Finalsite Training Guide

School Editors

Learning Objectives
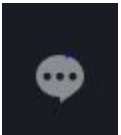
- Website overview
- Logging in
- Navigating Composer

- Understanding Elements
- Basic editing instructions
- Navigating Resource

Login Directions

- Visit: highlineschools.org/admin
- Username: _____
- Password: _____
- *First time you sign in: deselect the checkbox next to* **Show Dashboard at Login** *and then select* **Composer.**

Navigating Finalsite

Using the black bar on the left is how you navigate to work on different aspects of your website.

	The **composer**, or feather icon, is where you will edit web pages.
	The **dashboard** icon is where you will update the calendar and create news posts.
	The **people** icon is where we manage all logins and update staff directories. You do not have access to this. If you need updates done to your staff directory, please send them to tiffany.baisch@highlineschools.org.
	The **resources**, or folder icon, is where you will manage and store your files and photos you wish to use on your web page.
	The **knowledge base** icon allows you to browse support and how-to instructions, including video and written tutorials on editing your site.

Uploading Resources

Pdfs, word docs and images

Resources allows you to store, organize and manage files for the website. Store PDF files, word documents, images, videos and other types of files together, as well as relocate, rename and rearrange them as needed.
- Click on "Resources" to view your uploaded files or to upload new files. Resources are separated into "Public" and "Private" folders, and you can add additional folders as desired.
- Navigate to the folder you want on the left-hand side. Files are shown in a list or grid view on the right side of the screen.
- When uploading an image, please add an alt text in the image settings.

To Upload a file/image:

1. Navigate to the folder you want to save your file in.
2. Click on the green Public Resource button.
3. Navigate to the file on your computer.
4. *When uploading an image, please add an alt text in the image settings.*
5. Press Save.

Navigating to Your Site
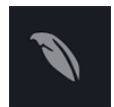
- Choose the **Composer Icon** in the black bar on the left of the screen.
- Using the grey bar on the left, scroll down until you see your site.
- Click on your site name, then click on Homepage.

Basic Editing Instructions in Pages

The content on a webpage is separated into elements. All the elements together make up a page.

To add an element to a page, navigate to the bottom of an existing element, select **Add Element**. Some elements are needed to build the structure of an entire website, not a webpage. For this reason, we've listed below what elements are helpful in building and editing webpages.

Your options for elements to add are:

- **Standard**
  - Content: add text, links, photos and tables to this basic editing block
  - Image/Video: add an image, image gallery or video file
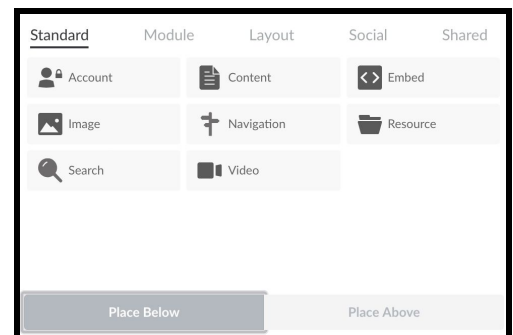
- - - *Other elements should not be used*
- **Module**
  - *Elements should not be used*
- **Layout**
  - Column Layouts: choose from 2, 3 or 4 column layouts
  - Accordion/Tabs: organize a large amount of content on a single page
  - *Other elements should not be used*
- **Social**
  - Facebook/Twitter: link a Facebook or Twitter account
  - Vimeo/YouTube: add a Vimeo or YouTube video using a URL
  - *Other elements should not be used*
- **Shared**
  - Some are elements that has content located on more than one page
    - Example: Child Find, Choice Schools for Middle, Enrollment Contact.
  - Other shared elements are stylized elements specific for our website that bring a pop of color to your site.
    - If you would like to use one of these elements, let us know and we will add it for you.
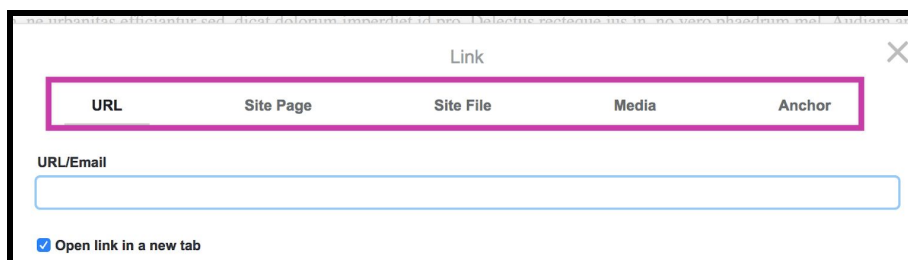
Here is additional information about Elements: http://bit.ly/Finalsite-Understand-Elements.

Creating Basic Links

- Highlight the text you want to make into a link, then click the "Link" button. Choose "Add Link" from the dropdown.
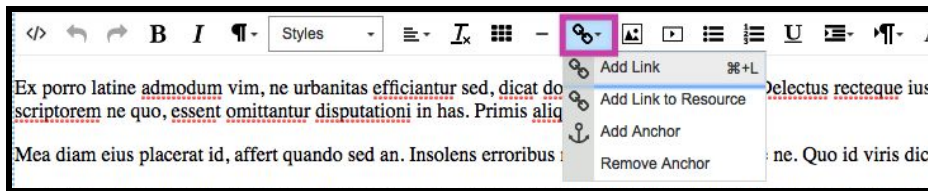
- Select a link type.

  - **URL directs the user to a new website entirely.** Enter the address of an outside website in the URL field. You can also enter an email address link into this field. Make sure "Open link in a new tab" is always selected.
  - **Site Page directs the user to a page within our website.** Click the "Browse Composer" button to select a page on your website. If a page title or location changes, links will not break.
  - *Site File and Media Links are old options and do not apply to our website.*
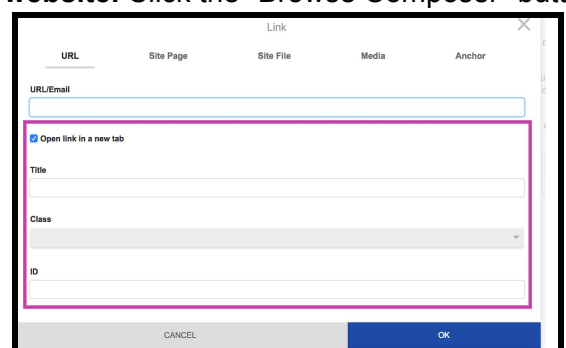
- - **Anchor links** jump to a preselected section of the current page.
- Configure the link options. Each type of link shares the same option settings: Open link in a new tab, title, class and ID.
- Click "OK" when finished. Use the "Cancel" button to close the Link window without saving any changes.
- Save the element. Publish the page.

Creating a Link to a Resource (such as a word document)

To link to a file saved in Resources, use "Add Link to Resource" option in the "Link" button menu.

- Highlight the text you want to link, select the "Link" button menu, then "Add Link to Resource" in the dropdown. This will open up Resources.
- Using the folders, navigate to the resource you want to link to and select it.
- From this window, you can also upload a new resource in the appropriate folder.
  - Navigate to the folder you want the resource to be saved in
  - Click on the green Public Resource
  - Find the file on your computer
  - Click Save

How to Create a Button in Composer

Buttons are one way to elevate the visibility of a link.
- Type out what you want your button to say.
- Highlight all of the text, select the link icon, then Add Link.
- In the Link settings click on the drop down menu under "Class".
- Choose one of the button options.
- Press Save in the link options.
- Press Save on the Content element.
- Publish the page.

Note: If you wish to create a button to a Resource Link (pdf or word doc), first add the link to the Resource, then use the Link menu to select "Button - Download Icon" from the under class dropdown menu.

Inserting an Image

Place your cursor in the location where you wish to insert the image and select the "Insert Image" icon.

- The Insert Image popup window will appear. Navigate to the picture that has your photo you want to use and click on the photo to add it.
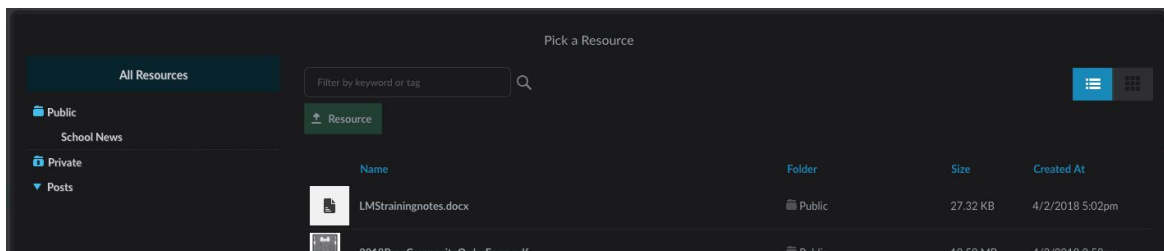
- If your resource is not already uploaded to Resources, navigate to the folder you wish to save the resource, then use the "Public Resource" button to upload a new one. Edit the resource properties, then click "Save" to add it to the content editor.
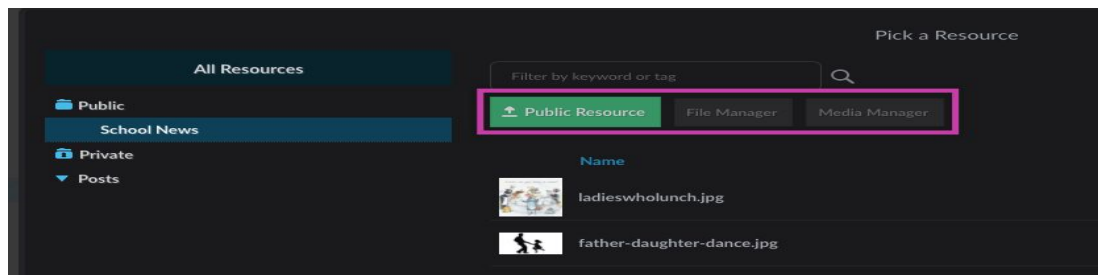
- Double-click on the image to bring up the Image Properties window. Here, you can edit the image selected as well as alter size, alt text, alignment and other properties.
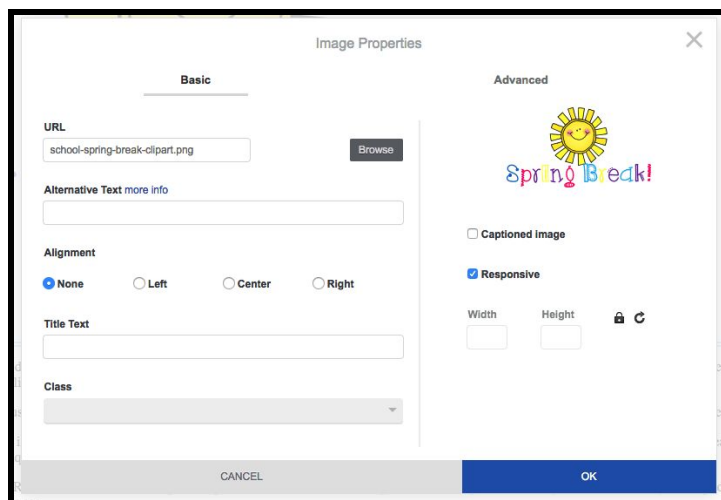
- Click "OK" to save.
- Publish the page.

Logical HTML Heading Tags

Logical page structure is important for both Search Engine Optimization (SEO) and ADA compliance. Using HTML heading tags properly is one method to ensure our pages communicate the content of a page in an organized and accessible way.

Headings are the short phrases or words that are used to communicate the purpose of a page, or a section of a page.

You should avoid using text styling, such as bold or underlined text, to create the sections of your pages. HTML heading tags should be used to separate your content into meaningful sections, with H1 noting the title of the page and H2-H6 sub-headings noting the other sections of the page from most to least importance.

You can add in the heading tag with the editor. Click into the content and select the "Formatting" icon (pilcrow). In this dropdown you will find the heading tags H1-H6.

Additional Support

- Visit finalsitetraining.com to search and review online resources including step-by-step guides, videos and more.
- For questions about content and formatting, contact the communications office at communication@highlineschools.org or ext. 3002

Here are how-to videos. Some videos provide info about settings you don't have access to.
- Composer Introduction: http://bit.ly/Finalsite-Composer-Intro (3:16)
- Composer Environment: http://bit.ly/Finalsite-Composer-Environment (6:25)
- Create a Page: http://bit.ly/Finalsite-Composer-New-Page (1:30)
- Add an Element: http://bit.ly/Finalsite-Composer-Add-Element (1:44)