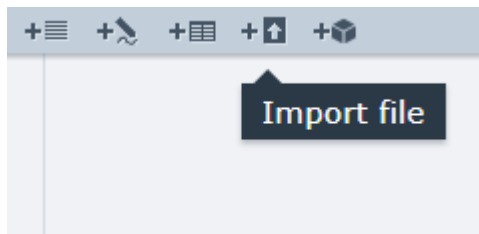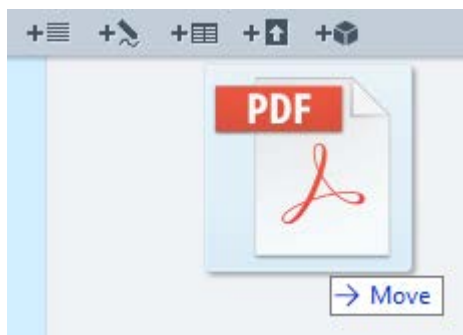# FILE UPLOAD

Labfolder supports common formats like PDFs, images, Microsoft Word® and Microsoft Excel®.

There are **two ways** to upload a file:

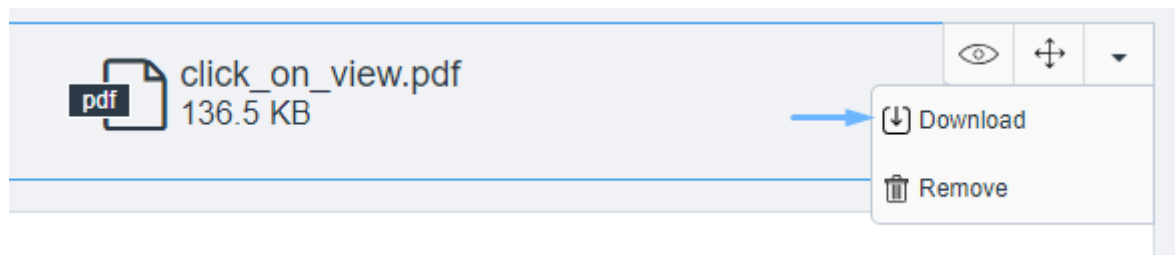- By clicking on the *Import file* button

- By dragging and dropping them in an entry.

FILE DOWNLOAD

Files can be downloaded any time using the *Download* function in the file block actions.

PDF INTEGRATION

PDFs can be visualized as a pop up by clicking *Preview* in the file block actions.