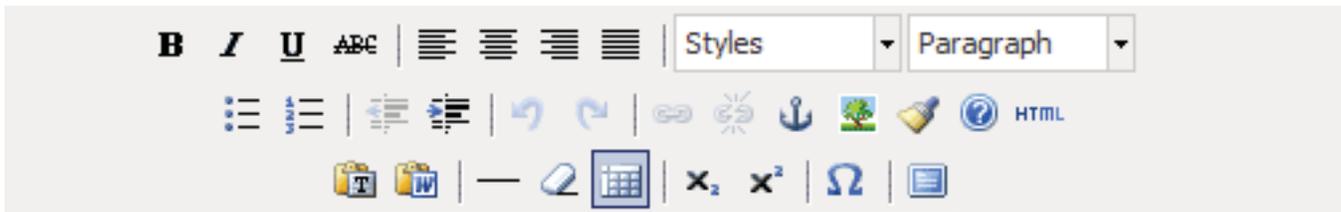


http://www.vandepol.us/admin/

To Edit a Page

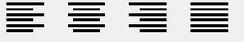
1. Once you are logged in, navigate to the page you want to make changes to.
2. You should see a  on the page, click the asteric to engage the editor window.
3. You will then see the main content area appear in a white window with several tools at the bottom:



Each button should be similar to any word processing program.

 Bold, Italic, Underline, Strike though

 Subscript, Superscript

 Left, Center, Right, Block Justify

 Numbered List, Bulleted List

 Decrease Indent, Increase Indent

 Undo and Redo

 Make a Link and Remove a Link

 Create an Anchor



Advanced tools, clean up HTML, View Source and Help



Horizontal Rule, Remove Formatting, Toggle invisible items



Insert Special Character, Toggle Full Screen Mode

To add an image, click the image icon.  A pop up window will open and ask you for the URL, which is the path to the image on the server. If you do not know the path, click the  browse icon at the end of the field and this will open the file editor window where you can choose the file you would like.

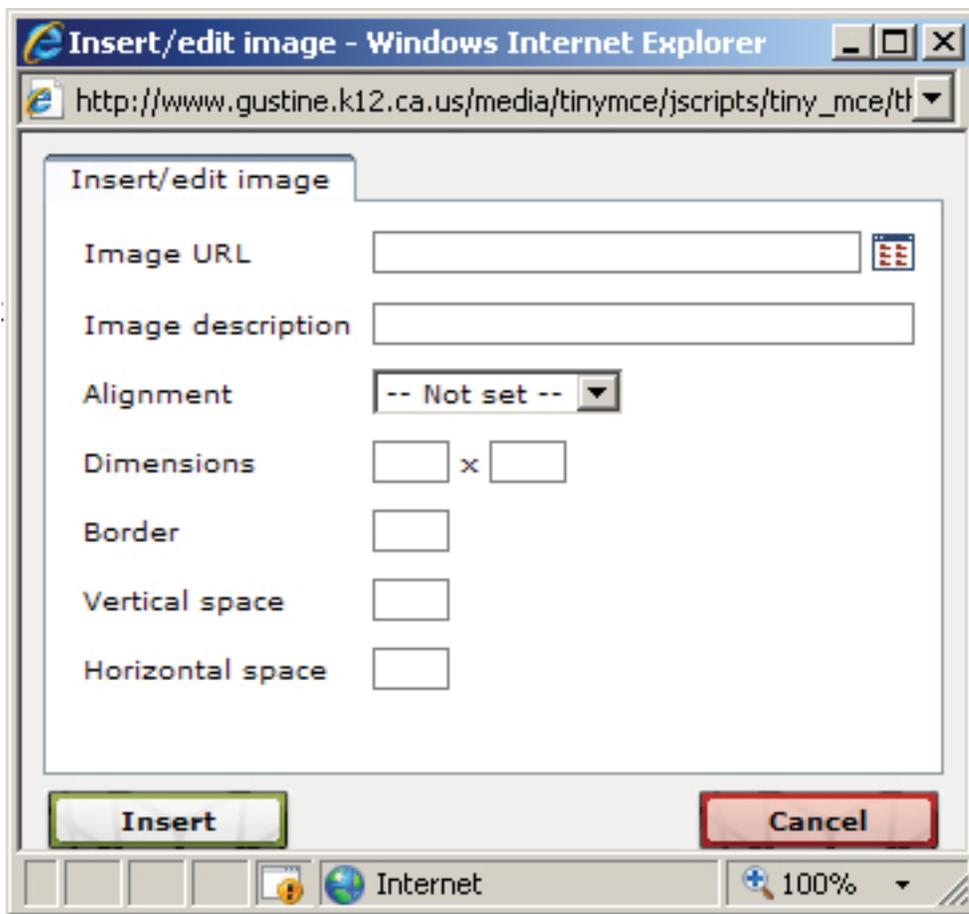


Image description: Area to add text for search engines

Width & Height are pre-filled, or they can be manually overridden

Border = are measured in pixels and start with 0,1,2 ect.

Hspace - Invisible space Top & Bottom photo

Vspace - Invisible space on R&L of photo

Align - Left, right, bottom, top, etc...

To select from the files on the server, choose the image by clicking the blue arrow on the left.

FileBrowser

New Folder Make Thumbs Generate Images Upload

Search: Go

		Filename		Size	Date	
		cc-logos.jpg 81 x 30 px		17 kB	2011-06-16	
		farm-in-store-dinners.jpg 415 x 289 px		95 kB	2011-06-14	
		cupcake.jpg 353 x 527 px		90 kB	2011-06-14	
		mareket-menu-11.pdf		69 kB	2011-06-14	
		spoons.jpg 264 x 408 px		40 kB	2011-06-09	
		community.jpg 399 x 336 px		81 kB	2011-06-09	
		contact-us.jpg 399 x 336 px		88 kB	2011-06-09	
		at-greens-market.jpg 600 x 375 px		234 kB	2011-06-09	
		events.jpg 399 x 336 px		80 kB	2011-06-09	
		youtube-icon.jpg 39 x 36 px		12 kB	2011-06-08	
		green-apples.jpg		19 kB	2011-06-08	

Filter

- By Date**
 - Any Date
 - Today
 - Past 7 days
 - Past 30 days
 - This year
- By Type**
 - All
 - Sound
 - Code
 - Image
 - Video
 - Folder
 - Document

If you want to upload your own image, click the UPLOAD icon on the top right and this window will appear. From here you can upload up to five images at a time.

http://www.gustine.k12.ca.us - Select files to upload | Django site admin - Mozilla Firefox

Select files to upload

FileBrowser > Multiple Upload

File 1:

File 2:

File 3:

File 4:

File 5:

Help

Allowed:

- Sound (.mp3, .mp4, .wav, .aiff, .midi)
- Code (.html, .py, .js, .css)
- Image (.jpg, .jpeg, .gif, .png, .tif, .tiff)
- Video (.mov, .wmv, .mpeg, .mpg, .avi, .rm)
- Document (.pdf, .doc, .rtf, .txt, .xls, .csv)

Max. Filesize: 2 MB

Done

Images must be named properly without any spaces in the name, and must be less than 2mbs.