

Support / Help Desk

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

Website Admin Panel: www.tricountyschools.com/Admin

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

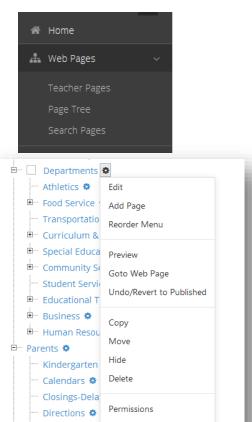
- 1. Click on Gear next to Page to get all options
- 2. Some options won't show if not applicable

Advanced Page Settings

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

Layout Setting	S	\sim
Theme	(Default)	•
Page Layout*	Inside	-
Skin*	MACUL	-
Is Subsite	⊖ Yes (● No	

Menu	Main Level	Sub Levels	Root
Mobile Menu	Default 💌	Default 💌	
Mobile Sub Menu	Default 💌	Default 💌	
Main Menu	Default 💌	Default 💌	
Side Menu	Default 💌	Default 💌	
Side Menu (Profiles)	Default 💌	Default 💌	
Footer Menu	Default 💌	Default 🔻	



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⊖ Yes	No	
		
⊖ Yes	No	

PowerSchool | Settings



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. Select Layout to change the layout type
- 4. Select Menu Settings to OVERRIDE default menu behavior
- 5. Save

Adding / Editing Page Content

👚 🔲 Grand Ledge Pul	blic Schools 🛛 🌻
Community Resource	es 🜻
Board of Education	•
Our District	Edit
Early Childhood	Add Page
Hereiten Kindergarten	Reorder Menu
Elementary 🔅	Preview

- 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
- 3. Bullet / Numbered Lists
- 4. Undo & Redo ⊃ 🗲 🔚 🗐
- 5. Enter paragraph 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)

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

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Inserting Pictures

1. 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

Publishing Content

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

Link		×
Link Type URL	•	
Protocol http://	URL /our-community/links-to-the-community/	
Target <not set=""></not>	Browse for Link	
Title		
Links To The	e Community	
	ОК Сапсе	1



Delete Change Block 🖽

Content Blocks

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

Focus Images

- 1. Image Tool: http://photos.foxbright.com
 - Home Page 975px × 325px
 - Building page Photos 689px × ____px
 - Landing page Photos 689px x 216px
 Step 1: Resize to Width
 Step 2: Crop to Height

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Commonly Used Data Driven Content Blocks

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

Calendars

News

2. News

- 1. Mini Calendar
- 2. Upcoming Events
- 3. Agenda View

1. Headline News

3. Newsletters



Edit Hide

	Images/Files	<
	Photo Gallery	<
雦	Calendars	<
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۲	Spotlights	<
	Forms	<

4. Spotlight Groups

Spotlights

- 5. Share Spotlights
- 6. Archive Spotlights

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