

Advanced Web Training

This handout contains instructions for the following tasks:

- Creating Tables
- Shared Items
- Anchoring
- Linking Procedures
- Live and Expired Dates
- Form Builder
- Photo Galleries



Jess Ewart

National Board Certified Teacher
SECO District II Director

Building Tech Mentor
Science Dept. Chair
Raptors Science Teacher

A.I. Root Middle School
333 W. Sturbridge Dr.
Medina, OH 44256

330 - 636-3500 ext. 3574 work
330 - 764-1450 fax

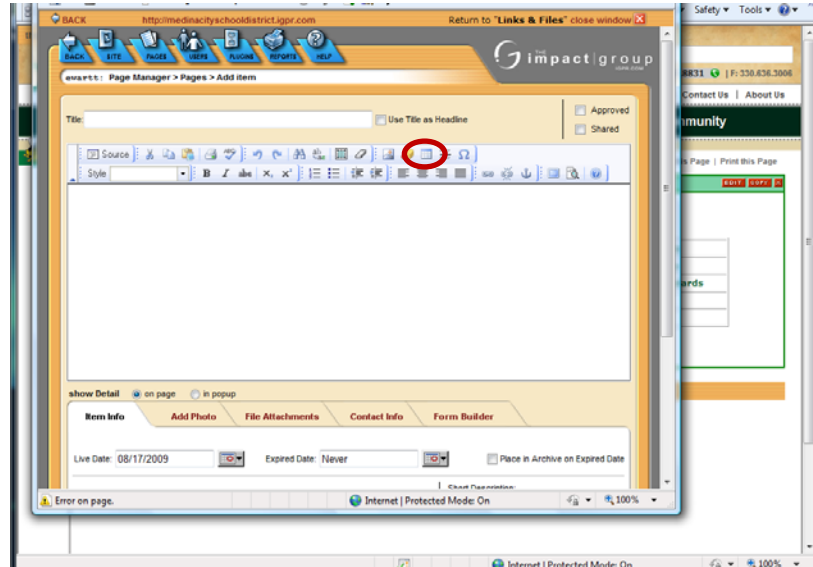
ewartt@mcsOH.org
MrsEwart@aol.com




Advanced Web Training

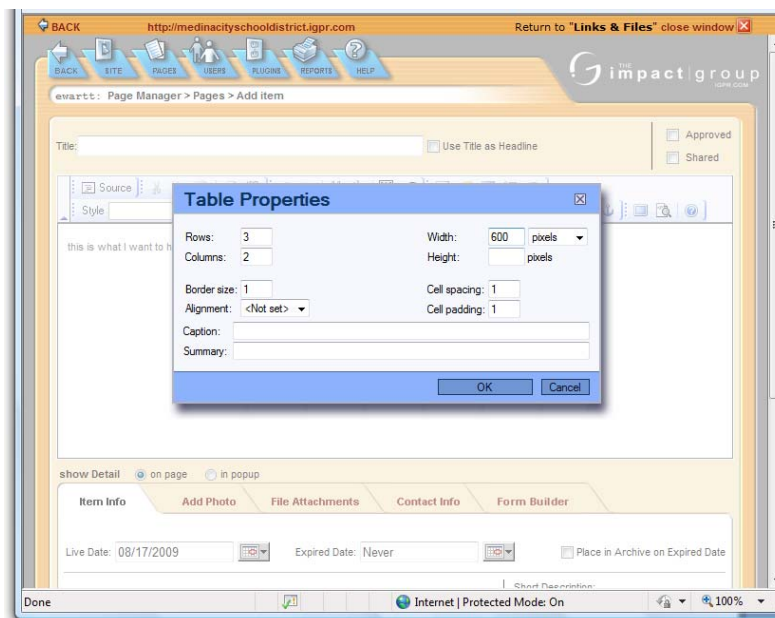
- Creating Tables

- Benefits: able to get multiple images on one screen
- Limitations: you cannot copy table structure and text from another location, only text

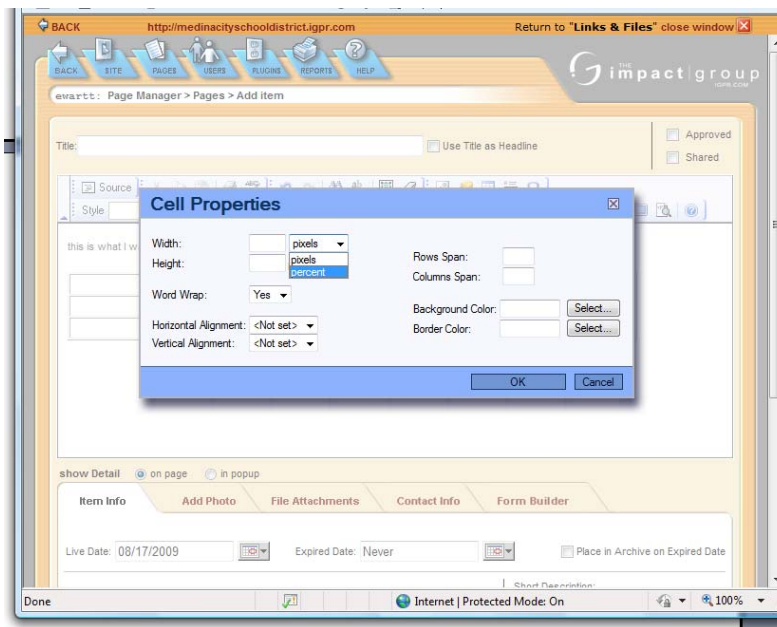


1. In Edit mode, click on the Add button on the gold section bar.
2. After opening up a section to edit, click on the  table icon to create a table.
3. The Table Properties box opens up for you to enter the number of rows, columns, border size (thickness of the border lines, alignment (of the table not the text), table width & cell padding (space between items in the cell and the border lines) you want.

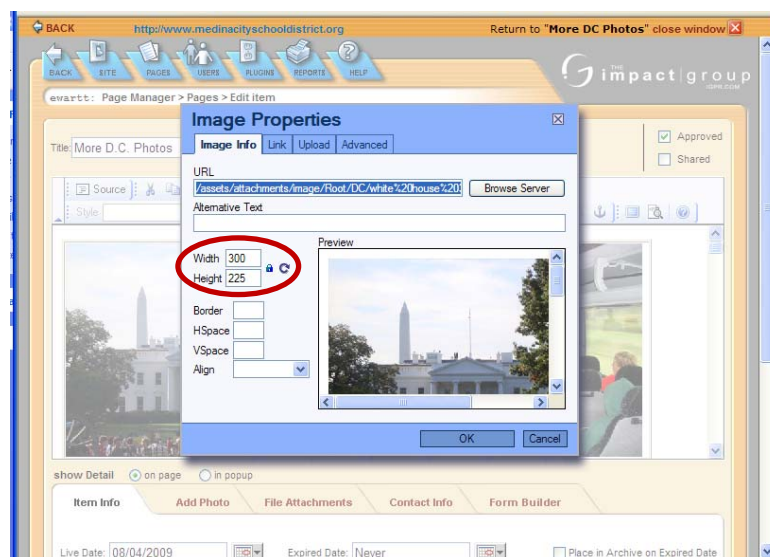
MAXIMUM WIDTH SIZE for tables is 600 pixels.



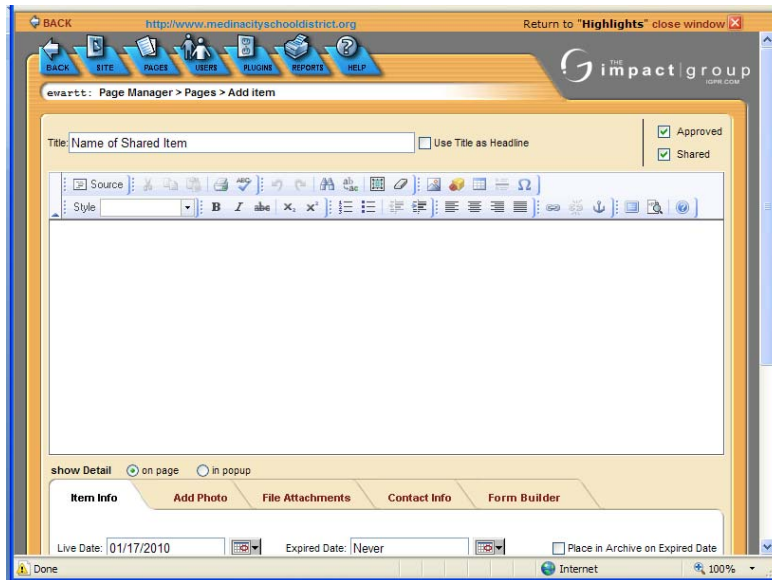
4. Unless a cell width is entered, the cells will change size based on their contents.
 - a. To change the width of the columns, right click in the top cell of the column and select Cell Properties.
 - b. Putting in a 'percent' value over a certain number of 'pixels' may give you the best looking table (if you change the table width later, the columns adjust accordingly).
5. The horizontal & vertical alignment will adjust the text (left, center or right) and (top, middle or bottom) accordingly. Background and border color can be selected from this view as well.



