

Pampa ISD Website Editing Instructions

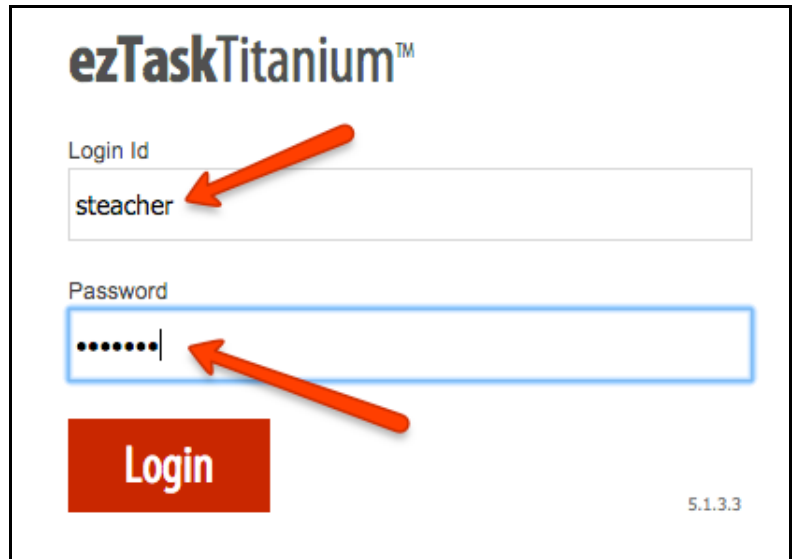
Go to:

<http://www.pampaisd.net/tools/Login.aspx>

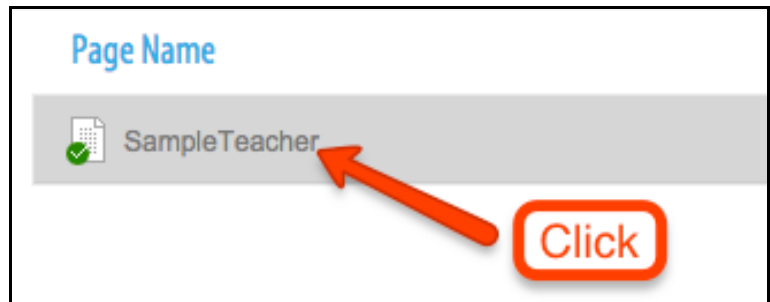
- Login with your username

Username: FirstInitialLastName

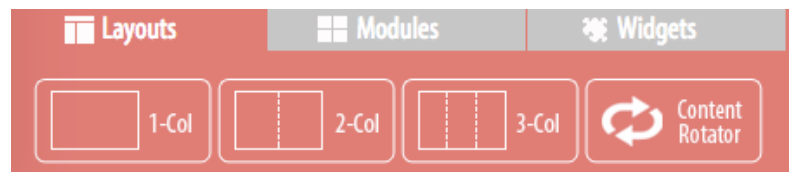
Password:
LastName (change after 1st login)



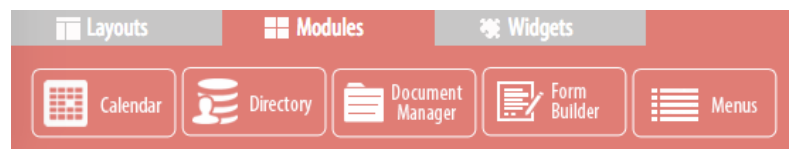
- Click your name in the **Project Manager**.



- To the right are different **Categories** such as **Layouts**, **Modules**, and **Widgets**.



