



## **USER GUIDE**

***Schoolwires*<sup>®</sup> Editor**

***Schoolwires* Centricity<sup>™</sup>**

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## Introduction

When you add content to your website, you will have access to the **Schoolwires Editor**. This *What You See Is What You Get* (WYSIWYG) editor uses functions similar to those found in other text manipulation applications such as Microsoft® Word and Excel®.

### Audience and Objectives

We recommend that all users who will have editing privileges on your website read this chapter.

In this chapter, you will learn how to:

- Use the functions of the **Editor**
- To add text
- Work with Images
- Work with Links
- Work with Tables
- Work with Text Boxes
- Use the Toolbox
- View and edit content using the Source Editor (HTML)

### Getting Started

When you add content to your website, you will often be using the **Editor** as shown in Figure 1. This is what the full-function **Editor** will look like if you are using a PC running Internet Explorer® or Firefox®, or a Mac® running Firefox. This is an HTML **Editor**.

If you are editing with Safari™ using a Macintosh®, it will be a Java-based **Editor** and will look slightly different. See “Working with the **Editor** on a Mac Running Safari™” later in this chapter for more information.

The **Editor** is client software that allows you to create and edit content directly on the server. With the **Editor**, you can customize the look and layout of your content.

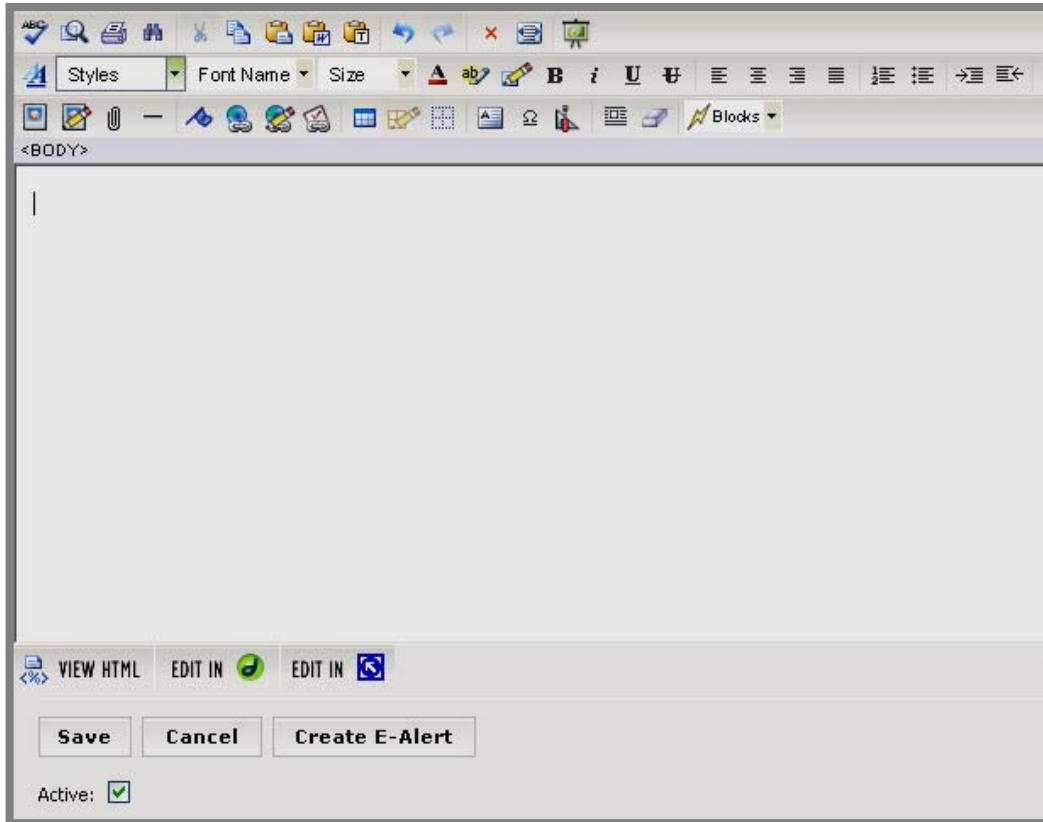


Figure 1: Schoolwires Editor

## How the Editor Works

Before you begin using the **Editor**, it is important to understand how the **Editor** works.

Web pages use HyperText Markup Language (HTML). While having experience with HTML or web design will be beneficial, you do not need to be able to code HTML to use the **Editor**. The **Editor** converts your text into HTML for you.

However, the process of converting text into HTML is not perfect, particularly from other applications. Consequently, you may still need to adjust the formatting slightly after the **Editor** converts it.

In order for the **Editor** to function properly, your computer must:

- Meet the minimum technical requirements.
- Have pop-blockers turned off.

### *Technical Requirements*

You can find the minimum technical requirements for editing with a PC or a Mac® at <http://help.schoolwires.com/tech>.

### Pop-up Blockers

When pop-up blockers are turned on in the browser, they block certain features of the **Editor**. Turn pop-up blockers off before editing.

Note: Some add-on browser toolbars, such as Google or MSN, may also have a pop-up blocker feature that must also be turned off.

#### Turning Off Pop-Up Blockers on a PC

To check if the pop-up blocker is *on* or *off* in Internet Explorer:

1. On the Menu Bar, click on *Tools*.
2. Select *Pop-up Blocker* from the drop-down list.
3. If the option says “Turn Pop-up Blocker Off,” a pop-up blocker is on. Select this option to turn it off.
4. If the option says “Turn Pop-up Blocker On,” the pop-up blocker feature is off. You do not need to make a change.

To check if the pop-up blocker is *on* or *off* in Firefox (PC):

1. On the Menu Bar, click on *Tools*, and then select *Options*.
2. An *Options* window will open.
3. Select *Content* from the top menu.
4. Ensure that the *Block Popup Windows* checkbox is deselected. If it is selected, click in the checkbox to deselect (i.e., turn it off) the option.

#### Turning Off Pop-Up Blockers on a Mac

To check if the pop-up blocker is *on* or *off* in Firefox (Mac):

1. On the Menu Bar, click on *Firefox*.
2. Select *Preferences* (second item). Another window will open.
3. Select *Content* from the top menu.
4. Ensure the *Block Popup Windows* checkbox is de-selected. If it is selected, click in the checkbox to deselect (i.e., turn it off) the option.

To check if the pop-up blocker is *on* or *off* in Safari (Mac):

1. On the Menu Bar, click on *Safari* (first item).
2. Confirm that *Block Pop-Up Windows* is not checked. If it has a checkmark, click on this item to turn it off.

Note: Rather than turning pop-up blockers off, you may add your **Schoolwires** website to the list of websites on which to allow pop-ups. It is imperative that pop-up blockers are off on your **Schoolwires** website in order for all the features of the **Editor** to work properly.

## Working with the Editor

### Overview

An **Editor** like the one shown in Figure 2 will display when using a PC running Microsoft Internet Explorer or Mozilla® Firefox, or a Mac running Firefox. If you are using a Mac running Safari, a Java-based **Editor** will display. See “Working with the **Editor** on a Mac® Running Safari™” later in this chapter for more information.

Since its features are similar to most word processing programs, you may already be familiar with some of them. Some of the *pages* from which you will access the **Editor**, however, access a version of the **Editor** that does not use all the functions (i.e., a limited-function **Editor**). We cover both the full function **Editor** and the limited function **Editor** in this chapter.

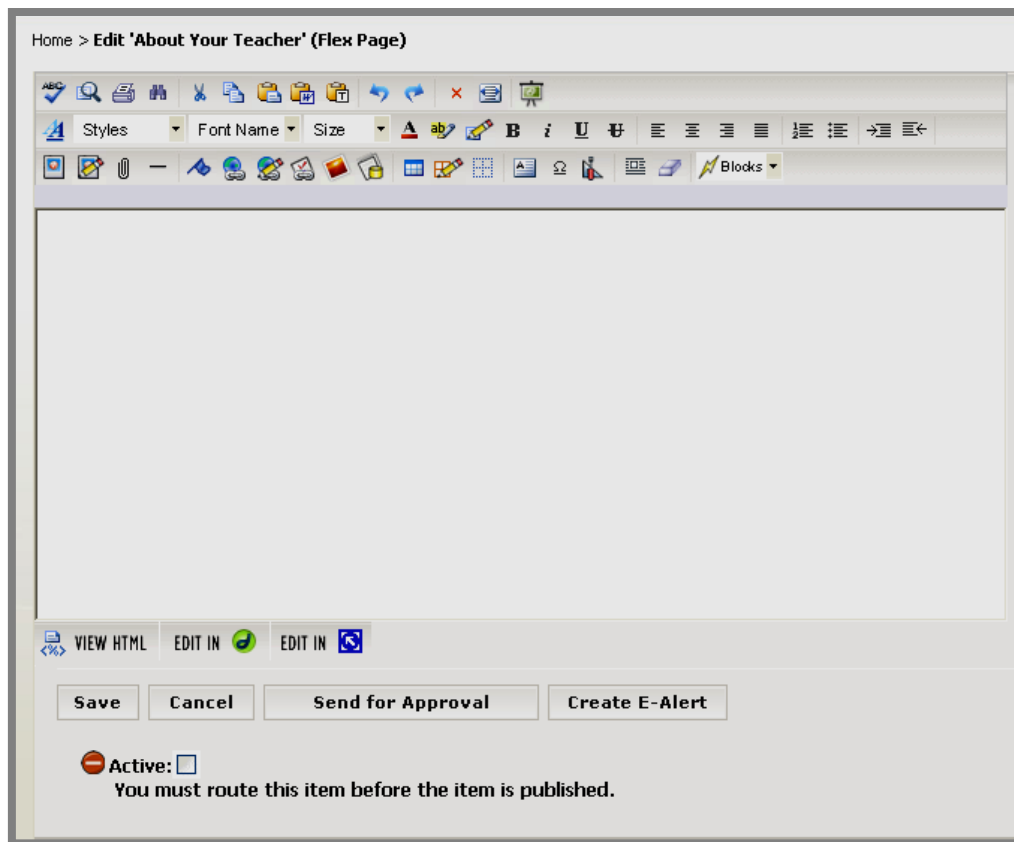










Figure 2: Full-function Schoolwires Editor with enhancement modules & routing activated









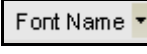
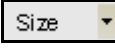






## Full-Function Editor














Each icon or button in the **Editor** has a unique function. As you will see, which icons and buttons appear in the full-function **Editor** depends on which premium enhancement modules your organization has purchased. Within *sections*, the **Editor** is also affected by the *section* options that have been set by a Site or Subsite Director.

If you are uncertain of the function of an icon or button, you can roll your mouse over the icon or button and the tool tip for that function will display. The icons, buttons and their functions are:

-  *Spell Check*: Checks spelling on the open *page* using a web-based spell checker. It also has a thesaurus and grammar checker.
-  *Preview*: Opens a pop-up window displaying your *page* as it will appear in a browser. Since your visitors' screen resolutions may vary, you can preview your *page* in various screen resolutions (i.e. 640X480, 800X600 or 1024X768).
-  *Print*: Prints the content you have placed in the **Editor**. The *page* URL will print in the footer.
-  *Search*: Opens a Find & Replace dialog box that you can use to find text on your *page* and replace that text if you choose.
-  *Cut*: Removes a selection that you have highlighted. The selection is saved to the clipboard. You can then use the *Paste* button to *move* it to another location on your website, the **Editor** or another document that allows you to paste. Note: If you are using Mozilla Firefox, you will need to use the keyboard shortcut to cut.
-  *Copy*: Copies a selection that you have highlighted. The selection is saved to the clipboard. Then you can use the *Paste* button to *copy* it to another location on your website, the **Editor** or another document that allows you to paste. Note: If you are using Mozilla Firefox, you will need to use the keyboard shortcut to copy.
-  *Paste*: Inserts a selection (that has been saved to the clipboard by *cutting* or *copying*) into a chosen place within the **Editor**. Note: If you are using Mozilla Firefox, you will need to use the keyboard shortcut to paste.
-  *Paste from Word*: Inserts text copied from Microsoft Word into a chosen place within the **Editor**. Some formatting is retained without unnecessary HTML.














-  *Paste Text*: Inserts plain text into a chosen place within the **Editor**. Formatting is not retained.
-  *Undo*: Reverses the last action completed.
-  *Redo*: Repeats the last action completed.
-  *Clear All*: Deletes all content from the **Editor**.
-  *Full Screen*: Resizes the **Editor** to utilize the full workspace frame. Clicking again will restore the **Editor** to its original size. The *Save* and *Cancel* buttons are only available in the original-sized window.
-  *View Tutorials*: Links to a library of Interactive Tutorials designed to help you use **Centricity**.
-  *Template Styles*: Applies a style that has been defined in the active Template using Cascading Style Sheets (CSS) in **Styler**<sup>TM</sup>.
-  *Styles*: Applies a default *heading* style. These are not designed for body copy.
-  *Font Name*: Applies a font chosen from the drop-down list to selected text.
-  *Font Size*: Applies a font size chosen from the drop-down list to selected text.
-  *Font Color*: Applies a font color chosen from a palette to selected text.
-  *Background Color*: Applies a background color chosen from the palette to selected text.
-  *Formatting*: Allows you to format selected text, paragraphs, lists, text boxes and CSS.
-  *Bold*: Changes the appearance of selected text to **Bold**.
-  *Italic*: Changes the appearance of selected text to *Italic*.
-  *Underline*: Underlines the selected text.











-  *Strikethrough*: Applies ~~strikethrough~~ formatting to selected text.
-  *Justify Left*: Aligns text at the left margin.
-  *Justify Center*: Centers text between the margins.
-  *Justify Right*: Aligns text at the right margin.
-  *Justify Full*: Aligns text evenly along the left and right margins.
-  *Numbering*: Creates a numbered list.
-  *Bullets*: Creates a bulleted list.
-  *Indent*: Moves selected text to the right, one tab at a time.
-  *Outdent*: Reverses indention by moving selected text to the left, one tab at a time.
-  *Insert Image*: Opens a wizard you can use to insert an image into your *page*.
-  *Edit Image Properties*: Allows you to modify an inserted image. You can edit the source, title (alternate text), alignment, borders, style, size and spacing.
-  *Insert File Link*: Opens a wizard you can use to insert a file into your *page*.
-  *Horizontal Rule*: Inserts a horizontal line.

This is an example of a horizontal rule. It can appear above or below a line. Be careful, it will replace any selected text.

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-  *Bookmark*: Opens a wizard you can use to insert a bookmark into your *page*. To link to that bookmark once it is created, use the *Insert Link* wizard.
-  *Insert Link*: Opens a wizard you can use to insert a link into your *page*. You can insert links to a *site*, *section* or *page*, an email address, a different website or a bookmark.

-  **Edit Link Properties:** Edits a previously inserted hyperlink. You can also insert a hyperlink into or and remove it from your *page*.
-  **Insert Form Link:** Opens a wizard you can use to insert a link to an existing form or survey into your *page*. The form must already exist within the workspace in which you are working to use this link. Note: Your organization must have purchased the *Forms & Surveys* Premium Enhancement Module for this link to appear in the **Editor**. In addition, if you are working in a *section*, *Forms & Surveys* must have been enabled for that *section* before this link will appear.
-  **Insert Photo Gallery:** Opens a wizard you can use to insert a link to an existing photo gallery. This icon is only available in the **Editor** on *Overview* and *Flex Pages*. The photo gallery must already exist within the *Section Workspace* in which you are working to use this link. Note: Your organization must have purchased the **Photo Gallery** Premium Enhancement Module for this link to appear in the **Editor**. In addition, if you are working in a *section*, **Photo Gallery** must have been enabled for that *section* before this link will appear.
-  **Insert Directory:** Opens a wizard you can use to insert a link to an existing *MiniBase*. This icon is only available in the **Editor** on *Overview* and *Flex Pages*. The *MiniBase* must already exist within the *Section Workspace* in which you are working to use this link. Note: Your organization must have purchased the **MiniBase** Premium Enhancement Module for this link to appear in the **Editor**. In addition, if you are working in a *section*, **MiniBase** must have been enabled for that *section* before this link will appear.
-  **Insert Table:** Inserts a table into your *page*. Tables are comprised of rows and columns of cells that you can fill with text and images.
-  **Edit Table/Cell:** Allows you to edit and format a table or cell in your *page*.
-  **Show/Hide Gridlines:** Displays or hides the borders of cells in a table. Note: This is not supported by Mozilla Firefox.
-  **Insert Text Box:** Inserts a text box into the upper left corner of your *page*. You may then position it where you desire.
-  **Special Characters:** Inserts symbols and special characters not found on the keyboard.

-  *Open Toolbox*: Provides access to a collection of layouts, objects and **ActiveBlocks™** (tags) to assist you in creating your *pages*.
-  *Position by Pixel*: Moves content anywhere in the **Editor**. This is also called Absolute Positioning or AP.
-  *Remove Formatting*: Removes formatting applied to text.
-  *ActiveBlocks*: Inserts **ActiveBlocks** (tags) into your *page*. Note: Not all **ActiveBlocks** that are in the Toolbox are available from this drop-down list.
-  *View HTML*: Displays the *Source Editor* pop-up window in which you can preview and edit HTML of your *page*. Note: Current Selected Element Highlighted is not supported by Mozilla Firefox.
-  *Edit in Dreamweaver®*: Allows you to edit your *page* in Macromedia® Dreamweaver. *Dreamweaver must be installed on your computer before you can use this icon.* Note: This is not supported by Mozilla Firefox or Apple® Safari.
-  *Edit in FrontPage®*: Allows you to edit your *page* in Microsoft FrontPage. *FrontPage must be installed on your computer before you can use this icon.* Note: This is not supported by Mozilla Firefox or Apple Safari.
-  *Send for Approval*: Appears at the bottom of the **Editor** if *Content Routing* has been activated for your *site* and you have not been exempted. Allows you to send the *page* for approval (i.e., begin content routing). If content routing is active, you will also see a reminder to route the item at the bottom of the **Editor**.
-  *Create E-Alert*: Appears at the bottom of the **Editor** if your organization has purchased the **E-Alerts Premium Enhancement Module**. Allows you to send a Content E-Alert to subscribers concerning changes to a homepage, *page* in a *section* or calendar event.
-  *View Routing Status*: Appears at the bottom of the **Editor** if *Content Routing* has been activated for your *site* and the *page* has been routed. This allows you to view the status of a *page* that has been routed for approval.

## Restricted Formatting


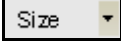






If your organization purchased **Styler**, Site Directors and Subsite Directors can restrict formatting within the *site* and *subsites* respectively. They can also restrict formatting for a particular *section*.

If formatting has been restricted, some of the **Editor** icons will not be present. In this instance, Site Directors must set up additional **Editor** Styles in **Styler** or use the **Editor** styles that are included as default. These **Editor** Styles will be accessible from the Template Styles  icon in the **Editor**.

See **Centricity** chapters, “Site & Subsite Workspaces,” and “Section Management,” for more information on restricting formatting. See **Centricity** chapter, “**Styler**,” for more information on **Editor** Styles.

**⚠ Important:** The *section* configuration determines the settings for restricting formatting on all *sections* using that configuration. This setting cannot be overridden by *site* or *subsite* settings. To ensure that the settings for *sections* created after *site* or *subsite* settings are changed, a Site Director must change the restrict formatting option for that *section* configuration as well.

As you can see by comparing Figure 2 and Figure 3, the icons that are not present in the full function **Editor** if formatting has been restricted are:

-  Font Name
-  Font Size
-  Font Color
-  Background Color
-  Formatting
-  View HTML
-  Edit in Dreamweaver
-  Edit in FrontPage

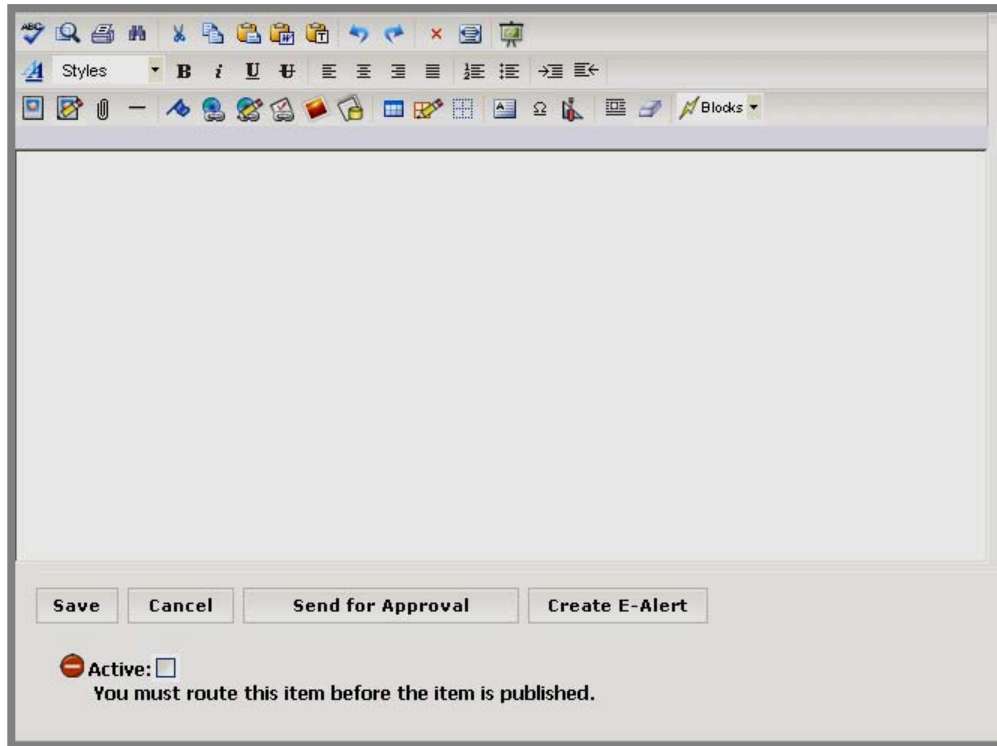


Figure 3: Full-function Schoolwires Editor when formatting has been restricted

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## Limited-Function Editor
















Certain *page* types or elements of a *page* contain limited function **Editors**. Limited-function **Editors** appears on:


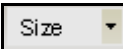




- *Announcements*
- *File Library Pages*
- *Link Library Pages*
- *Maps & Directions Pages*
- *Events* in the Calendar

Note: In Apple Safari, the limited-function **Editor** appears as a text box.

In most limited-function **Editors** you have access to the following:

\* Icon will not appear if formatting is restricted

-  Spell Check
-  Cut
-  Copy
-  Paste
-  Paste from Word
-  Paste Text
-  Undo
-  Redo
-  Special Characters
-  Justify Left
-  Justify Center
-  Justify Right
-  Insert Link
-  Edit Link Properties
-  Insert Form Link (if your organization has purchased this premium enhancement module and it has been enabled for the *section*)

-  Font Name\*
-  Font Size\*
-  Bold
-  Italic
-  Underline
-  Font Color\*

## Entering Content into the Editor

### *Introduction*




You can type directly into the **Editor** or copy and paste from other applications. By clicking on the *VIEW HTML* icon on the bottom of the **Editor**, you can also copy and paste from an existing HTML document.

### *Copying/Pasting Material from Other Applications*

Once you have copied desired material from another application, the **Editor** offers three options for pasting content.

Note: If you are running Mozilla Firefox, use the keyboard shortcut to paste.

The three options are:

-  *Paste:* Inserts an item (that has been saved to the clipboard by *cutting* or *copying*) into a chosen place within the **Editor**. All formatting will be retained. You might use this when you are pasting from within the **Editor** or when you are copying from a program like Microsoft Excel and want to retain the formatting.
-  *Paste from Word:* Inserts text copied from Microsoft Word into a chosen place within the **Editor**. Some formatting is retained without unnecessary and sometimes problematic HTML. Text can be formatted in the **Editor** as required. *Schoolwires* recommends that you always choose this option when copying from Microsoft<sup>®</sup> Word into the **Editor**.
-  *Paste Text:* Inserts plain text stripped of all formatting into a chosen place within the **Editor**. Text can be reformatted in the **Editor** as required. You might use this when you are copying from a program like Microsoft Excel, but only wish to paste the text.



