

Tip – How to Manage Files

- **Why Manage Files?**
 - If you have just a few PDF files that you upload for links, you don't need to Manage Files. As I showed you before, you can add a link on text or image to a file by uploading it.
 - If you want to have multiple file links on a Google spreadsheet, document or NVU program, you may want to Manage Files.
 - Next explains options.

Manage Files Options

- **First option is to create a new page called Files or Documents.**
- **Then Hide the Page.**
- **Next you use a Text Element and create the Names of the Files and then create links and upload the files.**
- **Once you finish, you Publish and go to the site, which is next.**
- **Second option is Google Drive and I will show you later.**

**Next, you type in the page name, like
/documents.html after the site.**



- **Then click on Enter and next is what happens.**

You see the page, which is mine.



- Next is how to copy one.

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[WebSitePart2Step1](#)

[WebSiteStep3Part3](#)

[WebSiteStep2](#)

- You right click on one of the files and click on **Copy Link Location**.
- Next explains paste.

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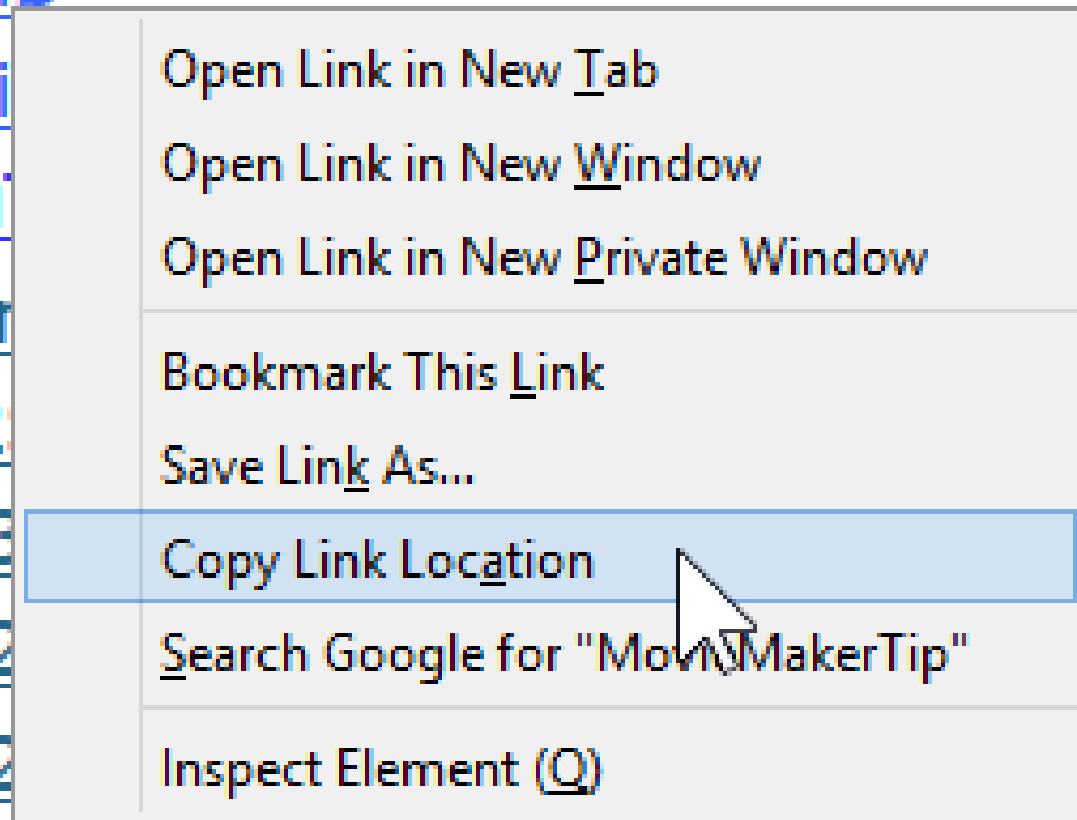
[WebSiteGettin](#)

[WebSitePart2](#)

[WebSiteStep3](#)

[WebSiteStep2](#)

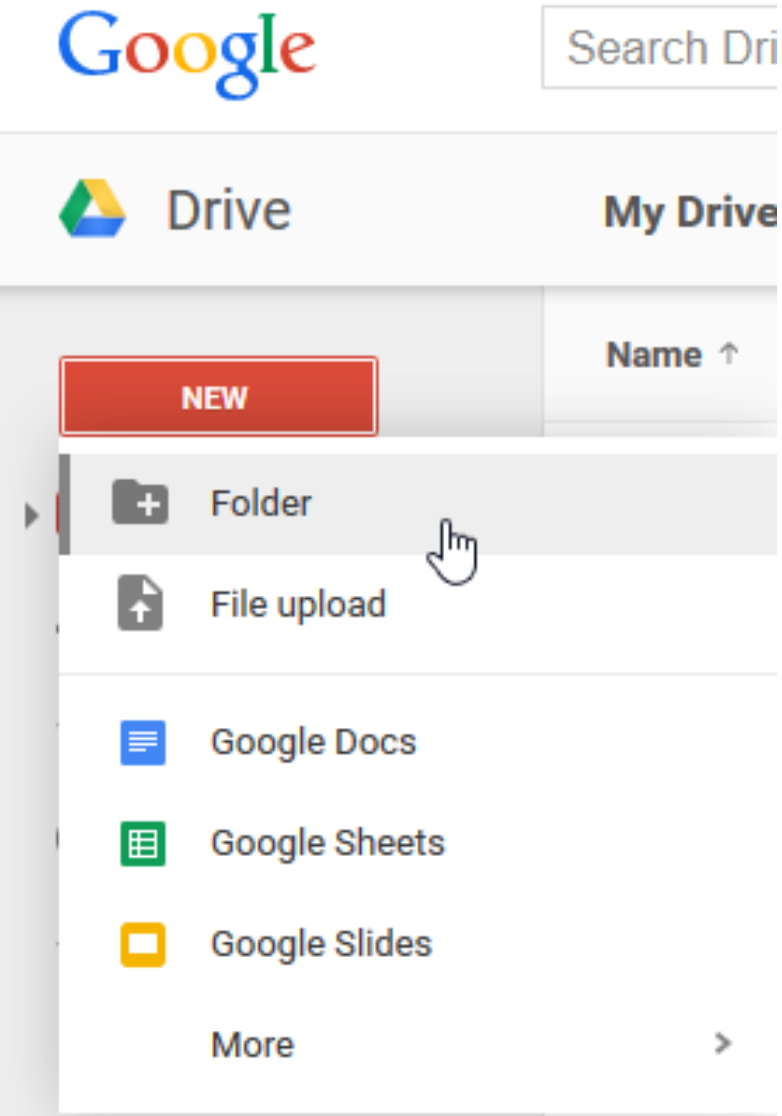
[WebSiteStep2](#)



