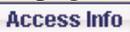


Web Page Editing

Navigate to the SFHS website.

The address is <http://www.forsyth.k12.ga.us/sfhs/site/default.asp>. (Use that link, or copy/paste it into a browser. You can also pull up Internet Explorer, open the  Favorites, and click on **SFHS Home Page**. Scroll to the bottom of the page, and click  **Sign-In**. **Login with your network username and password.** (When you change your network password every 2 weeks, this password will automatically change with it.)

Open the Site Manager.

Navigate to your page (or to a page that you have the rights to edit). At the bottom of the page, you will see   . Click on **Site Manager**. (You will only see the Site Manager button on pages for which you have editing rights). A new window will open with the Site Manager interface.

The Site Manager lets you see all of your pages, and allows you to **rename** or **delete** pages if necessary. Do not change anything under the **Options** button – changing those settings may prevent students (and others) from being able to see the page on which you change them.

Types of Pages

Flex Pages are the most universal types of pages to add to your site, but you may also want to consider...

- **Article Library** – this will let you maintain a list of Article titles for users to click on; clicking on the title will take the user to the text of the Article. These pages are good for listing homework/classwork assignments.
- **Blog** – you can enter individual entries (similar to a list of articles); users will see the latest entry at the top (title and text on one page), and below it successively older articles. These pages might be used as a class “newsletter”, or an update page for a club or organization.
- **Calendar** – use a calendar page for posting homework items, club/organization events, etc. When posting new calendar entries, you can include a request for the entry to be added to the school calendar (requests must be approved first).
- **File Library** – a good page to add documents to for students to download.
- **Podcast** – upload media files (sound files as .MP3’s, video files as .WMV’s) for users to play or download. Good for performing arts groups, media files you need for class, etc.

Site Manager

To create a new page (for a new class, for example), click New Page. (*see below*)

To edit a page already in place, click on the name of the page.

The screenshot shows the 'South Forsyth High Site Manager' interface. At the top, there are navigation tabs for 'Site Manager', 'View Website', 'Community & Support', 'Suggestions & Feedback', and 'Read Success Matters'. Below these are 'Home', 'Pages', 'Users', 'Tools', and 'Help' links. The main area is titled 'Section Workspace (White, Jeff)' and has sub-tabs for 'Manage Pages', 'Section Editors', and 'Tools'. There are buttons for 'New Page' and 'Sort Pages'. A 'Filter Out:' section has checkboxes for 'Inactive Pages' and 'Active Pages'. Below this is a 'Current Pages' section with a table of pages.

Status	Page Name	Type	URL...	Rename	Options	Copy	Move	Delete
--	Home Page	--	URL...	Rename				
<input type="checkbox"/>	Fundamentals of Drama	Flex Page	URL...	Rename	Options	Copy	Move	Delete
<input type="checkbox"/>	Fundamentals of Drama Assignments	Article Library	URL...	Rename	Options	Copy	Move	Delete
<input type="checkbox"/>	techieteacher	Blog	URL...	Rename	Options	Copy	Move	Delete
<input type="checkbox"/>	test	Flex Page	URL...	Rename	Options	Copy	Move	Delete
<input checked="" type="checkbox"/>	Beginning Drama	Flex Page	URL...	Rename	Options	Copy	Move	Delete
<input checked="" type="checkbox"/>	Beginning Drama Homework	Article Library	URL...	Rename	Options	Copy	Move	Delete
<input checked="" type="checkbox"/>	Beginning Technical Theater	Flex Page	URL...	Rename	Options	Copy	Move	Delete
<input checked="" type="checkbox"/>	Beginning Tech Theater Homework	Article Library	URL...	Rename	Options	Copy	Move	Delete
<input checked="" type="checkbox"/>	Tech Theater Files	File Library	URL...	Rename	Options	Copy	Move	Delete
<input checked="" type="checkbox"/>	Advanced Technical Theater	Flex Page	URL...	Rename	Options	Copy	Move	Delete
<input checked="" type="checkbox"/>	Advanced Technical Theater Homework	Article Library	URL...	Rename	Options	Copy	Move	Delete
<input checked="" type="checkbox"/>	Theater Resources	Flex Page	URL...	Rename	Options	Copy	Move	Delete

Checked pages will be **Active** and visible; uncheck to make Inactive and invisible.

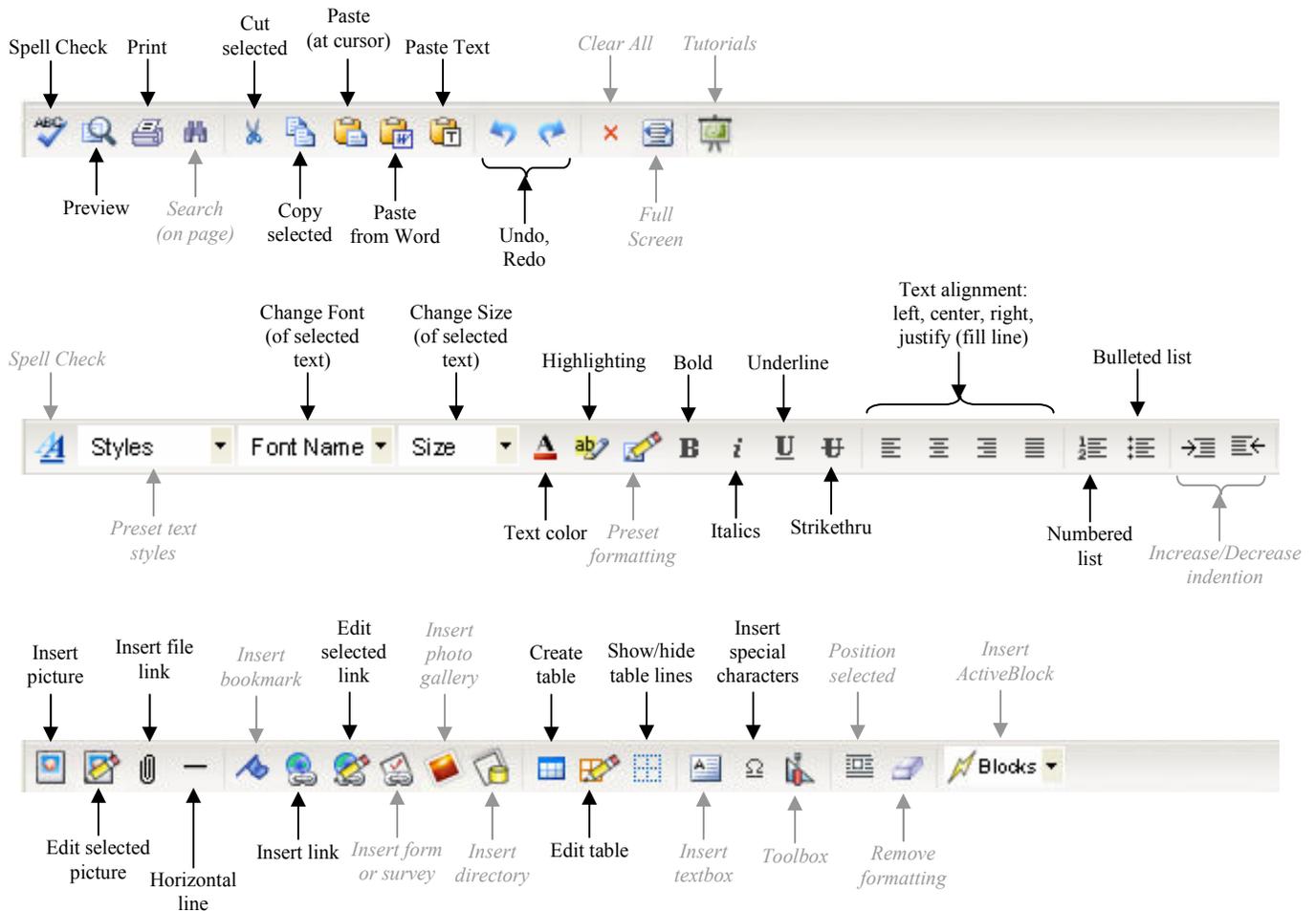
Working with Flex Pages

If you need to create a new page, click **New Page**, and select **Flex Page**.

Give the page an appropriate name; you do not need to select a Page Layout. Click **Save**. Once created, it will return you to the Section Workspace, and your new page will be added to the list. Because you are still in the process of editing it, uncheck the box next to **Active** to hide the page.

Once a page is in the list of pages in your Section Workspace, click on the name of the page to edit it.

Here is a map of what every button on the page editor does. The ones in *gray* are the lesser-used ones that you probably won't need to use.



Adding content to the page is just like typing in a Word document. Add your content first, then go back and use the toolbars to make changes – altering text size and appearance; adding images; creating links; etc.

Once you've finished editing your page, click **Save** at the bottom of the page.

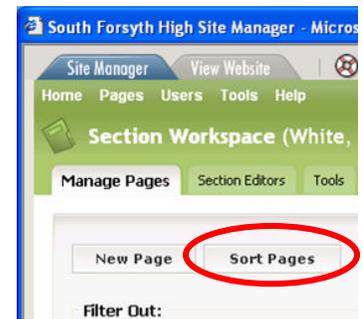
At the top of your Section Workspace, click **Home** to return to your list of pages.



Arranging Your Pages

If you want to change the order of the pages, click **Sort Pages** in the Section Workspace.

Select **Sort Manually**, and you can drag the pages to where you want them and drop them in place. When finished, click **Save**.



Upload Documents

You can add files to your section of the webpage, and link them to your pages. From the Site Manager, click on **Tools** at the top, and choose **Files & Folders...**

Organize your files by creating folders.

Manage Files & Folders
Organize the file and folders used in your section.

Refresh **New Folder** Upload... Batch Upload...

Name	Size	Modified		
...				
Acting I	515.79 KB	4/21/2007 9:23:42 AM	Rename	Delete
Advanced Tech	40.48 KB	1/4/2007 3:24:57 PM	Rename	Delete
images	124.91 KB	9/11/2006 10:12:18 PM	Rename	Delete
Tech I	298.00 KB	5/16/2007 11:57:19 AM	Rename	Delete
_Files	75.00 KB	4/27/2007 1:48:36 PM	Rename	Delete
_RSS	800 B	3/15/2007 12:20:25 PM		
_versions	55.79 KB	5/30/2007 1:48:36 PM	Rename	Delete
Play Review - Acting.doc	25.00 KB	3/22/2007 3:54:54 PM	URL...	Rename Delete
Play Review - Acting.pdf	44.98 KB	3/22/2007 3:54:54 PM	URL...	Rename Delete
Play Review - Tech.doc	25.00 KB	3/22/2007 3:55:13 PM	URL...	Rename Delete
Play Review - Tech.pdf	55.65 KB	3/22/2007 3:55:13 PM	URL...	Rename Delete

Step 1 of 2
Browse for the files on your computer or network that you wish to upload.

1. Browse...
2. Browse...
3. Browse...
4. Browse...
5. Browse...

Next > Cancel

Click **Upload...** to browse files on your computer, share drive, etc. to upload. When you've found all the files, click **Next**. Once they upload, click **Done** and they will appear in the list on the screen above.

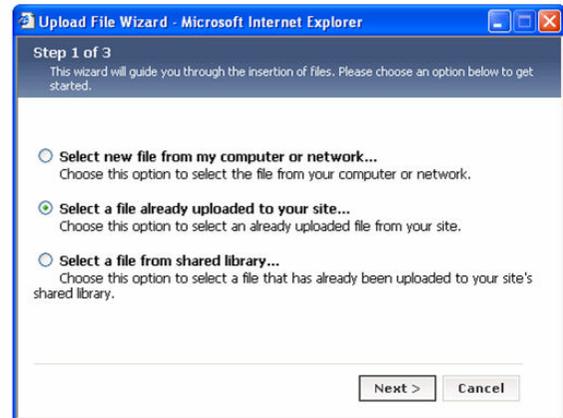
Linking Uploaded Documents to a Page

When editing a page, click the **Insert File** button.



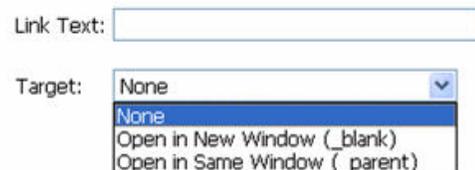
In the *Upload File Wizard*, choose **Select a file already uploaded to your site...** and click **Next**.

You will then need to select the file from those you have uploaded to your section. Click on folder names to look for files inside the folders. Select the file and click **Next**.



Then, type the text that will be the actual link (what visitors to your page will see as text to click on); you can also choose whether the file will appear in a New Window (keeping your web page available) or the Same Window. (The default, None, will generally make it also appear in the same window.)

Click **Insert File** to create the link.



When You're Finished, Test Your Section

When you've finished with these directions, make sure to check to see how everything looks.

Return to the SFHS website. (The Site Manager opens in another window, so your SFHS website window should still be open – check the taskbar at the bottom of your screen.)

Navigate to your section, click the Reload button  and see how it looks.