



## **USER GUIDE**

### **Section Workspace**

***Schoolwires***® ***Centricity***™

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## Introduction

Each channel of the main site or subsite is comprised of sections. Most of your site's content pages will reside within these sections. Site Directors, Subsite Directors and Section Editors all have access to the Section Workspace.

### Audience and Objectives

We recommend that Site Directors, Subsite Directors and Section Editors read this chapter.

In this chapter you will learn:

- How to navigate the *Section Workspace*.
- How and when to use the *page* types available within a *Section Workspace*.
- How to use the *section* calendar.
- How to subscribe to **Centricity** RSS feeds.
- How to administer Section Editor privileges.

### Accessing the Section Workspace

#### *Site and Subsite Directors*

If you are a Site Director or Subsite Director, you will access the Section Workspace from the Site or Subsite Workspace in the same way that you access the Channel Workspace.

To access the Section Workspace:

1. Access the Site or Subsite Workspace.
2. Expand the *channel* containing the *section* you wish to access in the *Content Browser* by clicking on its name in the *Content Browser*. In Figure 1, the Academics *channel* is open.

Note: A *channel* will not appear on the *Channel* bar on the end-user website until it contains at least one *section*.

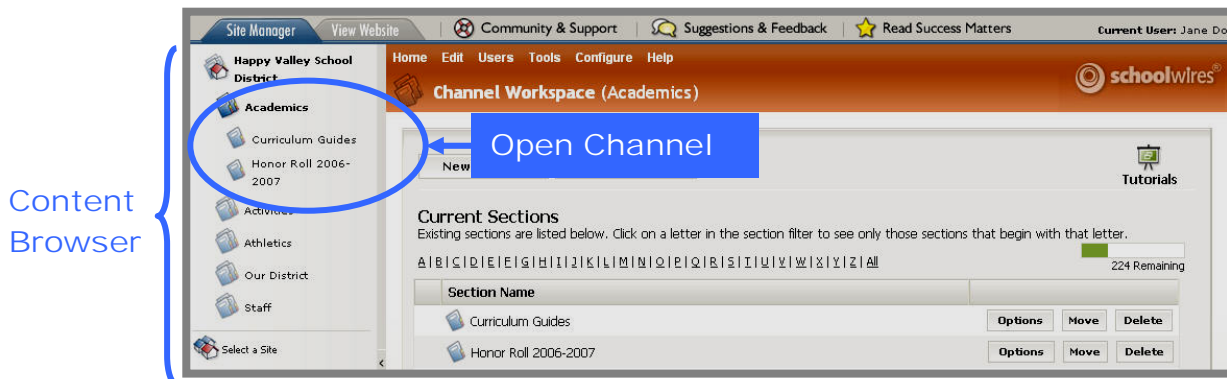


Figure 1: Content Browser in the Channel Workspace

3. Click on the *section* you want to access by clicking on its name in the *Content Browser* or in the *Channel Workspace*. A *Section Workspace* like the one shown in Figure 2 will display.

Note: The *Content Browser* is visible to Site Directors and Subsite Directors while in the *Section Workspace*. The *Content Browser* is not visible to Section Editors.

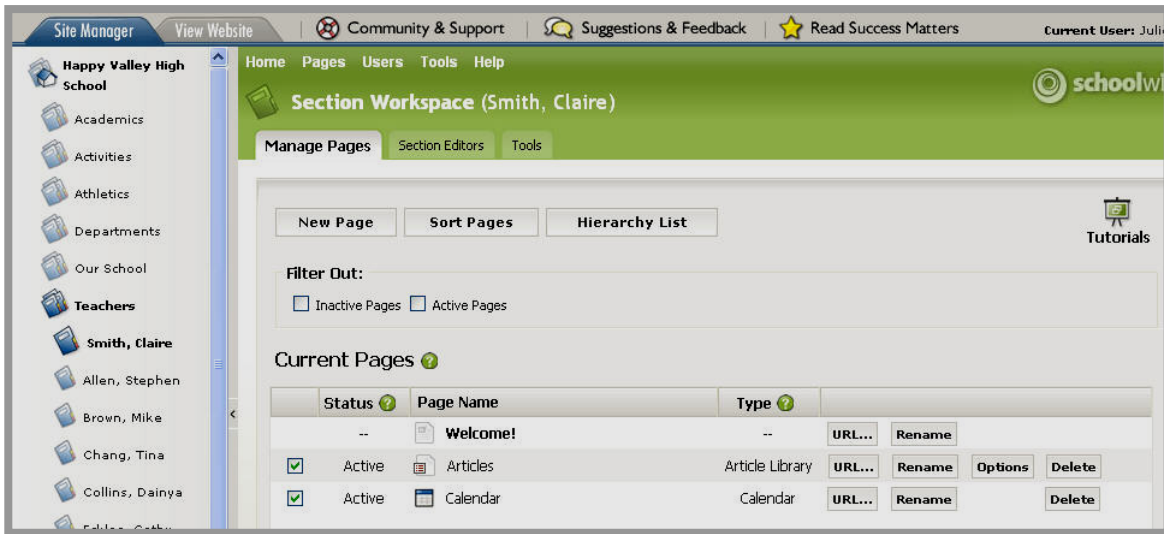


Figure 2: Section Workspace with Content Browser visible

### Section Editors

If you are a Section Editor, you will not see the **Site Manager** button on the *MyStart* bar until you sign in and navigate to your *section* (i.e., the one for which you have editorial privileges) on the end-user website.

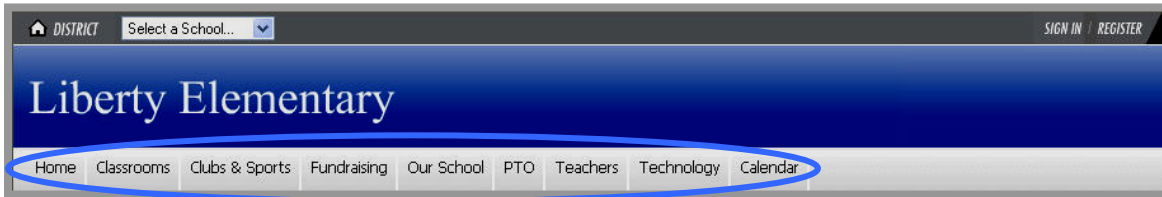
To access the *Section Workspace*:

1. If your *section* is on a *subsite*, you will first need to select your *subsite* from the Select a School... drop-down list on the homepage of the main *site* as shown in Figure 3.



Figure 3: Select a School drop-down list on the end user website

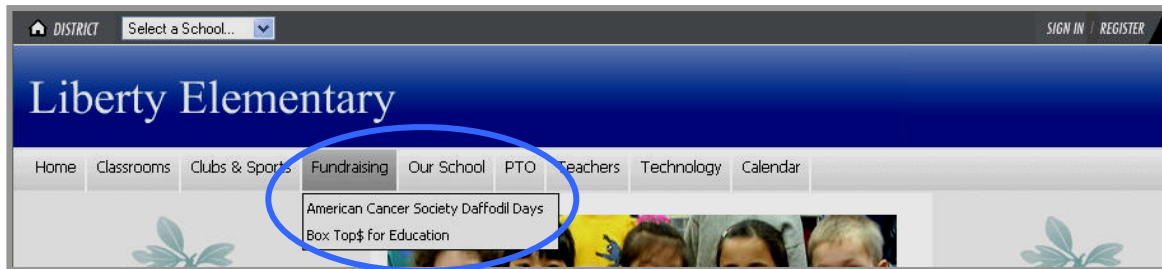
2. Once you are on the homepage of the correct *site* or *subsite*, click on the *channel* containing your *section* as shown in Figure 4.



**Figure 4: Channel bar on the end user website**

3. Select your *section* from the *channel* drop-down list (Figure 5) or directory page (Figure 6) that displays for that *channel*.

Note: A directory page will appear instead of a drop-down list when there are 15 or more sections for a *channel*.



**Figure 5: Channel drop-down list on end user website**

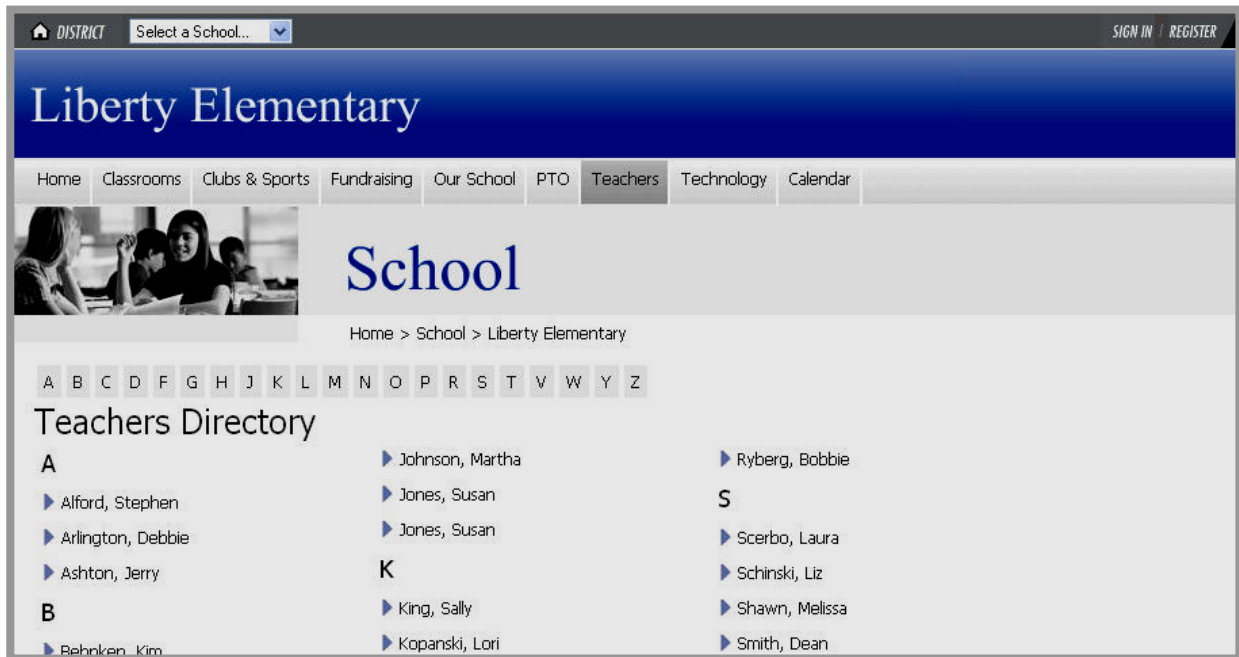


Figure 6: Directory page for channels with 15 or more sections

4. You will now be on the homepage of your *section*. It may be named “Overview.” In Figure 7, you can see the *section* homepage has been renamed “Welcome!” Notice:
  - You may see content on your *section* homepage and *pages* appearing in your *section* the first time you access your *section*. The names of the *pages* that display on the left and whether or not there is content in them will depend on the *section* configuration that was selected when the *section* was added. See **Centricity** chapter, “Section Management,” for more information on *section* configuration.
  - There are inactive breadcrumbs (i.e., they are not hyperlinked) at the top of the *section* that show the *section* and the name of the *channel* in which your *section* is located.
  - There are *pages* listed on the left. These *pages* were automatically created when the *section* was added. They are dependent on the *section* configuration chosen when the *section* was added.
  - You will now see the **Site Manager** button in the upper right-hand corner of the *MyStart* bar.

5. Click on the **Site Manager** button. A *Section Workspace* like the one shown in Figure 8 will display. You are now in the *Section Workspace* in **Site Manager**.

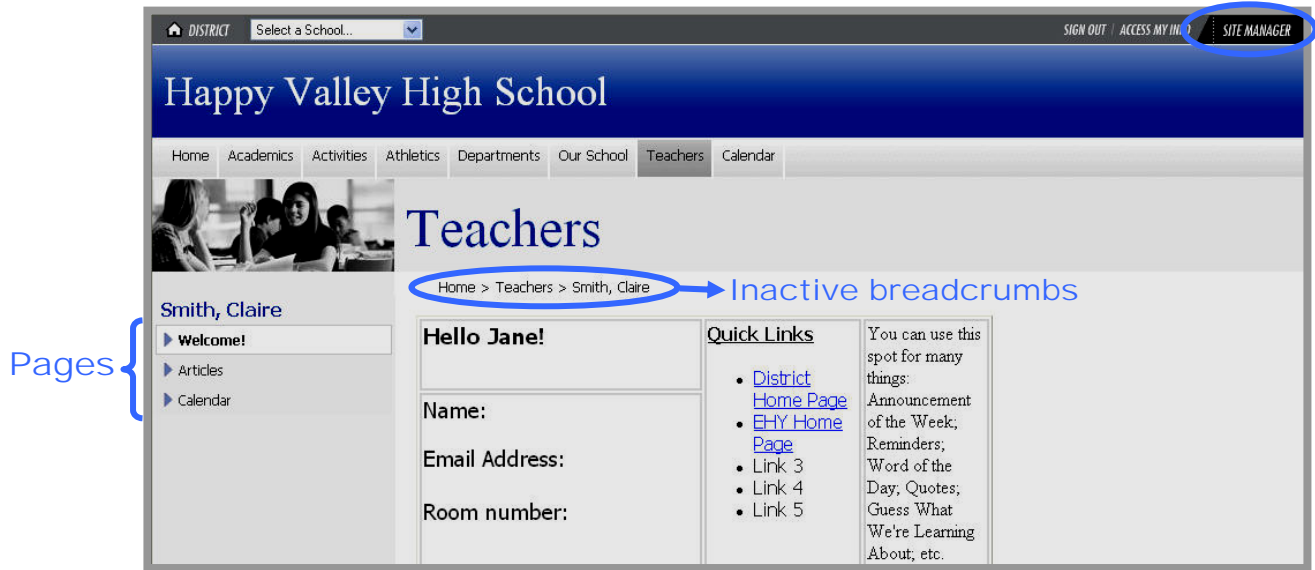


Figure 7: Section homepage after sign-in



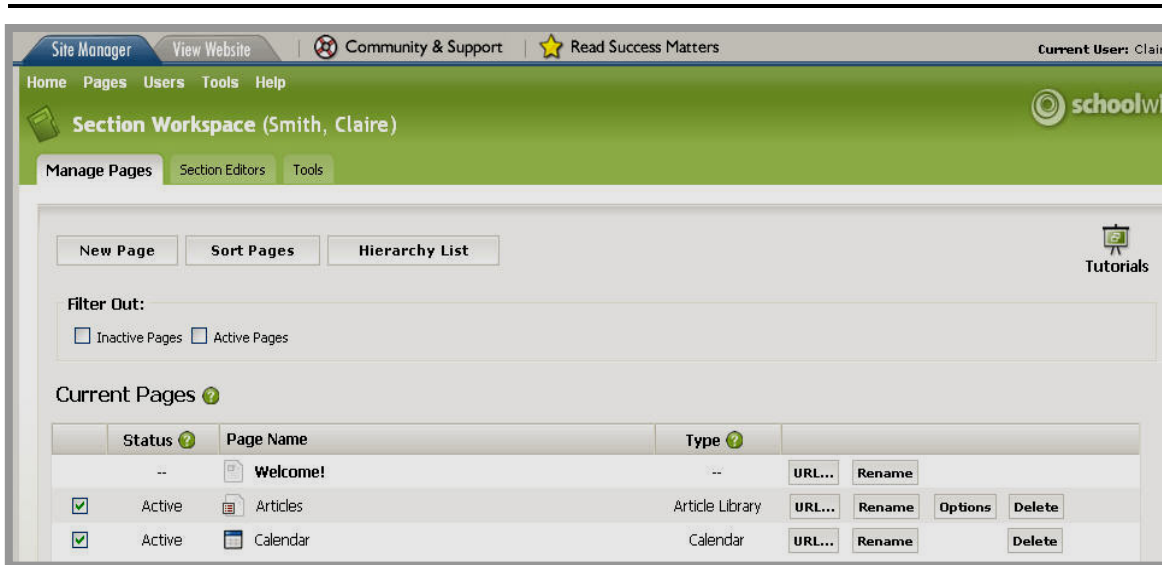


Figure 8: Section Workspace without the Content Browser showing

Notes:

- The *Content Browser* is not visible to Section Editors.
- A *Hierarchy List* button appears in the *Section Workspace* shown in Figure 8. This button will display only if a Site Director or a Subsite Director has enabled hierarchy navigation for the *section* either through the *Channel Workspace* or in the *section* configuration. See **Centricity** chapters, “Channel Workspace” and “Section Management,” for more information.

## Navigating in Site Manager

While working in the *Section Workspace*, you will see some elements that are accessible throughout **Site Manager**.

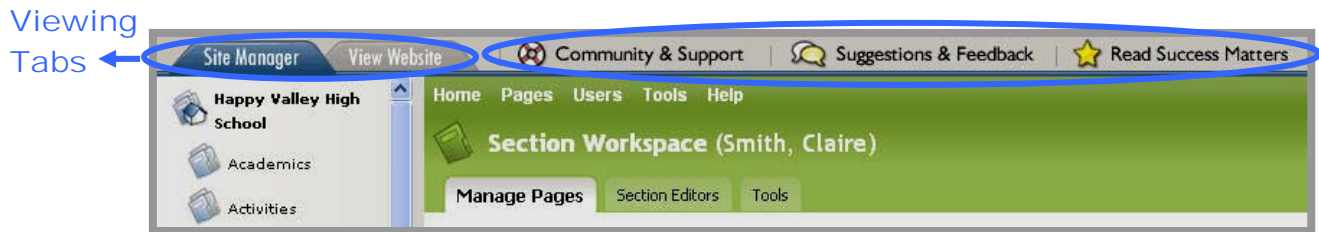


Figure 9: Site Manager navigational elements accessible from the Section Workspace

### Viewing Tabs

Regardless of which workspace you are in, the Viewing Tabs always appear at the top of **Site Manager**. See Figure 9. These tabs allow you to move easily between **Site Manager** and the end-user website.

**Site Manager** opens on the Site Manager Viewing Tab. The information on this Viewing Tab will be in front and the tab itself will be a darker color like the one shown in Figure 9. When you are on the *Site Manager* Viewing Tab, you are able to work in **Site Manager**.

When you click on the View Website Viewing Tab, the tab will move to the front and the tab itself will be a darker color like the one shown in Figure 10. This tab allows you to see the refreshed end-user website where you can view any changes you have made and saved. You can use the *Back*, *Forward* and *Refresh* buttons to help navigate the end-user website.




Note: You will have two browser windows open—the **Site Manager** browser window and the original browser window.



Figure 10: Site Manager open on the View Website Viewing Tab

### Site Manager Links

In addition to the Viewing Tabs, there are links at the top of the **Site Manager** window:

-  **Community & Support** links to the *Schoolwires* Help Site where you will find resources (e.g., the *Schoolwires* User Guide, job aids and FAQ's), training information, tutorials, online forums and the Self Service Center.
-  **Suggestions & Feedback** links to the *Schoolwires* support form. This link is only visible to Site Directors and is intended for use only by your organization's primary contact or alternate primary contact.
-  **Read Success Matters** links to a *Schoolwires* electronic newsletter that showcases client successes, announces training opportunities and offers tips for maximizing use of the *Schoolwires Centricity*.

### Navigating in the Section Workspace

The *Section Workspace* of **Site Manager** is where you will create, edit and manage the content of your *section*.

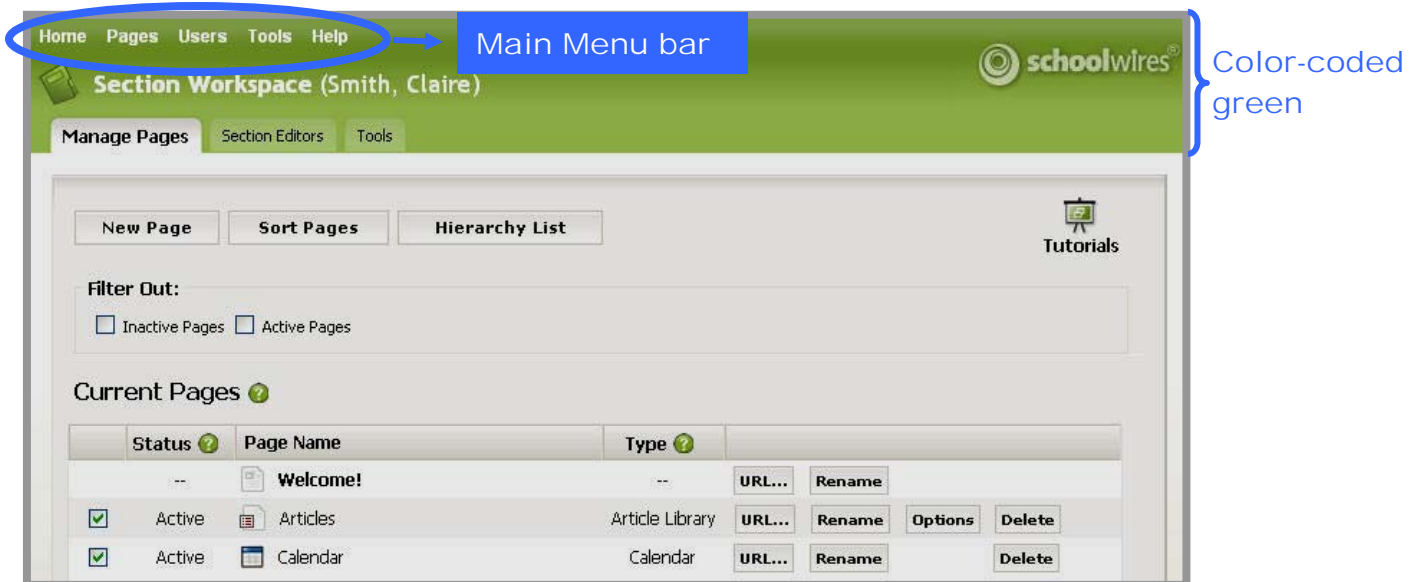


Figure 11: Section Workspace

All workspaces are color-coded. The *Section Workspace* is green like the one shown in Figure 11. This provides positive indication that you are in the *Section Workspace*.

