

How to Upload Files & Create Links

www.magicinet.com/pdf/fileupload.pdf

Uploading files to for your website is a simple process – even if you consider yourself “computer illiterate”.

File uploads are useful when you want to create a link to an image, photo, MP3 file, video playback file, or a PDF file on your website. Most files that you link to can be either viewed directly on your site, or downloaded by the user.

Here’s how to upload your files:

- 1) Log into your site ADMIN area
- 2) click on Host Manager
- 3) click on File Manager
- 3) open the folder – public_html
- 4) scroll to the bottom of the screen and do the following:

create new file – leave blank

create new directory – enter the name of a folder where you will be keeping audio files eg: if you’re uploading MP3 files, your folder name might be mp3files

upload single file – leave blank for now (you’ll be using this field later when you open your new folder)

- 5) click on the “create” button to the right of the “create new directory” field to complete that process.
- 6) if it is not already open, open your new folder – this is where you will store your MP3 files
- 7) scroll down to the “upload single file” area and click on “browse” to find the audio file on your computer that you want to upload.
- 8) click on “upload” to upload that file to your new website folder.
- 9) after uploading, you determine the path for linking to that file by looking at the top of the page containing your file. You should see a path similar to:

/ home / public_html / images ->
<http://yourwebsite.com/yournewfolder>

Only the bottom line is important.

10) to link to your file you’ll need to create a link using this path PLUS the filename (let’s assume the file is named “myvodemo.mp3”). So when you create a link on a web page, you’ll highlight the words for the link, click on the LINK option icon and enter the path. A link to the file “myvodemo.mp3” would look like this: (of course, “yourwebsite” would be your domain name.)

<http://yourwebsite.com/yournewfolder/myvodemo.mp3>

This process can be used to upload and link to images, audio files, video files, PDF files.