

Directory

With Directory interaction, you can easily create a referenced glossary that includes an introduction, list of specific terms and a summary.

- [Adding Items](#)
- [Duplicating Items](#)
- [Deleting Items](#)

American Musicians

All

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Introduction

Bliss, Philip Paul

Foster, Stephen Colli...

Heinrich, Anthony Ph...

Hewitt, John Hill

Jacobs-Bond, Carrie

Root, Frederic Wood...

Root, George Frederick

Russell, Henry

Thomas, John Rogers


Webster, Joseph Phi...

Winner, Septimus

Work, Henry Clay

Summary

Foster, Stephen Collins

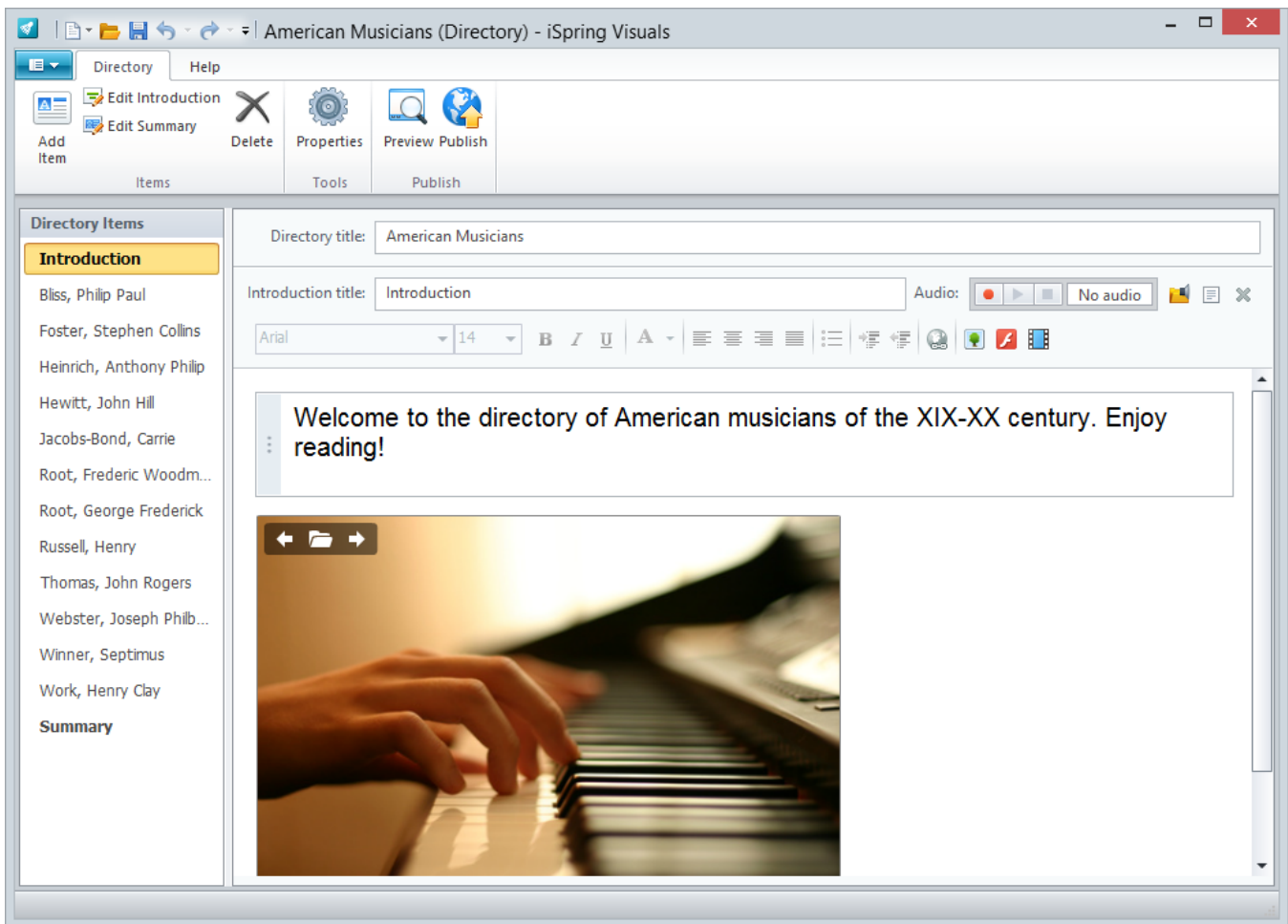


Stephen Collins Foster

(1826-1864)

Stephen Collins Foster (born 4 Jul 1826; died 13 Jan 1864) was the son of William Barclay Foster (born: 7 Sep 1779; died 27 Jul 1855) and Elisa Clayland [Tomlinson] Foster (born: Jan 1788; died Jan 1855) who were married in 1807. He had three sisters

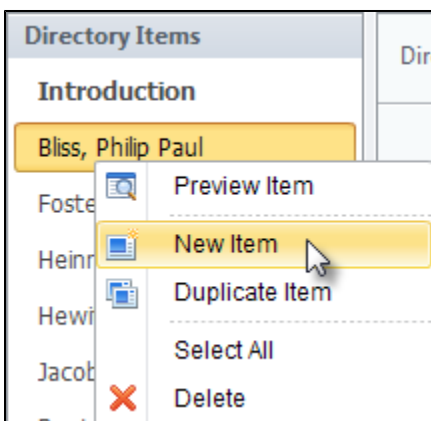
Adding Items



1. Click the **Add Item** button on the toolbar.

or

Right-click any place on the **Directory Items** pane and choose **New Item** in the contextual menu.



