

Managing Files

Main menu → *Create* → *Files*

The *Files* area is a repository, i.e. a document storage for folders and files, that you can use within your portfolio. Both folders and files are considered artefacts and as such can be added to a page. You may create any number of folders or sub folders. To view which subfolders and files sit within a folder, click on the folder name. Use the *Home* link to return to the top level folder directory.

You can arrange files and folders by dragging and dropping **the icon in front of the file / folder name** onto another folder icon. A suitably named and organised filing structure will help you with the long-term organisation and retrieval of your artefacts. If you want to move a file or folder out of a subfolder, move it onto the *parent folder* icon .

You will find that some folders are automatically created by the system such as *viewfiles* or *images* . The *viewfiles* folder includes files from imported pages whereas the *images* folder includes [your uploaded profile pictures](#). As with any other file, you can move them out of this folder and store them in a different folder.

You can move files and folders to your heart's content without having to re-link them in the pages where you use them. Also renaming them will not have a negative impact on links.

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