
How to store and organise your files in My Home and access files made available to you in other sites

Creating folders in Resources

Creating folders to hold files of a similar topic makes items easy to find and makes the tool work more efficiently.

1. Click **My Home** at the top of the screen.
2. In the list of tools to the left navigation pane at the left of the page, **Click Resources**
3. To the right of the *root folder*, click **Actions**
4. In the list of items to add, **Click Create Folders**
5. In the new folder window, **Type a name for the folder**
6. To add other folders, **Click the Add Another Folder link**
7. To complete the addition of the folder(s), at the bottom of the screen, **Click Create Folders Now**

Adding files to Resources

Storing files in Resources means that the items are available to you anywhere you can connect to the internet.

1. In **My Home**, **Click Resources**
2. To the right of the folder in which you want to add a file, **Click Actions**
3. In the list of items to add, **Click Upload Files**
4. **Drag and drop** files into the container; OR
5. Click inside the container to display the **Browse option** and select the file you wish to upload
6. **Click Continue**

Adding a URL to Resources

Items other than files can be added to Resources. These items include URLs, HTML pages and Text Documents. The process for adding each of these is similar but the exact steps vary.

1. To the right of a folder, **Click Actions**
2. **Click Add Web Links (URLs)**
3. In the *Web Address (URL)* field, **Type the desired URL beginning with http://**
4. In the *Website Name field*, **Type a meaningful name**
5. **Click Add Web Links Now**

Retrieving Files from a Site

In order to make changes to a file you first need to download the file. Downloading files is the same whether you are in **My Home Resources** or another site's **Resources**.

1. **Go to the site** where the file is stored
2. **Click the Resources tool**
3. **Right-click** [Mac: Control-click] the name of a Resource item
4. **Click Save Target As...** (Internet Explorer) or **Click Save Link As...** (Firefox)

When you have made changes to the file, upload the new version to **Resources** using **Actions > Upload New Version**

Sharing Files in Resources with Others

Any item stored in the **Resources** tool has a unique URL. Sharing a file with someone else requires that the file be made **publicly available** and then share the file's URL with the recipient.

1. **Find the folder or file** you wish to make public
2. To the right of its name, *from the Actions menu*, **Click Edit Details (Properties)**
3. Under *Availability and Access*, **Select the option that will make the file or folder publicly viewable**
4. **Click Update**
5. Next to the item to which you want to link, *from the Actions menu*, **Click Edit Details (Properties)**
6. Next to *Web Address (URL)*, **Highlight the URL of the item**
7. **Copy the URL** → Paste it in an email message you've composed