

Below is the following:

- **Shared Files Help**
- **News Help**

Note: Not all workspaces look the same. What you see on your screen may not match exactly the standard screens depicted below.

Shared Files Help

Updated 9/15/10

What is the Shared Files Section?

- The Shared Files section is where members of a workspace can share their files with other members.
- This section is automatically included in every workspace and is accessible to all workspace members.

What You Can Do With Shared Files

You can access shared files and perform different functions from the:

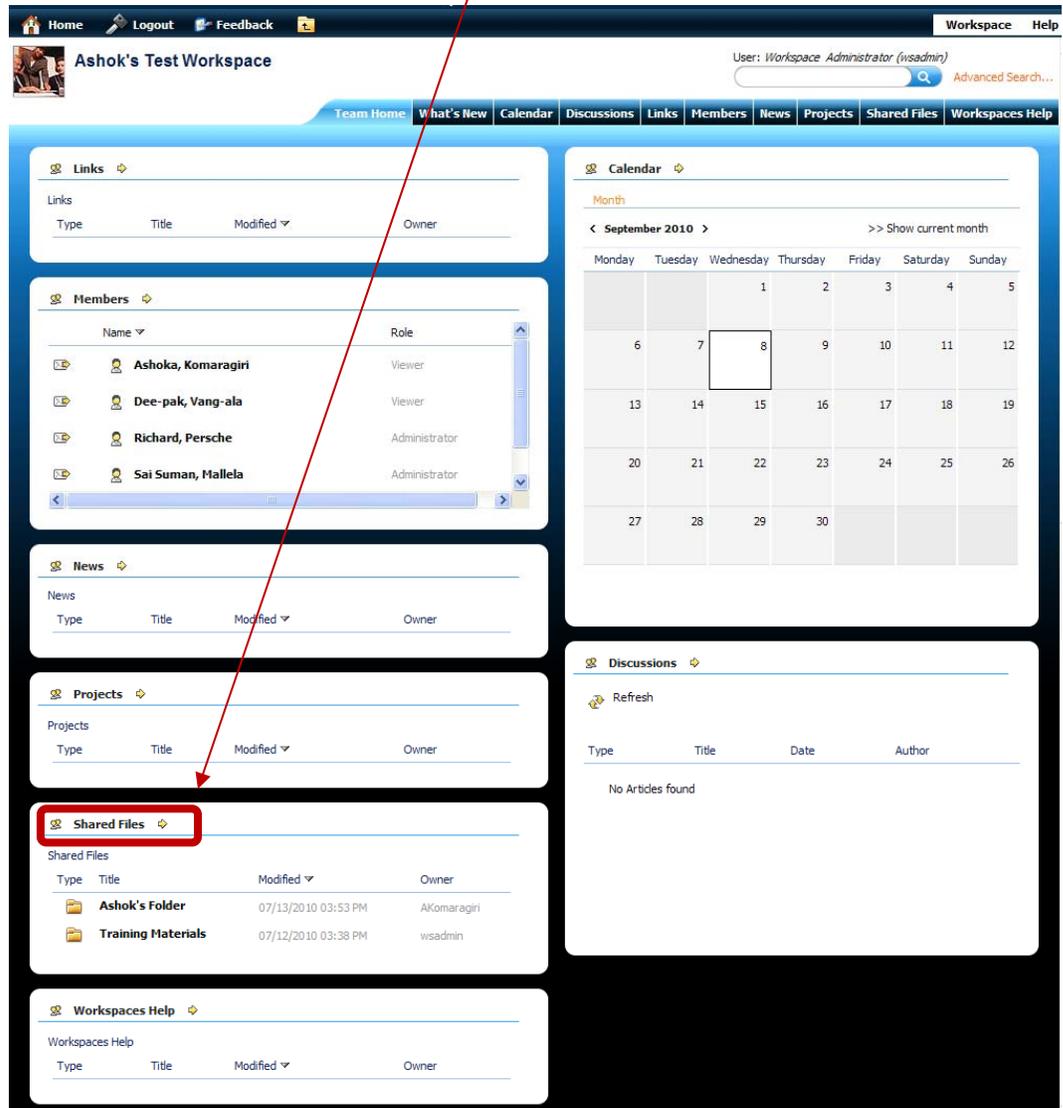
- Team Home section, or
- Shared Files section.

With Shared Files You Can...	Team Home Section	Shared Files Section
Look at files and folders	✓	✓
Open and save files and folders	✓	✓
Email the owner of a file or folder	✓	✓
Sort information	✓	✓
Add new files and folders		✓
Working with files and folders		✓
Delete a file or folder		✓

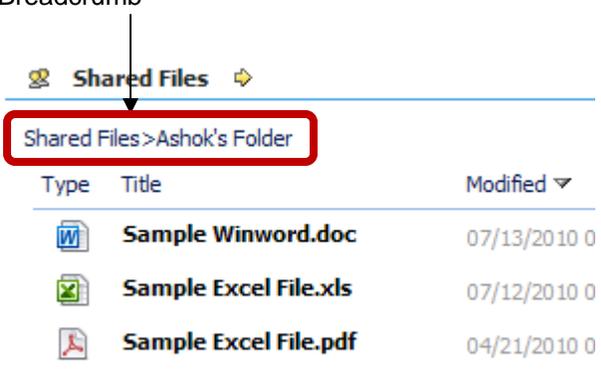
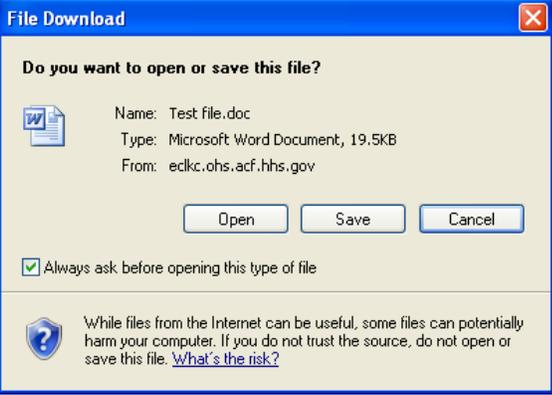
Working with Shared Files in the Team Home Section

