

# Section Editor Workbook

Schoolwires® Centricity2™



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## Table of Contents

Chapter 1.....	1
Your Schoolwires Website .....	1
Website Structure .....	2
Section Overview .....	4
What is a Section?.....	4
How Does a Section Display on the End-User Website?.....	4
What are Page Types?.....	5
Page Type Overview.....	5
About Teacher.....	5
Alumni Directory .....	5
Article Library.....	5
Assignments.....	6
Basic Page.....	6
Blank Page.....	6
Blog .....	6
Book List.....	7
Calendar .....	7
Department Homepage .....	7
Discussion.....	8
File Library.....	8
Flex Editor .....	8
Link Library.....	9
Maps & Directions.....	9
Photo Gallery .....	9
Podcast.....	10
Q & A.....	10
Teacher Homepage .....	10
Wiki .....	11
Editing Privileges and Viewing Rights .....	12
What are Editing Privileges? .....	12
What are Viewing Rights? .....	12

What are E-Alerts? .....	13
Broadcast E-Alerts .....	13
Content E-Alerts .....	13
Exercise 1—Organizing Your Section .....	14
Exercise 2—Section Planning Guide .....	15
Chapter 2.....	15
The Section Workspace.....	15
Site Manager and Section Workspace Overview .....	16
Access Your Section Workspace .....	16
What is Site Manager? .....	17
What is the Section Workspace? .....	19
Controlling Section Editors & Viewers .....	20
Assign Editing Privileges for Your Section .....	20
Assign Viewing Rights to Your Section .....	21
Adding Content to Your Section .....	22
What are the Core Components of a <i>Centricity2</i> Page? .....	22
Page Layout.....	22
Columns .....	22
Apps .....	22
How Do I Add a Page to My Section?.....	23
How Do I Add and Edit Content on My Page? .....	24
Editing Apps—Single App on a Page .....	24
Editing Apps—Multiple Apps on a Page .....	24
How do I Change the Layout of My Page? .....	25
Adding Apps to a Page .....	26
App and Page Options.....	27
Editing Options for an App.....	27
Sharing Apps .....	28
Editing Page Options .....	28
Set Viewing Rights for a Page.....	30
Additional Page Tasks .....	31
Additional Page Tasks on the Actions Drop-Down List .....	31
Organizing Pages in Your Section.....	32

Working with the Calendar App.....	33
Adding Events to your Calendar.....	33
Editing and Deleting Calendar Events.....	33
Working with Files & Folders .....	34
Accessing Files & Folders .....	34
Managing Your Files & Folders .....	34
Exercise 1—Add and Edit a Flex Page .....	35
Exercise 2—Change the Page Layout and Add a Calendar App.....	36
Exercise 3—Add a Calendar Event .....	37
Exercise 4—Upload Files to Files & Folders .....	38
Chapter 3.....	39
The Schoolwires Editor .....	39
Introduction to the Schoolwires Editor.....	40
The Schoolwires Editor in Apps.....	40
Schoolwires Editor Icons .....	41
Using the Editor .....	42
Insert Text .....	42
Copy and Paste.....	42
Format Text.....	42
Format a List.....	43
Insert an Image .....	43
Position an Image.....	44
Insert a Table.....	45
Edit a Table.....	45
Resize a Cell in a Table .....	46
Resize a Table.....	46
Change Table Background Color .....	47
Change Page Background Color .....	47
Insert a Link.....	48
Edit a Link .....	49
Insert a Bookmark.....	49
ActiveBlocks .....	50
Access Active Blocks.....	50
Embed a Web Page using ActiveBlocks.....	50

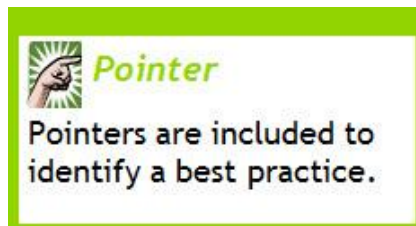
Exercise 1—Work with Text .....	51
Exercise 2—Insert an Image.....	51
Exercise 3—Position an Image .....	51
Exercise 4—Add a Border to an Image .....	51
Exercise 5—Insert an Image from a Different Website .....	52
Exercise 6—Create a Table .....	52
Glossary.....	53

## *About This Workbook*

Welcome and congratulations! You are about to learn how to become an active and integral contributor to your **Schoolwires Centricity2** website.

This workbook provides you with what you need to know to become a Section Editor. You will find information about your *Centricity2* website as well as instructions for common tasks you may need to perform as a Section Editor. Be sure to look for the green *Pointer* and blue *How about that?* information boxes as you progress through the workbook. They spotlight information you will find useful. And at the end of each chapter are exercises you complete to check your progress.

This workbook is organized into three chapters. The first chapter introduces you *Centricity2*. The second chapter introduces you to the Section Workspace. The third chapter introduces you to the **Schoolwires Editor** and includes cookbook-style instructions on how to complete common tasks.







# Chapter 1

## *Your Schoolwires Website*

Here are some things you will be able to do after completing this chapter.

- Identify the Components of your *Centricity2* Website
- Define Common *Centricity2* Terms
- Understand and Use Page Options
- Explain the Differences Between Editing Privileges and Viewing Rights
- Define and Create Content E-Alerts

## Website Structure

Your *Centricity2* website can be structured to three levels, or tiers. You can use and name these to meet your needs. For example, a large school district might organize its *Centricity2* websites on the basis of a region (top level), then districts and then schools. Other school districts may organize its *Centricity2* websites using two tiers. That is, a district or main site at the top level and individual schools as subsites.



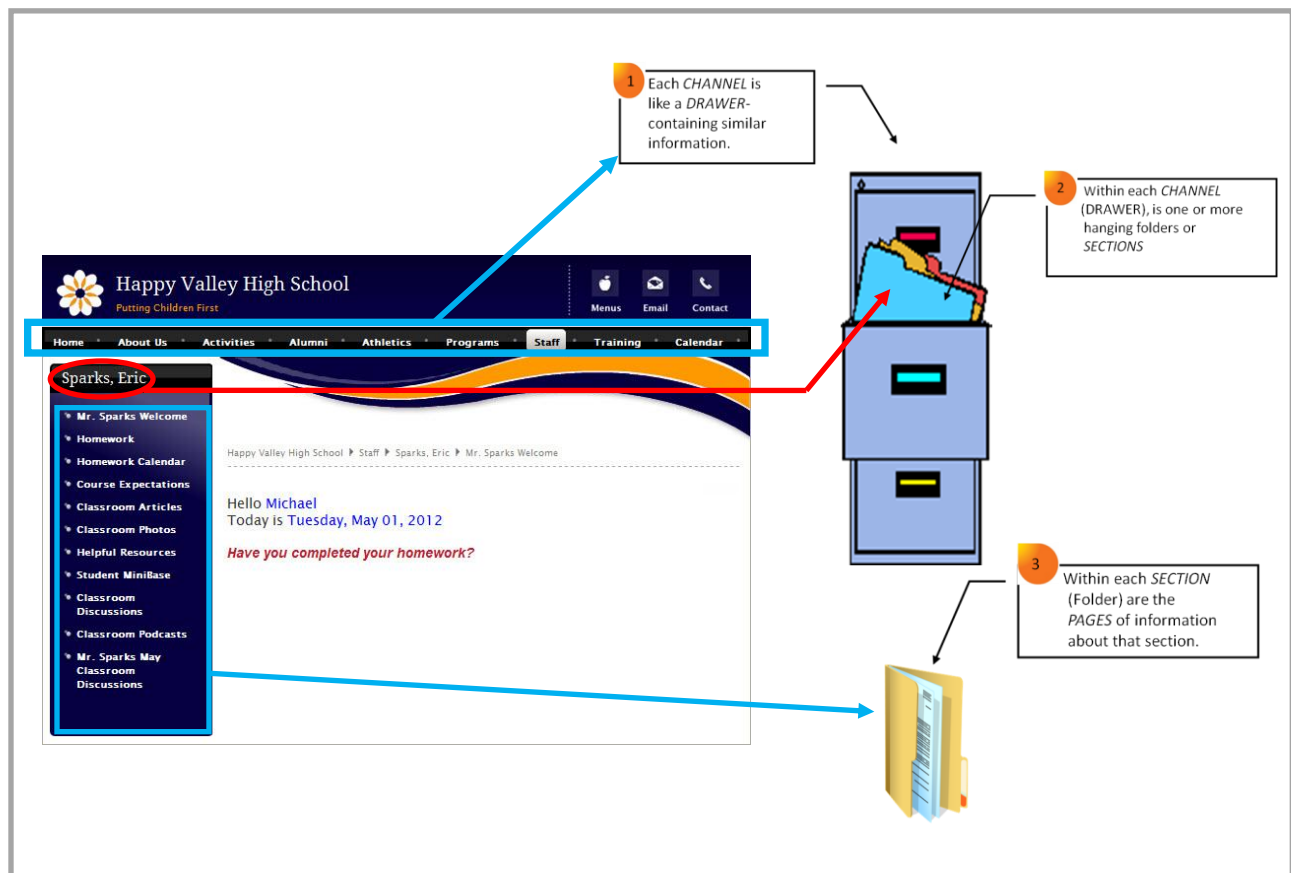
The first page you see when visiting your website is the Homepage. This page contains all the navigation elements for that site. From here you can access other sites within your organization.

Generally, the Homepage also contains a Welcome Message, Site Shortcuts and Upcoming Events, as well as Announcements and newsworthy Headlines & Features.



Drilling down further, you can think of each individual site on your website as a file cabinet. The navigation channels are the file cabinet drawers that contain all of the sections on your site (hanging folders). Within sections, editors add, edit and organize content using pages.

In the example below, you see the channels *Home*, *About Us*, *Activities*, etc. Within the Staff channel, you see the section *Sparks, Eric*. Within the *Sparks, Eric* section, you see the pages *Mr. Sparks Welcome*, *Homework*, *Homework Calendar*, etc.

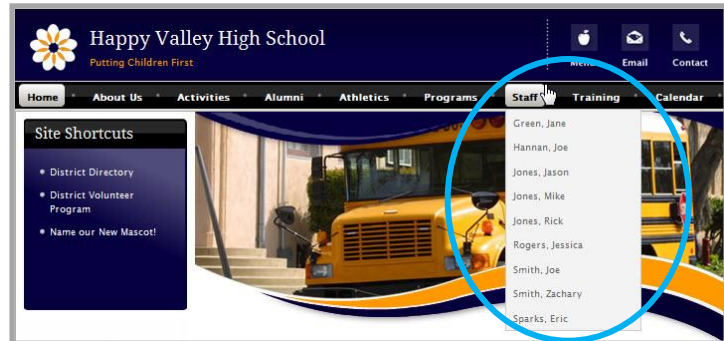


## Section Overview

Within each channel there are sections.

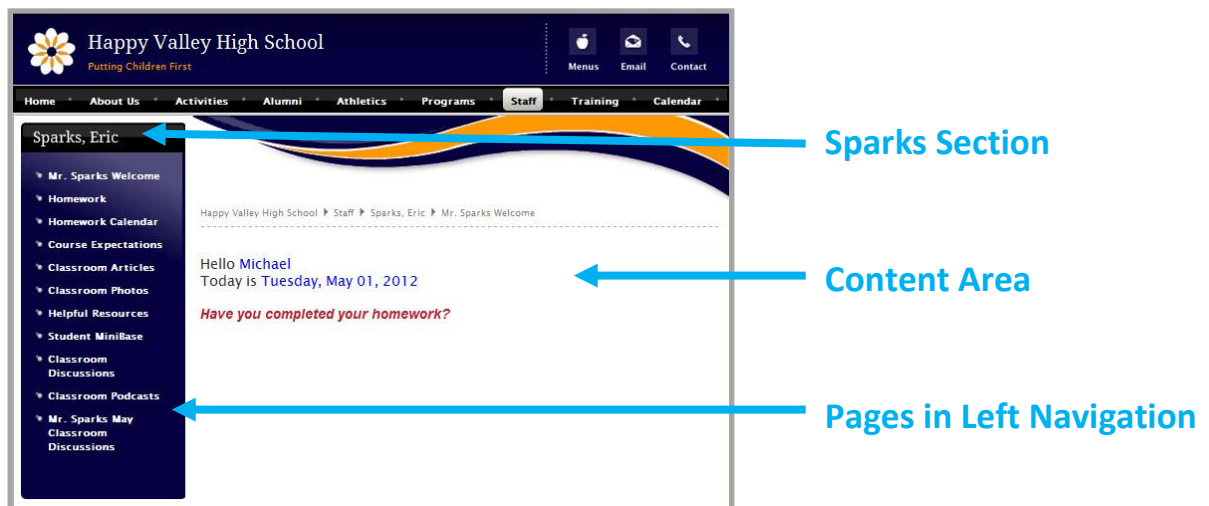
### What is a Section?

A section is a collection of pages within a channel. To view a section on the end-user website, first hover over a channel and then select a section from the drop-down menu.



### How Does a Section Display on the End-User Website?

When you view a section on the end-user website, the pages within the section display in Left Navigation. You see page content in the Content area.



## What are Page Types?

A Page Type consists of a page layout that includes at least one app. You have a set of default page types from which you may choose when creating a page. Once created, you can modify your page and add additional apps or change the layout of the page.

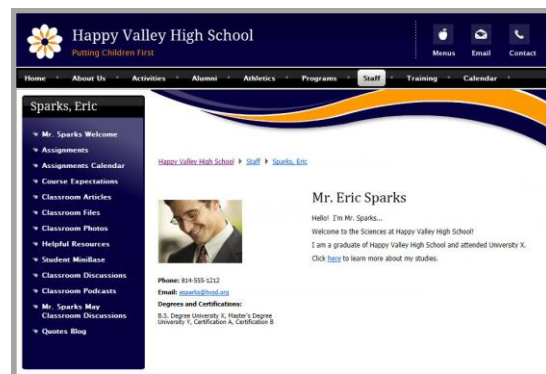
## Page Type Overview

These are the page types from which you may choose when creating a new page.

### About Teacher

This page type is useful for capturing and displaying key teacher information.

- List contact information, Degrees and Certifications
- Enter your teacher biography
- Upload a photo



### Alumni Directory

This page type is useful for cataloging and displaying alumni information.

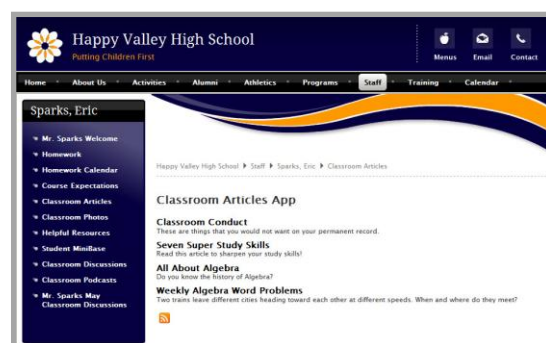
- Record and display General and Contact information for each alumnus
- Upload an alumnus image
- Enable RSS Feeds



### Article Library

This page type is useful for sports highlights, newsletters and meeting minutes.

- List multiple articles
- Control when the articles display and are archived
- Add accent images to article listings
- Enable RSS Feeds



## Assignments

This page type is useful for adding and displaying homework assignments.

- Post information specific to your lesson
- Add graphics and links and attach documents
- Add assignments to your section calendar
- Keep students and parents informed on past, current and upcoming assignments
- Enable RSS Feeds



## Basic Page

This page type is useful for creating a simple page.

- Creates a page with a two column (simple) layout
- Includes three apps on the page
  - Image App
  - Heading App
  - Content App



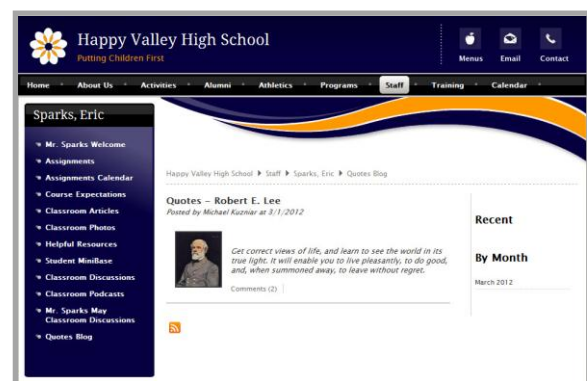
## Blank Page

This page type is a blank canvas. It has a single column layout and contains no apps.

## Blog

This page type is useful for such things as facilitating cooperative learning experiences and promoting communication with parents.

- Publish information in a format that auto archives by date
- Blog posts are interactive and allow comments
- Moderate and approve comments before they are published on the end-user website
- Enable RSS Feeds

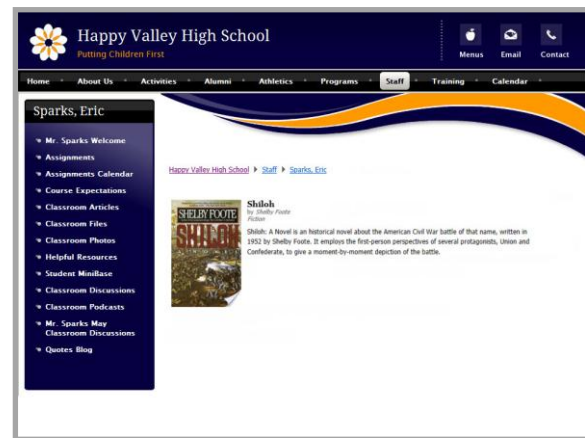




## Book List

This page type is useful for creating reading lists and book recommendations.

- List such information as Book Title, Author, Year Published, Classification and Description
- Upload a Cover image for each Book List record
- Specify a display date range for each Book List record
- Enable RSS Feeds



## Calendar

This page type can be used to schedule such things as homework assignments, athletic activities, field trips and conferences.

- Post information specific to your classroom or activity
- Create All Day events or events without an ending time
- Request that your event be posted on other calendars
- Color code events by category
- Create recurring events
- Add attachments to events
- Create event registration
- Enable RSS Feeds



## Department Homepage

This page type lets you create a homepage for a department.

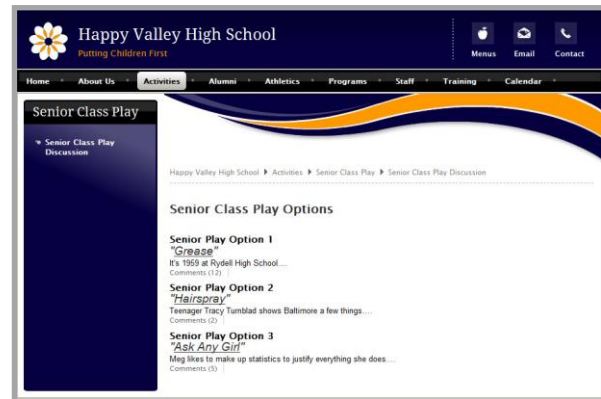
- Creates a two column page—Right Sidebar (Simple) page layout
- Includes four apps on the page
  - Heading App
  - Content App for Welcome Message
  - Content App for Contact Information
  - Link Library App for Links



## Discussion

This page type is useful for facilitating the exchange of ideas.

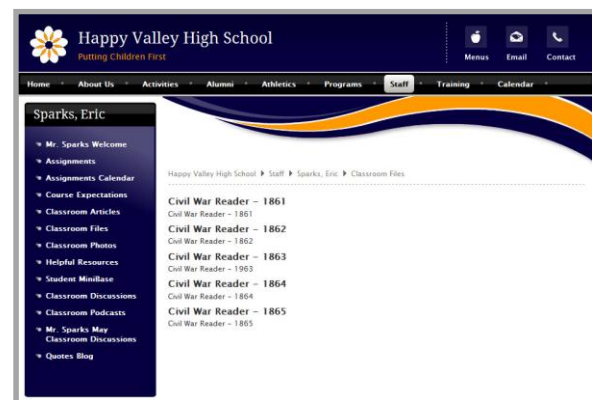
- Introduce topics of conversation
- Add multiple topics within one app
- Control when topics display and are archived
- Enable RSS Feeds



## File Library

This page type is useful for policies, forms and art projects.

- Post documents for viewers to download and print
- Add descriptions for files posted
- Control when files display and are archived
- Enable RSS Feeds



## Flex Editor

This page type is useful for all types of content and is used frequently as a section homepage.

- Place text and images anywhere
- Choose an Editor Layout
- Insert and format tables
- Insert links
- Insert *ActiveBlocks™*
- Use Spell Checker
- Word and character counter display
- Enable RSS Feeds





## Link Library

This page type is useful for helpful links, fun links and homework links.

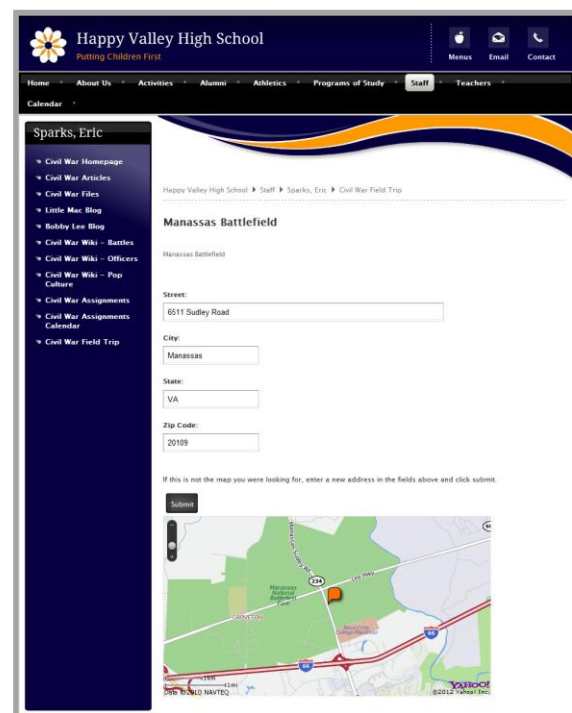
- Organize useful websites
- Distinguish web addresses with titles and descriptions
- Control when links display and are archived
- Enable RSS Feeds



## Maps & Directions

This page type is useful for athletic events, field trips and other occasions when you wish to provide detailed directions.

- Organize directions for several locations within a single app
- Use the Directions field to add detailed directions
- Control when your map displays or is archived
- Add attachments to your map
- Retrieve maps from Yahoo® Maps.
- Use map zoom feature
- Quickly retrieve map for a different location from the end-user website by entering new address information and clicking **Submit**
- Enable RSS Feeds



## Photo Gallery

This page type is useful for sharing photos of school activities such as classroom projects and field trips.

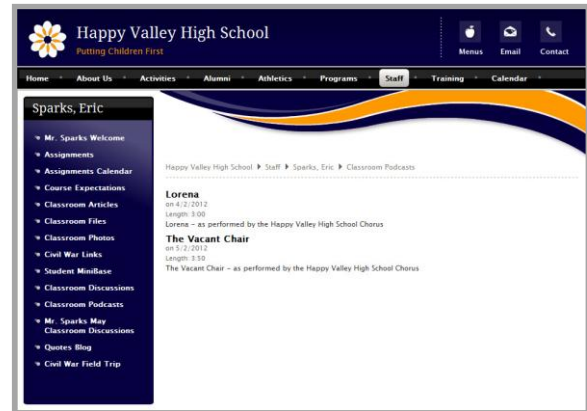
- Showcase classroom activities, field trips and athletic events in a slide show format
- Adjust your photos using options such as Red Eye and Airbrush
- Add effects, overlays, borders, stickers and text to your photos
- Compliment your gallery with an audio file



## Podcast

This page type is useful for such things as showcasing school concerts and sharing foreign language assignments.

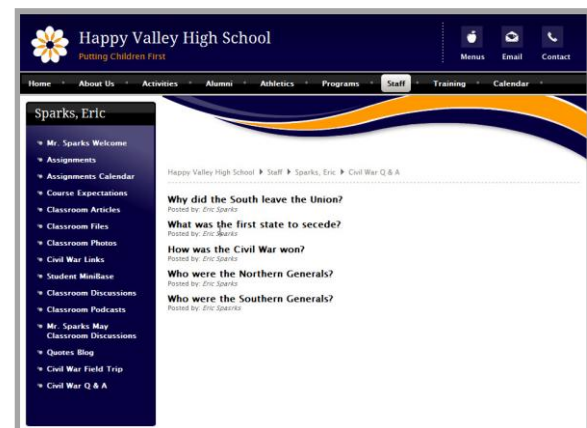
- Post your audio and video files and allow viewers to subscribe to your Apple® iTunes® feed
- Upload files in FLV, MP3, MP4, M4A, M4V, WM and MOV format
- Add descriptions for files posted
- Embed video and sound files
- Embed videos from third party providers
- Enable RSS Feeds



## Q & A

This page type is useful for enabling users to submit and discuss questions and answers.

- Add questions for thought and discussion
- Add multiple questions within one app
- Editor available to add additional question information
- Add author information for each question
- Control when topics display and are archived
- Enable RSS Feeds



## Teacher Homepage

This page type lets you create a homepage for a teacher.

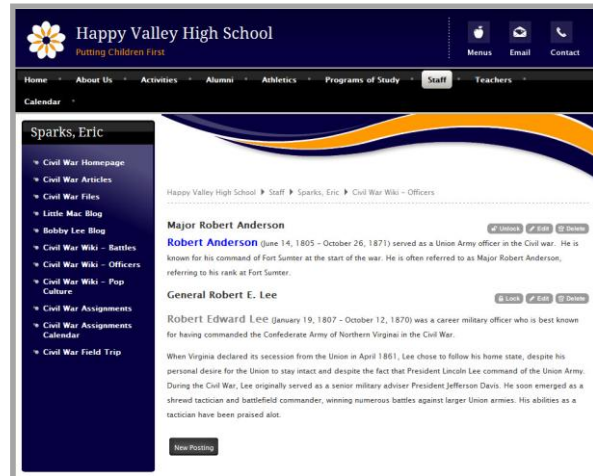
- Creates a two column—Right Sidebar (Simple) page layout
- Includes four apps on the page
  - Heading App
  - Content App
  - Announcement App
  - Upcoming Events App



## Wiki

This page type is useful for creating a simple wiki, where users contribute content.

