

Updated 2/02/2004:

- **The ability to change the content category for each page in the CMA.**
  - **How to:** To do this simply find/edit the page you wish to change. Make sure you save the page before you "Select New Stencil" (located under the stencil image). Then on the "Create a Page" screen under "Select New Stencil" you will see "Change Content Category" Click on this link. Then from the drop down box called "Select the Content Category" choose the category you wish to move the page. Then click on "Save" When returned to the "Create a Page" screen click on "Save" to save all your changes.
- **Mytasks page has been modified.** The content categories select box used when creating a new page has been moved to a separate page. This should increase performance when logging into the system and on the "My Tasks" page.
  - **How to:** To create a new page click on "Create a New HTML Page", which will take you to the "Select Content Category" page. When you save that page it will take you to the "Stencil Selector" page.
- **Quick Links and Left Navigations now support the ability to insert links, text, and pop-up pages.**
  - **How to:** Choose from link, text, or pop-up. A link is a hyperlink to a page or document. Text is plain text with no link associated with it. A pop-up allows you to enter a hyperlink to another page in a new browser window to keep one from losing their place in the UT Southwestern web site.
- **Ability to change stencil**
  - **How to:** Make sure you save the page before you "Select New Stencil" (located under the stencil image). Choose the new stencil you want and save the page again.
- **Ability to Import Quick Links**
  - **How to:** Click on Import. Browse for the page you want to import from. Click on the title of that page. This will automatically put the Quick Links and their links onto your page.