# **Basic Website Editing**

# Signing In:

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The User Name is the prefix to your current MCPS email and Password would be your regular school login password.



### **Editing Page:**



- > The far left column shows the Sections/Pages you are allowed to edit.
- Click on your Name/Section
  - Now you will see that you have one page currently assigned to you.

	<sup>1</sup> Missoula County Public Schools Site Manager - Windows Internet Explorer provided by MCPS			
	http://www.mcpsml.org/cms/Workspace/Section/Section.aspx7DomainID=2432			
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	Resources 13		editing.	
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Your page is comprised of apps – depending upon your school's template most first time users are assigned a flex editor app to begin developing their webpage.

	Missoula County Public Schools !	Site Manager - Google Chrome		
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### **Flex Editor App Editing**

- Similar to using a word document
- > Add text and use the text editing functions to format
- Inserting Links
  - o Link to a Document
    - Click on the paperclip icon
    - Click on Browse
    - Locate your document/click on it and click Open
    - Click Continue
    - Name the link in your document *Link Text*
    - Select Target: Open link in new window
    - Click Insert File
    - Click Save
  - o Link to URL/Website
    - Highlight your text to link
      - Example: Google
    - Click on the chain/pencil icon
    - Copy or Paste the URL
    - Select Target: "Open link in new window"
    - Click OK
    - Click Save

#### Add Photos

- o Click the Photo Icon
  - Select Thumbnail Size
  - Click Browse
  - Locate your photo/click on it and click Open
  - Click Continue

Upload Image

Existing Image Select an image that

Shared Image

🎽 Clipart

Select an image from the shared library.

Select an image from the Schoolwires Clipart Library.



Image Size: O Thumbnail Size (150px width)

Medium Size (300px width)

Large Size (500px width)

Custom Size (User defined)
 No Resizing (Original size)

Browse

Continue

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Back	
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Height (pixels): 143 Width (pixels): 150 Alignment: Default	

- Name the photo in *Alternative Text*
- Select Height/Width
- Select Alignment
- Click Insert Image
- Once inserted into your app, double-click on the photo for further editing
- Click OK when edits are complete

• C	lick	Save	

	Flex Editor App	
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**CAUTION:** If posting pictures of your classroom with students, please check with your school's secretary on your students' opt out status. In addition, if using photos or icons from Google, etc. be sure the photos are either purchased by you or are free for use. This requires you to do a "safe" search on the web.

## **Advanced Editing**

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Adding additional apps to current page and changing screen layout

- Click Manage Apps and Layout
- Click Add Apps and select the app to be added to your page

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- Select the Layout that suits the design of your page and then click *Apply*
- > Arrange the apps in your new layout by clicking and dragging
- Once the apps are in place select I'm Done

#### Adding additional pages to a section

- Return to the original Section
- > Click on *New Page*
- Select your page type: Typically you will select the Flex Page (default)
- > Name your page Examples: Helpful Resources, Classroom Links, Etc.
- Select Save
- Follow the steps listed above in this document to add apps and design the layout of the new page

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