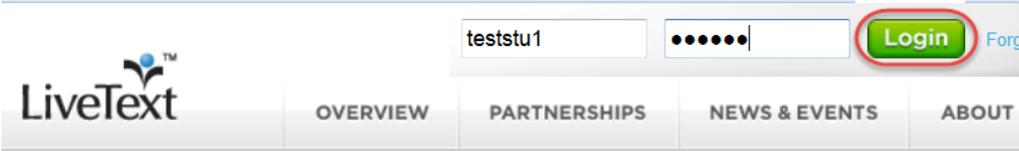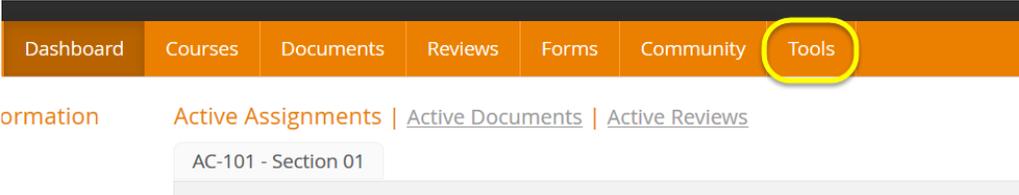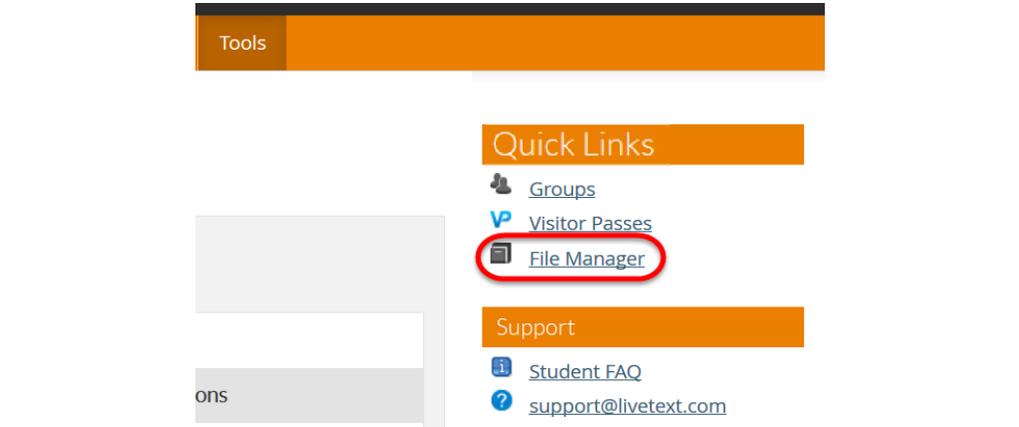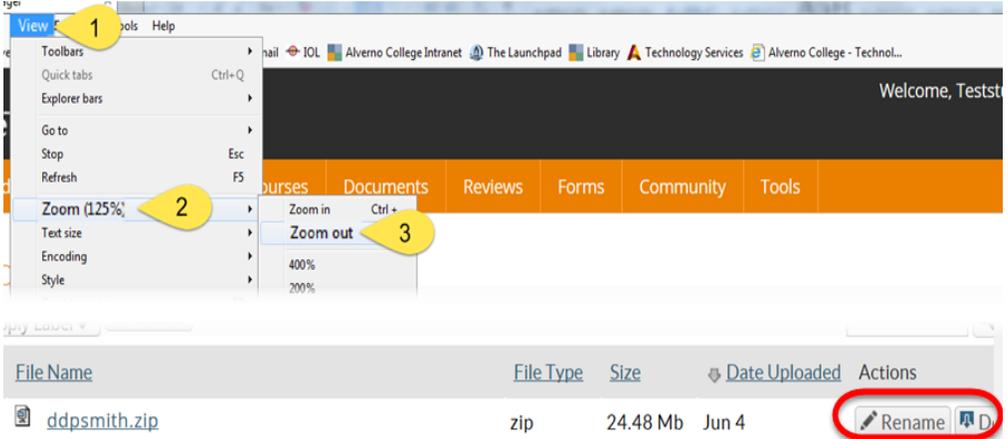