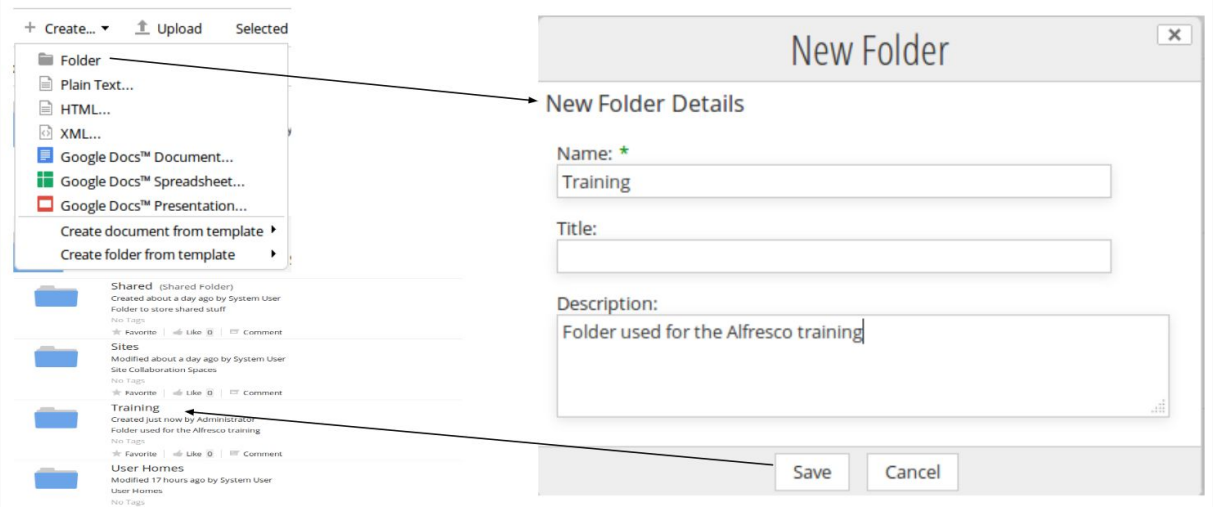
Working with folders

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)

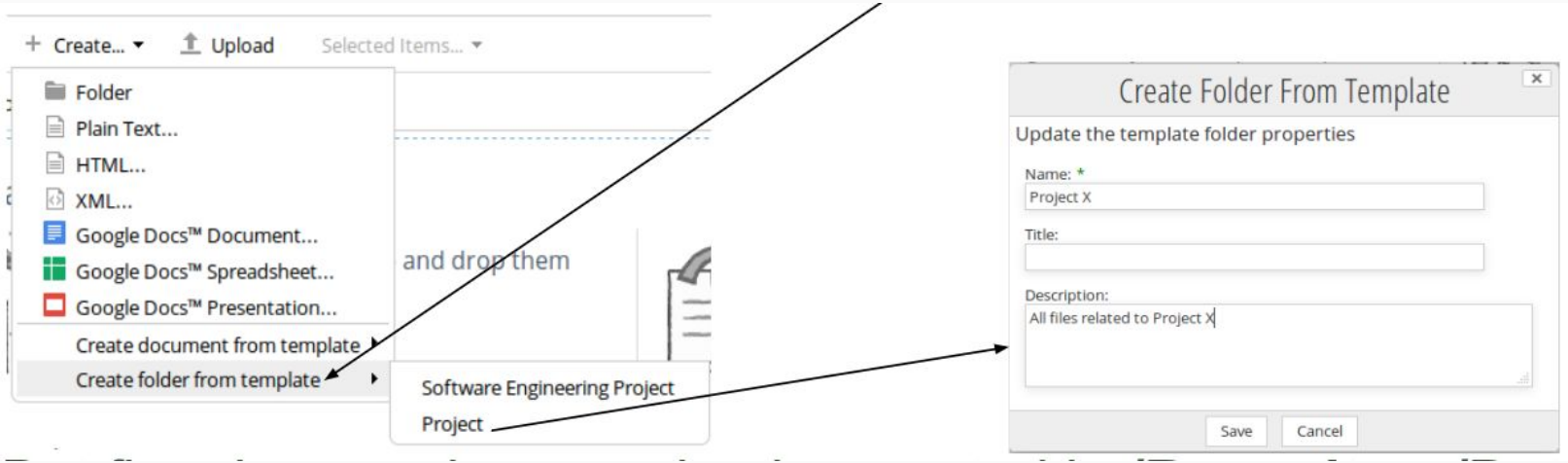
Creating Folders

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:

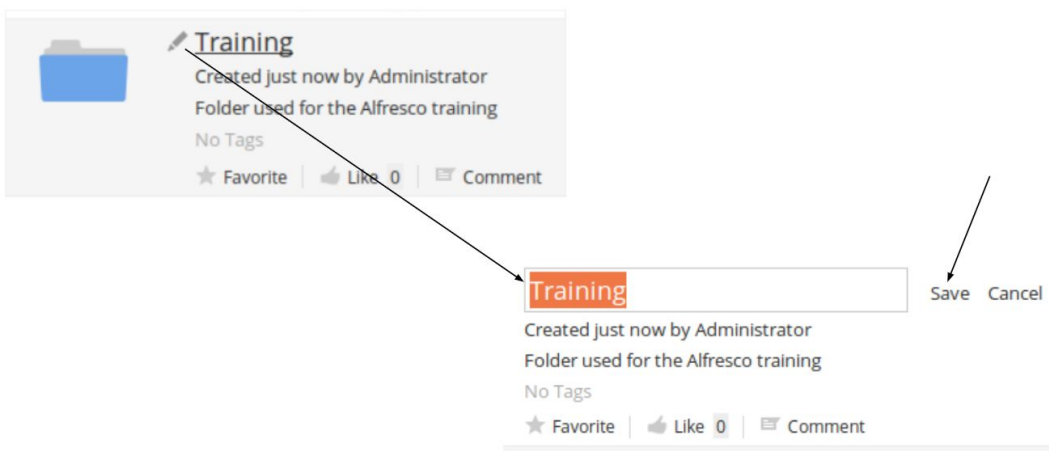


Creating folders from templates cont.

- 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:

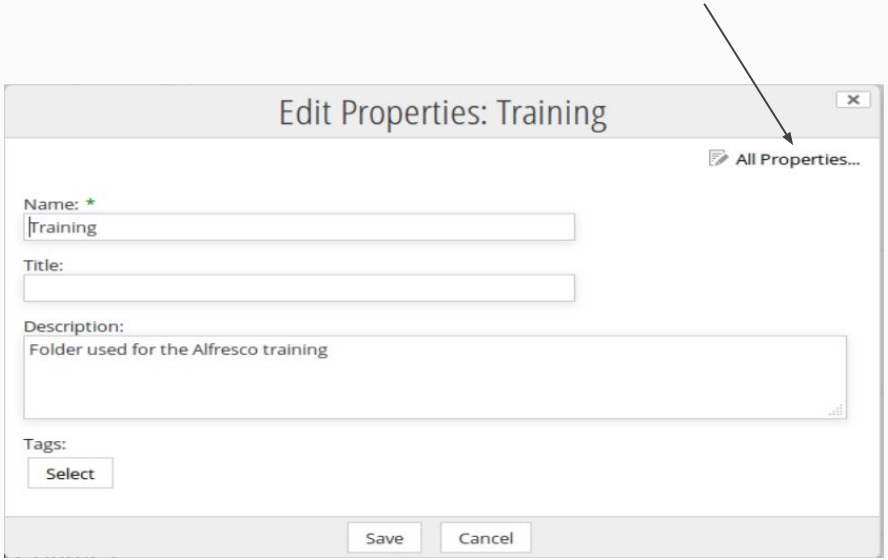


Editing Folders: Properties (metadata)

