

Working with folders

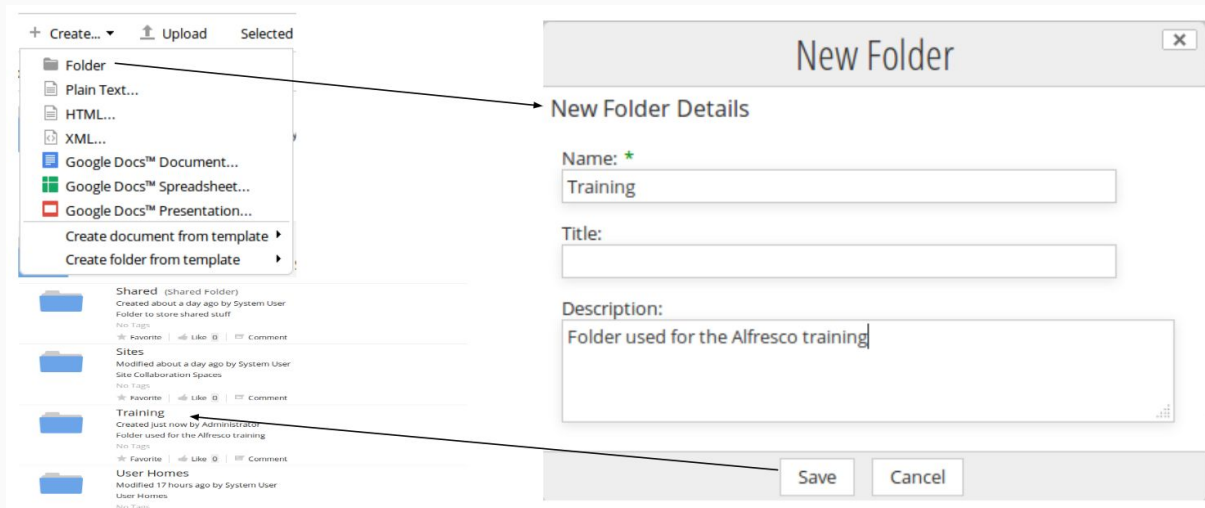


Folder Overview

- Can hold any type of file
- Give a title and a description
- Add sub-folders and files (called content in the Alfresco world)
- *"Intelligent Folders" - once they were also called Spaces*
 - Classifiable
 - Comments
 - Rules
 - Permissions
 - Work with other users
 - Map to Windows network folder or mailbox
 - Workflows associated with them
 - Synchronization with Cloud installation (4.1 Enterprise Only)
 - Download as a ZIP (4.2)

Creating Folders

A folder can be created from the **+ Create... | Folder** toolbar menu item:



Creating folders from templates

- A folder can be created from a template via the **+ Create... | Create folder from template** toolbar menu item:

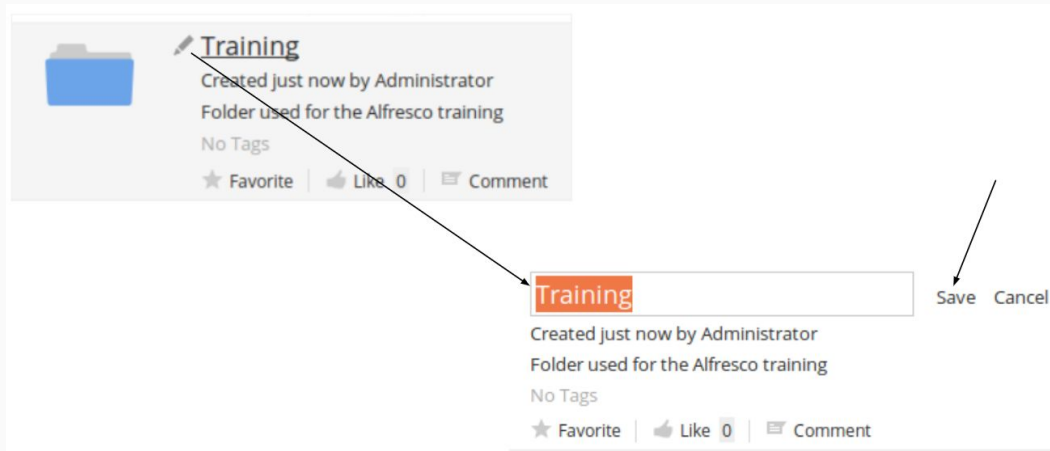


Creating folders from templates cont.