- Registered users can collaborate on a wiki
- Unregistered users can view the wiki
- Registered users add, edit and delete content on the end-user website
- Wiki uses the limited ***Schoolwires Editor***

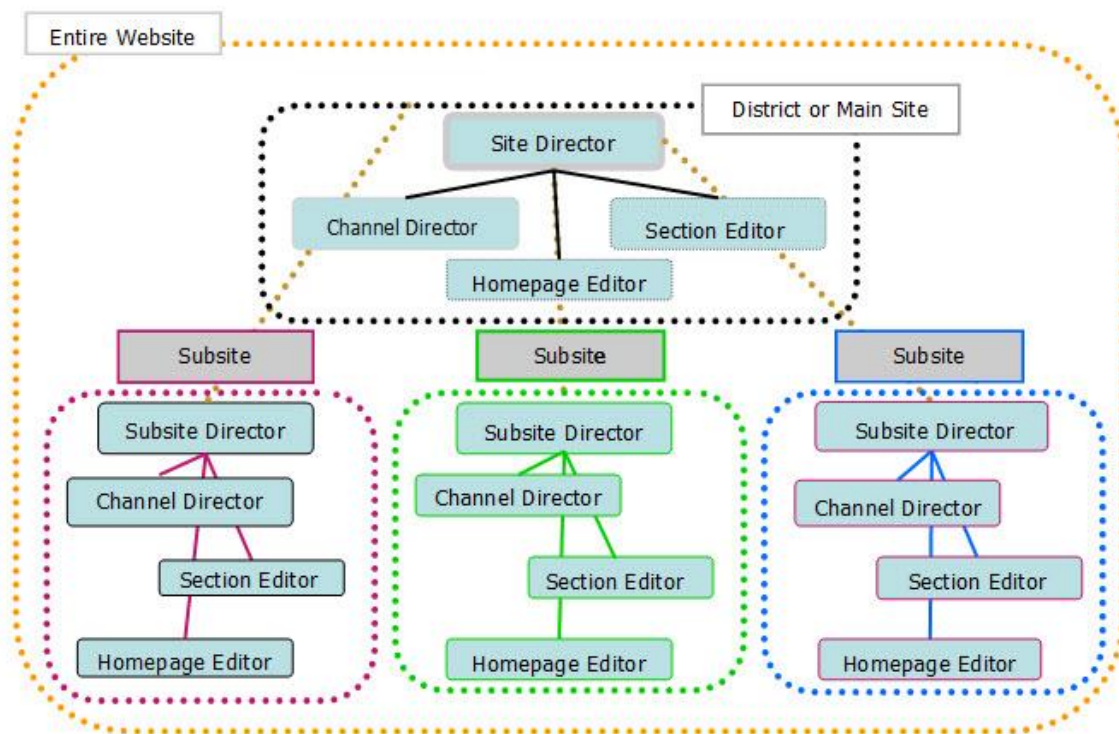


## Editing Privileges and Viewing Rights

As a Section Editor, you can assign editing and viewing rights and privileges. You can also set viewing rights for the pages in your section.

### What are Editing Privileges?

Centricity2 Site Manager allows your organization to share the responsibility for maintaining the website as well as create and modify website content. Site Manager has five levels of editing privilege: Site Director, Subsite Director, Channel Director, Section Editor and Homepage Editor.



### What are Viewing Rights?

Viewing Rights enable individual users or groups of users to view content that has been restricted. Site Directors, Subsite Directors, Channel Directors and Section Editors are able to assign viewing rights.



#### *How about that?*

A Section Editor can assign Viewing Privileges to individual users or groups of users for their sections or for pages within their sections. Once assigned, a registered user must sign in order to view the restricted content.

## What are E-Alerts?

E-Alerts are messages sent by staff at your School District. There are two types of E-Alerts: Broadcast E-Alerts and Content E-Alerts. You must be a registered user to receive E-Alerts.

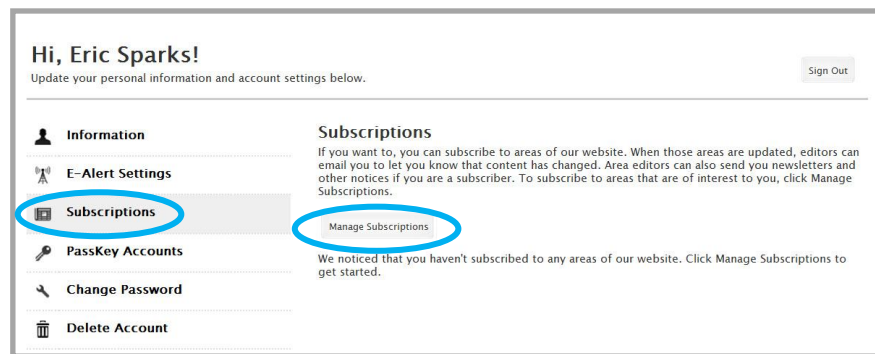
## Broadcast E-Alerts

Broadcast E-Alerts are typically sent by Site and Subsite Directors to groups of registered users. Broadcast E-Alerts contain information such as newsletters, emergency closings, cancellations, meeting notices and the like. A Broadcast E-Alert can be delivered as an email message, a push notification or you may opt to have it sent to your mobile phone as a Short Message Service (SMS) text message. They can also be sent to an Announcement App or if enabled, as a *tweet*.

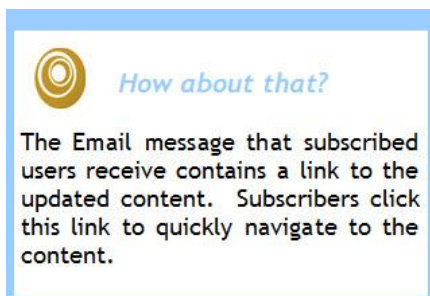
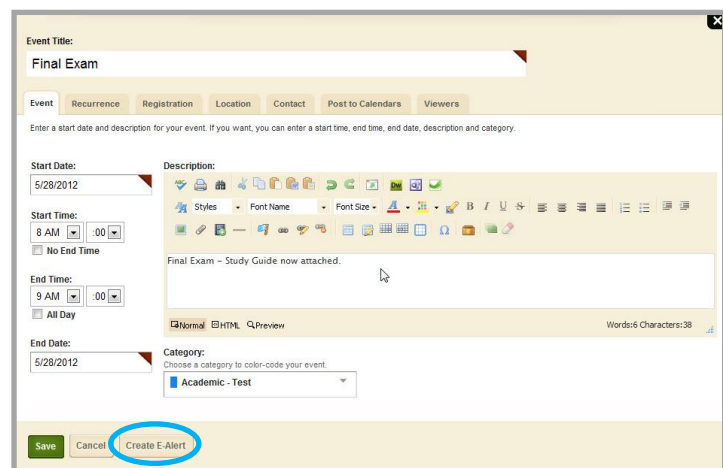
## Content E-Alerts

Content E-Alerts allow editors to notify subscribers when they make changes to their content. Note that all editors are able to generate Content E-Alerts.

Registered users must subscribe to sections or homepages within their Account Settings in order to receive Content E-Alerts.



After changing content, editors click **Create E-Alert** to send a Content E-Alert E-Mail message to all subscribed users. This includes changes to Calendar events, which are records in a Calendar app.



## Exercise 1—Organizing Your Section

Directions: As you begin to plan and develop your section, consider these questions.

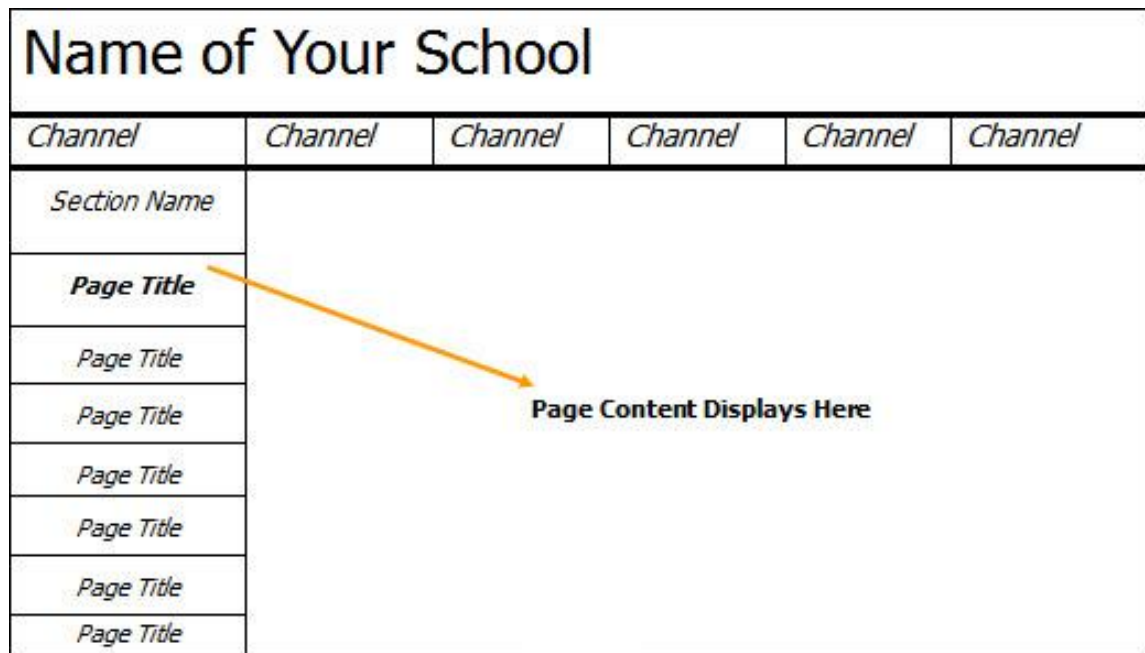
1. Who will be viewing your section? (This will help you determine who your audience is and how your section should be designed. For example, will viewing restrictions be required?)
  - Students
  - Parents
  - Faculty
  - Unregistered Visitors
  
2. What type of information do you want to provide to your viewers? (This will help you determine what apps you should use.)
  - Contact Information
  - Directions
  - Discussion Points
  - Course Information
  - Homework
  - Policies and Procedures
  - Schedules
  - Photographs
  - Music
  
3. What is the best way to convey and display your information? How should your users accomplish these tasks? (This will help you organize and structure your apps and pages.)
  - 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

Directions: Using the diagram as a guide, plan and design your section.

- 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 your section is its homepage. It should welcome visitors to your section. You determine on which page visitors land.
- You can have as many pages as you like.







# Chapter 2

## *The Section Workspace*

Here are some things you will be able to do after completing this chapter.

- Access your Section Workspace
- Add and Edit Content within your Section
- Modify Editing Privileges and Viewing Rights
- Add a Calendar Event
- Access the Tools Tab
- Manage your Files & Folders

## Site Manager and Section Workspace Overview

Before you can access your Section Workspace to add and modify content, you must be assigned as its Section Editor. This is a privilege normally assigned by a Site Director. Depending on how your website is configured, this privilege could also be assigned by a Subsite Director or a Channel Director. Once you are assigned as a Section Editor, you have access to *Site Manager*. Click *Site Manager* on the MyStart Bar to edit your Section Workspace.

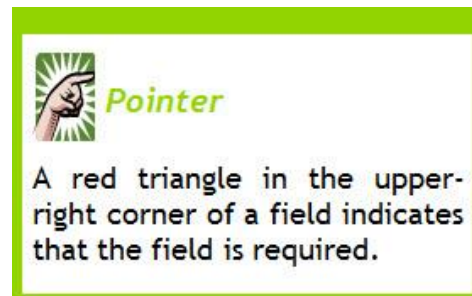
### Access Your Section Workspace

Here's how you access your Section Workspace.

1. Click on the Sign In button that displays on the MyStart Bar at the top of your website. The Sign-in window displays.



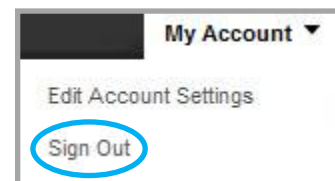
2. Enter your Sign-in Name and Password and click **Sign in**. (If you cannot remember your password, click **Forgot My Password** to have it Emailed to you.)

A screenshot of the sign-in form. It has two input fields: 'User Name:' and 'Password:'. Both fields have a small red triangle in the upper-right corner, indicating they are required. Below the fields are two buttons: 'Sign In' and 'Forgot My Password'.

3. Click *Site Manager* in the MyStart Bar. A new browser window or Tab displays.



When you are finished editing your section, click Sign Out located on the My Account Drop-down List to log out of the website.



## What is Site Manager?

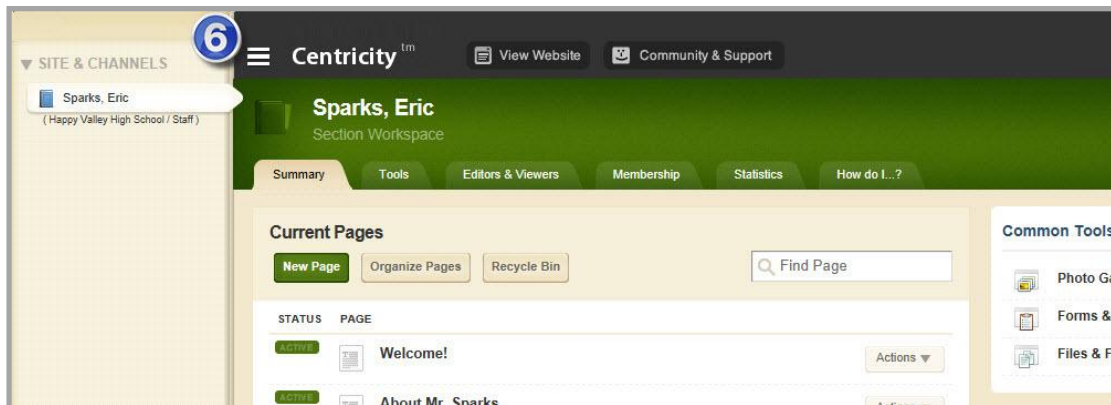
*Site Manager* is a tool for users who have been assigned *Centricity2* editing privileges. Users with editing privileges see the *Site Manager* link in the My Start Bar when they sign in to the website. Clicking this link launches *Site Manager*.

If you are a Section Editor and launch Site Manager, these are the Navigation elements that you see.

1. Content Browser→Provides access to all sections to which you have editorial privileges.
2. View Website→Permits you to view the refreshed website after you have made changes to your section.
3. Community & Support→Links to the Schoolwires Share site where you can access other resources.
4. Sign Out→Allows you to sign out of *Site Manager*.
5. Section Workspace→This is your work canvas. Click a tab (**Summary, Tools, Editors & Viewers, Statistics** and **How Do I...?**) to see options for it. Note that you will find your pages on the **Summary** tab.

The screenshot displays the Centricity2 Site Manager interface for a user named Sparks, Eric. The interface includes a top navigation bar with links for 'View Website', 'Community & Support', 'Feedback', and 'Sign Out (esparkes)'. The main workspace features tabs for 'Summary', 'Tools', 'Editors & Viewers', 'Membership', 'Statistics', and 'How do I...?'. The 'Summary' tab is active, showing a list of 'Current Pages' with titles like 'Welcome!', 'About Mr. Sparks', 'Assignments', 'Assignment Blog', 'Assignment Calendar', 'Civil War Battles', 'Civil War Wiki', and 'Instructional Videos'. A 'Common Tools' section on the right offers options for 'Photo Gallery', 'Forms & Surveys', and 'Files & Folders'. Below this, a 'Pending Comments' section shows a comment from Mike Kuzniar, and a 'Total Visits' section displays a line graph of website visits from June 2013 to October 2013. Numbered callouts 1 through 5 highlight specific navigation elements as described in the text.

