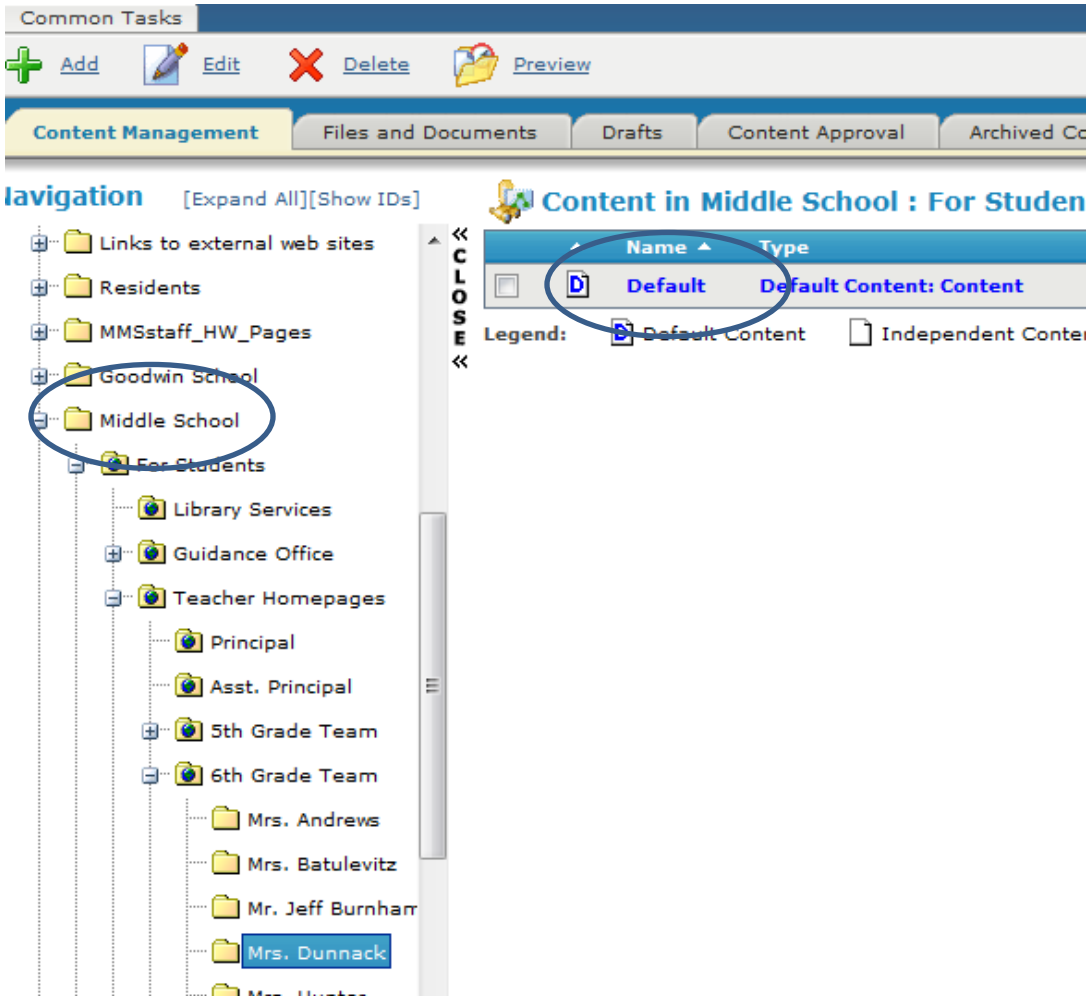
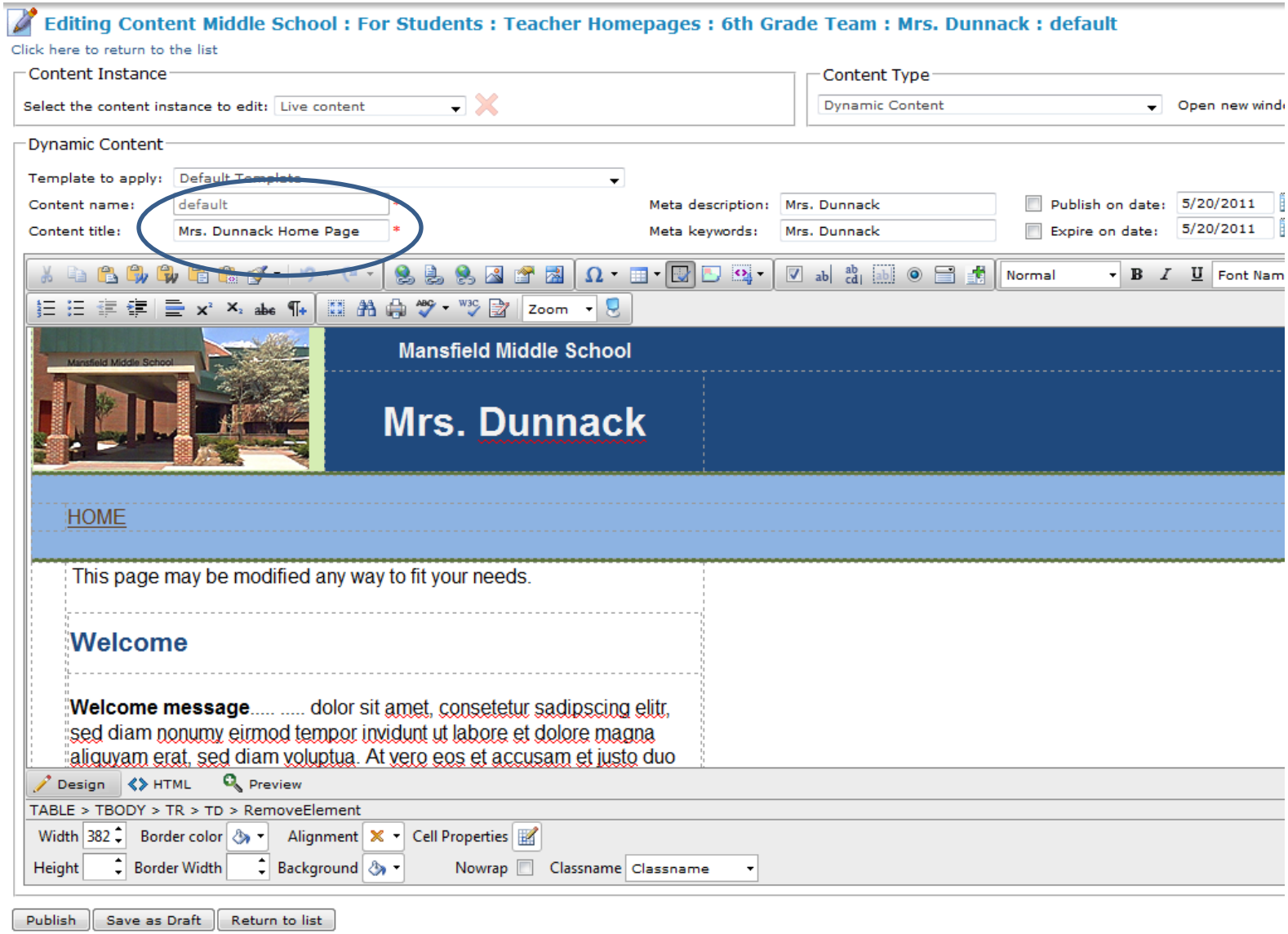
Editing Web Pages in QContent

