



Department/Chapter Website Instructions

Resource Library

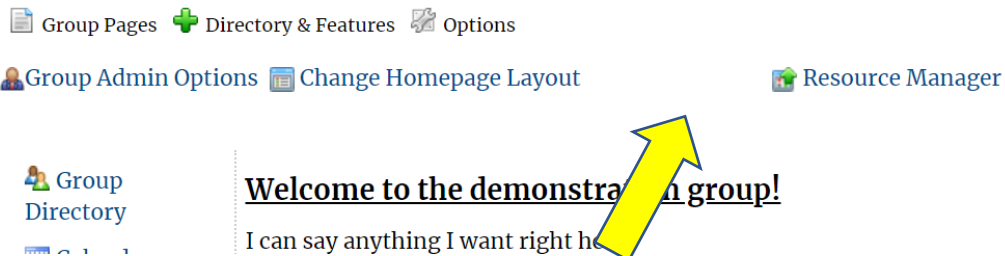
What is the Resource Manager? The Resource Manager is a depository for all files and images you wish to place within your site. Think of the Resource Manager as a storage area where you can upload, store and use different files within your group's.

In order to insert an image or hyperlink to a document into a webpage on your site you'll want to upload it to the Resource Manager. It's important to organize your uploaded files to the resource manager to allow site administrators to easily access any of the files or documents quickly and easily.

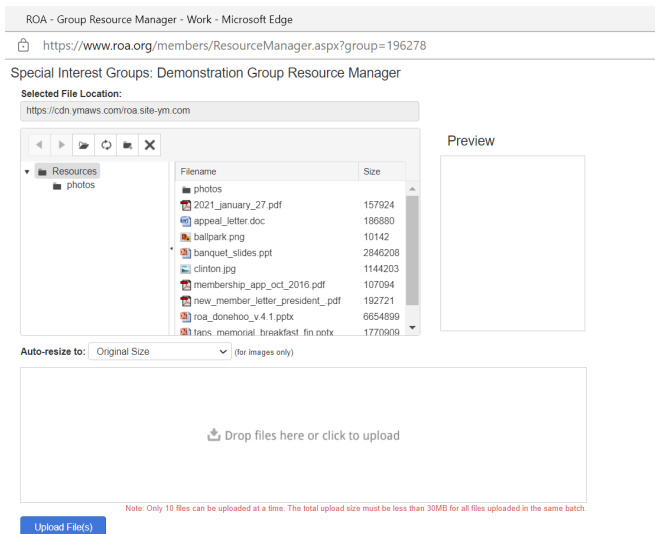
Populating Your Site's Resource Manager

Click on Resource Manager in the top right section of your homepage.

Special Interest Groups: Demonstration Group



The Resource Manager will always appear in a pop-up window within your browser.



Creating File Folders

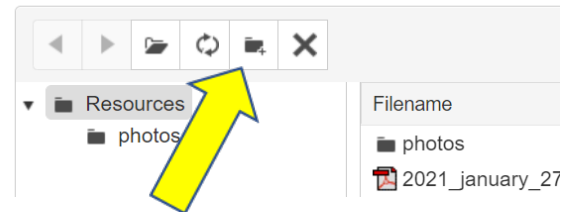
There will be 1 “Default Folder” created automatically within your group’s resource manager. It is titled “Resources.” You may utilize this folder to upload items, however, it is recommended to create multiple file specific folders. (Quick Tip: You are not restricted on the number of folders you can create; however, it is not currently possible to create sub-folders within the resource manager. It’s best to create multiple file folders for specific topic areas. For example, create separate folders titled “Events_Photos” and “Events_PDFs” so that all of the documents you upload in regards to events are not contained within one singled folder)

1. Select the “New Folder” icon within the Resource Manager.
2. Enter the desired folder name into the “Enter the name of the new folder” text box.
3. Select the “OK” button to create the folder.
4. The newly created folder will be visible within the “Resources” listing.

Special Interest Groups: Demonstration Gr

Selected File Location:

<https://cdn.ymaws.com/roa.site-ym.com>



Uploading Files to a Folder within the Resource Manager

Once you have folder(s) created you can begin to upload files to the resource manager. To begin select the folder you created.

1. Upload to this Folder: Drag and drop the image into the “Drop files here or click to upload” area or click that area to browse for your image.
2. Auto-resize to: If the file that you are uploading is an image (.jpeg, .gif, .png), you can automatically resize the image upon upload into the resource manager. Select the specific pixel size within the Dropdown. (Quick Tip: You may also select to upload the image in its original size within the dropdown. You do have the ability to manually resize the image once its been added within a content editor)
3. Uploader: Within the uploader, you can drag and drop files into this area or select within to upload a file from wherever you have it saved on your computer.
 - a. Once you have selected a file you’ll see a preview of it within the uploader. (Quick Tip: If the file is an image you’ll see a preview of the image. All other file types will display the filename.)
 - b. You can upload one file at a time or upload multiple files at once within this area. (Quick Tip: Only 10 files can be uploaded at a time)
 - c. Select the “Remove File” link if you want to remove a selected file before uploading.
4. Upload File(s): Select the “Upload File(s)” button to upload and add the files to the selected folder of the resource manager. (Quick Tip: There is no overall restriction on the number of files that you can upload to the resource manager. However, no individual file can exceed 30MB (Megabytes) in size)
5. Once the files have been uploaded you will now see that file listed within the folder you created.

