

## Webpage Refresher

In this course we plan to cover basic functions related to the SharpSchool website. We will begin with log in procedures.

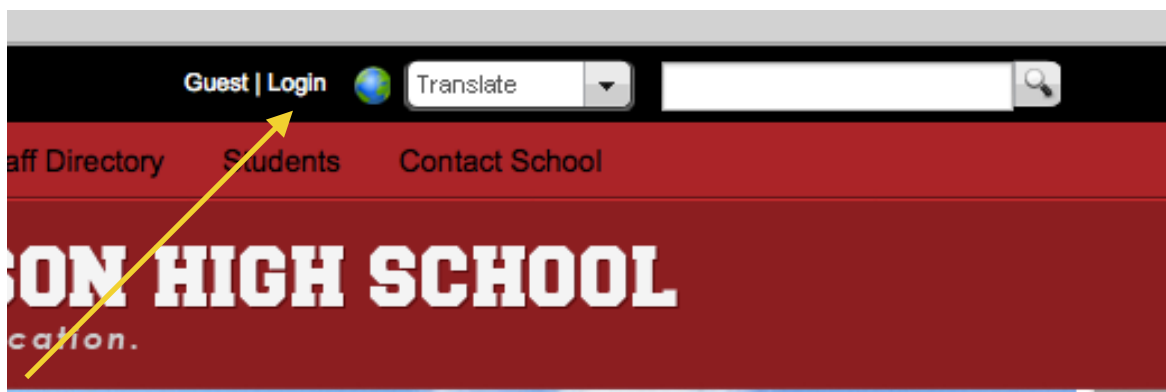
### Webpage Login:

The most important part of logging in is to make sure you are on the correct website. Each campus along with the district page have their own set of users. If you are not on your campus site you will get log in errors. To check that you are on the correct site you need to look in the address bar.



In front of the "hjisd.net" part of the address you will see a notation of which site you are on. "hs" is for the high school, "ce" for China, "hms" for Henderson and "sle" for Sour Lake. If you are not on the proper site, your log in will not work. If you get an unknown user error, this is the first thing to check.

Once on the correct site, you will need to click the login button located at the top of the screen.

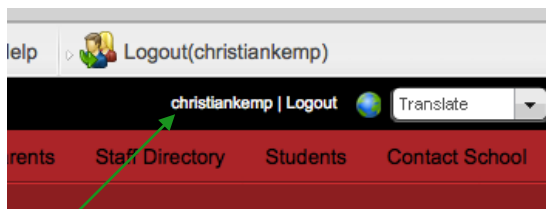


Type in your user id and password and log in.

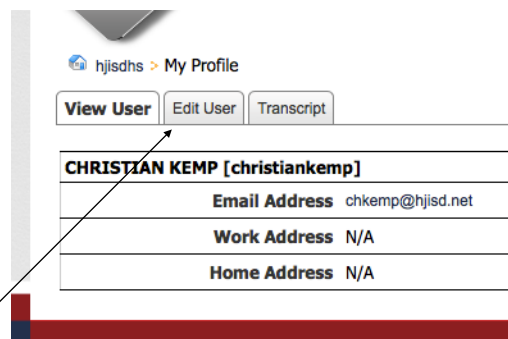
LOGIN	
<b>Username</b>	<input type="text" value="christiankemp"/>
<b>Password</b>	<input type="password" value="*****"/>
<input type="button" value="Login"/>	

### Changing your password

To change your password you will need to access the user information page. To do this you simply click on your name at the top of the screen (The same place you clicked log in)



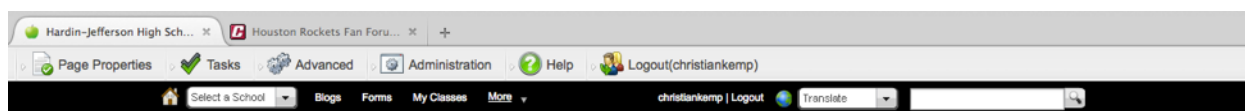
This will bring you to the User information page. Once here you will need to click on the tab that says edit user.



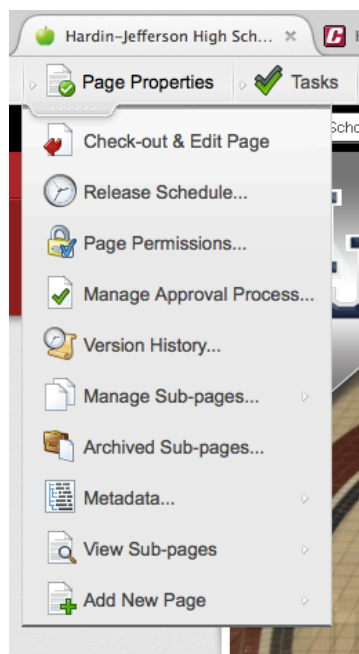
From the edit user screen you can type in a new password and save it. You can also edit your profile, picture and preferences.

## Editing Your Page

To edit your webpage or any sub page, you will need to navigate to that page. At the top of any page that you have editing access, you will see a gray menu bar.



To edit your page click the page properties menu and then click “Check Out and Edit Page”.



This brings up the editor. A lot of the editing options will be familiar to Microsoft users. The buttons are very similar to the buttons in most Microsoft Office products.