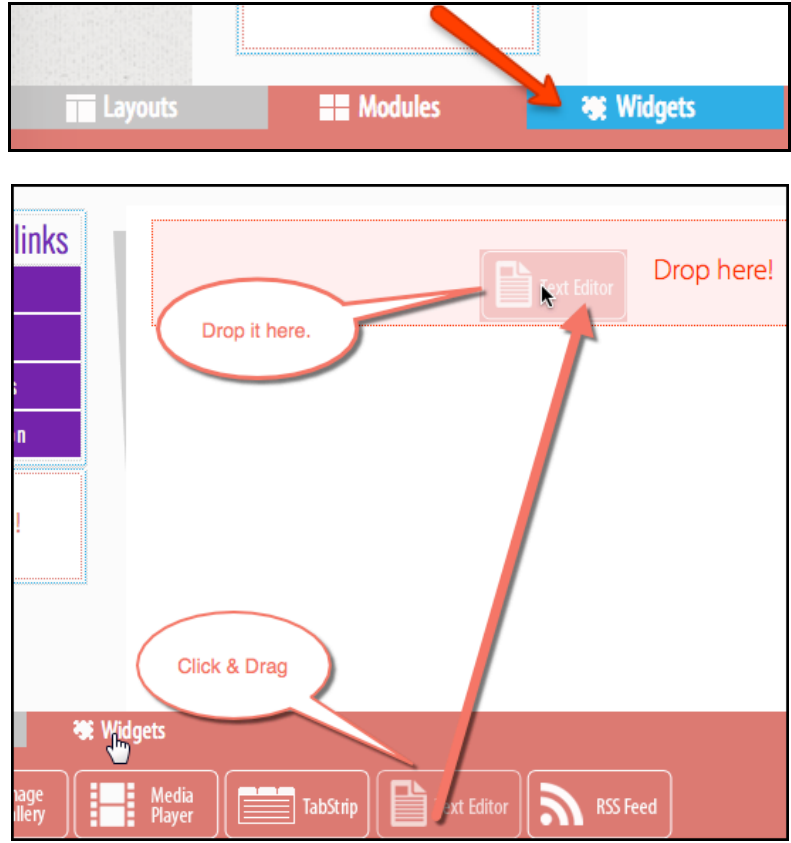
- Below each **Category** are its **Objects** that may be **Dragged & Dropped** into **Drop Zones** on the page.



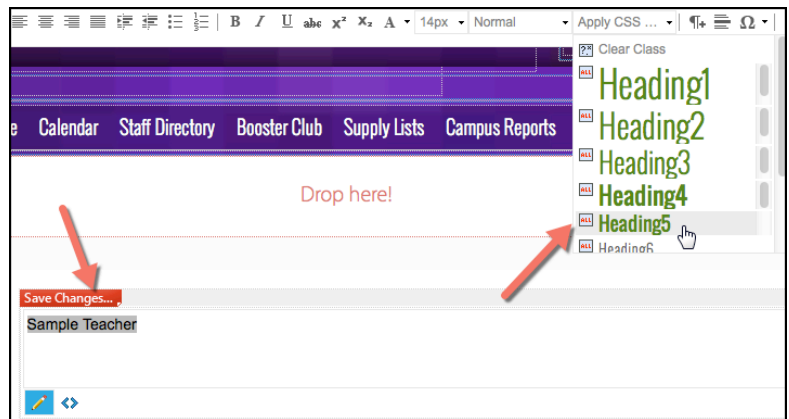
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Adding A Text Editor Widget

- Place your mouse pointer over the **Widgets** category.
- **Click & Drag** the **Text Editor** widget up and over anywhere in the light red **Drop Here** box.

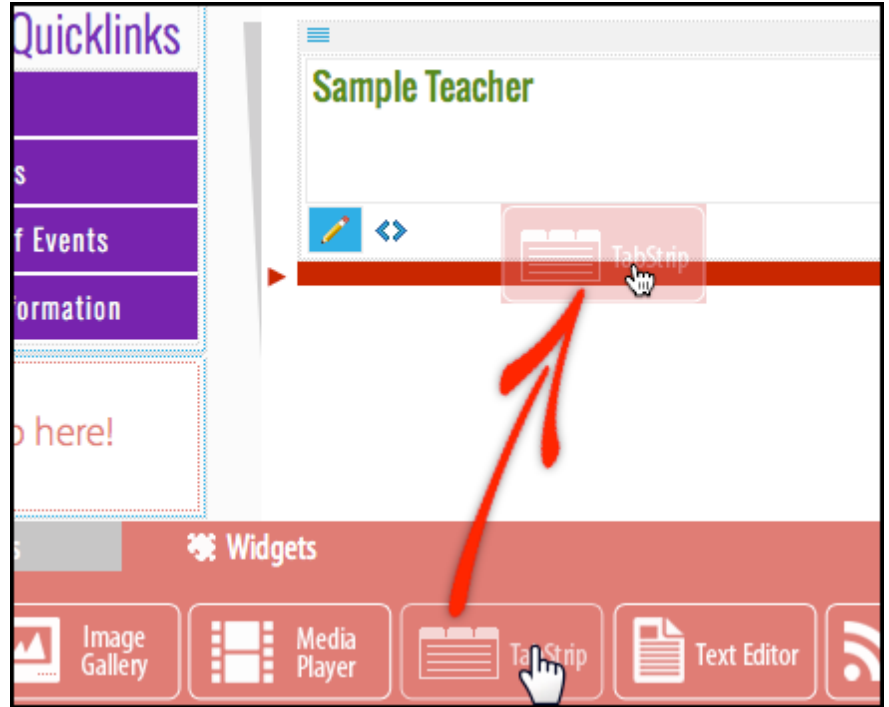


- First, place your cursor in the **Text Editor** and **Click & Type** your name.
- Select your name.
- Click on the **Apply CSS** menu and click on **Heading5**.
- Click **Save Changes**.

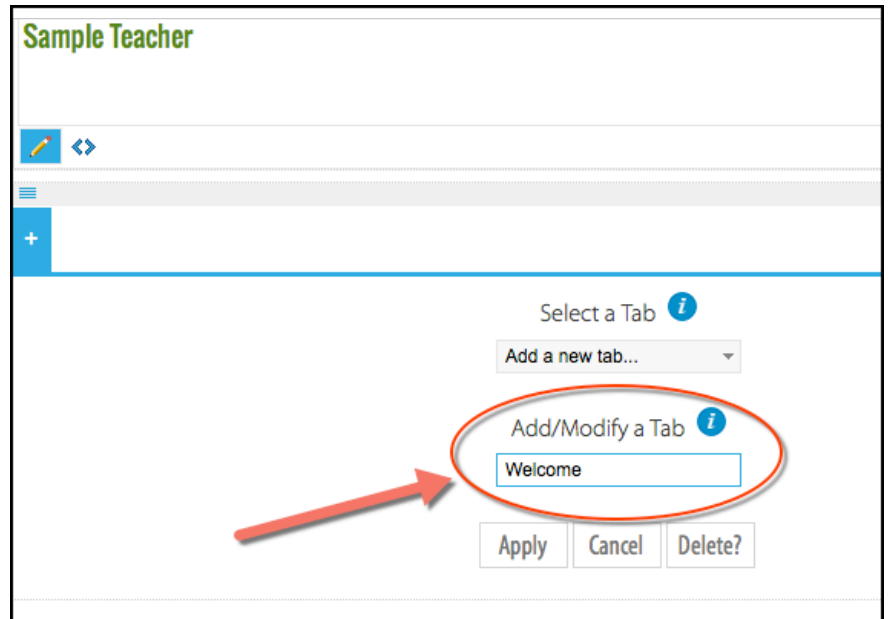


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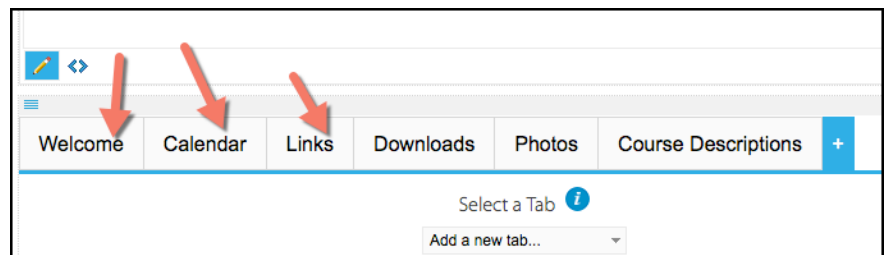
- **Click & Drag** the **Tab Strip** widget up and over to the intended location.
- **Drop it** when you see the **Red Bar** appear.



- Type the name for the tab.
Brevity is "highly valued"...;-)

