

# Setting up Your Webpage

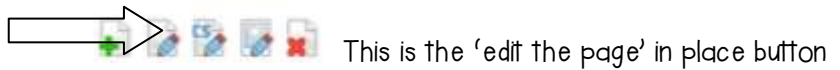
## ACCESSING YOUR WEBPAGE

Go to the Herscher Website-  
<http://www.hcusd2.org>

- Locate the box with the arrow next to 'calendar' choice on the menu
- Sign in using your email address and the password Herscher2 (you can change it once you access your page)
- Go to your school- find your page and begin editing your page!

## GETTING THE BASICS ON YOUR PAGE

Once you have access to your page click the second icon on your page



This is the 'edit the page' in place button



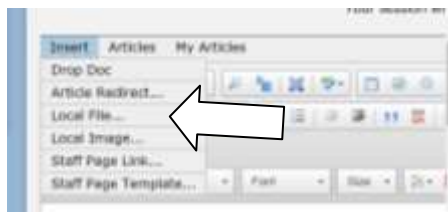
1. The Headline is what your page will be called.
2. Template- The template can be selected for each page or you can have the same theme for each article.
3. Type your text into this box. You can change the font, color and size.
4. Click the submit button when you are finished adding text to your article

## UPLOADING FILES

You can upload pictures and documents onto an article



Click Insert



Choose local file for a file on your computer (PDF, word doc.) Choose local image from your computer that you wish to upload.



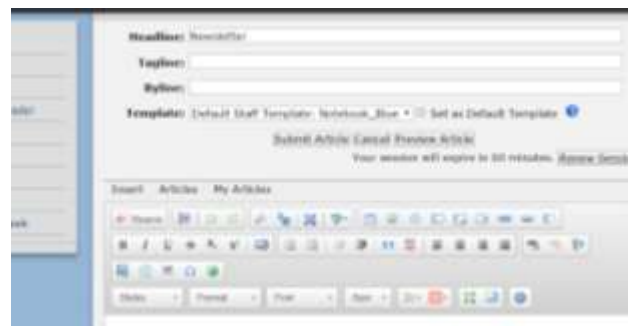
Browse for file, choose file, and change hyperlink to desired title. Click OK.

Click on Submit article once you see your hyperlink with your upload.

## ADDING AN ARTICLE

Adding an article means adding another section to your page

Click the first icon



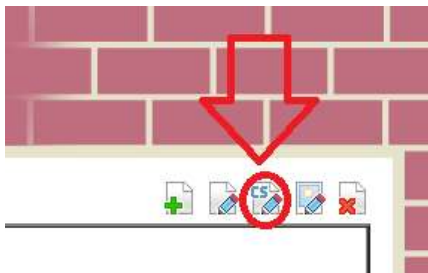
Follow the steps in the section above to design page and add text. This article's headline will be visible on the left side navigation.

## ORDERING YOUR ARTICLES

By default it will be alphabetical... You can change this.

Think of the articles you have and number them with the smallest number being the article you want first in the list and the largest number being the article you want last in the list.

Click on the CS/pencil article editor icon.

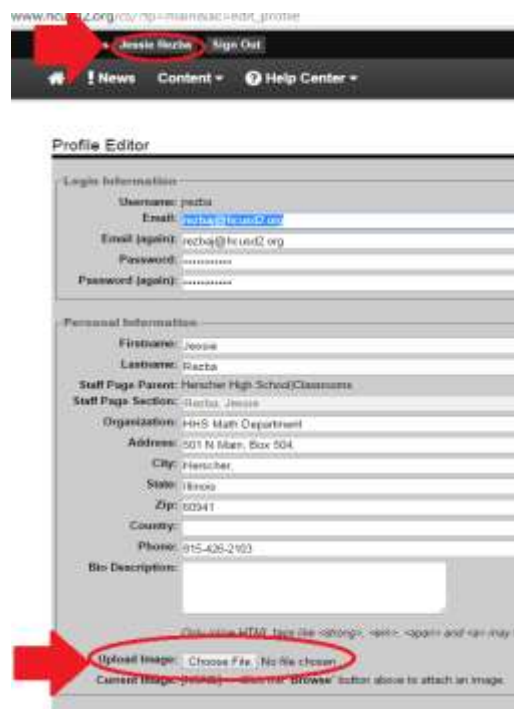


Change the priority number. Default is 100 so change to the number you have for ordering. I personally ordered mine by 100, 200, 300, etc...



## CHANGING YOUR PASSWORD & INFORMATION

Click your name at the top to customize your personal information and change your password



At the bottom you can upload an image that will be next to your name in the listing of classrooms for your School.

TO EXIT AFTER YOU SAVE, Just hit the house in the upper left

To view all your articles and delete if necessary:

Click the red X page.



## WEBSITE TIPS

- Spell Check- To spell check your article- click PREVIEW while editing, any misspelled words will appear in yellow.