

Section Editor Workbook

Schoolwires[®] Centricity 2.0

Workbook Version 1.0



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Introduction

Schoolwires Centricity 2.0

Version 1.0



Section Editor Workbook

Introduction

Welcome and congratulations! You are about to learn how to become an active and integral contributor to your new **Schoolwires Centricity 2.0** website.

We have written this workbook to help guide you through the process of becoming a Section Editor. In addition to providing you with valuable information on your **Schoolwires® Centricity 2.0** website and your responsibilities as a Section Editor, this workbook highlights tips and tricks that you will find useful, it offers several exercises to help you practice and improve your skills, and it even provides access to quizzes in order to gauge your knowledge and understanding along the way.

This workbook will provide you with the skills necessary to:

- Navigate your **Schoolwires Centricity 2.0** website.
- Access **Site Manager** in order edit your Section.
- Perform the tasks of a Section Editor, including:
 - Adding and editing pages.
 - Working with the calendar.
 - Using the **Schoolwires Editor**.

How is this Workbook Organized?

This workbook is organized into three chapters. The first chapter is an introduction to your **Schoolwires Centricity 2.0** website. The second chapter covers information specific to the Section Workspace. Finally, the third chapter details some common uses of the **Schoolwires Editor**. We have also provided a variety of tips, tricks, and points of emphasis along the way which are organized in boxes like the ones below.



Tips

Tips are included to help you avoid some common mistakes.

They will provide you with tricks and shortcuts for working on your site.



Get Connected...

These sidebars emphasize points that will help you become a Section Editor.

Chapter 1:

Your Schoolwires Centricity 2.0 Website

By the end of this chapter you will be able to:

- Navigate your **Schoolwires Centricity 2.0** Website.
- Understand **Schoolwires Centricity 2.0** vocabulary including: *Channels, Sections, Pages, Apps, Columns, and Page Structure*.
- Understand the Page options available to you as a Section Editor.
- Understand the difference between Editing Privileges and Viewing Rights.
- Know what *E-Alerts* are and how to create them.



Overview of *Schoolwires* Centricity 2.0 Website

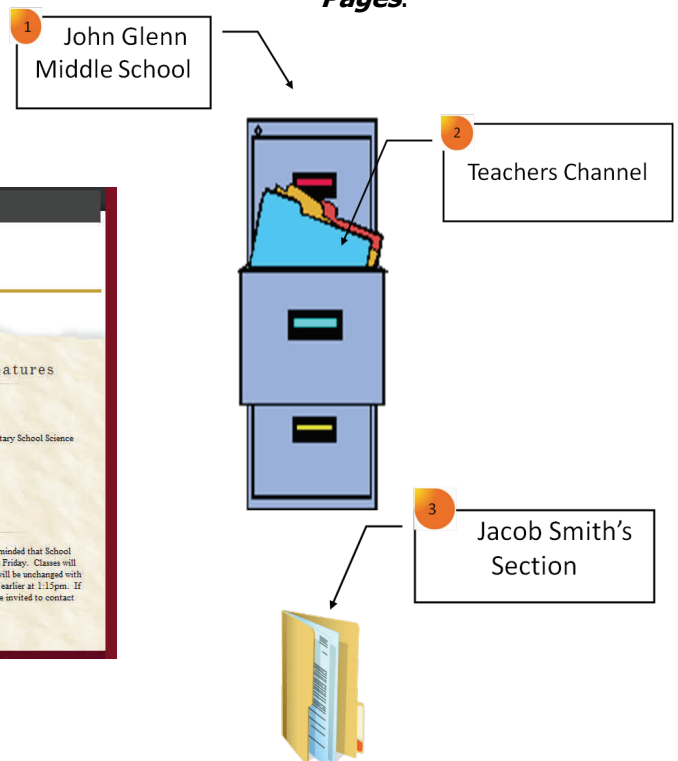
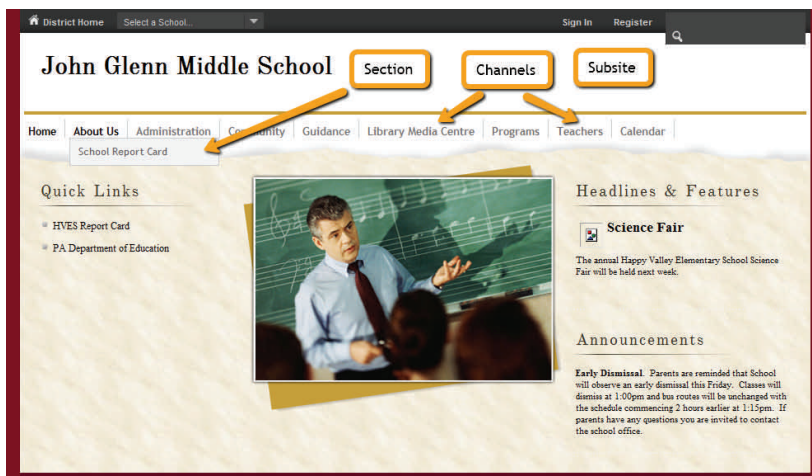
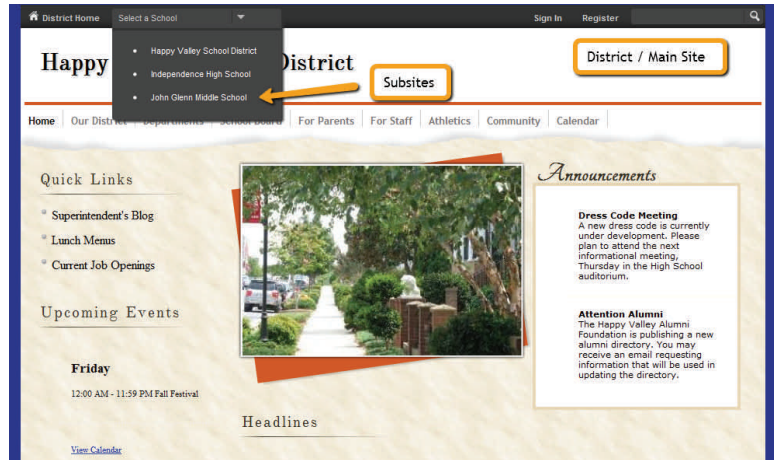
How is My Website Structured?

Schoolwires Centricity 2.0 provides for three levels or tiers. These levels or tiers can be utilized and named to meet clients' needs. For example, a large school district could have organized their **Schoolwires** websites on the basis of a Region, then Districts, and finally Schools. On the other hand, your websites may have been structured on two tiers only; a District or Main site and then individual school sub-sites. The first page you see when visiting your organization's website is the Homepage. This page contains all of the navigation for that site as well as providing access to other sites within your organization.

Your Section's Site

The Homepage for your location's website contains all of the navigation for your site along with a Welcome Message, Announcements, Quick Links to additional information, as well as news worthy Headlines that you choose to showcase or highlight.

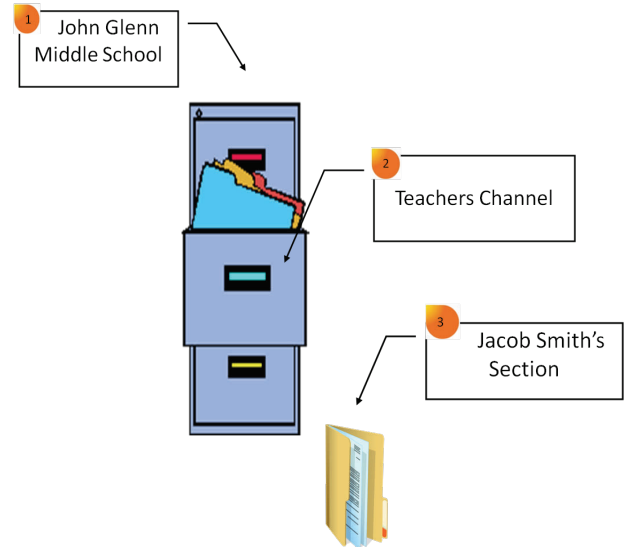
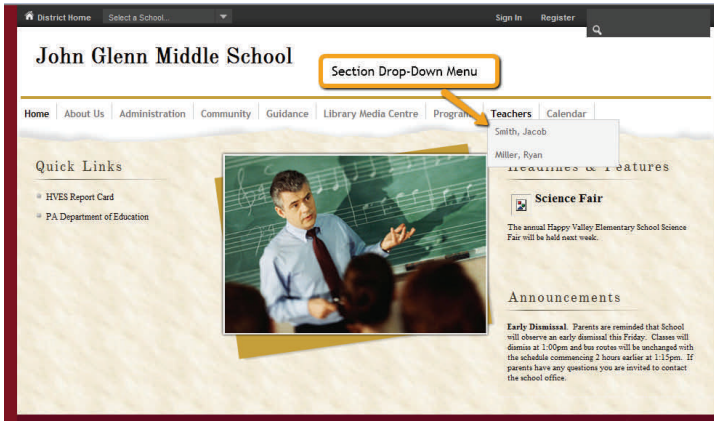
Think of your website as a file cabinet. The navigation **Channels** on your website act like big file cabinet drawers that contain all of the **Sections** on your *site* (hanging folders). Within **Sections**, editors add, edit, and organize content in their *sections* through the use of **Pages**.



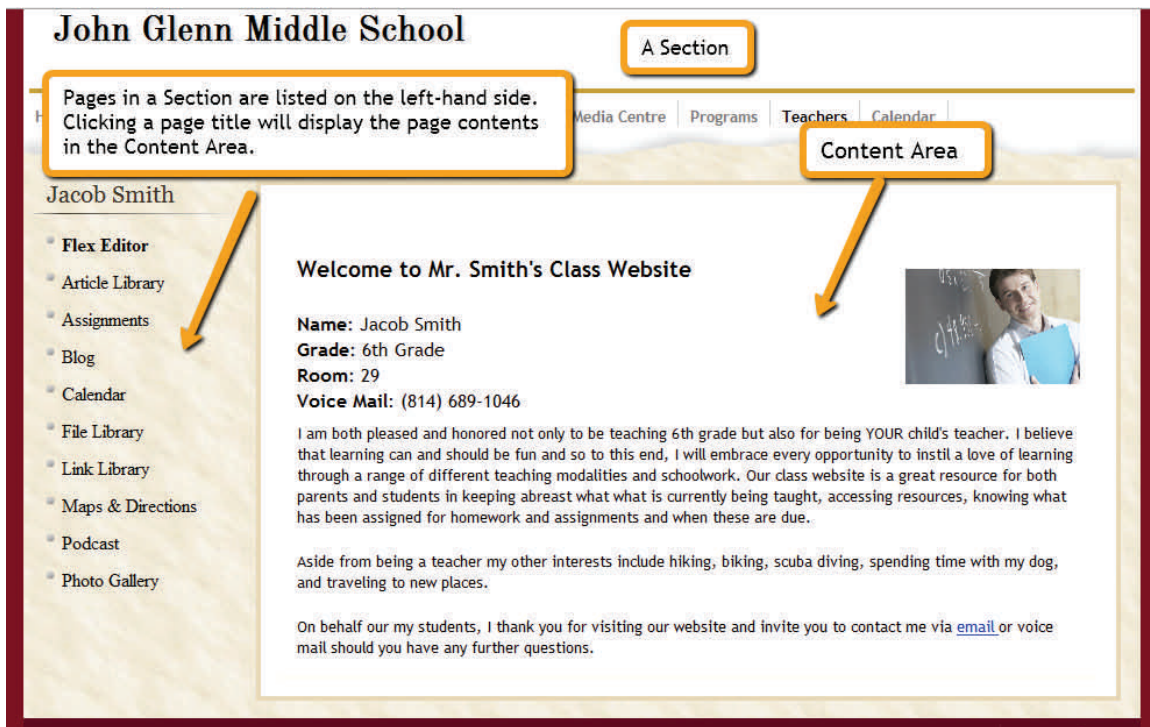
Overview of a Section

What is a Section?

A *Section* is a collection of *Pages* within a *Channel*. To view a *section* on the end-user website, first click on a *Channel* and then select a *Section* from the dropdown menu.



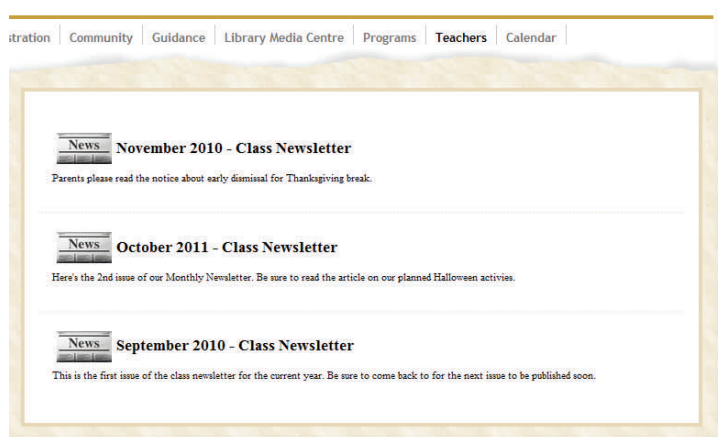
What does a Section Look Like on the Website?



Overview of Page Types & 'Apps'

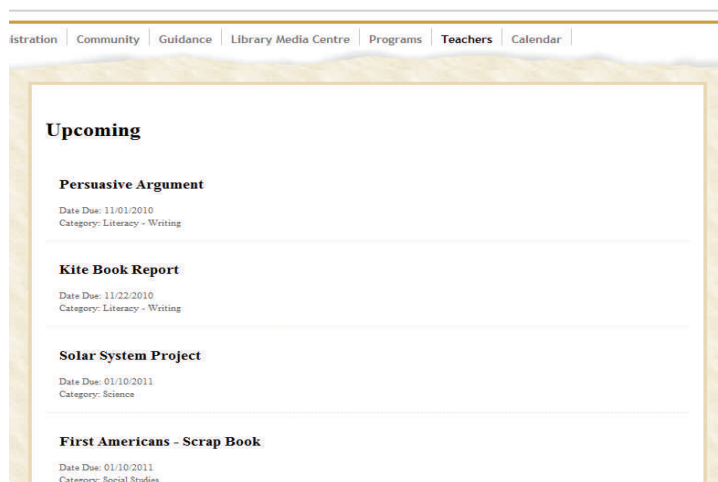
Article Library

- List several articles.
- Control when the articles display and when they are archived.
- Enable RSS Feeds.
- Add accent images to article listings.
- Use for weekly newsletters, homework pages, sports highlights, directories.



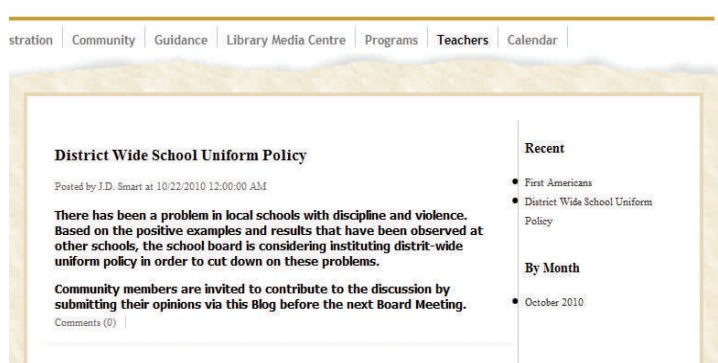
Assignments

- Post information specific to your lesson.
- Add graphics, links, and attach documents.
- Add your Assignment to your section calendar with ease.
- Students and parents can stay up to date on past, current, and upcoming assignments.



Blog

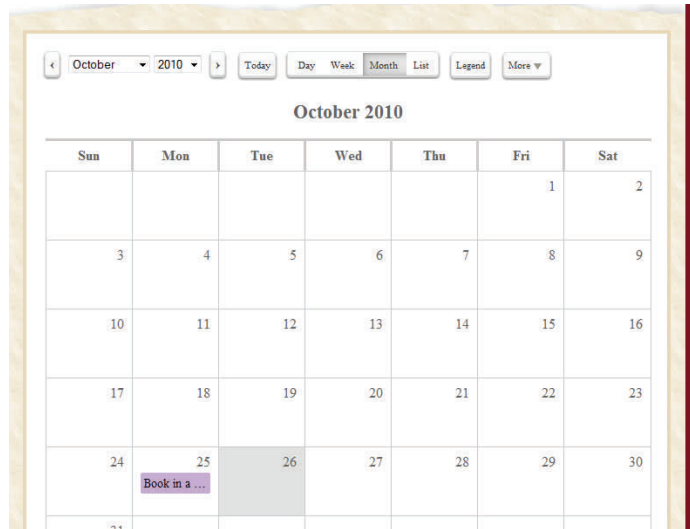
- Publish information in a format that will auto archive by date.
- Allow a blog post to be interactive with comments, or turn commenting off.
- Moderate comments so that they won't go live without your approval.



Overview of Page Types & 'Apps'

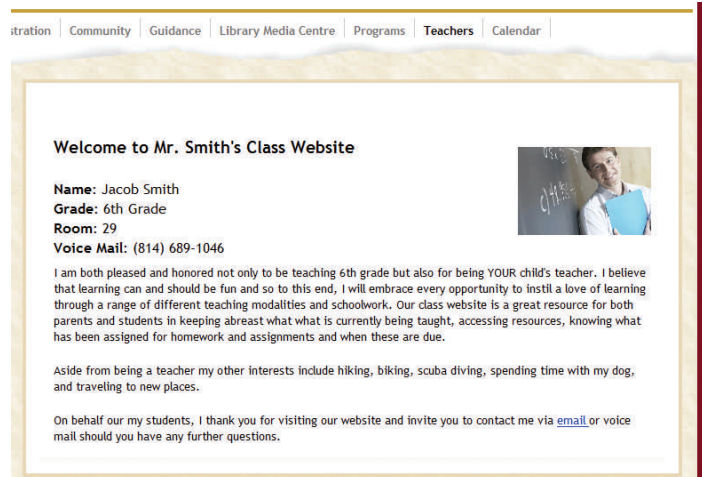
Calendar

- Post information specific to your class-room or activity.
- Request that your event be posted on other calendars.
- Color-code events by category.
- Create event registration.



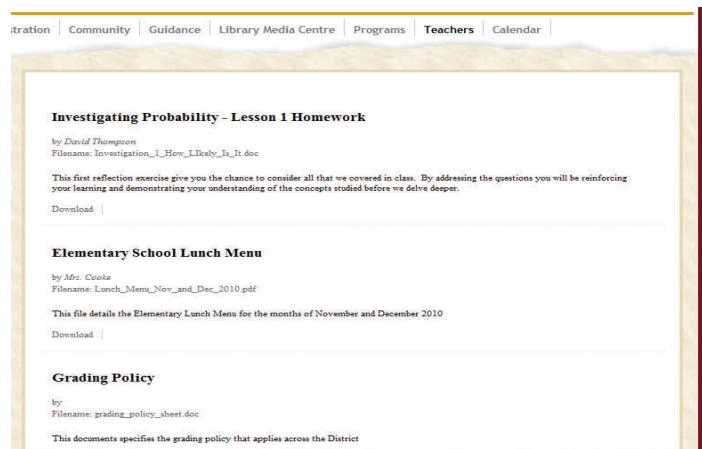
Flex

- Place text and images anywhere.
- Choose an Editor Layout.
- Insert and format tables.
- Insert links.



File Library

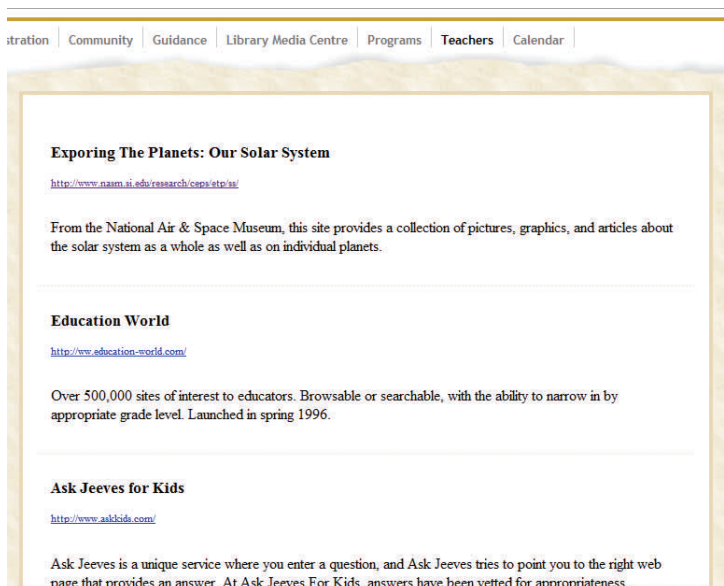
- Post documents for viewers to download and print.
- Control when files display and when they are archived.
- Enable RSS feeds.



Overview of Page Types & 'Apps'

Link Library

- Organize useful websites.
- Distinguish web addresses with titles and descriptions.



Maps & Directions

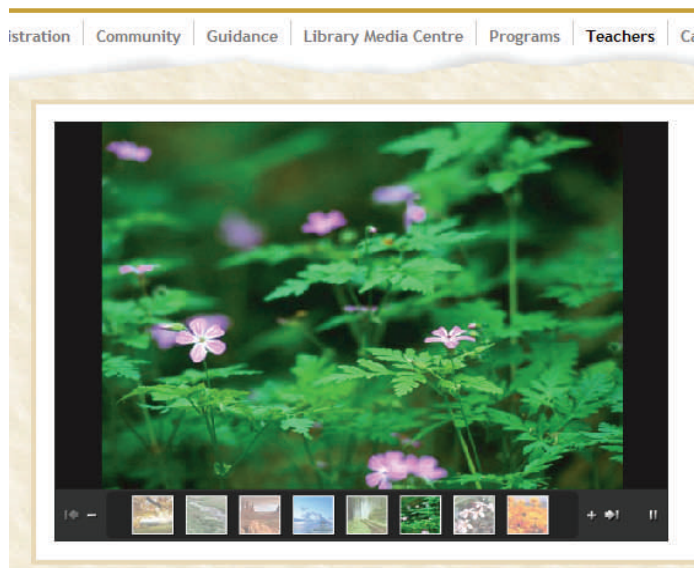
- Organize directions for several locations on a single page.
- Retrieve maps from Yahoo® Maps.
- Provide access to directions from the visitor's location entered in account.



Overview of Page Types & 'Apps'

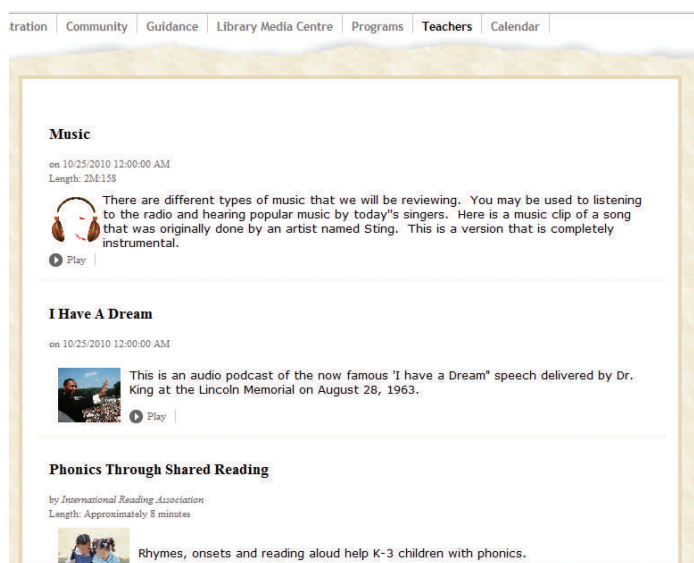
Photo Gallery

- Showcase classroom activities, field trips, athletic events in a slide show format.
- Compliment your photo gallery with a sound file.



Podcast

- Post your sound and video files and allow viewers to subscribe to your iTunes feed.
- Embed video and sound files.
- Embed *Youtube* and *Teachertube* video.

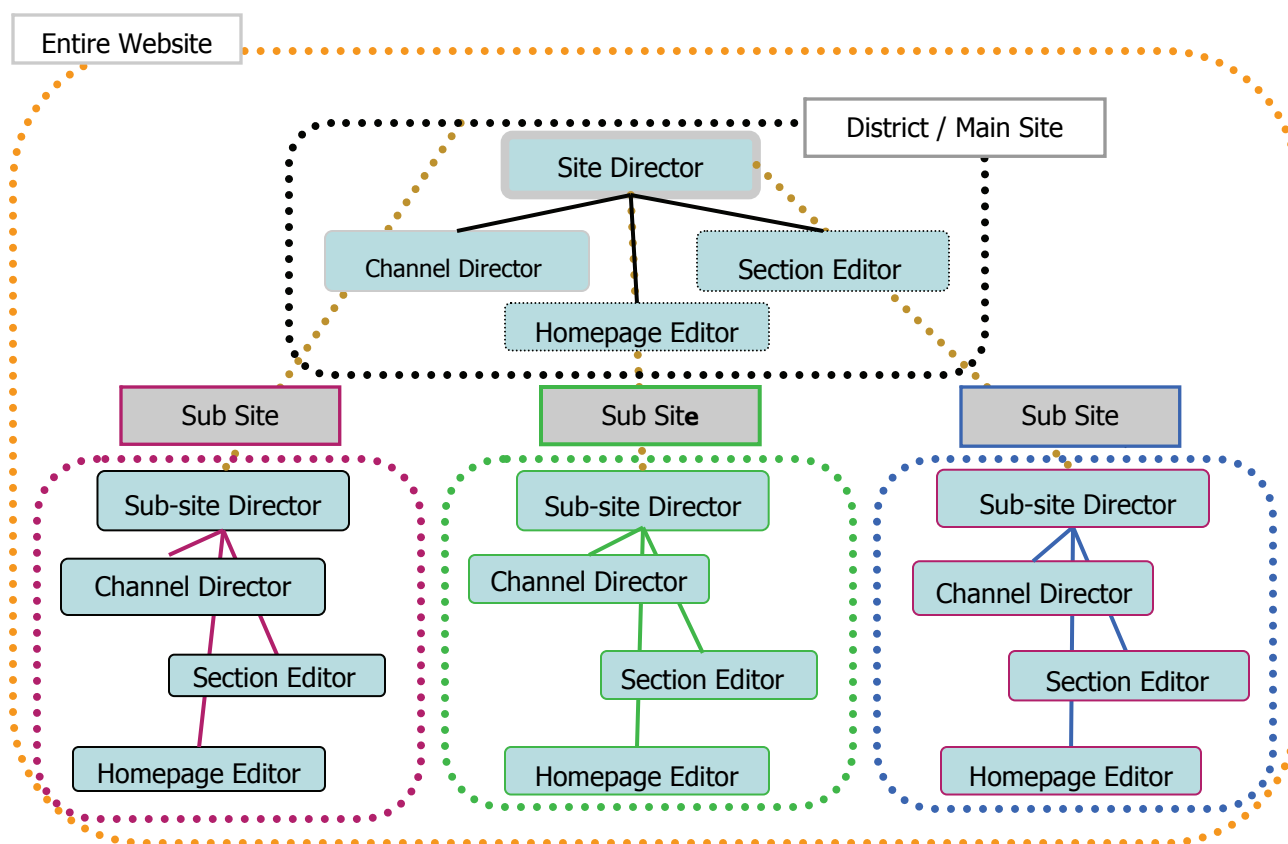


Viewing Your Website versus Editing Your Website

What are Editing Privileges?

The **Schoolwires Centricity 2.0 Site Manager** allows your organization to share the responsibility for maintaining its website. **Site Manager** has five levels of editing privileges: Site Director, Sub-site Director, Channel Director, Section Editor, and Homepage Editor. As a Section Editor, you will be able to edit all of the content in your section. Section Editor tasks are covered in Chapter 2.

Editing Privileges



What are Viewing Rights?

Viewing Rights enable individual Users or Groups of Users to view content which has been restricted. Site Directors, Sub-site Directors, Channel Directors, and Section Editors are able to assign viewing rights. Assigning viewing rights to content published in your Section is covered in Chapter 2.



Get Connected...

Editing privileges can be assigned to Users by any editor.

A registered User does not need to be signed-in to view your website but viewing rights determine the content they will see.

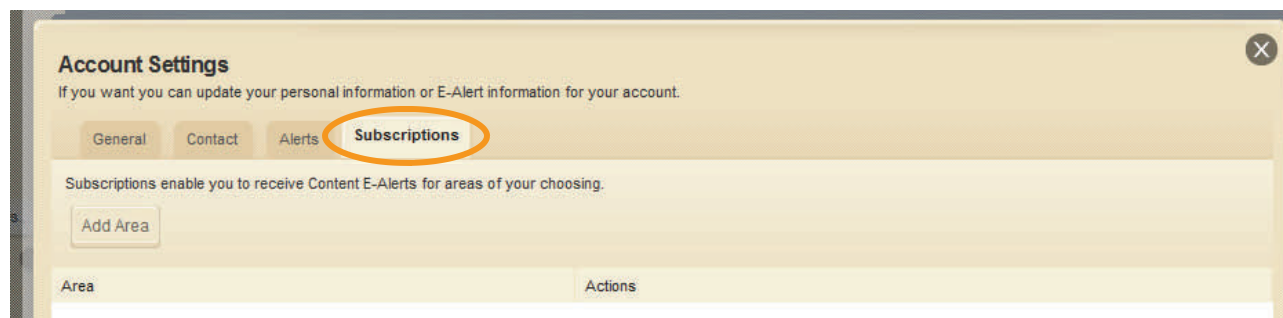
E-Alerts

What are E-Alerts?

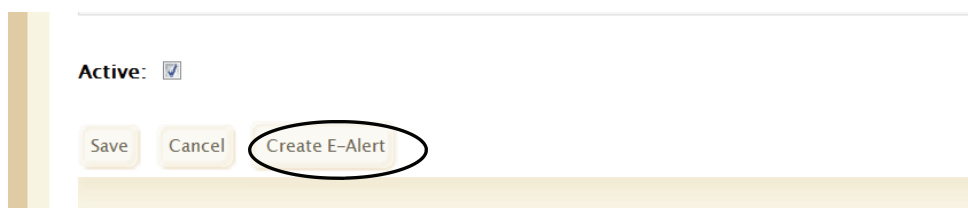
E-Alerts are an efficient and effective means of communication. There are two types of *E-Alerts*: *Content E-Alerts* and *Broadcast E-Alerts*. *Broadcast E-Alerts* can be sent to both email addresses and mobile phones. Section Editors are able generate *Content E-alerts*.

Content E-Alerts allow Section Editors to notify subscribers when they make changes to content in their sections.

- Registered users must subscribe to Sections or Homepage via accessing their account.



- An editor can create a *Content E-Alert* when a change is made to the pages within a *Section* for which there are subscribers. This includes changes to calendar events.



Get Connected...


The email message that subscribed users receive contains a link to the actual page, providing them immediate and direct access to the updated content.

Exercise 1: Organizing Your Section

As you start to think about developing your section, it is helpful to consider some of the following items first.

- Who are your viewers (e.g., students, faculty, parents, community members)?
- What type of information do you want to provide for your viewers?
 - Contact information
 - Directions
 - Course Information
 - Homework
 - Policies and Procedures
 - Schedules
 - Photographs
 - Music
- What is the best way to convey the information? Do you want your viewers to be able to:
 - View the information on the website without having to open a document
 - Download and save or print a document
 - Access other websites
 - Quickly link to another page on your own site
 - Post a comment
 - View a series of photos
 - Listen to music or an audio recording
 - Watch a video

Exercise 2: Section Planning Guide

Name of Your School					
Channel	Channel	Channel	Channel	Channel	Channel
Section Name	 <p>Page Content Appears Here</p>				
Page Title					
Page Title					
Page Title					
Page Title					
Page Title					
Page Title					
Page Title					

Keep in mind the following:

- Your **Section** is located under one of the **Channels** listed along the **Channel Bar**. The name of your Section will display in the drop-down menu or on a directory page.
- The landing page of a Section is like a homepage; it should welcome visitors to your **Section**. Section Editors can determine on which page visitors will land.
- You can add and rename as many **Pages** as you like.

Chapter 2:

The Section Workspace

By the end of this chapter you will be able to:

- Access your Section Workspace.
- Add and edit content in your *Section*.
- Modify *Editing* privileges and *Viewing* rights
- Add a Calendar event.
- Access the *Tools* menu.
- Manage your *Files & Folders*.



Overview of Site Manager and the Section Workspace

How Do I Access My Section?

In order to access your section, you must first be assigned Section Editor privileges. This is done by either your Site, Subsite, or Channel Director. To access your Section simply follow the steps:

Step 1. Click on the **Sign in** button that appears in the MyStart Bar at the top of your website.



Step 2. Enter your Sign-in Name and password in the fields that now appear at the top of the page before clicking **Sign in**. (Note: If you cannot remember your password, simply click on **Forgot My Password** and it will be emailed to you.)

A screenshot of the sign-in form. It has two input fields: 'Sign-in Name' with the text 'rmiller' and 'Password' with masked characters. Below the fields are two buttons: 'Sign In' and 'Forgot My Password'. Both buttons are highlighted with an orange box.

Tips

A red triangle in the upper-right corner of a field indicates that the field is required to be completed.

Step 3. Now click on **Site Manager** button that appears at the top of the page. A new browser window will open. When you are done editing, click the **Sign Out** link under **My Account**.



Overview of Site Manager and the Section Workspace

What is Site Manager?

Site Manager is a portal that provides Users who have editing privileges the access to add, edit, or delete content on a Site, Channel or Section. As a Section Editor, your editing privilege would normally extend to your Section(s) only. Navigating in Site Manager is simple and provides you access to:

- **Content Browser**
 - Provides access to all of the Sections to which you have editorial privileges.
- **View Website Link**
 - View Website permits you to view the refreshed website after you have made changes to your Section.
- **Community and Support Link**
 - Link to **Schoolwires Share** site where you have access to other resources.
- **My Account Link**
 - View and modify your account information, Alerts and Subscriptions.
- **Sign Out**
 - Allows you to sign out of **Site Manager**.
- **Section Workspace**
 - Provides access to your pages, tools, and other section resources.

The screenshot displays the Centricity Schoolwires interface. On the left, the 'SITE & CHANNELS' menu is expanded, showing 'Miller, Ryan' (John Glenn Middle School / Teachers) and 'Track & Field' (Independence High School / Athletics). A yellow box highlights this menu, with an arrow pointing to a text box that reads: 'Content Browser shows the areas for which you have editorial privileges.' The main header area includes links for 'View Website', 'Community & Support', and 'My Account', each enclosed in a yellow box. The 'Sign Out (rmiller)' link is also visible. The 'Section Workspace' for 'Ryan Miller' is shown, featuring tabs for 'Summary', 'Tools', 'Editors & Viewers', 'Statistics', and 'How do I...?'. A yellow box highlights these tabs, with an arrow pointing to a text box that reads: 'Workspace Tabs'. The 'Pages' section below shows a list of active pages: 'Welcome to my Classroom', 'Student Resources', 'Homework', and 'Classroom Calendar', each with 'Options', 'Design', and 'More' action buttons.

Overview of Site Manager and the Section Workspace

What is the Section Workspace?

The *Section Workspace* is the area in **Site Manager** where you will carry out your Section Editor tasks. The Section Workspace provide you will access to:

Summary Tab

- Add, edit, and delete pages
- Change the status of a page
- Modify page design
- Rename and organize pages
- Modify page options
- Set viewers for a page

Tools Tab

- Access Files & Folders
- Access Section Tools
- Access Section Reports

Editors & Viewers Tab

- Assign other Users (Groups or Individuals) editing privileges to your Section pages
- Control viewing rights (Groups or Individuals) to your Section pages

Statistics Tab

- View statistics about visits to your Section

How do I...? Tab

- Access Help Articles, Interactive Video Tutorials and Additional Resources

Ryan Miller
Section Workspace

Summary Tools Editors & Viewers Statistics How do I...?

Pages
Create, edit and organize your pages.

New Page Organize Pages Recycle Bin

Show: All Active Inactive

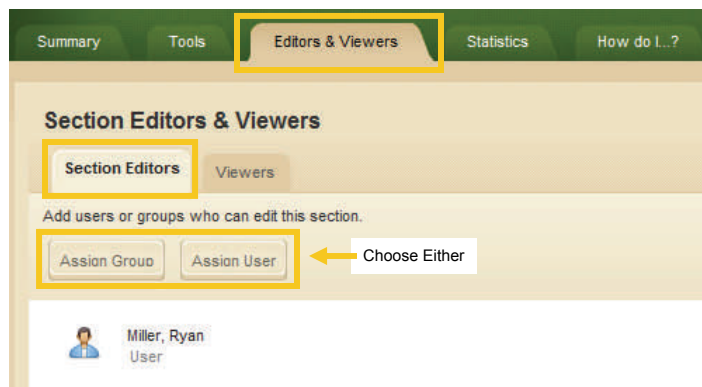
Status	Page	Actions
ACTIVE	Welcome to my Classroom Edited by Ryan Miller on October 25, 2010	Options Design More ▼
ACTIVE	Student Resources Edited by Ryan Miller on October 25, 2010	Options Design More ▼
ACTIVE	Homework Edited by Ryan Miller on October 25, 2010	Options Design More ▼
ACTIVE	Classroom Calendar Edited by Ryan Miller on October 25, 2010	Options Design More ▼

Controlling Section Editors & Viewers

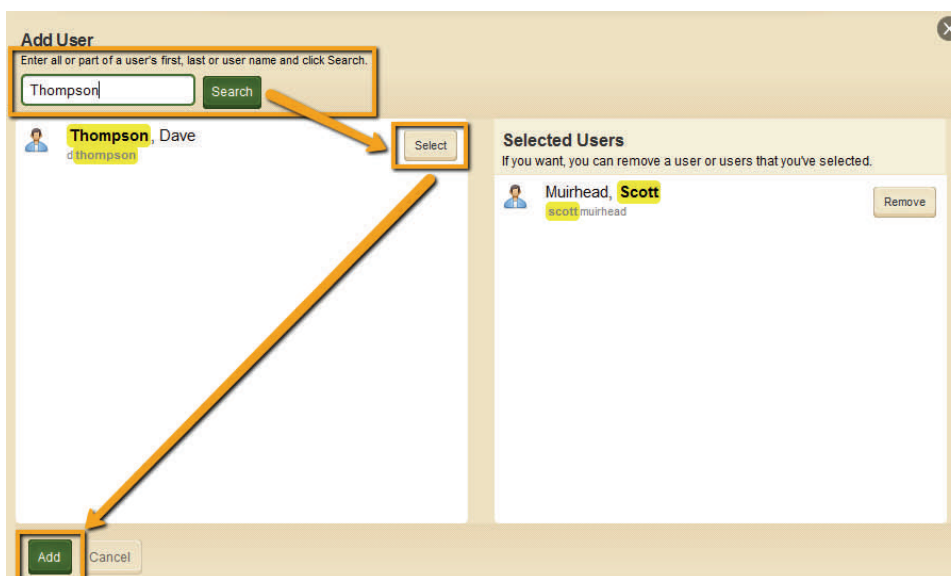
How Do I Assign Editing Privileges for my Section ?

You can grant Users or Groups of Users editing privileges to your Section by assigning them as a Section Editor. To do so simply:

- Step 1.** Access the **Editors & Viewers** tab in your Section Workspace.
- Step 2.** Click on the **Section Editors** tab.
- Step 3.** Choose **Assign Group** if you want to assign editing privileges to Groups of Users
OR
 Choose **Assign User** if you want to assign editing privileges to individual users.



- Step 4.** Type the name or part of a name of a User or Group to whom you wish to grant editing privileges. For Groups you may refine your search further by choosing from the category drop-down list. Click **Search**.
- Step 5.** Click the **Select** button next to the Users or Groups to whom you wish to give editing privileges. The selected Users or Groups will move to the **Selected Users/Groups** column at right. You may search for and select as many Users or Groups as you wish.
- Step 6.** Click **Add**.

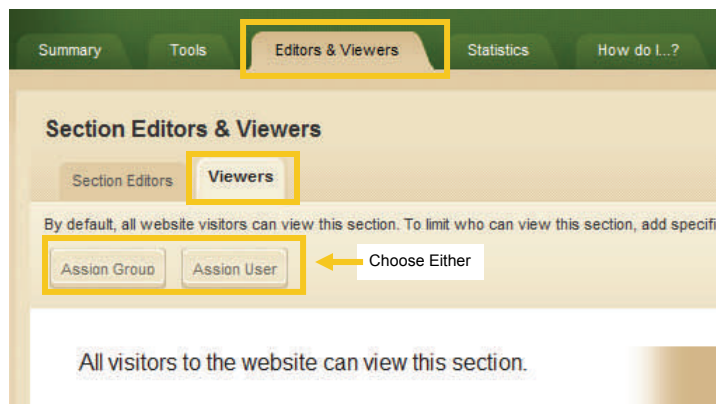


Controlling Section Editors & Viewers

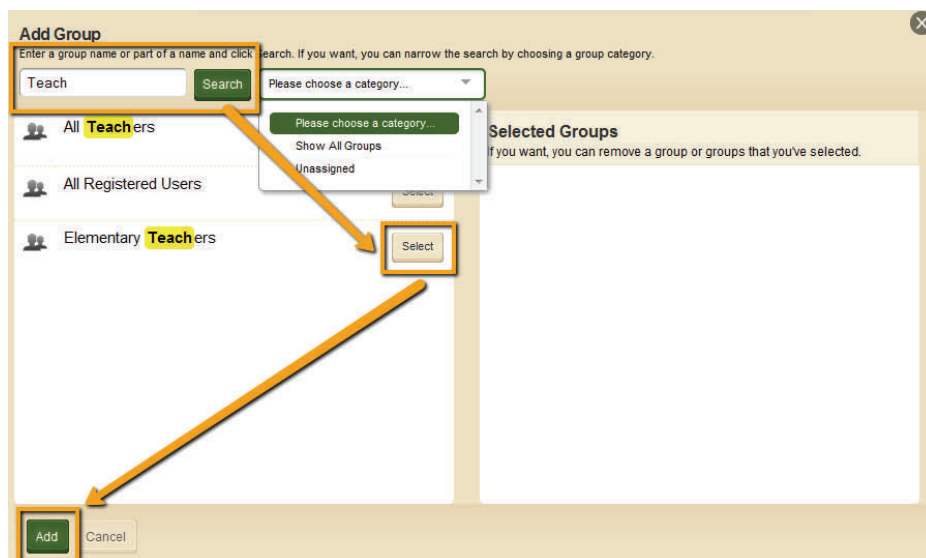
How Do I Assign Viewing Rights to my Section?

By default, all visitors to the website will be able to view your Section. To restrict who can view your Section, you are able to grant specific Users or Groups of users viewing rights. To do so simply:

- Step 1.** Access the **Editors & Viewers** tab in your Section Workspace.
- Step 2.** Click on the **Viewers** tab.
- Step 3.** Choose **Assign Group** if you want to assign viewing rights to Groups of Users
OR
 Choose **Assign User** if you want to assign viewing rights to individual Users.