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

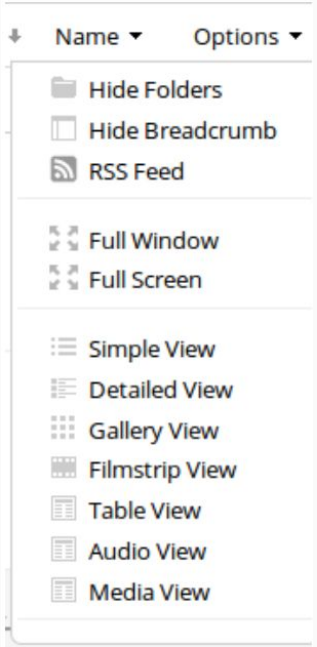
Editing Folders: Properties continued

- 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

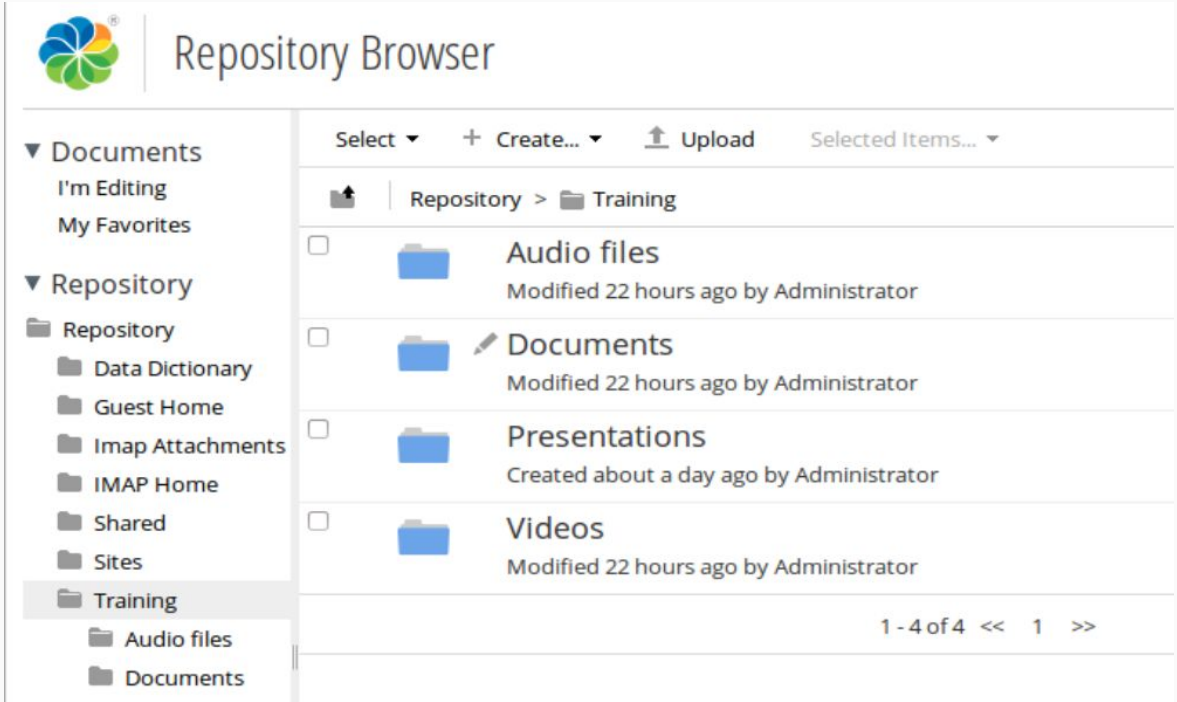


Folder Views

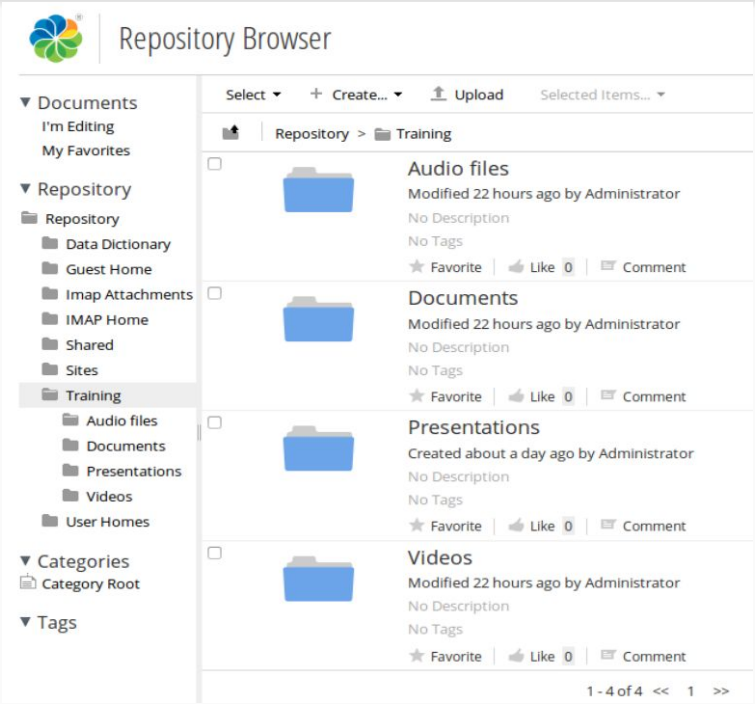
- There are a number of views that can be used to display content in a folder in different ways
- *Detailed View* is the default
- You would typically select folder view based on file type, such as pdfs, images, movies, audio, etc.



