UPDATING YOUR WEBSITE

SCHOOL YEAR 20-21

Getting started for editing a page on your school site
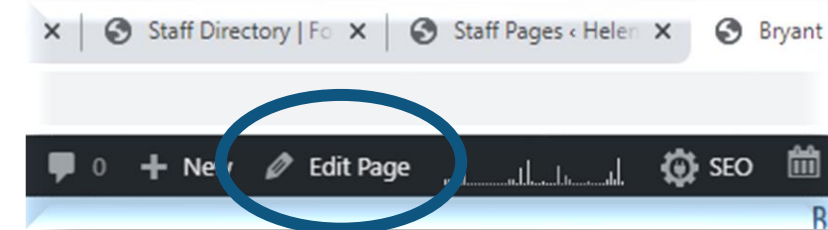
1 Log in using your district credentials at www.helenaschools.org/wp-admin

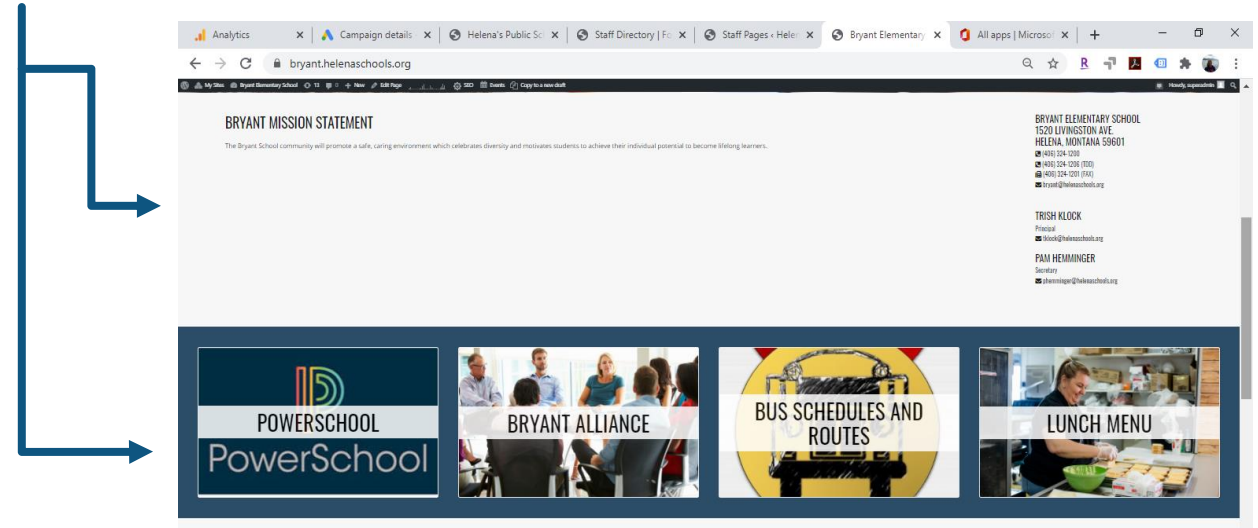**2** Navigate to your school site through the district menu.

3 Choose "edit page" from the top navigation bar when you're on the page you want to edit.
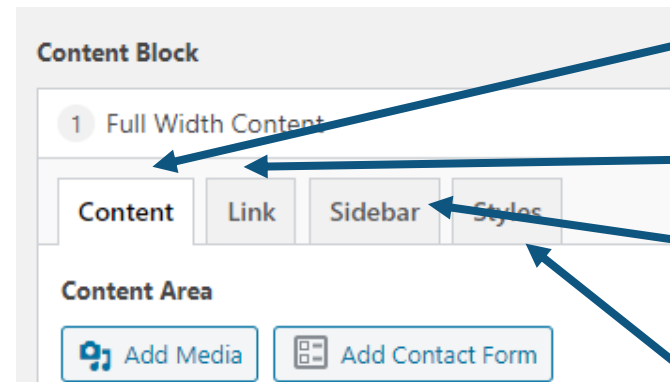
Content Blocks

The horizontal sections on each page are called **content blocks**.

If you click on "edit page," each content block has four options.

Content is where you type your copy and add photos.

You won't use **Link** very often. It links to a different page.

Sidebar takes you to the copy on the right side of your screen when you're not in edit mode. (More later!)

Styles allows you to change the background color of your content block.

Different Types of Content Blocks

If you scroll down the page to just above "Access Manager" you'll find an option to

Add Content Block

Full Width Content: for text across the entire width of the page

Half and Half: content on one half of the page and media on the other half

Horizontal Boxes: smaller content blocks across the screen

Rotating Post Blocks: A series of posts with pictures for featured posts, or a newsletter like the Updates to our Families on the homepage

Contact Information/ Bio Block: allows you to input a series of contact information
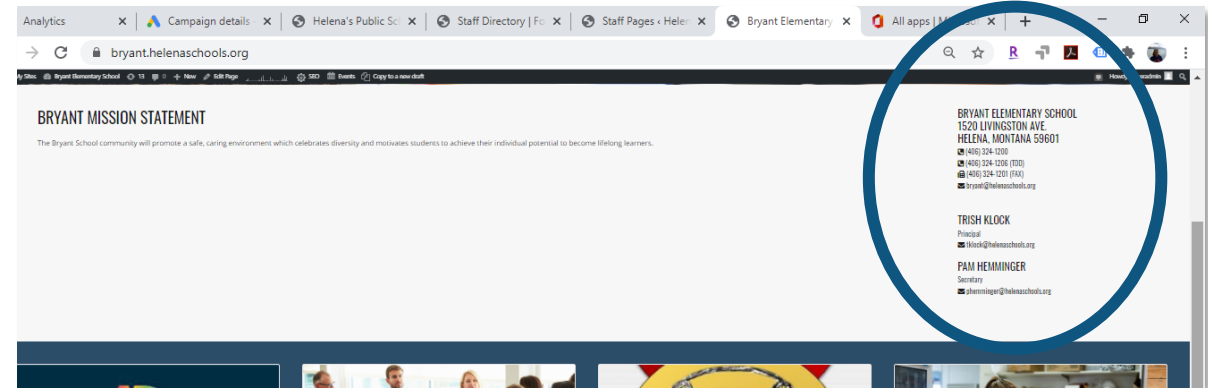
Upcoming Events: allows you to link events of a specific category to the content block. (Advanced)

NOTE: A sidebar block is allowable on the full width content block.

Using a Sidebar

You'll find a sidebar on the right side of a full-width content block.

To add a sidebar:
1. Click "Show Sidebar" at the bottom of the content block.
2. Navigate to "Sidebar" at the top of the content block.
3. Choose your option for type of sidebar.

Adding and Inserting Media

First Click the "add media" button at the top of your content block.

Second Choose from existing files in your media or add new images or documents.*

Third If you insert an image, select the position of the image by clicking on it.

*__Best Practices__: One of the biggest motivators driving the website refresh was ADA compliance. See the next page for tips on ensuring continued compliance.

Tips, Advice, and ADA Compliance

Save your work often using the blue "Update" button towards the top right of the page. Once clicked, though, it can't be undone.

All pdfs must be converted from documents, not scanned in per ADA compliance. Word documents are discouraged.

All images must have alt text (on the right side of your media library) per ADA compliance

Feel free to contact me if ever you get stuck! ext. 2026 or mskinner@helenaschools.org