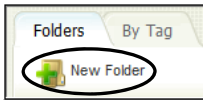


Working with Folders

Adding a New Folder

1. Click on the *New Folder* button at the top of the *Folders* tab in the navigation pane.
2. Enter a name for the folder (required).
3. Choose a folder template from the drop-down list. This template will define the file types allowed for a folder created using this template. However, you will be able to add or delete file types to any folder you create.
5. Click *Save*. The new folder will display in the navigation pane.



New Folder

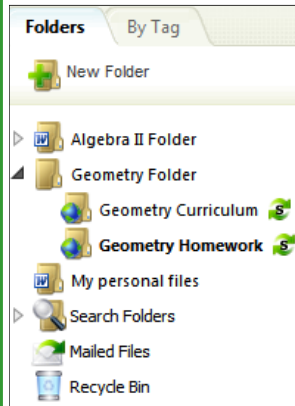
Folder Name:
Algebra Curriculum

Template:
Office Folder

Below are the allowed file types for this Folder Template.

xlsx mdb xls ppt pub doc pdf rtf txt docx wpd

Make Top Level Folder

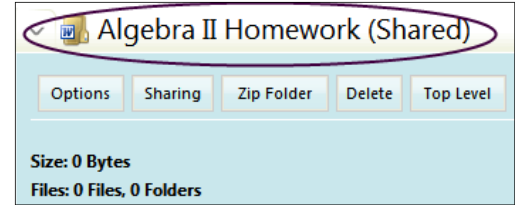


6. When adding subsequent folders, think about whether you want it to be a top level folder, or nested under another folder. If it is to be nested, click on the parent folder first before creating the new subfolder. You can drag and drop folders after they are created to reorder them. If it is to be a top level folder, click *Make Top Level Folder* before saving.

Working with the Folder Click Menu

The buttons that appear on the Folder Click Menu will be determined by your user profile. For instance, if sharing has not been included in your profile, the *Sharing* button will not display. In addition, if the folder is already at the top level, you will not see the *Top Level* button.

Click on the folder name to access the Folder Click Menu.



Options

- Click on the *Options* button to reveal general settings, the allowed file types for the folder, sharing settings, and versioning tabs. Change the name of the folder or the icon assigned to the folder by clicking on the *General* tab.

General Allowed File Types Sharing Settings Versioning

Folder Name:
Algebra II Homework

Icon:
Office Folder

General Allowed File Types Sharing Settings Versioning

+ Add File Type(s) - Remove File Type(s)

File Type Name

Excel 2007
 Microsoft Data Base
 Microsoft Excel Spreadsheet

General Allowed File Types Sharing Settings Versioning

General Settings

Shared Folder Size (MBs):
0

Shared users are only able to see files they own.

Lock Settings

Lock Date and Time:

Lock Message:

Manual Lock

- Add or delete allowed file types for the folder by clicking on the *Allowed File Types* tab.
- Click on the *Sharing Settings* tab if the folder will be shared. Set a limit for the size of the folder to be shared if desired. Click on the checkbox if you would like users to see only files they own. You can also assign a date and time when the folder will be locked to other users and you can enter a message to be displayed when a user tries to access a locked folder.
- Click on the versioning tab to enable versioning.

General Allowed File Types Sharing Settings Versioning

Enable versioning for files in this folder.

Zip Folder

Click on the *Zip Folder* button to zip the current folder.

Sharing

- Click on the *Sharing* button to share a folder. You can share folders with groups and/or individual users. Do this by clicking on either the *Assigned Groups* or *Assigned Users* tab and then click on the *Add groups* or the *Add Users* button.
- Click on the *Edit Group Permissions* or *Edit User Permissions* button in order to adjust whether users can view, add, edit or delete items in a folder.

Assigned Group(s) Assigned User(s)

+ Add Group(s) Edit Group(s) Permissions - Delete Group(s)

Group Name	View	Add	Edit	Delete
Wall- Algebra II Students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

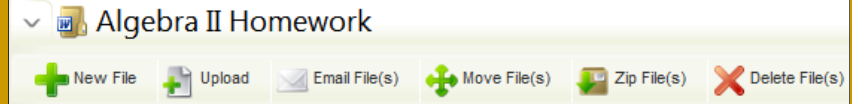
Delete

Click on the *Delete* button to delete a folder.

Top Level

Click on the *Top Level* button to move a folder to the top level.

Working with Files



Creating New files for a Folder

It is possible for Synergy users to create a word processor or spreadsheet document within Synergy. Do this by clicking on the *New File* button. Name the document and choose the type of file you would like to create. It is not necessary for users to have either of these software programs on their computer.

New File

File Title:

File Type:

- Word Document
- Excel Document

Uploading Files to a Folder

1. Click on the *Upload* button at the top of the Folder Workspace.
2. Click on the *Browse* button.

3. Browse your computer until you find the location of the files you wish to upload.

TIP: If no files display in the window, the files in that location may not be one of the file types allowed in that folder. You can add additional file types by clicking on the Folder Click Menu. (See Page 1 of this card)

4. Select one or more files. (You can multi-select files by holding down the Shift key or Control key and clicking)

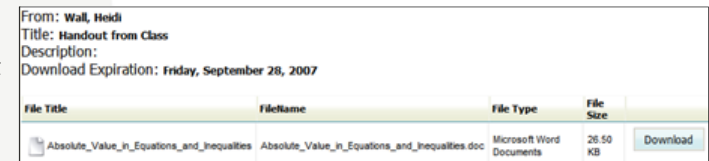
5. Click on the *Open* button. The files you added will display in the *New File(s)* window. The *Upload*, *Remove* and *Clear List* buttons will no longer be grayed out. The total size for all the files will display at the bottom of the window.

6. Click on the *Upload* button. A progress bar will display in the *New File(s)* window. When the upload is complete, you will see "100% Uploaded. Upload complete."

Emailing Files

You can email a link to one or more files to anyone who has an email address. They will be able to download the file from the link. They do not need to have access to Synergy to download the file. To email files, first select the files you wish to email by clicking in the checkboxes to the left of the file name. Click on the *Email Files* button at the top of the Folder Workspace. Enter a subject for the email the recipients will receive (required). Enter text you would like to accompany the links. Enter a download expiration date (required). No one will be able to download the files after this date. Enter the email address of any recipient and click on the *Add* button.

TIP: The download expiration date for a file can be adjusted after a file is emailed. Click on the *Mailed Files* button, in the Left-hand navigation panel, to do this.

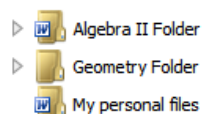


Moving Files

You can move files from one folder to another by first clicking in the checkbox to the left of the file name.

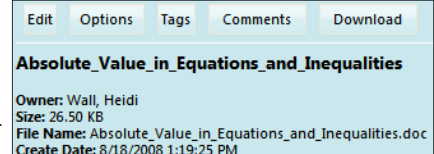
Click on the *Move Files* button at the top of the Folder Workspace. Select the folder where you wish to move the selected files. Click on the *Move* button.

Move File(s)



Working with the File Click Menu

When you click on the title of a file in a folder workspace, a click menu for that file like the one shown here will display.



Edit

Click on the *Edit* button to edit any document online. It is not necessary to have the software on your computer.

Options

Click on the *Options* to edit the file name, upload a more recent version of the file, and star it as a favorite. You can also add a description of the file.

Tags

A tag is a relevant key word or term that users can assign to a file in Synergy. Tags are displayed within a tag cloud like the one displayed here. Tag clouds display key words and visually depict how frequently they are used. The larger the font size of the tag, the more frequently that tag has been used. Add tags to files by clicking on the *Tags* button.

Comments

You can view comments made by others, enter comments and delete comments. The date and time of the last comment made about a file displays in the Last Comment column in the folder workspace. If new comments have been added since you last viewed comments, an icon will also display in the column.

Download

Download a file by clicking on the *Download* button.

