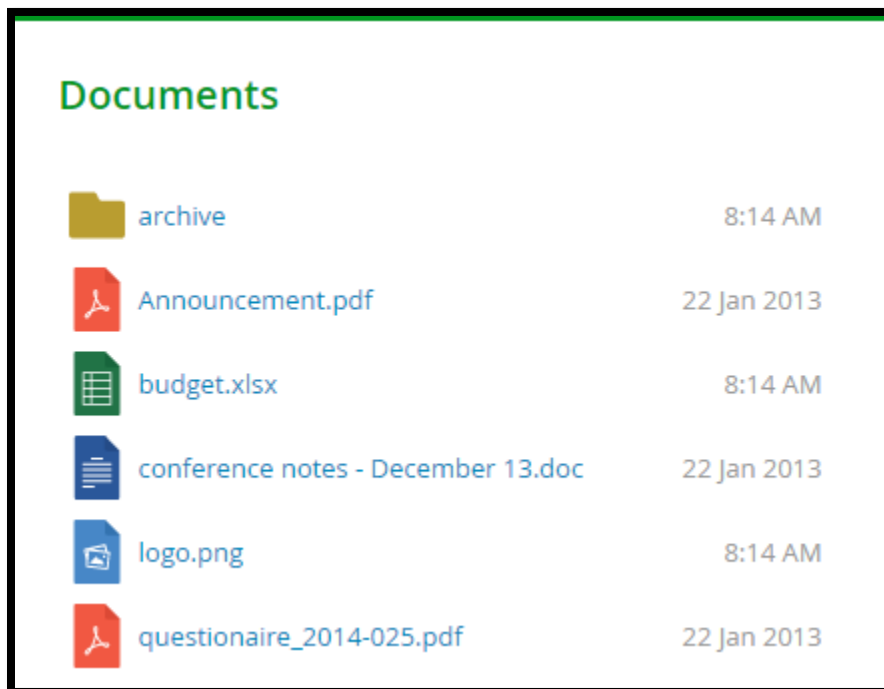# Uploading and Editing Files

Storing files in Samepage

By adding files to Samepage, you can do the following:

- store and organize files in a centralized location
- upload new file versions and access old versions
- synchronize files to your computer with Samepage App

Uploading files

- Drag & drop files to a page, or
- Click the files icon and upload files via a standard upload dialog.

Uploading folders

If you use Google Chrome, you can upload whole folders including files:

- Click on the **Actions** icon and select **Upload a Folder**, or
- Drag & drop a folder to a page.

Sorting files

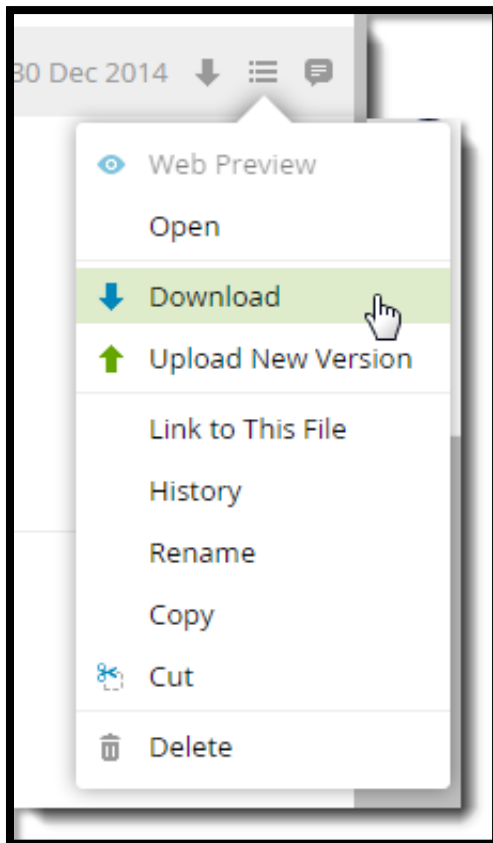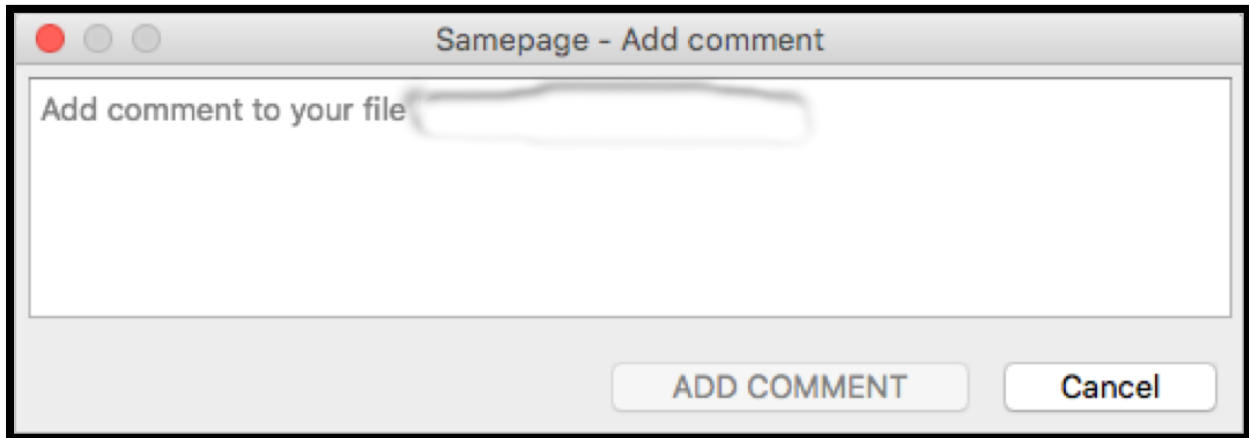To sort files, click on the component **Actions** icon and select **Sort By**.

Editing files on your computer

Samepage allows you to edit files directly on your computer. You need to have the Samepage App installed.

1. Click the file you want to edit.
2. Select "**Open in ...**" Samepage will open the file in the application (i.e. Excel, Word, etc.). If you don't have Samepage App installed, you will be prompted to do so.
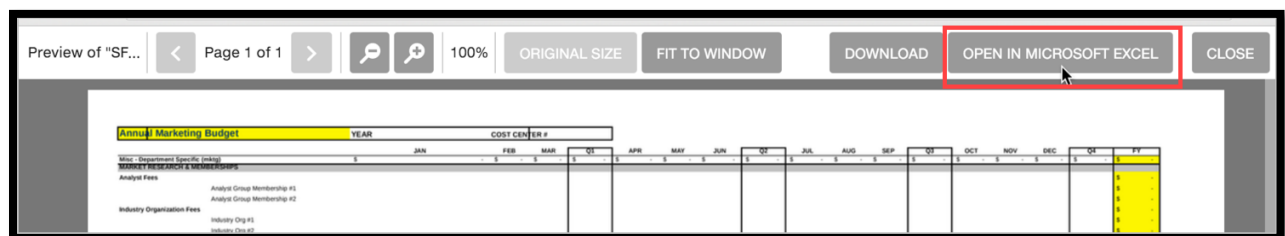
3. Edit the file and save.
4. Close the file. The option to add a comment to your file will appear. If you choose to add a comment, it will appear in the newsfeed.

WORCESTER STATE UNIVERSITY

○○○ Samepage – Add comment

Add comment to your file

ADD COMMENT   Cancel

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80 Dec 2014 ↓ ☰ 💬

👁 Web Preview

Open

↓ Download

↑ Upload New Version

Link to This File

History

Rename

Copy

✂ Cut

🗑 Delete

Downloading files

Click the Download icon (arrow) or file menu icon and select **Download**.

Uploading new file versions

To upload a new version of a file, follow these steps:

1. Click the file menu icon ☰

2. Select **Upload New Version**.

3. Select the new file version and upload it.

If the new file has a different name, Samepage gives you an option to rename it.

Acquiring older versions of files

If you update files, Samepage keeps older versions for your future needs.

To acquire an older version of a file, follow these steps:

1. Click the file menu icon
2. Select **History**.

   The list of all versions is displayed.

3. Click on a version and download it.

Sending links to individual files

You can share individual files with other Samepage users in your organization.

1. Ensure that the user has access to the page that contains files you want to share.
2. Click the file menu icon
3. Select **Link to This File** to display file preview and download links.
4. Copy and send the file links.