

# Designing with the EWP Shell

## How To Clicksheet 2007

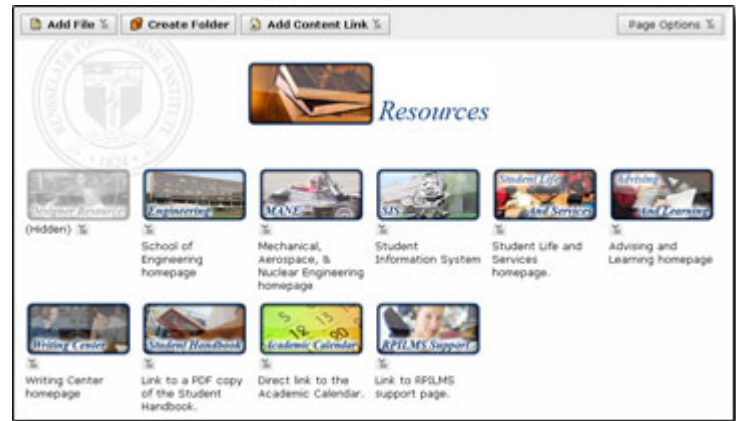
### General – Adding Resources

- 1.) Ensure that you are on the **Build** tab
- 2.) Open the *Resources* folder

**Adding a Document** – see *Posting a File*

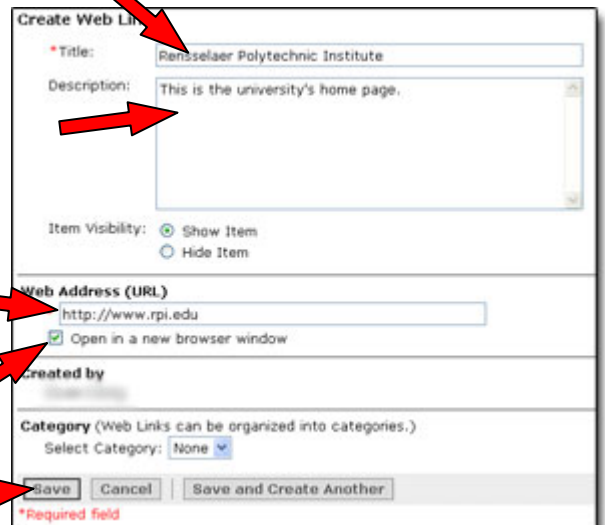
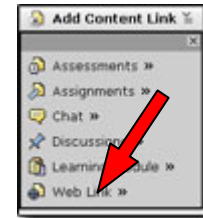
**Creating a Folder** – go to step #11

To change the icon of any of the items added refer to *Changing an Icon*



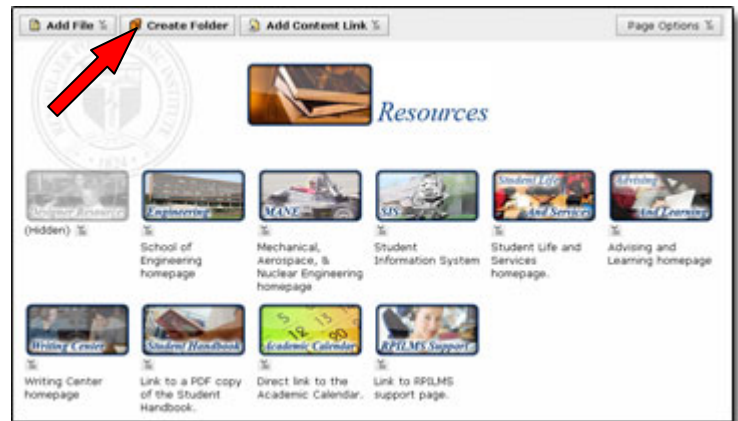
### Adding a URL

- 3.) Click the **Add Content Link** button.
- 4.) Select **Web Link**
- 5.) You may **Select** an existing link from the list and click **Add Selected**, (Done)  
**OR**  
Click **Create Web Link** to add a new link  
(Continue on to step # 6)
- 6.) Type a **Title** for the link.
- 7.) Type a **Description** for the link if desired.
- 8.) Type the **Web Address (URL)**
- 9.) Select the **Check Box** next to *Open in a new browser window*
- 10.) Click **Save**



## Creating a Folder

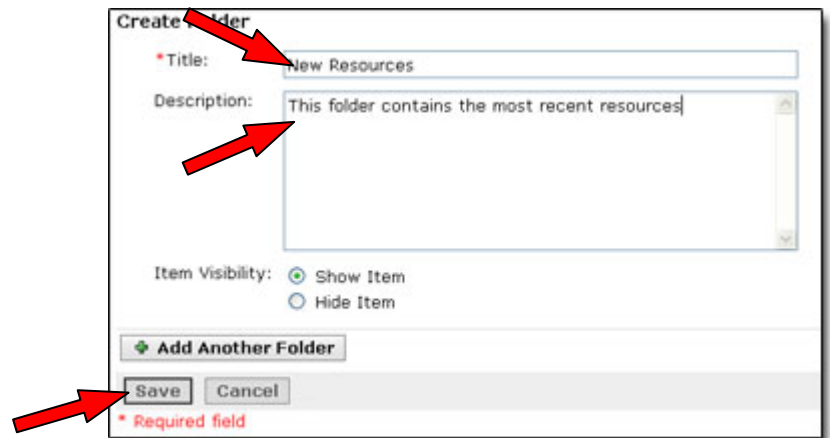
11.) From the *Resources* page click **Create Folder**



12.) Type in a **Title** for the folder.

13.) Type in a **Description** for the folder if desired.

14.) Click **Save**



The screenshot shows the 'Create Folder' form. It has a title field with the text 'New Resources' and a description field with the text 'This folder contains the most recent resources'. Below the description field, there are two radio buttons for 'Item Visibility': 'Show Item' (which is selected) and 'Hide Item'. At the bottom of the form, there is a button labeled 'Add Another Folder' and two buttons labeled 'Save' and 'Cancel'. A red arrow points to the 'Save' button. A red asterisk and the text '\* Required field' are visible at the bottom left of the form.