18. Folders

Folders help you organise your content so that it is highly accessible for you.

Folders are different to views in that each article in a folder must be placed there manually. Views use a formula to display articles, and the list of articles is automatically updated as articles are added to and deleted from your database.

Folders are a useful tool if you are working on a large project and have several articles in progress. Instead of having to locate the articles in a view you can add just those articles to your folders.

Folders can be **shared** with other people in your organisation, or **private**, for your use only. You can create folders within folders – just like creating new folders in MS Windows.

18.1   OBJECTIVES

By the end of this chapter you should be able to:

- create folders to organise your articles

- create subfolders to organise your articles

- use folders to access your articles

- move articles to other folders

- rename folders

- remove folders when they are no longer required.

18.2   CREATING FOLDERS

1. Go to your `Home` page.

2. Look at the navigation pane. There is a *Folder* item.

Figure 172: Folder item available in the navigation pane from the Home screen.

3. Click on the plus next to *Folders*. The list of folders expands.

4. Right click on *Folders*. A popup menu displays.

5. Click on *New Folder…*

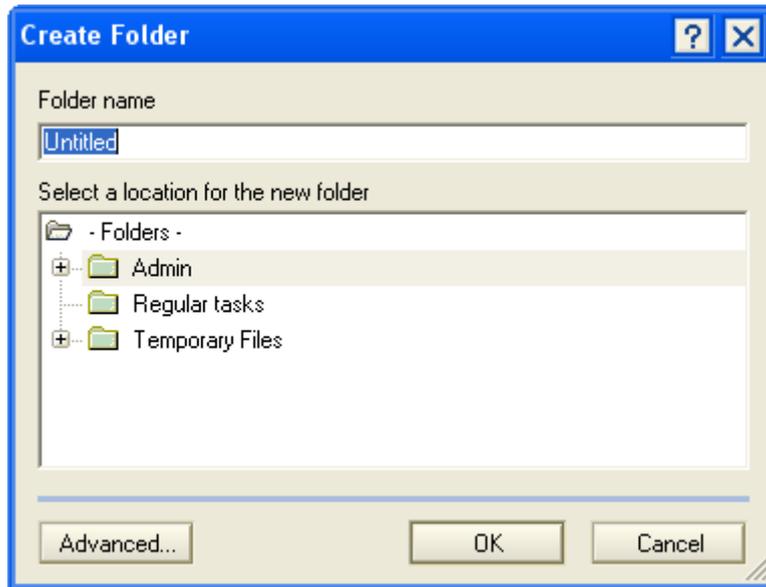6. The **Create Folder** dialogue box displays listing your current folders.

Figure 173: Create Folder dialogue box with current folders listed.

7.   **Folder name**: Type the name for your new folder. The dialogue box displays with "Untitled" as the name for your folder. Overtype this name with the required folder name.

8.   **Select a location for the new folder**: Navigate through your current folders until you have selected the one that will be the parent of the new folder. That is, select (by clicking once) the folder that your new folder will be put in.

9.   Click on *<OK>*.

10.   Your new folder is now listed in the navigation pane.

18.3   PUTTING ARTICLES IN YOUR FOLDERS

After you have created your folders you need to put the required articles into them.

1.   Expand the folder list by clicking on the plus signs next to the folder names until you have your folder listed.

2.   Go to a view and find the article you want to put in your folder. Use any view that will list the required article(s).

3.   Click once on the required article.

4.   Drag the article to your folder. Dragging is done by holding down the left mouse button while you move the mouse to your folder. A "No permission" cursor is shown until the article is dragged to a folder where you have permission to put the article.

Figure 174: Article being dragged has "no permission" cursor meaning that it is not able to be dropped into its new folder yet.

5. When the article is at a folder you can use the "No permission" cursor changes to a pointer.
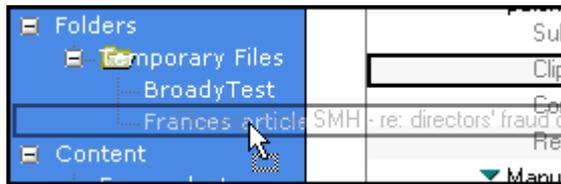

Figure 175: Permission to drop article into folder.

