

Objective: To enhance your understanding of the *Schoolwires*[®] Editor and all of its capabilities.

Outcomes: By the end of this training you will be able to:

- Format word spacing, character spacing, paragraph indents, line height, and text case.
- Insert images and wrap text around the images without the use of tables.
- Insert and modify tables.
- Insert a unique background for a *page*- color or image.
- Enable Hierarchy List Navigation.
- Insert a bookmark on a *page*.
- Use **ActiveBlock**[™] technology to insert content that will appear randomly each time a *page* is refreshed.
- Use **ActiveBlock** technology to embed content on a *page*.
- Role-protect content within a *section*.

Who should attend? Site Directors (Webmasters) - the key people for developing and planning the site (those who will have access to all features, tasks and pages).

How many should attend? 1 - to - 5 is the recommended number.

How long will training last? 1.5 - 2 hours

How is training conducted? Audio: conference call / Video: Online GoToMeeting[®] Session

Prerequisites: Introduction to Site Manager Online Training or equivalent experience

Session Agenda

- I. What's new in the *Section Workspace*
 - a. Move *pages*
 - b. Section Report (for E-alerts)
- II. Text editing
 - a. Formatting
 - i. Text
 - ii. List
 - iii. Paragraph
 - b. Images
 - i. Alignment (Text wrapping)
 - ii. Borders
 - iii. Spacing
- III. Tables
 - a. Add/remove column/row
 - b. Advanced table insert
 - c. Add an image as a page background
 - d. Edit table properties (borders, colors, size)
- IV. Hierarchy
 - a. Insert links to external websites
 - b. Add custom graphics
- V. Bookmarks (AKA Anchors)
- VI. **ActiveBlocks**
 - a. Random Content Example



Advanced Editor

- b. Embed Complex Content
 - c. Embed Simple content
- VII. Role-protect Content