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### Main Menu Bar

The Main Menu bar consists of links and drop-down menus. See Figure 11. The menus are one way to access *Section Workspace* tasks. Generally, the menus correlate with the tabs we will discuss later. The links and menus are:

- **Home link:** Links to the *Section Workspace* Home if you have navigated away from it. The *Manage Pages* tab is Home for the *Section Workspace*. The *Home* link on the Main Menu bar does not correlate with a tab in the *Section Workspace*.
- **Pages drop-down menu:** Gives you access to three tasks:
  - **New Page:** Allows you to add a new *page* to your *section*.
  - **Sort Pages:** Allows you to sort the *pages* in your *section*.
  - **Hierarchy List:** Displays only if a Site Director or Subsite Director has enabled Hierarchy-List navigation for your *section*. This will allow you to nest *pages* in the left navigation on the end-user website.
- **Users drop-down menu:** Provides you with access to the *Section Editors* tab, where you can view, add and remove Section Editors.
- **Tools drop-down menu:** Gives you access to tools. These include:
  - **Files & Folders:** Enables you to organize the files and folders used in your *section*.
  - **Forms & Surveys:** Allows you to create forms and surveys for use in your *section*. To use this tool, your organization must have purchased this premium enhancement module and a Site Director or Subsite Director must have enabled it for your *section*.
  - **MiniBase:** Allows you to create, manage and deploy searchable lists for use by visitors to the end-user website.
  - **Photo Gallery:** Allows you to upload and attractively display photos on the end-user website

**Note:** **Forms & Surveys**, **MiniBase** and **Photo Gallery** are premium enhancement modules. If your organization has purchased these premium enhancement modules and they have been activated by the Site Director or Subsite Director for your *section*, then these tasks will appear in the *Tools* tab and drop-down menu of the *Section Workspace*.

- **Help drop-down menu:** Provides you with links to *Schoolwires* resources and support tools. Like the *Home* link, it does not correlate with any tab in the *Section Workspace*.

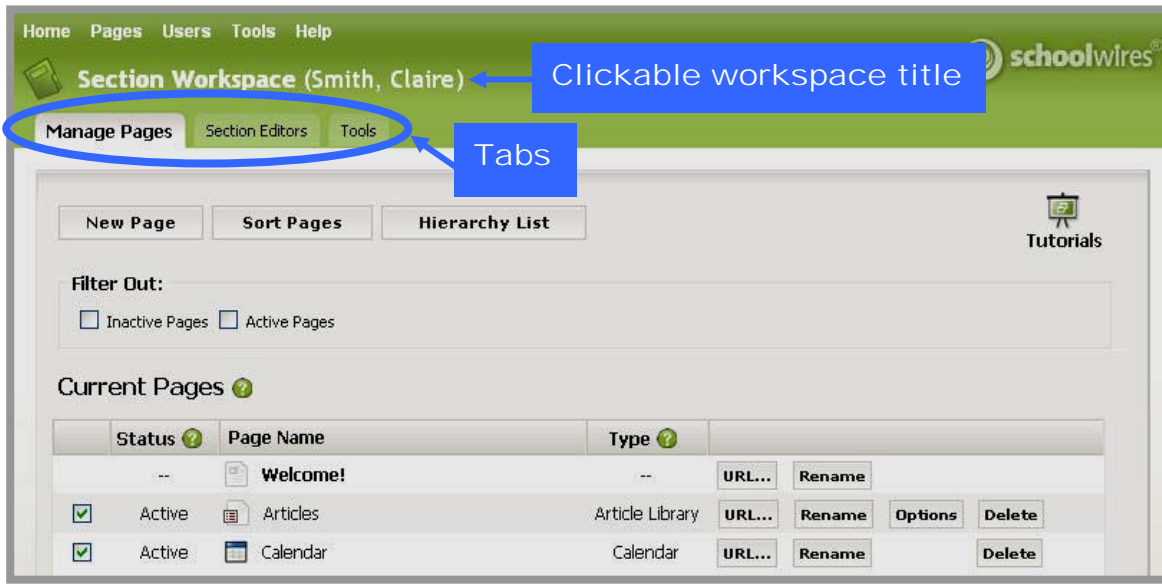


Figure 12: Section Workspace

### Workspace Title

The workspace title shows that you are working in a *Section Workspace* with the *section* name in parenthesis. In Figure 12, the *section* name is “Smith, Claire.” You can click on the title from anywhere within the *Section Workspace* to return to the *Manage Pages* tab (i.e., *Section Workspace Home*).

### Tabs

*Section Workspace* tasks are also organized in a series of tabs like the ones shown in Figure 12. They are:

- *Manage Pages* (i.e., *Section Workspace Home*)
- *Section Editors*
- *Tools*

These tabs and the tasks on each of them are discussed later in this chapter.

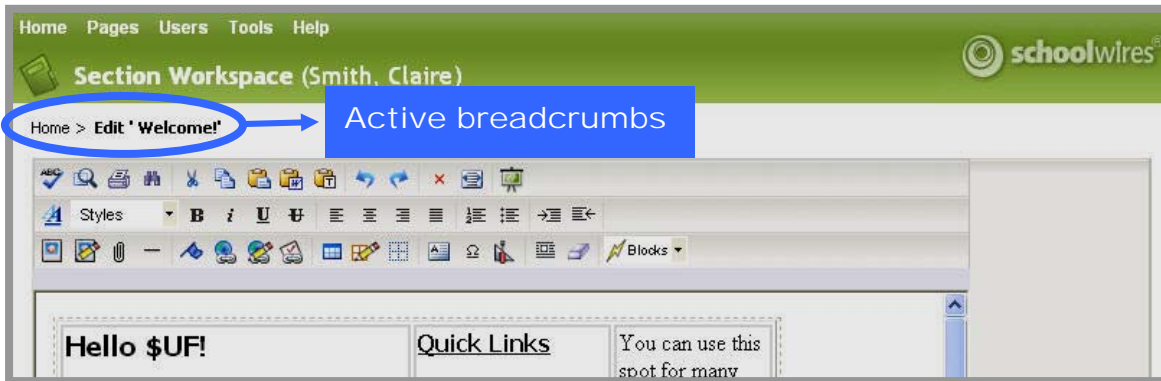


Figure 13: Active Breadcrumbs in the Section Workspace

### Breadcrumb Navigation

Breadcrumb navigation allows you to:

- See the tab or *page* on which you are working. The tab or *page* appears in **bold**. In Figure 13 the *Overview Page*, renamed “Welcome”, is the current *page*.
- Navigate backwards since the breadcrumbs are active in the *Section Workspace*. (They are inactive on the end-user website.) In Figure 13 you can navigate back to the *Section Workspace* Home (the *Manage Pages* tab) by clicking on the “Home” link in the breadcrumbs.

## Manage Pages Tab

The *Manage Pages* tab is the first tab in the *Section Workspace* and functions as the *Section Workspace Home*. When you access a *section*, a *Manage Pages* tab like the one in Figure 14 will display.

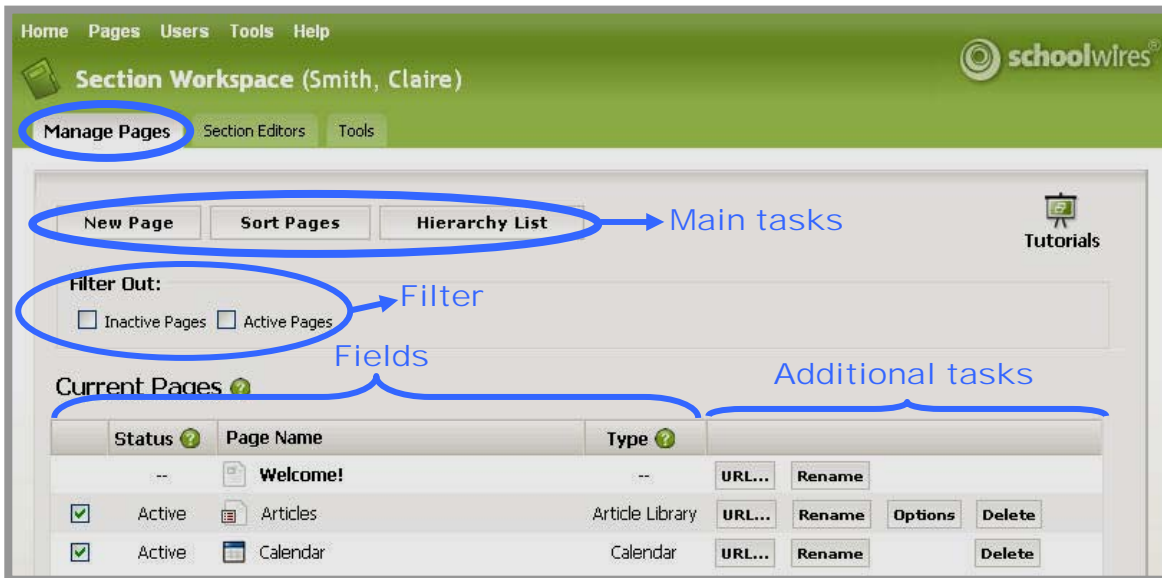


Figure 14: Section Workspace Home, Manage Pages Tab

### Returning to the Section Workspace Home

If you navigate away from the *Manage Pages* tab while working in a *section*, there are three ways to return to the *Section Workspace Home*:

- Click on the *Manage Pages* tab.
- Click on “Home” in the breadcrumb navigation.
- Click on “Home” on the Main Menu bar.

## Main Tasks

There are three main tasks on the *Manage Pages* tab. They are:

- *New Page*: Adds a new *page* to your *section*.
- *Sort Pages*: Enables you to change the order in which your *pages* appear on the end-user website. **Note**: You cannot use this for changing the order of your *pages* when using Hierarchy-List navigation.
- *Hierarchy List*: Allows you to add and remove *pages* from the Hierarchy-List navigation and change the order or relationship of these nested *pages*. This task will only appear in the *Section Workspace* if a Site Director or Subsite Director has enabled Hierarchy-List navigation for the *section*. See **Centricity** chapter, “Site Shortcuts & Section Hierarchy,” for more information.

You can also access these three tasks from the *Pages* drop-down menu in the Main Menu bar.

## Fields

The fields on the *Manage Pages* tab are:

- *Status and Checkbox*: Indicates whether the *page* is active or inactive. Only active *pages* will display on the end-user website. Clicking the checkbox changes the status of the *page*.  
**Note**: Since the *Overview Page* functions as the *section* homepage, it must be active to ensure that visitors have a place to go when they click on the *section*. You cannot make it inactive.
- *Page Name*: Displays the name of the *page* as a link that, when clicked, allows you to edit the *page*.
- *Type*: Displays the *page* type used to create the *page* (e.g., *Link Library*, *Flex Page*).

**Note**: The *Overview Page* (i.e., *section* homepage), renamed “Welcome!” in Figure 14, will not display a type.



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### Additional Tasks

In addition to the main tasks, the following additional tasks are available on the *Manage Pages* tab:

- *URL*: Allows you to obtain the full URL (web address) or relative URL for a *page*. The difference between these two URLs will be discussed later in this chapter.
- *Rename*: Allows you to change the name of a *page*.
- *Options*: Allows you to determine who can view a *page* based on roles.

Note: Since you cannot set roles for the *Overview Page* or *Calendar*, the *Options* button will not appear for those *pages*. You can, however, set roles for specific events on the *Calendar*. See **Centricity** chapter, “Calendar,” for more information.

- *Delete*: Allows you to delete a *page*. Deleting a *page* permanently removes it from the database.

Note: Since you cannot delete the *Overview Page* (*section* homepage), the *Delete* button will not appear for that *page*.

### Filtering Function

Notice in Figure 14 that there is a filter at the top of the *Section Workspace*. The *Manage Pages* tab displays the list of current *pages* in the *section* regardless of their status. You can use the filtering function to display *pages* by inactive or active status.

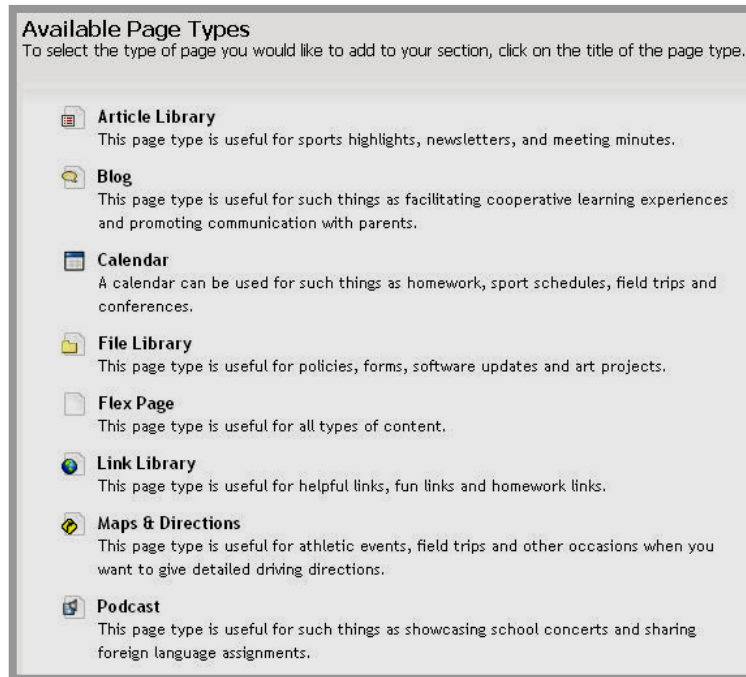
Note: Filtering out *pages* does not change the status of the *pages* or what is seen by visitors to your *section*. Filtering out *pages* by status only changes what is displayed in the *Section Workspace*.

- To filter out inactive *pages*, click in the Inactive Pages checkbox. The *Manage Pages* tab will refresh. Only active *pages* will display in the list of current *pages* in the *Section Workspace*.
- To filter out active *pages*, click in the Active Pages checkbox. The *Manage Pages* tab will refresh. Only inactive *pages* will display in the list of current *pages* in the *Section Workspace*.

Note: Since the *Overview Page* functions as your *section* homepage, it does not display a status and therefore, can never be filtered out of the list of current *pages*. It will display in both views.

## Page Types

When you click on the *New Page* button on the *Manage Pages* tab, a listing of the available *page* types and descriptions like the one shown in Figure 15 will display.



**Figure 15: Page types**

### Notes:

- A *Calendar* will not appear as an available *page* type if the *section* already contains a *Calendar*. You cannot have two *Calendar Pages* in one *section*.
- *Blog Pages* and *Podcast Pages* can be added to your *section* only if your organization has purchased these premium enhancement modules and they have been activated by the Site Director or Subsite Director for your *section*. See **Centricity** chapters, “**Blogs**” and “**Podcasts,**” for more information.

### Overview of Library Pages

Each *page* type, with the exception of *Flex Pages* and the *Calendar*, is a library. That is, the *page* contains a collection of like items. You can have many library *pages* within your *section*; you are not limited to one. Each library can display one or more items within the *page*.

The libraries available in the *Section Workspace* are:

- *Article Library Page*: A collection of articles, generally with the same topic or theme. Visitors to the end-user website can read each of the articles within an *Article Library* on their own computers.
- *Blog Page*: A collection of postings. Visitors to the end-user website can read and respond to postings within a *Blog Page* on their own computers. *Blog Pages* are not covered in this chapter. See **Centricity** chapter, “**Blogs**,” for more information.

Note: *Blog Pages* can be added to your *section* only if your organization has purchased this premium enhancement module and it has been activated by the Site Director or Subsite Director for your *section*.

- *File Library Page*: A collection of files. Visitors to the end-user website can download each of the files within a *File Library* to their own computers.
- *Link Library Page*: A collection of links. Visitors to the end-user website can follow each of the links within a *Link Library* on their own computers.
- *Maps & Directions Page*: A collection of directions. Visitors to the end-user website can get an address, read directions, download attachments or obtain a map from Expedia.com<sup>®</sup> for each of the directions.
- *Podcast Page*: A collection of episodes. Visitors to your website can listen to episodes within a *Podcast Page* on their own computers. *Podcast Pages* are not covered in this chapter. See **Centricity** chapter, “**Podcasts**,” for more information.

Note: *Podcast Pages* can be added to your *section* only if your organization has purchased this premium enhancement module and it has been activated by the Site Director or Subsite Director for your *section*.

### Introduction to the Article Library Page

You can use an *Article Library Page* to group items with similar topics or themes. In essence, when you add an *Article Library Page*, you create a subsection. An *Article Library Page* is useful for organizing such items as homework assignments, sports highlights, newsletters and meeting minutes.

Figure 16 shows a sample *Article Library Page* as it might appear on the end-user website. The title and teaser text (i.e., a brief description designed to get visitors interested) for the article appears on the *Article Library Page*. When a visitor clicks on the article title, the full article displays as shown in Figure 17.



Figure 16: Sample Article Library Page

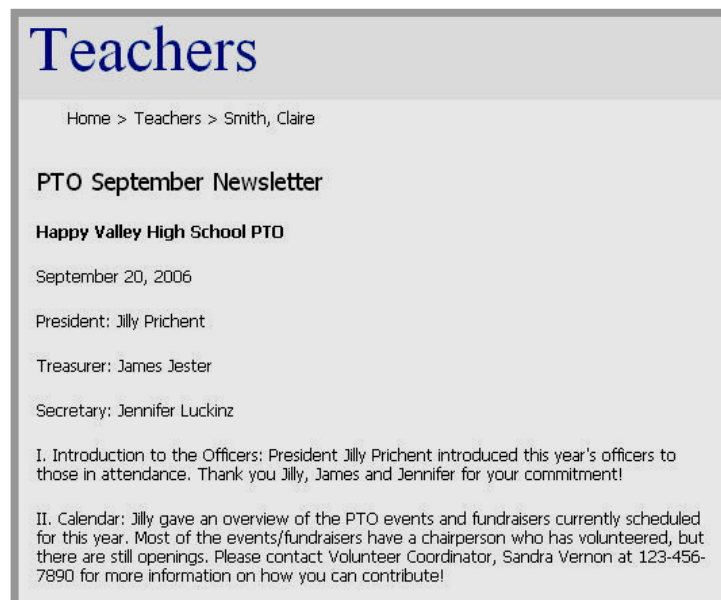
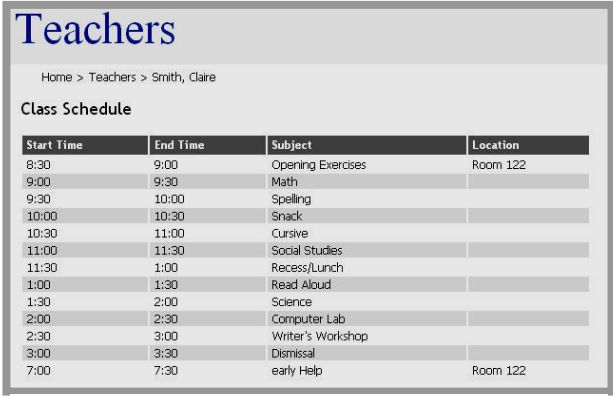


Figure 17: Full article displayed

### Introduction to the Flex Page

A *Flex Page* is a page that resembles a blank word processing document. Since it has no preset structure, a *Flex Page* allows you to be creative with content organization. The *Overview* (section homepage) page is actually a *Flex Page*.

Figure 18 shows an example of a *Flex Page* as it might appear on the end-user website.



The screenshot shows a web page titled "Teachers" with a breadcrumb trail "Home > Teachers > Smith, Claire". Below the title is a section labeled "Class Schedule" containing a table with the following data:

Start Time	End Time	Subject	Location
8:30	9:00	Opening Exercises	Room 122
9:00	9:30	Math	
9:30	10:00	Spelling	
10:00	10:30	Snack	
10:30	11:00	Cursive	
11:00	11:30	Social Studies	
11:30	1:00	Recess/Lunch	
1:00	1:30	Read Aloud	
1:30	2:00	Science	
2:00	2:30	Computer Lab	
2:30	3:00	Writer's Workshop	
3:00	3:30	Dismissal	
7:00	7:30	early Help	Room 122

Figure 18: Sample Flex Page

### Introduction to the File Library Page

You can use a *File Library Page* to give visitors access to a collection of files that they can download, basic details about each file and instructions for downloading. A *File Library Page* is useful for sharing files such as policies, forms, newsletters, meeting minutes, software updates or art projects.

**Note:** To open a file downloaded from a *File Library Page*, visitors must have the application shown for that file installed on their own computers. For example, if you include a Microsoft® Word file in your *File Library*, visitors must have Microsoft Word installed on their computers in order to open it.

Figure 19 shows a sample *File Library Page* as it might appear on the end-user website. Notice it displays:

- A title for the file
- A brief description of the file (optional)
- An icon for the application needed to display each file
- The filename
- The size of the file
- The date the file was uploaded
- Directions for downloading the file

Other than the title and description, this information is generated automatically by **Centricity** software when you upload a file to a *File Library Page*.

Teachers

Home > Teachers > Smith, Claire

**Meal Purchase Procedures** → Title  
Instructions for creating and adding money to your child's lunch account. → Description  
📄 Meal\_Purchase\_Procedures.doc, 35.50 KB, 2/6/2007 → File information

**Phone Tree**  
Revised 2/6/07  
📄 Phone\_Tree.doc, 62.00 KB, 2/6/2007

**Field Trip Permission Slip**  
Please print, complete and return with your child by the due date indicated. Completion of this form is required in order for child to participate in any field trip.  
📄 Field\_Trip\_Permission\_Slip.doc, 51.50 KB, 2/8/2007

**Early Dismissal Plan**  
Please review carefully. Sign and date the form and return it to your child's teacher.  
📄 Early\_Dismissal\_Plan.doc, 20.00 KB, 2/6/2007

**Excuse for Absence or Tardiness**  
See instructions on form.  
📄 Excuse\_for\_Absence\_or\_Tardiness.doc, 67.50 KB, 2/6/2007 → Directions for downloading

Please **Click** the icon to download the file. *Note: PC users should **Right-Click** to download the file to their computer. Apple users should **Option-Click** to download the file to their hard drive.*

Figure 19: Sample File Library Page

### Introduction to the Link Library Page

You can use a *Link Library Page* to list links to other websites or other *pages* within your website. Each link has a title and brief description as well as the exact URL. A *Link Library Page* is useful for directing students or parents to additional online resources.

Figure 20 shows a sample *Link Library Page* as it might appear on the end-user website. When a visitor clicks on a link, it will go to that location on the specified website.

