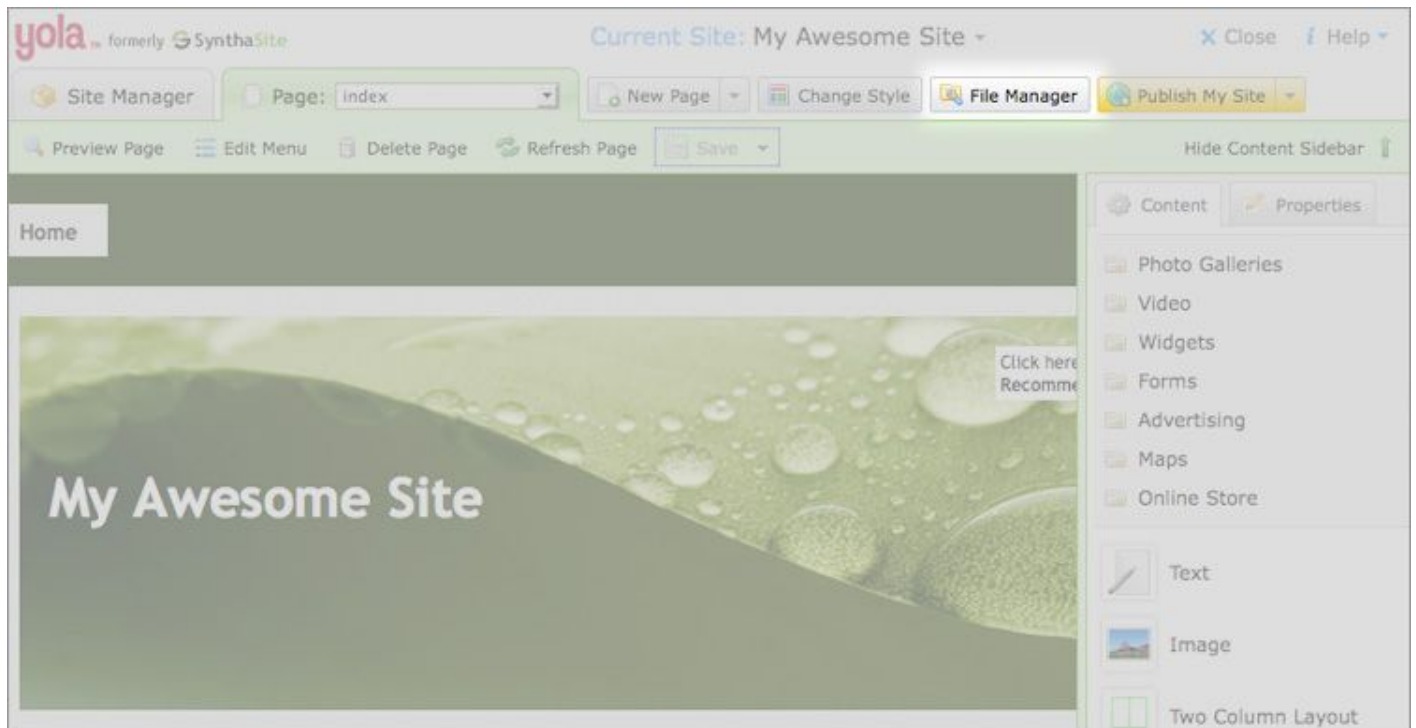


Using the File Manager

The File Manager is used to manage all your files for your site. You can use the file manager to store your files (documents, images, audio, video's etc).

1. How to access the File Manager:

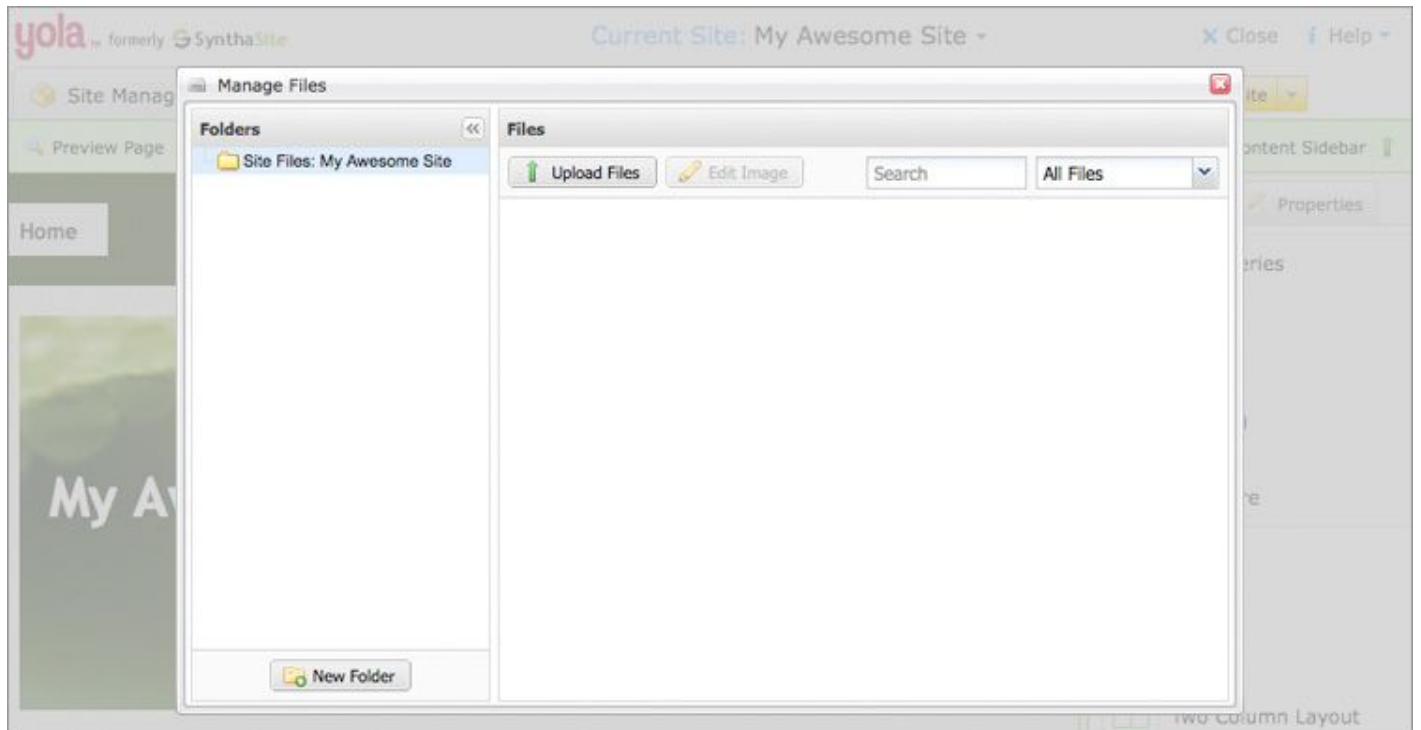
Click on the File Manager button



The File Manager dialog box appears. You can now upload images or files, create new folders, delete unused files or images, edit an image using Picnik (an online photo editor) and much more.

2. Uploading files into the File Manager:

- Click on the "File Manager" button on the Yola toolbar.
- Click on the "Upload Files" button that appears in the dialog box that opens.

