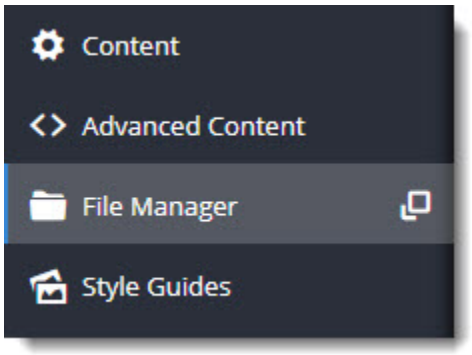
File Manager

Overview

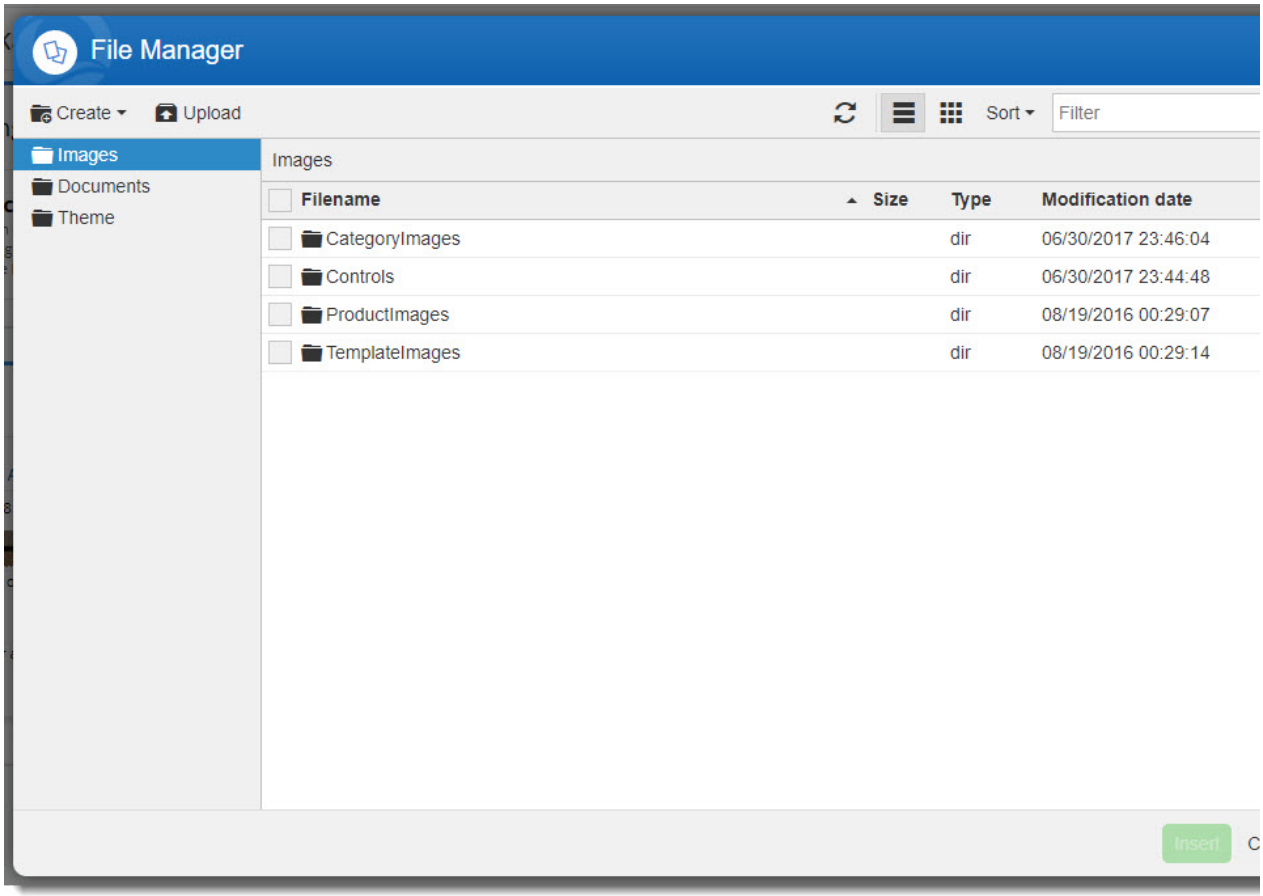
Want to upload multiple files? Edit images? Drag and drop files from your PC into your website's file directory?

