# CUSTOM CONTENT

**Custom Content** allows you to customize your website with the ability to create custom pages, add links to the navigation, rename existing links, sort links and activate and deactivate links. To do these tasks a user must have webmaster permissions.

To access custom content, follow the steps below.

- **Log into your site**.

- Select "**School Admin Areas**" from the drop-down menu.

- Select "**Tools**" from the menu on the left.

- Select "**Navigation Manager**"

- Click the "**Launch now**" button. A new window will open custom content. It will appear similar to the image below:
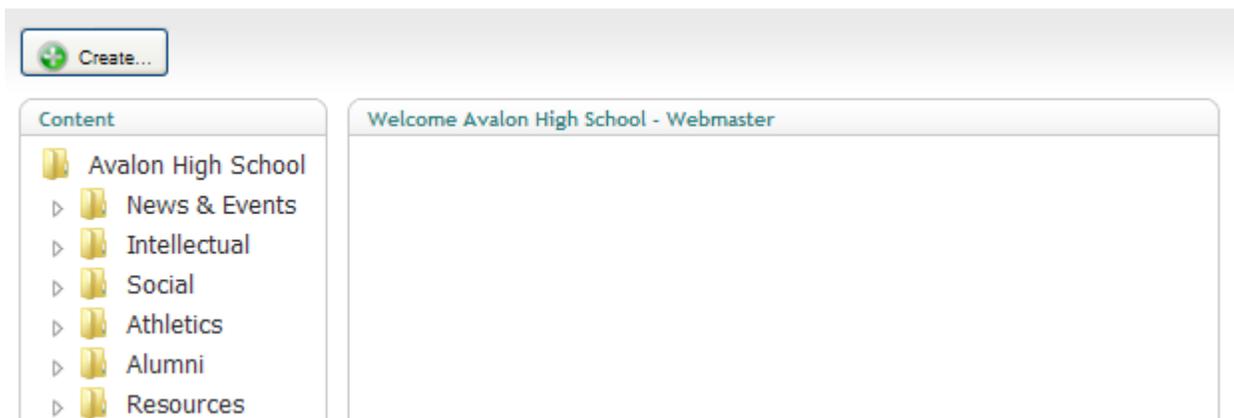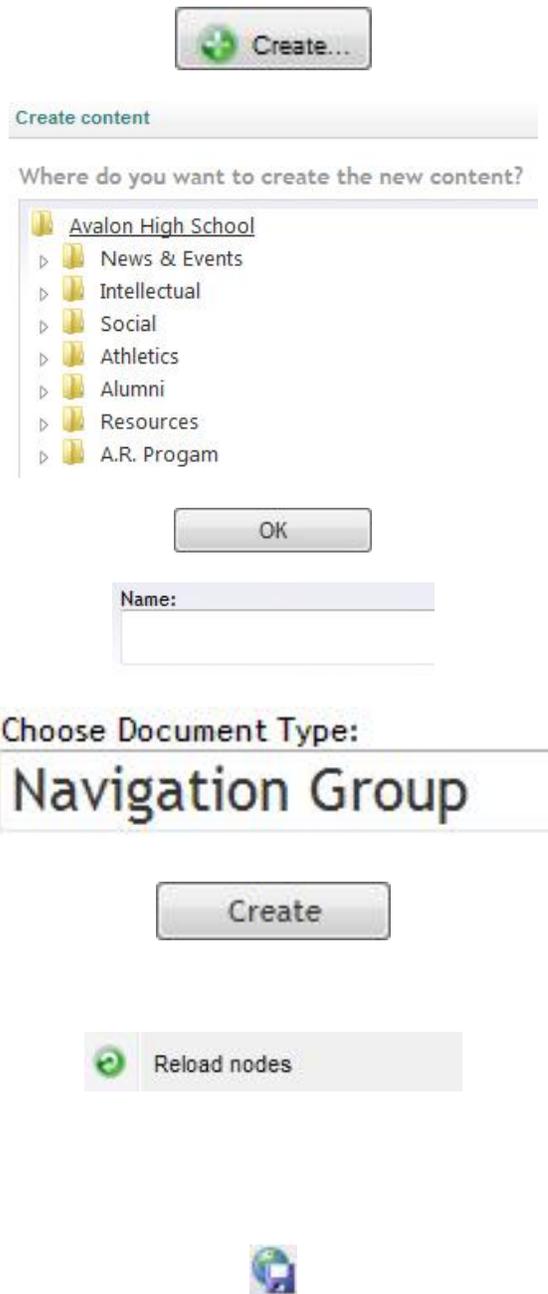
## Renaming Existing Links

1.  **Select the name of the folder**, page or link
    that you wish to rename. To open a folder
    that is closed, simply click the triangle next
    to the folder icon.

2.  **Select the properties tab** that will appear to
    the right.

3.  **Type the new name** in the name field.

4.  **Select the save and publish icon**.
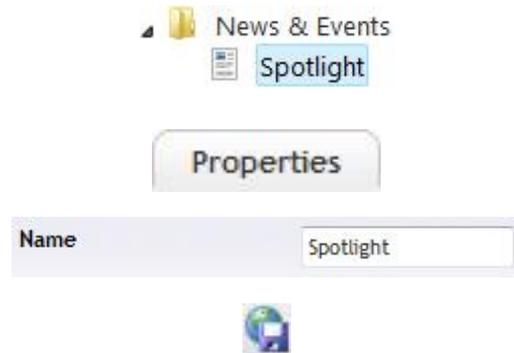
# Creating a Navigation Group

Navigation groups are the folders under which pages and links are listed, and will appear in your administration area with a folder icon.

1. Click the "**Create...**" button at the top left of the screen.

2. Select your school's name, at the top of the folder list, underlined here as "Avalon High School". **NOTE:** This is the only place where a new Navigation Group can be created.

3. Click the "**Ok**" button.

4. Type the name of the new Navigation Group in the "**Name**" field.

5. Select "**Navigation Group**" from the drop-down menu below the "Name" field.

6. Click the "**Create**" button.

7. If the new group does not appear immediately, right click the name of your school and select "**Reload Nodes**".

8. The new Navigation Group will be visible in the administration area at this point; however, it will not yet be visible on the public side of the website. To publish the new Navigation Group, simply click on the name of the new group and click the "**Save and publish**" icon.
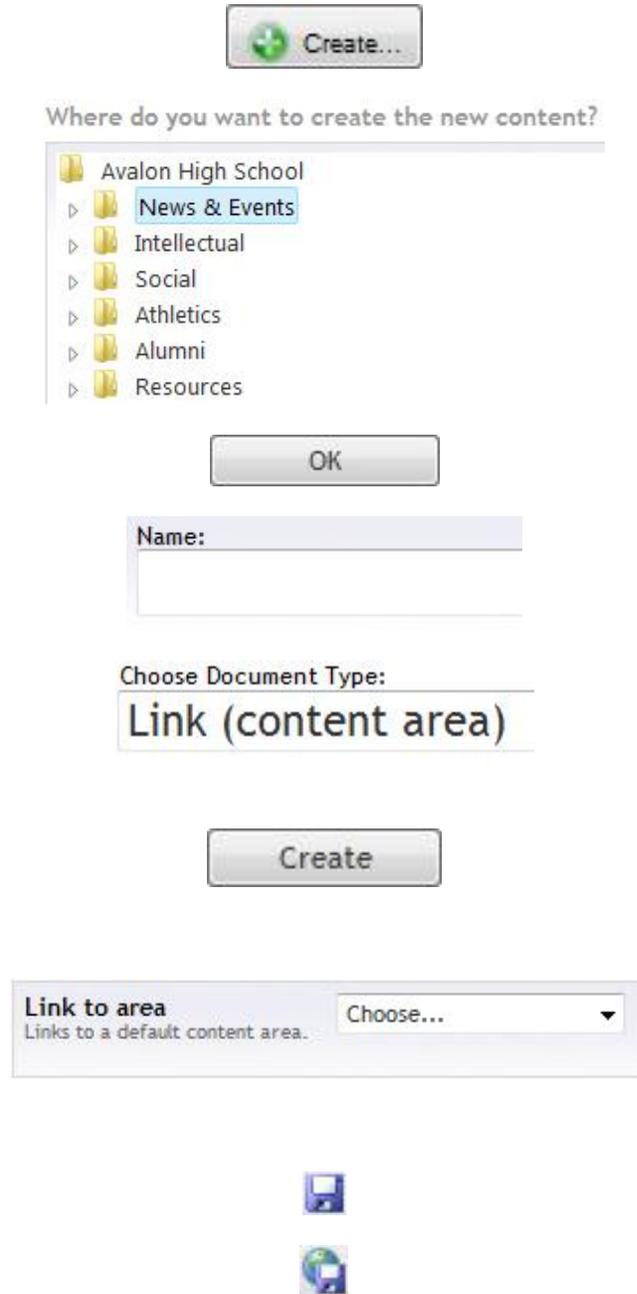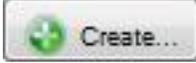
# Creating a Link to a Default Content Area

