

Schoolwires® Editor
Best Practices

Schoolwires Centricity2™



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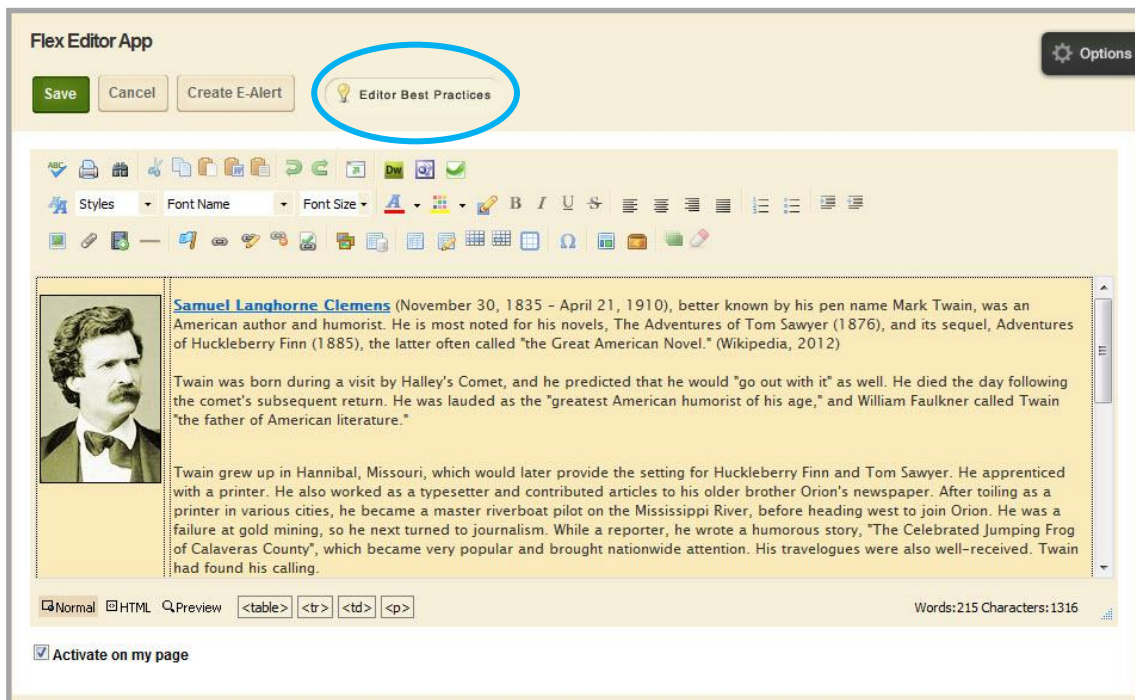
Introduction

Within this document, we provide you with best practices for working in the **Schoolwires** full-function *Editor*. We organized it by supported browsers for *Centricity2*.

The **Schoolwires Editor** is a *What You See is What You Get* (WYSIWYG) Editor. You use WYSIWYG editors to edit **web content**. You use word processing applications, on the other hand, to edit **print content**. Therefore, while they may look similar, they behave differently. The **Schoolwires Editor** may have the same look and feel as the Microsoft® Word word processing application, but it is **not** a word processing application.

WYSIWYG editors also behave differently in different browsers and browser versions. Therefore, the behavior of WYSIWYG editors such as the **Schoolwires Editor** may change with browser updates.

You access this document on the **How Do I** tab and within the **Schoolwires Flex Editor App** by clicking Editor Best Practices.



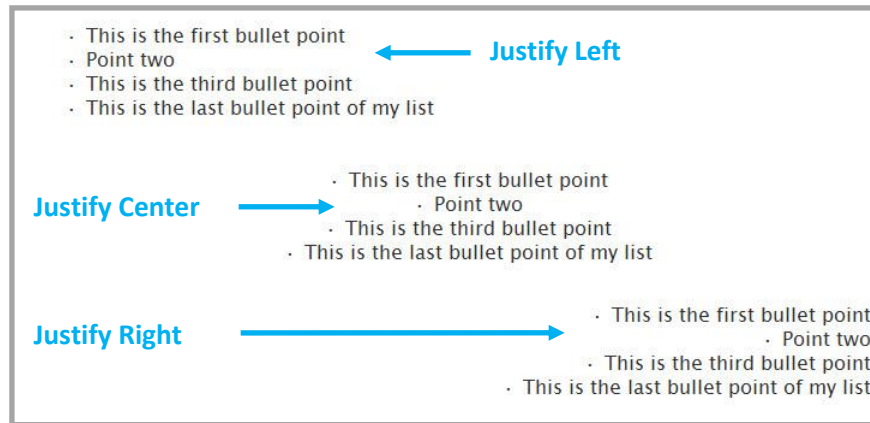
Practices for All Browsers

These best practices apply when working in any of the supported browsers for *Centricity2*, which are specified in the *End User Technical Requirements*.

Bullets—Left Justify Bullets

Practice: Left justify bulleted items.

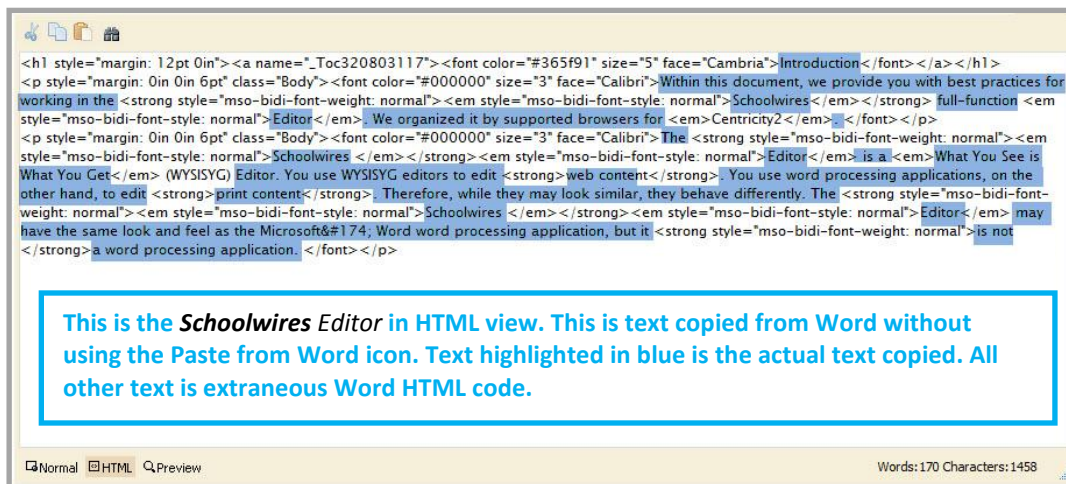
Justification: When you center justify bullets, each bulleted item is centered. When you right justify bullets, each bulleted item aligns to the right margin. In each instance, the bullets do not align with each other. This skews your bulleted list.



General Editing—Use Paste from Word to Insert Text from a Word Document

Practice: Use Paste from Word to insert text from a Microsoft Word document.

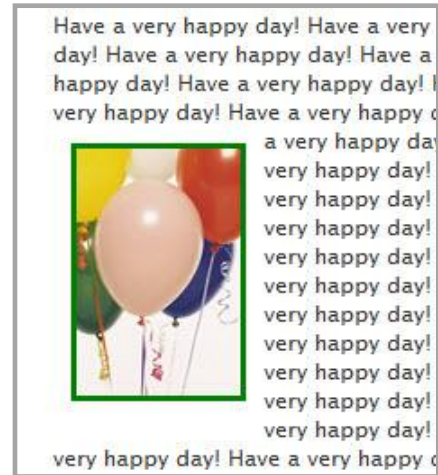
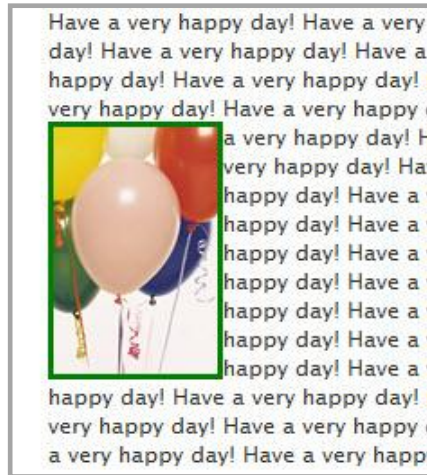
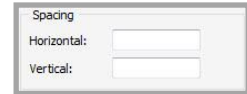
Justification: When editing a Microsoft Word document, extraneous HTML code is inserted into the document. This unnecessary code is copied into the editor when you copy text from a Word document unless you use Paste from Word.



