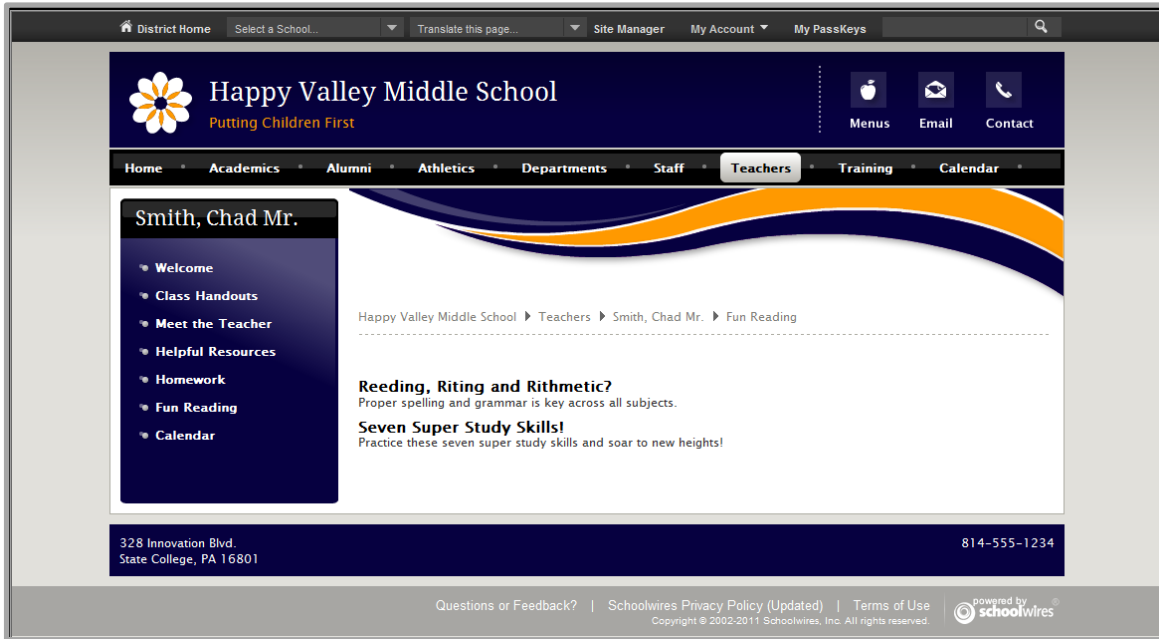


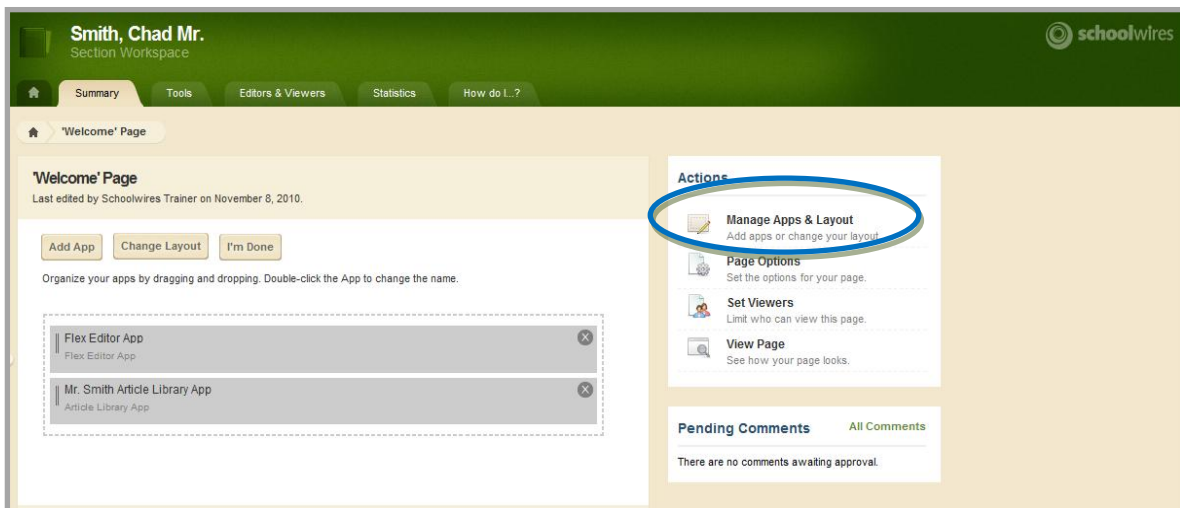
Introduction

You use an Article Library App to build collections of articles that generally have the same topic or theme. For example, you might use this app to create and organize items such as sports highlights, newsletters or meeting minutes and agendas.



You create an Article Library App by creating a new page and selecting the Article Library Page Type. This creates a page containing one Article Library app in a one column page layout.

Alternatively, you can add an Article Library to a page by clicking on **Manage Apps & Layout**, which takes you to Design mode.

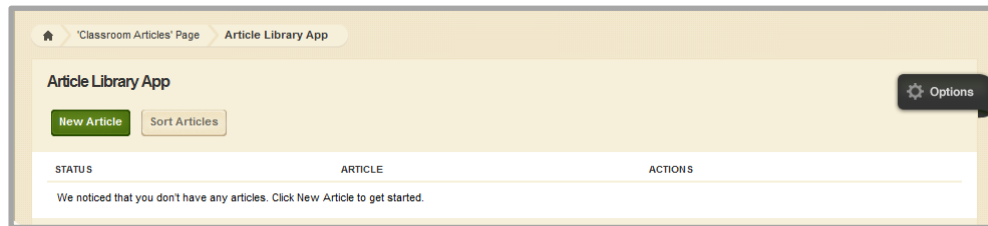


Once your app is in place on a page you can add, modify and delete articles within the app.

Add an Article

Here's how you add an article to an Article Library App.

1. Access the workspace containing the page you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Article Library app. The app opens.
4. Click **New Article**. A New Article window displays.

