

## FrontPage 2003

### Lesson 12 – Import Files



## File Types

Any type of file can be imported into a web site. This includes web pages, word processing files, spreadsheets, image, and graphic files. For example, the files created in these training sessions on the zip disk can be imported into a UW development web site. To demonstrate the process, two documents will be created in Word and imported into the Practice web site.

## Create Sample Documents

1. Open Microsoft Word.
2. Create a new document.
3. Type the title, **Sample Document 1**.
4. Press **Enter**.
5. Type **=rand(4,6)**. This creates four paragraphs with five sentences.
6. Save the file to the My Documents folder on the C:\ drive, and name it **sample1**.
7. Create another file with the title **Sample Document 2**. Name the file **sample2**.
8. Close Microsoft Word.

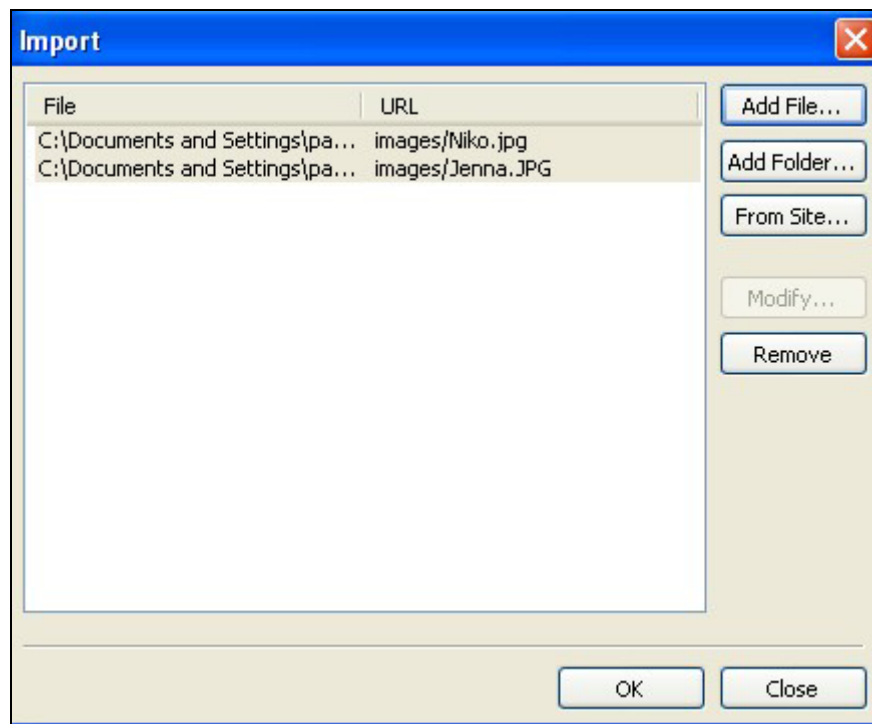
## Importing Files

1. Open the **Practice** web site.
2. Create a folder named **academics** in the root directory of the web site.
3. Highlight the **academics** folder.
4. Click **File > Import**. The Import dialog box displays. See Figure 1 on page 2.
5. Click the **Add File** button.
6. Navigate to the **My Document** folder.
7. Highlight the **sample1** and **sample2** files.

**Note:** Press and hold the **Shift** key after highlighting the sample1 file. Then, highlight the sample2 file.

8. Click **Open**.
9. Click **OK**.

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**Figure 1. Import Files**

10. Click the **plus sign** in front of the *academics* folder to open it to display the documents.