Manage PLL Space Tools

1. Click on the Gear icon in the navigation bar.
2. In the drop down menu, click on Manage PLL Space Tools.
3. To hide any of the block, uncheck the corresponding box and check to show the box.
4. Click the Save button.

Manage Related Resources
5. Click on the Gear icon in the navigation bar.

6. In the drop down menu, click on Manage Related Resources.

7. Select the type of resource you would like to add. For resources outside of the PLL, select External URL Resource.

8. Enter a title for the resource in the Title field and copy and paste the URL for the resource in the URL field.
9. Click the **Add Another** button to continue adding more resources.

Add Another

10. Select the type of resource you would like to use. For resources inside the PLL, select **Internal PLL Resource**.

![Internal PLL Resource](image)

11. Start typing in the name of the PLL resource to see options and select the correct option.

Add a Document Page

You can use the **Add a Document Page** feature to add a tab leading to a custom page in the red navigation bar.

1. Click the **Add** button in the red navigation bar.
2. Select **Create Document Page** from the dropdown menu.

3. Enter a title for the page and the content you would like to include in the body of the page in the **Title** and **Body** fields.

4. Check the **Provide a menu link** box.

5. Enter a title to represent your new page in the menu. Optional: Enter hover text. This text will show when the user hovers over the title.

6. A new option will appear in the red navigation bar titled **More Pages**, the new document page will appear in the dropdown menu. You may continue to add more document pages in this manner.
Upload Files to the Body Section of Your Document Page (optional)
1. If you would like to upload files to the body section, update the editor to the WYSIWYG option.

2. Additional options will appear in the tool bar of the Body field. Select the Add Media button in the toolbar to upload files.

Archive a Discussion
1. Click on the title of the discussion you want to archive located in the Discussion Board box.

2. Click on the Gear icon and select Archive This Content.
Archive a Space

1. Click on the **Gear** icon in the navigation bar.

2. In the drop down menu, select **Archive This Content**.

3. Confirm the action by clicking the **Archive This** button, or cancel the action by clicking the **Cancel** button.