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Tutorials

HOW TO USE THE BASKET FUNCTION

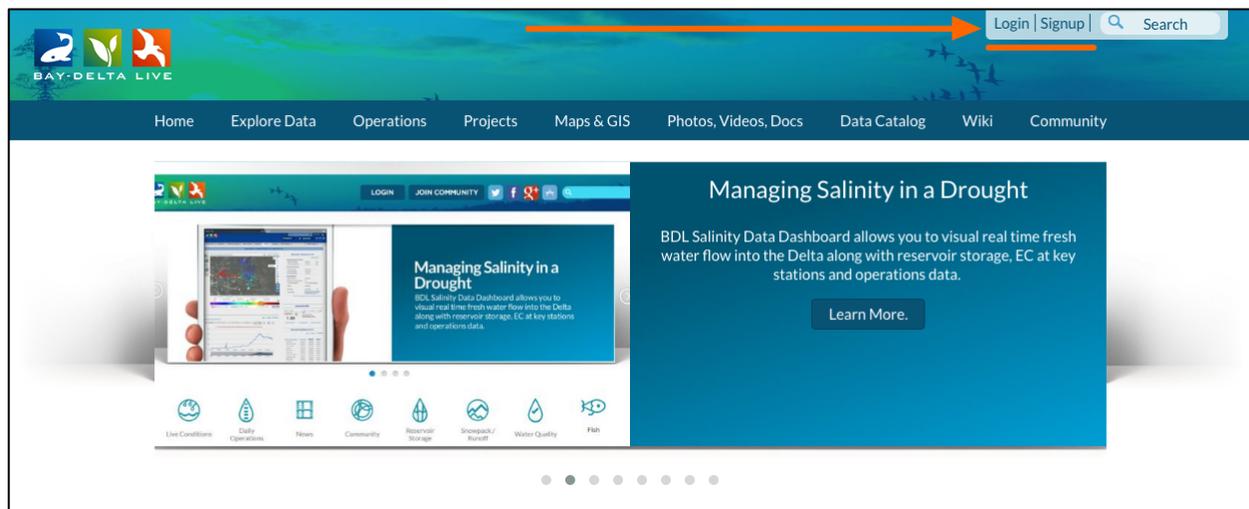
In this tutorial, you will learn what the basket function is and how to use it to enhance your project pages.

What is the basket function?

The basket function is an easy way to add photos, videos, and documents to a project or wiki page. It allows you to gather different assets and “drop” them into a project page all at once.

How to Use it:

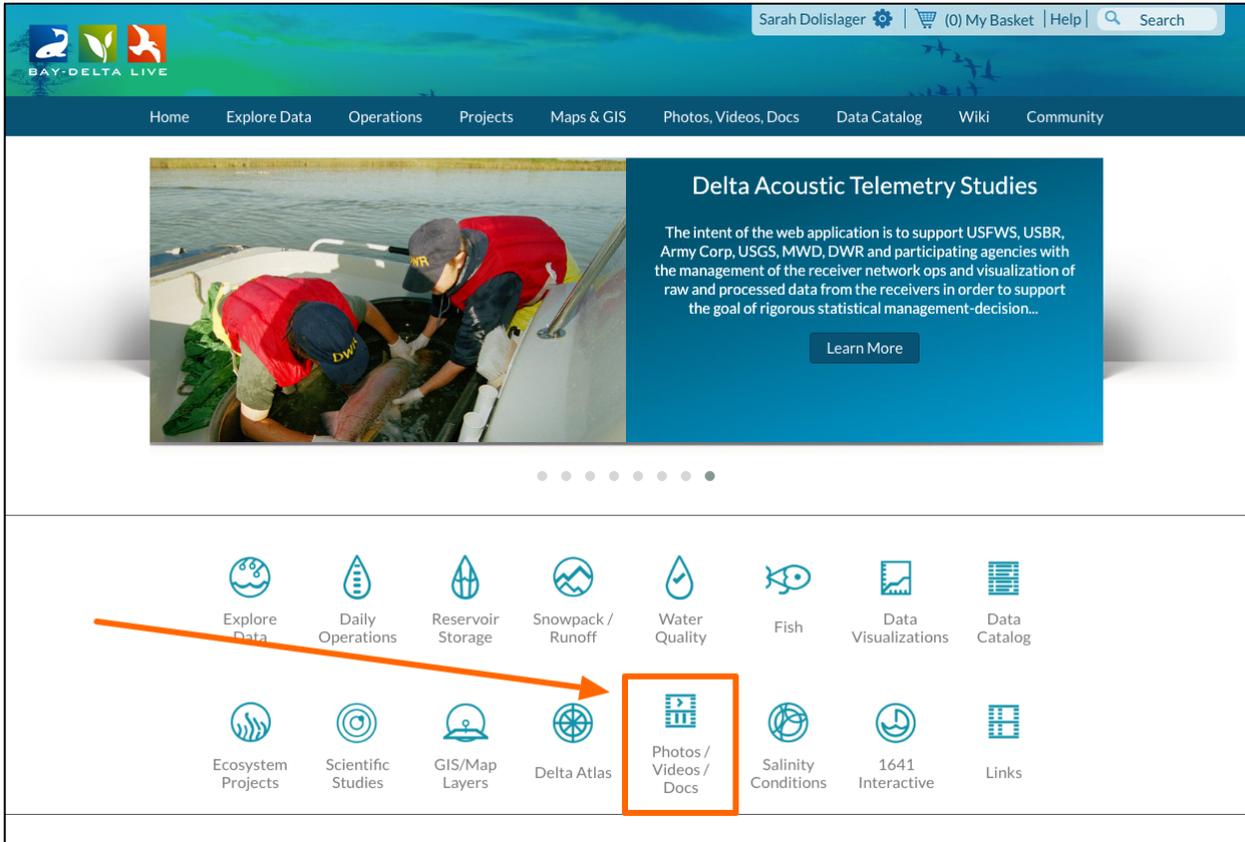
To use the basket function, you need to log in using the “LOGIN” or “SIGN UP” buttons at the top of the screen.



