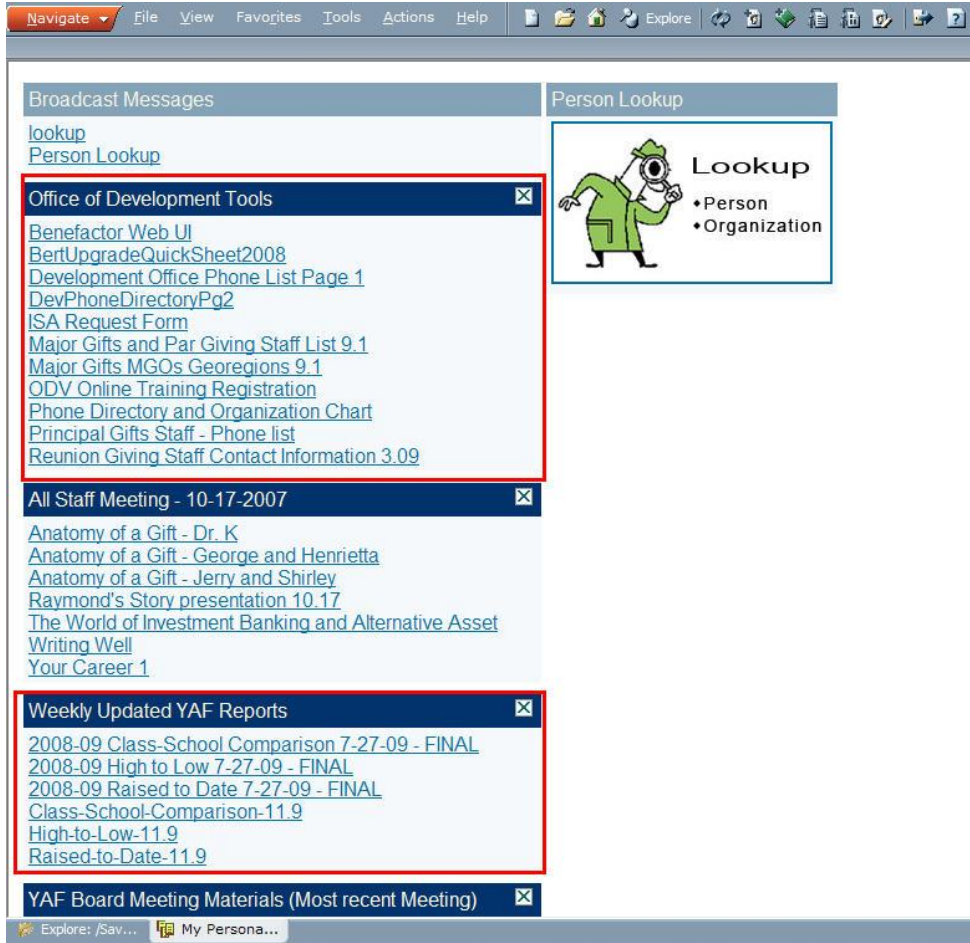


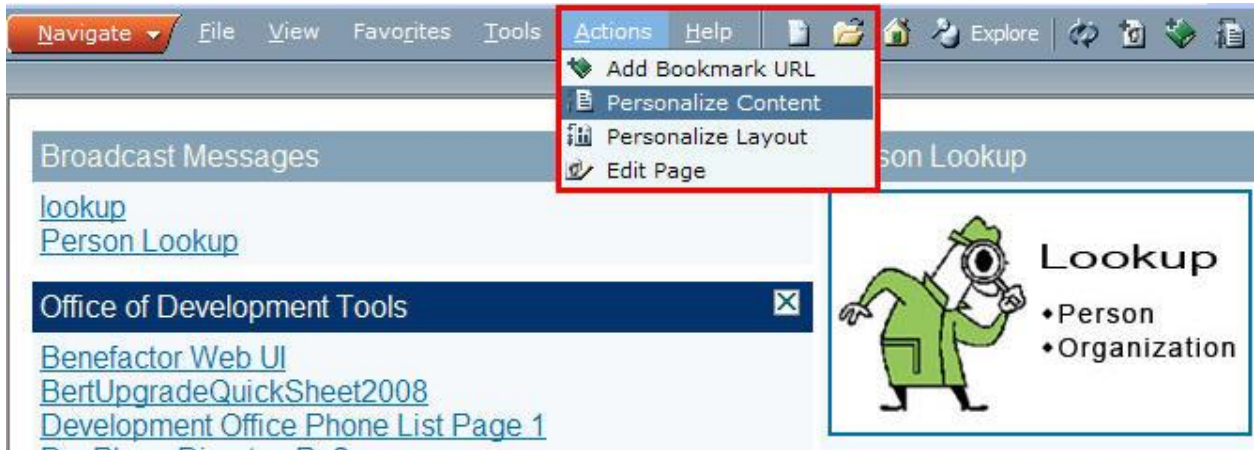
Personalize your content in BERT

Add Content