The "Link (content area)" page type allows the user to link to a previously existing content area, such as Spotlight, Fine Arts, Lunchroom, etc.
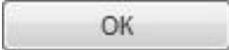
1. Click the "**Create...**" button at the top left of the screen.

2. **Select the Navigation Group** to create the new "Link (content area)" under. You can skip this step by right clicking on group you want your new item under and selecting "**Create**".

3. Click "**Ok**" to continue.

4. Enter a name for your new link in the "**Name**" field.

5. Select "**Link (content area)**" as the Document Type.

6. Click the "**Create**" button.

7. The new content area link will be created and a page will load with an option to choose where the new link will direct users. **Select the desired area** from the drop down menu.

8. You can save the new link without publishing to the public website by selecting the "**Save**" icon represented by a computer disk.

9. To publish the link on the public website, click the "**Save and publish**" icon represented by a computer disk in front of a globe.
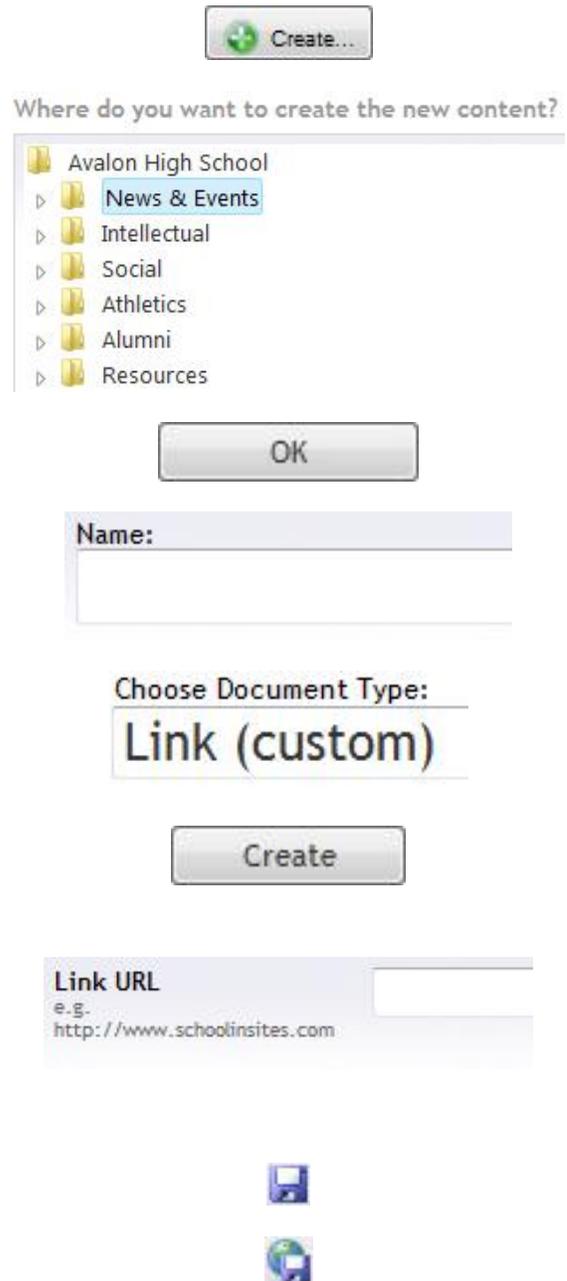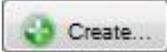
# Creating a Custom Link

The "Link (custom)" option allows you to add a link to an external website, or any page on the school website.

1. Click the "**Create…**" button at the top left of the screen.

2. Select the Navigation Group under which you wish to create the new "**Link (custom)**".

3. Click the "**Ok**" button.

4. Enter a name for your new link in the "**Name**" field.

5. Select "**Link (custom)**" as the Document Type.

6. Click the "**Create**" button.

7. Type or paste the path for the link into the "**Link URL**" field.

8. You can save the new link without publishing to the public website by selecting the "**Save**" icon represented by a computer disk.

9. To publish the link on the public website, click the "**Save and publish**" icon represented by a computer disk in front of a globe.

# Creating a New Page

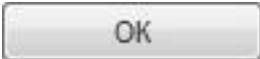The "Page" option allows you to create a new page on your website.

1. Click the "**Create…**" button at the top left of the screen.

2. **Select the Navigation Group** under which you wish to create the new page.

3. Click the "**Ok**" button.

4. Enter a name for your new page in the "**Name**" field.

5. Select "**Page**" as the Document Type.

6. Click the "**Create**" button

7. Your new page will appear under the navigation group you selected in step 2. If it does not, right click the name of your school and select "Reload nodes."
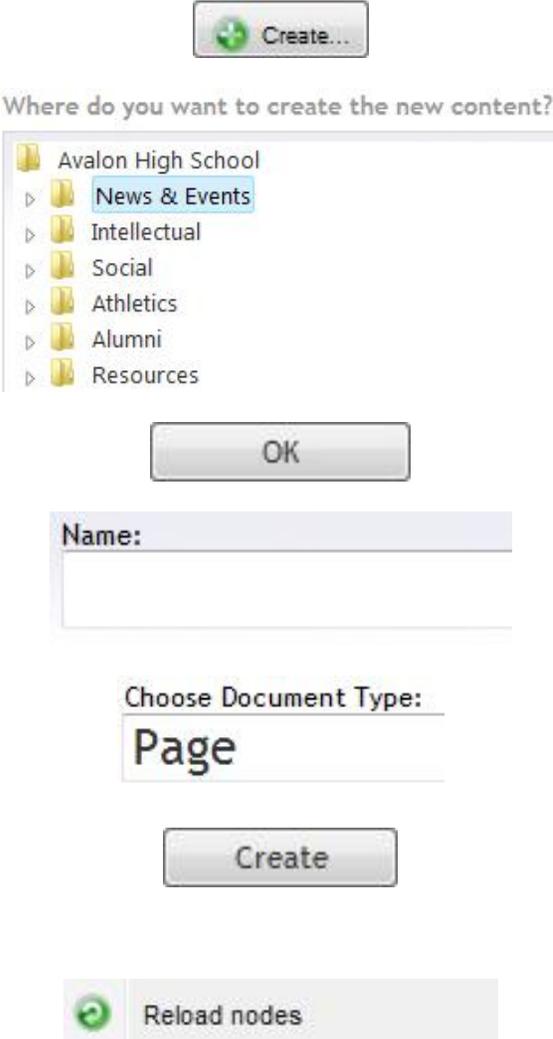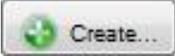
Create…

Where do you want to create the new content?

Avalon High School
▷ News & Events
▷ Intellectual
▷ Social
▷ Athletics
▷ Alumni
▷ Resources

OK
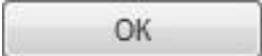
Name:

Choose Document Type:

Page

Create

Reload nodes

# Populating a New Page

Once a new page has been created, it needs to be populated with information.

1. **Select name of your new page**. You may need to expand the navigation groups by clicking on the triangle next to the folder icon.

2. To add a title to the new page, **enter the title** in the "**Title**" field under the "**Info**" Tab.
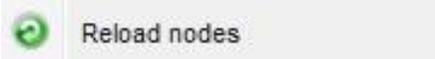
3. To add content to the new page, **enter it in the text editor** under the "**Content**" tab.

4. To add a picture to the upper right corner of the new page, select the "**Photo**" tab and upload the picture by using the "**Browse…**" button next to the "**Photo**" field.

5. To add a name or a caption to the photo, simply **enter the information in the appropriate field under the photo tab**.

6. Remember to save your work regularly. To save your work without publishing to the public website by selecting the "**Save**" icon represented by a computer disk.

7. To publish your work on the public website, click the "**Save and publish**" icon represented by a computer disk in front of a globe.
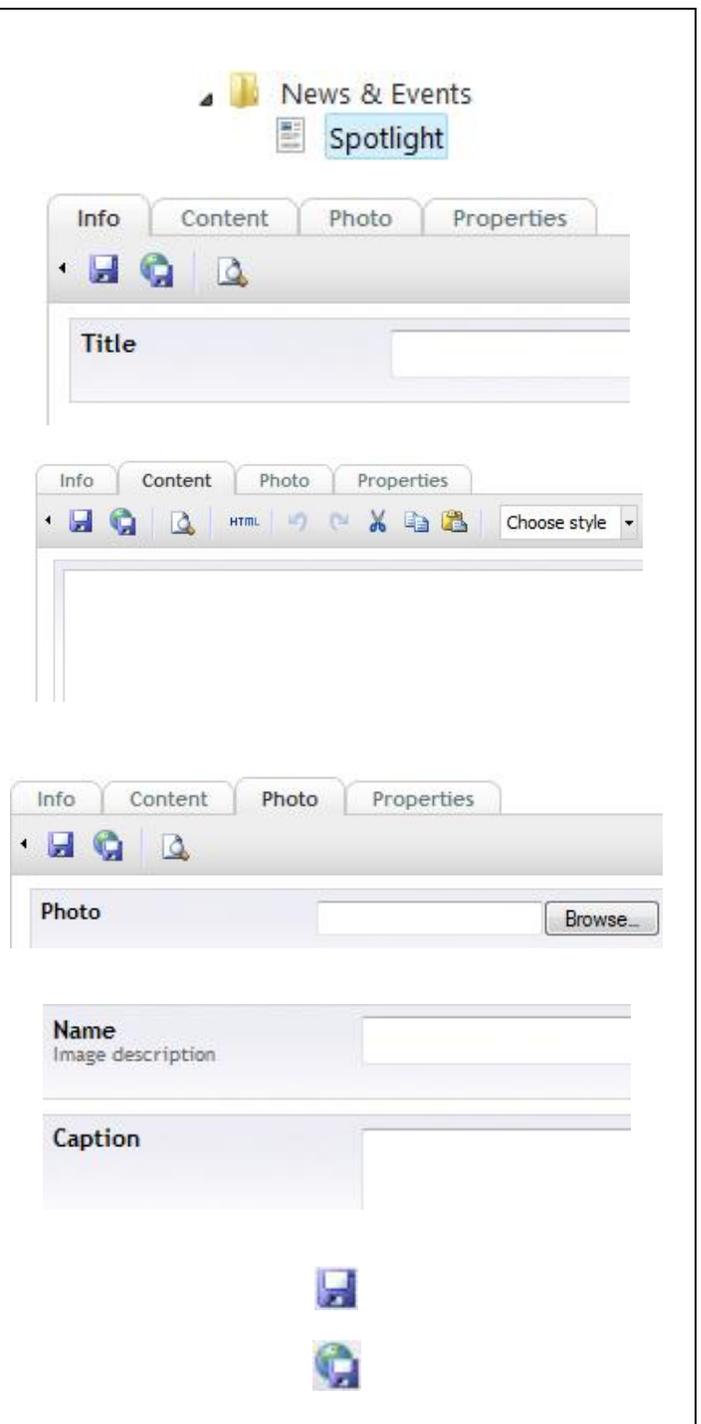
## Properties Tab

The properties tab is common to all document types.



- The "**Name**" field allows you to rename selected document.

