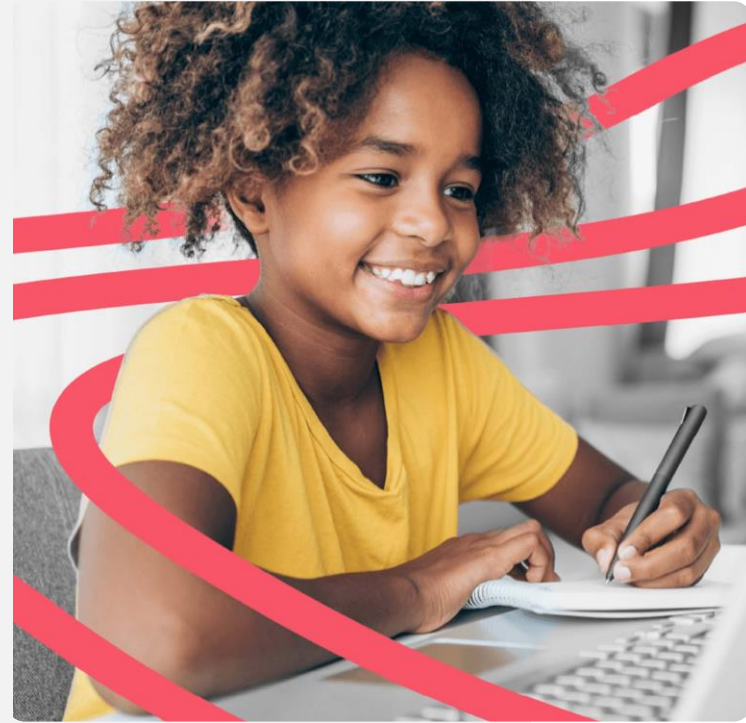


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# Composer Overview

Dallas ISD





# Agenda

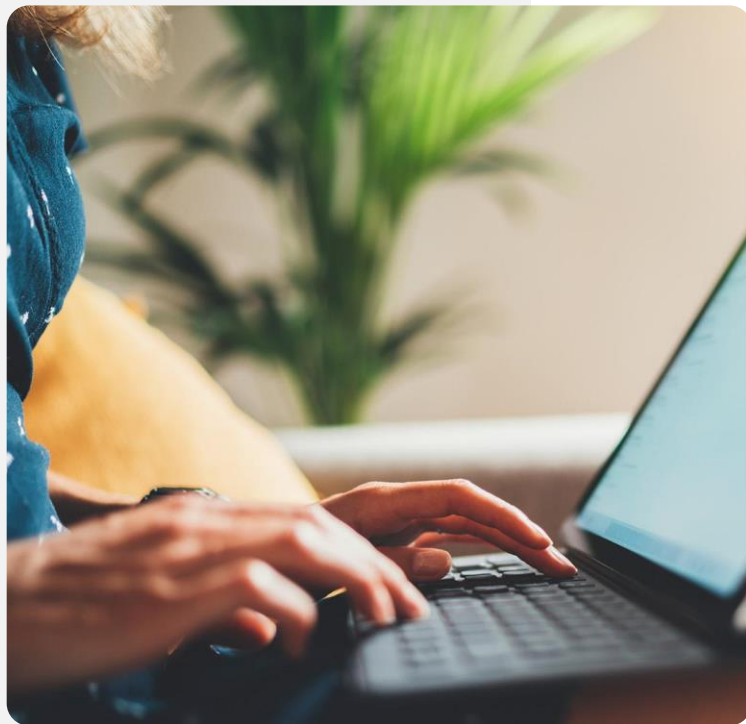
**01** Navigating your site

**02** Editing Interior Pages

**03** Managing Resources and Galleries

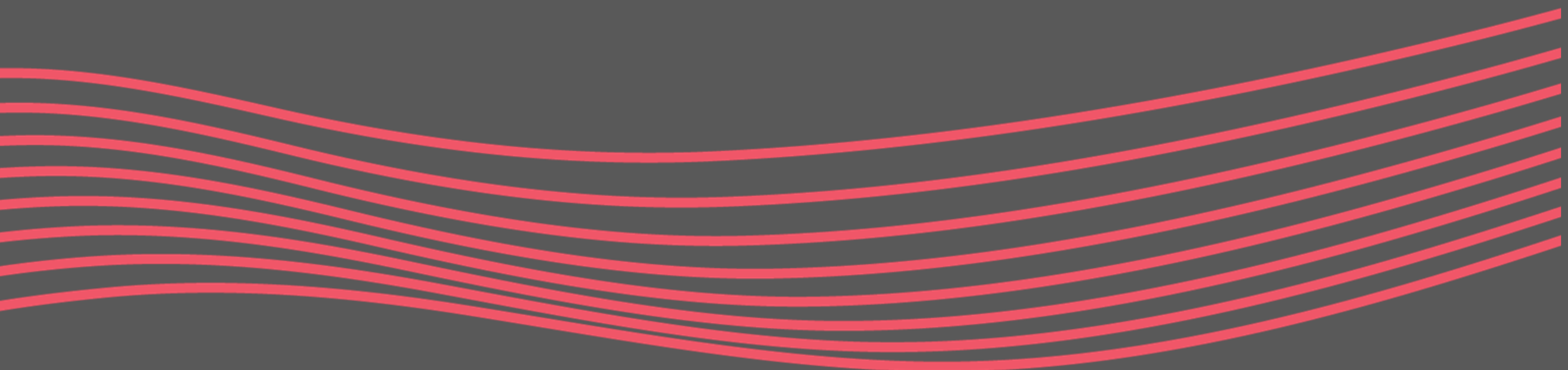
**04** Posts

**05** Calendars



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# Navigating Your Site

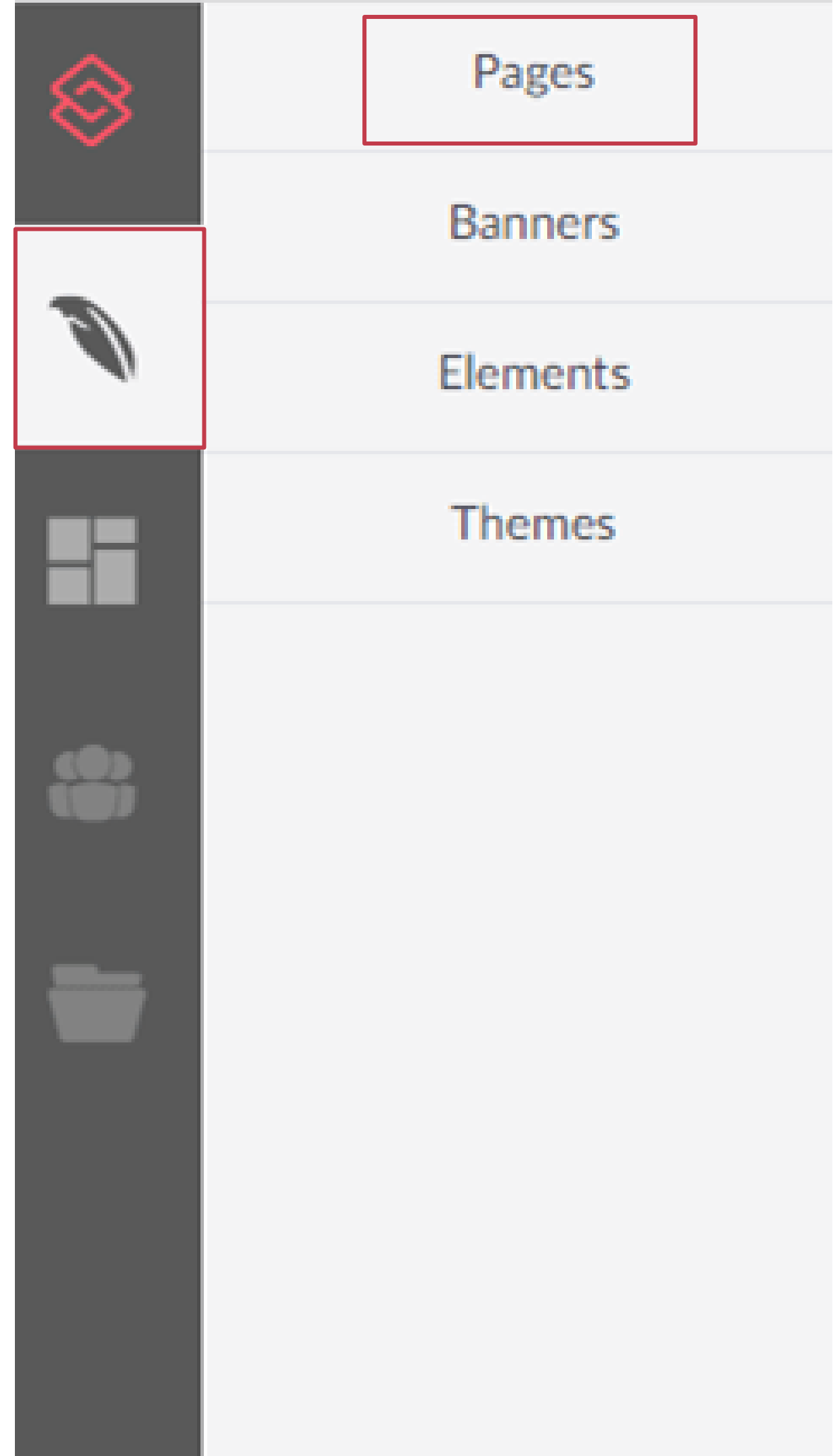


# Composer

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

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

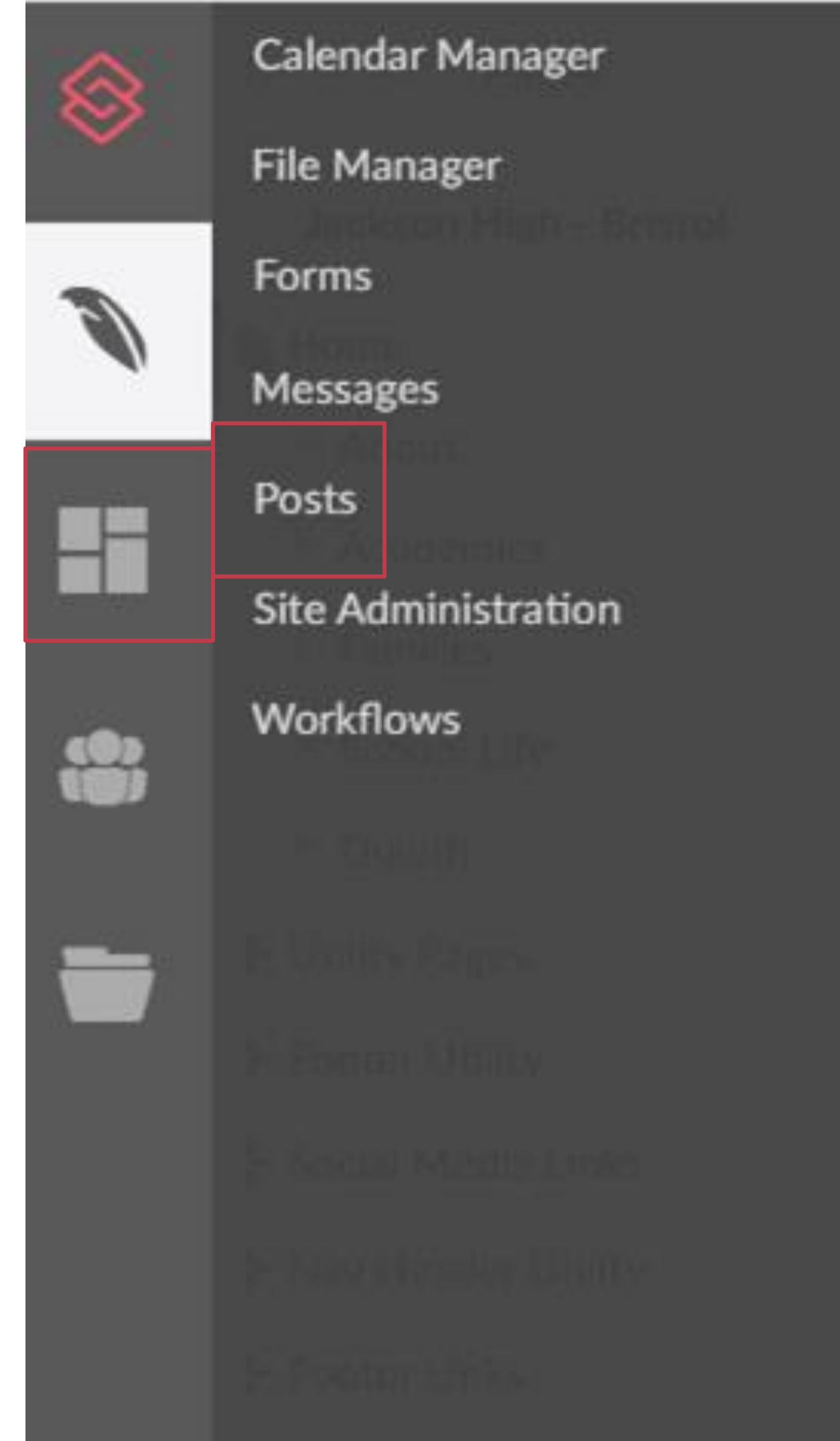
**Note:** Options will vary according to your user permissions.



# Modules

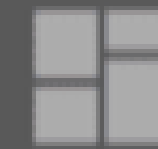
- Smaller pieces of software designed to do one task really well
- Uses elements within Composer to display content on your pages dynamically

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



# 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



Resources

Galleries

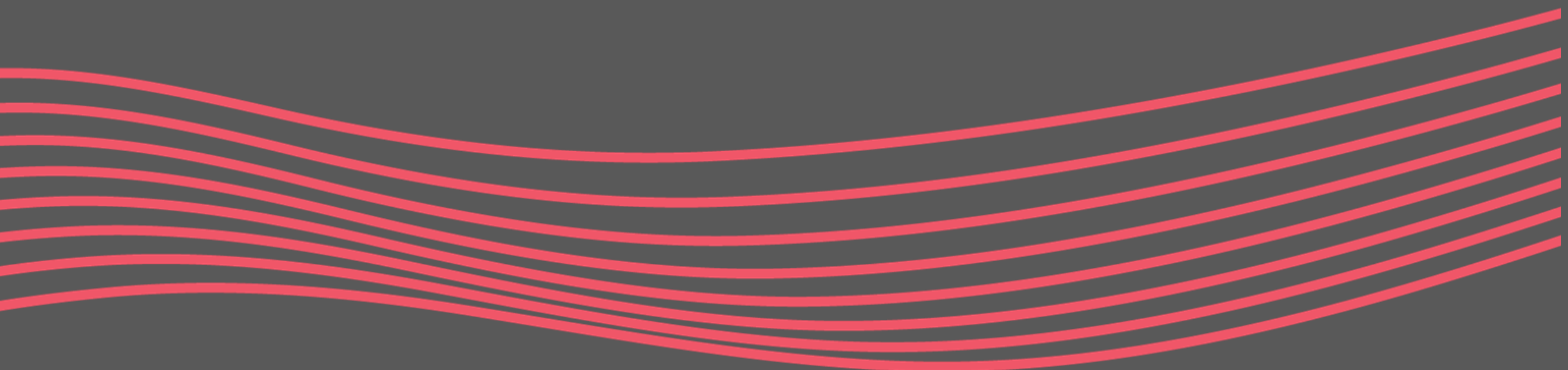
Permissions

Settings

Deleted Resources

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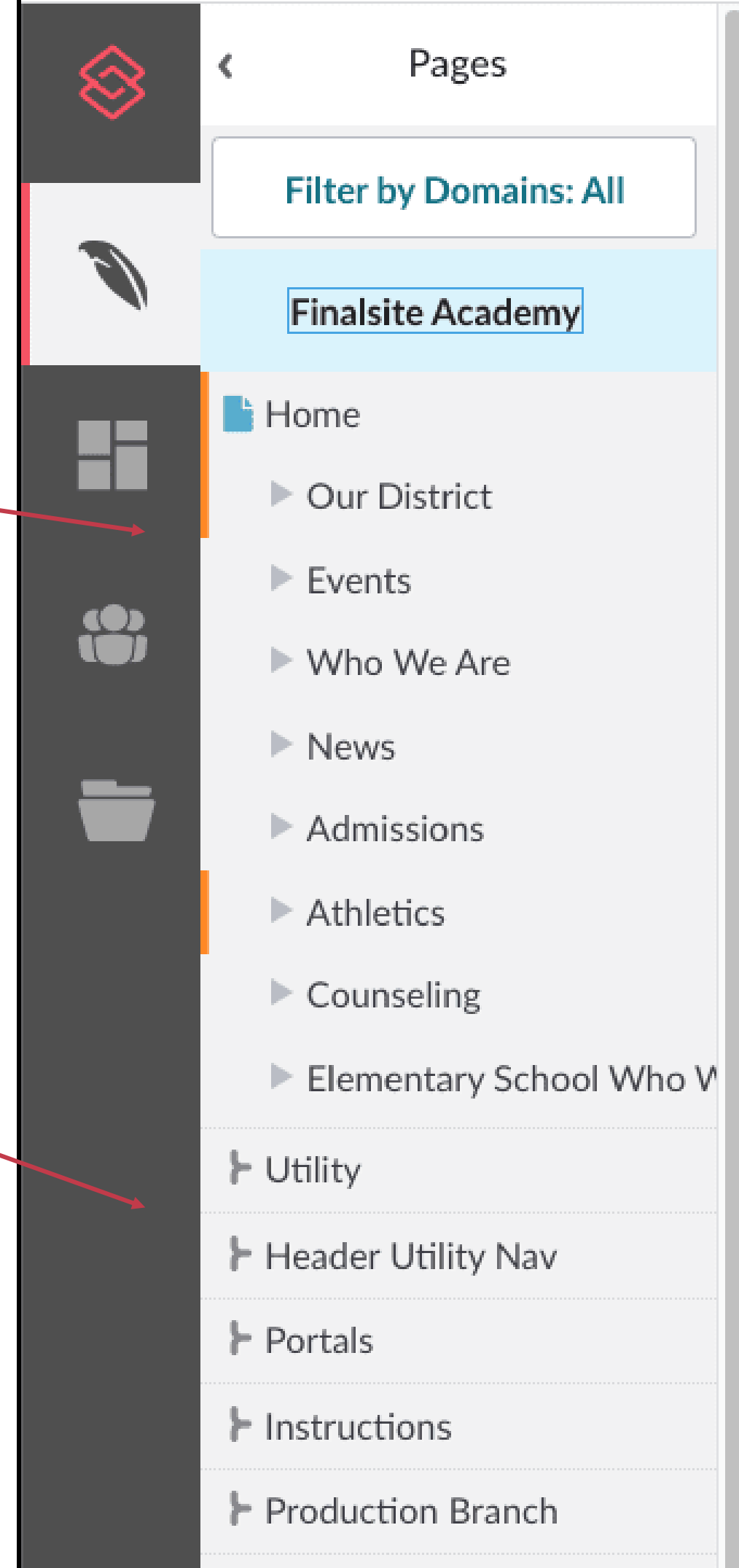
# Basic Composer Navigation



# Page navigation

At the top of your **Pages** panel, you'll find your domain - your school's site. 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 used for links/buttons in the header and footer, portals, instructions, and production notes, but they are also great for storing your practice or test pages separate from live pages.



# Reference Branches

## Production

- **Style Guide page** 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.

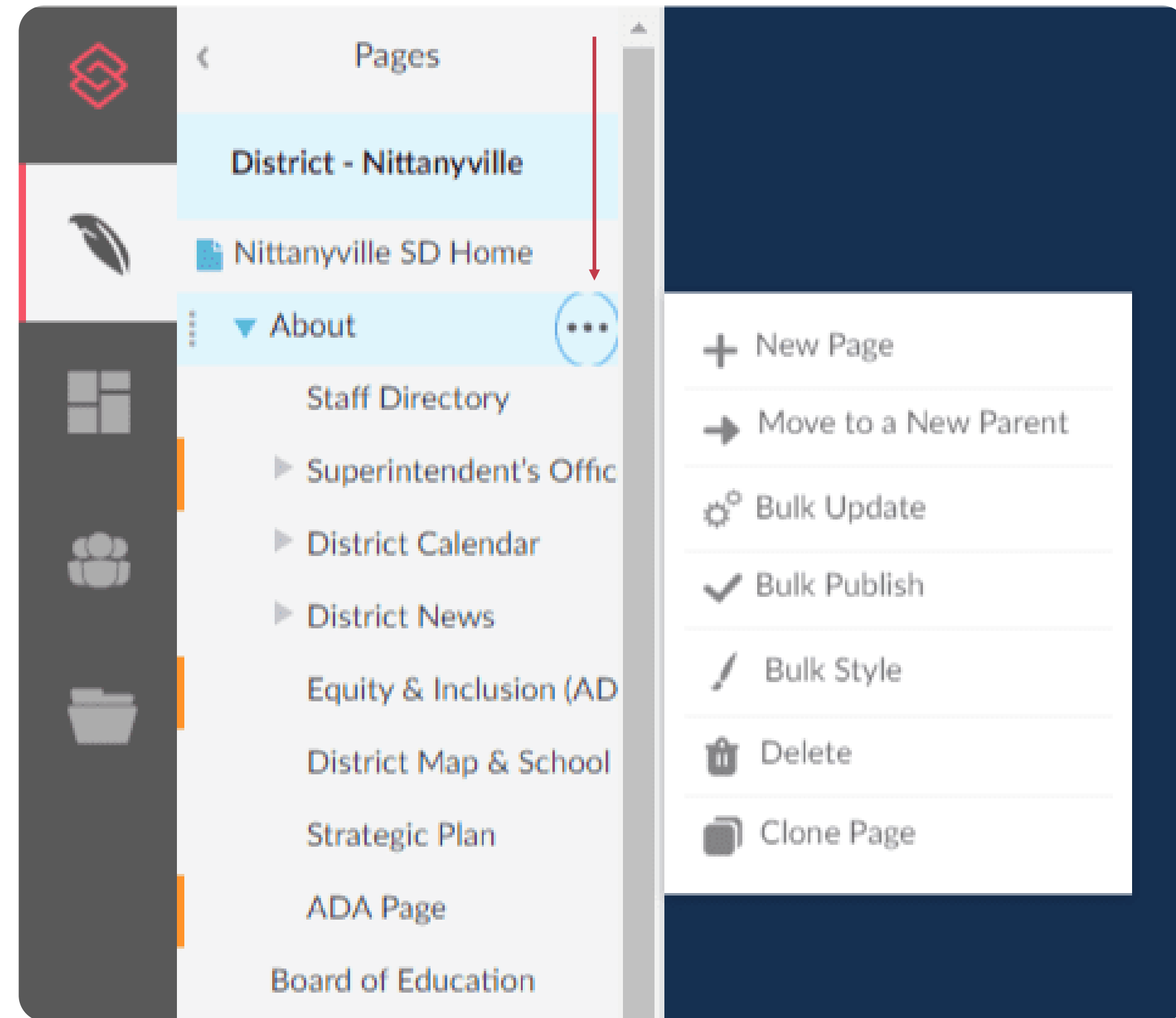
# Managing Pages

Pages are updated by using the three dot menu to

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

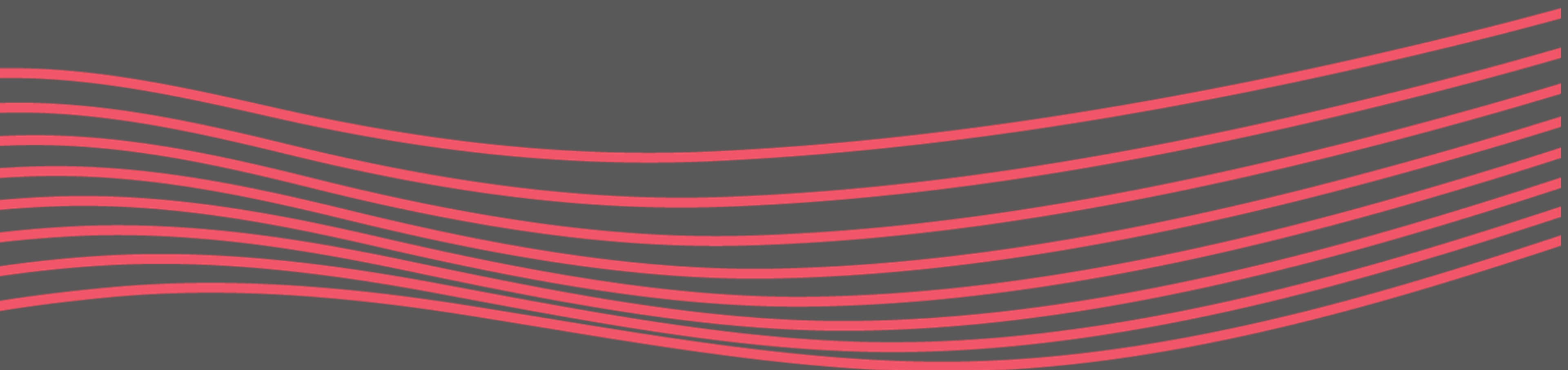
Or change the page name in the Page Settings (more on this later)

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



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# Composer - Page Basics

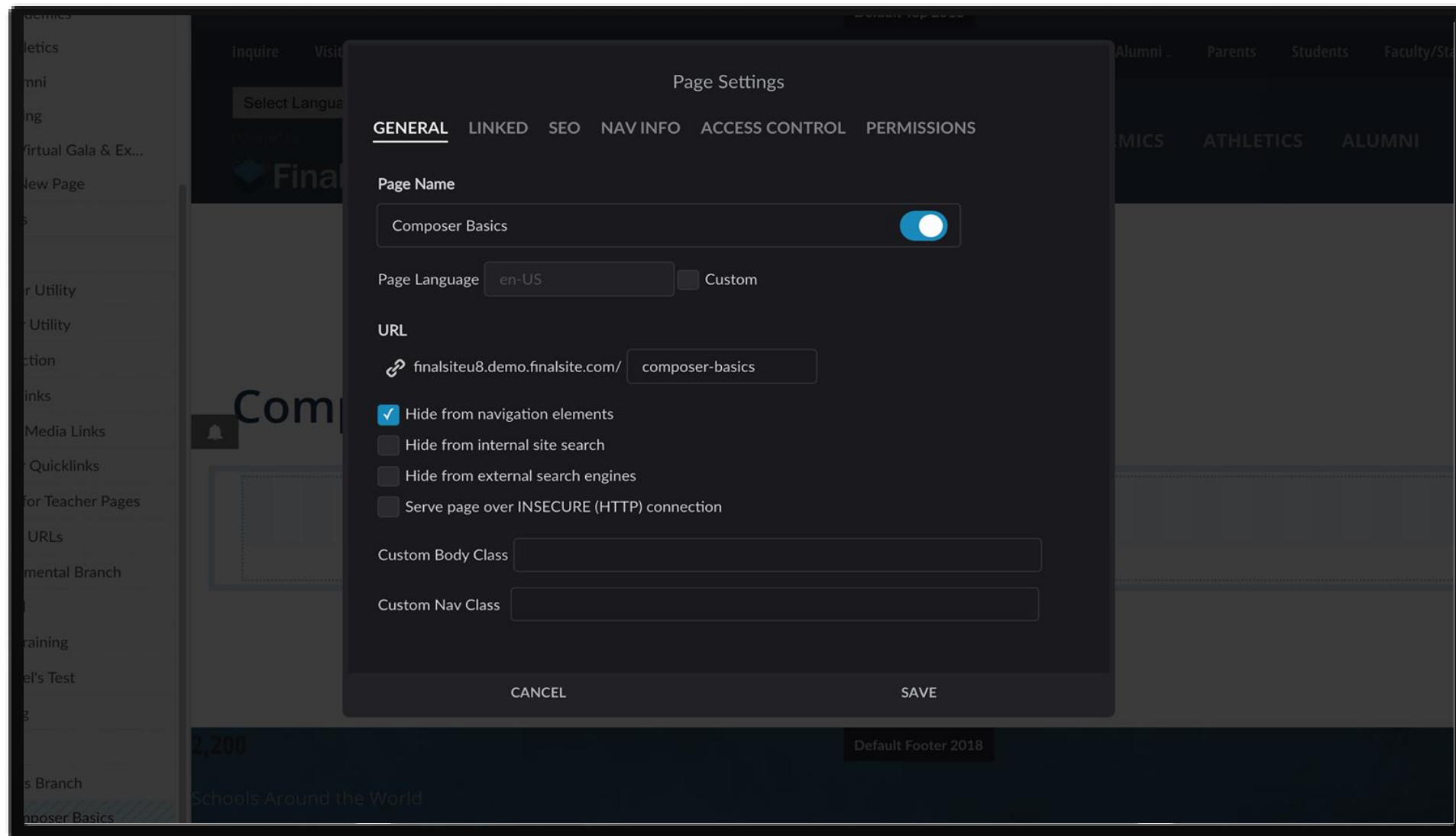


# Page Settings

Select the gear icon to access the page settings.



# Page Settings General

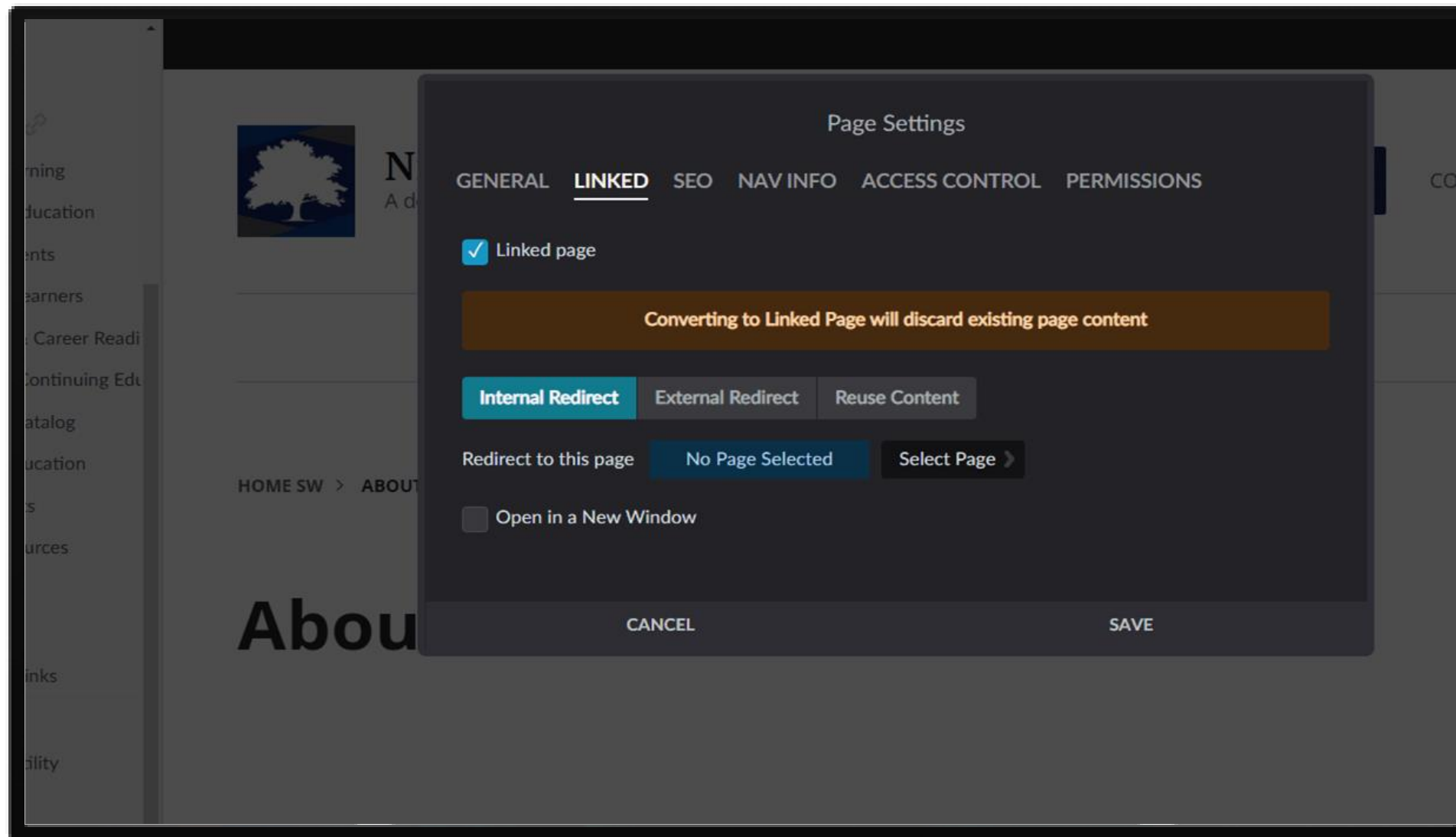


- Set page name, choose to hide or show this page title
- Adjust URL as needed
- Hide from navigation
- Hide from searches
- Custom styling added by your Finalsite designers or the CSS savvy

▶ Athletics

Hidden pages have gray lines through the page name.

# Page Settings Linked

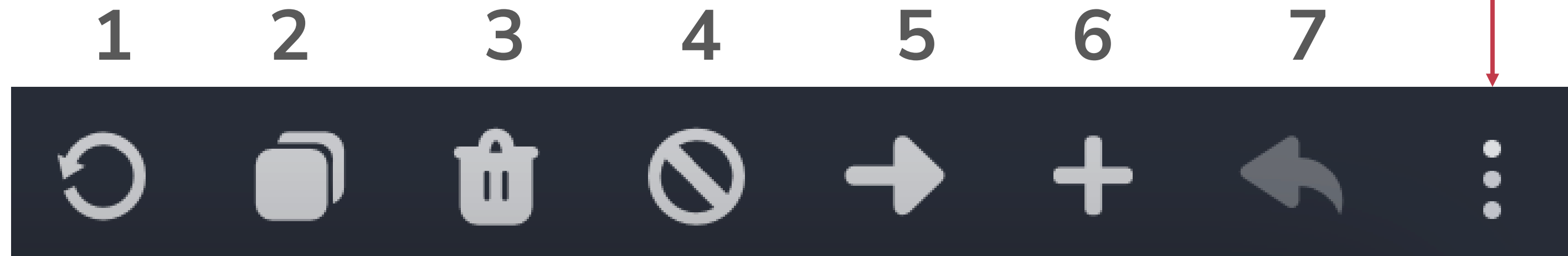


- Internal Redirect
  - Select another Composer page
- External Redirect
  - Insert a URL
- Reuse Content
  - Pull content from one page to display on another page

Calendar 

You'll see a link icon next to the name of any pages that have been linked to another page.

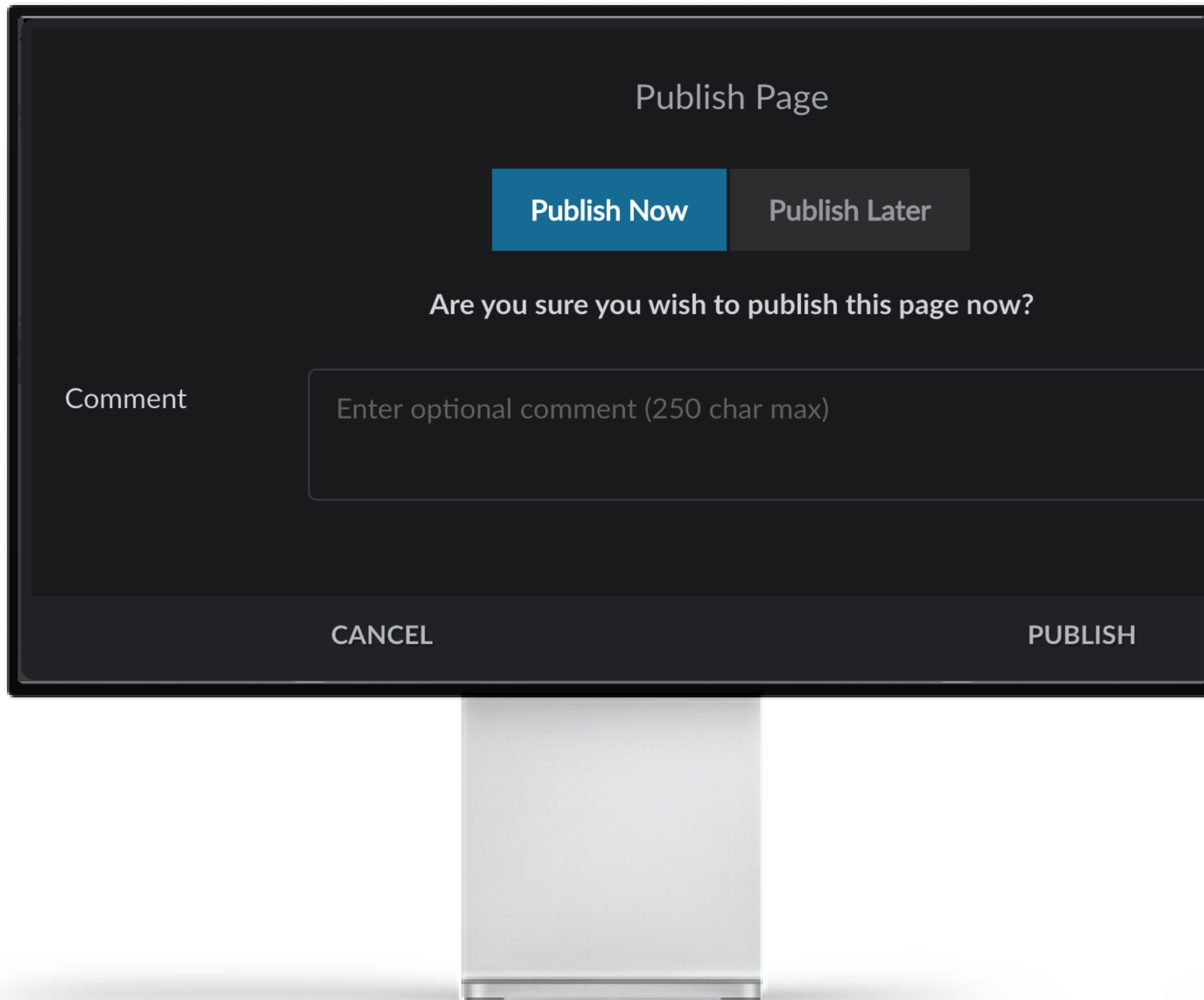
# Additional page options



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

# 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
- Know your page statuses:

**Green** = Published

**Yellow** = New

**Orange** = Draft    **Light blue** = Scheduled



# View options

View the published version of this page

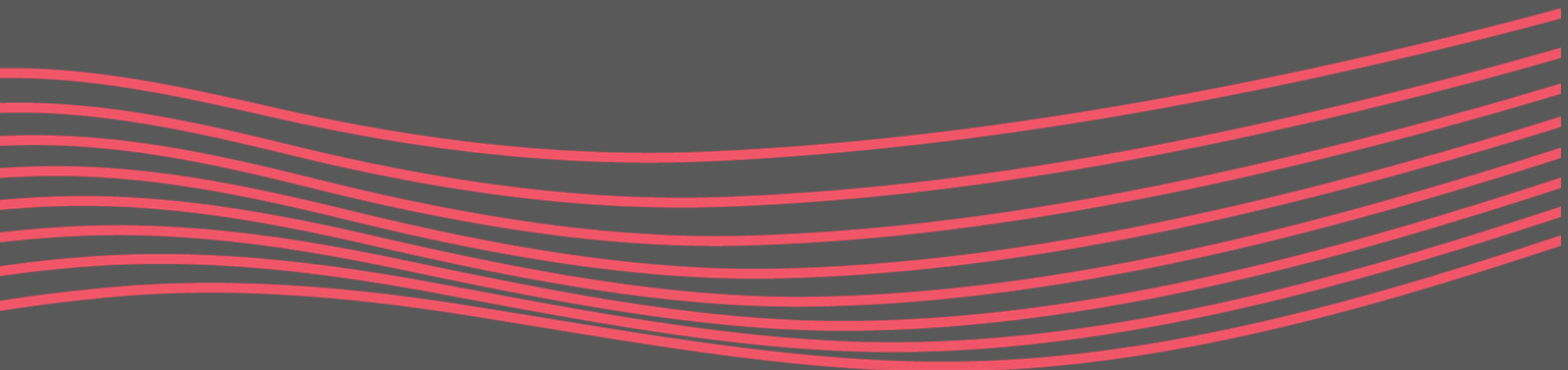


View this page on multiple screen sizes!

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

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# Composer - Editing Interior Pages



# 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.



# 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

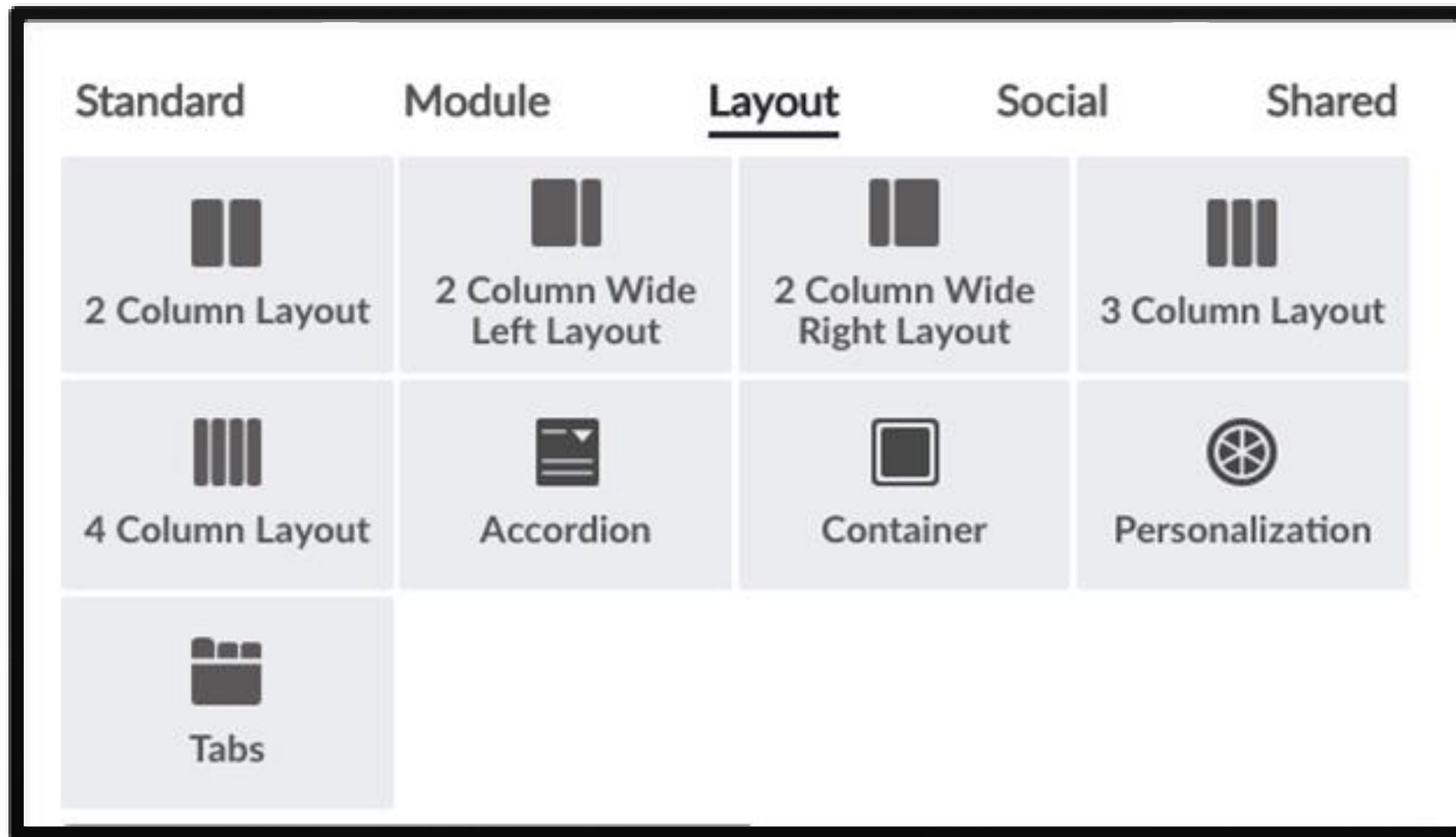
<u>Standard</u>	Module	Layout	Social	Shared
 Account	 Content	 Embed		 Image
 Live Streaming	 Navigation	 Personal Reports		 Resource
 Search	 Unsubscribe Form	 Video		

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

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

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

# Layout elements



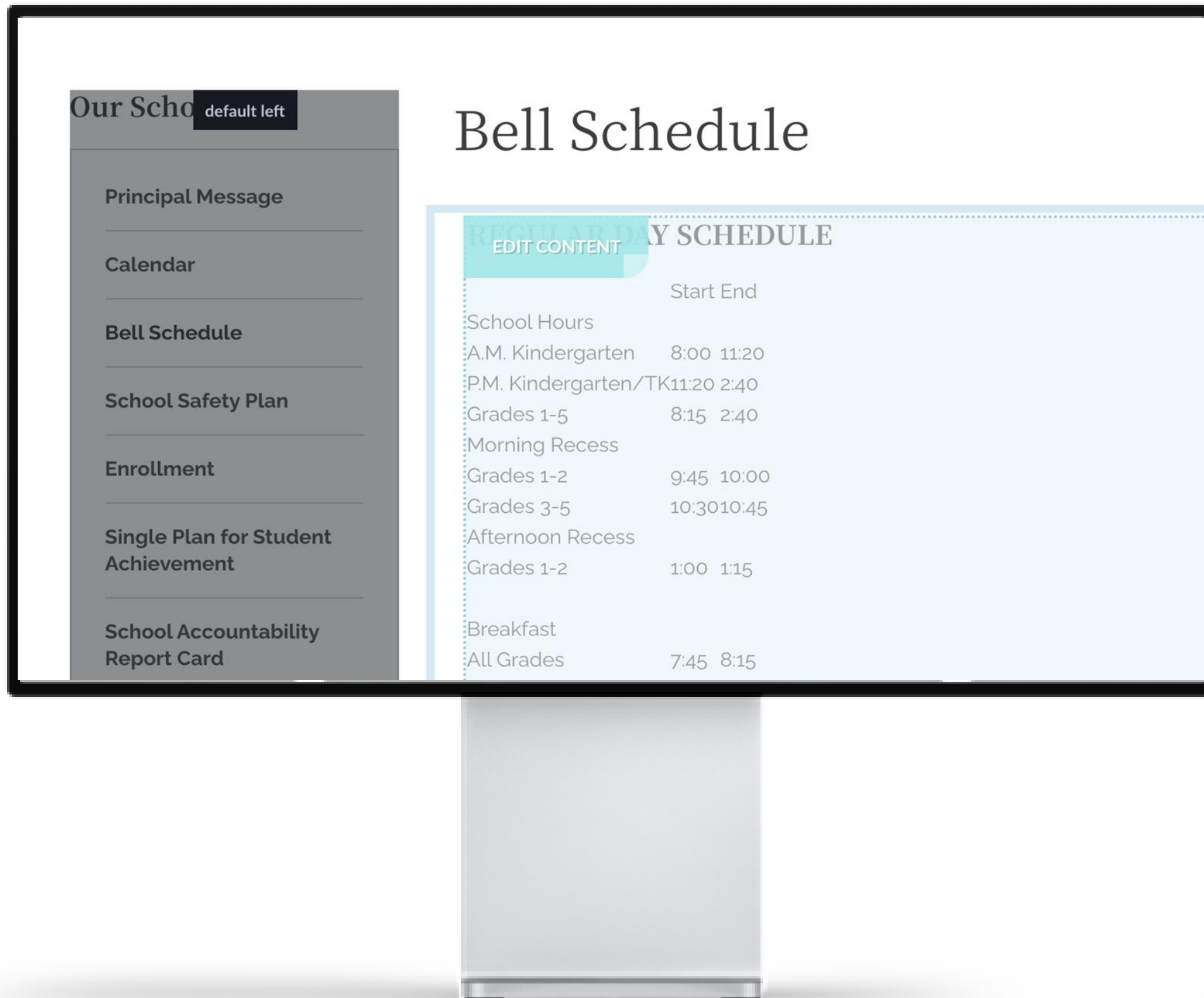
In addition to the full-page layouts in the Page Layouts & Appearance menu, Layout elements further customize the arrangement of elements on your pages.

- 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.

# 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.



# Add a link

Link

URL Site Page Site File Media Anchor

URL/Email

Open link in a new tab

Title

Class

ID

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

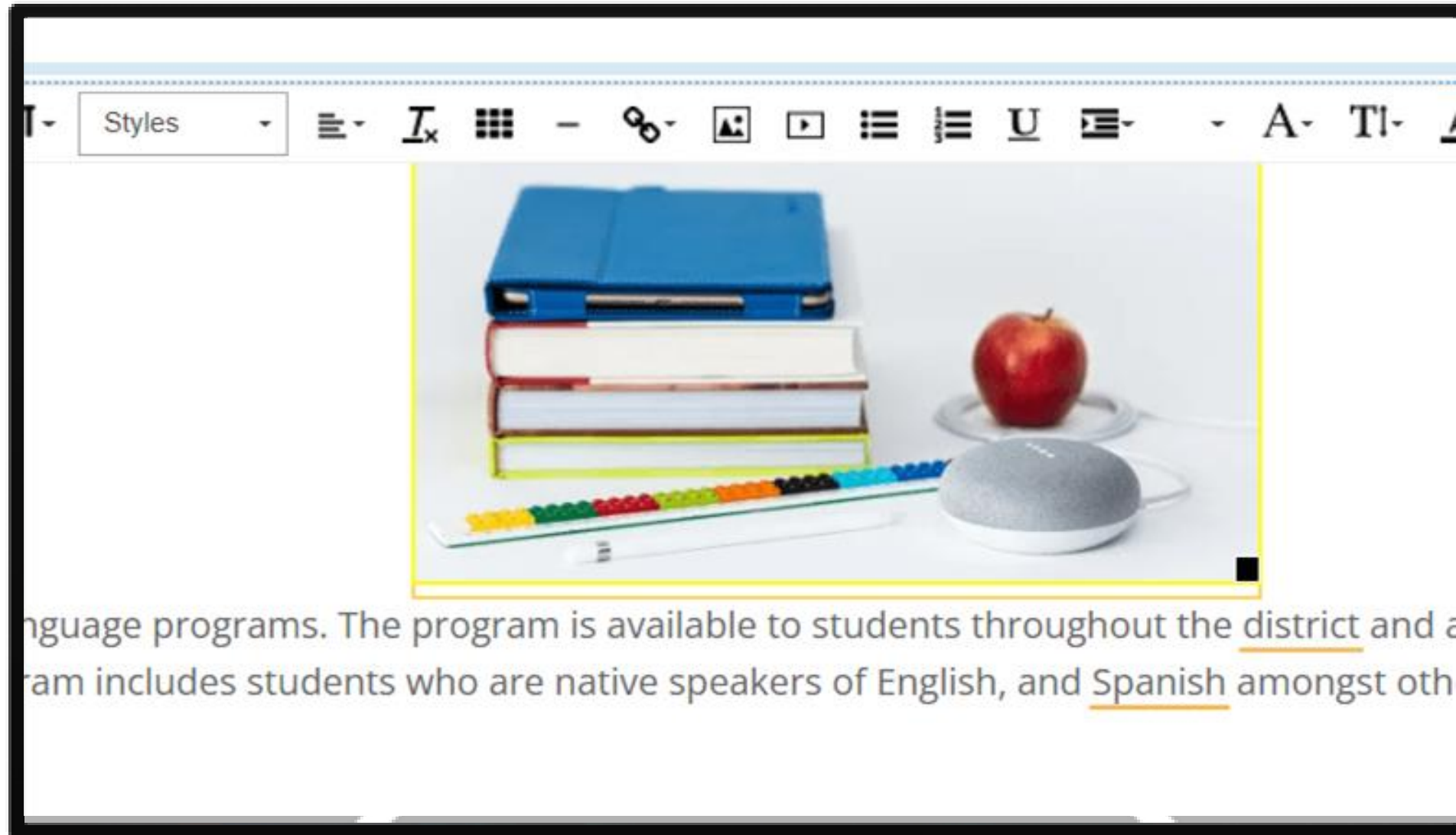
Class

- 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.

