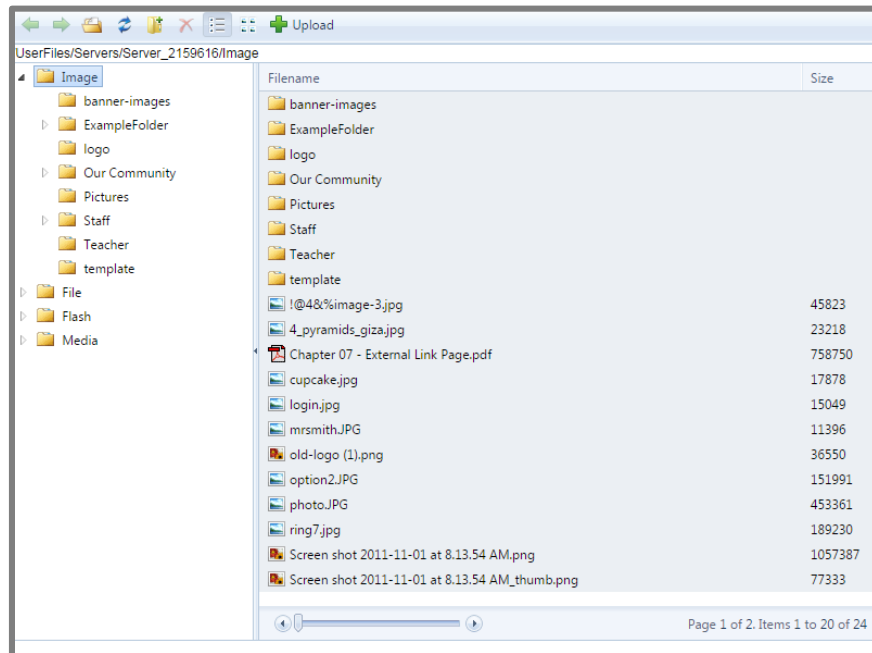



## V. File Administration

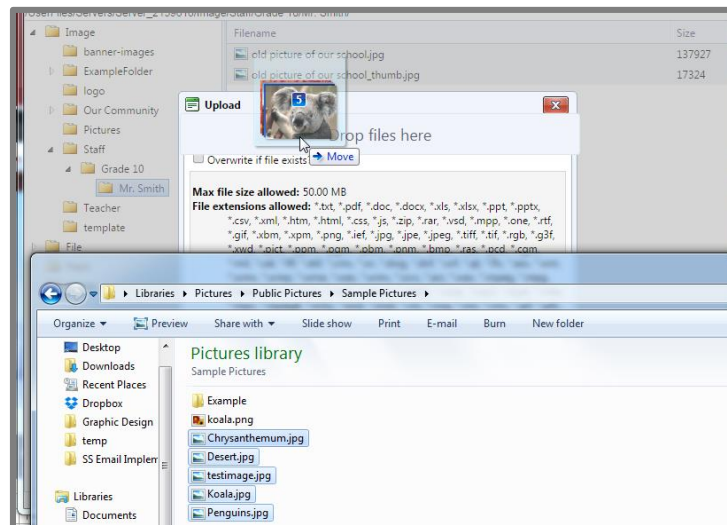
The File Administration component allows administrators to add files to the central repository of resources that will be made available to content authors via the WYSIWYG editor. Administrators can create specific folders under the **Image**, **File**, **Flash** and **Media** folders. It is important to note that each of the folders directly correspond to elements on the WYSIWYG editor. For example, files added under the Image folder will be made available to users via the **Image Manager** icon in the WYSIWYG Editor; likewise, files added to the File folder will be made available to users via the **Document Manager** icon in the editor.



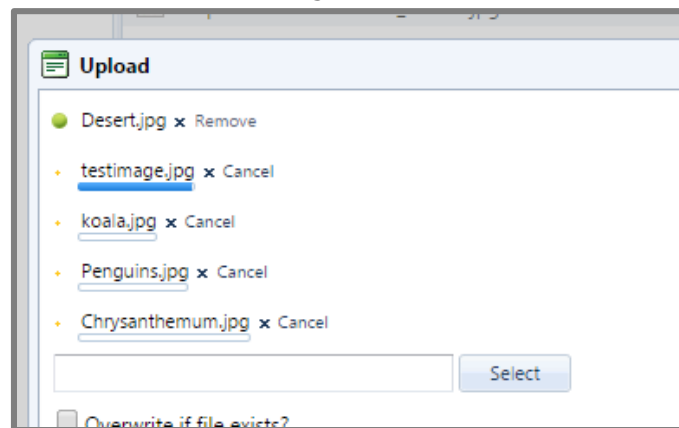
Users can also create subfolders under each of the main folders by clicking on the  icon. You will be prompted to enter the name of your new folder. Once you have done so, click **OK**.

To upload files to any folder, navigate to your desired folder and click **Upload**. You will now be presented with an upload interface.

You can upload files by clicking **Select** and choosing your desired file. You can also drag and drop files from your computer's file explorer directly in to the **Select** box.



Once you have selected your files they will begin to upload.



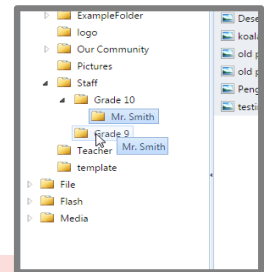
Once your upload is complete, click **Upload** to complete the process.

If you are a member of the Administrator group, or have otherwise been granted access to do so, right-clicking on a file or folder you will allow you to choose to **Delete** or **Rename** the file or folder.



**Warning:** If you delete a file it will no longer be accessible anywhere on your site. If you need to restore access to that file you have deleted, there may be a cost required. As there is no limit on how many files you can have on your site, only delete files that you have backed-up or that you are certain you will never need again.

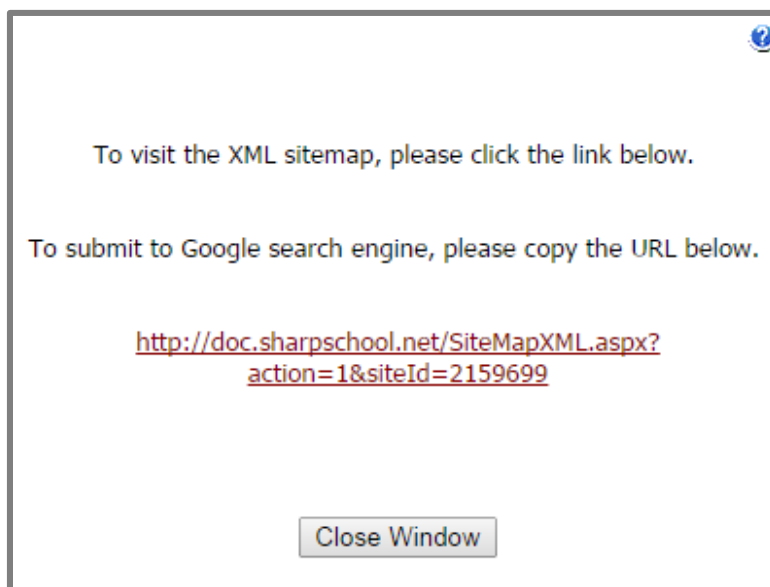
If you are a member of the Administrator group, or have otherwise been granted access to do so, you will also be able to drag and drop files and folders within the file administration interface. To do so, left click and hold your mouse button on the file or folder you wish to move and then drag it to the appropriate folder.



**Warning:** If you move a file or folder any files that have been inserted on to a page on the site that are using the former location of the file will need to be updated to point to the new location. As such, it is a good idea to plan your folder structure in advance so that you do not need to move items around very often.

## VI. General XML Sitemap...

This tab allows administrators to create an XML Sitemap for their site that can then be submitted to search engines such as Google.



## 9. Other Site Administration Options

There are other tabs visible from within the **Site Management** in addition to Site Properties, Site Permissions and Page Move Requests. These features can be accessed by using the Administrative Toolbar to go to **Site Admin** and selecting one of **Site Properties**, **Site Permissions** or **Page Move Requests**. Then click on the appropriate tab.

You can also access this interface by going to the **System Administration** page. Click on **Site Management** and then the name of the site. You can then click your desired tab.