6. Blocks

6.1. Files, images and video

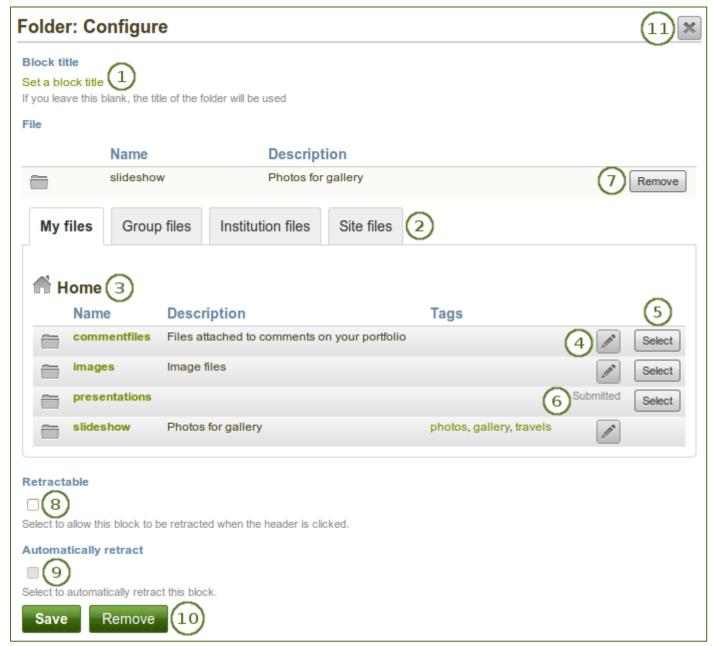
These artefacts are internal Mahara ones to display:

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

6.1.2. Folder



Select a folder to display all files within it as links on your page.



- 1. **Block title**: If you do not set a title, the name of the folder that you choose to display will be used.
- 2. Files area: Choose from which files area you would like to select a folder:
 - 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. **Folder path**: The breadcrumbs show in which folder you are currently.
- 4. You can edit any component of the folder, i.e. its name, description and tags by clicking on the *Edit* button.
- 5. Choose the folder you wish to display by clicking on the *Select* button.
- 6. You can also still select folders that have been submitted in another portfolio page.
- 7. Click the *Remove* button if you wish to revert your choice.
- 8. **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.
- 9. **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.
- 10. 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.
- 11. 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.

When you place a folder with 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.