




[Embedding a form in your Schoolwires Page](#)

- I. Insert a link to the form or survey, if it was created within the section that you wish to publish it. To do so:
  1. Open the page on which you wish to publish the survey.
  2. Type the link text that you want people to click to open the survey.
  3. Highlight this text then click the *Insert Forms Link* button (  ) located in the 3<sup>rd</sup> row of editor buttons.
  4. Follow the wizard.
  5. Click on View HTML
  6. Find Height= and change the number to 700
  7. Click Ok
  8. Click Save
  
- II. Insert a link to the form or survey, if it was created in a different section, subsite, or at the district level. To do so:
  1. First copy the URL of the survey to your clipboard. To do so:
    - a. Go to Tools, Forms & Surveys
    - b. Click the title of the survey that you wish to use
    - c. Copy the URL from the Explorer/Firefox URL box
  2. Open the page on which you wish to publish the survey.
  3. Type the link text that you want people to click to open the survey.
  4. Highlight this text then click the *Insert Link* button (  ) also located in the 3<sup>rd</sup> row of editor buttons.
  5. Enter the URL of the survey, by doing a control V.
  6. Be sure to remove the http:// at the beginning of the link, as the wizard already includes that information.
  7. Follow the wizard.
  
- III. Embed the form or survey into the content of your webpage. To do so:
  1. First copy the URL of the survey to your clipboard. To do so:
    - a. Go to Tools, Forms & Surveys
    - b. Click the title of the survey that you wish to use
    - c. Copy the URL from the Explorer/Firefox URL box
  2. Open the page on which you wish to publish the survey.
  3. Click on the Toolbox button (  ) located in the 3<sup>rd</sup> row of editor buttons.
  4. Click on Active Blocks, the 3<sup>rd</sup> option.
  5. Click the radio button next to the very last option “Embed Complex Content”
  6. Insert the Forms URL in the box provided.
  7. Follow the wizard.
  8. To change the size of the embed, select it like you would a picture, and click and drag like you would to resize a picture.
  9. Another method is to select the form, then click view HTML and change the width and height by increasing the numbers listed.

### Embedding a Website in your Schoolwires Page

1. Create the page that you intend to insert the embedded website in
    - a) The page you create should be a Flex Page, Overview Page, or an article in an Article Page.
  2. Copy the URL of the website that you want to embed. (ex. <http://www.google.com>)
  5. Click on the 'Toolbox' button in the page editor
  6. Select ActiveBlocks (the last option)
  7. Select the radio button to the right of Embed Complex Content (the last option)
  8. Click Next
  9. Paste the URL that was copied in step 2
  10. Click Insert
  11. Resize the file to the desired size
    - a) Select the lower right corner and dragging it out to the desired size
    - b) Or change the HTML to include a Height and Width
  12. Click 'Save' within the Schoolwires Editor
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### Embedding a Teacher Tube Video in your Schoolwires Page

1. Create the page where you want to embed the video. You can embed these videos anywhere that you see the "View HTML" button in the editor.
  2. Visit <http://www.teachertube.com>
  3. Search for the topic of the video you wish to find
  4. Click on the title of the video you wish to preview.
  5. Once you're sure that the video is the one you want, scroll down the page. On the right side you will see areas highlighted in yellow, and one that reads "Embeddable w/o Video Search"
  6. Highlight the code in that box, and copy it. (You can right click, and copy, or just use Control C)
  7. Once you have copied the code, open your Site manager up to the area where you want to embed the video. For example, if using a flex page, open the flex page.
  8. Click on "View HTML"
  9. Place your cursor beneath any existing code, and paste.
  10. Click Ok.
  11. Click Save.
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### Embedding a video in your Schoolwires Page using Rich Media Objects

1. Create the page that you intend to insert the video on
  - a) You can insert video anywhere the toolbox button appears. Ex: Welcome Text, Podcast Page Episodes, Flex Pages, Article Library articles, Overview Pages etc.
2. Position the Cursor in the white area of the editor, where you want the video to appear. Be sure your cursor is blinking in the white box before you proceed.
3. Click on the Toolbox button in the editor.
4. Choose Rich Media Objects
5. If embedding a flash movie, choose flash movie. If embedding an AVI, MP3, MP4, MOV, WMA, or WMV choose Movie or Sound.
6. Click browse and choose the movie file you wish to embed.
  - a) You may wish to keep the file between about 1MB and 5MB so that the person viewing the video does not have a slowed viewing experience.
7. If embedding Flash, click insert.
8. If embedding a movie or sound, choose your options.

Autostart: If you wish the video to play as soon as the page loads, choose true for the first option. If you would rather have the viewer click play to start the video, choose false.


Controller: If you would like the controls to show choose true. If you would like them to be hidden choose false. If you would like the video to play over and over again until the page is closed, choose true.

Loop: If you would like the video to play through fully once, and then allow the viewer to play it again by clicking the play button, choose false.

9. Once you've chosen your options, click Insert.

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### How to Embed a PDF document on a page:

1. First you need to create the page that you want to embed the PDF on. You can embed a PDF in Flex pages, Article Library articles, and Overview Pages.
2. Next you need to upload the PDF document to Files & Folders.
  - a. Click on Tools
  - b. Click Files and Folders
  - c. Click Upload
  - d. Browse out to your desktop and click on the PDF you wish to upload
  - e. Click Next
  - f. Click Finish
3. Find the file you uploaded in the list of files. To the right of your file name you will see a series of buttons. Click on URL.
  - a. At the top of your screen you may see a yellow bar appear asking if you would like to allow scripted windows. Click on the bar and choose to allow, then click on the URL button again.
4. Copy the URL in the box by highlighting it and hitting "Control C" on your keyboard, or you can right click, and choose copy.
5. Once you have copied the URL to your clipboard you can close the Files and Folders window.
6. Open the page in Site Manager where you wish to embed the PDF.
7. Click in the white space where you would like the PDF to be embedded.
8. Click on the toolbox icon: 
9. Click **Active Blocks** and choose the radio button next to **Embed Complex Content** (the last choice).
10. Click Next.
11. Insert your cursor in the address field and delete the http:// that appears there. Now paste the PDF URL that you copied by hitting "Control V" on your keyboard.
12. Click Insert.
13. Click the Save Button
14. Your PDF is now embedding in your Schoolwires page.