Work with the Document Viewer App

Schoolwires® Centricity2™

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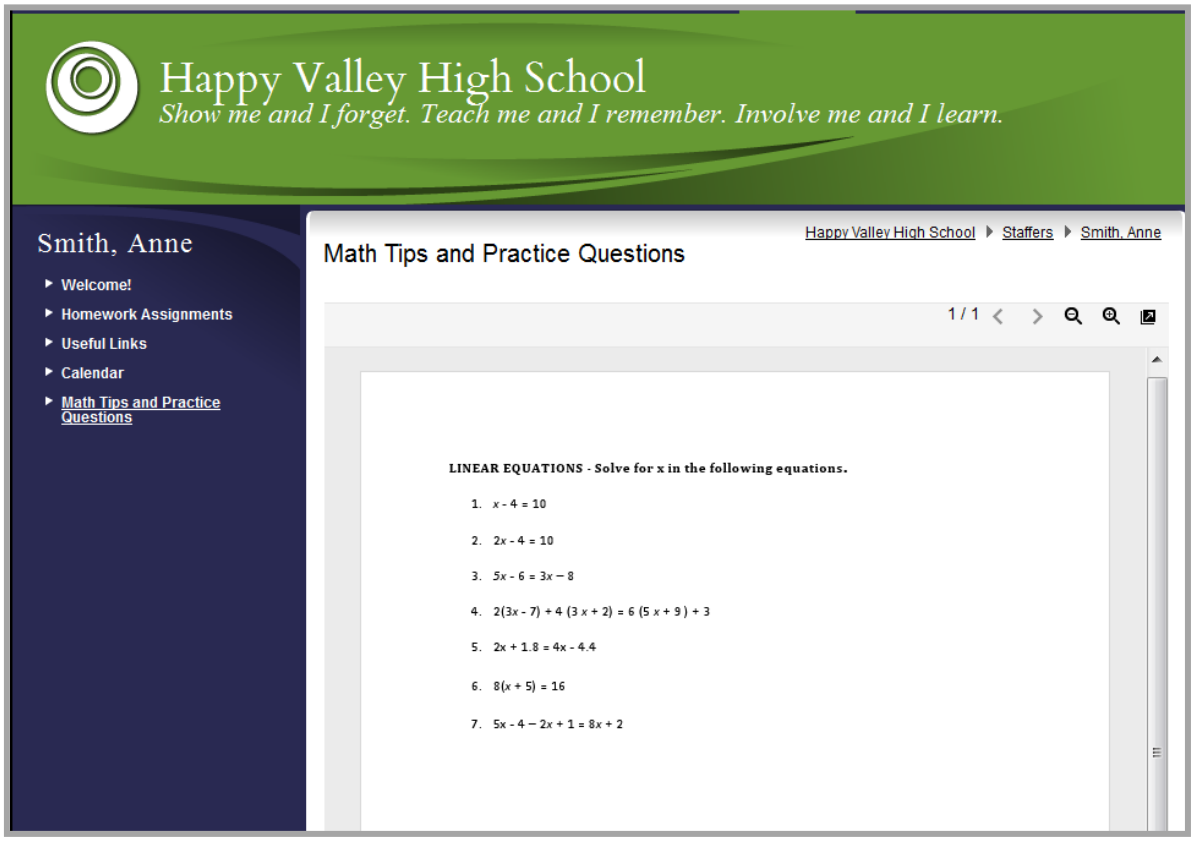
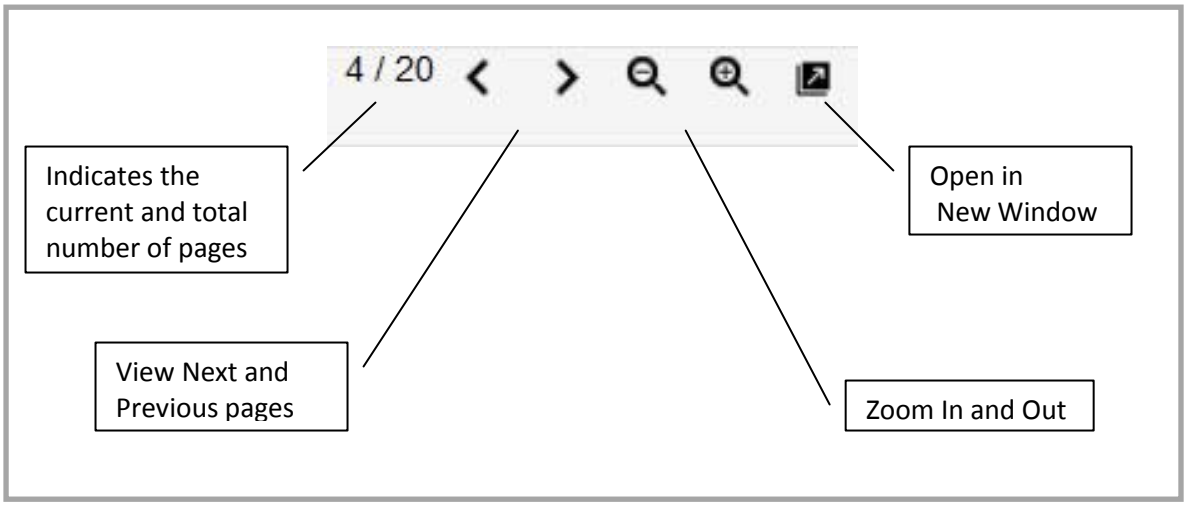
Introduction

The Document Viewer app, powered by Google Docs ™ Viewer, allows you to display a document on a page on your end-user website without the worry of embedding and adjusting code within the Schoolwires editor. You add a Document Viewer app to your page, edit the app and **Browse** to locate the document that you wish to display.



Visitors to the end-user website use controls to manipulate how the document displays.



Working with the Document Viewer App

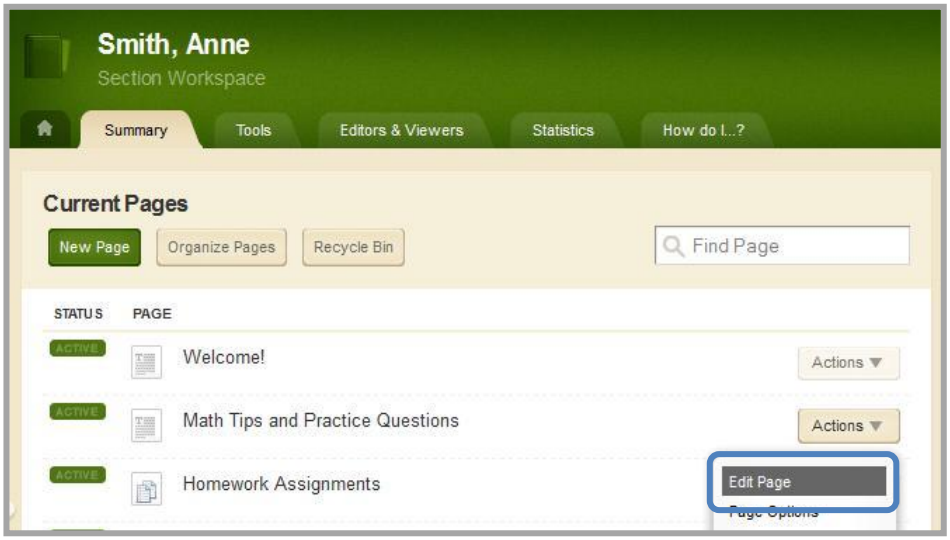
Once you have the document you wish to insert, you are ready to add a Document Viewer app to your page and insert the document into it. Once added, you can edit or remove the app from your page.

We recommend that you add a separate Document Viewer app for *each* document or object you wish to display.

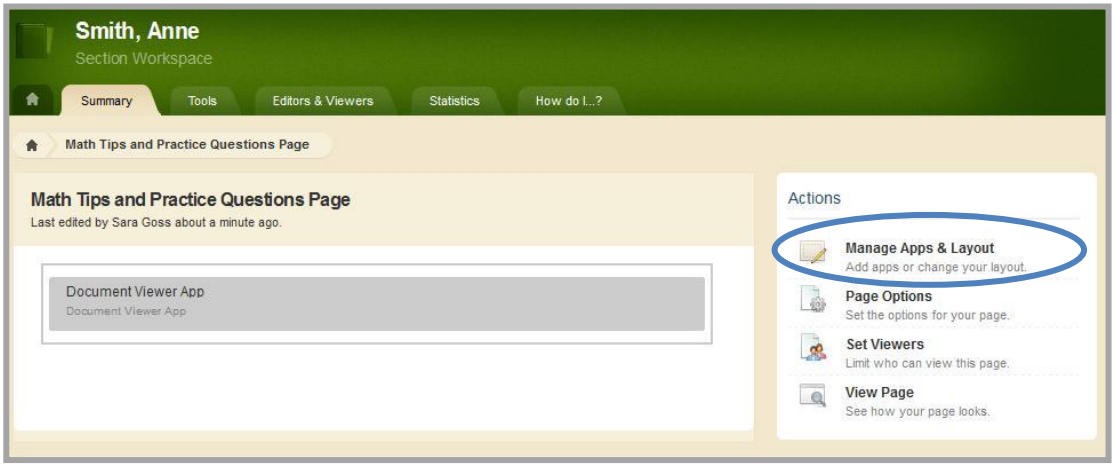
Add an Document Viewer App to a Page

Here's how you add a Document Viewer app to a page.

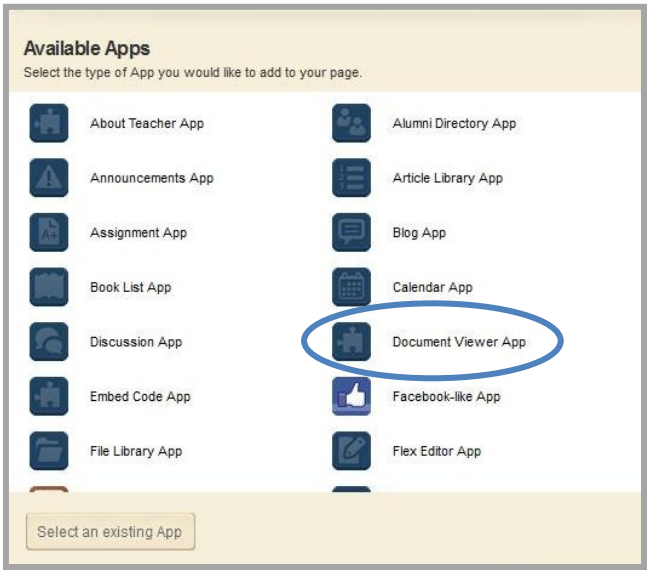
1. In *Site Manager*, navigate to the workspace containing the page to which you wish to add a Document Viewer app.
2. Click Actions to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.



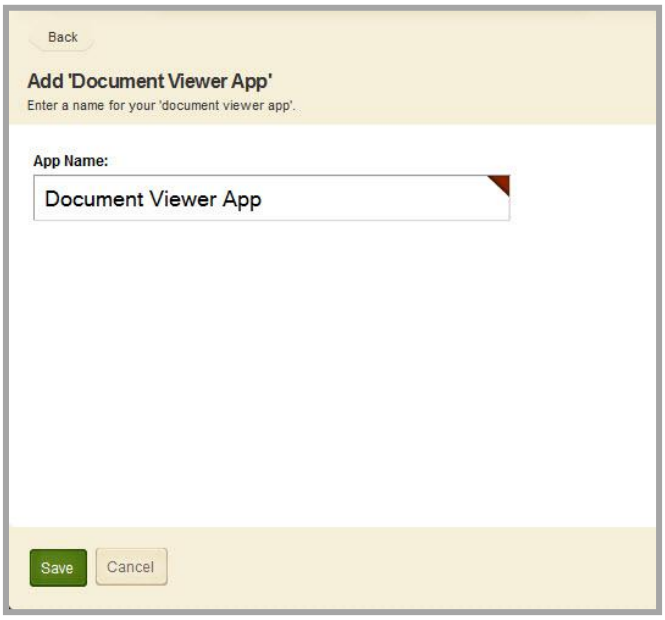
3. In the Actions pane, click *Manage Apps & Layout*. The page opens in Design mode.



4. Click **Add App**. The Available Apps dialog displays.



5. Click **Document Viewer App**. The Add Document Viewer App dialog displays.



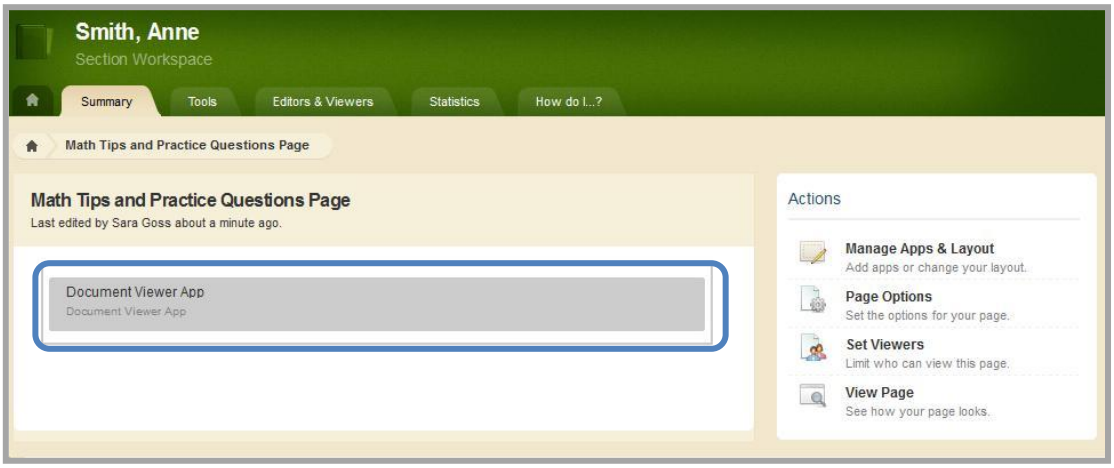
6. Accept the default app name *Document Viewer App* or replace the text with a meaningful name.
7. Click **Save**. You are returned to the page in Design mode.
8. Click **I'm Done** to return to the page in Edit Mode.

You are now ready to edit the app and insert a document.

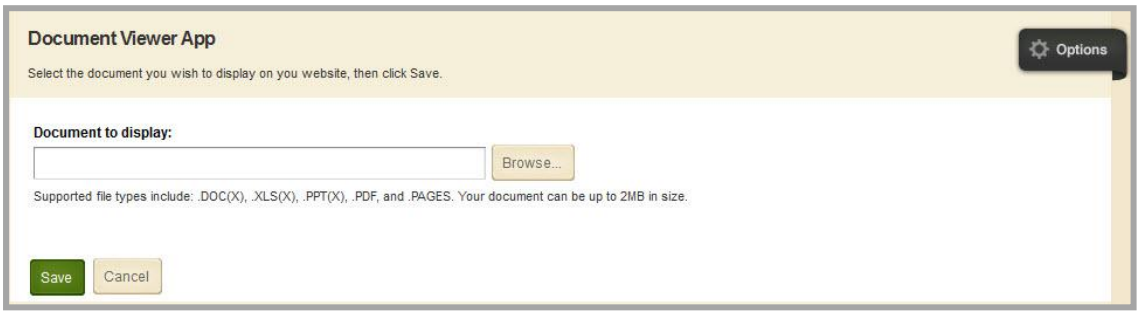
Edit an Document Viewer App on a Page

Here's how you edit and insert a document into a Document Viewer app on a page.

1. In *Site Manager*, navigate to the page containing the app 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.



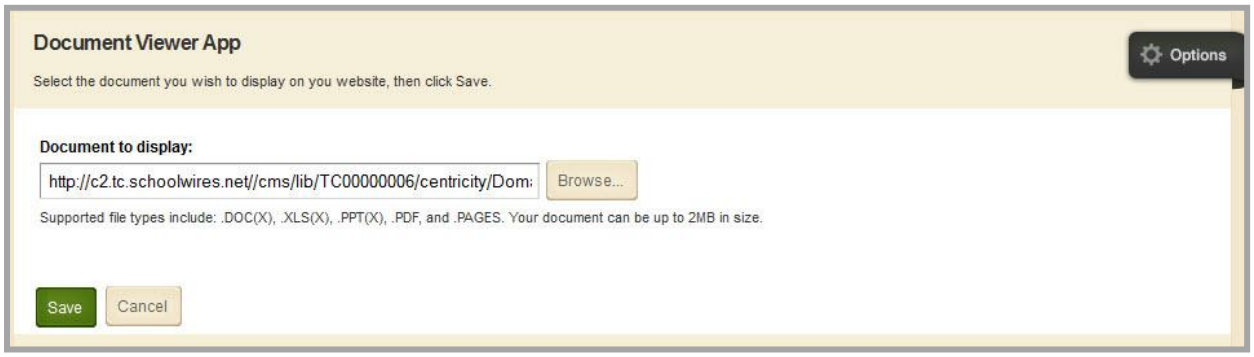
3. Click on the app that you wish to edit. The edit dialog displays. Note that when you position the cursor on the app, the background color changes and a pencil displays.



4. Click **Browse** to select the document you wish to insert. You have the option to upload a file from your computer, select an existing file from your website, or select a shared file.

   Note that if you use the *Upload File* option, a copy of the file is placed into the local Files & Folders. The local Files & Folder URL for the file is inserted into the *Document to display* field.

5. Once you have selected the document you wish to insert, click **Insert File**.

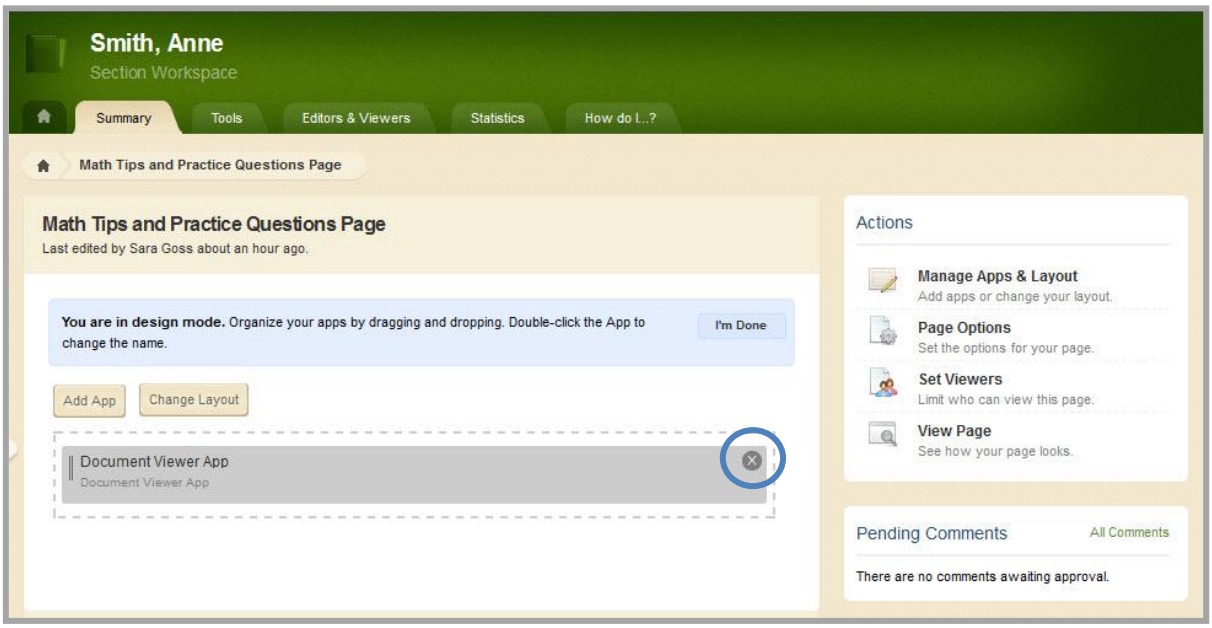


6. Click **Save**.

Remove an Document Viewer App from a Page

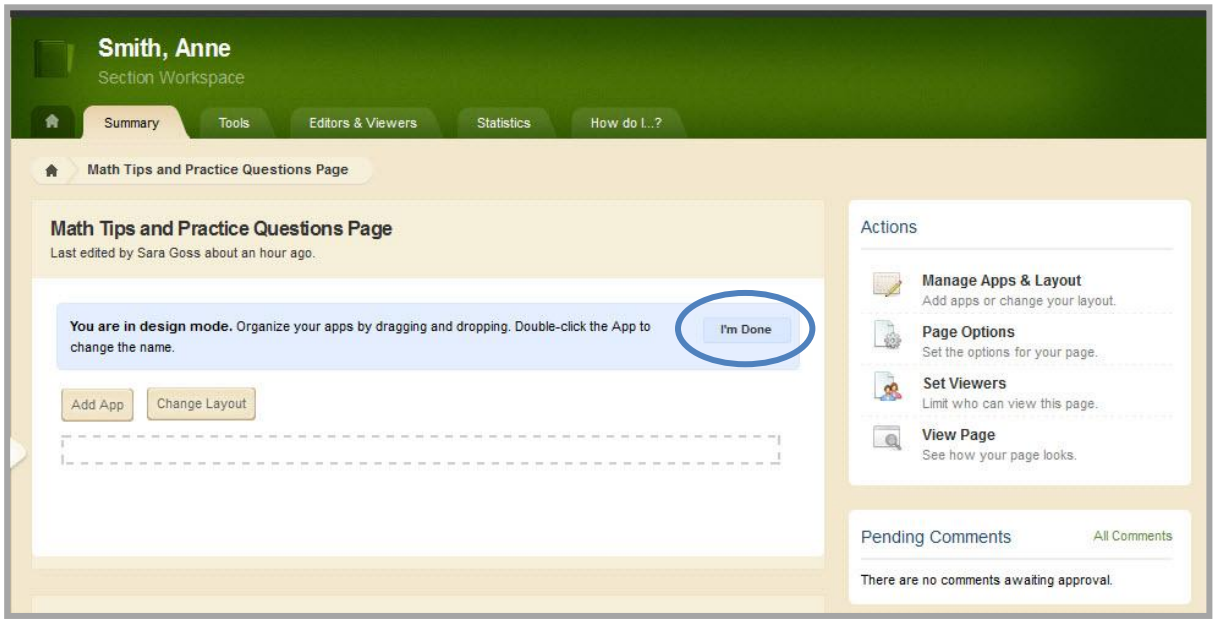
Here's how you remove a Document Viewer app from a page.

1. In *Site Manager*, navigate to the page containing the app 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. In the Actions pane, click *Manage Apps & Layout*. The page opens in Design mode.



4. Position the cursor on the app you wish to remove. Note that the background color changes.
5. Click the ⊗ icon to remove the app from the page. Note that the background color of the icon changes. A confirmation dialog displays.

6. Click **Yes**. You are returned to the page in Design mode.

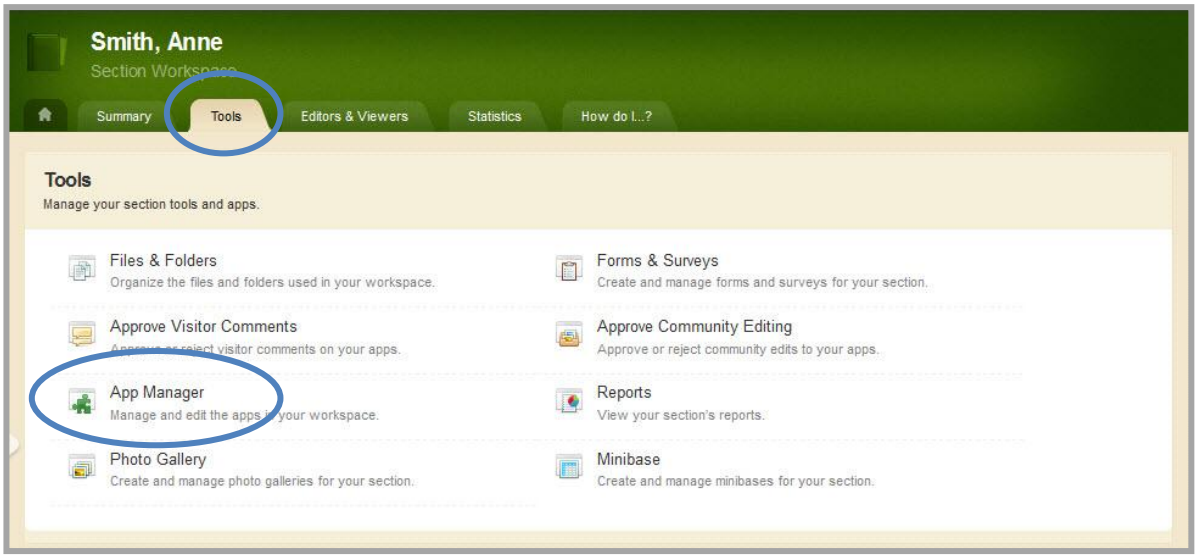


7. Click **I'm Done** to return to the page in Edit Mode.

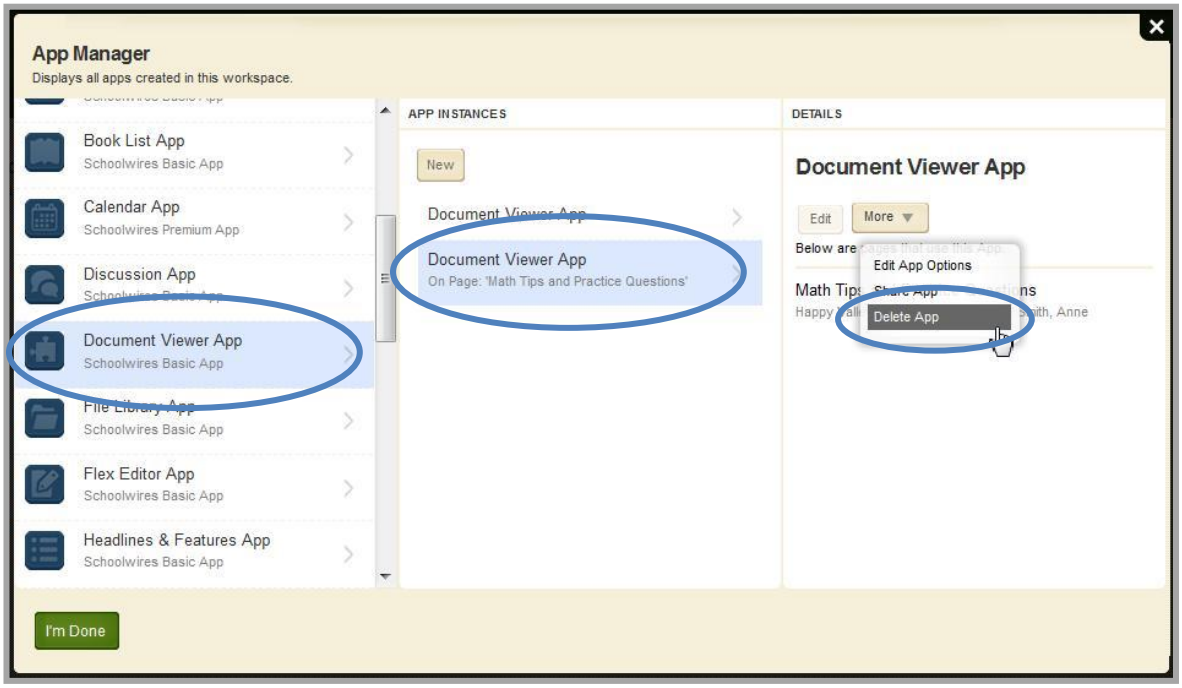
Permanently Delete an Document Viewer App

Here's how you permanently delete a Document Viewer app.

