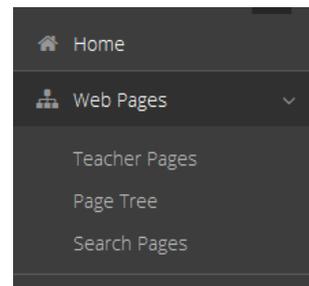# Foxbright Website Training
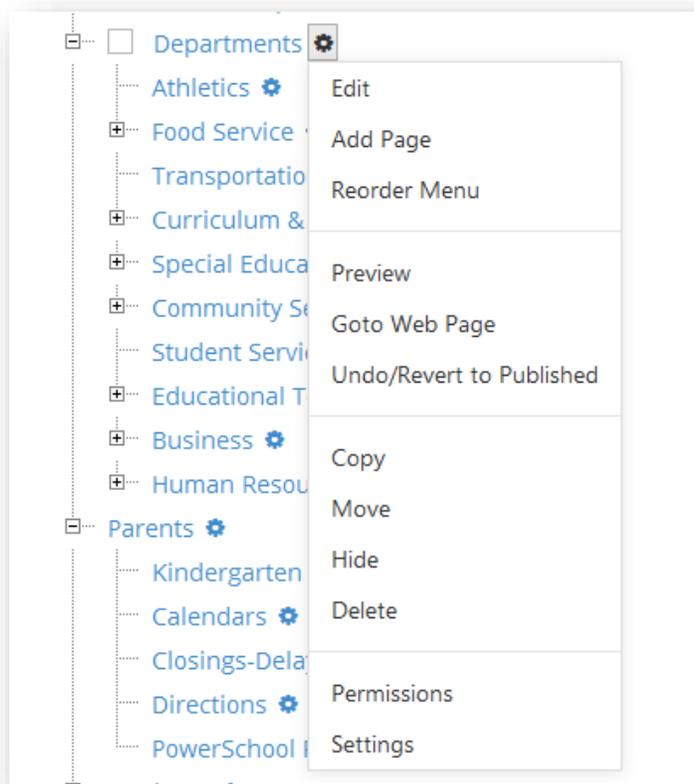
Content Editing Steps

1. Find Page to Edit from Page Tree

- Web Pages
- Page Tree
- Click on page or select gear and "Edit"
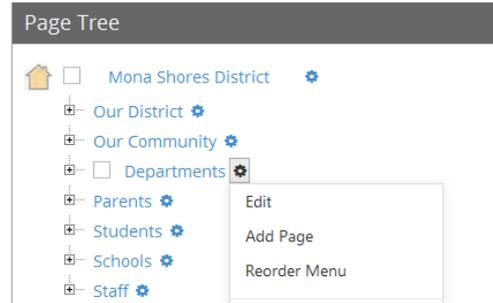
Page Options

1. Click on Gear next to Page to get all options
2. Some options won't show if not applicable

Add a Page

1. From Page Tree, select "Add Page" option
   - Page is added as sub page
2. Enter Menu Name
   - All other fields will be auto filled
3. Save

Adding / Editing Page Content

1. From Page Tree, click on Page Name or select Gear and Edit
2. "Preview" version of page will be shown with red boxes around content blocks.
3. Hover or click on the block and select "Edit"

Rich Text Editing

1. Inserting Content from WORD (or other formatted content)
2. Text Formatting   - bottom row of editor icons

3. Undo & Redo
4. Enter – paragraph break – extra white space between lines
5. 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*
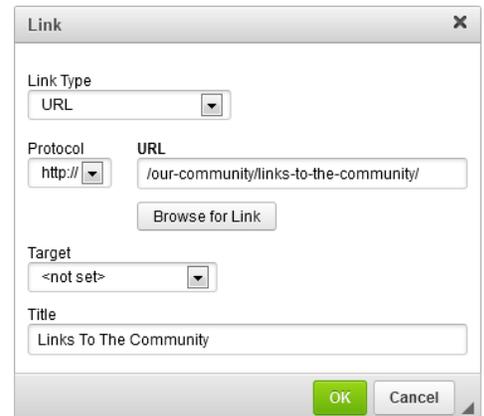
Inserting Pictures

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

Language Tag

1. Used if place foreign language text on the page. Used by Screen Readers.

Embedding Videos

1. Recommend uploading all video / images to Vimeo or YouTube
   - Share video from Vimeo or YouTube & Select Embed option
   - Copy Embed Code
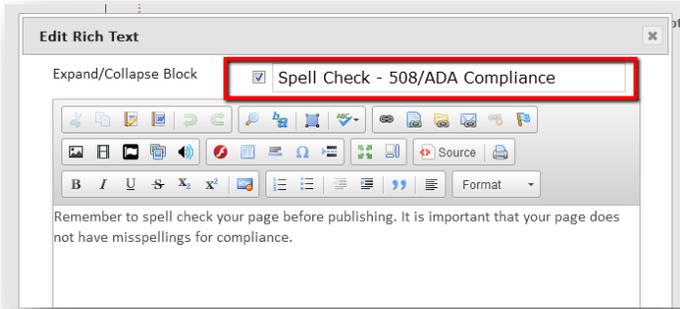2. Paste in Embed Code

Publishing Content

1. Always "Preview" your page before Publishing
2. Revert to Published

Content Blocks

1. Add New Content Block
2. Change Content Block
3. Hide/Show Content Block
4. Expire Content Block
5. Move Content Block

Expandable Content Blocks

Commonly Used Data Driven Content Blocks

- Add Data Driven Content to web page
- Manage the content elsewhere

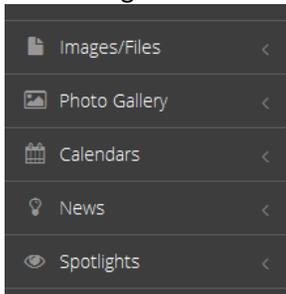## Photo Gallery

1. Used for Rotating Photos on District and Building Home pages
    a. Will normally have a gallery "size" associated
    b. When upload a photo will provide an image helper to resize and crop photo
    c. Various options for button controls and placement
    d. Can have show "text overlay" using photo name and description
    e. Can Link photo (use alternative text if linking image)
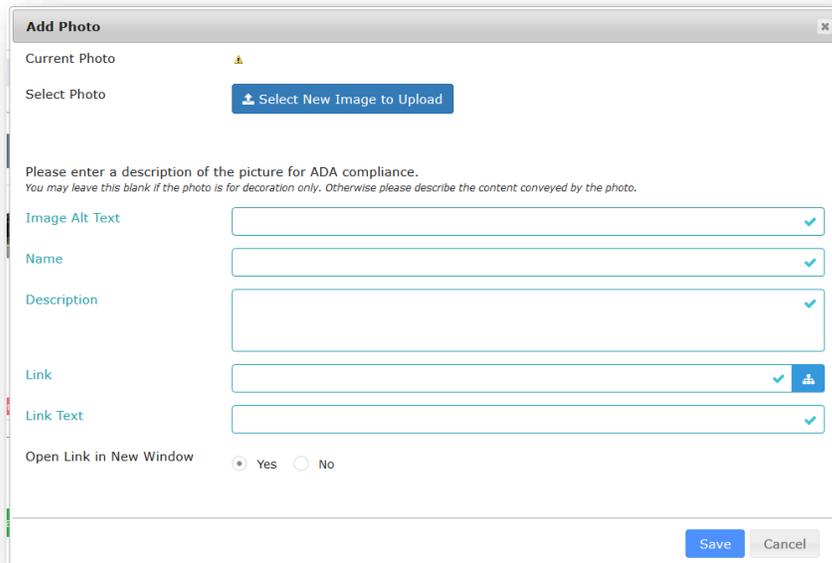
2. Can use for Slideshows, photo boards, etc.