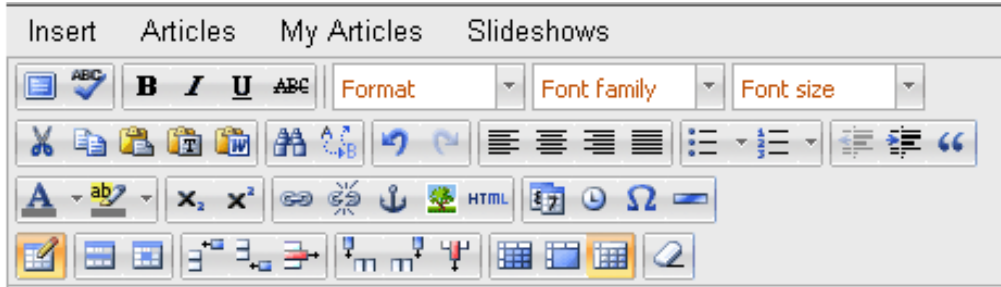


Javascript Editor

Tool Bar and Buttons

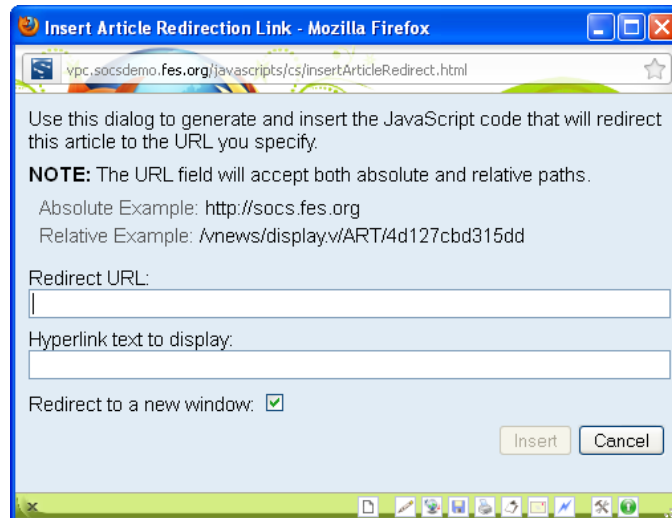


Insert

Article Redirect

Use the **Article Redirect** icon when you want a Section to redirect to another Website or web page within your site. The Article Redirect needs to be first in your article. You may want to have a hyperlink to the Website or web page within your article as reference.

Note: The article containing redirect to another Website or web page should be the only article within the Section otherwise the redirect will not happen.

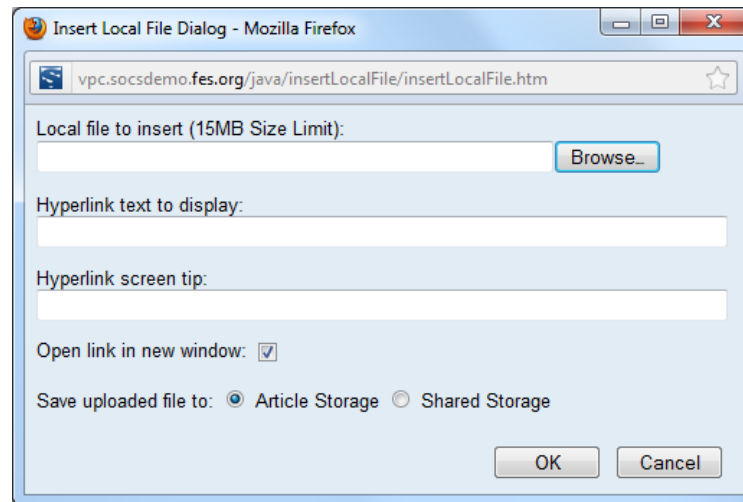


Local File

Use **Insert, Local File** to transfer a file from your machine to the SOCS server and create a hyperlink to it. You will not be able to edit the hyperlinked file. Any changes must be made to the original document and the new file then reinserted.

Position the cursor in your document where you want the hyperlink to display. From the **Insert** menu option, select: **Local File**

Note: Most file types will upload to our servers, but you should use files types that your public will be able to view. For example, PDF files tend to be more universally accessible than Microsoft Word files.