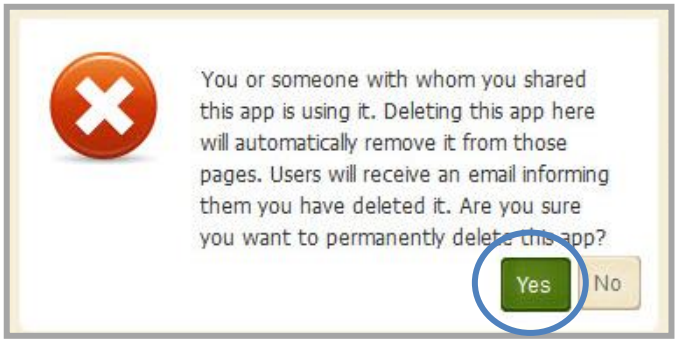
1. In *Site Manager*, navigate to the workspace containing the page with the Document Viewer app that you wish to permanently delete.
2. Click **Tools.** Available Tools for the workspace display.
3. Click *App Manager*. The App Manager displays.



4. In the first column, select the type of the app that you wish to delete. In this instance, Document Viewer app. All apps of this type within the current workspace display in the second column.
5. Locate and click the name of the app you wish to delete. The app instance is highlighted.



6. In the third column, click **More** and select *Delete App* from the drop-down list. A confirmation dialog displays.



7. Click **Yes**. The app is permanently deleted from App Manager.

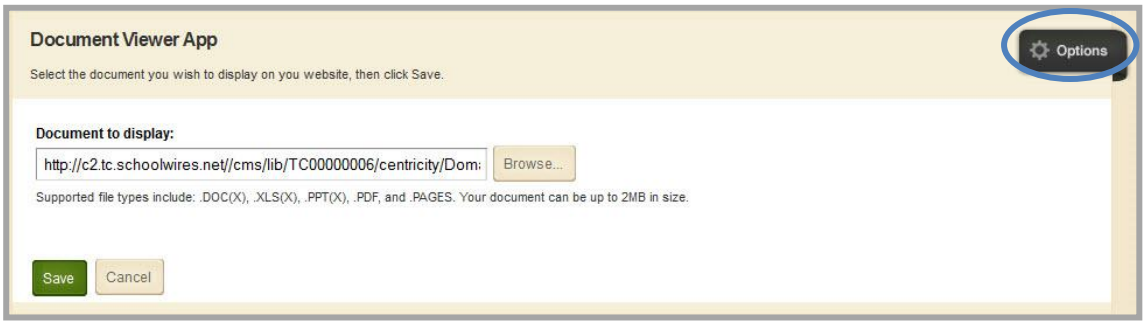
Note that when you permanently delete an app from App Manager, it is removed from your pages and the pages of any user with whom you shared the app. Shared users receive an email indicating that you have deleted the app.

Setting App Options

Centricity2 allows you to modify the default options set for an app that you create. Options for a Document Viewer app are grouped into two categories, General and Sharing. If you have *Social Media Framework* you see a third category, Social Settings.

Here's how you set options for a Document Viewer app.

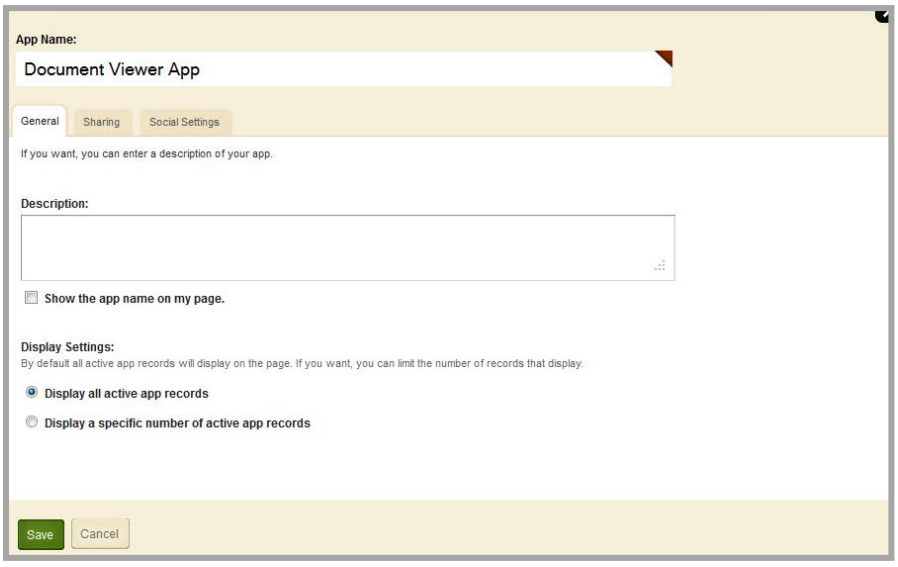
1. In *Site Manager*, navigate to the workspace containing the app you wish to modify.
2. Click Actions to the right of the page and select *Edit* Page from the drop-down list. The page opens in Edit mode.
3. Click **Options**. The App Options dialog displays.



4. Make changes on each of the tabs as necessary.
5. When finished, click **Save**.

General Tab Options

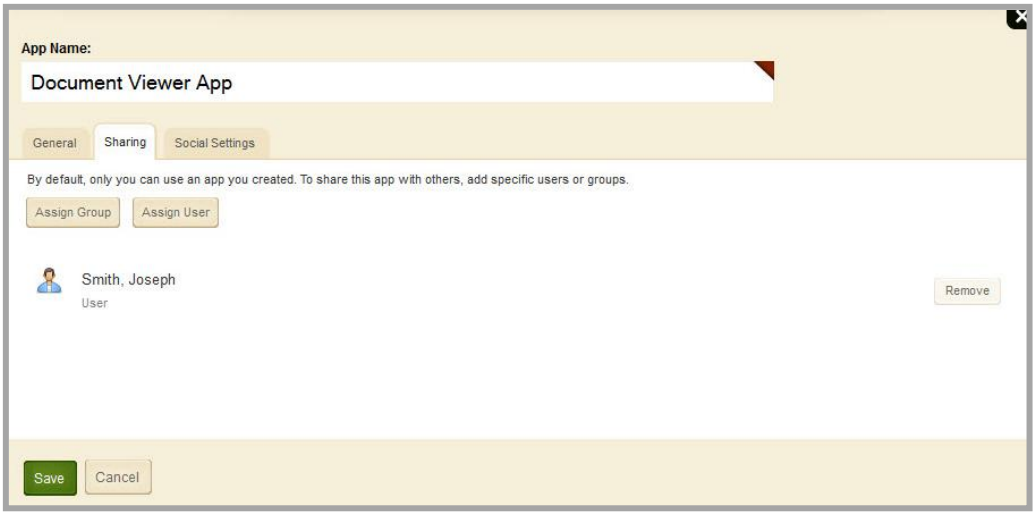
Use the **General** tab options to change the name of your app as well as add or modify a description for your app. If you add multiple Document Viewer apps on the same page, it might be a good idea to activate the *Show the app name on my page* check box for each of the apps. The App Name then appears as a title and separator for each app on the end-user website.



Use only the default Display Setting of *Display all active app records* for the app. Each Document Viewer app will contain only one record.

Sharing Tab Options

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 **Assign Group** or **Assign User** and search for and select specific users and groups with whom you would like to share your app.

Social Settings Tab Options

If you have *Social Media Framework*, you may be able to add social media elements to your app. Whether you can add a particular element depends on which settings and elements your Site Administrator has enabled.

If you have *Social Media Framework*, you can activate *Visitor Commenting* for the app. This allows visitors to comment on your app.

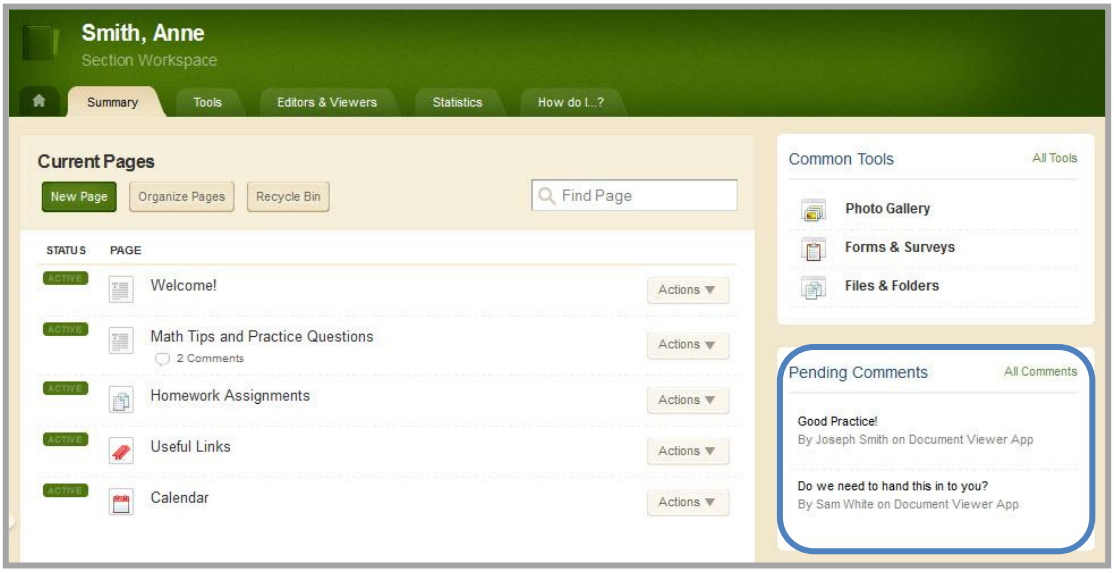
Use the settings on the **Social Settings** tab to apply this social media element to your app. Additional controls may display.

Commenting

Commenting allows visitors to add their comments about your app. Visitors can also reply to comments left by other visitors and reply to comments posted by Community Editors.

When you activate the **Commenting** check box, two additional check boxes, two radio buttons and the **Commenting Rights** tab display.

We recommend that you select the **Require Approval** check box. With this activated, you must approve all visitor comments before they display on your website.



If a visitor posts a comment and is not signed in, the name associated with the post is *Anonymous*.

If a visitor posts a comment and is signed into your website, the name and email address of the visitor is pulled from the visitor's user account.

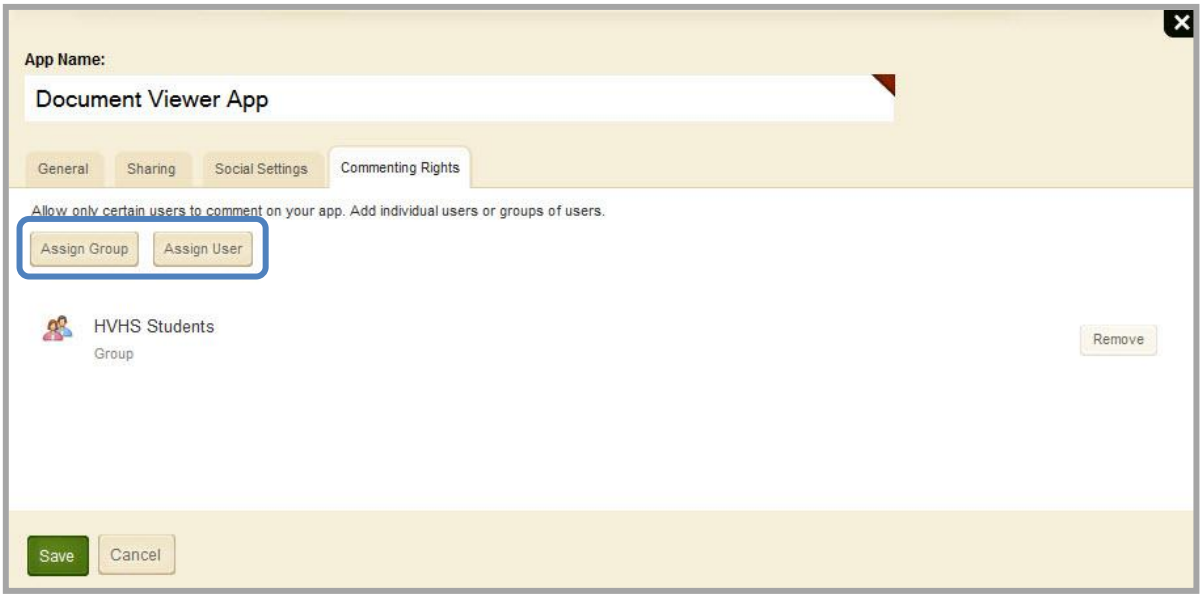
However, if you select the **Allow visitors to change names and email addresses** check box, visitors who are signed in to your website may modify their posting name and email address.

Note that the email address associated with a post never displays on the end-user website.

You may also choose to have newest comments post at the top of the list within your app by selecting the **Show newest comments at the top** radio button. By default the **Show newest comments at the bottom** radio button is selected.

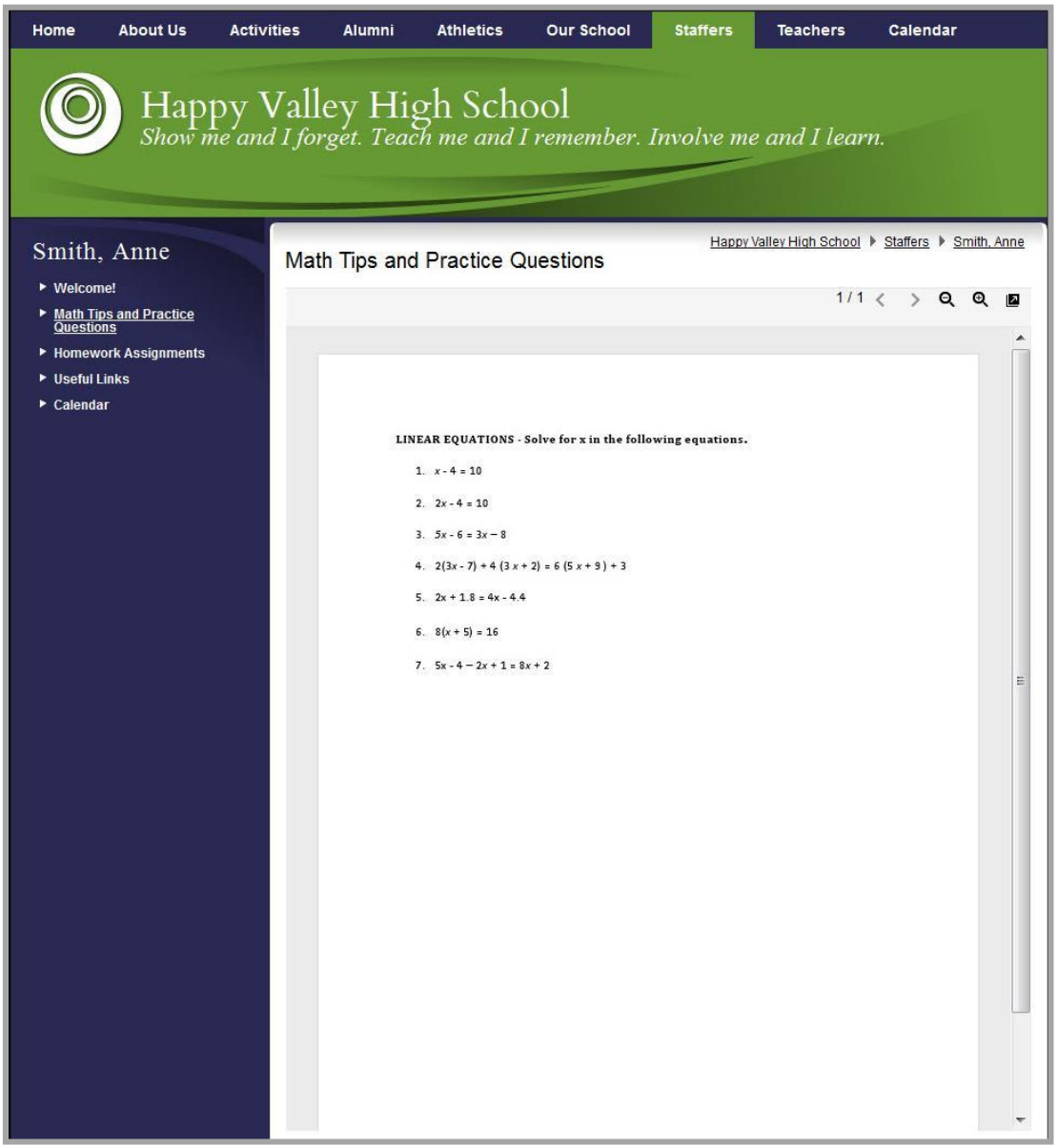
Commenting Rights Tab

When you have enabled **Commenting** for your app, the **Commenting Rights** tab displays. By default, all visitors to your website may comment on your app. If you would like to limit who may comment, click **Assign Group** or **Assign User** and select specific users and groups.



Document Viewer App Best Practices

Here are some practices to consider when working with a Document Viewer app:

- Insert a document that is a supported file type. The supported file types are DOC(X), XLS(X), PPT(X), PDF and PAGES. The document can be up to 2 MB in size.
- Place one Document Viewer app on a page.
- Insert the Document Viewer app on a page with a one column layout.

Activate the *Show the app name on my page* check box for the Document Viewer App you place on the page. The App Name then serves as a header for the document.