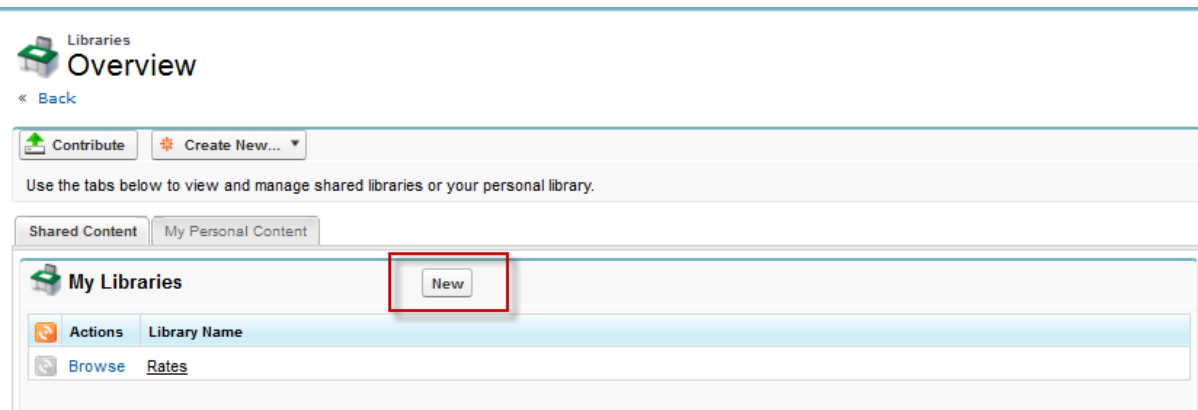


Quick How to Manage Library guide

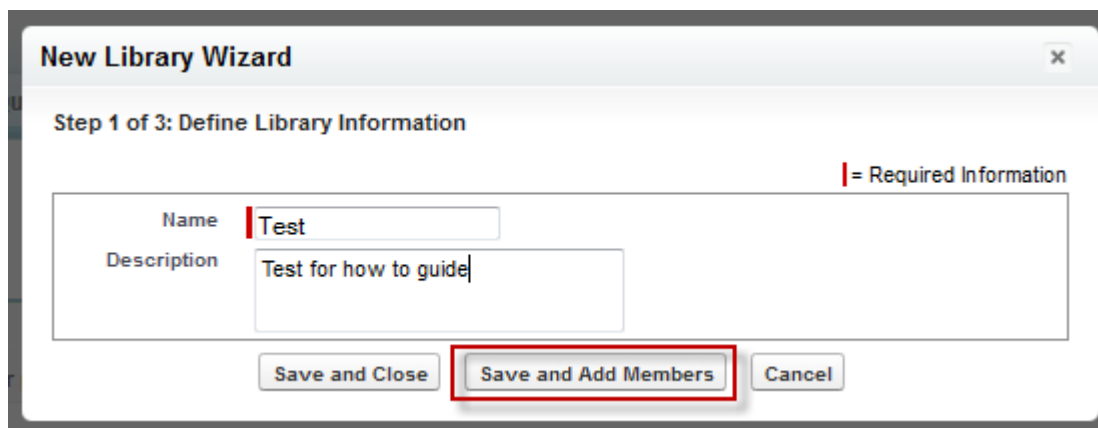
Creating Libraries

Step 1: Creating a New Library

1. Click **New** in the My Libraries section of the Libraries tab home page.



2. Enter a name for the library. Each library in your organization must have a unique name.
3. Optionally, enter a description for the library.
4. Click the **Save and Add Members** button or, if you want to add members later, click the **Save and Close** button.

The screenshot shows the 'New Library Wizard' dialog box. The title bar says 'New Library Wizard'. The main content area is titled 'Step 1 of 3: Define Library Information'. There's a legend indicating that a red vertical bar next to a field name means it is required information. The 'Name' field is required and contains the text 'Test'. The 'Description' field is optional and contains the text 'Test for how to guide'. At the bottom, there are three buttons: 'Save and Close', 'Save and Add Members' (which is highlighted with a red rectangle), and 'Cancel'.

Step 2: Adding Library Members

1. If you do not immediately see the member you want to add, enter keywords in the search box and click **Find**.
2. Select members from the Available Members box. Members can include individual Salesforce CRM Content users or public groups containing Salesforce CRM Content users. Tip



If you have a large number of Salesforce CRM Content users, create a public group and add the group to a library rather than adding users to the library individually.

3. Click **Add** to add the members to the library.
4. Click **Next**.

The screenshot shows the 'Edit Library Membership Wizard' window. The title bar says 'Edit Library Membership Wizard'. The main content area is titled 'Step 1 of 2: Select Library Members' and includes the instruction 'To set the library membership, you can add individual users or public groups.' Below this, the 'Library' is set to 'Test' and the 'Description' is 'Test for How to Guide'. There is a search box with 'Find' and 'Clear' buttons. A yellow tip box says 'Use this search box to find a specific user or public group.' Below the search box, there are two list boxes. The left list box is titled 'Individual Users' and contains the names: Carel Verhoef, Claudia Smargiasso, Cuan McLaren, Jako Nagel, and Janine Bellis. The right list box contains the name: Bernelle Strauss. Between the two list boxes are 'add »' and « remove' buttons. At the bottom of the window, there are 'Next » and 'Cancel' buttons. The 'Next »' button is highlighted with a red box.

Step 3: Assigning Library Permissions to Members

Select library permission for each user or public group and click **Save**. For more information, see [Managing Library Permissions](#).

Edit Library Membership Wizard

Step 2 of 2: Assign a Library Permission to Members

Name	Type	Library Permissions
Bernelle Strauss	User	<div>Author Author Viewer Workspace Administrator</div> <div>Viewer</div>

Save Cancel

Viewing and Editing Libraries

Once you have located a Salesforce CRM Content library in the **My Libraries** area of the Libraries tab home page or on a content details page, click the library name to display detailed information. For details about the publishing options at the top of the page, see [Uploading and Publishing Content](#).

From the library title area, you can click the following quick links:

- **Browse** to view search results showing all the content in the library.
- **Edit** to change the library name or description.
- **Delete** to delete an empty library. If you want to delete a library that contains content, you must first move the content to another library or delete it and empty the Recycle Bin. Note



If your Recycle Bin is empty and you are unable to delete the library, another user's Recycle Bin may contain deleted content from the same library. A library cannot be deleted until all its content is permanently deleted or moved to another library.

- **Edit Members** to add or remove library members or change their library permission.
- **Tagging Rules** to change the tagging method permitted in the library.
- **Content Types** to restrict the content types available to library contributors.
- **View Archived Content** to view a list of archived content in the library. If you do not have the Archive Content or Manage Libraries privilege in your library permission, the archived content list only contains content that you authored and archived, not content that other authors archived.