You will use the editing window to edit any text, images, links or other content for your page. Once you are finished editing you have two options for saving. You can “Save Draft” or “Publish”. Save Draft saves your work but **it will not show up on your page**. To make your changes show on your page you have to hit publish. If you accidentally hit “Save Draft” you will not see any changes to your page. You do not have to redo any of your work but you will need

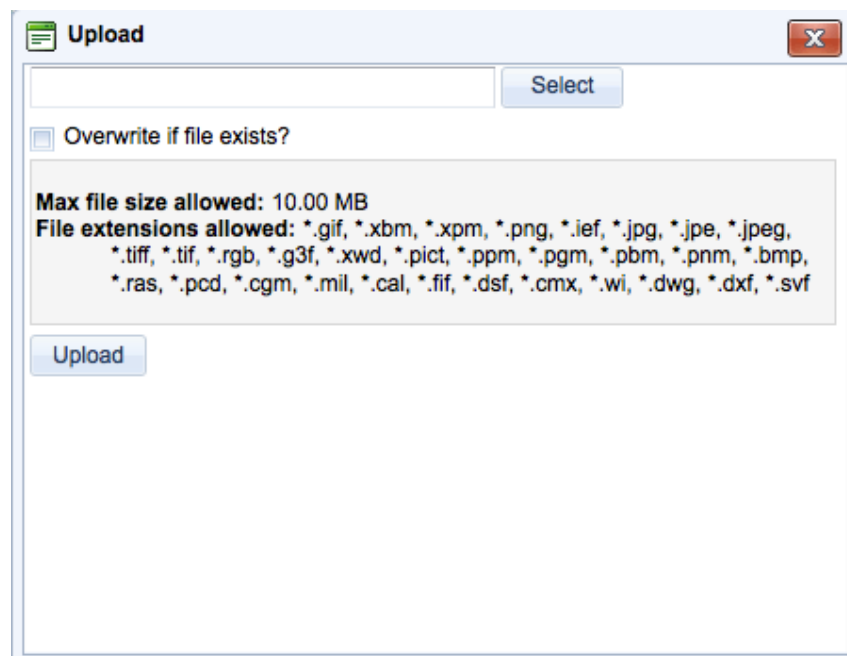
to go to the “Release Schedule” option from the menu shown above. Here you will need to make your most recent changes “Live”. This should show the changes you made.

## Adding an Image

To add an image to your website you will need to use the image button on the page editor.



This button opens up the Image Manager. If you don't already have a folder in the Manager you will need to create one. Once you have a folder you can click it in the left menu. To upload an image you will click the upload button.



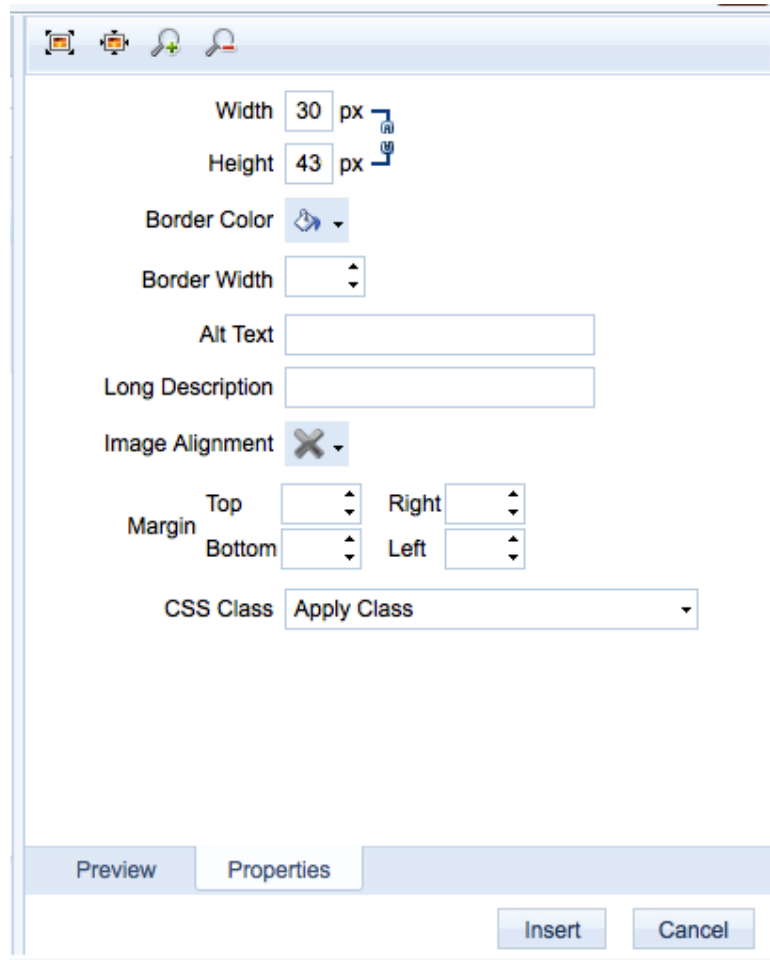
Here you can select the image you want and click upload.

Once the image uploads you will then see it in your folder on the Image Manager.

Before you can insert it onto your page you will need to make a few adjustments. With your image selected, you will need to click on the properties button at the bottom of the image manager.

There are a few properties that have to be changed before your image will be accepted.

You have to insert an “Alt Text” before you can submit your image. You may also want to edit the size of your image.



To edit the size there are a few key steps. First make sure the link next to the height and width is closed. This will keep the proper ratio for your picture so that it does not get skewed. Next change the width of your picture. 300 px is usually a pretty good width for an image on our webpages. If it is too large or too small you can always come back and edit it. Once you have all of these steps done, hit “Insert” and your image will be on your page.