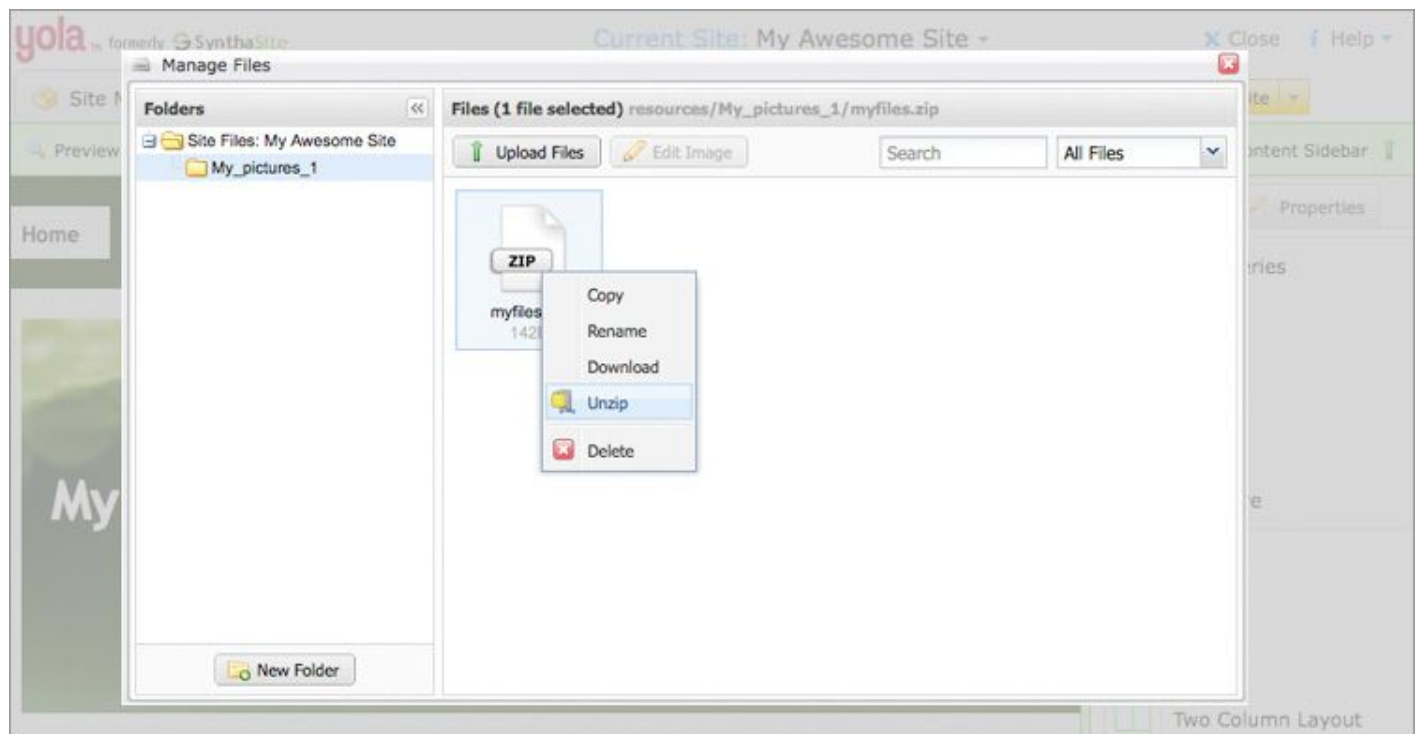


- Browse your computer's folders for the file you would like to upload and click on "OK" to upload it.
- Once uploaded, you can click on the red "x" on the top right of the file upload dialog box to close it.
- Now your image is stored in the File Manager.

3. Uploading Multiple files at once:

Option 1

- Zip up your files on your computer.
- Upload the file to the File Manager.
- Once the file is uploaded to the File Manager, right-click on the file and choose "unzip".

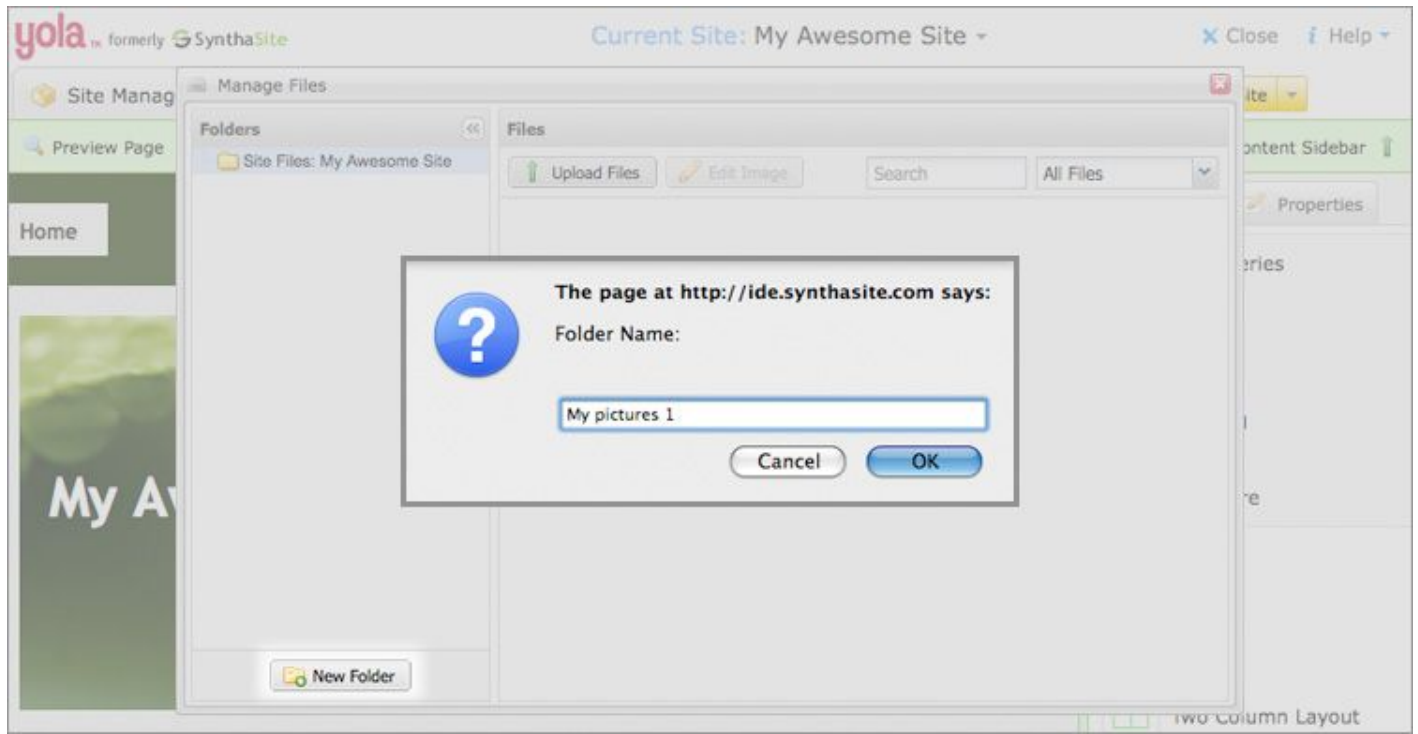


Option 2

- When browsing your computer for files to upload, hold down the shift or ctrl keys to select more than one file to upload.

4. Creating folders in the File Manager:

- Click on the "File Manager" button on the Yola toolbar.
- Click on the "New Folder" button that appears in the dialog box that open.
- A prompt will appear, enter the name of your folder and click on "OK".



