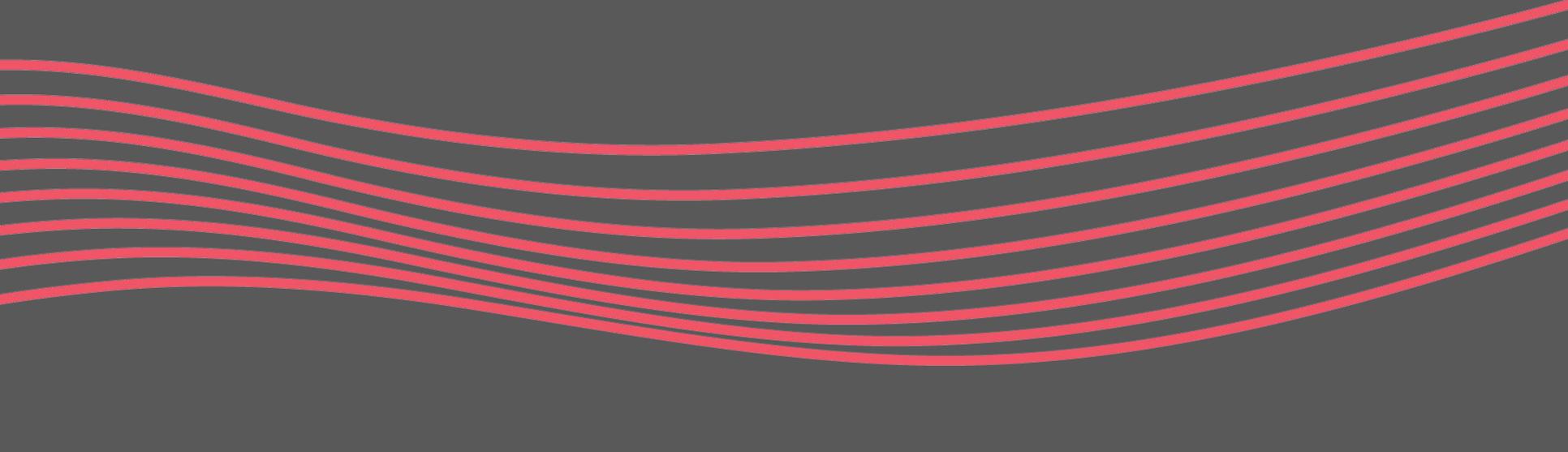




FINALSITE training

# Composer/Resources Overview and Site Set-up

Introduction to the Finalsite platform





# Agenda

**01** [Navigating your site](#)

**02** [Working with the Home Page](#)

**03** [Editing Interior Pages](#)

**04** [Managing Resources and Galleries](#)

**05** [Displaying resources on your site](#)



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# Navigating Your Site



# Composer

- The editor used to build pages
- How we refer to the entire content management system

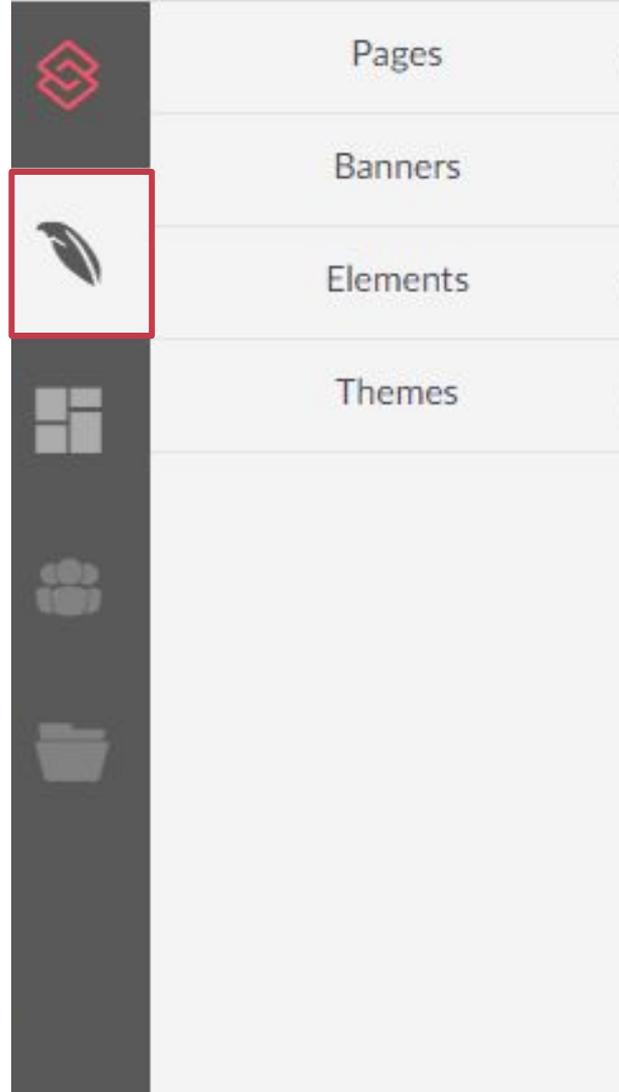
**Pages:** Add and edit content to your site

**Banners:** Header, footers, right & left banners

**Elements:** Shared elements reused throughout your site

**Themes:** Styles and design assets (leave this to the experts)

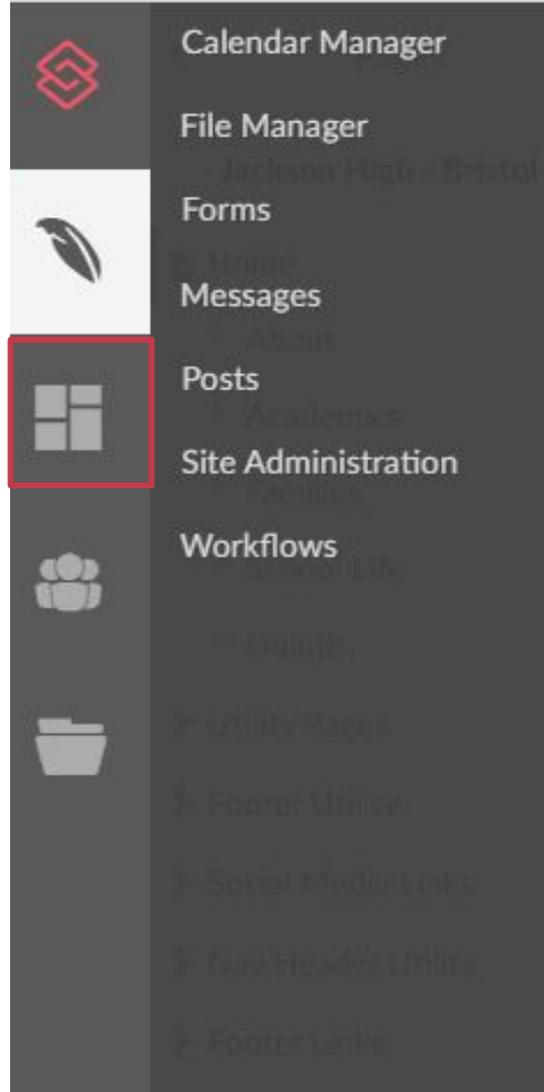
**Note:** Options will vary according to your user permissions.



# Modules

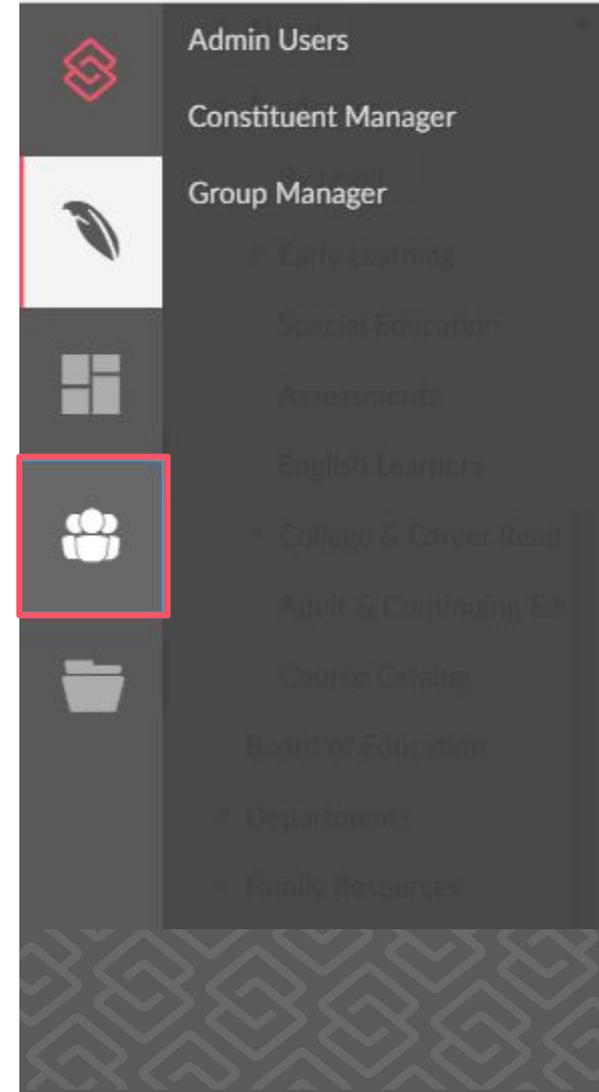
- Smaller pieces of software designed to do one task really well
- Uses elements within Composer to display content on your pages dynamically

**Note:** Options will vary according to your user permissions.



# People

- Admin Users
  - People who need access to Composer and/or modules
- Constituent Manager
  - Database of people
- Group Manager
  - Segments of people for specific purposes



# Resources

- **Resources:** The filing cabinet for files and media
  - A folder structure for organizing files
- **Galleries:** Groupings of resources for display
  - Contains home page slider images
- **Permissions:** Global module rights
- **Settings:** Requirements for alt text
- **Deleted Resources:** Rescue accidentally deleted resources for up to 30 days



Resources

Galleries

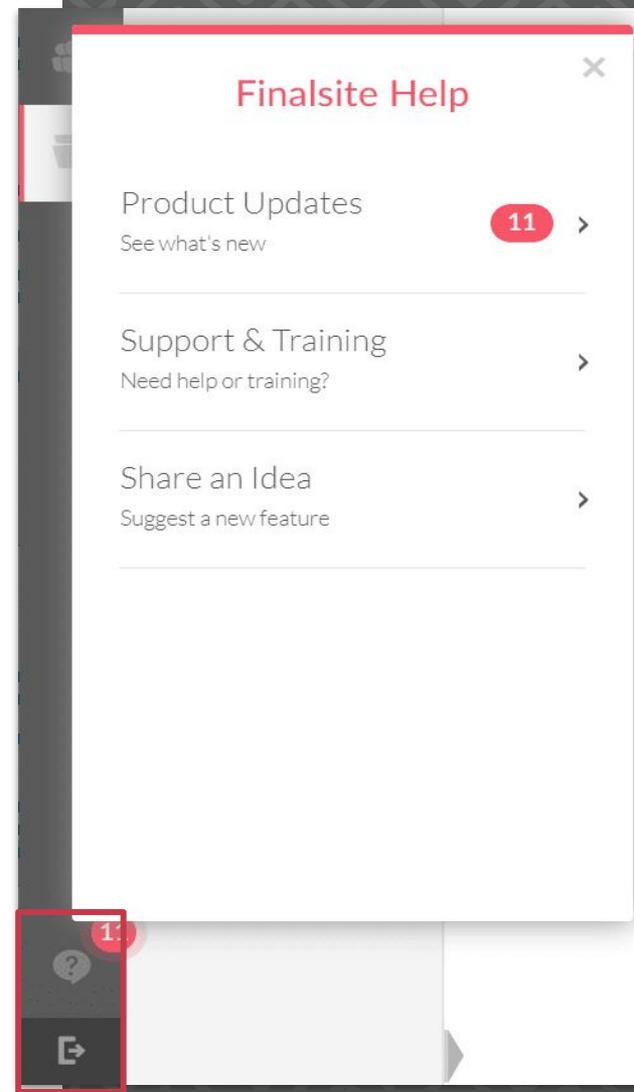
Permissions

Settings

Deleted Resources

# Help & Support

- Full Help & Support menu
  - (Shortcuts were on the desktop)
- Logout button



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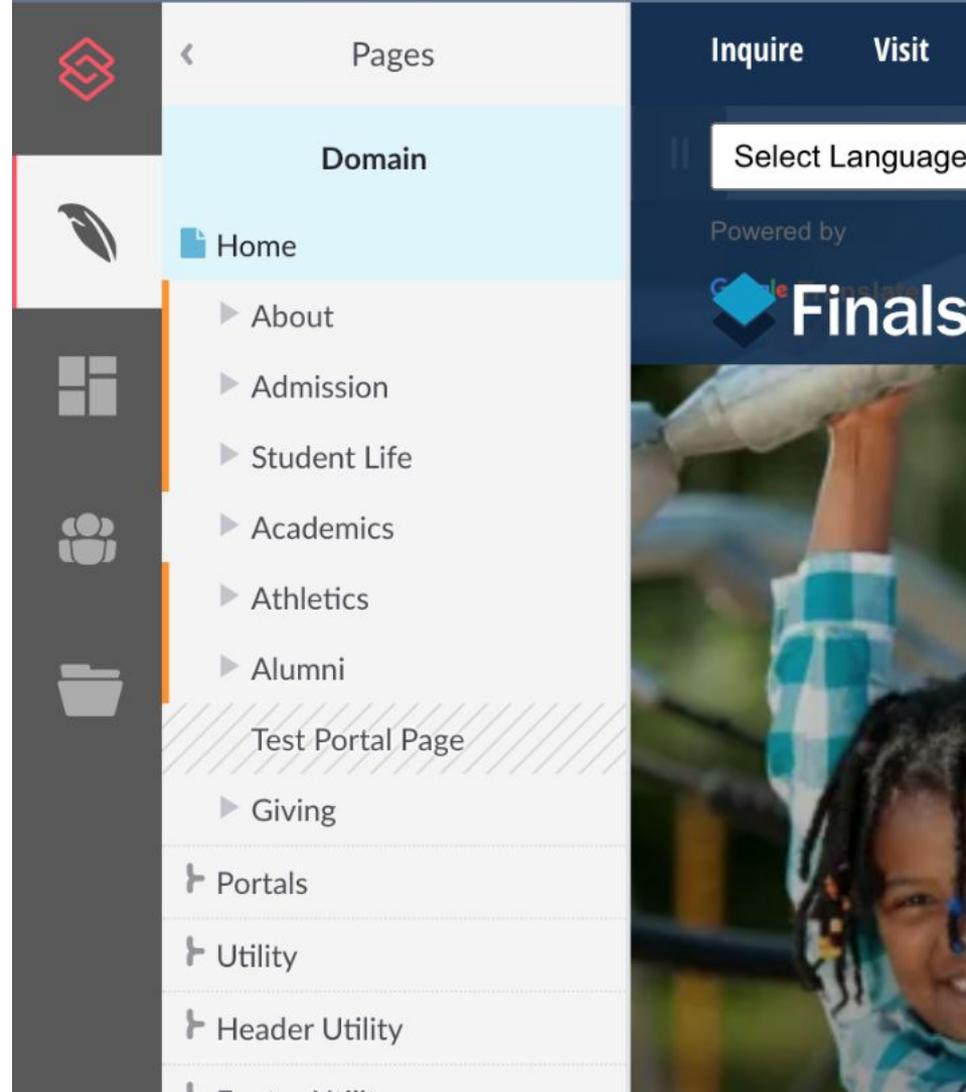
# Composer - Basic Navigation



# Page navigation

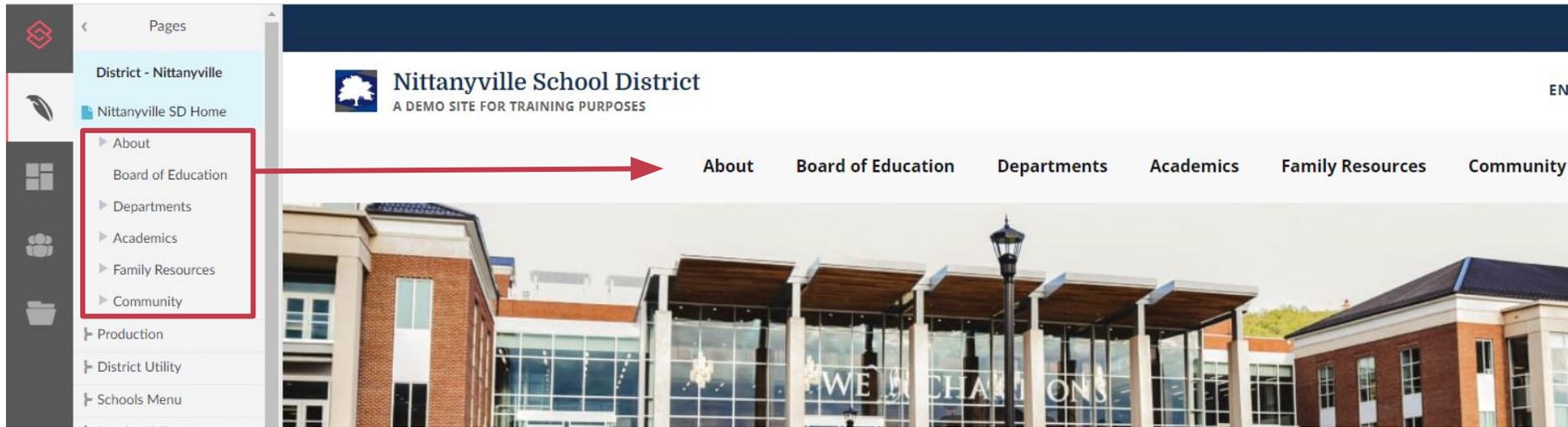
At the top of your Pages panel, you'll find your domain - your school's site. You may have multiple domains available. The first section beneath the domain is your site's main content pages. Below your main pages are branches, folders that allow you to organize site content without impacting the site's structure.

Branches are often used for portals and production notes, but they are also great for storing your practice or test pages separate from live pages.



# Main Navigation

The main navigation is populated with your pages/subpages



The image shows a website interface for Nittanyville School District. On the left is a sidebar menu titled "Pages" with a back arrow. The menu items are: "District - Nittanyville", "Nittanyville SD Home", "About", "Board of Education", "Departments", "Academics", "Family Resources", "Community", "Production", "District Utility", and "Schools Menu". A red box highlights the "About" menu item, and a red arrow points from it to the "About" link in the main navigation bar. The main navigation bar is located below the header and contains the following links: "About", "Board of Education", "Departments", "Academics", "Family Resources", and "Community". The header area includes the Nittanyville School District logo and the text "A DEMO SITE FOR TRAINING PURPOSES". The background of the page features a photograph of a school building with a glass entrance.

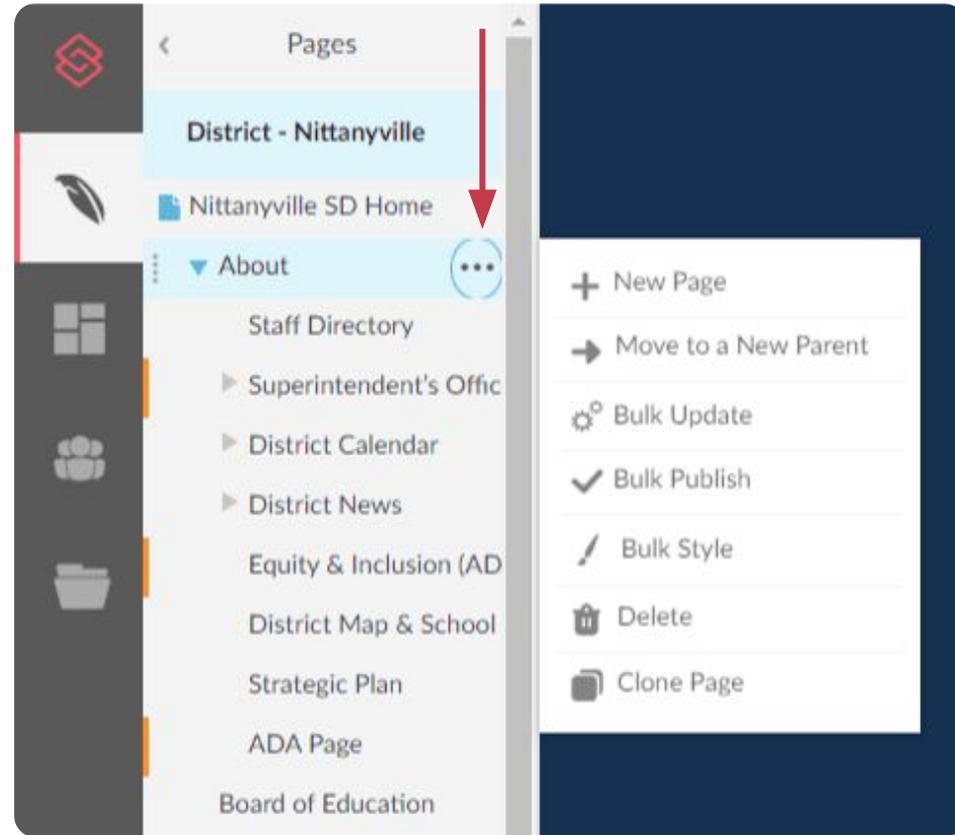
# Managing Pages

Pages are updated by using the three dot menu to

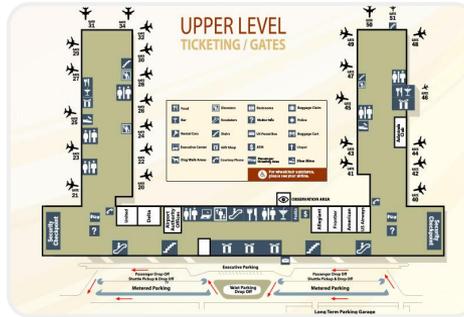
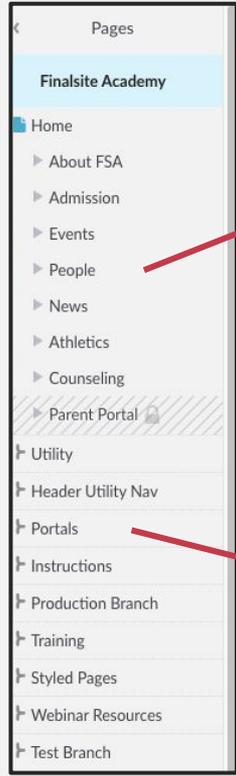
- Add new page
- Move to a new parent
- Delete
- Clone

Or change the page name in the Page Settings (more on this later)

**Note:** If you don't have this menu, you may not have permissions to perform these actions.



# The Page Tree



## Main Navigation

Your top navigation, visible and available to visitors. The trunk of the tree.



## Branches

Outside of navigation. Pages built and stored for different uses. A branch is a folder.

# Other Branches

- Utility
  - Login, 404, Unsubscribe pages
- Social Media Links
  - Linked pages in the footer
- Nav Header Utility
  - Linked pages in the header
- Footer Utility
  - Linked pages in the footer
- Icon Links
  - Linked pages from the icons on the home page

| District - Danbury |   |
|--------------------|---|
| Home               |   |
| ▶ About            |  |
| ▶ Academics        |   |
| Board of Education |   |
| ▶ Departments      |   |
| ▶ Family Resources |   |
| ▶ Community        |   |
| Forms              |   |
| Social Media Links |   |
| District Nav       |   |
| Nav Header Utility |   |
| Icon Links         |   |
| Footer CTA         |   |
| Footer Utility     |   |
| Production         |   |

# Reference Branches

## Style Guide

- Contains what each **element** should look like with your **site's theme**.
- Contains the elements which are utilizing **custom classes**.
- Contains elements which can be **copied and pasted** onto other parts of your site.

## Instructions

- This section walks through **how to update** the content of your site, including the home page and headers and footers.
- This section also includes information about **image sizes** and preferred styles of cropping for each type of element.

# Site Instructions

Your site's Instructions branch contains a page that is like gold to you!

The design team will create this page to give you information such as:

- Recommend image sizes
- Editing your header/footer
- Editing your home page
- And more!!

A screenshot of a website's user interface. On the left is a vertical navigation menu with a dark grey background and white text. The menu items include 'GIVING', 'Utility Pages', 'Footer Utility', 'Social Media Links', 'Production Branch', 'Instructions', 'Header Utility', 'Footer Links', 'Icons Links', 'News', 'Summer Reading', 'Guidance', 'Summer Camps 2022', 'Fall GenZ Conference', '+ New Domain', and 'Page Restore Utility'. The 'Instructions' item is highlighted with a light blue background and a red rectangular border. To the right of the menu is the 'Instructions' page content. The page has a white background and a dark blue header with the title 'Instructions'. Below the title, there is introductory text: 'Your Website is built on Finalsites Compo...', 'The following page provides instructions...', and 'These instructions assume a basic knowle...'. At the bottom of the page, there is a table with two columns: 'Resource' and 'Description'.

| Resource                           | Descrip         |
|------------------------------------|-----------------|
| <a href="#">Finalsite Training</a> | Compo           |
| <a href="#">Finalsite Support</a>  | Compo<br>downlo |



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# Composer - Page Basics



# Compose mode

The Compose toggle enables page editing, adding new or editing existing content.

- Changes from gray to blue when you can edit
- If you don't see a Compose toggle, you don't have permission to edit this page.
- Pages are built with “elements.”

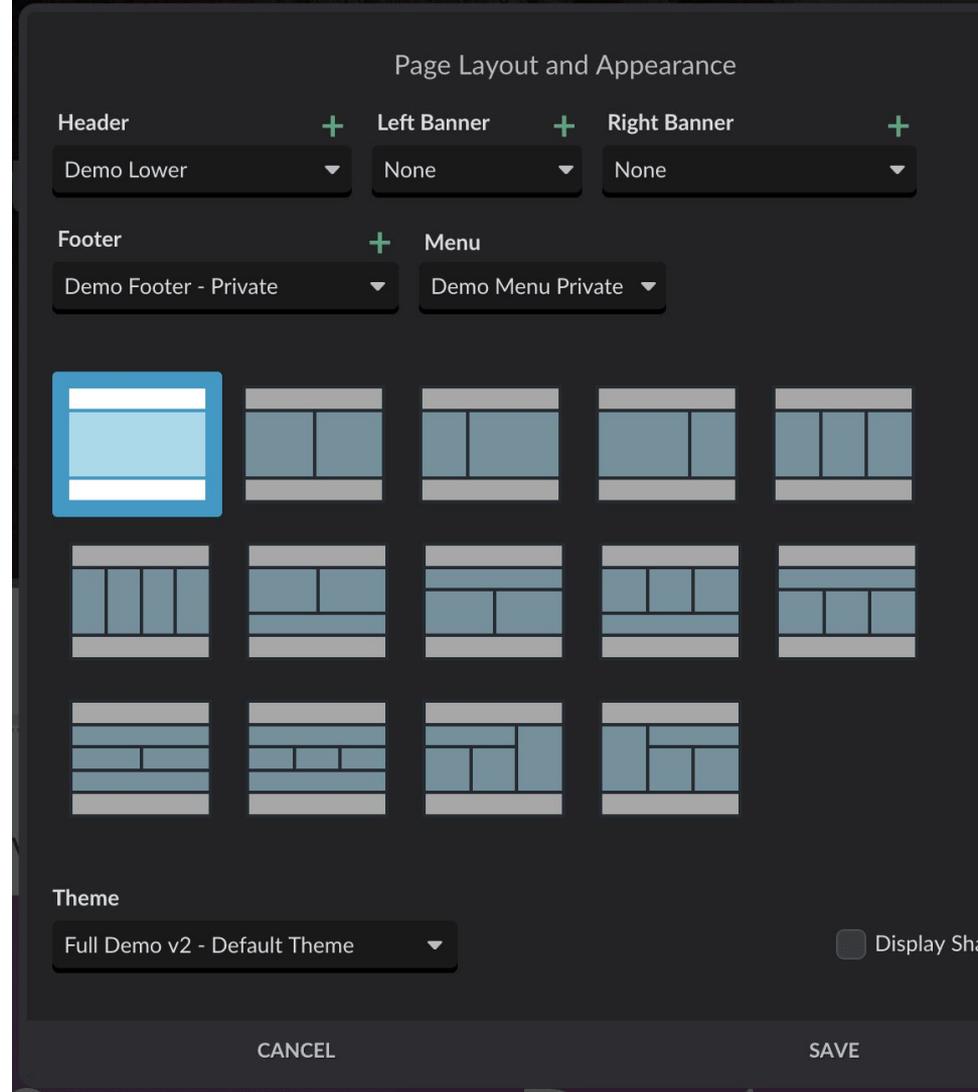
With Compose mode ON, you can also edit your page's layout, banners, and theme in Page Layout & Appearance.



# Page Layout & Appearance

The settings on the Page Layout and Appearance menu control the overall presentation of a page and its elements.

- Use the dropdown menus up top to select any banners you want to use to frame the page's main content area.
- Page layouts control how elements on a page are lined up and displayed.
- Themes allow you to quickly change the visual, behavioral, and other properties of a page.



# View options

View the published version of this page

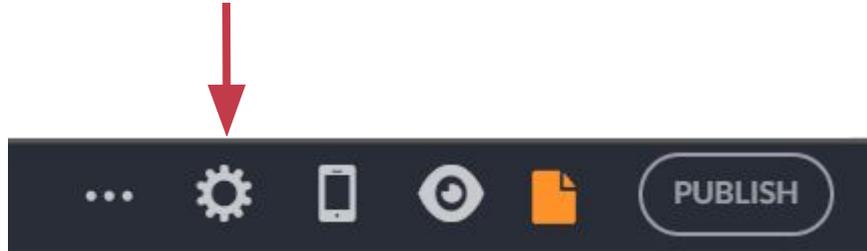


View this page on multiple screen sizes!

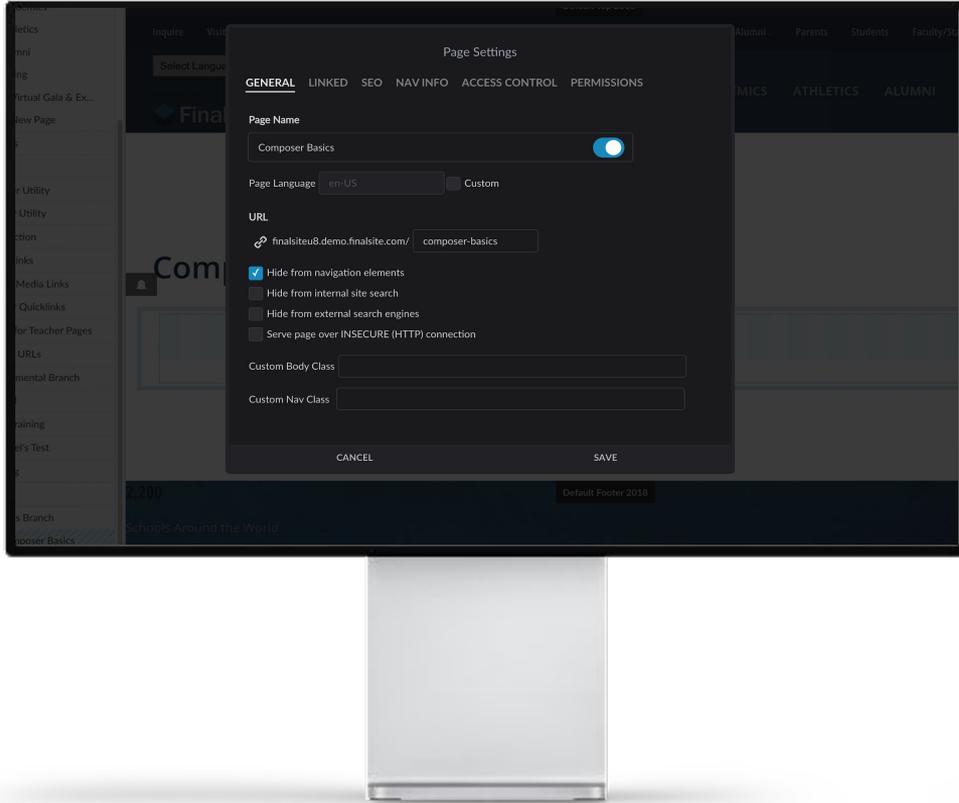
**Note:** Looking for a preview? Turn off Compose mode!

# Page Settings

Select the gear icon to access the page settings.

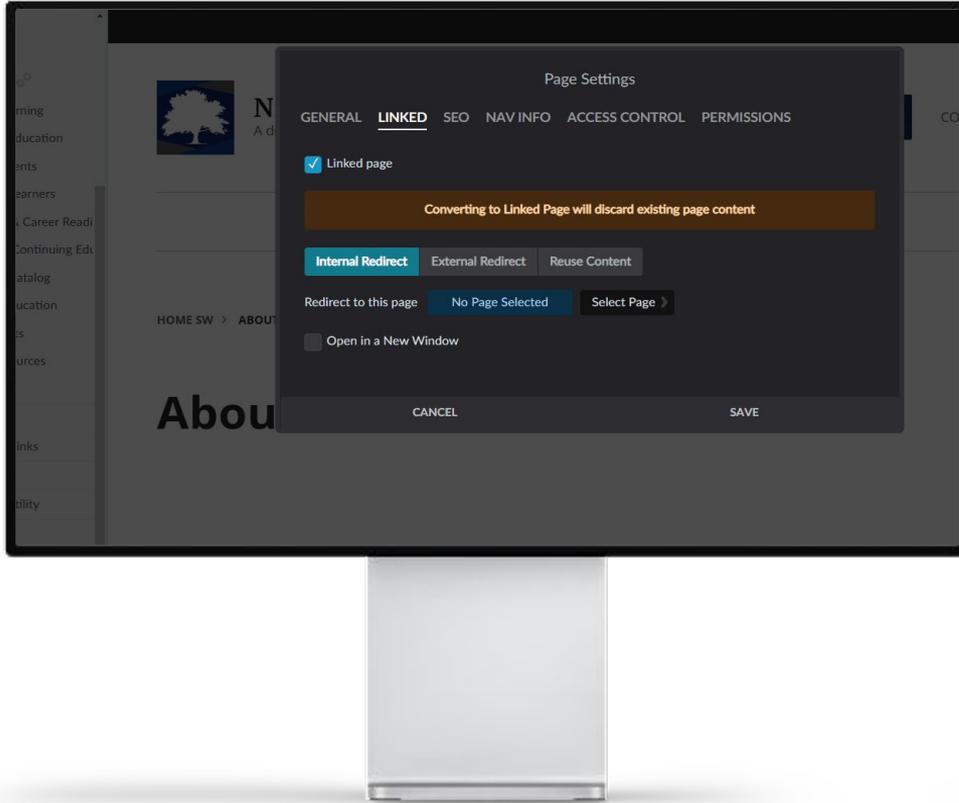


# General



- Set page name, choose to hide or show as a header on the page
- Adjust URL as needed
- Hide from navigation
- Hide from searches
- Custom styling added by your Finalsite designers or the CSS savvy

