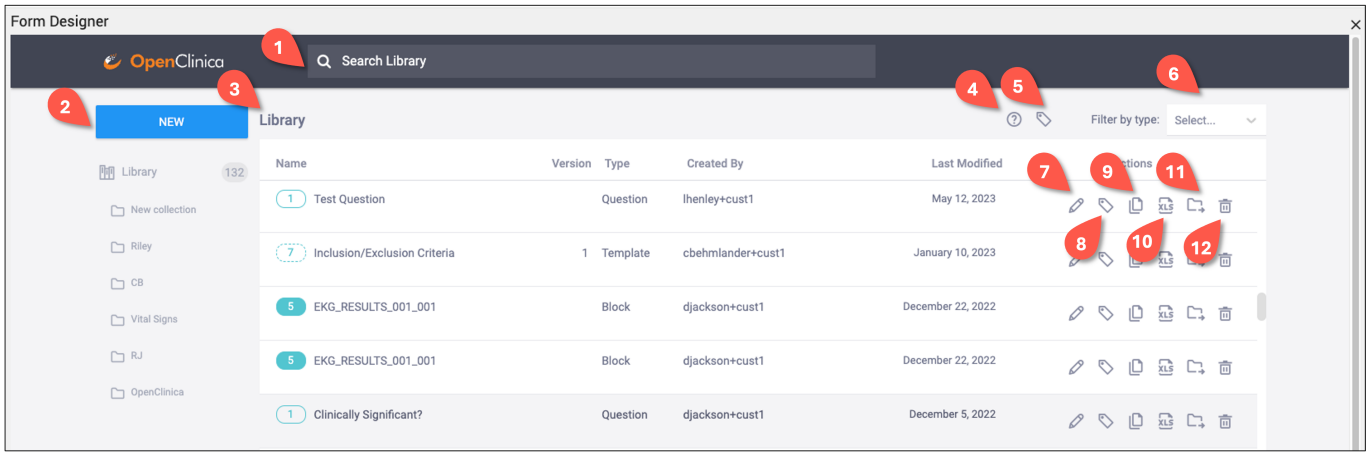
For full details of the functionality included in Library Management, review **Content Library.**



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.