A User Guide for the Redesigned Community Library

About this Guide

ASHA's Community Library will be migrating to a redesigned layout on July 28th, 2021, to give files a more modern look and to offer a more functional user experience. This guide is designed to help members of a Community navigate the new Library layout and view and share files.

Checkout the Redesigned Library Video Tutorial

In addition to the instructions provided in this guide, members can refer to this **5-minute video** for a quick overview of the new redesigned Library.

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Library Layout

In a Community Library, files are directly uploaded to what are called "Library Entries," and are then available for download by members of the Community. Through the Community Library, members can view and share a variety of file types (including multimedia) that others can comment on and recommend.

In a Community Library, you will immediately view two panels:

- A "Folder Tree" on the left
- And the contents of a selected Folder (i.e., the Library Entries saved in that Folder) on the right

To view Library Entries in a Folder, simply select the Folder in the Folder Tree. The Folder selected will be filled light blue, and the name of the Folder will appear above the Folder Tree.
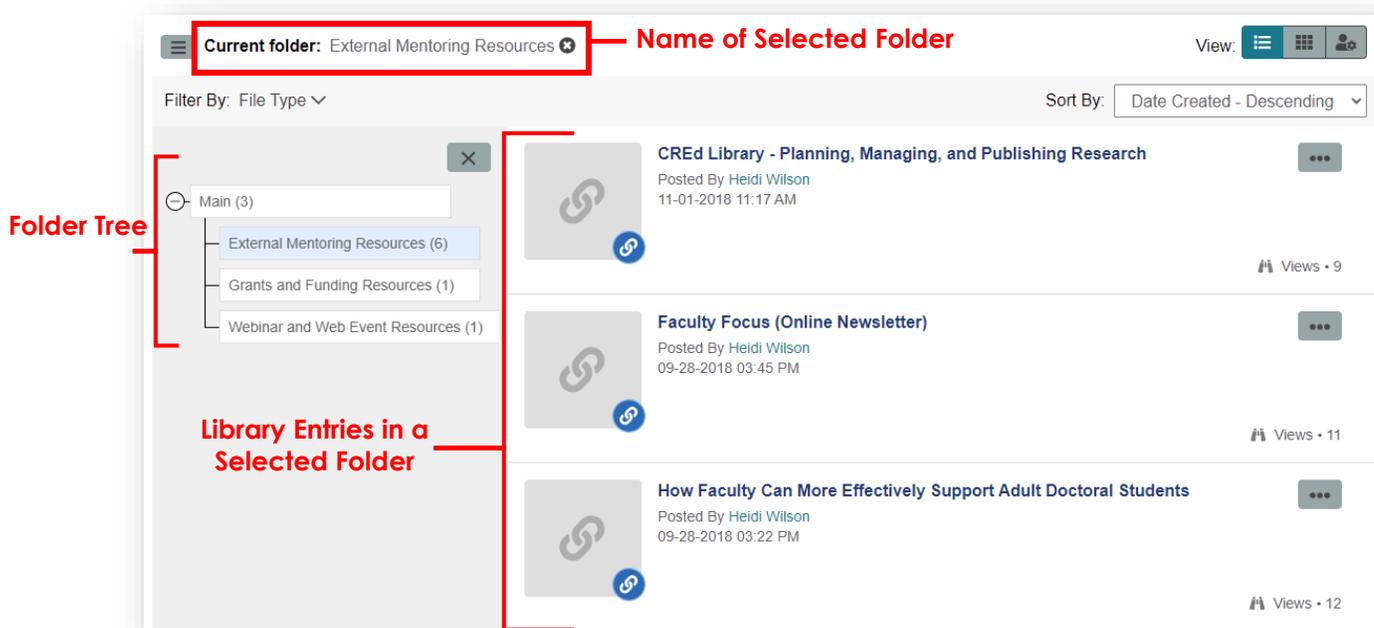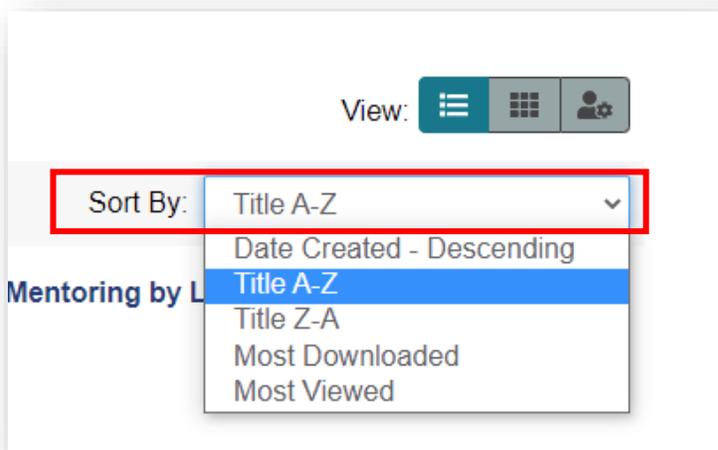