6. Drop your article into the folder. Dropping is done by releasing the left mouse button.

7. Repeat steps 2 to 6 for each article you want to put in your folder.

i   Quick way of copying several articles to your folder

1. Expand the folder list by clicking on the plus signs next to the folder names until you have your folder listed.

2. Go to a view and find the article you want to put in your folder. Use any view that will list the required article(s).

3. Click at the far left of an article to be put in your folder. A tick appears next to the article. Do this for each article to be put in your folder.
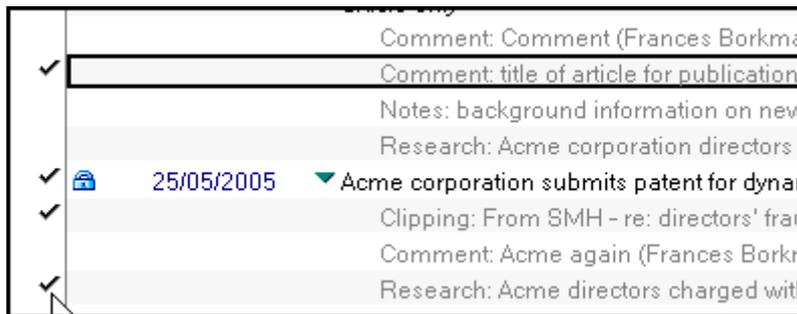

Figure 176: Several articles are selected to be put in a folder. Each selected article is marked with a tick.

4. Move your cursor to the title of one of the articles to be put in your folder.

5. Drag the articles to the folder. As you drag your articles the cursor changes to a "no permission" cursor until you are at a folder. When you can drop your articles in a folder the cursor changes to a pointer with article icons.
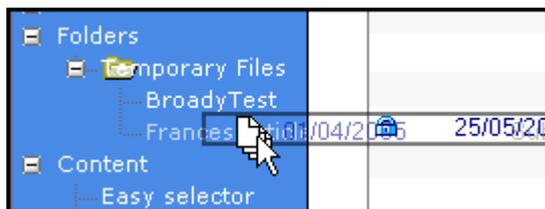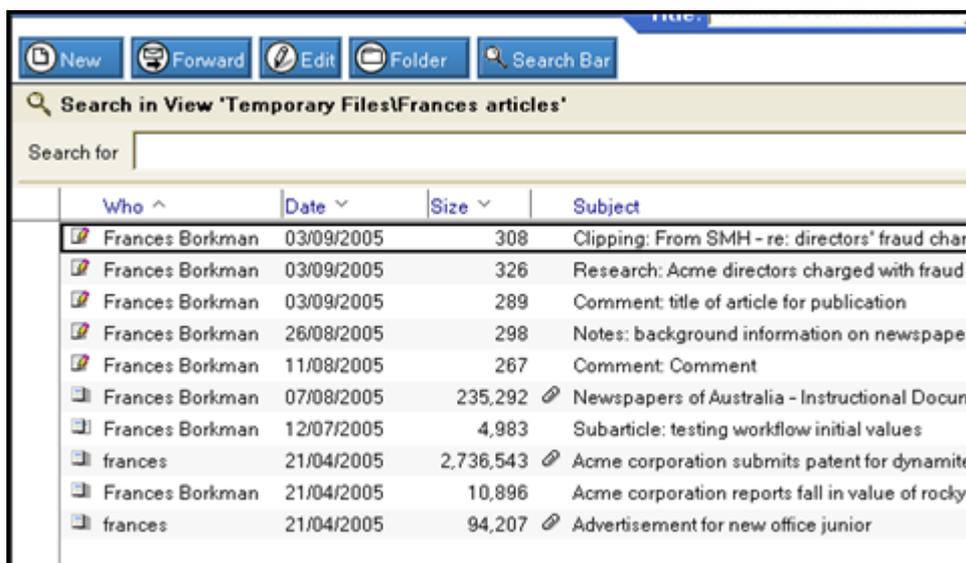

Figure 177: Cursor indicating that several articles are being put in a folder.