# Linked

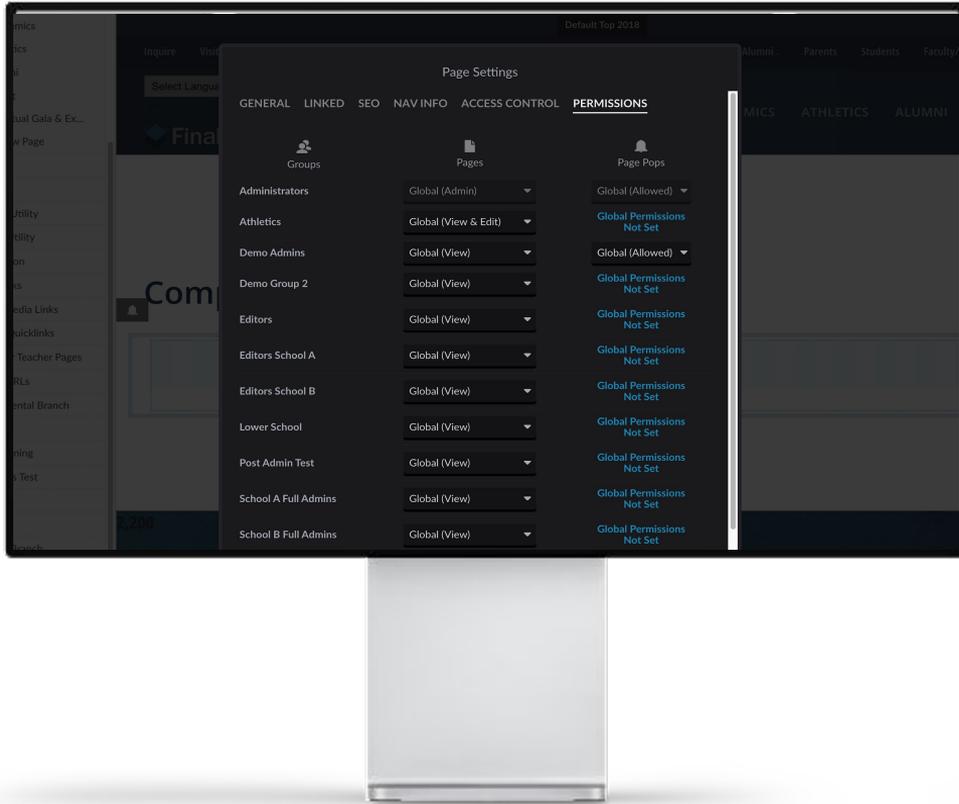


- Internal Redirect
  - Select another Composer page
- External Redirect
  - Insert a URL
- Reuse Content
  - Pull content from another page

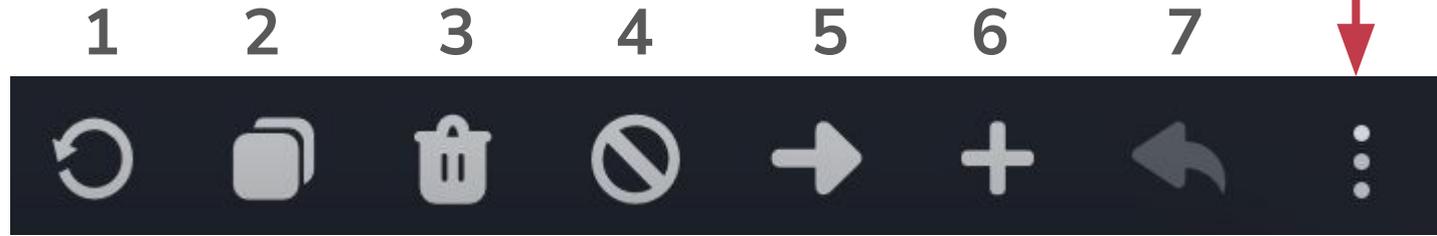
# Permissions

Limit who can view/edit/publish/delete your pages in Composer

- Limit your admin users on individual pages, based on their admin groups
- Restrict for page content and/or Page Pops



# Additional page options



Use this  
button  
to view

- 1. Page History:** Log of edit/publish history
- 2. Clone:** Make a clone of the page
- 3. Delete:** Remove the page
- 4. Unpublish:** Remove the page from the public-facing website only
- 5. Move:** Move the page under a new parent
- 6. Add:** Add a new page below this page
- 7. Restore:** Revert to last published version

# The Publish (or Request to Publish) button

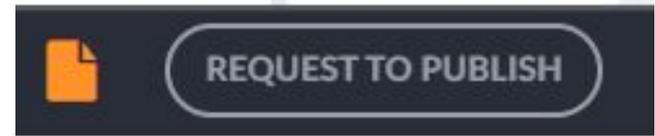
- Your changes aren't live until they're published!
- Click the Publish button to publish the page immediately or schedule it to publish later.
- If you see "Request to Publish," you can send a [request to an admin](#) with a note for approval.
- Know your publish statuses:

**Green** = Published

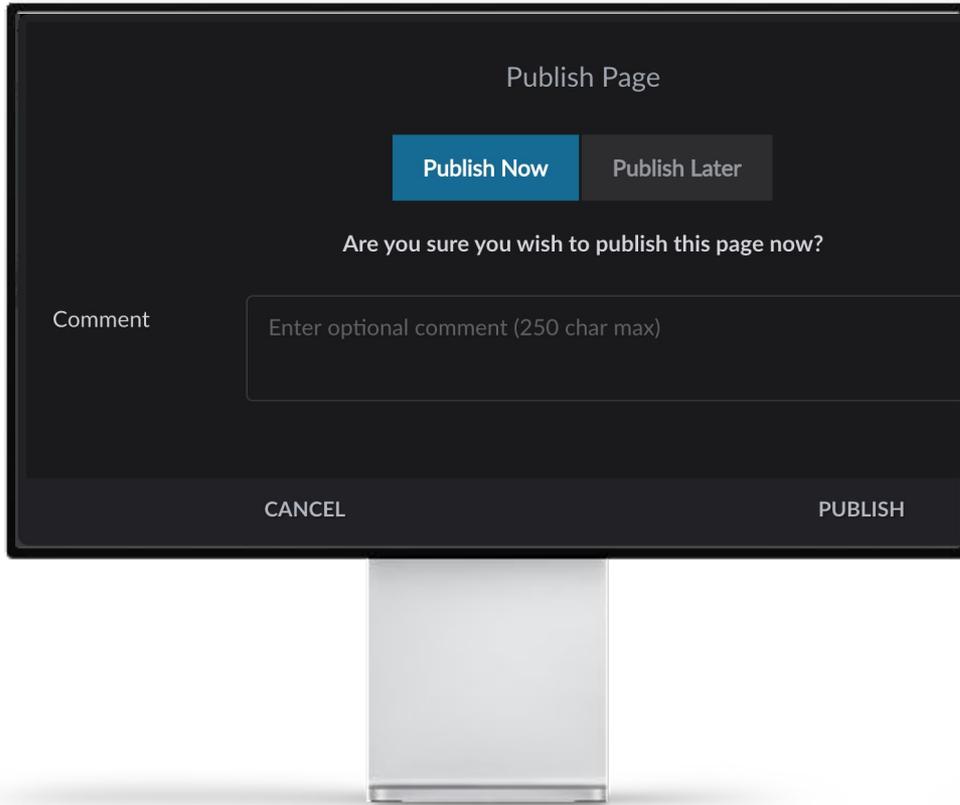
**Yellow** = New

**Orange** = Draft

**Light blue** = Scheduled



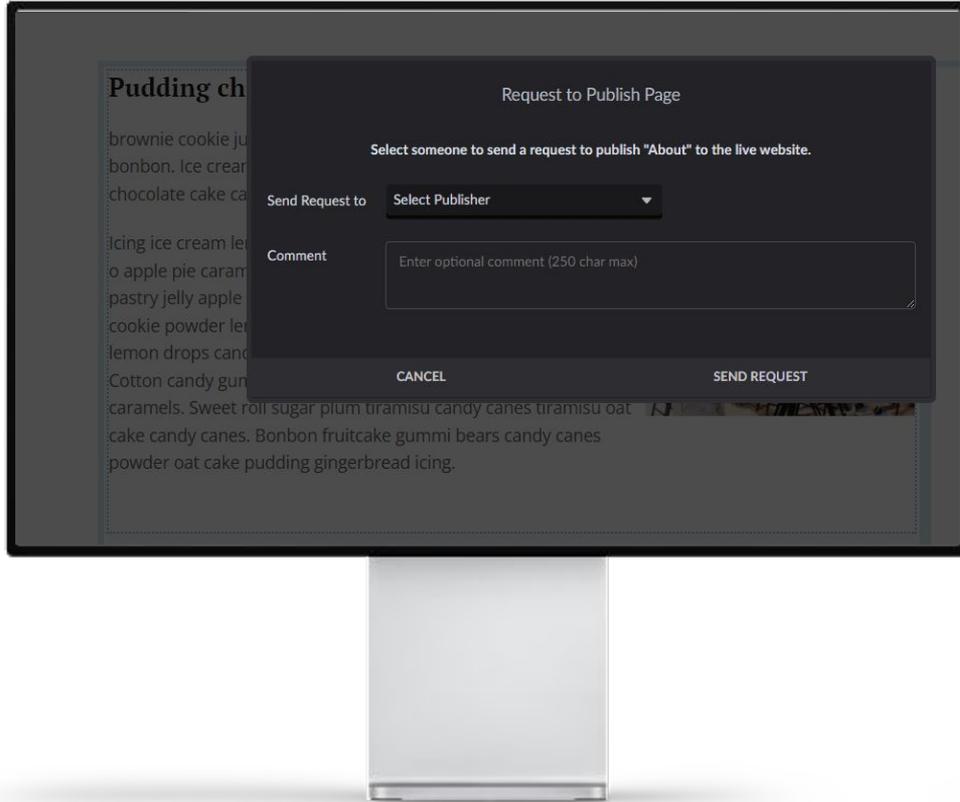
# Publish button



- **Publish Now:** Page is live immediately
- **Publish Later:** Choose a date and time for the page to be published
- **Comment:** Make an admin-only note about why you are publishing

**Note:** A page may also be Unpublished using the button in the bottom More Actions menu.

# Request to Publish



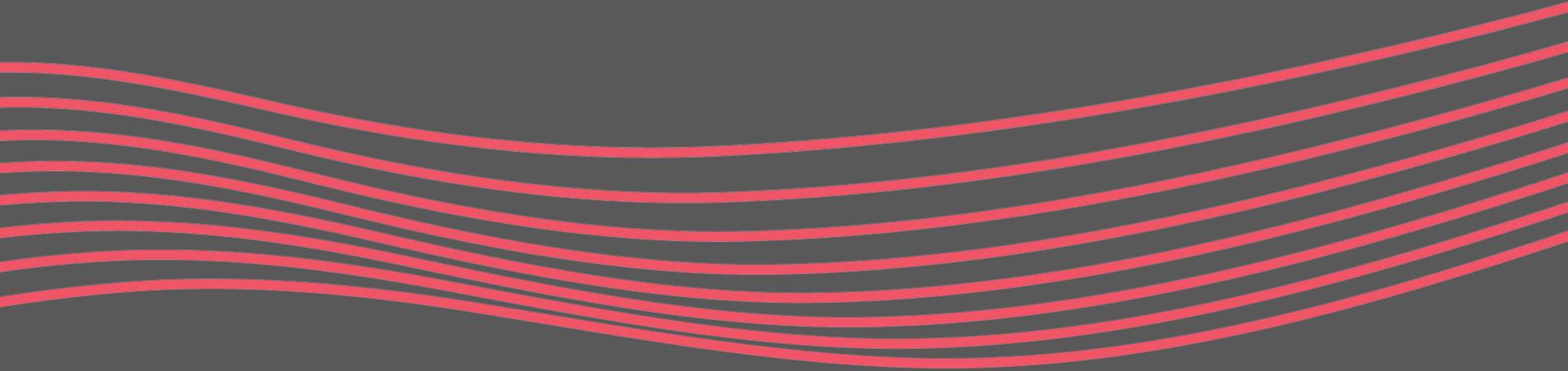
- **Send Request to:** Select an admin group to send the request to
- **Comment:** Make an admin-only note about why you are publishing

The admin receives an email and can approve the request. An email alert is sent to the requester.

If the request is denied, the page is returned to “draft” status and an alert is emailed to the requester with any comments.

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**Home Page**

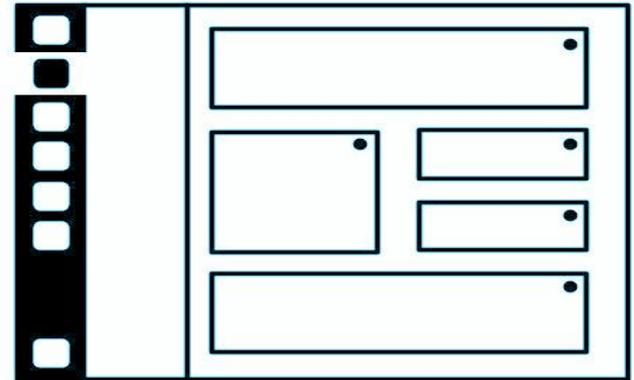
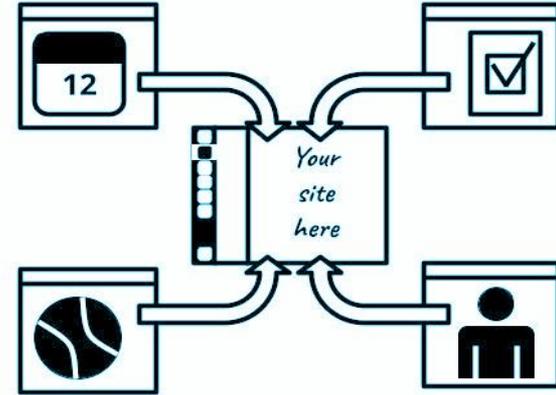


# How does Composer work?

Composer pages are comprised of a variety of different **elements**.

**Content and layout elements** are edited directly **on the page**. However, **other elements** are pulling content from what we call **modules**.

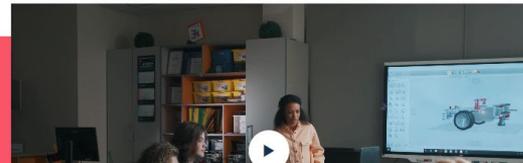
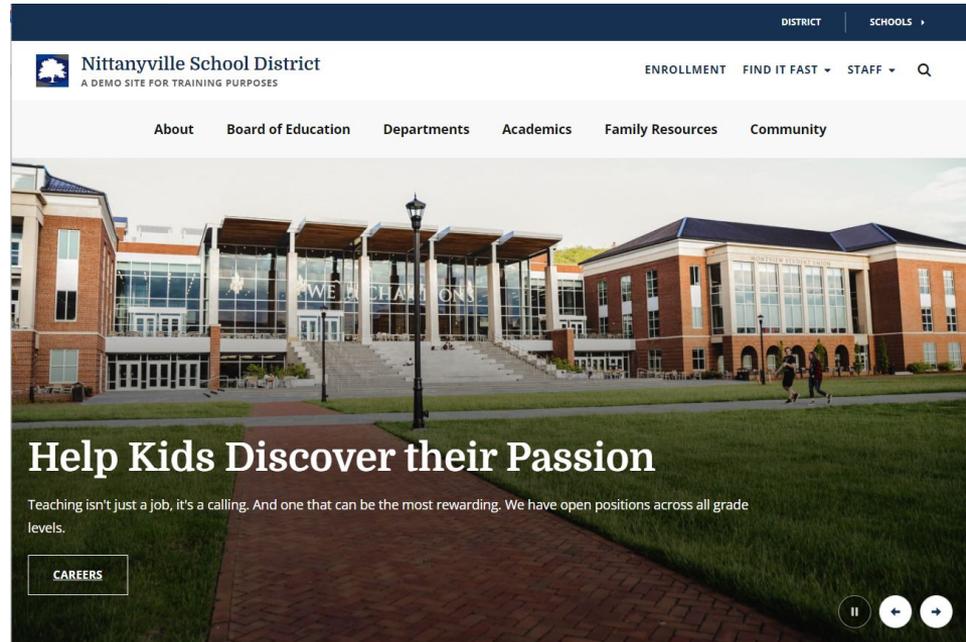
**Modules** are small **databases of information**. Content updated in the module dynamically updates the content on the page



# Notes about the Home Page

The home page contains custom coding that makes it display and function correctly. Therefore, **you should NOT:**

1. Change the home page structure.
2. Add or delete elements.
3. Change element settings.
4. Edit the header and footer directly from this page (they are edited elsewhere, such as [branches](#) or [locations](#)).



## Welcome to Nittanyville School District

The Nittanyville Area School District's mission is to provide a *safe* and *positive* academic learning

# Notes about the Home Page

## What you SHOULD do:

Use each element's settings to investigate:

- What kind of element is it?
- Where is the content pulling from?
- Is there editable content on your home page either in a content element or in the settings (Design > Header/Footer)?

## Don't forget your Instructions page!

- This section walks through **how to update** the content of your site, including the home page and headers and footers.
- This section also includes information about **image sizes** and preferred styles of cropping for each type of element.

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# Locations



Locations

- Finalsite ISD
- Glastonbury High School
- Your Elementary School
- Your High School
- Your Middle School
- + Location

Location Name: Finalsite ISD

Title: Finalsite ISD

Subtitle: Enter a subtitle

Motto: Enter a motto

Address 1: 655 Winding Brook Drive

Address 2: Enter address 2

City/Town: Glastonbury State/Province: CT

Phone Number: 555-555-5555

# How do Locations work?

**Locations** is the module that manages information across multiple campuses such as school title, contact information, logos, and admin permissions.

Data from this module feed directly into the **header and footer** of each domain.

Assigning admin groups to a location **allocates permissions** for their domain only.

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# Composer - Editing Interior Pages



# What are elements?

Elements are the fundamental building blocks of your Composer website.

- Some elements add static, page-specific content.
- Others add dynamic content from modules like Calendar Manager, Posts, etc.
- Use elements to create a unique layout and organize content.

# Element actions



Hover over an element to:

1. Add a new element to the page
2. Move the element on the page
3. Copy the element to paste elsewhere
4. Access the element settings
5. Delete the element

# Standard elements

| <u>Standard</u>   | Module  | Layout  | Social  | Shared |
|---|---|---|---|--------|
| <br>Account        | <br>Content          | <br>Embed            | <br>Image    |        |
| <br>Live Streaming | <br>Navigation       | <br>Personal Reports | <br>Resource |        |
| <br>Search         | <br>Unsubscribe Form | <br>Video            |   |        |

**Content:** Text, photos, etc.

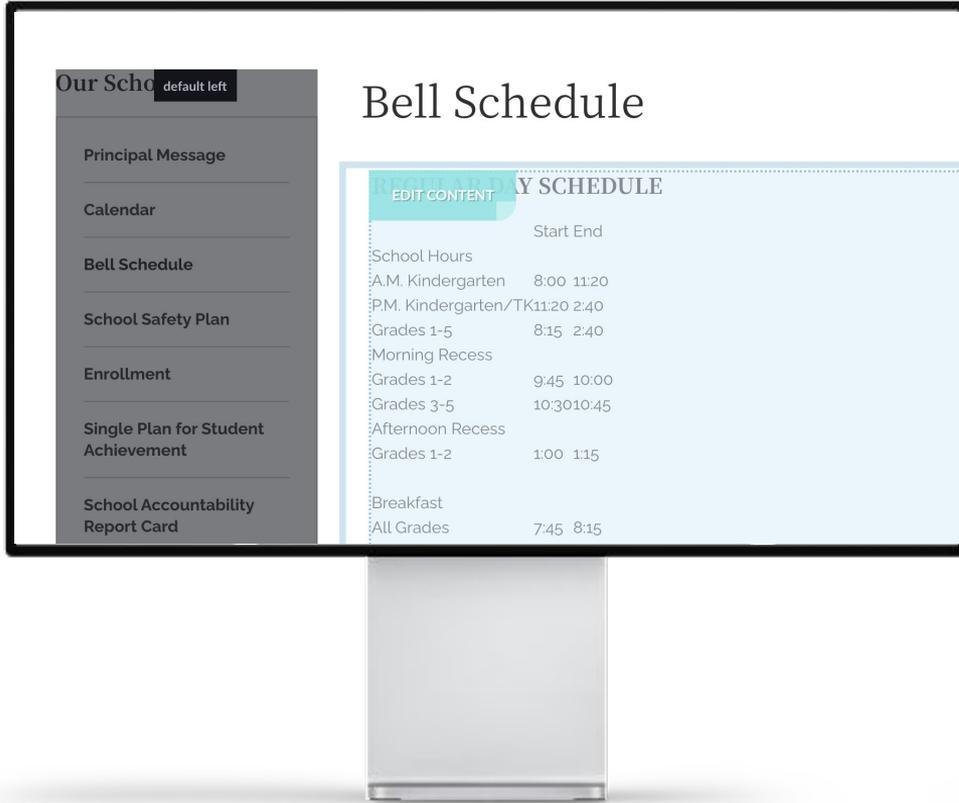
**Image/Resource/Video:** Resources content

**Navigation:** Tree of site pages for menus

# Content element

The most basic element is called the **Content** element. Content elements can be used to add text, images, embeds, links, and more to your page.

- **In Compose mode**, hover over the element until you see “Edit Content.”
- Click anywhere inside to access the content editor.



The screenshot shows a school website interface. On the left is a dark sidebar menu with items like 'Principal Message', 'Calendar', 'Bell Schedule', 'School Safety Plan', 'Enrollment', 'Single Plan for Student Achievement', and 'School Accountability Report Card'. The main content area is titled 'Bell Schedule' and features a table with a light blue background. At the top of the table is a teal button labeled 'EDIT CONTENT'. The table lists various school activities with their start and end times.

|                      | Start | End   |
|----------------------|-------|-------|
| School Hours         |       |       |
| A.M. Kindergarten    | 8:00  | 11:20 |
| P.M. Kindergarten/TK | 11:20 | 2:40  |
| Grades 1-5           | 8:15  | 2:40  |
| Morning Recess       |       |       |
| Grades 1-2           | 9:45  | 10:00 |
| Grades 3-5           | 10:30 | 10:45 |
| Afternoon Recess     |       |       |
| Grades 1-2           | 1:00  | 1:15  |
| Breakfast            |       |       |
| All Grades           | 7:45  | 8:15  |

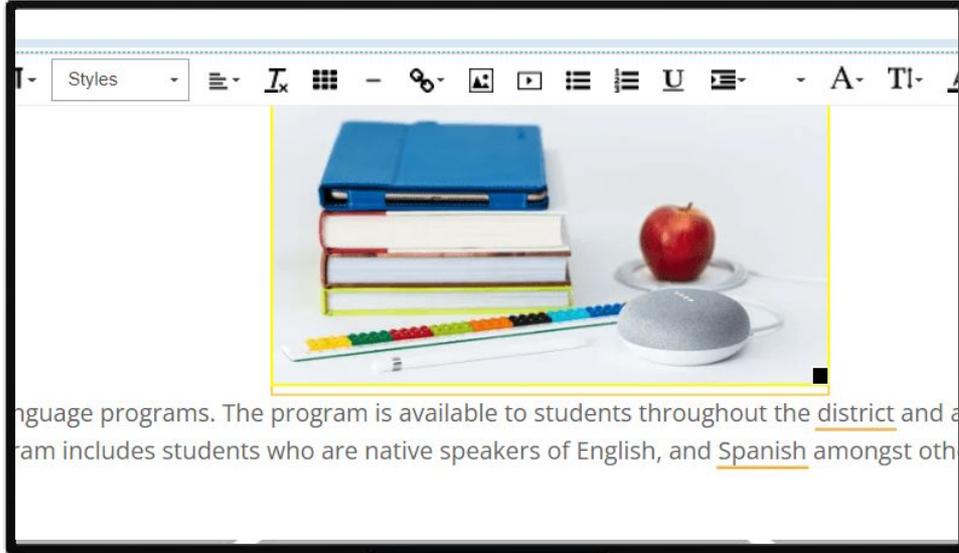
# The Composer text editor

The image shows a screenshot of the Composer text editor interface. A red rounded rectangle highlights a set of 'Important buttons' in the center. The background shows a text editor with a rich toolbar at the top and a text area containing several paragraphs of text with various formatting applied. The highlighted buttons are:

-  Accessibility checker
-  Paragraph styles
-  Text styles
-  Add a link
-  Add an image
-  More buttons

The background interface includes a toolbar with icons for undo, redo, bold, italic, text color, background color, link, unlink, list, indent, outdent, and more. The text area contains several paragraphs of text with various formatting applied, such as bold, italic, underline, and background color. The bottom of the editor shows a status bar with 'body p' and 'Cancel' and 'Save' buttons.

