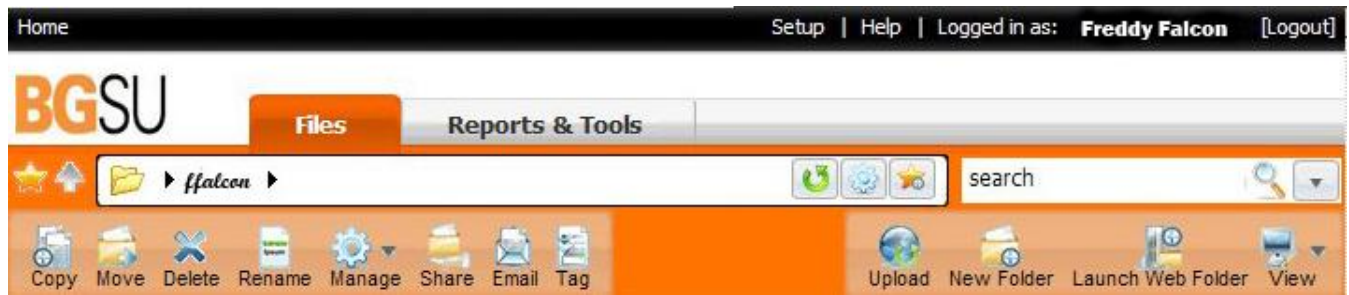


MyFiles Interface Changes

Note: This document illustrates some of the major interface changes associated with the upgrade of MyFiles to version 7.1 in January, 2009.




Black bar at the top of the window includes these links:

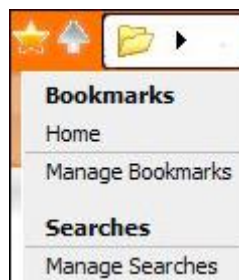
- [Home](#): return to your home directory
- [Setup](#): change your preferences
- [Help](#): access the online help
- [Logout](#): logout button.

Tabs - by default you are looking at content associated with the Files tab. Click the Reports & Tools tab to review and/or modify various reports (e.g. all of the tickets created for your files or folders). Note that the Reports & Tools area has a tabbed interface. For example, you will need to click on the My Tickets tab to get that report.





Under the Files and Reports & Tools tabs, you will see a path starting with your username that describes your current location (e.g. which folder you are in). The image at the top of the page shows the view of Freddy Falcon's main folder.

-  Mouse over these icons to see their functions
 - If you are in a sub-folder, click the up arrow to return to the main folder.
 - Click the star to reveal a menu you can use to access and manage your saved bookmarks and searches.