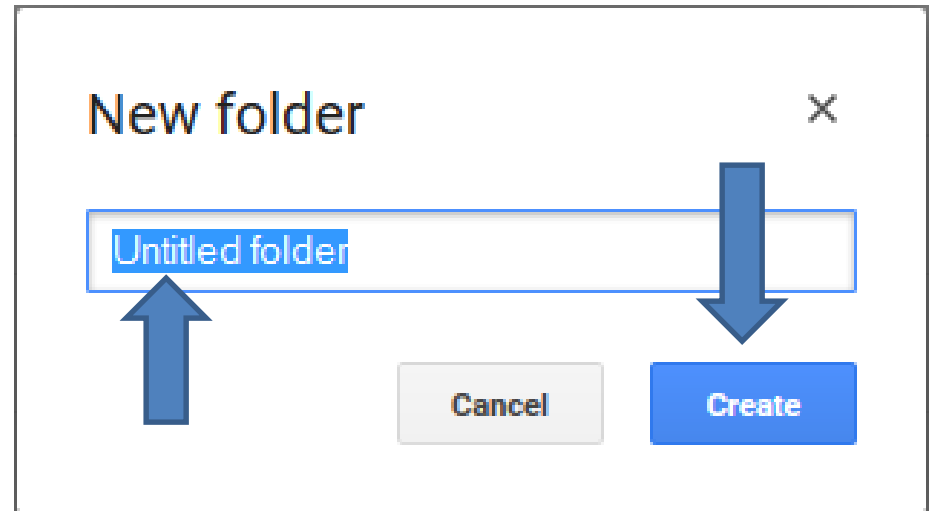
You then can paste that link to a Google Spreadsheet, etc.

- Note – I use Google Spreadsheet for some sites and I also use it with the NVU program that I create the on-line training.**
- Second Option is use a GoogleDrive account to create new Folders and upload PDF files, etc.**
- If you don't have a Google Account, I showed you how to create a Google Drive account in Step 3 – Part 2.**
- Next is when you go to Google Drive as I also showed you in Step 3 – Part 2.**

First Click on New and Then Folder



- A new window opens.
- Type is name, like **New Files** and click on **Create**.



- You then see New Files and Right Click on it and next is what happens.




Search Drive





My Drive ▾

NEW

▶  My Drive

 Shared with me

 Google Photos

 Recent

Name ↑

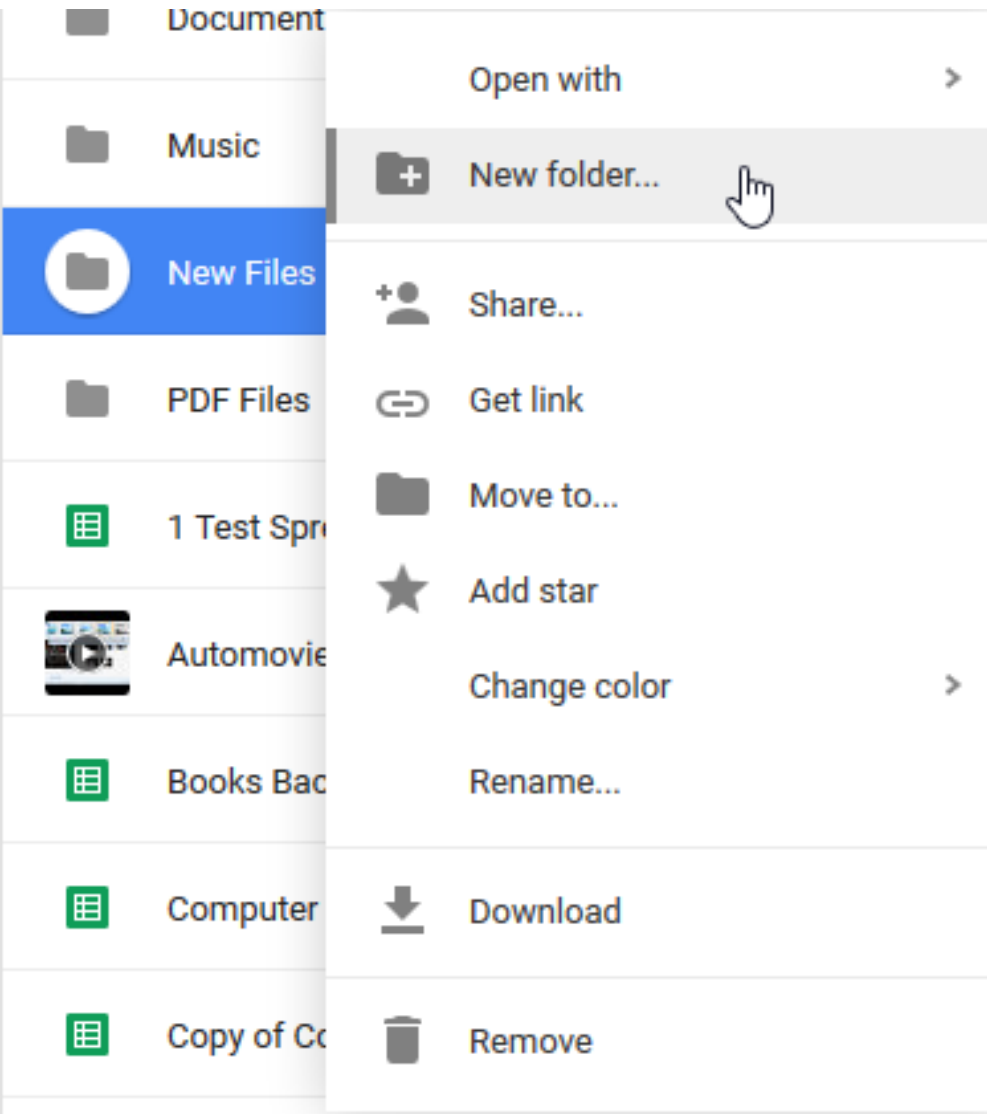
Owner

 Documents me

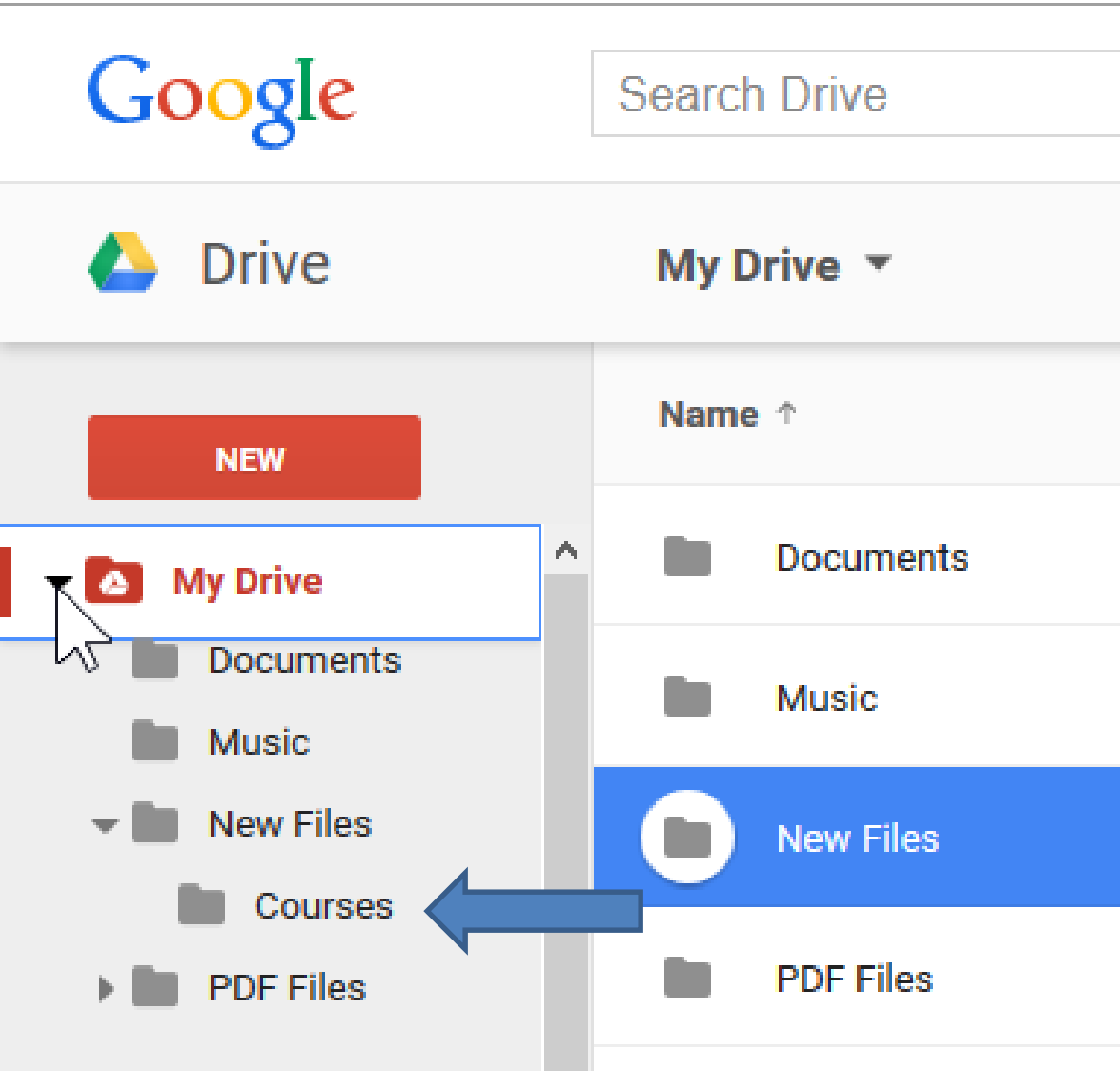
 Music me

 New Files me

- You then see a list and click on New Folder and next is what happens.