# Add an Image



- Insert image from Resources
- Can resize in the content element
- Apply alignment to wrap text around the image

# Add a link

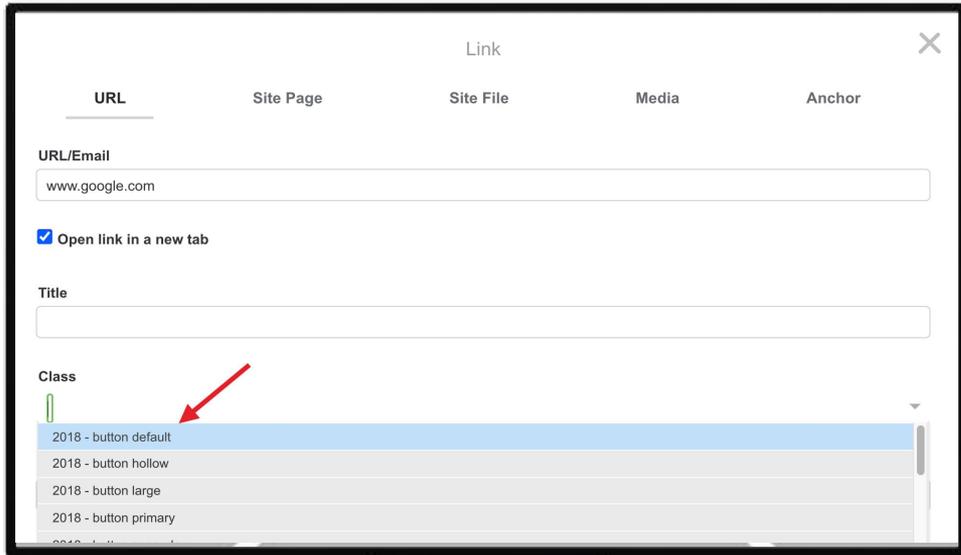
The screenshot shows a 'Link' dialog box with the following fields and options:

- URL/Email:
- Open link in a new tab
- Title:
- Class:
- ID:

Buttons: OK, CANCEL

- URL
  - Add a direct URL to another site
- Site Page
  - Browse Composer to link to another page
- Site File
  - Browse Resources to link to a file/image

# Add a button



Link

URL Site Page Site File Media Anchor

URL/Email

www.google.com

Open link in a new tab

Title

Class

- 2018 - button default
- 2018 - button hollow
- 2018 - button large
- 2018 - button primary

- Select the text
- Click “Add Link”
- Add the appropriate link
- Use the “Class” field to select the styling

**Note:** Even though it is possible to use the Styles menu in the editor and apply a button style that way, we recommend this method for best results.

# Tips for editing content

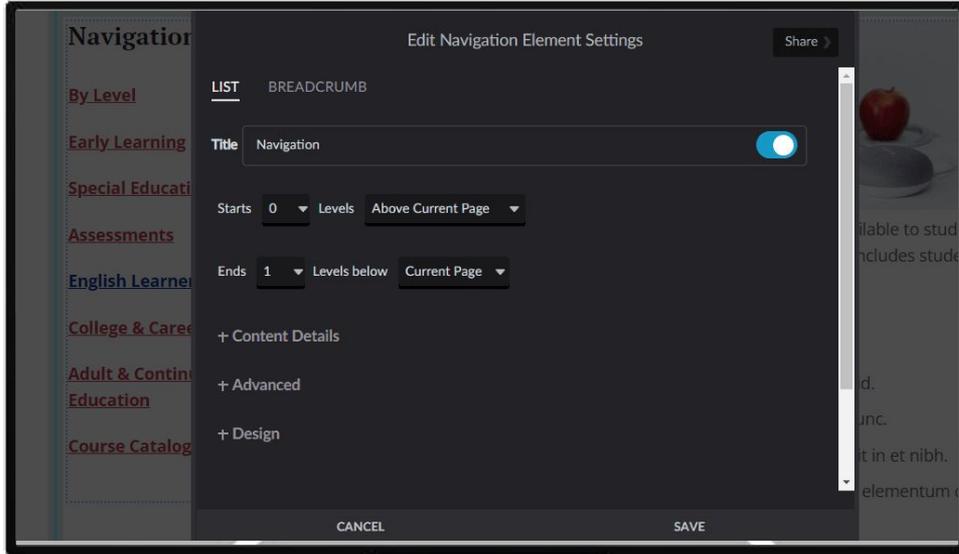
Use the Accessibility Checker like a spell checker to help stay in compliance.

Paste plain text with formatting removed for best results.  
Use Cmd (or Ctrl) + Shift + V

Remember: Headers are for structure, not styling.

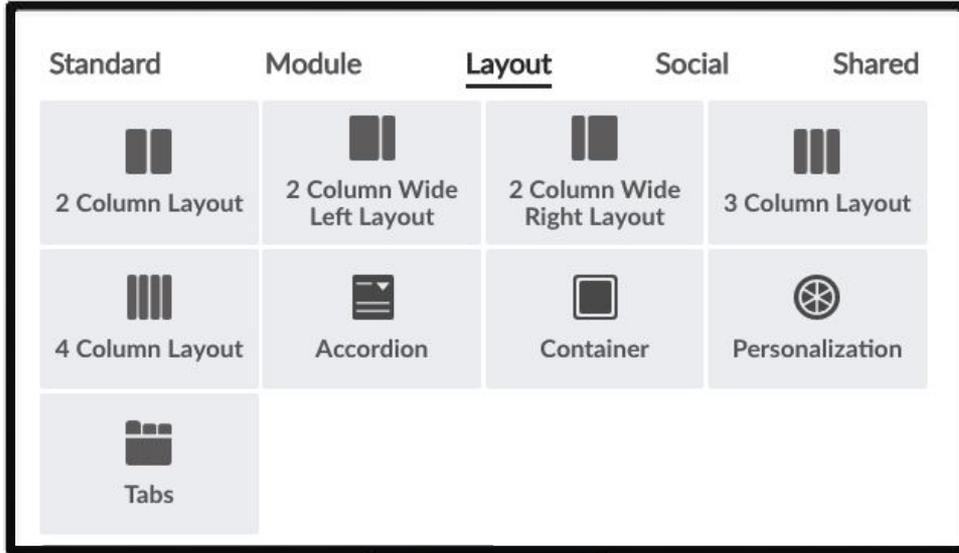
Use the styles in the dropdown instead of making your own. These were created for you to make your site look awesome!

# Navigation element



- Add a dynamic tree of site pages
- Use the settings to determine where the tree starts and ends

# Layout elements



In addition to the full-page layouts in the Page Layouts & Appearance menu, Layout elements further customize the arrangement of elements on your pages.

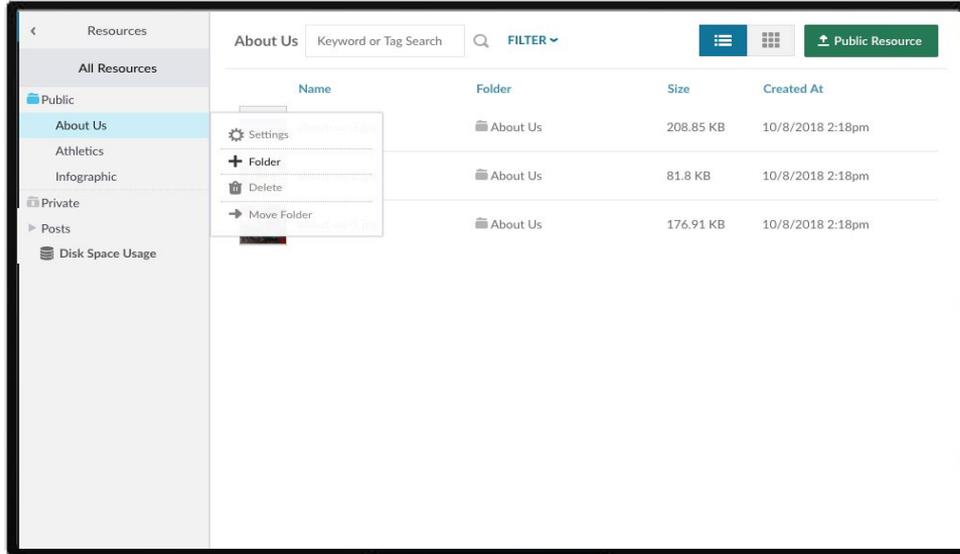
- Easily switch between column layout elements by hovering over the element and clicking the layout icon.
- For pages with lots of content, consider using **Accordions** or **Tabs** to condense and organize.

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# Resources



# Resources



- Folders can be nested (indefinitely).
- Permissions can be set on individual folders.
- Create a folder structure that mimics your page structure
- Upload using 

A resource can only exist in **one** folder at a time.

| Name  | Size     | Created At       |
|---|----------|------------------|
|  Cheerleading_Thumbnail.jpg  | 96.26 KB | 12/7/2017 4:22pm |
|  Equestrian_Thumbnail.jpg    | 77.66 KB | 12/7/2017 4:22pm |
|  Field_Hockey_Thumbnail.jpg  | 84.27 KB | 12/7/2017 4:22pm |
|  Golf_Thumbnail.jpg          | 72.05 KB | 12/7/2017 4:52pm |
|  Rugby_Thumbnail.jpg         | 84.87 KB | 12/7/2017 4:52pm |
|  Swim_Dive_Thumbnail.jpg     | 80.76 KB | 12/7/2017 4:52pm |
|  Tennis_Thumbnail.jpg        | 89.42 KB | 12/7/2017 4:52pm |
|  Weightlifting_Thumbnail.jpg | 94.78 KB | 12/7/2017 4:52pm |

# Galleries

Grouping your resources is easy with galleries. Use galleries to create:

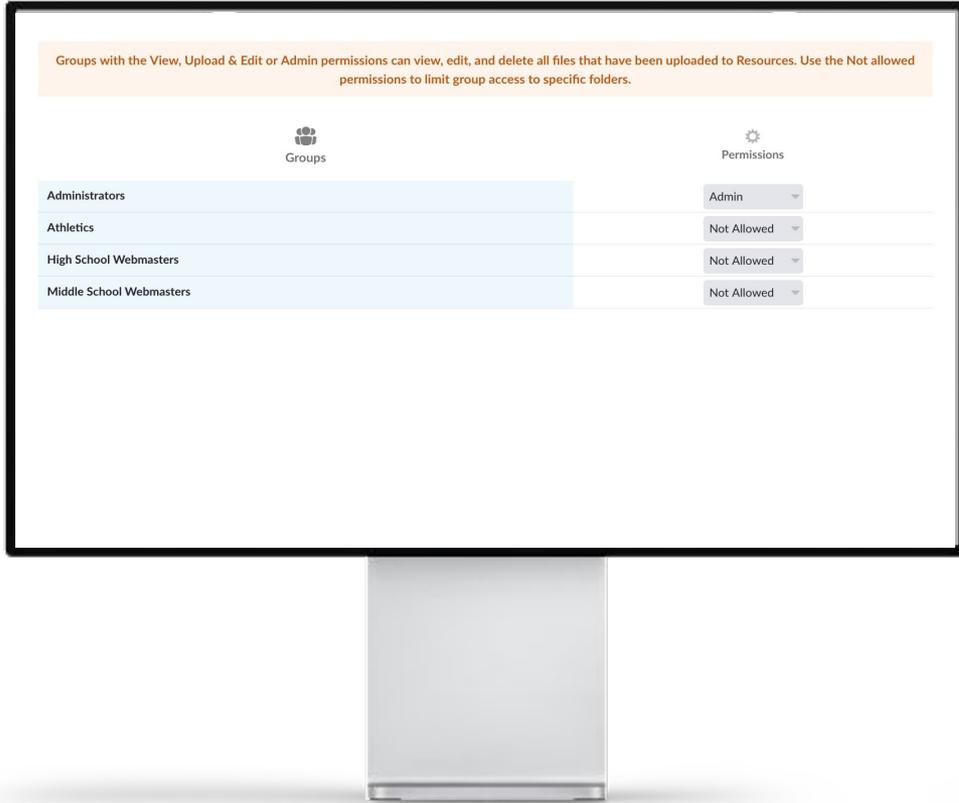
- Slideshows
- File display groups
- Photo galleries
- Anything you can think of!

A resource can exist in **multiple** galleries.

# Permissions

Use this section to set global permissions.

- **Not Allowed:** Used for granting individual folder permission.
- **View, Upload, and Edit:** Grants access to all files, but not to grant permissions to others.
- **Admin:** Allows access to all files/galleries, as well as permissions.

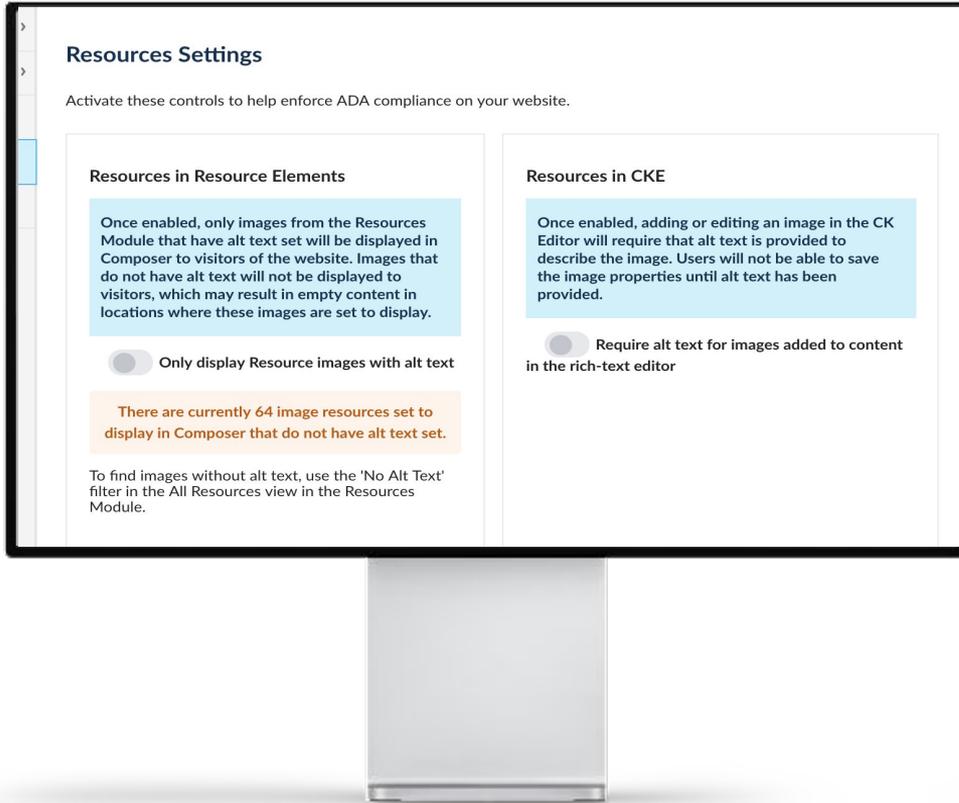


# Settings

In this section, you can require all of your images in resources or in the editor to have alt text.

It also tells you how many resources do not have alt text associated with them.

**Pro tip:** In Resources, use the filter buttons to quickly see which resources don't have alt text.



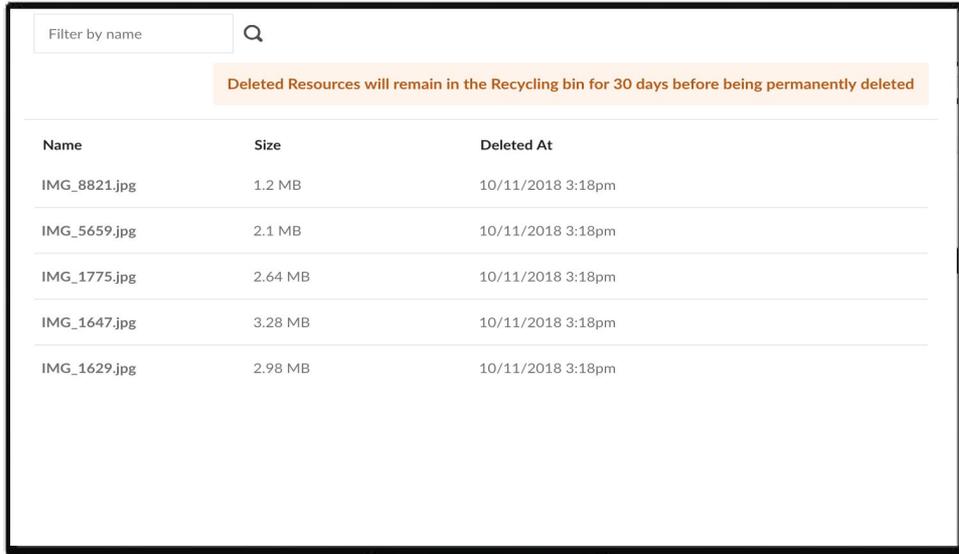
# Deleted Resources

Thank goodness!

Now, when you delete a resource, you have 30 days to rescue it from permanent deletion.

**Note:** A restored resource will **not** be added back to any galleries it was part of.

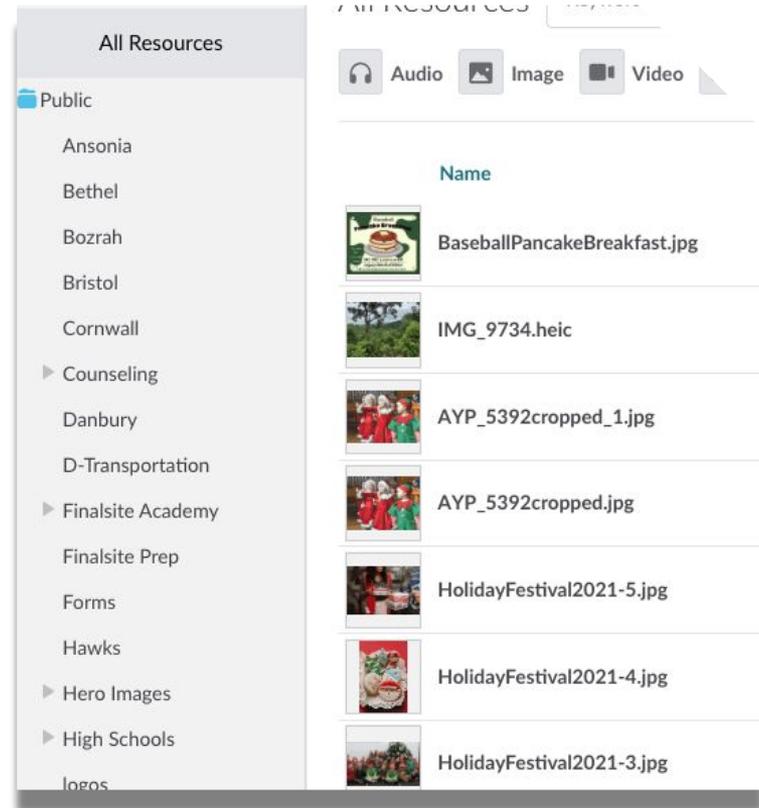
Also, deleted resources do not account against your disk space.

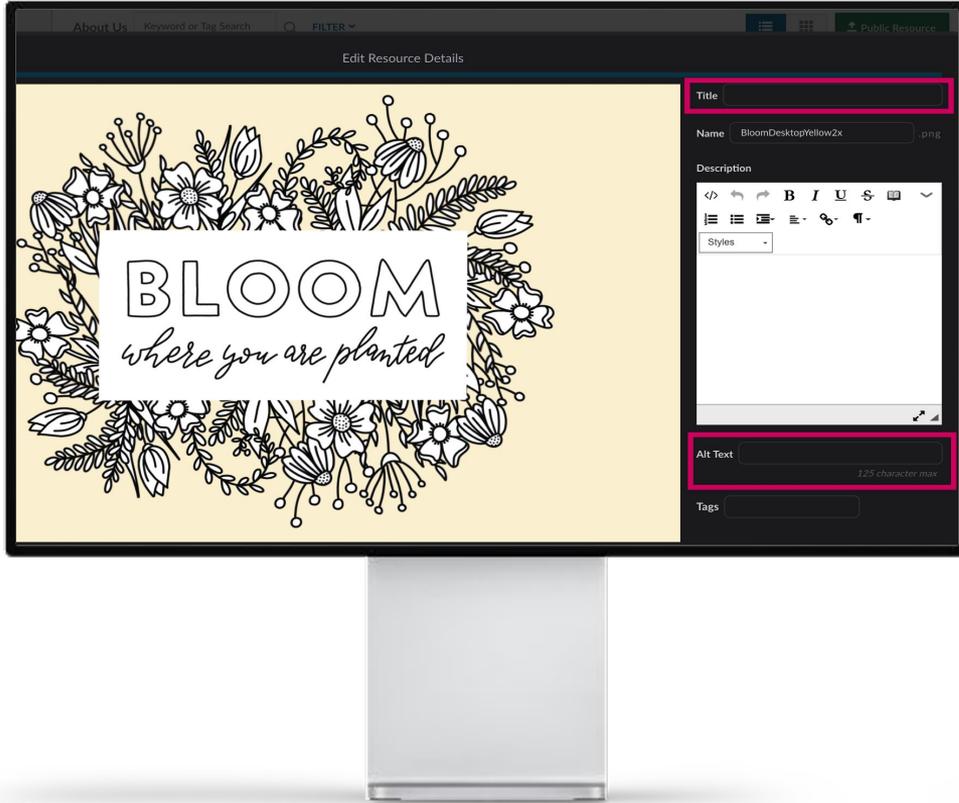


| Name         | Size    | Deleted At        |
|--------------|---------|-------------------|
| IMG_8821.jpg | 1.2 MB  | 10/11/2018 3:18pm |
| IMG_5659.jpg | 2.1 MB  | 10/11/2018 3:18pm |
| IMG_1775.jpg | 2.64 MB | 10/11/2018 3:18pm |
| IMG_1647.jpg | 3.28 MB | 10/11/2018 3:18pm |
| IMG_1629.jpg | 2.98 MB | 10/11/2018 3:18pm |

# Mapping your structure

- The structure of folders in Resources is changeable!
  - Plot your course
  - Utilize Bulk Tool Movement
  - Don't nest too far
  - Create a flexible system which allows for different permissions.





# Upload skills

- Add a Short Title. If no title is added, and the title is set to display, the file name shows. Underscores and all.
- Add Alt Text. Make sure to skip adding “Image of” and just describe the image as well and briefly as possible.
- Descriptions are optional, but if you have one, it’s best to put it in on upload rather than add it later.

**Note:** Titles and Descriptions may be styled to display on your home page slider.

# Optimization

Resources will automatically optimize your videos and images.

Cropping is now more important than optimizing. Crop your images with the focus in the center of the screen and with a high-quality image. You can edit any image directly in Resources with the crop icon.

The system will compress the image and display items with layout-specific sizing.

**Note:** You cannot resize images in Resources.



# Choose a good photo

Most hero images are set as background images to the container they are in. With this setup, you may see clipping occur around the edges when screen sizes change.

- Select images with a central focal point and no closeups.
- Avoid adding text, logos, or graphics too close to the edges of the photo.



# Recommended File Sizes

File size **limits** in Resources are based on the file type.

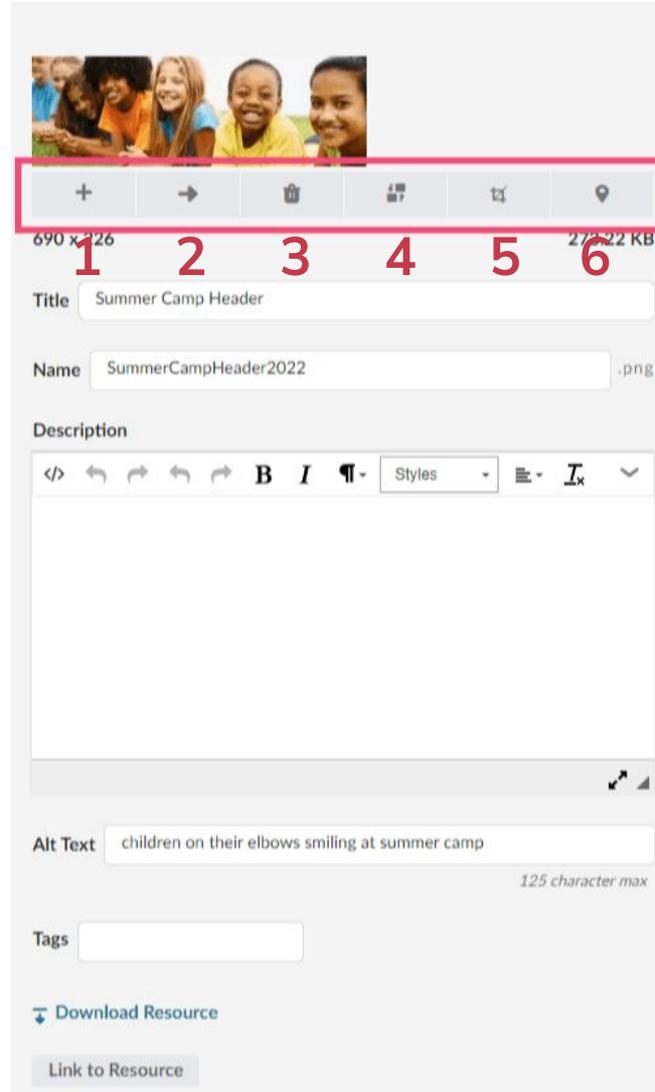
- Image files/PDFs can be up to 100 MB.
- Video files can be up to 3.51 GB.
- All other files can be up to 3.91 GB.

