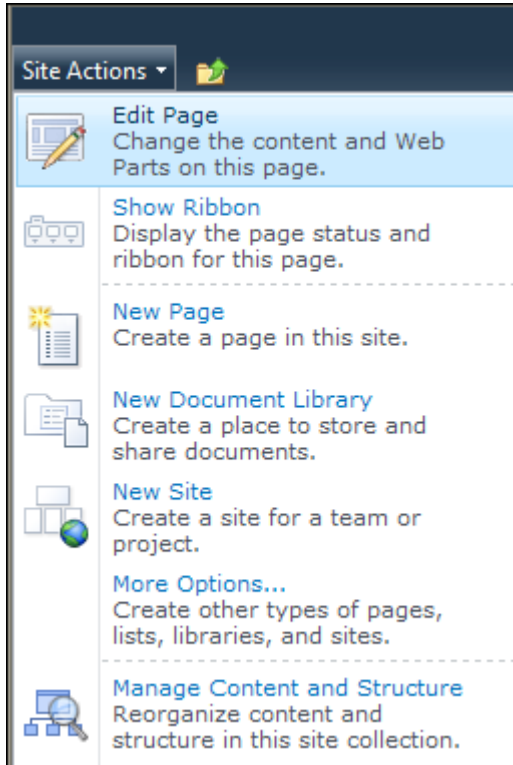
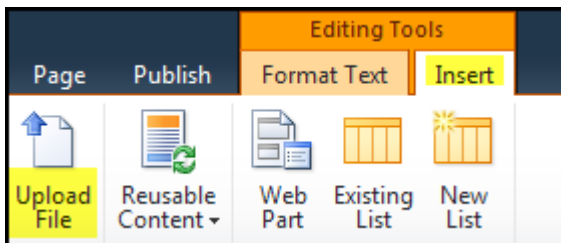


## HOW TO USE THE "UPLOAD FILE" FEATURE IN SHAREPOINT

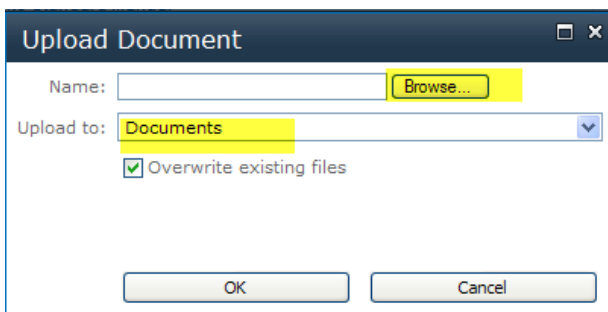


The first step is to go to the page in your website where you want to upload a document. Make sure you are in Edit mode.

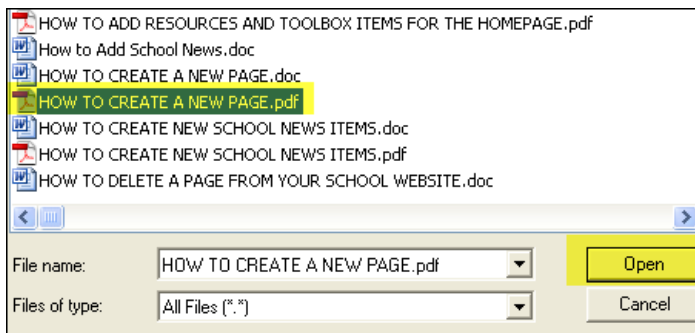
While in Edit mode, click the **Site Actions** arrow and select **Edit Page**.



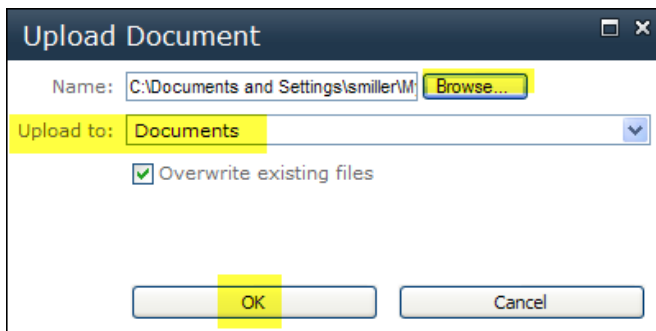
Click the **Insert** tab in the tool bar at the top and select **Upload File**.



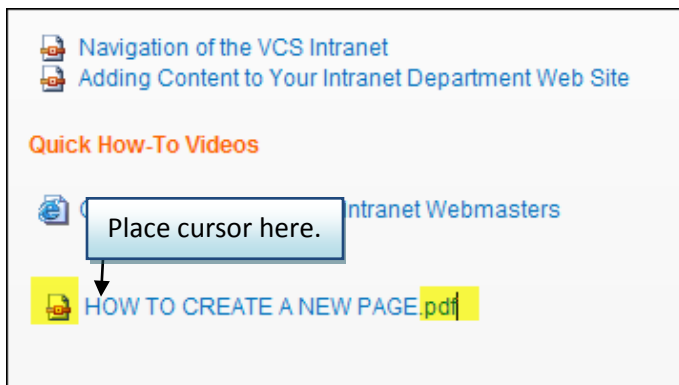
Click **Browse** to locate the document you would like to upload.



Select the document and click **Open**.

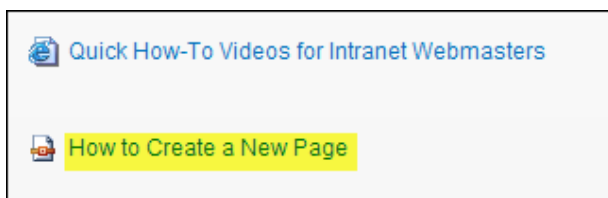


Make sure that **Upload to: Document** is selected.












Notice that the document icon is automatically inserted. Notice also the file extension at the end of this link. Let's go ahead and remove that.

Placing your cursor after the 'H' in 'How', continue to type "**ow to Create a New Page**". Now delete (one letter at a time) OW TO CREATE A NEW PAGE. pdf. This will eliminate using all capital letters for your hyperlink, which is bad web protocol. It will also eliminate the ".pdf" file extension.



Your new hyperlink should look like this.

	School Webmasters	4/5/2013 2:19 PM	Miller, Susan R.
	Adding Content to Your Department	2/6/2014 3:36 PM	Miller, Susan R.
	BlueLake Homepage	4/29/2013 4:19 PM	Miller, Susan R.
	FacultyStaff	11/5/2013 2:12 PM	Miller, Susan R.
	How to Add a Document from SharePoint to Your Page	7/3/2013 4:22 PM	Miller, Susan R.
	How to Add a Make A Payment Button	9/16/2013 2:47 PM	Miller, Susan R.
	HOW TO ADD CONTENT BY TYPING AND HOW TO EDIT PAGE TAB	1/21/2014 9:56 AM	Miller, Susan R.
	HOW TO CREATE A DOCUMENT LIBRARY IN YOUR TEAM SIT1	2/5/2014 12:44 PM	Miller, Susan R.
	HOW TO CREATE A NEW PAGE <small>NEW</small>	3/3/2014 2:16 PM	Miller, Susan R.

Know that when you follow this procedure the document you uploaded is now in the Documents folder in your Document Libraries.

**SUPPORT:** For additional questions or assistance, dial extension 20000 for Support Services or send an e-mail to [custserv@volusia.k12.fl.us](mailto:custserv@volusia.k12.fl.us). After transition to SharePoint, training videos and helpful documentation may be found on the district Webmaster Training Website at <http://intranet.volusia.k12.fl.us/departments/propeller/Pages/default.aspx>.