

COOR ISD/ Foxbright Training

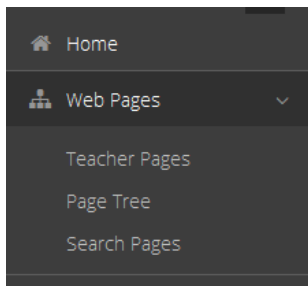
Support / Help Desk

Phone: 616.988.2400 x 1

Email: support@foxbright.com

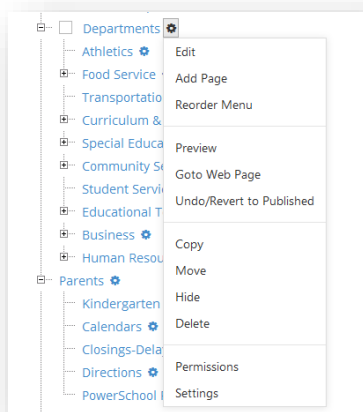
Content Editing Steps

1. Find Page to Edit from Page Tree
 - Web Pages
 - Page Tree
 - Click on page or select gear and “Edit”



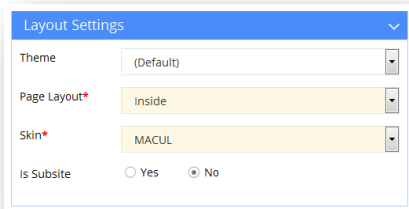
Page Options

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



Advanced Page Settings

1. Layout Settings



Layout Settings

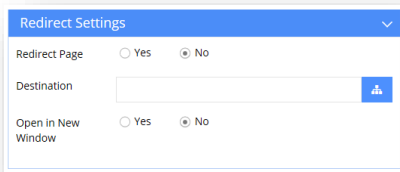
Theme: (Default)

Page Layout*: Inside

Skin*: MACUL

Is Subsite: ☐ Yes ☒ No

2. Redirect Settings



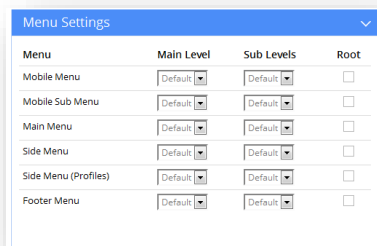
Redirect Settings

Redirect Page: ☐ Yes ☒ No

Destination:

Open in New Window: ☐ Yes ☒ No

3. Menu Settings

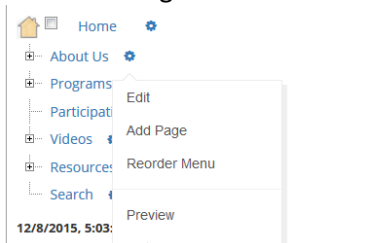


Menu	Main Level	Sub Levels	Root
Mobile Menu	Default	Default	<input type="checkbox"/>
Mobile Sub Menu	Default	Default	<input type="checkbox"/>
Main Menu	Default	Default	<input type="checkbox"/>
Side Menu	Default	Default	<input type="checkbox"/>
Side Menu (Profiles)	Default	Default	<input type="checkbox"/>
Footer Menu	Default	Default	<input type="checkbox"/>

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

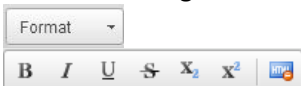
1. From Page Tree, click on Page Name or select Gear and Edit
2. "Preview" version of page will be shown with red boxes around content blocks.
3. Hover or click on the block and select "Edit"

Rich Text Editing

1. Inserting Content from WORD (or other formatted content)



2. Text Formatting



3. Bullet / Numbered Lists



4. Undo & Redo

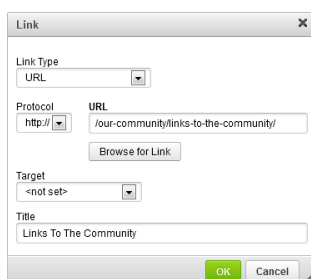


5. Enter – paragraph break – extra white space between lines
6. Shift-Enter – line break – normal white space between lines

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)

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

Inserting Pictures



1. **Upload** / Insert the picture on your page; provide alt text that supports content

Embedding Videos



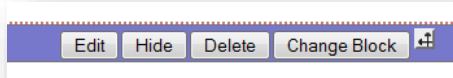
1. Recommend uploading all video / images to Vimeo or YouTube
 - Share video from Vimeo or YouTube & Select Embed option
 - Copy Embed Code
2. Paste in Embed Code
3. Transcripts and Close Captions necessary for many videos

Expandable Content Blocks

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. Move Content Block

Focus Images

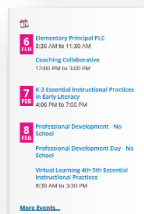
1. Image Tool: <http://photos.foxbright.com>
 - Home Page – 960 pixels x 339 pixels
 - Landing Page – 719 pixels x 226 pixels (i.e. Instructional Services)
719 pixels x 339 pixels (i.e. Administrative Services)
2. Photo Resize Tool in Photo Gallery & Spotlights

Commonly Used Data Driven Content Blocks

- Add Data Driven Content to web page
- Manage the content elsewhere
- Images/Files, Photo Gallery, Calendars, News, Spotlights, Forms

Calendars

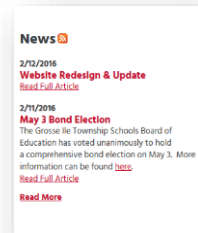
1. Mini Calendar
2. Upcoming Events



3. Agenda View

News

1. Headline News



2. News

3. Newsletters



Spotlights

1. Spotlight Groups
2. Share Spotlights
3. Archive Spotlights
4. Size: 150 pixels 150 pixels

Compliance Resources

ADA Compliance (<http://www.foxbright.com/support/compliance/>)

- How to Guide
- WCAG 2.0 AA
- What is Section 508