

Web Pages using Novusolutions



Getting Started:

1. Go to <http://edit.ccboe.net>.
2. Log in using your User ID and Password provided by your webmaster.
NOTE: Passwords are case sensitive!

Creating a Web Page:

1. Click on **Create New Page** on the left tool bar.
2. Enter a short title for your URL. Use lowercase letters. Do not use spaces! NOTE: You must title your 1st page "home."
3. Complete the Content Title, Keywords, and Page Description. NOTE: These are all required fields.
4. Click **Create New Page**.

Page Layout:

1. Click on **Choose Layout**.
2. Select a layout. You may change the layout of a web page at any time. Existing information will be transferred into the new layout selected.
 - BT – body text
 - IMG – image
 - CAPT – caption
 - TITLE – title of a page/section
 - HEADER – heading of section/paragraph
 - LINK – hyperlink to another web page
3. Press Enter or scroll to the bottom and click on **Save**.

Editing Content:

1. Click on **Edit Content**.
2. Click in the desired spaces to type your content. You do not have to fill all the spaces - empty elements will be ignored.
3. Click the **Save** button or the **Save and Exit** button to save your work. Click the **Cancel** button to cancel any changes.

Adding a Link/Email:

1. Choose a layout that has a link.
2. Click **Edit Content**.
3. Type a Title to the page you are linking to in the **Hyperlink Caption** box.
4. Type the web address (URL) or email address in the **Hyperlink Target** box.
5. Choose Yes or No to open the link in a new window.
6. Click **Save and Exit**.

Preview:

1. Click on **Preview**. (Only links to published pages will work.)
2. Click the **Back** button at the bottom of the page when finished.

Adding Design Elements:

1. Click on **Design Elements** on the left navigation bar.
2. Click on **+Add New Design Element**.
3. Type the title and the description in the appropriate boxes. NOTE: Site nav, site name, or left nav are design elements to create/change.
4. Click **Create New**.
5. Click on **Change Layout**.
6. Choose a Design Layout and click **Save**.
7. Click **Edit**.
8. Edit the Design Element and click **Save and Exit**.
9. Click **Preview** to see the Design Element.

Adding Images to Library:

1. Click on **Picture Management** on the left navigation bar.
2. Click on **Private Library**.
3. Click on **+Upload a New Picture**.
4. Type a description of the image.
5. Click **Browse** and locate the image you wish to upload.
6. Click **Upload**.

Adding Images to You Page:

1. Click on **My Pages** on the left navigation bar.
2. Choose **Pages in Workflow** (or Published Pages if already published) from the dropdown menu.
3. Click **View**.
4. Click on the page you need.
5. Click on **Edit Content**.
6. Click on the image place holder.

7. Click on the desired image.
8. Click **Save and Exit**.

Uploading a File:

1. Click on **File Management** on the left navigation bar.
2. Click on **Private Library**.
3. Click **+Upload a New File**. You may upload files from PowerPoint (.ppt), Excel (.xls), Word (.doc), Publisher (.pub), or Acrobat (.pdf).
4. Type a description of the file.
5. Click **Browse** and locate the file you wish to upload.
6. Click **Upload**.

Adding a File to Your Page:

1. Click on **My Pages**.
2. Chose **Pages in Workflow** from the dropdown menu.
3. Click **View**.
4. Click on the desired page.
5. Click **Edit Content**.
6. Click on **Select File** button.
7. Locate and click on the desired file.

Publish:

1. Click **Submit for Approval**.
2. The web master must approve all pages before they are published to the web.

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