The *Schoolwires* Editor

How Do I Insert an Image?

The procedure for Inserting an image is as easy as everything else. Simply:

Step 1.   Place your cursor where you would like the image to display.

Step 2.   Click on the *Insert Image* icon.

Step 3.   Using the Insert Image Wizard, select the import source of the image.

Step 4.   If you are uploading an image from your computer or network, browse out and select the image you would like to insert.

- When you're uploading an image, you can choose the size of the image to be inserted (Thumbnail, Medium, Large, Custom, or No Resizing). This can always be changed later.
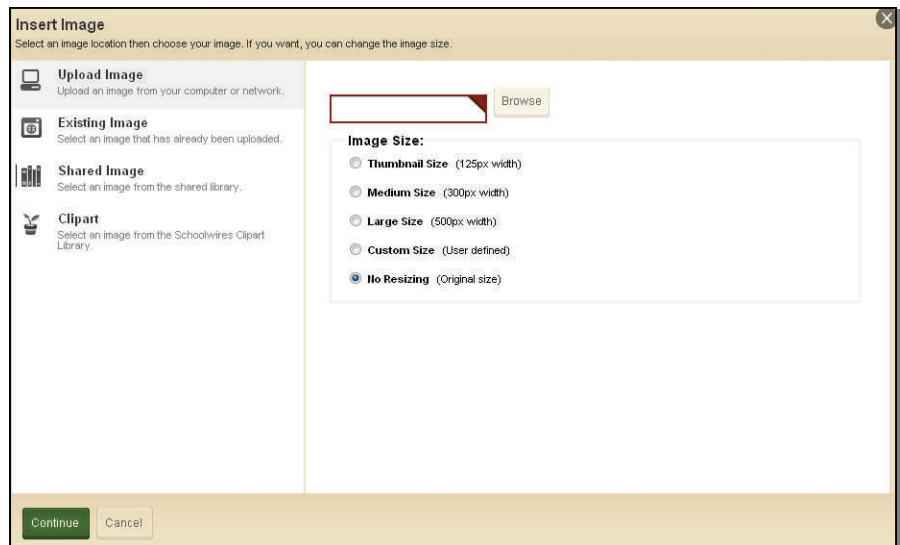
Step 5.   Click **Next**

The Insert Image Wizard allows you to choose your image source

Step 6.   Enter a description of the image in the Alt. text field. (This is a mandatory field.)

Step 7.   Adjust the Height and Width of the image as necessary.

Step 8.   Set Alignment, a Border if desired, and/or Spacing (these options can be added or changed later).

Step 9.   Click **Insert Image**.

Tips

Get in the habit of selecting the **Save** button often as you are adding content in the **Schoolwires®** Editor. This will ensure that your work is safely stored.

Get Connected...

The Alt. Text field allows screen-reader software to describe an image to web surfers with limited or no vision. Providing Alt. text will allow all Internet users to enjoy your web pages, in addition to helping your site maintain ADA compliance.

The *Schoolwires* Editor

How Do I Position an Image?

There are several ways to position your image once you have inserted it on your page.

- **Click and Drag:** Once an image has been inserted, you can move it by simply clicking on the image and dragging it to a new location. Using Click-and-Drag you can move an image to any position in the Content Area that you can place the cursor.

- **Justify:** If you want to position the image in a particular area within a line, you can justify the image by clicking on the image then choosing the Left, Right, or Center justification icon.

- **Tables:** You can use Tables to help with positioning your images. Once you insert your table, you can insert your images into the table's cells and justify or position them as you like.

- **Position by Pixel:** The Position by Pixel icon allows you to move an image to an exact location on the screen. The image will 'float' over the content behind it, so you should make sure that the floating image isn't covering any text or other content that you want to display. Click on the image, then click the Position by Pixel icon to activate it. You can turn it off by clicking the icon again; this will return your image to its original position.

How Do I Insert a Table?

Step 1. Place your cursor in the Content Area where you want to insert a table.

Step 2. Select the ***Insert Table*** icon.

Step 3. Select the number of columns and rows from the dropdown.

