FINALSITE EDITING GUIDE

Updated June 2024

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COMPOSER

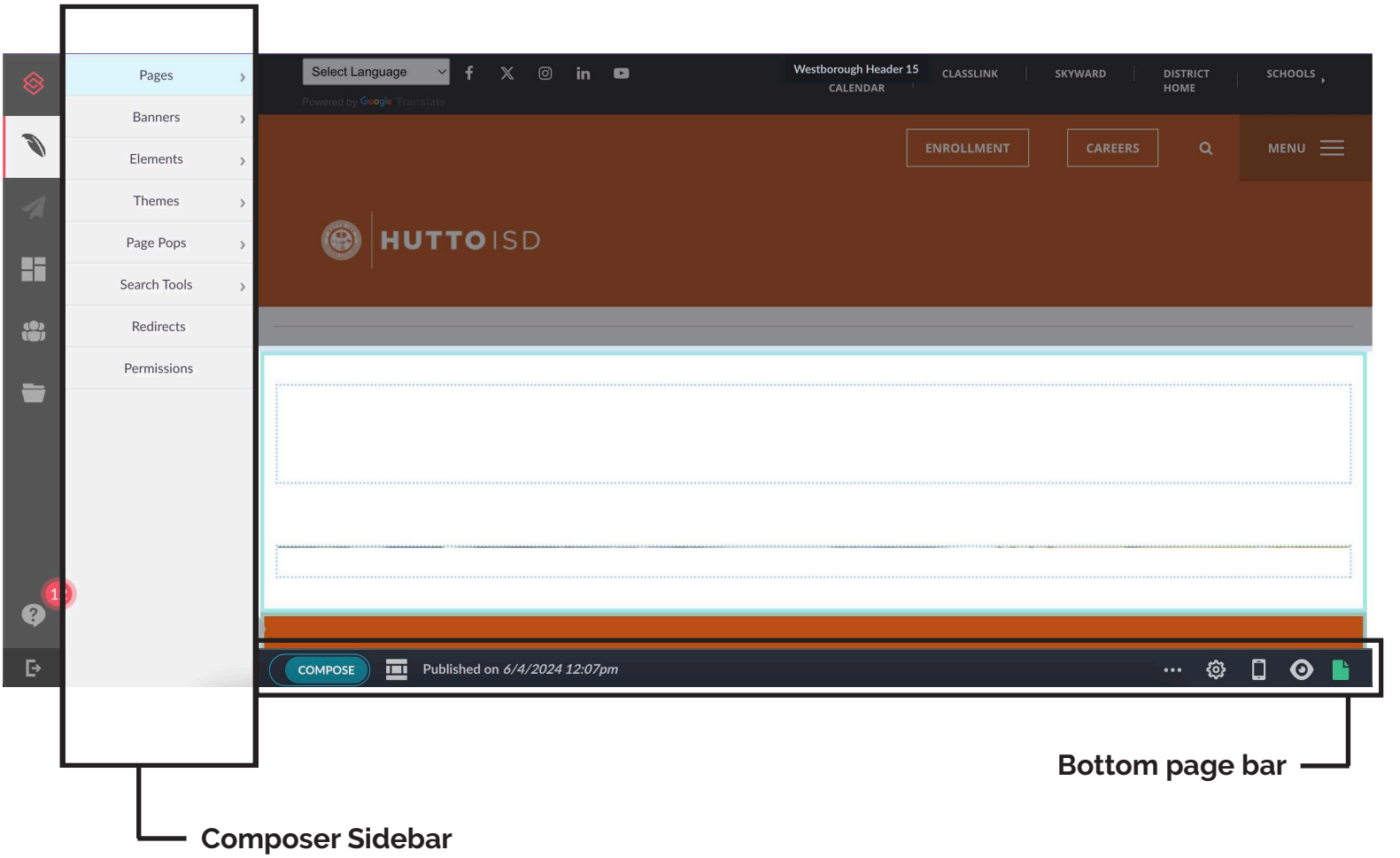
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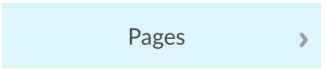
GETTING STARTED

UPON LOGGING INTO THE COMPOSER INTERFACE, THE COMPOSER SIDEBAR WILL BE ON THE LEFT AND AN ADDITIONAL TOOLBAR AT THE BOTTOM WILL APPEAR.

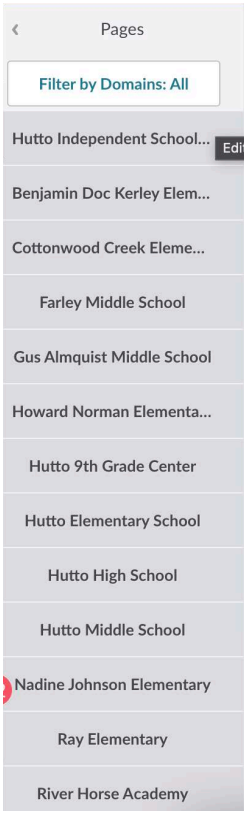


These two sidebars are your main tools in creating, organizing, and editing content on the website.

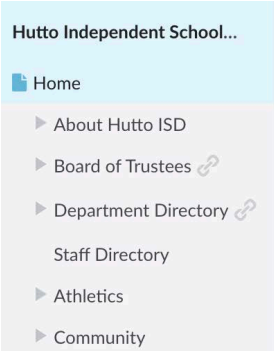
COMPOSER SIDE BAR | PAGES



Here you will be able to access website pages. Only pages that you have been given editing permissions will appear.



Once the Pages button has been clicked, a list of websites will pop up.
(Please note: your account will show 1-2 websites in your directory, based on what websites you have been given editing access to).

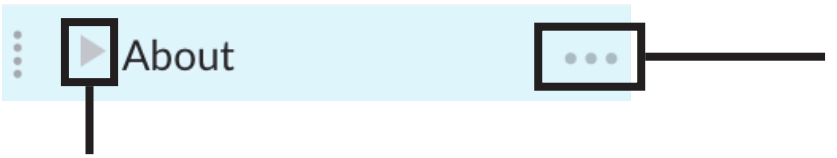


Once you click on the website you would like to edit, a new directory of tabs will appear. These tabs are organized in order of how they appear on the website navigation.

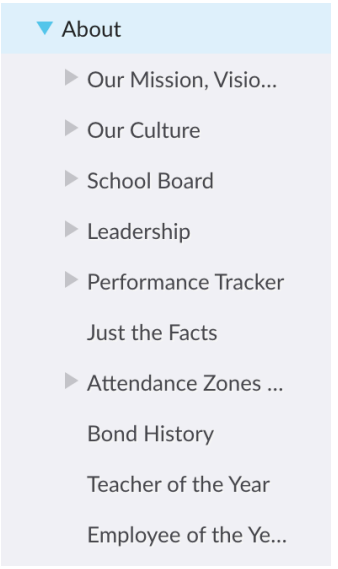
Helpful Tip #1: If you are able to familiarize yourself with your website directory and organization, it will make it easier to know where your content is within the directory when editing in future instances.

Helpful Tip #2: You can reorganize pages within the directory by clicking and holding a page tab and moving it up or down along the list.
You will see your mouse icon change to this: ✥

DASHBOARD SIDE BAR | PAGES

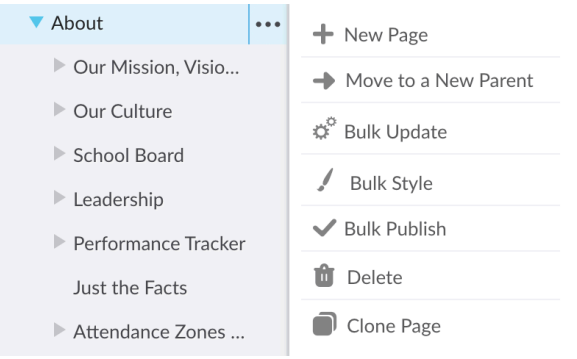


Clicking on the arrow icon on the left will open another list of tabs will appear. These tabs are the family webpages associated with the main section. Navigate to the appropriate section to access a the page you need to edit.



Continue to click the arrow icon to navigate through your webpage directory until you find the page you are needing to edit.

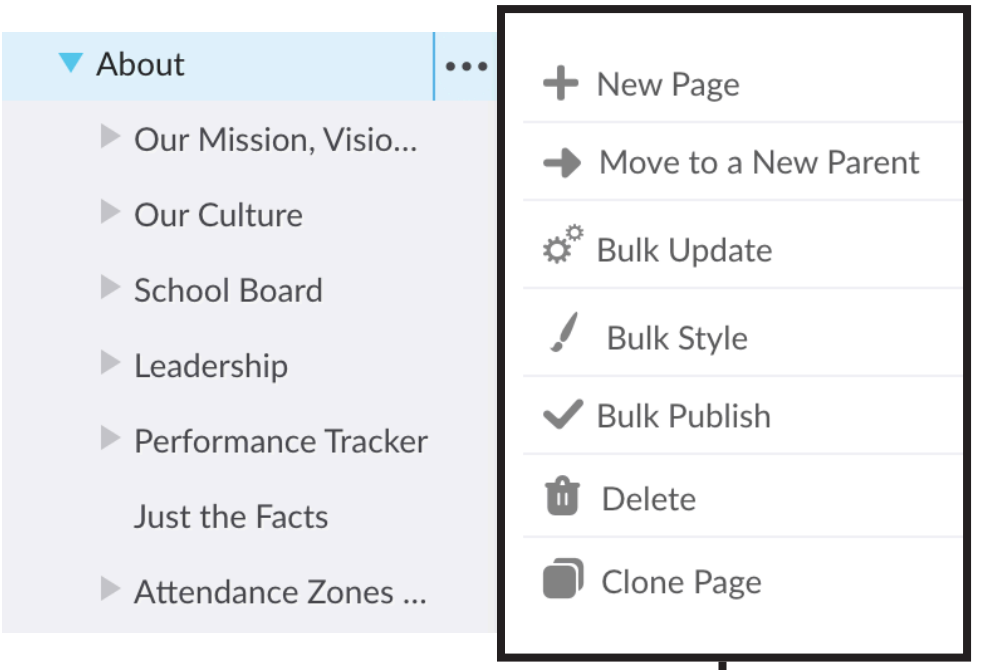
Clicking on the three buttons to the right will open a pop-up window on your page. This window will contain various tools that can help you modify your website directory.



New Page

This will allow you to add a new page to your directory. Type in your new webpage name and click save. It will appear at the bottom within the tab family.

DASHBOARD SIDE BAR | PAGES



New Page

This will allow you to add a new page to your directory. Type in your new webpage name and click save. It will appear at the bottom within the tab family.

Bulk Update **Bulk Style** **Bulk Publish**

If you have the same page in different sections/ areas of the website, you can use these functions to allow each page to be updated/ styled/published at the same time with the same exact changes.

Move to a New Parent

This will allow you to move the selected page to a new parent directory.
(For example: moving a page from the 'About' section over to the 'Community' section).

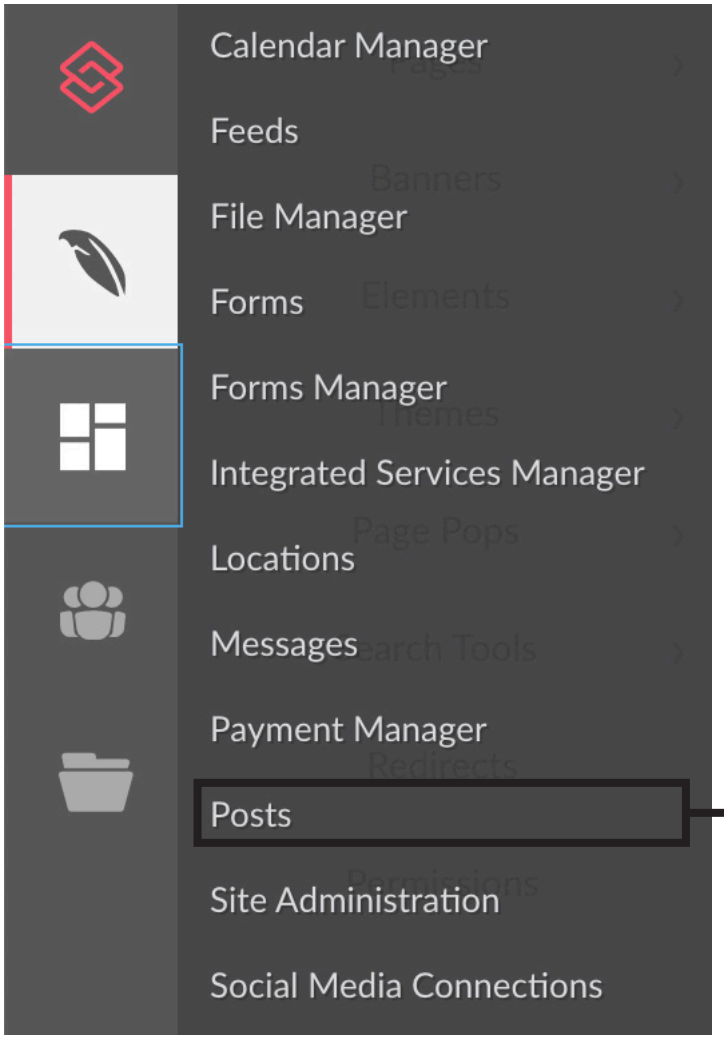
Delete

Click this to delete the selected page.

Clone Page

This will allow you to copy an entire page exactly as it is. A pop-up window will appear for you to choose where you need the page to live elsewhere on the website.

DASHBOARD SIDE BAR | MANAGER



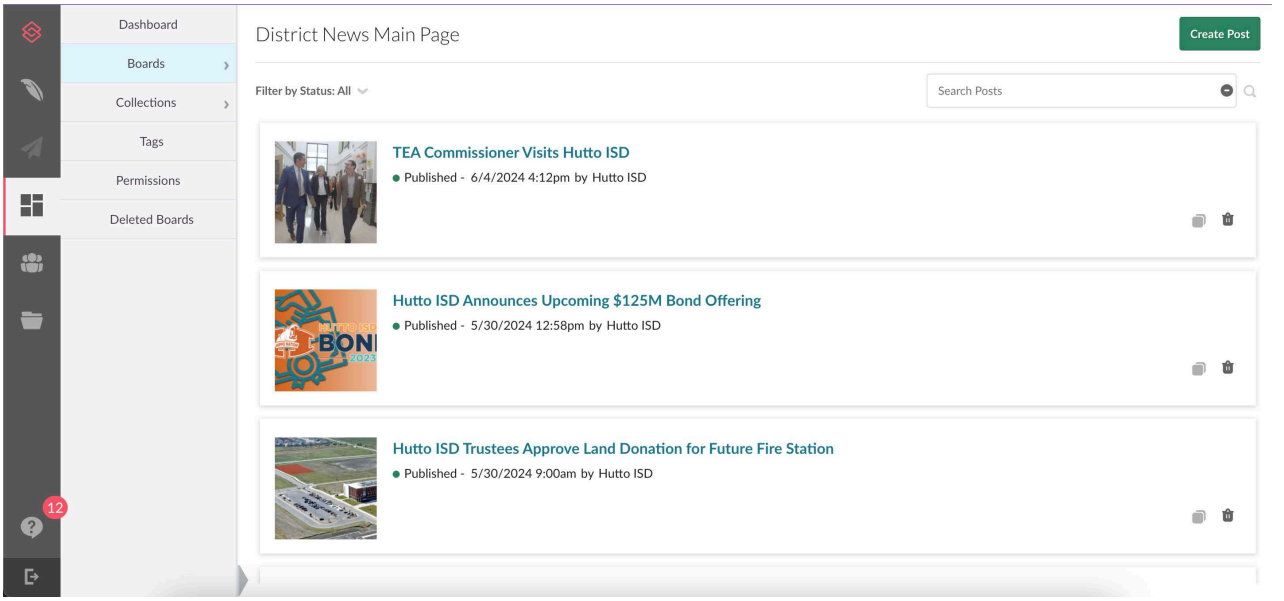
Next, we will discuss the manager tools. This button is found underneath the composer icon and is the second icon from the top.

The majority of the items in this section are utilized more for Administrators of the website.

However, 'Posts' is the main tool you may find yourself needing to use.

Using this tool allows you to create and share news on the front page of your website, found at the bottom section of the page. You can have up to three featured news items on the front page.

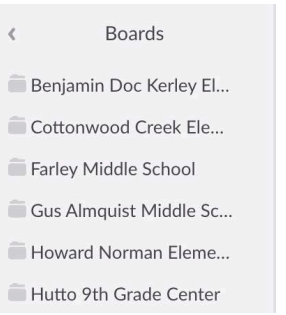
DASHBOARD SIDE BAR | POSTS



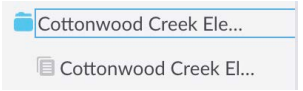
Once you click the 'Posts' tool from the menu list, you will be brought to the screen shown above. On the right side, you will see current and past posts that have been created for your website.



Step 1:
Click the Boards tab



Step 2:
Select the website you would like to make a post on.

