

# Instructions for using the TANGO upload facility

## General Usage

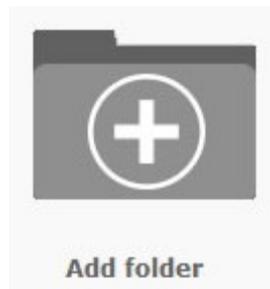
The first time you visit the TANGO upload facility page, you will be presented with something similar to the following:



When you first visit the TANGO upload facility, you are automatically browsing your own folder. This folder has the same name as your TANGO username. As this is the first time you have entered the folder it is empty and there are no files or folders.

## Creating folders

If you wish to create a sub-folder in which to put your files, click the 'Add Folder' button:



You will then be presented with a pop-up box where you can enter the name of the folder. Enter the folder name and click the 'Add Folder' button. The screen will then refresh and you will see the new folder. The folder can be opened by clicking once on the folder icon.

## Searching and Refreshing the folder

On the top right of the header bar of your folder within the TANGO upload facility there are three buttons.

The first  allows you to search for files by their filename.

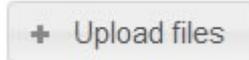
The second  allows you to change how the files are viewed, either as icons (default) or by a list of filenames.

The third  refreshes the file browser. This is useful if you upload a file and it does not show immediately, or if you first load the page and the icons are not showing. Simply click the refresh

icon and it should help the page to load correctly.

## Uploading Files

In order to upload a file to your folder using the TANGO upload facility, click the button at the bottom of the file browser:



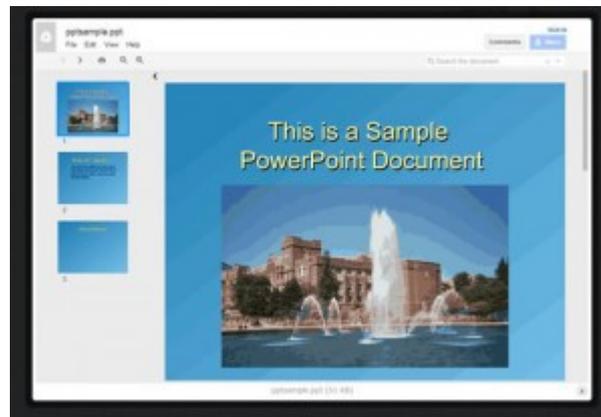
Once you have clicked the Upload Files button it will display a standard file selection box. Navigate to the file that you wish to upload and click the 'Open' button. The file will then start to upload to your folder within the TANGO upload facility and you can see a progress bar at the bottom of the screen. Once it has finished it will indicate by displaying the word 'Success'. The file browser will then automatically refresh and you should see the file listed in the file browser screen in your TANGO folder.

### Please Note:

- If you cannot see the Upload Files button, it could be because you have a large number of files and sub-folders in your folder. The system is configured to only display a maximum of twelve files and folders (three rows of four files). If you have more than this within your folder then it is necessary to use the scroll bar on the right hand side of the file browser and scroll downwards to display more files and folders. The Upload Files button is also not visible if you have more than twelve files and folders so you need to scroll downwards to reveal the Upload Files button.
- The maximum size of a file that you can upload is 105MB. Please do not try to upload anything larger than this as it will fail. If your presentation is larger than this please try to edit it (resize images, remove any embedded video etc.) so that it is less than 105MB.
- It is not possible to 'Drag and Drop' files into folders as you can with documents in Microsoft Windows. If you would like to put a file into a folder, create the folder first, go into that folder and then upload your file. If you have uploaded a file previously that you would now like to put into a folder it will be necessary to delete the file first, enter the folder and upload the file again into the chosen folder.

## Previewing Files

Files can be previewed directly from the TANGO file upload facility. Simply click once on the file and a pop-up box will open displaying a preview of the file:



If it is a PDF, DOC or PPT file you can scroll through each of the pages. If it is an image file, a larger version of the image will be displayed. If it is a video or audio file a pop-up player will open and you can click the 'play' button in the centre of the preview screen to play it:



Close the preview box by simply clicking the cross in the bottom right of the pop-up box. You will then be returned to the file browser window.

### Please Note:

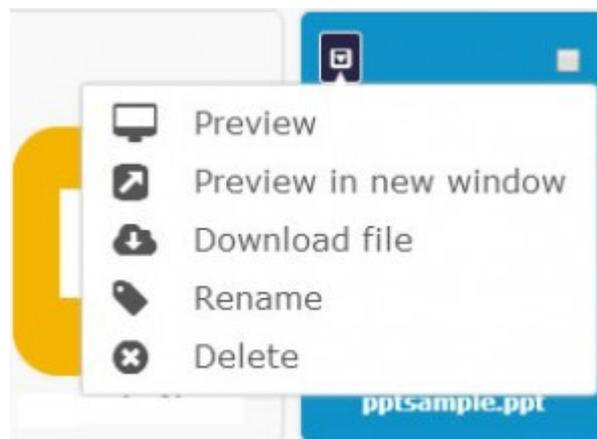
- After uploading a video or audio file, please wait around five minutes before trying to preview it. Video and audio files have to be processed by the TANGO upload facility before they can be previewed and this can take a short while so please wait at least five minutes after uploading a file before trying to preview it.
- For PowerPoint and Word files, the preview facility converts all of the pages in your file to images. For example, every page of a PowerPoint presentation is converted to a separate image. Therefore, some aspects of your file might not look exactly as intended (e.g. there may be some distortion of images or fonts may be altered). This does not mean that the file has been corrupted during the upload, it is just that the preview facility has not been able to convert the file to images perfectly.

