

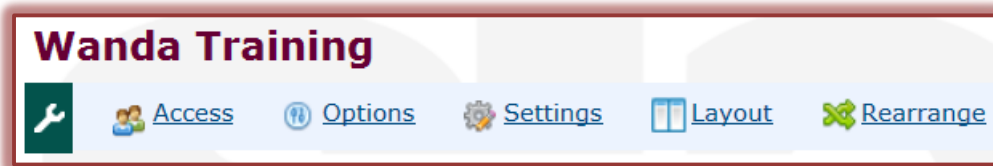
Customize Portlets

When working with a feature, it is possible to make changes to the way the data is displayed. Each feature has an Access, Options, Settings, and Layout link. These links are used to make changes to the pages.

Options

This is the window where new features can be added, the name of the feature can be changed, or where the layout can be changed. It is also possible to remove a feature by clicking on the feature.

- ✦ Click the feature that is to be changed.
- ✦ Click the **Options** link.



- ✦ Select the options that need to be changed.
- ✦ Make the necessary changes.
- ✦ Click **Back to Main Page** to return to the home page of the group.

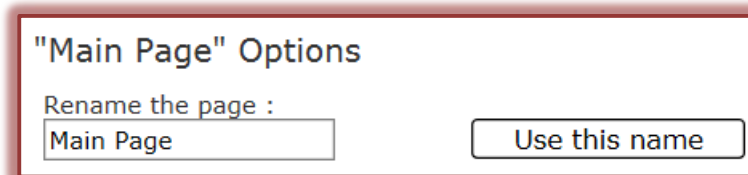
Reorder Features

The order of the features within a group page can be changed by using the **Rearrange** link. To move a feature, just click and drag the feature to a different location. Once all the changes have been made, click the **Save Changes** button.

Change Feature Name

Once a feature has been created, it is possible to change the name. This allows for more customization of a page.

- ✦ Select the page with the feature that is to be renamed.
- ✦ Click the **Options** link.
- ✦ Scroll down to the **Main Page Options** area.

A screenshot of a form titled "'Main Page' Options". It contains a label "Rename the page :", a text input field with the text "Main Page", and a button labeled "Use this name".

- ✦ In the **Rename the page** box, input the new Name for the page.
- ✦ Click the **Use this name** button to accept the new name.