

## What do Pages & Apps Mean to You?

- Apps provide you with specific functionality. **Centricity 2.0** allows you to choose from many apps—**Flex Editor**, **File Library**, **MiniBase** and **Photo Gallery** to name a few.
- Pages are simply the places on which you display your apps.
- Page Types are simply pages that already contain one or more apps—a starting point for you as you create your pages.
- You can add apps to any page, but you can only create pages in the Section Workspace.
- You can put a single app or multiple apps on a page.
- You can place apps where you want them and rearrange them simply by dragging and dropping.
- You can display your apps in more than one location—great for teachers with responsibilities in multiple schools.
- You can share your apps with others, who can display them on their pages.

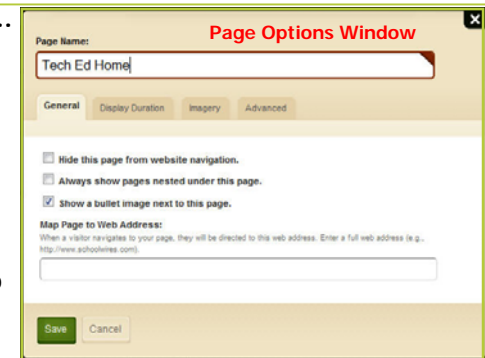
## Working with Pages



### To change page options...

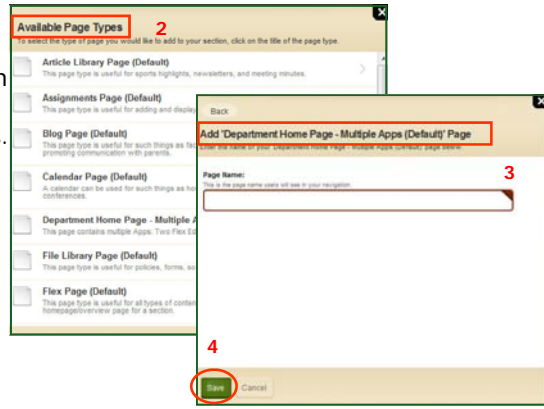
Click Options to the right of your page. The Page Options window displays. Here you can...

1. Change the page name.
2. Hide the page.
3. Map the page.
4. Elect to show nested pages.
5. Elect to show a bullet next to the page.
6. Change the display duration.
7. And more...



### To create a page...

1. Click *New Page* on the *Summary* tab in your Section Workspace. The Available Page Types window displays.
2. Click the page type you'd like. The Add Page window displays.
3. Enter the name of your page.
4. Click Save. The *Summary* tab displays with the page you created on the top of the Page List.

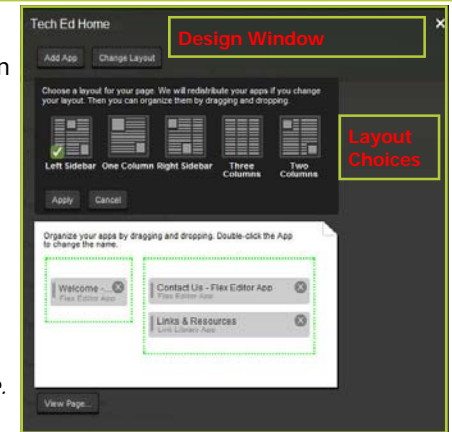


### To change a page layout...

1. Click Design to the right of your page. The Design window displays.
2. Click Change Layout.
3. Click the desired layout.
4. Click Apply.
5. Close the Design window.

To see how your page will look on the end-user website, click View Page.

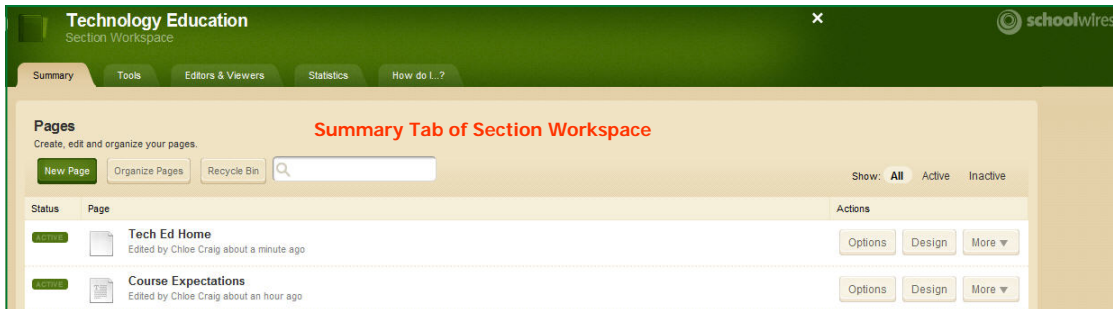
See *Working with Apps on Page 2* to learn how to add, move, rename and remove apps from your page.



