

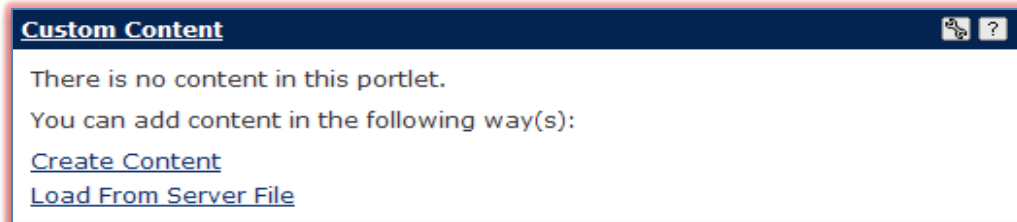
Custom Content Portlet

This portlet can be used to create custom content for the page. The name of the Custom Content portlet can be changed

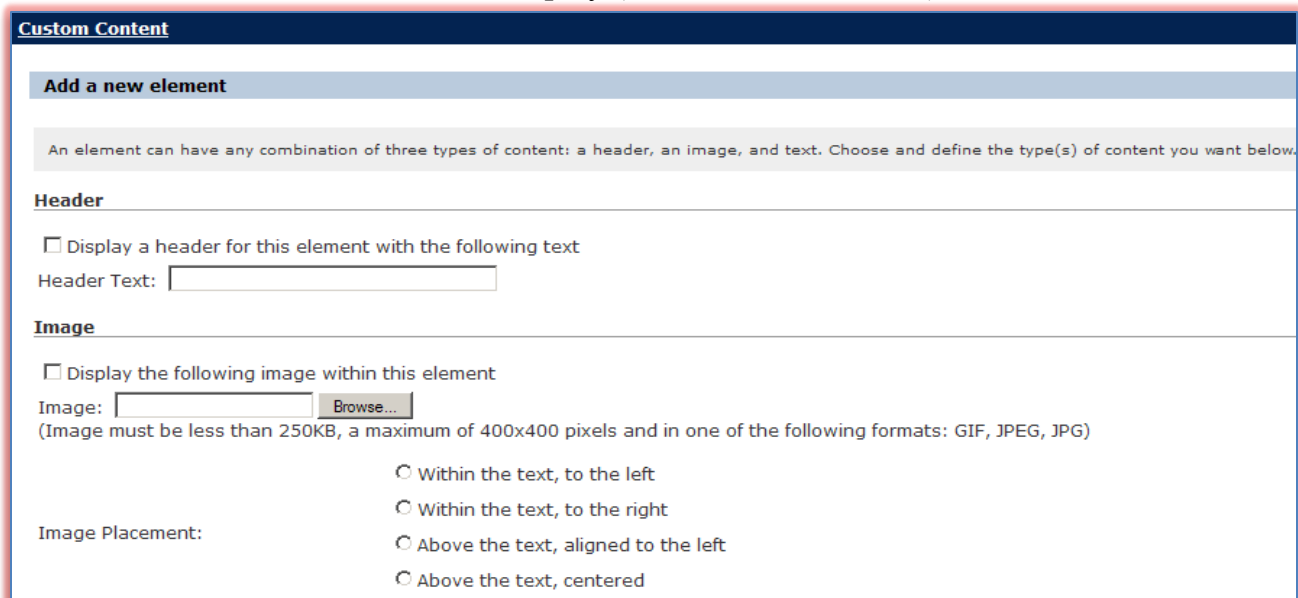
Add Content to Portlet

Once a Custom Portlet has been created, it is possible to add customized content. Each element can have three types of content: a header, an image, and text.

- ✚ Click the **Create Content** button in the **Custom Content Portlet** (see illustration below).

