



## MCPS Web Publishing System (Tron) Training

### *Managing Your Library*

#### Managing Your Library

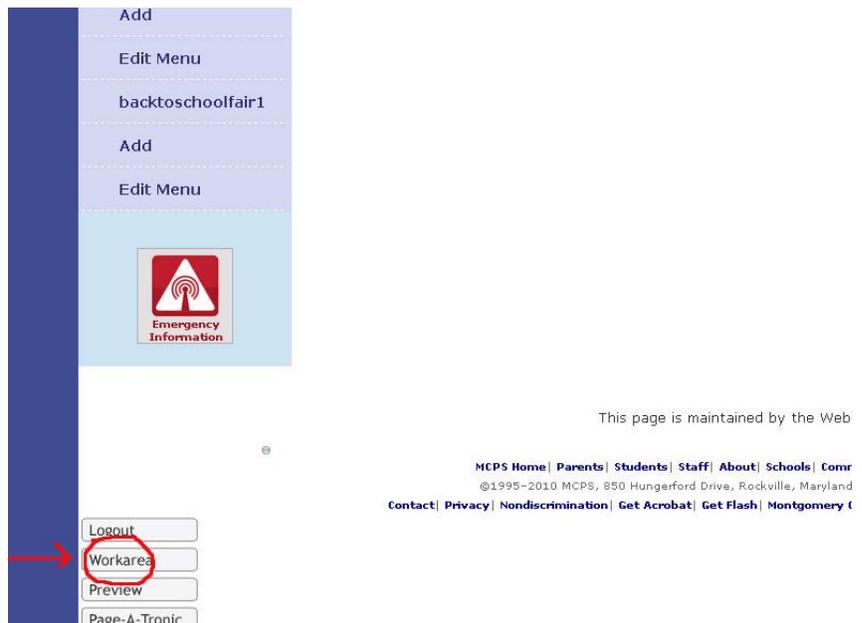
*In this document:*

- A. Locating your site's Tron library folder
- B. Adding items to your library
- C. Deleting items from your library
- D. Renaming items in your library
- E. Overwriting items in your library

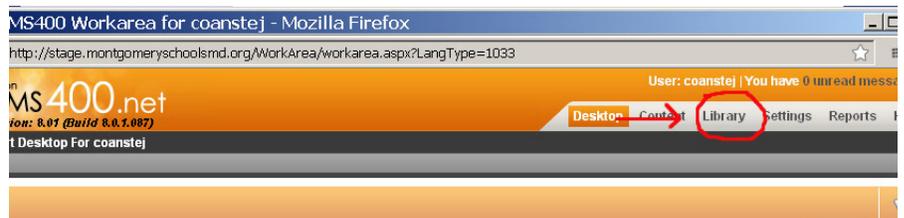
#### A. Where is my site's Tron library folder?

1. After you have logged into Tron, click on "Work Area" in the lower left hand corner of any page on your site.

The main *Tron workarea* will appear.



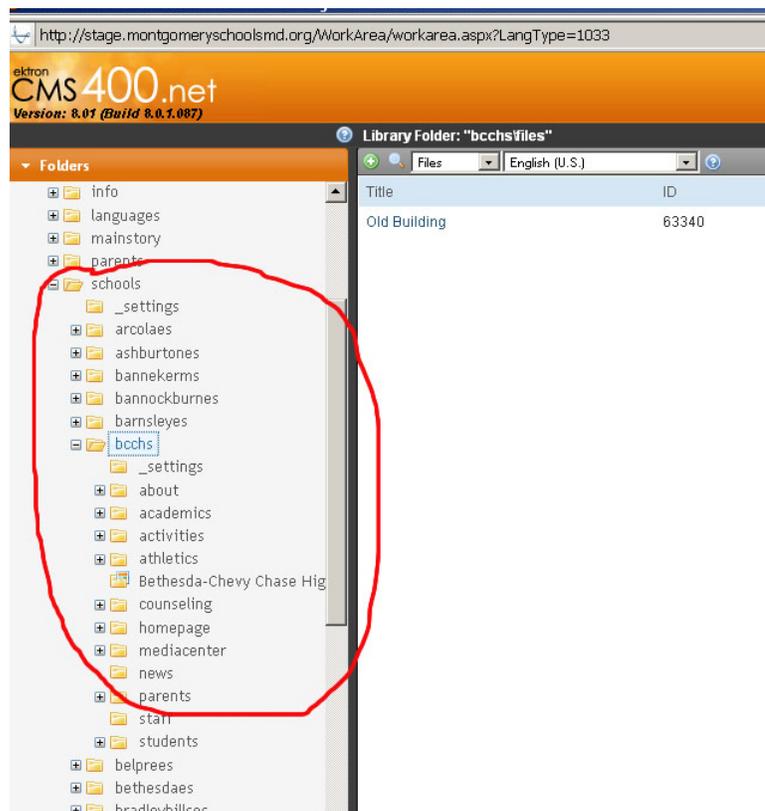
2. Click on "Library" in the upper right-hand corner of the *work area* page.



There are no tabs created for your Desktop. To create one, click the down arrow in the upper right corner, then select Add Tab.

3. Next, click on the ""curriculum," departments," or "schools" folder and then your site's folder.

Your library folder contains subfolders that mirror the structure of the folders that hold your content.



4. By default, images are always displayed first. To see what files are in the library folder, select files from the pull down on the menu bar.



## B. How do I add items to my library?

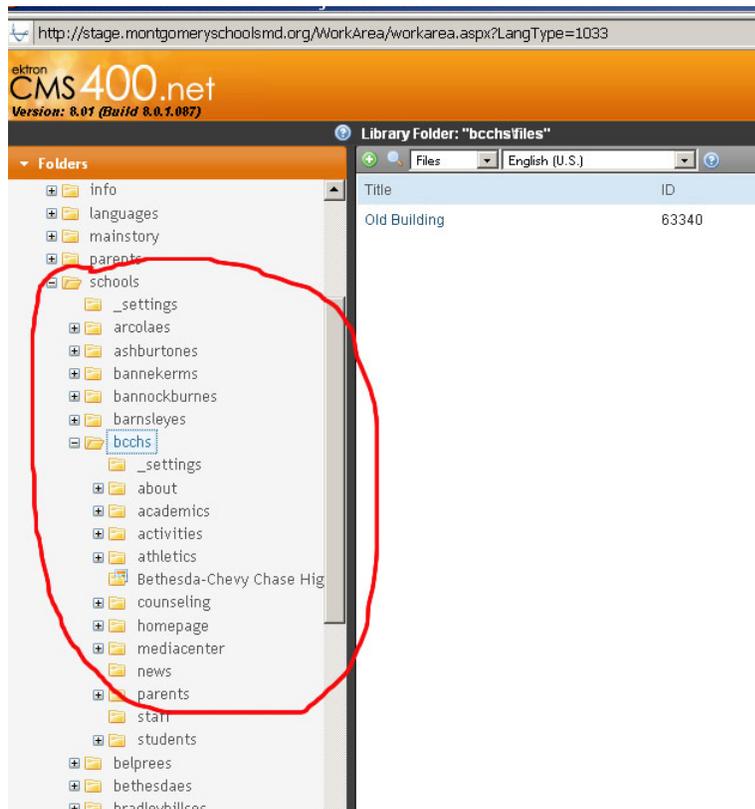
Generally, you will add items to your library by adding links to documents (PDFs, Word files) and including images in your pages. Please refer to the "Uploading and linking to documents" and "Uploading and including images on web pages" documentation.

However, there may be times when you want to add items directly to your library. Here's how:

1. Navigate to your site's library folder as described in the *Where is my site's Tron library folder?* section earlier in this document.

2. Select the subfolder (if applicable) to which you want to add your file(s) or image(s).

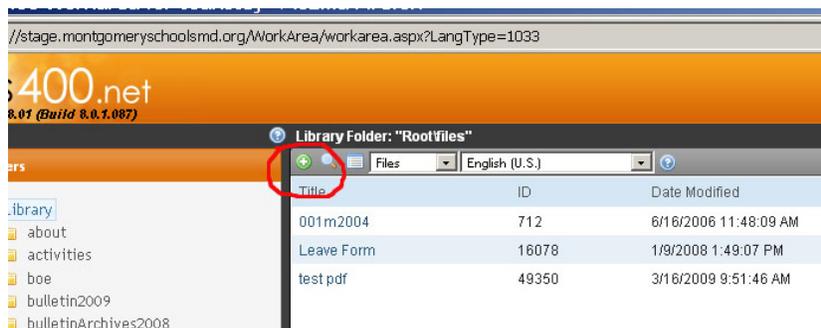
By default, images are displayed. Choose "files" from the pull-down menu if you want to add a PDF, Word document, or other non-image file.



