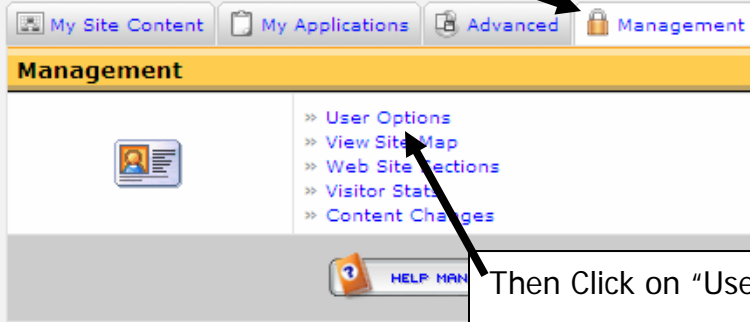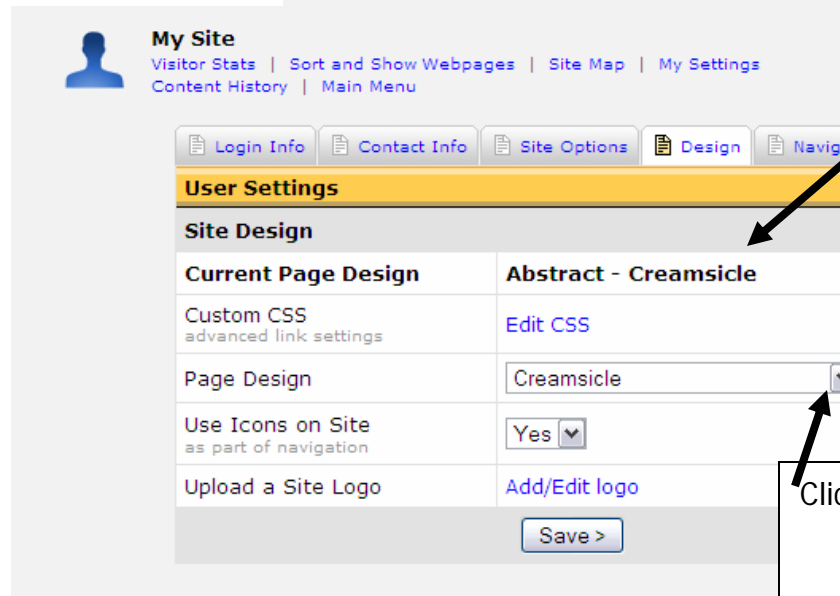**School World Help Sheet**

Changing The Overall Appearance of Your Site

One of the first things you will want to do when setting up your web page is choose a template.

