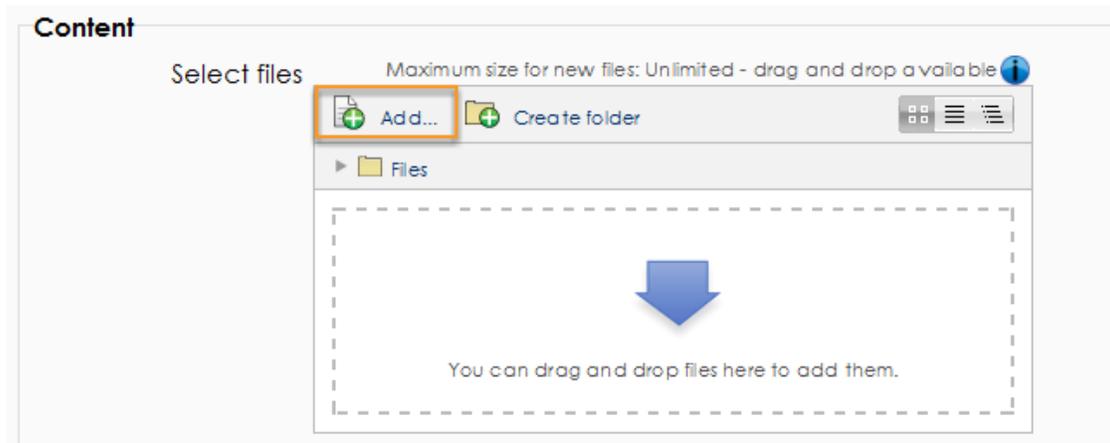


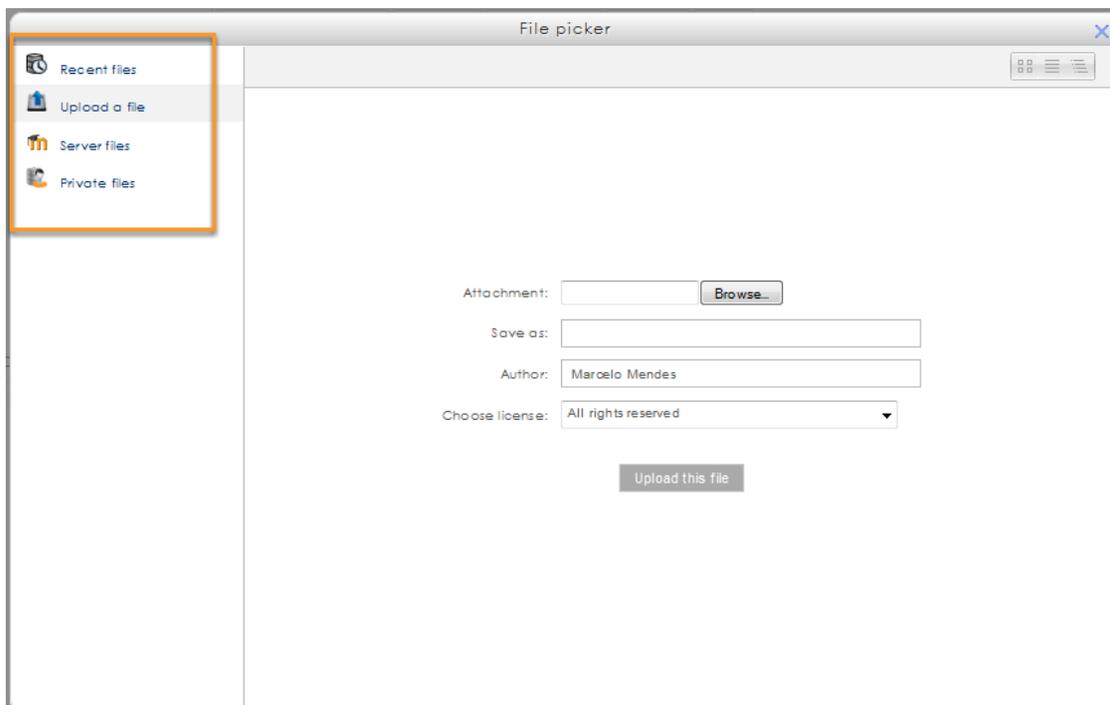
How to use the File picker in Moodle 2.

The File picker is a modal window that provides users access to add files inside Moodle. When the File picker screen appears, a number of links are listed down on the left side. These links are called Repositories and they are areas where Moodle users can access and/or storage files.

Go to the activity or resource where the file is to be added and click the Add... button.



Select an area to find the file.



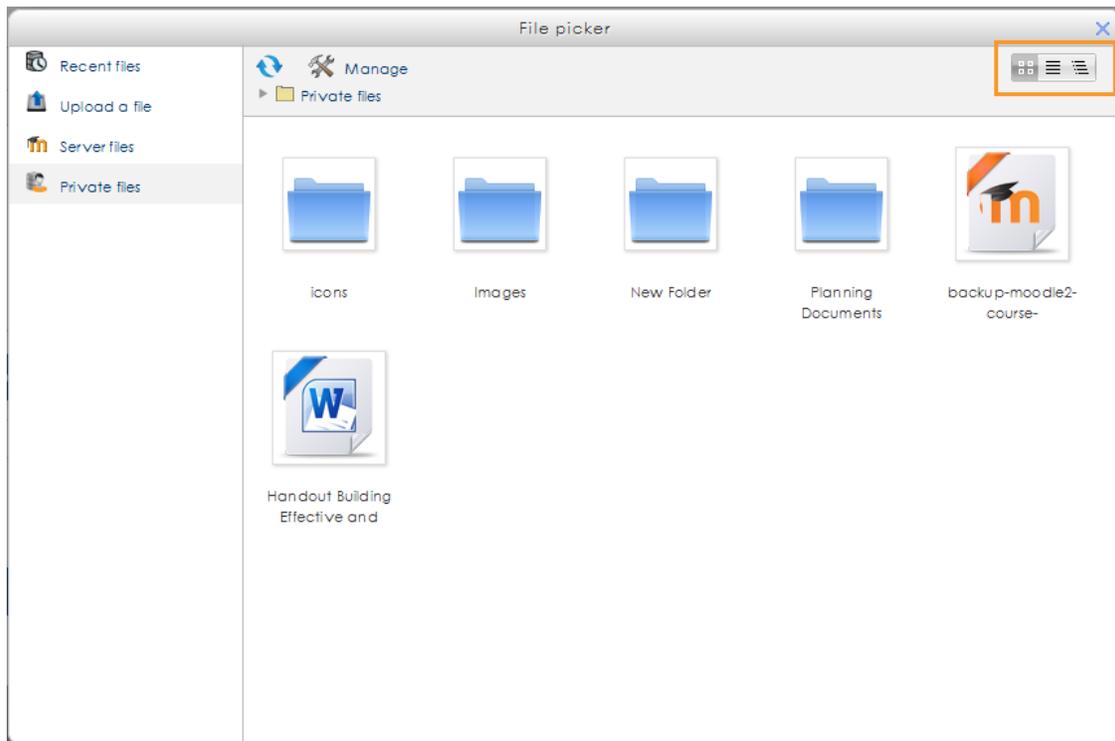
* Recent files - List of recently used files

* Server files - Files saved in the site. Access depends on course role.

* Upload files - Upload files and folders from the computer

* Private files - files that belong to the user .

Select view to browse files.



