NSite's Redesigned Library

The **NEW Library** functions as an interactive and social-centric file repository, enabling members to not only upload content but also share their thoughts by recommending content and posting comments.

Card Row

The Card Carousel at the top of the page displays the most *viewed/downloaded* Entries or those that have been *pinned*. If it contains more than four Entries, click the **<** and **>** buttons to scroll through them.

> **TIP:** The file icons to the right of each Entry indicate the type of files an Entry contains (e.g., YouTube video, images, PDF, etc).

On each card, you can:

- See who posted the content and when,
- Click the poster's name to visit their Profile page,
- See the number of views and downloads,
- Click the **ellipsis (...)** menu to take an action

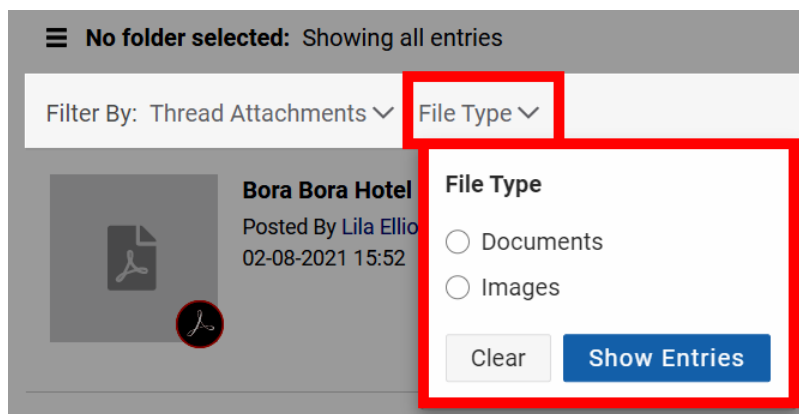**View**   You can display Entries in either the **Row** or **Card**   View:

File Type

Click the menu, select a file type, and click **Show Entries** to apply it.

File type filters include:

- **Documents** - Only Entries containing document type files (PDF, Word, etc.) are displayed.
- **Images** - Only Entries containing image files are displayed.

Sorting options

In addition to the filters discussed above, you can apply several sorting options to further refine the list of Entries.

Click the **Sort By** menu and select a sorting option to apply it.

Filters include:

- **Creation date** - The default selection, which lists Entries by their creation date, from newest to oldest.
- **Title A-Z / Z-A** - Use these two options to list Entries alphabetically from A to Z or Z to A.
- **Most Downloaded** - Lists the Entries from *most* to *least* downloaded.
- **Most Viewed** - Lists the Entries from *most* to *least* viewed.

Library Entries

Details Panel

This flyout panel appears when you click an Entry in the list. It has information about that Entry, sections for comments and links, and a dedicated ellipsis menu to take actions on that Entry. When you click a Library Entry, in any of the views, a panel opens to display that Entry's details.
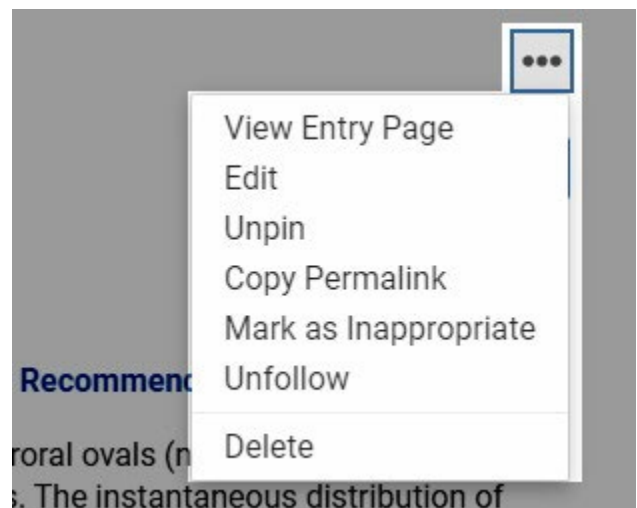
In the Details Panel, you can:

- Recommend the Entry
- View and download files
- Add a comment
- Add a link to community content that is related to this topic
- Click the **ellipsis (...)** menu to access other options

Ellipsis (...) menus

There are several **ellipsis (...)** menus on the page. The **ellipsis (...)** menu is available for each Library Entry in the *Featured Card Row*, *all three list views*, and the *Details Panel*.