- **Local file to insert:** This field is required and populates with the name of the file you select using the **Browse**.
- **Hyperlink text to display:** Enter the text/name of the hyperlink to display in the article.

Note: if you insert a local file and fail to fill in the **Hyperlink text to display** field, the file will upload and the default text in you document will appear as “Default Hyperlink Text”.

- **Hyperlink screen tip (optional):** Include text to appear when you hover over the hyperlink text. Example: Click to View
- **Open link in new window:** Select the check box if you wish the hyperlink to open in a new browser window.

Note: Some browsers/operating systems will automatically open documents/files in a new window.

Definitions for file and image storage:

- **Article Storage:** The document/image will be stored with your article. Only editors of your article will be able to upload a new file/image (with the same filename) to overwrite this document/image. The document/image will also be deleted when your article is deleted.
- **Share Storage:** The document/image will be stored within the shared folder. Other editors may link to this document/image within other articles. If editors upload a new file/image (with the same filename) your file will be overwritten. This document/image will remain in SOCS when your article is deleted.

When should I use Article Storage or Shared Storage?

You have two files for Student Handbooks. Each file is named the same (StudentHandbook.pdf) but contain different content. One handbook will be used at the Middle School and High School. The other file will be used only at the Elementary School. You want 3 articles under the respective school sections.

You may use Shared Storage for the Student Handbook used at the Middle School and High School. If there are changes to the handbook in the future, you would only need to upload the new file once. You may also use Article Storage to prevent another editor overwriting your file/image. Changes to the file will then need to be uploaded to each article.

You may use Article Storage for the handbook at the Elementary School.

Select **OK** to create the link.

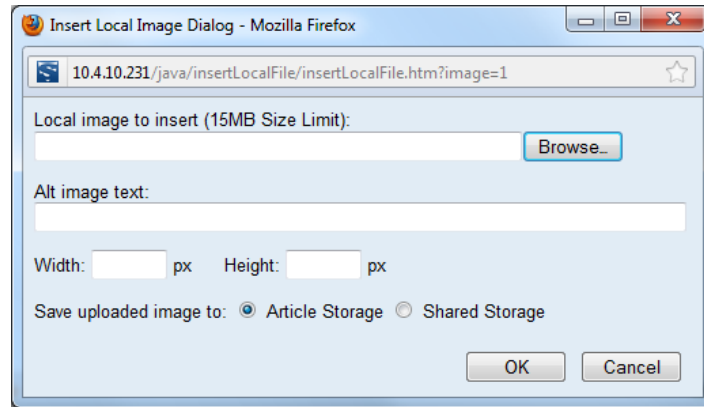
Note: If the file upload fails, the hyperlink **WILL NOT** appear, and the dialog box will inform you of the problem and possible reasons for the failure.

Files 15MG or less can be uploaded using the **Insert Local File** feature. If your file is larger than 15MG, you will need to FTP the file to the SOCS servers.

Local Image

Use the **Insert, Local Image** icon to insert a picture or image into your article.. Position the cursor where you want the image to appear and select **Local Image**. Browse to find your file. You may add an **Alt image text** and set the **Width** and **Height** for your image.

Note: It is best to always resize your images before inserting them into your article, as the image resizing may distort your original image.



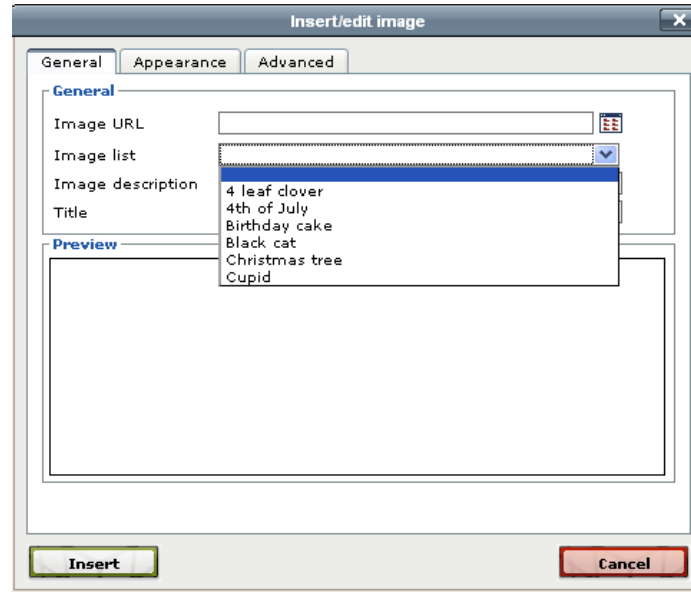
There are two options for saving your uploaded image:

- **Article Storage:** The document/image will be stored with your article. Only editors of your article will be able to upload a new file/image (with the same filename) to overwrite this document/image. The document/image will also be deleted when your article is deleted.
- **Share Storage:** The document/image will be stored within the shared folder. Other editors may link to this document/image within other articles. If editors upload a new file/image (with the same filename) your file will be overwritten. This document/image will remain in SOCS when your article is deleted.



Use the **Insert/edit image** icon to select an image from the SOCS Image Library.

Select the drop down on the **Image List** to select a preloaded image. You will see the image you selected in the **Preview** area.



Select the **Insert** button to add the image to your article.

Other options on **General** tab:

- **Image URL:**
Select the **browse icon** to receive a listing of all images uploaded to your SOCS site. You may choose to insert one of these images into your articles.

If you would like to upload a new image, select the **Upload** tab.

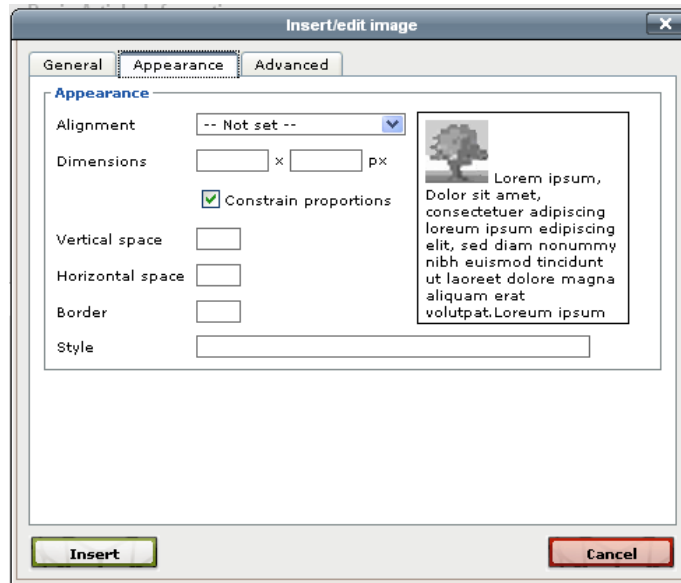
To upload:

- Select **Browse** to find your local file.
- Select **Upload** to load your local file to the SOCS Servers.
- Select the **Browse** tab to locate your file.
 - Select your file by clicking on the image
- Select the **Insert** button to add the image to your article.

Note: Use **Search**, **View as Thumbnails** or details to assist you in finding your image. You may also select any of the headings (File Name to Date Modified) to sort the image list.

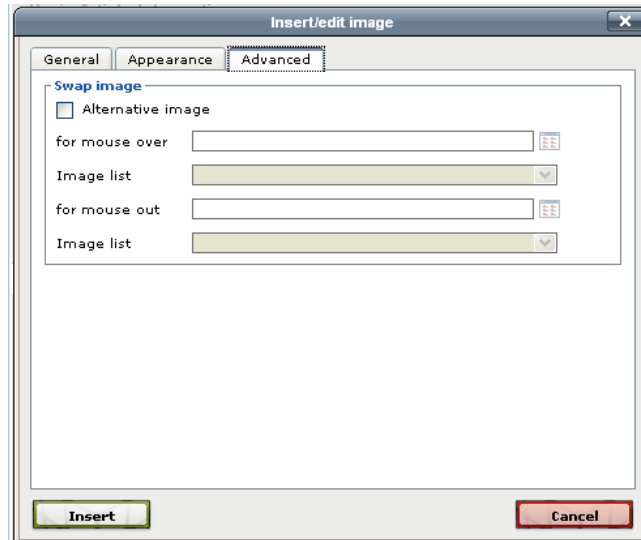
- **Image description** and **Title** will not display within your article, but will be in the HTML code as without it the image may not be accessible to some users with disabilities, or to those using a text browser, or browsing the Web with images turned off.

The **Insert/edit image Appearance** tab will help you set properties of the image.



- **Alignment:** How the text appears around the image when you are in the article.
 - **Dimensions** will change the size (height/width) of the image.
 - **Constrain proportions:** Aspect ratio of the image (if you change the height, the width will automatically change when you tab to the field).
 - **Vertical space:** The space around your image (top/bottom).
 - **Horizontal space:** The space around your image (left/right).
 - **Border** thickness around the image.
- Note:** The image and text preview will adjust as you make changes to the above fields.
- **Style** prefills based on the appearance information from above (HTML CSS code).

The **Insert/edit image Advanced Tab** will allow you to use hover/roll over an image to see a different or multiple images.



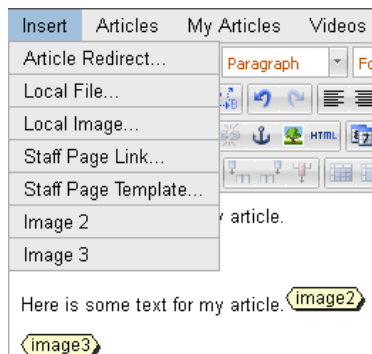
- By selecting the **Alternative image** box you will be able to select an image.
- **for mouse over:** Browse to find an image. Viewers of your article will see this image when hovering over the original image you selected on the **General** tab.
- **for mouse out:** Browse to find an image. Viewers of your article will see this image when hovering over the **for mouse over** image.
- **Image List:** You may also use an image from the clip art folder when selecting a mouse over or mouse out.

Staff Page Link and Staff Page Template

If you have access to Staff Pages, please refer to the Training Guides section on Central Services and print out the Staff Pages Training Guide.

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 **Insert, Image 2** or/and **Image 3** from the toolbar.



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.

Articles and My Articles

Use the **Articles** or **My Articles** option on the tool bar to automatically link to another SOCS article (expired and active). The **Articles** tab will display the most recent articles regardless of who wrote them. The **My Articles** tab will display only articles that you (the person logged in) wrote. It will also display the most recent articles.

If the article you link to is a live article (its publish end date is in the future or set to never expire), the article will be accessible both in your article and the section where it is located. To have the linked article available only through the link in your main article, the publish end date for the linked article must be in the past (referred to as an expired article).

- Position your cursor in your document where you want the SOCS article link to appear.
- Select either **Articles** or **My Articles** and select the article to which you want to link. The link will appear in your document.

Slideshows

To insert an existing slide show into your article, place your cursor where you want the slide show to appear. Choose **Slide Show** from the tool bar and select the desired slide show.



Toggle fullscreen mode

Use **Toggle fullscreen mode** to view the article content in the full size of your browser providing you a larger working area to easily add/edit your article content.

After launching the **Toggle fullscreen mode**, select the button again to return to the original article editor view.



Edit HTML Source

Use **HTML View** to see the HTML source for the article and add HTML code within a separate, resizable window.

After launching the **HTML View**, enter in your HTML code.

When you want to return to the original article editor view select **Update**.



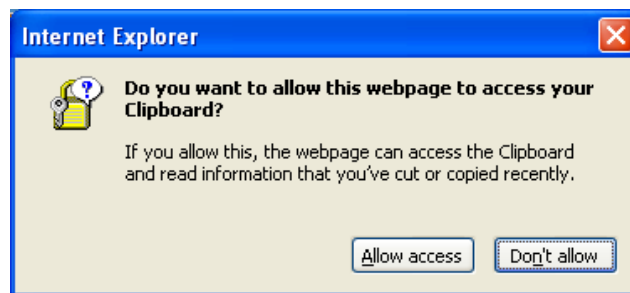
Cut, Copy, Paste, Paste as Plain Text, and Paste from Word

Note: Cut, Copy, Paste and Paste as Plain Text icons are available in Internet Explorer (versions 7 and 8). These options are on the toolbar, but are not available in

Mozilla and Firefox browsers. Mozilla and Firefox Users: You may use the following keyboard shortcuts:

	Windows	Mac
Cut:	Ctrl + X	
Copy:	Ctrl + C	
Paste:	Ctrl + V	

The first time you select cut, copy, paste or paste as plain text, you will receive the following message regarding access to your clipboard. Select **Allow access**.