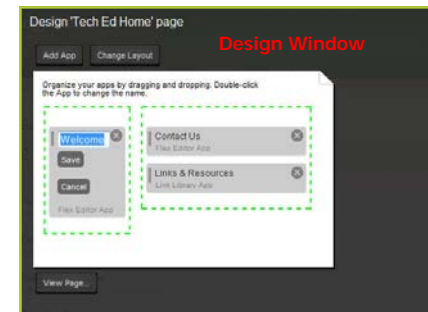
## The More Drop-down List

In the More drop-down list, you can *get the link* (web address) or *set viewers* for your page. You can also *copy* or *move* your page, *view statistics* for your page or *delete* your page. When you delete a page, you move it to the Recycle Bin. You permanently delete it from the Recycle Bin. The apps on that page are not deleted until you delete them in *App Manager*.

## Working with Apps



**To add, remove, rename or move an app:** Click Design to the right of your page. The Design window displays.

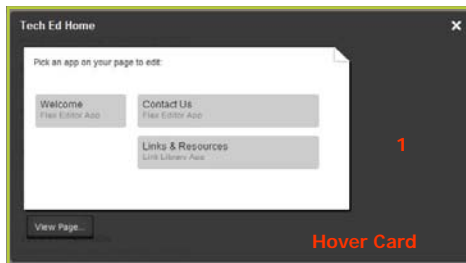


1. Click Add App and follow the Add App wizard to add an app.
2. Click the **X** to the right of an app to remove it from the page. You can still access it from within *App Manager*.
3. Double-click the name of the app to rename it. Click Save when you are done.
4. Drag and drop apps to move them.

To see how your page will look on the end-user website, click View Page.

### To edit an app...

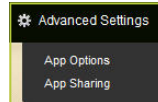
1. Hover over the title of your page. The Page Hover Card displays.



2. Click the title of your app. Your app opens.
3. Edit your app.
4. Close your app by clicking on the **X** when you are done.

### Advanced App Settings

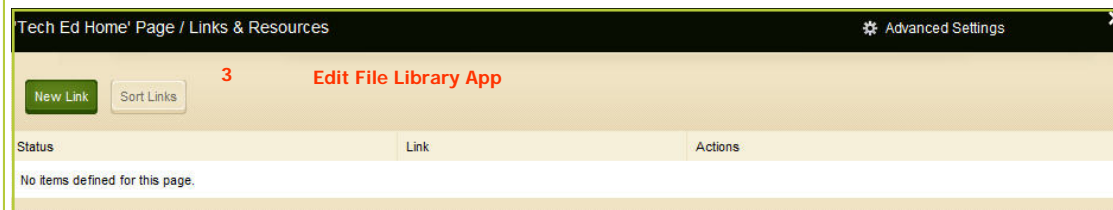
While editing your app, you can set app options and share your app by clicking Advanced Settings.



In **App Options**, you can...

- Enter a description.
- Control the number of records that display for apps with multiple records (e.g., File Library).
- Enable social media elements like RSS feeds, if they are available.
- Control the settings for the social media elements that are available.

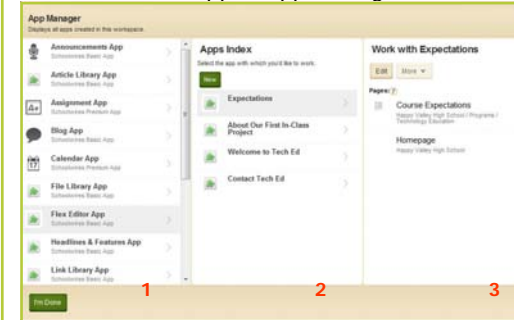
In **App Sharing**, you can share your app with groups or individuals. They can only display the app on their pages. They cannot edit it. Edits you make immediately display in the app on their pages.



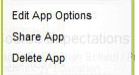
### Working with App Manager

*App Manager* is a tool within all workspaces. You can perform most of the same app tasks within *App Manager*. You can add apps, edit apps, edit app options and share apps, but you cannot insert an app on a page. If you want to permanently delete an app, you can only do that in *App Manager*. You access *App Manager* from the Tools tab in your workspace.

To work with an app in *App Manager*...



1. Select the App Type in the first column.
2. Select the specific app in the Apps Index. The pages on which that app is used display in the third column.
3. You can edit the app, edit the app options, share the app or delete the app.



- The third column shows you where your app is used. Only one app exists. Therefore, you don't need to select a page to work with that app.
- If you have no apps of the type selected, you can create one by clicking New in the Apps Index.

*If you delete an app that others have placed on pages, they are notified by email.*