

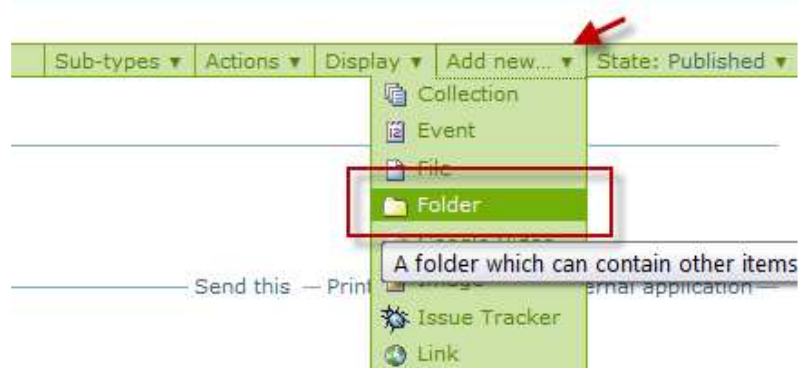
Create a space and a new folder in your 'home area'

The screenshot displays a Plone user interface. At the top, a navigation bar includes a search box, a user profile for 'Hamish Scott-Brown', and a 'My Folder' link highlighted with a red box. Below this, a main navigation menu contains links for Home, Users, News, Events, MA Inclusive Education, The MA Education, Research, Materials, and Hotseats. A breadcrumb trail reads 'You are here: Home → Users → Hamish Scott-Brown'. On the left, a 'Navigation' portlet shows a folder tree with 'Hamish Scott-Brown' and 'example folder'. The main content area shows a folder titled 'Hamish Scott-Brown' with a 'State' dropdown menu set to 'Published', also highlighted with a red box. Below the folder title, a list of items is shown, including 'example folder' with the description 'this is a folder for files'. At the bottom, there are links for 'Send this', 'Print this', and 'Edit with external application'.

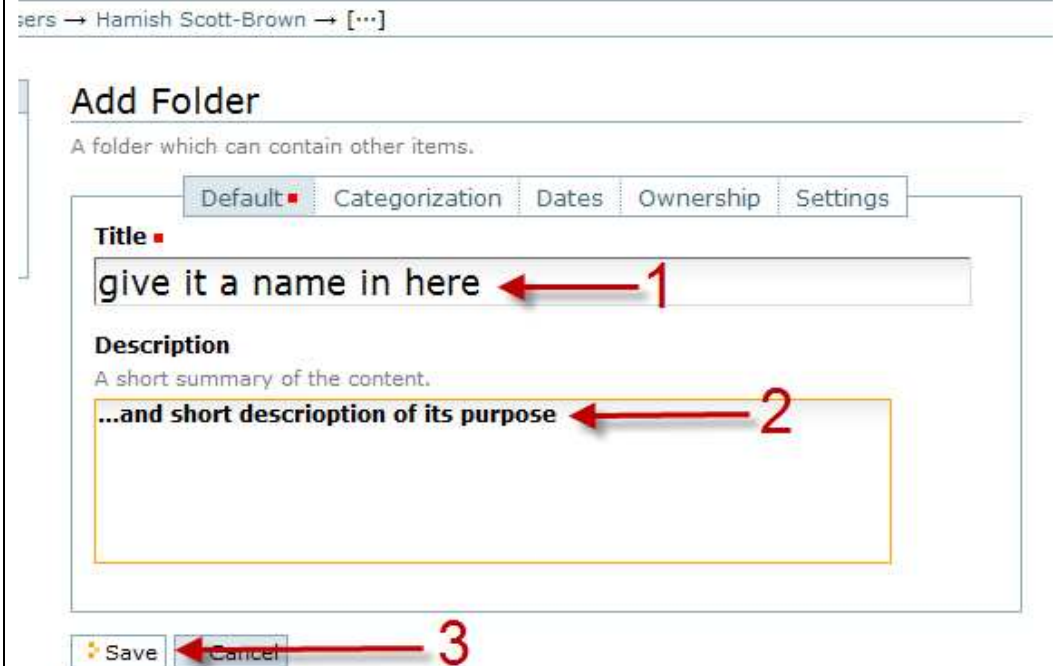
1 Navigate to your own area by clicking the 'my folder' link on the top right hand side

2 – here we can see that in my own area I already have a folder created called 'example folder' and that it is in a published state – by default Plone will always create anything you do in a 'private' state (that is only you can see it and access it). So all that we need to do now is create your own folder where you will be able to upload your plans, documents and anything else that you want to share and allow others to comment on and discuss

3. On the green editing bar inside your area click the 'add new' drop down box and select 'folder'



4. Once selected you will be able to name and add a short description of the new item you are creating.



5 Lastly don't forget to 'publish' your new folder so that it can be seen by others on the course.



Click the drop down box that will be coloured red and select 'publish' – Its really that simple 😊

6 – Now all we need to do is repeat this exercise to upload any files you wish to put in your newly created folder

In this example here I am simply uploading an example CV simply for the purpose of a demo but in your case you'll most likely be uploading your plan (certainly for the 1st exercise anyway)

The image shows two side-by-side screenshots from a web application. The left screenshot displays a folder view for 'example folder' under the user 'Hamish Scott-Brown'. The breadcrumb trail at the top is 'rs → Hamish Scott-Brown → example folder'. A menu is open, showing options like 'Collection', 'Event', 'File', 'Folder', 'Google V...', 'Image', 'Issue Tracker', and 'Link'. The 'File' option is highlighted with a red box, and a red arrow points to the 'Add new...' menu item. The folder description reads 'this is a folder for files' and 'There are currently no items in this folder.' The right screenshot shows the 'Add File' dialog. It has a title field containing 'name in here' and a description field. Below these is a 'File' field with a 'Browse...' button, which is pointed to by a red arrow. At the bottom are 'Save' and 'Cancel' buttons.

Making sure that you are inside the folder (see the breadcrumb trail on the top...hamish scott-brown -> example folder) click 'Add new' and select file. Browse - Navigate using the system nav (Mac OSX & Windows will look different so I'll leave that out here) and merely add the file by clicking the 'save' button once you have selected the file you want to upload

Here it is ...

The screenshot displays a web-based file management interface. On the left, a 'Navigation' pane shows a tree structure: 'Hamish Scott-Brown' (user), 'example folder' (sub-folder), and 'CV_template_9.doc' (file). Below the navigation pane is a link for 'Manage portlets'. The main content area has a menu bar with 'View', 'Edit', and 'Sharing' options. Below the menu bar is an 'Info' section with a yellow background and the text 'Changes saved.'. The main title is 'CV_template_9.doc'. Below the title, it says 'by Hamish Scott-Brown — last modified May 31, 2010 10:34 AM'. At the bottom of the info section, there is a link to the file: 'CV_template_9.doc — Microsoft Word Document, 64Kb'.

Now....when a visitor to your online space finds your folder they'll see the contents displayed and to access it they'll simply click the name and it will download to the default or selected area on their local machine.