You can use the available Views feature at the top right to view the Library Entries in a Row or Card layout

Card View

Row View
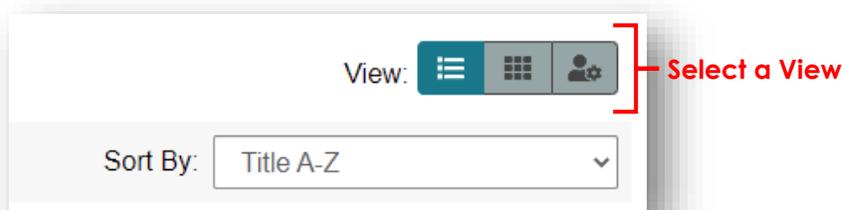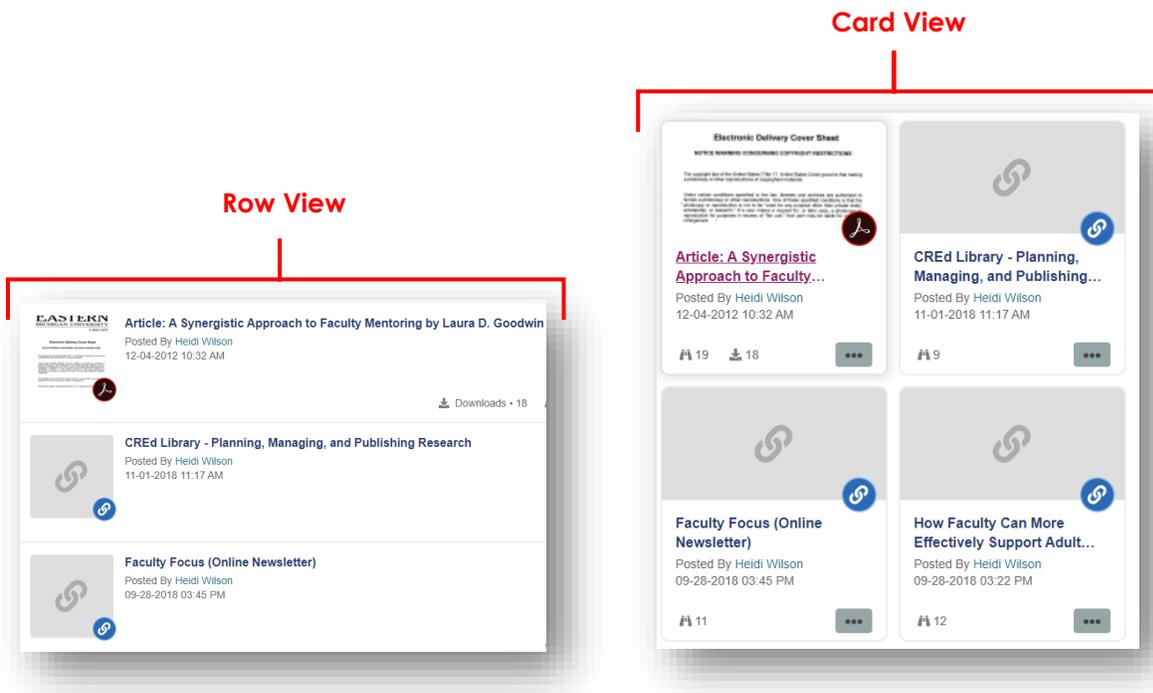
You can also select the "Sort By" dropdown menu to sort the Library Entries in a selected Folder in desired order.


