

Schoolwires™ Tip Sheet

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Schoolwires™ Flex Page

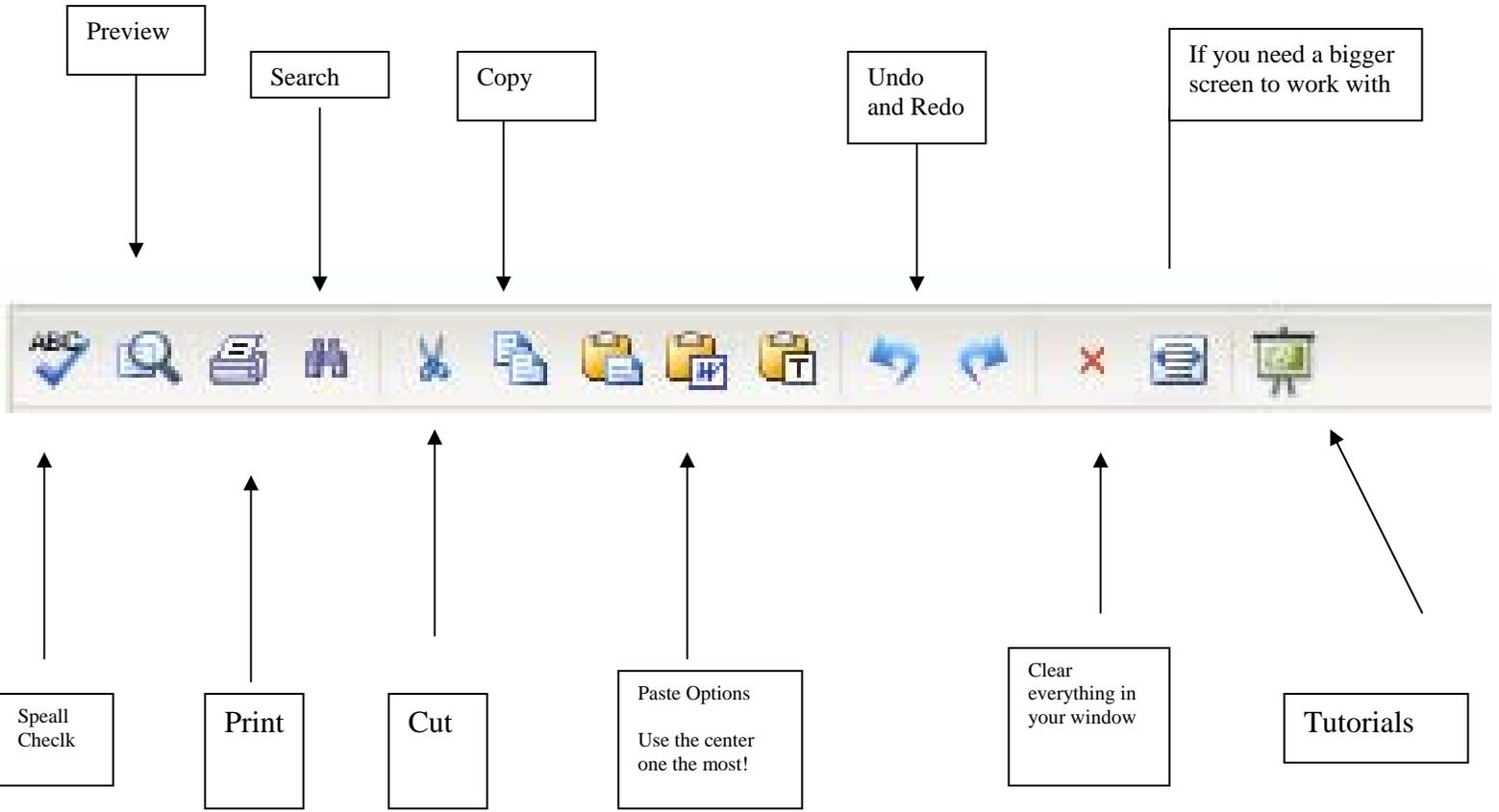
A Flex page is JUST that, flexible. You can do anything on a Flex page that you can do on any of the other pages. You can add homework to this page, information about up and coming events, or any other information that you would like to provide to parents, students, and the community.

The one thing that you cannot do on a Flex page is have any of the documents, files, or information on that page timed. If you want to be able to time assignments and information you may want to choose an Article, File Library, or Document Library page.

- Please refer to the Menu Bars document for how to add information to the Flex page.
- The Flex page is the page that you can add almost any information that you want on it. You are able to add pictures, links, documents, and text.
- A Flex can only be optioned in the Site Manager section (Manage Pages). You are not able to option any items that are on the page (this is the only downfall).

Choose “new page” in the Manage pages section. You will then choose “Flex Page”, click on the name, unless you know about a page layout...please do not choose one. You are then to add a title; this is the name of the page that will appear in the left hand side navigation bar. When you click “save” you will then be taken back to the manage page section, click on the title that you just chose and then you can begin to edit. Please refer to the menu bar reference sheet for help with the menu icons.

Schoolwires™ Menu Bars



This above menu is available on all the pages in School Wires, please keep in mind that on the File Library page this part of the menu bar is edited a little bit.



This menu bar is on almost every page also, this allows for you to edit you words in each window.

All you have to do is place your cursor over the different options and it will tell you the name of the function.

If the picture is in your files and folders area you will want to select image already uploaded to your site. Or you can choose to select an image from the School Wires section.

The most important thing about selecting an image is that you will NOT be able to get the image into your page unless you Alt Text it.

Images are NOT easily moved around, so if you want that capability, first select a text box and then place the image into that, this way you can move the text box around with the image inside of it. If you want another idea for inserting a picture neater...go down to the section called, “LAST LITTLE BIT OF MENU BARS”



This is so you can edit the image properties of an image that you have already added to the page.

First click on the picture that you want to edit, then click on this icon. You will see the URL for the picture and then what you added for ALT TEXT, if you spelled this section wrong this is where you can change it.

The alignment is how the TEXT will be around the picture, NOT the picture itself. If you want a border, click this area... you can color the border if you wish. You can change the width, height and pixels here if you need to, other than that there is NOT much more you can do. Please make sure that you press apply then o.k.



You can insert a document from this function. Click your cursor where you would like to place the document, then click on this function. You will get a box like the one for function to insert an image. Decide where the document is.

You will need to give the “link Text”; this is what will be written on the website where the document will be attached to. The document will come up blue and underlined. Somewhere on the page you may want to make a reference to viewers that this is a document and NOT a hyper link (since they both look the same).



If you want a break in the page...click here and you can add a horizontal rule break.



This is the function to bookmark the page that you are in.



Here are the two areas that you can insert a hyperlink into the document.

If you would like to hyperlink to an email address, another page in the website...choose the first function (the one without the pencil). If you would like to insert a basic hyperlink (example: www.google.com) but want it to look neat ([Click here for Google](#)) then choose the second option.

With the first option follow through the steps, with the second option write the text that you want the URL to be attached to. After you write out the words highlight them then click on the option with the pencil. If you are writing the site out yourself please choose HTTP:// from the source section, then write in the URL in the second box (example below).

I highlighted this word, because I want a hyperlink to Google here.

ne is **looking for** nation!!



The screenshot shows a 'Hyperlink -- Web Page Dialog' window. The 'Source' section has two radio buttons: 'Source' (selected) and 'Bookmark'. The 'Source' section has two input fields: the first contains 'http://' and the second contains 'www.google.com'. The 'Target' section has a dropdown menu. The 'Title' section has an input field. At the bottom are 'Cancel' and 'Insert' buttons.

This is the box that will pop up when I click on the icon with the pencil through it. Then I choose http:// in this area (yellow) and then typed in the URL in this area (green).

I could have chosen the bookmark if I have bookmarks set up (this is more of an advanced feature).



Press insert, apply, then O.K. **MAKE SURE YOU SAVE!!!!**
If you have made any surveys you can insert them with this button. The steps are similar to those for inserting a document and picture.



This icon is for inserting a Photo Gallery that you have already made through School Wires.

LAST LITTLE BIT OF MENU BARS



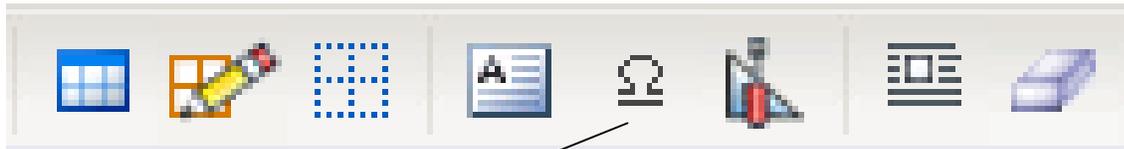
Inserting a table, scroll the amount of columns and rows that you want then click. They will appear in the window of your page. This is a **FANTASTIC** way to add pictures to your page in a neater fashion: Add the table and then click in each cell and insert a picture.



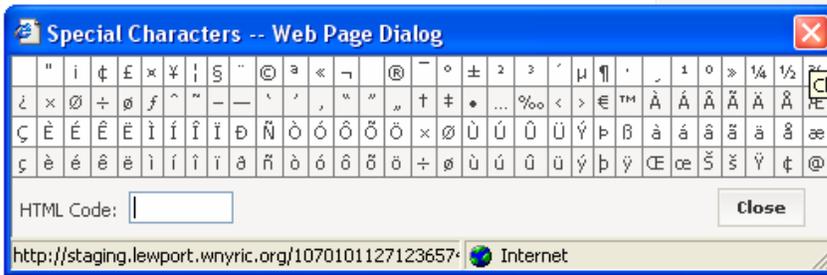
If you need to edit or remove a cell, this is the icon for that function.



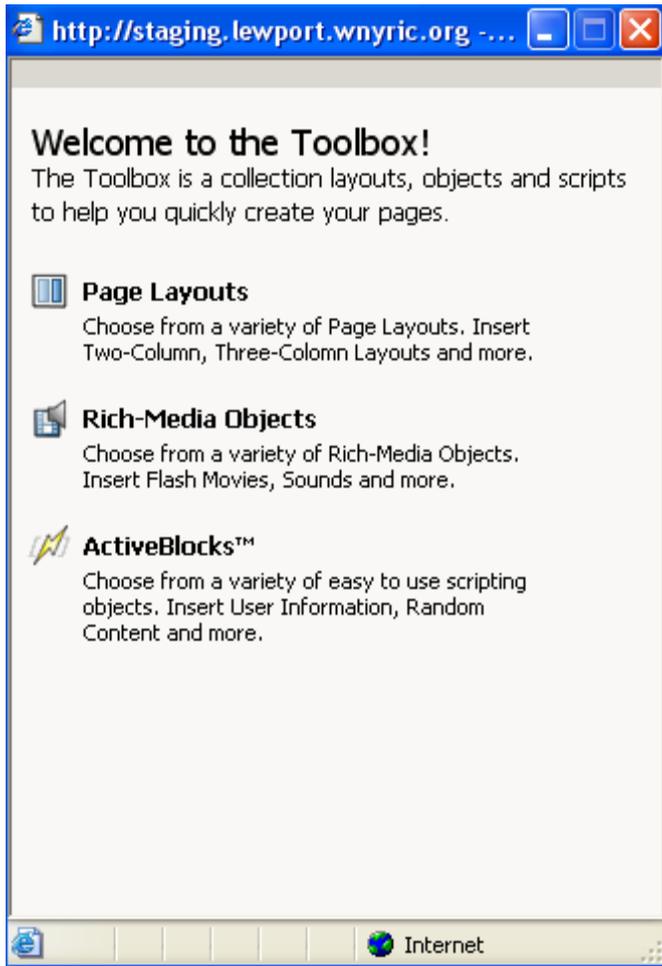
This is the icon to show or hide the lines for the table