- But first the template need to be created in **/Repository/Data Dictionary/Space Templates**
- A template is just a folder with subfolders and files, can include rules, permissions and other settings that can be applied to folders and files

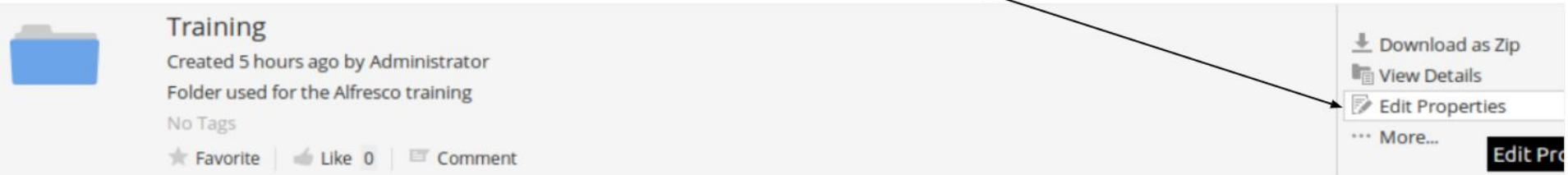
Editing Folders: In-line Edit Name

- It is possible to change the name of a folder or file by just hovering over it and clicking on the pen that appears:



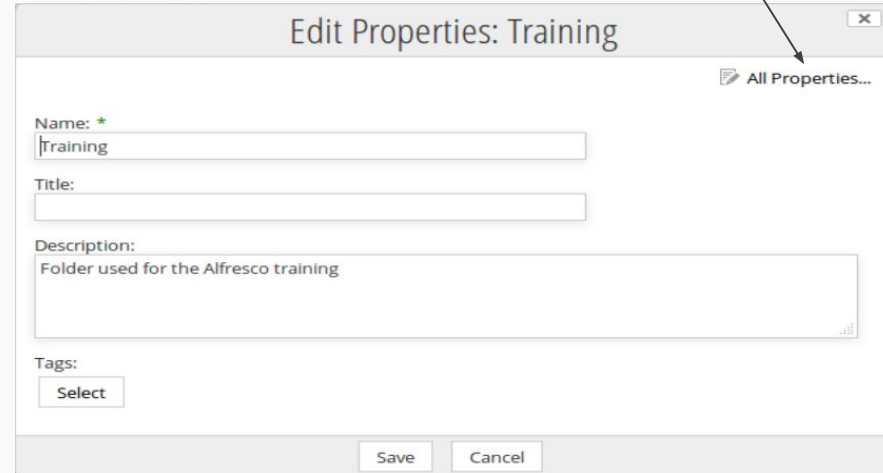
Editing Folders: Properties (metadata)

- To edit other properties the **Edit Properties** pop-up menu item have to be used:



Editing Folders: Properties continued

- The initial *Edit Properties* form contains the basic properties, to see all properties click **All Properties...** link:
- From this form the folder can also be tagged, more on tagging later
- The *All Properties* and basic *Edit Properties* forms can be the same



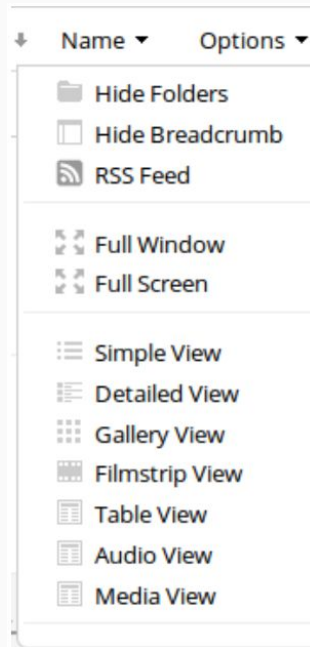
The screenshot shows a web form titled "Edit Properties: Training". In the top right corner, there is a link labeled "All Properties..." with a small icon to its left. An arrow from the top right of the slide points to this link. The form contains the following fields:

- Name:** * (required) with a text input field containing the value "Training".
- Title:** with an empty text input field.
- Description:** with a text area containing the text "Folder used for the Alfresco training".
- Tags:** with a "Select" button.

