



# “MYBW” INFO SITE CONTENT OWNERS GUIDE

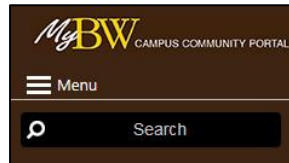
This guide is an introduction to the MyBW intranet portal and covers adding, modifying, and deleting content in each section. Find your department info site at: <https://my.bw.edu>. Log in with your BW user name & password. Assigned site owners from each department have been given editor permissions. For permissions, contact Verlyn Mol, x2316.

**Note: Ellucian recommends Internet Explorer as the most compatible browser for viewing & editing the portal.**

## BECOME FAMILIAR with TERMS and ICONS

To begin, familiarize yourself with the following terms and icons that will be referenced in these instructions.

**MENU BUTTON** – located in the upper left, click on the 3 lines to expand.



**GEAR ICON** – located to the right of your name, click it to expand menu.



**BREADCRUMB TRAIL** –

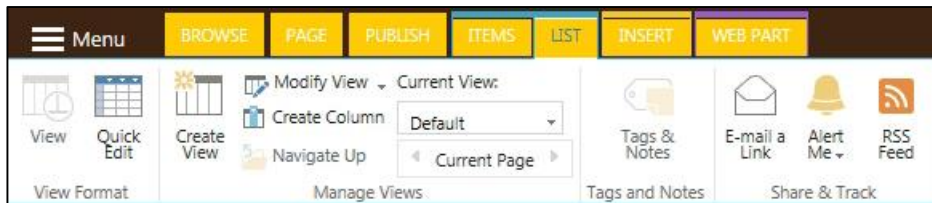
You will often use this to navigate instead of your browser back button.



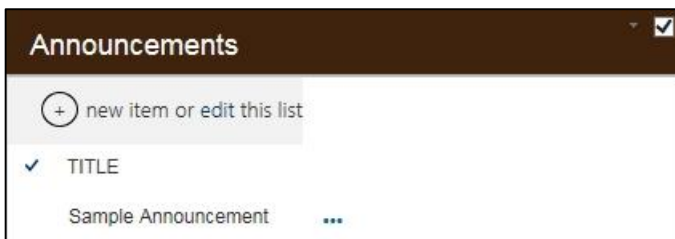
**THE RIBBON** – Located at the top, these editing options will change based on the TAB you have selected.



**TABS** – Located above the RIBBON, these TABS will change based on the specific Web Part you are currently editing.



**WEB PART** – Each of the sections on your info site that hold content.



## MAINTAINING CONSISTENCY


Info site pages for each department or area were created with identical web parts. This helps users who visit your site locate the information they need. Please do not rename web parts or rearrange web parts without permission (with the exception of the "Optional" web part). If you have a request for additional customization or modification to your site, please contact Lorrie Morehouse, x2315. Web parts you are not using can be hidden (covered later in this tutorial).

The basic layout for each info site has 13 web parts that operate differently. This map illustrates apps that are similar.

<h3>About</h3> <p style="text-align: center;">Content Editor Web Part</p>			<h3>Pages</h3> <p style="text-align: center;">Table of Contents Web Part</p>	
<h3>Announcements</h3> <p style="text-align: center;">Custom List App</p>		<h3>Events</h3> <p style="text-align: center;">Custom List App</p>		<h3>Quick Links</h3> <p style="text-align: center;">Custom List App</p>
<h3>Documents</h3> <p style="text-align: center;">Document Library App</p>	<h3>Printable Forms</h3> <p style="text-align: center;">Document Library App</p>	<h3>Online Forms</h3> <p style="text-align: center;">Summary Links Web Part</p>	<h3>Contacts</h3> <p style="text-align: center;">Content Editor Web Part</p>	
<h3>FAQ's</h3> <p style="text-align: center;">Custom List App</p>			<h3>Hours</h3> <p style="text-align: center;">Content Editor Web Part</p>	
<h3>Optional Content</h3> <p style="text-align: center;">Content Editor Web Part</p>			<h3>Social Media</h3> <p style="text-align: center;">Content Editor Web Part</p>	


## CHECK IT OUT – CHECK IT IN – PUBLISH IT

Once you log in and begin editing, you will notice that your info site displays a message that it is now checked out to you.

 **Checked out to you** Only you can see your recent changes. [Check it in.](#)

Each time you finish working on a section of your site, it is recommended that you "Check it in" by clicking on this link. **This will save your changes, but not make them public.** After it's checked in, you have the option to publish.

Once you click on "Publish this draft" your changes are now live and can be seen by everyone.

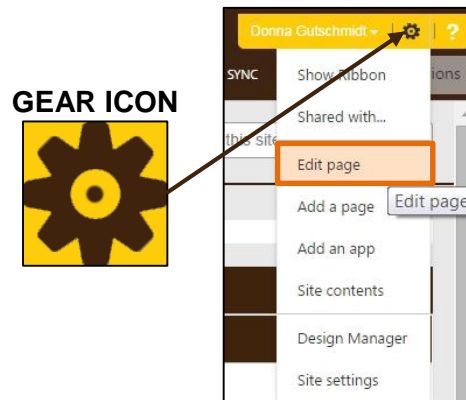
 **Recent draft not published** Visitors can't see recent changes. [Publish this draft.](#)

## ADDING, MODIFYING, and DELETING CONTENT

Because each web part functions somewhat uniquely, instructions for each section are included in this tutorial.

In almost all cases, you will begin the process by clicking on the **GEAR ICON** next to your name, expanding the menu, and selecting the “Edit Page” option.

You may need to frequently return to “Edit Page” mode if you’ve checked in completed work or moved on to a different web part. If “Edit Page” is not displayed on the Gear Icon menu, that means you are already in Edit Page mode and you can continue working.



## THE “ABOUT” WEB PART

This section is where you will put information about your department, area, or organization. Remember, this is strictly **INTERNAL** content for BW faculty, staff, and students. **Start by clicking the GEAR ICON and then “Edit Page.”**

To **ADD TEXT** content here, just click in the section and start typing! The “Format Text” tab works very much like a Microsoft Word editor to make changes in font, color, etc. Use the “Check Spelling” icon on the RIBBON to verify.

**NOTE:** Avoid using multiple font styles, large, bold, or underlined text, multiple colors, and other distracting effects.

To **DELETE** text in this section, simply highlight the text and click the delete button, just like in a Word doc. To **MODIFY** existing text, simply highlight and re-type. Use the “Format Text” tab to change fonts, colors, sizes, highlights, etc.

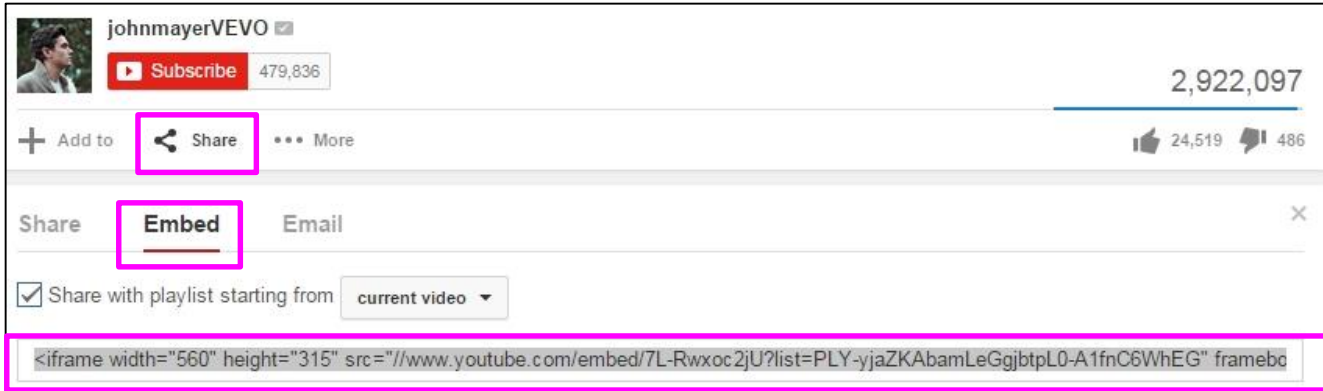
To **ADD an IMAGE** here, click in the section where you want to insert the image. Next, from the “Insert” tab (orange) click the drop-down menu for “Picture.” In most cases, you’ll be selecting a picture from your computer. Browse for the file and click OK. Once your image is uploaded, another dialogue box will appear allowing you to add keywords and comments. Click “Save” at the bottom of the box when you are finished. Once your image appears, you will see the TABS above the RIBBON change again. You are now on the pink “Image” tab. Here, you can adjust the image size, style, and position. **NOTE:** If your image is quite large, please delete it and edit it in a photo editing program and re-load it. Making it smaller using the options on the RIBBON will only change the display, not the file size. Overly large files take much longer to load and slow your page. Use the “Image Styles” icon to add a border to your image. Use the “Position” icon to change how text is wrapped around your image. Always check the “Maintain Aspect Ratio” box.

