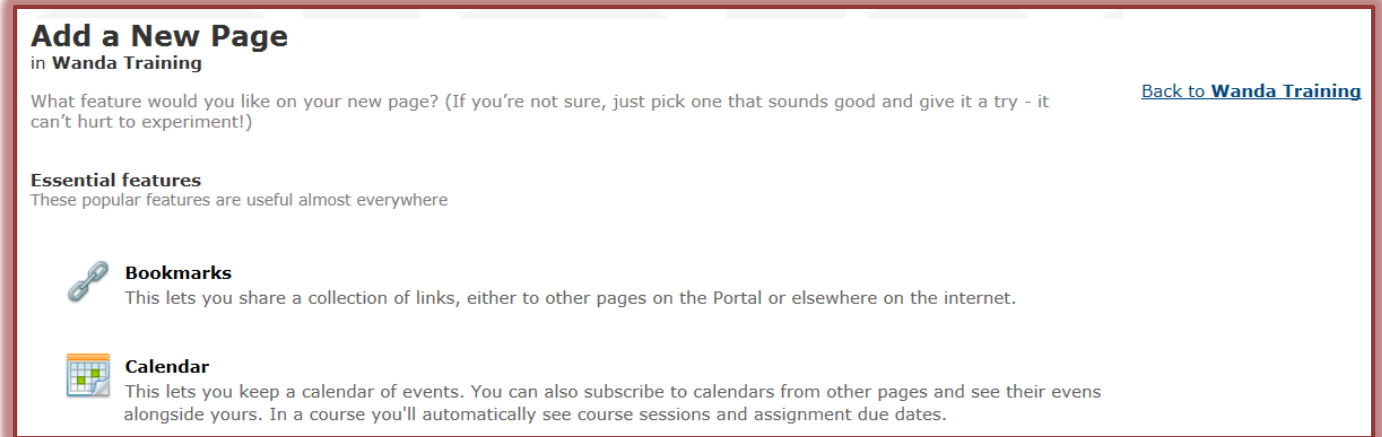
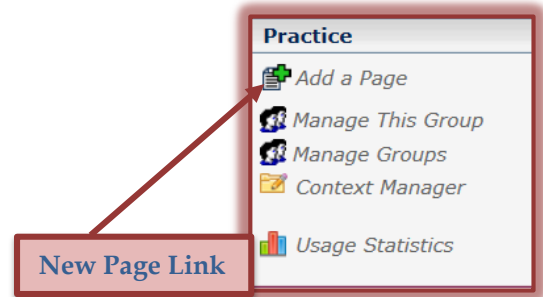


Add or Edit Pages

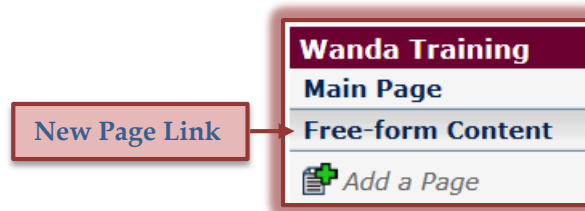
Add a Page

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.
- ✦ The **Add a New Page** window will display (see illustration below).

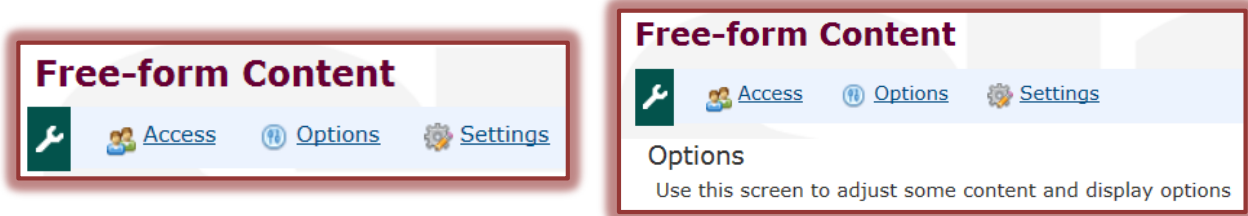


- ✦ A list of Features, such as Bookmarks, Calendar, and Free Form Content will display.
- ✦ Select one of the Features from the list of options.
- ✦ The new page will display on the left side of the window above the **Add a Page** link (see illustration below).



Rename a Page

- ✦ Click the link for the page that is to be renamed.
- ✦ When the **Content** page displays, click the **Options** button (see illustration below left).



- ✦ The **Options** window will display (see illustration above right).
- ✦ Scroll down the page to locate the **Rename the page** area (see illustration on next page).

"Free-form Content" Options

Rename the page :

- ✦ Highlight the text under **Rename the page**.
- ✦ Input a new name for the page.
- ✦ Click the **Use this name** button to save the name.

NOTE: When a page name is changed, any links that have been created to that page will be broken.

Remove a Page

There are two ways that a page can be removed from a My Siena site. This section will describe each of these ways.

- ✦ Click the link for the page that is to be renamed.
- ✦ When the **Content** page displays, click the **Options** button.
- ✦ The **Options** window will display.
- ✦ Scroll down the page to locate the **Delete this page** button.
- ✦ Click the **Delete this page** button.
- ✦ The window shown in the illustration below will display.

Free-form Content

[Access](#)[Options](#)[Settings](#)

Free-form Content

[Access](#)[Options](#)[Settings](#)

Options

Use this screen to adjust some content and display options

Delete the Free-form Content page



A deleted page can't be recovered

If you delete the Free-form Content page, it will be permanently removed along with **all of its data**. This action can't be undone and you cannot recover anything that was deleted.

Another Option

Deleting is permanent. Instead of deleting, you could simply hide this page from everyone. That will keep your visitors from seeing it, but the page will remain available to you in case you need it (or anything on it) again.

[Hide the page from everyone](#)

You and other administrators will still see it, but no-one else will

If you're sure

[Delete the Free-form Content page](#)

[Close this window](#)

- ✦ Choose one of the options from this window.
- ✦ Click the **Close this window** button.