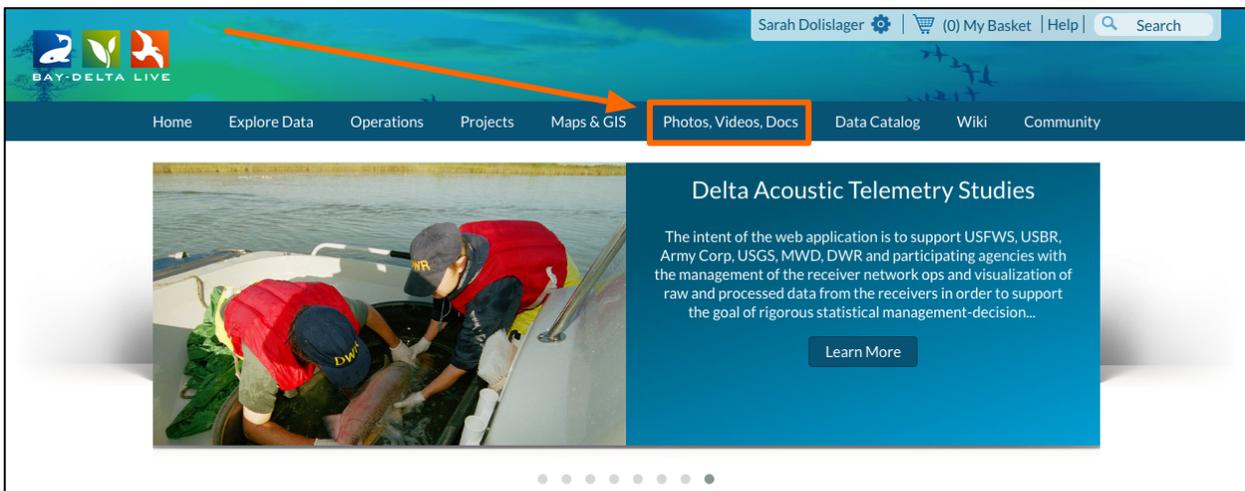
Once you are logged in, you can start searching for the documents you want to “collect” in your basket.

The best place to start is the document library.

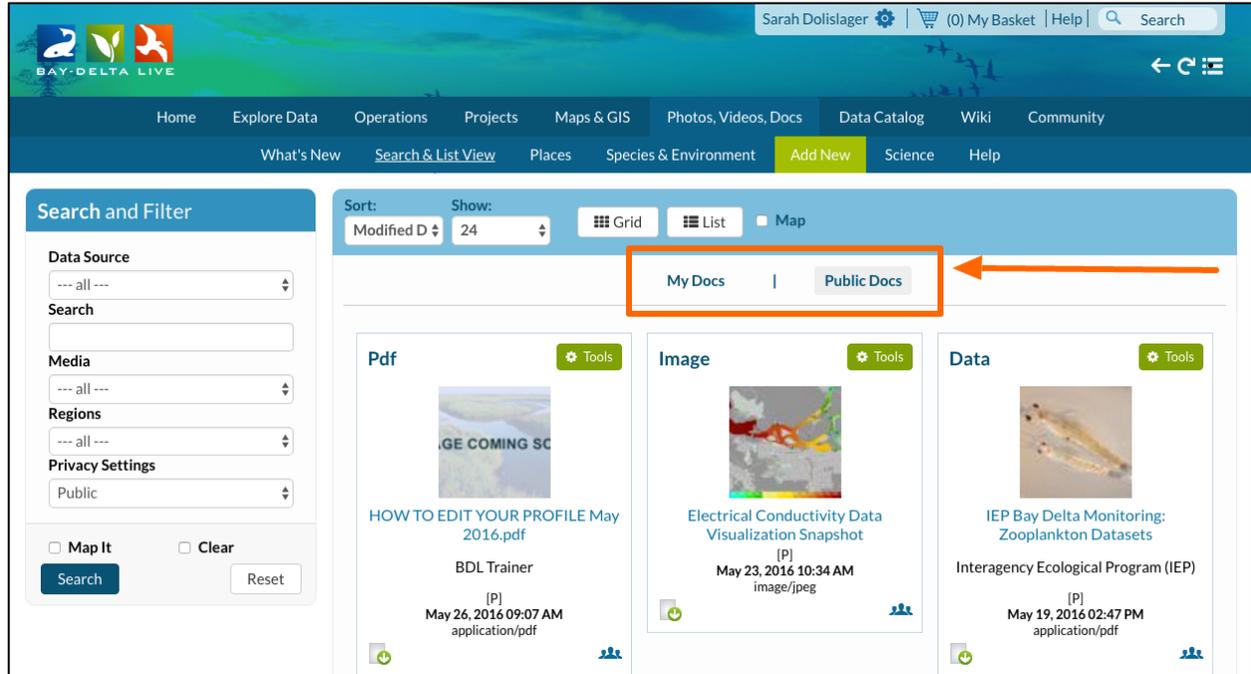
There are two ways to get there from the homepage. First, you can click on the “Photos/Videos/Docs” icon.



