

Making the Most of Files & Folders

Schoolwires[®] Centricity2[™]

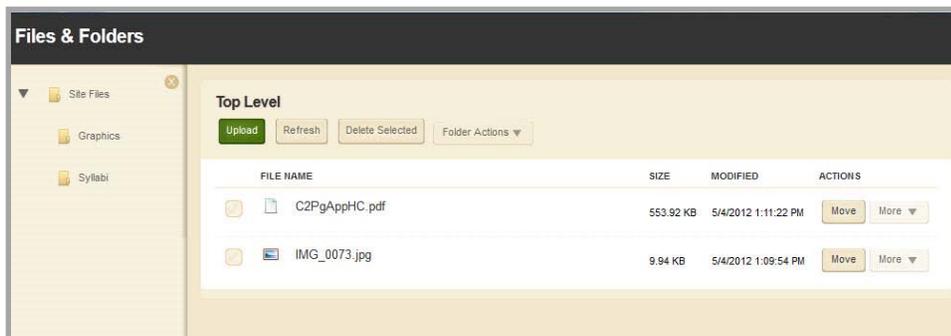


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Introduction

Each workspace (i.e., Site, Subsite, Channel and Section) has its own storage area, which is called *Files & Folders*. You can think of it as the locker in which you store all the files that you use in your workspace. Only users with editing privileges that allow access to a particular workspace have access to its *Files & Folders*.



How Files are Stored in *Files & Folders*

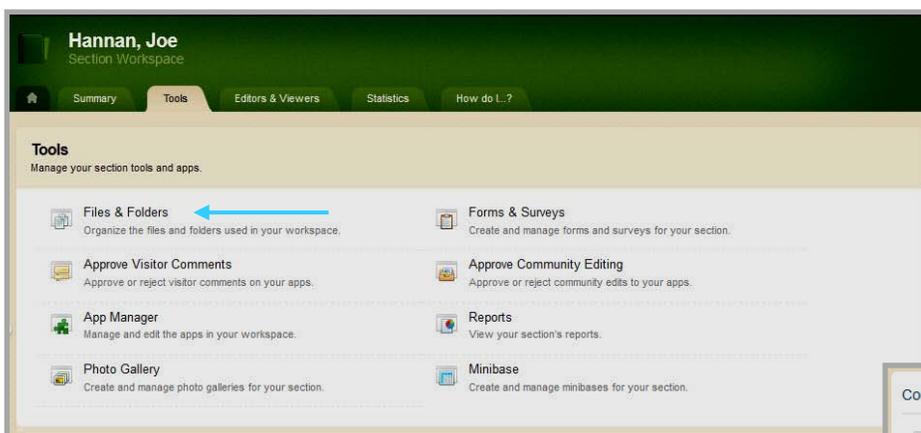
When you use the wizards like Insert Image or Insert File Link within the *Schoolwires Editor*, those files are automatically stored at the top level (i.e., Root Directory) in *Files & Folders* for the workspace in which you are working. *Files & Folders* is a tool that operates in the background. Perhaps it's one that you've never used unless you needed to delete a file or get the web address for a file.

However, it is an excellent tool for pre-planning content for your workspace. In addition to deleting files or getting web addresses for files, within *Files & Folders*, you can create subfolders, upload files and organize files for your workspace. You can also move files between subfolders and rename files or folders.

Access *Files & Folders*

Within each workspace, you can access *Files & Folders* from the **Tools** tab within that workspace.

1. Click the **Tools** tab. The tools for that workspace display.



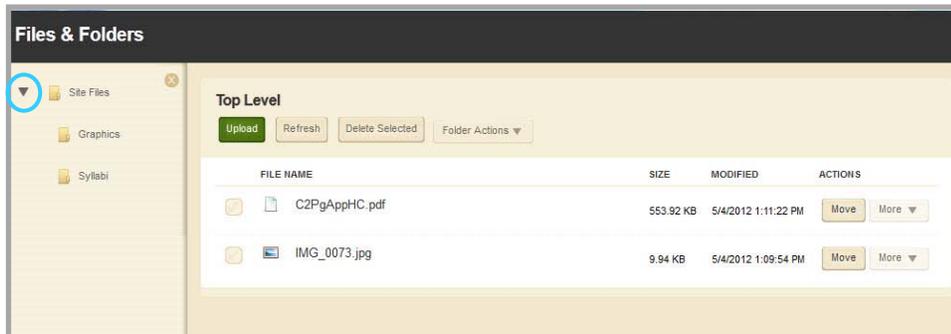
2. Click **Files & Folders**. The Files & Folders window for that workspace displays.



