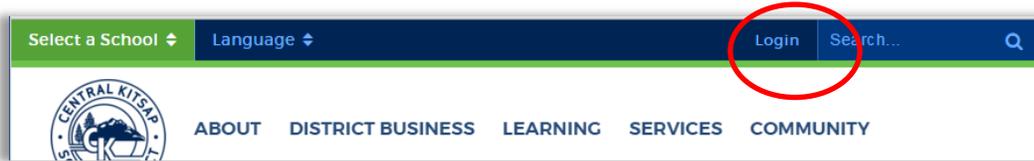


PAGE EDITING

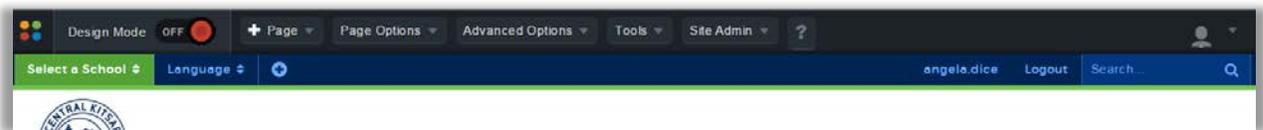
LOG IN

Before you can edit or add pages, you need to log in to the site. It's in the upper right-hand corner of the site on all pages. Use the same username and password you use to log into your computer.

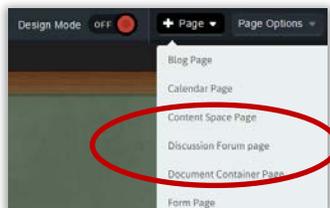


Please be sure to follow our web design and style guides when editing and adding pages. You can find these on ckschools.org. Under the Career & Staff tab, click on Staff Resources. On the left-hand side of the page, you'll see a link to Web Editing. The guides and other tip sheets are at the top of this page.

You can only edit pages that you have permission to edit. If you think you should have the ability to edit a page, but cannot, please talk to Angela Dice. We can add you to the permission list. You'll know you have permission to edit a page when you see this black toolbar (or something like it) at the top of your browser:



ADDING A NEW PAGE

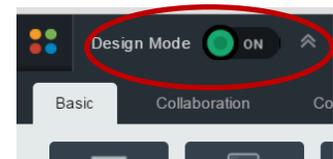


You can only add pages to pages that you have permission to edit. You will mostly use Content Space pages. This page type gives users the ability to add text, tables, pictures, videos, hyperlinks and more.

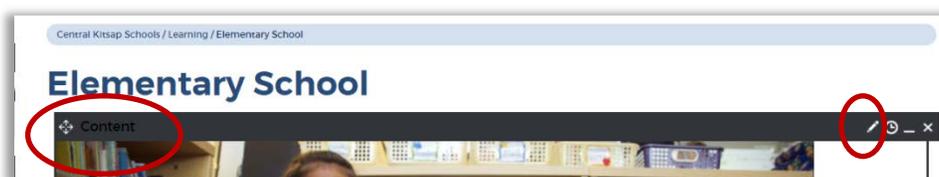
Go to the + Page menu and select Content Space Page. Name your page in the title and follow the instructions on the next page to edit content.

OPENING EXISTING PAGE

Navigate to the page you want to edit. Click the Design Mode button in your toolbar. It will turn green.



You'll see a red box around the content of your page, this is a portlet. Some pages have multiple portlets. Most pages have a "Content" portlet. Hover your mouse over the red box, and you'll see the label of your portlet appear in black. Click the pencil icon to the right to begin editing. If you see a "Page locked" message, someone else may be editing it or accidentally left it open.



EDITING PAGES

You will be routed to another page that is divided into three main headings:

Page Properties

The Page Properties section allows you to change the title of a page on the website. Simply type in the new name of your page in the Title field and the system will automatically update the Name on the page.

Page Content

The Page Content section contains SharpSchool's WYSIWYG (What You See Is What You Get) Editor. The buttons are similar to the buttons in Word. Subsequent pages have a table describing what each tool does. We have separate tip sheets on adding photos and adding documents.

Page Administration

The Page Administration section contains user specific information on the page. This section is divided into 6 main components:

- **Page owner:** the primary person in charge of a page. Any follow-up tasks will be sent to this user.
- **Last Modified:** shows when the page was last edited.
- **Release schedule:** allows you to schedule when the page is visible to other users. Expiry date sets a date to archive a page so it's no longer visible to the public.
- **Follow-up tasks:** Page Owners can schedule reminders for specific pages. Click on the Review option in the dropdown menu and selecting a date. On the scheduled date, the system emails the page owner. Similarly, by clicking on Archive in the dropdown menu page owners can schedule specific pages to be archived on the site on a specific date. Archived pages can be retrieved/unarchived.
- **Approval Notes:** We may choose to apply approval workflows to pages. In such a scenario, changes made by the content author, or page owner, are not made live on the site unless it is approved by a designated individual or individuals.
- **Publishing a page:** After editing your page using the WYSIWYG editor, you will have three options:
 - **Save Draft:** saves all the changes made to your page but the changes will not yet appear (or be made live) to visitors of the page. This allows you to keep working on the page over multiple sessions and reveal the changes only when you are ready.
 - **Publish:** make your changes live immediately.
 - **Cancel:** discard all the changes.