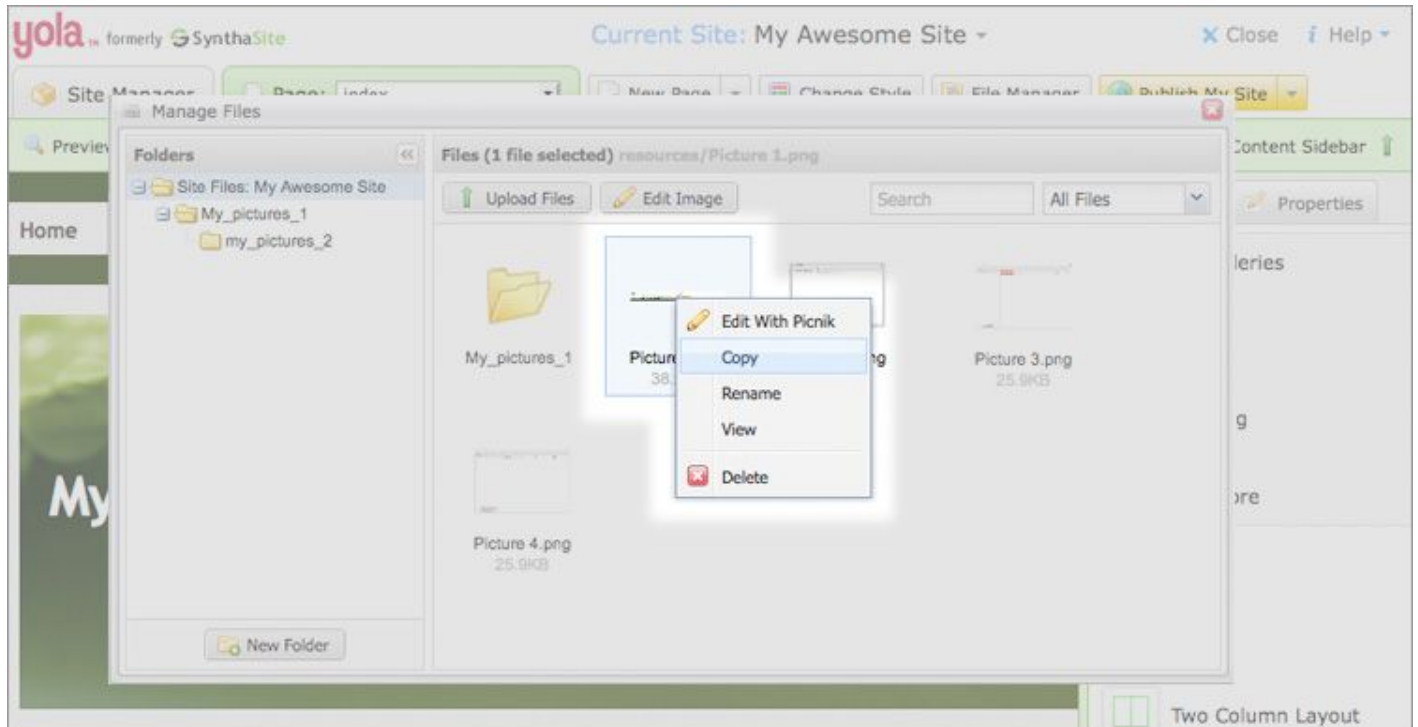
- Your new folder has now been created.
- To add files to the folder, simply double click on the folder. The folder will open and you can upload your files as per usual.

5. Editing images in the File Manager using Picnik:

- Click on the "File Manager" button, select the image you would like to edit and click on the "Edit Image" button near the top of the dialogue box of the File Manager.
- You will be taken through to the Picnik website, it may take a while to load (it's worth the wait!).
- Once Picnik is open, use their picture editing tools to adjust your image to your liking.
- When you've finished editing your picture in Picnik, click on "OK" so that the change is applied and then click on the yellow "Save to Yola" button on the top right.
- Your newly edited picture will replace the picture you originally uploaded.

6. Moving files between folders:

- Click on the File Manager button in the Yola toolbar.
- Right-click on the file and select "Copy".
- Go to the new folder, right-click in the empty space and select paste.
- Your image will now be pasted in the new folder. You can now go back and delete the older file by selecting right-click > delete.



