

Document Central Cheat Sheet

This cheat sheet only covers the aspects of Document Central that are not entirely intuitive. Visit the [Preparing and Uploading Documents page](#) or the [Replacing and Deleting Documents page](#) for more information about how to manage documents in Document Central.

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Document Name

When uploading a new document to Document Central or updating an existing document, you have the option to modify the document name. For new documents, the document name is set to the document's filename initially. The document name is used:

- As the document's label in Document Central
- As the link label for that document if it is shown on a page through a Document List or Document Folder widget
- As the link text for that document if you add a link to that document using the CMS rich text editor without selecting text to use for the link

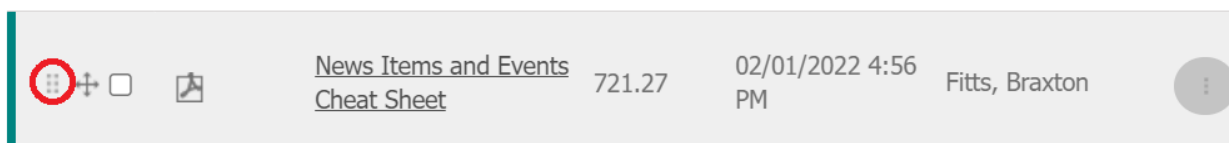
Folders in Document Central

Documents that have been uploaded to Document Central are organized in folders. These folders are used by the Document Folder widget in order to display documents in specified folders on pages. Contact ITS if you need new folders added to Document Central or if you need help determining which folder you need to upload your documents to in order to get them to show on your pages.

Sorting Documents in Document Central

Managing the order that documents appear in a Document Folder widget requires you to sort the documents in Document Central. By default, documents that are most recently added to a folder appear at the bottom. To order documents:

1. Press and hold on the Sort icon for the document you want to move



2. Drag the document to the desired position in the folder

The updated document order will automatically be shown when navigating to pages with Document Folder widgets showing that folder.