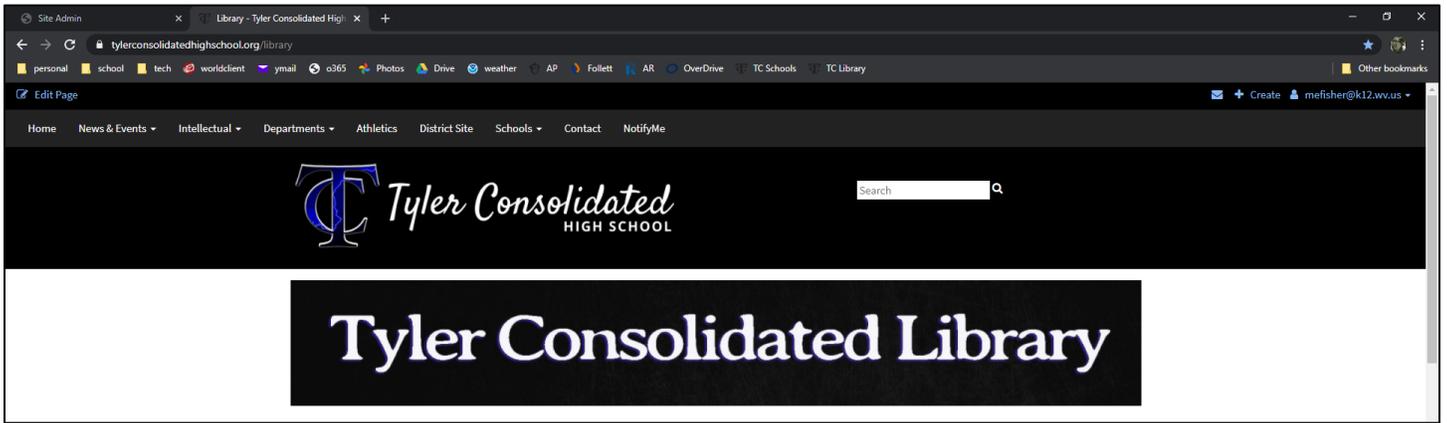
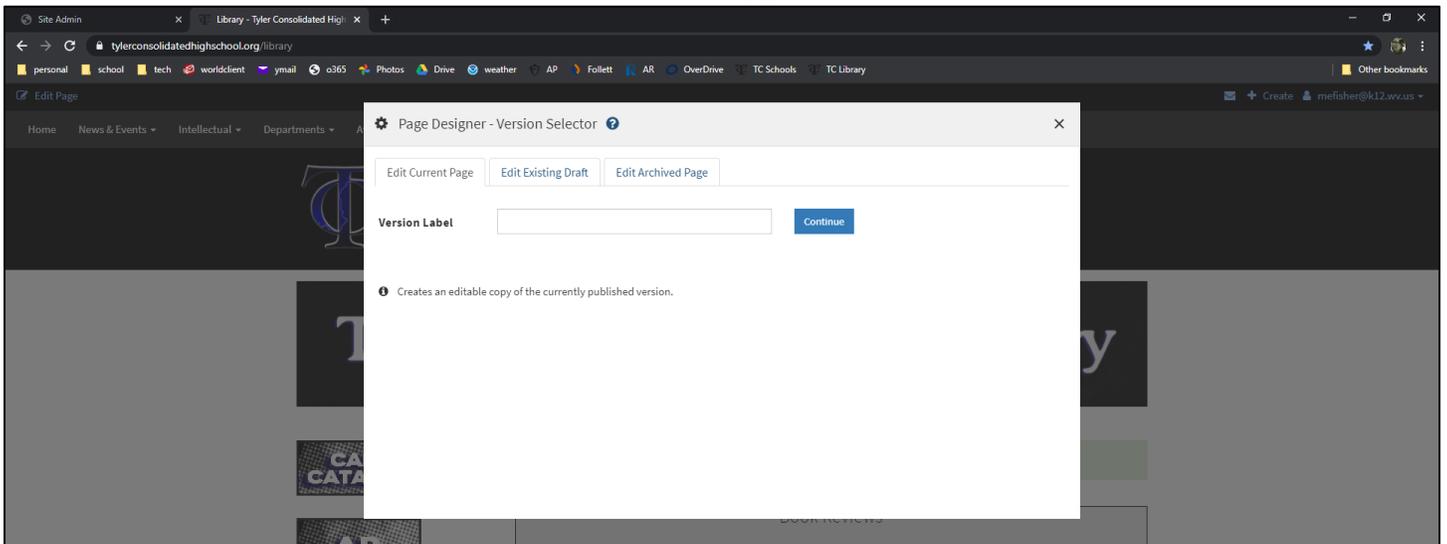


- Open your website in an Internet browser.
- Bookmark your page or add it to your bookmarks bar for easy access.
- Log in using the “Login” link in the upper right corner.
- Click “Edit Page” in the upper left corner.

