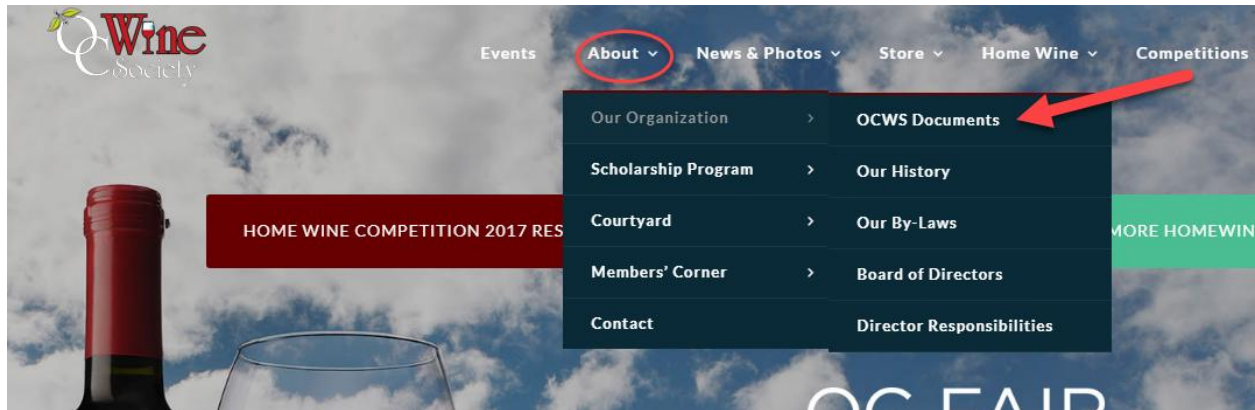


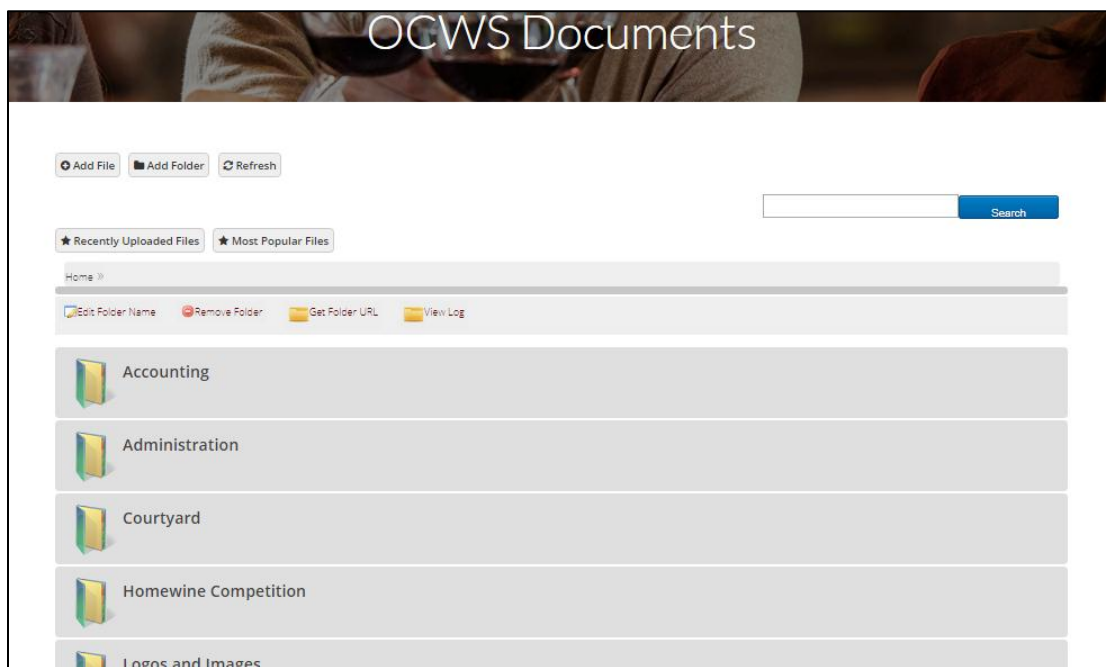
OCWS Document Management System

The OCWS.org web site contains a document storage repository. This system should be used to store long-term OCWS documents. It supports Word, PDF, Excel and Powerpoint files. Images and logos (jpg, png, ai, psd) should also be stored here.