6. Off Canvas Menu Button→ If you are working in *Site Manager* on a desktop or laptop that has the display resolution set to a value of 1024 x 768 or greater and your *Site Manager* window is maximized, the Content Browser always displays.



You may notice that as you manually resize the window displaying *Site Manager* to a smaller size, the Content Browser becomes hidden and an **Off Canvas** button displays. Click the **Off Canvas** button to display the Content Browser. Once you select an option on the Content Browser, the Content Browser is hidden again.

If you are working in *Site Manager* on a desktop or laptop that has the display resolution set to a value less than 1024 x 768, the Content Browser is always hidden and an **Off Canvas** button displays. Again, click the button to display the Content Browser—once you select an option on the Content Browser, the Content Browser is hidden again.

## What is the Section Workspace?

The Section Workspace is the area in *Site Manager* where you complete your Section Editor tasks. The Section Workspace provides you with access to these tabs.

### Summary Tab (Manage your Current Pages)

- Add, edit and remove pages
- Change the status of a page
- Design a page
- Rename and organize pages
- Set page options
- Set viewers for a page
- Get a link for a page
- Copy or move a page
- Work with the Recycle Bin

These elements are also located on the **Summary Tab**.

- **Common Tools**→Provides quick links to common tools and easy access to the **Tools Tab**.
- **Pending Comments**→If your district has Social Media Framework or Blog Apps, you can review, approve and decline comments here.
- **Total Visits**→Provides a snapshot of total visits to your section on the end-user website.

### Tools Tab (Manage your section tools and apps)

- Files & Folders
- Section Tools
- Section Reports

### Editors & Viewers Tab

- Assign other users (groups or individuals) editing privileges to your section.
- Control viewing rights (groups or individuals) to your section.

### Statistics Tab

View statistics about visits to your section.

### How do I...? Tab

Here you find Articles, Interactive Video Tutorials and Other Resources to help you work with Centricity2.

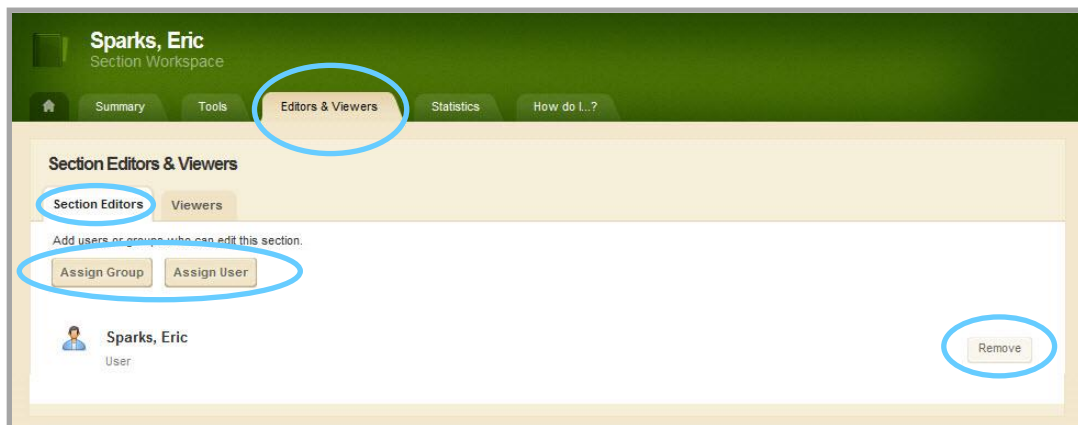
## Controlling Section Editors & Viewers

You can grant users or groups of users Editing Privileges to your section by adding them as Section Editors.

### Assign Editing Privileges for Your Section

Here's how you assign Section Editor Privilege for your section.

1. Click the **Editors & Viewers** Tab in your Section Workspace.
2. Click the **Section Editors** Tab.
3. Choose **Assign Group** if you want to assign Editing Privileges to groups of users. Alternatively, choose **Assign User** if you want to assign editing privileges to individual users.
4. Type the name or part of a name of a user or a group to whom you wish to assign Editing Privileges. Click **Search**. For groups, you may refine your search further by choosing from the Category Drop-Down list.
5. Click **Select** located to the right of each user or group to whom you wish to assign Editing Privileges. The selected users or groups display in the Selected Users or Groups column to the right. You may search for and select as many users or groups as you wish. The Selected Users or Groups column is a holding area.
6. Click **Add**.



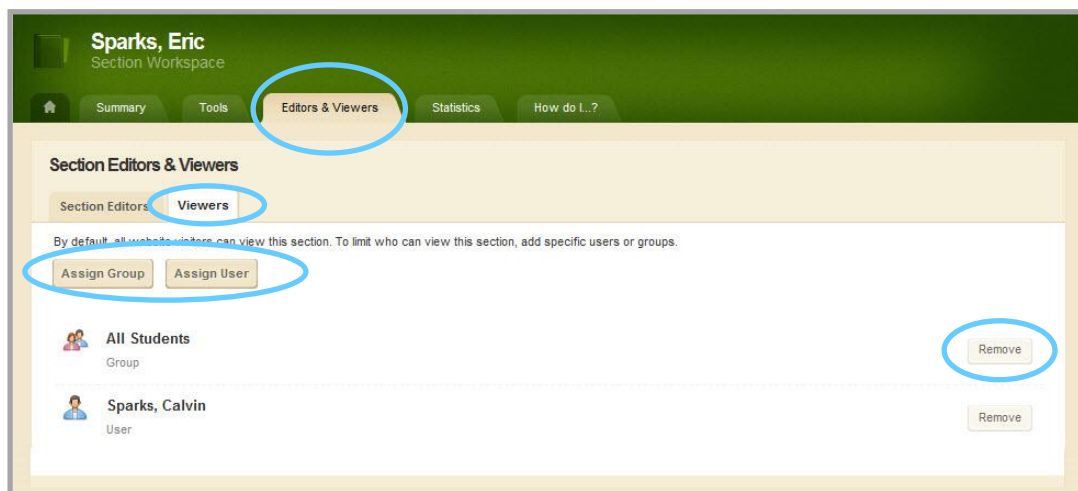
Click **Remove** located to the right of a user or group to take away Section Editor Privileges for a user or group.

## Assign Viewing Rights to Your Section

By default, all visitors to the end-user 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.

Here's how you assign Viewing Rights to your section.

1. Click the **Editors & Viewers** Tab in your Section Workspace.
2. Click the **Viewers** Tab.
3. Choose **Assign Group** if you want to assign Viewing Rights to groups of users. Alternatively, choose **Assign User** if you want to assign Viewing Rights to individual users.
4. Type the name or part of a name of a user or group to whom you wish to assign Viewing Rights. Click **Search**. For groups you may refine your search further by choosing from the Category Drop-Down list.
5. Click **Select** located to the right of the users or groups to whom you wish to assign Viewing Rights. The selected users or groups will display in the Selected Users or Groups column on the right. You may search for and select as many users or groups as you wish. The Selected Users or Groups column is a holding area.
6. Click **Add**.



Click **Remove** to eliminate Viewing Rights for a user or group.

You can also set Viewing Rights for individual pages in your section, calendar events and records in a MiniBase. To do this, you follow the same basic steps as above.

## Adding Content to Your Section

As a Section Editor, you can add content to your section.

### What are the Core Components of a *Centricity2* Page?

Any page you add to your section consists of three core components; a Page Layout, Columns and Apps. A page consists of apps within columns. You have a choice of different Page Layouts from which to select for your page. You add apps to your columns.

#### Page Layout

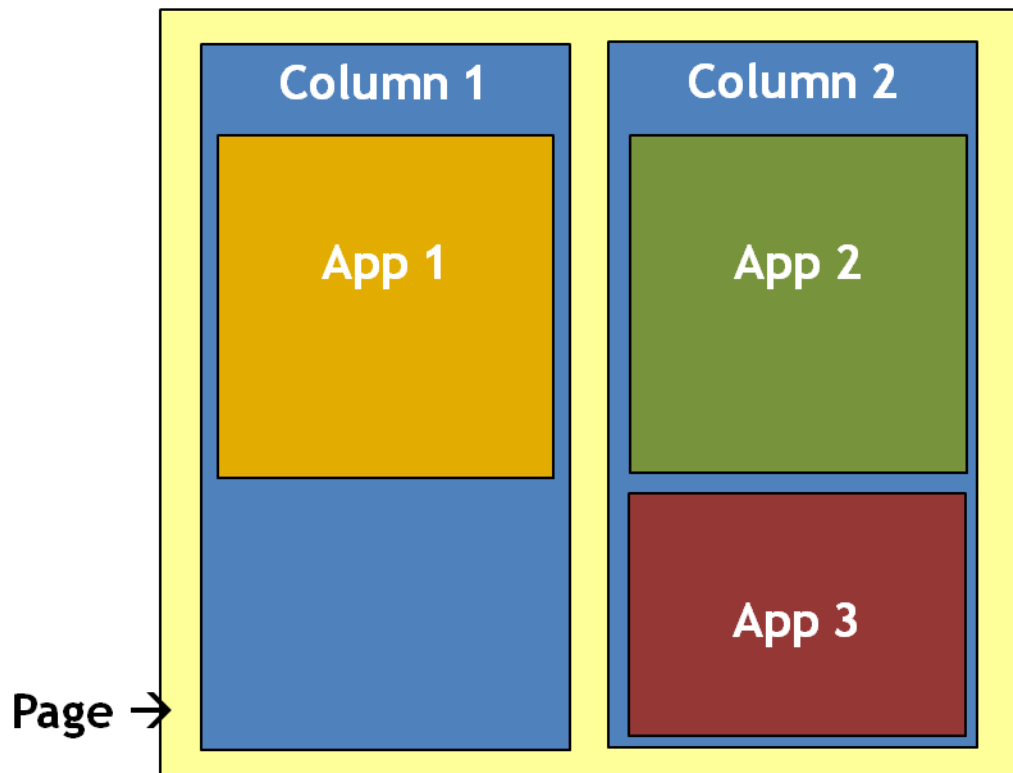
The way in which the columns are arranged on a page is called the *Page Layout*. You can have one, two or three column layouts as well as layouts with left or right side-bars and layouts with headers and footers.

#### Columns

You place your apps into the columns of a Page Layout. You can place one or more apps in a column.

#### Apps

Apps are the content building blocks of a page. You can have one or more apps on a page. You can edit your apps as well as share them with other editors. Some available apps include the Flex Editor App, Calendar App, Photo Gallery App and Article Library App to name a few.





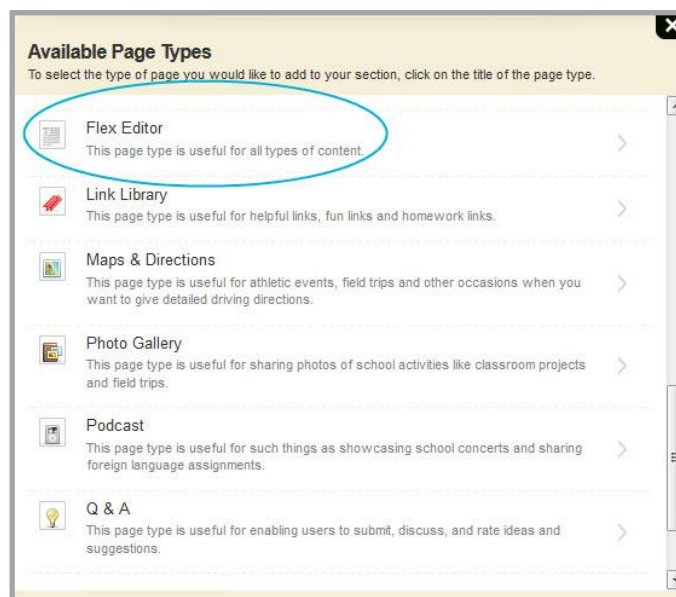
## How Do I Add a Page to My Section?

Here's how you add a page to your section.

1. On the **Summary** Tab, click **New Page**. The Available Page Types window displays.



2. Click on a Page Type from the list. The majority of these page types consist of a single app within a single column.



3. In Page Name field, enter a name for your page.



4. Click **Save** to return to Page List.

## How Do I Add and Edit Content on My Page?

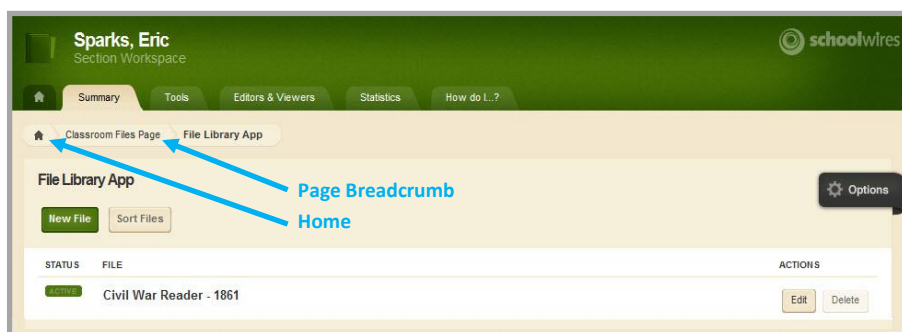
With the creation of a page complete, you are ready to add content.

### Editing Apps—Single App on a Page

In *Centricity2*, you edit your apps and design your page in the same location within your Section Workspace—the Page Details window. But if your page contains only a single app, you do not need to open that window.

Here's how you add or edit content on pages with a single app.

