





## File Manager

The File Manager stores any files that you want to link to from your main web pages.

**File Manager**

	<b>Name</b>	<b>Size</b>	<b>Last modified</b>	<b>Perms</b>
<input type="checkbox"/>	 <b>editing_a_page.pdf</b>	<b>20.65 KB</b>	18-05-2005 16:05	0755
<input type="checkbox"/>	 <b>link_styles.pdf</b>	<b>32 KB</b>	18-05-2005 16:05	0755

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**Files: (2) / Folders: (1)**  
**Files size: 52.65 KB / Folders size: 52.65 KB / Total size in this directory: 52.65 KB**

	<input type="button" value="Browse..."/>
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	<input type="button" value="Browse..."/>

1. Go to 'Library - File Manager' on the menu.
2. Click on a 'Browse' button and locate a file on your computer, select it.
3. Click the 'Upload' button and wait while your file is added.
4. When you have uploaded the file it will appear at the top of the page. It will be listed as the file name and will display with an icon indicating what type of file it is. You can also see the file size and the date/time the file was uploaded. Clicking on the file name will open it in a new browser window.
5. Your file is now ready to be linked from your web pages.

**Files extensions currently accepted by the File Manager include;**

txt, zip, cab, pdf, avi, mpeg, mp3, mp4, mpg, mid, wav, doc, swf, xls, csv, rtf, ppt.



### **Renaming Files**

1. Tick the box next to the file you want to change
2. Click the rename button above (or below) the listed files
3. Enter your new file name in the box and click the rename button to submit the change.

### **Deleting Files**

1. Tick the box next to the file you want to delete
2. Click the delete button above (or below) the listed files
3. You will be asked to confirm that you want to delete the file. Click the delete button to complete the removal.

Please remember to upload image files to the Image Manager rather than the File Manager.