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 Presenter: Patricia Chamroonrat

Topics: DOCUMENT CENTRAL & More!

**ABOUT DOCUMENT CENTRAL**

Document Folder Tree View	Select Document Central icon from content shortcuts; or choose Document Central from Site Content.
Add Document(s)	Select your folder, from Menu, choose Add Documents. Browse to retrieve your documents or Drag/Drop your documents. You may add one or more documents at the same time.
Delete Document(s)	Select the document, from menu, Delete. To delete multiple documents, select the documents and click on Delete button.
Adding Sub Folder	From your main folder, from Menu, click Add Sub Folder at top or Add Sub Folder at Bottom.
Move/Order Document	Select Document and use Move icon. 
Document Search	Enter name or part of name of document you are searching for.

**FREQUENT REQUESTS**

How do I insert a link to a document on my page?	
How do I get a url to a specific document?	In Document Central, locate the document. Select document, from menu select Review. Copy Document URL.
I can't delete my document from Document Central, what do I do?	The document is listed on a current page or archived version of the page, therefore, you cannot delete. Go to Menu, choose Force Delete.

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