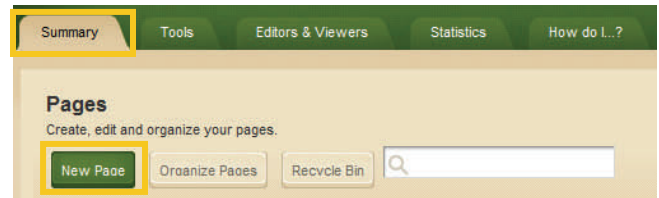


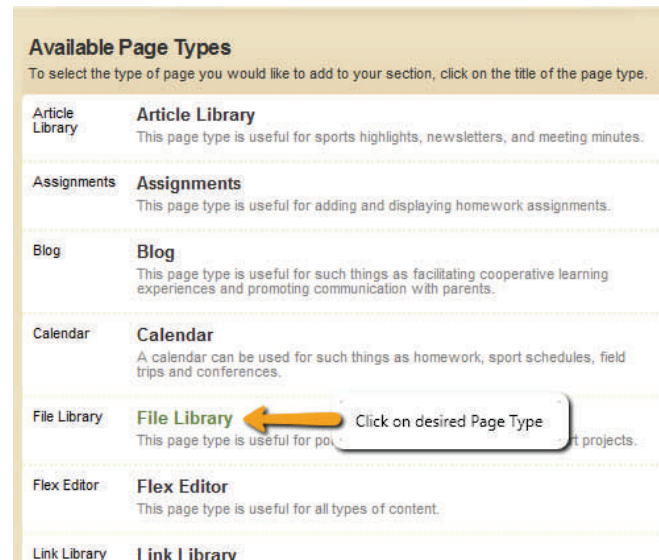
Adding Content to Your Section

How Do I Add a Page to My Section?

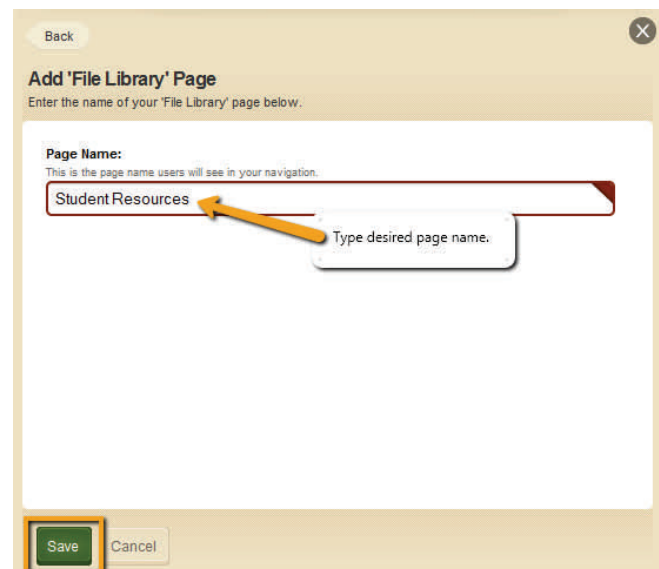
Step 1. From the **Summary** tab, click **New Page** button



Step 2. Click on a **Page Type** from the list presented. Many of the Page Types consist of a single App in a single Column.



Step 3. In **Page Name** field, assign a name for this page. Click **Save** to return to page list.