Editing Web Pages in QContent is easier than you can imagine. If you've be creating teacher homework pages, then the process is the same….just a different page to work on.

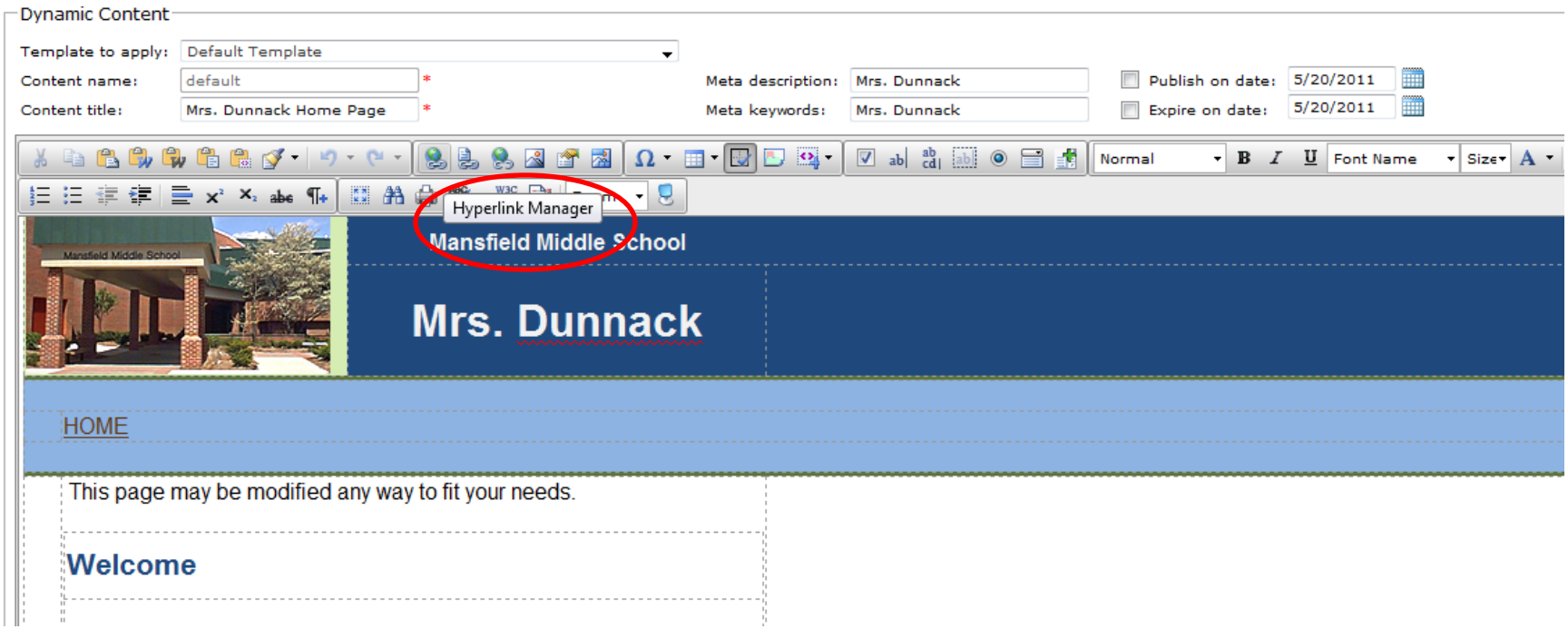
1. After logging into www.mansfieldct.org/controls, look at the Navigation frame on the left side of the screen. You can find your folder by clicking on the "+" next to the **Middle School** folder. Do the same next to **For Students** and **Teacher Homepages**. Choose your grade or team folder and then double click on your folder. You will then see the **BLUE Default** link in the "**Content in Middle School"** window. Click on it once.