Viewing a Library Entry

Selecting the name of a Library Entry will open a panel to the right that displays a quick view of the contents of that Library Entry. In the example below, the:

(1) Folder "External Mentoring Resources" is opened
(2) The Library Entry "Mentoring Circles in Higher Education" has been selected, and a
(3) Quick view of the Library Entry's contents appears on the right in which two files are available to view or download.
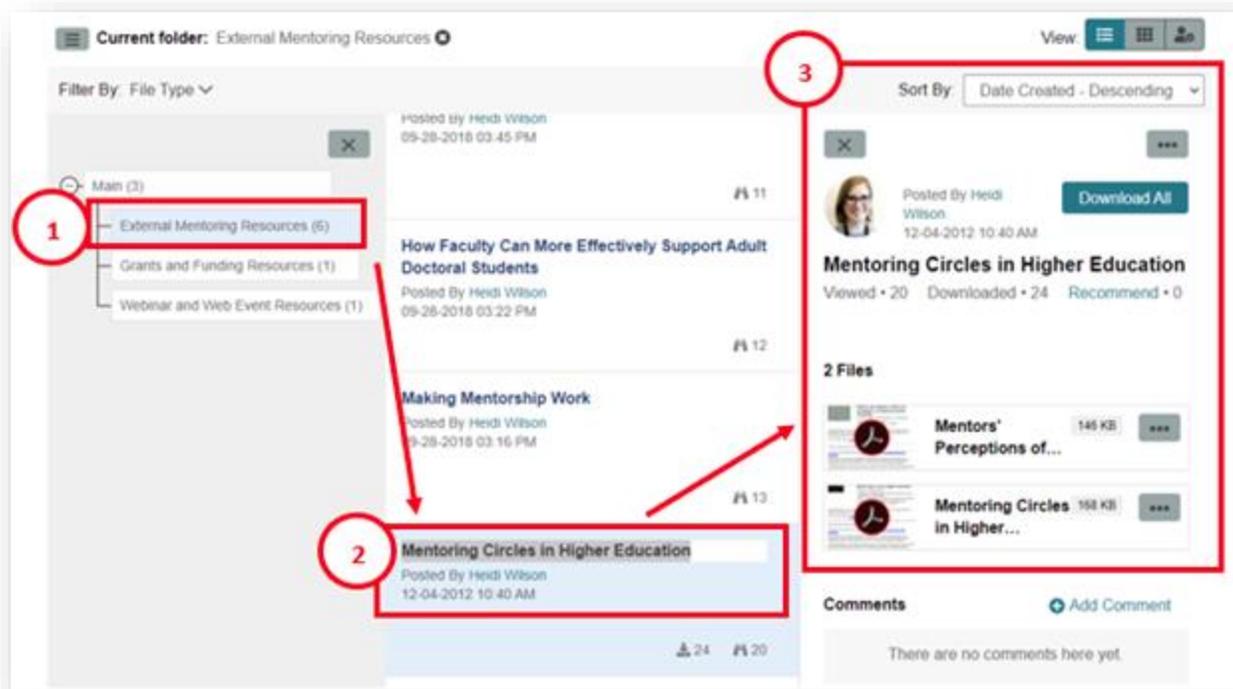
