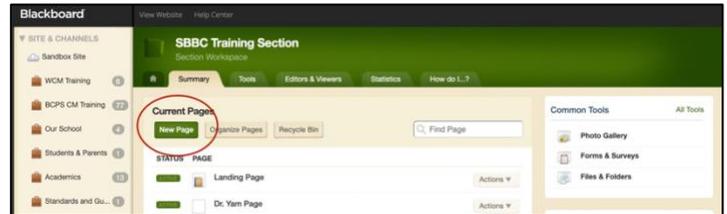


## Creating a Page using the Basic Page Type

Navigate your practice site section to the area where the page will be added.

- School Content Mangers
  - Snapshot site > Our School > Section for Your Class
- District Content Mangers
  - Sandbox Site > BCPS CM Training > Section for Your Class

In the Section workspace, choose New Page



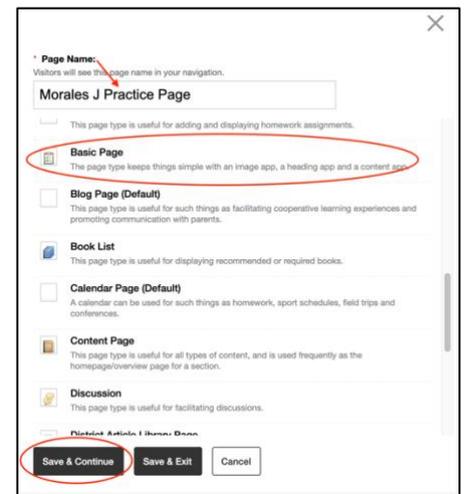
Name your page.

(Recommendation: Last Name, First Initial Practice Page)

Choose page type from the list.

For this activity, choose Basic Page

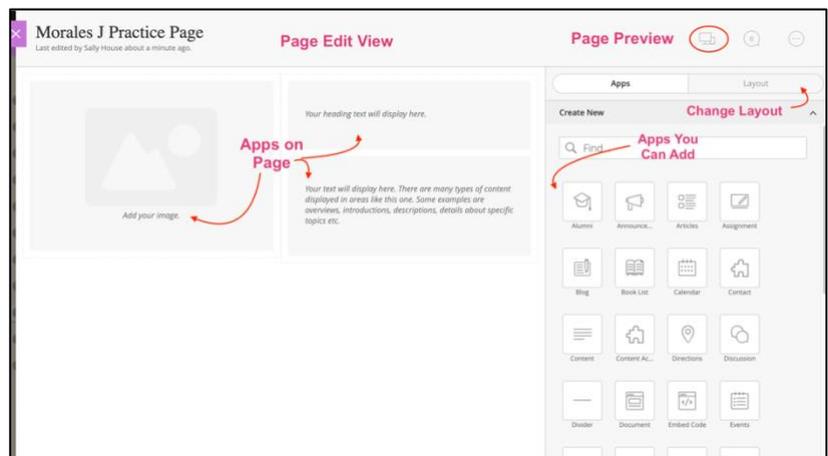
Click Save & Continue.



The page edit view shows.

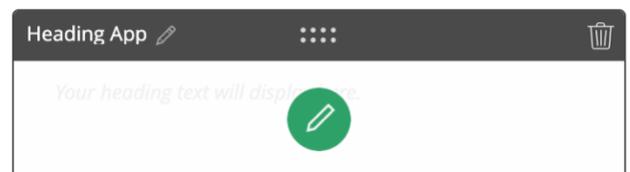
- The page editing area is on left.
- The apps you can add and the other layouts you can use are on the right.

This page has two columns with an image app on the left and a header at top right and a content app on below the header app.



Mouse over an app to make it active.

Click the green pencil to edit an app.



## Edit the Header App

The Header adds a title to the page. This app is in the upper left of this page, but the app can be added to different areas of the page.