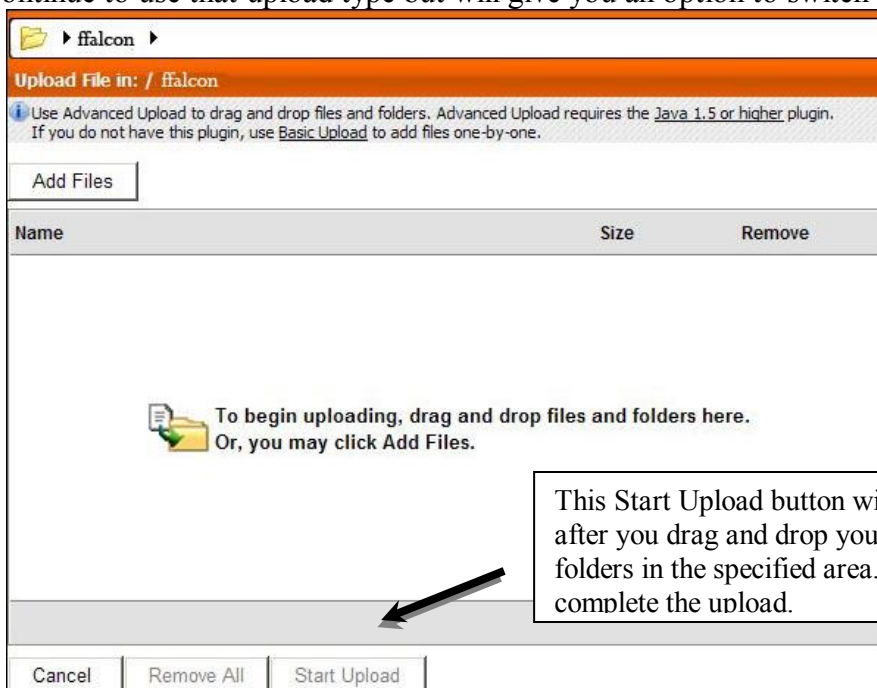
MyFiles Interface Changes

-  Mouse over these 3 buttons to see their functions.
 - the round green arrow on the left does a refresh of your browser window
 - the center button opens up a new window you can use to manage and edit the details of a selected file or folder; click on the links in the left pane to view those details in the right pane
 - the star on the right is used to create a bookmark to the file or folder selected. Click the star under the
-  To do a quick search, enter part or all of the name of the file. When you press Enter or click the search icon, you will get your results plus access to a Save Search and Save Search Results icons. Searches and Search Results you save will appear on the menu displayed by clicking the star under the BGSU logo. To do advanced searches, click the expand button next to the search icon.

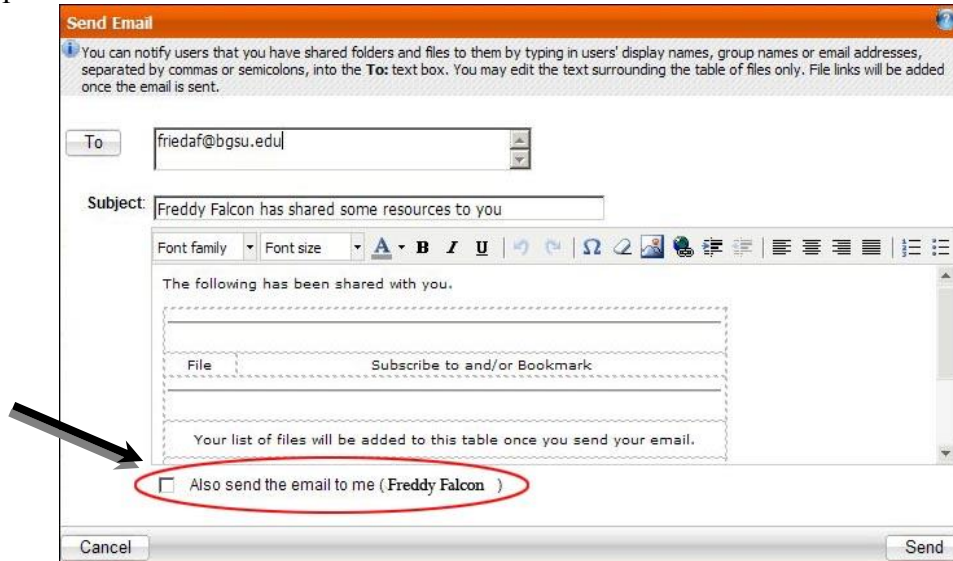


Toolbar icons:

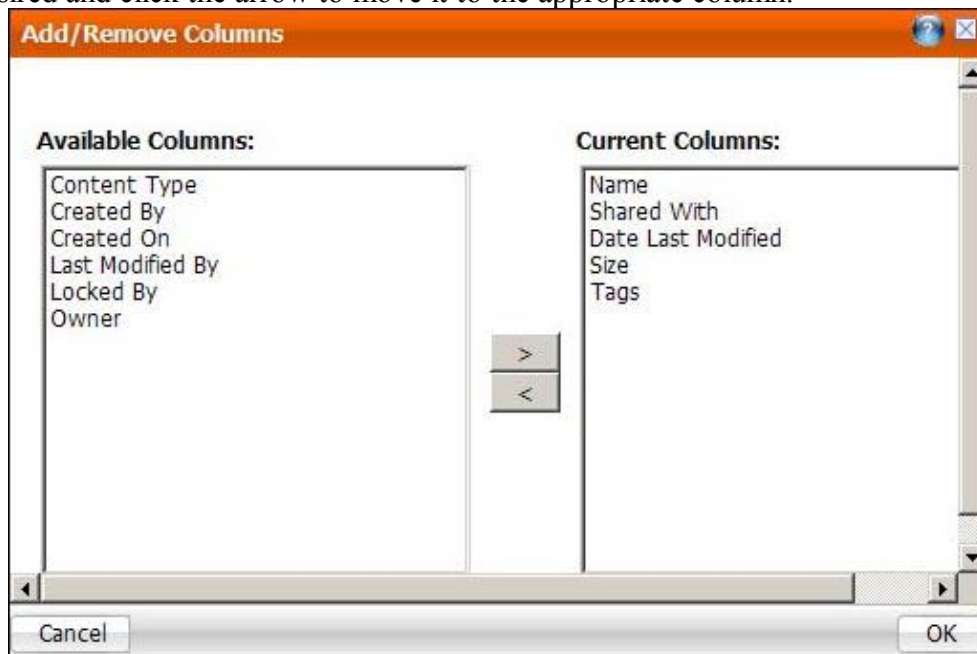
- the toolbar icons on the left (Copy, Move, Delete, etc.) will not be activated until you click the box associated with one or more files or folders
- the Upload icon lets you choose between a Basic Upload and an Advanced Upload; with the Advanced Upload, you can drag and drop files and folders before you click on a Start Upload button. The Advanced Upload, however, requires that you have a Java plugin installed. The first time you attempt to use Advanced Upload, you will have to approve a certificate indicating that you want to run the Upload Applet. After you use an upload type, the Upload icon will assume you want to continue to use that upload type but will give you an option to switch back.



- the Email icon takes you into a built-in webmail client so you will no longer be using your desktop client to send links to files (bookmarks or tickets) from MyFiles. If you want to keep a copy of MyFiles messages in your BGSU email, make sure to check the ‘Also send the email to me ...’ option.



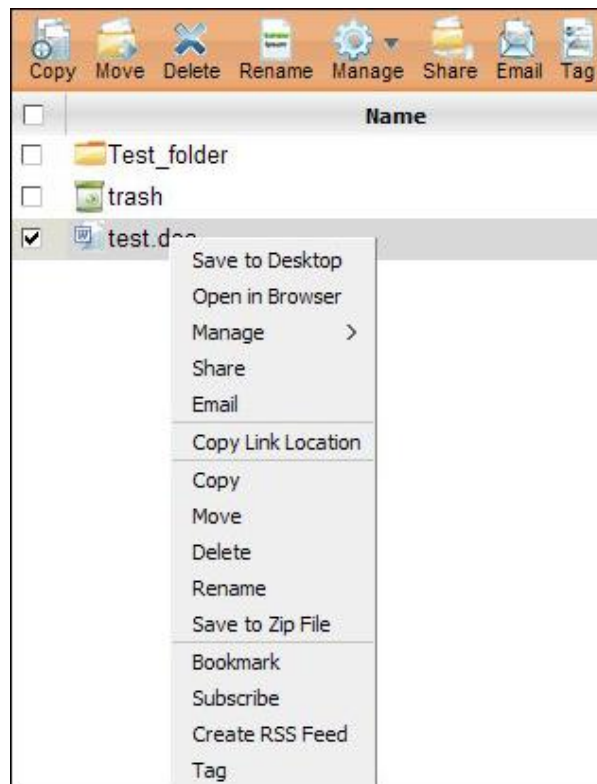
- the interface for Macintosh clients will not include a Launch Web Folder icon
- the View icon lets you change the options in your view of your MyFiles content. Select the option desired and click the arrow to move it to the appropriate column.



Where is the download button?

MyFiles no longer includes a download button. Instead right-click (PC) or control-click (Mac) next to a file or folder to reveal its sub-menu. The options available will vary based on type (file, folder, or trash). Click the ‘>’ next to Manage to reveal another sub-menu. Operations available by clicking on icons are also available on the sub-menus.

MyFiles Interface Changes



In addition to the interface changes, there are new wizards that help to walk you through various functions such as creating files/folders, sharing files/folders, etc. New advanced features include dropbox and workflows. The online help gives a good description on these features.