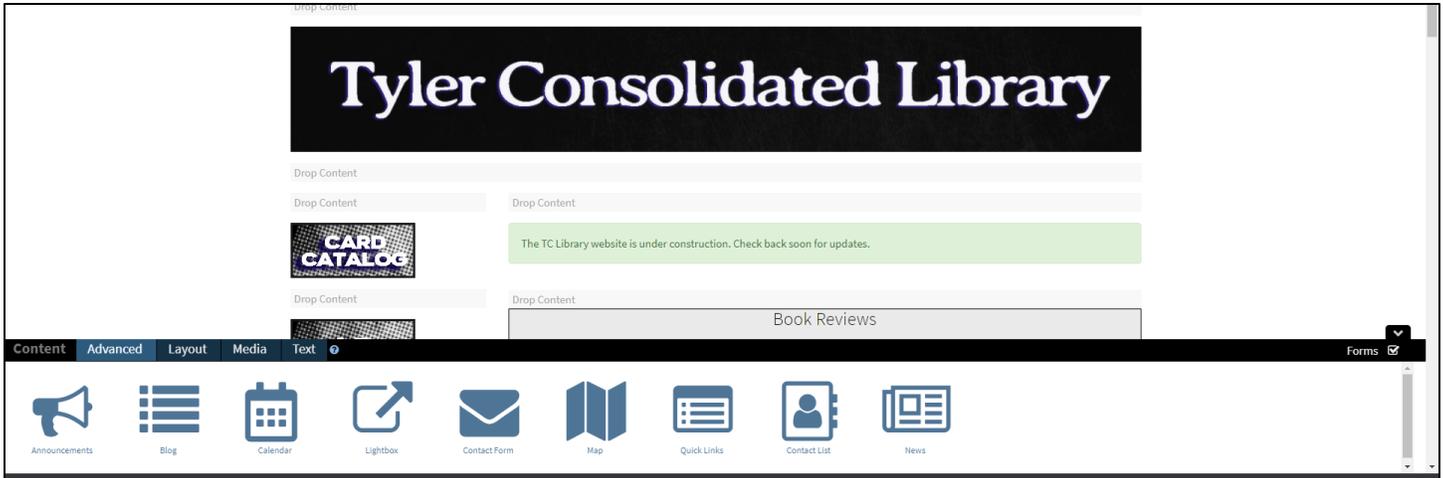


You can leave the Version Label blank; a label will automatically generate. Click “Continue.”



Drag content from the bottom row into any light grey box marked “Drop Here.” The light grey box will turn orange when it’s ok to drop content.

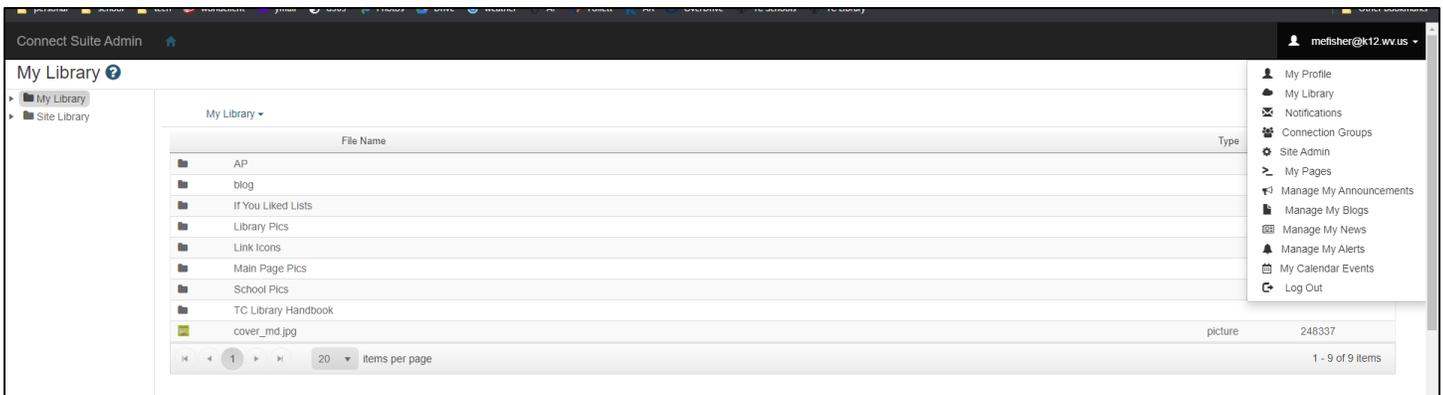
The tiny question mark next to “Text” sends you to a help file that defines each of the content types.



Upload pictures to your Library before designing your page.

Access your Library by clicking on your name in the upper right corner of the screen and then choosing My Library.

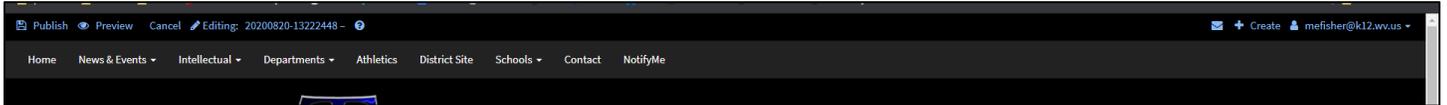
Use folders to keep your website files organized.



When you are done editing, or if you want to save your progress, click “Publish” in the upper left corner of your screen. Publishing your page makes it live, which means anyone can view it online.

Changes are regularly autosaved (much like an O365 document), but it isn’t consistent. Publish is a solid save option.

The Preview option opens in a new tab and shows you what your website will look like. After you have previewed the page, close the tab.



To go back and edit your page after you have clicked Publish, click Edit Page in the upper left corner.

Clicking Continue on the Edit Current Page is the best choice.

You can edit an Existing Draft or Archived Page, but those go back to previous versions and you may lose work. Those are good options if you’ve saved changes and don’t like them and would like to revert to a previous version.

Best Practices:

Be aware of how many tabs you have open. You should only have one editing tab open at a time.

Organize your files, filenames, and folders.

Sketch a draft of your website before designing.

Use the help files by clicking on the tiny question mark circles.

Look at teacher pages on the SES and AIB websites to see what this website editor can produce.

Do not publish your e-mail on a website. Use the Contact Form instead.

A simple design with updated info is more effective than a complicated design with hard-to-find or outdated info.