

How to Manage Documents in a Library's Folder View

To re-order documents in your discussion group's Library, follow the steps below. (To organize documents in a Library, you'll first need to be a discussion group admin. [Contact us](#) to ask about receiving admin permissions.)

1. Confirm that you have discussion group admin permissions. (See note above.)
2. Click on the "Library" tab from your discussion group's front page (see <http://community.amstat.org/communities/community-home?communitykey=48dc9c49-bcbe-4477-b17a-3597f928f014&tab=groupdetails> for an example of a discussion group front page).
3. Click on the gray square button with an image of a folder above the list of documents.

The screenshot shows the ASA Community website interface. At the top, there is a navigation bar with links: Home, Getting Started, Communities, Sections, Committees, Chapters, Network, Events, Browse, and Participate. Below this is the main header "Getting Started with ASA Community" with a "Settings" button. A secondary navigation bar shows "Community Home", "Discussion 12", "Library 2", "Blogs 0", and "Members 16". The "Library" tab is active. Below the navigation, there are two entries. The first entry is "Guide - How to Start a Blog on the ASA Community Website" by Lara Harmon, posted 4 months ago. It has an "Attachments" section with a document icon and a "Download" button. A toolbar above the entries contains a "Cut" button (scissors icon) which is highlighted with a red box, a "Most Recent" dropdown menu, and a "Create New Library Entry" button. The second entry is "RE: Guide - How to Start a Blog" by Lara Harmon, also posted 4 months ago, with a similar "Attachments" section and "Download" button. At the bottom, there is a pagination control showing "1" of 1 pages.

4. Click on the item you want to move, in either the "Folders" or "Folder Contents" column.
5. Click on the "Cut" button (it has a picture of scissors) in the toolbar above the column you're working in.
6. Click on the item ***above*** where you want to move the item you're working with to.
7. Click on the "Paste" button (it has a picture of a clipboard) in the toolbar above the column you're working in.
8. **That's it!** Your item should appear ***below*** the item you clicked on before hitting the "Paste" button.

Note: To move an item to the *** top*** of a list of items, follow these steps:

1. Follow the steps above to move the item you want to move to the top of the list to the ***second place*** in the list.
2. Follow the steps above to move the item currently at the top of the list to the place ***below*** the second item (which should now be the item you want at the top of the list).
3. The item you want to move to the top of the list should now be at the top of the list.

If you have any questions, just [contact us here](#) or contact me directly at <mailto:lara@amstat.org>.

Last updated 3/23/16, by Lara Harmon