

6. Blocks

6.1. Files, images and video

These artefacts are internal Mahara ones to display:

- links to files that you have uploaded
- folders that contain files
- show images
- embed audio and video files

6.1.1. File(s) to download



Select files that viewers of your portfolio can download.

File(s) to download: Configure

14

Block title

File(s) to download

1

Files

Name	Description	
book_chapter.html	chapter on ePortfolios	<div>10</div> Remove

My files

Group files

Institution files

Site files

2

License *

Creative Commons Attribution Share Alike 3.0

3

Licenser

Original URL

Upload file

Browse...

No files selected.

(Maximum upload size 11.4MB)

4

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

5

Home

6

Name	Description	Tags	
commentfiles	Files attached to comments on your portfolio		
images	Image files		
presentations			<div>9</div> Submitted
slideshow	Photos for gallery	photos, gallery, travels	
book_chapter.html	chapter on ePortfolios	book, eportfolio	
pizza_talk_20130314.mp3	Pizza Thursday talk about the conference	pizzatalk, presentation	Select
portfolio_bibliography.html	bibliographic references to portfolio articles and books	portfolio, bibliography, research	Select

7

8

Retractable

☐

11

Select to allow this block to be retracted when the header is clicked.

Automatically retract

☐

12

Select to automatically retract this block.

Save




Remove

13

Configure the File(s) to download block

1. **Block title:** Choose a title for your files block.
2. **Files area:** Choose from which files area you would like to select a file:
 - **My files:** You see all the folders and files that you have created.
 - **Group files:** You see all the folders and files that you are allowed to publish.
 - **Institution files:** If you are an institution administrator, you will see institution folders and files.
 - **Site files:** If you are a site administrator, you will see all site folders and files. Otherwise, you can only see the ones that are in the folder **public** in the **Site files**.
3. **License information:** You see these fields if the site administrator turned on license metadata. Additionally, if you are in an institution, your institution administrator may require you to provide a license.
 - **License:** Your default license is displayed. You can set your default license in your account settings. You may choose a different license for each individual artefact.
 - **Licenser:** If you are uploading a file that somebody else created, you can attribute the work to them here and provide their name for example.
 - **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:** You do not have to go back to your **Files** area in **Content** in order to upload a file. You can do so directly from this screen.
5. If the site administrator turned on the image resizing option, 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. **Folder path:** The breadcrumbs show in which folder you are currently.
7. You can still edit any component of the file, i.e. its file name, description and tags by clicking the Edit button.
8. Choose the file or files you wish to display by clicking the Select button.

When you place group, institution or site files into a page, beware that these files may not be available at some point anymore when the person in charge deletes them.


9. You can also still select files (within folders) that have been submitted in another portfolio page.
10. Click the **Remove** button to not display a specific file in this block anymore.
11. **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the **Retractable** icon  to just show the heading.
12. **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the **Retracted** icon  to view the entire block.
13. Click the **Save** button to accept your changes, or click the **Cancel** button to leave the block's content as it is. The **Remove** button is shown only when you place the block into the page for the first time.
14. You can also click the **Close** button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.
15. When the block is placed on the portfolio page, the following information is displayed:
 - file name
 - file description
 - size
 - upload date
 - a link to more details

Presentations

 **20080708_JURE.pdf**
JURE presentation 2008
223.8KB | Saturday, 02 October 2010 | [Details](#)

 **20090625_Edmedia.pdf**
ED-MEDIA presentation 2009
1.5MB | Saturday, 02 October 2010 | [Details](#)

Details about files that can be downloaded.

If you choose to retract your block, you only see the block's heading and the **Retracted** icon . When you click on it, you can see the block's content.

Presentations

Block when it is retracted

When users click on the **Details** link, they are taken to the details page for that particular file and see some more metadata.

The screenshot shows a file details page for '20090625_Edmedia.pdf'. The page is titled 'Presentations over the years by Paula Paulsen: presentations : 20090625_Edmedia.pdf'. The file name '20090625_Edmedia.pdf' is displayed with a file icon. The metadata includes: Type: File, Description: ED-MEDIA presentation 2009, Tags: 2009, bsce, edtech, ict, presentation, uni.lu, Owner: Paula Paulsen, Created: Saturday, 02 October 2010, 10:50 PM, Last modified: Saturday, 06 April 2013, 7:36 PM, Size: 1.5M (1621094 bytes), License: Creative Commons Attribution Share Alike 3.0 (CC-BY-SA-3.0), and a Download link. The Feedback section includes links for Place feedback, Report objectionable material, Print, Add page to watchlist, and a comment count of 0 comments. A blue information icon is also present.

1. The title of the page in which the artefact appears is linked.

2. The author of the page is displayed and a link to the profile page provided.

3. If the file has been made available within the **Folder** blocktype, the folder is linked so you can view the other files as well.

4. The name of the file is displayed.

5. The name of the file is displayed again but with a link and a file icon.

6. Additional metadata is displayed for the file:

- file type
- description
- tags
- owner
- creation date
- last modified date
- size
- license (if license information is turned on by the site administrator)
- download link

7. If the owner of the file allowed comments, you can place feedback directly on the file.

8. You can also report this file if it contains objectionable content by clicking on the **Report objectionable material** link.

9. You can print the metadata page via the **Print** link.

10. You can add the page in which the artefact appears to your watchlist by clicking on the **Add page to watchlist** link.

11. View the number of comments left on this artefact.

More details about a file that can be downloaded

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