# User Fast Start Guide – Document Library

Welcome to the Document Library

From the Document Library, you can access any documents or files that have been stored there for your review or download, such as PDF documents, research, articles, policy statements or forms.

FINDING DOCUMENTS

Menu-Based Selection

You will see a row of tabs in the gray bar at the top of the page that relate to the content stored there. Click on a tab to see the tree structure for that tab.   Branches are menu items that branch out to other menu items (notated by a purple arrow). A Leaf is the document list where documents can be viewed and downloaded. Simply click on any menu leaf node to open and view the list of available files.
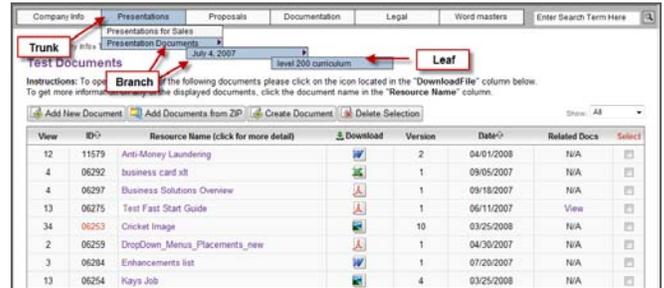
Search for a Document

Enter a search term in the Search field located in the gray bar at the top right of the screen. The system will search the title, description, and contents of the document and provide a results list. The search results will only list documents that meet the search criteria AND that are accessible based on your security rights (i.e. your group-based "read" access rights). The system will not return any files in the results that you would not have the ability to access.
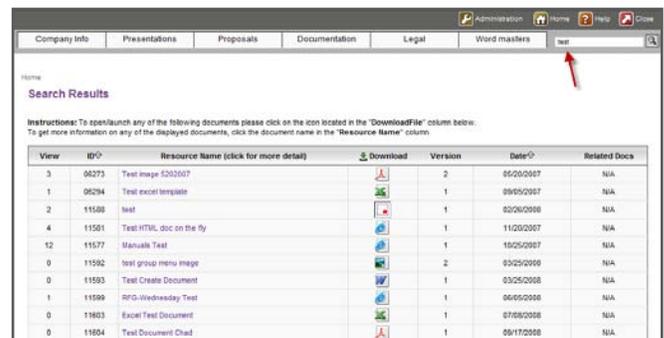
Top Ten Lists

From the Library's Home page, you can click the **Most Popular** tab in the blue box on the right to see a list of the most commonly accessed documents. Click the **Most Recent** tab to see a list of the ten most recently uploaded documents. To see the ten most recent documents you have viewed, click the **Personal** tab. Simply click on the document name to access any top ten item. Please note that only those documents for which you have appropriate security rights are displayed.

DOWNLOADING DOCUMENTS

Remember: to access a document, you must have the associated application loaded on your computer.

Once you are at the document list, there are two ways to access a document:

- Click on the document's application icon in the Download column; the document type will determine how the document opens (i.e. with what program).

- Click on the title of the document, which will open an information page with additional detail; you may then download the document from there using the **Download File** button at the bottom left.