

File browser

In the *Files* area you have a file browser in which you can organise your files so you can find them more easily. You can sort your files into folders and also create subfolders.

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1. Click a file or folder icon and drag and drop it onto a folder to move the file or folder within that folder.
2. **Name:** You see all your folders and files that are not in folders listed to access them easily.

When you click on the name of an image, you see a preview of it. You are presented with a download option when you click on another file.

3. **Description / Tags:** View the description and tags of your folders or files to know quickly what the content of them is.

If you do not give an image a description, the file name is used as `alt tag` to identify the image when you place it into an image block or display it embedded in text.

4. **Size:** The size of your files and folders is displayed.
5. **Date:** The date you created a folder or uploaded a file is shown.
6. Click the *Edit* button ■ to edit folder or file properties. Continue with [editing a file](#).
7. Click the *Delete* button ■ to delete a file or folder.
A pop-up window requires you to confirm the deletion because you will not be able to recover the file once it is deleted. If you use a file in a journal entry and / or on a page, the warning message tells you that this file is in use elsewhere so that you don't delete it by accident.
8. If a folder or file is used in a portfolio that has been [submitted](#), you are not able to edit or delete it.
9. Click the **Download folder content as a zip file** link in order to get a zip file which contains all files and folders of the current folder.

Site administrators decide in the [Artefact type: File settings](#) for how long the zip file is kept on the server.

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