

Uploading Documents into Improve

1. After signing in click on **drop down arrow** to the right of the white box and choose the area you wish to up load to.

5. Click on the folder/subfolder you want to upload to to open it. Then click on the icon in the upper right corner,
6. Click on the Choose File button. Choose the file(s) from your pc.



icon in the



7. The file name will appear in the Name Box. You can add a description if you wish. Click save.

