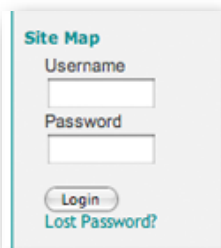


Web Editor Overview

by :Jeffrey Huber

Instructions to get up-to-date Information posted

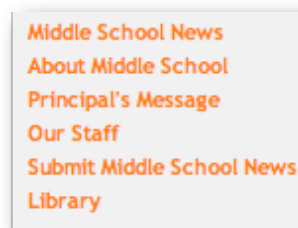
Our new website offers a very simple, easy to use interface that allows for quick posting of news, events, and any other school information. There are only a few steps which are described below.



Login in to the website using your provided username and password. If you have forgotten your password, you can click the “Lost Password?” link. A new password will be automatically emailed to your lotus notes account. You will not have access to change your password manually.

After you have logged in, navigate to your schools page. You will see that the right hand menu has been augmented with items specific to your building. Before we go any further, we need to touch on content type. There are two types of content, static and dynamic. All buildings have both types. Static content is content that usually will not change often. Static content for your building includes :

- About [*you building*]
- Principal’s Message
- Our Staff
- Library



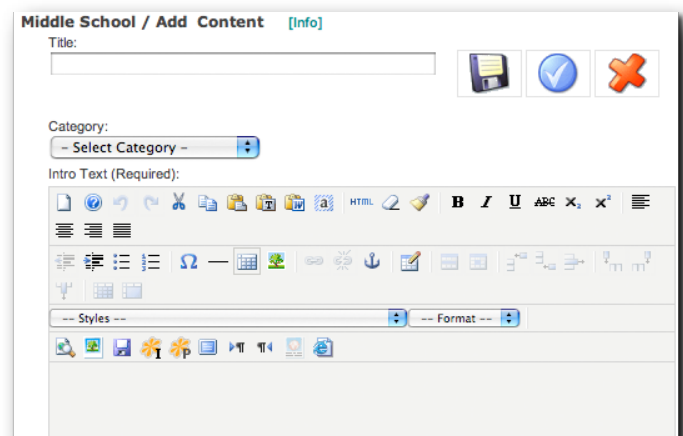
Dynamic content will be used for your buildings news. This type of content will not be removed. When you add new news, it is simply added to your dynamic news page. Old news will be pushed down according to date. When you are logged in you will also see a “Submit [*your building*] News” When you click this link you will be shown a new blank editor to submit your news.

Each News Item contains Four Elements. Title, Category, Intro Text and Main Text.

The Title should be a good description of the Article. (i.e. JTW March News)

Category is limited to two per building, main and library. You should choose the main building Category.

Intro Text should be a good introduction to what the news article is about. It is the first and only thing a viewer will see when they navigate to your buildings news page. It should contain highlights that are clear and concise.



The main text is the rest of your article. It will contain all the details of your news article.

Specific Features of the editor are too many to be described here. We will give instructions on a case by case basis. All buttons will give descriptions if you hold your mouse cursor over them. All the buttons are similar to any text editor.

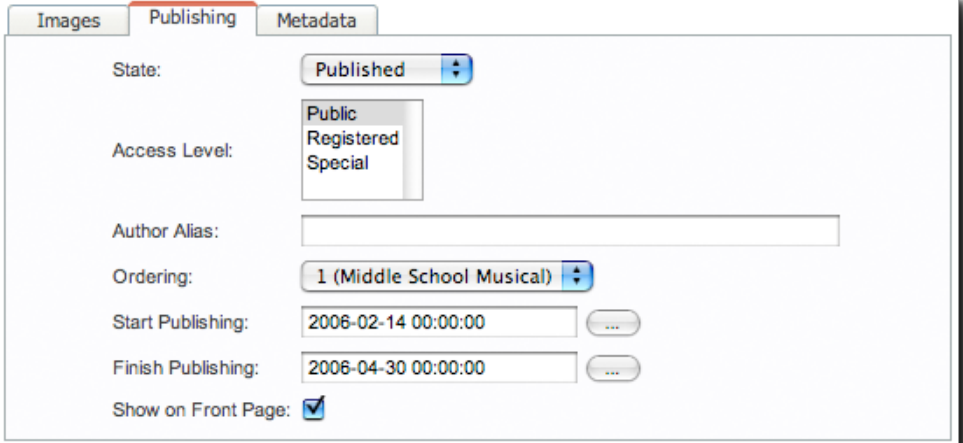
The last feature that is critical is the Content Options at the bottom of the editor Screen. Specifically important, is the Publishing tab.

The state by default is set to “*Unpublished*”. This means that the public will not be able to view the item. It must be changed to “*Published*” to be viewed.

Access Level should be selected as public which is the default.

If you want to begin publishing the article in the future you can select a date that it will begin viewing publicly.

If the news is very important then you can check “Show on Front Page” This item will now be on the Lake Shore home page.



The screenshot shows the 'Publishing' tab of a content management system. It includes the following fields and options:

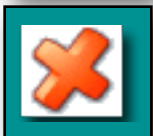
- State:** A dropdown menu set to 'Published'.
- Access Level:** A dropdown menu with options 'Public', 'Registered', and 'Special'. 'Public' is selected.
- Author Alias:** An empty text input field.
- Ordering:** A dropdown menu set to '1 (Middle School Musical)'.
- Start Publishing:** A date and time input field set to '2006-02-14 00:00:00' with a calendar icon.
- Finish Publishing:** A date and time input field set to '2006-04-30 00:00:00' with a calendar icon.
- Show on Front Page:** A checked checkbox.



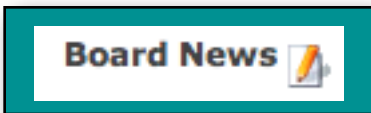
You can now click the “*Save*” button and the article is posted.



You can also click the “*Apply*” button, which will save the item but will keep you in the editor.



Or you can click “*Cancel*” to not save any changes.



You can edit any Document you have access to by logging in, navigating to the page and clicking the edit button located next to the title of the page.