

Documents

About the Documents Section

The purpose of the Documents section is to provide a way to upload files - specifically images - and to provide web links to files, documents and resources which may be useful to further explain those components included within the environment COSMOS has been applied to analyse.

The Document section **does** permit the uploading of files - however this is specifically limited to image files. Links can be provided to external documents, photos or other files and documents.

Adding a Document

1) When no Documents exist, the following will be displayed. If items do exist, skip to [Step 3](#) below.

Documents and Files

There are no documents or files for this project.

Manage documents and files

2) Click 'Manage documents and files'

3) The **Project Navigation** will now show the following:

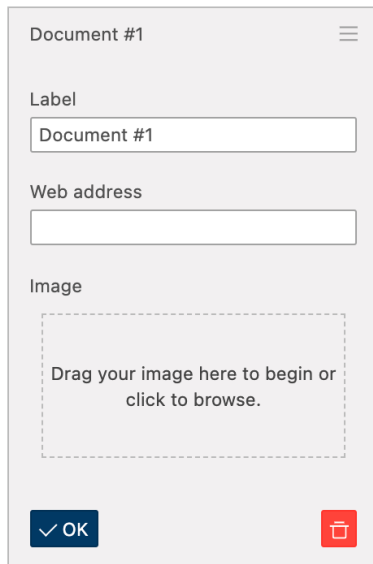
Documents and Files
<p><i>ⓘ Please add any Documents and Files your project may have.</i></p>
<p>Add new item</p> <p>Type the name below and press enter.</p> <div></div>

4) Here, enter a recognizable name and press 'Enter'. This will now create an item in the **Responsive Model Canvas**:

Documents and Files

Document #1

5) In the **Project Navigation** click the Document item to reveal more detail:



Document #1

Label

Document #1

Web address

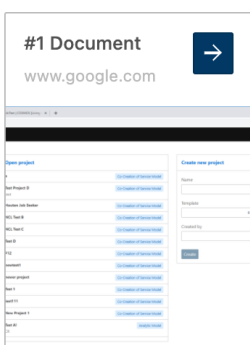
Image

Drag your image here to begin or click to browse.


✓ OK

📁

Enter a web address to provide more information regarding the item and click 'OK'. Also, should the Document be a image, click in the dotted-line box to browse your device and upload the file. The Document item can be either an image or a file - or both. The **Responsive Model Canvas** will update to include an arrow which, when clicking on it, will launch the destination in a new web browser window, whilst clicking on the image will open this in a new web-browser tab:

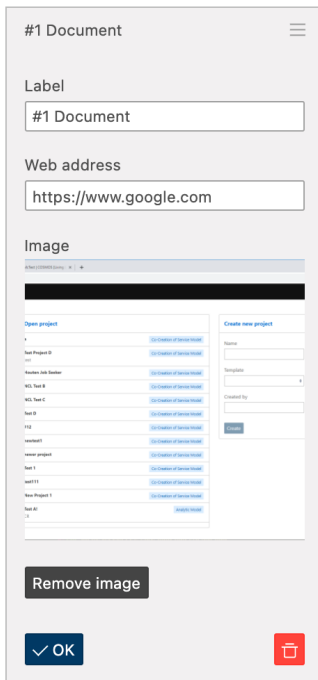


Reordering a Document

In the **Project Navigation** click and drag the  icon and move up-and-down to reorder the Document.

Removing a Document

1) In the **Project Navigation** click the Document to reveal more detail:



#1 Document

Label

#1 Document

Web address

https://www.google.com

Image

Remove image

OK

Trash can icon

2) Click the red, trash can icon to delete the Document.

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