

# Uploading to a Website or Form

A calm, printable guide for one real digital skill.

Simple

Step by step

Printable

Beginner

## Content preview

### Choose one file for a site

You are not behind.  
This just was not explained yet.

## WHAT'S INSIDE

- What upload means on a website
- How to use Upload or Choose File buttons
- How to confirm the website received the file

# What you'll learn

## A quick map before you start

- What upload means on a website
- How to use Upload or Choose File buttons
- How to confirm the website received the file

You don't need to learn everything today.

**Just start here.**

# Upload means give the website a file

## What this is

Uploading happens when a website asks for a file from your device.

### Try this

- Find the page asking for a file
- Look for Upload or Choose File
- Pause and decide which file you need

**Tip** The website is asking you to point to one file.

# Use the file picker window

## What this is

After you click Upload, a file picker opens.

That window is your device asking what file to use.

### Try this

- Look for Downloads or Documents
- Open the folder where the file lives
- Select the file once

**Tip** If the window opens, the upload process started.

# Confirm it worked

## What this is

Most websites show the file name after you choose it.

That name is your clue that the site has the file.

## Try this

- Look for the file name on the page
- Check that it is the right file
- Continue or submit when it looks right

**Tip** If the wrong file appears, remove it and choose again.

DONE

# You finished this

You learned how websites receive files.

Uploading is choosing one file for a website.

That is a skill you can repeat.

If you ever get stuck, you do not have  
**to figure it out alone.**

[youreinprogress.com](https://youreinprogress.com)

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You're making progress.