Use the File Manager tool!



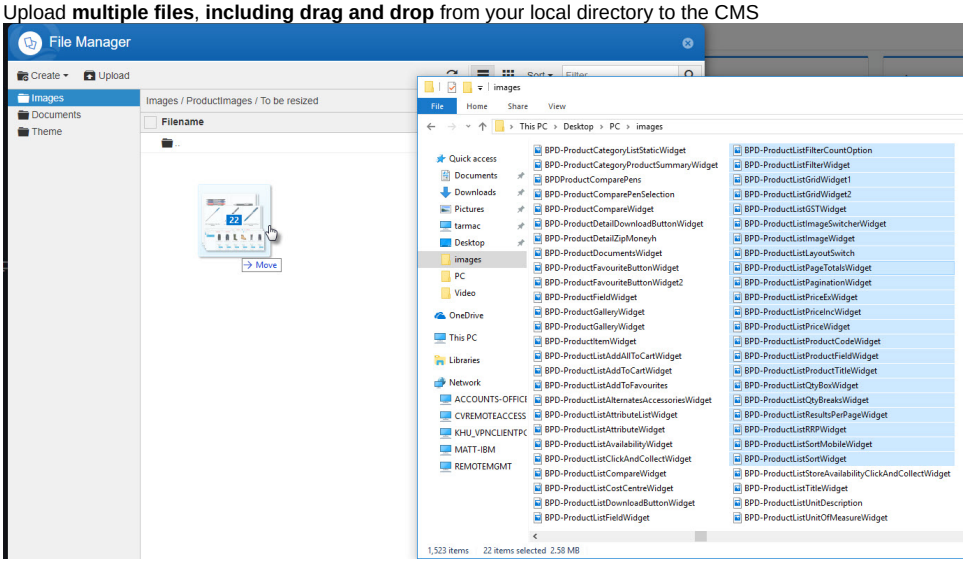
You'll notice File Manager as a new item on your CMS main menu. We placed it here so that you can access it no matter where you are in the CMS.

It will open in a popup window, meaning you don't have to navigate away from the content you're working on. Sweet.

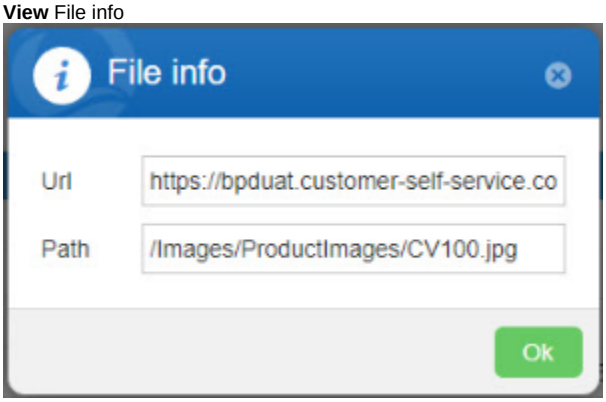


Functionality includes:

- Upload **multiple files**, **including drag and drop** from your local directory to the CMS

