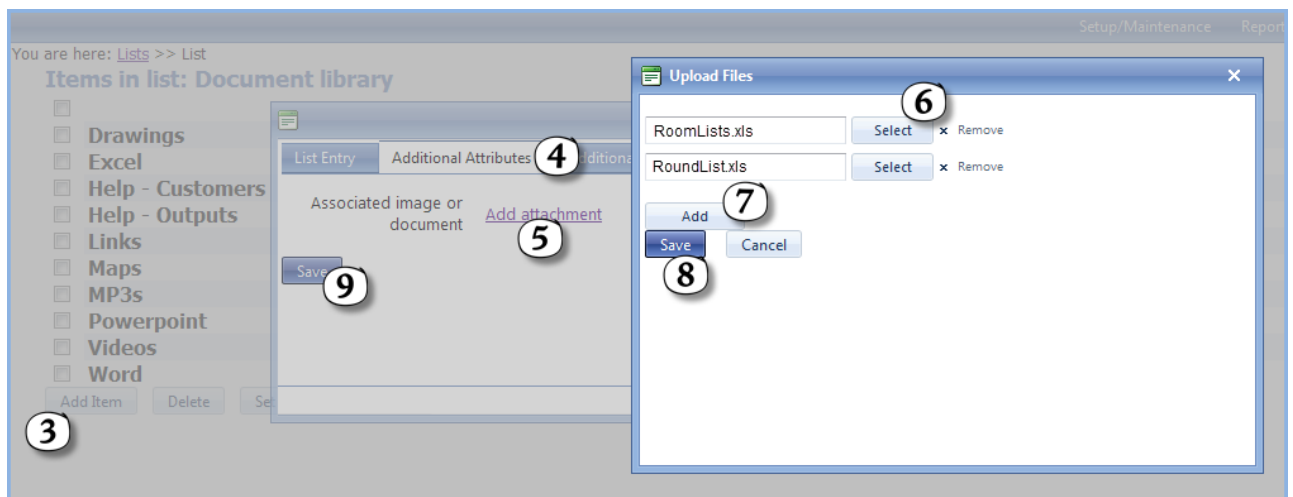


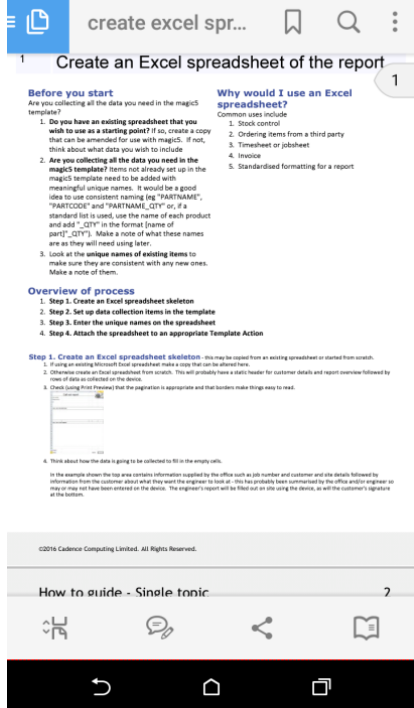
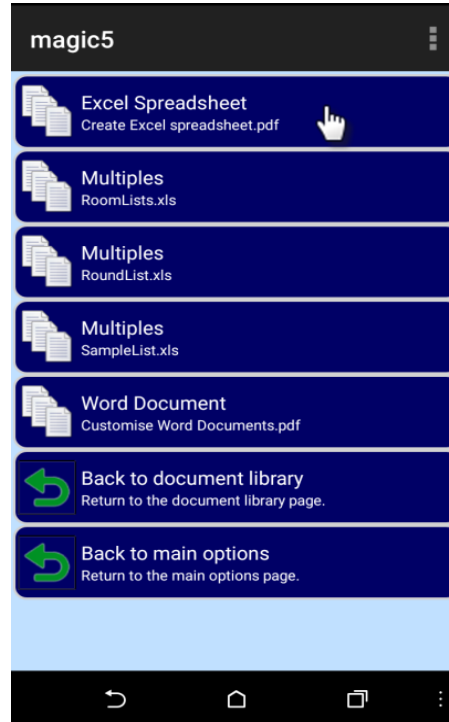
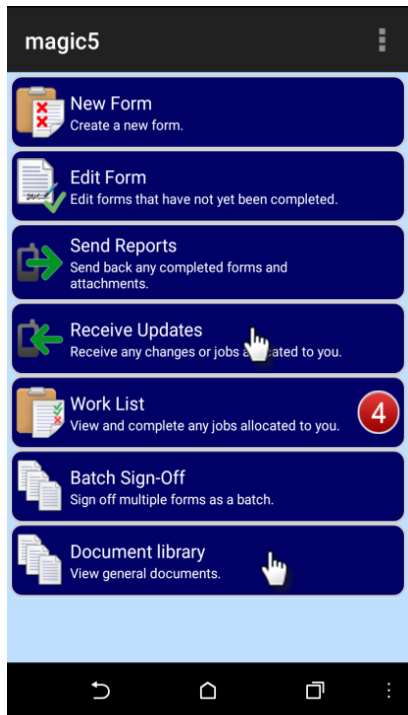
1 Document Library

1.1 Document Library Simple

1. Open the **list of Lists** by selecting Lists from the **Setup/Maintenance menu**.
2. **Click** on the **List entries** link next to **Document library**. You will then see the categories already in your document library (if any).
3. **Select** the **category** that you wish to use or add a new one from the Add Item button. See **Adding a List Entry (online documentation)** for further help on creating a new one.
4. After entering a **Description** tap on **Additional Attributes**.
5. Click **Add attachment**.
6. Tap **Select** to browse your computer.
7. If required, tap **Add** to add more than one document. Use Remove to remove it.
8. **Save**.
9. **Save**.



10. Log on to the device. You may need to Receive Updates and log on again.
 - o Tap **Document library**
 - o Tap the required **Category**
 - o Tap the required **Document**



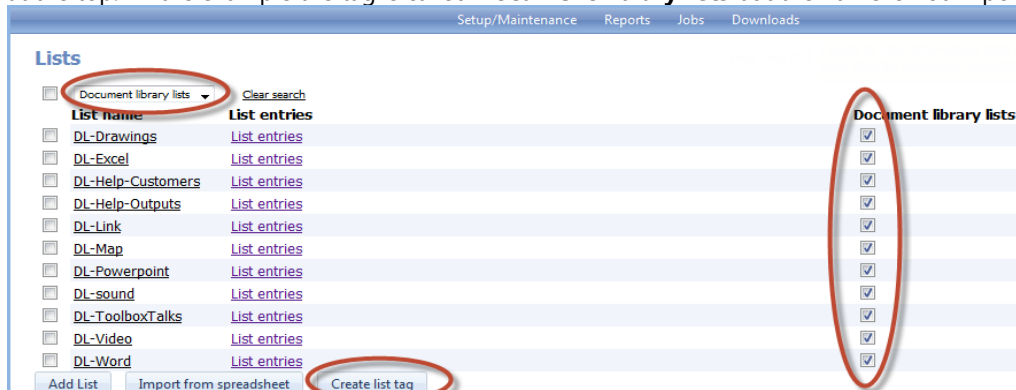
1.2 Document Library Advanced

This process is not as complicated as it looks and allows documents to be organised on the device. However, it is only worth doing if there are a lot of documents or the device user may have difficulty locating the correct one to read.

