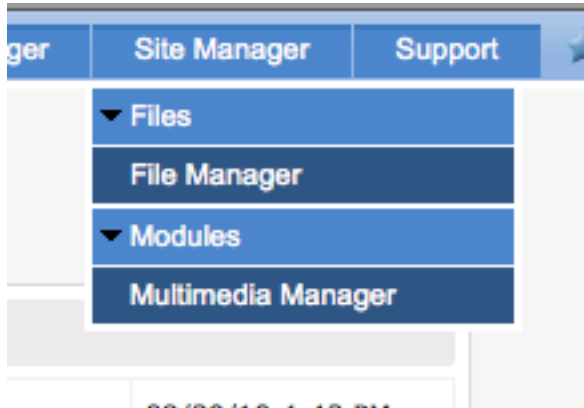
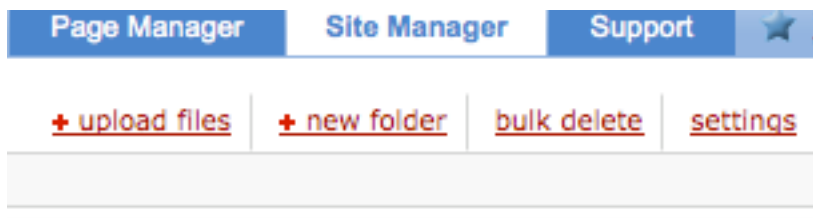


## How do I upload and link to pictures or movies?

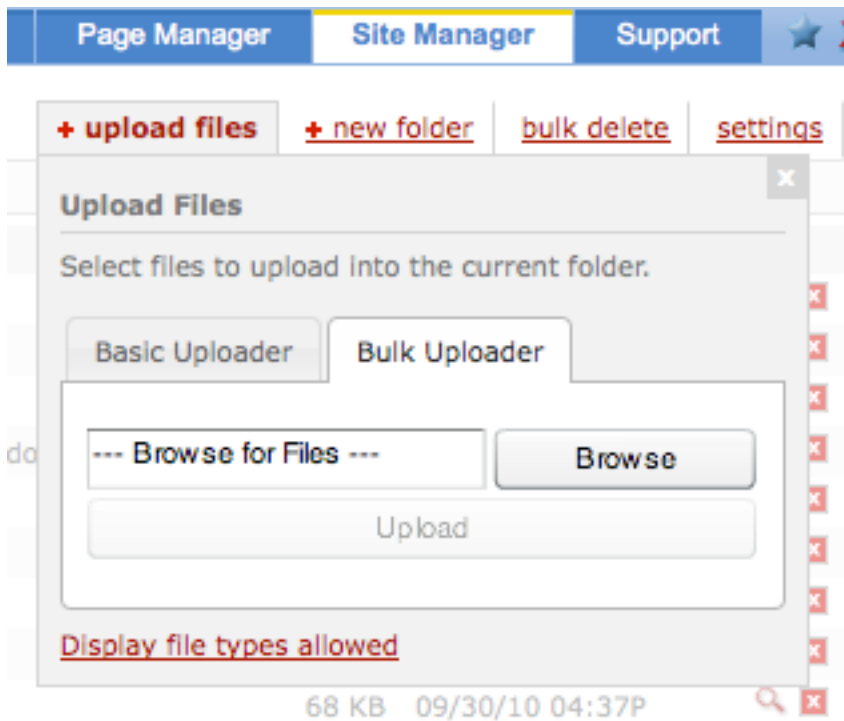
1. Log in to FinalSite at <http://www.svpantthers.org/admin>
2. Navigate to Site Manager, Files and File Manager.



