Section Editor
Workbook

Schoolwires® Centricity2™
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Introduction

Schoolwires Centricity2
Introduction

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

We have written this workbook to help guide you through the process of becoming a Section Editor. In addition to providing you with valuable information on your Schoolwires Centricity2 website and your responsibilities as a Section Editor, this workbook highlights tips and tricks that you will find useful, offers several exercises to help you practice and improve your skills and even provides access to quizzes in order to gauge your knowledge and understanding along the way.

This workbook will provide you with the skills necessary to...

- Navigate your Schoolwires Centricity2 website.
- Access Site Manager in order edit your section.
- Perform the tasks of a Section Editor, including...
  - Adding and editing pages.
  - Working with the calendar.
  - Using the Schoolwires Editor.

How this Workbook is Organized

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

Tips

Tips are included to help you avoid some common mistakes.

Get Connected...

These sidebars emphasize points that will help you become a Section Editor.
Chapter 1:
Your Schoolwires Centricity 2 Website

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

• Navigate your Schoolwires Centricity 2 website.

• Understand Schoolwires Centricity 2 vocabulary including: channels, sections, pages, apps, columns and page layouts.

• Understand the available page options.

• Understand the difference between Editing Privileges and Viewing Rights.

• Know what Content E-Alerts are and how to create them.
Overview of Schoolwires Centricity2 Website

Understanding the Structure of Your Website

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

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

Your Section

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

What is a Section?

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

What does a Section Look Like on the Website?

Pages in a Section are listed on the left-hand side. Clicking a page title will display the page contents in the Content Area.
Overview of Page Types & Apps

Article Library

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

Assignments

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

Blog

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

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

Flex

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

File Library

- Post documents for viewers to download and print.
- Control when files display and when they are archived.
- Enable RSS feeds.
Overview of Page Types & Apps

**Link Library**

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

**Maps & Directions**

- Organize directions for several locations on a single page.
- Retrieve maps from Yahoo® Maps.
- Provide access to directions from the visitors’ locations entered in their accounts.
Overview of Page Types & Apps

Photo Gallery

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

Podcast

- Post your sound and video files and allow viewers to subscribe to your Apple® iTunes® feed.
- Embed video and sound files.
- Embed YouTube and TeacherTube videos.
The Difference between Editing Privileges and Viewing Rights

What are Editing Privileges?

*Centricity2 Site Manager* allows your organization to share the responsibility for maintaining its website. *Site Manager* has five levels of editing privilege: Site Director, Subsite Director, Channel Director, Section Editor and Homepage Editor. As a Section Editor, you will be able to edit all of the content in your section. Section Editor tasks are covered in Chapter 2.

What are Viewing Rights?

Viewing Rights enable individual users or groups of users to view content that has been restricted. Site Directors, Subsite Directors, Channel Directors and Section Editors are able to assign viewing rights. Assigning viewing rights to content published in your section is covered in Chapter 2.

Get Connected...

Editing privileges can be assigned to Users by any editor. A registered User does not need to be signed-in to view your website but viewing rights determine the content they will see.
What are E-Alerts?

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

Site and Subsite Directors can send Broadcast E-Alerts to users’ email addresses, mobile phones or both. Content E-Alerts allow editors to notify subscribers when they make changes to content. All editors are able to generate Content E-alerts.

- Registered users must subscribe to sections or homepages within their Account Settings in order to receive Content E-Alerts.
- Editor can create Content E-Alerts when they change content on a page, app or record within their area.

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

Get Connected...

The email message that subscribed users receive contains a link to the actual content, providing them immediate and direct access to it.
Exercise 1: Organizing Your Section

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

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

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

- What is the best way to convey the information? Do you want your viewers to be able to...
  - View the information on the website without having to open a document
  - Download and save or print a document
  - Access other websites
  - Quickly link to another page on your own site
  - Post a comment
  - View a series of photos
  - Listen to music or an audio recording
  - Watch a video
Exercise 2: Section Planning Guide

Name of Your School

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<th>Channel</th>
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<tbody>
<tr>
<td>Section Name</td>
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<td><strong>Page Title</strong></td>
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Keep in mind the following:

- Your section is located under one of the channels listed along the Channel Bar. The name of your section will display in the drop-down menu or on a directory page.
- The landing page of your section is its homepage. It should welcome visitors to your section. You determine on which page visitors will land.
- You can add and rename as many pages as you like.
Chapter 2:
The Section Workspace

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

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

Accessing Your Section

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

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

![Sign in button](image1)

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

![Login page](image2)

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

![Site Manager](image3)
Overview of Site Manager and the Section Workspace

What is Site Manager?

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

- **Content Browser**
  Provides access to all of the sections to which you have editorial privileges.

- **View Website Link**
  Permits you to view the refreshed website after you have made changes to your section.

- **Community and Support Link**
  Links to Schoolwires Share site where you can access other resources.

- **My Account Link**
  Allows you to view and modify your account information, alerts and subscriptions.

- **Sign Out**
  Allows you to sign out of Site Manager.

- **Section Workspace**
  Provides access to your pages, tools and other section resources.
Overview of Site Manager and the Section Workspace

What is the Section Workspace?

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

Summary Tab

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

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

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

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

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

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

Statistics Tab
View additional statistics about visits to your section.

How do I...? Tab
Access Help Articles, Interactive Video Tutorials and Additional Resources.
Controlling Section Editors & Viewers

Assigning Editing Privileges for your Section

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

**Step 1.** Click on the **Editors & Viewers** tab in your Section Workspace.

**Step 2.** Click on the **Section Editors** tab.

**Step 3.** Choose **Assign Group** if you want to assign editing privileges to groups of users OR Choose **Assign User** if you want to assign editing privileges to individual users.

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

**Step 5.** Click **Select** next to the users or groups to whom you wish to give editing privileges. The selected users or groups will display in the Selected Users or Groups column on the right. You may search for and select as many users or groups as you wish. The Selected Users or Groups column is a holding area.

**Step 6.** Click **Add**.
Assigning Viewing Rights to your Section

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

**Step 1.** Click on the **Editors & Viewers** tab in your Section Workspace.

**Step 2.** Click on the **Viewers** tab.

**Step 3.** Choose **Assign Group** if you want to assign viewing rights to groups of users OR Choose **Assign User** if you want to assign viewing rights to individual users.

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

**Step 5.** Click **Select** next to the users or groups to whom you wish to give viewing rights. The selected users or groups will display to the Selected Users or Groups column at right. You may search for and select as many users or groups as you wish. The Selected Users or Groups column is a holding area.

**Step 6.** Click **Add**.

You can also set viewing rights for individual pages in your section, calendar events and even records in a *MiniBase*. You do it the same way everyplace.
Adding Content to Your Section

What are the Core Elements of a *Centricity*2 Page?

Any page you add to your section will contain three core components—Page Layout, Columns and Apps. A page consists of apps within columns. You can arrange both the apps and the columns in various ways.

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

**Columns**
You place your apps into the columns of a page layout. You can place one or more apps in a column.

**Apps**
Apps are the content building blocks of any *Schoolwires®* page. You can have one or more apps on a page. You can edit your apps as well as share them with other editors. Available apps include Flex Editor App, Calendar App, Photo Gallery App, Article Library App, Link Library App, File Library App as well as Apps for Announcements and Site Shortcuts.
Adding Content to Your Section

Adding a Page to Your Section

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

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

Step 3. In Page Name field, enter a name for your page. Click Save to return to page list.
Adding Content to Your Section

Adding and Editing Content on a Page

Editing Apps—Single App on a Page

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

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

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

**Step 2** Add content to your app. How you do that will vary depending on the App Type. As long as your record—in this case, your file—is active and your page are active, it will display on the end-user website according to the Display Durations.

