# Foxbright Website Training

## Admin Panel Login

Website Admin Panel: https://mha.foxbrightcms.com/Admin/

Userid: Training

Password: mhtigers20

## Content Editing Steps

1. Find Page to Edit from Page Tree
* Web Pages
* Page Tree
* Click on page or select gear and “Edit”

## Page Options

1. Click on Gear next to Page to get all options
2. Some options won’t show if not applicable

##

## Add a Page

1. From Page Tree, select “Add Page” option
* Page is added as sub page
1. Enter Menu Name
* All other fields will be auto filled
1. 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 - bottom row of editor icons

3. Undo & Redo 
4. Enter – paragraph break – extra white space between lines
5. 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 you 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
1. Paste in Embed Code

## 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 Bock
4. Move Content Block

## ****Expandable Content Blocks****





## Section 508 Compliance

Visit [Foxbright Compliance Support](https://www.foxbright.com/support/compliance/how-to-guide-for-508-compliance/) ( <https://www.foxbright.com/support/compliance/how-to-guide-for-508-compliance/> ).

## ****Commonly Used Data Driven Content Blocks****

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



### Calendars

1. Display Options
* Mini Calendar
* Upcoming Events
* Selectable Calendar

### News

1. Display Options
* Headline News
* News
* Newsletters
1. Features
* Publish Date
* Archive Date

### Spotlights

1. Features
* Graphic
* Title & Description
* Optional Link