Follow same process to change the name and then click on My Drive and New Files you see Courses, that I typed in. Click on it and next is what happens.



- **When you click on it and you see Drop files here or use the red “New” button.**
- **Next is a sample of Drag & Drop.**



- Here is a sample of Drag & Drop a PDF file from Windows Explorer/File Explorer.
- Next is the other option.

Recent places

OneDrive

Homegroup

This PC

- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos
- Windows 8 (C:)
- Gateway (D:)

Name	Date modified	Type	Size
12Part1GooglePDF	11/12/2012 7:31 AM	Microsoft PowerP...	1,434 KB
12Part2	11/12/2012 7:44 AM	Microsoft PowerP...	2,713 KB
13Part1	3/5/2013 11:50 AM	Microsoft PowerP...	5,839 KB
ive2012Part1PDF	6/13/2012 10:54 AM	Adobe Acrobat D...	3,295 KB
ownload2012Par...	6/13/2012 11:20 AM	Adobe Acrobat D...	1,137 KB
LivePart1PDF	6/13/2012 10:39 AM	Adobe Acrobat D...	6,953 KB
LiveSkyDrivePDF	3/5/2013 11:59 AM	Microsoft PowerP...	3,268 KB
LiveSkyDrivePDF1	3/5/2013 12:00 PM	Adobe Acrobat D...	5,723 KB
	3/17/2012 12:20 PM	Adobe Acrobat D...	594 KB
	3/17/2012 12:19 PM	Microsoft PowerP...	576 KB
	1/9/2015 8:10 PM	Adobe Acrobat D...	377 KB
	1/9/2015 8:15 PM	Microsoft PowerP...	143 KB
laker2012	1/5/2013 8:27 AM	Microsoft PowerP...	33,331 KB
laker2013	2/18/2014 7:46 AM	Microsoft PowerP...	37,293 KB

Tip - How to Manage Files

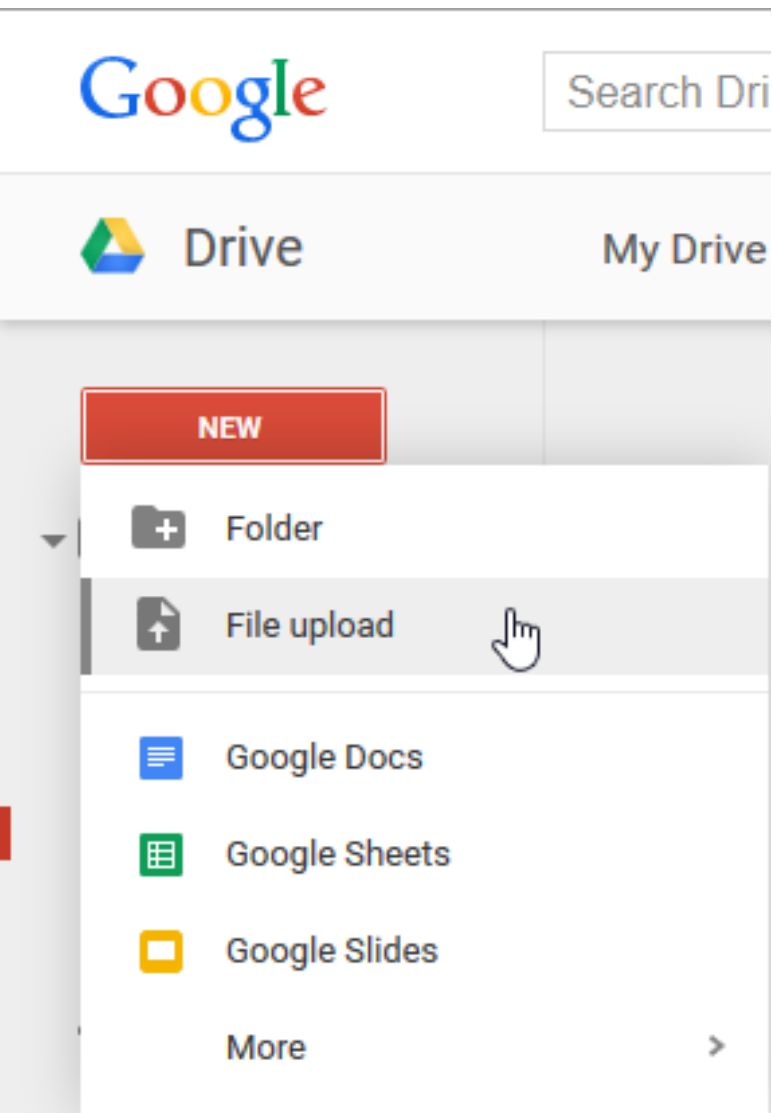
- Why Manage Files?
- If you have a lot of files, you may want to manage them. As a student you have, you can add a link on the left or right side of the file by clicking on it.
- If you want to have multiple file links in a Google spreadsheet, spreadsheet or web program, you may want to Manage Files.

Move to Courses

coming!

stantly upload them to Drive

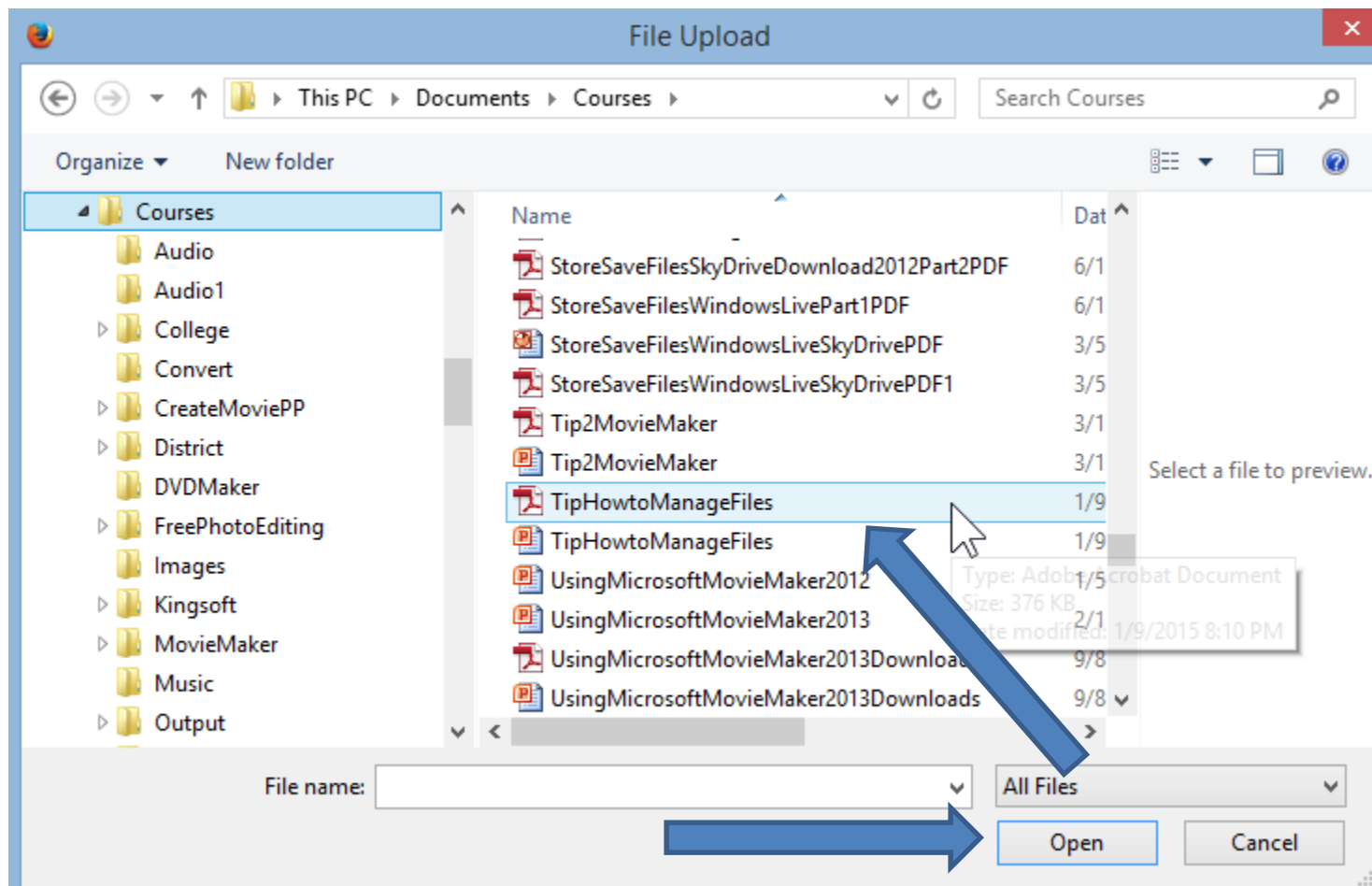
246 items 1 item selected 376 KB



- The second option is Easier is to click on New and then click on File upload.
- Next is what happens.

Windows Explorer/File Explorer opens

- File a file and double click or click on it and click on Open. Next is what happens.



- After uploaded, you see the file and Upload complete. Next explains more.

The screenshot displays the Google Drive web interface. At the top, the Google logo is on the left, and the user's name '+Frederick' is on the right. A notification banner at the top center states: '"TipHowtoManageFiles.pdf" has been uploaded to Courses.' Below this, the 'Courses' folder is selected. A large banner for 'Try the new Drive.' is visible, with a 'Take me to the new Drive' button. The left sidebar shows the navigation menu with 'My Drive' expanded to show 'Courses' and 'PDF Files'. The main content area shows a file listing table with columns for 'TITLE', 'OWNER', and 'LAST MODIFIED'. The file 'TipHowtoManageFiles.pdf' is listed. A black notification box with a white arrow icon and the text 'Upload complete' is overlaid on the file listing. Two blue arrows point from the bottom of the image to the file name in the table and the notification box.

Google

Drive

NEW

My Drive

- Documents
- Music
- New Files
 - Courses
 - PDF Files
- Shared with me
- Google Photos
- Recent
- Starred

Search

+Frederick

"TipHowtoManageFiles.pdf" has been uploaded to [Courses](#).

Courses

Try the new Drive.

We've been working hard to create a clean, fast, fresh experience for you.

Take me to the new Drive

Learn more

My Drive > PDF Files > Courses

	TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/>	TipHowtoManageFiles.pdf	me	

