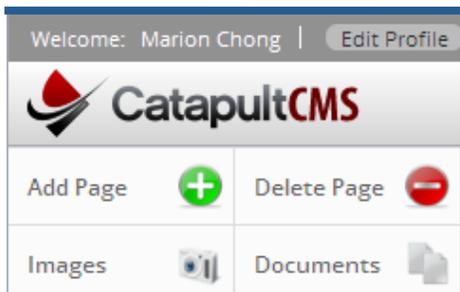


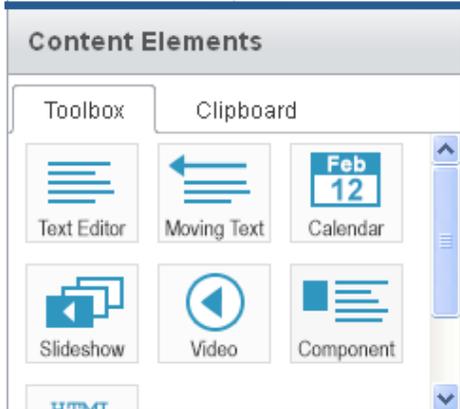
CATAPULT CHEAT SHEET

Use Mozilla Firefox! Sign in at: <http://rocklin.catapultcms.com/Login.aspx> Resolution: 1280 x



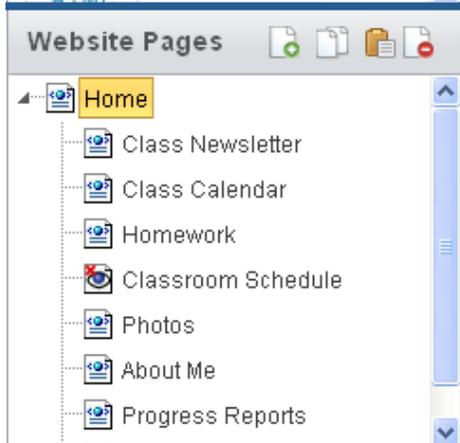
This is where you add images and documents to Catapult before inserting them onto a webpage.

- Click on choice
- Follow directions on dialogue box.



These are different "cards" you can add to your webpage to add text, calendar, video, etc.

- Drag card onto a section of webpage.
- Click on edit icon to enter info. 
- Type text, format, create tables, add hyperlink or image as needed, etc.
- Also, delete, copy, or hide/show "card."



This is where your navigation bar buttons and website structure comes from. **Here, each webpage/hyperlink can be:**

- An actual webpage or a hyperlink.
- Double-clicked on to open a webpage.
- Double-clicked on to add a hyperlink address.
- Dragged up or down to change order of navigation buttons.
- Right-clicked on to see more options:
 - Rename that webpage
 - Add a sub-page to that webpage
 - Show/Hide that webpage. A hidden page will not show up on the top navigation bar. You can link it somewhere else.
 - Copy that webpage, and then r/c to rename it.
 - Delete that webpage.

Mari @ RC

SAVING & PUBLISHING TO THE WEB:

When you click on Publish to the Web, it'll ask you if you want to save. Yes! You always need to save your pages first.

When clicking from one page to another, it'll ask you if you want to save. Always say yes or OK. Otherwise you will lose all of your changes.

All Content Element cards have these icons to click on.

*Delete*Copy*Hide/Show*Edit



Always save your cards after editing.

MONITOR RESOLUTION FOR CAT WEBSITE: 1) Right-click on the monitor's blue desktop, 2) Click on Properties, 3) Click on Settings, 4) Using your mouse, move "screen resolution" arrow to the RIGHT to show 1280 x - - - - pixels, 5) Click on OK, 6) Click on Yes.

Top of screen: **Page Title** **Page History** **Page Properties** **Hide Page** **Save Page** **Close Page** **Preview Page** **Publish Website**

Page Title
 Page Title: Home
 Use Alternate Title
 Alternate Page Title: Welcome to Rock Creek School
 Save Cancel

Page Properties
 General Advanced
 Intrapage Navigation: Show Intrapage Navigation
 Publish: Publish Page
 Title for Search Engines: _____
 Displayed in browser titlebar and in search results.
 META Description: _____
 META Keywords: _____

CatapultCMS - Hide Page In Navigation
 Are you sure you wish to hide the page in the navigation?
 OK Cancel

Checkmark to show complete title name at top of each webpage. Page Title must be a short name for website tab purposes.

Checkmark to show title headings at top of each webpage. Title is optional. Add description and keywords to help search engines find you.

Hide Page will only remove button from the navigation bar. You can then add this page as a hyperlink onto another webpage so that it is shown online.

File Manager - Documents

Files on your computer: Upload Files

Files in CatapultCMS:

- Website Documents
 - accident-insurance
 - catapult-instruction
 - for-learning-links
 - for-teachers
 - gate
 - health
 - honor-roll
 - how-to
 - leader-in-me
 - newsletters
 - notices-for-parents
 - parent-student
 - parents

File Preview: Name, Size, Dimensions, Last Modified

Clear Queue Save Files Create Folder Rename Delete Download File Close

UPLOADING DOCUMENTS: Click on the "Upload Files" button to "browse" your way to the PDF document you want to upload into Catapult. Click on a folder in the middle and then click on the "Save Files" button (bottom left) to complete the upload to the folder you just chose. *If you need to create a new folder under the "Website Documents" folder for organizational purposes, click on "Website documents" folder, click on "Create Folder" button (middle), and then name your new folder. New folder appears in middle. Close.

File Manager - Pictures

Files on your computer: Upload Files

Files in CatapultCMS:

- Website Pictures
 - 00_BANNERS_HOMEPAGE_745x200
 - 00_BANNERS_SUBPAGE_745x150
 - 00_BANNERS_TEACHER_745x150
 - 01_flash_efrontier
 - 02_Sub-Site_Banners
 - 04_banner_instructions
 - 2012-sierra-trip
 - about
 - ca_distinguished_school
 - character_matters
 - clipart
 - contact us
 - images-home-page

File Preview: Name, Size, Dimensions, Last Modified

Clear Queue Save Files Create Folder Rename Delete Download File Optimize Images Close

UPLOADING IMAGES/PICTURES: Click on the "Upload Files" button to "browse" your way to the image/picture you want to upload into Catapult. Click on a folder in the middle and then click on the "Save Files" button (bottom left) to complete the upload to the folder you just chose. *If you need to create a new folder under the "Website Pictures" folder for organizational purposes, click on "Website Pictures" folder, click on "Create Folder" button (middle), and then name your new folder. New folder appears in middle. Close.