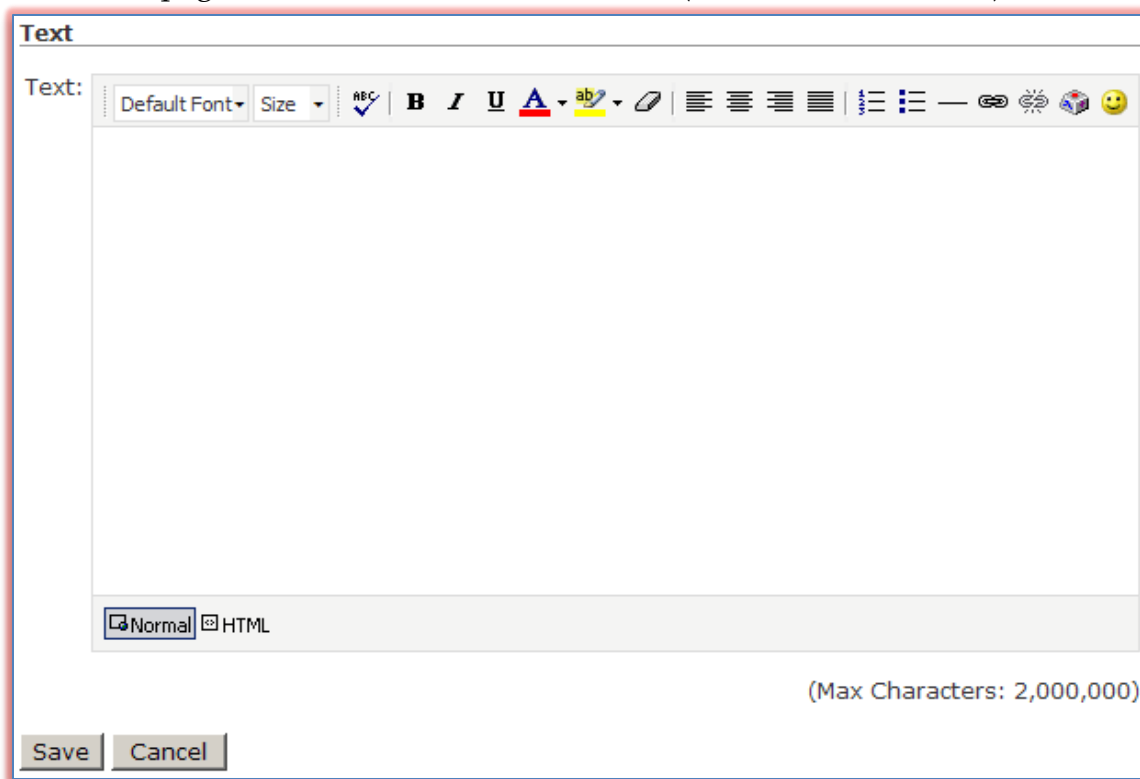


- ✚ The **Custom Content** window will display (see illustration below).

A screenshot of the "Custom Content" window showing the "Add a new element" form. The window has a dark blue header bar with the title and two small icons. Below the header is a light blue bar with the text "Add a new element". Underneath is a grey bar with the text: "An element can have any combination of three types of content: a header, an image, and text. Choose and define the type(s) of content you want below." The form is divided into two sections: "Header" and "Image". The "Header" section has a checkbox labeled "Display a header for this element with the following text" and a text input field labeled "Header Text:". The "Image" section has a checkbox labeled "Display the following image within this element", an "Image:" label, a text input field, and a "Browse..." button. Below the "Image:" field is a note: "(Image must be less than 250KB, a maximum of 400x400 pixels and in one of the following formats: GIF, JPEG, JPG)". Underneath the note are four radio button options for "Image Placement": "Within the text, to the left", "Within the text, to the right", "Above the text, aligned to the left", and "Above the text, centered".

- ✚ To add a header to the element, click the **Display a header** check box.
- ✚ Input the text for the header into the **Header Text** box.
- ✚ Click the appropriate check box to add an image to the element.
- ✚ Click the **Browse** button to locate the image.
- ✚ Choose where the image is to be placed within the element from the four options listed (see illustration above). These options are:
 - ✚ **Within the text, to the left** - This option will display the image on the left side of the text. The image will appear within the text.
 - ✚ **Within the text, to the right** - Use this option to display the image on the right side of the text. The image will appear within the text.
 - ✚ **Above the text, aligned to the left** - Click this option to display the image above the text in the message. The image will be aligned on the left side of the message.
 - ✚ **Above the text, centered** - This option is used to display the image above the text in the message. The image will be centered above the text.

✚ Scroll down the page to the **Text** area of the window (see illustration below).



✚ Input the text for the element.

✚ Click the **Save** button to exit the window and save the changes.

✦ Once the page has been saved, the **Create Content** link will no longer appear in the portlet.

✦ To add additional content to a **Custom Content** portlet, click the **Edit Content** link (see illustration below).

