Section Editor Workbook
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**Glossary**

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Introduction

Welcome and congratulations! You are about to learn how to become an active and integral contributor to your new Schoolwires® 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 website and your responsibilities as a Section Editor, this workbook highlights tips and tricks that we think 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 website.
- Access Site Manager in order to edit a section.
- Perform the tasks of a Section Editor:
  * Add and edit pages.
  * Work with the calendar.
  * Use the Schoolwires Editor.

How is this workbook organized?

This workbook is organized into three chapters. The first chapter is an introduction to your Schoolwires 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 should also provide you with some tricks and shortcuts for working on your site.

**Exclamation Point**

These sidebars emphasize points that should help as you learn to become a Section Editor.
Chapter 1:
Your Schoolwires® Website

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

• Navigate your Schoolwires Website.
• Understand Schoolwires vocabulary including channels, sections and pages.
• Recognize page types available to you as a Section Editor.
• Register and sign in.
• State the difference between viewing permissions and editing privileges.
• Understand what E-Alerts and how to create them.
How is my site set up?

The Main District Site:

This site contains information about the entire school district: items like job openings, school services and district-wide events. The first page you see is the homepage for the district and contains all of the navigation for the site as well as provides access to all of the schools in your district. This site is the gateway to each of the other schools’ subsites.

Your School’s Subsite:

The homepage for your school’s site contains all of the navigation for that site along with school-wide announcements, a welcome message and links to information on the site that your Subsite Director (webmaster) might want to showcase or make available for easy access.

Think of your website as a file cabinet. The navigation channels on this website act like big file drawers that contain all of the sections on your site (hanging folders). Within sections, editors create pages to organize the content in their sections. The content is placed on the pages.
**What is a section?**

A section is a collection of pages within a channel. To view a section on the end-user website, pick a channel and select a section from the dropdown menu.

**What does a section look like?**

- Pages within a section are listed on the left-hand side.
- Click on any of the pages to display the content for that section on the right.
What types of pages are available?

**Flex Page**
- Place text and images anywhere.
- Choose a page layout or create your own.
- Insert and format tables.
- Insert links.

**Article Library Page**
- List several articles on one page.
- 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.

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

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

Maps and Directions Page

- Organize directions for several locations on a single page.
- Retrieve maps from Expedia Travel®.
- Provide access to directions from the visitor’s location.

Calendar Page

- Post information specific to your classroom or activity.
- Request that your event be posted on district calendar.
- Color-code events by category.
- Create event registration.

Blog Page

Podcast Page

Premium Options
Chapter 1

Viewing your Website Vs. Editing your Website

What are Editorial Privileges?

The Schoolwires Centricity Site Manager allows your organization to share the responsibility for maintaining its website. Site Manager has four levels of editing privileges: Site Director, Subsite 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.

What are Viewing Permissions?

Viewing permissions (roles) can be used to display selectively content depending on the role of the viewer. Site Directors only can assign roles to viewers. Roles are explained in further detail later in this chapter.

EXCLAMATIONPOINT

• Roles DO NOT determine editing privileges. The two are separate.

• In order to be assigned a role or editorial privileges you must be a registered user. Registration is covered later in this chapter.
Chapter 1

Registering

**EXCLAMATION POINT**

You do not need to be signed in to view your website, but your role (viewing permissions explained later in this chapter) may determine what content you can see on the website. In order to have a role, you must first be registered on the site.

**How do I register?**

1) If your Site Director has not already registered you, you may register yourself by clicking on the Register button on the MyStart bar on the homepage.

2) Once you click on the Register button, a birth date validation window like the one shown to the right will display. Note: Validation of birth dates is required to ensure that the registration process is compliant with federal law under the Children’s Online Privacy Protection Act (COPPA).

3) Enter your birth date in the format mm/dd/yyyy.

4) Click on the Submit button. A registration form like the one shown to the right will display.

5) Enter your information. The required fields are in bold with the field locations outlined in red.

6) Click on the Submit button. A confirmation message will display. You may now sign in to your website.

**Tips**

- Your Sign-In Name must be between 1 and 30 characters.
- Your Password must be between 1 and 14 characters and is not case sensitive.
What is a role?

- Site Directors can assign roles to any registered user. Assigning roles allows any editor to display selectively content based on these roles.
- An example of the use of roles might be to create pages on your site that are only viewable by teachers and/or staff members who are signed in to the site.

### Examples of different types of viewers (or roles):

<table>
<thead>
<tr>
<th>* Staff</th>
<th>* Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Administrators</td>
<td>* Board Members</td>
</tr>
<tr>
<td>* Parents</td>
<td>* Coaches</td>
</tr>
</tbody>
</table>

**Tip**

- A user may be assigned more than one role; therefore a user could be a staff member AND a parent.

What are E-Alerts? (Premium Option)

- There are two types of E-Alerts: Content E-Alerts and Broadcast E-Alerts. Section Editors can create Content E-alerts.
- Content E-Alerts allow editors to notify subscribers when they make changes to one of the three major components of the homepage, to pages within a section or to calendar events.
- Two actions are required to complete communication using Content E-Alerts:
  1) Registered users must subscribe to a homepage or section. Subscribing to a homepage or section is covered later in this chapter.
  2) An editor must create a Content E-Alert when a change is made to the homepage or section for which there are subscribers. This includes changes to calendar events.

**EXCLAMATION POINT**

The email message that subscribed users receive contains a link to the actual homepage or section, allowing them immediate and direct access.
How do I sign in?

- Sign in by clicking on the *Sign In* button on the *MyStart bar*. Enter your Sign In name and Password.
- The *MyStart Bar* should display *Sign Out* and a button that says *Access My Info* once you have signed in.

- Click on *Access My Info* to enter your profile information and to change your password. You may also subscribe to *E-alerts* here. *E-alerts* are explained earlier in this chapter.
Organizing your Section

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

1) Who is your viewer? (i.e., students, faculty, parents, community)

2) What type of information do you want to provide for your viewer?
   a. Contact information
   b. Directions
   c. Course information
   d. Homework
   e. Policies and procedures
   f. Schedules
   g. Photographs
   h. Music

3) What is the best way to convey the information? Do you want your viewer to be able to:
   a. View the information on the website without having to open a document
   b. Download and save or print a document
   c. Access other external websites
   d. Quickly link to another section on your own site
   e. Post a comment
   f. View a series of photos
   g. Listen to music or an audio recording
   h. Watch a video
**Section Planning Guide**

Name of Your School

<table>
<thead>
<tr>
<th>Channel</th>
<th>Channel</th>
<th>Channel</th>
<th>Channel</th>
<th>Channel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your section name</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overview Page</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calendar Page</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Content for the *Pages* Goes Here

Keep in mind the following:

- Your *section* is located within 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.

- You cannot delete the *overview page*, you can only rename it.

- The *overview page* is like the homepage of your *section*. It should welcome visitors to your *section*.

- You can add and rename as many *pages* as you like.

- The calendar is only for your *section*.
Chapter 2: The Section Workspace

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

- Navigate the Section Workspace.
- Add and edit pages.
- Add an event to the Calendar.
- Access the Tools tab or drop-down menu.
- Manage your Files & Folders.
Chapter 2

Site Manager

How do I edit a section?

In order to edit your section, you must first be assigned Section Editor privileges. This is done by either your Site or Subsite Director. You must then sign in to the site and then navigate to your section before you can access your Section Workspace in Site Manager.

How do I navigate to a section?

1) Select the school where your section is located from the Select a School drop-down list.

2) Identify the channel where your section is located. Select that section from either the drop-down menu or the Directory page. If there are more than fifteen sections within a channel, sections will be listed on a Directory page.

3) Once you have navigated to your section, the Site Manager button should appear on the MyStart bar. Click on the Site Manager button to access your Section Workspace and begin editing.
What is Site Manager?

Site Manager is a tool which allows anyone with an editorial privilege to update, edit and maintain the site. For a Section Editor, this privilege involves updating content within a section.

What is the Section Workspace?

The Section Workspace is the area in Site Manager where you will carry out your Section Editor tasks. You will be able to:

- Add or delete pages
- Edit content on pages
- Change the status of a page
- Rename and sort pages
- Obtain a URL for a page
- Role-protect a page
- Assign other Section Editors
- Access Files & Folders, or any Premium Enhancement Module
How do I navigate in Site Manager?

Viewing Tabs
- **Site Manager**: Provides access back to the Section Workspace after viewing the website.
- **View Website**: Allows you to view the refreshed website to see changes that have been made.

Workspace Tabs
Provides access to Section Editor tasks.

Main Menu Bar
Alternate access to Section Editor tasks through drop-down menus. **Support** quick links under the Help button.

Community and Support Link
Links to http://help.schoolwires.com where you have access to the User Guide and other helpful resources.

Tips
- **Breadcrumbs** can help you navigate to other areas within Site Manager. The bold text tells you the page or the place within a page where you are working. Use them to go to specific places in your section.

How do I assign a Section Editor?

You assign Section Editors in the Section Workspace under the Users drop-down menu or under the Section Editor tab. You can have more than one Section Editor per section.

For more on the Section Workspace, see Chapter 7 of the User Guide
Chapter 2

**How do I add a new page?**

Choose one of two options:

1) Select the Pages drop-down menu.
2) Click on the New Page button under the Manage Pages tab.

To continue:

Enter a Page Name. Note: For a *Flex Page*, you may choose a page layout.

---

**EXCLAMATION POINT**

- When you first access your section you will have at least one page: the Overview page. It is the homepage of your section. While you can modify the content on this page, you cannot delete this page. Beyond that, you can add, modify, sort and delete any page in your section. After you add a page it will appear in the list of pages as illustrated below. The page will then be ready for editing.

- Once you have added a new library page, it will remain empty until you begin adding new items to your library.

---

**Tips**

- Besides *Flex Pages* and the Calendar, all other available page types are library pages.
- Library pages are collections of like items: articles, files, links, directions, podcast episodes, and blog postings.
- The Page Name of each of these page types will be the text that appears in the left hand navigation in your section.

---

For more on pages, see Chapter 7 of the User Guide
**How do I edit an existing page?**

- Click on the page name in the list of pages.
- When editing a library page, you will need to edit each item separately.
- When editing any page you will generally be working with a version of the Schoolwires® Editor. This is the window that you see below.
- Working with the Editor is very similar to working with a Microsoft Word® document. In fact, many of the icons may already be familiar to you.
- Here you can insert text, images, tables and links. See Chapter 3 for detailed instructions on how to perform functions within the Editor.

**Current Pages**

<table>
<thead>
<tr>
<th>Status</th>
<th>Page Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Welcome</td>
</tr>
<tr>
<td></td>
<td>Course Expectations</td>
</tr>
<tr>
<td></td>
<td>Homework for Algebra II</td>
</tr>
<tr>
<td></td>
<td>Class List-Mini Base</td>
</tr>
<tr>
<td></td>
<td>Documents</td>
</tr>
<tr>
<td></td>
<td>Math Podcasts</td>
</tr>
<tr>
<td></td>
<td>practice page</td>
</tr>
<tr>
<td></td>
<td>Math Blog</td>
</tr>
</tbody>
</table>

**Tip**

If you need to go Back to a previous page or Refresh a page, right click your mouse and choose the option there.

---

**EXCLAMATION POINT**

Clicking on the page name for any Flex Page will take you straight to the Editor as shown above. When editing any other page type, you will need to access the page item (for example: an article, file or link) to get to the Editor. Editing other page types is covered later in this chapter.

---

For more on pages, see Chapter 7 of the User Guide
How do I edit a library page?

While there are several different types of library pages for a variety of uses, editing them is very similar. Start by clicking on the Page Name. You will then continue by either adding new items, editing existing items or deleting existing items.

To add a new item:

1) Select the New Article, New File, New Link, New Directions, New Episode or New Posting button depending on the page type with which you are working.
2) Enter a title for the new item.
3) Insert Teaser Text, Description or Directions if available and if desired.
4) Fill out remaining fields, including the Start Date and End Date where applicable. The Start Date and End Dates should reflect the dates that you would like the item to show on the website. Make sure to enter a web address for a Link Library page, attach files for both a File Library page and a Podcast page.
5) Make the item Active by clicking in the Active checkbox if you would like it to display.
6) For an Article Library Page, click on the Article Body tab to enter the content for the article. For a Blog page, click on the Posting tab to enter content for the posting. See Chapter 3 for more details on using the Editor.
7) Click on remaining tabs if available to complete additional fields.
8) SAVE

Tip

If your item does not show up on the article library page, check the following:

- Did you make the item active?
- Is the start date a future date?
- Is the end date past?

EXCLAMATION POINT

* If you are interested in controlling who can see content on a page, select the Options button in the Manage Pages window and select specific roles.

* You can also control who sees an article in an Article Library page or an event on the calendar. To do this, select the Roles tab when editing the article or the event.

For more on pages, see Chapter 7 of the User Guide
How do I edit an existing item in a library page?

1) Click on the *Edit* button to the right of the item you want to edit.

2) You will then be able to edit any of the information on any of the tabs as desired for that item.

How do I sort items on a library page?

1) Select the *Sort* button.

2) Highlight the item you wish to move then use the up and down arrows to move the item into the position you desire.

Tip

If you are editing an item and want to get back to the list of items, use the breadcrumbs!

EXCLAMATIONPOINT

Be sure to *SAVE* your work *early and often*!
How do I enter a new event into the calendar?

- To access the calendar, click on the Calendar page in the list of current pages.
- To add a quick event, double click on the date and enter the information for the event.
- To enter more details for an event such as event registration, select the New Event tab.
- To import several events at once, click on the Import Events tab.

Tips

- Pick an event category to color-code your events.
- Create an E-Alert to announce an event.

For more on the Calendar, see Chapter 13 of the User Guide
How do I access and manage my Files & Folders?

- Access Files & Folders from the Tools tab or the Tools drop-down menu.
- Each section has access to its own Files & Folders where documents and images can be stored.
- When working in a folder or subfolder, move up a level by clicking on the folder icon at the top of the list of files and 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.
- The URL for any file can be located by clicking on the URL button.
- Folders and pages can be renamed by clicking on the Rename button.
- You can identify the folder you are browsing by looking at the bottom of the Manage Files & Folders window.
- Upload files individually (up to five at a time) with the Upload button.
- Use the Batch Upload feature to upload more than five files at a time.

For more on Files and Folders, see Chapter 16 of the User Guide.
**Exercise 1: Modify the Overview Page**

1) Rename your Overview page to something that represents your section. (Ex. Welcome, Homepage....) Do this by clicking on the Rename button in the Manage Pages window.

2) Edit the Overview page by clicking on the page name.

3) Add text, images, and links that welcome visitors to your section. (See Chapter 3 for detailed explanations on how to work with the Editor)

**Exercise 2: Insert a new Flex Page**

1) Click on the New Page button and select Flex Page.

2) Title the new page.

3) Choose a page layout if desired. Not choosing one will leave the page blank.

4) SAVE

5) Click on the page name in the list of current pages to edit the page and add content.

**Exercise 3: Insert an Article Library Page**

1) Click on the New Page button and select Article Library.

2) Title the new page (ex. Homework) and SAVE.

3) Click on the page name of the new Article Library page in order to add the articles.

4) Click on the New Article button and title it (ex. the date for the homework, or the subject).

5) Add teaser text that explains the assignment.

6) Add an accent image if desired.

7) Be sure that the dates are current.

8) Click Next. The Article Body tab will appear.

9) Enter the content for the article into the Editor.

10) Click in the Active checkbox in order to display your new article on the webpage.

11) SAVE
**Exercise 4: Sort Items in a Library Page**

1) Select a library page that already has more than one item listed. Click on the page name.

2) At the top of the page click on the Sort button.

3) Click on the item you would like to move and use the arrow keys to move it.

4) SAVE

**Exercise 5: Role-Protect a Page**

1) Locate the page you want to role-protect in the list of current pages.

2) Click on the Options button.

3) Select the roles that you would like to be able to view the page.

4) SAVE

**Exercise 6: Add an Event to the Calendar**

1) If you do not currently have the calendar listed in your list of current pages, add it by clicking on the New Page button.

2) Click on the name of the Calendar page in the list of current pages.

3) Double click on the date where you would like to add the event.

4) Fill out the fields with your event information and SAVE.

5) For a second event, click on the New Event tab.

6) Fill out the required fields. If you do not have a specific starting or ending time for the event, be sure to click on the No Specific Time button under the Start Time and End Time.

7) Choose a category for your event at the bottom of the page in order to color-code your event. (Your Site Director will have to set up the colors)

8) SAVE
Chapter 2

Exercises 7-8

Exercise 7: Upload Images or Documents to Files & Folders

1) Click on Files & Folders in the Tools drop-down menu or the Tools tab.

2) Create folders for your images and documents. Do this by clicking on the New Folder button at the top of the page. You may need to temporarily allow a script to run.

3) Name your folders and click OK.

4) You can continue adding folders and folders within folders if you like.

5) Click on the Upload button.

6) Click on the Browse button to find the items you would like to upload. Note that you may only do five at a time using this method.

7) When you have browsed to the item you would like to upload, either double click on the item, or single click and hit the Open button.

8) Click Next.

9) Either click on Continue to Upload More Files or Finish if you are complete.

10) Notice the new items added to your folders.

Exercise 8: Use Batch Upload

1) Click on Files & Folders in the Tools drop-down menu or the Tools tab.

2) Navigate to the folder where you would like to upload the items.

3) Click on the Batch Upload button.

4) Click in the white space in the middle of the window. You should get a message that asks you if you want to run an application. Click on the Run button.

5) Click on the Add Files button. Select the files you would like to add- hold down the shift key to select more than one at a time or the Ctrl key to select individual files.

6) Click on the Add Files button.

7) Click on the Upload Files button.

8) Click on the Finish button and you should see your files appear in the folder.

9) Alternatively, instead of clicking on the Add Files button in Step 5, you can open the files that you would like to upload separately and click and drag them into the list window. You would then continue with Step 7.
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.
How do I insert text into the Editor?

Inserting text into the Schoolwires® Editor is as simple as placing your cursor in the Editor and typing! Some of the Editor icons may already be familiar to you. Note: This Editor is for PCs and Macs® running Mozilla® Firefox™. Apple® Safari™ uses a different editor. Also, the cut and paste icons in Mozilla® Firefox™ are disabled.

The Editor icons

The Editor icons will reveal the window to the left. Here you to choose such formatting options as Minicaps, Superscript and Subscript, and Character Spacing.

How do I format text?

Use the Text Formatting icons above or use the formatting options available under the Formatting icon.

Text Formatting window

The Formatting icon will reveal the window to the left. Here you to choose such formatting options as Minicaps, Superscript and Subscript, and Character Spacing.

Tips

• If you need to remove the formatting, use the Remove Formatting icon.
• If you are cutting and pasting material from a Microsoft Word® document, use Paste with Word to prevent difficulty with formatting in the future.
• You can use the Paste Text Only button to remove all of the formatting from the source document.
• You can also use simple Paste; this retains most formatting from the source document, but might not allow future formatting.

For more on text, see Chapter 8 of the User Guide
How do I format a paragraph?

Use the Paragraph Formatting option to adjust such things as Word Spacing, Indentation, and White Space.

How do I format a list?

Use the List Formatting option to:

• Change the style of numbers or bullets used.
• Adjust the margins.
• Adjust the starting number.

How do I format a text box or table?

Use the Box Formatting option to:

• Change border style, color, and thickness.
• Adjust margins and padding.
• Choose a background color.

Tips

• Choose Custom CSS from the drop-down list to modify the CSS code (Cascading Style Sheet).
• Eliminate formatting by selecting the Remove Formatting icon.
• Hold down the Shift key while hitting the Enter key to single space lines.

For more text, see Chapter 8 of the User Guide
**How do I insert an image?**

1) Place your cursor where you would like the image to be.

2) Click on the **Insert Image** icon:

3) Choose an image from:
- Your computer
- Your site (**Files & Folders**)
- The Shared Library
- OR the Clip Art Library (if available).

4) Browse for the image you would like to insert.

5) Choose the size of the image to be inserted (thumbnail, medium, large, or custom) if inserting from your computer. This can always be changed later.

6) Enter Alt. text for ADA compliance.

7) Adjust the height and width of the image, set alignment and border if desired.

8) Click on **Insert Image**.

**How do I move my picture to a specific place on the page?**

You have three options when trying to place an image:

1) Center, right, and left justify an image by selecting the following icons while the image is highlighted:

2) Create a table or cells within a table to hold the image. (See inserting tables)

3) Use **Position by Pixel** to move pictures anywhere on the page (beware that they may cover up text if you choose to float them).

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**Tips**

- If you resize your image while you are inserting it—it will adjust the height and width proportionally!
- By choosing "Select new image from my computer or network..." or by using the **Batch Upload** feature, your images will automatically be compressed.
- Make sure the cursor is inserted where you want the image!
- If your picture shows up as a broken image, it may not be saved in your **Files & Folders**.
- While you may have luck resizing a picture slightly by clicking and dragging on the cross-hairs, there is a limit. Choose the **Edit Image Properties** icon to resize the picture accurately, add a border, rename the picture, or change the image’s source.
How do I insert a table?