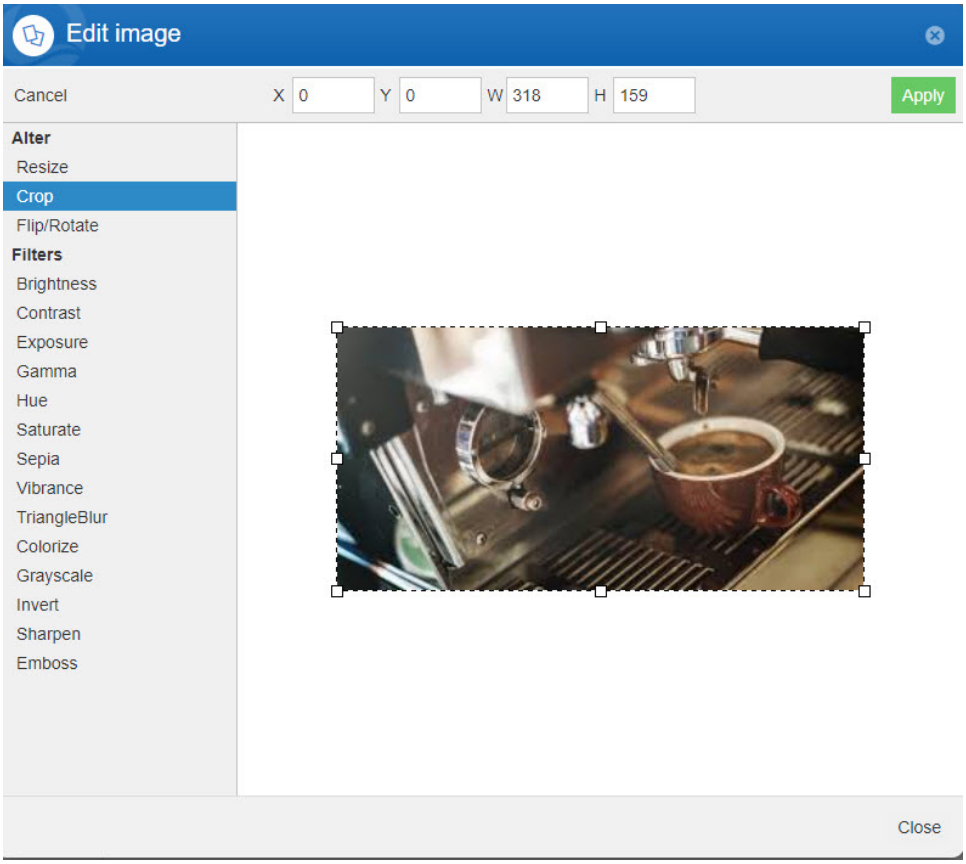


- **Create** folders
- **Rename** files & folders (latest version of 3.97 and up only)
- **Delete** files & folders
- **Download** files to your PC
- **View** File info



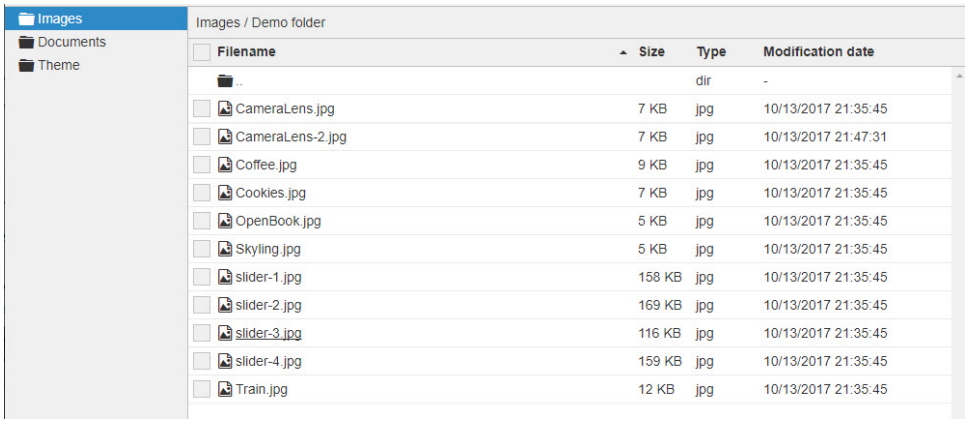
- **Cut / Copy / Paste** files & folders (latest version of 3.97 and up only)

- **Edit images** - Crop, resize, flip, and more.



- **View modes** - List and Thumbnail

List view



Additional Information

--

Minimum Version Requirements	03.97.00
Prerequisites	--

Self Configurable	Yes
Business Function	Marketing
BPD Only?	Yes
B2B/B2C/Both	Both
Ballpark Hours From CV (if opting for CV to complete self config component)	Contact CV Support
Ballpark Hours From CV (in addition to any self config required)	Contact CV Support
Third Party Costs	n/a
CMS Category	

- Coming soon - zip & unzip files.....

We hope you love the new File Manager as much as we do!