## Template Styles

With *Template Styles*, you can apply a style that has been defined in the active template using CSS in **Styler**. Template Styles are defined by the Site Director using the *Editor Styles* on the *Advanced Styles* tab in **Styler**. See **Centricity** chapter, “**Styler**™,” for more information. If your organization did not purchase **Styler**, you will see the default styles from the standard template under *Template Styles*.

## Styles

You can use the *Styles* drop-down list to apply a default heading style. These styles are not designed for body copy.

## Assigning Font Color and Background Color

The *Font Color* and *Background Color* icons allow you to select and apply font or background color. These two icons function the same way. To select and apply font or background color:

1. Access the **Editor** for the *page* on which you want to modify font or background color.
2. Select the text to which you want to apply a different color or highlighting.
3. Click on the *Font Color* icon to change the color of text or the *Background Color* icon to apply highlighting. The Color Picker will display.
4. Select a color by clicking on the desired color. The Color Picker will close automatically and the selected text will reflect the chosen font or background color.

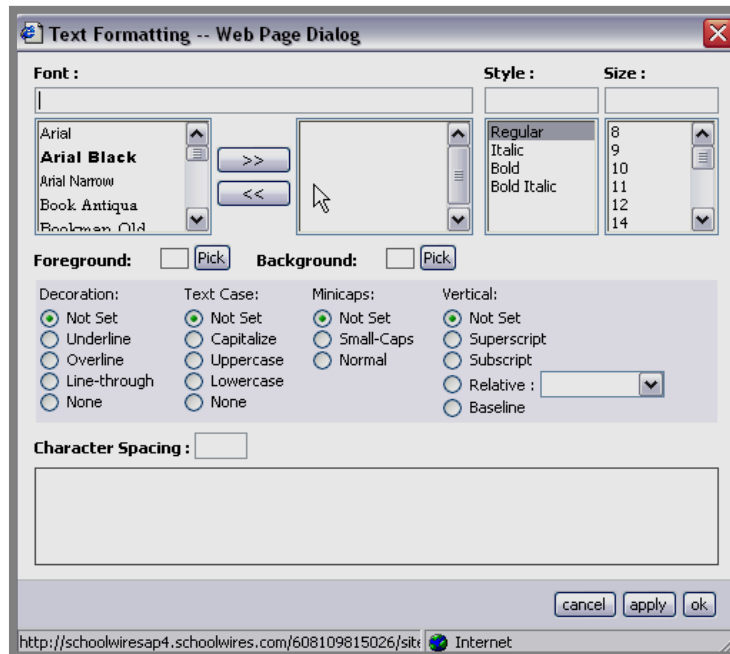
**TIP:** While it is fun to be creative with color, you want your visitors to be able to easily read your page. Keep legibility in mind as you select colors.

## Formatting

You can format selected text, paragraphs, lists, text boxes and CSS by using the Formatting icon.

### Text Formatting

*Text Formatting* allows you to modify the appearance of specific text. When you select *Text Formatting*, a window like the one shown in Figure 4 will display.



**Figure 4: Text Formatting**

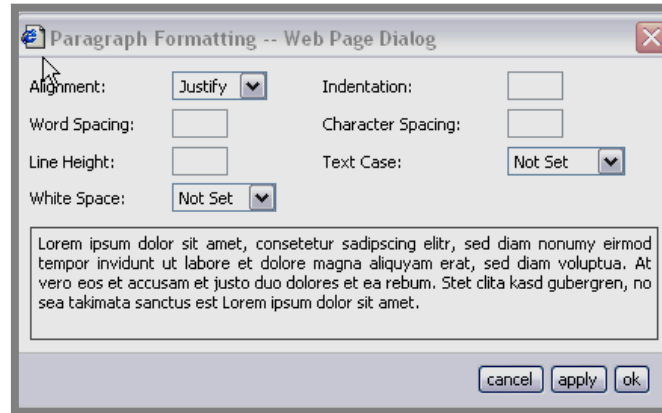
Text formatting allows you to format the following:

- Font
  - TIP: Visitors to your page must have the same font loaded on their computer in order to view the particular font you are using. Keep this in mind if you elect to use a unique font.
- Style
- Size
- Decoration
- Text Case
- Minicaps
- Vertical
- Character Spacing (kerning)

Note: The *Preview* pane at the bottom allows you to view the effects of the selected options before applying them.

## Paragraph Formatting

*Paragraph Formatting* allows you to modify the formatting of an entire paragraph. When you select *Paragraph Formatting*, a window like the one shown in Figure 5 will display.



**Figure 5: Paragraph Formatting**

**Note:** The *Preview* pane at the bottom contains nonsense text (sometimes called greeking). This allows you to view the effects of the selected options before applying them.

- *Alignment*: Align text to the left, right, center or justify.
- *Word Spacing*: Insert additional space in pixels between words.
- *Line Height (leading)*: Increase the space in pixels between lines.
- *White Space*: Insert white space.
- *Indentation*: Change the indent spacing in pixels of the first line of the paragraph.
- *Character Spacing (kerning)*: Change the amount of space in pixels between characters.
- *Text Case*: Change the case of all text in the paragraph.

## List Formatting

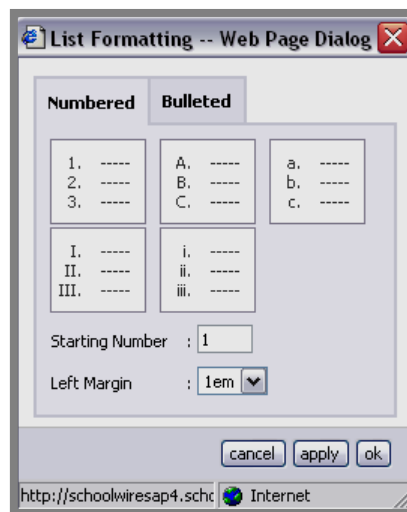
*List Formatting* can be used either to edit an existing numbered or bulleted list or to create a numbered or bulleted list. There are two tabs within List Formatting:

- The *Numbered* tab will display as the open tab if you have not yet applied list formatting to text or if you have already created a numbered list that you wish to edit.
- The *Bulleted* tab will display as the open tab if you have already created a bulleted list that you wish to edit.

**TIP:** To quickly change to or from numbered or bulleted, use the Numbering and Bullets icons in the toolbar. Put your cursor in the list to be changed; then click the Numbering or Bullets icon as required.

To set or change a numbered list:

1. Access the **Schoolwires Editor** for the *page* on which you want to set or change a numbered list.
2. Position the cursor where you want to create a numbered list or select the text to which you want to apply numbering.
3. Click on the *Formatting* icon.
4. Select *List Formatting* from the drop-down list. When you are working in the *Numbered* tab, a window like the one shown in Figure 6 will display.



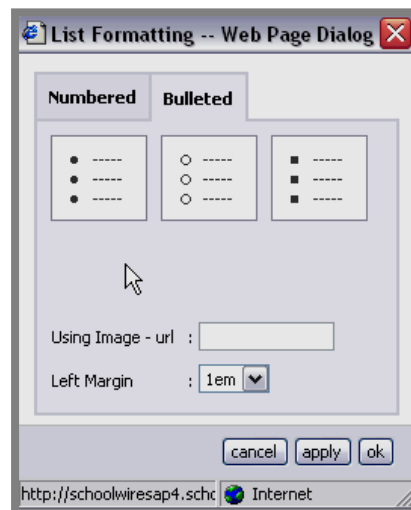
**Figure 6: Numbered List**

5. Select one of the five numbered list styles by clicking in the desired box.
6. Enter the *Starting Number* if desired.
7. Use the drop-down list to apply a left margin indent.

8. Click the *Apply* button.
9. Click the *Ok* button. The **Editor** will return as the active window.

To set or change a bulleted list:

1. Access the **Editor** for the *page* on which you want to set or change a bulleted list.
2. Position the cursor where you want to create a bulleted list or select the text to which you want to apply bulleting.
3. Click on the *Formatting* icon.
4. Select *List Formatting* from the drop-down list. When you are working in the *Bulleted* tab, a window like the one shown in Figure 7 will display.

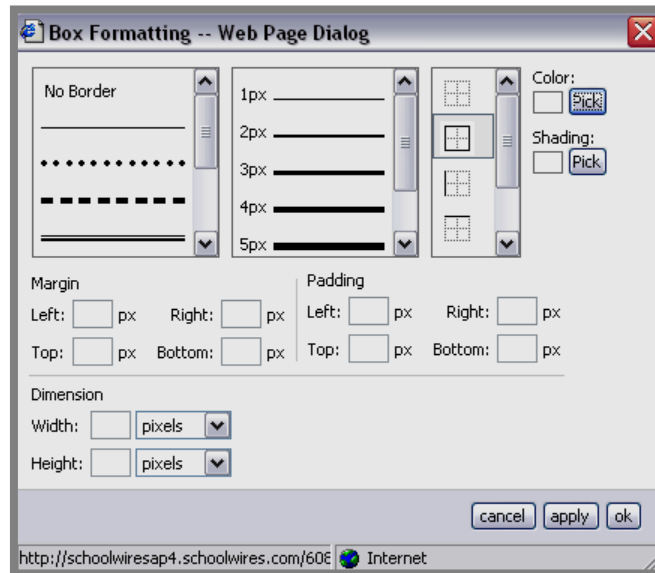


**Figure 7: Bulleted List**

5. Select one of the three bulleted list styles by clicking in the desired box. If desired, you can use an image for which you have a URL. Type the full URL in the field labeled *Using Image – url*.
6. Use the drop-down list to apply a left margin indent.
7. Click the *Apply* button.
8. Click the *ok* button. The **Editor** will return as the active window.

### Box Formatting

*Box Formatting* allows you to format an existing text box. When you select *Box Formatting*, a window like the one shown in Figure 8 will display.



**Figure 8: Box Formatting**

You can format the following:

- *Style*: Select the style of border ranging from a solid line to dashes to three-dimensional. (Text boxes are inserted without borders, the default.)
- *Weight*: Select the border thickness in pixels from 1px to 7px.
- *Apply*: Select where you would like to apply the border. You can apply it to the outside borders, left border, top border, right border and/or the bottom border. The first option, No Border, will remove a border.
- *Color* and *Shading*: Use the Color Picker to choose a border color and shading (fill) color.
- *Margin*: Enter the amount of space in pixels the text box should be indented from the margins.
- *Padding*: Enter the amount of space in pixels surrounding the contents of the text box.
- *Dimension*: Change the width or height of the text box by pixels or percent.

### Custom Cascading Style Sheets (CSS)

To edit a *Custom CSS*:

1. Access the **Editor** for the *page* on which you want edit CSS text.
2. Click on the *Formatting* icon on the **Editor** toolbar.
3. Select *Custom CSS* from the drop-down. A window like the one shown in Figure 9 will display.

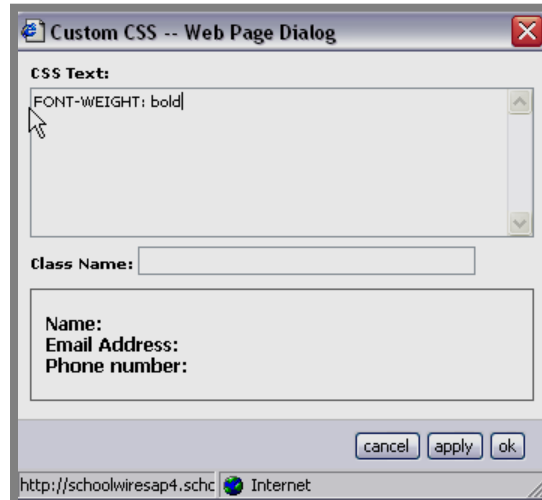


Figure 9: Custom CSS

4. Edit CSS text as required.
5. Click the *Apply* button.
6. Click the *Ok* button. The **Editor** will return as the active window.

---

## Working with Images

### *Preparing an Image*

Before inserting an image into the **Editor**, be certain it is either a GIF or a JPG file. You must also consider size. There are two considerations related to image size:

- The image should be the size you want it to appear, that is, the height and width of the image as it is to be displayed on a *page*. Within the **Editor** you can, however, control the display size of the image in Step 2 of the *Insert Image* wizard.
- You will also want to be aware of the size of the image file (e.g., 35 Kb, 1 Mb). A good file size for the web ranges between 5 and 10 Kb. *Schoolwires* recommends that an image file size not exceed 40 Kb. Files larger than 40 Kb will mean that your *page* will require more time to load. You must plan for visitors who have slower Internet connections, such as dial-up. You cannot change file size within the **Editor**. You will need to use an image creation tool to resize the file before uploading it. See **Centricity** chapter, “Template Style (CSS) Guide,” for more information.

Note: Images inserted from your computer or network or uploaded to *Files & Folders* using the *Batch Upload* are compressed. However, we recommend you still follow these guidelines.

You can insert an image from:

- Your computer or network
- Your *Files & Folders* on your *site*, *subsite* or *section* if the image has already been uploaded
- The Shared Library
- The **Schoolwires Clip Art & Graphics Library** if your organization has purchased this premium enhancement module

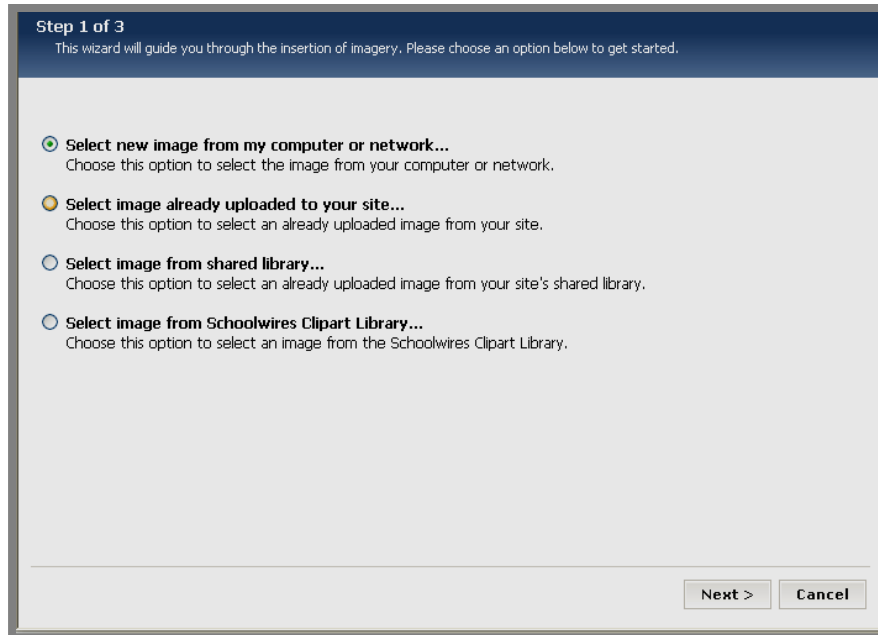
### *Inserting an Image from your Computer or Network*

Once the image file is appropriately sized (not to exceed 40 Kb):

1. Access the **Editor** for the *page* in which you want to insert the image.
2. Position the cursor where you wish to insert the image.



3. Click on the *Insert Image* icon on the **Editor** toolbar. Step 1 of the *Insert Image* wizard will display. If your organization has purchased the **Clip Art & Graphics Library Premium Enhancement Module**, Step 1 will include a fourth option to select an image from the *Schoolwires Clip Art & Graphics Library* as shown in Figure 10. Inserting images from this library is covered later in this chapter.



**Figure 10: Step 1 of Insert Image wizard with Clip Art & Graphics Library**

4. Click on the first radio button to “Select new image from my computer or network.”
5. Click on the *Next* button. Step 2 of the *Insert Image* wizard like the one shown in Figure 11 will display.

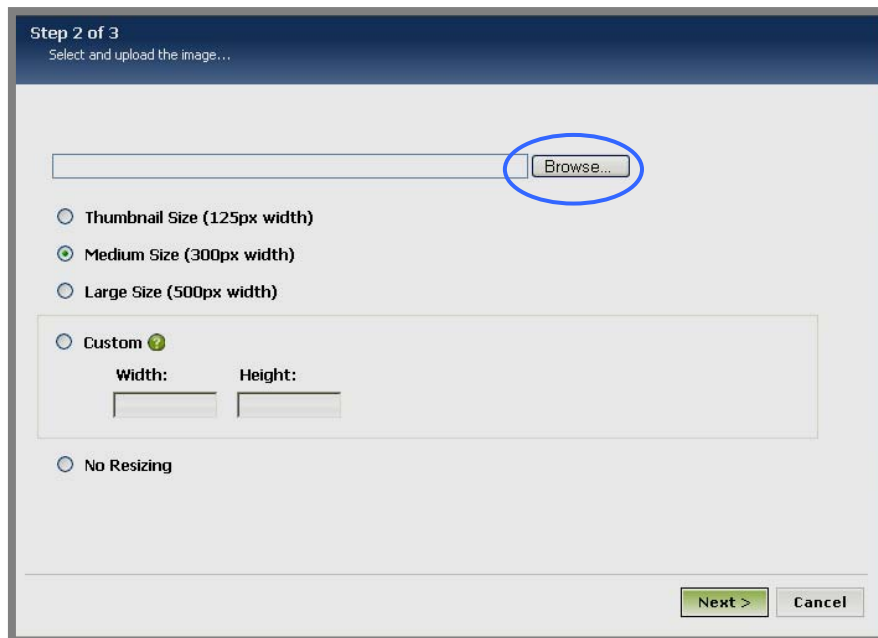


Figure 11: Step 2 of Insert Image wizard

6. Click on the *Browse* button. A browsing window like the one shown in Figure 12 will display.

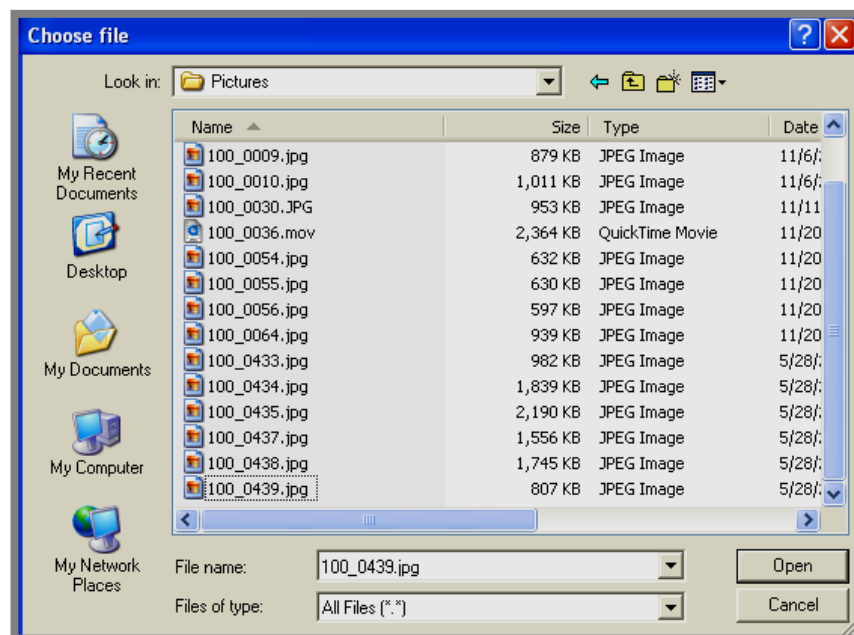
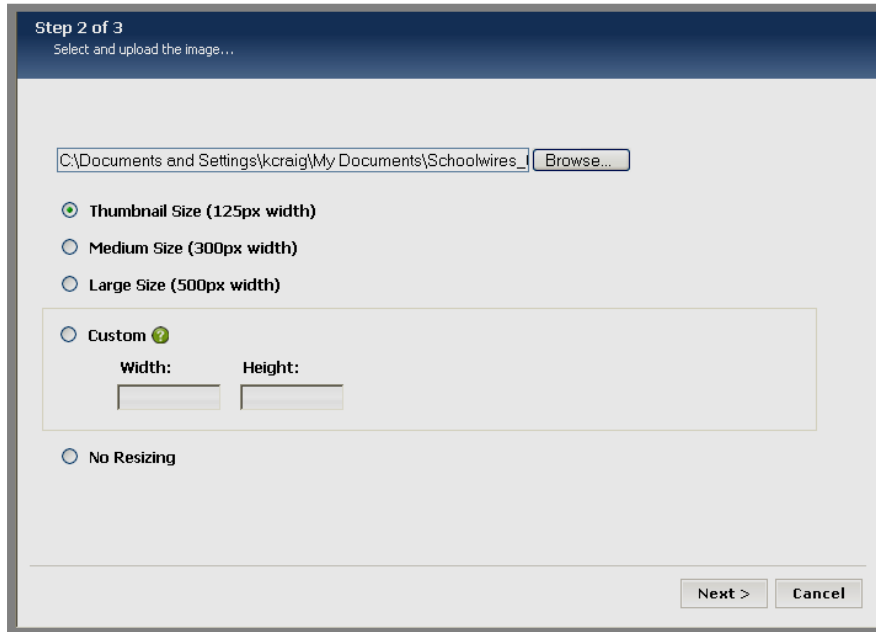


Figure 12: Browsing window

- a. Browse your computer or network until you locate the file.
- b. Highlight the file.

- c. Click the *Open* button. Step 2 of the *Insert Image* wizard will return as the active window, populated with the file path for the file you selected as shown in Figure 13.



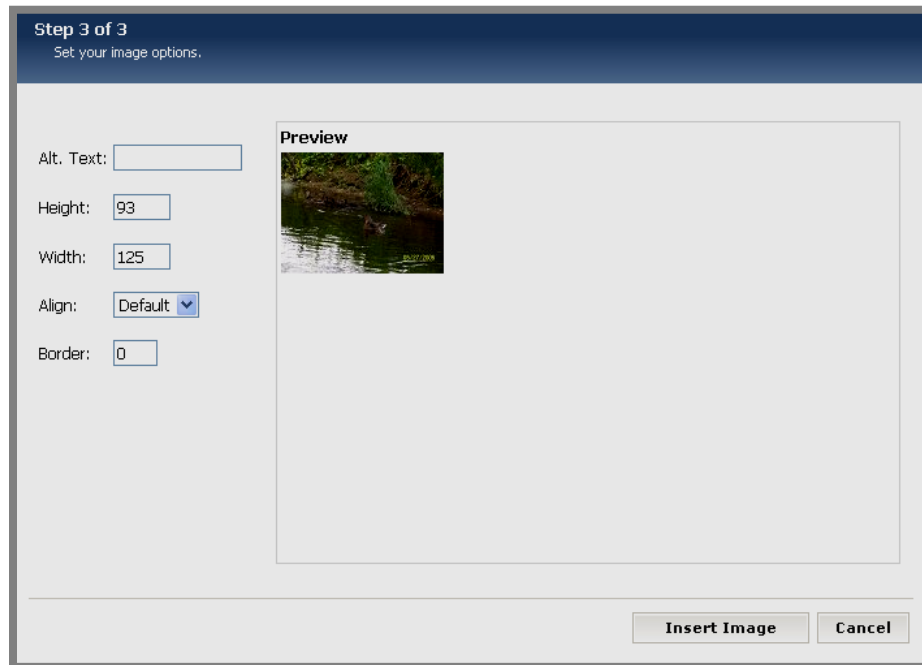
**Figure 13: Step 2 populated with file path**

7. Click in the radio button to the left of the file size you desire.

**Note:** If the width of the size you selected exceeds the maximum width for images set for the entire website or your *section*, the image will be sized according to the maximum width.

**TIP:** If you select Custom size, enter the desired height or width. If you enter only the width or height, the wizard will assign the other dimension proportionally. Unless you know the exact dimensions, *Schoolwires* highly recommends you enter only one dimension. The wizard will calculate the other dimension based on the aspect ratio of the original image. (Aspect ratio is the ratio between height and width. It maintains image proportions when increasing or decreasing the size of an image.)

8. Click on the *Next* button. An upload message will display then an *Image Options* window (Step 3 of the *Insert Image* wizard) like the one shown in Figure 14 will display.



**Figure 14: Image Options window (Step 3 of Insert Image wizard)**

**Note:** The size selected for Figure 14 was thumbnail size with a width of 125 pixels. The height was automatically calculated.

- a. Enter Alternate Text (Alt. Text).

**TIP:** The Alt. Text field ensures compliance with this item of section 508 of the Rehabilitation Act: "A text equivalent for every non-text element shall be provided which requires a name or label to be associated with every image used within a website." Since the alt text is intonated by assistive devices used by visitors with vision impairments, alt text labels should appropriately and succinctly describe the image. For more information, see [www.section508.gov](http://www.section508.gov).

- b. The other fields are optional. You can set the alignment, adjust the size of the image on the *page* or add a border to the image prior to inserting it.

9. Click on the *Insert Image* button. The **Schoolwires Editor** will return as the active window with the image displayed. In addition, the image will be uploaded to your *Files & Folders*.

**TIP:** If the image displays larger or smaller than you would like it to appear, do not resize it on the page. The aspect ratio cannot be locked and you could distort the image. (Aspect ratio is the ratio between height and width. It maintains image proportions when increasing or decreasing the

size of an image.) Instead, delete the image and resize it in the Image Options window (i.e., Step 3 of the Insert Image wizard) as you insert it.

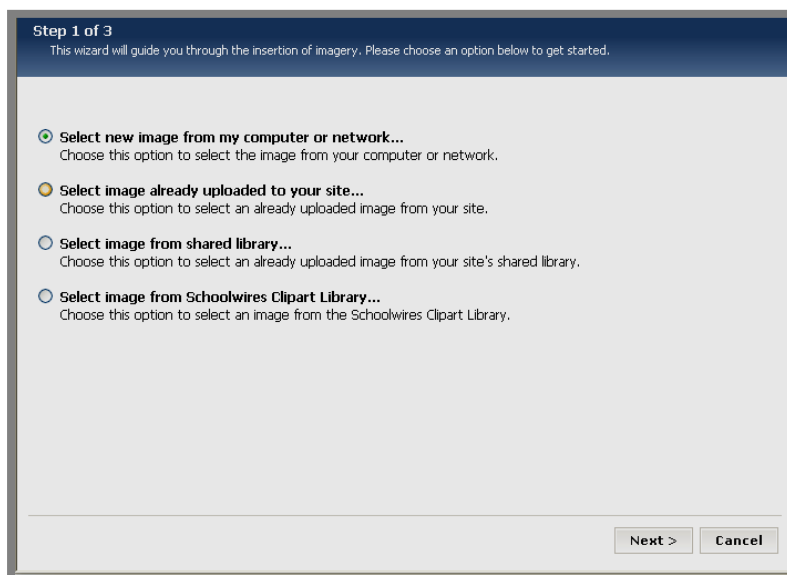
### *Inserting an Image from Files & Folders or the Shared Library*

Using the *Insert Image* wizard, you can insert an image previously uploaded to the *Files & Folders* on your *site*, *subsite* or *section* or one from the Shared Library.

The Shared Library exists within the *Site Workspace* and is used as a repository for commonly used files and images such as a logo. Only Site Directors can upload files to the Shared Library. All editors can access Shared Library files from any *page* on any *site* or *subsite* by using the *Insert File* and *Insert Image* wizards within the **Editor**.

To insert an image from *Files & Folders* or the Shared Library:

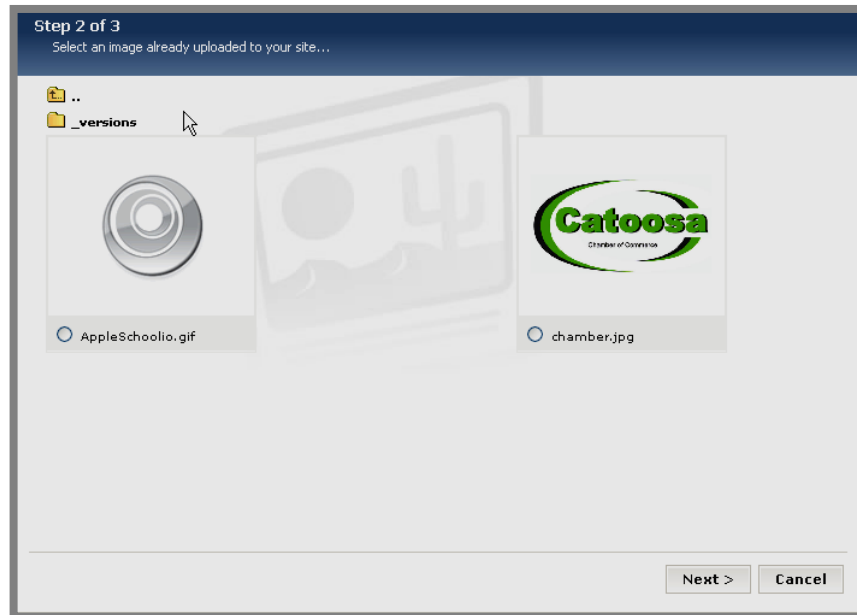
1. Access the **Editor** for the *page* in which you want to insert the image.
2. Position the cursor where you wish to insert the image.
3. Click on the *Insert Image* icon on the **Editor** toolbar. Step 1 of the *Insert Image* wizard will display. See Figure 15.



**Figure 15: Step 1 of Insert Image wizard with Clip Art & Graphics Library**

4. Click on either the second radio button to “Select image already uploaded to your site” (*Files & Folders*) OR the third radio button to “Select image from Shared Library.”
5. Click on the *Next* button. A window like the one shown in Figure 16 will display.

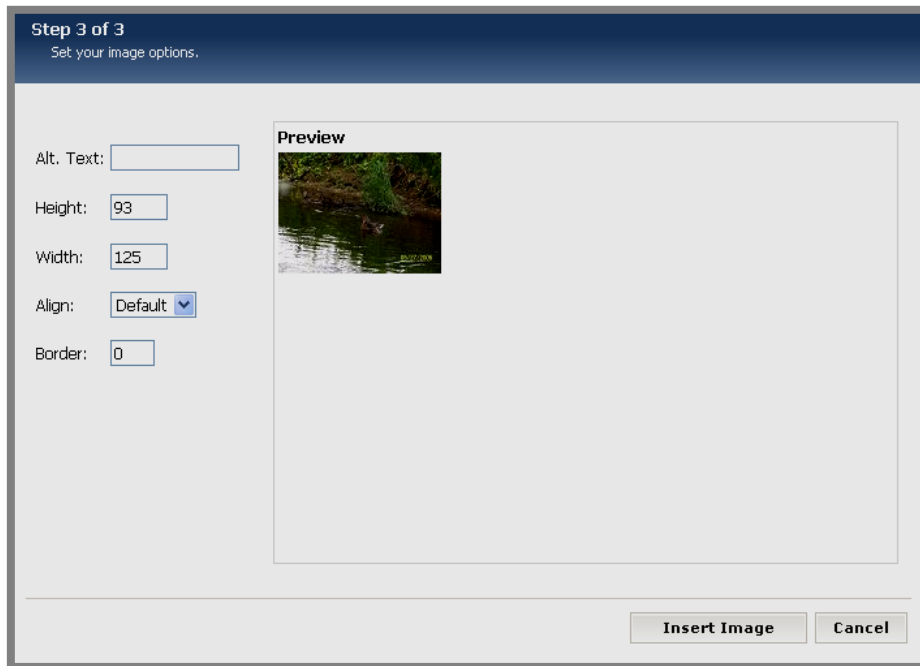
Note: The [\_versions folder] that you see in Figure 16 will not appear in the Shared Library window for Step 2.



**Figure 16: Files & Folders (Site) window**

6. Open the appropriate folder if required.
7. Click on the radio button to the left of the file name for the desired image.
8. Click on the *Next* button. An *Image Options* window (Step 3 of the *Insert Image* wizard) like the one shown in Figure 17 will display.

Note: If you insert an image from the Shared Library, it is not uploaded to your *Files & Folders*. The image remains in the Shared Library. You are “pointing” to that image in the Shared Library.



**Figure 17: Image Options window (Step 3 of Insert Image wizard)**

- a. Enter Alternate Text (Alt. Text).

**TIP:** The Alt. Text field ensures compliance with this item of section 508 of the Rehabilitation Act: "A text equivalent for every non-text element shall be provided which requires a name or label to be associated with every image used within a website." Since the alt text is intonated by assistive devices used by visitors with vision impairments, alt text labels should appropriately and succinctly describe the image. For more information, see [www.section508.gov](http://www.section508.gov).

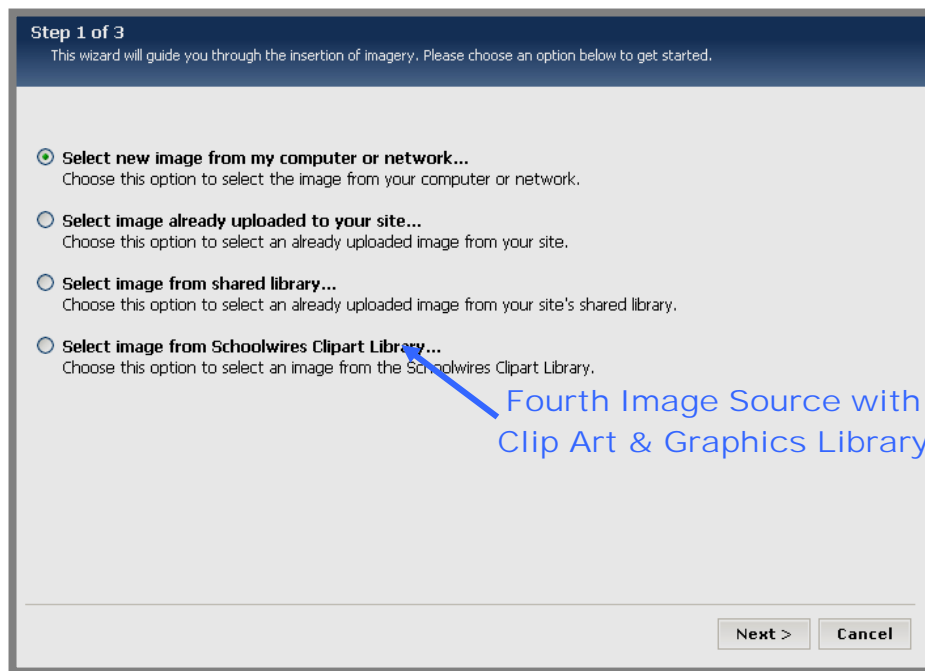
- b. The other fields are optional. You can set the alignment, adjust the size of the image on the page or add a border to the image prior to inserting it.
9. Click on the *Insert Image* button. The **Editor** will return as the active window with the image displayed.

**TIP:** If the image displays larger or smaller than you would like it to appear, do not resize it on the page since the aspect ratio cannot be locked, and you could distort the image. (Aspect ratio is the ratio between height and width. It maintains image proportions when increasing or decreasing the size of an image.) Instead, delete the image and resize it in the Image Options window (i.e., Step 3 of the Insert Image wizard) as you insert it.

### Inserting an Image from the Clip Art & Graphics Library

With the **Schoolwires Clip Art & Graphics Library** Premium Enhancement Module, editors have access to over 1,000 hand-selected, educator-approved, royalty-free images. This library features categories that focus on education. The images are inserted using the **Schoolwires Insert Image** wizard.

If your organization has purchased the module, the **Insert Image** wizard will contain a fourth option—to insert from the **Schoolwires Clip Art & Graphics Library**—as shown in Figure 18.



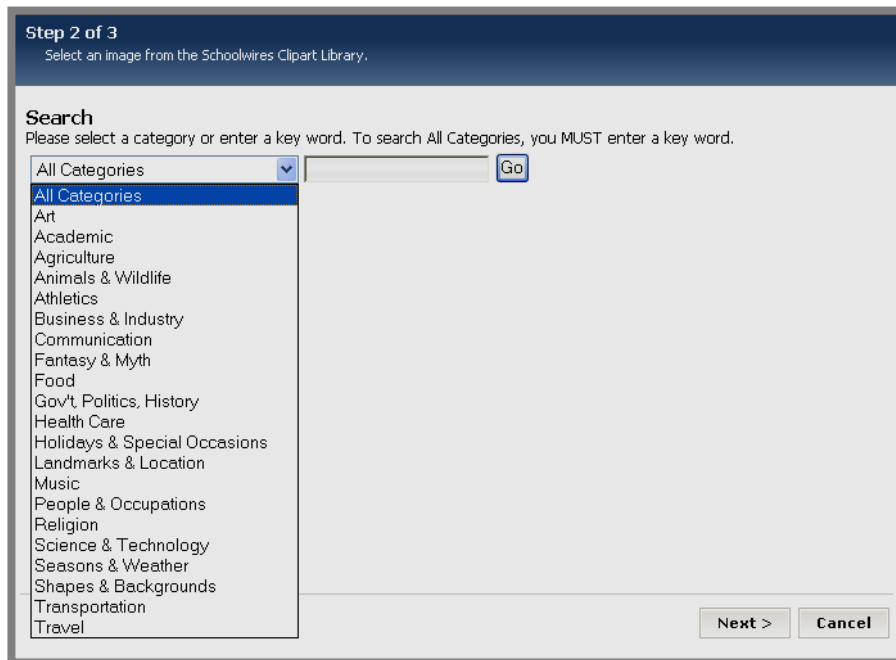
**Figure 18: Step 1 of Insert Image wizard with Clip Art & Graphics Library**

To insert an image from the **Clip Art & Graphics Library**:

1. Access the **Editor** for the *page* in which you want to insert the image.
2. Position the cursor where you wish to insert the image.
3. Click on the **Insert Image** icon on the **Editor** toolbar. Step 1 of the **Insert Image** wizard like the one shown in Figure 18 will display.
4. Click on the fourth radio button to “Select image from **Schoolwires** Clipart Library.”
5. Click the **Next** button. Step 2 of the **Insert Image** wizard (Figure 19) will display.



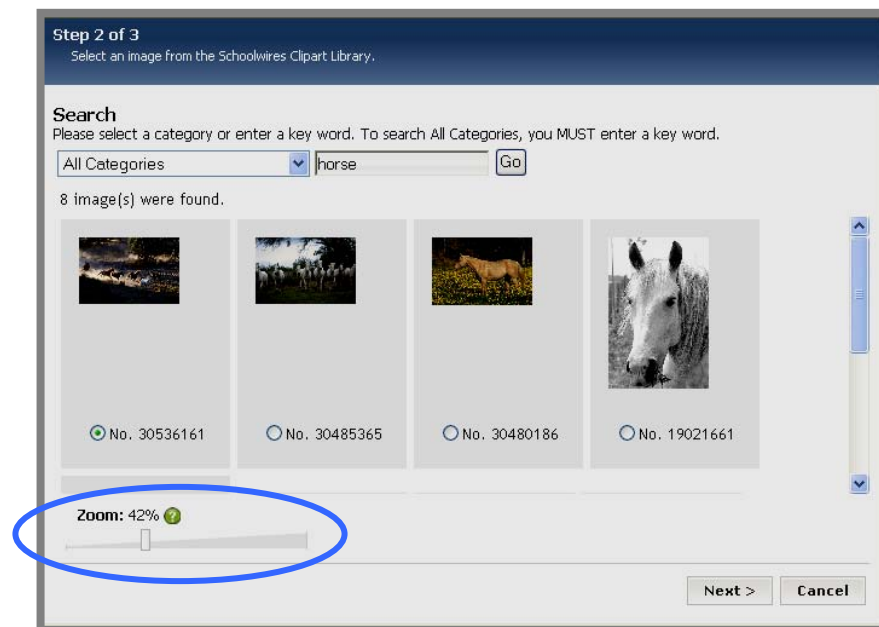
6. Choose a category from the drop-down list and/or enter a key word.



**Figure 19: Step 2 of Insert Image wizard with Clip Art Library**

**Note:** You MUST enter a key word to search all categories.

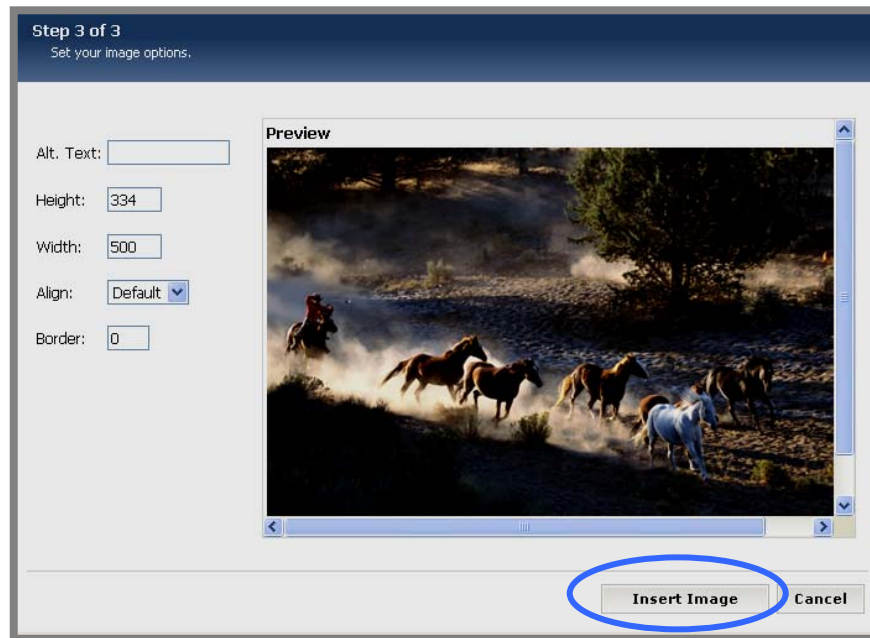
7. Click on the *Go* button. The results of your search will display as you see in Figure 20.



**Figure 20: Results of the search**

Note: Use the *Zoom* control to display a larger or smaller number of images. This will not change the size of the image that is inserted. It simply changes the sizes of the images in the display window.

8. Click in the radio button under the image you wish to insert.
9. Click on the *Next* button. An *Image Options* window (Step 3 of the *Insert Image* wizard) like the one shown in Figure 21 will display.



**Figure 21: Image Options window (Step 3 of Insert Image wizard)**

- a. Enter Alternate Text (Alt. Text).

**TIP:** The Alt. Text field ensures compliance with this item of section 508 of the Rehabilitation Act: "A text equivalent for every non-text element shall be provided which requires a name or label to be associated with every image used within a website." Since the alternate text is intonated by assistive devices used by visitors with vision impairments, alt text labels should appropriately and succinctly describe the image. For more information, see [www.section508.gov](http://www.section508.gov).

- b. The other fields are optional. You can set the alignment, adjust the size of the image on the *page* or add a border to the image prior to inserting it.

Note: The default *site* setting for maximum image width will not affect images inserted from the **Clip Art & Graphics Library**.

10. Click on the *Insert Image* button. The **Editor** will return as the active window with the image displayed.

**TIP:** If the image displays larger or smaller than you would like it to appear, do not resize it on the page. The aspect ratio cannot be locked and you could distort the image. (Aspect ratio is the ratio between height and width. It maintains image proportions when increasing or decreasing the size of an image.) Instead, delete the image and resize it in the Image Options window (i.e., Step 3 of the Insert Image wizard) as you insert it.

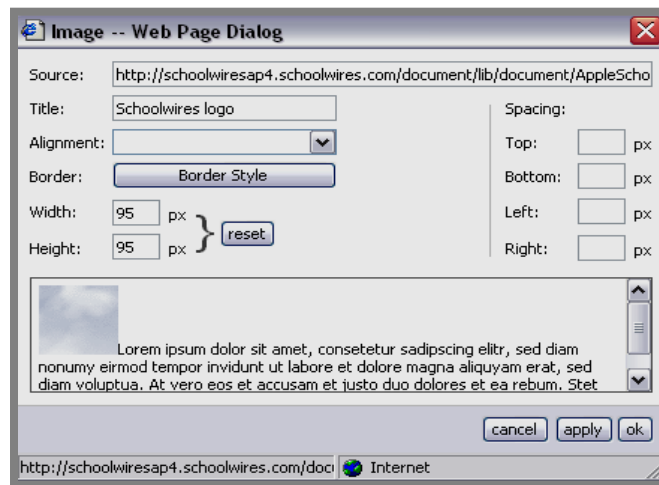
### Editing Image Properties

*Edit Image Properties* is used to edit an existing image. You can also insert a new image using this icon, though *Schoolwires* does not recommend it.

#### Editing an Existing Image Using the Edit Image Properties Icon

You can use the *Edit Image Properties* icon to edit an existing image. To do this:

1. Access the **Editor** for the *page* in which you want to modify an image.
2. Click on the image you want to edit.
3. Click on the *Edit Image Properties* icon. A window like the one shown in Figure 22 will display.




**Figure 22: Edit Image Properties for existing image**

4. To edit the image:
  - a. *Source*: Edit the source location information as needed.
  - b. *Title*: Edit the alt text information as needed.
  - c. *Alignment*: Align the image on *page*.
  - d. *Border*: Select border style, weight, placement and color.

- e. *Width and Height*: Change the width and height of the image. Reset restores the image to original size (before changes to width and height).
  - f. *Spacing*: Enter the amount of space in pixels surrounding the image.
5. Click the *Apply* button.
  6. Click the *Ok* button. The **Editor** will return as the active window with the edited image displayed.

#### *Inserting a New Image Using the Edit Image Properties Icon*

You can use the *Edit Image Properties* icon to insert a new image. However, *Schoolwires* recommends that you use the *Insert Image* icon  to insert an image.

To insert an image using the *Edit Image Properties* icon:

1. Upload the image to your *Files & Folders*.
2. Obtain the URL for the image from your *Files & Folders*.  
Note: Only Site Directors can access the Shared Library to obtain the URLs for the images contained in it.
3. Access the **Editor** for the *page* on which you want to insert the image.
4. Place your cursor where you wish to insert the image.
5. Click on the *Edit Image Properties* icon. A window like the one shown in Figure 22 will display.
6. Enter the URL in the *Source* field. This is required.
7. Enter a title for the image in the *Title* field. This is required.
8. Enter the *width* and *height* for the image.
9. Edit other properties as required.
10. Click the *Insert* button. The **Editor** will return as the active window. The image will be displayed.

#### *Deleting an Image*

To delete an image from your *page*:

1. Select the image. Handles will display around the image.
2. Click the Delete key on your keyboard. The image will no longer display.
3. Click *Save*. The image will be permanently deleted from your *page*.

Note: Deleting an image from the *page* does not delete it from *Files & Folders*.

