

Create a Library Entry

You can think of Library Entries as containers for individual files; you can upload multiple files to a Library Entry. You can either create a separate library entry by uploading your file under the Library tab, or you can attach a file to a post. The process is similar since either option takes you to the same Add to a Library screen.

On the **Library** tab, click **Create New Library Entry** to work through the Create Entry Wizard, which guides you through the upload process. This process comprises four steps, each discussed in their associated sections below.

Step 1 - Describe & choose Entry Type

To begin, describe and configure your Entry using the available options:

Add to a Library

Title*

Example Entry

Description

Library*

EC - West Coast Chapter

Folder

Meeting Minutes

Entry Type: Select the type of library entry you will create

Standard File Upload

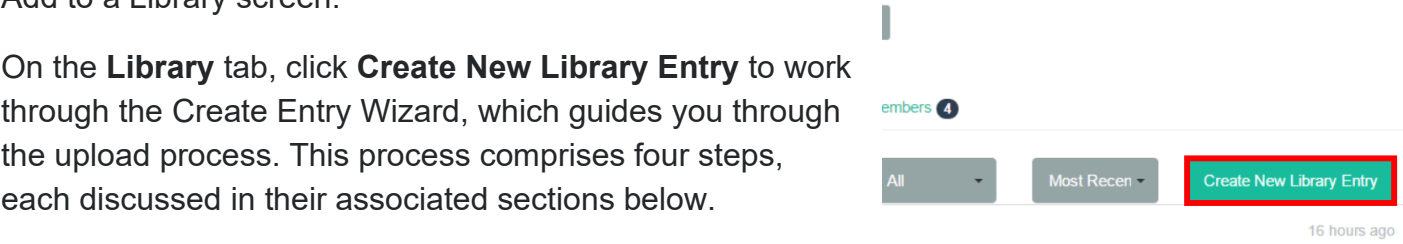
Owner

Lookup

Next

Cancel

(Next up: Upload Your Files)



Field	Description
Title	Give your Entry a descriptive title making its purpose clear.
Description	If desired, describe your Entry here to give users any helpful or useful information about it.
Library	The community you're uploading a file to will already be selected here, but if you'd like to upload the file to a different community's Library, you can select any communities you belong to from this menu.

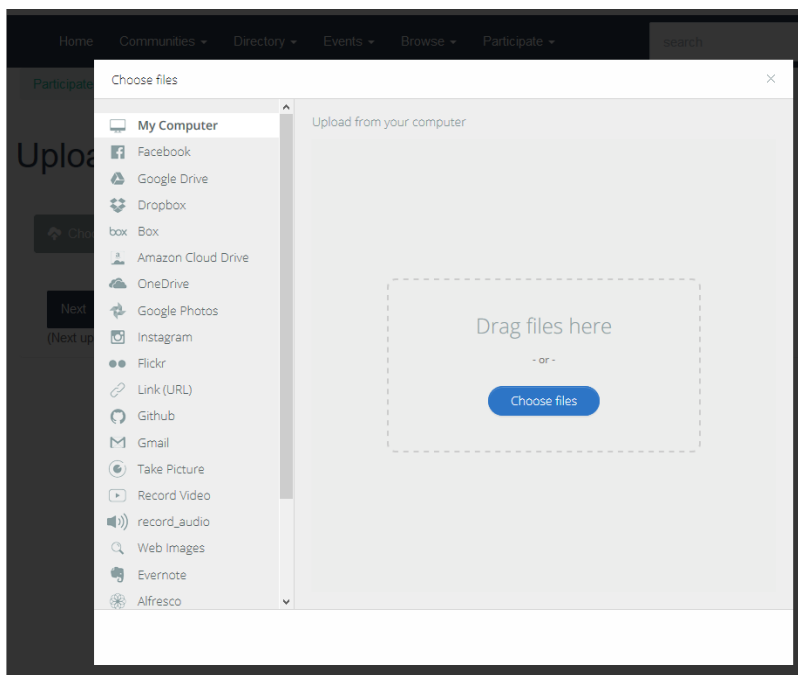
Field	Description
Folder	If the selected community Library has additional content folders created for it, you can select which one to upload your file to here.
Entry Type	This is where you select which type of Entry to create. You can learn more about each type in their associated section of Step 2.
Owner	<p>An Entry's owner has management rights to it, and enables them to edit its details and files, moderate comments, etc.</p> <p>When initially creating an Entry, you can leave this blank to default yourself as the owner (i.e., creator) or enter someone's email address and click <i>Lookup</i> to assign them as the owner. You can update an Entry's owner at any time in the future, if the need ever arises.</p>

