**Procedure**

Follow these steps to add tabs, columns and channels.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click the <strong>Content Layout</strong> link.</td>
</tr>
<tr>
<td>2</td>
<td>Click the button that corresponds with the action you would like to take:</td>
</tr>
<tr>
<td></td>
<td>• Add Tab</td>
</tr>
<tr>
<td></td>
<td>• Add Column</td>
</tr>
<tr>
<td></td>
<td>• New Channel</td>
</tr>
<tr>
<td>3</td>
<td>Enter the <strong>Name</strong>, <strong>Type</strong> and <strong>Position</strong> of the element you added.</td>
</tr>
<tr>
<td>4</td>
<td>When complete, click the link to go back to the homepage:</td>
</tr>
</tbody>
</table>

© SunGard 2004-2007  Personalizing Content
Procedure
Follow these steps to **modify** tabs, columns and channels.

<table>
<thead>
<tr>
<th>Step</th>
<th><strong>Tabs</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>a) To move a tab, select the arrow to move a tab in the desired direction:</td>
</tr>
<tr>
<td></td>
<td>b) To modify general tab parameters, click the tab name:</td>
</tr>
</tbody>
</table>

**Manage Content/Layout**

Options for modifying preferences:
- **Tabs**: To add a tab, click the “Add New Tab” button. To move a tab, click the arrow pointing in the direction you want it to move. To edit or remove a tab, click on its name.
- **Channels**: To add a channel, click on the “Add Channel” button where you want it to be placed. To remove a channel, click the arrow pointing in the direction you want it to move. To edit a channel, click on its name or the edit button within its colored bar. To remove a channel, click on the “X” button within its colored bar.
- **Columns**: To add a column, click on the “Add Column” button where you want it to be placed. To move a column, click the arrow pointing in the direction you want it to move. To edit, resize or remove a column, click its “Selected Column” button.

Options for modifying this tab:
- **Make this the default “Active Tab”** (the tab that is selected when you log into the portal)
- **Rename the tab**: Enter the new name and click “Rename”
- **Change tab type**:
  - Traditional
  - Framed - URL: [Provide the URL]
  - Change
- **Delete this tab**
- **Cancel and return**

© SunGard 2004-2007
Procedure, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>To modify Columns, click the <strong>Select Column</strong> button. This will highlight the column and allow you to edit column information.</td>
</tr>
</tbody>
</table>

**Manage Content/Layout**

Options for modifying this column:

- **Set Column Widths:**
  - Column widths can be set as a percentage of the total screen or by a number of specific pixels. Widths stipulated as a percentage should total 100% (for best results) for all columns.

  ![Column Widths](image)

- **Delete this column**

- **Cancel and return**

![Manage Content/Layout Diagram](image)
Procedure, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 3 | To move a channel, click the appropriate arrow.  
   **Note:** If an arrow is grayed out, that means the channel cannot be moved in that direction. |

### Manage Content/Layout

Options for modifying this channel:
- [ ] Delete this channel
- [ ] Cancel and return

![Diagram of content management interface](image)

When complete, click the link to go back to the homepage:
Procedure
Follow these steps to delete tabs, columns and channels.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | To delete a tab, click the tab name and select the **Delete this tab** link:  

Manage Content/Layout

Options for modifying this tab:
- Make this the default "Active Tab" (the tab that is selected when you log into the portal)
- Rename the tab: **Kate's Page**

Change tab type:
- Traditional
- Framed - URL: **http://www.theInternet.com**

Delete this tab

Cancel and return |
| 2    | To delete a column, click the **Select Column** button then click the **Delete this column** link.  

Manage Content/Layout

Options for modifying this column:
- Set column width:
  - 100% Column
  - 50% Column
  - 25% Column

Delete this column

Cancel and return |
Procedure, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 3    | To delete a channel:  
|      | • Click the Select Channel button.  
|      | • Click the Delete this channel link.  
|      | OR click the close button [x] in the upper right corner of the channel. |

Manage Content/Layout

Options for modifying this channel:

- Delete this channel
- Cancel and return

When complete, click the link to go back to the homepage: