

# Page Tools Widget

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## Introduction

The Community Website has a Page Tools Widget that appears on most of the pages. This widget can have between four and six icons. The available icons will vary, showing features appropriate to the page.

## Widget Icons



The first icon (“question mark”) displays the context-sensitive help system, providing instructions for the current page or module.



The second icon (“printer”) provides a “Print this page” function.



The third icon (“AA”) expands text on the current page to make it easier to read for older readers and others with reduced eyesight.



The fourth icon (“up arrow”) jumps to the top of the screen.



Selected pages may also display a “magnifying glass” icon, providing Search tools specific to that page. Over time, we will enable this icon in additional places.



Users with admin rights over a page or function may see a “pencil” icon at the end of the list, allowing them to jump to the Admin side of the function or to edit the content of the page.

Note: The help system is written with references to the standard ClubExpress terminology and language. Many of the pages on this site have been custom-built for Carolina Preserve and the terminology in the help system may differ. You can visit the Quick-Start Guide for **Glossary of Terminology** for clarification.

## Tool Widget Location on the page

The dotted section at the top can be used to click and drag the widget to a different position on each page except for the home page. The Page Tools Widget will retain its position for up to 7 days if you drag it off to the side of the browser window. Note, however, that this is done via a browser cookie, so the saved position may be different on the public side of the website vs. after you have logged in as a member (because the domain names are different). Just move it again to correct the problem.



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