

## Up-Loading PDF files and Pictures



The following folders have been created on the Web-Sever:

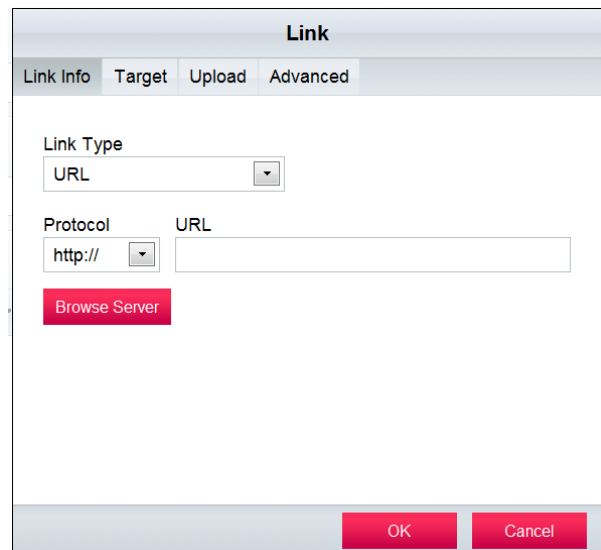
<ul style="list-style-type: none"><li>• Administration</li></ul>	<ul style="list-style-type: none"><li>• Health Services</li></ul>	<ul style="list-style-type: none"><li>• Technology</li></ul>
<ul style="list-style-type: none"><li>• Athletics:<ul style="list-style-type: none"><li>○ Basketball</li><li>○ Football</li><li>○ Tennis</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Home Page (for IT use only)</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
<ul style="list-style-type: none"><li>• Cafeteria</li></ul>	<ul style="list-style-type: none"><li>• Sands Publications</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>

If you need one created for you, just email either etr or str. Then you'll be able to follow the directions below to upload your own files (especially pdf's) whenever you need to.

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### PDF files:

1. Log onto the Whiteface website, and at the bottom of the HomePage, select "Website Login".
2. Login
3. Select Modify (or delete) and Entry
4. Navigate to the page where you wish to make editing changes (in this case adding a pdf file or picture
5. Enter the plain English text in the location where you wish to add a link to a pdf file
6. Select the text just created (highlight it)
7. Click on the World with chain-links across it:  (It's the left one of the two. The right one is used to "unlink".).
8. This window will pop up: 
9. You should be on the "Link info" TAB
10. Click on "Browse Server"
11. The new window that pops up will let you see all of the images (Images folder) or PDF files (Files folder) that have been uploaded.
12. Select the folder under either Images or Files that you want to place your uploaded file in.
13. Click on Upload (top of window)
14. Browse to your file to be uploaded (your N: drive maybe?)



The screenshot shows a dialog box titled "Link" with four tabs: "Link Info", "Target", "Upload", and "Advanced". The "Link Info" tab is active. It contains a "Link Type" dropdown menu set to "URL". Below that, there are "Protocol" and "URL" labels. The "Protocol" dropdown is set to "http://". The "URL" field is empty. A red "Browse Server" button is located below the "URL" field. At the bottom of the dialog, there are "OK" and "Cancel" buttons.

15. Select the file(s) you want to upload (you can go ahead and upload at this point as many as you want to upload during this session, each with its own link eventually somewhere on your web page. Just use repeat the instructions # 13-15 and upload to the web server all of your files.) Then from your page(s)
16. Once the path is present in the box labeled "Select the file to upload", then click on "Upload selected file".
17. The file(s) you wanted to upload will now be visible in the "Folders" window. Select the one (either pdf or image) that you want for the current link and double-click on it.
18. It will now be listed in the "Link" window that we started with (See #8 above) as the URL.
19. Click on "OK" and you're done.
20. For other links to be created to other pdf files or images, repeat steps 1 through 1-12 and 17-19, if you have already uploaded the pdf files or images earlier.

### **Images:**

It is possible for you to upload and link images if you want to (same directions as above, but because of the frequent need to "Photoshop" many of the pictures that do appear on our website, we will encourage you to just attach them to an email and sent them to either etr or str. Just tell where on your page(s) you want the image to be placed.