



## **USER GUIDE**

### **Flex Pages**

***Schoolwires***® **Centricity**

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## Introduction

**A** *Flex Page* is essentially a *blank* slate. Because it has no preset structure, you can be creative with organization and layout.

### **Audience**

Site Directors, Subsite Directors and Section Editors all have access to the *Section Workspace* and should read this chapter.

### **Objectives**

After reading this chapter, you will be able to:

- Add, edit and delete *Flex Page*.
- Add to and change content on a *Flex Page*.

## Working with Flex Pages

A *Flex Page* is essentially a *blank slate*. Unlike the other *page* types, it has no preset structure. You can be creative with organization and layout. Custom *page* layouts can be built for *Flex pages* and then applied to new *Flex Pages* you add to a *section*. However, you can easily modify both the organization

and the layout. *Flex Pages* are—well, flexible!

Figure 1 shows an example of a *Flex Page*.

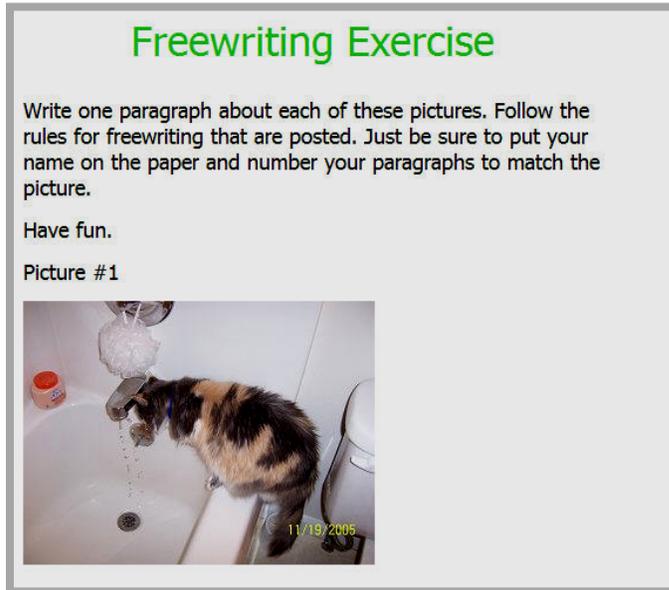


Figure 1: Flex page

### Adding a Flex Page

Your *section* may already contain *pages* that a Site Director or a Subsite Director added when the *section* was created. In addition to working with the existing *pages* in your *section*, you may want to add additional *Flex pages*.

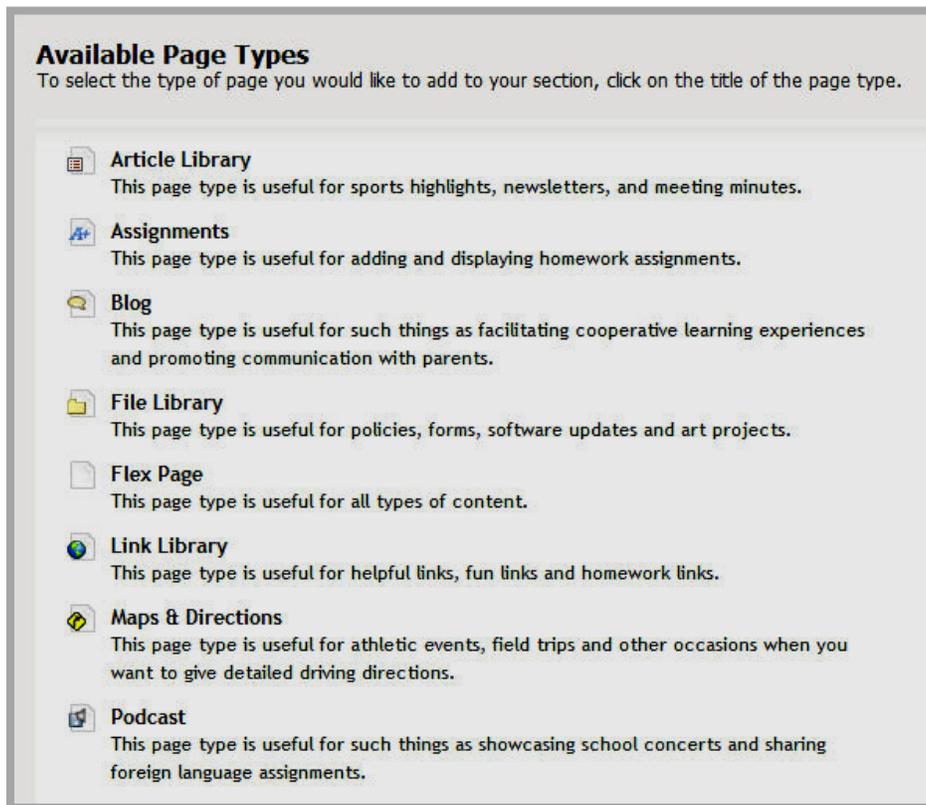
To add a new *page*:

1. Access the *Section Workspace*. A window like the one shown in Figure 2 will display. The *Section Workspace* will always open on the *Manage Pages* tab which functions as the *Section Workspace Home*.



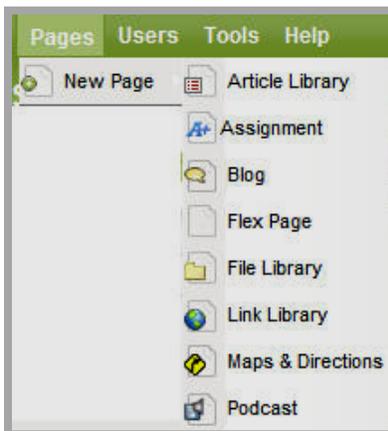
Figure 2: Section Workspace

- To add a new *Flex Page* for a *section*, from the *Manage Pages* tab click on the *New Page* button. An *Available Page Types* window like the one shown in Figure 3 will display.



**Figure 3: Page types window without Calendar option**

Alternatively, to add a new *page* from the *Main Menu* bar, click on the *Pages* drop-down menu. A menu like the one shown in Figure 4 will display.



**Figure 4: New Page drop-down**

- Click on the *Flex Page* option. A *Page Name* window like the one shown in Figure 5 will display.

**Add Flex Page**  
Enter the name of your Flex Page below.

**Page Name:**  
This is the page name users will see in your section navigation.

**Choose Page Layout:**

- Teacher Homepage
- Title & Text
- Title & Three Column Text
- Title & Two Column Text

**Layout Preview**

Save Cancel

**Figure 5: Page Name window**

4. Click in the Page Name field and enter a name for the *page* you want to add.
5. Select a *page* layout option if desired. Site Directors and Subsite Directors can create *page* layouts that you may select when creating a new *Flex Page*. Available *page* layouts display with clickable radio buttons. *Page* layouts allow you to provide structure and formatting to your *Flex Pages*.

Figure 6 shows a *Add Flex Page* window with the Teacher Homepage radio button selected. The structure of the selected *page* layout will display within the *Layout Preview* area of the window. Figure 7 shows a *Flex Page* formatted using the Teacher Homepage Page Layout. Figure 8 shows how the same *Flex Page* will appear to your website visitors after you've edited it. However, typically, this layout would be applied to an *Overview Page*.

**Add Flex Page**  
Enter the name of your Flex Page below.

**Page Name:**  
This is the page name users will see in your section navigation.

**Choose Page Layout:**

- Teacher Homepage
- Title & Text
- Title & Three Column Text
- Title & Two Column Text

**Layout Preview**

**Hello \$UF! Welcome to \$ST!**

**Quick Links**

- Link 1
- Link 2
- Link 3
- Link 4
- Link 5

Name:  
Email Address:  
Phone number:

Enter your welcome message here.      Insert your photo here.

Save Cancel

**Figure 6: Page Name window with Teacher Homepage Page layout selected**



**Figure 7: Flex Page with Page Layout in Editor**

Regardless of the *page* layout selected, any content in the *Flex Page* can be edited or deleted. *Page* layouts act simply as guidelines.

If no *page* layout is selected, a blank *Flex Page* will be added to the *section*.

- Click on the *Save* button. The *Section Workspace Manage Pages* tab will return as the active window. The *Flex Page* you added will appear under *Current Pages* and have an *Active* status.

Note: To ensure that no website visitor can access your new *page* while you are working on it, set its status to *Inactive* by deselecting the *Status* checkbox.