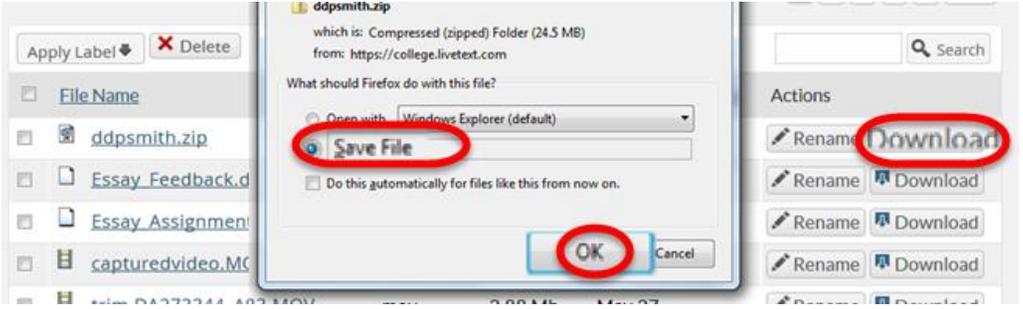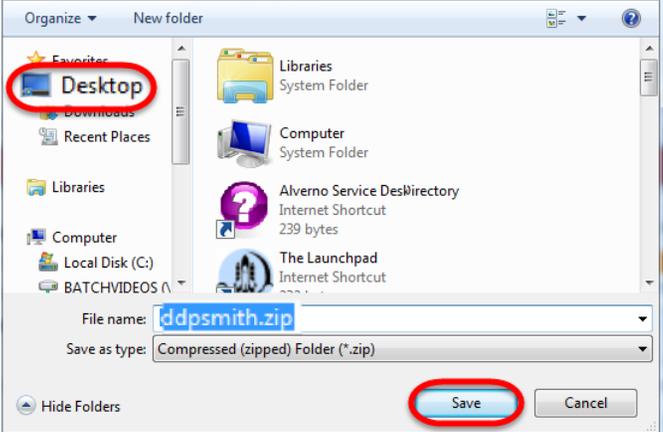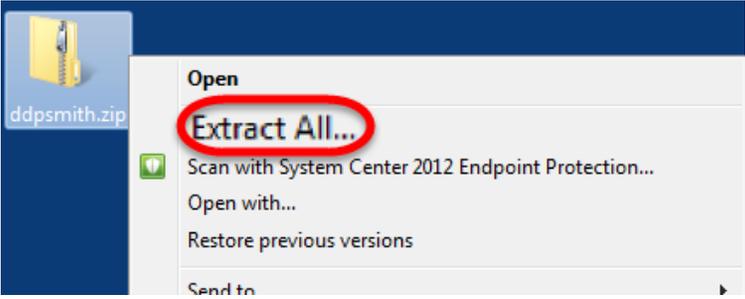# LiveText - Accessing Files from the Uploaded Zip Folder

