

Video Tip

# AWS File Manager

This feature allows you to manage your Arianna workspaces.

## Steps

- 1.) Close any open workspaces, then click on the AWS File Manager icon in the toolbar.
- 2.) Select the workspace you wish to work with and use the right-facing arrow in the top right box labeled 1st AWS File. This will display the modules contained in that workspace in the top box.
- 3.) To work with a second existing workspace, repeat step 2, but use the right-facing arrow in the bottom right box labeled 2nd to display the modules used in the second workspace. Remember, you can create a new workspace from an existing one and copy or move modules to it using the 2nd workspace box and corresponding icons.

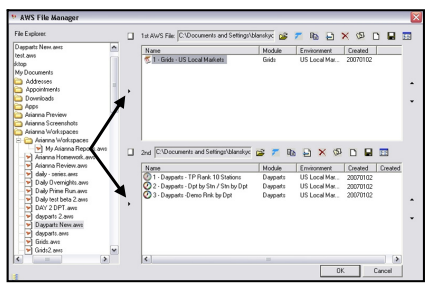
## Note

For all the AWS File Manager options, see the [Arianna Quick Cards](#).

### Using the AWS File Manager

**To use the AWS File Manager:**


- 1.) Close all open workspaces using the Close Workspace icon in the toolbar.
- 2.) Click the AWS File Manager icon on the toolbar.
- 3.) Browse to the folder where your Arianna Workspace files are stored and select an .aws file to manipulate.
- 4.) Use the Select icon to add the list of modules in that file to either the top or bottom window.
- 5.) Select a module in the top or bottom window and use the appropriate icon(s) to select, copy, move, delete, rename, create a new workspace and save. Refer to the Icon Guide on the right for help with icon choices.
- 6.) Use the Save button to save changes to the .aws file or to a newly created .aws file.




**AWS File Manager Icon Guide:**

- Browse
- Select All
- Copy
- Move
- Delete
- Rename
- New
- Save
- Icon View

**Note:** You can either open two workspaces and move items between them, or open one workspace and create a new workspace using modules from the current one.



Helpline 800-423-4511



Presented by Brooke Heinzmann.

For assistance, please call the Nielsen Solutions Center at 1-800-423-4511.

Confidential and Proprietary—Copyright © 2011 The Nielsen Company