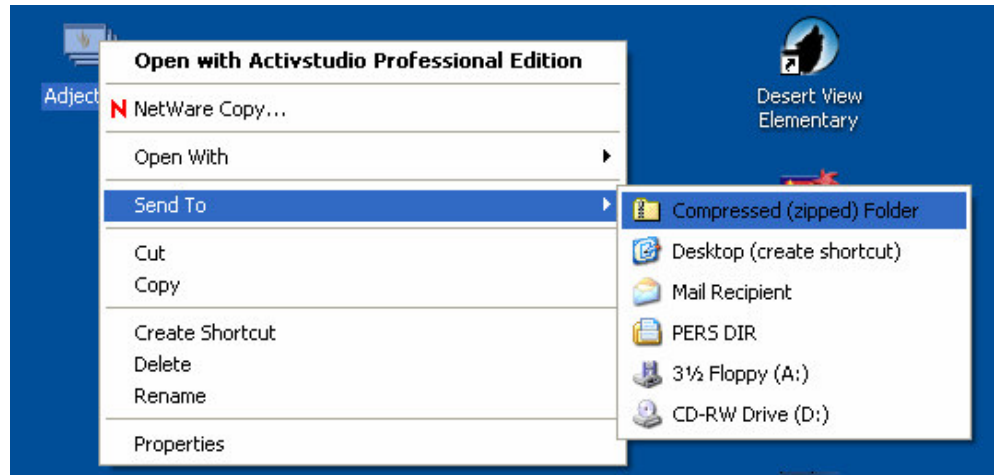
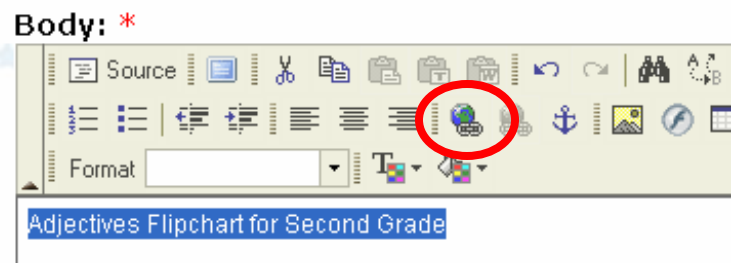


# How to upload flipcharts to your Website or Blog at your school

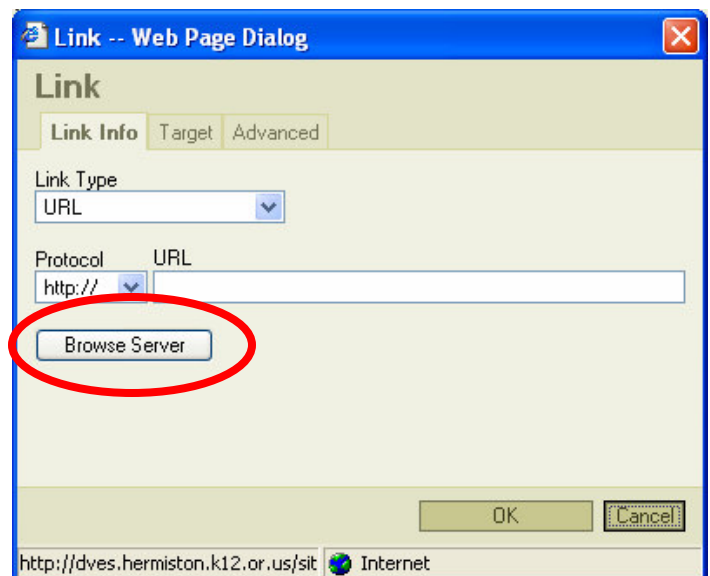
- It is easiest to complete this task if a copy of your flipchart is on the desktop.
- Right click on your file, and choose SEND TO – COMPRESSED FILE
- When done you will have a zipped file with the same file name on your desktop.



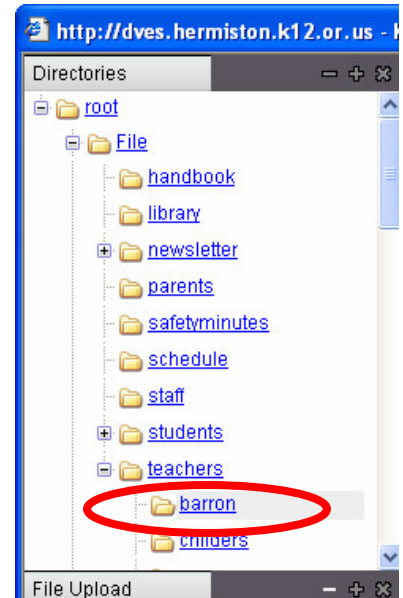
- Login in on your school website.
- Go to your blog and create a new post.
- In this new post highlight the words you've typed that will be the link to your flipchart.
- Click the link button



- Once link button is pressed you will get a new dialog box and click Browse Server. You will get a second dialog box appear.



- Navigate to your folder by clicking on File – Teachers- and finding your name. Circle is highlighting Barron folder, so be sure to select Your Name.



- In the File Upload section, click Browse button, locate the zipped file off your desktop and then choose Upload Button. You will see the name of this file appear in the Directory space as an icon on the right.
- Double click on the icon of the file you want to link, this will close the second dialog box and show you the first dialog box again, this time with the file name as the URL.
- Click OK to close this first dialog box.
- Then click Submit to finalize your post on your blog or website.