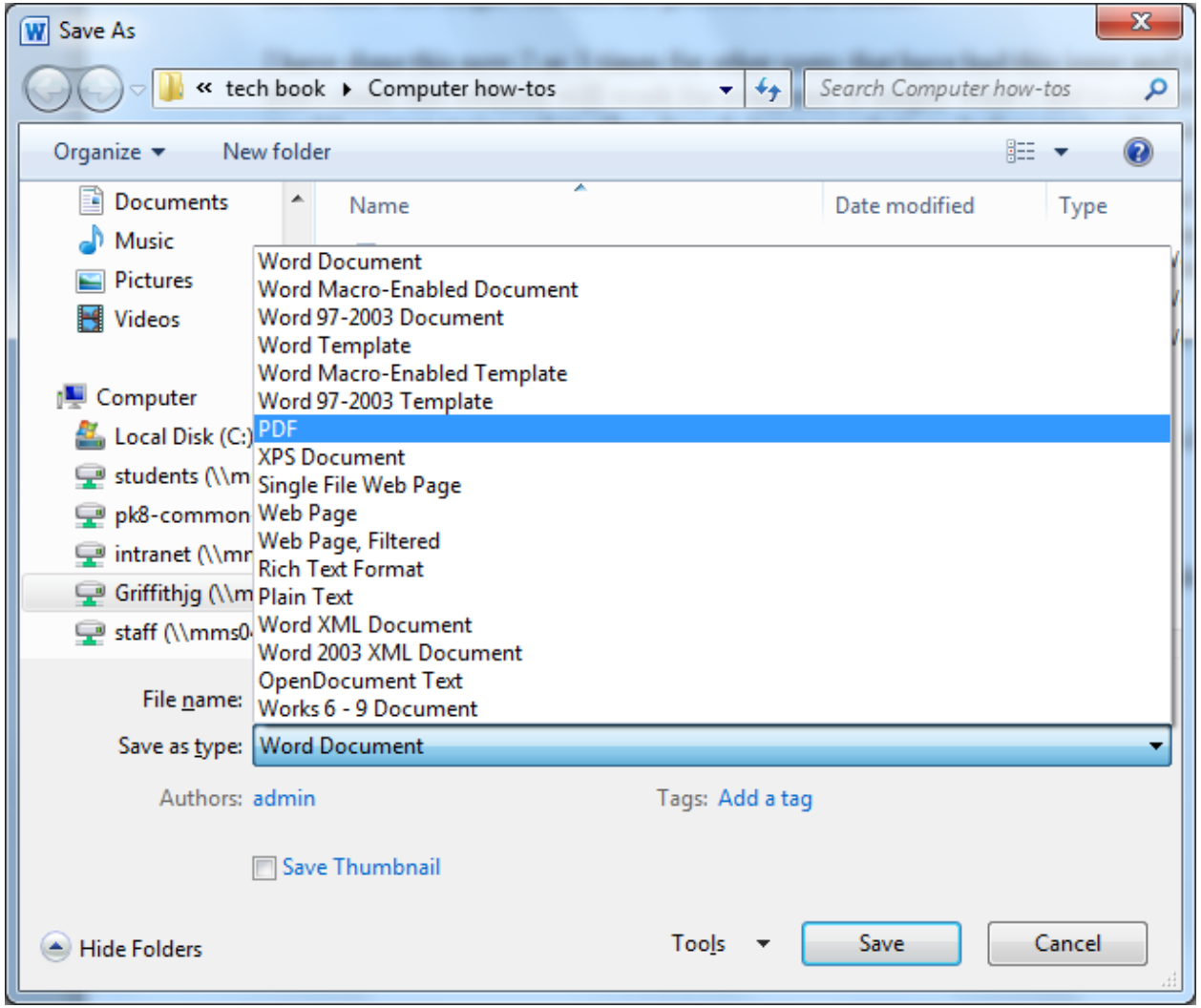
2. A web page template has been created for you. You have rights to edit and publish this page and any other pages that you create in this folder. The tool bars should look familiar. You may change the content title (circled) and modify the page to meet your needs. If you have a Teacher Homework page, a link has already been made for you from this page to that one.



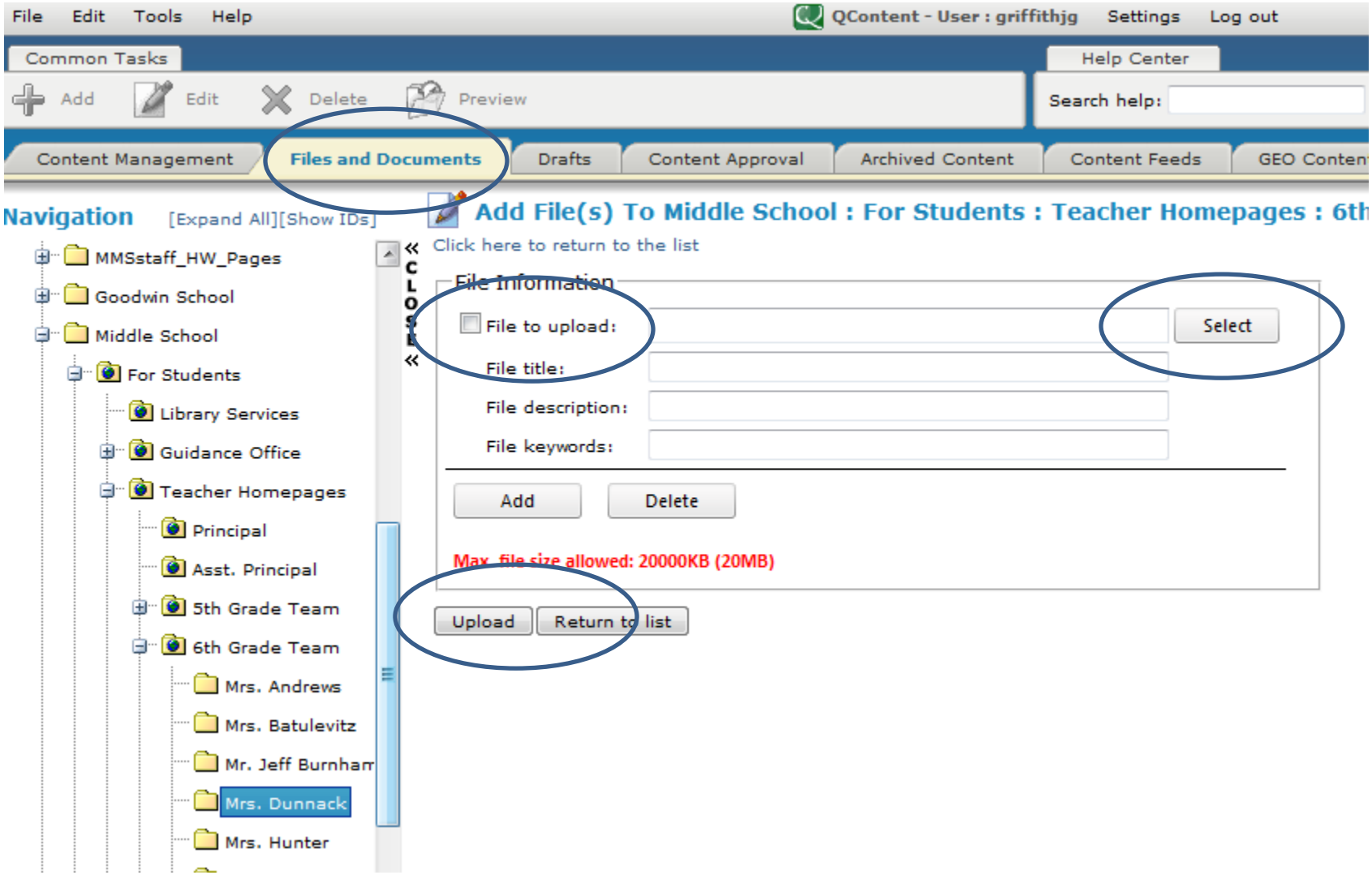
3. The tools in the tool bar are pretty intuitive. Either they are labeled, like “Font Name,” “Size,” etc. or you may point your mouse at a tool and a label will pop up. When you are done editing….click the Publish button at the bottom of the page…keep in mind there are two scroll bars….you’ll need to scroll down with the inside scroll bar.



