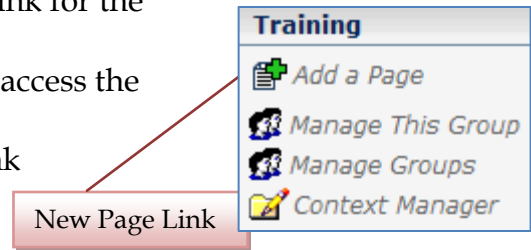


ADDING AND EDITING PAGES

Add a Page

By default, a new group contains two pages: **Main Page** and **Group Collaboration**. Additional pages can be added to the group at any time. To create a new page, complete the steps below.

- ✦ Once the group has been created, click the **Clubs and Organizations** tab.
- ✦ Under this tab, in the **Campus Group** portal, click the link for the group where the pages will be added.
- ✦ It may be necessary to click the **Browse Groups** link to access the group.
- ✦ On the left side of the window, click the **Add a Page** link (see illustration at right).
- ✦ The **Create a New Page** window will display (see illustration below).

A screenshot of a dialog box titled 'Create a new page'. The dialog has a header bar with the title. Below the header, there is a text input field labeled 'Name'. Below the input field are two buttons: 'Create' and 'Cancel'. Above the input field, there is a small text box with the instruction: 'Name can contain letters, digits, spaces, single quotes, brackets and signs -, ! and .. Each open bracket should have a corresponding close bracket.'

- ✦ In the **Name** box, input the name for the page.
- ✦ Click the **Create** button.
- ✦ The **Customize Page** window will display (see illustration below), where you can make additional changes to the page.

A screenshot of a dialog box titled 'Customize page Training'. The dialog has a header bar with the title and four tabs: 'Properties', 'Content', 'Layout', and 'Permissions'. Below the header, there is a section titled 'Page Info'. In this section, there is a text input field labeled 'Page Name' containing the text 'Training'. Below the input field, there is a checked checkbox labeled 'Change URL'. Below the checkbox, there is a small text box with the instruction: 'If there is more than one page, then you will see a checkbox labeled "Make this page default" By checking this checkbox, the URL (web address) will be updated to match the name of the page. This ensures the URL looks right and minimizes possible confusion. However, any previous bookmarks to this URL will no longer work. If you leave this box unchecked, the URL will remain as it is currently.' Below the text box, there is an unchecked checkbox labeled 'Make this page default.'. Below the checkboxes, there are three buttons: 'Save', 'Cancel', and 'Delete the page'. At the bottom of the dialog, there is an 'Exit' button.

- ✦ Click the check box for **Make this page default** if this is to be the first page displayed when the group is visited.
- ✦ Click the **Save** button to save the page.
- ✦ Click the **Delete this page** button to remove the page from the group.
- ✦ If this page has been made the default page it cannot be removed.
- ✦ Click the **Exit** button to exit this window.
- ✦ The new page will display on the left side of the window above the **Add a Page** link (see illustration above right).

Rename a Page

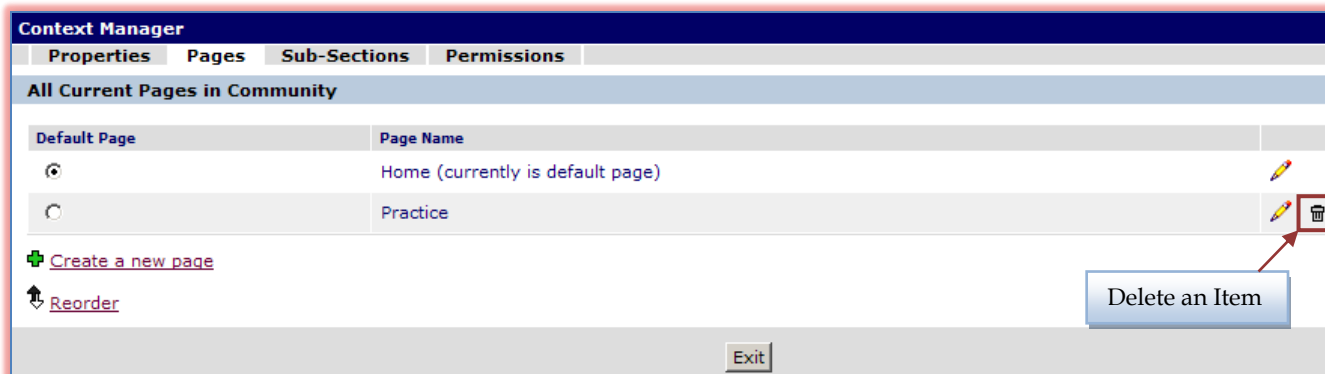
- ✦ Click the link for the page that is to be renamed.
- ✦ Click the **Edit Page** link on the right side of the page.
- ✦ The **Customize Page** window will display (see illustration above).

