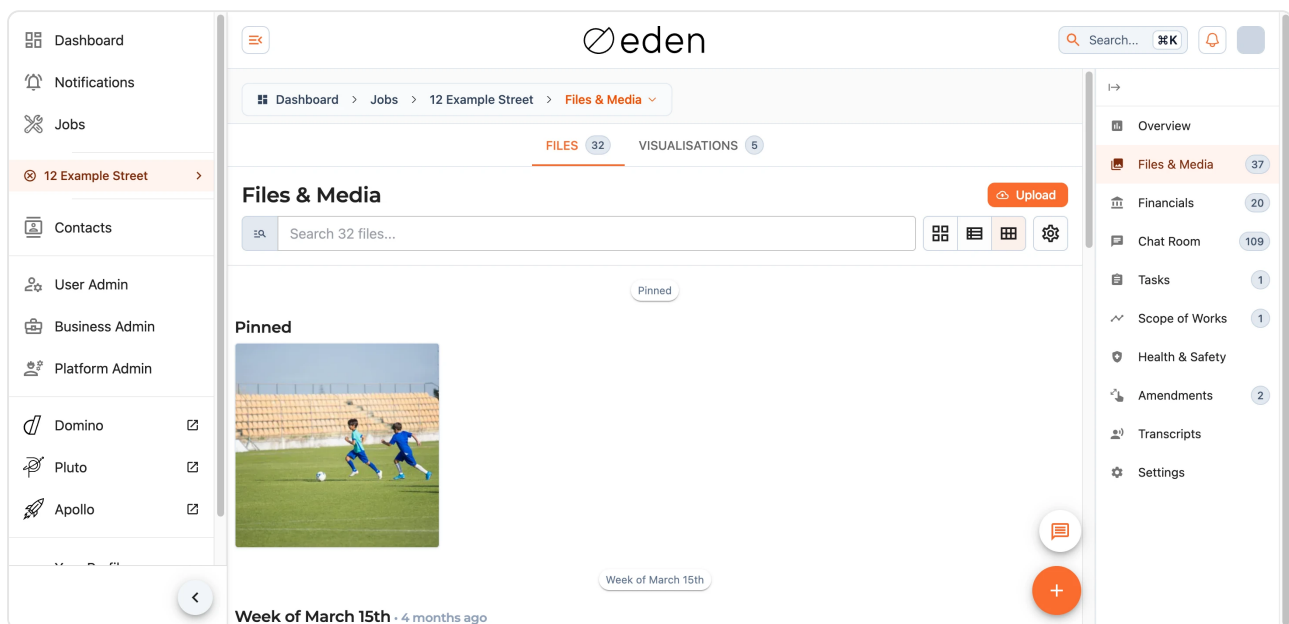


Faila & Ala Faasalalau

🕒 EST. 5 MINUTE READING TIME

Faamatalaga: O lenei itulau na faaliliuina otometi mai le uluai lomiga faa-Peretania, o le lomiga aloaia lea. [Faitau i le gagana Peretania](#)

O mea vaaia uma po o faamaumauga o loo faapipii i se galuega o loo i totonu o le **Files & Media** (Faila & Ala Faasalalau) - o ata na tuuina a'e mai le nofoaga o galuega, o pepa aloaia na faasoa mai e le 'aufaigaluega, ma so o se ata vaaia faa-3D o le meatotino. E te mauaina lenei mea i le [lisi o faasinoala](#) o se galuega, ua vaevaeina i ni laupepa se lua: **Files** (Faila) ma le **Visualisations** (Ata Vaaia). O laupepa e mafai ona e vaai i ai e faalagolago lea i faatagaga o loo ia te oe mo lea galuega.



O faila mo se galuega, ua faavasegaina i vaiaso.

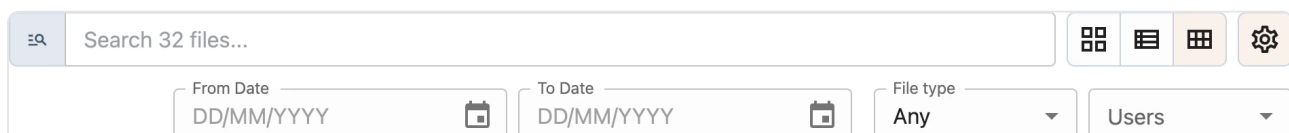
Faila

Ua faavasegaina faila e tusa ai ma le taimi na faaopoopo ai - Aso Nei, Ananafi, lenei vaiaso, ma vaiaso na muamua atu - ina ia faigofie ai pea ona maua mea aupito lata mai na tuuina i luga. O so o se mea ua pineina e tuufaatasia i lana lava vaega i le pito i luga.

E mafai ona e fesuia'i i le va o faatulagaga faa-tile (poloka), lisi, ma le grid (faasologa) ina ia fetaui ma mea o loo e sailia, ma e manatua e le **EDEN** lau filifiliga mo le isi taimi. Filifili so o se faila e tatala ai i se mua'i vaaiga, pe, mo faila e lē mafai ona mua'i vaaia, e sii mai ai i lalo.

Su'eina o se Faila

E su'e e le pusa su'e i igoa o faila, faamatalaga, faailoga (labels), tusitusiga i totonu o pepa aloaia, ma le tagata na tuuina i luga. Mo se su'ega e sili atu ona maoti, tatala le advanced filters (faamama faapitoa) ina ia faaitiitia ai i le ituaiga faila (ata, leo, vitio, PDF, po o isi), i le tagata na tuuina i luga le faila, po o se va o aso faatulagaina. O le **Clear filters** (aveese faamama) e toe faafoi ai mea uma i le amataga.



