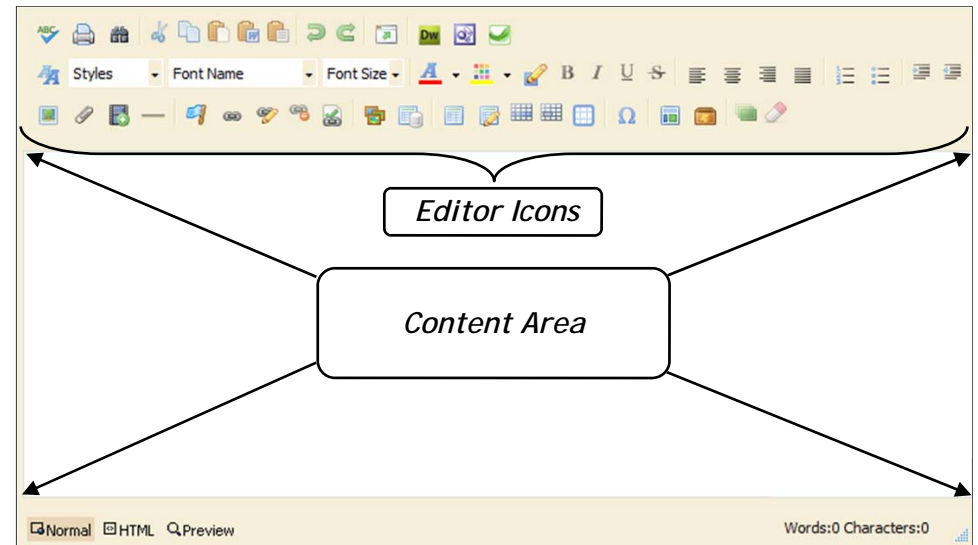
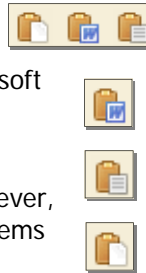


## The Schoolwires Editor

- The majority of your website's content (text, images, and other items) will be created using the **Schoolwires Editor**, which is displayed to the right.
- When working in the *Editor*, you'll see icons similar to those in most word processing programs.
- To add text, just click into the Content Area and begin typing.

### Cut, Copy, and Paste Text

- You can cut, copy, and paste text from documents, websites, and other sources by using the icons in the *Editor*.
- Use Paste from Word when copying and pasting text from Microsoft Word® documents. This strips out non-web-friendly Word code.
- Use Paste Text to paste text you copied without formatting.
- Use Paste when you want to retain the original formatting. However, we do not recommend using this method since may cause problems when you edit the text.



### Insert a Link

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

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



### Link to a Specific Page Location (Bookmark)

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

1. Highlight the text or image you would like to make into a bookmark.
2. Click on the Insert Bookmark icon.
3. Enter the name of the bookmark and click **Insert**.
4. Insert a link as noted above and select "Bookmark."
5. Enter the bookmark name and click **Insert Link**.



### Insert an Image

Use the Insert Image icon to insert images into the *Editor*.

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



### Insert a File


You can insert files of many types into the *Editor* using the Insert File icon.

1. Place your cursor in the Content Area where you would like to insert the file.
  2. Click the Insert File Link icon.
  3. Select a file source.
  4. Follow the wizard prompts to select a file, then click **Continue**.
  5. Enter the text you would like to display as the file link in the Link Text field.
  6. From the **Target** dropdown, select "Open in a New Window."
  7. Click **Insert File**.
- This will create a text link to the file.




## Inserting ActiveBlocks™

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

1. Place your cursor where you'd like your content to display.
2. Click the Open Toolbox icon. 
3. Select an *ActiveBlock* from the dropdown.
3. Click **Save**.

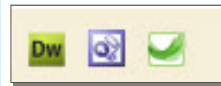
## Embed Content from other Websites

You can also use *ActiveBlocks* to embed content from another location on your website or another website in the *Editor*. This can be helpful if you want to display content from one section of your website in another section (e.g., embedding a Current Events page in several different sections). Any edits to the original content displays everywhere it is embedded.

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**.

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

## Roundtrip Editing








If you have another HTML editor installed on the computer, you may be able to edit the content

in the *Editor* using Roundtrip Editing.

- To use Roundtrip Editing, just select the program you wish to edit your content with from the *Editor* icons and follow the directions.
- You can use Roundtrip Editing with Dreamweaver®, FrontPage® or Expression®.

*Apple users will only have access to Dreamweaver*

## Special Use Icons

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

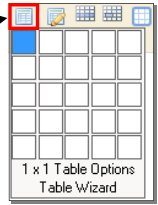

## E-Alerts

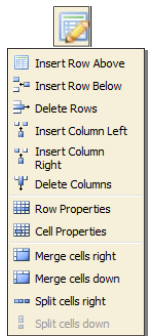
Content E-Alerts allow you to easily communicate with students, parents and other community members who have subscribed to your area of the website.



- Click **Create E-Alert** to send an email to your subscribers.
- You may edit the sender name and email address as well as subject and body.
- The E-Alert body contains a link to the page you created it on; do not edit this.

## Insert a Table

1. Place your cursor in the Content Area where you want to insert the table.
2. Click on the Insert Table icon. 
3. From the drop-down list, select the number of rows and columns you want in the table or select Table Wizard to build a custom table.
4. Once you insert the table, clicking on the Table Options icon lets you:
  - Insert or delete rows, columns, or cells.
  - Merge cells or split merged cells.
  - Edit the properties (e.g., borders or background images) of a cell or row.
5. To edit the Table Properties, click the table tag and select Table Properties from the pop-up menu. 



## Adding a Border to a Table

1. Insert a table.
2. Edit the Table Properties.
3. Click the **Table Options** tab.
4. Enter a value in the Border field and select px from the drop-down list.
5. Click the Border Color field and select a color.
6. Select an option from the Rules drop-down list.
  - Not Set—No border
  - Outer—Outside border
  - All—All cell borders
  - Rows—Outer row borders
  - Columns—Outer column borders
7. Click **OK**.

