



GCdocs16



Job aid

Getting started

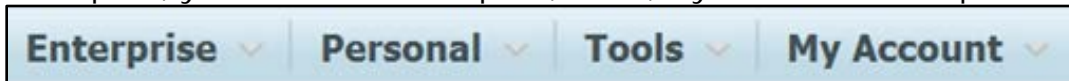
How to navigate the interface



Classic View

Navigating the interface

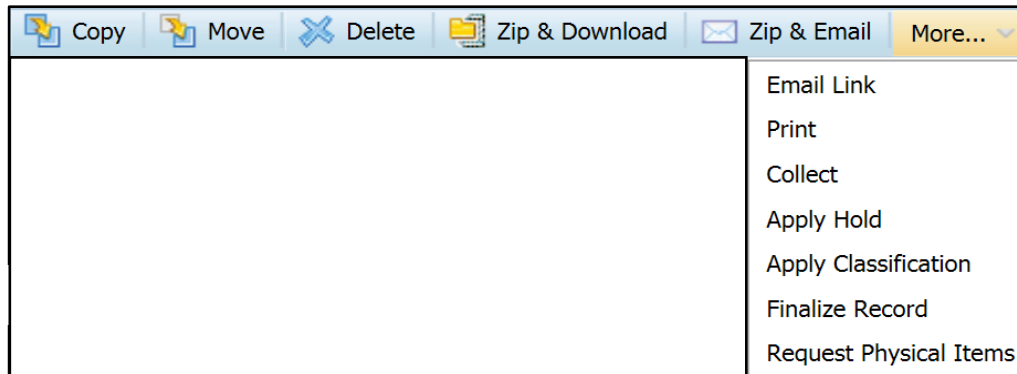
Global Menu bar - provides access to various areas, including the Enterprise workspace, your Personal workspace, Tools, My Account and Help menus



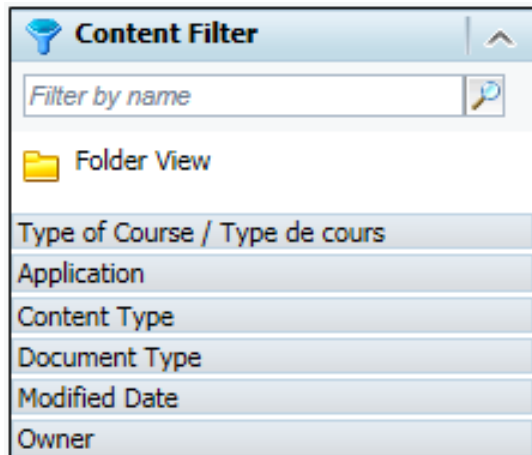
Search bar - Allows you to perform a quick search



Multi-select Action bar- Provides access to the tools for manipulating folders and items



Content Filter - Allows you to filter items displayed on your screen based on similar characteristics, such as the application type or document owner





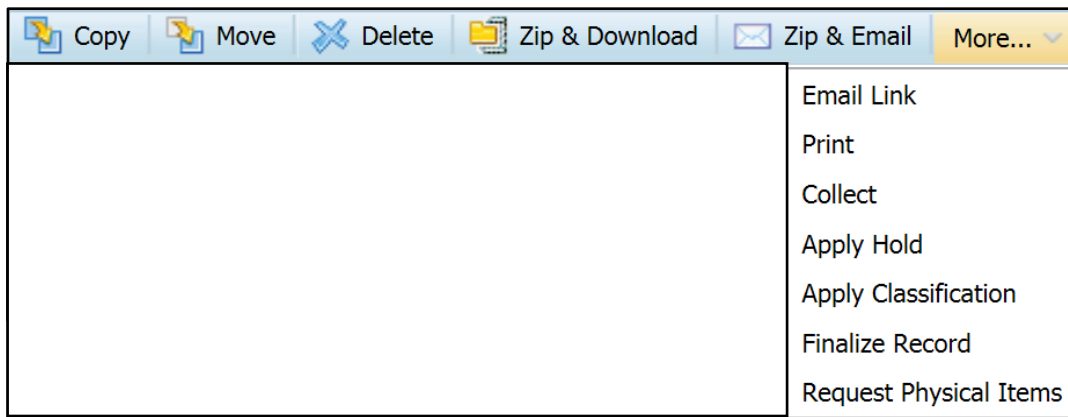
Multi-select Action bar

To perform an action on an item such as a document or folder:

1. Select the document or folder

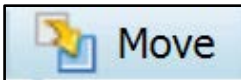


2. Select an action from the multi-select action bar such as those below.

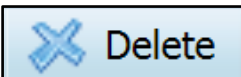


Commonly used actions include:

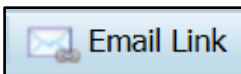
- **Move:** Moves a selected object to another area in the system



- **Delete:** Moves a selected item to the recycle bin



- **Email Link:** Creates an email message with a link to the selected object



- **Collect:** Adds the selected object to a collection

