



USER GUIDE

File Library Pages

Schoolwires® **Centricity**

TABLE OF CONTENTS

Introduction..... 1
 Audience 1
 Objectives 1
Working with File Library Pages..... 2
 Adding a File Library Page..... 2
 Adding a File..... 4
 Editing a File..... 9
 Sorting Files 9
 Deleting a File..... 10

Introduction

File Library Pages allow your website visitors access to a collection of files that they can download. Basic details about each file and instructions for file downloading are also provided. This *page* type is useful for sharing files such as policies, forms, newsletters, meeting minutes, software updates or art projects.

Audience

Site Directors, Subsite Directors and Section Editors all have access to the *Section Workspace* and should read this chapter.

Objectives

After reading this chapter, you will be able to:

- Add, edit and delete *File Library Pages*.
- Add files to a *File Library Page*.
- Edit and delete files on a *File Library Page*.

Working with File Library Pages

A *File Library Page* is a collection of files. Your website visitors can download each of the files on the *page* to a location on their workstation. Instructions for downloading files appear on the *File Library Page*.

Each entry on the *page* includes a Title and a Description of the file along with a file type icon, file name, file size and the date the file was posted on the *page*, as seen in Figure 1.

Note: To open a file downloaded from a *File Library Page*, visitors must have the application shown for that file installed on their own computers. For example, if the file is a Microsoft® Word file, visitors must have Word installed in order to open it.

Adding a File Library Page

Your *section* may already contain *pages* that a Site Director or a Subsite Director added when the *section* was created. In addition to working with the existing *pages* in your *section*, you may want to add additional *File Library Pages*.

To add a new *page*:

1. Access the *Section Workspace*. A window like the one shown in Figure 2 will display. The *Section Workspace* will always open on the *Manage Pages* tab which functions as the *Section Workspace* Home.

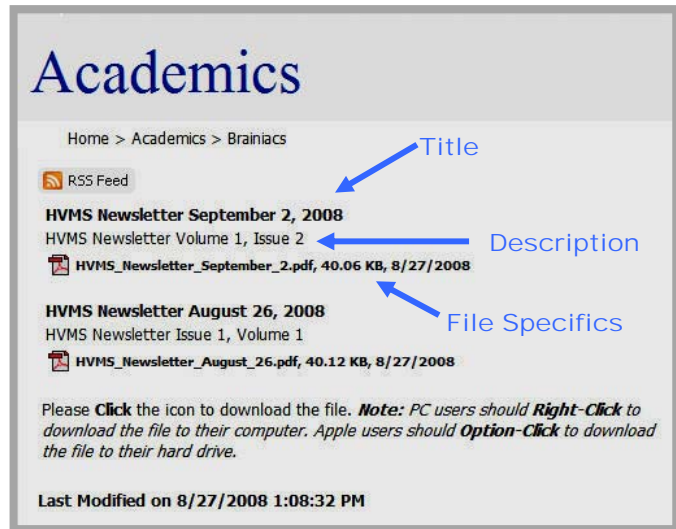


Figure 1: File Library page



Figure 2: Section Workspace

- To add a new *File Library Page* for a *section*, from the *Manage Pages* tab click on the *New Page* button. An *Available Page Types* window like the one shown in Figure 3 will display.



Figure 3: Page types window without Calendar option

Alternatively, to add a new page from the *Main Menu* bar, click on the *Pages* drop-down menu. A menu like the one shown in Figure 4 will display.

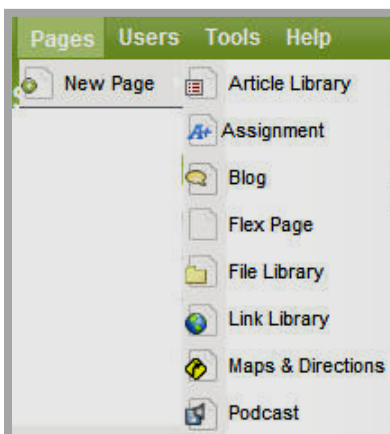


Figure 4: New Page drop-down

- Click on the *File Library* link. A *Add File Library* window like the one shown in Figure 5 will display.

Figure 5: Page Name window

- Click in the Page Name field and enter a name for the *page* you want to add.
- Click on the *Save* button. The *Manage Pages* tab will return as the active window. The *File Library Page* you added will appear under Current Pages and have an Active status.