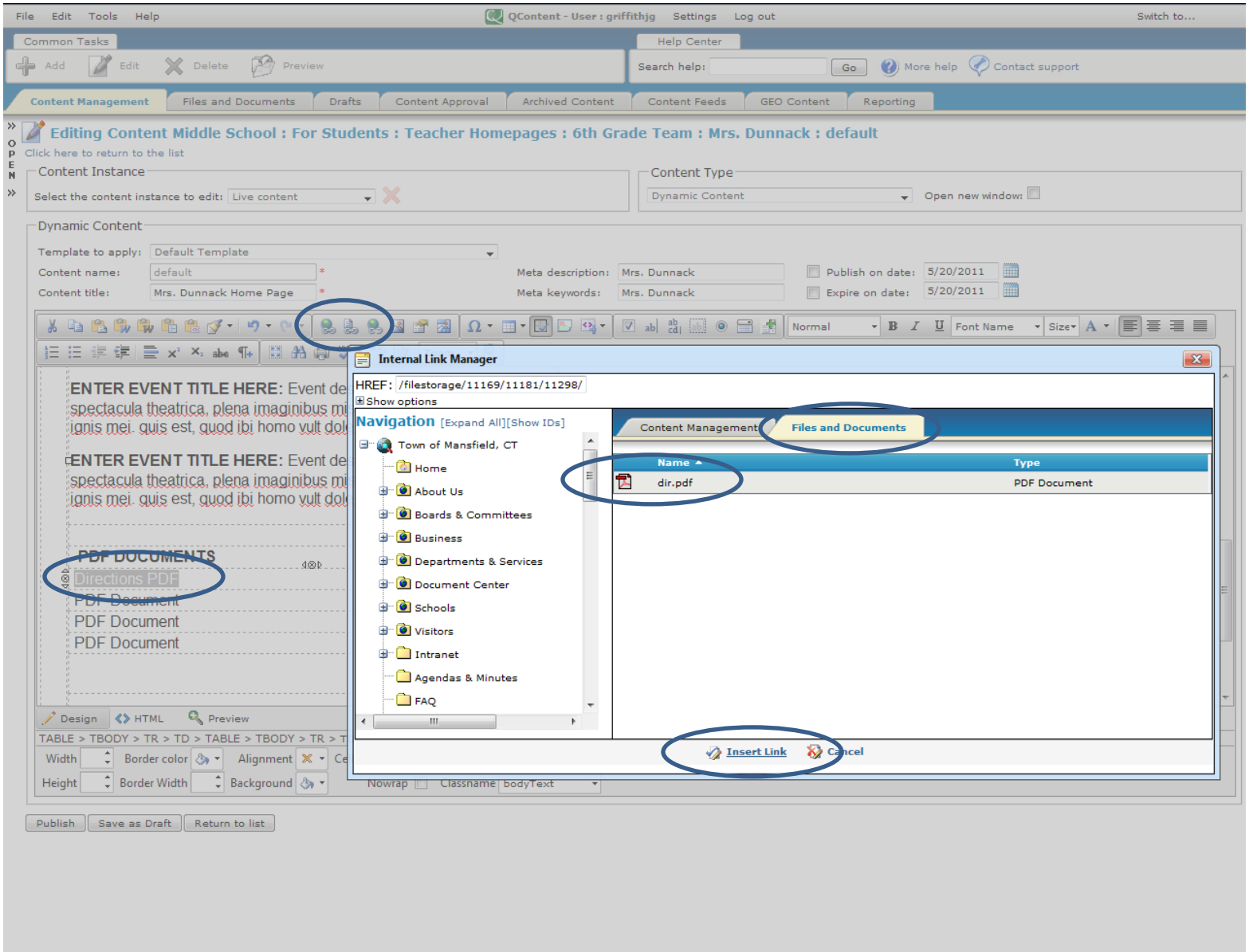
4. Uploading files or documents.
    a. If you want to put a link to a PDF document on your page, you can **FIRST** save a Microsoft Word document as a **PDF** by clicking **Save As Type** and then choosing PDF from the menu.