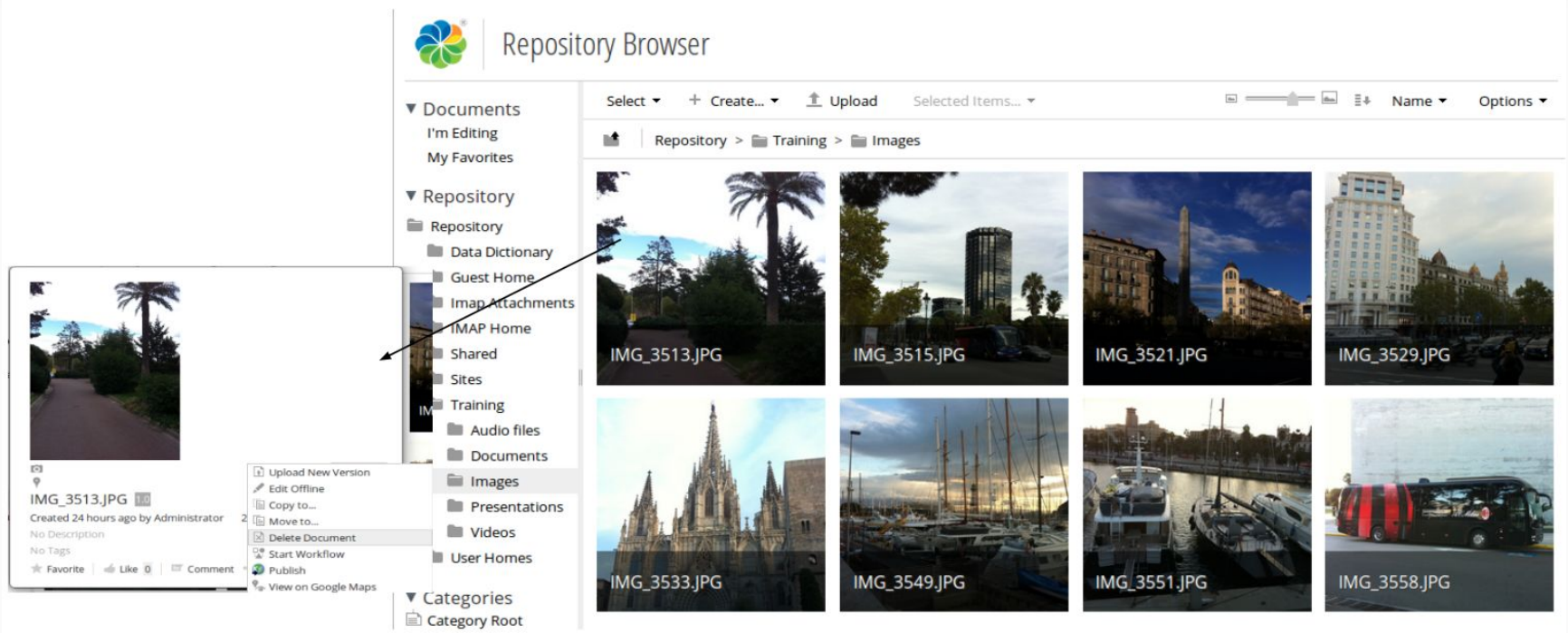
Folder Views – Simple View



