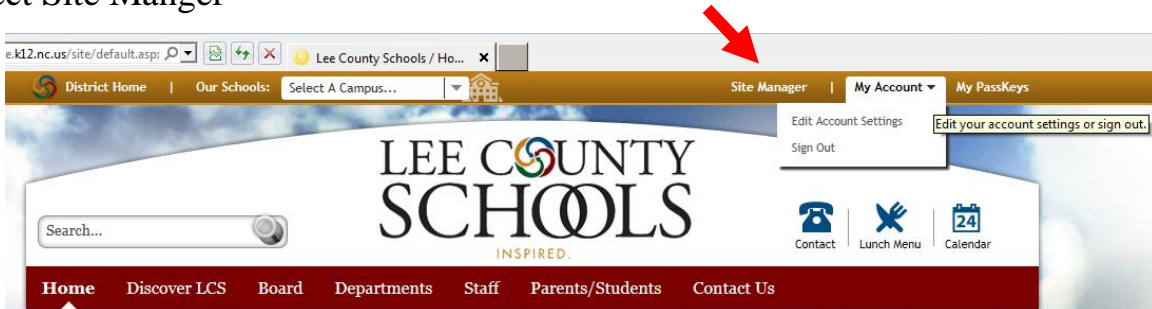
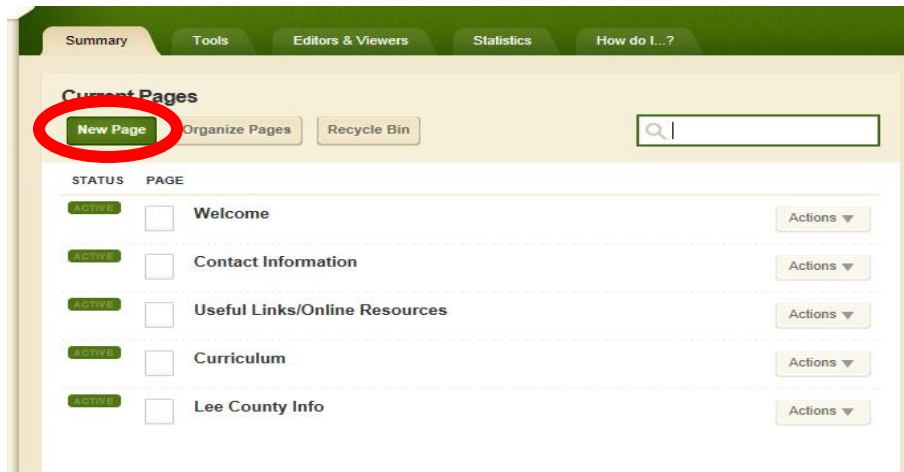


Schoolwires Organizing and Adding Pages www.lee.k12.nc.us

1. Select Site Manger



2. A list of the user's website pages will appear.
Pages can be added by selecting New Page. All new pages will appear in the same list.



3. A list of available page types will appear.

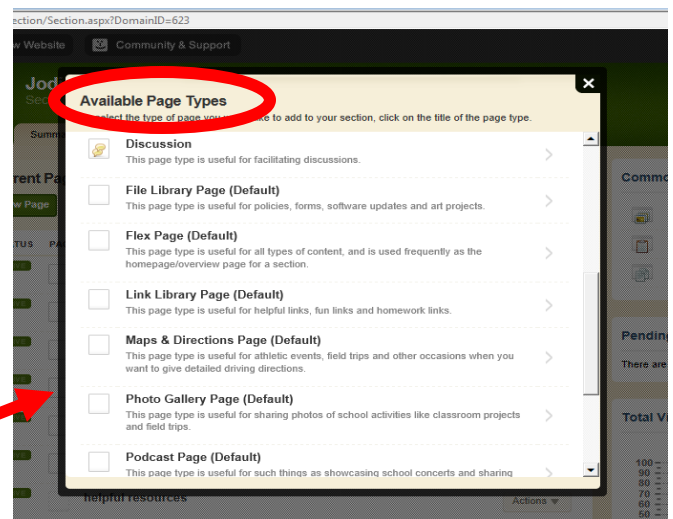
A page is initially set up as being dedicated to one feature. Other features can be added later.

- Examples:

File Library Page – upload files

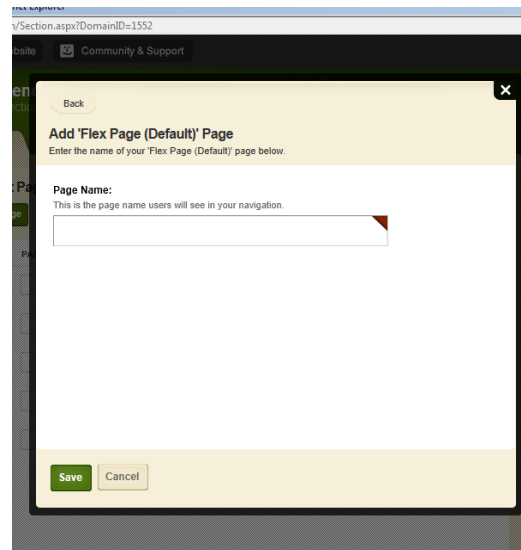
Link Library – add and organize links to websites

Flex Page – similar to a word processor, it allows the addition of text, images, file attachments, etc...



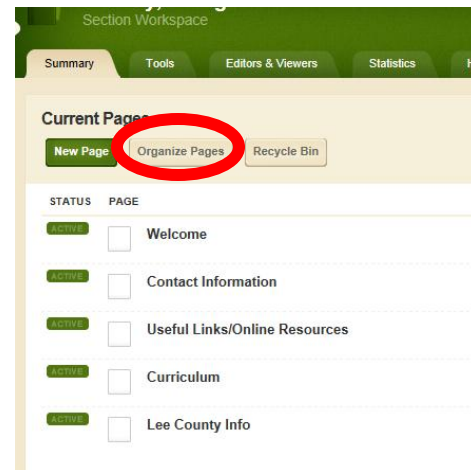
- **Select a page type** – use the Flex Page if undecided


4. Name the page and Save




5. The new page will default to the bottom of the page list.


It can be moved. Select Organize Pages

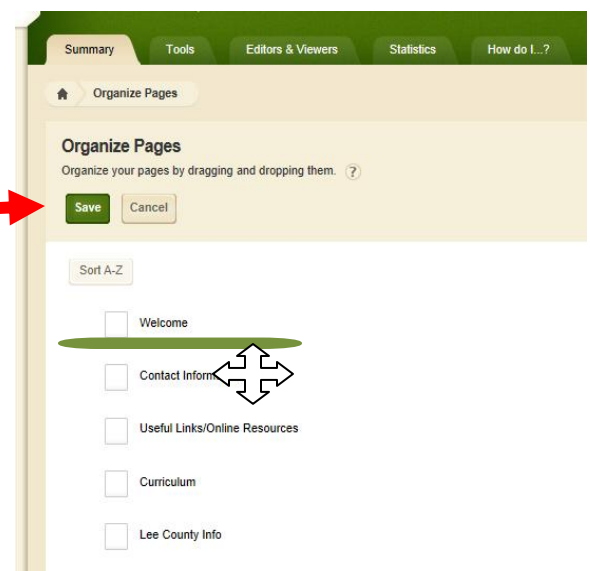


6. Mouse over the page to be moved until the four intersecting arrows appear, click and hold the left mouse button and drag the page to the desired location and drop. 

Click Save when finished. 

A solid green bar will drop the page in line with the others. 

A plus sign within a green circle will drop the page within an existing page, like a sub-page. This is referred to as nesting. 

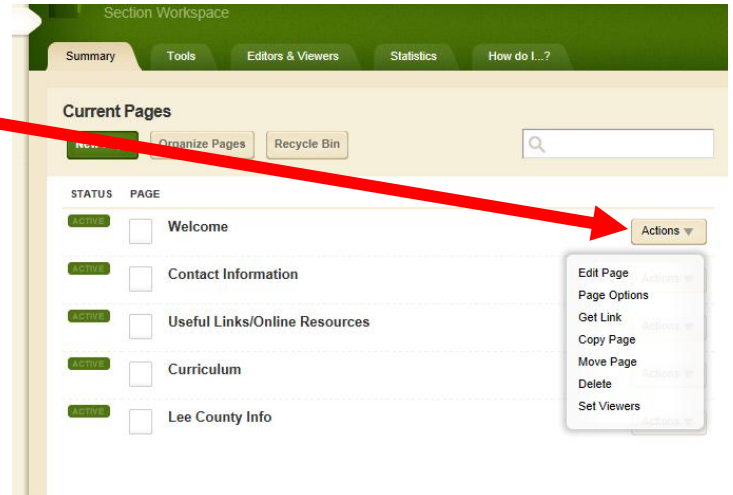
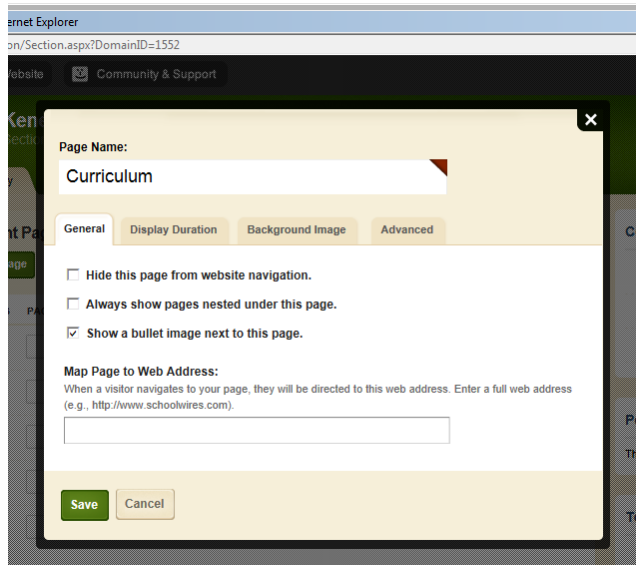


Nested pages can be set to remain open within the main page list or hidden until the main page is opened.

7. Page details can be changed by Page Options and Editing Page

Select Actions

Page Options – change the page name, hide the page from public view, specify the duration or life of the page, change the background, etc...



Edit Page – see the features or applications the page is dedicated to

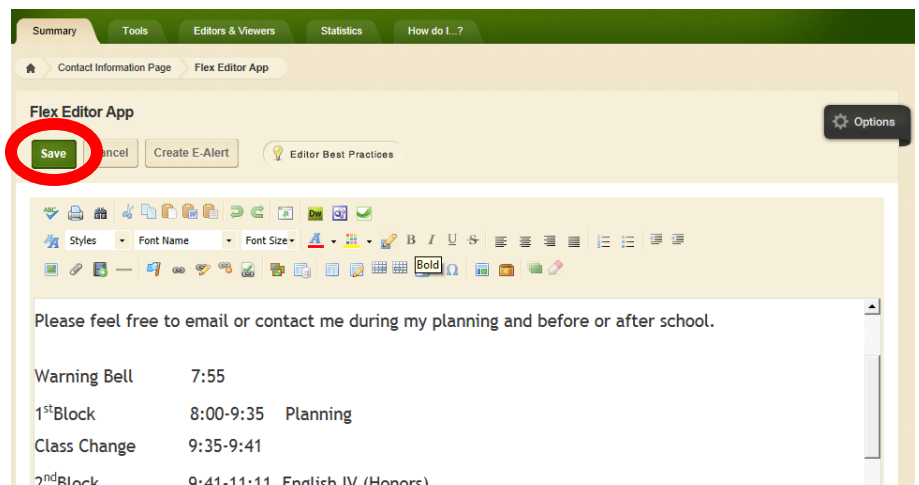
Click on the application to edit it.



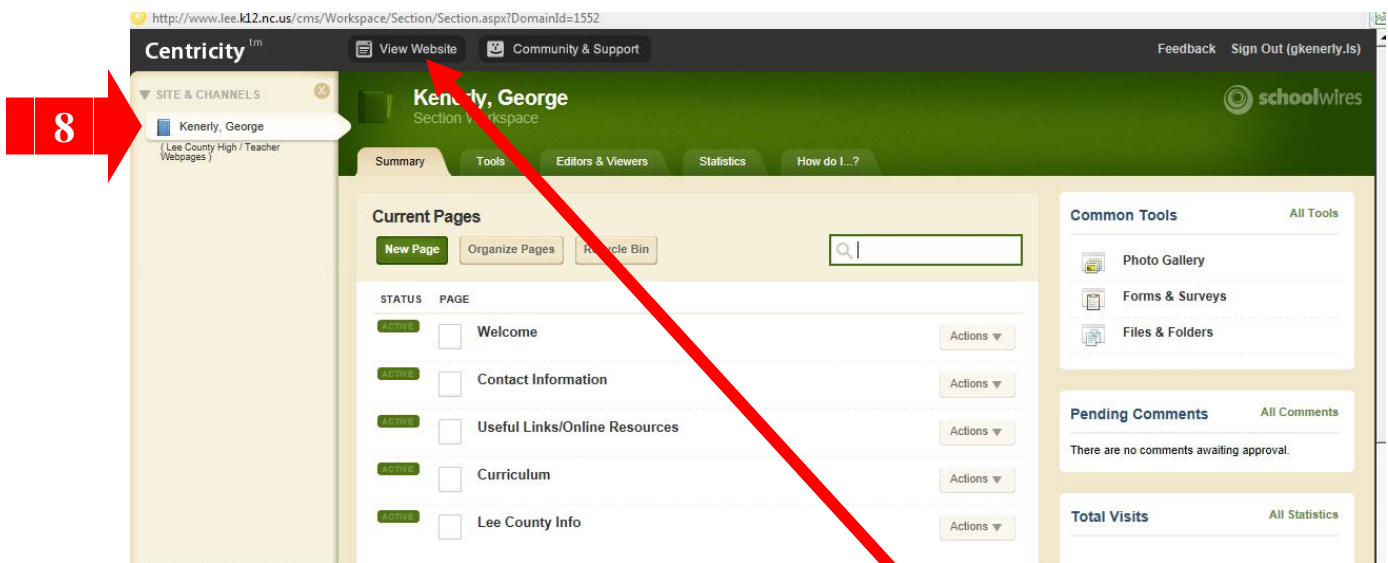
This page has the **Flex Editor App** which is similar to a word processor, it allows the addition of text, images, file attachments, etc...

Text can be copied and pasted and mouse over the icons to view their purpose.

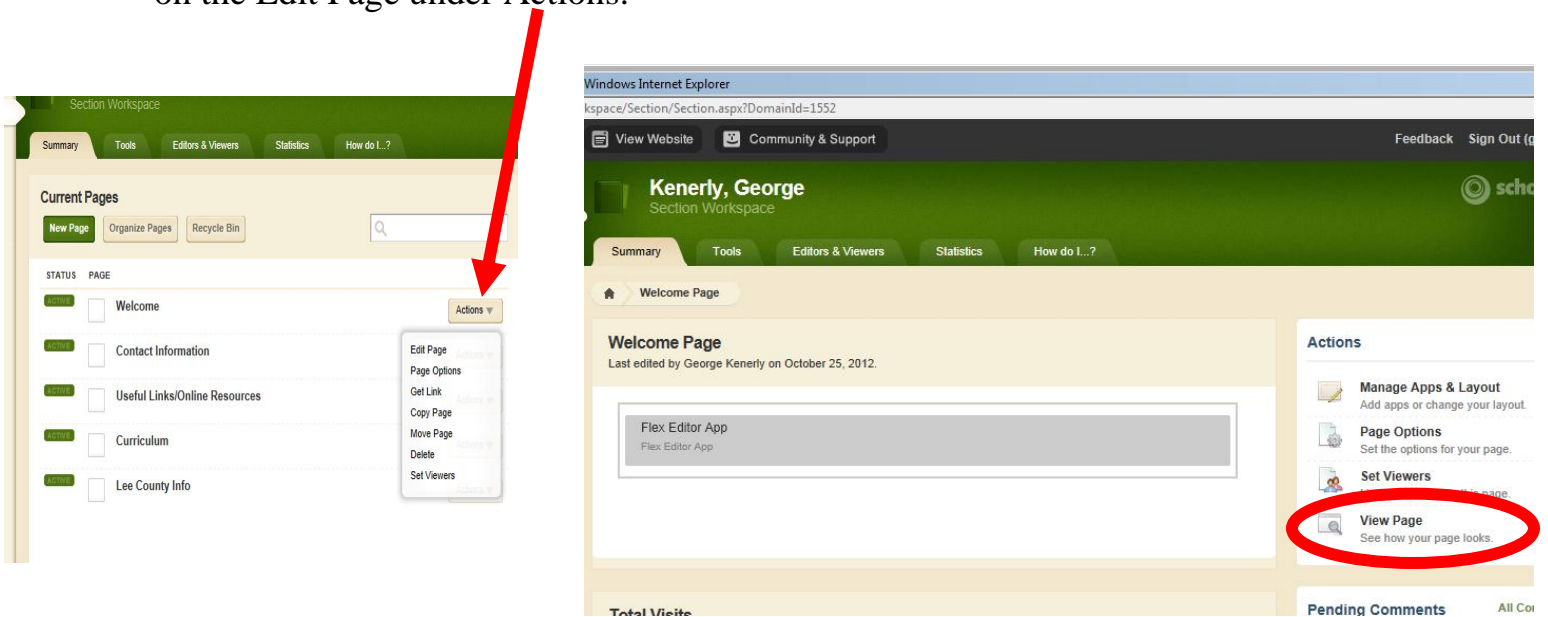
Save when finished



8. The user can return to the list of pages by selecting the user's name.



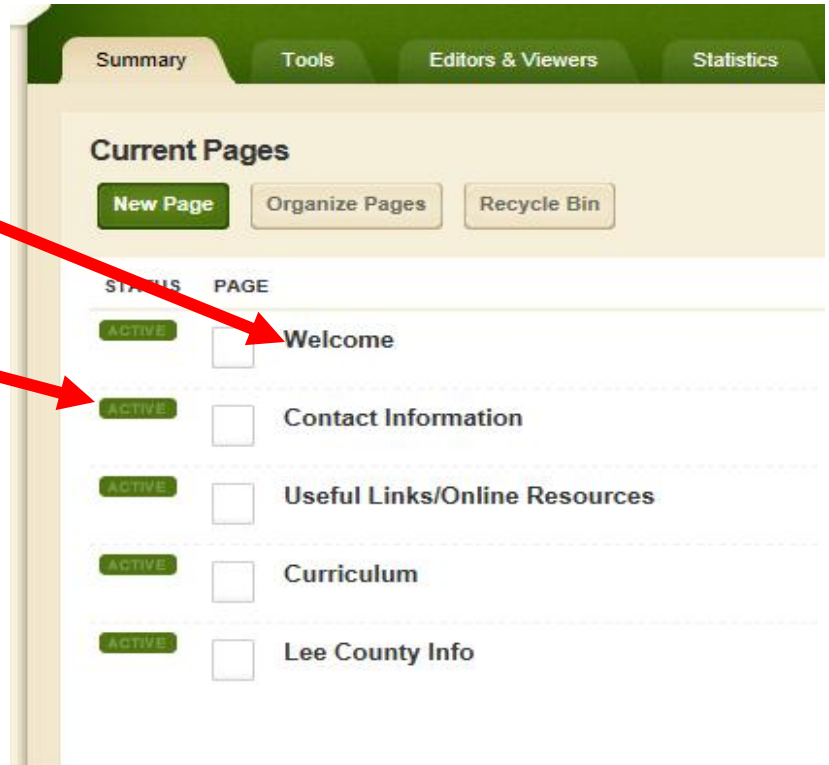
9. Changes to the webpage can be viewed by clicking View Website or View Page located on the Edit Page under Actions.