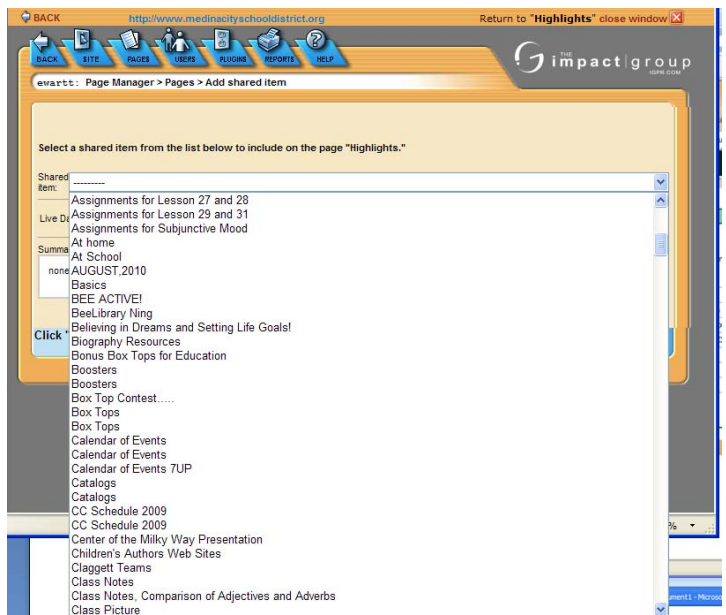
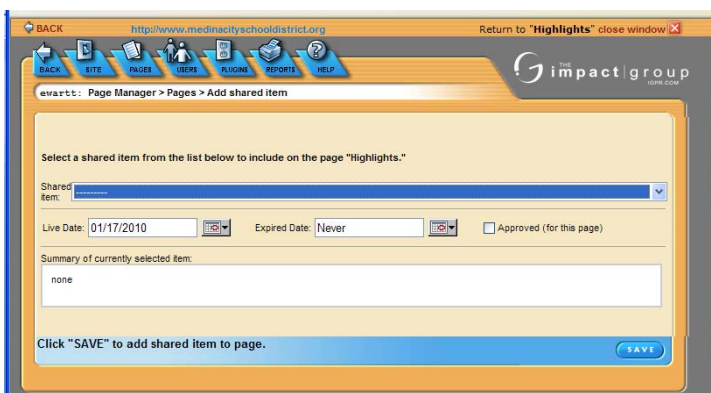
6. If you are adding images to the table cells, the **Image Properties OVERRIDES** the Table Properties.
 - a. For instance, if you have a 2 column table that is 600 pixels wide and add an image into each column that is 325 pixels wide, the table will be stretched to 650 pixels wide and is now too big to fit on the screen when viewing the web page.
 - b. To fix this, you need to adjust the image width in the Image Properties box. You can access this by right clicking on the image.
 - c. Leaving the lock on will cause the height to be adjusted in the same proportions as the original image.



- **Shared Items** – A Shared Item is one that appears on multiple pages. The page where the item is created is the master copy. Any changes to the master will automatically show up on the other pages with the shared item.
1. To make a Shared Item, in Edit mode, open up the page that you will use to do any editing to the Shared Item and click Add in the gold section bar.
 2. In the upper right hand corner, click on the Approved box as you normally would and also check the Shared box.
 3. The section title becomes the name of the Shared Item. Since Shared Items go into a district list, make the title distinctive to easily identify it later.

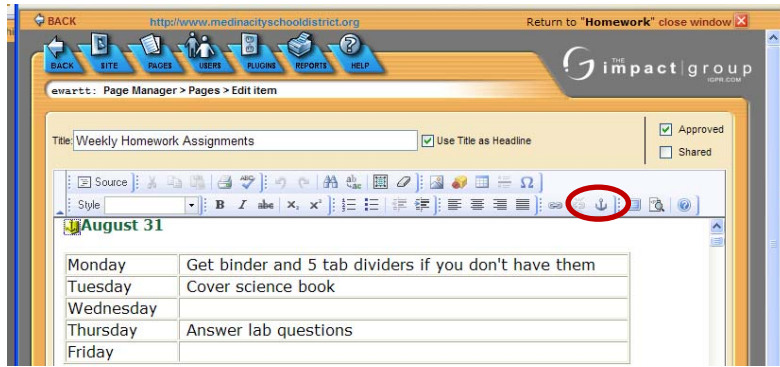


4. Navigate to the additional page that will have the same Shared Item you just made. This time, in the gold section bar, you need to choose the Add button with the arrow. This will pull up a dialogue box where you can choose the name of your Shared Item from the list of district Shared Items.

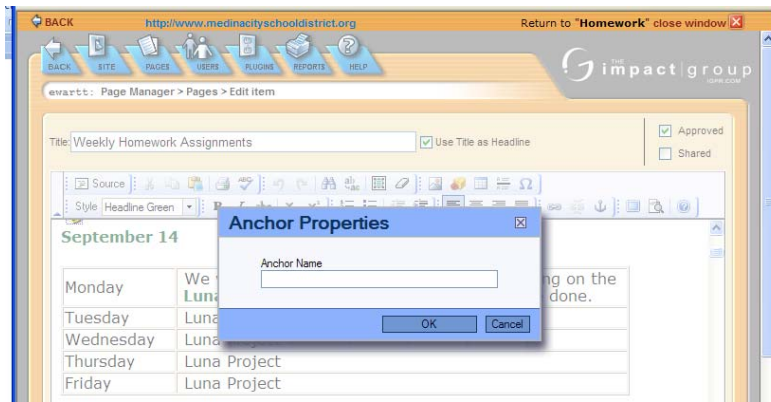


5. Click on Save and the Shared Item is now on the second page as well.
6. Any changes you later make to the Shared Item **MUST** be made on the page where the Shared Item was created, in order for the changes to automatically be made on the other pages.

