Modifying the Content and Layout of the Welcome Page

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the <strong>Content</strong> page for the collaborative workspace. Click the <strong>Workspaces</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>3.</td>
<td>Click an entry in the <strong>Name</strong> column.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Modify Content</strong> link.</td>
</tr>
<tr>
<td>5.</td>
<td>Use the <strong>Content</strong> page to add or remove pagelets from the collaborative workspace’s welcome page. The workspace administrator or owner is responsible for maintaining the collaborative workspace’s welcome page. Other workspace participants have limited capabilities for customizing their workspace welcome page, unlike their portal homepage. Specifically, other users cannot add or move pagelets and can only delete pagelets configured as Opt-Dflt (optional-default). In this example, as the workspace administrator, you will first modify which pagelets appear on the welcome page.</td>
</tr>
<tr>
<td>6.</td>
<td>Remove a pagelet from the welcome page. Click the <strong>Links</strong> option.</td>
</tr>
<tr>
<td>7.</td>
<td>Add a pagelet to the welcome page. Click the <strong>My Reports</strong> option.</td>
</tr>
<tr>
<td>8.</td>
<td>Click the <strong>My Reports</strong> list.</td>
</tr>
</tbody>
</table>

**Optional**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 9.   | Select the behavior options for the pagelet:  
• **Optional.** The pagelet will not appear on the welcome page. Do not select this option.  
• **Opt-Dflt.** The pagelet will appear on the welcome page for all participants. The pagelet position can be modified by the administrator; the pagelet can also be removed by a participant from his or her welcome page.  
• **Req-Fix.** The pagelet will appear on the welcome page for all participants. The pagelet column can be modified by the administrator; however, the pagelet will always appear at the top of the column.  
• **Required.** The pagelet will appear on the welcome page for all participants. The pagelet position can be modified by the administrator.  

Click the **Opt-Dflt** list item. |
| 10.  | Remove another pagelet from the welcome page.  

Click the **Poll** option. |
| 11.  | Remove another pagelet from the welcome page.  

Click the **Recent Documents** option. |
| 12.  | Remove another pagelet from the welcome page.  

Click the **Upcoming Events** option. |
| 13.  | Click the **vertical** scrollbar. |
| 14.  | Click the **Save** button. |
| 15.  | Click the **Return to Home** link.  

**Return to Home** |
| 16.  | Notice that pagelets have been added to and remove from the welcome page.  

Click the **Modify Layout** link.  

**Modify Layout** |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 17.  | Use the **Layout** page to modify the layout of pagelets on the welcome page. The Layout page can also be used to remove pagelets from the welcome page.  

The workspace administrator or owner is responsible for maintaining the collaborative workspace’s welcome page. Other workspace participants have limited capabilities for customizing their workspace welcome page, unlike their portal homepage. Specifically, other users cannot move pagelets.  

Pagelets appearing under **Left Column** actually span the target frame in the workspace. Pagelets appearing under **Center Column** appear in the left two-thirds of the target frame in the workspace. Pagelets appearing under **Right Column** appear in the right one-third of the target frame in the workspace.  

In this example, as the workspace administrator, you will change the layout of the welcome page by moving a pagelet to a different column and by removing a pagelet. |
| 18.  | Click the **My Reports** list item.  

*My Reports* |
| 19.  | Click the **Move Right** button.  

[Move Right](#) |
| 20.  | Click the **Move Right** button.  

[Move Right](#) |
| 21.  | Click the **Upcoming Action Items** list item.  

*Upcoming Action Items* |
| 22.  | Click the **Delete Pagelet** button.  

[Delete Pagelet](#) |
| 23.  | Click the **Save** button.  

[Save](#) |
| 24.  | Click the **Return to Home** link.  

[Return to Home](#) |
| 25.  | Notice that the layout of the welcome page has been modified.  

**End of Procedure.** |