

HFA/ Foxbright Training

Support / Help Desk

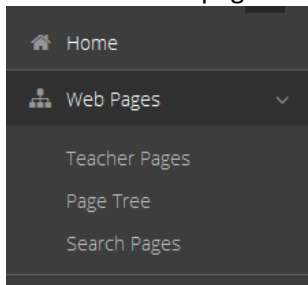
Phone: 616.988.2400 x 1

Email: support@foxbright.com

Website Admin Panel: <http://henryfordacademy.foxbrightcms.com/Admin>

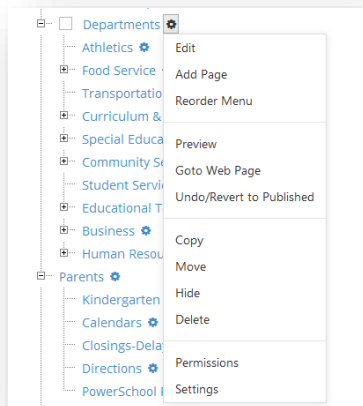
Content Editing Steps

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

2. Redirect Settings

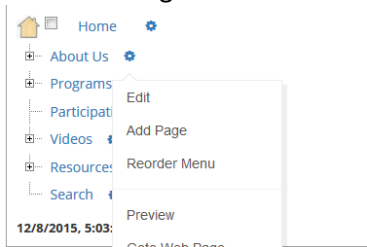
3. Menu Settings

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

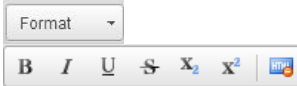
1. From Page Tree, click on Page Name or select Gear and Edit
2. "Preview" version of page will be shown with red boxes around content blocks.
3. Hover or click on the block and select "Edit"

Rich Text Editing

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



2. Text Formatting



3. Bullet / Numbered Lists



4. Undo & Redo

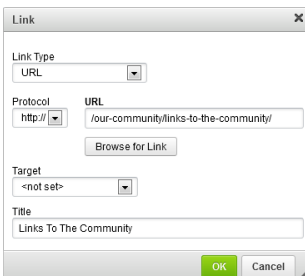


5. Enter – paragraph break – extra white space between lines
6. Shift-Enter – line break – normal white space between lines

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



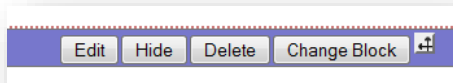
1. Recommend uploading all video / images to Vimeo or YouTube
 - Share video from Vimeo or YouTube & Select Embed option
 - Copy Embed Code
2. Paste in Embed Code
3. Transcripts and Close Captions necessary for many videos

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

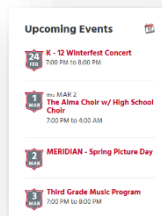
1. Image Tool: <http://photos.foxbright.com>
 - Home Page – 1349 pixels x 540 pixels
2. Photo Resize Tool in Photo Gallery & Spotlights – Photo Gallery (1349x540)

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

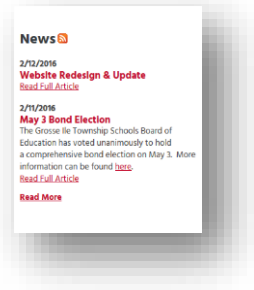
1. Mini Calendar
2. Upcoming Events



3. Agenda View

News

1. Headline News



2. News

3. Newsletters



Spotlights

1. Spotlight Groups
2. Share Spotlights
3. Archive Spotlights
4. Size: 640px wide x anything

Admin Settings

Configuration

- Import/Export Staff
- Import/Export Calendar
- Size Categories
- Photo Galleries
- Spotlights
- Staff Directory (Building, Position, District, Department)

Teacher Pages

- <http://www.tcaps.net/schools/middle-schools/ems/staff/>

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

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