

Sections of a Template: Adding, Deleting and Moving

Generally, when you first open a new template, only one Section appears. To expand the page, you can add Sections, one by one. You can also move entire sections and delete them. The following instructions apply to adding, deleting and moving Sections within *one* template. These instructions do not cover adding, deleting or moving TeamSite *files*.

Instructions (See to Figure 1):

1. To **add** a Section to a template, click the plus sign (+) on the right side of the template. In most free-form templates, the words you insert into the Section Header field will appear in a blue block of color across your Web page.
2. In most templates, the Section Header is optional. If you omit a Section Header, you may select whether to omit the blue block of color by clicking the box noted in Figure 2.
3. You can also add Sub-Sections by clicking the plus sign. Sub-Section Header text appears as bold text. The template inserts it for you, directly under the Section Header (in the “blue block”). If this does not allow enough “white space” to ensure easy reading, do not use Sub-Section Headers.
4. To **move** a Section in your template, use the up and down arrows, located next to the plus sign. Note: If you only have one section in the template, you cannot move it up or down.
5. To **delete** a Section, click the X sign, located to the right of the up and down arrows. *Caution!* You cannot “undo” a deleted Section.
6. If a template does not support adding sections, or if you have reached the maximum number of sections, the plus sign will inactivate and display as gray.
7. If a template cannot move a section up or down, the up or down arrow will inactivate and display as gray.

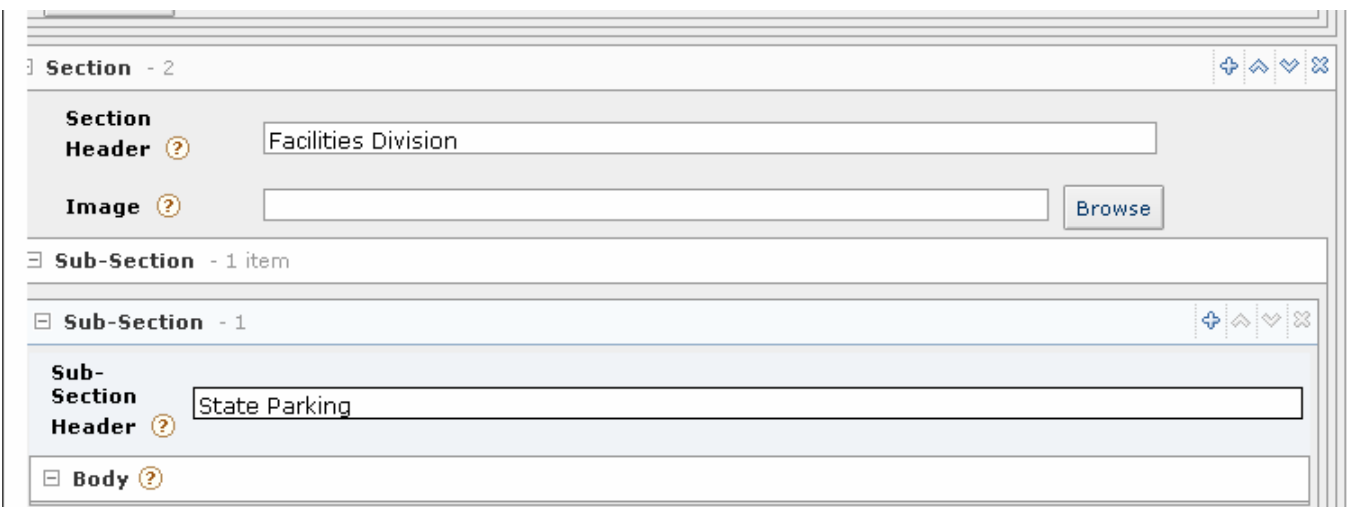


Figure 1 – Click the plus sign to add Sections to a template.

Edit free_form_pictures_text

directors_survey Save Save As

Use this template to create / modify a Free Form - Pictures and Text page.

Page
Title *

Section - 3 items

Section - 1

Section Header

Header Color Remove color if Section Header is empty

Figure 2 – Check the box above if you wish to remove the color block because the Section Header is empty.