



Document Container Guide

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Introduction

The **Document Container** allows users to upload files and make those files available to some or all users on the site. This manual will guide you through how to upload files, how to store files in organized folders, how to create links to resources on the internet, and how to make changes to resources within the **Document Container**.



Key Information

In order to add, edit, or view your **Document Container**, to log in to your site using a **Username** and **Password**.

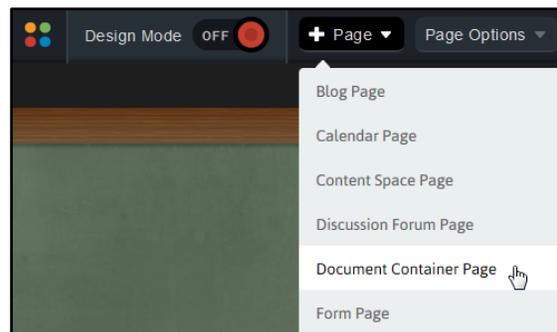
If you have not yet registered with the site you can request access by clicking the **Signup** button. This sends a request that is automatically routed to an administrator for approval.

LOGIN	SIGNUP
User Name <input type="text"/> Password <input type="password"/> Forgot Password? <input type="button" value="Login"/>	<input type="button" value="Signup"/>

Create a Document Container

Go to **Page** on the Administrative Toolbar and click **Document Container Page**.

Title the document container for your site and click **Create Page** when you are finished.

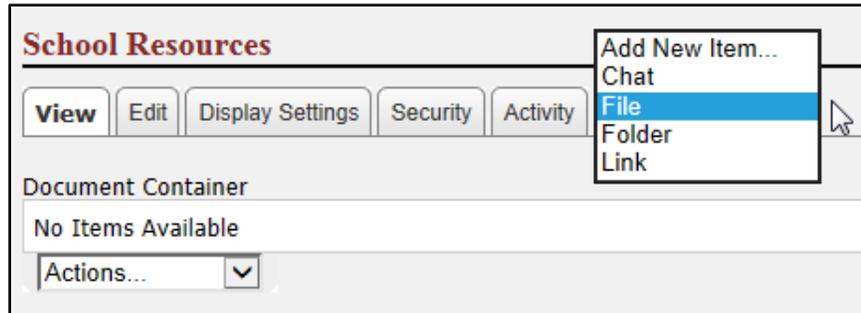


NEW PAGE	
Title	Class Notes <input type="button" value="↓"/> *
Name	class_notes *
Page Owner	alan.qu 
	<input type="checkbox"/> Replace Page Owner's website with this page
Icon	Select Icon...
<input type="button" value="Create Page"/> <input type="button" value="Cancel"/>	

Adding Files

Uploading a Single File

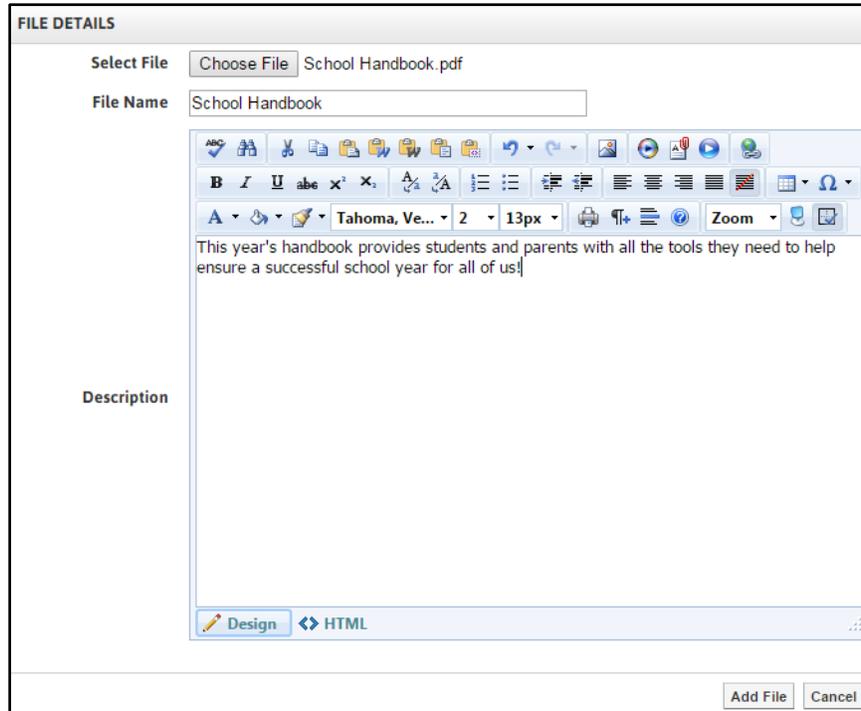
Click the **Add New Item** drop down menu and select **File**.



Once selected, you will be taken to another page. To select a single file from your computer, click **Browse**.

Give your file a **Name** to be displayed within your document container.

You may provide a **Description** of the file you are uploading for others to see, but it is not required.



Once you have added your description, click **Add File**.

Uploading Multiple Files

To save time, the **Document Container** module allows users to upload several files at once.

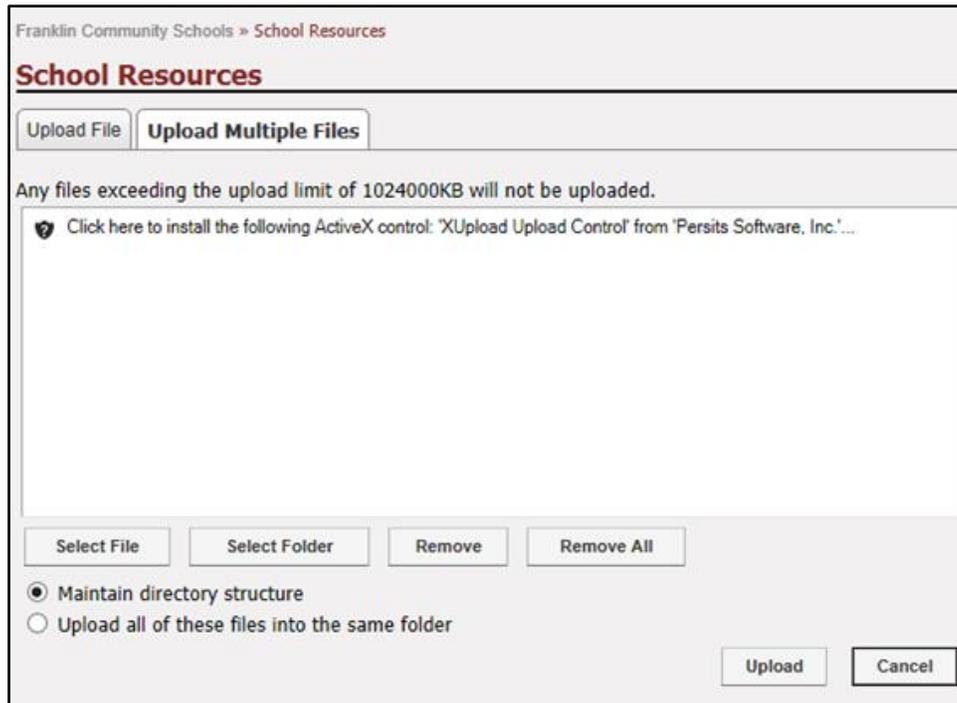
 **Note:** *At present, multiple file upload is only available for Internet Explorer. We will be adding this functionality for other browsers at a later date.*

Click **Add New Item** drop down menu and select **File**.

Click the **Upload Multiple Files** tab at the top of the document container.

This will take you to the file upload editor.

You may have to install an ActiveX control to use this editor on your browser. To do so, simply click on the prompt that directs you to install the **XUpload Upload Control** and click **Run** when the install window pops up. If this control is already installed you will not see this prompt.



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Upload File **Upload Multiple Files**

Any files exceeding the upload limit of 1024000KB will not be uploaded.

 Click here to install the following ActiveX control: 'XUpload Upload Control' from 'Persits Software, Inc.'...

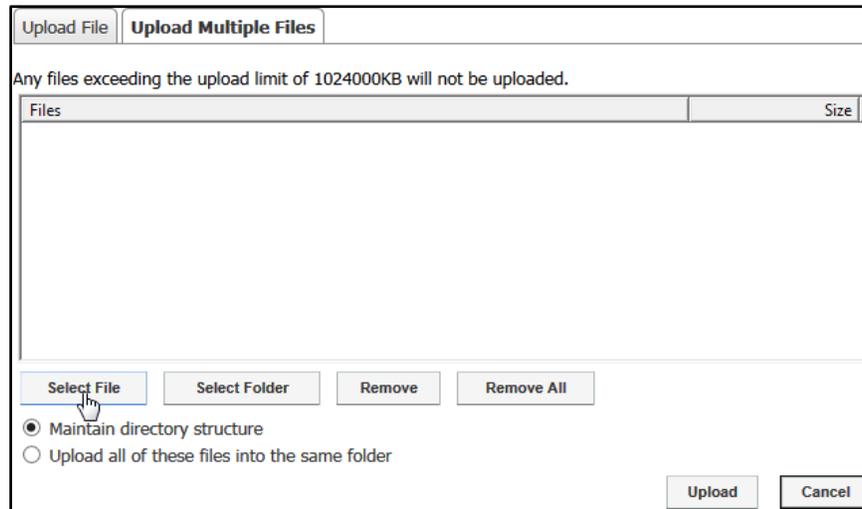
Select File Select Folder Remove Remove All

Maintain directory structure
 Upload all of these files into the same folder

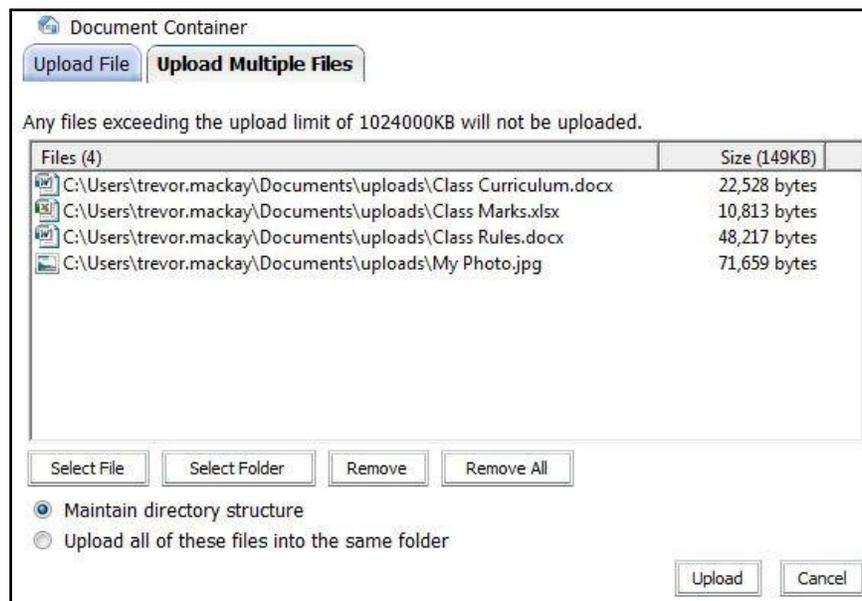
Upload Cancel

To select files one at a time from your computer, click **Select File**.

You may instead wish to upload an entire folder of files all at once. To do so, click **Select Folder**. From here, navigate to the location of the folder on your computer, click on it, then click **Scan**.



Within the **Choose File** window, locate the file(s) you wish to upload by selecting them individually and clicking



Open, or by highlighting a group at once and clicking **Open**.

