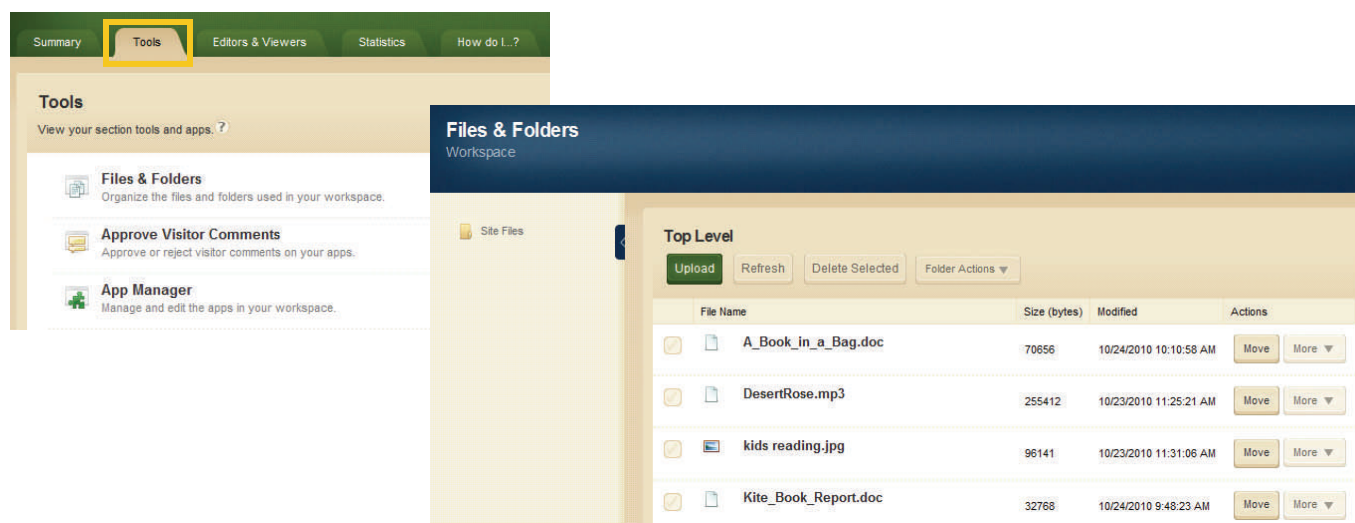


Tools & Apps Tab

How Do I Access and Manage My Files & Folders?

Each section has access to its own Files & Folders where documents and images can be stored. Access to your *Files & Folders* is available from your **Tools** tab. Once there, click on *Files & Folders*.



- Documents and images are automatically saved in Files & Folders when inserted from your computer or network using one of the Insert wizards. They will not, however be saved in a particular folder.
- Folders and sub-folders can be created to help organize your files and images.
- You are able to upload files using the **Upload** button.
- The URL for any file or image can be located by clicking on the **More** button that appears to the right of the file, then choosing **Get Link**.
- Folders and files can be renamed by clicking on the **More** button that appears to the right of the file, then choosing **Rename**.
- When working in a folder or subfolder, you can move up a level by clicking on the folder icon at the right of the list of files and folders.