

## Getting Files into your Website

### Import and link to a file

If you import the original file into your website, you can then link to that specific file. In most cases, this will work fine. But, once you publish to the server and make the file available on the Internet, if the receiving computer doesn't have the application to open that file, you'll have a problem and you'll want to use the alternate method.

#### Import an existing file

1. In FrontPage (FP), click **File > Import**. This brings up a dialog box. You can select several files to import and then bring them in all at once.
2. Find the **Add File** button to the right side. Click it and navigate to the file you wish to import.
3. If you want to import additional files, click **Add File** again until all files have been chosen.
4. Now click **OK** at the bottom of the dialog box and the files are brought into your FP website.

Remember: this will work with any file, so long as the receiving computer has the necessary application to open the file. To avoid that problem, print the document as a .pdf before you import it . . . Adobe Acrobat Reader is free.

### Insert a file into a web page

FP can also 'insert' an existing .html file into one of your site's pages. You'll need a place to put the incoming information, so either create a new page or plan to put into an existing page (this would work well for your lesson plans).

#### To insert an HTML file into a webpage

1. In the original application (i.e.: Word), use the **File > Save as Webpage** process and save the file to the desktop.
1. Put your cursor at the exact place you want the file to be inserted. This may be at the top of a new page or at a spot in an existing page.
2. Click **Insert > File**. This brings up a dialog box.
3. Navigate to the file you wish to insert and click it.
4. Click **Open**. FP inserts your HTML file beginning where your cursor was located.

Note: this works best with MS Office documents. If you have a file from some other application, I would suggest creating a PDF file and then using the Import File and Link process to make it available.