



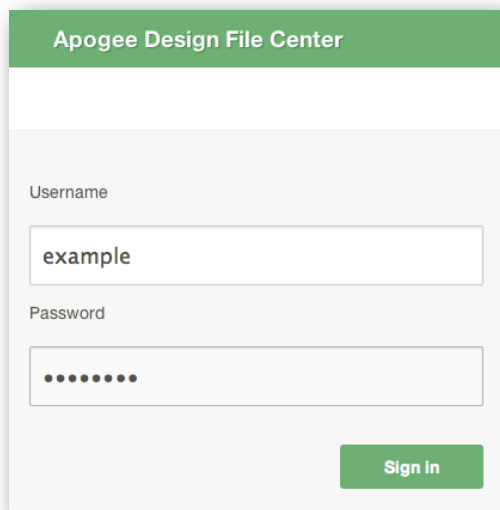
APOGEE
design systems

Apogee Design Support Center

User Manual: *How to Use the File Center*

How to Use the File Center

1. Navigate to <http://filecenter.apogeedesignsystems.com>, and sign-in with the username and password we provided to you.



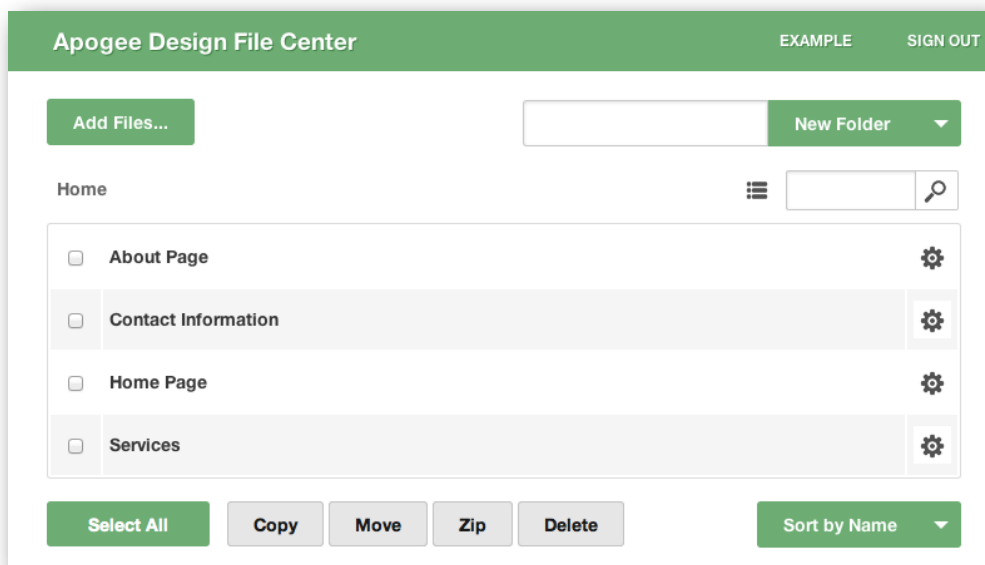
Apogee Design File Center

Username

Password

Sign In

2. You will see the following screen with folders create to match the contents of your website.



Apogee Design File Center EXAMPLE SIGN OUT

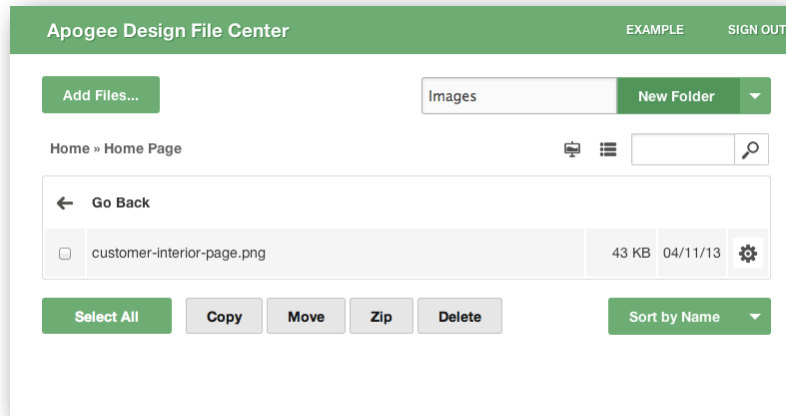
Add Files... New Folder

Home 🔍

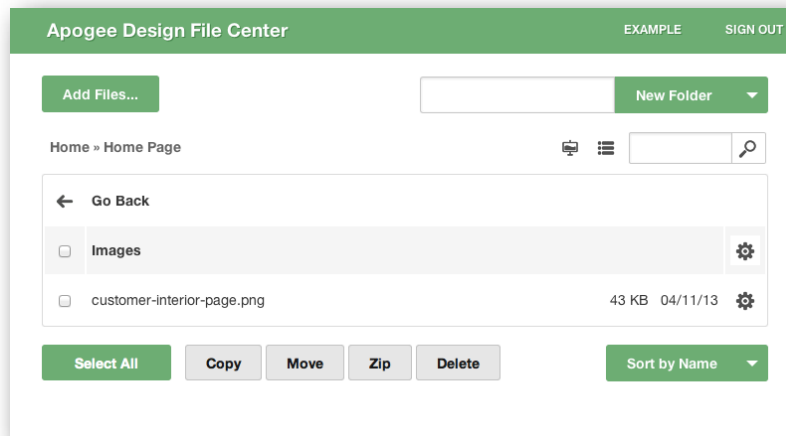
- About Page ⚙️
- Contact Information ⚙️
- Home Page ⚙️
- Services ⚙️

