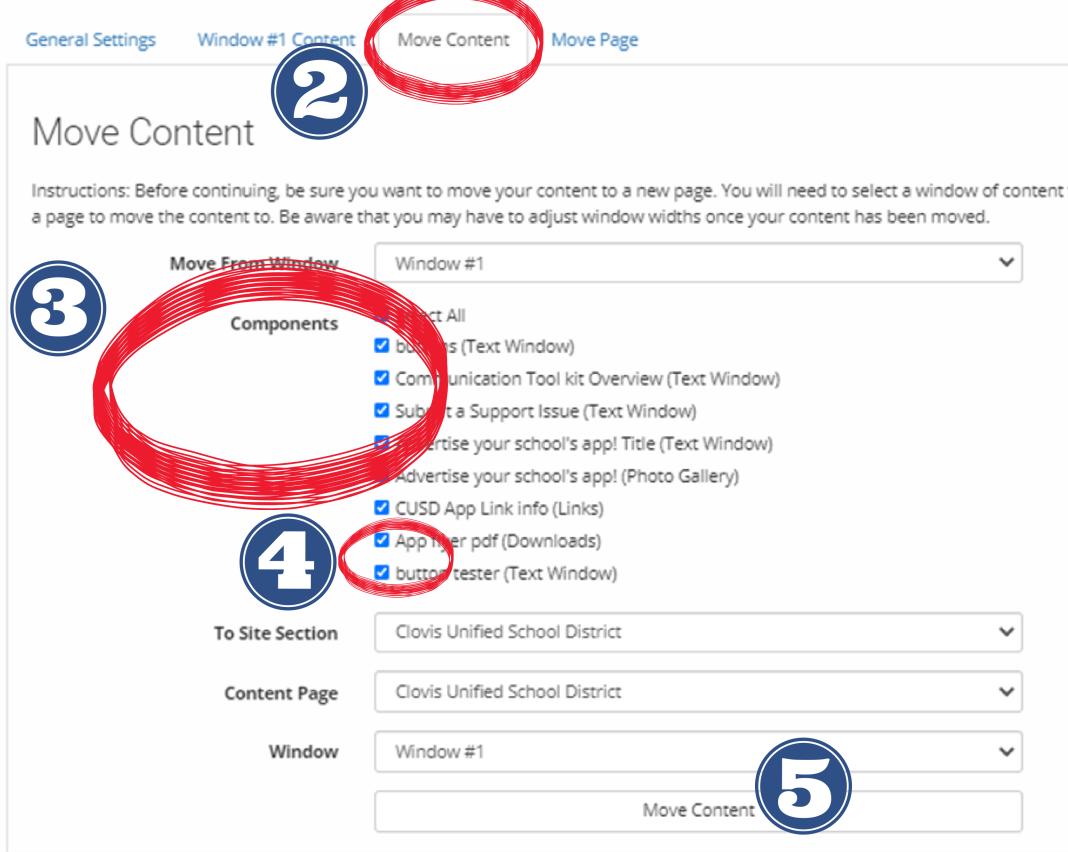1. Click "Edit Page" in the top black editing bar.
2. Click the "Move Content" tab.
3. A list of all components in that window will appear.
   a. If you have a Window 2 on that page, you can switch to that section to move that content separately.
4. Check the box next to the component(s) you want to move.
   a. "Select All" is the default.
   b. If you only want to move a certain section(s), check only the box next to the component(s) you want to move.

This is why using internal names is important!

① ✏ Edit Page

General Settings   Window #1 Content   Move Content   Move Page

②

Move Content

Instructions: Before continuing, be sure you want to move your content to a new page. You will need to select a window of content a page to move the content to. Be aware that you may have to adjust window widths once your content has been moved.

Move From Window   Window #1

③ Components   Select All
- ☑ buttons (Text Window)
- ☑ Communication Tool kit Overview (Text Window)
- ☑ Submit a Support Issue (Text Window)
- ☑ Advertise your school's app! Title (Text Window)
- ☐ Advertise your school's app! (Photo Gallery)
- ☑ CUSD App Link info (Links)
- ☑ App flyer pdf (Downloads)   **④**
- ☑ button tester (Text Window)

To Site Section   Clovis Unified School District

Content Page   Clovis Unified School District

Window   Window #1   **⑤**

Move Content

5. Under "To Site Section", select the website to which you want to move the content.
   a. For education centers with multiple sites (CNEC, REC), make sure the appropriate site is selected.
   b. For all other schools, your website will be the default and you can leave it as-is.
6. Under "Content Page", choose the page to which you want to move the content.
   a. Remember which page you are moving the content to!
7. Under Window, leave Window #1 selected.
   a. Unless your page is using a Window #2 you are moving content to.
8. Click "Move Content". The content will move to the page you chose. Check the chosen page for your content.

General Settings   Window #1 Content   Move Content   Move Page

Move Content

Instructions: Before continuing, be sure you want to move your content to a new page. You will need to select a window of content a page to move the content to. Be aware that you may have to adjust window widths once your content has been moved.

Move From Window   Window #1

Components
☑ Select All
☑ buttons (Text Window)
☑ Communication Tool kit Overview (Text Window)
☑ Submit a Support Issue (Text Window)
☑ Advertise your school's app! Title (Text Window)
☑ Advertise your school's app! (Photo Gallery)
☑ CUSD App Link info (Links)
☑ App flyer pdf (Downloads)
☑ button tester (Text Window)

To Site Section   Clovis Unified School District

Content Page   Clovis Unified School District

Window   Window #1

Move Content