

Web-Site How To's

How To: Manage Newsletters

[Watch the Newsletter demonstration here.](#)

To Create a Brand New Newsletter Listing for Your Site

1. Log in to the web-site using the username and password you use to log in to your computer. The log-in is located on the upper right-hand side of the web-site.
2. Click on "Newsletter" on the left-hand side.
3. Click on "Manage Categories"
4. You are adding a new Category. The "Category Name" is going to be the title of your newsletter. For example, if you are Summit, this Category Name is "Sum-it-Up."
5. After creating a name, select the "Newsletter" "Category Parent" from the drop-down menu.
6. Click "Add Category."
7. Once you've created a category, you are ready to add newsletter postings. A Category only needs to be created once.

To Add a Newsletter to your Already-Established Newsletter Listing

Note: Make sure the proper Newsletter Category exists before adding a new newsletter posts. To create a Newsletter Category, follow the steps outlined above.

1. Log in to the web-site using the username and password you use to log in to your computer. The log-in is located on the upper right-hand side of the web-site.
2. Click on "Newsletter" on the left-hand side.
3. Create a title for your newsletter post. For example, if you are posting the September edition of your school's newsletter, you could title it "September Sum-it-Up."
4. You can type in content directly in the provided field, or upload your newsletter (as a PDF).
5. Select your proper category from the "Category" drop-down menu on the right
6. To preview your post before publishing to the web, click "Preview" on the right-hand side.
7. When you are ready, click "Publish" on the right-hand side. Your newsletter post is now live.

How To: Create/Maintain a Page

[Watch the Pages demonstration here.](#)

Creating a New Page

1. Log in to the web-site using the username and password you use to log in to your computer. The log-in is located on the upper right-hand side of the web-site.
2. Click on “Pages” on the left-hand side.
3. Click on “Add New.”
4. Create a title for your page. *Note:* The title of your page is what will appear on the left-hand menu of your school’s site.
5. Type your content directly into the field provided, upload content, or copy/paste content from Word. *Note:* if you copy/paste from Word, use the “copy from Word” button provided (it looks like the Word “W”).
6. Once you’ve completed the content of your page, select the “Parent” for your page to appear under from the left-hand drop-down “Parent” menu. You may also elect to not have a “Parent” page.
7. To preview your page before publishing to the web, click “Preview” on the right-hand side.
8. If you do not have the “Preview” button, click on “Submit for Review,” which will send your page to be reviewed by your school’s web manager. Once you’ve clicked “Submit for Review,” the “Preview” button will appear.
9. Once you’ve created your page, you are now responsible for maintaining and updating its content.

Maintaining/Managing Content

Note: Content can only be managed on established pages. To establish a new page, follow the directions above.

1. Log in to the web-site using the username and password you use to log in to your computer. The log-in is located on the upper right-hand side of the web-site.
2. Navigate to the page you would like to modify.
3. Click on the “Edit Page” link (located at the bottom of your page).
4. Edit the desired content.
5. To preview your page before publishing to the web, click “Preview” on the right-hand side.
6. When you are ready, click “Publish” on the right-hand side. Your updated page is now live.

How To: Upload/Insert Files

Note: once you have uploaded a photo, it becomes saved in your "Gallery." This will enable you to reuse the photo in another location on your web-site directly from the "Gallery" instead of uploading the photo again from your computer. To access the "Gallery," click on "Add an Image" and then choose the "Gallery" tab. All other steps to adding/modifying a photo apply to photos saved in the "Gallery."

Inserting a Photo Directly on a Page

1. Log in to the web-site using the username and password you use to log in to your computer. The log-in is located on the upper right-hand side of the web-site.
2. Navigate to the newsletter post or web-page where you would like to upload a photo.
3. Click on the "Edit Page" link (located at the bottom of your page).
4. Move your cursor to the content area where you would like to have your photo inserted. (You can always change the location of your photo later.)
5. Click on the "Add an Image" icon next (below the title text)
6. Click on "Select Files" and browse to the photo file in your computer.
7. Click "Open." Your photo will then go through a "crunching" process.
8. You must give your photo a title. You may provide a caption and a description.
9. Select the placement and size of your photo.
10. To insert the photo directly on to your page, click "Insert into Post."
11. The photo is now placed on your page.
12. To modify the placement or size of your photo (once placed on your page), click on the photo. You will see two buttons, there is an "Edit Image" button and a "Delete Image" button. Click on "Edit Image."
13. Adjust the desired settings.
14. Click "Update." Your photo is now modified.
15. To preview your page before publishing to the web, click "Preview" on the right-hand side.
16. When you are ready, click "Publish" on the right-hand side. Your updated page is now live.
17. To delete the photo, click on the photo and select the "Delete Image" button. Your photo will be deleted.