2. Type an item title.

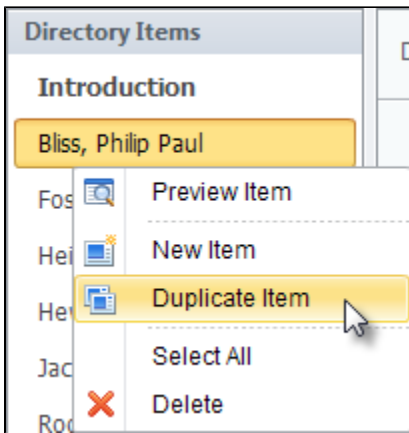
3. Enter a [description](#), [add pictures](#), [Flash movies](#), and [an audio narration](#).

Duplicating Items

1. Select one or multiple items on the **Directory Items** pane.

Note: To select several items, click them while holding down the **Shift** or **Ctrl** button.

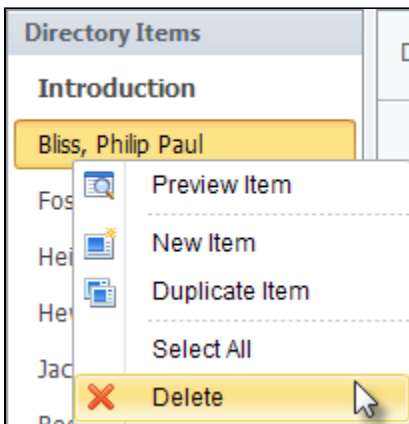
2. Right-click the selected items on the **Directory Items** pane and choose **Duplicate Item** in the contextual menu.



The selected items will be duplicated along with the added texts, images, audio, video and Flash files. Introduction and summary cannot be duplicated.

Deleting Items

1. Select an item, which you want to delete, on the **Directory Items** pane.
Note: To select several items, click them while holding down the **Shift** or **Ctrl** button.
2. Click the **Delete** button on the toolbar or press the **Delete** key on your keyboard.
or
Right-click the selected items on the **Directory Items** pane and choose **Delete** in the contextual menu.



When your directory is ready, give it a name and [proceed to publishing](#).