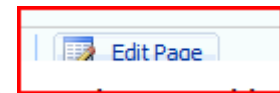


ATHLETIC TEAM SITES – EDITING/UPDATING THE MEET THE COACHES

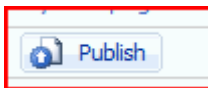
The Meet the Coaches page has **three basic** areas that you can change and update. This handout will walk you through how to make changes in the three areas of your page.

Edit and Publish!



To edit the page **Select Edit** from the upper left hand corner of the screen. You will need to be in “Edit” mode to make changes in the three sections that we are covering in this handout.

When you are finished editing your page, **select Publish** from the upper left hand corner of the



screen. Publishing will your changes “Live” to the outside world.

PAGE IMAGE

The **Page Image** is the first area that you can edit. Everyone should have the Trojan head as seen



below.

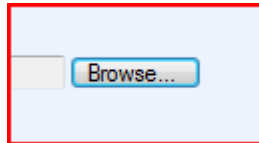
To Edit (Change) this image:

1. **Click Edit Picture**
2. In the Edit Image Properties window, **select Browse** (located to the right of Selected Image)

3. **Select Upload**



4. **Select Browse** and browse to the location that the picture you want is located.



5. **Click Open - Click OK - Click OK**

To Clear (remove the image) completely

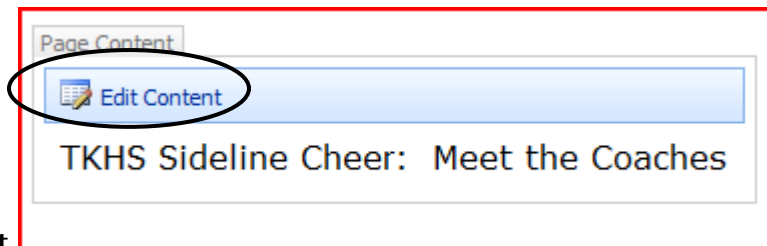
1. **Click Clear**

PAGE CONTENT

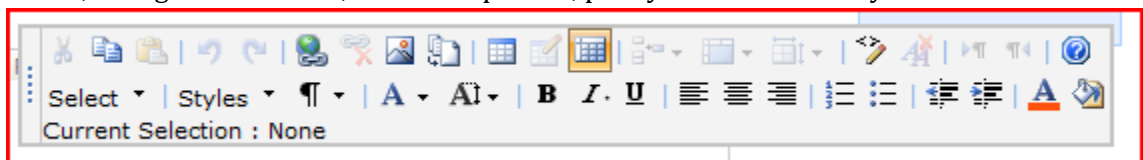
The second spot to edit/change is titled the Page Content. Currently the section is similar for all athletic sites. It's basically the title of this page showing name of sport and "Meet the Coaches".

To edit/change the current content:

1. **Click Edit Content**



2. A basic tool bar opens giving you the ability to format the current content. You can bold, center, change the font size, and add a picture, pretty much whatever you want.



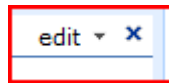
3. When you are finished editing simply click off that area.

CONTENT EDITOR

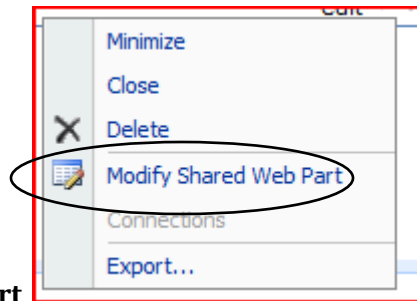
The third and final spot (unless you intend to add more) is the Content Editor. It's a little funky, but once you get the hang of it, it's really NO BIG DEAL! On the plus side, this webpart is very flexible allowing you to add formatted text, tables, hyperlinks and images.

To Edit the Content Editor

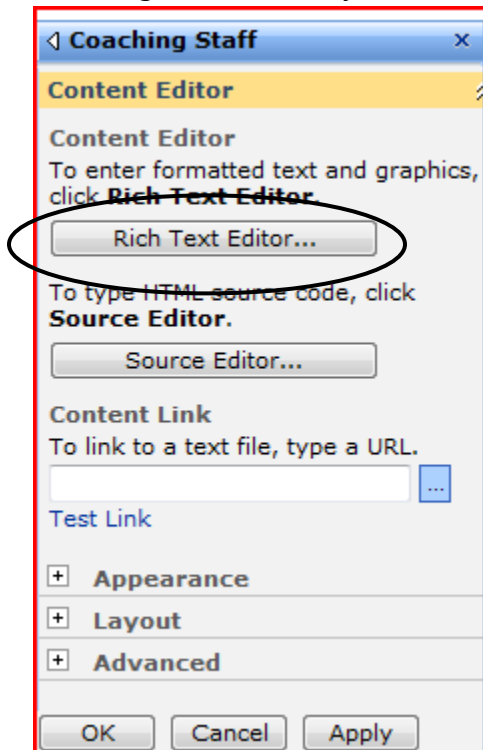
1. Click the arrow to the right of edit



2. Select **Modify Shared Web Part**

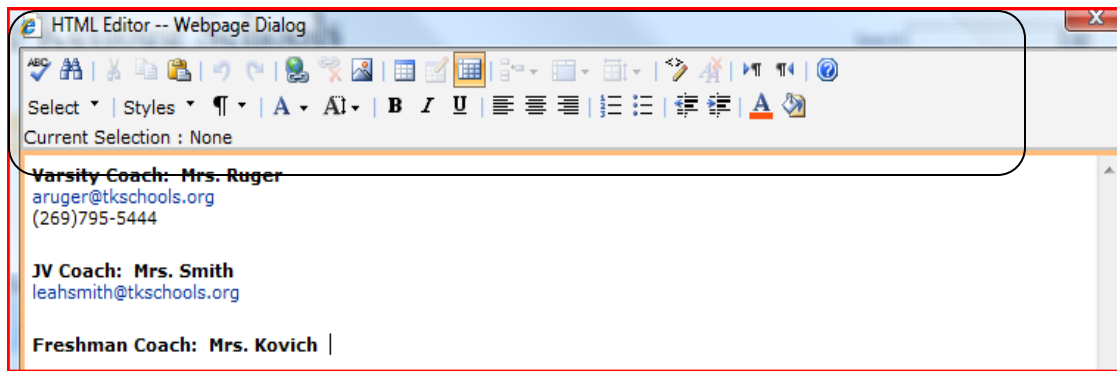


3. On the right hand side of your window the Editing box opens. **Click Rich Text Editor.**




4. The editing window opens. **Use the Toolbar to enter your content.**

5.



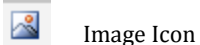
A few pointers about entering content:

- *If you want to align things horizontally I recommend creating a table first. **It is easy to add, delete and merge columns and rows as needed.***
- *Enter your content before worrying about font size, color and type. **It is easy to highlight text and change the format after your content exists.***
- *Use Spell Check!!  **Note you must click the Spell Check button!***
- *Hold Shift & Enter to single space.*

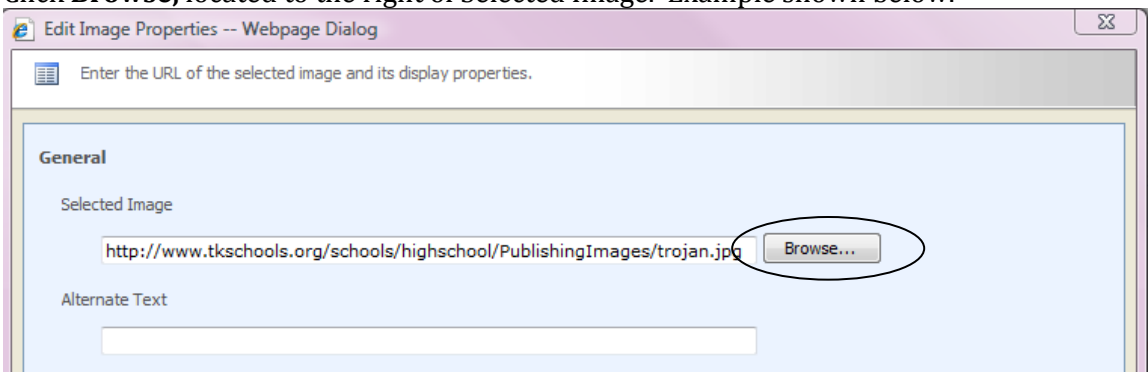
INSERTING AN IMAGE

I love images on a website. I believe that when used effectively images will give your site professional appeal and can set a positive tone. However, high quality images slow down load time. While you might not notice it when viewing your site from school, or your high speed connection at home, users with a dial-up connection may wait 10 minutes for your image to load. If you don't know how to reduce the image resolution, please see the Picasa2 handout.