The table will appear with a gray outline. This is not a visible border, it's just for your reference. If you'd like to hide the table outline, you can click on the Visible Borders icon.
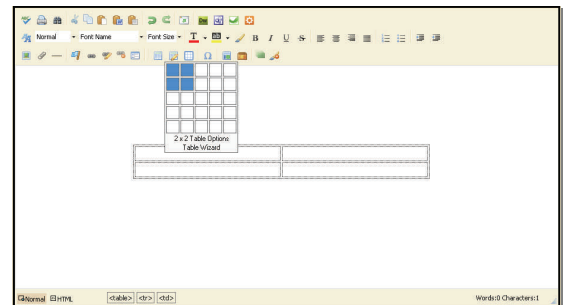
Inserting a table with the Schoolwires Editor

If you'd like to create a more customized table, click on *Table Wizard* in the ***Insert Table*** dropdown.

Table Wizard gives you the ability to edit the properties of your table as you create it, and even displays a preview of your table.

- Choose a Table Layout (e.g., Header, Footer, and 3 Columns)

- Add or remove columns and rows by using the plus (+) and minus (-) buttons on the top and right hand side of the preview table.

- Merge cells by selecting a cell and using the plus (+) and minus (-) buttons on the top and right hand side of the preview table.

- Edit other table properties by clicking on the Table Options tab, where you can edit Spacing, Padding, Borders, Background Color, and more!

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The *Schoolwires* Editor
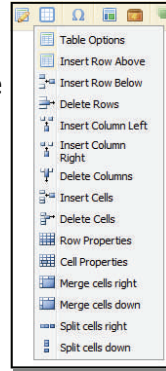
How Do I Edit a Table?

Once you've inserted your table, you may want to add or delete rows, columns, or change cell span.

Step 1. Click into one of the cells or select the entire table by clicking on the outline.

Step 2. Select the Table Options icon.

Step 3. From the dropdown, select an option.

- Add and Delete rows, columns, or cells

- Merge cells and Split merged cells

How Do I Resize a Cell of a Table?

To resize one of the cells within a table simply follow the steps:

Step 1. Hover over the cell until a red outline appears.

Step 2. Left-Click, hold, and drag to resize the cell.

Step 3. When you are satisfied with the size of the cell, release the mouse button.

You can also adjust the cell size by editing the Cell Properties (from the Table Option dropdown or right-clicking the <TD> Element Tag and selecting 'Properties'.
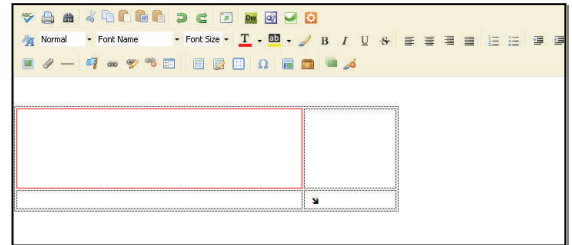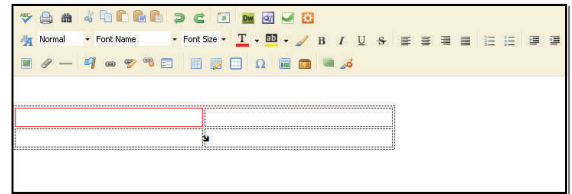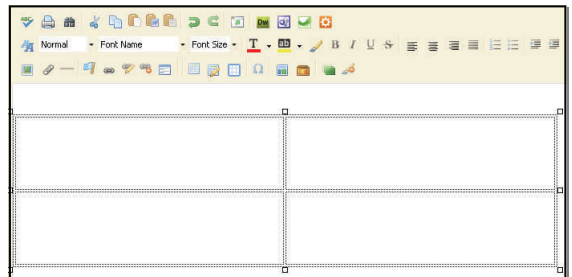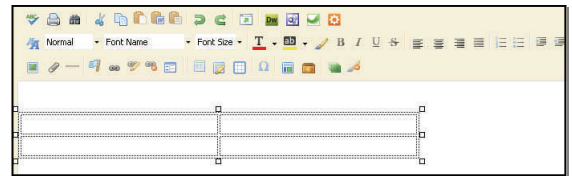
How Can I Change the Size of a Table?

To change the size of the table you have inserted on a page, simply follow the steps:

Step 1. Click on the outside border of the table to highlight it.

Step 2. Click-and-drag one of the highlight points to resize the table.

You can also adjust the table size by editing the Table Properties (from the Table Option dropdown or right-clicking the <TD> Element Tag and selecting 'Properties'.

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44