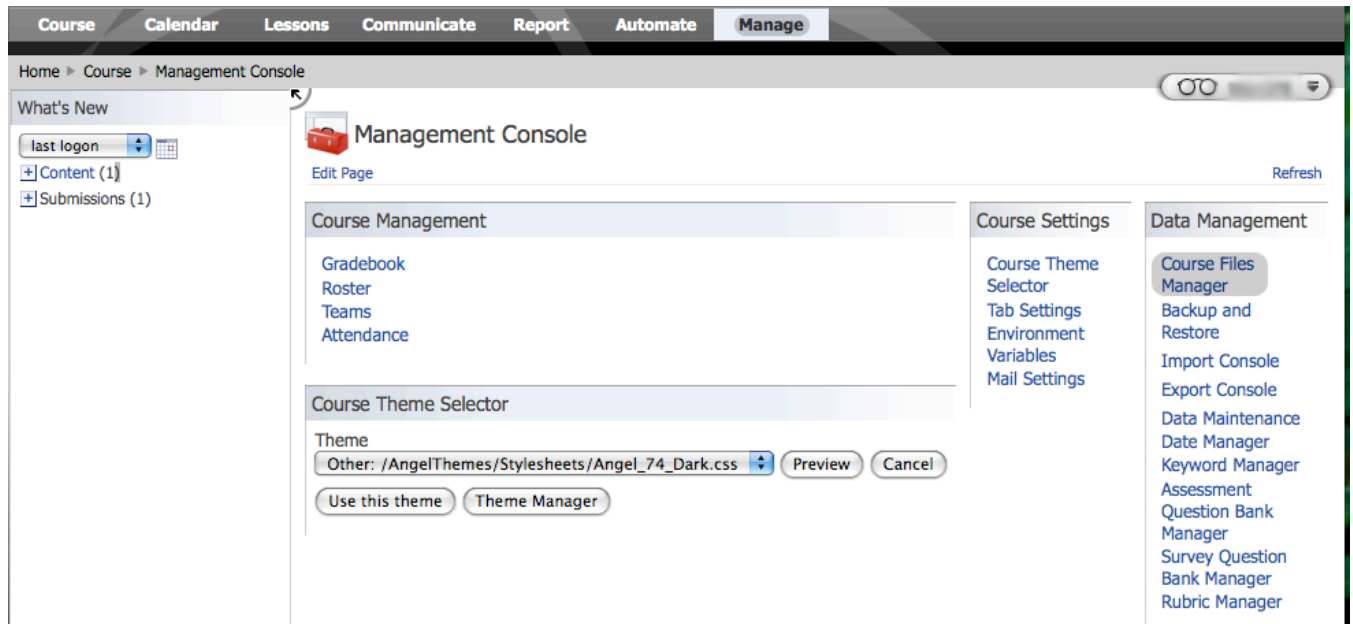


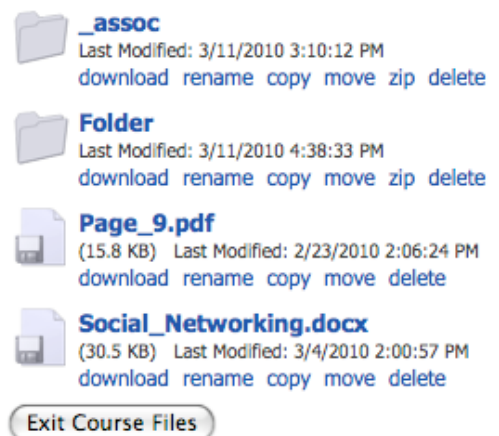
Managing Your Files

For optimal organization of your files, you can make use of the **Course File Manager**. Simply uploading to the Lessons tab gives Angel control how and where the file is physically stored. Using the Course File Manager provides you with control over file and folder organization, and also makes it easier to access these files later on.

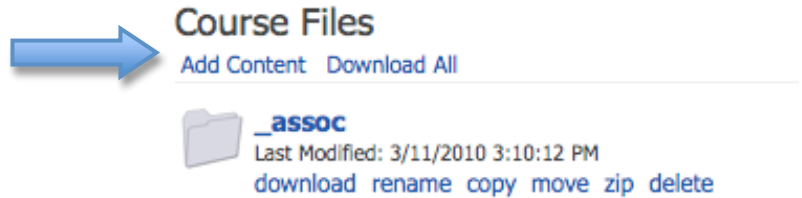
To access the Course File Manager, first you must access your course. Next, on the top where the tabs are located, click the **Manage** tab. Finally, click the **Course Files Manager** on the right in order to enter.