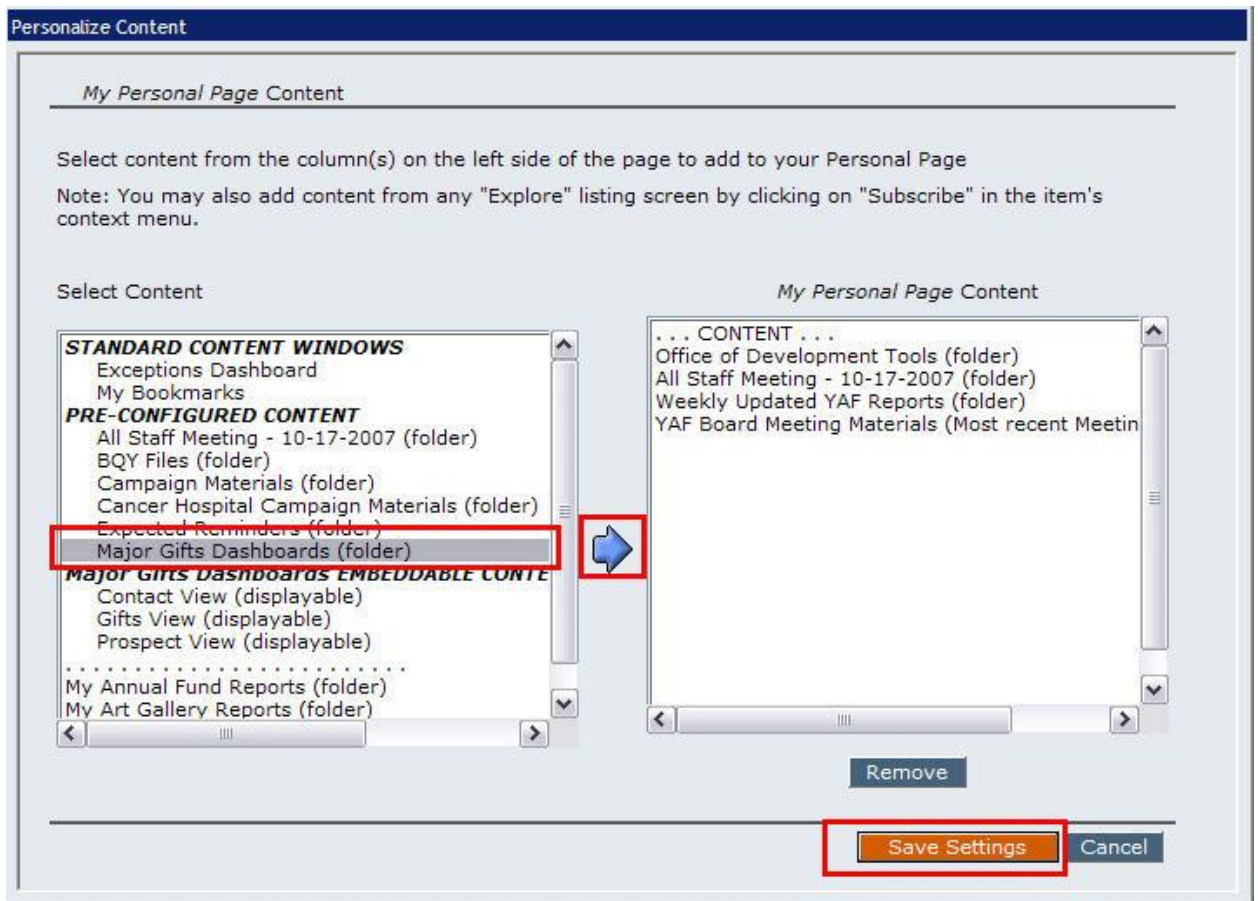
In BERT on your Personal Page/My Portal Page you can add or remove the different sections that appear on your screen.