- For this reason, the preview button works best for image and video files. For PowerPoint or Word documents it is only intended for you to quickly preview the file to check that all of the pages have uploaded or that you have uploaded the correct file. It is not intended to be used to present files due to the issues outlined above, if you wish to present a file please download it from your TANGO folder first and present the file from your computer.

## Downloading Files

Files can be downloaded to your local computer from your TANGO upload folder (for example, to run a PowerPoint presentation on your local machine).

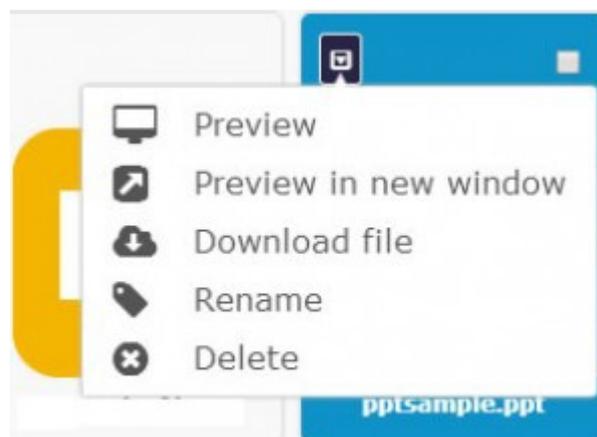
In order to download a file, hover over the file you wish to download with your mouse cursor and click on the small arrow icon at the top left of the file:



This will then display a drop down menu. Choose 'Download file' and the file will be downloaded to your local computer and you can then run the file. Depending upon your Web browser, you may be asked if you wish to 'Open' or 'Save' the file – choose 'Open' to open the file directly in the default application on your computer or choose 'Save' to save the file to a folder on your computer.

## Deleting and Renaming Files and Folders

Similarly to downloading a file, in order to delete or rename a file firstly hover over the file with your mouse cursor and click on the small arrow icon at the top left of the file:



To **rename** a file, choose 'Rename' from the drop down menu. You will then be presented with a pop-up box where you can type the new name for the file. Once you have entered the new name, click the 'Rename' button in the pop-up box. You will then be taken back to your folder within the TANGO upload facility, the file browser will refresh and you should see the renamed file.

To **delete** a file, choose 'Delete' from the drop down menu for the file. A pop-up box will appear asking you to confirm if you really wish to delete the file. Click the 'Delete' button in the pop-up box to confirm. You will then be taken back to your folder within the TANGO upload facility, the file browser will refresh and the file should be deleted.

The same process can be followed to delete or rename folders.

## Supported File Formats and Issues

The TANGO upload facility supports the following **file formats**:

- PowerPoint files (.PPT or .PPTX).
- PDF files.
- Image files (.JPEG, .PNG, .GIF, .TIFF, .BMP).
- Video files (MPEG, MOV, AVI, WMV or FLV).
- Word files (.DOC or .DOCX).
- Audio files (MP3, MPEG, WAV, .ogg).

### Please note the following:

- The system does **NOT** support OpenOffice files at the moment. If you are uploading a file for presentation, please **ONLY** use .PPT or .PPTX.
- The maximum size of a file that you can upload is **105MB**. Please do not try to upload anything larger than this as it will fail. If your presentation is larger than this please try to edit it (resize images, remove any embedded video etc.) so that it is less than 105MB.
- If you are intending to use a video file within your presentation, please note that if you embed it within your presentation it can only be presented by downloading the file to your local computer and running it there. It cannot be presented online from the folder. If you wish to ensure that your presentation will work online within the TANGO upload facility then please do not embed any videos within the presentation. Instead either:
  - Upload the video as a separate file to your folder (using one of the formats listed above). It can then be run online from within the folder by clicking on it.
  - Upload the video to an existing online service, such as YouTube, and provide a clickable link to the video from within your presentation.

- It is not possible to '**Drag and Drop**' files into folders as you can with documents in Microsoft Windows. If you would like to put a file into a folder, create the folder first, go into that folder and then upload your file. If you have uploaded a file previously that you would now like to put into a folder it will be necessary to delete the file first, enter the folder and upload the file again into the chosen folder.
- When previewing certain types of file, particularly PowerPoint or Word files, aspects of the file may look slightly distorted. For example, certain fonts may not be converted correctly or images may look distorted. This is perfectly normal and is due to the preview facility converting the file to a set of images for a quick preview. It does not mean that the file has been corrupted during the upload and you may check by downloading the file.