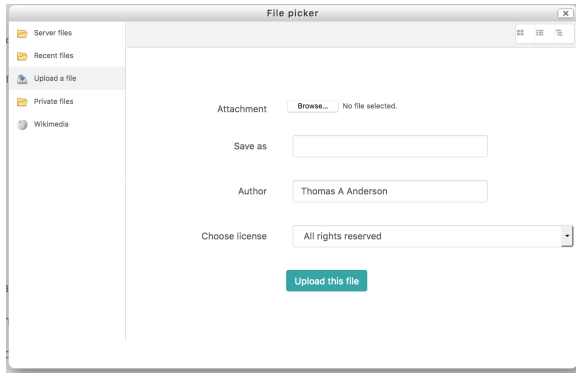


# File Picker

The file picker allows users to upload files to the Totara site. It appears in a number of locations such as when uploading a file to a wide range of Totara [activities and resources](#).



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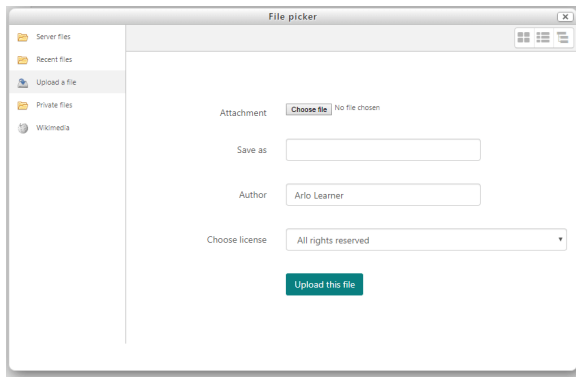
## Using the file picker

When adding or uploading a file in Totara Learn you will always be presented with the file picker. How you add files will depend if you are uploading files through the file picker or selecting them from a repository.

## Uploading a file

If the file you want to add is on your computer then follow these steps:

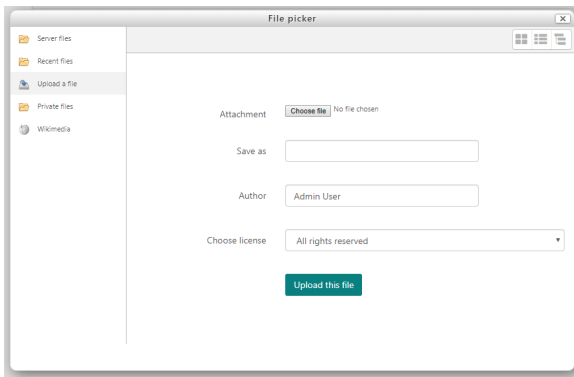
1. Select the **Upload a file** option from the list of repositories on the left of the file picker.
2. Click **Choose file** and then locate and select the file from your computer.
3. Configure the other [settings](#).
4. Click **Upload this file**.




## Adding a file from a repository

If you want to add a file that has already been uploaded to a [repository](#) enabled on your site, then you will need to follow these steps to add it from the file picker.

1. Select the repository containing the file you want to add.
2. Locate and select the file.
3. Select to either:
  - a. **Make a copy of the file:** Which creates a new version of the file.
  - b. **Create an alias/shortcut to the file:** Which links to the existing file.
4. Configure the remaining [settings](#).
5. Click **Select this file**.



If you are adding a file from the **Private files** repository then you will notice a cog icon (  ) which you can click to go to the private files area and upload a file there.




When accessing the **Server files** repository you can search for a file, using the search box at the top of the file picker (it only appears for this repository type).

## File settings

Setting	Description	Notes
<b>Save as</b>	You can enter a different name to save the file as.	-
<b>Author</b>	You can change the name of the file's author. By default this will be you.	-
<b>Choose license</b>	You can choose a <a href="#">Creative Commons license</a> to apply to the file.	-

## Display options

Within the file picker there are three options (located in the top right) for how to display files and folder.

- **Display folder with file icons:** Shows the files/folders as tiles (  )
- **Display folder with file details:** Shows the files/folders as a list, including the file's information (  )
- **Display folder with file tree:** Shows the folder structure/ hierarchy (  )

