

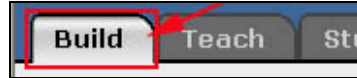
How to Change the Layout of a Folder Page in HuskyCT

Basic Procedure

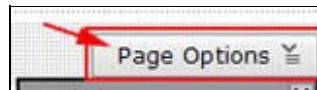
1. [Click on Build tab](#)
2. [Access Page Options menu](#)
3. [Select "Customize Page Display"](#)
4. [Change the number of columns](#)

Detailed Instructions

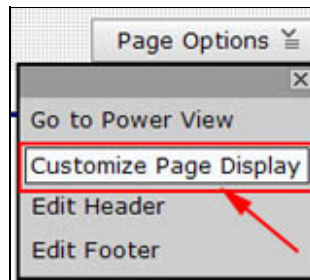
Step 1: Click on Build Tab



Step 2: Access Page Options menu









Step 3: Select "Customize Page Display"



The "Customize Page Display" screen will appear for the Folder page you were on (e.g., Home Page, Course Materials page)

Customize Page Display: Home Page

Layout Templates	Layout Preview
<input type="radio"/>  Layout 1	Columns: <input type="text" value="4"/>
<input type="radio"/>  Layout 2	Icon/Text: <input type="text" value="Icon and Text"/>
<input type="radio"/>  Layout 3	Icon Placement: <input type="text" value="Left"/>
<input type="radio"/>  Layout 4	Alignment: <input type="text" value="Left"/>
<input type="radio"/>  Layout 5	Table Width: <input type="text" value="Wide"/>
<input checked="" type="radio"/>  Custom Layout	

Change all existing folders to these settings.

Set default to these settings for all new folders.

Step 4: Change the number of columns

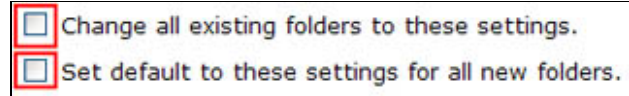
Option 1: Choose Layout Template # 1, 2, 3, 4, or 5

Click radio button next to Layout option

A "Layout Preview" will appear



Use checkboxes to set new layout as default and/or apply changes to all existing Folder pages

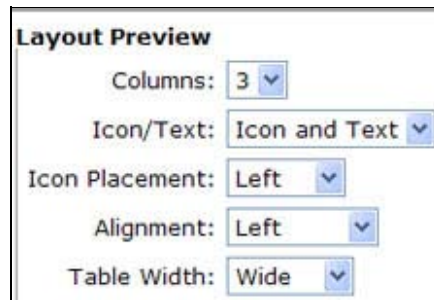


Option 2: Choose Custom Layout

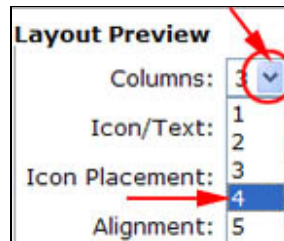
Click radio button next to Custom Layout



A "Layout Preview" with drop-down menus will appear



Select number of columns using drop-down menus. Adjust other settings as needed.



Use checkboxes to set new layout as default and/or apply changes to all existing Folder pages

