



# File Manager

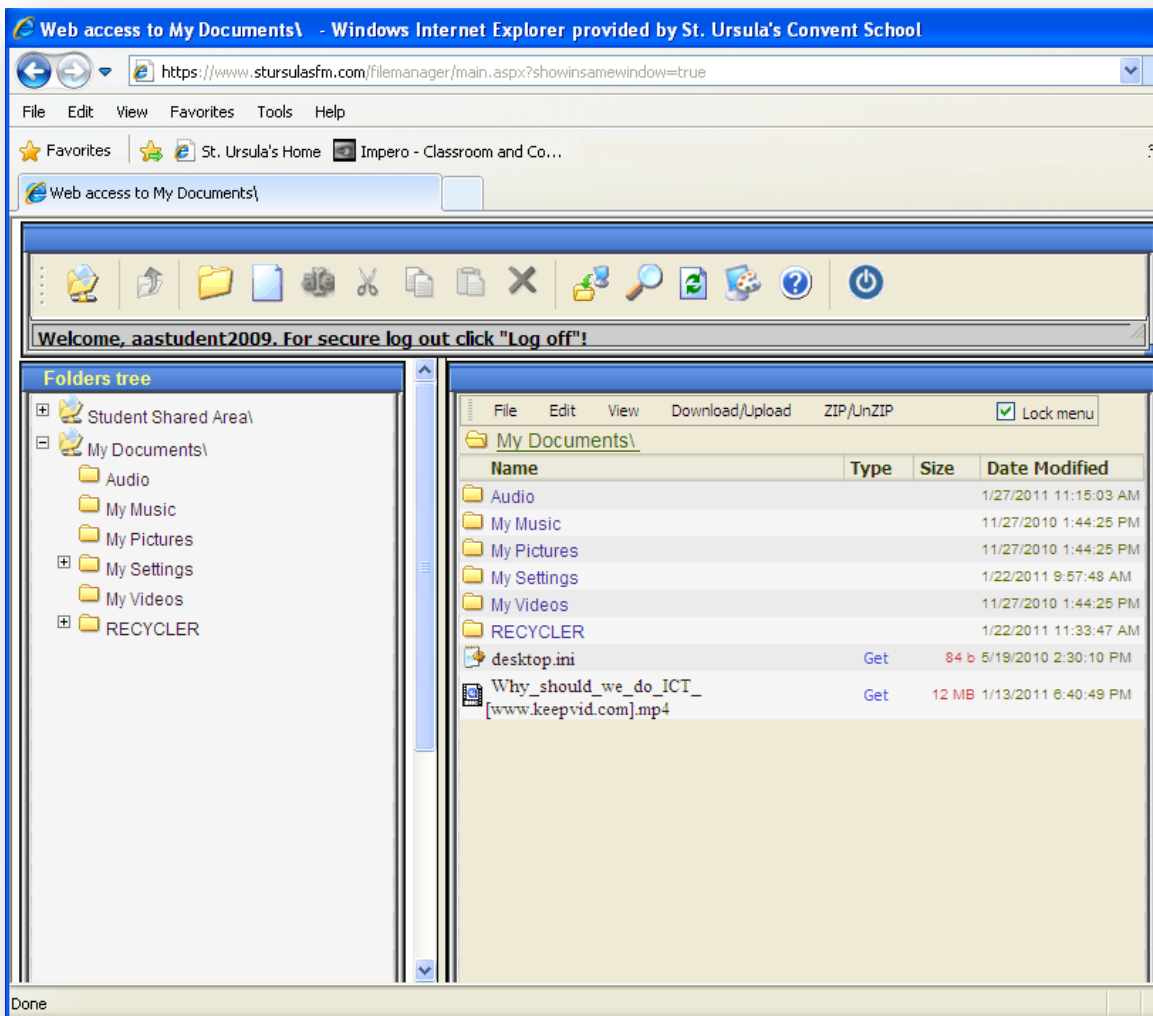
To Access your School Documents from Home, click onto the School Web Site <http://www.stursulas.com>

Then click “News & Events”,  
at the Bottom of “News & events” on the Left hand side is a link called “[File Manager](#)”

Click this link a logon screen will appear  
Type in your School Network Logon Name and Password




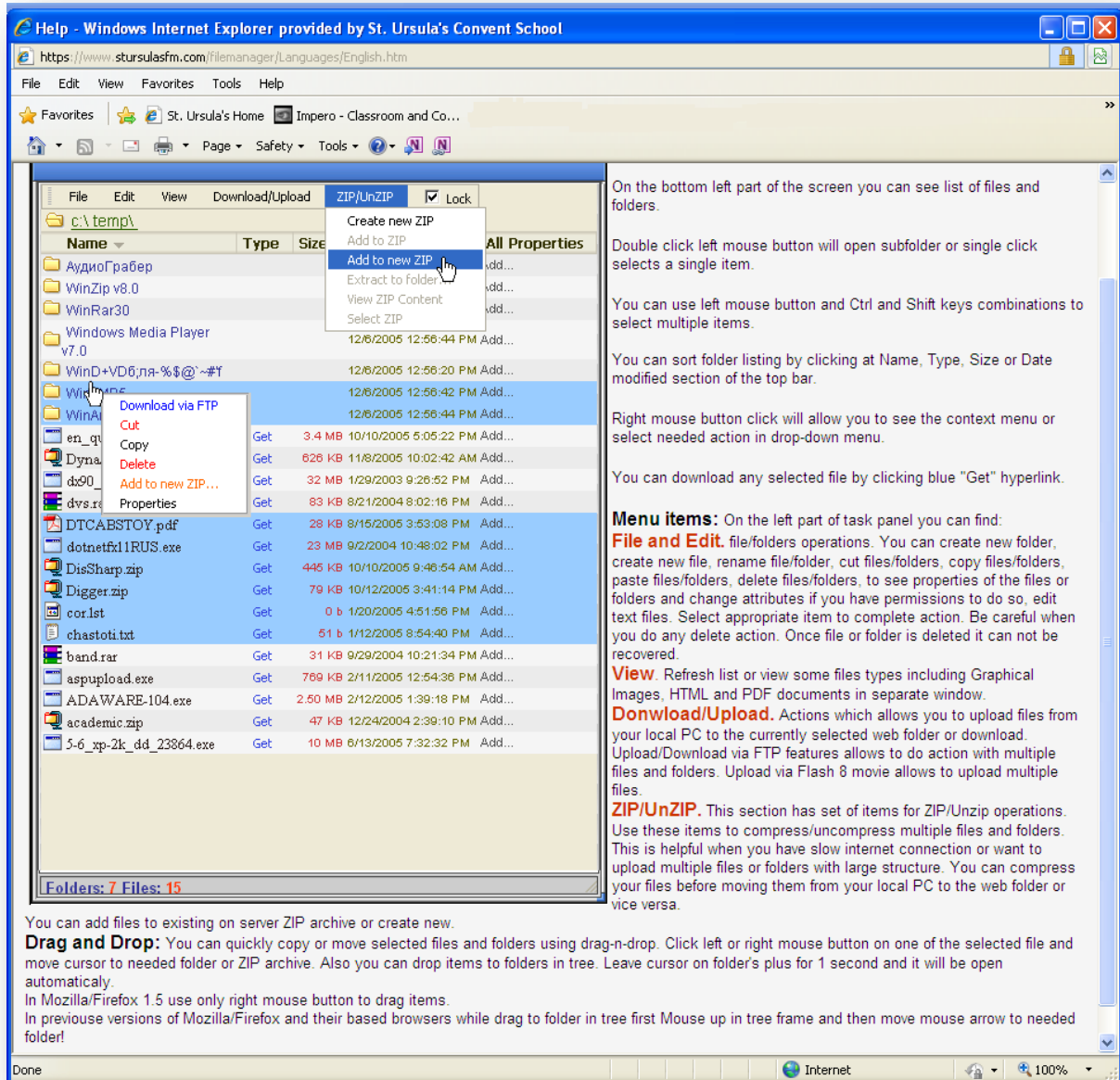
Once you are logged in your will see this screen, these are your School files, you can download them to work on them then upload them back to the school network.





## File manager

If you click the Help Button  a screen will pop up and show you the commands on how to Download, Upload, Rename and delete your own files.



On the bottom left part of the screen you can see list of files and folders.

Double click left mouse button will open subfolder or single click selects a single item.

You can use left mouse button and Ctrl and Shift keys combinations to select multiple items.

You can sort folder listing by clicking at Name, Type, Size or Date modified section of the top bar.

Right mouse button click will allow you to see the context menu or select needed action in drop-down menu.

You can download any selected file by clicking blue "Get" hyperlink.

**Menu items:** On the left part of task panel you can find:

- File and Edit.** file/folders operations. You can create new folder, create new file, rename file/folder, cut files/folders, copy files/folders, paste files/folders, delete files/folders, to see properties of the files or folders and change attributes if you have permissions to do so, edit text files. Select appropriate item to complete action. Be careful when you do any delete action. Once file or folder is deleted it can not be recovered.
- View.** Refresh list or view some files types including Graphical Images, HTML and PDF documents in separate window.
- Download/Upload.** Actions which allows you to upload files from your local PC to the currently selected web folder or download. Upload/Download via FTP features allows to do action with multiple files and folders. Upload via Flash 8 movie allows to upload multiple files.
- ZIP/UnZIP.** This section has set of items for ZIP/Unzip operations. Use these items to compress/uncompress multiple files and folders. This is helpful when you have slow internet connection or want to upload multiple files or folders with large structure. You can compress your files before moving them from your local PC to the web folder or vice versa.

You can add files to existing on server ZIP archive or create new.

**Drag and Drop:** You can quickly copy or move selected files and folders using drag-n-drop. Click left or right mouse button on one of the selected file and move cursor to needed folder or ZIP archive. Also you can drop items to folders in tree. Leave cursor on folder's plus for 1 second and it will be open automatically.

In Mozilla/Firefox 1.5 use only right mouse button to drag items.

In previous versions of Mozilla/Firefox and their based browsers while drag to folder in tree first Mouse up in tree frame and then move mouse arrow to needed folder!

If you have any Problems then please contact the School IT department and we will be glad to help you.

Thank you  
St Ursula's IT Department