To Link Text to a Photo

1. Log in to the web-site using the username and password you use to log in to your computer. The log-in is located on the upper right-hand side of the web-site.
2. Navigate to the newsletter post or web-page where you would like to link a photo.
3. Click on the "Edit Page" link (located at the bottom of your page).
4. Type the desired text to be linked.
5. Click on the "Add an Image" icon next (below the title text)
6. Click on "Select Files" and browse to the photo file in your computer.
7. Click "Open." Your photo will then go through a "crunching" process.
8. Give your photo a title.
9. Click on "File URL."
10. Copy the URL provided.
11. Click on "Save Changes."
12. Highlight the text you would like to link.
13. Click on the "Link" tool.
14. Paste the URL you have copied.
15. Your text is now linked to the photo.
16. To remove the link, highlight the text and click on the "Unlink" button.

How To: Upload a File

Note: once you have uploaded a file, it becomes saved in your "Gallery." This will enable you to reuse the file in another location on your web-site directly from the "Gallery" instead of uploading the file again from your computer. To access the "Gallery," click on "Add Media" and then choose the "Gallery" tab. All other steps to add a file apply to those saved in the "Gallery."

To Upload a File Directly into Your Page

1. Log in to the web-site using the username and password you use to log in to your computer. The log-in is located on the upper right-hand side of the web-site.
2. Navigate to the newsletter post or web-page where you would like to upload a photo.
3. Click on the "Edit Page" link (located at the bottom of your page).
4. Click your cursor to the location where you would like your file uploaded. *Note: you do not have to type any text – this comes later (e.g. If I am adding minutes to the School Board's page, I don't type the text "Minutes," as I will do this during the file upload process).*
5. Click on the "Add Media" icon (this looks like a star).
6. Browse to the file you would like to upload.
7. Click "Open."
8. It will go through a "crunching" process.
9. Title your file. This is the title that would appear on your page (e.g. this is where I would type "Minutes").
10. Click "Insert into Post."
11. The title and the document are now inserted into your post.
12. To preview your page before publishing to the web, click "Preview" on the right-hand side.
13. When you are ready, click "Publish" on the right-hand side. Your updated page is now live.

To Link Text to a File

1. Log in to the web-site using the username and password you use to log in to your computer. The log-in is located on the upper right-hand side of the web-site.
2. Navigate to the newsletter post or web-page where you would like to upload a photo.
3. Click on the "Edit Page" link (located at the bottom of your page).
4. Click on the "Add Media" icon (this looks like a star).
5. Browse to the file you would like to upload.
6. Click "Open."
7. It will go through a "crunching" process.
8. Title your file. This is the title that would appear on your page (e.g. this is where I would type "Minutes").
9. Click on "File URL."
10. Copy the URL provided.
11. Click on "Save Changes."
12. Highlight the text you would like to link.
13. Click on the "Link" tool.
14. Paste the URL you have copied.
15. Your text is now linked to the file.
16. To remove the link, highlight the text and click on the "Unlink" button.
17. To preview your page before publishing to the web, click "Preview" on the right-hand side.
18. When you are ready, click "Publish" on the right-hand side. Your updated page is now live.

How To: Manage Pages Submitted for Review/Pending Approval

Note: This feature applies to building principals and school assistants only. Any staff member can log in and create a page. Instead of publishing the page, they have a "Submit for Review" option.