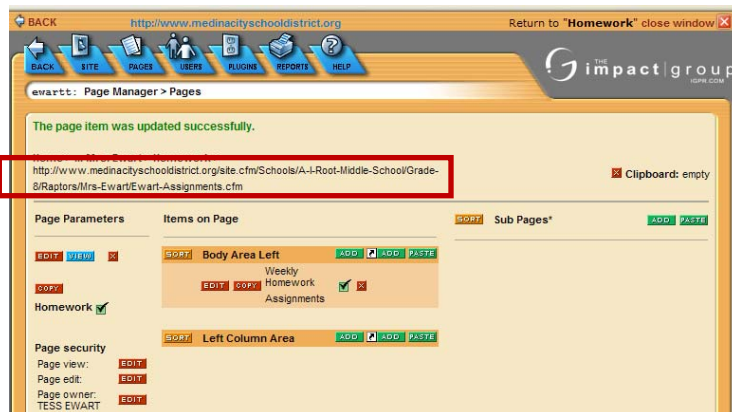
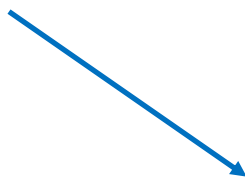
- Anchoring – an anchor is a “target” that can be linked to in order to avoid lots of scrolling on a web page. This is useful in situations such as weekly homework assignments or many news stories linked from the school's front page.
1. In Edit mode, open up the section and place the cursor where you want people to go to when clicking on your link.
 - a. You will make this link a few steps from now.
 - b. Click on the anchor icon to add an anchor to the cursor location.




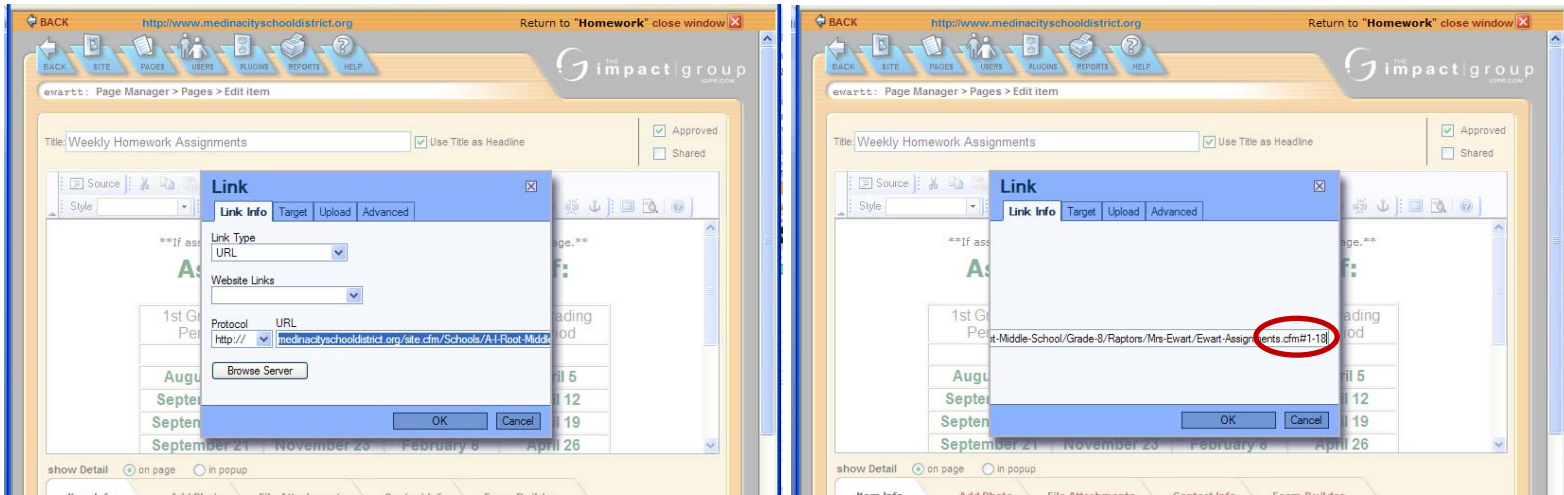
2. Give the anchor a simple name such as the date (9-7) for homework assignments or a name (buses) that goes along with the news story, then click OK.




3. Once back at the Page Manager screen, highlight the entire web address for the page with the anchor.

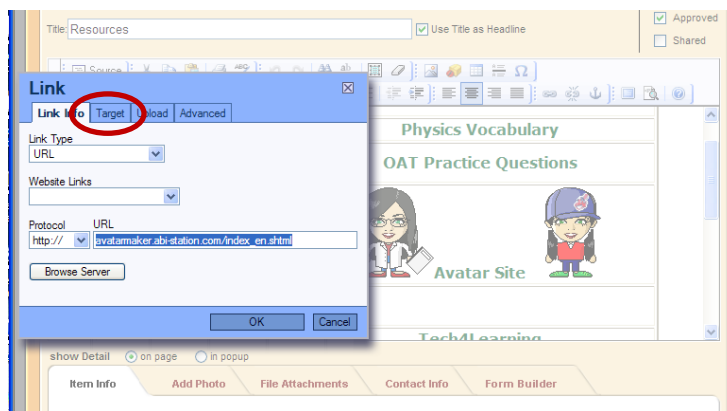


4. Back on the page you are linking from, highlight the text that will be the hyperlink and click on the link icon .
5. In the dialogue box, paste the web page address that you just copied.
 - a. At the end of the web page address, **without any spaces**, add a # sign then the name of the anchor you made in step 2.
 - b. Click OK and Save.