Upload complete

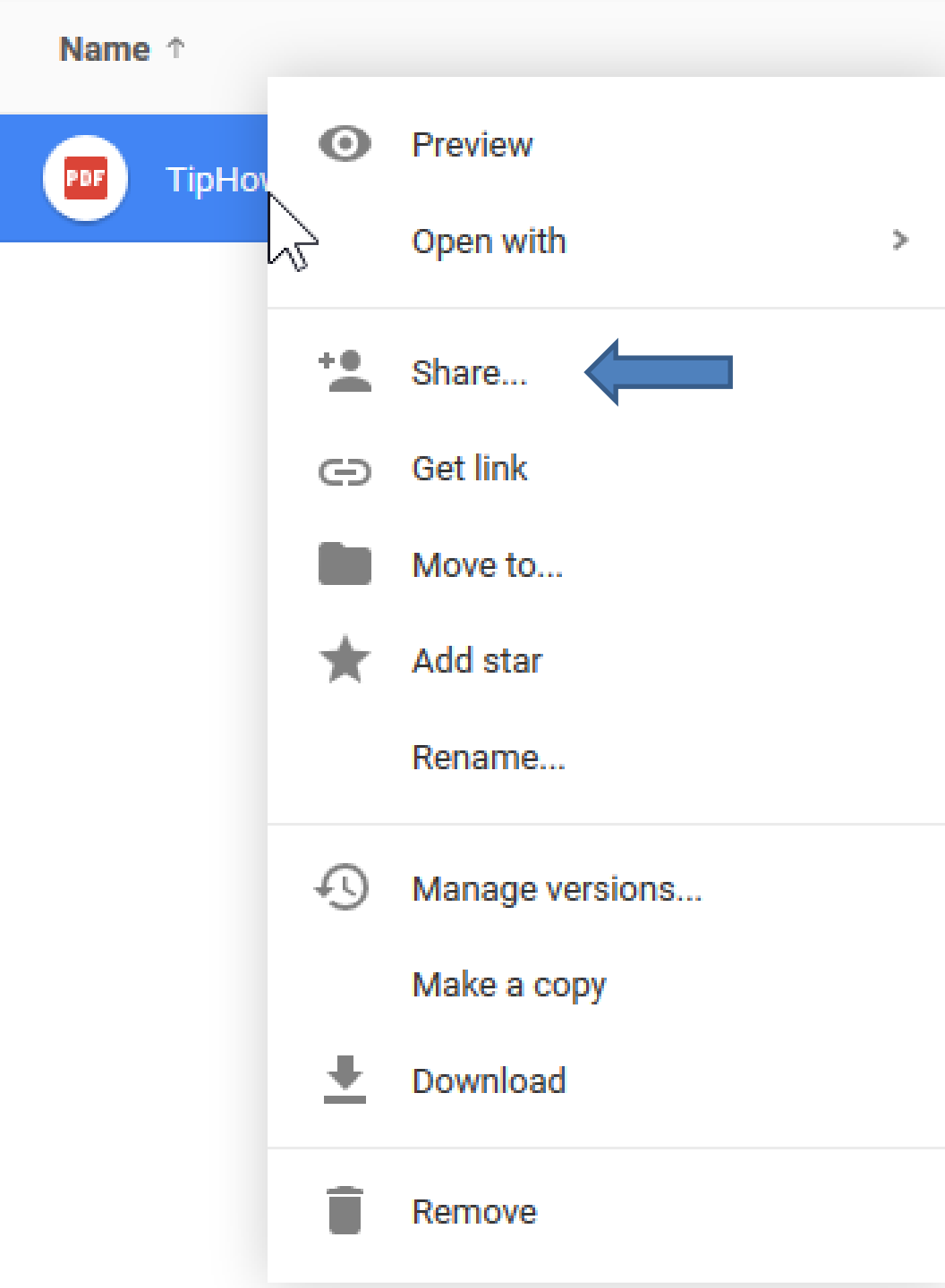
TipHowtoManageFiles.pdf

Uploaded

Share

Options to use them on Website.


- **You can add a link to the PDF file on Text in Weebly.**
- **You can add a link on a Google spreadsheet.**
- **To create a link, you follow the same process to Share.**
- **Next is how to Share.**



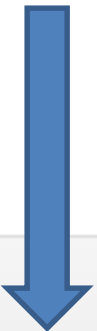
- Right click on the file and you see a dropdown list and click on Share.
- Next is what happens.

- **A new window opens. Highlight the link and next is how to copy.**

Share with others

Get shareable link 

Link sharing on [Learn more](#)



Anyone with the link can view ▼

<https://drive.google.com/file/d/0By6des7WPSHbNU42RE5YbXZxZnc/view?usp=sha>

People

Enter names or email addresses...


 Can edit ▼

Done

Advanced

- **Once you Highlight, press Ctrl Key and then click on C Key to copy. Click on Done to close the window. Next, go to Weebly account.**

Share with others

Get shareable link 

Link sharing on [Learn more](#)

Anyone with the link can view ▾

<https://drive.google.com/file/d/0By6des7WPSHbNU42RE5YbXZxZnc/view?usp=sha>

People

Enter names or email addresses...

