

Managing Files

Sorting by File Type

⇒ From the *Filter content* drop-down list, select the type of content you want to display and click the **Go** icon. Only content of the specified type is listed.

Creating Folders

⇒ To create a folder:

1. Click **Create Folder**. A pop-up screen appears.
2. Enter a Title for the folder and click **OK**.

Using the ActionLinks Menu to Manage Files

The screenshot shows a file management interface with a table of files and folders. The table has columns for Title, Type, Last Modified, and Size. A context menu is open over the file 'Departmental Policies.doc', displaying options like Rename, Preview, View Content HREF, Copy, Move, Download, and Delete. Callouts point to the 'ActionLinks' icon and the menu itself.

Title	Type	Last Modified	Size
Images	Folder	3/11/05 5:39 PM	
Lecture Notes	Folder	3/11/05 3:51 PM	
About This Course.doc		3/1/05 10:20 PM	19.50KB
Departmental Policies.doc			19.50KB
FinalProject.htm			3.94KB
Image1.jpg	JPEG	3/7/05 3:59 PM	1.42KB

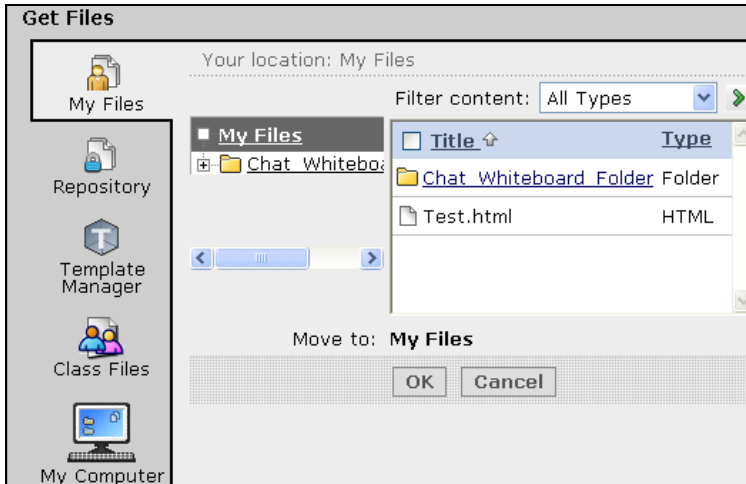
⇒ To rename a file:

1. Locate the file and, from its ActionLinks menu, click **Rename**. The Rename pop-up screen appears.
2. Enter a new file name and click **OK**.

⇒ To preview a file, locate the file and, from its ActionLinks menu, click **Preview**. A new screen appears, with a preview of the file.

⇒ To copy or move a file to a different folder:

1. Locate the file and, from its ActionLinks menu, click **Copy** or **Move**. The Browse for Location screen appears.
2. Select the location and click **OK**.



⇒ To download a file to your local computer:

1. Locate the file and, from its ActionLinks menu, click **Download**. The File Download pop-up screen appears.
2. Click **Save** and select the location where you want to save the file.