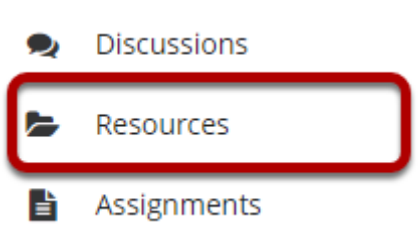# How do I navigate the Resources tool?

There are a number of controls and breadcrumbs that determine the display of the Resources tool, making it easier to maneuver about within the tool.

Go to Resources.

Select the **Resources** tool from the Tool Menu of your site.

Folder View

Clicking on the name of any folder will isolate the display to just the contents of that folder.

Breadcrumb Trails

Tool-Level Breadcrumb Trail

When a folder or subfolder is isolated, a breadcrumb trail of links allows users to navigate the folders. Clicking the root folder will return the Resources display to the root level with all the folders closed.

Open/Close

Folders containing content will display as a closed folder icon with a white plus sign. Clicking a closed folder will open it and display a minus sign. Clicking an open folder will close the folder again.

Expand All/Collapse All

Clicking **Expand All** will open up and display the contents of all folders and subfolders. Clicking **Collapse All** will close all folders and subfolders.

Expand All/Collapse All is a toggle button. Clicking it once will expand the display; clicking it again will collapse the display.

Search
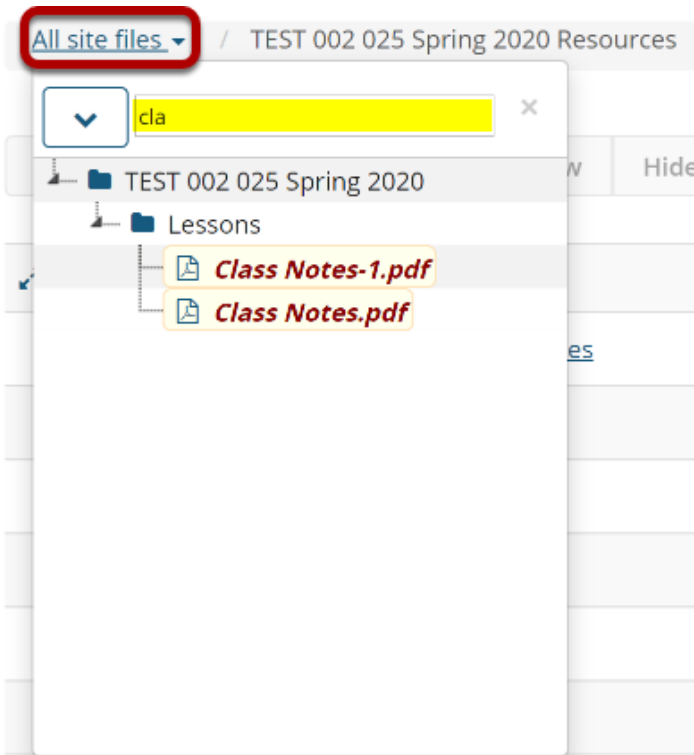
Clicking the **All Site Files** link will display a search field. Enter keywords to locate a specific file or files.