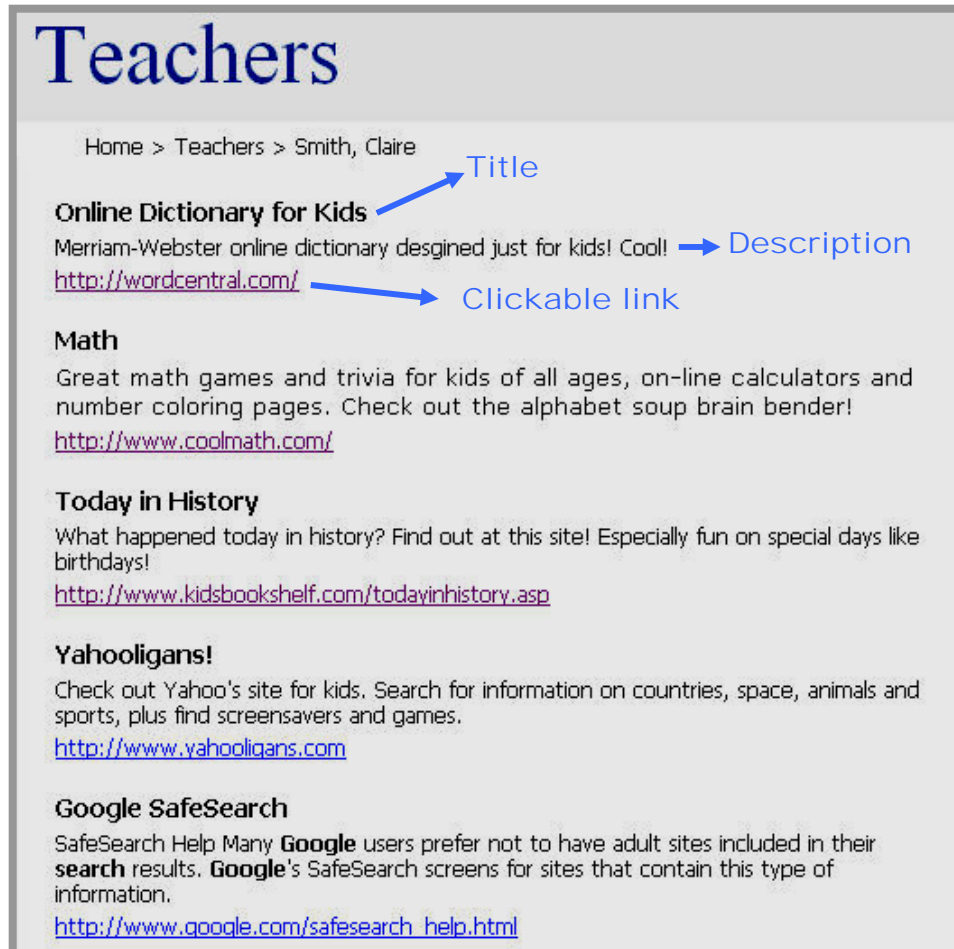
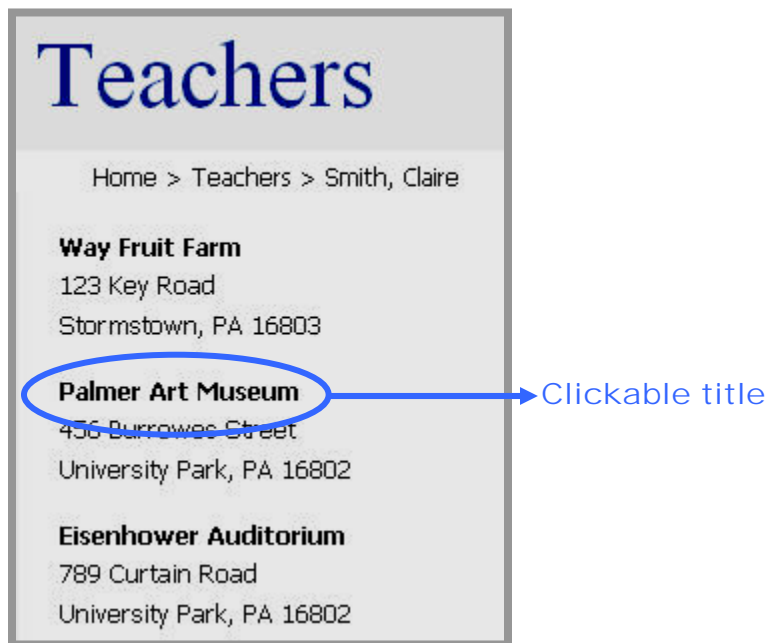


Figure 20: Sample Link Library Page

### Introduction to the Maps & Direction Page

You can use a *Maps & Directions Page* to provide visitors with addresses, detailed driving directions and attachments. The *Maps & Directions Page* is useful for organizing directions to events and places such as athletic events, field trips and conferences.

Figure 21 shows a sample *Maps & Directions Page* as it might appear on the end-user website. The title and address for the directions appears on the *Maps & Directions Page*. This *Maps & Directions Page* contains three directions.



**Figure 21: Sample Maps & Directions Page**

When a visitor clicks on the directions title, the full directions display as shown in Figure 22. In addition to seeing written directions and a link to files that may have been attached, visitors may click on the *Get Map* button to access a map on the Expedia.com website. There is also an automatic mileage calculation for the event based on the zip code in a registered user's profile.


**TIP:** Be sure to add your zip code to your User Profile to enable automatic mileage calculation.



**Palmer Art Museum**  
University Park, PA

**Directions Details:**  
Make a right out of the school parking lot. Take Route 45 to Route 322. Exit at the Pennsylvania State University Exit. Follow signs for the Palmer Art Museum. Park in the parking deck next the museum. Parking is free.

It takes about 15 minutes to get to the museum from the school.


**Attached File:**  
 [Permission Slip](#) → Attachment

**or Get a Map with Expedia:**  
(Browser will load with results page from Expedia)

Your Street  
456 Burrowes Street

Your City, State and Zip Code  
University Park PA 16802

[Get Map](#)

  
[www.expedia.com](http://www.expedia.com)

Detailed directions

Figure 22: Full directions display after clicking on directions title

## Default Pages

A Site Director or Subsite Director may have applied a *section* configuration to your *section* when your *section* was originally added in the *Channel Workspace*. A *section* configuration specifies the number and types of pages that will appear in a new *section* created using that configuration. The options for the *section* are also specified in a *section* configuration. Only Site Directors can create *section* configurations.

For example, a Site Director may create a teacher *section* configuration that contains the following *pages*:

- Our Homepage (*Overview Page*)
- Homework Page (*Article Library Page*)
- What’s Happening (*Flex Page*)
- Helpful Links (*Link Library Page*)
- Classroom Notes (*File Library Page*)
- Directions for Classroom Events (*Maps & Directions Page*)
- Classroom Calendar (*Calendar*)

For that *section* configuration, these seven *pages* are the default *pages*. That is, they will automatically display when a *section* is added using that configuration.

You may:

- Rename any of the *pages* to make them more meaningful to the visitors to your *section*.
- Delete or make any of the *pages* inactive except the *Overview Page* (here named “Our Homepage”).
- Add as many of each type of *page* as needed except the *Overview Page* or the *Calendar*. Note: You can add a *Calendar* if your *section* does not contain one or you deleted it.

Regardless of the *section* configuration used, each section will contain at least an *Overview Page* which functions as the *section* homepage.

See **Centricity** chapter, “Section Management,” for more information about *section* configuration.

## Adding a New Page

Your *section* may already contain *pages* that a Site Director or a Subsite Director added when the *section* was created. See “Default Pages” discussed earlier in this chapter. In addition to working with the existing *pages* in your *section*, you will likely want to add additional *pages*.

To add a new *page*:

1. Access the Section Workspace. A window like the one shown in Figure 23 will display. The Section Workspace will always open on the Manage Pages tab which functions as the Section Workspace Home.



Figure 23: Section Workspace

2. To add a new *page* from the *Manage Pages* tab, click on the *New Page* button. An *Available Page Types* window like the one shown in Figure 24 will display. To add a new *page* from the Main Menu bar, click on the *Pages* drop-down menu. A menu like the one shown in Figure 25 will display.
3. Click on the name of the *page* type you wish to add. The first window for adding that *page* will display.

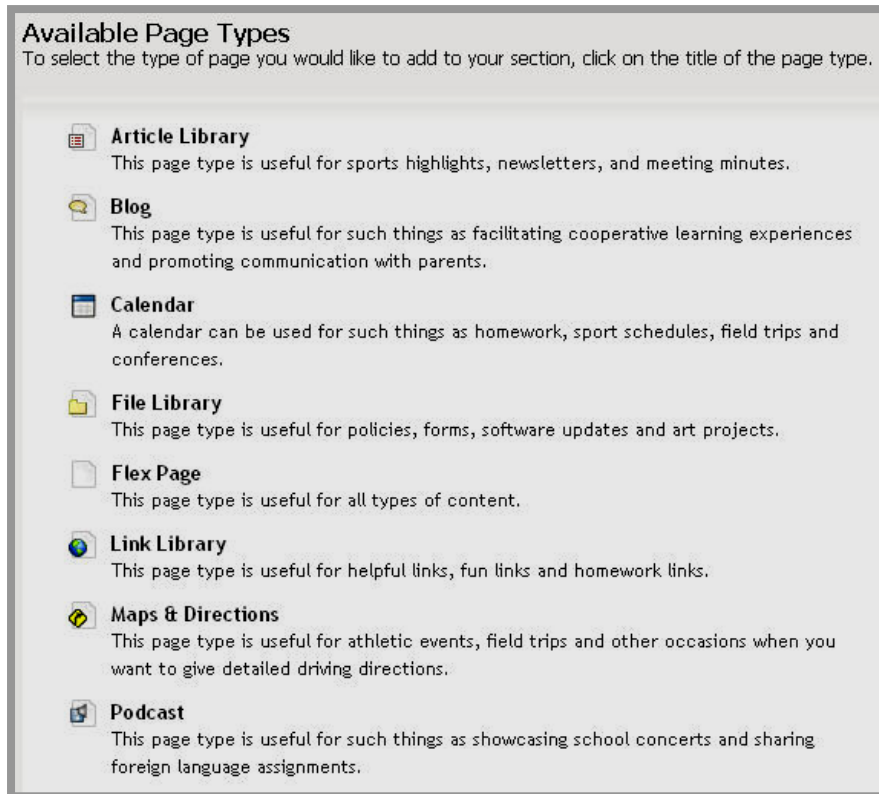


Figure 24: Page types if a Calendar is not already in the Section Workspace

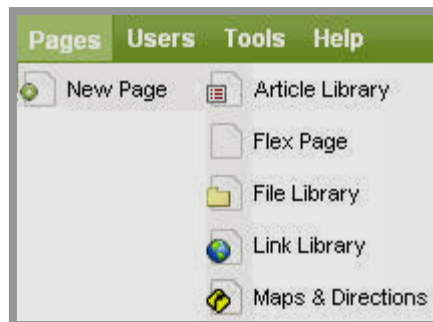


Figure 25: New Page Drop-down

### Adding a Library Page

Each *page* type, with the exception of *Flex Pages* and the *Calendar*, is a library. That is, the *page* contains a collection of like items. See “Overview of Library Pages” discussed earlier in this chapter for more information.

The *Library Pages* are:

- *Article Library Page*
- *Blog Page* (Note: *Blog Pages* can be added to your *section* only if your organization has purchased this premium enhancement module and it has been activated by the Site Director or Subsite Director for your *section*. *Blog Pages* are not covered in this chapter. See **Centricity** chapter, “**Blogs**,” for more information.)
- *File Library Page*
- *Link Library Page*
- *Maps & Directions Page*
- *Podcast Page* (Note: *Podcast Pages* can be added to your *section* only if your organization has purchased this premium enhancement module and it has been activated by the Site Director or Subsite Director for your *section*. *Podcast Pages* are not covered in this chapter. See **Centricity** chapter, “Using **Podcasts**,” for more information.)

If you are adding one of these library *page* types, after you select the type from either the *Manage Pages* tab or the *Pages* drop-down menu, a *Page Name* window like the one shown in Figure 26 will display. The one shown in this figure is for an *Article Library Page*. The *Page Name* window for each of the other library *pages* will look the same, but be titled for that particular library *page*.

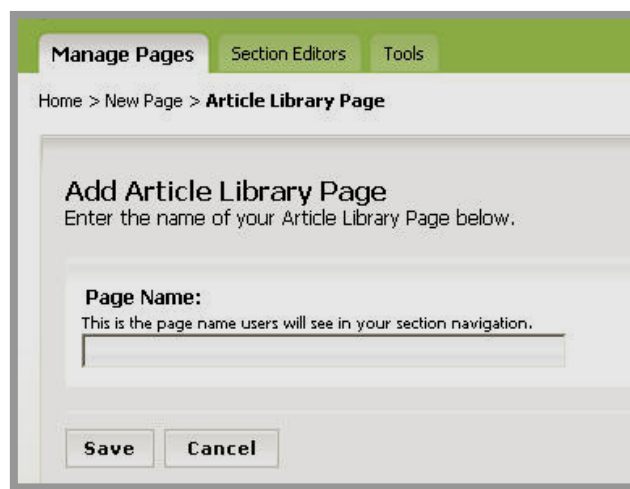


Figure 26: Page Name window

To add a library *page*:

1. Enter a name for the library *page* you want to add.
2. Click on the *Save* button. The *Section Workspace (Manage Pages* tab) will return as the active window. The library *page* you added will appear under Current Pages. Its status will be active.
3. If you wish to make the library *page* inactive while you are working on it, deselect the Status checkbox. The *page* status will show as inactive, and it will no longer display on the end-user website.

### Adding a Flex Page

If you are adding a *Flex Page*, after you select *Flex Page* from either the *Manage Pages* tab or the *Pages* drop-down menu, a *Page Name* window like the one shown in Figure 27 will display.

**Figure 27: Page Name window for a new Flex Page**

Notice the *Page Layout* option in the left panel. Site Directors and Subsite Directors create page layouts to provide structure and formatting to *Overview Pages* and *Flex Pages*. In the *Flex Page* example above, the “Teacher Homepage” layout was selected. The *page* is no longer blank but is instead pre-populated as shown in the preview pane on the right. *Page* layouts contain such things as tables, text and images. Regardless of the *page* layout selected, any content in the *Flex Page* can be edited or

deleted. *Page* layouts act simply as guidelines. If a *page* layout is not selected, a blank *Flex Page* will be added.

To add a *Flex Page*:

1. Enter a name for the *Flex Page* you want to add.
2. Choose a *page* layout by clicking in the radio button to the left of the desired layout. A preview of that layout will display in the right pane.  
TIP: If you want to add a blank *Flex Page*, do not select a layout.
3. Click on the *Save* button. The *Section Workspace (Manage Pages* tab) will display. The *Flex Page* you added will appear under *Current Pages*. Its status will be set to “Active.”
4. If you wish to make the *Flex Page* inactive while you are working on it, deselect the *Status* checkbox. The *page* status will show as inactive, and it will no longer display on the end-user website.

### Working with an Article Library Page

See “Introduction to the *Article Library Page*” earlier in this chapter for more information on what an *Article Library Page* is, how it is often used and what it looks like on the end-user website.

#### Adding an Article

Adding an *Article Library Page* is the first step. However, until you add the first article to that *Article Library Page*, it is still just an empty library.

To add an article to an *Article Library Page*:

1. Access the *Section Workspace*.
2. Click on the *Page* name for the *Article Library Page* to which you want to add a new article. An *Edit Article Library* window like the one shown in Figure 28 will display.



Figure 28: Edit Article Library window for an empty Article Library

3. Click on the *New Article* button. A *New Article* window like the one shown in Figure 29 will display.

**New Article**  
Enter a new article below.

**Article**

**Title:**

**Teaser Text (optional):**  
Appears below the Title. Should be a short, catchy description designed to pique interest. Limit to 255 characters.

**Accent Image (optional):**  
This image is displayed to the left of the title.

**Height:**  **Width:**

**When will this item be displayed?**  
Enter the dates the item will be displayed.

**Start Date:**

**End Date:**


**In what order should this item be displayed?**  
Insert after:  
 ▾

Figure 29: New Article window

4. Enter a title for the new article as you want it to appear on the *Article Library Page*.
5. Enter the teaser text that will appear below the title of the article on the *Article Library Page* (optional).  
**TIP:** You are limited to 255 characters for the teaser text so it should be short and catchy.
6. Add an accent image to the article (optional). See “Adding Accent Images to Articles” later in this chapter.



7. Enter the start date for the article. This is the date that the article will appear on the *Article Library Page* on the end-user website. The article status must be active in order for it to appear on the designated start date.

**TIP:** Clicking on the calendar icon  will bring up a calendar that you can use to select the desired date. The default start date/time is the date and time you created the article. The format for the date and time must be: mm/dd/yyyy hh:mm AM or PM.

8. Enter an end date for the article. The article will no longer display on the *Article Library Page* on the end-user website after this date. It will remain in the *Section Workspace* after the end date unless you delete it.

**TIP:** The default end date/time is one year from the start date/time.

9. Select the order in which the item will be displayed by using the drop-down list labeled “Insert after.”

**Note:** This drop-down only appears in the *New Article* window. It allows you to determine display order when adding the article. When you add the first article to an *Article Library Page*, there will only be one drop-down option, “First Item.” Once more articles are added to the *Article Library Page*, those article names will appear as drop-down items. You can change the order in which the articles appear after the article has been saved by using the *Sort Articles* function discussed later in this chapter.

10. Click on the *Next* button. An *Edit Article* window like the one shown in Figure 30 will display. The window consists of four tabs and opens on the *Article Body* tab. The four tabs are:

- *Article:* Enter the article title, teaser text, accent image, display dates and display order.
- *Article Body:* Enter the content of the article into the **Editor**. The *Edit Article* window will open to this tab.
- *Roles:* Determine who can view this article by choosing roles (optional).
- *Author:* Enter information about the author or contact person (optional).

**Note:** On any of the four tabs in the *Edit Article* window, you can change the status of an article by clicking in the Active checkbox that appears at the bottom of the window.

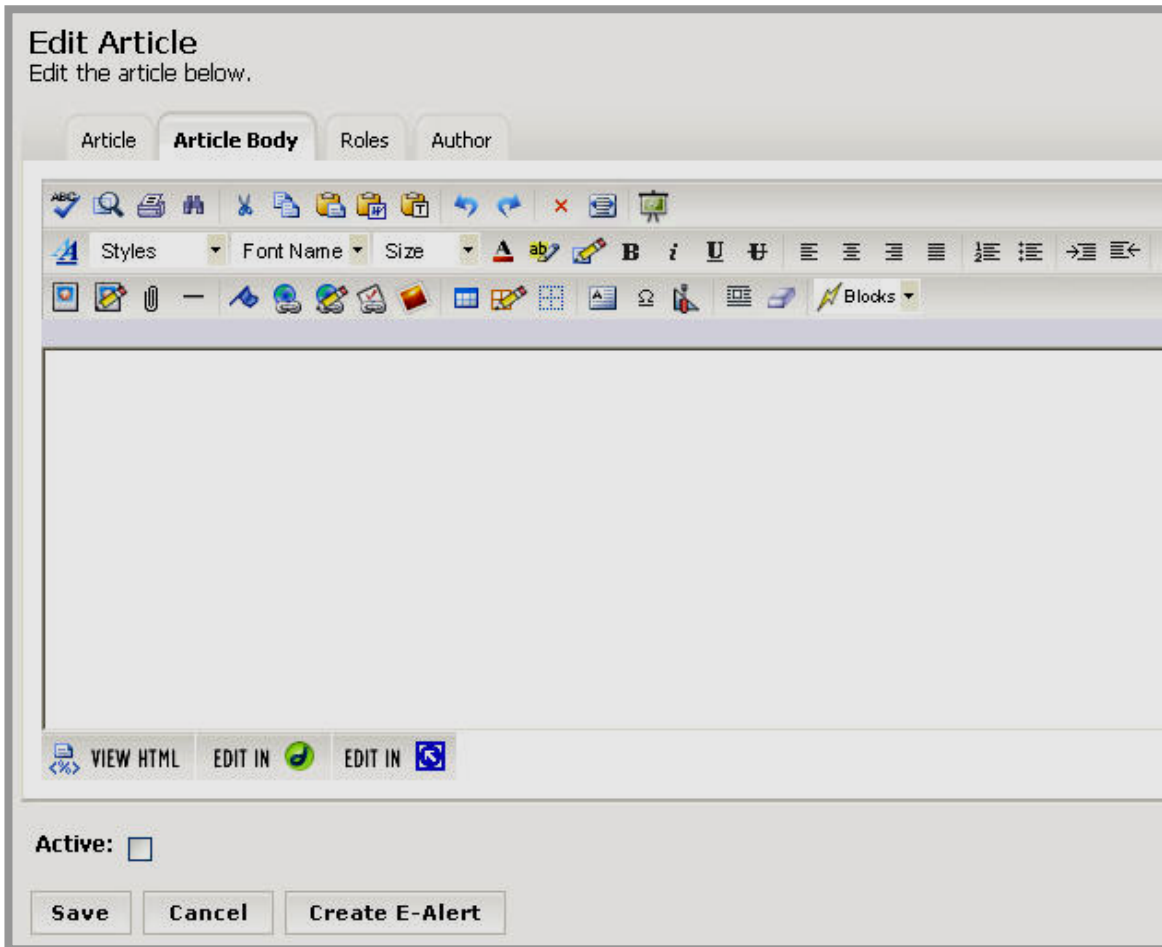


Figure 30: Article Body tab

11. On the *Article Body* tab.
  - a. Enter the content of the article into the **Editor**. See **Centricity** chapter, “**Editor**,” for more information.
  - b. Click in the Active checkbox if you want this article to display in the *Article Library Page* on the end-user website. As long as the article is inactive it will not appear on the end-user website.

TIP: The default status for an article is inactive. It is advisable to keep the status inactive while you are working on the article. Remember to make it active when you are finished or it will not appear on the end-user website on the identified start date. Remember also to make sure the Article Library Page containing the article is also active and the start date has been met.
  - c. Click on the *Save* button as you work to save your article content.

12. Click on the *Roles* tab (optional). A *Roles* window like the one shown in Figure 31 will display.
  - a. Designate who can view this article by selecting or deselecting roles.
  - b. If you make no changes on this tab, the default roles will apply (Intranet Acct, General Public (ALL) and Registered Guest), and any visitor to the end-user website can view this article.

**Edit Article**  
Edit the article below.

Article Article Body **Roles** Author

**Who can view this item?**  
Click in the check boxes to the left of the viewing permissions (roles) for which you wish this headline to display.

- \*INTRANET ACCT\* (5)
- Administrators (110)
- General Public (ALL) (1)
- Parent (107)
- Registered Guest (2)
- Staff (109)
- Student (108)
- Teacher (106)
- Technical Staff (113)

Active:

Save Cancel Create E-Alert

**Figure 31: Article Roles window**

13. Click on the *Author* tab (optional). An *Author* window like the one shown in Figure 32 will display. Enter the name, phone number and email address of the author or contact person. You can enter the name with no other contact information if you desire.

**Edit Article**  
Edit the article below.

Article Article Body Roles **Author**

**Name:**  
[Text Input Field]

**Phone No:**  
[Text Input Field]

**Email Address:**  
[Text Input Field]

**Active:**

Save Cancel Create E-Alert

**Figure 32: Article Author window**

14. Click the *Save* button. A window will display confirming that the save was successful. The window will close automatically or you can click the *Close* button.
15. Use the breadcrumbs to navigate back to the *Article Library Page*. The article will display in the *Edit Article Library* window. If the *Article Library Page* and article are both active and the start date has been met for the article, the article will display on the end-user website.

Remember that you can add multiple articles to an *Article Library Page*, and you can have more than one *Article Library Page* in your *section*.

**TIPS:**

- If your organization has enabled content routing, you will need to send the page for approval when you create or change content on any page. See *Centricity* chapter, "Editor," for more information
- If your organization purchased the **E-Alerts Premium Enhancement Module**, you can send a Content E-Alert. See *Centricity* chapter, "E-Alerts," for more information.
- If you do not see an *Article Library Page* or article on the end-user website when you expect to see it, check that the start and end dates are correct and that the *Article Library Page* and article are both active. If your site is using content routing, it may not be through the routing process.

### Editing an Article

To edit an existing article on an *Article Library Page*:

1. Access the *Section Workspace*.
2. Click on the *Article Library Page* that contains the article you want to edit. An *Edit Article Library* window like the one shown in Figure 33 will display.



Figure 33: Edit Article Library window

3. Click on the *Edit* button to the right of the *article* you want to edit.
4. Follow the steps for adding an article, making the appropriate changes to the information on each of the four tabs.

### Sorting Articles

To sort active articles on an *Article Library Page*:

1. Access the *Section Workspace*.
2. Click on the *Article Library Page* that contains the articles you want to sort. An *Edit Article Library* window like the one shown in Figure 34 will display.



Figure 34: Edit Article Library window

3. Click on the *Sort Articles* button. A *Sort Articles* window like the one shown in Figure 35 will display.

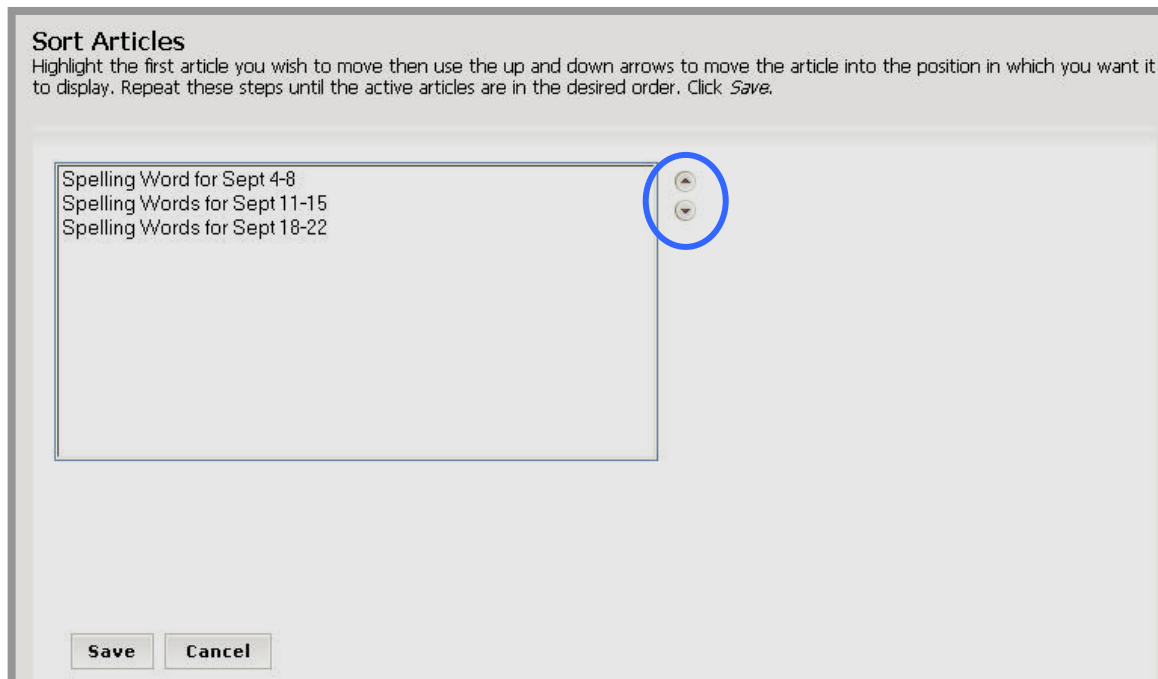


Figure 35: Sort Articles window

4. Click on the name of the article you wish to move.
5. Use the up and down arrows to move the article in the list.
6. Repeat Steps 4 and 5 as required.
7. Click on the *Save* button. The *Edit Article Library* window will return as the active window. The sorted articles will appear in the new order on the *Edit Article Library* window and on the end-user website.

### Working with Accent Images

You can add accent images to articles in *Article Library Pages* as well as headlines in *Headlines & Features*. This chapter explains adding accent images to articles.

Accent images are small images that appear before the title of an article. They are optional. Figure 36 shows two articles with accent images.



Figure 36: Sample accent images for articles

### Adding an Accent Image

You add an accent image to a new article in the same manner as you add one to an existing article. You can, therefore, follow these same steps for adding accent images to new articles.

To add an accent image to an existing article:

1. Access the *Section Workspace* that contains the *Article Library Page* with the article to which you want to add an accent image.
2. Click on the *Edit* button to the right of the desired article. The *Edit Article* window will open on the *Article Body* tab.
3. Click on the *Article* tab. A window like the one shown in Figure 37 will display.

**Edit Article**  
Edit the article below.

**Article** Article Body Roles Author

**Title:**  
PTO September Newsletter

**Teaser Text (optional):**  
Appears below the Title. Should be a short, catchy description designed to pique interest. Limit to 255 characters.  
Minutes from Happy Valley High School PTO Meeting 9/20/06

**Accent Image (optional):**  
This image is displayed to the left of the title.

**Browse...**

Height:  Width:

**When will this item be displayed?**  
Enter the dates the item will be displayed.

Start Date:

End Date:

Active:

**Figure 37: Edit Article window on the Article tab**

4. Click on the *Browse* button. Step 1 of the *Accent Image* wizard like the one shown in Figure 38 will display.

Note: *Schoolwires* recommends that accent images be small like the ones shown in Figure 36. GIF files are recommended for images and artwork. JPEG files are recommended for photos.



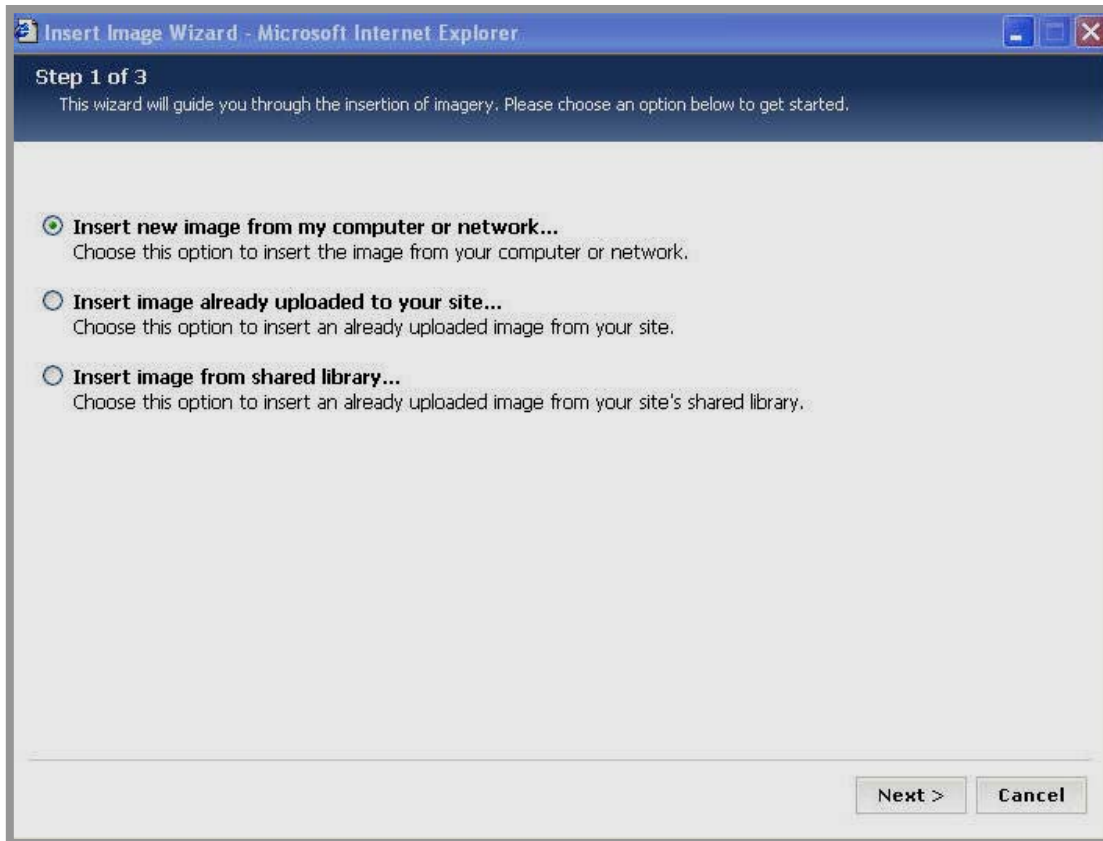
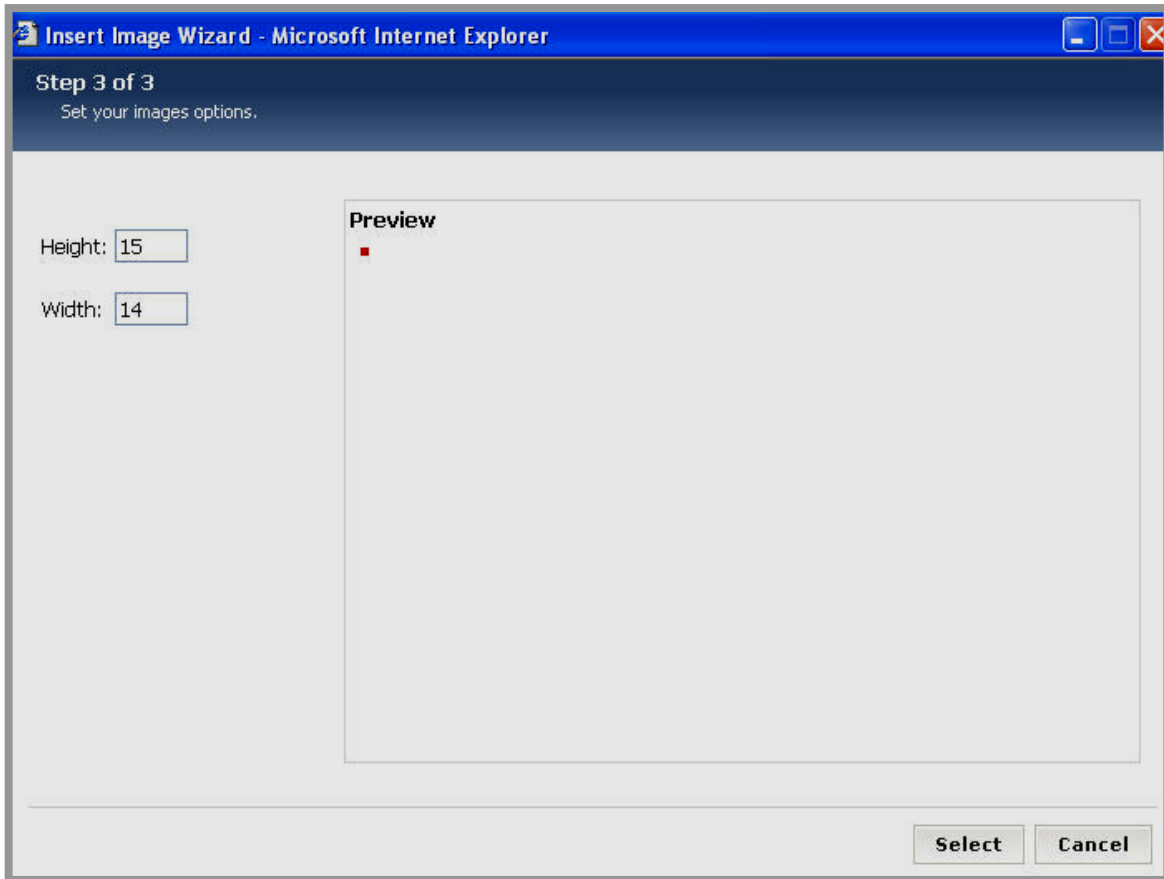


Figure 38: Accent Image wizard Step 1

5. Click in the radio button to the left of the location of the accent image.
6. Click on the *Next* button. Step 2 of the *Accent Image* wizard will display. Step 2 of the *Accent Image* wizard will vary depending on the location selected in Step 1.
7. Locate the desired accent image and proceed to Step 3 of the *Accent Image* wizard.
8. In Step 3 of the *Accent Image* wizard, you can edit the height and width of the image and preview the image as shown in Figure 39.

Note: Because the aspect ratio of the accent image is not locked, you could distort the image if you changed only the height or only the width. Remember to recalculate the aspect ratio. (Aspect ratio is the ratio between height and width. It maintains image proportions when increasing or decreasing the size of an image.)



**Figure 39: Accent image wizard Step 3**

9. Click on the *Select* button. The *Article* tab will return as the active window. The file path for the image will be populated and the image height and width will appear as shown in Figure 40.

Note: You can edit the height and width on the *Article* tab, but you will need to recalculate the aspect ratio to maintain image proportions.

**Edit Article**  
Edit the article below.

**Article** Article Body Roles Author

**Title:**  
PTO September Newsletter


**Teaser Text (optional):**  
Appears below the Title. Should be a short, catchy description designed to pique interest. Limit to 255 characters.  
Minutes from Happy Valley High School PTO Meeting 9/20/06


**Accent Image (optional):**  
This image is displayed to the left of the title.

/60920121211135267/lib/60920121211135267 **Browse...** **Delete**

Height: 15 Width: 14

**When will this item be displayed:**  
Enter the dates the item will be displayed.

Start Date: 2/7/2007 

End Date: 2/7/2008 

Active:

**Save** **Cancel** **Create E-Alert**

Figure 40: Article tab with accent image added

10. Click on the *Save* button. If the *Article Library Page* and the article are active, you can view the change on the end-user website.

### *Deleting an Accent Image*

Once an accent image is added to an article, a *Delete* button will appear on the *Article* tab.

To delete an accent image:

1. Access the *Section Workspace* that contains the *Article Library Page* with the article that has the accent image you want to delete.
2. Click on the *Edit* button to the right of the desired article. The *Edit Article* window will open on the *Article Body* tab.
3. Click on the *Article* tab. A window like the one shown in Figure 41 will display.
4. Click on the accent image *Delete* button.
5. Click on the *Save* button. The *Article Body* tab will display. If you click on the *Article* tab, note that the file path for the accent image and the *Delete* button no longer display. If the *Article Library Page* and the article are active, you can view the change on the end-user website.

**TIP:** If you wish to replace the accent image, follow the steps for adding an accent image. The new image will overwrite the old image.

**Edit Article**  
Edit the article below.

**Article** Article Body Roles Author

**Title:**  
PTO September Newsletter

**Teaser Text (optional):**  
Appears below the Title. Should be a short, catchy description designed to pique interest. Limit to 255 characters.  
Minutes from Happy Valley High School PTO Meeting 9/20/06

**Accent Image (optional):**  
This image is displayed to the left of the title.

Height:  Width:

**When will this item be displayed?**  
Enter the dates the item will be displayed.

Start Date:

End Date:

Active:

Figure 41: Edit Article window on the Article tab

### Deleting an Article

To delete an article from an *Article Library Page*:

1. Access the *Section Workspace*.
2. Click on the *Article Library Page* that contains the article you want to delete. An *Edit Article Library* window like the one shown in Figure 42 will display.



Figure 42: Edit Article Library window

3. Click on the *Delete* button to the right of the article you wish to delete. A confirmation dialog box like the one shown in Figure 43 will display.



Figure 43: Delete confirmation message for an article

4. Click on the *OK* button. The *Edit Article Library* window will refresh. The article you deleted will no longer be listed. If it was an active article, it will no longer appear on the end-user website.

## Working with a Flex Page

See “Introduction to the *Flex Page*” earlier in this chapter for more information on what a *Flex Page* is and what it looks like on the end-user website.

*Flex Pages* work the same whether adding content to a new *Flex Page* or editing an existing *Flex Page*.

To work with a *Flex Page*:

1. Once you have added a *Flex Page* using the *New Page* task, access the *Section Workspace*.
2. Click on the *Flex Page* name. An **Editor** like the one shown in Figure 44 will display.

Note: If you chose a *page* layout when you added the *Flex Page* or if a layout was applied by the Site Director or Subsite Director through the choice of *section* configuration, the **Editor** may not be blank like the one shown in Figure 44. You can edit or delete any *page* layout content.

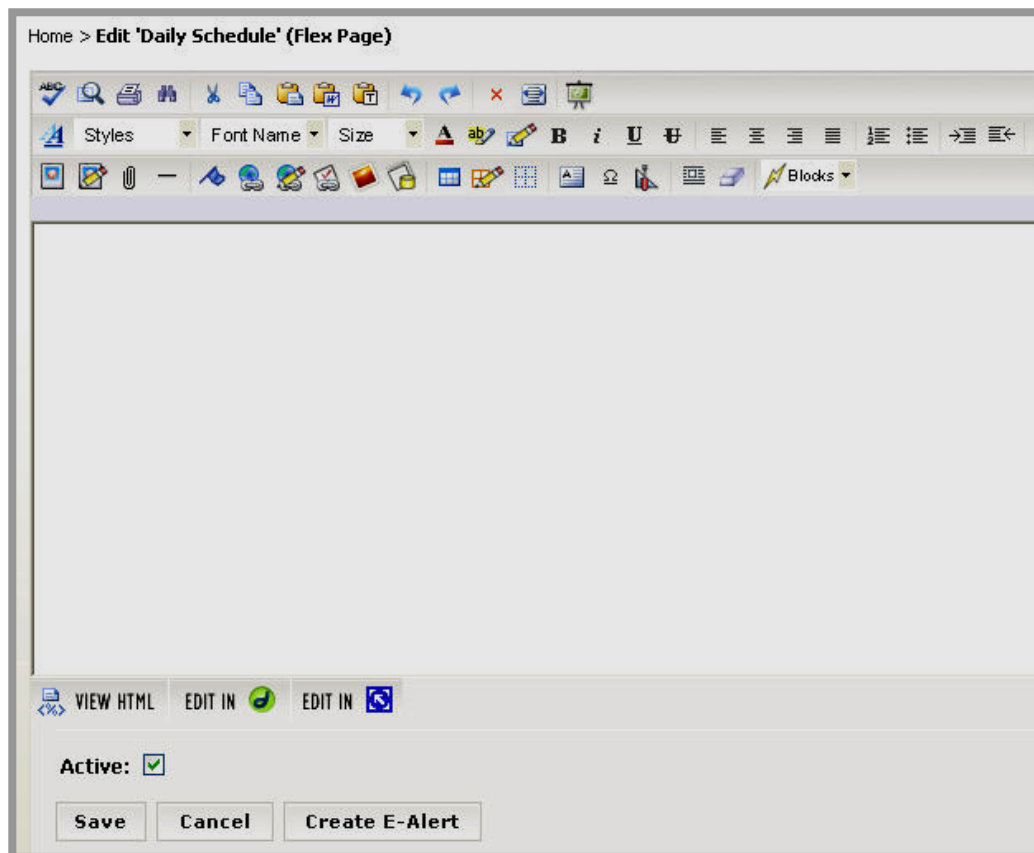


Figure 44: Editor for a Flex Page

3. Enter or edit the content in the **Editor**. See **Centricity** chapter, “**Editor**,” for more information.

If you do not want the *Flex Page* to appear on the end-user website, click in the Active checkbox to remove the checkmark and make the *page* inactive. If you make it inactive, remember to make it active later or it will not appear in your *section* on the end-user website.

4. Click on the *Save* button. A window will display confirming that the save was successful. The window will close automatically or you can click the *Close* button. The *Flex Page* will display in the *Section Workspace*. If you made it active, it will also display on the end-user website.

**TIPS:**

- If your organization has enabled content routing, you will need to send the page for approval when you create or change content on any page. See *Centricity* chapter, "Editor," for more information.
- If your organization purchased the **E-Alerts Premium Enhancement Module**, you can send a Content E-Alert. See *Centricity* chapter, "E-Alerts," for more information.
- If you do not see a Flex Page on the end-user website when you expect to see it, check that the page is active. If your site is using content routing, it may not be through the routing process.



## Working with a File Library Page

See “Introduction to the *File Library Page*” earlier in this chapter for more information on what a *File Library Page* is, how it is often used and what it looks like on the end-user website.

### Adding a File

Adding a *File Library Page* is the first step. However, until you add the first file to that *File Library Page*, it is still just an empty library.

To add a file to a *File Library Page*:

1. Access the *Section Workspace*.
2. Click on the *File Library Page* to which you want to add a file. An *Edit File Library* window like the one shown in Figure 45 will display.

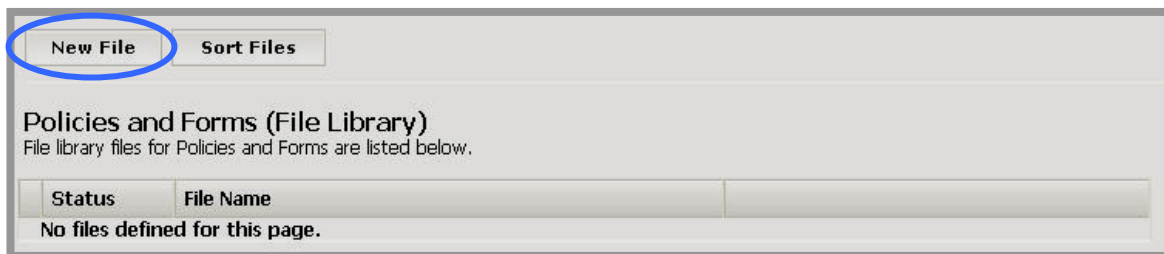


Figure 45: Edit File Library window for an empty File Library Page

3. Click on the *New File* button. A *New File Title* window like the one shown in Figure 46 will display.

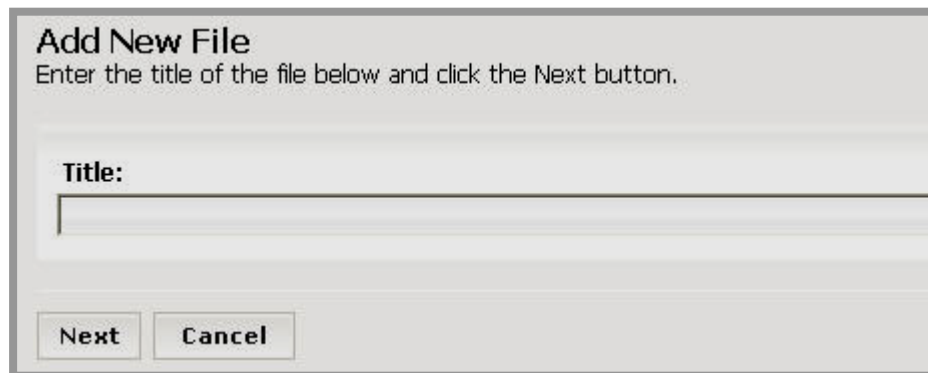
The screenshot shows a window titled "Add New File". The text inside says "Enter the title of the file below and click the Next button." Below this text is a text input field labeled "Title:". At the bottom of the window, there are two buttons: "Next" and "Cancel".

Figure 46: New File Title window

4. Enter the title of the file as you want it to appear on the *File Library Page*.



remain in the *Section Workspace* after the end date unless you delete it.

TIP: The default end date/time is three years from the default start date/time.

10. Click on the *Select File* button. An *Upload File* wizard like the one shown in Figure 48 will display.

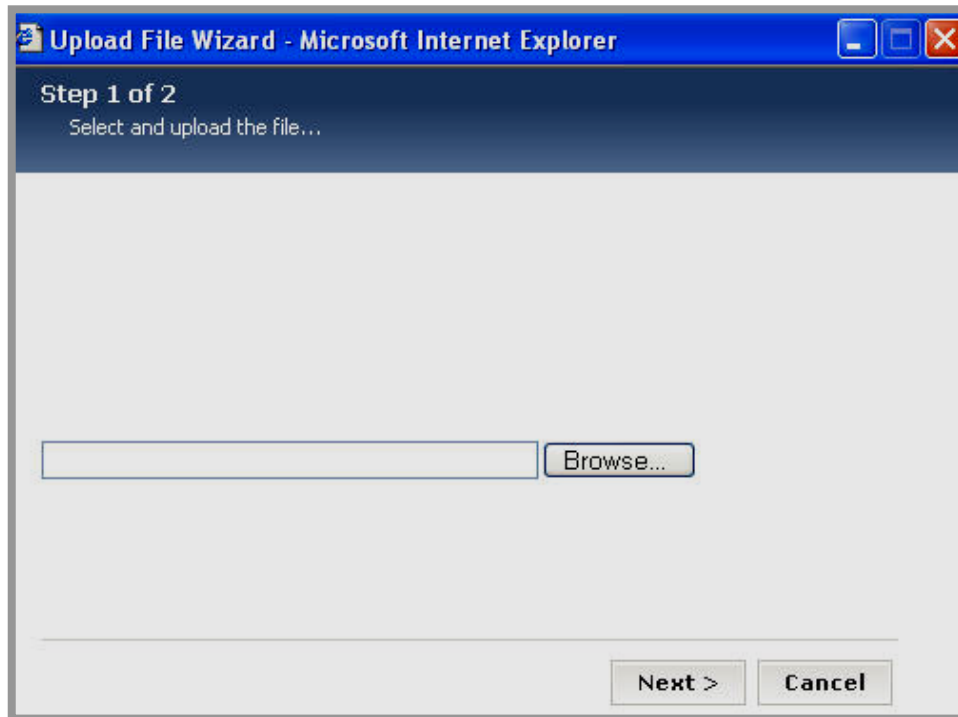
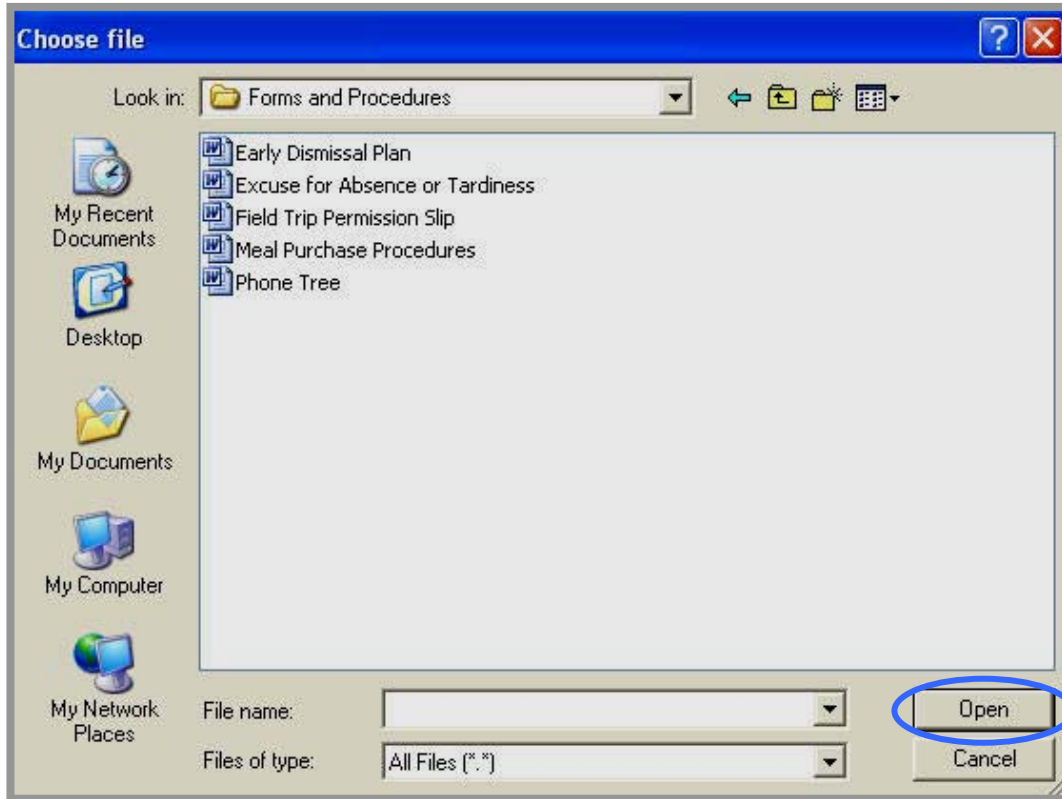


Figure 48: Upload File wizard Step 1

11. Click on the *Browse* button to browse your computer or network for the desired file. A window like the one shown in Figure 49 will display.



**Figure 49: Browse window**

12. Select the file you want to upload and click on the *Open* button. The *Upload File* wizard will return as the active window. The file path to the file you chose will display.
13. Click on the *Next* button. When the upload is complete, the message “File Upload Complete” will display.
14. Click on the *Finish* button. A confirmation message like the one shown in Figure 50 will display.



**Figure 50: Confirmation of file upload**

15. Click on the *OK* button. The *Edit File* window will return as the active window.

16. Click in the Active checkbox if you want this file to display in the *File Library Page* on the end-user website. If you do not make it active now, remember to make it active later or it will not appear on the end-user website.
17. Click on the *Save* button. *If you do not save at this point, the file will not be included in the File Library.* A window will display confirming that the save was successful. The window will close automatically or you can click the *Close* button. The file name will display under “Attached File.”
18. Use the breadcrumbs to navigate back to the *Edit File Library* window. The new file name will appear as part of the *File Library Page*. If the *File Library* and file are both active and the start date has been met for the file, they will display on the end-user website.

Remember that you can add multiple files to a *File Library Page*, and you can have more than one *File Library Page* in your *section*.

**TIPS:**

- If your organization has enabled content routing, you will need to send the page for approval when you create or change content on any page. See *Centricity* chapter, “*Editor*,” for more information.
- If your organization purchased the *E-Alerts Premium Enhancement Module*, you can send a Content E-Alert. See *Centricity* chapter, “*E-Alerts*,” for more information.
- If you do not see a *File Library Page* or file on the end-user website when you expect to see it, check that the start and end dates are correct and that the *File Library Page* and file are both active. If your site is using content routing, it may not be through the routing process.

### Editing a File

To edit a file in a *File Library Page*:

1. Access the *Section Workspace*.
2. Click on the *File Library Page* that contains the file you want to edit. An *Edit File Library* window like the one shown in Figure 51 will display.



**Figure 51: Edit File Library window**

3. Click on the *Edit* button to the right of the file you want to edit.
4. Follow the steps for adding a new file, making the appropriate changes.

Note: If you upload a new file, it will replace the one that you previously uploaded.

### Sorting Files

To sort active files in a *File Library Page*:

1. Access the *Section Workspace*.
2. Click on the *File Library Page* containing the files you want to sort. An *Edit File Library* window like the one shown in Figure 52 will display.



Figure 52: Edit File Library window

- Click on the *Sort Files* button. A *Sort Files* window like the one shown in Figure 53 will display.

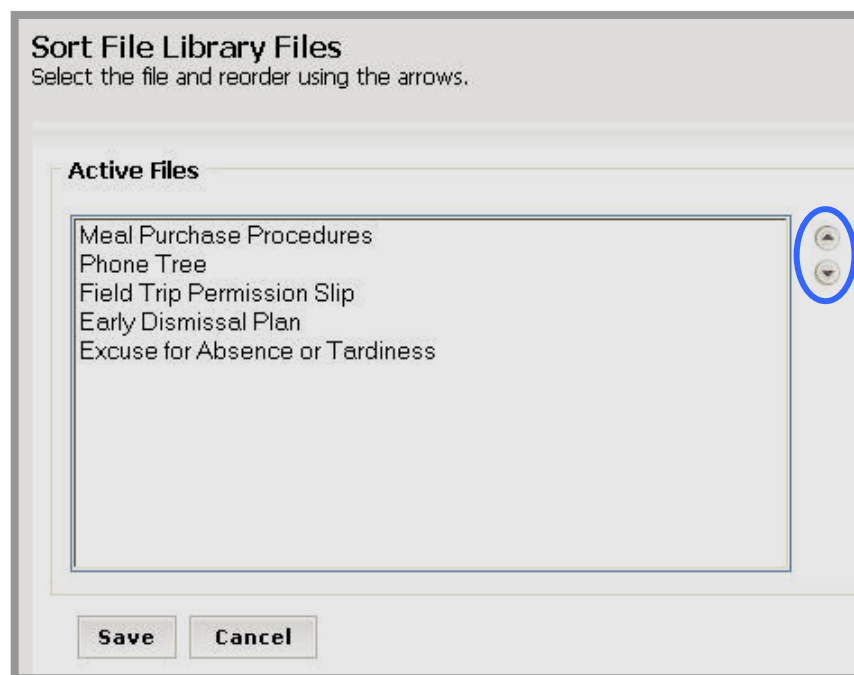


Figure 53: Sort Files window

- Highlight the file you wish to move.
- Use the up and down arrows to move the file.
- Repeat Steps 4 and 5 as required.
- Click on the *Save* button. The *Edit File Library* window will return as the active window. The sorted files will appear in the new order on the *Edit File Library* window and on the end-user website.

### Deleting a File

To delete a file from a *File Library Page*:

1. Access the *Section Workspace*.
2. Click on the *File Library Page* that contains the file you want to delete. An *Edit File Library* window like the one shown in Figure 54 will display.

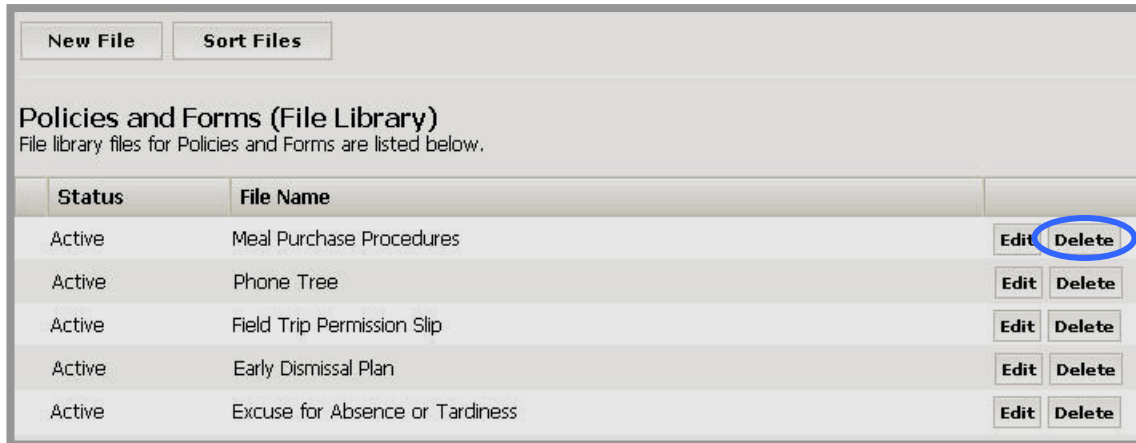


Figure 54: Edit File Library window

3. Click on the *Delete* button to the right of the file you want to delete. A confirmation message like the one shown in Figure 55 will display.

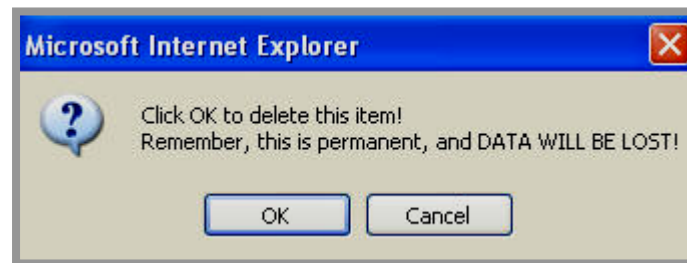


Figure 55: Delete confirmation message for a file

4. Click on the *OK* button. The *Edit File Library* window will refresh. The file you deleted will no longer appear on the list. If it was an active file, it will no longer display on the end-user website.  
**TIP:** The file will remain on the server unless you remove it using the Files & Folders task.



## Working with a Link Library Page

See “Introduction to the *Link Library Page*” earlier in this chapter for more information on what a *Link Library Page* is, how it is often used and what it looks like on the end-user website.

### TIPS:

- The easiest way to insert a link into any page is to use the Insert Link icon in the Editor. See Centricity chapter, “Editor,” for more information.
- To obtain the URL for a page to which you want to link, you can use the URL button or you can navigate to that page on the end-user website and copy the URL from the address bar. See “Obtaining the URL for a Page” later in this chapter for more information.

### Adding a Link

Adding a *Link Library Page* is the first step. However, until you add the first article to that *Link Library Page*, it is still just an empty library.

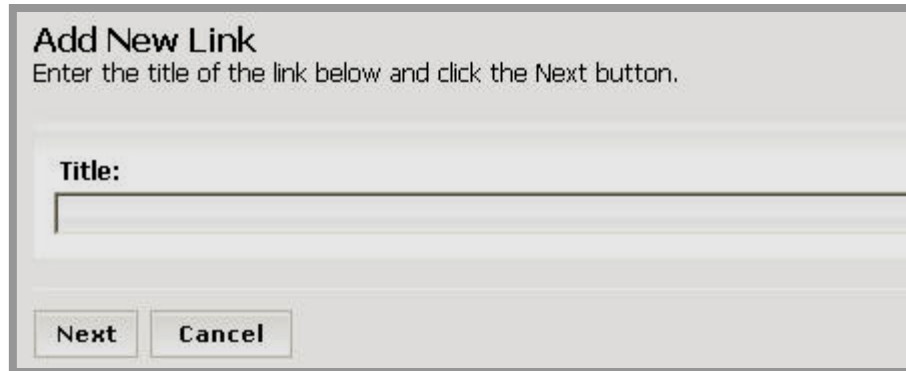
To add a link to a *Link Library Page*:

1. Access the *Section Workspace*.
2. Click on the *Link Library Page* to which you want to add a link. An *Edit Link Library* window like the one shown in Figure 56 will display.



Figure 56: Edit Link Library window for an empty Link Library Page

3. Click on the *New Link* button. A *New Link Title* window like the one shown in Figure 57 will display.



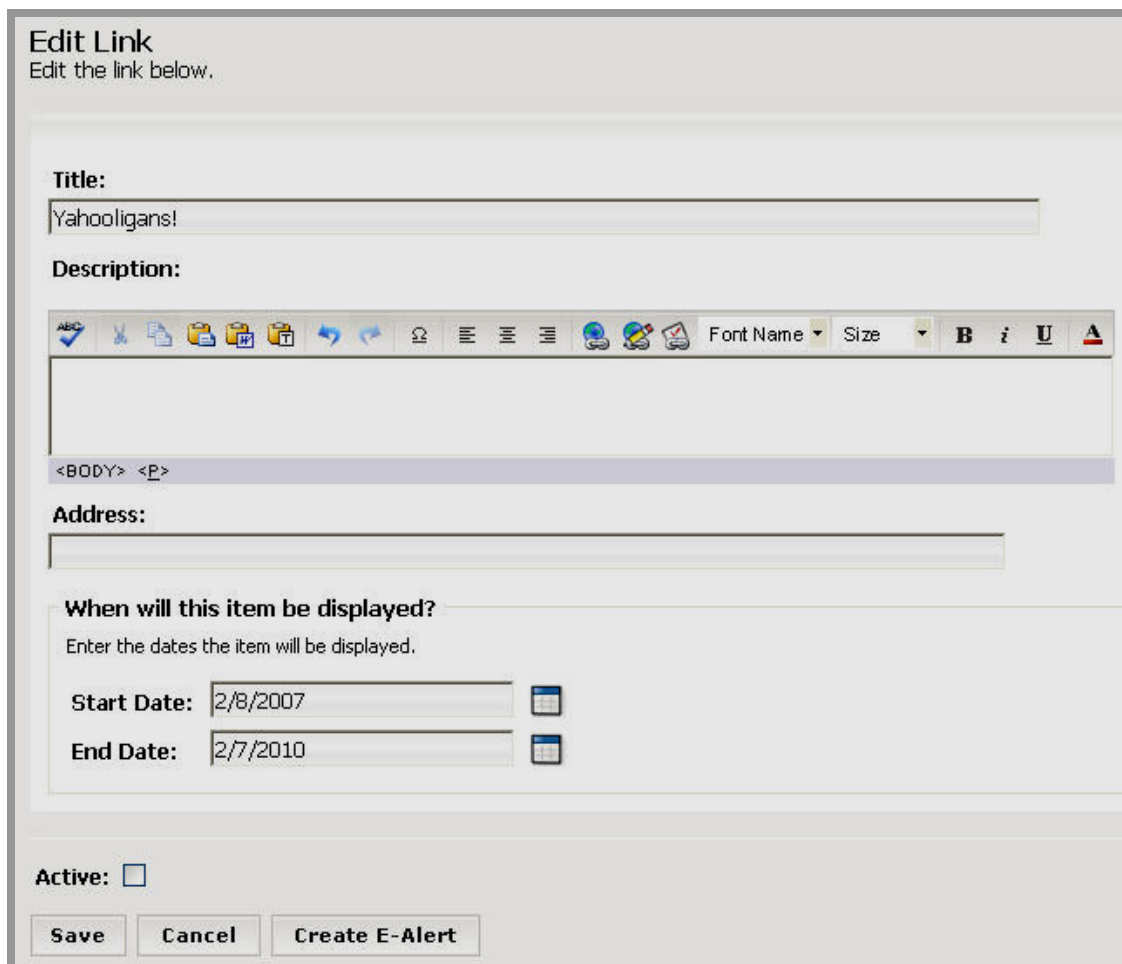
**Add New Link**  
Enter the title of the link below and click the Next button.

**Title:**

Figure 57: New Link Title window

4. Enter the title of the link as you want it to appear on the *Link Library Page*.
5. Click on the *Next* button. An *Edit Link* window like the one shown in Figure 58 will display.



**Edit Link**  
Edit the link below.

**Title:**

**Description:**

Rich text editor toolbar: ABC, Undo, Copy, Paste, Print, Bold, Italic, Underline, Font Name, Size, B, i, U, A

`<BODY> <P>`

**Address:**

**When will this item be displayed?**  
Enter the dates the item will be displayed.


**Start Date:**

**End Date:**

**Active:**

Figure 58: Edit Link window

6. Edit the title if needed.
7. Enter a description into the limited-function **Editor**. See **Centricity** chapter, “**Editor**,” for more information.
8. Enter or paste the web address (URL) of the link in the Address field.
9. Enter the start date for the link. This is the date that the link will appear on the *Link Library Page* on the end-user website. The link status must be active in order for it to appear on the designated start date.

**TIP:** Clicking on the calendar icon  will bring up a calendar on which you can select the desired date. The default date/time is the date/time you added the file. The format for the date and time must be: mm/dd/yyyy hh:mm AM or PM.

10. Enter an end date for the link. The link will no longer display on the *Link Library Page* on the end-user website after this date. It will remain in the *Section Workspace* after the end date unless you delete it.  
**TIP:** The default end date/time is three years after the default start date/time.
11. Click in the Active checkbox if you want this link to appear in the *Link Library Page* on the end-user website. If you do not make it active now, remember to make it active later or it will not appear on end-user website.
12. Click on the *Save* button. A window will display confirming that the save was successful. The window will close automatically or you can click the *Close* button.
13. Use the breadcrumbs to navigate back to the *Link Library Page*. The link will display in the *Link Library Page*. If the *Link Library* and link are both active and the start date has been met for the link, they will display on the end-user website.

Remember that you can add multiple links to a *Link Library Page*, and you can have more than one *Link Library Page* in your *section*.

**TIPS:**

- If your organization has enabled content routing, you will need to send the page for approval when you create or change content on any page. See **Centricity** chapter, “**Editor**,” for more information.
- If your organization purchased the **E-Alerts Premium Enhancement Module**, you can send a Content E-Alert. See **Centricity** chapter, “**E-Alerts**,” for more information.
- If you do not see a *Link Library Page* or link on the end-user website when you expect to see it, check that the start and end dates are correct and that the *Link Library Page* and link are both active. If

your site is using content routing, it may not be through the routing process.

### Editing a Link

To edit a link on a *Link Library Page*:

1. Access the *Section Workspace*.
2. Click on the *Link Library Page* containing the link you want to edit. An *Edit Link Library* window like the one shown in Figure 59 will display.



Figure 59: Edit Link Library window

3. Click on the *Edit* button to the right of the link you wish to edit.
4. Follow the steps for adding a new link, making the appropriate changes.

### Sorting Links

To sort active links on a *Link Library Page*:

1. Access the *Section Workspace*.
2. Click on the *Link Library Page* that contains the links you want to sort. An *Edit Link Library* like the one shown in Figure 60 will display.

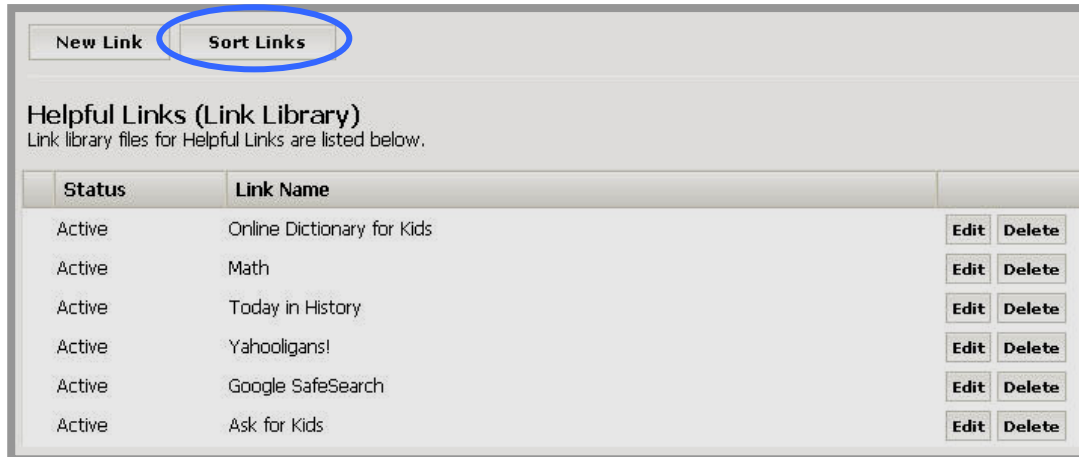


Figure 60: Edit Link Library window

- Click on the *Sort Links* button at the top of the *Edit Link Library* window. A *Sort Links* window like the one shown in Figure 61 will display.

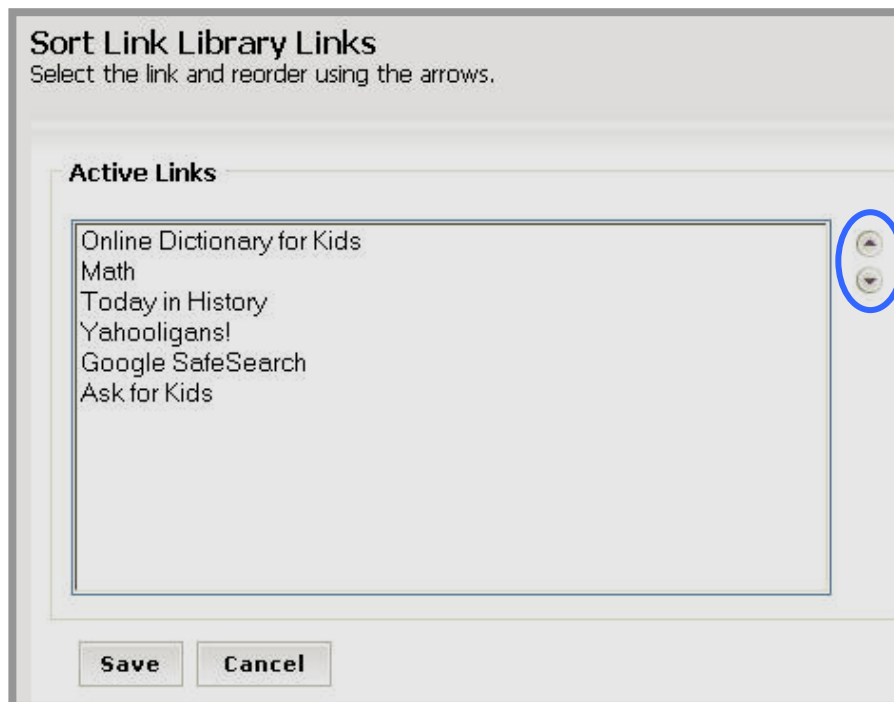


Figure 61: Sort Links window

- Highlight the link you wish to move.
- Use the up and down arrows to move the link.
- Repeat Steps 4 and 5 as required.

- Click on the *Save* button. The *Edit Link Library* window will return as the active window. The sorted links will appear in the new order on the *Edit Link Library* window and on the end-user website.

### Deleting a Link

To delete a link from a *Link Library Page*:

- Access the *Section Workspace*.
- Click on the *Link Library Page* from which you want to delete a link. An *Edit Link Library* window like the one shown in Figure 62 will display.

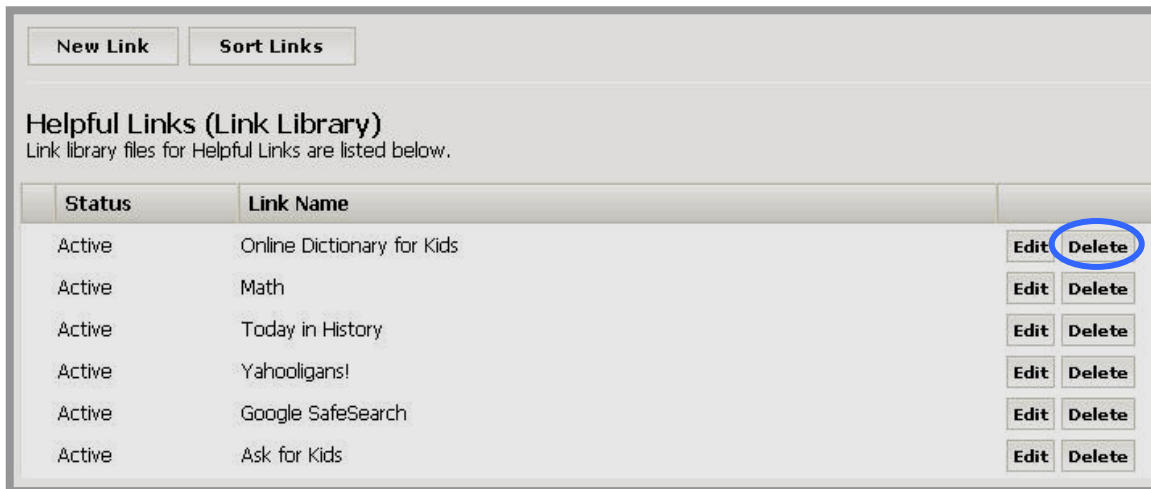


Figure 62: Edit Link Library window

- Click on the *Delete* button to the right of the link you wish to remove. A confirmation message like the one shown in Figure 63 will display.

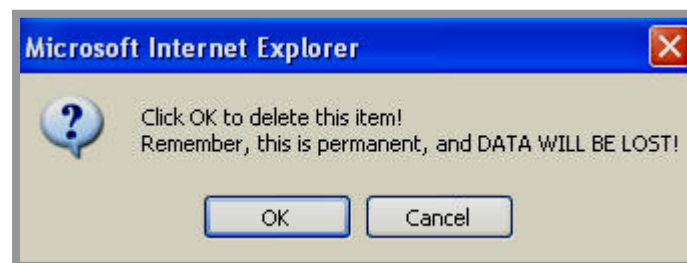


Figure 63: Delete confirmation message for a link

- Click on the *OK* button. The *Edit Link Library* will refresh. The link you removed will no longer be listed. If it was an active link, it will no longer display on the end-user website.

## Working with a Maps & Directions Page

See “Introduction to the *Maps & Directions Page*” earlier in this chapter for more information on what a *Maps & Directions Page* is, how it is often used and what it looks like on the end-user website.

### Adding Directions

Adding a *Maps & Directions Page* is the first step. However, until you add the first directions to that *Maps & Directions Page*, it is still just an empty library.

To add directions to a *Maps & Directions Page*:

1. Access the *Section Workspace*.
2. Click on the *Maps & Directions Page* to which you want to add directions. An *Edit Maps & Directions* window like the one shown in Figure 64 will display.



Figure 64: Edit Maps & Directions window for an empty Maps & Directions Page

3. Click on the *New Direction* button. A *New Directions Title* window like the one in Figure 65 will display.

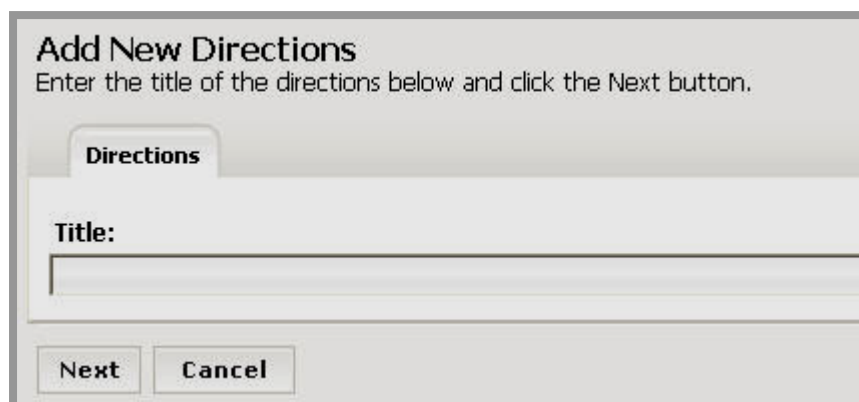
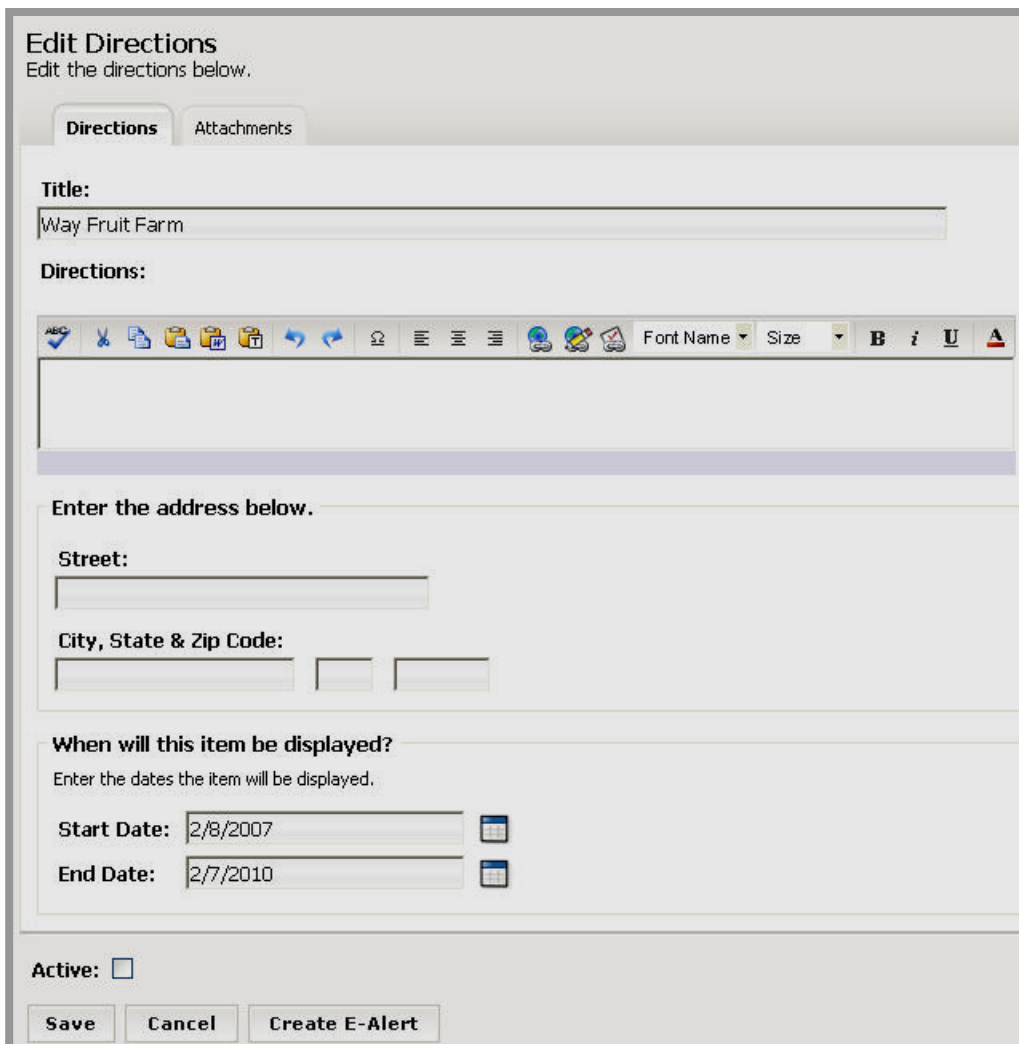


Figure 65: New Directions Title window

4. Enter the title of the directions as you want it to appear on the *Maps & Directions Page*.
5. Click on the *Next* button. An *Edit Directions* window like the one shown in Figure 66 will display. The window consists of two tabs and opens on the *Directions* tab. The two tabs are:
  - *Directions* tab: Enter detailed driving directions, the address and start and end dates for the directions.
  - *Attachment* tab: Attach a file related to the directions.

Note: On either of the tabs in the *Edit Maps & Directions* window you can change the status of the directions by clicking in the Active checkbox that appears at the bottom of the window.




The screenshot shows the 'Edit Directions' window with the 'Directions' tab selected. The window title is 'Edit Directions' with the subtitle 'Edit the directions below.'. Below the title bar are two tabs: 'Directions' (active) and 'Attachments'. The 'Title:' field contains 'Way Fruit Farm'. Below it is a 'Directions:' section with a rich text editor toolbar (including icons for undo, redo, bold, italic, underline, link, unlink, and font settings) and a large empty text area. Underneath is a section for address entry with the prompt 'Enter the address below.'. It includes a 'Street:' field, and a 'City, State & Zip Code:' section with three separate input boxes. The next section is 'When will this item be displayed?' with the prompt 'Enter the dates the item will be displayed.'. It contains 'Start Date:' and 'End Date:' fields, each with a date input box and a calendar icon. The 'Start Date' is set to 2/8/2007 and the 'End Date' is set to 2/7/2010. At the bottom, there is an 'Active:' checkbox which is currently unchecked. Finally, there are three buttons: 'Save', 'Cancel', and 'Create E-Alert'.

Figure 66: Edit Directions window on the Directions tab



6. On the *Directions* tab:
  - a. Edit the title if needed.
  - b. Enter the directions in the limited-function **Editor**. See **Centricity** chapter, “**Editor**,” for more information. These can be extensive, step-by-step directions.
  - c. Enter the address of the destination.

TIP: If you enter a zip code here, users who have entered zip codes in their User Profiles will see estimated miles to the destination.
  - d. Enter the start date for the directions. This is the date that the directions will appear on the *Maps & Directions Page* on the end-user website. The directions status must be active in order to appear on the designated start date.

TIP: Clicking on the calendar icon  will bring up a calendar that you can use to select the desired date. The default time is midnight of any date you enter. The format for the date and time must be: mm/dd/yyyy hh:mm AM or PM.
  - e. Enter an end date for the directions. The directions will no longer display on the *Maps & Directions Page* on the end-user website after this date. They will remain in the *Section Workspace* after the end date unless you delete them.

TIP: The default end date/time is three years from the default start date/time.
  - f. Click in the Active checkbox if you want these directions to display in the *Maps & Directions Page* on the end-user website. If you do not make them active now, remember to make them active later or they will not appear on the end-user website.
7. Click on the *Attachments* tab. An *Attachments* window like the one shown in Figure 67 will display. Attaching a file is optional. However, it is an excellent way to provide:
  - Printable copies of the directions
  - Agendas
  - Permission slips

The screenshot shows a web interface titled "Edit Directions" with the subtitle "Edit the directions below." There are two tabs: "Directions" and "Attachments", with "Attachments" being the active tab. The main content area asks "Would you like to add an attachment?" and provides instructions: "Enter the attachment description/filename then select the file." Below this is a text input field labeled "Attachment Name:" followed by a "Select File" button. A table with three columns is shown: "File Name", "Description", and "Check to Delete". Below the table is a "Refresh List" button. At the bottom, there is an "Active:" checkbox (unchecked) and three buttons: "Save", "Cancel", and "Create E-Alert".

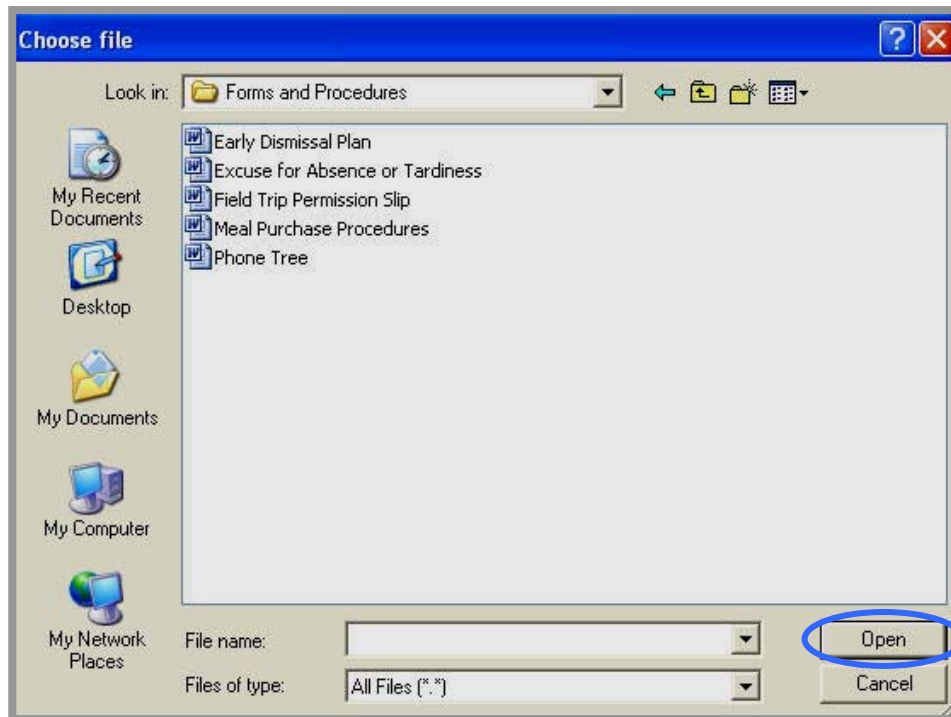
Figure 67: Edit Directions window on the Attachments tab

8. On the *Attachments* tab:
  - a. Enter the attachment name.
  - b. Click on the *Select File* button. An *Upload File* wizard like the one shown in Figure 68 will display.

The screenshot shows a window titled "Upload File Wizard - Microsoft Internet Explorer". The window has a blue header bar with the title and standard window controls. Below the header, it says "Step 1 of 2" and "Select and upload the file...". The main area is a light gray color. At the bottom, there is a text input field followed by a "Browse..." button. At the very bottom, there are two buttons: "Next >" and "Cancel".

Figure 68: Upload File wizard Step 1

- c. Click on the *Browse* button to browse your computer or network for the desired file. A window like the one shown in Figure 69 will display.



**Figure 69: Browse window**

- d. Select the file you want to upload and click on the *Open* button. The wizard will return as the active window. The file path to the file you chose will be displayed.
- e. Click on the *Next* button. When the upload is complete, the message “File Upload Complete” will display.
- f. Click on the *Finish* button. A confirmation message like the one shown in Figure 70 will display.



**Figure 70: Confirmation of file upload**

- g. Click on the *OK* button. The *Attachments* tab will refresh and the newly attached file will display. In Figure 71, a file named “Field\_Trip\_Permission\_Slip.doc” was attached.

**Edit Directions**  
Edit the directions below.

Directions **Attachments**

**Would you like to add an attachment?**  
Enter the attachment description/filename then select the file.

Attachment Name:

Select File

File Name	Description	Check to Delete
Field_Trip_Permission_Slip.doc	Permission Slip	<input type="checkbox"/>

Refresh List

Active:

Save Cancel Create E-Alert

**Figure 71: Attachment Example**

- h. To delete an attached file, on the *Attachments* tab:
- i. Click in the checkbox in the Check to Delete column to the right of the file you wish to delete.
  - ii. Click the *Refresh List* button. The *Attachments* tab will refresh and the deleted file will no longer appear.
9. Use the breadcrumbs to navigate back to the *Maps & Directions Page*. The new directions will appear. If the *Maps & Directions Page* and directions are both active and the start date has been met for the directions, they will display on the end-user website.

Remember that you can add multiple directions to a *Maps & Directions Page*, and you can have more than one *Maps & Directions Page* in your *section*.

**TIPS:**

- If your organization has enabled content routing, you will need to send the page for approval when you create or change content on any page. See *Centricity* chapter, "Editor," for more information.
- If your organization purchased the **E-Alerts Premium Enhancement Module**, you can send a Content E-Alert. See *Centricity* chapter, "E-Alerts," for more information.
- If you do not see a **Maps & Directions Page** or directions on the end-user website when you expect to see it, check that the start and end dates are correct and that the **Maps & Directions Page** and directions are both active. If your site is using content routing, they may not be through the routing process.

**Editing Directions**

To edit directions on a *Maps & Directions Page*:

1. Access the *Section Workspace*.
2. Click on the *Maps & Directions Page* that contains the directions you wish to edit. An *Edit Directions* window like the one shown in Figure 72 will display.



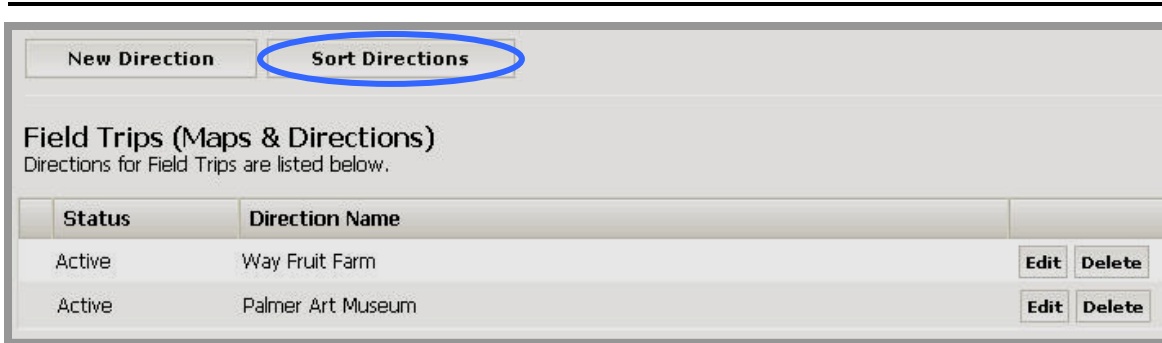
**Figure 72: Edit Maps & Directions window**

3. Click on the *Edit* button to the right of the directions you wish to edit.
4. Follow the steps for adding directions, making the appropriate changes.

**Sorting Directions**

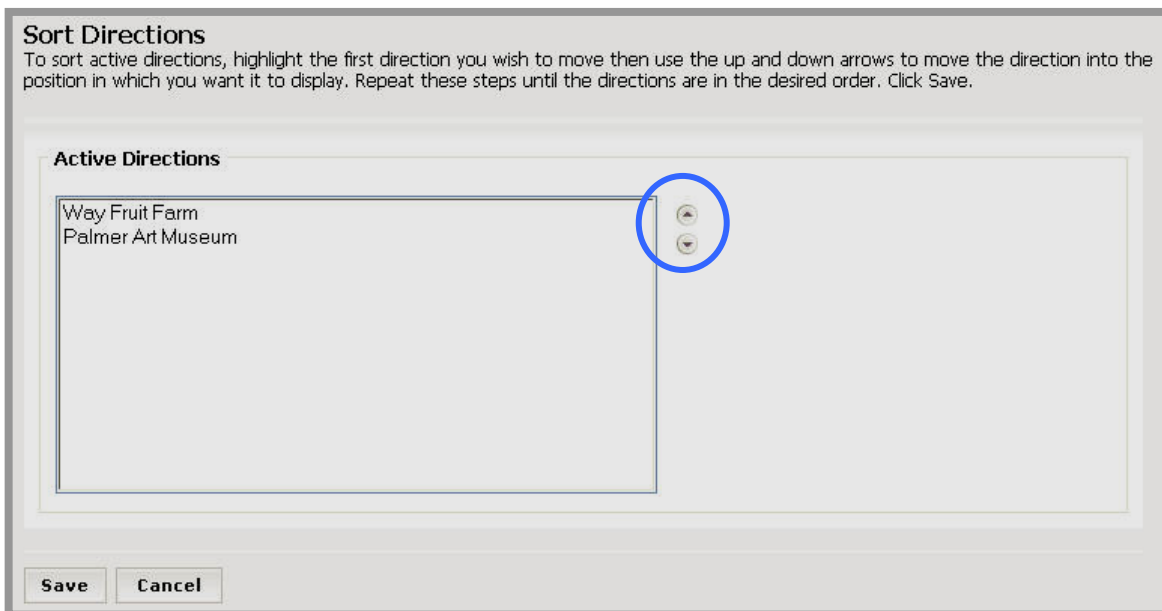
To sort active directions on a *Maps & Directions Page*:

1. Access the *Section Workspace*.
2. Click on the *Maps & Directions Page* that contains the directions you want to sort. An *Edit Maps & Directions* window like the one shown in Figure 73 will display.



**Figure 73: Edit Maps & Directions window**

3. Click on the *Sort Directions* button. A *Sort Directions* window like the one shown in Figure 74 will display.



**Figure 74: Sort Directions window**

4. Highlight the directions you wish to move.
5. Use the up and down arrows to move the directions.
6. Repeat Steps 4 and 5 as required.
7. Click on the *Save* button. The *Edit Maps & Directions* window will return as the active window. The sorted directions will appear in the new order on the *Edit Maps & Directions* window and on the end-user website.

### Deleting Directions

To delete directions from a *Maps & Directions Page*:

1. Access the *Section Workspace*.
2. Click on the *Maps & Directions Page* from which you want to delete directions. An *Edit Maps & Directions* window like the one shown in Figure 75 will display.



Figure 75: Edit Maps & Directions window

3. Click on the *Delete* button to the right of the directions you wish to delete. A confirmation message like the one shown in Figure 76 will display.



Figure 76: Delete confirmation message for directions

4. Click on the *OK* button. The *Edit Maps & Directions* window will refresh. The directions you removed will no longer be listed. If they were active directions, they will no longer display on the end-user website.

## Working with the Section Calendar

Each *site*, *subsite* and *section* has its own *Calendar Page*. Site Directors and Subsite Directors access the *Calendar* from the *Site* or *Subsite Workspace*. Section Editors access the *Calendar* from the *Section Workspaces* for their *sections*.

On the calendar for a *section*, you can:


- Add events that require minimal information by using the Quick Event feature.
- Add detailed events.
- Import events.
- Create recurring events.
- Create registered events and view, print and export the rosters of the registered events.
- Add attachments to events.
- Request that events on the *section* calendar be posted to the calendar on the *site* or *subsite* in which the *section* appears.

See **Centricity** chapter, “Calendar,” for more information.

**TIP:** The Calendar Page will only display on the end-user website if it is active. Use the status checkbox to make the Calendar Page either active or inactive, depending on whether you want it to appear in your section on the end-user website. The event content within the Calendar Page is not affected by a change in the status of the Calendar Page.



## Understanding RSS Feeds

If Really Simple Syndication (RSS) feeds have been enabled for your organization's website, visitors may use the *Subscribe* icon  to add an RSS feed for that *page* to homepages or web pages for a service with which they have or will create accounts.

RSS feeds can appear on:

- *Announcements*
- *Headlines & Features*
- *Article Library Pages*
- *File Library Pages*

This chapter will not address RSS feeds for *Announcements* or *Headline & Features* since those items are not contained in the *Section Workspace*.

Note: Site Directors can turn the *Subscribe* function for RSS feeds on or off for the entire website. If you do not see the *Subscribe* icon on the end-user website, your Site Director may have turned the display of this function off. The on or off display is determined for the entire website. It cannot be turned on or off for a *subsite* or *section* or *page* type. The default display is “off.”

### *What are RSS feeds?*


“RSS” is a family of web feed formats, specified in XML and used for web syndication. Web syndication is a form of syndication in which a section of a website is made available for other sites to use. In general, web syndication refers to making web feeds available from a site in order to provide other people an updated list of content from it (e.g., headlines).

The benefits of subscribing to RSS feeds are:

- Subscribers will be notified of updates from the many websites that they frequently read without visiting them one by one.
- Subscribers can read their favorite websites from one convenient location without interface clutter.
- Subscribers can be notified of updates from websites without revealing their email address for security reasons.

On your website powered by *Schoolwires*, *pages* with RSS feeds display the *Subscribe* icon.

### Subscribing to a Page

If your Site Director enabled RSS feeds for your organization's website, a *Subscribe* icon  **Subscribe** will appear at the top of all *Article Library Pages* and all *File Library Pages* on the end-user website. When a visitor clicks on the *Subscribe* icon, a window like the one shown in Figure 77 will display.

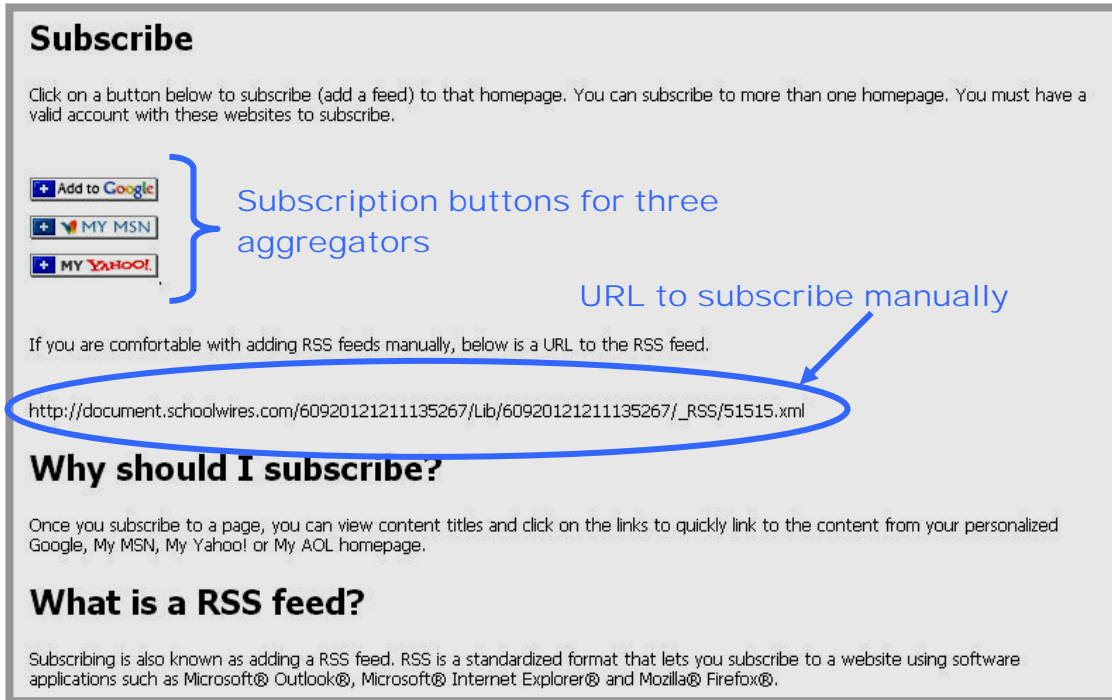


Figure 77: Subscribe window

Visitors can subscribe in one of two ways:

- Click on any of the three news aggregators' (Google™, My MSN® or My Yahoo®) subscription buttons. These buttons will link you to the aggregator and simplify the process for adding feeds. Follow the aggregator's instructions to complete the subscription.
- Use the URL supplied to manually add the RSS feed.

**Note:** You can add an RSS feed to more than one aggregator's homepage, but you must have a valid account with that aggregator.

## Obtaining the URL for a Page

You may want to link to a *page* from another *page* on your website. To do this, you will need to know the URL for the *page* to which you wish to link.

**TIP:** The easiest way to insert a link into a page is to use the Insert Link wizard in the Editor. See Centricity chapter, "Editor," for more information.

There are two ways to obtain the URL for a *page* to which you want to link:

- Use the *URL* button as discussed here.
- Navigate to that *page* on the website and copy the URL from the address bar of your internet browser.

To obtain a URL for a *page* within the *Section Workspace*:

1. Access the *Section Workspace Manage Pages* tab. (See Figure 78.)

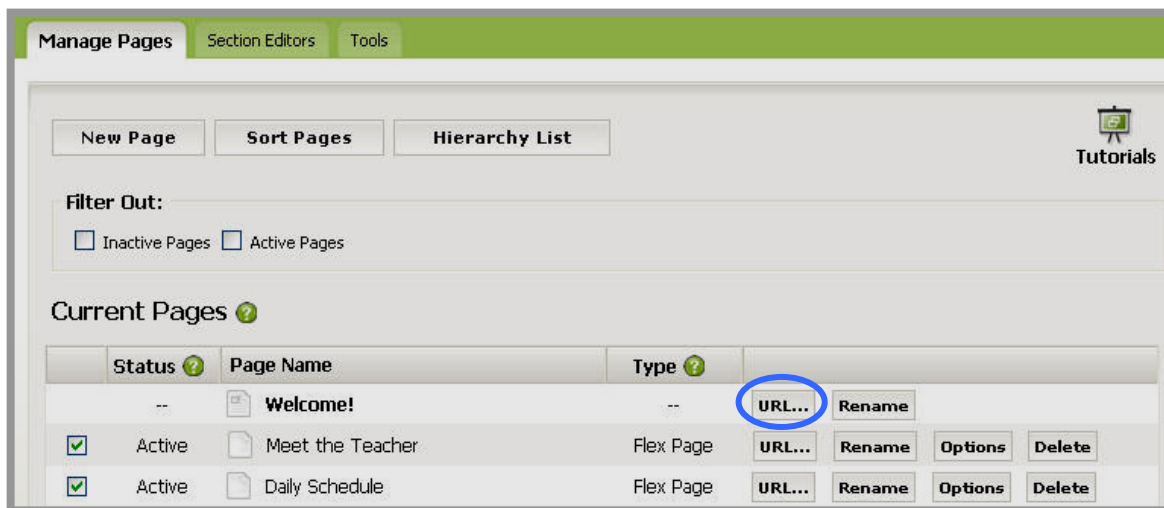


Figure 78: Section Workspace

2. Click on the *URL* button to the right of the *page* to which you want to link. A *Page URL* window like the one shown in Figure 79 will display.



Figure 79: Page URL window

3. Click on either the full or the relative URL link. A confirmation message like the one shown in Figure 80 will display.

**TIP:** A link is an **absolute URL link** if the location can be found from anywhere on the Internet, not just from a single website. You can browse to an absolute URL link regardless of your starting point. A **relative URL link** specifies the page to which to link *only as it is related to the current location*. In this case, the starting point would have to be within your website.



Figure 80: Link confirmation message

4. Click on the *OK* button. The *Section Workspace* will return as the active window. The URL for the *page* is now on your clipboard. You can insert this link on another *page* on your website.

## Renaming a Page

To rename a *page*:

1. Access the *Section Workspace Manage Pages* tab (see Figure 81).

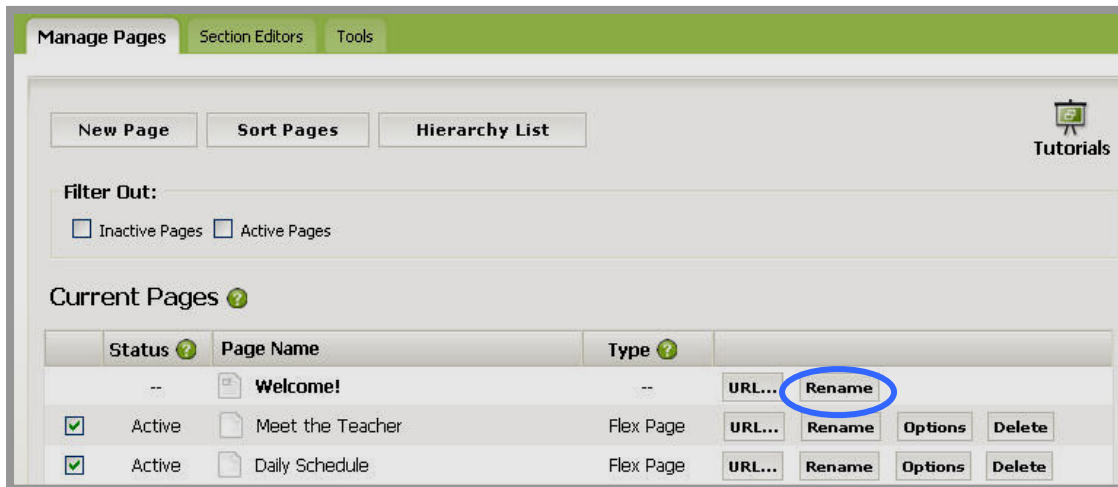


Figure 81: Section Workspace

2. Click on the *Rename* button to the right of the *page* you want to rename. A *Rename* window like the one shown in Figure 82 will display.



Figure 82: Rename window

3. Edit the *page* name as required.
4. Click on the *Save* button. The *Section Workspace* will return as the active window. The new *page* name will display. If the *page* is active, you can view the change on the end-user website.

**TIP:** If your section uses Hierarchy-List navigation, there will be a reminder on the Rename window. You must update the Hierarchy-List navigation in order to complete the *page* name change. If your section is using Auto-List navigation, this change will appear automatically.

## Setting Page Options

Site Directors can assign roles to users. You can use roles to limit who can view individual *pages* within your *section*.

To set roles for a *page*:

1. Access the *Section Workspace Manage Pages* tab (see Figure 83).

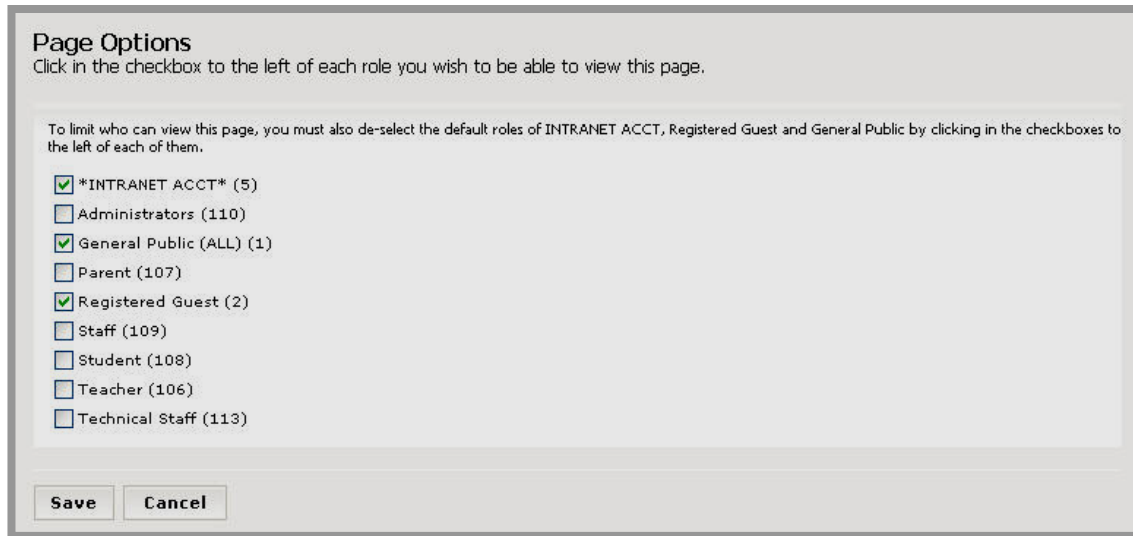
Note: You cannot limit the viewing of the *Overview Page* or the *Calendar Page*. You will, therefore, not see an *Option* button for those two *pages*.

The screenshot shows the 'Manage Pages' interface in the Section Workspace. At the top, there are tabs for 'Manage Pages', 'Section Editors', and 'Tools'. Below the tabs are buttons for 'New Page', 'Sort Pages', and 'Hierarchy List'. A 'Filter Out:' section contains checkboxes for 'Inactive Pages' and 'Active Pages'. The main area is titled 'Current Pages' and contains a table with the following data:

Status	Page Name	Type	URL...	Rename	Options	Delete
--	Welcome!	--	URL...	Rename		
Active	Meet the Teacher	Flex Page	URL...	Rename	Options	Delete
Active	Daily Schedule	Flex Page	URL...	Rename	Options	Delete
Active	Policies and Forms	File Library	URL...	Rename	Options	Delete
Active	Spelling Lists	Article Library	URL...	Rename	Options	Delete
Active	Field Trips	Maps & Directions	URL...	Rename	Options	Delete
Active	Helpful Links	Link Library	URL...	Rename	Options	Delete
Active	PTO Newsletters	Article Library	URL...	Rename	Options	Delete
Active	Mrs. Smith's Blog	Blog	URL...	Rename	Options	Delete
Active	Mrs. Smith's Podcasts	Podcast	URL...	Rename	Options	Delete
Active	Classroom Calendar	Calendar	URL...	Rename		Delete

Figure 83: Section Workspace

2. Click on the *Options* button to the right of the *page* for which you want to restrict viewing based on role. A *Page Options* window like the one shown in Figure 84 will display.



**Figure 84: Page Options window**

3. To limit viewing of the content on this *page* to a selected group:
  - a. Deselect the three default roles (General Public, Registered Users and INTRANET ACCT) by clicking in the checkboxes to the left of those roles.
  - b. Select roles you wish to view the *page* by clicking in the checkbox to the left of the desired roles.

**TIP:** The roles of General Public, Registered Users and INTRANET ACCT are selected as the default roles that allow any visitor to view a page. If you want a page to be visible to all visitors, then leave the three default roles selected.

4. Click on the *Save* button. The *Section Workspace* will return as the active window. Only those users with the roles you selected will be able to see the *page* on the end-user website.

## Deleting a Page

To permanently remove a *page* from the *section*:

1. Access the *Section Workspace Manage Pages* tab (see Figure 85).

Note: Since you cannot delete the *Overview Page* (*section* homepage), the *Delete* button will not appear for that *page*.

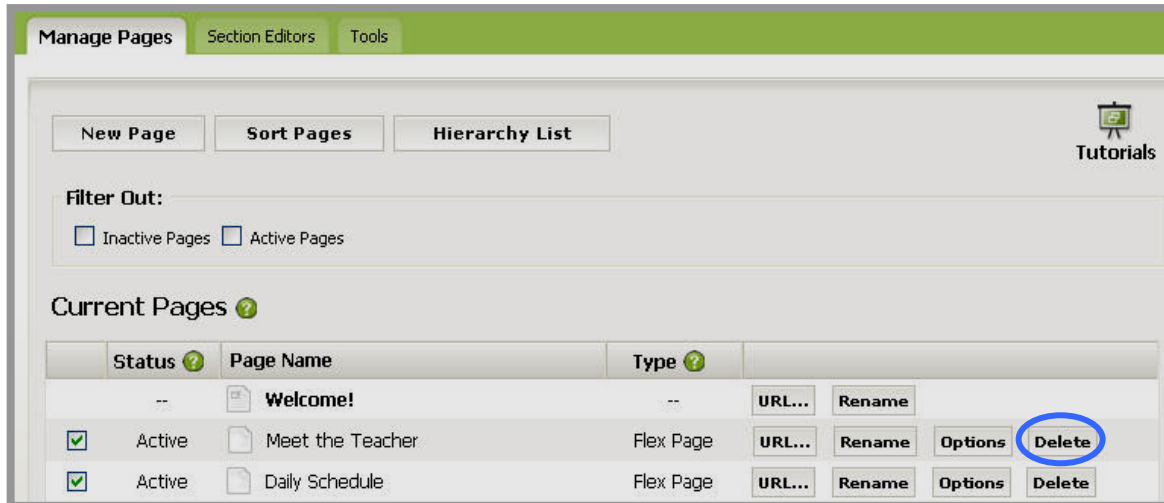


Figure 85: Section Workspace

2. Click on the *Delete* button to the right of the *page* you want to delete. A confirmation dialog box like the one shown in Figure 86 will display.

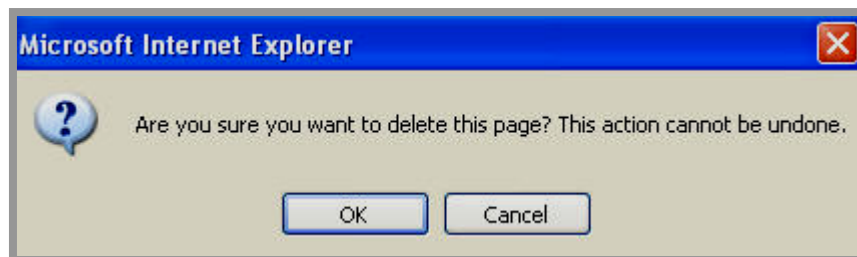


Figure 86: Confirmation of page delete

3. Click on the *OK* button. The *Section Workspace* will return as the active window. The *page* you deleted will no longer appear in the *Section Workspace* or on the end-user website if it was an active *page*.



## Sorting Pages

You can use the *Sort Pages* function to change the order in which the *pages* in your *section* appear in the *Section Workspace* and the end-user website.

To sort *pages*:

1. Access the *Section Workspace Manage Pages* tab (see Figure 87).

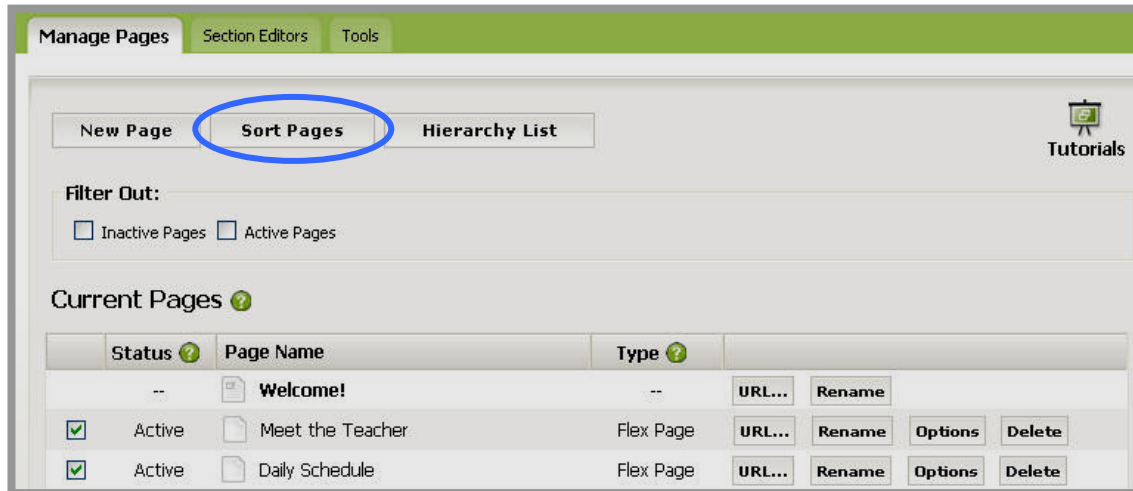


Figure 87: Section Workspace

2. Click on the *Sort Pages* button. A *Sort Pages* window like the one shown in Figure 88 will display. This window contains a list of all *pages* in your *section*. It includes both active and inactive *pages*.