If you select **Don't allow**, you will not have access to cut, copy, paste or paste as plain text during the editing of your article.

The **Cut** icon enables you to remove or “cut” information from a document. To cut information, simply highlight the desired text and select the “cut” icon. The selected text will immediately be removed from the article and saved to the clipboard.

Use the **Copy** icon to copy information within a document. Highlight the information to be copied and select the **Copy** icon. The information will be saved to the clipboard and can then be pasted in a different location within the same document or in different document. See Paste below.

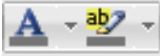
Use the **Paste** icon to insert or paste information cut from a document into a different position or document. Put the cursor where you want to place the information cut from your document. Select **Paste**, and the information previously cut will appear.

The **Paste as Plain Text** icon option will strip out any style information or HTML formatting from the content, leaving only the text.

The **Paste from Word** option will paste copied content into the editor with no additional style information. This means style information such as text color will be removed, while standard HTML formatting such as bold or italic will be preserved.

“ **Blockquote**

Use **Blockquote** to align the text within your article. Highlight an area of text and select the Blockquote icon from the toolbar.



Select text color and Highlight Color

Use **Highlight Color** to highlight a selection of text. Select the down arrow to display a list of default colors. Select any color from this list to then apply this color to selected text or to begin writing text in this color.

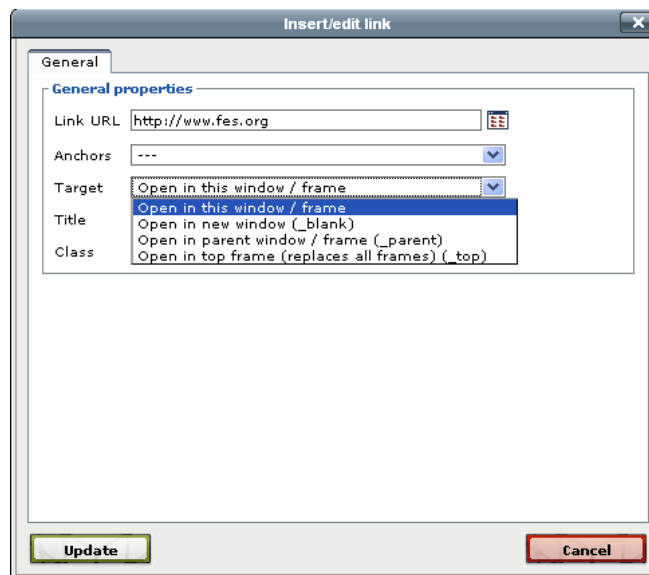
Use **Select text color** to change the font color. Select the down arrow to display a list of default colors. Select any color from this list to then apply this color to selected text or to begin writing text in this color.



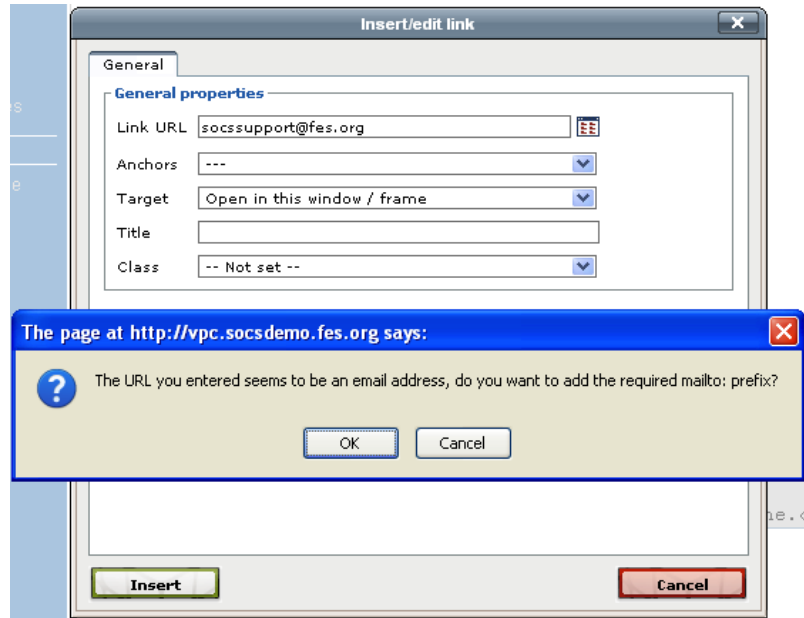
Insert/edit link (Hyperlink), Unlink (unlink Hyperlink), and Insert/edit anchor