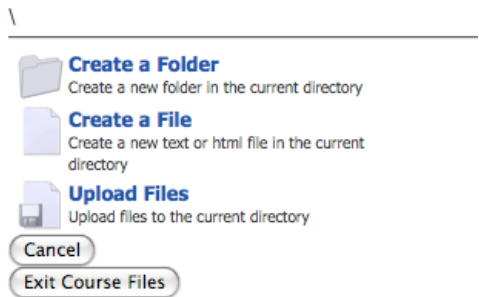
Once in the manager, you should see a folder called **_assoc**. This folder is where Angel automatically puts files that are uploaded in the Lessons tab. When you are making links to your own files, you are unable to access this folder at all. By organizing your files yourself, accessibility becomes much easier!



In order to add content to the Course File Manager, all you have to do is click **Add Content** at the top of the page, much like the lessons tab.



Add Content

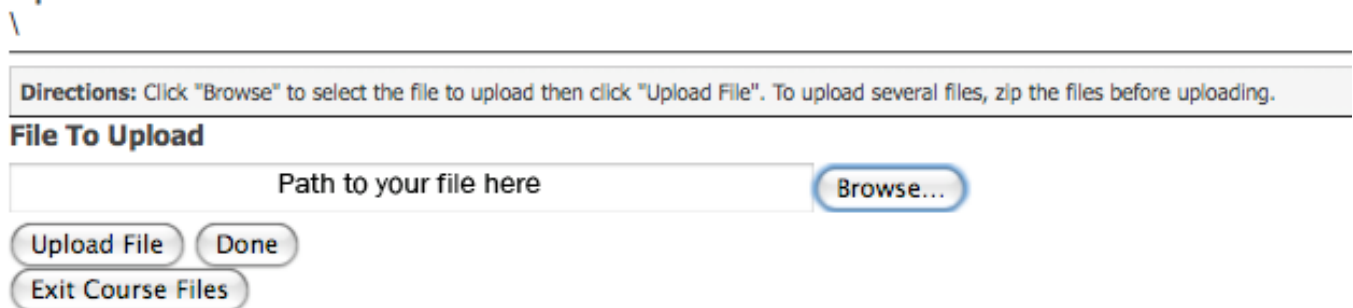


In the Add Content section, you can create a folder, a text/html file, or upload files. If you click **Create a File**, a page will open where you can type whatever you want. You can type using the HTML editor, or plain text, (just as if you were creating a page inside of the Lessons tab).

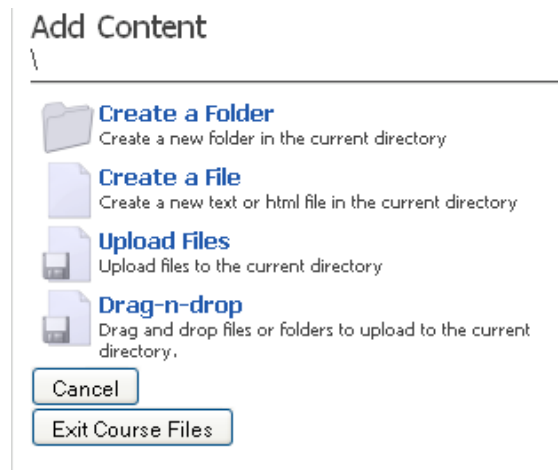
***To keep your files organized neatly, you should use the **Create a Folder** option. This option is simple, as you just type in a folder name and hit submit.

Upload Files allows you to upload files to the current directory that you are in. Once you have clicked Upload Files, you are then put in a page where you can upload the files that you wish to upload. To upload a single file, you click **Browse...** and browse for the file that you wish to upload.

Upload a File



If you wish to upload multiple files, your operating system dictates the method that you use.

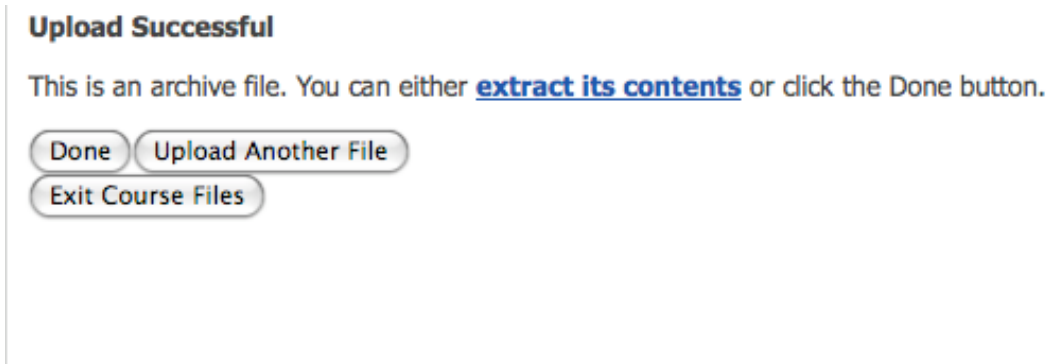


On Windows, there is a **Drag-N-Drop** option, which allows you to “Drag and Drop” multiple files into an area to upload them all at once.