Short-Cuts

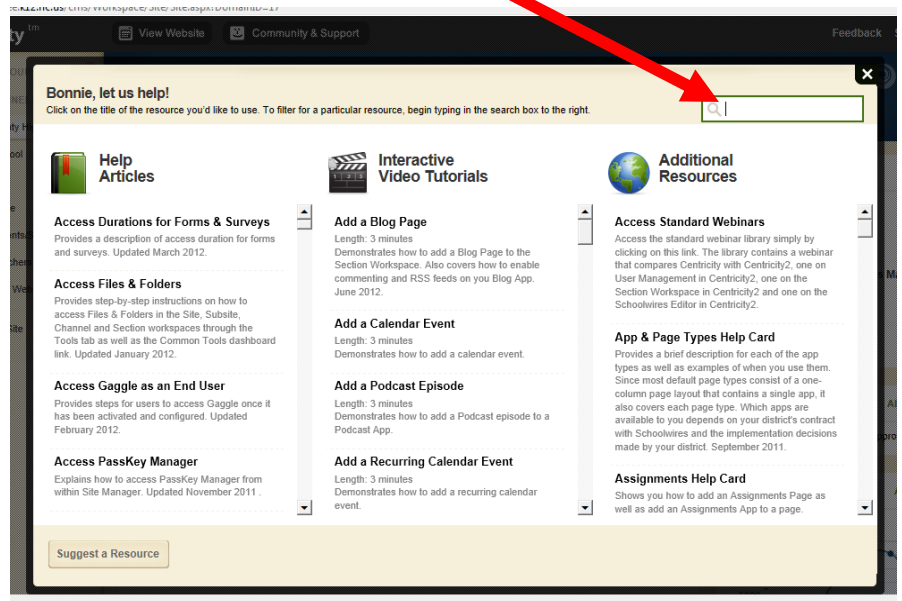
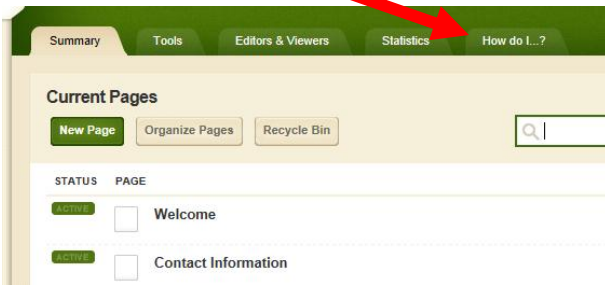
If a page is dedicated to one application, the page can be edited by clicking on the page name.

If a Work in Progress - A page can be hidden from public view by clicking Active. It will change to Inactive.



Help – Click How do I...?

Keyword Search Here



10. Log off