1. Click on the title of the page in the Page List. The app opens.
2. Add content to your app. How you do that will vary depending on the App type. As long as your record—in this case, your file—is active and your page is active, it will display on the end-user website according to the Display Durations.



3. Click the Page breadcrumb to go to the Page Details window or click the Home Icon to return to the Page List.

### Editing Apps—Multiple Apps on a Page

When your page contains more than one app, you edit the app in a slightly different way.

Here's how you add or edit content on pages with more than one app.

1. Click on the title of the page in the Page List. The Page Details window opens.
2. Click on the title of your app. Your app opens.
3. Add content to your app. How you do that will vary depending on the App type. As long as your record—in this case, your file—is active and your page is active, it will display on the end-user website according to the Display Durations.
4. Close the app to return to the Page Details window.
5. Click the Home Icon to return to the Page List.

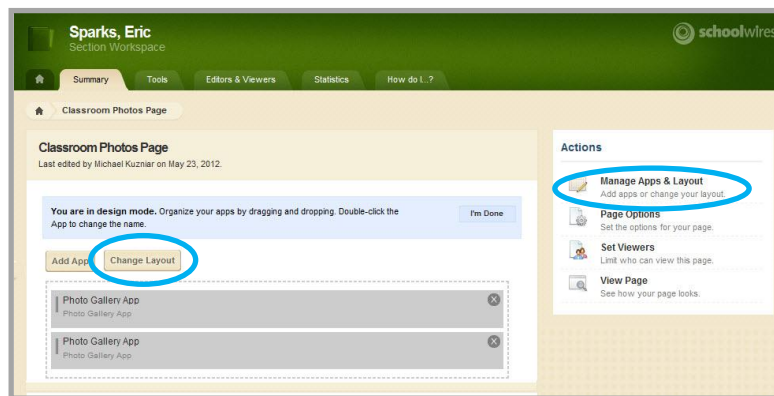
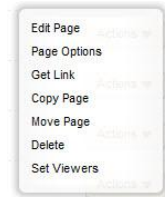


## How do I Change the Layout of My Page?

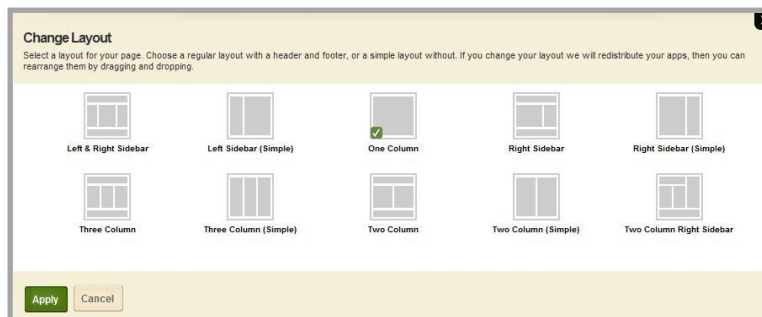
As mentioned, in *Centricity2* you edit your apps and design your page in the same location within your Section Workspace—the Page Details window.

Here's how you change the layout of your page.

1. Access the Page Details window choosing Edit Page from the **Actions** Drop-Down List to the right of the page.
2. In the Page Details window click Manage Apps & Layout under Actions on the right side of the window to enter Design Mode.



3. Click **Change Layout**. Available layout choices display.

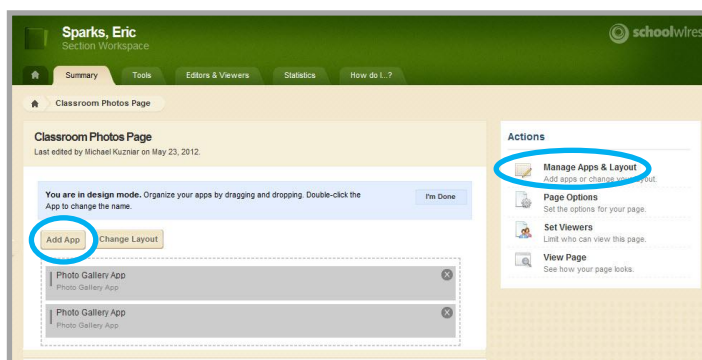


4. Click on the desired layout. A green check displays on your choice.
5. Click **Apply**. The Design Mode displays with your new layout. If desired, you can drag and drop an app or apps to a new location.
6. Click **I'm Done** to return to the Page Details window.
7. Click the Home Icon to return to the Page List.

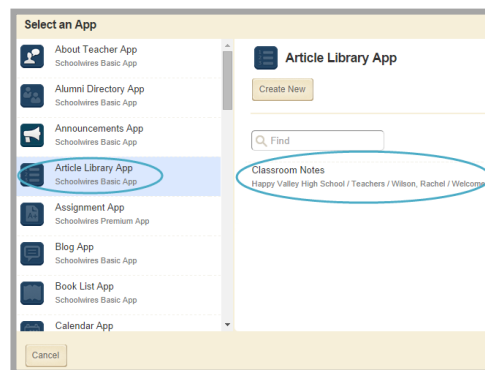
## Adding Apps to a Page

In Design Mode, you add apps to a page.

1. Click Manage Apps & Layout under Actions Block on the right of the Page Details window. The Design Mode displays.
2. Click **Add App**. The Available Apps window displays. You can add a new App (one without any content) or add an existing App.



3. To add a new app, follow these steps.
  - a. Click on the name of the app and click **Create New**. Enter a meaningful name for your app. This name will not display on the end-user website unless you activate it in **Options** for the app.
  - b. Click **Create**.
  - c. If desired, drag and drop the app to a new location.
4. To add an existing app (one you created or one someone shared with you), follow these steps.
  - a. Click on the name of the app. The existing apps will display.
  - b. Select the app you wish to add to your page. You will be returned to your page in Design Mode.
  - c. If desired, drag and drop the app to a new location.
  - d. Click **I'm Done** to return to the Page Details window.
5. Click the Home Icon in the breadcrumb to return to Current Pages.



If you wish to rename an app, while in Design Mode double click on the App Name and enter a new name. Click **Save**.



## App and Page Options

As a Section Editor, you can set or change options for any app or page in your section.

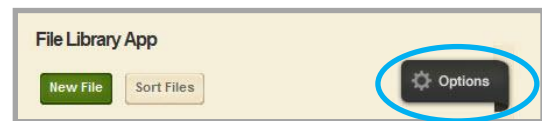
### Editing Options for an App

Options for most apps include the following.

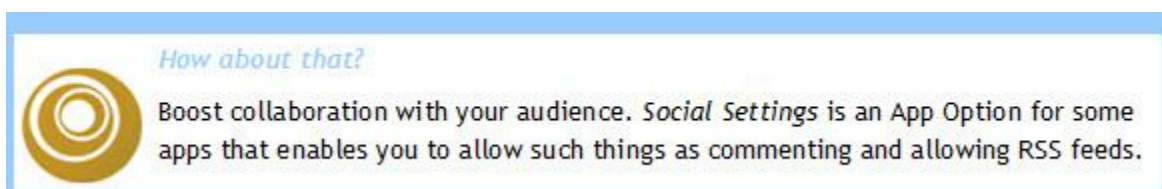
- General Settings which usually includes the name and description of the app as well as whether to show the app name on your page and how many records to display
- Sharing settings
- Social settings

Here's how you modify the options for an app.

1. Edit your app.
2. Click **Options** in the upper right area of the app window. The Options window displays and opens on the **General** Tab.
3. Edit the App Name, Description and the settings for showing the app name on the page and the number of records.
4. Enable or change Sharing Rights for your app on the **Sharing** Tab.
5. Enable or change social media options on the **Social Settings** Tab. Which social media elements are available depends on whether your district has Social Media Framework and which app you are editing. For more information on which elements are available for each app, see *Availability of Social Media Elements*.

A screenshot of a modal window titled "App Name:" with a close button (X) in the top right corner. The window has three tabs: "General" (selected), "Sharing", and "Social Settings". Under the "General" tab, there is a text input field containing "File Library App". Below this is a description field with the placeholder text "If you want, you can enter a description of your app." and a "Description:" label. There is a checkbox labeled "Show the app name on my page." which is currently unchecked. Under the "Display Settings:" section, there is a note: "By default all active app records will display on the page. If you want, you can limit the number of records that display." There are two radio button options: "Display All Active App Records" (unselected) and "Display a Specific Number of Active App Records" (selected). Below the selected option is a "Record Limit:" label and a text input field. At the bottom of the window are "Save" and "Cancel" buttons.

6. Click **Save**.

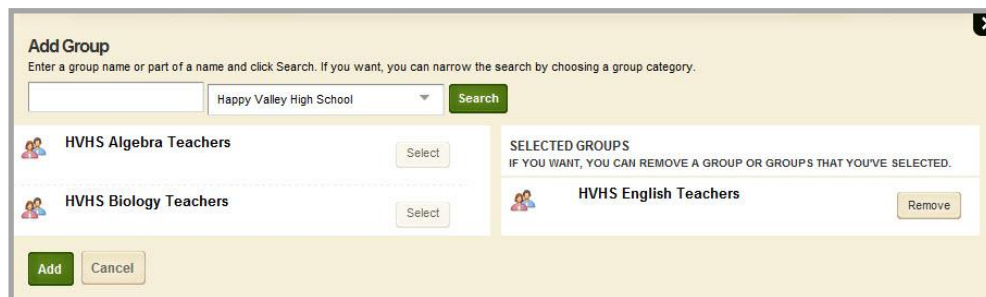
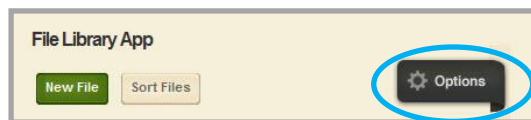


## Sharing Apps

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 File Library.

Here's how you share an app.

1. Edit your app.
2. Click **Options** in the upper right corner. The Options window displays. It opens on the **General** Tab.
3. Click the **Sharing** Tab.
4. 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.
5. Type the name or part of a name of a user or group with whom you wish to share your app. Click **Search**. For groups you may refine your search further by choosing from the Category Drop-Down list.
6. Click **Select** 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 or Groups column to the right. You may search for and select as many users or groups as you wish.
7. Click **Add**. The **Sharing** Tab displays.



8. Click **Save**. The app displays.

Editors with whom you have shared the app will be able to place that app on pages within their own Section Workspaces. The app on the page however, will be *read-only* and flagged as *Shared*.

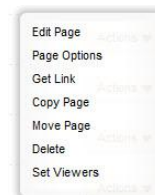


## Editing Page Options

As a Section Editor you can set or change options for any page in your section.

Here's how you edit Page Options.

1. Click **Actions** to the right of the Page Name. The **Actions** Drop-Down List displays.
2. Click Page Options. The Page Options window opens on the **General** Tab. Here you set basic page options.



The screenshot shows a configuration window for a page named "Mr. Sparks Welcome". It has three tabs: "General", "Display Duration", and "Advanced". The "General" tab is active. It contains three checkboxes: "Hide this page from website navigation." (unchecked), "Always show pages nested under this page." (unchecked), and "Show a bullet image next to this page." (checked). Below these is a section titled "Map Page to Web Address:" with a text box for a full web address. At the bottom are "Save" and "Cancel" buttons.

- Hide the page from website navigation (i.e., on the end-user website). The default for this is off. If selected, the page name will not display in the Navigation Pane of your section on the end-user website. You may use the contents of this page in another way.
- Show any pages that you nest under that page. The default for this is off.
- Show a bullet to the left of the page name on the end-user website. The default for this is on.
- Map the page to another web address. When visitors navigate to the page, they are redirected to the web address you entered into this field. Enter a full web address (e.g., <http://www.schoolwires.com>).

3. Click the **Display Duration** Tab.

The screenshot shows the same configuration window, but with the "Display Duration" tab selected. It contains a section titled "Display Duration" with a help icon. Below it is a text box for "Start Date:" and another for "End Date:". At the bottom are "Save" and "Cancel" buttons.



Here you can indicate when this page should display on the end-user website.

- No Dates→The page displays immediately and displays indefinitely.
  - Both Dates→The page displays within that date range.
  - Only Start Date→The page displays indefinitely beginning on that date.
  - Only End Date→The page displays immediately until that date.
4. Click the **Advanced** Tab to enable *caching*. This speeds up page display at the end-user website. A *snapshot* of the page is cached and saved. When visitors navigate to the page, the cached version displays and saves the overhead of redrawing the page from scratch.

Set the cache interval or click **Clear Cache** to capture a new cache image immediately.

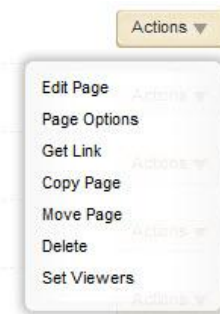
5. Click **Save**. The Page List in Current Pages displays.

## Set Viewing Rights for 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 by granting Viewing Rights.

Here's how you grant Viewing Rights for a page.

1. Click **Actions** to the right of the page name. The **Actions** Drop-Down list displays.
2. Click **Set Viewers**. The Viewers window displays.
3. Choose **Add Group** if you want to Groups of Users to view the page or choose **Add User** if you want certain individuals to view the page.
4. Type the name or part of a name of a user or group to whom you wish to give Viewing Rights. Click **Search**. For groups, you may refine your search further by choosing from the Category Drop-Down list.
5. Click the **Select** button to the right of the users or groups to whom you wish to give Viewing Rights. The selected users or groups will move to the Selected Users or Groups column at right. You may search for and select as many users or groups as you wish.
6. Click **Add**. The Viewers window displays.
7. After you have added your desired groups and users, close the Viewers window.



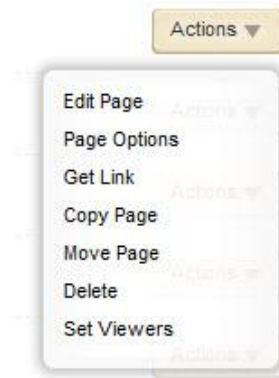


## Additional Page Tasks

Here are some other tasks you can perform as a Section Editor.