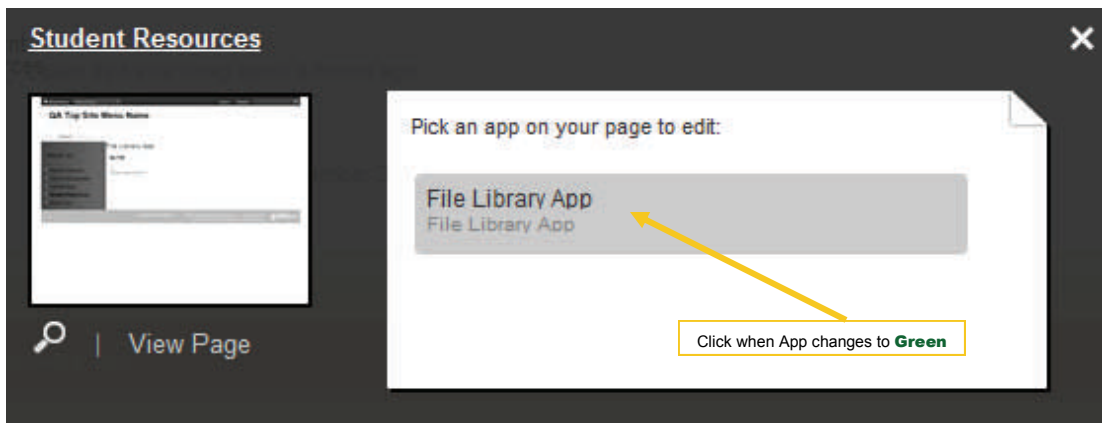


Adding Content to Your Section

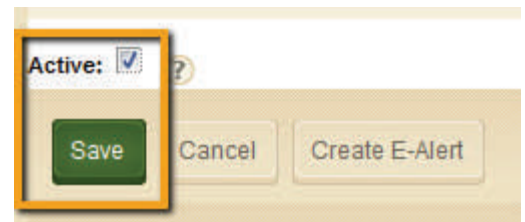
How Do I Edit Content on a Page?


To add content or edit this type of page:

- Step 1.** Position mouse over page name you wish to edit. A hover card will appear showing a thumbnail image of the page and graphic representation of current columns and Apps.
- Step 2.** Position mouse over the App name you wish to edit. Click anywhere on the green bar. The App will open and be available for editing.



- Step 3.** Edit as desired.
- Step 4.** Click **Active** checkbox for the App to show to page viewers according to display dates.
- Step 5.** Click **Save** button.

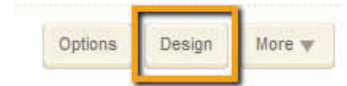


- Step 6.** To return to page list, click  in upper right corner.

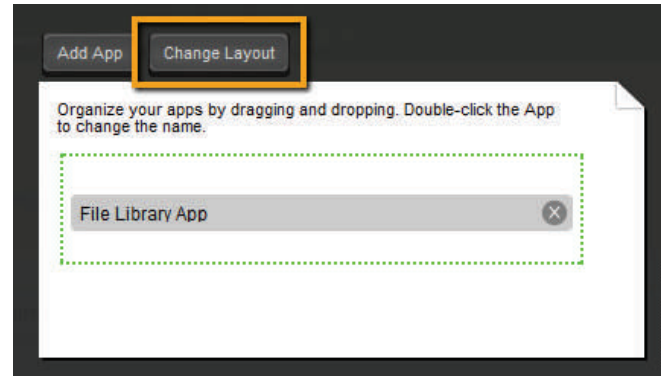
Adding Content to Your Section

How Do I Change the Layout of a Page?

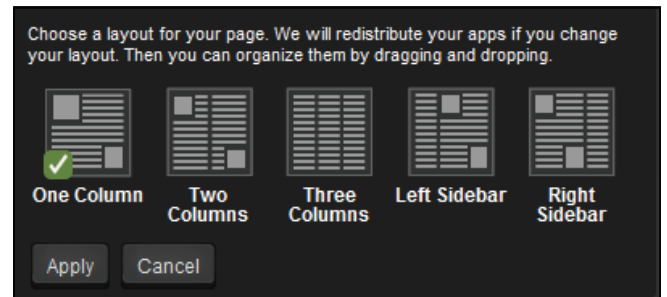
Step 1. Click the **Design** button next to page you wish to modify.



Step 2. A dialog box will open showing current layout. Click **Change Layout** Button.



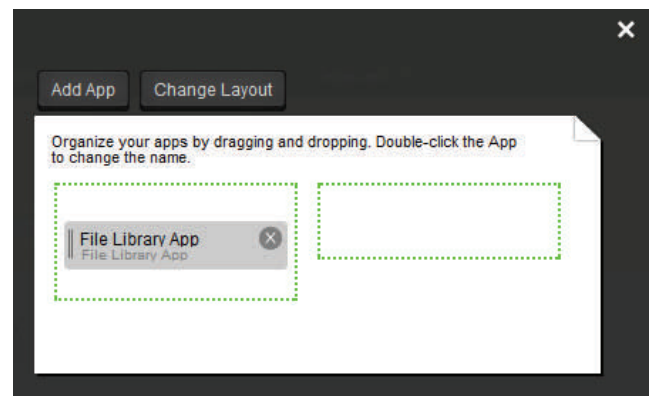
Step 3. Choose a layout for your page, then click **Apply** button.