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

Editing Apps—Multiple Apps on a Page

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

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

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

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

**Step 3** Add content to your app. How you do that will vary depending on the App Type. As long as your record—in this case, your file—is active and your page is active, it will display on the end-user website according to the Display Durations.

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

**Step 5** Click the Home icon to return to the Page List.
Adding Content to Your Section

Changing the Layout of a Page

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

Accessing the Page Details window

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

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

Changing the Page Layout

In the Page Details window...

Step 1  Click Manage Apps & Layout under Actions Block on the right hand side of the window to enter Design mode.

Step 2  Click Change Layout. Layout choices display.
Changing the Page Layout (continued)

**Step 3** Click on the desired layout. A green check displays on your choice.

**Step 4** Click **Apply**. The Design mode displays with your new layout.

**Step 5** If desired, you can drag and drop an app or apps to a new location.

**Step 6** If desired, you can add an app or apps to your page. We cover this later in this workbook.

**Step 7** Click **I’m Done** to return to the Page Details window.

**Step 8** Click the Home icon to return to the Page List.
Adding Apps to a Page

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

**Step 1**  Click **Manage Apps & Layout** under Actions Block on the right of the Page Details window. The Design mode displays.

**Step 2**  Click **Add App**. The Available Apps window displays. As you can see, You can either add a new App—one without any content or add an existing App.

**Step 3**  To add a new App...
   a. Click on the name of the App. Enter a meaningful name for your App. This name will not display on the end-user website unless you activate it in Options for the app.
   b. Click **Save**.
   c. If desired, click and drag the App to a new location.

**Step 4**  To add an existing App (one you created or one someone shared with you)...
   a. Click **Select an Existing App**. The Add Existing Apps window displays.
   b. Search by Page if you know where the App was used.
   c. Search by Type if you are not certain where the App was used.
   d. Click **Save**.
   e. If desired, click and drag the App to a new location.

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

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

**Note:** Double-click on an app to rename it.
App and Page Options

Editing Options for an App

Options for Apps include...

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

To edit the options for an app...

**Step 1** Edit your app.

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

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

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

**Step 5** Enable or change social media options on the **Social Settings** tab. Which social media elements are available depends on whether your district has Social Media Framework and which app you are editing. For more information on which elements are available for each app, see *Availability of Social Media Elements*.

**Step 6** Click **Save**.

Get Connected …

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

Sharing Apps

At times you may wish to share an app you created with other users or groups of users. For example, in a team-teaching environment teachers may wish to share a common calendar.

To share an app...

Step 1  Edit your app.

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

Step 3  Click the Sharing tab.

Step 4  Choose Assign Group if you want to share your app with groups of users OR Choose Assign User if you want to share your app with individual users.

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

Step 6  Click Select next to the users or groups with whom you wish to share your app. The selected users or groups will move to the Selected Users or Groups column at right. You may search for and select as many users or groups as you wish.

Step 7  Click Add. The Sharing tab displays.

Step 8  Click Save. The app displays. Anyone with whom you have shared the app will be able to use that app on a page. However, they will not be able to edit or delete the app.
As a Section Editor you are able to set or change options for any page in your section.

To edit Page Options.

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

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

As desired, you can...

- Hide the page from website navigation (i.e., on the end-user website). The default for this is off. If selected, the page name will not display in the navigation of your section on the end-user website. You may use the contents of this page in another way.

- Show any pages that you nest under that page. The default for this is off.

- Show a bullet to the left of the page name on the end-user website. The default for this is on.

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

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

**No dates**—page displays immediately and displays indefinitely.

**Both dates**—page displays within that date range.

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

**Only end date**—page displays immediately until that date.

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

Step 5  Click **Save**. The page list in Current Pages displays.
Setting Viewing Rights for a Page

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

To grant viewing rights...

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

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

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

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

Step 5  Click Search.

