

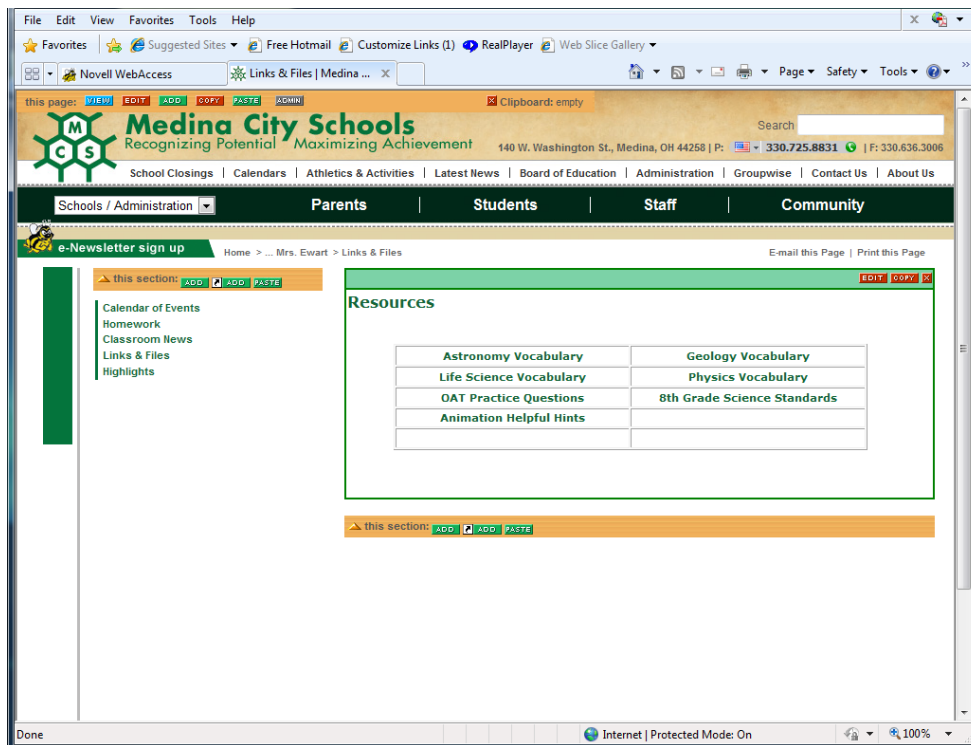
# Editing Web Pages

To log in, go to [www.medinacityschooldistrict.org/login.cfm](http://www.medinacityschooldistrict.org/login.cfm). Your username is the same as your Groupwise and the password is the first 3 letters of your last name followed by the last 4 numbers of your SSN.

Pages that you have rights to edit have a red edit box in the upper left hand corner.



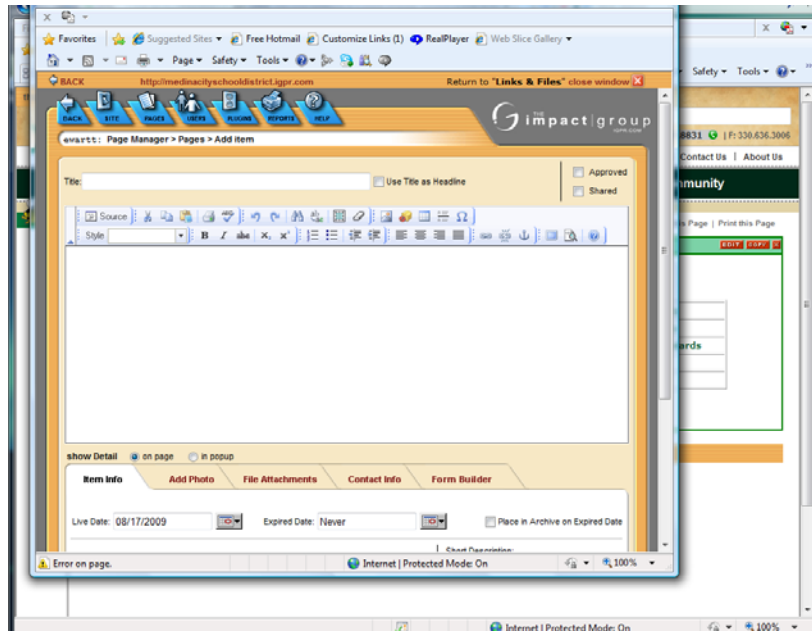
When you click on the edit button, you get more buttons to choose from and the section boxes appear.



The sections that are green indicate that the content has been approved and is live on the site. Sections that are red indicate that the information has not been approved by the page owner yet and will not appear on the live site.

There are 2 ways to access the content areas for editing.

1<sup>st</sup> Way – To add a new section, Click on the Add button in the gold header for the area you want to enter information. You will get a box that has editing tools similar to those in Microsoft Word.



Enter a title for this section box. If you want the title to show up on the web page, check Use Title as Headline. If this is unchecked, the title will not appear on the live web page.

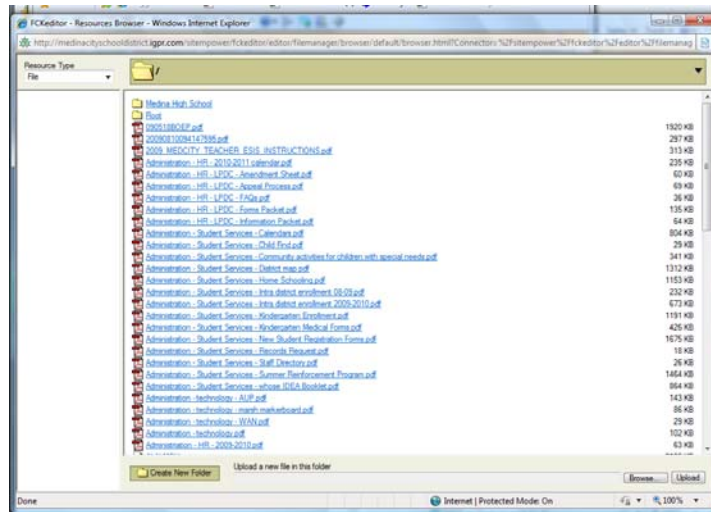
If you have approval rights, you need to check the Approved box.

\*\*\*\* To get a single line return within these section boxes, you need to hold the Shift key down and hit Enter. If you do not hold down the shift key, you will get a double spaced return.\*\*\*\*

I suggest you link documents using a hyperlink instead of the File Attachments tab at the bottom of the screen. When uploading the document, highlight the words you want to be the link, click the hyperlink icon (∞) and you will see this dialogue box –

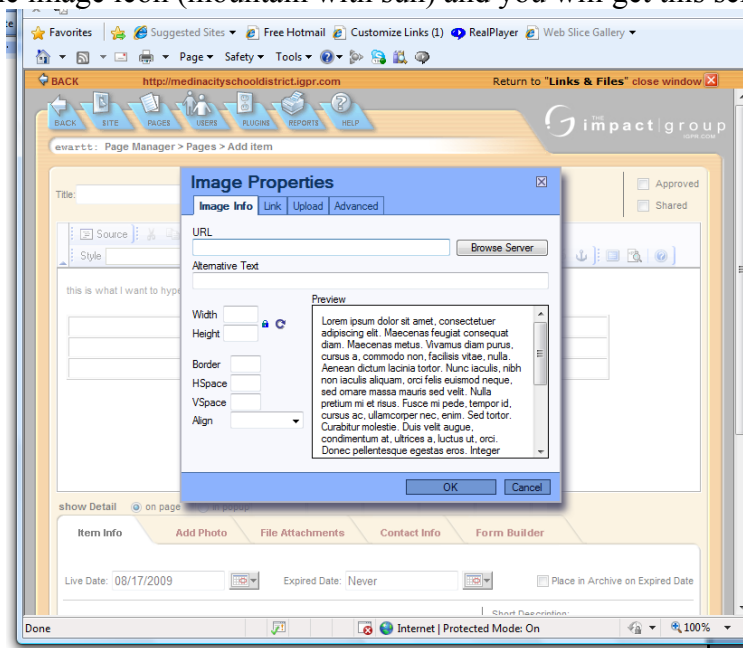


**USE THE 'Browse Server' BUTTON TO ADD YOUR DOCUMENTS!!** By doing this, you can choose a folder to put the document into. Otherwise, it goes with all of the other district documents.



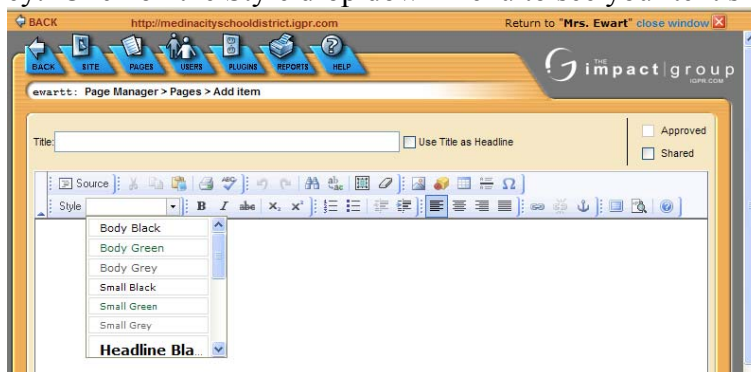
Click the Browse button to navigate to the spot on your computer where the document has been saved, then Click Upload. You can upload multiple files this way.

To add a photo, click on the image icon (mountain with sun) and you will get this screen –



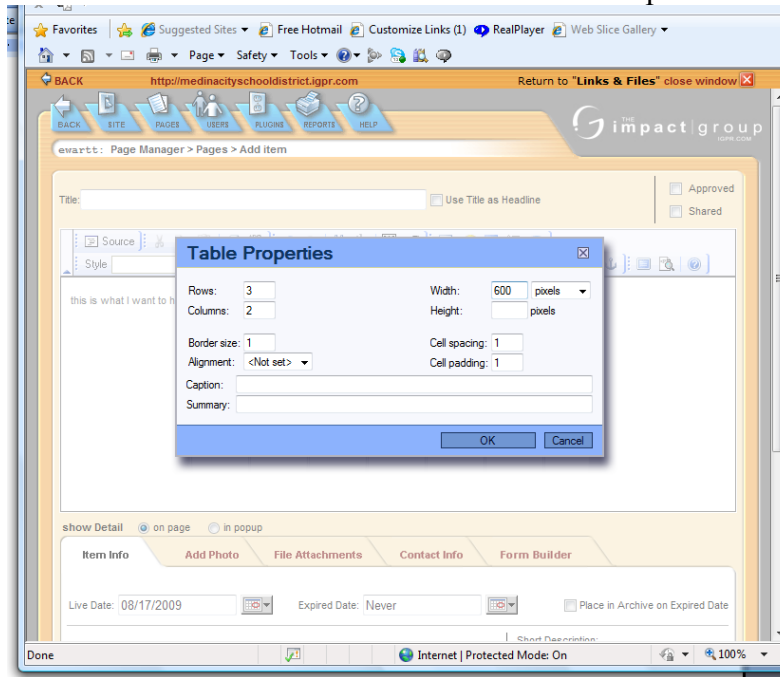
**USE THE 'Browse Server' BUTTON TO ADD YOUR IMAGES!!** By doing this, you can choose a folder to put the image into. Otherwise, it goes with all of the other district images.

The default text color is grey. Click on the Style drop down menu to see your text size/color choices.

