Adding bulk local content must be done through a networked computer. RACHEL has limited additional storage space, please be aware you may run out of storage. Also, the first time PDF documents are loaded, the local content folder will take a long time to load. RACHEL is creating PDF "thumbnails" (covers) to display. Each time content is added this process occurs, but only once for each document.
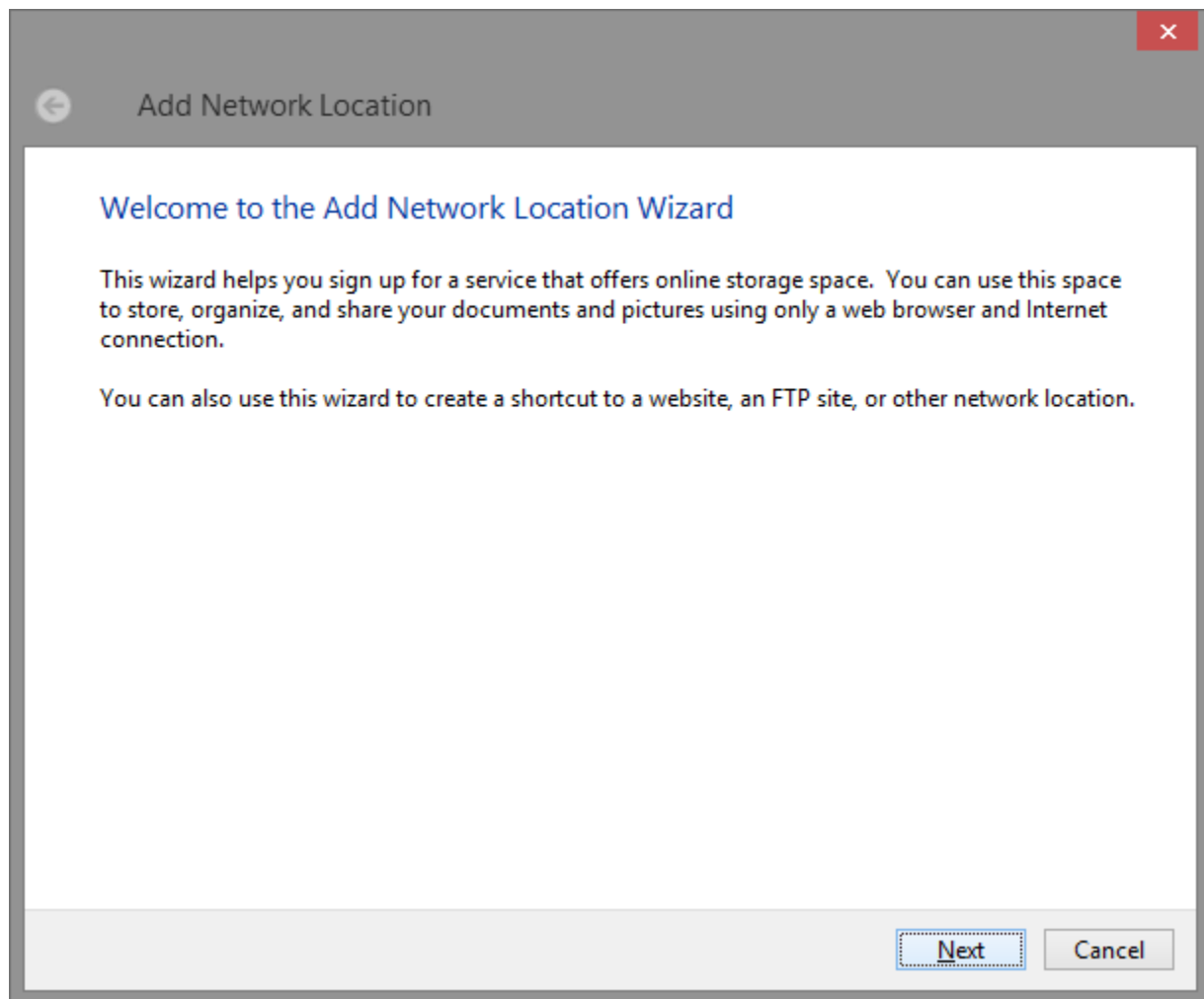
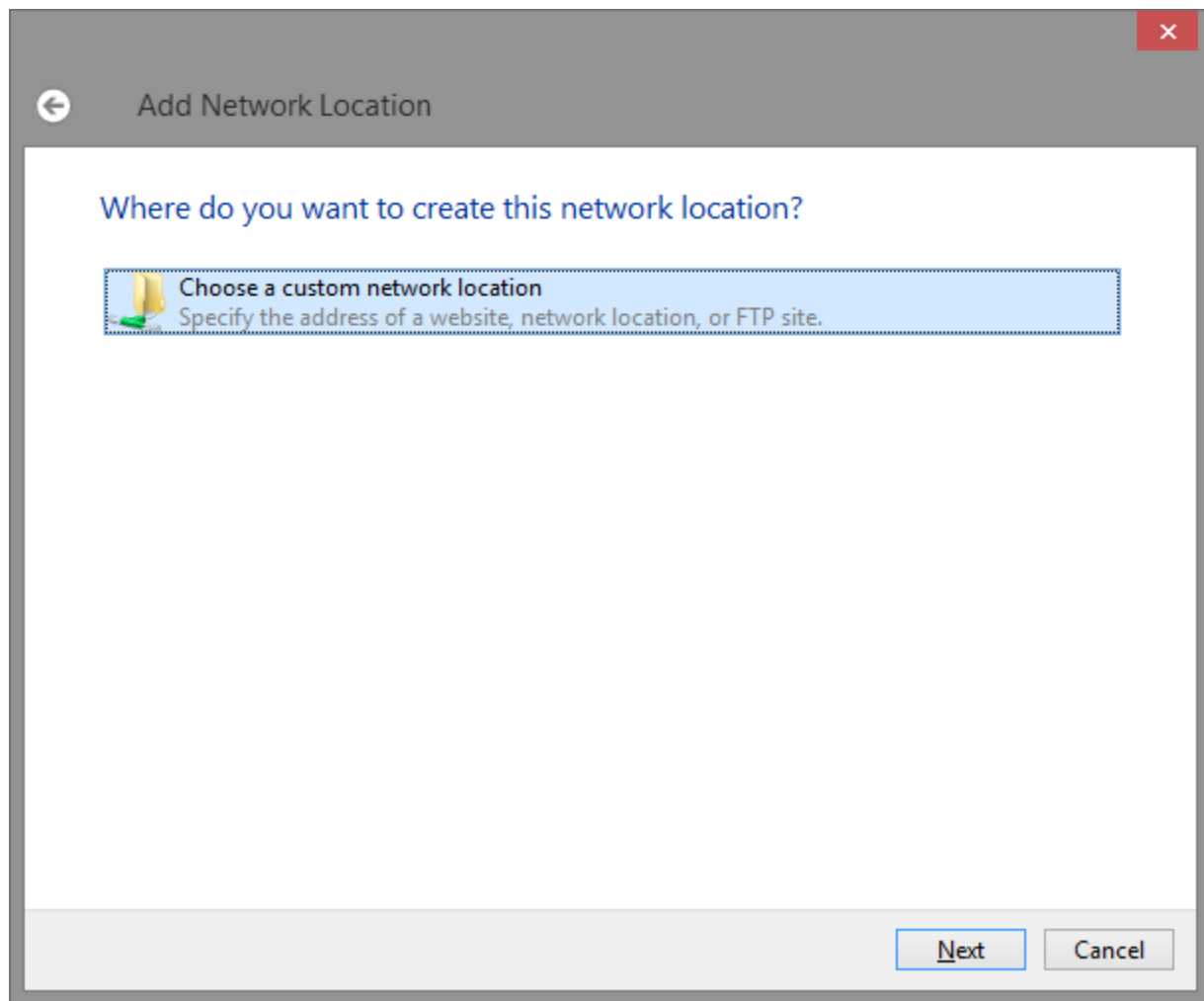**Step 1: Open "My Computer" or "Computer" or "This PC"**