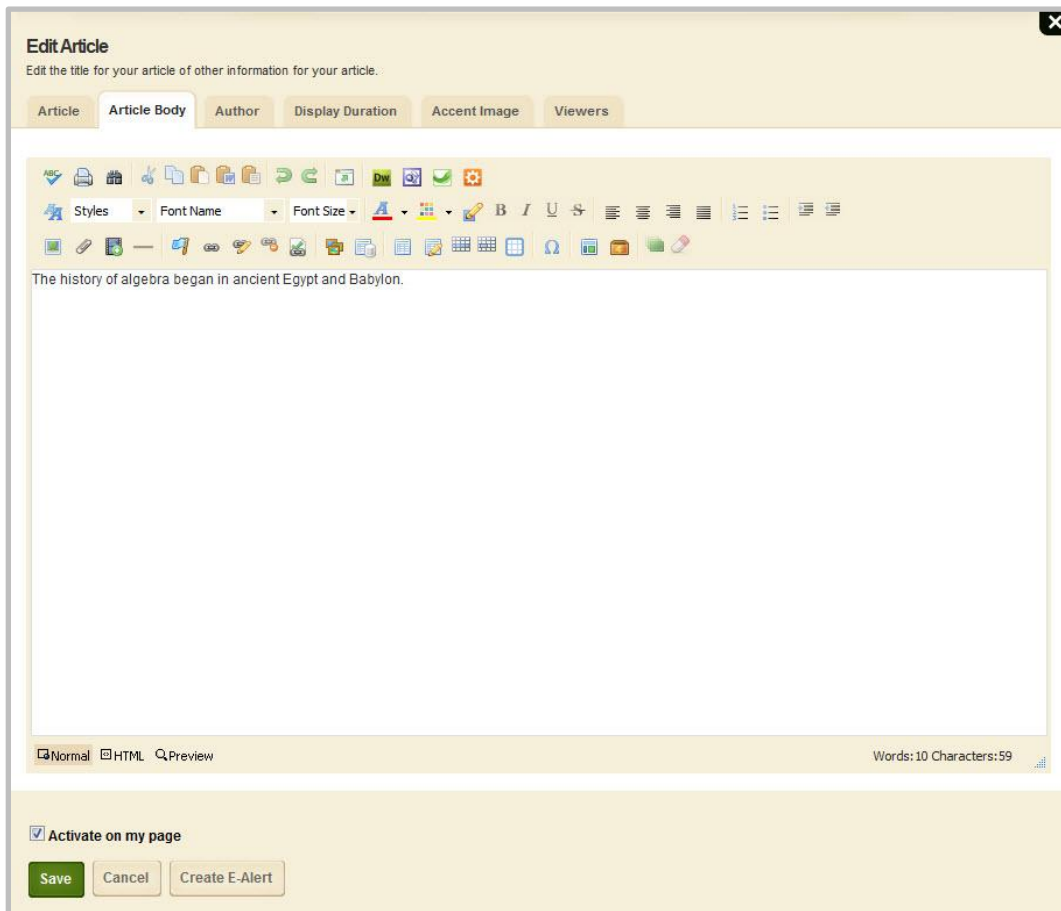


5. On the **Article** tab, enter a title for the article.

A screenshot of the "New Article" form. The title "New Article" is at the top left, with a close button (X) at the top right. Below the title is a prompt: "Enter a title for your article. If you want, you can add additional information." There are five tabs: "Article" (selected), "Article Body", "Author", "Display Duration", "Accent Image", and "Viewers". The "Article" tab contains a text input field for "Article Title:". Below that is a "Teaser Text:" section with a prompt: "Enter a short description of the article, designed to entice people to read the article." and a larger text input field. At the bottom, there is a checkbox labeled "Activate on my page" which is checked. Below the checkbox are three buttons: "Save" (highlighted in green), "Cancel", and "Create E-Alert".

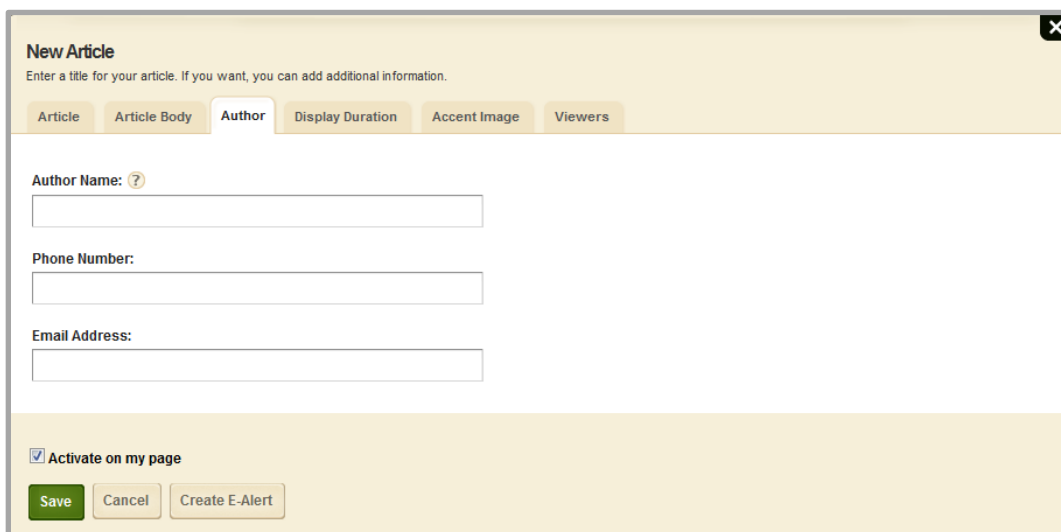
6. Enter teaser text that will appear below the title of the article (optional). You should enter a minimal amount of text in this field as its purpose is to entice website visitors to read your article. Keep it short and catchy!
7. By default the *Activate on my page* check box is selected, flagging your article for immediate display on your website once you save it. We recommend that you uncheck *Activate on my page* while working on the article. Remember to activate it when you have completed work on your article.

8. Navigate to the **Article Body** tab. Here you have access to the full *Schoolwires Editor*. Click in the *Schoolwires Editor* workspace and enter your article.



The screenshot shows the 'Edit Article' window with the 'Article Body' tab selected. The interface includes a toolbar with various editing tools like bold, italic, and link. The main text area contains the sentence: 'The history of algebra began in ancient Egypt and Babylon.' At the bottom, there are options for 'Normal', 'HTML', and 'Preview' views, and a status bar showing 'Words: 10 Characters: 59'. Below the editor, there is a checkbox for 'Activate on my page' and three buttons: 'Save', 'Cancel', and 'Create E-Alert'.

9. Navigate to the **Author** tab (optional). Enter the author's name, phone number and email address.



The screenshot shows the 'New Article' window with the 'Author' tab selected. The interface prompts the user to 'Enter a title for your article. If you want, you can add additional information.' The 'Author' tab contains three input fields: 'Author Name: ?' with a help icon, 'Phone Number:', and 'Email Address:'. At the bottom, there is a checkbox for 'Activate on my page' and three buttons: 'Save', 'Cancel', and 'Create E-Alert'.

- Navigate to the **Display Duration** tab (optional). Here you can specify start and end dates and times to control when your article displays on your website as long as the article and the page are both active.

New Article
 Enter a title for your article. If you want, you can add additional information.

Article | Article Body | Author | **Display Duration** | Accent Image | Viewers

Display Dates

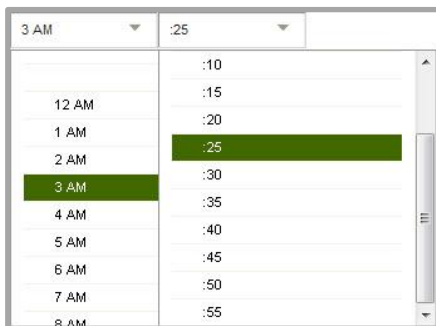
Start Date:

End Date:

Activate on my page

Save Cancel Create E-Alert

When you click in either the Start Date or the End Date field, a Calendar Date Picker displays. Use the Date Picker to select a date. You may also enter date values manually.



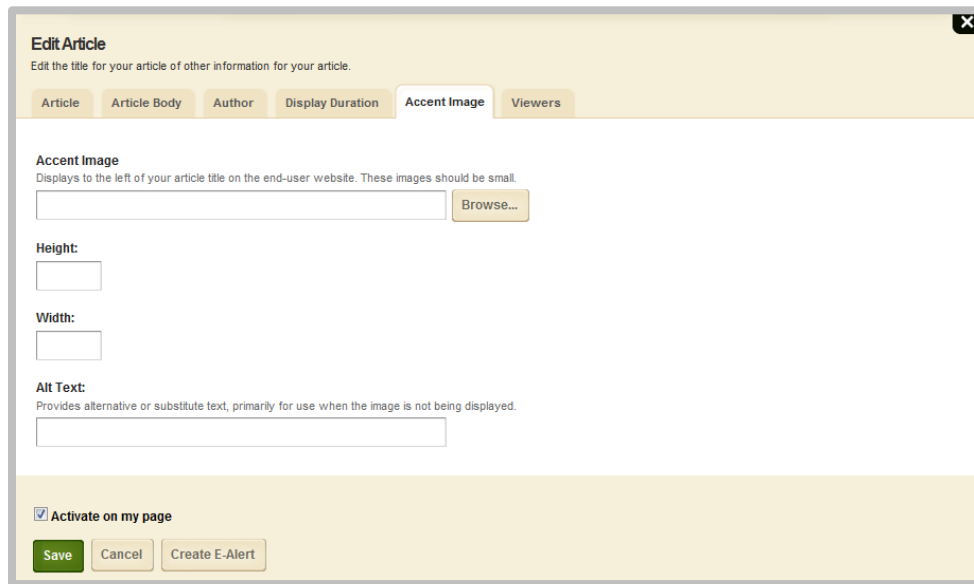
To specify a value for the Start and End Date Time fields, click on the Hour and Minute drop-downs associated with each date field and select a time from the list. Hours are specified with AM and PM designations; Minute options begin at 00 and are incremented by units of five.

