



ARCHIVING PAGES

& COMPONENTS

with eSchoolView

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WHAT IS ARCHIVING?

- The ability to hide an element without having to delete it
- Provides access to the component or page on the back-end of the website but does not allow the website visitor to see the component or page
- You can hide any component!
- You can hide any page!



ARCHIVING A TEXT WINDOW COMPONENT

The screenshot shows a web interface for editing a text window component. The interface is divided into several sections:

- Component Title:** A text input field at the top left, circled in red. A blue circle with the number '2' is next to it. To its right is a blue 'Save Component Title' button, also circled in red.
- Edit Text Window Content:** A section below the title field containing a text editor with a toolbar (bold, italic, underline, text color, background color, list, link, unlink, image) and a 'Page will auto save at 8:24:04 PM' notification.
- Text Window Options:** A section to the right of the text editor, circled in red. It contains:
 - A checkbox labeled 'Make Window Collapsible'.
 - 'Date Visible:' with a date input field containing 'mm/dd/yyyy'.
 - 'Expiration Date:' with a date input field containing 'mm/dd/yyyy', circled in red.
- Bottom Buttons:** A blue circle with the number '4' is next to a green 'Save' button and a red 'Cancel' button, both circled in red.

1. Click into the component you want to hide.
2. Delete the Component Title (if there is one). Click Save.
3. Click "Text Window Options" farther down the page, under the text box.
4. Expire your component by choosing a day before today. Click "Save".

ARCHIVING A PDF IN A DOWNLOADS COMPONENT

Manage Existing Downloads

[Add A New Download](#) [?](#)

Select All [Delete Selected](#)

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[START HERE > Introduction to Webmastering - The Basics \(Introduction to Webmastering8.pdf\)](#)

[START HERE > Introduction to Webmastering - The Basics \(.rtf\) \(4abc6397_RTF.rtf\)](#)

[How to Edit a Page & Intro to Components \(How to Edit a Page_Intro to Components.pdf\)](#)

Manage Existing Downloads

Edit 'How to Edit a Page & Intro to Components'

Download Title:

Short Description:

Date Visible:

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Date Expires:

Overwrite File

Image Resize Width (px):

Resize image
NOTE: This only applies to newly uploaded images.

Icon:

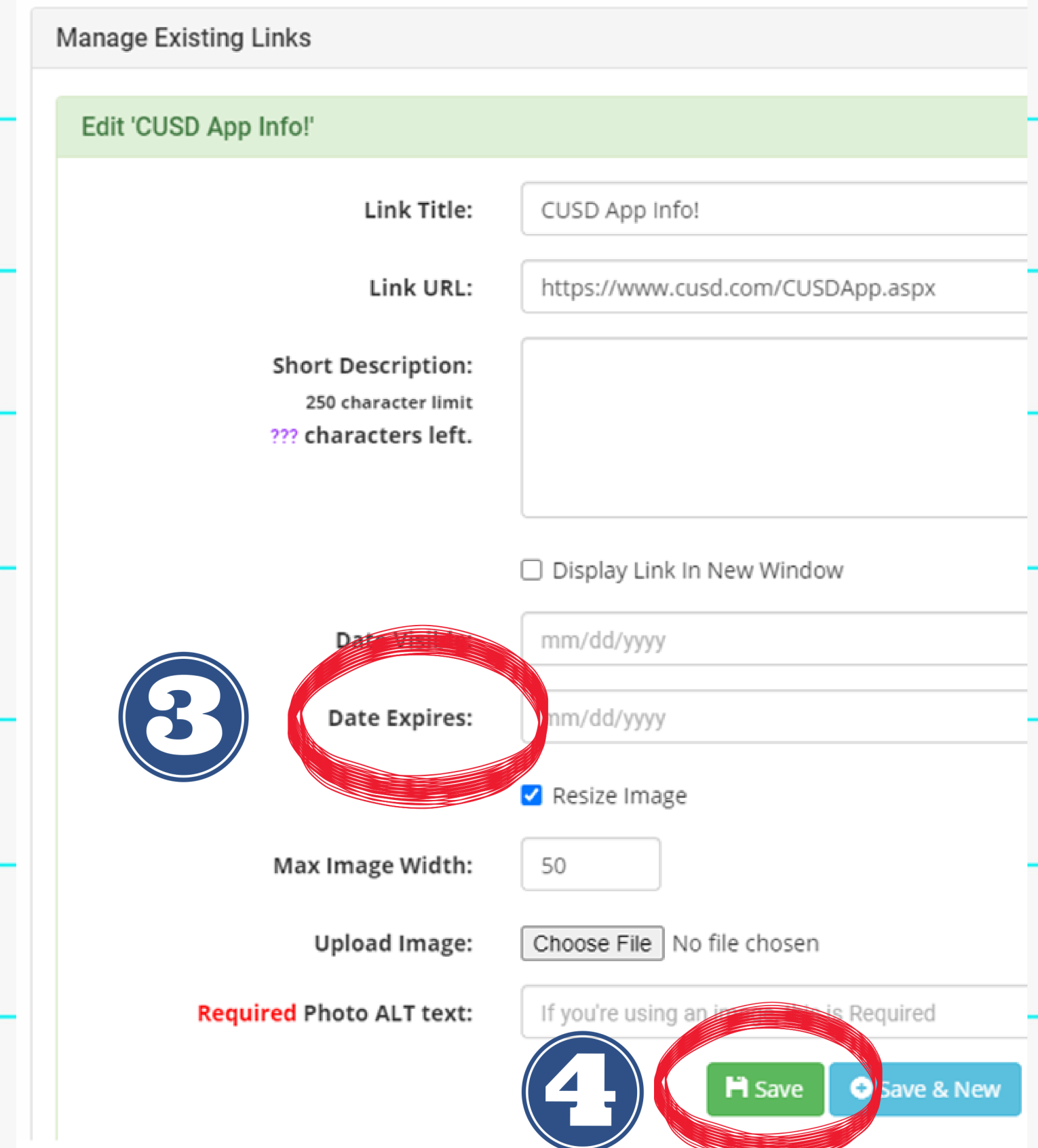
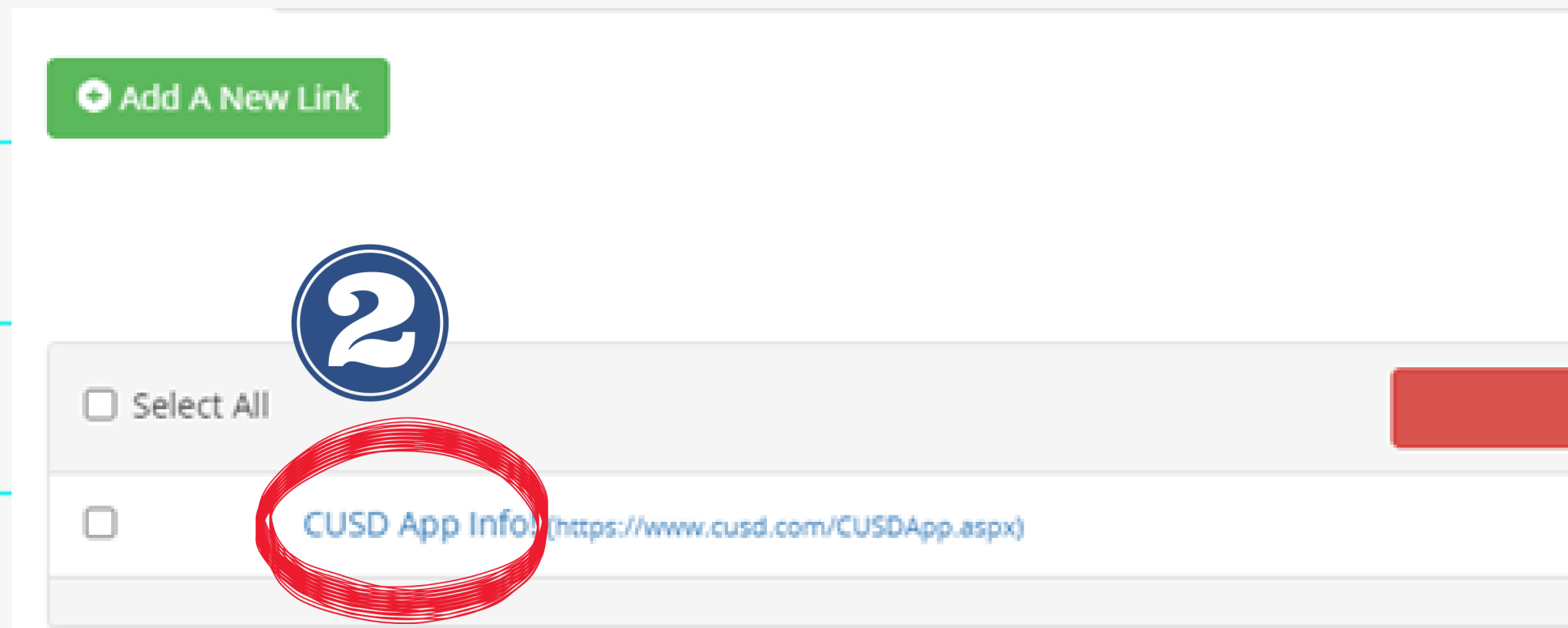
Use icon as download link

Required Photo ALT text:

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1. Click into the component you want to hide.
2. Click the title of the file you want to hide.
3. Expire your download by choosing a day before today.
4. Click Save.
 - **If you want the PDF and RTF to both be hidden, you must expire them each separately. ***

ARCHIVING A LINK IN A LINKS COMPONENT



1. Click into the component you want to hide.
2. Click the title of the link you want to hide.
3. Expire your link by choosing a date before today.
4. Click "Save".

ARCHIVING A PHOTO GALLERY COMPONENT

1. Click into the component you want to hide.
2. Delete the Component Title (if there is one). Click Save.
3. Click "Gallery Options" farther down the page, under the text box.
4. Expire your component by choosing a day before today. Click "Save".

The screenshot shows the 'Manage Gallery' interface. At the top, there is a 'Component Title' field and a 'Save Component Title' button. Below this is the 'Add New Images' section with a 'Browse' button and an 'Upload' button. The 'Gallery Options' section is expanded, showing various settings like 'Photo Gallery Date Expired', 'Slide Timing', and 'Transition Effect'. A 'Save' button is located at the bottom of the 'Gallery Options' section. Red circles and blue numbers (1-4) highlight the following elements: 1. The 'Component Title' field. 2. The 'Save Component Title' button. 3. The 'Gallery Options' section header. 4. The 'Photo Gallery Date Expired' dropdown menu. The 'Save' button at the bottom is also circled in red.

WHERE DO ARCHIVED COMPONENTS GO?

- The component will still be present on the page.
- You will see it in the black bar on the page (that only you can see).
- The content inside the component will be hidden.
- You can only archive the entire component, not parts of the component.
- To reactivate the component, just remove the expiration date.
- Remember to delete component titles. They will still show if they are not deleted.



ARCHIVING AN ENTIRE PAGE

1. Click "Edit Page" on the top black bar of the page you want to hide.
2. Click the General Settings tab.
3. UNCHECK the "active" checkbox to deactivate the page.
 - a. You will NOT be able to see the page components to edit.
 - b. Pages will NOT be discoverable on a site search.
4. UNCHECK the "Show in Dynamic Navigation" box.
 - a. Only those with a direct link will be able to access it.
 - b. The page will NOT show in the right navigation menus across the site.
 - c. Pages WILL be discoverable on a site search.
 - d. This is the best way to hide a page.
5. Click "Save Changes".

The screenshot shows the 'Page Settings & Options' form. The 'General Settings' tab is selected and circled in red. A blue circle with the number '2' is placed over the 'General Settings' tab. The form contains several fields: 'Page Title' (Digital Communications Training Portal), 'Friendly URL' (DigitalCommunicationsTrainingPortal.aspx), 'Meta Keywords', 'Meta Description', and 'Search Terms' (100 character limit, comma separated: term1, term2, term3). Below these fields, there are two checkboxes: 'Active' (checked) and 'Show in Dynamic Navigation' (checked). Both checkboxes are circled in red, with a blue circle containing the number '3' next to the 'Active' checkbox and a blue circle containing the number '4' next to the 'Show in Dynamic Navigation' checkbox. Below these checkboxes, there are dropdown menus for 'Page Password Group' (Public Access), 'Navigation Display Type' (DYNAMIC NAV), and 'Tout Group Display' (None). At the bottom, there is a 'Link to File' field (Choose File) and an 'External URL' field (contentpage.aspx OR http://...externalUrl.com). A green 'Save Changes' button is at the bottom right, circled in red, with a blue circle containing the number '5' next to it.

ARCHIVING AN ENTIRE PAGE

6. If the page is linked in your custom dropdown menu, delete it!

See Dropdown Menu tutorial for more information.

Section Management

The screenshot shows a grid of menu management options. The 'Custom Drop Down Menu' option is highlighted with a red circle. Other options include Content Pages, Event Calendar, Survey/Form/Quiz Management, Homepage Slideshow, Staff Management, and Departments.

About

	Edit	+ Sub Group
CUSD Snapshot [TITLE]	Edit	Delete
Annual Report to the Community /AnnualReport.aspx	Edit	Delete
Attendance Boundaries /AttendanceBoundaries.aspx	Edit	Delete
Awards /Awards.aspx	Edit	Delete
CUSD History /CUSDHistory.aspx	Edit	Delete
Demographics /Demographics.aspx	Edit	Delete
Foundation for Clovis Schools http://www.foundationforclovissschools.com/ - [NEW WINDOW]	Edit	Delete
LCAP /LCAP.aspx	Edit	Delete
Strategic Plan /StrategicPlan.aspx	Edit	Delete
Superintendent's Message /Superintendent.aspx	Edit	Delete
Test Results /TestResults.aspx	Edit	Delete
Vision & Values /VisionValues.aspx	Edit	Delete

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ARCHIVING AN ENTIRE PAGE

Your page name will appear red in the backend to indicate it has been archived.

Want to edit your hidden page? Try one of these:

- Type in the exact link to access the page in the URL bar of your browser.
- Click "Add Page" in the black bar and find it in the view above that shows your backend web structure.

Interior Pages:

Drag and drop pages to reorder how they will appear in navigation.

+ Interior Page

➤ open all

◀ close all

Page Count: 599

view About [AboutUs.aspx]

view Parents [Parents.aspx]

view Students [Students.aspx]

view Schools [Schools.aspx]

view Community [Community.aspx]

view Departments [Departments.aspx]

view Employees [Employees.aspx]

view Help [Help.aspx]

TO REACTIVATE YOUR PAGE:

1. Access the page by clicking "Edit Page" in the top black bar.
2. Click the General Settings Tab.
3. Check the "Show in Dynamic Navigation" box.
4. To add it back into the dropdown menu, go to the Custom Dropdown Menu section to re-create the menu link to the page.



HAVE QUESTIONS?
LET ME KNOW!



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