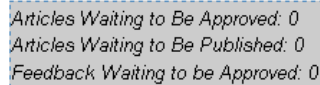


## Editor Guide

There are three ways to create, edit and delete an article within SOCS. They are **Central Services**, **SOCS Wiki's** and **Easy Edit**.

### Central Services

Select **Editor** from left-hand side navigation of the Central Services page. The **Editor Menu** will be in the center of the screen.



Articles Waiting to Be Approved: 0  
Articles Waiting to Be Published: 0  
Feedback Waiting to be Approved: 0

**Messages:** Above the **Editor Menu**, messages alert you if you have **Articles Waiting for Approval**, **Approved Articles Waiting for Publication**, or **Feedback Waiting to be Approved**.



**Create Article:** This allows you to create articles.


**View Pending Articles:** This allows you to view articles not yet published.

**Search Articles:** This feature allows you to search the database for articles to edit or delete.


**Feedback:** This gives you the ability to approve, reject and reply to feedback comments.

**Change Editor:** There are three different editors you may use to edit your article content.

**Note:** If you are unfamiliar with advanced tool bar options such as bookmarks, hyperlinks, or tables, individual Training Guides are available in the **HELP CENTER** for both the **Java Editor** and **JavaScript Editor**. These training guides explain each of the options on each of the toolbars.

-  **Java Editor** (Ephox EditLive!) – With EditLive, you must have Java installed on your computer


**Note:** You will need to keep up to date with the latest release of Java. You may need to talk with your technical department to update your java if you do not have administrator rights to your computer.

-  **JavaScript Editor** (tinyMCE) – The JavaScript editor does not require Java to be installed on your computer

**Note:** You will not need to keep up to date with the latest release of Java or talk with the technical department to update your java if you do not have administrator rights to your computer.

Because you do not need to have Java install you can also use this option for editing with mobile devices.

**Note:** If Java or JavaScript mode is on, you will see an advanced tool bar options.

-  **HTML Editor** – Use this option if you prefer to edit the HTML directly instead of using the other editors

The system defaults to **Java Mode**. You can create article content by changing to HTML mode but it is not necessary.

## Creating an Article in Central Services

To create an article, select **Create Article**.



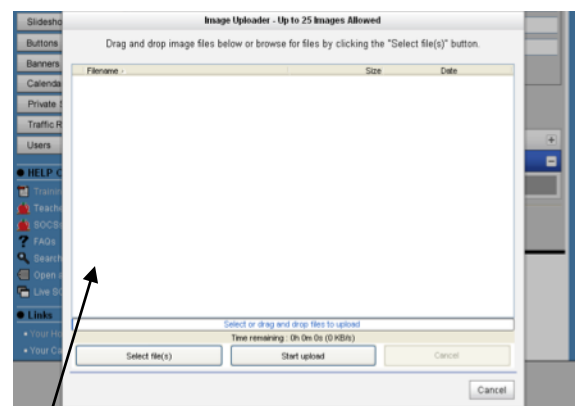
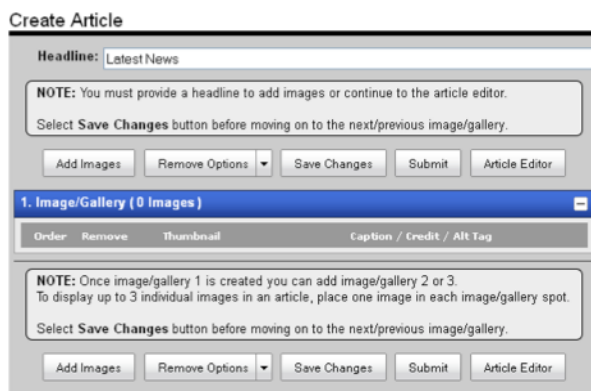
There are two steps to create an article: The first step is image uploading, and the second step is creating your article.

## Adding Images or Galleries

Within each article, you can upload one to three single images or one to three galleries that can contain up to 25 images in a JPEG, PNG or GIF format. An image gallery is a series of images that, when selected, will display as an automatic slide show. These images can include a caption, a credit and an alt tag (or alternate text so the visually impaired can understand an image using special browser technology).

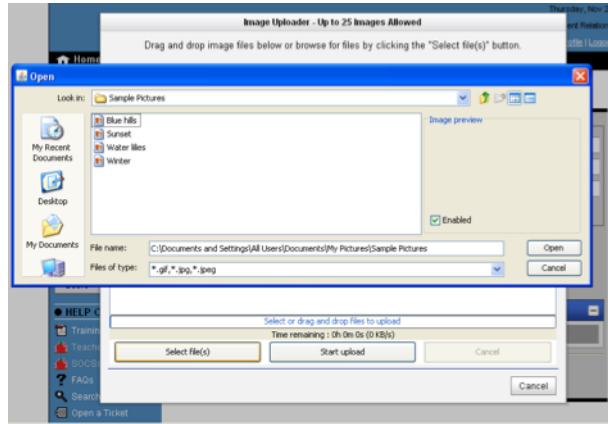
SOCS will automatically resize the images to 800 x 600 pixels and create thumbnails. The reader can select the thumbnail to view the full-sized image.

1. Add a headline to activate the **Add Images** and **Article Editor** options.

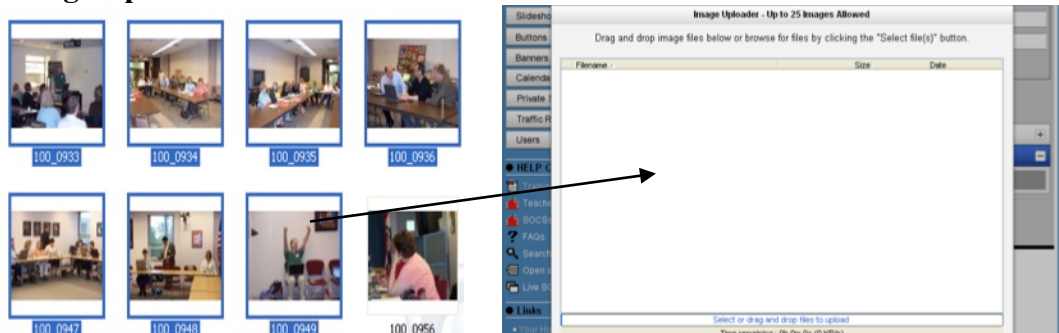


2. Select **Add Images**. The **Image Upload** applet will load.

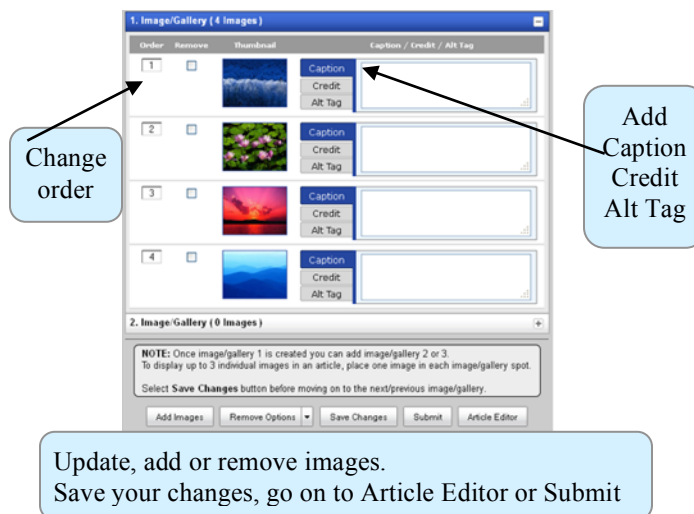
- Choose **Select file(s)** to locate your image (.jpg, .png or .gif).
  - Select the image file you want to add. You can **Ctrl/Click** to choose multiple images. Select **Open** to add the files to the **Image Uploader** screen.



- To drag and drop images**, open your image file in another window and select your files (**Ctrl/Click** to choose multiple images). Drag the image files into the **Image Uploader** screen.

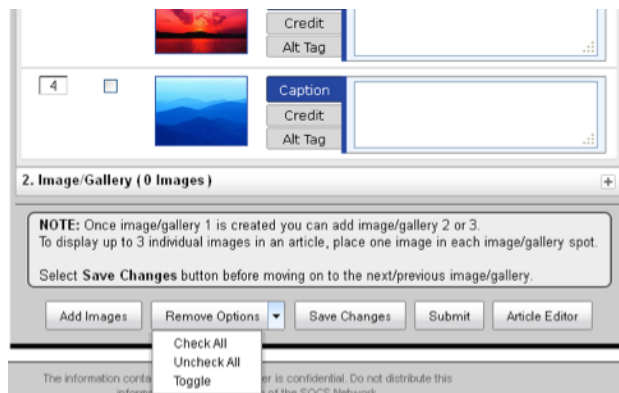


- Select **Start Upload** to upload images. At this point you can:

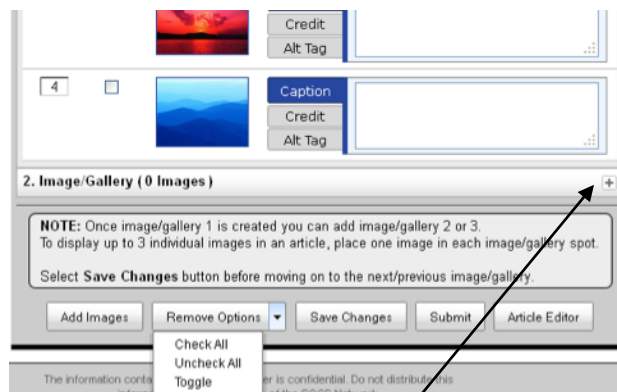


**Note:** There are two ways you can change the order of your images. You may use your mouse to drag and drop the images to their new location or use numbering.

5. Select **Save Changes** to apply changes. You can make further edits if necessary and **Save Changes** again.
6. **Remove Option** aids in editing your Gallery.
  - To activate the **Remove Options** button, select the drop-down arrow on the **Remove Options** button
    - i. To remove all pictures, select **Check All**, the **Remove Options** button will change to say **Check All**.
    - ii. Once the button states **Check All**, select the button to mark each of the images.
    - iii. Select **Update List** to remove all images.
    - iv. If you do not want to remove all images, select **Uncheck All**, the button will change to **Uncheck All**.
    - v. Select **Uncheck All** to uncheck all images.
    - vi. The toggle option lets you toggle back and forth between images checked to be removed and unchecked images.



- Check the images you want to remove, select **Toggle** and Gallery #1 is finished




### Adding Additional Images or Galleries

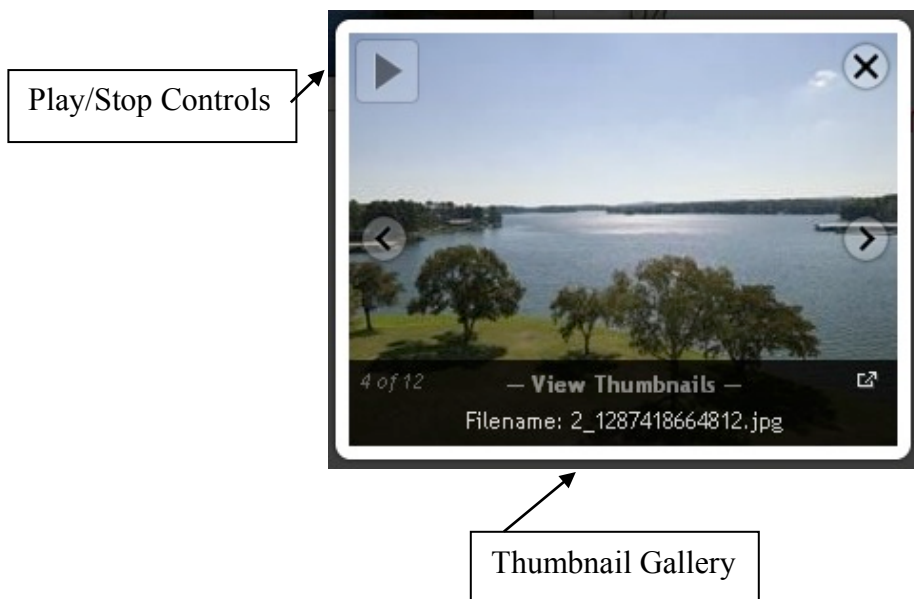
- To add an image or gallery #2 and #3, select the + sign on the Image Gallery line and complete the steps used for Gallery #1
- If you are not adding another Gallery, select the **Article Editor** option to complete the article

- You can edit the Galleries by searching for the article and selecting the **Edit Images** option just as you do for single images

7. Select **Article Editor** to add the content for your article.

### How will the Gallery appear in the article?

- The Gallery symbol  will appear in the corner of the image to indicate there is a Gallery, not a single image
- The Gallery will auto start. The Gallery will stop at the last image
- Select **View Thumbnails**
- Pictures can be copied from the Thumbnail Gallery



## Article Editor

This page allows you to create an article in Article Editor or to paste information from a word processor.

