Content Editing Steps

1. Login http://clawson.foxbrightcms.com/Admin
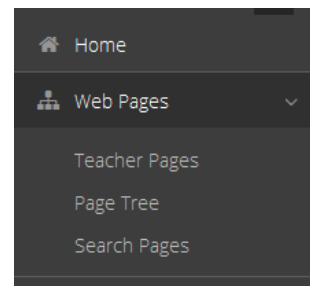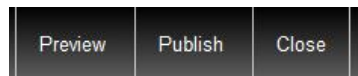2. Find Page to Edit

   - Web Pages
   - Page Tree
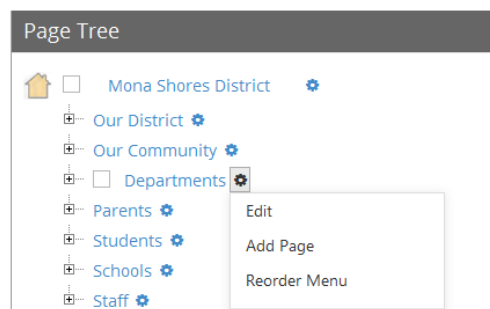
3. Edit
4. Save
5. Preview
6. Close

Publishing Content

1. Ready to Publish .vs. Publish (based on permission assignments)
2. Revert to Published

Add a Page

1. Page Name
2. Layout Settings

   - Landing (School Buildings)
   - Inside

Adding / Editing Content

1. Inserting Content from WORD (or other formatted content)
2. Text Formatting
3. Bullet / Numbered Lists
4. Undo & Redo
5. Enter – papragrah break – extra white space between lines
6. Shift-Enter – line break – normal white space between lines

Adding Links

1. Links to other websites –   (other site – new window)
2. Links to pages on your website – (same site – same window)
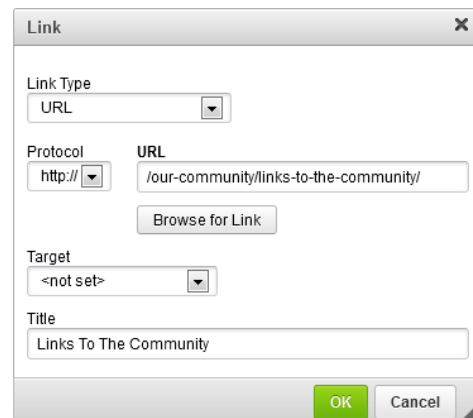3. Links to files or pictures – (always new window)

*Note: Use **link text** that makes sense even when out of context*

Inserting Pictures

4. **Upload** / Insert the picture on you page

Embedding Videos

1. Recommend uploading all video / images to Vimeo or YouTube

   - Share video from Vimeo or YouTube & Select Embed option
   - Copy Embed Code

2. Paste in Embed Code

Content Blocks

1. Add New content Block
2. Change Content Block
3. Hide/Show Content Bock

Focus Images

Prepare for the web

1. Image Tool: http://photos.foxbright.com
   - Home Page Photos – 966 pixels by 314 pixels
   - Landing Page Photos – 734 pixels by 300 pixels

   Step 1: Resize to Width
   Step 2: Crop to Height

Calendars - Google

1. ical Mini Calendar
2. ical Upcoming Events
3. ical Agenda View / Embed

News

1. Headline News
2. News
3. Newsletters

Spotlights

1. Add Spotlight Group
2. Add Spotlight
   - Title
   - Description
   - Thumbnail 108px by 108px
   - Link (optional)
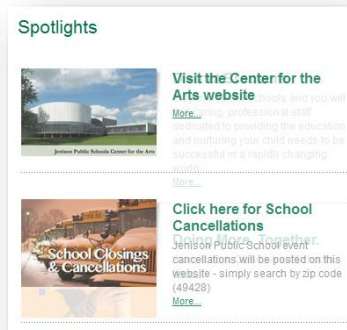
Staff Directory & Listings

1. Staff Directory with Search
2. Staff Listing
   - Can filter by building, department & position
   - Options on information to show
3. Contact Information
   - Show a single staff member

Page Options

1. Click on Gear next to Page

Advanced Page Settings

1. Layout Settings
2. Redirect Settings
3. Menu Settings

Add a page to quick links or Head Menu
Hide a page from Main Menu or Side Menu
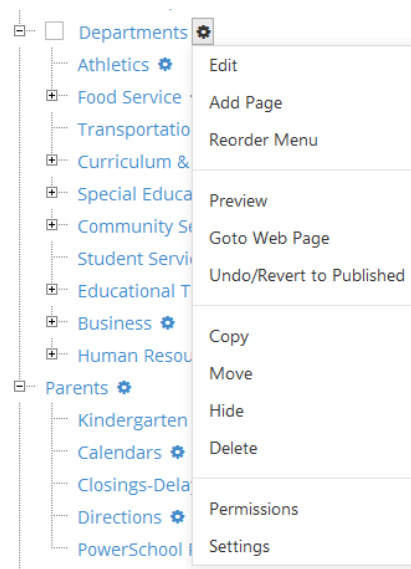
Support / Help Desk

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