

# 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Icons in this column indicate files with unpublished changes.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