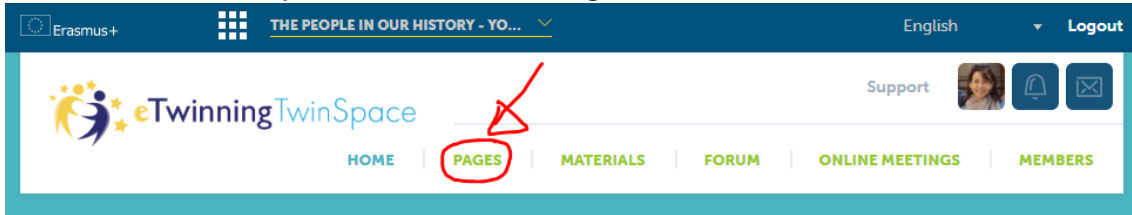


## How to Create a Page

Here's how you do it:

1 - Go to the TwinSpace and choose "Pages"

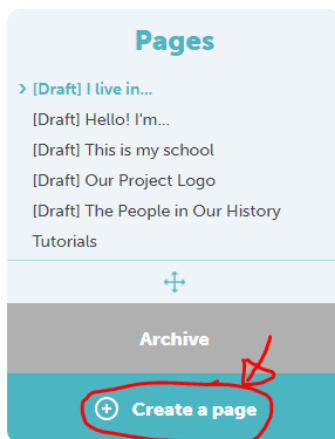


The People in our History - You Can Be a Hero, too!

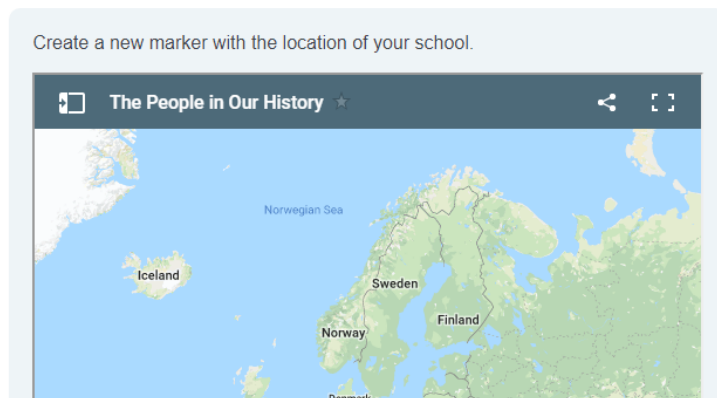
Teacher Bulletin

Please, be patient and bear

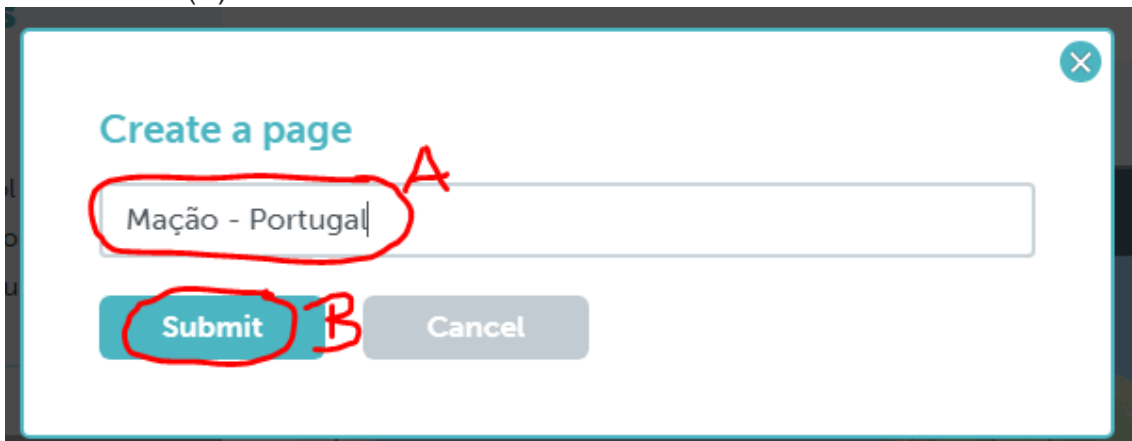
2 - Choose "Create a page"



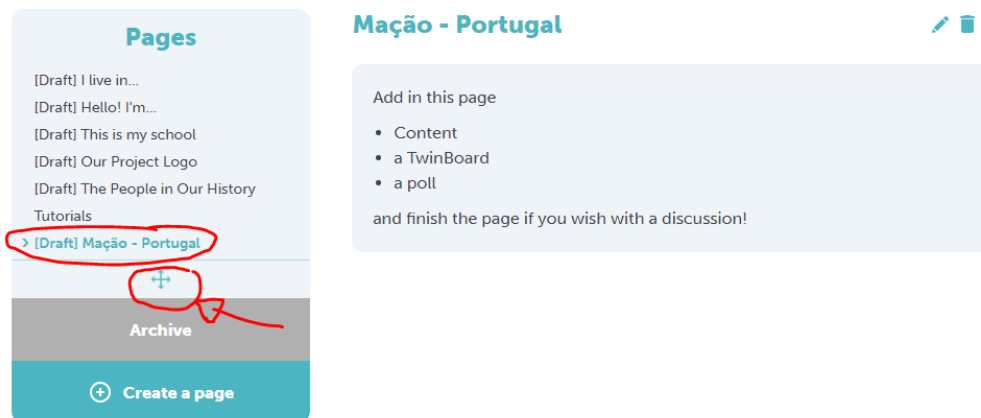
I live in...



