

Practice Exercises

Exercise 1: Add and Edit a Flex Page

- 1) From the **Summary** tab, click **New Page** button.
- 2) Click on a **Flex Editor** from the list presented.
- 3) In **Page Name** field, assign a name for this page. Click **Save** to return to page list.
- 4) Position mouse over your newly created page. A preview pane will appear showing a thumbnail image of the page and graphic representation of current column and App.
- 5) Position mouse over the **Flex Editor App**. When it turns green, click the App name. App will open and be available for editing.
- 6) Edit as desired.
- 7) Click **Active** checkbox for the App to show to page viewers according to display dates.
- 8) Click **Save** button.

Exercise 2: Modify the Page Layout and Add a Calendar App to an Existing Page

- 1) Click the **Design** button next to the Flex Page you created in Exercise 1.
- 2) A dialog box will open showing current layout. Click **Change Layout** Button.
- 3) Choose the **Two Column** layout for your page, then click **Apply** button.
- 4) Click the **Add App** button.
- 5) Click on the **Calendar App** from list of **Available Apps**.
- 6) Type a name for your App. Create a detailed name so that you can easily identify the app later.
- 7) Click **Save**.
- 8) Click and drag Calendar App to second column.
- 9) To return to page list, click X.

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Exercise 3: Add a Calendar Event

- 1) Click the **New Event** button.
- 2) When the Event window opens, enter the **Start Date, End Date, & Event Name**. All other fields are optional to complete.
- 3) Click **Save**.
- 4) To edit event, roll your cursor over the event.
- 5) Click **Edit** button that appears. Edit the event as desired.
- 6) Click **Save**.

Exercise 4: Upload Images or Documents to Files & Folders

- 1) From the **Summary** tab, click on **Files & Folders**.
- 2) Create folders for your images and documents. Do this by clicking on the **Folder Actions** button at the top of the page, then click **New Subfolder**.
- 3) Type a **Name** your Folder then click **Save**.
- 4) You can continue adding folders and folders within folders if you like.
- 5) Navigate to folder you wish to upload files to from left navigation.
- 6) Click on the **Upload** button.
- 7) Click on the **Browse** button to find the file(s) you would like to upload. To upload multiple files from a folder, hold down the CTRL key and click on files.
- 8) Click **Upload** button to upload file(s) and return to Files & Folders.
- 9) If desired, move file to another folder using Move button.
- 10) If desired, use the **More** button to **Rename** a file, **Get Link**, or **Delete** file.