



## Edit an Existing Page

- Select the **Page Editor** tab 
- Select **Editable Web Pages** 
- Select the **page** to edit, then select **Main Text Area**
- **Save** , then **Publish Now** 

## Add a New Page

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

## Add a New Folder


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

## Link a Page

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

## Adding Images

Use Adobe Photoshop, ImageReady or an online resource to edit, like [snipshot.com](http://snipshot.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: