



USER GUIDE
Chapter I I
Using Schoolwires Styler™

Schoolwires Academic Portal
Version 4.0

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Introduction to Schoolwires® Styler™

Introduction

Schoolwires Styler™ is an additional software option that allows Site Directors to design, edit and manage templates, to import and export templates and to otherwise control the look and feel of their *sites* and *subsites*. This chapter is intended for Site Directors whose organizations have purchased Styler™.

How to Access Manage Site Templates Page

Whether you are creating a new template or editing an existing template, after signing in, you will access Styler™ through the *Manage Site Templates* task within the *Site Workspace*.

To access the *Manage Site Templates* page:

1. Access the main *site*.
2. Click on the **Site Manager** button on the *MyStart* navigation bar. The *Site Workspace* will display.
3. Click on the *Manage Site Templates* task. A *Manage Site Templates* page like the one shown in Exhibit 11-1 will display. This is your Template Library.

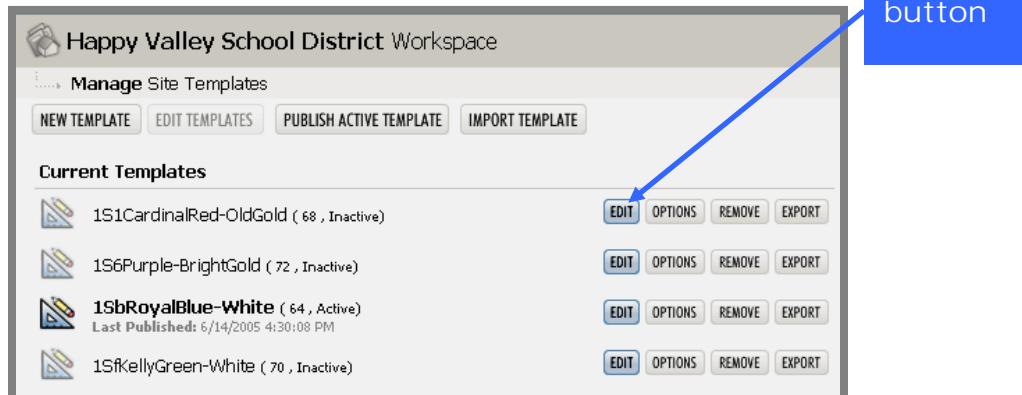


Exhibit 11-1: Manage Site Templates page

Note: Notice the number in parenthesis after each template on the *Manage Site Templates* page. This is the template ID number for that template. The status of the template (i.e., active or inactive) shows next to that number. In addition to having the active status designation in parenthesis next to the template ID number, the active template is in bold in the Template Library.

Note: The status of a template on this *Manage Site Templates* page (i.e., Template Library) may be inactive at the main *site*. However, that template may be active and published (i.e., in use) at a *subsites*. See

“How to Apply a Different Template to a Subsite” later in this chapter for more information.

Buttons on the Manage Site Templates Page

Before beginning the discussion of how to work with templates, let's look briefly at the function of each of the buttons on the *Manage Site Templates* page. Each of these functions is covered in more detail later in this chapter.

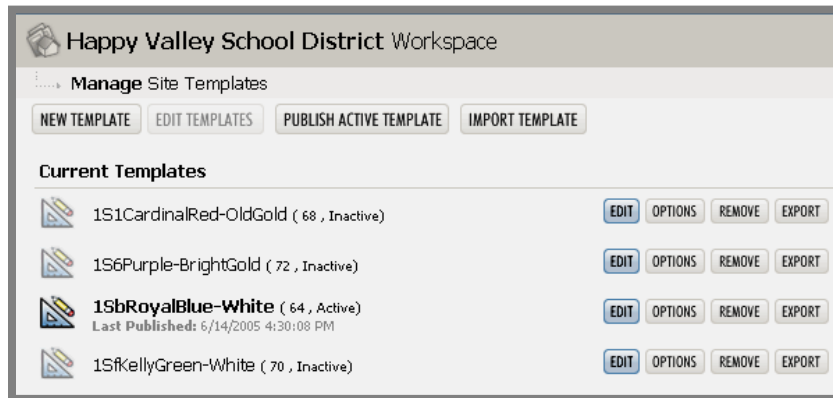


Exhibit 11-2: Manage Site Templates page

Top Buttons

- *New Template* button: Click on this button to begin the creation of a new template. On the page that displays, you will be able to:
 - Name your new template;
 - Enter a description for the template;
 - Share the template with the *subsites*.
- *Edit Templates* button: This button will only be active when you are creating a new template or setting the options for an existing template. Clicking on it will take you back to the *Manage Site Templates* page.
- *Publish Active Template*: Click on this button to publish your active template to your website. Note: If you made changes to an active template and have used the *Save & Publish* button, you will not need to publish the active template again using this button.
- *Import Template*: Click on this button to begin an Import Wizard for importing a template.

Individual Template Buttons

- *Edit* button: Click on this button to the right of a template to access **Styler™** to edit that template.
- *Options* button: Click on this button to the right of a template to:
 - Rename the template;
 - Enter or change the description for the template;
 - Make the template active;
 - Share the template with the subsites.
- *Remove* button: Click on this button to the right of a template to permanently remove the template.
- *Export* button: Click on this button to the right of a template to begin an Export Wizard for exporting the template.

Note: When editing an active template, we recommend that you make a copy of the active template so that you can work on it without affecting the website. When you are finished editing it and ready to apply it to your website, you can make it active and publish it. To make a copy you:

- Export that template to your desktop. **DO NOT RENAME** it before you export it or at any time during the process.
- Import the template you just exported. **DO NOT RENAME** it before you import it at any time during the process.
- Rename the template you just imported. Once you import the template, you will have two templates with the same name. However, they will have different ID numbers. In addition, one will be active, while the other one will be inactive. Rename the inactive template using the *Options* button.

(See “How to Export a Template,” “How to Import a Template” and “How to Change the Name or Description of a Template” later in this chapter for more information.)

How to Apply a Template to Your Website

In order to use a template on your website, you must apply it to your website. You do this by making it active and then publishing it.

Note: You can publish a template at a *subsite* that is inactive at the main *site*. See “How to Apply a Different Template to a Subsite” later in this section.

How to Make a Template Active

To make a template active:

1. Access the *Manage Site Templates* page. (See Exhibit 11-3.)

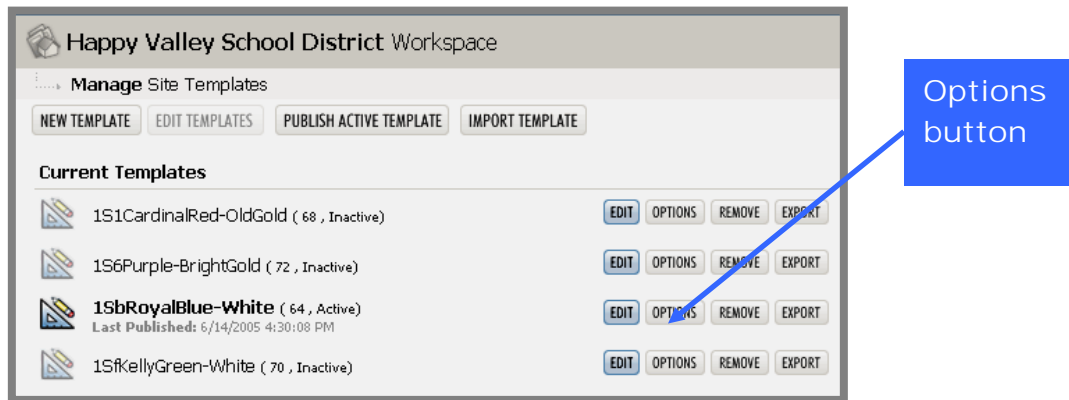


Exhibit 11-3: Manage Site Templates page

2. Click on the *Options* button to the right of the template you want to make active. A *Template* page like the one shown in Exhibit 11-4 will display.

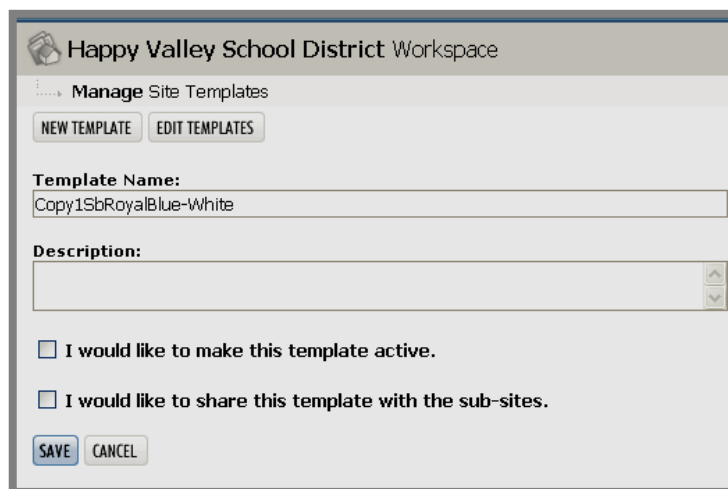


Exhibit 11-4: Template page

3. Click in the check box to the left of “I would like to make this template active.”

Note: If the template is already active, you will see “This template is currently active” with no check box.

4. Click on the *Save* button. The *Manage Site Templates* page will return as the active window. The template will have “Active” in the parenthesis after its name. Note: The template will not display on your website until you have published it.

How to Publish a Template

Note: If you’ve made changes to the active template and have used the *Save & Publish* button, you will not need to publish the active template again.

To publish a template:

1. Access the *Manage Site Templates* page. (See Exhibit 11-3.)
2. Click on the *Publish Active Template* button at the top of the *Manage Site Templates* page. The date and time of the latest publication will display below the active template. Click on the *View Website* tab to see the new template on your website.

How to Apply a Different Template to a Subsite

If you have set template control at the *subsite* level and shared the template, you or the Subsite Director can apply a template to a *subsite* that is different from the template being used on the main *site* or any other *subsite*.

To apply a template to a *subsite*:

1. Share the template you wish to make available to the *subsite*. To do this:
 - a. Access the *Manage Site Templates* page. (See Exhibit 11-3.)
 - b. Click on the *Options* button to the right of the template you want to share with *subsites*. A *Template* page like the one shown in Exhibit 11-4 will display.
 - c. Click in the check box to the left of “I would like to share this template with the *subsites*.”
 - d. Click on the *Save* button. The *Manage Site Templates* page will return as the active window. Note: You can share inactive templates as well as the active template with *subsites*. Once it is shared, you or a Subsite Director can publish the inactive template at each *subsite*.
2. Set template control at *subsite* level. To do this:
 - a. Access the *Site Workspace*.
 - b. Click on *Customize your Site* task. The *Customize your Site* page will display.
 - c. Click on the *Advanced Settings* subtask. The *Advanced Settings* page will display.

- d. Click on Template Setting.
 - e. Click in the checkbox to the left of “*subsite control*.”
 - f. Click on the *Save* button. The *Site Workspace* will return as the active window.
3. Access the *Subsite Workspace* for the *subsite*. As you can see from Exhibit 11-5, if template control is set at the *subsite* level, the *Manage Site Templates* task (and *Edit Site Shortcuts* task) will display in the *Workspace*.

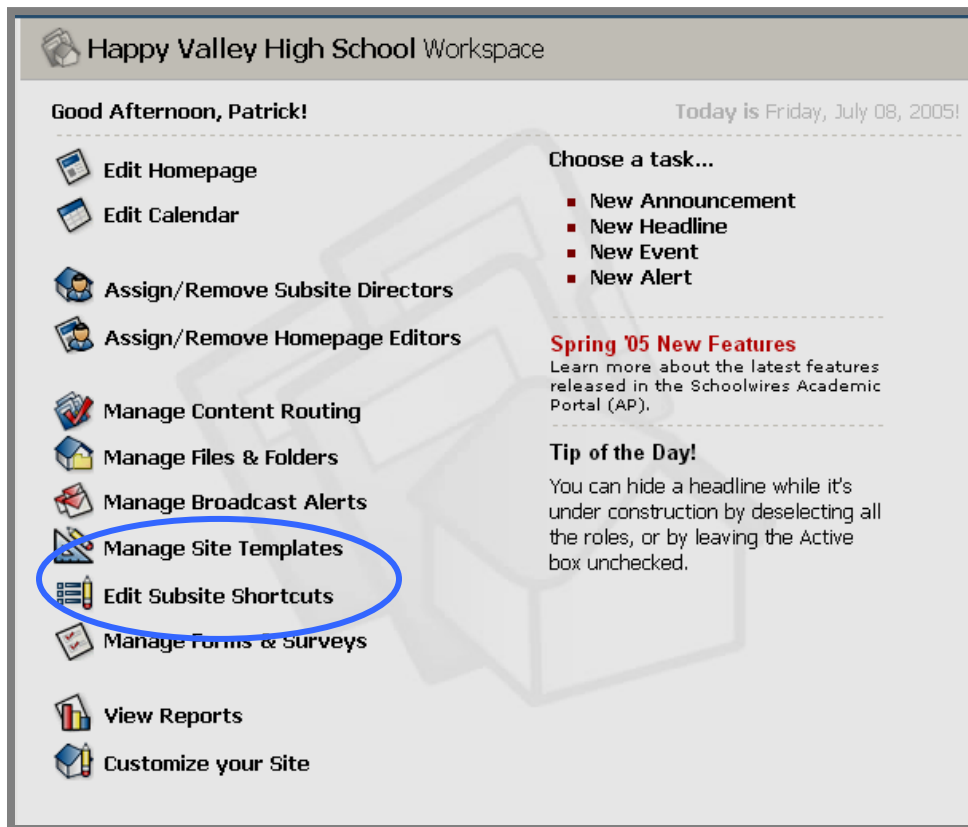


Exhibit 11-5: Subsite Workspace when template control at subsite level

4. Click on the *Manage Site Templates* task. An *Edit Templates* page like the one shown in Exhibit 11-6 will display.

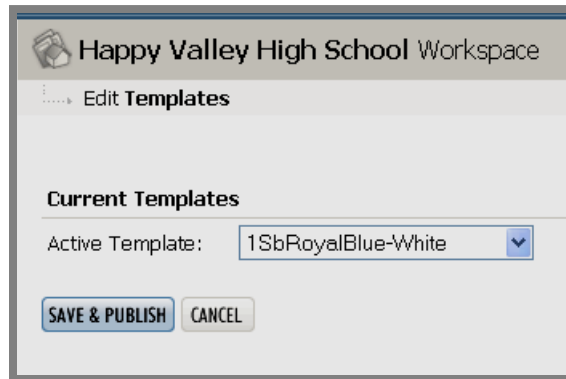


Exhibit 11-6: Edit Templates page

5. Select the desired template from the drop down list.
6. Click on the *Save & Publish* button. The *Subsite Workspace* will return as the active window.

How to Change the Name or Description of a Template

To change the name or description of a template:

1. Access the *Manage Site Templates* page. (See Exhibit 11-3.)
2. Click on the *Options* button to the right of the template you want to change. A Template page like the one shown in Exhibit 11-4 will display.
3. Enter the new name or description.
4. Click on the *Save* button. The *Manage Site Templates* page will return as the active window. The template will be renamed or the description will be changed.

How to Export a Template

You may want to share a template with another **Schoolwires** client or save a backup copy of your template to your computer or network. To complete either of these tasks, you will need to export the template.

Note: DO NOT RENAME a template at any point in the exporting process. Only rename a template using the *Options* button to the right of the template.

To export a template:

1. Access the *Manage Site Templates* page. (See Exhibit 11-3.)
2. Click on the *Export* button to the right of the template you want to export. A message like the one shown in Exhibit 11-7 will display.

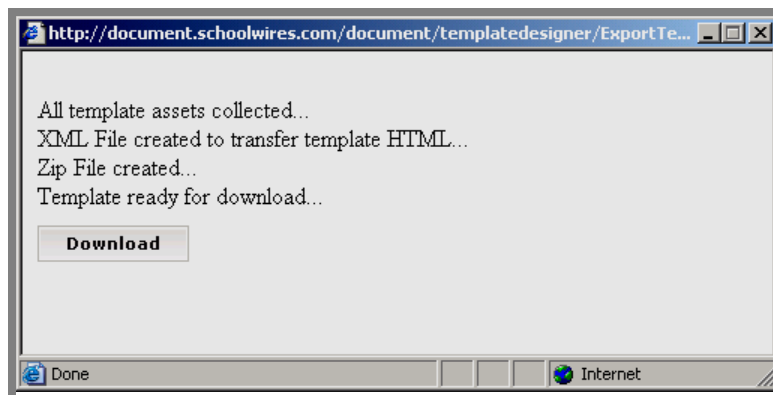


Exhibit 11-7: Message when exporting

3. Click on the *Download* button. An export dialog box like the one shown in Exhibit 11-8 will display.

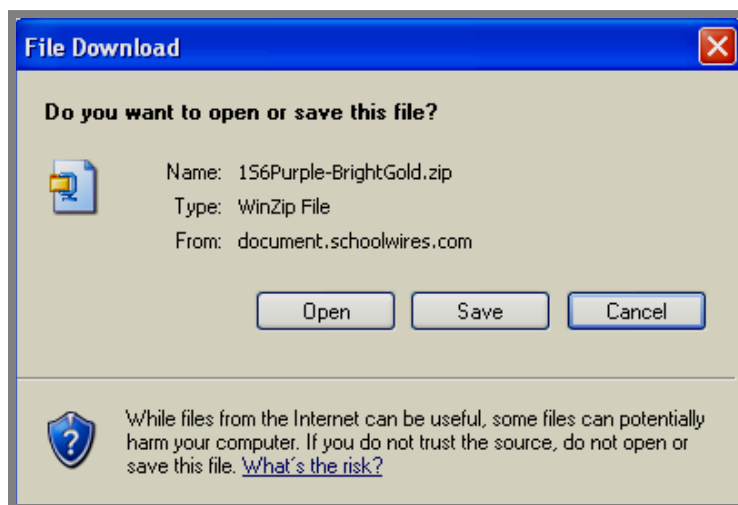


Exhibit 11-8 Export dialog box

4. Click on the *Save* button. A browsing window for exporting like the one shown in Exhibit 11-9 will display.

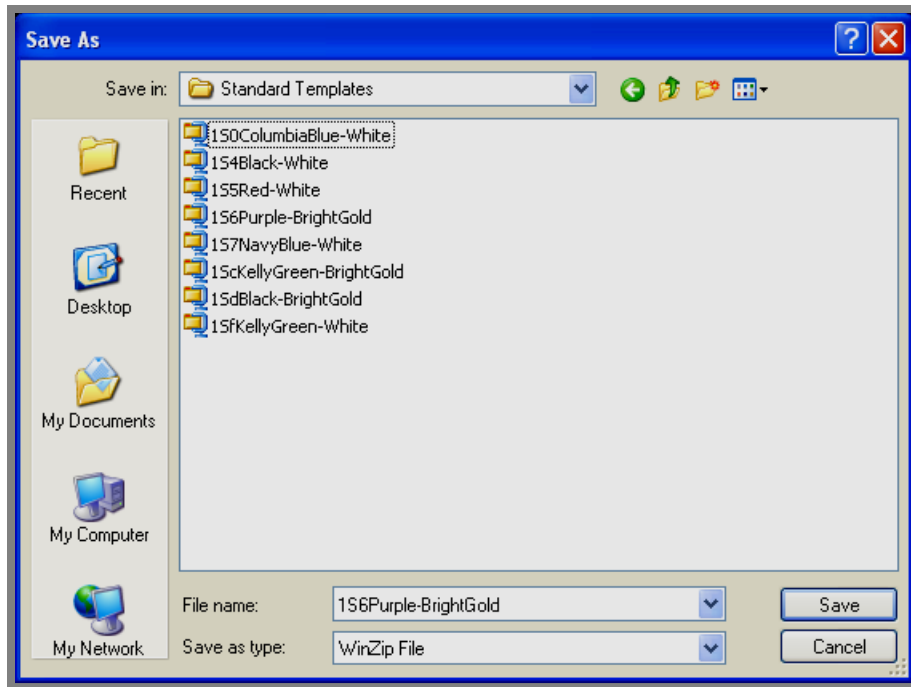


Exhibit 11-9: Browsing window for exporting

5. Browse your computer or network until you find the location in which you want to save the template file.
6. Click on the *Save* button. The template file will be saved to the location you chose.

How to Import a Template

You may have purchased additional templates from **Schoolwires**; obtained one from another **Schoolwires** client or want to edit the backup copy of your active template without affecting your website until it is ready. To complete any of these tasks, you will need to import the template.

Note: A template file must be zipped (it will have a “.zip” file extension) to be imported. DO NOT RENAME a template at any point in the importing process. Only rename a template using the *Options* button to the right of the template.

To import a file:

1. Access the *Manage Site Templates* page. (See Exhibit 11-3.)
2. Click on the *Import Template* button at the top of the page. An *Upload File* window like the one shown in Exhibit 11-10 will display.

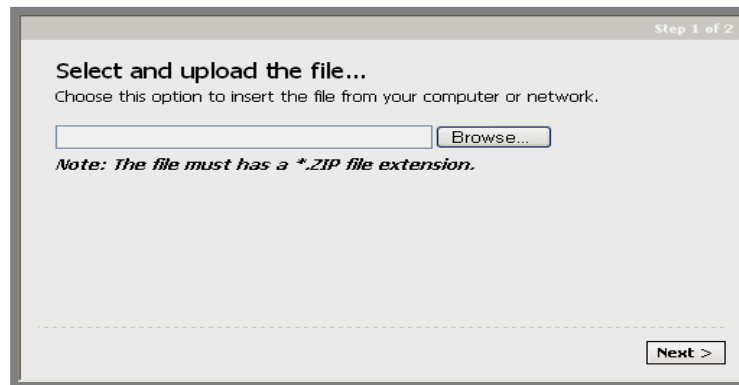


Exhibit 11-10: Upload File window

3. Click on the *Browse* button. A Browsing window for importing like the one shown in Exhibit 11-11 will display.

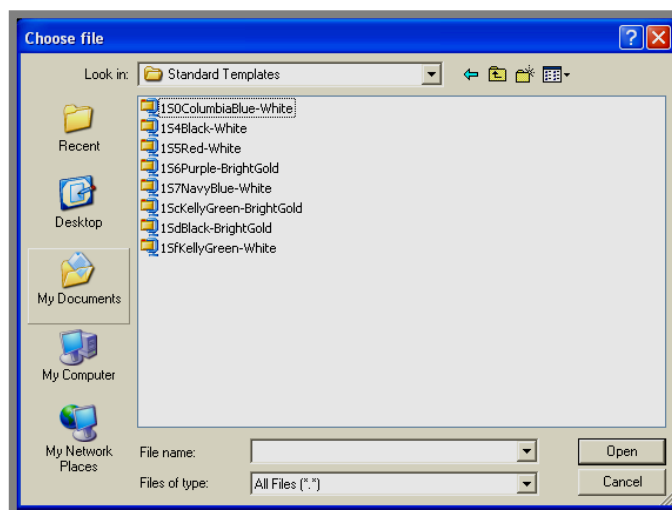


Exhibit 11-11: Browsing window for importing

4. Browse your computer or network until you find and select the template file you want to import.
5. Click on the *Open* button. The *Upload File* window will return as the active window. The file path for the template file you selected will display.
6. Click on the *Next* button. You will see a message that the template file is uploading. Once the upload is complete, a pop up window will display with the message that the template has been successfully imported.
7. Click on the *Finish* button. The *Manage Site Templates* page will return as the active window. The template you just imported will be listed.

How to Remove a Template

To remove a template:

1. Access the *Manage Site Templates* page. (See Exhibit 11-3.)
2. Click on the *Remove* button to the right of the template you want to remove. A confirmation message like the one shown in Exhibit 11-12 will display.

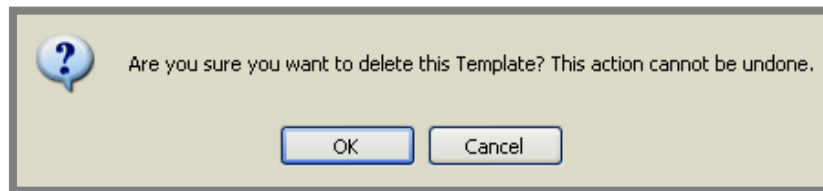


Exhibit 11-12: Confirmation dialog box

3. Click on the *OK* button. The *Manage Site Templates* page will return as the active window. The template you removed will no longer be listed.

Overview of Schoolwires Styler™

As you can see from Exhibit 11-13, the **Styler™** window consists of two frames. They are:

- Left frame, from which you access various **Styler™** tasks through a series of tabs.
- Right frame, which provides you with shortcuts for editing the two page layouts for your website. These same layouts are also available on the *Regions* tab in the left frame.

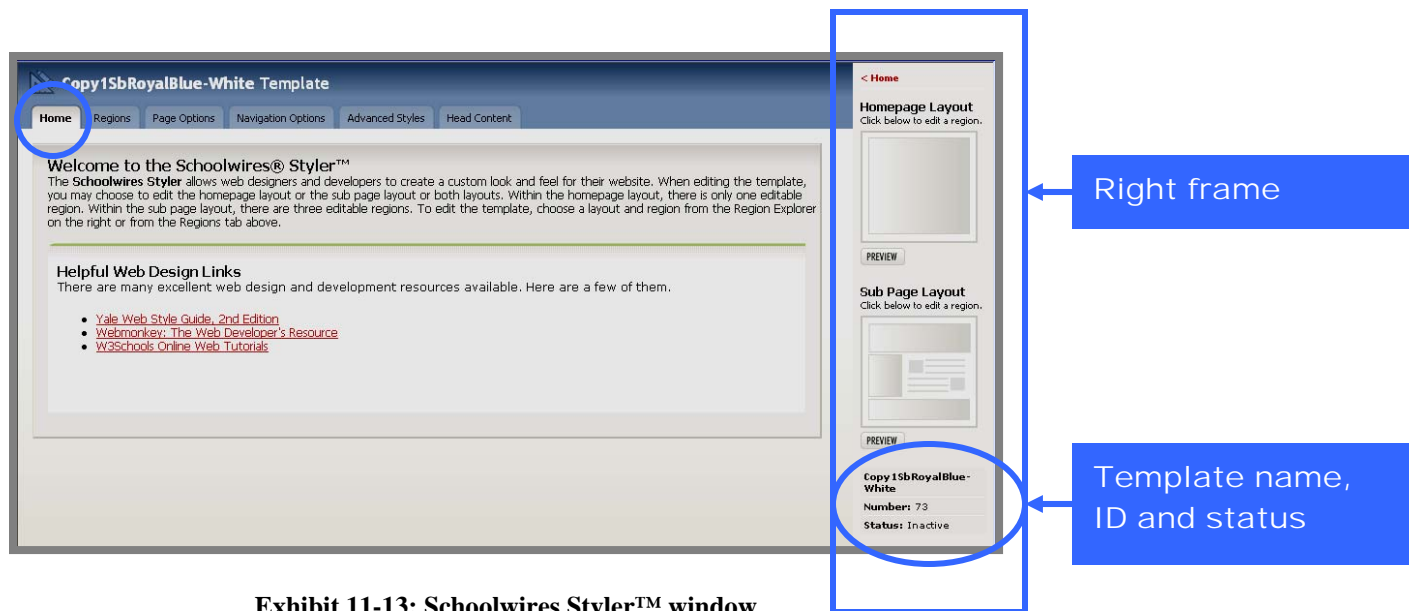


Exhibit 11-13: Schoolwires Styler™ window

Under the page layouts in the right frame, you will see the name of the template, the ID number for the template and the status of the template. The status of a template can be either active or inactive.

Navigational Elements

Within **Styler™**, there are three main navigational elements. These are:

- Breadcrumb Navigation
- Home Links
- Tabs within **Styler™**

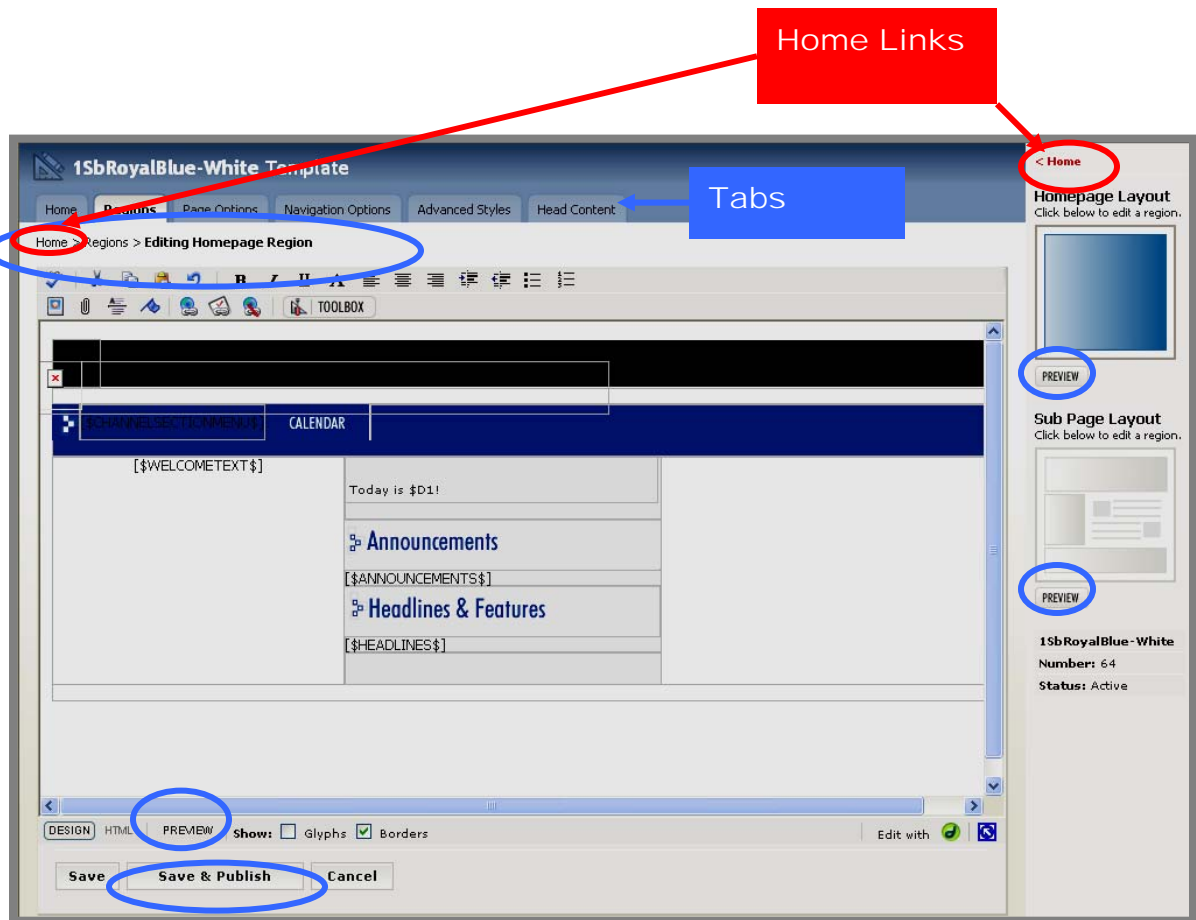


Exhibit 11-14: Schoolwires Editor opens in the left frame

Breadcrumb Navigation

There is breadcrumb navigation just under the tabs. This enables you to see the tab or page on which you are working and gives you an easy way to navigate backwards. You will see this breadcrumb navigation throughout **Styler™**.

Home Links

Clicking on “Home” in the breadcrumb navigation will take you back to the *Home* tab. Clicking on the “Home” link at the top of the right frame will also take you back to the *Home* tab of **Styler™**.

Tabs within **Styler™**

Within **Styler™**, you will see six tabs. These will be covered in more detail later in this chapter. The tabs are:

- *Home* Tab: Besides a brief introduction to **Styler™**, the *Home* tab contains links to just a few of the many excellent web design and development resources that are available.

- **Regions** tab: When editing a template, you may choose to edit the homepage layout or the sub page layout or both layouts. To do this, you can choose a layout and region from the *Regions* tab in the left frame or from the shortcuts in the right frame. The layouts and regions you can edit are:
 - *Homepage Layout*: Within the homepage layout, there is only one editable region, the homepage region.
 - *Sub page Layout*: Within the sub page layout, there are three editable regions. These three editable regions are:
 - Top Region, which generally should contain the Channel-Section navigation.
 - Left Region, which generally should contain *section* navigation (auto list of *pages* or the *section* hierarchy list)
 - Footer Region, which can contain items that you wish to appear on every page of your website. These might include items such as contact information or copyright information.

Note: If you wish this information to also appear on your homepage, you will need to place it at the bottom of the homepage region within the *Homepage Layout*.

When you click in a region, it opens in the **Schoolwires Editor** in the left frame of the window as you see in Exhibit 11-14.

Notes on the **Schoolwires Editor** within **Styler™**:

- The *Save & Publish* button will be only available at the bottom of the Editor if you are working with the active template. If you are working with an inactive template, you will only see a *Save* button at the bottom of the **Editor**. You publish an inactive template from the *Manage Site Templates* page for the main *site*. You may also publish a template at a *subsite* that is inactive at the main *site* provided that it has been shared with the *subsites*. See “How to Apply a Different Template to a Subsite” earlier in this chapter.
- If you are creating a new template, the **Editor** will be blank when it opens.
- Regardless of whether you accessed the page layouts from the *Regions* tab or the shortcuts in the right frame, the region that is open will appear darker in the right frame and you will now be working on the *Regions* tab.

- The *Preview* button under each of the layouts allows you to see how that layout will appear on the website without making the template active. The *Preview* button in the **Editor** provides you with a preview of the page within the Editor.
- *Page Options* tab: You will select the appropriate settings for your *pages* on the *Page Options* tab. These settings will affect **every page** of your website. These settings include:
 - Background Settings
 - Text and Link Color Settings
 - Margins
 - Alignment
- *Navigation Options* tab: You will select the desired settings for your *channel* and *section* navigation objects on the *Navigation Options* tab. On this tab you will select:
 - *Channel* navigation:
 - *Navigation Type*: choose between image-based and text-based navigation;
 - Display or hide *Home* button;
 - Display or hide *Calendar* button;
 - *Menu Options*: set the appearance of the *section* drop-down lists on the *channel* bar;
 - *Button Options* (text-based navigation only): set how buttons display on the *channel* bar.
 - *Section* navigation: set the options for the appearance of the *page* links (auto list or hierarchy list) for your *sections*.
- *Advanced Styles* tab: On the *Advanced Styles* tab, you will use Cascading Style Sheets (CSS) to set:
 - *Editor Styles*: styles for the **Schoolwires Editor**
 - *Template Styles*: styles to format **Schoolwires** template elements such as Headlines and Announcements.
- *Head Content* tab: You will enter Head content such as JavaScript™, Meta Tags or custom styles on the *Head Content* tab.

In summary, within **Styler™**, you will use three main navigational elements. These are:

- Breadcrumb Navigation
- Home Links
- Tabs within **Styler™**

Working with Templates

How to Edit a Template

Since your **Schoolwires** website comes with either a standard or a custom template, you may use **Styler™** to edit a template more often than you use it to create a new template. “How to Create a New Template” is covered later in this chapter, however.

To edit a template:

1. Access the main *site*.
2. Click on the **Site Manager** button on the *MyStart* navigation bar. The *Site Workspace* will display.
3. Click on the *Manage Site Templates* task. A *Manage Site Templates* page like the one shown in Exhibit 11-15 will display.

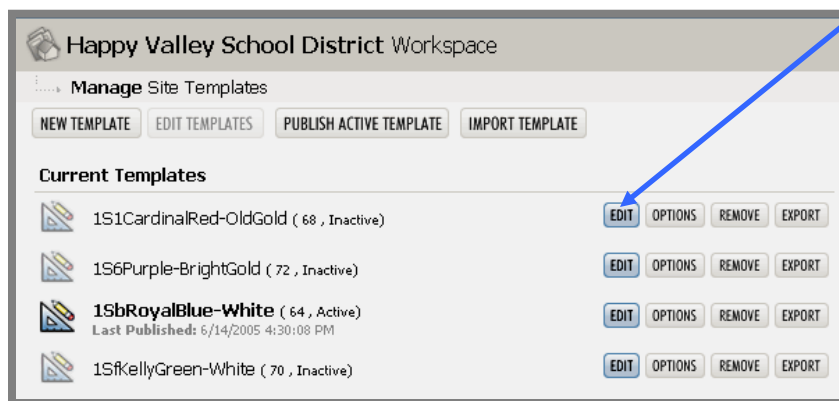


Exhibit 11-15: Manage Site Templates page

4. Click on the *Edit* button to the right of the template you want to edit. A **Styler™** window like the one shown in Exhibit 11-16 will display.

Note: At this point, you will have three browser windows open:

- End User
- **Site Manager**
- **Styler™**



Exhibit 11-16: Schoolwires Styler™ window

How to Edit Layouts (Regions Tab/Right Frame Shortcuts)

If you wish to edit the layout of your homepage or the layout of any region of your subpage:

1. Click on the layout/region you wish to edit on the *Regions* tab or the shortcut for it in the right frame.
2. Make the desired changes to the template layout. See Chapter 8: “Using the **Schoolwires Editor**” for more information on how to use the **Editor** as well as round trip editing with Dreamweaver® and FrontPage®. Remember, you must have the software installed on your computer to use round trip editing. Anytime you access the **Editor**, you have access to **ActiveBlocks**® from the Toolbox.

In addition, when you are working in **Styler**™, you have access to Template **ActiveBlocks**® from the Toolbox within the **Editor** that appears in **Styler**™. **ActiveBlock**® Technology allows you to easily harness the power of scripting within your website. See “Using **ActiveBlock**® Technology” later in this section for more information.

3. If the template is not an active template, click on the *Save* button on the bottom left of the **Editor** to save the changes to your layout. A message will display on the bottom of the **Editor**, confirming that your content has been saved and indicating the date and time it was saved.
4. If the template is an active template, you may click on the *Save & Publish* button on the bottom of the **Editor** to simultaneously save the changes to your layout and publish the template. A message will display on the

bottom of the **Editor**, confirming that your content has been saved and the template published. It will also indicate the date and time it was saved and published.

Note: When you are working in the **Editor** in **Styler™** and you attempt to exit the Editor (e.g., Click to move to another tab; click on the *Cancel* button; click on the *Preview* button in the Region Explorer; or attempt to close **Styler™**), you will be prompted to save your changes. (See Exhibit 11-17.)

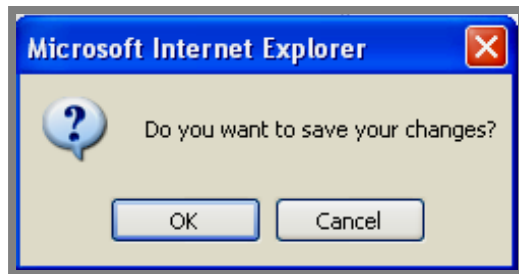


Exhibit 11-17: Prompt to save changes

- If you do not want to save your changes, click the *Cancel* button. The action you were attempting will be completed.
- If you want to save your changes, click the *OK* button. A confirmation message like the one shown in Exhibit 11-18 will display.

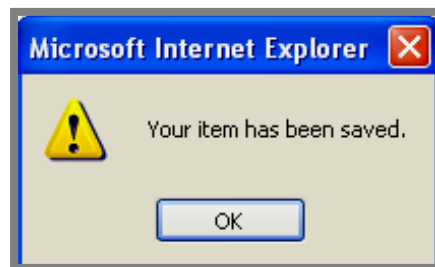


Exhibit 11-18: Confirmation message

- Click the *OK* button. The action you were attempting will be completed.

See Chapter 8: “Using the **Schoolwires Editor**” for more information on how to use the **Editor**.

Using **ActiveBlock®** Technology

ActiveBlock® Technology allows you to easily harness the power of scripting within your website. Within **Styler™**, these building blocks allow you to easily create and edit templates.

Note: If you know the code for an **ActiveBlock®**, you can enter it within the **Editor** just as you would other text.

There are two types of **ActiveBlocks™**:

- Standard **ActiveBlocks™**, which are available when you are working in the **Schoolwires Editor**. (See Exhibit 11-19.)
- Template **ActiveBlocks™**, which are only available when you are working within the **Editor** from within **Styler™**. (See Exhibit 11-20.)

Standard **ActiveBlocks™**

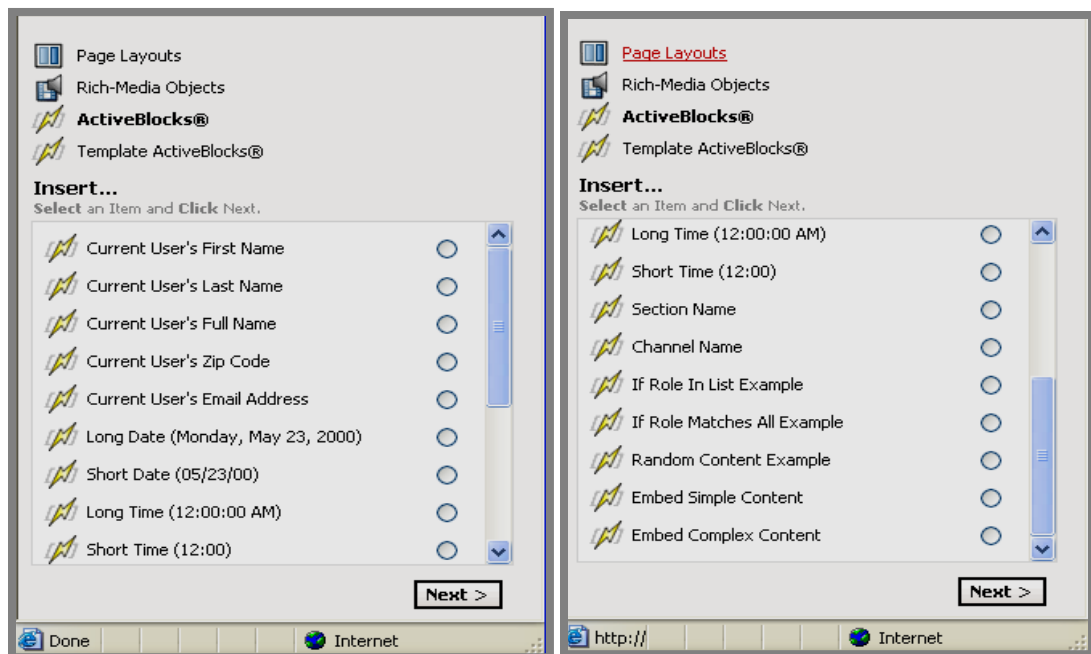


Exhibit 11-19: Contents of ActiveBlocks® (available in the Schoolwires Editor)

As listed in Exhibit 11-9, the Standard **ActiveBlocks™** are:

- \$UF, which will display the current user's first name.
- \$UL, which will display the current user's last name.
- \$UN, which will display the current user's full name.
- \$UZ, which will display the current user's zip code as entered in the user's profile.

- \$UE, which will display the current user's email address.
- \$D1, which will display the current date in long format (e.g., Monday, May 23, 2000).
- \$D2, which will display the current date in short format (e.g., 5/23/00).
- \$D3, which will display the current time in long format (e.g., 12:00:00 AM.).
- \$D4, which will display the current time in short format (e.g., 12:00). This will display in 24-hr format.
- \$SN, which will display the current *section* name.
- \$CN, which will display the current *channel* name.
- [\$IF ROLE IN '1,2,5,6'\$]Success[\$ELSE IF ROLE\$]Fail[\$END IF ROLE\$], which will display the content if the current user's role matches a role on the list. Note: you must edit the script to reflect the roles you wish to be included. Replace "success" and "failure" with the content you wish to display.
- [If Role Matches All:[\$IF ROLE IS '1,2,5,6'\$]Success[\$ELSE IF ROLE\$]Fail[\$END IF ROLE\$], which will display the content if the current user's roles match all the roles on the list. Note: you must edit the script to reflect the roles you wish to be included.
- [\$RANDOM\$]content here[\$RANDOM NEXT\$]content here[\$RANDOM NEXT\$]content here[\$END RANDOM\$], which will display content such as pictures randomly as users view the page. Note: you must edit the script to reflect the content you wish to be included.
- [\$X=http://www.google.com\$], which will embed external simple content on your page. This does not include pages with content like CSS, JavaScript or Framesets. Note: If you want to embed this type of external content, use Embed Complex Content.
- Embed complex content, which will embed external pages with content like CSS, JavaScript or Framesets in an I-frame on your page. Note: No script will display in the **Editor**.

TIP: User information (e.g., name, email address) for these **ActiveBlocks™** will display exactly as it is entered in the user's profile. If there is a discrepancy between what you expect and what you get using an **ActiveBlock**, check the user's profile.

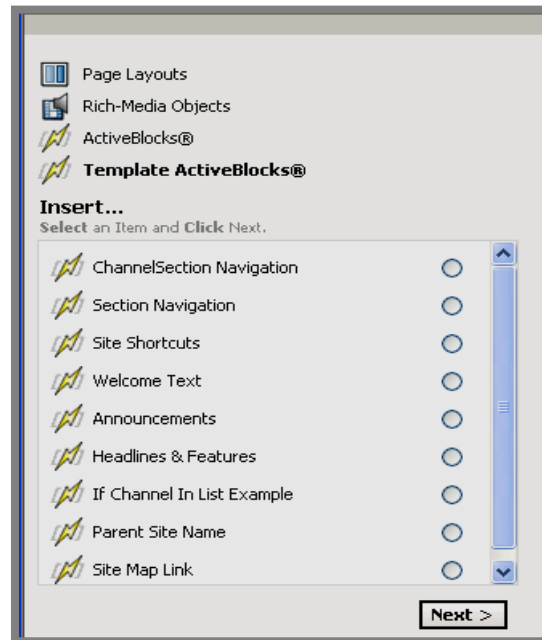
Template ActiveBlocks™

Exhibit 11-20: Contents of Template ActiveBlocks® (available within Editor in Styler™)

As listed in Exhibit 11-20, the Template **ActiveBlocks™** are:

- `[$CHANNELSECTIONMENU$]`, which will pull in the navigation you created for your Channel Section menu. This menu contains the *channels* you have assigned to your site and to which you have added *sections*. (See Chapter 5: “**Site Manager**—Site Workspace” for information on creating custom *channels* and assigning *channels*. See Chapter 6: “**Site Manager**—Channel Workspace” for information on adding *sections*.)
- `[$SECTIONNAV$]`, which will pull in the navigation you created for your *section*. This is either the default Auto List of *pages* or the *section* Hierarchy List that is active for a *section*. See Chapter 9: “Edit Site and Section Hierarchy” for more information on creating Hierarchy List navigation.
- `[$SITESHORTCUTS$]`, which will pull in the navigation you created for your *site*. See Chapter 9: “Edit Site and Section Hierarchy” for more information on creating Hierarchy List navigation.
- `[$WELCOMETEXT$]`, which will pull in the welcome text you created for your homepage.
- `[$HEADLINES$]`, which will pull in the headlines you created for your homepage.
- `[$ANNOUNCEMENTS$]`, which will pull in the announcements you created for your homepage.

-
- [IF CHANNEL IN '10,20'\$]You are in a Site or Subsite.[ELSE IF CHANNEL\$]You are in a Section.[END IF CHANNEL\$], which will display the content if the current *channel* role matches a *channel* in the list. Note: You must edit the script to reflect the display you desire.
 - \$PN, which will display the parent *site* name. Generally, this is the main (e.g., district) *site* name.
 - [\$SITEMAPLINK\$], which will pull in the link to the site map. Note: You must create and upload a graphic named nav_sitemap.gif for this link or it will display as a broken link. Upload the graphic to the _assets folder in the template folder of the template in which you will be using the link. Sample graphics are available at the **Schoolwires** Community & Support site (<http://help.schoolwires.com>).

How to Edit Page Options (Page Options Tab)

If you wish to edit the page options for your template:

1. Click on the *Page Options* tab. The contents of the *Page Options* tab will display. (See Exhibit 11-21.) To set or change the page options:

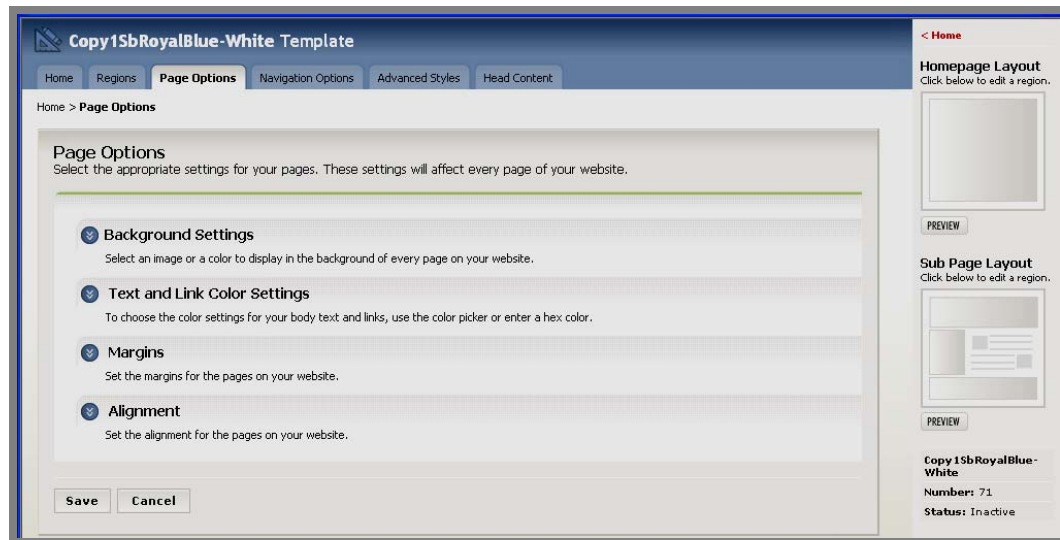


Exhibit 11-21: Content of Page Options tab



- a. To set or change background settings, click on the arrow  to the left of *Background Settings*. The *Background Settings* group will expand. (See Exhibit 11-22.)



Exhibit 11-22: Background Settings group expanded

- i. *Background Image*: If you wish to display a background image:
 - 1) Enter the file name of the background image here.
 - 2) Upload the image to the `_assets` folder within the folder for this template in *Manage Files & Folders*.
- ii. *Background Color*: Enter a hex color or use the Color Picker to choose a background color for your *pages*.

- b. To set or change the text or link color settings for your *pages*:
 - i. Click on the arrow  to the left of *Text and Link Color Settings*. The *Text and Link Color Settings* group will expand. (See Exhibit 11-23.)
 - ii. Enter a hex color or use the Color Picker to choose the color settings for your body text and links.
 - 1) Body Text: sets the default color used for text throughout your website.
 - 2) Links: sets the default color used for hyperlinks throughout your website.
 - 3) Visited Links: sets the default color for hyperlinked text after a visitor has viewed it.
 - 4) Active Links:




Text and Link Color Settings

To choose the color settings for your body text and links, use the color picker or enter a hex color.

Body Text:	Links:
<input type="text"/>  Pick	<input type="text"/>  Pick
Visited Links:	Active Links:
<input type="text"/>  Pick	<input type="text"/>  Pick

Exhibit 11-23: Text and Link Color Settings expanded

- c. To set or change the margins for your *pages*:
 - i. Click on the arrow  to the left of *Margins*. The *Margins* group will expand. (See Exhibit 11-24.)
 - ii. Enter the margins you desire for your pages. Note that you must set margins for Internet Explorer differently that you do for Netscape®.

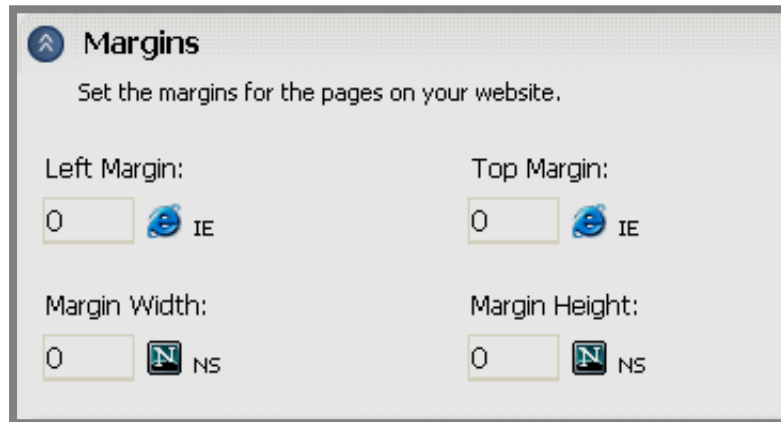



Exhibit 11-24: Margins group expanded

- d. To set or change the alignment for your *pages*:
 - i. Click on the arrow  to the left of *Alignment*. The *Alignment* group will expand. (See Exhibit 11-25.)

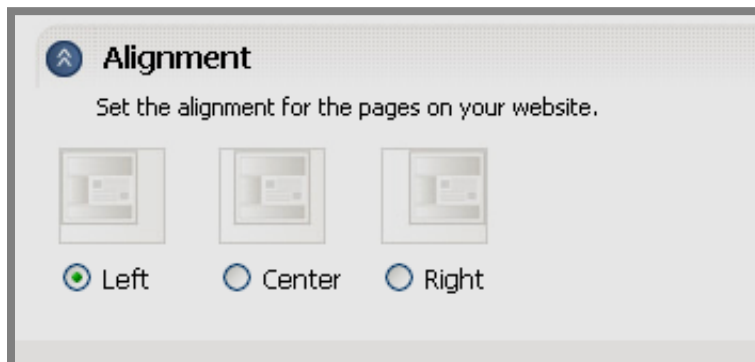


Exhibit 11-25: Alignment group expanded

- ii. Click in the radio button for the page alignment you would prefer. Left alignment is the default setting for the standard **Schoolwires** templates.
- 2. Once you have made all the changes to the *page* options you desire, click on the *Save* button (or the *Save & Publish* button if you are working with the active template) on the bottom left of the *Page Options* tab. Any

expanded groups will collapse and a message will display at the bottom of the *Page Options* tab, confirming that your changes has been saved (and published if applicable) and indicating the date and time they were saved.

How to Edit Navigation Options (Navigation Options Tab)

If you wish to edit the navigation options for your template, click on the *Navigation Options* tab. The contents of the *Navigation Options* tab will display. (See Exhibit 11-26.) On this tab, you can select the settings for:

- Channel navigation objects,
- Section navigation objects.

Channel Navigation

Image-based vs. Text-based Navigation

Since the first decision you must make in editing your navigation options is whether to use image-based or text-based navigation, it is important for you to understand the advantages of each of these options.

You will want to select image-based navigation if you want to retain the integrity of your *channel* buttons. For instance, if your buttons use special fonts or graphics, you may want to select image-based navigation to maintain the desired look of your website.

On the other hand, if you desire dynamic *channel* button creation while still being able to create a unique appearance, you will want to select text-based navigation.

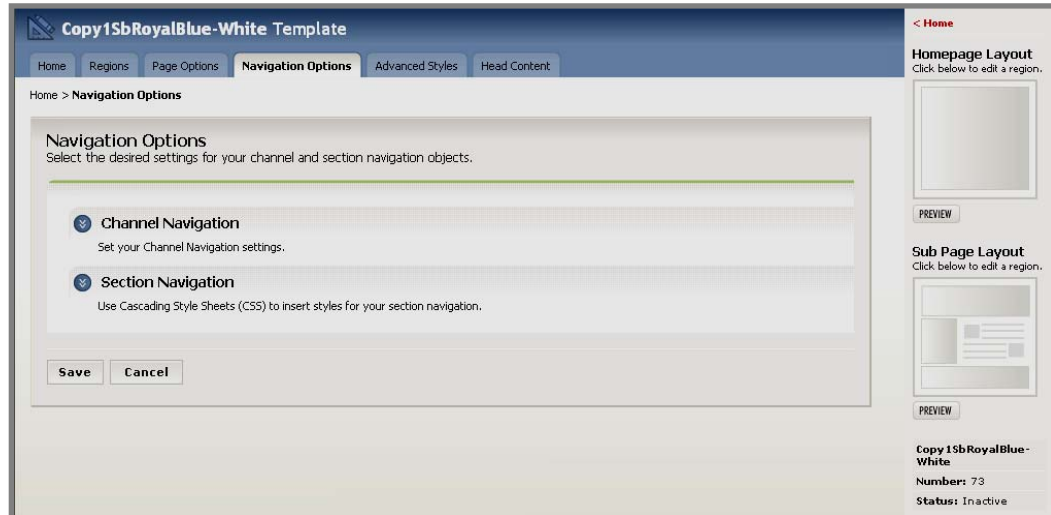

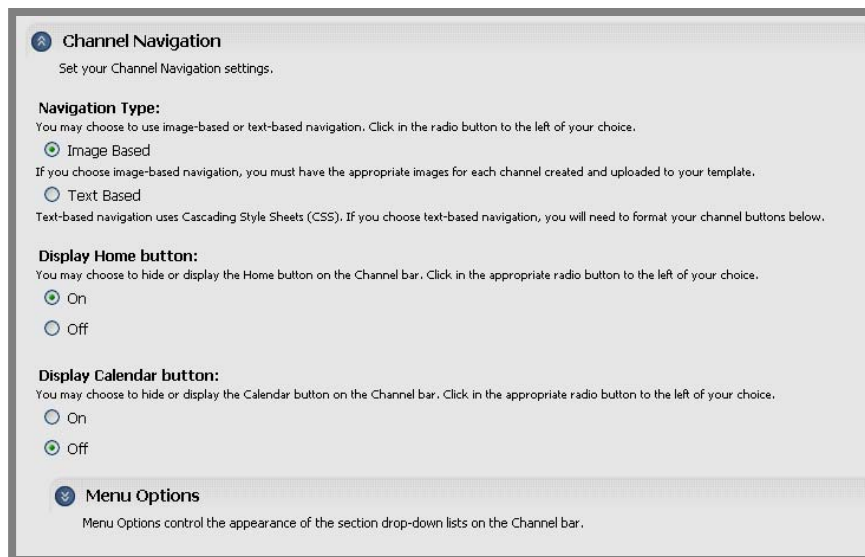


Exhibit 11-26: Contents of Navigation Options tab

How to Edit Channel Navigation Options on the Navigation Options Tab

To set your *channel* navigation:

1. Click on the arrow  to the left of *Channel Navigation*. The *Channel Navigation* group will expand.
2. To set or change the *Navigation Type*.
 - a. To select image-based navigation, click on the radio button to the left of Image Based.
 - b. To select text-based navigation, click on the radio button to the left of Text Based.
3. If you select image-based navigation, you will notice only one sub-group, *Menu Options*. (See Exhibit 11-27.) However, if you select text-based navigation, a second sub-group, *Button Options* will display. (See Exhibit 11-28.) Completing these two options will be discussed later in this section.



Channel Navigation
Set your Channel Navigation settings.

Navigation Type:
You may choose to use image-based or text-based navigation. Click in the radio button to the left of your choice.

☒ Image Based
If you choose image-based navigation, you must have the appropriate images for each channel created and uploaded to your template.

☐ Text Based
Text-based navigation uses Cascading Style Sheets (CSS). If you choose text-based navigation, you will need to format your channel buttons below.

Display Home button:
You may choose to hide or display the Home button on the Channel bar. Click in the appropriate radio button to the left of your choice.

☒ On
☐ Off

Display Calendar button:
You may choose to hide or display the Calendar button on the Channel bar. Click in the appropriate radio button to the left of your choice.

☐ On
☒ Off

Menu Options
Menu Options control the appearance of the section drop-down lists on the Channel bar.

Exhibit 11-27: Channel Navigation group for image-based navigation expanded

Channel Navigation
Set your Channel Navigation settings.

Navigation Type:
You may choose to use image-based or text-based navigation. Click in the radio button to the left of your choice.
☐ Image Based
 If you choose image-based navigation, you must have the appropriate images for each channel created and uploaded to your template.
☒ Text Based
 Text-based navigation uses Cascading Style Sheets (CSS). If you choose text-based navigation, you will need to format your channel buttons below.

Display Home button:
You may choose to hide or display the Home button on the Channel bar. Click in the appropriate radio button to the left of your choice.
☒ On
☐ Off

Display Calendar button:
You may choose to hide or display the Calendar button on the Channel bar. Click in the appropriate radio button to the left of your choice.
☐ On
☒ Off

Button Options
Button Options control the appearance of the buttons that display on the Channel bar of your website if you have selected text-based channel navigation.

Menu Options
Menu Options control the appearance of the section drop-down lists on the Channel bar.

Exhibit 11-28: Channel Navigation group for text-based navigation expanded

4. *Display Home button:* You may choose to hide or display the Home button on the *Channel* bar. Click in the appropriate radio button to the left of your choice. Note: The default for this setting is “Off.” Therefore, if you want your Home button to display, you must click in the “On” radio button.
5. *Display Calendar button:* You may choose to hide or display the Calendar button on the *Channel* bar. Click in the appropriate radio button to the left of your choice.

Notes:

- The default for this setting is “Off.” By enabling this here, you are bringing the Calendar button in dynamically using CSS.
- The image-based standard **Schoolwires** templates all have a calendar graphic on the *Channel* bar. Therefore, if you choose “Display Calendar button” and you are using an image-based standard template, two *Calendar* buttons will display on the *Channel* bar. One of these will be the text-based calendar button, which brings in the calendar dynamically. The other will be this calendar graphic, which is linked to the calendar. To remove this graphic calendar button, access the Homepage Layout and the Top Region of the Sub Page Layout and delete the image from the *Channel* bar.

Menu Options
Menu Options control the appearance of the section drop-down lists on the Channel bar.

General Options:
Set the general appearance of your menu items by completing the options below.

Menu Orientation:

Menu Border: pixel(s)

Menu Border Color:

Menu Effect:
Only supported by Windows Internet Explorer (IE).

Menu Font Family:

Menu Font Size: pixels

Menu Font Weight:

Menu Font Decoration:

Menu Item Padding:
Enter the padding in pixels that will surround the text of your menu items.

Top: Right:

Bottom: Left:

Unselected Menu Item Options:
Set the appearance of your menu items before a user selects them by completing the options below.

Font Color:


Background Color:


Hover Menu Item Options:
Set the appearance of your menu items when a user mouses over (i.e., hovers) them by completing the options below.

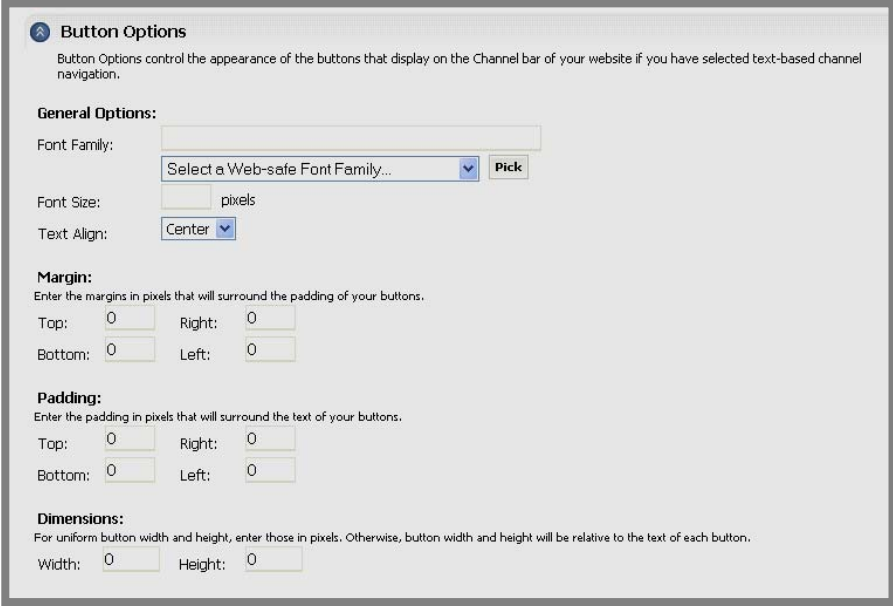
Font Color:

Background Color:

Exhibit 11-29: Channel Navigation Menu Options sub-group expanded

6. Edit *Menu Options*: *Menu Options* control the appearance of the *section* drop-down lists on the *Channel* bar. These menu options will apply whether you are using image-based or text-based navigation. Click on the arrow  to the left of *Menu Options*. The *Menu Options* sub-group will expand. As you can see from Exhibit 11-29, they include:
 - a. General Options:
 - i. Menu Orientation: Note: If you have placed your *Channel* bar on the left side of your page, you will want to choose “Right of channel bar” as the orientation. However, this will impact the left navigation on your subpages.
 - ii. Menu Border
 - iii. Menu Border Color
 - iv. Menu Effect: Note: Only supported by Windows® Internet Explorer.
 - v. Menu Font Family: Type in a font or select a Web-safe font from the drop-down list and then click on the Pick button to select it. Note: To ensure that your menu items display uniformly on most computers, it is wise to choose a Web-safe font.

- vi. **Menu Font Size:** We recommend 12.
 - vii. **Menu Font Weight:** We recommend “normal.”
 - viii. **Menu Font Decoration:** You can choose no decoration or underlining as the decoration.
 - b. **Menu Item Padding:** Enter the padding (i.e., space) in pixels that will surround the text of your menu items (i.e., *section* menu names). We recommend 2 or 3 for the top and bottom padding and 3-5 for the left and right padding.
 - c. **Unselected Menu Item Options:** Enter a hex color or use the Color Picker to complete the options to determine the appearance of your menu items (i.e., *section* menu names) before users select them.
 - d. **Hover Menu Item Options:** Enter a hex color or use the Color Picker to complete the options to determine the appearance of your menu items (i.e., *section* menu names) when users mouse over (i.e., hover over) them.
7. **Edit *Button Options*:** If you have selected text-based navigation for your *Navigation Type* in Step 2, this *Button Options* sub-group will be available. The information you enter here determines how your buttons will display on the *Channel* bar of your website. Click on the arrow  to the left of *Button Options*. The *Button Options* sub-group will expand. As you can see from the following exhibits, they include:



Button Options

Button Options control the appearance of the buttons that display on the Channel bar of your website if you have selected text-based channel navigation.

General Options:

Font Family: Select a Web-safe Font Family... Pick

Font Size: pixels

Text Align: Center

Margin:

Enter the margins in pixels that will surround the padding of your buttons.

Top: Right:

Bottom: Left:

Padding:

Enter the padding in pixels that will surround the text of your buttons.

Top: Right:

Bottom: Left:

Dimensions:

For uniform button width and height, enter those in pixels. Otherwise, button width and height will be relative to the text of each button.

Width: Height:

Exhibit 11-30: Part of the Button Options sub-group for text-based navigation expanded

- a. **General Options:** (Exhibit 11-30)
 - i. **Font Family:** Type in a font or select a Web-safe font from the drop-down list and then click on the Pick button to select it. Note:

To ensure that your menu items display uniformly on most computers, it is wise to choose a Web-safe font.

- ii. **Font Size:** We recommend 12 or 13.
- iii. **Text Align**
- b. **Margin** (Exhibit 11-30): Enter the margin in pixels that will surround your padding. Exhibit 11-31 shows the relationship among text, padding and margin.

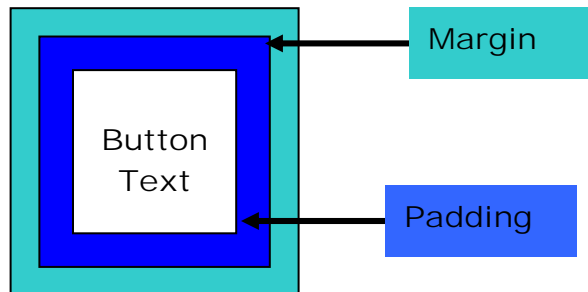


Exhibit 11-31: Relationship among text, padding and margin

- c. **Padding** (Exhibit 11-30): Enter the padding in pixels that will surround your text. Exhibit 11-31 shows the relationship among text, padding and margin.

TIP: If your channels are running together on the Channel bar, you probably have not entered values for your padding.

- d. **Dimensions** (Exhibit 11-30): For uniform button width and height, enter those in pixels. Otherwise, button width and height will be relative to the text of each button. A width of 90-100 and a height of 25-35 are common. However, the dimensions will depend on the template. **Note:** You can assign more *channels* if you leave these blank and allow the dimensions of each button to be set relative to the text of the *channel* name.
- e. **Unselected, Hover and Selected Options:** When you are setting the appearance for your buttons in text-based navigation, you need to set their appearance in the unselected, hover and selected states. **Note:** When deciding the appearance of the *channel* buttons, you have two options for all three states:
 - You can define the *channel* buttons using CSS.
 - You can use images for the button backgrounds.

As you can see from Exhibit 11-32 (Unselected Options), Exhibit 11-33 (Hover Options) and 11-34 (Selected Options), included in each of these are:

-
- i. Font Color
 - ii. Font Weight
 - iii. Font Decoration
 - iv. If you define the *channel* buttons using CSS, you will define:
 - 1) Background Color
 - 2) Border (thickness in pixels)
 - 3) Border Color
 - v. If you use images for the button backgrounds, you will need:
 - 1) Left Background Image (required): Note: You only need a left background image if you do not require tabs.
 - 2) Right Background Image (optional) Note: If you want tabs, you will need both a right and left image to create this effect.

Note: If you use background images for the buttons on a text-based template, you can use your own background image or use one of the stock images that we have made available to you on the Community and Support Site. To use those images:

- Access the images by clicking on Click here from the Unselected Options, Hover Options or Selected Options. Graphics like those shown in Exhibits 11-35 and 11-36 will display.
- Download the images you desire to your desktop.
- Use the Browse button to start the Insert Image Wizard. See Chapter 8: "Working with the **Schoolwires Editor**" for more information on the standard **Schoolwires** Insert Image Wizard.
- Follow the steps for the Insert Image Wizard. The file path for the image you chose will display to the right of the image identifier (i.e., left or right background image for the option in which you are working).

As noted above, you may also use other button background images that you have created for this purpose. Use the Insert Image Wizard to upload them to your site just as you would the stock images.

Unselected Options:
Set the appearance of your buttons before a user selects them by completing the options below.
[Click here](#) to view and download sample graphics.

Font Color:

Font Weight:

Font Decoration:

Background Color:

Border: pixel(s)

Border Color:

Left Background Image:

Right Background Image:
(Optional)

Exhibit 11-32: Unselected Options for Buttons in text-based navigation

Hover Options:
Set the appearance of your buttons when a user mouses over (i.e., hovers) them by completing the options below.
[Click here](#) to view and download sample graphics.

Font Color:

Font Weight:

Font Decoration:

Background Color:

Border: pixel(s)

Border Color:

Left Background Image:

Right Background Image:
(Optional)

Exhibit 11-33: Hover Options for Buttons in text-based navigation

Selected Options:
Set the appearance of your buttons after a user selects them by completing the options below.
[Click here](#) to view and download sample graphics.

Font Color:

Font Weight:

Font Decoration:

Background Color:

Border: pixel(s)

Border Color:

Left Background Image:

Right Background Image:
(Optional)

Exhibit 11-34: Selected Options for Buttons in text-based navigation

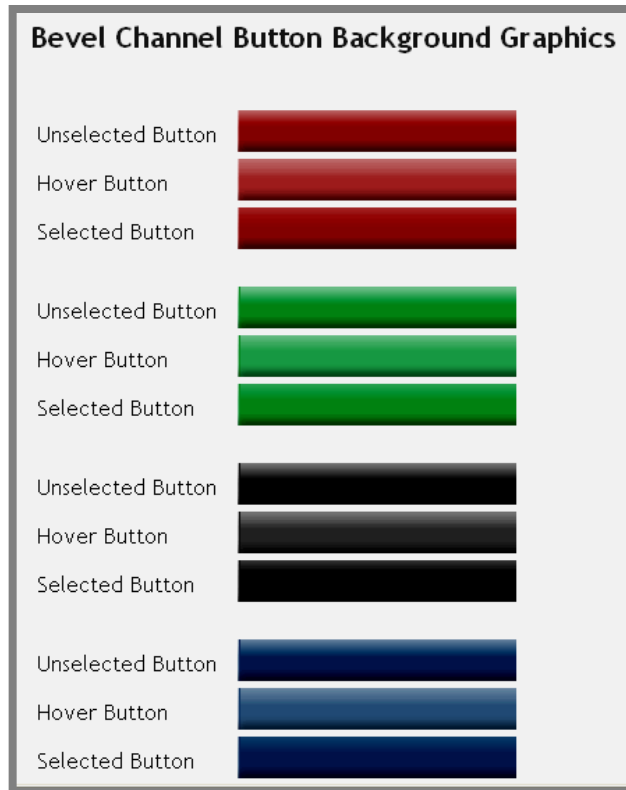


Exhibit 11-35: No tabs: left image sufficient

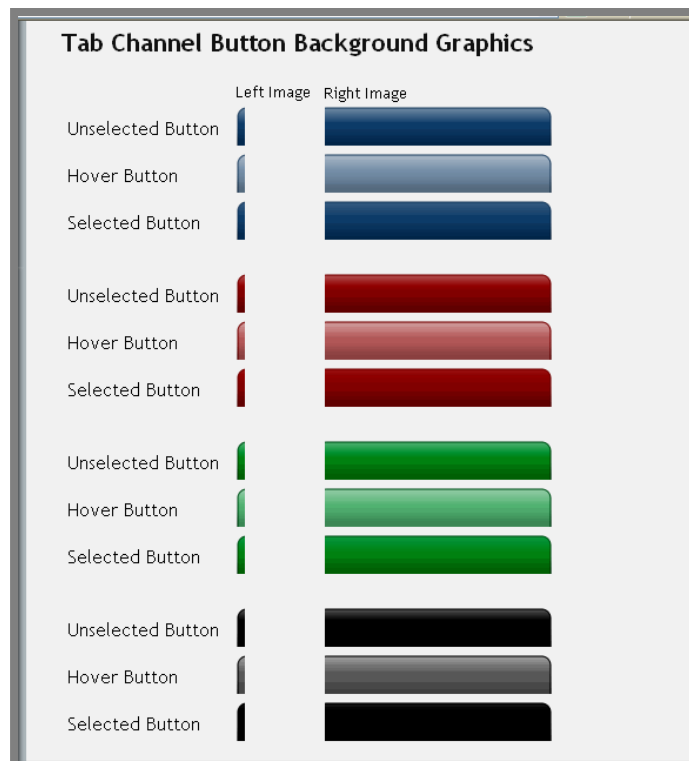



Exhibit 11-36: Tabs: left and right images required

8. Click on the *Save* button (or the *Save & Publish* button if you are working with the active template) on the bottom left of the *Navigation* tab once you have made all desired changes to your *channel* navigation settings. Any expanded groups will collapse and a message will display at the bottom of the *Navigation Options* tab, confirming that your changes has been saved (and published if applicable) and indicating the date and time they were saved.


Section Navigation

How to Edit Section Navigation Options on the Navigation Options Tab

To set your *section* navigation:

1. Click on the arrow  to the left of *Section Navigation*. The *Section Navigation* group will expand. As you can see from Exhibit 11-37, until you have entered *section navigation* using Cascading Style Sheets (CSS), this will be blank.
2. Enter the styles for your *section navigation* using CSS. Note: You can click on the *Insert Default Styles* button to insert the **Schoolwires** default section navigation styles. This will set the styles for all *page* links within your *section* navigation whether you are using auto list or hierarchy list. (See Exhibit 11-38.)

Note: This also sets the style for *Site Shortcuts*.

 *If you insert Section Navigation Styles here, you must delete them from the Template Styles on the Advanced Styles tab.*

Note: The best way to do this is the click on the *Insert Default Styles* button within Template Styles on the Advanced Styles tab.



Exhibit 11-37: Blank Section Navigation group on Navigation tab

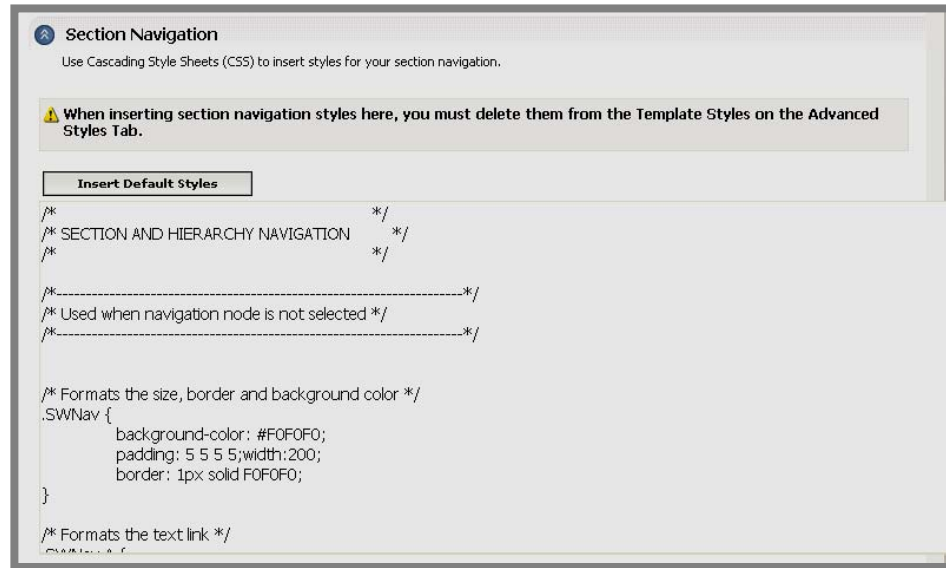


Exhibit 11-38: Section Navigation group on Navigation tab with Schoolwires defaults inserted

3. Click on the *Save* button (or the *Save & Publish* button if you are working with the active template) on the bottom left of the *Navigation* tab once you have made all desired changes to your *section* navigation settings. Any expanded groups will collapse and a message will display at the bottom of the *Navigation Options* tab, confirming that your changes have been saved (and published if applicable) and indicating the date and time they were saved.

How to Edit Advanced Styles (Advanced Styles Tab)

As you can see from Exhibit 11-39, on the *Advanced Styles* tab, you use Cascading Style Sheets (CSS) to set the styles for the **Editor** and to format **Schoolwires** template elements such as Headlines, Announcements and all elements on the **Schoolwires** page types.

If you wish to edit the advanced styles in your template, Click on the *Advanced Styles* tab. The contents of the *Advanced Styles* tab will display. (See Exhibit 11-39.)




Exhibit 11-39: Contents of Advanced Styles tab

How to Edit Editor Styles

Editor Styles: If you are not restricting formatting in the **Schoolwires Editor**, setting up styles for use within the **Editor** is optional.

However, if you are restricting formatting, you must set up styles for the **Editor** if you wish to provide optional fonts, font sizes or both.

You do that here. To set the styles for the **Schoolwires Editor**:

1. Click on the arrow  to the left of *Editor Styles*. The *Editor Styles* group will expand. Unless you have entered CSS for the styles you wish to use, this will be blank.
2. Use CSS to enter the styles you wish to be available to editors when they are using the **Schoolwires Editor**. In Exhibit 11-40, we have entered the **Schoolwires** sample **Editor** styles by clicking on the *Insert Sample Styles* button.
3. Click on the *Save* button (or the *Save & Publish* button if you are working with the active template) on the bottom left of the *Advanced Styles* tab once you have made all desired changes to your *Editor Styles*. Any expanded groups will collapse and a message will display

at the bottom of the *Advanced Styles* tab, confirming that your changes has been saved (and published if applicable) and indicating the date and time they were saved.

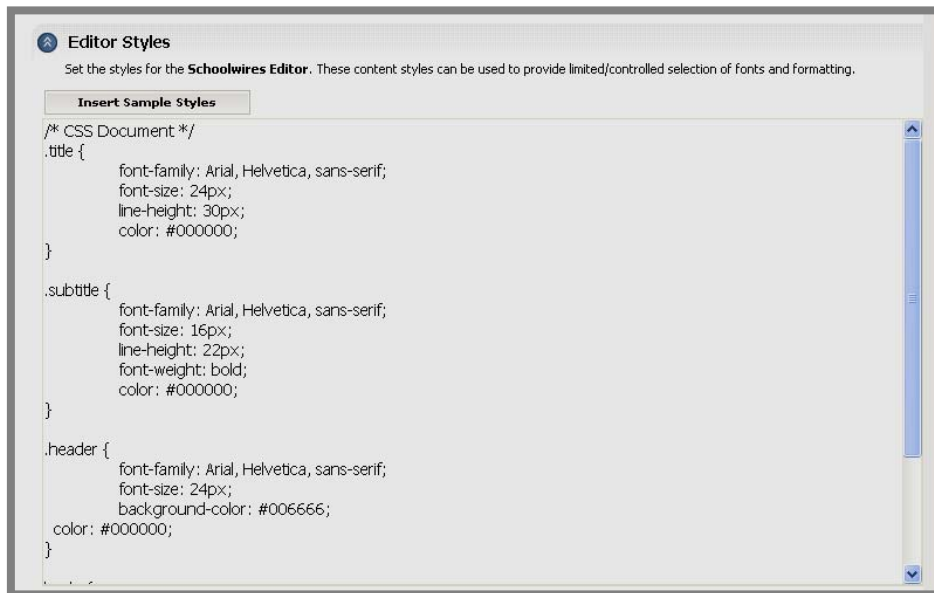




Exhibit 11-40: Editor Styles with sample styles inserted

How to Edit Template Styles

Through the template styles, you use CSS to set the styles for the basic **Schoolwires** template elements Headlines, Announcements and all elements on the **Schoolwires** page types.

To set the template styles:

1. Click on the arrow  to the left of *Template Styles*. The *Template Styles* group will expand. If you are using a standard **Schoolwires** template, the default styles will already be entered. Exhibit 11-41 shows the *Template Styles* with the default styles inserted.
2. Enter or modify the template styles as desired. Note: You can restore the **Schoolwires** default template styles by clicking on the *Insert Default Styles* button.

Note:  You should insert default styles here if you've inserted the default styles for *Section Navigation* on the *Navigation Options* tab.

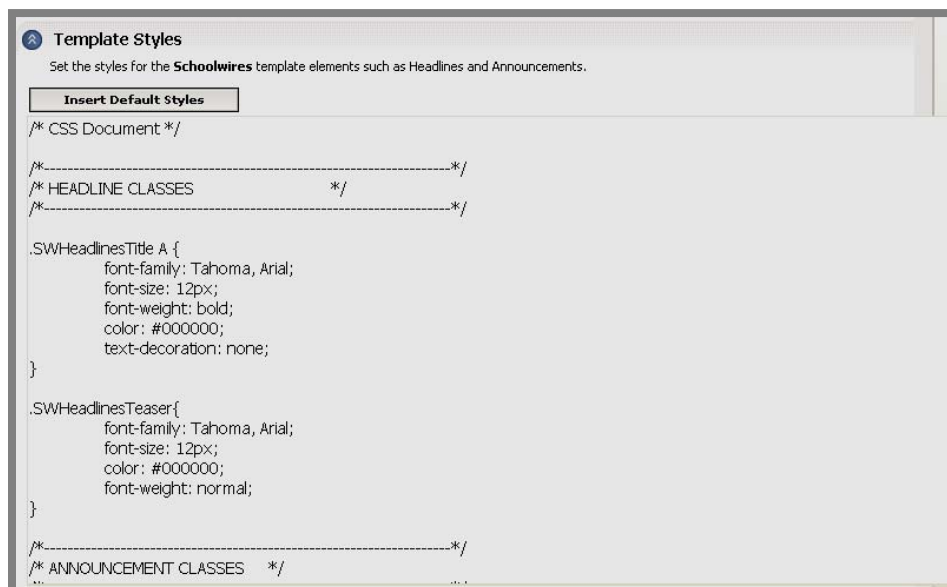


Exhibit 11- 41: Template Styles with default styles (CSS) inserted

3. Click on the *Save* button (or the *Save & Publish* button if you are working with the active template) on the bottom left of the *Advanced Styles* tab once you have made all desired changes to your *Template Styles*. Any expanded groups will collapse and a message will display at the bottom of the *Advanced Styles* tab, confirming that your changes has been saved (and published if applicable) and indicating the date and time they were saved.

How to Edit Head Content (Head Content Tab)

If you wish to edit the head content in your template:

1. Click on the *Head Content* tab. The contents of the *Head Content* tab will display. As you can see from Exhibit 11-42, until you enter head content this will be blank. On this tab you can enter such things as JavaScript™, Meta Tags or custom styles.



Exhibit 11-42: Head Content tab will be blank until you enter content.

2. Enter the head content you desire.
3. Click on the *Save* button (or the *Save & Publish* button if you are working with the active template) on the bottom left of the *Head Content*. A message will display at the bottom of the *Head Content* tab, confirming that your changes has been saved (and published if applicable) and indicating the date and time they were saved.

Creating a New Template

Prior to creating a new template, you will need to develop the concept. In addition, if you are going to use image-based navigation in your custom template, you will need to create the images for the template. You will use an image production tool to do this. We recommend Macromedia® Fireworks®.

Required Images for Hierarchy List Navigation

If you plan to use Hierarchy List navigation, you will need to develop three sets of graphics for your nodes (i.e., bullets) at each level. For each level, you will need:

- A graphic named `bullet.gif`, which shows a bullet that will be used for a level (*page*) with no sublevels.
- A graphic named `open.gif`, which shows a bullet as it will appear when a user accesses or opens that level.
- A graphic named `close.gif`, which shows the bullet as it will appear for a closed level that has sublevels.

You can use images rather than bullets in your Hierarchy List navigation.

See Chapter 6: “Edit Site and Section Hierarchy Navigation” for more information on creating Hierarchy List navigation.

How to Create Channel Buttons for the Channel Section Menu (Image-based Templates)

If you are using image-based navigation, you will need three images for each *channel* on your *page*. See Appendix A: “Editing Channels Names & Creating Channel Imagery” for more information.

You will need:

- An image for the *unselected mode* that displays when the *channel* is not selected.
- An image for the *selected mode* that orient the end user. For instance, you might have the selected *section* in bold while the other *sections* are in normal type.
- An image for the *channel* watermark that appears in each *section*.

Since most navigation elements are text or line art, these images are generally GIFs. However, you can use pictures as navigation elements. JPEG is the recommended format for pictures. Since the Channel Section menu is relative, the images for these buttons can be any size, shape and color.

How to Obtain Channel ID Numbers

To name the images you will create for the *channel* buttons, you will need the *channel* identification (ID) numbers. To obtain these numbers:

1. Access the *Site/Subsite Workspace*.
2. Click on the *Customize your Site* task.
3. Click on *Customize Channels*. It will expand to show three sub-tasks in the *Site Workspace* and two sub-tasks in the *Sub-site Workspace*.
4. Click on the *Assign Channels* sub-task. An *Assign Channels* page like the one shown in Exhibit 11-43 will display. The active *channels* for your *site* or *subsite* will be checked.
5. Record the ID numbers for the *site* or *subsite* for which you are creating a template. These are the numbers in parenthesis to the right of the *channel* name.

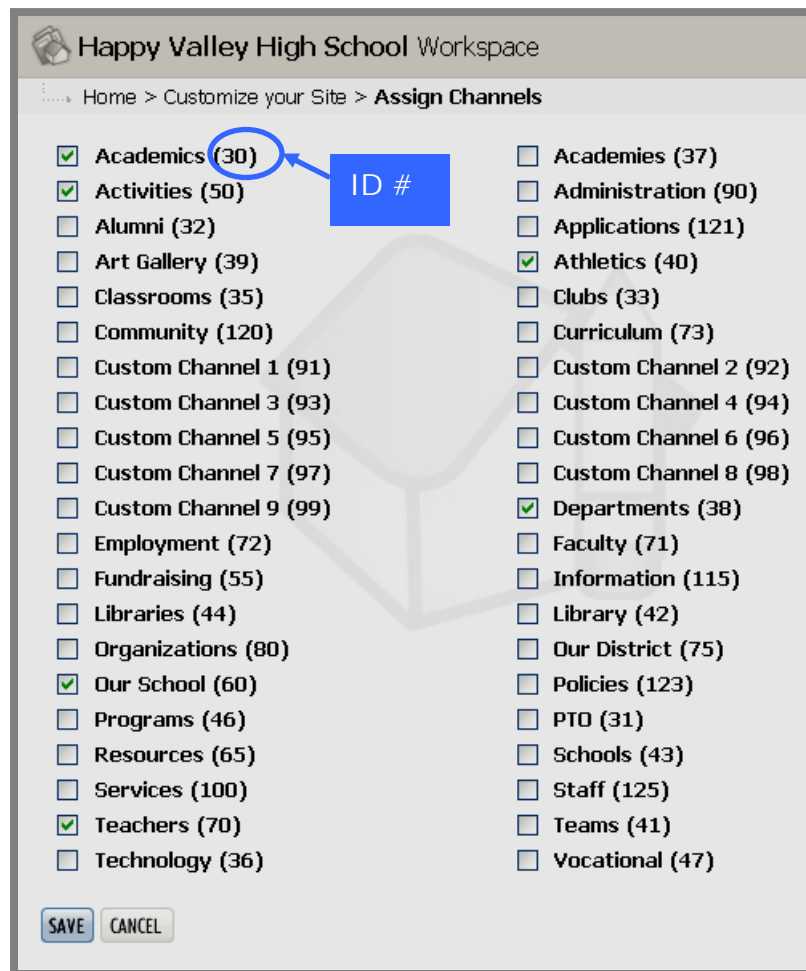


Exhibit 11-43: Assign Channels page

Formats for the Images for Channel Buttons

You must use a specific format when naming the images for the *channel* buttons. These formats are:

- For the image for the *unselected mode*: nav_{channel#}.gif. Replace {channel#} with the ID number you recorded. For example, {nav_123.gif} would be the image for the *unselected mode* for the *Policies Channel*.
- For the image for the *selected mode*: nav_{channel#}_selected.gif. Replace {channel#} with the ID number you recorded. For example, {nav_123_selected.gif} would be the image for the *selected mode* for the *Policies Channel*.
- For the image for the *channel watermark*: _{channel#}.gif. Replace {channel#} with the ID number you recorded. For example, {123.gif} would be the image for the *watermark* for the *Policies Channel*.

TIP: The Channel Section menu is relative. Therefore, if you move a channel, the section menu under it will move as well. The channel buttons are also dynamic. That is, if you remove a section from your site, it will disappear from the channel drop down list or channel directory page. We recommend that you have no more than nine channels. In designing your website, follow the two-click rule: no content should be more than two clicks away from the end users.

How to Create a New Template

To create a new template:

1. Access the *Site Workspace*.
2. Click on the *Manage Site Templates* task. A *Manage Site Templates* page like the one shown in Exhibit 11-44 will display.

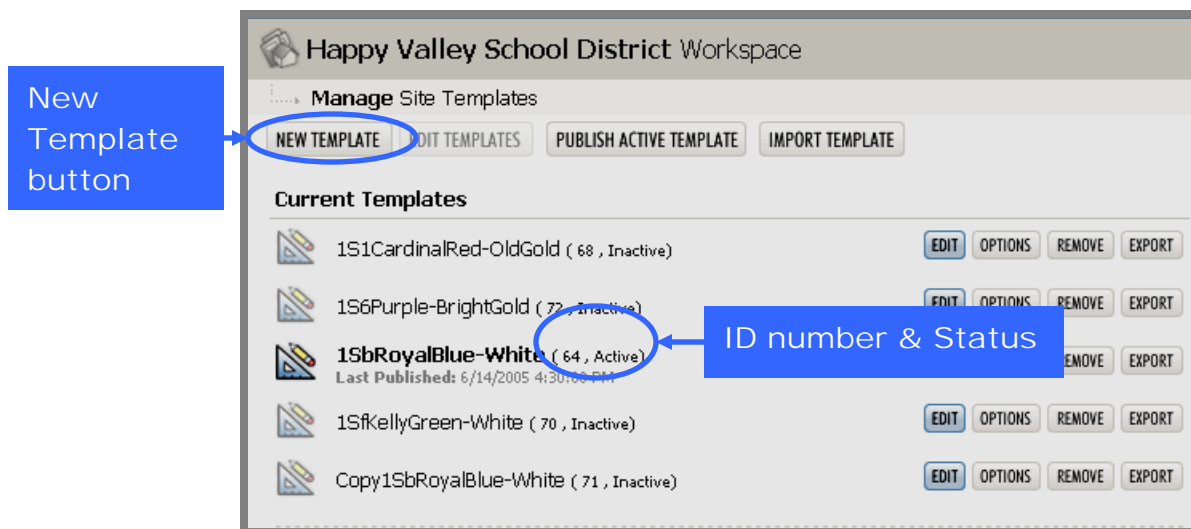
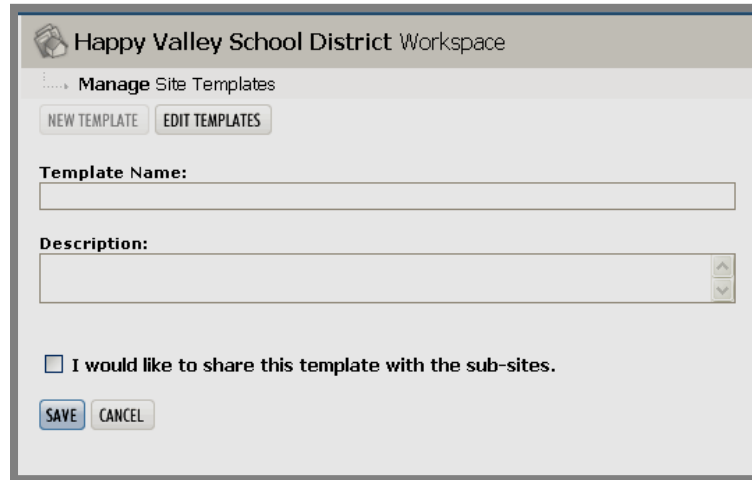


Exhibit 11-44: Manage Site Templates page

3. Click on the *New Template* button on the top left of the *Manage Site Templates* page. A *New Template* form like the one shown in Exhibit 11-45 will display.



Happy Valley School District Workspace

Manage Site Templates

NEW TEMPLATE EDIT TEMPLATES

Template Name:

Description:

☐ I would like to share this template with the sub-sites.

SAVE CANCEL

Exhibit 11-45: New Template form

4. Enter the name of the template and its description.
5. Click in the checkbox to the left of “I would like to share this template with the subsites” if you want to share the template right away.
TIP: You can share the template when it is finished by clicking on the *Options* button to the right of it in the *Manage Site Templates* page and then clicking in this checkbox.
6. Click on the *Save* button. The *Manage Site Templates* page will return as the active window. The template you just added will appear. Notice that it has a number and the word “Inactive” in parenthesis after its name. The number is the ID number for this template.
7. Record the ID number for the template.
8. Access the *Site Workspace*.
9. Click on the *Manage Files & Folders* task. The *Manage Files & Folders* page will display.
10. Open the folder for the template you just added.
11. Open the *_assets* folder. A window like the one shown in Exhibit 11-46 will display. Notice the file path at the bottom of the page. Since you are creating a new template, there are no assets files in the *_assets* folder.

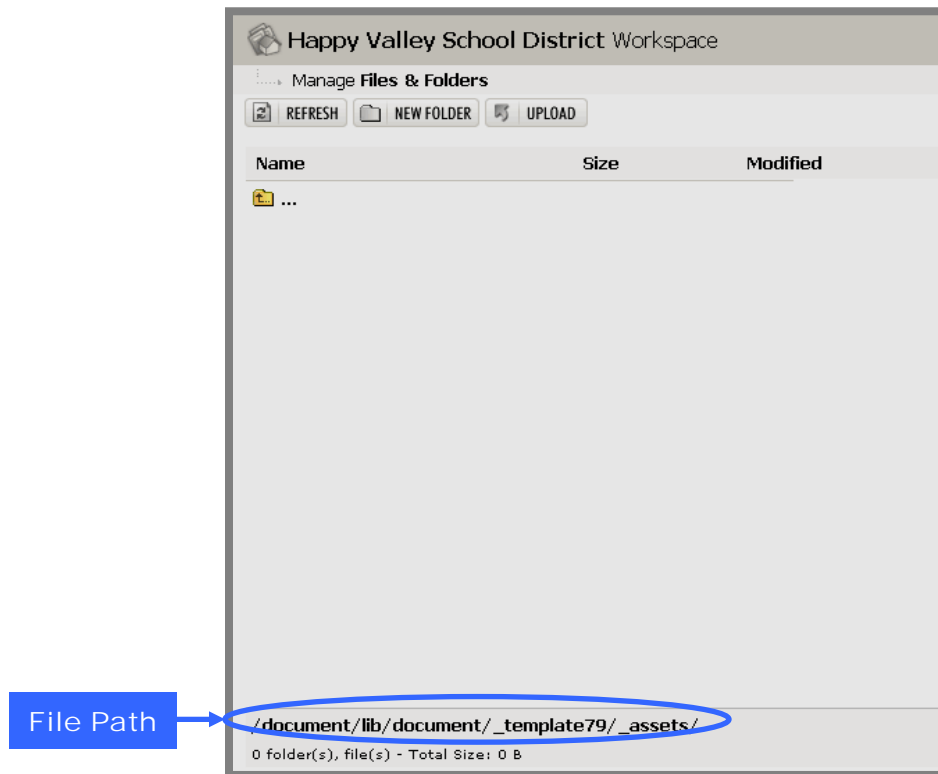


Exhibit 11-46: Open Assets folder

12. Click on the *Upload* button. An *Upload File Wizard* will display.
13. Click on the *Browse* button. This will allow you to browse your computer or network for the image file(s) you want to upload. You can upload up to five files at a time.
14. When you locate the image file you wish to upload, click on the *Open* button. The *Upload File Wizard*, populated with the file path for the image file you chose, will return as the active window.
15. Once you have chosen as many image files as you wish to upload, click on the *Next* button. When the first batch of image files have been uploaded successfully, you will see a confirmation message like the one shown in Exhibit 11-47.

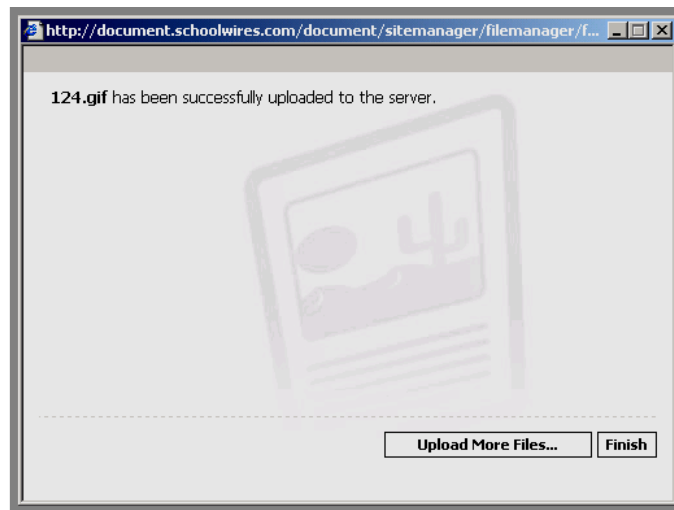


Exhibit 11-47: Confirmation message

16. If you wish to upload additional image files, click on the *Upload More Files* button. The *Upload File Wizard* will display again.
17. Repeat Steps 11 to 15 until you have uploaded all of your image files.
18. Click on the *Finish* button once you are finished uploading image files. You will get a Retry message like the one shown in Exhibit 11-48.

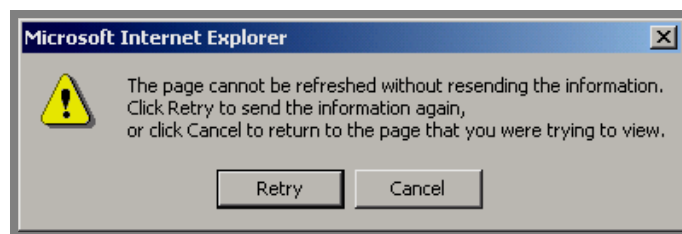


Exhibit 11-48: Retry message

19. Click on the *Retry* button. The open *_assets* folder will return as the active window. If you click on the *Cancel* button, you will need to refresh the page in order to see the image files you just uploaded.
20. Complete the creation of your template by following the directions for editing a template. See "How to Edit a Template" earlier in this chapter.