Step 4. If desired, click and drag App(s) to new location(s).

Step 5. If desired, add additional Apps (see next section).

Step 6. To return to page list, click

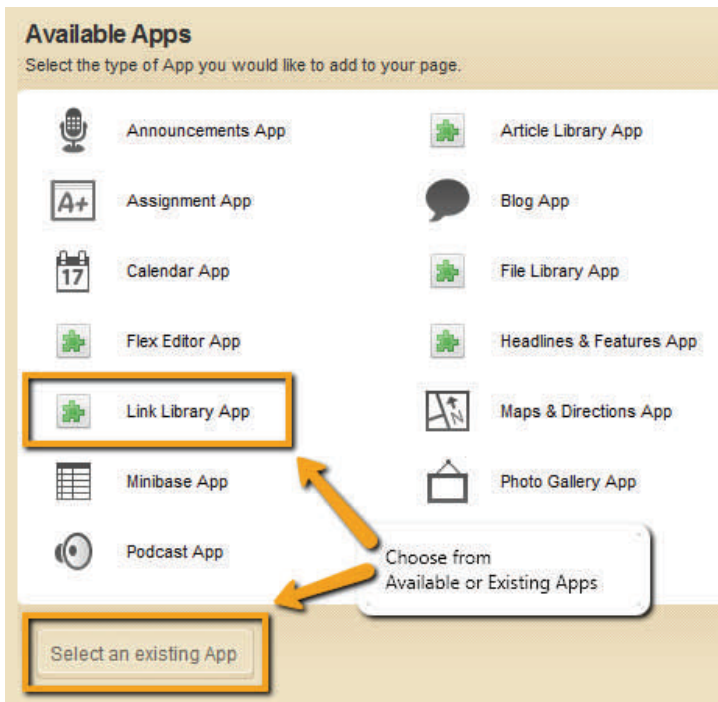
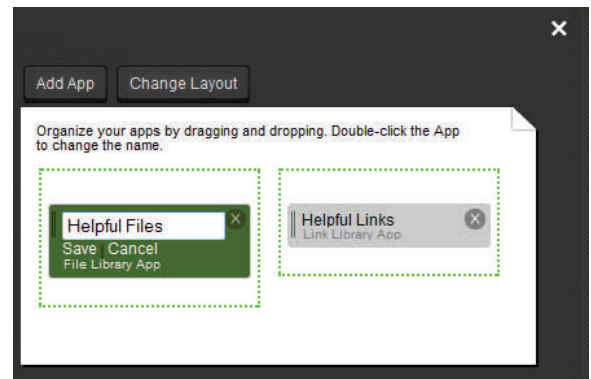
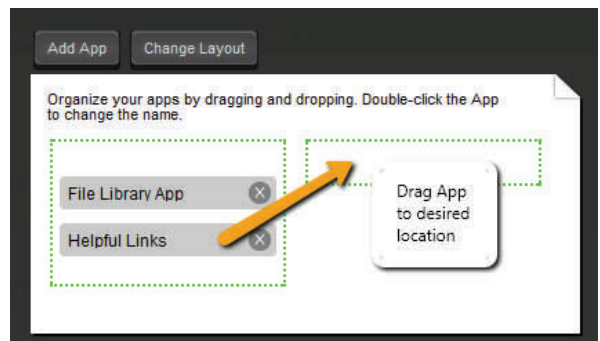
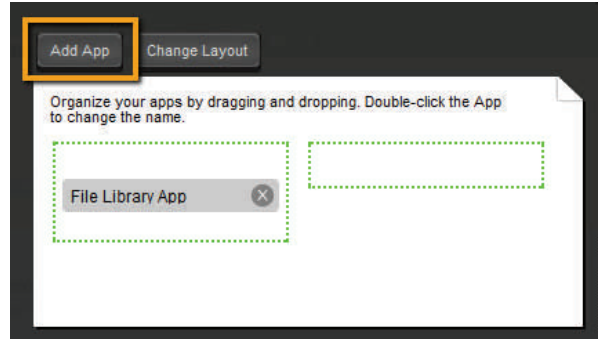


Adding Content to Your Section

How Do I Add Apps to a Page?