[Submit Article](#) [Preview Article](#) [Delete Article](#) [Edit Images](#)

**Article Editor**

Basic Article Information

**Headline:**

**Tagline:**

**Byline:**

**Author:**  ▼

Don't display the "breadcrumb" navigation for this article.

Don't display the headline for this article.

Your session will expire in **60** minutes. [Renew Session](#)

**Headline:** The headline will carry over from the previous screen.

**Tagline:** The tagline is optional. Anything typed in this field will appear in italics just under the headline as a sub-heading.

**Byline:** The byline is also optional.

**Author:** The author is also optional. For your convenience, your name is already filled in by default. If you are not the author, choose their name from the drop-down list. If you are the author, and you left your name as the default byline, your name will appear only once in the article.

**Display Breadcrumb:** Breadcrumbs provide links back to each previous page the user navigated through to get to the current page. Select the checkbox if you do not want to display the breadcrumbs for this article.

**Display Headline:** Select the checkbox if you do not want to display the headline for this article.

## Article Body

Underneath **Author** is the body of your article.

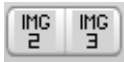
If you are unfamiliar with advanced tool bar options such as bookmarks, hyperlinks, or tables, individual Training Guides are available in the **HELP CENTER** for both the **Java Editor** and **JavaScript Editor**. These training guides explain each of the options on each of the toolbars.

### Important Notes:

Your session will expire in **60** minutes.

**Time Out:** The session time-out is set to 60 minutes. While actively typing your article, the session time-out will stay at 60 minutes. Once typing stops for an extended length of time (up to 45 seconds), the session time-out clock will begin to count down. At this time, you may select the **Renew Session** button to reset the time-out clock to 60 minutes. When the session time-out reaches 5 minutes, the bar will turn red and pulse. The clock will continue to count down and pulse at 1-minute intervals. When the clock reaches 0 the session will expire and any un-submitted content will be lost.

**Pop-ups:** Make sure pop-ups are enabled/allowed. Check your Internet browser including additional toolbars from search engines like Google or Yahoo toolbars. This will allow you to preview your article in a pop-up screen.



### Placing Image 2 and Image 3

To place the second and third images or galleries, place your cursor where you want each one to appear. To lock the image in place, select **IMG2** and **IMG3** in the right-hand corner of your tool bar.

**Note:** SOCS will automatically place your first image or gallery at the beginning of the article. You must complete this step or the images will not appear.

## Extra Settings

**Related Sites:** This area allows you to add related site links that will appear near the bottom of your article. These are optional. (Be sure to include the full syntax [<http://www.sitename.extension>] for the url.)

**Note:** The reader will see a message stating that external pages are not endorsed by your website, and the link will open in a new browser window.

**Feedback:** By default, SOCS is not set to receive feedback on any article. If you want feedback for an article, check the box. If you elect to receive feedback, the **Feedback Title** is optional; if you leave this blank, the article headline will appear as the feedback title.

Feedback may be sent directly to the Editor for review or set to be reviewed by individuals with Feedback access.

## Publish Dates

**Publish Dates** control when the article appears and when it moves to archives. Articles can be published the same date they are created by changing the **Begin Date** to today's date, or you can set the publication date in the future. If you want an article to remain on your site indefinitely, set the end date to **Does Not End**. Otherwise, choose a reasonable publish end date so information on your site is current.

Check the box next to **Don't display the publish date for this article**, if you have articles you wish to have on your site for an extended period of time.

## Publish Settings

**Priority:** The priority number controls the order in which articles appear within sections. The lowest priority number of an article will appear first in the section (a 10 will appear before a 100). If the priorities are the same, the newest article appears first. If articles have the same start date, they appear alphabetically. By default, the priority is 100. To allow space for new articles, use multiples of 5, 10 or 100 (your preference) when assigning priorities.

**Approval:** Regardless of the publish dates (today's date or a date in the future), an article will not appear on your site unless the **Approved** box is checked. Leave this box unchecked if you wish to save an article for completion later.

**Section:** An Editor determines the section in which an article appears. Chief Editors and Editors can choose from any section in the SOCS system. Section Editors are limited to their assigned sections.

**Images to Publish:** You can prevent an image from displaying if you uncheck the corresponding checkbox.

## Submit Article

The **Submit Article** button will save and submit your article to the SOCS system. **If you do not submit your article, you will lose your work.** You must submit your article each time you make a change.

## Preview Article

The **Preview Article** button allows you to see how your article will appear when it is live on the site.

**Note:** This is a pop-up window. If pop-ups are blocked, the preview will not appear. Do not turn off the pop-up blocker at this point or you may lose your article. Instead, submit/save your article and then go to your Internet browser and turn off the pop-up blocker. Go to **View Pending Articles** and open the article to continue.

After previewing, close the Preview window and make necessary corrections.

- Always preview your article and correct any problems before submitting it.
- The preview includes a spell checker, which highlights possible spelling errors in yellow.

- You can test your hyperlinks in preview to ensure they work.

## Delete Article

The **Delete Article** button will completely remove your article from the SOCS system. Any article that is deleted cannot be retrieved.

## Edit Images

The **Edit Images** button will take you to the Create Article Image/Gallery Screen to add images to your article.

## Creating an Article in SOCS Wiki and Easy Edit

**SOCS Wiki's** and **Easy Edit** both allow you to create, edit content, edit images and delete articles from the public view of your SOCS Site. Both options are a quick way to make simple changes to existing articles and reduce the number of steps required to quickly get your message out to readers.

With **SOCS Wiki's** you can edit article content without leaving the public view.

With **Easy Edit** you edit article content without leaving the public view, but still have full access to the article settings you would have within the Central Services page.

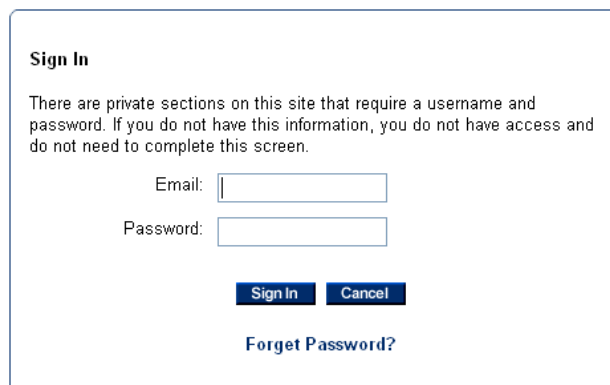
## Login

The **Login** can be found below the **Sign Up for the News Update**.



Sign up for the News Update.  
(enter email address)    
[privacy policy](#) [more info](#)  
[Login](#)

Use your Central Services username and password to login.



**Sign In**

There are private sections on this site that require a username and password. If you do not have this information, you do not have access and do not need to complete this screen.

Email:

Password:

[Forget Password?](#)

Once you are logged in, browse the site to find your article you wish to edit or delete, or the section in which you wish to create a new article.

## Edit Article and Delete Article

You will find **SOCS Wiki**, **Easy Edit**, **Edit Images** and **Delete** icons in the right-hand corner of articles and staff page articles.

[HOME](#) > [DISTRICT](#) > [SCHOOL BOARD](#) >

 email article  print article

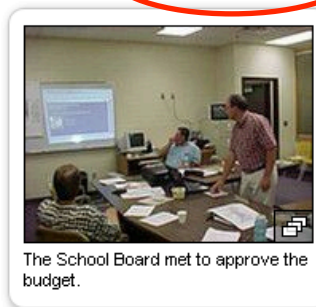


### Board Approves Funding

[THE SOCS WEBSITE](#)

The SOCS Academy Board of Education held a public hearing and met in regular session last Monday. A public hearing was held to take public input on exceeding the basic allowable growth rate and accessing the applicable allowable growth rate plus 1%. No one from the public was present to provide testimony.

During the regular meeting, the board approved the applicable allowable growth rate and reviewed the budget for 2007-08. Member Steve Lane expressed concern that security was being cut in the budget proposal for school events. He suggested that line item be returned to the budget. Other members agreed on the restoration of that item to the proposed budget.



### Editing with SOCS Wiki:

- You will be taken directly to the **Article Editor** for this article
- You will be able to modify the Headline, Tagline, Byline and all article content
- When selecting **Submit**, you will return to the public view of your article

[HOME](#) > [ELEMENTARY SCHOOL](#) > [FOR PARENTS](#) >

Headline:

Tagline:

Byline:

Your session will expire in **60** minutes.



### Editing with Easy Edit:

- You will be taken directly to the **Article Editor** for this article
- You will be able to modify all article content as well as article settings as you could within Central Services
- When selecting **Submit**, you will return to the public view of your article

[Editor](#) > Article Editor

### Article Editor

**Basic Article Information**

Headline:

Tagline:

Byline:

Author:

Don't display the "breadcrumb" navigation for this article.  
 Don't display the headline for this article.

