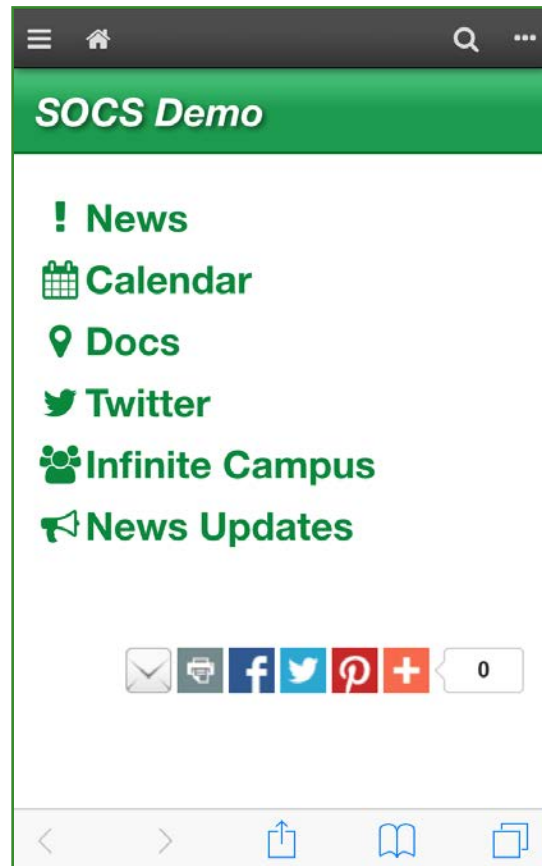


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## Mobile Application Guide

Along with the installation of your new Mobile experience you can further refine the look. Doing so gives your visitors an easy and fast way to find the information they need.



The image above is just one example of the limitless things you can include on your own Home Page. Each item is a hyperlink that opens a page with pertinent information. In the example above, we have **News**, which points to the **Featured Articles and Current Highlights** page. **Calendar** links to the **Calendar** page (yourURL/vcalendar). **Infinite Campus** can be your own school information system or any other service you use to interact with your public.

Follow these steps to achieve this look:

**1. Scroll to the bottom of your site and click on the “Mobile” link.**

- This must be done so when you are editing the page for mobile you see what it will look like when it is live.

## 2. Create a section called “Mobile”.

- This is where you will place all articles you create that are meant for the mobile view only.
  - In the toolbar select **Admin | Sections**.
  - Click **Add Section** and name it **Mobile**.
  - Reorder the new section so it is last by clicking on the section name and selecting the icon that has two arrows pointing up and down.

## 3A. Create any new articles you are going to link to from the Home Page.

- 6 items will be included for you. You can modify, delete, or add to them as you see fit. If you choose to use the default ones you will need to create an article for **Locations**, **Social Media**, **Quick Links**, and **Menus**.
- When creating an article specifically for mobile, use these options for the best mobile experience:
  - Checkmark “**Don’t display breadcrumbs**”.
  - Checkmark “**Don’t display headline**”.
  - Set the “**Publish**” begin and end dates to the past.
  - Checkmark “**Don’t display the publishing date**”.
  - Set the section = “**Mobile**” (or whatever you called it in step 2).
  - Checkmark “**Approved**”.

## 3B. If you are going to have your locations as one of the items follow these steps:

- To help you create a list of your locations along with their information we have set up a starting point for you. After you create the article and give it a headline, go into the **Article Editor**. Place your cursor in the article body, click the **Insert** menu, and choose **Staff Page Template**. Once the dialogue box comes up choose **Mobile Page - Locations** from the dropdown.

- You can modify the address, phone number, and any other links. Each item in the list is a hyperlink to somewhere else. You can link the address to a google map URL, the phone number can use "tel:" so it will call the number, and anything else you feel will be useful to a specific location.
- To add a new link to a location, place your cursor at the end of the line you want to create a line under, and push Enter (or Return). This creates a new line. Type your hyperlink text, highlight the text, and push the add hyperlink icon.
- There are two locations entered for you. If you want to add a third location, or more, place your cursor at the end of the last line of the location detail, and push Enter (or Return). Next, you will need to push Shift and Tab together so it knows that it will be a new list. Type your text in the new line, highlight it, and choose "**Heading 4**" from the **Format** dropdown.

#### 4. Create a new article and call it "Mobile Home Page".

- Now to make the list of icons that will be your **Home Page**. These items will be those you feel are the most important for your audience to get to quickest. Again, we have defined a standard set that you can add to, remove, or edit.
  - Once in the **Article Editor** click the **Insert** menu and choose **Mobile Page**.
  - Add hyperlinks to the articles you created in Step 3 by right click on the link and choosing **Edit Link**.
  - You can modify the list any way you would like. But make sure you use the options established in Step 3.
- To add or edit the icons you see on the left of the links you will have to use a little code. The icons, and the code you need can be found here:
  - <http://fortawesome.github.io/Font-Awesome/icons/>.
  - Click on the link and browse through the many options. Once you find the one you want, click on it to find the code needed to embed it in your page.
- You will see an example of the icon. Below that icon is the code we need. It will look like this:

- `<i class="fa fa-birthday-cake"></i>`. Copy only the part in red. Back in the **Article Editor**, click the **Source** button to expose the HTML. Paste in your copied code to add the icon or replace an existing one.
- For example, I would replace the highlighted code below with my copied code.

```
><i class="fa fa-users">&nbsp;</i>Infinite Campus</a>
```

## 5. Notify SOCS Support.

- Notify us that you created the **Custom Home Page** so we can set it as your default.