To **ADD a HYPERLINK to TEXT or an IMAGE**, simply highlight the text you wish to link or click on the image to select it. Click on the “Insert” tab (orange). Click on the “Link” icon. Choose “From Address.” Enter the web address you wish to link to and click OK. **NOTE:** The popup box gives you an option to “try link” to verify that it is correct and operational. On the RIBBON you will see an “Alt Text” field that is currently defaulted to the name of your image file. You can change this to a title or message that will display when site visitors mouse over the image.

To **ADD a TABLE** in this section, find and select the “Insert” tab (orange). Click on the Table icon to expand the menu and highlight the number of cells down and across that you wish to use. Once they are highlighted, click again and it will be inserted. Some additional Tabs now appear – “Table Layout” and “Design” (turquoise). Use the edit options on the RIBBON under each of these tabs to make changes to the layout and design of your table. Click in table cells to add content. When changing some of the table properties, click in the cell you are trying to adjust before using the edit options on the RIBBON. **DELETE a TABLE** by clicking on one of its outer edges to select it and click the delete key.

You can also **ADD a VIDEO** to this web part. Because most videos come from YouTube, these instructions pertain to adding YouTube videos. Click in the web part where you'd like to place the video. Next, from the Tabs, select "Insert" (orange). Click on the Video and Audio Icon and choose "Embed." A pop up window will open where you can paste the embedded code that you will get from YouTube.

Open another browser tab and go to YouTube. Find your video. Below the video click the "Share" icon. From the choices displayed, chose "Embed." This produces the code you need to copy and paste in the popup box on your site.



You can also upload videos from your computer to your site using the "From Computer" option rather than "Embed." **DELETE a VIDEO** by placing your cursor in an area just below the video display box and hit backspace until it's gone.

**DON'T FORGET TO "CHECK IN" TO SAVE YOUR WORK WHEN YOU ARE DONE. "PUBLISH IT" TO MAKE IT LIVE!**

## THE "ANNOUNCEMENTS" and "EVENTS" WEB PARTS (TABS)

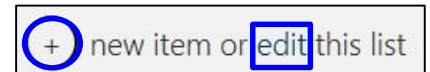
On your info site, you will notice that the ANNOUNCEMENTS and EVENTS web parts have been tabbed together. This saves room on your page. The active tab is in brown, while the inactive tab remains gray. Contents of whichever tab is active will be displayed across the full width of the container below **both** tab headers. Site visitors must click on each tab to view the contents.



Instructions for the ANNOUNCEMENTS and EVENTS sections are identical. Log in to your site. For these web parts, you do not need to be in "Edit Page" mode. You can begin immediately simply by clicking on the tab you wish to edit.

To **ADD an ANNOUNCEMENT or EVENT**, click on the + sign to add a new item.

A dialogue box will launch. Give your announcement or event a "Title," and provide a detailed description in the "Body" field. Finally, choose a date from the calendar for your item to expire. (Items disappear from view once they expire.)



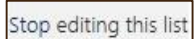
Remember, only the Title of your item will be displayed for site viewers. When they click on that title, whatever details you've specified in the "Body" section will be shown – so provide comprehensive information.

You can also **ADD a HYPERLINK to an ANNOUNCEMENT or EVENT**. When entering details in the "Body" section, you can manually type a web address as part of your text – for example: "go to <http://www.bw.edu> for more details" or you can add a hyperlink to text by highlighting it, then click on the "Insert" tab (orange), and click on "Link." Choose "From Address" and insert the address you wish to link to. This works well to hyperlink words that are not an actual URL.

To **EDIT an ANNOUNCEMENT or EVENT**, click on the word "edit" (next to add new item) as shown above. A list of your items is displayed.



