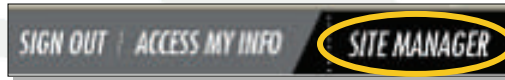


## Site Manager

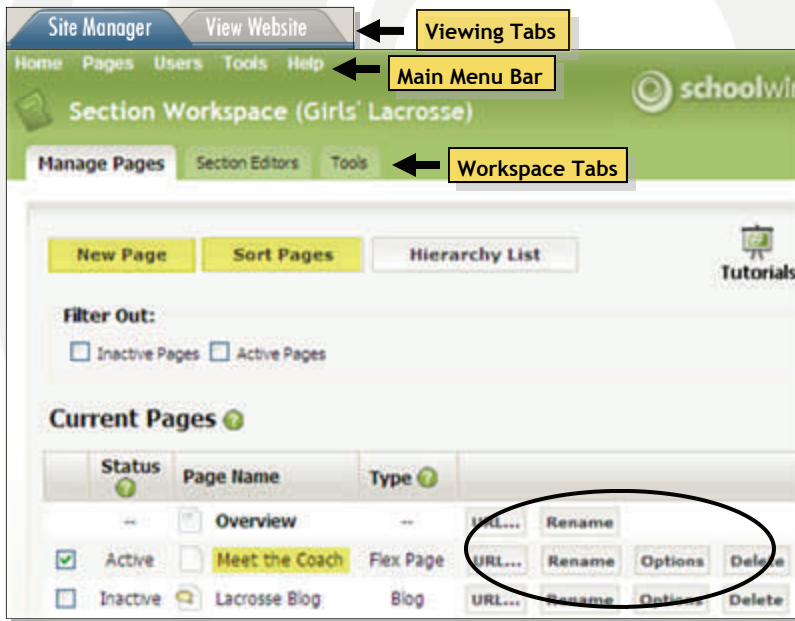
In order to edit your *section*, you must first be assigned Section Editor privileges. This is done by either your Site or Subsite Director.

To open **Site Manager** you must do two things:

1. Sign in to your site
2. Navigate to your *section* on the website



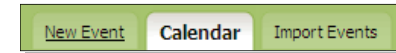
Once you have completed these two steps you will see the **Site Manager** button in the top-right corner. Click on the **Site Manager** button to open **Site Manager** in a new window. Now you are ready to add pages, edit content, and upload files!



- Use the Viewing Tabs to view your changes on the End-User site.
- Create new pages by clicking on the **New Page** button or selecting the **Pages** drop-down menu.
- Edit an existing page by clicking on the page name.
- Obtain the URL for any page by clicking on the **URL** button.
- Rename any page by clicking on the **Rename** button.
- Select the **Options** button to restrict viewing of a page to certain individuals.
- Delete any page by clicking on the **Delete** button.

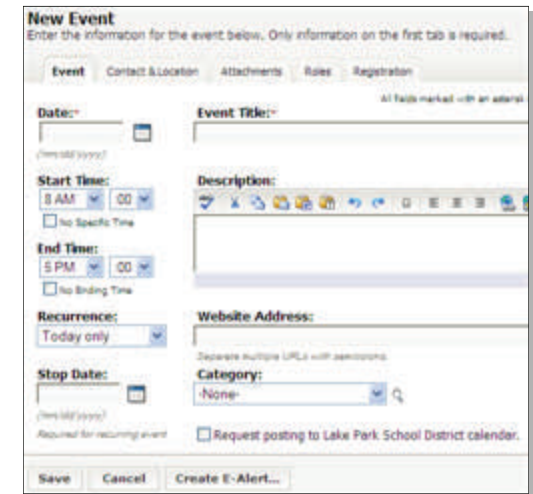
## The Calendar

The calendar is accessed in your list of pages. If you do not already have one, you can add it as a new page. You can only have one calendar per *section*.



Enter new events one of three ways:

1. Double click on the day to enter a quick event.
2. Click on the **New Event** tab to enter a detailed event.
3. Import several events at once by preparing a CSV file and clicking on the **Import Events** tab.



View event details by clicking on the event in the calendar view. You can assign categories, request that the event get posted on another calendar, or create event registration.

