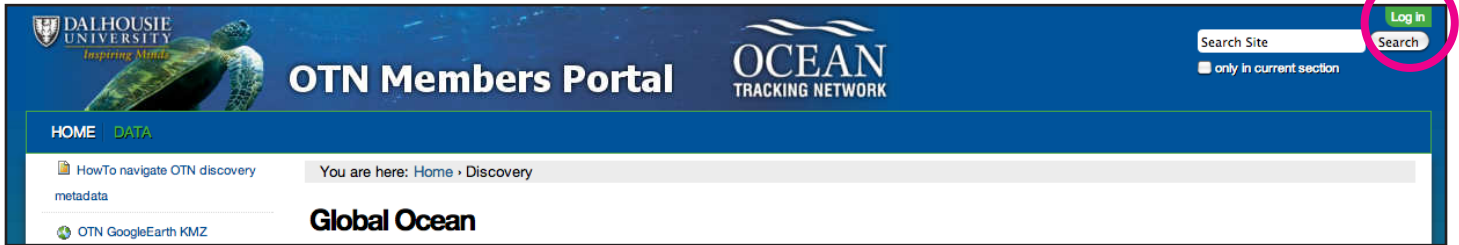


# OTN Scientific Advisory Committee -- Instructions for file sharing on Plone

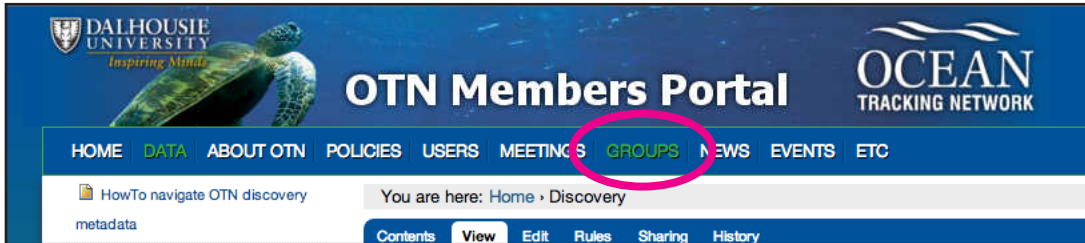
## ACCESSING AND VIEWING SAC FILESHARE FOLDER - PAGE 1 ADDING, AND EDITING DOCUMENTS - PAGE 2

Step 1.

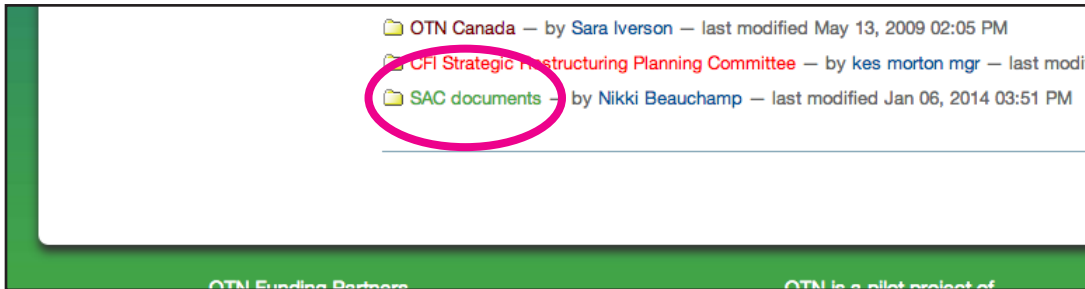


The screenshot shows the OTN Members Portal homepage. At the top left is the Dalhousie University logo with the tagline "Inspiring Minds". To the right is the "OCEAN TRACKING NETWORK" logo. A search bar is located in the top right corner, with a "Log in" button and a "Search" button next to it. The "Search" button is circled in pink. Below the header, there are navigation links for "HOME" and "DATA". A breadcrumb trail reads "You are here: Home > Discovery". A sidebar on the left contains links for "HowTo navigate OTN discovery metadata" and "OTN GoogleEarth KMZ". The main content area features the "Global Ocean" logo.