# Add an Image



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

# 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.

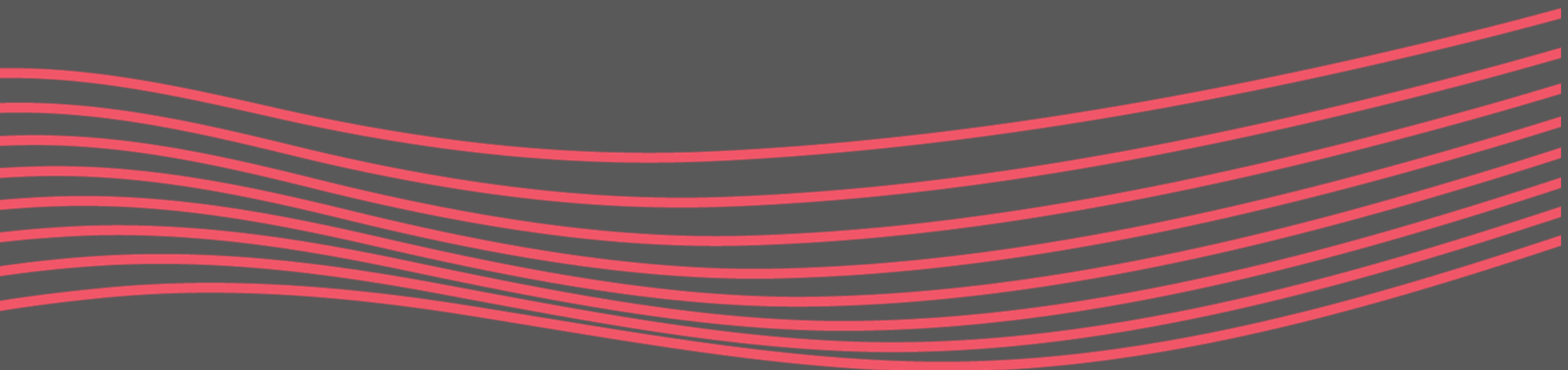
Use Cmd (or Ctrl) + Shift + V

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!

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# Resources



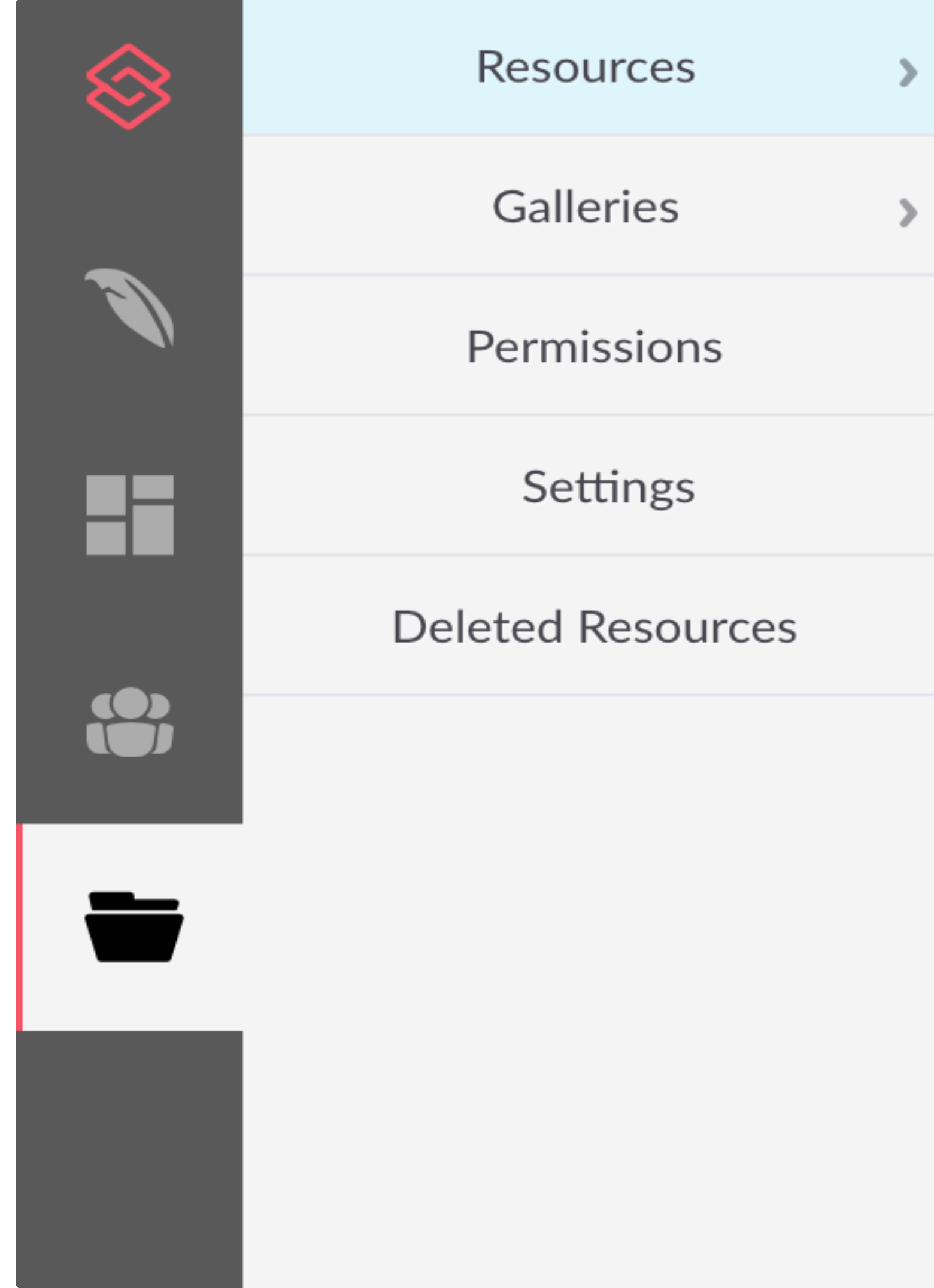
# Resources sections

**Resources:** The filing cabinet for files and media

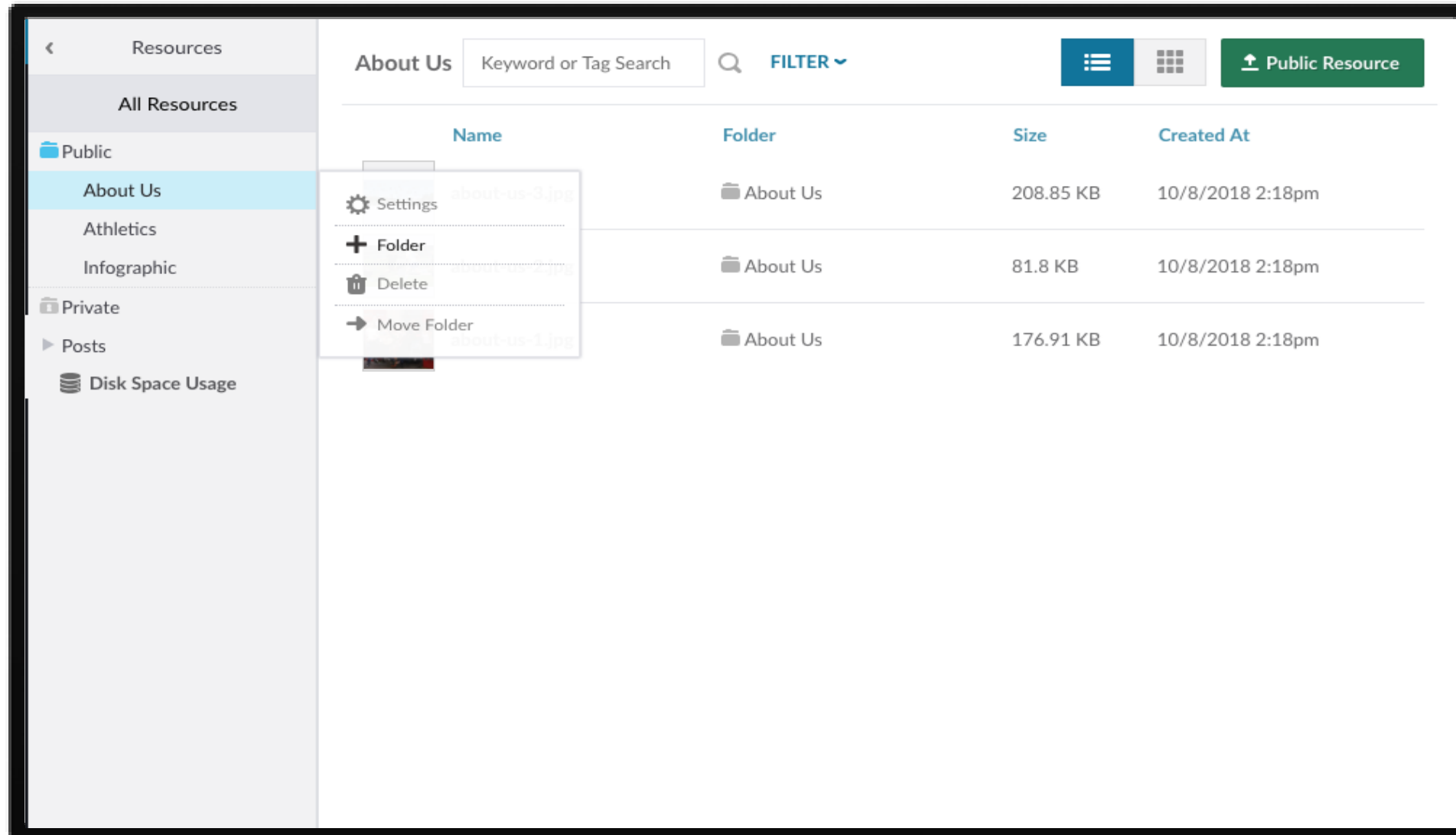
- Images, videos, files, PDFs


**Galleries:** Groupings of resources for display

- Home page slideshow
- Event pictures
- List of files such as Board meeting minutes, or handbook policies



# Resources

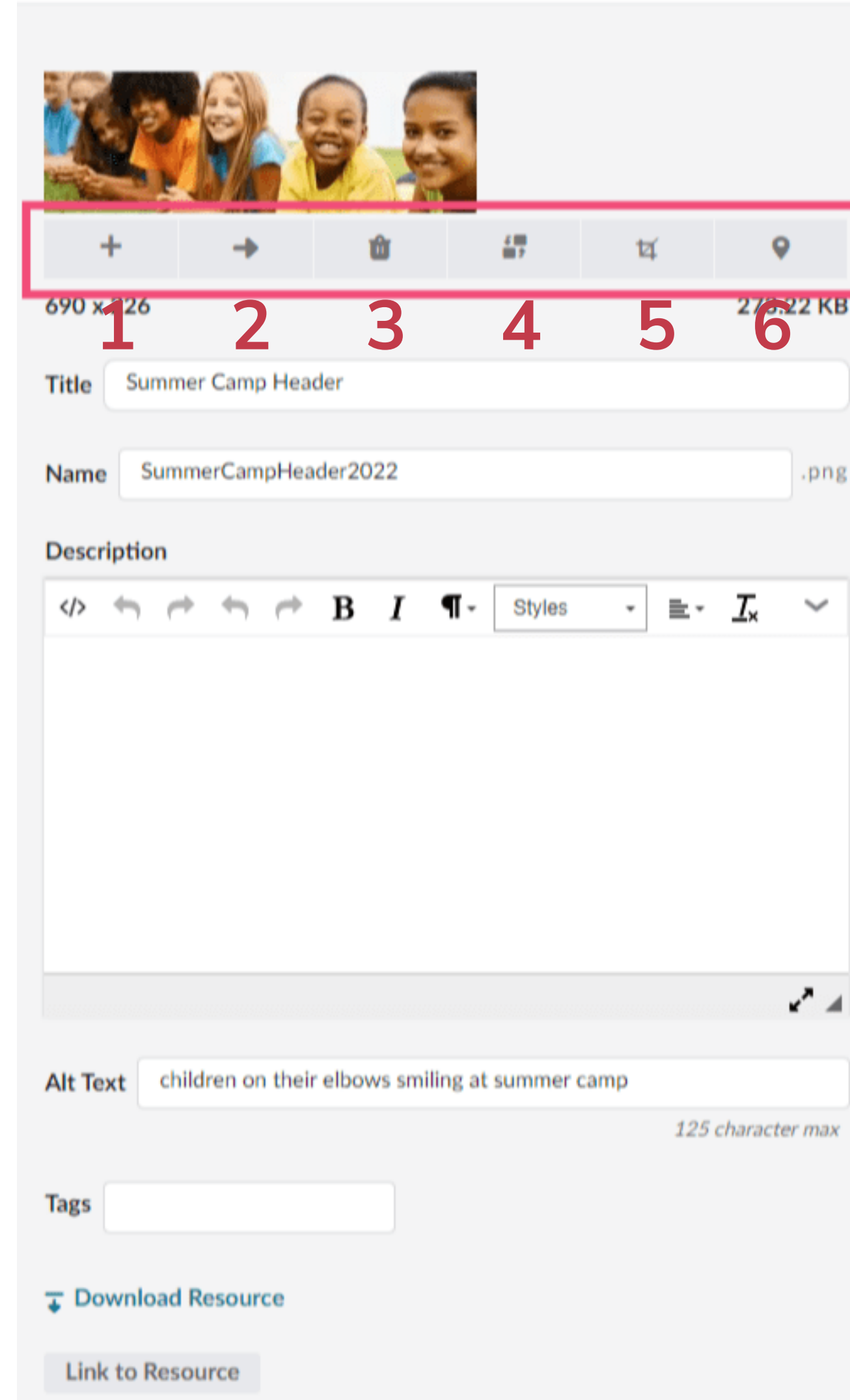


- Folders can be nested (indefinitely).
- Permissions can be set on individual folders.
- Create a folder structure that mimics your page structure
- Upload using 

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

# 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



about Us  Q FILTER ☰ ☐

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	

*3 Resources Se*

- + Add to Existing Gallery
- + Add to New Gallery
- Move to Folder
- 🗑 Delete Resources

# Bulk actions

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

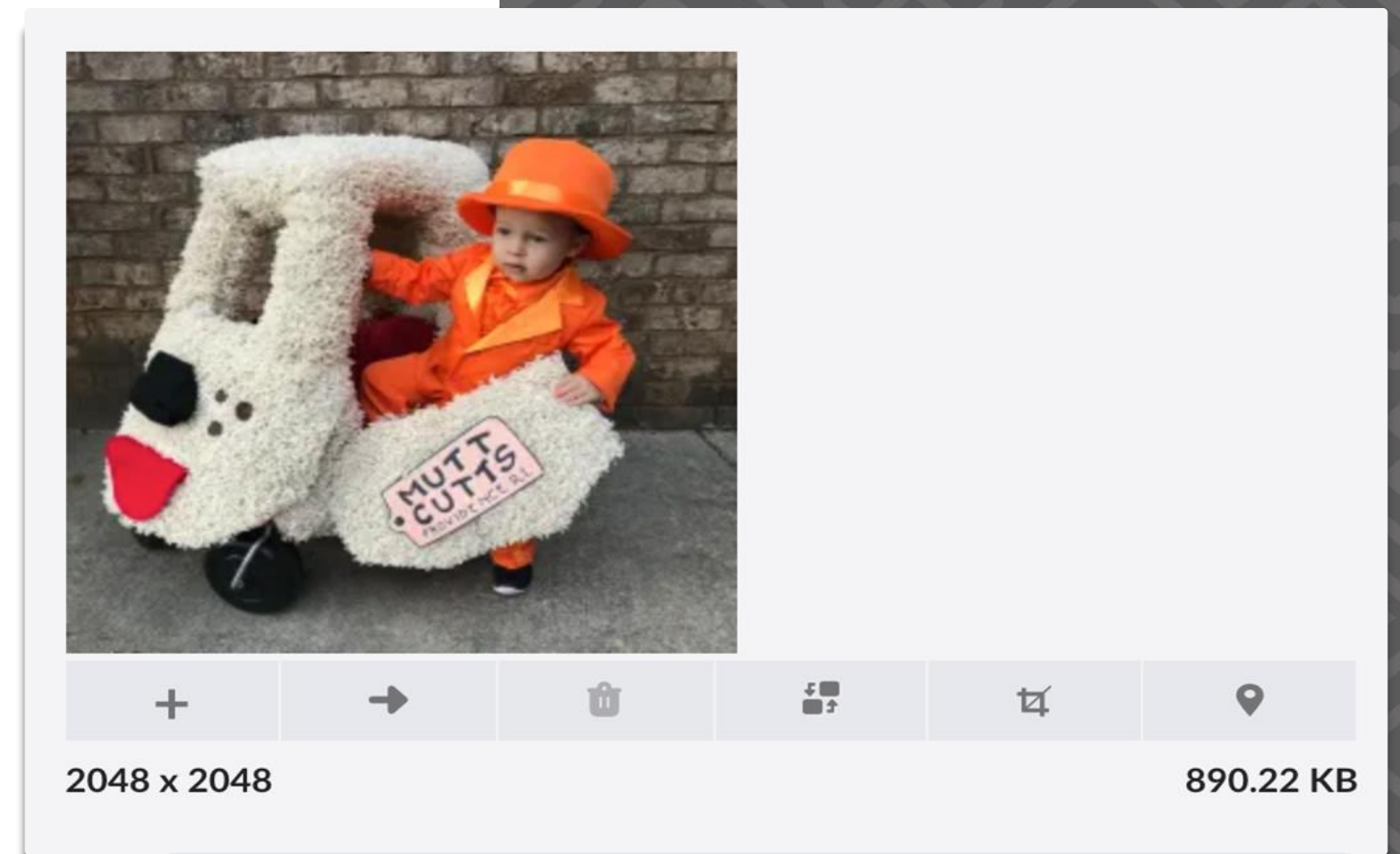
Once you select one, you will have the option to move the items between folders or between galleries or delete resources.

# Best Practice: File Sizes

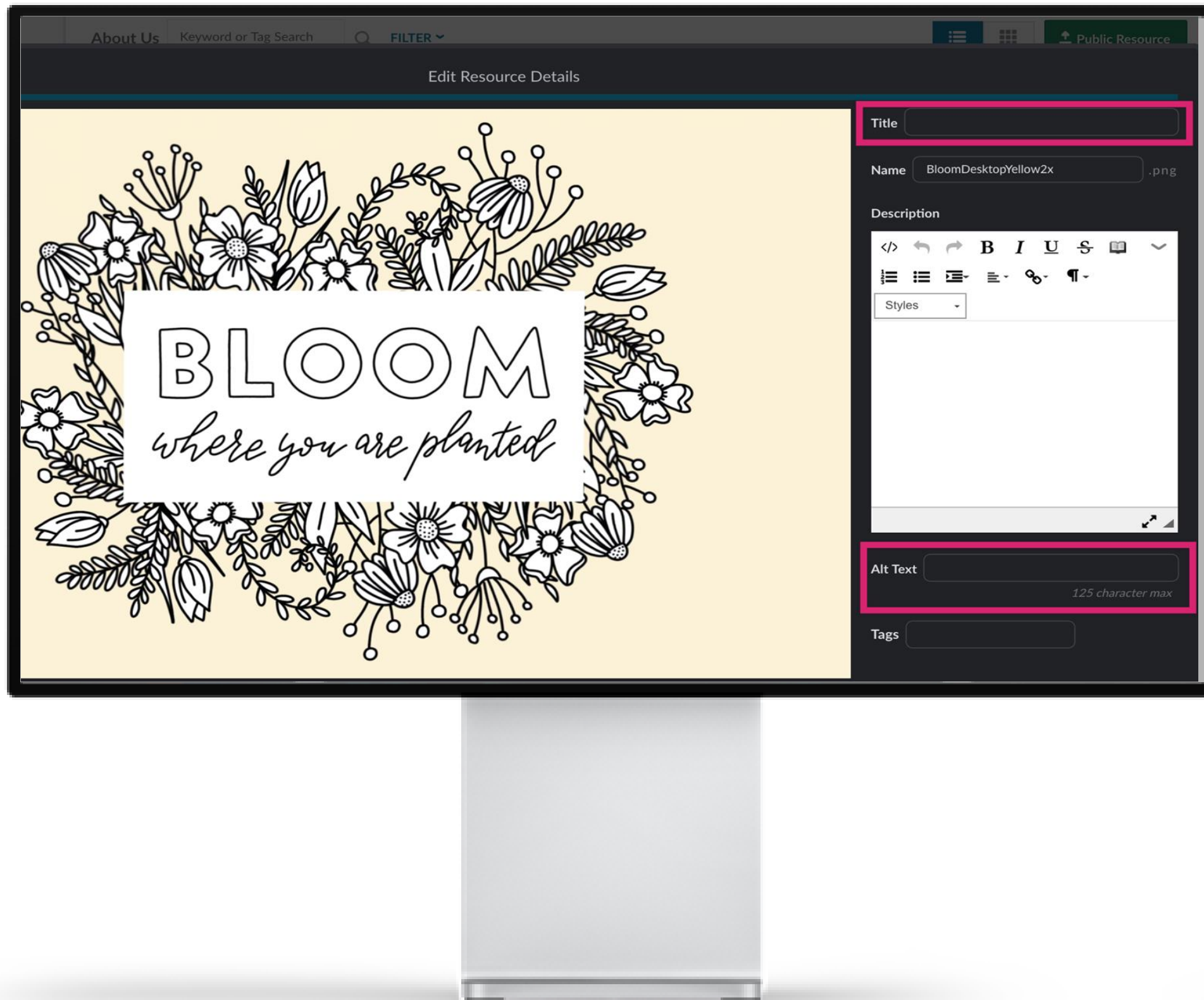
File size limits in Resources are based on the file type.

- 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



# 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.

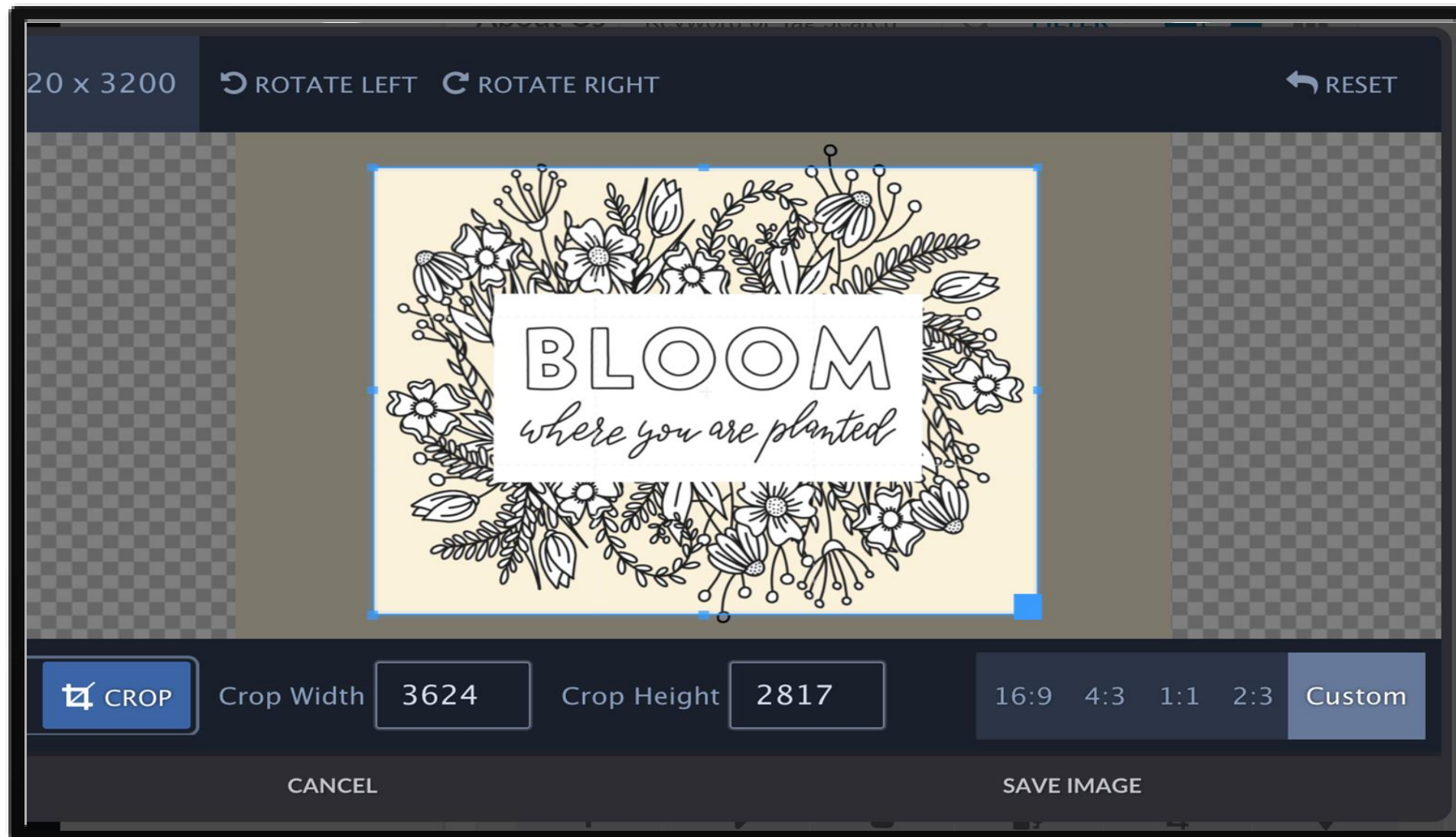
# Optimization

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.

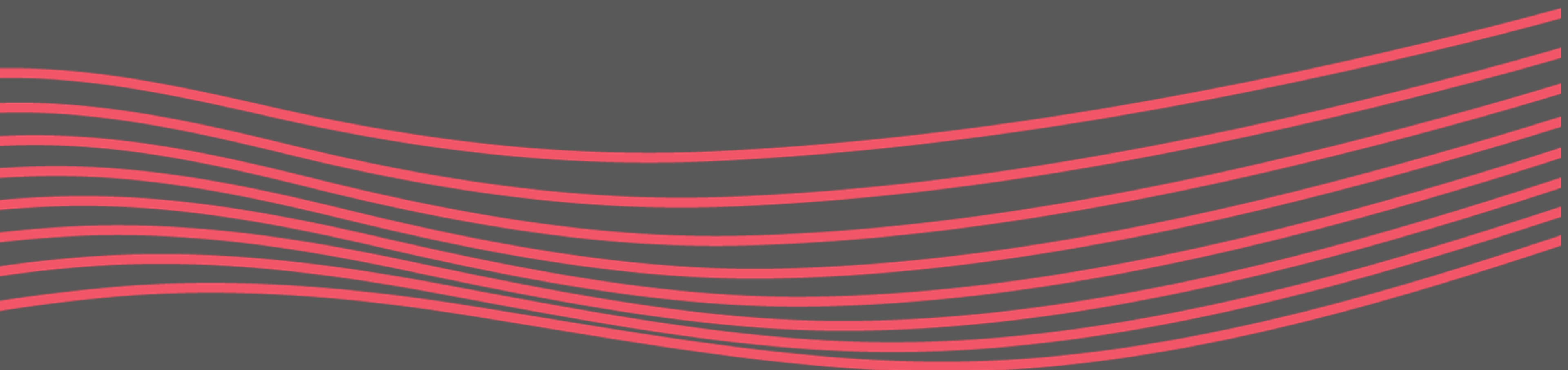
The system will compress the image and display items with layout-specific sizing.









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



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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	84.78 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 shows a gallery management interface for 'Bristol - Middle'. On the left is a sidebar with a 'Galleries' menu. The main area displays a table of gallery items. 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 bottom right of a gallery item preview. A red box labeled '3' highlights the 'bristolmiddleschoolclass.jpg' file in the table.

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

**1** + Public Resource

**2** Add to Gallery Remove from Gallery

**3**

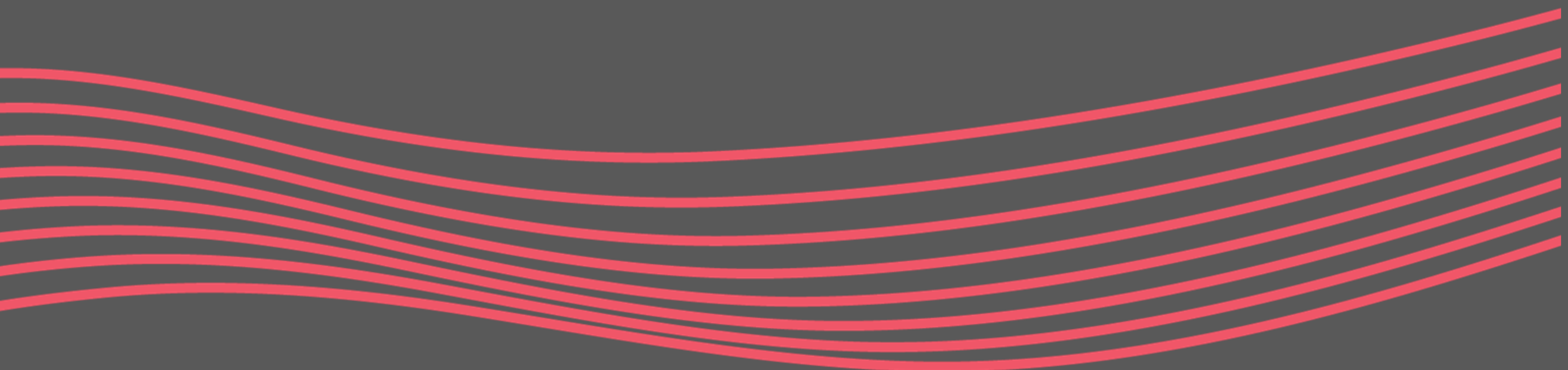
Title Welcome to Lincoln Middle School

Name bristolmiddleschoolclass.jpg

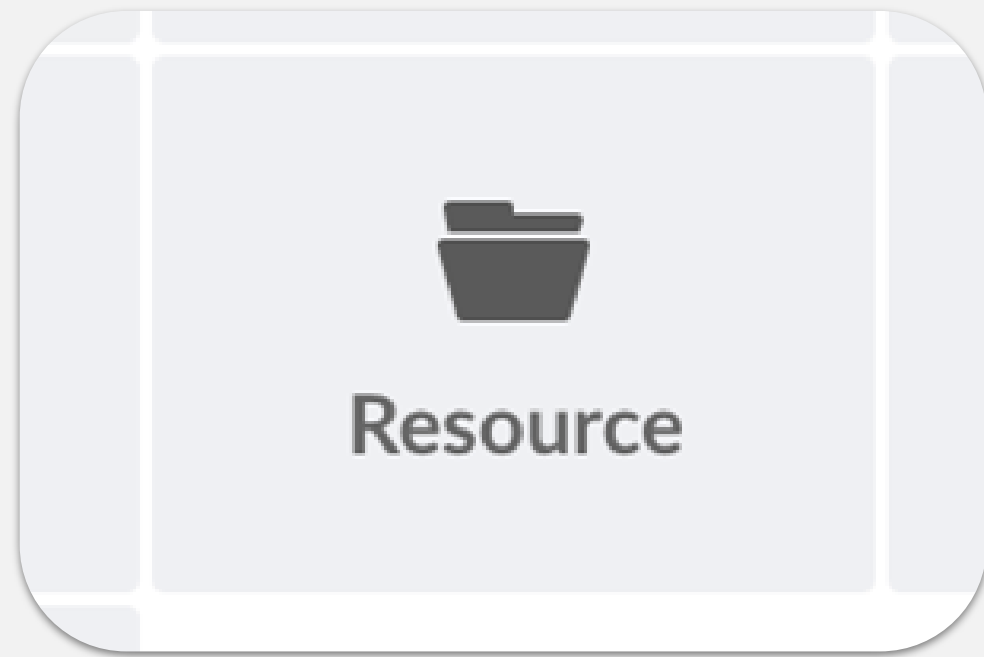
Description Our mission is to develop a sense of community with students, staff and parents.

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# Displaying resources on your site



# 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.

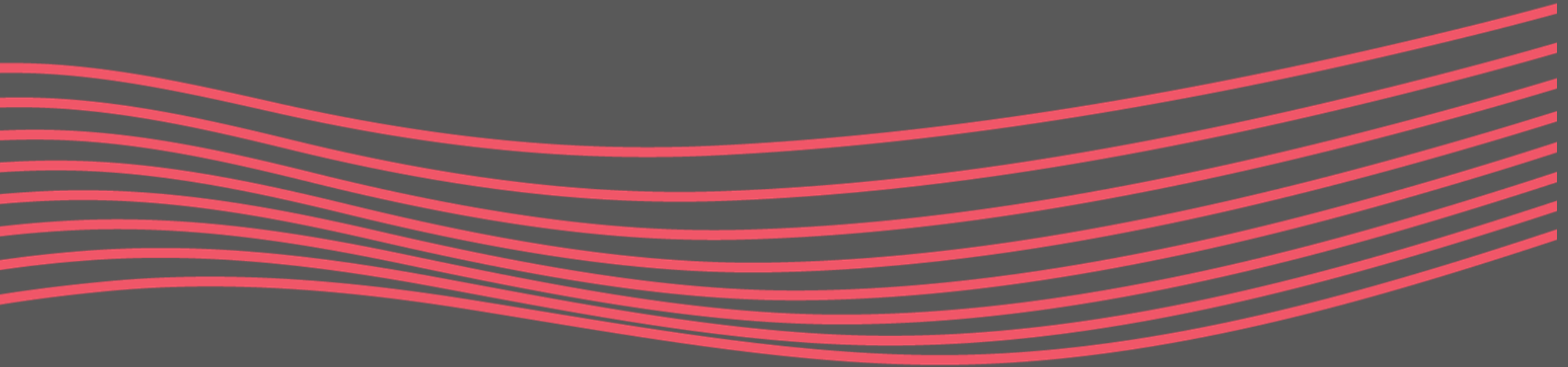
# Add images with a Resource element:

- 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 shows the 'Edit Resource Element Settings' dialog for a 'SINGLE' image element. At the top, there are tabs for 'LIST', 'GRID', 'SLIDESHOW', and 'SINGLE'. Below the tabs, the 'Title' field is set to 'Image' with a toggle switch. A preview image of a stack of books, an apple, and a calculator is shown with a 'Browse' button. Below the preview, the file name 'SchoolImage-Premier.jpg' is displayed. The 'Alt Text' field contains 'textbooks with apple and google dot'. The 'Caption' section has three options: 'None' (selected), 'Default Description', and 'Custom'. The 'Link To' section has a checked 'Link Resource' checkbox, three options: 'Popup', 'Internal Page' (selected), and 'External URL', a 'No Page Selected' button, and a 'Select Page' button. There is also a checked 'Open in a New Window' checkbox. At the bottom, there are 'CANCEL' and 'SAVE' buttons.

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# Posts Module



# What can you do with Posts?

Class Notes  
Course Catalog Employment  
Clubs News  
Directories Resources  
Blogs  
In Memoriam

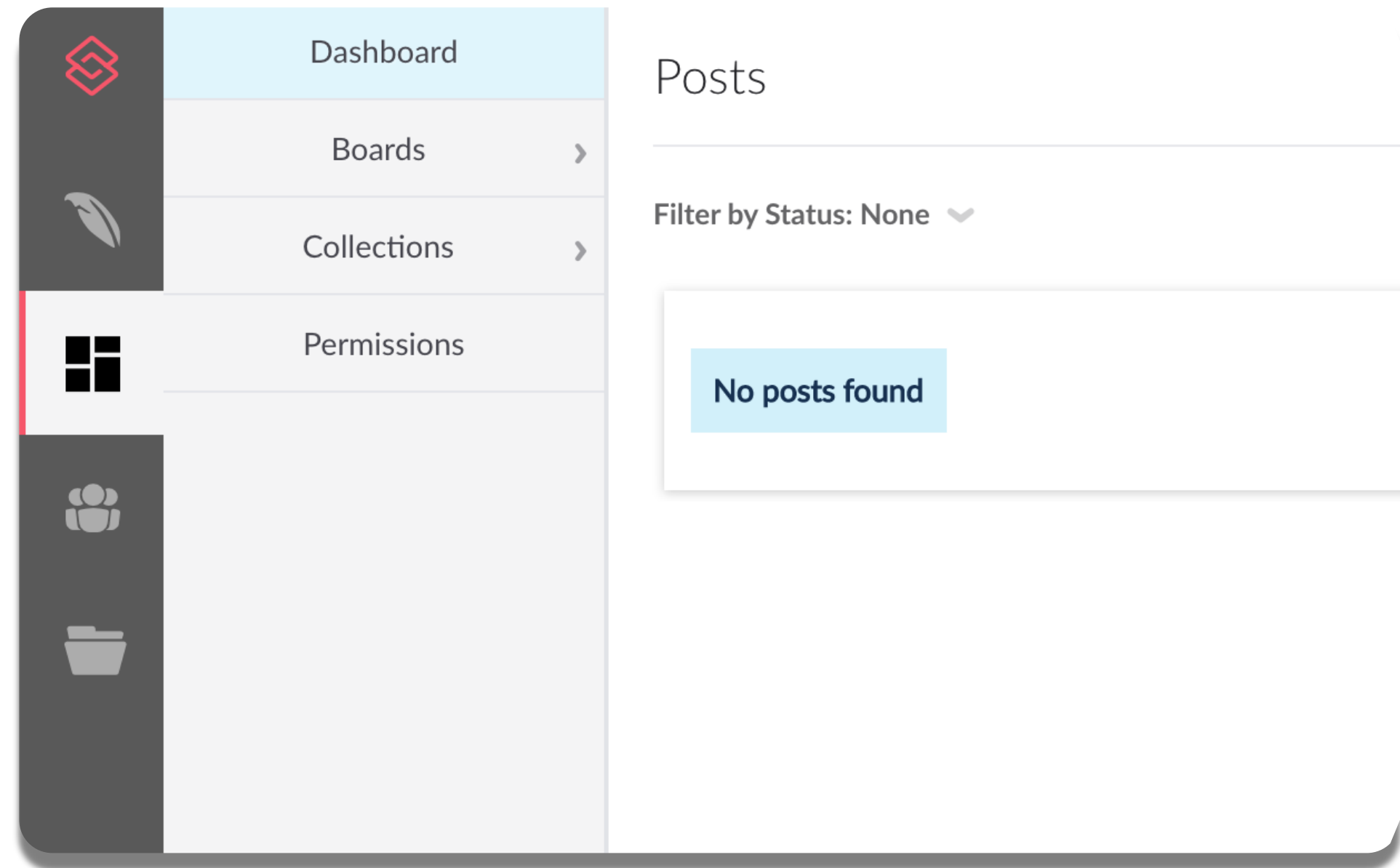
# Organization of Posts

## Dashboard

**Boards:** Contain Posts of a specific subject, such as District News

**Folders:** Collection of Boards, back end organization only

**Collections:** Add Posts from any Board to a collection and organize in any order.




# Elements of a Post

- Click on a board
- Click on an existing post
- Locate the following:
  - Title
  - Body Content
  - Summary
  - Thumbnail
  - Start date