Note: To ensure that no website visitor can access your new *page* while you are working on it, set its status to Inactive by deselecting the *Status* checkbox.

Adding a File

To add a file to a *File Library Page*:

- Access the *Section Workspace*.
- Click on the *File Library Page* to which you want to add a file. An *File Library* window like the one shown in Figure 6 will display.

Figure 6:File Library window with no files

3. Click on the *New File* button. An *Add New File* window like the one shown in Figure 7 will display.

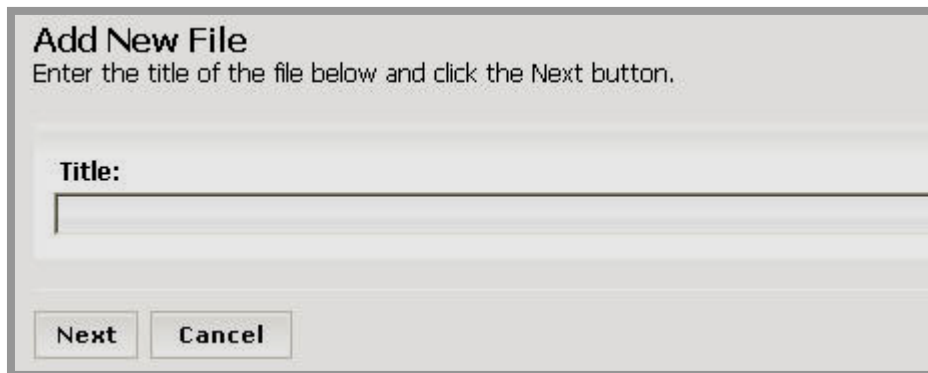


Figure 7: New File Title window

4. Enter a title for the new file as you want it to appear on the *File Library Page*.
5. Click on the *Next* button. An *Edit File* window like the one shown in Figure 8 will display.