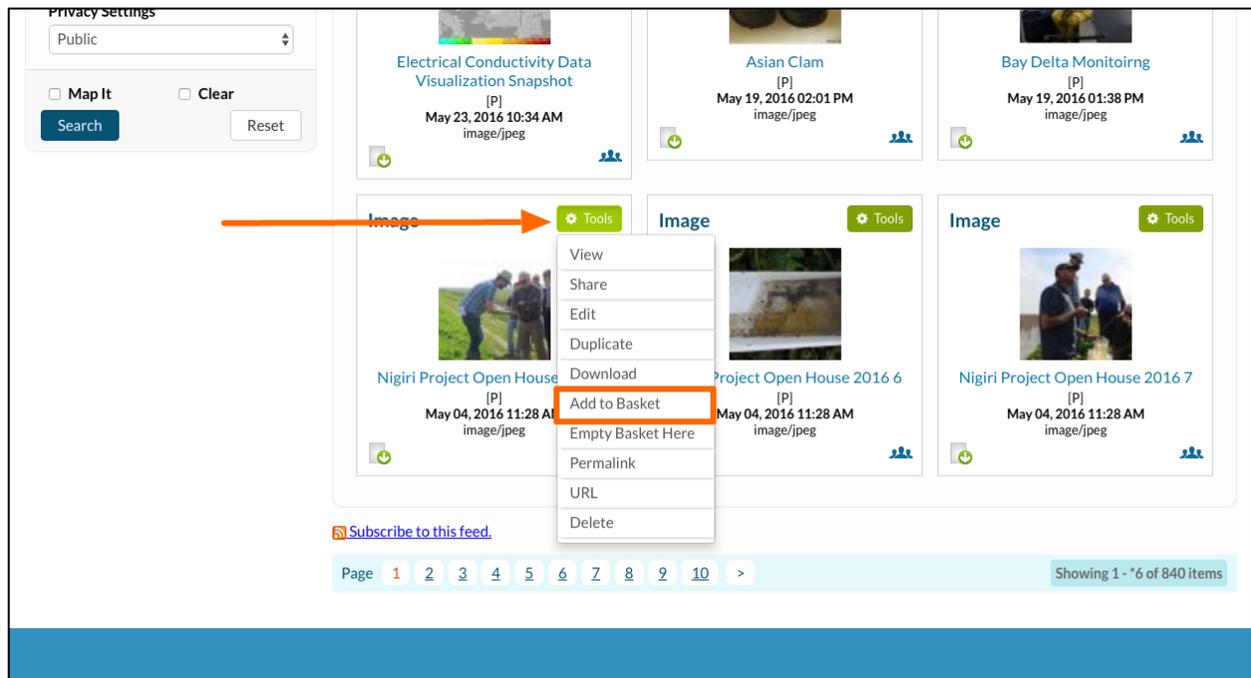
Or, you can click on the “Photos/Videos/Docs” link at the top of the homepage.



There are two sections here: “Public Docs” and “My Docs.”



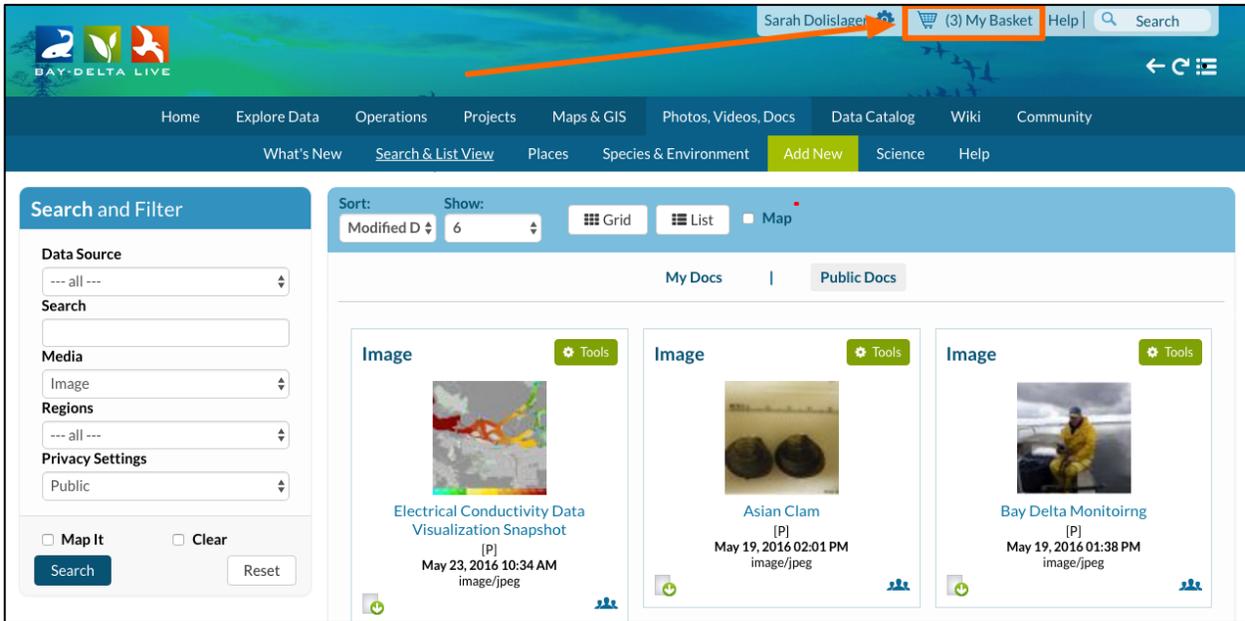
Find the item you want and hover over the “TOOLS” menu. Choose, “Add to Basket.”



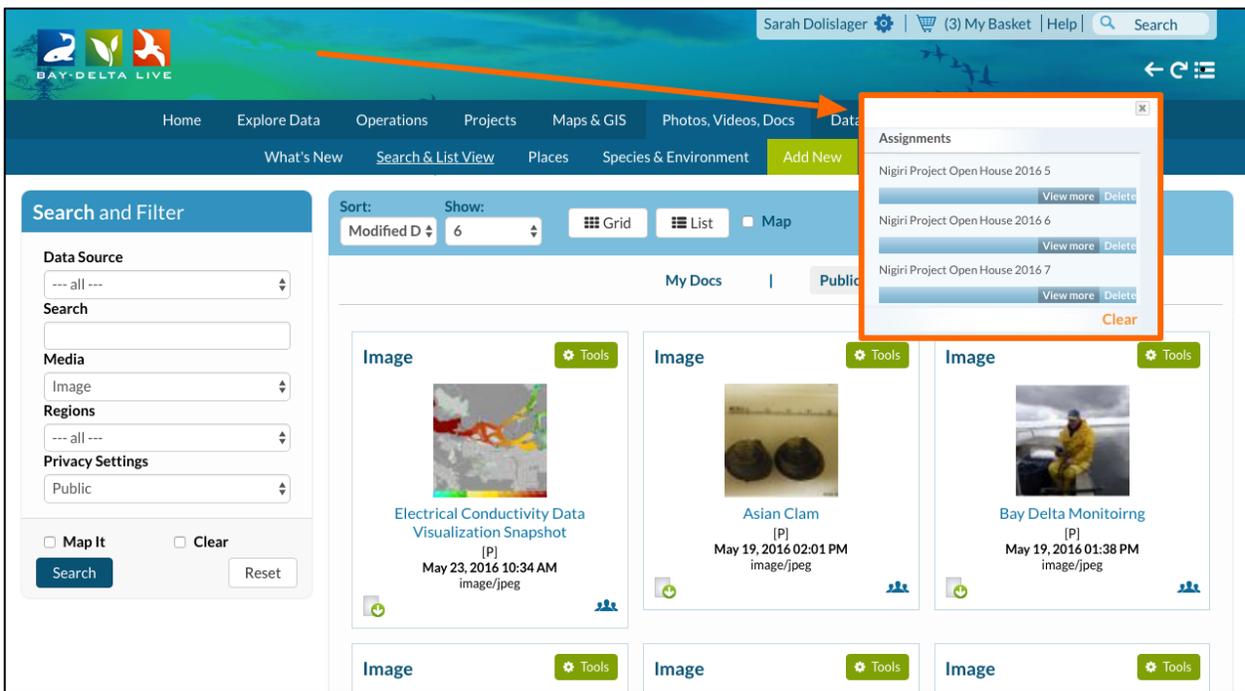
You can add as many items as you'd like.