- Step 4.** Type the name or part of a name of a User or Group to whom you wish to grant viewing rights. For Groups you may refine your search further by choosing from the category drop-down list. Click **Search**.
- Step 5.** Click the **Select** button next to the Users or Groups to whom you wish to give viewing rights. The selected Users or Groups will move to the **Selected Users/Groups** column at right. You may search for and select as many Users or Groups as you wish.
- Step 6.** Click **Add**.



Adding Content to Your Section

What are the Core Elements to a *Schoolwires* Page?

Any page you add to your Section will contain core components - Page Layout, Columns and Apps.

Page Layout

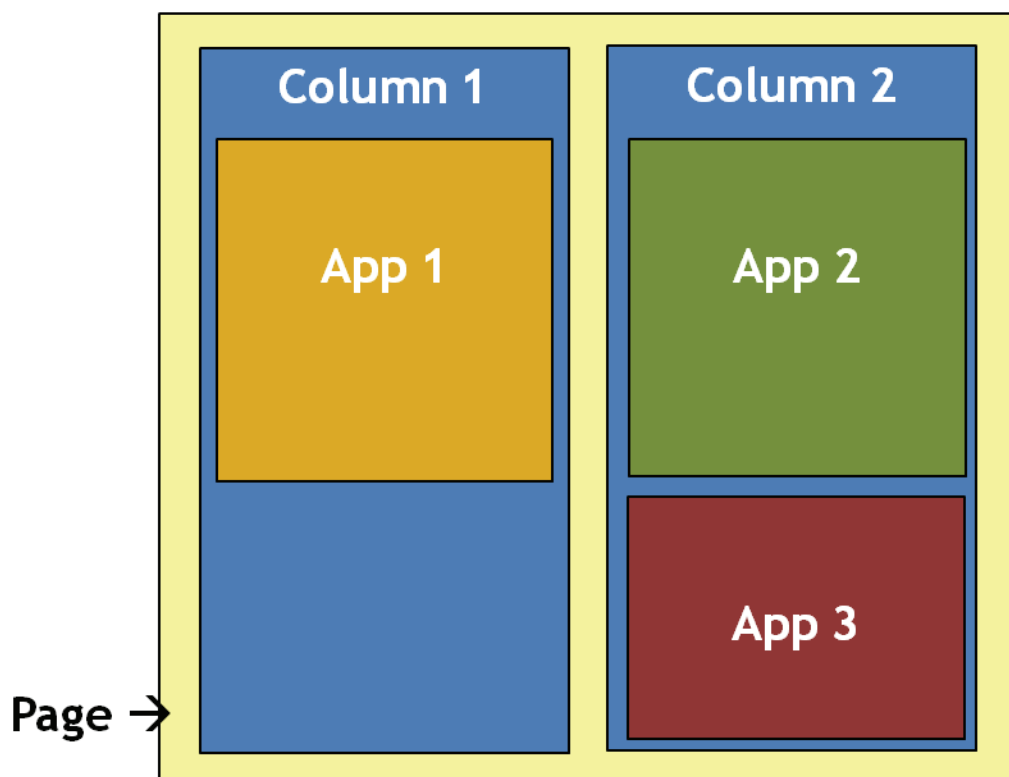
A Page Layout contains one or more Columns. Page Layouts include one, two, or three columns as well as left or right side-bar.

Columns

Columns are the areas of a Page Layout where Apps are placed. You can have one or more Apps per Column.

Apps

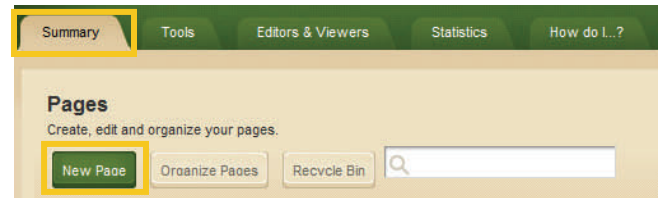
Apps are the content building blocks of any *Schoolwires*® page. A *Schoolwires*® page may include one or more Apps. You can edit Apps as well as share them with other Users. Apps include (but are not limited to) Flex Editor App, Calendar App, Photo Gallery App, Article Library App, Link Library App, File Library App as well as Apps for Announcements and Site Shortcuts.



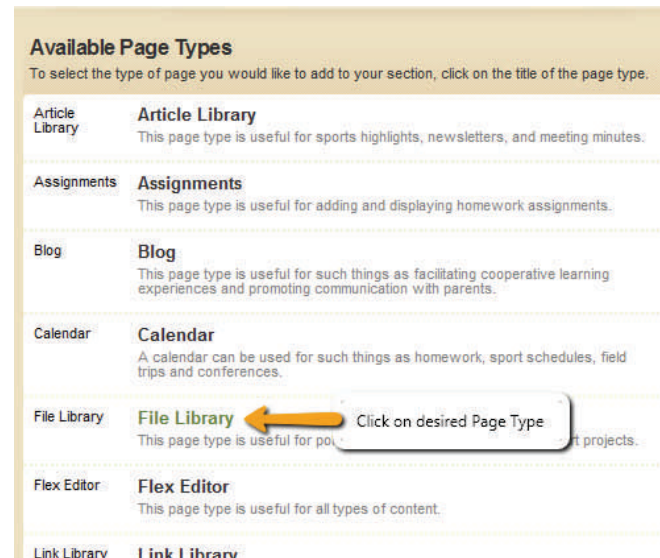
Adding Content to Your Section

How Do I Add a Page to My Section?

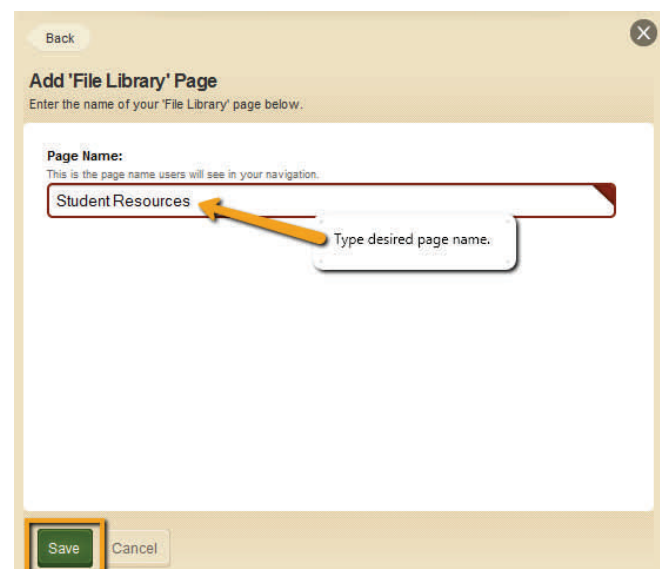
Step 1. From the **Summary** tab, click **New Page** button



Step 2. Click on a **Page Type** from the list presented. Many of the Page Types consist of a single App in a single Column.



Step 3. In **Page Name** field, assign a name for this page. Click **Save** to return to page list.

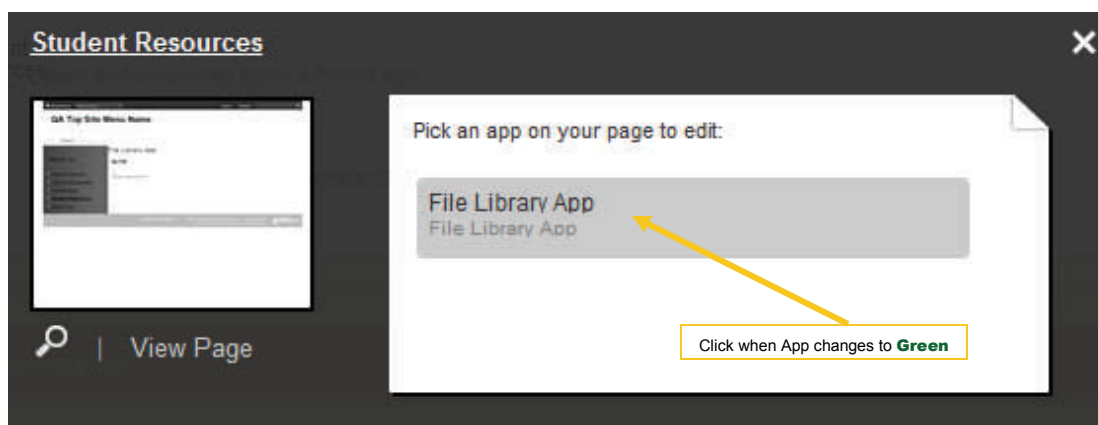


Adding Content to Your Section

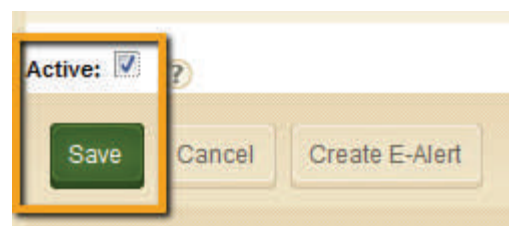
How Do I Edit Content on a Page?


To add content or edit this type of page:

- Step 1.** Position mouse over page name you wish to edit. A hover card will appear showing a thumbnail image of the page and graphic representation of current columns and Apps.
- Step 2.** Position mouse over the App name you wish to edit. Click anywhere on the green bar. The App will open and be available for editing.



- Step 3.** Edit as desired.
- Step 4.** Click **Active** checkbox for the App to show to page viewers according to display dates.
- Step 5.** Click **Save** button.

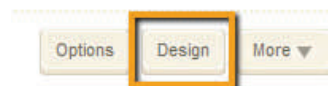


- Step 6.** To return to page list, click  in upper right corner.

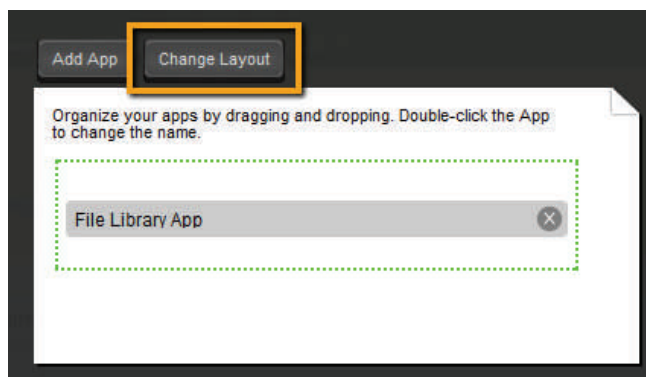
Adding Content to Your Section

How Do I Change the Layout of a Page?

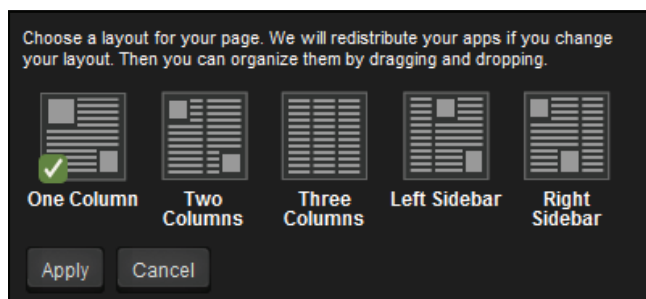
Step 1. Click the **Design** button next to page you wish to modify.



Step 2. A dialog box will open showing current layout. Click **Change Layout** Button.



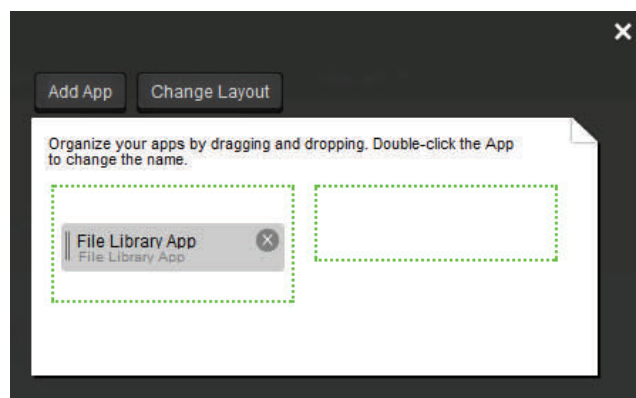
Step 3. Choose a layout for your page, then click **Apply** button.



Step 4. If desired, click and drag App(s) to new location(s).

Step 5. If desired, add additional Apps (see next section).

Step 6. To return to page list, click

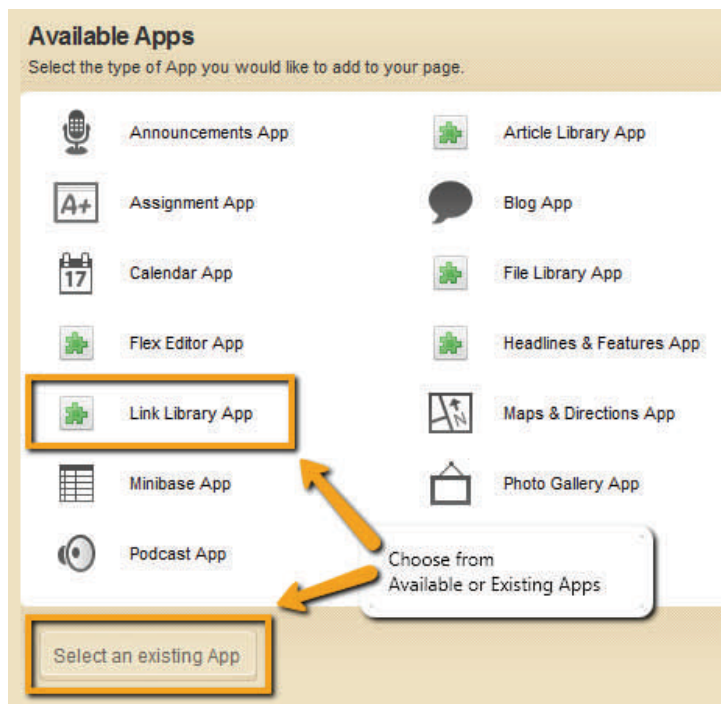
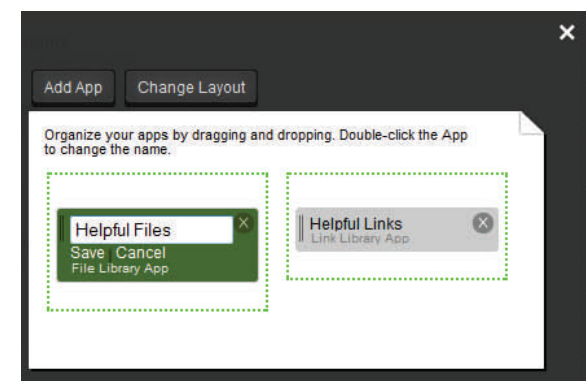
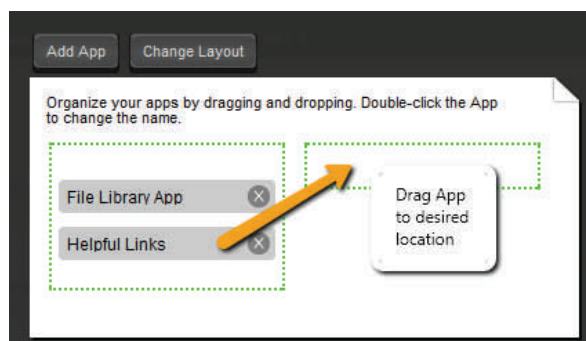
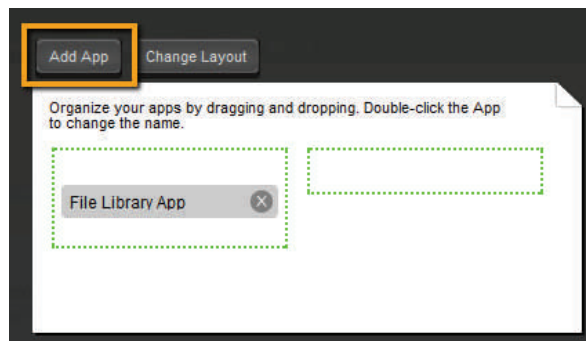


Adding Content to Your Section

How Do I Add Apps to a Page?

In addition to modifying the layout of a page, you are able to add additional Apps.

- Step 1.** Click the **Design** button next to page to which you wish to add Apps.
 - Step 2.** Click the **Add App** button.
 - Step 3.** Click on a new App from list of **Available Apps** or **Select an Existing App**.
 - Step 4.** Type a name for your App. Create a detailed name so that you can easily identify the app later.
 - Step 5.** Click **Save**.
 - Step 6.** If desired, click and drag App(s) to new location(s).
 - Step 7.** If desired, add additional App(s).
 - Step 8.** To return to page list, click **X**
- Note:** Double-click on an App to rename.



Get Connected...

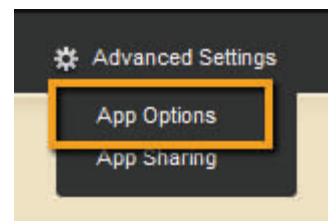
When you add an App, you may choose “Select an Existing App.” An existing App is one that you previously created and want to re-use or one that another editor has chosen to share with you.

App and Page Options

How Do I Modify App Options?

To modify the options of an App, simply:

- Step 1.** Position mouse over page name containing an App you wish to modify. A preview pane will appear showing a thumbnail image of the page and graphic representation of current columns and Apps.
- Step 2.** Position mouse over the App name you wish to modify. When it turns green, click the App name. App will open.
- Step 3.** Click Advanced Settings found in upper-right corner. Click **App Options**.



- Step 4.** Rename App, modify General and Social Settings options as desired.

- Step 5.** Click **Save**.

A screenshot of a web form for editing an app. At the top, 'App Name:' is followed by a text box containing 'Helpful Links'. Below this are two tabs: 'General' and 'Social Settings', with 'Social Settings' highlighted by an orange box. A yellow arrow points to the 'Social Settings' tab. Below the tabs, a message reads: 'Choose which social media elements you'd like to allow for your app. Additional controls will display for each checked element.' There are four checkboxes, each with a question mark icon: 'Community Editing', 'Visitor Commenting', 'Visitor Rating', and 'RSS Feeds'. At the bottom left, a 'Save' button is highlighted with an orange box, and a 'Cancel' button is to its right.

Get Connected...

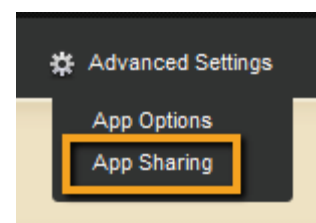
Boost collaboration with your audience... “Social Settings” is an App Option for some Apps, that enables you to allow such things as commenting and providing an RSS feed.

App and Page Options

How Do I Share Apps?

At times you may wish to share an App you created with other Users or Groups of Users. For example, in a team-teaching environment teachers may wish to share a common calendar. To share an App simply:

- Step 1.** Position mouse over page name containing an App you wish to modify. A preview pane will appear showing a thumbnail image of the page and graphic representation of current columns and Apps.
- Step 2.** Position mouse over the App name you wish to modify. When it turns green, click the App name. App will open.
- Step 3.** Click Advanced Settings found in upper-right corner. Click **App Sharing**.



- Step 3.** Choose **Assign Group** if you want to share your App with Groups of Users **OR** Choose **Assign User** if you want to share your App with individual Users.
- Step 4.** Type the name or part of a name of a User or Group with whom you wish to share your app. For Groups you may refine your search further by choosing from the category drop-down list. Click **Search**.
- Step 5.** Click the Select button next to the Users or Groups with whom you wish to share your app. The selected Users or Groups will move to the **Selected Users/Groups** column at right. You may search for and select as many Users or Groups as you wish.
- Step 6.** Click **Add**.
- Step 7.** After you have added your desired Groups and/or Users, click **I'm Done** button.

App and Page Options

How Do I Modify Page Options?

As a Section Editor you are able to set or change options on any page you add to your Section. To do so, simply:

Step 1. Click on the **Options** button to the right of the page name.

Step 2. Select the **General** tab to modify Display Duration.

No dates - page displays immediately and displays indefinitely.

Both dates - page displays within that date range.

Only start date - page displays indefinitely beginning on that date.

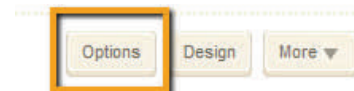
Only end date - page displays immediately until that date.

Step 3. Select the **Advanced** tab to:

Map Page to Web Address - When a visitor navigates to your page, they will be directed to the web address you place in this field. Enter a full web address (e.g., <http://www.schoolwires.com>).

Hide this page from website navigation - Page name will not appear in the navigation of your section to your website visitor. You may use the contents of this page in another way.

Step 4. Click **Save**.

A screenshot of a 'Page Name' dialog box. At the top, it says 'Page Name:' followed by the instruction 'Enter a unique name for your page.' Below this is a text input field containing 'Student Resources'. Underneath the input field are two tabs: 'General' (which is selected) and 'Advanced'. The 'General' tab area contains a section titled 'Display Duration' with a help icon (?). Below this title is the instruction 'Display duration determine when your active page displays on the end-user website.' Further down are two input fields labeled 'Start Date:' and 'End Date:'. At the bottom of the dialog are two buttons: 'Save' (in a green box) and 'Cancel' (in a grey box). A close button (X) is in the top right corner.

App and Page Options

How Do I Modify Viewing Rights to a Page?

By default, all visitors can view the pages of your Section. As a Section Editor you are able to limit who can view individual pages. To grant viewing rights:

Step 1. Click the **More** button that appears to the right of the page name.

Step 2. Click on **Set Viewers** from the drop-down list.

Step 3. Choose **Add Group** if you want to Groups of Users to view page
OR

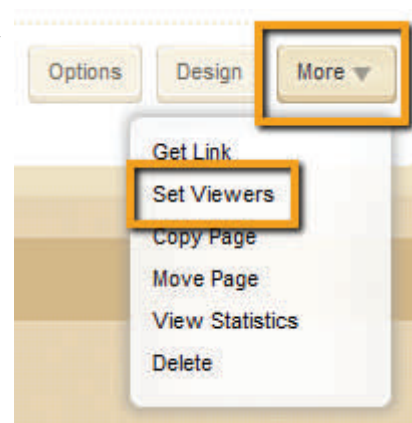
Choose **Add User** if you want certain individuals to view page.

Step 4. Type the name or part of a name of a User or Group to whom you wish to give page viewing rights. For Groups you may refine your search further by choosing from the category drop-down list. Click **Search**.

Step 5. Click the **Select** button next to the Users or Groups to whom you wish to give page viewing rights. The selected Users or Groups will move to the **Selected Users** column at right. You may search for and select as many Users or Groups as you wish.

Step 6. Click **Add**.

Step 7. After you have added your desired Groups and/or Users, click

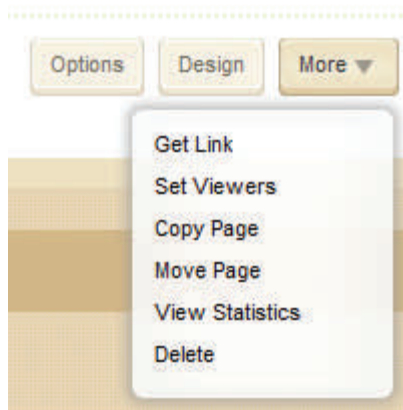


Additional Page Tasks

What Other Page Tasks are Available?

The More button that appears to the right of the page name also allows you to:

- | | |
|------------------------|--|
| Get Link | Gives access to the Full and Relative Web Address of the page. |
| Copy Page | Enables you to make a copy of the page in the section. |
| Move Page | Enables you to move a page to another section where you have an editorial privilege. |
| View Statistics | Shows page views in a date range that you specify. |
| Delete Page | Removes the page from the Section and places it in the Section's Recycle Bin. When you click the Recycle Bin button, you may restore or permanently delete pages. |

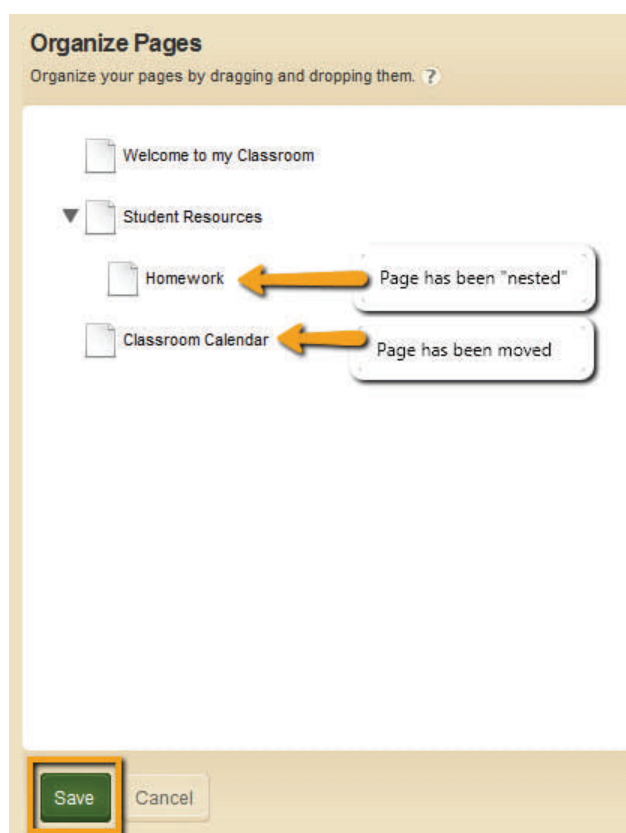
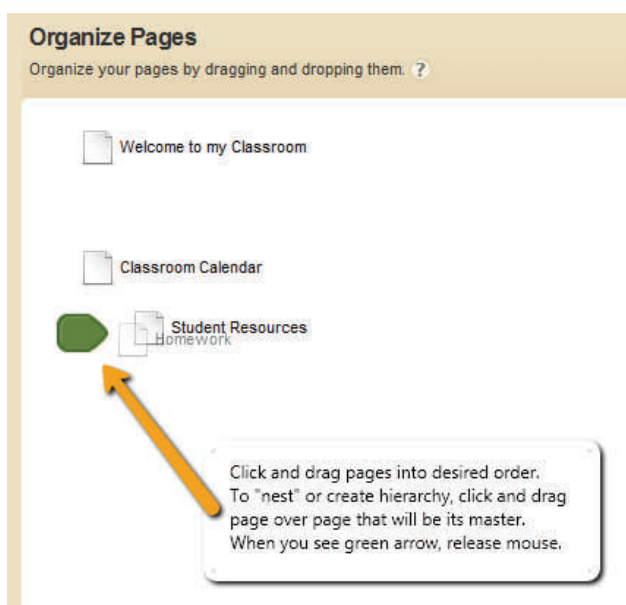


Additional Page Tasks

How Do I Organize Pages in My Section?

As a Section Editor, you are able to arrange your pages in a specific order from top to bottom. You may also “nest” pages by creating a hierarchy. To organize the pages in your Section is simple. From within the Section Workspace:

- Step 1.** Click on **Organize Pages**. A dialogue box will appear listing all the pages in your Section.
- Step 2.** Click and drag pages into new order. Release your Mouse button see the green pointer in the location you desire for that page.
- If green pointer is between pages, the new page position will be on the same level as those pages.
 - If the green pointer is next to a page, the new page position will be “nested” under that page.
- Step 3.** Click **Save**



Working with *Schoolwires* Calendar

How Do I Add Events to the Calendar?

Because the *Schoolwires* Calendar is an App, you are able to have more than one calendar in your Section.

To add an Event to your calendar, all you have to do is:

- Click the **New Event** button.
- When the Event window opens, enter the **Start Date, End Date, & Event Name**. All other fields are optional to complete.
- Click **Save**.

The screenshot shows the 'New Event' form in the Schoolwires interface. At the top, there's a close button (X) and a tabbed interface with 'Event' selected. Below the tabs, a text box contains 'Schoolwires Training Session'. A message states: 'Enter a start date and description for your event. If you want, you can enter a start time, end time, end date, description and category.'

On the left, there are date and time pickers: 'Start Date' (12/1/2010), 'Start Time' (8 AM :00), 'End Time' (9 AM :00), and 'End Date' (12/1/2010). There is also an 'All Day' checkbox.

The 'Description' area features a rich text editor with various icons for text formatting (bold, italic, underline, etc.) and a toolbar. Below the editor, there are radio buttons for 'Normal' and 'HTML' formatting, and a word/character count display showing 'Words:0 Characters:0'.

A 'Category' dropdown menu is open, showing the following options: 'None', 'Assignment, Homework, Projects' (with a purple icon), 'Athletic Event' (with a green icon), and 'Field Trip' (with an orange icon).

At the bottom left, there are 'Save' and 'Cancel' buttons.

Working with *Schoolwires* Calendar

How Do I Edit or Delete an Event on the Calendar?

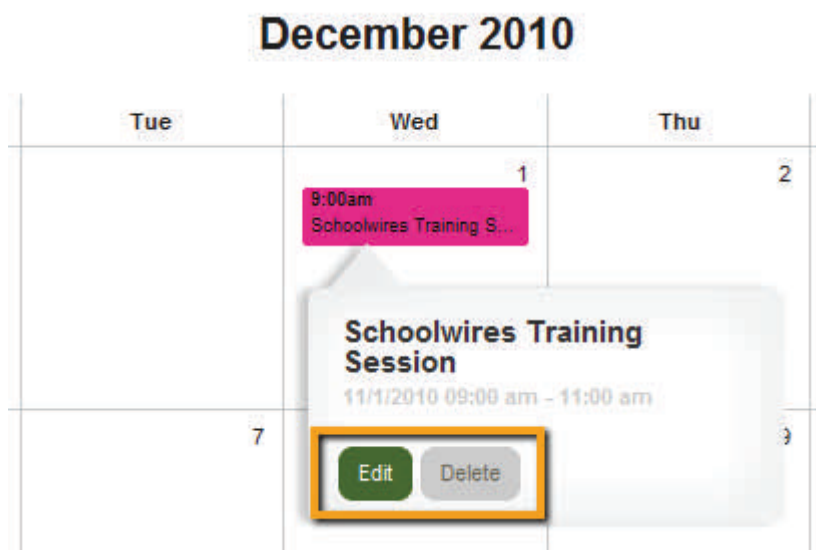
Editing an event that you have entered on your calendar is a very simple process.

To edit an existing event:

- Step 1.** Roll your cursor over the event.
- Step 2.** Click **Edit** button that appears. Edit the event as desired.
- Step 3.** Click **Save**

To delete an existing event:

- Step 1.** Roll your cursor over the event.
- Step 2.** Click **Delete** button that appears.
- Step 3.** When prompted if you are sure, Click **Yes**.



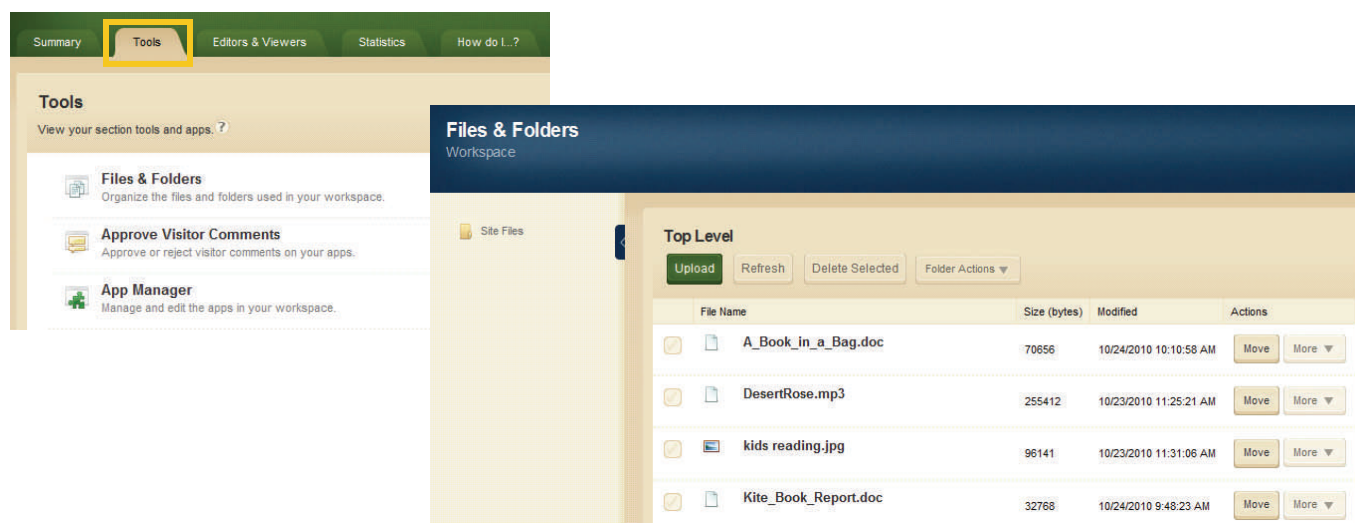
What Are The Advanced Calendar Features?

To learn about all the Advanced features of the *Schoolwires* Calendar and how to use them, we suggest that you consult the **How do I...? Tab** in the Workspaces.

Tools & Apps Tab

How Do I Access and Manage My Files & Folders?

Each section has access to its own Files & Folders where documents and images can be stored. Access to your *Files & Folders* is available from your **Tools** tab. Once there, click on *Files & Folders*.



- Documents and images are automatically saved in Files & Folders when inserted from your computer or network using one of the Insert wizards. They will not, however be saved in a particular folder.
- Folders and sub-folders can be created to help organize your files and images.
- You are able to upload files using the **Upload** button.
- The URL for any file or image can be located by clicking on the **More** button that appears to the right of the file, then choosing **Get Link**.
- Folders and files can be renamed by clicking on the **More** button that appears to the right of the file, then choosing **Rename**.
- When working in a folder or subfolder, you can move up a level by clicking on the folder icon at the right of the list of files and folders.

Practice Exercises

Exercise 1: Add and Edit a Flex Page

- 1) From the **Summary** tab, click **New Page** button.
- 2) Click on a **Flex Editor** from the list presented.
- 3) In **Page Name** field, assign a name for this page. Click **Save** to return to page list.
- 4) Position mouse over your newly created page. A preview pane will appear showing a thumbnail image of the page and graphic representation of current column and App.
- 5) Position mouse over the **Flex Editor App**. When it turns green, click the App name. App will open and be available for editing.
- 6) Edit as desired.
- 7) Click **Active** checkbox for the App to show to page viewers according to display dates.
- 8) Click **Save** button.

Exercise 2: Modify the Page Layout and Add a Calendar App to an Existing Page

- 1) Click the **Design** button next to the Flex Page you created in Exercise 1.
- 2) A dialog box will open showing current layout. Click **Change Layout** Button.
- 3) Choose the **Two Column** layout for your page, then click **Apply** button.
- 4) Click the **Add App** button.
- 5) Click on the **Calendar App** from list of **Available Apps**.
- 6) Type a name for your App. Create a detailed name so that you can easily identify the app later.
- 7) Click **Save**.
- 8) Click and drag Calendar App to second column.
- 9) To return to page list, click X.

Practice Exercises

Exercise 3: Add a Calendar Event

- 1) Click the **New Event** button.
- 2) When the Event window opens, enter the **Start Date, End Date, & Event Name**. All other fields are optional to complete.
- 3) Click **Save**.
- 4) To edit event, roll your cursor over the event.
- 5) Click **Edit** button that appears. Edit the event as desired.
- 6) Click **Save**.

Exercise 4: Upload Images or Documents to Files & Folders

- 1) From the **Summary** tab, click on **Files & Folders**.
- 2) Create folders for your images and documents. Do this by clicking on the **Folder Actions** button at the top of the page, then click **New Subfolder**.
- 3) Type a **Name** your Folder then click **Save**.
- 4) You can continue adding folders and folders within folders if you like.
- 5) Navigate to folder you wish to upload files to from left navigation.
- 6) Click on the **Upload** button.
- 7) Click on the **Browse** button to find the file(s) you would like to upload. To upload multiple files from a folder, hold down the CTRL key and click on files.
- 8) Click **Upload** button to upload file(s) and return to Files & Folders.
- 9) If desired, move file to another folder using Move button.
- 10) If desired, use the **More** button to **Rename** a file, **Get Link**, or **Delete** file.

Chapter 3:

The *Schoolwires* Editor

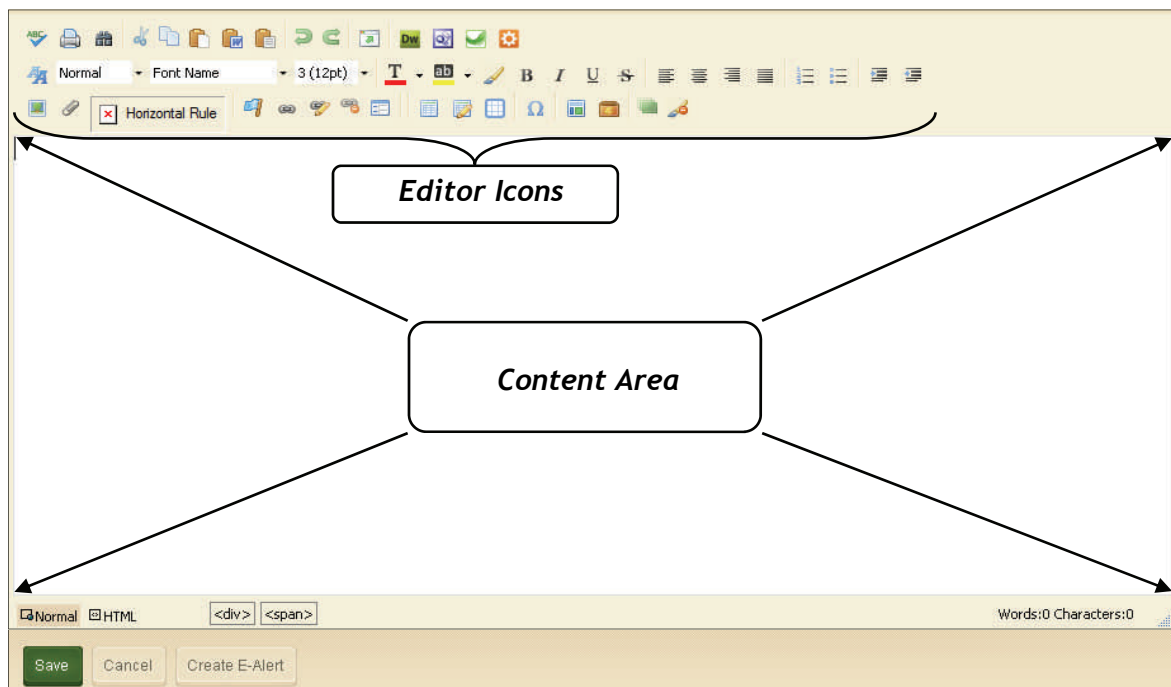
By the end of this chapter you will be able to:

- Insert and format text.
- Insert and format images.
- Insert and format tables.
- Insert links.
- Use **ActiveBlocks™** to enhance your pages.



The *Schoolwires* Editor

Introduction to the *Schoolwires* Editor







The majority of the content on your website will be added using the *Schoolwires* Editor. The **Editor** will allow you to add and edit text, insert images and hyperlinks, embed files into your web pages, and create customized content for your users and community.

The Editor Icons will help you add, edit, and maintain your content. You can see a full list of the **Editor** Icons later in this workbook. Many of these icons will be discussed in more detail later on in this chapter.

The Content Area is where you will be able to view and edit your content. With the Viewing tools, you can control how the Content Area will display:

- Normal—This is the default view, and allows you the full range of **Editor** functions
- HTML— This view will allow you to see and edit the content as HTML

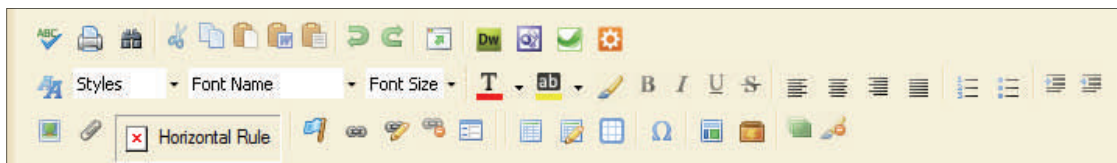
In addition, the *Schoolwires* Editor will allow you to work with alternate HTML editing software that you have installed on your computer; this is known as 'round-trip editing'. This can accommodate the following applications:

- Adobe DreamWeaver 
- Microsoft FrontPage 
- Microsoft Expression 
- Aptana 

Just click on the application's editor icon and the content in the *Schoolwires* Editor will be pulled into the application you select (Note: you must have that application installed on the computer you are using). Selecting **Save** in that application will return the edited content to the *Schoolwires* Editor. You will need to select **Save** in the *Schoolwires* Editor to ensure that your changes are properly stored.

The *Schoolwires* Editor

What Are the *Schoolwires* Editor Icons?



	Spell Check		Print		Find and Replace
	Cut		Copy		Paste
	Paste From Word		Paste Text		Undo
	Redo		Full Screen		Round Trip Editing
	Template Style		Style		Font
	Font Size		Font Color		Font Background Color
	Formatting Brush		Bold		Italic
	Underline		Strikethrough		Justify Left
	Justify Center		Justify Right		Justify Full
	Numbered List		Bulleted List		Indent
	Outdent		Insert Image		Insert File
	Horizontal Rule		Insert Anchor		Insert Link
	Edit Link Properties		Remove Link		Insert Form and Survey
	Insert Table		Table Options		Visible Borders
	Special Characters		Insert Editor Layout		Toolbox
	Position By Pixel		Erase Formatting		



Tips

Whenever you are ready to add content to a Schoolwires Editor, always make sure you click your cursor in the Content Area before selecting any of the Editor Icons. The cursor tells your content (text, images, tables, etc.) where to appear on the page. Once you see the flashing cursor, you can start adding your content!

The *Schoolwires* Editor

How Do I Insert Text Using the *Schoolwires* Editor?

Inserting text is as simple as placing your cursor in the **Editor's** Content Area and typing! Once you have entered your text, you are then able to format this using one of the many formatting options offered. Click and drag over the text to highlight it, then apply formatting by clicking on the desired *Schoolwires* Editor icon.

How Do I Copy & Paste Using *Schoolwires* Editor?

You can copy text from another source and paste onto a page using the *Schoolwires* Editor. Once you have copied the content, there are three paste options available to you.



- **Paste:** Using this option retains source formatting but may not allow future formatting. This works well when copying and pasting text from one *Centricity* page to another.





- **Paste from Word:** This option permits you to paste text from Microsoft® Word or other source documents. It removes most formatting that is not web-friendly.



- **Paste Text:** This removes all formatting and pastes the plain text, which you can then format using the Editor icons. This ensures that your text will be editable in the future.

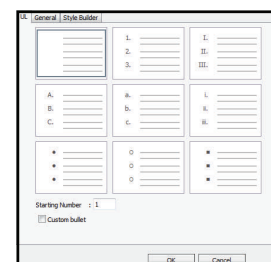
How Do I Format Text Using the *Schoolwires* Editor?

There are several ways you can format text in the Schoolwires Editor:

- Before you begin typing text, select your formatting options by clicking the appropriate icons. Once your selections have been made, you can start typing.
- Highlight existing text by clicking-and-dragging your cursor over it. Once it's highlighted, just select the formatting icons that you want to apply.
- Format a block of text by using the Formatting tool to apply borders, background colors, and  text formatting to all text in a <div> block.
- To remove the formatting, highlight the text and select the Erase Formatting icon. 
- Format a block of text by right-clicking on its Element tag below the Content Area (e.g., <div>). From the pop-up menu select 'Properties,' then select the Style Builder tab.

