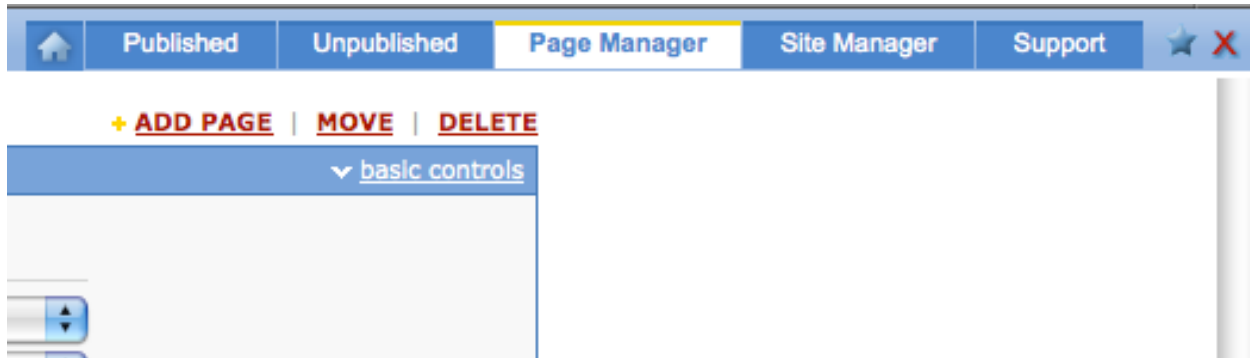


How do I upload a file in FinalSite?

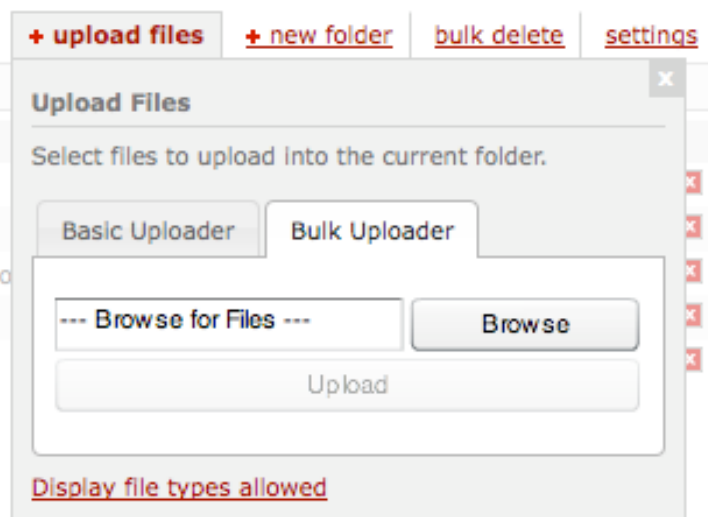
1. After logging in to FinalSite, navigate to the site manager and select File manager.



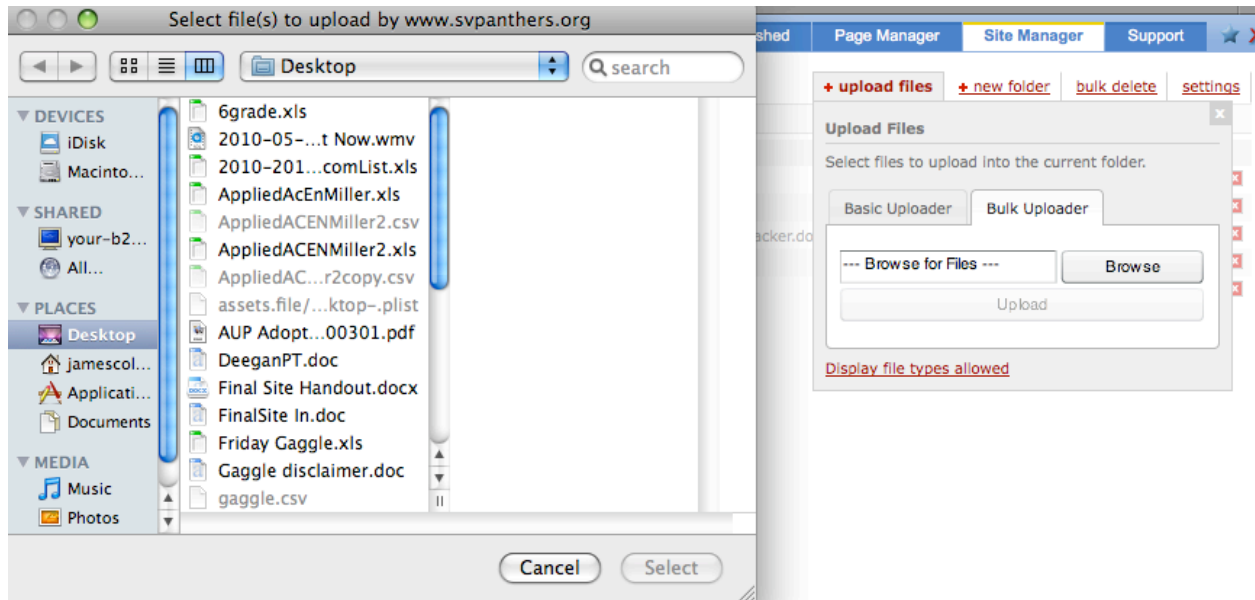
2. Select Upload Files

+ upload files + new folder bulk delete settings			
public : faculty : JamesColbert			
Files ▼	Size	Last Modified	
CAIU_Expense_Reimbursement_Form.doc	25 KB	06/23/10 08:57A	
CIMG0006.JPG	2.4 MB	05/26/10 01:36P	
CIMG0405.JPG	1.5 MB	06/04/10 08:23A	
FinalSite_In.doc	44 KB	09/29/10 01:53P	
How_do_I_create_a_Focus_Group_in_Performance_Tracker.doc	27 KB	06/04/10 09:23A	
Parent_access.doc	921 KB	09/23/10 09:40A	
Parent_access.pdf	953 KB	09/23/10 09:40A	

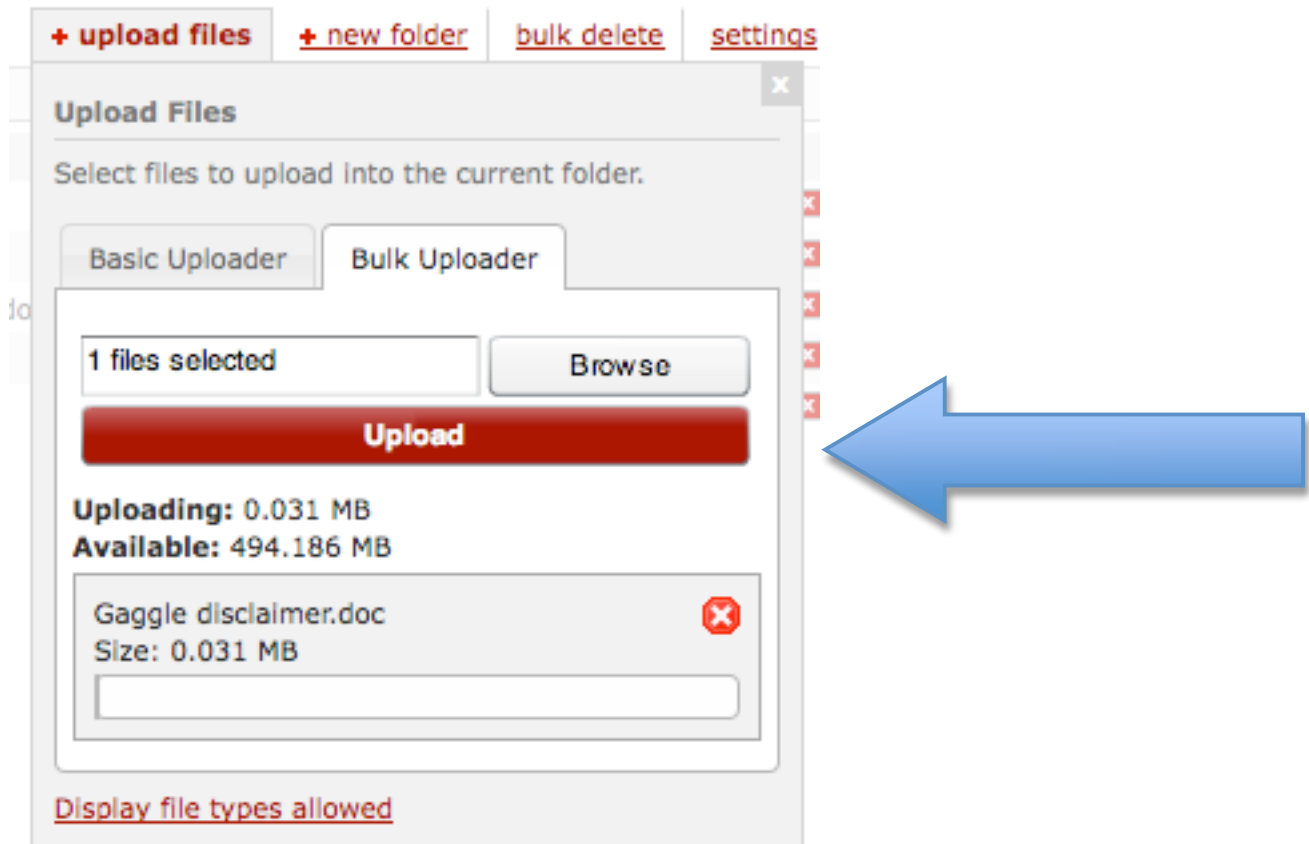
3. Select Browse



4. Locate the file in your H:Drive, desktop or wherever you have saved the file.















5. Select the file and click on upload.



6. You should now see the file in your File Manager and go back to the page, create a link and link to it.



<u>public</u> : <u>faculty</u> : <u>JamesColbert</u>			
Files ▼	Size	Last Modified	
❑ CIMG0006.JPG	2.4 MB	05/26/10 01:36P	  
❑ CIMG0405.JPG	1.5 MB	06/04/10 08:23A	  
❑ Gaggle_disclaimer.doc	31 KB	09/30/10 03:48P	 
❑ How_do_I_create_a_Focus_Group_in_Performance_Tracker.doc	27 KB	06/04/10 09:23A	 
❑ Parent_access.doc	921 KB	09/23/10 09:40A	 
❑ Parent_access.pdf	953 KB	09/23/10 09:40A	