

Section Editor Workbook

Schoolwires[®] Centricity2[™]



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Introduction

Schoolwires Centricity2



Section Editor Workbook

Introduction

Welcome and congratulations! You are about to learn how to become an active and integral contributor to your new **Schoolwires Centricity2** 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 Centricity2** website and your responsibilities as a Section Editor, this workbook highlights tips and tricks that you will find useful, offers several exercises to help you practice and improve your skills and 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 Centricity2** website.
- Access *Site Manager* in order edit your section.
- Perform the tasks of a Section Editor, including...
 - Adding and editing pages.
 - Working with the calendar.
 - Using the **Schoolwires Editor**.

How this Workbook is Organized


This workbook is organized into three chapters. The first chapter is an introduction to your **Schoolwires Centricity2** website. The second chapter covers information specific to the Section Workspace. Finally, the third chapter details some common uses of the **Schoolwires Editor**. We have also provided a variety of tips, tricks, and points of emphasis along the way, which are organized in boxes like the ones below.



Tips

Tips are included to help you avoid some common mistakes.

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



Get Connected...

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

Chapter 1:

Your *Schoolwires Centricity2* Website

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

- Navigate your *Schoolwires Centricity2* website.
- Understand *Schoolwires Centricity2* vocabulary including: *channels, sections, pages, apps, columns and page layouts*.
- Understand the available page options.
- Understand the difference between Editing Privileges and Viewing Rights.
- Know what Content E-Alerts are and how to create them.

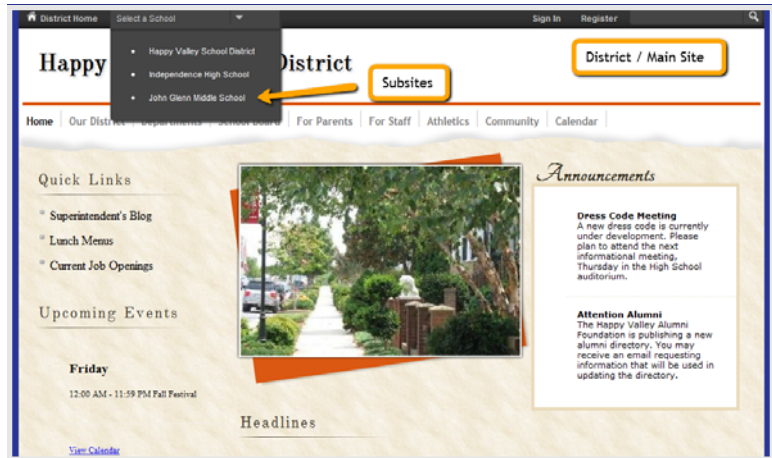


Overview of *Schoolwires Centricity2* Website

Understanding the Structure of Your Website

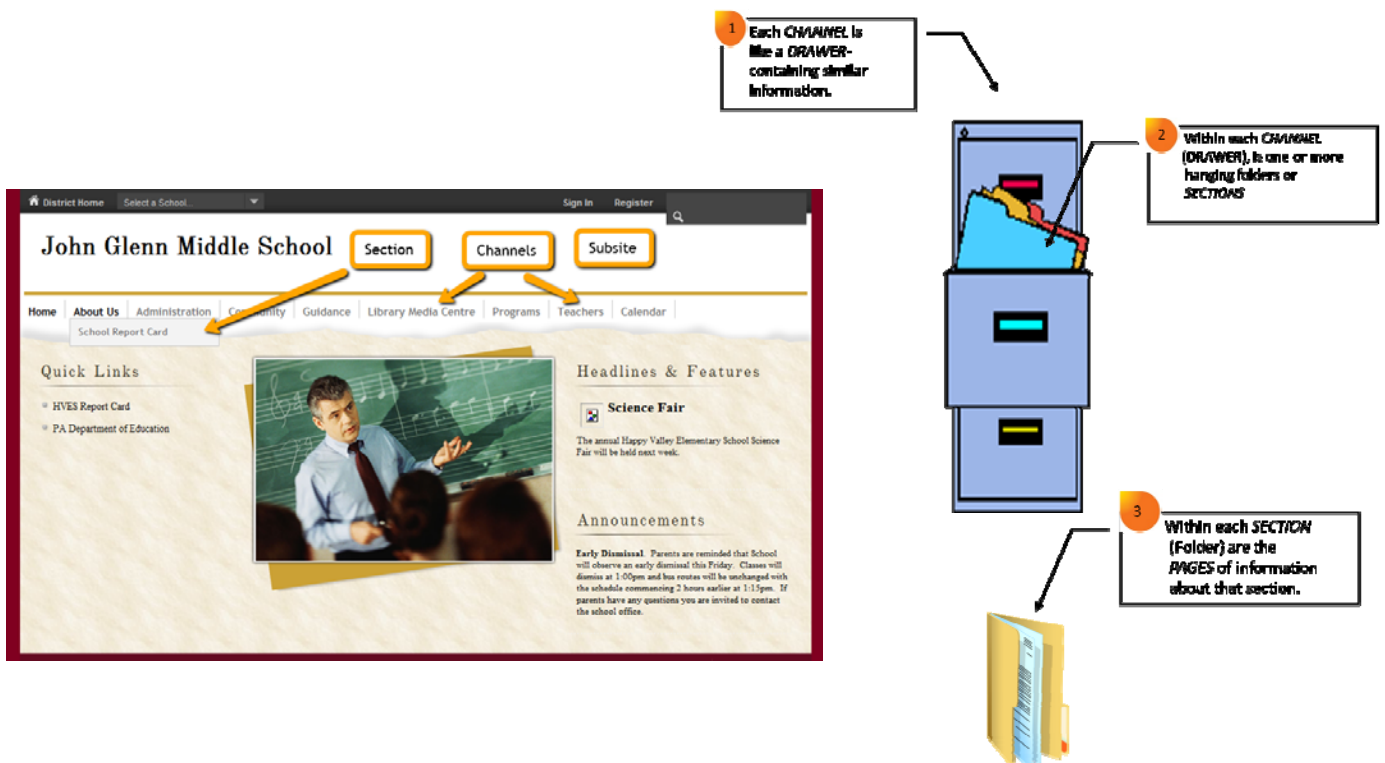
Centricity2 provides three levels or tiers. You can use and name these levels or tiers to meet your needs. For example, a large school district might organize its *Centricity2* websites on the basis of a region, then districts and finally schools. On the other hand, another school district may have structured its websites as two tiers only: a district or main site and then individual school sub-sites. The first page you see when visiting your organization's website is the Homepage. This page contains all of the navigation for that site and provides access to other sites within your organization.

Generally, the Homepage also contains a Welcome Message, Announcements, Quick Links to additional information, as well as news worthy Headlines that you choose to showcase or highlight .



Your Section

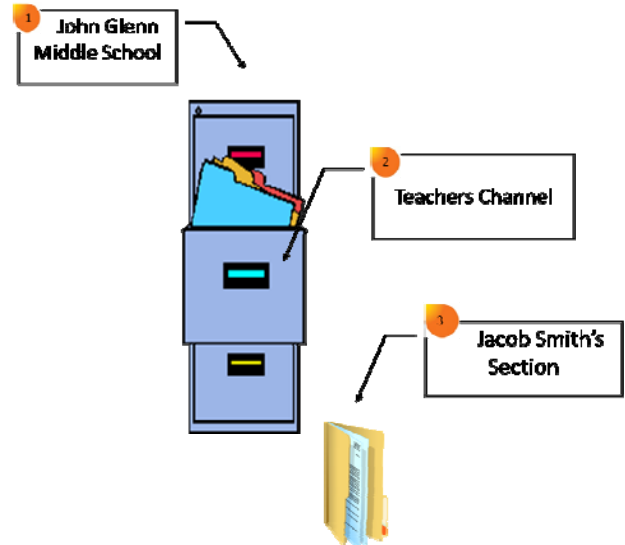
Think of your website as a file cabinet. The navigation **channels** on your website act like big file cabinet drawers that contain all of the **sections** on your site (hanging folders). Within **sections**, editors add, edit and organize content in their sections using **pages**.



Overview of a Section

What is a Section?

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



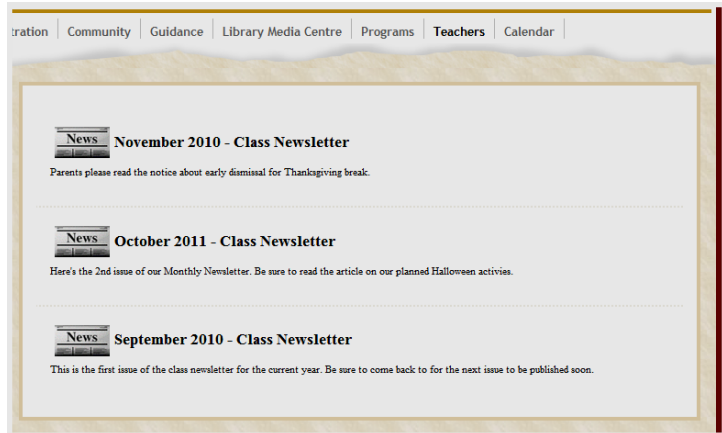
What does a Section Look Like on the Website?



Overview of Page Types & Apps

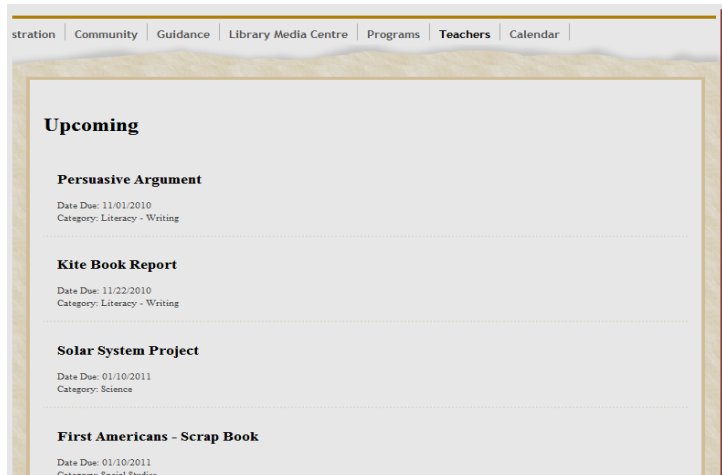
Article Library

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



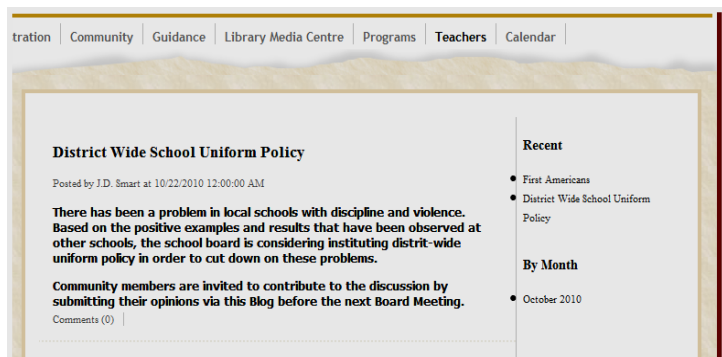
Assignments

- Post information specific to your lesson.
- Add graphics and links and attach documents.
- Add your assignment to your section calendar with ease.
- Keep students and parents up to date on past, current and upcoming assignments.



Blog

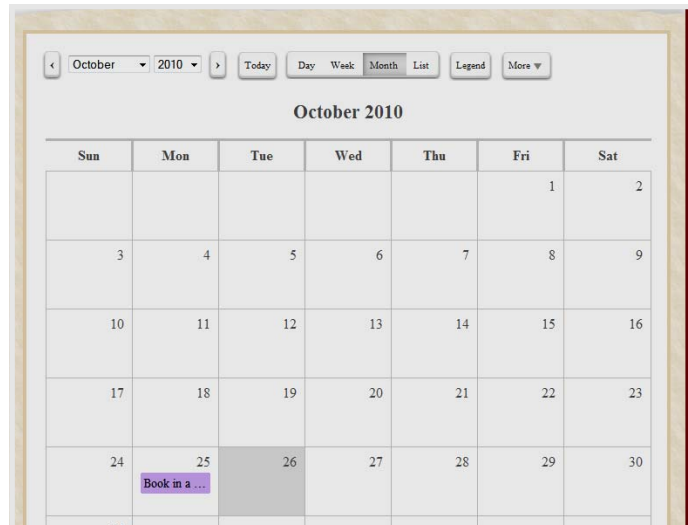
- Publish information in a format that will auto archive by date.
- Allow a blog post to be interactive with comments or turn commenting off.
- Moderate comments so you can approve them before they are published on the end-user website.



Overview of Page Types & Apps

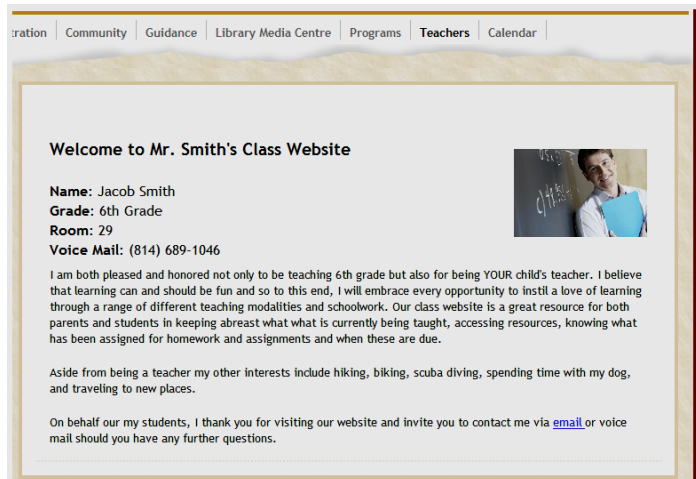
Calendar

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



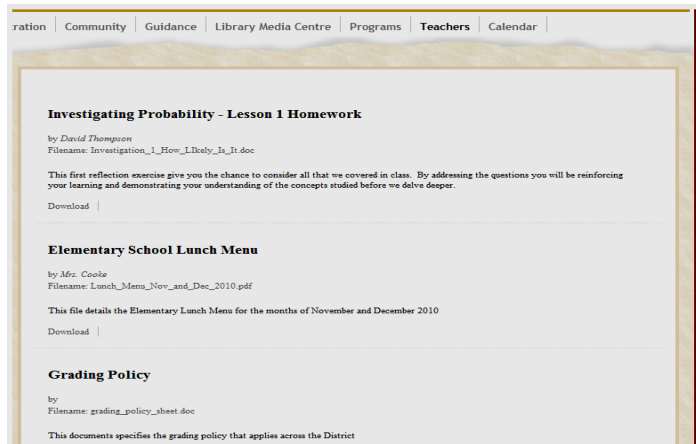
Flex

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



File Library

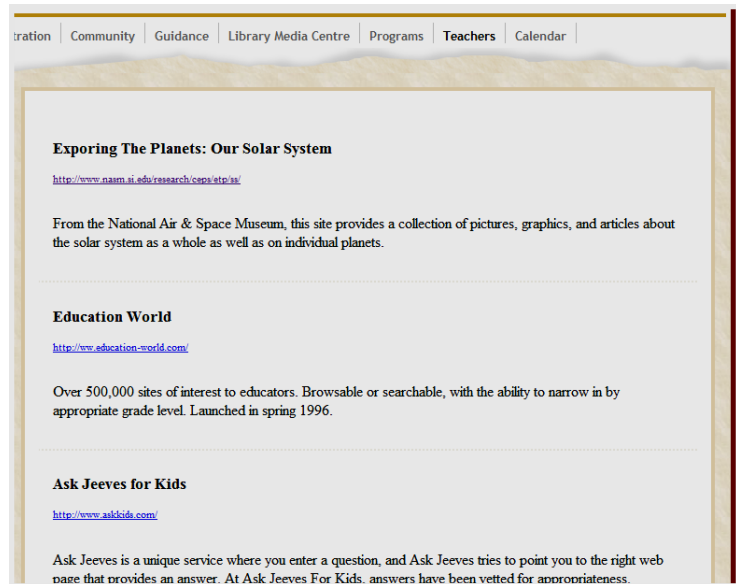
- Post documents for viewers to download and print.
- Control when files display and when they are archived.
- Enable RSS feeds.



Overview of Page Types & 'Apps'

Link Library

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



Maps & Directions

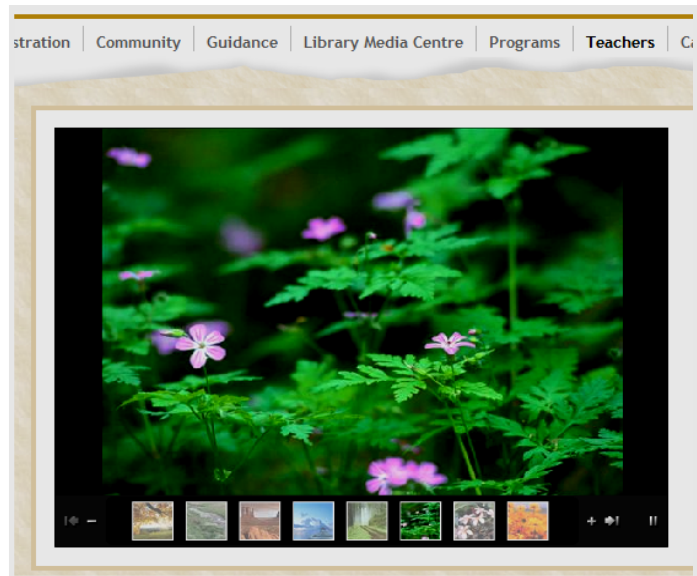
- Organize directions for several locations on a single page.
- Retrieve maps from Yahoo® Maps.
- Provide access to directions from the visitors' locations entered in their accounts.



Overview of Page Types & 'Apps'

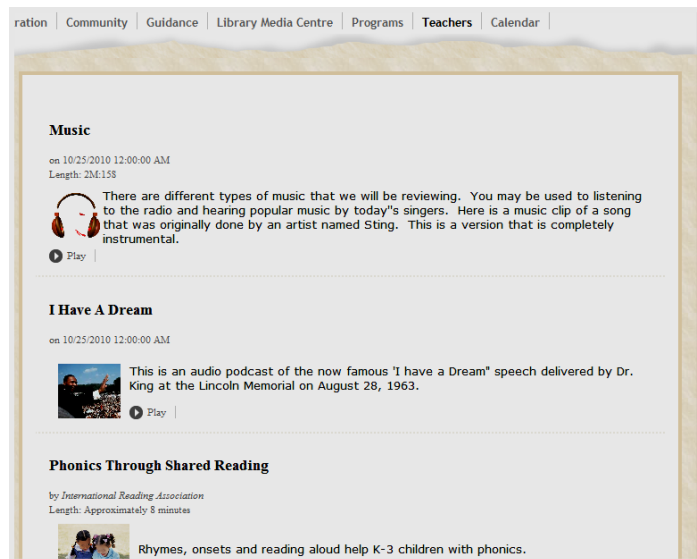
Photo Gallery

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



Podcast

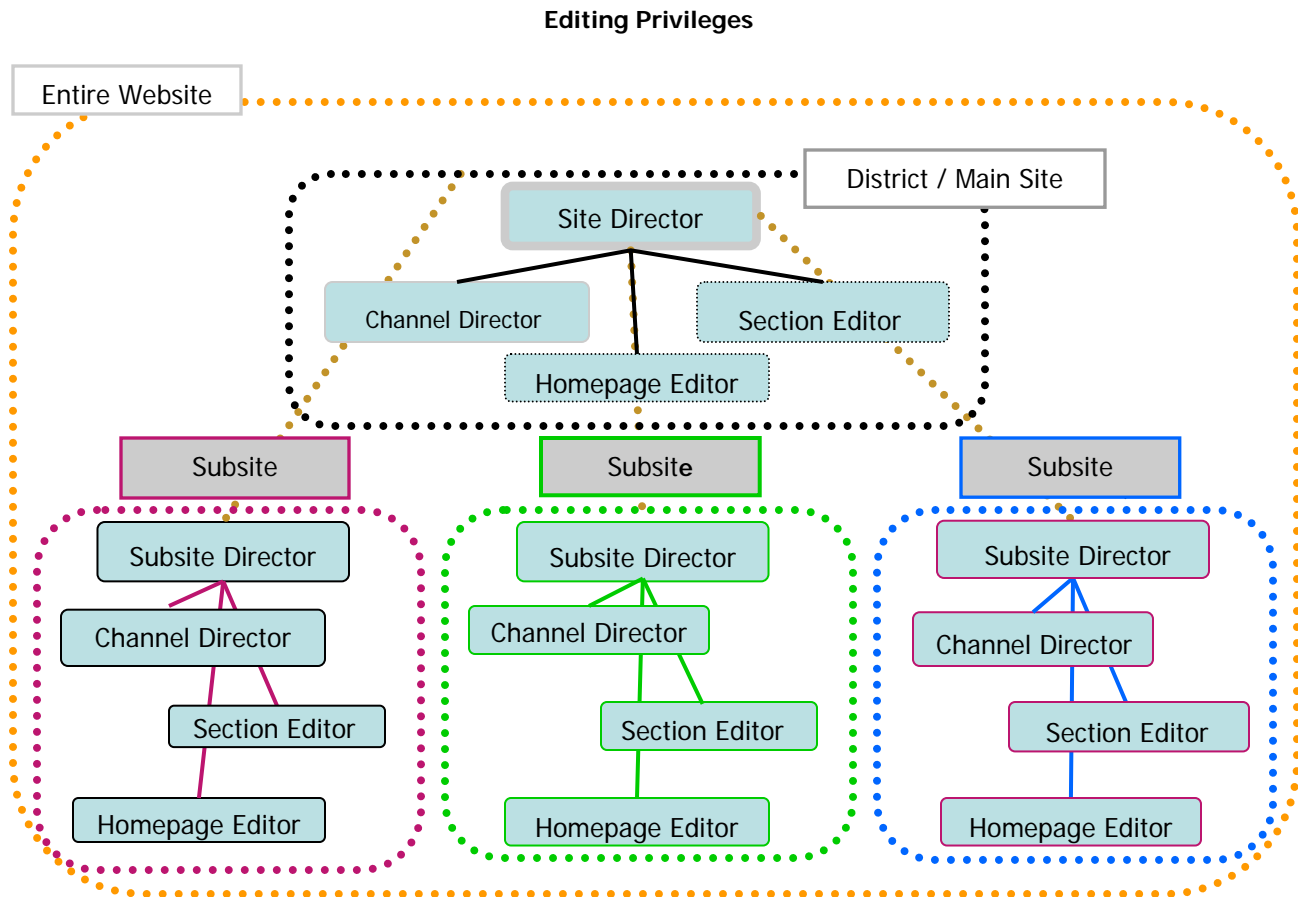
- Post your sound and video files and allow viewers to subscribe to your Apple® iTunes® feed.
- Embed video and sound files.
- Embed *YouTube* and *TeacherTube* videos.



The Difference between Editing Privileges and Viewing Rights

What are Editing Privileges?


Centricity2 Site Manager allows your organization to share the responsibility for maintaining its website. *Site Manager* has five levels of editing privilege: 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. Section Editor tasks are covered in Chapter 2.



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. Assigning viewing rights to content published in your section is covered in Chapter 2.

Get Connected...



Editing privileges can be assigned to Users by any editor.

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

E-Alerts

What are E-Alerts?

E-Alerts are an efficient and effective means of communication. There are two types of *E-Alerts*: *Content E-Alerts* and *Broadcast E-Alerts*.

Site and Subsite Directors can send *Broadcast E-Alerts* to users' email addresses, mobile phones or both.

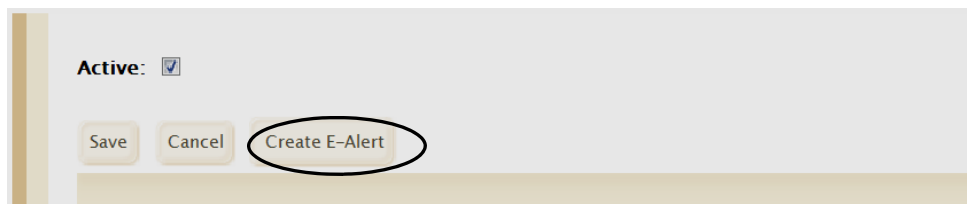
Content E-Alerts allow editors to notify subscribers when they make changes to content. All editors are able to generate *Content E-alerts*.

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



Content E-Alerts.

- Editor can create *Content E-Alerts* when they change content on a page, app or record within their area.



This includes changes to calendar events, which are records in the Calendar App.



Get Connected...

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

Exercise 1: Organizing Your Section


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

- Who are your viewers (e.g., students, faculty, parents, community members)?

- What type of information do you want to provide for your viewers?
 - Contact information
 - Directions
 - Course Information
 - Homework
 - Policies and Procedures
 - Schedules
 - Photographs
 - Music

- What is the best way to convey the information? Do you want your viewers to be able to...
 - View the information on the website without having to open a document
 - Download and save or print a document
 - Access other websites
 - Quickly link to another page on your own site
 - Post a comment
 - View a series of photos
 - Listen to music or an audio recording
 - Watch a video

Exercise 2: Section Planning Guide

<h1>Name of Your School</h1>					
<i>Channel</i>	<i>Channel</i>	<i>Channel</i>	<i>Channel</i>	<i>Channel</i>	<i>Channel</i>
<i>Section Name</i>	 <p>Page Content Displays Here</p>				
<i>Page Title</i>					
<i>Page Title</i>					
<i>Page Title</i>					
<i>Page Title</i>					
<i>Page Title</i>					
<i>Page Title</i>					
<i>Page Title</i>					

Keep in mind the following:

- Your section is located under one of the channels listed along the Channel Bar. The name of your section will display in the drop-down menu or on a directory page.
- The landing page of your section is its homepage. It should welcome visitors to your section. You determine on which page visitors will land.
- You can add and rename as many pages as you like.

Chapter 2:

The Section Workspace

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

- Access your Section Workspace.
- Add and edit content in your section.
- Modify editing privileges and viewing rights
- Add a Calendar event.
- Access the Tools tab.
- Manage your *Files & Folders*.



Overview of Site Manager and the Section Workspace

Accessing Your Section

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

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



Step 2. Enter your Sign-in Name and Password and click **Sign in**. (Note: If you cannot remember your password, simply click on **Forgot My Password** to have it emailed to you.)


Sign-in Name:

▲

Password:

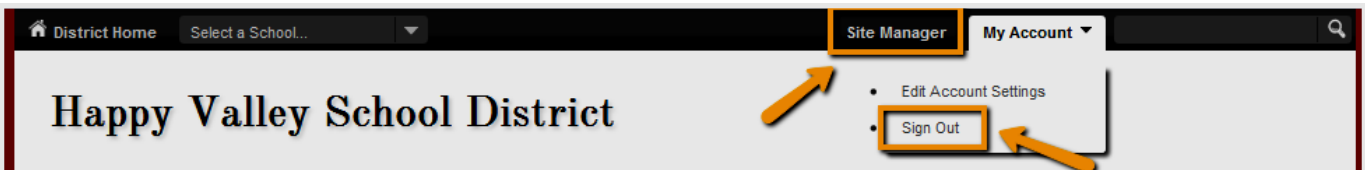
▲

Tips



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

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



Overview of Site Manager and the Section Workspace

What is Site Manager?

Site Manager is a portal that provides users with editing privileges the access to add, edit or delete content on a site, channel or section. As a Section Editor, you would normally only have editing privileges to your section or sections. Navigating in *Site Manager* is simple and provides you access to...

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

The screenshot displays the Centricity Site Manager interface for 'Mr. Hannan's Pages'. The top navigation bar includes 'View Website', 'Community & Support', and 'My Account' links. A 'Content Browser' on the left shows 'Agricultural Studies' and 'Hannan, Joe'. The main workspace has tabs for 'Summary', 'Tools', 'Editors & Viewers', 'Statistics', and 'How do I...?'. The 'Current Pages' section lists 'Welcome to Mr. Hannan's Web Pages', 'Let's Hear from You', 'Class Pictures', 'Class Resources', and 'Mr. Hannan's Calendar'. The right sidebar contains 'Common Tools' (Photo Gallery, Forms & Surveys, Files & Folders), 'Pending Comments', and 'Total Visits' with a line graph.

Overview of Site Manager and the Section Workspace

What is the Section Workspace?

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

Summary Tab

Current Pages Block

- 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.

Common Tools Block

Provides quick links to common tools and easy access to the **Tools** tab.

Pending Comments Block

If your district has either *Social Media Framework* or *Blog Apps*, you will have access to this block where you can review, approve and decline comments.

Total Visits Block

Provides a snapshot of total visits to your section on the end-user website.

Tools Tab

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

Editors & Viewers Tab

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

Statistics Tab

View additional statistics about visits to your section.

How do I...? Tab

Access Help Articles, Interactive Video Tutorials and Additional Resources.

The screenshot displays the Centricity Site Manager interface for 'Mr. Hannan's Pages' Section Workspace. The interface is divided into several sections:

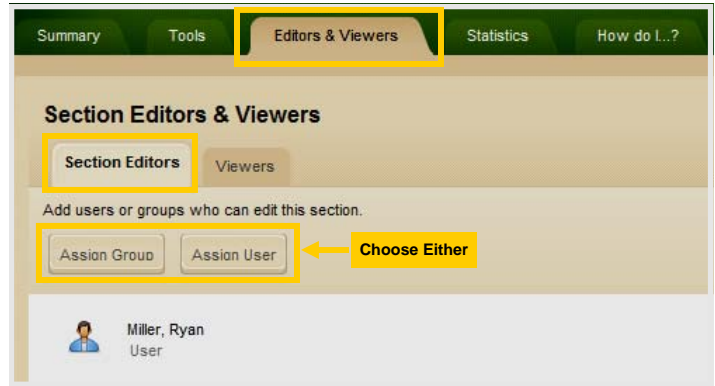
- Left Sidebar:** 'SITE & CHANNELS' section showing 'Agricultural Studies' and 'Hannan, Joe'.
- Top Navigation:** 'View Website', 'Community & Support', 'My Account', 'Feedback', and 'Sign Out (ccraig)'. The 'schoolwires' logo is in the top right.
- Main Content Area:**
 - Tabs:** Summary (selected), Tools, Editors & Viewers, Statistics, How do I...?
 - Current Pages Block:** A table with columns 'STATUS' and 'PAGE'. It lists pages like 'Welcome to Mr. Hannan's Web Pages', 'Let's Hear from You', 'Class Pictures', 'Class Resources', and 'Mr. Hannan's Calendar'. A yellow box highlights this block.
 - Common Tools Block:** A sidebar block with 'All Tools' and options for 'Photo Gallery', 'Forms & Surveys', and 'Files & Folders'. A yellow callout box states: 'Common Tools Block One-click access to frequently used functions'.
 - Pending Comments Block:** A sidebar block with 'All Comments' and a comment snippet: 'I went to the Jersey shore—the real Jersey shore --with my family this summer...'. A yellow callout box states: 'Pending Comments Block Approve, Review & Decline'.
 - Total Visits Block:** A sidebar block with 'All Statistics' and a line graph showing visits from 4/20/11 to 8/20/11. A yellow callout box states: 'Total Visits Block Snapshot of Total Visits'.

Controlling Section Editors & Viewers

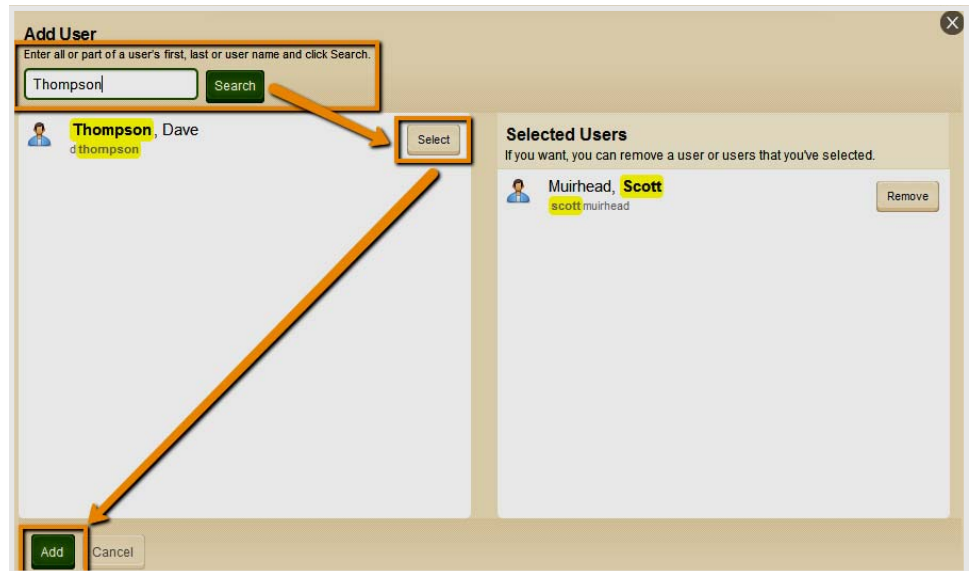
Assigning Editing Privileges for your Section

You can grant users or groups of users editing privileges to your section by assigning them as Section Editors. To do so simply...

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



- Step 4.** Type the name or part of a name of a user or group to whom you wish to grant editing privileges. For groups, you may refine your search further by choosing from the category drop-down list. Click **Search**.
- Step 5.** Click **Select** next to the users or groups to whom you wish to give editing privileges. 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.
- Step 6.** Click **Add**.

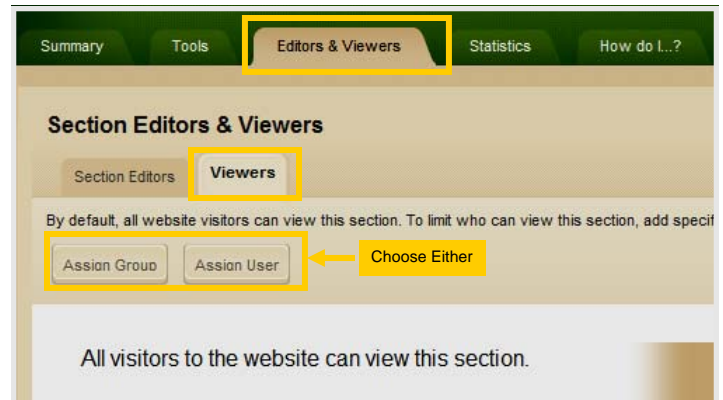


Controlling Section Editors & Viewers

Assigning Viewing Rights to your Section

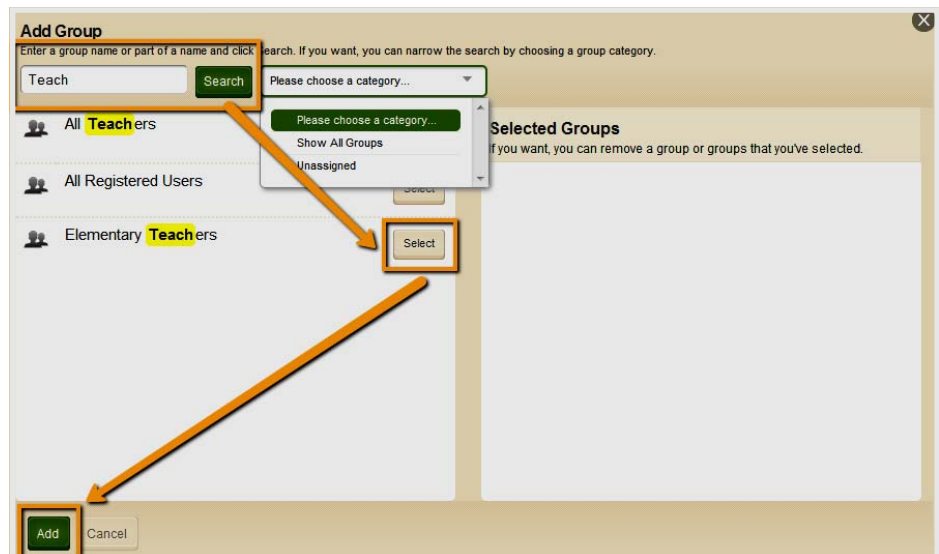
By default, all visitors to the website will be able to view your section. To restrict who can view your section, you are able to grant specific users or groups of users viewing rights. To do so simply...

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



- Step 4.** Type the name or part of a name of a user or group to whom you wish to grant viewing rights. For groups you may refine your search further by choosing from the category drop-down list. Click **Search**.
- Step 5.** Click **Select** next to the users or groups to whom you wish to give viewing rights. The selected users or groups will display to the Selected Users or Groups column at 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.
- Step 6.** Click **Add**.

You can also set viewing rights for individual pages in your section, calendar events and even records in a *MiniBase*. You do it the same way everywhere.



Adding Content to Your Section

What are the Core Elements of a *Centricity2* Page?

Any page you add to your section will contain three core components—Page Layout, Columns and Apps.

Page Layout

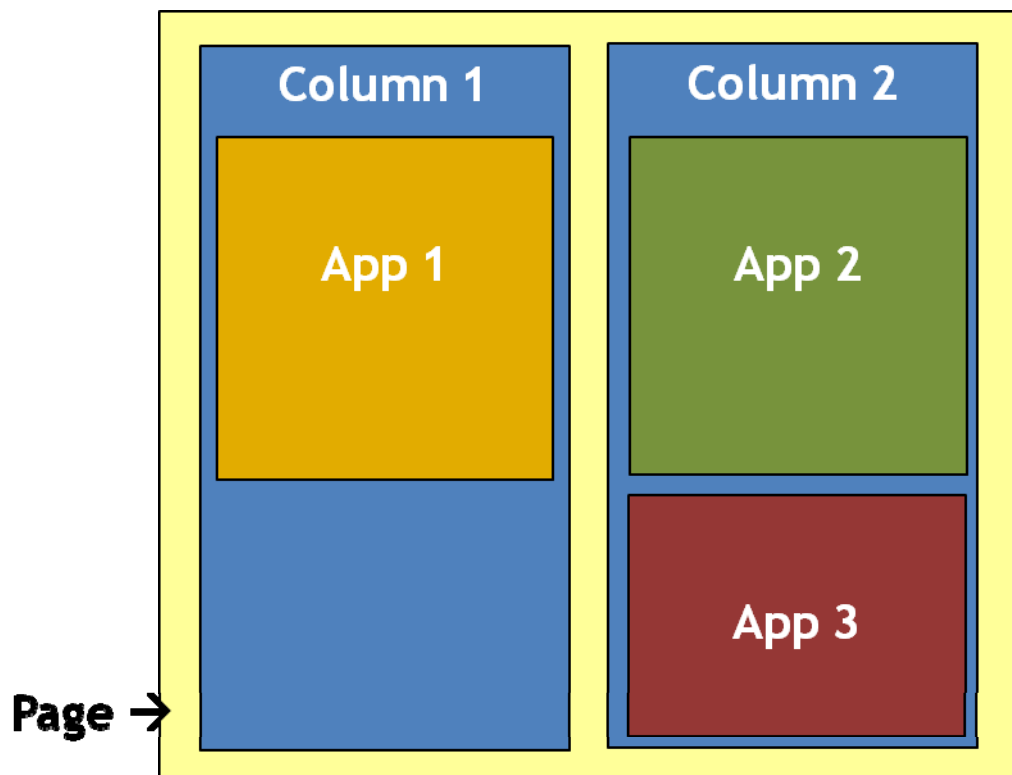
A Page Layout contains one or more columns. Page Layouts can be one, two or three columns as well as left or right side-bar.

Columns

Columns are the areas of a Page Layout where you place Apps. You can have one or more Apps per column.

Apps

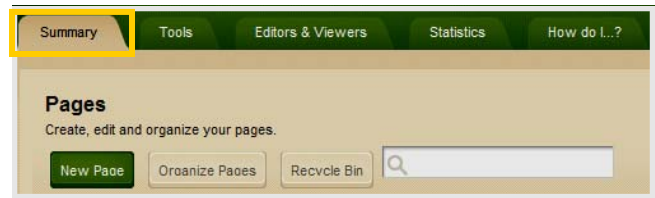
Apps are the content building blocks of any *Centricity2* page. A page may include one or more Apps. You can edit Apps as well as share them with other users. Apps include (but are not limited to) Flex Editor App, Calendar App, Photo Gallery App, Article Library App, Link Library App, File Library App as well as Apps for Announcements and Site Shortcuts.



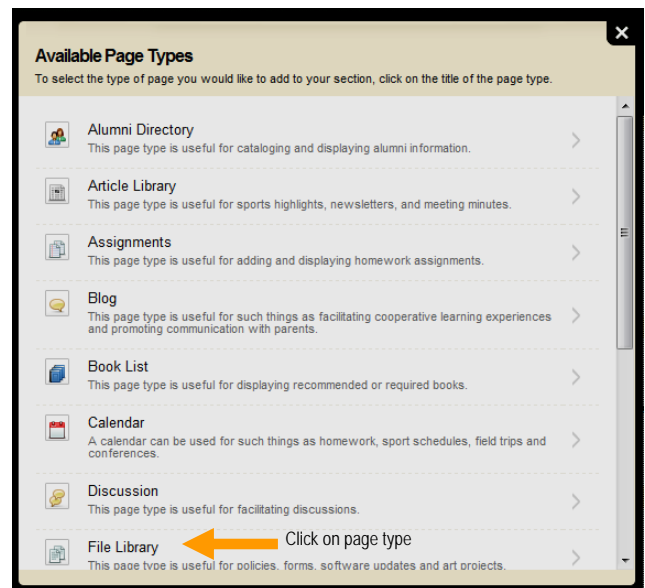
Adding Content to Your Section

Adding a Page to Your Section

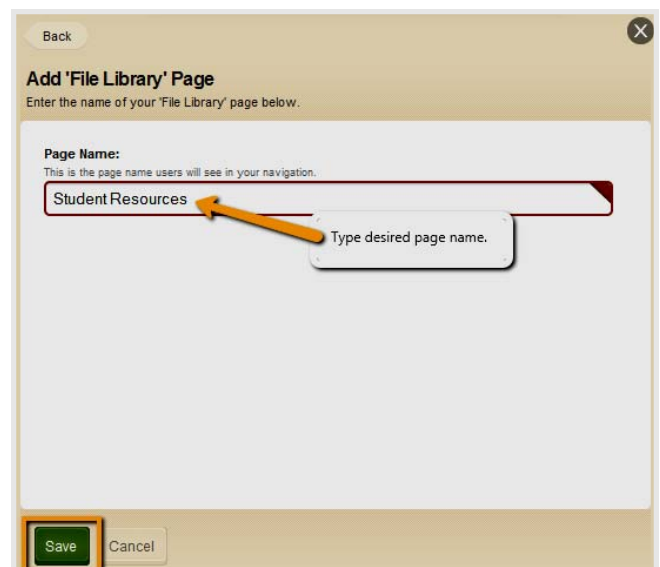
Step 1. In the *Current Pages* block of the **Summary** tab, click **New Page**. The Available Page Types window displays. Many page types consist of a single app in a single column on the page.



Step 2. Click on a **Page Type** from the list.



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



Adding Content to Your Section

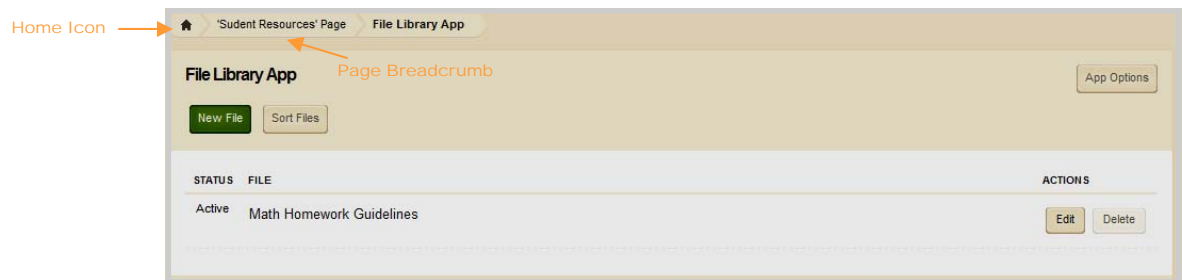
Adding and Editing Content on a Page

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 even need to open that window.

To add or edit the content on your single app pages...

Step 1. Click on the title of the page in the Page List. Your app opens.



Step 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 are active, it will display on the end-user website according to the Display Durations.

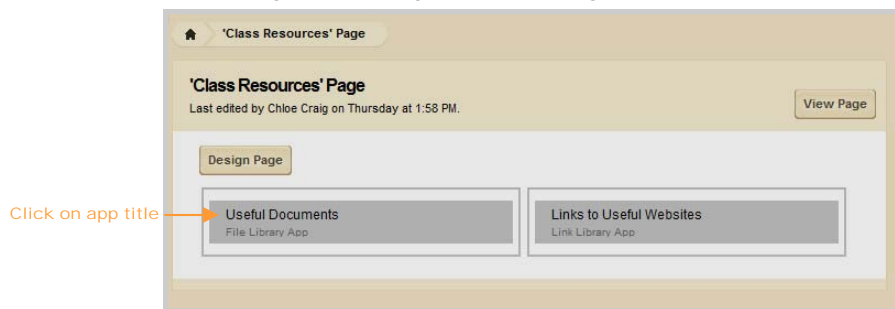
Step 3 Click the Page breadcrumb to go to the Page Details window or click the Home icon to return to the Page List.

Editing Apps—Multiple Apps on a Page

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

To add or edit the content on a page with more than one app...

Step 1. Click on the title of the page in the Page List. The Page Details window opens.



Step 2 Click on the title of your app. Your app opens.

Step 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.

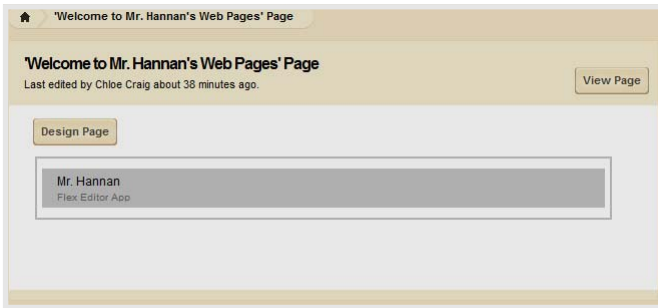
Step 4 Close the app to return to the Page Details window.

Step 5 Click the Home icon to return to the Page List.

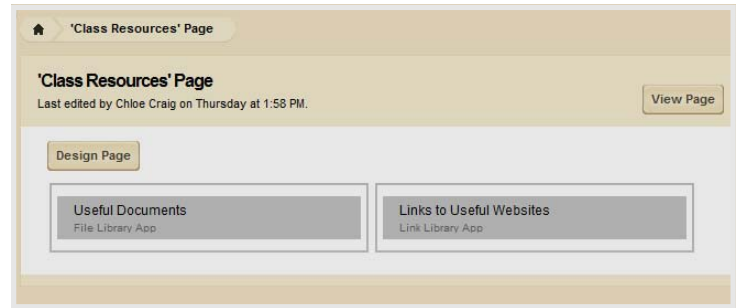
Adding Content to Your Section

Changing the Layout of a 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.



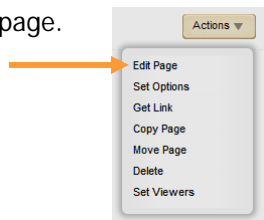
Page Details window of a page with one app



Page Details window of a page with multiple apps

Accessing the Page Details window

You can easily access the Page Details window for any page by choosing **Edit Page** from the **Actions** drop-down list to the right of the page.

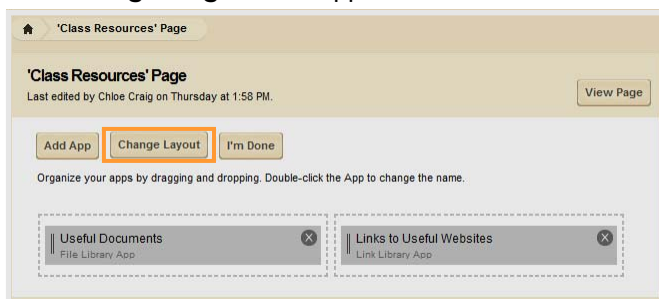


As mentioned, on a page that contains more than one app clicking on the title of your page opens the Page Details window for that page. If you're editing an app that is the only app on your page, you can access the Page Details window by clicking on the breadcrumb for that page.

Changing the Page Layout

In the Page Details window...

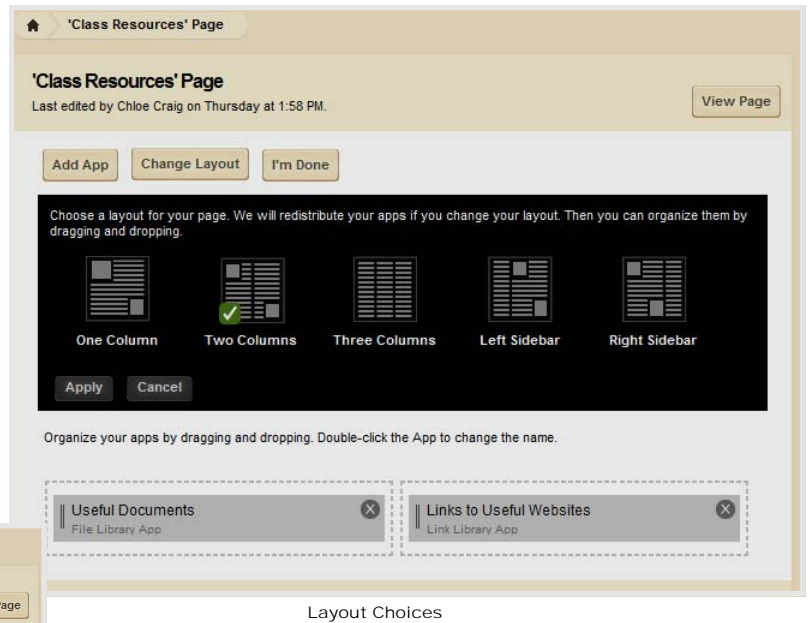
Step 1 Click **Design Page** in the upper left of the window. The Design Details window displays.



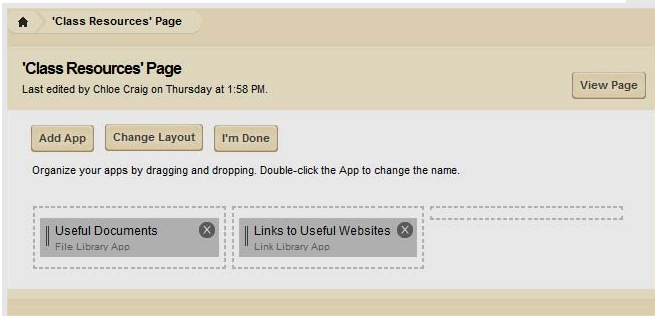
Step 2 Click **Change Layout**. Layout choices display.

Changing the Page Layout (continued)


- Step 3** Click on the desired layout. A green check displays on your choice.
- Step 4** Click **Apply**. The Design Details window displays with your new layout.
- Step 5** If desired, you can drag and drop an app or apps to a new location.
- Step 6** If desired, you can add an app or apps to your page. We cover this later in this workbook.
- Step 7** Click **I'm Done** to return to the Page Details window.



Layout Choices



Design Details window

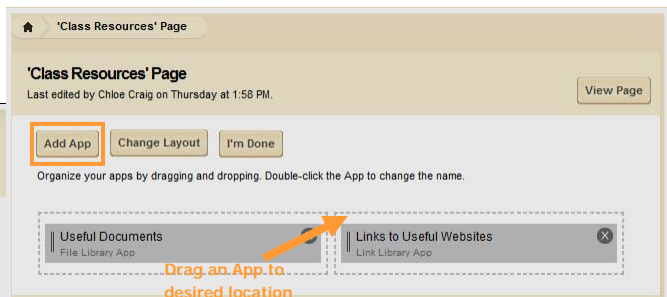
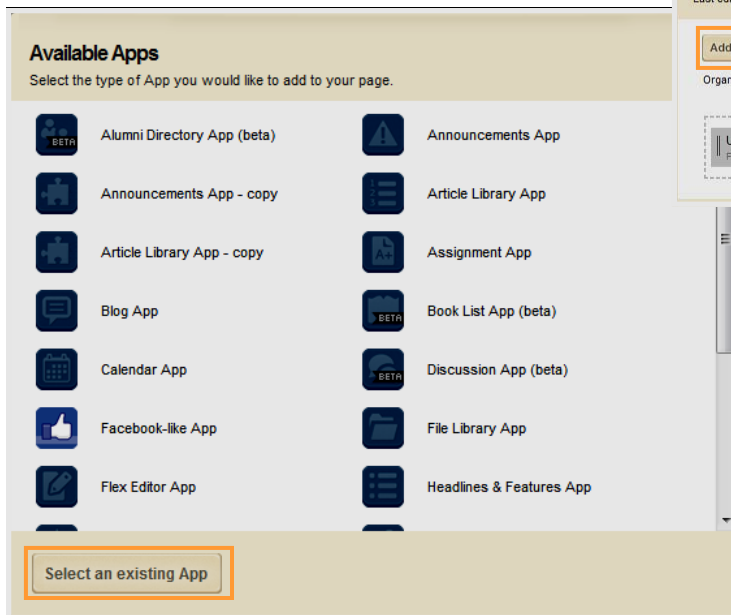
- Step 8** Click the Home icon  to return to the Page List.

Adding Content to Your Section

Adding Apps to a Page

In the Design Details window, you can add apps in addition to changing the layout of a page.

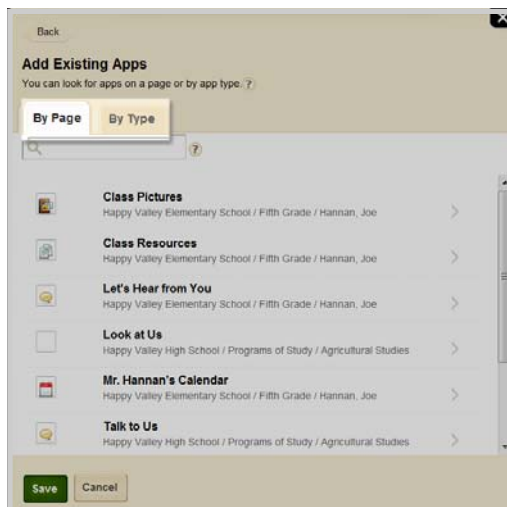
- Step 1** Click **Design Page** on the top left of the Page Details window. The Design Detail window displays.
- Step 2** Click **Add App**. The Available Apps window displays. As you can see, You can either add a new App—one without any content or add an existing App.



Step 3 To add a new App...


- Click on the name of the App.
Enter a meaningful name for your App. This name will not display on the end-user website unless you activate it in App Options.
- Click **Save**.
- If desired, click and drag the App to a new location.

Step 4 To add an existing App (one you created or one someone shared with you)...



- Click **Select an Existing App**. The Add Existing Apps window displays.
- Search by Page if you know where the App was used.
- Search by Type if you are not certain where the App was used.
- Click **Save**.
- If desired, click and drag the App to a new location.

Step 6 Click **I'm Done** to return to the Page Details window.

Step 7 Click the Home icon in the breadcrumb to return to Current Pages.  

Note: Double-click on an app to rename.



App and Page Options

Editing App Options

App Options include...

- The name and description of your app as well as whether to show the app name on your page and how many records to display
- Sharing settings
- Social settings

To edit app options...



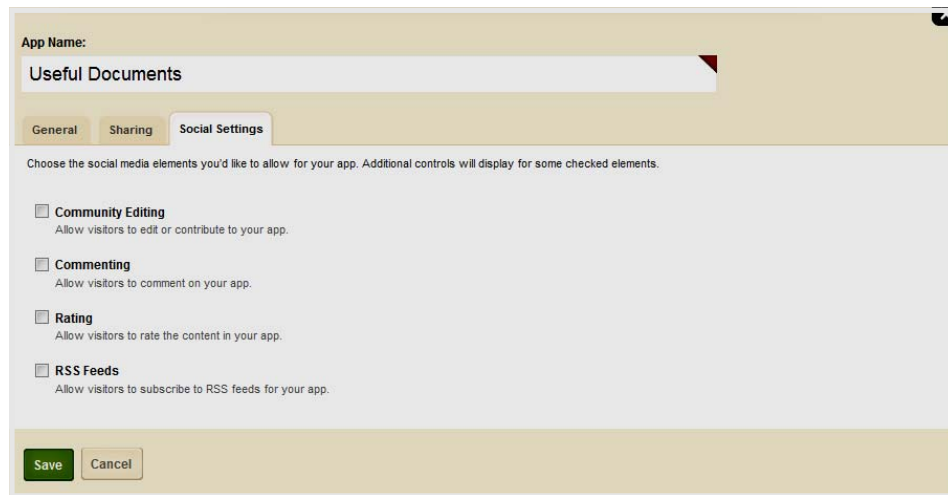
Step 1 Edit your app.

Step 2 Click **App Options** in the upper right corner. The App Options window displays. It opens on the **General** tab.

Step 3 Edit the name, description, and the settings for showing the app name on the page and number of records on the **General** tab.

Step 4 Enable or change Sharing Rights for your app on the **Sharing** tab.

Step 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*.



Step 6 Click **Save**.



Get Connected ...

Boost collaboration with your audience... "Social Settings" is an App Option for some Apps, that enables you to allow such things as commenting and allowing RSS feeds.

App and Page Options

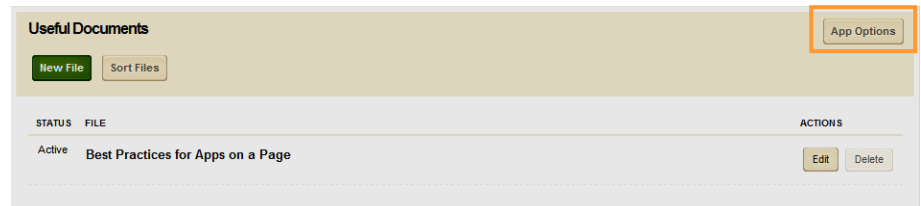
Sharing Apps

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 calendar.