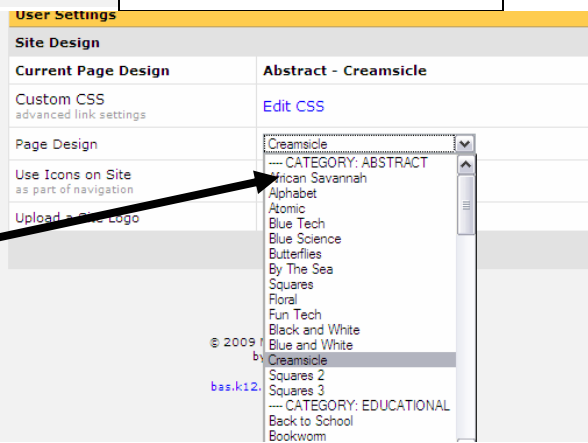From the Main Menu, Click on the Management Tab.
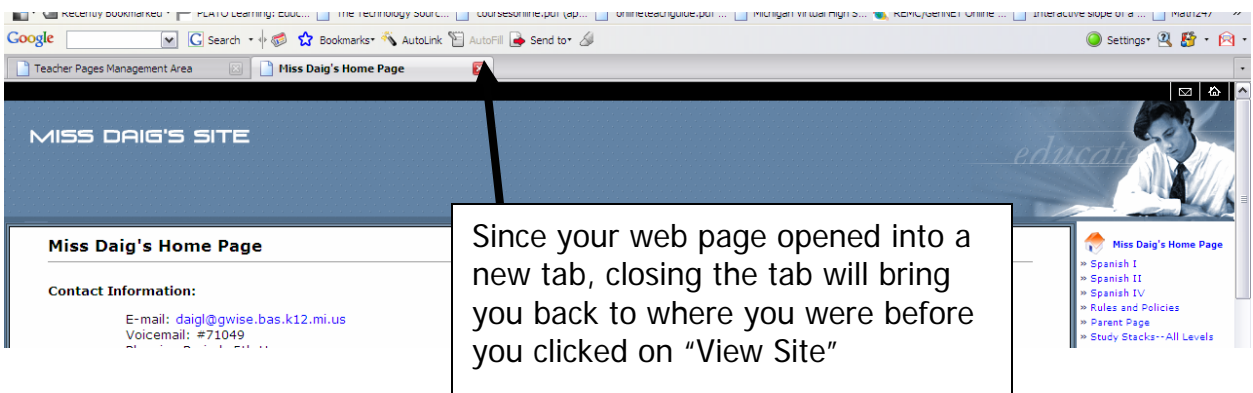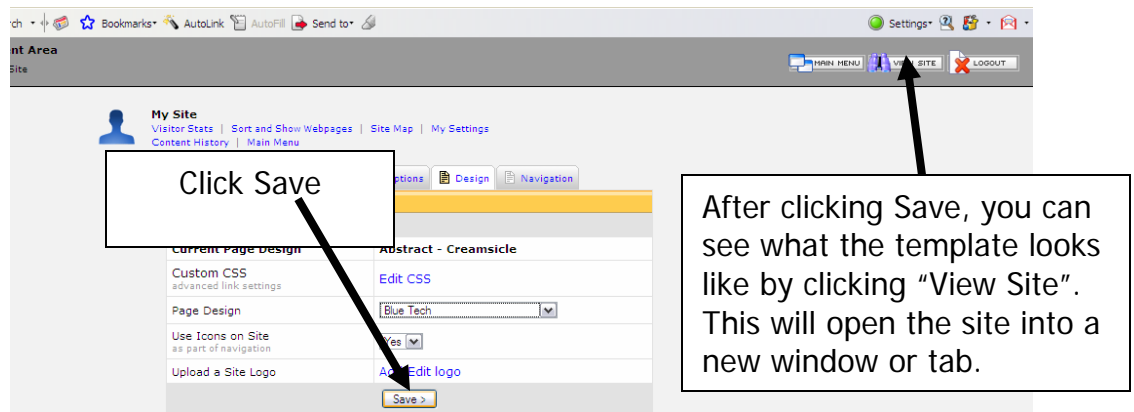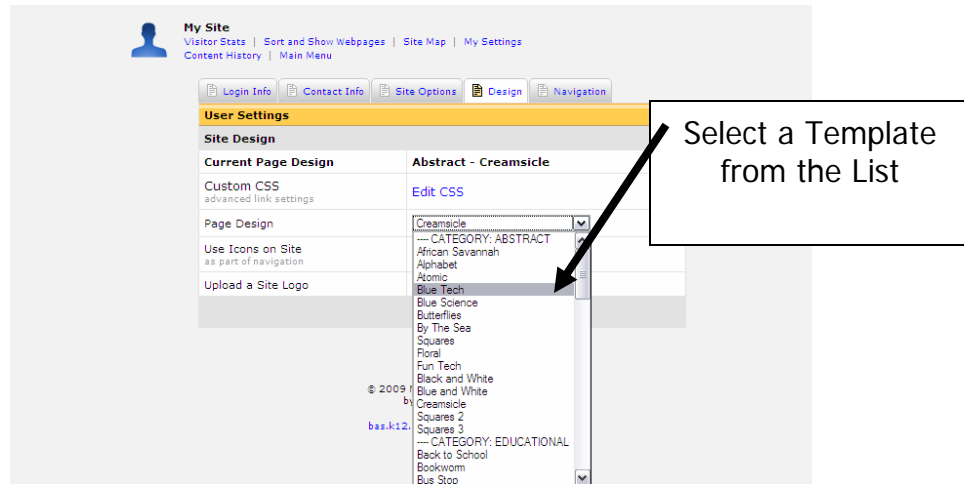
Then Click on "User Options"

The name of the template you are using appears in bold.

Click the Down Arrow to display the list of templates.

The templates are sorted into 4 categories: Abstract, Educational, Holidays and Subjects.

School World Help Sheet

Select a Template from the List

Click Save

After clicking Save, you can see what the template looks like by clicking "View Site". This will open the site into a new window or tab.

Since your web page opened into a new tab, closing the tab will bring you back to where you were before you clicked on "View Site"

You can change your template at any time without changing your site's content. So if you get tired of looking at the same site, just change the template.
They add new templates from time to time.

Created by Lynette J. Daig, Brighton Area Schools, 2009