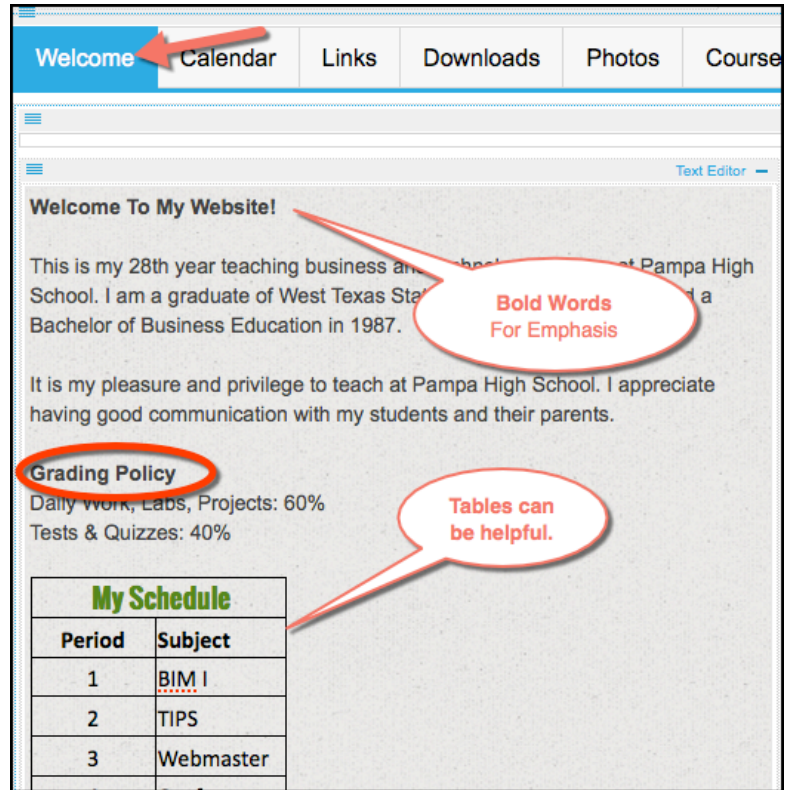


- The number of tabs is limited only by the horizontal space.
That's why **Brevity Matters!**



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- **Each Tab** can hold one or many items, such as the **Text Editor** to the right.
- The editor basically works like Word but with some special rules.
- Use **Bold** words to emphasize words on your web page.
NEVER EVER USE ALL CAPS!!!!!!
- **Tables** are best created in **Word** and **Pasted** into the editor, one of the **very few** exceptions for copying from a Word document.



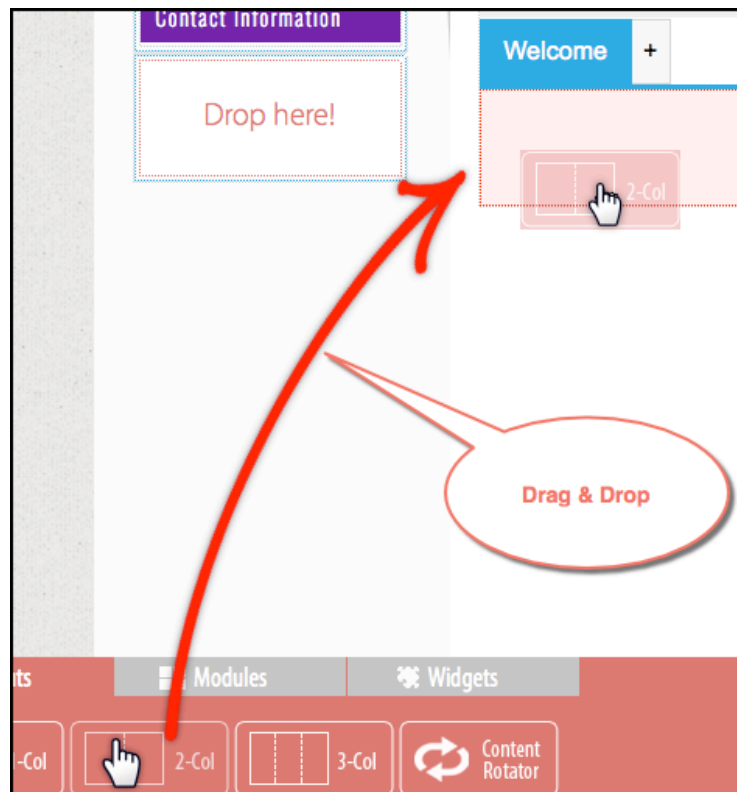
- **Drag & Drop** any **Layout, Module, or Widget** into **Drop Here** zones or above or below other objects.
- In this case, we are dropping a **2-Column Layout** to the **Drop Here** zone.

Important

Don't drop until the **Drop Here** zone turns **Red**.

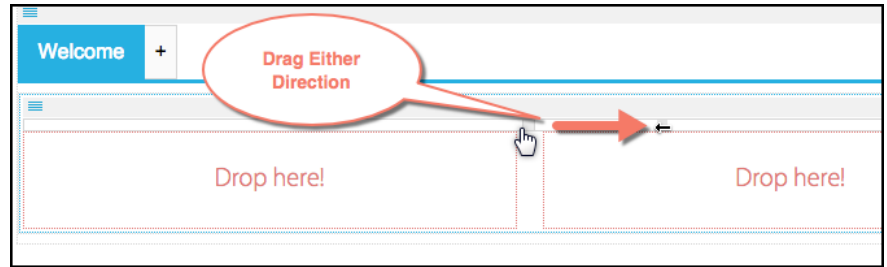
Or

A **Red** bar appears **Above** or **Below** another object.

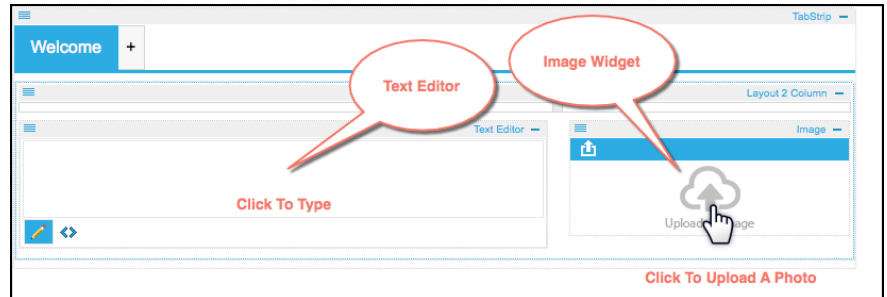


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- Once the **2-Column Layout** is in place, **Drag** the **Separator bar** Left or Right to resize the column width.



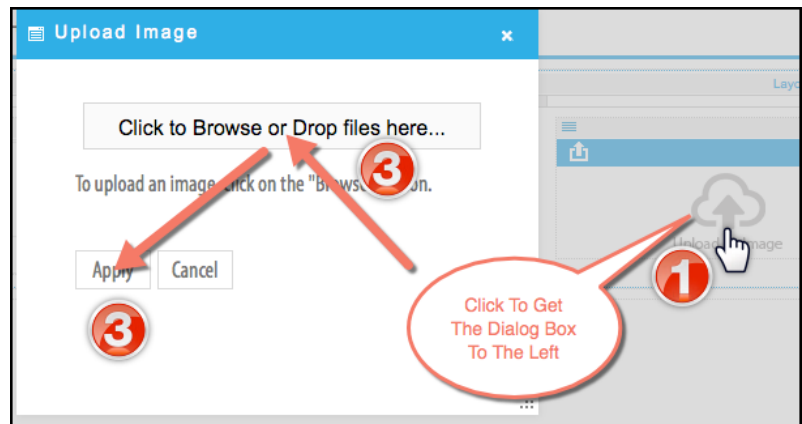
- Any **Layout, Module, or Widget** may be dragged & dropped into a **Drop Here** zone.



- To **Upload** an image in the Image Widget, click on the **Cloud** icon.

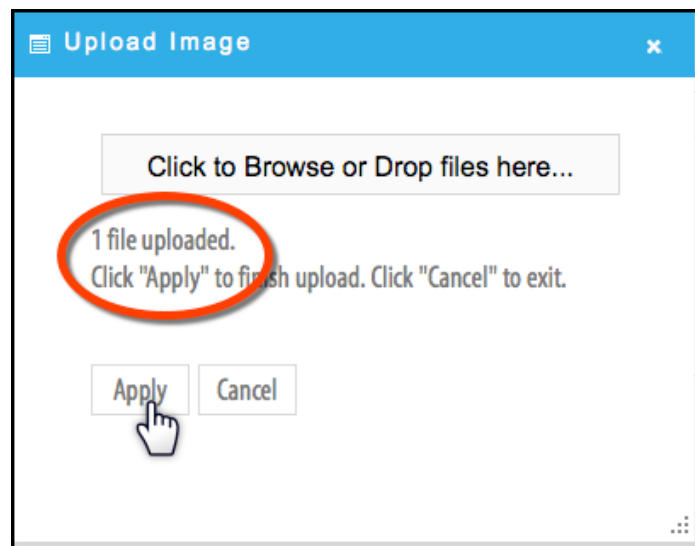
- Click the **Browse** button in the Dialog Box to browse to the desired image.

- After uploading the image, **click Apply**.



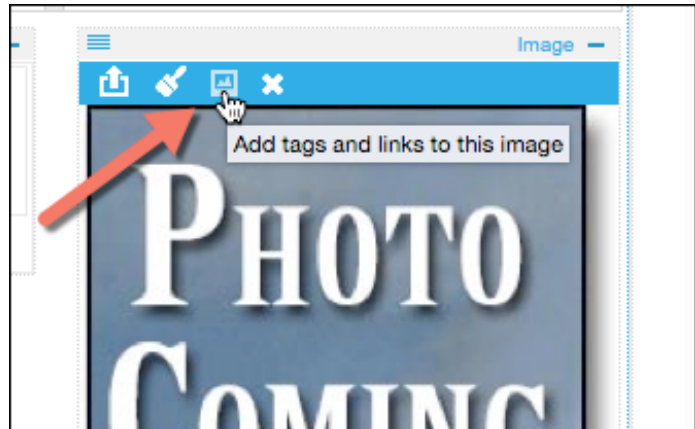
- Notice the message "**1 file uploaded**".

- Click **Apply**.

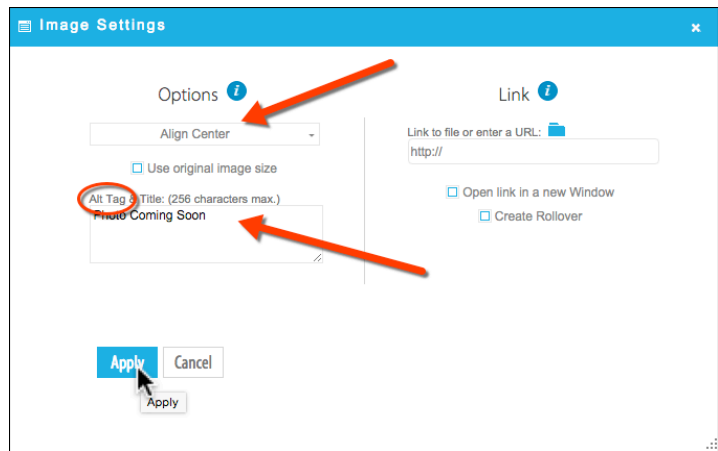


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- Click the **Add tags and links to this image** button.



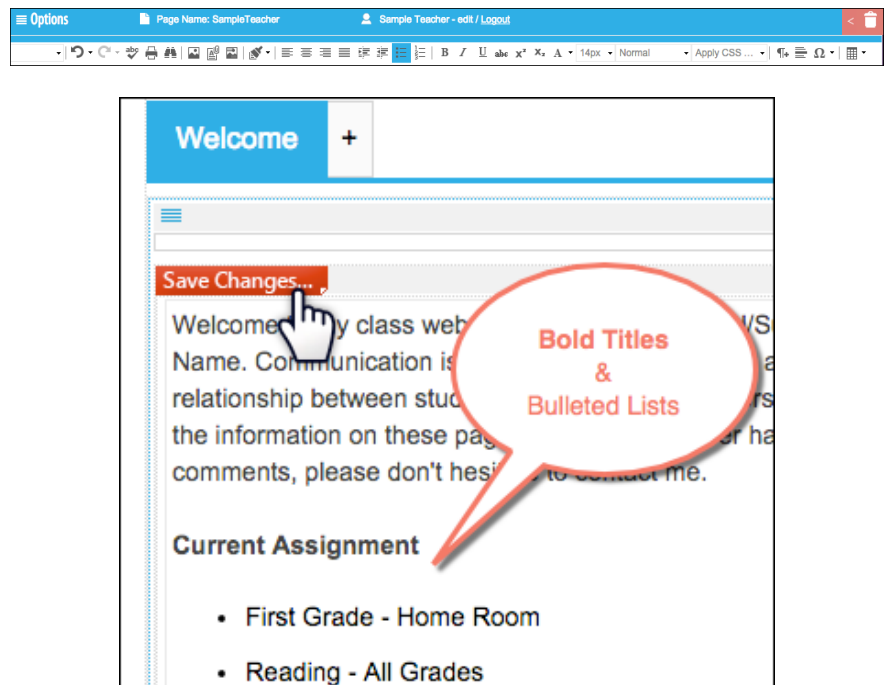
- The **Alt Tag** provides a description that allows them to understand what the image says or looks like.



- Notice the **Align Menu**.

- Typing in the **Text Editor** is very straightforward, much like in the previous CMS, Content Management System.

- All Options may be viewed at the top of the



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- After making **any** changes, the web page must be **Published** for the changes to become visible on the website.
- Simply roll the mouse pointer over the Options menu in the upper left corner of the editor.
- Click on **Publish This Page**.

