



# Training Manual

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[www.Catapultk12.com](http://www.Catapultk12.com)

Updating your website is now as simple as clicking your mouse. No more waiting for the server to update at midnight. Once you click publish your changes will be effective immediately.

### Getting Started:

Go to <http://www.CatapultCMS.com>



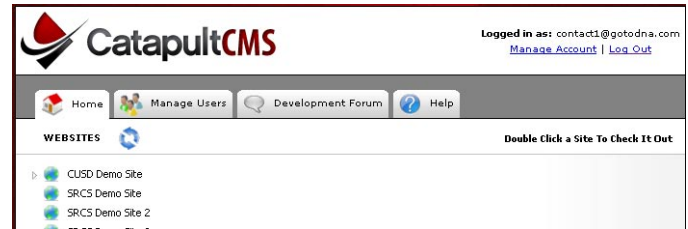
The first time you log in, use your email address and **dna1234** as your password. You will then be prompted to change your password.

**Note:** The latest version of Adobe Flash Player is required. Please install and restart your browser before logging in.

### Checking out a Website:

Double click on your site to check out your website. For example: Twelve Bridges Middle School.

(this step isn't required for all users)

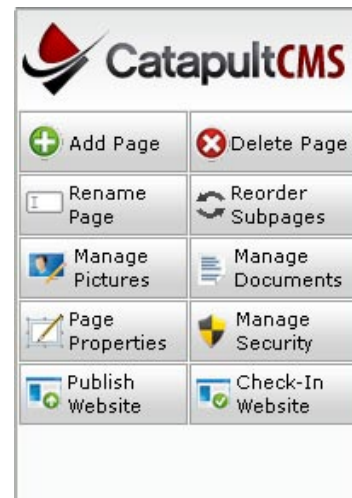


**Note:** DNA controls the design template. You will only have control over editing the content on your website / webpage.

### Steps to Viewing Website:

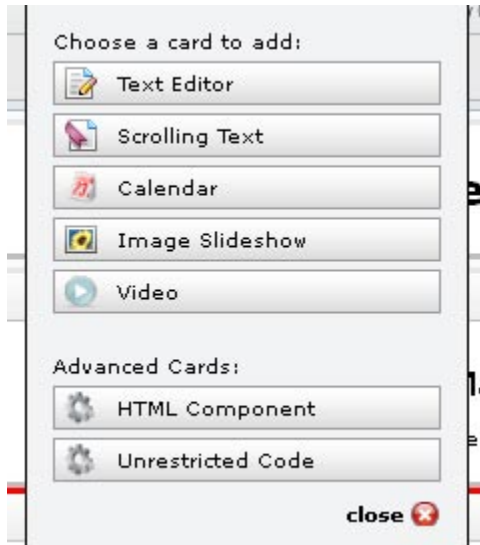
- Click on Publish Website
- Click on Publish to Staging Area.  
( A new window will open. )
- Click on the Staging Area link to view your website.  
( A new window will open. )

**Note:** Changes seen in the staging area are not live until you publish to the internet.



## Editing Your Website:

Each page of your website is made up of different types of cards. The most commonly used card is the editor card.



**Editor Card:** You can type content directly onto this card or you may cut and paste from Word. If you cut and past from Word you may need to remove the formatting. You can do this with one of two ways. Either click on the clip board with the W or paste the content and then click on the paintbrush to strip the formatting.



**Marquee Card:** This card will put a running banner on your website. I would recommend using this card to emphasize a point or to attract attention.

**Welcome to 6th Grade!**  
**Please provide your scholar with the follo**

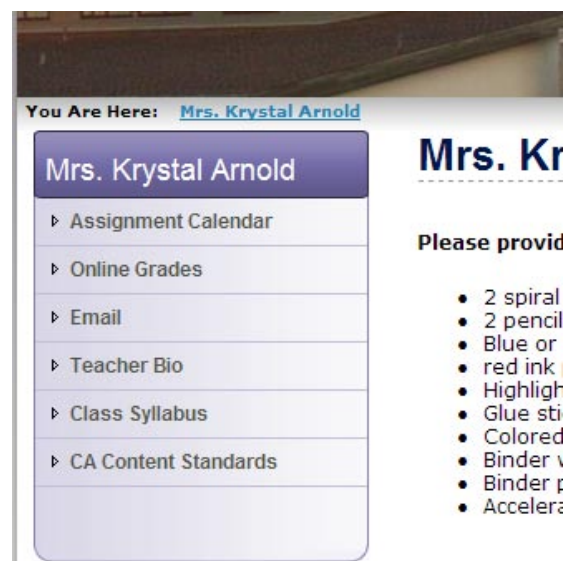
**Calendar Card:** You may use this card to add a calendar to your website. There are different display options from a compact calendar to a full size calendar, depending on your particular needs.

