

Customize layout and content

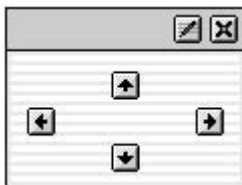
By default, WestConduit provides great flexibility for you to customize the tabs and channels that you have in your layout. In general the system allows you to:

- Add tabs to your layout
- Remove tabs from your layout
- Move tabs to new positions
- Rename tabs
- Set the default tab that opens when you log in to the system
- Change the way a tab opens (framed or not)
- Add channels to existing tabs
- Move channels between tabs
- Reorder channels on a given tab
- Add or remove columns on a given tab

To modify tab and channel properties or to add new tabs and channels to the layout, you must access the Manage Content/Layout page. To do so, use the following procedure:

- In the top left-hand corner of the page above the system tabs, locate and click the Content/Layout link.
- You see the Manage Content/Layout page, which allows you to change aspects of your user layout, such as adding tabs, moving or deleting channels, etc.
- To change options, locate the image of the system layout. This image allows you to modify elements using the following buttons:
- Add New Tab: Allows you to add a new content tab to your layout.
- Add Column: Allows you to add a new column to the layout of a selected tab.
- Select Column: Allows you to select a column to move horizontally in the layout of a selected tab and to change the widths of the columns on the selected tab.
- Add Channel: Allows you to add a new channel to the selected tab in a specified area.
- Arrow buttons: Allows you to move a tab horizontally in the display, a column horizontally in a given tab, or a channel horizontally across columns or vertically within a column.

The image also provides a minimized representation of each channel that is contained on the selected tab:



In addition to providing the ability to move the channel horizontally or vertically, this image allows you to delete the channel from the tab by clicking the delete icon (X). To

select the channel to edit it, you click the select icon (pencil). You will then see a list of options available for the channel, such as deleting it.

For more specific information on how to customize the layout from the User Preferences page, click the Help icon located in the system toolbar and then select the topics within the Portal folder displayed in the Help Index Menu.

It is important to note that although you can add channels to your Home tab, you cannot delete or move the existing institutional channels on this tab.