Modules 2E, 2I, 2J and 2M apply to all WorkDrive users, while the remaining modules are applicable to specific Roles (Module 1H), which are clearly identified within each module. Remember that you may have different Roles in the various Team Folders where you are a member, so the functions you can perform within a given Team Folder will depend on your Role there.

You can save some time by having a look at Module 2A to get started, then picking and choosing among the rest as you wish in any order, depending on what you think you'll need to know first.

Your private My Folders area (you'll know about this from Module 1E) is the perfect place to experiment with new skills before using them in any Team Folders you've joined where you have the permissions required to manage content. You can practice the skills as much as you'd like until you feel well-prepared to use them with confidence elsewhere.

Modules will be added to this section over time if needed so if there's any additional topic you'd like to see here, let us know via email at TrainingHelp@montourtrail.org.

Level Two Modules

Module 2A Preview of File and Folder Management Options	**Module 2B** Creating, Naming, Uploading New Content	**Module 2C** Deleting Files and Folders	**Module 2D** Editing Content That is Already on WorkDrive
Module 2E Favorites and Pinning for Personal Organization	**Module 2F** Moving Files and Subfolders	**Module 2G** PDFs, What You Need to Know	**Module 2H** Renaming Files and Subfolders
Module 2I Searching for Content	**Module 2J** Sharing Content from WorkDrive	**Module 2K** Subfolders	**Module 2L** Uploading New Content
Module 2M Setting Your Preferences for Notifications			