

Roxen's CE View: Files Tab (Directory View and File View)

Directory View

Files Tab
This view shows files and directories in your site.

Go Up One Directory
This button allows you to jump to the directory above the one you are in.

File Path
Click on a directory name or a slash (/) to move up the File Path.

File Section Tabs
These are tabs for the File section of the CE view.

Change Users
If you are at someone else's computer and need to log in as yourself, you can use this button to do so.

Toggle to Insite Editor View
This button allows you to switch to the Insite Editor view.

Exit Edit Mode
This button takes you back to the published view of the page you are on.

You Column
Icons in this column indicate files with unpublished changes.

Site Column
Icons in this column indicate file status when published or conflicting.

Protection Point Icon
This shows that user permissions and/or workflows have been set specifically for this directory or file.

Left Column Toolbar
These buttons contain the same options as the pop-up menus for the individual folders and files to the right. However, they affect everything in the visible directory.

File Icon
Click on this to get a pop-up menu of options. This menu affects only the file to its right.

File Name
Click on this to navigate to its folder.

Folder Icon
Click on this to get a pop-up menu of options. This menu affects only the folder to its right.

Folder (Directory) Name
Click on this to see the contents of this folder.

Unfold Level
This will open all of these directories to show the next level down.

File View

Metadata

Type	CMS Page Editor
XSL Template	Common template (sub-section) (/main/about/cms-common.xml)
Use as Stationery	No
Category	No category
Externally Visible	Always
E-mail Notification	No notification
Author	Core Site Editors

Language-dependent metadata

Any language	Size	3.4K
	Title	About Princeton
	Keywords	
	Description	

Workflow Data

Path	main_two-step	
Current stage	Internal Preview Step 1	External Publish Step 2