

# How to Edit Your School or Office Website

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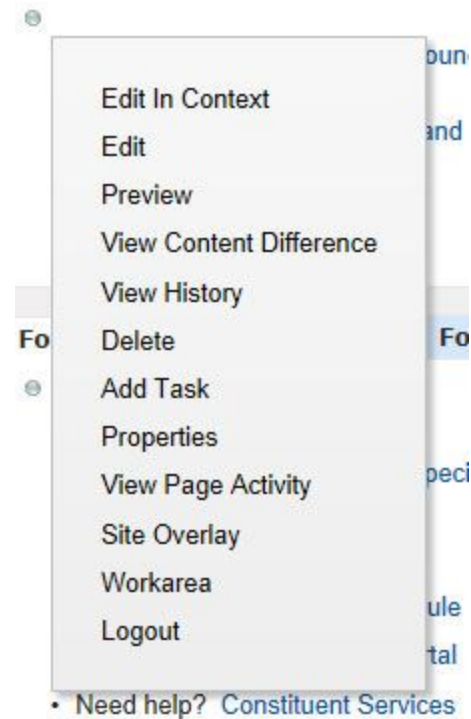
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## Log in to edit

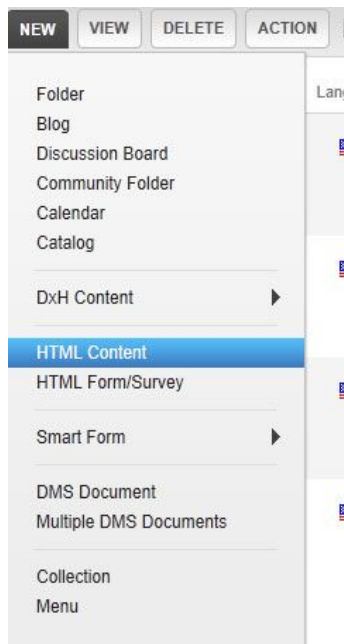
- Go to (<http://www1.pgcps.org>) and click the login button 
- Click the login button on <http://ektron.pgcps.org/login.aspx> 
- Navigate to your website - by clicking the School or Office links that appear on the page
- **BOOKMARK YOUR SCHOOL OR OFFICE SITE**  
(the url should begin with <http://ektron.pgcps.org>/...yourschooloroffice)  
All edits to your website will be done here, and uploaded to the public once an hour on the half-hour (2:30, 3:30, 4:30, etc.)

## Locate your web content

- Roll over a gray access point (small dot on top left of content). A Fo menu will appear.
- Select Workarea. A window will appear
- Select Content tab. You will see a list of folders on the left.
- Click on the title of your school's or office's folder on the left



## Create a New Web Page



- When you are clicked on the title of your content folder in the workarea, in the right window, select
  - “New” then
  - “HTML Content.”  
(HTML Content is another word for web page.)
- Type in a title. This title will be the link that appears on your menu.
- Type or copy and paste information into the white content area

*OPTIONAL: See “[Scheduling Content](#)” in the Appendix*



- Click **Publish** - your changes will be viewable here: <http://ektron.pgcps.org> and uploaded to the public once an hour on the half-hour (2:30, 3:30, 4:30, etc.)

OR

- Click the “**Check-in**”  icon to save your changes -  
BUT NOT PUBLISH THEM


## Edit a web page

- Navigate to the page you want to change
- Roll over the gray access point (small dot on top left of content). A menu will appear
- Select edit – a window will appear
- Make your changes
- Click **Publish** - your changes will be viewable here: <http://ektron.pgcps.org>.
- New edits will be uploaded to the public **every hour on the half-hour (2:30, 3:30, 4:30, etc.)**
- OR you may Click the “**Check-in**” icon to save your changes - BUT NOT PUBLISH THEM

## Add an image

You must have a copy of the image you want to add to your HTML Content saved on your desktop, hard drive, flash disk, cd, etc. You cannot just copy and paste an image into HTML Content. (See Image Guidelines in the Appendix for permissions guidelines, etc.)

- Put your cursor on the page where you want the image to appear.

- Click the file cabinet (library) icon  on the top toolbar. Your library will open.
- Navigate to your library folder in the left window
- Make sure the dropdown, in the right window, says images
- **You have two choices:**
  - **CHOICE 1: Use an image that is already in the library**
    - Find the image in the library folders
    - Double click the image to insert it into your content
  - **CHOICE 2: Add a new image**
    - Click Add Library.
    - Type a title for the image (this title will be seen as the alt-image tag online)
    - Browse to your image on your computer, flash drive, etc.
    - Select the image then click “OPEN”
    - Click Add Library again.
    - Right-click image and select “Image Properties. A dialog box will open. Adjust the height, width, alignment, borders, vertical and horizontal space

- as desired.
- Click OK.

