

A FEW HELPFUL HINTS WHEN CREATING/EDITING YOUR WEBPAGE:

1. OPENING DIFFERENT TABS:

When you are editing your web site, it can be *extremely* helpful to open up two separate tabs in your web browser. By doing so, you can tweak your page internally, then switch tabs to view the live web site and see the changes you have made (**YOU MUST ALWAYS REFRESH YOUR BROWSER TO SEE CHANGES**).

An easy way to get these 2 tabs going is to click **View Page** at the top of your internal CMS page (you may have to right-click and choose view in new tab).

About Us

[View This Page \[About.aspx\]](#)

✖ Delete



2. RESIZING PHOTOS:

When attempting to add photos to a text window (or photo gallery), it can be helpful to first know the original size of the photo. To check the size, right click on the image and click **View Image Info**.



The first number under Dimensions”is the pixel width. This is the number you will be altering when resizing photos for both the text and photo gallery component.

Size:	49.85 KB (51,042 bytes)
Dimensions:	319px × 280px

3. USING HEADER CONFIGURATIONS

In most of the components available, there is an option to change **Header Configurations**. First click **Show Header Configs**.

[Edit Page Component Header](#)
[Show Header Configs](#)

Hide Header Configs

Show Header/Footer?

Styled Header Text: Amy C. Gravlin

Header Image: Browse...

(If Image Above) Click To URL:

Header BG Color: Browse...

Header BG Image: Browse...

Header BG Repeat: Repeat X Repeat-Y

Header Height:

Header Space Above (px): 20

Header Space Below (px): 0

Item BG Color: Browse...

Item BG Image: Browse...

Item Height: 0

Item Space Between (px): 0

Footer BG Color: Browse...

Footer BG Image: Browse...

Footer Height: 0

Footer Space Above (px): 0

Footer Space Below (px): 0

Internal Name:

Save

Next, be sure to check **Show Header/Footer** to turn it on.

You can then type in a header title of your choice in the **Styled Header Text** area (2nd red box)

You also have the option to put space above and below the header.

Before and after adding **Header Space Above** (20px).

Welcome to Mary's Teacher Page!

Welcome to Mary's Teacher Page!

Here is what your header will look like (although appearance does vary slightly on the design of your school's web site).

If you are using a Downloads, Links, or News component, you may want to select a number for **Item Space Between**. Five or six pixels is a good place to start. This is the amount of space separating each item from the next.

Amy C. Gravlin

Teacher Information:

Students in my courses experience a variety of two and three-dimensional activities that cover basic art and design skills. Various ideas and processes involved in making art will be examined. Projects may include, but are not limited to: drawing, painting, graphic design, textiles, ceramics, sculpture, printmaking and mixed media. Students will work in a wide assortment of media such as graphite, charcoal, pastel pen and ink, clay for ceramics, watercolor, oil and

LINKS

Moodle Google

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LINKS

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4. WHAT GENERALLY GOES INTO WINDOW 1 VERSUS WINDOW 2:

When deciding what to put in each of your windows, take into consideration the size of each window. Window #1 is typically much larger, so when putting in big images or large amounts of text, window #1 is probably the way to go. When posting things such as small lists, links, documents, etc., window #2 is a good option. If you are unsure which window to place content in, a basic guide is...

In window 1: Text components with large quantities of Text, Photo Galleries, large Videos.

In window 2: Small Text, Links, Downloads.

5. SUGGESTIONS OF WHAT TO PUT INTO EACH COMPONENT:

Text windows: policies, supply lists, permission forms, homework, daily/weekly classroom events, teacher biography, etc.

Downloads: policies, homework documents, newsletters, information on how to help at home, supply lists, etc.

Links: other helpful external web sites, links to internal pages within district web site, etc.

*Remember these are merely suggestions, most of these subjects could be put into many components. They are only here to help give you some ideas when creating your page.