**Pro Tip:** Refer to your Instructions page for specific **dimensions** for your site



# Image Tools

1. **Add to Gallery** - add file to an existing gallery
2. **Move to Folder** - move file to an existing folder
3. **Delete Resource** - moves file to Deleted Resources (30 days)
4. **Replace Resource** - replaces the file in all instances where it is displayed on the site
5. **Edit Image** - only cropping available; use image ratios
6. **Where Used** - see where the file is used throughout the site



The screenshot displays an image management interface. At the top, there is a thumbnail of a group of children smiling. Below the thumbnail is a toolbar with six icons, each numbered in red: 1 (Add to Gallery), 2 (Move to Folder), 3 (Delete Resource), 4 (Replace Resource), 5 (Edit Image), and 6 (Where Used). The interface includes a form for editing the image's metadata:

- Title:** Summer Camp Header
- Name:** SummerCampHeader2022 .png
- Description:** A rich text editor with a toolbar containing icons for code, undo, redo, bold, italic, link, styles, list, and link removal.
- Alt Text:** children on their elbows smiling at summer camp (125 character max)
- Tags:** An empty text input field.
- Download Resource:** A button with a downward arrow icon.
- Link to Resource:** A button.

The screenshot shows a web application interface for managing resources. At the top, there is a search bar with the text "Keyword or Tag Search" and a "FILTER" dropdown menu. Below the search bar is a table with the following columns: "Name", "Folder", "Size", and "Created At". The table contains five rows of data, each with a blue checkmark in the rightmost column. To the right of the table is a bulk actions menu with the following options: "+ Add to Existing Gallery", "+ Add to New Gallery", "→ Move to Folder", and "🗑 Delete Resources".

| Name             | Folder   | Size      | Created At         |   |
|------------------|----------|-----------|--------------------|---|
| BloomDesktop...  | About Us | 3.77 MB   | 10/23/2018 3:27... | ✓ |
| ScreenShot201... | About Us | 165.01 KB | 10/23/2018 3:25... | ✓ |
| about-us-3.jpg   | About Us | 208.85 KB | 10/8/2018 2:18pm   | ✓ |
| about-us-2.jpg   | About Us | 81.8 KB   | 10/8/2018 2:18pm   |   |
| about-us-1.jpg   | About Us | 176.91 KB | 10/8/2018 2:18pm   |   |

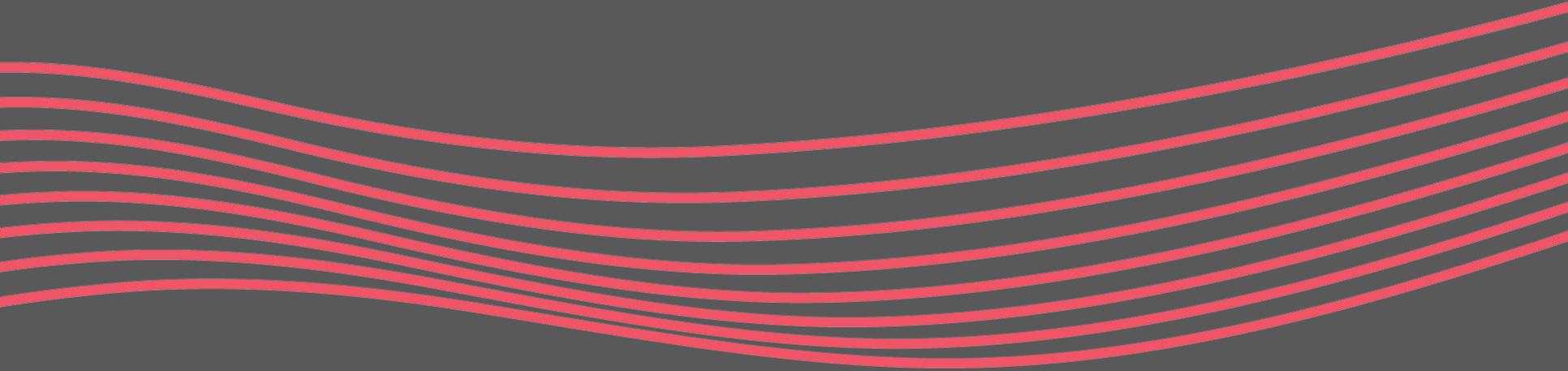
# Bulk actions

Hover over the resource and select the blue checkmark to the right of the resource.

Once you select one, you will have the option to move the items between folders or between galleries or delete resources.

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# Galleries





| Name   | Size     | Created At       |
|--|----------|------------------|
|  Cheerleading_Thumbnail.jpg | 96.26 KB | 12/7/2017 4:22pm |
|  Equestrian_Thumbnail.jpg   | 77.66 KB | 12/7/2017 4:22pm |
|  Field_Hockey_Thumbnail.jpg | 84.27 KB | 12/7/2017 4:22pm |
|  Golf_Thumbnail.jpg         | 72.05 KB | 12/7/2017 4:52pm |
|  Rugby_Thumbnail.jpg        | 84.87 KB | 12/7/2017 4:52pm |
|  Swim_Dive_Thumbnail.jpg    | 80.76 KB | 12/7/2017 4:52pm |
|  Tennis_Thumbnail.jpg       | 89.42 KB | 12/7/2017 4:52pm |
|  Wrestling_Thumbnail.jpg    | 94.78 KB | 12/7/2017 4:52pm |

# Galleries

Grouping your resources is easy with galleries. Use galleries to create:

- Slideshows
- File display groups
- Photo galleries
- Anything you can think of!

A resource can exist in **multiple** galleries.

# Managing Galleries

1. Add to gallery
2. Remove from Gallery
3. Hover over files to rearrange order

The screenshot displays a gallery management interface. On the left is a sidebar with a navigation menu. The main area shows a gallery titled "Bristol - Middle" containing a table of files. A red box labeled "1" highlights a "+ Public Resource" button in the top right. A red box labeled "2" highlights the "Add to Gallery" and "Remove from Gallery" buttons in the file's detail view. A red box labeled "3" highlights the first file in the table, which is highlighted in blue.

| Name   | Folder        | Size      | Created At        |
|--|---------------|-----------|-------------------|
|  bristolmiddleschoolclass.jpg | Bristol Theme | 328.65 KB | 2/28/2022 12:16pm |
|  bristolmspsportshero.jpg     | Bristol Theme | 386.1 KB  | 2/28/2022 12:19pm |

**1** + Public Resource

**2** Add to Gallery Remove from Gallery

**3**

**Title** Welcome to Lincoln Middle School

**Name** bristolmiddleschoolclass.jpg

**Description**  
Our mission is to develop a sense of community with students, staff and parents.

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# Displaying resources on your site

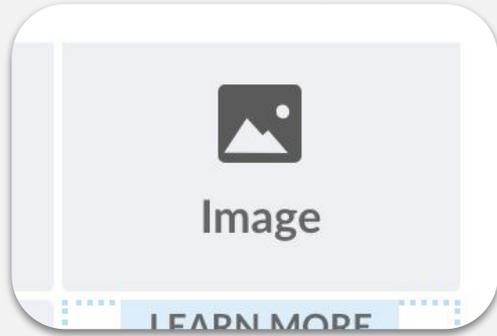


# Add images with a Resource element:

- Fills the space of the element (cannot be resized)
- Provides other options in the element settings such as displaying captions and linking to a URL, page, or file

The screenshot displays the 'Edit Resource Element Settings' window for a 'SINGLE' resource. At the top, there are navigation tabs for 'LIST', 'GRID', 'SLIDESHOW', and 'SINGLE'. Below these, a 'Title' field contains the text 'Image' and a toggle switch is visible. A preview area shows an image of school supplies (books, a ruler, an apple, and a bowl) with the filename 'SchoolImage-Premier.jpg' and a 'Browse' button. The 'Image' section is expanded, showing an 'Alt Text' field with the value 'textbooks with apple and google dot' and a 'Caption' section with three options: 'None' (selected), 'Default Description', and 'Custom'. Below this, there are sections for '+ Video', '+ Advanced', and '- Link To'. The '- Link To' section includes a checked 'Link Resource' checkbox, a 'Popup' section with 'Internal Page' selected over 'External URL', a 'No Page Selected' button and a 'Select Page' button, and a checked 'Open in a New Window' checkbox. At the bottom, there are '+ Design' options and 'CANCEL' and 'SAVE' buttons.

# Image element

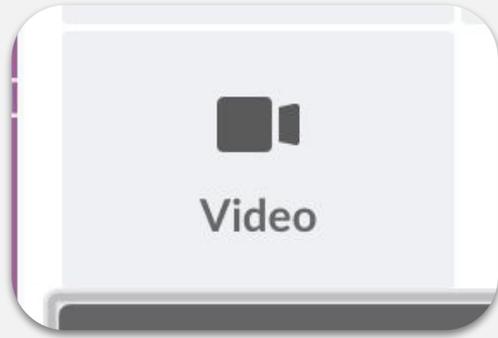


**Use for:** Featuring a single image that will responsively fill space based on the layout

The Image element is a superstar for making images fit appropriately in different layout spaces.

- Browse for a specific image within Resources and select it to display in the element.
- Display the filename or the title of the image, or none. If “Title” is selected and no title exists, filename will display instead.
- Select "Default Description" to display the text from the “Description” field for the image in Resources, or "Custom" to use a custom caption.

# Video element

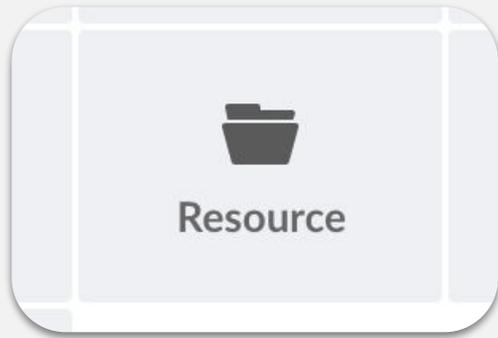


**Use for:** Featuring videos quickly and easily on any page of your site

Get a sleek look to your videos with controls and display captions with ease!

- The element displays the video at the optimal resolution for the video and the screen size by default, but you may choose to display it at 4K Ultra HD (2160px), Full HD (1080px), HD (720px), or SD (480px) resolution.
- Enable “Autoplay” to make the video play automatically. If Autoplay is selected, "Muted" and "Plays inline on mobile (iOS)" are required.
- If a caption file is included for the video in Resources, enable “Closed Captions” to display it.

# Resource element



**Use for:** Photo slideshows, lists of documents, and any other times you want to display files as a group

Quickly make lists, slideshows, or photo galleries by grouping together your resources in a quick gallery and using the Resource element to display these.

- The List and Grid formats can show resources only, galleries only, or both.
- If you configure this element to show only galleries, you can link it to another Resource element to display the individual resources in that gallery.
- In Grid format, you can display resources inline or as thumbnail links that open in a lightbox or element.
- Use the Audio, Image, Video, Document, and Other buttons to filter the resource types displayed.

# Homework for Session #2

## *ON YOUR SITE:*

- \* Find a page or two with some existing content.
- \* Utilize different elements in order to format that content, such as content elements, layout elements, and module elements.
- \* Find the home page gallery source and edit the images. Practice uploading new photos.

## *ON YOUR OWN:*

Watch the following courses in the training portal:

- \* Calendars
- \* Posts

Want some  
inspiration?



[Website Design and Enhancement Examples](#)