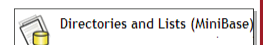
## Tools Menu



- Save documents and images in your *section's* own **Files & Folders**.
- Create folders within folders to keep items organized.
- Upload files individually with the **Upload** button or use the **Batch Upload** feature to upload more than five files at a time.

- Copy the URL for any file by clicking on the **URL** button.
- Rename any folder or document by clicking on the **Rename** button.
- Save documents and images automatically when inserting them from your computer or network by using one of the **Insert** wizards. These items will be saved in the root folder.

If your organization has purchased any **Premium Enhancement Modules**, they are accessed under the **Tools** menu.







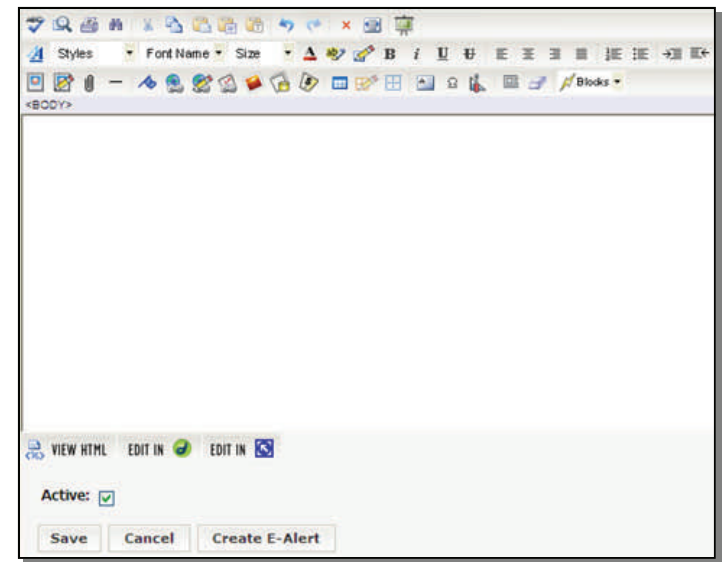
### The Editor

- When editing any *page* you will generally be working with a version of the *Schoolwires® Editor*. This is the window that you see here.
- Working with the **Editor** is very similar to working with a **Microsoft Word®** document. In fact, many of the icons may already be familiar to you.


**Insert text:** Place your cursor in the **Editor** and start typing.

#### Cut, Copy & Paste:

- You can cut, copy and paste text from other documents by using key strokes or the icons in the **Editor**: 
- If you are cutting and pasting material from a **Microsoft Word®** document, use *Paste with Word* to prevent difficulty with formatting in the future. 
- You can use the *Paste Text Only* button to remove all of the formatting from the source document. 
- You can also use simple *Paste*; this retains most formatting from the source document, but might not allow future formatting. 



#### Insert a link:

1. Type and highlight the text to which you would like to link.
2. Click on the *Insert Link* icon: 
3. Select one of the following options from the *Insert Link* wizard and follow the instructions:
  - a. Insert a link to another site, section, or page...
  - b. Insert a link to an email address...
  - c. Insert a link to a different website...
  - d. Insert a link to a bookmark\* on the same page... (Note: You need to insert a bookmark first before linking to it with the *Bookmark* icon.

**Link to a file:** To insert a link to a file click on the *Insert File Link* icon: 


**Send an E-Alert:** Notify subscribers when content changes on a *page*.

**Create E-Alert...**

Two actions are required to communicate using **E-Alerts**:

1. Registered users must subscribe to a homepage or *section* to receive a Content **E-Alert**.
2. An editor must create a Content **E-Alert** when a change is made to the homepage or *section*.

#### Insert an image:

1. Place your cursor where you would like the image to be.
2. Click on the *Insert Image* icon: 
3. Choose an image from:
  - Your computer
  - Your site (*Files & Folders*)
  - The Shared Library
  - OR the Clip Art Library (if available).
4. Browse for the image you would like to insert.
5. Choose the size of the image to be inserted (thumbnail, medium, large, or custom) if inserting from your computer. This can always be changed later.
6. Enter Alt. text for ADA compliance.
7. Adjust the height and width of the image, set alignment and border if desired.
8. Click on *Insert Image*.

#### Insert a video or sound clip:

1. Click on the *Toolbox* icon.
2. Choose *Rich-Media Objects*.

**Rich-Media Objects**  
Choose from a variety of Rich-Media Objects. Insert Flash Movies, Sounds and more.