

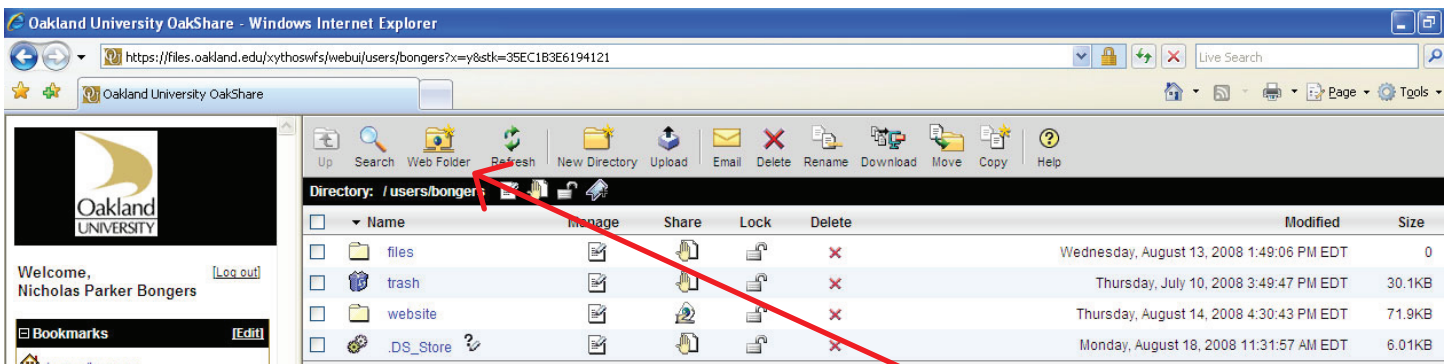
# ..... UPLOADING MULTIPLE FILES OR FOLDERS .....

Dragging and dropping files and folders can make the uploading process much faster than uploading just one file at a time. PCs and Macintosh computers have a slightly different process for executing this.

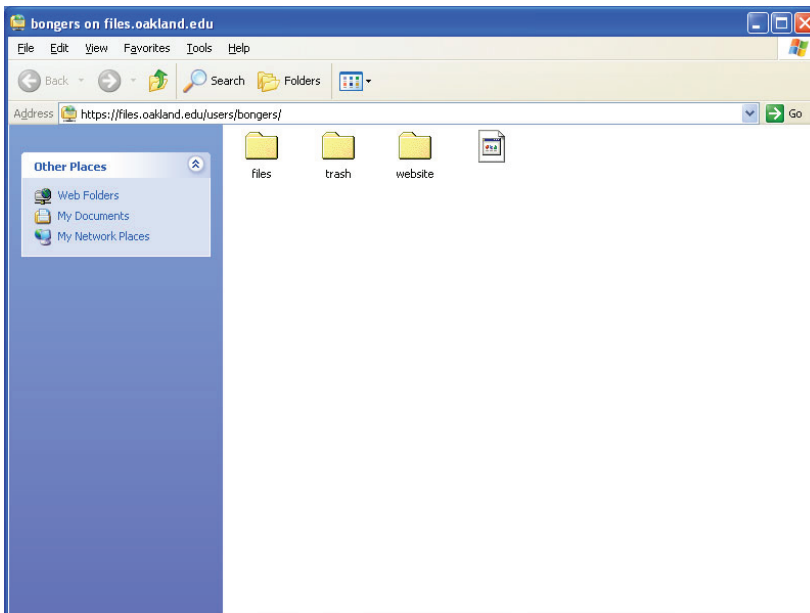
\*NOTE:

Website structure is very important. Remember if you had a .html folder and an images folder on your computer, you will need to have those folders inside your website folder in Oakshare. If you do not keep the same file “relationship” as you had on your computer the website will not link up, navigate, and images will be missing. With this way of uploading files, you can drag entire folders into your Oakshare folders.

# ..... UPLOADING MULTIPLE FILES USING A PC .....



1. Make sure you are using Internet Explorer. The Web Folder button will not appear using FireFox or any other internet browser. Click on the Web Folder button.



2. Your folders will appear in a new window (left). You can drag and drop any files you want in Oakshare to the appropriate folders. This is the preferred way to put websites on Oakshare using a PC. Just drag and drop!