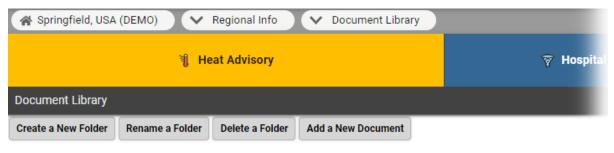# Manage the Document Library

The **Document Library** allows you to store documents in EMResource and make them available to the people in your region. You must have the appropriate permissions to add documents to the library, create and manage folders, and delete and move documents.

The document library is structured as a hierarchy of folders and files. The top level of the library is labeled **All Folders**. At this level, you can have folders and files. Click the plus sign to expand a folder and click the minus sign to collapse it. Documents at this level appear under the header **Uncategorized Documents**.

> **Note**:
>
> - You can add the following types of documents: web page (.html), text file (.txt), or PDF (.pdf).
> - The maximum size of a document/file you can upload to the library is 5 MB.

To create a folder

1. In the main menu, click **Regional Info** and then click **Document Library**. The *Document Library* page opens.
2. Click **Create a New Folder**. The *Create New Folder* page opens.
3. For **Folder Name**, enter an easily distinguishable name.
4. If appropriate, in **Folder Description**, enter a description.
5. For **Create in**, click to specify where in the hierarchy you want this folder to be located (for example, All Folders or within a subfolder).
6. Click **Save**. The *Document Library* page opens.

To add a document

1. In the main menu, click **Regional Info** and then click **Document Library**. The *Document Library* page opens.
2. Click **Add a New Document**. The *Add a Document* page opens.
3. For **Title**, enter an easily distinguishable name.
4. For **Attached File**, click **Choose File**. Your browser window opens.
5. Locate and select the file you want and click **Open**. The window closes. The page shows the file's path and filename.
6. For **Create in**, click to specify where in the hierarchy you want this document to be located (for example, All Folders or within a subfolder).
7. Click **Save**. The *Document Library* page opens.

To move a document

1. In the main menu, click **Regional Info** and then click **Document Library**. The *Document Library* page opens.
2. Locate the document and, on that row, click **Move**. The *Move a Document* page opens.
3. For **Move document to**, click to specify where in the hierarchy you want this document to be located (for example, All Folders or within a subfolder).
4. Click **Move**. The system moves the document to its new location.

To delete a document

1. In the main menu, click **Regional Info** and then click **Document Library**. The *Document Library* page opens.
2. Locate the document and, on that row, click **Delete**. A window opens asking you to confirm the deletion.
   Note: Keep in mind this removes the document from the region library, not just your view of the library.
3. Click **OK**.

To rename a folder

1. In the main menu, click **Regional Info** and then click **Document Library**. The *Document Library* page opens.
2. Click **Rename a Folder**. The *Select Folder to Rename* page opens.
3. For **Select Folder**, click the folder you want to rename. The *Edit Folder* page opens.
4. If appropriate, edit the name and/or description of the folder.
5. Click **Save**. The *Document Library* page opens.

To delete a folder

1. In the main menu, click **Regional Info** and then click **Document Library**. The *Document Library* page opens.
2. Click **Delete a Folder**. The *Delete Folder* page opens.
3. For **Select Folder**, click the folder you want to delete.
4. Take one of these actions.
   - To delete all folders and documents within the folder you are deleting, select the **Delete documents too?** checkbox.
   - To retain the folders and documents within the folder you are deleting, clear the **Delete documents too?** checkbox.
     Note: These items are moved to the top level of the library under the label **Uncategorized Documents**.
5. Click **Delete**. The *Document Library* page opens.