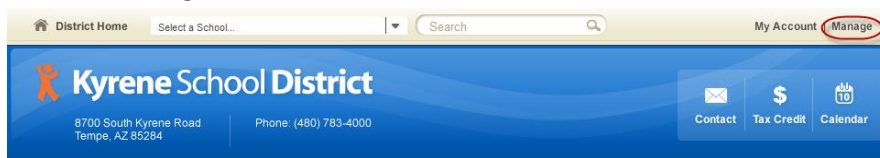
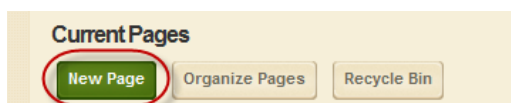


Creating a File Library

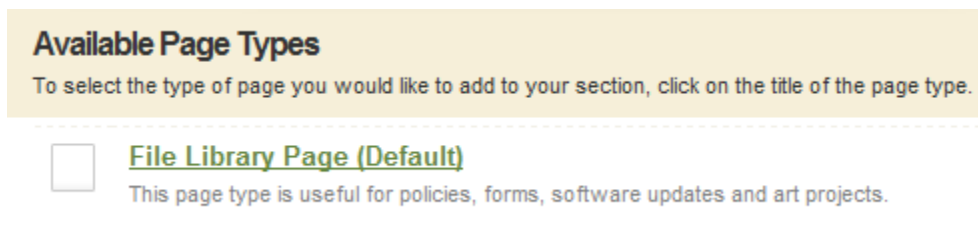
1. Go to <http://sw.kyrene.org> and sign-in using your Kyrene username and password.
2. Click the **Manage** button.



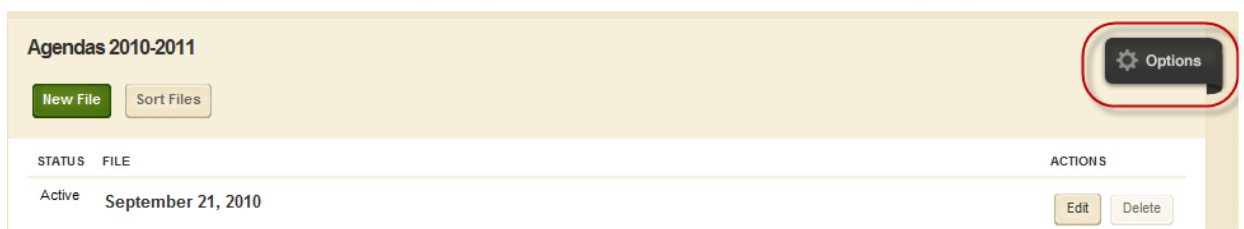
3. Click on the **New Page** button to add a new page.



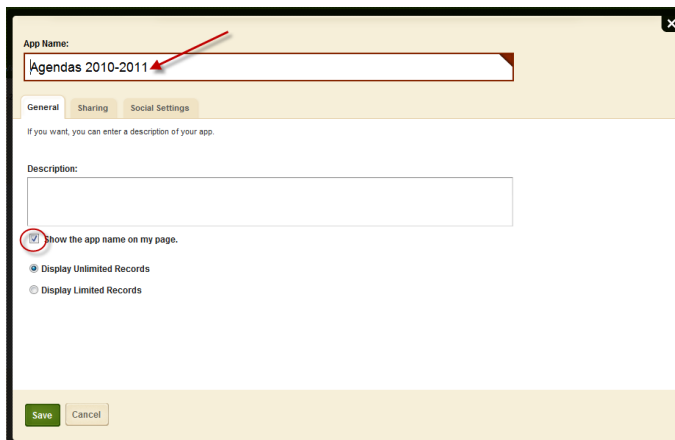
4. Select **File Library Page** from the list of available page types.



5. Name your page and click save.
6. To add a title to the page, click on the name of the page you added (New pages default to the bottom of the list) and select **Options**.



7. Type the title of your page in the **App Name** field and check the **Show the app name on my page box**.



App Name: Agendas 2010-2011

General Sharing Social Settings

If you want, you can enter a description of your app.

Description:

Show the app name on my page.

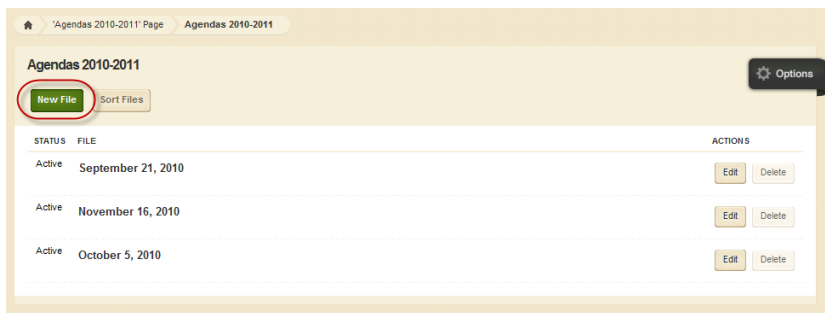
Display Unlimited Records

Display Limited Records

Save Cancel

8. Click Save.

9. To add files to the page click New File.

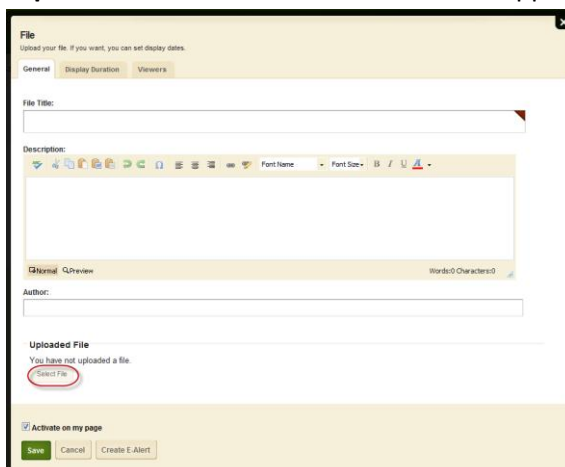


Agendas 2010-2011

New File Sort Files

| STATUS | FILE | ACTIONS |
|--------|--------------------|-------------|
| Active | September 21, 2010 | Edit Delete |
| Active | November 16, 2010 | Edit Delete |
| Active | October 5, 2010 | Edit Delete |

10. Add a file title and click **Select File** to browse for the file you need to upload.
Important Note: The name of the file will appear in the file library.



File

Upload your file. If you want, you can set display dates.

General Display Duration Viewers

File Title:

Description:

Author:

Uploaded File

You have not uploaded a file.

Select File

Activate on my page

Save Cancel Create E.Alert

11. Click Save.

This is how a file library will look from the web for viewers of your page.

Home About Kyrene Administration News Schools Departments Programs & Services Parents Students Employees

K-8 Committee

- Agendas 2011-2012
 - ▶ Archived Agendas
- Minutes 2011-2012
 - ▶ Archived Minutes
- ▶ Elementary Special Area Budget Presentation

Kyrene School District ▶ Parents ▶ K-8 Committee

Agendas 2010-2011

September 21, 2010

📄 September 2010.pdf , 68.14 KB (Last Modified about an hour ago)

November 16, 2010

📄 November 2010.pdf , 82.43 KB (Last Modified about an hour ago)

October 5, 2010

Pre-meeting for New K-8 Team Members

📄 October 2010 .pdf , 70.07 KB (Last Modified about an hour ago)

file title
description
file name will appear as the name of the original file uploaded

f YouTube Kyrene School District

You can view an example at of a File Library at <http://sw.kyrene.org/Page/1491>.