# Uploading files

Requirements: Your project role must include the Upload user right.

1. Open a project or a library.
2. Double-click Elements and navigate to the location where you want to upload file(s) to.
3. Perform one of the following actions:
   - Drag the files directly to the main pane area.
   - From the Upload menu, select Upload Items. Drag the files into the Upload Files dialog box or use the browse to locate the files.
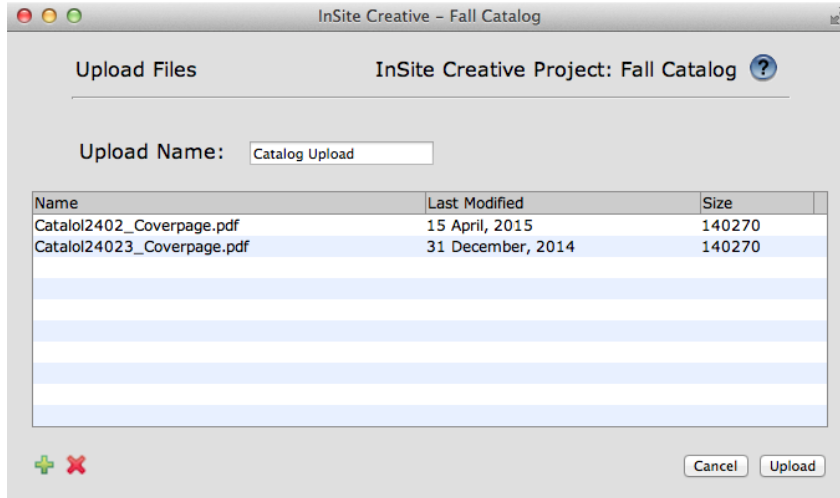
4. If desired, type a name for the upload.
5. Click **Upload**.
6. When the file transfer process is complete, click **Close**.