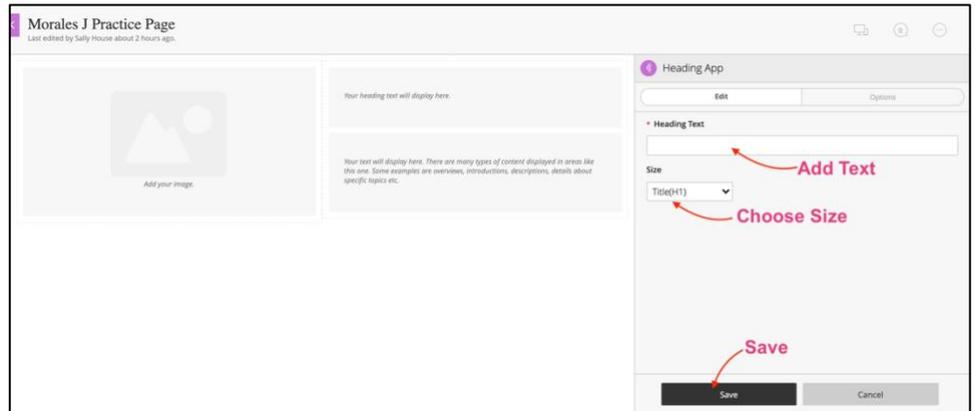
- Mouse over the app and click the green pencil.
- An edit window will appear on the right.

In the edit window,

✓ Enter *Welcome to my practice page!* as the header text.

✓ Choose the Size of the Text. (leave as H1)

✓ Click the Save button at the bottom of the box



## Edit the Image App

The Image app adds an image to the Page

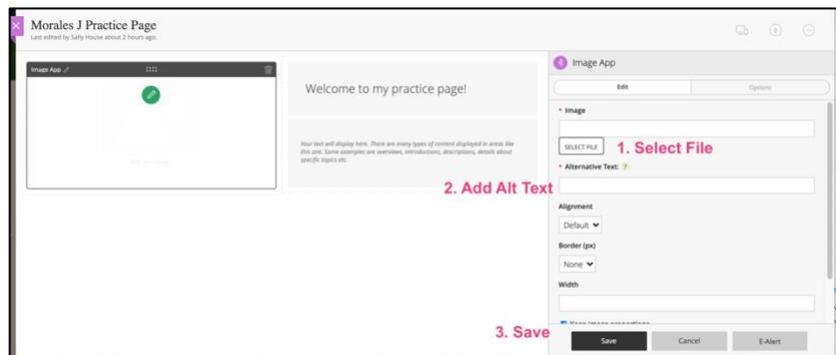
- Mouse over the app and click the green pencil.
- An edit window will appear.

In the edit window,

✓ To Select the file, click the select button and choose Shared Images from the options

✓ Add Alt Text (BCPS Standard)

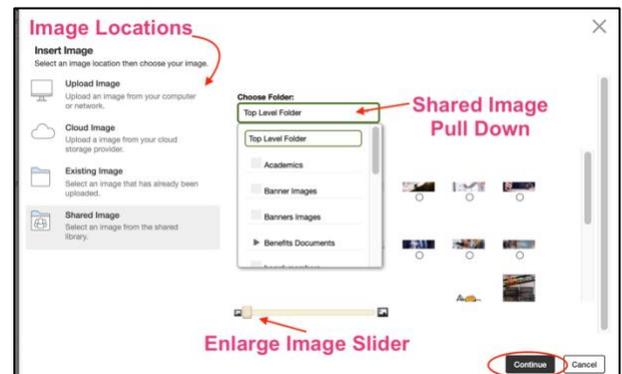
✓ Save



There four options for choosing an image file location:

- Upload Image – from your computer
- Cloud Image – from OneDrive
- Existing Image – a file previously uploaded
- Shared Image – images stored in Schoolwires for all to use

