

## Tools & Apps Tab

### How Do I Access and Manage My Files & Folders?

Each section has access to its own Files & Folders where documents and images can be stored. Access to your *Files & Folders* is available from your **Tools** tab. Once there, click on *Files & Folders*.

The screenshot shows the Schoolwires interface. At the top, there is a navigation bar with tabs: Summary, Tools (highlighted with a yellow box), Editors & Viewers, Statistics, and How do I...?. Below this, the 'Tools' section is visible, containing three main options: 'Files & Folders' (Organize the files and folders used in your workspace), 'Approve Visitor Comments' (Approve or reject visitor comments on your apps), and 'App Manager' (Manage and edit the apps in your workspace). A modal window titled 'Files & Folders Workspace' is open, showing a 'Top Level' view. It includes an 'Upload' button, 'Refresh', 'Delete Selected', and 'Folder Actions' buttons. Below these is a table of files:

File Name	Size (bytes)	Modified	Actions
<input type="checkbox"/> A_Book_in_a_Bag.doc	70856	10/24/2010 10:10:58 AM	<input type="button" value="Move"/> <input type="button" value="More"/>
<input type="checkbox"/> DesertRose.mp3	255412	10/23/2010 11:25:21 AM	<input type="button" value="Move"/> <input type="button" value="More"/>
<input type="checkbox"/> kids reading.jpg	96141	10/23/2010 11:31:06 AM	<input type="button" value="Move"/> <input type="button" value="More"/>
<input type="checkbox"/> Kite_Book_Report.doc	32768	10/24/2010 9:48:23 AM	<input type="button" value="Move"/> <input type="button" value="More"/>

- Documents and images are automatically saved in Files & Folders when inserted from your computer or network using one of the Insert wizards. They will not, however be saved in a particular folder.
- Folders and sub-folders can be created to help organize your files and images.
- You are able to upload files using the **Upload** button.
- The URL for any file or image can be located by clicking on the **More** button that appears to the right of the file, then choosing **Get Link**.
- Folders and files can be renamed by clicking on the **More** button that appears to the right of the file, then choosing **Rename**.
- When working in a folder or subfolder, you can move up a level by clicking on the folder icon at the right of the list of files and folders.