

Foxbright Help Desk and Support

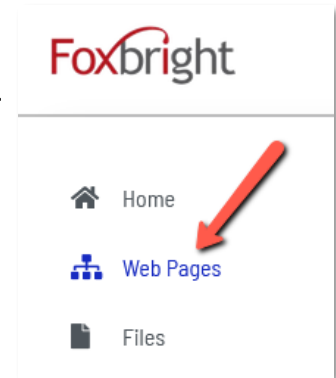
Helpdesk: <https://support.foxbright.com>

Phone: 1-616.988.2400 x 1

Email: support@foxbright.com

Finding a Website Page and Editing

1. Click on **Web Pages** in the side menu
 - > The website pages you have access to edit will be available.
 - > Greyed out pages are either hidden or you don't have access to edit.



Page Options

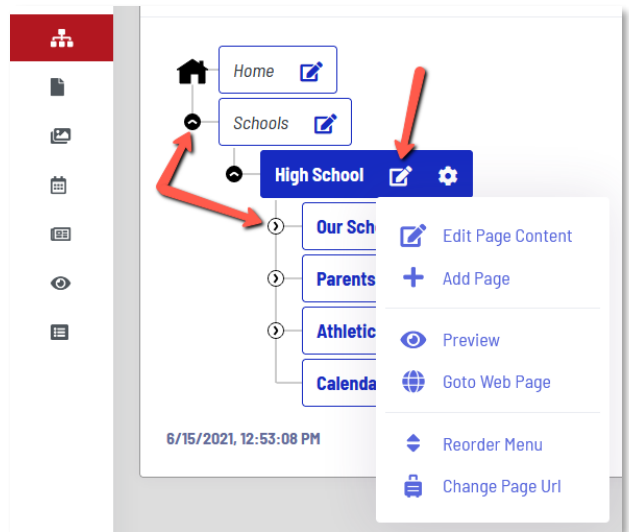
1. Click on the **Pencil** Icon next to Page to access common functions
2. Click on the **Gear** Icon to access advanced functions.
3. Some options won't show if not applicable
4. click the chevron (>) to show or hide sub-pages

Add a Page (Page Settings)

1. Enter the page name and Save
2. **Advanced Options Available:**
 - Change the Page Layout
 - Change the default Menu settings
 - Add Meta Tags
 - Redirect the page to another website or website page

Adding / Editing Page Content

1. From Page Tree, click on Page Name or select Pencil and **Edit Page Content**
2. A "Preview" version of page with content will be shown with red boxes around content blocks.
3. Hover or click on the block and select "Edit"



Rich Text Editing

1. Inserting Content as **Plain Text** versus **As Word** (or other formatted content)
 - Paste as Plain Content: **CTRL+SHIFT+V**
 - Paste Formatted Content: Click Icon and then use **CTRL+V** to paste the content
2. Undo & Redo
3. **ENTER** – paragraph break – extra white space between lines
4. **SHIFT+ENTER** – line break – normal white space between lines
5. Text Formatting - bottom row of editor icons



Adding Links



1. 3rd Party Website Link or Google Drive/Document
2. Website Page Link on your website
3. Document Link or pictures
4. Mail-to Link

ADA Compliance Tip: Use link text that is unique and descriptive so makes sense when out of context

Inserting Pictures



1. **Upload** / Insert the picture on you page

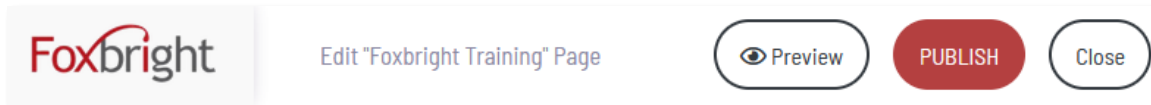
Language Tag



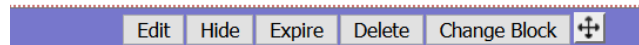
1. Used if place foreign language text on the page. Used by Screen Readers.

Preview / Publishing Content

1. Always “Preview” your page before Publishing
2. Preview – can view as desktop, tablet and mobile or “classic”
3. Revert to Published – use this as the big “undo” button



Content Blocks



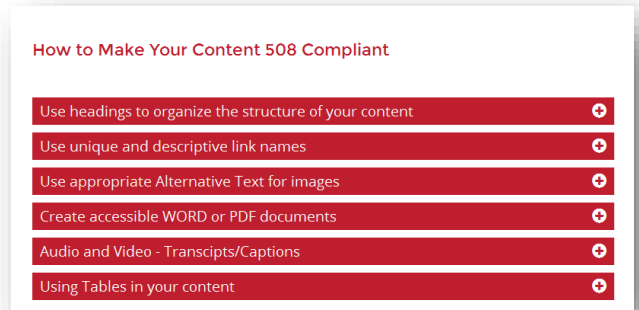
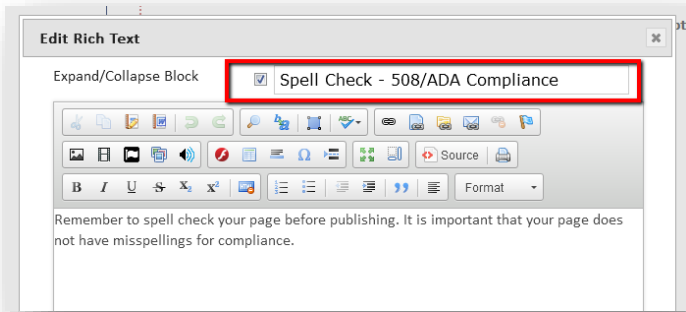
1. Add New Content Block
2. Change Content Block
3. Hide/Show Content Block
4. Expire Content Block
5. Move Content Block

Video Block

When Adding a new block, select the “Video Block” to show video from Youtube or Vimeo in-line.

