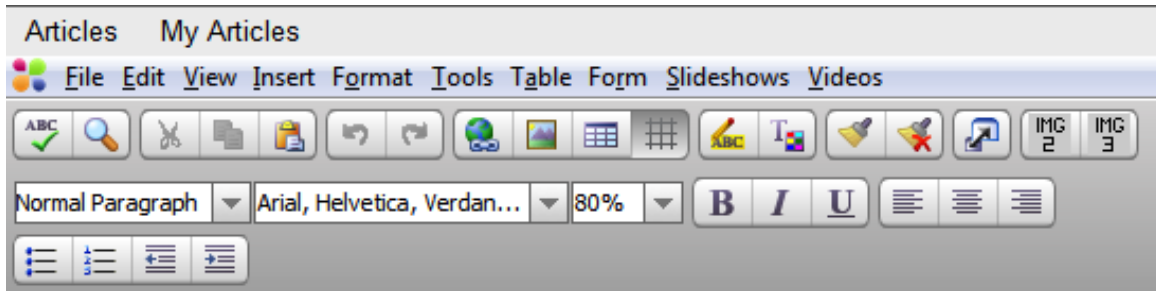


Java Editor

Tool Bar and Buttons



Spelling and Find

Select the **Spell Check** icon to check your document for spelling errors. If a spelling error is encountered, suggestions for replacing the incorrectly spelled word appear. Highlight the correct word and select **Change** to replace the incorrect word.

Use **Find and Replace** to search a document for a specific word or phrase. Select the icon and enter the word or phrase you want to find. You can also enter replacement information and specify if you want to replace incident by incident or if you want to replace all incidents.

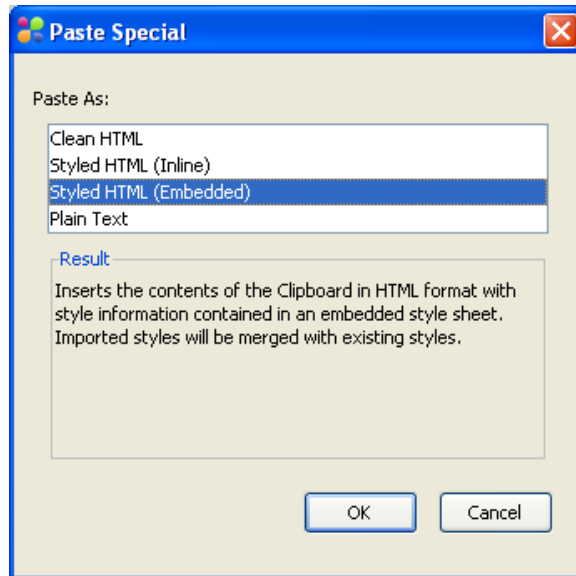


Cut, Copy and Paste

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 above.

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.



Paste Special

- **Plain Text**
Selecting the Plain Text option will strip out any style information or HTML formatting from the content, leaving only the text.
- **Clean HTML**
This option will paste copied content into EditLive! 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.
- **Styled HTML (Inline)**
This option allows all text copied to retain its style information when pasted into EditLive!. The style information is embedded in a HTML `` tag surrounding the text.
- **Styled HTML (Embedded)**
This option allows all text copied to retain its style information when pasted into EditLive!. The style information is embedded in the EditLive! HTML Document's `<head><style>` tag as a CSS class. The text is embedded in a HTML span tag referencing this CSS class.

Note: We recommend using **Styled HTML (Embedded)** to retain your formatting.



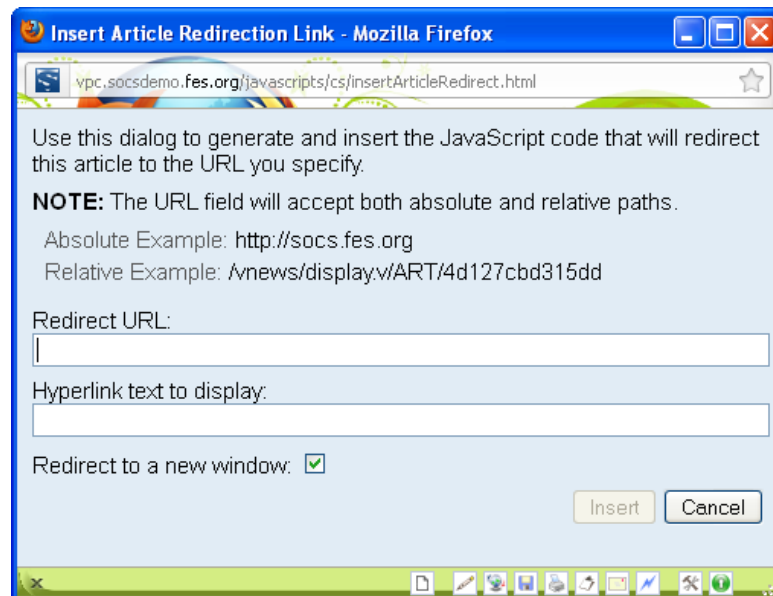
Undo and Redo

Use the **Undo** and **Redo** icon to undo keystrokes or replace keystrokes deleted by mistake. Select the **Undo** arrow to replace previous keystrokes. It will automatically undo information last entered. The **Redo** arrow will do the same thing only in reverse—it will automatically redo, information last changed/deleted.

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.





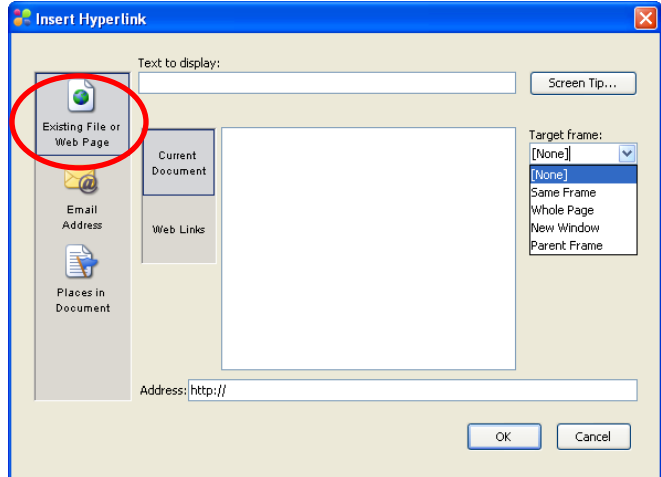
Insert Hyperlink

Use the **Hyperlink** icon to create a link to an existing file or Web page, email address or places in document (**Bookmark** and **Remove Bookmark**).

Existing File or Web Page

In the text of the article, highlight the reference to the Web site and select the **Hyperlink** icon.

Enter the address of the Web site in the screen that displays.



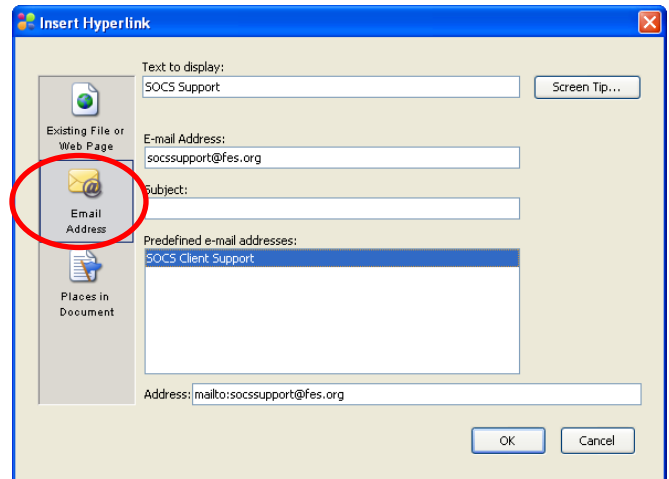
E-mail Address

In the **Text to display**, type the person's name.

Enter the **Email Address**.

You may also add an email **Subject**.

Select **OK** to create the link. You may choose to have the link open in the **Same Frame**, **Whole Page**, **New Window** or **Parent Frame**. This is done in the target frame drop down box.

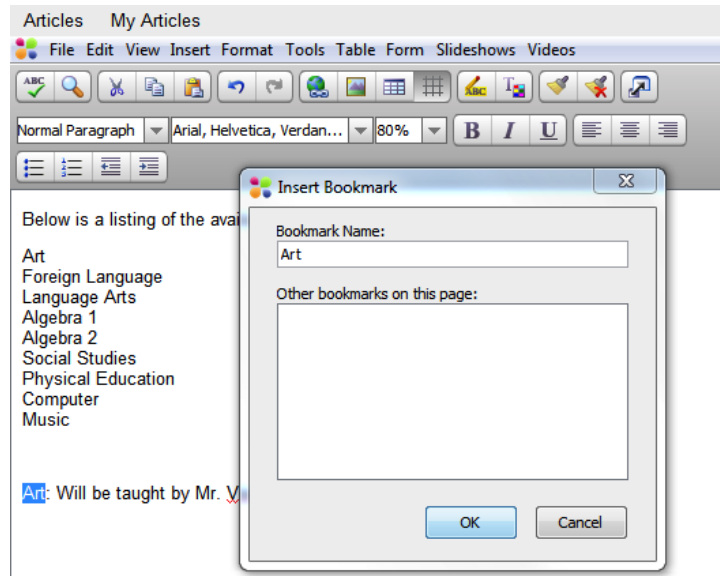


Bookmarks

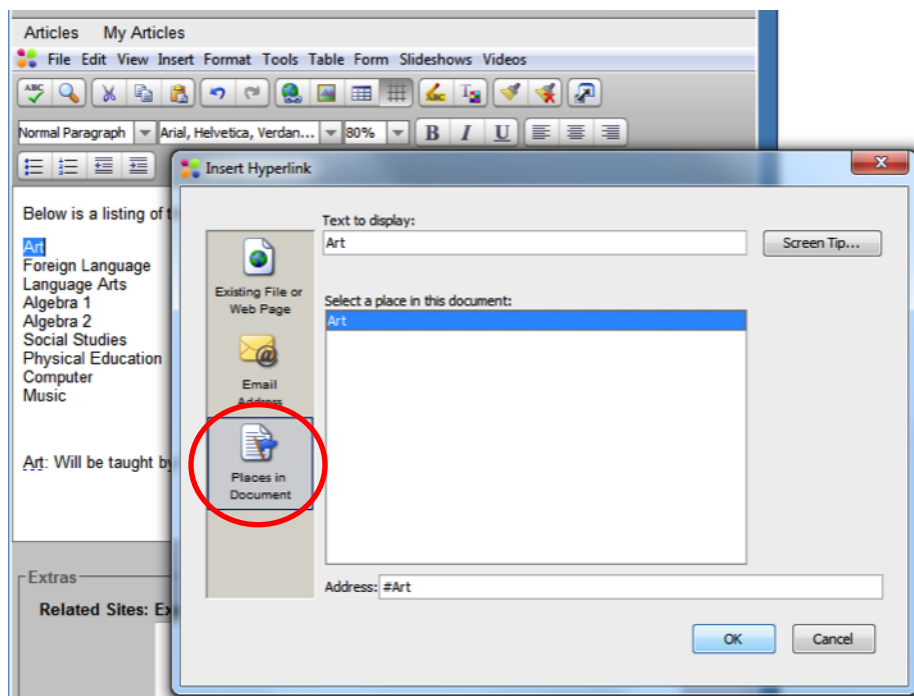
Use **Insert, Bookmark** from the toolbar to link between two sections of text in the same article.

To create a bookmark, you first need to set the bookmark location.

For example, if you want a link between two sections about “Art”, highlight the word “Art” in the bottom link, and then choose the **Insert, Bookmark** from the toolbar. Enter the **Bookmark Name** (probably “Art”).



Next, go back to the top link about “Art”, and use the **Hyperlink** icon to create the link. Select the button **Place in Document**. A list of all the bookmarks created in the document will be listed. Highlight the one you want (in this case “Art”) and click **OK**. The two “Art” sections will now be linked.



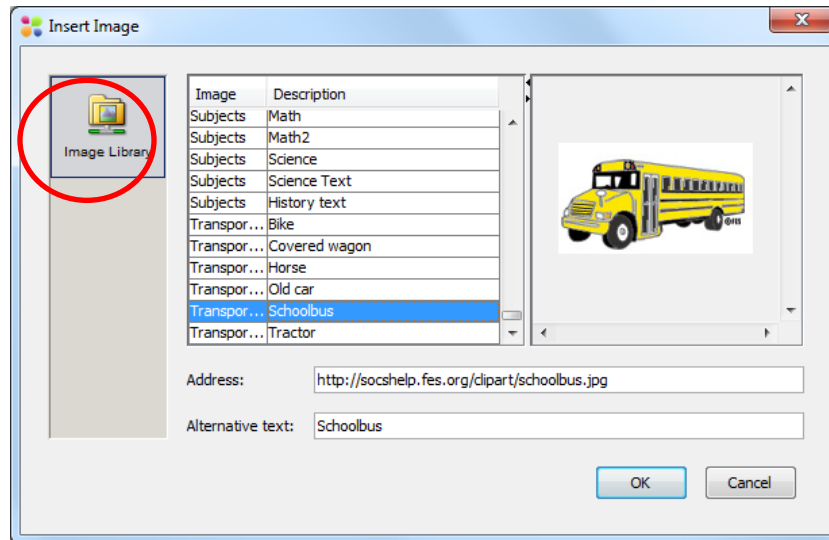
Staff Page Link and Staff Page Template

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.



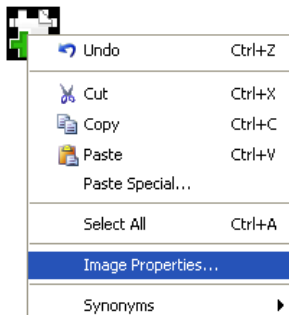
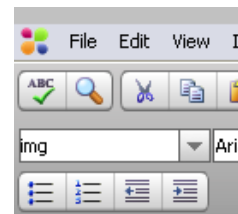
Insert Image (Clipart from the Image Library)

Use the **Insert Image** icon to insert a clipart image into your document. Position the cursor where you want the image to appear and select the **Insert Image** icon. The box that appears lets you select an image from the **Image Library**.



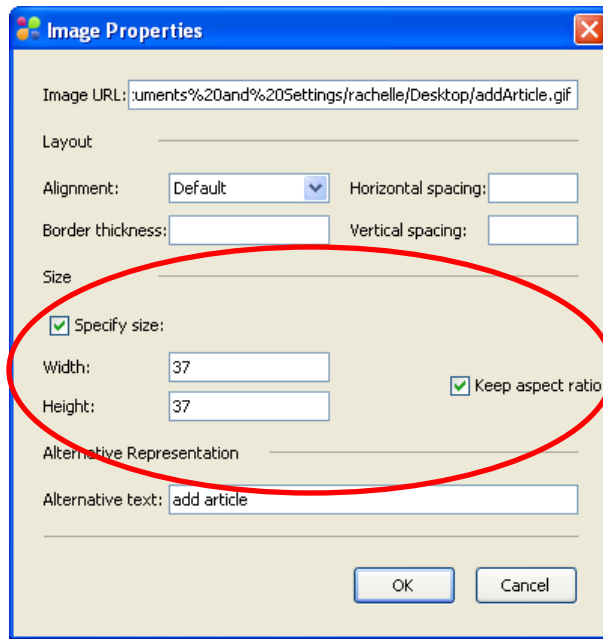
Select the image you want and select **OK**.

You may change the image size by highlighting the image, and use your mouse to drag the image larger (move your mouse to a side or corner to receive the arrows).

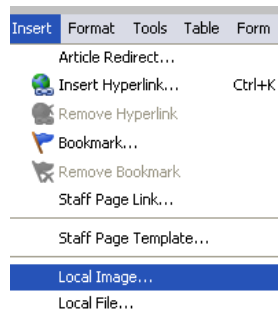


37 x 37 (11, 11)

You may also right click on the image and select **Image Properties**. You will be able to adjust the image size (keep aspect ratio).



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.

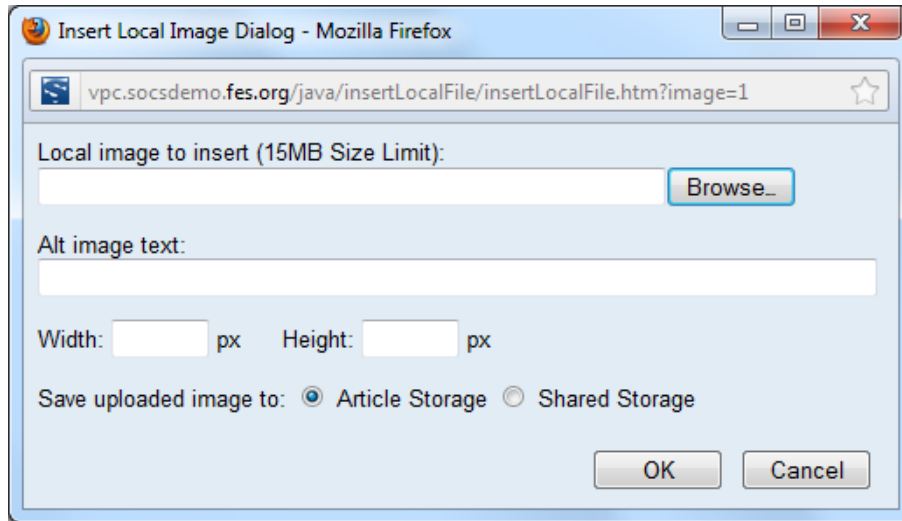


You may add an **Alt image text** and set the **Width** and **Height** for your image.

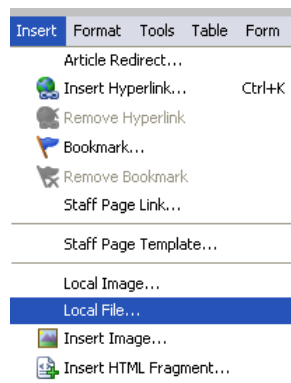
Note: It is best to always resize your images before inserting them into your article, as the image resizing may distort your original image.

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.

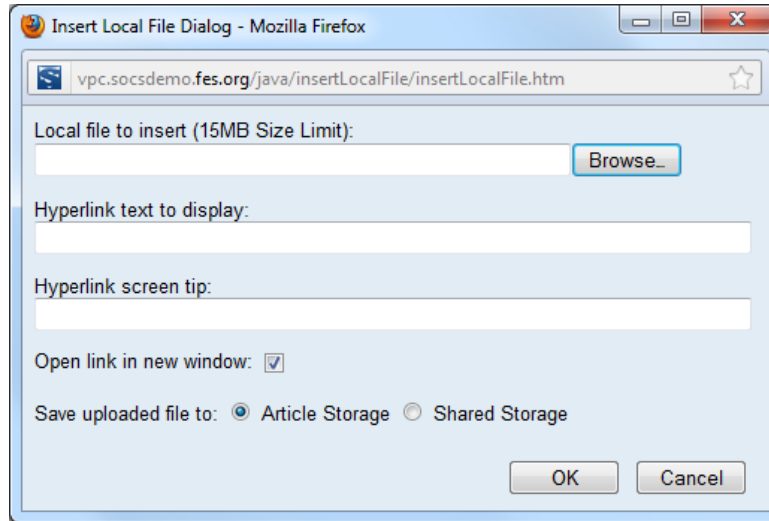


Use **Insert, Local File** from the toolbar to transfer a file from your machine to the SOCS server and create a hyperlink to it. You will not be able to edit the hyperlinked file. Any changes must be made to the original document and the new file must then be reinserted.



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 file types that your public will be able to view. For example, PDF files tend to be more universally accessible than Microsoft Word or Excel 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 your 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.

There are two options for saving your uploaded file:

- **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.

Insert Symbol

Use the **Insert, Insert Symbol** link to insert a symbol into a document. With the cursor marking the place for the symbol to appear, select the symbol icon to see a table showing the various symbols available. Highlight the desired symbol and click **OK**. Your selection will show in the box at the bottom of the table, and the symbol will appear in your document.

Insert Horizontal Rule

Select **Insert, 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.



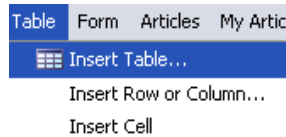
Insert Table

Select the **Insert Table** icon to receive the insert table grid. Use your mouse to select the table size you wish to use.



4 (rows) x 5 (columns) Table

Use **Table, Insert Table** from the toolbar to insert in larger tables or if you wish to set other options within the table such as alignment, background color, border size, etc.



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

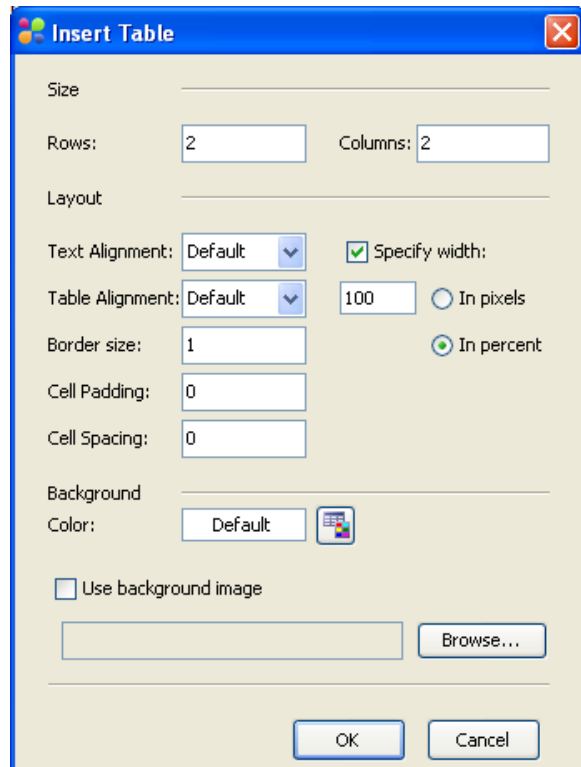
Specify width: Your table will default to 100% to fit or adjust to the size/width of your SOCS Template.

Text Alignment: Select how you want your text placed in the table. The default is left.

Table Alignment: Select how you want your table placed in the article. If the width is set at 100% the table will fill the entire width of the area. The default aligns the table on the left. Change the width percentage if you want a narrower table.

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

Cell Padding affects the size of your cell and the amount of white space surrounding your text. If you do not want spacing around the words in your cell, change the cell padding to 0.



Cell Spacing affects the spacing between each individual cell. If you do not want spacing between your cells, change the number to 0.

Background Color: Choose a background color if desired.

Use 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.

Select **OK** and the specified table will appear in your document.

Table Properties

At any time you may adjust the table properties by placing your cursor within the table then selecting **Table, Table Properties** from the toolbar (or use your mouse to right click within the table)

Specify width: Your table will default to 100% to fit or adjust to the size/width of your SOCS template.

Specify Height: The overall height of your table.

Text Alignment: Select how you want your text placed in the table. The default is left.

Table Alignment: Select how you want your table placed in the article. If the width is set at 100% the table will fill the entire width of the area. The default aligns the table on the left. Change the width percentage if you want a narrower table.

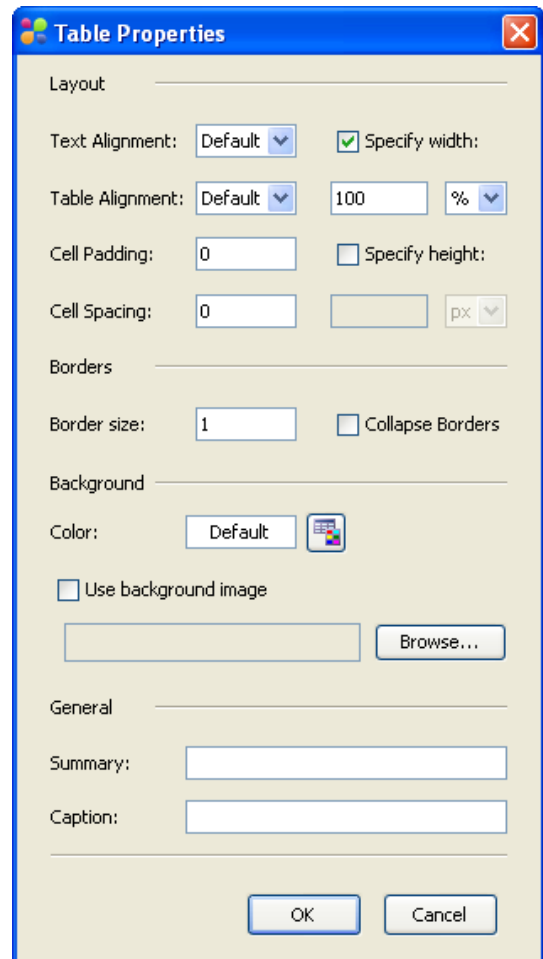
Cell Padding affects the size of your cell and the amount of white space surrounding your text. If you do not want spacing around the words in your cell, change the cell padding to 0.

Cell Spacing affects the spacing between each individual cell. If you do not want spacing between your cells, change the number to 0.

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

Background Color: Choose a background color if desired.

Use 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.



Summary: The summary will not appear to the public but is accessible through the HTML view.

Caption: The caption (heading) appears above the table.

Cell Properties

At any time you may adjust the cell properties by placing your cursor within the table then selecting **Table, Cell Properties** from the toolbar (or use your mouse to right click within the table).

Specify width: Your cell width will default based on the size/width of your table width.

Specify Height: The overall height of your cell.

Text Alignment: Select how you want your text placed in the cell. The default is left.

Vertical Alignment: Select the placement of the text within the cell.

Rows Spanned allows you to merge cells.

Columns Spanned allows you to merge columns.

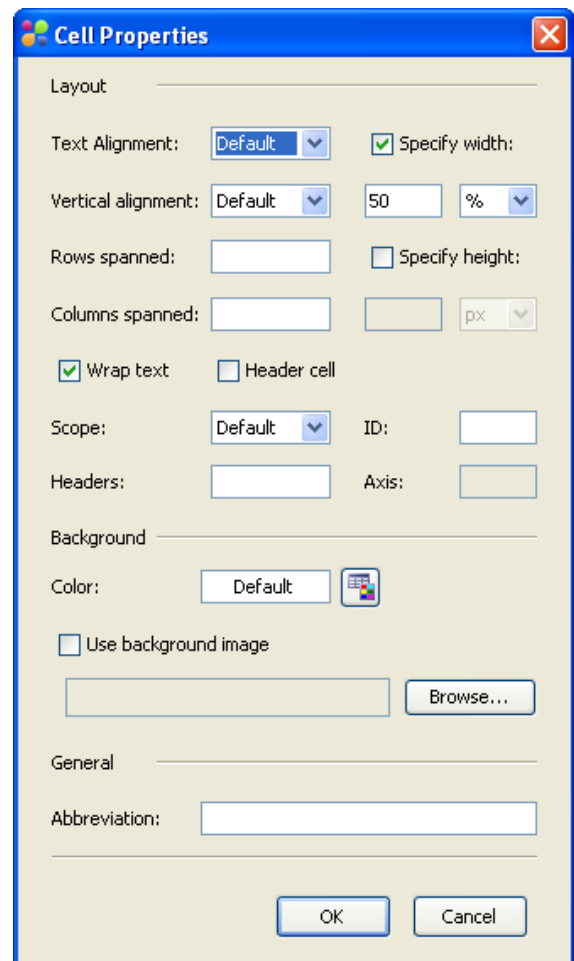
Wrap Text allows your text to fit within the cell.

Header cell: Text will be bold within the cell.

Scope, ID, Headers, Axis and Abbreviation will not display within your table.

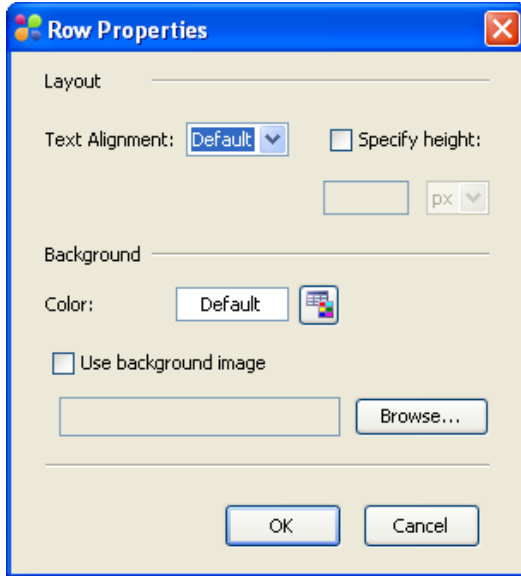
Background Color: Choose a background color if desired.

Use 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.



Row Properties

At any time you may adjust the row properties by placing your cursor within the table then selecting **Table, Row Properties** from the toolbar (or use your mouse to right click within the table).



Text Alignment: Select how you want your text placed in the cell. The default is left.

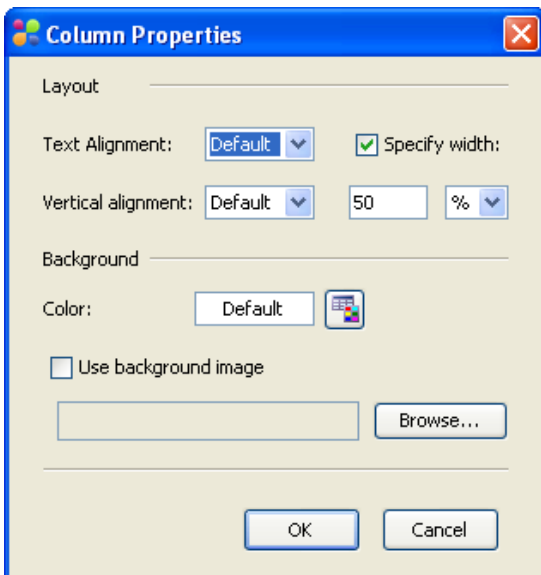
Specify Height: The overall height of your cell.

Background Color: Choose a background color if desired.

Use background image: Choose a background image for the row selected. Depending on the size of the image, it may repeat within your row.

Column Properties

At any time you may adjust the column properties by placing your cursor within the table then selecting **Table, Column Properties** from the toolbar (or use your mouse to right click within the table).



Text Alignment: Select how you want your text placed in the cell. The default is left.

Vertical Alignment: Select the placement of the text within the cell.

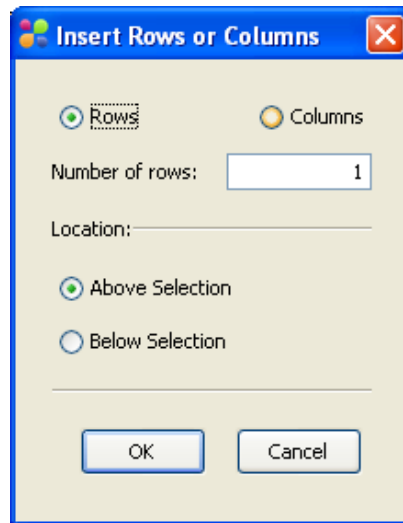
Specify width: Your column width will default based on the size/width of your table width.

Background Color: Choose a background color if desired.

Use background image: Choose a background image for the column. Depending on the size of the image, it may repeat within your column.

Use **Table, Delete Row/Column/Cell** from the toolbar to delete rows, columns, and/or cells from the table in your article. To delete, place the cursor in the row, column or cell to be deleted and select the corresponding option from the toolbar.

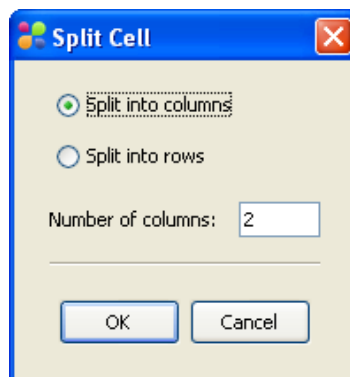
Use **Table, Insert Row or Columns** from the toolbar to add rows, columns, to the table in your article. Your cursor must be inside the table in order for this feature to work. You may specify the number of rows or columns you wish to add. The row will appear below or above the row containing the cursor. The column will appear to the right of the cursor.



Use **Table, Insert Cell** from the toolbar to add cells to your table. To insert, place the cursor in the cell to the left of where you want to insert and select the **Table, Insert Cell**.

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

Use **Table, Split Cell** to separate out cells that have been merged. Your cursor must be inside the merged cells or columns in order for this feature to work. You may specify the number of columns or rows you wish to split into.



Use **Table, Fit to Content** if you would like the text within the table to adjust the width or height of the text rather than a set width/height.



Hide Gridlines

Use **Hide Gridlines** to hide or show gridlines within your article. Gridlines assist you in editing your table if you do not have a border set within the table properties.

Note: Gridlines do not display within your published article. If you would like to have a border display, edit the **Border Size** within the **Table Properties**.



Highlight Color and Color

Selecting either **Highlight Color** or **Color** will 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.



Format Painter and Remove Formatting

Use **Format Painter** to apply existing formatting to another area of text within your article.

Highlight the text with the formatting you desire. Select the **Format Painter icon**. Next, select the text you wish to apply this style to by holding the mouse down and highlighting a word, sentence or paragraph. Upon letting go of the mouse button, the style information will be copied to the selected text.

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. Next, select the **Remove Formatting icon**. The style information will be removed from the specified text.



Window View, Design View and HTML View

Use **Design View** (default view) to use the toolbars to easily add/edit your article content. Use **HTML View** to see the HTML source for the article and add HTML code.

Use the **Window View** to edit your article in a separate and resizable window.

After launching the **Window View**, there are two options for returning to the webpage view:

- Close the **Window View**
- Click the **Restore EditLive** to the browser button now appearing in the webpage.



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.

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 no matter 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

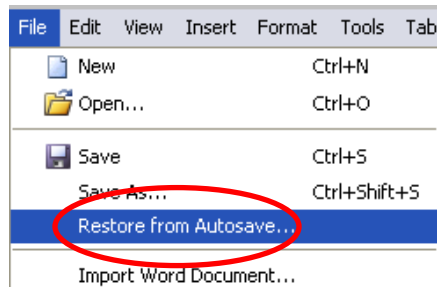
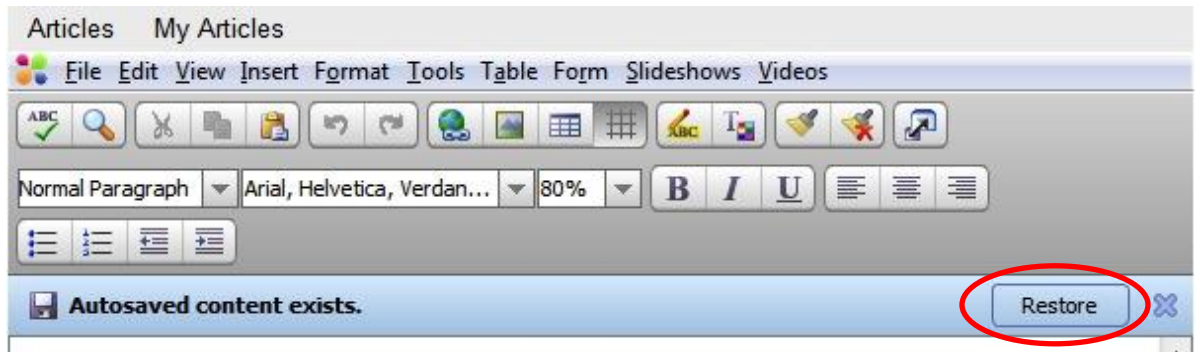
To insert an existing slide show into your article, place your cursor where you want the slide show to appear. Choose **Slide Show** from the tool bar and select the desired slide show.

File Options

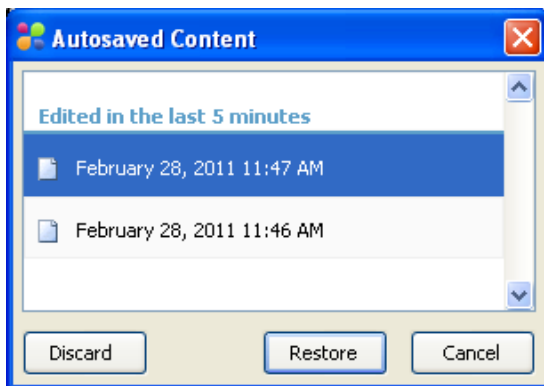
Restore from Autosave

Autosave will automatically save draft versions of content to your local machine before the content is submitted. Autosaves will occur every two minutes after the content has begun to be edited, preventing significant changes from being lost if the browser crashes, your session expires or connectivity to the SOCS servers is lost.

You will be prompted on start-up if an autosave exists. You can restore this draft (or the latest draft from any editing session in the past 24 hours) using either the notification bar displayed in the editor, or using **File, Restore from Autosave** from the toolbar.



You will receive a list of the available restore. Select the entry from the list and your article body will display the information text to be restored. Select **Restore** if you wish to revert back to this saved text.

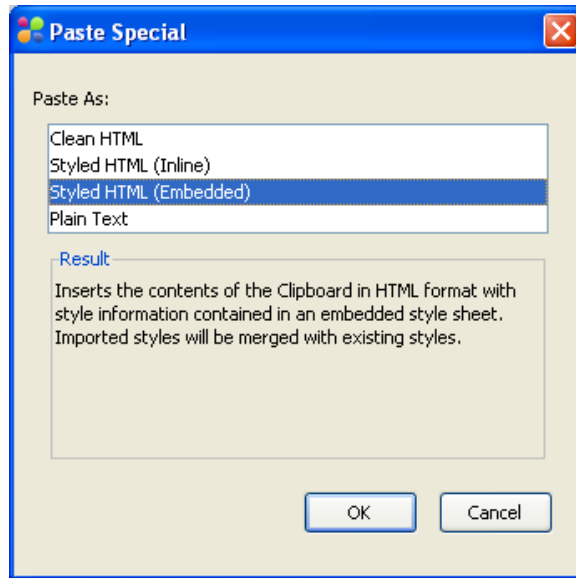


Only one autosave will be kept for an editing session, and these will be removed after 24 hours.

Import Word Document

Use **Import Word Document** to save your formatting. Choose **File, Import Word Document**. Select the file you wish to import.

Select the third option, **Styled HTML (Embedded)** to retain the Word formatting.



Note: This option currently works with only Windows and not Mac's.

Form

Use the **Form** option on the tool bar to create a form to post to your SOCS site. Visitors can complete the information online and it will automatically be sent to a designated recipient in an email. For step-by-step instructions on creating forms, refer to the **Training Guides** section on Central Services and print out the **Creating Forms** training guide.