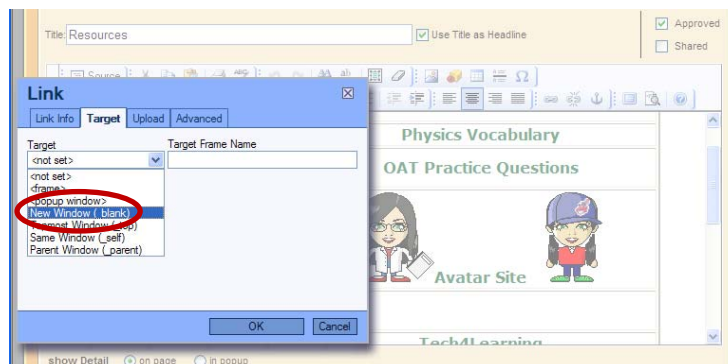
- Linking Procedures – links that go to web sites outside of district web pages should open in a new window.

1. In Edit mode, highlight the text that will be the hyperlink and click on the link icon .
2. Once the web address has been entered into the Link dialogue box, click on the Target tab.



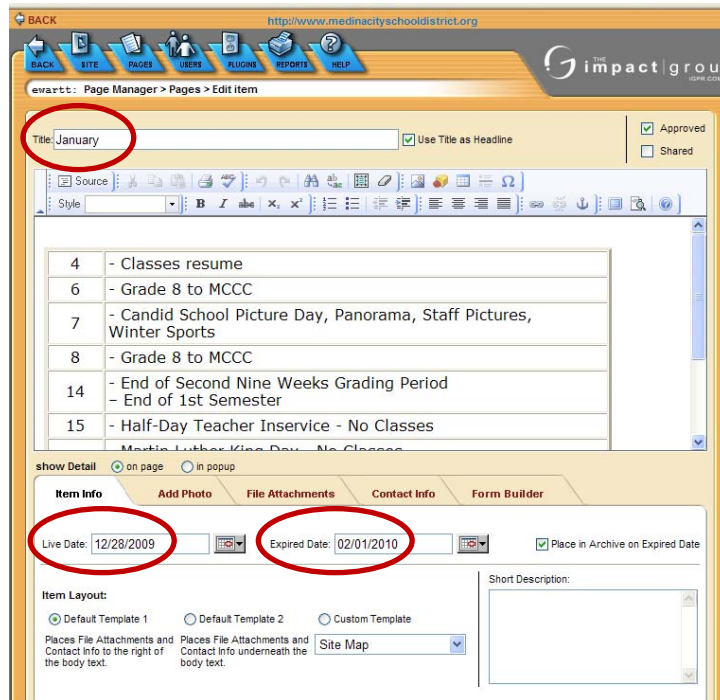
3. From the Target drop down menu, choose New Window (_blank).

4. Click OK and Save.

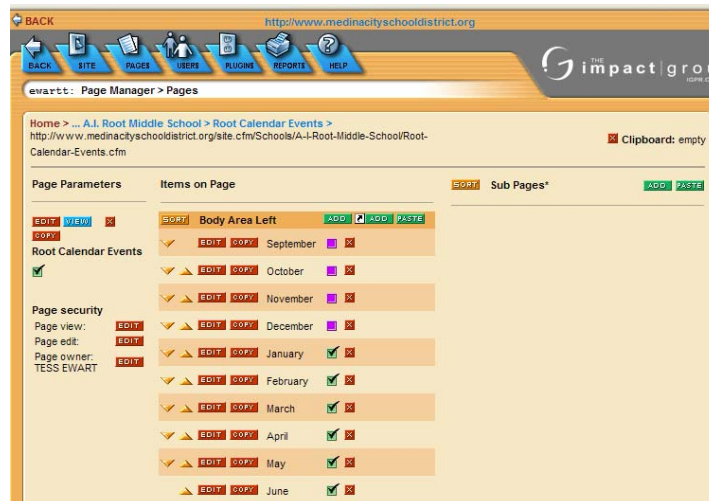


- Live & Expired Dates – Using the Item Info at the bottom of the edit page, you can enter information in the Live Date box to make it visible on a specific date. Expired Date will remove the item from being visible on the web page.