In addition to modifying the layout of a page, you are able to add additional Apps.

- Step 1.** Click the **Design** button next to page to which you wish to add Apps.
 - Step 2.** Click the **Add App** button.
 - Step 3.** Click on a new App from list of **Available Apps** or **Select an Existing App**.
 - Step 4.** Type a name for your App. Create a detailed name so that you can easily identify the app later.
 - Step 5.** Click **Save**.
 - Step 6.** If desired, click and drag App(s) to new location(s).
 - Step 6.** If desired, add additional App(s).
 - Step 6.** To return to page list, click **X**
- Note:** Double-click on an App to rename.



Get Connected...

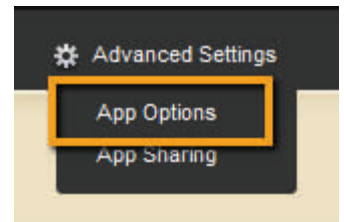
When you add an App, you may choose "Select an Existing App." An existing App is one that you previously created and want to re-use or one that another editor has chosen to share with you.

App and Page Options

How Do I Modify App Options?

To modify the options of an App, simply:

- Step 1.** Position mouse over page name containing an App you wish to modify. A preview pane will appear showing a thumbnail image of the page and graphic representation of current columns and Apps.
- Step 2.** Position mouse over the App name you wish to modify. When it turns green, click the App name. App will open.
- Step 3.** Click Advanced Settings found in upper-right corner. Click **App Options**.



Step 4. Rename App, modify General and Social Settings options as desired.

Step 5. Click **Save**.

 A screenshot of the "App Options" interface. At the top, there is a text input field labeled "App Name:" containing the text "Helpful Links". Below this are two tabs: "General" and "Social Settings". The "Social Settings" tab is selected and highlighted with a yellow box. Below the tabs, there is a heading: "Choose which social media elements you'd like to allow for your app. Additional controls will display for each checked element." Below this heading are four checkboxes, each with a question mark icon: "Community Editing", "Visitor Commenting", "Visitor Rating", and "RSS Feeds". An orange arrow points to the "Community Editing" checkbox. At the bottom of the form, there are two buttons: "Save" (highlighted with a yellow box) and "Cancel".


Get Connected...

Boost collaboration with your audience... "Social Settings" is an App Option for some Apps, that enables you to allow such things as commenting and providing an RSS feed.

App and Page Options

How Do I Modify Page Options?

As a Section Editor you are able to set or change options on any page you add to your Section. To do so, simply:

Step 1. Click on the **Options** button to the right of the page name.

Step 2. Select the **General** tab to modify Display Duration.

No dates - page displays immediately and displays indefinitely.

Both dates - page displays within that date range.

Only start date - page displays indefinitely beginning on that date.

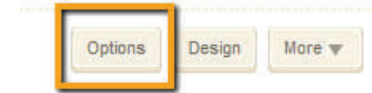
Only end date - page displays immediately until that date.

Step 3. Select the **Advanced** tab to:

Map Page to Web Address - When a visitor navigates to your page, they will be directed to the web address you place in this field. Enter a full web address (e.g., <http://www.schoolwires.com>).

Hide this page from website navigation - Page name will not appear in the navigation of your section to your website visitor. You may use the contents of this page in another way.

Step 4. Click **Save**.



 A screenshot of a 'Page Options' dialog box. At the top, it says 'Page Name:' followed by 'Enter a unique name for your page.' Below this is a text input field containing 'Student Resources'. There are two tabs: 'General' (selected) and 'Advanced'. Under the 'General' tab, there is a section for 'Display Duration' with a help icon. Below that are two empty text input fields labeled 'Start Date:' and 'End Date:'. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

Additional Page Tasks

How Do I Organize Pages in My Section?

As a Section Editor, you are able to arrange your pages in a specific order from top to bottom. You may also “nest” pages by creating a hierarchy. To organize the pages in your Section is simple. From within the Section Workspace:

- Step 1.** Click on **Organize Pages**. A dialogue box will appear listing all the pages in your Section.
- Step 2.** Click and drag pages into new order. Release your Mouse button see the green pointer in the location you desire for that page.
- If green pointer is between pages, the new page position will be on the same level as those pages.
 - If the green pointer is next to a page, the new page position will be “nested” under that page.
- Step 3.** Click **Save**