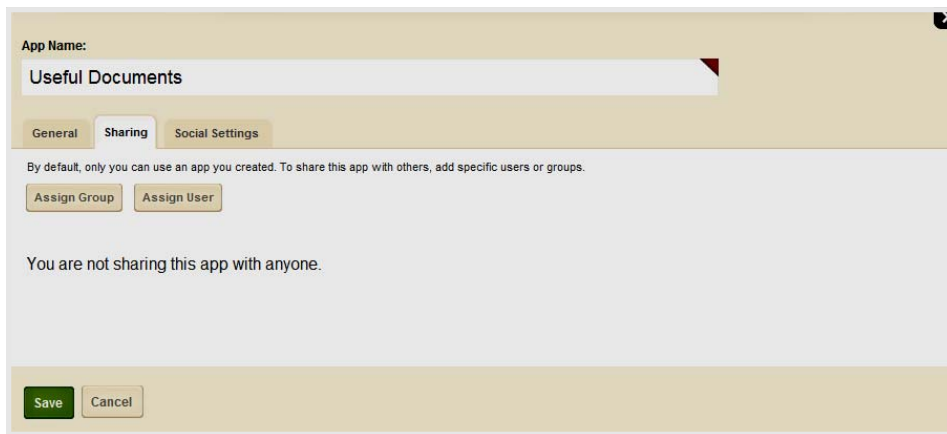
To share an app...

Step 1 Edit your app.

Step 2 Click **App Options** in the upper right corner. The App Options window displays. It opens on the **General** tab.



Step 3 Click the **Sharing** tab.



Step 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.

Step 5 Type the name or part of a name of a user or group with whom you wish to share your app. For groups you may refine your search further by choosing from the category drop-down list. Click **Search**.

Step 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 at right. You may search for and select as many users or groups as you wish.

Step 7 Click **Add**. The **Sharing** tab displays.

Step 8 Click **Save**. The app displays. Anyone with whom you have shared the app will be able to use that app on a page. However, they will not be able to edit or delete the app.

App and Page Options

Editing Page Options

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

To edit Page Options.

Step 1 Click **Actions** to the right of the page name. The Actions drop-down list displays.

Step 2 Click **Set Options**. The Page Options window opens on the **General** tab.

Page Name: Welcome to Mr. Hannan's Web Pages

General | Display Duration | Advanced

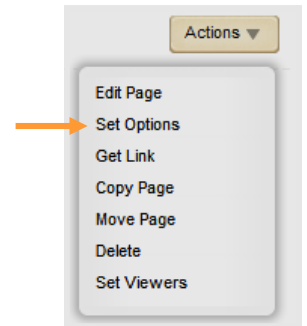
Hide this page from website navigation.

Always show pages nested under this page.

Show a bullet image next to this page.

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

Save Cancel



As desired, you can...

- 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 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 your page, they will be directed to the web address you put in this field. Enter a full web address (e.g., <http://www.schoolwires.com>).

Step 3 Click the **Display Duration** tab to change how long this page displays on the end-user website.

No dates—page displays immediately and displays indefinitely.

Both dates—page displays within that date range.

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

Only end date—page displays immediately until that date.

Step 4 Click the **Advanced** tab to enable caching for your page. Caching allows visitors to view your page faster by accessing a saved version of the page.

Step 5 Click **Save**. The page list in Current Pages displays.

App and Page Options

Setting Viewing Rights for a Page

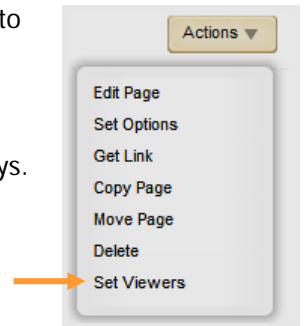
By default, all visitors can view the pages of your section. As a Section Editor, you are able to limit who can view individual pages by granting viewing rights.

To grant viewing rights...

Step 1 Click **Actions** to the right of the page name. The Actions drop-down list displays.

Step 2 Click **Set Viewers** from the drop-down list. The Viewers window displays.

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



Step 4 Type the name or part of a name of a user or group to whom you wish to give page viewing rights. For groups, you may refine your search further by choosing from the category drop-down list.

Step 5 Click **Search**.

Step 6 Click the **Select** button to the right of the users or groups to whom you wish to give page 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.

Step 7 Click **Add**. The Viewers window displays.

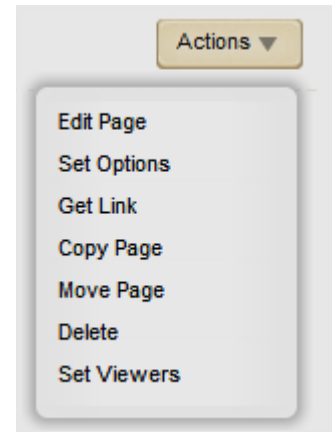
Step 8 After you have added your desired groups and users, close the Viewers window.

Additional Page Tasks

Additional Page Tasks Available from Drop-down

In addition to the tasks we already covered, the **Actions** drop-down list contains links to...

- | | |
|--------------------|--|
| Edit Page | Takes you to the Page Details window for that page. In this window, you can edit apps and enter Design mode. |
| Set Options | As mentioned, allows you to edit the page options. |
| Get Link | Provides you with the full and relative web addresses for the page. |
| Copy Page | Allows you to copy the page in the section. |
| Move Page | Allows you to move a page to another section for which you are a Section Editor. <u>Note</u> : 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 until you delete it in the Recycle Bin. From within the Recycle Bin, you may restore or permanently delete pages. |



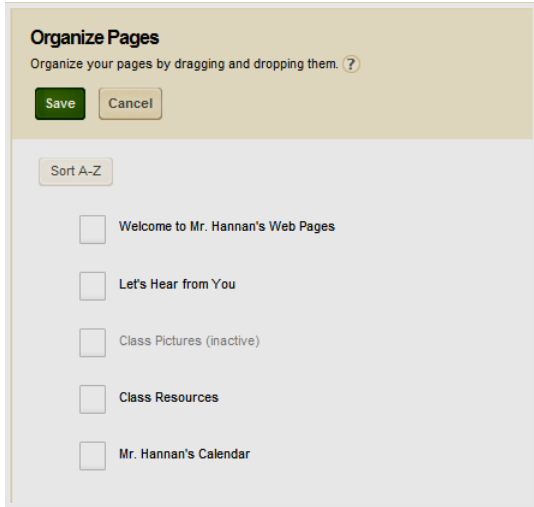
Additional Page Tasks

Organizing Pages in Your Section

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

To organize your pages...

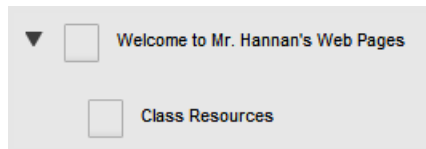
Step 1. Click **Organize Pages** at the top of the Current Pages block of your Section Workspace. Organize Pages displays.



Step 2 To sort pages alphabetically, click **Sort A-Z**. Your pages will be sorted in ascending order.

Step 3 To sort pages manually, click on a page and drag and drop it into the desired 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.



Step 4 Click **Save**. The Current Pages display in the new order.

Notes:

- 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 *Schoolwires* Calendar

Adding Events to your Calendar

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

To add an event to your calendar...

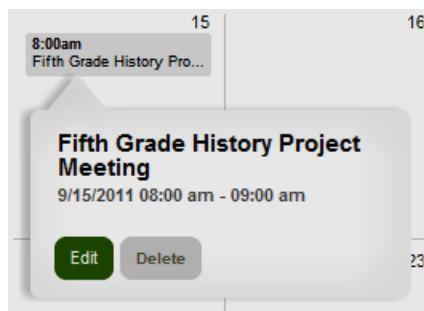
Step 1 Click **New Event**. The Event window displays.

Step 2 Enter an Event name, Start Date and End Date. All other information is optional.

Step 3 Click **Save**. The Calendar displays.

Editing and Deleting Calendar Events

To edit or delete a calendar event, roll your cursor over the event. The **Edit** and **Delete** buttons display. Click on the appropriate button to continue.



Tools & Apps Tab

Accessing and Managing your Files & Folders

Each section has access to its own *Files & Folders* where documents and images used in that section are stored. You can access your *Files & Folders* using the link in the Common Tools block on the Summary tab or from the **Tools** tab. The *Files & Folders* for your section display.

The image shows two screenshots of the interface. The top-left screenshot shows the 'Common Tools' section with 'Files & Folders' highlighted. The top-right screenshot shows the 'Tools' section with 'Files & Folders' highlighted. The bottom screenshot shows the 'Files & Folders' workspace with a list of files and folders.

FILE NAME	SIZE	MODIFIED	ACTIONS
ActionsDropDownList_080811.png	8.04 KB	8/22/2011 4:31:58 PM	Move More ▾
AddEditEvent_082211.png	9.88 KB	8/22/2011 4:31:58 PM	Move More ▾
AddExistApp_081711.png	58.23 KB	8/22/2011 4:31:58 PM	Move More ▾
AddExistApp_081711_Spot.png	58.32 KB	8/22/2011 4:31:59 PM	Move More ▾
AppOpens_081711.png	19.82 KB	8/22/2011 4:31:59 PM	Move More ▾
AppOptions1_081711.png	26.11 KB	8/22/2011 4:32:00 PM	Move More ▾
AppOptionsShare_081711.png	27.97 KB	8/22/2011 4:32:00 PM	Move More ▾
C2TeachDosDontsHC.pdf	106.36 KB	8/22/2011 4:31:57 PM	Move More ▾

- 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.
- You can create folders and sub-folders 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 on the **More** button that displays to the right of the file, then choosing **Get Link**.
- Folders and files can be renamed by clicking on the **More** button that displays to the right of the file, then choosing **Rename**.
- When working in a folder or subfolder, you can move up a level by clicking on the folder icon at the right of the list of files and folders.

Practice Exercises

Exercise 1: Add and edit a Flex Page.

- 1) From the **Summary** tab, click **New Page**.
- 2) Click on a **Flex Page** 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 will open.
- 5) Edit as desired.
- 6) The default status of an app is to activate it on your page.
 - If this is acceptable, leave **Activate on my page** checked. The app will display on the page according to the display dates and for viewers specified. (If you have not specified viewers, the app will display for all visitors to your website.)
 - If you wish to hide the app while you edit it, click in the **Activate on my page** checkbox to deactivate. Be certain to reactivate it when you are ready.
- 1) Click **Save**.

Exercise 2: Change the page layout and add a calendar app to an existing page.

- 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 **Design Page** at the top left of the Page Details window. The Page Details window will be in The Design View.
- 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 your app. Create a detailed name so that you can easily identify the app later.
- 10) Click **Save**.
- 11) Click and drag Calendar App to 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 the Current Pages block.

Practice Exercises

Exercise 3: Add a Calendar Event.

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

Exercise 4: Upload Images or Documents to *Files & Folders*.

- 1) On the **Summary** tab, click **Files & Folders** in the Common Tools block.
- 2) Create folders for your images and documents. Do this by clicking on the **Folder Actions** at the top of the page, then click **New Subfolder**.
- 3) Type a **Name** your Folder then click **Save**.
- 4) You can continue adding folders and folders within folders if you like.
- 5) In the Content Browser, click on the folder to which you will upload files.
- 6) Click **Upload**.
- 7) **Browse** to find the file or files you want to upload. To upload multiple files from a folder...
 - Hold down the SHIFT key and click on the files for a group of adjacent files.
 - Hold down the CTRL-key and click on the files for scattered files.
- 8) Click **Upload** to upload file or files and return to *Files & Folders*.
- 9) If desired, move a file to another folder using **Move** button.
- 10) If desired, use the **More** button to **Rename** a file, **Get Link**, or **Delete** file. If the file is an image, you can also access **Preview Image** from the **More** drop-down list.