1. **Open your Personal/Portal page**
2. From the tool bar select **TOOLS > Personalize Content**



3. In the next window you will see two columns; the one on the left allows you to Select Content and the column on the right display the existing Personal Page Content.

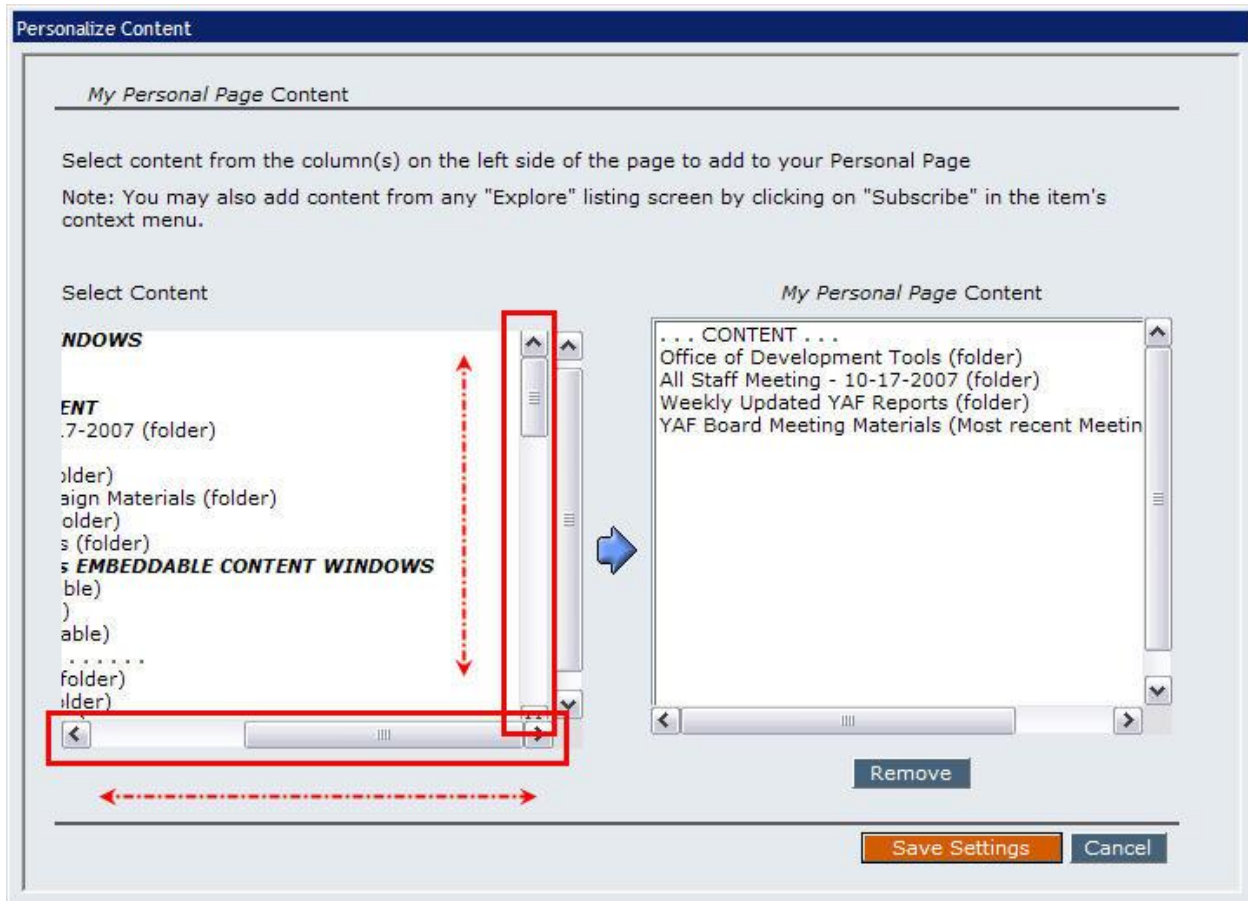


4. **Select Content** by clicking and highlighting the folder you wish to appear in your Personal Page Content.

5. Click on the **Blue Arrow** in the middle to move the highlighted content to the Personal Page Content column.
6. Click on **Save Settings** to save your changes and exit back to your Personal Page.

NOTE:

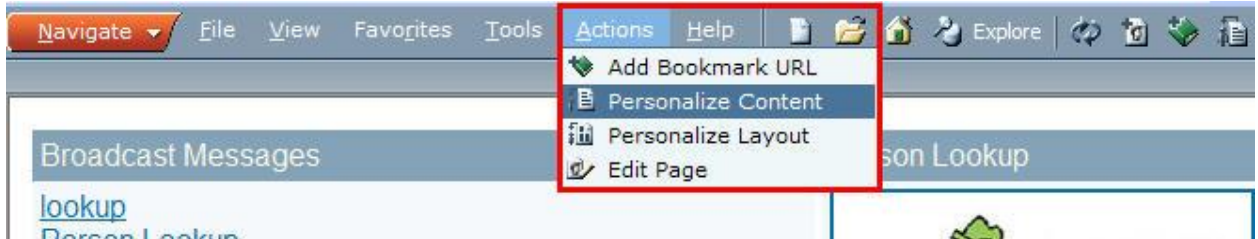
Depending on your permissions you may have more Content Selections available to you than what you see in the window.



