



# Manage Files in FOL

## Review Course File Names

Give descriptive names to any files on your computer which you plan to upload to FOL. For example a pdf file containing a newspaper clipping about positive thinking could be named NewsClipPositiveThkg.pdf for easier identification.

### To enter the Manage Files area in FOL:

1. Click the **Course Links** drop-down menu
2. Select **Course Admin**
3. Select **Manage Files**

**Course Links** ▾

## Create "Images" Folder

Create an images folder at the root for course-wide images to be used for multiple lessons. You can also create an images folder within each unit/lesson folder.

### To create an Images folder:

1. Select the root folder or open a folder to a specific lesson.
2. Click **New Folder** (see diagram below showing the row of options to add files/folders)
3. Enter "Images", click **Save**

### Getting to the ROOT

In the Manage Files area, on the left-hand side, you will see the root folder. E.g.

/content/enforced2016/16F4/770

Think of this folder as your home base. When you click the root folder, the table displays your lesson files and corresponding resource folders for your course. From here you can create or select a folder you want to organize your lesson files into.

## Create "Lesson Resources" Folder

All resources for each lesson should be contained in a lesson resources folder. Lesson resources include all files that support your lesson such as PPTs, PDFs, Word documents, and additional HTML pages etc.

### To create a Lesson Resources folder:

1. Select the root folder to ensure you are at the root of your course.
2. Click **New Folder**
3. Enter "L1Resources" (where L1 = Lesson #), click **Save**.

The screenshot shows the FOL Manage Files interface. At the top, there are tabs for Content, Manage Files (which is selected), and Course Builder. Below the tabs, the location is shown as content > enforced2016 > 16F4 > 770071-. On the left, a tree view shows the root folder structure: /content/enforced2016/16F4/770, which contains images, L1Resources, L2Resources, L3Resources, L4Resources, and L5Resources. A red callout labeled 'ROOT' points to the root folder in the tree view. On the right, a table lists files and folders. A red callout labeled 'Tools' points to the 'Tools' button in the toolbar above the table. Another red callout labeled 'Add Files/Folders' points to the 'Add Files/Folders' button. A red bracket groups the 'images' folder in the tree view with the 'images' folder in the table, with a red callout labeled 'Uploaded resources organized into folders.' A red bracket groups the L1Resources-L5Resources folder structure in the tree view with their corresponding entries in the table, with a red callout labeled 'Consistent naming format.' A red callout labeled 'Webpage files created in FOL.' has a brace pointing to the L1Resources-L5Resources folder structure in the tree view. The table has columns for Name, Size, and Type. The 'Name' column lists images, L1Resources, L2Resources, L3Resources, L4Resources, L5Resources, Lesson1Overview.html, Lesson2 Effective Communication.html, Lesson3 Business Letters.html, and Lesson4 Style & Tone.html. The 'Size' column shows values like 8.05 KB and 7.72 KB. The 'Type' column shows Folder for most items and Web Page for the HTML files. The table also includes dates and times: Nov 4, 2016 12:38 PM, Jan 20, 2017 3:27 PM, Nov 18, 2016 11:05 AM, Nov 17, 2016 9:21 AM, Nov 3, 2016 11:32 AM, and Nov 10, 2016 11:26 AM.

To avoid wasting time and dealing with file management issues down the road, it is crucial that you keep your files and folders organized.



## Common Tasks in the Manage Files area

To **upload** a file, click  **Upload** found above the table toolbar.

To **MOVE** a file, select a checkbox, then cut & paste. 

To **COPY** a file, select a checkbox, then copy & paste. 

To **rename** a file, mouse-over the file to display the dropdown arrow. Select **Rename** from the dropdown menu.

To **edit** a file, mouse-over the file to display the dropdown arrow. Select **Edit File** from the dropdown menu.

## Organizing Files created/uploaded in the Content area

When creating or uploading a file from within the Content area, be careful to choose the destination of the file *before* saving the webpage or adding the file.

## Ensure Content links match file names

If you rename a file in the Content area, be sure to update the name in the Manage Files area. It must be clear which content item (in the Content area) is associated with which file (in the Manage Files area).

**For example**, if a file in the Content area is renamed to refer to *Emails* instead of *Letters*, then this change needs to be updated in the Manage Files area. Failing to do so may make it difficult and time consuming to find the file for that content item.

### Business Letters: Structure and Format

#### Outcomes:

- Critique business documents for proper structure
- Recall the **components** of a properly formatted business letter
- Draft properly **organized business letters**

The name for a webpage link in the "Content" area should match the name of the associated file in the "Manage Files" area.

#### To link to a resource from within a lesson webpage:

1. Click the **Edit HTML** button to enter into Edit Mode.
2. Select the descriptive title you want to link to the resource E.g. **Video: Know your Audience** 
3. Then click the Insert Quicklink icon.
4. Select **Course Files**, browse to the **Resources** section for that lesson and select the file you want to link to.