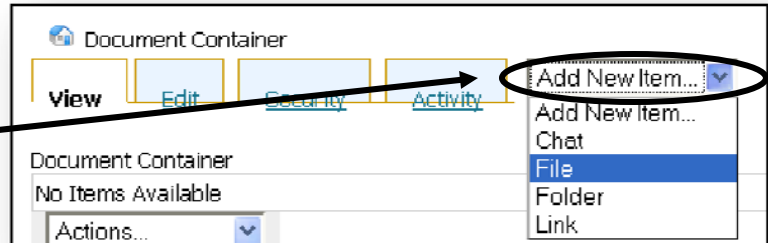


## Adding Files to a Document Container Page

1. Open a browser window and go to your school webpage.
2. Log in to the website.
3. Navigate to the document container page.

4. Click on the drop down arrow next to **Add New Item...**. Choose one of the items from the list.



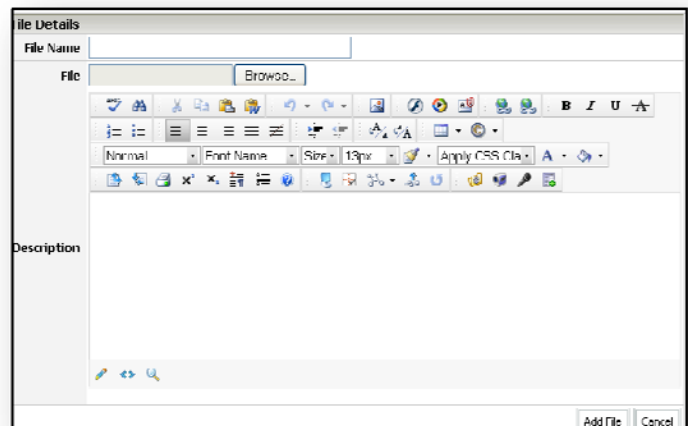
*Chat* – At this time, do not use this option.

*File* – This may be any type of file, including word processing, spreadsheet, presentation, picture or video. (It is recommended to convert *Word* or Excel documents to a PDF format so that anyone can open the file, regardless of what software they have on their computer. PowerPoint files can be saved as a Show (PPS). These files are viewable but not editable.)

*Folder* – For organizing files into categories, folders will be helpful.

*Link* – Hyperlinks to the web will connect the view directly to another webpage.

5. To add a file to the document container, click on **File** from the drop down menu.
6. From the **File Details** window, give the file a name that is descriptive of this document. This name will appear under the Document Container.
7. The **File Upload** window will open allowing you to navigate to the location of the picture on your computer.



Select the file and then click **Open**.

8. The **Description** field will allow you to enter more information about this particular document. This is the basic *Word* editor. The icons match what is usually seen in many software programs, Microsoft created or otherwise.
9. Click **Add File** when finished.