GREENSTAR: LAYOUT MANAGER
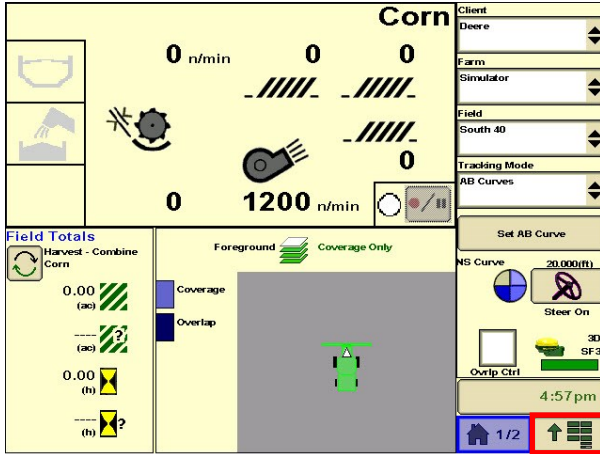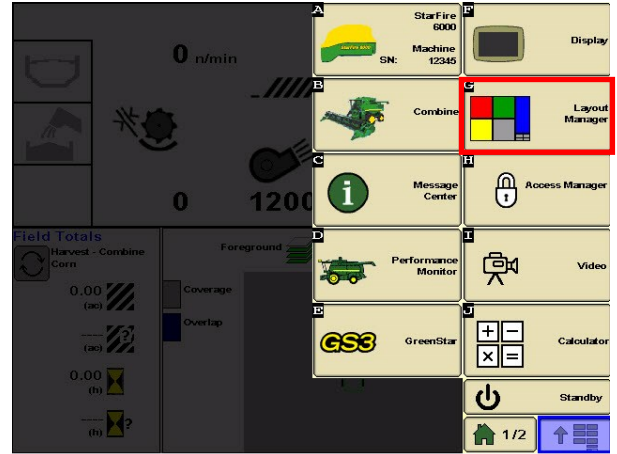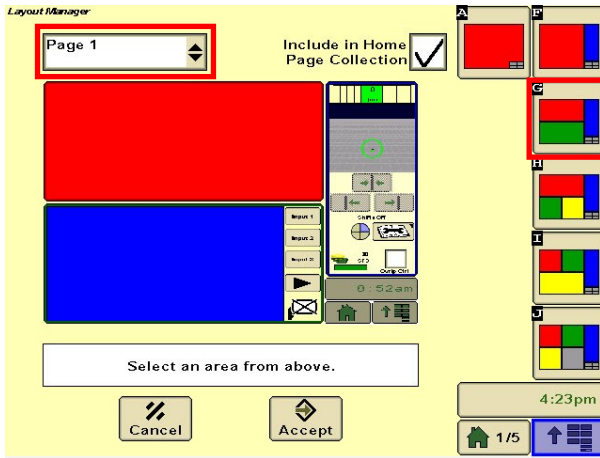
1 Select 'Menu' at the bottom right-hand corner.
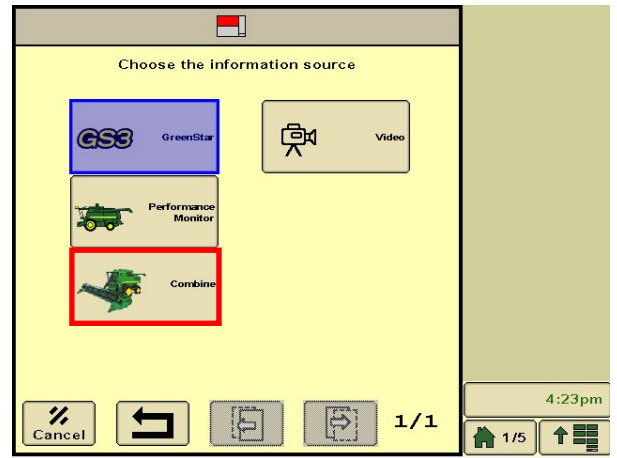

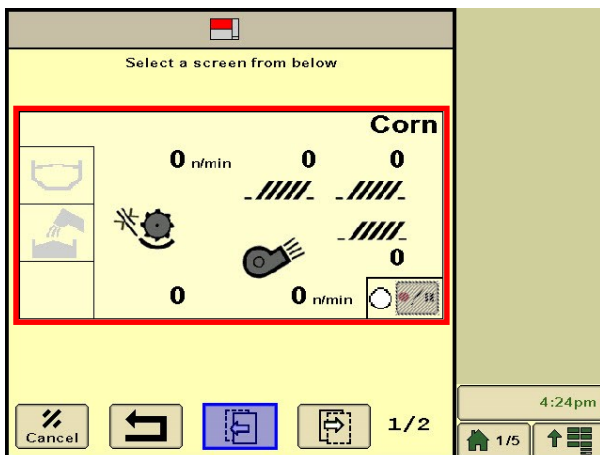**2** Select 'Layout Manager'.

3 Select a page number and layout. Select a colored area to assign information.

4 Select an information type.

5 Page through until you find the information you'd like to see. Select the picture to assign it to the page.

6 Fill in all areas of the page. Select 'Include in Home Page Collection', then select 'Accept'.