6. Drop your articles in the required folder.

18.4 USING FOLDERS TO LIST ARTICLES

After you have placed your articles in the required folders you may use those folders as a quick way of accessing your articles. Folders are used like Views – the only differences are that only the articles that you placed in the folders are listed – you don't have to search through other articles.

1.   Go to your database **Home** page.

2.   Click on *Folders*.

3.   Navigate through the folders until you see the required folder listed.

4.   Click on the folder name that contains the articles you want to work with.

5.   The articles are now listed in the body of your page.

Figure 178: Folder "Frances articles" has been selected and all articles in the folder are listed.

6.   Each article has an icon next to the author name.

   - indicates an article or subarticle

   - indicated a comment or backgrounder.

7.   You can now select an article to edit, just as you would by using a View.

18.5 MOVING ARTICLES TO ANOTHER FOLDER

Only move articles from one of your private folders to another of your private folders.

1.   Go to the folder that has the article you want to move.

2.   Click on the article.

3.   Click on *<Folder>* (in the toolbar above the listed articles).

4.   Select *Move to Folder*.

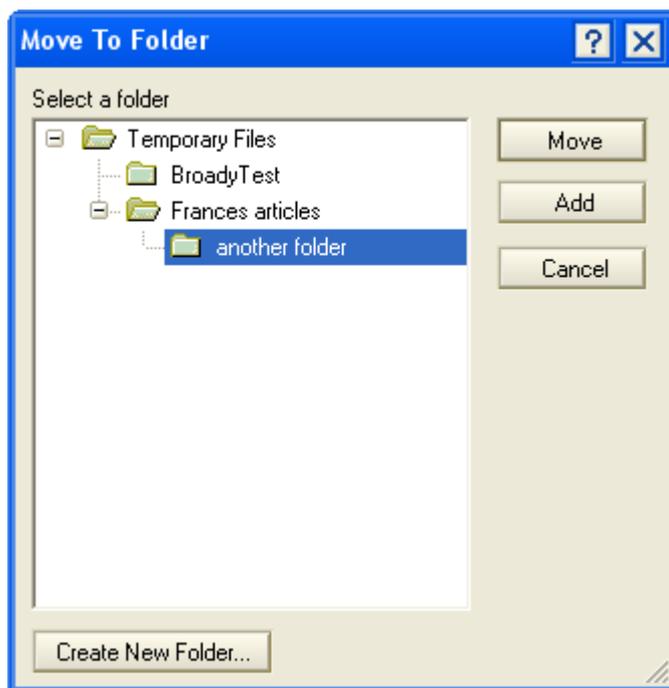5.   The **Move to Folder** dialogue box displays.

Figure 179: Move to Folder dialogue box with folder "another folder" selected.

6.   Click on the folder to which you want to move the article.

7.   Click on *<Move>*.

i   **Adding an article to another folder**

Sometimes you may want to copy your article to another folder.

1.   Repeat steps 1 to 6 above.

2.   Click on *<Add>*.

3.   Your article is added (copied) to the other folder.

18.6   RENAMING A FOLDER

Only rename your own private folders. Ask your system administrator if you want any shared folders renamed.

1.   Move your mouse to the navigation pane.

2.   Right-click on the folder you want to rename. A popup menu displays.

3.   Select *Rename Folder...*

4.   The **Rename folder** dialogue box displays.

5.   Name: type the new name of the folder in the Name field.

6.   Click on *<OK>* to accept the new name, or *<Cancel>* to keep the old name.

18.7   REMOVING A FOLDER WHEN YOU NO LONGER NEED IT

1.   Go to your database **Home** page.

2.   Click on *Folders*.

3.   Navigate through the folders until you see the required folder listed.

4.   Right-click on the folder.

5.   Select *Remove Folder...*

6.   A message displays "`This action may not be undone.  Are you sure you want to remove the folder '(foldername)' from this database.`"

7.   Click on *<Yes>* to remove the folder.