

ISU's new electronic portal, BengalWeb, offers many new and exciting features. One of its many benefits is its flexible nature. Individual users have many options available for changing BengalWeb to meet their personal needs and interests. This quick guide is designed to help you discover and explore the many ways to customize BengalWeb to better suit the way you work.

## CONTENT LAYOUT LINK

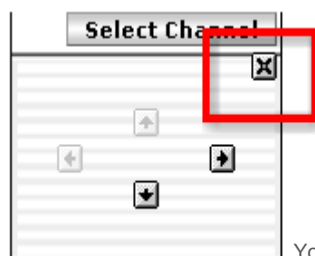
Make changes to your layout by clicking on the **“Content Layout”** link in the upper left-hand corner of the BengalWeb screen. This will take you to the “Manage Content/Layout” page. You will see a schematic diagram of your tabs and channels.



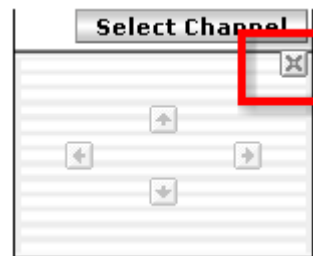
**Be sure to check which tab you are in before you start—it will be highlighted bright orange.** To change the contents of a different tab, just click on its name.

## ADD/DELETE/MOVE A CHANNEL

**To delete a channel**, click on the **X** in its upper right-hand corner. If the channel displays a black **X** it can be deleted. If the **X** is grayed out, the channel cannot be deleted. Note: You can also delete channels *without* going to the Manage Content/Layout page. Just click on the **X** in the upper right-hand corner of the actual channel in BengalWeb.



You can delete this channel



You cannot delete this channel

**To move a channel**, just click on the arrow buttons shown within that channel. If an arrow is grayed out, the channel cannot be moved in that direction.

**To add a channel**, click on the “New Channel” button in the location where you want the channel to appear.

Click on the down arrow to see the list of channel categories. Choose desired category or “Select All,” and then click on “Go.” A second box will appear listing all available channels. Scroll down to make your selection, and then click on “Add Channel” at the bottom right.

NOTE: If you have an idea for a new channel, be sure to pass it along. Go to the “How Do I...” tab and click on the “Suggestions” link.



## ADD A TAB/FRAMED TAB

To add a tab, just click on the “Add Tab” tab. Give your new tab a name, and then make sure that “Traditional” is selected as the type. Choose where you want the tab to be among your other tabs, and then click “Submit.” You now have a tab you can fill with whatever columns and channels you like.

2. Select the type:

Traditional  Framed - URL:  (i.e. <http://www.theInternet.com>)

A framed tab is one which automatically opens to a webpage of your selection. This is handy if the page you like isn’t among the list of offered channels. To add a framed tab, click on “Add Tab,” and then give it a name. Select “Framed—URL” as the type, and then fill in the URL in the correct format (there’s an example shown to the right). Select a position for the tab, and then click “Submit.” When you go to *this* tab, it will open to the website you have chosen, which will fill the entire tab.

## CHANGE COLUMN WIDTHS/ADD A COLUMN/MOVE A COLUMN/DELETE A COLUMN

To change the column widths for a tab, click on a “Select Column” button on the desired tab. A screen showing current width settings appears. You may change and adjust any of those widths, but the total must add up to 100%. Click on “Save Widths” and you’re done.

▾ Set Column Widths:  
Column widths can be set as a percentage of the total screen or in pixels. Widths stipulated as a percentage should total 100% (for b

<input type="text" value="20%"/> Column	<input type="text" value="50%"/> Column	<input type="text" value="30%"/> Column	<input type="button" value="Save Widths"/>
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To add a column, click on “Add Column.” The same screen showing current width settings appears, but now you must split the widths differently to allow room for the new column. The widths must still add up to 100%. Click on “Save Widths” and you’re done.

You can move a column from side to side by clicking one of the arrows next to the “Select Column” button. You cannot move a column to another tab.

If you want to delete a column, click “Select Column,” and then click “Delete this column” on the next screen. Note: You cannot delete columns that contain undeletable channels.

## A FINAL NOTE

For complete instructions on using all of BengalWeb’s features, check out the **User’s Guide to BengalWeb** found on the “How Do I...?” tab.