

**Caldwell College Education Division**

**Live Text Student Manual:**

**Working with File Manager**

Caldwell College Office of Institutional Research & Assessment

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# Uploading Files and Images using File Manager

**File Manager Feature** allows you to upload and organize the attachments (files and images) that you wish to upload for your Live Text documents. To upload attachments into File Manager, please follow the steps outlined below:

Step 1 Please click the **File Manager** quick link on the right side of **Dashboard**.

\*You may also go to Tools Tab and access File Manager from it.

Step 2 To upload the file or image please click **Upload Files/Images** button.

Logged in as: Marina Karpovitch   Forum   Logout   My Account   Help  
Today is: Tuesday, November 18, 2008

by LiveText

Dashboard   Documents   Reviews   Forms   Community   Tools

## Tools

Reports   Standards & Outcomes   Visitor Passes   File Manager

### File Manager

Uncategorized   Archives   Trash   Manage Labels   Upload Files/Images

Showing 0-0 of 0

Apply Label   Delete   Search

<input type="checkbox"/>	File Name	File Type	Size	Date
Currently, there are no files on this page.				

Showing 0-0 of 0

File Manager quick link

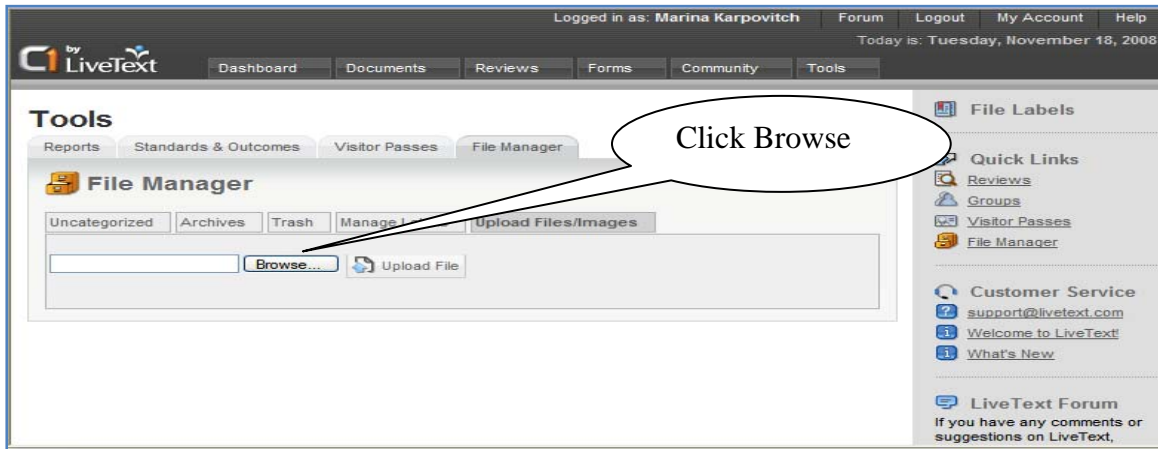
Upload Files/Images

File Manager

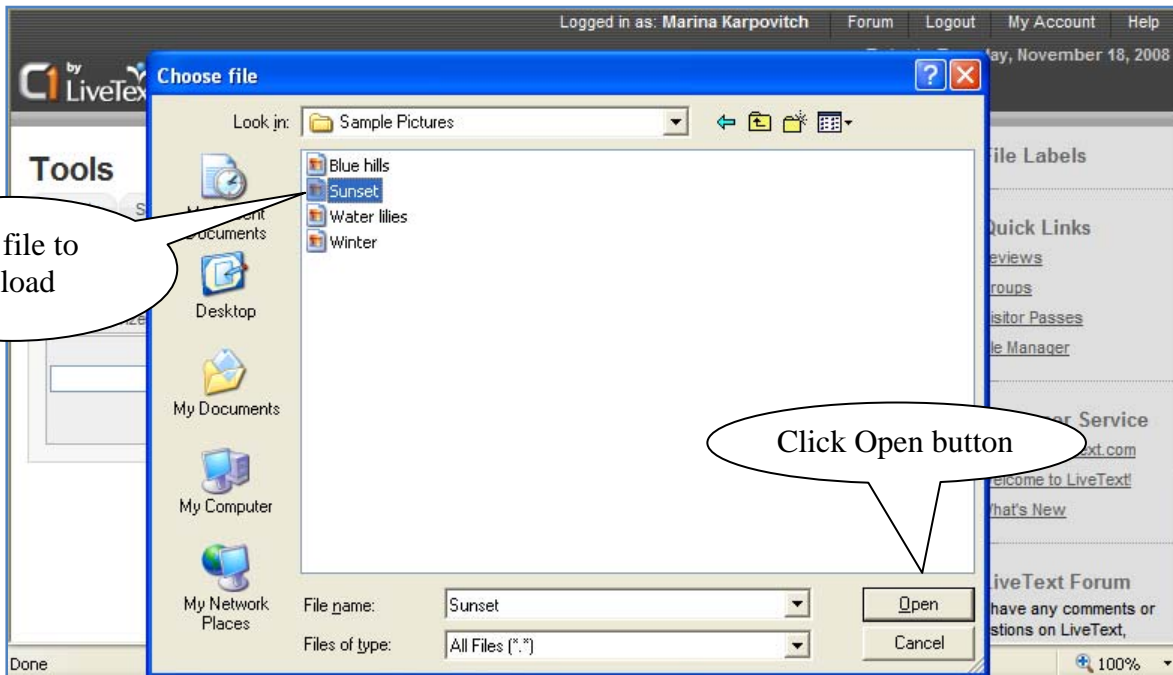
Customer Service  
support@livetext.com  
Welcome to LiveText!  
What's New

LiveText Forum  
If you have any comments or suggestions on LiveText,

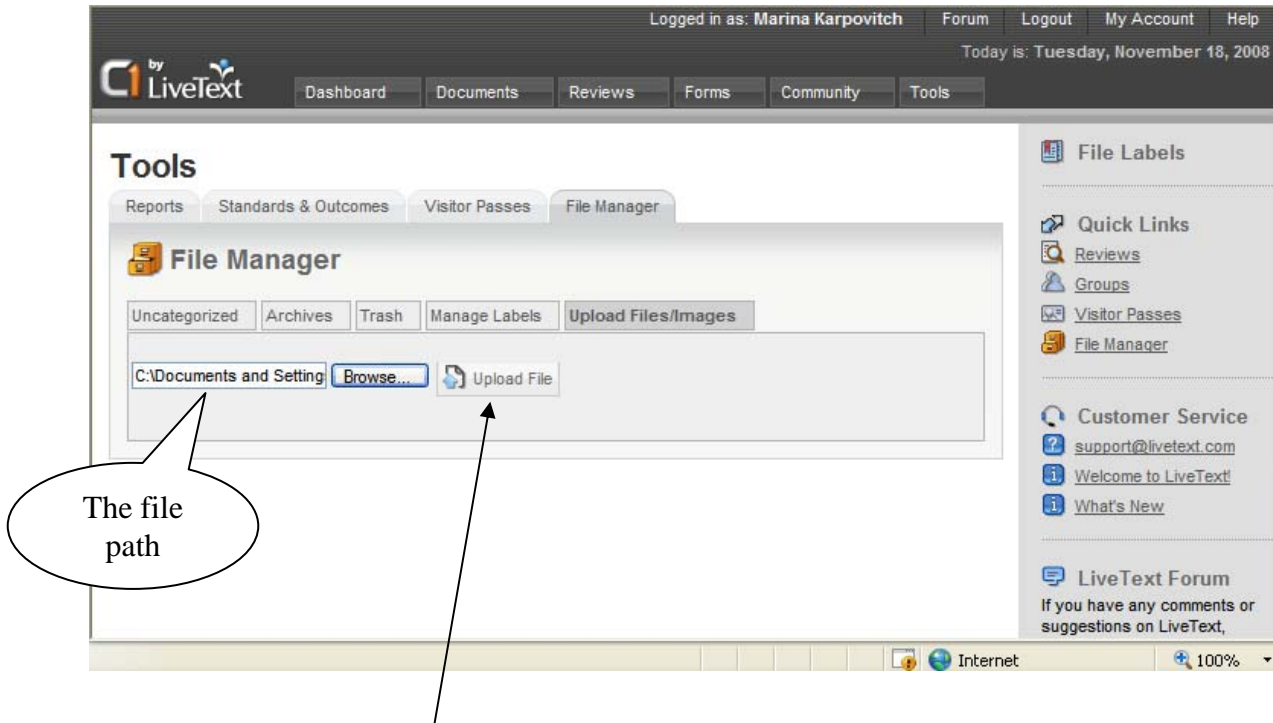
Step 3 On the next screen please click the Browse button, as it's shown below:



Step 4 The window with all your computer drives will open. You may upload something from your flash drive as well. Select the file you need and click **Open** button:

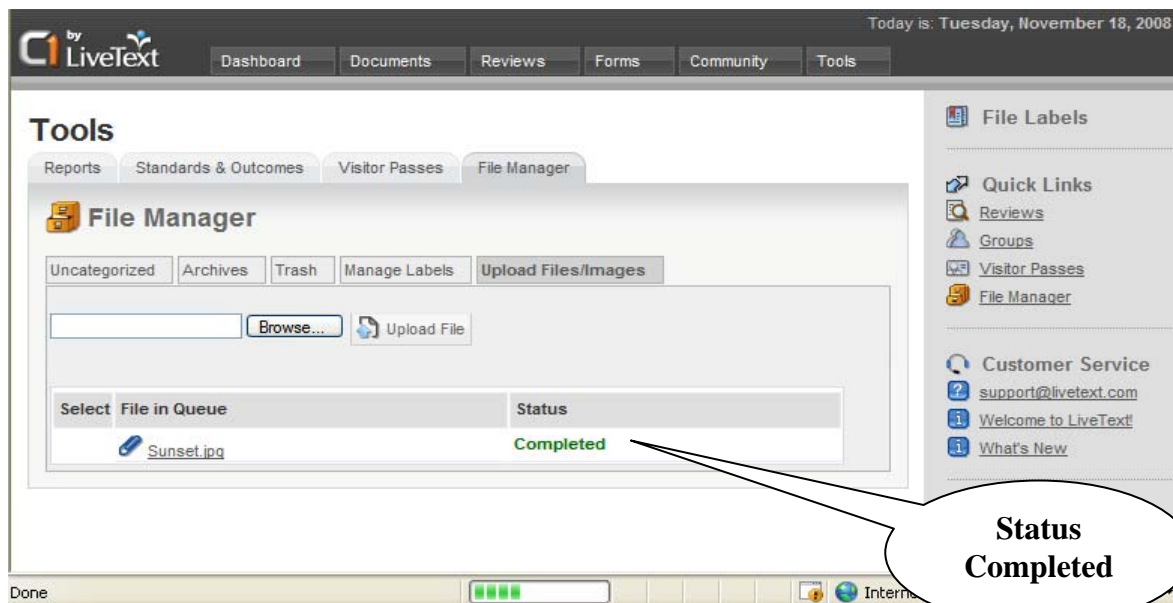


Step 5 The file path will appear in the textbox next to the **Browse** button on your Live Text screen:



Step 6 Click **Upload File** button.

Step 7 If the file is uploaded successfully the Status will show **Completed**:



You may repeat these steps to upload as many files as you need.

Step 8

To view the list of the files you've uploaded, click on the **Uncategorized** button of the File Manager. It will bring you to the following screen:

Uncategorized button

List of files you've uploaded

To Download file click here

The screenshot shows the 'Tools' section with 'File Manager' selected. The 'Uncategorized' tab is active, displaying a table of files. A callout points to the 'Uncategorized' button. Another callout points to the table of files, which includes a file named 'Sunset.jpg'. A third callout points to the 'Download' button in the 'Actions' column for that file.

<input type="checkbox"/>	File Name	File Type	Size	Date Uploaded	Actions
<input type="checkbox"/>	Sunset.jpg	image/jpeg	71189	09:15	Rename Download

If you wish to open and view the file simply click **Download** button.

To delete files you've uploaded in the File Manager, please checkmark the file and hit **Delete** button:

Delete button

Checkmark the file

The screenshot shows the 'Tools' section with 'File Manager' selected. The 'Uncategorized' tab is active, displaying a table of files. The file 'Sunset.jpg' is selected, indicated by a checked checkbox in the first column. A callout points to the 'Delete' button in the top toolbar. Another callout points to the checked checkbox.

<input checked="" type="checkbox"/>	File Name	File Type	Size	Date Uploaded	Actions
<input checked="" type="checkbox"/>	Sunset.jpg	image/jpeg	71189	09:15	Rename Download