- ✦ In the **Page Name** box, input a new name for the page.
- ✦ Click the **Save** button.

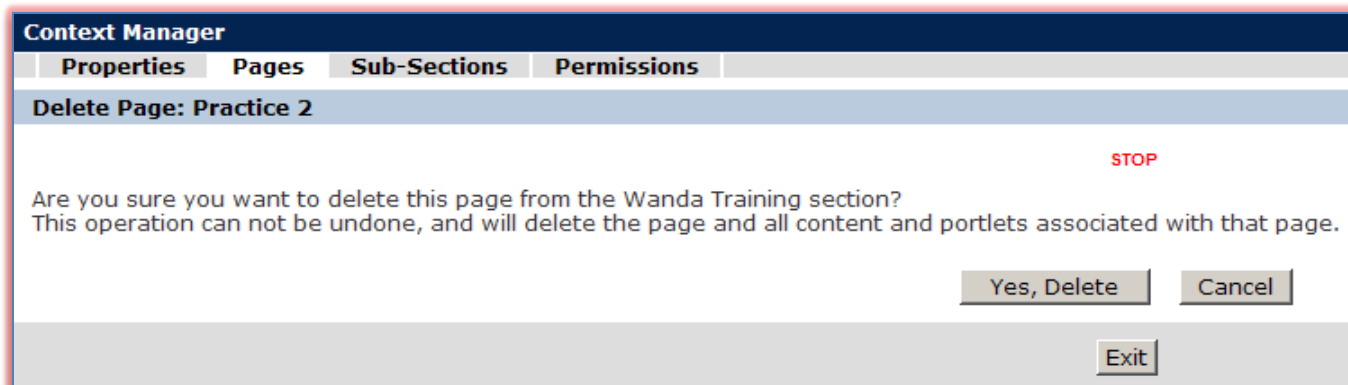
NOTE: When a page name is changed, links that have been created in other portlets or pages to that page will be broken.

Remove a Page

- ✦ Click the **Context Manager** link (see illustration on previous page).
- ✦ The **Context Manager** window will display (see illustration below).



- ✦ Click the **Pages** tab to display a list of all the pages in the group.
- ✦ To remove a page, click the **Delete an Item** button next to the page (see illustration above).
- ✦ If this is the default page, it cannot be removed.
- ✦ A confirmation window will display (see illustration below).

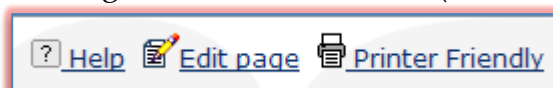


- ✦ If you delete a page, all content on the page will be **permanently lost!!**
- ✦ Click **Yes, Delete** to remove the page.
- ✦ Click **Exit** to return to the **Group** page.

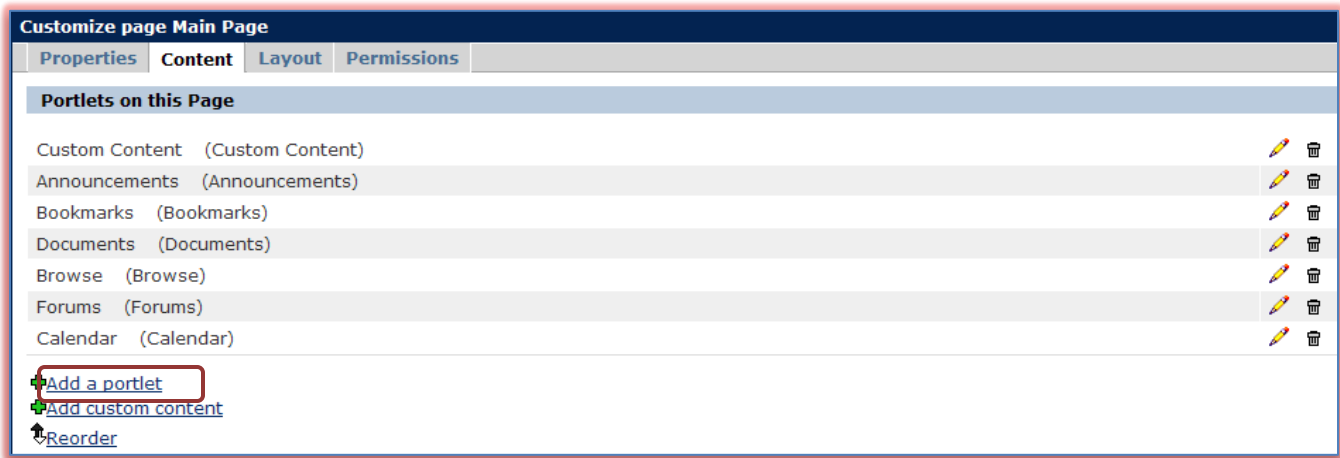
Add Portlets to a Page

Each page under My Siena can display up to ten (10) portlets. These portlets are used to add content to a page. How the content is entered, depends on which portlet is being used.

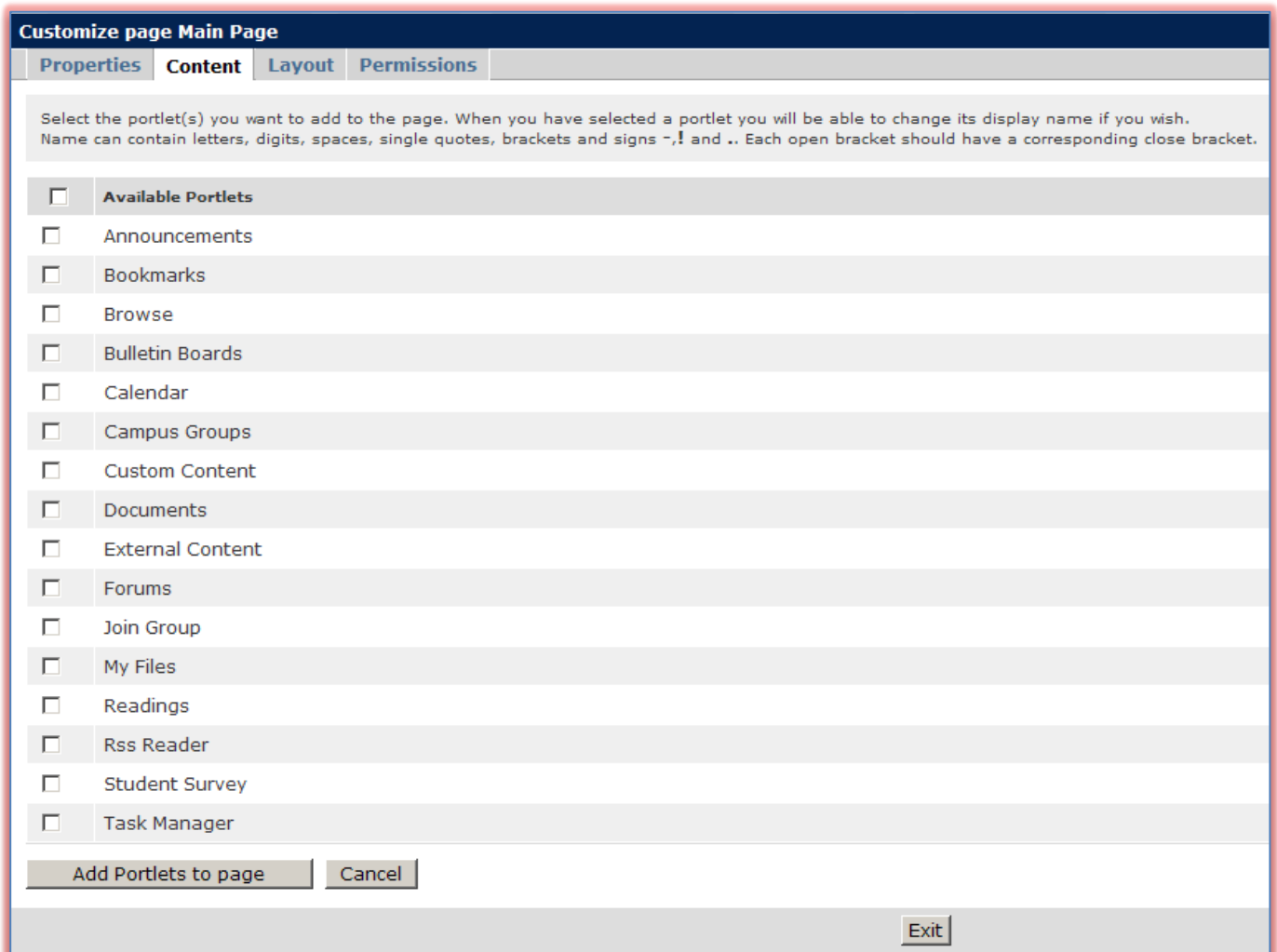
- ✦ Once the group has been created, click the **Clubs and Organizations** tab.
- ✦ In the **Campus Group** portal, click the link for the group where the content is to be added.
- ✦ Click the **Edit Page** link on the right side of the window (see illustration below).



