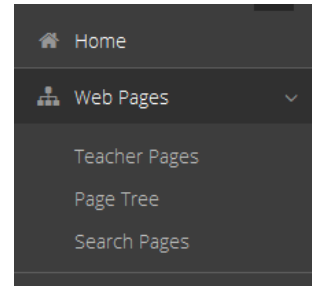
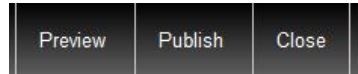


Content Editing Steps

1. Login <https://hesperia.foxbrightcms.com/Admin/>
2. Find Page to Edit
 - Web Pages
 - Page Tree
3. Edit Content Block
4. Save
5. Preview
6. Close



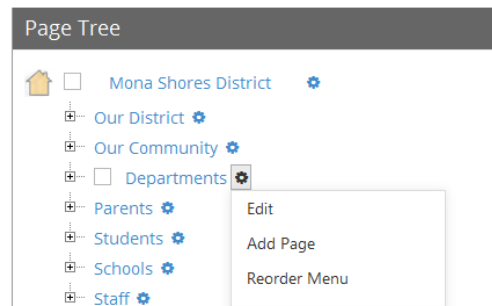
Publishing Content



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 – paragraph 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 Block

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 – 975px (w) × 331px (h)
 - Landing & Inside Page Photos – 689px (w) × 331px (h)
2. Step 1: Resize to Width
3. 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

Embedding Videos



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

Share video from Vimeo or YouTube

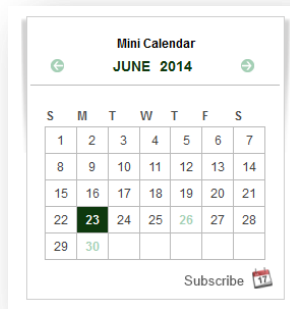
Select Embed option

Copy Embed Code

2. Paste in Embed Code

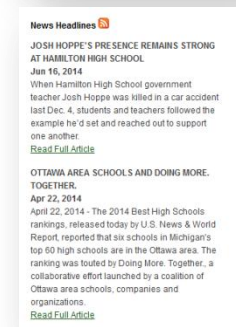
Calendars

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



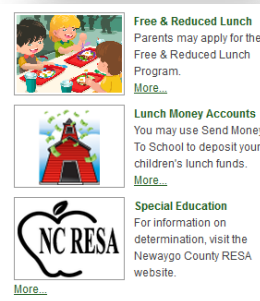
News

1. Headline News
2. News
3. Newsletters



Spotlights

1. Add Spotlight Group
2. Add Spotlight
 - Title
 - Description
 - Thumbnail
 - 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

Velma Matson Upper Elementary
 29 E. Post, P.O. BOX 820
 Newaygo, MI 49337
 Phone: 231.652.2100
 Fax: 231.652.9705

Steve Bush ✉
 Principal
 231.652.2100 x8449



Steve Bush
 Velma Matson Upper Elementary
 Principal
 Phone: 231 652 2100
 Extension: 8449
[Send Me a Message](#)

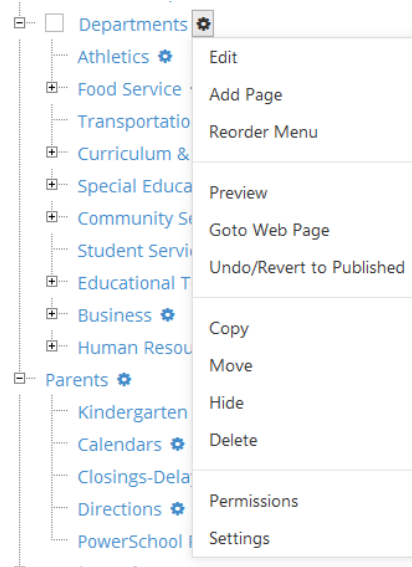
Page Options

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 Settings ▼

Theme: (Default) ▼

Page Layout*: Inside ▼

Redirect Settings ▼

Redirect Page: Yes No

Destination: 👤

Open in New Window: Yes No

Menu	Main Level	Sub Levels	Root
Main Menu	Default ▼	Default ▼	<input type="checkbox"/>
Side Menu	Default ▼	Default ▼	<input type="checkbox"/>
Head Menu	Default ▼	Default ▼	<input type="checkbox"/>
Breadcrumb Menu	Default ▼	Default ▼	<input type="checkbox"/>