

MyFiles

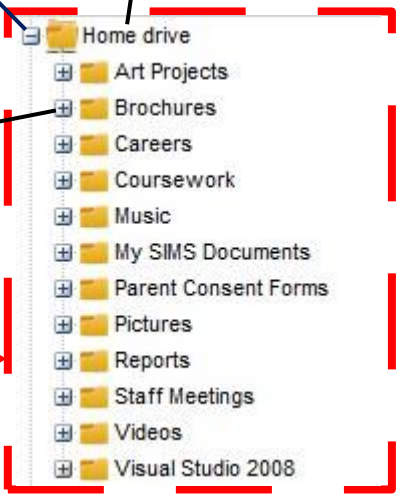
Introduction

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



Home drive contains the same folders and files that you access from **Start > Documents** on a school computer.

Click - to hide subfolders.

Click + to see subfolders.

The Folder Panel
 The Folder Panel lets you access the same drives and folders that you access from a school computer. It does not show files. Click on a folder to view its content in the Content Panel. You can use drag and drop to move/copy folders.

- Home drive
 - Art Projects
 - Brochures
 - Careers
 - Coursework
 - Music
 - My SIMS Documents
 - Parent Consent Forms
 - Pictures
 - Reports
 - Staff Meetings
 - Videos
 - Visual Studio 2008

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The Content Panel

The path of the folder currently on view. You can click on a section of the path to view that folder instead.

The Content Panel
The Content Panel displays the folders and files (i.e. documents) inside a selected folder.

root\Home drive\Videos

Name	Size	Type	Date Modified
..			31/3/2014 11:10:45
Staff		Folder	14/11/2013 11:21:19
School Concert 2014		Folder	14/11/2013 11:21:23
School Concert 2013 <small>UPDATED</small>		Folder	31/3/2014 10:38:58
Year 10		Folder	14/11/2013 11:21:19
Year 8		Folder	14/11/2013 11:21:19
Year 9		Folder	14/11/2013 11:21:19
SixthForm Videos.zip	83.3 KB	WinZip File	22/5/2013 11:15:51
IntroductionTextforSchoolTour.doc	21.5 KB	Microsoft Word Document	14/11/2013 10:45:28
VideoTech Spec.pdf	1.5 MB	Adobe Acrobat Document	12/11/2013 15:07:38
SchoolTour.zip	834 KB	WinZip File	22/5/2013 11:13:07

Click green arrow to view the folder containing the current folder.

Folders

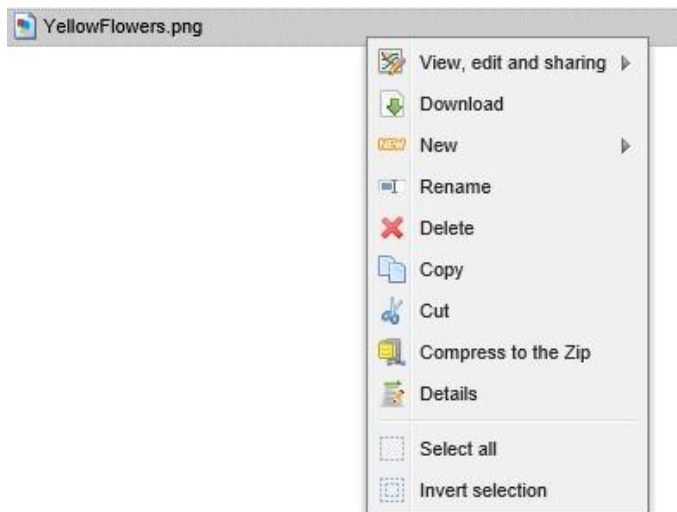
Files

Click on a folder name to view that folder in the Content Panel.

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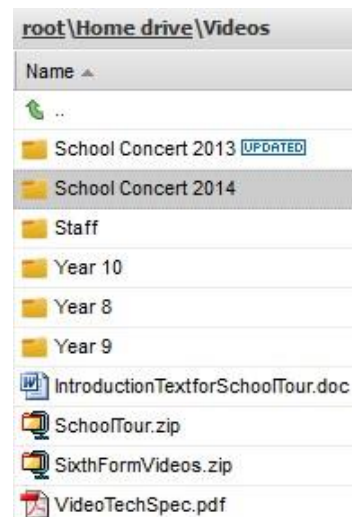
To work on the documents in the Content Panel, you can either:

- 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.

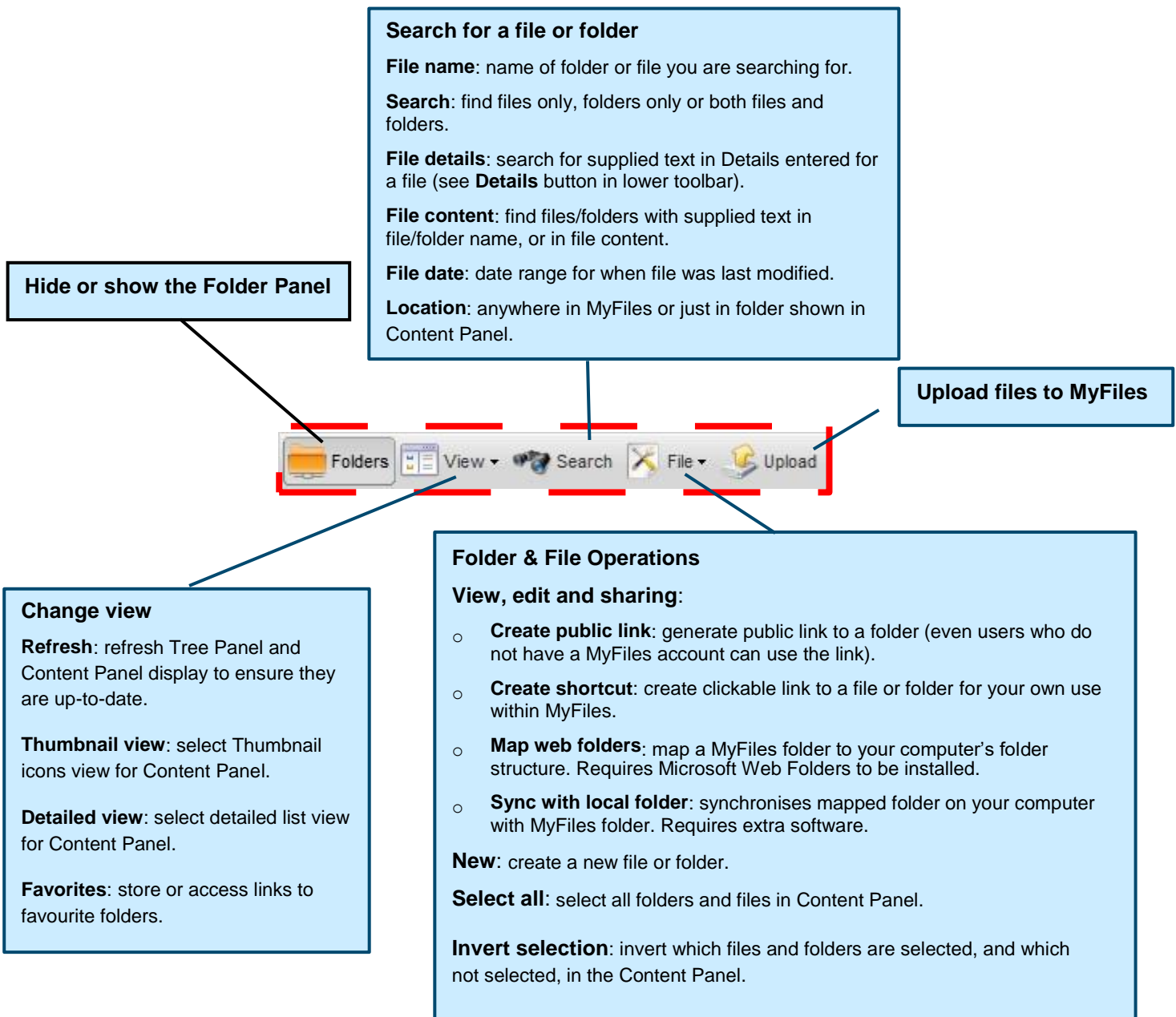


To select multiple files and/or folders, hold down the **CTRL** key while clicking.

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The Upper Toolbar

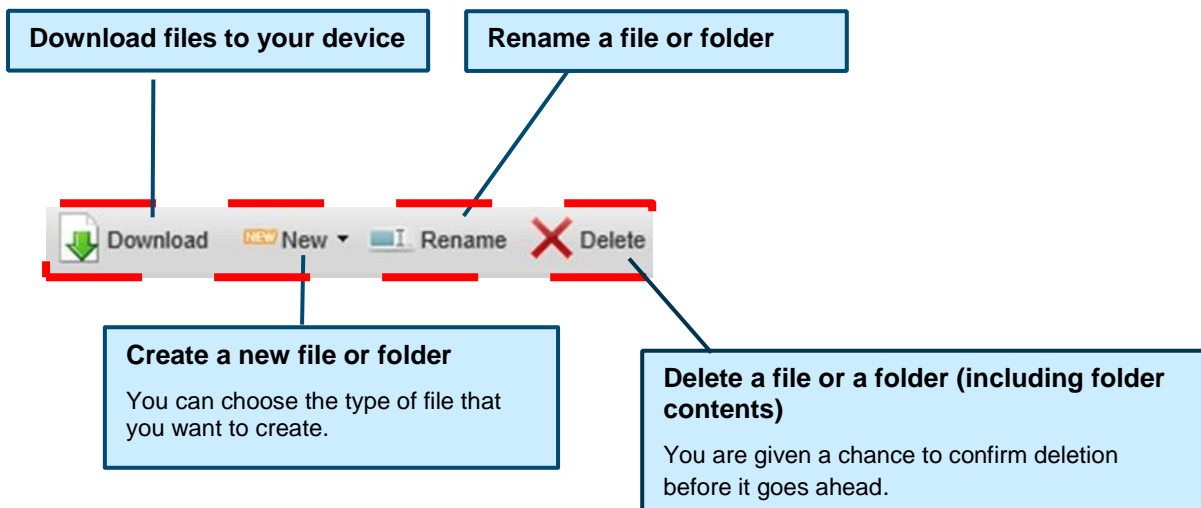
The diagram below gives a short explanation of each button and menu (including the menu options) in the Upper Toolbar, located above the panels.



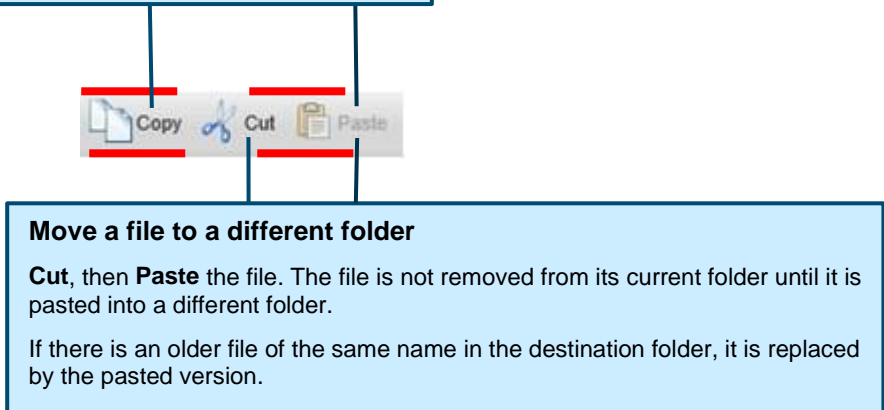
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The Lower Toolbar

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



Place a copy of a file in a different folder
Copy, then **Paste** the file. If there is an older file of the same name in the destination folder, it is replaced by the pasted version.



The Lower Toolbar (continued)