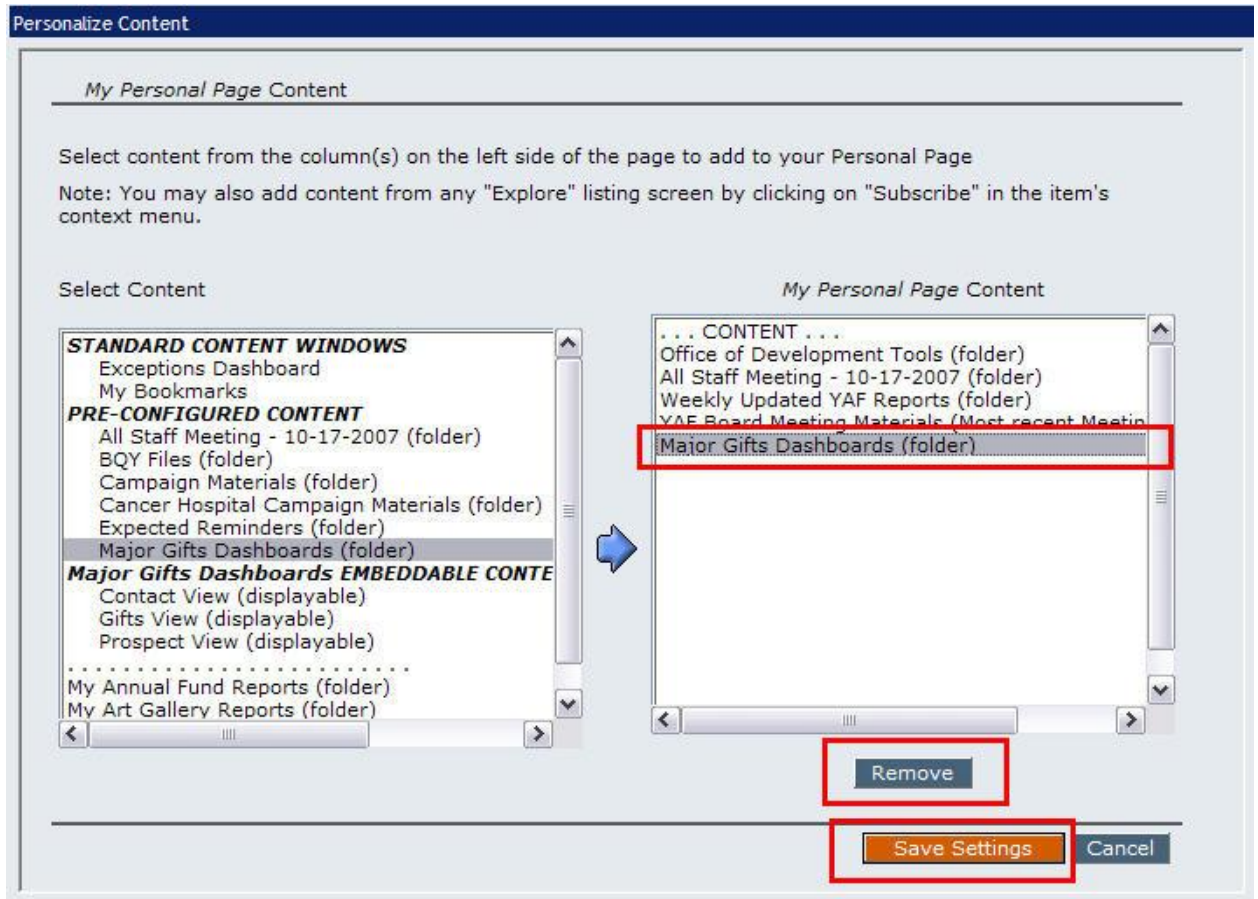
In that case you need to use the slider bar at the bottom of the window to scroll to the right, and then you will see a second right hand slider bar that you can scroll up and down with. This will display all of the content folders available to you.

Remove Content

1. Open your **Personal/Portal page**
2. From the tool bar select **TOOLS > Personalize Content**



3. In the next window you will see two columns; the one on the left allows you to Select Content and the column on the right display the existing Personal Page Content.
4. To remove existing Content folders from your Personal Page Content click to highlight the folder you wish to remove, and then click on the **Remove button**.