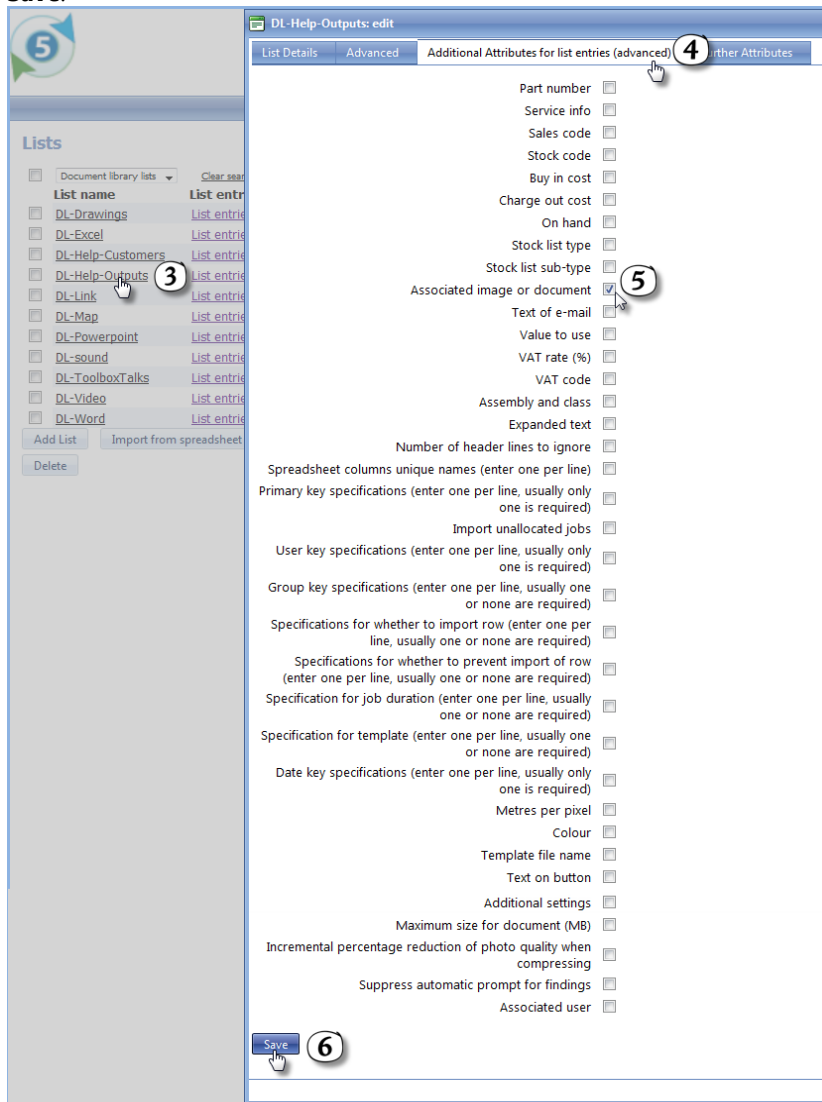
1. **Create a list** - see **Adding a List (on-line documentation)** if you need help with this. It is a good idea to give it a special name to indicate that it is related to the document library, although it can be used elsewhere as well. In the

example, all the list names are prefixed with 'DL' so that they appear together in the list, but this is not a requirement.

- Alternatively (or as well), click **Create list tag** button to create a list with a suitable name. Then tick the box to indicate which lists are used in the Document Library. To view only these, select the tag name from the drop-down list at the top. In the example the tag is called **Document library lists** but the name is not important.