Select All Copy Move Zip Delete Sort by Name

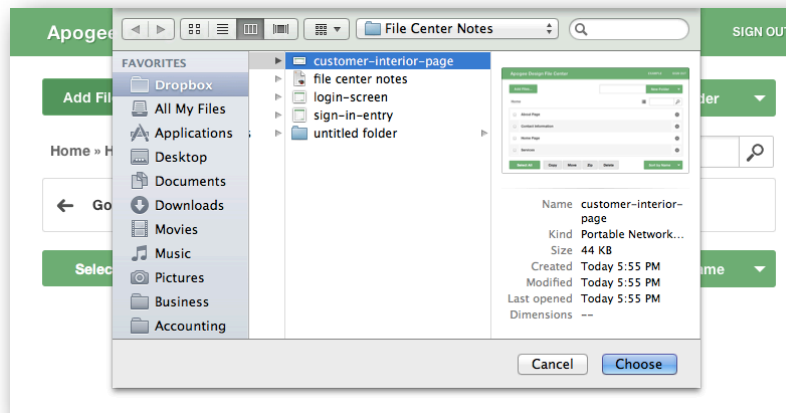
3. To add a new file or folder, first select which of the original folders will contain your new data. To create a new folder, type the name of your new folders into the tab next to 'New Folder', and click that button.



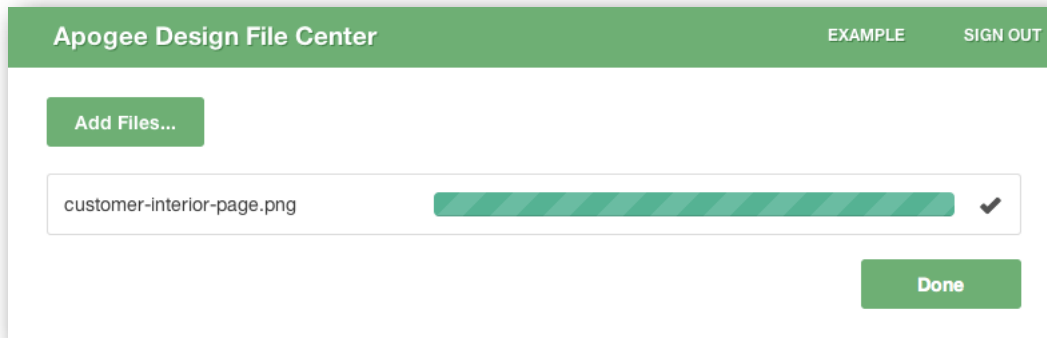
4. You will see your new folder appear on the screen.



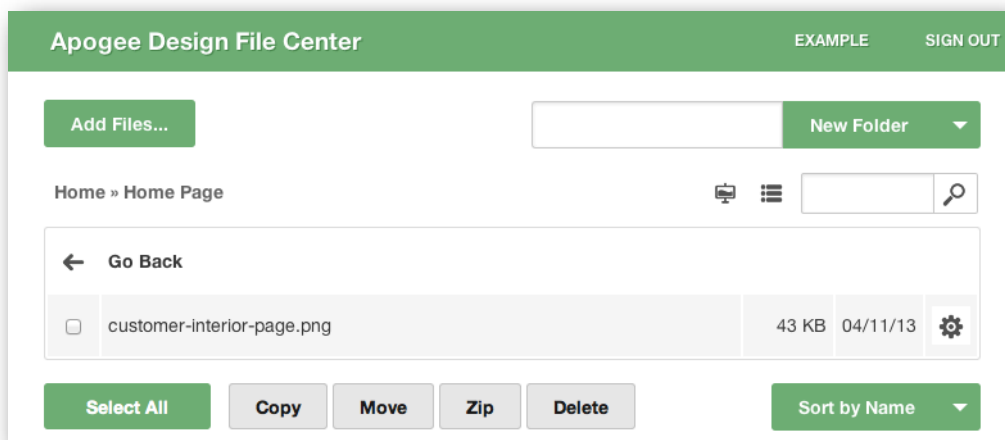
5. To add a new file from your computer, click 'Add File' and navigate to the file you will add to the File Center. Click 'Choose'.



6. You will see your progress on the screen. Once your file has finished uploading, you will see a checkmark next to the progress bar.



7. Click 'Done' and you will return to the folder to which you uploaded your file.



8. To copy, move, zip, delete, or sort the files within a folder, you may click the appropriate button. To search your File Center, type into the field to the left of the search glass on the right side of the page.