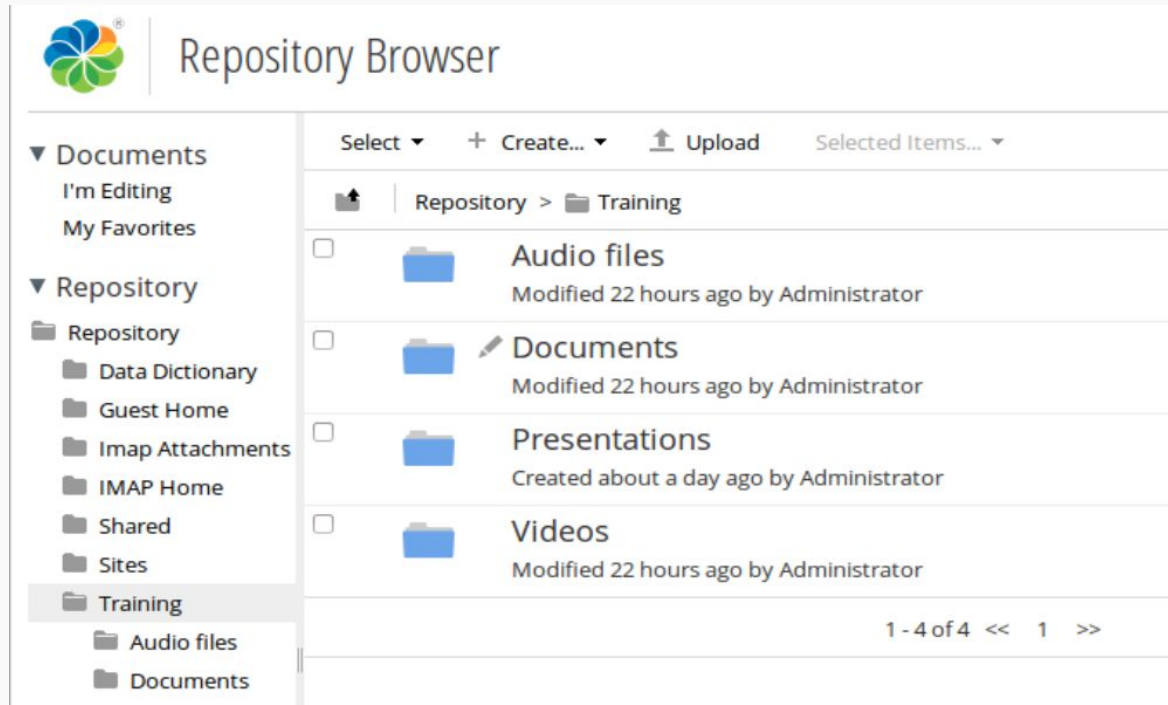
At the bottom of the form are "Save" and "Cancel" buttons.

Folder Views


- There are a number of views that can be used to display content in a folder in different ways
- *Detailed View* is the default
- You would typically select folder view based on file type, such as pdfs, images, movies, audio, etc.






Folder Views – Simple View







The screenshot displays the 'Repository Browser' application. On the left is a sidebar with a tree view of folders. The main area shows a list of folders within the 'Training' directory. At the top of the main area, there are controls for selection, creation, and uploading. The breadcrumb path indicates the current location is 'Repository > Training'. The folder list includes 'Audio files', 'Documents', 'Presentations', and 'Videos', each with a checkbox for selection and a description of when it was last modified or created. A pagination bar at the bottom right shows '1 - 4 of 4' items.

