

Foxbright Website Training

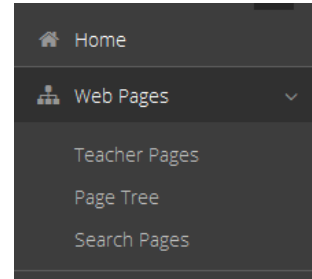
Admin Panel: <https://vicksburg.foxbrightcms.com/Admin/>

Training Username: **training**

Training Password: **training**

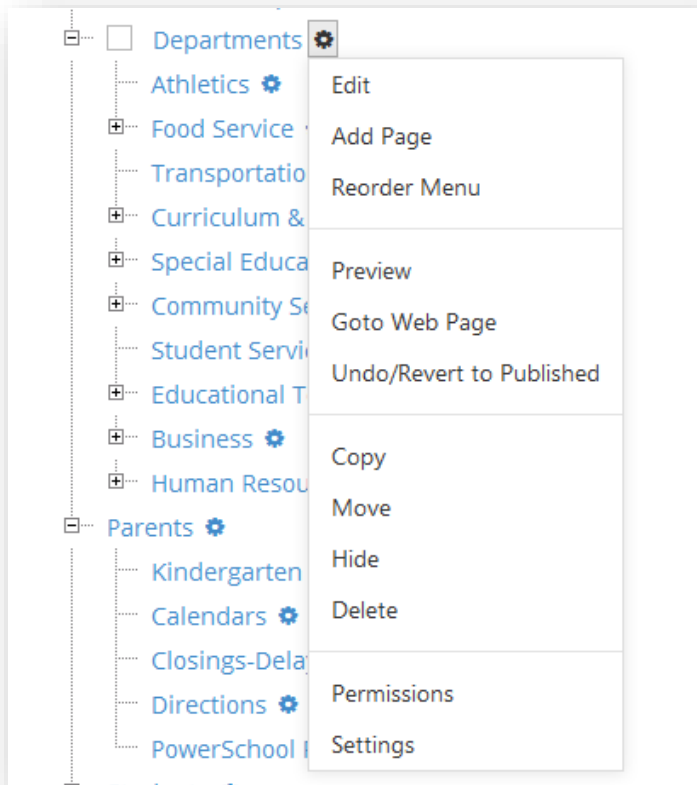
Content Editing Steps

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



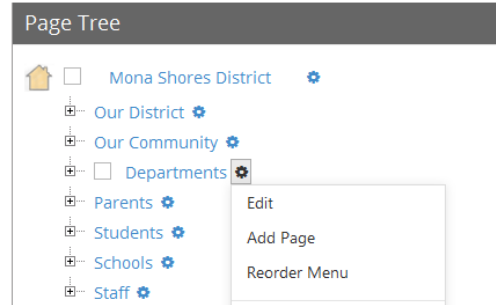
Page Options

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

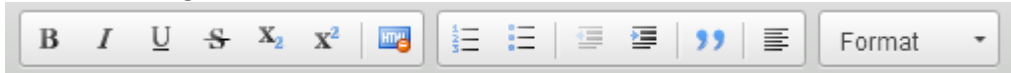


Adding / Editing Page Content

- 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 from WORD (or other formatted content)
- Text Formatting - bottom row of editor icons



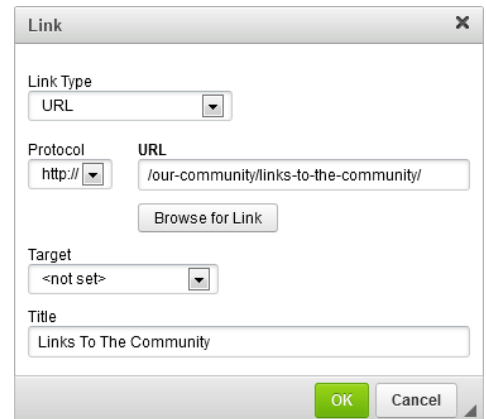
- Undo & Redo
- Enter – paragraph break – extra white space between lines
- Shift-Enter – line break – normal white space between lines

Adding Links



- Links to other websites – (other site – new window)
- Links to pages on your website – (same site – same window)
- Links to files or pictures – (always new window)

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



Inserting Pictures



- Upload** / Insert the picture on you page

Embedding Videos



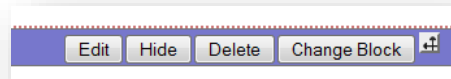
- Recommend uploading all video / images to Vimeo or YouTube
 - Share video from Vimeo or YouTube & Select Embed option
 - Copy Embed Code
- Paste in Embed Code

Publishing Content

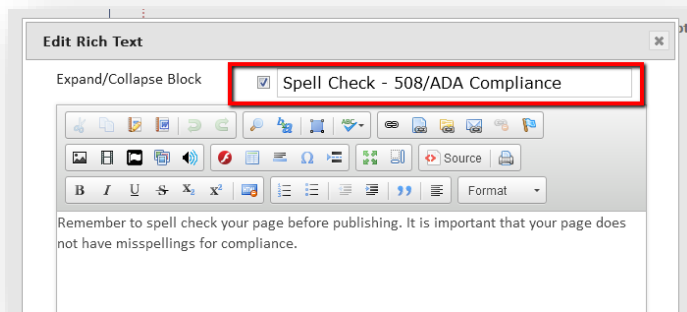
- Always “Preview” your page before Publishing
- Revert to Published

Content Blocks

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



Expandable Content Blocks



How to Make Your Content 508 Compliant

- Use headings to organize the structure of your content +
- Use unique and descriptive link names +
- Use appropriate Alternative Text for images +
- Create accessible WORD or PDF documents +
- Audio and Video - Transcripts/Captions +
- Using Tables in your content +

Commonly Used Data Driven Content Blocks

- Add Data Driven Content to web page
- Manage the content elsewhere

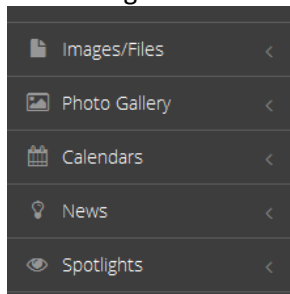


Photo Gallery

1. Used for Rotating Photos on District and Building Home pages
 - a. Will normally have a gallery “size” associated
 - b. When upload a photo will provide an image helper to resize and crop photo
 - c. Various options for button controls and placement
 - d. Can have show “text overlay” using photo name and description
 - e. Can Link photo (use alternative text if linking image)

2. Can use for Slideshows, photo boards, etc.