Support / Help Desk

Phone: 616.988.2400 x 1
Email: support@foxbright.com
Help Desk: http://support.foxbright.com

Website Admin Panel: smtec.foxbrightcms.com/Admin
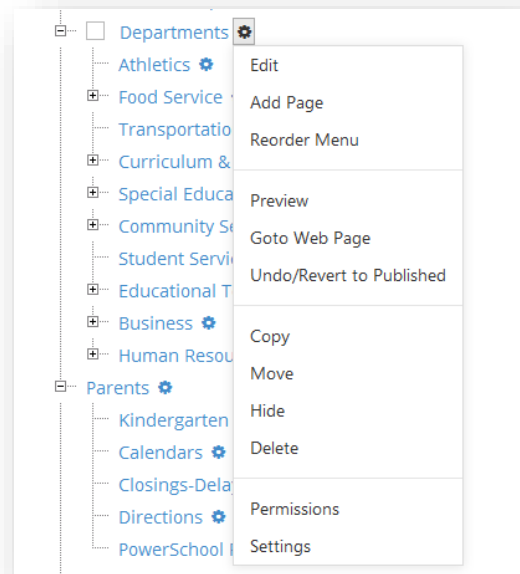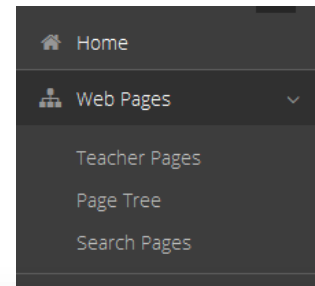
Content Editing Steps

1. Find Page to Edit from Page Tree

   - Web Pages
   - Page Tree
   - Click on page or select gear and "Edit"

Page Options

1. Click on Gear next to Page to get all options
2. Some options won't show if not applicable

Advanced Page Settings

1. Layout Settings
2. Redirect Settings
3. Menu Settings

Add a Page

1. From Page Tree, select "Add Page" option
   - Page is added as sub page
2. Enter Menu Name
   - All other fields will be auto filled
   -
3. Select Layout to change the layout type
4. Select Menu Settings to OVERRIDE default menu behavior
5. Save
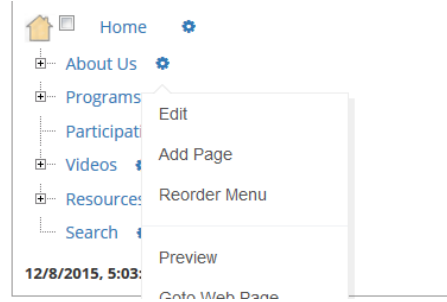
Adding / Editing Page Content

1. From Page Tree, click on Page Name or select Gear and Edit
2. "Preview" version of page will be shown with red boxes around content blocks.
3. Hover or click on the block and select "Edit"

Rich Text Editing

1. Inserting Content from WORD (or other formatted content)
2. Text Formatting
3. Bullet / Numbered Lists
4. Undo & Redo
5. Enter – paragraph break – extra white space between lines
6. Shift-Enter – line break – normal white space between lines

Adding Links

1. Links to other websites –   (other site – new window)
2. Links to pages on your website – (same site – same window)
3. Links to files or pictures – (always new window)

*Note: Use **link text** that makes sense even when out of context*
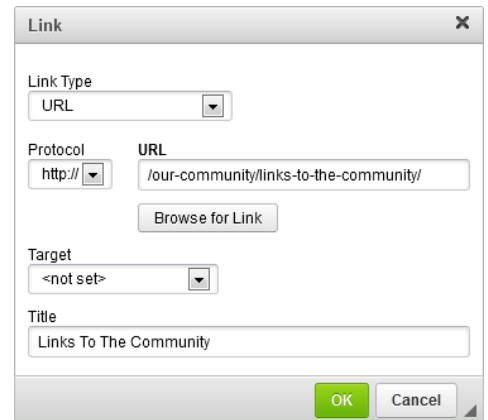
Inserting Pictures

1. **Upload** / Insert the picture on you page

Embedding Videos

1. Recommend uploading all video / images to Vimeo or YouTube
   - Share video from Vimeo or YouTube & Select Embed option
   - Copy Embed Code
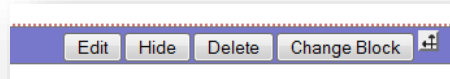2. Paste in Embed Code

Publishing Content

1. Always "Preview" your page before Publishing
2. Revert to Published

Content Blocks

1. Add New content Block
2. Change Content Block
3. Hide/Show Content Bock
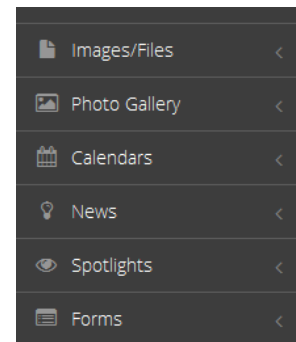4. Move Content Block

Focus Images

1. Image Tool: http://photos.foxbright.com
   - Home Page 642px × 286px
   - Landing page Photos – 608px x 210px
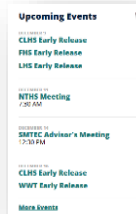   Step 1: Resize to Width
     Step 2: Crop to Height

Commonly Used Data Driven Content Blocks

- Add Data Driven Content to web page
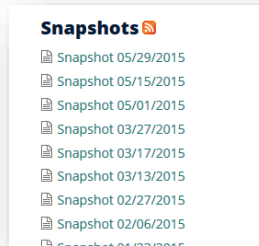- Manage the content elsewhere

Calendars

1. Mini Calendar
2. Upcoming Events
3. Agenda View

News

1. Headline News
2. News
3. Newsletters

Spotlights

4. Spotlight Groups
5. Share Spotlights
6. Archive Spotlights
7. Size: 118x84px