Classifieds

To Navigate the Classifieds:

- 1. Click on Classifieds on the Links Menu.
- 2. You may scroll through the list or search by keyword. To search by keyword, enter your keyword and click on Search.
- 3. You can sort results by Expiration date, Data Posted, Contact or Alphabetic.
- 4. Find your selection and click on the email address below the item. This will automatically bring up an email window for you correspond with the person that posted the item.
- 5. You may only edit or delete items posted by yourself.

CLASSIFIEDS

Search By Keyw	Sort Results By: Expir (separate multiples with a comma) Sort Results By: Sort Results By: Expir (separate multiples with a comma) Sort Results By: Sort Results By: Expir (separate multiples with a comma) Sort Results By: Sort Results By: Expir Sort Results By: Expir	es Date 💌 Search
	1993 Dodge Van Cost: \$3,500 Contact: Larry <u>youremail@emailtome.com</u>	Posted: 10/22/03 Expires: 12/31/04 <u>Edit</u> <u>Delete</u>
	Books - 2nd Grade Complete Curriculum Cost: Will accept trade for 3rd Grade books Contact: Susan myemail@youremail.com	Posted: 10/22/03 Expires: 12/31/04 <u>Edit</u> <u>Delete</u>
	Baby Stroller - Double Cost: \$35.00 Contact: Mary K info@homeschool-life.com	Posted: 8/5/03 Expires: 12/1/03
	Double baby stroller in excellent contaition. Please call for more informa	auon.

To Add a Classified:

- 1. Click on Classifieds on the Links Menu.
- 2. Click on Add. The Classifieds Add page should appear.
- 3. Fill in your classified information.
- 4. Click on Add when finished to post the classified item. <u>Your classified item will</u> <u>automatically expire in 60 days from the date posted</u>. It is your responsibility to remove your classified items when they are sold.

CLASS	IFIEDS - ADD
Title:	Scuba Gear
Cost:	\$225 OBO
Contact:	Peter S.
Email:	peters@myemail.com
Photo:	Browse
	(Your photo must be a .jpg or .gif file) (If your photo is wider than 200 pixels or taller than 300 pixels, it will be scaled down accordingly) (After being scaled, your photo's file size cannot be larger than 30,000 bytes) (A thumbnail will automatically be created from the photo you upload)
Description:	
	This is full scuba gear and about 5 years old. Our son Benjamen used it as part of his highschool scuba class. You must see to appreciate its value. Please 555-5555 if interested or email.
	Add Reset

To Update a Classified:

- 1. Click on Classifieds on the Links Menu.
- 2. Find the classified item. Click on Update. The Classifieds Edit page should appear.
- 3. Make the necessary changes. You can update only your own classified item.
- 4. Click on Update to save your changes when finished.

To Delete a Classified:

- 5. Click on Classifieds on the Links Menu.
- 6. Find the classified item. Click on Delete. You can only delete your own classified item.
- 7. Click on OK to delete or cancel to cancel the deletion.

Microsoft	Internet Explore	er	X
?	Are you sure you want to delete this record?		
	OK	Cancel	