- The same options are presented in the **ellipsis (...)** menu in each location.
- The actions that are initiated from any one **ellipsis (...)** menu are applicable to *only the Entry* from which the menu was accessed.

- clicking **Download All** to download all files in the Entry (if it has multiple)
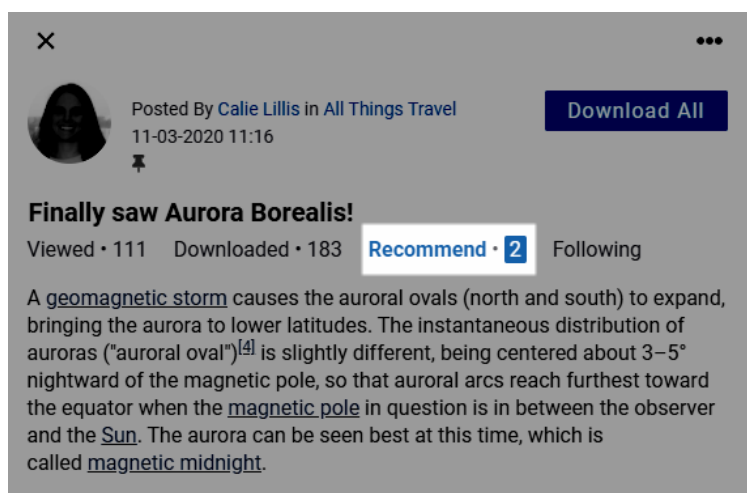- or downloading individual files via their **ellipsis (...)** menu.

> **TIP:** You can also access an Entry's full page to view all of these same details and download its files. To do so, click its **ellipsis (...)** menu and select **View Entry Page**.

Recommend

You can click **Recommend** to recommend a Library Entry. The number of recommends displays as a link that you can click to see who has recommended it.

Library Entries allow for social interaction in three ways on the Library Entry page.

- You can **recommend** an entry.
- You can **comment** on an entry.
- You can **add a link** to internal and external content that is related to the entry.
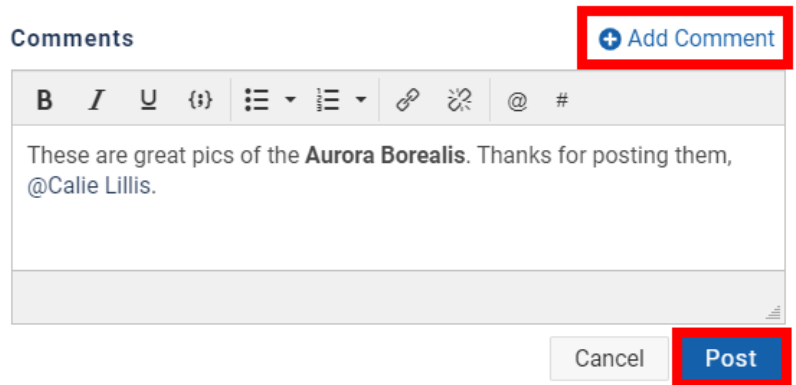

When you recommend a Library Entry, the page refreshes and the count increases by 1.

Add a comment

You can add feedback and share your thoughts about a Library Entry in the Comments section.

To add a comment:

1. Click **Add Comment**.

2. Add your comment in the text field.

3. Use the toolbar options to format the text and add hashtags and @ mentions.

4. Click **Post** to add your comments to the Entry.

After the page refreshes, your comment is added and timestamped.

> **TIP:** You can **edit** and **delete** your own comments by choosing these options from the **ellipsis (...)** menu.
>
>

Link to related content

You can add links to information that is related to this entry in the Related Links section. You can link to *other Library Entries*, *content elsewhere on your site*, and *external sites*.

To add a link:

1. Click **Add Related Link**.

2. Specify the URL of the page you want to link (required).

3. Give the link a title (required).

4. Click **Add Link** to add the link to the Entry.

After the page refreshes, your link is tagged with an indicator of when it was added.

TIP: You can **delete** your own links by clicking the trashcan icon.

Link to a related item ✕

Link Url

Link Title

Cancel   **Add Link**