For special characters, this is the icon. Look below for the characters

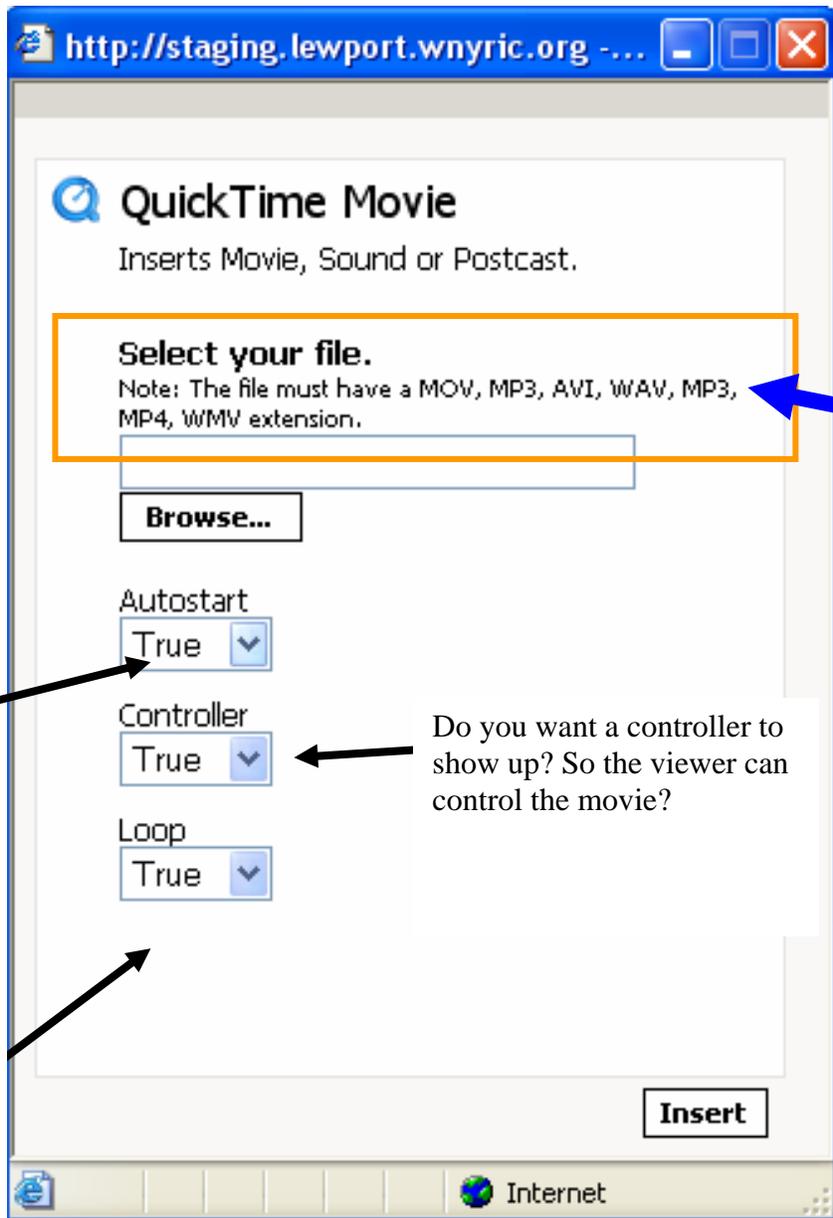


This is the icon for the TOOLBOX function



You can choose a specific page layout if you need.

If you have a flash movie on your computer you can choose the Rich-Media Objects and then search for the Flash movie. You can also add another type of movie and or sound file. Please make sure that you check the file extension for the movies and audio files.



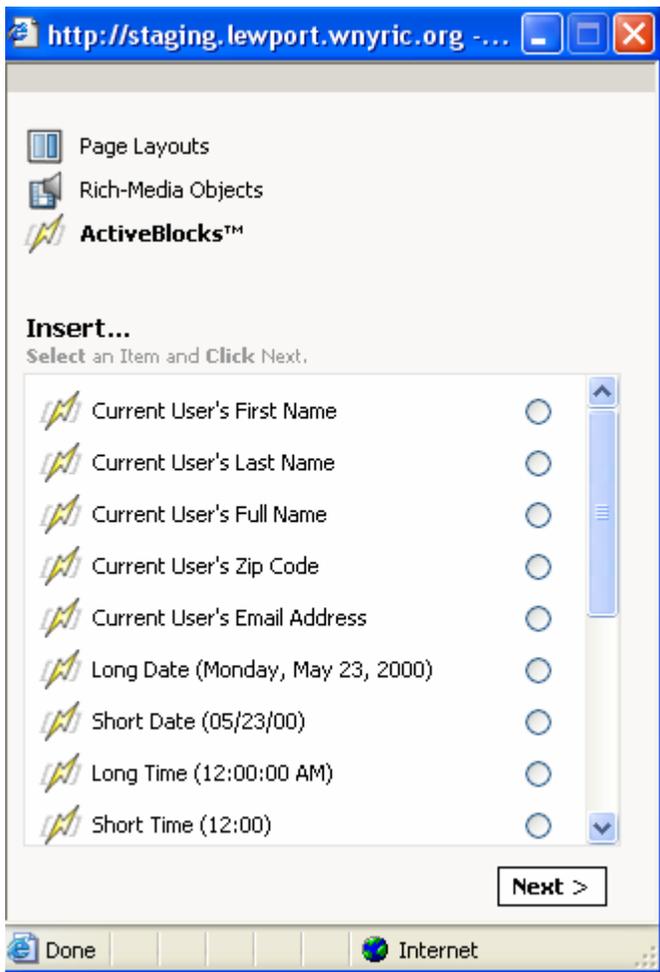
Do you want the movie to start automatically when they come to this page?