Step 6  Click the Select button to the right of the users or groups to whom you wish to give page viewing rights. The selected users or groups will move to the Selected Users or Groups column at right. You may search for and select as many users or groups as you wish.

Step 7  Click Add. The Viewers window displays.

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

Additional Page Tasks Available from Drop-down

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

- **Edit Page** Takes you to the Page Details window for that page. In this window, you can edit apps and enter Design mode.
- **Set Options** As mentioned, allows you to edit the page options.
- **Get Link** Provides you with the full and relative web addresses for the page.
- **Copy Page** Allows you to copy the page in the section.
- **Move Page** Allows you to move a page to another section for which you are a Section Editor. Note: If you use Move Page within one section, the results are the same as Copy Page.
- **Delete Page** Removes the page from the section and places it in the Recycle Bin. Your page is not deleted until your delete it in the Recycle Bin. From within the Recycle Bin, you may restore or permanently delete pages.
**Additional Page Tasks**

**Organizing Pages in Your Section**

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

To organize your pages...

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

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

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

- To move a page, drag the page between two pages until a horizontal green bar displays. Release the mouse. The page will be in the new position.
- To nest a page, drag the page on top of the target page. A green + displays to the left of the target page. Release the mouse. A gray arrow displays to the left of the target page. Nested pages display below it.

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

**Notes:**

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

Adding Events to your Calendar

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

To add an event to your calendar...

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

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

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

Editing and Deleting Calendar Events

• To edit an event, you may click on the event or roll your cursor over the event. The **Edit** button displays. Click on it to continue.

• To delete an event, roll your cursor over the event. The **Delete** button displays. Click on the it to continue.
Each section has access to its own Files & Folders where documents and images used in that section are stored. You can access your Files & Folders using the link in the Common Tools block on the Summary tab or from the Tools tab. The Files & Folders for your section display.

- Documents and images are automatically saved in Files & Folders when inserted from your computer or network using one of the Insert wizards. They will not, however, be saved in a particular folder.
- You can create folders and sub-folders to help you organize your files and images.
- You are able to upload files using the Upload button.
- The URL for any file or image can be located by clicking on the More button that displays to the right of the file, then choosing Get Link.
- Folders and files can be renamed by clicking on the More button that displays to the right of the file, then choosing Rename.
- When working in a folder or subfolder, you can move up a level by clicking on the folder icon at the right of the list of files and folders.
Practice Exercises

Exercise 1: Add and edit a Flex Page.

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

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

1) Click Actions to the right of the page you created in Exercise 1.
2) Click Edit Page to access the Page Details window.
3) Click Manage Apps & Layout under Action Block on the right of the Page Details window. The Page Details window will be in The Design View.
4) Click Change Layout.
5) Choose the Two Column layout for your page.
6) Click Apply.
7) Click Add App.
8) Click on the Calendar App from list of Available Apps.
9) Type a name for your app. Create a detailed name so that you can easily identify the app later.
10) Click Save.
11) Click and drag Calendar App to second column.
12) Click I’m Done to return to the Edit View of the Page Details window.
13) Click the Home breadcrumb or Summary tab to return to the page list in the Current Pages block.
Practice Exercises

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

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

Note: If you move a file or image to another folder or from the root directory to another folder, its web address changes. Therefore, you’ll need to update any links to that file or image.
Chapter 3:
The Schoolwires Editor

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

- Insert and format text.
- Insert and format images.
- Insert and format tables.
- Insert links.
- Use ActiveBlocks™ to enhance your pages.
You will use the *Schoolwires Editor* when you add most of the content within your Section Workspace. Many of the Apps contain the *Editor*. Within the *Editor*, you can add and edit text, insert images and hyperlinks, embed files and create customized content for your users and community.

