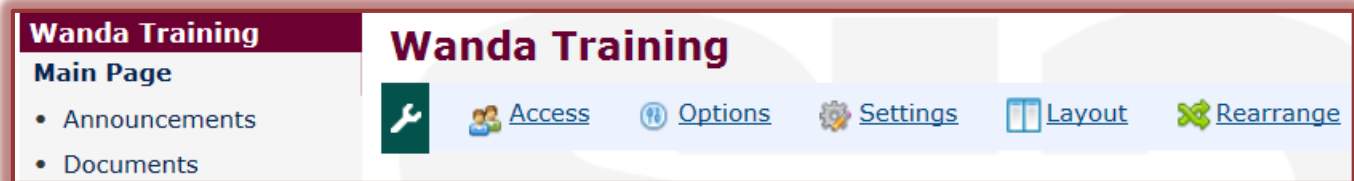


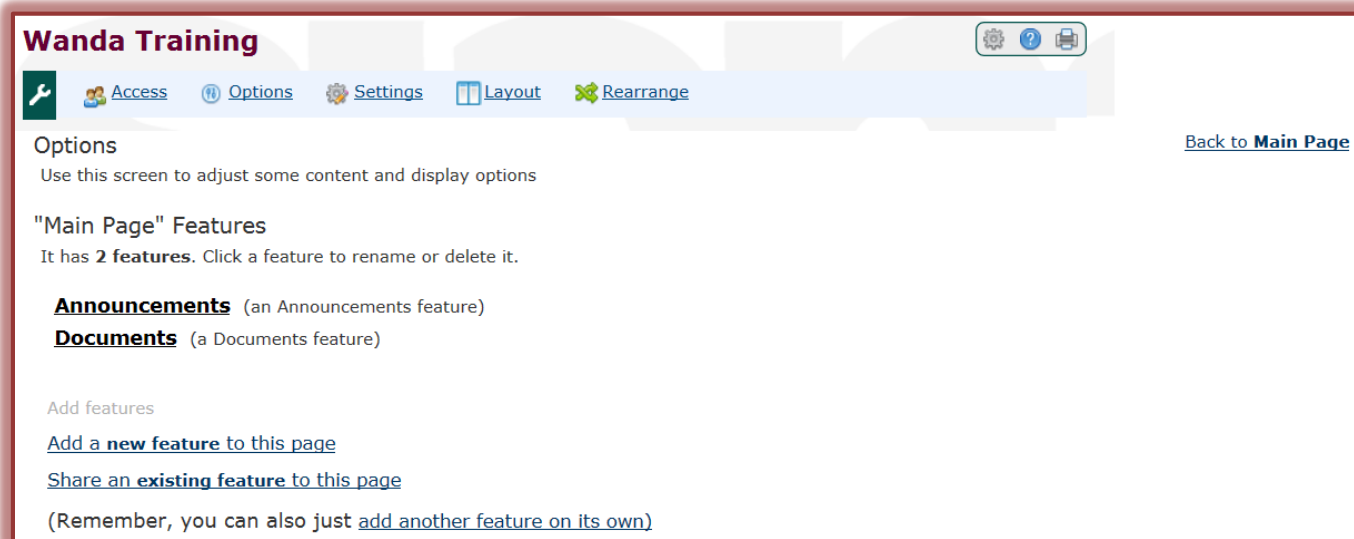
Add Feature to a Page

Each page under My Siena can display up to ten (10) features such as Documents. These features are used to add content to a page. How the content is entered, depends on which feature is being used. Once the features have been added to the page, the page layout can be changed. The default layout is one feature above another. When the layout is changed, the features can be displayed in columns. Also, the order of the features can be changed to make the layout more user friendly.

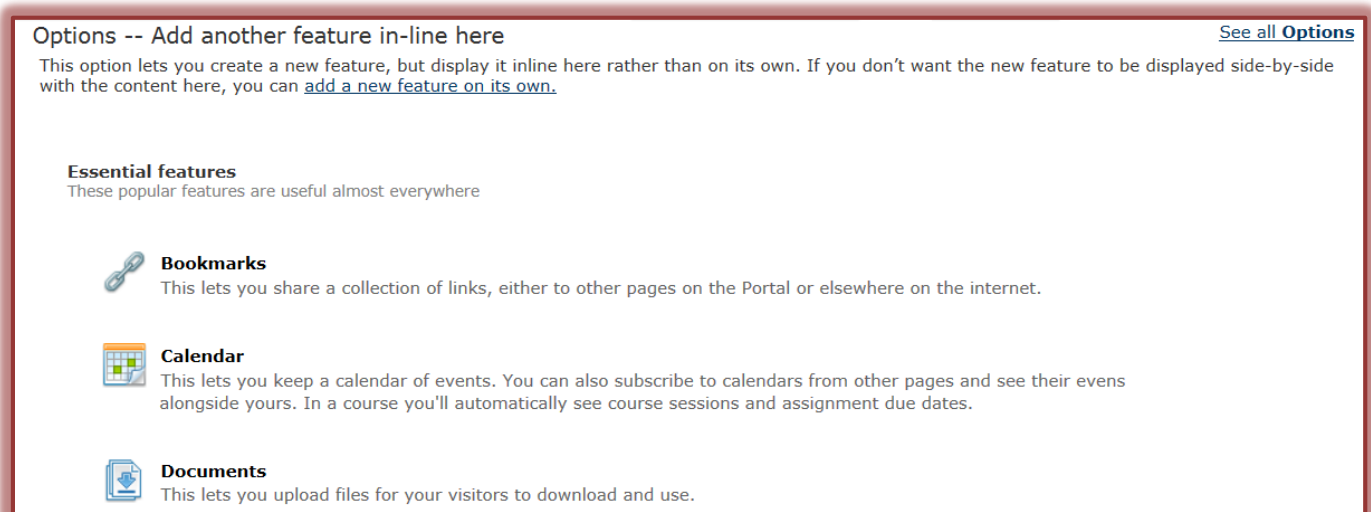
- † Click the link for the page where the features are to be added.
- † Click the **Options** link (see illustration below).



- † The **Options Page** window will display (see illustration below).



- † Click the **Add a new feature to this page** link.
- † The **Options - Add another feature in-line here** page will appear.



- † Select one of the options under **Essential Features** or scroll down the page for links to **More Options**.
- † Click the **Feature** to add it to the page.
- † The **Options** page will re-appear with the **Feature** added to the list.