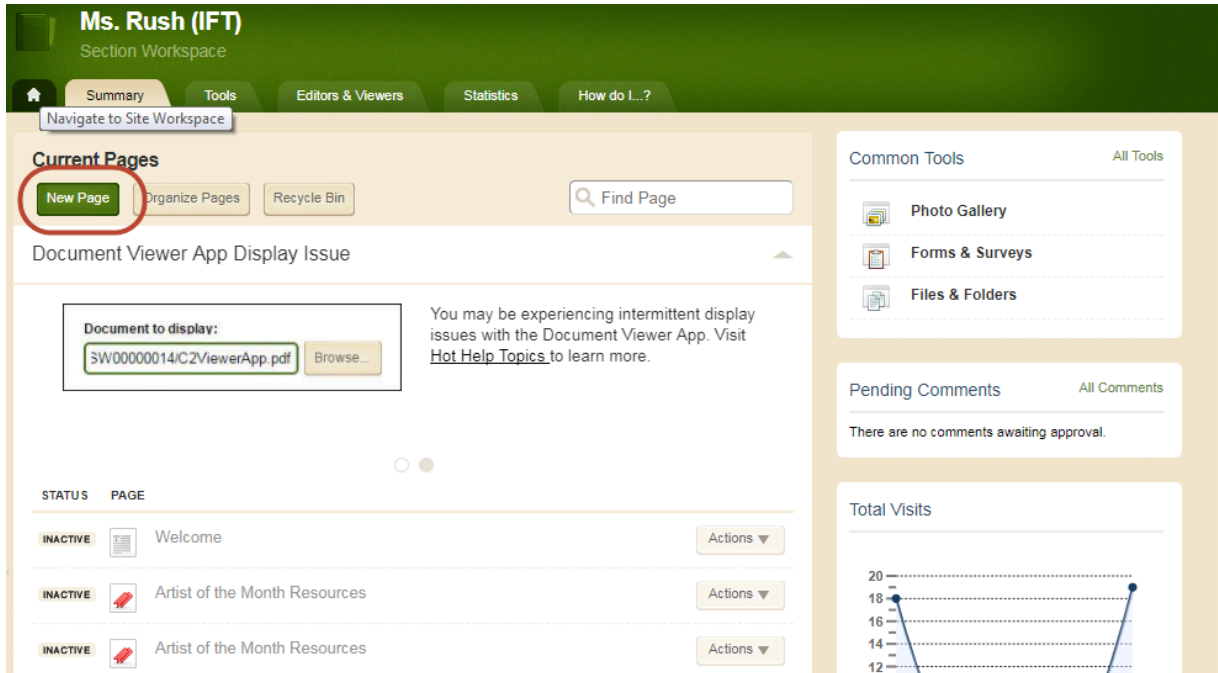
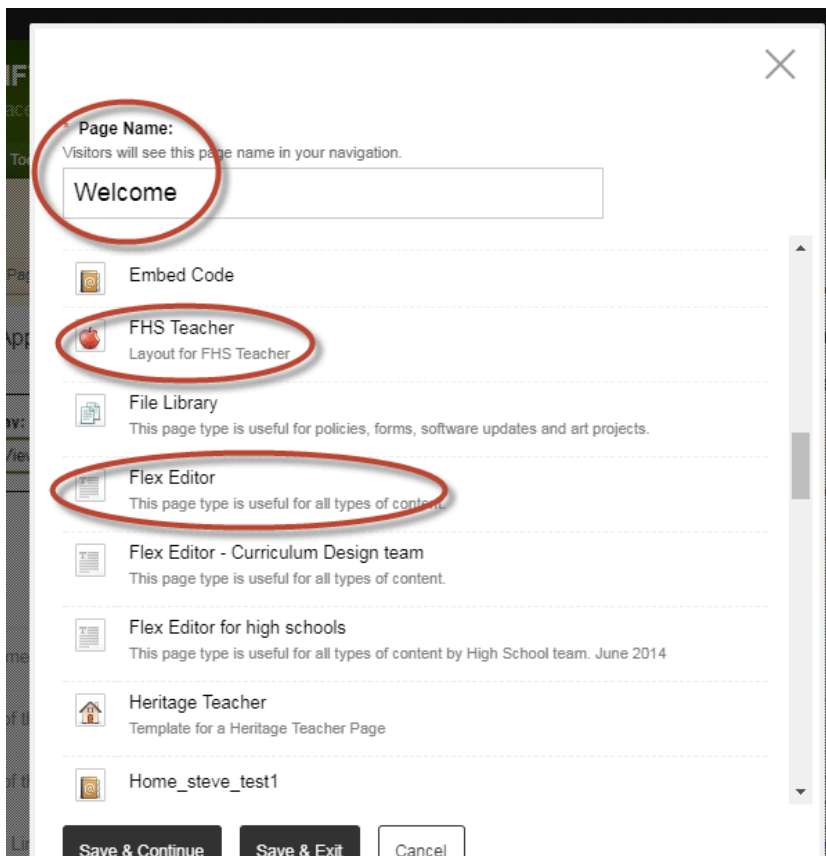


Creating your CMS Template

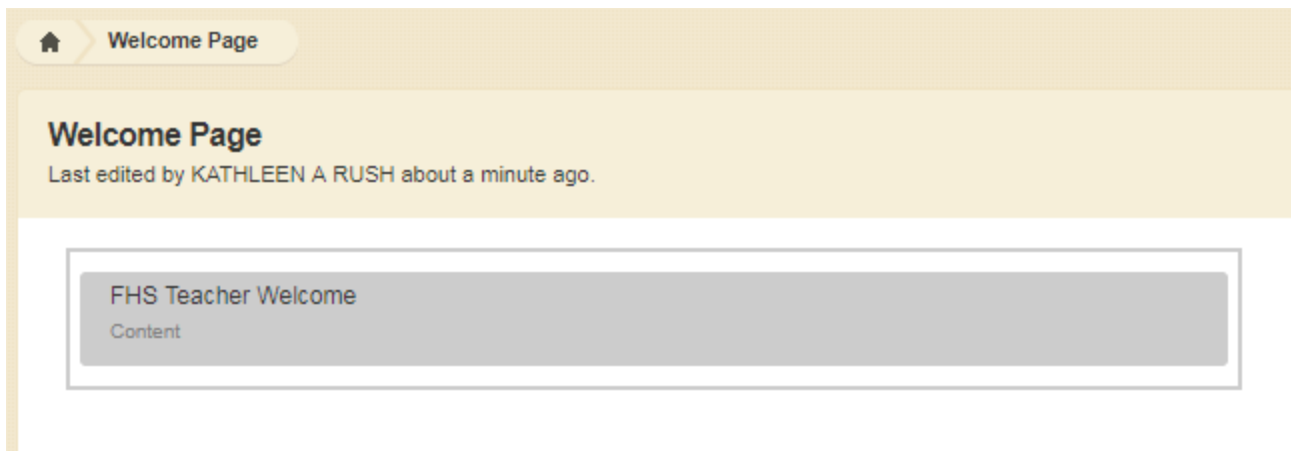
- Log into your CMS account.
- Create a New Page



- Name the page Welcome and select page type; either FHS Teacher (if you see it) or Flex Editor. Click Save & Continue



- You can now edit your welcome page. Click on the gray box.



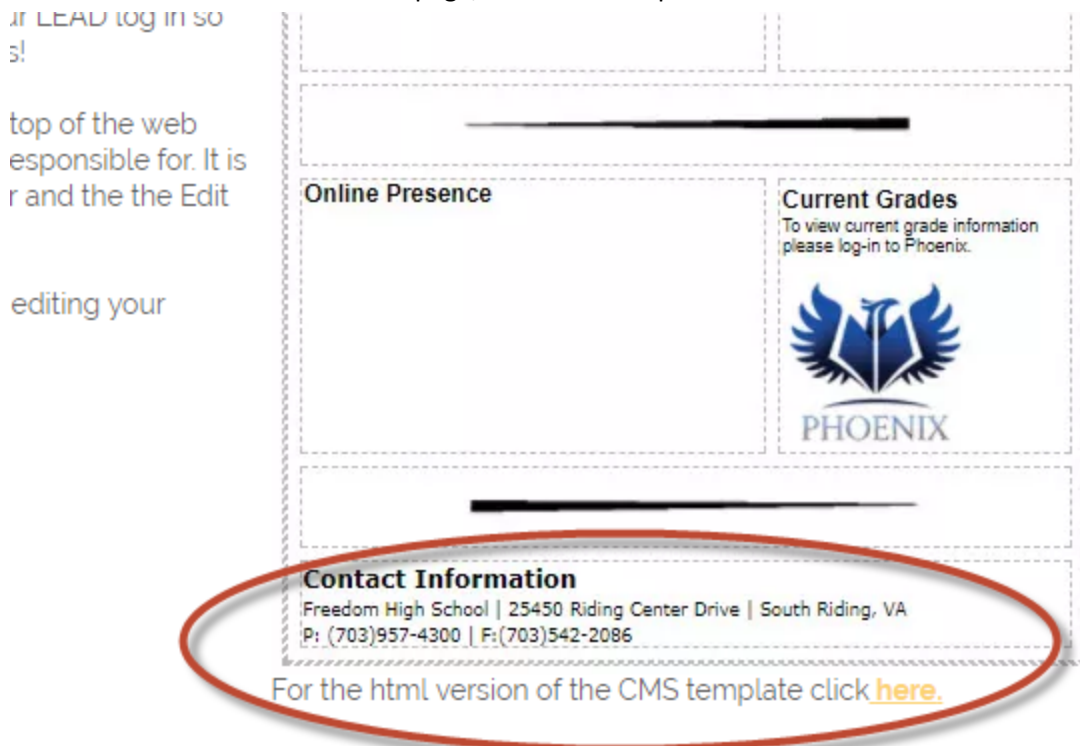
- The editor will appear. Click on the source code button <>. This will open the source code window.



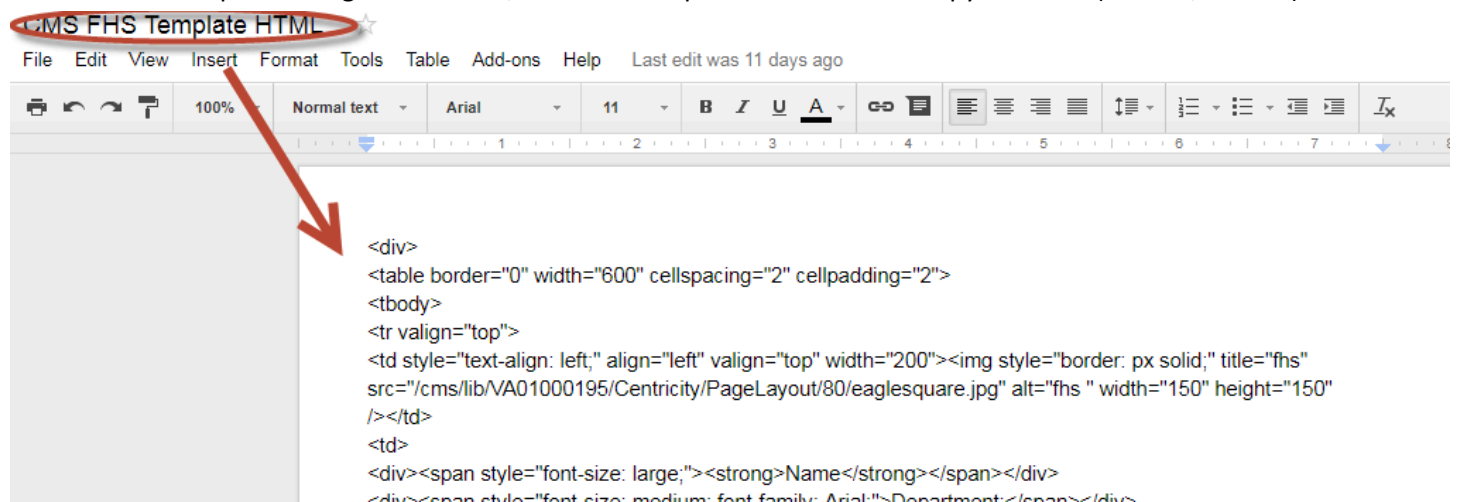
- In another tab go to the [FHS Tech Website](#), then click on Teacher Communications/CMS Information



- Toward the bottom of the page, under the template click on the link for the html version of the template.






- This will open a Google Document, CMS FHS Template. Select all and copy the code (Ctrl + A, Ctrl + C).



- Go back to the tab with your CMS page and paste code in the Source Code box.

- Make sure to Save.
- To make another page inactive (like an Overview page you had been using) click on the green button next to the page. This will make it inactive and will not be visible on your webpage.

STATUS	PAGE
ACTIVE	 Welcome
INACTIVE	 Welcome
INACTIVE	 Artist of the Month F