Create Custom Handbooks

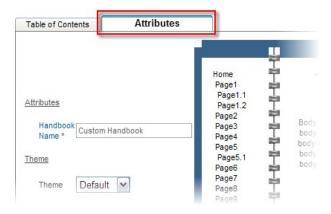
- 1. Click Control Panel > Content Manager > Handbooks
- 2. Click Add under the Custom Handbooks section.



- 3. Click on the Attributes tab.
- 4. Add a desired Handbook Name.
- 5. Select the settings for Theme, Cover Page Image, and Table of Content Image.

Note:

There are only a few default themes to choose from, however, themes can be created to customized
preferences. Refer to <u>Creating Customized Handbook Themes</u> for more information.



- 6. Refer to <u>Creating New Page</u> to add pages under the *Table of Contents* tab.
- 7. Click Submit.