# How to up-load Pictures and Documents to PurpleMash

If you have completed a task on paper, you might want to share your work with your teachers. Make sure that you ask your parent's permission before you do this. To do this, follow the instructions below:

1. Take a photo of your learning and save it on your computer in a place where you can easily find it.
2. Login to PurpleMash and click on the **'Work'** icon (yellow folder) on the main menu.
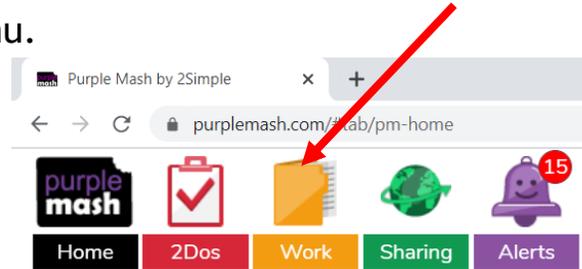
3. Click on the '**My Work**' file. This will make sure that your work is saved in your personal file.
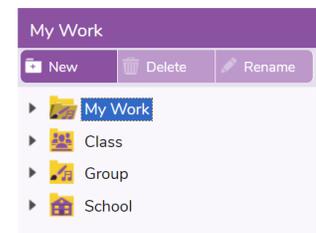
4. You will be able to see the files in your work file in the main section of the page. Above this section click on the '**Upload**' icon

5. You then need to find the document/photo that you would like to upload on your computer. You may need an adult's help to do this.
6. Select the file and upload it to PurpleMash. It will now appear in your work folder and will be visible to you and your teacher.

Remember: Don't upload or share anything you wouldn't want your parents, carers, teachers or future employers seeing.