

Uploading zip folders, files and maps

Uploading (a) zip folders, files or (b) maps to BWARS website folders

A. To upload a zip folder or other file direct to the website's folders:

1. Log in and click on your name at the top right of the screen

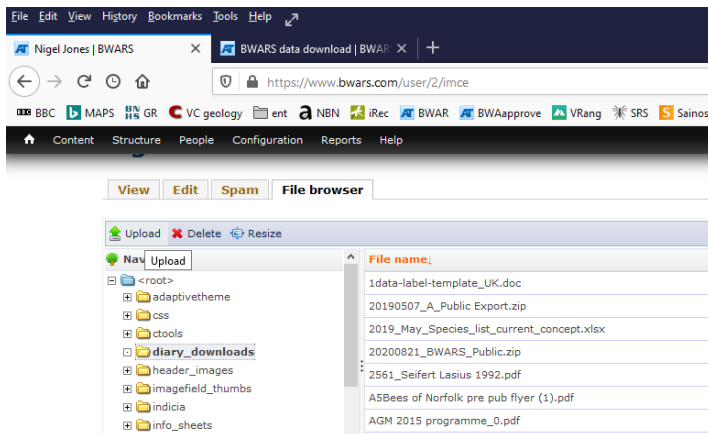


2. Then in the page that opens, click on file explorer

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View Edit Spam File browser

3. Then click to open the diary download folder and use the upload button to upload the zip folder or other file to the diary download file.



B Uploading maps: use the same process but add maps files to the “maps” folder.

4 To make a link to the zip folder or other file

> highlight the proposed hyperlink text in the page and

> select “insert hyperlink”

> click on “browse server”

> click on “root”

> navigate to the folder holding the file you wish to link to and click the desired file/folder