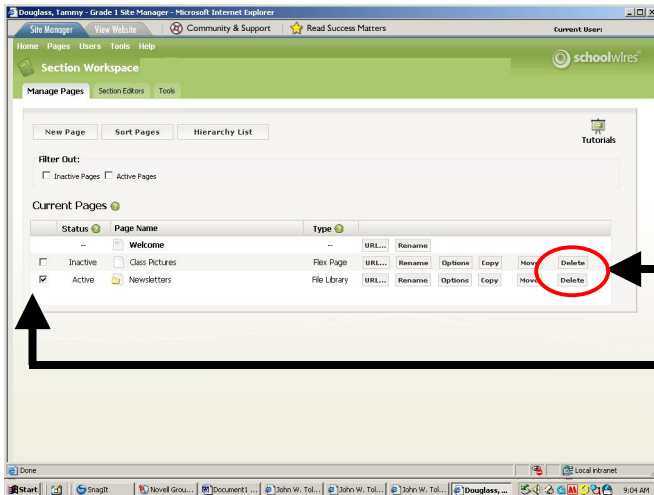


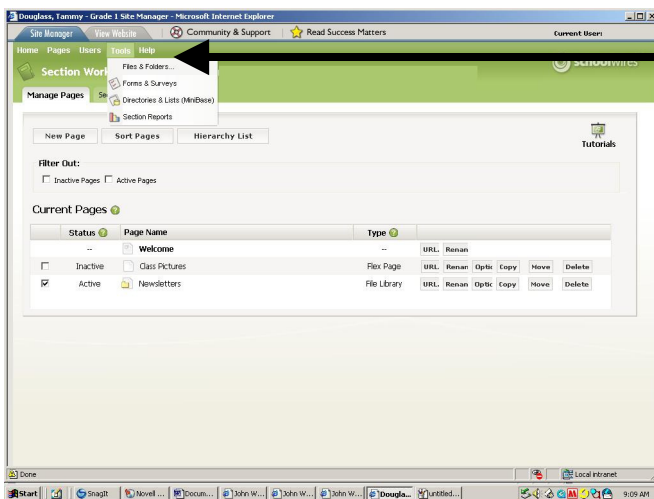
Web Page Cleanup – Deleting Files

1. Login and go to the Site Manager for your Section and/or your Grade Level Section.



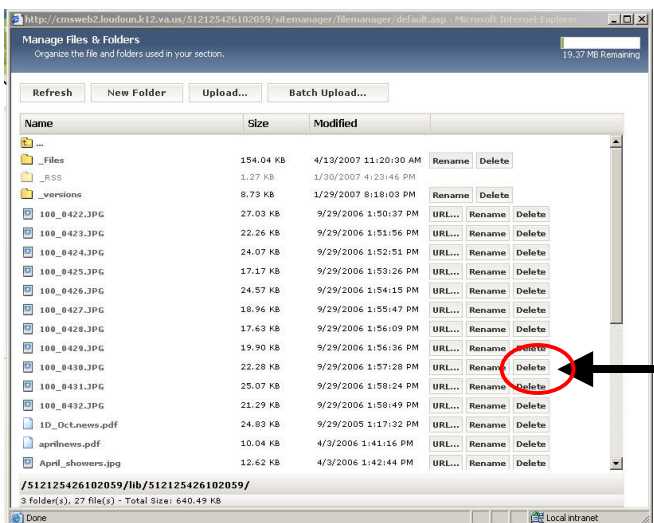
Delete pages or check them to be inactive.

2. Go to the Tools menu and select Files and Folders.



Delete 08-09 Web pages or check them to be inactive until the start of the new school year.

3. **DO NOT DELETE** the _RSS and _Versions folders.



Delete all digital pictures and unused graphics (.jpg or .gif). Delete all newsletters and documents from previous year(s). If you have a folder named _Files, you will need to click the _Files folder and delete documents in this folder also.

All newsletters, nine week plans, and other documents/pictures should be deleted.