

Uploading files

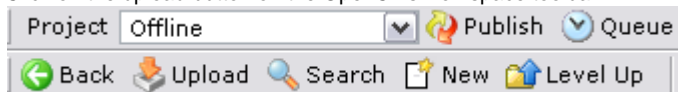
Don't upload Word, Excel or PowerPoint documents

- If you are creating a form for people to fill in, contact web-support to ask for a [web form](#).
- If you are sharing a presentation, create a PDF version or upload it to [sli deshare.net](#)
- If you are sharing a spreadsheet, use [Google Docs](#) or the [LMF](#)

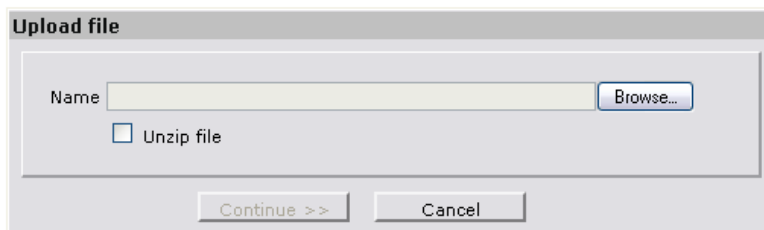
Tip

If you are uploading multiple files, zip them first for ease of uploading.
[How to zip files in Windows XP](#)

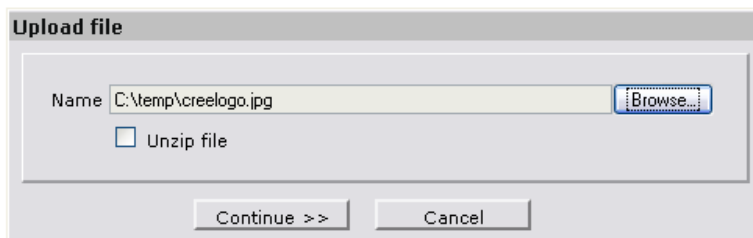
1. Click on the upload button on the OpenCms workspace toolbar.



2. Browse for the file to be uploaded.



3. If it is a zip file (which you can use to contain multiple files), check the box next to "Unzip file". Otherwise, click Continue >>



4. In the select file type window, **leave it as the suggested file type**, and click Continue >>
5. In the Properties window, give it a meaningful title (this will be used as the page title or image tooltip text).
6. Click Finish

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