

Designer and Instructor Reference WebCT™ Campus Edition 6.0

PART 4: WEBCT TOOLS AND FEATURES

CHAPTER 17: FILE MANAGER

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CHAPTER 17: FILE MANAGER

IMPORTANT: The topics in this chapter apply to designers. See specific topics for your role.

ABOUT FILE MANAGER

For Designers

You can use *File Manager* to create and store files used in a WebCT course. You can use these files for course design activities such as creating HTML files, attaching files to assignments, or creating a syllabus. Each course has a *File Manager*.

You can use *File Manager* for the following tasks:

Locating and Viewing Files and Folders

To locate and view files and folders, you use the folder tree in the left frame and the list view in the content display area at the center of the screen. The breadcrumbs, at the top of the screen, display your current location in the course.

To preview files, you click their titles. You can also set the number of items listed on one page, sort by a column, or filter by file type.

Creating and Editing Files and Folders

You can create and edit HTML files by hand-coding HTML or using the *HTML Creator*. For each file, you can create links to media files or glossary definitions stored in *Media Library*. To organize files, you can create folders.

Files in WebCT use a default character set selected by the WebCT administrator but you can declare unique character sets for individual files.

Managing Files and Folders

You can manage files and folders by copying, moving, downloading, zipping, and deleting them. You can also get files from another location, including your computer, and bring them to your current location.

Creating WebDAV Folders

You can use WebDAV (World Wide Web Distributed Authoring and Versioning) folders to access and manage WebCT files and folders from your computer without logging in to WebCT. Any changes you make in WebDAV folders are reflected in WebCT folders. For more information about the WebDAV protocol, see <http://www.webdav.org> (<http://www.webdav.org>).

KEY CONCEPTS

About WebDAV Folders

For Designers

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage WebCT files and folders from your computer without logging in to WebCT. To do this, you set up WebDAV folders on your computer that mirror your folders in WebCT. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in WebCT. Conversely, when you add, edit, copy, move, or delete files and sub-folders in WebCT folders, these changes are made in the WebDAV folders.

For more information about the WebDAV protocol, see <http://www.webdav.org> (<http://www.webdav.org>).

About Referencing Files From HTML Text Boxes

For Designers

You can create links to files and insert image files stored in *File Manager* from all text boxes that support HTML. Text boxes that support HTML have a *Use HTML* check box below them.

References can be created using the *HTML Creator* or hand-coded HTML. The *HTML Creator* allows you to browse *File Manager* to select files. However, if the *HTML Creator* is not available and you know the location of the files you want to reference, you can use relative paths.

Relative paths can be used to locate files referenced in HTML documents instead of using an entire Uniform Resource Locator (URL). Relative paths establish one point of reference from which other files

can be found relative to that point of reference. In *File Manager*, this point of reference is the root directory, the top level in your *File Manager* folder hierarchy. All files in *File Manager* can be referenced using relative paths.

In WebCT, relative paths must be prefixed with the following syntax:

`RelativeResourceManager/Template/`. This syntax directs the link to the root directory of *File Manager*.

- EXAMPLE:**
- In a discussion message, if you want to link to an HTML file in *File Manager*, you would use a tag similar to the following: `Link to HTML File`
 - In an *Syllabus* goal, if you want to link to an HTML file in *File Manager* and specify that the file will open in a new window, you would use a tag similar to the following: `Link to HTML File`
 - In a mail message, if you want to insert an image file from a subfolder of *File Manager*, such as a folder named *Images*, you would use a tag similar to the following: ``

About the Public Files Folder

For Designers

The *Public Files* folder is a system-created folder in *File Manager*. You use this folder to store the files that you use for creating a *Course Preview Page*. The *Course Preview Page* allows you to present information about the course, so Students can find out more about the course before they are enrolled. For more information, see *Creating a Course Preview Page*.

WARNING: Files that are stored in the *Public Files* folder can be viewed by all WebCT users if they know how to locate them through a URL (Uniform Resource Locator). We recommend that you store only files for the *Course Preview Page* here.

About Case Sensitivity in File and Folder Names

For Designers

File and folder names in WebCT are case insensitive. This means that lowercase and uppercase letters in

file names and folders are not recognized as unique. For example, if you create a file named `file.html` and another file named `FILE.html` in the same folder, these two files are recognized as the same file, causing a naming conflict.

This also means that paths used for linking files do not need to match the actual case of the folder names and file name in the path. For example, the paths in the following links reference the same location and file:

```
<a href="folder/file.html">Link</a>
```

```
<a href="FOLDER/FILE.html">Link</a>
```

IMPORTANT: Case sensitivity varies across operating systems. For example, the Windows® operating system is case insensitive, but the UNIX® operating system is case sensitive. Case inconsistencies in WebCT or Windows will not cause broken paths but if files are moved to a case-sensitive system, this may cause errors. We recommend that you use lowercase or uppercase consistently so you can avoid these errors.

