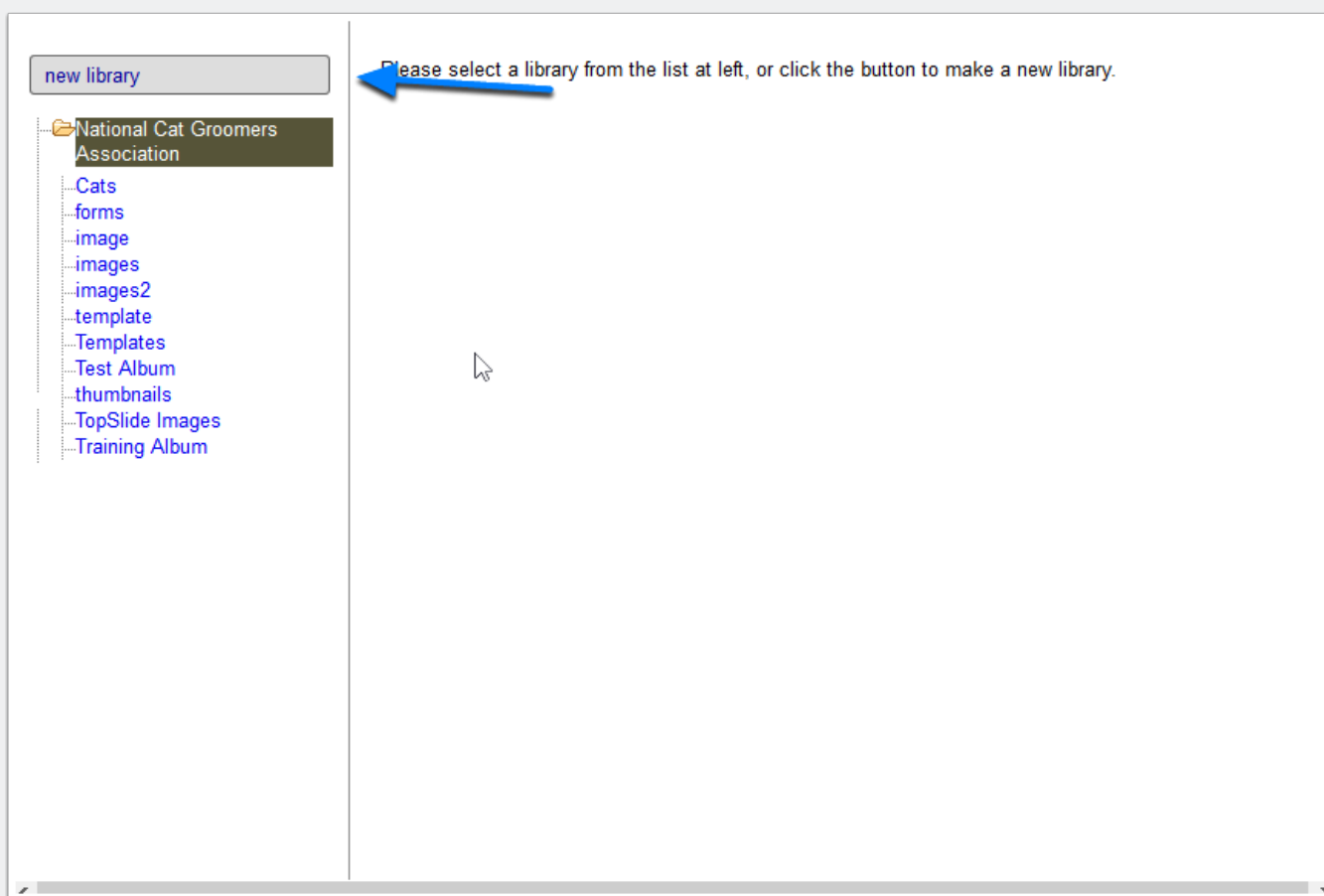


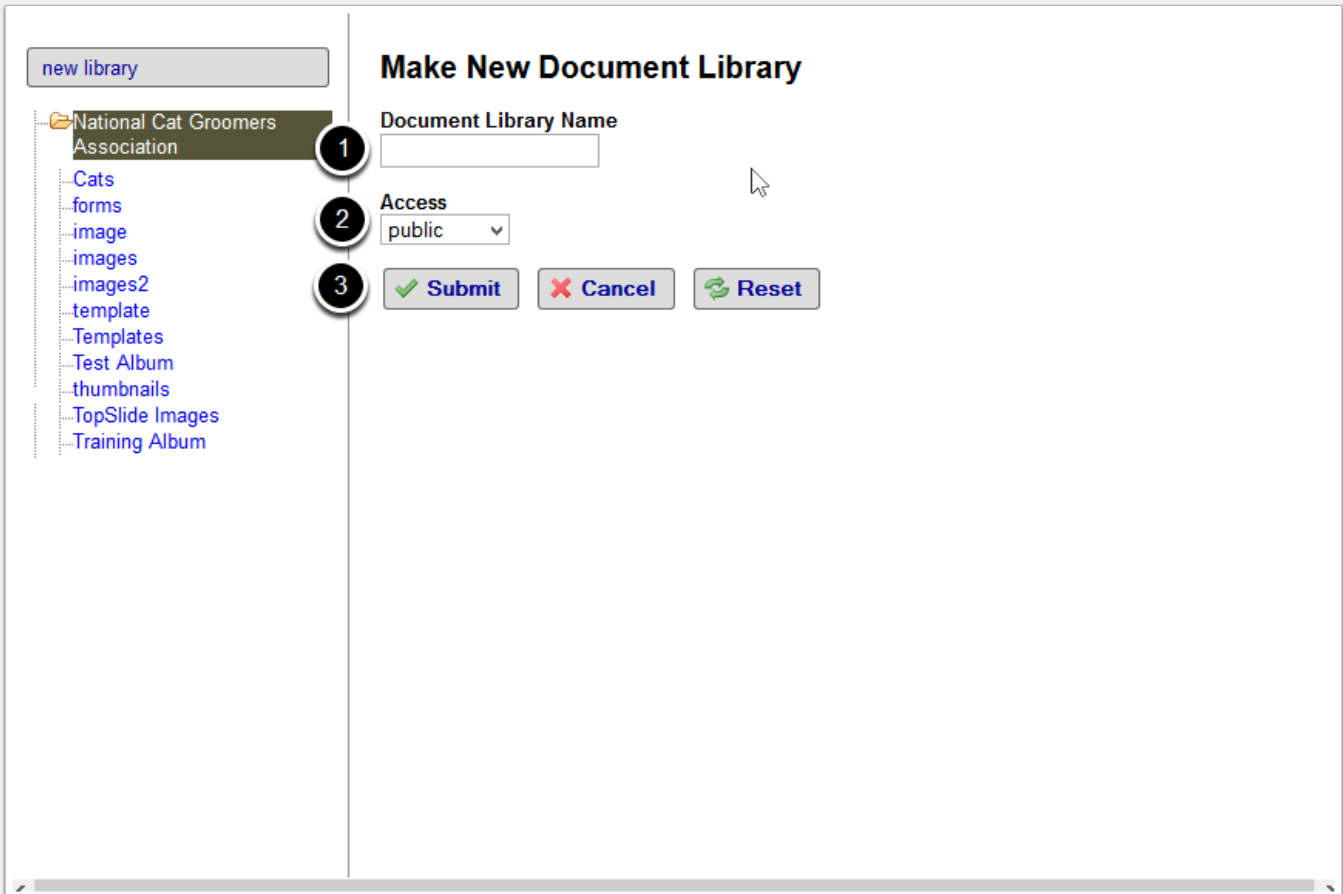
Documents Module

When you first enter the Documents Album, you can either select an existing Library, or start a new one. To start a new one, click on New Library



New Library

1. Enter a Title for the new Library.
2. If this Library will contain documents that pertain only to members, then select members, otherwise leave it as public.
3. Click on Submit to finish.



