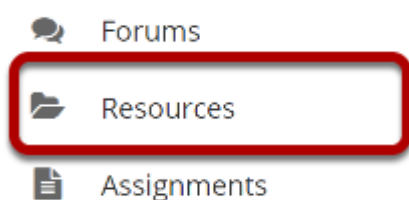


# How do I add and display contextual information about a file or folder?

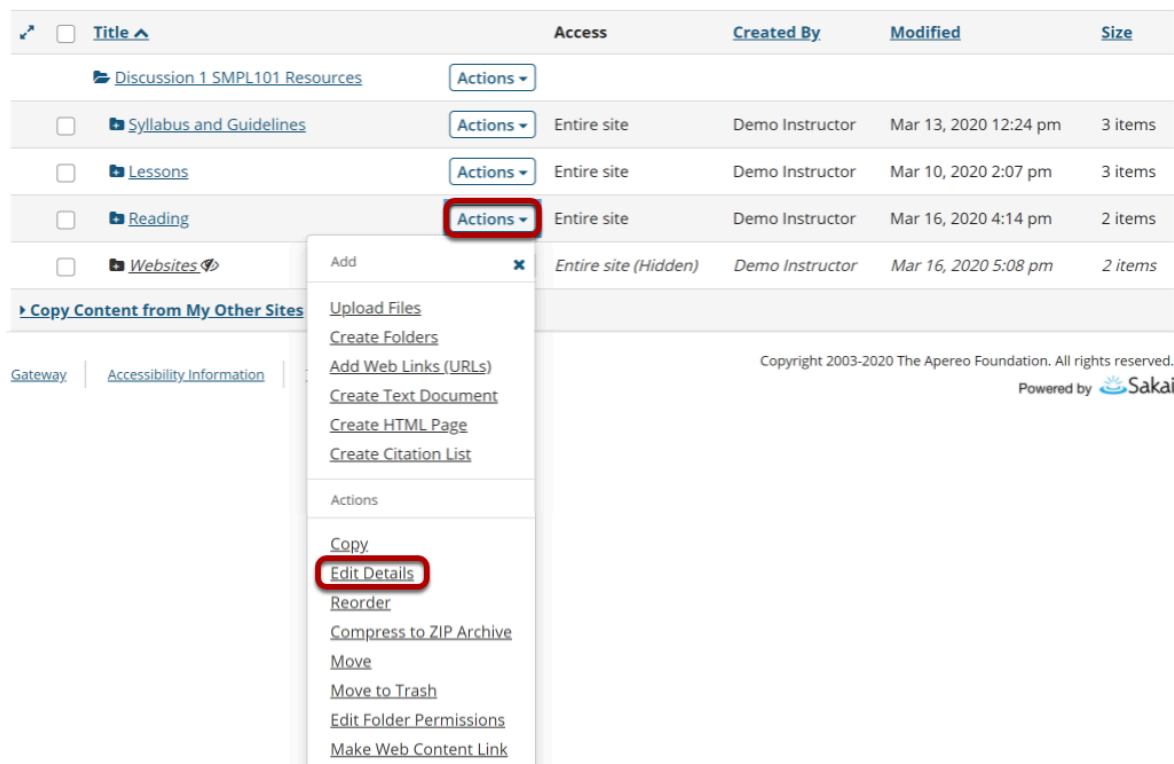
Users can add a description to files and folders in Resources. Site participants can view these descriptions by clicking on the information icon located to the right of the item.

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## Click Actions, and then select Edit Details.

A screenshot of the Sakai Resources tool interface. It shows a table with columns: Title, Access, Created By, Modified, and Size. The table contains several items, including 'Discussion 1 SMPL101 Resources', 'Syllabus and Guidelines', 'Lessons', 'Reading', and 'Websites'. The 'Reading' item's 'Actions' dropdown menu is open, showing options like 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', 'Create Citation List', 'Copy', 'Edit Details', 'Reorder', 'Compress to ZIP Archive', 'Move', 'Move to Trash', 'Edit Folder Permissions', and 'Make Web Content Link'. The 'Edit Details' option is highlighted with a red rectangle. Below the table, there is a link 'Copy Content from My Other Sites' and a footer with 'Gateway', 'Accessibility Information', and 'Powered by Sakai'.

To add contextual information, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the item's Edit Details page.

## Enter details, and then select Update.

Edit Details

Change the resource's details and then choose 'Update' at the bottom. Required items marked with \*

\* Display Name

Reading

Description

This folder contains the reading assignments for this course as well as any ancillary documents or items.

Availability and Access

Folders and their contents can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this folder

From 03/16/2020 09:55 pm

Until 03/23/2020 09:55 pm

Hide this folder but allow access to its contents

Hide this folder and its contents

Choose who can see this folder and its contents.

Only members of this site can see this folder and its contents.

This folder and its contents are publicly viewable.

This folder and its contents are viewable by all logged in users.

Folder Details

Optional Properties















Learning Object Metadata

UPDATE

Cancel

Enter (or paste) a description of the file or folder in the **Description** box, then click **Update**.

## View item details.

	<input type="checkbox"/> Title 	Access	Created By	Modified	Size
	 <a href="#">Discussion 1 SMPL101 Resources</a>	<div>Actions </div>			
	<input type="checkbox"/>  <a href="#">Syllabus and Guidelines</a>	<div>Actions </div> Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
	<input type="checkbox"/>  <a href="#">Lessons</a>	<div>Actions </div> Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
	<input type="checkbox"/>  <a href="#">Reading</a> 	<div>Actions </div> Entire site	Demo Instructor	Mar 16, 2020 10:01 pm	2 items
	<input type="checkbox"/>  <a href="#">Websites</a> 	<div>Actions </div> Entire site (Hidden)	Demo Instructor	Mar 16, 2020 5:08 pm	2 items
<a href="#">▶ Copy Content from My Other Sites</a>					

The description is now available to participants by clicking on the information icon.