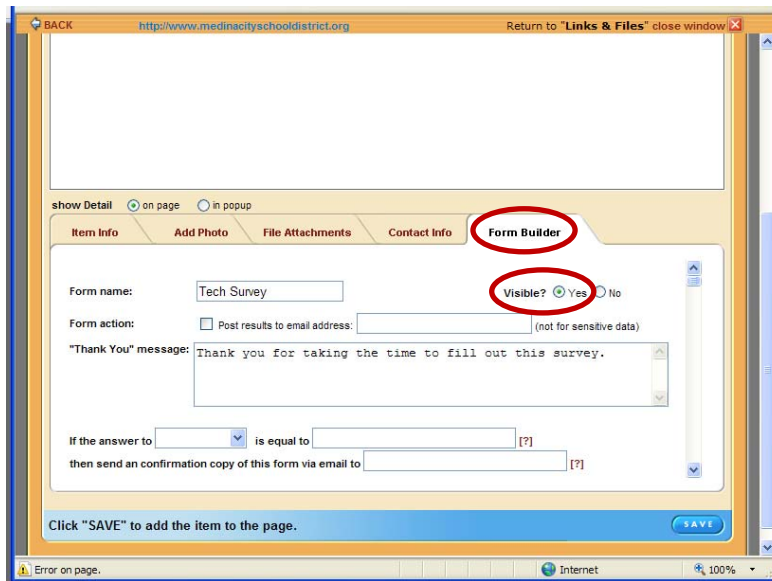
1. For instance, at the beginning of the school year, I set up a section for each month listing the monthly activities at Root.
 - a. I selected a Live Date so that the month section would show up 2 days before the month begins.
 - b. I selected an Expired date so that the month section would disappear on the 2nd of the following month.
 - c. Now I don't have to worry about getting the new activity schedule online each month and I can make any changes to the schedule at any time using the Page Manager.



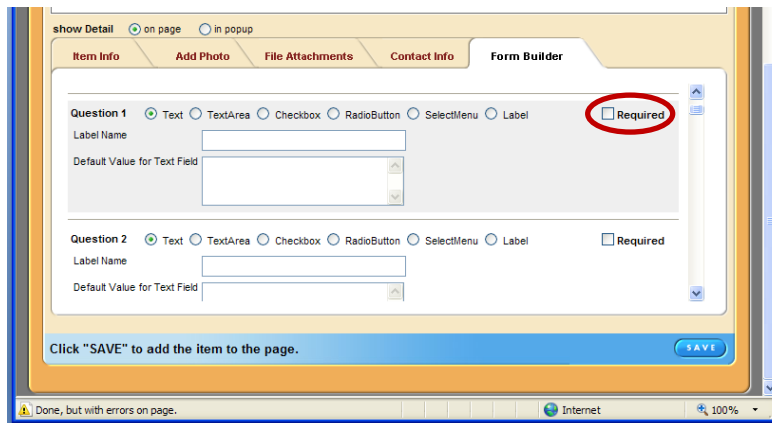
2. A section can still be accessed using Page Manager at any time before the Live Date and after the Expired Date.



- Form Builder – The Form Builder tab can be used to make questionnaires.
1. To do this, in Edit mode, click on Add in the gold section bar.
 2. Fill out a title and check approve like you do for other sections.
 3. Down at the bottom of the window, click on the Form Builder tab.

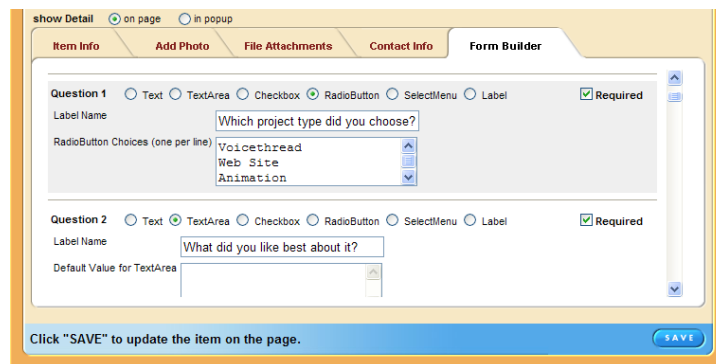


4. Type a title for your questionnaire in the Form Name box.
5. Check Yes for Visible so the questionnaire shows up on your web page.
6. Type a Thank You message if you want.
7. There are several different question types to choose from.
 - a. Text – is for a short response such as a phrase
 - b. Text Area – is for longer responses (I believe 250 characters)
 - c. Checkbox – allows the person to select several different choices in their response
 - d. Radio Button – is for selecting just one choice

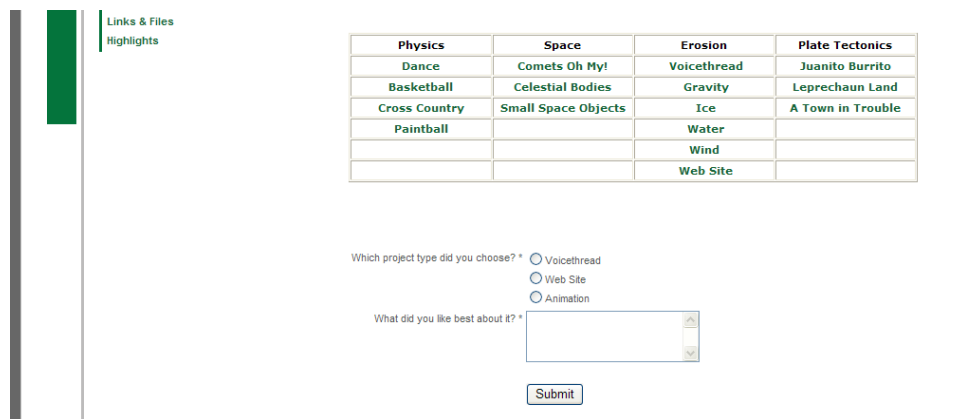


8. If the Required box is checked, then the person filling out the survey has to fill in a response, otherwise, the question shows up as optional.