Now scroll up to the top of the page.

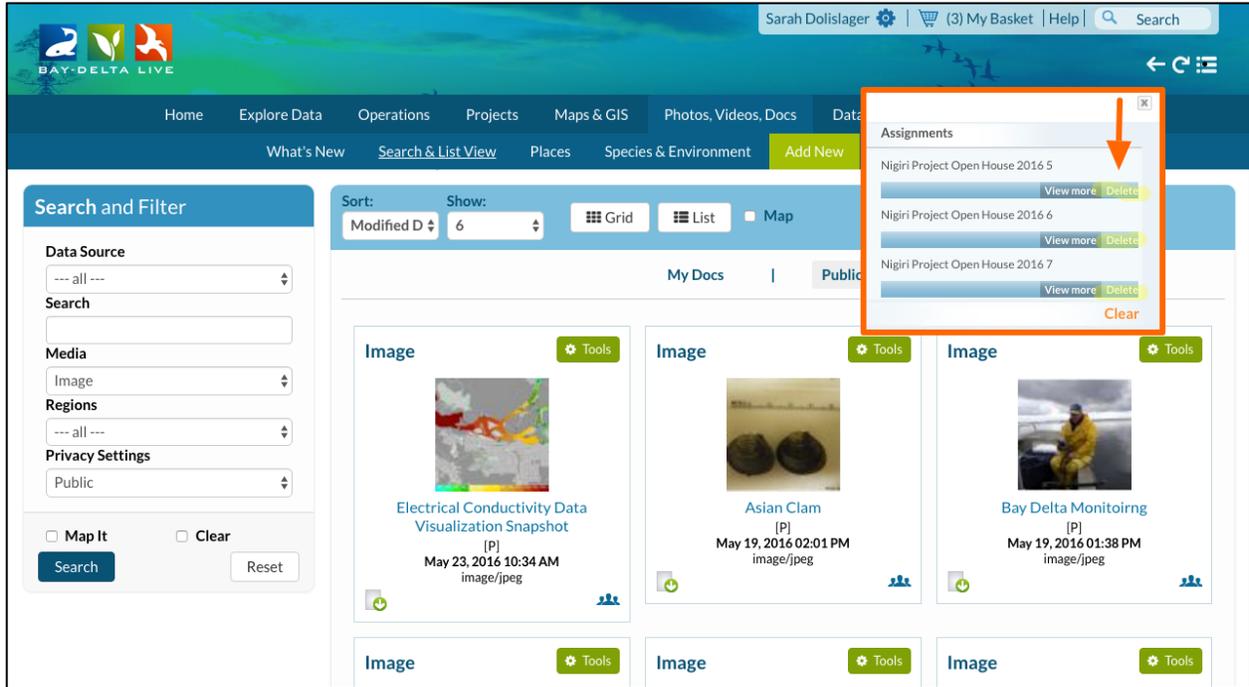
You will see your basket next to your name. I added three items, so mine says I have three items in my basket.



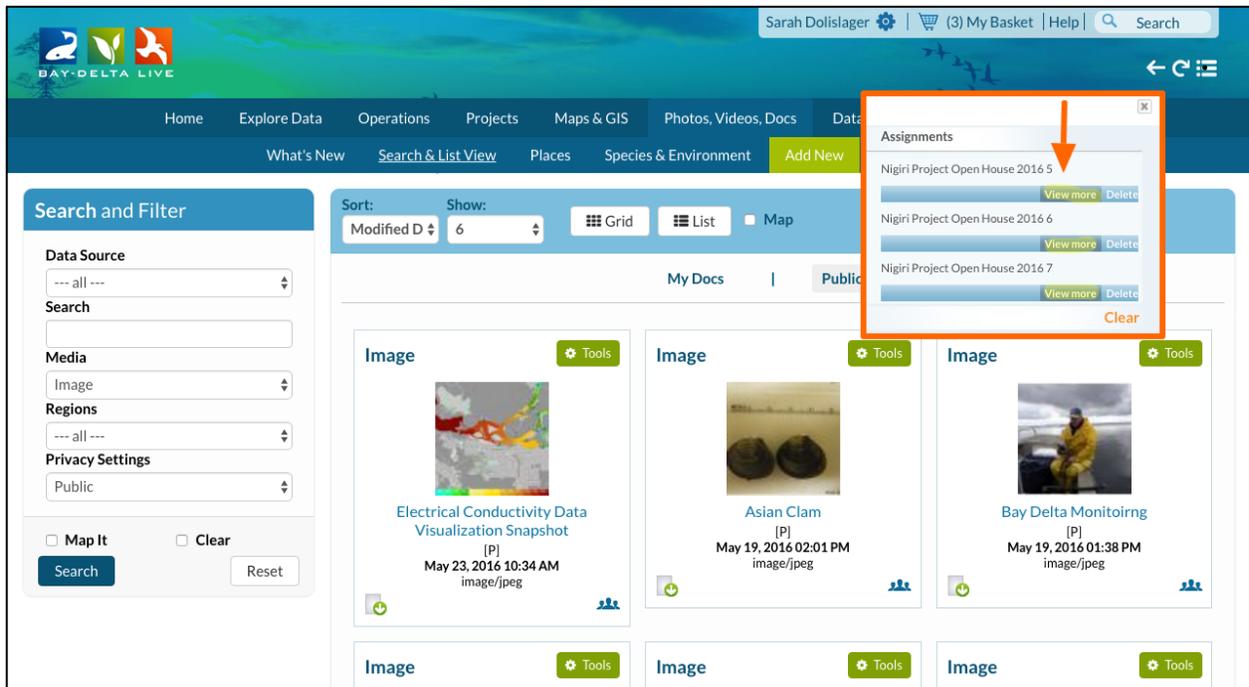
If you click on the basket icon, a box appears telling you what is in your basket.



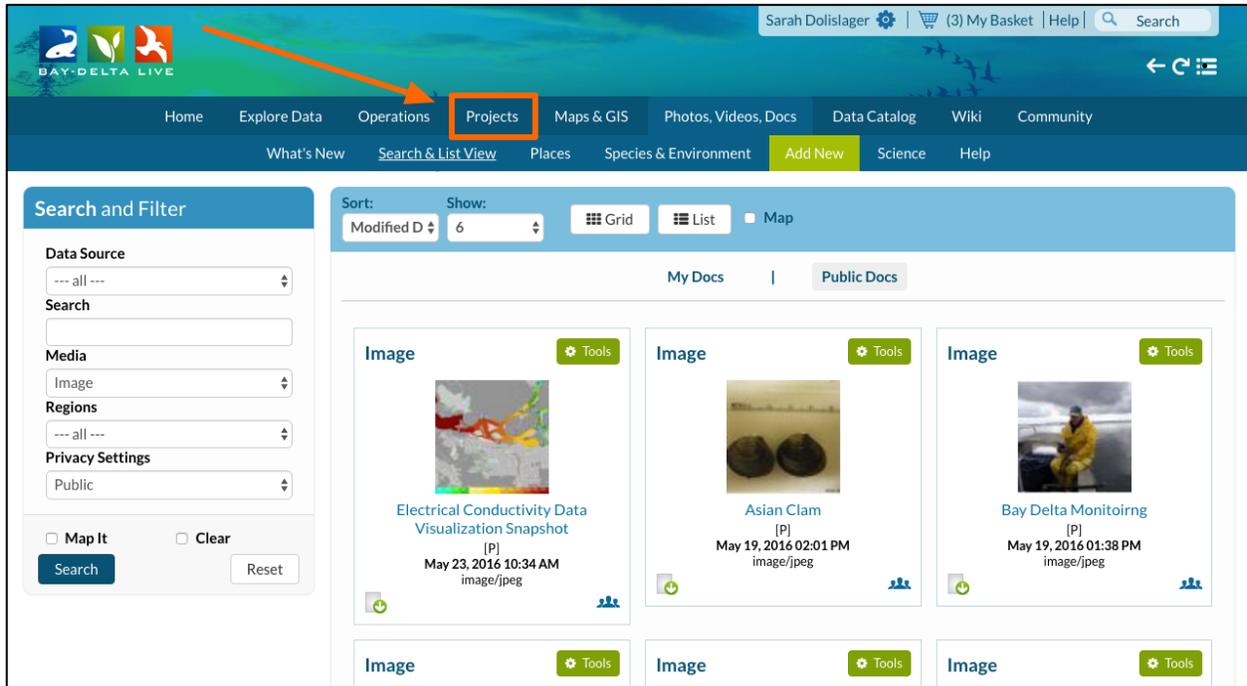
You can delete items individually by clicking the “delete” button.



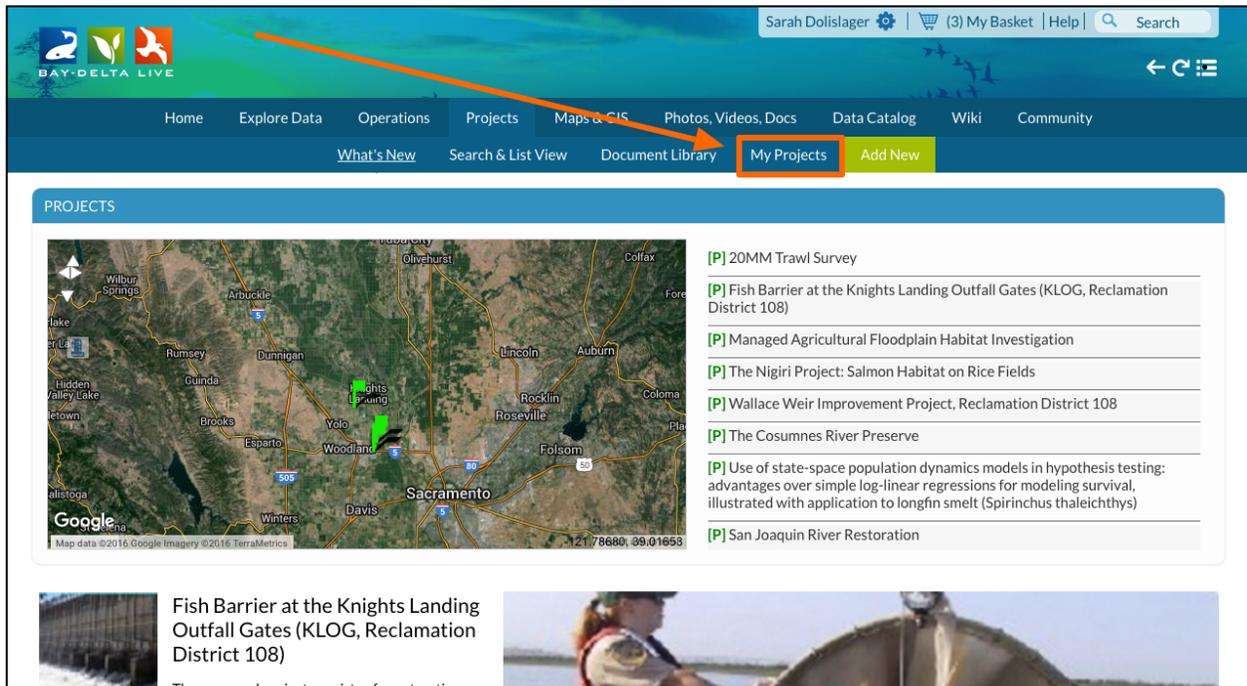
If you click, “View More,” the browser will go to that item.