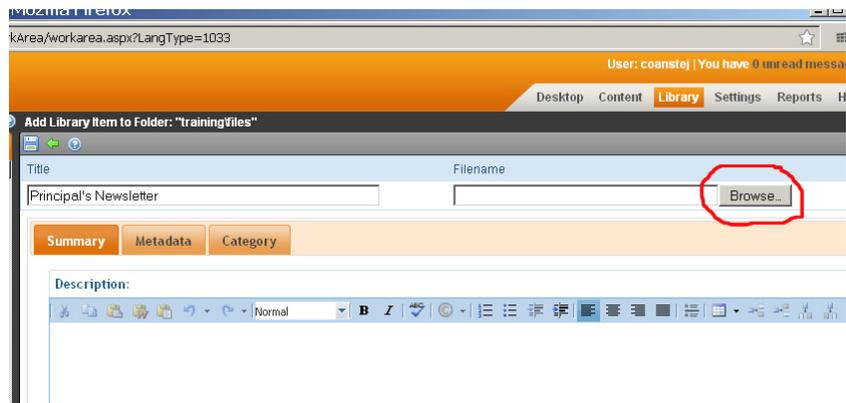
3. By default, images are always displayed first. To see what files are in the library folder, select files from the pull down on the menu bar.



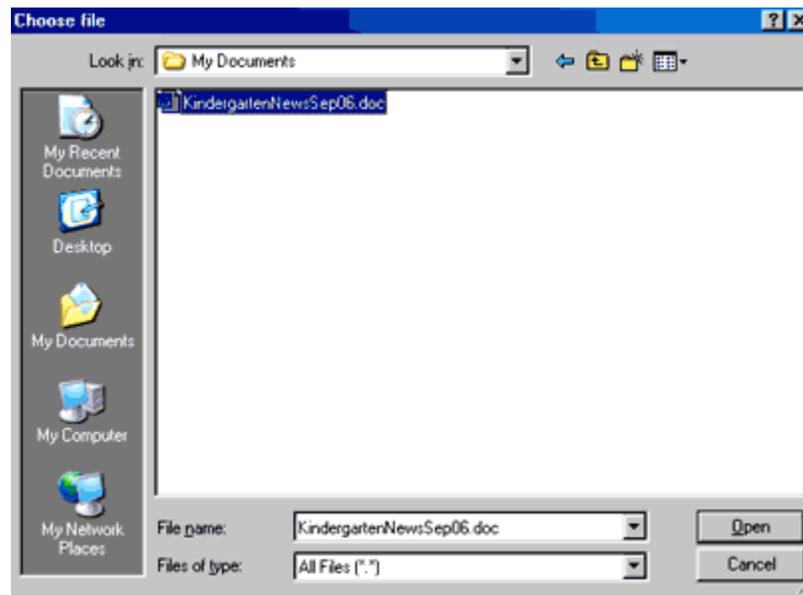
4. To add an image or file, click on the Add icon .



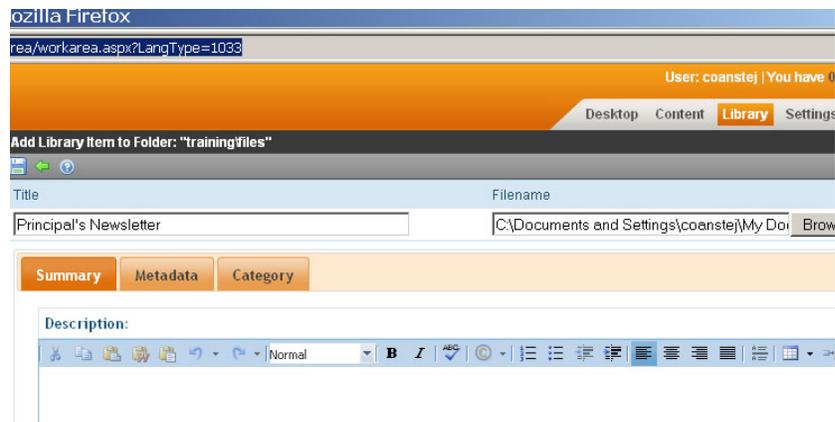
- On the next screen, give your file or image a title. Then click the "Browse" button next to the "Filename" field.



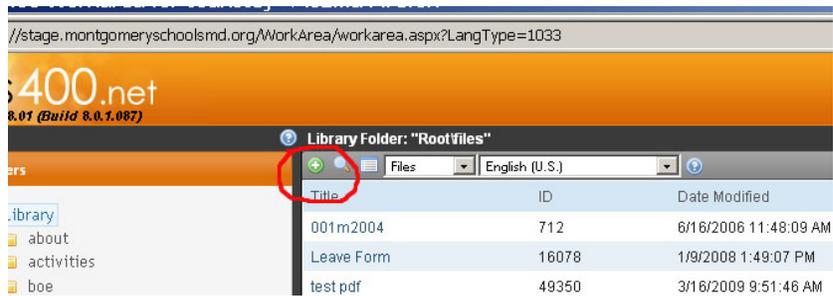
- Once you've clicked "Browse," select the file or image you want to upload via the Choose file window. Click "Open".



- Back in the Tron library, the "Filename" field is filled in. Add a description (optional).



- Click the Add library icon.

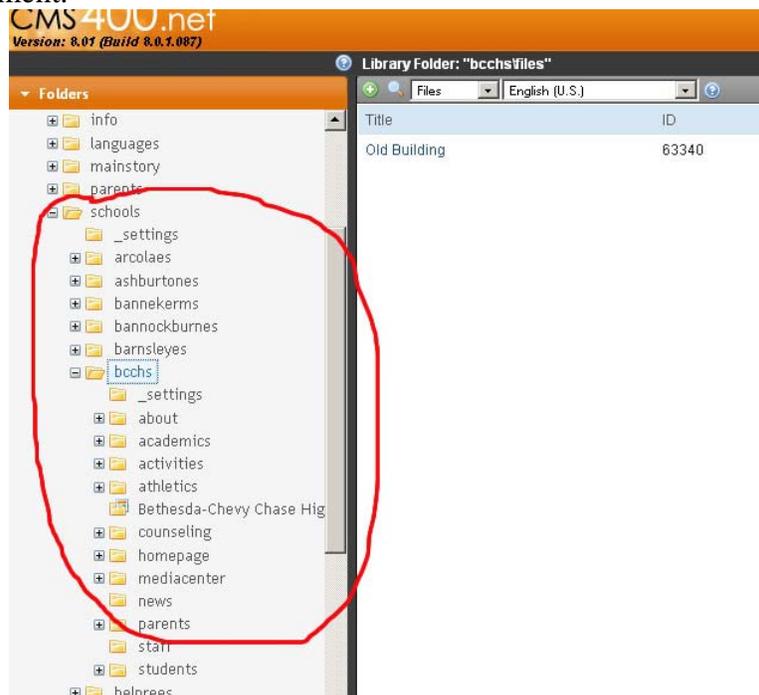


- Your file or image is now uploaded to the Tron *library*. To include on a page, you need to go to that page and link to it (document) or insert it (image).

### C. How do I delete items from my library?

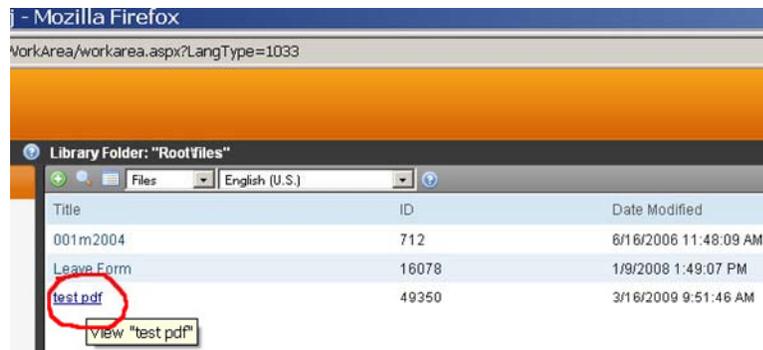
- Navigate to your site's library folder as described in the *Where is my site's library folder?* section earlier in this document.

- Select the subfolder (if applicable) where the document or image you want to delete is located.