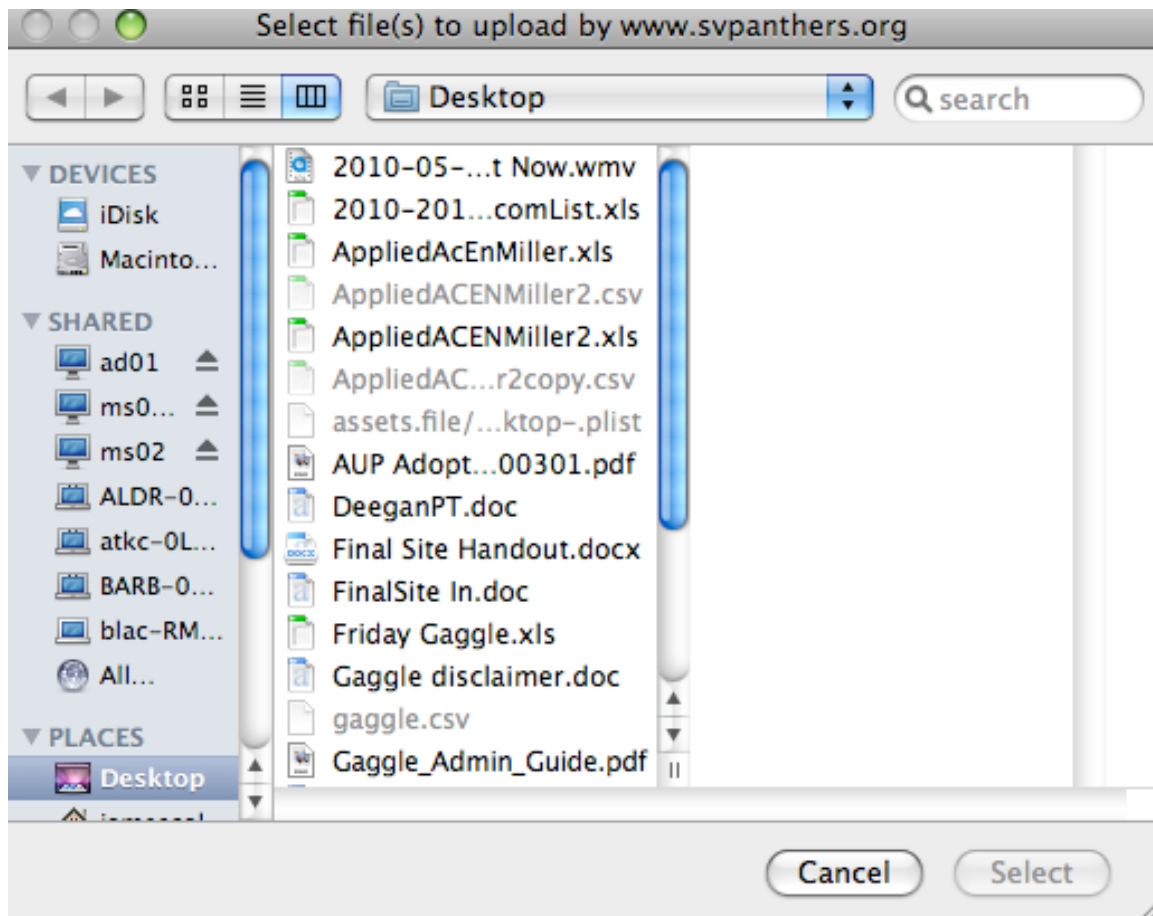
3. Select Upload Files.



4. Select Browse.



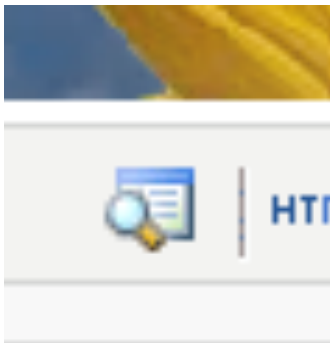
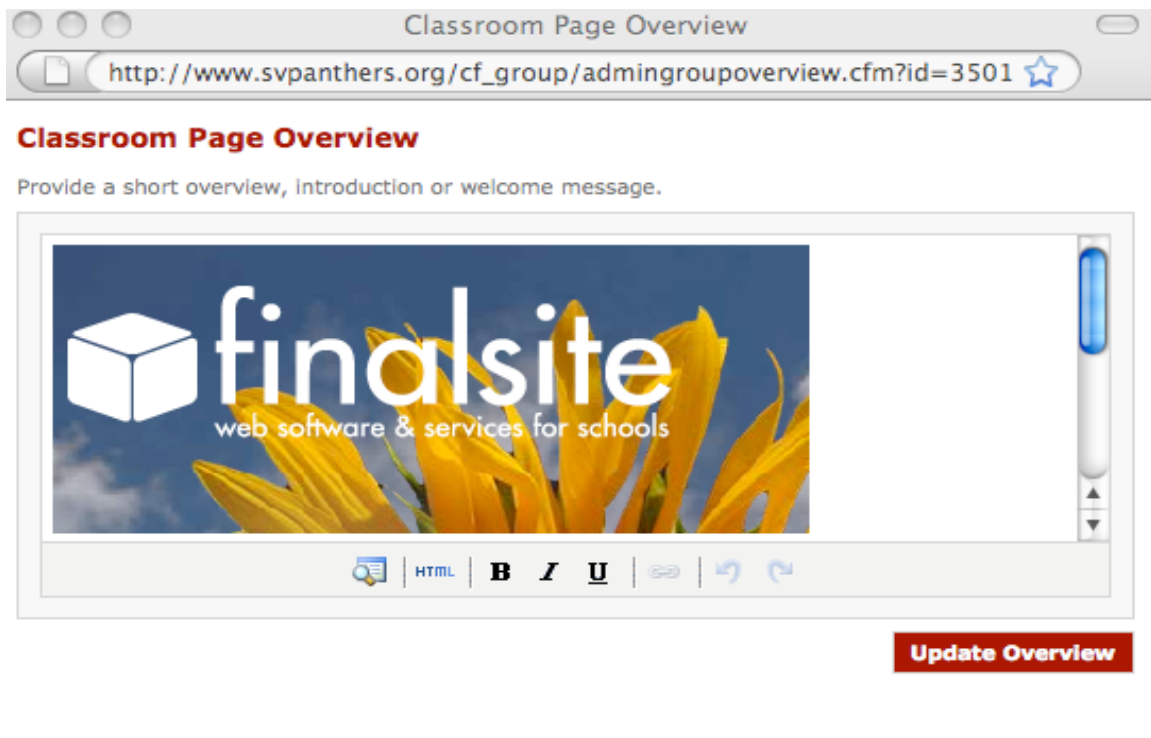
5. You can also select Display file types allowed to see what types of files can be uploaded.
6. Select Browse, this will open up your home drive, desktop or other drives where you may have stored the picture or movie.