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

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

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

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

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

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

Schoolwires Editor Icons

- Spell Check
- Cut
- Paste From Word
- Redo
- Template Style
- Font Size
- Formatting
- Underline
- Justify Center
- Numbered List
- Outdent
- Insert Rich Media
- Insert Link
- Insert Form Link
- Insert Table
- Cell Properties
- Insert Editor Layout
- Remove Format

- Print
- Copy
- Paste Text
- Full Screen
- Styles
- Style
- Find and Replace
- Paste
- Undo
- Round Trip Editing
- Background Color
- Bold
- Strikethrough
- Justify Right
- Bulleted List
- Insert Image
- Horizontal Rule
- Edit Link Properties
- Insert Photo Gallery
- Table Options
- Visible Borders
- Open Toolbox
- Remove Format
- Italic
- Justify Left
- Justify Full
- Indent
- Insert File
- Bookmark
- Remove Link
- Insert MiniBase
- Row Properties
- Special Characters
- Position By Pixel
The Schoolwires Editor

Inserting Text Using the Schoolwires Editor

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

Copying & Pasting in the Editor

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

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

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

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

Formatting Text in the Schoolwires Editor

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

- Before you begin typing text, select your formatting options by clicking the appropriate icons. Once you’ve made your selections, you can start typing.

- Highlight existing text by clicking-and-dragging your cursor over it. Once it’s highlighted, just select the formatting icons that you want to apply.

- Format a block of text by using Formatting to apply borders, background colors and text formatting to all text in a <div> block.

- To remove the formatting, highlight the text and select the Remove Format icon.

- Format a block of text by clicking on its element tag (e.g., <div>) below the Content Area. From the context menu, select Properties. The appropriate wizard displays. Select the Style Builder tab to format text.

Formatting a List in the Editor

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

Inserting an Image

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

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

**Step 2** Click on the Insert Image icon.

**Step 3** Using the Insert Image wizard, select the location of the image. You can upload an image from your computer or network; insert an image you’ve already uploaded to your Files & Folders; insert an image that your Site Directory uploaded to the Shared Library or insert an image from the Clipart Library.

- If you are uploading an image from your computer or network, browse out and select the image you would like to insert.

- When you’re uploading an image, you can choose the size of the image to be inserted. You can change this later.

**Step 5.** Click Next

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

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

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

**Step 9.** Click Insert Image.

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

Get Connected...

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

Tips

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

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

- **Click and Drag:** Once an image has been inserted, you can move it by simply clicking on the image and dragging it to a new location. Using click-and-drag, you can move an image to any position in the Content Area at which you can place the cursor.

- **Justify:** If you want to position the image in a particular area within a line, you can justify the image by clicking on the image then choosing the Left, Right, or Center justification icon. **Note:** You cannot apply full justification to an image.

- **Tables:** You can use Tables to help with positioning your images. Once you insert your table, you can insert your images into the table’s cells and justify or position them as you like.

- **Position by Pixel:** Position by Pixel allows you to move an image to an exact location on the screen. The image will float over the content behind it, so you should make sure that the floating image isn’t covering any text or other content that you want to display. Click on the image, then click the Position by Pixel icon to activate it. You can turn it off by clicking the icon again; this will return your image to its original position.

Inserting a Table

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

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

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

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

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

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

Once you’ve completed the table in Table Wizard, click **OK**.
The Schoolwires Editor

Editing a Table

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

**Step 1** Click into one of the cells.

**Step 2** Select the Table Options icon.

**Step 3** From the drop-down list, select an option.

- Add and delete rows, columns or cells
- Merge cells and split merged cells
- Access cell and row properties

Resizing a Cell in a Table

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

**Step 1** Right-click in a cell and select Cell Properties from the drop-down menu.

**Step 2** Enter the desired width and click Ok.

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

Changing the Size of a Table

To change the size of the table...

**Step 1** Double click on the outside border of the table to open the Table Properties.

**Step 2** Click on the Table Options tab.

**Step 3** Enter the desired table width and click Ok.

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

Tips

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

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

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

Chapter 3

The Schoolwires Editor

Changing the Background Color of a Table

To change the background of a table...