 Repository Browser

Select ▾ + Create... ▾  Upload Selected Items... ▾

 Repository >  Training

<input type="checkbox"/>	 Audio files Modified 22 hours ago by Administrator
<input type="checkbox"/>	 Documents Modified 22 hours ago by Administrator
<input type="checkbox"/>	 Presentations Created about a day ago by Administrator
<input type="checkbox"/>	 Videos Modified 22 hours ago by Administrator

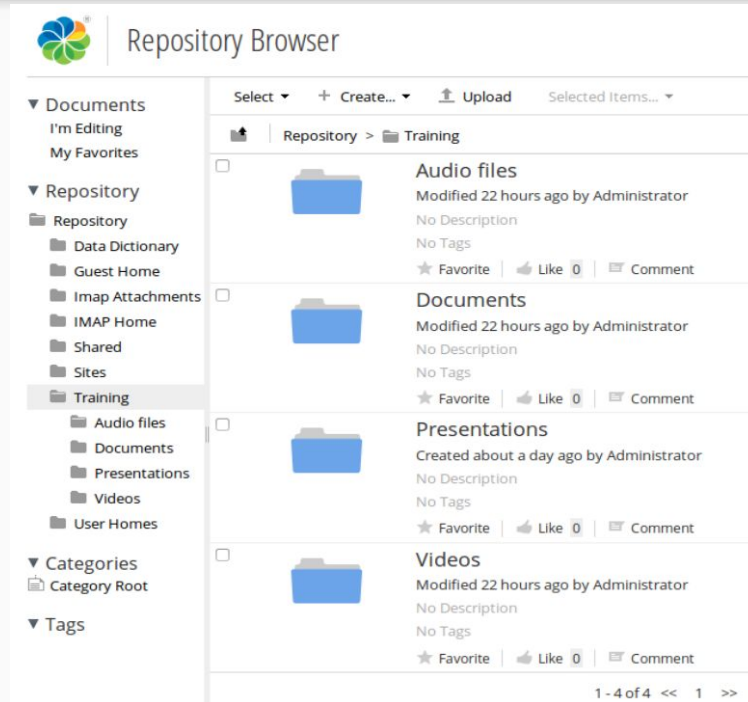
1 - 4 of 4 << 1 >>

Documents
I'm Editing
My Favorites

Repository

- Repository
 - Data Dictionary
 - Guest Home
 - Imap Attachments
 - IMAP Home
 - Shared
 - Sites
 - Training**
 - Audio files
 - Documents

Folder Views – Detailed View (Default)