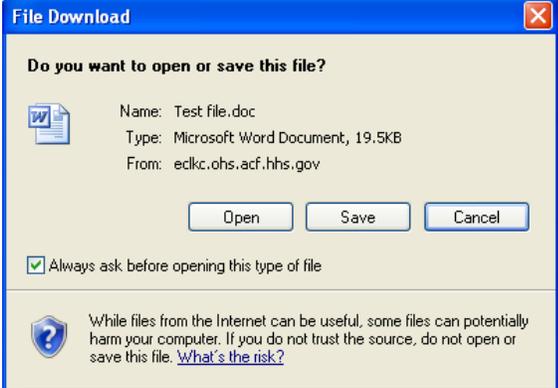
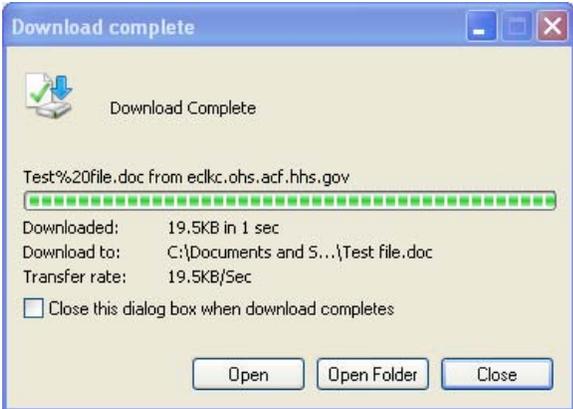
The list of shared files and folders appears in the Team Home section.

Shared Files section in the Team Home section



To...	Do This in the Team Home Section...
Go to the Shared Files section	<ul style="list-style-type: none"> Select the Shared Files tab at the top, or Select the right arrow next to the Shared Files section title in the Team Home section.
Display files in a folder (stay in Team Home section)	<p>Select the folder name (not the icon).</p> <p>To return to the folder display, select Shared Files from the breadcrumb above the list of files.</p>

	<p>Breadcrumb</p>  <table border="1"> <thead> <tr> <th>Type</th> <th>Title</th> <th>Modified</th> </tr> </thead> <tbody> <tr> <td></td> <td>Sample Winword.doc</td> <td>07/13/2010 0</td> </tr> <tr> <td></td> <td>Sample Excel File.xls</td> <td>07/12/2010 0</td> </tr> <tr> <td></td> <td>Sample Excel File.pdf</td> <td>04/21/2010 0</td> </tr> </tbody> </table>	Type	Title	Modified		Sample Winword.doc	07/13/2010 0		Sample Excel File.xls	07/12/2010 0		Sample Excel File.pdf	04/21/2010 0
Type	Title	Modified											
	Sample Winword.doc	07/13/2010 0											
	Sample Excel File.xls	07/12/2010 0											
	Sample Excel File.pdf	04/21/2010 0											
<p>Open a file</p>	<ul style="list-style-type: none"> • Select the file icon or name. • If a pop-up window displays, do one of the following: <ul style="list-style-type: none"> ○ Note: The pop-up window does not appear for a PDF, HTML, or text file. ○ To view the document, select the <i>Open</i> button, ○ To exit, select the <i>Cancel</i> button.  <ul style="list-style-type: none"> • After you select one of the buttons, then to return to the Team Home section, close the document and then select the <i>Back</i> arrow in the upper left corner of the screen. 												
<p>Save (download) a file to your computer</p>	<ul style="list-style-type: none"> • Select the File icon or name. • In the pop-up window, select the <i>Save</i> button. Note: The pop-up window does not appear for a PDF, HTML, or text file. To save a text file, select <i>File</i> → <i>Save As</i> from the menu in the upper left corner of the screen. 												

	 <ul style="list-style-type: none"> • In the next pop-up window, select the name or type a new one, select where you want to save the file, and select the <i>Save</i> button. • In the <i>Download complete</i> pop-up window: <ul style="list-style-type: none"> ○ Open the file by selecting <i>Open</i>, or ○ Do not open the file by selecting <i>Close</i>. 
<p>Send an email to the owner of a file or folder</p>	<ul style="list-style-type: none"> • Select the owner name link in the Owner column. • In the pop-up window, select the <i>Send Email</i> icon.  • Use your computer's email program to send the email. <p>Note: If you use email other than Outlook, such as hotmail or other web mail, and you have difficulty sending email, then send it from the members section.</p>
<p>Sort information</p>	<ul style="list-style-type: none"> • Sort by Type, Title, Modified, or Owner. • To sort, select the column heading title. • To sort in reverse order, select the heading again or the arrow. <p>Note: The arrow next to the column heading title shows you the direction of the sort and which column is controlling the sort.</p>

	Sort direction arrow	Column heading

Accessing the Shared Files Section

To go to the Shared Files section from the Team Home section, select one of the following:

- Small arrow next to the Shared Files section title, or
- Shared Files tab.

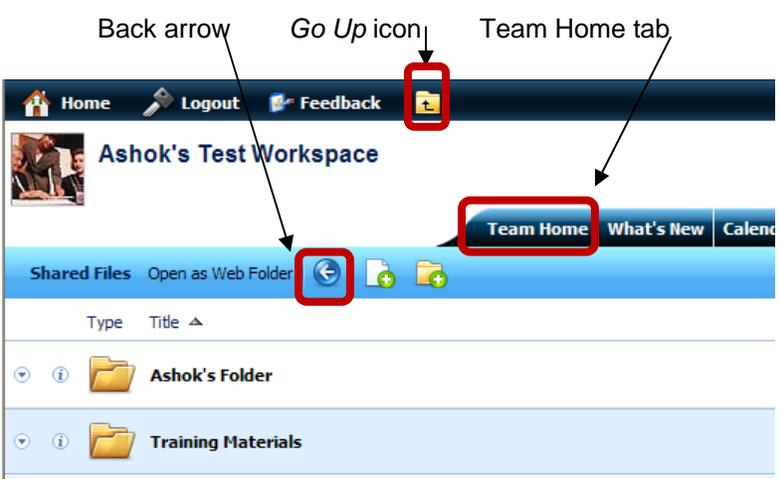
Layout of the Shared Files Section

- The Shared Files section includes folders and files.
- The down arrow to the left of the file name allows you to perform various functions. See the following table:

Option	Does this...
Mail Link	Opens your email. It includes a link to the document in the body of the email.
Save As	Saves the document to your computer.
Edit	Opens the <i>Attributes</i> window. Note: This is mainly used for version control.
Edit with MS Office	Opens the document for editing in MS Office. Note: You must be using Internet Explorer and you must have MS Office on your computer.
Delete	Deletes the document. You cannot get it back.
Version Control	Allows multiple edits to one document but only one person can edit the document at a time.
Summary	Displays the first few lines of the document.

Navigating in the Shared Files Section

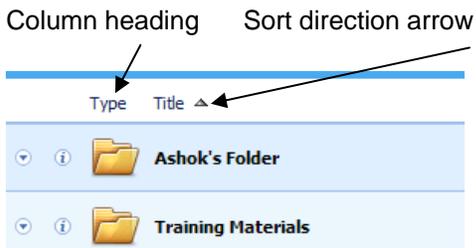
To...	Do this...
Go back to the Team Home section	From the Shared Files section, do one of the following: <ul style="list-style-type: none"> • Select the <i>Go Up</i> icon on the Quick Toolbar, • Select the back arrow below the workspace name, • Select the breadcrumb, or • Select the Team Home tab.

	
Display files in a folder	Select the folder name or icon in the Type column.
Return to the folder display from the file display	Select the <i>Go Up</i> icon on the Quick Toolbar or the back arrow below the workspace name.

Sort the Shared Files Section

- Sort by Type, Title, Modified, or Owner.
- To sort, select the column heading title.
- To sort in reverse order, select the heading again.

Note: The arrow next to the column heading title shows you the direction of the sort and which column is controlling the sort.



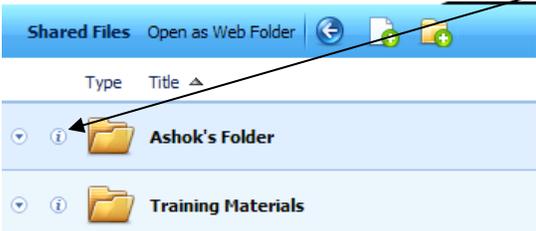
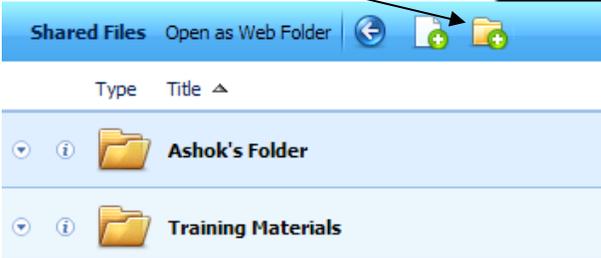
Send Email to a File or Folder Owner

To send email to a file or folder owner:

- Select the owner name link in the Owner column.
- In the pop-up window, select the *Send Email* icon. 
- Use your computer's email program to send the email.

Note: If you use email other than Outlook, such as hotmail or other web mail, then you may have difficulty sending email from within the workspaces.

Working with Folders in the Shared Files Section

To...	Do This in the Shared Files Section...
See technical information about a folder	<p>WARNING! Do not change anything in the <i>Attributes</i> pop-up window or it may affect your workspace.</p> <ul style="list-style-type: none"> For technical information about a folder, select the   <ul style="list-style-type: none"> The <i>Attributes</i> pop-up window, with several tabs, displays.
Add a new folder	<ul style="list-style-type: none"> Go to the location where you want the folder to be (e.g., Shared Files, within another folder, etc.) Do one of the following: <ul style="list-style-type: none"> From the Options Toolbar, select <i>Upload</i> and then select <i>Folder</i>, or Select the <i>New Folder</i> icon  <p><i>Upload</i> → <i>Folder</i> on Options Toolbar</p>  <p><i>New Folder</i> icon</p>  <p>The <i>New Folder</i> window displays with the following five tabs:</p> <ul style="list-style-type: none"> General Description (for administrators only) Access Display (for administrators only) Advanced (for administrators only)

You must complete fields that have an asterisk (*).

Note: Only use the General and Access tabs. The other tabs are for workspace administrators only.

Tabs

Required field (*)

New Folder

General Description Access Display Advanced

Title: English *

Into collection: Training Materials

Collection type: Collection

OK Cancel Help

New Folder: Access tab

The New Folder Access tab controls access to the folder including who can see documents in the folder, who can add or remove content, when the folder will appear in the Shared Files section, and when it will no longer be available.

New Folder

General Description Access Display Advanced

Who can see this collection?

All workspace Members

Administrators and participants only

Administrators and myself only

Who can add or remove content in this collection?

All participants and administrators

Administrators and myself only

Available starting:

Expires on:

OK Cancel Help

If you select a field that requires a date, a calendar displays:



Note: Use military time; the calendar does not support AM and PM.

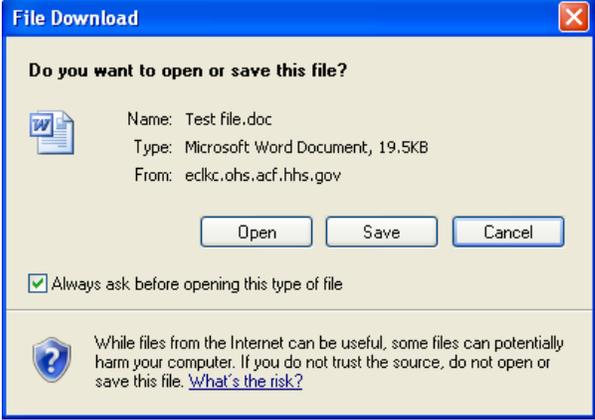
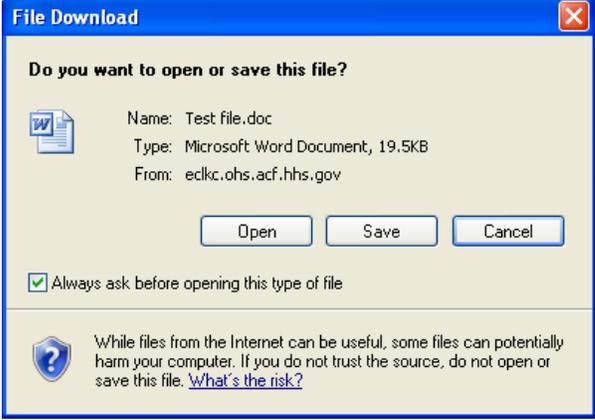
Delete a folder

WARNING! When you delete a folder, you delete all files that are in the folder. Once you delete folders or files, you cannot get them back.

- Select anywhere on the line with the folder name.
- From the Options Toolbar, select *Modify* → *Delete* or select the down arrow  to the left of the folder name and then select *Delete*.
- In the pop-up window:
 - Delete the folder by selecting *OK*,
 - Keep the folder by selecting *Cancel*.

Working with Files in the Shared Files Section

To...	Do This in the Shared Files Section...
See technical information about a file	<p>WARNING! Do not change anything in the <i>Attributes</i> pop-up window or it may affect your workspace.</p> <ul style="list-style-type: none"> • For technical information about a file, select the  • The <i>Attributes</i> pop-up window, with several tabs, displays.
Open a file	<p>To open a file:</p> <ul style="list-style-type: none"> • Select the name of the document or the icon in the Type column next to your document. • In the pop-up window, select the <i>Open</i> button. PDF, HTML, and text files open immediately and you will not see the pop-up window.

	 <p>Note: Large files may take some time to open.</p>
Exit an opened file	Select the <i>Go Up</i> icon on the Quick Toolbar or the back arrow below the workspace name. For an MS Office document, select <i>Close</i> within the document.
Save (download) a file to your computer	<p>To save a file:</p> <ul style="list-style-type: none"> • Select the down arrow  to the left of the filename and then select <i>Save As...</i> • In the pop-up window, select the <i>Save</i> button. 
Edit a file	<ul style="list-style-type: none"> • To edit a document, you must meet all of the following conditions: <ul style="list-style-type: none"> ○ You must have access rights in order to make changes to a document. ○ You must use Internet Explorer. ○ You must have MS Office installed. • To edit a file do the following: <ul style="list-style-type: none"> ○ Select the down arrow  to the left of the filename: <ul style="list-style-type: none"> ▪ WARNING! Do not select <i>Edit...</i> This displays the <i>Attributes</i> window. Also, selecting <i>Modify</i> → <i>Edit</i> from the Options toolbar displays the <i>Attributes</i> window. ▪ If the file is not an MS Office document, save the document, edit it on your computer, and then upload it

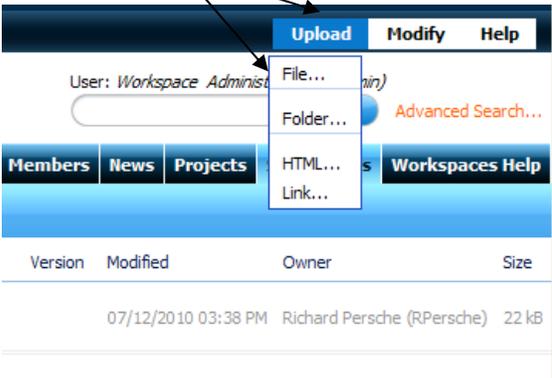
(add a file) to the workspace.

- If the file is an MS Office document, select *Edit with MS Office...*
- If there is a *File Download* window, select *OK*. The document displays.
- Once you finish editing, from the *File* menu in MS Office, select *Save*.
- After the file is saved, select *Close*.

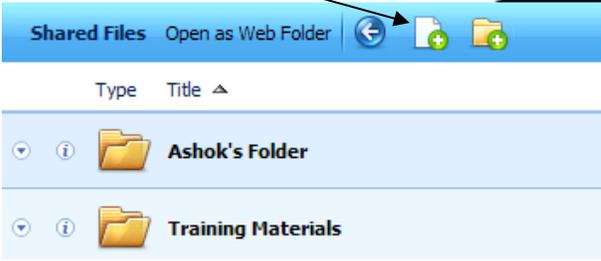
Add (upload) a file

- Make sure you are in the folder where you want the file to be.
- Do one of the following:
 - From the Options Toolbar, select *Upload* and then select *File*, or
 - Select the *Add File* icon 

Upload → File



Add File icon



- The *Upload File* window displays with the following six tabs:
 - General
 - Version Control
 - Description
 - Access
 - Display
 - Advanced

Note: Use only the General, Version Control, and Access tabs. The other tabs are for technical personnel.

Upload File

General | Version Control | Description | Access | Display | Advanced

Title: English *
 Into collection: Training Materials
 New file: Browse... *

OK Cancel Help

- All fields on the General tab are required.
 - To upload your file, select the *Browse* button to search for your file.
 - In the Title field, the original filename displays. You can change it if you wish.
- To specify who should be able to access your file, select the Access tab.

Upload File

General | Version Control | Description | Access | Display | Advanced

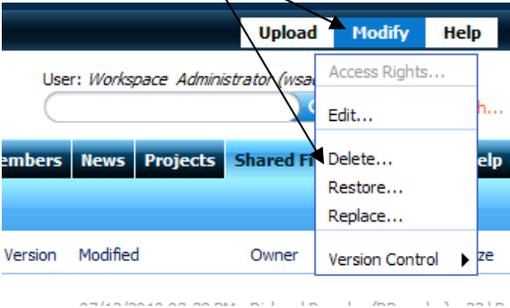
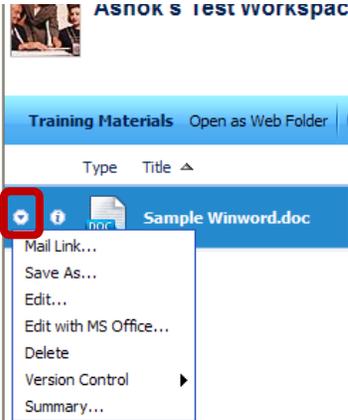
Who can see this document?
 All workspace Members
 Administrators and participants only
 Administrators and myself only

Who can change this document?
 All participants and administrators
 Administrators and myself only

Available starting:
 Expires on:

OK Cancel Help

- To set access rights, do the following:
 - Select the button to indicate who you want to be able to see the document.
 - Select the button to indicate who you want to be able to change the document (Note: If you do not want other workspace participants to be able to modify your document, then for “Who can change this document?”, select “Administrators and myself”).
 - If you select a field that requires a date, a calendar displays.

	<p>Use military time; the calendar does not support AM and PM.</p> <ul style="list-style-type: none"> o To upload the file, select <i>OK</i>; to cancel, select <i>Cancel</i>.
<p>Print a document</p>	<p>To print a document:</p> <ul style="list-style-type: none"> • Open the document by selecting the name of the document and selecting the <i>Open</i> button. PDF, HTML, and text files open immediately and you will not see the <i>Open</i> button. • Print the document by selecting <i>Ctrl-P</i> or in MS Office 2007 select <i>Print</i> from the drop-down menu in the upper left corner. • Exit the document by selecting the <i>Go Up</i> icon from the Quick Toolbar. (Note: In MS 2007, select the X in the upper right-hand corner.)
<p>Delete a file</p>	<p>WARNING! Once you delete a file, you cannot get it back.</p> <ul style="list-style-type: none"> • Select the name of the file or anywhere on that line. • From the Options Toolbar, select <i>Modify</i> → <i>Delete</i> or select the down arrow  to the left of the filename and then select <i>Delete</i>. • In the pop-up window: <ul style="list-style-type: none"> o Delete the file by selecting <i>OK</i>, or o Keep the file by selecting <i>Cancel</i>. <p><i>Modify</i> → <i>Delete</i></p>  <p>Select the down arrow </p> 

News Help

Updated 9/15/10

What is the News Section?

- The News section is where users can:
 - Add new news articles (post) or read news relevant to members of the workspace.
 - Notify members of changes or additions to the workspace, such as new members added, new files added to the Shared Files section, a new discussion that has been started, or events to remember.
 - The News section is not a place for storing shared files or for discussions; use the specific sections for those activities.
 - This section is automatically included in every workspace and is accessible to all workspace members.
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What You Can Do With News

You can access news and perform different functions from the:

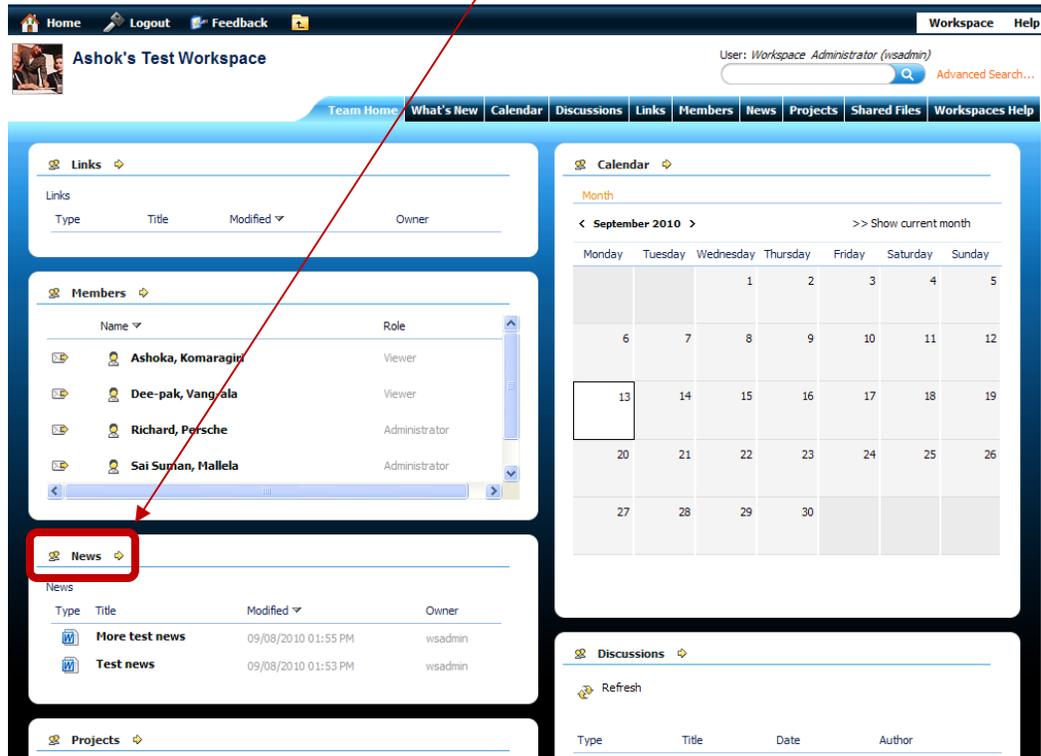
- Team Home section, or
- News section.

With News You Can...	Team Home Section	News Section
Look at news items	✓	✓
Open and save news items	✓	✓
Email the owner of a folder or news item	✓	✓
Sort the information	✓	✓
Add news items and folders		✓
Working with news items		✓
Delete a news item		✓

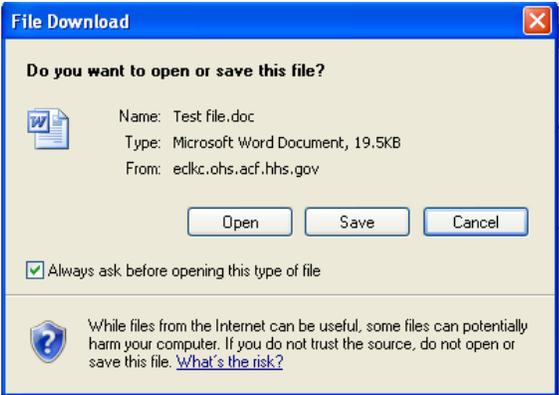
Working with News in the Team Home Section

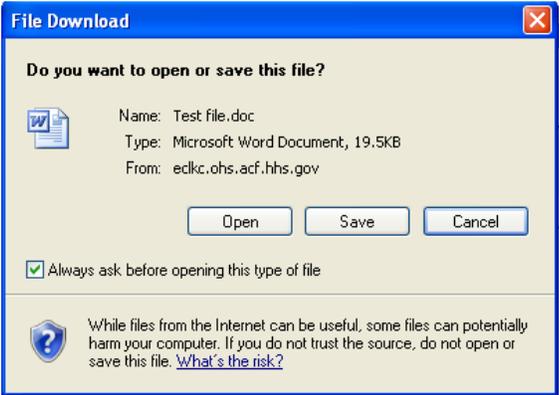
The list of news items and folders appears in the Team Home section.

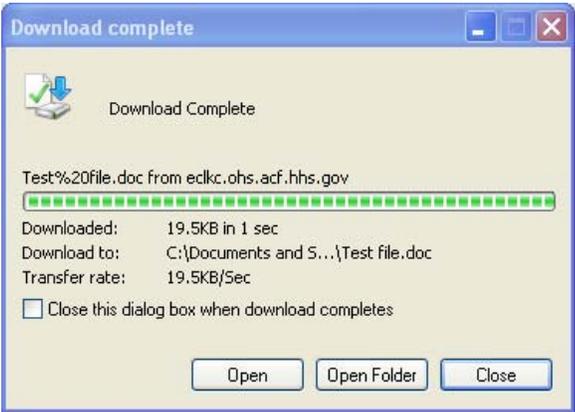
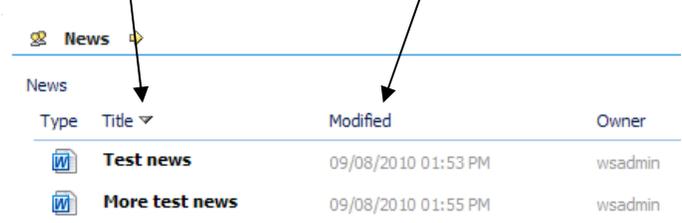
News section in the Team Home section



To...	Do This in the Team Home Section...									
Go to the News section	<ul style="list-style-type: none"> Select the News tab at the top, or Select the right arrow next to the News section title in the Team Home section. 									
Display news items in a folder (stay in Team Home section)	<p>Select the folder name (not the icon).</p> <p>To return to the folder display, select News from the breadcrumb above the list of files.</p> <p>Breadcrumb</p> <p>News > Test folder for...</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Title</th> <th>Modified</th> </tr> </thead> <tbody> <tr> <td></td> <td>Another test file (new)</td> <td>09/13/2010 01:2</td> </tr> <tr> <td></td> <td>Test file for news (new)</td> <td>09/13/2010 01:2</td> </tr> </tbody> </table>	Type	Title	Modified		Another test file (new)	09/13/2010 01:2		Test file for news (new)	09/13/2010 01:2
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	Test file for news (new)	09/13/2010 01:2								
Open a news item	<ul style="list-style-type: none"> Select the File icon or name. If a pop-up window displays, do one of the following: <ul style="list-style-type: none"> Note: The pop-up window does not appear for a PDF, HTML, or text file. 									

	<ul style="list-style-type: none"> ○ To view the document, select the <i>Open</i> button, ○ To exit, select the <i>Cancel</i> button.  <ul style="list-style-type: none"> • After you select one of the buttons, then to return to the Team Home section, close the document and then select the <i>Back</i> arrow in the upper left corner of the screen.
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<p>Save (download) a file to your computer</p>	<ul style="list-style-type: none"> • Select the file icon or name. • In the pop-up window, select the <i>Save</i> button. Note: The pop-up window does not appear for a PDF, HTML, or text file. To save a text file, select <i>File</i> → <i>Save As</i> from the menu in the upper left corner of the screen.  <ul style="list-style-type: none"> • In the next pop-up window, select the name or type a new one, select where you want to save the file, and select the <i>Save</i> button. • In the <i>Download complete</i> pop-up window: <ul style="list-style-type: none"> ○ Open the file by selecting <i>Open</i>, or ○ Do not open the file by selecting <i>Close</i>.
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<p>Send an email to the owner of a news item or folder</p>	<ul style="list-style-type: none"> • Select the owner name link in the Owner column. • In the pop-up window, select the <i>Send Email</i> icon.  • Use your computer's email program to send the email. <p>Note: If you use email other than Outlook, such as hotmail or other web mail, and you have difficulty sending email, then send it from the members section.</p>												
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Accessing the News Section

To go to the News section from the Team Home section, select one of the following:

- Small arrow next to the News section title, or
- News tab.

Layout of the News Section

- The News section includes folders and files (news items):
- The down arrow  to the left of the file name allows you to perform various functions. See the following table:

Option	Does this...
Mail Link	Opens your email. It includes a link to the document in the body of the email.
Save As	Saves the document to your computer.
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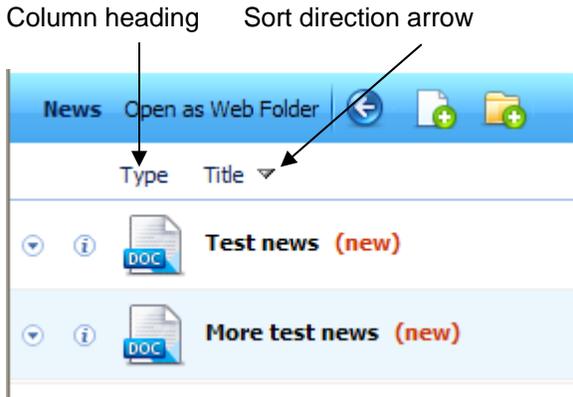
Navigating in the News Section

To...	Do this...
Go back to the Team Home section	<p>From the News section, do one of the following:</p> <ul style="list-style-type: none"> • Select the <i>Go Up</i> icon on the Quick Toolbar, • Select the back arrow below the workspace name, • Select the breadcrumb, or • Select the Team Home tab.
Display news items in a folder	Select the folder name or icon in the Type column.
Return to the folder display from the news item display	Select the <i>Go Up</i> icon on the Quick Toolbar or the back arrow below the workspace name.

Sort the News Section

- Sort by Type, Title, Modified, or Owner.
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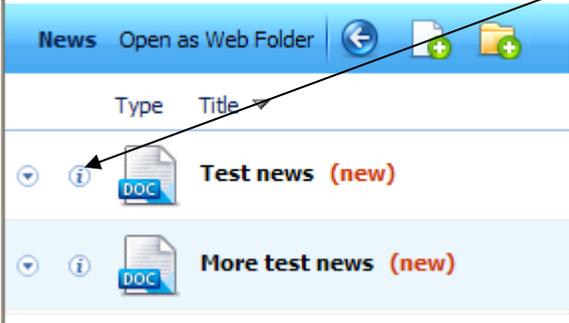
Send Email to the Owner of a News Item or Folder

To send email to a file or folder owner:

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To...	Do This in the News Section...
See technical information about a folder	<p>WARNING! Do not change anything in the <i>Attributes</i> pop-up window or it may affect your workspace.</p> <ul style="list-style-type: none"> • For technical information about a folder, select the   <ul style="list-style-type: none"> • The <i>Attributes</i> pop-up window, with several tabs, displays.

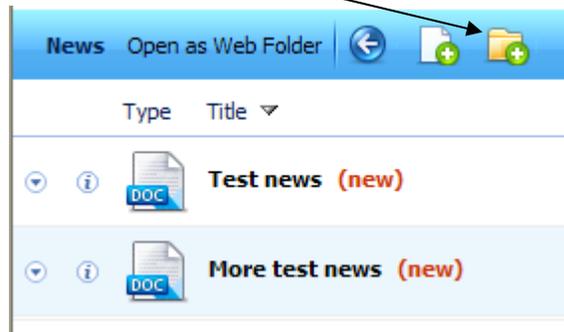
Add a News folder

- Go to the location where you want the folder to be (e.g., Shared Files, within another folder, etc.)
- Do one of the following:
 - From the Options Toolbar, select *Upload* and then select *Folder*, or
 - Select the *New Folder* icon 

Upload → *Folder* on Options Toolbar



New Folder icon

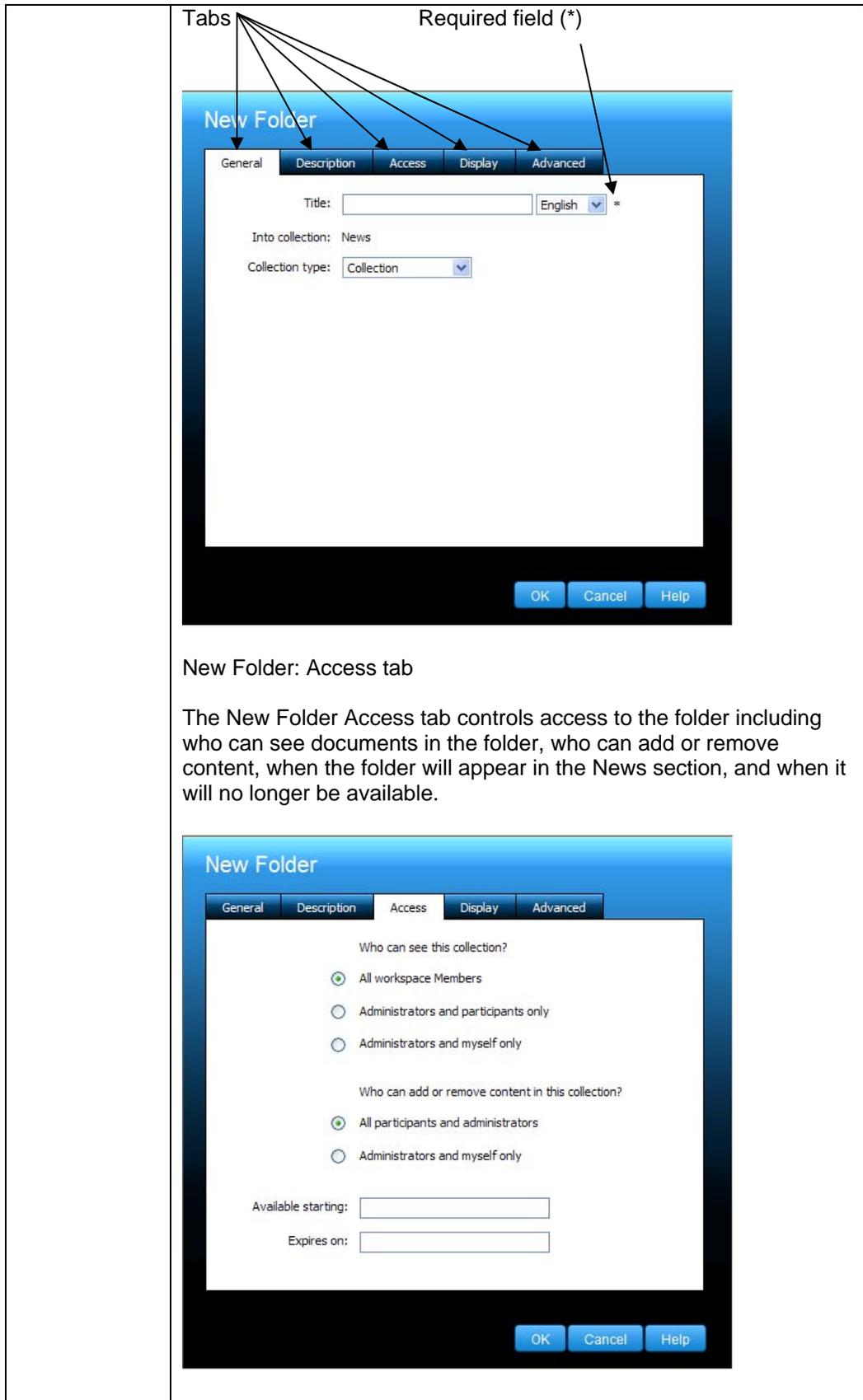


The *New Folder* window displays with the following five tabs:

- General
- Description (for administrators only)
- Access
- Display (for administrators only)
- Advanced (for administrators only)

You must complete fields that have an asterisk (*).

Note: Only use the General and Access tabs. The other tabs are for workspace administrators only.



New Folder: Access tab

The New Folder Access tab controls access to the folder including who can see documents in the folder, who can add or remove content, when the folder will appear in the News section, and when it will no longer be available.

If you select a field that requires a date, a calendar displays:

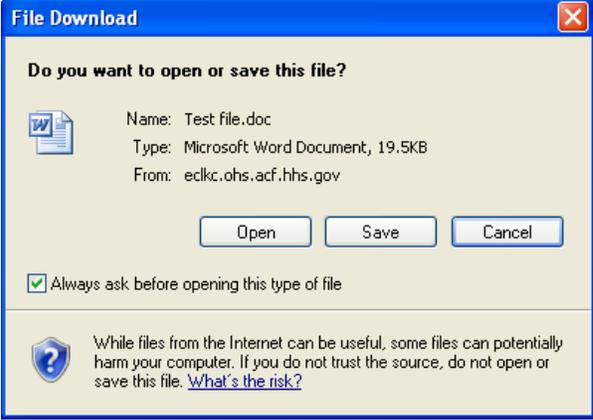
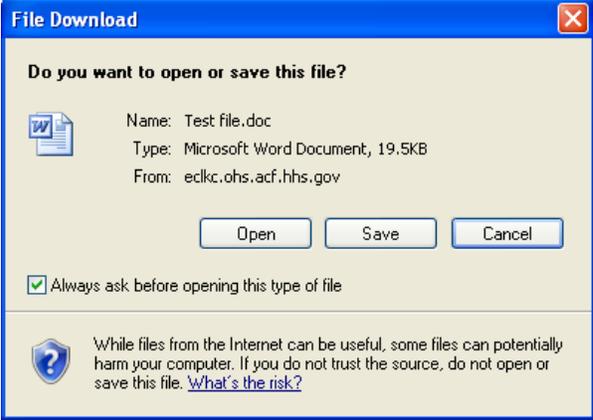


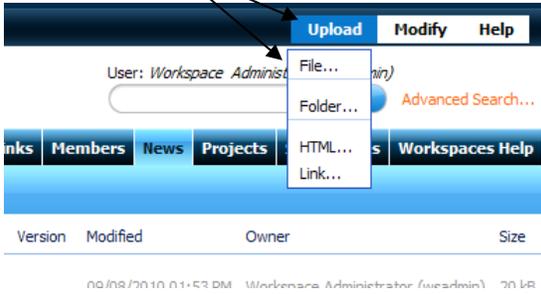
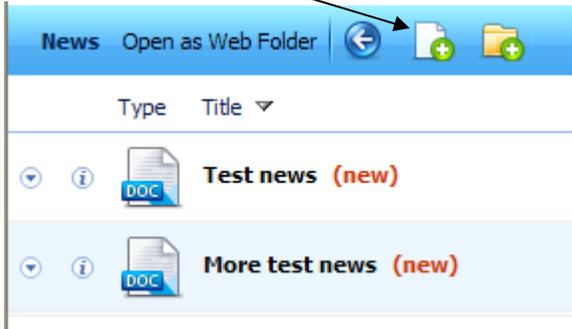
Note: Use military time; the calendar does not support AM and PM.

Delete a folder	<p>WARNING! When you delete a folder, you delete all files that are in the folder. Once you delete folders or files, you cannot get them back.</p> <ul style="list-style-type: none"> • Select anywhere on the line with the folder name. • From the Options Toolbar, select <i>Modify</i> → <i>Delete</i>. • In the pop-up window: <ul style="list-style-type: none"> ○ Delete the folder by selecting <i>OK</i>, or ○ Keep the folder by selecting <i>Cancel</i>.
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Working with News Items in the News Section

To...	Do This in the News Section...
See technical information about a file	<p>WARNING! Do not change anything in the <i>Attributes</i> pop-up window or it may affect your workspace.</p> <ul style="list-style-type: none"> • For technical information about a file, select the ⓘ • The <i>Attributes</i> pop-up window, with several tabs, displays.
Open a news item	<p>To open a news item:</p> <ul style="list-style-type: none"> • Select the name of the document or the icon in the Type column next to your document. • In the pop-up window, select the <i>Open</i> button. PDF, HTML, and text files open immediately and you will not see the pop-up window.

	 <p>NOTE: Large files may take some time to open.</p>
Exit an opened news item	Select the <i>Go Up</i> icon on the Quick Toolbar or the back arrow below the workspace name. For an MS Office document, select <i>Close</i> within the document.
Save (download) a news item to your computer	<p>To save a news item:</p> <ul style="list-style-type: none"> • Select the down arrow  to the left of the filename and then select <i>Save As...</i> • In the pop-up window, select the <i>Save</i> button. 
Edit a news item	<ul style="list-style-type: none"> • To edit a document, you must meet all of the following conditions: <ul style="list-style-type: none"> ○ You must have access rights in order to make changes to a document. ○ You must use Internet Explorer. ○ You must have MS Office installed. • To edit a file do the following: <ul style="list-style-type: none"> ○ Select the down arrow  to the left of the filename: <ul style="list-style-type: none"> ▪ WARNING! Do not select <i>Edit...</i> This displays the <i>Attributes</i> window. Also, selecting <i>Modify</i>→<i>Edit</i> from the Options toolbar displays the <i>Attributes</i> window. ▪ If the file is not an MS Office document, save the document, edit it on your computer, and then upload it (add a file) to the workspace. ▪ If the file is an MS Office document, select <i>Edit with MS</i>

	<p><i>Office...</i></p> <ul style="list-style-type: none"> ○ If there is a <i>File Download</i> window, select <i>OK</i>. The document displays. ○ Once you finish editing, from the <i>File</i> menu in MS Office, select <i>Save</i>. ○ After the file is saved, select <i>Close</i>.
<p>Add (upload) a news item</p>	<ul style="list-style-type: none"> • Make sure you are in the folder where you want the file to be. • Do one of the following: <ul style="list-style-type: none"> ○ From the Options Toolbar, select <i>Upload</i> and then select <i>File</i>, or ○ Select the <i>Add File</i> icon  <p><i>Upload → File</i></p>  <p><i>Add File icon</i></p>  <ul style="list-style-type: none"> • The <i>Upload File</i> window displays with the following six tabs: <ul style="list-style-type: none"> ○ General ○ Version Control ○ Description ○ Access ○ Display ○ Advanced <p>Note: Use only the General, Version Control, and Access tabs. The other tabs are for technical personnel.</p>

Upload File

General Version Control Description Access Display Advanced

Title: English *

Into collection: News

New file: Browse... *

OK Cancel Help

- All fields on the General tab are required.
 - To upload your file, select the *Browse* button to search for your file.
 - In the Title field, the original filename displays. You can change it if you wish.
- To specify who should be able to access your file, select the Access tab.

Upload File

General Version Control Description Access Display Advanced

Who can see this document?

All workspace Members

Administrators and participants only

Administrators and myself only

Who can change this document?

All participants and administrators

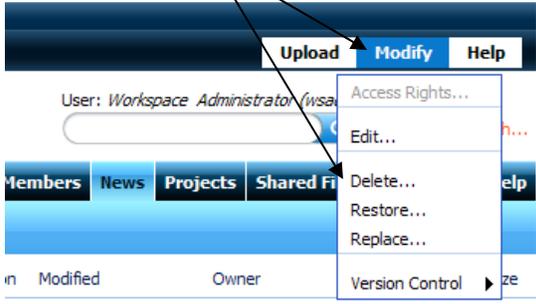
Administrators and myself only

Available starting:

Expires on:

OK Cancel Help

- To set access rights, do the following:
 - Select the button to indicate who you want to be able to see the document.
 - Select the button to indicate who you want to be able to change the document. Note: If you do not want other workspace participants to be able to modify your document, then for “Who can change this document?”, select

	<p>“Administrators and myself only.”</p> <ul style="list-style-type: none"> ○ If you select a field that requires a date, a calendar displays. Use military time; the calendar does not support AM and PM. ○ To upload the file, select <i>OK</i>; to cancel, select <i>Cancel</i>.
<p>Print a document</p>	<p>To print a document:</p> <ul style="list-style-type: none"> • Open the document by selecting the name of the document and selecting the <i>Open</i> button. PDF, HTML, and text files open immediately and you will not see the <i>Open</i> button. • Print the document by selecting <i>Ctrl-P</i> or in MS Office 2007 select <i>Print</i> from the drop-down menu in the upper left corner. • Exit the document by selecting the <i>Go Up</i> icon from the Quick Toolbar. (Note: In MS 2007, select the X in the upper right-hand corner.)
<p>Delete a news item</p>	<p>WARNING! Once you delete a news item, you cannot get it back.</p> <ul style="list-style-type: none"> • Select the name of the file or anywhere on that line. • From the Options Toolbar, select <i>Modify</i> → <i>Delete</i> or select the down arrow  to the left of the filename and then select <i>Delete</i>. • In the pop-up window: <ul style="list-style-type: none"> ○ Delete the news item by selecting <i>OK</i>, ○ Keep the news item by selecting <i>Cancel</i>. <p><i>Modify</i> → <i>Delete</i></p>  <p>Select the down arrow </p> 