

# Instructions for using Grid Manager software

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The IBI Idea Factory provides the Grid Manager application for researchers to organize grid layouts of multiple files and quickly open these files on the large display in the IBI Idea Factory facilities.

**Supported file types:** .jpg, .jpeg, .png, .gif, .pdf

## Access the webpage

Navigate to <http://collab.pmacs.upenn.edu/gridmanager/>

## Steps

1. Configure the columns and rows of the grid.
2. Click a single cell in the grid to select a file or drag and drop a file directly into the cell.
3. Click the multiple file dropzone to select multiple files or drag and drop files and/or folders directly into the dropzone to insert into the grid.

**NOTE:** The option to drop folders is only available in the Chrome browser.