- The "**Unpublish**" button allows you to unpublish the selected document. It will still be available on the admin side of your site, but will not be visible on the public side of the website.

- The "**Publish at**" and "**Remove at**" fields allow you to select a date range for the publication of a particular document. These can be left blank if desired.

- The "**Hide in navigation**" checkbox allows you to deactivate the link to the selected document in the side navigation without unpublishing the document.

- To save any changes without publishing to the public website, click the "**Save**" icon represented by a computer disk.

- To save changes and publish on the public website, click the "**Save and publish**" icon represented by a computer disk in front of a globe.
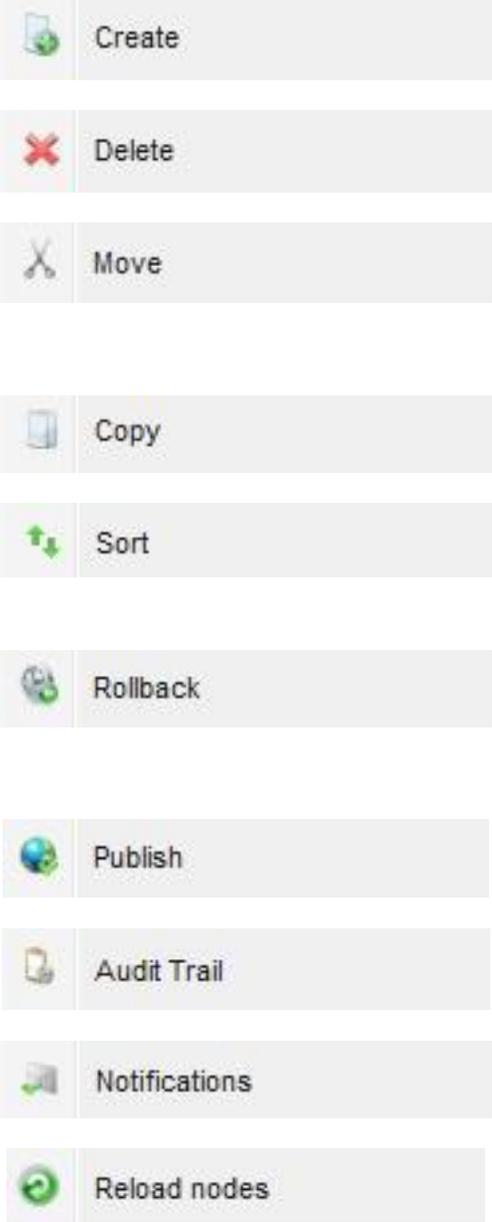
# Right Click Options

When you right click over the content menu, a menu will appear. The following explains the options available.

- The "**Create**" option allows you to create a document in the selected navigation group.

- The "**Delete**" option allows you to delete any selected document or navigation group. This is permanent and cannot be undone.

- The "**Move**" option allows you to move the selected document from its current navigation group to another navigation group. NOTE: Navigation groups cannot be moved.

- The "**Copy**" option allows you to copy the selected document from one navigation group to another. To relate the copied content to the original, be sure to check the box in the resulting pop-up window.

- The "**Sort**" menu option allows you to sort navigation groups and documents within navigation groups. To sort navigation groups, right click the name of your school. To sort documents within navigation groups, right click the navigation group you wish to sort within.

- The "**Rollback**" option allows you to return the selected document to a previous version. The resulting pop-up window will allow you to select a previous version and compare it with the current version.

- The "**Publish**" option allows you to publish the selected document immediately.

- The "**Audit Trail**" option allows you to see who has edited the selected document and when it has been edited.

- The "**Notifications**" option allows you to set up notifications when the selected document or navigation group is edited. The resulting pop-up window allows you to choose when you are notified.

- The "**Reload Nodes**" option allows you to reload the selected navigation group to reflect any changes made.

| | |
|---|---|
| 🗎 | Create |
| ✖ | Delete |
| ✂ | Move |
| 🗐 | Copy |
| ↑↓ | Sort |
| 🌐 | Rollback |
| 🌐 | Publish |
| 🗎 | Audit Trail |
| 🗎 | Notifications |
| 🔄 | Reload nodes |