About MIME Types

For Designers

A Multipurpose Internet Mail Extensions (MIME) type is used by browsers to determine how to display content. For example, if the MIME type is `text/html`, the browser will display the content as HTML.

When you view a file in WebCT, WebCT sends the MIME type to your browser so that it can identify the type of file and know what to do with the file. WebCT supports the following MIME types:

File Type	File Extension	MIME Type
Adobe® Portable Document Format	pdf	application/pdf
Adobe Postscript®	ps	application/postscript
AOL Art Image	art	image/x-art
Apple® QuickTime® movie	movie	video/x-sgi-movie
Apple QuickTime video clip	mov, qt	video/quicktime
Audio Interchange File	aif, aifc, aiff	audio/x-aiff

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File Type	File Extension	MIME Type
Audio Video Interleave	avi	video/x-msvideo
Backup file	bak	application/octet-stream
Basic Audio	au	audio/basic
Bitmap Graphics	bmp	image/bmp
Calendar file	ics	text/calendar
Cascading Style Sheet	css	text/css
Comma-Separated Variables	csv	text/csv
Corel® Presentations™	shw	applications/presentations
Encapsulated Postscript	eps	application/postscript
Executable	exe	application/octet-stream
Extensible Markup Language	xml	text/xml
Extensible Style Sheets	xsl	text/xsl
Graphic Interchange Format	gif	image/gif
Hypertext Markup Language	htm, html	text/html
HyperText Template	htt	text/html
Java	java	text/plain
Java Class	class	application/octet-stream
JavaScript™	js	application/x-javascript
Java Server Pages	jsp	text/html
Joint Photographic Experts Group	jpg, jpe, jpeg	image/jpeg
Log File	log	text/plain
Macromedia® Director®	dir, dcr, dxr	application/x-director

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File Type	File Extension	MIME Type
Macromedia Flash®	fla	application/x-shockwave-flash
Macromedia Shockwave® Flash	swf	application/x-shockwave-flash
Microsoft® Access	mdb	application/x-msaccess
Microsoft Excel	xls, xlt	application/vnd.ms-excel
Microsoft HTML	mht	text/mht
Microsoft Outlook®	eml	message/rfc822
Microsoft PowerPoint®	ppt, pot	application/vnd.ms-powerpoint
Microsoft Project	mpp, mpt, mpx	application/vnd.ms-project
Microsoft Word	doc, dot	application/msword
Microsoft Works	msw	application/x-msworks-wp
Moving Pictures Experts Group	mpg, mpe, mpeg	video/mpg
Moving Pictures Experts Group Audio	mpga, mp2, mp3	audio/mpeg
Musical Instrumental Digital Interface	mid, midi	audio/midi
PC Paintbrush Bitmap Graphic	pcx	appliation/x-pc-paintbrush
Portable (Public) Network Graphic	png	image/png
Properties (Java)	properties	text/plain
RealAudio®	ra, ram, rm	audio/x-realaudio
RealPlayer® Plug-In	rpm	audio/pn-realaudio-plugin
RealVideo®	rv	audio/x-realvideo
Rich Text Document	rtx	text/richtext

File Type	File Extension	MIME Type
Rich Text Format	rtf	application/rtf
Shell (Unix)	sh	text/plain
Sound	snd, au, ulaw	audio/basic
Standard Generalized Markup Language	sgml, sgm	text/sgml
Tab-Separated Values	tsv	text/tab-separated-values
Tagged Image Format File	tif, tiff	image/tiff
Text	txt, asc	text/plain
Uniform Resource Locator	url	text/plain
Unknown Binary	bin	application/octet-stream
Virtual Reality Modeling Language	vrml, wrl	x-world/x-vrml
Waveform Audio	wav	audio/x-wave
WebCT e-Pack	epk	application/octet-stream
WebCT file	wct	application/octet-stream
Windows Advanced Systems Format	asf, asx	video/x-ms-video
WordPerfect®	wpg, wpd	application/wordperfect5.1
StuffIt™ Compressed Archive	sit	application/x-stuffit
Zip Compressed Archive	zip	application/x-zip-compressed

LOCATING AND VIEWING FILES AND FOLDERS

For Designers

Navigating Folders

You can navigate content in different folders from two views:

- **Tree view:** In the left frame, folders are displayed in a hierarchical tree. Parent folders can be expanded to display child folders and collapsed to hide child folders. Use tree view to quickly navigate up and down the folder structure.
- **List view:** In the content display area, the contents of the open folder are displayed. Breadcrumbs appear above the list and can be used to navigate from a child folder to a parent folder. Use list view to perform actions on folder content.