**Navigation:** On the bottom left hand side of the screen is your Navigation list.

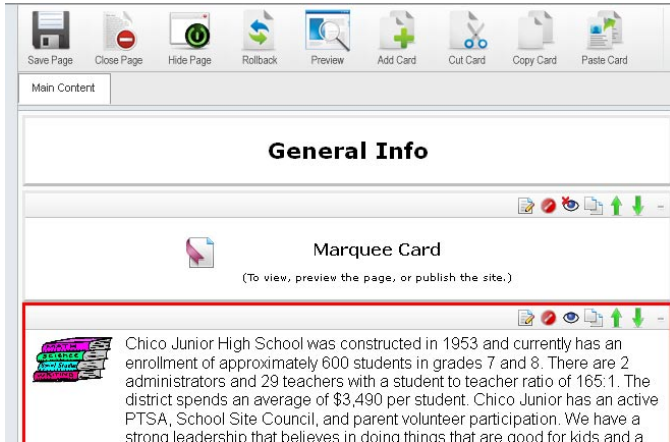


**Home Page:** This is the first page visitors will see when they go to your site. It also will show the rest of your navigation options.

**Note:** *The home page is a great place to convey information about upcoming events or special offers.*



**Editing a Card:** To edit a card you will need to double click the page on the bottom left side of the screen. My homepage has 3 cards. They are listed in order below.

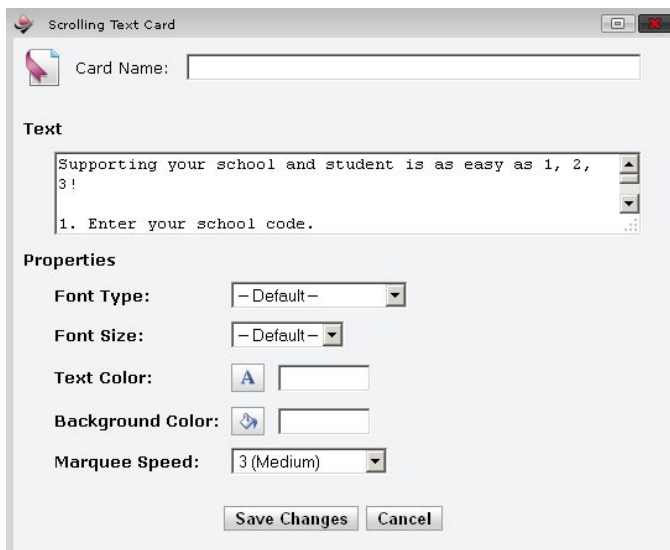


**Saving:** You will need to save your work on individual cards by clicking the Save Changes button at the bottom of the card. You will also need to save page changes by clicking on the save page button in the top left hand corner. I recommend saving your page after editing every card.

**Note:** This message should show up after you save a page. DO NOT navigate away from a page without saving your work!



**Editing Marquee Card:** To edit the Marquee Card double click on it.



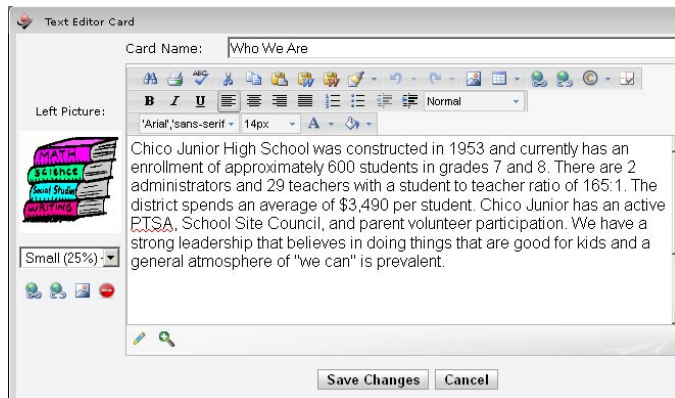
**Reordering Cards:** You may change the order of cards by clicking on the green arrows in the right hand corner of each card.

