schoolwires®

USER GUIDE
Chapter 16
Managing Files & Folders

Schoolwires Academic Portal
Version 4.1

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Introduction

Y ou will use the *Files & Folders* task in the *Site*, *Subsite* and *Section Workspace*s to upload and organize files for the *site*, *subsite* or *section*. It is an excellent tool for pre-planning content for your website.

Files for each *site, subsite* and *section* are uploaded to a different location on the server. Files and folders are unique to each *site*, *subsite* or *section* and generally cannot be shared. The one exception to this is the Shared Library. This folder resides within *Files & Folders* in the *Site Workspace*. Its contents can be accessed by any editor using the *Insert* wizards in the **Schoolwires Editor**. This is discussed in more detail later in this chapter.

Accessing Files & Folders

Regardless of the workspace from which you are accessing the *Files & Folders* task, you will access it the same way.

1. Access your workspace.

2. Click on the *Files & Folders* task on the *Tools* tab or choose it from the *Tools* drop-down menu on the Main Menu bar. *Files & Folders* will open in a new window like the one shown in Exhibit 16-1.
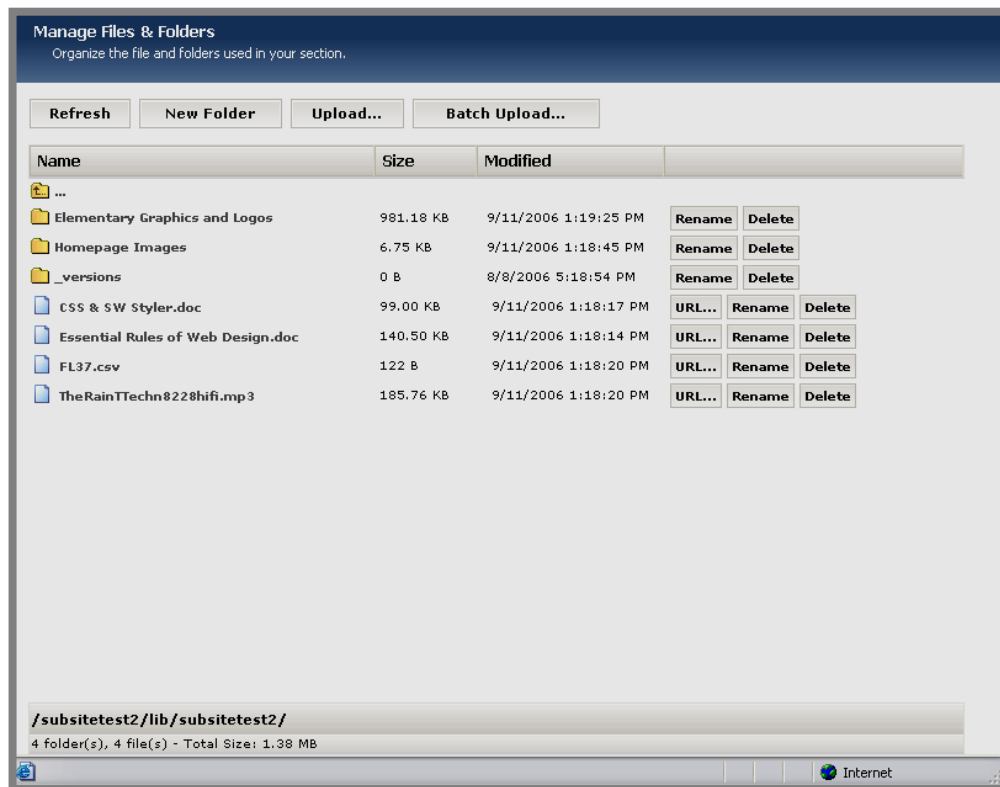

Exhibit 16-1: Files & Folders opens in a new window

Overview of Files & Folders

As you can see from Exhibit 16-2, items display in alphabetical order, with folders displaying first in the *Files & Folders* window.

If you insert a file or image from your computer or network using one of the *Insert* wizard*s*, it will not be stored in a folder. It will be stored at the root of *Files & Folders*. All import files are also stored at the root of *Files & Folders*.

When you are working in a folder or subfolder, you can move up a level by clicking on the folder icon 🗀 at the top of the list of files and folders.

Exhibit 16-2: Files & Folders

_versions Folder

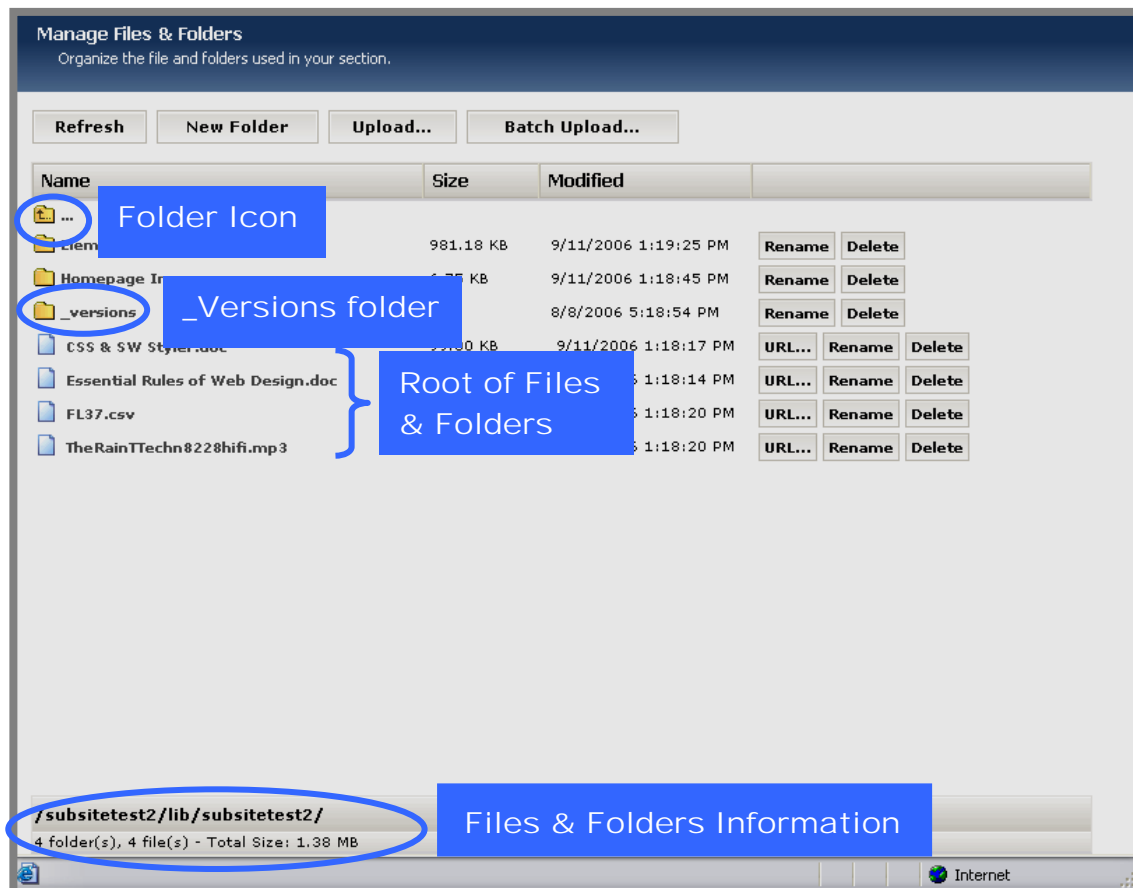Notice the folder named _versions in Exhibit 16-2. This folder contains the last ten versions of the contents of either Welcome Text (*site* and *subsite*) or the *section Overview* P*age* (i.e., *section* homepage). Therefore, it will appear in the *Files & Folders* of each of these three workspaces. The _versions folder is discussed later in this chapter.

Files & Folders Information

As you can see from Exhibit 16-2, at the bottom of the *Files & Folders* window, you will find information about the:

- *Files & Folders* window you are in (/subsitetest2/lib/ subsitetest2 indicates a *subsite* with an abbreviation of subsitetest2. If it is a *Files & Folders* window for a *section*, it might look like this: /12861061791538780/lib/12861061791538780/)

- Number of files and folders and total size of the contents of *Files & Folders*. This information will assist Site Directors in keeping the website within its server storage limits.