Your session will expire in **60** minutes.

Selected editor for this article:

---

Articles   My Articles

File Edit View Insert Format Tools Table Form Slideshows Videos

Normal Paragraph   Arial, Helvetica, Verdan...   80%   **B**   *I*   U     

**Do you want to be involved with your child at school but don't think you have the time? Here are some timely tips to help you get involve with only 30 minutes.**

**Got 5 minutes?**

- \* Introduce yourself. Indicate the best way to give you information (phone, e-mail, notes, etc.)
- \* Write a note or e-mail to the teacher just to check in and see how your child is doing.
- \* Call the teacher. Remember to let teachers know about out of school factors that may be affecting your child.



### Edit Images:

- You will be taken directly to the **Create Article** for this article
- You will be able to modify all images/Galleries for this article. You may also choose to continue on to the Article Editor
- When selecting **Submit**, you will return to the public view of your article



### Delete:

A window will appear prompting, “**Are you are sure you want to delete this article?**”  
 Selecting **Yes** will delete the article and return you to the main page of your site.

## **Create Article**

You will find the **Create** icon in the right-hand corner of the sections you have access to. **Create Article** is also available on your **SOCS Blog**.

**Note:** The **Create Article** icon will only be displayed on section pages with multiple articles. The **Create Article** icon will not be available when a single article or alphabetized index is displaying in a section.

### **Create:**

- You will be taken directly to **Add Images** for this article.
- You will be able to modify all article information as you could within Central Services.
- When selecting **Submit**, you will return to the public view of your article.

#### **ELEMENTARY SCHOOL**



##### **Test of new website**


by Musil Stacey | April 30, 2010

This is a test by John Watkins [read more](#)

##### **Elsberry video wins 1st place**

*at the Digital Media Festival*

September 21, 2007

UMSL recently held their 6th Annual Digital Media Festival Awards on Saturday, May 12, 2007. First graders in Mrs. Cleveland's class entered the contest with a music video. The video featured the . . . [read more](#) 









## View Pending Articles

This allows you to view articles not yet published including:

- articles submitted by correspondents that need to be reviewed and approved
- articles you have written but not yet approved
- articles you have approved but the publish start date has not yet occurred

To view and/or edit an article, select the **View Pending Articles** button.

View Pending Articles

Edit Article	Edit Images	View Article	Delete Article	Status	Headline	Author	Submitted on
				Pending	Training Guides	SOCS Support	Feb 03, 2011
				Pending	Create Article	SOCS Support	Feb 03, 2011

Finish

From the **View Pending Articles** screen you can edit the article, edit images, view the article (allows you to view article and gives you access to edit and article delete), or delete the article. When your changes are complete, you can continue the process to publish the article.

**Publish Dates**

Select beginning and ending dates.

**Begin Date:** February 04 2011  
at 12 00 AM

**Does Not End:**  The article will always remain live.

**Ends On:**  March 09 2011  
at 12 00 AM

Don't display the publish date for this article.

**Publish Settings**


**Priority:** 100

**Approval:**  Approved

**Section:** Alumni

**Images to Publish:**  Image #1  Image #2  Image #3

When viewing pending articles, you may choose to change your Editor to one of the three options available: Java, JavaScript or HTML.



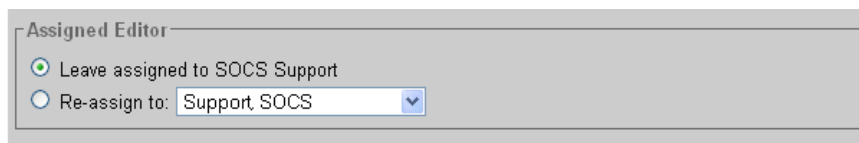
Your session will expire in **60** minutes.

Selected editor for this article:

**Note:** In order to not lose changes to your article content, you will need to change the Editor before making edits to your content.

## 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 SOCS Support

Re-assign to:

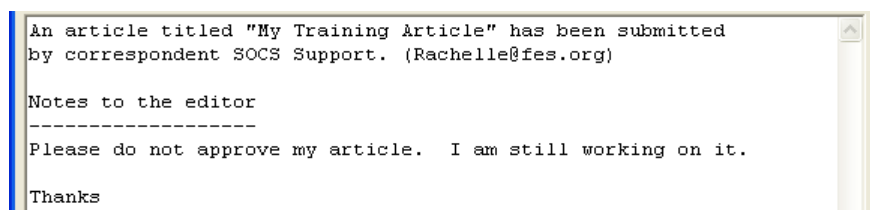
In addition, an email notification is sent to the person the article is re-assigned to.