Use **Insert/edit link (Hyperlink)** icon to create a link to an existing file or Web page, email address or places in document.

- Highlight the text you wish to create a hyperlink.
- Type the address of the Web site in the Link URL.
- You may choose to have the link open in the same **Window/Frame, New Window, Parent Frame** or **Top Frame**. This is done in the target frame drop-down box.



To create a link to an email address, enter the email address in the **Link URL**. You will receive a message window verifying your URL is an email address and will ask you to add the required **mailto: prefix**. You can also add “mailto:” in front of the address.



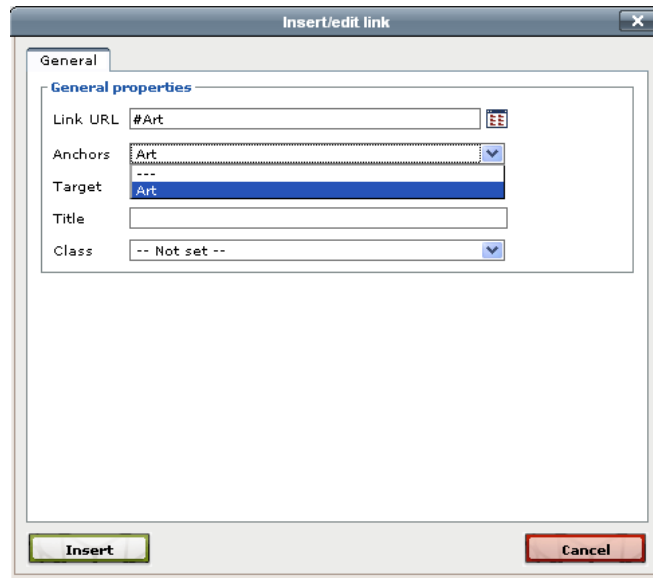
Note: Internet 7 and 8 will automatically create the Email link when you type the email address.

To **Unlink** (unlink Hyperlink), highlight the link within your article and select the icon.

Use the **Insert/edit anchor** icon to link between two sections of text in the same article. To create an anchor, you first need to set the anchor location. To do this, use the anchor button on the toolbar in the editor. For example, if you want a link between two sections about “Art”, highlight the word “Art” in the bottom link, and then choose the anchor icon on the toolbar. Enter the **Anchor name:** (probably “Art”).



Next, go back to the top link about “Art”, and use the **Insert/edit link** (Hyperlink) icon to create the link. Select the **Anchors** drop down. A list of all the anchors created in the article will be listed. Highlight the one you want (in this case “Art”) and select **Insert**. The two “Art” sections will now be linked.



Insert custom character and Horizontal rule

Use the **Insert custom character** link to insert a symbol into an article. With the cursor marking the place for the symbol to appear, select the symbol icon to see a table showing the various symbols available

Select **Insert Horizontal Rule** to insert a horizontal line in your document. Each time you select the icon, another horizontal line is added. These lines can be used to separate text sections. You can type above or below the horizontal line.



Inserts a new table

Select the **Inserts a new table** icon to insert or modify a table within your article. The insert table screen is where you can specify the number of rows and columns for your table. You can also specify other options on the **Advanced Tab**.

The screenshot shows a dialog box titled "Insert/Modify table" with a close button (X) in the top right corner. It has two tabs: "General" and "Advanced". The "Advanced" tab is selected. Under the "Advanced" tab, there is a section titled "General properties" containing the following fields:

Columns	<input type="text" value="2"/>	Rows	<input type="text" value="2"/>
Cellpadding	<input type="text"/>	Cellspacing	<input type="text"/>
Alignment	<input type="text" value="-- Not set --"/>	Border	<input type="text" value="0"/>
Width	<input type="text" value="100%"/>	Height	<input type="text"/>
Class	<input type="text" value="-- Not set --"/>		
Table caption	<input type="checkbox"/>		

At the bottom of the dialog, there are two buttons: "Insert" (highlighted with a green border) and "Cancel" (highlighted with a red border).

