Making the Most of Files & Folders

Schoolwires® Centricity2™

Table of Contents

Introduction 1
How Files are Stored in *Files & Folders* 1
Access *Files & Folders* 1
The *Files & Folders* Window 2
Folders 2

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 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

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* for an app.
2. Access *Files & Folders*.
3. If necessary, navigate to the desired subfolder
4. Clic(y)3(oe Tw 0.63n)3(n)16(w 3.967 0 Td ( )Tj EMC60l/)]TJ 0(2 Tf 0 Tc 0 Tw 2.413 0 Td ( )Tj -0.004 T