Some Library Entries will contain files available for download. From the quick view, you can choose to download the contents of the Library Entry.
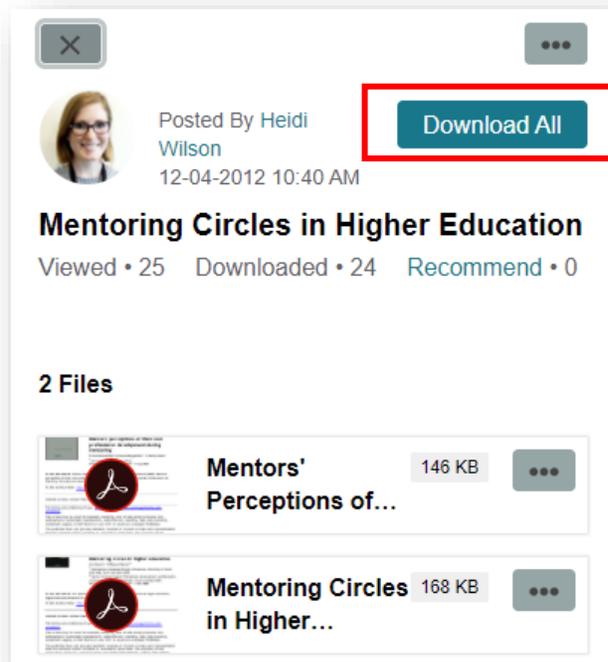
To view the Library Entry page, select the ellipses in the top right corner of the quick view and select "View Entry Page." Once you've opened the page, you can download files separately and view and add comments about the contents of the Library Entry
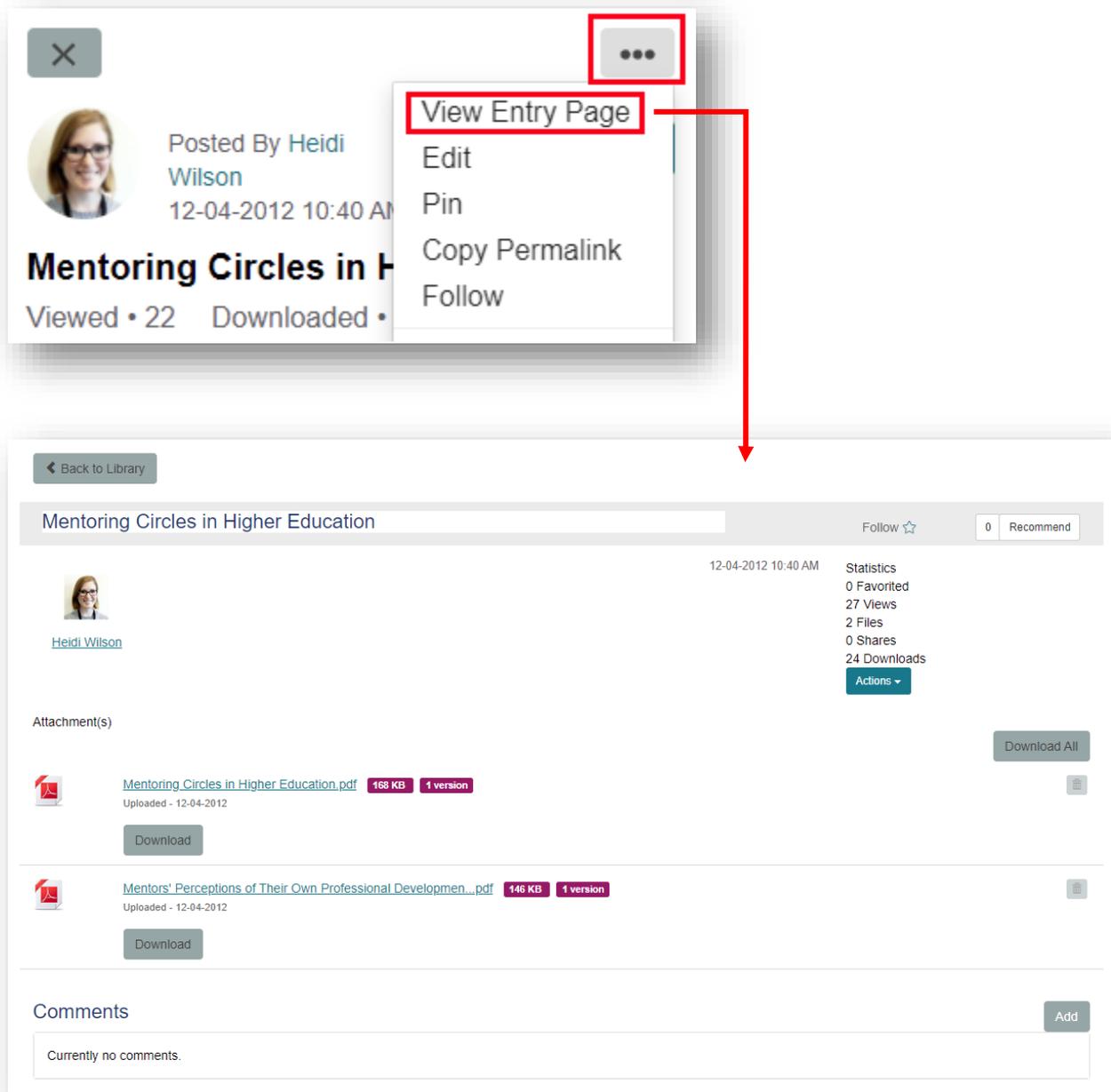
Adding a Library Entry

