schoolwires®

Centricity™ 2.0 Schoolwires Editor Help Card

The Schoolwires Editor

- The majority of your website's content (text, images, and other items) will be created using the **Schoolwires Editor**, which is displayed to the right.
- Working in the **Editor** is similar to working in most word processing programs. You may see some familiar icons and already know how they work.
- To add text, just click into the Content Area and begin typing.

Editor Icons

Content Area

Cut, Copy, and Paste Text

- You can cut, copy, and paste text from documents, websites, and other sources by using the icons in the **Editor**.
- When copying and pasting text from **Microsoft Word**® documents and other sources, click on *Paste from Word* to remove non-web-friendly code.
- To remove all formatting from your copied text, click on *Paste Text.*
- You can simply use *Paste* to insert text and retain its original formatting. This may cause problems if you attempt to edit the text.
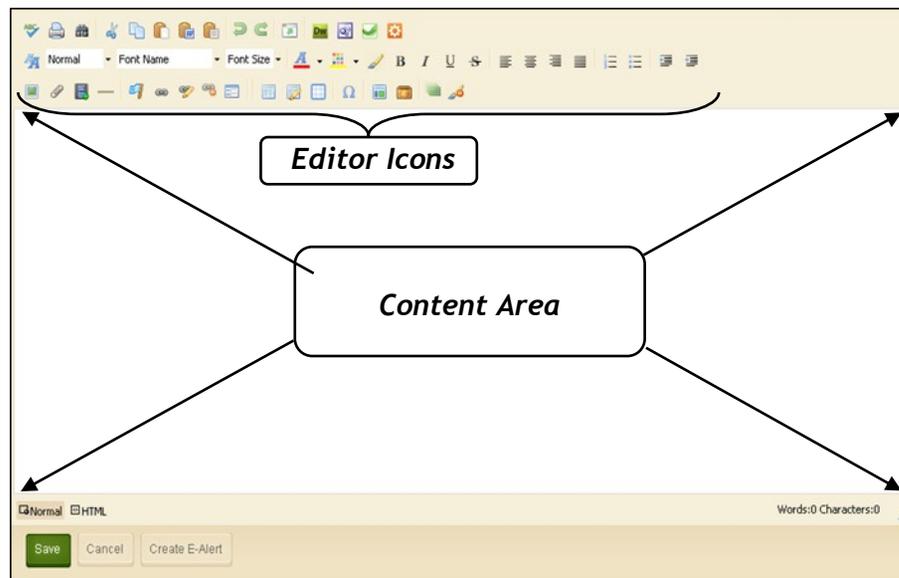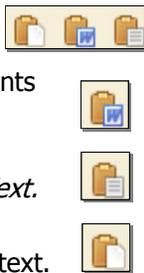
Insert a Link

You can turn text or images into links to another page on your site, another website, an email address, or a bookmark (see below).

1. Highlight the text or image and click the *Insert Link* icon.
2. From the *Insert Link* Wizard, select the type of link you would like to create.
3. Enter/Select the desired link information.
4. If linking the user to another website, choose 'Open in New Window' from the *Target* dropdown.
5. Click *Insert Link.*

Web Address:
http:// www.schoolwires.com
Target:
Open in New Window (_blank)
Open in New Window (_blank)
Open in Same Window (_parent)

Link to a Specific Page Location (Bookmark)

You can use a bookmark to link to a specific location in the **Editor**.

1. Highlight the text or image you would like to make into a bookmark.
2. Click on the *Insert Bookmark* icon.
3. Enter the name of the bookmark and click *Insert.*
4. Create your link using the *Insert Link* icon and select "Bookmark". You'll be able to choose from all bookmarks on the page.

Insert an Image

1. Place your cursor in the Content Area where you would like the image to be inserted.
2. Click the **Insert Image** icon:
3. Choose an image source.
4. Follow the wizard prompts to bring the image into the wizard and view the Image Attributes.
5. Enter a description of the image into the *Alt. Text* field.
6. Adjust Height or Width values, if desired.
7. You may also adjust Alignment and Border options, or this can be done later.
8. Click on the *Insert Image* button.

Insert a File

You can add documents, PDF'S, and other files to your website by using the **Insert File** icon.

1. Place your cursor in the Content Area where you would like the file to be inserted.
2. Click the Insert File icon.
3. Select a file source.
4. Follow the wizard prompts to select a file, then click 'Continue'.
5. Enter the text you would like to appear on as the file link in the 'Link Text' field.
6. From the 'Target' dropdown, select 'Open in a New Window').
7. Click 'Insert File'.

This will create a text link to the file.

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Inserting ActiveBlocks

ActiveBlocks allow you to add dynamic content to your website. They will appear in the Schoolwires Editor as code that displays something like "[$LongDate$]". On the front end, that particular ActiveBlock would display the current date in "Day, Month Date, Year" format. ActiveBlocks can display user/time/date information, randomize content, and more. To insert an ActiveBlock into your Schoolwires Editor

1. Place your cursor at the location you would like the content to appear.
2. Click on the Open Toolbox icon.
3. Select an ActiveBlock from the drop-down.
3. Select *Save*.

Embed Content from other Websites

You can also use ActiveBlocks to embed content from another website in your Content Area. This can be helpful if you want to display content from one section of your website in another section (e.g. embedding a 'Current Events' page in several different sections). Any edits to the original content will appear everywhere it is embedded.

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

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

Roundtrip Editing

If you have another HTML editor installed on the computer, you may be able to edit your Schoolwires content using **Roundtrip Editing**.

- To use Roundtrip Editing, just select the program you wish to edit your content with from the Editor Icons.
- You can use Roundtrip Editing with Aptana™, DreamWeaver™, and MS FrontPage™ or Expression™.

Special Use Icons

- The **Special Characters** icon allows you to enter symbols, special characters, and more.
- **Position by Pixel** lets you position images exactly where you want them.
- **Format Eraser** allows you remove formatting from highlighted text and objects.
- **Full Screen** expands your Content Area to a Full Screen view.
- **Formatting** allows you to to apply text formatting, borders, backgrounds, and more.

Find Additional Help

If you have additional questions or would like to learn more, select one of these:

- [?] - User Assistance icons that provide additional information about the tools at your disposal.
- How do I...? - **How Do I...?** tabs provide you with articles, video tutorials, and online resources that will help you build and manage your site.
- Community & Support - Gives you access to Support cases, Training resources, and more.

Insert a Table

1. Place your cursor in the Content Area where you want to insert the table.
2. Click on the **Insert Table** icon.
3. From the dropdown, select the number of Rows and Columns you want in the table or select Table Wizard to build a custom table.
4. Once the table is inserted, clicking on the **Table Options** button lets you:
   - Insert or Delete Rows, Columns, or Cells.
   - Merge cells or Split merged cells.
   - Edit the Properties of a Cell, Row, or the entire Table. This option allows you to edit borders, background images, and more.
4. To manually adjust the size of your cells, hover over the cell, then click-and-drag the red cell outline.
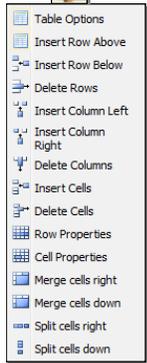
Tip: Left-click on the element tags below the Content Area to edit the Properties of a table (<table>), row (<tr>), or cell (<td>) that your cursor is within.

E-Alerts

Content E-Alerts allow you to easily communicate with students, parents, and other community members that have subscribed to your area of the website.

- Use the **Create E-Alert** button to generate an email to your subscribers.
- You may edit the subject and body of the Content E-Alert with your own message.
- The E-Alert body will contain a link to the page you created it on; do not edit this.