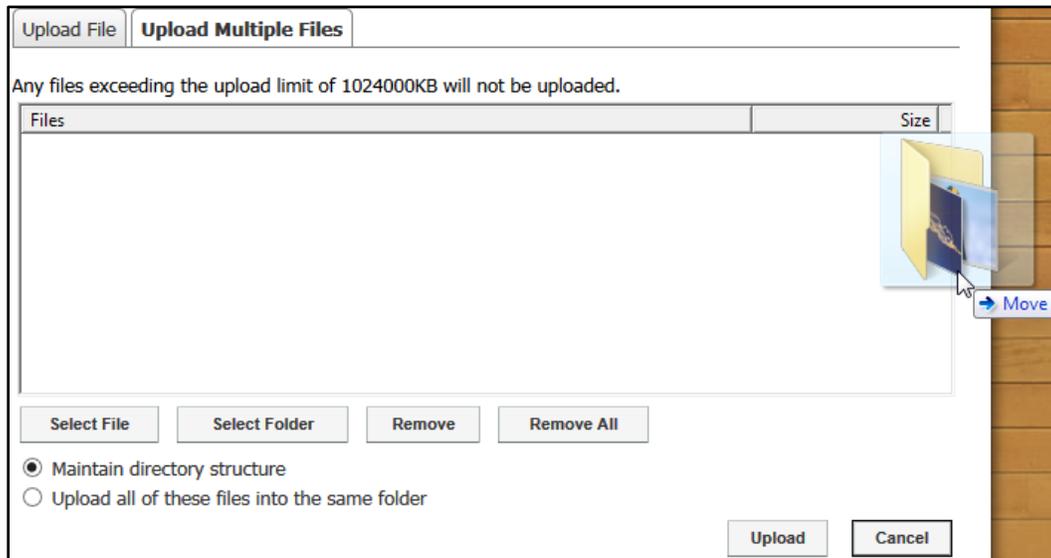
Click **Upload** when finished.

Drag-and-Drop

Another quick and easy way to upload multiple files into the document container is via **Drag-and-Drop**.

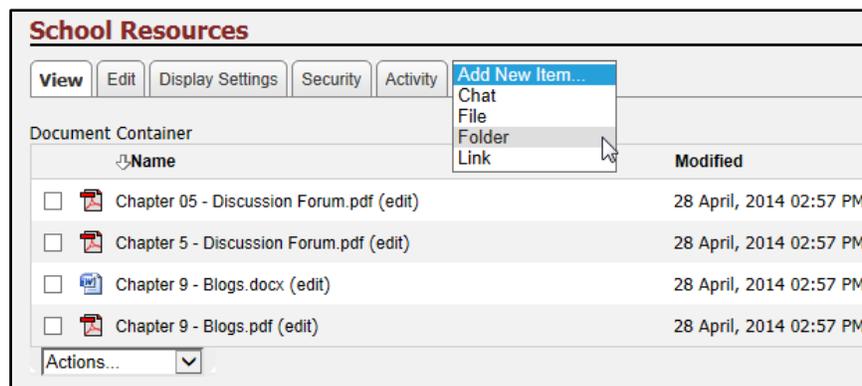
Open a folder on your computer (or locate a folder you would like to upload).

Select the files you wish to upload and drag them into the **Document Container** interface. This will move all the files over.



Creating File Folders

Click the **Add New Item** drop down menu and select **Folder**.



Enter a **Name** to be displayed within the document container.

Provide a **Description** of the folder to let others know of its contents.

Click **Create Folder** when completed.

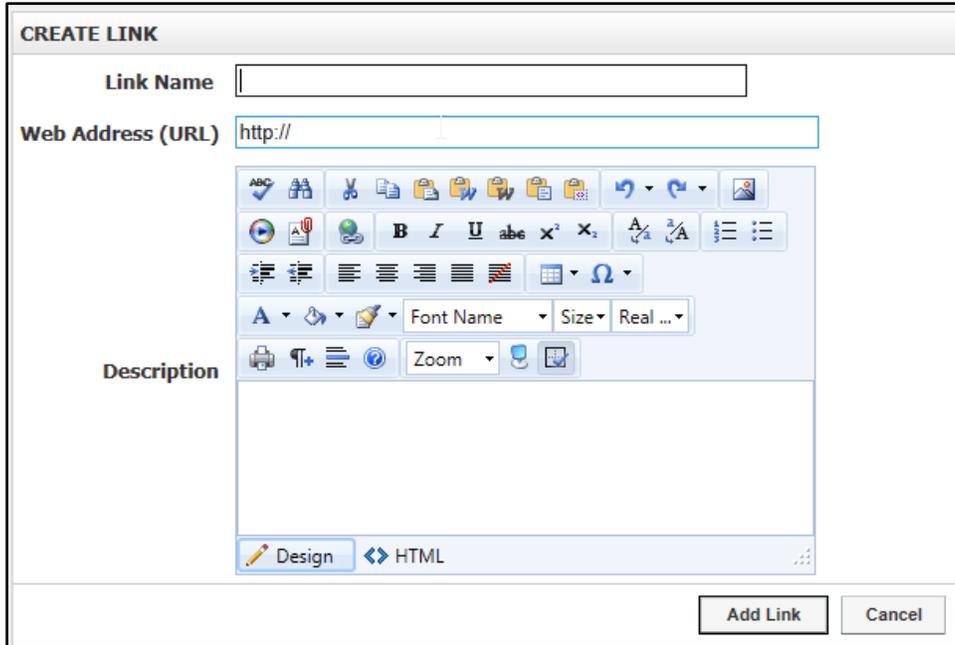
Creating Links

Click the **Add New Item** drop down menu and select **Link**.

Give your link a **Link Name** to be displayed in the document container.

Type in the full web address of the site in the **Web Address (URL)** field.

Provide a **Description** to let others know the contents of the linked site.



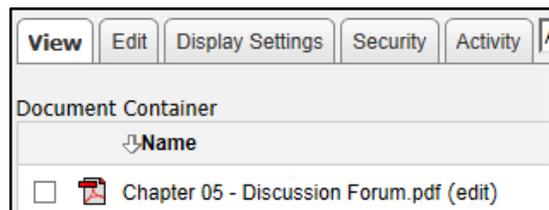
Click **Add Link** when completed.

Managing Containers

Editing a File

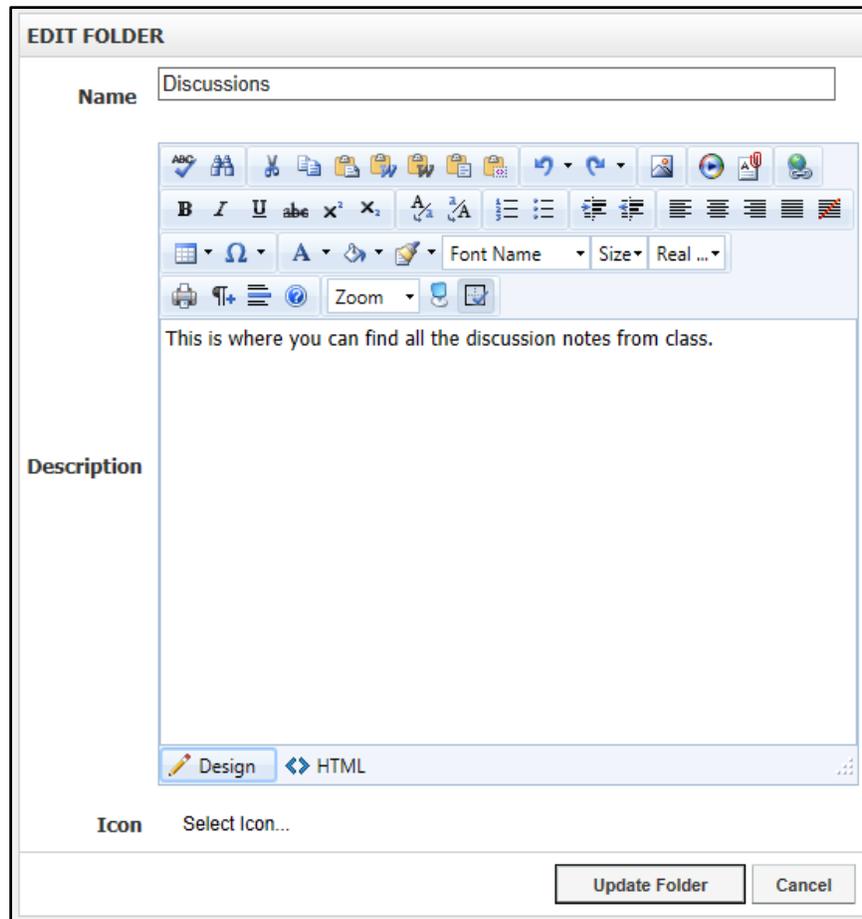
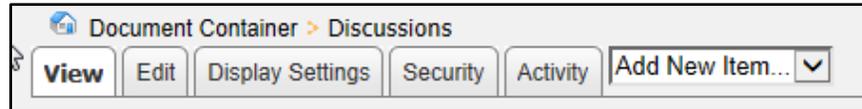
You may wish to change the **Name** or the **Description** of your file. To do so, click **(edit)** next to file name you wish to edit.

