

## ***For site & subsite directors***

Maintain consistent editor layouts between sections.

## ***New pages***

- Remember to **click on Options** and **fill in your App Name** with the name of your section (since you've named it here, you DO NOT need to type it again into the text field of your new page).
- Remember to **click the box Show the app name on my page**.

☒ Show the app name on my page.

Using this option for each of your apps ensures a consistent look as styling for this option is controlled by the site template.

## ***Teacher Home Page***

- Three apps should appear on the teacher home page titled: QuickLinks, Upcoming, and Welcome
- **Open** each app, **click on Options** and **click the box Show the app name on my page**.
- Welcome (Flex Editor App) should contain the following:
  - Professional photo of the teacher set to 150px width.
  - A welcome message that includes your alma mater.
  - Contact information with email and phone number (may use school phone number in lieu of classroom phone).
  - Additional Information such as class schedule can be placed underneath.

## ***Text standards***

- Font should be *normal*. Do not change font name or size. That way it will display the default font chosen by the district.
- Headers—Use drop-down menu for *headers* (do not change *font size*).
- Color—Black is the preferred color. Avoid red, green or yellow as people with color perception issues may have trouble seeing the text.
- Avoid using flashing or scrolling text as visitors may find it distracting and skip.

### **Files**

- Use Portable Document Format (PDF) when posting files. If you post file types such as DOC, WPD, PUB or INDD, visitors may not have an application to open those files.
- Display DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF and PAGES files with the *Document Viewer* app.

### **Hyperlinks**

Please create hyperlinks rather than URLs or spelled out email addresses.

### **Copying and pasting content**

- When copying text from Microsoft® Word, consider removing all Word formatting by using *Paste Text Only* and reformatting it in the *Editor*.
- Or use the *Paste from Word*.

### **Spell check**

Run *Spell Check* and correct any spelling errors. Remember that it does not check grammar!

### **Links**

- Verify that links to outside web pages are functioning, current and appropriate.
- Links to outside web pages and files should open in a new window.

### **Calendars**

- Calendars need to include: title, date, time, location. A short event description will boost attendance.
- Click on link for instructions on exporting/importing calendars from [Outlook to webpage](#) and vice versa.

### **Blogs**

If you host a blog, you are responsible for maintaining the content. Blog postings should include material that is relevant to curriculum or class discussion. Visitor comments should require approval before being posted.

### **File sizes**

Be aware of the file size of your images, documents and podcasts. Large files take a long time to download—visitors may become frustrated waiting for the content. Consider uploading podcasts to a third-party service and use the *Embed Code* app. [Schooltube](#) is recommended for video.

### **Tables**

- Table appearance may be different, depending on the browser you use.
- Set table width to 90-95 percent to avoid content spilling off the page.
- Be aware of large images which could force a scroll bar to display.
- Set *Image Properties* to wrap text around a photo rather than inserting the image in a table.
- Consider creating your table in a Word document and display it using the *Document Viewer* app.

### **Images**

- Use the *Insert Image* wizard to add images.
- Insert a **photo** that relates to your department. **Clipart is not acceptable on home page.**
- Include meaningful *alternate text* for the image. This makes the site ADA compliant. Screen reader applications for the visually impaired readers who read this too.

- Recommended image sizes when wrapping text is present:  
150 pixels = 1.5 inches: portrait  
250 pixels = 2.5 inches: landscape
- Keep images narrower than 500 pixels wide.
- Accent Images: Keep image width and height between 25-100 pixels. Any accent image with a width greater than 150 pixels is resized to 150 pixels.
- Avoid animated images.
- Use JPG and JPEG images for photos and GIF for poster-type artwork.
- When resizing, it is best to go from a larger image to a smaller one. Making a small image larger can result in a grainy or *pixelated* image.
- Avoid background colors and images on pages. If background colors are used, maintain high contrast between background colors and font for improved readability.

### ***Photos of students***

Check to make sure students are FERPA cleared before posting. If elementary/middle school student, do not use student's last name with the photo.

### ***Photo galleries***

The recommended setting for the *Gallery Width* is 500 pixels.

Use JPG or JPEG images.

### ***Copyright©***

- Give proper credit for content that is posted from other sites. Review your district policies for posting content and copyright rules.
- Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright.
- You should make a standard practice of requesting permission from the holder of the work if your use of the material has the potential of being considered an infringement.
- ***Apps and page layout***
- Choose a page layout suitable for the apps and content you wish to display on the page.
- Use the *Flex Editor* app when no other app will do.

### ***Apps options***

If available, use social media elements to enhance app content by including the options Community Editing, Commenting and Rating.



### ***Miscellaneous AP rules***

- Use hyphens for phone numbers, no dots, parentheses or slashes
- (e.g. 425-385-4000)
- No superscripts (e.g. 12<sup>th</sup>)
- (e.g. April 12 or 12th of April)
- Headers and subheaders should be **BOLD** only, not underlined (to avoid confusion with [hyperlinks](#)).
- File names should be saved as:
- Title case, no spaces
- (e.g. FileName)
- Book titles should be *italicized*, not underlined.

### ***Links to helpful information:***

- The *How do I...?* tab is very helpful!
- [Schoolwires Editor Best Practices](#)
- [Exporting Outlook Calendar](#)


- [New Logos for the Web](#)


### ***Inserting an image***


- Click on *Shared Image* to access graphics provided by the district.


#### Insert Image

Select an image location then choose your image. If you want, you can change the image size.

**Upload Image**  
Upload an image from your computer or network.

**Existing Image**  
Select an image that has already been uploaded.

**Shared Image**  
Select an image from the shared library.

**Clipart**  
Select an image from the Schoolwires Clipart Library.

#### Choose Folder:

Top Level Folder ▼

▼ Images

District logo images

Elementary Graphics

School Logos

Secondary Graphics

► Staff photos