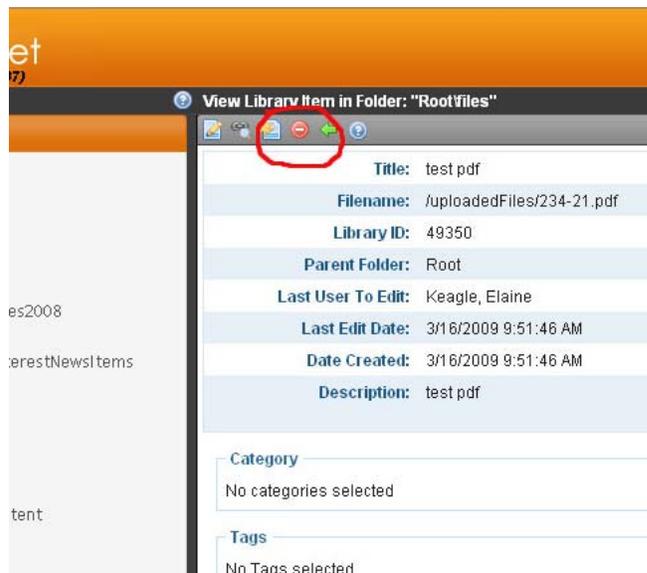


- Choose "files" from the pull-down menu if you want to delete a PDF, Word document, or other non-image file.

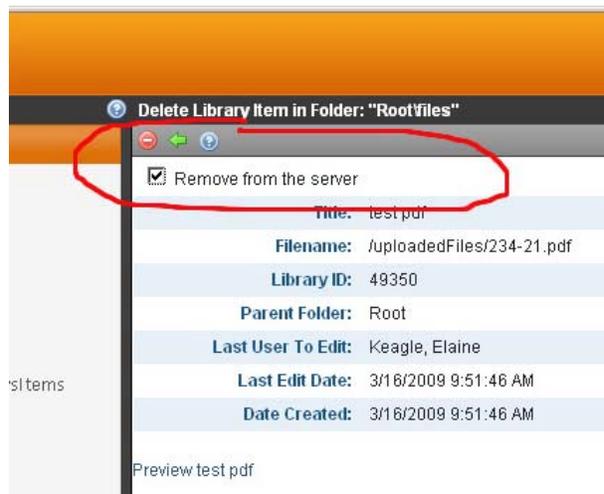
- Click on the title of the image or file you want to delete.



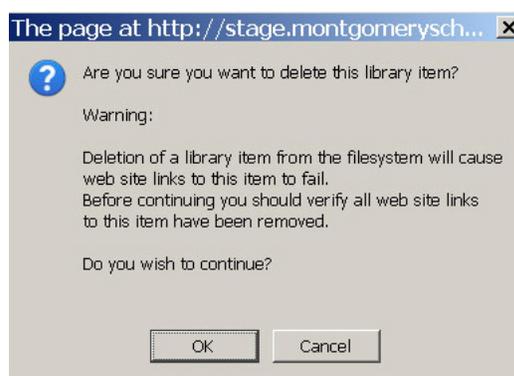
5. The "View Library Item" window will open. Click the Delete icon. 



6. Check the "Remove from the server" box and click the Delete icon again. 



7. A warning box pops up. Click OK if you want to delete.

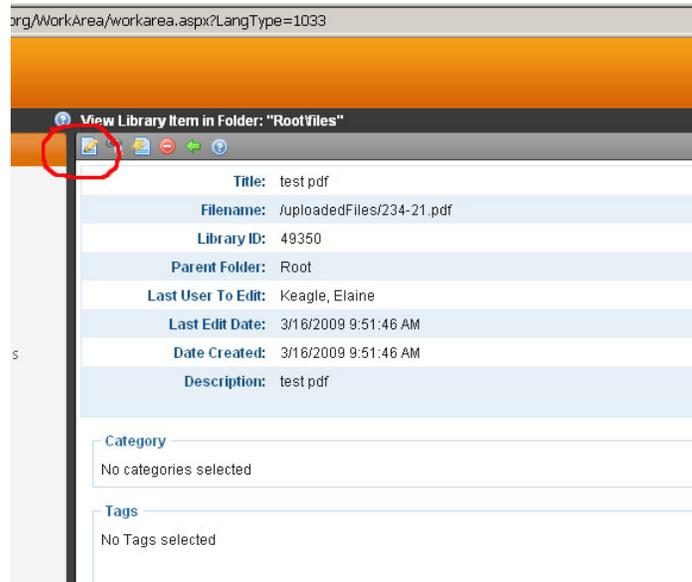


8. Your file or image is now deleted from your Tron library and from the web server.

**Important:** If you remove an item from the library it could still be referenced on a page somewhere. Make sure you remove links to files and remove images from pages before you delete from the library.

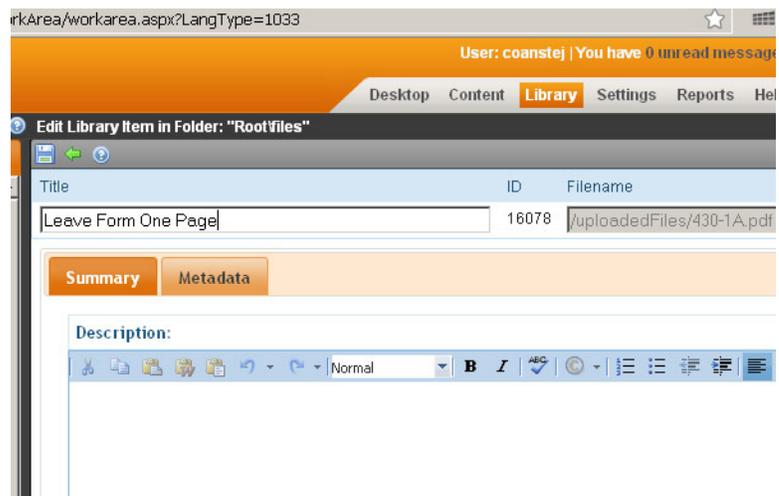
## D. How do I rename an item in my site's library?

1. Navigate to your site's library folder as described in the "Where is my site's library folder?" section earlier in this document.
2. Select the subfolder (if applicable) where the document or image you want to rename is located.
3. Choose "files" from the pull-down menu if you want to rename a PDF, Word document, or other non-image file.
4. Click on the title of the image or file you want to rename. The "View Library Item" window will open.



9. Click the Edit icon. 

5. Type in a new title in the title field. Then, click the Save icon.



6. Your new title is saved.

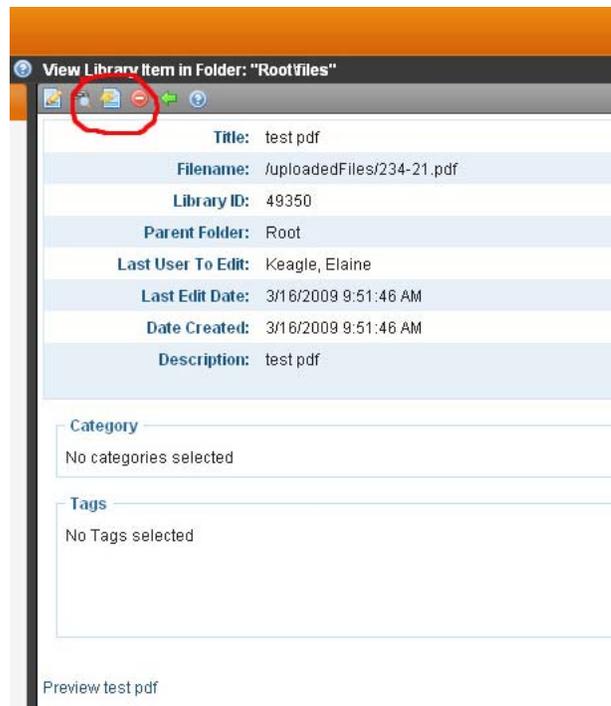
*Note:* Your filename has not changed. The title is only stored in Tron. The filename is taken from the original filename you gave the document or image before you uploaded to Tron.

## E. How do I overwrite an item in my site's library?

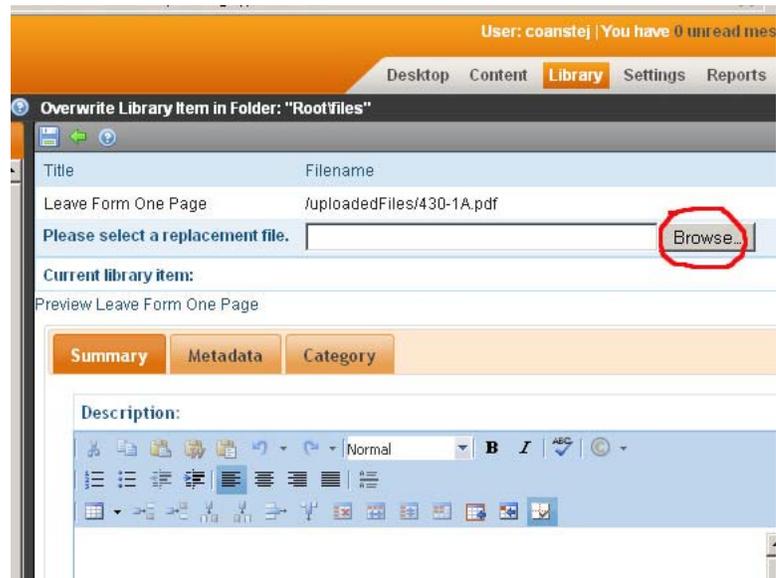
This is useful if you have an updated version of a document and want to keep the same file name, for example a monthly newsletter (if you don't archive the past issues), or if you made a correction to a document.