The screenshot displays the SharpSchool page editor interface, divided into three main sections:

- PAGE PROPERTIES:** Contains fields for Title (Our Mission), Name (our_mission), and Summary.
- PAGE CONTENT:** Features a WYSIWYG editor with a toolbar (including Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Table, and Undo/Redo) and a preview area showing the page content. The preview area displays the heading "Mission" and the text: "The mission of Franklin Community School is to assure educational excellence and character development for all students. The school will provide a stable, rigorous, unbroken continuum of classical academic instruction and formal character education, resulting in the highest levels of student achievement, ethical behavior, and cultural literacy, and delivered within a productive, consistent and supportive school environment."
- PAGE ADMINISTRATION:** Contains fields for Page Owner (Bert.Tate), Last Modified (Thursday, July 30, 2015 at 10:59 AM), Release Date (Now, 31 December, 2015, 10:00 AM), Expiry Date (Never, 21 December, 2016, 07:30 PM), and Follow-up Tasks (None).

PAGE CONTENT TOOLS

Depending on which site you're on and what type of page you're on, not all of these tools may be available.

Here are what some of the tools in the WYSIWYG Editor do:

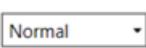
Tool	Description	Shortcut
	Help: click this to see pictures and a description of all the tools (like you see in this table). The online list likely will have more tools than you have available when you're editing your page.	
	< > HTML: at the bottom of the Page content Box, this allows you to see and edit the html code of your page. Click Design to go back to your regular view.	
	Cut: Highlight content (text and images), cut and paste to move	Ctrl + X
	Copy	Ctrl + C
	Paste as Plain Text: Removes all formatting (coding), including hyperlinks, bullets, etc. from text.	
	Paste from Word: Cleans all Word-specific coding and removes font names and text sizes. Can also be used when copying from other web pages.	
	Toggle Screen: Switches to full-screen mode.	

Tool	Description	Shortcut
	Undo	Ctrl + Z
	Redo	Ctrl + Y
	Find and Replace	Ctrl + F
	Print	
	Spell Check: Will highlight the word being checked in yellow (edit box may block your view). Choose the correct word from the list, Ignore the selection or click Change Manually to re-type the word. You can also add words to the whole site's dictionary.	
	Format Stripper: Removes some or all formatting from selected text.	

PAGE DESIGN TOOLS

	Image Manager: Inserts pictures. More on that in the Adding Photos section.	Ctrl + G
	Hyperlink Manager: Add a link to another web page. More on this in the Adding Hyperlinks section.	Ctrl + K
	Pagelink: Find and insert pages from your school's website.	
	Document Manager: Upload pdfs, Word docs and other files, and add a link to the document to selected text. More on this in the Adding Documents section.	Ctrl+Shift+K
	Insert Date: Adds the current date.	
	Horizontal Rule: Inserts a line the full width of the page	
	Video: Insert videos from YouTube or Vimeo. See the Add Videos section for more.	
	Table: See the Tables section for more on inserting tables.	
	Insert Special Character: -, —, © and more.	
	Background Color: Changes the color behind the text. Use this sparingly.	

FORMAT PARAGRAPHS AND TEXT

	Paragraph style: Easily apply paragraph or subheading fonts (changes size and sometimes color consistent with your school site)	
	Insert New Paragraph: Your computer's return key only creates a line break, with no space between the lines. Paragraph adds spacing. Also may be necessary to insert when you start a bulleted or numbered list or when changing the alignment (such as centering the top of your page and left-aligning the rest).	Ctrl + M
	Bullets: Creates bullet points. Hit Return/Enter keys to start a new bullet. You may need to insert a new paragraph (see above).	
	Numbered list: Hit Return/Enter keys to start a new bullet. You may need to insert a new paragraph (see above).	
	Increase Indent: Moves your content to the right. Adds indents (tabs) to paragraphs.	
	Indent decrease: Moves your content to the left.	
	Left align: What most of our sites use. Left-align is easier to read because readers' eyes have a consistent place to .	
	Center align: Not ideal because page titles are automatically left-aligned, but OK for headlines and short lines of text. Avoid mixing center and left aligned. It	

	makes your text look unbalanced.	
	Justify: Stretches text as it aligns left and right. AVOID.	
	Bold: Use moderately (just a few words or phrases every few paragraphs) to highlight words and phrases. If everything is bold, nothing stands out.	Ctrl + B
	Italicize	Ctrl + i
	Underline: (Note of caution: many readers think underlined text means it's a hyperlink. Use this carefully.)	Ctrl + U
	Strikethrough: Cross out text. Can be used to highlight a correction.	
	Subscript	
	Superscript	
	Convert uppercase to lowercase	
	Convert lowercase to uppercase	
	Change text color: Avoid light on dark (such as yellow text on a white screen).	