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

Step 2. Right-click. The context menu displays.

Step 3. Click Properties. Click on the Table Options tab.

Step 4. Under Table Options, click in Background Color field and choose a color.

Step 5. Click OK.

Step 6. Click Save.

A background color allows you highlight a

Changing the Background Color of a Page

Step 1. Add a Flex Page to your section.

Step 2. Edit the Flex Editor App and insert a one cell table.

Step 3. Using the process above, apply a background color.

Step 4. Under General on the Table Options tab, enter 100% in the Width field.

Step 5. Enter 100% in the Height field.

Step 6. Click OK.

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

Tips

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

Inserting a Link

Step 1  Highlight the text (or click on the image) that you would like to make into a hyperlink.

Step 2  Click on the Insert Link icon.

Step 3  Select one of the following options from the Insert Link wizard and follow the instructions.

- **Your Site**
  - Select a site from the drop-down list.
  - Select a channel, section and page from the drop-down lists.
  - Click **Insert Link**.
  - Hint: To link to a site homepage, select a site and a page. To link to a channel homepage, select a site, channel and page.

- **Email Address**
  Enter the desired email address and click **Insert Link**.

- **Web Address**
  - Enter the web address into the URL field. Note that “http://” has already been added. Do not duplicate.
  - The Target field defaults to ‘Open in New Window,’ which is a good choice for links to external websites.
  - Click **Insert Link**.

- **Bookmark**
  - Type in the name of the bookmark.
  - Click **Insert Link**.
  - For more information about bookmarks, see “Inserting a Bookmark” later in this workbook.

Get Connected...

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

Editing a Link

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

• Click on the Edit link properties icon.

OR

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

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

• The URL, or Uniform Resource Locator, is the web address of the site or file that you wish to display.

• The Target field allows you to specify where the link will open. If you’re linking to another website, selecting ‘New Window’ will display the link in a new browser window. That will allow your visitors to explore the other website, then simply close out that browser to return to your site.

Inserting a Bookmark

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

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

Step 2 Click on the Bookmark icon.

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

Step 4 Click Insert.

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

Tip

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

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

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

Accessing ActiveBlocks

Adding an ActiveBlock to the Editor is a simple process.

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

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

Embedding a Webpage using ActiveBlocks

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

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

This will display the content of the website you embedded as if it was the content of the page you are viewing. You can use simple embed to display content from one area of your website in another area. Updates made to the source area will automatically appear in the embedded content. Many schools use this to ensure content is visible in all appropriate areas while only maintaining it in one.

Tip

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

View in Site Manager

Hello, $UF!
Today is $D1
The current time is $D3

View from End-User Website

Hello, Bill!
Today is Monday, May 3, 2010
The current time is 5:08:06 P.M.
Practice Exercises

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

Exercise 1: Working with text

- Practice creating the text below:

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

  *Italic Trebuchet, size 4 (14pt)*

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

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

Exercise 2: Inserting an Image

- Place your cursor where you would like the image.

- Click on the **Insert Image** icon.

- Choose an image from your computer, your site/section, a shared library or the clip art library.

- Browse for the image you would like to insert.

- If you’re bringing in an image from your computer, you can resize the image by selecting Thumbnail, Medium, Large, or Custom. Remember, 100 pixels is roughly equal to 1 inch.

- Enter Alt. Text.

- Adjust the height or width of the image if desired; the system will auto-adjust the other value.

- Click **Insert**.

Exercise 3: Position an Image

- Click on the image you want to re-position.

- Click on any of the Justify buttons to center, left, or right justify.

- Put the cursor to the left of the image and click on the **Indent and Outdent** icons.

- Click on the image and choose the **Position Absolutely** icon. Click and drag the image to a new position.

