



Pages and Apps at a Glance

- Apps provide you with specific functionality. *Centricity2* allows you to choose from many apps—Flex Editor, File Library, Article Library, MiniBase and Photo Gallery to name a few.
- You display your apps on pages.
- Page Types are pages that already contain one or more apps—a starting point for you as

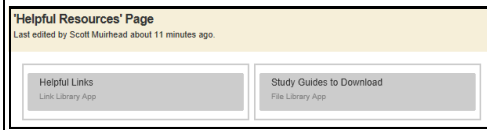


Working with Apps

Apps make page design flexible. You can adjust options for individual apps in order to activate social settings, like commenting or rating. You can share apps with other users. You can add more than one app to a page and then adjust the layout of the page and order your apps.

To edit an app...

1. From the **Summary** tab, click on a page name.
- 2a. If your page has only one app, the app opens in edit mode.
- 2b. If your page has multiple apps, Page Details display. Click on the app you wish to edit.

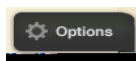


App Options...

While editing your app, you can set app options and share your app by clicking **Options**.

Here, you may be able to...

- Modify the app name.
- Enter a description.
- Show the app name on the page.
- Control the number of records that display for apps with multiple records (e.g., File Library).
- Share your app with groups or individuals. They can only display the app on their pages. They cannot edit it. Edits that you make to the app display immediately on their pages.
- Enable and control Social Settings like RSS feeds, if they are available.



To add, remove, rename or move an app...

1. Click **Actions** to the right of the page.
2. Click **Edit Page**. The Page Details window displays.
3. Under Actions, click **Manage Apps & Layout**.

Add App

Add—Click **Add App** and follow the Add App wizard to add an app.

Select a new blank app...

1. Click on an available app (blue icon).
2. Name your app.
3. Click **Save**.

Select an existing app...

1. Click **Select an existing App**.
2. Browse apps **By Page** or **By Type**.
3. Click a checkbox to choose an app.
4. Click **Save**.

Remove—Click on **X** to the right of an app to remove it from the page. You can still access it from within App Manager.

Rename—Double-click the name of the app to rename it. Click **Save** when you are done.

Move—Drag and drop apps to move them.

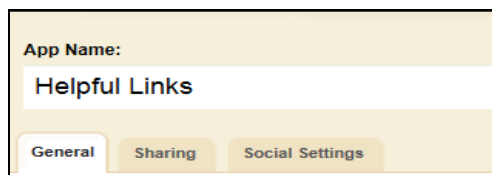
4. Click **I'm Done**.

I'm Done



Working with App Manager...

- App Manager is a tool within all workspaces.
- You access App Manager from the **Tools** tab in your workspace.
- You can perform most of the same app tasks using App Manager as you do when modifying an app directly on a page.
- You can add apps, edit apps, edit app options and share apps, but you cannot insert an app on a page.
- If you want to permanently delete an app, you can only do that in App Manager.



If you delete a shared app that others have placed on their pages, they will receive notification by email that the shared app was deleted.