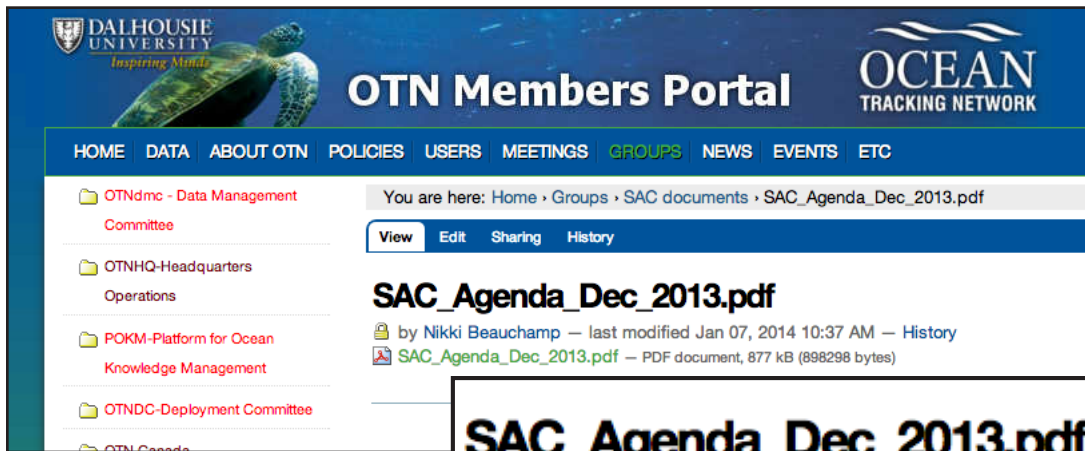
Step 2.



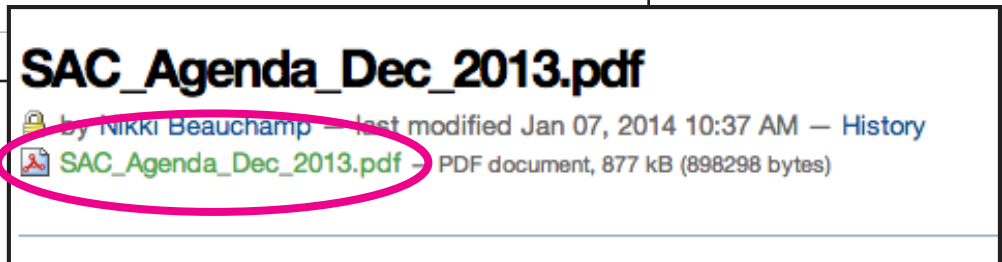
The screenshot shows the OTN Members Portal navigation menu. The "GROUPS" link is circled in pink. The menu includes links for "HOME", "DATA", "ABOUT OTN", "POLICIES", "USERS", "MEETINGS", "GROUPS", "NEWS", "EVENTS", and "ETC". Below the menu, there is a breadcrumb trail "You are here: Home > Discovery" and a set of action buttons: "Contents", "View", "Edit", "Rules", "Sharing", and "History".



The screenshot shows a list of folders in the OTN Members Portal file browser. The folders are: "OTN Canada" (by Sara Iverson, last modified May 13, 2009 02:05 PM), "CFI Strategic Restructuring Planning Committee" (by kes morton mgr, last modified Jan 06, 2014 03:51 PM), and "SAC documents" (by Nikki Beauchamp, last modified Jan 06, 2014 03:51 PM). The "SAC documents" folder is circled in pink.



The screenshot shows the OTN Members Portal file browser displaying the "SAC\_Agenda\_Dec\_2013.pdf" document. The document title "SAC\_Agenda\_Dec\_2013.pdf" and the author information "by Nikki Beauchamp" are circled in pink. The breadcrumb trail reads "You are here: Home > Groups > SAC documents > SAC\_Agenda\_Dec\_2013.pdf". The document details include "SAC\_Agenda\_Dec\_2013.pdf" (PDF document, 877 kB (898298 bytes)).



This is a close-up screenshot of the document details for "SAC\_Agenda\_Dec\_2013.pdf". The document title "SAC\_Agenda\_Dec\_2013.pdf" and the author information "by Nikki Beauchamp" are circled in pink. The document details include "SAC\_Agenda\_Dec\_2013.pdf" (PDF document, 877 kB (898298 bytes)).

Step 3.

DALHOUSIE UNIVERSITY Inspiring Minds

OCEAN TRACKING NETWORK

HOME DATA ABOUT OTN POLICIES USERS MEETINGS GROUPS NEWS EVENTS ETC

You are here: Home > Groups > SAC documents

Contents View Edit Rules Sharing Actions Display Add new... State: Private

### SAC documents

by Nikki Beauchamp — last modified Jan 06, 2014 03:51 PM — History

There are currently no items in this folder.

OTNdm - Data Management Committee

OTNHQ-Headquarters Operations

POKM-Platform for Ocean Knowledge Management

OTNDC-Deployment Committee

OTN Canada

CFI Strategic Restructuring Planning Committee

SAC documents

Step 4.

### Add File

Lets you upload a file to the site.

Default Categorization Dates Ownership Settings

**Title**

**Description**  
Used in item listings and search results.

**File**  
Choose File No file chosen

Save as new version  
Select to make a version of the current content.

Save Cancel

! When uploading an edited document with the same title, select 'Save as new version'