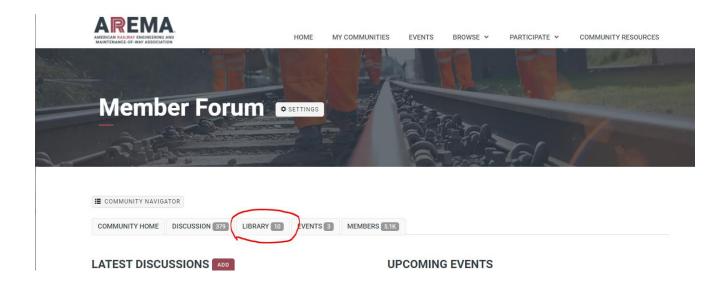
# Library Guide

AREMA Community Members, welcome to the revamped library. This Guide will help you navigate the new library with ease.

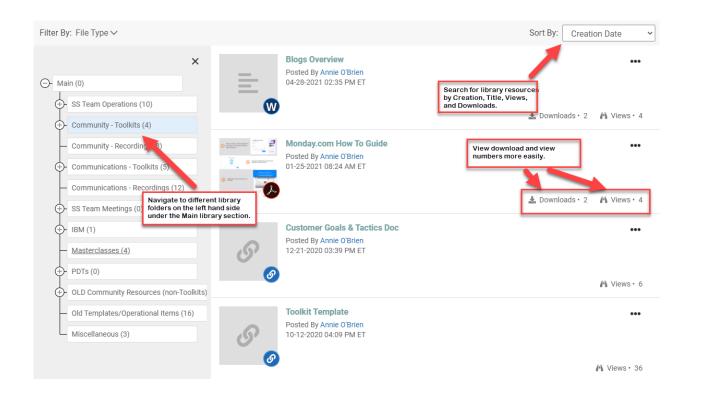
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## Library Overview

Find a community's Resource Library by clicking on the Library tab from the community homepage.

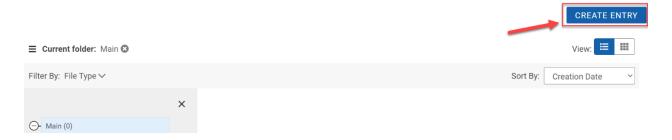


The new format provides easier browse and search content. Library entries can be sorted by Title, Views, or Downloads. There is also more seamless navigation between folders.

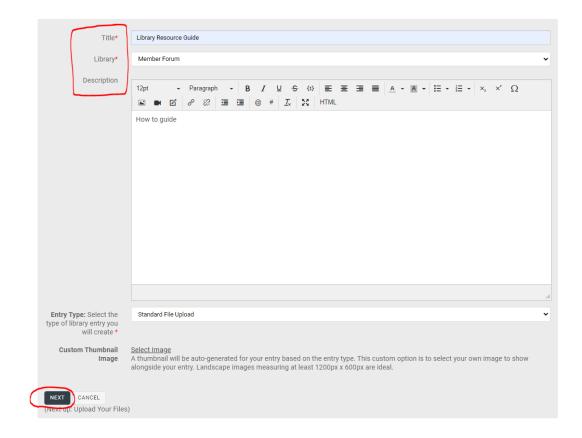


# Adding Resources to the Library

To add a resource to the Library, click the "Create Entry" button on the top of the library resource window.



Fill out the necessary windows with Title, Library (community destination), Folder, and a short Description. When you are finished, click Next.



At the next window, upload your resource, and click Next when you are finished.



Now that you have your file uploaded, you can pick the permissions, or licenses, for the item you wish to upload. Click Next if you want to add a description, or Finish if you want to skip that step.