Here is an example of an email 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.

## E-mail Notification

You will receive an e-mail notification when a Correspondent submits an article for approval. The e-mail will include any notes from the Correspondent.



```
An article titled "My Training Article" has been submitted
by correspondent SOCS Support. (Rachelle@fes.org)

Notes to the editor
-----
Please do not approve my article. I am still working on it.

Thanks
```

## Search Articles

The **Search Articles** feature allows you to search the database for articles to edit or delete. If you have access privileges, it also allows you to select articles to include in a **News Update** for e-mail subscribers.

### Search for Articles



The screenshot shows the 'Search Articles' interface with the 'Keywords' tab selected. The search criteria are as follows:

- Keywords:** A text input field with a 'Search' button.
- Article(s):** A dropdown menu set to '- Any editor -'.
- Author(s):** A dropdown menu set to '- Any section -'.
- Status:** Radio buttons for 'Approved' (selected), 'Not Approved', and 'All'.
- Search Range:** Checkboxes for 'Start' and 'End'. The 'Start' range is set to 'February 14 2011 or Later'. The 'End' range is set to 'February 14 2011 or Earlier (or None)'.

- Search by keywords in any article
- Search by **Author** by entering a specific Editor or Correspondent or **Any Editor** or **Any Correspondent**
- Search by a specific **Section**
- Select **Approved** to search for approved articles; select **Not Approved** to search for articles that are not approved; select **All** to search all articles
- Select a **Start** and **End** date for the search (optional)
- Select **Search** to begin the search

To search for an article using the SOCS article ID, select the **Article ID** tab at the top of the **Search Articles** screen and enter the specific article ID and select **Find Article**. (When viewing an article, the article ID is the string of numbers at the end of the URL (i.e. 443585eo198of)



The screenshot shows the 'Search Articles' interface with the 'Article ID' tab selected. The search criteria are as follows:

- Article ID:** A text input field with a 'Find Article' button.

### Deleting Multiple Articles

1. Search for the articles you want to delete.  
**Note:** A Chief Editor can delete all articles. An Editor or Section Editor may only delete their articles or articles assigned to them.
  - a. Search by author name
  - b. Search by section name
2. Search results show number of articles found and will display 10 results per page.

- You may change options to see more articles per page.

**Search Results**

Your search found **67** matches. **1 – 10** are shown below. Results per page: **10**

Next >> Add to News Update Delete Selected Finish

**N** Featured in News Update  
**A** Approved article

include in news update	Edit Art.	Edit Imgs	View Art.	Dit Art.	Article Headline and ID	Section	Publish Date		Article Author		Date Submitted
							start	end	writer	editor	
<input type="checkbox"/>				<input type="checkbox"/>	Family Reading Night ID:4293600b6f4ca	Elementary School Special Events	Feb 14, 2011 12:00 AM	None	SOCS Support	SOCS Support	May 24, 2005
<input type="checkbox"/>				<input type="checkbox"/>	Pine Valley Elementary Receives \$150,000 Technology Grant ID:429253b794acb	Elementary School Special Events	Feb 14, 2011 12:00 AM	None	SOCS Support	SOCS Support	May 23, 2005

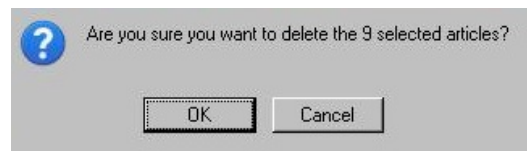
- You may delete one article at a time by checking the **Del Art.** box next to the article or you may check the **Del. Art.** box in the heading to check all boxes. You may also check all boxes and then click to uncheck an article you want to save.
- Once you've selected the articles to be deleted,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

### Search Results

Your search found **65** matches. **1 – 10** are shown below. Results per page: **10**

Next >> Add to News Update Delete Selected Finish

- 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.

- 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.

The following article couldn't be deleted because it's a featured article:

**Pine Valley Elementary Receives \$150,000 Technology Grant**

You need to have **Features** access to remove article as a feature and then go back and delete the article.