







# WEBSITE EDITING QUICK STEPS

EDIT PAGE CONTENT	
How To...	
...add a portlet to a page.	<ol style="list-style-type: none"> <li>1. In the top toolbar, click to turn <b>Design Mode On</b></li> <li>2. Click on the portlet category (Basic, Collaboration, Content Management, etc.) you want</li> <li>3. Click on the portlet in that category you want</li> <li>4. Drag your selected portlet down to the area on your webpage that want it</li> <li>5. Drop the portlet in the yellow <b>DROP HERE</b> area</li> <li>6. Click the <b>Edit</b> button in the upper right of the portlet</li> <li>7. Edit the portlet settings as necessary</li> <li>8. Click <b>Update Settings or Publish</b> (depends on the type of portlet you are creating)</li> <li>9. In the top toolbar, click to turn <b>Design Mode Off</b></li> </ol>
...edit a portlet.	<ol style="list-style-type: none"> <li>1. In the top toolbar, click to turn <b>Design Mode On</b></li> <li>2. Click the <b>Edit</b> button in the upper right of the portlet you want to edit</li> <li>3. Edit the portlet settings as necessary</li> <li>4. Click <b>Update Settings or Publish</b></li> <li>5. In the top toolbar, click to turn <b>Design Mode Off</b></li> </ol>
...add text to a portlet.	<ol style="list-style-type: none"> <li>1. In the top toolbar, click to turn <b>Design Mode On</b></li> <li>2. Click the <b>Edit</b> button in the upper right of the content portlet you want to edit</li> <li>3. Type the text in your portlet, or click the <b>copy as text button</b> to paste text    </li> <li>4. Use the editing panel to make text bold, or change the color</li> <li>5. Click <b>Publish</b></li> <li>6. In the top toolbar, click to turn <b>Design Mode Off</b></li> </ol>
...add a text link (hyperlink).	<ol style="list-style-type: none"> <li>1. From the editing screen, place cursor on the text you want to link</li> <li>2. Click the <b>Hyperlink Manager</b> icon </li> <li>3. Enter the <b>URL</b> (make sure you have tested it in the browser <b>before</b> you use it)</li> <li>4. Set your <b>Target</b> to 'new window'</li> <li>5. Enter a <b>ToolTip</b> to describe what will happen when clicked i.e 'PDF opens in new window' or 'Link to Google opens in new window' (<b>This description is seen by the visitor and read by screen readers</b>)</li> <li>6. Click <b>OK</b></li> <li>7. Click <b>Publish</b></li> <li>8. In the top toolbar, click to turn <b>Design Mode Off</b></li> </ol>

# WEBSITE EDITING QUICK STEPS

## EDIT PAGE CONTENT (CONT.)

How To...	
...add an image to your page.	<ol style="list-style-type: none"><li>1. Put your cursor where you want your image to be</li><li>2. Click the image icon </li><li>3. Select the image from your folders (If it's not there, you will need to upload first and then select.)</li><li>4. Change the <b>width</b> to reflect the <b>percentage</b> of the area the photo will take up (the height will auto adjust so don't change that)</li><li>5. Add <b>Alt Text</b> that will be read by screen readers and seen by visitors when they hover over the image (Do not include student names.)</li><li>6. Long Description: Optional</li><li>7. Image Alignment - Select how you want the image to align with the content</li><li>8. Margin: Add 10 for top, bottom, left &amp; right margins</li><li>9. CSS Class: Ignore</li><li>10. Click <b>Insert</b></li></ol>
...edit an image on your page.	<ol style="list-style-type: none"><li>1. Navigate to the image you want to edit and <b>right click</b></li><li>2. Select <b>Properties</b></li><li>3. Edit the properties</li><li>4. Select <b>Okay</b></li></ol>

# WEBSITE EDITING QUICK STEPS

## ADD A NEWS ARTICLE

How To...	
...add a news page to your website.	<ol style="list-style-type: none"><li>1. Click on the correct parent page where you want to add a news page (i.e. 2021-2022 or School Highlights)</li><li>2. Click on <b>+ Page</b> in the top toolbar</li><li>3. Click on <b>News Content Page</b> – if you don't see this check to make sure you're in the right location</li><li>4. Under <b>Page Properties</b></li><li>5. Fill in a summary that briefly describes the news</li><li>6. Under <b>Page Content</b></li><li>7. <b>Title:</b> Fill in the Title of the news article (You can copy this from the above box.)</li><li>8. <b>Image:</b> Upload an image to go with the news</li><li>9. <b>Image Title:</b> Give the title of the image (alternate text)</li><li>10. <b>Summary:</b> Provide a summary that briefly describes the news (You can copy this from page properties. This shows on the mobile notification and your homepage)</li><li>11. <b>Publish Date</b> enter the date you want to publish the article (if this is not filled out, the news won't show up on the homepage)</li><li>12. <b>Body:</b> Include the body of your news. If you are copying information make sure to use the copy clipboard.</li><li>13. Under <b>Page Administration</b></li><li>14. <b>Expiry date</b> elect the circle next to the date box and enter a date. If the article will stay up all year, enter select 06/30/2022</li><li>15. Click <b>Publish</b></li></ol>

# WEBSITE EDITING QUICK STEPS

EDIT DOCUMENT CONTAINERS	
<b>How To...</b>	
...add a file.	<ol style="list-style-type: none"><li>1. Click <b>+Add</b></li><li>2. Select File</li><li>3. *Drag and Drop the file to the upload box</li><li>4. You can drag one at a time, or a group</li><li>5. Click <b>Start Upload</b></li></ol>
...add a folder.	<ol style="list-style-type: none"><li>1. Click <b>+Add</b></li><li>2. Click Folder</li><li>3. Name the folder</li><li>4. You can also add a description</li><li>5. Click <b>Add Folder</b></li></ol>
...update a file.	<ol style="list-style-type: none"><li>1. Click the <b>ellipses (...)</b> to the right of the file you are updating</li><li>2. Select <b>Edit</b></li><li>3. Drag and Drop the updated file in the <b>Version History Box</b></li><li>4. Change or update the name if needed</li><li>5. Click <b>Update File</b></li></ol>
...move a file or folder.	<ol style="list-style-type: none"><li>1. Click the <b>ellipses (...)</b> to the right of the file or folder you are moving</li><li>2. Select <b>Move To</b></li><li>3. Click <b>Select</b> to the right of your destination folder</li></ol>

# WEBSITE EDITING QUICK STEPS

EDIT CALENDARS	
<b>How To...</b>	
...add an event.	<ol style="list-style-type: none"> <li>1. Click + and select <b>Add Events</b></li> <li>2. Subject/Location</li> <li>3. Start &amp; End Date: SAME date</li> <li>4. Enable Recurrence - if event is repeating *see below</li> <li>5. Description</li> <li>6. <b>Update</b> your Calendar</li> </ol>
...import events from csv.	<ol style="list-style-type: none"> <li>1. Click + and select Import Events</li> <li>2. Click choose File and select the CSV that you are uploading</li> <li>3. Click Import</li> </ol> <p><b>Tip:</b> If you do not already have a spreadsheet for your events, it is easiest to turn the sample file into your events' CSV file. Just remove the sample entries and replace them with real data You don't need to fill out all the fields.</p>
...create a recurring event.	<ol style="list-style-type: none"> <li>1. Add an event and select <b>Recurring Event</b></li> <li>2. Select the options for your event:               <ol style="list-style-type: none"> <li>a. <b>Repeat Pattern:</b> This option enables you to decide the frequency with which the event occurs. You can choose between Weekly, Monthly, and Yearly patterns. You will then be presented with further frequency options dependent on which of the patterns you selected.</li> <li>b. <b>Length of Recurrence:</b> There are three options to choose from when deciding how long you want the recurring event to last. You can choose to have it Ending on a specific date. If you make this choice, the event will continue to repeat, as specified, until the date selected. You can choose to have the event End After a specific number of occurrences or you can choose No End to have the event recur indefinitely.</li> </ol> </li> </ol> <div data-bbox="732 1207 1242 1451" data-label="Form"> <p> <input checked="" type="checkbox"/> Enable Recurrence          Repeat Pattern <input type="text" value="Weekly"/>          Every <input type="text" value="2"/> weeks  <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun  <input type="radio"/> Ending <input type="text"/>  <input checked="" type="radio"/> End After <input type="text" value="20"/> more occurrences  <input type="radio"/> No End.       </p> </div> <ol style="list-style-type: none"> <li>3. Finish creating your event</li> <li>4. Select <b>Update Your Calendar</b></li> </ol>
...edit an event.	<ol style="list-style-type: none"> <li>1. Click on event you want to edit</li> <li>2. Click the <b>yellow box with a pencil</b> in the top right</li> <li>3. You will see the same screen as the add event screen</li> <li>4. Make your updates and click <b>Update Event</b></li> </ol>

# TECHNOLOGY SERVICES

 Information Systems  Instructional Technology  Network & Computer

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