# Organizing File Manager Files Using Labels

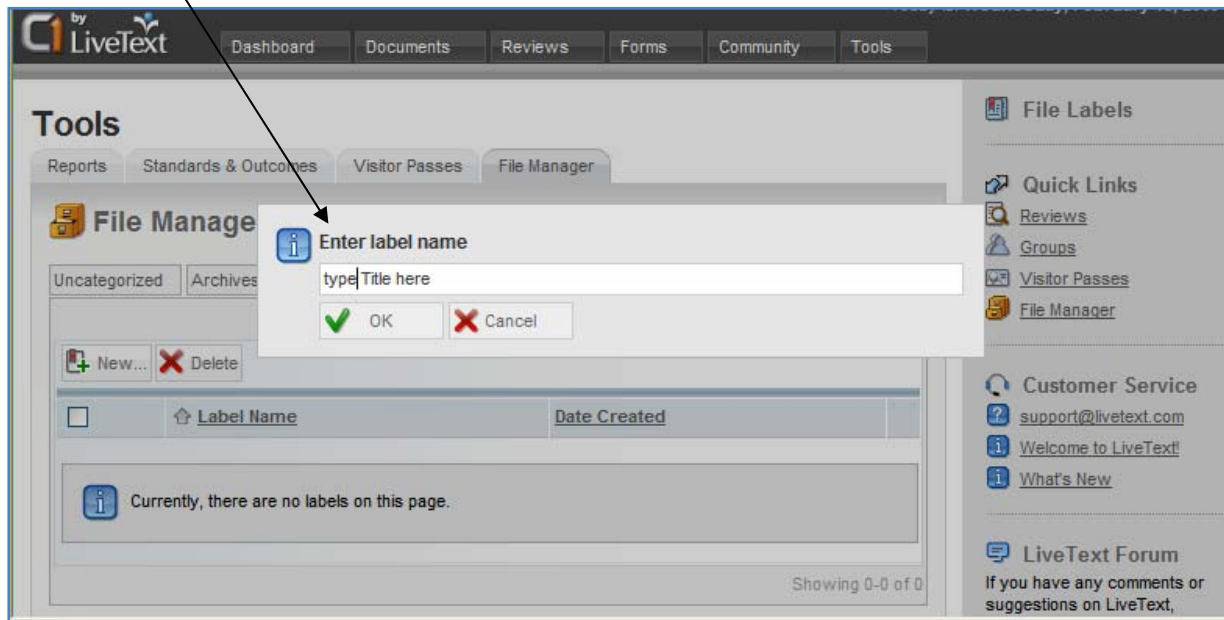
You may organize the files and images in the File Manager by creating Labels.  
Click on the **Manage Labels** Tab within File Manager.

The screenshot shows the File Manager interface with the 'Manage Labels' tab selected. The interface includes a 'Tools' section with tabs for Reports, Standards & Outcomes, Visitor Passes, and File Manager. The File Manager section has sub-tabs for Uncategorized, Archives, Trash, Manage Labels, and Upload Files/Images. The Manage Labels tab is active, showing a table with one file: 'Sunset.jpg' (image/jpeg, 71189 bytes, 09:15). The table has columns for File Name, File Type, Size, Date Uploaded, and Actions (Rename, Download). A sidebar on the right contains links for File Labels, Quick Links, Reviews, Groups, Visitor Passes, File Manager, Customer Service, and LiveText Forum.

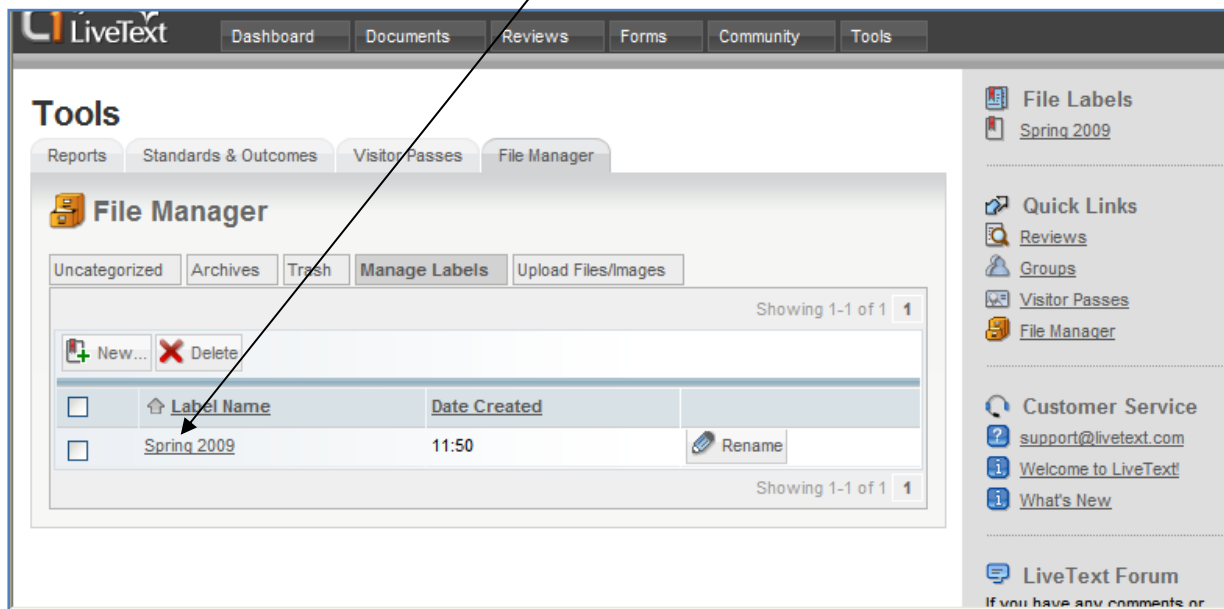
On the next screen click the **New** button:

The screenshot shows the File Manager interface with the 'Manage Labels' tab selected. The interface includes a 'Tools' section with tabs for Reports, Standards & Outcomes, Visitor Passes, and File Manager. The File Manager section has sub-tabs for Uncategorized, Archives, Trash, Manage Labels, and Upload Files/Images. The Manage Labels tab is active, showing a table with no files. The table has columns for Label Name and Date Created. A message box says 'Currently, there are no labels on this page.' A sidebar on the right contains links for File Labels, Quick Links, Reviews, Groups, Visitor Passes, File Manager, Customer Service, and LiveText Forum.

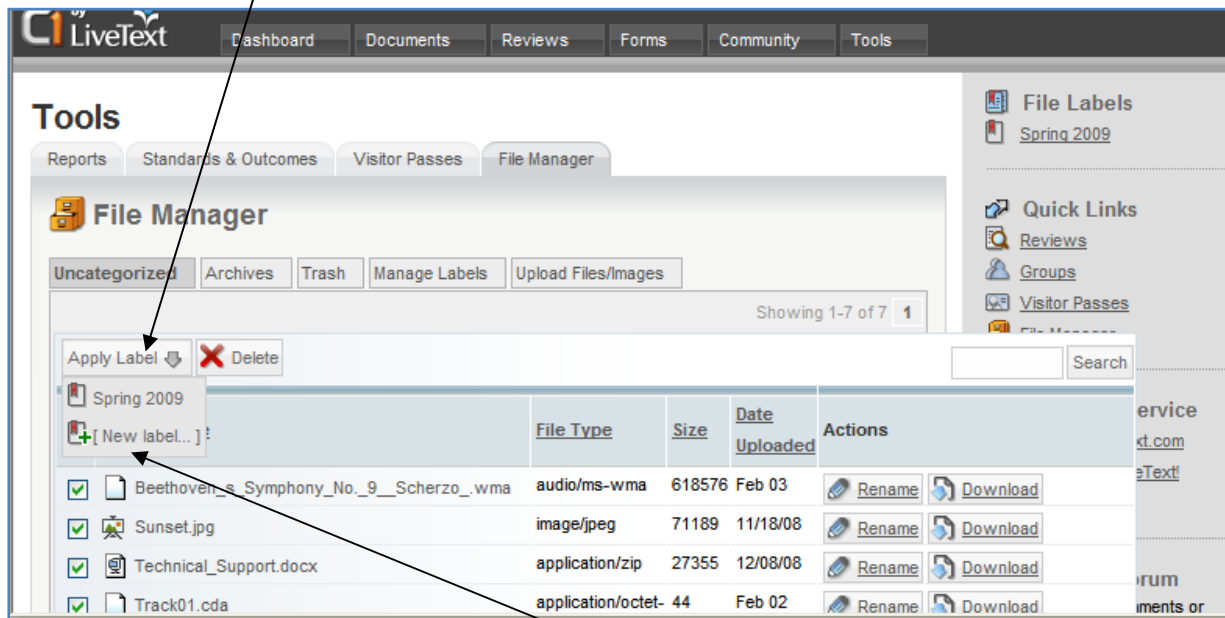
Enter a **Name** for your Label and hit **OK**:



For example on the screen below the **Label Spring 2009** was created:



To apply the label to the files please go to **Uncategorized** tab within File Manager. Checkmark the files that you wish to apply the label to. Hit the button **Apply Label** and select the label from the drop-down list.



You may also create a new label by selecting **New Label** option.

After applying the label the **Label link e.g. Spring 2009** will show up on the right side of the screen. Click on the label link to view a list of files under the label selected.