Click on the 3 blue dots to the right of the item you wish to modify. From the menu that is launched, choose “Edit Item.” A window will open displaying the title, message, and expiration date. Make any necessary changes and click “Save.”

To finish, click on “Stop editing this list” found just below the Announcements title bar. 

To **DELETE an ANNOUNCEMENT or EVENT**, click on the 3 blue dots to the right of the item you wish to modify. From that menu, choose “Delete Item.”

**DON'T FORGET TO “CHECK IN” TO SAVE YOUR WORK WHEN YOU ARE DONE. “PUBLISH IT” TO MAKE IT LIVE!**

## THE “DOCUMENTS” and “PRINTABLE FORMS” WEB PARTS (TABS)

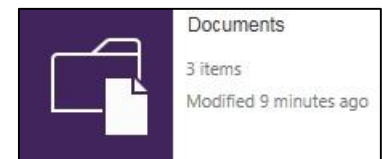
This is where you will place documents and printable forms that your site users need to access.

On your info site, you will notice that the DOCUMENTS, PRINTABLE FORMS, and ONLINE FORMS web parts have been tabbed together. This saves room on your page. The active tab is in brown, while the inactive tabs remain gray. Site viewers will need to click on each tab to view contents. **NOTE:** Contents of whichever tab is active will be displayed across the full width of the container below all tab headers. The instructions for DOCUMENTS and PRINTABLE FORMS are the same. The ONLINE FORMS section will be covered separately.

To **ADD a DOCUMENT or PRINTABLE FORM**, you do not need to be in “Edit Page” mode. Simply click on the + sign, browse for your item, and upload it. Once your file has been successfully uploaded, a dialog box will appear. You can also choose to add an item using the “drag files here” method.

To **CREATE FOLDERS for DOCUMENTS or PRINTABLE FORMS**, click on the GEAR ICON and then choose “Site Contents.” Click on the purple square for Documents or Printable Forms (whichever you are setting up). You will notice that some new tabs are now displayed at the top of your pages. Click on the “Files” tab (aqua) and then click on “New Folder.” Name your folder and click “Save.” Your folder is now displayed in your list. If you have individual files in your list that you’d like to move to this folder, simply click on any file and drag it into the folder of your choice.

To **CHANGE the DISPLAYED NAME of a DOCUMENT or PRINTABLE FORM**, first click on the GEAR ICON and then choose “Site Contents.” Click on the purple square of the Web Part you need to access. A list of your items will be displayed. Click the 3 blue dots to the right of the item and from the pop up box, again click the 3 blue dots. From the drop down menu select “Edit Properties.” You can edit the name of your item here. Click on the breadcrumb trail to return to your page.



To **EDIT a DOCUMENT or PRINTABLE FORM**, click on the 3 blue dots to the right of the item and choose “Edit” from the menu. You will see a pop up box warning you about potential viruses when opening files. Click “Yes” that you wish to proceed. You may need to enter your login credentials again to open the document. **NOTE:** Editing documents in the portal only applies to Word documents, not PDF’s. After publishing, changes made to documents will appear on your info site but will not be saved to your original document (wherever it was uploaded from). Please consider this when making changes to your originals. Once you have uploaded files, you may opt to house all your original documents within your info site to avoid having multiple versions. Click on the breadcrumb trail to return to your page.

To **DELETE a DOCUMENT or PRINTABLE FORM**, click on the GEAR ICON and choose “Site Contents.” Click on the purple square of the Web Part you need to access. A list of your items will be displayed. Click the 3 blue dots to the right of the item and from the pop up box click the 3 blue dots again. From that drop down menu choose “Delete.” Click on the breadcrumb trail to return to your page.

**NOTE:** Items in these sections are listed alphabetically. If you have a high number of items in one of these web parts and you need them sorted differently, there MAY be other options. Please contact Lorrie Morehouse, x2315, for details.

