

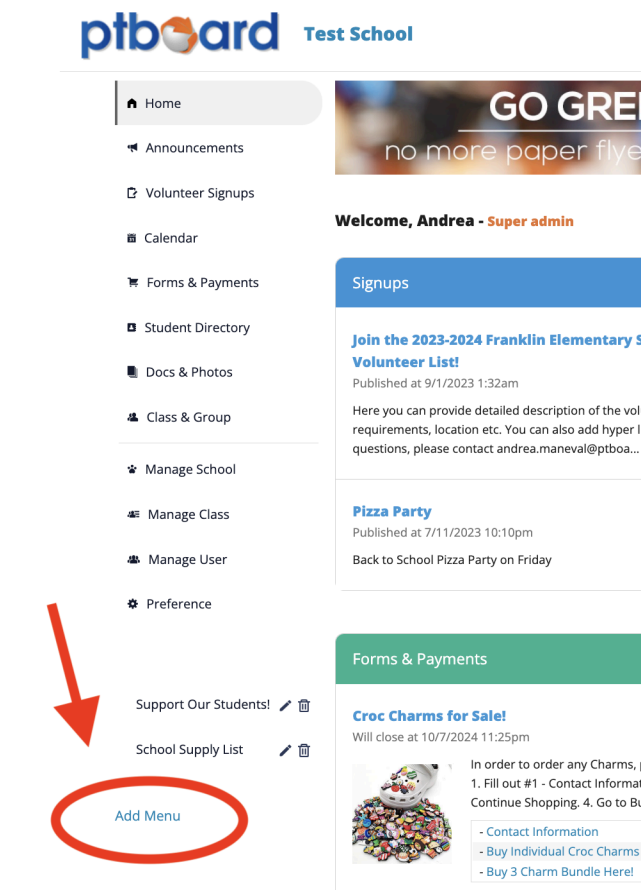


How to Create a Custom Page with Tabs

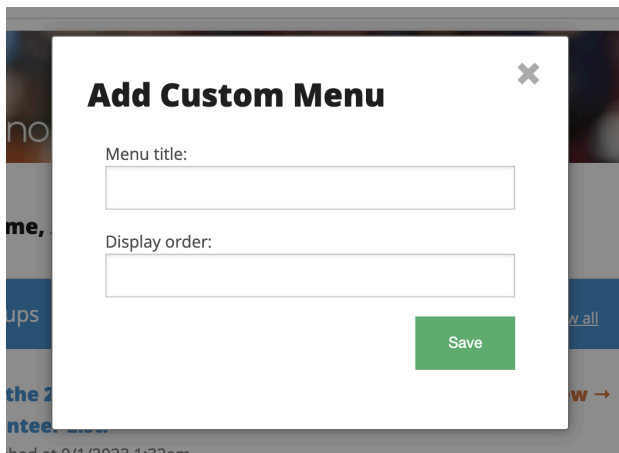
In order to create a **Custom Page**, make sure you are logged in with your **Super Admin** login and that you are on your **Homepage**.

How to Create a Custom Page

- While on your **Homepage**, scroll down and on the bottom left side, click **Add Menu**.



- Once you click on **Add Menu**, you will see this screen:



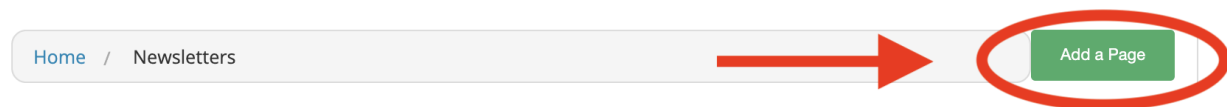
Add Custom Menu ×

Menu title:

Display order:

[Save](#)

- Add your title, and if you would like to choose the **Display order**, you can do that as well.
- Click **Save!**
- You will see the **Custom Page** you created along with the Pen icon (to make changes to title or display order) and the Delete icon.
- Click on the **Title** of the **Custom Page**.
- You will see this:



- Click **Add a Page**.
- You will see this:

*Title:

*Target Menu:

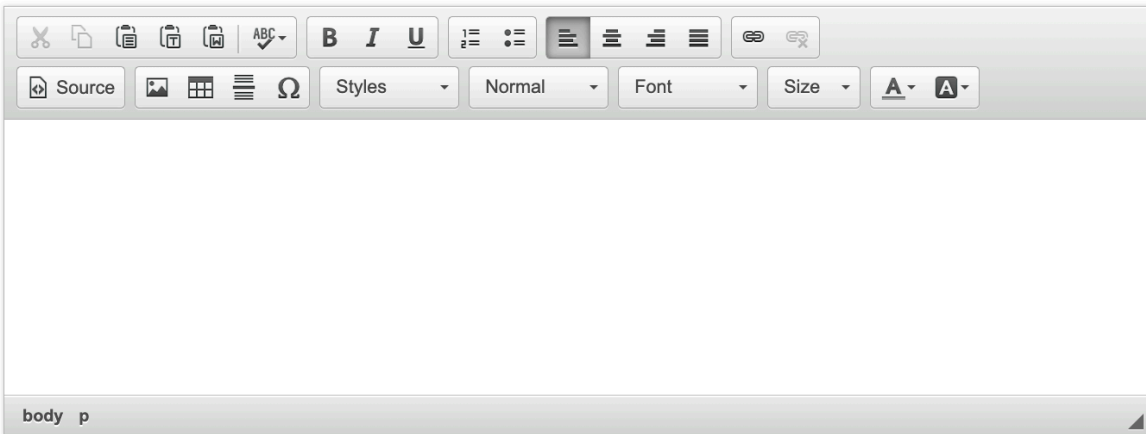
Teacher's Favorite Things

Display Order:

a,b,c ...

Draft Mode:

☐ The content will be only displayed for content creator in 'Draft Mode'.

A rich text editor interface. The toolbar includes icons for cut, copy, paste, undo, redo, and a spell checker (ABC). It also has buttons for bold (B), italic (I), and underline (U). There are icons for bulleted and numbered lists, and for indenting and outdenting text. A link icon is also present. Below the toolbar is a row of buttons: 'Source', 'Image', 'Table', 'List', 'Link', 'Styles' (a dropdown menu), 'Normal' (a dropdown menu), 'Font' (a dropdown menu), 'Size' (a dropdown menu), and two color selection buttons (A with a color swatch). The main text area is empty. At the bottom left of the text area, the text 'body p' is visible, indicating the current selection or the default state.

Cancel

Save

- This is where you can add your first page, and what you can do when creating a Custom Page:
 - Add text with different fonts, colors and highlighted text.
 - Add mages.
 - Embed videos from YouTube.
 - Create hyperlinks with display text.
- Here is an example of a Custom Page for Newsletters, with a few features highlighted which are explained below:

*Title:

2022-2023 September Newsletter

*Target Menu:

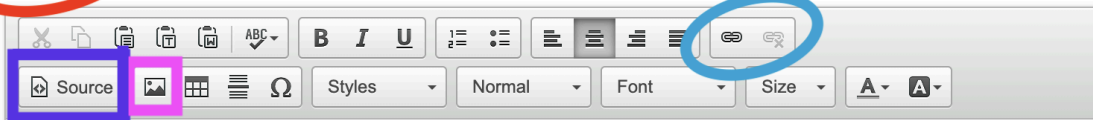
Newsletters

Display Order:

a

Draft Mode:

☒ The content will be only displayed for content creator in 'Draft Mode'.



2022-2023 PTA General Membership Meeting Minutes

PTA
General Membership Meeting Minutes
Tuesday, September 13th, 2022

Attendees: Jen, Lindy, Andrea, Dr, Ed, Kristie, Stacey, Wendy, Sherry, Claudette, Michelle, Dr. Will

Call to Order

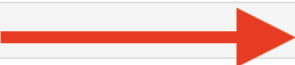
Jen called the meeting to order at 7:03pm and thanked everyone for attending.

Approval of Meeting Minutes

- Explanation of highlighted items:
 - **Navy Arrow** - You can choose the Display Order with letters, like a, b, c, d etc.
 - **Red Circle** - You can keep your Custom Page in Draft Mode while you are working on it. You can also keep a Custom Page in Draft Mode as long as you want without making it public.
 - **Purple Box** - Source is where you can Embed Videos.
 - **Pink box** - This is where you can upload pictures or images, like Canva images.
 - **Green Arrow** - You can add a Table by clicking on this icon.
 - **Turquoise Circle** - You can create a hyperlink here, as well as unlink the hyperlink. See instructions here on how to create a hyperlink.
- Make sure you click **Save** at the bottom of your page!

How to Create a Tab on a Custom Page

- Once you have saved your first “tab,” click [Add Page](#) again to create a new “tab.”
- Your “tab” will be created. Follow the instructions above, and don’t forget to click [Save!](#)
- You can add as many tabs as you would like.
- Here is an example of what your Custom Page and “tabs” will look like:

[Home](#) / [Newsletters](#)  [Add a Page](#)

September 2022 Newsletter

October 2022 Newsletter

PTA
General Membership Meeting Minutes
Tuesday, September 13th, 2022

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Call to Order

Jen called the meeting to order at 7:03pm and thanked everyone for attending.