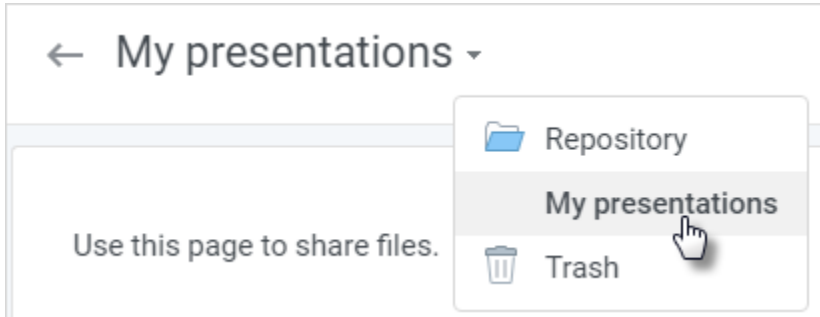


Content List

The Content page shows a list of all folders and files uploaded to your iSpring Cloud account. That's the starting point for all your operations with the content. By default, all files are stored in the Repository folder. You can add new folders to organize your presentations, media files and documents more effectively. Read on the article to learn more about the menus available on the Content page.

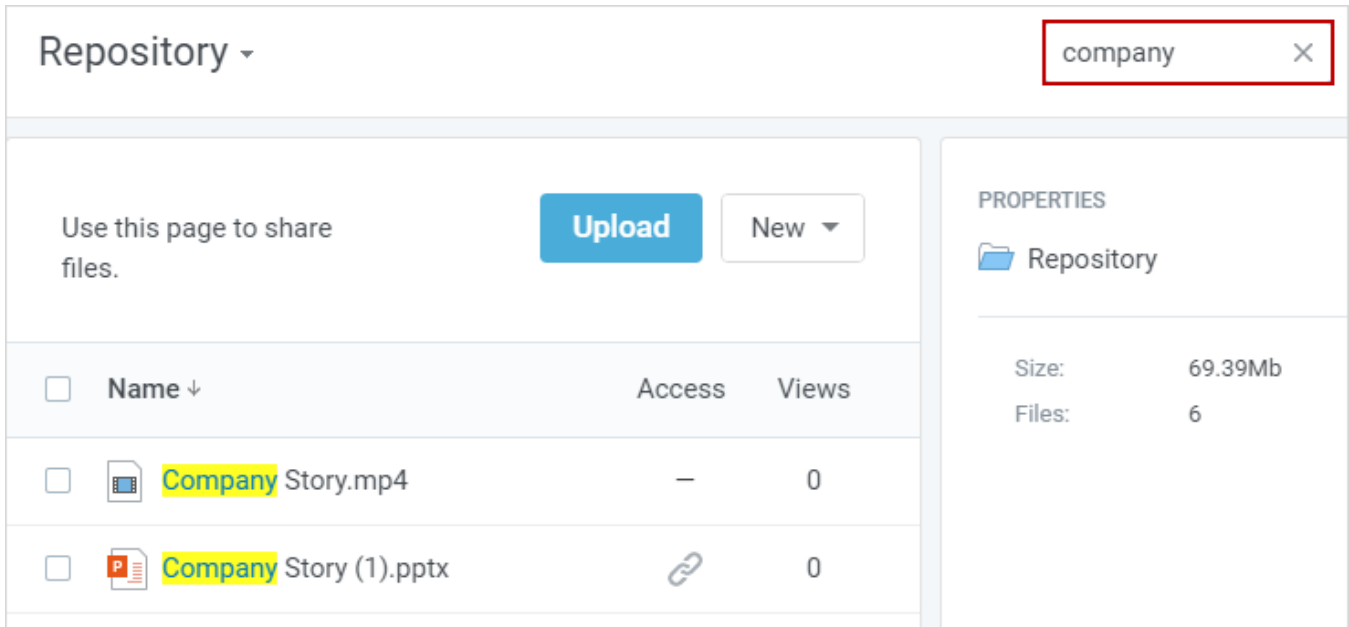
- [The Repository Menu](#)
- [Search by title and description](#)
- [Upload Content](#)
- [Create New Folder and New Link](#)

The Repository Menu







The Repository menu includes reveals the drop down menu with the full path to the current folder. You can jump to any folder from there.

Search by title and description







To find your content by title and description, type it in the search field and wait until the system automatically updates the content list. To clear a filter, click or delete all characters you typed in the text field.

Upload Content

Repository ▾			
Use this page to share files.		Upload	New ▾
<input type="checkbox"/> Name ▾		Access	Views
<input type="checkbox"/>  My presentations		—	—
<input type="checkbox"/>  Company Story.mp4		—	0
<input type="checkbox"/>  Company Story (1).pptx			0

The **Upload** button opens up the Browse dialog where you can locate an item from your computer and select it for upload.

Create New Folder and New Link

Repository ▾			
Use this page to share files.		Upload	New ▾
<input type="checkbox"/> Name ▾		Access	<div>  New Folder  New Link </div>
<input type="checkbox"/>  My presentations		—	—
<input type="checkbox"/>  Company Story.mp4		—	0

Clicking the **New** button reveals a dropdown menu from which adding New Folder and New Link actions are available.