Access to this system is via the About menu:



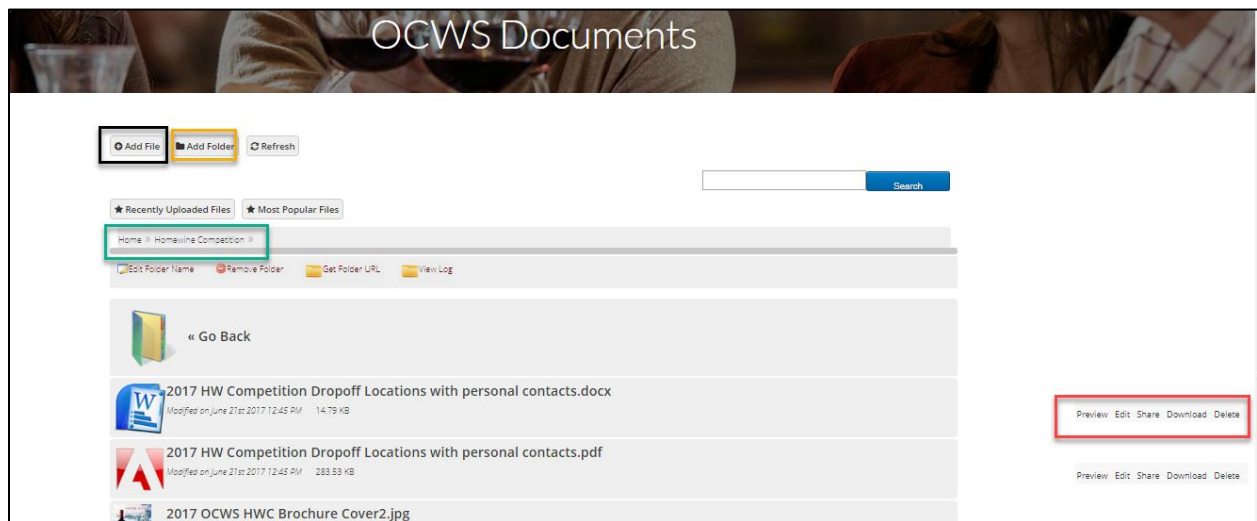
The main screen of the Document Management system will display all the main level folders. You can add new folders to this level. You can also add sub-folders.



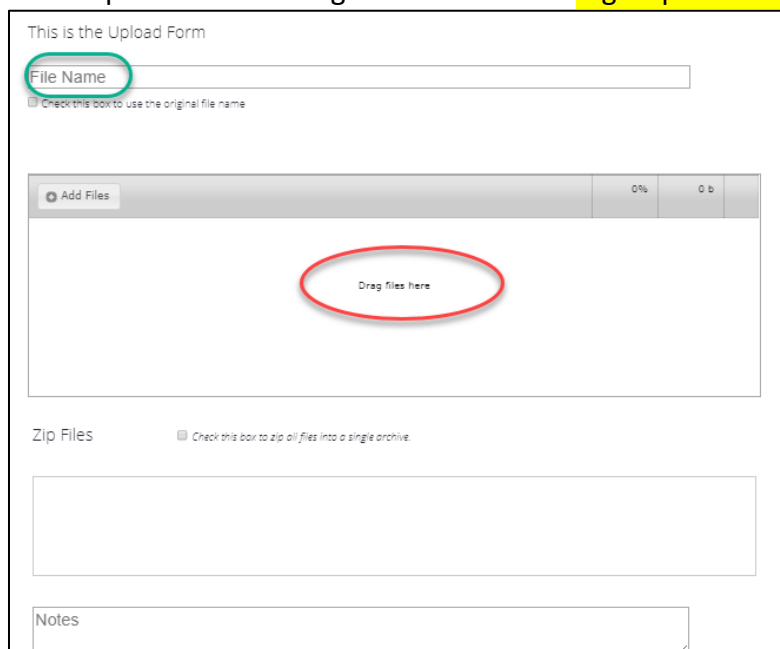
Below is an example from the Homewine Competition folder. This page will list all the documents that have posted to this folder. Here are the actions you can take:

- Preview the document via the 'Preview' link highlighted in the red box.
- Edit the description that appears n this screen (this is not editing the document.)
- Share the document with anyone.
- Download the document to your computer.
- Delete the document.
- Add a file to this page (black box).
- Add a folder (orange box).

The green box shows your navigation hierarchy.



Adding files is easy. Enter a name that you want to appear in the page listing and simply drag the file from Windows Explorer to the 'Drag Files Here' area. A group of files drag too.



Watch education videos about the product at <https://smartypantsplugins.com/video-library/> to get more understanding about how the product works.