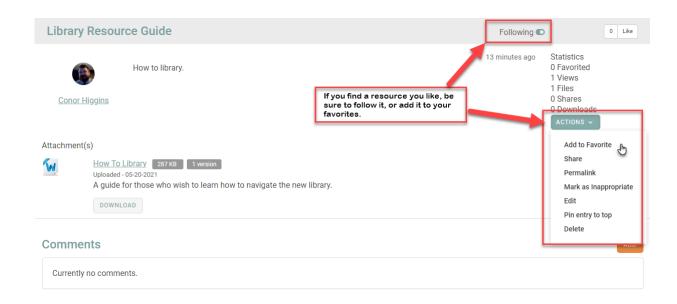


Enter a name and a description and then click finish.

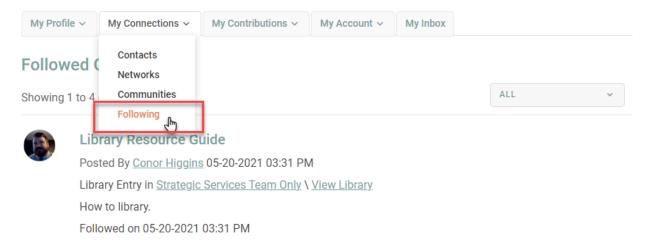


## Favoriting a Resource in the Library

If you find a library resource that you like, follow it by clicking the "Follow" tab on the top right, or adding the item to your favorites by clicking "Add to Favorite" under the Actions tab to the right-hand side.

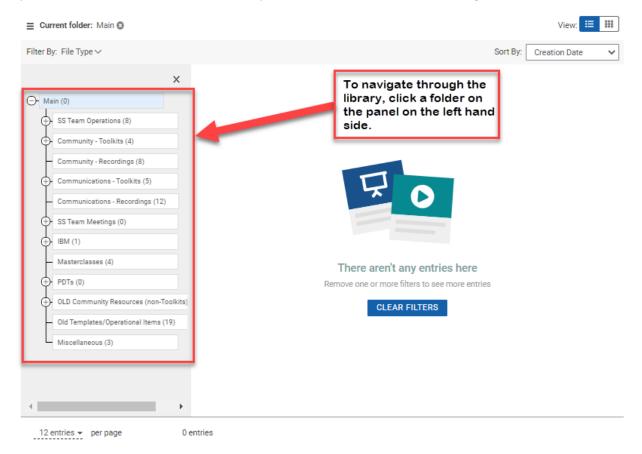


If you want to see the items you are following, go to your profile, click on My Connections, and go to Following. Under there, you will find everything you have followed.

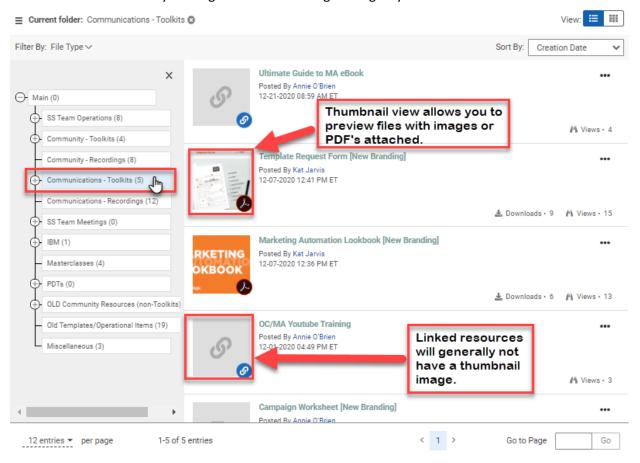


# Navigating the Library

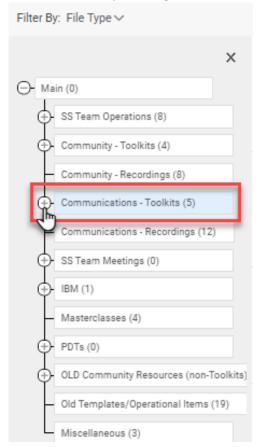
In the library, you can move between folders using the navigation panel on the left-hand side. This will spell out the folder names and allow for quicker resource access and browsing.



Choose a folder to view by clicking on it. After clicking it will give you an overview of the folder contents.