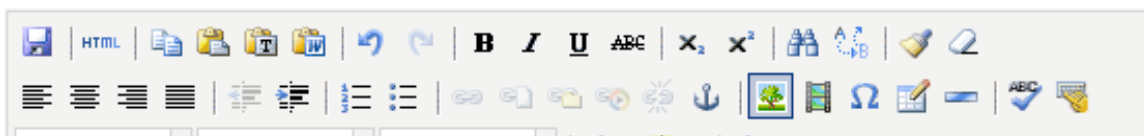
7. Select the picture or movie you would like to upload and click on select. You should now see the file uploading. Now that you've uploaded your picture or movie, how do I get it on my page?

### **How do I link to a picture or movie?**









1. Navigate to the page you would like to add the picture or movie to.
2. Click on the pop-up editor to get to the correct editing tool.



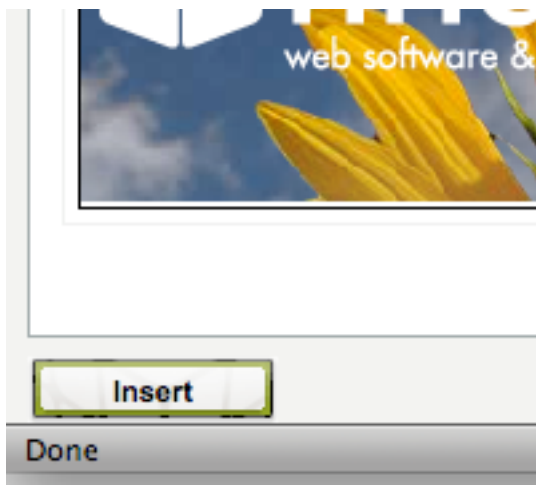
3. Put the cursor where you would like to place the picture or movie.
4. Select the icon from the pop-up editor that looks like a tree.



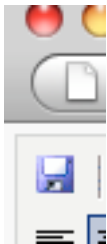
5. This will open up your file manager where you will select the picture file.

How_do_I_upload_a_file_in_FinalSite.pdf	247 KB	09/30/10 04:41P	 
Parent_access.doc	921 KB	09/23/10 09:40A	 
Parent_access.pdf	953 KB	09/23/10 09:40A	 
<u>Picture_2.png</u>	68 KB	09/30/10 04:37P	 

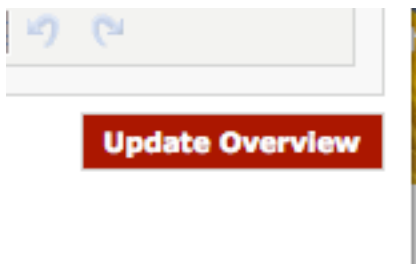
6. Select Insert



7. Save by clicking on the disk.



8. Update Overview.



9. Make sure you publish your changes.