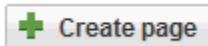


How to add a filing cabinet to your Google Site

A filing cabinet is a useful tool to use, in order to get files or pictures to the people that view your website. It is easy to add, and easy to update the information if needed. This is a great way to distribute documents to a class or team.

- 1.) First log in to your site, making sure to go through the Google sites link, so you can actually edit your site. When on your site click on the **Create Page** link.



- 2.) Next click on the picture of the **filing cabinet**, then go ahead and name your filing cabinet, probably something that identifies it as a filing cabinet. Then you can go ahead and choose where you want the link to appear, you can put it on the top level of your website, or on the sidebar, try and keep it consistent for all of your links, you wouldn't want people getting confused at where certain links are located.

Select a template to use ([Learn more](#))




Name:

Your page will be located at: </a/lpsk12.org/ms-debaca-s-world-history-website/home/file-cabinet> [Change](#)

- Put page at the **top level**
- Put page under **Welcome World History Students**
Welcome World History Students > File Cabinet
[Choose a different location](#)

- 3.) Click **Create Page**, to get your filing cabinet created.

- 4.) Now to add a file click on the **Add File** button 

- 5.) Then click **Browse**, to search through your files on your computer, until you find the one that you would like to add. You can also add a file off a website, or a website, by filling in the URL for the site. You can also add a description. Remember to click **Upload** and your files will appear on your site.

