



CSBGA Website

Resource Center Tour

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- When you click into the Share Important Documents you are taken to the CSBGA Document Library

A screenshot of the Office Live Workspace interface for the CSBGA Document Library. The browser window title is 'CSBGA Document Library - Office Live Workspace - Windows Internet Explorer'. The address bar shows the URL 'http://workspace.office.live.com/?wa=wsignin1.0#csbgaekametz/CSBGA Document Library'. The interface includes a navigation pane on the left with 'My Workspaces' (Documents, CSBGA Document Library, New Workspace) and 'Shared With Me' (Documents, Deleted Items). The main area shows the 'CSBGA Document Library' with a description field and a table of documents. The table has columns for Name, Modified, Modified by, and Size (KB). The documents listed are: '2009-2010 School F...' (315 KB), 'Aritcle- CLPs Munici...' (173 KB), 'membership direct...' (50 KB), and 'vendor directory Fa...' (43 KB). Below the table are 'Create' and 'Add' buttons. The right sidebar shows an activity feed with events like 'bevans joined workspace' and 'New comment added by c...'. The bottom of the page includes a footer with copyright information and a Windows taskbar with several open applications.

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- There are currently 4 files in the library but you can add a document you feel is important to the membership by clicking “ADD Document” and uploading from your computer

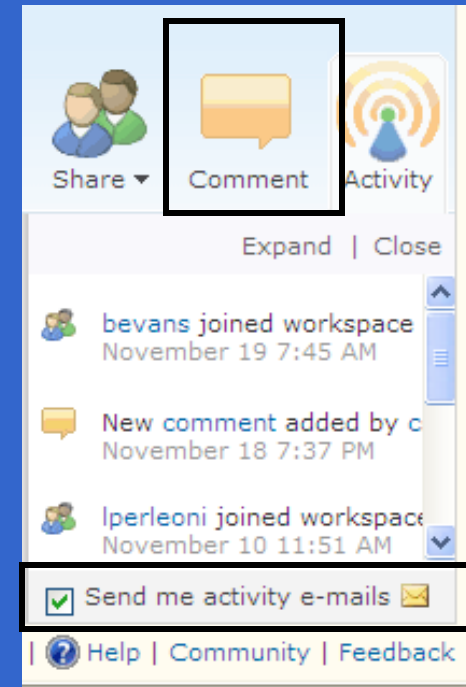
The screenshot shows a SharePoint document library interface. At the top, it says "My Workspaces" and "CSBGA Document Library". Below that is a "Favorite" button with a yellow star and a green plus sign. A sharing notification states "All workspace content is currently shared with 93 Editor(s) and 0 Viewer(s). View sharing details". The ribbon includes "New", "Add Document" (highlighted with a black box), "Delete", "Cut", "Copy", and "Paste". Below the ribbon is a table of documents.

<input type="checkbox"/>		Name ↑	Modified	Modified by	Size (KB)
<input type="checkbox"/>		2009-2010 School F...	November 03 8:24 ...	ekametz@peakopti...	315
<input type="checkbox"/>		Aritcle- CLPs Munici...	November 03 1:40 ...	csbga.ekametz@g...	173
<input type="checkbox"/>		membership direct...	November 07 8:38 ...	csbga.ekametz@g...	50
<input type="checkbox"/>		vendor directory Fa...	November 07 8:38 ...	csbga.ekametz@g...	43

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- You can pay attention to who's joined, or what activity has been happening in the Workspace on the right-hand tool bar.
- Click on Comment to add a comment that will be broadcasted to the group or view the comments that have already been posted
- Make sure to have the "Send me activity e-mails" checked to get updates



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- Once you've clicked on Comment, you can expand your view to the below and reply or scroll down to see the comments that have been posted. Also, you can add a new comment here as well.

The screenshot shows a web interface for a document library. At the top, it says "My Workspaces" and "CSBGA Document Library". Below this is a text input field with the placeholder "Click here to type a description." To the right of the input field are icons for "Favorites" (a star with a plus), "Share" (two people), "Comment" (a speech bubble), and "Activity" (a person with a signal). The "Comment" icon is highlighted with a black box. Below the input field is a rich text editor toolbar with various icons for text formatting and editing. Below the toolbar is a large empty text area. At the bottom right of this area is a button labeled "Add comment", which is also highlighted with a black box. Below the text area is a comment from "csbga.ekametz@gmail.com" dated "11/30/2009 3:05 PM". The comment text reads: "Please pass this along to the association. I am looking to see if anyone has generic bid spec's for an asphalt driveway, I am looking for generic bid spec's for fire resistant stage curtains, any information would be appreciated. Thank you,". Below the comment is the name "Robert Evans" and his contact information: "Director of Facilities", "Ansonia Public Schools", and "bevans@ansoniam.org".