### Additional Page Tasks on the Actions Drop-Down List

In addition to the tasks already covered, the **Actions** Drop-Down List includes additional actions.



The table below describes all Actions Drop-Down List options.

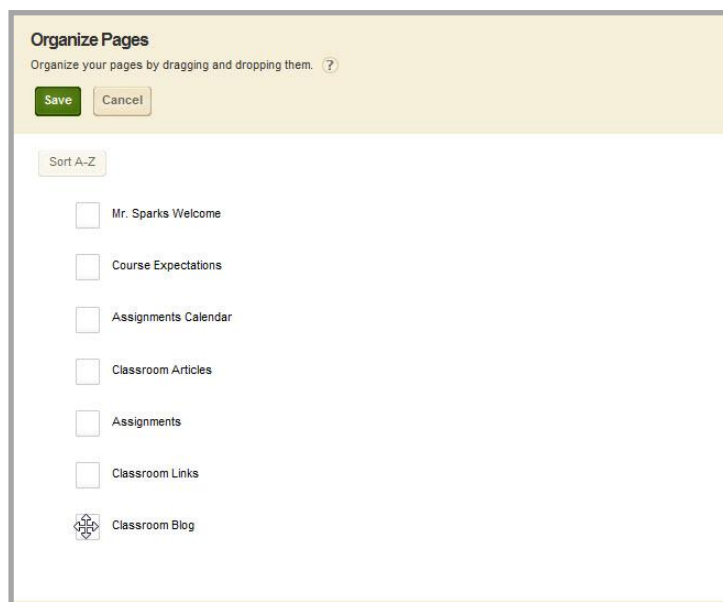
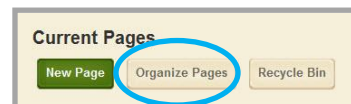
Action	Description
Edit Page	Takes you to the Page Details window for the page. In this window, you can edit apps and enter Design Mode.
Page Options	Allows you to edit the page options. For example, here you can modify display durations and enabling caching for the page.
Get Link	Allows you to obtain the full and relative web addresses for the page.
Copy Page	Allows you to copy the page within the section.
Move Page	Allows you to move a page to another section for which you are a Section Editor. Note that If you use Move Page within one section, the results are the same as Copy Page.
Delete Page	Removes the page from the section and places it in the Recycle Bin. Your page is not deleted but just moved into the Recycle Bin. From within the Recycle Bin, you may restore or permanently delete the page.
Set Viewers	Allows you to set which registered users may view the page.

## Organizing Pages in Your Section

As a Section Editor, you can sort your pages alphabetically or choose to arrange them manually. You can also create a hierarchy by nesting pages.

Here's how you organize your pages.

1. Click **Organize Pages** at the top of Current Pages within your Section Workspace. The Organize Pages window displays.



2. To sort pages alphabetically, click **Sort A-Z**. Your pages will be sorted in ascending order.
3. To sort pages manually, click on a page and drag and drop it into a new position.
  - To move a page, drag the page between two pages until a horizontal green bar displays. Release the mouse. The page will be in the new position.
  - To nest a page, drag the page on top of the target page. A *green +* displays to the left of the target page. Release the mouse. A *gray arrow* displays to the left of the target page. Nested pages display below it.
4. Click **Save**. Pages show in their new order.

Keep the following in mind when you are organizing pages.

- You can have up to five levels of nested pages. However, keep the width of your template in mind. Too many levels may affect the look of your template on the end-user website.
- You cannot move pages below the bottom page. Move pages up until the desired page is in the bottom position.

## Working with the Calendar App

As a Section Editor, you can add Calendar Page Types in your section. We recommend that you include only one Calendar App on a page and use the One Column Page Layout.

### Adding Events to your Calendar

Here's how you add an event to your calendar.

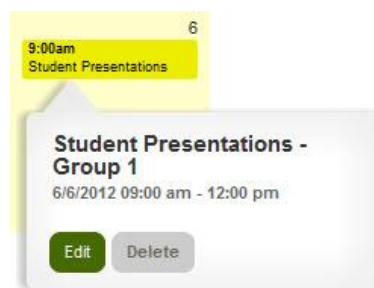
1. Click **New Event**. Alternatively, double click on the day you wish to add the new event. The Event window displays.

2. Enter an Event Title, Start Date and End Date. All other information is optional.
3. Click **Save**. The Calendar displays.

### Editing and Deleting Calendar Events

To edit an event, position the cursor on the event. The **Edit** button displays. Click on it to continue. Note that the Calendar Edit dialog now displays the **Attachments** tab.

To delete an event, position the cursor on the event. The **Delete** button displays. Click on it to continue.

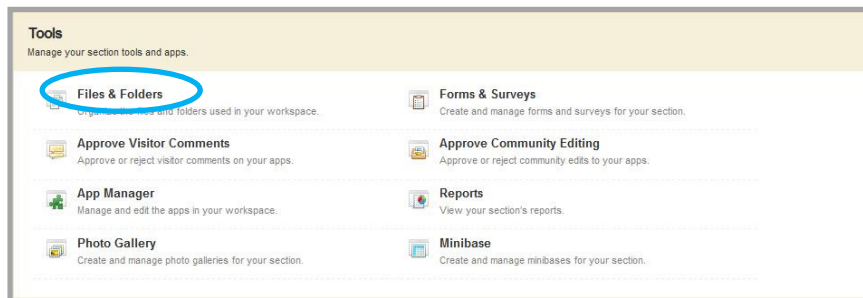


## Working with Files & Folders

Each section has a local Files & Folders where documents and images used within the section are stored.

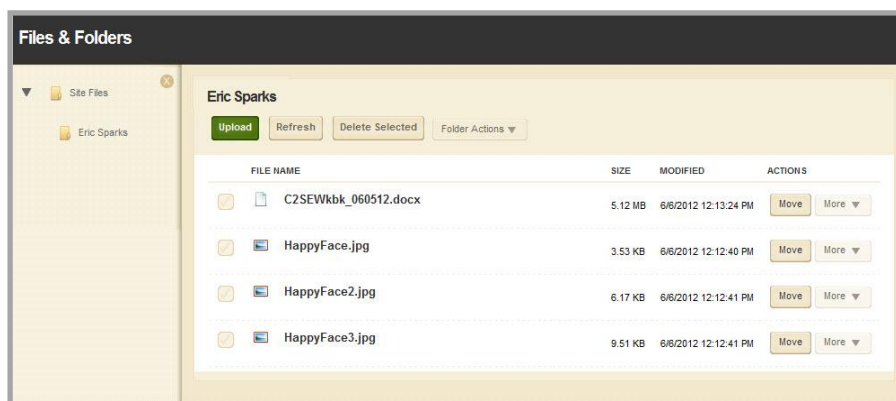
### Accessing Files & Folders

You access your local workspace Files & Folders using the link in Common Tools on the **Summary** Tab. Alternatively, you can access Files & Folders on the **Tools** Tab.



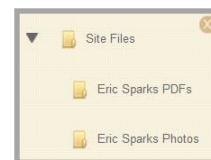
### Managing Your Files & Folders

Once you access Files & Folders, the Files & Folders window displays.



Note the following when working with Files & Folders.

- Documents and images are saved in *Top Level* folder of Files & Folders when inserted from your computer or network using one of the Insert Wizards.
- You can create folders and subfolders to help you 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 the **More** button that appears to the right of a file name and selecting Get Link.
- Folders and files can be renamed by clicking the **More** button that appears to the right of a file name and selecting Rename.
- You can quickly navigate your Files & Folder structure by clicking on a folder icon within the Files & Folders Navigation Pane.



## Exercise 1—Add and Edit a Flex Page

Directions: Add a new page containing a Flex App. Follow the steps below.

1. From the **Summary** Tab, click **New Page**.
2. Click on the Flex Page Page Type from the list presented.
3. In Page Name field, assign a name for this page. Click **Save** to return to Page List.
4. Click on the name of the page in the Page List. The app opens.
5. Edit the app as you like.
6. By default, the status of the Flex Page is active. That is, the *Activate on my page* checkbox for the app is checked.
7. If this is acceptable, leave *Activate on my page* checked. The app will display on the page for viewers specified. (If you have not specified viewers, the app will display for all visitors to the end-user website.)
8. If you wish to hide the app while you edit it, uncheck the *Activate on my page* checkbox to deactivate it.

## Exercise 2—Change the Page Layout and Add a Calendar App

Directions: Change the Page Layout and add a Calendar App. Follow the steps below.

1. Click **Actions** to the right of the page you created in Exercise 1.
2. Click Edit Page to access the Page Details window.
3. Click Manage Apps & Layout under Actions to the right of the Page Details window. The Page Details window will be placed into Design Mode.
4. Click **Change Layout**.
5. Choose the Two Column layout for your page.
6. Click **Apply**.
7. Click **Add App**.
8. Click on the Calendar App from list of Available Apps.
9. Type a name for the app. Use a meaningful name so that you can easily identify the app later.
10. Click **Save**.
11. Drag and drop the Calendar App to the second column.
12. Click **I'm Done** to return to the Edit View of the Page Details window.
13. Click the Home breadcrumb or **Summary** Tab to return to the Page List in Current Pages.
14. **Bad idea!** You should always use a One Column layout for the Calendar App. Change the Page Layout.

### Exercise 3—Add a Calendar Event

Directions: Add an event to the calendar. Follow the steps below.

1. Click the **New Event** button.
2. When the Event window opens, enter the Start Date, End Date, and Event Name. All other fields are optional.
3. Click **Save**.
4. To edit an event, position the cursor on the event.
5. Click the **Edit** button that displays. Edit the event as desired.
6. Click **Save**.

## Exercise 4—Upload Files to Files & Folders

Directions: Upload files to Files & Folders. Follow the steps below.

1. On the **Summary** tab, click Files & Folders in Common Tools.
2. Create folders for your images and documents. You do this by clicking on **Folder Actions** at the top of the page, then selecting New Subfolder from the drop-down list.
3. Type a Name for your folder then click **Save**.
4. You can continue adding folders and even create folders within folders if you like.
5. Using the Navigation Pane, select a destination folder to which you will upload files.
6. Click **Upload. Browse** to find the file or files you wish to upload.
  - To select a range of contiguous files, hold down the <SHIFT> key and click on the file names.
  - To select a range of noncontiguous files, hold down the <CTRL> key and click on the files names.
7. What does contiguous mean?
8. Click **Upload**. When complete, you are returned to Files & Folders.
9. If desired, move a file to another folder using the **Move** button.
10. Click the **More** button to display the **More** Drop-Down List and try the Rename, Get Link and Delete options. Note that if the file is an image, you see the Preview Image option on the **More** Drop-Down list.
11. Challenge: Save a file in Files & Folders to your local desktop.

**Note:** If you move a file to another folder, the web address for the file will change. Remember to update any links to that file with the new address.



# Chapter 3

## *The Schoolwires Editor*

Here are some things you will be able to do after completing this chapter.

- Insert and Format Text
- Insert and Format Images
- Insert and Format Tables
- Insert Links
- Use ActiveBlocks™ to Enhance your Pages

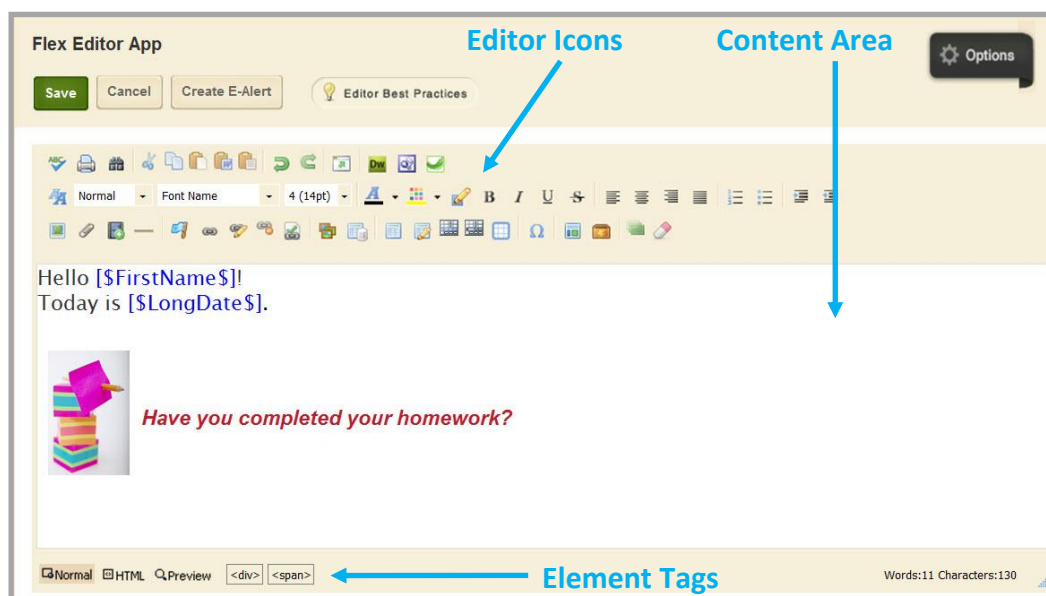
## Introduction to the Schoolwires Editor

The **Schoolwires Editor** is a What You See is What You Get (WYSIWYG) Editor. You use WYSIWYG editors to edit web content. You use word processing applications, on the other hand, to edit print content. Therefore, while they may look similar, they behave differently. It may have the same look and feel as the Microsoft® Word word processing application, but it is not a word processing application.

WYSIWYG editors also behave differently in different browsers and browser versions. Therefore, the behavior of WYSIWYG editors such as the **Schoolwires Editor** may change with browser updates.

## The Schoolwires Editor in Apps

When you add content to your section, in most cases you will use the **Schoolwires Editor**. For example, when working with the Article Library App, you use the full function **Schoolwires Editor**. When working with the File Library App, you use a limited function **Schoolwires Editor**. And some apps, such as the Photo Gallery, function without the **Schoolwires Editor**.