You will be taken to the edit window, where you can make changes to the name and description of your file. When you have finished your changes, click **Update File**.



Editing a Folder

Click the **Edit** tab along the top of your **Document Container**. From here you can make changes to the name, description and icon of your folder.



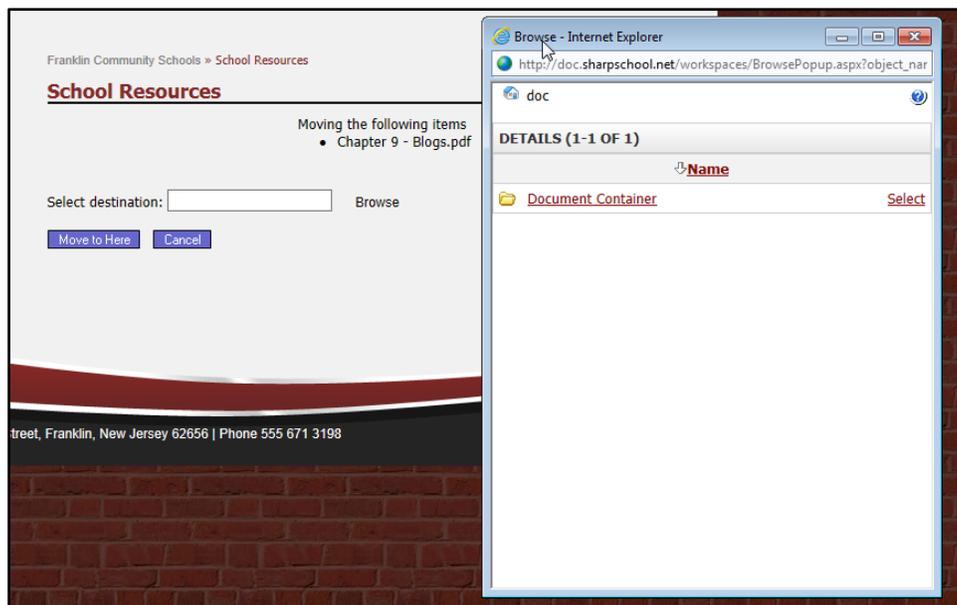
Click **Update Folder** when you have finished making your changes.

Moving a File or Folder

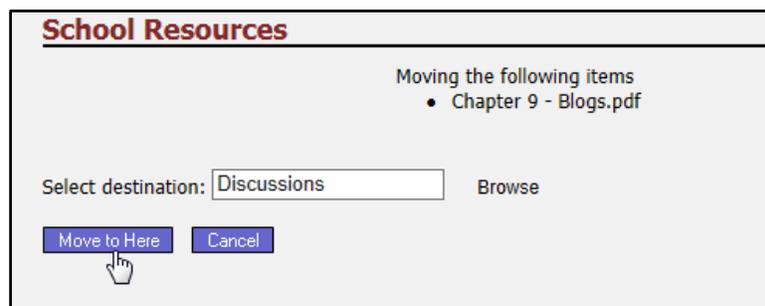
If you wish to move your files, folders or links to another location within the document container, check the checkbox next to the file you wish to move. Then, select **Move Selected** on the **Actions** drop down menu (located at the bottom of your document container).



On this page, click on the **Browse** link next to the **Select Destination** field to select a new location within your document container for your items. A new window will pop up.



