

Uploading Documents To Your Teacher Web Page

- This single file cannot exceed **15 MB** in size. You can upload an unlimited number of files, but each individual file may not exceed the **15 MB limit**.

Before you begin, open your document in SOCS so that you are able to edit it. When you are ready to insert/upload a document/file, follow the steps below.

- 1) Place your cursor in the location where you want the link to your document to appear.
- 2) In the menu bar, click on **“Insert”** and select **“Local File...”**. A small window will appear: **“Insert Local File Dialog Box”**.
- 3) Click on the **“Browse”** button and search your computer for the file you wish to upload.
- 4) Select the document and click on the **“Open”** button. This will take you back to the **“Insert Local File Dialog Box”** from the SOCS browser.
- 5) Under your file location, you will see **“Hyperlink text to display:”**. Type in the name of the document you wish to be seen by your students.
- 6) If you would like a tip to appear when your students place their cursor over the hyperlink, type that tip into the **“Hyperlink screen tip:”**.
- 7) When you upload a document the default target frame is **“New Window”**. You can change this in the lower left hand corner of the **“Insert Local File Dialog Box”**.
- 8) When you have all you need, click on **“OK”**. You should return to your SOCS editing page and see your hyperlink to your document on your page.
- 9) To edit the color, font, or size of the link, highlight the words with your mouse and use the editing features in SOCS. Remember, the color of your link may look blue while you are editing, but when your web page is live on the web, the hyperlink will appear with black words. If you would prefer a color, change it before you submit your page. GOOD LUCK!