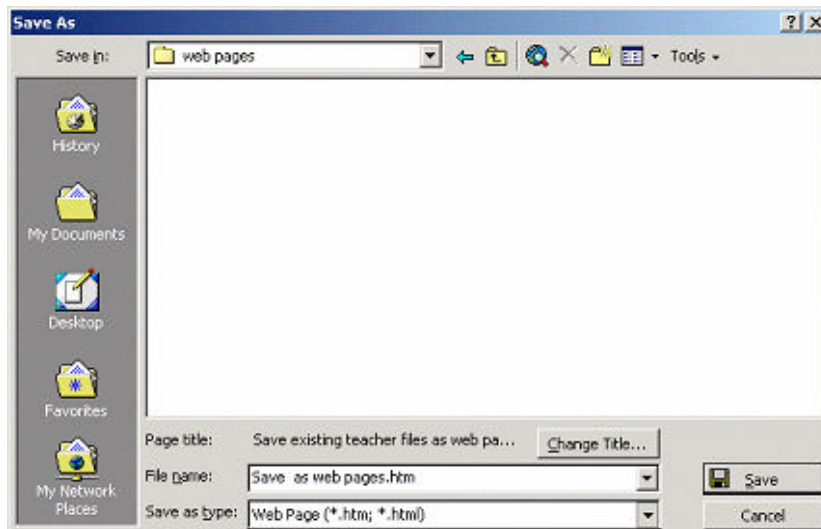


# Save Files as Webpages and Upload

## Save a file as a webpage and upload

Saving a file as a webpage (html format) enables a file to be viewed regardless of what software is available on the PC.

1. Create a new document or open an existing document.
2. Go the FILE drop down menu and choose 'SAVE AS'
3. In the 'Save as type' box choose 'Web Page' as shown below.



4. The file(s) can then be uploaded as normal into any digitalbrain folder.

## Wrapping Webpages in the digitalbrain Portal

The html of a webpage can be altered so that when it is uploaded into digitalbrain the page appears wrapped in the portal.

To 'wrap' newly created webpage's in the digitalbrain portal the html file will need to be edited as follows:

1. Go to the **NOTEPAD** application on your computer.
2. Open the webpage (the htm, or html file).
3. Remove the <html>, <head> and <body> tags from the start of the document, including everything that is contained within the <head> </head> tags.
4. For a webpage to fit perfectly within the Digitalbrain framework, it must be no bigger than 738 pixels width. You may have to adjust the tables to achieve this.
5. Remove the ending </body> and </html> tags from the code.
6. At the very top of the page, before any code or text, insert an extra line:  
<%wrapfull%>
7. Re-save the page and upload it into a yellow folder.