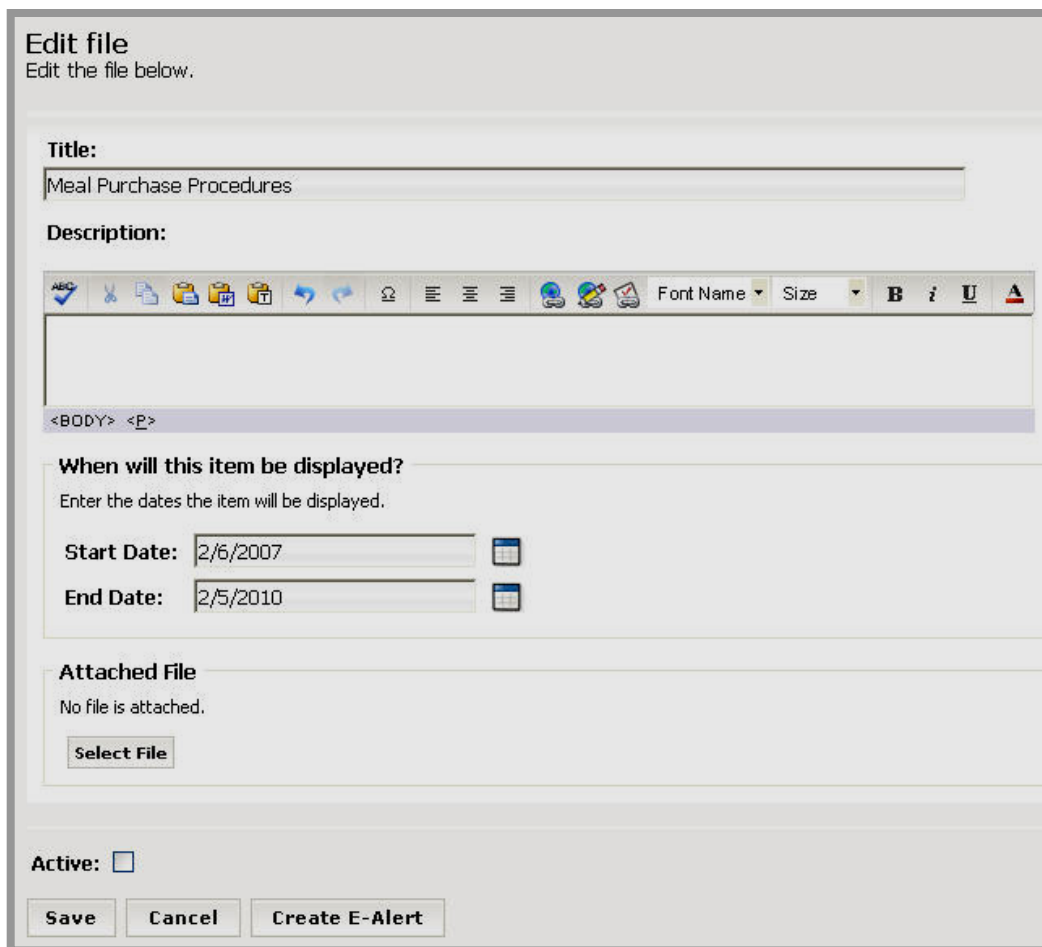



Figure 8: Edit File window

6. Edit the title if required.
7. Enter a description into the limited-function *Schoolwires Editor* (optional). See the **Centricity** chapter “**Editor**” for more information.
8. Enter the start date for the file. This is the date that the file will appear on the *File Library Page* on your website. The file status must be active in order for it to appear on the designated start date.

TIP: Clicking on the calendar icon  will display a calendar on which you can select the desired date. The default date/time is the date/time you added the file. The format for the date and time must be: mm/dd/yyyy hh:mm AM or PM.

9. Enter an end date for the file. The file will no longer display on the *File Library Page* on your website after this date. As illustrated in Figure 9, it will remain in the *Section Workspace* and be flagged as expired after the end date unless you delete it.

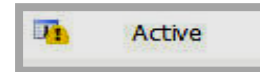


Figure 9: Expired Flag

TIP: The default end date/time is three years from the start date/time.

10. Click on the *Select File* button. An *Upload File* wizard like the one shown in Figure 10 will display.

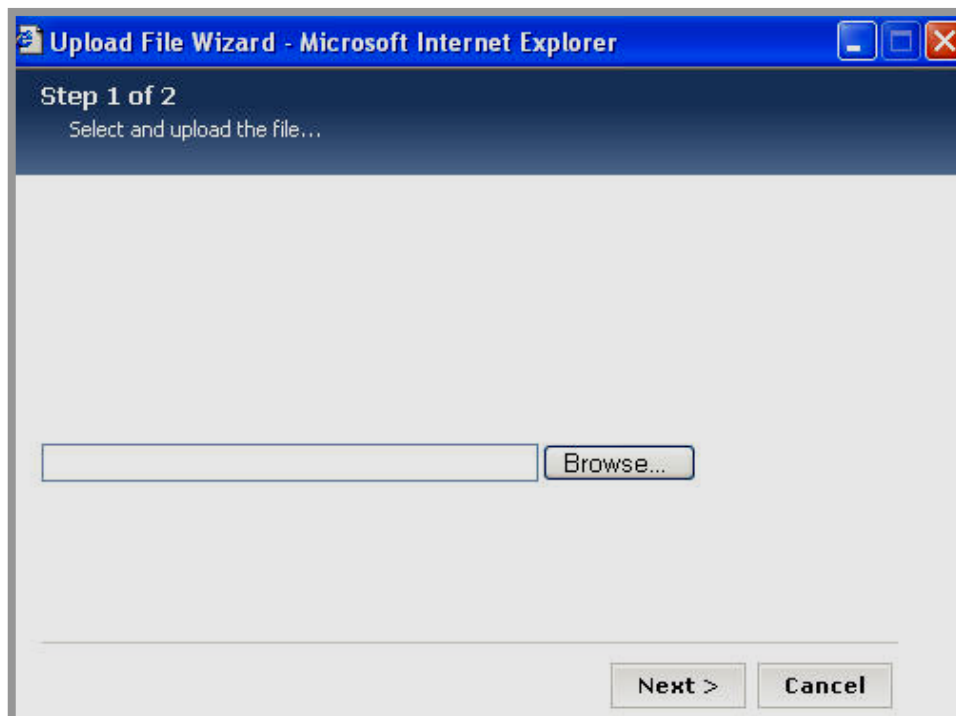


Figure 10: Upload File wizard Step 1

11. Click on the *Browse* button to browse your computer or network for the desired file. A window like the one shown in Figure 11 will display.

