




## Gallery - Storing and Accessing Models



2D drawings and 3D models gallery.  at the bottom of the screen acts as an explicit "save", prompting the user for a model name and location (subdirectory). Prior to retrieval from the database, the default name is the molecular formula. The default subdirectory is that which was last visited. Saves to the gallery are also requested upon submission of a model for calculation to an external server.

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
[change the name of a subfolder in the Gallery.](#)

[make a duplicate of a model in the Gallery.](#)


[make a duplicate of a subfolder \(and its contents\) in the Gallery.](#)

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How to open a 2D drawing or 3D model from the Gallery. Tap , locate and tap on the drawing of interest.

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How to save a 2D drawing or 3D model to the Gallery. Tap  at the bottom of the screen, (optionally) provide a name and subdirectory (if either or both of the defaults are unsatisfactory) and tap Save. Prior to retrieval from the database, the default name is the molecular formula and the default subdirectory is that which was last visited.

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How to move or copy a model from a folder to a subfolder in the gallery.

Tap  at the bottom of the screen. Once inside the gallery, tap Edit at the top right, tap the model to select and then drag it on top of the subfolder (you can tap on several models and then drag them as a group over the subdirectory). Tap Done at the top right when you have finished.



Note that this procedure moves rather than copies the model. Note also, that you cannot drag a model (or group of models) from one page of the gallery to another. If you wish to copy the model and/or it is on a different page than the subdirectory into which you wish to place it, then you need to use the following procedure.

Tap  at the bottom of the screen. Once inside the gallery, tap Edit at the top right, tap the model (or several models) and tap  at the top left of the screen. Pan the through the pages of the gallery until you find the proper subdirectory. Tap on it (which will bring you inside the subdirectory), tap on Clipboard at the top right and select Move Items Here (or Copy Items Here) from the menu.

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How to move or copy a model from a subfolder to a higher level folder in the gallery.



Tap  at the bottom of the screen. Once inside the gallery, locate and tap the folder that contains the model you want to move or copy. Once inside the subfolder, tap Edit at the top right. Tap the model (or models) that you want to move or copy, and tap  at the top left of the screen, the Edit icons will disappear and the Edit button in the upper right will change to Clipboard: <n> Items. Tap the gray button at the top left of the interface to navigate back to the desired folder, tap Clipboard <n> Items at the top right and select Move Items Here (or Copy Items Here) from the menu.



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How to move or copy a model between subfolders in the gallery. Tap  at the bottom of the screen. Once inside the gallery, locate and tap the folder that contains the model you want to move or copy. Once inside the subfolder, tap Edit at the top right, tap the model (or models) that you want to move or copy, and tap  at the top left of the screen. Tap Documents at the top left to move back to the documents folder. Locate and tap the subfolder that you want to move the model (or models). Once inside this subfolder, tap Clipboard at the top right and select Move Items Here (or Copy Items Here) from the menu. Tap Done at the top right when you have finished.



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How to delete a model from the gallery. Tap  at the bottom of the screen. Once inside the gallery, move to the subfolder that holds the model that you want to delete. Tap Edit at the top right, tap on the model to select it and tap  at the top left of the screen (you can select more than one model to be deleted). Tap Done at the top right when you have finished.



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How to delete a subfolder and its contents from the gallery. Tap  at the bottom of the screen. Once inside, pan through the gallery to locate the subfolder that you want to delete. Tap Edit at the top right, tap on the subfolder to select it and tap  at the top left of the screen. Note that all models inside the subfolder will be deleted. Tap Done at the top right when you have finished.



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How to create a new subfolder inside the gallery. Tap  at the bottom of the screen. Once inside the gallery, tap Edit at the top left, then tap  at the top right and select New Folder from the menu. Supply a name and tap Done at the top right when you have finished.



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How to change the name of a model in the gallery. Tap  at the bottom of the screen. Once inside the gallery, move to the subfolder that holds the model. Tap Edit at the top right, tap on the model to select it and tap  at the top left and select Rename from the menu. Supply a new name and tap Done at the top right when you have finished.



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How to change the name of a subfolder in the gallery. Tap  at the bottom of the screen. Once inside the gallery, tap Edit at the top right, tap on the subfolder to select it and tap  at the top left and select Rename from the menu. Supply a new name and tap Done at the top right when you have finished.



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How to make a duplicate of a model in the gallery. Tap  at the bottom of the screen. Once inside the gallery, move to the subfolder that holds the model. Tap Edit at the top right, tap on the model to select it and tap  at the top left and select Duplicate from the menu. The duplicate, which will have the same name as original followed by the word "copy", may be renamed (see [How to Change the name of a model in the gallery.](#)) Tap Done at the top right when you have finished.

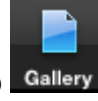
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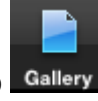


How to make a duplicate of a subfolder (and its contents) in the gallery. Tap  at the bottom of the screen. Once inside the gallery, tap Edit at the top right, tap on the subfolder to select it and tap  at the top left and select Duplicate from the menu. The duplicate, which will have the same name as original followed by the word "copy", may be renamed (see [How](#)

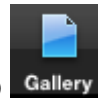
[to Change the name of a subfolder in the gallery.](#)) The models within the duplicate subdirectory will have the same names as the originals. Tap Done at the top right when you have finished.

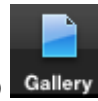
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How to select all items on a page in the Gallery. Tap  at the bottom of the screen. Once inside the gallery, tap Edit at the top right, tap  at the top left and select Select All from the menu.

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How to deselect a fully selected page in the Gallery. Tap  at the bottom of the screen. Once inside the gallery, tap Edit at the top right, tap  at the top left and select Deselect All from the menu.

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