



Activity 3: Uploading a Document

1. In order to upload an existing document you just need to click on the **Upload** button on the Menu bar.

2. The path to your document will appear in the form field next to the **Browse** button. If the file is not on your computer but can be accessed via the web you can also type in the URL in the second form field. The third form field allows you to change the name before uploading. When you have completed these steps you will click on the **Upload File** button.

 A screenshot of the 'Upload a File' dialog box. It has a blue header bar with the title 'Upload a File'. The main area is white. On the left, there are three form fields: 'Browse your computer to select a file to upload:' with a 'Browse...' button, 'Or enter the URL of a file on the web:', and 'What do you want to call it? (if different than the file name)'. Below these fields is an 'Upload File' button. On the right side of the dialog, there is a section titled 'Types of files that you can upload:' followed by three categories: 'Documents (up to 500KB)' with sub-items 'HTML files and plain text (.txt)' and 'Microsoft Word (.doc), Rich Text (.rtf), OpenDocument Text (.odt) and StarOffice (.swo)'; 'Presentations (up to 10MB from your computer, 2MB from the web, 500KB via email)' with sub-item 'Microsoft PowerPoint (.ppt, .pps)'; and 'Spreadsheets (up to 1MB)' with sub-items 'Comma Separated Value (.csv)' and 'Microsoft Excel (.xls) files and OpenDocument Spreadsheet (.ods)'. At the bottom, it says 'PDF Files (up to 10MB from your computer, 2MB from the web)'.

4. Your file should now appear in your main window.

You can even email in your document. See Image below

Email-In Your Documents and Files

You can start new online documents by emailing them directly to this email address:

@prod.writely.com

To try it, start a new email to the address shown above and:

- **Enter some text and send the message.**
 - The message text will be entered into a new online document.
 - The title of the document will be the subject of the email message.
- **Or, attach a supported document**
 - Each attached document will be converted to HTML and appear as a separate document.
 - The title of each document will be the file name of each attachment.
 - With attachments, the message text itself will be ignored.

You can use this as a quick way to get a document online, or as an adjunct to how you currently collaborate with others (by forwarding an email that contains an attachment).

Please Note

- *This email address is unique to you.*
The address itself is long and complicated-looking just to help keep people from guessing it.
- *You should receive an email confirmation for each document.*
If you don't receive a confirmation message, that means the document(s) didn't make it online. If this is the case, please make sure you are using the email address shown above and that your e-mail is functioning correctly.
- *This feature doesn't work with spreadsheets and PDF files.*