If you open a folder, the information that displays at the bottom of the *Files & Folders* window will be for that particular folder.
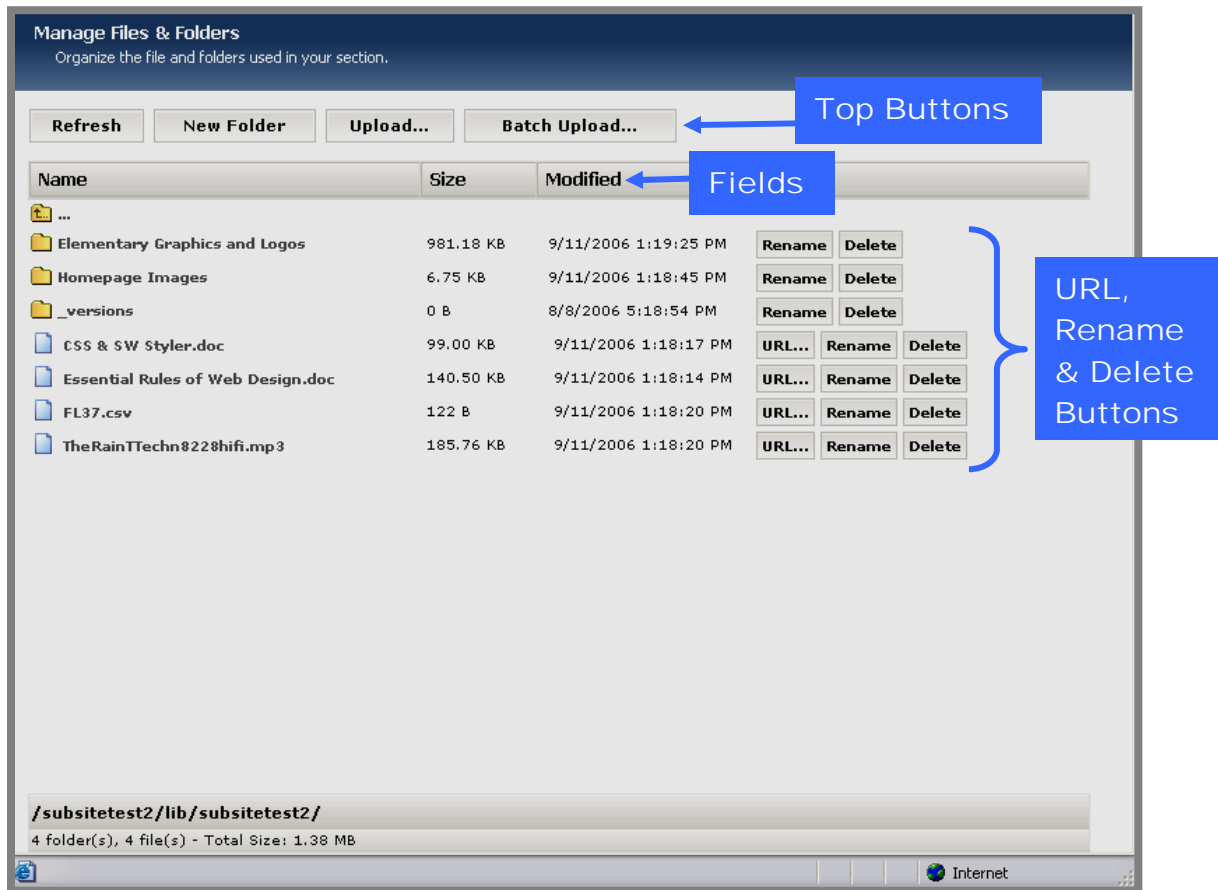
Exhibit 16-3: Files &Folders

Buttons on Files & Folders

As you can see in Exhibit 16-3, *Files & Folders* has four buttons at the top of the window for managing your files and folders. These are:

- *Refresh*: Renews the window to reflect any files that you have uploaded.

- *New Folder*: Creates a new folder for organizing files.

- *Upload*: Opens an *Upload File* wizard.

- *Batch Upload*: Enables the upload of many files at one time.

TIP: You cannot move files once you have uploaded them. Consequently, you must click on a folder to open it and be in that folder when uploading any files to it. Therefore, to better organize Files & Folders and minimize scrolling to locate a file or image, create the folders and then upload the files and images into the appropriate folder. Then you can choose "Select…already uploaded to your site" when using an Insert wizard.

To the right of each file or folder in Exhibit 16-3, there are two to three additional buttons:

- *URL*: Provides you with the relative URL for the file. Notice that this button is not available for folders. However, you can obtain the URL for each of the files within a folder.

- *Rename*: Allows you to rename the file or folder.

- *Delete*: Deletes the file or folder.

Fields on Files & Folders

Files & Folders contains three fields. They are:

- *Name*: Displays the name of the file or folder. If the file is an image file, click on the icon to the left of it to preview the image. Click on the name of either an image file or other file type to open it or download it to your computer. Click on the folder icon or the name of a folder to open the folder.

- *Size*: Displays the size of the file or the contents of a folder.

- *Modified*: Displays the date the folder was created or the file was uploaded.

Files & Folders in Section Workspace

Exhibits 16-1 through 16-3 show *Files & Folders* that you might find in a *Subsite Workspace.* The *Files & Folders* shown in Exhibit 16-4 is one you might find in a *Section Workspace.* It has the same fields, buttons and organization previously discussed.

However, as you can see, it also contains a folder entitled "Files." This folder is automatically created the first time you add a file to a *File Library Page* in the *section.* All files added to any *File Library Pages* within that *Section Workspace* will be uploaded to this folder automatically.

Since you can only have a *File Library Page* in a *Section Workspace*, it is the only workspace in which a "Files" folder is automatically created.
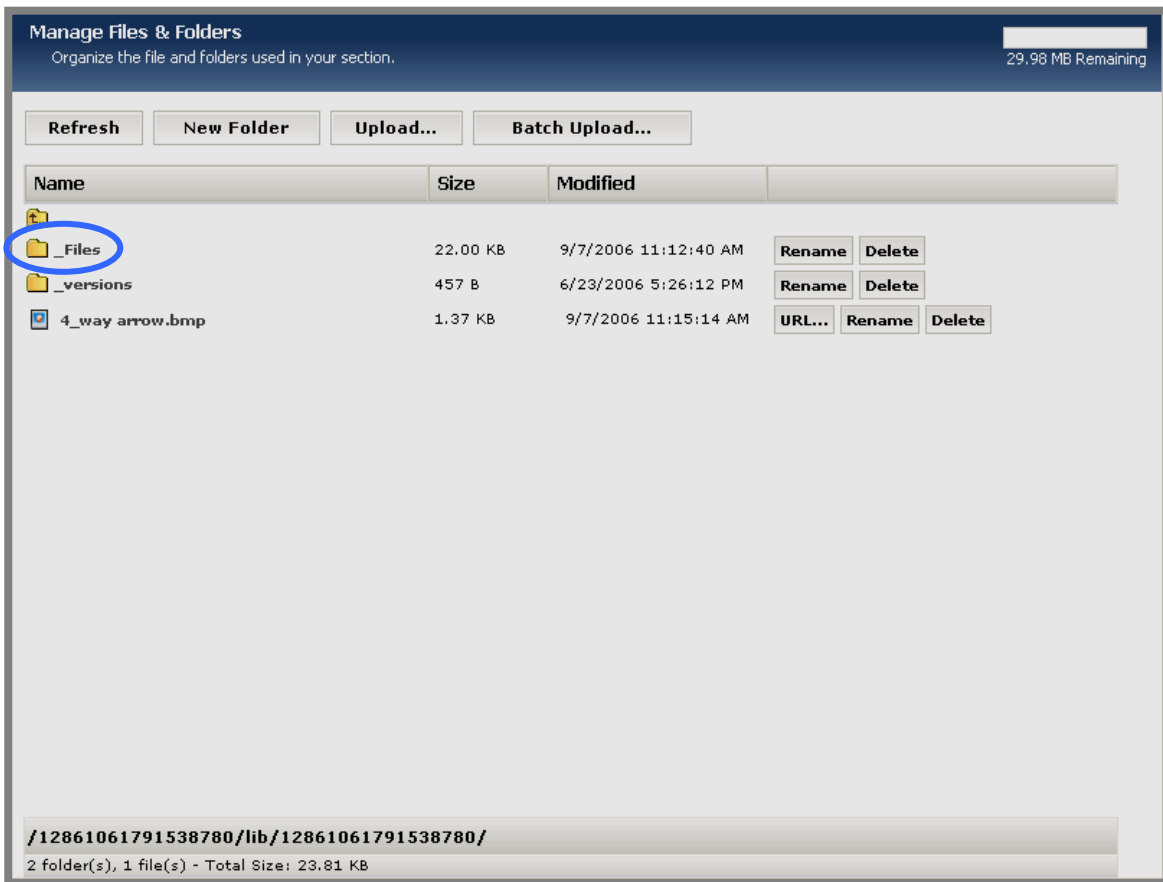
Exhibit 16-4: Files & Folders in a Section Workspace

Files & Folders in Site Workspace

The *Files & Folders* shown in Exhibit 16-5 is one you might find in a *Site Workspace*. It contains two items that reside only in *Files & Folders* in the *Site Workspace*. These are:

- The Shared Library folder, which is discussed later in this chapter.

- Template files, which are also available from within **Styler**™ if your organization has purchased this premium enhancement module.
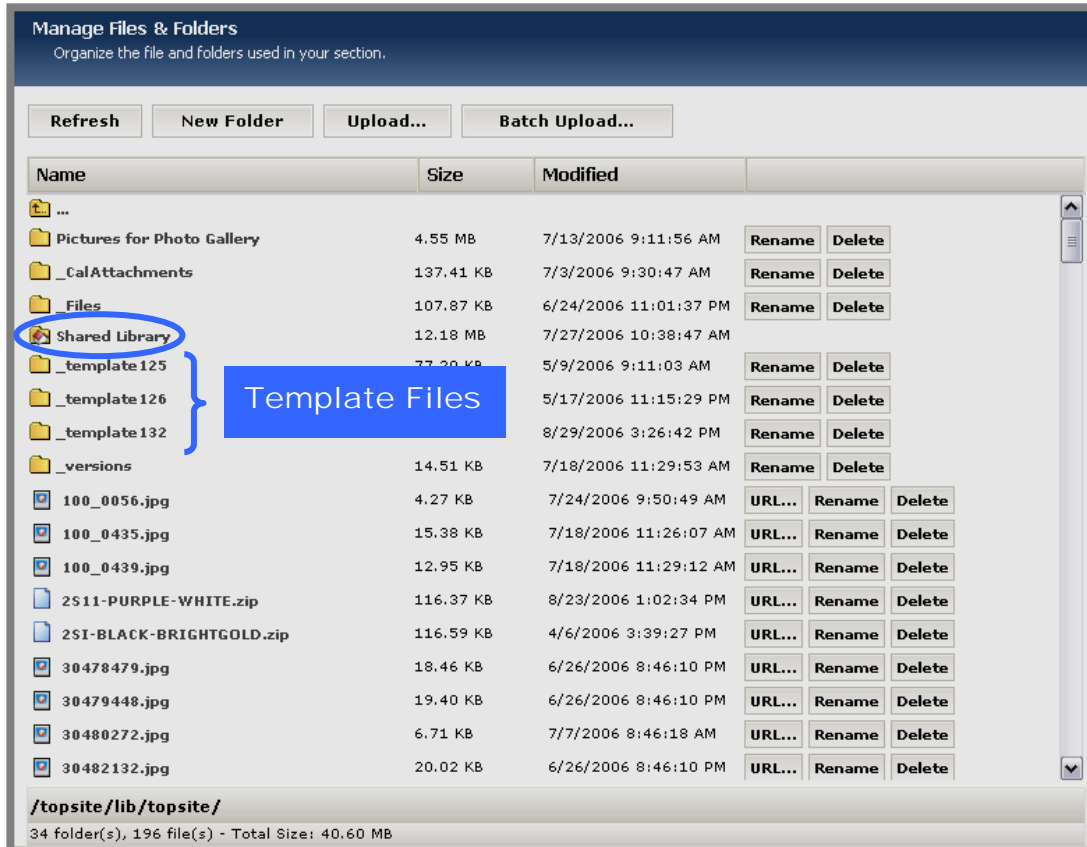
Exhibit 16-5: Files & Folders in a Site Workspace