If you specify only dates, the start time is set to 12:00 AM and the end time is set to 12:00 PM internally.

Here are some things to keep in mind when working with Display Duration.

- If you enter no dates and times, the article always displays.
- If you enter both start and end dates and times, the article displays on your site within the specified date and time ranges.
- If you enter only a start date and time, the article displays on your site from the date and time specified forward.
- If you enter only an end date and time, the article displays on your site immediately until the specified end date and time.

11. Navigate to the **Accent Image** tab (optional). If you would like an image to display for the article, click the **Browse** button to launch the **Insert Image** wizard. Select one of the three Insert Image options: Upload Image (the default), Existing Image or Shared Image. Locate an image and then enter a height, width and alt text values if necessary.

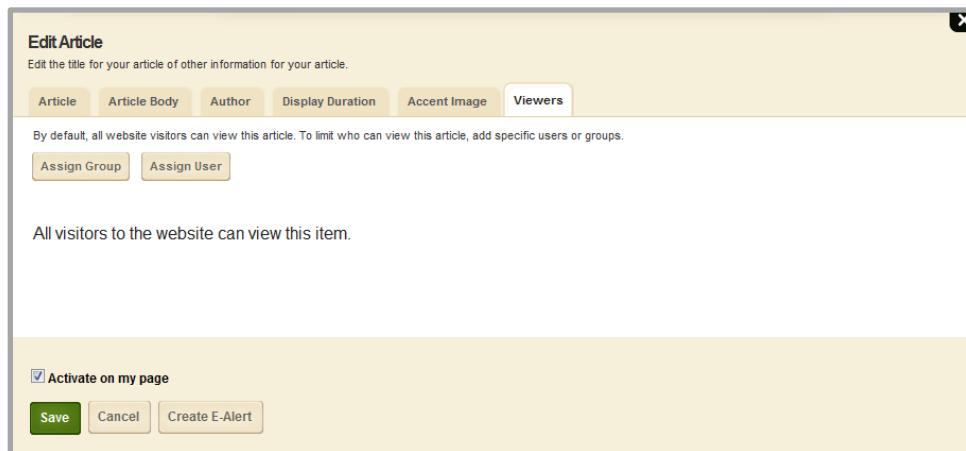


The screenshot shows the 'Edit Article' dialog box with the 'Accent Image' tab selected. The dialog has a title bar with a close button (X) in the top right corner. Below the title bar, there are several tabs: 'Article', 'Article Body', 'Author', 'Display Duration', 'Accent Image', and 'Viewers'. The 'Accent Image' tab is active. The main content area contains the following elements:

- Accent Image**: A section with the text "Displays to the left of your article title on the end-user website. These images should be small." Below this is a text input field and a "Browse..." button.
- Height:** A text input field.
- Width:** A text input field.
- Alt Text:** A section with the text "Provides alternative or substitute text, primarily for use when the image is not being displayed." Below this is a text input field.
- Activate on my page:** A checkbox that is checked.
- Buttons:** "Save", "Cancel", and "Create E-Alert".

Remember to adjust image height and width values when you initially insert your accent image. Once inserted, if you modify either the height or width value, the aspect ratio of the image *is not* maintained. Optimize all images before you insert them. Use GIF files for images and artwork, and JPEG files for photos.

12. Navigate to the **Viewers** tab (optional). By default, all of your website visitors will see the article. If you would like to limit who may view your article, use the **Assign Group** or **Assign User** buttons to search for and select specific users and groups.



The screenshot shows the 'Edit Article' dialog box with the 'Viewers' tab selected. The dialog has a title bar with a close button (X) in the top right corner. Below the title bar, there are several tabs: 'Article', 'Article Body', 'Author', 'Display Duration', 'Accent Image', and 'Viewers'. The 'Viewers' tab is active. The main content area contains the following elements:

- Viewers**: A section with the text "By default, all website visitors can view this article. To limit who can view this article, add specific users or groups." Below this are two buttons: "Assign Group" and "Assign User".
- Text:** "All visitors to the website can view this item."
- Activate on my page:** A checkbox that is checked.
- Buttons:** "Save", "Cancel", and "Create E-Alert".

13. Click **Save**. The article is added to the Article Library app and you are returned to the workspace.

Edit an Article

Here's how you edit an Article Library App article.

1. Access the workspace containing the page you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Article Library app. The app opens.
4. Click **Edit** to the right of the article.



5. Edit the article, making changes to the information on each of the tabs as necessary.
6. Click **Save**. The article is updated and you are returned to the workspace.

Delete an Accent Image

Here's how you delete an article accent image.

1. Access the workspace containing the page you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Article Library app. The app opens.
4. Click **Edit** to the right of the article you want to modify.
5. Navigate to the **Accent Image** tab.
6. Clear each field on this tab by highlighting the text and then pressing the <Delete> or <Backspace> key on your keyboard.

Edit Article
Edit the title for your article or other information for your article.

Article Article Body Author Display Duration **Accent Image** Viewers

Accent Image
Displays to the left of your article title on the end-user website. These images should be small.

Height:

Width:

Alt Text:
Provides alternative or substitute text, primarily for use when the image is not being displayed.

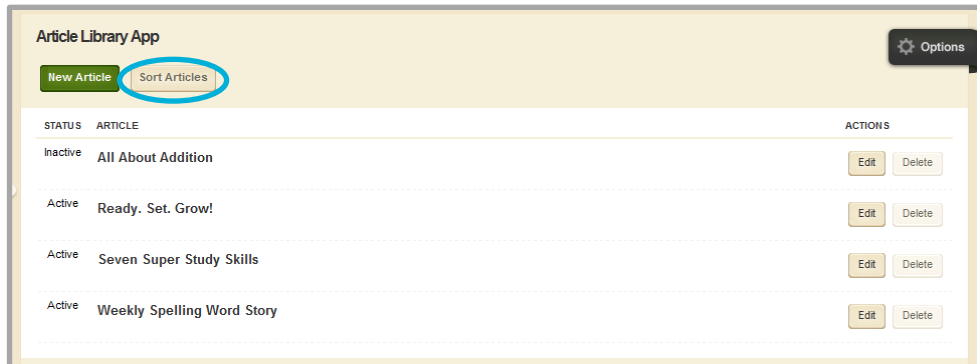
Activate on my page

7. Click **Save**. The accent image is removed and you are returned to the workspace.

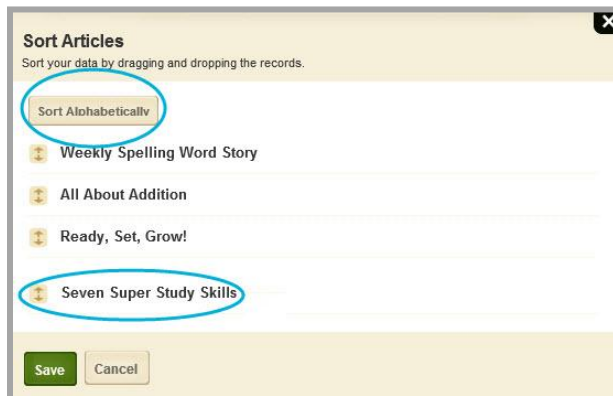
Sort Articles

Here's how you sort articles within an Article Library App.

1. Access the workspace containing the page you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Article Library app. The app opens.
4. Click **Sort Articles**. The Sort Articles window displays.



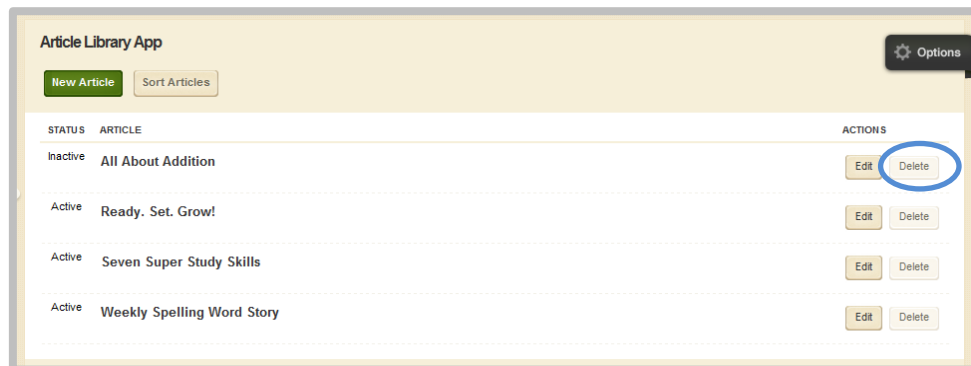
5. To sort the articles in alphabetic order, click **Sort Alphabetically**.
6. To sort the articles manually, you drag and drop them to a new location. Click and hold on the name of the article you wish to move. Drag the article to a new location within the list and drop it by releasing the mouse.
7. Click **Save**. The articles are saved in their new order and you are returned to the workspace.



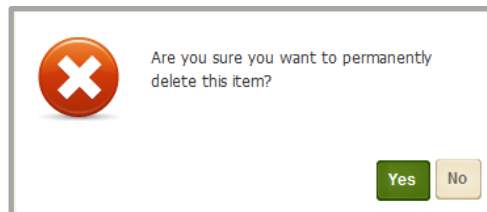
Delete an Article

Here's how you delete an article within an Article Library App.

1. Access the workspace containing the page you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Article Library app. The app opens.
4. Click **Delete** to the right of the article you wish to delete. A confirmation dialog box displays.



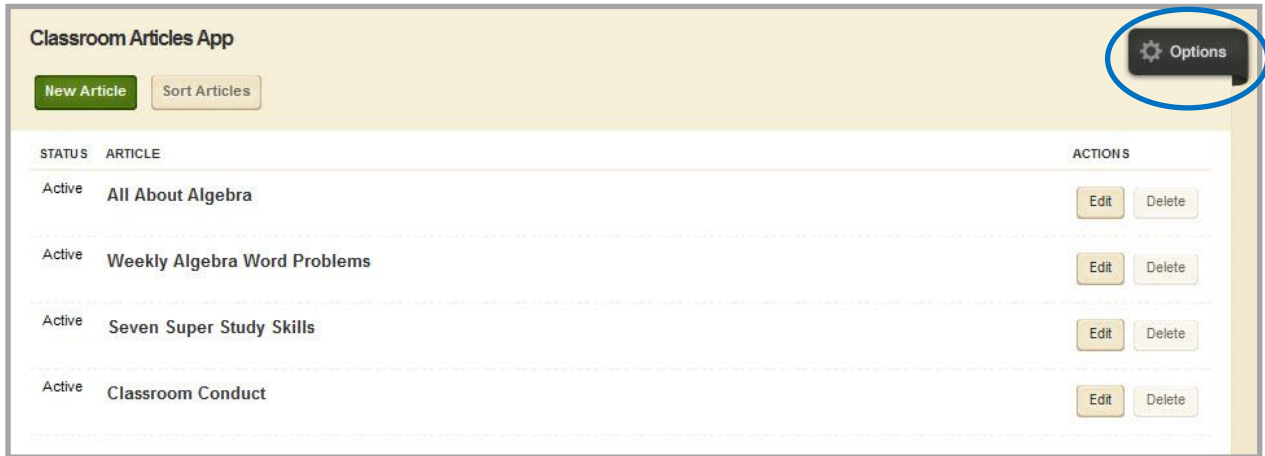
5. Click **Yes** to delete the article. The article is removed from your website and you are returned to the workspace.



When you click **Yes** the article is permanently deleted. It cannot be recovered. Be certain this is what you want to do before you click **Yes**.

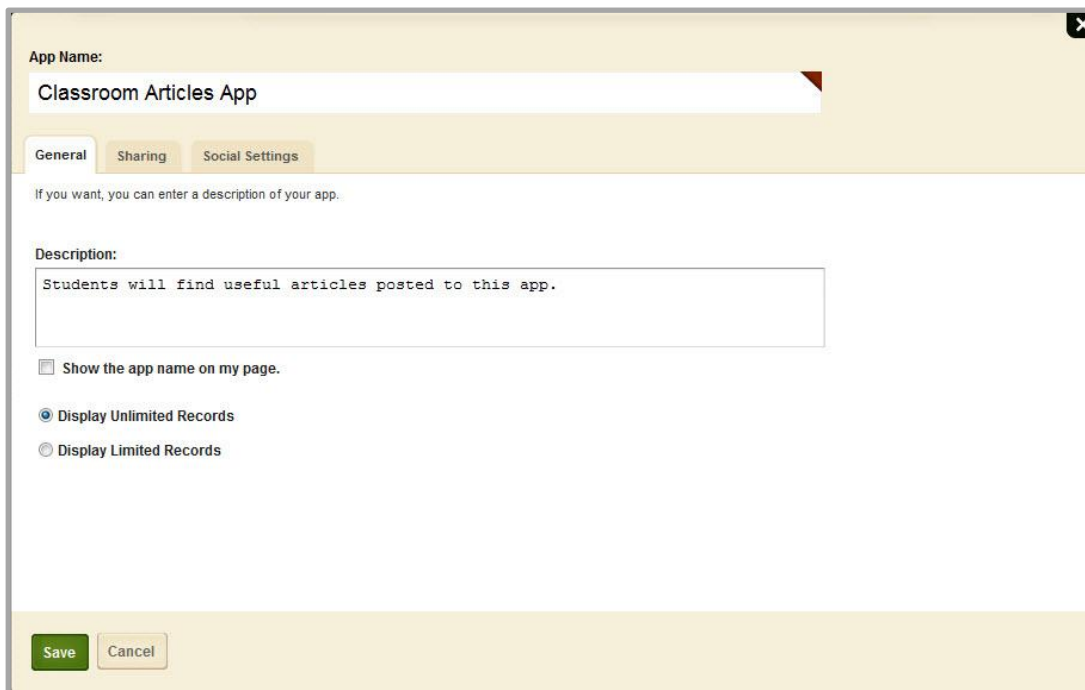
Set Article Library App Options

Centricity2 allows you to modify the default options set for an app that you create. Options for an Article Library app are grouped into three categories: General, Sharing and Social Settings. To make app option modifications, edit the app and click Options. Be sure to click **Save** to retain your changes.

