

## MULTIMEDIA FILES:

From here you can upload your multimedia files and make them available on your website such as videos, audio, PowerPoint presentations, Excel spreadsheets, etc.



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## TASK BAR:



### CURRENT PATH:

The Current Path shows the folder (directory) you are viewing on your site. The root (top) folder will always be “\resources\”.

### NEW FOLDER:

You can use the [New Folder] button to create a new folder in order to organize your files. You can create folders under other folders by double clicking the folder you wish to place the new folder within and then adding the new folder.

### DELETE:

You can delete any uploaded file or created folder. Just select the file(s) or folder(s) and then click on the [Delete] button.

### RENAME:

You can rename any uploaded file or created folder. Just select the file or folder and then click on the [Rename] button.

### DOWNLOAD:

You can download any uploaded file using the [Download] button. You can only download one file at a time.

### UPLOAD:

You can upload multiple files at the same time. Just select all the files you wish to upload by clicking on the [Upload] button and then clicking on the [Browse For Files] button once the [File Upload](#) window appears.

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## FILE UPLOAD:

Using the file upload window, you can upload multiple files at the same time. Just click on the [Browse For Files] button, select all the files you wish to upload from your local PC and click on the [Upload] button. Your files will be added to the Current Path you are in and will become available to your visitors and for you to use within your web pages.



Any files or folders you add here will be available in the Element File Browser located in the Element Content Editor while you are editing a web page's content.

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## DIRECTORY LISTING:

The directory listing will show all the files within the Current Path. If you are in a sub-folder, you will see a green arrow at the top of the listing that you can double-click on to return to the parent folder. You can select multiple files and folders by holding the Ctrl or Shift key down while selecting the files and folders.



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