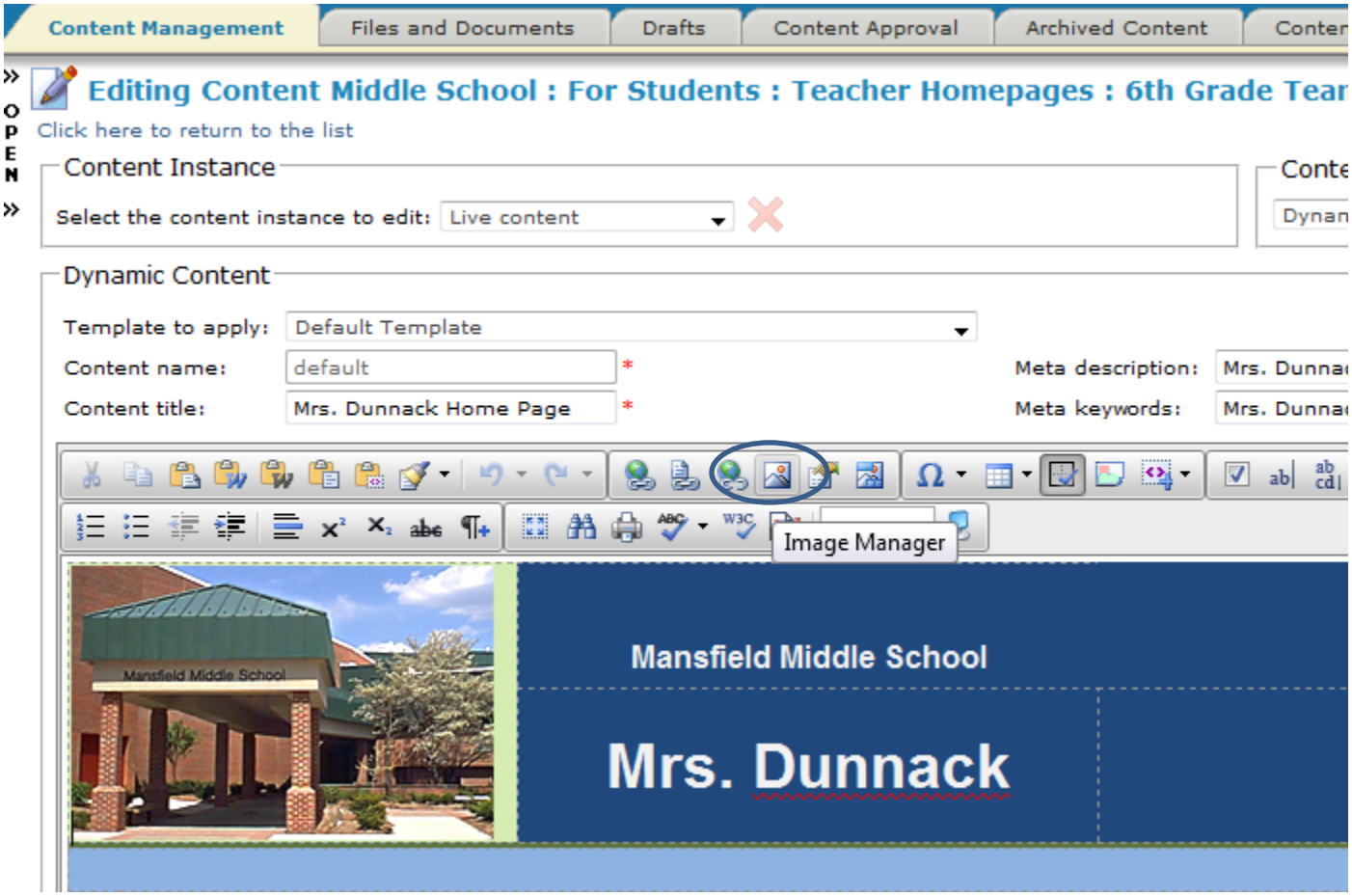
b. To upload the **PDF** document to your web page folder, choose the **Files and Document** tab. Put a check box in the **File to Upload Box** and click the **Select** button to browse to your PDF document. Once you've selected the PDF file, click the **Upload** button to put it in your **Files and Documents** folder.



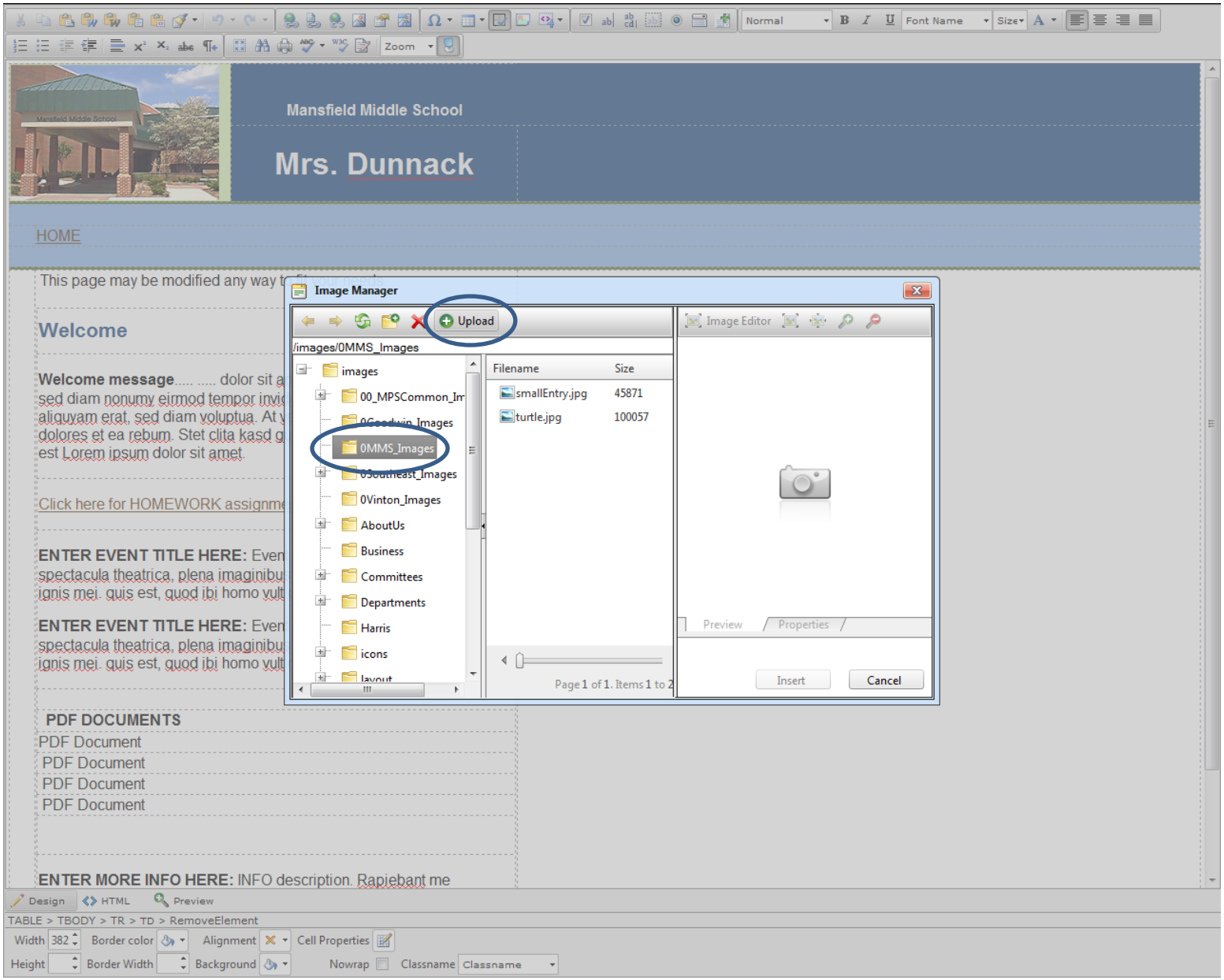
c. To make an "**Internal Link**" to the document that you uploaded, highlight the words that you want to make the link to. Click on the **Internal Link** icon. In the Internal Link Manager click the **Files and Documents** Tab. Click on the document that you want to link to…and then click **Insert Link** at the



5. Inserting an Image on your web page
    a. Putting an image on your web page is a simple process, once you get the hang of it!
    b. On the main toolbar on your Content management page, click the **Image Manager** icon.



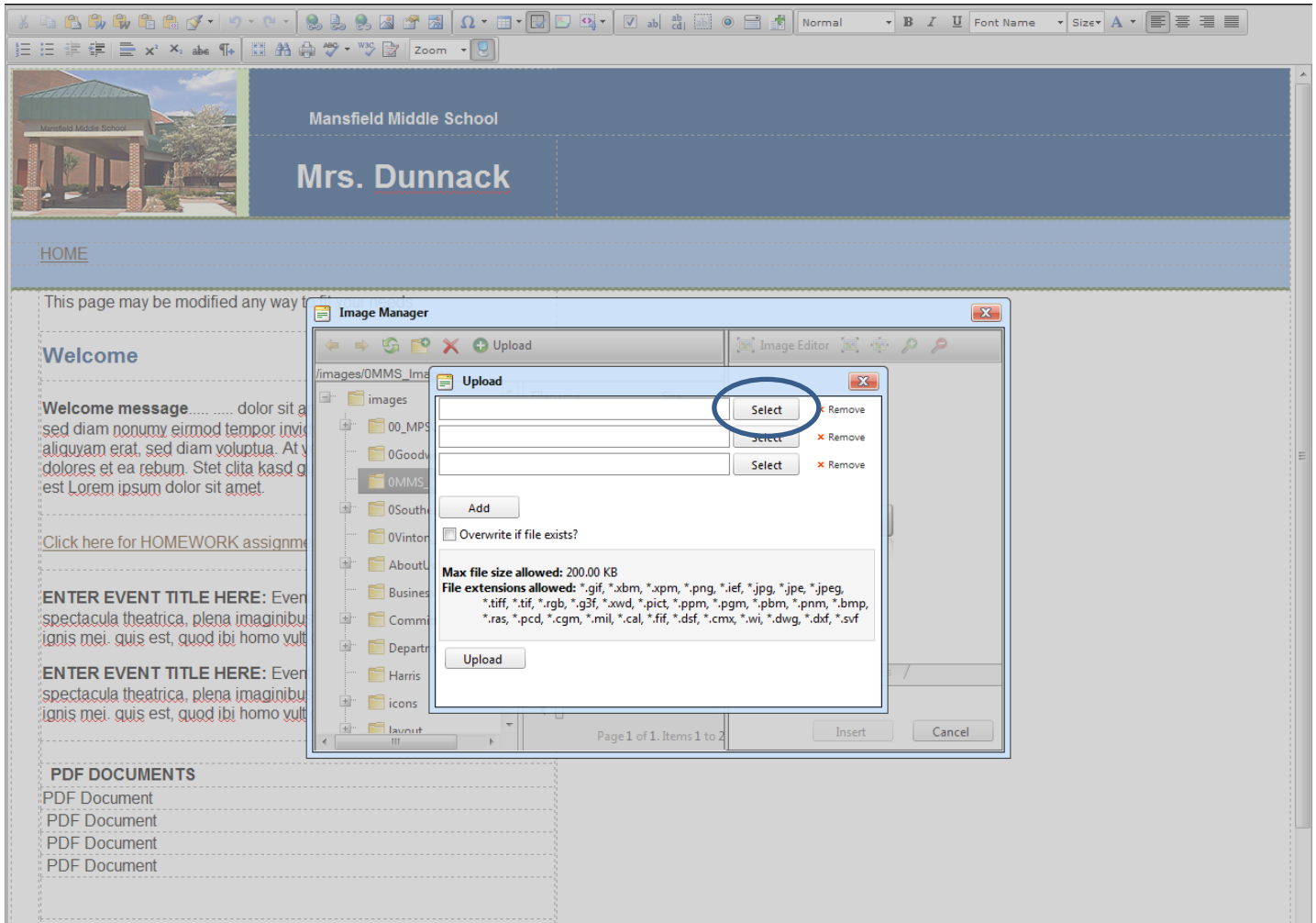
c. An **Image Manager** window will appear. MMS members load their images to the common folder, **0MMS_Images**. Click on that folder to select it. Click on the **+Upload** button at the top of the window.



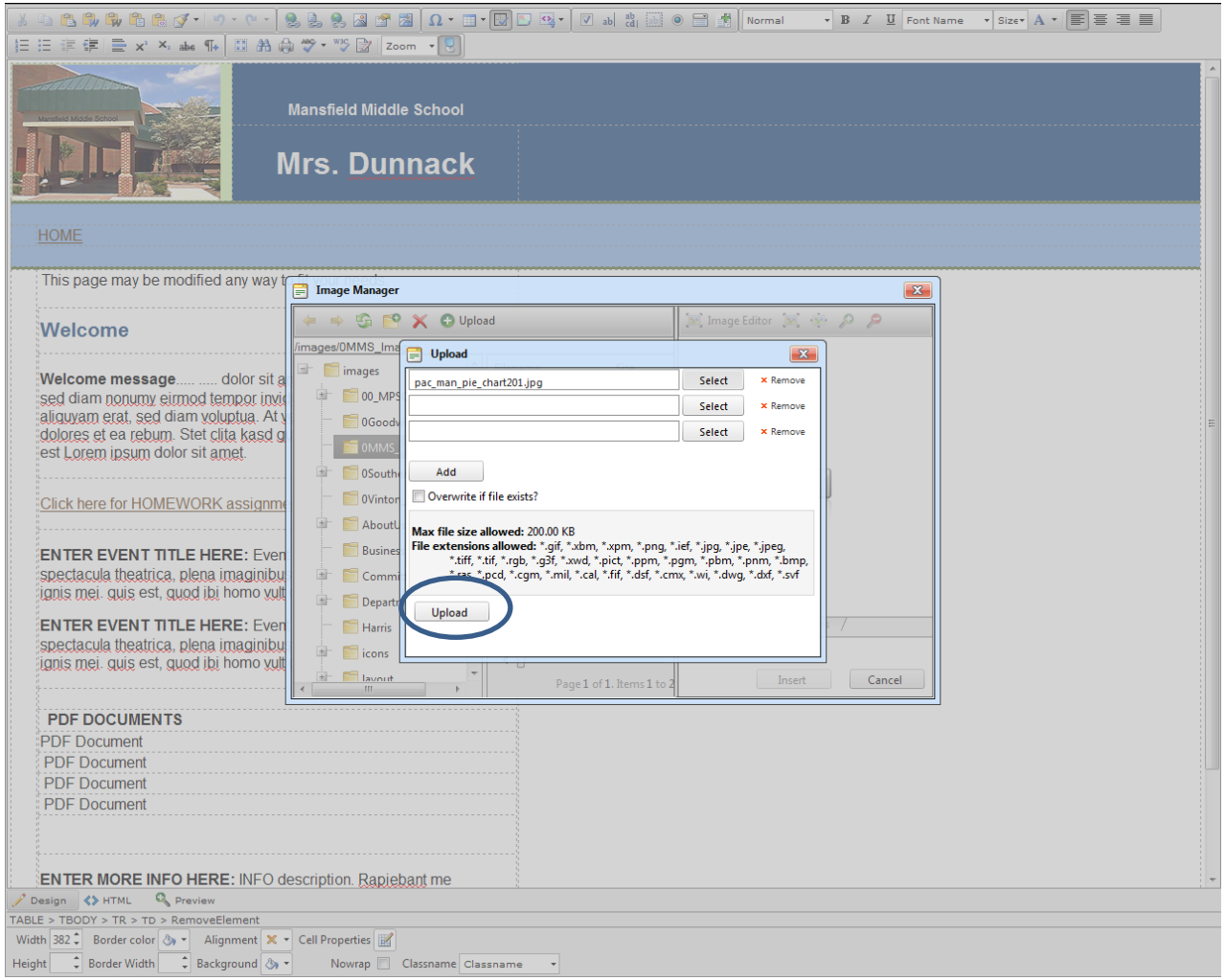
d. An Upload window will appear. Click on **Select** and browse to your image or picture. A couple of VERY IMPORTANT things to keep in mind:

   i. The file name of your image or picture should be unique and you should be able to identify it. The images folder we are using will be used by all of us. So for example, if you want to have an image of the sun (that shiny thing in sky in the middle of the summer) I would suggest that you name give it the file name "sun210". This would be unique to Mrs. Dunnack with an image name and her room number. If she had more than one image of a sun, then the second sun file name would be "sun210_1" Once you get use to this, it will be very easy and manageable. Only click on "Overwrite if file exists" box if you specifically want to overwrite your own file.

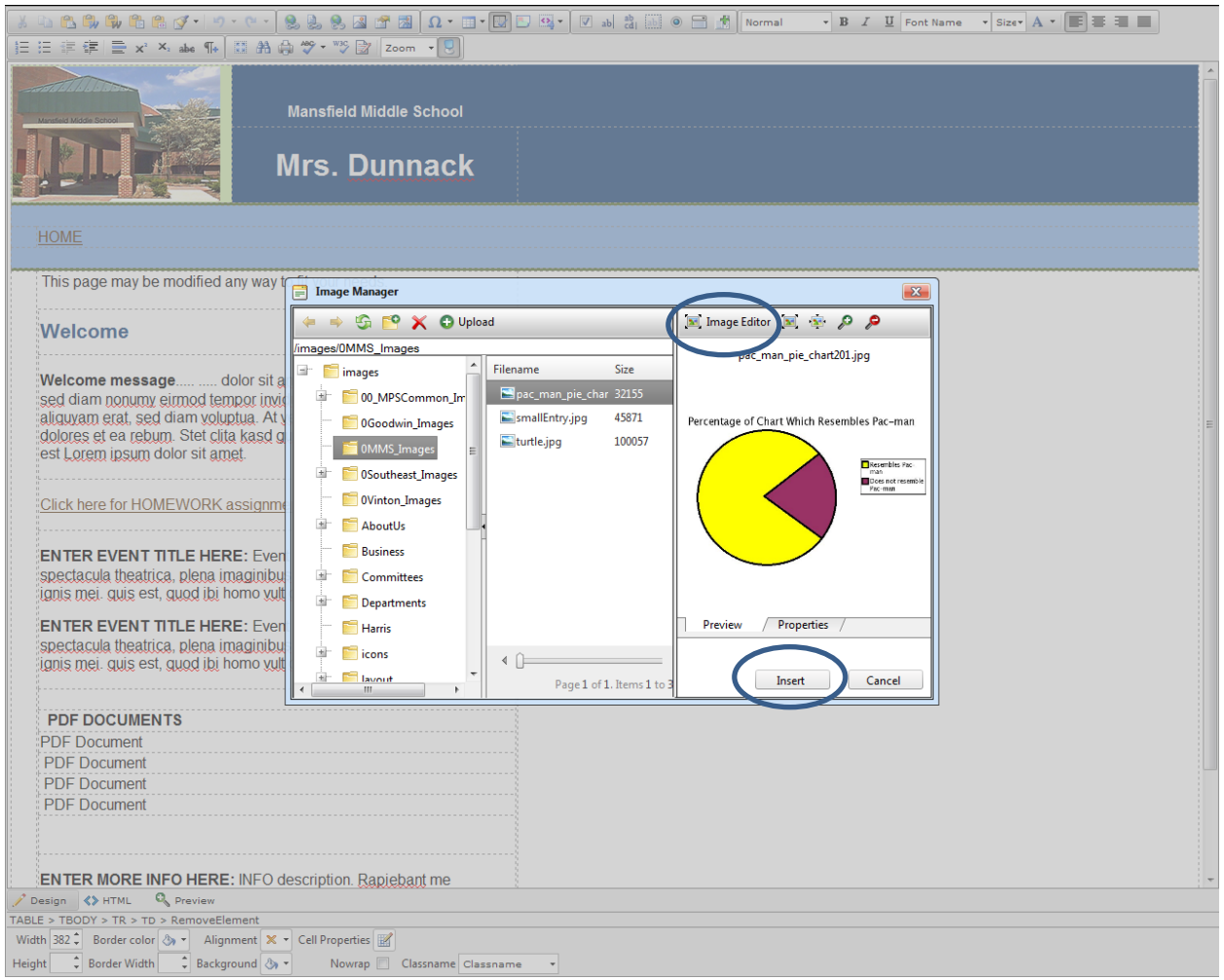
   ii. The image or picture may not exceed 200 kb. Right click on the image to determine the size. The **Paint program** is a good application to make necessary adjustments.



