

**SOCS** simplified online communication system

Need better  
communications?



Get SOCS.

Helping schools manage and control dynamic online communications.

**Correspondent Training Manual**



## Getting Started

1. To get into your web site:
  - Open a web browser.
  - Enter your school's web address: \_\_\_\_\_
2. Central Services is the "home base" for working with SOCS. From this page, you have access to all of the tools necessary to run your site. The general public will never access this part of SOCS.
  - To get to the Central Services page add /cs behind your web address.
3. Enter your e-mail address and password.

**Central Services Login**

E-mail:

Password:

remember me

[Forgot Password?](#)

## Changing Username and Password



The screenshot shows the top navigation bar of the SOCS system. On the left, it says "SOCS simplified online communication system". On the right, it displays the date "Tuesday, Apr 11" and the user's current session "Logged in as Client Relations". Below the session information, there are two links: "Edit Profile" and "Logout". The "Edit Profile" link is circled in red. At the bottom of the navigation bar, it says "SOCS Demo: Central Services" and a "HELP ?" button.

To change your username and/or password:

1. Click on Edit Profile in the top right-hand corner of the Central Services page.
2. Change or update your username and password and/or your personal information.
3. Click on Update Profile when finished.

## Profile Editor

**Login Information**

Username: crelations

Email: susiesmith@school.org

Email (again): susiesmith@school.org

Password: ●●●●●●●●

Password (again): ●●●●●●●●

**Personal Information**

Firstname: Susie

Lastname: Smith

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

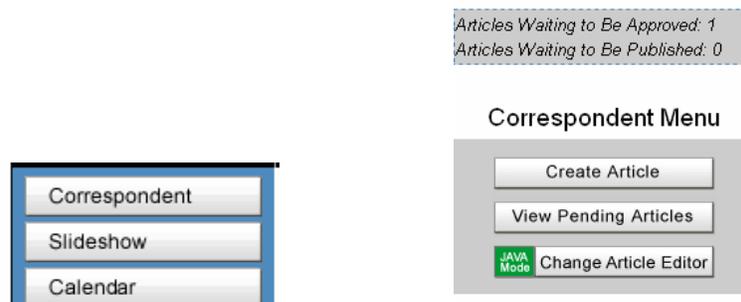
Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Cancel      Update Profile

## Main Menu

Click on “Correspondent” from the list of options on the left-hand side. The Correspondent Menu will be in the center of the screen. Additional options to which you have access appear on the left-hand side of the screen. You may not have all the options displayed in the example below.



Above the Correspondent Menu, messages alert you if you have articles waiting for approval, or if you have approved articles waiting for publication.

**The following pages explain Correspondent Menu options in the order in which they appear on the Correspondent Menu bar. There are separate training sections for the options on the left-hand side of the screen**

# How to Create an Article

To create an article, click on “Create Article.”

You will use two screens during this process – Create Article and Article Editor.

## Create Article

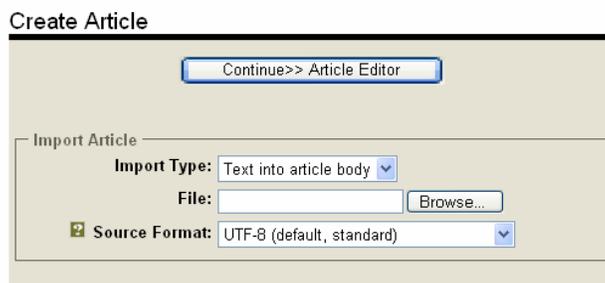
There are three ways to create an article in SOCS: Import article **will** require reformatting, copy and paste information from a word processor **may** require reformatting, or create and format directly in the article editor (best practice).

The first screen allows you to import text and/or images into your article. The options to copy and paste information or type directly into the SOCS article editor are on the next screen.

## Import Article

To import a text file (\*.txt) into the body of your article, select the text file from your hard drive or network drive by clicking on “Browse.” A .txt file contains very little formatting. If formatting is required, it will need to be done in the Article Editor area.

If you choose to import a .txt file, the default Source Format should work for both Windows and MAC machines. If you encounter difficulties with the default source format, the drop down list includes one expressly for Windows and one expressly for MAC.



## Upload Images

With each article, you can upload up to three images in a JPEG or GIF format. These images can include a Cutline or caption, Credit (whomever/wherever you received the picture), and an “Alt Tag” line (text that appears when you “hover” over the picture). SOCS will automatically resize the images and create thumbnails to place in your article page. The reader can click on the thumbnail in the article page and view the full-sized image. (A typical image size to upload is 640 x 480 pixels).

You must upload images sequentially. If you only have one image, you must upload it in the “Image 1” position, not in the “Image 2” position.

**Note:** You can always add, remove, or change images in an article page.

Upload Images

**Image 1:**

Cutline (caption):

Credit:

Alt Tag:

File:

1. Scroll down to the “Image 1” box on the “Create Article” page.
2. Type the Cutline (caption) to be displayed under the image. (This is an optional field.)
3. Type in the Credit or source of the picture. (This is an optional field.)
4. Type in the Alt Tag – text that appears when hovering over the picture with your mouse. (This is an optional field.)
5. Use the browse buttons to select an image (.gif or .jpg) from your local or network drive. Highlight the desired image and click on “Open” or double click to import the file.
6. Repeat for images 2 and 3.
7. Click “Continue >> Article Editor” to continue to the “Article Editor” page. This is where the rest of your article is created.

**Note:** The Java Applet/Live Editor will always load at this point

## Article Editor

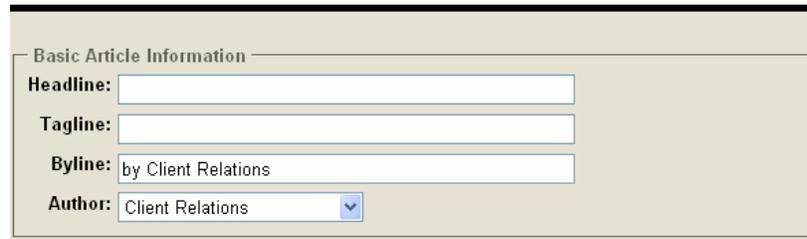
The second screen allows you to create an article in Article Editor.

### Important Notes:

- **Time Out – SOCS will automatically time-out after approximately 60 minutes. We strongly urge you to save/submit your work every 30 minutes to avoid losing the information.**
- **Pop-ups – Make sure pop-ups are enabled/allowed (check your internet browser). This will allow you to preview your article in a pop-up screen.**

- The headline is required.
- The tagline is optional. Anything typed in this field will appear just under the headline as a sub-heading.
- The byline is also optional. For your convenience, your name is already filled in by default. You can change this or delete it as you desire.
- The author is also optional. For your convenience, your name is already filled in by default. If the author is another editor or correspondent, choose their name from the drop-down list. If you are the author, and you left your name as the default byline, your name will appear only once in the article.

## Article Editor



Basic Article Information

Headline:

Tagline:

Byline: by Client Relations

Author: Client Relations

## Article Body

Underneath the byline is the body of your article.

- If Java mode is off, you will see html formatting options and a blank box where you type in your article. *Do not turn java off unless you are using html to format*
- If Java mode is on, you will see a more advanced Article Editor box. *All options on the Article Editor toolbar are available except for “File,” which should not be used to open a file.* (If you are unfamiliar with advanced tool bar options such as book marks, hyperlinks, or tables, see the Advanced Article Tool Bar guide in the Training Guides section of the Help Center.)
- If you uploaded a text file on the previous screen, it will already appear in this box.
- If you did not upload a text file, you can type or paste content in the box.
- The article body can also accept HTML for advanced users who wish to use it. If using html, click on “View” and select “HTML View”.

**Note:** to enlarge your Article Editor screen:

- click on “View”
- select “Windows View” and compose your article
- after composing your article, close the window to return to Article Editor

## Placing images in an article

- SOCS will automatically place your first image at the beginning of the article.
- To place the second and third images, place your cursor where you want each image to appear. To lock the image in place, click on “IMG2” and “IMG3” in the right-hand corner of your tool bar. *You must complete this step or the images will not appear.*
- Slide show – to insert an existing slide show into your article, place your cursor where you want the slide show to appear. Choose “Slide Show” from the Tool Bar and select the desired slide show.

## Preview Article

The “Preview Article” button at the bottom of the Article Editor page allows you to see how your article will appear when it is live on the site.

**Note:** This is a pop-up window. If pop-ups are blocked, the preview will not appear. Do not turn off the pop-up blocker at this point or you will lose your article. Instead, submit/save your article and then go to your Internet browser and turn off the pop-up blocker. Go to View Pending Articles and open the article to continue.

After previewing, close the Preview window and make necessary corrections. Always preview your article and correct any problems before submitting it. The preview includes a spell checker, which highlights possible spelling errors.

## Related Sites

This area allows you to add related site links that will appear near the bottom of your article. These are optional. (Be sure to include the full syntax - <http://www.sitename.extension> for the url) **Note:** The reader will see a message stating that external pages are not endorsed by your website, and the link will open in a new browser window.

## Notes to Editor

This area allows you to leave notes to your editor relaying information about the article.

## Submit to Editor

This feature allows you to select the Editor who will approve your article.

## Delete Article

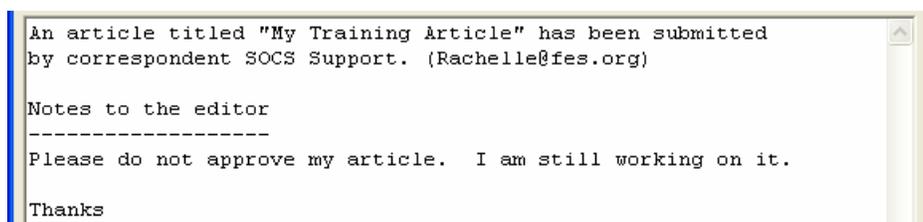
The Delete Article button will completely remove your article from the SOCS system. Any article that is deleted cannot be retrieved.

## Submit Article

The Submit Article button will save and submit your article to the SOCS system. **If you do not submit your article, you will lose your work!**

## E-mail Notification

Your editor will receive an e-mail notification when you submit an article. The e-mail will contain notes you entered into the Notes to Editor section.



```
An article titled "My Training Article" has been submitted
by correspondent SOCS Support. (Rachelle@fes.org)

Notes to the editor
-----
Please do not approve my article.  I am still working on it.

Thanks
```

## View Pending Articles

This allows you to view articles waiting to be approved.

You can edit these articles at any time before your Editor approves them. Once an Editor approves your article, it will disappear from this list unless the “publish date” is in the future (articles waiting to be published).

To view and/or edit an article, click on the “View Pending Articles” button.

### View Pending Articles

Edit Article	Edit Images	View Article	Delete Article	Status	Headline	Author	Submitted on
				Pending	This is my Training Article	Client Relations	Mar 16, 2006
				Pending	Adding information to SOCS	Client Relations	Mar 16, 2006

From the View Pending Articles screen select the option you want. You can edit the article, change any images, view the article, or delete the article.

## Jave Mode – Change Article Editor

The system defaults to Java Mode. If you want to use html code to create information in SOCS, change the article editor to html mode.

## Log Out

This button logs you out of the system. Always log out of the system when you are done with a session to prevent unauthorized users from gaining access to your SOCS tools.