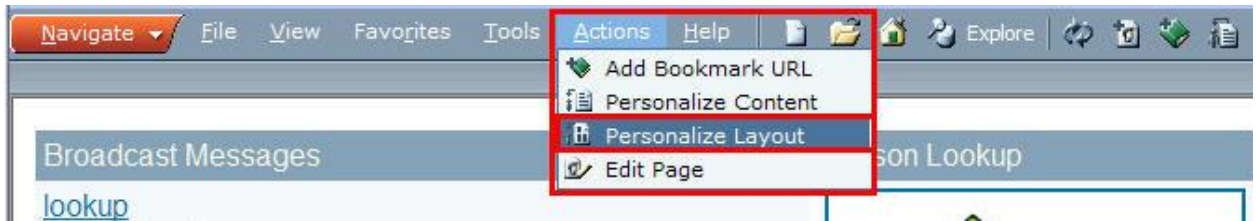


5. Click on the **Save Settings button** at the bottom to save your changes and exit back to your Personal Page.

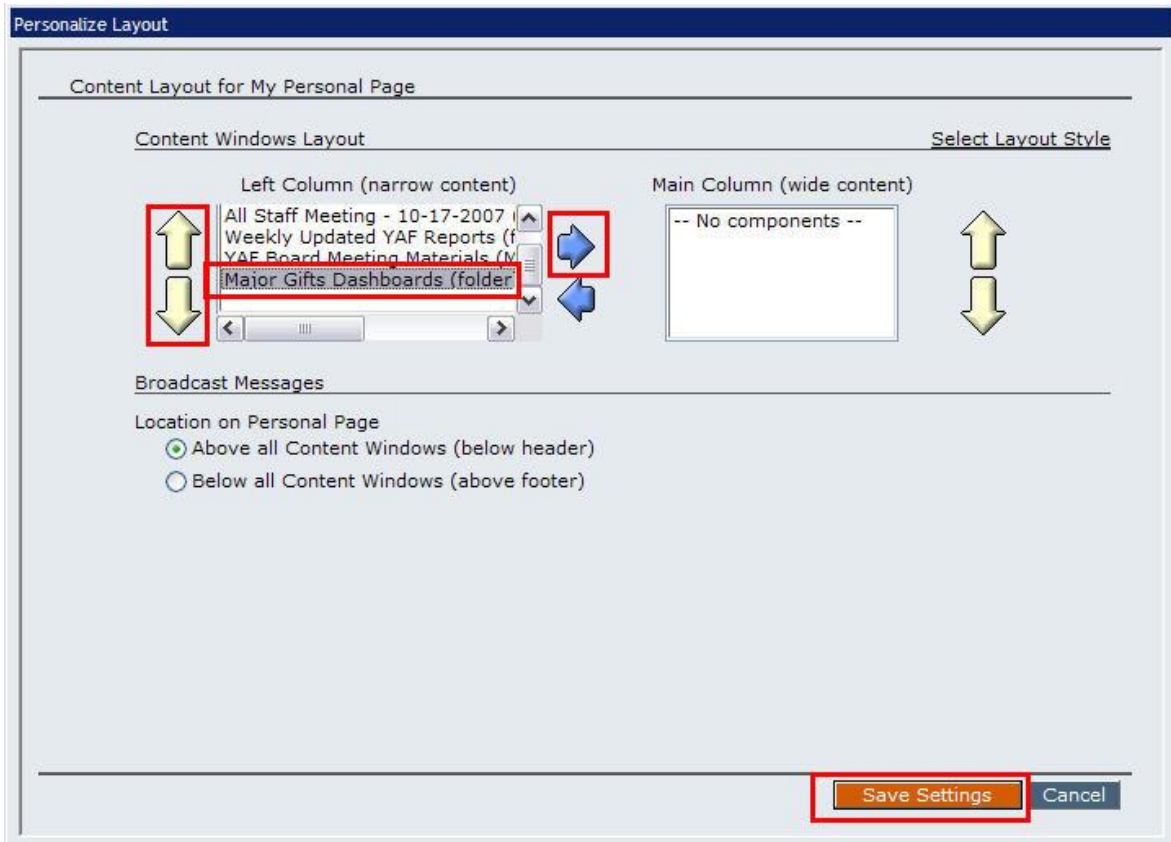
Reorder Content folders

You can easily reorder the display of the content folders on your personal page.

1. **Open your Personal/Portal page**
2. From the tool bar select **TOOLS > Personalize Layout**



3. In the next window you have two columns; the Left Column displays the current order of the content folders being displayed in the Left Column. You also have a Main Column where you can display content.



4. To change the folder display order, **select the folder** from the Left Column, and then **click on the UP/DOWN** arrows to move that folder order up or down.
5. To move the folder from the left column to the main column, select the folder and use the **RIGHT/LEFT blue arrows** to move the folder into the Main Column.
6. When you are finished click on **Save Settings** to save and exit back to your Personal Page.