**Logical activities when uploading a multimedia file**

1. **Collect the files to be uploaded.**

* **Rename the file.**
* **Identify its equivalents (e.g. artwork).**

1. **Locate the files and its equivalents to the Website folder.**
2. **In the Web page editor, introduce the file to the web pages through codes in the following order :-**
3. **Specific file page(file.html)**
4. **Artists` specific page (e.g. : jaytway.html)**
5. **Home page{Latest (index.html)}**
6. **Trending page(if needed)**
7. **If it is a video, add it to the videos page**
8. **Save all these then send them to your web server**

**Other key features to take note**

* Date update
* ID s