## Add a link

You may add any link which supports the Administrative and Educational goals of PGCPS.

- Navigate to the website address you want to put into your site, then copy the URL Ex. <http://www.pgcmls.info>
- Edit the page where you want to put the hyperlink.(See section “Edit a page that is on your website already”
- Put your cursor where you want the link to appear.
  - Paste in the URL now - Right-click your mouse and select paste (or use icon on top row of icons or ctrl-v)
  - Right-click the link to make changes to the link properties. If you want the link to open in a new window, select Target then select “new Window”
  - Click OK.

## Add a link to another page or document from your site (QuickLinks)

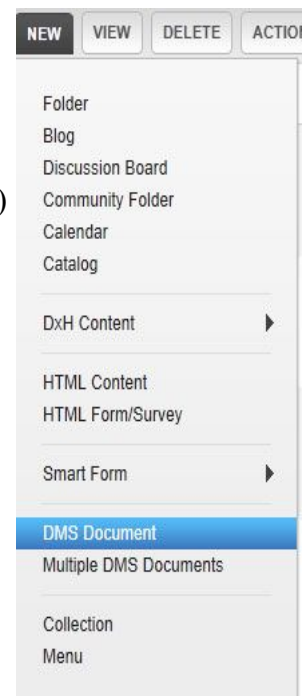
- Put your cursor on the page where you want the link to appear.
- Click on the library icon.
- Change the dropdown to quicklinks.
- Double-click the title of the item you wish to insert.
- Click OK

## Add a Word, Excel, PowerPoint or PDF document

This is a 2-step process - First you must add your document to the workarea, then link to it.

### Step 1

- Roll over a gray access point (small dot on top left of content). A menu will appear.
- Select Workarea. A window will appear
- Select Content tab.
- Navigate to and Click on your folder in the left window
- In the right window, select
  - “New”
  - “DMS Document” ( DMS Document is another word for a managed office document, pdf, video or audio file in this system.)
- Type in a title. This title will be the link that appears on your menu.
- Click the Browse button
  - Browse to your file on your computer, flash drive, etc.
  - Select the file then click “OPEN”



*OPTIONAL: See “[Scheduling Content](#)” in the Appendix*

- Click **Publish** - This adds your file into your workarea folder.

### Step 2

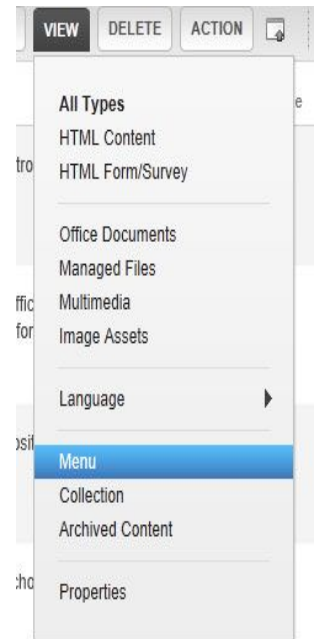
- Edit the page where you want to put the hyperlink. (See section “Edit a page that is on your website already”)
- Put your cursor where you want the document to appear.
- Click on the library icon – on top line of editing icons - Your library will open.
- Change the dropdown from images to quicklinks.
- Navigate to your folder
- Double-click the title of the item you wish to insert.
- Click OK

*Or add the link to your menu (see [Change Your Menu](#) section)*

\* As your website is live, any changes that you make to your menu will be displayed immediately. Please watch the instructor demonstrate editing and updating the menu.

## Change your Menu


- When you have clicked on the top level of your workarea folder, in the right window, select “VIEW” , “MENU” -You will see a list of menus
- Select the Menu you wish to edit - You will see a list of items



## Add a link to the menu

- Click **Add Items**
- Select Content Item – click “Next.”
- Find your Content Item by navigating through the folders.  
The folder which appears at first is your top-level folder.  
Select the item by checking the Radio button next to the item(s).
- Click **Add**


## Remove Items from menu

- Use the **Remove Items** icon  to remove items from your menu.  
This does not delete the items from your workarea

## Reorder menu

- To **Reorder Items**,  click the reorder icon.

## Add a Sub-Menu (for Phase I and Phase II Pagebuilder designs)

- Click **Add Items**
- Select Sub-Menu – click “Next.”
- Type a Menu Title in the “Title” section
- Click on the “URL Link” icon  and select a page to link your Sub-Menu to
  - *You must select a URL link if you want your SubMenu title to appear properly;*

*You can link the page to your home page if you do not have a page associated with your Sub-Menu link*

- Click “Save”
- Click **Add Items**
- Select Content Item – click “Next.”
- Find your Content Item by navigating through the folders.  
The folder which appears at first is your top-level folder.  
Select the item by checking the Radio button next to the item(s).
- Click **Add**

### **Edit text on menu**

- To **edit text of individual items**, click the titles on the items in the list
- Click Save
- To view the changes to your menu, go back to your website and refresh the page

## Appendix

### Writing for the web

- Who is your audience?
- What requests do you receive the most?
- Do people even visit your site/pages? If not, why not?
- Is your site task-oriented?
- How can you make the most important tasks easier for your visitor to do?
- Write in plain language
- If you use an acronym or PGCPS jargon – explain it in plain terms (FIRST, HSA, MSA, Performance whatever, etc.)
- Use “trigger” words – ex. Supplemental Educational Services = “Free Tutoring”
- Divide text into “chunks”
- Use bullets
- Most important words first
- No extra long pages – no one will read them


### Not able to edit a webpage?

- Roll over the access point and select “properties”
- Click “Check-In”
- You should now be able to edit the content by clicking on “edit”

### Schedule a page or document to appear in the future

- When creating HTML content or a DMS document, click the Schedule tab
- Select a Start Date
- Click Publish

### Archive a web page or document

- Go to (<http://ektron.pgcps.org>) and click the login button 
- Go to your website:
  - [Schools](#)
  - [Offices](#)
- Roll over the gray access point (small dot on top left of content). A menu will appear
- Select Workarea. A window will appear
- Select Content tab. You will see a list of folders on the left.
- Edit the Content you wish to archive
- Click the Schedule Tab



- Select an end date
- For Action on End date - select “Archive and remove from site (expire)”
- Click **Publish**

## **Guidelines for Images**

- You must be the owner of the image or have rights to use it (all clip art in Office suite may be used for free)
- If the image depicts an identifiable student (close-ups), you must have a publicity release form signed by their parent or guardian. (see <http://www1.pgcps.org/communications>) You may then use their image with their name.
- You may use “public” shots without permission – large groups of children, cafeteria shots, playgrounds, sidewalks, etc. – no identifiable children, however.
- Keep the size of the image file small. Ektron will not reduce file sizes. Reduce the file size in the image software that came with your camera or in Photoshop, Paint, Photodraw, etc. An image should probably be no larger than 500K to avoid painful downloads for dialup/mobile users.

## **Formatting your web content**

### **Clean up your web formatting**

Paste your content in as “paste text” instead of “paste”

### **Using Styles**

Highlight section titles in your content and apply “section title” from the “apply style” dropdown on the editing toolbar.

### **Single Spacing**

“Shift + enter” gives you a single space

## **Embedding Items into a web page**

### **Embed a Google Calendar**

- Create a public Google calendar (public can view events and details). It must be a calendar other than your personal one.
  - In Google, go to calendar settings and click on “customize embed options, etc.”
  - Change the calendar appearance to match where you wish for it to be in your site (full page – leave monthly view; narrow column - use agenda)
  - Copy the embed code from the top window
- Log into your school or office website.
- Go to the page where you wish to embed the calendar

- Roll over the gray access point and select edit
- At the bottom of the popup window you will see an icon like this <>
- Click on the <> icon
- Paste in the code you copied from Google
- Click on the pencil icon to view the calendar before you publish it
- If you're satisfied, click Publish.

### Embed a Scrolling Marquee

- Log into your school or office website.
- Go to the page where you wish to embed the marquee
- Roll over the gray access point and select edit
- At the bottom of the popup window you will see an icon like this <>
- Click on the <> icon
- Paste in this code: `<marquee>This is my marquee</marquee>`
- Click on the pencil icon to edit and view the marquee before you publish it
- Double click the marquee text (you should see a box around the text). Change the text, font, color, etc.
- If you're satisfied, click Publish.

### Embedding a Youtube Video

If you are having issues using the Youtube embed code, please adjust the embed code in this manner:

In the Youtube embed code, at the very end you will see `allowfullscreen`. Insert `= "true"` after that. So it will be `allowfullscreen="true"`

**Please visit:** <http://www1.pgcps.org/web> for additional instructions concerning embedding Picasso photo albums.