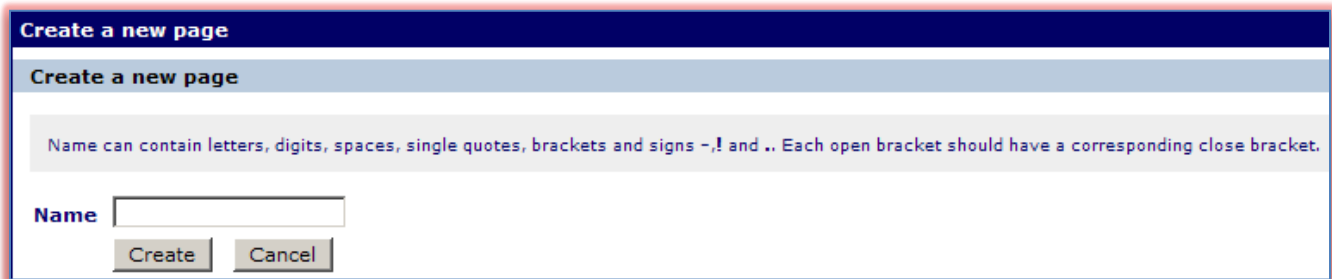
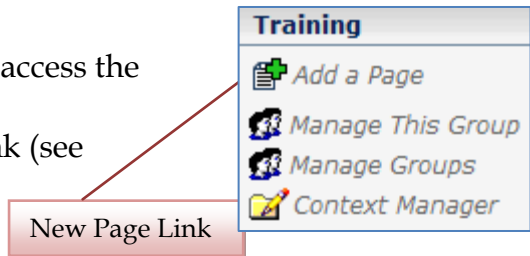


Adding-Editing-Removing Pages

Add a Page

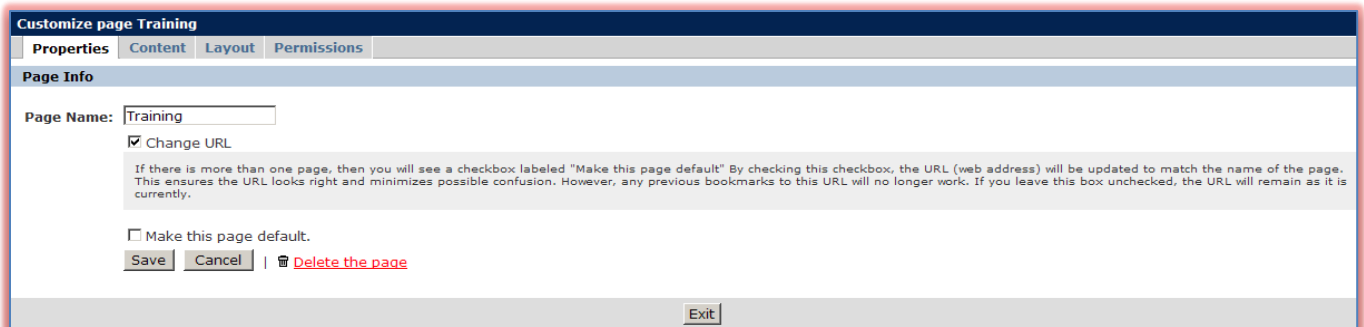
By default, a new group contains two pages: **Main Page** and **Group Collaboration**. Additional pages can be added to the group at any time. To create a new page, complete the steps below.

- ✦ 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).



The 'Create a new page' dialog box has a title bar 'Create a new page' and a subtitle 'Create a new page'. Below the subtitle is a note: 'Name can contain letters, digits, spaces, single quotes, brackets and signs -, ! and .. Each open bracket should have a corresponding close bracket.' There is a text input field labeled 'Name' with a cursor. Below the field are 'Create' and 'Cancel' buttons.

- ✦ 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.



The 'Customize page Training' window has tabs for 'Properties', 'Content', 'Layout', and 'Permissions'. The 'Page Info' section shows 'Page Name: Training' in a text box. Below it is a checked checkbox 'Change URL' with a note: '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.' There is an unchecked checkbox 'Make this page default.' Below these are 'Save', 'Cancel', and 'Delete the page' buttons. An 'Exit' button is at the bottom right.

- ✦ 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).

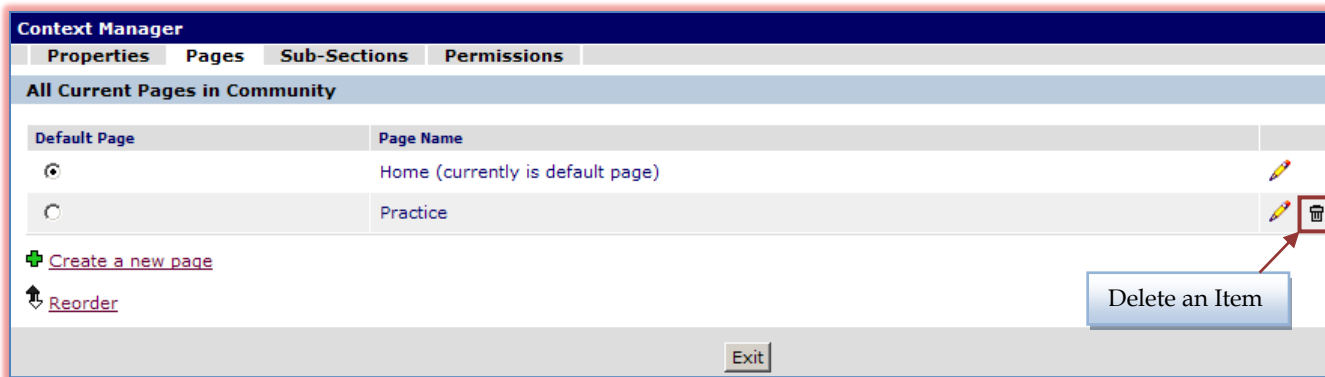
Rename a Page

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

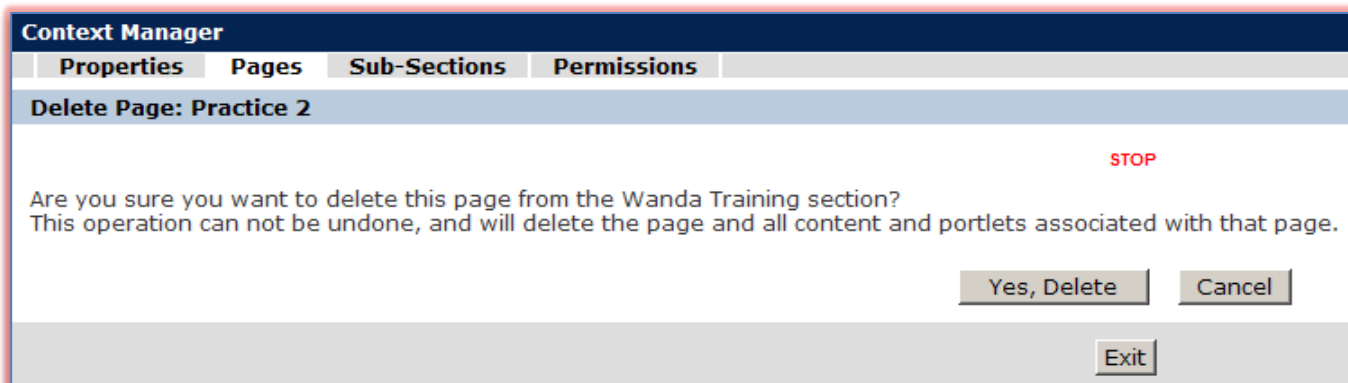
NOTE: When a page name is changed, links that have been created in other portlets or pages to that page will be broken.

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.