The Drupal File Browser

Sections folder

These folders hold any assets that were uploaded to the UNBC website since we started using Drupal (after Nov 2012).

Assets folder

These folders hold any assets that were uploaded to the UNBC website before we moved to Drupal (before Nov 2012).

Folders

Files

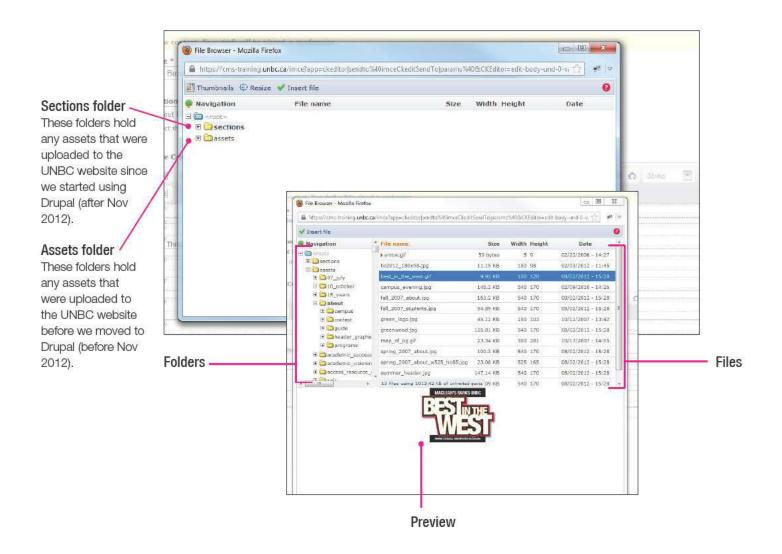**Preview**

Why should I use the File Browser?

If a file or image has been uploaded to a Webpage it now exists as an asset within Drupal. If you plan on using that same image or file in other pages, you should access it using the File Browser.

Here's why:

When you upload an image into a webpage it gets stored on the Drupal servers. To access files on the server we use the File Browser. Webpages and all assets associated with the webpage all belong to a specific section of the UNBC website. So, when you upload an image or file to a webpage, it will be stored in the File Browser, in the folder for that section.

If you were to upload the same image or file into different webpages, then there would be multiples of that image or file within the Drupal server.

Drupal is not configured to overwrite files, so when a file of the same name is uploaded, Drupal will add a number at the end of the file names. (i.e.: if myimage.jpg already exists within Drupal and an additional copy is uploaded, it will be named myimage_1.jpg).
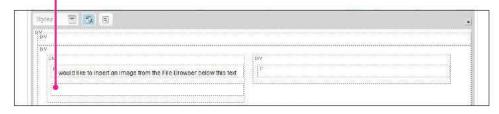
This can be problematic because:

a) It will cause unnecessary clutter within the Drupal asset folders.
b) It makes managing assets more difficult as it may not be clear if the multiple copies are actually accidental duplicates, or actually intended revisions of a file.

How to insert an image from the File Browser

When an image is uploaded to a webpage it gets stored in the File Browser. That image can then be re-used in other pages by accessing the File Browser.

Step 1: Place your cursor where you would like to insert an image
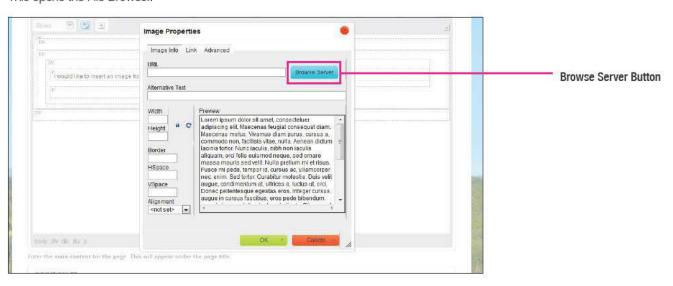Your cursor will determine where the image will be placed.