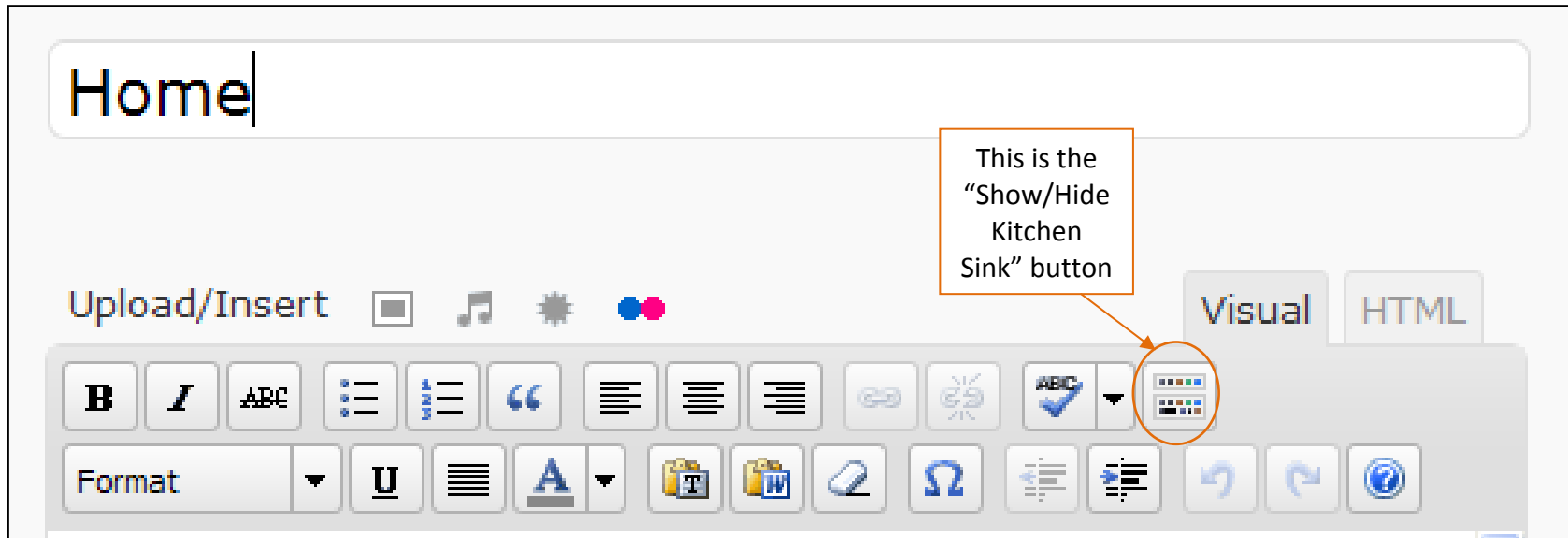
1. Log in to the web-site using the username and password you use to log in to your computer. The log-in is located on the upper right-hand side of the web-site.
2. If pages have been submitted for review, you will see a notification on your dashboard related to items "Pending Approval."
3. School assistants should bring pending pages to the attention of Principals.
4. Upon approval from the Principal, return to the "pending review" notification in your dashboard.
5. Click "Publish."
6. This page is now live.
7. Notify the person who submitted the page that it is live.

How To: Manage the Links on the Left-Side of Your Web-Site

Note: You have the ability to manage the links that appear on the left-hand side of your school's page. The name of the link that appears on the left-hand side of your school's site is whatever you named your page. The pageMash feature can be used to rearrange the order in which links appear in the left column (of your school's site).

1. Log in to the web-site using the username and password you use to log in to your computer. The log-in is located on the upper right-hand side of the web-site.
2. Click on "Pages" on the left-side.
3. Click on "pageMash."
4. This will show you all the pages on your school's site (these are how they appear on the left-hand side of your school's site).
5. To view them in a simple format, click on "Collapse All." This will show you only the main (or "parent") pages. These pages are the links that immediately appear on the left-hand side of your school's site.
6. To move pages around, click on the page title and drag it to your desired location.
7. You can "nest" pages under "parent" pages by dragging them under a "parent" page and to the right.
8. Once all your pages are in their desired order, click "Update" (located on the bottom of the list).

What is in the Kitchen Sink?



The kitchen sink provides you the tools to adequately customize and maintain your page. To show both rows, click on “Show/Hide the Kitchen Sink.”

Here is an overview of the buttons (*left to right*):

Top Row

- Bold
- Italic
- Strikethrough
- Bulleted list
- Numbered list
- Quotation (can only be used for newsletter/blog posts)
- Align Left
- Align Center
- Align Right
- Link
- Unlink
- Spell Check
- Show/Hide the Kitchen Sink

Bottom Row

- Format (e.g. paragraph, header, etc.)
- Underline
- Justify
- Text color
- Paste as plain text
- Paste from Word
- Undo all formatting
- Insert a symbol
- Outdent
- Indent
- Undo
- Redo
- Help