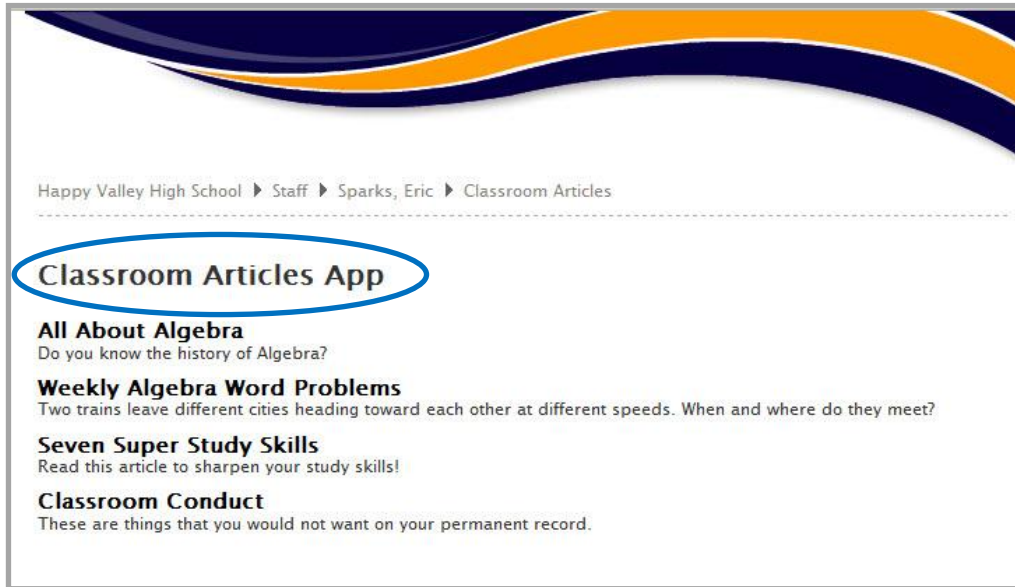


General Tab

Use the options on the **General** tab to change the name of your app as well as add or modify a description for your app. The App Name is required.



If you click the *Show the app name on my page* check box, the name of the app displays on the page on your website.



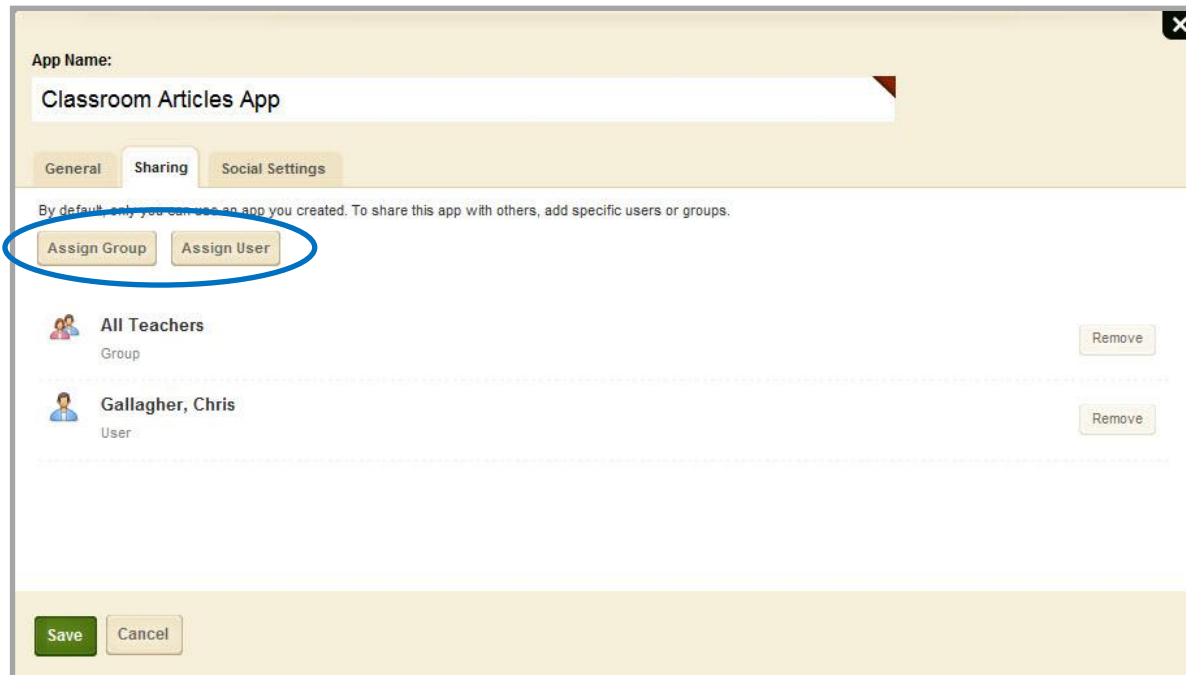
If you click the **Display Limited Record** radio button, a **Record Limit** field displays where you indicate the number of articles you want to display on the page before a **More** link appears. To view any additional articles, click the **More** link. Here, the record limit was set to 2.



Sharing Tab

By default, only you have access to an app that you create. If you would like other editors to be able to place your app on their pages, you must share it with them.

On the Sharing tab, click the **Assign Group** or **Assign User** buttons to search for and select specific users and groups with whom you would like to share the app.



Social Settings Tab

If the version of Centricity2 your district uses includes the Social Media Framework, you may be able to add one or all of these social media elements to your apps. Whether you can add a particular element depends on which settings and elements your Site Administrator has enabled. Site Administrators may enable RSS feeds regardless of whether your district has *Social Media Framework*.

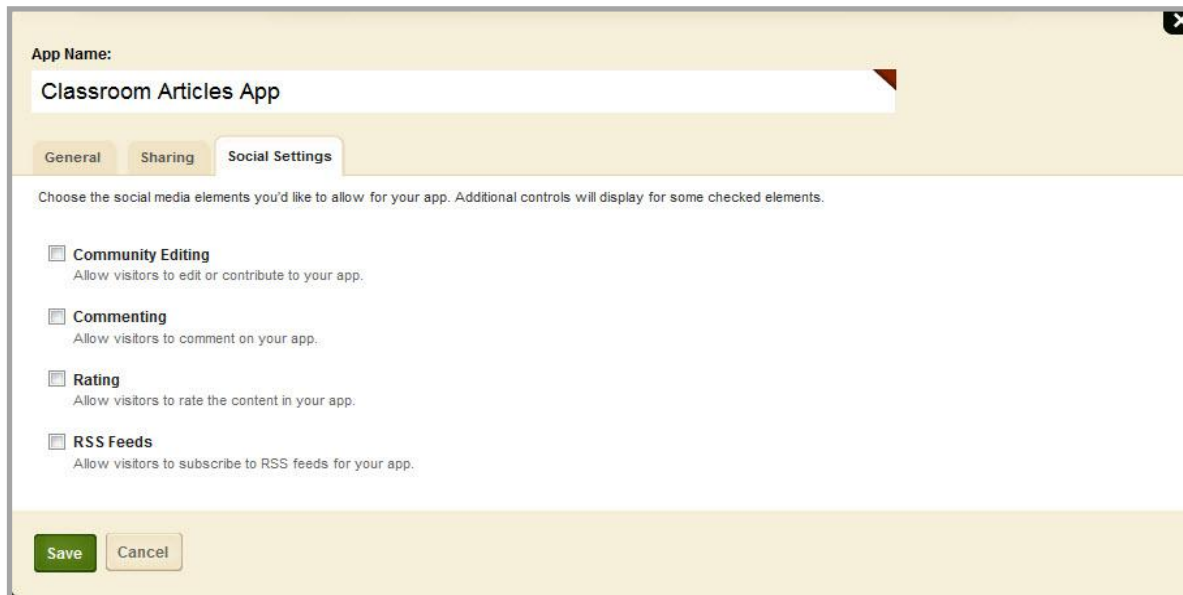
Here are the Social Media elements that may be available for your Article Library apps.