These are the file extensions for the movies and or audio

Do you want a controller to show up? So the viewer can control the movie?

Should the movie keep playing over and over again?

**True for YES,
False for NO**

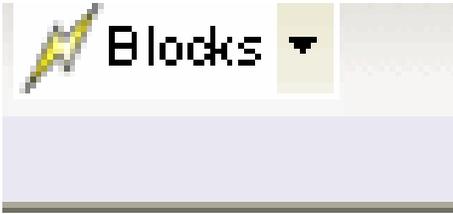


There are MANY more options with the Active Blocks in the Tool Bar section



Icon to help move a picture around by using Pixels

Remove formatting on a picture



This is your Active Block Section, but you can get more Active Blocks in the Tool Bars icon.

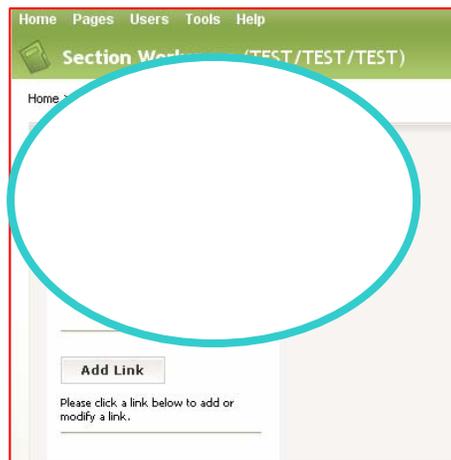
When you choose an Active Block you will ONLY see the coding on the page, which is O.K.! When you save the page and then view the live website you will see what the Active Block does. This is a fun way to keep your website active, current, and fresh.

ALWAYS save before you leave a page!

Schoolwires™ Hierarchy (initial set-up)

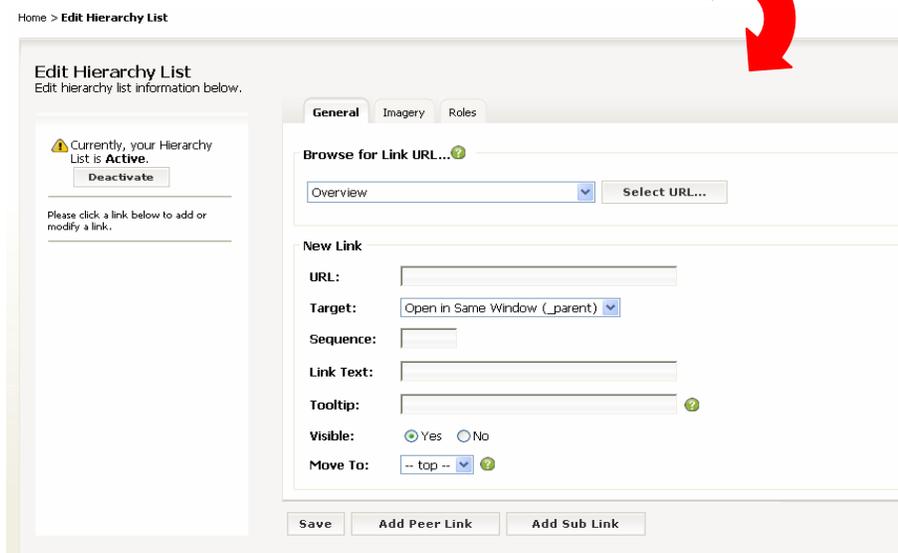
Please make sure that you follow the directions COMPLETELY or you could be here all day. ☹

1. Go to Hierarchy List (If this is your first time here please select the activate button)
Then press on the “Add Link” button to get the center screen.

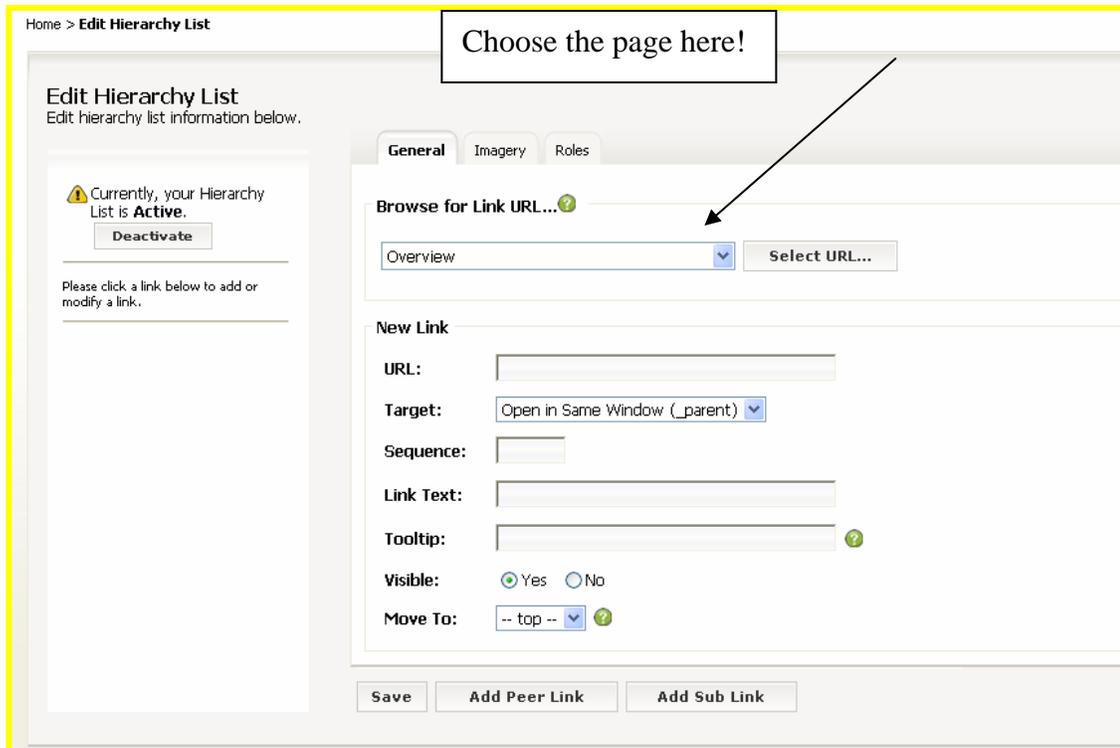


2. Press on the Add Link button then you will get this screen.

This is the screen you get when you FIRST activate the Hierarchy

A screenshot of the 'Edit Hierarchy List' screen. The page title is 'Home > Edit Hierarchy List'. On the left, there is a warning message: 'Currently, your Hierarchy List is Active.' with a 'Deactivate' button below it. The main area has three tabs: 'General', 'Imagery', and 'Roles'. Under the 'General' tab, there is a 'Browse for Link URL...' section with a dropdown menu set to 'Overview' and a 'Select URL...' button. Below that is the 'New Link' section with fields for 'URL:', 'Target:' (set to 'Open in Same Window (_parent)'), 'Sequence:', 'Link Text:', 'Tooltip:', 'Visible:' (radio buttons for 'Yes' and 'No'), and 'Move To:' (a dropdown menu set to '-- top --'). At the bottom, there are three buttons: 'Save', 'Add Peer Link', and 'Add Sub Link'. A large red arrow points from the text above to the 'Deactivate' button.

3. The highlighted box below is where you need to choose a page that you want to be added to the Hierarchy list. Please choose the pages in the order that you want them in. ****THE ALL ABOUT THE TEACHER PAGE SHOULD BE FIRST****



4. After you choose the page....press the select URL button.
5. Information in the middle of the page will appear, for now DO NOT do anything else for this page...JUST PRESS SAVE!
6. To add another “PEER” link (which means they will all be equal on the left hand side). Press the “add peer” link button then go through steps 3 and 4. To continue to add “PEER” links repeat step 6.
7. These are the steps that you will take to get all the MAIN pages on the left hand side set up. I know that you will want to set up pages underneath these main pages, the steps for this will come on the other sheet...”Hierarchy...The Advanced User”

****NOTE**** *Now that you have activated the HIERARCHY, ALL the pages that you want seen on the website MUST be in the HIERARCHY list or they will not show up.*