How Do I Format a List Using *Schoolwires* Editor?

1. Create your list as you normally would using the appropriate list button.
2. Click on the Element Tag underneath associated with the list you wish to format
3. Select Properties
4. In the UL pop-up window, select your formatting:
 - a. Choose your bullets
 - b. Set your Starting Number
 - c. Select a Custom Bullet (JPEG images)
5. When finished, click 'OK'.




The *Schoolwires* Editor

How Do I Insert an Image?

The procedure for Inserting an image is as easy as everything else. Simply:

Step 1. Place your cursor where you would like the image to display.

Step 2. Click on the *Insert Image* icon. 

Step 3. Using the Insert Image Wizard, select the import source of the image.

Step 4. If you are uploading an image from your computer or network, browse out and select the image you would like to insert.

- When you're uploading an image, you can choose the size of the image to be inserted (Thumbnail, Medium, Large, Custom, or No Resizing). This can always be changed later.

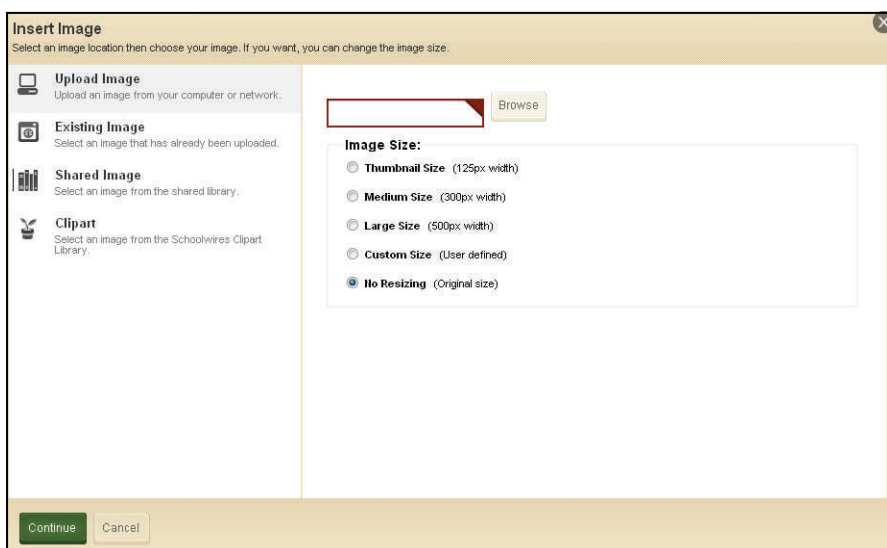
Step 5. Click **Next**

Step 6. Enter a description of the image in the Alt. text field. (This is a mandatory field.)

Step 7. Adjust the Height and Width of the image as necessary.

Step 8. Set Alignment, a Border if desired, and/or Spacing (these options can be added or changed later).

Step 9. Click **Insert Image**.



The Insert Image Wizard allows you to choose your image source



Tips

Get in the habit of selecting the **Save** button often as you are adding content in the **Schoolwires®** Editor. This will ensure that your work is safely stored.







Get Connected...

The Alt. Text field allows screen-reader software to describe an image to web surfers with limited or no vision. Providing Alt. text will allow all Internet users to enjoy your web pages, in addition to helping your site maintain ADA compliance.

The Schoolwires Editor

How Do I Position an Image?

There are several ways to position your image once you have inserted it on your page.


- Click and Drag:** Once an image has been inserted, you can move it by simply clicking on the image and dragging it to a new location. Using Click-and-Drag you can move an image to any position in the Content Area that you can place the cursor.
 
- Justify:** If you want to position the image in a particular area within a line, you can justify the image by clicking on the image then choosing the Left, Right, or Center justification icon.
 
- Tables:** You can use Tables to help with positioning your images. Once you insert your table, you can insert your images into the table's cells and justify or position them as you like.
 
- Position by Pixel:** The Position by Pixel icon allows you to move an image to an exact location on the screen. The image will 'float' over the content behind it, so you should make sure that the floating image isn't covering any text or other content that you want to display. Click on the image, then click the Position by Pixel icon to activate it. You can turn it off by clicking the icon again; this will return your image to its original position.
 

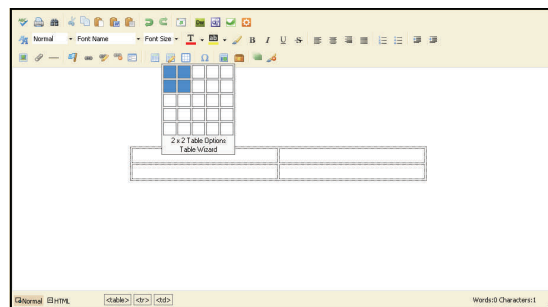
How Do I Insert a Table?

Step 1. Place your cursor in the Content Area where you want to insert a table.

Step 2. Select the **Insert Table** icon. 

Step 3. Select the number of columns and rows from the dropdown.

The table will appear with a gray outline. This is not a visible border, it's just for your reference. If you'd like to hide the table outline, you can click on the Visible Borders icon. 



Inserting a table with the Schoolwires Editor

If you'd like to create a more customized table, click on **Table Wizard** in the **Insert Table** dropdown.

Table Wizard gives you the ability to edit the properties of your table as you create it, and even displays a preview of your table.

- Choose a Table Layout (e.g., Header, Footer, and 3 Columns)
- Add or remove columns and rows by using the plus (+) and minus (-) buttons on the top and right hand side of the preview table.
- Merge cells by selecting a cell and using the plus (+) and minus (-) buttons on the top and right hand side of the preview table.
- Edit other table properties by clicking on the Table Options tab, where you can edit Spacing, Padding, Borders, Background Color, and more!

The *Schoolwires* Editor

How Do I Edit a Table?

Once you've inserted your table, you may want to add or delete rows, columns, or change cell span.

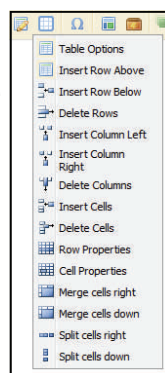
Step 1. Click into one of the cells or select the entire table by clicking on the outline.

Step 2. Select the Table Options icon.



Step 3. From the dropdown, select an option.

- Add and Delete rows, columns, or cells
- Merge cells and Split merged cells



Tips

You can access the Properties for your Cell, Row, or Table from the Table Options dropdown menu. These will allow you to add background colors or images, set text alignment, add cell padding or spacing, and much more.

Make sure you're clicked into the cell or on the table outline before you choose to edit Properties.

How Do I Resize a Cell of a Table?

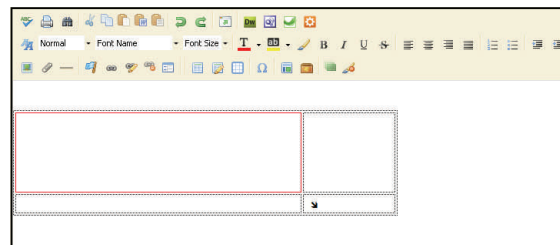
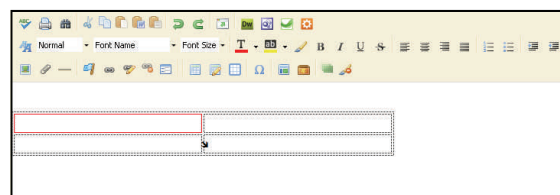
To resize one of the cells within a table simply follow the steps:

Step 1. Hover over the cell until a red outline appears.

Step 2. Left-Click, hold, and drag to resize the cell.

Step 3. When you are satisfied with the size of the cell, release the mouse button.

You can also adjust the cell size by editing the Cell Properties (from the Table Option dropdown or right-clicking the <TD> Element Tag and selecting 'Properties'.



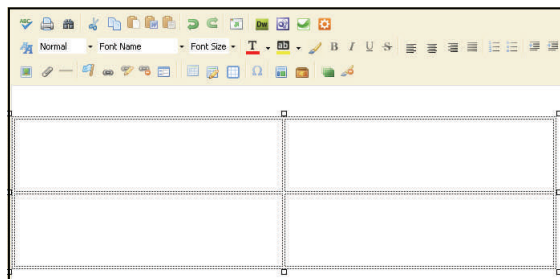
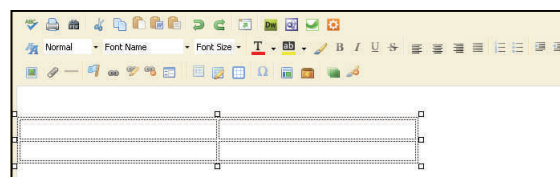
How Can I Change the Size of a Table?

To change the size of the table you have inserted on a page, simply follow the steps:

Step 1. Click on the outside border of the table to highlight it.

Step 2. Click-and-drag one of the highlight points to resize the table.

You can also adjust the table size by editing the Table Properties (from the Table Option dropdown or right-clicking the <TD> Element Tag and selecting 'Properties'.




Tips

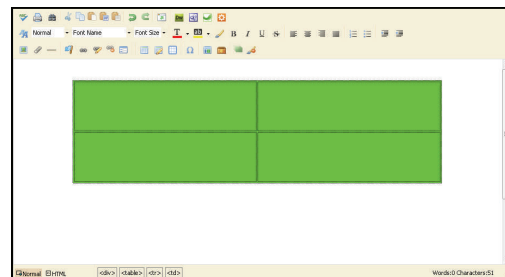
When resizing your cell or table, all other cells within the table will need to adjust accordingly.

The *Schoolwires* Editor

How Can I Change the Background Color of a Table?

To change the color of the background color of a Table, simply follow the steps:

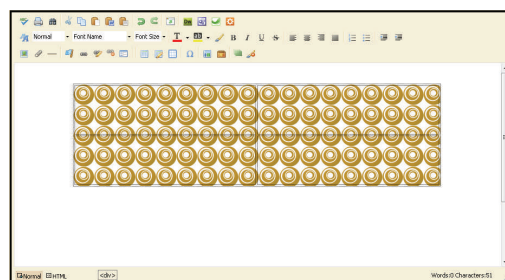
- Step 1.** Select the table by clicking on the outline.
- Step 2.** Click on the Table icon. 
- Step 3.** Select *Cell Properties* from the drop-down menu.
- Step 4.** Click in Background Color Field and choose a color.
- Step 5.** Click **OK**



A background color allows you to highlight a table, row, column, or cell.

How Can I Apply an Image to the Background of a Table?

- Step 1.** In the Schoolwires Editor, click inside the table that you want to apply the background image to.
- Step 2.** Click on the Table icon, then select *Table Properties*.
- Step 3.** On the Table pop-up, click on the Style Builder tab.
- Step 4.** Click on the Background Button.
- Step 5.** In the Background Image area, click on the Browse button.
- Step 6.** Browse to the image you want to upload and click OK.
- Step 7.** If desired, choose if you want the image to Tile or Scroll from the dropdowns provided.
- Step 8.** If desired, position the image in the Position area.
- Step 9.** Click **OK**



Tiling the background image repeats the image to cover a large area

How Can I Change the Background of a Page?

- Step 1.** Insert a one cell table into your editor.
- Step 2.** Using the process above, apply an image or color as the background of the table.
- Step 3.** Click on the Table Options icon, then select Table Properties.
- Step 4.** In the Height field, enter '100%'
- Step 5.** In the Width field, enter '100%'


The table should now fill the content area, and you may add any page content directly into the table. The background of the table will now provide the background for your app.



A one-cell table lets you change the appearance of your page background

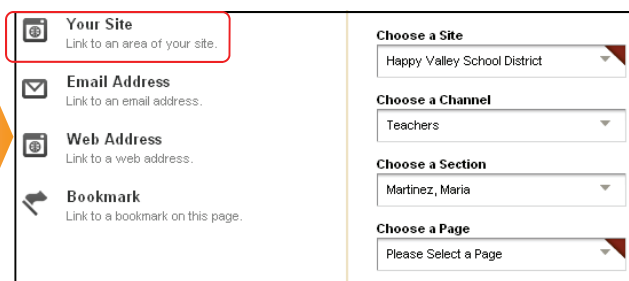
The *Schoolwires* Editor

How Do I Insert a Link?

- Step 1.** Highlight the text (or click on the image) that you would like to make into a hyperlink.
- Step 2.** Click on the *Insert Link* icon. 
- Step 3.** Select one of the following options from the *Insert Link* wizard and follow the instructions:

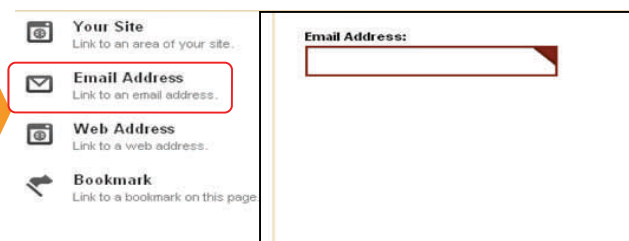
- **Your Site**

- Select the Site the dropdown.
- Select a Channel, Section, and Page.
- Click **Insert Link**.
- Hint: To link to a homepage, just select a Site and a Page.



- **Email Address**

- Enter the desired email address and click **Insert Link**.



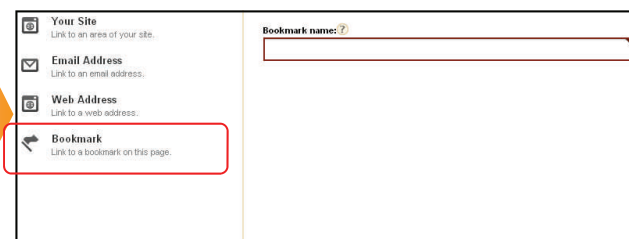
- **Web Address**

- Enter the web address into the URL field. Note that "http://" has already been added. Do not duplicate.
- The Target field defaults to 'Open in New Window', which is a good choice for links to external websites.
- Click **Insert Link**.



- **Bookmark**

- Type in the name of the bookmark.
- Click **Insert Link**.
- For more information about bookmarks, see "How Do I Insert a Bookmark" later in this workbook.



Get Connected...




Links (or 'hyperlinks') will take your visitors to a destination you choose, like another page in your section or another website. You can use hyperlinks to direct your visitors to useful web resources, or to generate an email to a specific address.