**Deleting Cards:** You may delete a card by clicking on the red circle in the right hand corner of each card.

**Hiding a Card:** If you would like to work on a card, but hide it from view on the website click on the eye ball with the red x. Card Hidden will show up on that card until you click on the eyeball to unhide it.



**Editor Card:** This card has many of the same functions as Word.



**Note:** If you type in the Card Name box it will show up on the top of the card and the web-page. See below.

## Science Olympiad

[Science Olympiad Mission and Goals](#)   [Science Olympiad at Twelve Bridges Middle School](#)

### Science Olympiad Mission and Goals



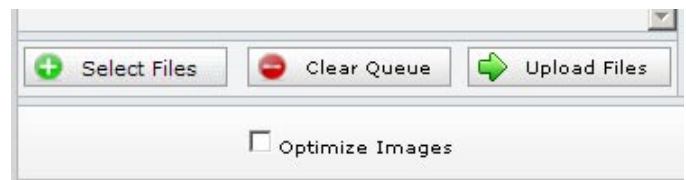
To create a passion for learning science by supporting elem Science Olympiad tournaments at building, district, county, levels with an emphasis on teamwork and a commitment to

**Note:** There is no limit to the number of cards you can add to a page. To add a card click on Add Card on the gray bar at the top of the screen.

**Uploading Pictures to Catapult:** To add pictures to your website you must upload them by clicking on Manage Pictures.

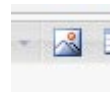


Select the pictures from your computer and click Upload Files. If you leave the Optimize Images box checked the system will automatically shrink the file size for faster viewing on your website. You may upload photographs and clipart. You may upload multiple pictures at the same time.



**Note:** If your picture shows up blurry upload it again and uncheck the Optimize Images box.

**Adding Pictures:** You may add pictures to a card by either clicking on the picture squares (one on the left and one on the right) or you can add a picture in the text box by using the scene button.



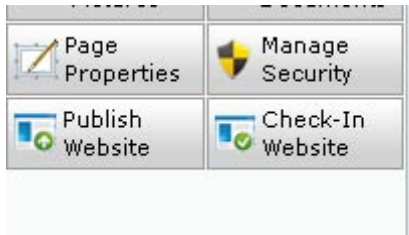
**Uploading Documents to Catapult:** To add documents to your website you must upload them by clicking on Manage Documents. Catapult allows you to upload both Word Documents and PDFs. I highly recommend that all files on your website be put into PDF format before uploading.



Select the files on your computer and click upload files. You may upload multiple files at once.

**Note:** You can download a free version of PDF Creator at <http://en.pdfforge.org/download>

**Publishing to the Internet:** Click on the Publish Website button to make your changes viewable on the internet. Your website will instantly update.



**Checking-In Website:** Before exiting the program you will need to check your website in. If you close your browser without checking in your website and logging out you will be locked out of the system for 15 minutes.

**Logging out:** Click on Logout before leaving the program to avoid being locked out for 15 minutes.

**Logged in as:** [contact1@gotodna.com](mailto:contact1@gotodna.com)  
[Manage Account](#) | [Log Out](#)

**Editing Your Profile:** You may change your email address and password by clicking on User Profile in the upper right hand corner.

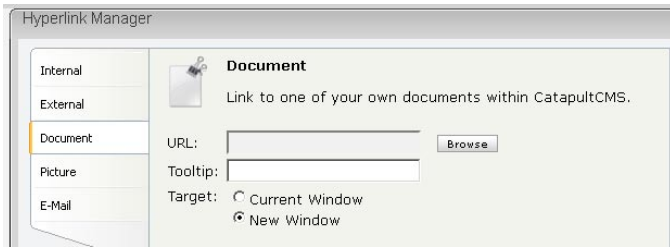


**Note:** For more information about the Catapult Web Site Design and Maintenance program visit:

**[www.CatapultK12.com](http://www.CatapultK12.com)**


**Hyperlinking:** Catapult allows you to hyperlink to an internal page, external page, document, picture or email.

You will have an option to add a page or add a link.



A window will pop up for you to name your link.



There are two ways to add a hyperlink to your website. The first is to add the hyperlink in an editor card. To do that highlight the text and click on the hyperlink button. You may also add a hyperlink in the  navigation area in the bottom left hand side.

After you name your link it will show up in the navigation area. You will need to double click on it to hyperlink it up. You may link it to an internal page, external page, document, picture or email address.

To add a hyperlink in the navigation area, left click over a page and click Add Item.

