Follow instruction on the page on how to change the permissions.

Follow instruction on the page to modify the permiswrite, change, delete or admin resources on a page. Permissions: Allows you to define who can read,



Follow instruction on the page on how to change the page properties.

search engines to catalogue the contents of the page. the page ... or add key words that can be used by a page, change the way information is displayed on Page properties: Allows you to change the name of



the page owner qisblays when you are ! Restriction: only

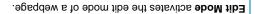
<u>.</u>

- ! the permissions icon: 🛅
- ! the page properties icon: 🔰
- to switch back to live mode - the live icon: The edit icon 🧗 is replaced with:



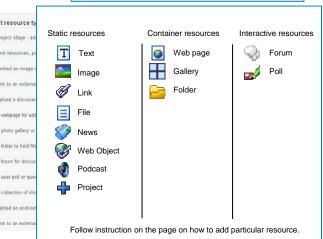
clipboard. resources 🐴 (p4) or to paste resources from







Add resource Click on this function to add a new resource to a webpage. You can add the following resources:





Resource tools allow you to: Edit M a resource, cut 🐇 a resource to clipboard, copy 🐴 resource to clipboard, permanently delete 💥 a resource or set permissions 🛅 to an individual resource or translate 🗐 a resource Follow instruction on the page on how to use individual tools.

! Restriction: Will not display when you do not have edit rights.

have edit rights.

! Restriction: This function will not display when you do not

Use this function to switch from edit to Live Mode

edit mode. (p3) Use this function to switch from live to

Edit Mode

whenever content changes are made to a page. - Optional you can set the system to send you emails - The page will be listed in watch list on MyPage made to a particular page.

tion on a webpage to notify you when changes are Watch Use this function to activate the watch func-



in Internet Explorer and other programs. cally downloaded to your computer and can be viewed scribe to a page feed, it is added the feed is automatiwhen websites have new content. When you sub-News feeds allow you to see RSS News Feed



friend or yourself a link to a page within the system. Use this function to send a Email to a friend



to fit on a A4 or letter format. will activate the printer and reformat the page content Click on this function to print the page. This





We recommend you to always login. (top left corner). Use your personal account. Login is successful when your name appears in the top right corner.

Use the navigation bar to navigate to the Members' Lounge or your MyPage