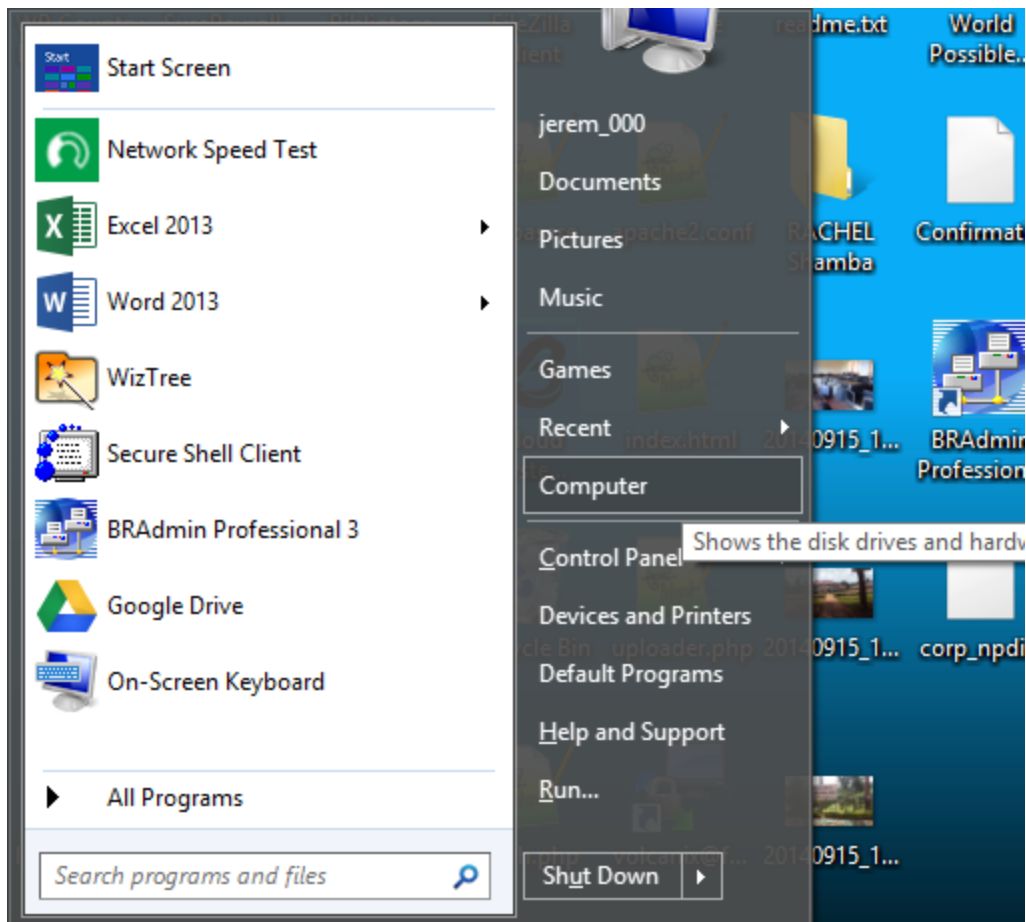
Step 2: "Add a network location"
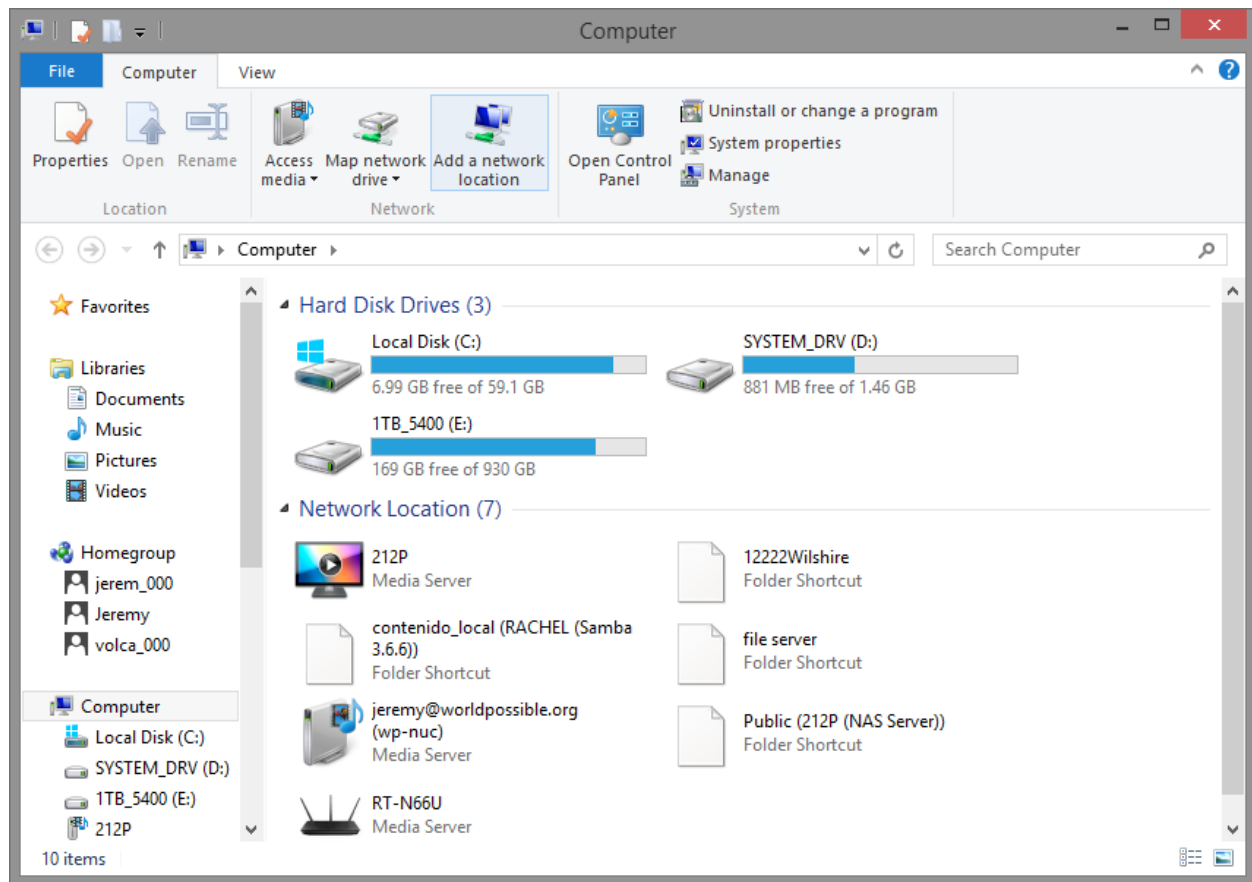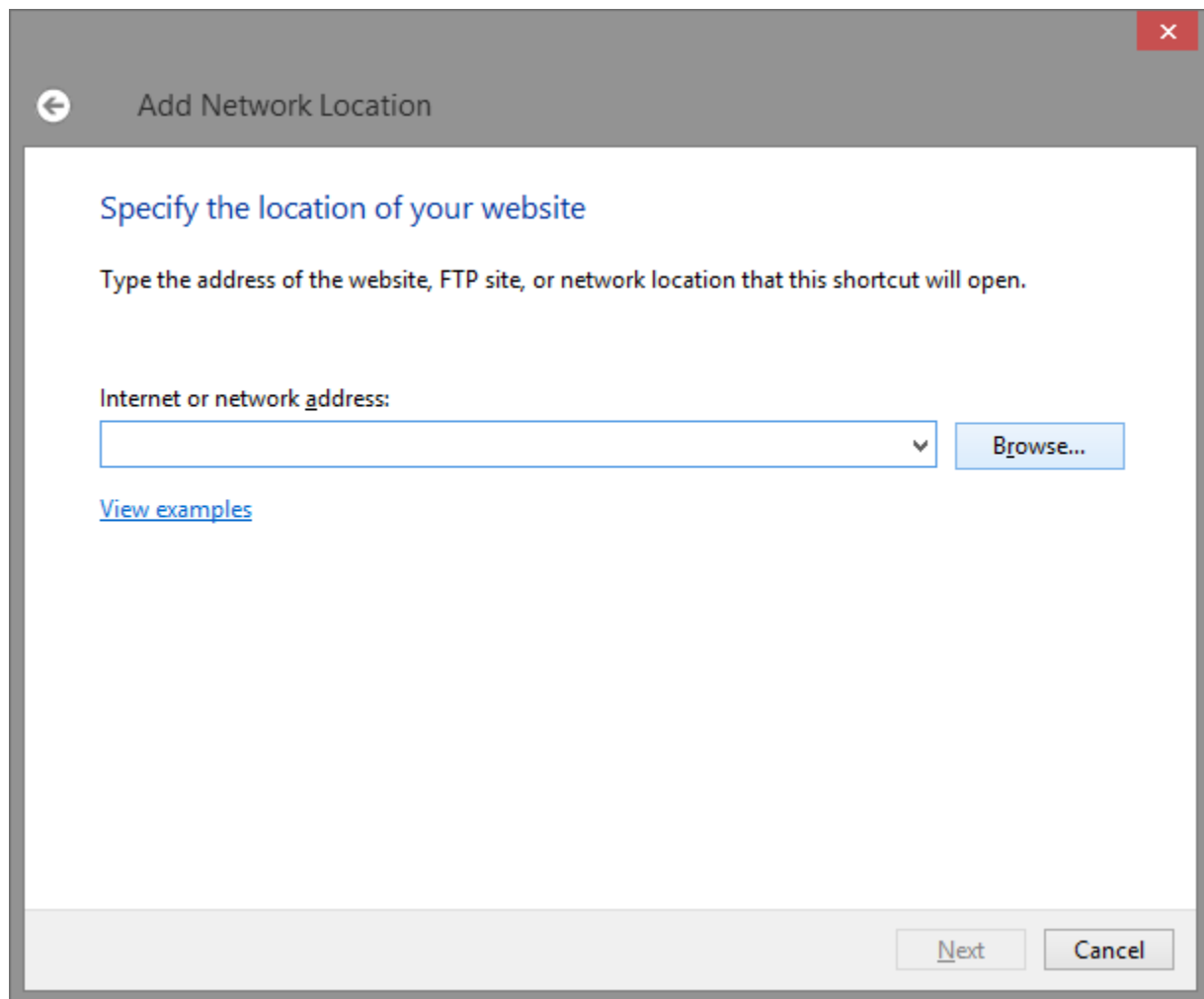
Step 3: Next

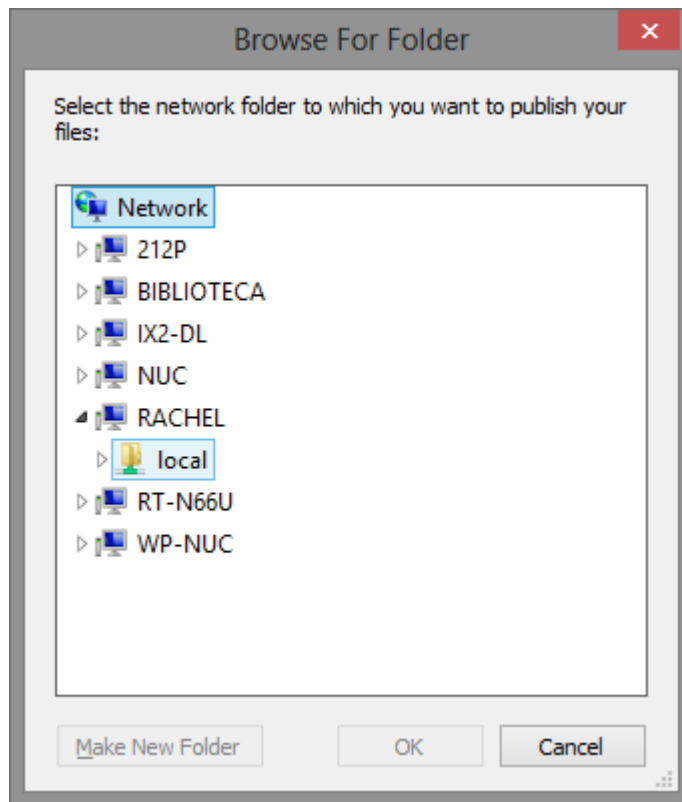**Step 4: Choose a custom network location**