Once you have uploaded your ddplastname.zip folder (i.e. ddpsmith.zip) to LiveText File Manager, the files within the folder will always be available to you. To access the individual files from the ddpsmith.zip folder, the files have to be extracted and uploaded to the LiveText File Manager **individually** as needed.
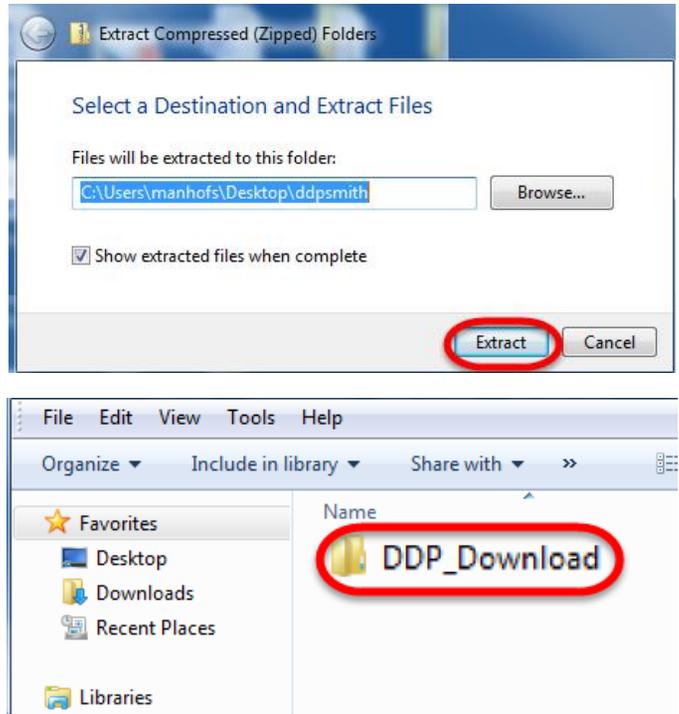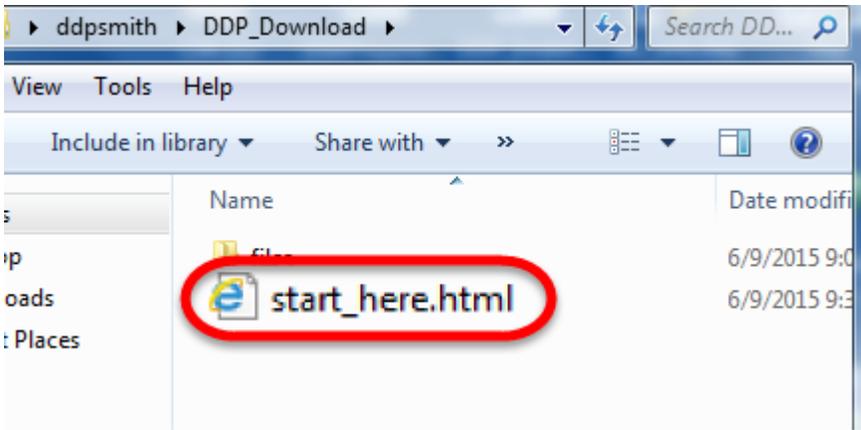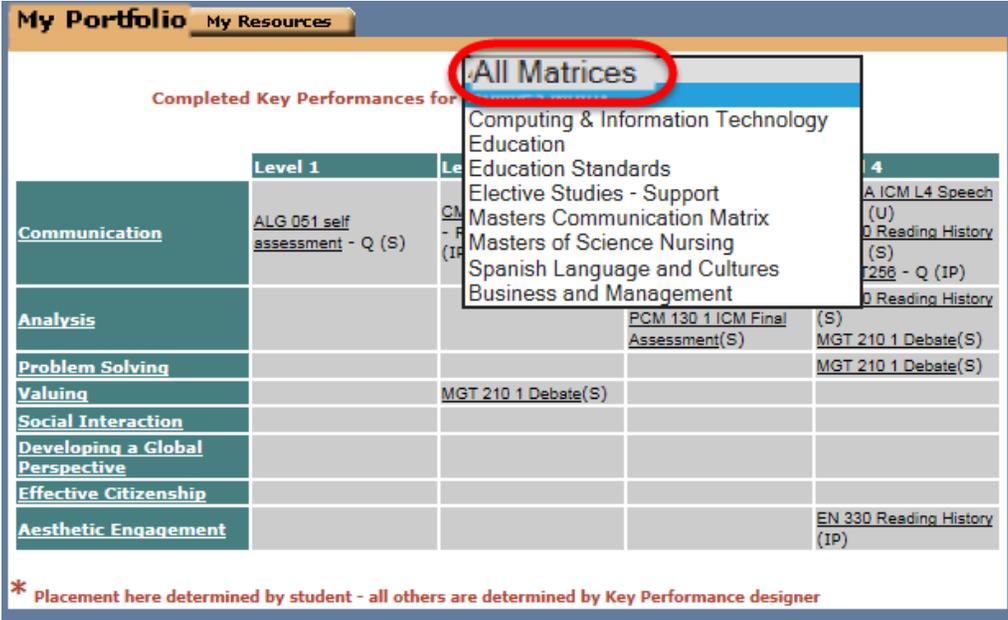
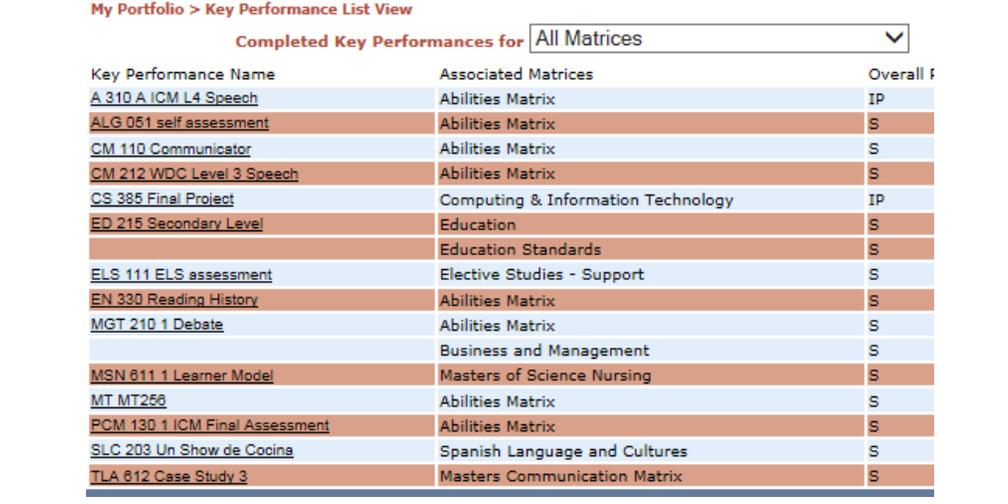Part 1 - Unzipping Your DDP.zip Folder (steps 1-24)

