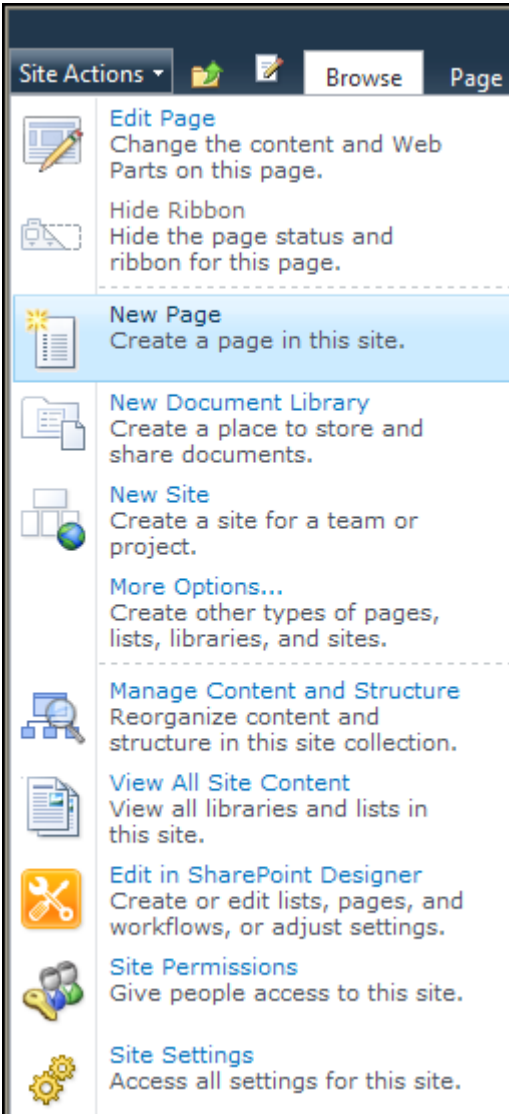
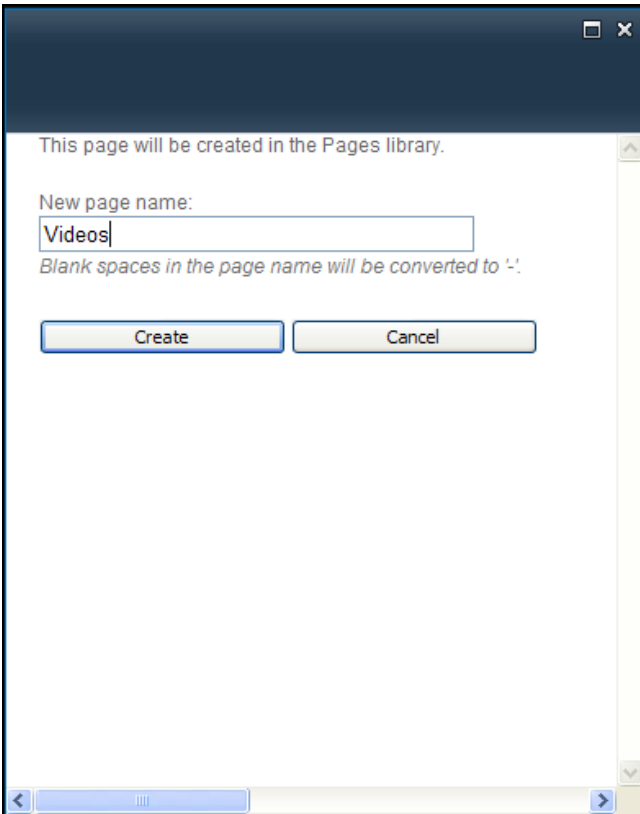


