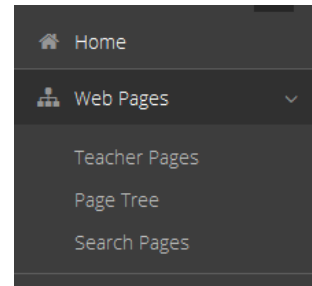


## Foxbright Website Training

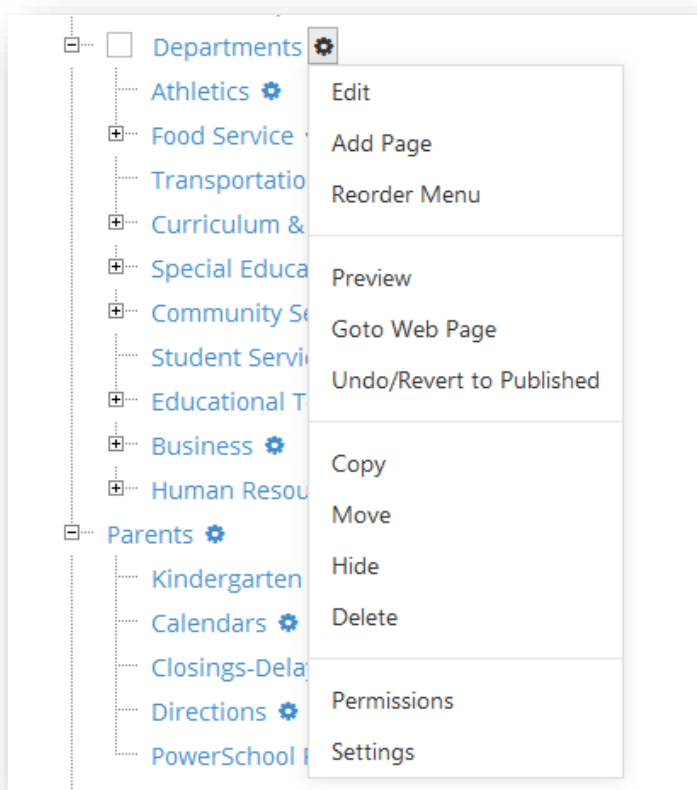
### Content Editing Steps

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



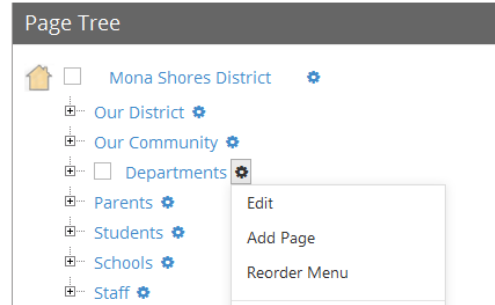
### Page Options

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



## Add a Page

- From Page Tree, select “**Add Page**” option
  - Page is added as sub page
- Enter **Menu Name**
  - All other fields will be auto filled
- Save



## Adding / Editing Page Content

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

## Rich Text Editing

- Inserting Content as **Plain Text** versus **As Word** (or other formatted content)
  - Paste as Plain Content: **CTRL+SHIFT+V**
  - Paste Formatted Content: Click Icon and then use **CTRL+V** to paste the content
- Undo & Redo
- ENTER** – paragraph break – extra white space between lines
- SHIFT+ENTER** – line break – normal white space between lines
- Text Formatting - bottom row of editor icons



## Adding Links



- 3<sup>rd</sup> Party Website Link or Google Drive/Document
- Website Page Link on your website
- Document Link or pictures
- Mail-to Link

**ADA Compliance Tip:** Use link text that is unique and descriptive so makes sense when out of context

## Inserting Pictures



- Upload** / Insert the picture on you page

## Language Tag



- Used if place foreign language text on the page. Used by Screen Readers.

