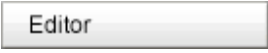




Editing Your Home Page: Level 2

If you decide to include more pages to your home page, those pages must be connected to your home page through links. The easiest way to accomplish this is to make all the pages first, and then attach those pages to your home page at the end.

1. Login to <http://www.fbusd.us/cs/>.
2. Click on  in the left hand column of the page.
3. Next, click on .
4. Your page requires a headline. Whatever name you choose for the headline, that name will be the name used when you link this page to your homepage. Type the headline in the space provided. After you type the headline, click the **Article Editor** button. (The lower portion of this screen is to create an article much like a newspaper document with pictures and headings. I find it easier to use the next screen to produce articles. You will have much more control of the layout of your page in the next screen. To proceed to the next screen, click on **Article Editor**.)
5. You should now be in the **Article Editor**. Before you begin to create the article, check the “Basic Article Information” and make any necessary modifications.
6. Begin creating your article. Much of this is similar to word processing. BE CAREFUL!! What you see on your screen will not necessarily be the same view when it is published. It is always a good idea to **Preview Article** prior to publication.
7. If you want to maintain the integrity of the formatting, use a table to assist you in your layout. You can turn the borders off so that the table is not visible. The borders can be turned on or off in the **Table** menu under **Table Properties**. To turn off the borders, highlight the table and select **Table** in the menu bar. Click on **Table Properties**, change the border size to 0 (zero), and click **OK**.
8. When you are done creating your article, scroll down to the bottom of the page and find the **Publish Dates** section. Since this page will be accessed through your home page, this page must be “expired” so that it will not appear in lieu of your home page. Be sure the circle next to **Ends On** is selected. Choose a **Begin Date** and an **End Date** prior to today. **DO NOT CLICK ON THE BUTTON THAT SAYS:** “This article will always remain live.”
9. Next, you need to approve this page so that it may appear on your web site. Click on the box next to **Approved**. The priority setting (100) and section setting (your home page location) should be in the appropriate locations and levels.
10. Click on **Submit Article** to accept the page. (You may want to view the page prior to publication.)
11. You should have been returned to the **Editor Menu**. If you are not there, click on the **Editor** key to get to the **Editor Menu**. To link the page you just created to your home page, you need to edit your home page. Select **Search Articles** to find your home page. Select your name in the **Article Author(s)** pull down menu. Click on **Search**.

12. Click on this  icon to edit your home page.
13. Place your cursor in the location in which you want the link to appear. (You will need to click your mouse to that location.) Be sure your cursor is blinking in the correct location.
14. Find **My Articles** in the menu bar. Click on **My Articles** and select the article you want to appear as the link. If you did this correctly, the name of that article should appear in your desired location. You have just made a link!
15. Go to the bottom of the page and **Submit** the article when you are done.
16. If you have more than one link to create, it may be easier to create all your desired pages **first**, and then link everything at the end. Be sure to go back to the FBHS homepage and view your work. Many times what appears in your window when you are creating the article will be different when the article is published and live on the Internet.
17. Call or e-mail Becky if you need help or have a question.

Notes: