



Technology Helper

Uploading Items (Images, documents, etc) for Use On Your Web Site

I would strongly suggest you create folders for your items you want to upload to help you keep things organized. For example, you may want an images folder, a documents folder and a PowerPoint folder.

1. Open up your web page in FrontPage.
 2. Click once to highlight the folder you want to put your items in.
 3. Go to File:Import
 4. Click Add File.
 5. Find the files you want to upload.
 6. Click OK.
- You can now create hyperlinks to your documents etc.
 - If you are uploading PowerPoint presentations, make sure you upload all of the files and then create a hyperlink to the main file, not one of the directories.