In addition, within the Site, Subsite and Section Workspaces, you can access *Files & Folders* by clicking **Files & Folders** under Common Tools on the **Summary** tab.

The Files & Folders Window

If you have not used any wizards within the *Editor*, created any subfolders or uploaded any files, when the Files & Folders window first displays, it will be empty. It opens at the Top Level, which is also called the Root Directory or Site Files.



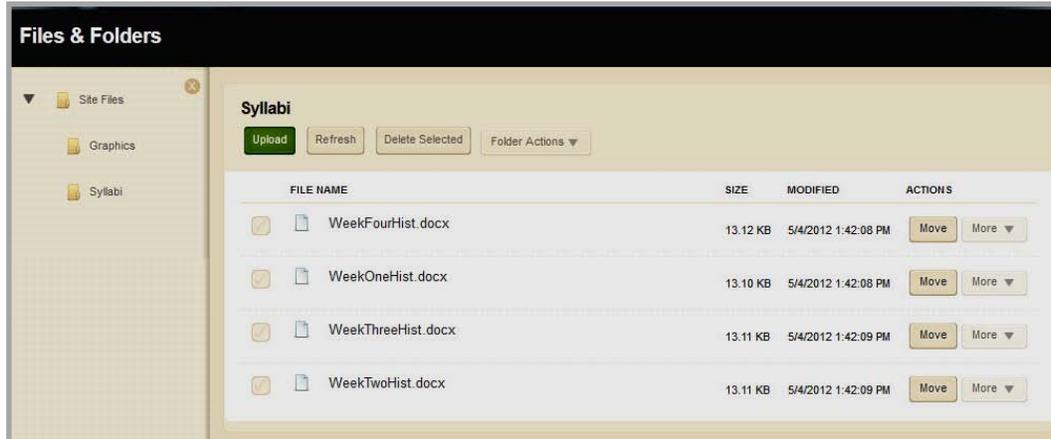
Folders

To the left, you see the Content Browser for *Files & Folders*. Subfolders display within this Content Browser. You can add subfolders to the Top Level folder (i.e., Site Files) or to other subfolders. To expand or close a folder, click the triangle to the left of the folder.

Across the top within any folder, four buttons display.

- **Upload**—allows you to browse out and bring files directly into that specific folder or subfolder within *Files & Folders*. It allows you to quickly upload a large number of files and organize them into a subfolder before displaying them in an app. Those files will then be available through the Editor's Insert Image and Insert File Link wizards by selecting 'Existing [Image/File]'.
- **Refresh**—displays a current view of the *Files & Folders* window. This can be useful if multiple editors are working in the same workspace simultaneously.
- **Delete Selected**—permanently deletes selected files.
- **Folder Actions**—Here are the folder actions that are available from this drop-down list.
 - **New Subfolder**—allows you to create a new subfolder within the current folder.
 - **Properties**—displays the folder's name, size, the number off subfolders and number of files within the folder
 - **Rename Folder** (subfolders only)—allows you to rename your folder. We don't recommend you rename folders if you have already displayed any of its files. If you do, the links to the files will be incorrect.
 - **Delete Folder**—permanently deletes the folder and all files in the folder

Files



As you can see, the size and the date a file was uploaded, renamed or moved displays for each file. If you click on the file name, a dialog box displays that allows you to either open or save the file to your desktop. Here are the actions you can take with each file.

- **Delete Selected**—allows you to delete one or more files by clicking in the checkbox to the left of the file or files before you click **Delete Selected**.
- **Move**—allows you to move the file to another folder in that workspace's *Files & Folders*. We don't recommend you move a file if you have already used it. If you do, the link to the file will be incorrect.
- **More** drop-down list
 - **Preview Image** (image files only)—displays a preview of the image in a new browser window.
 - **Rename**—allows you to rename the file. We don't recommend you rename a file if you have already used it. If you do, the link to the file will be incorrect.
 - **Get Link**—displays the file's full and relative web addresses.
 - **Delete**—permanently deletes the file.

Using Files & Folders

Here are a few of the many ways you can use *Files & Folders* to help you create and manage content.

Link Existing Text to a File

You can create a link to a file using the Insert File Link wizard within the full-function *Schoolwires Editor*. However, you can also upload the file to *Files & Folders* and the link to text to it within the *Editor* in an app.

1. Enter the text to which you'd like to link within the *Editor* in an app.
2. Access *Files & Folders*.
3. If necessary, navigate to the desired subfolder.
4. Click **Upload**. The Upload Files window opens.
5. Click **Browse** to browse out to your computer or network and find the file.
6. Double click on the file to select it.
7. Click **Upload**. The Upload Files window closes.
8. Click the **More** drop-down list to the right of the uploaded file.
9. From the drop-down list, select **Get Link**. The Get Web Address window opens.
10. Highlight and copy the Full Web Address.
11. Click **Close**. The Files & Folders window displays.
12. Minimize the Files & Folders window.
13. Navigate to the app that contains the text you wish to link to the file.
14. Click and drag to highlight the text.
15. Click the Insert Link icon within the *Editor*. The Insert Link window opens.
16. Select **Web Address**.
17. Paste the Full Web Address of the file into the empty Web Address field. Remember to remove the `http://` from the beginning of the web address after you paste it.
18. Click **Insert Link**. The *Editor* displays.
19. Click **Save**.

Link an Image to a File

Here is how you link an image to a file.

1. Enter the image to which you'd like to link within the *Editor* in an app.
2. Access *Files & Folders*.
3. If necessary, navigate to the desired subfolder.
4. Click **Upload**. The Upload Files window opens.
5. Click **Browse** to browse out to your computer or network and find the image.
6. Double click on the image to select it.
7. Click **Upload**. The Upload Files window closes.
8. Click the **More** drop-down list to the right of the uploaded image.
9. From the drop-down list, select **Get Link**. The Get Web Address window opens.
10. Highlight and copy the Full Web Address.
11. Click **Close**. The Files & Folders window displays.
12. Minimize the Files & Folders window.
13. Navigate to the app that contains the image you wish to link to the file.
14. Select the image.
15. Click the Insert Link icon within the *Editor*. The Insert Link window opens.
16. Select **Web Address**.

17. Paste the Full Web Address of the file into the empty Web Address field. Remember to remove the http:// from the beginning of the web address after you paste it.
18. Click **Insert Link**. The *Editor* displays.
19. Click **Save**.

Map a Page to a File

Here is how you map a page to a file.

1. Add the page that you wish to map to the file.
2. Access *Files & Folders*.
3. If necessary, navigate to the desired subfolder.
4. Click **Upload**. The Upload Files window opens.
5. Click **Browse** to browse out to your computer or network and find the image.
6. Double click on the image to select it.
7. Click **Upload**. The Upload Files window closes.
8. Click the **More** drop-down list to the right of the uploaded image.
9. From the drop-down list, select **Get Link**. The Get Web Address window opens.
10. Highlight and copy the Full Web Address.
11. Click **Close**. The Files & Folders window displays.
12. Minimize the *Files & Folders* window.
13. In your workspace, click the Actions dropdown to the right of the page you wish to map to the file.
14. From the drop-down list, select **Page Options**. The Page Options window opens.
15. In the Map Page to Web Address field, paste the file's Web Address.
16. To have the file open in a new window add the following code to the end of the file name:
"target=_blank
17. Click **Save**.

Update a File

There may be times when you need to update a file to which you've already linked within your site; this process will save you the work of recreating each link. In order to do this, however, be certain the updated file has the same name and extension as the existing file. Here is how you update the file within *Files & Folders*.

1. In the workspace containing the existing file, access *Files & Folders*.
2. If necessary, navigate to the subfolder that contains the file.
3. Click **Upload**. The Upload Files window opens.
4. Click **Browse** to browse out to your computer or network and find the image.
5. Double click on the image to select it.
6. Click **Upload**. The Upload Files window closes. The updated version of the file overwrites the old version. Since they have the same name and extension, all links to the old file will now point to the newly updated file.