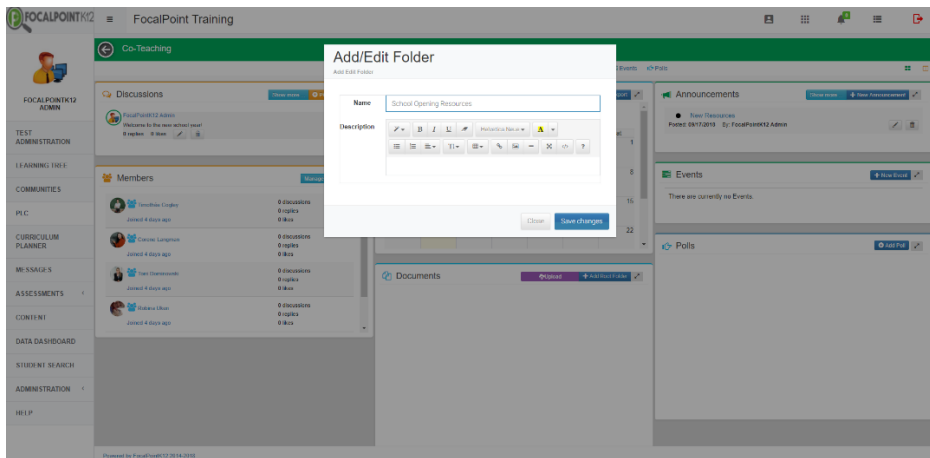
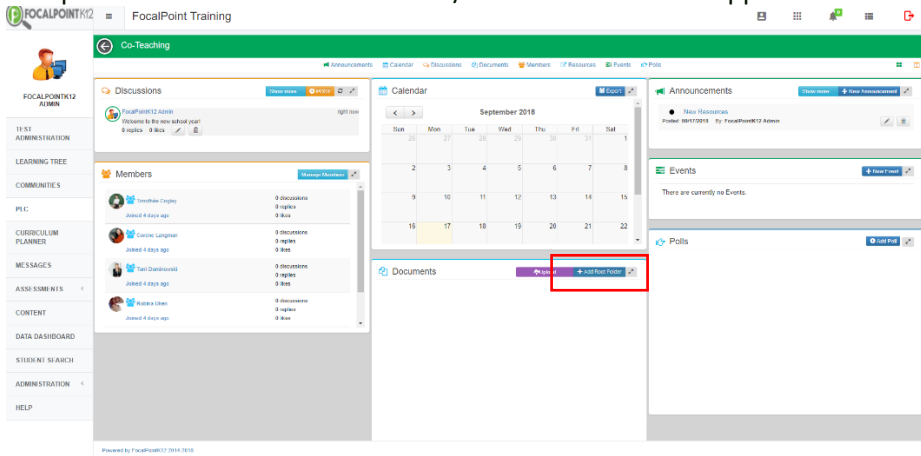


PLC QUICK START GUIDE

How Do I Find & Upload My Documents?

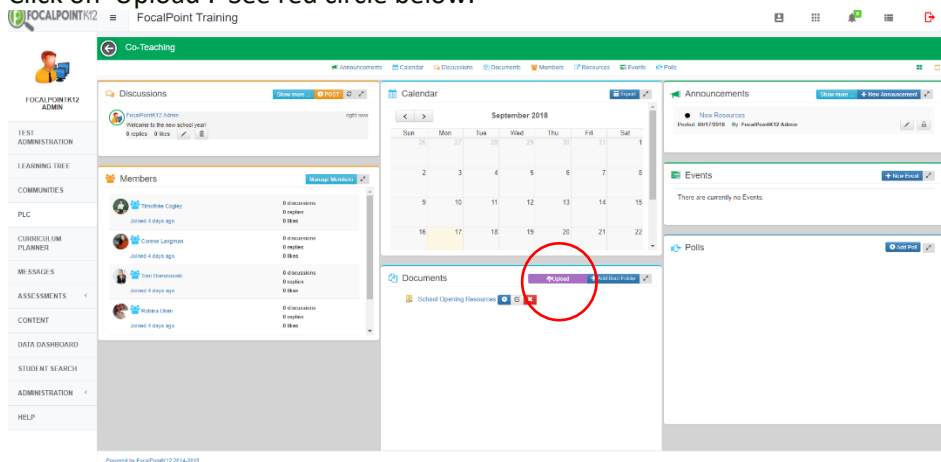
This process will allow users to add their own/locally-created documents and resources.

- ❑ First, you will need to create a Root Folder (if you've not already done so). This creates the destination for your document.
- ❑ Click '+ Add Root Folder'.
- ❑ Complete the information in the 'Add/Edit Folder' box that appears...then click 'Save Changes'.

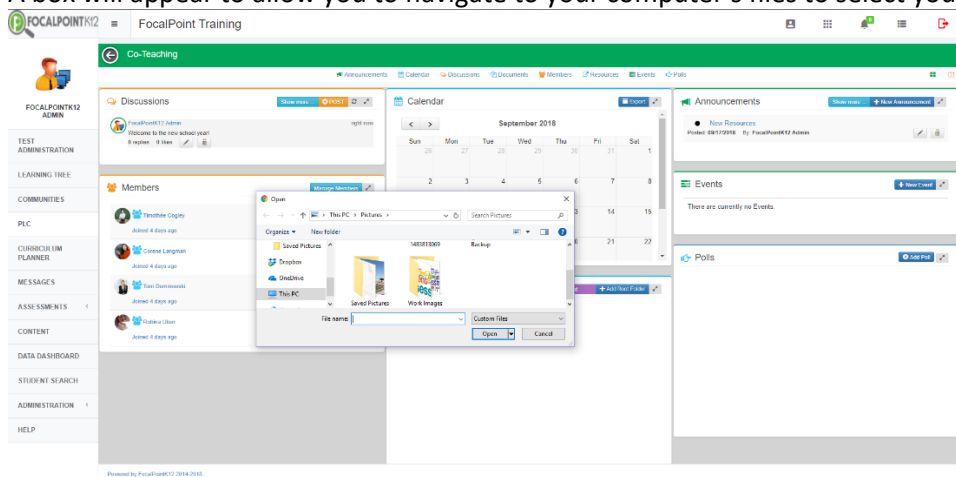


- ❑ Now that you have a Root Folder, you can upload your document(s).

- Click on 'Upload'. See red circle below.



- A box will appear to allow you to navigate to your computer's files to select your document to upload.



- Once you select your file(s), it will appear on your list of documents.

