

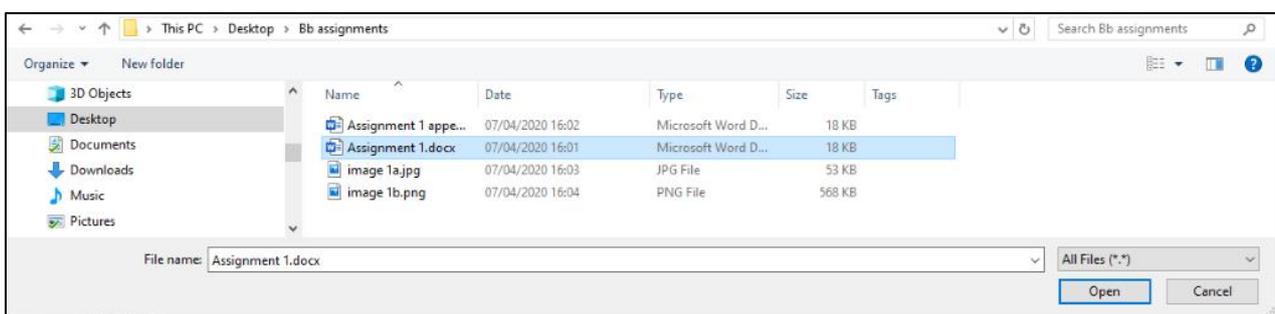
## EXAMPLES OF HOW TO UPLOAD FILES

Below are some examples of the types of files that might be used for an assignment.

Always check the assignment instructions for the type of file you should use and what the format of the file name should be.

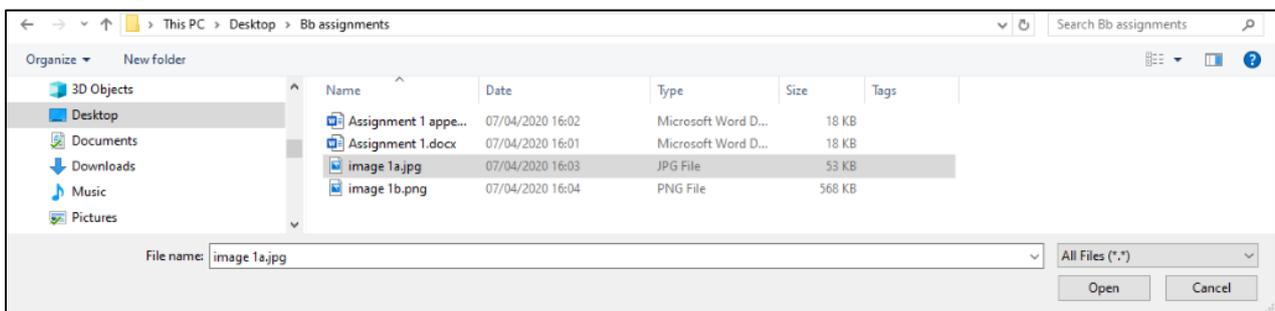
### 1. UPLOADING A TEXT FILE

To upload a text file, browse your computer and select the file to upload. The filename will be listed in the text box next to the 'Open' button (see screenshot below).



### 2. UPLOADING AN IMAGE FILE

To upload an image file, again browse your computer, select the file to upload and check the filename is correct before selecting 'Open' (see screenshot below).

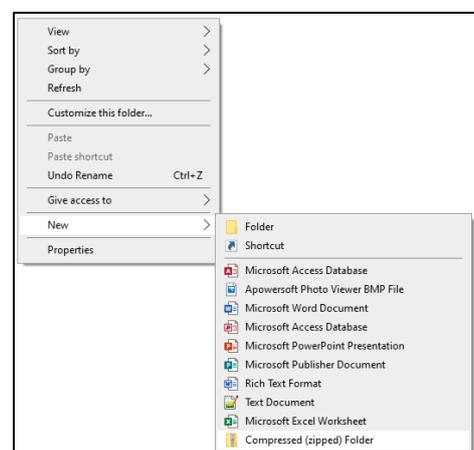


### 3. UPLOADING MULTIPLE IMAGE FILES

To upload multiple image files, there are two methods: (1) copy your images into a zipped folder and (2) paste your images into a Word document.

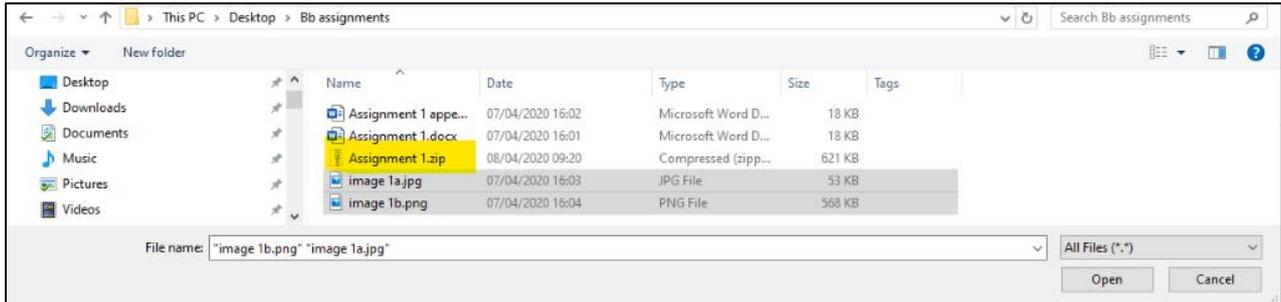
#### 1. Copy your images into a zipped folder

Create a zipped folder by browsing to the folder with your assignment files in Windows Explorer. Right-click on the white space within the folder, select 'New' and then select 'Compressed (zipped) Folder'.



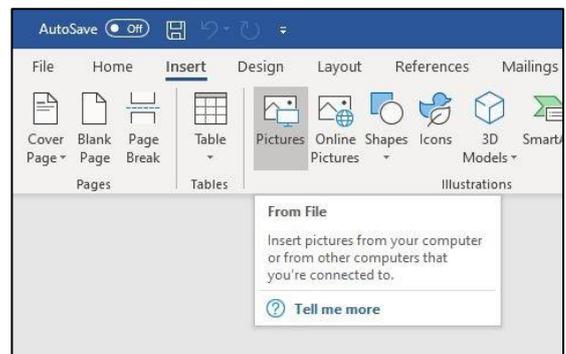
Select the files for your assignment. Select more than one file on a PC by holding down the 'Ctrl' key, or the ⌘ key on a Mac device, and select each file to be uploaded. Copy or drag the files into the zipped folder (see screenshot below).

To upload a zipped file, follow the same procedure as for uploading a text or image file.



## 2. Paste your images into a Word document

Alternatively, you can copy your images into a Word document, using 'Insert' > 'Pictures' and selecting the images from your folder.



## 4. UPLOADING A COMBINATION OF IMAGE AND TEXT FILES

To upload a combination of image and text files, follow the same procedure as uploading multiple image files (above). Ensure that all the files to be uploaded are contained in your zipped file before uploading.



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