

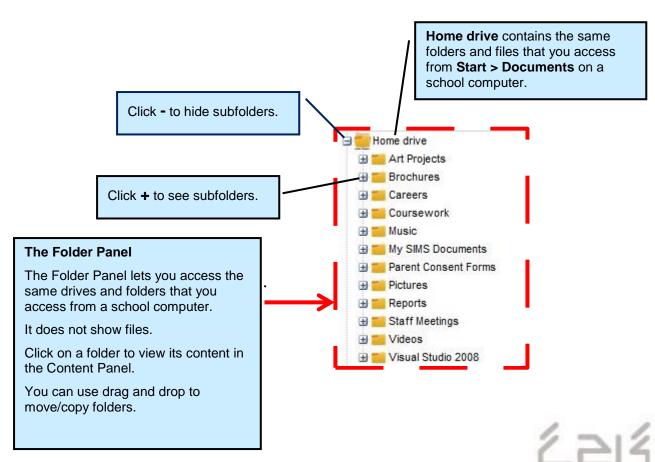
Introduction

MyFiles gives you access to your school documents when you are outside school or using a compatible device. This helpsheet introduces you to the MyFiles interface. It explains the purpose of the various panels, menus and buttons.

The Panels

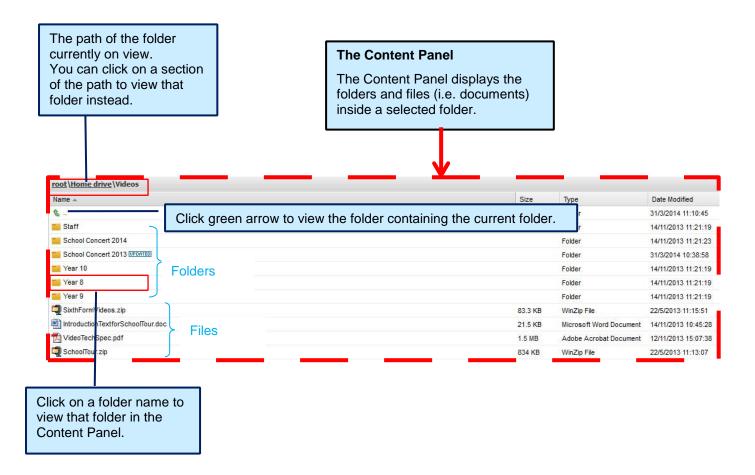
MyFiles contains two panels: the **Folder Panel** on the left and the **Content Panel** on the right.

The Folder Panel





The Content Panel

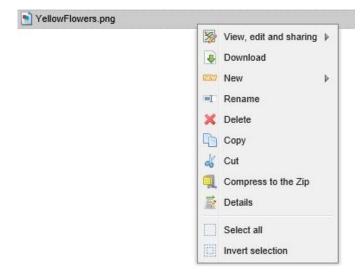






To work on the documents in the Content Panel, you can either:

Right-click on a folder or file in the Content Panel. A menu is displayed offering you options relevant to the folder or file you selected.



Or

Click on a folder or file in the Content Panel and then select what you want to do from the toolbars above the panels. The selected file or folder is highlighted in grey. To select a folder, you need to click to the **right** of the folder name; if you click on the name itself, the Content Panel will display the folder, instead of selecting it.

root\Home drive\Videos

Name ▲

...

School Concert 2013 UPDATED

School Concert 2014

Staff

Year 10

Year 8

Year 9

IntroductionTextforSchoolTour.doc

SchoolTour.zip

SixthFormVideos.zip

VideoTechSpec.pdf

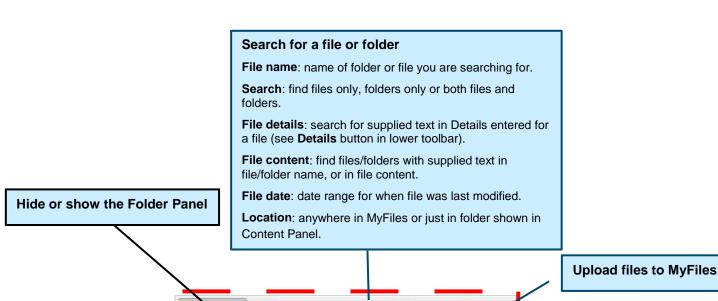
To select multiple files and/or folders, hold down the **CTRL** key while clicking.





The Upper Toolbar

The diagram below gives a short explanation of each button and menu (including the menu options) in the Upper Toolbar, located above the panels.



Change view

Refresh: refresh Tree Panel and Content Panel display to ensure they are up-to-date.

Thumbnail view: select Thumbnail icons view for Content Panel.

Detailed view: select detailed list view for Content Panel.

Favorites: store or access links to favourite folders.

Folder & File Operations

View, edit and sharing:

Search Search

- Create public link: generate public link to a folder (even users who do not have a MyFiles account can use the link).
- Create shortcut: create clickable link to a file or folder for your own use within MyFiles.
- Map web folders: G der structure. Requires Microsoft Web Folders to be installed.
- Sync with local folder: synchronises mapped folder on your computer with MyFiles folder. Requires extra software.

New: create a new file or folder.

Select all: select all folders and files in Content Panel.

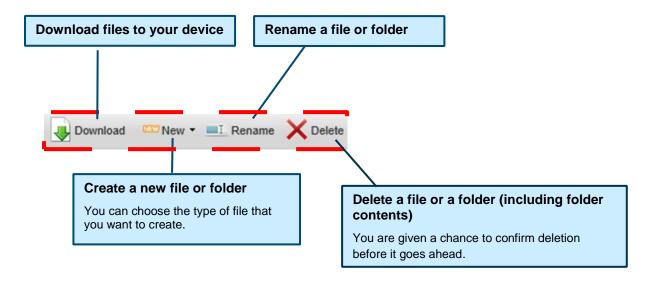
Invert selection: invert which files and folders are selected, and which not selected, in the Content Panel.

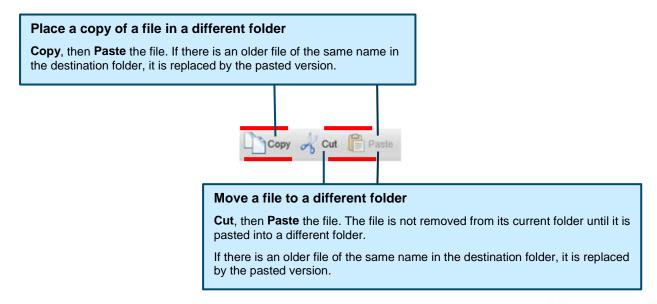




The Lower Toolbar

The diagrams below give a short explanation of each button and menu (including the menu options) in the Lower Toolbar, located above the panels.









The Lower Toolbar (continued)

View/add to file details View details such as file type, file size, modification history and any comments/description notes previously recorded for the file. + Add: enter new comment/description. - Delete: remove existing comment/description. Invert which files and folders are selected, and which not selected, in the Content Panel. Details Select all Invert selection Select all folders and files in Content Panel Refresh Refresh Tree Panel and Content Panel display to ensure they are up-to-date.

