

# AssociCom

We put the "Association" in Associations

## Using Your AssociCom Site Library, A Quick Introduction

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### Preface

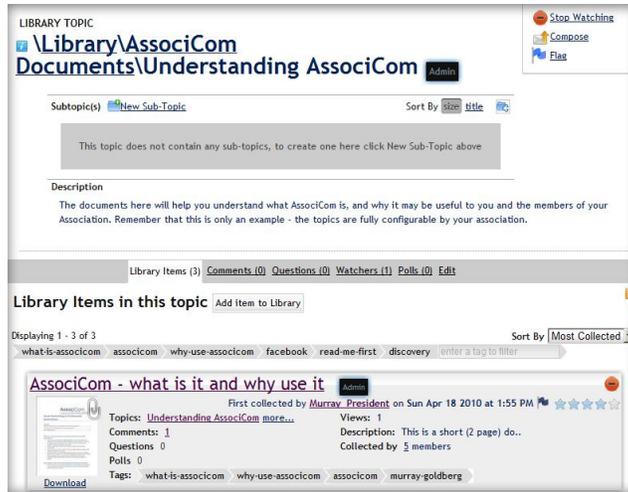
This document provides a quick introduction to the use of your AssociCom library. This document is intended for site administrators.

### Introduction

The library area in your AssociCom site allows the association and its members to collect, share, post and store documents. Documents can be web links, word documents, PDF files, images, excel spreadsheets, or any other type of file. Each document has a title, a description, tags, a comment area where it can be discussed, a question area where people can ask questions about it, and a polling area where polls can be held regarding the document.



The library can be organized as a hierarchy of library topics. Each topic has a name, a description, and settings which determine who is able to add documents there, and who is able to create subtopics of that topic. Like the library items themselves, topics have comment, questions and polls.



You may wish to organize your library into topics where "official" association documents are kept, and another set of topics where members are free to store and share documents.

When a document is added by a member, that document is placed in the "global" library in the chosen topic. The document is also available for quick reference in the library of the member who added it. This way, members establish their own collection of documents, which can also be found in the association library. The list of members who have collected a document is available when viewing the document. In this way, members can discover other members with common interests - which may lead them to other documents of interest.

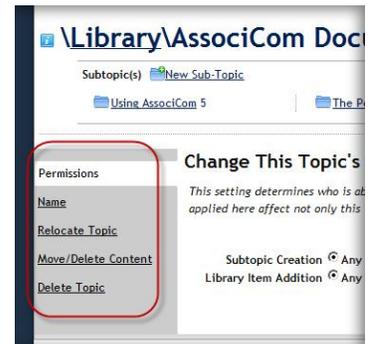
## Getting Started

When the "Admin View" is set to "on", library administration settings can be accessed by first clicking the "settings" top level tab, and then the "library Topics" tab on the resulting page. You will then be presented with the library topics. Initially, since there are no library topics, you will see the following (below):



To create new topics in the library, simply click on "New Sub Topic", enter a topic name, and follow the instructions.

To administer the settings for a topic, click on that topic name and you will be presented with a number of settings tabs. These include the ability to set permissions for sub-topic creation and library item addition, the ability to change the topic name, to move the topic to a new location in the library, to delete or move content from the topic,



or to delete the topic.

## Browsing the Library

To browse the library, simply click on the top-level "Library" tab. There you will find library items and subtopics (if any). To navigate subtopics, click on the subtopic name. To go to a parent topic, click the parent topic name in the topic title area as shown:

