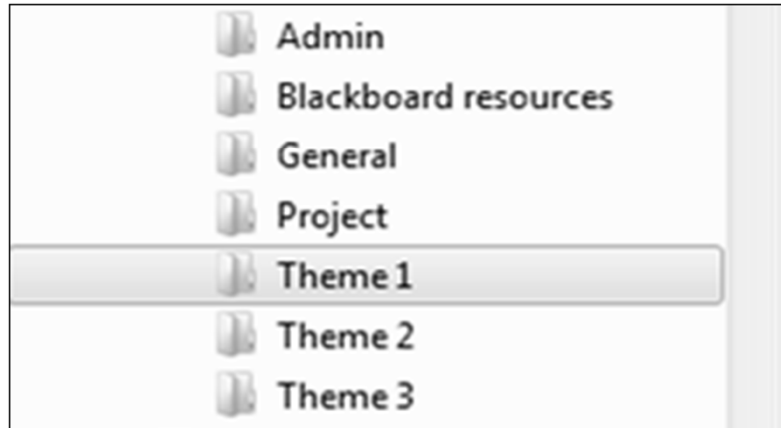
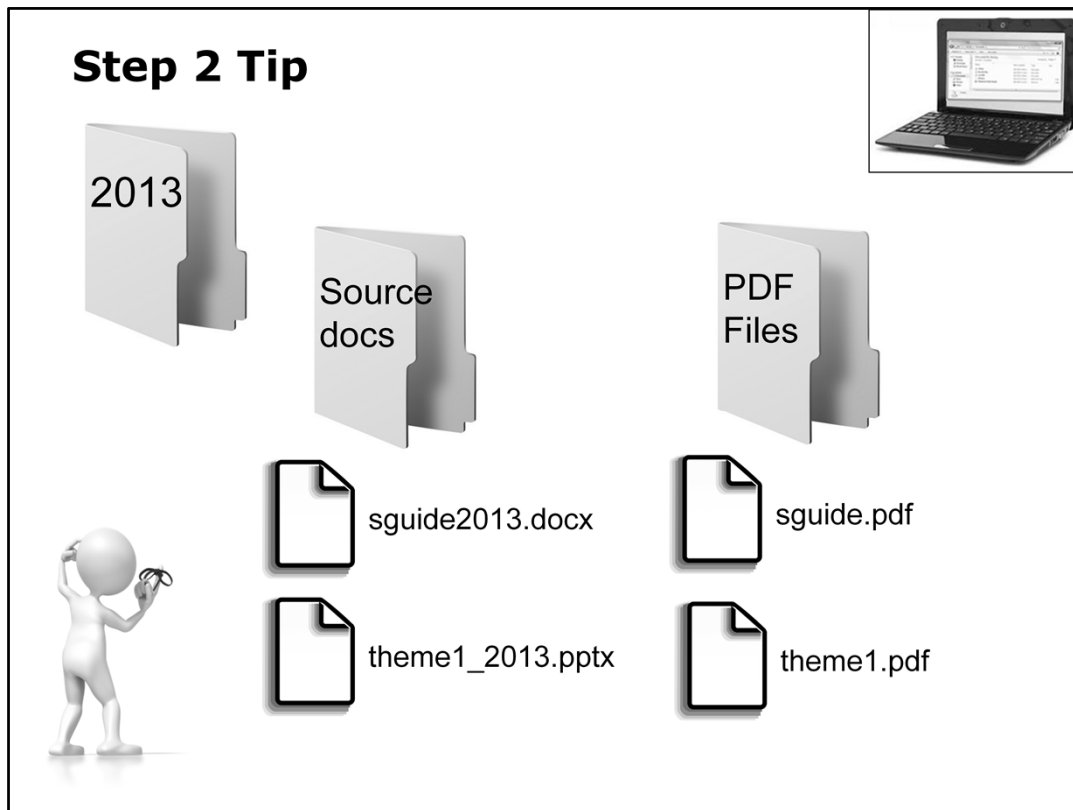


Step 2 Create files / folders

Create Windows file structure & resources



On your own computer create the files and folder structure in Windows Explorer.



Within a 2013 folder, create two folders:

- Source documents
- PDF files

Add in the source documents all the MS Word and PPT docs with a date (if you like). Then save the files to PDF in the PDF Files folder. When you save the file as PDF, remove the date.

Step 2 Tip

The diagram illustrates the file upload process for clickUP. It shows a folder structure: '2013' containing 'Source docs' and 'PDF Files'. Below 'Source docs' are files 'sguide2013.docx' and 'theme1_2013.pptx'. A 'clickUP' logo is shown next to the 'PDF Files' folder. A small laptop icon is in the top right corner.

You will upload the PDF files to clickUP. Next year you can just upload the PDF files (keep the file names the same) which would overwrite the previous file version and then all the links to the files remain in tact! A lot less work