



# Foxbright CMS Training Guide

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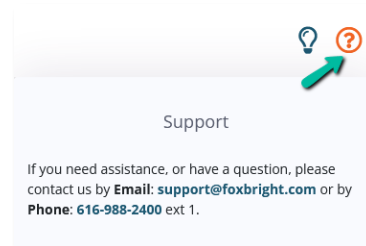
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## Foxbright Help Desk and Support

Helpdesk: <https://support.foxbright.com>

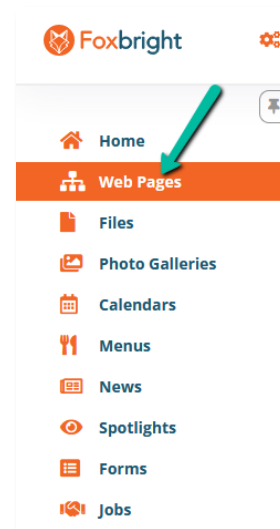
Phone: 1-616.988.2400 x 1

Email: [support@foxbright.com](mailto:support@foxbright.com)



## Finding a Website Page and Editing

1. Click on **Web Pages** in the side menu
  - > The website pages you have access to edit will be available.
  - > Greyed out pages are either hidden or you don't have access to edit.

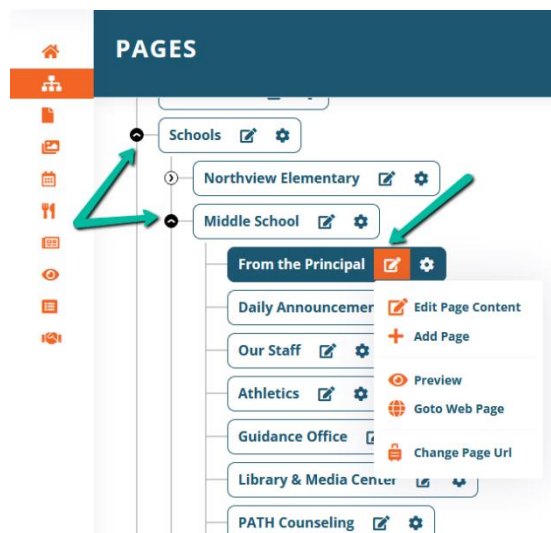


### Page Options

1. Click on the **Pencil** Icon next to Page to access common functions
2. Click the **Gear** Icon to access advanced features.
3. Some options won't show if not applicable.
4. Click the chevron to show or hide sub-pages.

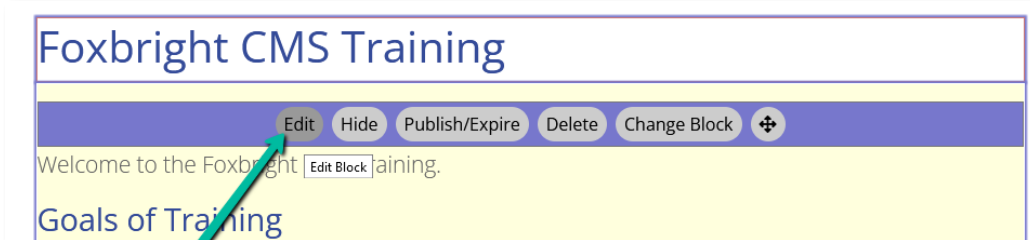
### Add a Page (Page Settings)

1. Enter the page name and Save
2. **Advanced Options Available:**
  - Change the Page Layout
  - Change the default Menu settings
  - Add Meta Tags
  - Redirect the page to another website or website page



### Adding / Editing Page Content

1. From Page Tree, click on Page Name or select Pencil and **Edit Page Content**
2. A "Preview" version of page with content 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 as **Plain Text** versus **As Word** (or other formatted content)
  - Paste as Plain Content: **CTRL+SHIFT+V**
  - Paste Formatted Content: Click Icon and then use **CTRL+V** to paste the content
2. Undo & Redo
3. **ENTER** – paragraph break – extra white space between lines
4. **SHIFT+ENTER** – line break – normal white space between lines
5. Text Formatting - bottom row of editor icons



## Adding Links



1. 3<sup>rd</sup> Party Website Link or Google Drive/Document
2. Website Page Link on your website
3. Document Link or pictures
4. Mail-to Link

**ADA Compliance Tip:** Use link text that is unique and descriptive so makes sense when out of context

## Inserting Pictures



1. **Upload** / Insert the picture on you page

## Language Tag



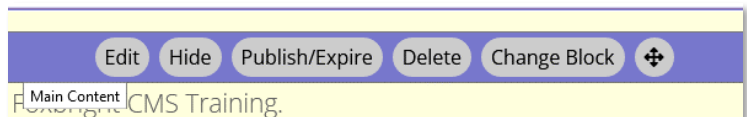
1. Used if place foreign language text on the page. Used by Screen Readers.

## Preview / Publishing Content

1. Always “Preview” your page before Publishing
2. Preview – can view as desktop, tablet and mobile or “classic”
3. Revert to Published – use this as the big “undo” button



## Content Blocks



1. Hide/Show Content Block – hide or show content - must publish – does not delete content
2. Publish/Expire Content Block – set date and time to show / hide content
3. Delete – removes the content and can't be recovered if content was not published.
4. Change Content Block – **Be Careful!** - this will remove all content in that block
5. Move Content Block – relocated content on the page
6. Add New Block – allows you to add additional blocks on page

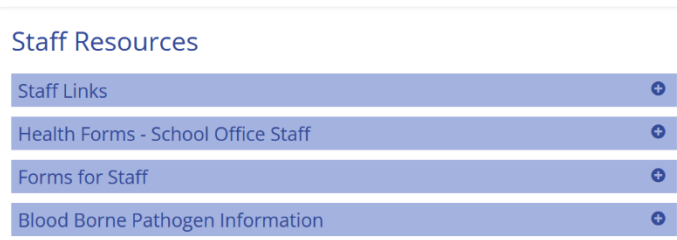
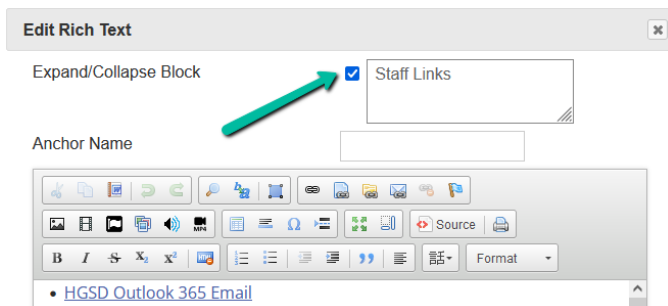


## Video Block

Use the “Add Block” and select the “Video Block” to show video from Youtube or Vimeo in-line.

## Expandable Content Blocks

Any Rich Text Content Block can be “Expandable Content”



## Advanced Page Options

### Reorder Menu

- Allows you to adjust order of Main Menu, Drop Menus and/or Side Navigation

### Undo/Revert to Published

- Only shows if page has been modified, but changes not published
- Return page to “Published” version of content
- *What is currently viewed on the website*

### Copy / Move / Change Page URL

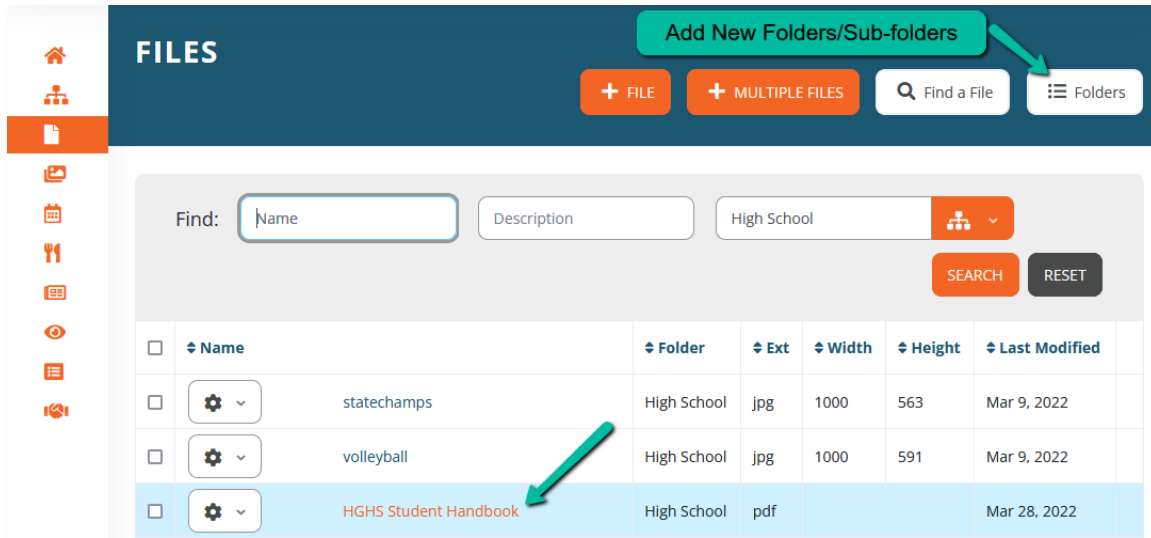
- Useful to reorganize website content
- Use to “rename” a section and need URL to change
- **Move / Change URL will auto publish**

### Hide / Delete

- Hides the Page from menus / can’t access even with the URL
- Delete – Removes page permanently
- Remember to Publish Changes

### Settings

- Page Title, Menu Name, Meta Data
- Change Page Layout
- Menus – can override default menu behavior for page
- Set Page URL Redirect
- Password Protected Pages Setup



**FILES** Add New Folders/Sub-folders

+ FILE + MULTIPLE FILES Find a File Folders

Find: Name Description High School SEARCH RESET

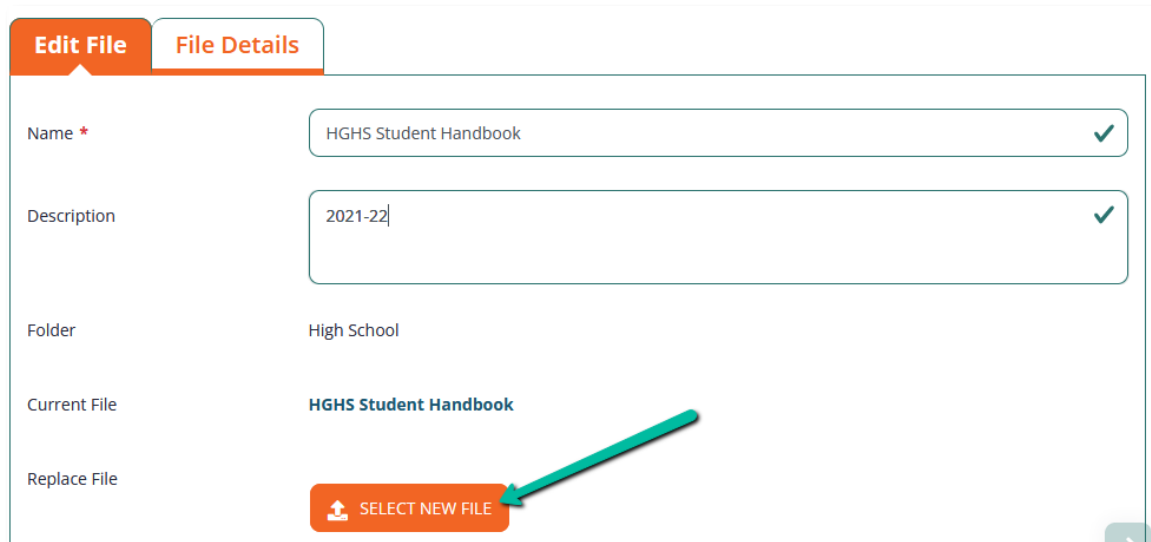
<input type="checkbox"/>	Name	Folder	Ext	Width	Height	Last Modified
<input type="checkbox"/>	statechamps	High School	jpg	1000	563	Mar 9, 2022
<input type="checkbox"/>	volleyball	High School	jpg	1000	591	Mar 9, 2022
<input type="checkbox"/>	HGHS Student Handbook	High School	pdf			Mar 28, 2022

## Files & Folders

**TIP:** All files uploaded can be found and edited making it easy to replace documents that are updated periodically.

### Edit File

- Select “Files” to view a list of files – use filters to find a specific file
- Click the gear and select “Edit” or click the file name
- Click the **Select New File** button
- Find the new file & Save
- All links to file are still good and will now open the new file
  - Remember to clear your browser cache (CTRL+SHIFT+DEL)



**Edit File** File Details

Name \* HGHS Student Handbook ✓

Description 2021-22 ✓

Folder High School

Current File **HGHS Student Handbook**

Replace File **SELECT NEW FILE**

## News Posts

Select to Add a News Post

- Title
- Publish Date/Time
- Archive Date/Time
- Headline End Date
- Summary – shows on home page
- Details – click to view
- Image or Video

### Announcements



**January 11, 2022**  
**2nd Semester Milk Break Fees**

Our second semester begins on Thursday, January 20 and we will again be offering milk for milk break at \$20.00 per student in grades Sr. Kindergarten to grade 4.

[Read More...](#)

[More Announcements](#)

## Update Banner Photos

Display Name	Image Count	Usage Count	Created By	Last Modified
District Banner	2	0	Administrator, Foxbright	04/26/2022
HS Home Rotator	4	6	Administrator, Foxbright	03/25/2022
MS Home Rotator	7	6	Administrator, Foxbright	03/24/2022
NV Elementary Banner	5	1	Administrator, Foxbright	03/23/2022
NV School Home Rotator	6	4	Administrator, Foxbright	03/24/2022

Banner Photo Galleries are assigned a size category to ensure proper display.

When adding an image/photo to the gallery:

- Indicate if Decorative or enter Alt Text.
  - **TIP: Only use Alt Text if image/photo conveys useful information.**

Select Photo SELECT NEW PHOTO TO UPLOAD

Minimum required size is 2000 by 500 pixels.

Mark image as decorative or add Alt Text for ADA compliance.  
You may leave this blank if the photo is for decoration only. Otherwise please describe the content conveyed by the photo.

This is decorative

Image Alt Text

Name

Description

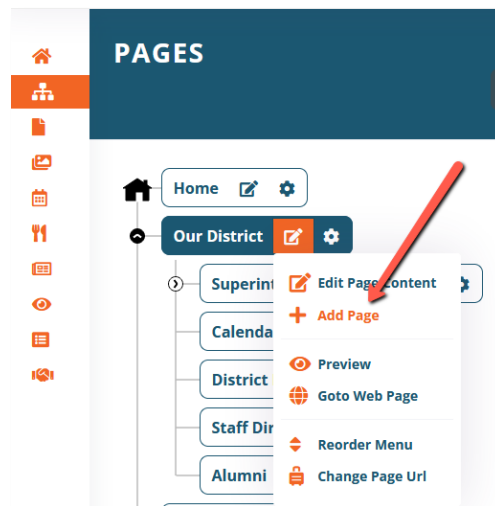
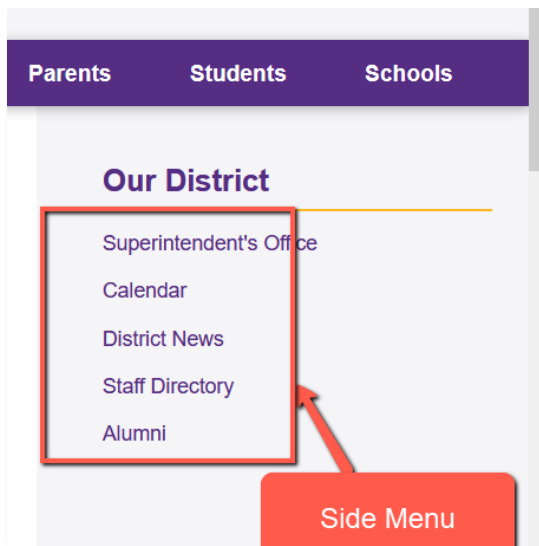
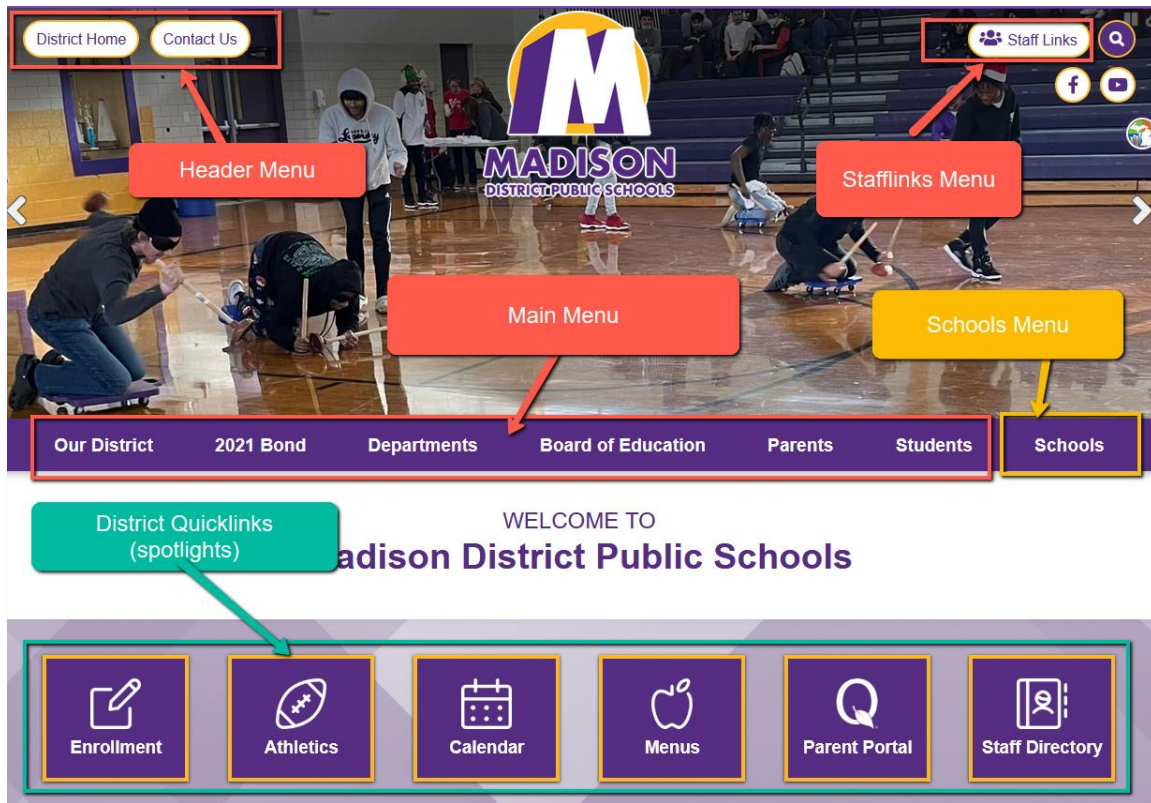
Link  +

Link Text

Open Link in New Window  Yes  No

SAVE Cancel

## Website Menu Dropdowns & Side Navigation Links

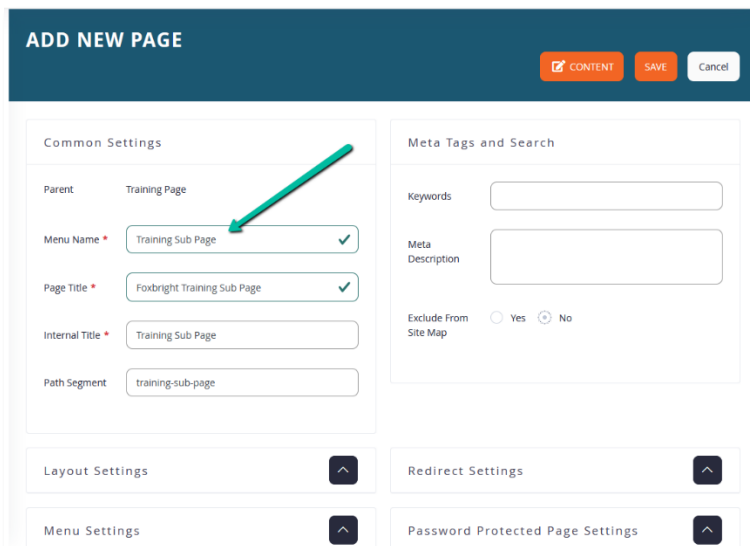


To add a link to either a main menu dropdown or to the side navigation links, select the **Add Page** option for the Parent Page.

**Enter the Menu/Link Name – save and add content to the page.**

This new page will automatically show when published in either the drop menu / side navigation.





**ADD NEW PAGE**

CONTENT SAVE Cancel

**Common Settings**

Parent: Training Page

Menu Name \*  ✓

Page Title \*  ✓

Internal Title \*

Path Segment

**Meta Tags and Search**

Keywords

Meta Description

Exclude From Site Map  Yes  No

Layout Settings

Redirect Settings

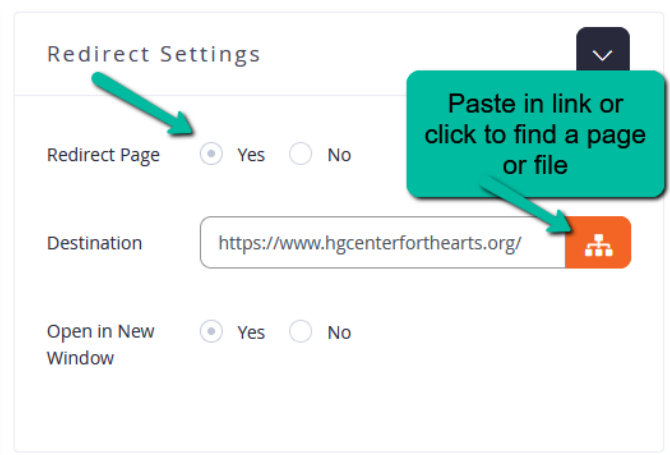
Menu Settings

Password Protected Page Settings

## Menu Links to Navigation / 3<sup>rd</sup> Party Websites

You can link to a document or another website from menu links – but you must add a page and use the Redirect Settings for the Page.

**HINT:** upload the file first in Files and then Use the Redirect option on the Add New Page.



**Redirect Settings**

Redirect Page  Yes  No

Destination

Open in New Window  Yes  No

Paste in link or click to find a page or file