

Support / Help Desk

Phone: 616.988.2400 x 1

Email: support@foxbright.com

Help Desk: <http://support.foxbright.com>

Website Admin Panel: <http://southholland151.foxbrightcms.com/admin>

Content Editing Steps

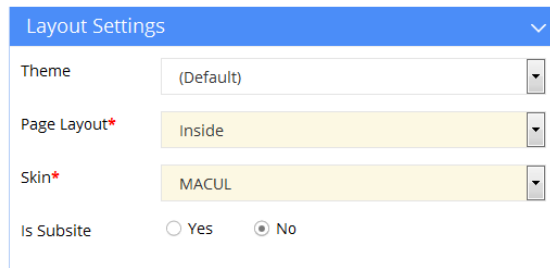
- Find Page to Edit from Page Tree
 - Web Pages
 - Page Tree
 - Click on page or select gear and "Edit"

Page Options

- Click on Gear next to Page to get all options
- Some options won't show if not applicable

Advanced Page Settings

- Layout Settings
- Redirect Settings
- Menu Settings



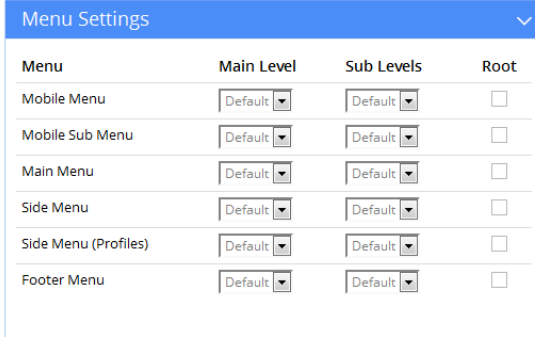
Layout Settings

Theme: (Default)

Page Layout*: Inside

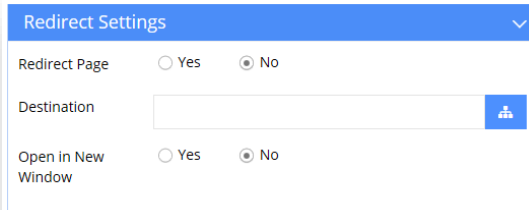
Skin*: MACUL

Is Subsite: ☐ Yes ☒ No



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"/>

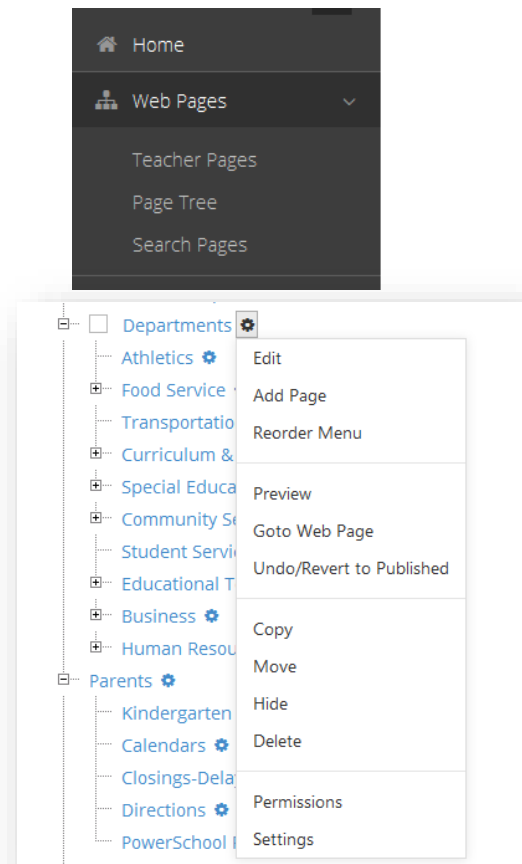


Redirect Settings

Redirect Page: ☐ Yes ☒ No

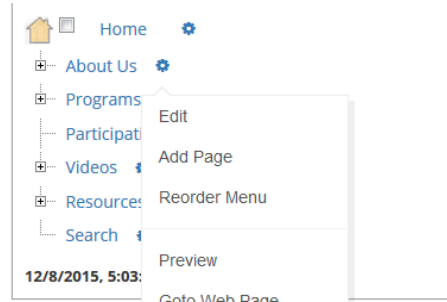
Destination:

Open in New Window: ☐ Yes ☒ No



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

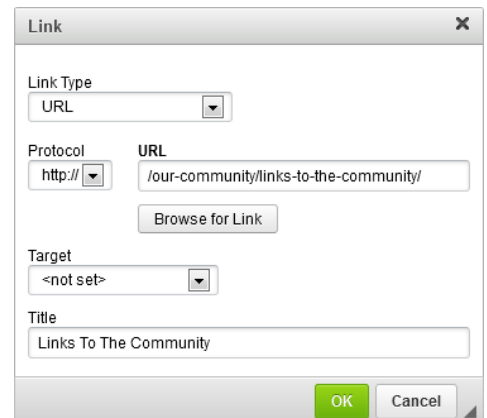
Embedding Videos

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

Expandable Content Blocks

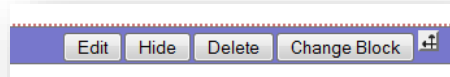
Publishing Content

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

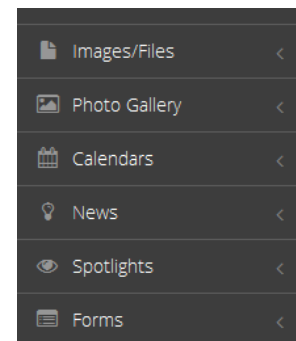


Focus Images

1. Image Tool: <http://photos.foxbright.com>
 - Home Page – 960 x364 pixels
 - Landing Page – 667 x 250 pixels
 - Building page Photos – 667 x 250 pixels
- Step 1: Resize to Width
Step 2: Crop to Height

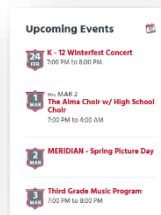
Commonly Used Data Driven Content Blocks

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

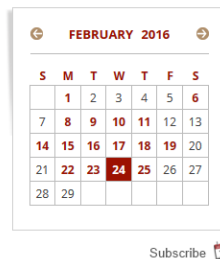


Calendars

1. Mini Calendar
2. Upcoming Events
3. Agenda View



District Calendar



News

1. Headline News
2. News
3. Newsletters

MS News Letter

- 06-08 to 06-12 Weekly News
- 05-25 to 05-29 Weekly News
- 05-18 to 05-22 Weekly News
- 05-11 to 05-15 Weekly News
- 05-04 to 05-08 Weekly News
- May/June 14/15 Newsletter
- 04-27 to 05-01 Weekly News
- 04-20 to 04-24 Weekly News
- 04-13 to 04-17 Weekly News

News

- 2/12/2016
Website Redesign & Update
[Read Full Article](#)
- 2/11/2016
May 3 Bond Election
The Grosse Ile Township Schools Board of Education has voted unanimously to hold a comprehensive bond election on May 3. More information can be found [here](#).
[Read Full Article](#)
[Read More](#)

Spotlights

4. Spotlight Groups
5. Share Spotlights
6. Archive Spotlights
7. Size: 108x84

Grosse Ile Highlights



2016-2017
Kindergarten Round Up
[More...](#)



May 3 Bond Election
[More...](#)

Admin Settings

Configuration

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