1. To navigate folders from tree view:

NOTE: Tree view is for navigation only. All actions on files and folders are carried out in list view.

- To expand a folder, next to the folder you want to expand, click the *Expand* icon. The folders under the collapsed folder are displayed.
- To collapse a folder, next to the folder you want to collapse, click the *Collapse* icon. The folders under the expanded folder are hidden.
- To view the contents of a folder, click the name of the folder. The contents of the folder appear.

2. To navigate folders from the list view:

- To navigate down the folder structure, under *Title*, click the name of the folder. The contents of the folder appear.
- To navigate up the folder structure, from the breadcrumbs, click the name of the folder. The contents of the folder appear.
- If your files in list view span multiple pages, you can navigate the pages using the paging controls at the bottom of the list. For more information, see *Navigating Multiple Pages*.

Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough

items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
 - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.
NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.
 - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
 - To go to the next page, click the *Next Page* icon.
 - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
 1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
 2. In the *Number of records per page* text box, enter the number of items and click **OK**.

Sorting Files and Folders

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

NOTE: Items remain in the specified sort order until you go to another screen.

From the table heading row:

- a. Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.
- b. If you want to reverse the sort order, click the column title again. The sort order is reversed.

Filtering Files by Type

You can view files of a specific type on their own. Filtering makes it easier to navigate large lists of files because it hides all files except those that match the type you specify.

EXAMPLE: If you wanted to find all HTML files in a folder containing many files, you could filter by the HTML file type. All HTML files would be listed and all other files would be hidden.

Do one of the following:

- If you want to view files by type, from the *Filter content* drop-down list, select the type of files you want to view and click the *Go* icon. Only files of the specified type are listed.

IMPORTANT: In the *Content Browser* pop-up window, filtering persists until you change the filter criteria or the pop-up window is closed. In all other areas, filtering persists until you change the filter criteria or log out.

- If you want to view all files, from the *Filter content* drop-down list, select *All Types* and click the *Go* icon. All types of files are listed.

Previewing Files

Some tools have a preview feature that allows you to see an item as it will appear to Students.

1. Locate the item that you want to preview and click its *ActionLinks* icon. A menu appears.
2. Click **Preview**. The item is displayed in preview mode.

Viewing File Information

You can view the ID and location of a file. You may also be able to view other information about the file, such as its author, title, description, and keywords.

1. Navigate to the folder that contains the file for which you want to view information. For more information, see *Navigating Folders*.
2. Locate the file and click its *ActionLinks* icon. A menu appears.
3. Click **View File Information**. The *File Information* pop-up window appears, displaying information about the file.
4. When you are finished viewing the information, click **Close this window**. The *File Information* pop-up window closes.

Viewing File HREF

You can view and copy the location of a file in *File Manager*. The copied file location can be used to

reference the file in text boxes that support HTML. Text boxes that support HTML have a *Use HTML* check box below them. For more information, see *About Referencing Files from HTML Text Boxes*.

EXAMPLE: In a mail message, you want to insert an image file from a subfolder of *File Manager* named *Images*. You would navigate to the location of the file in *File Manager*, view the location using **View File HREF**, and copy it from the *File HREF* pop-up window. You would then paste the location in your message using a tag similar to the following: ``

1. Locate the file for which you want to view the location and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **View File HREF**. The *File HREF* pop-up window appears with the file location in the *HREF* textbox.
3. To copy the location:
 - a. Click the *HREF* textbox. The file location is selected.
 - b. On your keyboard, press CTRL+C (Windows users) or COMMAND+C (Mac users). The location is copied.
4. To paste the location, place your cursor where you want to paste and, on your keyboard, press CTRL+V (Windows users) or COMMAND+V (Mac users).
5. When you are finished viewing the file location, click **OK**. The *File HREF* pop-up window closes.

CREATING AND EDITING FILES AND FOLDERS

For Designers

Creating HTML Files

You can create HTML files using HTML markup or plain text. When creating HTML files, you can hand-code HTML or you can use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as bold type, and for inserting images and links.

NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

1. Navigate to the location or folder in which you want to create a file.

2. Click **Create File**. The *Create File* screen appears.
3. In the *File Name* text box, enter a name for the file.
4. If you want to use the *HTML Creator*, next to *HTML Creator*, select *On*. The screen updates and the *HTML Creator* appears.
5. In the *Content* text box or the *HTML Creator* editing area, enter your content.
6. If you want to save the file and create another:
 - a. Click **Save and Add Another**. The file is saved and the *Create File* screen is cleared.
 - b. Repeat steps 2 through 5.
7. Click **Save**. The file is saved.

Editing HTML Files

You can edit HTML files using HTML markup or plain text. When editing HTML files, you can hand-code HTML or you can use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as bold type, and for inserting images and links.

NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

WARNING: If you use *HTML Creator* to edit an HTML file that was created in a different HTML editor, such as Macromedia Dreamweaver® software, *HTML Creator* may remove complex HTML tags that it does not recognize.

1. Locate the HTML file you want to edit and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **Edit**. The *Edit File* screen appears.
3. Edit the file as desired:
 - a. In the *File Name* text box, edit the name of the file.
 - b. If you want to use the *HTML Creator*, next to *HTML Creator*, select *On*. The *HTML Creator* appears.
 - c. In the *Content* text box or the *HTML Creator* editing area, edit the content.
4. Click **Save**. The file is saved.

Working With Media Library Links

Media Library is a tool that organizes auxiliary course content, such as media files or glossary definitions. Each entry in a *Media Library* collection can be linked to words in HTML files. When the word is clicked, the linked *Media Library* entry is presented. Entries can consist of text only, such as glossary definitions, or text and file attachments in different formats.

EXAMPLE: If you create a *Media Library* entry called Mozart that includes a short biography and a picture of the composer, the word Mozart becomes an active link in HTML files. A Student viewing the HTML file can click on the word Mozart and see the information and image in a new window.

There are three options for linking entries to words in HTML files when a *Media Library* entry is created:

- manual
- automatic: first instance
- automatic: all instances

If the entry is set to *Manual* linking, you need to link each instance of the entry manually. This type of linking is useful when you want to control which instances of a term should offer a link to the entry.

If the entry is set to *Automatic: first instance* linking, entries are automatically linked to the first instance of that term in the HTML file but are not linked to subsequent instances of a term. This type of entry is useful when you only want one link to the entry in the HTML file. You cannot remove links to *Automatic: first instance* entries.

If the entry is set to *Automatic: all instances* linking, entries are automatically linked to all instances of a term. This type of entry is useful when you want every instance of a term to offer a link to the entry in the HTML file. You cannot remove links to *Automatic: all instances* entries.

You can work with *Media Library* links by:

- viewing manual and automatic links to *Media Library* entries.
- creating manual links to *Media Library* entries.
- removing manual links to *Media Library* entries.

Viewing Manual and Automatic Links to Media Library Entries

You can view all terms that are manually or automatically linked to *Media Library* entries. Manual links can be selectively created and removed but automatic links will appear until the *Media Library* entry is deleted or switched to *Manual* linking.

1. Locate the HTML file for which you want to view links to *Media Library* entries and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **Manage Media Library Links**. The *Manage Media Library Links for File* screen appears displaying all terms in the HTML file that are linked to *Media Library* entries.
3. When you are finished viewing links, click **Back**.

Creating Manual Links to Media Library Entries

You can manually link selected occurrences of a term in HTML files to a *Media Library* entry of the same name. When the HTML file is viewed, the terms appear as links that can be clicked to display the *Media Library* entry in a separate window.

IMPORTANT: All of the following must be true if you want to manually link occurrences of a term in an HTML file to a *Media Library* entry:

- The entry you are linking to must already be created in *Media Library*.
- The entry you are linking to must be set to *Manual* linking.
- The title of the *Media Library* entry or term must be entered in the HTML file exactly as it appears in the *Media Library* entry.

1. Locate the HTML file in which you want to link terms to *Media Library* entries and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **Manage Media Library Links**. The *Manage Media Library Links for File* screen appears.
3. Under *Terms*, locate the term to which you want to link a manual *Media Library* entry and click its *ActionLinks* icon. A menu appears.
4. Click **Edit**. The *Edit Media Library Links* screen appears displaying all occurrences of the term in the HTML file and the current value of each occurrence.

NOTE: *No* indicates that the term is not linked to its *Media Library* entry and *Yes* indicates that the term is linked to its *Media Library* entry.

5. Do one of the following:
 - To link one occurrence of a term to its *Media Library* entry, locate the occurrence and, under *Linked*, click **No**. The value is updated to *Yes*, indicating that the occurrence of the term is linked to the relevant *Media Library* entry.
 - To link multiple occurrences of a term to its *Media Library* entry:
 - a. Next to each occurrence you want to link, select the check box.
 - b. Click **Link**. Under *Linked*, the value for the selected occurrences is updated to *Yes*, indicating that the occurrences of the term are linked to its *Media Library* entry.
 - To link all occurrences of a term to its *Media Library* entry:
 - a. In the table heading row, next to *Occurrence*, select the check box. All occurrences are selected.
 - b. Click **Link**. Under *Linked*, the value for all occurrences is updated to *Yes*, indicating that all occurrences of the term are linked to its *Media Library* entry.

6. Click **Back**.

Removing Manual Links to Media Library Entries

Terms in HTML files can be linked manually and automatically to *Media Library* entries. You can selectively remove manual links to *Media Library* entries in HTML files.

1. Locate the HTML file from which you want to remove links to *Media Library* entries and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **Manage Media Library Links**. The *Manage Media Library Links for File* screen appears.
3. Under *Terms*, locate the term from which you want to remove manual links to a *Media Library* entry and click its *ActionLinks* icon. A menu appears.
4. Click **Edit**. The *Edit Media Library Links* screen appears displaying all occurrences of the term in the HTML file and its current value in each occurrence.

NOTE: *No* indicates that the term is not linked to its *Media Library* entry and *Yes* indicates that the term is linked to its *Media Library* entry.

5. Do one of the following:
 - To remove one occurrence of a link to a *Media Library* entry, locate the occurrence and, under *Linked*, click **Yes**. The value updates to *No*, indicating that the link is removed.
 - To remove multiple occurrences of a link to a *Media Library* entry:
 - Next to each occurrence from which you want to remove a link, select the check box.
 - Click **Unlink**. Under *Linked*, the value for the selected occurrences updates to *No*, indicating that the links are removed.
 - To remove all occurrences of a link to a *Media Library* entry:
 - In the table heading row, select the check box. All occurrences are selected.
 - Click **Unlink**. Under *Linked*, the value for all occurrences updates to *No*, indicating that the links are removed.

6. Click **Back**.

Creating Folders

You can create folders to organize content.

1. Navigate to the folder in which you want to create a folder.
2. Click **Create Folder**. The *Create Folder* pop-up window appears.

3. In the *Title* text box, enter the title for the folder.
4. Click **OK**. The folder is created.

Renaming Files and Folders

You can change the title of files and folders. The current titles for your files and folders appear under *Title*.

1. Navigate to the folder containing the item you want to rename.
2. Locate the item and, next to its title, click the *ActionLinks* icon. A menu appears
3. Click **Rename**. The *Rename* pop-up window appears.
4. In the *New title* text box, enter a new title for the item.
5. Click **OK**. The item is renamed.

Editing File Properties

You can enter information about the author, title, description and keywords of a file.

1. Navigate to the folder containing the files whose information you want to edit. For more information, see *Navigating Folders*.
2. Locate the file whose information you want to edit and, next to its title, click the *ActionLinks* icon. A menu appears.
3. Click **Edit Properties**. The *Edit Properties* screen appears.
4. Edit the file properties as desired:
 - a. In the *Author* text box, enter or edit the name of the person that created the file.
 - b. In the *Title* text box, enter or edit the title of the file.
 - c. In the *Description* text box, enter or edit text that will help identify the contents of the file.
 - d. In the *Keywords* text box, enter or edit terms that you would use to search for this file.

NOTE: Separate keywords with commas.

5. Click **Save**. The properties are edited.

Declaring Character Sets

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When files are uploaded to WebCT, a default character set is applied to the files.

If a file was created using a character set other than the default, you must declare its character set for it to display properly. For example, if a file was created using the Korean (ISO-2022-kr) character set, you must declare this character set for the file. When you declare a character set, the file's metadata is updated. This metadata is read to display the file in the declared character set.

Anyone who wants to use content that was not created in the default character set can benefit from this feature, including language instructors, multilingual educational institutions, and multilingual students.

WebCT supports the following character sets:

- Arabic (ISO-8859-6)
- Arabic (Windows 1256)
- Baltic (ISO-8859-4)
- Baltic (Windows 1257)
- Central European (ISO-8859-2)
- Central European (Windows 1250)
- Chinese Simplified (EUC_CN)
- Chinese Traditional (Big5)
- Cyrillic (ISO-8859-5)
- Cyrillic (KOi8-R)
- Cyrillic (Windows 1251)
- Greek (ISO-8859-7)
- Greek (Windows 1253)
- Hebrew (ISO-8859-8)
- Hebrew (Windows 1255)
- Japanese (EUC-JP)
- Japanese (IBM-33722)
- Japanese (Shift_JIS)
- Korean (EUC-KR, KSC5601)
- Korean (ISO-2022-kr)
- Thai (Windows 874)
- Turkish (ISO-8859-9)
- Turkish (Windows 1254)
- Unicode (UCS-2)

- Unicode (UTF-8)
 - Western European (ISO-8859-1)
 - Western European (Windows 1252)
1. Locate the file or the folder containing the files for which you want to declare a character set and, next to its title, click the *ActionLinks* icon. A menu appears.
 2. Click **Declare Character Set**. The *Declare Character Set* screen appears.
 3. From the drop-down list, select the character set for the files.
 4. If you want to preview a file in the selected character set:
 - a. Locate the file and, under *Actions*, click its *Preview* icon. The file appears in a pop-up window.
 - b. When you are finished previewing the file, close the pop-up window.
 5. Next to the name of each file, ensure that the check box is selected.
 6. Click **Save**. The character set is declared on all selected files.

