Exercise 4 - Files

**Time**: 30 minutes

On the **Contributor Class** page, click **Exercises** in the left column to view the links for these tasks. The library for this exercise has both versioning and check out/check in turned on.

## Download a File

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| Task 1 | Take these steps… |
| Download a copy of a file | 1. Go to the **Shared Documents** library. 2. Click the checkbox next to the name of any file. 3. Click the **FILES** tab and click **Download a Copy**. 4. At the bottom of the screen, choose the **Save As** option. 5. Navigate to your desktop, and click **Save** to save the copy to your desktop. 6. At the bottom of the screen, click **Open** to review the file. 7. Close the file. |

## Upload a File

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| Task 2 | Take these steps… |
| Upload and check in a file | 1. In the **Shared Documents** library, click the **FILES** tab and click **Upload Document**. 2. Click **Browse** and go to the **SharePoint 2013 Contributor Class Files** folder you copied to your desktop. 3. Open that folder, then open the **Files** folder within it.  Note: In this class, everyone is working in the same library. The files that you copied to your desktop contain the name of an animal to help you remember which files are yours. 4. Click the first file. Click **Open** and click **OK** to upload that file. 5. Review the document properties and make these changes:    1. Add a Title if one is missing.    2. Change the **Doc Status** to **Draft**.    3. Change the **Author** to yourself.    4. Change the **Document Type** to **Plan**.    5. Change the **Milestone** to **2**. 6. Click **Save** to save and check in the file. All required properties must be entered before you can save and check in a file. |

## View and Edit File Properties

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| Task 3 | Take these steps… |
| View and edit the properties of a file | 1. In the **Shared Documents** library, click the checkbox next to the name of the file you just uploaded. 2. Click the **FILES** tab and click **View Properties**. 3. On the ribbon, click the **VIEW** tab. 4. In the **Manage** group, click **Edit Item**. 5. If you have not done so, click **OK** to check the file out. Changes to the properties of a file are equivalent to changes to the content of a file, so check out/check in and versioning apply! 6. Change the **Doc Status** and **Document Type** to other values. Click **Save** to keep your changes. 7. Select the file by clicking next to its title, then click the **FILES** tab and **Check in** to check in the file. Add comments to describe your changes, and click **OK**. |

## Upload Multiple Files

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| Task 4 | Take these steps… |
| Upload and check in multiple files | 1. On your desktop, open the **SharePoint 2013 Contributor Class Files** folder that you copied earlier, then open the **Files** folder within it. 2. Position the SharePoint browser window and the **Files** folder next to each other. 3. Select the second and third files to upload. 4. In the **Shared Documents** library, drag the files to the **drop here** area, then release them to upload. 5. Because you are adding multiple files, the files are not automatically opened to enter properties and the files remain checked out. 6. To check in both files at the same time, select the files by clicking next to each name. Click the **FILES** tab, click **Check In** and click **OK**. If you get error messages that required properties are missing, click **OK**. 7. To resolve the error messages, review and enter the necessary properties for each file.    1. On the **LIBRARY** tab, click **Quick Edit**.    2. For the first file, add a title if needed, as well as any required properties (denoted by an asterisk). Repeat for the second file.    3. Click **Stop editing this list**.    4. Select both files by clicking next to their names.    5. On the **FILES** tab, click **Check In**.    6. Add a brief comment describing your changes, and click **OK**. |

## Edit a File

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| Task 5 | Take these steps… |
| Open and check out a file | 1. In the **Shared Documents** library, open one of the files that you uploaded. The simplest way to open a file is to click the file name. 2. In the dialog, click **Check Out and Edit** so you can edit the file, not simply read it. |
| Edit, save and check in a file | 1. Make several changes to the content – not the properties – of the document. 2. Save the file then attempt to close it. 3. You are prompted to check the file back in, so click **Yes** to **Do you want to check in now?** Enter any comments about your changes and click **OK**. |
| Check out a file, then discard that checkout | 1. Click the name of the same file to open it. In the dialog, click **Check Out and Edit** to edit the file. 2. Close the file. 3. To discard the checkout, click the checkbox next to the name of the file. On the **FILES** tab, click **Discard Check Out**. 4. Click **OK** to confirm that you do not want to keep any changes. |

## Delete and Restore a File

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| Task 6 | Take these steps… |
| Delete a file from and restore a file to a library | 1. In the **Shared Documents** library, click the checkbox by the name of a file that you uploaded. 2. Press the **Delete** key and click **OK** to confirm. The file is moved to the Recycle Bin. 3. To see the deleted file, click the **Settings** gear and click **Site contents**. 4. In the upper right corner of the **Site contents** page, click **RECYCLE BIN**. You will only see content that you have deleted. 5. Click the checkbox next to the file you deleted, click **Restore Selection,** and click **OK**. 6. Return to the **Shared Documents** library to confirm that the file reappears. 7. There is a second-level Recycle Bin where documents deleted from this first-level Recycle Bin may still be available. Call or email the Help Desk to request assistance from Web Services. |