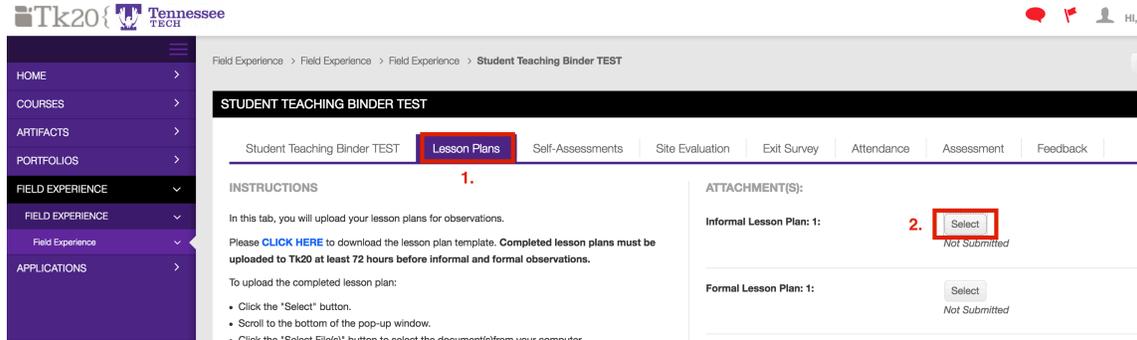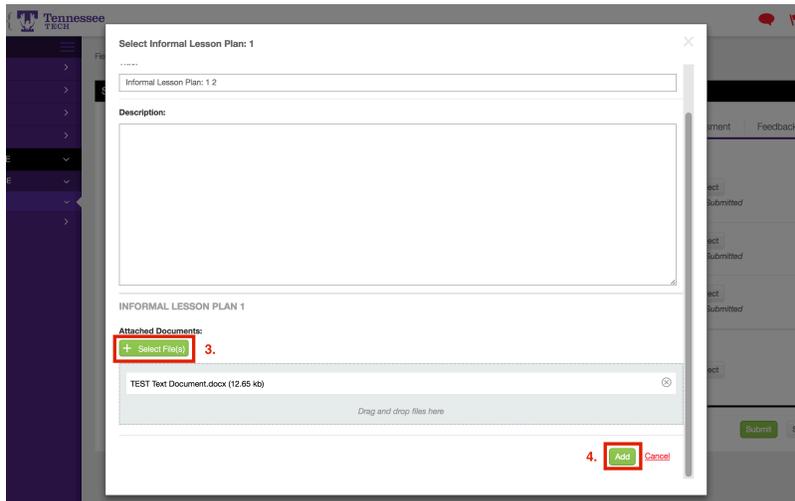# Uploading Files to a Field Experience Binder

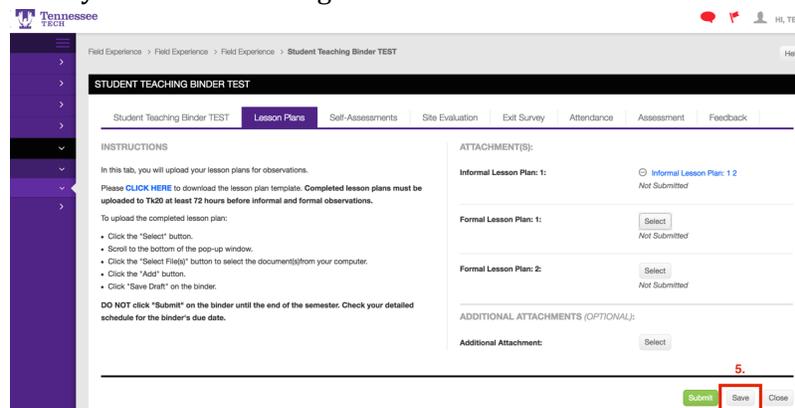1. Click on the appropriate tab.
2. Click the "Select" button next to the item you would like to upload.

3. Click the "Select Files" button to select the document(s) from your computer.
4. After you see the *Upload Success* statement next to the document in the gray box, click the green "Add" button.

5. Click "Save" to save your files and changes to the binder.

NOTE: Disregard the *Not Submitted* statement under the file or "Select" button. Tech currently does not use this option in Tk20.