

3. Content

3.3. Files

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The **Files** area is a repository, i.e. a document storage for folders and files, that you can use within your portfolio. Both folders and files are considered artefacts and as such can be added to a page. You may create any number of folders or sub folders. To view which sub folders and files sit within a folder, click on the folder name. Use the **Home** link to return to the top level folder directory.

You can arrange files and folders by dragging and dropping **the icon in front of the file / folder name** onto another folder icon. A suitably named and organised filing structure will help you with the long-term organisation and retrieval of your artefacts. If you want to move a file or folder out of a sub folder, move it onto the **parent folder** icon .

You will find that some folders are automatically created by the system such as **viewfiles** or **images**. The **viewfiles** folder includes files from imported pages whereas the **images** folder includes your uploaded profile pictures. As with any other file, you can move them out of this folder and store them in a different folder.

You can move files and folders to your heart's content without having to re-link them in the pages where you use them. Also renaming them will not have a negative impact on links.

3.3.1. Upload a file

Before you upload a file, make sure that you are allowed to do so. For any artefacts that you publish in your portfolio, you must have the sufficient rights. That means:

- the artefact is your own **or**
- you are allowed to reproduce and distribute it, i.e. it does not violate any copyright legislation **and**
- the artefact also adheres to the Terms and Conditions of the Mahara site you are using

*It can be that you have to agree to an upload agreement before you can upload any files to your **files area**.*

Files ⁱ

Upload your images, documents or other files for inclusion in pages. You can select multiple files to upload them at once. Drag and drop the icons to move files between folders.

License * ⁱ 1

Licensor ⁱ 2

Original URL ⁱ 3

Upload file No files selected. (Maximum upload size 11.4MB) 4

Automatic resizing of images larger than 1024x1024 px (recommended) ⁱ 5

Drop files here to upload 6

7

8 **Home** 9 10 11 12 13

Name	Description	Size	Date	12	13
commentfiles	Files attached to comments on your portfolio		30/09/2012		
images	Image files		05/03/2012		
presentations			02/10/20	14 Submitted	
slideshow	Photos for gallery		11/10/2012		
book_chapter.html	chapter on ePortfolios	22.6K	06/04/2013		
pizza_talk_20130314.mp3	Pizza Thursday talk about the conference	144.5K	06/04/2013		
portfolio_bibliography.html	bibliographic references to portfolio articles and books	22.6K	29/11/2011		

Upload a file

1. **License:** Choose the license for the artefact that you are about to upload. You can set your default license in your account settings.
2. **Licensor:** If you are uploading a file that somebody else created, you can attribute the work to them here and provide their name for example.
3. **Original URL:** If you are uploading somebody else's file, provide a link to the original Internet address so that others can go there and view the original file.
4. **Upload file:** Upload a file by clicking on the **Browse** button to search for the file on your computer. Make sure that it is not larger than the maximum upload size that is shown in the parentheses.
5. You can decide whether you want to have your images resized if they are larger than the specified dimensions. This option is recommended to save space in your portfolio.
6. Instead of clicking the **Browse** button to upload files, you can drag and drop files from your computer directly onto the "drop zone". You must still observe the maximum file size upload for each file and the maximum total file size cannot be exceeded either.

This functionality is not available in all browsers. Generally, users of Chrome 7+, Firefox 4+, Internet Explorer 10+, Opera 12+ (Windows only) and Safari 6+ can use drag and drop.

7. Type the folder name and click the **Create folder** button if you want to create a folder before uploading files.
8. **Name:** You see all your folders and files that are not in folders listed in this table to access them easily.
9. **Description:** View the description of your folders or files to know quickly what the content of them is.
10. **Size:** The size of your files is displayed here.
11. **Date:** The date you created a folder or uploaded a file is shown.
12. Click the **Edit** button  to edit folder or file properties. Continue with editing a file.
13. Click the **Delete** button  to delete a file or folder. If you use a file in a journal entry and / or on a page, you are warned before deleting the file so that you don't delete it by accident.
14. If a folder or file is an artefact in a page that has been submitted, you are not able to edit or delete it.

You can move your file to a folder by clicking on the icon before the file's name and then dragging and dropping it onto the folder icon. Similarly, you can click on a folder icon and drag it onto another folder icon to move the folder into the second one.

3.3.2. Upload multiple files

You can upload multiple files at once in three different ways:

- You can upload multiple files when you are browsing for them after having clicked the **Browse** button. Hold down the Ctrl key (or Command key on a Mac) and click on all the files that you wish to upload at once.
- You can drag and drop multiple files into the **drop zone**.
- You can also place all files into a compressed file, a **.zip** file, and upload that to Mahara. This method allows you to upload multiple files from different folders on your computer at once. You can create a zip file from any number of files that you have selected in your document management program by making a right mouse click and selecting **Compress...** (or something similar).

Once you have uploaded your zip file to Mahara, you can unzip it there. Click on the **Unzip** button  next to the **Edit** button . Please follow the on-screen instructions.

3.3.3. Edit a file or folder

You can edit the properties of a file or folder at any time. The file does not have to be re-linked in portfolio pages, but the properties you changed will be updated automatically.

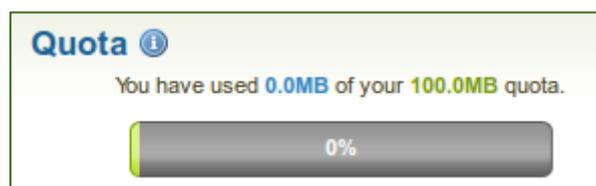
The screenshot shows the 'Edit file' interface for a file named 'portfolio_bibliography.html'. The file size is 22.6K and the date is 25/08/2013. The description is 'bibliographic references to portfolio articles and books'. The tags are 'portfolio, bibliography'. The license is 'Creative Commons Attribution Share Alike 3.0'. The 'Allow comments' checkbox is checked. The 'Save changes' button is highlighted in green.

Edit a file

1. Click the **Edit** button  to edit folder or file properties.
2. **Name:** Change the name of the file (or folder). It is not necessary to keep the file extension as Mahara stores it internally. However, it can be good to leave it in case somebody has problems opening the file if no default programme is associated with the file after downloading it. This field is mandatory and each file (or folder) must have a name.
3. **Description:** Give the file (or folder) a description to find it again more easily.
4. **Tags:** Give the file (or folder) one or more tags. You can choose from your existing tags by clicking on the **Show my tags** link and then selecting the tags. If you type your tags, separate them with commas.
5. **License:** Choose the license for the artefact that you are editing.
6. **Licensor:** If you are editing a file that somebody else created, you can attribute the work to them here and provide their name for example.
7. **Original URL:** If you are editing somebody else's file, provide a link to the original Internet address so that others can go there and view the original file.
8. **Allow comments:** Decide if users should be allowed to comment directly on the file artefact page when they view it.
9. Click the **Save changes** button to keep your changes or click the **Cancel** button to abort the action.

3.3.4. File quota

The site administrator of your Mahara site decides how much space you can have to store files. This can vary across institutions. You can check your file quota in the sidebar in your **Files** area.



File quota