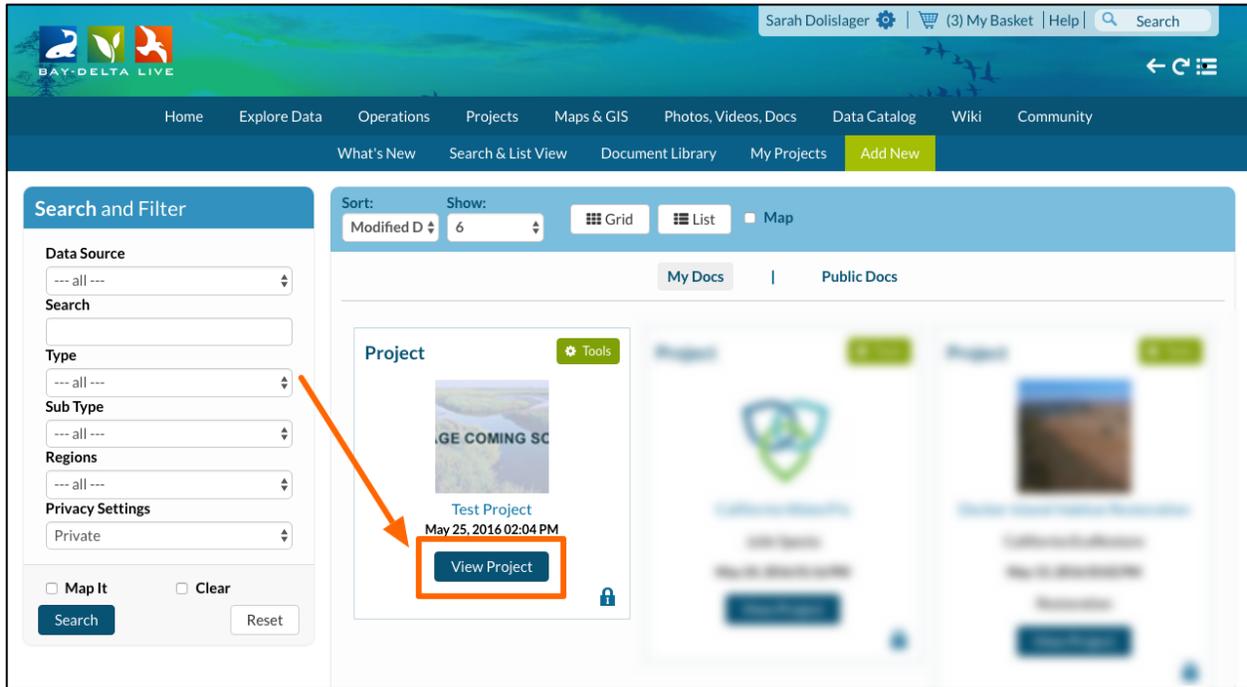
Once you are done adding items to your basket, you can add these items to a project or wiki page.
Click on, "Projects" at the top of the page.



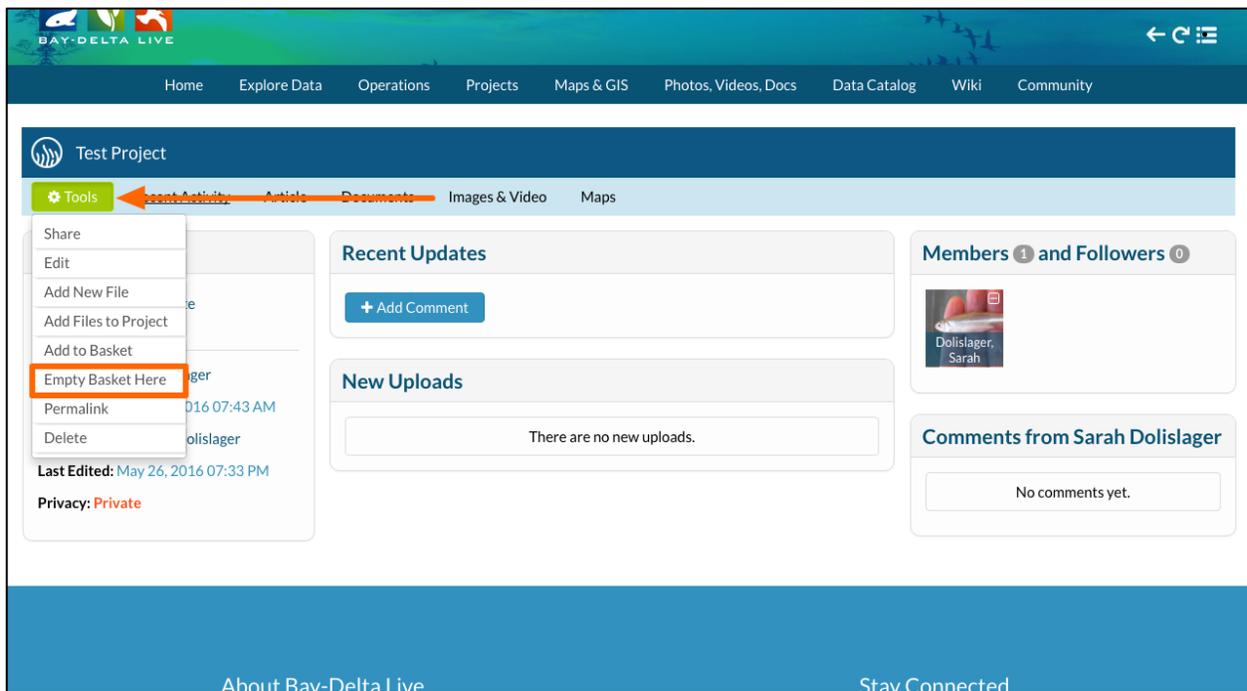
Then click on, "My Projects" in the sub-navigation.



