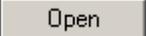
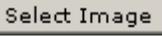
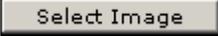
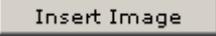


Function	First Steps	Next Steps
Create a folder	Select the area to which you want to add a folder and double click  .	Enter folder name, title and select a template (optional). Then click  .
Create a page	Select the folder to which you want to add a page and double click  .	Enter the page name, title and template (if not already populated at the folder level). Then click  .
Edit/Enter page content	With the page selected in the site tree, select the  tab.	Click  to put the page into edit mode. Enter your text. You can also copy and paste text from a MS Word or MS Excel document; however, the text format and links will not be preserved. You will have to reset these properties. Hint: Text will automatically be double-spaced. To single space, press Shift + Enter on your keyboard.
Save, close and preview your page	Click  to save and close. Hint: You do not have to save and close to preview the page. You can also view the last published version of the page by clicking on the page name in the Preview/Edit Page field.	Click  to preview your page in the template. Hint: Remember that you can continue to make changes and preview your page as often as you like before publishing it.
Upload files	Select the folder to which you want to upload the files and double click  or  . Hint: To use the Upload Multiple Files function, you must have your files must be in a zip file format.	Browse to the location where you have the files stored and click  . Then click  to upload the file(s).
Insert an image into your page	With your page in edit mode (see #3), click the  button.	Click the  within the Image window, navigate to the image, and click  . Then  to drop the image into the page. Hint: To have text wrap to the right of the image, make the image align "Left". Do the opposite to have the text wrap to the left of the image.
Publish your page	With your page selected, click the  tab.	Click the  button to publish.
Insert links	With your page in edit mode, click the  button.	Select either the Link option (for internal Site Executive pages, documents, etc.), the External Link option (for linking to external websites), or the Local Anchor option (the page anchor must be established first – see #9). You can also elect to open this link in a new window. Click  to drop the link into your page. Once the link is inserted, you can right click on it (in edit mode) to remove the link. Hint: For links to pages within Site Executive, the link will not appear in the preview mode unless the page to which you are linking has been published.

Insert page anchors

With your page in edit mode, select the location where you want to insert the anchor (this function allows a user to link to a particular point on another webpage). Click  to name your anchor, and then to drop the anchor into your page.

Go to the point in the page (or another SE page) that you want to link to the anchor from. Enter some text (i.e. Back to top of page), select the text, and click . Make the third selection, Local Anchor, and select your anchor name from the dropdown list. Then click .

Insert a table

With your page in edit mode, click the  button.

Enter a height or width in percentages or pixels (percentages must have the % sign; pixels are expressed in whole numbers and there are 72 pixels per inch). Select the cell padding and spacing (in pixels), any border (in pixels), background color, or caption. Then enter the total number of columns and rows and click .

Hint: If you are unsure as to how many columns or rows you will need, start with a simple table (i.e. 1 x 2). You can always tab through the table to add rows, or right click on the table to add/delete rows and columns. You can also use the right click feature to split cells or set cell properties, such as cell alignment and background colors. The most common format for cell alignment is Left Top. This way, your text will begin in the upper left hand corner of each cell. It is recommended, as mentioned above, to set your base cell properties (i.e. Left, Top), then copy down your cells or split them. The cell properties will be maintained.