Depending on the permission settings of a Community Library, members of the Community may be able to create Library Entries and upload files (in many cases, only the Community administrators have the ability to create Library entries). You can follow the steps below if you are a member of a Community that enables all members to create Library Entries and you wish to share a resource.

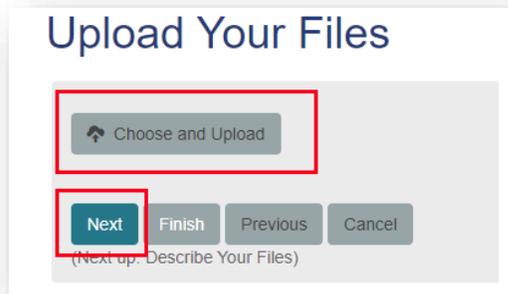**First, select "Create Entry" in the top right corner**
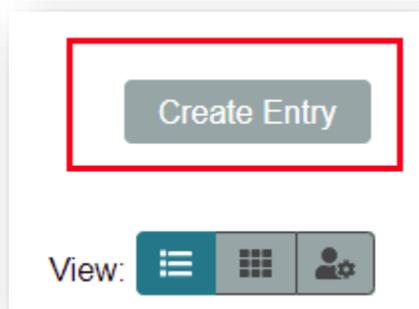
In the New Entry window:

(1) Add a title
(2) Select the Library Subfolder where the Library Entry should save from the dropdown menu
(3) Enter content in the Description editor (optional)
**(4) Select the file type from the dropdown menu**

Select "Next."

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Select "Choose and Upload" to select your file(s), select "Upload," and select "Next."

Next, you can choose to enter a title and description for your file, and if you have multiple files, you can use your cursor to drag and drop your files in any order. Select "Finish" to save your Library Entry.
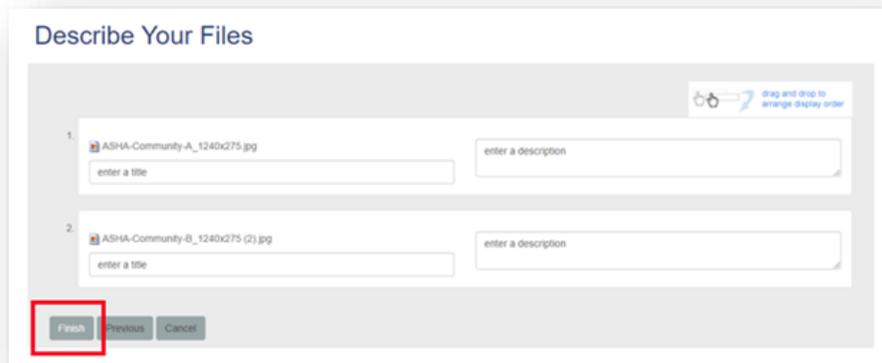
Deleting a Library Entry

To delete a Library Entry, select the ellipses to the right of the Library Entry, and in the menu that appears, select "Delete."