3 - Type the name of your city and country (A) - follow the pattern, please! And then Submit (B).



4 - The page is created. Now you need to put it in the correct place. Click on the Crossed Arrows

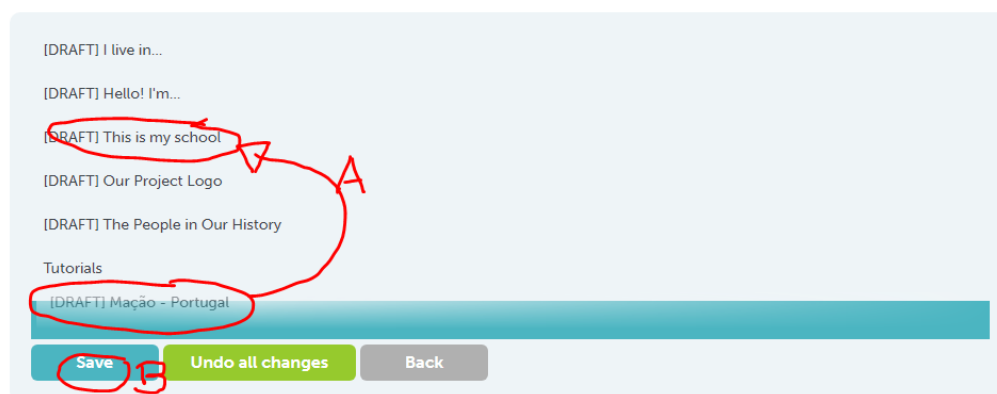


5 - Drag and drop the page into the page “This is my school” (A). It will become a subpage.

Don't forget to Save (B)

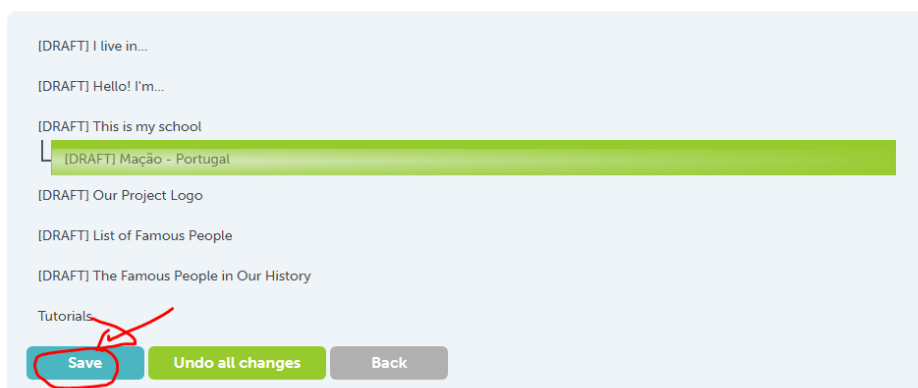
### Reorder pages

Drag a page by its name and drop it in a new position. If a page has subpages you will not be able to drop it as a subpage of another page. You will first need to move all of its subpages before you can move the page to a subpage position.

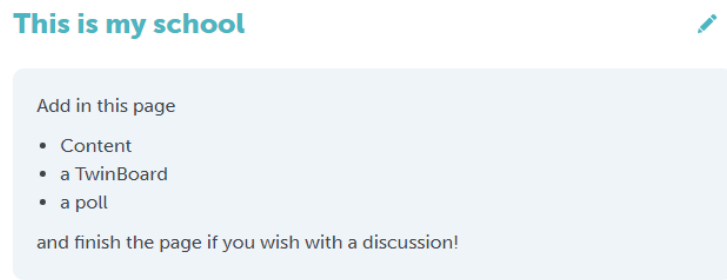
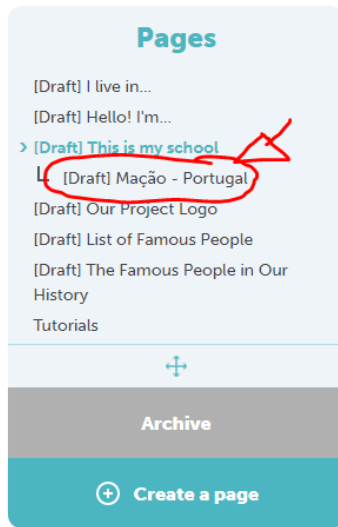


### Reorder pages

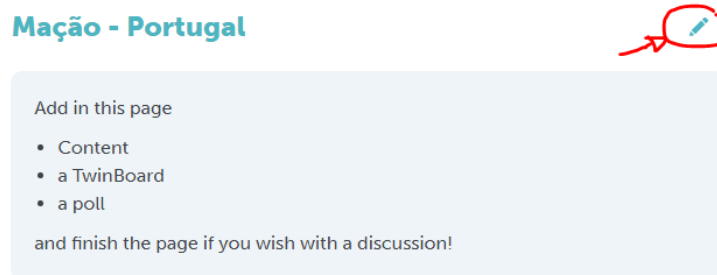
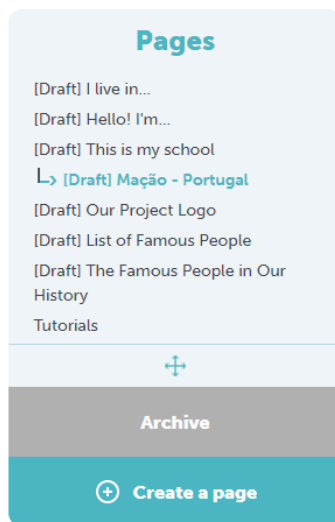
Drag a page by its name and drop it in a new position. If a page has subpages you will not be able to drop it as a subpage of another page. You will first need to move all of its subpages before you can move the page to a subpage position.



6 - Now let's make some necessary changes to the page.  
Click on the page "This is my school" and then choose the page you created.



7 - Click on the Pencil



8 - Scroll down the page and choose "TwinSpace members" (A) and then "Save changes" (B)

**Who can see this page**

- Everyone on the Internet
- TwinSpace members **A**
- Just me (and administrators)

**Save changes** **B**

**Who can edit this page?**

- Pupil administrators
- Visitors
- Pupils
- Administrators
- Teachers

**Save changes**

9 - Do not give students permission to edit your page unless you are 100% s/he will make a good job. I've seen many hours of work deleted by absent-minded students.

**Who can see this page**

- Everyone on the Internet
- TwinSpace members
- Just me (and administrators)

**Save changes**

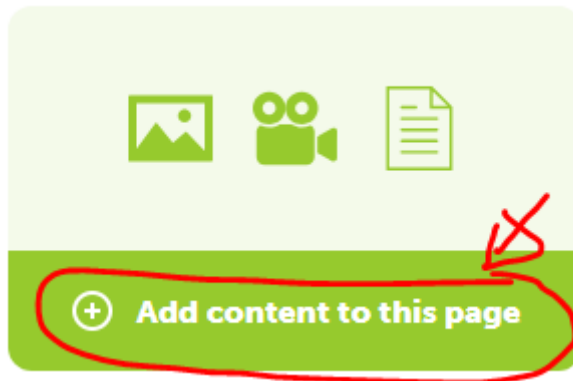
**Who can edit this page?**

- Pupil administrators
- Visitors
- Pupils
- Administrators
- Teachers

**Save changes**

**Now you can start adding different elements to your page.**

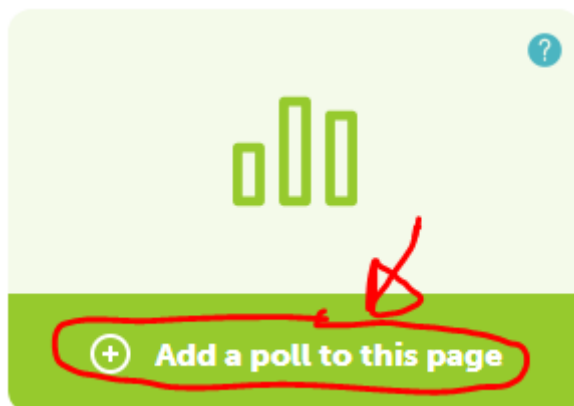
10 - Scroll down the page and choose “Add content to this page” to add pictures, videos, links and iframes, as well as text.



11 - You can also “Add a TwinBoard to this page”  
Here you can post Sticky Notes (they’re like Post It notes).



12 - You can also “Add a poll to this page” if you want people to vote



13 - The elements described in numbers 10, 11 and 12 will appear on your page in the order in which you add them.  
If you want to change their order, click on the Pencil.

## Mação - Portugal





Hello

Hello

**Add item**

**I'm Maria**  
My name is Maria...

Who am I?

Paula

Maria

Tom



**Vote**

and check the "Enable Sorting"

## Mação - Portugal



Enable sorting

---

Hello

You'll be able to drag and drop the different elements, thus changing the order in which they appear on your page.

Enable sorting



When you're done, just uncheck the "Enable sorting" option.

I hope it is clear. If you still have doubts, please ask away!