1) Place your cursor where you want to insert the table.

2) Click on the Insert Table icon:

3) Choose the dimensions of the table that you would like to create. For example, you can see how to create a 3x2 table to the right.

4) Click on the Advanced link to format your table in advance. You can choose to add a border, control the spacing between cells, adjust the padding around content, collapse cells, and/or merge cells.

Tips

- Tables can be helpful when trying to create a page layout. They allow you to control where text and images go on a page.

- If you cannot see the gridlines for your table, you may have your gridlines hidden. Click on the Show/Hide Gridlines icon:

- If you are working using Mozilla® Firefox™ you won’t be able to see the table gridlines.

- You cannot change the dimensions of a table by clicking and dragging. You need to use the Edit Table/Cell icon:

- You can always create tables in a different software program and cut and paste them into the Editor.

For more on tables, see Chapter 8 of the User Guide
**How do I edit a table?**

Select the table or place the cursor inside the table and then click on the *Edit Table/Cell* icon:

1) Add or delete a column or row by selecting the first dropdown choice: *Add/Delete Columns or Rows*.

2) Merge and split cells in this window by choosing *Increase/Decrease Row/Colspan*.

**Tip**

Make sure your cursor is inside the table and/or cell that you are trying to edit. Otherwise you might not see the changes.

**How do I change the size of a table?**

1) Select the table or place the cursor inside the table and then click on the *Edit Table/Cell* icon:

2) Choose *Edit Table Properties* from the drop-down list to change the size of the table.

   a) *AutoFit to contents* changes the table to fit the text or images in the table.

   b) *Fixed table width and height* produces a table with fixed dimensions (in pixels or percentages).

   c) *AutoFit to window* adjusts the dimensions of the table to fit the viewing window.

For more on tables, see Chapter 8 of the User Guide
Tables

How do I format a table?

1) Select the table or place the cursor inside the table and then click on the Edit Table/Cell icon:
2) Choose Edit Table Properties.
3) Select the Properties tab.
4) Adjust any of the following:
   a) Alignment
   b) Margins
   c) Borders
   d) Background
   e) Cell Spacing
   f) Cell Padding

How do I change the background of a table?

To change the color of the background:
1) Select the table or place the cursor inside the table and then click on the Edit Table/Cell icon and choose Edit Table Properties.
2) Select the Pick button next to background in the Edit Table Properties window above.
3) Choose the color. Click on the Apply button to preview the changes. Click OK to return to the Editor.

To change the background to an image:
1) Save the image you would like into your Files & Folders first and then copy the URL.
2) Click on the Image button:
3) Paste the URL into the Image Source field.
4) Choose Repeat if you are copying an image-based background from a previous website.

How do I change the background of a page?

1) Insert a table first. A one-celled table will work.
2) Place all of the contents of the page in the table. You can cut and paste.
3) Follow the instructions above for changing the background of a table.

Tips

- Remember to make sure that your cursor is in the table first before you make changes!
- Hit Apply in order to see the changes to the table properties. Hit OK when you are through changing properties and to return to the Editor view.

For more on tables, see Chapter 8 of the User Guide
How do I format the CSS (Cascading Style Sheet) for a table?

1) Select the table or place the cursor inside the table and then click on the Edit Table/Cell icon:

2) Choose Edit Table Properties.

3) Select the Style tab and modify the CSS for the table.

How do I edit a cell, column, or row?

1) Select the table or place the cursor inside the table and then click on the Edit Table/Cell icon:

2) Choose Edit Cell, Column, or Row. The Edit Cell, Column or Row window will appear.

   a) **Autofit to contents** changes the cell, column or row to fit whichever text or images is in that item.

   b) **Fixed table width and height** produces a cell, column or row with fixed dimensions (in pixels or percentages).

3) Select Current Cell, Current Row, Current Column or Whole Table under the Apply to drop-down list to indicate where the changes should be made.

For more on tables, see Chapter 8 of the User Guide
1) Place your cursor in the cell, column, or row first and then click on the Edit Table/Cell button:

2) Choose Edit Cell, Column, or Row.

3) Click on the Properties tab in the box to the far right.

4) Adjust any of the following:
   a) Text Alignment
   b) Cell padding
   c) Background of a cell, column or row
   d) Text formatting
   e) Cell, column or row borders

For more on tables, see Chapter 8 of the User Guide
**How do I insert a link?**

1) Type and highlight the text to which you would like to link.

