

Importing Files

Before you post a file (.doc, .pdf, .jpg, .gif, etc.) to your Web site, first import it into TeamSite. Before importing your file, be sure to name it using the proper naming convention. Use all lower case (including the extension) and insert underscores between names.

Sample file name: car_radio_80x80.jpg

The maximum file size for imported files is five (5) megabytes. Split files that are over five (5) megabytes into separate pieces or chapters. Save the imported file to your drive or desktop.

Import all documents (including pdf) to the documents folder. Import all images (.jpg, .gif, etc.) to the images folder.

Instructions:

1. Open TeamSite and click the Content tab.
2. Navigate to the TeamSite folder you wish to import the file(s) TO.
3. Click on the word Import (near the center of the page), or click on the File drop-down menu and select Import. (See Figure 1)
4. A directory window will open; navigate to the directory you will import the file FROM. (See Figure 2)
5. Double click the folder where you saved your file. Double click the file you want to import (or click on the Add button).
6. Repeat steps 5 and 6 to add additional files.
7. Click the Import button once you have added all your files. (See Figure 2)
8. A pop box will appear displaying the progress of your imported files. When the import is complete, TeamSite will display the imported files in the location you selected in step 2.
9. At this point, you can create hyperlinks TO the imported files within a TeamSite template, or submit the imported files to the workflow. Note: It is not necessary to publish files prior to creating links to them.
10. To publish the newly imported files, click the box in front of the file(s) name in the directory.
11. Click the Submit button (See Figure 2) to send your files through the Workflow process.

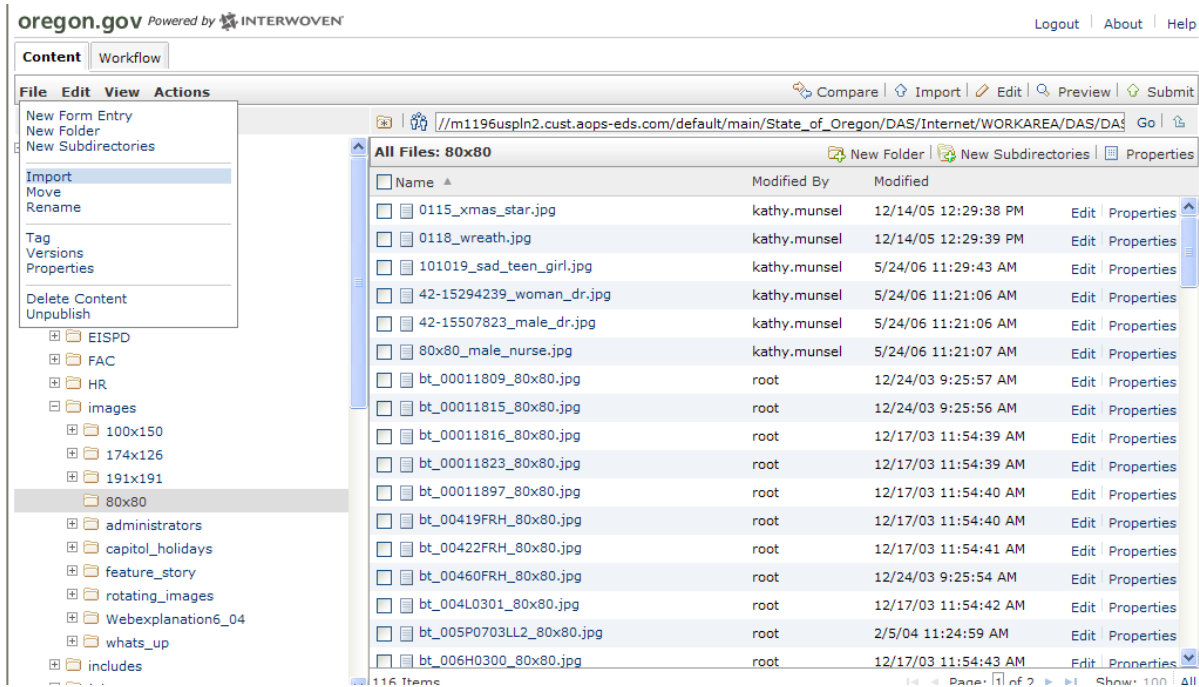


Figure 1 – Click on Import

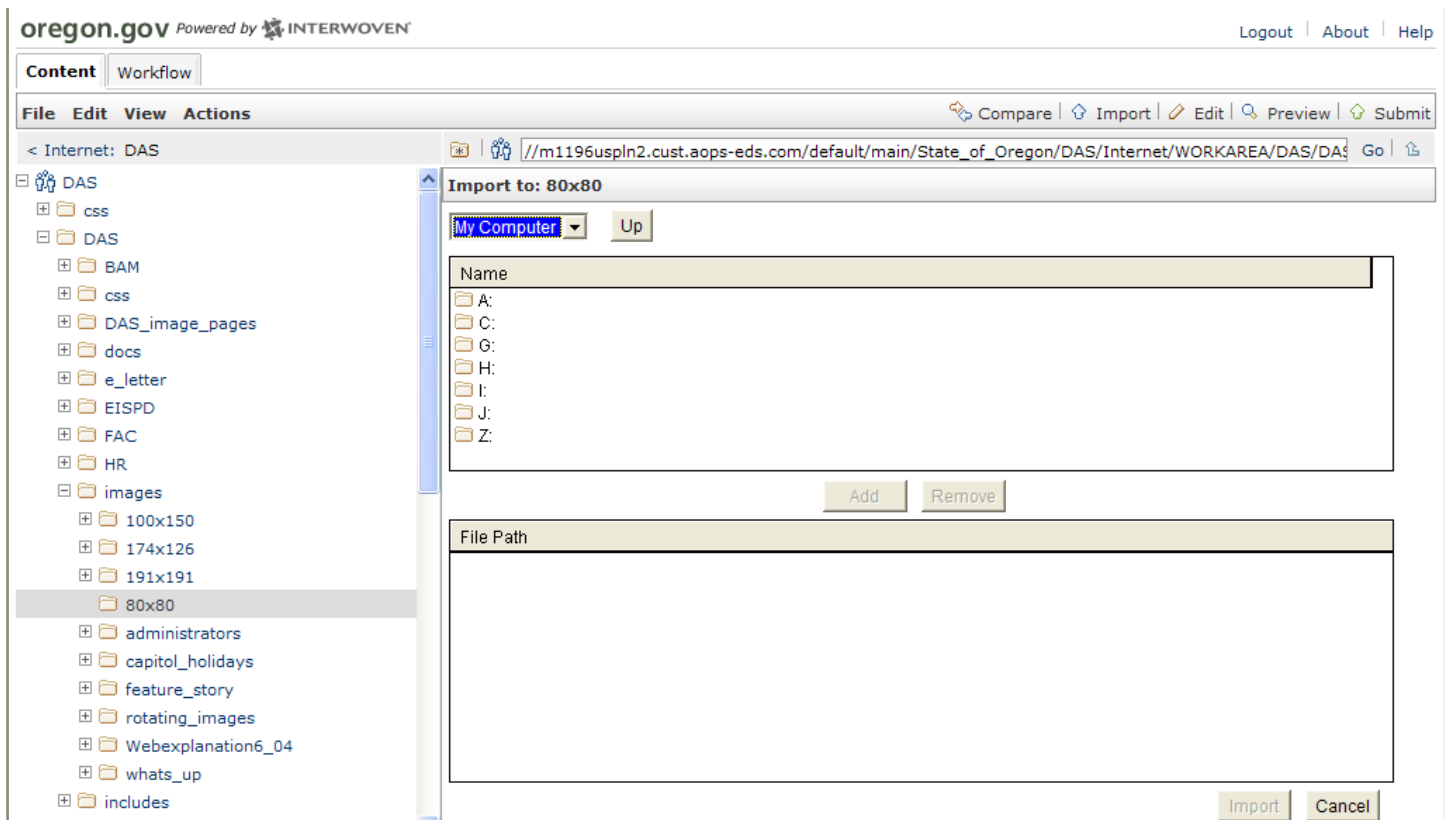


Figure 2 – Navigate to the directory to locate your file