

Files Storage Space in iWebfolio

What are 'Files'?

The 'Files' portion of your storage space lists all files you have uploaded into your iWebfolio account. Files are the portfolio artifacts created outside of iWebfolio and are available to attach to a portfolio. Any file that is available in an electronic format may be used as a portfolio artifact. For example, portfolio owners may create a resume in a word processing program and simply attach the existing text file to a portfolio created in iWebfolio. Other examples of electronic files include the various photo formats (jpeg, tiff, pict, etc.), pdf files, audio files and video clips. To attach a file, owners are prompted to browse out to their computer's hard drive or other storage device in order to capture a copy of the file. That copy is stored within iWebfolio in the owner account's 'Files' tab.

How do I create a new folder for my files?

You can use folders to keep your files organized within iWebfolio just as you do on your computer.

To create a new folder for files:

- 1) Once you log in to your iWebfolio account, click on the 'Files' tab.
- 2) Click the 'New Folder' link.
- 3) A popup window will appear prompting you for the folder name. Enter the folder name and click 'Add Folder'.

How do I move files from one folder to another?

To move files from one folder to another:

- 1) Once you log in to your iWebfolio account, click on the 'Files' tab.
- 2) Click the 'Move Files' link.
- 3) Select the folder which contains the file(s) you wish to move from the 'Source Folder' drop-down.
- 4) Select the folder where you want to move the files from the 'Destination Folder'.
- 5) Select the file(s) from the source folder and click the 'Move>>' button. You can select multiple files by holding down the CTRL key while clicking on the files.

How do I delete files?

To delete files:

- 1) Once you log in to your iWebfolio account, click on the 'Files' tab.
- 2) Click the folder which contains the file(s) you wish to delete. If you click the details link beside the file name, you can see which portfolios are using the

file. If you delete the file from Files, it will be deleted from all the portfolios using that file.

- 3) Click 'Delete' to the right of the file name.
- 4) You will be asked if you are sure you want to delete the file. Click 'Yes' to delete the file.

How do I delete a folder?

In order to delete a folder, the folder must be empty. You must either move the files in the folder to another folder, or delete the files prior to deleting the folder.

To delete a folder:

- 1) Once you log in to your iWebfolio account, click on the 'Files' tab.
- 2) Click the folder you wish to delete. Make sure there are no files in the folder.
- 3) Click 'Delete Folder'. You will receive the following error if there are files still located within the folder. **** A folder must be empty and at least one folder must exist before you can delete it. Delete or move all files from this folder prior to deleting it.****
- 4) Click on the 'Ok' button and remove any remaining files from the folder and then try to delete the folder again.

How do I rename a folder?

To rename a folder:

1. Once you log in to your iWebfolio account, click on the 'Files' tab.
2. Click the folder you wish to rename.
3. Click 'Rename Folder'.
4. A pop up window will appear. Enter the new name for the folder and click 'Rename Folder'.

How do I change the name of a file?

Renaming a file already saved in 'Files':

Remember that files stored in the 'Files' part of the storage space originate outside of iWebfolio. Therefore, a file cannot be renamed within iWebfolio. The file must be renamed prior to uploading it into iWebfolio.