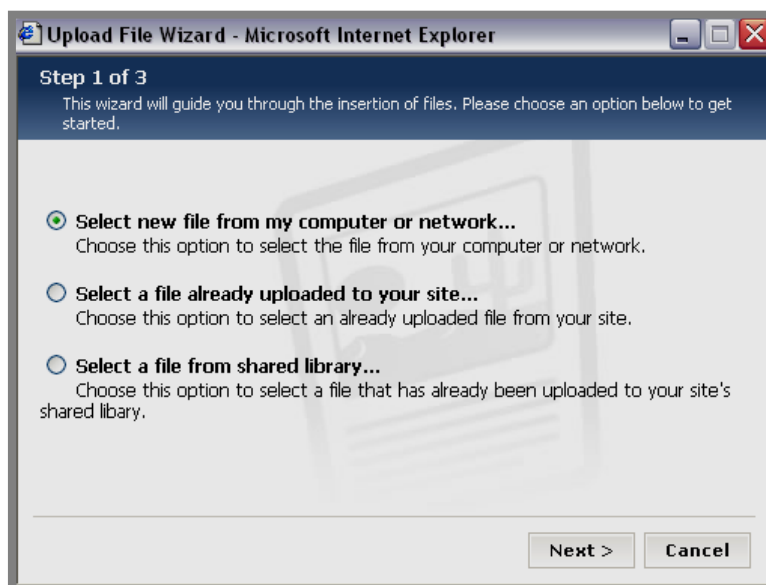
## Inserting a File

When you insert a file, you will have the choice of inserting it from:

- Your computer or network
- Files and Folders of your *site*, *subsite* or *section* if it has already been uploaded
- The Shared Library

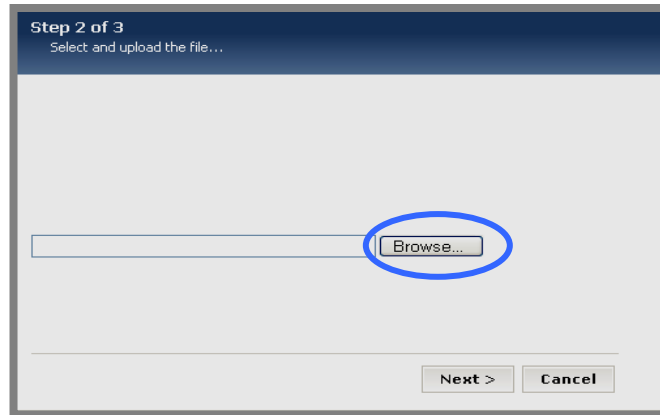
You insert a file into the **Editor** the same way you insert an image. Most of the windows that will display when you insert a file will be the same as the ones that display when you insert an image. However, the windows will be labeled for a file rather than an image.

1. Access the **Editor** for the *page* in which you want to insert the file.
2. Position the cursor where you wish to insert the file.
3. Click on the *Insert File Link* icon on the **Editor** toolbar. An *Insert File* wizard like the one shown in Figure 23 will display.



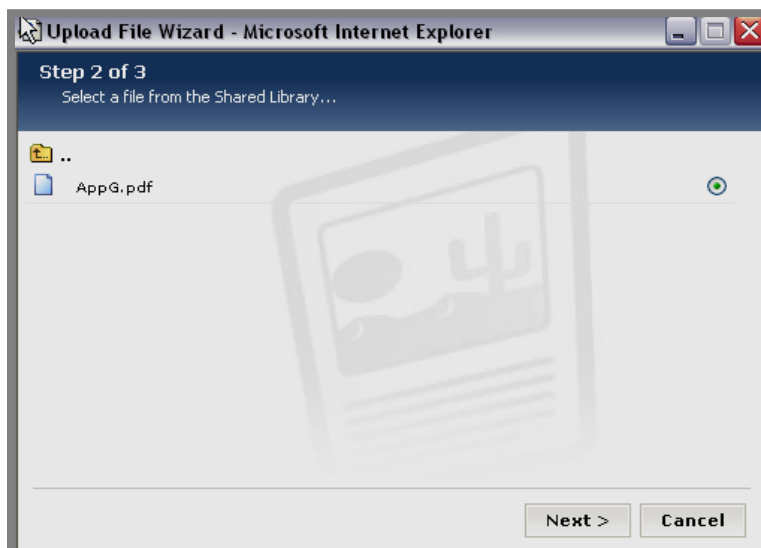
**Figure 23: Insert File wizard**

4. Click on the radio button that describes the location of the file you want to insert.
5. Click on the *Next* button.
  - a. If you are selecting a file from your computer or network, Step 2 of the *Insert File* wizard like the one shown in Figure 24 will display.



**Figure 24: Step 2 of Insert File wizard insert from computer or network**

- i. Click on the *Browse* button to browse your computer or network and locate the file you want to upload.
  - ii. Highlight the file you want to upload in the browsing window.
  - iii. Click on the *Open* button. The browsing window will return as the active window with the file path for the file displayed.
  - iv. Click on the *Next* button. You will get a message saying the file is uploading. A *File Options* window like the one shown in Figure 26 will display.
- b. If you are inserting a file already uploaded to your *site* (*Files & Folders* on *site*, *subsite* or *section*) or from the Shared Library, a window like the one shown in Figure 25 will display. Note: The files and folders that display will be different. For instance, the [\_versions folder] will not appear in the *Shared Library* window, but it will in the *Files & Folders* window.



**Figure 25: Step 2 of Insert File wizard from Shared Library**

- i. Open the appropriate folder if required.
- ii. Click on the radio button to the right of the file name for the image you want to use.
- iii. Click on the *Next* button. A *File Options* window like the one shown in Figure 26 will display.

Note: If you insert a file from the Shared Library, it is not uploaded to your *Files & Folders*. The file remains in the Shared Library. You are “pointing” to that file in the Shared Library.

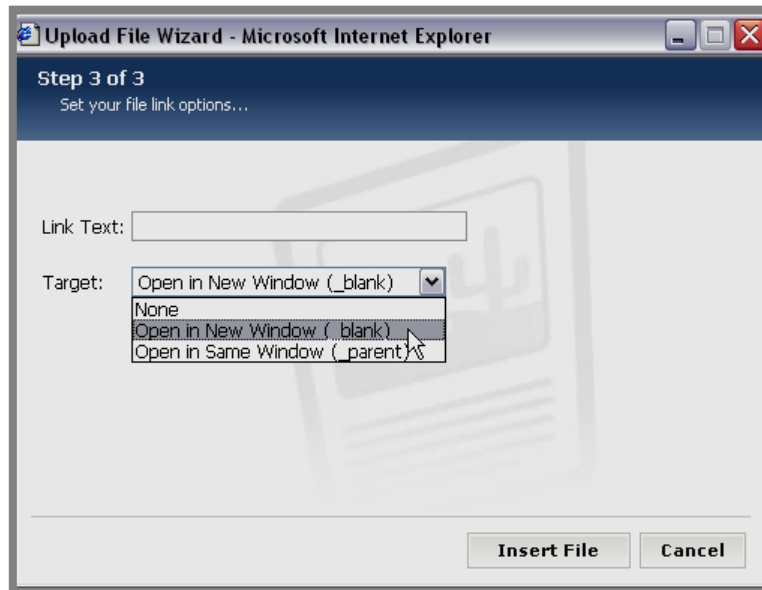


Figure 26: File Options window

6. Enter Link Text. This is the text that will display in the body of your *page* on your website. Visitors will be prompted to open or save the file when they click on it.
7. Choose a Target from the drop-down list. The choices are:
  - *None*: Closing the window takes user back to the homepage.
  - *Open in New Window (\_blank)*: Closing the window does not close the browser.
 

**TIP:** It is a good practice to use Blank as your target. When a visitor opens the window, it will open in a new Browser window. Consequently, when the user closes the window, the original Browser window will remain open.
  - *Open in Same Window (\_parent)*: Closing the window closes entire browser window.
8. Click on the *Insert File* button. The **Editor** will return as the active window with the link to the file displayed.

**Note:** If you insert a file, such as a PowerPoint® slideshow, using the *Insert File* function, visitors will have to click on the file name to view it. If you want the file to open automatically for visitors, click on the *Open Toolbox* icon in the **Editor** toolbar and use the Embed Complex Content **ActiveBlock**.

In the example of a PowerPoint file, both methods of inserting the slideshow will require visitors to click on the PowerPoint page to advance slides. A third-party application is required to run a PowerPoint file like an automated slide show on a web page. Some websites to explore include: [www.articulate.com](http://www.articulate.com); [www.speechi.net](http://www.speechi.net); and [www.presentationpro.com/Products/powerconverter.asp](http://www.presentationpro.com/Products/powerconverter.asp).



## Inserting a Horizontal Rule

To insert a horizontal rule into the *Schoolwires Editor*:

1. Access the **Editor** for the *page* in which you want to insert the horizontal rule.
2. Position the cursor where you wish to insert the horizontal rule.  
**TIP:** Position the cursor at the beginning of the line (to the left of the first word, image, etc.) to insert the horizontal rule above that line. Position the cursor at the end of the line (to the right of the last word, image, etc.) to insert the horizontal rule below that line.
3. Click on the *Horizontal Rule* icon. The horizontal rule will display above or below the line depending on the position of the cursor.  
**TIP:** If you select text or an image and click on the Horizontal Rule icon, the selected text or image will be replaced by the horizontal rule.

## Inserting a Bookmark

Bookmarks are sometimes referred to as anchors. They allow visitors to move quickly and easily within the content of your *page*. Placing bookmarks in an article, for instance, will allow visitors to move easily within that article. If you have bookmarked items on a *page* and link them to menu items at the top of a *page*, for instance, a visitor can move to the bookmarked items simply by clicking on their titles in the menu. If you place a bookmark at the top of a *page*, visitors can return to the top of that *page* by clicking on the words “Top of Page.” Bookmarks, however, are invisible to the visitor.

In order for a bookmark to work, you must do two things, in this order:

- Insert the bookmark on the *page*.
- Create a link (using the *Insert Link* icon) at another place on the *page* that will jump to the bookmark.

To insert a bookmark into the **Editor**:

1. Access the **Editor** for the *page* in which you want to insert the bookmark.
2. Position the cursor where you wish to insert the bookmark.
3. Click on the *Bookmark* icon on the **Editor** toolbar. A *Bookmark* pop-up window like the one shown in Figure 27 will display.

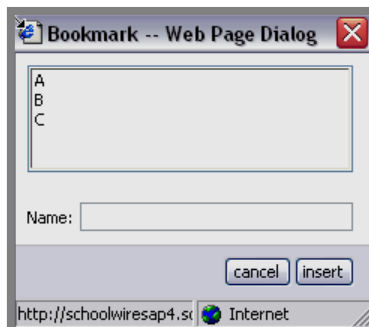


Figure 27: Bookmark window

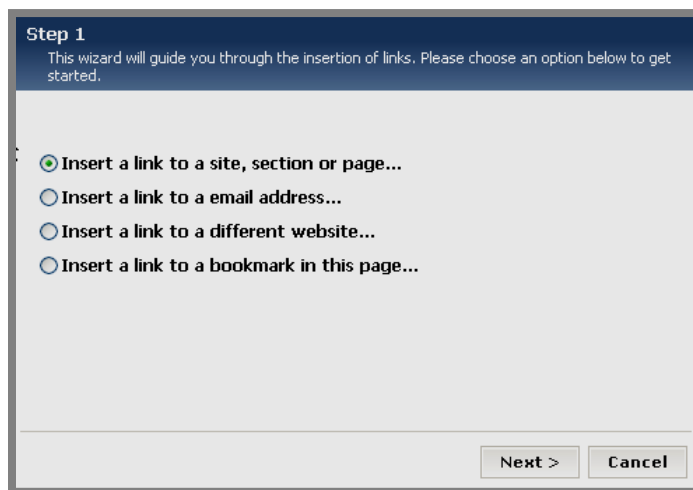
4. Enter the name of the bookmark. (It is common practice to name bookmarks “A”, “B” “C”... or “1”, “2” “3”....) In Figure 27, three bookmarks named “A”, “B” and “C” were inserted.
5. Click on the *Insert* button. You have now inserted a bookmark on the *page*. To complete the process you must now insert a link to the bookmark.

## Working with Links

### *Inserting a Link*

To insert a link into the *Schoolwires Editor*:

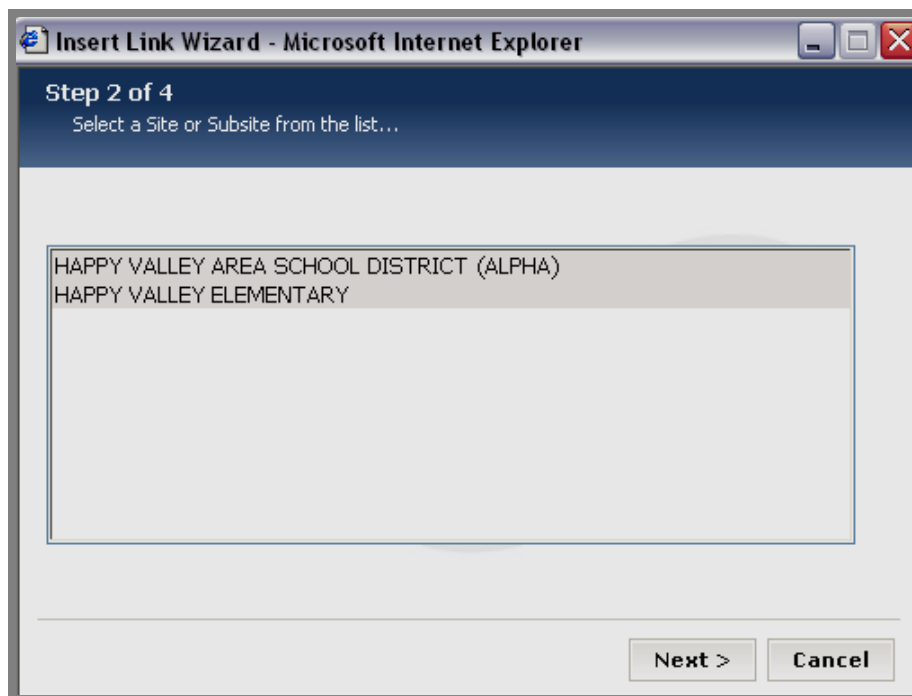
1. Access the **Editor** for the *page* in which you want to insert the link.
2. Select the text or image to which you wish to link.
3. Click on the *Insert Link* icon on the **Editor** toolbar. Step 1 of the *Insert Link* wizard like the one shown in Figure 28 will display.



**Figure 28: Step 1 of Insert Link wizard**

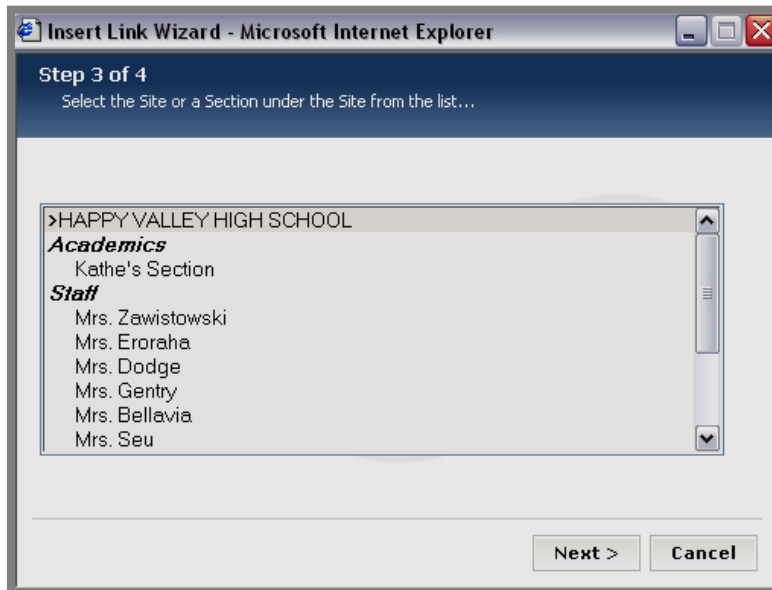
4. Click on the radio button to the left of the type of item to which you want to link.  
**TIP:** If you just created a bookmark to which you want to link, choose, “Insert a link to a bookmark in this page....”

5. Click on the *Next* button.
  - a. If you are linking to a *site*, *section* or *page* within your website, a window like the one shown in Figure 29 will display.



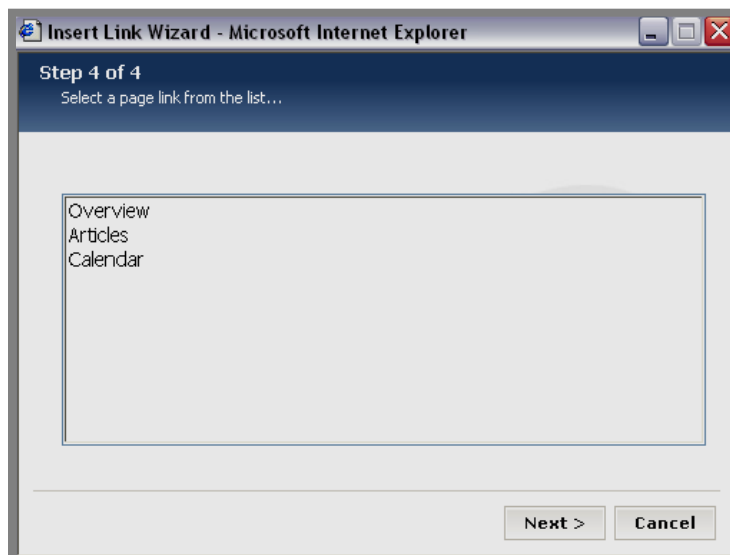
**Figure 29: Select a Site or Subsite**

- i. Select the *site* or *subsite* to which you want to link.
- ii. Click on the *Next* button. A window like the one in Figure 30 will display.



**Figure 30: Select a Section**

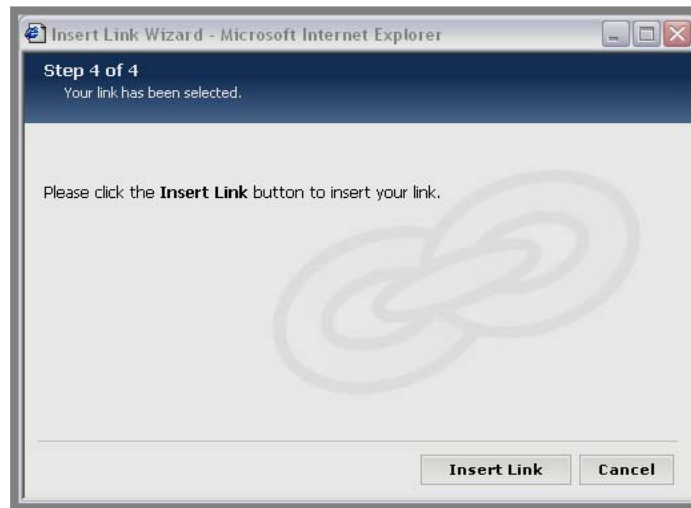
- iii. If you wish to link to a site or subsite click on name of the site or subsite to which you wish to link again. Proceed to step (5.a.vii).
- iv. If you wish to link to a *section*, choose the *section* from the list.
- v. Click on the *Next* button. A window like the one shown in Figure 31 will display. This provides you with a list of all the *pages* in that *section*.



**Figure 31: Select Page Link**

- vi. Select a *page* from the list.

- vii. Click on the *Next* button. An *Insert Link* window like the one shown in Figure 32 will display.



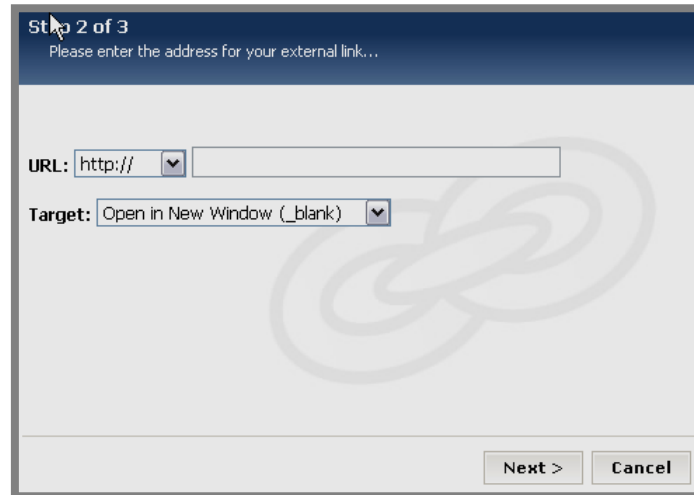
**Figure 32: Insert Link window**

- viii. Click on the *Insert Link* button. The link will be inserted.
- b. If you are linking to an email address, a window like the one shown in Figure 33 will display.



**Figure 33: Enter Email Address**

- i. Enter the email address to which you want to link.
- ii. Click on the *Next* button. An *Insert Link* window like the one shown in Figure 32 will display.
- iii. Click in the *Insert Link* button. The link will be inserted.
- c. If you are linking to another website, a window like the one shown in Figure 34 will display.



**Figure 34: External link window**

- i. Select the type of URL (e.g., http://) from the drop-down list.


**TIP:** The default is http://, which is the most common URL. You will probably select this default URL most of the time.
  - ii. Enter the address (e.g., www.schoolwires.com) for the website to which you want to link in the field to right of the URL type.
  - iii. Enter the Target:
    - *Open in New Window (\_blank)*: Closing the window does not close the browser. **Note:** This is recommended.
    - *Open in Same Window (\_parent)*: Closing the window closes the entire browser window.
  - iv. Click on the *Next* button. An *Insert Link* window like the one shown in Figure 32 will display.
  - v. Click on the *Insert Link* button. The link will be inserted.
- d. If you are linking to a bookmark, a window like the one shown in Figure 35 will display.
- TIP:** You need to insert a bookmark on a page before you can link to it. See “Inserting a Bookmark” in this chapter for more information.



**Figure 35: Link to bookmark**

- i. Enter the name of the bookmark to which you want to link. In this example, we are linking to a bookmark named “C.”
- ii. Click on the *Next* button. An *Insert Link* window like the one shown in Figure 32 will display.
- iii. Click in the *Insert Link* button. The link will be inserted.

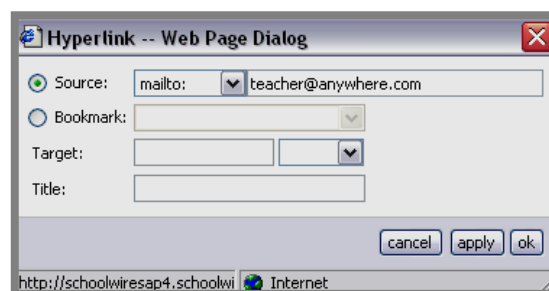
### Editing Link Properties

You can edit or remove an existing link with *Edit Link Properties*. You can also insert a new link using this icon, though *Schoolwires* recommends using the *Insert Link* icon  to insert a link.

#### Editing an Existing Link

To edit an existing link:

1. Access the **Editor** for the *page* containing the link you want to edit.
2. Click on the link you want to edit.
3. Click on the *Edit Link Properties* icon. A window like the one shown in Figure 36 will display. The properties for the selected link are displayed. In this example, we are editing an email link.



**Figure 36: Edit Hyperlink Properties**

4. Edit the link. Note that the source radio button is already selected.
  - a. To change the source (e.g., http://, mailto:), use the drop-down list. Edit the information in the field to the right of the drop-down as required.
  - b. To change the bookmark:
    - i. Click in the radio button to the left of Bookmark.
    - ii. Select the bookmark from the drop-down list.
  - c. To change the target, choose a new target from the drop-down list.
  - d. To change the title (sometimes called a tool tip or mouse-over), make the desired edits in the field.
5. Click the *Apply* button.
6. Click the *Ok* button. The **Editor** will return as the active window.

#### *Inserting a New Link Using the Edit Link Properties Icon*

You can use the *Edit Link Properties* icon to insert a new link or bookmark.


**TIP:** To insert a link to an internal URL (a site, section, or page within your site), *Schoolwires* recommends using the Insert Link icon instead of the Edit Link Properties icon unless you know the URL for the site, section or page to which you want to link.

To insert a new link:

1. Access the **Editor** for the *page* in which you want to insert the link.
2. Position the cursor where you wish to insert the link. Be sure it is not on an existing link or bookmark.
3. Click on the *Edit Link Properties* icon. An *Edit Hyperlink Properties* window like the one shown in Figure 36 will display.
  - a. If you are entering a bookmark, choose the bookmark from the drop-down list.
  - b. For all other links, use the drop-down list to select the source type (e.g., http://, mailto:).
  - c. For all other links, enter the appropriate information in the field to the right of the source type drop-down.
  - d. If the source is a URL, you must designate a target.



**TIP:** It is a good practice to use Blank as your target. When a visitor opens the window, it will open in a new Browser window. Consequently, when the user closes the window, the original Browser window will remain open.


- e. If you want a tool tip to display when a visitor rolls their mouse over the link, enter the tool tip in the Title field.
4. Click the *Insert* button.
5. Click the *Apply* button.
6. Close the *Edit Hyperlink Properties* window by clicking the *ok* button or clicking the  in the upper right corner of the hyperlink window. The **Editor** will return as the active window.

### Removing a Link

To remove a link and the text or image with which it is associated, select the text or image and hit the *Delete* key on your keyboard.

Note: To remove a link to a bookmark, you **MUST** delete the text or image with which it is associated.

To remove a link from the **Editor** without removing the text or image:

1. Access the **Editor** for the *page* from which you want to remove the link.
2. Select the text or image from which you wish to remove the link.
3. Click on the *Edit Link Properties* icon. An *Edit Hyperlink Properties* window like the one shown in Figure 36 will display.
4. Delete all content from the field to the right of the source drop-down list.
5. Click the *Apply* button.
6. Close the *Edit Hyperlink* window by clicking on the  button. The **Editor** will return as the active window.

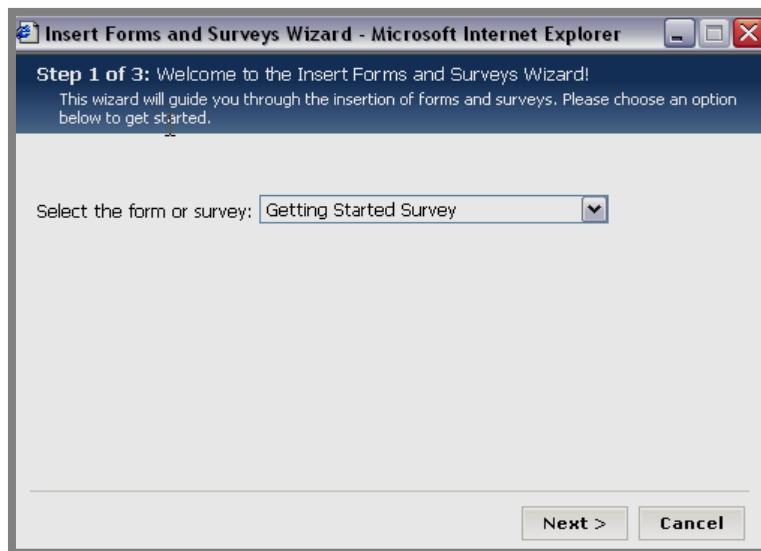
### Linking to a Form or Survey

If your organization has purchased the **Forms & Surveys Premium Enhancement Module** and it has been activated in the *section* (if you are working in a *section*), you can use the *Insert Form Link* icon to insert a link to an existing form or survey.

**TIP:** You must create and save your form or survey at the level you will use it. For example, if you want to link to a form or survey on a site homepage, you must create it in that site's forms and surveys. However, if you know the URL for the form, you may insert it as a link anywhere regardless of the level at which it was created, but you cannot use the Insert Form Link function to do this. You must use the Edit Hyperlink Properties function.

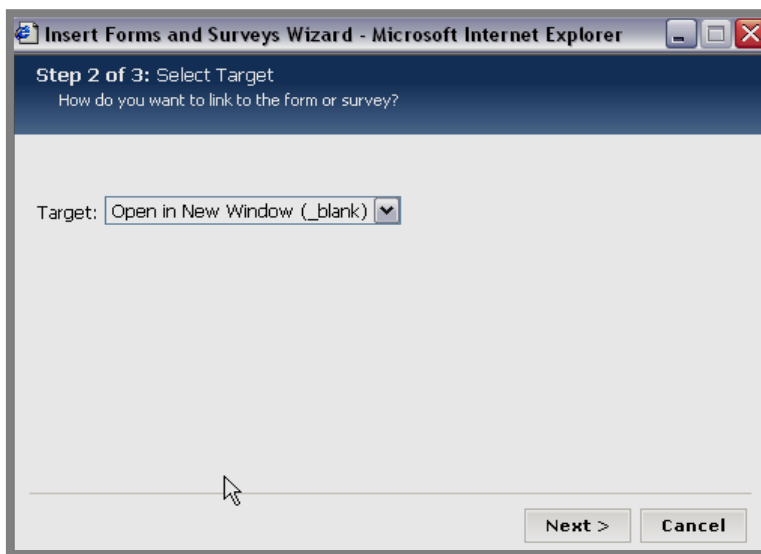
To link to a form or survey:

1. Access the **Editor** for the *page* in which you want to insert a link to the form or survey.
2. Enter and select the text to which you want to link.
3. Click on the *Insert Form Link* icon. A window like the one shown in Figure 37 will display.



**Figure 37: Form or survey selection window**

4. Use the drop-down list to select the desired form or survey.
5. Click the *Next* button. A window like the one shown in Figure 38 will display.

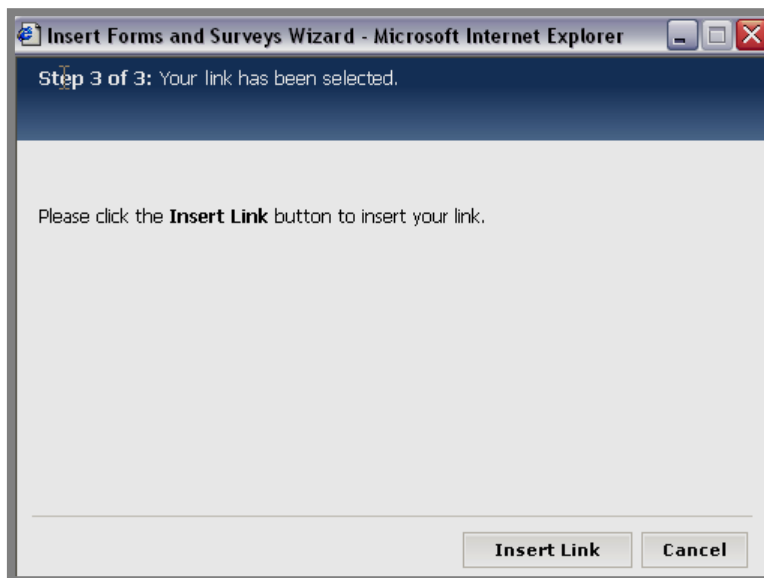


**Figure 38: Form or survey target window**

6. Choose a *Target* from the drop-down list. The choices are:
  - *Open in New Window (\_blank)*: Closing the window does not close the browser.
  - *Open in Same Window (\_parent)*: Closing the window closes entire browser window.

**TIP:** It is a good practice to use *Blank* as your target. When a visitor opens the window, it will open in a new Browser window. Consequently, when the user closes the window, the original Browser window will remain open.

7. Click the *Next* button. A window like the one shown in Figure 39 will display.



**Figure 39: Insert Link to form or survey**

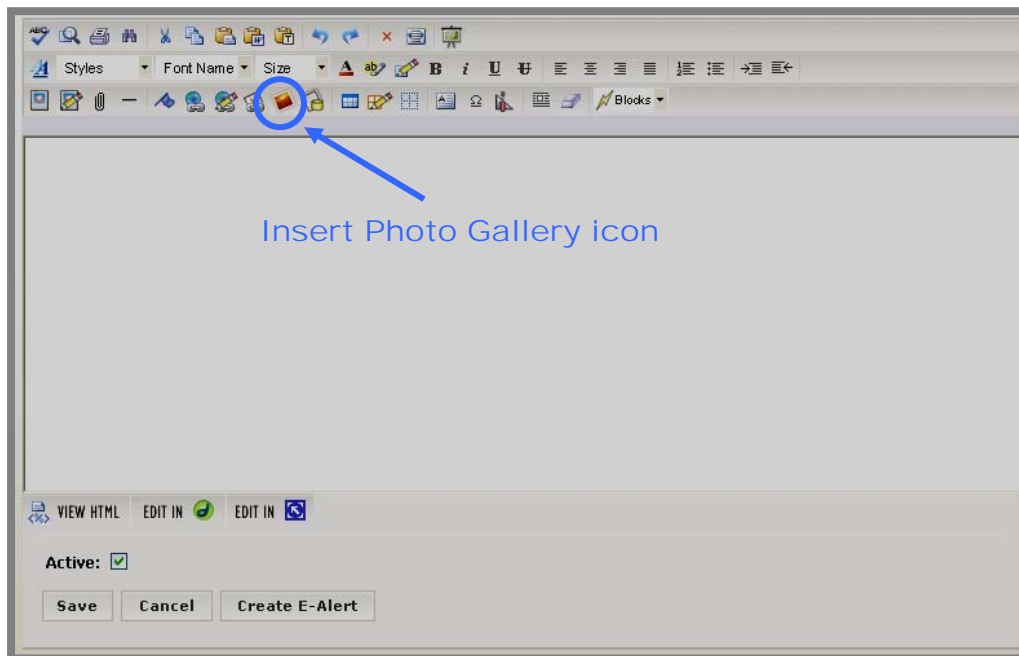
8. Click the *Insert Link* button. The **Editor** will return as the active window with the link to the form or survey displayed.

## Linking to a Photo Gallery

If your organization has purchased the **Photo Gallery** Premium Enhancement Module and it has been activated in the *section* (if you are working in a *section*), you can use the *Insert Photo Gallery* icon available in the **Editor** on an *Overview Page* or *Flex Page* to insert a link to a photo gallery that you created within that *section*.

To do this:

1. Click on the *Page Name* of the *Overview* or *Flex Page*. An **Editor** like the one shown in Figure 40 will display.



**Figure 40: Schoolwires Editor**

2. Click on the *Insert Photo Gallery* icon. An *Insert Photo Gallery* wizard like the one shown in Figure 41 will display.
3. Select the photo gallery from the drop-down list.



**Figure 41: Insert Photo Gallery wizard**

4. Click on the *Insert Gallery* button. The **Editor** will return as the active window. The tag for that gallery will display in the **Editor**.
5. Click on the *Save* button. If that *page* is active, you can view the change on the end user website.

## Linking to a MiniBase (Directory or List)

If your organization has purchased the **MiniBase** Premium Enhancement Module and it has been activated in the *section* (if you are working in a *section*), you can use the *Insert Directory* icon available in the **Editor** on an *Overview Page* or *Flex Page* to insert a link to a MiniBase that you created within that *section*.

To do this:

1. Click on the *Page Name* of the *Overview* or *Flex Page*. An **Editor** like the one shown in Figure 42 will display.

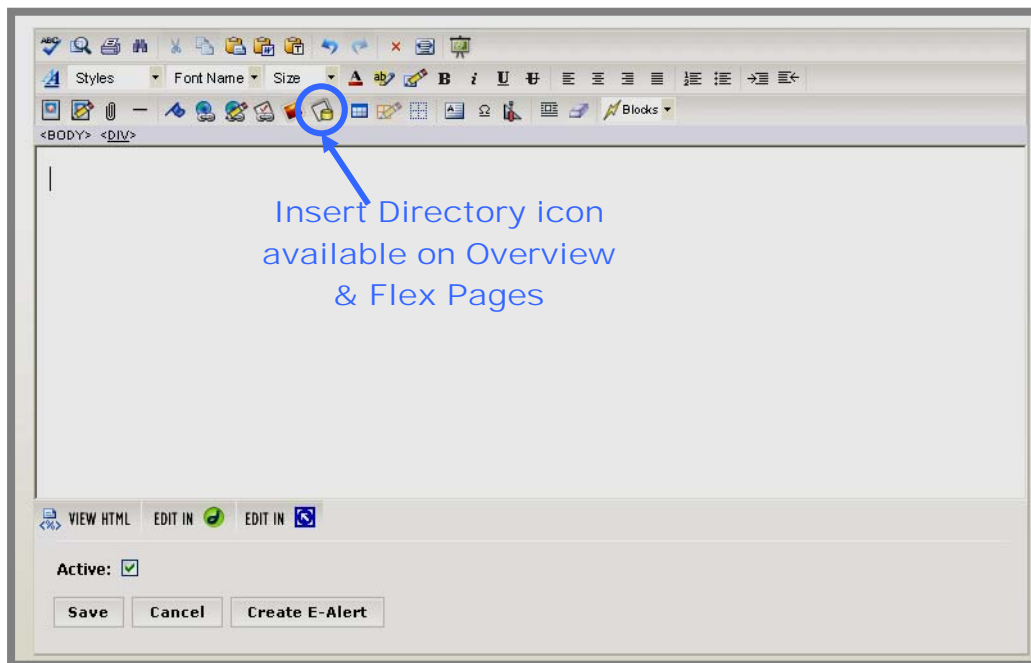


Figure 42: Schoolwires Editor

2. Click on the *Insert Directory* icon in the **Editor**. An *Insert Directory* wizard like the one shown in Figure 43 will display.

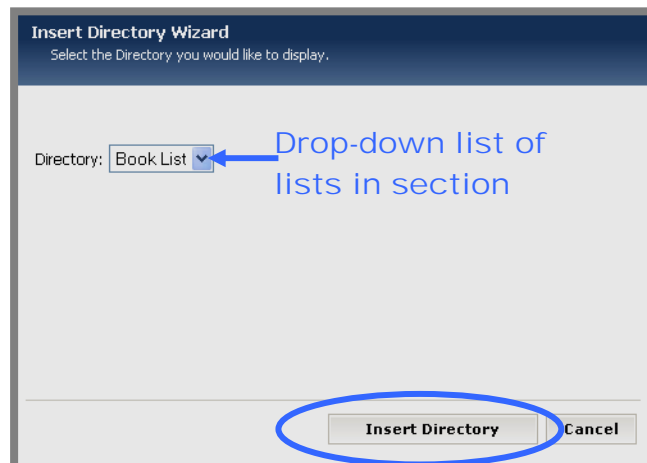


Figure 43: Insert Directory wizard

3. Choose the directory you wish to insert from the drop-down list.
4. Click the *Insert Directory* button. The **Editor** will return as the active window. The tag for the directory will display within the **Editor**.
5. Click the *Save* button in the **Editor**. If that *page* is active, you can view the change on the end user website.

## Working with Tables

### Inserting a Table

You can insert tables with varying numbers of columns and rows into the **Editor**. Tables are useful for organizing the content of your *page* and structuring its layout.

To insert a table:

1. Access the **Editor** for the *page* in which you want to insert the table.
2. Click on the *Insert Table* icon. A window like the one shown in Figure 44 will display.

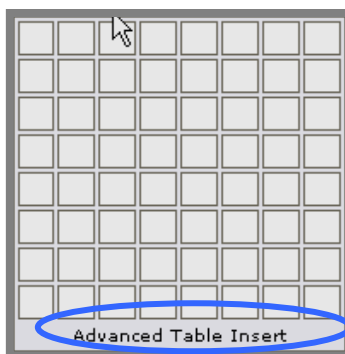


Figure 44: Insert Table window

3. Drag the cursor down to add rows and across to add columns. The number of columns and rows selected will appear at the bottom of the window. In Figure 45, a table with five rows and three columns is selected.

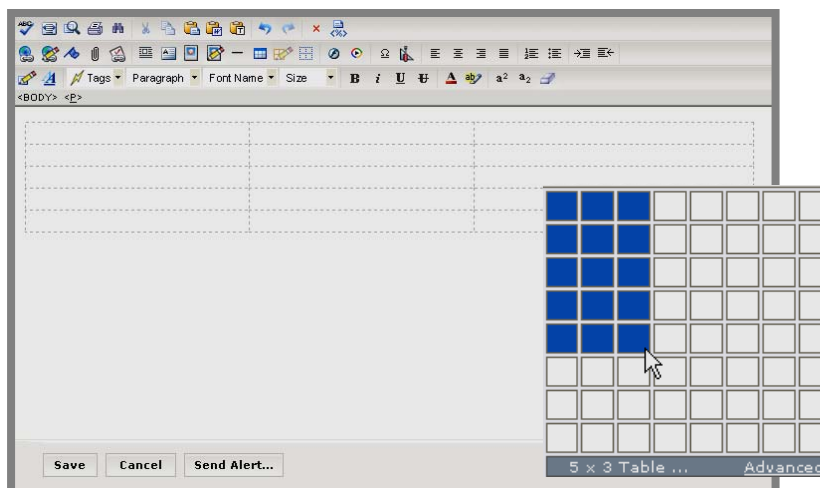


Figure 45: Table size selection

4. Click on the left button on the mouse. The **Editor** will return as the active window. The table you selected will display.



5. For more formatting options, click on *Advanced Table Insert* at the bottom of the *Insert Table* window. (See Figure 44.) A window like the one shown in Figure 46 will display.



**Figure 46: Advanced Table Insert window**

- a. *Rows and Columns*: Select the table size by entering the desired number of rows and columns.
- b. *Borders*: Choose border weight from the drop-down list.
- c. *Spacing*: Select the amount of space, measured in pixels, between cells (if the table is not collapsed) from the drop-down list.
- d. *Padding*: Select from the drop-down the amount of space, measured in pixels, surrounding the contents of a cell.
- e. *Collapse*: Inserts space between cells if Yes is selected.
- f. To merge cells, click on the cell you want to merge.
  - i. To merge cells in a row, click on the *Span>* button.
 

**TIP:** As you can see from the arrow on the button, you are merging from left to right. Select the cell that is furthest to the left to begin the merge and click in that cell. The selected cell will appear highlighted in orange. Click the *Span>* button once for each cell you want to merge. The sample table will preview the merged cells.
  - ii. To merge cells in a column, click on the *Span v* button.
 

**TIP:** As you can see from the arrow on the button, you are merging from top to bottom (hence the direction of the arrow in the button). Identify the top-most cell where the merge should begin and click in that cell. The selected cell will appear highlighted in orange. Click the *Span v* button once for each cell you want to merge. The sample table will preview the merged cells.
- g. Once the table is formatted, click the *Insert* button. The **Editor** will return as the active window with the table displayed.

### Editing a Table or Cell

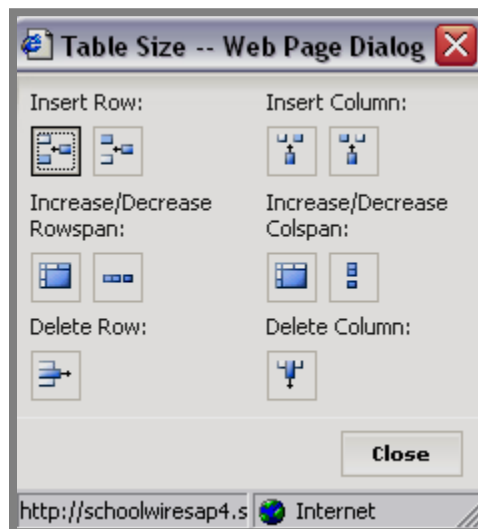
Once a table is inserted, you can edit its size and formatting. When you click on the *Edit Table/Cell* icon, these drop-down options will appear:

- Add/Remove Columns or Rows
- Edit Table Properties
- Edit Cell, Column or Row

**TIP:** Position the cursor in the cell or table you want to edit since the formatting will be applied according to the location of the cursor.

### Adding or Removing Columns or Rows Using Edit Table/Cell

To change the size of your table, select *Add/Remove Columns or Rows* from the *Edit Table/Cell* icon drop-down. A window like the one in Figure 47 will display.



**Figure 47: Add or Remove Columns or Rows**

**TIP:** Position the cursor properly in the table since inserting, deleting and merging of rows and columns are based on the location of the cursor.

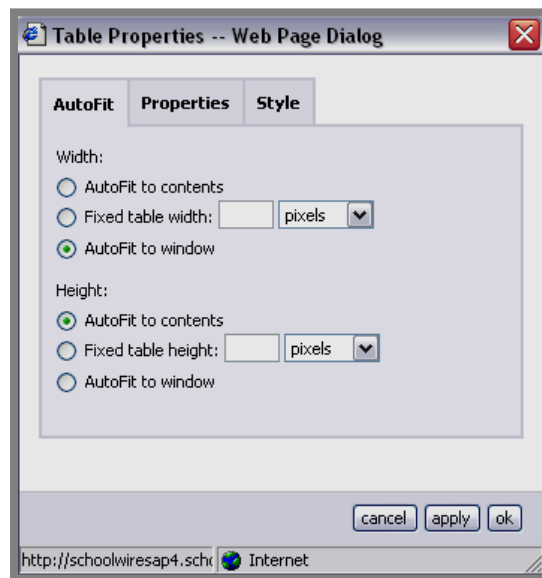
The options are:

- *Insert Row (Above/Below):* Inserts a row of cells either above or below the row where the cursor is positioned. Each cell of the new row will be labeled *New Cell*.
- *Insert Column (Right/Left):* Inserts a column of cells either to the right or to the left of the column where the cursor is positioned. Each cell of the new column will be labeled *New Cell*.

- *Increase/Decrease Rowspan*: Increases or decreases the span in the row where the cursor is positioned if a span (merge) across rows was applied when the table was created.
- *Increase/Decrease Colspan*: Increases or decreases the span in the columns where the cursor is positioned if a span (merge) across columns was applied when the table was created.
- *Delete Row*: Removes the row and its contents where the cursor is positioned.
- *Delete Column*: Removes the column and its contents where the cursor is positioned.

#### *Editing a Table Using Edit Table/Cell*

To edit table formatting, select *Edit Table Properties* from the *Edit Table/Cell* icon drop-down. A window like the one in Figure 48 will display.



**Figure 48: Edit Table Properties window**

There are three tabs in the *Table Properties* pop-up window:

- *AutoFit*
- *Properties*
- *Style*

### Table AutoFit

When you select *Edit Table Properties* from the *Edit Table/Cell* icon drop-down, a window like the one in Figure 48 will display. As you can see, the window opens to the *AutoFit* tab. For both table width and height, *AutoFit* allows you to determine dimensions of the table based on:

- AutoFit to contents: Shrinks or expands the table to the size of its contents.

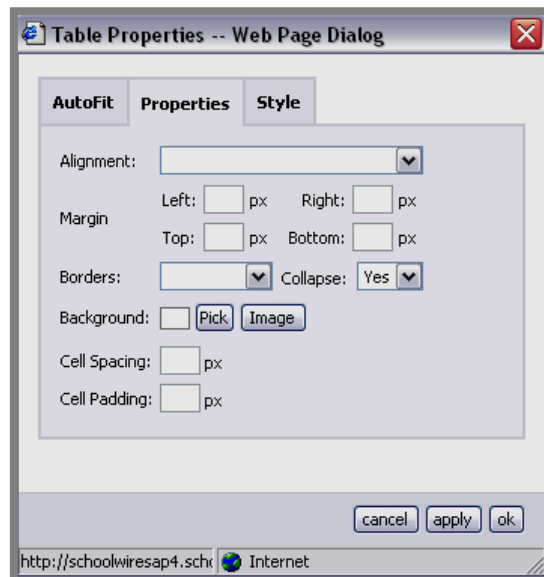
Note: For height, this is the default and is already selected.

- Fixed width/height: Sizes the table to a specified width or height measured in pixels or percent of original table size.
- AutoFit to window: Shrinks or expands the table to the size of the window.

Note: For width, this is the default and is already selected.

### Table Properties

When you select the *Properties* tab, a window like the one shown in Figure 49 will display.



**Figure 49: Edit table properties window**

The *Properties* tab for a table allows you to format:

- *Alignment*
- *Margin*
- *Borders*
- *Background, including a background image*

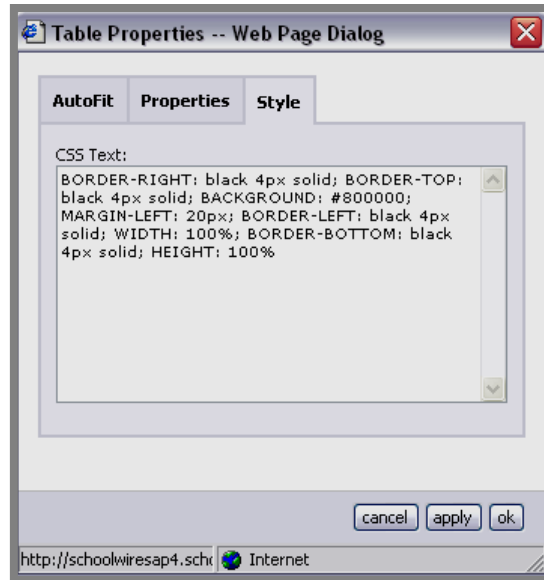
- *Cell spacing*
- *Cell padding*

To add a background image to a table:

1. Upload the desired image to the Shared Library folder in *Files & Folders* on the main *site* OR in the *Files & Folders* for a *section*, if only one *section* will be using the background image.
2. Once the file has been uploaded, click on the *URL* button to right of the desired file in *Files & Folders*.
3. Copy the URL.
4. Open the *page* containing the table to which you want to apply the background image.
5. Position the cursor in a table cell.
6. Click on the *Edit Table/Cell* button.
7. Select *Edit Table Properties* from the drop-down list. An *Edit Table Properties* window like the one shown in Figure 49 will display.
8. Click on the *Properties* tab.
9. Click on the *Image* button.
10. Paste the URL into the *Image Source* field.
11. Choose the Repeat pattern and alignment.
12. Click the *ok* button in both open windows. The **Editor** will return as the active window, and your table should display with the background image.

### Table Style

The *Style* tab allows you to edit the *CSS Text*, which represents the existing formatting for the table in CSS text. When you select the *Style* tab, a window like the one shown in Figure 50 will display.



**Figure 50: Table Style window**

Once the table style is formatted:

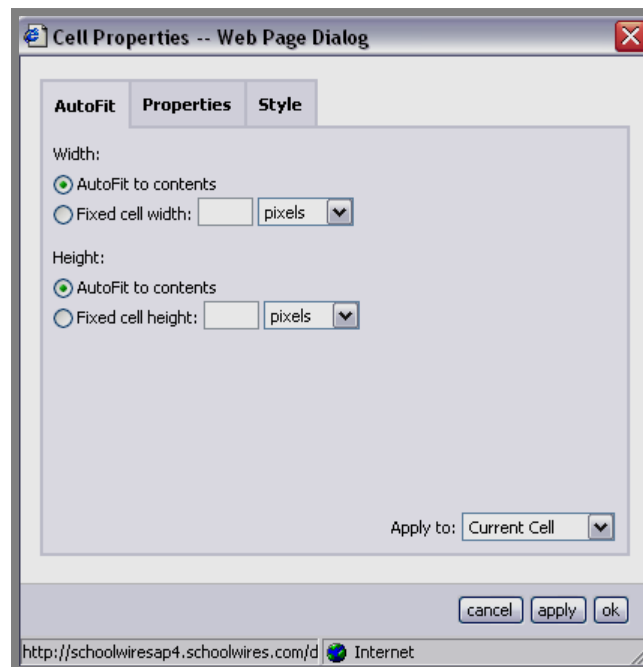
1. Edit the CSS as desired.
2. Click the *Apply* button
3. Click the *ok* button. The **Editor** will return as the active window. The formatting will reflect the changes made in the CSS.

### Editing a Cell Using Edit Table/Cell

Note: For each of the tabs—*AutoFit*, *Properties*, *Style*—you will see an *Apply to* drop down in the lower right corner. You can choose to apply formatting selections to the *Current Cell*, *Current Row*, *Current Column* or *Whole Table*.

To edit a cell of your table, select *Edit Cell* from the *Edit Table/Cell* icon drop-down. A window like the one in Figure 51 will display.

**TIP:** Position the cursor in the cell you want to edit since the formatting will be applied according to the location of the cursor.



**Figure 51: Edit Cell window**

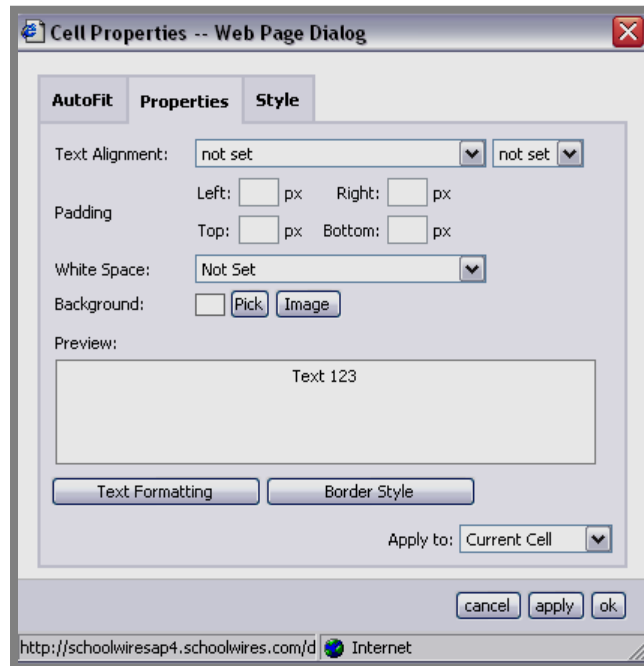
### Cell AutoFit

When you select *Edit Cell* from the *Edit Table/Cell* icon drop-down, a window like the one in Figure 51 will display. As you can see, the window opens to the *AutoFit* tab. *AutoFit* allows you to determine dimensions of a cell by clicking in the radio button to the left of the option you want. The options are:

- *AutoFit to contents:* Shrinks or expands the cell to the size of its contents. Note: For both width and height, this is the default and is already selected.
- *Fixed cell width/height:* Sizes the cell to a specified width or height measured in pixels or percent of original cell size.

## Cell Properties

When you select the *Properties* tab, a window like the one shown in Figure 52 will display.



**Figure 52: Cell Properties window**

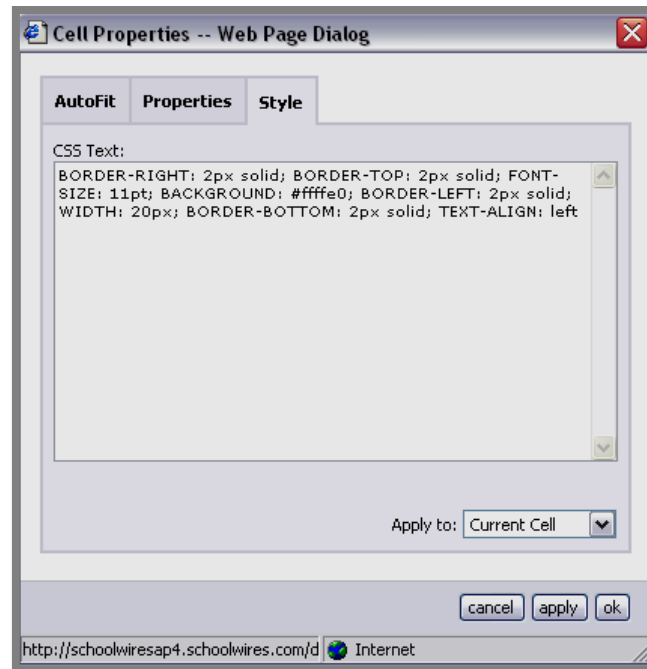
The *Properties* tab for a cell allows you to format:

- *Text alignment*
- *Padding*
- *White space*
- *Background, including a background image*
- *Text formatting*
- *Border style*



### Cell Style

The *Style* tab allows you to edit the CSS Text which represents the existing formatting for the cell in text. When you select the *Style* tab, a window like the one shown in Figure 53 will display.



**Figure 53: Edit Cell Style window**

Once the table is formatted:

1. Click the *Apply* button
2. Click the *ok* button. The **Editor** will return as the active window.

### Deleting a Table

To delete a table, you can:

- Select the entire table and hit the *Delete* key or *Backspace* key on your keyboard.
- Delete the rows or columns one at a time, using *Add/Remove Columns or Rows* from the drop-down list under *Edit Table/Cell*.
- Delete the HTML for the table.

---

## Showing or Hiding Table Gridlines

Note: This is not supported by Mozilla Firefox.

Gridlines are the dotted-lines that form borders (or a grid) around the cells of your table. While the gridlines will be visible in the **Editor** as you work in **Site Manager**, they will not be visible to visitors to your website. The default is to show the gridlines. If you do not want the gridlines to appear, click on the *Show/Hide Gridlines* icon.

### TIPS:

- *Schoolwires* recommends that gridlines show when you are formatting the table and inserting contents. Gridlines help you to better visualize the columns and tables and better organize table contents.
- To make borders visible on your website apply borders to the entire table using Edit Table Properties under Edit Table/Cell.
- If you are using Mozilla Firefox, you can use borders to allow you to see the table while you are working on it. If you do not want borders visible on your website, you can remove them before making the page active.

## Working with Text Boxes

A text box allows you to create a container within your *page*. Text boxes are most commonly used for tasks such as labeling, but they can contain links, files and images. The text box in the **Editor** does not allow for text wrapping or other formatting such as fill, lines, arrows or other options you may be familiar with in applications such as Microsoft Word.

### *Inserting a Text Box*

To insert a text box:

1. Access the **Editor** for the *page* in which you want to insert a text box.
2. Click on the *Insert Text Box* icon. A text box containing the words "Enter text here" will appear at the top left of the **Editor**. By default, text boxes are positioned by pixel. You can, therefore, position the text box anywhere within the **Editor**. (See "Moving a Text Box" and "Positioning by Pixel" in this chapter for more information.)

**TIP:** Be aware that elements that are absolutely positioned (i.e., positioned by pixel) do not take up any space. In other words, when using the Positioning by Pixel function, you can place content "under" (or "behind") other content.

### Editing Text in a Text Box

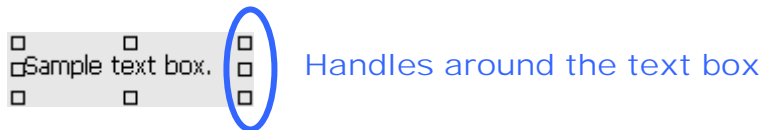
To edit the text within a text box:


1. Double-click on the text box. A grey line will appear around the text box. The cursor will be inside the text box.
2. Edit the text as required.

### Resizing a Text Box

To change the size of a text box:

1. Click on the text box. Handles (i.e., small squares) will appear around the outside of the text box.



2. Hover over a handle and a two-sided  arrow will appear. This will allow you to increase or decrease the height and width of the text box by holding down the mouse as you drag the handle.


**TIP:** There is no text wrapping within the text box. The text box will, therefore, automatically expand to accommodate text. To maintain a certain text box size, use the Enter key to insert a break in the line.

### Copying and Pasting a Text Box

You can copy and paste a text box using the icons in the **Editor** (Internet Explorer only) or the keyboard shortcuts. When you paste the text box, however, it may paste over the existing text box. In that case, you will need to select and move the pasted text box.

### Moving a Text Box

To move a text box:

1. Click on the text box. Handles (i.e., small squares) will appear around the outside of the text box. A four-way arrow  will appear over the text box.
2. Click, hold and Hold down the mouse and drag the text box to the desired location.

### Deleting a Text Box

To delete a text box and all of its contents:

1. Click on the text box. Handles (i.e., small squares) will appear around the outside of the text box. Note: Be certain there is no grey line around the text box.
2. Press the *Delete* key on your keyboard. The text box will be deleted.

## Using the Toolbox

The Toolbox provides you with access to a collection of layouts, objects and scripts to help you quickly create your pages. When you click on the *Toolbox* icon, you will see a window like the one shown in Figure 54.

Note: In the **Editor** that appears in **Styler**, this window will contain a fourth item, Template **ActiveBlocks**.

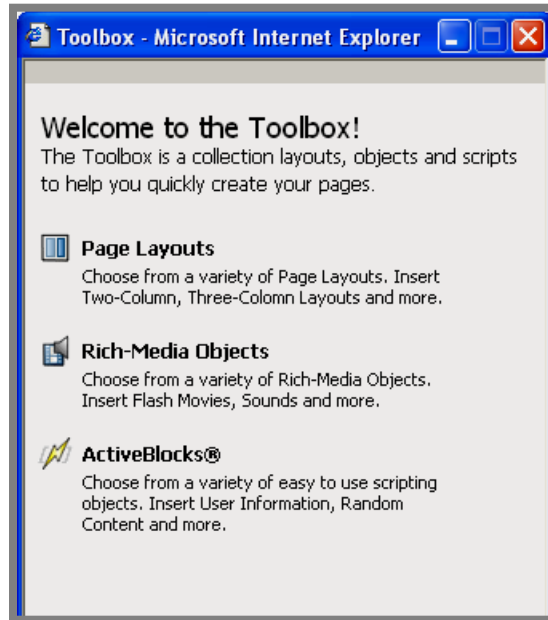


Figure 54: Toolbox window

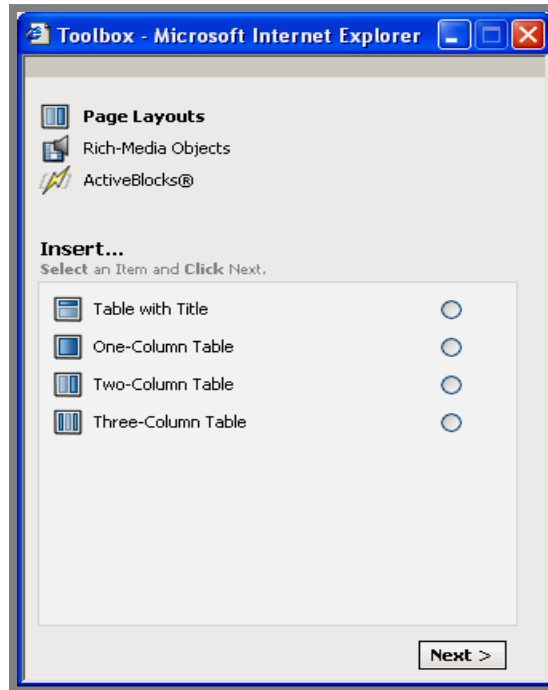
### Inserting Page Layouts

*Page Layouts* allows you to easily insert layouts (invisible tables) with a varying number of columns and rows into the **Editor**. These are useful for organizing the content of your *page* and structuring its layout.

To insert a *page* layout from the Toolbox:

1. Access the **Editor** for the *page* on which you want insert the layout.
2. Position the cursor where you want the layout to go.
3. Click on the *Toolbox* icon. A window like Figure 54 will display.
4. Click on *Page Layouts*. A window like the one shown in Figure 55 will display. Notice, *Page Layouts*, the tool currently in use, is in bold.

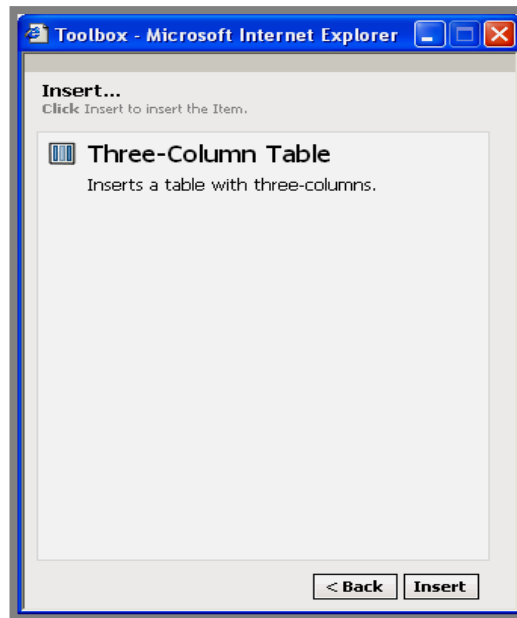
Note: All the tools available in the Toolbox display at the top. The one you are using is in bold.



**Figure 55: Page Layouts window**

5. Click in the radio button to the right of the layout you want to use.

6. Click on the *Next* button. A confirmation window like the one shown in Figure 56 will display.



**Figure 56: Confirmation window**

7. Click on the *Insert* button. The **Editor** will return as the active window with the layout inserted.

**TIP:** You can insert tables within tables (nested tables) to further organize and structure your page.

**Note:** Tables that are inserted using *Page Layouts* will not have gridlines. However, if you are using Internet Explorer, you can use *Show/Hide Gridlines* to make them visible. You can also use *Edit Table/Cell* to edit a table inserted using *Page Layouts*.

#### **Inserting Rich Media Objects**

*Rich Media Objects* enable you to insert Flash™ movies, QuickTime® movies, sounds and podcasts. To insert a rich media object in the **Editor**:

1. Access the **Editor** for the *page* on which you want insert the rich media object.
2. Position the cursor where you want to add the rich media object.
3. Click on the *Open Toolbox* icon. A window like the one shown in Figure 54 will display.
4. Click on *Rich Media Objects*. A window like the one shown in Figure 57 will display.

5. Click in the radio button to the right of the type of rich media object you want to insert.

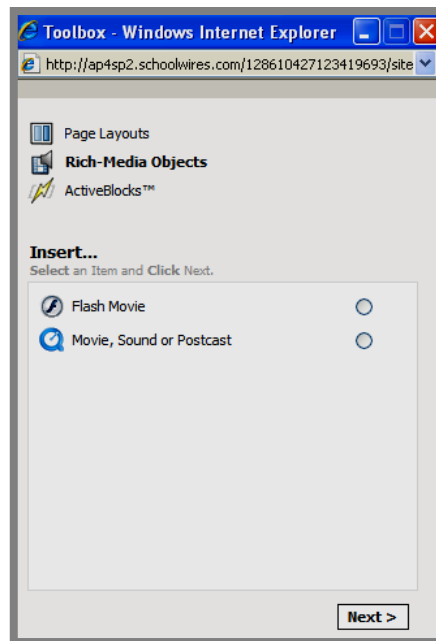


Figure 57: Rich-Media Objects window

6. Click on the *Next* button.
  - a. If you have selected a Flash movie, a window like the one shown in Figure 58 will display.

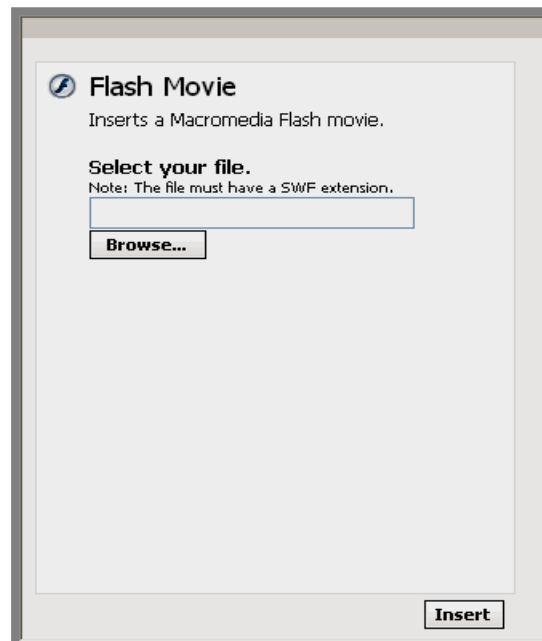


Figure 58: Insert window for Flash movie

- b. If you have selected a QuickTime movie, sounds or podcasts, a window like the one shown in Figure 59 will display.

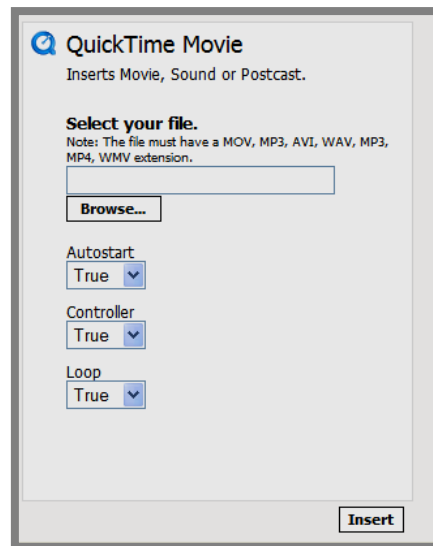


Figure 59: Insert QuickTime movie, sound or podcast

7. Click on the *Browse* button. Step 1 of *Select File* wizard like the one shown in Figure 60 will display.

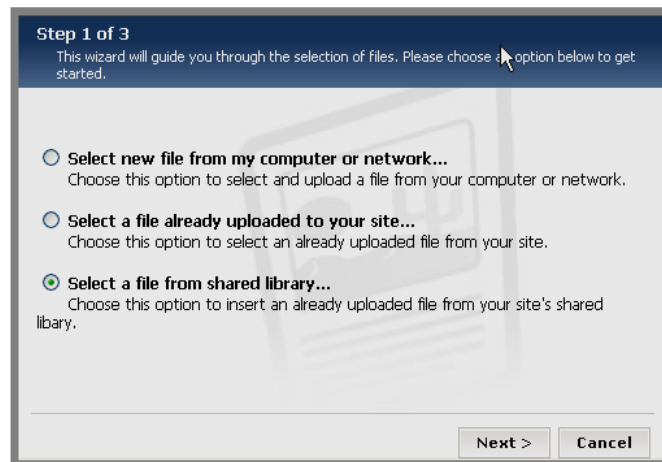
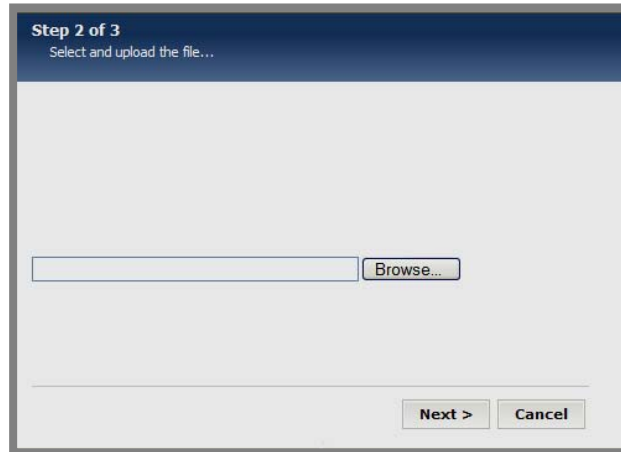


Figure 60: Step 1 of Select File wizard

8. Click on the radio button that describes the location of the file.

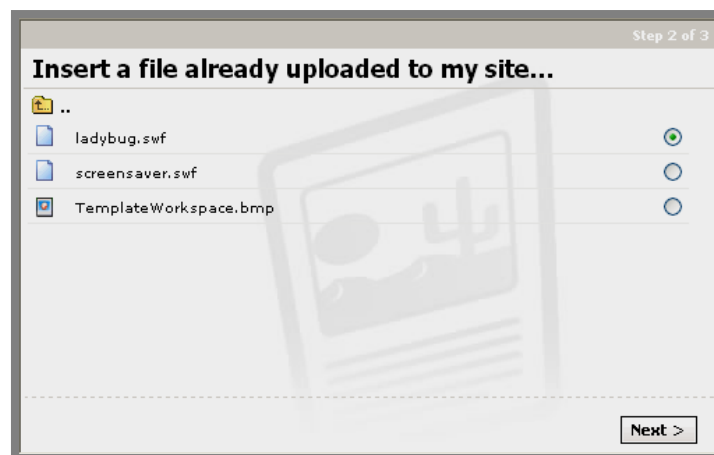


9. Click on the *Next* button.
  - a. If you are selecting a file from your computer or network, a window like the one shown in Figure 61 will display.



**Figure 61: Step 2 of Select File wizard (computer or network)**

- i. Click on the *Browse* button and browse your computer or network to locate the file you want to upload.
    - ii. Once you locate and highlight the file you want to upload, click on the *Open* button. The browsing window will return as the active window with the file path for the file displayed.
  - b. If you are inserting a file already uploaded to your *Files & Folders* or the Shared Library, a window like the one shown in Figure 62 will display.