- Community Editing: Allows visitors to your website to contribute to your app.
- Visitor Commenting: Allows visitors to comment on your app.
- Visitor Rating: Allows visitors to rate your app.
- RSS Feeds: Allows visitors to subscribe to Really Simple Syndication (RSS) feeds for your app.

You enable social media elements on the **App Options** for each app. When enabled, Community Editing and RSS Feeds apply to the entire app and not to individual records within that app. For example, Community Editing and RSS Feeds apply to the entire File Library rather than to each file within that File Library. So once enabled for that File Library app, visitors can add files to the File Library and if they use the RSS Feed, they will see the entire File Library on their home pages.

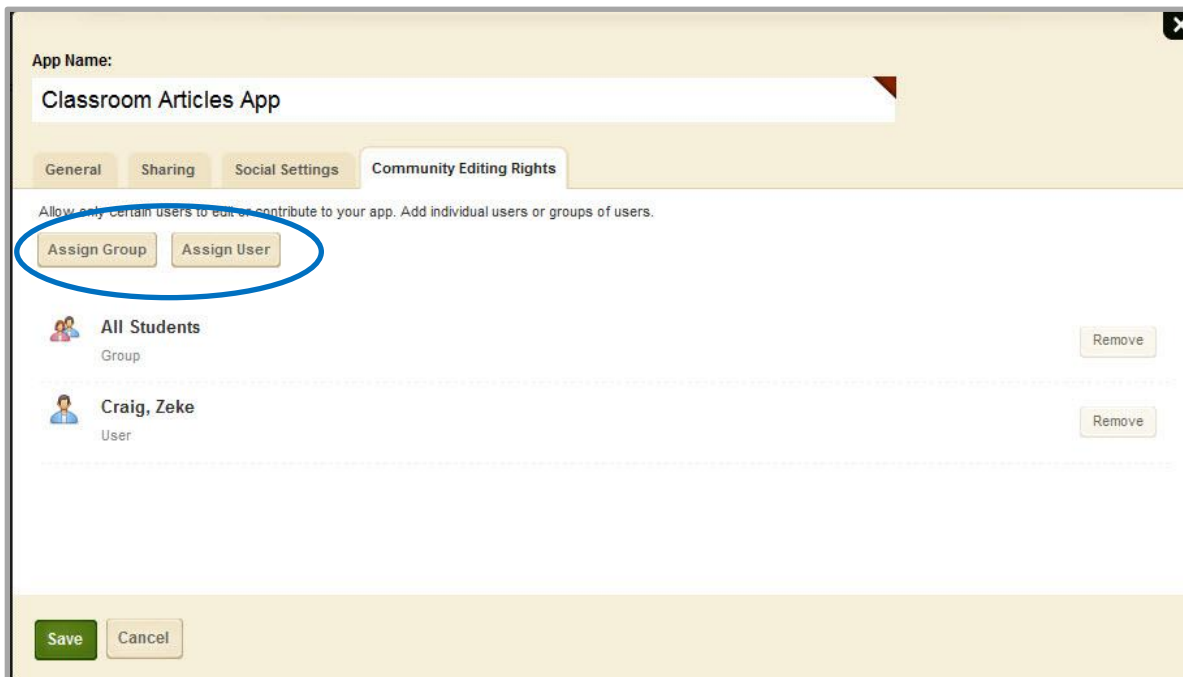
A Site Administrator must enable RSS Feeds for the entire website through a global setting in System Settings in order for you to enable it for your apps.

Use the options on the **Social Settings** tab to apply social media elements to your Article Library app. Depending on the element you select, additional controls may display.

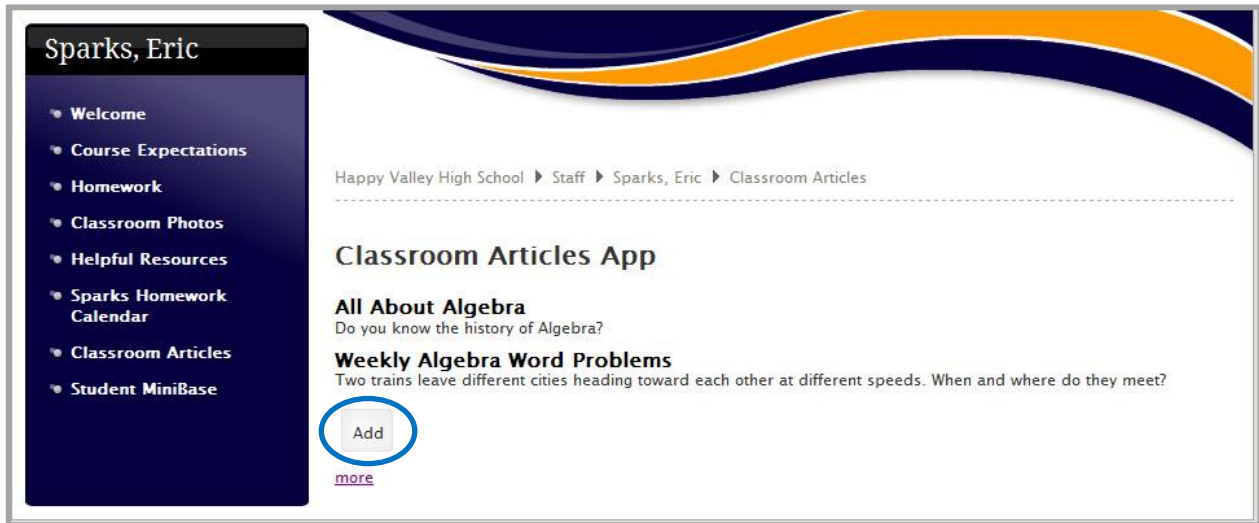


Community Editing

Community Editing allows selected visitors to contribute articles to your Article Library app. When you select the check box, the **Community Editing Rights** tab displays. By default, no one has editing rights. Therefore, you will need to click this tab and using the **Assign Group** or **Assign User** buttons, search for and select specific users and groups you wish to have rights.

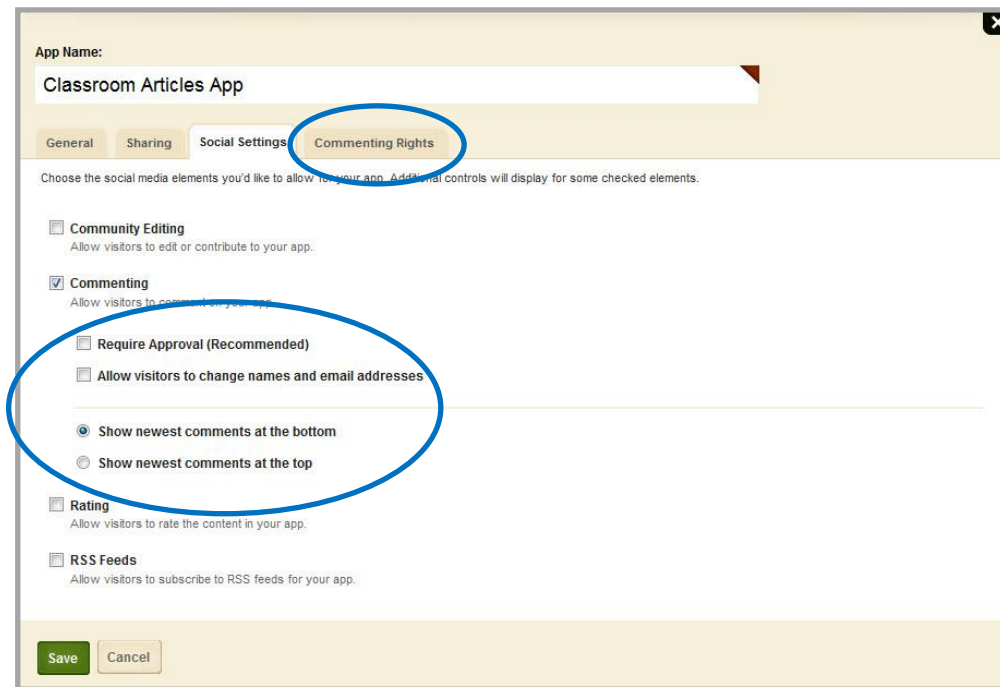


Once community editors are assigned to the Article Library app, they can add articles to the library. You must approve articles submitted by community editors before they display on your website.

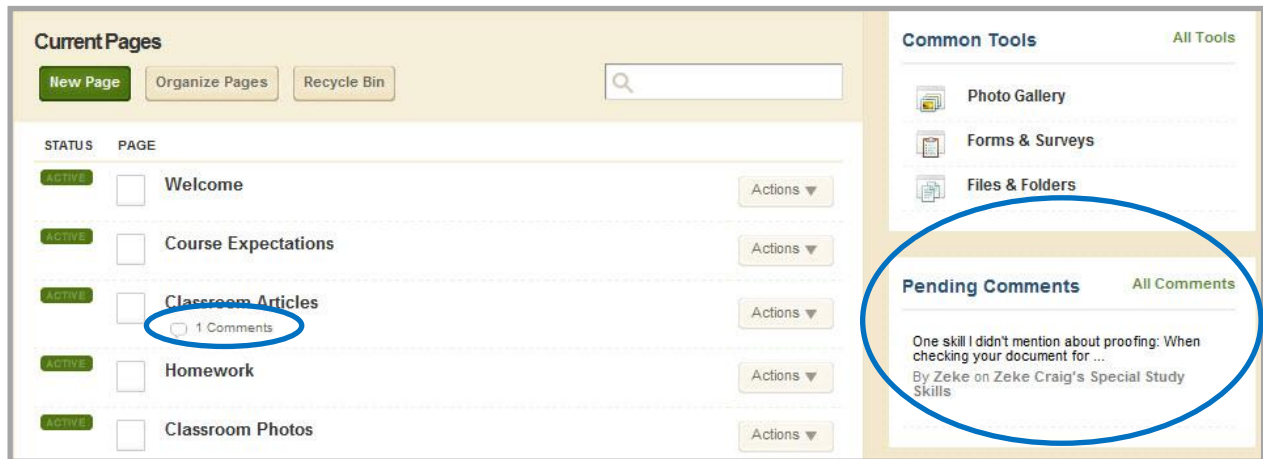


Commenting

Commenting allows visitors to comment on each article in your Article Library app. When you select the check box, two additional check boxes, two radio buttons and the **Commenting Rights** tab display.



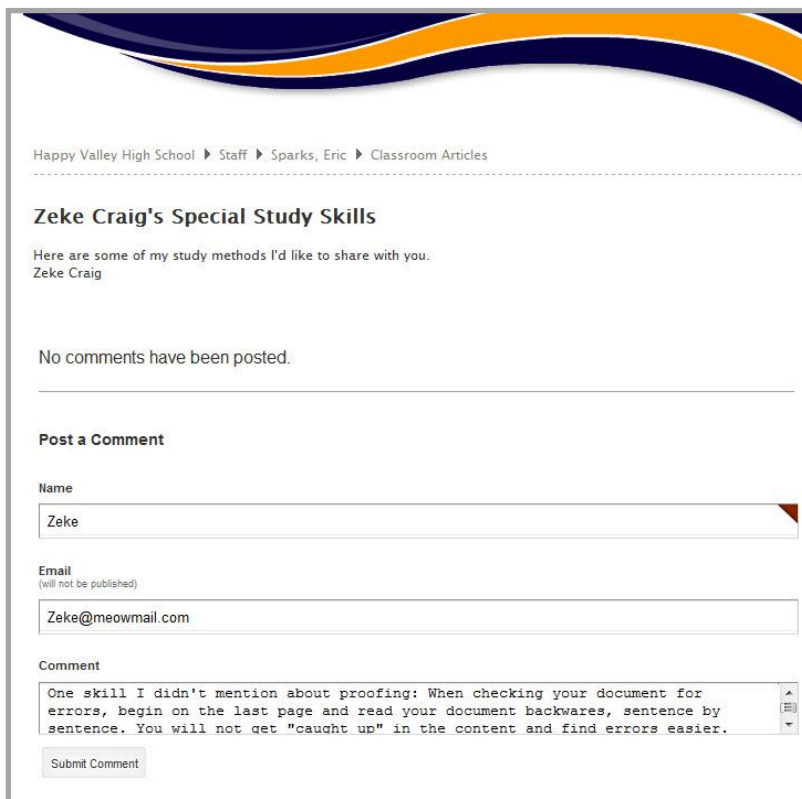
We recommended that you select the *Require Approval* check box. Then you must approve all visitor comments before they display on your website.



If visitors post comments without signing in, the name defaults to *Anonymous*. If they sign in, then the names and email addresses that display are those in their accounts. Visitors can only change this information on the comment if you select the *Allow visitors to change names and email addresses* check box, visitors can change this information.

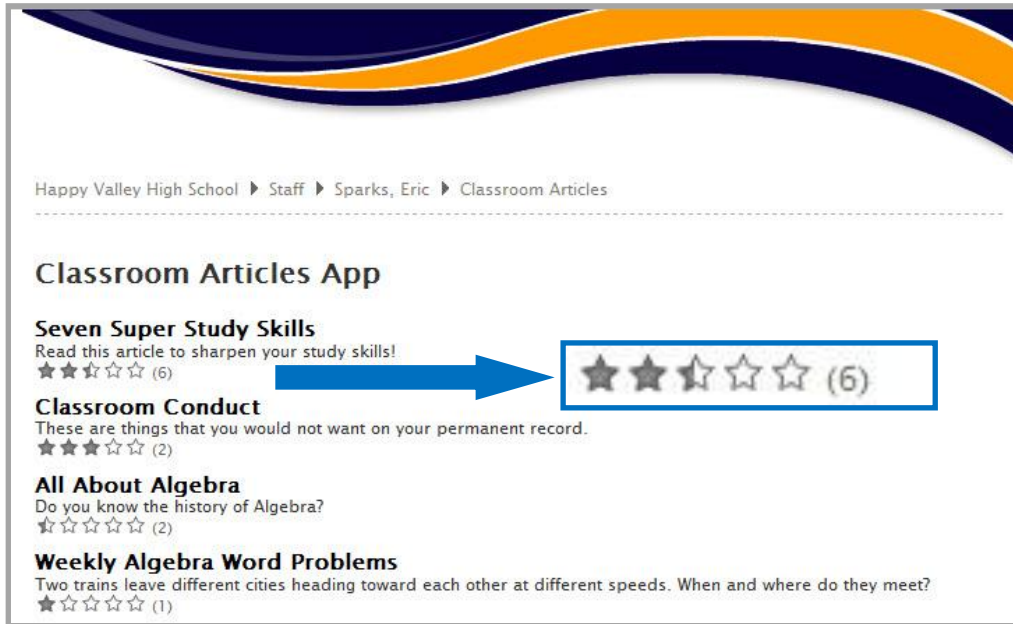
By default, all visitors are permitted to comment on an article in your Article Library. If you wish to limit who may post comments, click the **Commenting Rights** tab and use the **Assign Group** or **Assign User** buttons to search for and select specific users and groups you wish to have rights.

