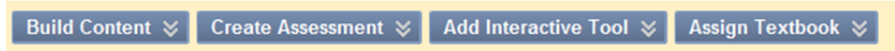
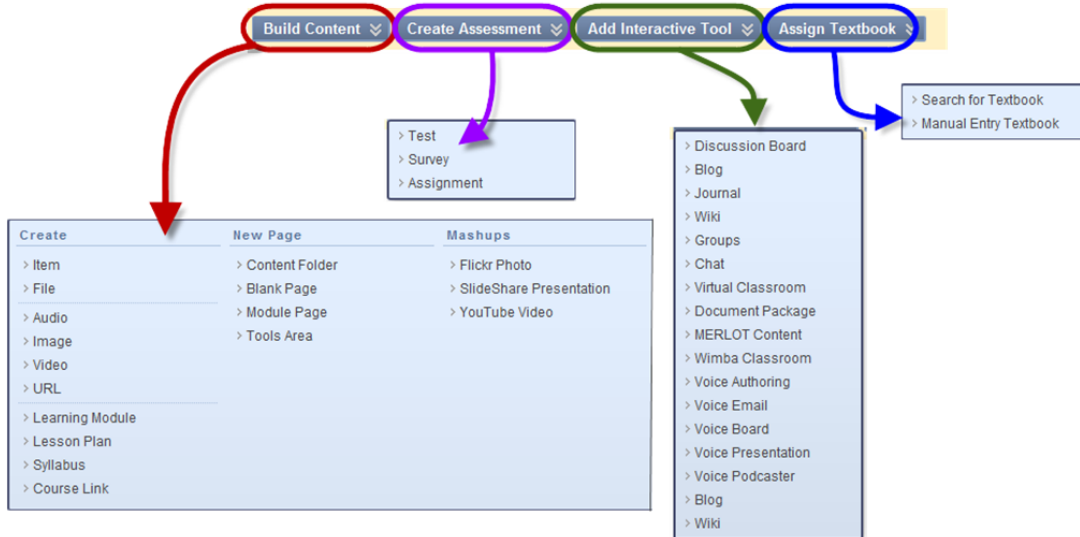


PUTTING CONTENT IN A CONTENT AREA

1. Click on the Content Area that you want to put items in. Once in the Content Area, you will see a toolbar with the following choices:



2. This is a breakdown of where you will find the various items you would need in your Content Area.



3. To add a basic item, choose **Build Content**. Then **Item**. Add a name for the item. You can then add a description or attach an item like a WORD Doc., PDF, PowerPoint...by clicking on **Browse my Computer**. Navigate to the item you wish to add and choose **Open**. Then click **Submit**.