MANAGING FILES AND FOLDERS

For Designers

Getting Files

You can get files from locations within WebCT or from your computer and copy them to your current location in *File Manager*. For more information on the various locations in WebCT from which you can get files, see *Content Browser*.

1. In *File Manager*, navigate to the location to which you want to add files. For more information on navigating, see *Navigating Folders*.
2. Click **Get Files**. The *Content Browser* pop-up window appears.
3. Do one of the following:
 - If the files you want to get are in WebCT:
 - a. Navigate to the location of the files you want to get and, next to the title of each file, select the check box.

b. Click **OK**. One of the following occurs:

- The *File Manager* screen appears and each file is copied to the folder from which you clicked **Get Files**.
- If the destination folder contains files with the same name as the files you are creating, the *Resolve Naming Conflicts* screen appears. For each naming conflict, do one of the following:

- To select a new destination folder, from the *Select another location* drop-down list, select a folder and click **OK**.

NOTE: Only the original destination folder and sub-folders of the original destination folder are available for selection.

- To create a destination folder:

- i. Click **Create Folder**. The *Create Folder* pop-up window appears.
- ii. In the *Title* text box, enter the name for the folder.

NOTE: The folder name can include multiple words and spaces.

- iii. Click **OK**. The folder is created and appears in the *Select another location* text box.
- iv. Click **OK**.

- To rename the file, select *Rename* and in the text box, enter a new file name and click **OK**.
- To replace the file in the destination folder with the file you are creating, select *Replace existing* and click **OK**.

The *File Manager* screen appears and each file is copied to the folder from which you clicked **Get Files**.

- If the files you want to get is on your computer:

- a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
- b. Locate and select the files. Each file is copied to the *File Manager* folder from which you clicked **Get Files**.

Copying Files and Folders

You can create copies of files and folders and paste them on your computer or to another location in WebCT.

Chapter 17: File Manager

1. Navigate to the folder containing the items you want to copy.
2. Do one of the following:

- To copy one or more items:
 - a. Next to each item you want to copy, select the check box.
 - b. Click **Copy**. The *Content Browser* pop-up window appears.
- To copy all items listed on the current page:

NOTE: If you want to copy items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to copy. For more information, see *Navigating Multiple Pages*.

- a. In the table heading row, select the check box. All items listed on the page are selected.
 - b. Click **Copy**. The *Content Browser* pop-up window appears.
3. Do one of the following:

- If you want to copy the items to your computer:

NOTE: Multiple items copied to your computer will be compressed and copied as a single zip file.

- a. Click the *My Computer* icon. A message appears.
 - b. Click **Save**. Your browser's download dialog box appears.
 - c. Make your selections to copy the items to the desired location.
- If you want to copy the items to another location in WebCT:
 - a. Navigate to the location where you want to paste the copied items. For more information on navigating, see *Navigating with Content Browser*.

NOTE: Only those locations where you have file and folder pasting capabilities will be available to you.

- b. Click **OK**.
 - If there are no naming conflicts, the items are copied and a confirmation message appears.
 - If the destination folder contains items with the same names as the items you want to copy, the *Resolve Naming Conflicts* pop-up window appears:
 - a. For each item with a naming conflict, do one of the following:
 - To select a new destination folder:
 - i. Select *Select another location for the file or folder*.
 - ii. From the *Select another location for the file or folder* drop-down list, select a

folder.

NOTE: Only the original destination folder and subfolders of the original destination folder are available for selection.

- To create a destination folder:
 - i. Select *Select another location for the file or folder*.
 - ii. Click **Create Folder**. The *Create Folder* pop-up window appears.
 - iii. In the *Title* text box, enter a name for the folder.
 - iv. Click **OK**. The folder is created in the original destination folder.
 - v. From the *Select another location for the file or folder* drop-down list, select the new folder.
 - To rename the item:
 - i. Select *Rename file or folder*.
 - ii. In the *Rename file or folder* text box, enter a new file name.
 - To replace the item in the destination folder with the copy, select *Replace file or folder*.
 - If you are copying multiple items and have multiple naming conflicts, to cancel the copy action for a single item, select *Skip*.
- b. Click **OK**. The items are copied and a confirmation message appears.

Moving Files and Folders

You can move files and folders to your computer or another location in WebCT.

IMPORTANT: Items moved to your computer are not automatically removed from WebCT. You must manually delete them. For more information, see *Deleting Files and Folders*.

1. Navigate to the folder containing the items you want to move. For more information, see *Navigating Folders*.

TIP: The items may appear on multiple pages. You can use the paging controls to navigate to items that appear on other pages. For more information, see *Navigating Multiple Pages*.

2. Do one of the following:

- To move one or more items:
 - a. Next to each item you want to move, select the check box.
 - b. Click **Move**. The *Content Browser* pop-up window appears.
- To move all items listed on the current page:

NOTE: If you want to move items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to move. For more information, see *Navigating Multiple Pages*.

- a. In the table heading row, select the check box. All items listed on the page are selected.
- b. Click **Move**. The *Content Browser* pop-up window appears.

3. Do one of the following:

- If you want to move the items to your computer:

NOTE: Multiple items moved to your computer will be compressed and moved as a single zip file.

- a. Click the *My Computer* icon. A message appears.
- b. Click **Save**. Your computer's download dialog box appears.
- c. Make your selections to move the items to the desired location. The items are moved and a confirmation message appears.

- If you want to move the items to another location in WebCT:

- a. Navigate to the location where you want to move the items. For more information on navigating, see *Navigating with Content Browser*.

NOTE: Only those locations where you have file and folder pasting capabilities will be available to you.

- b. Click **OK**.

- If there are no naming conflicts, the items are moved and a confirmation message appears.
- If the destination folder contains items with the same names as the items you want to move, the *Resolve Naming Conflicts* pop-up window appears:
 - a. For each item with a naming conflict, do one of the following:
 - To select a new destination folder:
 - i. Ensure *Select another location* is selected.
 - ii. From the *Select another location* drop-down list, select a folder.

NOTE: Only the original destination folder and subfolders of the original destination folder are available for selection.

- To create a destination folder:
 - i. Ensure *Select another location* is selected.
 - ii. Click **Create Folder**. The *Create Folder* pop-up window appears.
 - iii. In the *Title* text box, enter a name for the folder.
 - iv. Click **OK**. The folder is created in the original destination folder.
 - v. In the *Select another location* drop-down list, ensure the new folder is selected.
 - To rename the item:
 - i. Select *Rename*.
 - ii. In the *Rename* text box, enter a new file name.
 - To replace the item in the destination folder, select *Replace existing*.
 - If you are moving multiple items and have multiple naming conflicts, to cancel the move action for a single item, select *Skip*.
- b. Click **OK**. The items are moved and a confirmation message appears.

Downloading Files

You can download copies of files to your local computer or network. This allows you to view or edit the files locally.

NOTE: You can only download one file at a time. If you want to download multiple files, package them into a single zip file before downloading. For more information, see *Zipping Files and Folders*.

1. Navigate to the folder that contains the file you want to download. For more information, see *Navigating Folders*.
2. Locate the file and, next to its title, click the *ActionLinks* icon. A menu appears.
3. Click **Download**. A message appears.
4. Click **Save**. Your computer's download dialog box appears.

5. Make your selections to download the file to the desired location.

Zippping Files and Folders

You can create a compressed zip file that contains files and folders. Zippping items allows you to download multiple items to your computer more efficiently.

1. Navigate to the folder containing the items you want to compress into a single zip file.
2. Do one of the following:
 - To compress one or more items:
 - a. Next to each item you want to compress, select the check box.
 - b. Click **Zip**. The *Content Browser* pop-up window appears.
 - To compress all items listed on the current page:

NOTE: If you want to compress items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to compress. For more information, see *Navigating Multiple Pages*.

 - a. In the table heading row, select the check box. All items listed on the page are selected.
 - b. Click **Zip**. The *Content Browser* pop-up window appears.
3. Do one of the following:
 - If you want to save the zip file to a location in WebCT:
 - a. Navigate to the location where you want to save the zip file.
 - b. If you want to change the default name for the zip file, in the *Save as* text box, edit the name.
 - c. Click **OK**. The compressed zip file is created in the specified location.
 - If you want to save the zip file to your computer:
 - a. Click the *My Computer* icon. A message appears.
 - b. Click **Save**. Your computer's download dialog box appears.
 - c. Make your selections to save the zip file to the desired location. The compressed zip file is created in the specified location.

Unzipping Files

You can extract all the contents of zip files.

1. Navigate to the folder containing the zip file you want to unzip.
2. Locate the zip file and, next to its title, click the *ActionLinks* icon. A menu appears.
3. Click **Extract**. A folder is created with the same name as the zip file. The contents of the zip file are extracted to the folder.

Deleting Files and Folders

You can permanently delete files and folders in WebCT.