General Tab

Columns and Rows: Enter the number of rows and columns required.

Cellpadding: Cell padding affects the size of your cell and the amount of white space surrounding your text.

Cellspacing: Cell spacing affects the spacing between each individual cell.

Alignment: Select how you want your table placed in the article.

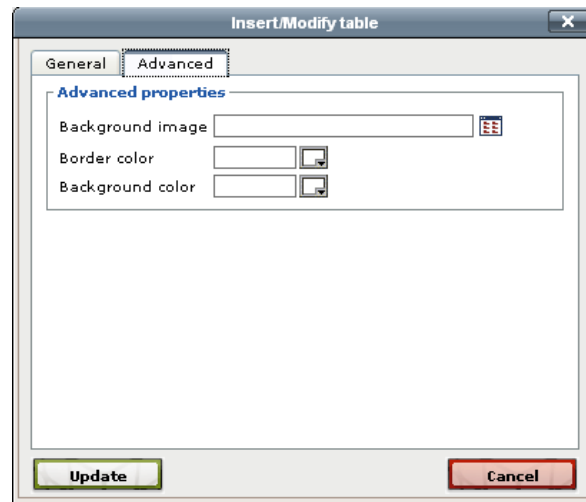
Border: Adjust the size (thickness) of the border lines in your table.

Width: When the width is set at 100% the table will fill the entire width of the area. Change the width percentage if you want a narrower table.

Height: The overall height of the table.

Class: The ability to add cascading style sheets (CSS) information within your table.

Table caption: Check the **Table caption** box if you would like to have a place above the table to put a caption/heading.



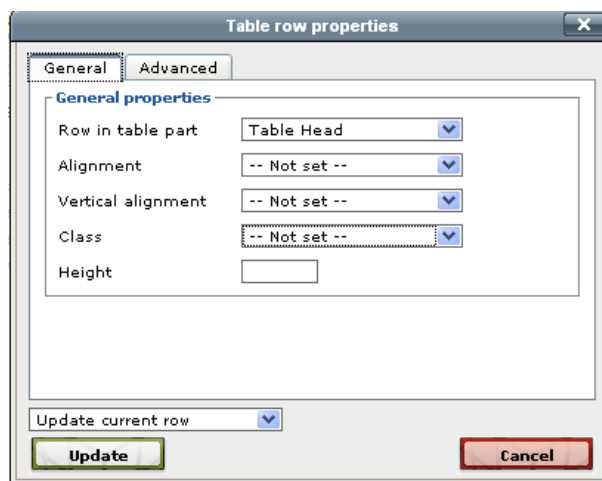
Advanced Tab

Background image: Choose a background image for the entire table if desired. Depending on the size of the image, it may repeat within your table.

Border color and Background color: Choose a background color and/or border color for the entire table if desired.



Table row properties



General Tab

Row in table part:

Table Head automatically bolds and centers text.

Table Body is regular text.

Alignment: Select the placement of your text in the cell (left/right).

Vertical alignment: Select the placement of the text within the cell (top/bottom).

Class: The ability to add cascading style sheets (css) information within your table.

Height: The overall height of the table row.

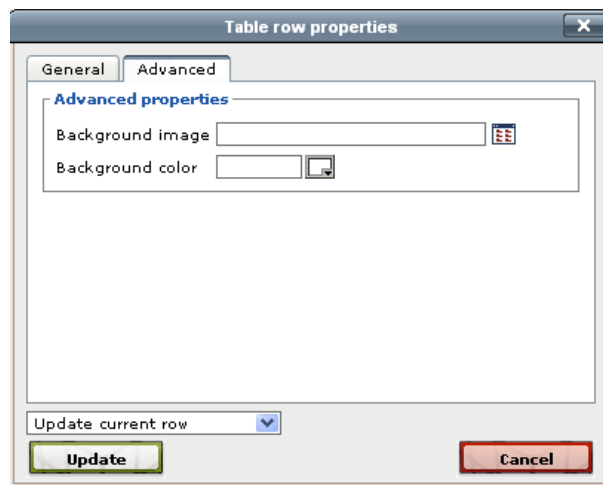
Select what rows within your table you would like to apply your settings/changes to by selection one of the options:

Update current row

Update odd rows in table

Update even rows in table

Update all rows in table



Advanced Tab

Background image: Choose a background image for the row if desired. Depending on the size of the image, it may repeat within your table.

