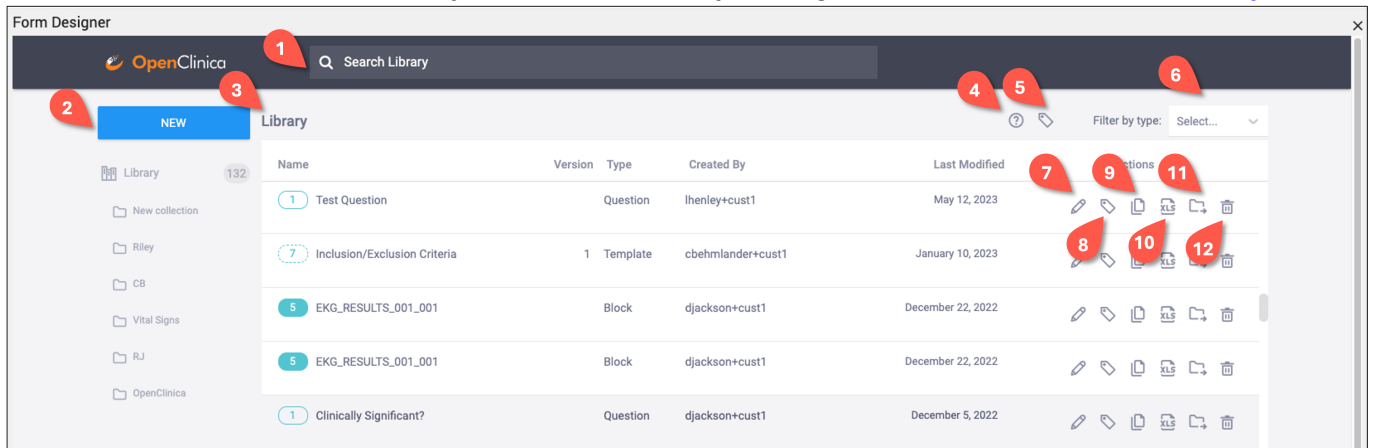




For full details of the functionality included in Library Management, review [Content Library](#).



## 1. Search Library

1. Enter text to search for an item.

## 2. New

1. Create a new single question, a block of questions, or a full Form Template to add to the library.
  - Question - a single item.
  - Template - a complete form template that can either be created/edited in the form design studio or uploaded with a form template.
  - Upload - a form definition file can be uploaded. Regardless of the number of items, uploads will be saved as templates in the Library.
  - Collection - a folder designed to hold Questions, Blocks (groups of Questions) and Templates.

## 3. Collections

1. Library objects can be organized into Collections to make it easier to manage the Library.

## 4. Library Contents

1. Displays the Library contents, filtered if applicable.

## 5. Help

1. Displays the Help page for Library Management.

## 6. Show All Labels

1. Displays labels with their associated Library objects.

## 7. Filter by Type

1. Filter the list by the type of item (**Question**, **Block**, or **Template**).

## 8. **Edit**

1. Edit the Library object within the question form as you normally would within Form Designer.

## 9. **Labels**

1. Can be used to further categorize Library objects beyond Collections.

## 10. **Clone**

1. Duplicate the Library object.

## 11. **Download XLS**

1. Download the XLS file of the Library object. The XLS is in the format of the form definition file regardless of whether the Library object is a question, block, or template.

## 12. **Manage Collection**

1. Add the Library object to a collection by clicking this icon and selecting the collection the item should be added to. If there are no available collections, the selection box will say none available.

## 13. **Delete**

1. Delete the Library object.
-