2) Click on the *Insert Link* icon:

3) Select one of the following options from the *Insert Link* wizard and follow the instructions:

   a) **Insert a link to another site, section, or page...**
      - i) Browse for the *site, section, or page* you want to link to and click *Next*.
      - ii) Click on the *Insert Link* button.

   b) **Insert a link to an email address...** Type in the desired email address and click on the *Insert Link* button.

   c) **Insert a link to a different website...**
      - i) Type in the web address into the URL field.
      - ii) Choose whether you want the site to open in the same window or in a new window.
      - iii) Click on the *Insert Link* button.

   d) **Insert a link to a bookmark* on the same page...**
      - i) Type in the name of the bookmark.
      - ii) Click on the *Insert Link* button.

*Inserting a bookmark is covered later in this chapter. Note that you must insert the bookmark BEFORE you insert the link to the bookmark.

**How do I edit a link?**

1) Click on the *Edit link properties* icon:

2) Edit any of the fields in the *Edit Link Properties* window.

**Tips**

- If you just want to link to another school’s *site*, then select the site twice before you insert the link.

- If you want to link to a *section*, select the overview page.

- If you only have one *site* to choose from when inserting a link, make sure to click on it before clicking *Next*.

- If you type either an email address or a web address into the *Editor* it is automatically a link.

- Make an image a hyperlink just by clicking on the image and following the same instructions for inserting the link.

- To insert a link to a file click on the insert link to file icon:

- If you are moving content from an old website and want the links to work, you may need to edit the source for the link.

For more on links, see Chapter 8 of the User Guide
How do I insert a bookmark?

1) Highlight the text within the page that you want to be bookmarked or place your cursor in the area that you want to be bookmarked.

2) Click on the Bookmarks icon:

3) Enter the text for the bookmark. It does not have to be the same text as the text you highlighted. This is just to distinguish one bookmark from another.

4) Type text that will serve as the link to the bookmark. A box that looks similar to this will appear on your page.

5) Highlight this text and select the Insert link icon:

6) Choose Insert link to a bookmark on this page.

7) Type in the name of the bookmark that you created—this needs to be exact.

8) Click on the Insert link button.

Tip

Use bookmarks to direct viewers to certain places on a page and to minimize scrolling.

Bookmark Example

The Go to Top link on this page is a bookmark. It will take a visitor to the top of the page.

Exclamation Point

After you have inserted the bookmark, you need to insert a link to the bookmark. Follow the instructions earlier in this chapter on how to insert a link.

For more on bookmarks, see Chapter 8 of the User Guide
Chapter 3

What are ActiveBlocks?

ActiveBlocks are tags (Schoolwires code) that allow you to personalize your section and keep it fresh. Some examples include:

View from Site Manager

The Current Time is $D3
Today is $D1
Hello, $UF!

View from End-User Website

The Current Time is 4:08:06 P.M.
Today is Friday, January 26, 2007
Hello, Heidi!

How do I access ActiveBlocks?

You can access ActiveBlocks from two different locations.

1) Access the full list of ActiveBlocks through the toolbox. Click on the toolbox icon in the Editor:

   a) Click on ActiveBlocks. The complete list of ActiveBlocks will display.
   b) Click on the ActiveBlock you want to insert. Click Next.
   c) Click on the Insert button.

2) Access a list of popular ActiveBlocks from the Blocks drop-down list in the Editor. Note that this is not a complete list of available ActiveBlocks.

For more on ActiveBlocks, see Appendix 1 in the User Guide
Chapter 3

Exercises 1-3

Exercise 1: Working with text
Open a new flex page and practice creating the following text:

**Bold, Palatino, size 20**

*Italics, Comic Sans, size 14*

**Underline, Courier, Highlighted**

Choose a unique font color in Arial Narrow, size 10

Exercise 2: Insert an Image

1) Place your cursor where you would like the image.
2) Click on the *Insert Image* icon.
3) Choose an image from your computer, your site, a shared library, or (clip art library).
4) Browse for the image you would like to insert.
5) Choose the size of the image you would like (this can be changed later).
6) Enter Alt. Text.
7) Adjust the size of the image if desired.
8) Insert picture.

Exercise 3: Position an Image

Click on the image you want to move.

a) Click on any of the justify buttons to center, left justify, or right justify.

b) Put the cursor to the left of the image and click on the indent and outdent icons.

c) Click on the image and choose the *Position By Pixel* icon. Click and drag the image.
Exercise 4: Add a Border to an Image
1) Click on the image.
2) Click on the Edit Image Properties icon.
3) Click on the Border button.
4) Choose a border style, width, and location.
5) Pick a color for the border and shading if desired.
6) Click OK.
7) Click Apply to preview the new border. If you like it, click OK.

Exercise 5: Insert an image from another website
1) Find an image that you would like to insert and save it somewhere on your desktop. It should be saved as a jpeg or gif.
2) Select the insert image icon.
3) Choose insert image from your computer.
4) Browse for the image.
5) Repeat steps 5-8 in Exercise 1.

Exercise 6: Create a Table
1) Insert cursor where you would like the table to go.
2) Choose the Insert Table icon (select the dimensions of the table you would like to insert)
3) 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.
4) 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.
Chapter 3

Exercise 7: Change the background of a page

1) In order to change the background color or image of a page, you must first insert a table (a one celled table will work).

2) If you can’t see the gridlines for your table, you may have your gridlines hidden or you may be using Mozilla® Firefox™ as your browser.

3) Next select the Edit Table/Cell icon. Pick the middle option in the dropdown- Edit Table Properties.

Exercise 8: Practice Cutting and Pasting- Two Ways

Option I:

1) Retrieve some text from file.

2) Copy it and paste it into the Editor. Try each of the different paste options. (You may not notice a difference when using Paste with Word until you view the website). Experiment with formatting the text after using the various paste options.

Option II:

1) Open up an existing web page (open up your own if you already have one).

2) Highlight an area of the webpage (include some images). Copy it. Paste from the clipboard into the Editor.

3) Save and view the changes on the page.

4) If some formatting has been lost, reformat in the Editor.

5) If the image doesn’t show, save the image in your Files & Folders and insert the image.
Glossary of Terms

Channels- The main navigation system for your site. **Channels** are like large file cabinets drawers within which **sections** are located. Remember that a Channel will not be visible for users until there is at least one section created within it. When there are fifteen or more sections within a channel, the sections become organized in a directory page, rather than a drop-down menu.

E-Alerts- There are two types of E-Alerts: Content E-Alerts and Broadcast E-Alerts. Section Editors can create Content E-Alerts. Content E-Alerts allow editors to notify subscribers when they make changes to one of the three major components of the homepage, to pages within a section or to calendar events.

Homepage Editor- This individual has editorial privileges for the homepage and calendar on either the site or subsite 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. He or she also has access to the district or school calendar and can edit events, accept events to the calendar from Section Editors, import events.

Pages- A page is the location to which content is added within sections. There are different types of pages for different uses (ie. Flex pages, Article Libraries, Blogs, etc.).

Roles- Roles are assigned to registered users by the Site Director. You can be assigned roles such as teacher, student, or parent. (Being a Section Editor or Subsite Director is not a role.) Roles determine which pages you can view, not which pages you can edit. **Note:** Site Directors and Subsite Directors can control who can view a section by clicking on the Options button in the Channel Workspace.

Section- A section is a collection of pages within a channel.

Section Editor- A Section Editor has editorial privileges for a section, which includes the ability to add/edit/delete pages in his or her section and place content on these pages; Section Editors have control over an individual calendar. In addition, they can control which registered users can view the content in their sections by electing specific roles for viewing.

Site Manager- This is an area on your website that you navigate to in order to access your editorial privileges. **Note:** you will not be able to access Site Manager until you have navigated to the site, subsite, or section to which you have been granted editorial privileges.

Site Director- The individual who has the highest level of access to editorial privileges on your site. This person can perform such functions as register users, assign roles, grant editorial privileges, configure sections, and edit the homepage and district calendar.

Subsite Director- This individual has control over a school’s subsite. This person can perform the following functions at the site level- assign other Subsite Directors, Homepage Editors, and Section Editors, configure Site Settings, assign and sort channels, and edit the homepage and school calendar.

Workspace- The area in Site Manager where you perform editorial tasks. There are four workspaces- Site, Subsite, Channel, and Section. Section Editors only have access to their Section Workspace. Subsite Directors have access to the Subsite, Channel, and Section Workspaces. Site Directors have access to all workspaces.