**YOU WILL NEED TO “CHECK IN” EITHER OF THESE TABBED WEB PARTS BEFORE YOU ARE ABLE TO MOVE ON TO THE NEXT ONE AND MAKE CHANGES. DON’T FORGET TO “PUBLISH IT” TO MAKE LIVE AFTERWARDS!**

## THE “ONLINE FORMS” WEB PART (TAB)

This is where you will link to fillable online forms. **NOTE:** If you previously had online forms on bw.edu that were created in PageLeaf, they have now been recreated in the new “FormSite” format needed for the Portal. You will be contacted by University Relations with new links to your forms. If you’ve already linked old PageLeaf forms on your portal site, you will need to update to the new URLs. Follow the directions below to “Modify an Online Form” and simply change the URL. If you have been using Google Forms, please contact Matt Hadgis (x2450) for assistance. No other new forms are being added at this time until the full roll-out of the “FormSite” software and end users can be trained.

In the near future, to **ADD an ONLINE FORM**, click on the GEAR ICON and “Edit Page” to enter edit mode. The menu displayed below will appear below the brown title bar in the Online Forms web part. Click “New Link” o launch the menu.



A dialogue box will be displayed to enter all the necessary details to name and link your form.

If you want to create GROUPS for related forms, click on “New Group” from the menu bar shown above and create a title. Then, when adding a new link, you will be able to designate that you want it placed under that grouping. The “Configure Styles and Layout” option on the menu will provides you with various formatting layouts to display your content. The “Reorder” link on the menu will allow you to manually drag and reorder items within your list.

To **MODIFY or DELETE an ONLINE FORM**, you will need to be in “Edit Page” mode.



Look for the edit icon (pencil & paper symbol to the left of the title) and click on it. Choosing the “Edit” option will let you change details such as the title or the URL. Clicking on “Delete” will discard the item from your list.

**DON’T FORGET TO “CHECK IN” TO SAVE YOUR WORK WHEN YOU ARE DONE. “PUBLISH IT” TO MAKE IT LIVE!**

## THE “FAQs” WEB PART

If your department has Frequently Asked Questions (FAQs), list them here with answers for your site visitors.

To **ADD a FAQ**, you do not need to be in “Edit Page” mode. Simply click on the + sign in the FAQs section and a popup will launch. Enter the questions and the answer and click “Save.”

To **EDIT a FAQ**, click on the GEAR ICON and choose “Site Contents” from the menu. Click on the FAQs App (purple box). From your list of FAQs click the 3 blue dots to the right of the question you want to modify. From the menu, click on “Edit Item” and the question and answer box will reappear and you can make changes.

To **DELETE a FAQ**, click on the GEAR ICON and choose “Site Contents” from the menu. Click on the FAQs App (purple box). From your list of FAQs click the 3 blue dots to the right of the question you want to modify. From the menu, click on “Delete Item” to eliminate it from your list.

**DON’T FORGET TO “CHECK IN” TO SAVE YOUR WORK WHEN YOU ARE DONE. “PUBLISH IT” TO MAKE IT LIVE!**

## THE “PAGES” WEB PART

Here, you can create site pages for other areas of content, topics, groups, or almost anything.

To **ADD a PAGE**, click on the GEAR ICON and select “Add a Page” from the menu. A popup box will be displayed asking you to NAME your page. Once you do, a new window will open that will allow you to add the content to your page. Before doing so, click on the PAGE tab above the ribbon and click on the Page Layout drop down menu. From the options, click on the “ELLUCIAN STANDARD 3” layout. You are now ready to add content.

In Zone 1, click on “Add a Web Part.” Under “Categories,” select “Media and Content.” The “Content Editor” Part should be highlighted by default. Click the Add button. Just below the brown “Content Editor” title bar you can click to add new content exactly as you did in the “About” section. Use the “Format Text” tab (orange) above the ribbon to edit your text and the “Insert” tab (orange) to include hyperlinks, images, etc. If you have difficulty, contact Lorrie Morehouse (x2315).

You’ll also want to change the “Content Editor” heading to something more appropriate. To do so, make sure you are in Edit Page mode. (Click on the GEAR icon... if it does not display Edit Page Mode, you are already there. If it does, click on Edit Page mode to enter.) Next, hover on the right end of the brown title bar to display the drop-down “carrot.” Click on “Edit Web Part.” The Content Editor web box will appear in the upper right corner of your screen. Click on the + plus sign to the left of the word “Appearance” and change the title. Scroll down and click “OK.” Be sure to check in your page and publish it when you are through.

