

How do I navigate the Resources tool?

There are a number of controls that determine the display of the Resources tool, making it easier to maneuver about within the tool space.

Go to Resources.

Select the **Resources** tool from the Tool Menu of your site.

Reset

Poetry 101: Resources

Site Resources Upload-Download Multiple Resources Permissions Options Check Quota

Location: Poetry 101 Resources

Remove Move Copy Show Hide

<input type="checkbox"/>	Title	Access	
	Poetry 101 Resources	Add	Actions
<input type="checkbox"/>	Readings	Add	Actions Entire site
<input type="checkbox"/>	PowerPoints	Add	Actions Entire site
<input type="checkbox"/>	Poetry Web Sites	Add	Actions Entire site
<input type="checkbox"/>	Poems	Add	Actions Entire site
<input type="checkbox"/>	Poet Images	Add	Actions Entire site
<input type="checkbox"/>	Bibliography	Add	Actions Public

▶ Copy Content from My Other Sites

Clicking **Reset** will always return the Resources display to the root level with all the folders closed.

Plus / Minus

Location:  Poetry 101 Resources

<input type="checkbox"/>	Title 		
	 Poetry 101 Resources	<input type="button" value="Add"/> ▾	<input type="button" value="Actions"/> ▾
<input type="checkbox"/>	 Readings	<input type="button" value="Add"/> ▾	<input type="button" value="Actions"/> ▾
<input type="checkbox"/>	 Week_1_Readings 	<input type="button" value="Add"/> ▾	<input type="button" value="Actions"/> ▾
<input type="checkbox"/>	 APoetsJourney.pdf 		<input type="button" value="Actions"/> ▾
<input type="checkbox"/>	 RobertFrost_Boston1915.pdf 		<input type="button" value="Actions"/> ▾
<input type="checkbox"/>	 Week_2_Readings	<input type="button" value="Add"/> ▾	<input type="button" value="Actions"/> ▾
<input type="checkbox"/>	 PowerPoints	<input type="button" value="Add"/> ▾	<input type="button" value="Actions"/> ▾
<input type="checkbox"/>	 Poetry Web Sites	<input type="button" value="Add"/> ▾	<input type="button" value="Actions"/> ▾
<input type="checkbox"/>	 Poems	<input type="button" value="Add"/> ▾	<input type="button" value="Actions"/> ▾
<input type="checkbox"/>	 Poet Images	<input type="button" value="Add"/> ▾	<input type="button" value="Actions"/> ▾
<input type="checkbox"/>	 Bibliography	<input type="button" value="Add"/> ▾	<input type="button" value="Actions"/> ▾
<input type="button" value="Copy Content from My Other Sites"/>			

Clicking **Plus +** will open a folder, within the view of all of the folders. Clicking **Minus -** will close a folder.

Folder View

Poetry 101: Resources

Location: Poetry 101 Resources / PowerPoints

Remove Move Copy Show Hide

<input type="checkbox"/>	Title	
<input type="checkbox"/>	PowerPoints	Add Actions
<input type="checkbox"/>	Lecture01_PoeticForms.ppt	Actions
<input type="checkbox"/>	Lecture02_19thCenturyPoets.ppt	Actions
<input type="checkbox"/>	Lecture03_20thCenturyPoets.ppt	Actions

Clicking on the name of any folder will isolate the display to just the contents of that folder.

Breadcrumb Trail

Poetry 101: Resources

Location: Poetry 101 Resources / Readings / Week_1_Readings

Remove Move Copy Show Hide

<input type="checkbox"/>	Title	
<input type="checkbox"/>	Week_1_Readings	Add Actions
<input type="checkbox"/>	APoetsJourney.pdf	Actions
<input type="checkbox"/>	RobertFrost_Boston1915.pdf	Actions

When a folder or subfolder is isolated, a breadcrumb trail of links allows users to navigate the folders.

Expand All / Collapse All

Location: Poetry 101 Resources

Remove Move Copy Show Hide

 Title

	Poetry 101 Resources	Add ▾	Actions ▾
<input type="checkbox"/>	Readings	Add ▾	Actions ▾
<input type="checkbox"/>	Week_1_Readings ⓘ	Add ▾	Actions ▾
<input type="checkbox"/>	APoetsJourney.pdf ⓘ		Actions ▾
<input type="checkbox"/>	RobertFrost_Boston1915.pdf ⓘ		Actions ▾
<input type="checkbox"/>	Week_2_Readings	Add ▾	Actions ▾
<input type="checkbox"/>	AmericanPoets.pdf		Actions ▾
<input type="checkbox"/>	PowerPoints	Add ▾	Actions ▾
<input type="checkbox"/>	Lecture01_PoeticForms.ppt		Actions ▾
<input type="checkbox"/>	Lecture02_19thCenturyPoets.ppt		Actions ▾
<input type="checkbox"/>	Lecture03_20thCenturyPoets.ppt		Actions ▾
<input type="checkbox"/>	Poetry Web Sites	Add ▾	Actions ▾
<input type="checkbox"/>	Poets Magazine		Actions ▾
<input type="checkbox"/>	The Poetry Foundation		Actions ▾

Clicking **Expand All** will open up and display the contents of all folders and subfolders. Clicking **Collapse All** will close all folders and subfolders.

Expand All / Collapse All is a toggle button. Clicking it once will expand the display; clicking it again will collapse the display.