

Uploading Files

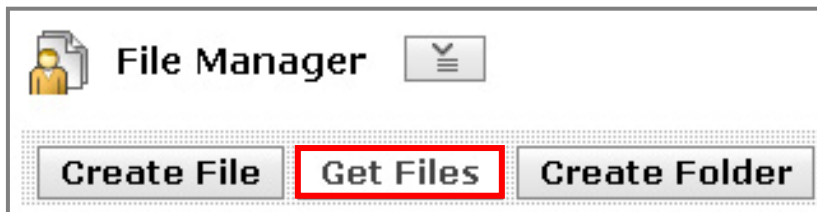
There are two ways to upload files within Vista. You can use the file manager or a web folder inside the file manager.

Uploading Files

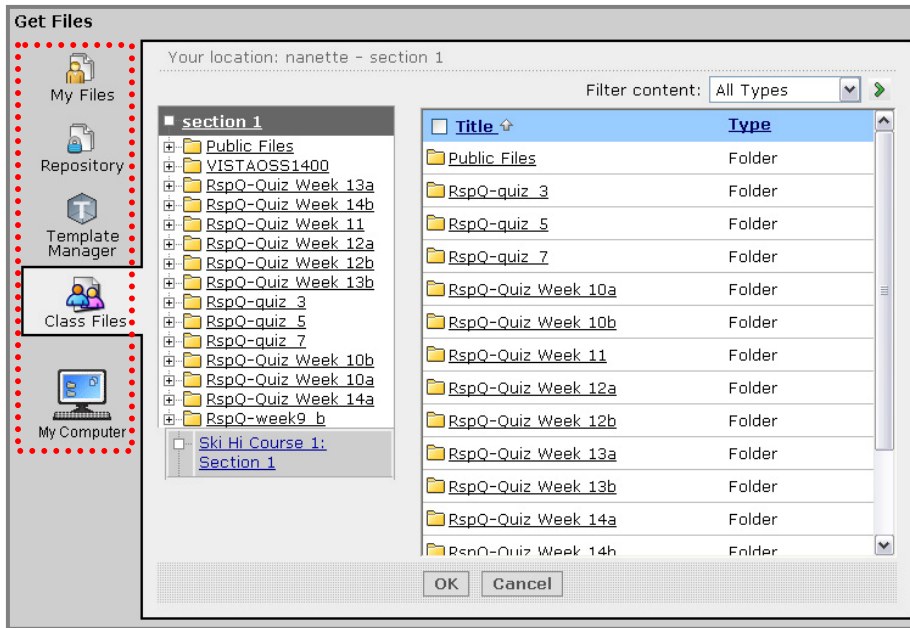
Make sure you are on the Build tab and select **File Manager** under the Designer Tools menu.



Before you can use a file within your course, it must be uploaded to the File Manager first. To import a file, click **Get Files**.



You will be directed to a new window to browse for your file. Select the location of your file from the list on the left-hand side. You can select from My Files, Repository, Template Manager, Class Files, or My Computer.

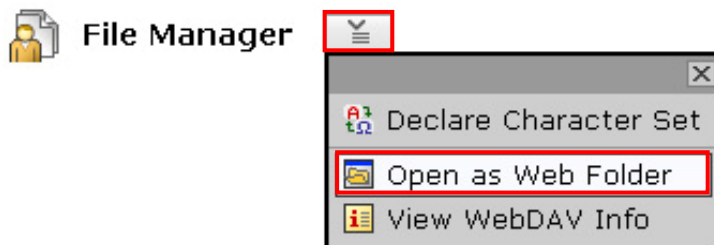


My Files allows you to navigate around your personally uploaded files. Selecting My Computer will open a second window for you to navigate around your local computer. After you have selected your file, it will be placed in your course files. You can also select more than one file to upload at a time – up to ten files depending on their file size.

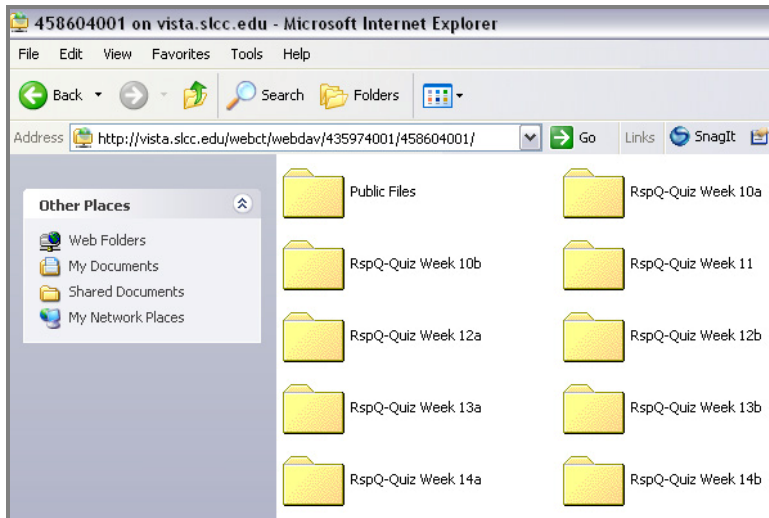
Using a Web Folder

It is important to note that you must be using Internet Explorer when using a web folder.

From the File Manager window, select the File Manager drop-down menu. Select **Open as Web Folder** from the list of options.



Your course files window will open.



You can now use this window as you would any other operating system window. You can drag-and-drop (or copy-and-paste) entire folders, multiple files, etc. into your course files window.

You may be limited on the amount of content you can move at one time. Once you have uploaded your files, you will be directed back to the File Manager where you can locate the files.

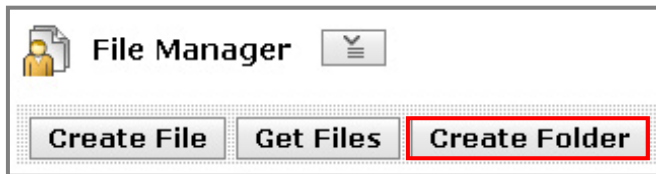
Vista provides information about the file including the type, size, and date that it was uploaded.

<input type="checkbox"/>	VISTAOSS1400	Folder	2/1/06 10:29 AM	-
<input checked="" type="checkbox"/>	10_1_part1_lecture.pdf	PDF	5/22/06 11:07 AM	20.45KB

Creating and Using Folders

It is suggested you create different folders to organize your files. For example you can put all your pictures in a folder labeled "Images." Likewise, you can put all your PDF files of your notes in a folder labeled "Notes." You can also divide up your content by chapters or topics, whatever makes it easy for you to find your materials within the File Manager.

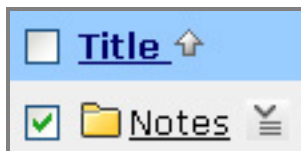
To create a new folder, click **Create Folder** from the options under the File Manager title.



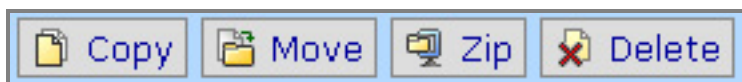
Name your folder and click **OK**.



The new folder will be added to the file manager window.



If you put a file in the wrong place, you can click the **Move** button in the File Manager area to place the file in the proper folder. You can also Copy, Zip, and Delete folders using the same toolbar at the bottom of the File Manager window.



You can now place these files anywhere on your homepage, an organizer page, a learning module, or within the action menu of a learning module.