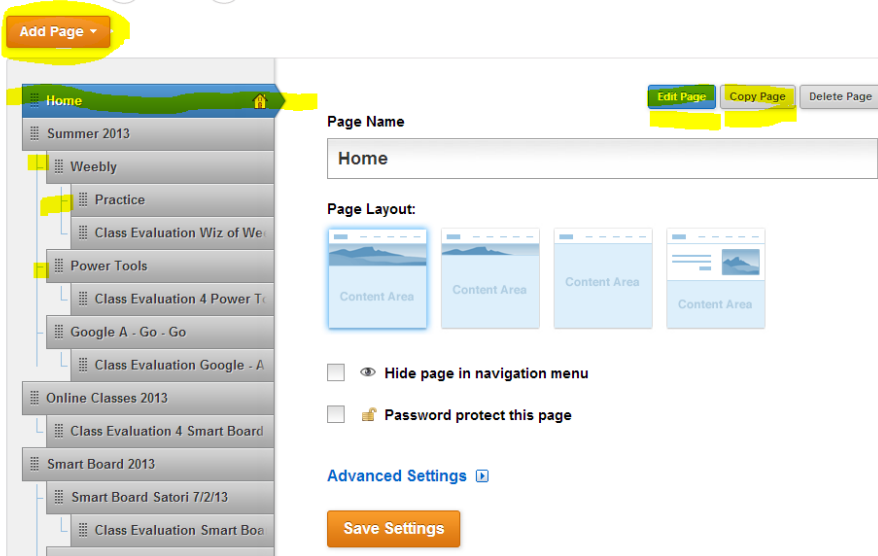




1. *Managing pages* - When you want to start a new page, make sure that you are in the correct tier. Look at the hierarchy and decide where you want your page to appear. Is it a main page or a supporting page?

- a. Be sure to *save* your settings.
- b. *Copy page* can be convenient.

Manage Pages

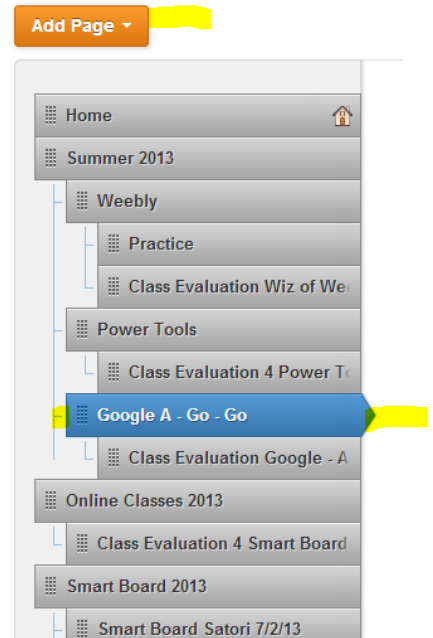


1. Make sure you click *Add Page* or you will just change the name of your selected page!

2. The pages in the list are very drag able. A new page created while selecting the *Home* tier will end up at the bottom of the list. You will have to drag it where you want it.

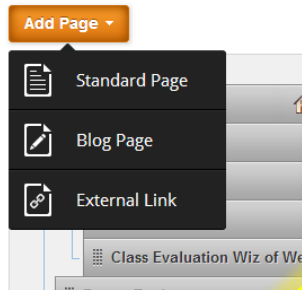
2. If you have selected a page like this - your new page will end up beneath it.

Manage Pages



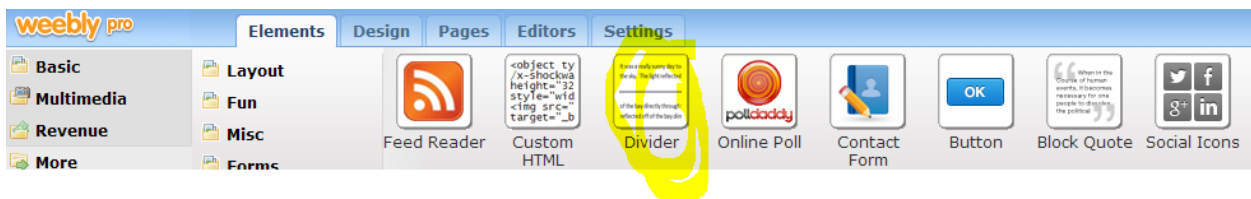
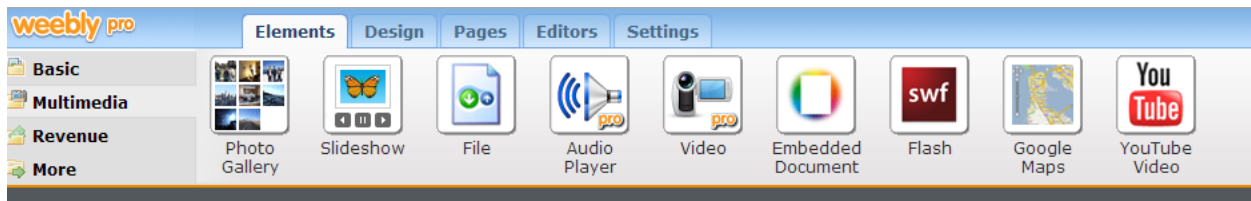
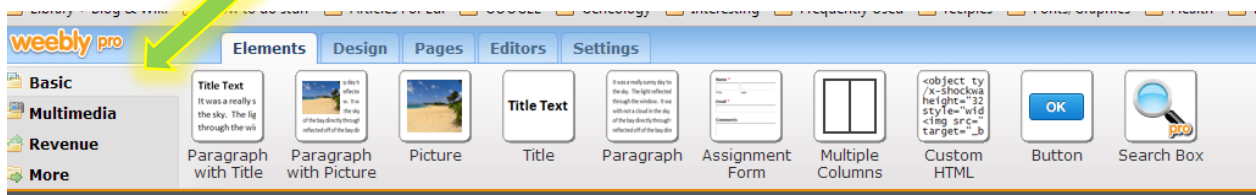


Manage Pages



3. This is also where you select the type of page you want.

4. The tool bar is self-explanatory. Some options are hidden in sub-menus on the left side.



5. The divider bar is in the *More* menu. You probably will not need the revenue menu.

6. Don't forget to *Publish!*