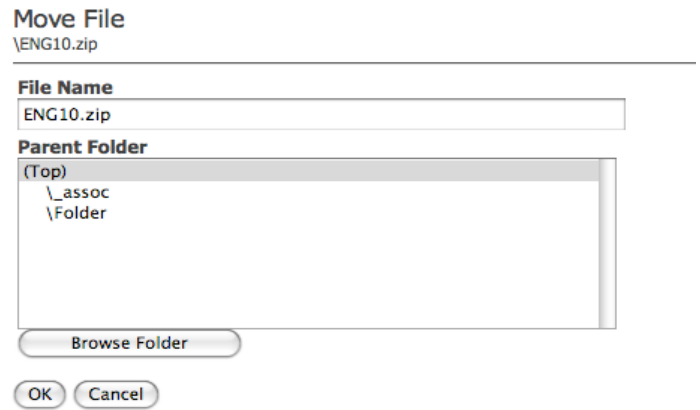
Once you click “**Drag-n-drop**”, a Java applet should run, and allows you to drag and drop your files to the File Manager.



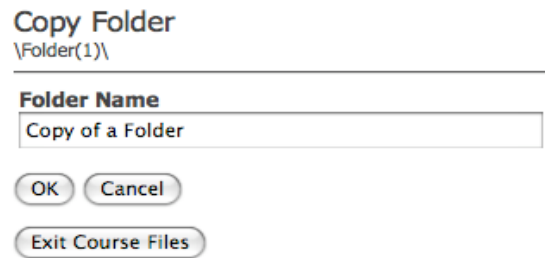
On a Mac, to upload multiple files at a time, you can upload a .zip file, and Angel will “Unzip” it for you if you click **extract its contents**, while placing all of the files into the directory in which you uploaded the .zip file. (This method also works with Windows.)



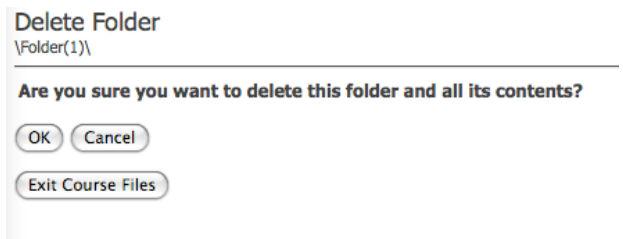
It is best to upload the files right in the folder where you intend for it to go, but you could always move the files to the correct folder. In order to move a file, you click **move** beneath the file or folder that you wish to move. Once you do, you are able to select where you wish to move the file/folder to. Click **OK** in order to finish moving the file/folder, and it will be moved immediately.



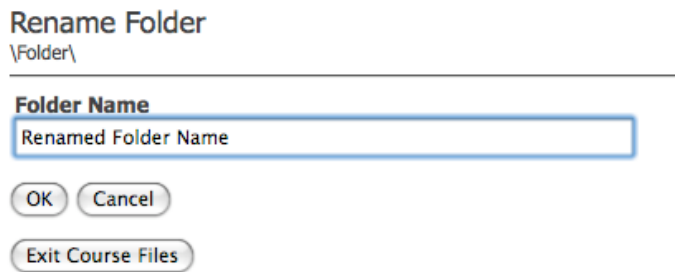
The other options beneath a file are also useful. The **copy** option copies a file or a folder (along with all of its contents) to the same directory as where the file being copied exists, and allows you to rename the file/folder.



The **delete** option does exactly what it sounds like; it deletes the file or folder. There is a confirmation after you click delete to ensure that you truly want to delete it, and hopefully prevent accidental deletions. Deleting a folder deletes all of its contents as well, so ensure that if you are deleting a folder that you have backed up any important content inside.



The **rename** option allows you to rename a file to whatever you wish. You have to be careful when renaming files, as you must preserve the file's extension to keep it usable. Renaming and moving files will cause any links attached to them to become broken, so you will have to either put the file back to the way it was before renaming/moving it, or fix the links that access the file.



The last option, **Download**, is a direct link to the file, and allows you to download the file to your computer. If you download a folder, it automatically converts the folder to a .zip file with all of its contents still intact.