Background color: Choose a background color and/or border color for the row if desired.

Select what rows within your table you would like to apply your settings/changes to by selection one of the options:

Update current row

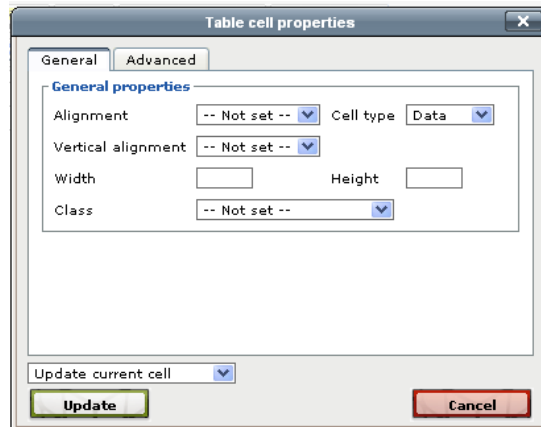
Update odd rows in table

Update even rows in table

Update all rows in table



Table cell properties



General Tab

Alignment: Select the placement of your text in the cell (left/right).

Cell Type:

Data is regular text.

Header automatically bolds and centers text.

Vertical alignment: Select the placement of the text within the cell (top/bottom).

Width: The width is set at a percentage of your entire table. Change the width percentage if you want a smaller or bigger cell.

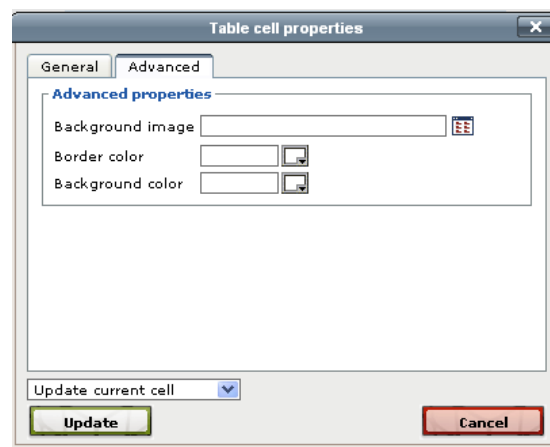
Height: The overall height of your cell.

Class: The ability to add cascading style sheets (CSS) information within your table. Select what rows within your table you would like to apply your settings/changes to by selection one of the options:

Update current cell

Update all cells in row

Update all cells in table



Advanced Tab

Background image: Choose a background image for the entire table if desired. Depending on the size of the image, it may repeat within your table.

Border color and Background color: Choose a background color and/or border color for the entire table if desired.

Select what rows within your table you would like to apply your settings/changes to by selection one of the options:

Update current cell

Update all cells in row

Update all cells in table



Insert row before, Insert row after, and Delete row

Use the **Insert row before/after and Delete row** icons to modify the rows within the table. Your cursor must be inside the table in order for this feature to work. The row will appear before/after or delete the row containing the cursor.



Insert column before, Insert column after, and Delete column

Use the **Insert column before/after and Delete Column** icons to modify columns within the table. Your cursor must be inside the table in order for this feature to work. The column will appear before/after or delete the column containing the cursor.



Split merged table cells and Merge table cells

Use the **Merge table cells** icon to modify cells within the table. Highlight the cells you wish to merge and select the icon.

To Split the merged table cells, place your cursor inside the cell. Select the **Split merged table cells** icon.



Toggle guidelines/invisible elements

Use **Toggle guidelines/invisible elements** to view your table with or without lines.



Remove formatting

Use **Remove Formatting** when selecting the text you wish to apply this style to by holding the mouse down and highlighting a word, sentence or paragraph. The style information will be removed from the specified text.