

Email Links: Highlight the word(s) that will serve as the "link."

Windows with Explorer: Use the email icon on the toolbar to create the email link.

Mac OS and/or Navigator: Enter the following HTML code:

`<p><p>Send me an email`

Adding Additional Info/text

1. Click on the section to which additional material will be added

2. Click **Add item**

3. Text entered as the *Headline* will serve as the "link" and the Summary describes it

4. Click on **Body** to bring up a new field for text

5. Use **Preview** to look

at your work, remembering to click **Finished** to save the work.

-- Don't forget to turn this "new" item on (red Off becomes green On)

-- The number refers to the order of appearance on the page

The "Summary" text will show on the main page for the section directly below the "Headline" text.

Visitors will be able to click on the "Headline" to get to the full text entered into the "Body" text box.



Adding Security

-- permitting selective access to sections

STEP 1: Select section to secure

1. Click on the section to be secured

2. Click on **Configure Section**

3. Change *Section Access* from Public to Private

4. Click Finished

Current Section: [Home](#) > [Education](#) (Education)

Security

Control access to your e sections.

Users

Modify the security and

Groups

Assign users to groups,

Section Title

This is also what will appear in

Section Access

Most sections should be public

STEP 2: Identify who has access

1. Click on the **Security** Tab

2. Select "Users"

3. Add the person to the Users (Click on **Add New item**)

4. Enter their name and password (for user or group)

5. Select Finished and click the red OFF button (becomes a green ON)

6. Click on the **Permissions** button for the user



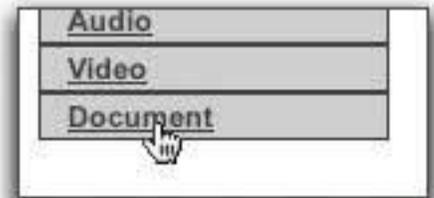
7. Click in the box to allow access to section

8. Save the changes

	view	modify	public
Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Adding Documents

1. Choose the section from which the document will be available
2. Click **Document** from the choices
3. Select/locate the document and click the *Upload* button
4. Give the document a title (caption & description are optional)
5. Click **Apply**

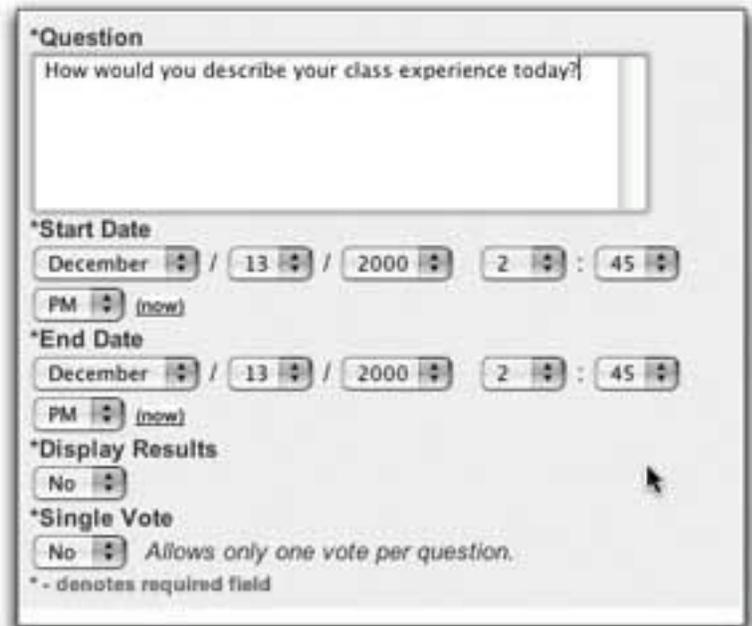
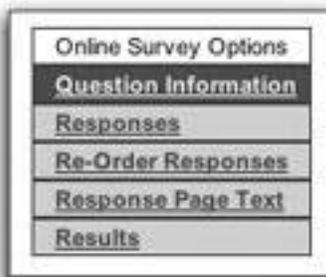


TIP: Be sure document has proper extension (.doc, .ppt, etc) before uploading

Creating an on-line survey/form

You can follow the steps below to create your form.

1. Select an online form from the Content Tools section.
2. Use the Edit button for the section to add a section title or introduction
(Be sure to save your work)
3. Click on the **Add item** button
4. Enter your question
5. Use the drop down menus to select the start/end dates, as well as how often visitors can vote and whether or not they can see the results
6. Click on **Finished**
7. Use the section's Edit button to bring up the box of options:



8. Click on the **Response** option
9. Enter first response and click **Apply**
10. Repeat for each response
-- use the *Response page text* option to edit text that appears after they complete survey
11. Remember to click **Finished** when done
12. Be sure you **turn on** the section!!!

To View Data from Survey

1. Select Survey or form
2. Click on the question (under *Survey items*)
3. Click on **Results** in the Online Survey options

REMEMBER

1. Always click on the **Apply** and **Finished** buttons BEFORE going to the Live Site.
2. Be sure to turn ON items that were turned OFF, if you want to see them!