

The *Schoolwires* Editor

How Do I Insert Text Using the *Schoolwires* Editor?

Inserting text is as simple as placing your cursor in the **Editor's** Content Area and typing! Once you have entered your text, you are then able to format this using one of the many formatting options offered. Click and drag over the text to highlight it, then apply formatting by clicking on the desired *Schoolwires* Editor icon.

How Do I Copy & Paste Using *Schoolwires* Editor?

You can copy text from another source and paste onto a page using the *Schoolwires* Editor. Once you have copied the content, there are three paste options available to you.



- **Paste:** Using this option retains source formatting but may not allow future formatting. This works well when copying and pasting text from one *Centricity* page to another.





- **Paste from Word:** This option permits you to paste text from Microsoft® Word or other source documents. It removes most formatting that is not web-friendly.



- **Paste Text:** This removes all formatting and pastes the plain text, which you can then format using the Editor icons. This ensures that your text will be editable in the future.

How Do I Format Text Using the *Schoolwires* Editor?

There are several ways you can format text in the *Schoolwires* Editor:

- Before you begin typing text, select your formatting options by clicking the appropriate icons. Once your selections have been made, you can start typing.
- Highlight existing text by clicking-and-dragging your cursor over it. Once it's highlighted, just select the formatting icons that you want to apply.
- Format a block of text by using the Formatting tool to apply borders, background colors, and  text formatting to all text in a <div> block.
- To remove the formatting, highlight the text and select the Erase Formatting icon. 
- Format a block of text by right-clicking on its Element tag below the Content Area (e.g., <div>). From the pop-up menu select 'Properties,' then select the Style Builder tab.

How Do I Format a List Using *Schoolwires* Editor?

1. Create your list as you normally would using the appropriate list button.
2. Click on the Element Tag underneath associated with the list you wish to format
3. Select Properties
4. In the UL pop-up window, select your formatting:
 - a. Choose your bullets
 - b. Set your Starting Number
 - c. Select a Custom Bullet (JPEG images)
5. When finished, click 'OK'.

