New Page Lab

Go to: http://www.everettsd.org

Click *Sign In* in top right (use district computer login)

Click *Site Manager* in top right
    Should show your name in green area at top,
    unless you maintain multiple areas.

Click on *New Page*
Select *Flex Page*
Enter name *How to do a Book Review*.

Click *Save*

Click on *How to do a Book Review* page

Click the *Options* button that appears on the
right side of the editor. **Change** the name to *How to do a Book Review*.

Select *Show the app name on my page.*

Click *Save*
Place the cursor top left of the editing area.

Click the image icon above text

Click *Upload Image* and then the Browse button
    to find an image or **Click** *Shared Image* and find an image there or search for clip art.

Select the image and **Click** *Continue*
Type in *Alternative Text*
Click *Insert Image*

Double Click on Image.
Change *Alignment* to Left
Insert 5 in *Horizontal* box in the Spacing area at the bottom.
Click the *Save* button above the editor

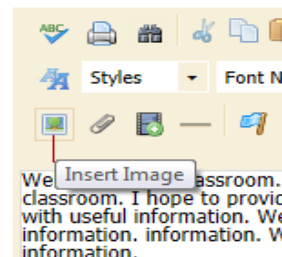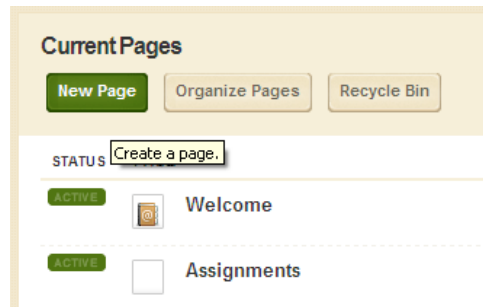**Go to** http://www.everettsd.org/Page/23568
Copy the content.
Try all three Paste icons. **Clicking** undo after each one.
Select preferred icon and Paste
Click *Save*

Below the content type *Find a Book that interests you*.

Highlight Find a Book that interests you.

Click the link icon

Select Web Address

Type in http://library.everett.k12.wa.us/

Click *Insert Link*

Click *Save*

Click *View Website* (in top gray bar) **Click** white X to close window.

Click Summary tab

Click Actions (Explore options)

Click *Edit page*

Click *Manage Apps & Layout* (under Actions on the right)

Click Change Layout

Select a different layout and **Click** *Apply*

Click *Add App*

Select an app

Enter name

Click *Save*

Click *I'm Done* (in the blue box)

Click open the app you inserted

Click the *Options* button that appears on the

right side of the editor. **Change** the name .

Select *Show the app name on my page.*

Click *Save*

Work with the app and explore its possibilities