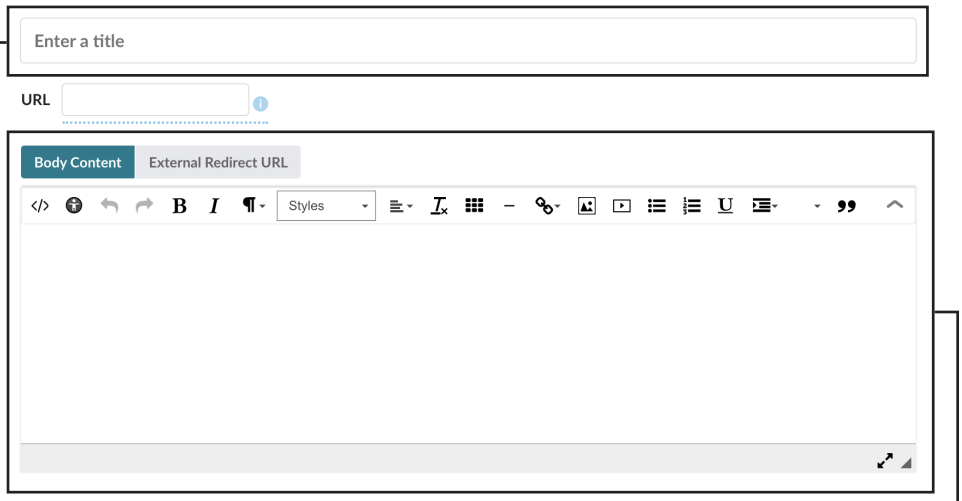


Step 3:
Once you select the website, click the tab that appears below.

Step 4:
Click the green button "Create Post" located in the top right of the screen.

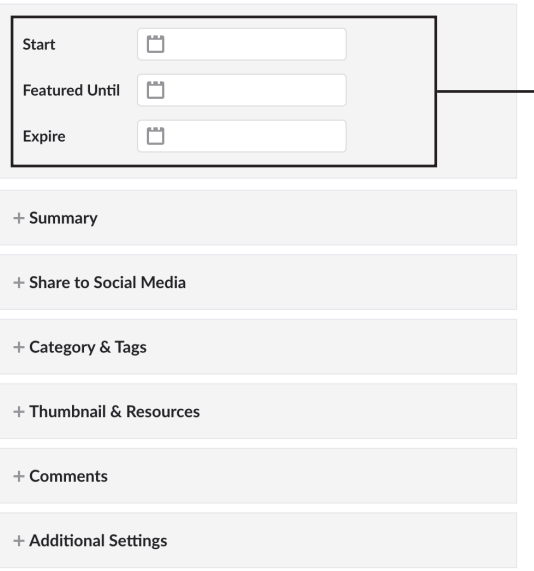


DASHBOARD SIDE BAR | CREATE POST



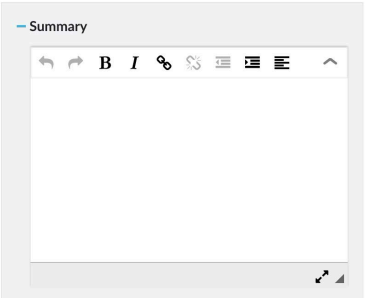
This is where you will put the title of the post that will appear on the front page.

Note: The URL will automatically populate based on what you type into the title.



Place the content of your post here.

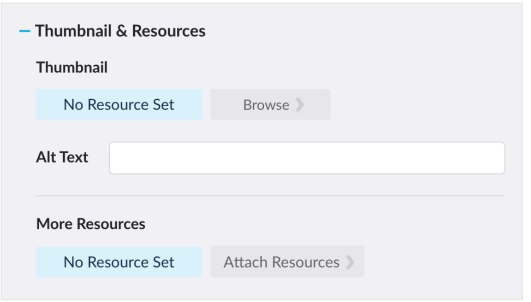
This allows you to set a time and date on when the post will appear on the page, to be featured on the front page, and when it will expire and be removed.



The summary is the text that appears below the thumbnail image on the front page. Please note that the summary will also appear in the body of the article so make it does not duplicate if taken from the body text.

DASHBOARD SIDE BAR | POST THUMBNAIL

Including an image with the post:



To add a thumbnail image to appear within the box of the post on the news section, click the 'Thumbnail & Resources' tab. Click 'browse' to upload your image so that it will appear.

Helpful Tip: To ensure image legibility, it is recommended to layout your image so that there is no important information or visual at the bottom. This is because the image on the news post will have the title worded at the bottom with a slight dark gradient overlay.

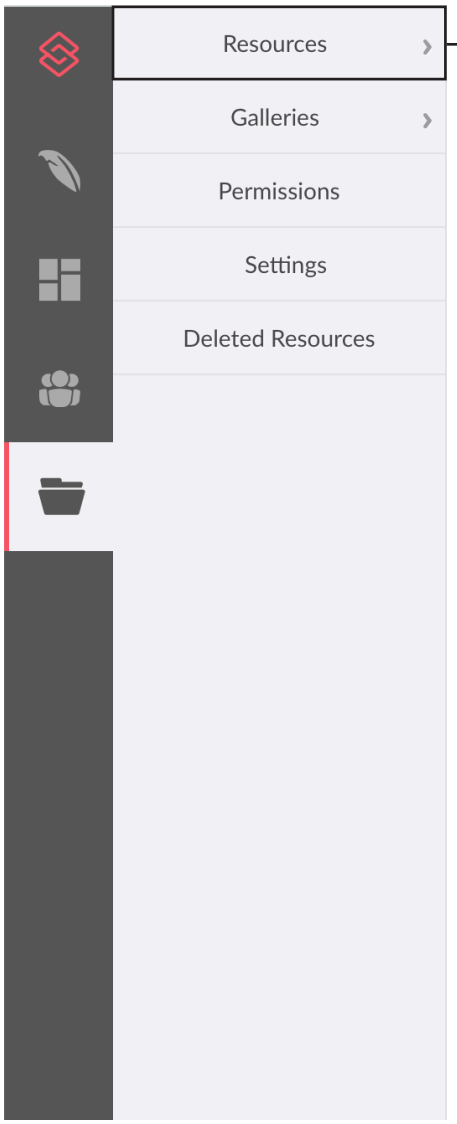
Important: The dimensions of the thumbnail image: 800 wide x 600 tall



Make sure to click 'save' when finished. This is located on the bottom bar on the right. Once 'save' has been clicked, the yellow icon will turn green, confirming it is saved.

