

Tutorial: Downloading Resources

Introduction

This tutorial will cover various aspects of navigating the resources section of the site, covering downloading of resources, searching resources and posting comments about resources.

What You Will Need

- Your username
- Your password

In Case Something Goes Wrong

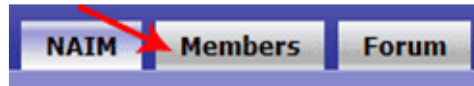
If you encounter an error, or something happens that isn't covered in the tutorial steps, see the "It Went Wrong!" section later in the tutorial. If the problem you are experiencing is not covered there, you should contact the site administrator.

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Downloading Resources

1. Access the Members Area

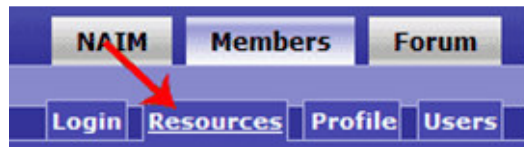
From wherever you are on the site, you can reach the Members area of the site by clicking on the silver “Members” button at the top right of the page.



If you're not already logged in, this will take you to the Login page, where you will need to use your username and password to login.

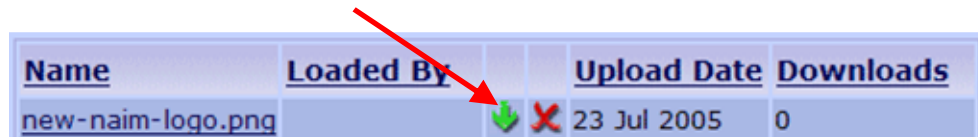
2. Open the Resources Page



You should now click on the “Resources” tab, shown at the top of the page below the silver buttons.



3. Using the List

You will now be given a list of all the resources available to you for download. If you know the name of the resource you want, scroll the list until you find it. To download it, click the green down pointing arrow.



<u>Name</u>	<u>Loaded By</u>	<u>Upload Date</u>	<u>Downloads</u>
new-naim-logo.png	 	23 Jul 2005	0

4. Viewing a Category

If you don't know the exact name of the resource, but know roughly what the file is about, you can choose to filter the resources by a particular category.

The available categories are displayed on the left of the page.



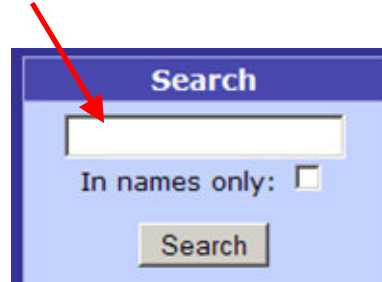
To list the resources in a particular category, simply click the name. For instance, to show all the resources related to Data Protection, click the “DPA” link.

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5. Searching

If you are still having trouble finding a resource, you can search for it by providing keywords, and if you choose the “Advanced Search”, various other parameters such as file type.

To perform a basic search, enter some keywords into the search box situated on the left of the Resources page.

A screenshot of a search interface. At the top, there is a blue header with the word "Search" in white. Below the header is a white search input box. A red arrow points from the top left towards the search box. Below the search box, there is a label "In names only:" followed by an unchecked checkbox. At the bottom of the search area, there is a grey button with the word "Search" in white.

If you only want to search the names of the resources, tick the “In names only” box by clicking in it once. Clicking “Search” will search the resources for anything that is related to what you typed.

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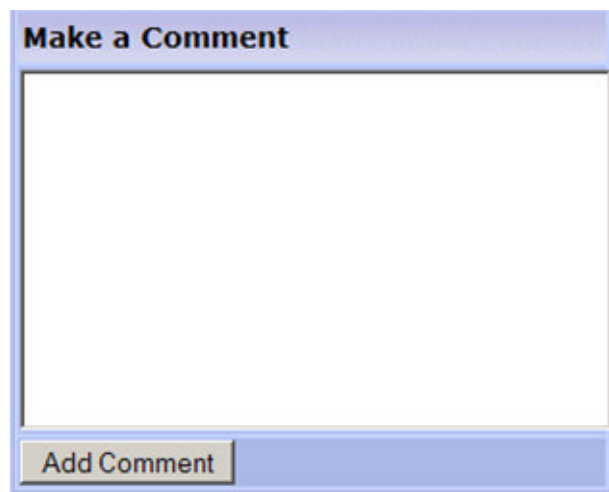
Commenting on a Resource

If you have downloaded a resource and feel that a comment about it should be made that other users can read, you can do so. Firstly, locate the resource you want to comment on through one of the above methods. Then, in the list, instead of clicking the green arrow, click the resource's name.



<u>Name</u>	<u>Loaded By</u>	<u>Upload Date</u>	<u>Downloads</u>
new-nairn_logo.png	 	23 Jul 2005	0

This will open a page containing several details about the resource. At the bottom of the page there will be a list of comments made about the resource by other users, and a box where you can enter your own comments.



Make a Comment

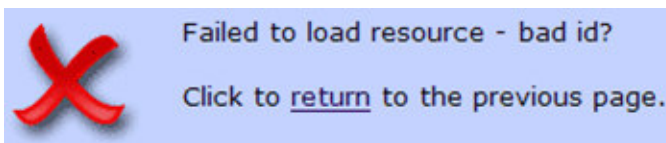
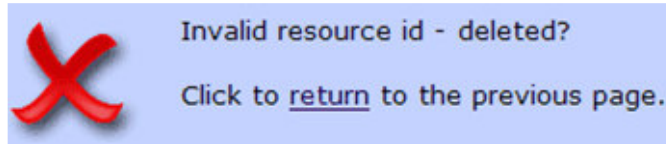
Enter your comment in the box, and click “Add Comment” to save it.

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It Went Wrong!

Invalid Resource

The following errors are caused when a resource is being downloaded or opened that no longer exists – a result of being deleted. Unfortunately, if you get this error the resource you were trying to access is now unavailable.



Invalid Category

This error is caused by opening a category of resources that no longer exists. This is caused by all the resources that were in that category either being deleted, or moved out of the category. If you get this error, then all you can do is try searching the resources section for the resource you were after, or contacting the site administrator.