Note: If you move a file or image to another folder or from the root directory to another folder, its web address changes. Therefore, you'll need to update any links to that file or image.

Chapter 3:

The *Schoolwires* Editor

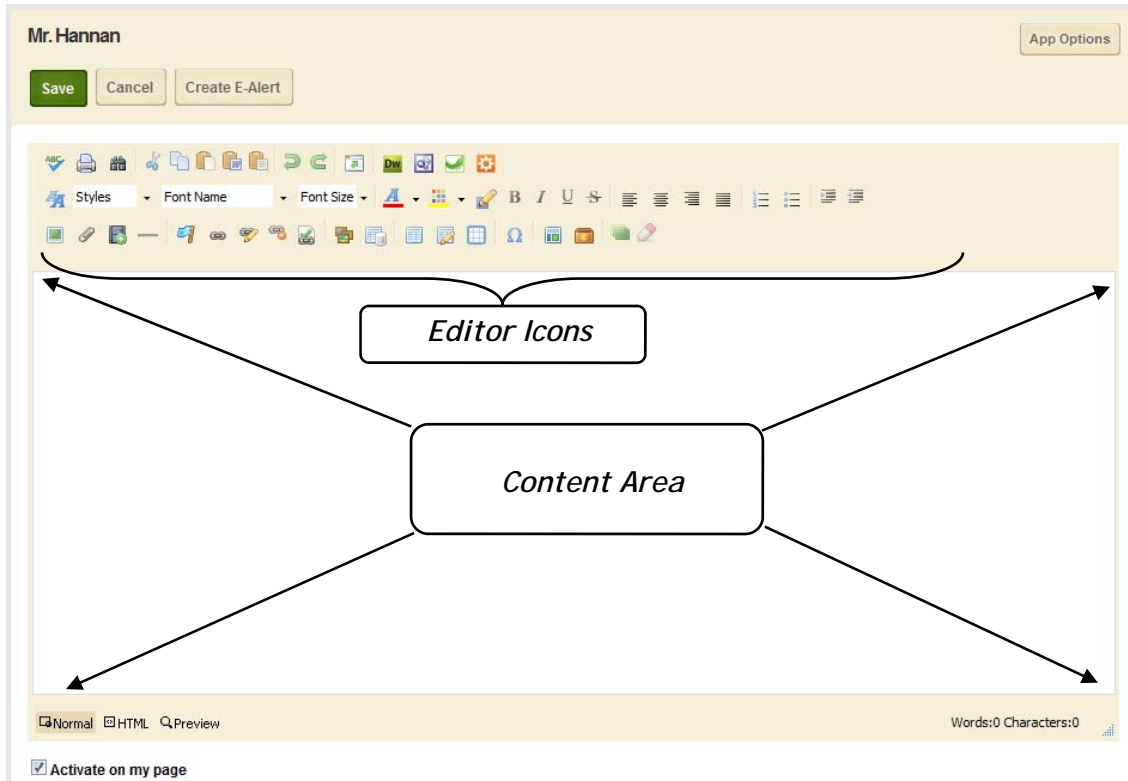
By the end of this chapter you will be able to...

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



The *Schoolwires* Editor

Introduction to the *Schoolwires* Editor







You will use the *Schoolwires Editor* when you add most of the content within your Section Workspace. Many of the Apps contain the *Editor*. Within the *Editor*, you can add and edit text, insert images and hyperlinks, embed files and create customized content for your users and community.

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

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

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

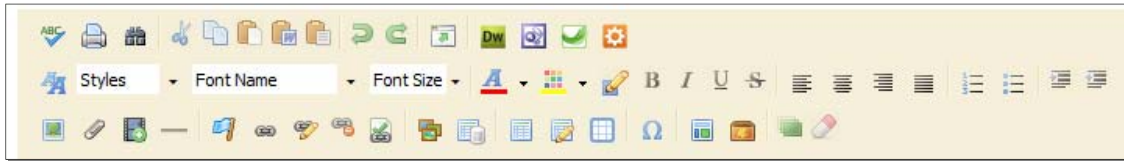
In addition, the *Schoolwires Editor* enables you to work with alternate HTML editing software that *you have installed on your computer*. This is known as round-trip editing. You can use these applications...

- Adobe® Dreamweaver® 
- Microsoft® FrontPage® 
- Microsoft Expression® 
- Aptana® 

Click the application icon to pull the content currently in the *Editor* into the application. Selecting **Save** in that application will return the edited content to the *Editor*. You will also need to select **Save** in the *Schoolwires Editor* to ensure that your changes are properly stored.

The *Schoolwires* Editor

SchoolwiresEditor Icons



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

The *Schoolwires* Editor

Inserting Text Using the *Schoolwires* Editor

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

Copying & Pasting in the *Editor*

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 to you.



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





Paste from Word: Using this option permits you to paste text from Microsoft® Word or other source documents. It removes most formatting that is not web-friendly. You can easily reformat the text with the *Editor*.




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

Formatting Text in the *Schoolwires* Editor

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

- Before you begin typing text, select your formatting options by clicking the appropriate icons. Once you've made your selections, you can start typing.
- Highlight existing text by clicking-and-dragging your cursor over it. Once it's highlighted, just select the formatting icons that you want to apply.
- Format a block of text by using Formatting  to apply borders, background colors and text formatting to all text in a <div> block.
- To remove the formatting, highlight the text and select the Remove Format icon. 
- Format a block of text by clicking on its element tag (e.g., <div>) below the Content Area. From the context menu, select **Properties**. The appropriate wizard displays. Select the **Style Builder** tab to format text.

Formatting a List in the Editor

1. Create your list as you normally would using the appropriate list button. 
2. Click on the or element tag associated with the list you wish to format.
3. Select Properties.
4. In the UL or OL pop-up window, select List and make such changes as...
 - a. Choose your bullets.
 - b. Set your starting number.
 - c. Select a custom bullet (JPEG images).
5. When finished, click **OK**.




The *Schoolwires* Editor

Inserting an Image

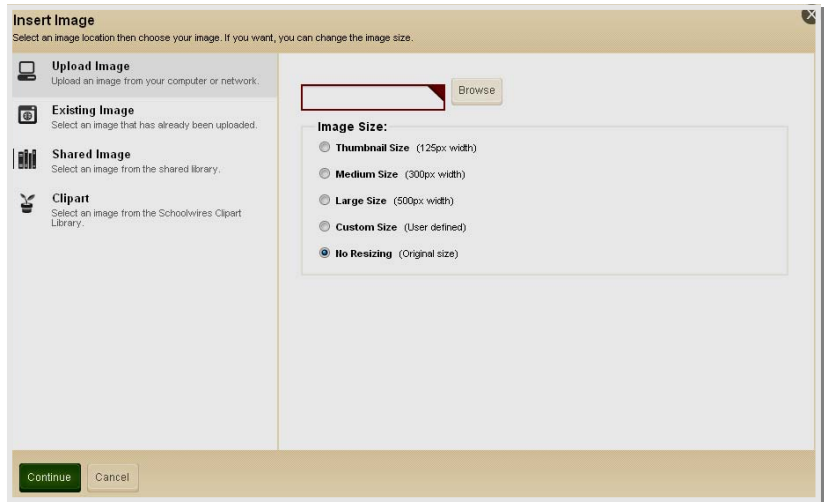
As with all the editing in the *Editor*, inserting an image is simple...

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

Step 2 Click on the *Insert Image* icon. 

Step 3 Using the Insert Image wizard, select the location of the image. You can upload an image from your computer or network; insert an image you've 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 you are uploading an image from your computer or network, browse out and select the image you would like to insert.
- When you're uploading an image, you can choose the size of the image to be inserted. You can change this later.



The Insert Image wizard allows you to choose your image source.

Step 5 Click **Next**

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


Step 7. Adjust the height and width of the image as necessary.

Step 8. Set alignment, a border if desired or spacing. (You can add or change these later.)

Step 9. Click **Insert Image**.



Tips

Get in the habit of clicking **Save** button often as you are working in the *Editor*. This will ensure that your work is safely stored. 

Get Connected...

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

The *Schoolwires* Editor

Positioning an Image

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

- **Click and Drag:** Once an image has been inserted, you can move it by simply clicking on the image and dragging it to a new location. Using click-and-drag, you can move an image to any position in the Content Area 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: 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 the table's cells and justify or position them as you like.



- **Position by Pixel:** 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 isn't covering any text or other content that you want to display. Click on the image, then click the Position by Pixel icon to activate it. You can turn it off by clicking the icon again; this will return your image to its original position.




Inserting a Table

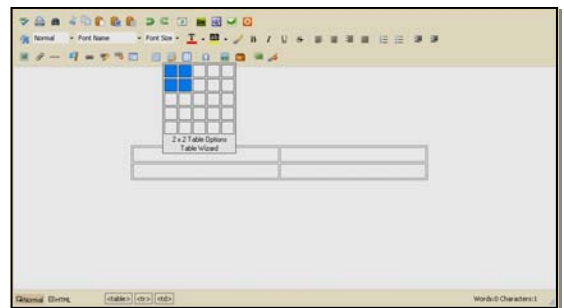
Step 1 Place your cursor at the point in the Content Area where you will insert the table.

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

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

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

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



Inserting a table with the *Schoolwires* Editor

- 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 hand side of the preview table.
- Merge cells by selecting a cell and using the plus (+) and minus (-) buttons on the top and right hand side of the preview table.
- Edit other table properties by clicking on the Table Options tab, where you can edit spacing, padding, borders, background color and more!

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

The *Schoolwires* Editor

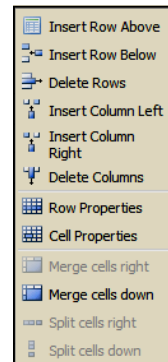
Editing a Table

Once you've inserted your table, you may want to add or delete rows or columns. To do this...

Step 1 Click into one of the cells.




Step 2 Select the Table Options icon.



Step 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



Tips

You can access the properties for your cell or row, or from drop-down menu. These will allow you to add background colors set text alignment, add cell padding or spacing, and much more.

Make sure you're clicked into the cell before you choose to edit properties.

Resizing a Cell in a Table

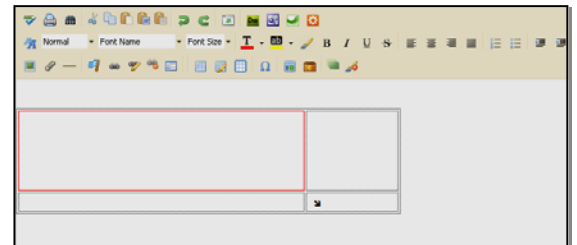
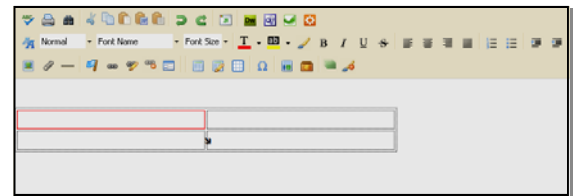
To resize one of the cells within a table...

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

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

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

You can also adjust the cell size by editing the cell properties from the Table Option drop-down list or clicking the <TD> element tag and selecting **Properties**.