Expandable Content Blocks

Any Rich Text Content Block can be “Expandable Content”



Advanced Page Options

Reorder Menu

- Allows you to adjust order of Main Menu, Drop Menus and/or Side Navigation

Undo/Revert to Published

- Only shows if page has been modified, but changes not published
- Return page to “Published” version of content
- *What is currently viewed on the website*

Copy / Move / Change Page URL

- Useful to reorganize website content
- Use to “rename” a section and need URL to change
- **Move / Change URL will auto publish**

Hide / Delete

- Hides the Page from menus / can’t access even with the URL
- Delete – Removes page permanently
- Remember to Publish Changes

Settings

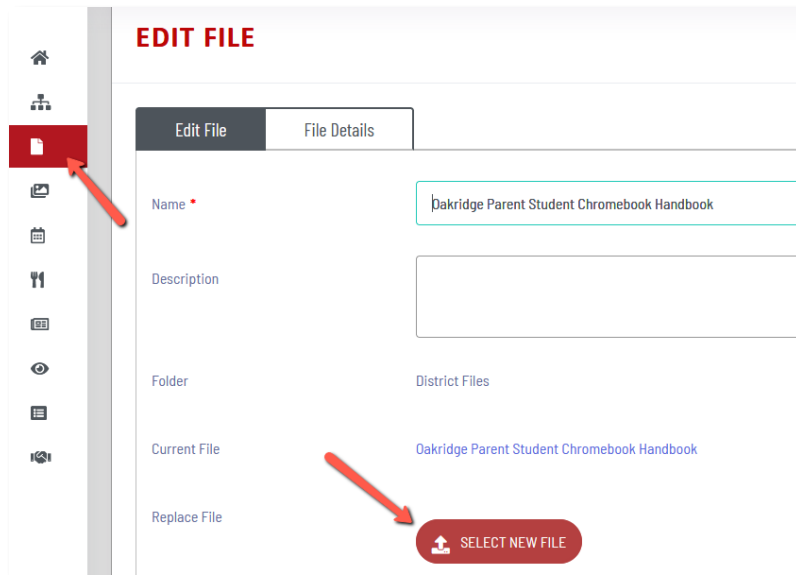
- Page Title, Menu Name, Meta Data
- Change Page Layout
- Menus – can override default menu behavior for page
- Set Page URL Redirect
- Password Protected Pages Setup

Files

All files uploaded can be found and edited.

Edit File

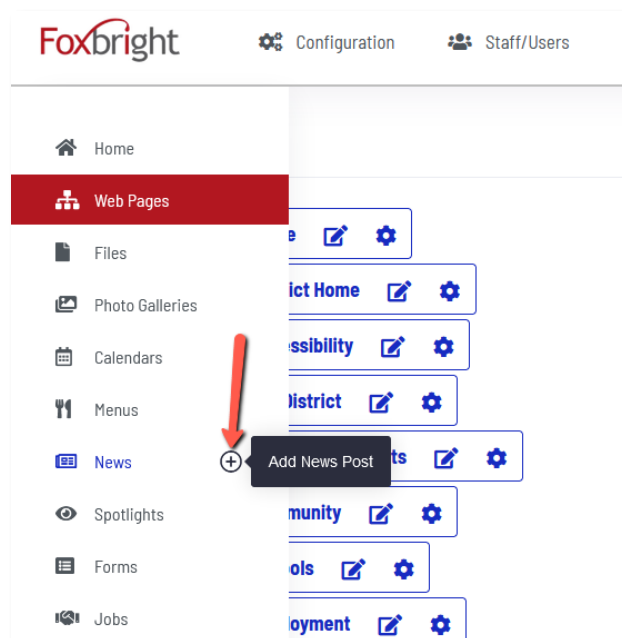
- Select “Files” to view a list of files – use filters to find a specific file
- Click the gear and select “Edit” or click the file name
- Click the **Select New File** button
- Find the new file & Save
- All links to file are still good and will now open the new file
 - Remember to clear your browser cache (CTRL+SHIFT+DEL)



Add a News Post


Select to Add a News Post

- Title
- Publish Date
- Archive Date
- Headline End Date
- Summary
- Details
- Image



Update Banner Photos

The screenshot shows a web interface for managing photo galleries. On the left is a vertical sidebar with icons for home, users, documents, galleries (highlighted in red), calendar, reports, eye, and list. The main content area is titled 'PHOTO GALLERIES' in red. Below the title is a 'FILTER BY:' section with a text input field containing 'Name' and a dropdown menu labeled 'Select Created By'. Below the filters is a table with two columns: 'Name' and 'Image Cour'. The table contains one row with the name 'OHS Banner Photos' and the value '1'. A red arrow points to the 'OHS Banner Photos' text. At the bottom of the table is a pagination control showing 'Page 1 of 1' with navigation arrows.

⇅ Name	⇅ Image Cour
 OHS Banner Photos	1