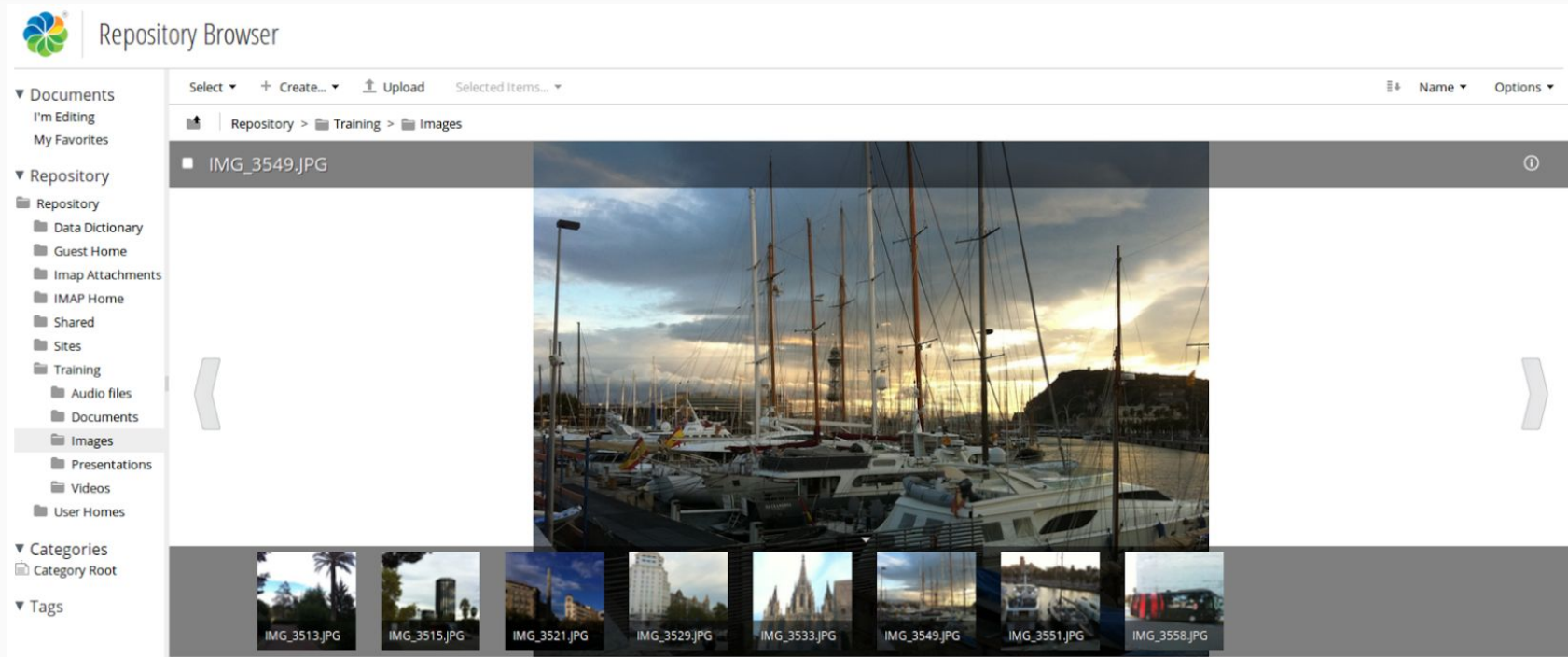
Folder Views – Gallery View

The screenshot displays the 'Repository Browser' interface. On the left, a sidebar contains a tree view of the repository structure. The 'Images' folder is selected, and a context menu is open over it, showing options like 'Upload New Version', 'Edit Offline', 'Copy to...', 'Move to...', 'Delete Document', 'Start Workflow', 'Publish', and 'View on Google Maps'. The main area shows a grid of image thumbnails. The top navigation bar includes 'Select', '+ Create...', 'Upload', and 'Selected Items...'. The breadcrumb path is 'Repository > Training > Images'. The image thumbnails are labeled as follows:

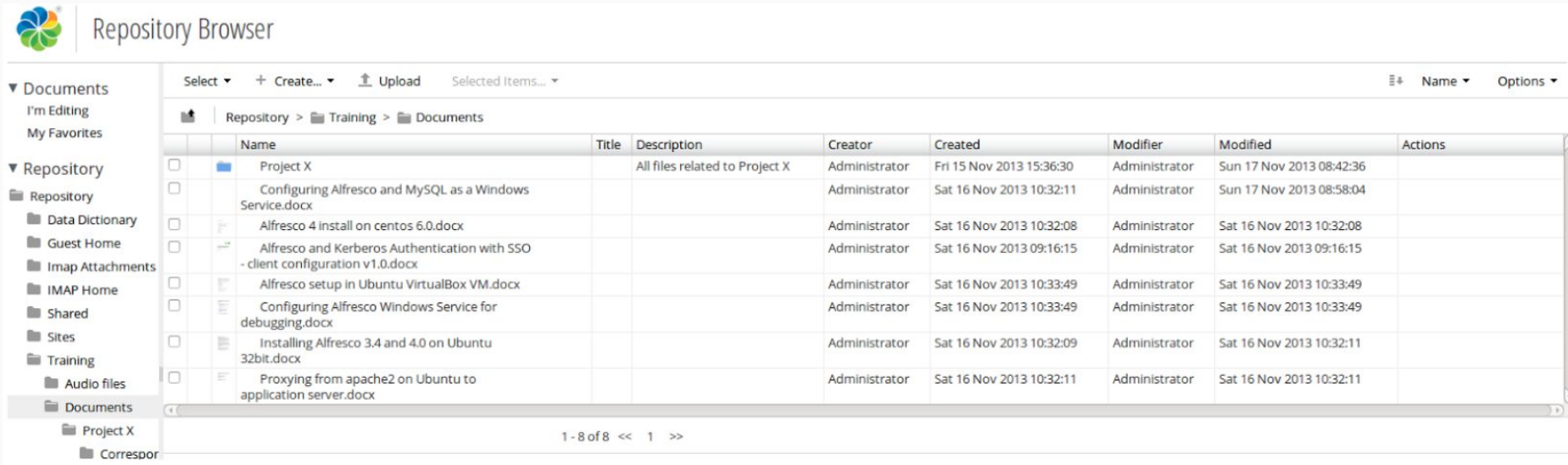
- Row 1: IMG_3513.JPG, IMG_3515.JPG, IMG_3521.JPG, IMG_3529.JPG
- Row 2: IMG_3533.JPG, IMG_3549.JPG, IMG_3551.JPG, IMG_3558.JPG