Fa'aopoopoina o Faila

Afai e iai sau faatagaga e faaopoopo ai faila, e mafai ona e tosoina mai ata po o pepa aloaia i luga o le itulau ma tuu i ai, faapipii se ata na e kopiina, pe faaoga le faamau o le upload (lafo i luga). O faila tetele e lafoina i luga e faaalua lo latou alualu i luma a o faagasolo.

Galueina o se Faila

O faila taitasi e iai le actions menu (lisi o faatinoga) e ofoina atu ai mea e mafai ona e faia i ai. E fua i au faatagaga ma le ituaiga faila, e mafai ona aofia ai nei mea:

- **Preview** (Vaa muamua) i le faila, pe **Download** (Sii mai) lea (e aofia ai ma se kopi PDF pe a maua se tasi).
- **Pin** (Faamau) ina ia tumau i le pito i luga o le lisi ma luga o le [aotelega o le galuega](#).
- **Edit** (Teuteu) se ata - 'oti ma fetuunai, ona faasaoina lea o le taunuuga o se faila fou.
- **Set Permissions** (Seti Faatagaga) e pulea ai po o ai isi e mafai ona vaa i ai.
- **Move to Financials** (Ave i Mea Tau Tupe) pe afai o le faila e tatau ona iai i [pepa aloaia tau tupe](#) o le galuega.
- **Delete** (Tape) lea.

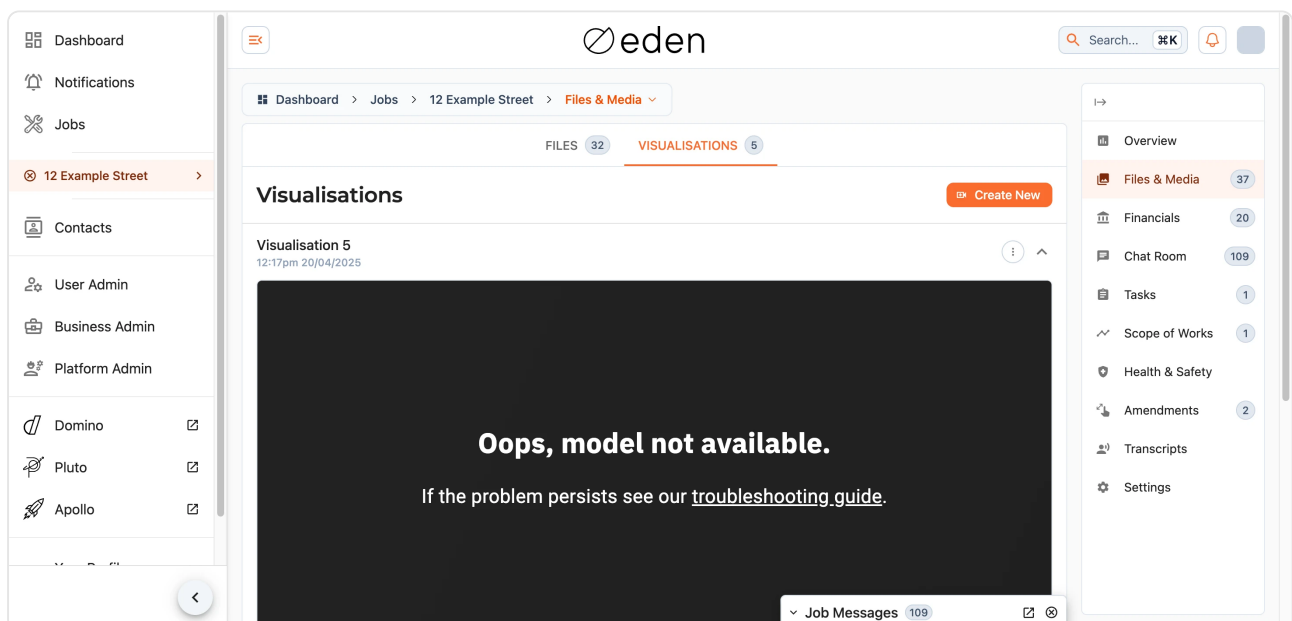
Faia o Mea e Tele i le Taimi e Tasi

Togi le checkbox (pusa tosi) i soo se faila e filifili ai i latou, ona faaoga lea o bulk actions (faatinoga faatasi) e **pin**, **download**, pe **delete** ai le filifiliga atoa i le taimi e tasi. O loo iai le **Select All** (Filifili Uma) pe a e manao e faatino mea uma.

Manatua: e na o faila lava e iai sau faatagaga e pulea e mafai ona e faamauina pe tapeina. Afai e iai nisi o au mea na filifilia e le mafai ona faatinoina, o le a faailoa atu e le **EDEN** ia te oe ma faatino le vaega o totoe.

Visualisations (Ata Faataitai)

O le tab (vaega) o le **Visualisations** (Faaaliga Vaaia) o loo iai soo se interactive 3D visualisations (faaaliga fegalegaleai faa-3D) o le meatotino - o se virtual walk-through (savali maimoa faatekonolosi) e mafai ona e susesueina sa'o lava i lau browser (polokalame susesue).



Afai e iai sau faatagaga, e mafai ona e faaopoopoina se mea fou i le faamau o le **Create New** (Fausia se Mea Fou). Afai e leai lava se mea o iai, pe e leai foi sau avanoa i ai, o le a na o le faailoa atu lava e le tab o lena mea ia te oe.