You can also determine the order in which comments will post. By default, the *Show newest comments at the bottom* radio button is selected. Select the *Show newest comments at the top* radio button to change the order.



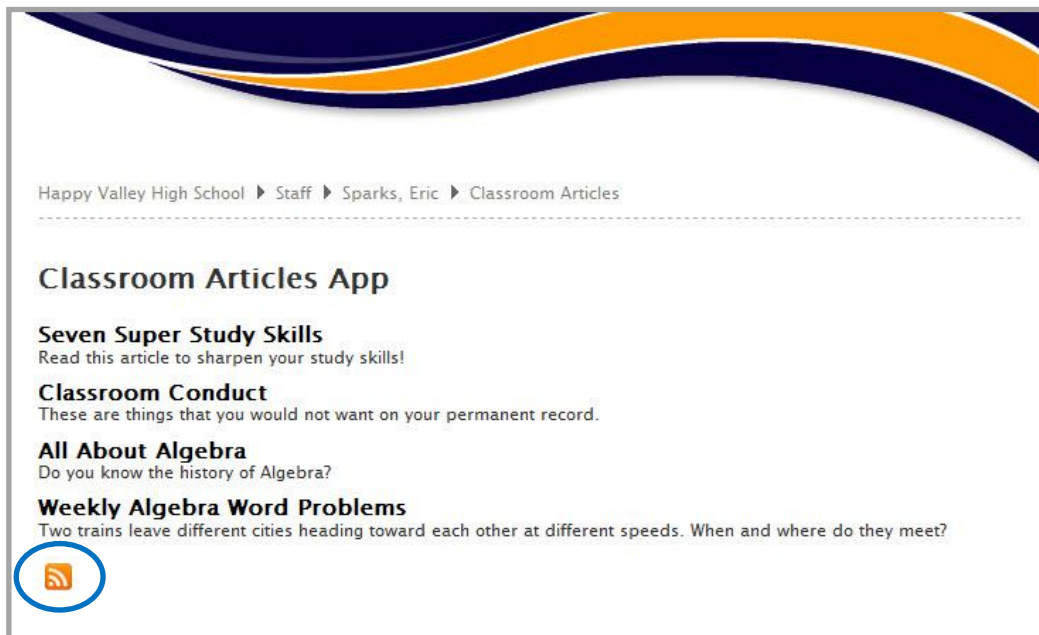
Rating

Rating allows visitors to rate the articles in your Article Library app. The rating system consists of a series of five stars that display for each article in your library. You click on a star to rate the article. Note that you can specify half values by mousing over the first half of a star. Once rated, the stars display the average rating on the end-user website and you see the number of times the article was rated.



RSS Feeds

Really Simple Syndication (RSS) Feeds enables visitors to subscribe to your Article Library app. With the RSS option activated, an RSS Feed icon displays on your website for your Article Library app.



When visitors click this icon, a dialog window displays. It contains information about RSS feeds and instructions on how to subscribe.

- Add to MyView
+
- Add to Google
+
- Add to Yahoo
+
- Add to MSN
+
- Add to Pageflakes
+
- Add to Netvibes
+

Subscribe

Click one or more of the buttons to the left to subscribe using a service. You need to have an account with the service to subscribe. If you'd like to add the RSS feed manually, you can use this URL:
<http://c2.fc.schoolwires.net/site/RSS.aspx?DomainID=8772&ModuleInstanceID=24818&PageID=19861>

Any protected content on this site won't display in the feed so check back for any protected content.

Why should I subscribe?

Once you subscribe to an RSS feed, you can view links to the content on that page from your personalized service homepage.

What is an RSS feed?

RSS is a standardized format that lets you subscribe to a website's content. The subscription is called a feed.

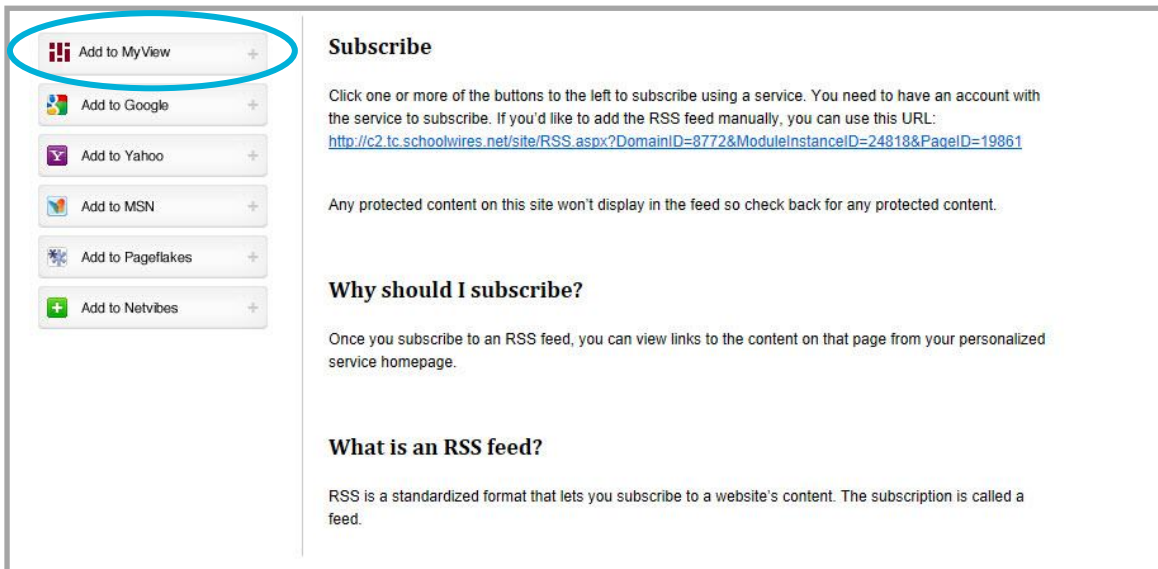
Once a visitor subscribes, the RSS reader, also known as an aggregator, periodically checks for and downloads updates to the Article Library app.

The screenshot shows the Google Reader interface. At the top, there's a search bar and navigation buttons. Below that, a red 'SUBSCRIBE' button is visible. A yellow notification banner states: "You have subscribed to 'Classroom Articles.'" Below the notification, there's a message: "As you view items in your reading list, they will be automatically marked as read as you scroll down (when in the 'Expanded' view). If you'd prefer to disable this feature, you can turn it off in [Settings](#). [Dismiss](#)"

The main content area displays a list of articles. The first article is "Seven Super Study Skills" with a star icon and a timestamp of "3:10 PM (2 minutes ago)". Below the title is the text "Read this article to sharpen your study skills!" and a row of icons for star, share, email, keep unread, and add tags.

The second article is "Classroom Conduct" with a star icon and a timestamp of "3:10 PM (2 minutes ago)". Below the title is the text "These are things that you would not want on your permanent record." and a row of icons for star, share, email, keep unread, and add tags.

If visitors have access to Schoolwires MyView and are logged in, they may choose MyView as their aggregator service by clicking **Add to MyView**.



An RSS Reader gadget is added to the first available tab of their MyView Dashboard. The URL for the Article Library is added to the RSS Feed gadget. The gadget is named using the default name *RSS Reader* and it is set to display the default of five RSS entries at a time. The gadget can be renamed and settings changed to display 10, 15 or 20 RSS entries at a time.

