

SOCS Teacher Manual

Getting Started

1. Open a web browser and go to <http://www.jccentral.org/cs>
2. Enter your e-mail address and password.

Changing Username and 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.

Create Article

1. Click on “Correspondent” from the list of options on the left-hand side.
2. Click on “Create Article”
3. Are you going to add pictures to the article? If so go to 3a. If not click on continue>>article editor.

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).

- a. Scroll down to the “Image 1” box on the “Create Article” page.
- b. Type the Cutline (caption) to be displayed under the image. (This is an optional field.)
- c. Type in the Credit or source of the picture. (This is an optional field.)
- d. Type in the Alt Tag – text that appears when hovering over the picture with your mouse. (This is an optional field.)
- e. 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.
- f. Repeat for images 2 and 3.

g. Click “Continue >> Article Editor” to continue to the “Article Editor” page. This is where the rest of your article is created.

h.

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.

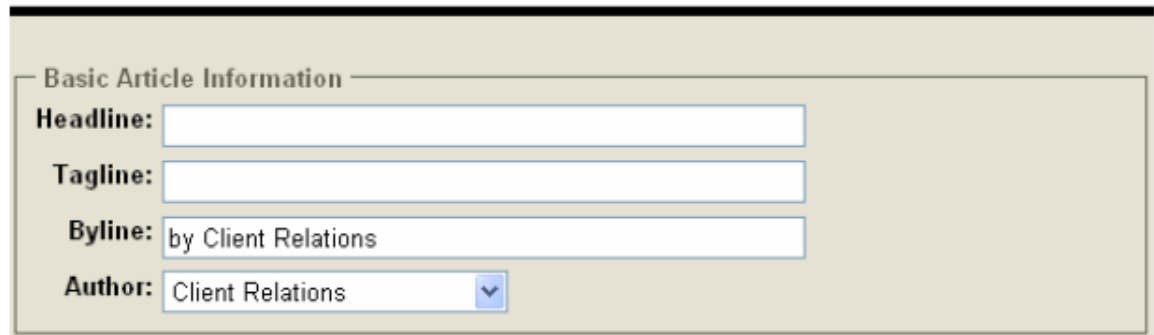
Article Editor

- 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.

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.**

Article Editor



The screenshot shows a web form titled "Article Editor" with a section for "Basic Article Information". It contains four input fields: "Headline:" (empty), "Tagline:" (empty), "Byline:" (filled with "by Client Relations"), and "Author:" (a dropdown menu with "Client Relations" selected).

Article Body

Underneath the byline is the body of your article.

- From here 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.*

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.