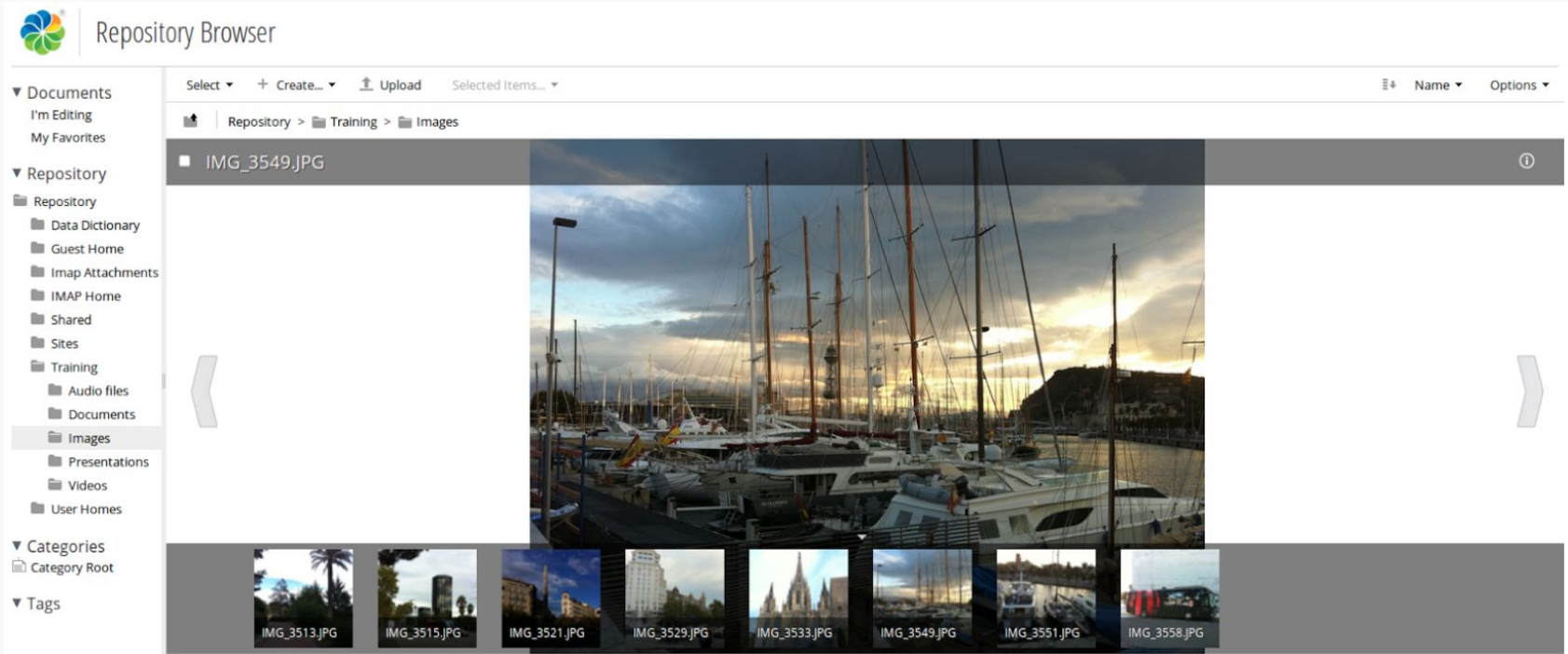
Folder Views – Detailed View (Default)



