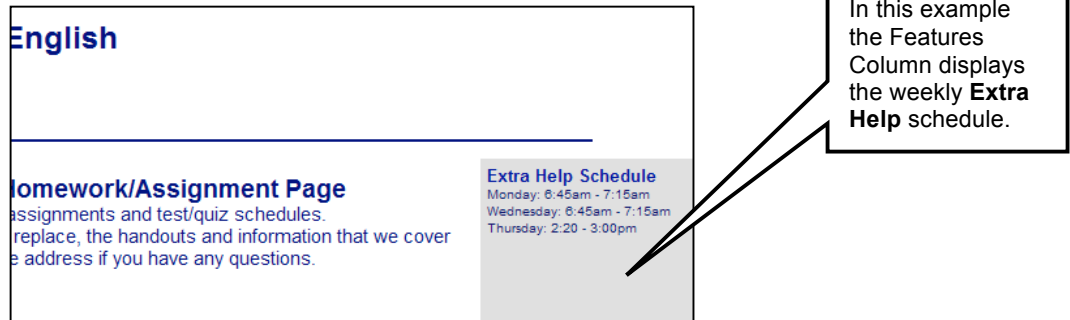


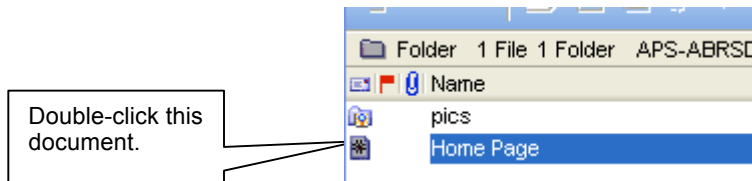


Home Page Construction Kit (HCK3): Updating the Features Column

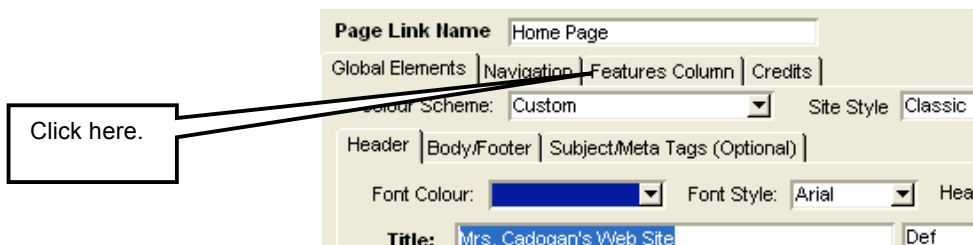
The Home Page template is set up to display a Features Column.
(You can remove the Features Column if you choose not to use it. Instructions to follow.)



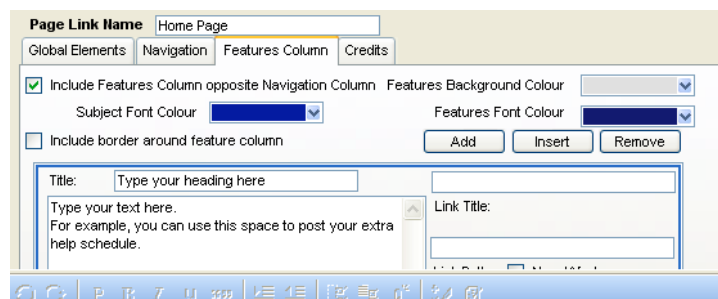
Open your Web Publishing folder and then open the Home Page document.



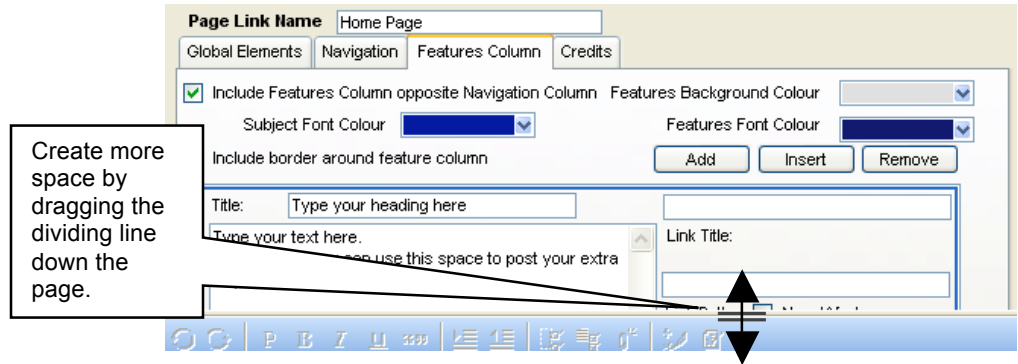
Click on the Features Column tab at the top of the Home Page screen.



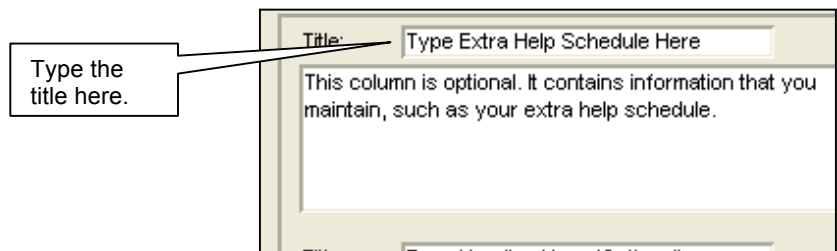
The Features Column window opens.



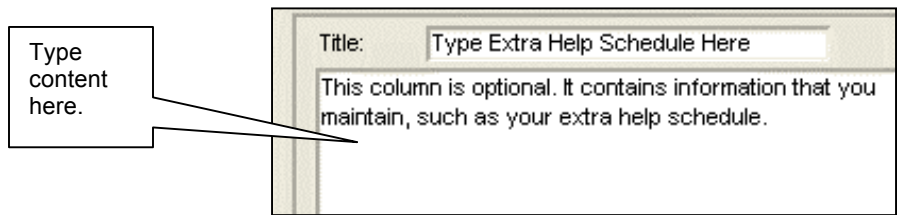
Adjust the size of the window, if necessary, by dragging down the line above the formatting bar.



Type the titles for your Feature Column in the Title boxes.



Type the content for your Features Column in the spaces below the Title boxes.

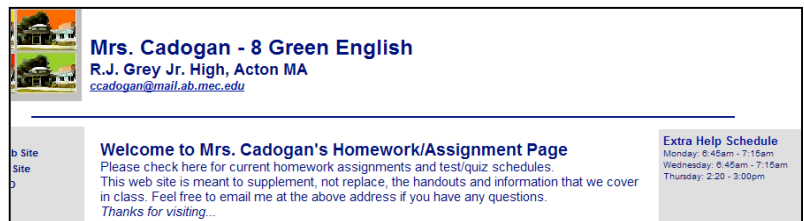


Close your Home Page document by clicking on the red button in the corner at the top of the window.

Open Internet Explorer or Safari. Go to <http://mail.ab.mec.edu/~yourusername>

In this example: <http://mail.ab.mec.edu/~ccadogan>

Check your website and see if the Features Column is displaying properly.



Congratulations, your web page is ready! Contact the TII department if you need help adding links to websites, links to documents, or if you need help using other features of the First Class Homepage program.