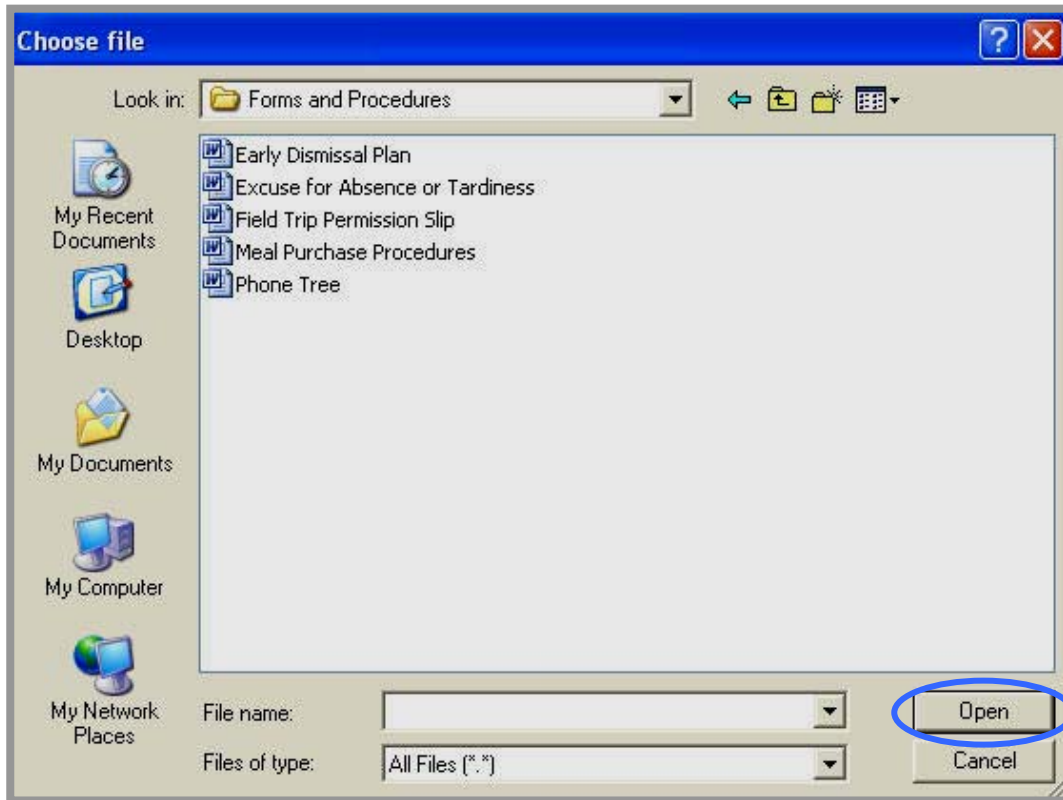


Figure 11: Browse window

12. Select the file you want to upload and click on the *Open* button. The *Upload File* wizard will return as the active window. The file path to the file you chose will display.
13. Click on the *Next* button. When the upload is complete, the message "File Upload Complete" will display.
14. Click on the *Finish* button. A confirmation message like the one shown in Figure 12 will display.



Figure 12: Confirmation of file upload

15. Click on the *OK* button. The *Edit File* window will return as the active window.
16. Click in the Active checkbox if you want this file to display in the *File Library Page* on your website. If you do not make it active, remember to make it active later or it will not appear on your website.
17. Click on the *Save* button. *If you do not save at this point, the file will not be included in the File Library.* A window will display confirming that the save was successful. The window will close automatically or you can click the *Close* button. The file name will display under “Attached File.”
18. Use the breadcrumbs to navigate back to the *File Library* window. The new file name will appear as part of the *File Library Page*. If the *File Library* and file are both active and the start date has been met for the file, they will display on your website.

Remember that you can add multiple files to a *File Library Page* and you can have more than one *File Library Page* in a *section*.

Note: When you upload a file to a *File Library Page* of a *section*, a copy of that file is also placed in *Files & Folders* for the *section* in the *_Files* Folder, as shown in Figure 13.

