Content Editing Steps

1. Login https://hamilton.foxbrightcms.com/Admin/
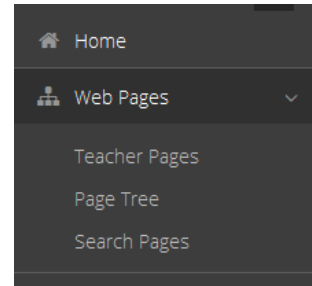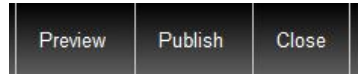2. Find Page to Edit

- Web Pages
- Page Tree

3. Edit Content Block
4. Save
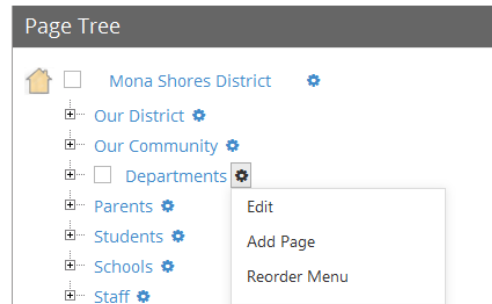5. Preview
6. Close

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

Content Blocks

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

Inserting Pictures

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

 Focus Images Prepare for the web
1. Image Tool: http://photos.foxbright.com

- Home Page Photos – 960px (w) × 388px (h)
- Landing Page Photos – 680px (w) × 371px (h)
- Inside page Photos – 680 px (w) x 371px (h) Height can be shorter
- Step 1: Resize to Width

2. Step 2: Crop to Height

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*

Link   ✕

Link Type
URL ▼

Protocol   URL
http:// ▼   /our-community/links-to-the-community/

Browse for Link

Target
<not set> ▼

Title
Links To The Community

OK   Cancel

Embedding Videos

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

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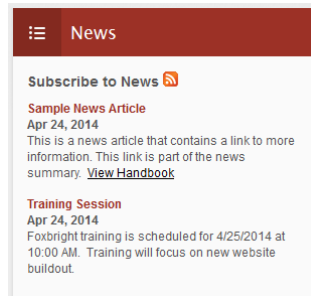Select Embed option
Copy Embed Code

2. Paste in Embed Code

Calendars

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

DECEMBER 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

News

1. Headline News
2. News
3. Newsletters

News

Subscribe to News

Sample News Article
Apr 24, 2014
This is a news article that contains a link to more
information. This link is part of the news
summary. View Handbook

Training Session
Apr 24, 2014
Foxbright training is scheduled for 4/25/2014 at
10:00 AM. Training will focus on new website
buildout.

Spotlights

1. Add Spotlight Group
2. Add Spotlight
   - Title
   - Description
   - Thumbnail
   - Link (optional)

Spotlights

Calendar
This is a sample spotlight
using the calendar image.
You can link the spotlight to
a page, website or
document.

Teacher Photo
This is a spotlight using
another photo. The
description is plain text.

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

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