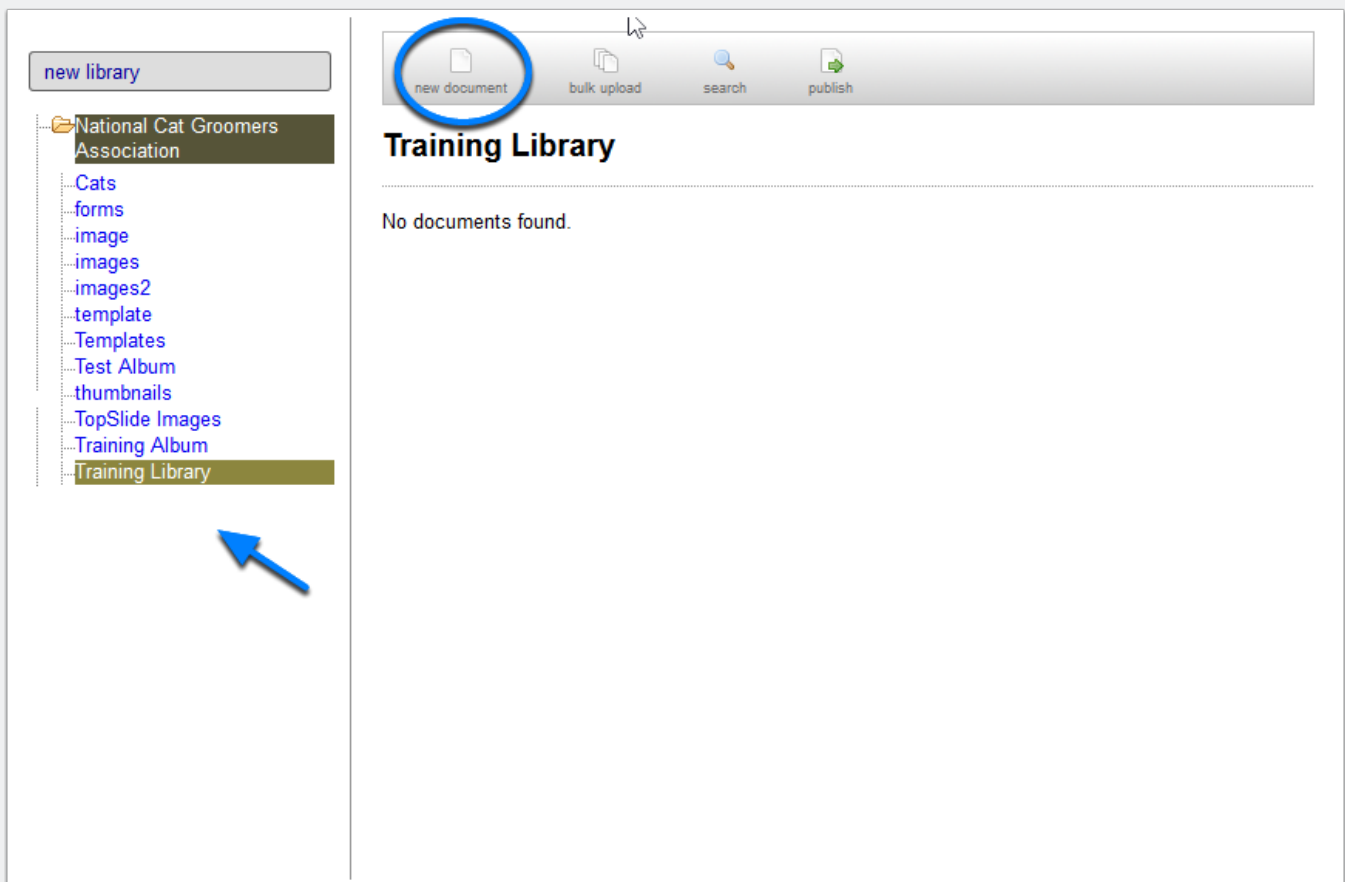
The screenshot shows a web interface for creating a new document library. On the left is a tree view of folders under 'National Cat Groomers Association', including 'Cats', 'forms', 'image', 'images', 'images2', 'template', 'Templates', 'Test Album', 'thumbnails', 'TopSlide Images', and 'Training Album'. A search box at the top left contains 'new library'. The main form area is titled 'Make New Document Library' and contains the following elements:

- Document Library Name:** A text input field with a callout '1' pointing to it.
- Access:** A dropdown menu currently set to 'public' with a callout '2' pointing to it.
- Buttons:** Three buttons at the bottom: 'Submit' (with a green checkmark icon), 'Cancel' (with a red X icon), and 'Reset' (with a green circular arrow icon). A callout '3' points to the 'Submit' button.

New Document

You now have a new library.

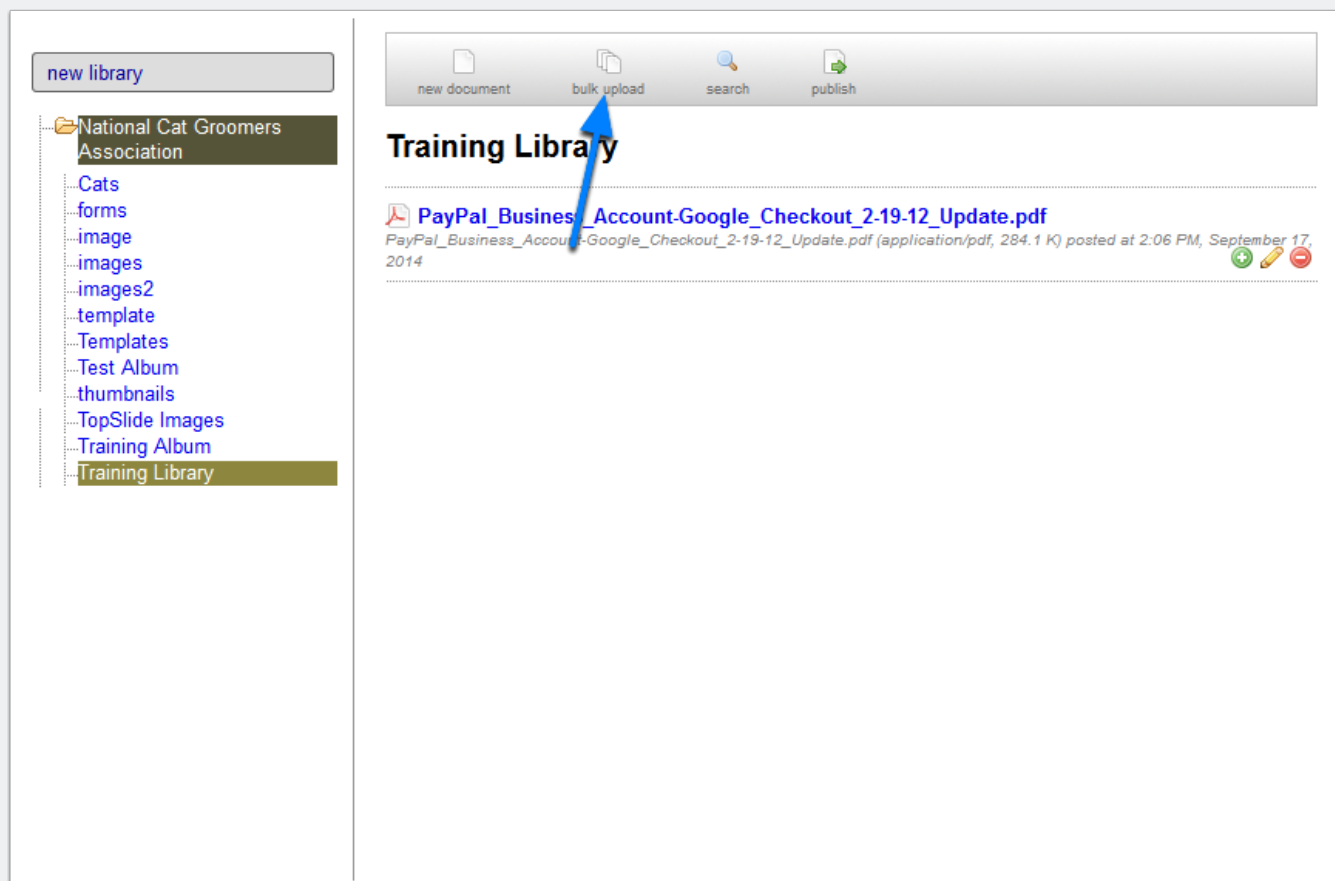
Now to add documents. There are two ways of doing so. One at a time, or using the bulk upload tool. Let's start with adding a single image. Click on New Document.