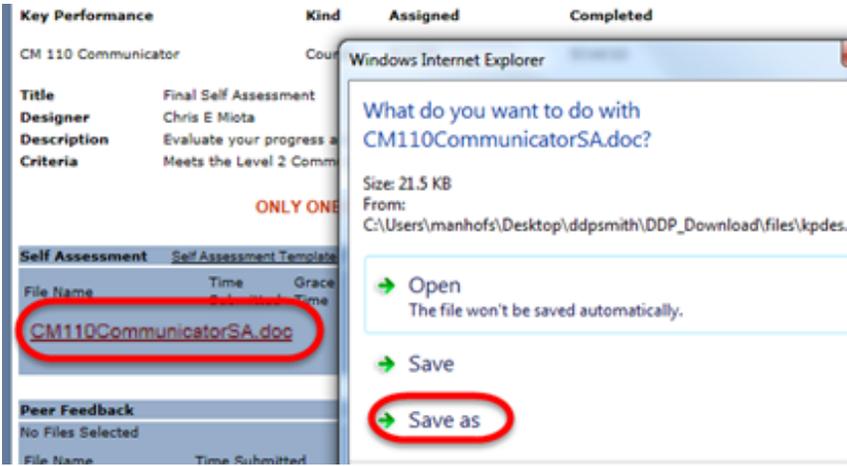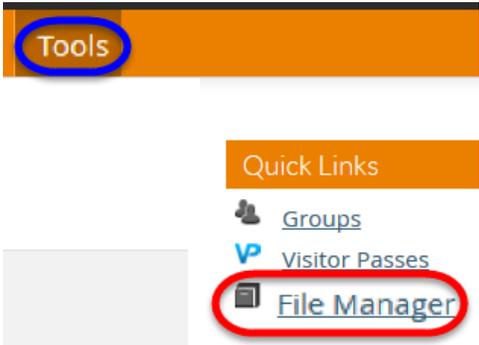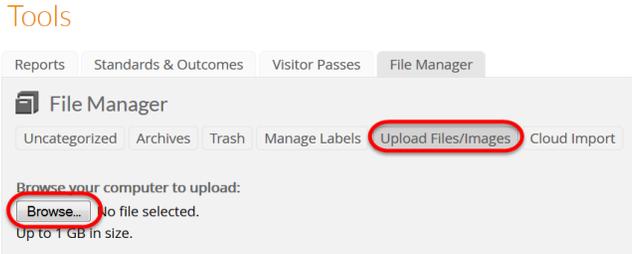Part 2 – Uploading Individual files to LiveText (steps 1-14)

Task	Screen Shot
Part 1 - Unzipping Your DDP.zip Folder 1. Log into LiveText using the Firefox browser. 2. Click the Login button.	teststu1 •••••• Login Forg LiveText™ OVERVIEW PARTNERSHIPS NEWS & EVENTS ABOUT
3. Click on the **Tools** menu.	Dashboard Courses Documents Reviews Forms Community Tools ...ormation Active Assignments | Active Documents | Active Reviews AC-101 - Section 01
4. In **Quick Links**, select **File Manager**.	Tools Quick Links Groups Visitor Passes File Manager Support Student FAQ support@livetext.com

Task	Screen Shot
5. In the list of the **Uncategorized tab**, you will see the zip folder.	
6. If you do not see the Rename and Download buttons (circled in **red**) to the right of the zip folder: 1. click on the **View** menu 2. Select **Zoom** 3. Select **Zoom out**	
7. You have access to both buttons without having to scroll to the right.	

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Task	Screen Shot
In Firefox: 8. Click on the **Download** button. 9. Select **Save File**, and click the **OK** button.	
10. Click on the **Desktop, flash drive, etc.** This area will be backup for all your DDP files. 11. Click the **Save** button.	
12. Right click on your zip folder. 13. Click on **Extract All**…	

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Task	Screen Shot
14. In the popup window, click on the **Extract** button. 15. Once the extraction is complete, double click on the **DDP_Download** folder.	
16. Click on the **start_here.html** file.	

Prepared by: SM
C:\Users\weishajm\Desktop\Sheila\LTAccessingFilesinZipFolder.docx

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Task	Screen Shot
17. Your Portfolio will open. Notice, that you only see two tabs, the **My Portfolio** and the **My Resources**. You have access to all completed key performances and any files you have uploaded to your My Resources. 18. To view all your files uploaded to key performances, click the **down arrow** in the **Completed Key Performances for** box. 19. Select **All Matrices**.	
20. Select any key performance to access files for upload to the LiveText File Manager.	

Prepared by: SM
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Task	Screen Shot
21. Click on the file. 22. Click **Save As**. 23. Click on the **Desktop, flash drive, etc.** This area will be backup for all your DDP files. 24. Click the **Save As** button.	
Part 2 - Uploading individual files to LiveText 1. In Firefox, go to **livetext.com**. 2. Log into LiveText. 3. Click on the **Tools** tab. 4. In Quick Links, click on **File Manager**.	
5. Click on the **Upload Files/Images** button. 6. Click on the **Browse** button to locate your file(s).	

Prepared by: SM
C:\Users\weishajm\Desktop\Sheila\LTAccessingFilesinZipFolder.docx

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Task	Screen Shot
7. Select the location where your file(s) is/are saved. 8. Select the file individually. 9. Click the **Open** button.	
10. Wait for the file to upload. 11. Confirmation of the upload will appear.	
12. Make sure the file opens. Click on the file name. 13. Click on the **OK** button in the popup screen.	
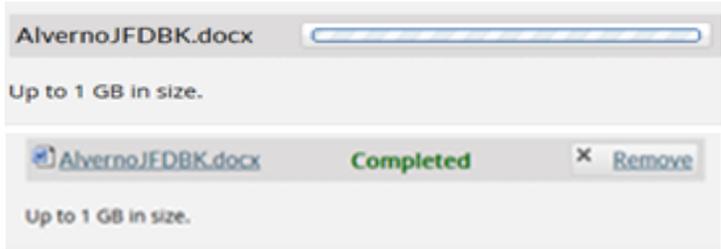
Prepared by: SM
C:\Users\weishajm\Desktop\Sheila\LTAccessingFilesinZipFolder.docx

Task	Screen Shot
14. Note: In this case the files are listed by date uploaded, but you can have them listed by File Name, File Type or Size by clicking on the heading. **Remember: Files are uploaded individually only.**	