

[How to Upload a File](#)

Page published by Douglas Priest on Tuesday, July 9, 2013

Subscribers can upload and submit files to their network. These files can be in any common format and include video, audio, word-processed documents, or images. All files are moderated by the network editors and subject to their approval before being published.

Important: Remember that you must have rights under the **Creative Commons License** in order to upload a file to the H-Net Commons.

Files uploaded to the server should be keyworded by the contributor uploading the file.

To embed any file in a page or post, it must first be:

1. uploaded to a network via "Upload a Resource" (instructions below).
2. embedded in the post using the "embed a node" applet.

To upload a file to the server so that it can be displayed on pages and in posts:

Be sure you can locate the file on your computer. The following file types can be uploaded: jpg jpeg gif png txt doc docx ppt pptx xls xlsx pdf odt ods odp mp3 mov m4v mp4 mpeg avi wmv ico.

Find the Upload a Resource button in the right sidebar:

The screenshot shows the H-Net website interface for the H-Russia network. At the top, there is a navigation bar with links for 'All Networks', 'People', 'About', 'Donate', 'Contact', 'Help', and social media icons. Below this is a search bar for 'H-Net' and a 'Go' button. The main header area features the H-Net logo and the text 'Humanities and Social Sciences Online'. A large banner image shows a map of Russia with the text 'H-Russia' overlaid. Below the banner is a secondary navigation bar with 'Home', 'Discussions', 'Reviews', 'Resources', 'Links', and 'Blogs'. A search bar for 'H-Russia' is also present. The main content area includes a 'Welcome to H-Russia' message, a 'Recent Content' section with a discussion titled 'Kritika, Volume 17, Number 1 (Winter 2016) Contents', and a right sidebar titled 'Manage H-Russia'. The sidebar contains a 'View' link and a list of items: 'Network Staff List', 'All Content', 'Sponsors', 'H-Russia Resources', 'About This Network', 'H-Russia List Discussion Logs', and 'H-Russia Reviews'. A purple arrow points to the 'H-Russia Reviews' link.

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for the community

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- H-Eurasia-Food
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Uploading a file is very similar to submitting a discussion.

You will notice one addition to the submit form. Use the **“browse”** button to locate and navigate to it on your computer, and click **“upload”** to transmit it to the server.

