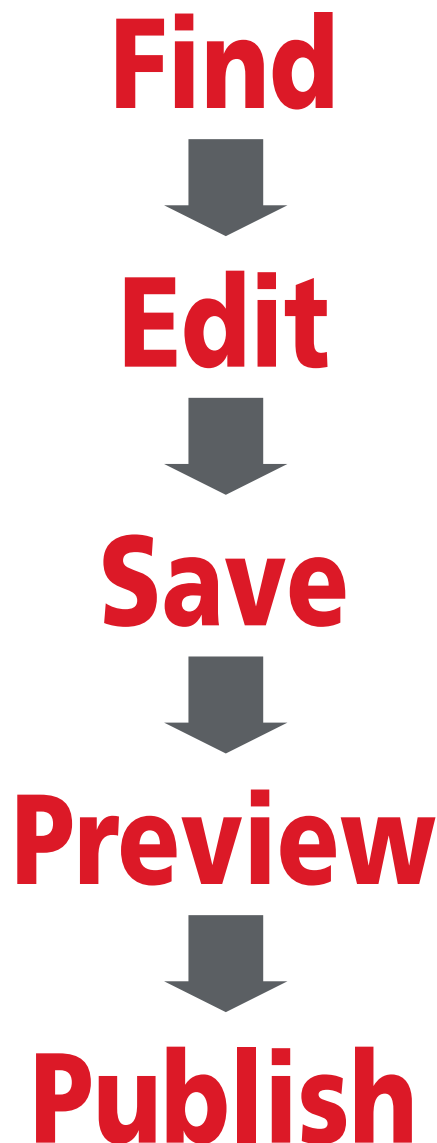Use Foxbright CMS for Schools' easy editing features to quickly change text and images on your district's Web pages. All you need is the simple-to-use Administrator Page and a basic understanding of word processing features.

Find

Edit
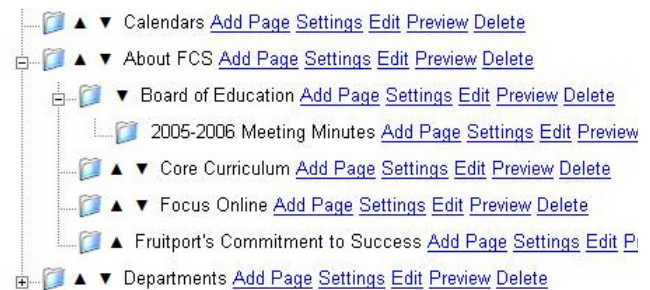
Save

Preview

Publish

Finding the Page

1. To open the Administrator Page, click the hot spot on your district's Home page.
2. Login using your username and password.
3. Select **Web Pages** from the menu bar.

4. You will see a list of all of the pages of the web site. Click on the [+] signs to navigate to the page you want to edit.
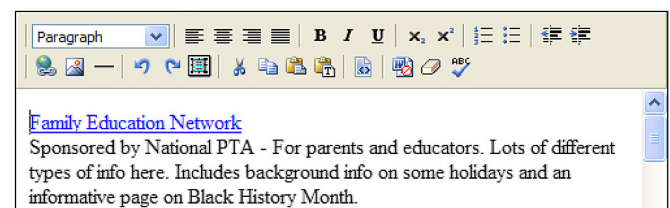

Editing (Page Content)

1. From the Web Pages section, click **Edit** on the page you wish to edit.

2. Click inside the content area to activate the toolbar.

3. Add your text. You may have multiple content areas. Use the toolbar for formatting.
4. Click **Save**.

Editing (Images)

First, the image needs to be uploaded:

1. Select **Images/Files** from the menu bar.

2. Click **Add File**.
3. Select a **Category** from the dropdown menu.

4. Give your image a **Name** and a brief **Description**.
5. Click **Browse** to browse where the image is currently saved.
6. Click **Upload**.
7. Click **YES** to preview the image before saving it. Click **Save**.

Now the image can be added to the page:

1. From the Web Pages secton, click **Edit Content** on the page you wish to edit.
2. Click the **Insert/Modify Image** button.
3. Select the **Category** of the file to be inserted.

4. Click **Show All** and select your image from the thumbnails on the left.
5. Click on the **blue hyperlinked name** of the image for a larger view.
6. Type a name in the **Alternate Text** field. This can be the same as the name of the image.
7. Click **OK** to insert the image into the page.
8. Click **Save** and continue editing.

Saving the Page

When you finish editing, you have four options:

Save: Saves your work to that point and allows you to continue editing.
Finish: Saves your work and moves you to where you can preview your work.
Cancel: Reverts your work back to the last save. All work after that save is deleted.
Revert to Published: Reverts your work back to the last time the page was published. All saved work since the last publishing is deleted.

Previewing the Page

You can preview a page before publishing it.
1. From the Web Pages page, click **Preview**.

2. A preview of the page will open in a new window.

Publishing the Page

Once you have saved a change to a page, a checkbox will appear in front of the page.

1. Check the **check box**.
2. Click **Ready to Publish**.
3. The person in your district assigned to publish changes to the public will receive an email alerting him or her of the change.

Personal Information

Change your bio or picture on one easy-to-access page.
1. Select **My Information** from the menu bar.

2. Make any changes to this page and click **Save**.