Please note: If you move your files from one folder to the next or basically change it's location, and your file has already been added to a page on your site, you need to follow these steps:

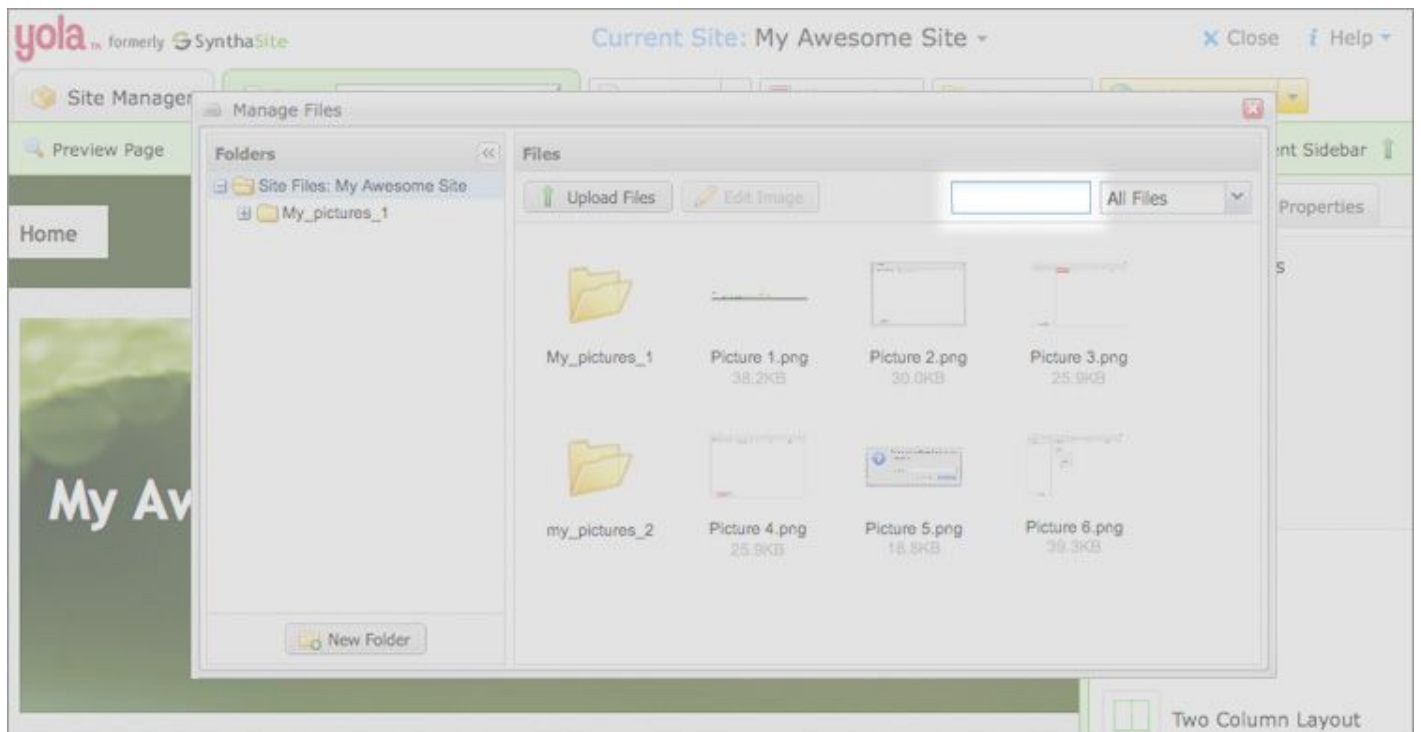
- Click on "Edit" on the top-left of the file.
- Navigate to the file in your File Manager.
- Click on "Select".
- This will ensure that the correct path is being used for your file.

7. Deleting Files from the File Manager:

- Click on the File Manager button in the Yola toolbar.
- Locate the file you wish to delete.
- Right-click on the file.
- Select "Delete".

