



# Page Directory Guide

## **SchoolMessenger**

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## Introduction

The Page Directory portlet allows you to display a list of pages from a specific section of the site.

## Who Should Use this Guide

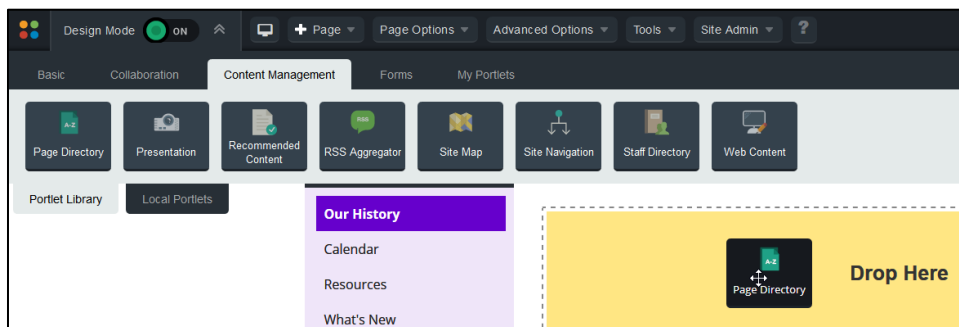
This guide is written to be accessible to users of all technical backgrounds.

## Adding a Page Directory Portlet

The process for adding a Page Directory portlet to a page is the same process as for adding any other portlet to a page.

Set **Design Mode** to **On**.

Find the region where you wish to display your Page Directory. In the **Portlet Library**, click on the **Content Management** category. Drag and drop the **Page Directory** portlet on to the page.



## Editing a Page Directory Portlet

To configure a Page Directory portlet, set **Design Mode** to **On**. Click the  icon on the top-right corner of the **Page Directory** portlet.




To choose a top level page for your directory, click **Browse** for the **Start Page** field.

The **Render Template** will determine the look and feel of your directory. You can use the drop-down to select a render template.

The **Group By** drop-down allows you to choose if the directory is grouped. You can group by **None**, **Name** or **Section**.

For the **Layout Mode** you can choose between **Automatic** and **Custom**. If you choose **Automatic**, you can specify the **Number of Columns**. If you choose **Custom**, you can control not only how many columns but also the **Number of Items per Column**.

DISPLAY SETTINGS	
Start Page	Staff Directory <input type="text"/> Browse 
Render Template	Default Page Directory ▼
Group By	Section ▼
Advanced Options	
Layout Mode	<input checked="" type="radio"/> Automatic <input type="radio"/> Custom
Number of Columns	<input type="text" value="2"/>
<input type="button" value="Update Settings"/> <input type="button" value="Cancel"/>	

To save your configuration, click **Update Settings**.

You will now be able to view the Page Directory.

<b>Administration</b> <ul style="list-style-type: none"> <li>• Adrienne Castillo</li> <li>• Candice Glover</li> <li>• Dana Kelly</li> <li>• Evelyn Richards</li> <li>• Ignacio Johnson</li> <li>• Jerald Sandoval</li> <li>• Kari Pena</li> </ul>	<b>HR</b> <ul style="list-style-type: none"> <li>• Ann Walker</li> <li>• Aubrey Logan</li> <li>• Courtney Bridges</li> <li>• Delbert Meyer</li> <li>• Gerard Hawkins</li> <li>• Michele Jackson</li> <li>• Rosemarie Gonzales</li> </ul>
<b>Finance</b> <ul style="list-style-type: none"> <li>• Billie Keller</li> <li>• Brooke Page</li> <li>• Danny Carter</li> </ul>	<b>IT</b> <ul style="list-style-type: none"> <li>• Cory Ramsey</li> <li>• Della Jefferson</li> <li>• Douglas Osborne</li> </ul>