To **EDIT a PAGE** and change the contents, click on the page you wish to edit from your list and it will open. Next, click on the GEAR ICON and select “Edit Page” from the menu. The content editor is open for you to make changes.

To **EDIT the PAGE TITLE**, click on the GEAR icon and go into Edit Page mode. Next, click on the page that needs its title changed. Click on the Page tab above the Ribbon. Next, click on “Edit Properties” to expand the menu and click on “Edit Properties” once again. The details of your page will be displayed. Change the name of your page in the “Name” field and then make the “Title” field match that name so that they are identical. Click “Save.” To return to your full info site, use the Breadcrumb Trail at the top of the page and click on your site name.

To **DELETE a PAGE**, go to the GEAR ICON and choose “Site Contents” from the menu. Click on the PAGES App (purple box). From your list of pages, locate the page that you want to delete. Click on the 3 blue dots to the right of the title. From the popup box, click on the next set of 3 blue dots and choose “Delete.”

**VERY IMPORTANT NOTE!!!** In your list of pages (viewable from “Site Contents” and clicking on the PAGES App) you will see a page in your list that is called “default.” **DO NOT DELETE THE DEFAULT PAGE.** It is not listed or visible anywhere on your site but it is needed in the background for programming purposes.

**“CHECK IN” AND “PUBLISH” YOUR PAGES WHEN YOU’RE DONE OR THEY MAY NOT APPEAR IN YOUR LIST!**

## THE “QUICK LINKS” WEB PART

QUICK LINKS allows you to redirect site visitors to external web links related to your content.

To **ADD a QUICK LINK** to your info site, you do not need to be in “Edit Page” mode. Click on the + to add a new item. A window will open to enter the URL of the web address you want to link. Enter the address; there is a “click here to test” option to verify that your link is working. In the Description field, enter the text that you want to appear. For example, if you are linking to Yahoo, the URL is: <http://www.yahoo.com>, but you want the link on your page to appear as simply “Yahoo.” **NOTE: You must enter text in the Description field or the title of your link will display as the URL.** The Title field is not necessary to complete (or you can make it the same as the Description).

To **EDIT a QUICK LINK**, click on the word “edit” to the right of the + used to add new links. Your list of Quick Links is now displayed as a table. Click in the field of the link you wish to modify – not on the link itself. The “Items” tab (aqua) is now displayed at the top of your page. Select the “Items” tab and click on the “Edit Item” icon on the Ribbon. This will launch the hyperlink editor. Change the Title/Description (make these both the same) or the URL. Click “Save” when you’re done to return to your home page. Click on “Stop editing this list” in the Quick Links section.

To **DELETE a QUICK LINK**, click on the word “edit” to the right of the + used to add new links. The list is now displayed as a table. Click in the field to the left of the link you wish to delete – but not on the link itself. The “Items” tab (aqua) is now displayed at the top of your page. Click the “Items” tab and then click on the “Delete Item” icon on the Ribbon. When finished, click “Stop editing this list” in the Quick Links section.

**DON'T FORGET TO “CHECK IN” TO SAVE YOUR WORK WHEN YOU ARE DONE. “PUBLISH IT” TO MAKE IT LIVE!**

## THE “CONTACTS” WEB PART

This is where you can put contact information for people or departments that your site visitors will need. This web part is a simple content editor (like the “About” section) that you can type your information into. You can add hyperlinks and photos, if you wish. [See instructions in the “About” section.]

Get started by clicking on the GEAR ICON and then “Edit Page.” Next, click in the “Contacts” web part and just start typing. Use the “Format Text” tab (orange) or the “Insert” tab (orange) just as you did in the “About” section of your site. You can even create a table to format your list of contact information, if you like.

You can also **ADD a HYPERLINK to an EMAIL ADDRESS**. If you’ve listed your staff members and you’d like to make their names clickable to send email to, it’s easy to do. Mouse over the text of their name to highlight it. Next, select the “Insert” tab (orange) and click on “Link.” Choose “From Address.” The popup box will already display their name as you’ve copied it as the text. In the address field, type their email address in this fashion: <mailto:personname@bw.edu>.

**NOTE:** Do not add any spaces between ‘mailto’ the colon, and the person’s email address. Click OK to save. You will notice that some additional tabs have now appeared above the Ribbon. The “Link” tab (green) is now active and showing the mailto: address in the URL field. In the field below that, you can add a description. This is the alt text that will appear when a site visitor mouses over that name. For example, if you were adding a hyperlink to send mail to President Helmer, you might put in the description field “Send an email to the President!” You will also want to check the box “Open in new tab” to the right of the displayed URL. This will allow your site visitors to remain on your page while launching Outlook and sending the email in a different window.

Instead of listing individual contact names for your department or area, you might rather **Include a Link to the BW Phone Directory** – more specifically, a link to your department’s page within the BW phone directory. To do this, open a new browser window and go to: <http://www.bw.edu/phone>. From the drop down menu “By Department” locate and select your area. You should see everyone’s name displayed. From the URL line at the top of the page, highlight and copy the information there. Return to your web part and type something similar to: “Information Technology Staff Directory.” Drag over that text to highlight it. From the “Insert” tab (orange) above the Ribbon, click on “Link.” In the popup box, paste the link you copied from the phone directory in the Address field and click OK.

If the breadcrumb trail leading you back to your home page fails to appear, you can click on the “Browse” tab to launch it.

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## THE “HOURS” WEB PART

This web part was built as a table for you to include your office hours. You can **EDIT** the default information. While in Edit Page mode, simply highlight the text you need to change and re-type. If you need to list more than one set of hours for multiple services your department offers, you can delete the table displayed and re-add a new table with a different column arrangement. (See instructions in the “About” section.) Another option is to split this web part into two tabs to post hours for different aspects of your services. For assistance with that feature, contact Lorrie Morehouse (x2315).

If you need to insert text above or below the table, make sure you are in Edit Page mode. Then, on the brown title bar that says “Hours of Operation,” hover in the right corner and the carrot will appear. Click to expand and choose “Edit Web Part.” Next, click your cursor anywhere in the table. At the left end of the Ribbon, click the word “Copy.” Now click on the Table Layout tab (aqua) and expand the Delete menu. Click “Delete Table. Place your cursor back in the empty web part and type the text you need. Click the Enter button on your keyboard to move down a row and then, from the Ribbon, click “Paste.” Your table will reinserted. Check in your work to save it and publish it to have it display.

## THE “SOCIAL MEDIA” WEB PART

This web part was pre-loaded with six social media icons that you may use to connect with others: Facebook, Twitter, Instagram, YouTube, Linked In, and Flickr. You can link any of these icons to your department’s site.

To **ADD a LINK to a SOCIAL MEDIA ICON**, start by clicking on the GEAR ICON and choosing “Edit Page.” In the “Social Media” section, click an icon. Next, select the “Insert” tab above the ribbon and then click on the “Link” icon. Choose “From Address” and a popup box will appear. In the “Text to Display” field, type what you want displayed when someone mouses over the link. For example, “Follow BW Financial Aid on Twitter!” In the address field, type the URL of your departmental page. Click “OK” to save.

Any of the social media icons that you are not using should be deleted. To **DELETE a SOCIAL MEDIA ICON**, simply click on it and press the delete key. If you delete an icon that you decide later on to use, they are stored in SharePoint.

To **ADD a SOCIAL MEDIA ICON**, make sure you are in “Edit Page” mode and click in the social media section either at the end of the row of icons or wherever you’d like to insert the icon. Go to the “Insert” tab (orange) and click on the “Picture” icon. From the drop down menu, choose “From SharePoint.” You will find all six of the pre-loaded icons there if you need to add one back. The images have all been pre-sized to the same dimensions and ready to insert. If there is another social media resource that use and need that icon, please contact Donna Gutschmidt, x2705.

To **ADD TEXT in the SOCIAL MEDIA WEB PART**, click to the left of the Facebook icon and press the Enter key once or twice to add a few rows above the icons. Simply add text there. Text can also be added below the icons.