 Can edit ▾

Done



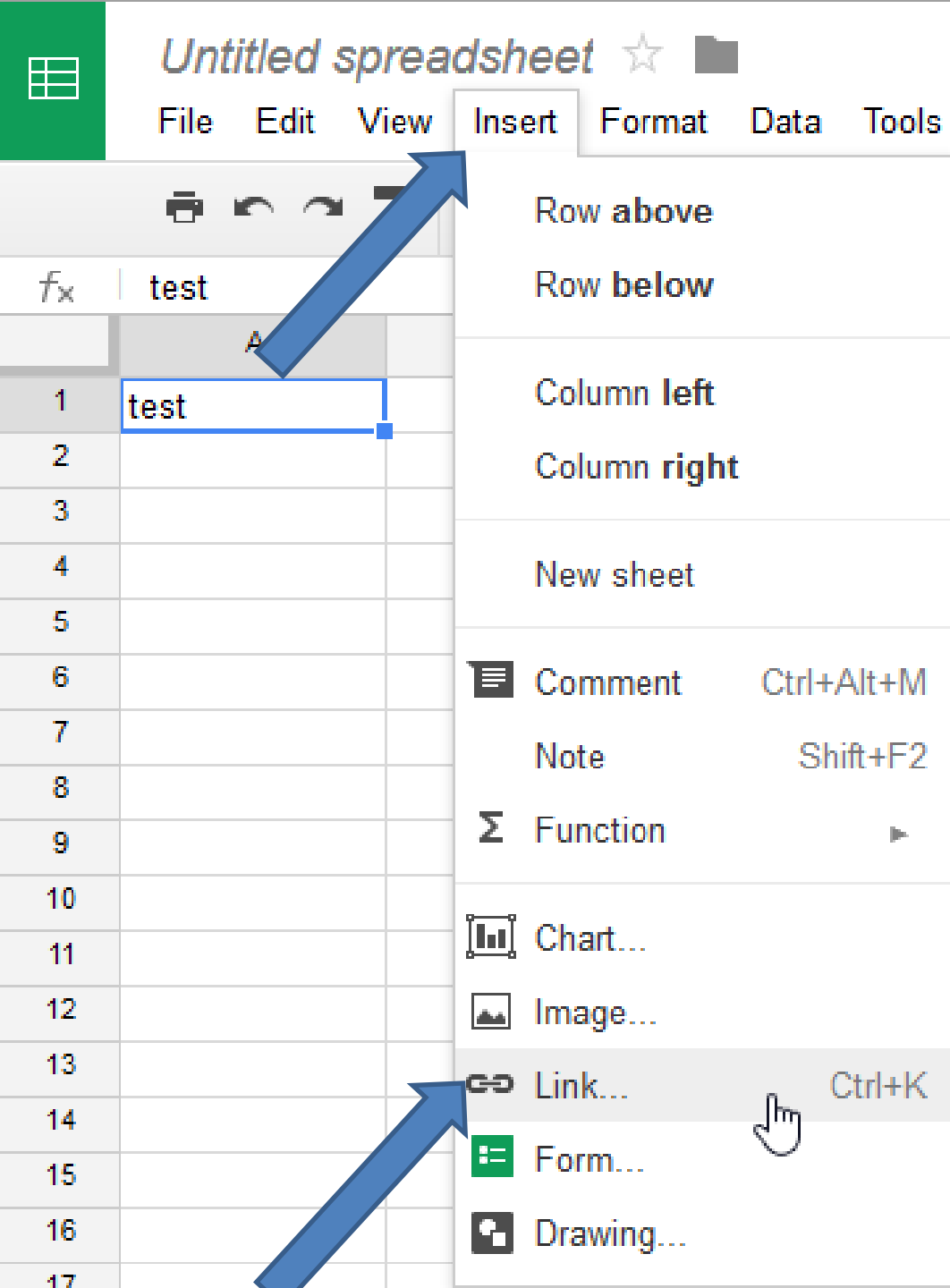
Advanced

Like I showed you before, you highlight text and click on add link. Then press and hold Ctrl Key and click on V Key to Paste it. Then click on Open link in a new window and click on Save. Next is Google Drive.

Link to:

The form contains the following elements:

- Website URL Open link in new window
-
- Standard Page
- Store Page
- File
- Email Address
-



To create that link on a Spreadsheet, type in some text.

Then click on Insert and then click on Link. Next is what happens.

Untitled spreadsheet ☆ 📁

File Edit View Insert Format Data Tools Add-ons

🖨️ ↶ ↷ 📄 \$ % .0_ .00 123 ▾ Arial ▾

f_x | test

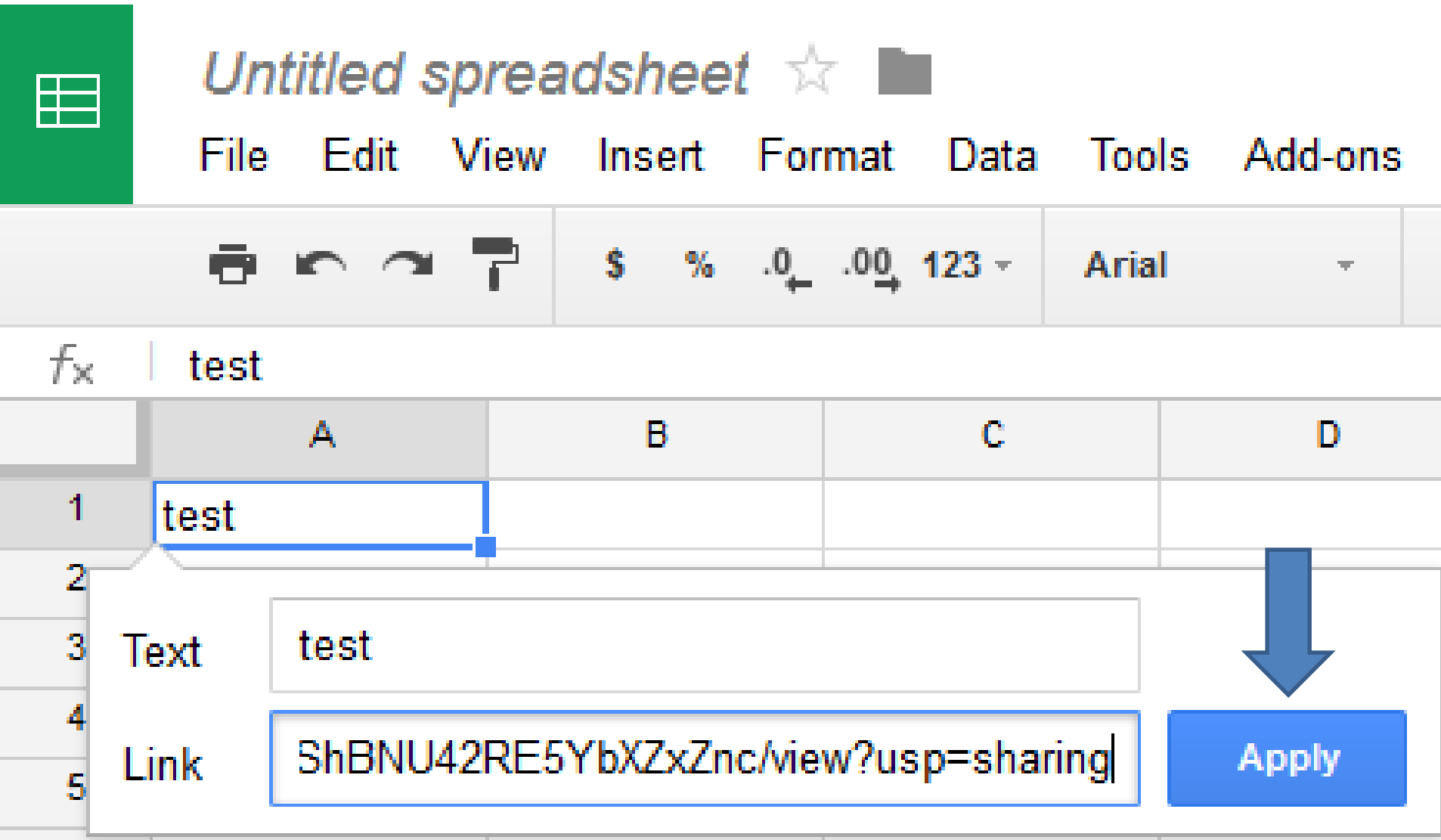
	A	B	C	D
1	test			
2				
3	Text	test		
4	Link	test		
5				
6				
7				
8				
9				
10				
11				
12				
13				

Apply

- Speedtest.net by Ookla - The Gl...
<http://www.speedtest.net/>
- Test.com
<https://www.test.com/>
- 1 Test Spreadsheet Link
- Test

- **New window opens.**
- **Next, you do Ctrl Key and V to paste.**
- **Next is a sample.**

You see the Link and click on Apply.



The image shows a Google Sheets interface. At the top, there is a green header bar with a grid icon. Below it, the title "Untitled spreadsheet" is displayed with a star icon and a folder icon. The menu bar includes "File", "Edit", "View", "Insert", "Format", "Data", "Tools", and "Add-ons". The toolbar contains icons for print, undo, redo, and insert, along with currency symbols (\$, %), decimal places (.0, .00), a number (123), and a font dropdown (Arial).

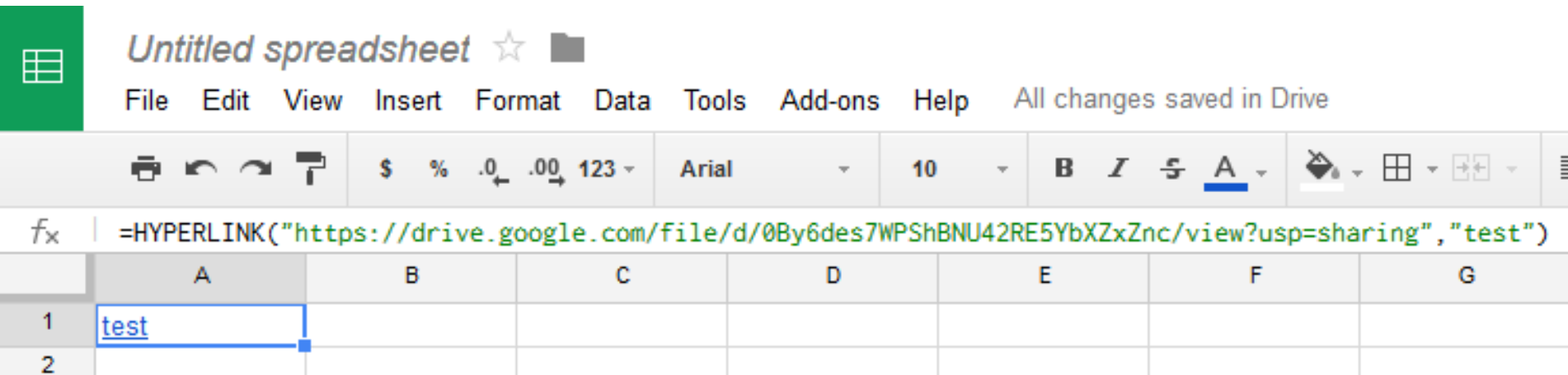
The spreadsheet grid has columns A, B, C, and D, and rows 1, 2, 3, 4, and 5. The formula bar shows "test".

	A	B	C	D
1	test			
2				
3	Text	test		
4	Link	ShBNU42RE5YbXZxZnc/view?usp=sharing		
5				

A blue arrow points down from the top right towards a blue "Apply" button located to the right of the "Link" row.

You then see the link.

- Next is if you need help.



The screenshot shows the Google Sheets interface. At the top, the title bar reads "Untitled spreadsheet" with a star icon and a folder icon. Below the title bar is a menu bar with options: File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help, and "All changes saved in Drive". The toolbar contains various icons for printing, undo, redo, and text formatting. The formula bar shows the formula `=HYPERLINK("https://drive.google.com/file/d/0By6des7WPSHbNU42RE5YbXZxZnc/view?usp=sharing","test")`. The spreadsheet grid has columns A through G and rows 1 and 2. Cell A1 is selected and contains the text "test".

	A	B	C	D	E	F	G
1	test						
2							

**If you need help Managing Files,
contact me.**

- **This is the End of the Tip.**