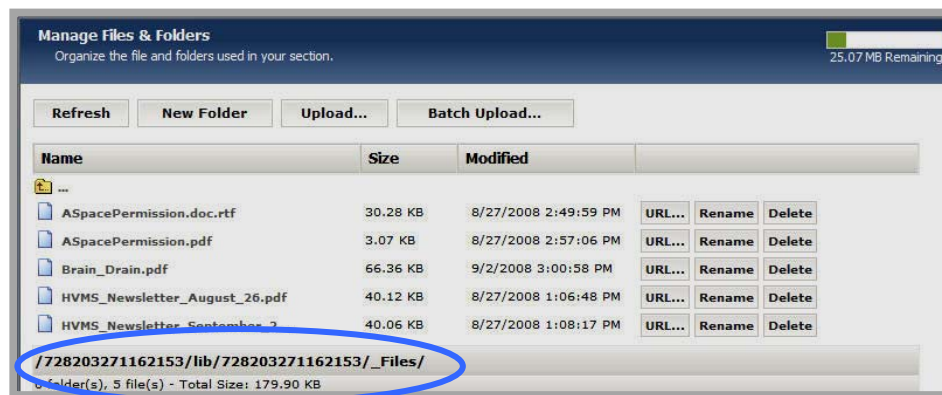


Figure 13: Files & Folders *_Files* folder

TIPS:

- If you have enabled content routing, you will need to send the page for approval when you create or change content on any page. See the Centricity chapter “Content Routing” for more information.
- If you can access the E-Alerts Module, you can send a Content E-Alert. See the Centricity chapter, “E-Alerts,” for more information.
- If you do not see a File Library Page or file on your website when you expect to see it, check that the start and end dates are correct and that the File Library Page and file are both active. If your site is using content routing, it may not be through the routing process.

Editing a File

To edit an existing file on a *File Library Page*:

1. Access the *Section Workspace*.
2. Click on the *File Library Page* containing the file you want to edit. An *File Library* window like the one shown in Figure 14 will display.

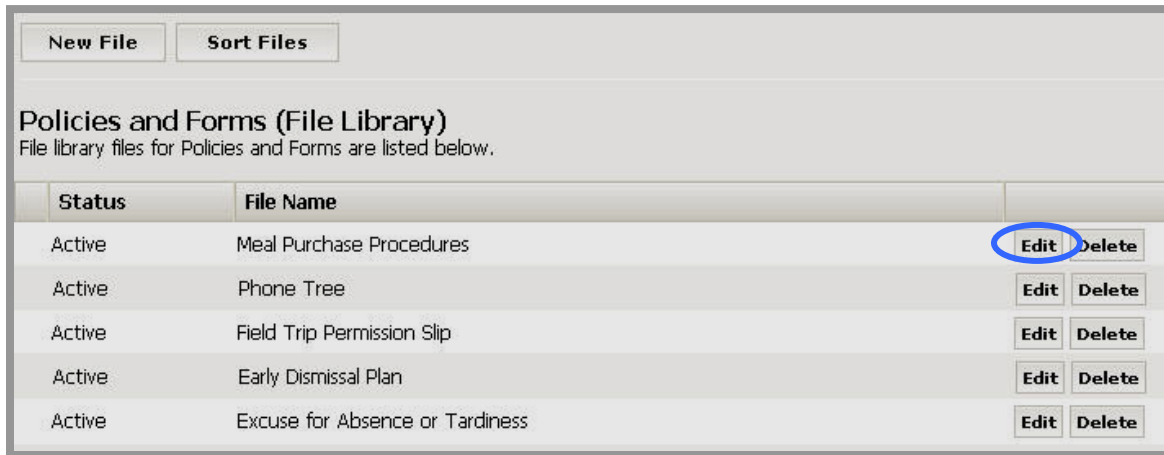


Figure 14: File Library window

3. Click on the *Edit* button to the right of the file you want to edit.
4. Follow the steps for adding a new file, making the appropriate changes to the information.

Note: If you upload a new file, it will replace the one that you previously uploaded.

Sorting Files

To sort files on a *File Library Page*:

1. Access the *Section Workspace*.
2. Click on the *File Library Page* that contains the files you want to sort. A *File Library* window like the one shown in Figure 15 will display.



