


# Website Editing Instructions for [www.vcoe.org](http://www.vcoe.org)

Updated October 18, 2018

## Getting Started

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These “Getting Started” steps are required before you can start editing.

1. Go to [www.vcoe.org](http://www.vcoe.org) and click the Login link at the bottom of the page.
  2. Log in using your website username and password. If you need a login or forgot your login or password, contact Dave Schermer at [dschermer@vcoe.org](mailto:dschermer@vcoe.org) or 805-383-1922.
  3. Navigate to the page you want to edit.
  4. Enter edit mode by clicking the grey pencil icon  in the lower left of the screen. After the page refreshes, click the pencil icon again. The pencil icon will turn blue, indicating you are in edit mode.
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
## Common Editing Tasks

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### Edit Existing Text

1. Navigate to the page you want to edit.
2. Hover over the part of the page (module) you want to edit and click the white pencil icon  that appears at the top right of the module. Then select Edit Content to enter the edit window.
3. In the Edit Content window, make your edits.
4. Click the blue Save button at the bottom of the page.

### Create a Text Link



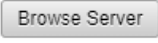
1. Hover over the part of the page (module) you want to edit and click the white pencil icon  that appears at the top right of the module. Then select Edit Content to enter the edit window.
2. In the edit window, highlight the text that will become the link.
3. Click the link icon .
4. If you're linking to an existing page on the VCOE website:
  - a. On the Link Type menu, select Portal Page.
  - b. On the menu below that, select the page you want to link to.
  - c. Click OK and then Save and you're done.

**OR**

If you're linking to a page outside of the VCOE website:


- a. In the URL box, type or paste the destination URL.
- b. Click the Target tab and select New Window from the menu.
- c. Click OK and then Save and you're done.

### Link to a Document (such as a PDF or Word doc)




1. Hover over the part of the page (module) you want to edit and click the white pencil icon  that appears at the top right of the module. Then select Edit Content to enter the edit window.
2. In the edit window, select the text that will become the link.
3. Click the link icon  and then click the Browse Server button .
4. If the document IS already uploaded to the server:
  - a. On the left column, click the folders and subfolders where the document is located.
  - b. On the right column, click the desired document, then click OK.
  - c. Click OK again, then Save, then you're done.

**OR**

If the document is NOT already uploaded to the server:


- a. Select the appropriate folder in the left column where you want to upload the document.
- b. Click the Upload button , then click Add Files.
- c. Locate the document you want to upload on your computer and click Open.
- d. Click Start Upload(s).
- e. On the right column, click the desired document, then click OK.
- f. Click OK again, then Save, then you're done.

## Insert an Image


1. Hover over the part of the page (module) you want to edit and click the white pencil icon  that appears at the top right of the module. Then select Edit Content to enter the edit window.
2. In the edit window, put the cursor where you want the image to appear.
3. Click the image icon  .
4. Click the Browser Server button  .
5. If the image IS already uploaded to the server:
  - a. Click the appropriate folders in the left column to find the image.
  - b. On the right column, click the desired image, then click OK.
  - c. Go to Step 6.


**OR**

If the image is NOT already uploaded to the server:

- a. Select the appropriate folder in the left column where you want to upload the image.
  - b. Click the Upload button , then click Add Files.
  - c. Locate the image you want to upload on your computer and click Open.
  - d. Click Start Upload(s).
  - e. On the right column, click the desired image, then click OK.
6. In the Alternative Text box, type a brief name for the image.
  7. *If desired, reduce the image size by putting a smaller number in the Width box.*
  8. In the HSpace box, enter 10.
  9. In the Alignment menu, choose Left or Right.
  10. Click OK, then Save, then you're done.

## Make an Image Link to a Web Page When Clicked

1. Hover over the part of the page (module) you want to edit and click the white pencil icon  that appears at the top right of the module. Then select Edit Content to enter the edit window.



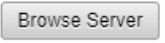
2. In the edit window, click the image, then click the link icon  .
3. If you're linking to an existing page on the VCOE website:
  - a. On the Link Type menu, select Portal Page.
  - b. On the menu below that, select the page you want to link to.
  - c. Click OK and then Save and you're done.

**OR**

If you're linking to a page outside of the VCOE website:


- a. In the URL box, type or paste the destination URL.
- b. Click OK and then Save and you're done.

## Make an Image Open a Document when Clicked

1. Hover over the part of the page (module) you want to edit and click the white pencil icon  that appears at the top right of the module. Then select Edit Content to enter the edit window.
2. In the edit window, click the image, then click the link icon  .
3. Click the Browser Server button  .
4. If the document IS already uploaded to the server:
  - a. Click the appropriate folders in the left column to find the document.
  - b. On the right column, click the desired document, then click OK.
  - c. Click OK again, then click Save and then you're done.


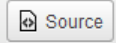
**OR**

If the document is NOT already uploaded to the server:

- a. Select the appropriate folder in the left column where you want to upload the document.
- b. Click the Upload button  , then click Add Files.
- c. Locate the document you want to upload on your computer and click Open.
- d. Click Start Upload(s).
- e. On the right column, click the desired document, then click OK.
- f. Click OK again, then click Save and then you're done.

## Embed a YouTube Video




1. Go to [www.youtube.com](http://www.youtube.com) and find the video you want to embed.
2. Click Share underneath the video, then click Embed.
3. In the Embed Video window, uncheck the box for "Show suggested videos when video finishes."
4. Copy the embed code by clicking the Copy button near the bottom of the Embed Video window.
5. Go to the page on the [www.vcoe.org](http://www.vcoe.org) website where you want to embed the video.

6. Hover over the part of the page (module) where you want to embed the video and click the white pencil icon  that appears at the top right of the module. Then select Edit Content to enter the edit window.
7. In the Edit Content window, click the Source button  at the top left to view the HTML source code.
8. Paste the embed code at the very beginning or very end of the source code by pressing the right mouse button and selecting Paste.
9. Click the blue Save button.
10. Check your page to make sure the video works properly.



## Modules (sections of a page)

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### Add a New Text Module (section of text) to an Existing Page


1. Click the grey pencil icon  in the lower left of the screen. After the page refreshes, click it again. The pencil icon will turn blue, indicating you are in edit mode.
2. Click the Add Module icon that looks like grey cube  at the bottom of the page.
3. Click on HTML .
4. Drag and drop the module to where you want it on the page.
5. To add text to your new module, see the Common Editing Tasks section of this document.

### Give the Module a Heading (title)



1. Click the grey pencil icon  in the lower left of the screen. After the page refreshes, click it again. The pencil icon will turn blue, indicating you are in edit mode.
2. Hover over the module you want to edit and click the white gear icon  that appears at the top right of the module. Then select Settings.
3. Click the Page Settings tab.
4. On the Module Container menu (near the bottom of the page), select <None Specified>
5. Click the Module Settings tab and in the Module Title box, type the title you want to use.
6. Click the blue Update button.

### Move a Module to a Different Spot on a Page

1. Click the grey pencil icon  in the lower left of the screen. After the page refreshes, click it again. The pencil icon will turn blue, indicating you are in edit mode.
2. Hover over the horizontal dotted-line box at the top of the module you want to move.

3. When the cursor turns into a four-way arrow , drag and drop the module to the spot you want it on the page.

## Delete a Module

1. Click the grey pencil icon  in the lower left of the screen. After the page refreshes, click it again. The pencil icon will turn blue, indicating you are in edit mode.
2. Hover over the module you want to delete and click the white gear icon  that appears at the top right of the module. Then select Delete.
3. Confirm by clicking the blue Yes button.


## Contact Pages

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### Add a New Person to a Contact Page

1. Navigate to the Contact page you want to edit.
2. Make a note of the Category where the new person should go (such as Administration or Teachers).
3. At the bottom of the page, click the blue Add New Record button.
4. Enter the person's name, title, phone number and email address. Phone numbers should be formatted 805-555-5555 without parentheses.
5. In the Category box, type the appropriate category exactly as it appears on the Contact page.
6. Click the blue Update button.


### Edit or Delete Someone on a Contact Page

1. Navigate to the Contact page you want to edit.
  2. Click the pencil and paper icon  next to the person you want to edit.
  3. Make your changes, then click the blue Update button
- OR**
4. If you want to delete the person, click the Delete button.

## Working with Pages


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### Create a New Page



1. On the upper left side of the screen, click the  icon.
2. Click the blue Add Page button.
3. In the Name box, type a name for your page. This name will be visible to the public in the site navigation system.

4. In the Parent Page box, select the “parent” page for the new page. For example, if you’re working on the Gateway Community School website, then select Gateway Community School as the parent page.
5. Click the blue Save button.

## Delete a Page

1. Navigate to the page you want to delete.
2. On the upper left side of the screen, click the  icon.
3. Click the Delete button.

## Rename a Page

1. Click the grey pencil icon  in the lower left of the screen. After the page refreshes, click it again. The pencil icon will turn blue, indicating you are in edit mode.
2. Navigate to the page you want to rename.
3. Click the Page Settings icon at the bottom of the page  .
4. Type the new page name in the Name box.
5. Click the blue Save button.

## Change the Order of Pages in the Menu

To change the order of the pages that appear in your left column navigation, please email your request to Dave Schermer at [dschermer@vcoe.org](mailto:dschermer@vcoe.org).

## Special Features

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Many special features, beyond what’s covered in this manual, can be added to your web page. These include sliding photo banners, interactive calendars, online forms and much more. If you have a need for a special feature, please contact Dave Schermer at [dschermer@vcoe.org](mailto:dschermer@vcoe.org).