

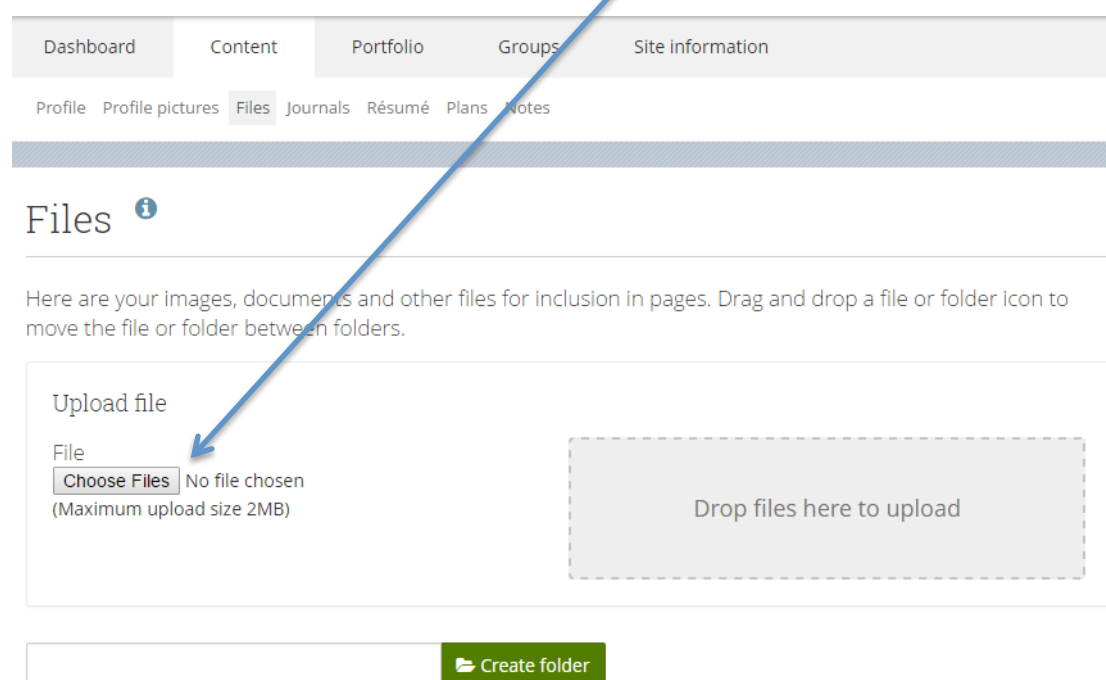
UPLOADING FILES INTO MAHARA

You can upload files to your e-Portfolio (and organise them into folders) so that you can make documents and other work available for others to see once it is added to a 'Page'

To upload a file, you will need to click on Content and then the Files button.

Before you upload your file, you must first check the box to agree that you are not breaching any copyright associated with the document/file you are uploading.

Once you have clicked on the box next to **Upload file**, the **Choose Files** button will activate for you to start adding your files.



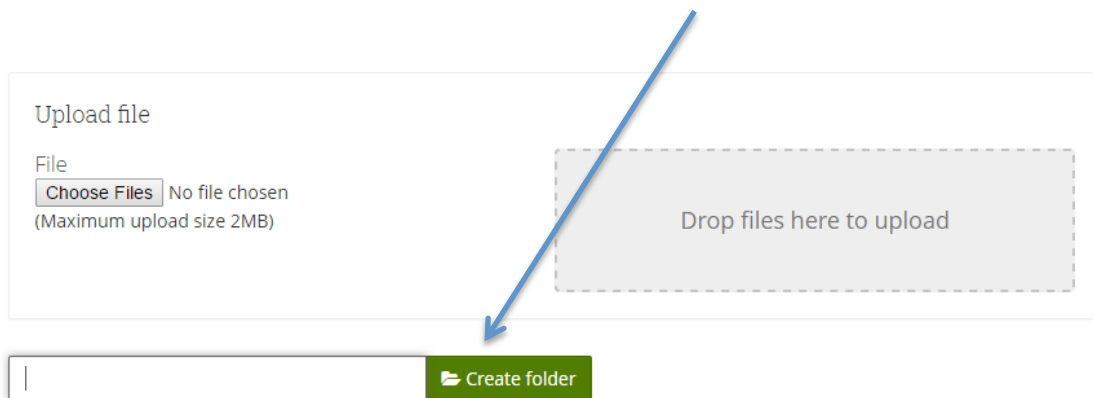
The screenshot shows the Mahara user interface. At the top is a navigation bar with tabs: Dashboard, Content, Portfolio, Groups, and Site information. Below this is a sub-navigation bar with links: Profile, Profile pictures, Files, Journals, Résumé, Plans, and Notes. The 'Files' link is highlighted. Below the navigation bars is a section titled 'Files' with an information icon. A text block below the title says: 'Here are your images, documents and other files for inclusion in pages. Drag and drop a file or folder icon to move the file or folder between folders.' Below this is a large box containing the 'Upload file' section. In this section, there is a 'File' label, a 'Choose Files' button, and the text 'No file chosen (Maximum upload size 2MB)'. A blue arrow points from the text in the paragraph above to the 'Choose Files' button. To the right of the 'Choose Files' button is a dashed box with the text 'Drop files here to upload'. At the bottom of the 'Upload file' section is a green button labeled 'Create folder'.

NB: Instead of clicking the Choose Files button to upload files, you can drag and drop files from your computer directly onto the **"Drop files to here to upload"** zone.




NB: you have a maximum upload size of 10Mb.



Creating a folder

- You can create folders by typing the name of the folder into the box next to the '**Create Folder**' button and then pressing the '**Create folder**' button.



- You can move your file to a folder by clicking on the icon before the file's name and then dragging and dropping it onto the folder icon. Similarly, you can click on a folder icon and drag it onto another folder icon to move the folder into the second one.

Home			
Name	Description	Size	Date
 Images	Image files		02/09/2013
 test 4			12/05/2014
 testing this			29/05/2012

- Click the *Edit* button  to edit folder or file properties.
- Click the *Delete* button  to delete a file or folder.

File quota

You are limited to a Maximum of 10mb file size for uploading to Mahara. You have a total space in Mahara of **200MB** (audio, unedited images and especially video, will quickly use this up). If you use external links such as external videos instead of embedded media, this will use less space. You can check your file quota in the sidebar (on the right hand side) in your **FILES** area.

