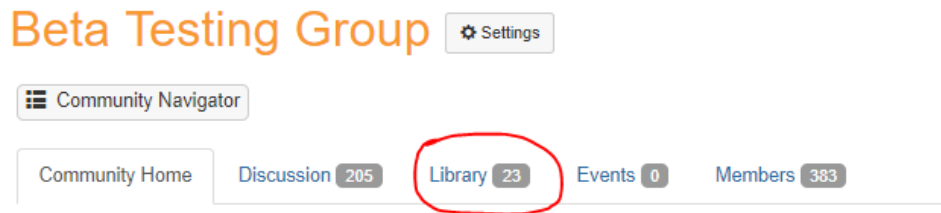
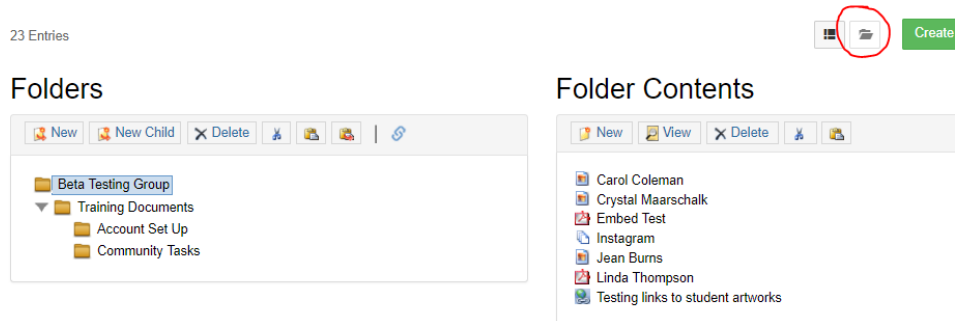


## Downloading Content

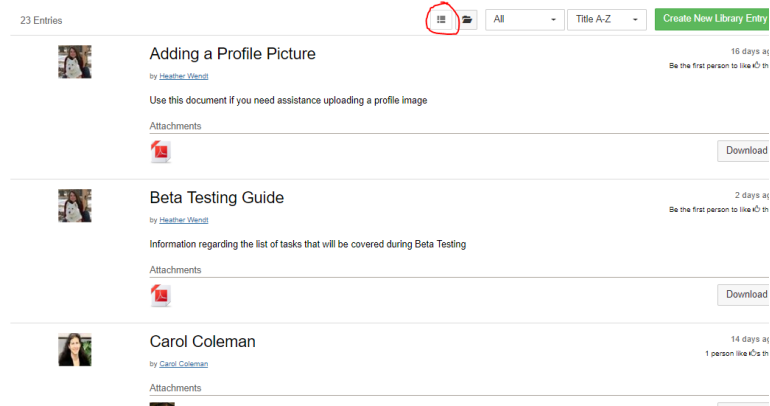
- I. From the community group home page, select the Library tab



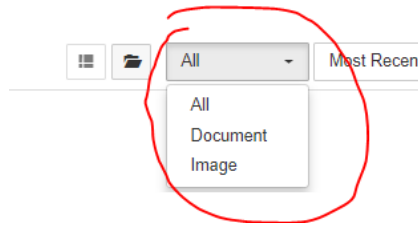
- a. There are 2 viewing options depending on your needs  
i. Folder View – default – allows you to look at material in an organized manner



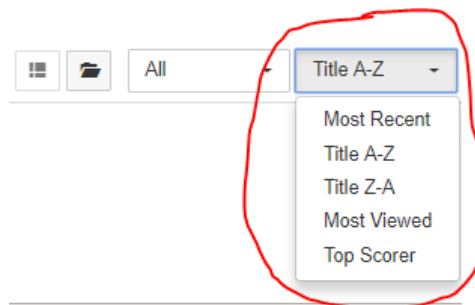
1. Can click on appropriate folder and get a list of resources in that folder  
ii. List View – allows you to look at the full contents of the library from a variety of angles



1. All – all resources regardless of file type
2. Documents – only resources in word, excel, power point, etc.
3. Images – only .png, .jpeg or other image-based file types

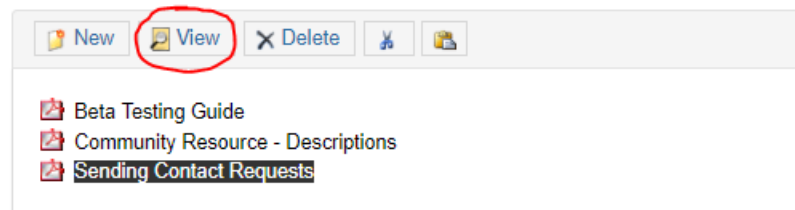


4. Most recent – chronological list if you know a content post was recently made
5. Title A-Z – alphabetical in increasing order
6. Title Z-A – alphabetical in decreasing order
7. Most Viewed – by those that have been downloaded most frequently
8. Top Scorer – listed by those with the most likes in decreasing order of popularity



- a. Can click Download button directly from this view
  - b. Description of content item is see on this view
- b. To learn more information about a resource from the folder view, select the file of interest and click on View button

## Folder Contents



- i. This brings up the information page with description, tags, comments and any related entries or links

Replying to a Post 0 Like

6 days ago

Use this document to learn the variety of ways you can reply to a discussion that has already been initiated

Heather Wendt

Actions -  
Statistics  
0 Favored  
10 Views  
1 Files  
0 Shares  
4 Downloads

Attachment(s)

Replying to a Post.pdf 277K 1 version  
Uploaded - 08-11-2018

Download

Tags and Keywords

Add a tag

Comments

Currently no comments.

Related Entries and Links

1. Click Download to open the document on your computer

Replying to a Post 0 Like

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Tags and Keywords

Add a tag

Comments

Currently no comments.

Related Entries and Links

2. Open the download and save as preferred

Replying to a Post.pdf

3. Can also see the file information by double clicking under folder view

## Folder Contents

New View Delete

- Discussions Posts
- Replying to a Post
- Resource Uploads
- Sending Contact Requests
- Tagging a Discussion
- Tagging Content