Image—Set Horizontal and Vertical Spacing Around Images

Practice: Set Horizontal and Vertical Spacing around images.

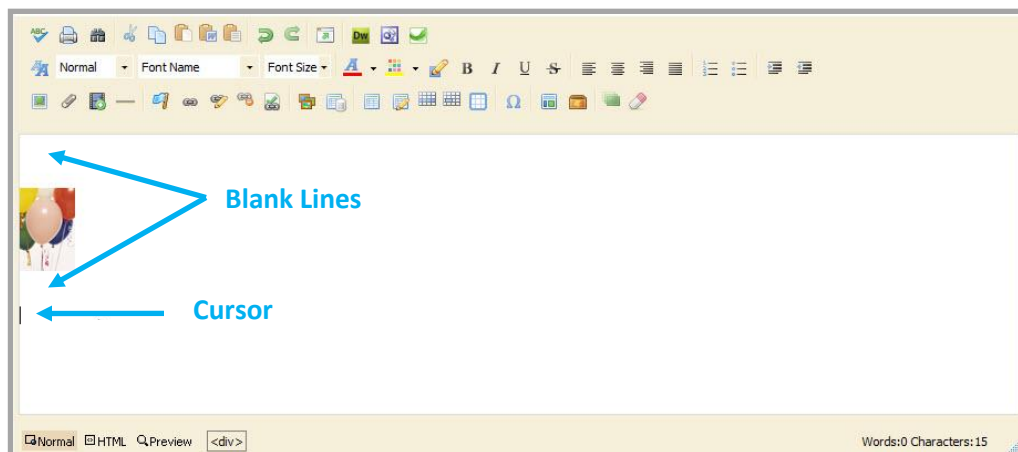
Justification: Set spacing to insert white space around an image and set it off from text within the editor. The Horizontal value you specify is applied to each side of the image. The Vertical value that you specify is applied to the top and bottom of the image.



Image—Insert Image between Blank Lines

Practice: Insert an image between blank lines.

Justification: Insert several blank lines into the editor and then insert your image so that there is at least one blank line above and below the image.



Image—Bookmark the Space before or after an Image

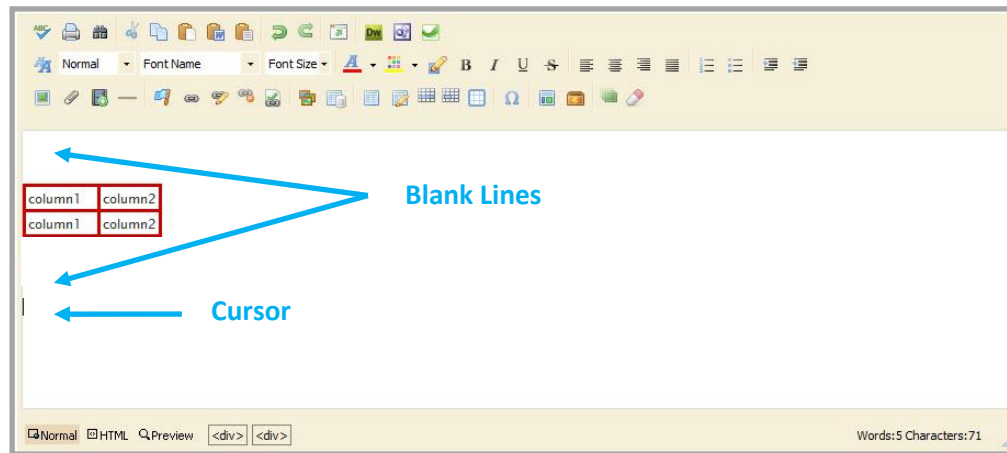
Practice: Bookmark the space before or after an image to bookmark the image.

Justification: Because you cannot bookmark an image, you need to bookmark the space before or after it.

Table—Insert Table between Blank Lines

Practice: Insert a table between blank lines.

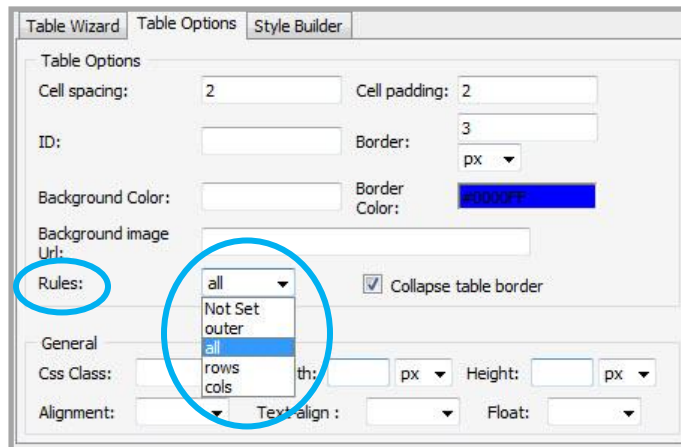
Justification: Insert several blank lines into the editor and then insert your table so that there is at least one blank line above and below the table.



Table—Select a Rules Option for the Table Border

Practice: Select a Rules option for the table.

Justification: When you create a table and add a border to it, be sure to set a value for the *Rules* field. Rules drop-down list options include *outer*, *all*, *rows*, *columns* and *Not Set*.



Table—Insert Background Image

Practice: Insert a background image for the entire table.

Justification: You cannot insert Background images within individual table cells. You insert an image for the entire table. If the background image is smaller than the size of the table, the image is repeated. You may want to size your table to match that of the image you are using.

