

How to Upload Content

The Files area is a repository and document store for folders and files to use within your portfolio. Both folders and files can be added to a Page.

There are four sections of this interface that you should be aware of:

1. Upload File
2. Create Folder
3. List of Folders and Files
4. Quota

The screenshot shows the UAL Files interface. At the top, there is a navigation bar with tabs for Workflow, Content, Portfolio, Groups, and Administration. Below this, there are sub-tabs for Profile, Profile pictures, Files, Journals, CV, Plans, and Notes. The 'Files' tab is selected and highlighted in green. A red arrow points from the 'Files' tab to a callout box that says 'Click Content and Files'. Below the navigation, the 'Files' section is titled 'Files' with an information icon. A text block reads: 'Here are your images, documents and other files for inclusion in pages. Drag and drop a file or folder icon to move the file or folder between folders.' Below this is the 'Upload file' section. It contains a 'License' dropdown menu (set to 'None selected'), a 'Licensor' input field, and an 'Original URL' input field. To the right of these fields is a 'File' section with a 'Browse...' button and the text 'No files selected.' and '(Maximum upload size 50MB)'. Below the 'Browse...' button is a dashed box labeled 'Drop files here to upload'. A red arrow points from the 'Browse...' button to a callout box that says '1. Click Browse or drag and drop a file here'. Below the 'Drop files here to upload' box is a checkbox labeled 'Automatic resizing of images larger than 1200x1200 px (recommended)'. Below the 'Upload file' section is a 'Create folder' button. A red arrow points from the 'Create folder' button to a callout box that says '2. Click to Create a folder'. Below the 'Create folder' button is a 'Home' link. At the bottom of the screenshot is a table listing files and folders. The table has columns for NAME, DESCRIPTION, SIZE, and DATE. There are also icons for editing and deleting. The first row is 'How to Guides' with a date of 17/02/2011. The second row is 'images' with a date of 28/03/2012. A red arrow points from the 'How to Guides' and 'images' rows to a callout box that says '3. List of all folders and files'.

Workflow Content Portfolio Groups Administration

Profile Profile pictures Files Journals CV Plans Notes

Click Content and Files

Files

Here are your images, documents and other files for inclusion in pages. Drag and drop a file or folder icon to move the file or folder between folders.

Upload file

License: None selected

Licensor: [input field]

Original URL: [input field]

File: Browse... No files selected. (Maximum upload size 50MB)

Drop files here to upload

Automatic resizing of images larger than 1200x1200 px (recommended)

Create folder

2. Click to Create a folder

Home

NAME	DESCRIPTION	SIZE	DATE
How to Guides			17/02/2011
images			28/03/2012

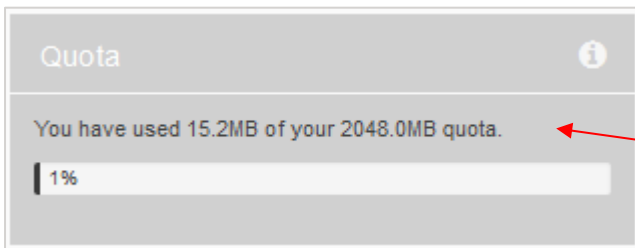
3. List of all folders and files

A suitably named and organised filing structure will help with the long term organisation and retrieval of your media files.

You may create any number of folders or sub folders. To view which sub-folders and files sit within a folder, click on the folder name. Use the Home link to return to the top level folder directory. Files and folders can be rearranged by dragging and dropping them to other folders. This is done by dragging and dropping the icon of the folder or file.

Quota

The Quota allows you to view how much space you have left for all your files and folders. Each person will have 2GB of space to store their files and folders.



4. This block appears underneath the green block to the right of the screen

Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at dlsupport@arts.ac.uk