The screenshot displays a content management system interface for editing a post. The left sidebar shows a list of boards, with 'Jeff's Folder' and 'New Board' highlighted. The central editor shows the post title 'New Principal', the author 'Jeff Crum', and the URL 'my-news'. The body content area contains the text 'Mr. Ken will be starting on November 1, 2022. Please welcome him when you see him.' The right sidebar contains metadata and settings, including 'Start' date (10/28/2022 4:51pm), 'Featured Until', 'Expire', and 'Summary'. The 'Thumbnail & Resources' section shows a thumbnail image of a man in a suit, labeled 'KenSchoolPic.jpg', and an 'Alt Text' field containing 'New Principal'. The 'Category & Tags' section is also visible, indicated by a red arrow.

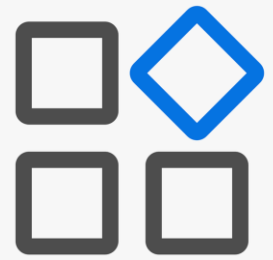
# Create a Post

- Select on a board 
- Click Create Post
- Complete all post details
  - Title, body, summary, thumbnail
  - Tags (if used)
- Save > Do you want to publish immediately?
  - Yes - a start date/time will be entered and the post will publish
  - No - the post stays in draft mode until you schedule the start date/time

Start	<input type="text" value="2/16/2022 2:20pm"/>
Featured Until	<input type="text"/>
Expire	<input type="text"/>

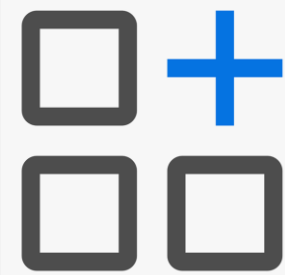
**Featured Until:** the post remains at the top of the news list until this date, then it will fall in order with all posts (**Note:** This may be how posts appear as a “Featured News Story”)

**Expire:** the post will be removed from the page, but will remain in posts



## Categories

- A grouping of related posts on one board
- Categorize posts
- Specific to one board



## Tags

- Broad topics
- Shared across all boards
- Filter which posts display in an element

# Posts Best Practices

## Do

separate different subject types of content by Board

## Don't

over complicate things!

## Do

utilize **Post Tools** to allow visitors to filter only on the content they wish to see.

## Do

have your posts open in a page rather than pop-up

## Don't

use long Board or Post Titles to keep the post URL short as possible

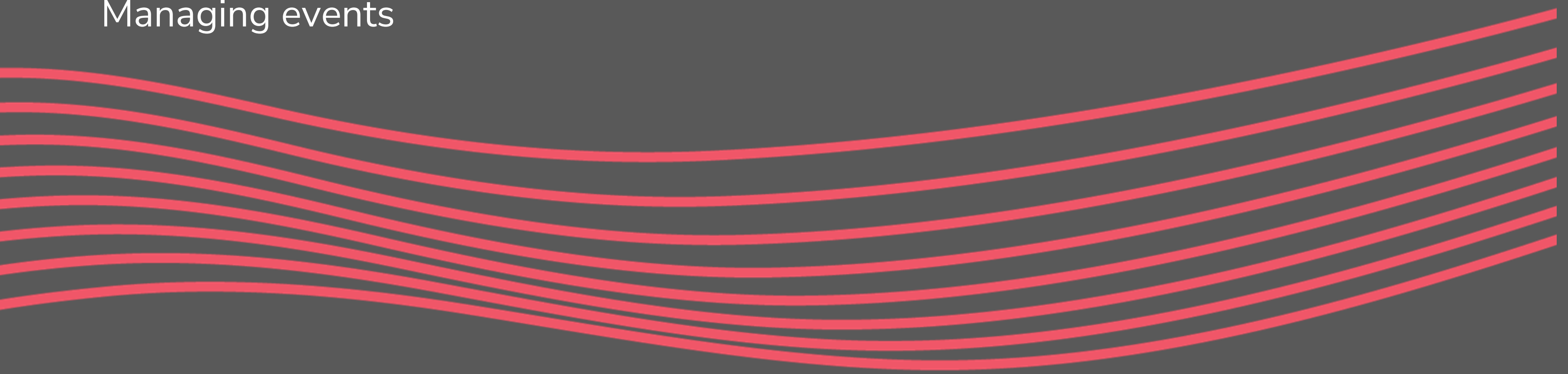
## Do

clone a post instead of creating from scratch

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# Calendars

Managing events



# Event Source

Events are managed in **Calendars** in one of two ways:

## Standard

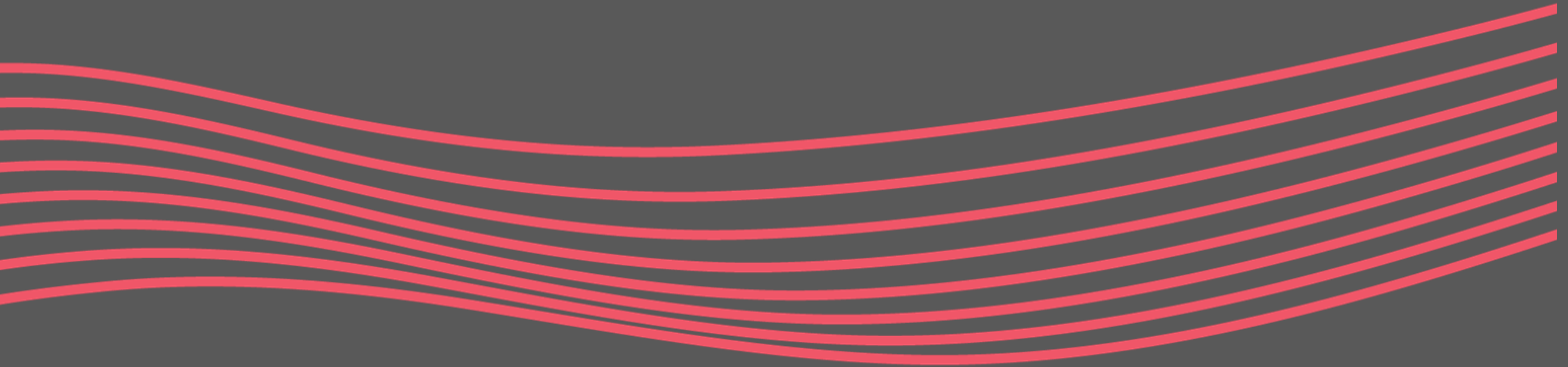
- Events are manually entered into calendars
- Can be imported with a datasheet
- All edits are managed here
- Site admins need access

## Live













- Events are synced from an ics feed (such as Google Calendar)
- All edits are managed in the original source
- ICS file must be less than 3 MB
- Site admins don't need access

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**Display events on your site**



# Calendar elements

Standard	<u>Module</u>	Layout	Social	Shared
 Athletics Event	 Athletics Roster	 Athletics Team	 Board	
 Calendar	 Calendar Tools	 Constituent	 Constituent Map	
 eNotify Archive	 Form	 Forms	 Groups	

**Calendar:** Displays full calendars in list, grid, slideshow, or single view

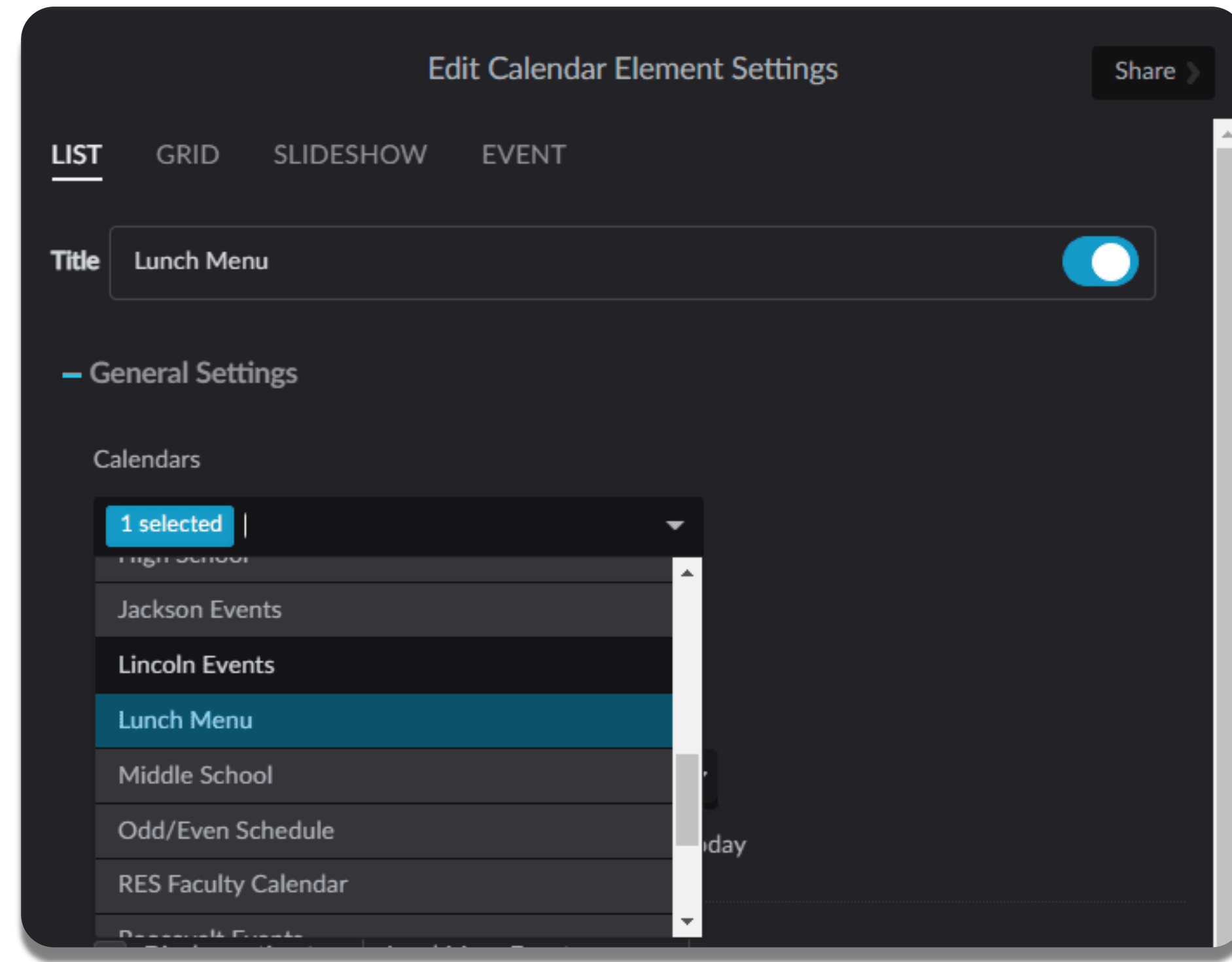
**Calendar Tools:** Displays a legend, search feature, or mini grid

# Events / Calendar

Which calendar(s) are displaying?

1. Use the element settings to learn which calendar(s) are displaying.
2. Go to **Modules > Calendars**
3. Open the Calendar and edit

**Note:** The calendar may be a live calendar synced to a Google calendar feed. In this case, it would only be edited in Google.



# Calendar Element Settings

## General Settings

- Display 0 days before today
- Uncheck Display Past Events

## Event Settings

- Check what you want displayed

