Adding an Item

1. Make sure your Edit Mode is ON.
2. Click your content area button.
3. Click Create Item.
4. In Section 1, type the name for your item in the Name text box.
5. Type a Description of your item in the text area provided.
6. In Section 3, choose Yes if you would like to permit users to view the content item immediately. Choose No if you would like to make the item unavailable for now. You can go back and make the item available later.
7. In Section 4, click Submit.