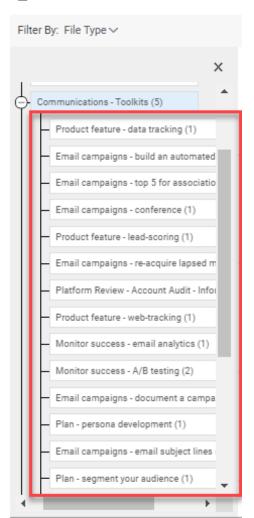


On the left-hand side, some folders have + symbols next to their titles. Those are collapsed folders, and when clicked will open navigation to additional folders and content.

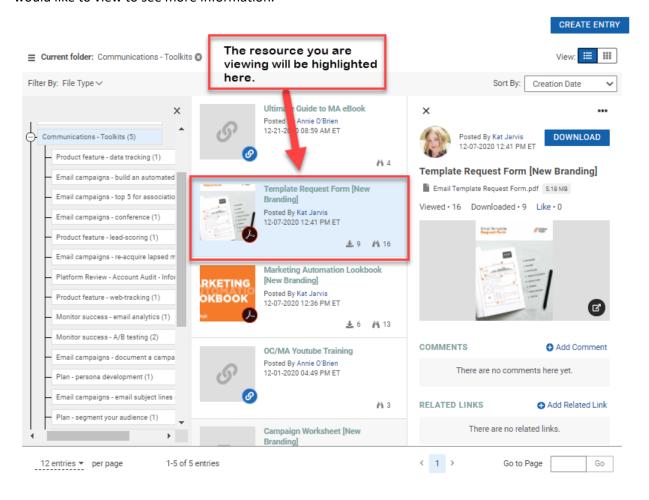


This is an expanded folder with additional content. Click on one of these folders to view the items stored within them. The numbers in parentheses indicate the number of items within that respective folder.

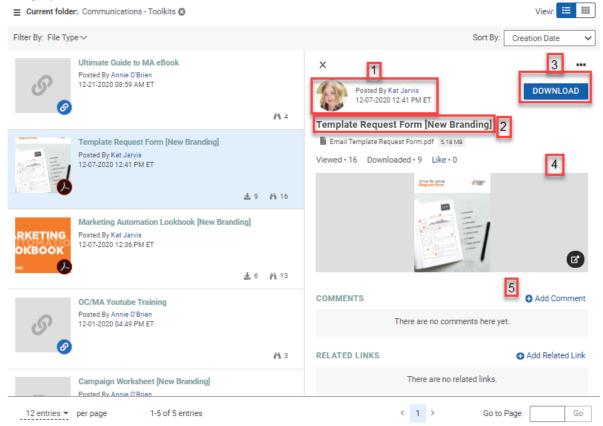
■ Current folder: Communications - Toolkits



Once you find the folder you want, you should be able to navigate the contents. Click on a resource you would like to view to see more information.



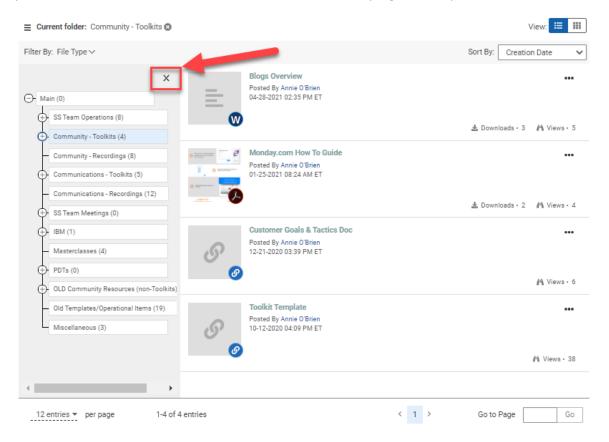
Below is an expanded view of the single library folder. The number below corresponds to the number on the graphic.