Step 2: Select the Image tool in the WYSIWYG toolbar
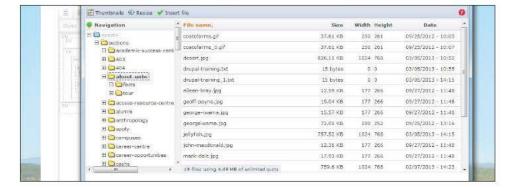This opens the Image Properties window.

Image Tool

Step 3: Click the "Browse Server" button in the Image Properties window
This opens the File Browser.

Browse Server Button

Step 4: Navigate to the section folder where the image was uploaded initially

Under the <root> folder, inside the sections folder, there is a folder for every section in the UNBC website. Open the folder corresponding to the section where the image was initially uploaded.

File storage

When you upload a document into a webpage, that document gets stored in the **File Browser** as soon as that page is saved.
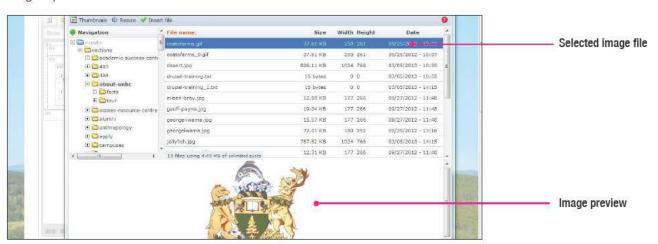
Each webpage belongs to a section, and when a document is uploaded to a webpage, that document gets stored in the webpage's section folder in the **File Browser**.

Assets folder

Files that migrated from the old UNBC site can be found in the **assets** folder. The **assets** folder can be found under the <root> folder.

Step 5: Select the image file

In the right hand pane there is a list of files that belong to the selected section folder. Select the image file that you would like to insert into your webpage. When the file is selected, the image is previewed below the files.
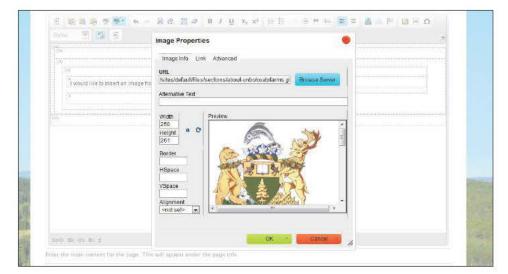

Selected image file

Image preview

Step 6: Click "Insert file"

Above the file navigation area, click "Insert file".

Insert file

Once the image is chosen from the **File Browser**, the URL field is populated in the **Image Properties** window and a preview of the image appears in the **Preview** area.
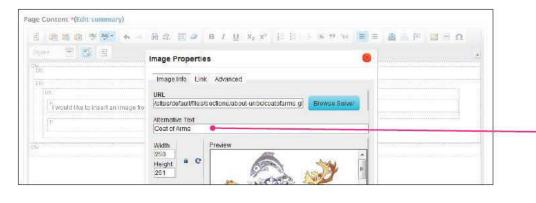

Image Size

The image size can be adjusted while the **Image Properties** window is open. Enter the width or height in the corresponding field (make sure the padlock is locked to preserve proportions).

Step 7: Give the image Alternate Text

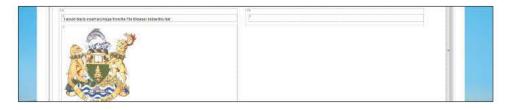In the **Alternate Text** field, give the image a description.

Alternate Text field

Alt text

Although the **Alternate Text** field was filled out in when the image was originally uploaded, it must be re-written every time the image is inserted into content.
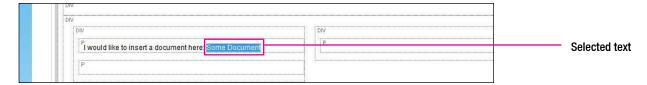
Step 8: Click OK

The image is now inserted.

