





# *Welcome to DocuShare Training*



# What is DocuShare?

DocuShare is a Web-based document management system that lets you easily store, access, and share information in a collaborative work environment.

With DocuShare, users can add or delete information without the intervention of a Webmaster or site administrator *and* manage permissions for their own folders and files in order to control access to and editing of the various objects by other users.

# Getting Started ~

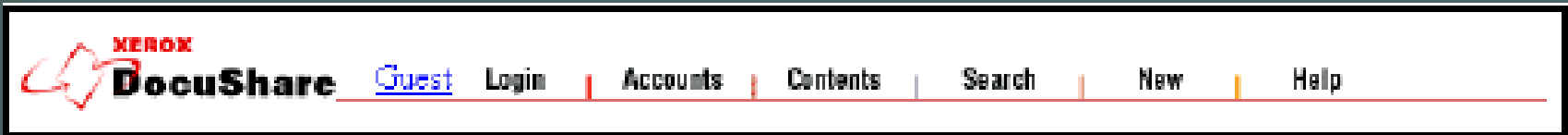
[www.wayne.k12.ny.us/docushare](http://www.wayne.k12.ny.us/docushare)

# The DocuShare navigation bar





# Navigation Bar 1



The default **navigation bar** appears at the top of each DocuShare page. It provides the following links:

- . **DocuShare** or **site icon** – Links to the DocuShare site home page (unless you are already on the home page). May appear as a different icon unique to your DocuShare site.
- . **Logged-in User** – Links to the logged-in user's services page.
- . **Login** – Links to the **DocuShare Login** page, where you can enter your DocuShare user name and password to log in.

# Navigation Bar 2



- . **Accounts** – Links to the **DocuShare Community Registry** where you can log in, create a DocuShare user account, create a user group, list all registered DocuShare users and groups, or search for a registered DocuShare user.
- . **Contents** – Displays a table-of-contents view of the entire site when selected from the home page. If selected while in a collection, displays a similar view of the current collection and its sub-collections.

# Navigation Bar 3



. **Search** – Links to the **DocuShare Search** page, where you can search for specific information within the DocuShare site. If selected while in a collection, you can restrict the search to the contents of the current collection.

. **New** – Lists all objects that have been added to DocuShare within a time period you select. If selected while in a collection, you can restrict the listing to all new additions to the current collection.

. **Help** – Links to the **DocuShare Help Desk**, which includes the **DocuShare User Guide**.

Your Account:

User ID  
*and*  
Password

# Logging in and logging out

# Changing your password (but not your user ID)

# Add a “Collection” (Folder)

# Add a File to a DocuShare Collection



