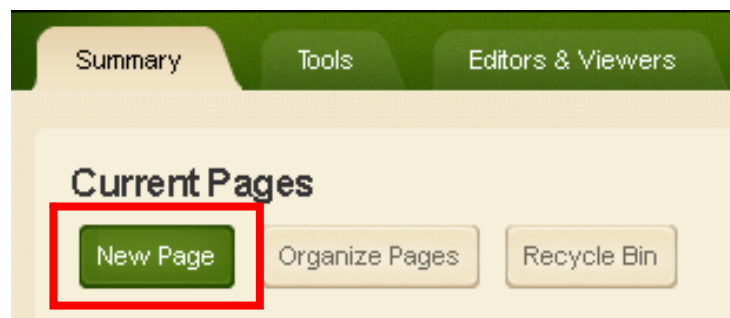
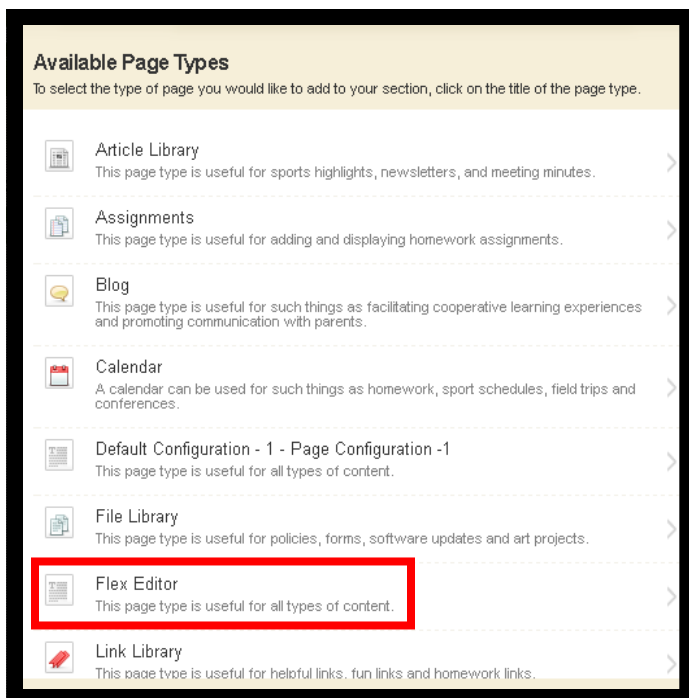


Creating a Link to an External Webpage in the Navigation Bar

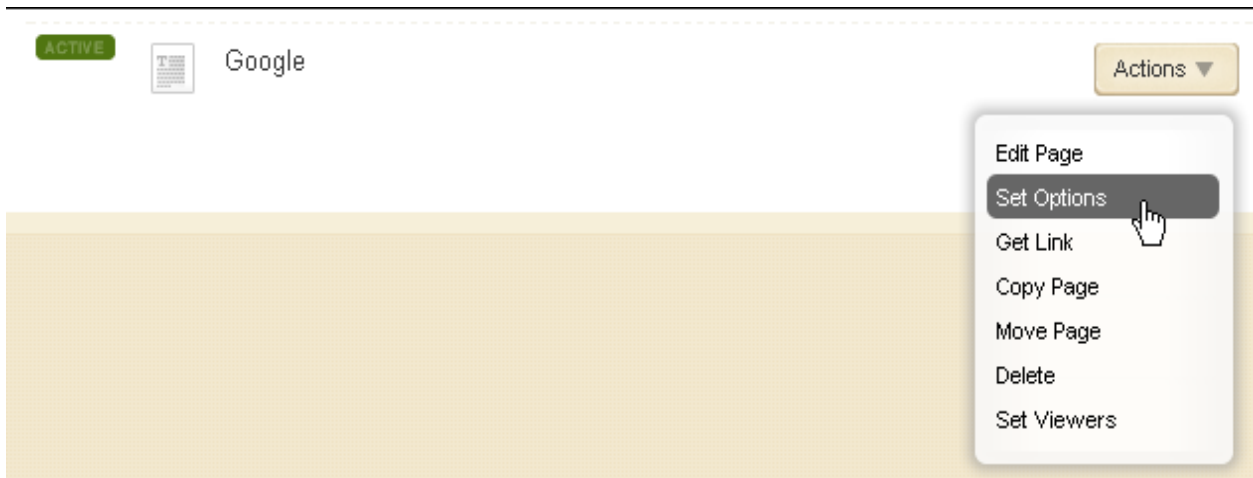
- Login to **Schoolwires** and open **Site Manager**.
- Select the **New Page** button on the **Summary Tab**.



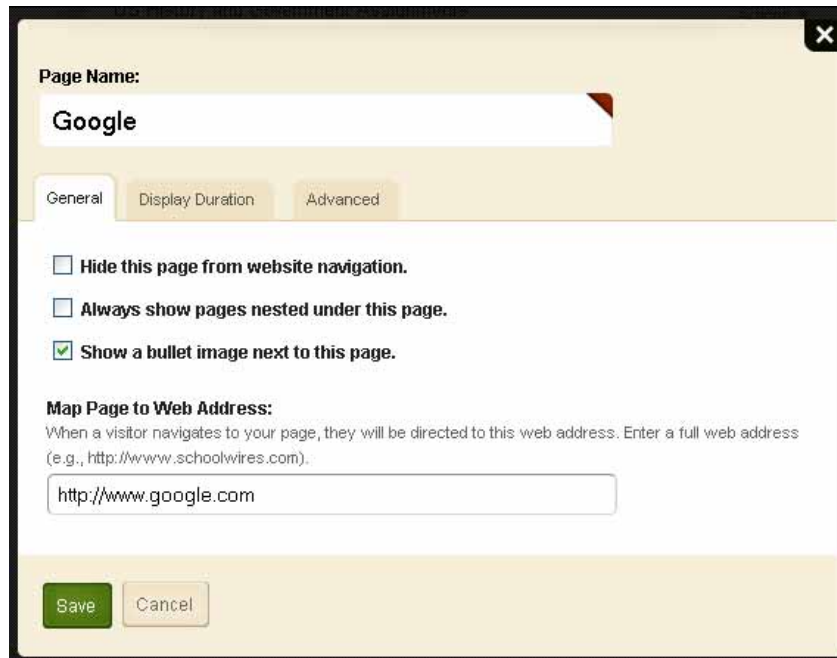
- Select **Flex Editor** from the list, then enter the **Page Name** and click **Save**.



- Select the **Actions** button next to the new page and click **Set Options**.



- Type or paste the web address in the **Map Page to Web Address** area.

A screenshot of a 'Set Options' dialog box. The title bar says 'Page Name: Google'. Below the title bar are three tabs: 'General', 'Display Duration', and 'Advanced'. Under the 'General' tab, there are three checkboxes: 'Hide this page from website navigation.' (unchecked), 'Always show pages nested under this page.' (unchecked), and 'Show a bullet image next to this page.' (checked). Below these is a section titled 'Map Page to Web Address:' with a subtext: 'When a visitor navigates to your page, they will be directed to this web address. Enter a full web address (e.g., http://www.schoolwires.com)'. A text input field contains 'http://www.google.com'. At the bottom are two buttons: 'Save' (green) and 'Cancel' (grey).

- Click **Save**.
- The link will now appear on the Navigation Bar and will navigate to the external web address you specified.