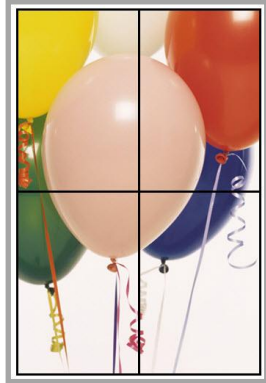


Table sized to fit image size

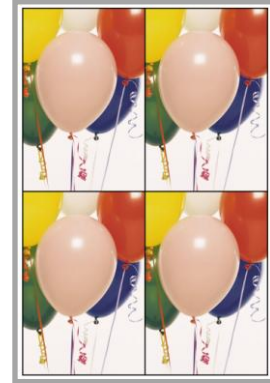


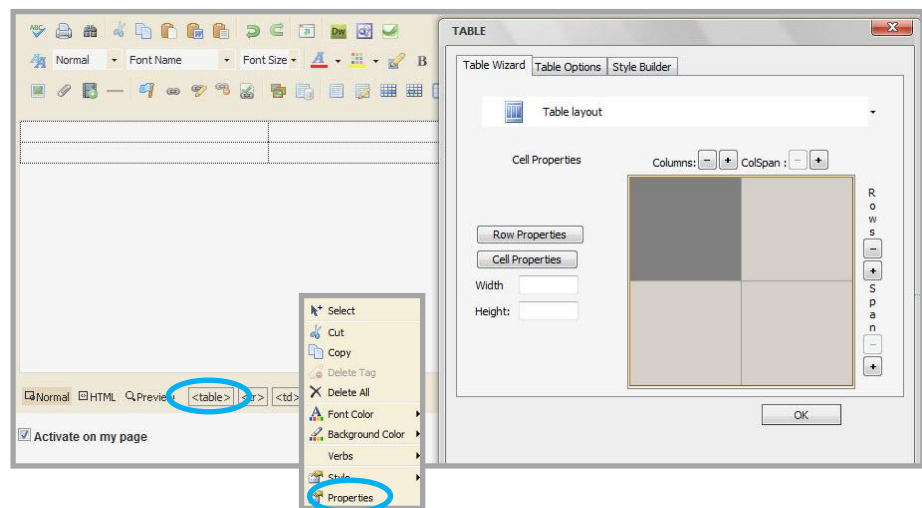
Table sized for clean image repeat

Table—Access all Table, Row and Column Settings

Practice: Position the cursor in the table and click the table tag `<table>`. Select *Properties* from the pop-up menu.

Justification: This displays the Table window, which has tabs for the Table Wizard, Table Options and Style Builder, and requires fewer mouse-clicks to access these settings.

- On the **Table Wizard** tab, you have buttons for row and cell properties and buttons to add and delete columns and rows. You also have buttons to span (or merge) rows and columns. Select columns or rows in the tab display and apply changes.
- On the **Table Options** tab, you set table border and other table options.
- On the **Style Builder** tab, you access more advanced tasks.



Specific Microsoft® Internet Explorer 8 Practices

These best practices apply when working with Internet Explorer 8.

Bullets—Remove all Bullets from a Bulleted List

Practice: Highlight the bulleted list and click Bulleted List. Bullets are removed but the remaining text displays double-spaced.

To remove the double-spacing, position the cursor at the end of the first line that was bulleted and press the <Delete> key. Press the <Enter> key to place text on the next line.

Justification: Internet Explorer inserts <p> tags (Paragraph tag) when you remove bullets, which causes the double-spacing. This also occurs if you use Decrease Indent.

General Editing—Compatibility View Off

Practice: Do not use Compatibility View.

Justification: Internet Explorer Compatibility View is not a true browser version. When in Compatibility View, websites are displayed as if they were being viewed in a previous version of Internet Explorer. This can cause issues for WYSIWYG editors.

Table—View Borders in Site Manager

Practice: Click Show Borders to display table borders in *Site Manager*.

Justification: To see the borders that you have set for a table in *Site Manager*, click Show Borders. After you save the app, Show Borders is turned off and you must click Show Borders again if you wish to see the table borders. Note also that table borders will display if you click the Preview icon.

Specific Microsoft Internet Explorer 9 Practices

These best practices apply when working with Internet Explorer 9.

Bullets—Remove all Bullets from a Bulleted List

Practice: Highlight the bulleted list and click Bulleted List. Bullets are removed but the remaining text displays double-spaced.

To remove the double-spacing, position the cursor at the end of the first line that was bulleted and press the <Delete> key. Press the <Enter> key to place text on the next line.

Justification: Internet Explorer inserts <p> tags (Paragraph tag) when you remove bullets, which causes the double-spacing. This also occurs if you use Decrease Indent.

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Mozilla® Firefox® Practices

These best practices apply when working with Firefox.

General Editing—Insert a New Line between Lines of Text

Practice: Position the cursor at the end of the line above where you wish to insert a new line and press the <Enter> key.

Justification: Firefox has difficulty with existing tagged text (e.g., bold text, italicized text) if the new line is inserted with the cursor positioned at the beginning of a line.

General Editing—Clear and Redo

Practice: Remove all text and formatting and start again.

Justification: If you are encountering formatting issues, it may be a good idea to clear the slate and just start over again.

Tables—Increase the Cell Border Size to View a New Cell Border Color

Practice: Increase the size of a cell border when changing the color of the cell border.

Justification: When you change the border color of an individual cell, the new color displays for only two sides of the cell. Increase the border size of the cell to a value larger than that of the table border for all cell borders to display.