1. Click the **Image icon** from the tool bar.




2. Click **Browse**, located to the right of Selected Image. Example shown below.

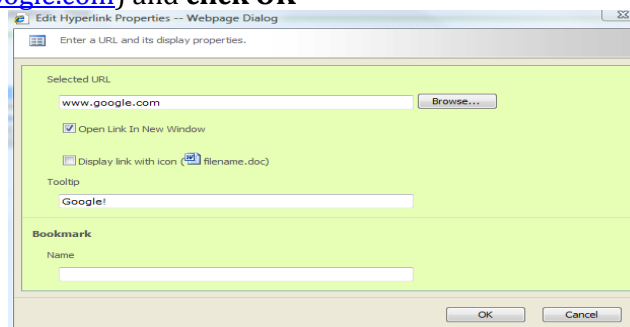


3. **Select an Image** – The Web Page Dialog window opens. This window contains images that are currently in your Site. Since this is a new site there are very few (if any) pictures available.
4. Click **Upload**
5. Click **OK**
6. Upload Document: Images window opens, Select **Browse** to the right of Upload Document.
7. **Browse** to where the image you want to upload to your site resides.
8. **Highlight the image**
9. Click **Open**
10. Click **OK**
11. You will return to the Image Properties window that we saw in step 7. **Before clicking OK we need to change the size of the image. Otherwise, this image could be huge and take up your entire homepage!**
12. Under Size select Specify Size.
13. **In the Width (pixels) box, type 180, or anything within the range (150-200). You can go back and adjust this if it is too big or small.**
14. **Check the box Maintain aspect ratio (enter width or height).**
15. Click **OK**.
16. *Your picture should now show in the content editor.*
17. **To adjust the size, or change the picture, double click on the current picture.**
18. **Make necessary adjustments in the Image Properties window.**

INSERTING HYPERLINKS

Hyperlinks are easily added to the Content Editor Web Part. You can hyperlink to a document or a URL.

1. **Type the text that will be used for the hyperlink.**
2. **Highlight the text**
3. **Select the Hyperlink option** from the toolbar.
 -  Hyperlink
4. The Edit Hyperlink Properties window opens.
 - If you are linking to a URL simply **type the address in the “Selected URL” box. (<http://www.google.com>) and click OK**



- If you are linking to a document follow the directions below:
 1. Select **Browse**
 2. Then Select a Link – Web Page Dialog window opens.
 3. Click **Upload**

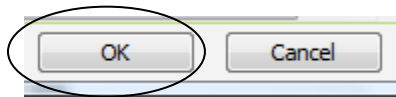
4. Select **Browse**
5. **Browse to the location** where your document is saved
6. **Highlight the document**
7. Click **Open**
8. Click **OK**

A few pointers about hyper linking:

- ***To link your email address, simply type the address (aruger@tkschools.org).***
- ***If you are linking away from the TK site, check the box in the dialog box titled, Open Link in New Window. You don't have to do this, but I believe it helps users get back to our site. They won't have to use the back key and if they accidentally close out, they will still have the TK site open. This is helpful especially with PDF files.***
- ***You can copy and paste a URL from Internet Explorer into the Web Dialog address box. This is handy, especially for long, complicated addresses.***
-

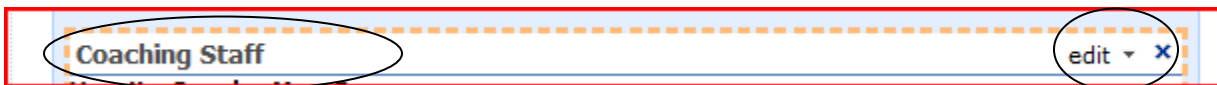
SAVING YOUR WORK

1. ***CLICK OK☺***



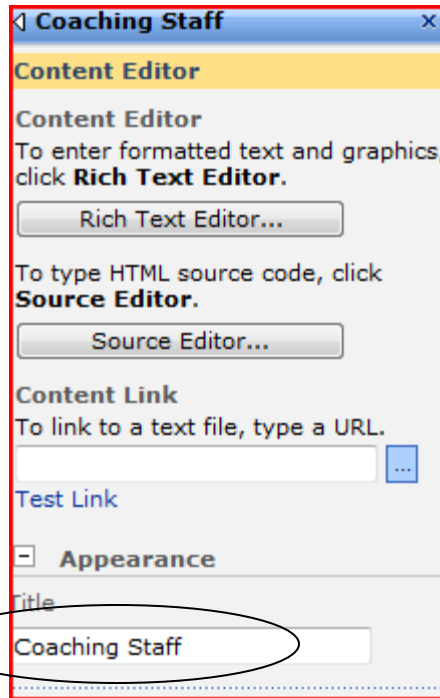
CHANGING THE TITLE OF THE CONTENT EDITOR

The title is what appears across the top bar of the Content Editor.

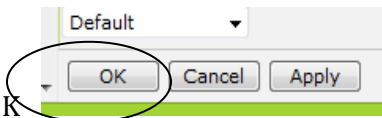


TO CHANGE THE TITLE:

1. **Go to the Content Editor, editing box (it's on the right hand side of your screen.) This is the same place you went to open the Rich Text Editor.**



2. **Click the +** next to Appearance
3. Enter your new Title in the Title box.



4. **Click OK**

That's it! Remember to Publish your work when you are ready to make it "live".