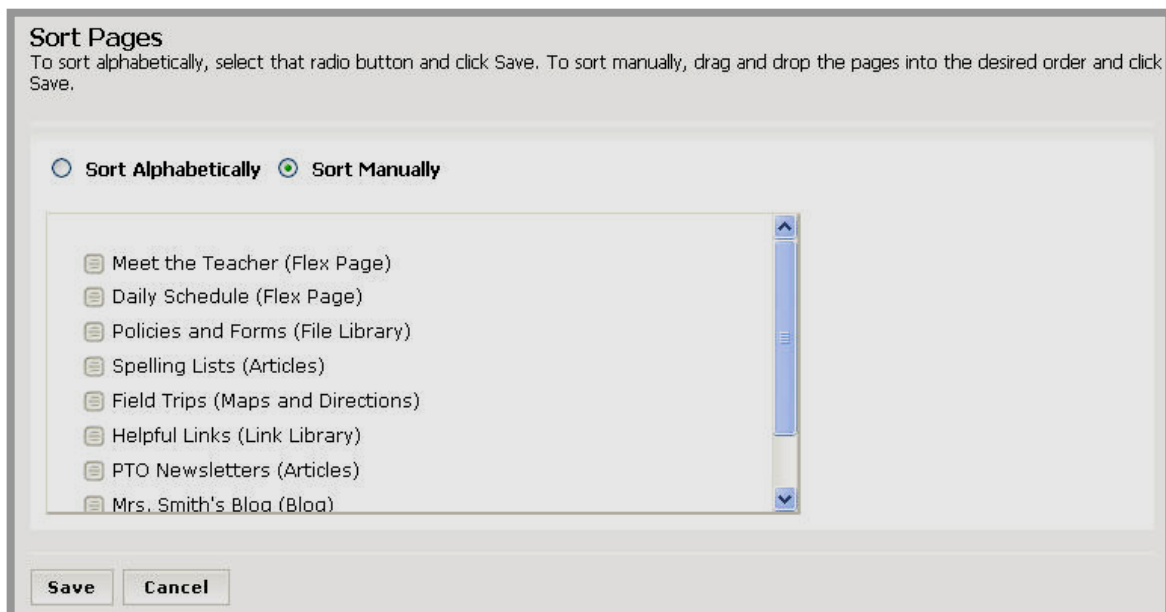
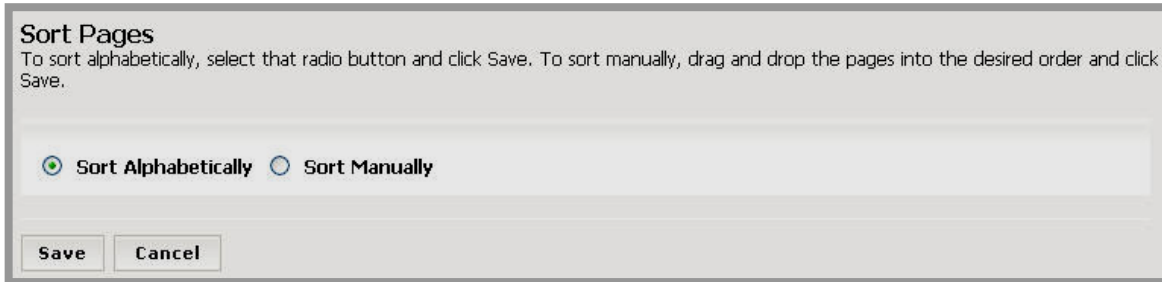



Figure 88: Sort Pages window

3. To sort the *pages*:
  - a. Alphabetically: Click on the radio button to the left of “Sort Alphabetically.” The *Sort Pages* window will collapse like the one shown in Figure 89.



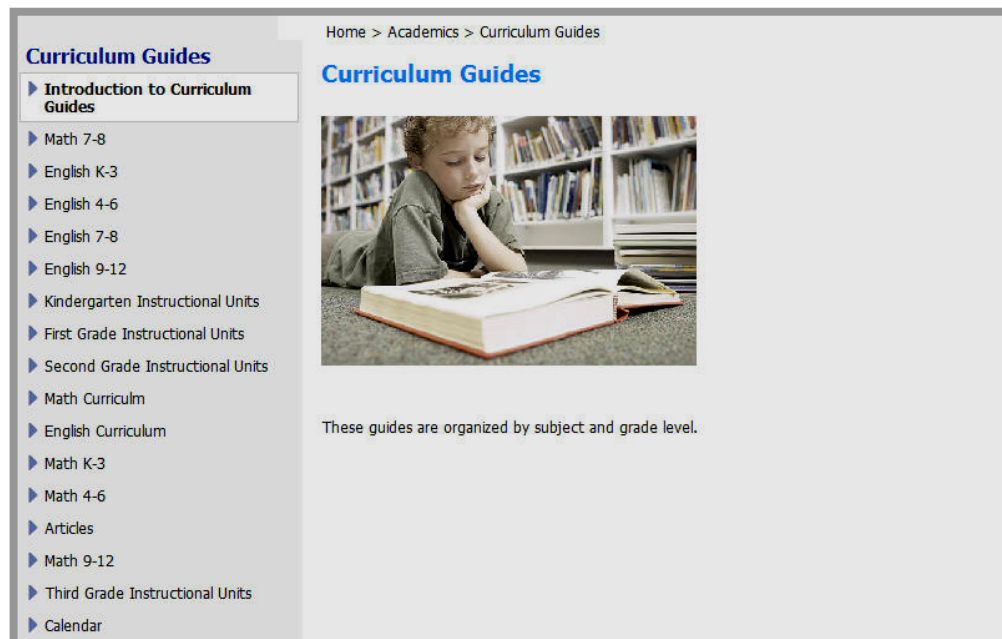
**Figure 89: Sort Pages window collapses when sorting alphabetically**

- b. Manually: Click on the radio button to the left of “Sort Manually.” When you hover over a *page* on the list, a 4-way arrow  will display.
      - i. Click on the first *page* you wish to move.
      - ii. Holding the mouse button down, drag the *page* to the desired position.
      - iii. Release the mouse button.
      - iv. Repeat Step i to Step iii until the *pages* are in the desired order.
4. Click on the *Save* button. The *Section Workspace* will return as the active window. The *pages* will appear in the new order within the *Section Workspace* and the active *pages* will display in the new order on the end-user website.

## Building Section Hierarchy Navigation

There are two options for left navigation at the *section* level:

- Auto-List Navigation: Displays *page* links for the *section* individually. See Figure 90 for an example of Auto-List navigation in a *section* on the end-user website.
- Hierarchy-List Navigation: Allows users to build their own navigation by “nesting” *pages* under other *pages* with expandable navigation links. See Figure 91 for an example of Hierarchy-List navigation in a *section* on the end-user website.



**Figure 90:** Section on end-user website using Auto-List navigation



**Figure 91:** Section on end-user website using Hierarchy-List navigation

In order to build Hierarchy-List navigation at the *section* level, a Site Director or Subsite Director must have enabled Hierarchy-List navigation for that *section*.

See **Centricity** chapter, “Site Shortcuts & Section Hierarchy,” for more information about Hierarchy-List and Auto-List navigation.

See **Centricity** chapter, “Channel Workspace,” for more information on how Hierarchy-List navigation is enabled for a *section*.

See **Centricity** chapter, “Section Management,” for more information on how Hierarchy-List navigation is enabled for a *section* configuration.

## Section Editors Tab and Drop-Down Menu

The *Section Editors* task allows you to update the list of users who can edit a particular *section*. Site Directors and Subsite Directors will use this task to assign at least the first Section Editor for each *section*. The Section Editor may then choose to assign additional users the editing privilege of a Section Editor, or remove someone as a Section Editor.

**TIP:** *Schoolwires* recommends two or three Section Editors per section but no more than five Section Editors per section.

An individual must be a registered user before being assigned the Section Editor privilege. If the individual is not registered, the Site Director must first register the individual or the individual must self-register before proceeding. See User Profiles in **Centricity** chapter, *Site & Subsite Workspaces*,” for more information.

### Assigning a Section Editor

To assign a Section Editor:

1. Access the *Section Workspace* (see Figure 92).

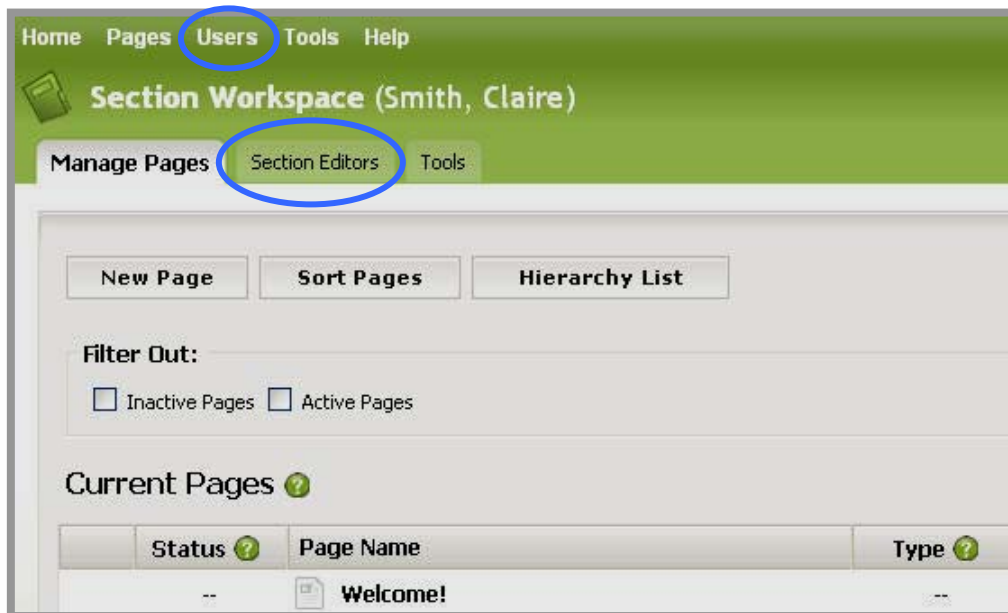
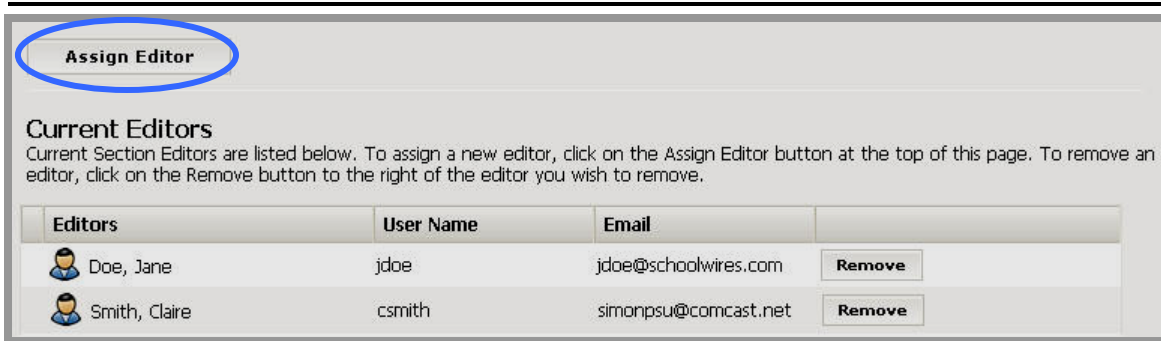




Figure 92: Section Workspace on the Manage Pages tab

2. Click on the *Section Editors* tab or chose *Section Editor* from the *Users* drop-down menu. A *Section Editors* window like the one shown in Figure 93 will display.



**Assign Editor**

**Current Editors**  
Current Section Editors are listed below. To assign a new editor, click on the Assign Editor button at the top of this page. To remove an editor, click on the Remove button to the right of the editor you wish to remove.

Editors	User Name	Email	
 Doe, Jane	jdoe	jdoe@schoolwires.com	<input type="button" value="Remove"/>
 Smith, Claire	csmith	simonpsu@comcast.net	<input type="button" value="Remove"/>

**Figure 93: Section Editors window**

Note: If you are a Section Editor, your name will appear on the list of Current Editors. Only Section Editors will be listed, but all Site Directors and Subsite Directors can also edit the *section*.

**TIP:** To help distinguish among users with the same first and last names, the sign-in name (user name) and email address for each user appears on the list of Current Editors.

3. Click on the *Assign Editor* button. A *Select User* window like the one shown in Figure 94 will display.

**TIP:** To help distinguish among users with the same first and last names, the sign-in name (user name) and email address for each user appears in the *Select User* window.

**Select a User**  
Click *Select* to add the user to the list.

**Last Name Filter**  
Enter last name and click *Filter* for a filtered list.

**Filter** **Reset** } Filter

Last Name	First Name	User Name	Email	
Craig	Kathe	kcraig	kcraig@schoolwires.com	<b>Select</b>
Craig	KCC	kcc	kathecraig@adelphia.net	<b>Select</b>
Eckles	Cathy	ceckles	ceckles@schoolwires.com	<b>Select</b>
Hannan	Kathleen	hannan	kathecraig@comcast.net	<b>Select</b>
Miller	Jesse	jmiller	kathecraig@adelphia.net	<b>Select</b>
One	User	ouser	kcraig@schoolwires.com	<b>Select</b>
Smith	Lindsey	lsmith	lsmith@scholwires.com	<b>Select</b>
Smith	John	jsmith	simonpsu@comcast.net	<b>Select</b>
Smith	Rick	rsmith	r_smith@hotmail.com	<b>Select</b>

Page: 1 GO of 2 |< < > >| Arrows

Figure 94: Select User window

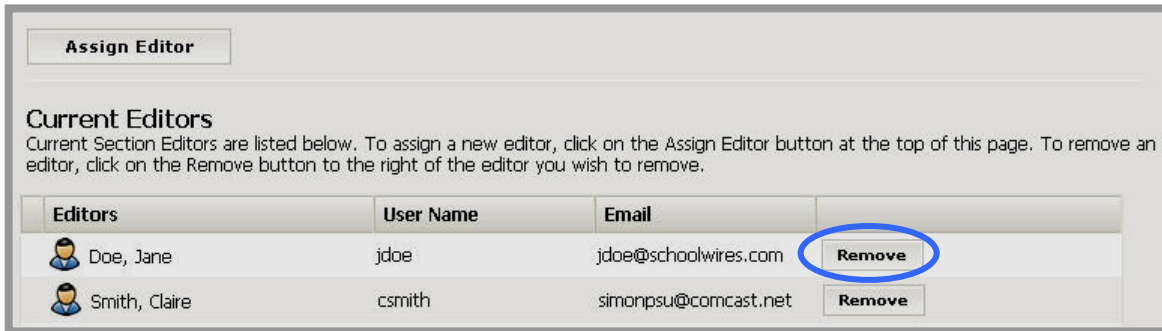
- Locate the user you wish to assign as Section Editor. If you do not see the user you wish to select, you can:
  - Use the Last Name Filter to search by name. To restore to the full user list after filtering, click the *Reset* button.
  - Use the *Page* field and *Go* button to move to another page of users.
  - Use the first page, last page or increment arrows at the bottom to move to the first, last, next or previous pages of the user list.
- Click on the *Select* button to the right of the user you wish to assign. The *Section Editors* window will return as the active window. The assigned user will appear in the Current Editors list.

**TIP:** If you cannot find a user in the Select User window that user may not be registered or that user may already be assigned as a Site Director or Subsite Director.

## Removing a Section Editor

To remove a Section Editor:

1. Access the *Section Workspace*.
2. Click on the *Section Editors* tab or chose *Section Editor* from the *Users* drop-down menu. A *Section Editors* window like the one shown in Figure 95 will display.



**Figure 95: Section Editors window**

3. Click on the *Remove* button to the right of the user who should no longer have the privilege to edit the *section*. The *Section Editors* window will refresh. That user will no longer appear on the Current Editors list.

**TIP:** Use caution when removing Section Editors. If you remove yourself as an Editor of your section, you will not be able to access the Section Workspace or make changes to your section.



## Tools Tab and Drop-down Menu

The *Tools* tab and drop-down menu contains links to the following tasks:

- *Files & Folders*
- **Forms & Surveys**
- **Directories and Lists (MiniBase)**
- **Photo Galleries**

**Forms & Surveys**, **MiniBase** and **Photo Gallery** are premium enhancement modules. If your organization has purchased these premium enhancement modules and they have been activated by the Site Director or Subsite Director for your *section*, then these tasks will appear in the *Tools* tab and drop-down menu of the *Section Workspace*. See Figure 96.

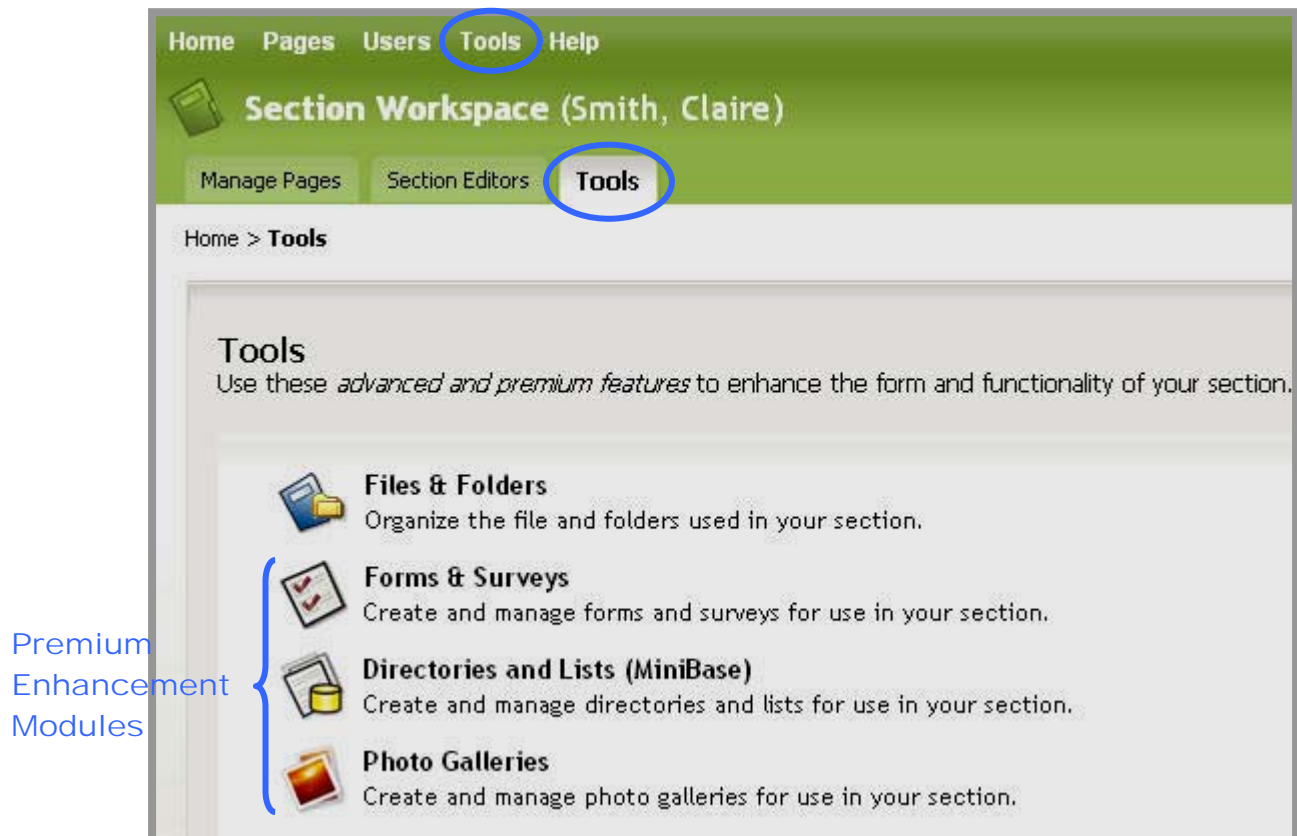


Figure 96: Tools tab of the Section Workspace

## Files & Folders

You will use the *Files & Folders* task to add or remove files to your *section*. This provides you with a way to organize and manage your *section* content. It is an excellent tool for pre-planning the content of your *section*.

Files, such as images or documents, for each *section*, *subsite* and *site* are uploaded to a different location on the server. Files and folders are unique to each *section*, *subsite* and *site* and cannot be shared unless they are located within the Shared Library on the main *site*.

See **Centricity** chapter, “**Files & Folders**,” for more information.

## Forms & Surveys

The **Forms & Surveys** Premium Enhancement Module allows you to:

- Design forms and surveys.
- Apply styles to enhance the look and feel of the forms and surveys.
- Utilize libraries of items (questions) for use on forms and surveys.
- Display forms and surveys on the end-user website for completion by users.
- Review responses to your forms and surveys via reports, email and exports.

See **Centricity** chapter, “**Forms & Surveys**,” for more information.

## MiniBase

The **MiniBase** Premium Enhancement Module allows you to create, manage and deploy searchable lists for use by visitors to your end-user website. You might use **MiniBase** to create searchable lists such as:

- Directories of people: Staff by school, grade or subject; coaches; alumni; PTA/PTO; and School Board members.
- Lists of places: Locations of district facilities, schools, athletic events and field trips.
- Lists of things: Athletic schedules; book lists; guidance resources; homework assignments; club meetings; and professional development schedules.

See **Centricity** chapter, “**MiniBase**,” for more information.

## Photo Gallery

The **Photo Gallery** Premium Enhancement Module, powered by Macromedia® Flash™, allows you to upload and attractively display photos on the end-user website. The **Photo Gallery** can be used to display photos for such things as student art projects, athletic events and field trips.

The **Photo Gallery** features:

- A thumbnail display with photo zoom and slideshow format on the end-user website.
- *Schoolwires* image optimization technology that automatically resizes photos and reduces resolution to a download-friendly 72 dpi.
- The ability to drag and drop entire folders, which enables easy upload and organization of galleries.
- The ability to add custom background music to provide the right mood for your images.

See **Centricity** chapter, “**Photo Gallery**,” for more information.