Add Portlets to a Page

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

TTYL Click the link for the page where the portlets are to be added.
TTYL Click the Edit Page link on the right side of the window (see illustration below).

TTYL The Customize Page window will display (see illustration below).

TTYL To add a portlet, click the Content tab.
TTYL Click the Add a portlet link on this page (see illustration above).
TTYL If there are portlets already on the page, they will display under Portlets on this Page.
TTYL A list of different available portlets will display (see illustration below). Your list may be different than the illustration.
Click the check box next to the portlets that are to be added.
Click the **Add Portlets to Page** button.
The new portlet will appear in the **Portlets on this page** list.
Scroll down the page and then click the **Exit** button to return to the group page.