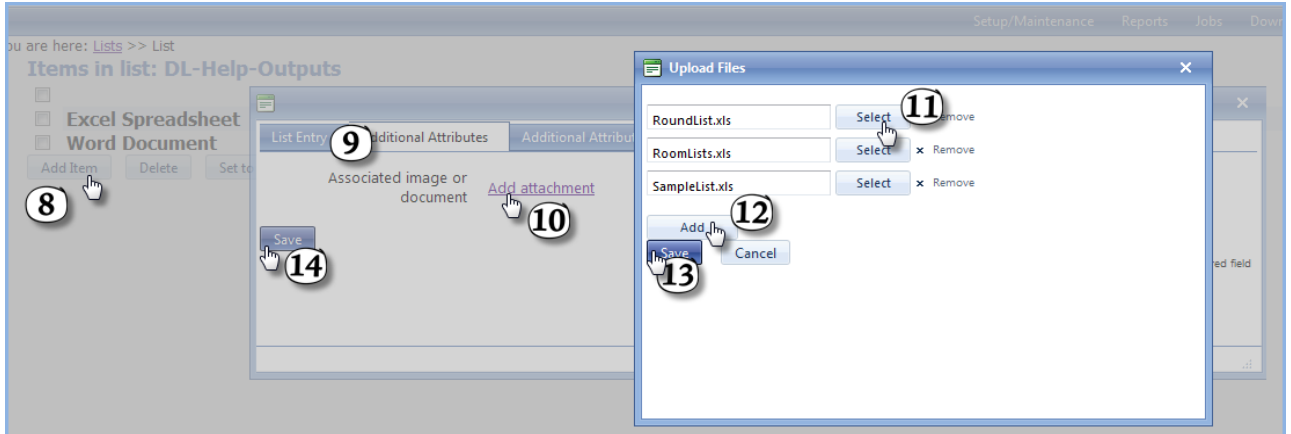


- Click on the **list name** to open the list properties.
- Click on the tab called **Additional Attributes for list entries (advanced)**.
- Tick the box titled **Associated image or document**.
- Save.

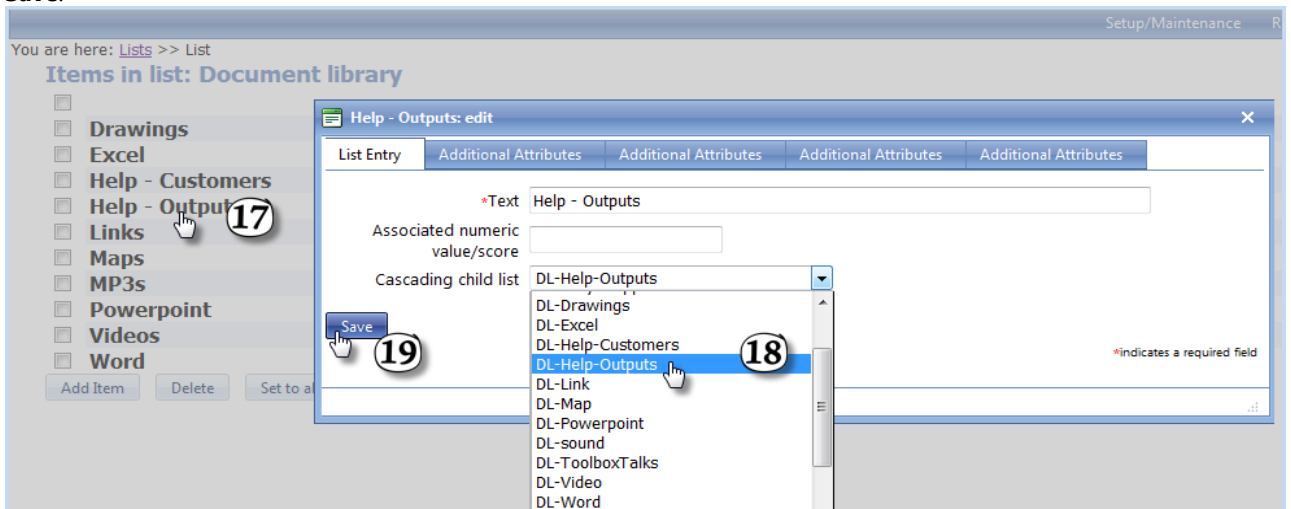


- Click on the **List entries** link next to the newly created list (DL-Help-Outputs in the example).
- Click the **Add Item** button.
- Enter a meaningful name as a **description** then click the **Additional Attributes** tab.

10. Click the **Add attachment** link.
11. Tap the **Select** button to open your computer's browsing window. **Select** your required **file**.
12. If required, tap the **Add** button to add more than one and the **Remove** link to remove any.
13. **Save**.
14. **Save**.



15. Return to the **list of Lists** by clicking the link in the breadcrumb or selecting Lists from the **Setup/Maintenance** menu.
16. **Click** on the **List entries** link next to **Document library**. You will then see the categories already in your document library (if any).
17. **Select** the **category** that you wish to use or add a new one from the Add Item button. See **Adding a List Entry (online documentation)** for further help on creating a new one.
18. After entering a **Description** select the list created above from the **Cascading child list drop-down list** as shown. This will create a set of menus to organise the documents on the device.
19. **Save**.



20. Log on to the device. You may need to Receive Updates and log on again.
 - o Tap **Document library**
 - o Tap the required **Category**
 - o Tap the required **Document**