**Figure 62: Insert file already uploaded or in Shared Library**

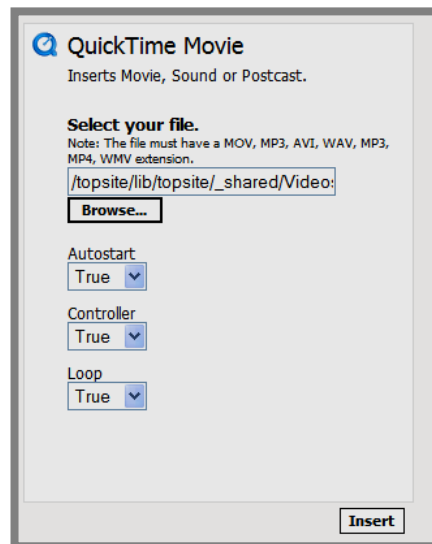
- i. Click in the radio button to the right of file you want to use.

- ii. Click on the *Next* button. A confirmation window like the one shown in Figure 63 will display.



**Figure 63: Confirmation window**

10. Click on the *Select* button. A window like the one shown in Figure 64 will display with the file path of the rich media object you selected.



**Figure 64: Insert QuickTime movie, sound or podcast**


11. If you are inserting a QuickTime movie, sound or podcast, you can adjust the following from the drop-down lists:
  - a. Autostart
  - b. Controller
  - c. Loop

- Click on the *Insert* button. The **Editor** will return as the active window with the rich media object inserted.

### Inserting **Schoolwires ActiveBlocks™** (Tags)

**ActiveBlocks** allow you to choose from a variety of easy-to-use scripting objects (*Schoolwires* tags). You can use **ActiveBlocks** to insert items like User Information or Random Content into your **Editor**. See **Centricity** chapter, “**ActiveBlock™** Technology,” for more information.

There are two ways to insert **ActiveBlocks**. You can:

- Use the **ActiveBlocks** option in the Toolbox.
- Use the **ActiveBlocks** drop-down  on the **Editor** toolbar.

To insert **ActiveBlocks** using the Toolbox:

- Access **the Editor** for the *page* on which you want to insert **ActiveBlocks**.
- Position the cursor where you want the **ActiveBlock**.
- Click on the *Open Toolbox* icon. A window like the one shown in Figure 54 will display.
- Click on **ActiveBlocks**. A window like the one shown in Figure 65 will display.

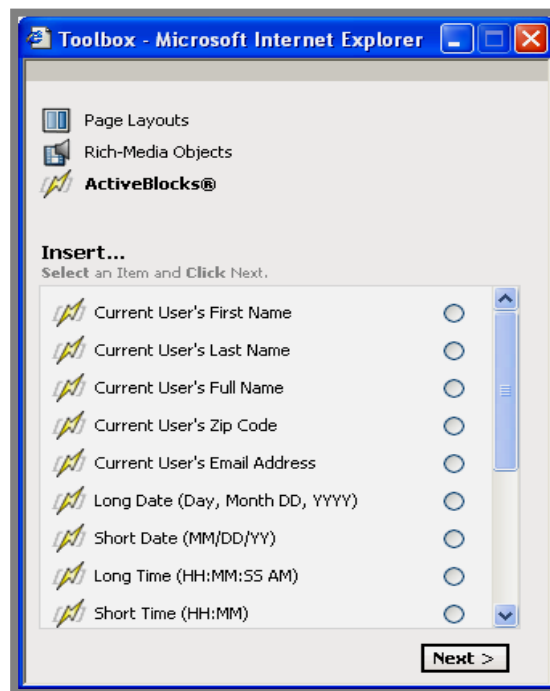


Figure 65: ActiveBlocks window

5. Click in the radio button to the right of the **ActiveBlock** (tag) you want to insert. See **Centricity** chapter, “**ActiveBlock**<sup>TM</sup> Technology,” for information on the function of each of the **ActiveBlocks**.
6. Click on the *Next* button. A window like the one shown in Figure 66 will display. It will display the name and description of the **ActiveBlock**.

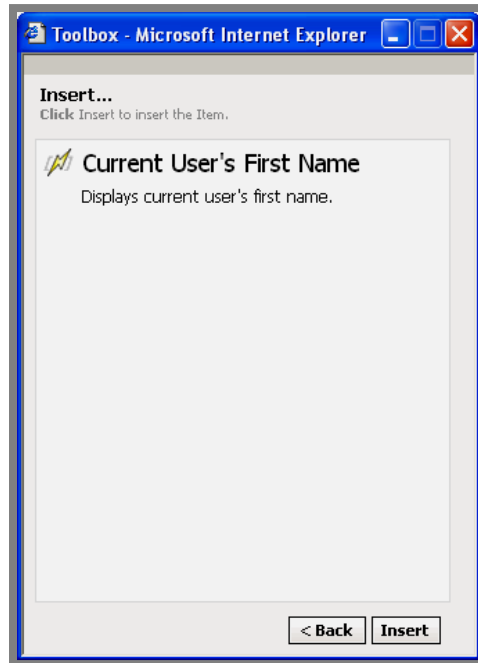


Figure 66: Window for selected ActiveBlock

7. Click on the *Insert* button. The **Editor** will return as the active window with scripting object inserted. An example of how the **ActiveBlock** (tag) will appear in the **Editor** is shown in Figure 67.

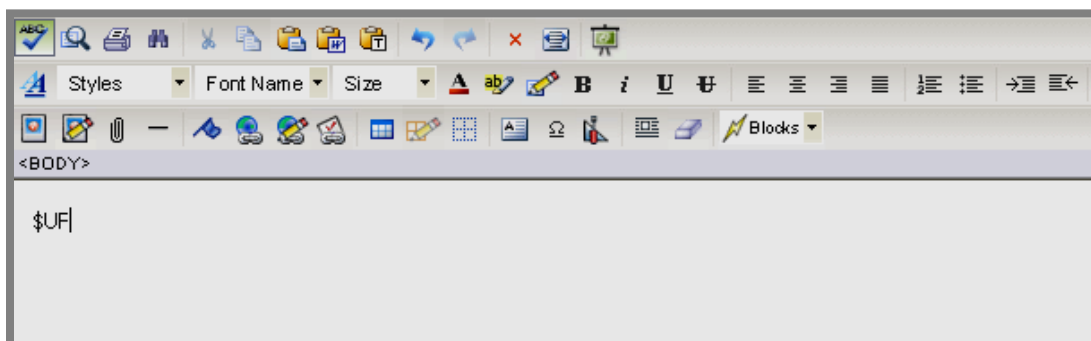


Figure 67: Example of User's First Name tag in the Editor

---

Note: If you insert a file, such as a PowerPoint slideshow, using the *Embed Complex Content ActiveBlock*, visitors will need to click on the PowerPoint page to advance slides. A third-party application is required to run a PowerPoint file like an automated slide show on a web page. Some websites to explore include: [www.articulate.com](http://www.articulate.com); [www.speechi.net](http://www.speechi.net); and [www.presentationpro.com/Products/powerconverter.asp](http://www.presentationpro.com/Products/powerconverter.asp).


### Positioning by Pixel (Absolute Positioning)


One significant limitation of HTML is the inability to lay out a page exactly as you want it. You can use tables to organize elements, but this solution can be problematic because of differences among browsers. Positioning by Pixel, also called Absolute Positioning (AP), helps to simplify page layout.

The **Editor** offers an Absolute Positioning function. It is just one of the positioning schemes allowed by CSS. It is sometimes referred to as “CSS-P.” Dreamweaver users will sometimes refer to it as “layers.”

Absolute Positioning allows you to place an element such as an image anywhere within the **Editor** regardless of content and formatting.

To use Absolute Positioning:

1. Access the **Editor** for the *page* in which you want to use the Absolute positioning function.
2. Click on the element you want to position.
3. Click on the *Positioning by Pixel* icon in the toolbar. Handles (i.e., small squares) will appear around the outside of the element. You can now change the following:
  - a. Height or width or both height and width of the element by moving your cursor to the boxes surrounding the element, getting the appropriate two-way arrow  and then dragging the cursor in or out.

**TIP:** The aspect ratio is not locked which means you can freely increase or decrease height and width without maintaining image proportions. You will want to use caution that you do not inadvertently distort an element.
  - b. Position of the element by putting your cursor in the element, getting the four-way arrow  and then dragging the element to the desired position in the **Editor**.

**TIP:** Be aware that elements that are absolutely positioned do not take up any space. In other words, when using the Positioning by Pixel (AP) function, you can place content “under” (or “behind”) other content.

## Viewing or Editing Content Using the Source Editor (HTML)

The *VIEW HTML* function allows you to view the *Source Editor* in a pop-up window. In the *Source Editor*, you can preview and edit the HTML for your *page*. When you click on the *VIEW HTML* button, a *Source Editor* window like the one in Figure 68 will display.

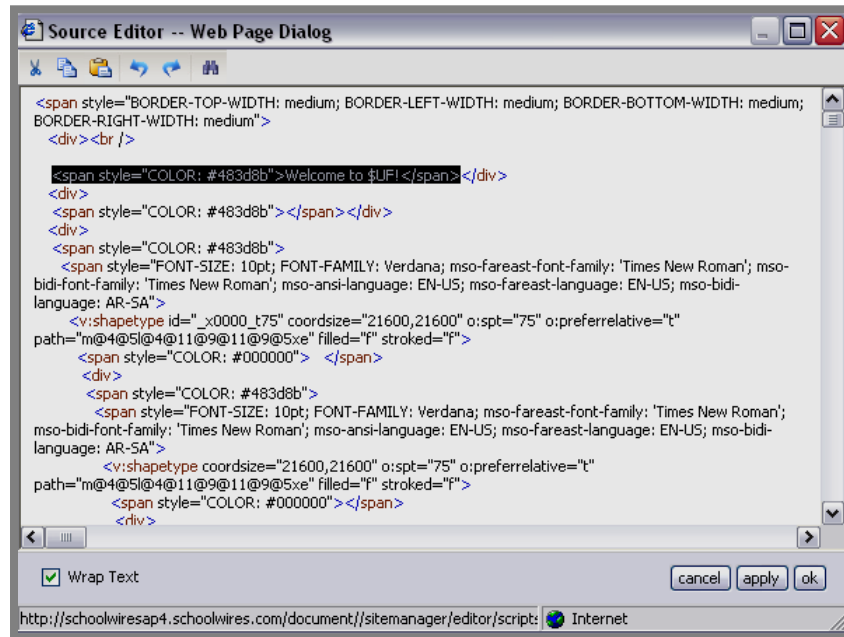








Figure 68: Source Editor window

The *Source Editor* toolbar offers several of the **Editor** functions including:

-  **Cut:** Note: If you are using Mozilla Firefox, you must use the keyboard shortcut.
-  **Copy:** Note: If you are using Mozilla Firefox, you must use the keyboard shortcut.
-  **Paste:** Note: If you are using Mozilla Firefox, you must use the keyboard shortcut.
-  **Undo**
-  **Redo**
-  **Search**



Notice that the *Wrap Text* checkbox is selected as the default. This means that text is viewable without scrolling from left to right. To remove text wrapping, deselect the *Wrap Text* box.

Note: Selected text in the **Editor** will appear as selected text in the *Source Editor* if opened in Internet Explorer 5.5 or higher.

To edit HTML in the *Source Editor*:

1. Access the **Schoolwires Editor** for the *page* you want to view or edit the HTML.
2. Click on the *VIEW HTML* button. A window like the one shown in Figure 68 will display.
3. Make the desired changes to the HTML.
4. Click the *Apply* button.
5. Click the *ok* button. The pop-up window will close automatically.

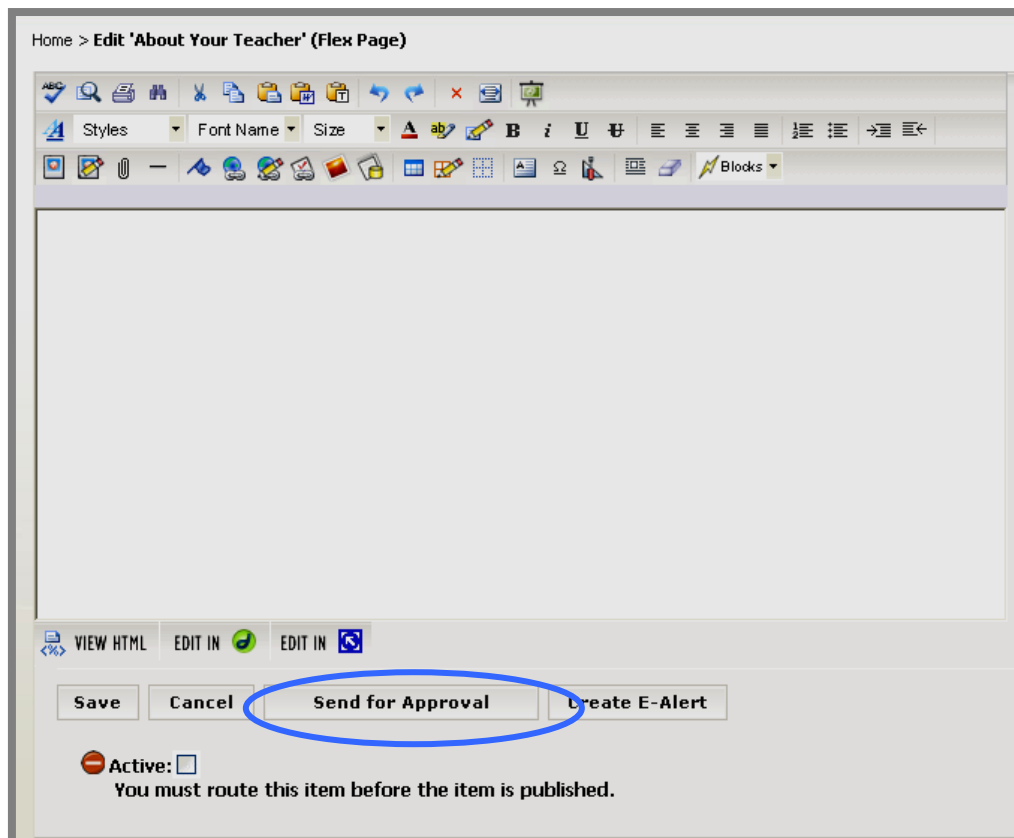
## Using Content Routing and E-Alerts

If your organization has enabled content routing on your website, the  button will appear at the bottom of the **Editor**. If you are not an Exempt Editor, you will need to send your *page* for approval prior to publication. If your organization has purchased the *E-Alerts* Premium Enhancement Module, the  button will also appear at the bottom of the **Editor**.

**TIP:** If both these buttons are available, you must send the content for approval and receive approval prior to creating an E-Alert.

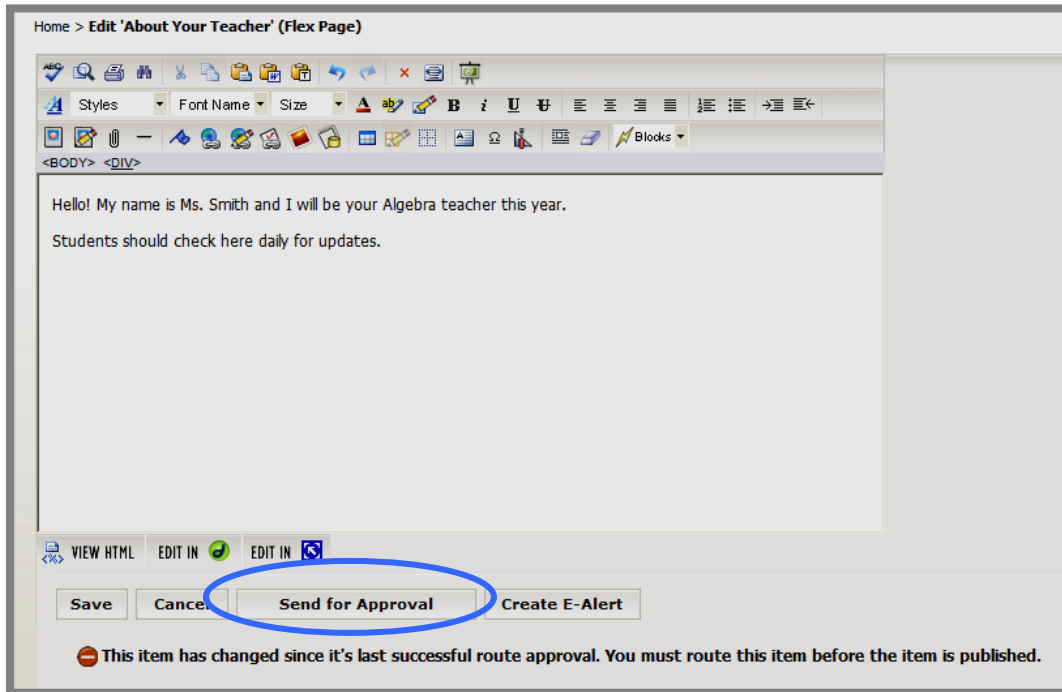
### *Routing Content for Approval*

If routing has been activated on a *site* or *subsite*, any editor who has not been designated an Exempt Editor, must route content for approval before it will appear on the website. As you can see from Figure 69 and Figure 70, if routing is active, any affected editor (i.e., not exempt) will see the *Send for Approval* button at the bottom of all *pages*.



**Figure 69:** Send for Approval on a new page





**Figure 70: Send for Approval on edited page**

To send content for approval:

1. Click on the *Send for Approval* button. A window with the available paths like the one shown in Figure 71 will display. As you can see, it shows:
  - The path name
  - The path description
  - To send content for approval:
  - A Users column with a link to *View Users*, where you can see the approvers for the path.



**Figure 71: Window showing available paths**

2. The radio button to the left of the default path should be selected. If it is not, click on the radio button to the left of the path you wish to use.
3. Click on the *Send* button. A confirmation of the successful routing will display briefly. Then the original *page* will display. There will be a message like the one shown at the bottom of Figure 72. It indicates that the *page* has been routed for approval and cannot be modified until it is approved, cancelled or rejected. In addition, if you are working in a *Section Workspace*, the routed *page* will display a status of “In Route” on the *Manage Pages* tab. You can view the routing status of your *page* by clicking on the *View Routing Status* button. See Figure 72.

Note: You will not see the *View Routing Status* button until you access the *page* again. (i.e., Click *Home* and then the *page* name.)

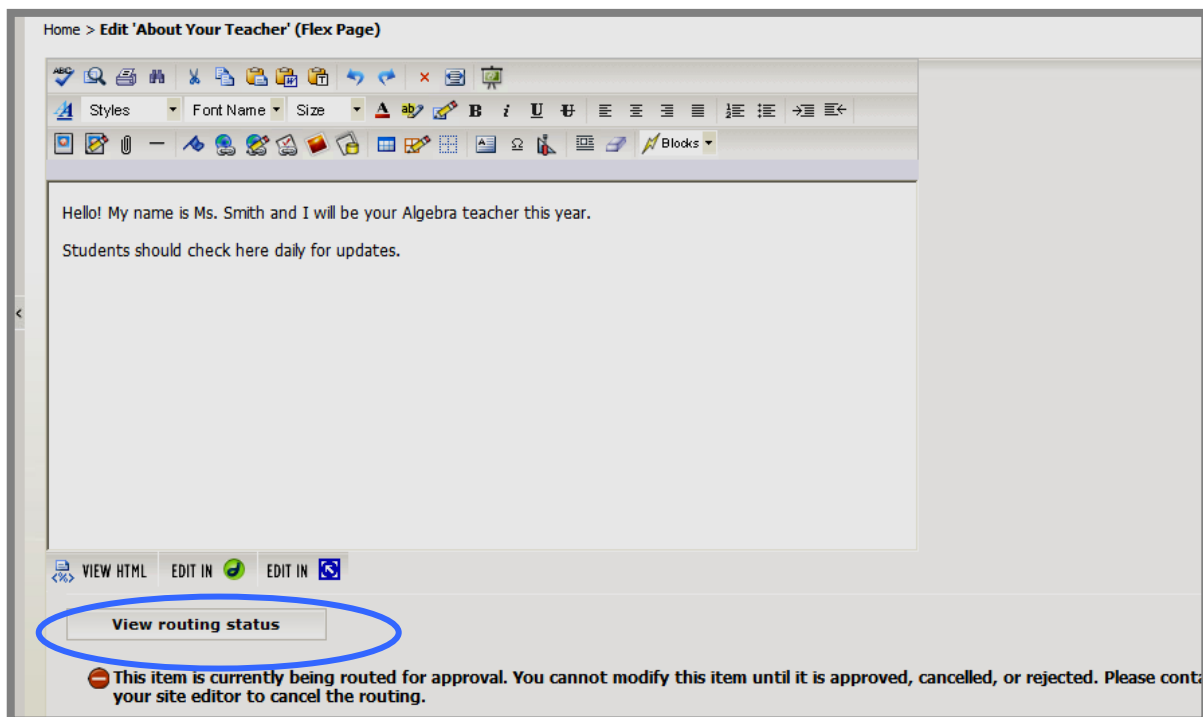


Figure 72: Routed page after accessing it from Manage Pages tab

Once a *page* has been successfully routed, the editor will receive an email confirming that and a message like the one shown in Figure 73 will display at the bottom of the *page*.

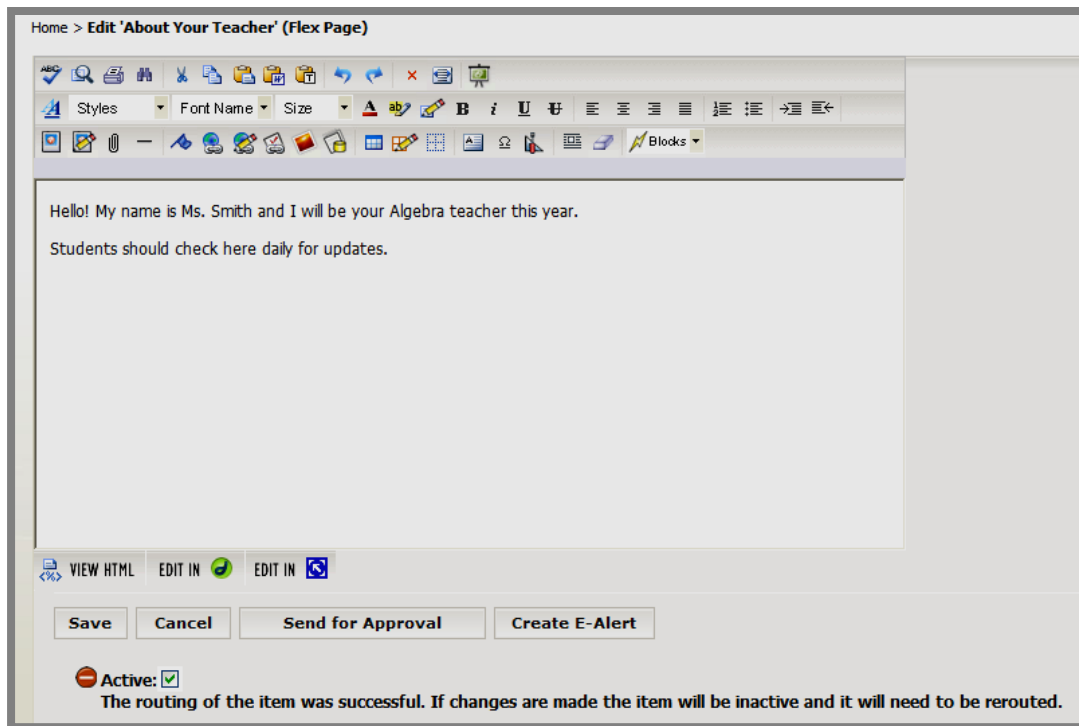


Figure 73: Message after page successfully routed

### Creating a Content E-Alert

If your organization has purchased the **E-Alerts** Premium Enhancement, you will be able to send Content E-Alerts. These allow you to notify subscribers to your homepage or *section* when you make important updates to the information on your homepage or a *page* in your *section*.

