

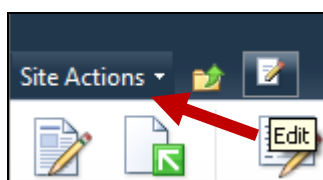
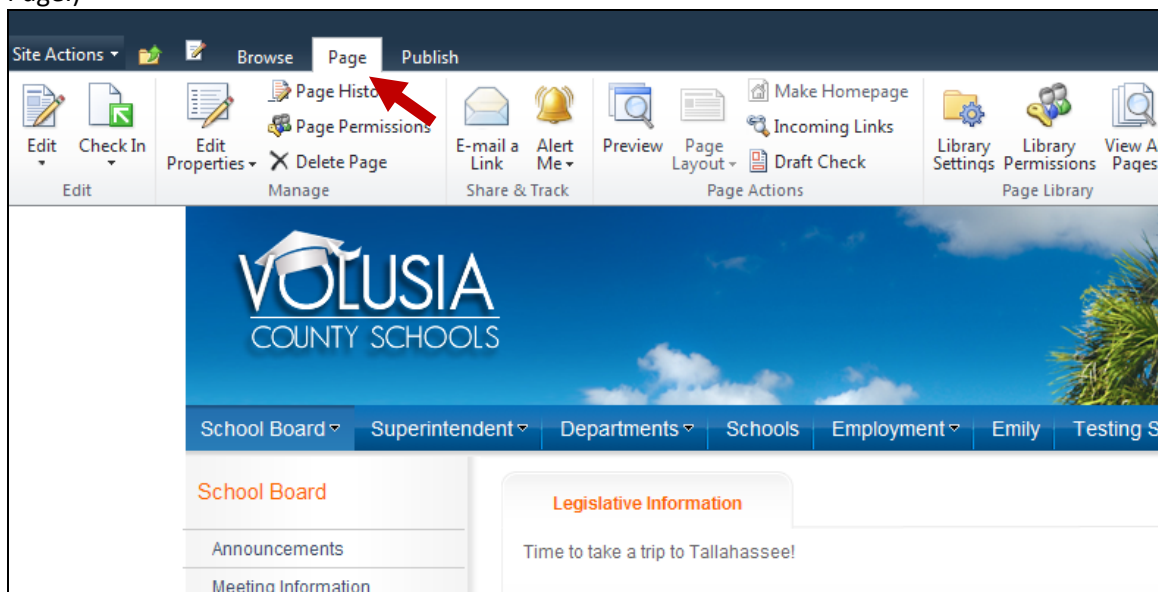
ADDING CONTENT TO A PAGE



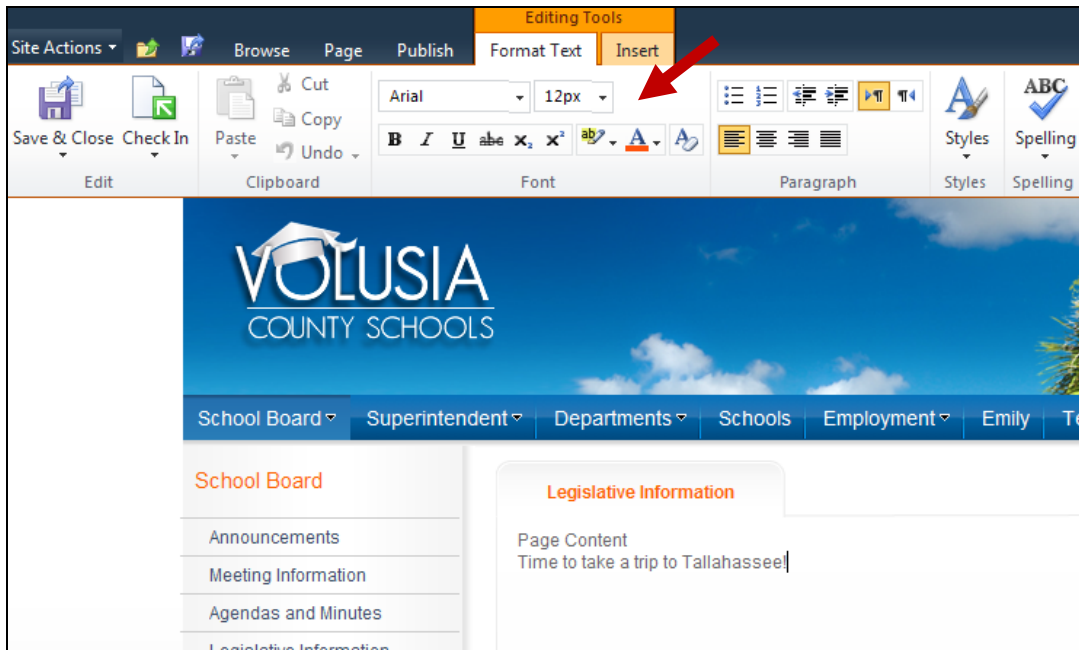
Go to the page that you want to add content to.



