





 **COMPOSER** is the editor you'll use to build pages for your website. Composer is also how we refer to your whole content management system and its modules.

 **MODULES** are smaller pieces of software that are designed to do one task really well -- such as calendars, forms, athletics -- which talk with Composer to send content that appears on your pages dynamically.

 **PEOPLE** are your constituents -- such as faculty & staff, students, parents -- which can be segmented into groups to grant access to the site, manage email lists, and create directory pages.

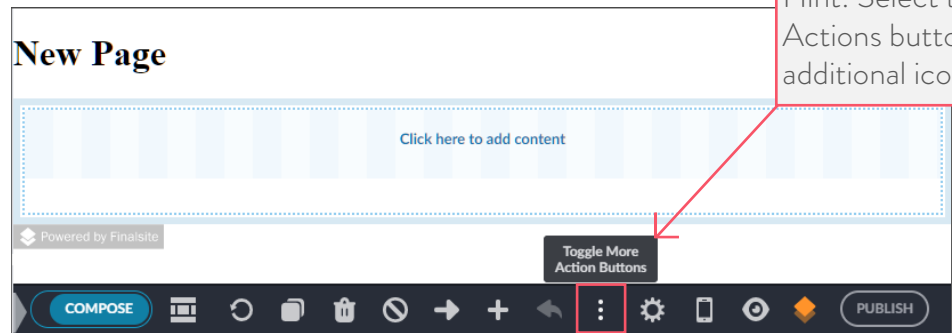
 **RESOURCES** is a powerful media management tool. Resources is where you can upload files for use throughout your website, including photos and videos, PDFs, or any other files you want to link.

 **HELP** is just a click away! Here you can find product updates, search our knowledge base, or request help. Contact our Support team, suggest a new feature, find Finalsite Training, and much more.

 Use this button to **LOGOUT** of your admin session.

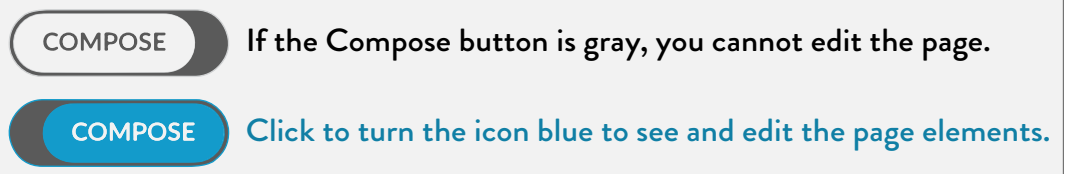
Composer Basics Quick Reference

Anatomy of a Page




Hint: Select the More Actions button to see additional icons.


Compose Mode




Icon/Button Actions

 **Page Layout**
Select your page layout, add banners, and apply your site's theme.


 **Page History**
See who made changes to the page and when.

 **Clone**
Make an exact copy of the page in a selected location.


 **Delete**
Remove the page from the published site as well as Composer.


 **Unpublish**
Remove the page from the published site only. The URL will go to a 404 page.


 **Move Page**
Select a new parent page or branch for the page.


 **New Page**
Create a new page underneath that page on the site tree.

 **Restore**
Revert all changes on a previously published page back to the last published version.

 **Page Settings**
Configure settings for the page, including SEO and navigation, and who can view and who can edit the page.


 **Device View**
Preview how the page will look at multiple screen sizes.

 **Live View**
Access the published version of the page on the live site.


 **Publish**
Make your changes live immediately, or schedule them for a later date and time.

Page Status Meanings

 Yellow = New page

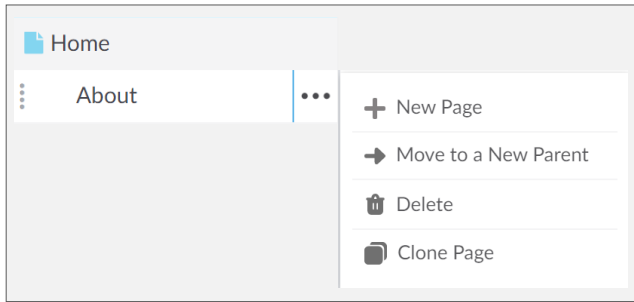
 Orange = Unpublished changes

 Green = Published page

 Blue = Publish scheduled

Composer Basics Quick Reference

Page Actions



Select the More Actions icon next to a page to create a child page, or to move, delete, or clone that page.


 **New Page**
Create a new page underneath that page on the site tree.


 **Move Page**
Select a new parent page or branch for the page.

Adding Content


By default a new page will have a Content Element, the most versatile element. Hover over an element to view its icons.



 **Clone**
Copy this element to the clipboard to place on any page.

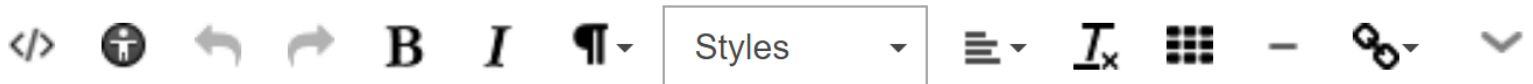
 **Delete**
Remove the element from the page.


 **Element Settings**
Configure settings for the element.


 **Move**
Drag and drop to move the element within the page.


The Content Editor


The Finalsite editor includes many formatting features you'll be familiar with from other web editors. Below are just a few of the available options.




 **Check Accessibility**
Automatically review your content for common accessibility errors.

 **Paragraph Format**
Add headings and other predefined formats to an entire paragraph, or revert formatted text to normal.

 **Remove Format**
Clear out any local formatting or inline styles from selected text.

 **Link**
Link selected text to an URL, site page, resource, or anchor.

 **Toggle Toolbar**
Use this button to view or hide additional formatting options in the editor.

Quick Tip: How to Make a Button

1. Highlight the button text and select "Add Link."

2. Add the desired link using the appropriate tab.

3. Use the "Class" dropdown to select a predefined button style.

Button Text > 