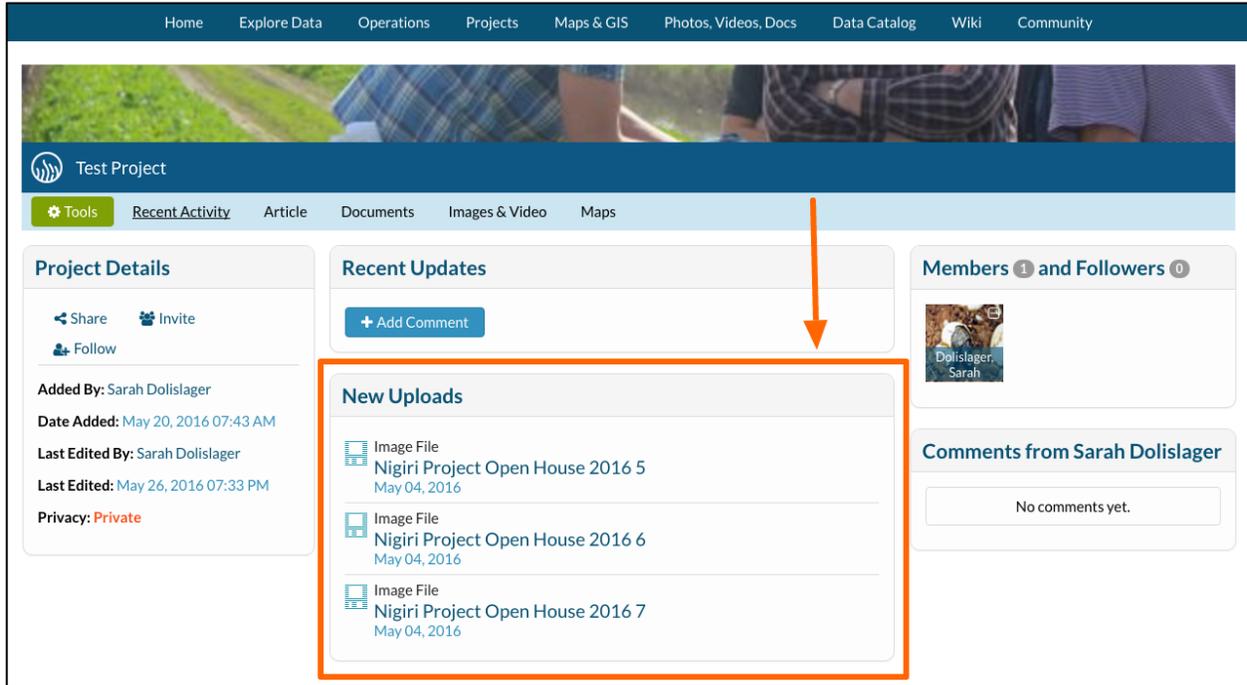
Find the project you are working on.
To open up the project, click “View Project.”



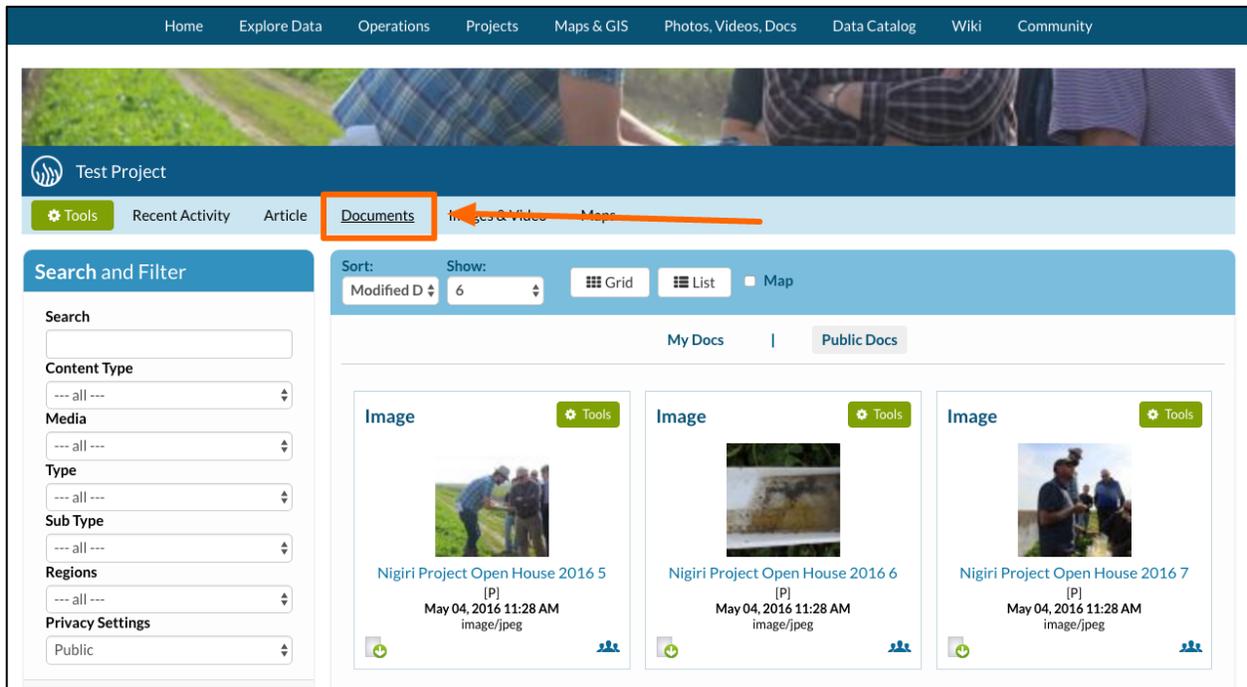
Hover over the TOOLS menu in the top left corner and select, “Empty Basket Here.”