Click on the *Page* tab in the ribbon at the top of the page. (If the ribbon is not visible, click on Site Actions, Edit Page.)



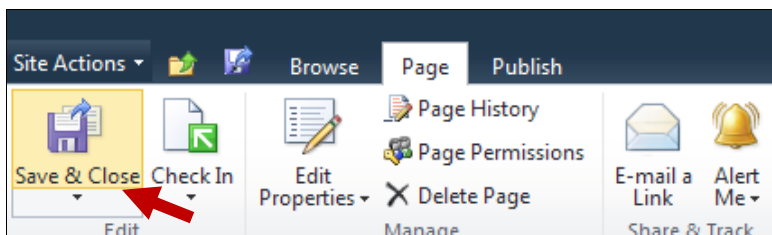
Click on the *Edit* icon to the right of the Site Actions tab. (If you don't see the Browse, Page or Publish tabs, click on the *Site Actions* down arrows and select *Edit Page*.)



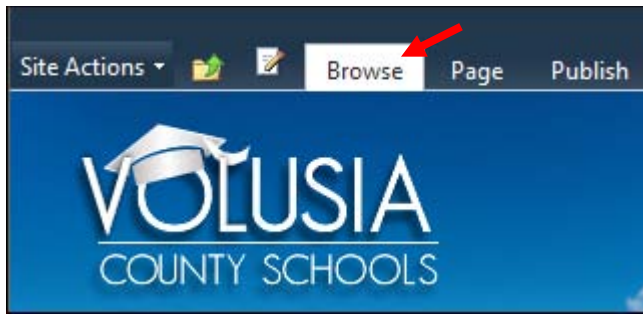
Notice the Editing Tools appear in a new ribbon. The cursor is also blinking in the content area, waiting for you to add content.



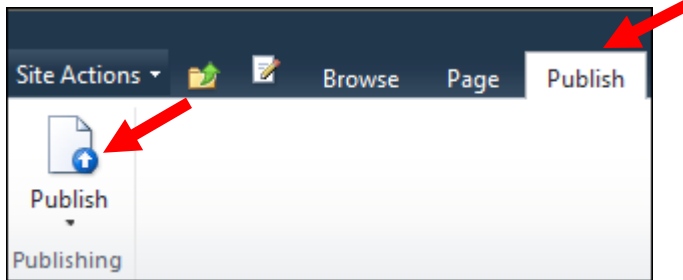
Content has been added to this page.



If you plan to step away from your computer or maybe you're just not ready to publish this page, click the *Save & Close icon*, top left, or the *Save & Close icon* to the right of Site Actions.



When all content has been added, click *Publish* → *Publish*. (If you don't see the Publish tab, click Browse.)



This screen will indicate any spelling errors on this page.

You can add comments to your editing (or not). Click *Continue*.

Content has now been added, saved and published on this 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**.