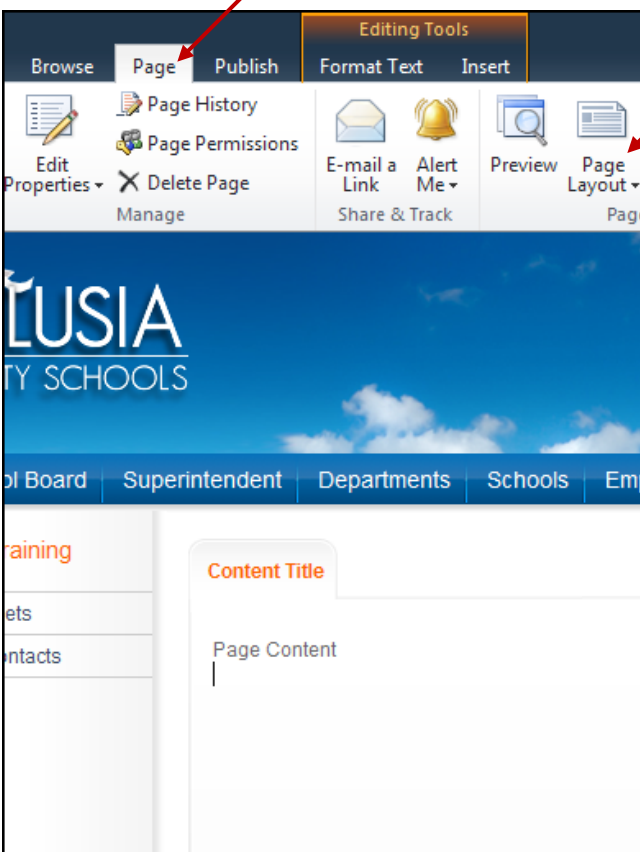
ADDING A PAGE



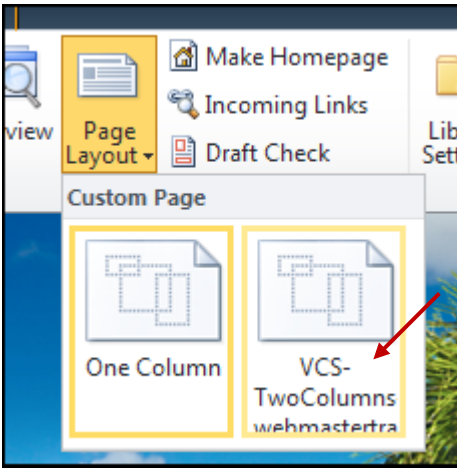
To add a new page to your website, click on the down arrow of Site Actions and select New Page.



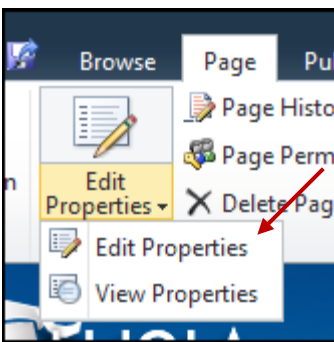
Give the page a name and click the Create button.



Click on the Page tab at the top, and then click the down-arrow on Page Layout.



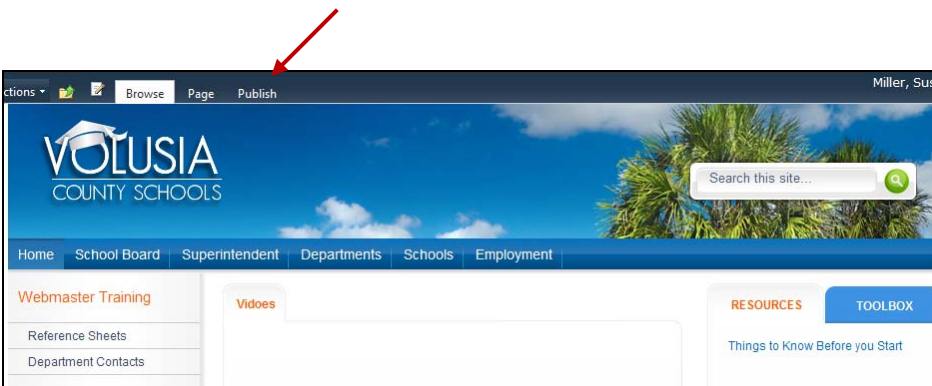
From the Page Layout selection, click on VCS-TwoColumns[name of site]template. This will display Resources and Toolbox on your page.



Click again on the Page tab at the top and click on the Edit Properties down-arrow and select Edit Properties.

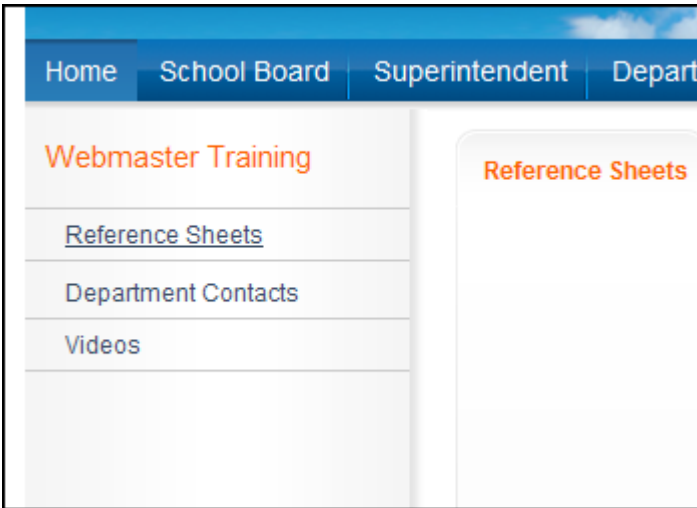
Content Type	Custom Page
Name *	Videos
Title	Videos
MetaTitle	Meta Page Title for SEO and
MetaDescription	Meta Description describes
ContentTitle	Vidoes
Page Content	
Comments	

In the ContentTitle text box, type the name of the page and then click SAVE at the bottom of the page.



Your new page has been created with the Page Name and Resources and Toolbox tabs on the right.

Click Publish, then click Publish a second time and then click Continue.



Click on another page in the Navigation bar on the left so that your new page will also be displayed in the Navigation bar.

You are now ready to add content to your page.

SUPPORT: For additional questions or assistance, dial extension 20000 for Support Services or send an e-mail to custserv@volusia.k12.fl.us. After transition to SharePoint, training videos and helpful documentation may be found on the district Intranet Website, Propeller. Before transition, training videos and documentation may be found on <http://blackboard.volusia.k12.fl.us>, Propeller Tab, Propeller Studio folder within the Propeller Class Catalog module, **PS.webservices_training**.