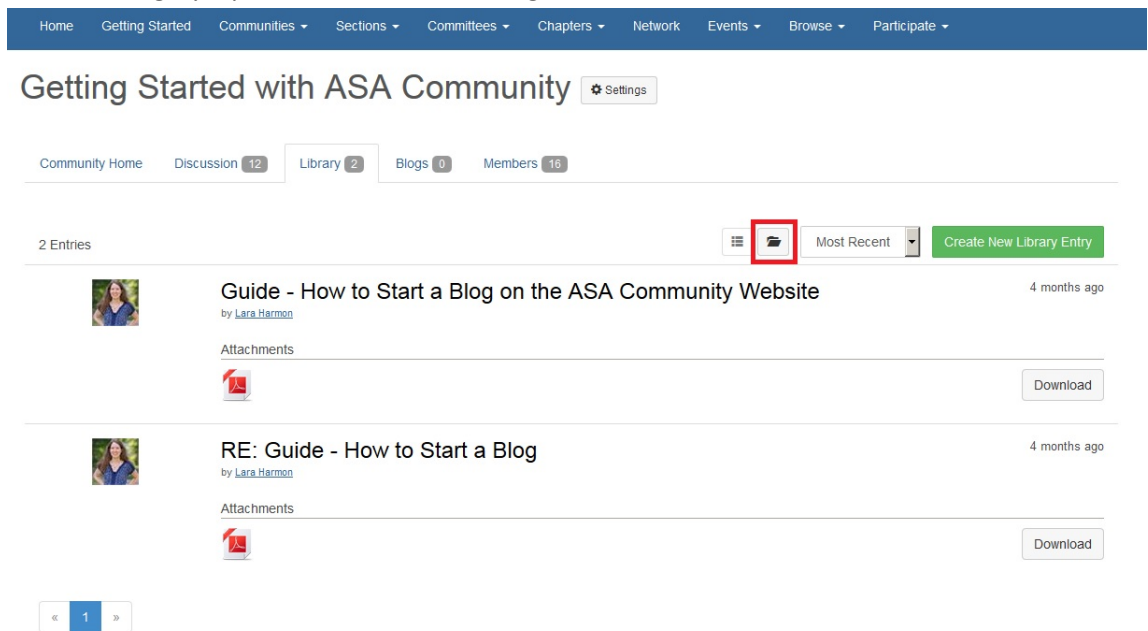


## How to Manage Documents in a Library's Folder View

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.



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