Creating a New Folder

Before you begin uploading files to *Files & Folders*, it is a good idea to create folders into which you can upload them. To create a folder:

1. Access the *Files & Folders* task from the *Tools* tab or the *Tools* drop-down menu on the Main Menu bar. *Files & Folders* will open in a new window.

2. Click on the *New Folder* button at the top of the *Files & Folders* window. A window like the one shown in Exhibit 16-6 will display.
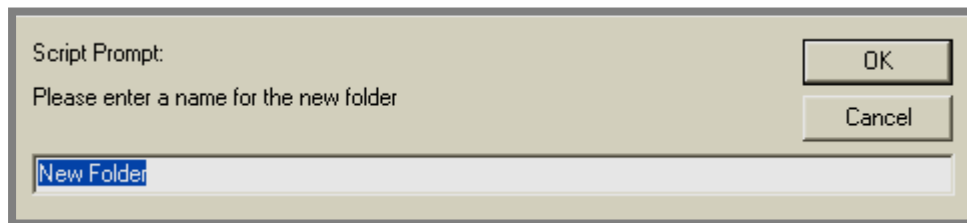
Exhibit 16-6: Name window for a new folder

3. Enter a name for the folder.

4. Click the *OK* button. *Files & Folders* will return as the active window. The folder you just created will display in *Files & Folders* in its correct alphabetical position.

Uploading Files

Before you begin uploading files, it is important to understand that you cannot move files once you have uploaded them. Therefore, *if you want the files to be in a specific folder, you must begin the upload from within that folder*. Create any new folders you think you might need before you beginning uploading files.

There two ways to upload files:

- *Upload* button, which allows you to upload five files at a time.

- *Batch Upload* button, which allows you upload numerous files at one time.

  <u>Note</u>: Batch Upload is only available on PCs.

The *Files & Folders* in Exhibit 16-7 illustrates these two buttons.
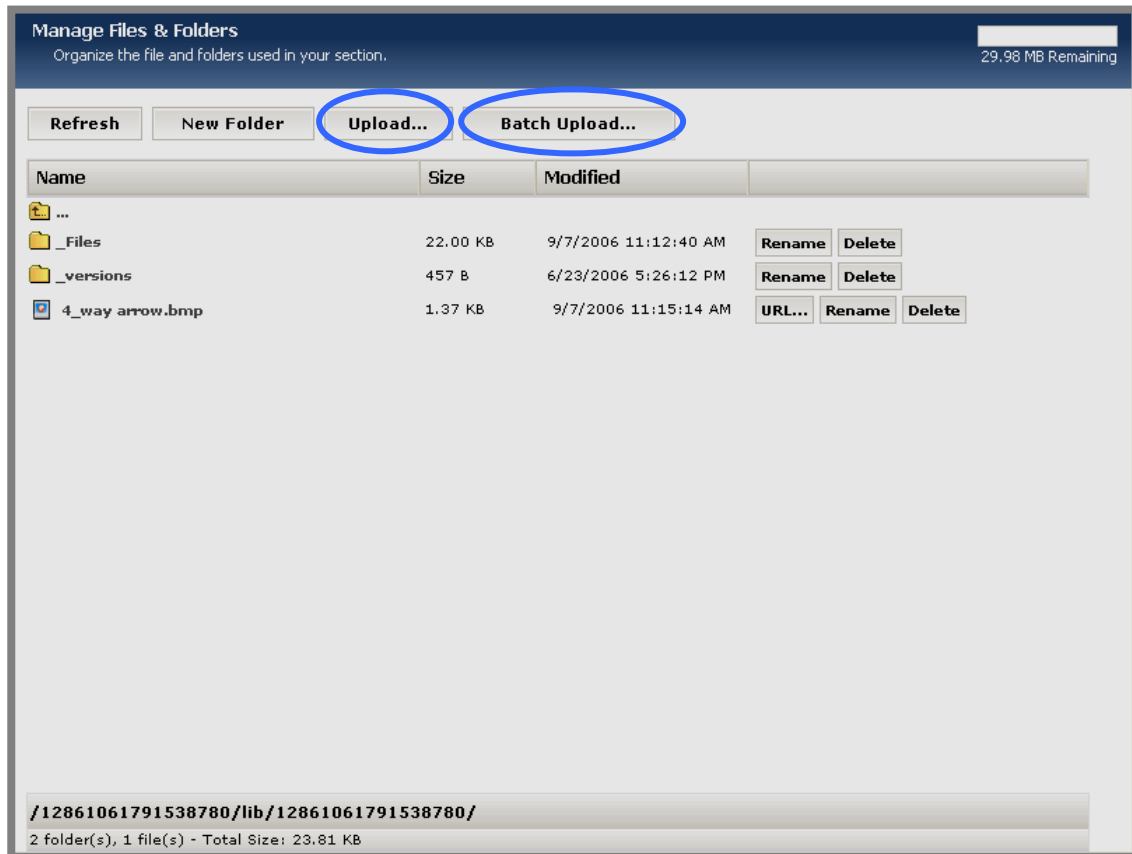
Exhibit 16-7: Upload and Batch Upload buttons

Using the Upload Task

To upload a file(s) to *Files & Folders* within your workspace using the
Upload task:

1. Access the *Files & Folders* task from the *Tools* tab or the *Tools* drop-down
    menu on the Main Menu bar. *Files & Folders* will open in a new window.

2. Click on the name of the folder or the folder icon to the left of the folder into
    which you want to upload the file(s). That folder will open.
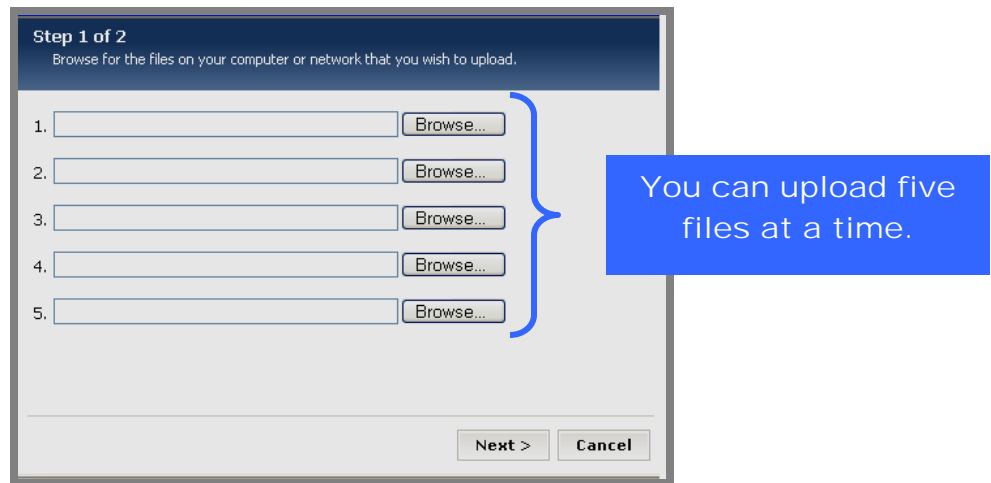
3. Click on the *Upload* button at the top of the *Files & Folders* window. An
    Upload File wizard like the one shown in Exhibit 16-8 will begin.

Exhibit 16-8: Upload File wizard

4. Click on the *Browse* button. This will allow you to browse your computer or
    network for the file(s) you want to upload. As you can see from Exhibit 16-8,
    you can upload up to five files at a time.

5. When you locate the file(s) you wish to upload, click on the *Open* button. The
    Upload File wizard, populated with the file path(s) for the file(s) you chose,
    will return as the active window.

6. Once you have chosen as many files as you wish to upload, click on the *Next*
    button. You will see a progress message. When the file(s) has been uploaded
    successfully, you will see a confirmation message like the one shown in
    Exhibit 16-9.
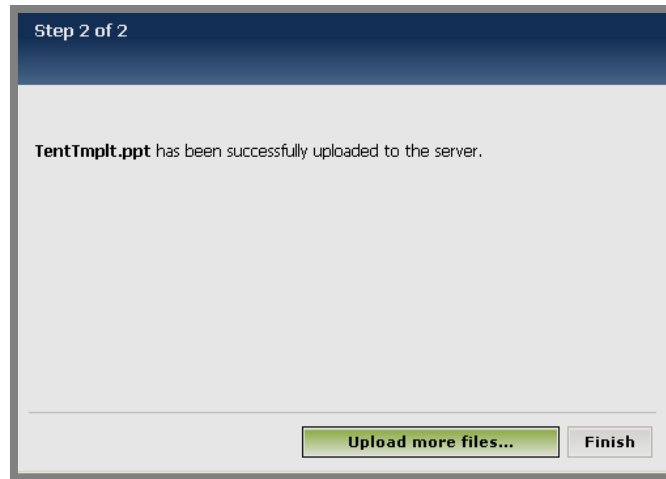
Exhibit 16-9: Upload confirmation message

7. If you wish to upload additional files, click on the *Upload more files* button. The *Upload File* wizard will begin again.

8. Repeat Steps 4 to 7 until you have uploaded all of your files.

9. Click on the *Finish* button once you are finished uploading files. The *Files & Folders* window will return as the active window.

10. If the files you uploaded do not display, click on the *Refresh* button.

Note: **Schoolwires** recommends that files be no larger that 100Kb. Files larger than this will increase load time.

Using the Batch Upload Task

If you are using a PC, in addition to using the standard upload function, you have the option of uploading large batches of files to *Files & Folders* using the *Batch Upload* function.

With *Batch Upload*, you can choose the files for uploading in one of two ways:

- Use the *Add Files* function.
- Use the drag and drop function.

Both these methods will be discussed.

Running the Java Applet

The first time you click on the *Batch Upload* button, you will be prompted as shown in Exhibit 16-10 to run a Java applet.
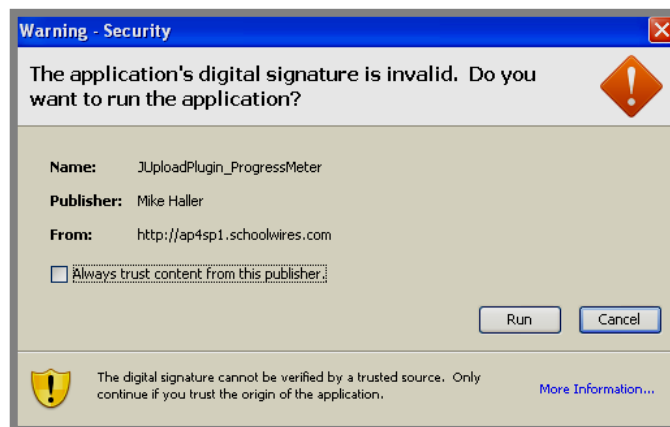
Exhibit 16-10: Prompt to run applet

If you click in the check box to the left of "Always trust content from this publisher" prior to clicking on the *Run* button, you will not be prompted again (i.e., you will have enabled the applet to run automatically). However, the applet will always run before the *Batch Upload Files* window fully displays.

Batch Upload Using the Add Files Function

To batch upload files using the *Add Files* function:

1. Access the *Files & Folders* task from the *Tools* tab or the *Tools* drop-down menu on the Main Menu bar. *Files & Folder*s will open in a new window like the one shown in Exhibit 16-11.
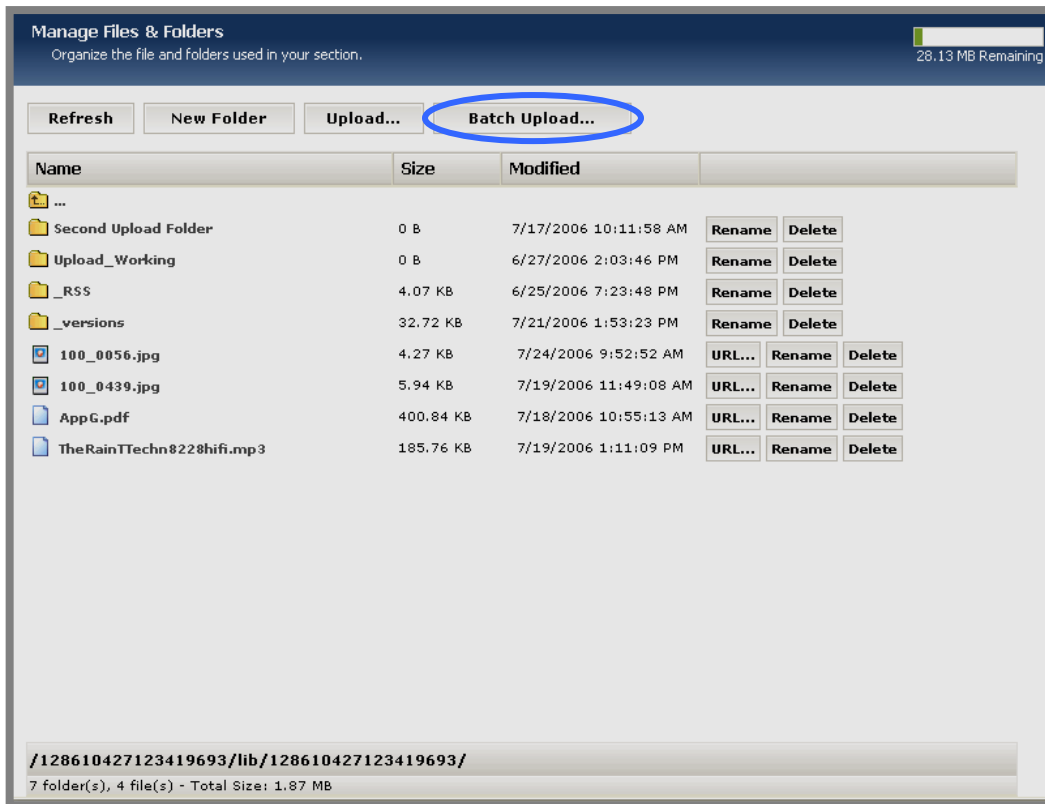

Exhibit 16-11: Files & Folders in a Section Workspace

2. Click on the *Batch Upload* button.

   a. If you have not specified that the Java applet may run automatically, you will be prompted to run it as shown in Exhibit 16-10. Click on the *Run* button.

b. If you have specified that the Java applet may run automatically or clicked on the *Run* button, a *Batch Upload Files* window like the one shown in Exhibit 16-12 will display. Notice that this window has three views:

i.   List View: Displays the file names and extensions only.

ii. Details View: Displays the files names, size and date modified.

iii. Tree View: Displays the file paths of each file in a tree view based on the location of the file.
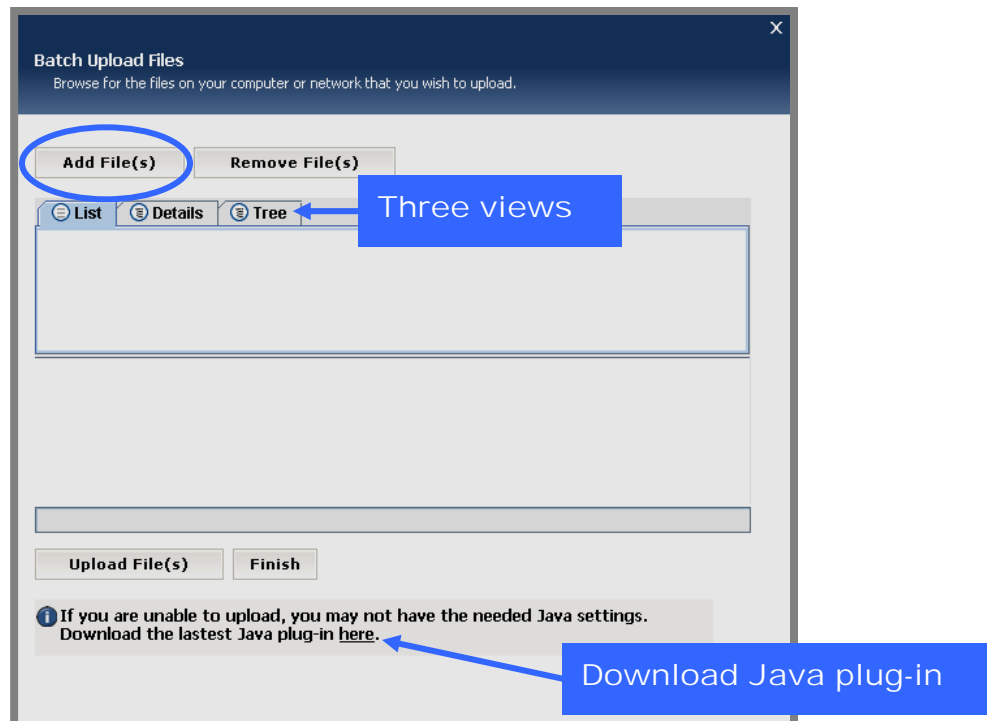
Exhibit 16-12: Batch Upload Files window

TIPS:
- Do not try to add files to the Batch Upload Files window until the applet has run and the window is fully loaded like the one shown in Exhibit 16-12.

- **Schoolwires** recommends using the List View when adding files.

- If the Batch Upload Files window does not load, you may need to download the latest Java plug-in.

3. Click on the *Add File(s)* button. An *Add Files* window like the one shown in Exhibit 16-13 will display.
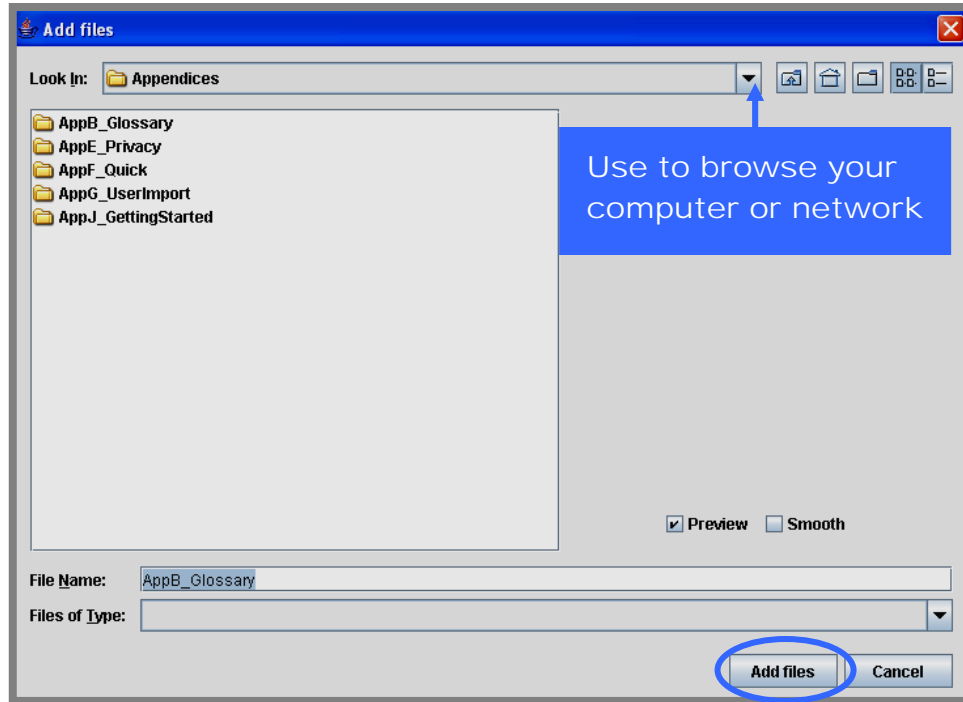
Exhibit 16-13: Add Files window

4. Use the *Look In* drop-down list to browse your computer or network for the files you wish to upload.

5. Select a file or multiple files to upload. Select multiple files by:

   a. Selecting an entire folder of files.

   b. Clicking on the first file desired and then using SHIFT CLICK on the last file desired to select a range of files.

   c. Using CONTROL CLICK to select random files (i.e., not a range of files).

Note: If you have selected an image file, the right-hand panel displays a preview of that image with its dimensions and file size at the top of the panel. If multiple images are selected, the preview will be of the first image selected. No preview is provided for a folder of images. Selecting *Smooth* will show a clearer preview of the image, but will not change the actual image.

6. Click on the *Add Files* button when all files are selected. The *Batch Upload Files* window will return as the active window with the files you added displayed.

7. You may remove files from the *Batch Upload Files* window. To remove files:

   a. Select the file(s) you wish to remove.

b. Click on the *Remove File*(*s*) button. The files will no longer appear in the *Batch Upload Files* window.

8. Click the *Upload File*(*s*) button. The progress bar will show the progress of the upload as seen in Exhibit 16-14, followed by confirmation of the upload as seen in Exhibit 16-15.
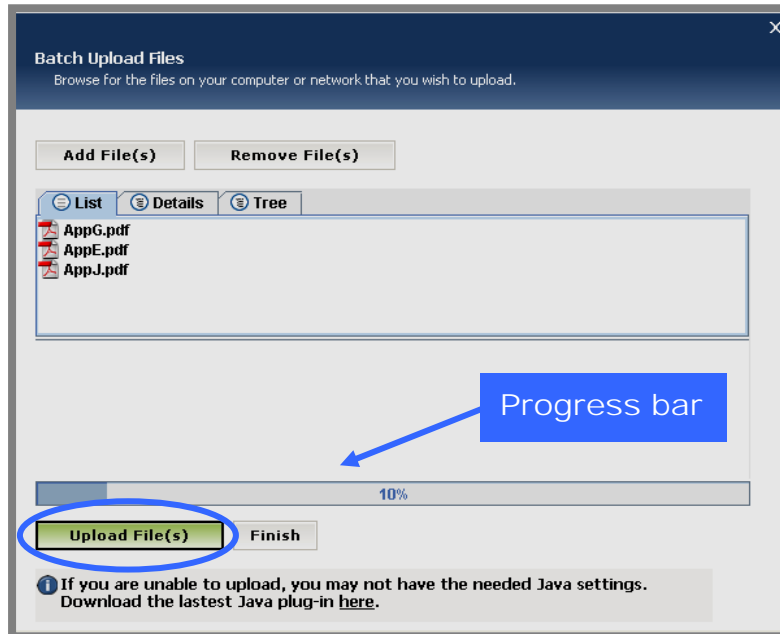

Exhibit 16-14: Upload progress
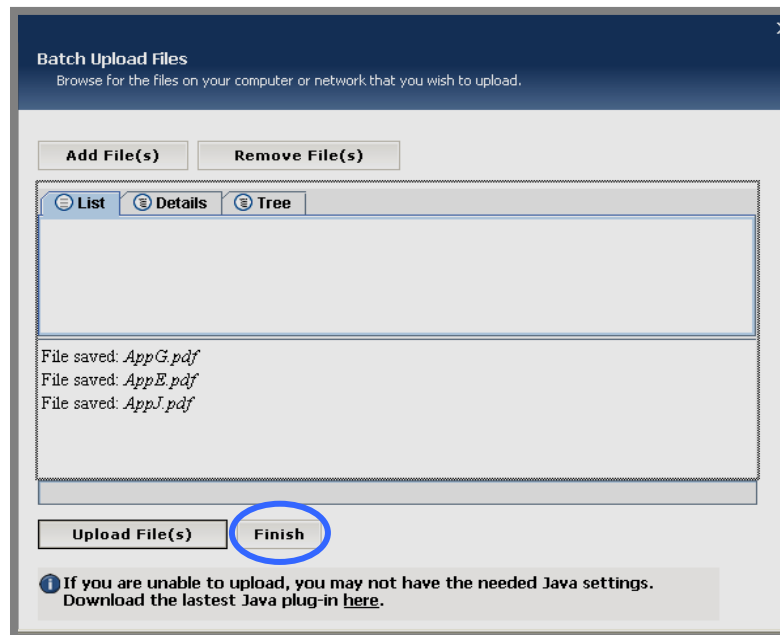
Exhibit 16-15: Confirmation of upload

9. Click the *Finish* button. *Files & Folders* will return as the active window. The files you just uploaded will display.

Batch Upload Using the Drag and Drop Function

You may also drag and drop your files into the *Batch Upload Files* window. To do this:

1. Access the *Files & Folders* task from the *Tools* tab or the *Tools* drop-down menu on the Main Menu bar. *Files & Folders* will open in a new window like the one shown in Exhibit 16-16.
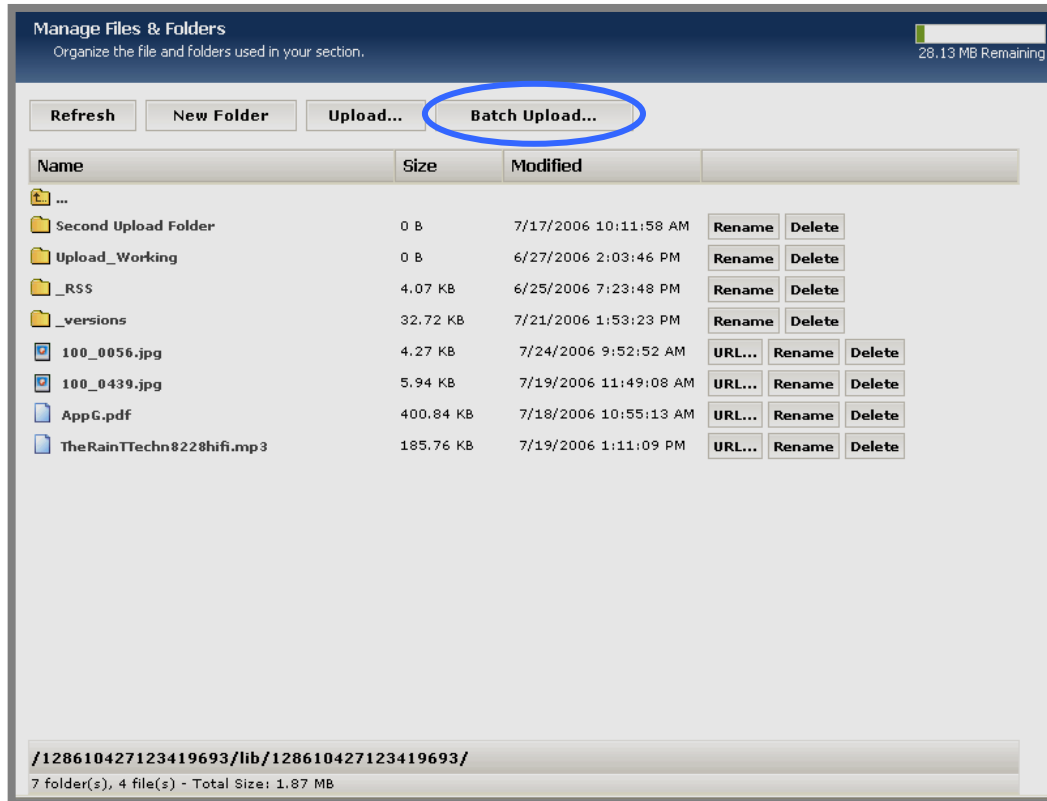
Exhibit 16-16: Files & Folders in a Section Workspace

2. Click on the *Batch Upload* button.

    a. If you have not specified that the Java applet may run automatically, you will be prompted to run it. Click on the *Run* button.

