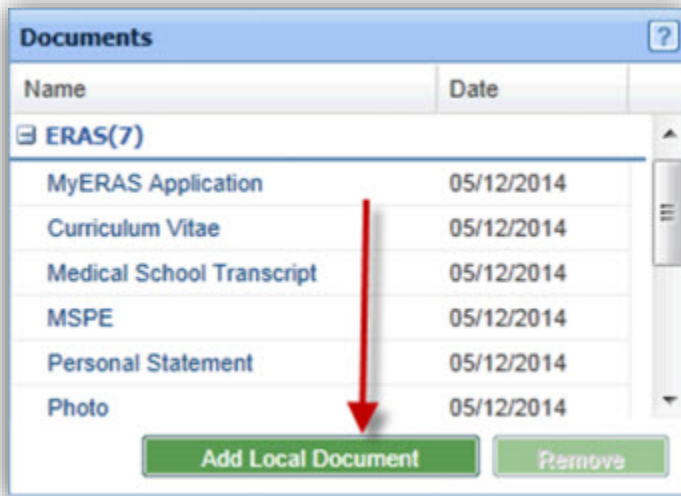
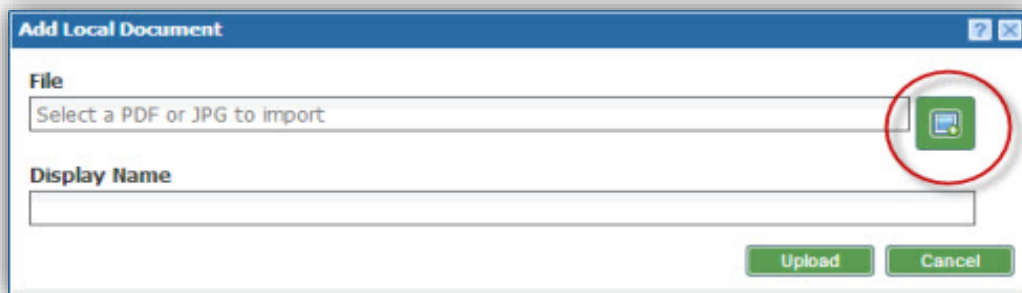


1. In the Applications tab, on the Documents panel, click the *Add Local Document* link.

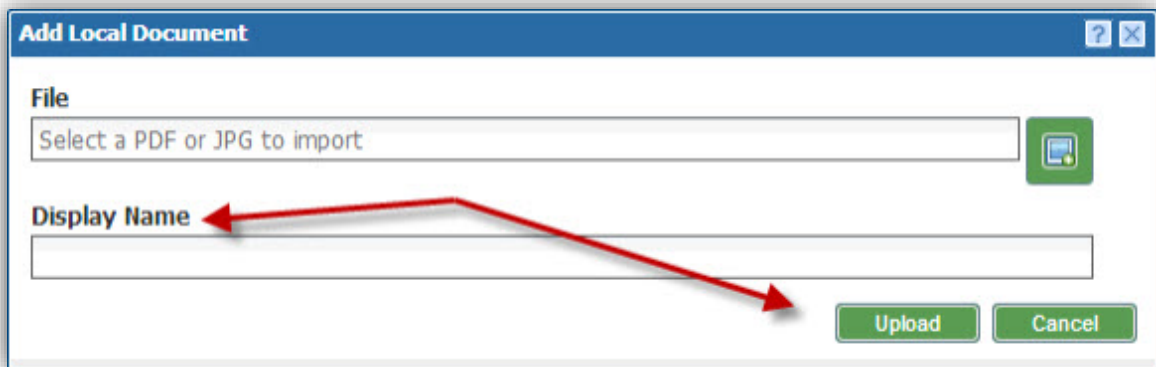


2. Click the icon to select a file to import.



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3. Locate and select a file from the *Choose File to Upload* window.
  - Only JPG and PDF file types are supported.
4. Click the *Open* button or double-click the file.
5. If desired, change the *Display Name* for the file.
6. Click the *Upload* button.



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