*Note: Using the **Position Absolutely** feature can hide content behind an image.*
Practice Exercises

Exercise 4: Add a Border to an Image

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

Exercise 5: Insert an image from another website

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

Exercise 6: Create a Table

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

- **App**: Apps are the content building blocks of any *Schoolwires* page. A *Schoolwires* page may include one or more apps. You can create and edit apps as well as share them with other users. Apps include (but are not limited to) Flex App, Calendar App, Photo Gallery App, Article Library App, Link Library App and a File Library App. Apps are placed in columns within a page layout.

- **Channel**: The main navigation element on your site. Channels are like file cabinets drawers in which sections are located. Remember that a channel will not be visible for users until there is at least one section in that channel or if the channel has an active homepage. When there are 16 or more sections assigned to a channel, the sections are organized in a directory page, rather than a drop-down menu.

- **Column**: Columns are the areas where apps are placed. You can have one or more apps in a column. Columns are areas on a page layout.

- **Content Browser**: A Content Browser is an area within *Site Manager* that lists the sections for which a Section Editor has editing privileges as well as the sites and channels in which they reside.

- **E-Alert**: There are two types of E-Alerts: Content E-Alerts and Broadcast E-Alerts. Users can elect to receive mobile Broadcast E-Alerts. Content E-Alerts allow editors to notify subscribers when they make changes to a homepage, to apps within pages in a section or to calendar events.

- **Editing Privileges**: *Site Manager* has five levels of editing privileges: Site Director, Subsite Director, Channel Director, Section Editor and Homepage Editor. As a Section Editor, you will be able to edit all of the content in your section.

- **Groups**: Groups are a way of classifying users based on similar needs. Groups can be used to assign Editing Privileges, Viewing Rights and Sharing Rights.

- **Homepage Editor**: This individual has editorial privileges for the homepage and calendar on either the site or subsite depending on which type of Homepage Editor he or she is. These privileges include editing the Welcome Text, Announcements, Headlines and Features, and Site Shortcuts—any apps on the homepage. The Homepage Editor also has access to the main calendar and can edit events, approve adding events to the calendar from other sites, channels and sections. They can also import events.

- **Page**: A Page is where you add the content for your section. You can use page types to create your pages. You can change the layout of your pages and add other apps to your pages as required.

- **Page Layout**: Page layouts contain one, two, or three columns. You can also choose a layout with a left or right side-bar.

- **Section**: A section is a collection of pages within a channel.
## Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section Editor</strong></td>
<td>A Section Editor has editing privileges for a section which includes the ability to add, edit and delete pages in his or her section. Section Editors can control what content can be viewed by individual users or groups of users through the management of Viewing Rights.</td>
</tr>
<tr>
<td><strong>Section Workspace</strong></td>
<td>The Section Workspace is the area in Site Manager where you complete your Section Editor tasks. The tasks in the Section Workspace are located on a Summary tab, a Tools tab, and Editors &amp; Viewers tab, a Statistics tab, and the How Do I...? tab.</td>
</tr>
<tr>
<td><strong>Site Director</strong></td>
<td>Site Director is the individual who has the highest level of editing privileges on your site. This person can perform such functions as registering users, granting editing privileges, configuring sections, as well as editing the Homepage and main calendar.</td>
</tr>
<tr>
<td><strong>Site Manager</strong></td>
<td>This is the tool you use to edit your section. What you see within Site Manager depends on your editing privileges.</td>
</tr>
<tr>
<td><strong>URL</strong></td>
<td>Uniform Resource Locator—This is the web address that you can use to create hyperlinks. An example is &quot;<a href="http://www.schoolwires.com">http://www.schoolwires.com</a>.&quot;</td>
</tr>
<tr>
<td><strong>Viewing Rights</strong></td>
<td>Viewing rights enable individual users or groups of users to view content which has otherwise been restricted. Site Directors, Subsite Directors, Channel Directors, and Section Editors are able to assign viewing rights to users.</td>
</tr>
</tbody>
</table>