    b. If you have specified that the Java applet may run automatically or clicked on the *Run* button, a *Batch Upload Files* window like the one shown in Exhibit 16-17 will display.
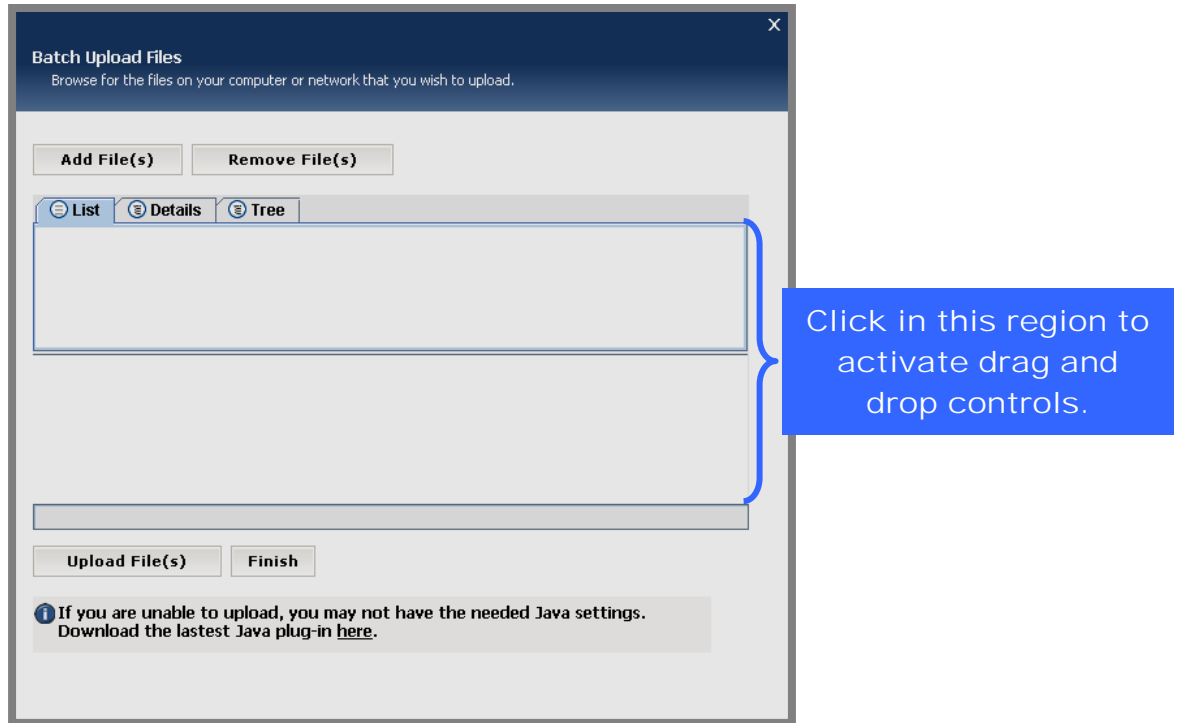
Exhibit 16-17: Upload progress

3. Click on the window just below the view controls. This will activate the drag and drop control. (When you mouse over this, you will see the tool tip: "Click to activate and use this control.")

4. Open and minimize the folder containing files you wish to upload. Position it to the side of the *Batch Upload Files* window as shown in Exhibit 16-18.
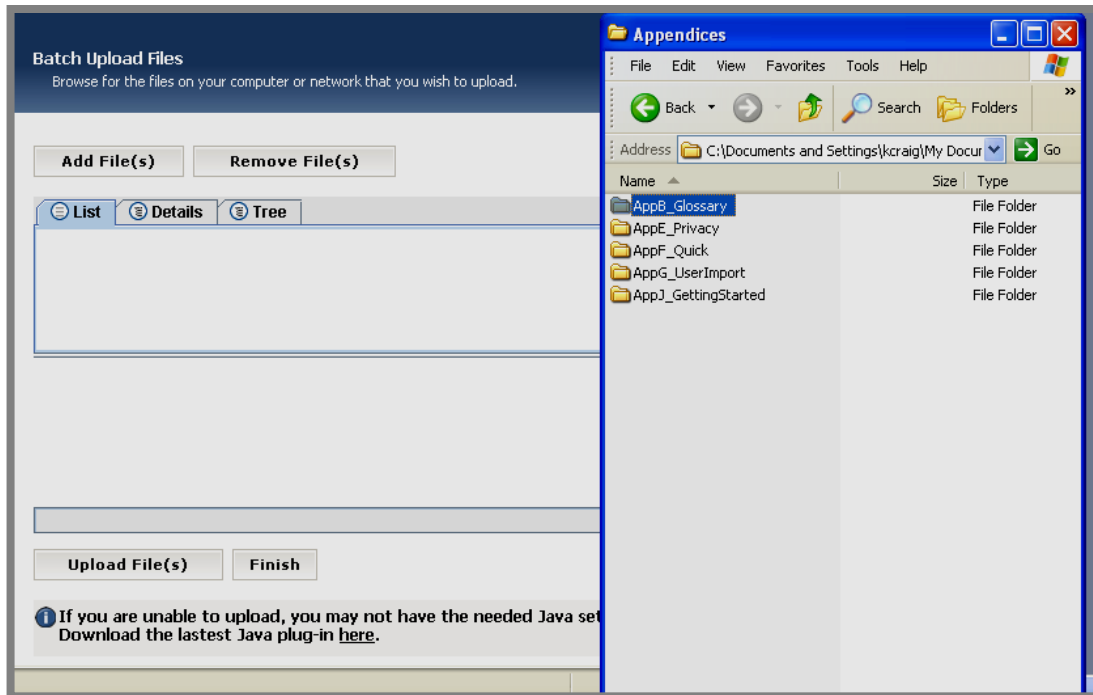
Exhibit 16-18: Batch Upload Files window and folder with files

5. Drag the files or folders from the folder on your computer and drop them into the *Batch Upload Files* window. The files will display in the *Batch Upload Files* window.

6. You may remove files from the *Batch Upload Files* window prior to upload. To remove files prior to upload:

   a. Select the file or files you wish to remove.

   b. Click on the *Remove File*(*s*) button. The files will no longer appear in the *Batch Upload Files* window.

7. Click the *Upload File*(*s*) button. The progress bar will show the progress of the upload as seen in Exhibit 16-14, followed by confirmation of the upload as seen in Exhibit 16-15.

8. Click the *Finish* button. *Files & Folders* will return as the active window. The files you just uploaded will display.

Capping Section Storage Space

Site Directors may set an upper limit (i.e., cap) for the storage space available to each *section* on the *site* by setting a default size for *sections* in *Site Settings*. Site Directors may also override the upper limit they set at the *site* level for *sections* using a particular *section* configuration on the *Options* tab of that configuration. Site Directors and Subsite Directors can override the upper limit for an individual *section* from the *Channel Workspace*.
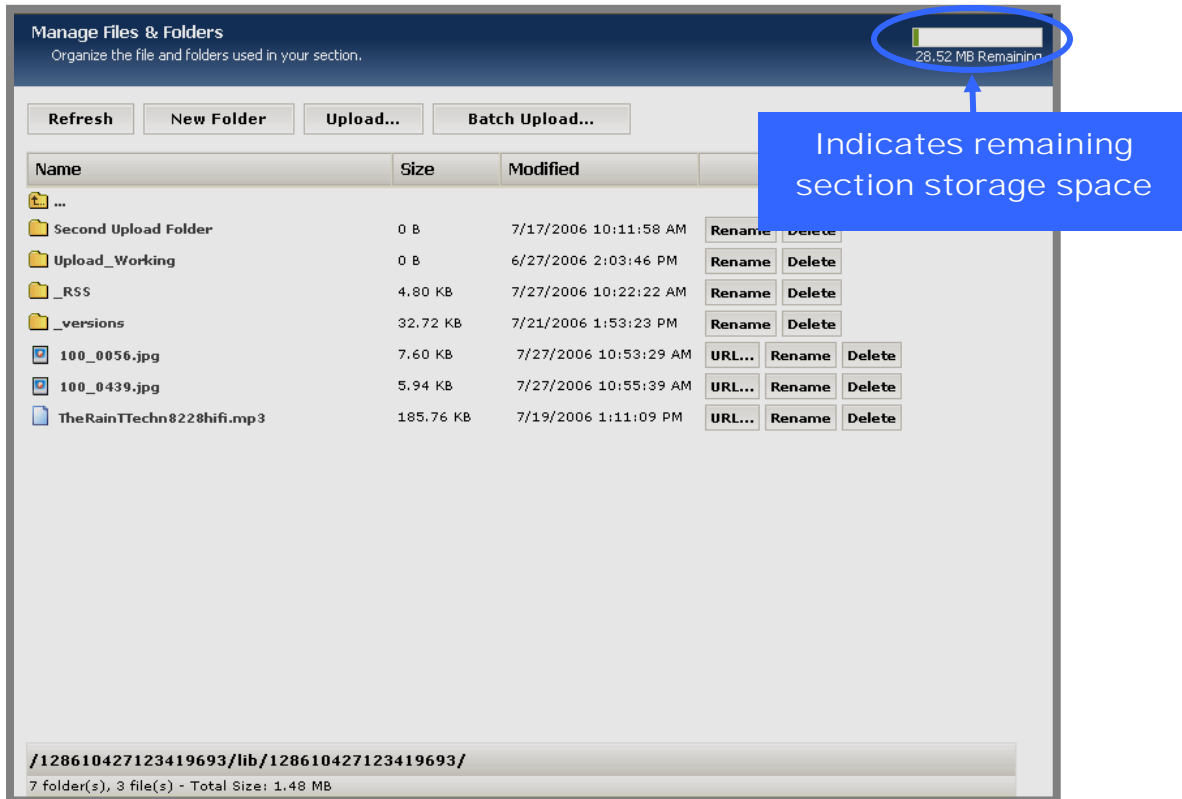
Exhibit 16-19: Section Files & Folders with progress bar

When *section* storage space limits are applied, a green progress bar like the one shown in Exhibit 16-19 displays on the *Files & Folders* window for each *section*. The system compares the limit set for that *section* to the amount of storage space currently in use and displays the amount of space remaining.

Once a *section* is at its storage space limit, editors will be prevented from adding any information that will affect the storage space of that *section*.

Note: The *site* default limit for storage space for each *section* will not affect the size of existing *sections*. However, if a *section* already meets or exceeds the *site* default for storage space and the default is not been overridden for that *section*, editors will be prevented from adding any information that will affect the storage space immediately.

Exhibit 16-20 shows how *Files & Folders* window in a *Section Workspace* appears when that *section* is at its storage space limit. Notice that the buttons for uploading to *Files & Folders* no longer display.

Exhibit 16-20: Section Files & Folders when at storage space limit

Obtaining the URL for a File

You may want to link to a file from another *page* on your website. To do this, you will need to know the URL for the file to which you wish to link.

To obtain the URL for a file in *Files & Folders* in your workspace:

1. Access the *Files & Folders* task from the *Tools* tab or the *Tools* drop-down menu on the Main Menu bar. *Files & Folders* will open in a new window.

2. Click on the *URL* button to the right of the file you to which you want to link. A window like the one shown in Exhibit 16-21 will display.
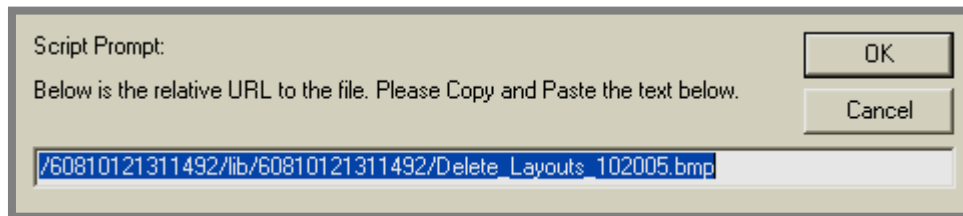
Exhibit 16-21: Window for obtaining URL

3. Copy the relative URL using keyboard shortcuts.

4. Click the *OK* button. The *Files & Folders* window will return as the active window.

5. Paste the URL into the desired *page*.

Renaming a File or Folder

To rename a file or folder in *Files & Folders* in your workspace:

1. Access the *Files & Folders* task from the *Tools* tab or the *Tools* drop-down menu on the Main Menu bar. *Files & Folders* will open in a new window.

2. Click on the *Rename* button to the right of the file or folder you want to rename. A window like the one shown in Exhibit 16-22 will display.

Exhibit 16-22: Name window for renaming a file

3. Enter the new name for the file or folder.

4. Click the *OK* button. The *Files & Folders* window will return as the active window. The file or folder will be renamed.

TIP: Use caution when renaming files. Some files and folders (e.g., *_assets* folder) are system files and should not be renamed. Be certain to remove any links to files you are renaming or you will have broken links on your website and in Site Manager.
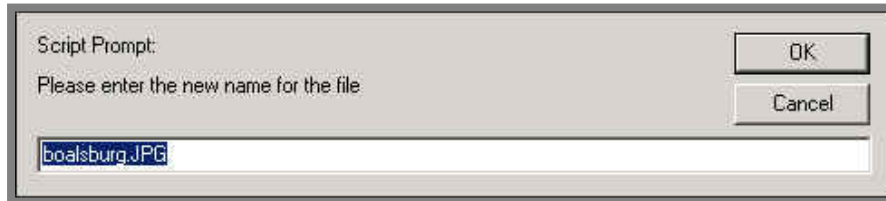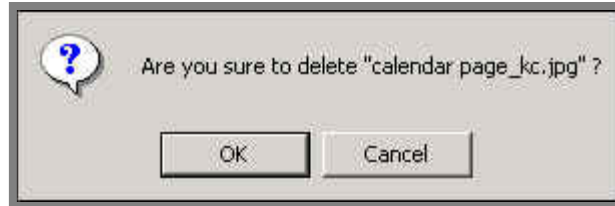
Deleting a File or Folder

To delete or a file or folder from *Files & Folders* in your workspace:

1. Access the *Files & Folders* task from the *Tools* tab or the *Tools* drop-down menu on the Main Menu bar. *Files & Folders* will open in a new window.

2. Click on the *Delete* button o the right of the file or folder you want to delete. A confirmation message like the one shown in Exhibit 16-23 will display.

Exhibit 16-23: Deletion confirmation message

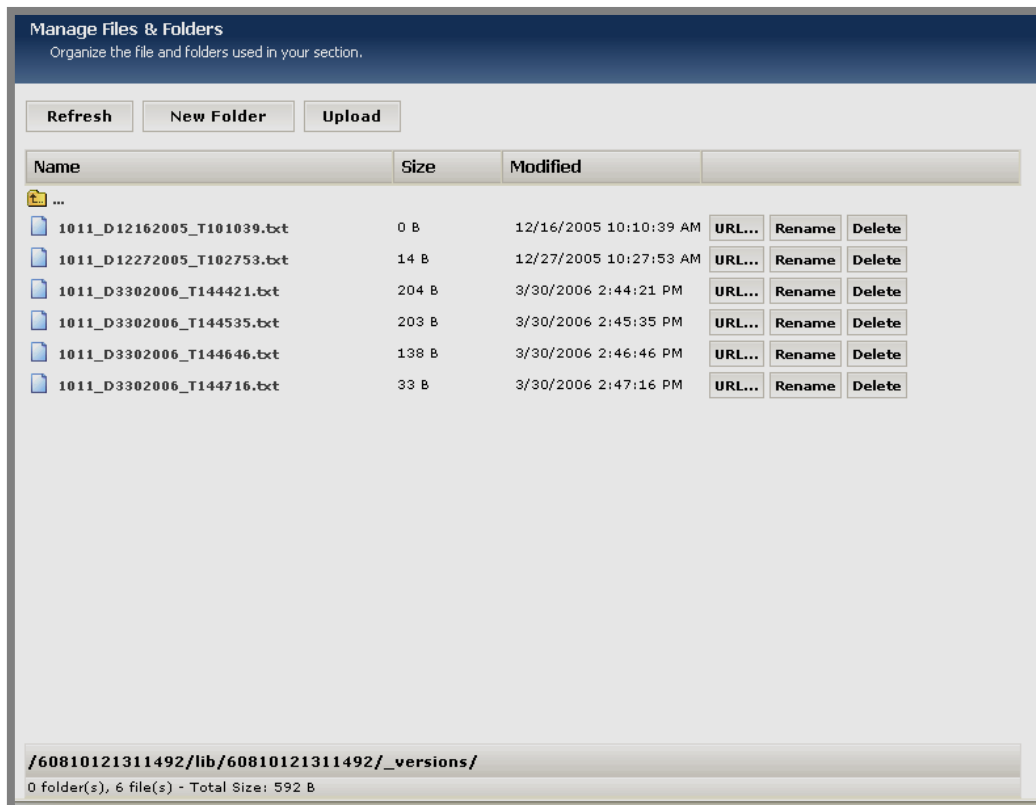3. Click the *OK* button. The *Files & Folders* window will return as the active window. The file or folder you deleted will no longer appear in *Files & Folders*.

TIP: Use caution when deleting files. Some files and folders (e.g., *_assets* folder) are system files and should not be deleted from your website. Be certain to remove any links to files you are deleting or you will have broken links on your website and in Site Manager.

Using the _versions Folder

The _versions folder contains the last ten versions of the contents of either the Welcome Text (*site* and *subsite*) or the *section* Overview page (i.e., *section* homepage). Using the contents of this folder, you can restore the content of these *pages* to a previous version. To restore the content of one of these *pages*:

1. Access the *Files & Folders* task from the *Tools* tab or the *Tools* drop-down menu on the Main Menu bar. *Files & Folders* will open in a new window.

2. Click on the name of the _versions folder or the folder icon to the left of the _versions folder. A _versions folder like the one shown in Exhibit 16-24 will display.

Manage Files & Folders
Organize the file and folders used in your section.

| Refresh | New Folder | Upload |

Name	Size	Modified			
⬆ ...					
📄 1011_D12162005_T101039.txt	0 B	12/16/2005 10:10:39 AM	URL...	Rename	Delete
📄 1011_D12272005_T102753.txt	14 B	12/27/2005 10:27:53 AM	URL...	Rename	Delete
📄 1011_D3302006_T144421.txt	204 B	3/30/2006 2:44:21 PM	URL...	Rename	Delete
📄 1011_D3302006_T144535.txt	203 B	3/30/2006 2:45:35 PM	URL...	Rename	Delete
📄 1011_D3302006_T144646.txt	138 B	3/30/2006 2:46:46 PM	URL...	Rename	Delete
📄 1011_D3302006_T144716.txt	33 B	3/30/2006 2:47:16 PM	URL...	Rename	Delete

/60810121311492/lib/60810121311492/_versions/
0 folder(s), 6 file(s) - Total Size: 592 B

Exhibit 16-24: Open _versions folder

3. Using the date and time, locate the version (i.e., txt file) to which you want to restore the content.

4. Click on the title of that version. A dialog box like the one shown in Exhibit 16-25 will display.
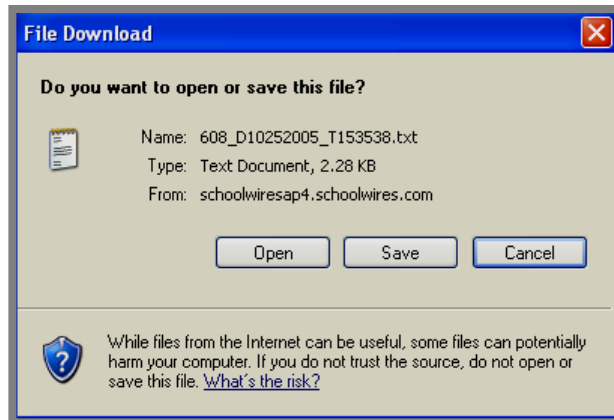
Exhibit 16-25: Dialog box for downloading the version

5. Click on the *Open* button to open the file immediately. Click on the *Save* button to download the file before you open it.

