Use the content library

Step-by-step instructions for Use the content library in Express Me.

Watch the video, follow the steps, or open the complete transcript for a text version of the instructions.

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Step-by-step instructions

1 Open the user profile

Go to **User profiles** and open the profile you want to add content to.

2 Start edit mode

Scroll down and click **Start edit mode**.

3 Open the content library

Click **Content library**.

4 Search for a tile

Click **Search tiles** and enter a search term, symbol set or tile type.

5 Duplicate the tile

Choose a result and click **Duplicate**. The tile is added to the profile.

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Hello. I'm going to show you how to use the Content Library within the communication portal. The idea is that this library has 30,000 existing tiles, so you can simply search and then easily duplicate from this library to your own content.

How does that work within the platform? It works as follows: let's go to user profiles and then scroll down a bit so we can add something to Kees's profile. To do that, we of course go to edit mode.

Once we're in there, we see two options here on the communication portal, namely add new tile and choose from the Content Library. If we click on Content Library, we get a pop-up where we can click on search tiles.

Then you see that we can fill in a number of things: the search term, a symbol set or tile types. When we search, we see the following results. Different types of tiles. If we wanted to, we could filter for certain symbol sets and choose tile types.

In this case we want to choose this one. What we do then is click there and then we can say Yes Duplicate. And then you see that you've moved something from the Content Library to your own content.