Step 2 - Configure your selected Entry Type

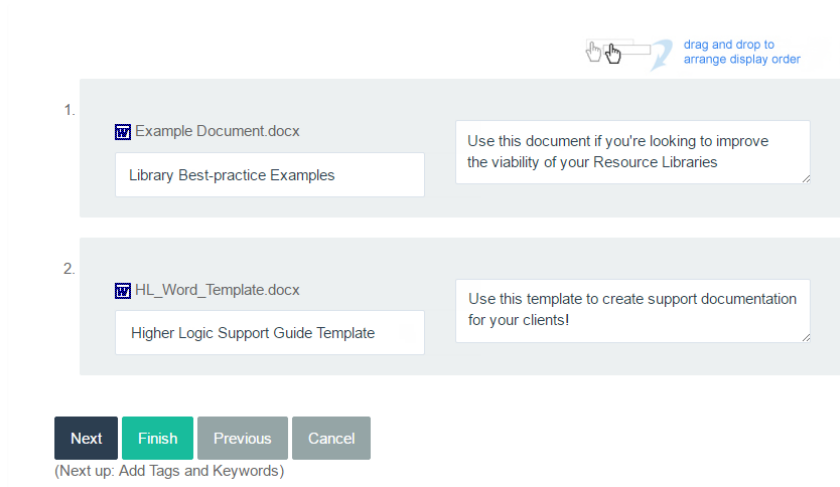
Standard files are the most common files you will upload. You can also upload photos, images, videos, url links, Youtube links, etc. Contact the PTG Home Office if you have questions about files or need help uploading an item.

Standard/Copyright Files



These two Entries are similar, except Copyright Entries require an additional step to choose your copyright license for the file(s) you plan to upload. For these two types, you can upload one or more files types, including multimedia, using the various options on the left or by dragging-and-dropping files or choosing them from your computer or network.



Describe Your Files



drag and drop to arrange display order

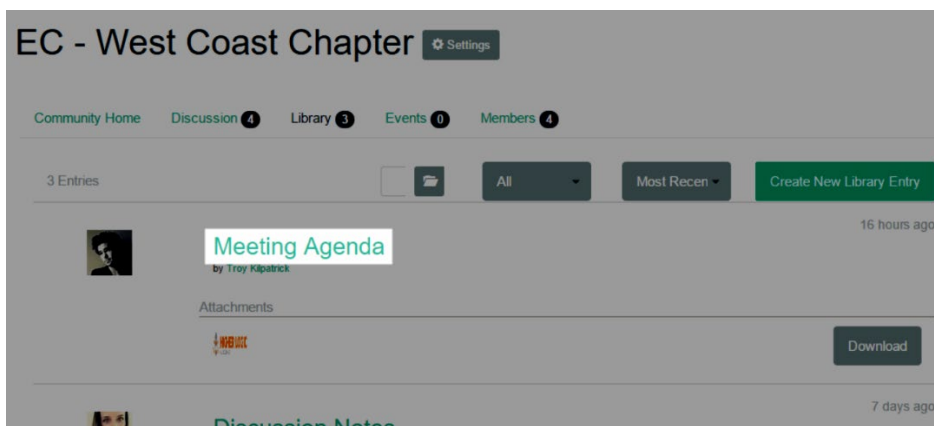
1.  Example Document.docx
Library Best-practice Examples
Use this document if you're looking to improve the viability of your Resource Libraries
2.  HL_Word_Template.docx
Higher Logic Support Guide Template
Use this template to create support documentation for your clients!

Next Finish Previous Cancel

(Next up: Add Tags and Keywords)

View & download an Entry's files

On the **Library** tab, each Entry is listed on the page.



Click an Entry to:

1. View its file(s). Multimedia files like images and videos are displayed directly on the page for convenient viewing without needing to download them first.
2. Individually download any of the Entry's uploaded files.
3. Download all of an Entry's uploaded files, if it has more than one. This allows you to quickly download every file without having to download each one individually.
5. View any comments you and others users have posted about the Entry, as well as add your own via the **Add** button. You can edit and delete your own comments, and those of other users if you're an admin, by clicking the pencil and trashcan icons. View any related information users have made available for the Entry. If there are other Entries or pages (internal or external) that relate to an Entry, click **Add** and provide the link here. You can delete your own related links, and if you're an admin, those of other users clicking
6. the trashcan icon.

Quick download files

If you just want to download an Entry's file(s) immediately, click the **Download All** button.