

How do I upload files?

Go to Resources.

Select the **Resources** tool from the Tool Menu of your site.

Click Add, then Upload Files.

The screenshot shows a file management interface. At the top, it indicates the current location is 'Poetry 101 Resources'. Below this are several action buttons: 'Remove', 'Move', 'Copy', 'Show', and 'Hide'. The main area is a table with columns for 'Title' and 'Access'. The table lists several folders: 'Poetry 101 Resources', 'Poems', 'Poet Images', 'PowerPoints', and 'Readings'. Each folder has an 'Add' button and an 'Actions' button. The 'Add' button for the 'PowerPoints' folder is highlighted with a red box, and its dropdown menu is open, showing options: 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create HTML Page', 'Create Text Document', and 'Create Citation List'. The 'Upload Files' option is also highlighted with a red box.

	Title	Access
	Poetry 101 Resources	
	Poems	Entire site
	Poet Images	Entire site
	PowerPoints	Entire site
	Readings	Entire site

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To the right of the folder you want to upload the file, from the **Add** drop-down menu, select **Upload file**.

This displays the Upload Files page.

Click Browse.

Location: Poetry 101 / PowerPoints /

File To Upload	<input type="button" value="Browse..."/> No file selected.	
Display Name	<input type="text"/>	Add details for this item

[Add Another File](#)

Email Notification

Click **Browse** to locate and select the file on your computer.

Edit display name. (Optional)

Location: Poetry 101 / PowerPoints /

File To Upload	<input type="button" value="Browse..."/> Lecture01_PoeticForms.ppt	
Display Name	<input type="text" value="Lecture01_PoeticForms.ppt"/>	Add details for this item

[Add Another File](#)

Email Notification

By default, the Display Name is the same as the file name. You can edit the Display name here.

Note: The selected file name will appear to the right of the Browse button.

Click Add Another File. (Optional)

Location: Poetry 101 / PowerPoints /

File To Upload	<input type="button" value="Browse..."/> Lecture01_PoeticForms.ppt
Display Name	<input type="text" value="Lecture01_PoeticForms.ppt"/> Add details for this item

[Add Another File](#)

Email Notification

You can upload as many files as you want (within the site's uploading size limit) by clicking **Add Another File**.

Click Upload Files Now.

Location: Poetry 101 / PowerPoints /

File To Upload	<input type="button" value="Browse..."/> Lecture01_PoeticForms.ppt	
Display Name	<input type="text" value="Lecture01_PoeticForms.ppt"/> Add details for this item	<input type="button" value="X"/>

File To Upload	<input type="button" value="Browse..."/> Lecture02_19thCenturyPoets.ppt	
Display Name	<input type="text" value="Lecture02_19thCenturyPoets.ppt"/> Add details for this item	<input type="button" value="X"/>

File To Upload	<input type="button" value="Browse..."/> Lecture03_20thCenturyPoets.ppt	
Display Name	<input type="text" value="Lecture03_20thCenturyPoets.ppt"/> Add details for this item	<input type="button" value="X"/>

[Add Another File](#)

Email Notification

View files in Resources.

Location:  Poetry 101 Resources

<input type="checkbox"/>	Title 	Access
	 Poetry 101 Resources	<input type="button" value="Add"/> <input type="button" value="Actions"/>
<input type="checkbox"/>	 Poems	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 Poet Images	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 PowerPoints	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 Lecture01_PoeticForms.ppt	<input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 Lecture02_19thCenturyPoets.ppt	<input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 Lecture03_20thCenturyPoets.ppt	<input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 Readings	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site

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The files are uploaded and placed within the selected folder.