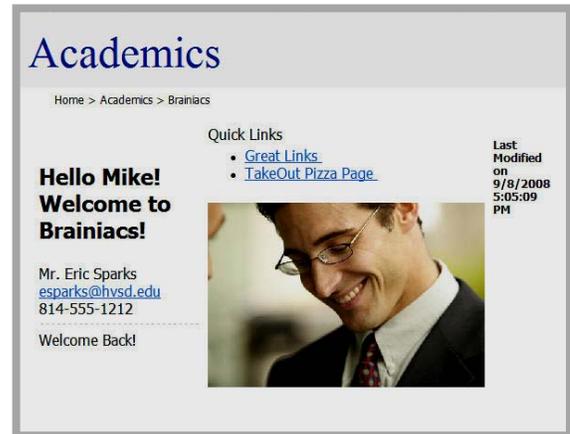
### Editing a Flex Page

*Flex Pages* work the same whether adding content to a new *Flex Page* or editing an existing *Flex Page*.

To edit a *Flex Page*:

- Access the *Section Workspace*.
- Click on the name of the *Flex Page* you wish to edit. An **Editor** like the one shown in Figure 9 will display.

Note: If you chose a *page* layout when you added the *Flex page* or if a layout was applied by the Site Director or Subsite Director through the choice of *section* configuration, the **Editor** may not be blank like the one shown in Figure 9. You can edit or delete any *page* layout content and change any structure.



**Figure 8: Same Flex Page as seen by visitors after editing**

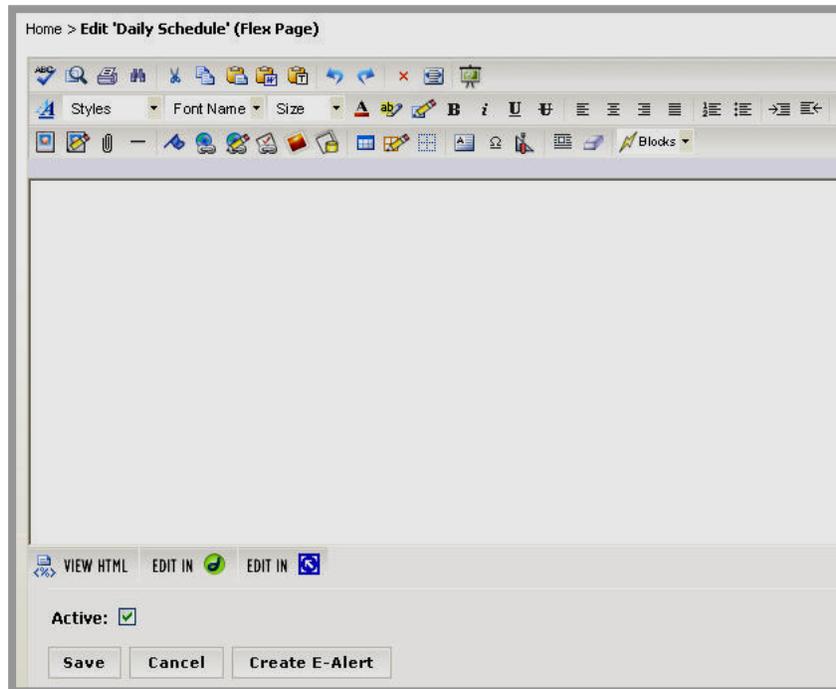


Figure 9: Editor for a Flex page

3. Enter new or edit the existing content in the *Schoolwires Editor*. See the *Centricity* chapter “**Editor**” for more information.
4. Click on the *Save* button. A window will display confirming that the save was successful. The window will close automatically or you can click the *Close* button. The *Flex page* will display in the *Section Workspace*. If you made it active, it will also display on your website.

**TIPS:**

- If you have enabled content routing, you will need to send the page for approval when you create or change content on any page. See the *Centricity* chapter, “Content Routing” for more information.
- If you can access the *E-Alerts* Module, you can send a Content E-Alert. See the *Centricity* chapter “E-Alerts” for more information.

If you do not see a *Flex Page* on your website when you expect to see it, check that the *page* is active. If you are using content routing, it may not be through the routing process.