**Hello and welcome to the tutorial on uploading documents, images and videos to your website.**

**Once you have decided the documents, images and videos you’d like to use, save these in a folder on your desktop.**

**On your home page, click ‘documents’. This gives you an upload section.**

**From here you can upload single documents and multiple documents.**

**Click ‘Upload a new file’ and click ‘choose file’. Next upload the document you have selected. Click Submit. Your document will now be uploaded.**

**If you have multiple documents, click here (hover over muiltple files) and upload files as required. The process is the same.**

**If you wish to add a folder to keep documents within, you can do this here (hover over it)**

**The process is the same for images, you can access this by clicking images on the home page.**

**From your home page click ‘Videos’. This gives you existing videos you have uploaded.**

**To add a new video, Click ‘Upload a new video’ and click ‘Choose file’ choosing the video you have selected. Click submit.**

**Your video request will now be sent to Gateway to upload to the streaming service – once ready the URL will appear next to the file name.**