

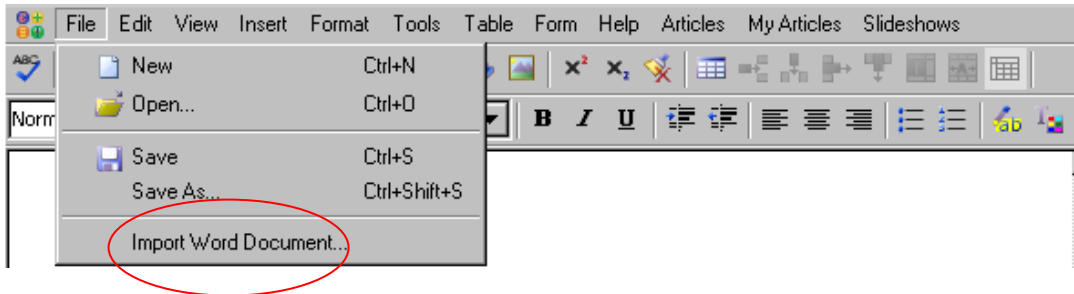
**#1A**

## Importing a Document from Word

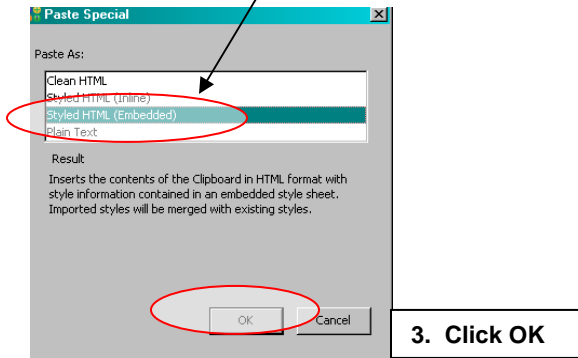
We recently moved to a new version of Edit Live, the editor you use in SOCS when creating articles. Two changes came with this move. We are positive you will appreciate both of them!

Prior to this change, you had to open Word outside of SOCS and copy the text and paste it into a SOCS article. You can now import a Word document directly from the SOCS toolbar.

### 1. Choose Import Word Document from the File drop-down menu.



### 2. Choose the third option, Styled HTML (Embedded) to retain the Word formatting



**#1B**

## UPLOAD PNG IMAGES

You can now upload PNG images in addition to JPEGs and GIFs. Both GIF and PNG images can have transparent, JPEG images cannot. Transparent images are useful when you are not certain of the page background color on which your image will be displayed, or you intend to display your image in front of a complex background rather than a single background color. PNG images can also have semitransparent areas that "blend" with what appears behind and in front of them; this is called "alpha channel" blending. However some web browsers (IE6 and older) do not support partial transparency.

## #2 DELETING MULTIPLE ARTICLES

Prior to this change you had to delete articles one at a time. Now you will be able to delete articles in batches of 10, 25, or more.

1. Search for the articles you want to delete. An Editor can only delete their articles.
  - a. Search by author name
  - b. Search by section name
2. Search results show number of articles found and will display results 10 per page.
3. You may change option to see more articles per page

Search Results

Your search found 59 matches. 1 – 10 are shown below. Results per page: 10

Next >> Add to News Update Delete Selected Finish

Results per page: 10  
Delete Selected 10 25 50 100

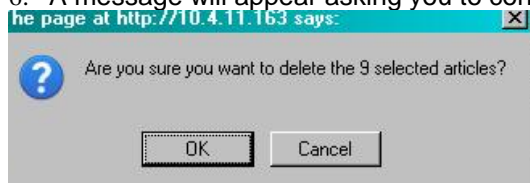
include in news update	Edit Art.	Edit Imgs	View Art.	Del Art.	Article Headline and ID	Section	Publish Date start	Publish Date end	Article Author writer	Article Author editor	Date Submitted
<input type="checkbox"/>				<input type="checkbox"/>	Calendar ID:4aa7b81ebba90	Elementary School/Faculty: Support, SOCS	Sep 09, 2009 12:00 AM	Sep 09, 2009 12:15 AM	SOCS Support	SOCS Support	Sep 09, 2009
<input type="checkbox"/>				<input type="checkbox"/>	Class Schedule Daily - 2 ID:4a8065fb8d298	PTO	Aug 10, 2009 12:00 AM	Aug 18, 2009 12:15 AM	SOCS Support	SOCS Support	Aug 10, 2009

4. You may delete one article at a time by checking the Del Art. box next to the article or you may check the Del. Art. box in the heading to check all boxes. You may also check all boxes and then click to uncheck an article you want to save.
5. Once you've selected the articles to be deleted, click on Delete Selected either at the top or the bottom of the page.

Your search found 59 matches. 1 – 10 are shown below. Results per page: 10

Next >> Add to News Update Delete Selected Finish

6. A message will appear asking you to confirm that you want to delete the selected articles.



**NOTE: Be very sure you want to delete the article. Once it's deleted, it's gone from your site.**

7. Some articles may not be eligible to be deleted because they are a featured article either on the front page of the site or in a section.

7 articles have been deleted.

The following articles couldn't be deleted because they're featured articles:

**Sally Brown**  
**High School Coursework**  
**Sports Parent Know-How**

You must go to Features on the Manager Menu and remove them as a feature and then go back and delete the article

### #3

## EMAIL NOTIFICATION WHEN ARTICLE RE-ASSIGNED

Prior to this change you could re-assign article but there was no email sent to notify the new editor that an article was assigned to them. This enhancement adds the email function that provides better communication between SOCS users.

### Re-assign an Article

If the article is not ready for publication, you can leave it assigned to the current author, or you can re-assign the article to another person. If you re-assign an article, the article will show as a pending article for the person to whom you re-assigned it. Unless you are a chief editor, you will lose access to the article until the person re-assigns it to you.

Assigned Editor

Leave assigned to Client Relations

Re-assign to: Relations, Client

An email notification is sent to the person the article is re-assigned to.  
Sample Message:

The article, [High School Activities and Clubs](#), located in the **Front Page|Southern Oaks High School>>Activities and Clubs** section originally authored by **Jodi Jones**, has been re-assigned to you.

### #4

## GALLERIES IN TEACHER PAGES --- WITH GRAPHIC DESIGN!!!

Prior to this change, **Galleries did not work in a Teacher Page**. You could put a Gallery on your Main Teacher Page or you could create a regular article with a gallery/s and link it to your Main Teacher Page. This method did not allow you to have a graphic design around your Teacher Page with galleries. **Good News – you can now create a Teacher Page with a Gallery and it will be framed by your chosen graphic design.** And the gallery (with more than one image) will function just like it does in other articles.

gallery teacher page

by Joyce Kloewer  
January 19, 2010

gallery teacher page  
Important Dates to Remember

On October 5<sup>th</sup> the third and 4<sup>th</sup> grade took a field trip to the City Zoo. If one picture is worth a thousand words and could quit here but let me give you a little more information. Then, share in our fun, and enjoy the pictures.

We left the school at 8:15 and headed to the city. The kids behaved wonderfully, in spite of their high level of excitement. Some of the kids who had been to the zoo before told stories of their visits and what they saw and that created even more excitement. There were lots of questions and lots of giggles.

After a long day the kids (and teachers and sponsors) crawled back onto the bus and headed home. Was the long trip and the long day worth it --- see for yourself!!!