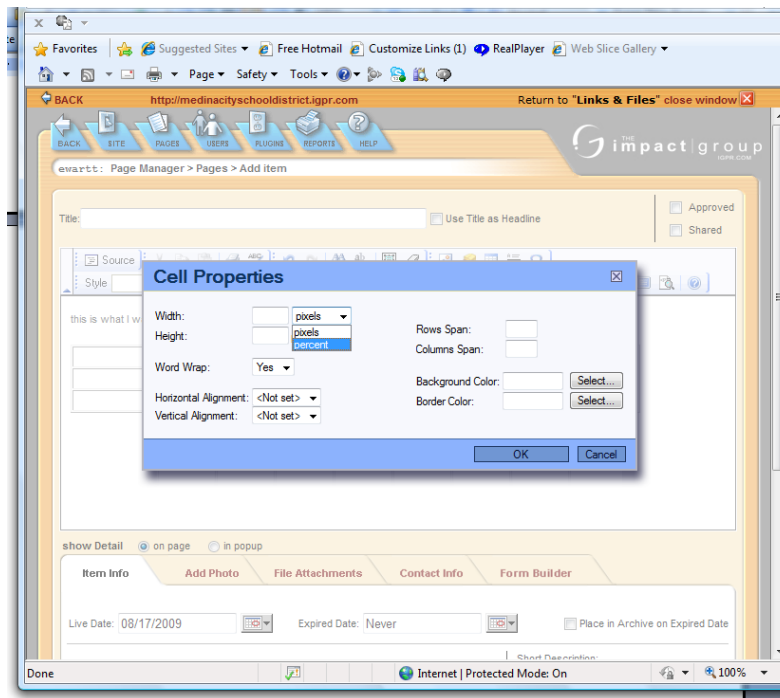


The table properties can be accessed after making the table (click table icon) and right clicking on the newly created table.

\*\*\*MAXIMUM WIDTH SIZE for tables is 600 pixels.\*\*\*

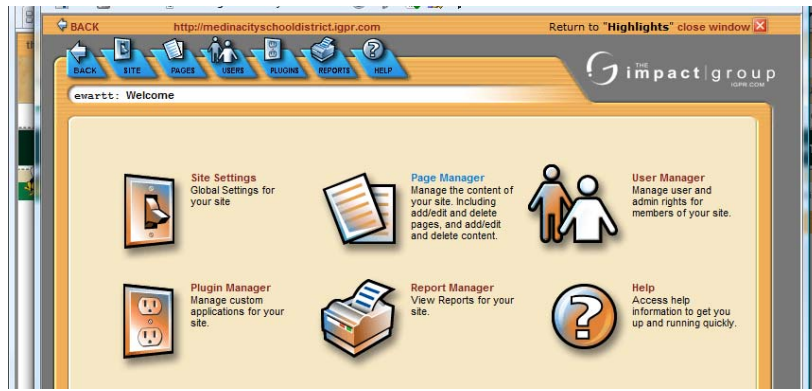


To change the width of the columns, right click in the top cell of the column and select Cell Properties. Putting in a 'percent' value over a certain number of 'pixels' may give you the best looking table (if you change the table width later, the columns adjust accordingly).

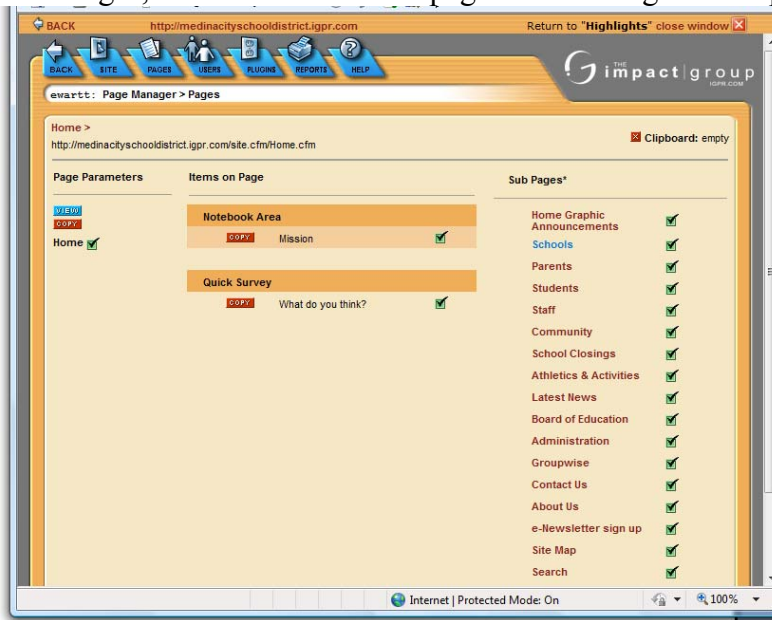


You can also add content to a section by clicking Copy on an existing section then click Paste in the gold section header of the new content location.

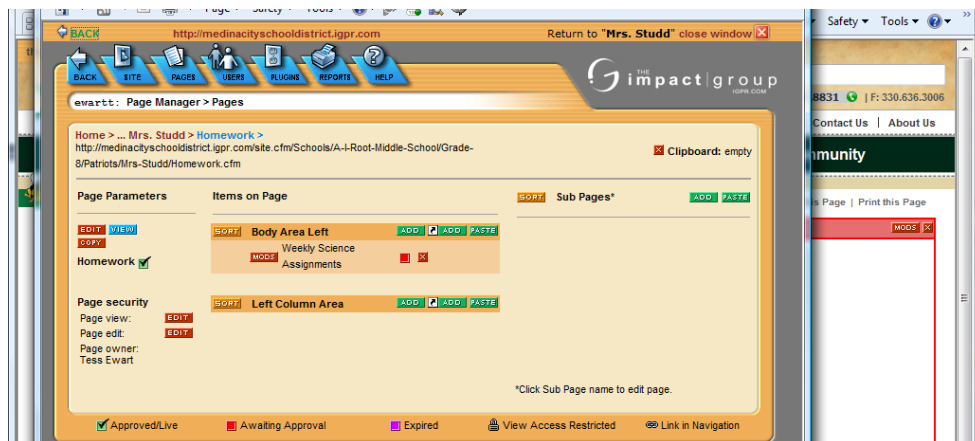
2<sup>nd</sup> Way – of accessing content areas for editing is from the Page Manager. To get there, click on the grey Admin button at the top of the screen.



Click on Page Manager, View Pages, then click on the sub pages needed to get to the page you want to edit.



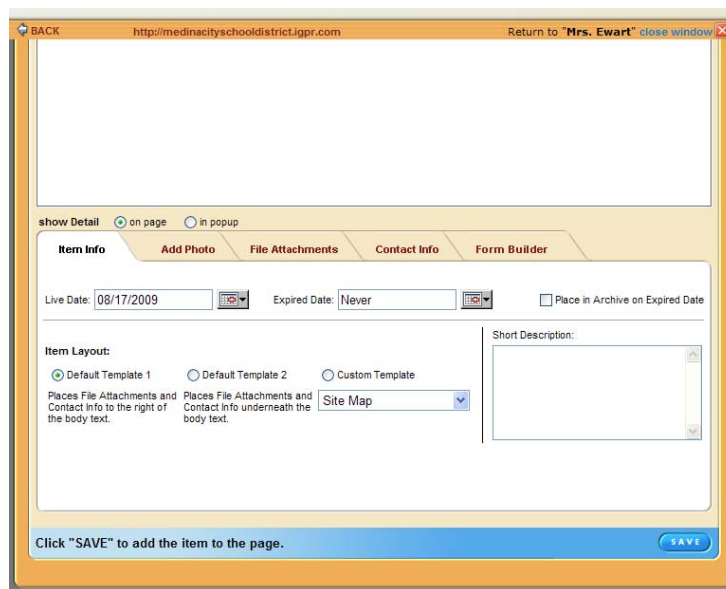
You will then be able to edit the section. Body Area Left is the main part of the page. This is also where you would go to create sub pages off of one of the 5 main teacher pages (Calendar of Events, HW, etc.).



There are 2 ways to change the arrangement of sub pages or the sections on your web page. You can click on the up and down triangles to move the section/page or click the gold Sort button. The gold Sort button will then give you a table and you enter the numbers how you want the sections/pages arranged.



Show Detail Tabs at the bottom of the section edit screen:



Add Photo tab – will only add a SINGLE photo to the section. If you want to add multiple pictures, create a table and add the images to the cells.

File Attachments tab – will put the documents in the main folder with the rest of the district documents. This is why it is suggested to use hyperlinks instead.

Form Builder tab – will create surveys on your web page.

For more information, see the training document folder.