Add Network Location

Where do you want to create this network location?

📁 **Choose a custom network location**
Specify the address of a website, network location, or FTP site.

Next   Cancel

Step 5: Browse

Step 6: Find RACHEL on your network. Click the triangle on the left of RACHEL to reveal a dropdown of folders, including "local" (probably the only folder under RACHEL). Click OK.

Browse For Folder ☒

Select the network folder to which you want to publish your files:

- 🖳 Network
  - ▷ 🖥 212P
  - ▷ 🖥 BIBLIOTECA
  - ▷ 🖥 IX2-DL
  - ▷ 🖥 NUC
  - ◢ 🖥 RACHEL
    - ▷ 📁 local
  - ▷ 🖥 RT-N66U
  - ▷ 🖥 WP-NUC

Make New Folder   OK   Cancel

Step 7: Click Next (you may have to click Next on this and the next screen asking for a name)

Add Network Location

Specify the location of your website

Type the address of the website, FTP site, or network location that this shortcut will open.
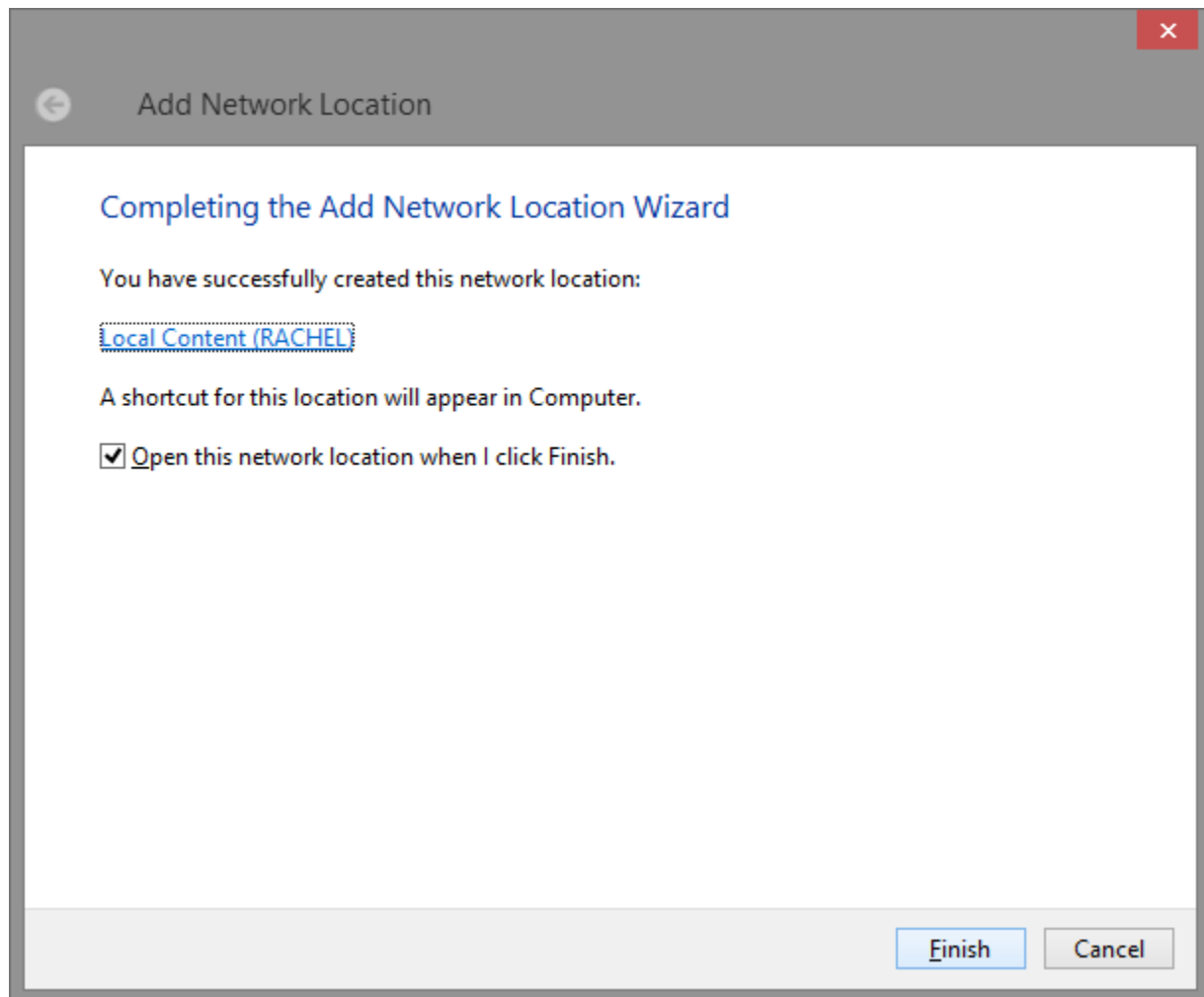
Internet or network address:

\\RACHEL\local   Browse...

View examples

Next   Cancel

Your network location is now available in My Computer. It will open automatically and always be available in My Computer.

Add Network Location

Completing the Add Network Location Wizard

You have successfully created this network location:

Local Content (RACHEL)

A shortcut for this location will appear in Computer.

☑ Open this network location when I click Finish.

Finish   Cancel

Drag any content you want into the local folder. It will be accessible by everyone on the network. Anyone who follows this process above will be able to add (or delete) any and all files.