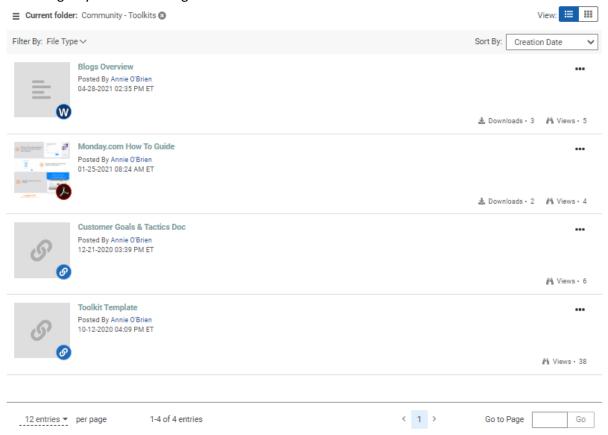
- 1. Indicates the resource owner.
- 2. The title of the resource.
- 3. Click to download the resource.
- 4. A thumbnail preview of the resource (if applicable-only applies to specific file types).
- 5. Click here to add a comment to the resource.

# Changing Folder Views

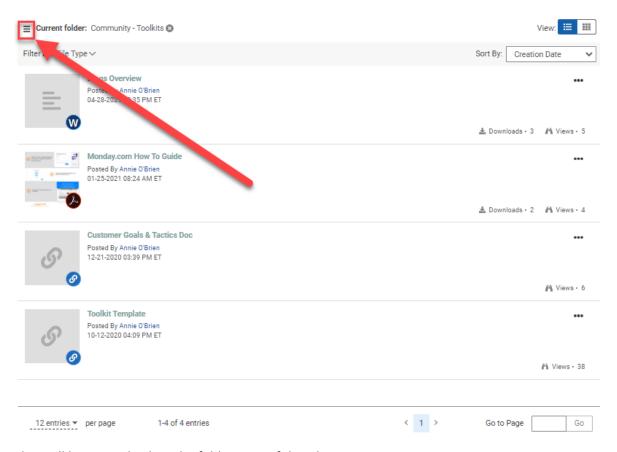
If you are looking at a folder, and want a more complete view, you can collapse the library navigation panel on the left-hand side. To do that, click the X on the top right of the panel.



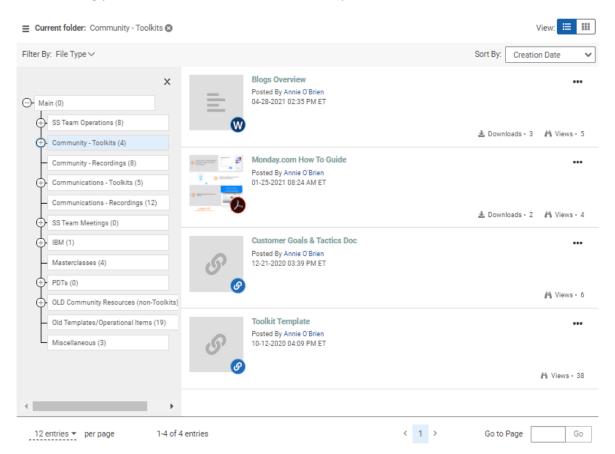
#### That will give you the following view.



If you want to bring the navigation panel back up, click the three parallel lines on the top left next to "Current folder."

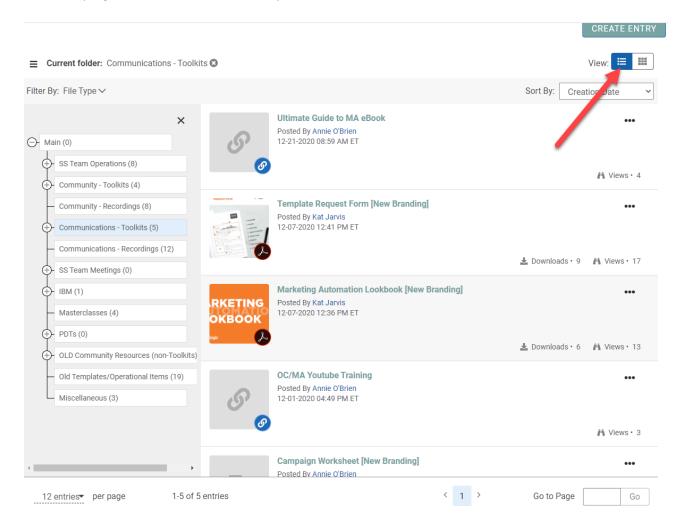


#### That will bring you back to the folder view of the Library.

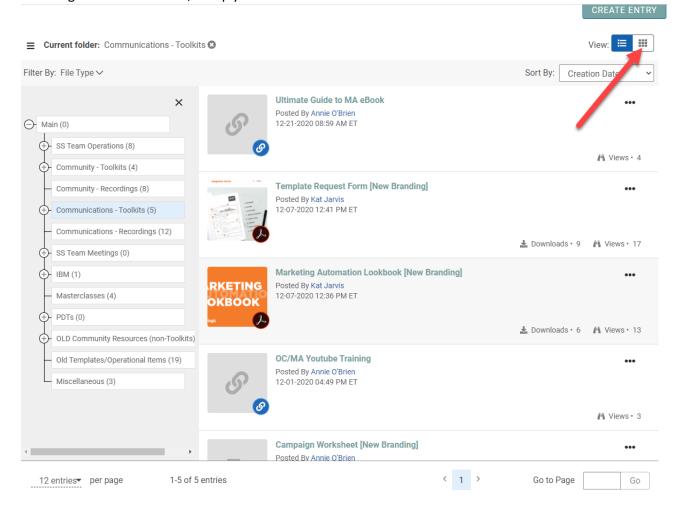


# **Changing Library Views**

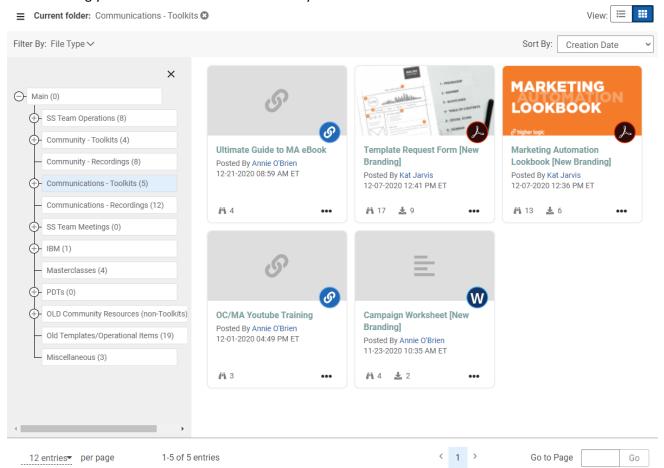
With the updated library format, you can change the way you view the Library window. The basic/standard view of the Library is the "row view" which you can see by hovering over the View icon on the top right-hand corner of the Library.



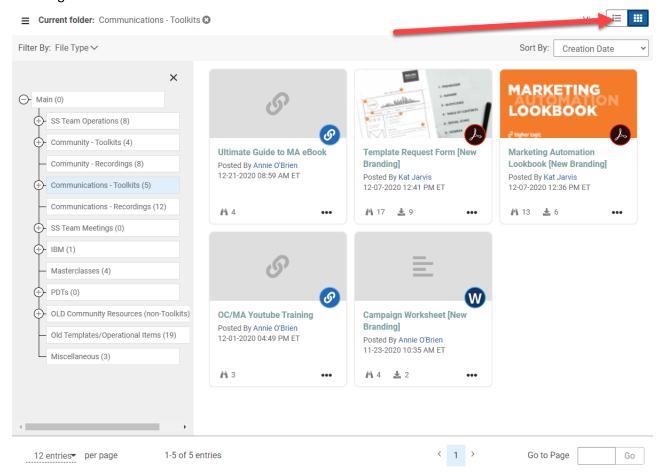
To change to the "card view," simply click the icon next to the "row view" button seen here.



