

“Learn to Channel Surf” With the New CentralPipeline

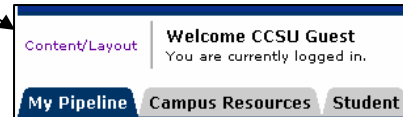
The New CentralPipeline allows you to customize your portal “experience” by adding tabs and channels that interest you.



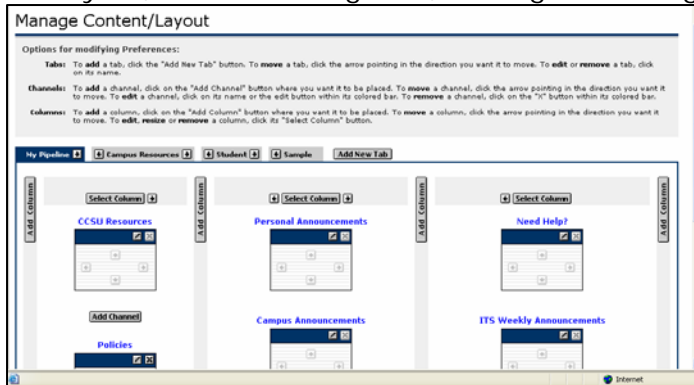
Overview of Adding Tabs and Channels

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:

1. In the top left-hand corner of the page, above the system tabs, locate and click on the Content/Layout link.



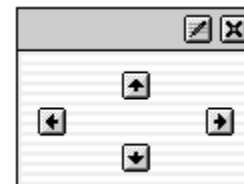
2. You see the Manage Content/Layout page, which allows you to change aspects of your user layout, such as adding tabs, moving or deleting channels, etc.



3. To change options, locate the image of the system layout. This image allows you to modify elements using the following buttons:

	Allows you to add a new content tab to your layout.
	Allows you to add a new column to the layout of a selected tab.
	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.
	Allows you to add a new channel to the selected tab in a specified area.
	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 Remove button (X). To select the channel to edit it, you click the Select button (pencil). You will then see a list of options allowable for the channel, such as deleting it.



Add tabs to the layout

1. Access the Manage Content/Layout page
2. To add a tab, locate the image of the system layout and click the Add New Tab button.



3. You see a list of steps for adding the tab, which includes the following options:

Name the tab:	Allows you to supply a name for the new tab.
Select the type:	Allows you to specify one of two types for the tab content: Traditional, which preserves the channelized content; Framed, which allows you to fill the tab with the content of a specified URL (for example, to set up tab that displays the CNN website, choose Framed and type http://www.cnn.com in the address field).
Select a position for the tab:	Allows you to set the order of the tab in the layout in relation to other tabs. Depending on how your institution has configured the system, some tabs may be locked and therefore unmovable.

Fill in these fields as appropriate and click Submit. You are returned to the layout screen where you see the new tab in the layout image. If you chose a traditional tab, you will need to add columns to the tab.

Add columns to the tab

1. Locate the position where you want to add the new column and click the Add Column button.



2. You see a page with options that allow you to set the relative sizes of each column that the tab will contain.

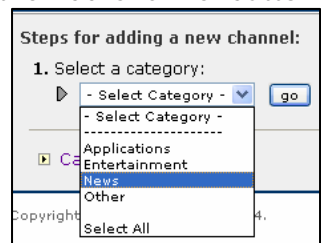
3. Using the width fields, enter percentage values for each column. Note that the combined total of all fields should equal 100%. To set the column widths, click Save Widths. You see the new column displayed in the layout image. At this point you will need to add channels to the layout.

Add channels to the layout

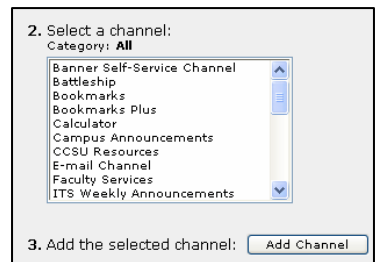
1. Locate the column and position where you want to add the channel and click the Add Channel button.



2. From the menu, select a category and click Go. If you are presented with a subcategory menu, select from it as appropriate and click Go.



3. From the next menu, highlight the channel that you want to add and click Add Channel. You are returned to the layout page where you see the new channel appear in the layout image.



4. When you are done adding channels, click on the "back to.." link located in the top-left corner of the page to return to the last tab you were on.

Channel Options from a Tab

Once a channel is on a tab, you have several options for that channel:

- Click on the Focus button to maximize the channel to fit the page
- Click on the Minimize button to view the channel heading only and hide the contents of the channel
- Click on the Remove button to delete the channel from the tab. If the Remove button is grayed out for a channel, then it is mandatory and cannot be removed.