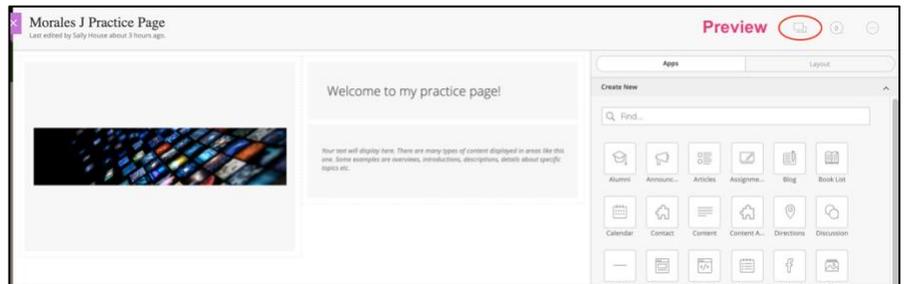
AVOID COPYRIGHT INFRINGEMENT, AVOID USING UPLOADED IMAGES.



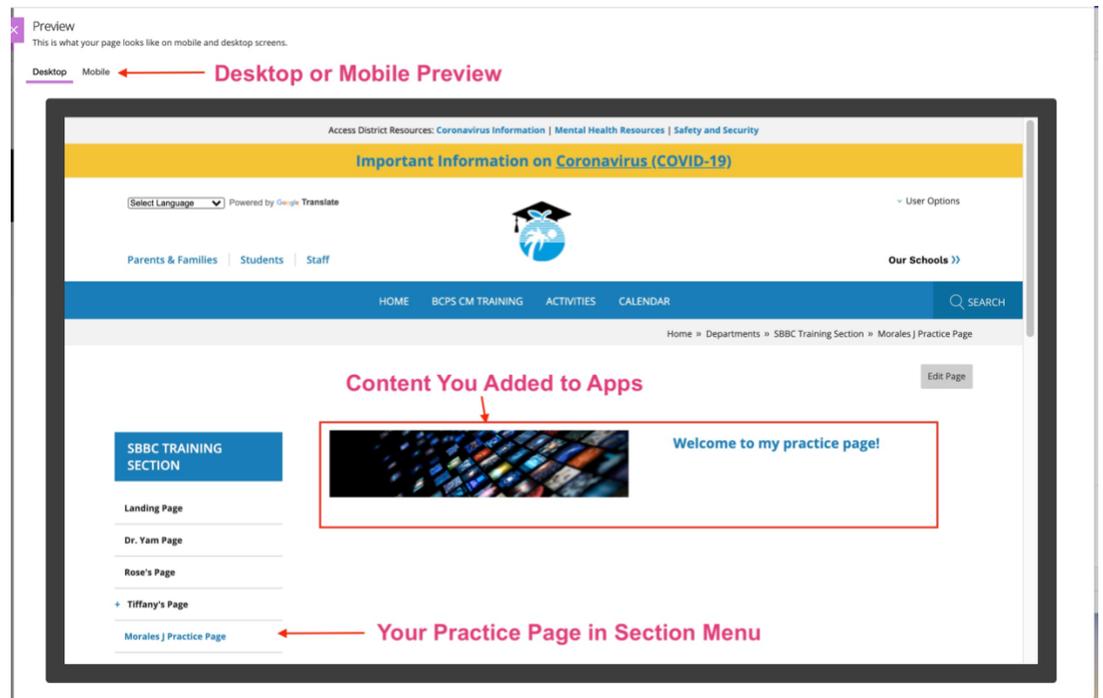
BEFORE YOU USE UPLOADED IMAGES, contact the District Web Master to approve any images other than those in the Share Images folder on your website. This includes images you created.

## Preview Your Website

Click the Preview Button to view your website in the Desktop or Mobile views/



In the training sites, the pages show with a section menu on the left side bar.



## Deleting an App

To remove an app:

- Open the page in the edit view
- Mouse over the app to make it active
- Choose the trash can icon.



Delete the header app on your practice page. You will not need a header app on your practice page .

NOTE:

We will not be editing the content app in this activity. Continue the module to learn more about content apps.