#### That will bring you to the "card view" of the Library.



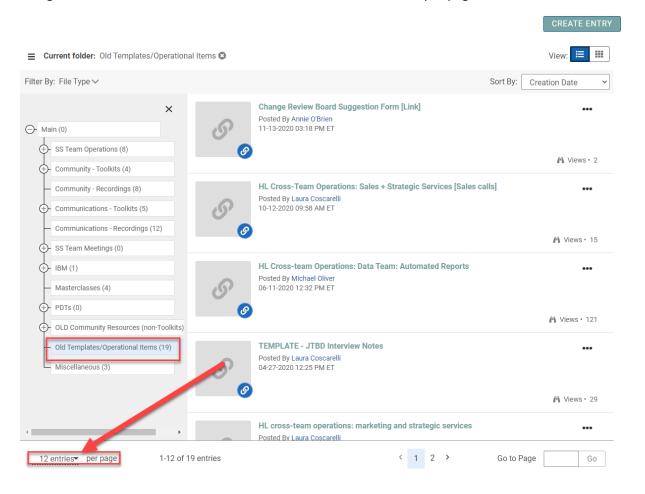
The "card view" allows users a more complete overview of the resources available in each library. To navigate back to the "card view," simply click on the button shown below, and it will bring you back to the original format.



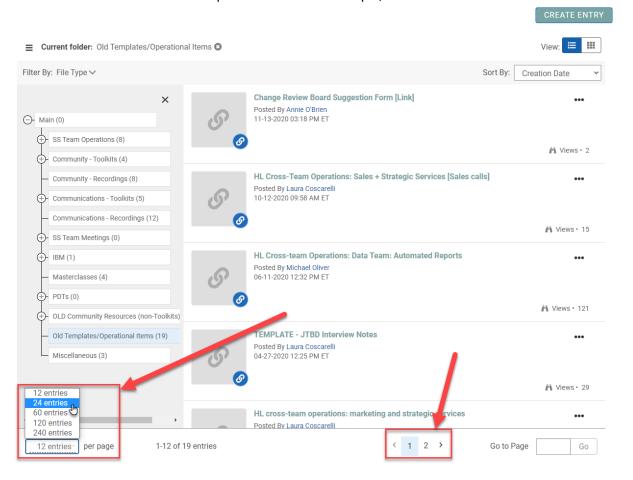
## Changing Entries Per Page

To view more entries than the standard 12 per page, navigate to the bottom left-hand corner of the Library window. Selecting will display the option to choose to view 12, 24, 60, 120, or 240 resources per page. This is especially useful for those Libraries with thousands of entries, minimizing the number of pages that need to be searched, and increasing the ease of navigation.

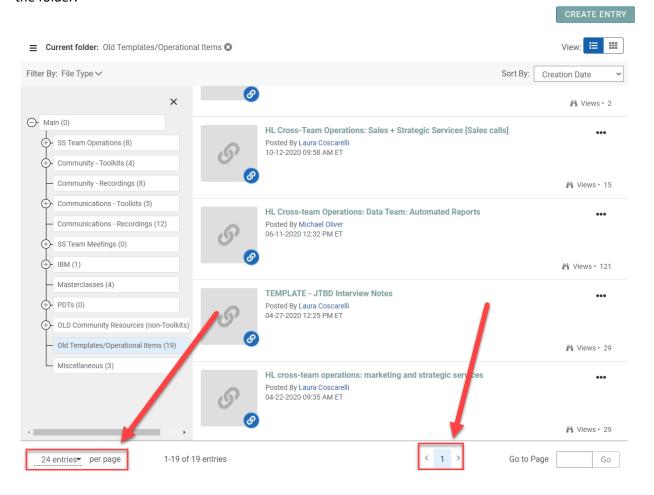
Navigate to the bottom left of the window and click on the "entries per page" button.



Then select the number of entries preferred. For this example, 24 entries were chosen.



In this example, the page number has decreased, because the view exceeds the number of resources in the folder.



This is the same folder, with the "card view" or "gallery view" option discussed above.

