

SUS -- How to Use the Document Library

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The structure of the SUS document library is based on a sailboat. (Think of the library as a set of rooms, or cabins, each of which contains shelves, or bins, that hold documents.) There are Cabins in the library which represent general areas of interest, such as, Education, Skippers, Special Events, etc. Within each Cabin, the documents are contained within one or more Bins. Each Bin represents a specific category of document within the Cabin.

To view documents --

A list of all the cabins in the library is presented. Not all cabins shown will necessarily contain documents. Click Select to choose a cabin to view.

You will either see that there are no documents in the cabin, or you will see all of the documents available in the cabin. The sequence of the documents will be alphabetical by bin name, title and description. You may sort the list of documents into ascending / descending order by clicking on a column heading.

If there is more than one Bin in the cabin, you may drill down and choose to view only that Bin from the drop down list. Click View to see the document.

If you are a Visitor to the site, you will only see the documents made available to the public. If you are logged into the site as a member, you will see all the documents available.

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