To create an **E-Alert** for the subscribers (i.e., content e-alert):

1. Access the *page* (or calendar event) from which you wish to send a Content E-Alert. An **Editor** like the one shown in Figure 74 for the *page* or an event like the one shown in Figure 75 will display.

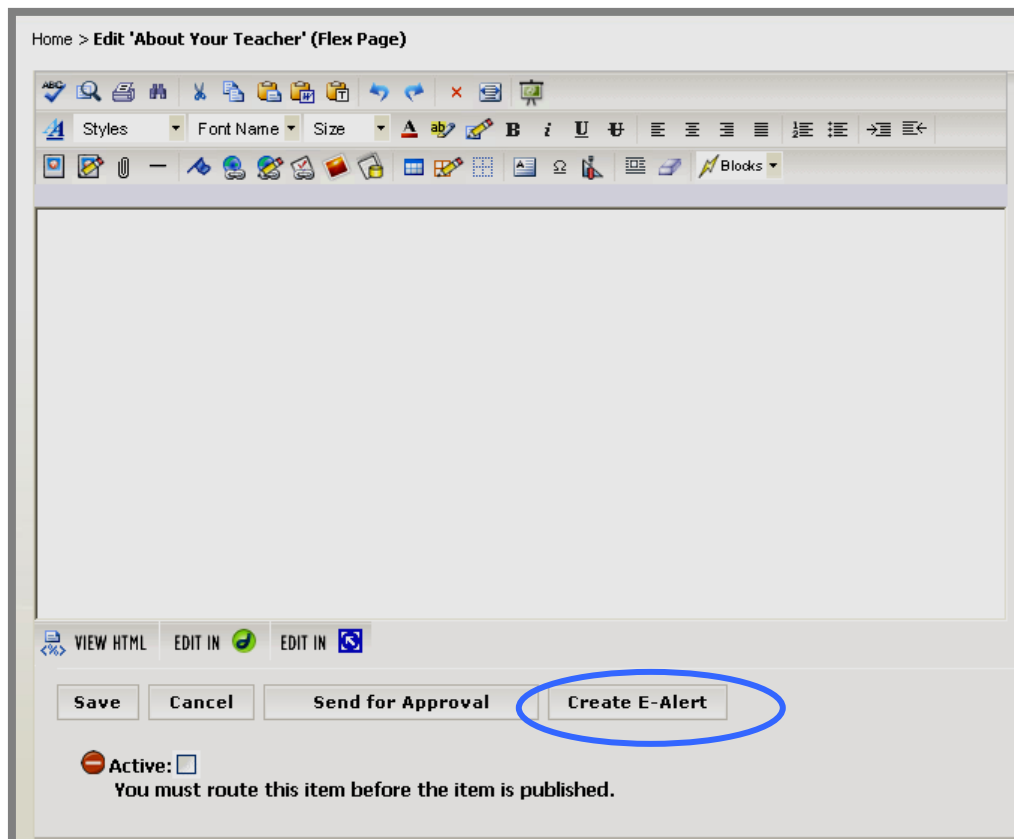


Figure 74: Editor with Create E-Alert button

The screenshot shows the 'Event' tab in the Schoolwires Editor. The 'Event Title' field contains 'Friday Free Reading Time'. The 'Date' is set to '12/01/2006'. The 'Start Time' is '2 PM :00' and the 'End Time' is '3 PM :00'. The 'Recurrence' is set to 'Today only'. The 'Stop Date' is empty. The 'Category' is '-None-'. The 'Create E-Alert...' button is circled in blue.

Figure 75: Create E-Alert button on calendar event

2. Click on the *Create Alert* button. A *Send* window like the one shown in Figure 76 will display.

**Note:** *Schoolwires* recommends that you place your cursor before the message in this window and type a message to the subscribers that details the changes.



Figure 76: Send window for Content E Alert

3. Click on the *Send* button. A confirmation message like the one shown in Figure 77 will display. Subscribers will receive an email notifying them of the changes.

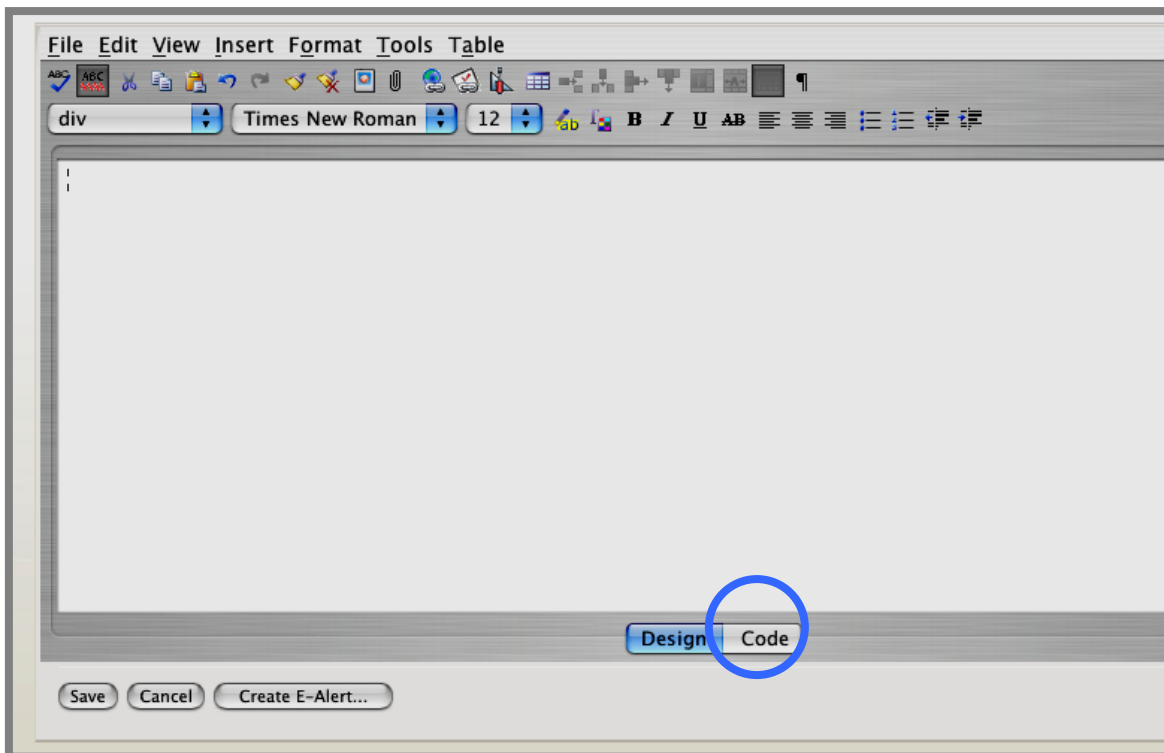


**Figure 77: Confirmation message**

## Working with the Editor on a Mac® Running Safari™

Note: If you are using a Mac with the Firefox browser, you will use the **Editor** as described on the previous pages of this chapter. This section applies to those on a Mac using Safari.

The **Editor** using Safari is a Java-based **Editor**. As you can see from Figure 78, many of the same icons that are available in the HTML **Editor** are available in the Java-based **Editor**. In addition, you have drop-down menus available to you in the Java-based **Editor**. Many of the functions in the drop-down menus are also represented by the icons on the toolbar.



**Figure 78: Java-based Schoolwires Editor**

Some functions that are available in the HTML **Editor** for the PC, however, are not available on the Java-based **Editor** that appears in Safari. These include round-trip editing with Dreamweaver or FrontPage

Note: You access HTML view by clicking on the *Code* button at the bottom of the Java-based **Editor**.

## File Menu

As you can see from Figure 79, you can open or save a file from the *File* drop-down menu.

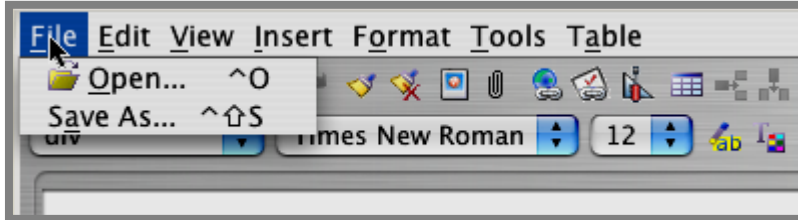


Figure 79: File drop down menu

## Edit Menu

As you can see from Figure 80, you have editing options available from the *Edit* drop-down menu. Most of these are also available by clicking on an icon on the toolbar.

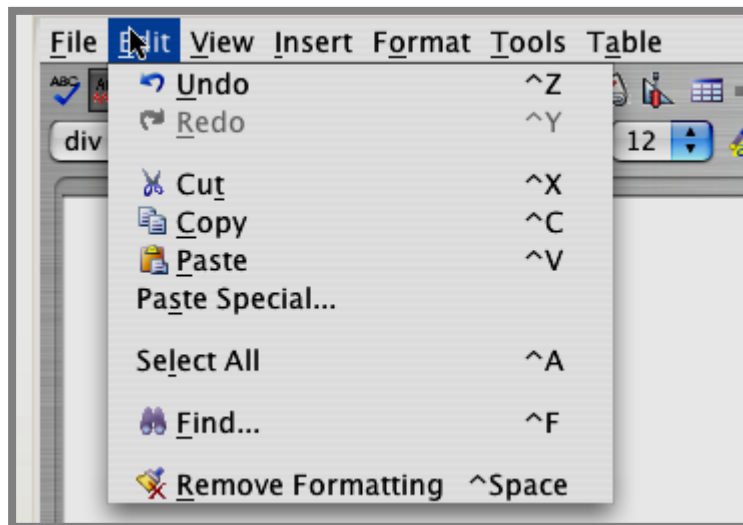


Figure 80: Edit drop down menu



## View Menu

As you can see from Figure 81, you have view options available from the *View* drop-down menu. Some of these are also available by clicking on an icon or button.

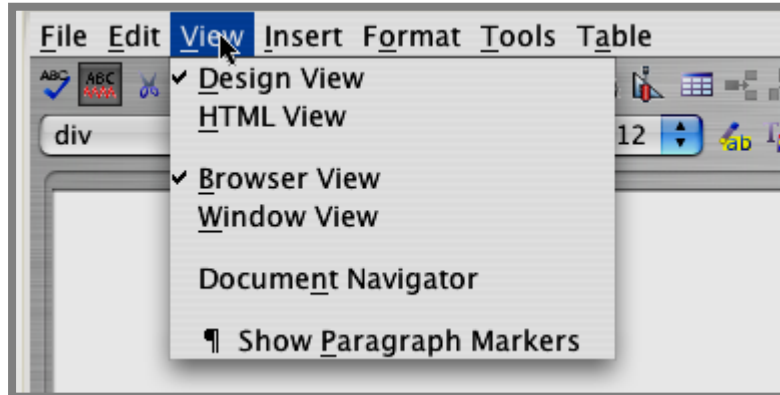


Figure 81: View drop down menu

## Insert Menu

As you can see from Figure 82, you can use the *Insert* drop-down menu to insert a:

- Table
- Symbol
- Hyperlink
- Form Link
- Bookmark
- Image
- File
- Horizontal rule

Most of these are also available by clicking on an icon on the toolbar.

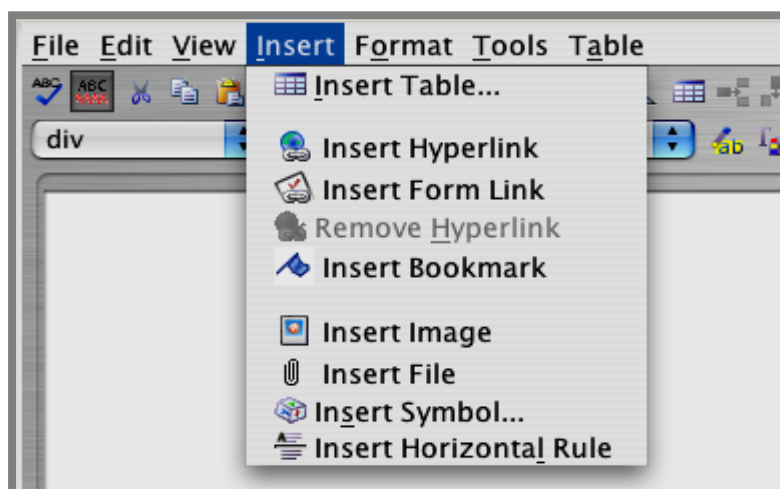


Figure 82: Insert drop down menu

## Format Menu

As you can see from Figure 83, you have many formatting options available from the *Format* drop-down menu. Many of these are also available by clicking on an icon on the toolbar.

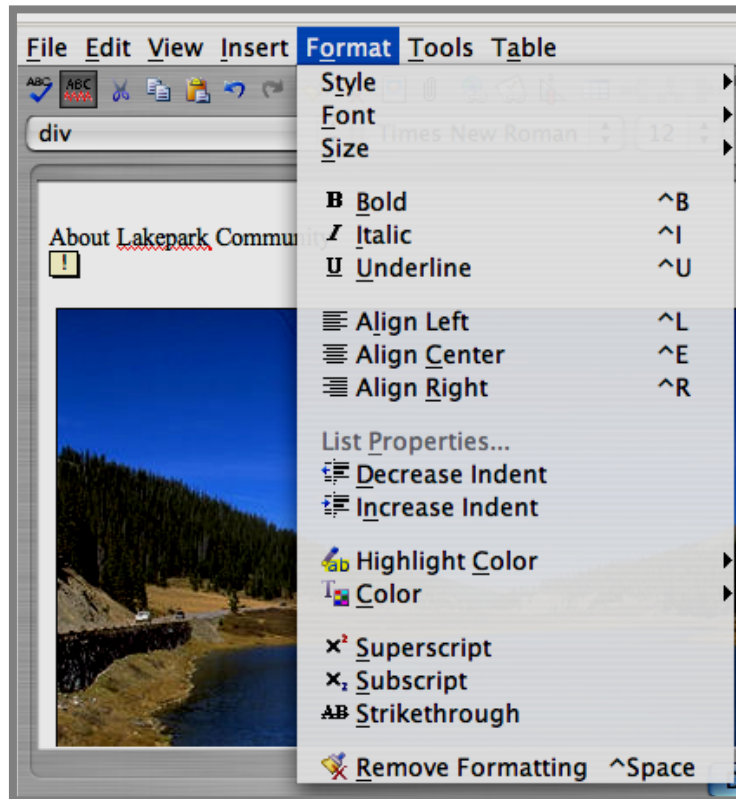


Figure 83: Format drop down menu

## Tools Menu

As you can see from Figure 84, Spell Check, Disable Check Spelling As You Type and Word Count are available from the *Tools* drop-down menu. Spell Check is also available by clicking on an icon on the toolbar.



Figure 84: Tools drop down menu

## Table Menu

As you can see from Figure 85, you have table options available from the *Table* drop-down menu. Many of these are also available by clicking on an icon on the toolbar.

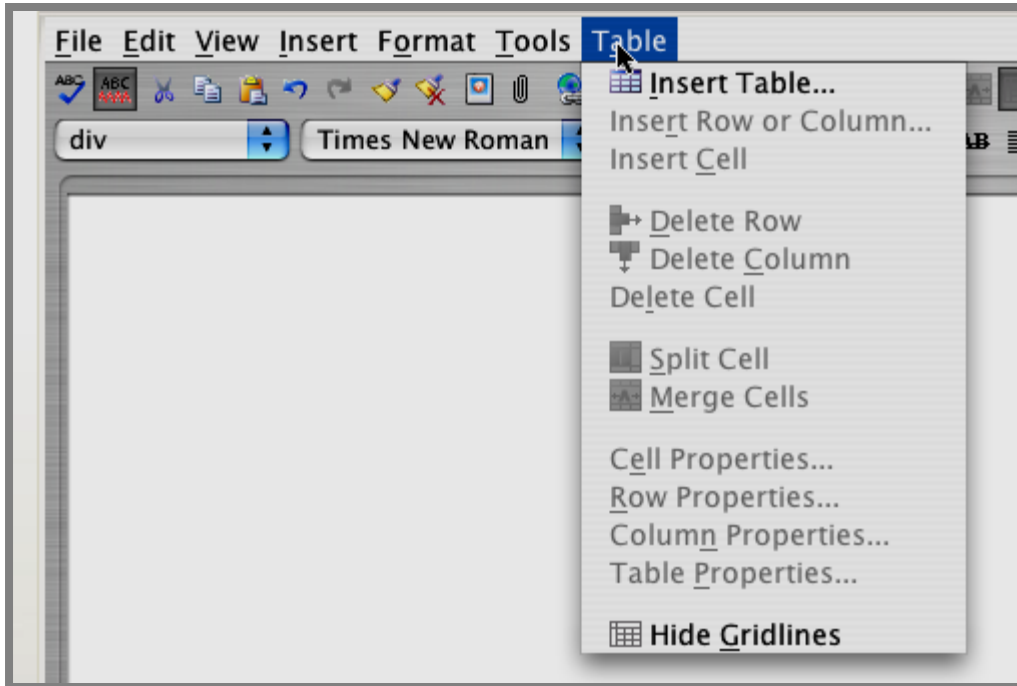


Figure 85: Table drop down menu

## Round-trip Editing

### Using Round-trip Editing

Note: Round-trip editing is only supported by Microsoft Windows XP operating system using Windows® Internet Explorer. It is not supported by Mozilla Firefox or Apple Safari. If your computer is not running the Microsoft Windows XP operating system or you are not using Internet Explorer as your browser, you will need to copy and paste from Dreamweaver or FrontPage.

*You must have Dreamweaver or FrontPage installed on your computer to use round-trip editing.*

You can use Dreamweaver and/or FrontPage from within the *Schoolwires Editor* to edit your *page* on a PC using Windows Internet Explorer. Since you are starting and ending within the **Editor**, this is called round-trip editing.

To use Dreamweaver and/or FrontPage within the *Schoolwires Editor*:

1. Access the **Editor** for the *page* on which you want to use Dreamweaver and/or FrontPage.
2. Work within the **Editor**.
3. Click on the *Save* button of the **Editor**.
4. Click on the Dreamweaver or FrontPage icon. Note: You may be prompted to install SWRoundtrip.CAB. If so, click the *Install* button. If you are editing in Dreamweaver, a window like the one shown in Figure 86 will display momentarily as Dreamweaver is loading. If you are editing in FrontPage, a window like the one shown in Figure 87 will display momentarily as FrontPage is loading. Do not click OK on this box until after you have finished editing in Dreamweaver or FrontPage.

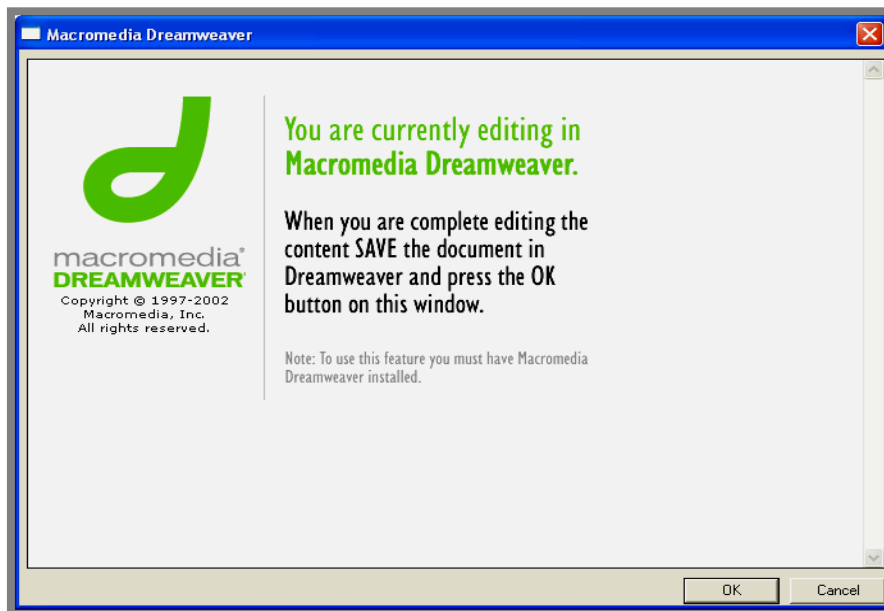


Figure 86: Window while Dreamweaver is loading

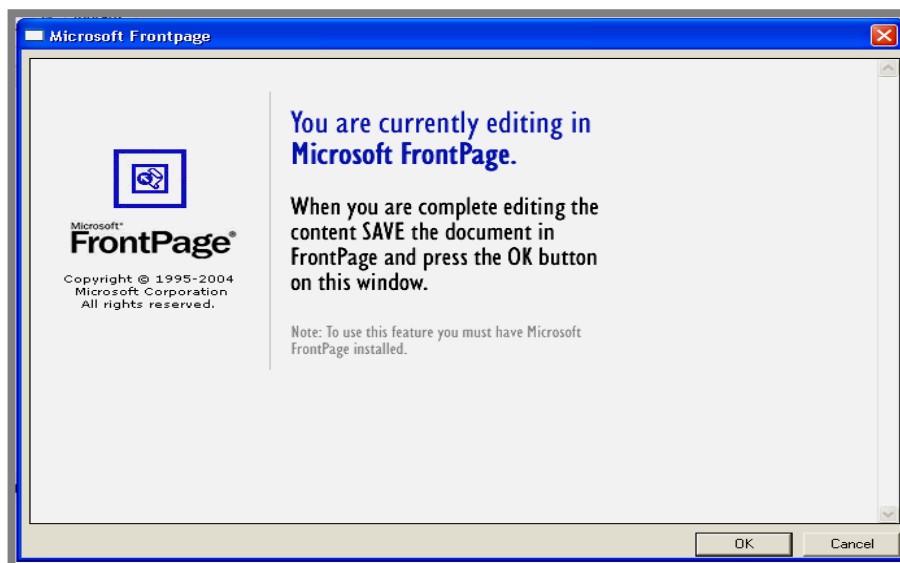


Figure 87: Window while FrontPage is loading

5. Edit your *page* in Dreamweaver or in FrontPage.
6. Save your work in Dreamweaver or in FrontPage. The window shown in Figure 86 or Figure 87 will display over the **Editor** depending on which application you are using.
7. Click on the *OK* button. Changes made in Dreamweaver or FrontPage will appear in the **Editor**.
8. Click on the *Save* button in the **Editor**.

---

## Round-trip Editing ActiveX® Control

If you receive a Microsoft Windows scripting error, your computer does not have the *Schoolwires* round-trip editing ActiveX control installed. This is most likely related to browser settings restricting installation of ActiveX controls. You will need administrative rights on the computer to install the control.

To install the control:

1. Click the *Tools* menu in your browser.
2. Click *Internet Options* menu item.
3. Click on the *Security* tab.
4. Click *Custom Level* button.
5. Under the “ActiveX controls and plug-ins” group make sure the option labeled “Automatic prompting for ActiveX controls” is enabled.
6. Close your browser, re-open it and browse to a *Schoolwires* page in **Site Manager** that uses the **Editor**.
7. Click the *Edit in Dreamweaver* or *Edit in FrontPage* button.
8. An installation dialog will open. Click the *Install* button.

If you continue to encounter problems, you may want to make your website a trusted site by following these steps:

1. Click the *Tools* menu in your browser.
2. Click *Internet Options* menu item.
3. Click the *Security* tab.
4. Click on “Trusted Sites” content zone.
5. Click on the *Sites* button.
6. Type the complete website address (<http://www.yoursite.org> and/or <http://yoursite.schoolwires.com>). Make sure that the box for “Require server verification” is unchecked.
7. Click the *Add* button.
8. Click the *OK* button.