Editor Icons are used to perform tasks like inserting images, links and pasting text from Word.

The Content Area is where you add and edit your content. You can edit in two different modes. You can also Preview.

- Normal—This is the default and allows you to work with text using the full range of *Editor* functions using the Editor Icons
- HTML—This allows you to see and edit the content as HTML

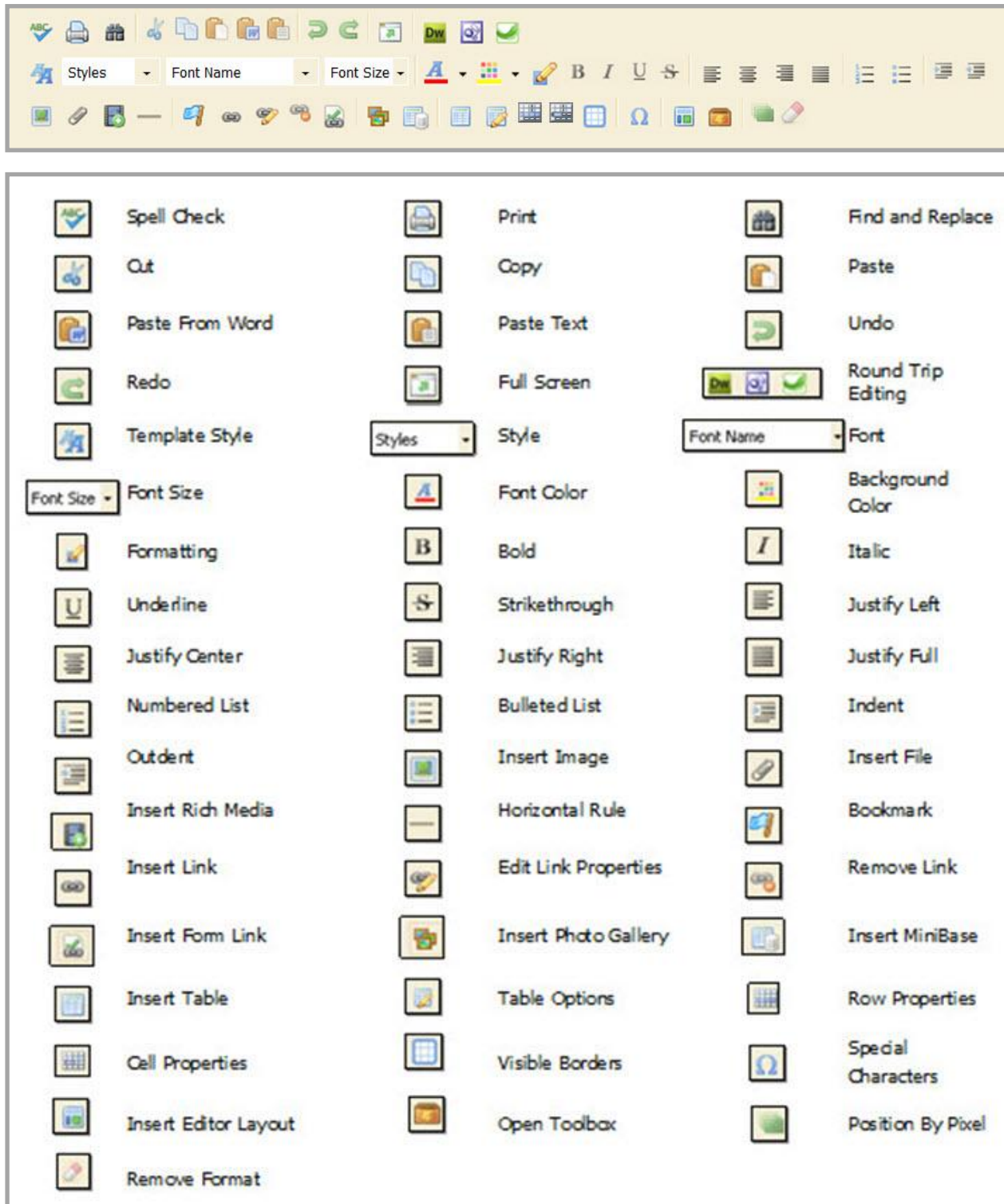
Element Tags are the names of HTML elements. Tags that display reflect conditions at the location of the cursor within the Content Area.

In addition, the *Editor* enables you to work with alternate HTML editing software that you may have installed on your computer. This is known as *Round-Trip Editing*. Available are Adobe® Dreamweaver®, Microsoft® FrontPage® and Microsoft Expression®.

Click one of the Application Icons to pull the content currently in the *Editor* into the HTML editing software application. Selecting **Save** in that application will return the edited content to the *Editor*. You will also need to click **Save** in the **Schoolwires Editor** to ensure that your changes are properly stored.

### Schoolwires Editor Icons

These are the Editor Icons. Position the mouse on an icon to display a Tool Tip.



## Using the Editor

Here are some common editing tasks.

### Insert Text

Position the cursor in the Content Area and enter text. You can then format the text using one of many formatting options available. Click, hold and drag the mouse over the text to highlight it and then apply formatting by clicking on an Editor Icon in the toolbar.

### Copy and Paste

You can copy text from another source and paste into an app containing the *Editor*. Once you have copied the content, there are three paste options available.



Paste→Using this option retains source formatting but may not allow future formatting. This works well when copying and pasting text between pages.



Paste from Word→Using this permits you to paste text from Microsoft Word or other source documents. It removes most formatting that is not web-friendly.

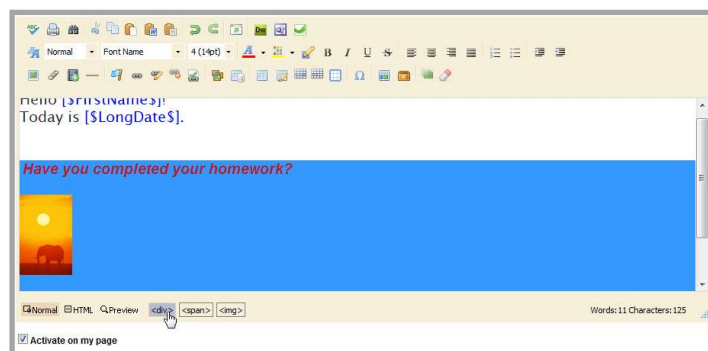


Paste Plain Text→Using this removes all formatting and pastes plain text. You can then format the text using the Editor Icons.

### Format Text

There are several ways you can format text in the *Editor*.

- Before you begin typing text, select your formatting options by clicking the appropriate Editor Icons. Once you have made your selections, you can start typing.
- Highlight existing text by clicking-and-dragging your cursor over it. Once it is highlighted, just select the formatting icons that you want to apply.
- Format a block of text by using the Formatting to apply borders, background colors and text formatting to all text in a <div> block.



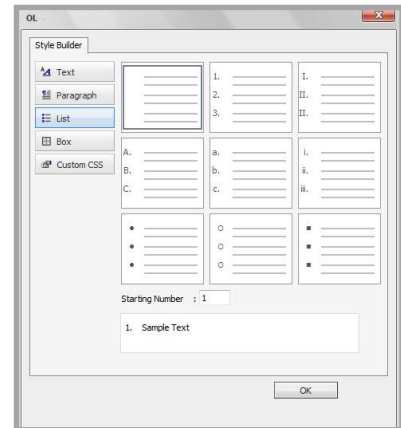
- To remove formatting, highlight the text and select the Remove Format Editor Icon.
- Format a block of text by clicking on its element tag (e.g., <div>) located below the Content Area. From the Context Menu, select *Properties* and options on the **Style Builder** tab.



## Format a List

Here's how you format a list.

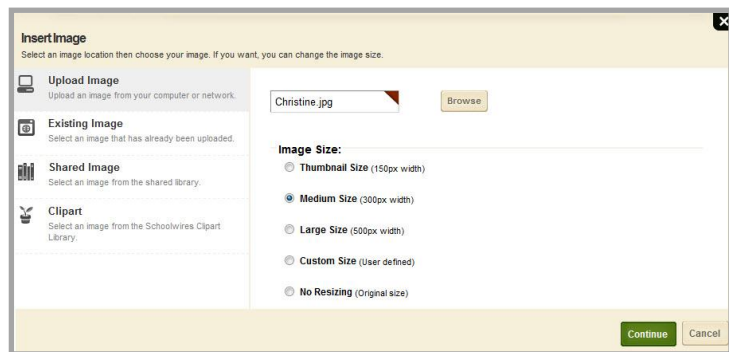
1. Create your list as you normally would using the appropriate list button.
2. Click on the <ul> or <ol> Element Tag associated with the list you wish to format.
3. Select Properties and in the UL or OL Window, select **List** and make changes.
  - Choose your bullets or number style
  - Set your starting number
  - Select a custom bullet (JPEG images)
4. When finished, click **OK**.



## Insert an Image

Here's how you insert an image.

1. Place your cursor where you would like the image to display.
2. Click on the Insert Image Icon.
3. Using the Insert Image Wizard, select the location of the image. You can upload an image from your computer or network; insert an image you have already uploaded to your Files & Folders; insert an image that your Site Directory uploaded to the Shared Library; or, insert an image from the Clipart Library.
  - If uploading an image from your computer or network, browse and select the image you would like to insert.
  - When you are uploading an image, you can choose the size of the image to be inserted. You can change this later.
4. Click **Continue**.
5. Enter a description of the image in the Alternative Text field. (This is a required field.)
6. Adjust the height and width of the image as necessary.
7. Set alignment and a border if desired. (You can add or change these later.)
8. Click **Insert Image**.



**Pointer**

Get into the habit of saving your work often when working in the Editor. This will make it easier to recover from a mistake!

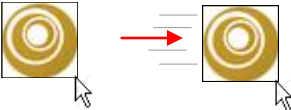





**How about that?**

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

## Position an Image

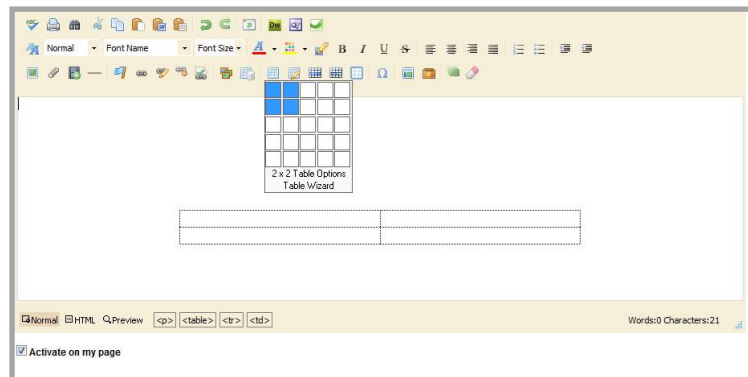
Here are some ways to position images.

- **Drag and Drop:** Once an image has been inserted, you can move it by clicking on the image and dragging it to a new location. Using drag and drop, you can move an image to any position in the Content Area at which 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. Note that you cannot apply full justification to an image.
- **Tables:** You can use tables to help with positioning your images. Once you insert your table, you can insert your images into cells within the table and justify or position the images as you like.
- **Position by Pixel:** 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 is not covering any text or other content that you want to display. Click on the image and then click the Position by Pixel Icon to activate it. You can turn it off by clicking the icon again, which will return your image to its original position.

## Insert a Table

Here's how you insert a table.

1. Place your cursor at the location in the Content Area where you will insert the table.
2. Click the Insert Table Icon.
3. Select the number of columns and rows from the drop-down.



The table will display with a gray border. This is for your reference and does not display on the end-user website. If you would like to hide the borders, click the Visible Borders Icon.



If you would like to create a more customized table, click *Table Wizard* in the Insert Table Drop-Down. The Table wizard gives you the ability to edit the properties of your table as you create it.

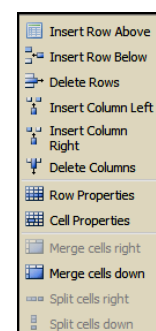
- Choose a Table Layout (e.g., Header, Footer and 3 Columns) from the drop-down list.
- Add or remove columns and rows by using the plus (+) and minus (-) buttons on the top and right side of the preview table.
- Merge cells by selecting a cell and using the plus (+) and minus (-) buttons on the top and right side of the preview table.
- Edit other table properties by clicking on the **Table Options** tab, where you can edit attributes such as spacing, padding and borders.

Once you have completed the table in Table Wizard, click **OK**.

## Edit a Table

You may want to add or delete rows or columns to your table.

1. Click in one of the cells.
2. Select the Table Options Icon.
3. From the Drop-Down list, select an option.
  - Add and delete rows, columns or cells
  - Merge cells and split merged cells
  - Access cell and row properties



### Pointer

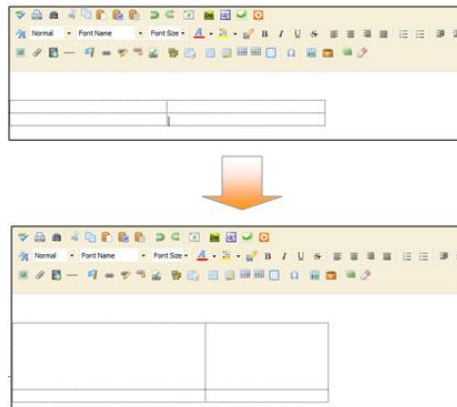
You can access the properties for your cell or row or from the drop-down menu to set such options as text alignment and cell padding or spacing. Focus in a cell of the table before you edit properties.



## Resize a Cell in a Table

Here's how you resize a cell within a table.

1. Right-click in a cell and select Cell Properties from the Drop-Down menu.
2. Enter the desired width and click **OK**.

