

Content Editing Steps 🖀 Home 1. Login http://clawson.foxbrightcms.com/Admin 📥 Web Pages 2. Find Page to Edit Web Pages • Page Tree • 3. Edit 4. Save 5. Preview 6. Close Preview Publish Close **Publishing Content** 1. Ready to Publish .vs. Publish (based on permission assignments) 2. Revert to Published Page Tree Add a Page Mona Shores District ð 1. Page Name 🗄 🗠 Our District 🌻 🖮 Our Community 🏶 2. Layout Settings 🖻 🗌 Departments 🌻 Landing (School Buildings) 🗄 🗠 Parents 🤹 Edit • Inside 🗄 🗠 Students 🌻 Add Page 🗄 🗠 Schools 🌻 Reorder Menu 🗄 -- Staff 😫 Adding / Editing Content 1. Inserting Content from WORD (or other formatted content) B $I \ \underline{U} \ \underline{S} \ \underline{X}_2 \ \underline{X}^2 \ \underline{w}_3$ Format 2. Text Formatting 3. Bullet / Numbered Lists 4. Undo & Redo 🔎 🧲 Link 5. Enter – papragrah break – extra white space between lines 6. Shift-Enter – line break – normal white space between lines Link Type URL • (CP) æ **Adding Links** Protocol URL 1. Links to other websites – (other site – new window) http:// 👻 /our-community/links-to-the-community/ 2. Links to pages on your website – (same site – same window) Browse for Link 3. Links to files or pictures – (always new window) Target -<not set> Note: Use link text that makes sense even when out of context Title

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

Links To The Community

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Cancel



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



2 Week Outlook

AUGUST 20, 2014 10th Grade Orientation

AUGUST 21, 2014

9th Grade Orientation

SEPTEMBER 2, 2014

First Day of School

SEPTEMBER 2, 2014 Thespian/Drama Club "Welcome Back" reception

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

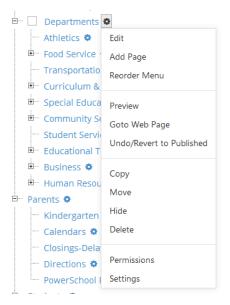
- 1. Layout Settings
- 2. Redirect Settings
- 3. Menu Settings

Add a page to quick links or Head Menu Hide a page from Main Menu or Side Menu

Layout Settin	gs		~
Theme	(Defau	(Default)	
Page Layout*	Inside		
Redirect Setti	ngs		~
Redirect Page	⊖ Yes	No	
Destination			#
Open in New Window	⊖ Yes	No	

Support / Help Desk

Phone: 616.988.2400 x 1 Email: <u>support@foxbright.com</u> Help Desk: <u>http://support.foxbright.com</u>



Menu Settings			~
Menu	Main Level	Sub Levels	Root
Main Menu	Default 💌	Default 💌	
Side Menu	Default 💌	Default 🔻	
Head Menu	Default 🔻	Default 🔻	
Breadcrumb Menu	Default 💌	Default 💌	
	,	,	