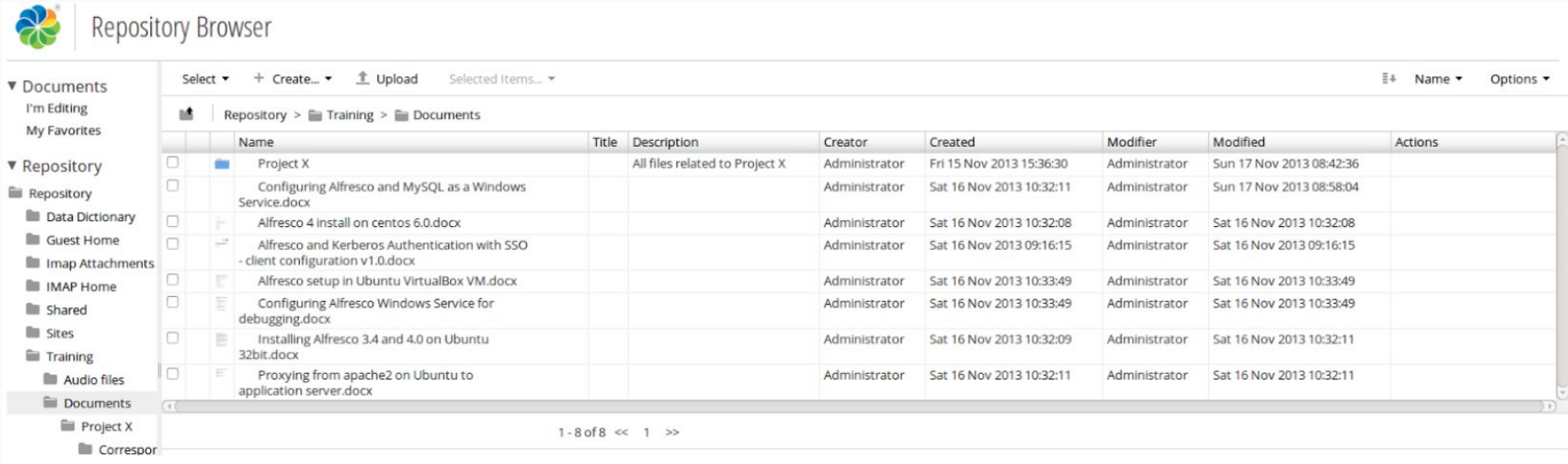
Folder Views – Gallery View



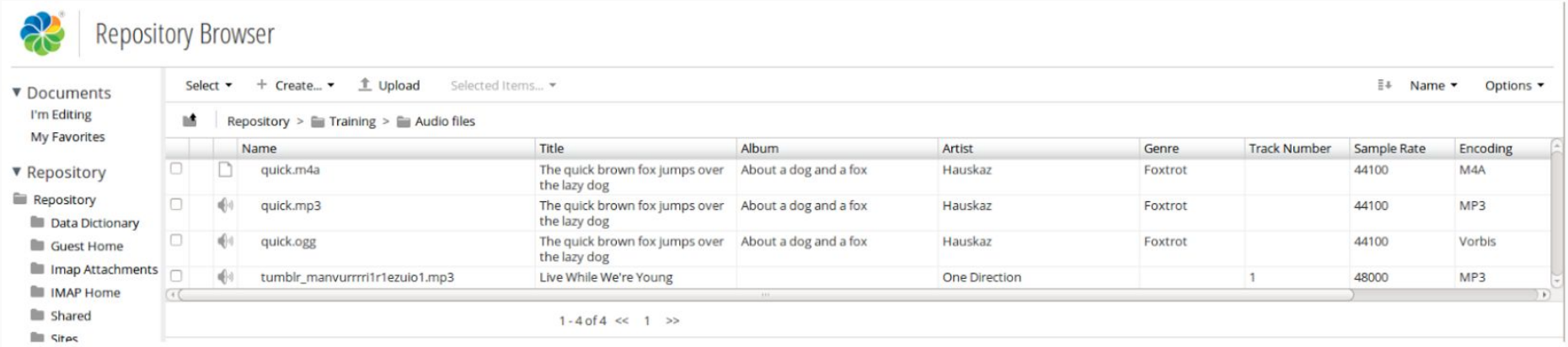
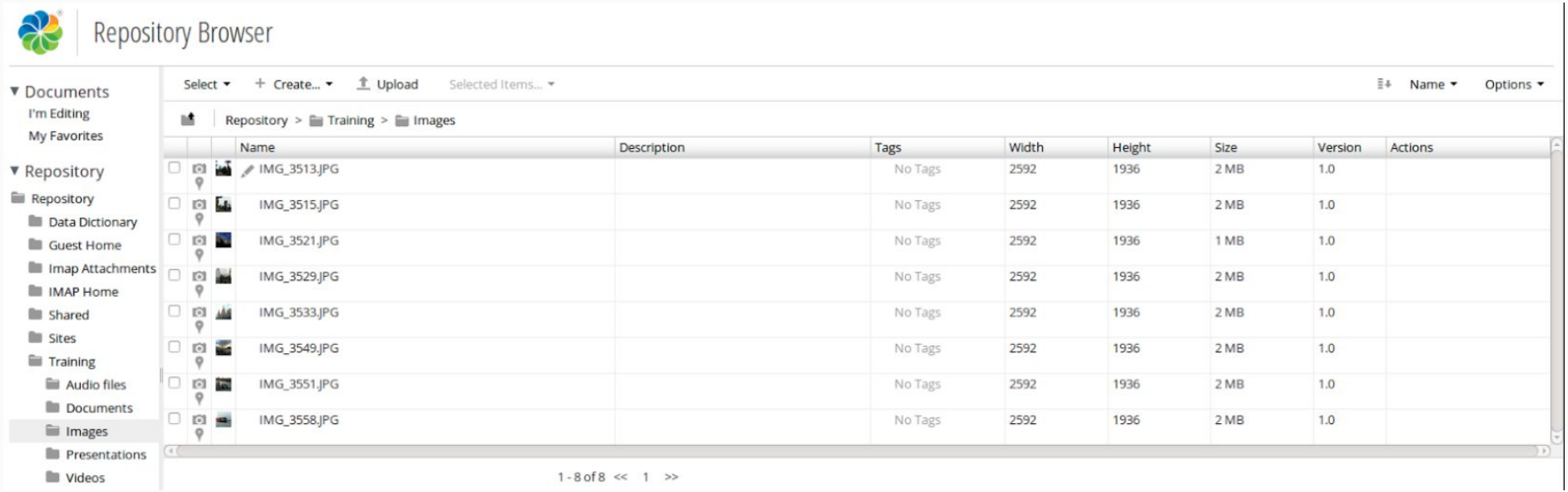
Folder Views – Filmstrip View



Folder Views – Table View



Folder Views – Audio View



Folder Views – Media View