How to insert a document from the File Browser

When a document is uploaded to a webpage it gets stored in the File Browser. That document can then be re-used in other pages by accessing the File Browser.
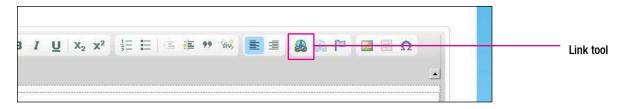
Step 1: Select the text that will link to the document
When we insert documents, we are actually inserting a link to the document. Clicking the document link will open the document.
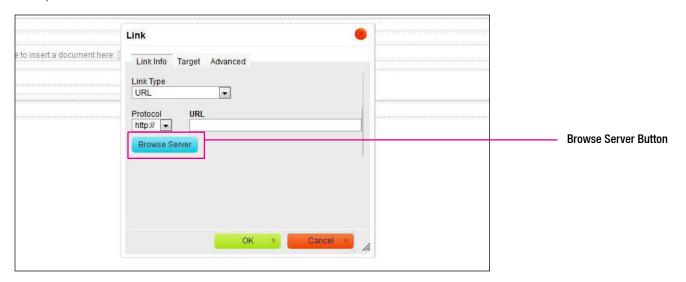
Selected text

Step 2: Select the Link tool in the WYSIWYG toolbar
This opens the Link properties window.

Link tool

Step 3: Click the "Browse Server" button in the Image Properties window
This opens the **File Browser**.

Browse Server Button

Step 4: Navigate to the section folder where the document was uploaded initially

Under the <root> folder, inside the sections folder, there is a folder for every section in the UNBC website. Open the folder corresponding to the section where the document was initially uploaded.
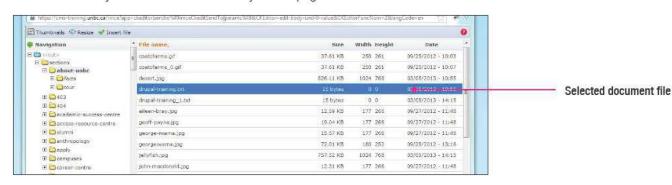

File storage

When you upload a document into a webpage, that document gets stored in the **File Browser** as soon as that page is saved.

Each webpage belongs to a section, and when a document is uploaded to a webpage, that document gets stored in the webpage's section folder in the **File Browser**.

Assets folder

Files that migrated from the old UNBC site can be found in the **assets** folder. The **assets** folder can be found under the <root> folder.
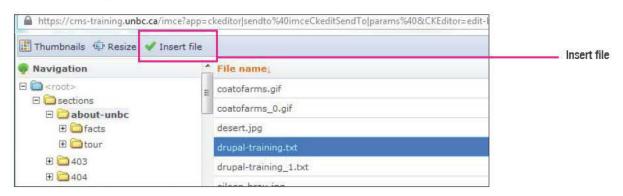
Step 5: Select the document file

In the right hand pane there is a list of files that belong to the selected section folder. Select the document file you would like to insert into your webpage.
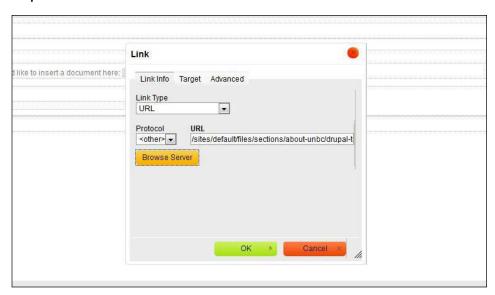

Selected document file

Step 6: Click "Insert file"
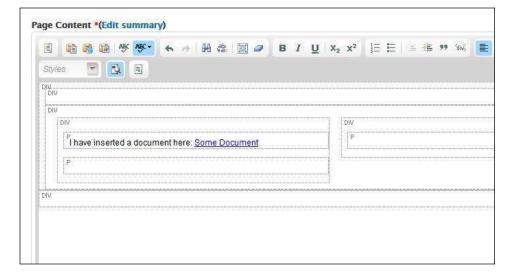
Above the file navigation area, click "Insert file".

Insert file

Step 7: Click OK

The text you selected in Step 1 is now a link to a document.