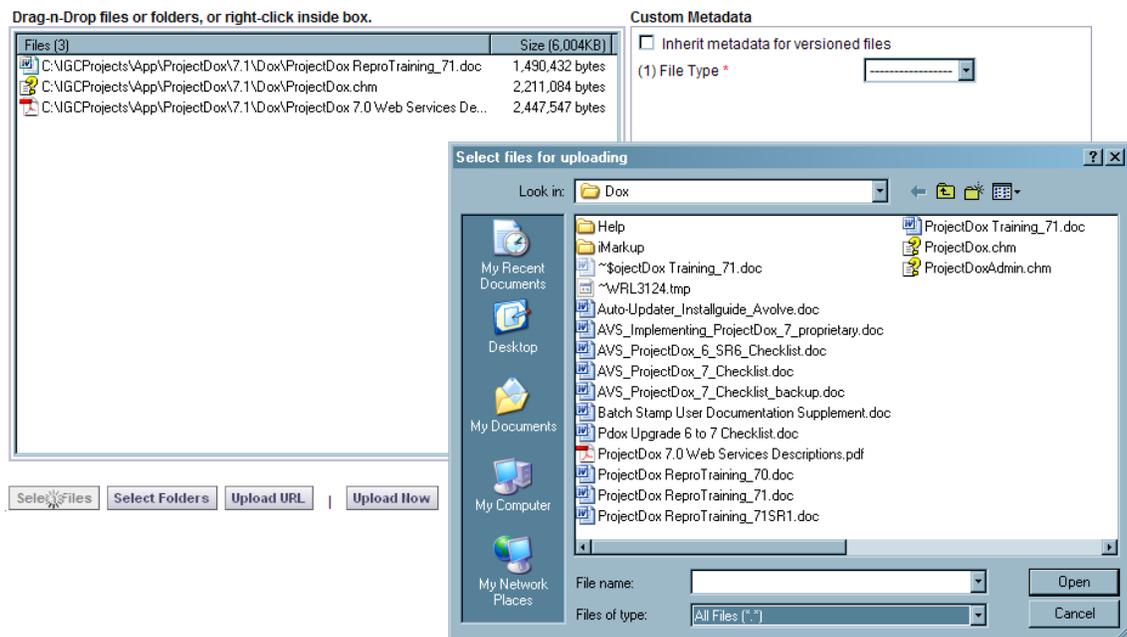


## 1.4.3 Upload Files

You can upload files and folders to any project for which you have been granted Upload privileges. When using the check-out feature, files that have been downloaded and edited can be uploaded as a new version and are automatically checked back in. (Note that Check in/out permissions are only available if upload and download permissions are given to a folder.)

1. Select the folder where you want to upload your file.
2. Click the **Upload Files** button (next to View Folders). You may need to grant permission to install the ActiveX Upload Control. The best practice is to initially click the Install ProjectDox Components link on the login page to install all required ActiveX controls before you begin to work.
3. In the *Select Files for Uploading* dialog, browse to and select the files you want to upload to the current folder. You can select multiple files using your *Shift* or *Ctrl* keys. You can also drag and drop files into the Upload window list. The maximum size file name is limited to 70 characters.
4. Click **Open** to move the files into the Files window of the upload screen. **Note:** Once the ActiveX upload control is installed, you can add files by simply opening a Windows Explorer window and using drag and drop to place the selected files into the control window. When using drag and drop to move files, the Add dialog box should be closed.

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5. To gather additional files and folders for uploading to the current folder, click the **Select Files** or **Select Folders** button and continue to add files or folders to the window until you have gathered all that you wish to add.
6. To delete a file, select it then press your **Delete** key.
7. You can add any **Custom Metadata** information from the available fields. The selected metadata will be applied to all files that are being uploaded in this batch. When you are uploading a new version of a document that already exists in the ProjectDox database, you can choose to inherit any metadata that has already been applied to the files you are uploading by selecting the "Inherit metadata for versioned files" check box
8. Click the **Upload Now** button to transfer the files to the project folder. The files will publish and appear shortly in the file thumbnails screen of the folder you uploaded to, along with the name of the user doing the upload, the upload date, and file size information.

**Note:** When a single CAD file containing Xrefs (reference files) is uploaded, the Xref files must be uploaded together with the main file. In addition, **all of the associated Xrefs to be uploaded must reside in the same folder**. Navigate to the folder where the Xrefs are stored and upload the drawing complete with references. Once all supported files have been uploaded, ProjectDox will publish and display this file in the project folder as a single file. In addition, the Xrefs will also be uploaded as a single file. You can perform a multiple file upload of CAD files containing Xrefs if there are no nested Xref files associated (they will be ignored).

9. When the *Upload Notification* feature is enabled in ProjectDox, you will have the option to send a Notification Email to other members of the Project by clicking on the **Notify** button in the "Upload Complete" window. If you choose to send a notification, only Project Groups and Users that have permission to the uploaded folder will appear in the Notification Email to choose from as the recipients of the message. This prevents users that do not have access to the folder from receiving an "Upload Notification" email to a folder that they do not have access to view.

You can also upload a URL to a project folder.

1. Click the **Upload URL** button to upload a URL (up to 255 characters long) to a ProjectDox project folder.
10. Enter the name as you would like it to display in the thumbnails list and then type the full web address (e.g., <http://www.avolvesoftware.com>) in the URL text field.
11. Click **Upload URL** to complete your URL upload. The Internet document icon  will appear in place of a file thumbnail in the file list.

When you have uploaded all files and URLs, close the Upload Files window and click the **Refresh** button in the main ProjectDox button bar.

## 1.4.4 Uploading Folders

You can upload a folder and its subfolders files:

1. Click the **Upload Files** button and close the file selection dialog if it displays.
2. Click the **Select Folders** button, below the drag and drop window.
3. Navigate to a folder and select whether to include subfolders in the upload. If you choose both folders and subfolders, all files will be deposited into a single folder and the folder structure is not recreated.