1. Navigate to your site's library folder as described in the "Where is my site's library folder?" section earlier in this document.
2. Select the subfolder (if applicable) where the document or image you want to rename is located.
3. Choose "files" from the pull-down menu if you want to overwrite a PDF, Word document, or other non-image file.
4. Click on the title of the image or file you want to overwrite. The "View Library Item" window will open.

Click the Overwrite icon.

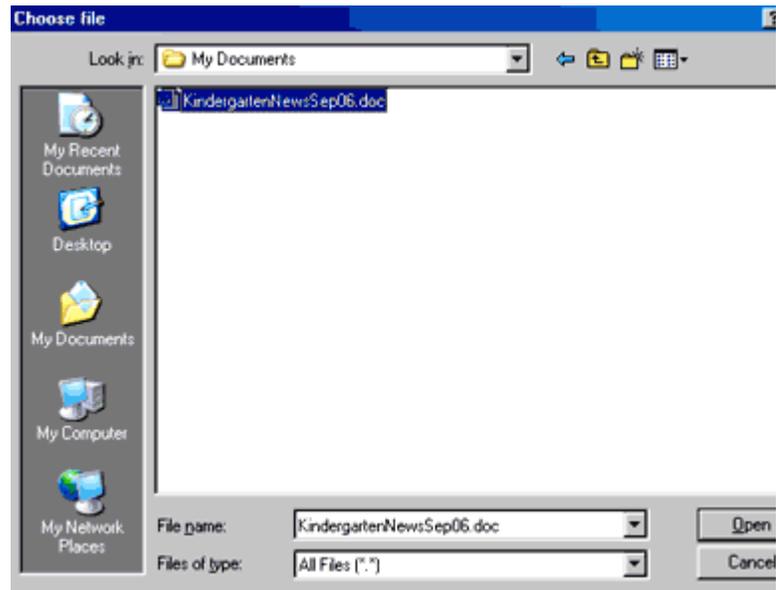


- Click the "Browse" button under the filename.

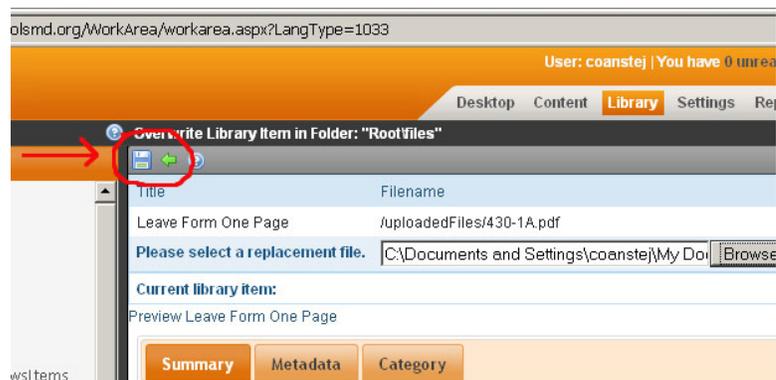


- Once you've clicked "Browse," select the file or image you want to upload via the Choose file window. Click "Open".

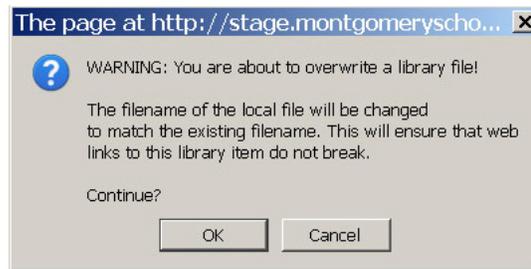
**Important:** The name of your local file must be *different* than the name of the file in Tron. Once you upload the file, Tron will rename it to match the name of the original file.



- Click the Update icon



8. A warning box pops up. The name of your file will be changed to match the file you are overwriting. Click OK if you want to overwrite.



9. You have overwritten the file or image with your updated version