- ✦ The **Customize Page** window will display (see illustration on next page).
- ✦ To add a new portlet, click the **Content** tab.
- ✦ Click the **Add a portlet** link at the bottom of the **Portlets on this page** list.



- ✦ A list of different available portlets will display (see illustration below). Your list may be different than the illustration.

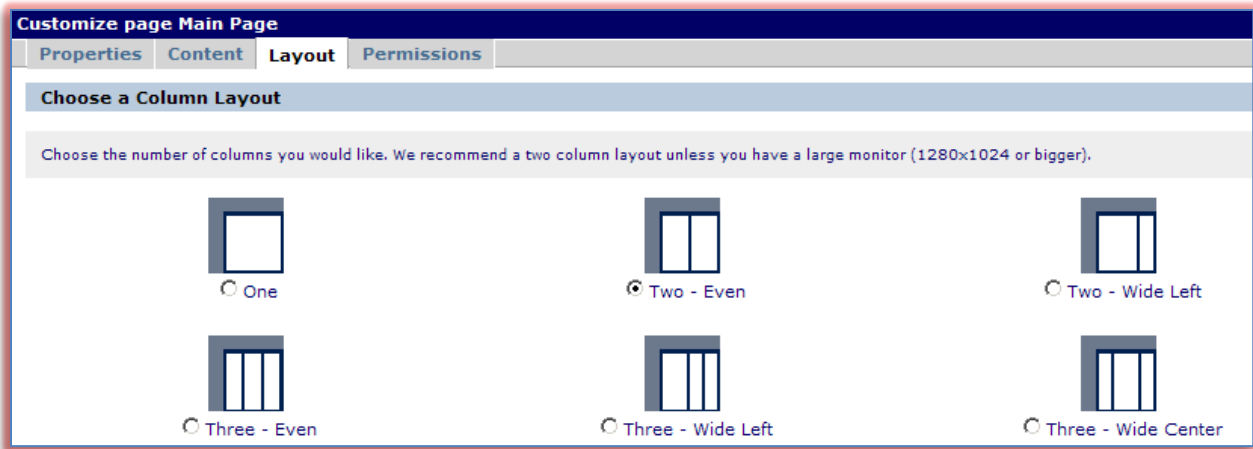


- ✦ Click the check box next to the portlets that are to be added.
- ✦ Click the **Add Portlets to Page** button.
- ✦ The new portlet will appear in the **Portlets on this page** list.
- ✦ Scroll down the page and then click the **Exit** button to return to the group page.

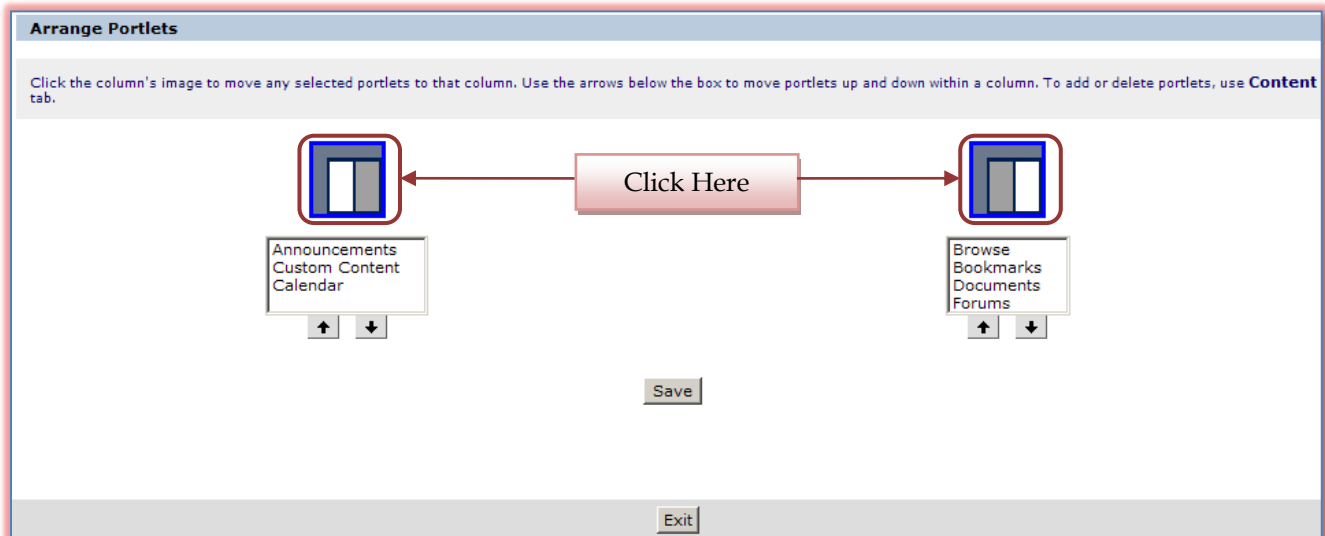
Change Page Layout

Once the portlets have been added to a page, the layout of the page can be changed.

- ✦ Open the page for which the layout is to be changed.
- ✦ Click the **Edit Page** link on the right side of the page.
- ✦ The **Customize Page** window will display.
- ✦ Click the **Layout** tab.
- ✦ The **Column Layout** window will display (see illustration below).



- ✦ Click one of the option buttons for the layout under **Choose a Column Layout**.
- ✦ Scroll down the page to the **Arrange Portlets** section (see illustration below).



- ✦ To rearrange the order of items in a column:
 - ✦ Click the portlet name in the boxes under each column layout.
 - ✦ Use the arrow keys to move the portlets up and down in the list.
- ✦ To move a portlet to a different column:
 - ✦ Click the portlet that is to be moved.
 - ✦ Click in the page image, as shown in the illustration above, for the column.
 - ✦ The portlet will appear in the list below the image.
- ✦ After all the changes have been made, click the **Save** button.
- ✦ Click the **Exit** button to return to the **Group** page.