The context menu is open over the 'Images' folder in the sidebar, showing options like 'Upload New Version', 'Edit Offline', 'Copy to...', 'Move to...', 'Delete Document', 'Start Workflow', 'Publish', and 'View on Google Maps'.

Folder Views – Filmstrip View



Folder Views – Table View



The screenshot displays the 'Repository Browser' application. On the left is a sidebar with a tree view of the repository structure. The main area shows a table view of documents under the path 'Repository > Training > Documents'. The table has columns for Name, Title, Description, Creator, Created, Modifier, Modified, and Actions. The first row is a folder named 'Project X'. The subsequent rows are document files with titles related to Alfresco configuration and installation on various operating systems.

Repository Browser

Select ▾ + Create... ▾ Upload Selected Items... ▾

≡ Name ▾ Options ▾

Repository > Training > Documents

	Name	Title	Description	Creator	Created	Modifier	Modified	Actions
<input type="checkbox"/>	Project X		All files related to Project X	Administrator	Fri 15 Nov 2013 15:36:30	Administrator	Sun 17 Nov 2013 08:42:36	
<input type="checkbox"/>	Configuring Alfresco and MySQL as a Windows Service.docx			Administrator	Sat 16 Nov 2013 10:32:11	Administrator	Sun 17 Nov 2013 08:58:04	
<input type="checkbox"/>	Alfresco 4 install on centos 6.0.docx			Administrator	Sat 16 Nov 2013 10:32:08	Administrator	Sat 16 Nov 2013 10:32:08	
<input type="checkbox"/>	Alfresco and Kerberos Authentication with SSO - client configuration v1.0.docx			Administrator	Sat 16 Nov 2013 09:16:15	Administrator	Sat 16 Nov 2013 09:16:15	
<input type="checkbox"/>	Alfresco setup in Ubuntu VirtualBox VM.docx			Administrator	Sat 16 Nov 2013 10:33:49	Administrator	Sat 16 Nov 2013 10:33:49	
<input type="checkbox"/>	Configuring Alfresco Windows Service for debugging.docx			Administrator	Sat 16 Nov 2013 10:33:49	Administrator	Sat 16 Nov 2013 10:33:49	
<input type="checkbox"/>	Installing Alfresco 3.4 and 4.0 on Ubuntu 32bit.docx			Administrator	Sat 16 Nov 2013 10:32:09	Administrator	Sat 16 Nov 2013 10:32:11	
<input type="checkbox"/>	Proxying from apache2 on Ubuntu to application server.docx			Administrator	Sat 16 Nov 2013 10:32:11	Administrator	Sat 16 Nov 2013 10:32:11	

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Folder Views – Audio View



Repository Browser

▼ Documents

I'm Editing
My Favorites

▼ Repository

- Repository
- Data Dictionary
- Guest Home
- Imap Attachments
- IMAP Home
- Shared
- Sirac

Select ▼ + Create... ▼ Upload Selected Items... ▼

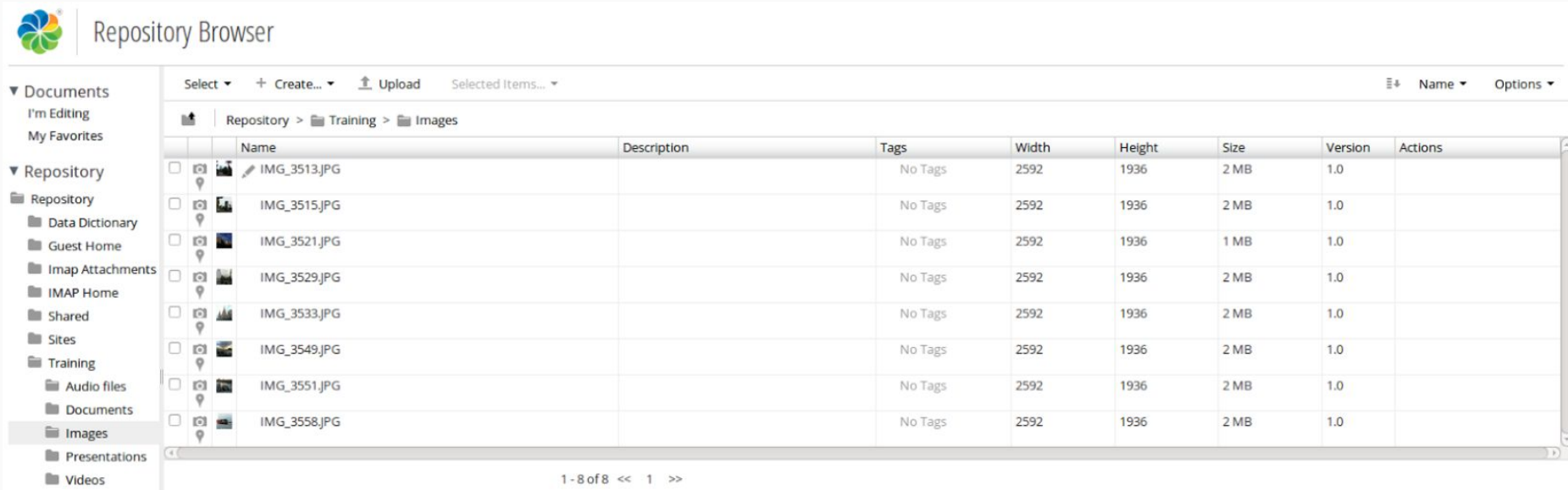
≡ Name ▼ Options ▼

Repository > Training > Audio files

		Name	Title	Album	Artist	Genre	Track Number	Sample Rate	Encoding
<input type="checkbox"/>		quick.m4a	The quick brown fox jumps over the lazy dog	About a dog and a fox	Hauskaz	Foxtrot		44100	M4A
<input type="checkbox"/>		quick.mp3	The quick brown fox jumps over the lazy dog	About a dog and a fox	Hauskaz	Foxtrot		44100	MP3
<input type="checkbox"/>		quick.ogg	The quick brown fox jumps over the lazy dog	About a dog and a fox	Hauskaz	Foxtrot		44100	Vorbis
<input type="checkbox"/>		tumblr_manvurrrri1r1ezulo1.mp3	Live While We're Young		One Direction		1	48000	MP3

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Folder Views – Media View



The screenshot displays the 'Repository Browser' application. On the left, a sidebar shows a tree view of folders: Documents, Repository, Data Dictionary, Guest Home, Imap Attachments, IMAP Home, Shared, Sites, Training, Audio files, Documents, Images (selected), Presentations, and Videos. The main area shows the path 'Repository > Training > Images'. Below this is a table listing image files with columns for Name, Description, Tags, Width, Height, Size, Version, and Actions. The table contains 8 rows of image files, all with a size of 2 MB and version 1.0. At the bottom, a pagination bar shows '1 - 8 of 8' with navigation arrows.

Repository Browser

Select + Create... Upload Selected Items...

Name Options

Repository > Training > Images

	Name	Description	Tags	Width	Height	Size	Version	Actions
<input type="checkbox"/>	IMG_3513.JPG		No Tags	2592	1936	2 MB	1.0	
<input type="checkbox"/>	IMG_3515.JPG		No Tags	2592	1936	2 MB	1.0	
<input type="checkbox"/>	IMG_3521.JPG		No Tags	2592	1936	1 MB	1.0	
<input type="checkbox"/>	IMG_3529.JPG		No Tags	2592	1936	2 MB	1.0	
<input type="checkbox"/>	IMG_3533.JPG		No Tags	2592	1936	2 MB	1.0	
<input type="checkbox"/>	IMG_3549.JPG		No Tags	2592	1936	2 MB	1.0	
<input type="checkbox"/>	IMG_3551.JPG		No Tags	2592	1936	2 MB	1.0	
<input type="checkbox"/>	IMG_3558.JPG		No Tags	2592	1936	2 MB	1.0	

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