




Uploading Files

Uploading files into yellow folders

1. Click the  to return to your homepage.
2. Use the **Go to** drop down menu in the digitalbrain toolbar and select **My Webspaces** .
3. Click **INTO** the yellow folder to upload the files into.

*N.B. to create a yellow folder to upload into, simply click the **NEW** button from the toolbar, select **FOLDER** then click **NEXT**, enter a name for the folder and click **NEXT**.*

4. Click the  button from the left to be taken to the upload screen to select the files to upload.

Uploading

What would you like to upload?

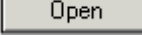

File 1:	<input type="text"/>	<input type="button" value="Browse..."/>
File 2:	<input type="text"/>	<input type="button" value="Browse..."/>
File 3:	<input type="text"/>	<input type="button" value="Browse..."/>
File 4:	<input type="text"/>	<input type="button" value="Browse..."/>
File 5:	<input type="text"/>	<input type="button" value="Browse..."/>

Click on a browse button, then choose the file you want to upload. Alternatively, type its location directly into the text box. When you are ready to upload press the upload button.

Note: the system imposes a 15MB (15728640 bytes) size limit on each upload. Your ISP or proxy provider may also enforce limits on the amount of data you can upload.

5. Click on the  button to the right of the File 1 box.

This will take you to the local drives on your computer.

6. Locate the file to upload and double click or select it and click .
7. Continue for up to 5 files of a maximum of 5mb in size.
8. Click .
9. The uploaded file(s) will now appear in the selected folder.