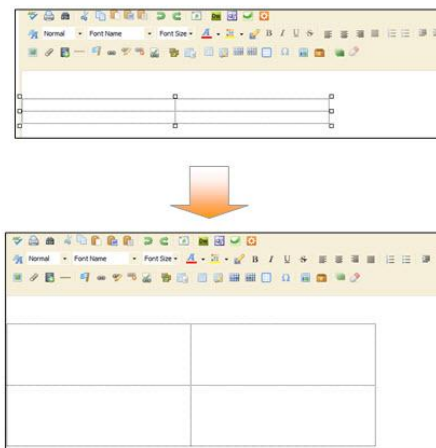


You can also adjust the cell size by editing the cell properties from the Table Option Drop-Down List or clicking the <td> Element Tag and selecting Properties.

## Resize a Table

Here's how you change the size of a table.

1. Double click on the outside border of the table to open Table Properties.
2. Click on the **Table Options** tab.
3. Enter the desired table width and click **OK**.



You can also adjust the table size by right-clicking after you have selected the table and choosing Properties from the Context Menu. You also access this menu by clicking on the <table> Element Tag.



### Pointer

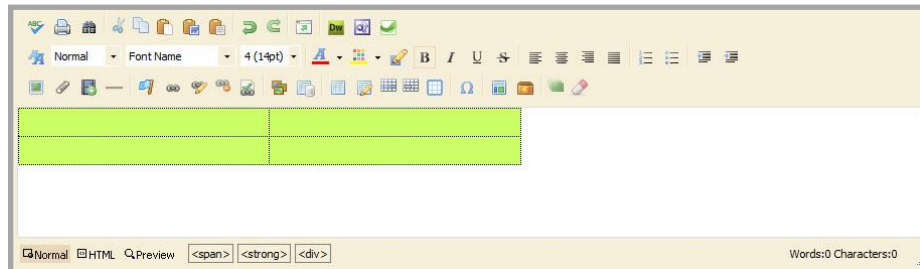
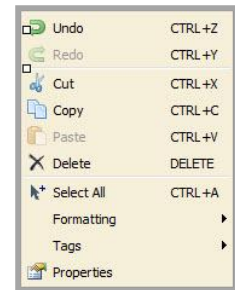
When resizing your cell or table, all other cells within the table adjust accordingly.



## Change Table Background Color

Here's how you change the background of a table.

1. Click on the outside border of the table. Handles display on the edges of the table.
2. Right-click. The Context Menu displays.
3. Click Properties. Click on the **Table Options** tab.
4. Under Table Options, click in Background Color field and choose a color.

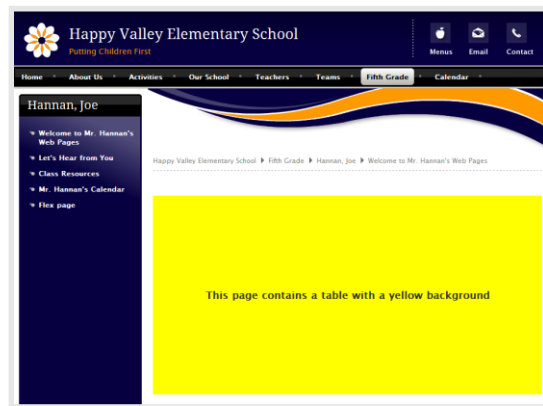


5. Click **OK**.
6. Click **Save**.

## Change Page Background Color

Here's how you change the background color of a page.

1. Add a Flex Page Page Type to your section.
2. Edit the Flex Editor App and insert a one cell table.
3. Using the process above, apply a background color.
4. Under General on the **Table Options** tab, enter 100% in the Width field.
5. Enter 100% in the Height field.
6. Click **OK**.



The table will fill the Content Area and you may add any content into the table. The background of the table will now provide the background for your Flex Editor App on the page.



### Pointer

When you are ready to add content to the Editor ensure that you focus the cursor in the Content Area before selecting an Editor icon. The cursor indicates where content (text, images, tables, etc.) is to appear on the page.

## Insert a Link

Here's how you insert a link.

1. Highlight the text (or click on the image) that you would like to make into a hyperlink.
2. Click on the Insert Link Icon to launch the Insert Link Wizard.

The screenshot shows the 'Insert Link' dialog box. At the top, it says 'Insert Link' and provides instructions: 'To map to a site, choose the site. To map to a channel or section, choose the site then the channel or section. To map to a page, choose a site, a channel or section and a page.' Below this, there are four options on the left: 'Your Site' (Link to an area of your site.), 'Email Address' (Link to an email address.), 'Web Address' (Link to a web address.), and 'Bookmark' (Link to a bookmark on this page.). On the right, there are two dropdown menus: 'Choose a Site' (Please Select a Site) and 'Choose a Page' (Please Select a Page). At the bottom, there are two buttons: 'Insert Link' and 'Cancel'.

3. Select one of the following options and follow the instructions.
  - Your Site
    - Select a site from the drop-down list.
    - Select a channel, section and page from the drop-down lists.
    - Click **Insert Link**.

Note: To link to a site homepage, select a site and a page. To link to a channel homepage, select a site, a channel and a page.
  - Email Address
    - Enter the desired Email address.
    - 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 **Link**.



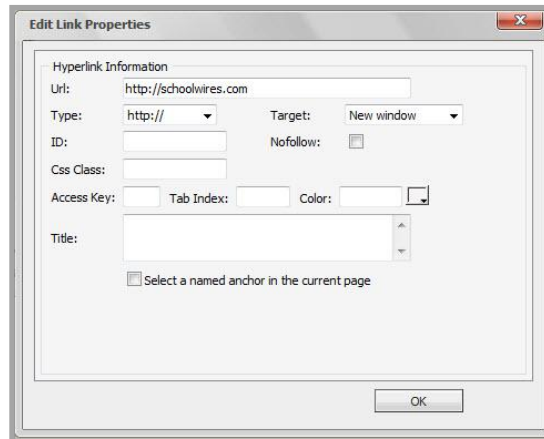
### How about that?

Links (or *hyperlinks*) take your visitors to a destination you choose, such as another page in your section or another website. Use hyperlinks to direct your visitors to useful web resources or to generate an email to a specific address.

## Edit a Link

Here's how you edit a link.

1. Click on the Edit Link Properties Icon. Alternatively, click on the <a> Element Tag under the Content Area and select Properties.
2. The Hyperlink Information dialog will allow you to edit the URL and Target of the link.

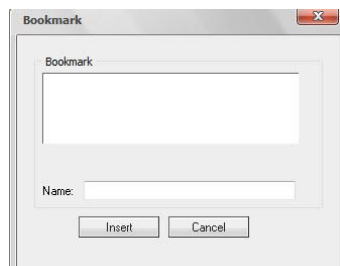


- The Uniform Resource Locator (URL) is the web address of the site or file that you wish to display.
- The Target field allows you to specify where the link will open. If you are linking to another website, selecting *New Window* will display the link in a new, separate browser window.

## Insert a Bookmark

Here's how you insert a bookmark.

1. Position the cursor where you would like to place the bookmark.
2. Click on the Bookmark Icon.
3. On the Insert Bookmark dialog, enter the name of the Bookmark in the Name field. The Name identifies the Bookmark so you can link to it later.



4. Click Insert. Bookmarks can be used to return your visitors to the top of a webpage, or jump them down the page to quickly locate information.

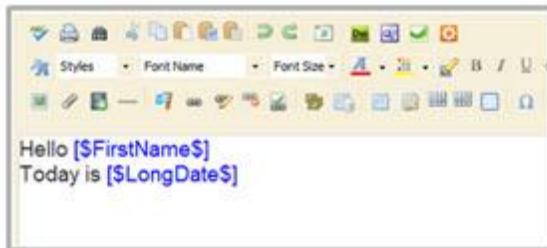


### Pointer

Use bookmarks to take visitors to specific locations on a page and minimize scrolling. For example, set up bookmarks to create a *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 on the page.

## ActiveBlocks

*ActiveBlocks™* are tags (*Schoolwires* code) that allow you to personalize your content. Here you see an example of two *ActiveBlocks* that display a registered user's First Name and the Long Date when that user logs in and navigates to this page.



## Access Active Blocks

Here's how you add an *ActiveBlock*.

1. Place your cursor in the Content Area where you want to display the *ActiveBlock*.
2. Click on the Open Toolbox Icon.
3. Select the *ActiveBlock* you wish to display.



After you select the *ActiveBlock*, a piece of code similar to `[$ActiveBlockName$]` is inserted into the *Editor*. The actual value for the *ActiveBlock* is rendered on the end-user website (e.g., date, time or first name).

## Embed a Web Page using ActiveBlocks

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

1. Click the Open Toolbox Icon.
2. Select Embed Simple Content.
3. Enter the URL of the website you wish to display (e.g., <http://www.schoolwires.com>).
4. Click **Insert**.
5. Click **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 multiple locations. When you update the original content, changes are reflected at all destination locations.



### Pointer

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 `iframe` that will contain the content and act like a browser window within your browser. Use this option to also display PDF files uploaded into Files & Folders.

## Exercise 1—Work with Text

Directions: Complete this exercise. Follow the steps below.

1. Practice creating the text below.

**Bold Tahoma, size 5 (18 pt)**

*Italic Trebuchet, size 4 (14pt)*

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

2. 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—Insert an Image

Directions: Complete this exercise. Follow the steps below.

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/section, a shared library or the clip art library.
4. Browse for the image you would like to insert.
5. If you are 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.
6. Enter Alternative Text.
7. Adjust the height or width of the image if desired. The system will auto-adjust the other value.
8. Click **Insert**.

## Exercise 3—Position an Image

Directions: Complete this exercise. Follow the steps below.

1. Click on the image you want to reposition.
2. Click on any of the Justify buttons to center, left, or right justify.
3. Put the cursor to the left of the image and click on the Indent and Outdent Icons.
4. 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.

## Exercise 4—Add a Border to an Image

Directions: Complete this exercise. Follow the steps below.

1. Click on the image and then click the <img> tag underneath the Content Area.
2. From the pop-up menu, select Properties.
3. Enter a border size.
4. Pick a color for the border (default is black).
5. Click **Apply** to preview the new border. If you like it, click **OK**.

## Exercise 5—Insert an Image from a Different Website

Directions: Complete this exercise. Follow the steps below.

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

## Exercise 6—Create a Table

Directions: Complete this exercise. Follow the steps below.

1. Insert cursor where you would like the table to be located.
2. Choose the Insert Table Icon (select the dimensions of the table you would like to insert).
3. If you cannot see the gridlines for your table, you may have your gridlines hidden. Select the Visible Borders 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 and remove rows and columns, add a border, change the background color or image and adjust the dimensions of the table.

# Glossary

## *Centricity2 Terms*

Here are the definitions of some common *Centricity2* terms.

<b>App</b>	Apps are the content building blocks of any <i>Schoolwires</i> page. A <i>Schoolwires</i> page may include one or more apps. You can create and edit apps as well as share them with other users. Apps include (but are not limited to) Flex App, Calendar App, Photo Gallery App, Article Library App, Link Library App and a File Library App. Apps are placed in columns within a Page Layout.
<b>Channel</b>	Channels are the main navigation element on your site. Channels are like file cabinets drawers in which sections are located. Remember that a channel will not be visible for users until there is at least one section in that channel or if the channel has an active homepage. When there are 15 or more sections assigned to a channel, the sections are organized in a Directory Page, rather than a drop-down menu.
<b>Column</b>	Columns are the areas where apps are placed. You can have one or more apps in a column. Columns are areas on a Page Layout.
<b>Content Browser</b>	The Content Browser for Section Editors is an area within <i>Site Manager</i> that lists the sections for which they have editing privileges as well as the sites and channels in which they reside.
<b>E-Alert</b>	There are two types of E-Alerts: Content E-Alerts and Broadcast E-Alerts. Users can elect to receive mobile Broadcast E-Alerts. Content E-Alerts allow editors to notify subscribers when they make changes to a homepage, to apps within pages in a section or to calendar events.
<b>Editing Privileges</b>	<i>Site Manager</i> has five levels of editing privileges: Site Director, Subsite 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.
<b>Groups</b>	Groups are a way of organizing users based on similar needs. Groups can be used to assign Editing Privileges, Viewing Rights and Sharing Rights.
<b>Homepage Editor</b>	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 & Features and Site Shortcuts—any apps on the homepage. The Homepage Editor also has access to the main calendar and can edit events, approve adding events to the calendar from other sites, channels and sections. They can also import events.
<b>Page</b>	A Page is where you add the content for your section. You can use Page Types to create your pages. You can change the layout of your pages and add other apps to your pages as required.
<b>Page Layout</b>	Page Layouts contain one, two, or three columns. You can also choose a layout with a left or right side bar and headers and footers



<b>Section</b>	A section is a collection of pages within a channel.
<b>Section Editor</b>	A Section Editor has editing privileges for a section, which includes the ability to add, edit and delete pages in his or her section. Section Editors can control what content can be viewed by individual users or groups of users through the management of Viewing Rights.
<b>Section Workspace</b>	The Section Workspace is the area in <i>Site Manager</i> where you complete your Section Editor tasks. The tasks in the Section Workspace are located on a <b>Summary</b> Tab, a <b>Tools</b> Tab and <b>Editors &amp; Viewers</b> Tab, a <b>Statistics</b> Tab and the <b>How Do I...?</b> Tab.
<b>Site Director</b>	A Site Director is the individual who has the highest level of editing privileges on your site and is able to edit content on the District Site as well as all subsites. If assigned a Passport with all administrative privileges, this user can perform such functions as registering users, granting editing privileges and configuring sections.
<b>Site Manager</b>	This is the tool you use to edit your section. What you see within <i>Site Manager</i> depends on your editing privileges.
<b>URL</b>	Uniform Resource Locator—This is the web address that you use to create hyperlinks. <a href="http://www.schoolwires.com">http://www.schoolwires.com</a> is an example.
<b>Viewing Rights</b>	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.