District Website Guide

1. Accessing Website Login

All pages on the district website are edited using tempEDIT, a content management system (CMS) created by the CNYRIC. To access tempEDIT, bookmark the following page (be sure to insert the correct district website into address):
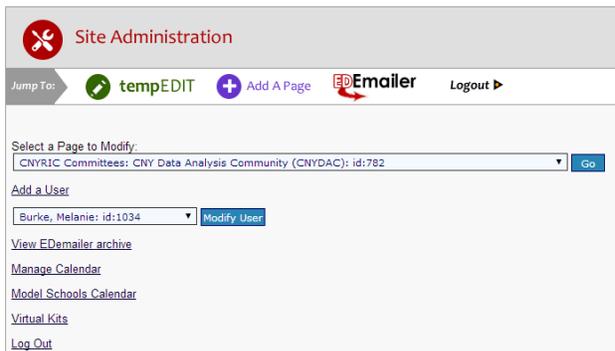http://www.yourdistrictwebsite.org/protected/adminmain.cfm
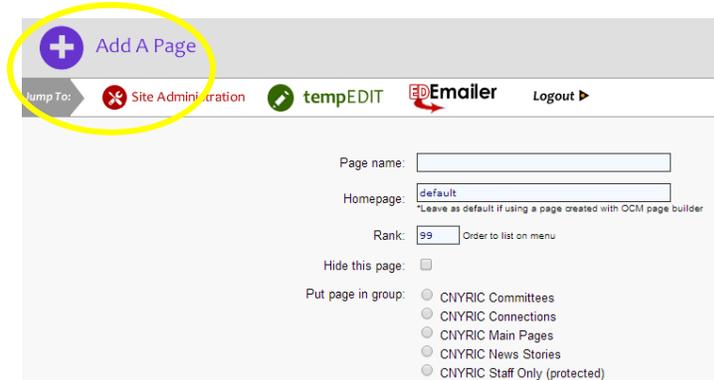
Enter your Username and Password

When you first login, this is the page you will see.

2. Adding a Page

1. To add a page, click on the **purple "Add a Page" icon**.

2. Enter the required information.

   Page name: Enter page name. *Tip: This name will appear on the left-hand navigation column of the page (unless you check "Hide this page").*

   Homepage: Leave as "default" unless the page will direct to an outside website; then insert appropriate URL.

   Rank: This is the order the pages appear in the left-hand navigation column. *Tip: Begin with "1" and skip every other number to provide list spacing.*

   Hide this Page: Check this box to hide the page from the public.

   Put page in Group: Check on the appropriate group for the page to be stored. *Tip: If you need additional groups created, contact Danica Kaltaler at dkaltaler@cnyric.org.*

3. Click "Add this Page"

4. Select the **green tempEDIT** icon to locate a newly created page from the "Select a Page to Modify" dropdown menu.
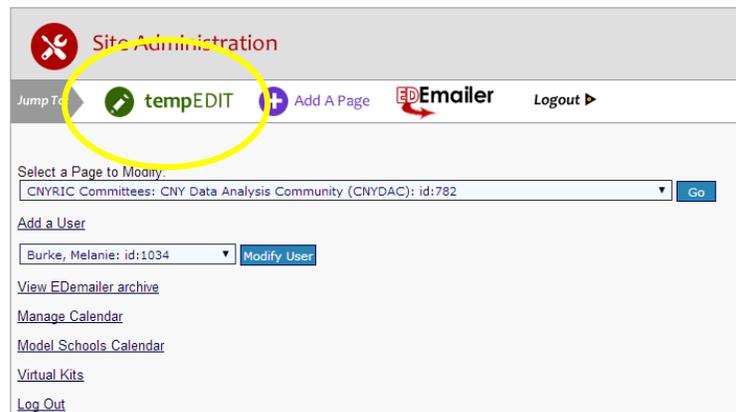
5. Congrats! You're ready to use tempEDIT!

3. Using tempEDIT

Use tempEDIT to modify your webpage by using the various features on the editing toolbar. Similar to working on a MS Word document, the content of your webpage appears in the large white box and can be edited by adding text, images, and special formatting.

Make sure to save changes before navigating away from your page, and before uploading files in tempEDIT.
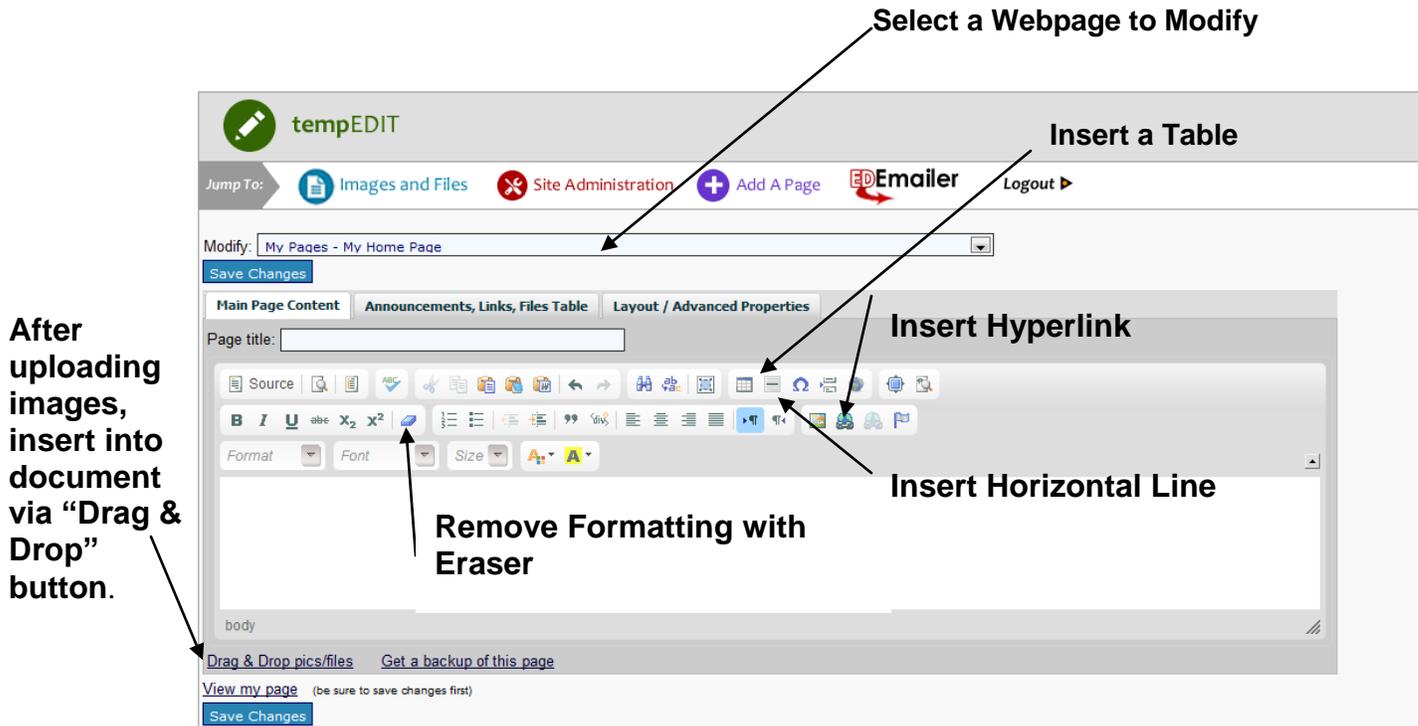
To view your page, save changes first, then click on the "View My Page" link at the bottom of tempEDIT.

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tempEDIT at a Glance

Tip: Hover over any tempEDIT button to view its capabilities.

#littleRIC Tip:

Always save changes before navigating away from page for any reason. If you save unwanted changes, click "Restore Page" to retrieve previous version.

Select a Webpage to Modify

Insert a Table

Insert Hyperlink

After uploading images, insert into document via "Drag & Drop" button.

Remove Formatting with Eraser

**Insert Horizontal Line**

4. Creating a Page with tempEDIT

1. *Now that you've created a blank page, you can add content such as text and images. To add text simply type into the body of tempEDIT. Additionally, you can copy and paste text using the "Paste from Word" button.* *Tip: If you do copy and paste text it's important to highlight the text and select the "Remove Formatting" button before saving*

2. To add an image to the page, it needs to first be uploaded via the **"Images and Files"** button. Once the image is uploaded, it is accessible via the "Drag & Drop" button in the lower left-hand corner. Locate image and drag into the tempEDIT.

3. To change the size of the image, right click it and select **"Image Properties."**

4. The below image shows a page with text and an image that was "dragged and dropped." Notice there is no space or padding between the photo and the text. To fix this problem, simply right click the photo and select "Image Properties."
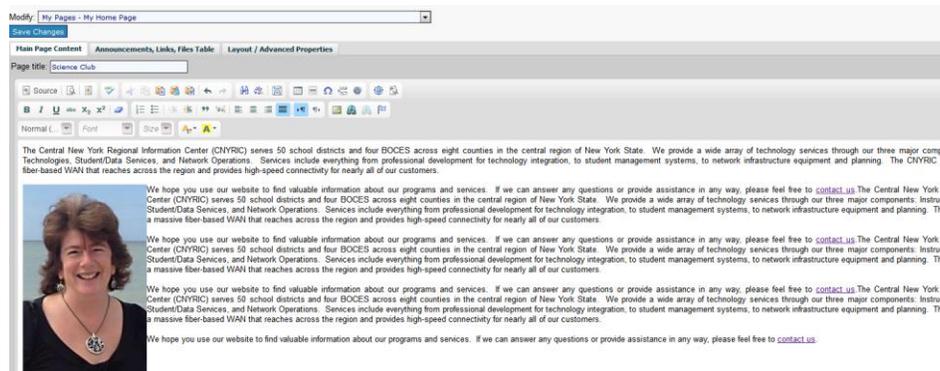
5. Once you access "Image Properties," make the following adjustments:
   a. **Width:** If the photo is too big, decrease the width to 300.
   b. **Height:** The height will change in proportion to the new width (as long as the keypad icon is "locked") so you can leave this box empty.
   c. **Border:** Leave box blank for no border; change to 1 for a thin, black border.
   d. **HSpace:** Change to 10.
   e. **VSpace:** Change to 10.
   f. **Alignment:** Select "Left"
   g. Select "OK" to save.
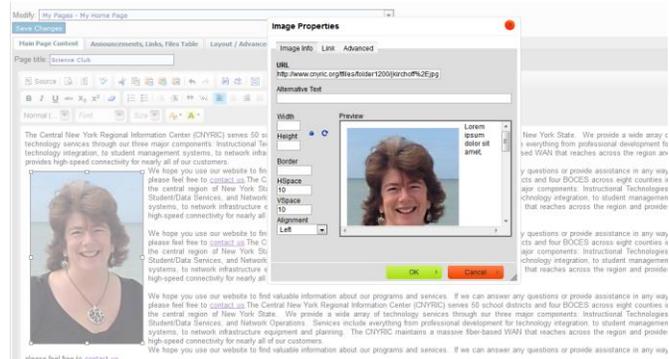
6. Once you are happy with the layout of the text and image, click **"Save Changes"** and then "**View my page"** to review.
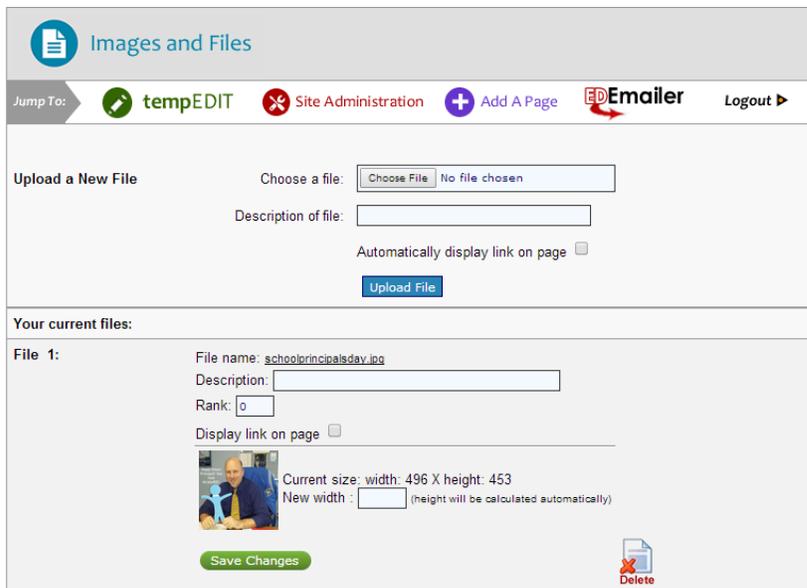
5. Uploading & Managing Files

To insert images or files into your webpage, you must first upload them. Do this by clicking on the **"Images and Files"** icon on the top navigation of tempEDIT.

Choose a file to upload.

The uploaded file will display toward the bottom of the screen. At this point, you have the ability to adjust the width of the image, if desired.

Click on the **tempEDIT** icon to return to the page you would like to place the file.

Click on the **"Drag & Drop Pics/Files"** link near the bottom of tempEDIT. A window will display with all of the images and files that you have uploaded for this specific webpage. *Please note: The only images available will be those previously uploaded to this SPECIFIC PAGE; not any other location within district website.*
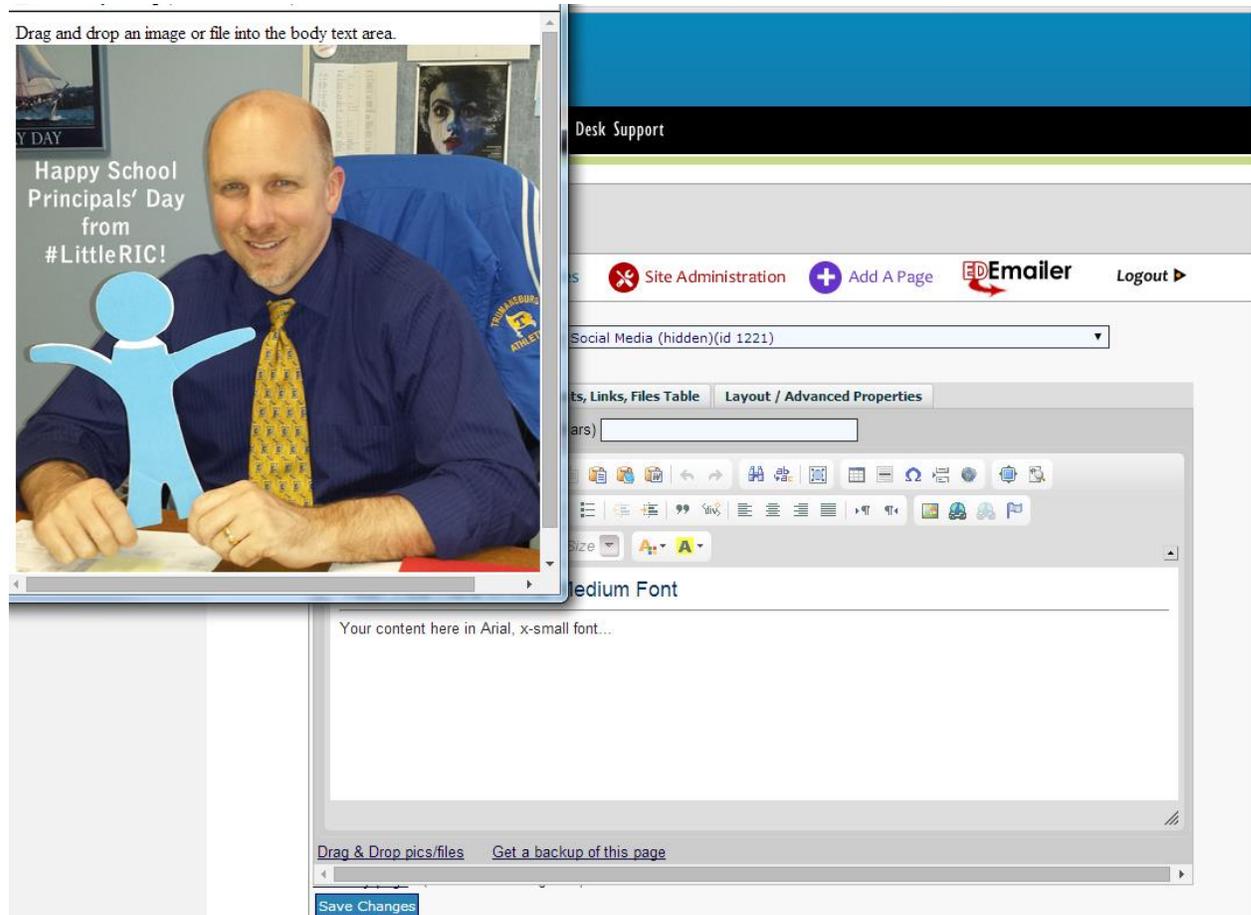
Simply drag the desired image and drop it into your tempEDIT workspace to place it on your webpage. See "**Step 4: Creating a Page with tempEDIT**" for details on resizing image.

For electronic files, such as a PDF, highlight the text of the file and drag it into your tempEDIT workspace. You can change the text title once it's in the editor.

Example: Change "votingprocedures.pdf" text to say "Click here for voting information." To do this, insert your cursor in the middle of the string of text and edit/delete text.

6. Working with Tables, Rows, and Cells

Insert a table to manage the layout of your pictures and text or for when you need special formatting. Refer to **"Step 3: using tempEDIT"** for a screenshot to find the **Insert Table** icon.

A common page design features a 2-column layout: <u>one column</u> for an image and <u>one column</u> for text.

Column 1: Insert image(s). Use consistent image size throughout website.

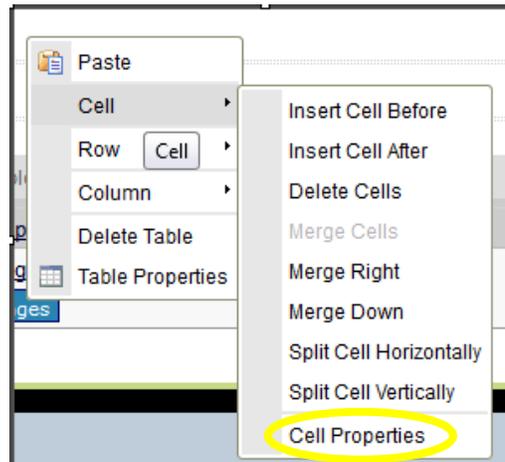Column 2: Place text here. Use consistent font, size and color.

Table Properties:

1. Set border to "0" to eliminate table lines.
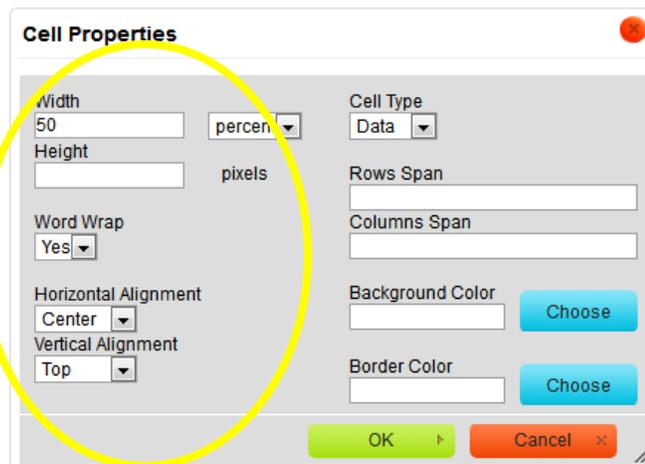2. Set cell padding to "8" for a clean layout.
3. Set width to "100%."
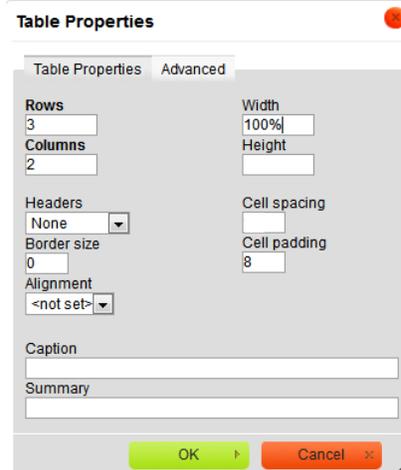
Table Properties

Table Properties | Advanced

Rows	**Width**
3	100%
Columns	**Height**
2	

Headers	**Cell spacing**
None	
Border size	**Cell padding**
0	8
Alignment	
<not set>	

Caption

Summary

OK ▸   Cancel ✕

To open the properties box for a Table, Row or Cell, simply right-click on a row or cell and make the appropriate selection from the box that appears.

Paste
Cell ▸
Row | Cell | ▸
Column ▸
Delete Table
Table Properties

Insert Cell Before
Insert Cell After
Delete Cells
Merge Cells
Merge Right
Merge Down
Split Cell Horizontally
Split Cell Vertically
Cell Properties

To adjust the cell properties select Cell\Cell Properties. Select the alignment from the dropdown options.

Cell Properties

Width	**Cell Type**
50 percen	Data
Height	**Rows Span**
pixels	
Word Wrap	**Columns Span**
Yes	
Horizontal Alignment	**Background Color**
Center	Choose
Vertical Alignment	**Border Color**
Top	Choose

OK ▸   Cancel ✕

7. Linking to External Websites, Documents, or Email Addresses

Return to the tempEDIT window. Highlight the text you want to link to the uploaded file, external website or email address. Click on the globe icon (located in right-hand corner).

This dialogue box appears. Enter appropriate information (URL, email address) and click OK.

Save changes and then view the page and test the link.
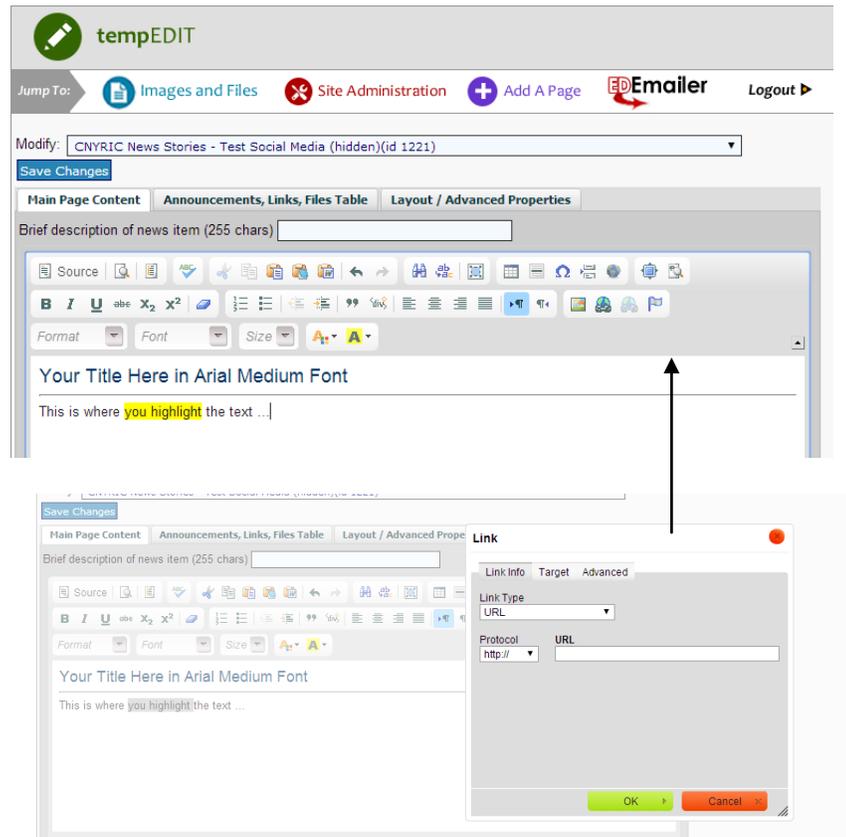
8. NEW! Organizing Files, Links, and Announcements in Tab System

The CNYRIC recently updated the announcements section in tempEDIT. Previously users could only display announcements in a right-hand column as shown in the example below. While this is still possible, there is an additional display option available.

This is a sample of putting the files, announcements and links in a right-hand table.

To do this, select "Put Files, Announcements, and Links in a table."

This is a sample of the new display option for files, announcements, and links.

To do this, DO NOT select "Put Files, Announcements, and Links in a table."

Whether you decide to display announcements in the new tab format or right-hand column, the following directions remain the same for populating information.

Select the **"Advanced Options"** link in the top right-hand corner of your tempEDIT workspace.

New options!

Customize your announcements based upon your needs.
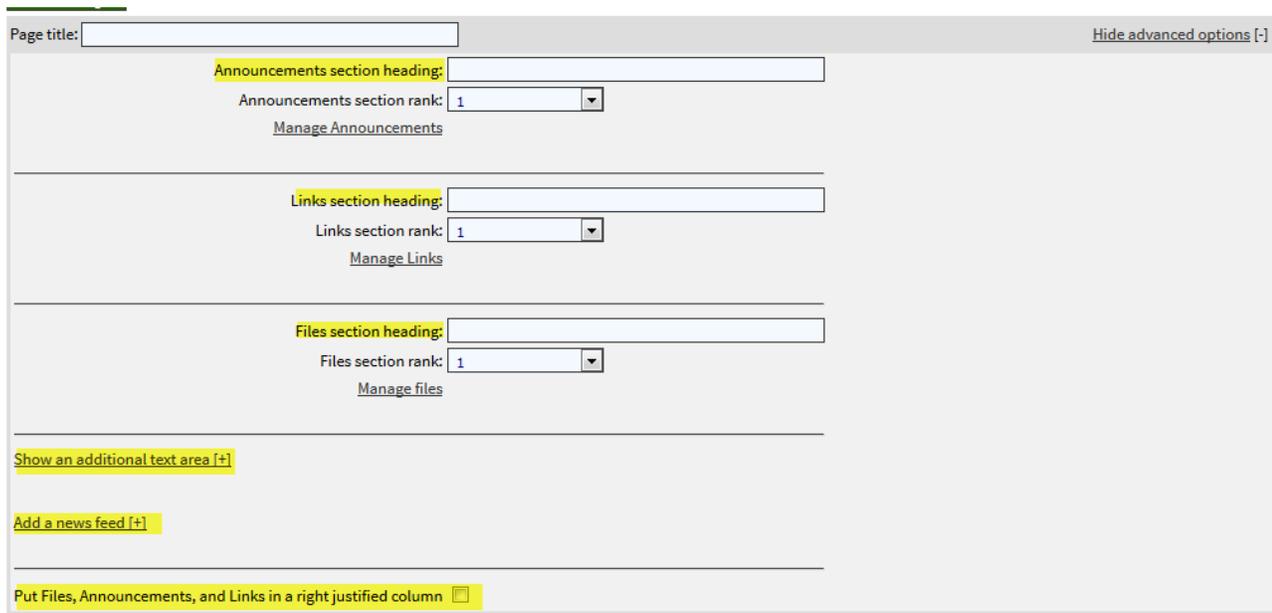
How to add announcements:

1. Select manage announcements.
2. Provide title/text.
3. Insert hyperlinks (if appropriate).
4. Select order.
5. Add the announcement.
6. Save changes.
   Note: There is no limit on the number of announcements that can be added or deleted.
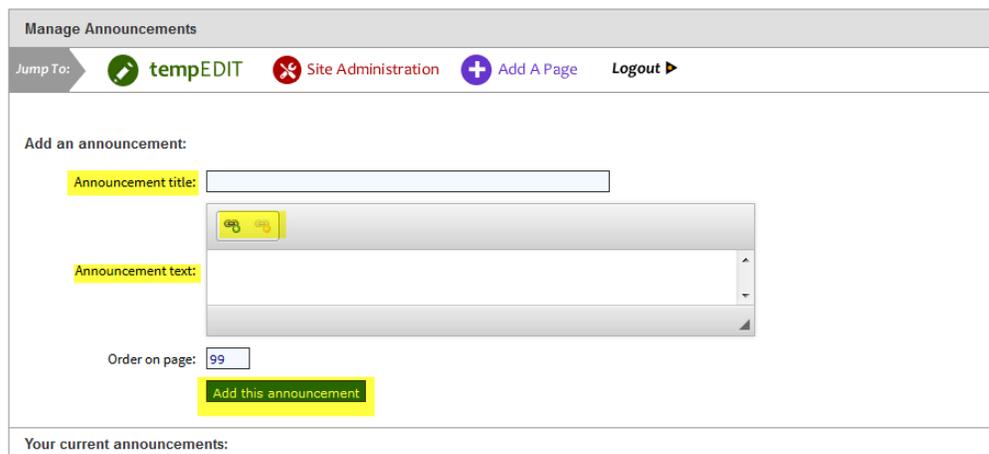
How to add links:

1. Select manage links.
2. Add link title such as "District Alumni Club."
3. Add link to page.
4. Select "Add this link."
5. Save.

Note: There is no limit on the number of links that can be added.

Manage Links

Jump To: tempEDIT   Site Administration   Add A Page   Logout ▶

Add a link:

Link title: [   ]

Link URL: [   ]

Order on page: [99]

Add this link

Your current links:

How to add files:

1. Select manage files.
2. Choose a file from your computer.
3. Add a description of the file.
4. Select upload file.

Note: Reference **Step 5** on page 8 to review how to place a file onto a page (if you do not select "Automatically display link on page").

Upload a New File

Choose a file: [Browse...] No file selected.

Description of file: [   ]

Automatically display link on page ☐

Upload File

Your current files: resiz

How to add additional text box:

1. Select "Advanced Options."
2. Choose "Show an additional text area."

Note: The additional text area will be displayed below your main text area.

Save Changes

Page title: [   ]   Hide advanced options [-]

Announcements section heading: [   ]
Announcements section rank: [1 ▼]
Manage Announcements

Links section heading: [   ]
Links section rank: [1 ▼]
Manage Links

Files section heading: [   ]
Files section rank: [1 ▼]
Manage files

Show an additional text area [+]

Add a news feed [+]

How to add a news feed:
1. Select "Advanced Options."
2. Choose "Add a news feed."
3. Select which news feeds you would like to add to your page.
4. Save.

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Hide news feed [-]

Add any of the following feeds to your page
- ☑ District News
- ☐ HS News
- ☐ Grimshaw News
- ☐ ONS News
- ☐ Big Picture News

News section rank: 1 ▼

9. How to Add a News Story to a News Feed

1. Go to Site Administration.
2. Select **"Add A News Story."**

3. Insert "Story Headline."

4. Select "Hide this Page" if you would like to work on the article before making visible. You can unhide the article once it's complete.

5. Select which news categories the news article will display within on website.

6. Select featured item to display news on the district homepage.

7. Click "Add this Page."

8. Once the page is created, select **"tempEDIT"** button to locate page and add text and images.
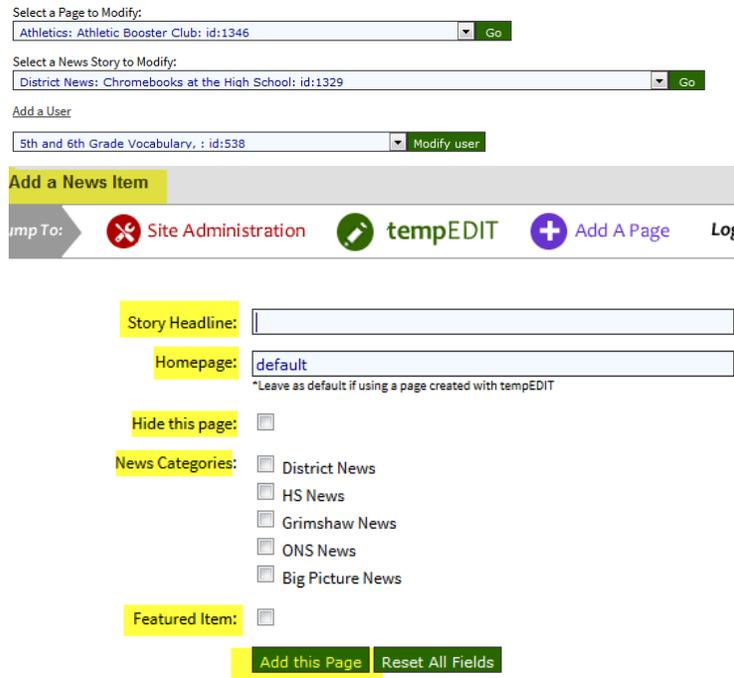
How to add a thumbnail image to news article:

1. Select **"You still need to upload a thumbnail."**

2. Either upload a new image or select a current image to be used as a thumbnail image.
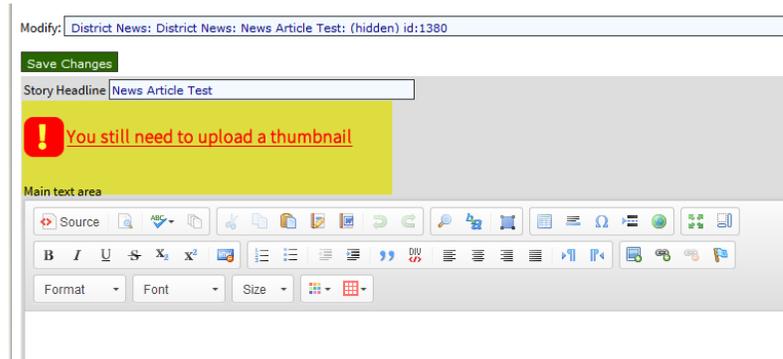
Note: The built-in cropping tool allows you to crop your uploaded image to fit the thumbnail dimensions.

3. Once thumbnail is selected, you will see the following message**: Thumbnail selected.**

4. **Save work.**

Tip Sheet

1. When you create a page, you now have the option to make it password protected.

2. Do not define fonts on your page unless necessary. Your district has predefined fonts in place.

3. Hide any page that is not complete. Do not display "Page Under Construction," or "Information Coming Soon."

4. Always left-justify content including page title, images and text.

5. Padding is pleasing. Add padding to images and text via "Image Properties" and/or table properties.

6. Photos make a page "pop". Use an image whenever possible. Encourage colleagues to capture photos during all appropriate events.

Please contact CNYRIC Public Information Specialist Danica Kaltaler at 315-433-8379 or dkaltaler@cnyric.org for additional assistance.