The screenshot displays the Documents Module interface. On the left, a sidebar titled 'new library' shows a tree view of folders under 'National Cat Groomers Association'. The 'Training Library' folder is highlighted with a blue arrow. At the top, a navigation bar contains four buttons: 'new document' (circled in blue), 'bulk upload', 'search', and 'publish'. The main content area is titled 'Training Library' and displays the message 'No documents found.'

Bulk Upload

Now let's take a look at other method of uploading images: Bulk Upload. Use this upload when you have several documents you need uploaded.



Other Tools

Other tools on this top menu include:

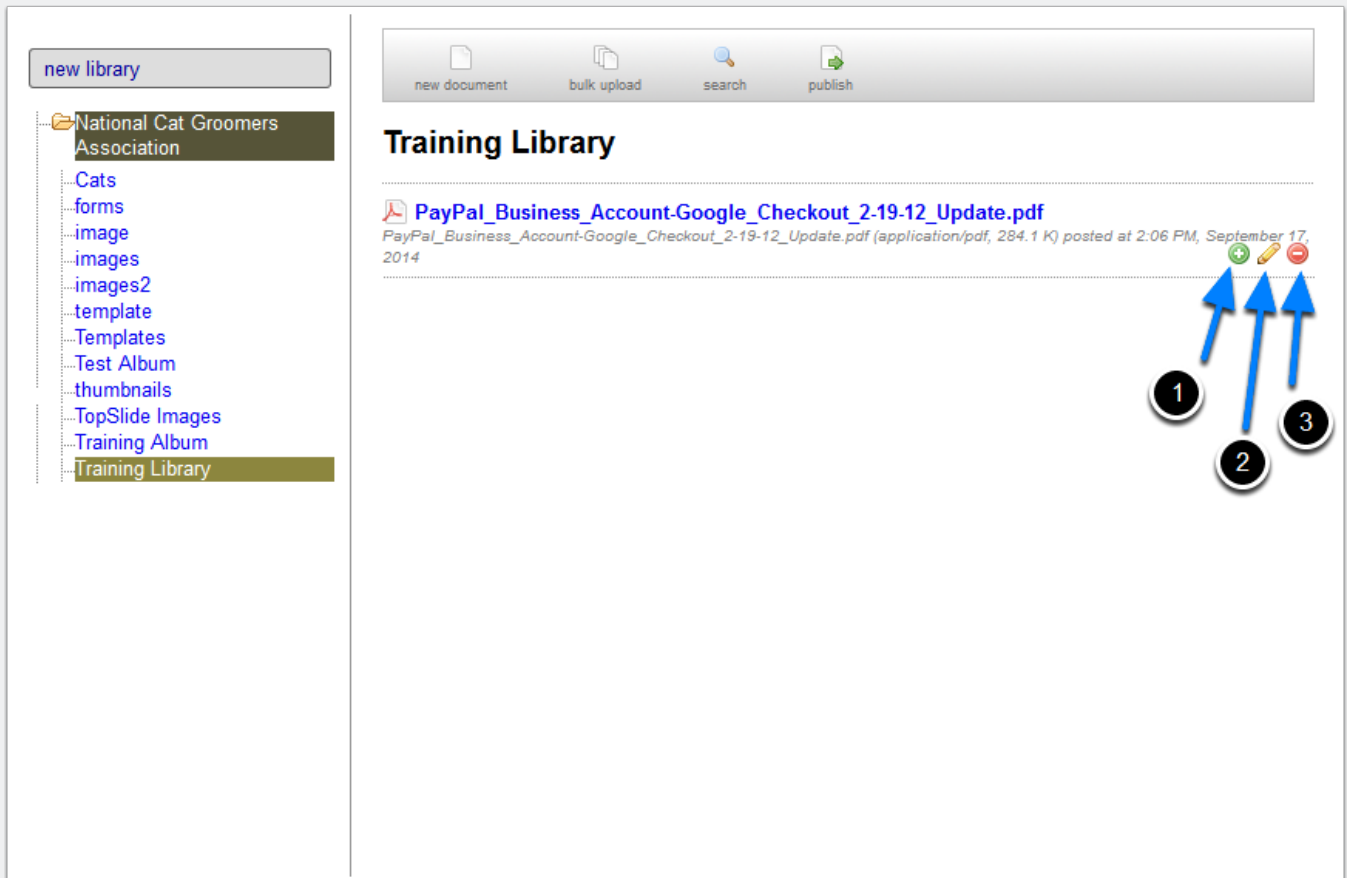
1. **Search:** use this tool to search all the files and images contained in your libraries/albums
2. **Publish:** Use this to publish the library. After changing any document or adding new documents, you should always publish the library. Failing to do this may cause your documents to load too slowly, or not to update correctly (since the previously published version may be used instead).

The screenshot displays the 'Documents Module' interface. On the left, a sidebar shows a tree view of libraries under 'National Cat Groomers Association', with 'Training Library' selected. The main area features a top navigation bar with icons for 'new document', 'bulk upload', 'search', and 'publish'. Below this, the 'Training Library' title is shown with two numbered callouts: '1' pointing to the 'search' icon and '2' pointing to the 'publish' icon. A PDF document titled 'PayPal_Business_Account-Google_Checkout_2-19-12_Update.pdf' is displayed, with a mouse cursor hovering over the 'publish' callout.

Image Editing Tools

Now let's go over the four small thumbnails to the right of the image:

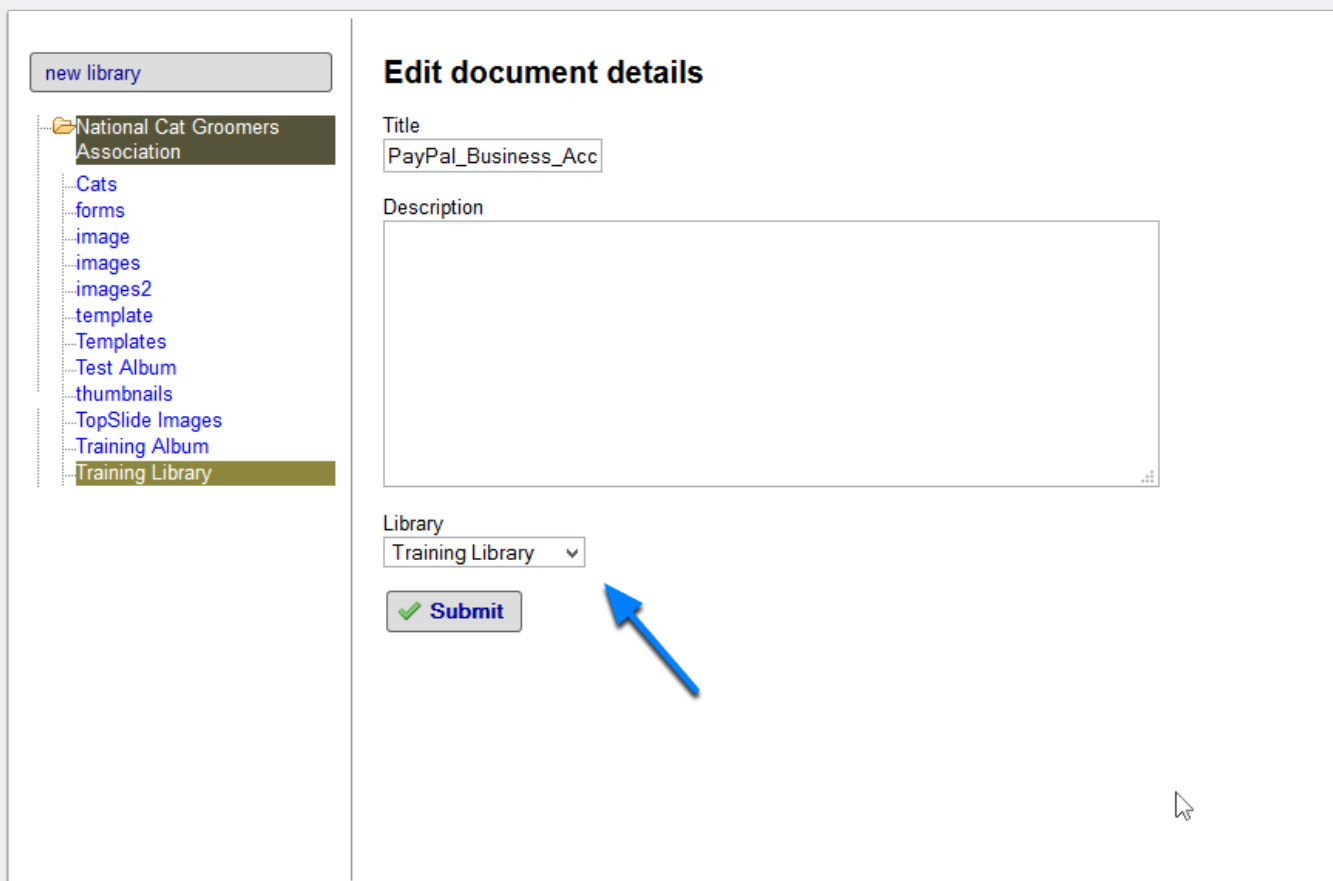
1. **Update:** use this to update the document (upload a new file),
2. **Edit Document Details:** use this to change the title of the document or move the file to a different library (see next page)
3. **Delete:** use this to delete the document from the library. (Documents are moved to the Trash, so you can recover them there if you mistakenly delete one)



The screenshot displays the 'Documents Module' interface. On the left is a sidebar with a 'new library' button and a tree view of folders under 'National Cat Groomers Association'. The 'Training Library' folder is selected. The main area shows a toolbar with 'new document', 'bulk upload', 'search', and 'publish' buttons. Below the toolbar is the 'Training Library' header. A document titled 'PayPal_Business_Account-Google_Checkout_2-19-12_Update.pdf' is listed, with a subtitle indicating it was posted at 2:06 PM on September 17, 2014. To the right of the document title are three small icons: a green plus sign, a yellow pencil, and a red minus sign. Three blue arrows point from numbered circles (1, 2, and 3) to these icons respectively.

Moving file to a different library

Use the Library dropdown to select the Library where you would like the file to be move to. Once selected, click on Submit.



The screenshot displays the 'Edit document details' interface. On the left, a sidebar shows a file tree with 'National Cat Groomers Association' as the root. Underneath, several sub-items are listed, including 'Cats', 'forms', 'image', 'images', 'images2', 'template', 'Templates', 'Test Album', 'thumbnails', 'TopSlide Images', 'Training Album', and 'Training Library'. The 'Training Library' item is highlighted. The main content area is titled 'Edit document details' and contains the following fields:

- Title:** A text input field containing 'PayPal_Business_Acc'.
- Description:** A large, empty text area.
- Library:** A dropdown menu currently showing 'Training Library'.
- Submit:** A button with a green checkmark icon and the text 'Submit'.

A blue arrow points to the 'Submit' button, indicating the final step in the process.