Figure 15: File Library window

3. Click on the *Sort Files* button. A *Sort Files* window like the one shown in Figure 16 will display.

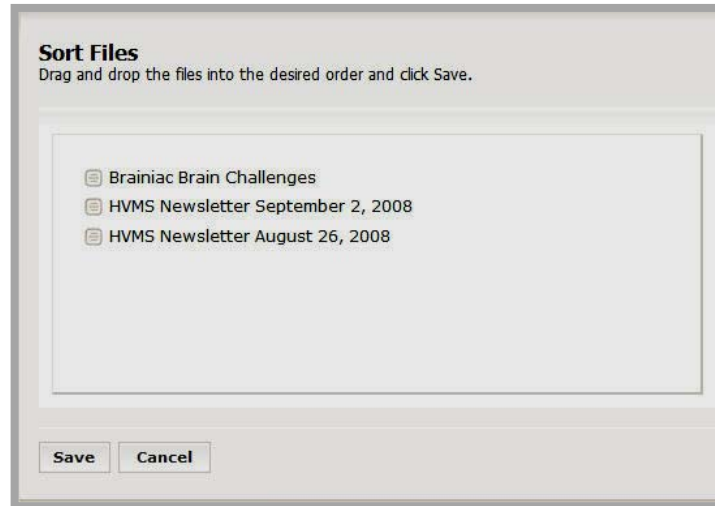


Figure 16: Sort Files window

4. Click and hold on the name of the file you wish to move.
5. Drag the file to its new location within the list and drop it by releasing the mouse.
6. Repeat Steps 4 and 5 as required.
7. Click on the *Save* button. The *File Library* window will return as the active window. The sorted files will appear in the new order on the *File Library* window and on your website.

Deleting a File

To delete a file from a *File Library Page*:

1. Access the *Section Workspace*.
2. Click on the *File Library Page* that contains the file you want to delete. A *File Library* window like the one shown in Figure 17 will display.

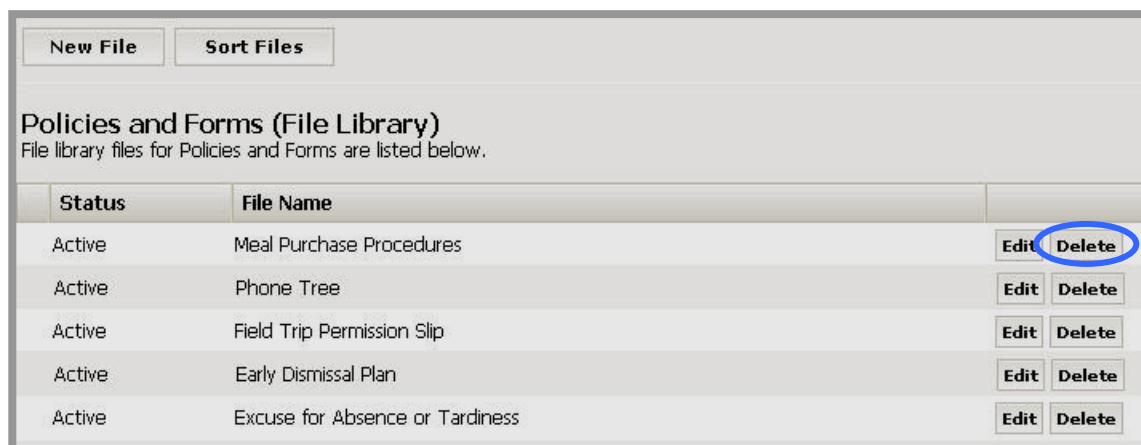


Figure 17: File Library window

3. Click on the *Delete* button to the right of the file you wish to delete. A confirmation dialog box like the one shown in Figure 18 will display.

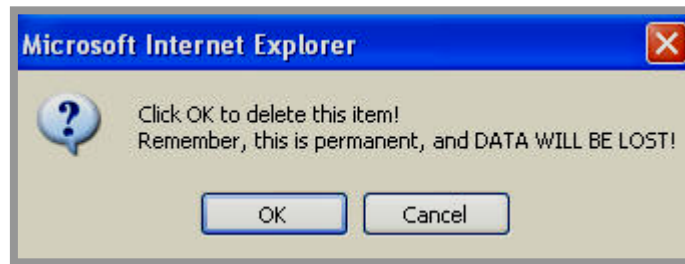


Figure 18: Delete confirmation message for an article

4. Click on the *OK* button. The *File Library* window will refresh. The file you deleted will no longer be listed.

TIP: The file will remain on the server unless you remove it using the *Files & Folders* task.