Navigate to your desired destination by clicking on the names of the folders. When you have located the folder you wish to transfer your selected items to, click on the **Select** link on the right side of the window for that folder.



Click the **Move to Here** button to move your selected items.

Deleting a File or Folder

If you wish to move your files, folders or links to another location within the document container, check the checkbox next to the file you wish to move, and select **Delete Selected** on the **Actions** drop down menu (located at the bottom of your document container).



Confirm your selection by clicking **Yes** in the confirmation window. Once deleted, the items are permanently removed, so make sure the items selected are the correct ones.

Configuring Document Container Columns

Administrators have the ability to determine how the Document Container is rendered throughout the site. There are three primary settings an administrator can set in the document container:

- Hide/show columns in the folder/workspace view.
- Select the default sort (system default is ascending by name)
- Limit the file upload size.

To configure the Document Container, go to the **Shortcuts** in the Administrative Toolbar and click **System Administration**.

Click **Collaboration Server Settings**.

There are three different Presence packages that can be configured from here:

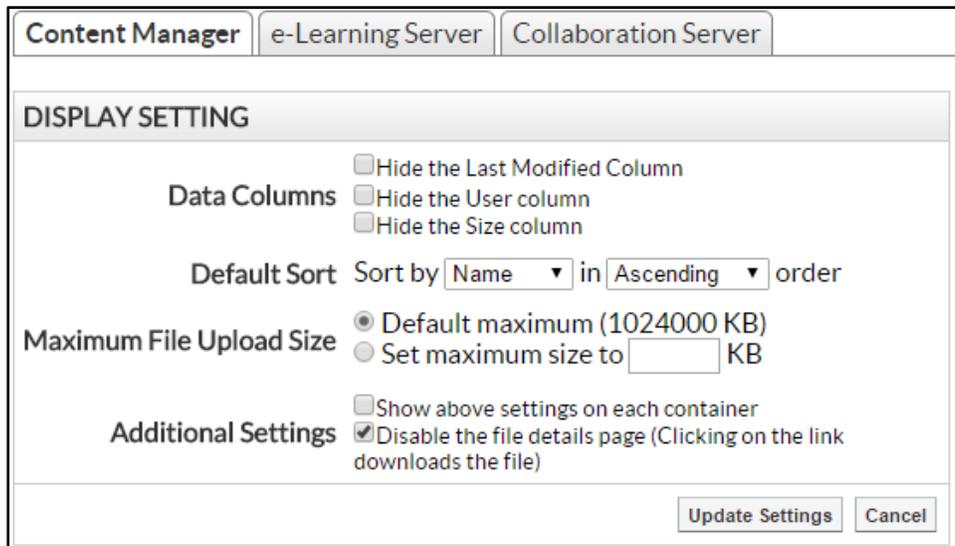
- **Content Manager:** Refers to the type of **Document Container** available via the **Page** drop down in the **Administrative Toolbar** or found within the Portlet Library.
- **e-Learning Server:** Refers to the type of document container available in Presence's Online Classrooms (LMS).
- **Collaboration Sever:** Refers to the Workspaces interface.

The customizable settings include:

- **Data Columns:** Allows administrators to determine which document container column information to display for visitors of the site. You can use these options to hide one or more columns within the document containers.
- **Default Sort:** Set the sorting default of the objects/items in the document container.
- **Maximum File Upload:** Administrators can set the maximum file upload size for users. You cannot increase the file size to a value higher than the default maximum.

Additional Settings:

- **Show above settings on each container:** This option will add a new tab called **Display Settings** to each document container on the site. You will then be able to use that tab to configure the **Data Columns**, **Default Sort** and **Maximum File Upload** on individual document containers on the site.
- **Disable the File Details Page:** Instead of viewing the File Details when you click on a file in a document container, you will be able to download the file directly if this option is checked. This allows users to download files with one fewer click.



Click **Update Settings** when ready to save your changes.

The same settings are found in the **Content Manager** and **e-Learning Server** tabs. The **Collaboration Server** tab contains additional configuration settings. These items are detailed in Presence's **Workspaces Manual**.