Helpful Tip: Yellow is color-coded as 'changes made but not saved yet', Green is color-coded as 'all changes saved'.

DASHBOARD SIDE BAR | RESOURCES



In **Resources**, you will be able to access all files that have been uploaded into the website database.

Resources can include:

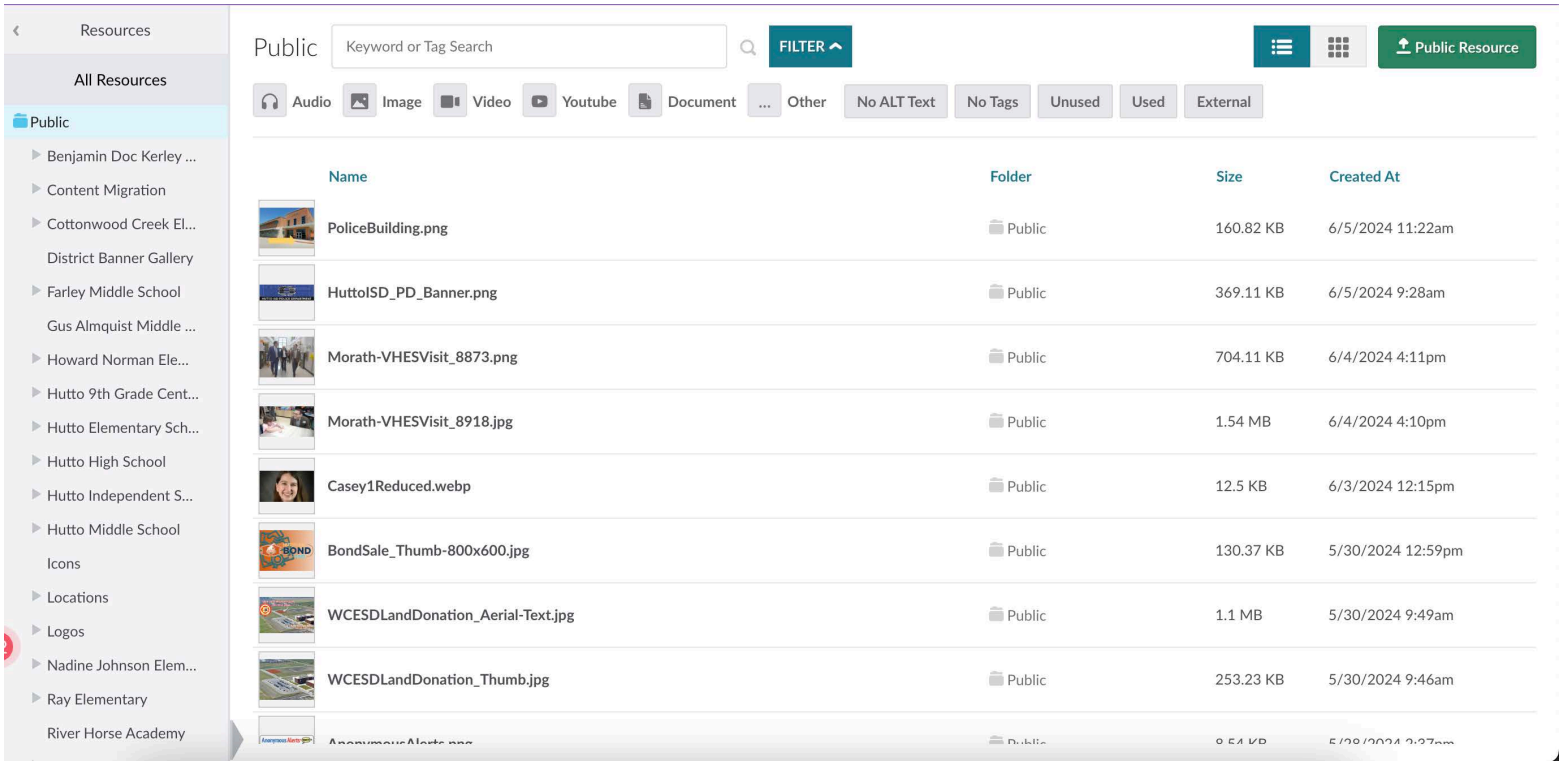
- Document files such as PDFs, Word docs, Excel sheets, Powerpoints, etc.
- Image files in PNG and JPG formats.

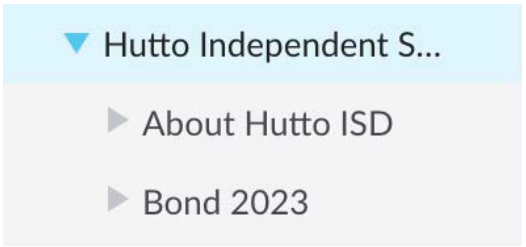
In order to place documents/images/attachments on the website, they must be uploaded in our resources tab. This tab is where every single document and image from our entire website directory lives.

- You will have access to the resource directories for the webpages you have permissions to.

- You can add new categories within the resource tab to help organize your files for easy access and navigation.

DASHBOARD SIDE BAR | FILE UPLOAD

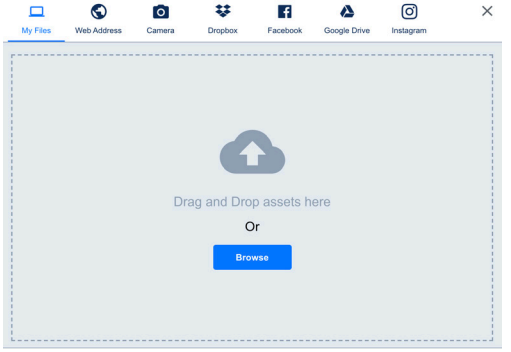




Step 1:
Click on the selected folder you would like to upload your resource into.

Step 2:
Once desired folder is selected, a green button "Public Resource" will appear in the upper top right.



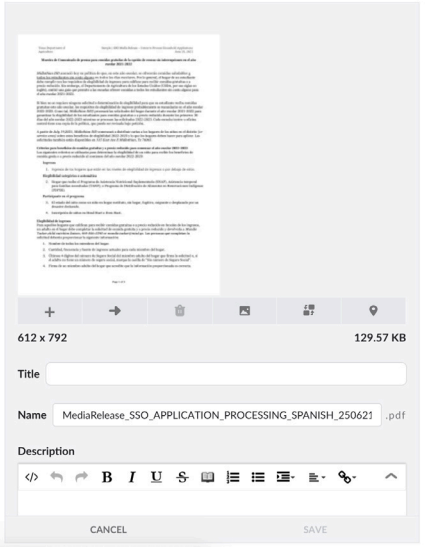


Step 3:
When the green button is clicked, a pop-up window will appear. From here, upload your resource from your computer.

DASHBOARD SIDE BAR | FILE UPLOAD



Click on a file listed in the directory list to access its file options.



Note: Titles are not mandatory for resources, only for personal convenience

There are several buttons that may be beneficial to know about.

Add to Gallery
- Add selected resource to a gallery

Move to Folder
- Add selected resource to a folder

Delete Resource
- Deletes and removes file entirely from website

Select Thumbnail
- Select thumbnail for the associated file

Replace Resource
- Replace resource with updated version of file

Where Used
- View to see where on the website this resource is placed in

Helpful Tip:
When replacing a resource using the button, this is will update the image every place across the website. It is used without having to manually update anything. Just be sure to update the date in the Name for convenience so that you will know it has been updated for future references.

COMPOSER | EDITING A WEBPAGE

The composer bar at the bottom of the page contains the go-to tools to edit and tweak individual pages. Please see below for a breakdown for each button on the composer bar.



COMPOSE — Toggle design and content editing

Page status: **PUBLISHED**/**DRAFT**

View this page on multiple screen sizes Toggle for action buttons

General page settings, access, and SEO View published version of this page Click to Publish

PUBLISH

Extended action buttons:



View page history log (Admin only)

Clone this page

Delete this page

Unpublish this page

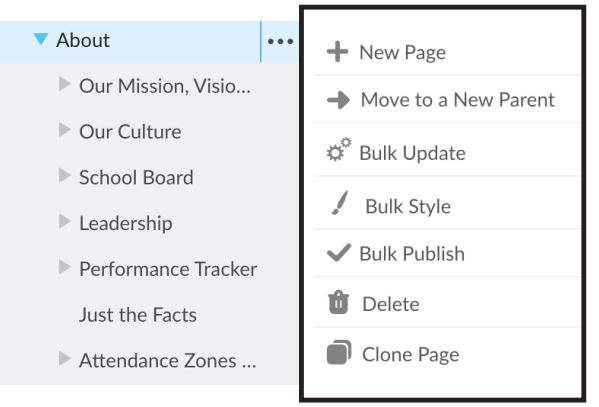
Move this page to a new parent

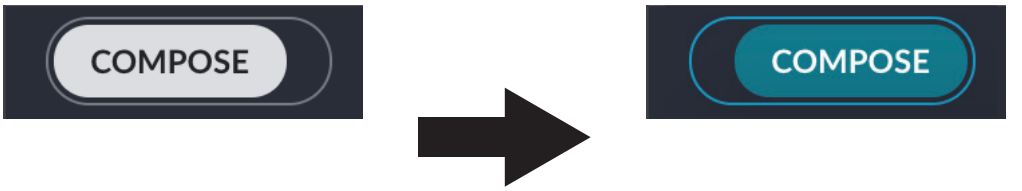
Add a page below this page

Restore this page to the previously restored page

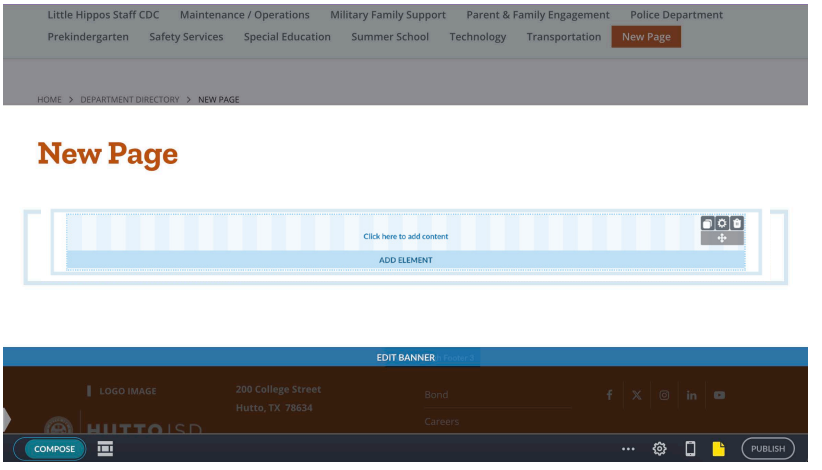
COMPOSER | LET'S BEGIN

Let's build a page from scratch. First, refer to page 6 or see below to create a new page.





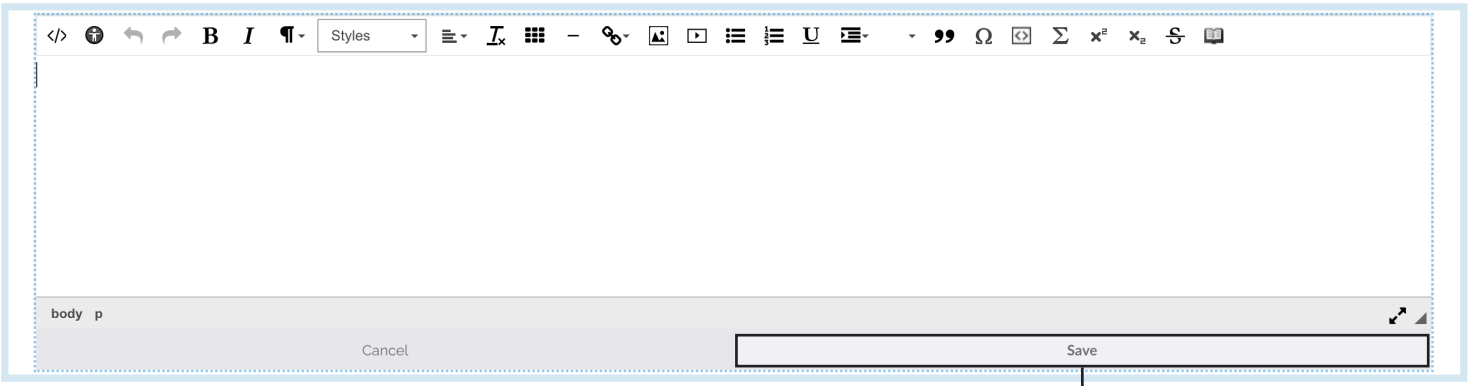
Make sure to click the compose button located in the bottom left of the composer bar. Without turning it on (if it is gray) then you will not be able to edit any content on your webpage.



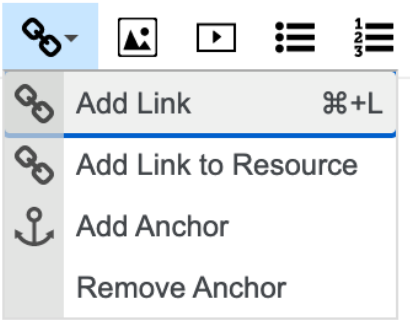
When the page is created, make sure to name the page in the create-a-page pop-up window. Notice the shaded box with the wording "Click here to add content."

COMPOSER | TEXT BOX AND LINKING

A text box will appear after clicking to edit content. This text box is as standard as most text boxes used in other software so the tools at the top should be familiar.



Make sure to hit **save** when finished to save your work!



Helpful Tip:
When linking, you have several options:

- *Linking to a webpage within your website*
- *Linking to an external webpage (not within your website)*
- *Linking to a resource (will open new window with file)*

COMPOSER | STANDARD CONTENT OPTIONS

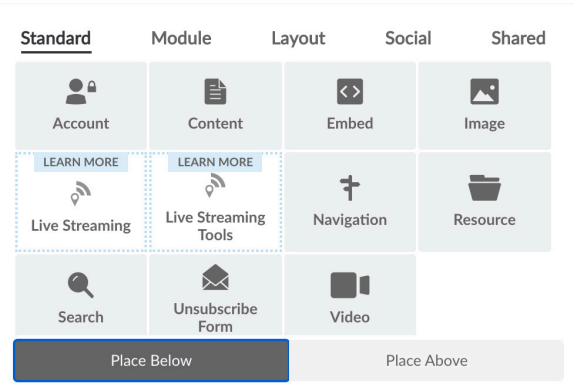


These buttons will be essential to modifying and reformatting your content.

These buttons are found at the top right of every content box.

- Copy element to clipboard
- Edit Element
  (Pop-up window will appear after clicking)
- Delete Element



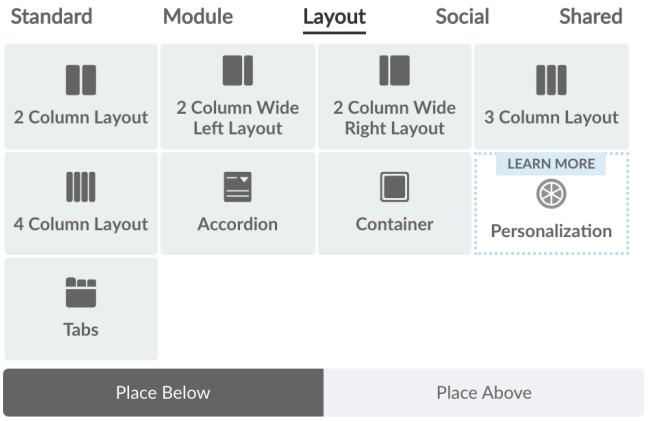


When clicking the add element button, a pop-up menu of content options appear. These options allow you to customize your content based on the media and presentation you would like.
The most used options are **Content, Embed,** and **Image.**

The most common content items are found in the standard tab as well as the layout option. The other tab sometimes may require third-party extensions to link certain platforms to appear in your content. Therefore, those particular content items aren't used as often, if at all, but feel free to experiment and try on your own to understand different ways to display content on your website if you would like.

COMPOSER | LAYOUT CONTENT OPTIONS

Layout Options:

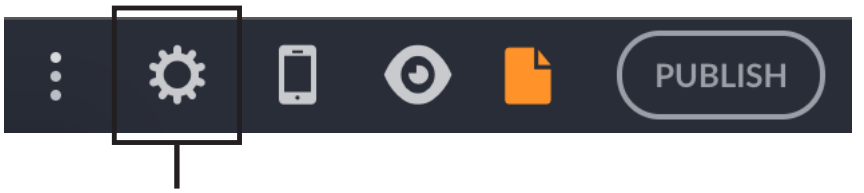


Layout options are a great tool when dividing your content and also laying out your content in an organized and clean way.

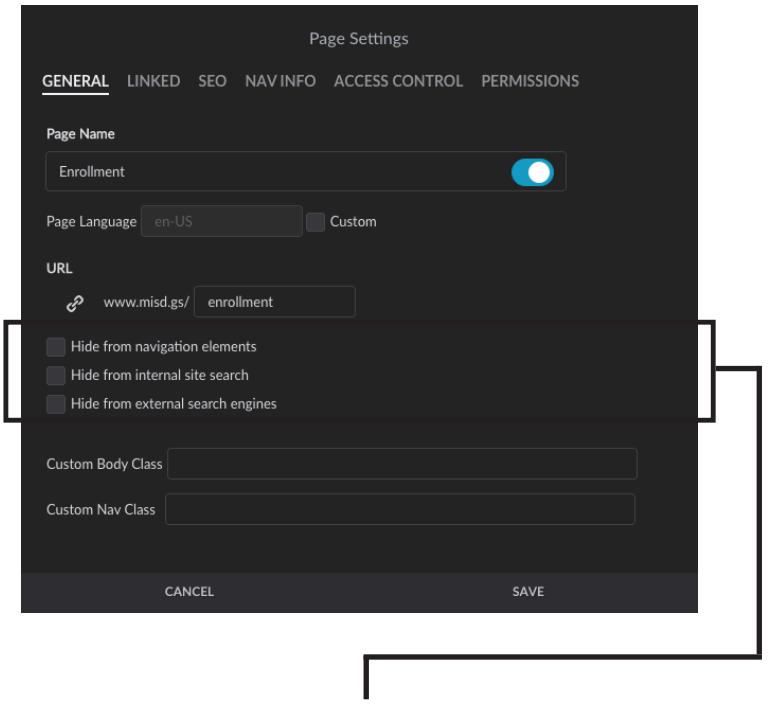
For example, if you have three images or videos, it could be a smart design decision to use the 3 column layout, as they will be neatly placed in order on the same line horizontally, rather than having the user scroll down three large videos in a vertical scheme.

Helpful Tip:
I recommend you to experiment and play around with layouts to become more comfortable and experienced in organizing your content – especially if you have the challenge of fitting a lot of information on a single page.

COMPOSER | PAGE SETTING TOOLS



Click the gear icon located in the bottom right. A window will pop up titled 'Page Settings.'

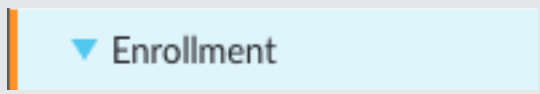


The "hide from" settings allows you to hide any page from the live website. This lets you remove a page from the live website without having to delete it. This is especially helpful when building out a new page that you aren't planning to launch right away. You can also use it to hide pages if you prefer to not delete it outright.

Helpful Tip:
When hiding a page, you will notice the page name in the directory on the left will have a cross-hatch lining effect. This signifies the page is hidden. If you unhide the page, the lining effect will be gone.

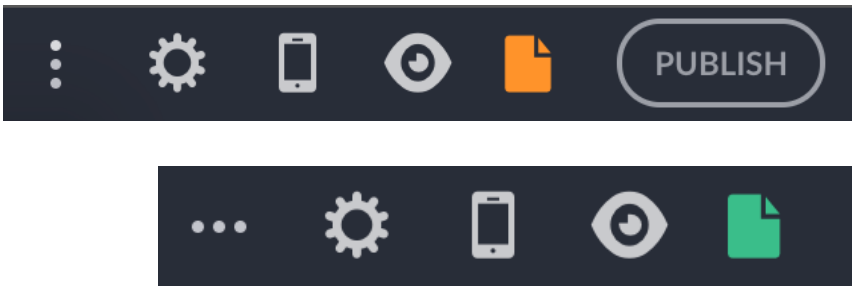


Page is Hidden



Page is not Hidden

COMPOSER | PUBLISHING



When finished, make sure you click the **'publish'** button. Your changes will not go live until the 'publish' button becomes green.

Congratulations, you have created/modified a webpage on your website! Please note, changes may sometimes take 2-5 minutes to update on the live website.

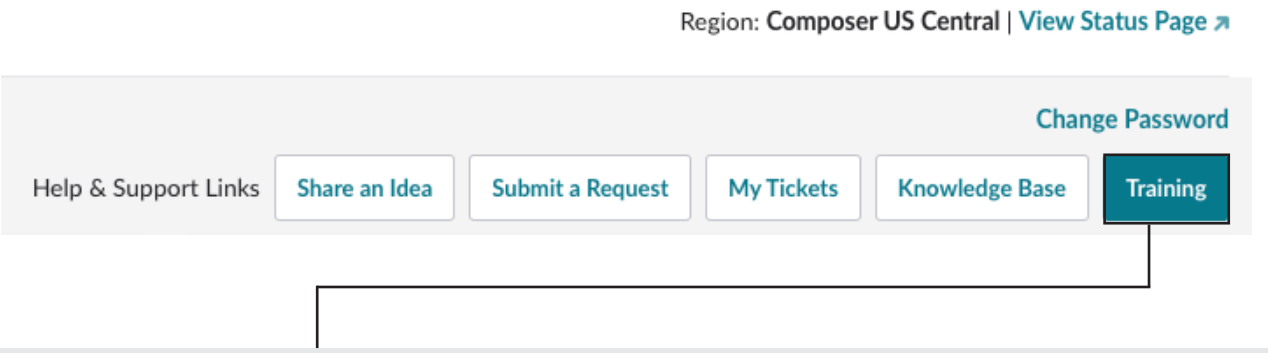
Helpful Tip:
When starting out, do not worry about deleting or ruining a page. You can always recover as long as you do not click publish.

COMPOSER | RESOURCES

If you would like to learn more advanced tools and techniques outside of what this guide covers, feel free to browse the links below. Finalsite provides more in-depth videos and tutorials which will be linked below.

Knowledge Base for Finalsite

Finalsite Training



Helpful Tip:
You can access the training website on your menu navigation when you first log into composer by pressing the 'training' button.

COMPOSER | CONTACT

I hope you found this guide for Finalsite helpful. This guide covers the basics to navigate and understand the interface of understanding how to perform tasks within the website editing software for our district. Feel free to experiment as you wish on elements not covered in this guide.

If you have any suggestions, questions, or feedback on this guide, please feel free to email **leonard.abramovich@huttoisd.net**

For website issues/problems, questions please feel free to email the Web Manager at **leonard.abramovich@huttoisd.net** and I will get back to you soon as possible.


HUTTO ISD