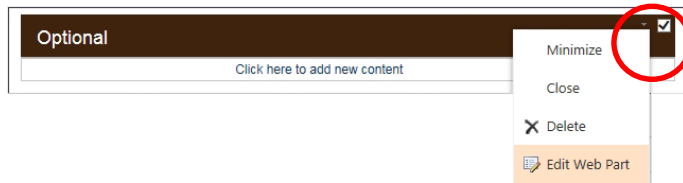
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## THE “OPTIONAL” WEB PART

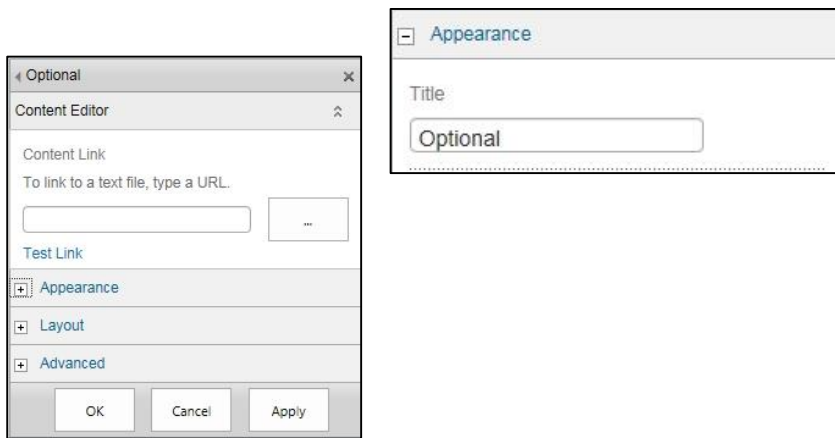
This section was designed to accommodate content unique to your area. This is a ‘content editor’ web part which means it operates like the “About” section of your info site. If changing the type of this web part to another format would better suit your needs, contact Lorrie Morehouse (x2315), for assistance. If this web part is used, its title will need changed to suit the content you choose.

To **CHANGE the TITLE of the OPTIONAL WEB PART**, click on the GEAR ICON and then “Edit Page.”

Go to the “Optional” web part and in the upper right corner of the “Optional” title bar, click on the **drop down carrot** and choose and “Edit Web Part.” This will open the content editor options on the right hand side of your screen.



Click on the + sign to the right of “Appearance” to expand. Simply delete “Optional” as the current title and enter your preferred title. Click “OK” at the bottom of the box.



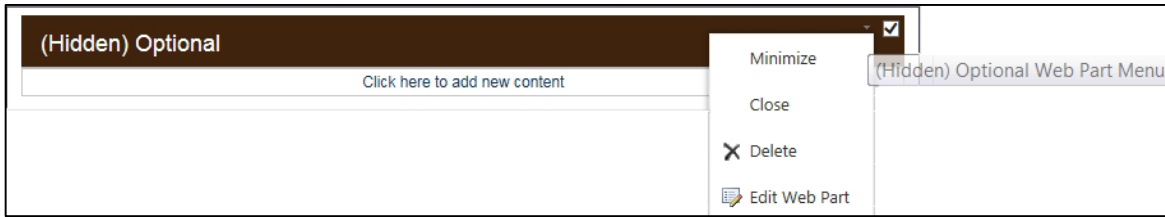
**DON'T FORGET TO “CHECK IN” TO SAVE YOUR WORK WHEN YOU ARE DONE. “PUBLISH IT” TO MAKE IT LIVE!**

## HIDING UNUSED WEB PARTS

If there are web parts on your info site that you are not using, it would be better to HIDE (not delete) these web parts, rather than leave them blank.

To **HIDE an UNUSED WEB PART**, start by clicking on the GEAR ICON and choose “Edit Page.” Go to the web part you want to hide and on the title bar, click the drop down carrot in the upper right corner to view your options. Choose “Edit Web Part.” This will launch the content editor options on the right side of your screen. Go to the “Layout” section and click the + to expand. Check the box marked “Hidden” and then click “OK.”

Once a web part is Hidden (checked in and published) it will no longer appear on your info site. If later on, you decide to **REINSTALL a HIDDEN WEB PART**, go to edit page mode and you will be able to see it on your page. Reverse the process by clicking on the carrot, selecting “Edit Web Part” and unchecking the “Hidden” box in the content editor.



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## ADDITIONAL SITE CUSTOMIZATION

While the plan is to have all of the "MyBW" portal info sites have a somewhat consistent look and feel, some areas may have needs that fall outside of these parameters. Thus, if you require additional customization on your site, there may be programming or applications available. There may be areas that you wish you could sort differently, change the layout, tab together, etc. If so, please contact Lorrie Morehouse in IT (x2315).