





Edit an Existing Page

- Select the **Content** tab 
- Select the **page** to edit, then select **Main Text Area**
- **Save** , then **publish now** 






Add a New Page

- Select the **Content** tab 
- Navigate to the folder where creating the new page
- Select the **New** tab 
- Select **Make An Inside Page**

Add a New Folder



- Select **Content** tab 
- Navigate to the folder where creating the sub folder
- Select the **New** tab 
- Select **New Folder** tab , then name it
- Create a **Section-Path** and an **Index Page**
- Create **Inside Pages**, if desired

Link a Page

- Select the **Content** tab 
- Select **[file]** to be edited
- Select **Main Text Area**  
- Click and drag to highlight **Text** to be linked
- Click the **Link** icon 
- Click the **Browse** icon 
- Navigate to file or paste URL in the **Link URL** field
- Click **Insert**

Adding Images

Use Adobe Photoshop, ImageReady, or an online resource to edit, like snapshot.com*

- Photos = .jpg
- 256 color graphics = .gif
- Size: 72 dpi (in Photoshop or ImageReady)
-  Maximum width for a **landscape** image: 350px
-  Maximum width for a **portrait** image: 200px

Special folders for docs, jpg, etc.

docs or pdfs: For .doc, .pdf, .xls, .ppt, etc.
images: For .jpg, .gif

*Not supported by Dartmouth Computing Services

For additional help and best practices, visit: