

FOCUS DATA SOLUTIONS

Jackson Field Content Management System

Access the site:

<http://jacksonfeild.org>

User names are made up of the first initial and the last name. Once an administrator has created a user name for you an email will come from the system. In the email will be a link to go and set your password. At any time the administrator of the site can reset your password and send another email.

Creating Content on the Site:

In the lower right corner of the site click on *Login* enter your Login Name and Password.

Quickest way to get to the Main Folders:

1. Click on **Home**
2. Choose the main areas – Donor Support & Information, Programs & Services and About Us

Edit:

1. Click on *edit* at the top of the page below the header
2. On the Edit Page the Title should give the visitor reference to what page they are on. Shorter titles are better here. Also, these titles are what will show up in the search engines. Make the title identify the page correctly.



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3. Enter a brief summary that further identifies the page. This content is the brief description that will be displayed on search engine underneath the title.
4. In the body of the page the links above the editing area can help you to add emphasis and color/formatting.
5. The button with the green tree will bring up a small browser. Within this browser you can select an image for placement on the page. If you have placed the image in this folder, select the *Current folder* link and choose from the images there. Images can be moved around within the page using the editing buttons on the edit area.

Add Assets (events, files, images and news items and additional pages)

1. Click on the *add to folder* link at the top of the page and below properties.
2. Select the link on the drop down list.
 - a. Event – An event will have a start time and an end time. The event will automatically be removed after the end time has passed.
 - b. File – Use this for Adobe Acrobat files and the like
 - c. Folder – A folder can contain content like files and images, links, pages and other folders.
 - d. Images – Add images to the site first and then use them in your content. Images can be either Gif or JPG type files.
 - e. Link – Collect all your external links in one location and then use them in the content
 - f. News Item – announcements that will show up on News section on the right of the secondary pages.
 - g. Page – Content in sections can be placed in a number of pages. Each page is a subsection of the larger. Organize your content into short logical sections and each section is on a separate page.
 - h. Smart folder – Content in these folders will be automatically indexed by the search engine.
 - i. Sharing – pages and content can be shared among more than one editor. Establish an images folder and give everyone access to its content. Then the images can be used by everyone.



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