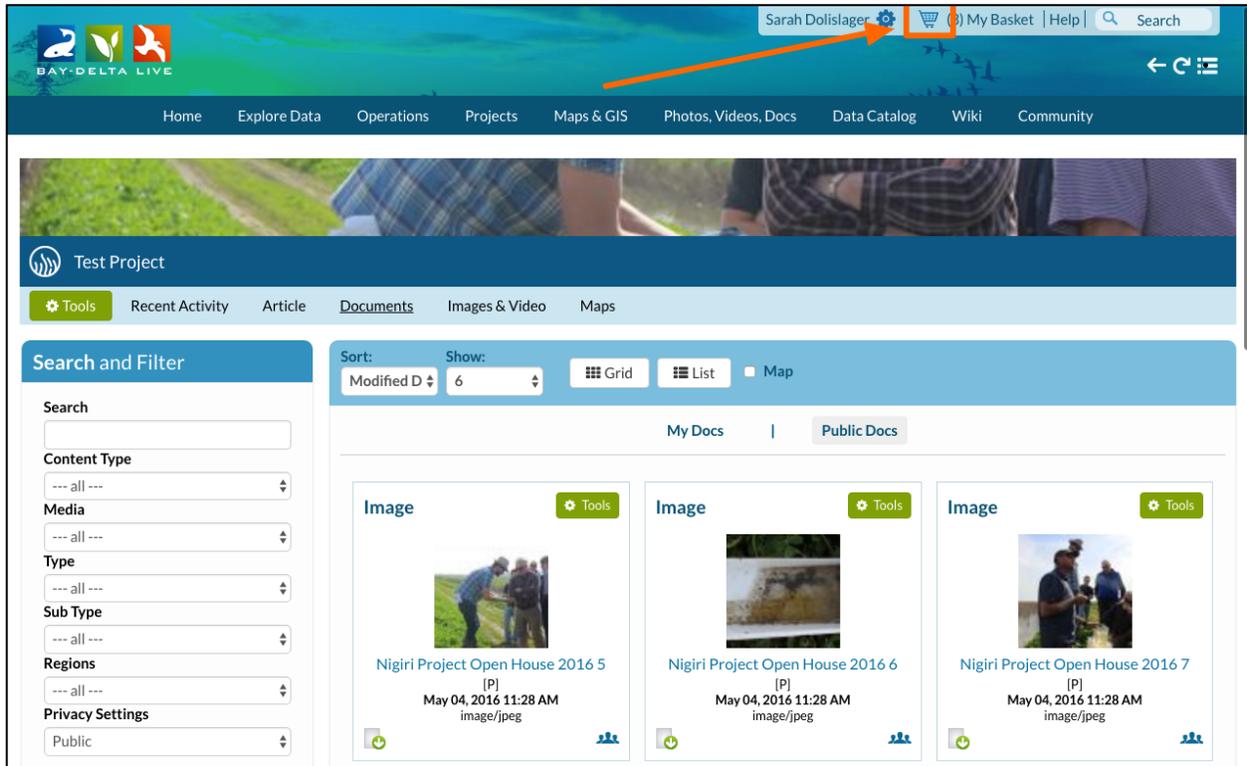
You can see the documents are now under the “New Uploads” in the project information.



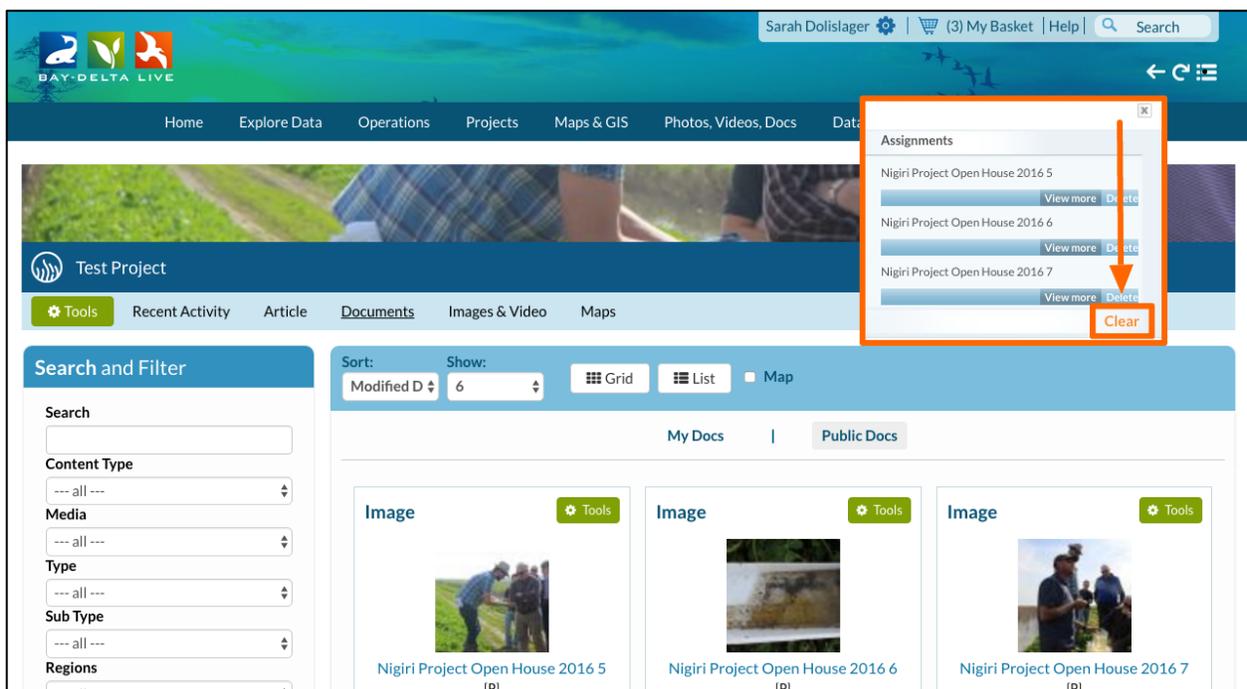
You can also find the documents under the “Documents” tab.



If you are done adding the items and want to delete the contents of your basket, you can do so by clicking on the basket icon next to your name.



A box pops up, showing the contents of your basket. Click, "Clear" to delete all of the contents of the basket.



This concludes the “How to Use the Basket Function” tutorial.
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