The *Schoolwires* Editor

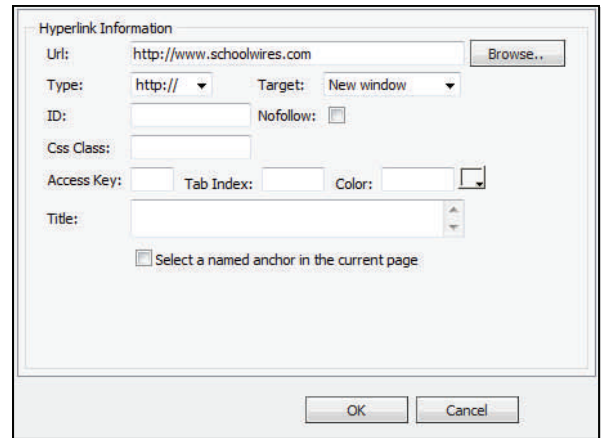
How Do I Edit a Link?

To edit a link that you have created, highlight the link and:

- Click on the *Edit link properties* icon. 
- OR, click on the <a> Element Tag under the Content Area, then select 'Properties'.

The Hyperlink Information pop-up will allow you to edit the URL and Target of the link.

- The URL, or Uniform Resource Locator, is the web address of the site or file that you wish to display.
- The Target field allows you to specify where the link will open. If you're linking to another website, selecting 'New Window' will display the link in a new browser window. That will allow your visitors to explore the other website, then simply close out that browser to return to your site.



Hyperlink Information

Url:

Type: Target:

ID: Nofollow: ☐

Css Class:


Access Key: Tab Index: Color:

Title:

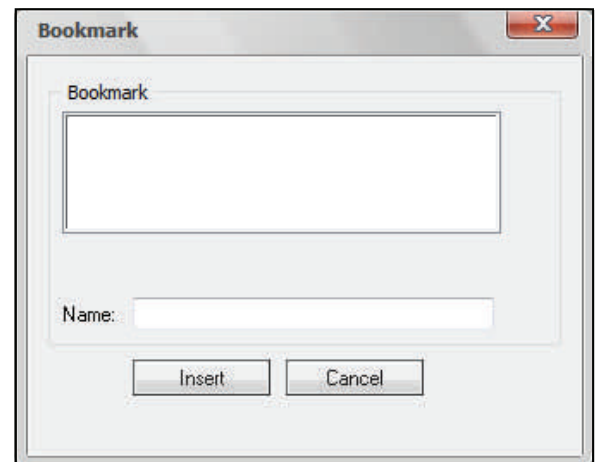
☐ Select a named anchor in the current page

How Do I Insert a Bookmark?

To insert a Bookmark (sometimes referred to as an anchor):

- Step 1** Place the cursor where you would like to place the bookmark. 
- Step 2.** Click on the Bookmark icon.
- Step 3.** On the Insert Bookmark pop-up, enter the name of the Bookmark in the *Name* field. The Name identifies the Bookmark so you can link to it later.
- Step 4.** Click **Insert**.

Now that you've inserted the bookmark, insert a link to it as discussed earlier in this chapter. Bookmarks can be used to return your visitors to the top of a webpage, or jump them down the page to quickly find the information they're looking for.



Bookmark

Bookmark

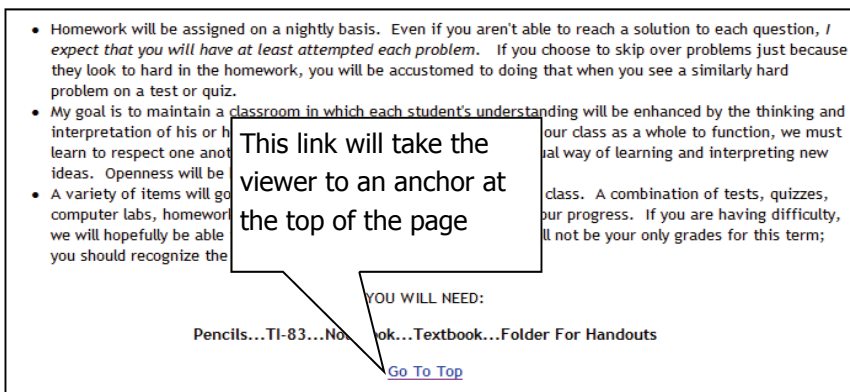
Name:



Tip

Use bookmarks to take viewers to specific locations on a page and minimize scrolling. The example to the left shows a link that will take the viewer to a bookmark that has been placed at the top of the page.

For example, bookmarks will allow you to set up a linked Table of Contents that will jump a visitor from the title of the topic they are interested in at the top of the page to content below describing it.



• Homework will be assigned on a nightly basis. Even if you aren't able to reach a solution to each question, I expect that you will have at least attempted each problem. If you choose to skip over problems just because they look too hard in the homework, you will be accustomed to doing that when you see a similarly hard problem on a test or quiz.

• My goal is to maintain a classroom in which each student's understanding will be enhanced by the thinking and interpretation of his or her own work. We will learn to respect one another's ideas. Openness will be expected.

• A variety of items will go into your portfolio, including computer labs, homework, and projects. We will hopefully be able to show your progress. If you are having difficulty, please let me know. It will not be your only grades for this term;

This link will take the viewer to an anchor at the top of the page

YOU WILL NEED:

Pencils...TI-83...Notebook...Textbook...Folder For Handouts

[Go To Top](#)

The *Schoolwires* Editor

What Are ActiveBlocks™?

ActiveBlocks are tags (Schoolwires code) that allow you to personalize your content and keep it fresh.

View from Site Manager


Hello, \$UF!
Today is \$D1
The current time is \$D3

View from End-User Website

Hello, Bill!
Today is Monday, May 3, 2010
The current time is 5:08:06 P.M.

How Do I Access ActiveBlocks™?

Adding an **ActiveBlock** to your page is a simple process:

- Place your cursor in the Content Area where you want to display the **ActiveBlock**.
- Click on the *Open Toolbox* icon. 
- Select the **ActiveBlock** you wish to display on your page.

After you select the ActiveBlock, the system will display a snippet of code similar to “[\$ActiveBlockName\$].” This will display on the front-end of the website as the information that you want to display (Date, Time, etc.).

How Do I Embed a Webpage using ActiveBlocks?

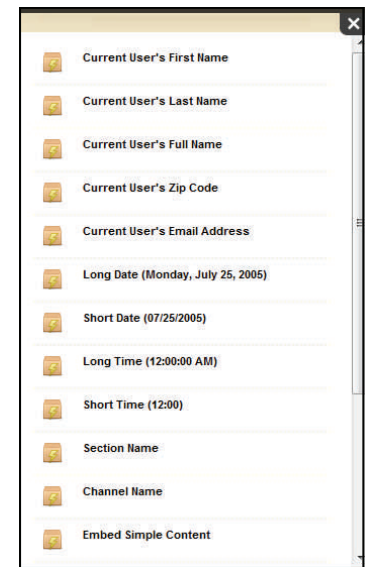
You can also use **ActiveBlocks** to embed content from another website in your Content Area.

- Select the **Open Toolbox** icon.
- Scroll down and select *Embed Simple Content**
- Enter the URL of the website you wish to display (e.g. <http://www.schoolwires.com>).
- Select *Insert*.
- Select *Save*.

This will display the content of the website you embedded as if it was the content of the page you are viewing.

You can use Simple embed to display content from one area of your website in another area. Any

updates made to the source area will automatically appear in the embedded content. Many schools use this to ensure content is visible in all appropriate areas while only maintaining it in one.



List of ActiveBlocks



Tip

If you want to embed a web page that requires user interaction (e.g., search engines like Google.com) choose **Embed Complex Content**. This will display the target URL in an I-frame that will contain the content and act like a browser window within your browser. Use this option to display PDF's that you've loaded into Files and Folders, as well.

Practice Exercises

For the following exercises, access Site Manager and open a new Flex Editor

Exercise 1: Working with text

- Practice creating the text below :

Bold, Palatino, size 5 (20pt)

Italics, Comic Sans, size 4 (14pt)

Choose a unique font color in Arial, size 2 (10pt)

- Highlight some of the text and change your formatting options. You can use this feature to quickly format text that you paste into the Editor.

Exercise 2: Inserting an Image

- Place your cursor where you would like the image.
- Click on the **Insert Image** icon.
- Choose an image from your computer, your site/section, a shared library, or the clip art library.
- Browse for the image you would like to insert.
- If you're bringing in an image from your computer, you can resize the image by selecting Thumbnail, Medium, Large, or Custom. Remember, 100 pixels is roughly equal to 1 inch.
- Enter Alt. Text.
- Adjust the Height or Width of the image if desired; the system will auto-adjust the other value.
- Click **Insert**.

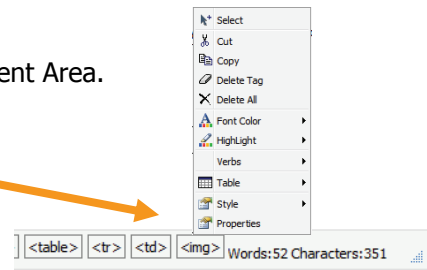
Exercise 3: Position an Image

- Click on the image you want to re-position.
 - Click on any of the Justify buttons to center, left, or right justify.
 - Put the cursor to the left of the image and click on the **Indent and Outdent** icons.
 - Click on the image and choose the **Position Absolutely** icon. Click and drag the image to a new position
- *Note: Using the **Position Absolutely** feature can hide content behind an image.

Practice Exercises

Exercise 4: Add a Border to an Image

- Click on the image, then click the `` tag underneath the Content Area.
- From the pop-up menu, select 'Properties.'
- On the Style Builder tab, click the *Border* button.
- Choose a border style, width, and location.
- Pick a color for the border and shading if desired.
- Click *Apply* to preview the new border. If you like it, click *OK*.




The `` Tag Pop-up

Exercise 5: Insert an image from another website

- Find an image on another website that you would like to have on your own webpage.
- Right-click on the image and select 'Save Picture As...'
- Save the image to your computer or network. The picture should be saved as a .jpg or .gif file.
- Repeat Exercise 2, choosing 'Select a new image from your computer or desktop' and browsing to the saved image.

Exercise 6: Create a Table

- Insert cursor where you would like the table to go.
- Choose the *Insert Table* icon (select the dimensions of the table you would like to insert)
- If you can't see the gridlines for your table, you may have your gridlines hidden. Select the *Show/Hide Gridlines* icon. **Note:** If you are using Mozilla® Firefox™ as your browser, you will not be able to see your gridlines.
- To modify a table, click on the *Edit Table/Cell* icon.  Here you can add/remove rows and columns, add a border, change the background color, or image, and adjust the dimensions of the table.

Glossary of Terms

App	<i>Apps</i> are the content building blocks of any Schoolwires page. A Schoolwires page may include one or more <i>Apps</i> . You can create and edit <i>Apps</i> as well as share them with other Users. <i>Apps</i> include (but are not limited to) a Flex App, a Calendar App, a Photo Gallery App, an Article Library App, a Link Library App, and a File Library App. <i>Apps</i> are placed in <i>Columns</i> on a <i>Page Layout</i> .
Channel	The main navigation system for your <i>site</i> . <i>Channels</i> are like large file cabinets drawers within which <i>sections</i> are located. Remember that a <i>Channel</i> will not be visible for users until there is at least one section created and assigned to that <i>Channel</i> . When there are fifteen or more <i>sections</i> assigned to a <i>Channel</i> , the <i>Sections</i> become organized in a directory page, rather than a drop-down menu.
Column	<i>Columns</i> are the areas where <i>Apps</i> are placed. You can have one or more <i>Apps</i> in a <i>Column</i> . <i>Columns</i> are areas on a <i>Page Layout</i> .
Content Browser	A Content Browser is an area within Site Manager that lists the <i>Channels</i> and <i>Sections</i> for which a Section Editor has editing privileges.
E-Alert	There are three types of <i>E-Alerts</i> : <i>Content E-Alerts</i> , <i>Broadcast E-Alerts</i> , and Mobile E-Alerts. Section Editors are able to create <i>Content E-alerts</i> . <i>Content E-Alerts</i> allow editors to notify subscribers when they make changes to one of the three major components of the homepage, to <i>pages</i> within a <i>section</i> or to calendar events.
Editing Privileges	Site Manager has five levels of editing privileges: Site Director, Sub-site Director, Channel Director, Section Editor, and Homepage Editor. As a Section Editor, you will be able to edit all of the content in your section.
Groups	Groups are a way of classifying users based on similar needs. Groups can be used to assign Editing Privileges, Viewing Rights, and Sharing Rights.
Homepage Editor	This individual has editorial privileges for the homepage and calendar on either the <i>site</i> or <i>subsite</i> depending on which type of Homepage Editor he or she is. These privileges include editing the Welcome Text, Announcements, Headlines and Features, and Site Shortcuts; anything that appears on the homepage. The Homepage Editor also has access to the main calendar and can edit events, accept events to the calendar from Section Editors, and import events.
Page	A <i>Page</i> is a medium for adding content to a <i>Section</i> . There are different types of <i>pre-designed pages</i> or you can design-your-own page by choosing a Page Layout & adding <i>Apps</i> .
Page Layout	A <i>Page Layout</i> is a pre-designed layout which can be applied to a design-your-own page to which content can be added. You can have one or more <i>Columns</i> to a <i>Page Layouts</i> . <i>Page Layout</i> types include (but are not limited to) one, two, or three columns. In addition, these <i>Page Layout</i> types provide the option of also having a left or right side-bar.
Section	A <i>Section</i> is a collection of <i>Pages</i> within a <i>Channel</i> .

Glossary of Terms

Section Editor	A Section Editor has editing privileges for a <i>Section</i> which includes the ability to add, edit, and delete pages in his or her <i>Section</i> . Section Editors can control what content can be viewed by Individual Users or Groups of Users through the management of Viewing Rights.
Section Workspace	The <i>Section Workspace</i> is the area in Site Manager where you will carry out your Section Editor tasks. The Section Workspace provide you will access to <i>Home</i> Tab, <i>Tools & Apps</i> tab, <i>Editors & Viewers</i> tab, <i>Options</i> tab, and the <i>Help</i> tab.
Site Director	Site Director is the individual who has the highest level of editing privileges on your <i>site</i> . This person can perform such functions as registering users, granting editing privileges, configuring <i>Sections</i> , as well as editing the Homepage and main calendar.
Site Manager	This is an area on your website that you navigate to in order to access your editorial privileges.
URL	Uniform Resource Locator—This is the web address that you can use to create hyperlinks. An example is "http://www.schoolwires.com".
Viewing Rights	Viewing rights enable Individual Users or Groups of Users to view content which has otherwise been restricted. Site Directors, Subsite Directors, Channel Directors, and Section Editors are able to assign viewing rights to users.