6. Once you open the file, copy the content.

7. Open the Welcome Text or Overview *page* you wish to restore.

8. Switch the **Schoolwires Editor** for the Welcome Text or Overview *page* you wish to restore to HTML view by clicking on the *View HTML* button on the bottom left of the **Editor**.

    TIP: If you do not see the View HTML button, formatting has been restricted for your site or section. You will not be able to restore the content unless this restriction is removed.

9. Paste the copied content into the HTML view of the **Schoolwires Editor** for the *page* you are restoring. Be certain to select any content you wish to be replaced in the **Editor**. See Chapter 8: "Working with the **Schoolwires Editor**" for more information.

10. Click on the *Save* button on the bottom left of the **Editor**. The content will be restored to the previous version.

About the Shared Library

What Is the Shared Library?

A Shared Library is created within the *Site Workspace* when your organization's *site* is initially built by **Schoolwires**. It is used as a repository for commonly used files and images such as logos and clip art.

Use of the Shared Library minimizes storage space since an image or file can be uploaded once and used by everyone. It also provides a way to control the quality and size of images.

Who Has Access to the Shared Library?

While only Site Directors may upload images and files to the Shared Library, all Site Directors, Subsite Directors, Section Editors and Homepage Editors may access these files through the *Insert* wizards within the **Schoolwires Editor** from any *page* on any *site* or *subsite*.

Enabling the Shared Library

If you do not see the Shared Library in your *Site Workspace*, you can enable it. Follow these steps:

1. Open the **Editor** on any *page*.

2. Initiate either the *Insert Image* wizard or the *Insert File* wizard.

3. Click the radio button to the left of "Select…from the Shared Library.

4. Click the *Cancel* button.

5. Click on the *Files & Folders* task on the *Tools* tab or choose it from the *Tools* drop-down menu on the Main Menu bar. *Files & Folders* will open in a new window. The Shared Library will be in *Files & Folders* as you see it in Exhibit 16-26.
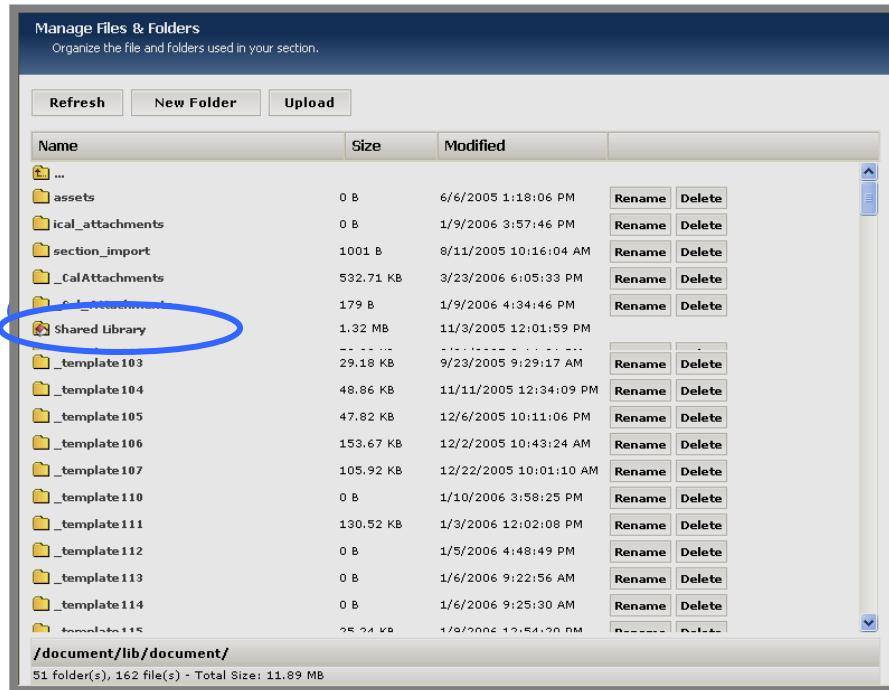
Exhibit 16-26: Files & Folders with Shared Library in Site Workspace

Uploading to the Shared Library

You organize and upload into the Shared Library in the same manner in which you organize and upload into other folders within *Files & Folders*.

If you have a large number of images and files you need to upload to the Shared Library and *Batch Upload* is unavailable (e.g., on a Mac®), you can request FTP access to the Shared Library within *Files & Folders* on the main *site* to accomplish this.

To request FTP access to the Shared Library, enter a support case. To enter a support case, a Site Director can:

1. Select *Request Support* from the *Help* drop-down menu on the Main Menu bar. The online support form will display.

2. Enter the information on the support form.

3. Click on the *Submit* button. The support case will be entered. A **Schoolwires** representative will supply the information for FTP access.

Obtaining URL, Renaming and Deleting Files in the Shared Library

You obtain the URL, rename and delete files in the Shared Library the same way you do other files.

TIP: Use care when renaming or deleting these files. When editors insert these files in pages, they are actually pointing to the files in the Shared Library. Consequently, renaming them or deleting them will result in broken links on the website as well as in the Editor.
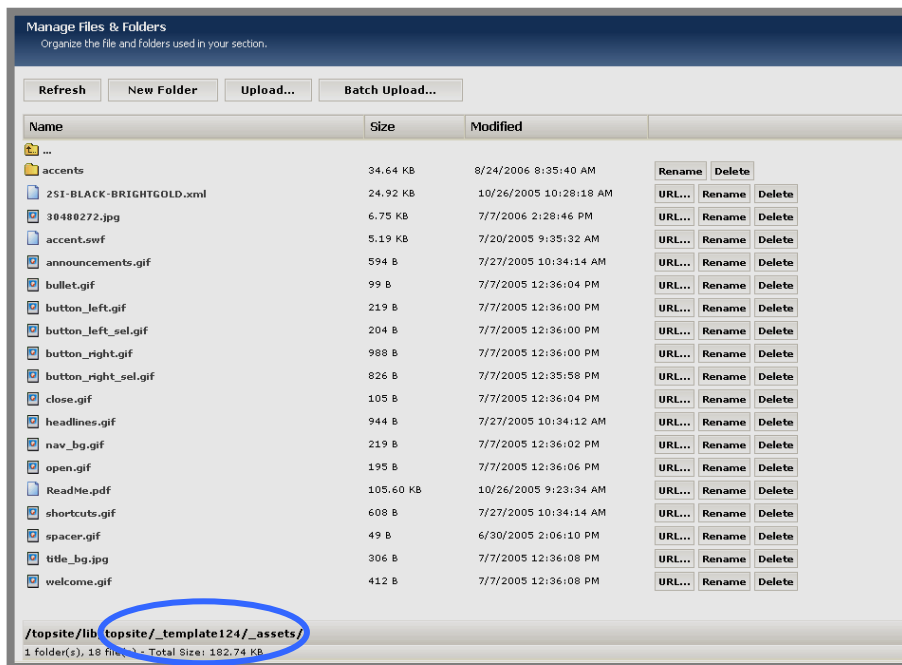
Files & Folders in Styler

If your organization has purchased **Styler™**, you will see a *Files & Folders* button within each template in **Styler** like the one shown in Exhibit 16-27.
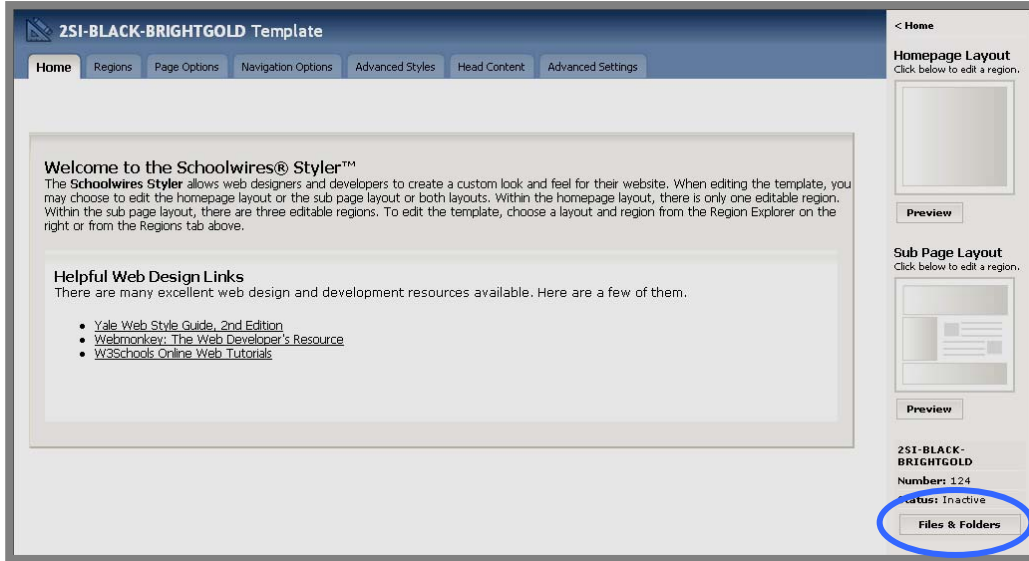
Exhibit 16-27: Files & Folders button within the template in Styler

When you click on the *Files & Folders* button in the template in **Styler**, a *Files & Folders* window like the one shown in Exhibit 16-28 will display. This is the _assets folder for that template. You can, of course, also access this folder from within *Files & Folders* in the *Site Workspace*.

Exhibit 16-28: Files & Folders window in the template in Styler