WARNING: Deleting a folder deletes all files within the folder. Deleted folders and files can not be recovered.

Navigate to the folder in which you want to delete files and folders and do one of the following:

- To delete one item:
 - a. Locate the item and, next to its title, click the *ActionLinks* icon. A menu appears.
 - b. Click **Delete**. A confirmation message appears.
 - c. Click **OK**. The item is deleted.
- To delete several items:
 - a. Select the items and click **Delete**. A confirmation message appears.
 - b. Click **OK**. The selected items are deleted.
- To delete all items listed on the current page:

NOTE: If you want to delete items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to delete. For more information, see *Navigating Multiple Pages*.

- a. In the table heading row, select the check box. All items listed on the page are selected.
- b. Click **Delete**. A confirmation message appears.
- c. Click **OK**. All items listed on the page are deleted.

CREATING WEBDAV FOLDERS

For Designers

Creating WebDAV Connections on a Windows Operating System

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage WebCT files and folders from your computer without logging in to WebCT. To do this, you set up WebDAV folders on your computer that mirror your folders in WebCT. You can also create a WebDAV folder for an area in *Content Manager*, such as *My Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in WebCT. Conversely, when you add or modify files and sub-folders in WebCT folders, these changes are made in the WebDAV folders.

You can set up WebDAV folders on Windows® 2000, Windows XP Home, and Windows XP Professional operating systems.

For more information about the WebDAV protocol, see <http://www.webdav.org> (<http://www.webdav.org>).

Depending on the browser that you are using, do one of the following:

- If you are using Microsoft® Internet Explorer as your browser:
 - a. Navigate to *Content Manager* area or folder for which you want to create a WebDAV folder and, next to its title, click the *ActionLinks* icon. A menu appears.
 - b. Click **Open as Web Folder**. A WebDAV folder is created in *My Network Places* on your computer and a window appears, displaying the contents of the WebCT folder. Files and folders that are added or modified in the WebDAV folder are reflected in the WebCT folder when you are connected to the Internet.
- If you are not using Microsoft Internet Explorer as your browser:
 - a. Navigate to *Content Manager* area or folder for which you want to create a WebDAV folder and, next to its title, click the *ActionLinks* icon. A menu appears.
 - b. Click **View WebDAV Info**. A pop-up window appears, displaying the server path to the folder in the *Folder path* text box.
 - c. Ensure that the text is selected in the *Folder path* text box and, on your keyboard, press CTRL+C. The text is copied.
 - d. From your Windows desktop, double-click the *My Network Places* icon. The contents of the folder appear.
 - e. Double-click **Add Network Place**. The *Add Network Place Wizard* pop-up window appears.
 - f. Ensure that your cursor is in the *Type the location of the Network Place* text box and, on your keyboard, press CTRL+V. The text that you copied is pasted into the *Type the location of the Network Place* text box.
 - g. Click **Next**. The *Enter Network Password* pop-up window appears.

- h. In the *User name* and *Password* text boxes, enter your WebCT user name and password and click **OK**. The *Add Network Place Wizard* pop-up window appears.
- i. Click **Next**. Your WebCT user name and password are authenticated.

NOTE: This may take a few minutes.

- j. Click **Finish**. A WebDAV folder is created in *My Network Places* on your computer and a window appears, displaying the contents of the WebCT folder. Files and folders that are added or modified in the WebDAV folder are reflected in the WebCT folder when you are connected to the Internet.

Creating WebDAV Connections on Mac Operating System Software

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage WebCT files and folders from your computer without logging in to WebCT. To do this, you set up WebDAV folders on your computer that mirror your folders in WebCT. You can also create a WebDAV folder for an area in *Content Manager*, such as *My Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in WebCT. Conversely, when you add or modify files and sub-folders in WebCT folders, these changes are made in the WebDAV folders.

You can set up WebDAV folders on Mac® operating system software.

For more information about the WebDAV protocol, see <http://www.webdav.org> (<http://www.webdav.org>).

1. Navigate to *Content Manager* area or folder for which you want to create a web folder and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **View WebDAV Info**. A pop-up window appears, displaying the server path to the folder in the *Folder path* text box.
3. Ensure that the text is selected in the *Folder path* text box and, on your keyboard, press COMMAND+C. The text is copied.
4. From your Mac desktop, from the *Finder*, click **Go**.
5. Click **Connect to Server**.
6. Ensure that your cursor is in the *Address* text box and, on your keyboard, press COMMAND+V. The text that you copied is pasted into the *Address* text box.
7. Click **OK**.
8. In the *User Name* and *Password* text boxes, enter your WebCT user name and password and click **OK**. Your WebCT user name and password are authenticated, and the folder is added to the Mac *Finder*.