View/Manage Uploaded Files

Within the Resource Manager, files that have been uploaded will be located within the “Resources” area. The Resources listing will display the different folders that have been created.

To view an uploaded file, select the folder name to show its contents in the Filename and Size area. Each file that has been uploaded to the folder will display. Select the filename to view a Preview of the file.

Additionally, a relative URL Path is created within the "Selected File Location" field. (Quick Tip: This path is relative to your site and should be used anytime creating a hyperlink or embedding an image into a content page within your site.)

Note: You MUST add www.roa.org in front of the URL provided or the link will not work.

Special Interest Groups: Demonstration Group Resource Manager

Selected File Location:

/resource/group/9bdf5de2-c4d0-4d33-aab1-c3762aae581a/membership_app.pdf

The screenshot shows a file manager interface with a toolbar at the top containing icons for back, forward, home, refresh, new folder, and delete. Below the toolbar is a tree view showing a folder named 'Resources' containing a sub-folder 'photos'. To the right is a table with two columns: 'Filename' and 'Size'. The 'membership_app.pdf' file is selected and highlighted. A yellow arrow points to the 'Selected File Location' field above the table.

Filename	Size
photos	
2021_january_27.pdf	157924
appeal_letter.doc	186880
ballpark.png	10142
banquet_slides.ppt	2846208
clinton.jpg	1144203
membership_app.pdf	107094
new_member_letter_president_.pdf	192721
roa_donehoo_v.4.1.pptx	6654899
tans_memorial_breakfast_fin.pptx	1770909

Auto-resize to: Original Size (for images only)

There are several actions that can be performed with files contained in a folder within the resource manager. We'll outline those actions below.

1. Back and Forward Icons: You can use these icons to navigate to folders you have recently accessed.



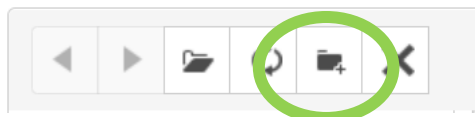
2. Open Folder Icon: This icon can be used to open the Folder you currently have selected.



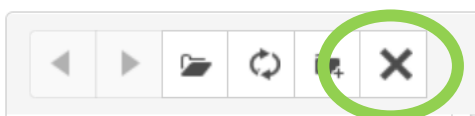
3. Refresh Icon: You can use the Refresh Icon to refresh to reflect any changes you have made.



4. New Folder Icon: This icon is used to add a New Folder.



5. Delete Icon: Once you have selected a folder or file you would like to delete, you can select the Delete Icon to remove that file/image/folder. (Quick Tip: Deleting a file from the resource manager will remove the item from its current area within your site. For example, if the file is an image embedded within a page or a hyperlink to a document and you delete that file from the resource manager it will NO longer be visible within the page. Deleting the file is also deleting the PATH that makes that file accessible within your site.)



6. Right-click File Options: These options are available when you right-click a file or image.
 - a. Open: This will open the image/file in a new browser tab for you to view.
 - b. Delete: This will prompt you to make sure you want to delete this file/image. (Quick Tip: If a file is still in use, some pages will not be displayed properly.)
 - c. Rename: This will prompt you to change the name of your file/image.
 - d. New Folder: New Folder will create a sub-folder of the folder you are currently in.
 - e. Copy: Copy will copy the image/file to be copied into another Folder. You can also copy a file by dragging and dropping it into another Folder. You will receive the message below. (Quick Tip: Copying a file does not remove it from its current folder. If you wish for the file to be removed you will need to delete the file out of the previous folder.)
 - f. Paste: Allows you to Paste a Copied file/image into the Folder you are currently viewing.
7. Selecting Multiple Files: You can select Multiple Files to perform an action on all of those files by holding the Control or Shift Key on your Keyboard. Then select those files with your mouse cursor.
 - a. Shift Key: Using the Shift Key, you can select only the first and last file you would like to change and all files/images in between will automatically be selected.
 - b. Control Key: Using the Control Key, you can select only the files you would like to change. This will not select the files in between them.
8. Deleting a Folder:
 - a. Select the folder name to access its contents.
 - b. Delete any files within the folder, by selecting and right-clicking those files.
 - c. Once no files remain within the folder, right click the folder and select "Delete".
 - d. To delete the folder, a popup will display to make sure you want to delete this folder.