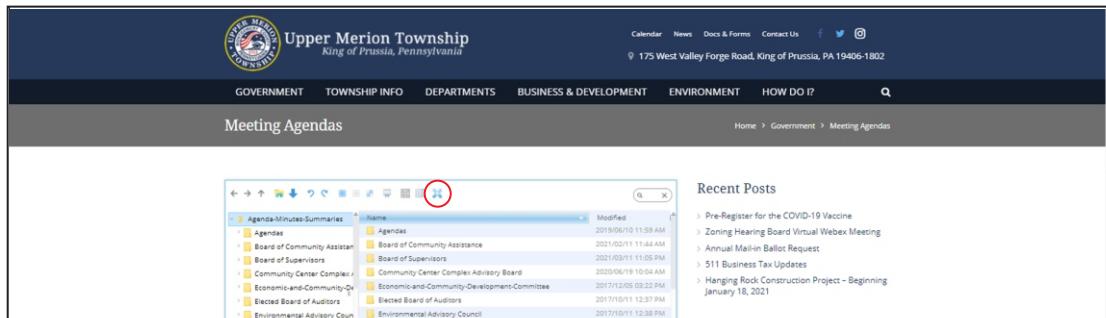# HOW TO NAVIGATE THE NEW FOLDER STRUCTURE ON THE UPPER MERION TOWNSHIP WEB SITE

The new folder structure on the web site functions
the same way Windows Explorer does on a PC.
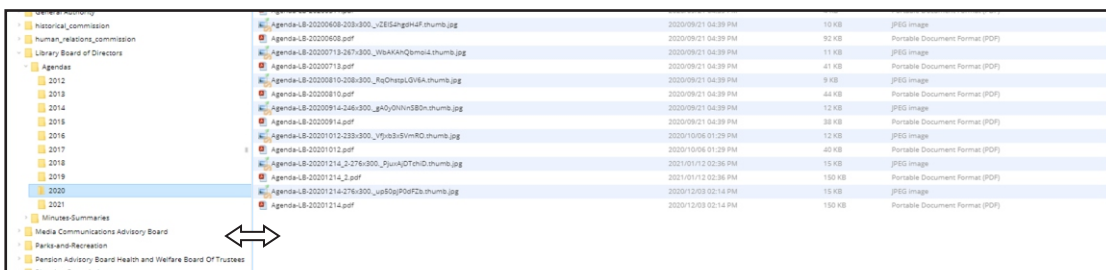Please follow the guidelines below:

OPEN FOLDER WINDOW AND EXPAND VIEW

➲ Click on the drop-down menu and click on selected folder item

➲ Pop Up of Folder Window appears on your screen.

➲ See Blue 🔲 Icon at top, center of the window. Click to Expand View to FULL SCREEN.

RESIZING SECTIONS IN WINDOW

Like Windows Explorer, the folder window has two main sections with a dividing line between them. Hovering your pointer over the dividing line will activate the adjustment feature ⟷ for resizing the two sections. When the double-arrow icon is visible, click and drag left and right to adjust the size of the two sections.

NAVIGATE

➲ Navigate through Folders using the left section.
  Use the right section to view Files in the Folders in the left section.

➲ Click on the Folder Name in the left section to reveal the Subfolders. Continue to click down until the Folder containing the File you need is exposed.

➲ Click on the Folder Name. Files contained in the Folder appear in the right section.

➲ Double-click on the File Name in the right section to open it.

➲ To exit FULL SCREEN mode, click on the Blue 🔲 Icon again.

(NOTE: Ignore the old folder structure below the new folder window. The old folder structure will be removed once the conversion project is completed.)