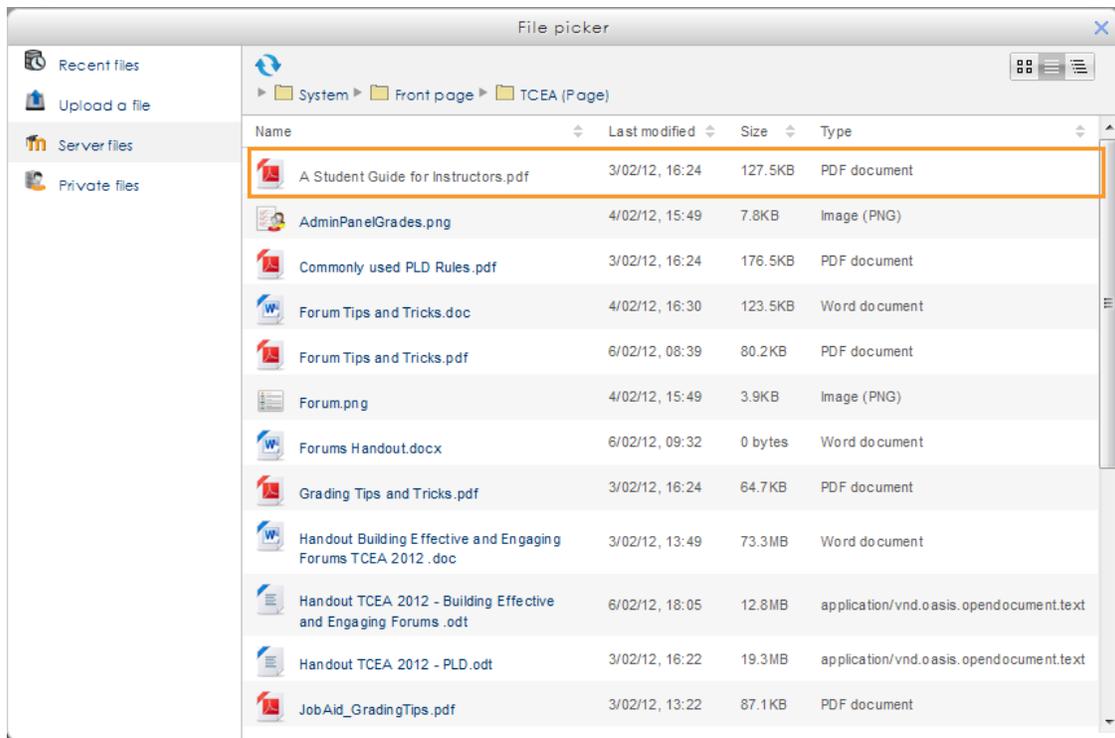
To change views within the file manager, select the menu options in the top right corner.

* Icon view

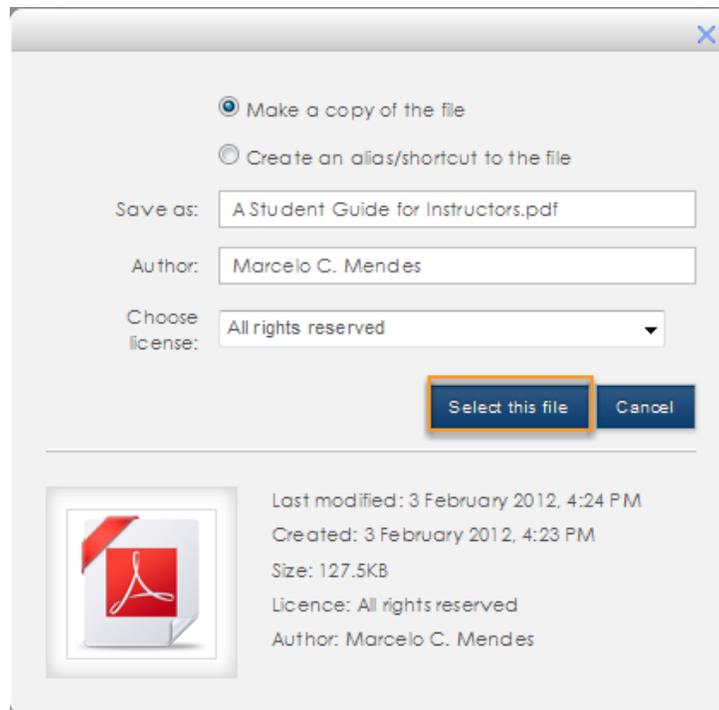
* List view

* Hierarchy view

Click on the file to be added.



Select how the file should be saved and click the "Select this file" button.



This window provides detailed information about the file. Including if it has already been used as an alias or source file.

*Note: The option "Create an alias/shortcut" is not always present. It depends on the selected repository. If this option is selected, the file is going to be considered a link, and it will be automatically updated once the source files is overwritten.

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