## Embedding Videos



- Recommend uploading all video / images to Vimeo or YouTube
  - Share video from Vimeo or YouTube & Select Embed option
  - Copy Embed Code
- Paste in Embed Code

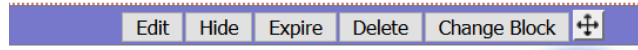
### Publishing Content

1. Always “Preview” your page before Publishing
2. Revert to Published



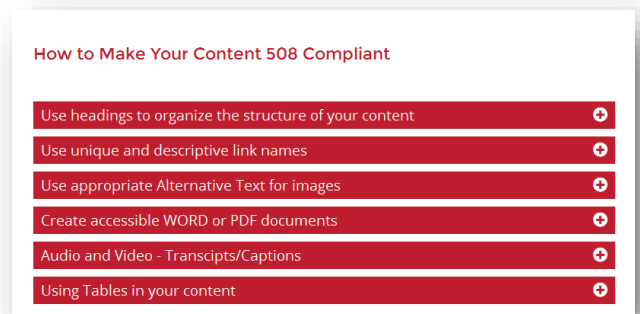
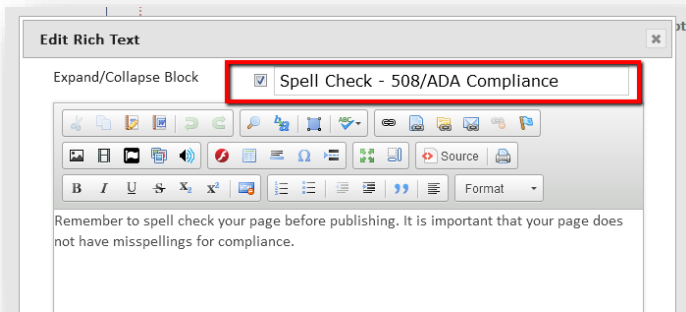
### Content Blocks

1. Add New Content Block
2. Change Content Block
3. Hide/Show Content Block
4. Expire Content Block
5. Move Content Block



### Expandable Content Blocks

Any Rich Text Content Block can be “Expandable Content”

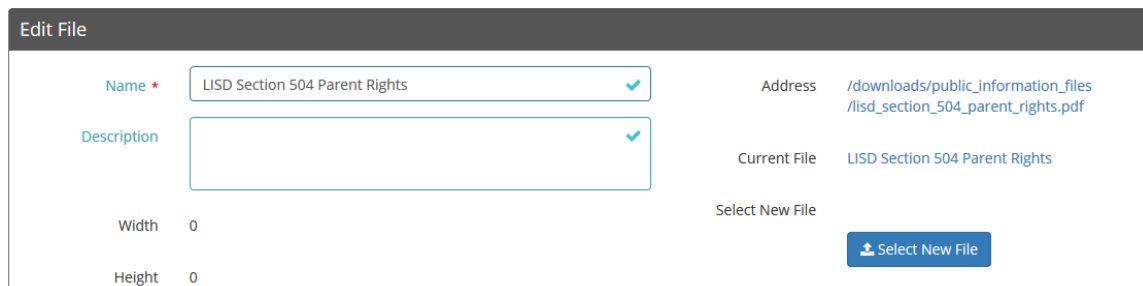
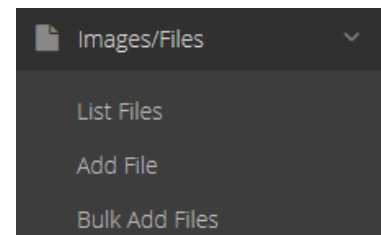


### Images/Files

All files uploaded via the Editor can be accessed via Images/Files

#### Edit File

- Select “List Files” under Images/Files
  - Locate a file by name or category
- Click the gear and select “Edit”
- Click the **Select New File** button
- Find the new file & Save
- All links to file are still good and will now open the new file
  - Remember to clear your browser cache (CTRL+SHIFT+DEL)



## Advanced Page Options

### Reorder Menu

1. Allows you to adjust order of Main Menu, Drop Menus and/or Side Navigation

### Undo/Revert to Published

2. Only shows if page has been modified, but changes not published
3. Return page to “Published” version of content

*What is currently viewed on the website*

### Copy / Move / Change Page URL

4. Useful to reorganize website content
5. Use to “rename” a section and need URL to change
6. **Move / Change URL will auto publish**

### Hide / Delete

7. Hides the Page from menus / can’t access even with the URL
8. Delete – Removes page permanently
9. Remember to Publish Changes

### Permissions

10. Web Admins Only
11. Can see and assign permissions

### Settings

12. Page Title, Menu Name, Meta Data
13. Change Page Layout
14. Menus – can override default menu behavior for page
15. Set Page URL Redirect
16. Password Protected Pages Setup

