How to log into Finalsite...

1. Go to GoCathedral.com
2. Click "Faculty / Staff" button in top right corner of site
3. Click "Edit Finalsite" under Quicklinks / Useful Links
4. Login

   User name: _____

   Password: _____

5. From the dashboard choose the "Unpublished" tab in top right corner and navigate to the page you want to edit.

"Faculty / Staff" Button Location

How to edit a page in Finalsite...

1. After logging in, go to "Unpublished" tab and navigate to the page you want to edit.
2. Click the yellow "e" button on the content you want to edit to open edit window.
3. The edit windows works a lot like Microsoft Word or Google Docs. Here are some buttons to be familar with:

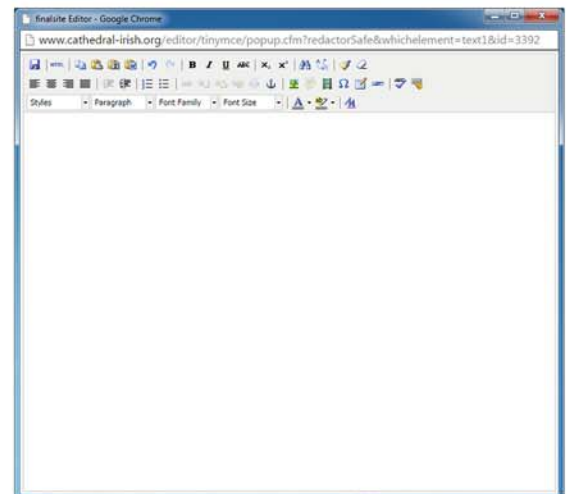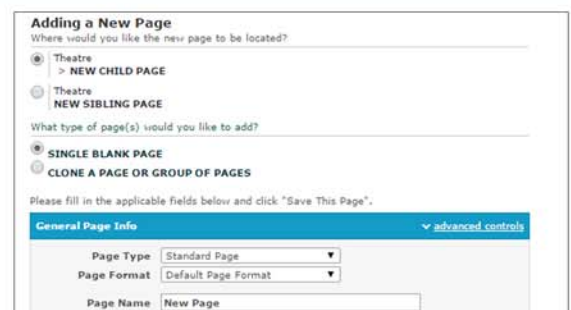|	
	Paste From Microsoft Word Document
B *I* U	**Bold / Italic / Underline**
	Left / Center / Right Justify Text
	Numbered Bullet / Bullet Points
	Create Hyperlink Text
	Insert Image
	Spell Check

Edit Window on Finalsite

4. When you are done editing your page press the save button in the top left corner. YOU MUST PRESS THE SAVE BUTTON AGAIN TO SAVE CHANGES.

SAVE Once - you will lose changes
SAVE SAVE - unpublished
SAVE SAVE PUBLISH - published

How to create a new page in Finalsite...

1. After logging in, go to "Unpublished" tab and navigate to the page you want your new page you fall under
2. Rollover "Page Manager" and select "Add New Page"
3. Your setting should be: "New Child Page", "Single Blank Page" and the Page Type should be "Standard Page"
4. Type in the new page name in the "Page Name" field
5. Click "Save This Page" at the botttom of the page.
6. Click the "Unpublished" tab at the top of the page
7. Now you can edit the page as described above.

"Add New Page" Setting Screen

School Colors

Here are the official Cathedral High School colors:

Primary Cathedral Blue		Primary Cathedral Gold		Primary Cathedral Green	
PMS	281	PMS	871	PMS	356
CMYK	100 – 92 – 31 – 26	CMYK	43 – 47 – 83 – 20	CMYK	89 – 27 – 100 – 15
RGB	0 – 38 – 100	RGB	132 – 112 – 64	RGB	0 – 122 – 61
HEX	#002664	HEX	#847040	HEX	#007a3d

If you have any questions about the official Cathedral High School colors please contact the marketing department.

School Logos

Visit GoCathedral.com/Logos to download the logos below. These logos are intended for use on web pages, in word documents and other low resolution needs. If your project requires a hi-res logo please contact the marketing department and we will help provide the appropriate format.

If you have any questions about Cathedral High School logos please contact the marketing department.

What are you looking for?

Cathedral Facebook Page
Great way to see all the great things going on at Cathedral
facebook.com/cathedralhighschool

Cathedral Twitter Account
Another great way to see what's going on at Cathedral
twitter.com/gocathedral

Cathedral Flickr Photo Albums
Need a photo? Check here first, 24000+ photos
flickr.com/photos/cathedralhs/albums

Cathedral Pinterest Board
Help us by Pinning some of our great campus life photos
pinterest.com/gocathedral/

Cathedral Youtube Channel
If you're looking for a video start here, 100+ videos
https://www.youtube.com/user/GOCATHEDRAL/videos

Cathedral Blogs
New blog will target incoming families looking at Cathedral
http://cathedralblogs.com/

Daily Schedule
New page provding the daily & upcoming schedules
gocathedral.com/dailyschedule

Daily Announcements
Follow the daily announcements on Twitter
twitter.com/cathedraldaily

Academic Calendar
See all upcoming academic related events
gocathedral.com/academicscalendar

Parent Newsletters
See the latest information going out to our parents
gocathedral.com/parentnewsletter

Cathedral Highlights Magazine
See the latest information going out to our Alumni
http://gocathedral.com/highlights

Faculty / Staff Portal
Quicklinks, News Feeds and other important staff links
http://gocathedral.com/staffportal