

## GETTING STARTED

The intent of this document is to give you the necessary information to get started with your Web site. As you go through this tutorial, you will notice that this document does not explain all the features that you will find in FWS Professional. For complete instructions on any feature, go to the appropriate Help Manual file. Getting started with this tutorial is an easy 2 step process!

### GENERAL PROCESS:

- 1) Using the Navigation Builder, add a page to your site.
- 2) Once the page is added, click the Detail link next to the page you added. Then select the tool or tools that you will be using for the content on this page. Use this tool or tools to edit the content on the page.

### USE THE NAVIGATION BUILDER TO ADD A PAGE TO YOUR WEB SITE:

- 1) Click on the Navigation Builder link on the administration toolbar.
- 2) The Navigation Builder page will result. This page will display your current Web site map as well as allow you to update any of your current pages. To add a new page, click on the Add Page link at the top of the page.

Lvl	Link Name	Page Type	Page Detail	Update	Delete	Preview
1	Mission Statement	Page	<a href="#">Main Body</a> <a href="#">Right</a>	<a href="#">Update</a>	N/A	<a href="#">Preview</a>
1	CESA 6 School Districts	Page	<a href="#">Main Body</a> <a href="#">Right</a>	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Preview</a>
2	Appleton Area School District	Link	N/A	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Preview</a>
2	Beaver Dam Unified School District	Link	N/A	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Preview</a>
2	Berlin Area School District	Link	N/A	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Preview</a>
2	Campbellsport School District	Link	N/A	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Preview</a>
2	Dodgeland School District	Link	N/A	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Preview</a>
2	Fond du Lac School District	Link	N/A	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Preview</a>
2	Freedom Area School District	Link	N/A	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Preview</a>
2	Green Lake School District	Link	N/A	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Preview</a>
2	Hartford Union High School District	Link	N/A	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Preview</a>
2	Hartford Jt 1 School District	Link	N/A	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Preview</a>
1	CESA 6 Staff	Page	<a href="#">Main Body</a> <a href="#">Right</a>	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Preview</a>
1	CESA 6 Offices	Page	<a href="#">Main Body</a> <a href="#">Right</a>	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Preview</a>
2	Main Office	Page	<a href="#">Main Body</a> <a href="#">Right</a>	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Preview</a>

- 3) The Add Page screen will result.
  - a. Type in a Navigation Link name. This is the link that will appear in your left side navigation bar.
  - b. Choose a Navigation Type.

- i. Internal Web page: This option will be used for most of your links. By selecting this option, you are dictating that this link will be for a new page within your Web site.
  - 1. Physical File: This is the file name that will be used for this page. Each page must have a unique physical file name. If you choose a name that already exists for another page, a warning message will appear. This file name cannot have any spaces, just letters, numerals and underscores.
  - 2. Page Title: This is an optional field. The text that you enter into this box will appear in the title area of this page. It is recommended that you include a title for each page.
- ii. Web Site link: This option will be used for linking to a specific Web site address. This could link to a Web address on some other external Web site OR it could link to a file within your Web site.
  - 1. Type: Decide whether clicking on this link will bring your Web site users to a new Web site window or keep them within the current window.
  - 2. URL: Type in the full Web address of the desired destination. Be sure to include the http://. Also, you can save yourself some work by going to the desired address in another browser, copying the Web address out of the address bar and pasting it in this field.
- iii. Menu Opening link: This option allows you to use your first level links to organize or categorize your links without having to put any content on this page. When a user clicks on one of these links, the level 2 and level 3 links under this link will appear; however, the user will not actually go to a new page. (This option will be used on a very limited basis.)
- c. Choose the Navigation Link status. This will allow you to temporarily make a page inactive. When inactive, the page will still exist but it will not be part of the navigation links on the left side. This will default to active for all new pages.
- d. Dictate the Navigation Order. Use this drop down to select where in the navigation this link will appear.
- e. Select the desired Navigation level.
  - i. Level 1 links are the main links on the left side.
  - ii. Level 2 & 3 links are the lower level links that users can get to by first clicking on a higher level link.
  - iii. Notice in the figure above, that lower level links are indented in on the Web site map. This makes it much easier to read the Web site map.
- f. Click Add to add the new page.

## ADDING CONTENT TO YOUR NEW PAGE:

- 1) Locate your new Web page in the site map and click on the Main Body detail link. If you prefer, you can click on the link in the left navigation area to get the same results. (If it is a level 2 or 3 link, you will not see this link unless you first select the level 1 link that it belongs to.)

- ◀ CESA 6 School Districts
- ◀ CESA 6 Staff
- ◀ CESA 6 Offices
- Board of Control
- Navigation Builder Home
- Calendar Admin
- File Uploads
- User Accounts Admin
- Settings
- Members Database
- Banner Graphic Library
- Inside Banner Graphic Library
- Faculty Database
- Services Database
- Change Password
- Log Out

### Navigation Builder

[Add Page](#)

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2	Hartford Union High School District	Link	N/A	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Preview</a>
2	Hartford #1 School District	Link	N/A	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Preview</a>
1	CESA 6 Staff	Page	<a href="#">Main Body Right</a>	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Preview</a>
1	CESA 6 Offices	Page	<a href="#">Main Body Right</a>	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Preview</a>
2	Main Office	Page	<a href="#">Main Body Right</a>	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Preview</a>

- 2) The main body detail page for this page will result. This is the area where you will add/update/delete the copy that appears on this page. The first time you go to this detail page, the page will be empty.
- 3) Select the tool that you would like to use for adding content to this page. Click on the drop-down to select the desired tool.

**Main Body:**

Add Tool to this page:  after

- Calendar of Events
- Interactive Forms
- Links
- Photo Gallery
- Profiles
- Resources/News
- Slide Show
- Text/Graphic Editor

- a. Text/Graphic Editor: This will be the tool that you will use the most often. This gives you an easy to use editor that will allow you to add text and graphics.
- b. Calendar of Events: This will allow you to pull the desired categories of events from you main calendar tool. You will need to read the Calendar Help Manual before adding one of these tools.

- c. Faculty List From Faculty Database: This allows you to display any group of teachers and/or staff members in a staff listing. This can also be used as an entrance to staff members' Web pages.
  - d. Interactive Forms: This will allow you to add a survey or on-line form to your site.
  - e. Links: This tool is ideal for creating an organized list of Web site resources.
  - f. Photo Gallery: This tool will allow you to add photo albums with unlimited photos to your page.
  - g. Profiles: With this tool, you can display your staff members with their name, email address, biography, photo and more.
  - h. Resources / News: This tool is perfect for uploading your newsletter, linking out to a great article on another Web site or creating your own quick news flash.
  - i. Slide Show: This tool will allow you to make your own timed slide show. This is a great way of showing a variety of photos on your homepage.
- 4) With this detail page, you are able to add as many tools as you need. For example, you can add 2 text/graphic editor items and a calendar all on the same page. When doing so, you can order these by selecting the appropriate location from the drop-down box after the tool selection drop-down.