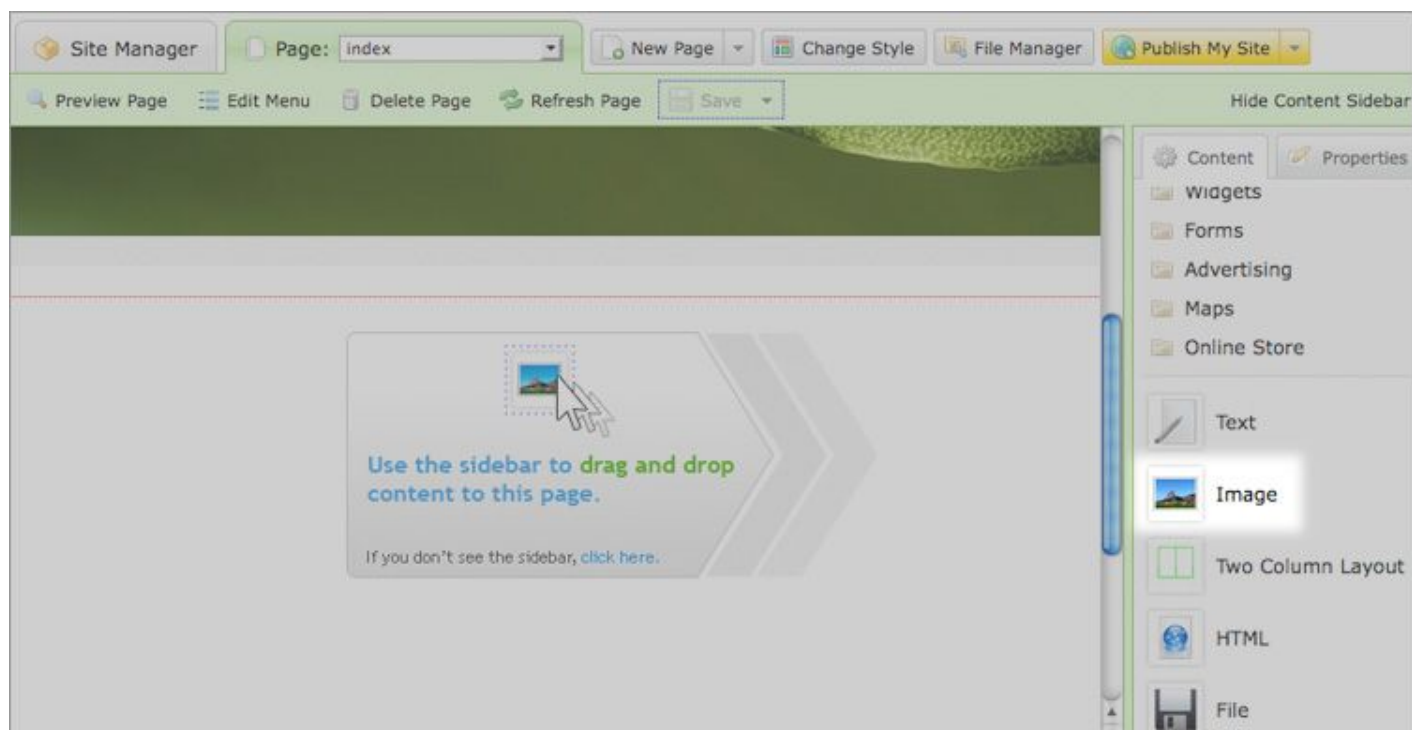
8. How can I search for files in the File Manager:

- Enter the name of the file you wish to search for in the "search field".
- You can search all Files or choose a particular folder to search in.



9. How to add the contents of your File Manager to your page:

Adding Images:



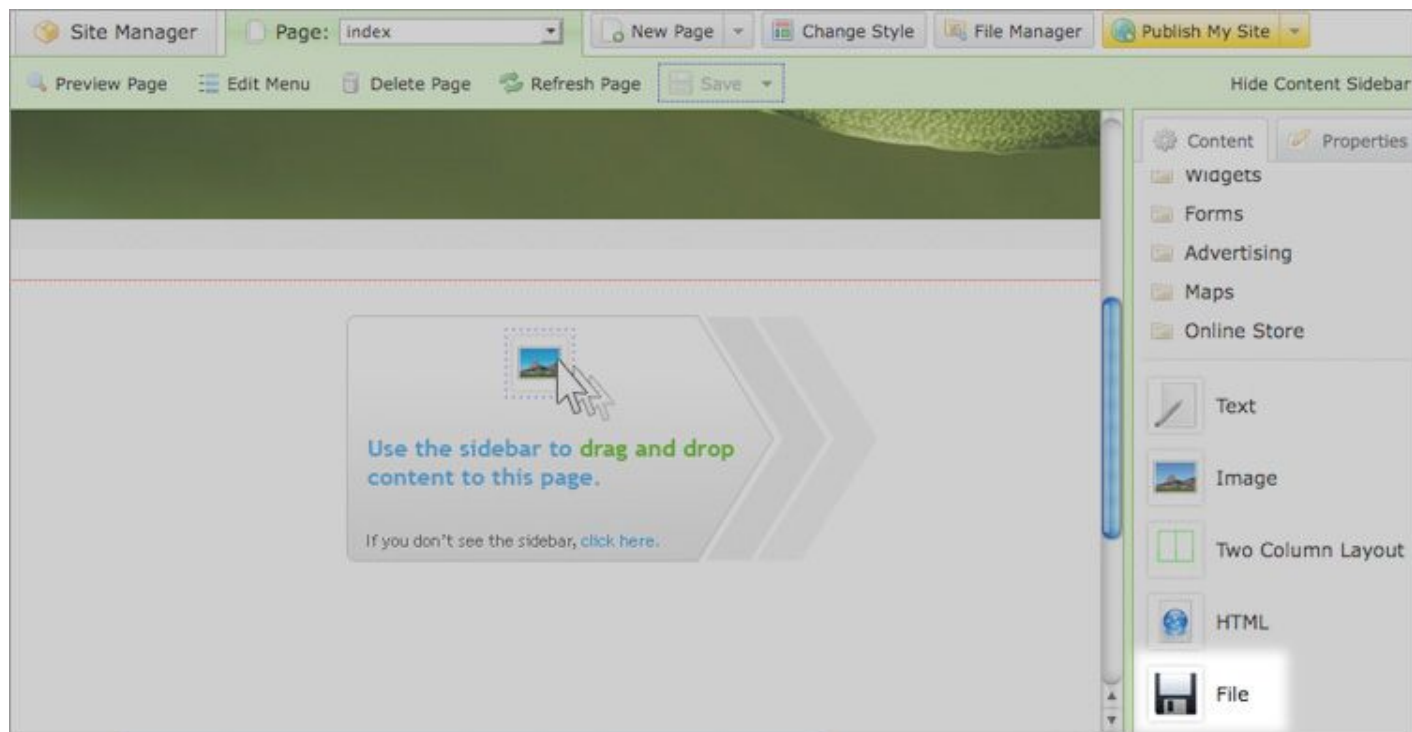
Drag and drop an image widget onto your page. The image widget (component) is located in the "Content" sidebar on the right of your screen directly below the icon marked "Text".

- The file manager dialog box will pop up. You will have the option to upload images from your computer or choose from images which have already been uploaded to your File Manager.
- To upload a picture from your computer, click on the first option: "Select" next to "Your Computer". A second box will pop up and you will be able to browse your computer's folders to select a file to upload.
- Click on the uploaded picture file you want to add and click "OK" and the image will be added to your page.

Or:

- Drag and drop a text widget onto your page.
- Click "insert image" on the text editing toolbar (the icon that looks like a green tree in a picture frame, roughly in the middle of the toolbar)
- The file manager will open up and allow you to browse for and select an image, as described above.
- Using the text widget allows you to insert a number of pictures in the same text box. You can add as many pictures in a row as your chosen style will support. Separate each picture by one or two spaces for the best result.

Adding Files:



Here is how to upload a file so that people can view or download it from your site:

- Drag and drop a file widget onto your page from the sidebar on the right (the icon for this looks like a computer disk).
- A dialog box will open and you can choose to browse your computer for the file you want to upload or choose an already uploaded image.
- When you click "OK" a link to your file will automatically be created. To test that it is working, save and preview your page.
- People will then be able to click on your link and download your MS Word file, PDF, PowerPoint presentation, spreadsheet or whatever file you have uploaded.