

Managing Files

In QuantumCMS, you can upload files such as images, PDFs, and videos. Using the File Manager, you can view, upload, rename, move, and delete files. You can access the File Manager by clicking the *Files* tab in the left pane.

Overview

The screenshot shows the QuantumCMS interface for Smith & Smith, LLC. The left sidebar has tabs for 'Site', 'Files', and 'Modules'. The 'Files' tab is selected, showing a folder tree with 'files', 'images', 'Packet PDF', and 'PDFs'. Below the tree is an 'Upload' section with a 'Browse...' button and an 'Upload' button. A table below shows a list of files with columns for Name, Size, and a file type icon. The main content area is titled 'Dashboard' and contains four panels: 'Recent Drafts', 'Recently Edited Pages', 'Recently Added Pages', and 'Recent Discussions'. The 'Recent Drafts' panel has a table with columns for Page Title, Date Saved, and Discard. The 'Recently Edited Pages' panel shows a list of pages with their titles and paths. The 'Recently Added Pages' panel shows a list of pages with their titles and paths. The 'Recent Discussions' panel shows a list of discussions with their titles.

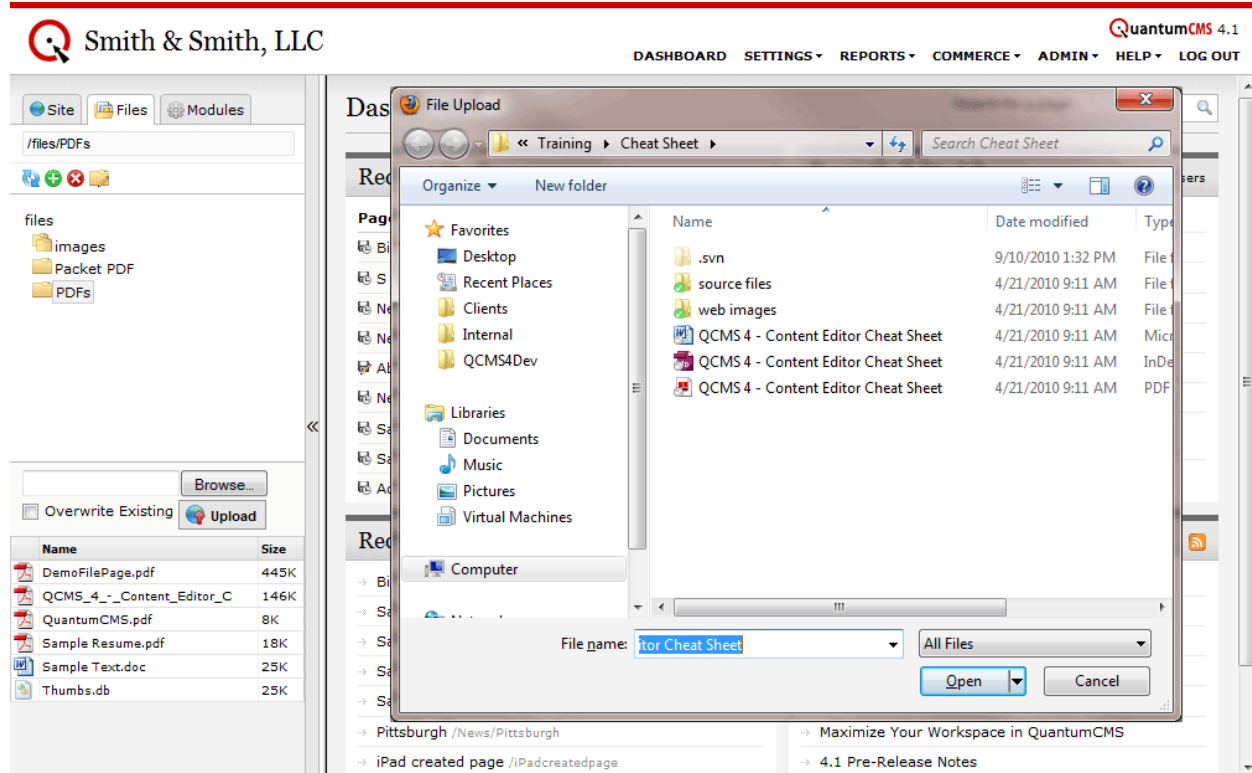
The File Manager consists of the following components:

- A. Folder Path – The path to the current folder.
- B. Folder Tools:
 - a. Refresh – Reloads the File Manager.
 - b. Add – Adds a new folder within the currently selected folder.
 - c. Delete – Deletes the currently selected folder and all contents. This action is permanent.
 - d. Rename – Renames the currently selected folder
- C. Folder View – Will show all folders within the root “Files” folder by default. You may click on any folder to view its contents.
- D. Upload Tool – Allows you to upload a file to the currently selected folder. You may overwrite an existing file with the same name by checking the box.
- E. File List – Shows a listing of all files within the selected folder. The list includes a file type icon, name, and size.

Uploading a File

Step 1: Navigate to the folder where you would like to add the file.

Step 2: Click the **Browse** button and select a file on your computer.



Step 3: Click the **Upload** button. If you would like to replace an existing file with the same name, check the "Overwrite Existing" check box. Otherwise, if a file with the same name already exists, the new file will be renamed and suffixed with the date.

Editing a File

Step 1: Navigate to the appropriate folder and click the file name in the file listing. A dialog box will open that allows you to rename, download, or delete the file. You can also get some details about the file and a preview if the file is an image or video.

The screenshot shows the QuantumCMS 4.1 interface for 'Smith & Smith, LLC'. The top navigation bar includes 'DASHBOARD', 'SETTINGS', 'REPORTS', 'COMMERCE', 'ADMIN', 'HELP', and 'LOG OUT'. The left sidebar shows a file tree with folders like 'images', 'authoring', 'cart', 'icons', 'PacketBuilder', 'std', 'template', 'Packet PDF', and 'PDFs'. A file listing table is visible below the sidebar:

Name	Size
template1.gif	1K
template2.gif	1K
template3.gif	1K
Thumbs.db	7K
vssver2.scc	1K

A 'File' dialog box is open, displaying details for 'template1.gif':

- Name:** template1.gif
- Local Path:** http://qcms4.algonquinstudios.com/files/images/authoring/template1.gif
- Size:** 1K
- Read Only:** False
- Created Date:** 2/16/2010 10:34:52 AM
- Last Updated Date:** 10/5/2007 9:34:59 AM
- Last Uploaded By:** (empty field)

The dialog box also includes a 'Preview' section with a placeholder image and buttons for 'Rename', 'Download', and 'Delete'. The background interface shows a 'Recent' list and a 'Users' sidebar.