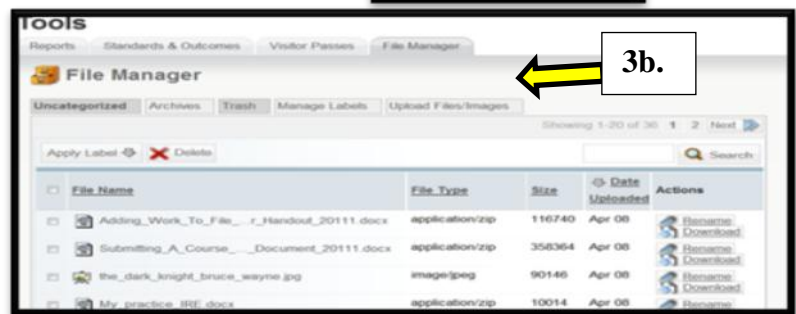# Adding Work to File Manager

File Manager is a tool in LiveText which is like a USB flash-drive and stores uploaded documents in an organized and easy to find area. The File Manager is also like Facebook where it can be accessed from any computer with an internet connection.

1. Log into your LiveText account.

2. From the Dashboard page, click on the File Manager located on the right side of page under the Quick Links section.
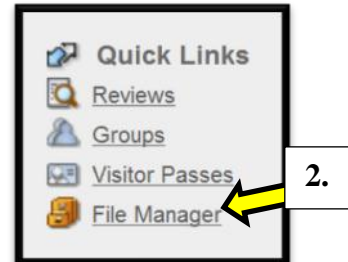

3a. Now you will be taken to the File Manager tool page. File Manager stores files you upload onto LiveText. Once you have imported them into the File manager you can access and download previously loaded documents, images, mp4, avi, mov, etc. or upload more documents to be stored. Files you attached through your portfolio will also appear in your File Manager too.

3b. To upload a file, click on the **Upload Files/Images** button.

4. Click on the **Browse** button and locate the file you wish to upload.
(*This is just like browsing your computer to attach a file to an email.)
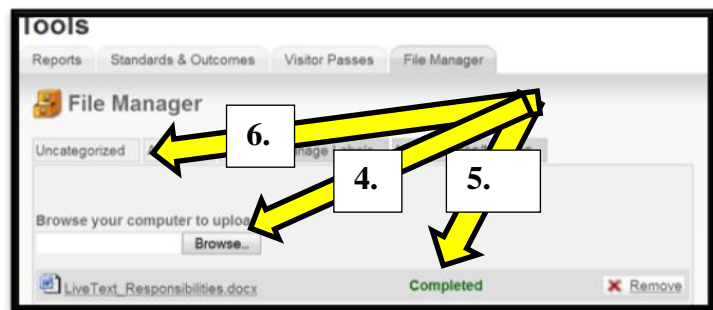
5a. Click on the file name of the document you want to upload. A downloading progress bar will appear.

5b. Once the download has finished, you will see the confirmation "Completed**"**.

6. You will now be able to view the uploaded document from the *Uncategorized* tab.
NOTE: Files imported through the file manager do not need to be imported again unless the document has changed. Please remember to create a naming convention to identify the second or third version of a document. You may use the same file name but add a version number. I.E., "Firstversion".dox would be "firstversion v2.doc".

For further questions or assistance feel free to stop by Degarmo 52 or email us at teportfolio@ilstu.edu!!