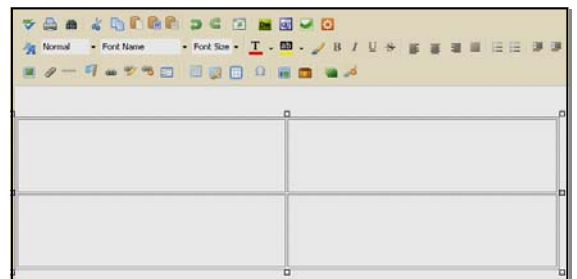
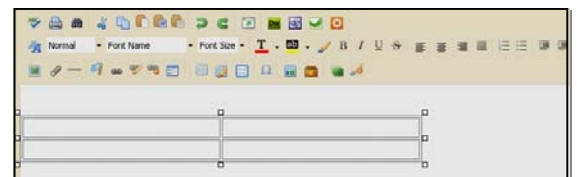
Changing the Size of a Table

To change the size of the table...

Step 1 Click on the outside border of the table. Handles display on the edges of the table.

Step 2. Click-and-drag the handles to resize the table.

You can also adjust the table size by right-clicking after you've selected the table and choosing **Properties** from the context menu. You can also access the context menu by clicking on the <table> element tag.



Tips

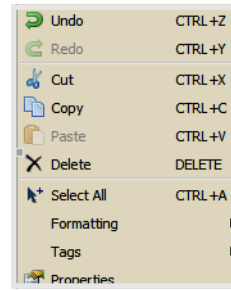
When resizing your cell or table, all other cells within the table will adjust accordingly.

The *Schoolwires* Editor

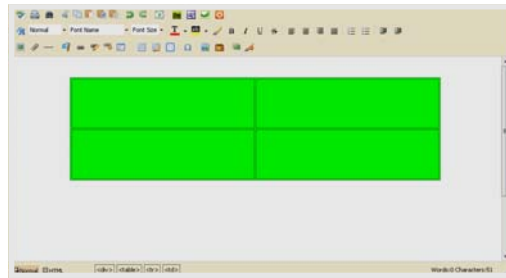
Changing the Background Color of a Table

To change the background of a table...

- Step 1** Click on the outside border of the table. Handles display on the edges of the table.
- Step 2** Right-click. The context menu displays.
- Step 3** Click **Properties**. Click on the **Table Options** tab.
- Step 4** Under Table Options, click in Background Color field and choose a color.
- Step 5** Click **OK**.



Context Menu



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

Changing the Background Color of a Page

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



A one-cell table lets you change the background color on your page.



Tips

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

The Schoolwires Editor

Inserting a Link

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



Get Connected...

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

- **Your Site**
 - Select a site from the drop-down list.
 - Select a channel, section and page from the drop-down lists
 - Click **Insert Link**.
 - Hint: To link to a site homepage, select a site and a page. To link to a channel homepage, select a site, channel and page.
- **Email Address**
Enter the desired email address and click **Insert Link**.
- **Web Address**
 - Enter the web address into the URL field. Note that "http://" has already been added. Do not duplicate.
 - The Target field defaults to 'Open in New Window,' which is a good choice for links to external websites.
 - Click **Insert Link**.
- **Bookmark**
 - Type in the name of the bookmark.
 - Click **Insert Link**.
 - For more information about bookmarks, see "Inserting a Bookmark" later in this workbook.


The screenshots show the 'Insert Link' wizard interface with different options highlighted by orange boxes and arrows:

- First screenshot:** The 'Your Site' option is selected. The right panel shows dropdown menus for 'Choose a Site' (Happy Valley School District), 'Choose a Channel' (Teachers), 'Choose a Section' (Martinez, Maria), and 'Choose a Page' (Please Select a Page).
- Second screenshot:** The 'Email Address' option is selected. The right panel shows an 'Email Address:' input field.
- Third screenshot:** The 'Web Address' option is selected. The right panel shows a 'Web Address:' input field with 'http://' in a dropdown, and a 'Target:' dropdown set to 'Open in New Window (_blank)'. A question mark icon is next to the Target label.
- Fourth screenshot:** The 'Bookmark' option is selected. The right panel shows a 'Bookmark name:' input field.

The *Schoolwires* Editor

Editing a Link

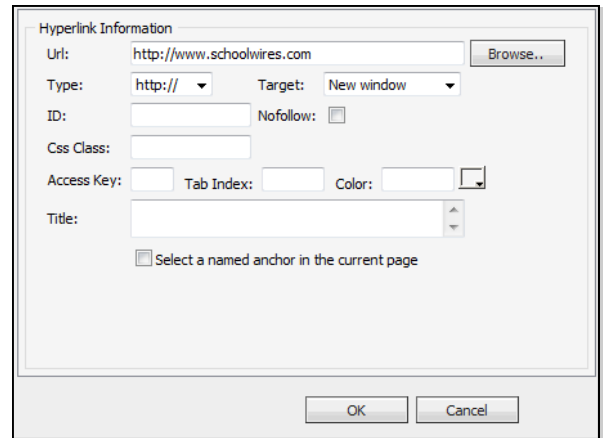
To edit a link that you have created, highlight the link and...

- Click on the Edit link properties icon. 

OR

- Click on the <a> element tag under the Content Area, then select **Properties.**

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



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

Inserting a Bookmark

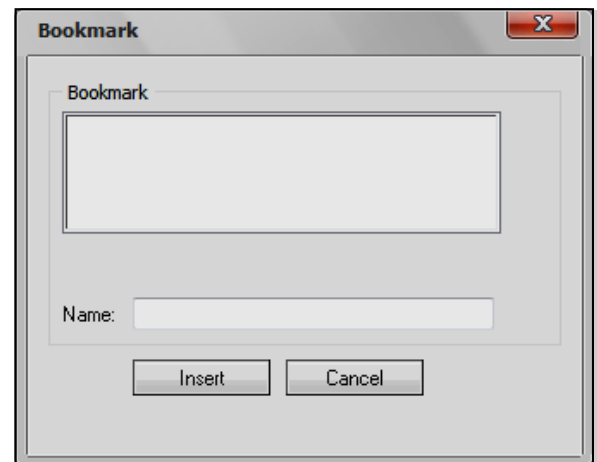
To insert a Bookmark (sometimes referred to as an anchor)...

- Step 1** Place the cursor where you would like to place the bookmark.

- Step 2** Click on the Bookmark icon. 

- Step 3** On the Insert Bookmark pop-up, enter the name of the Bookmark in the *Name* field. The Name identifies the Bookmark so you can link to it later.

- Step 4** Click **Insert.**



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


- Homework will be assigned on a nightly basis. Even if you aren't able to reach a solution to each question, I expect that you will have at least attempted each problem. If you choose to skip over problems just because they look too hard in the homework, you will be accustomed to doing that when you see a similarly hard problem on a test or quiz.
- My goal is to maintain a classroom in which each student's understanding will be enhanced by the thinking and interpretation of his or her own ideas. Openness will be encouraged in our class as a whole to function, we must learn to respect one another's ideas. A combination of tests, quizzes, and projects will be used to assess our progress. If you are having difficulty, please let me know. We will not be your only grades for this term;
- A variety of items will go into your folder, including computer labs, homework, and projects. We will hopefully be able to complete these items by the end of the semester. You should recognize the

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

YOU WILL NEED:

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

[Go To Top](#)

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

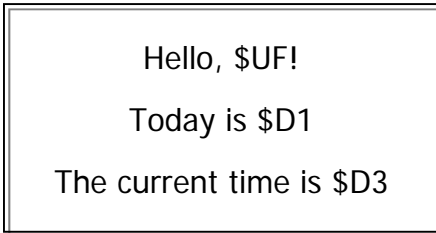
For example, bookmarks will allow you to set up a linked Table of Contents that will jump a visitor from the title of the topic they are interested in at the top of the page to content below describing it.

The *Schoolwires* Editor

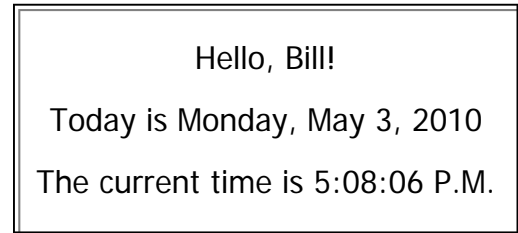
What Are ActiveBlocks™?

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

View in Site Manager




View from End-User Website



Accessing ActiveBlocks

Adding an **ActiveBlock** to the *Editor* is a simple process.

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

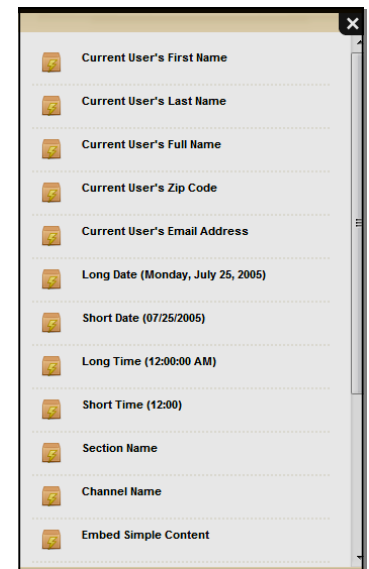
After you select the ActiveBlock, a snippet of code similar to “[\$ActiveBlockName\$]” will display in the *Editor*. It will display on the end-user website as desired (e.g., date, time or first name).

Embedding a Webpage using ActiveBlocks

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

1. Click the Open Toolbox icon.
2. Scroll down and 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 another area. Updates made to the source area will automatically appear in the embedded content. Many schools use this to ensure content is visible in all appropriate areas while only maintaining it in one.



List of ActiveBlocks



Tip

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

Practice Exercises

For the following exercises, access Site Manager and open a new Flex Editor App. (Remember the Flex Editor Page Type contains a Flex Editor App.)

Exercise 1: Working with text

- 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)

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

Exercise 2: Inserting an Image

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

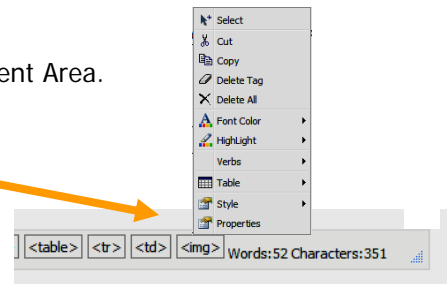
Exercise 3: Position an Image

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

Practice Exercises

Exercise 4: Add a Border to an Image

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



The `` Tag Pop-up

Exercise 5: Insert an image from another website

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

Exercise 6: Create a Table

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

Glossary of Terms

App	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.
Channel	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 16 or more sections assigned to a channel, the sections are organized in a directory page, rather than a drop-down menu.
Column	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.
Content Browser	A Content Browser is an area within <i>Site Manager</i> that lists the sections for which a Section Editor has editing privileges as well as the sites and channels in which they reside.
E-Alert	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.
Editing Privileges	<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.
Groups	Groups are a way of classifying users based on similar needs. Groups can be used to assign Editing Privileges, Viewing Rights and Sharing Rights.
Homepage Editor	This individual has editorial privileges for the homepage and calendar on either the 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—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.
Page	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.
Page Layout	Page layouts contain one, two, or three columns. You can also choose a layout with a left or right side-bar.
Section	A section is a collection of pages within a channel .

Glossary of Terms

Section Editor	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.
Section Workspace	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 Summary tab, a Tools tab, and Editors & Viewers tab, a Statistics tab, and the How Do I...? tab.
Site Director	Site Director is the individual who has the highest level of editing privileges on your site. This person can perform such functions as registering users, granting editing privileges, configuring sections, as well as editing the Homepage and main calendar.
Site Manager	This is the tool you use to edit your section. What you see within <i>Site Manager</i> depends on your editing privileges.
URL	Uniform Resource Locator—This is the web address that you can use to create hyperlinks. An example is "http://www.schoolwires.com."
Viewing Rights	Viewing rights enable individual users or groups of users to view content which has otherwise been restricted. Site Directors, Subsite Directors, Channel Directors, and Section Editors are able to assign viewing rights to users.