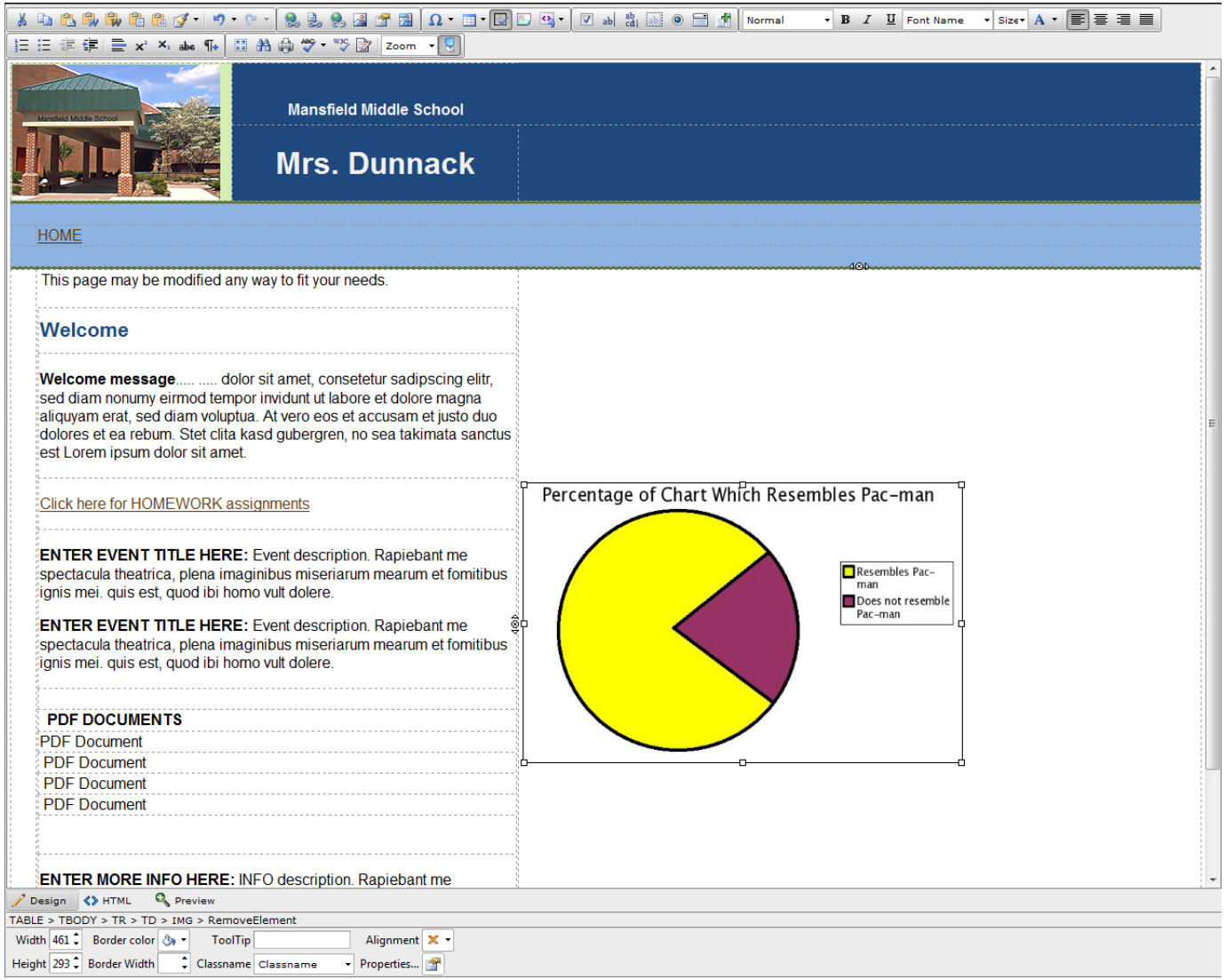
iii. Once you've selected your image, click the **Upload** button.



iv. You may use the image editor here to modify your picture, as well. Once you're satisfied with your image, click, **Insert**. On the page that you are inserting the image, make sure you have clicked in the location where you want your image to appear.



v. **Voila** !


Mansfield Middle School
Mrs. Dunnack
HOME
This page may be modified any way to fit your needs.
Welcome
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ENTER EVENT TITLE HERE: Event description. Rapiebant me spectacula theatrica, plena imaginibus miseriarum mearum et fomitibus ignis mei. quis est, quod ibi homo vult dolere.
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Height 293
Border color
Border Width
ToolTip
Classname
Alignment
Properties...

6. One of the objectives of the implementation of a new web site is to allow you to publish your work immediately on the World Wide Web as soon as you are done with your modifications (no longer need to wait until the upload at 3:00pm each day!). Another objective is to make it quick and easy to edit / post information online. This tool is accessible from anywhere with an Internet connection and is very similar to using Microsoft Word. A final objective was to have the schools' "main" pages offer the information and formatting more common to what people expect from a modern website.

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