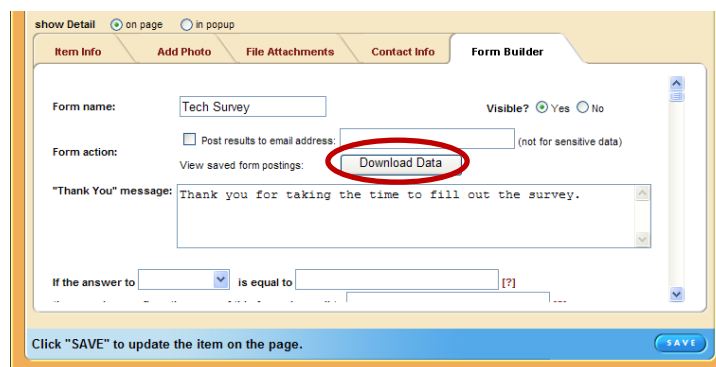
9. In the Label Name box, type in your question.
 - a. If there are answer choices for this question, type the choices in the Default Value for Text Field box.
 - b. Click Enter after each choice to separate them.



10. This is how it will appear on the web site.



11. You can access the data after answers have been submitted by going back to the Form Builder tab.
 - a. Click on the Download Data button.
 - b. The data will open up in an Excel document.



- Photo Gallery – the photo gallery will put a “photo album” on a page. When someone double clicks on the gallery thumbnail picture, a large version of the picture will show up. Then you can view large versions of all of the pictures in the “photo album” by clicking on the Next button that appears when you roll over the image.

***Bus Routes for January 4, 2010 (Root is pages 4-7)**

Veterans Needed!

The 8th Grade Patriots Team will be completing its annual Veteran's Project very soon! The purpose of this project is for students to develop an understanding of the triumphs and trials of Americans, both previously and currently serving in our Armed Services. Needed are Veterans to be interviewed by the students. Veterans, if you are interested, please contact Mrs. Judy Carlson, Social Studies Teacher, at carlsonj@mcssoh.org. Thank you!

Student Activities

All Galleries

click thumbnail to view gallery



Cleveland Browns visit Root!
[6 Images]



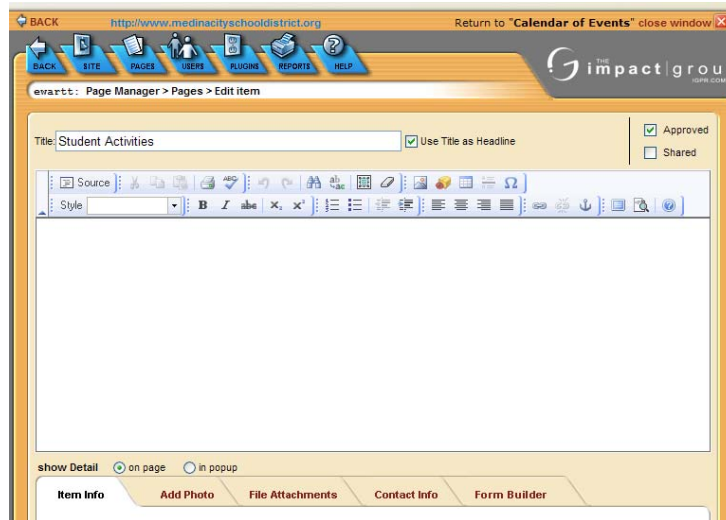
Fall Spirit Assembly
[5 Images]

Root's Web Master

Medina City School District | General Questions: webmaster@mcssoh.org | [Site map](#) | [Login](#)

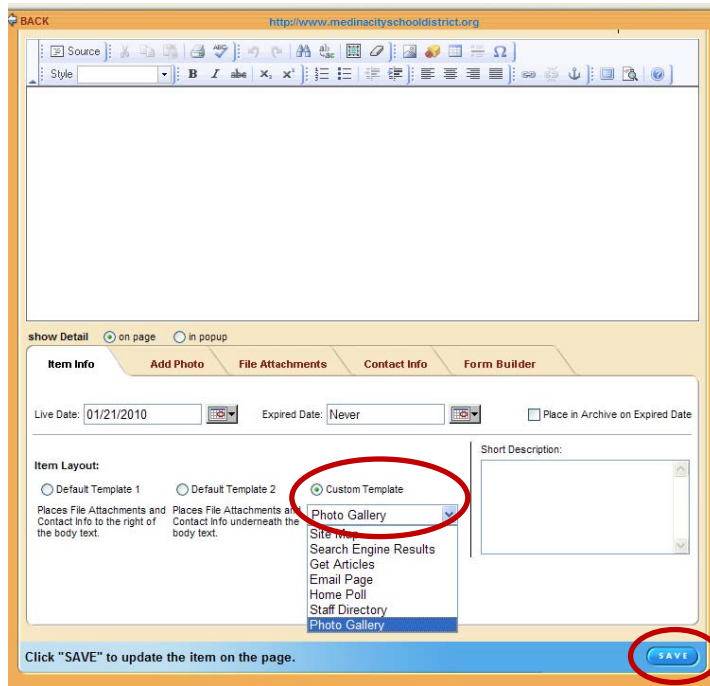


1. Locate a page or create a new subpage for the photo gallery. The photo gallery is an item that can be added to any page so a new page does not necessarily need to be created.
2. In Edit mode, click on the Add button in the gold section bar.
3. Add an appropriate title such as “Student Activities” or “Student Recognition” since you can have multiple galleries on 1 page.

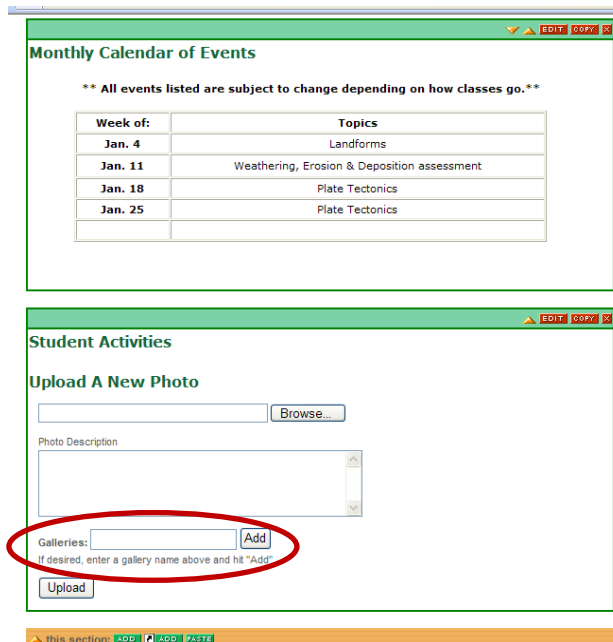


4. Click Use Title as Headline and click Approved.
5. **DO NOT TYPE ANY TEXT INTO THE BODY FIELD!!**

- In the middle at the bottom of the page, click on Custom Template and choose Photo Gallery from the drop down menu.

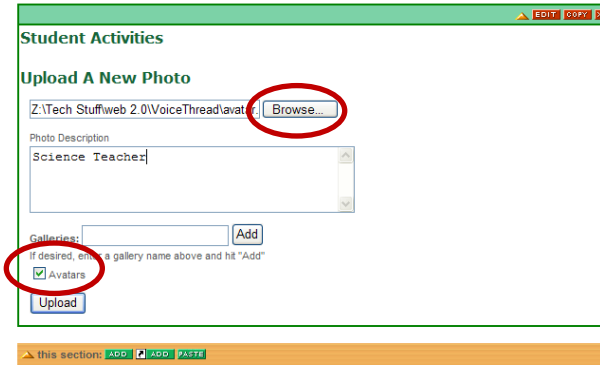


- Click Save and close the window to get to the "Edit" mode screen.
- Viewing the item in "Edit" mode, you will be able to see the Photo Gallery plug in.



- If you will be adding several galleries to this page, type a name in the Galleries box then click Add.

10. The gallery name you just entered will show up below the Galleries box and should be checked.

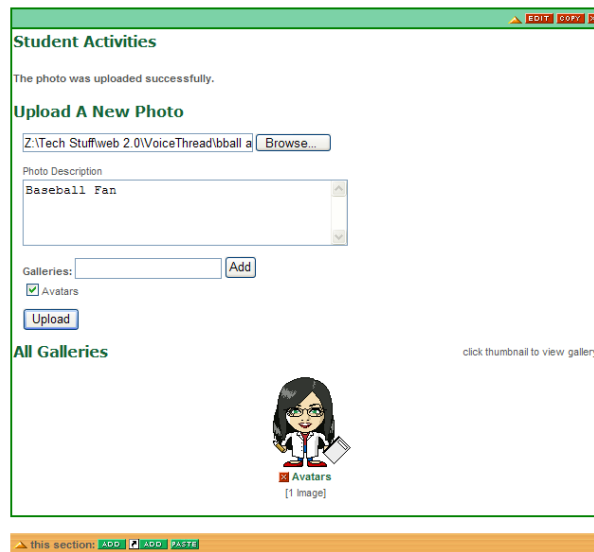


11. To add a photo, click Browse to select the photo from the drive it is located on.

12. If you wish to add a caption, type it in the Photo Description box.

13. Click Upload to finish adding the photo to the selected gallery.

14. Add as many photos as you want to the gallery by completing steps 10 – 13



15. The number of photos successfully added to the gallery will be indicated below the thumbnail.

