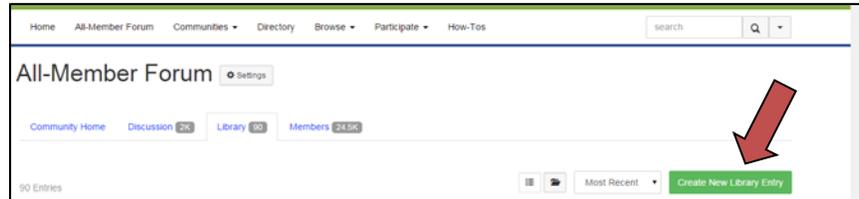


The Library in the CECommunity

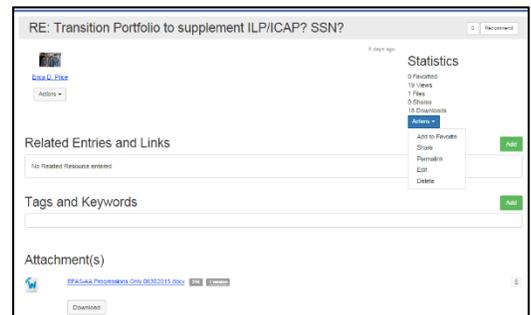
Every **Community** has a **Library** used for sharing files, images, etc. To view the contents of the Library, click on the blue **Library** tab (from within the Community).

You'll automatically see all library items in a list by most recent additions. To view the library items by folder, click the button with the folder icon on the right.



Viewing Library Items: To see an item in the **Library** in list view, click either the library item title or the attachment icon. If you're in Folder view, either highlight the item and click **View**, or double-click on it. You'll see the title, the description and the document. Click on the document to open it. There is a space for comments, or you may add links to related items. To the right, you'll see options to recommend the post, add it as a favorite, add to your RSS feeds and share it.

Sharing Library Items: There is also an option called **Permalink**, which allows you to grab a constant link back to this item. If you right click on the **Permalink** button, a box will pop up. Right click on the URL within the box and copy it and close the box. You will be able to add that link elsewhere in the community.



Adding Library Items: If you have a file you'd like to share with the Community, you may add it to the Library. You can select "Create a New Library Entry" from the main library tab, or use the "Share a file" option under the Participate tab in the main navigation. Select the folder where you'd like your file to go or create a new folder, and click **New**. From here, enter a title and description, select a library and a folder. Then, select what kind of entry you're making and click **Next**.

At this point, you'll be given the option of uploading another file. Click **Select a File**, choose your file and click **Upload Files**. Repeat the process until you are done uploading files, then click **Finish**. Your items will now have been added to the folders within the **Library**.

If you decide that you want to edit the file after it has been added to the **Library**, select the folder it is in and click **View**. On the right, click **Edit** and make your edits and select **Next**. You'll have the option to add additional files. When you're done, click **Finish**.

You may also delete the items one at a time. To delete the entire item, you will need to ask your administrator to do so. To move items to a new folder, click **Edit** and select the new folder, click **Next** and **Finish**. The item should now be moved to a different folder.