

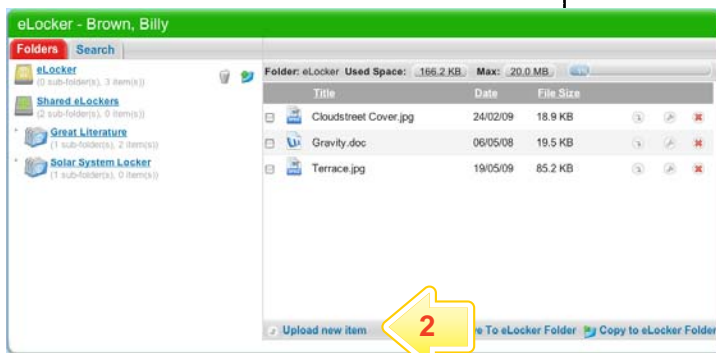
# Using Your eLocker

## Add a file to your eLocker

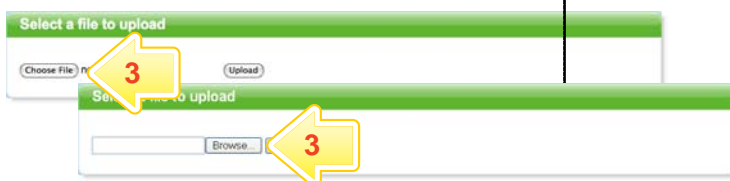
Your Studywiz eLocker is a storage space for all your Studywiz files. You can upload any type of file from your computer into your eLocker. The files you may need to add could include: an Assignment, Gallery pictures, or a song for music lessons.

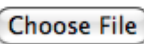
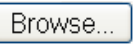


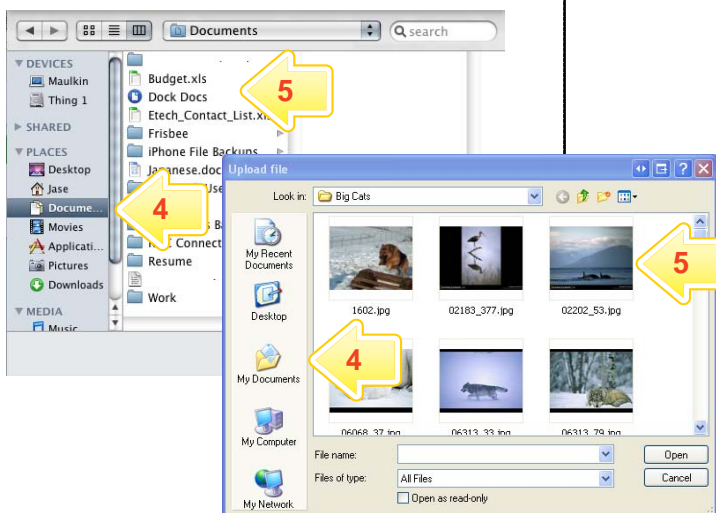
1 Click 



2 Click 



3 Click  or 



4 Find the file you want to upload.

5 Double-click the file.

# Using Your eLocker



6 Click  or

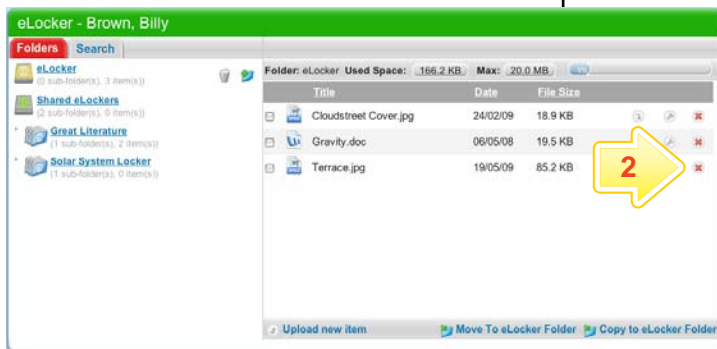
The file is added to your eLocker.

## Move a File to your eLocker Trash

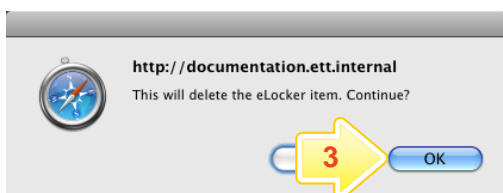
When you don't need a file anymore, you can move it to your eLocker trash.



1 Click 



2 Next to the file you want to delete, click 



3 Click

The file is moved to the eLocker Trash folder.

# Using Your eLocker

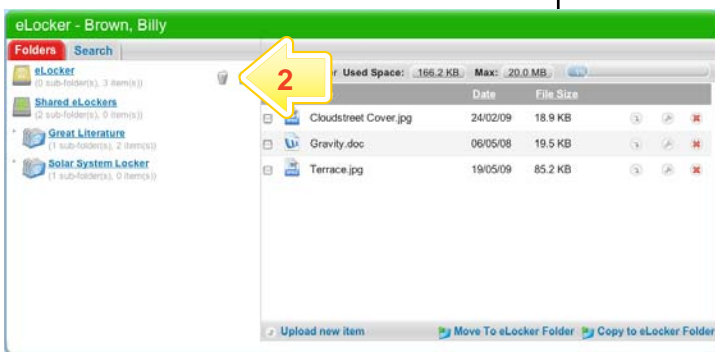


## Empty your eLocker Trash

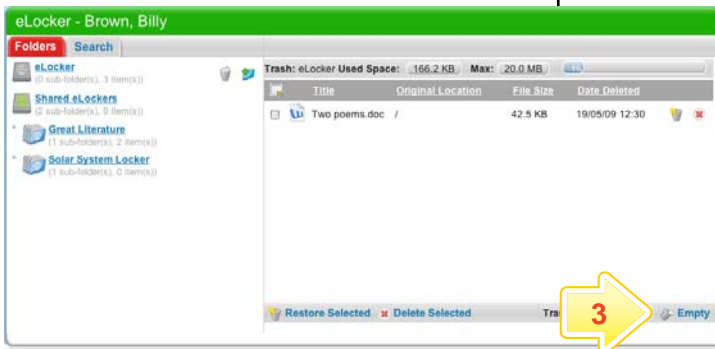
Emptying your eLocker trash deletes the eLocker files from Studywiz.



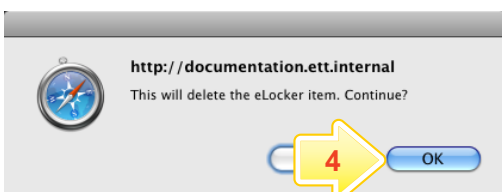
1 Click 



2 Click 



3 Click 



4 Click 

Your eLocker trash is deleted from Studywiz.