

The logo features the word "ZUMU" in a bold, black, sans-serif font. The letter "Z" is stylized with a red and blue diagonal split. Below "ZUMU" is the text "Start-up Guide" in a smaller, bold, black, sans-serif font.

ZUMU
Start-up Guide

Zumu Start-Up Guide

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Login to the website:

http://64.27.86.67/metuchen/_login

Type your login name (first initial and last name)
e.g., Jane Smith would enter **jsmith**

Enter your password
(initially, and when reset, your password is the same as your
login name)
e.g., Jane Smith would enter **jsmith**

Click  or press Enter.

Note that the software is case sensitive. You must enter the login
address correctly. After you get there, bookmark the site to make
access easier.



The screenshot shows a web browser window with the title "Login". The browser's address bar is empty. The page content includes a "Submit" button at the top, followed by two input fields labeled "Login:" and "Password:". The "Submit" button is a simple rectangular button with the text "Submit". The "Login:" and "Password:" labels are positioned to the left of their respective input boxes.

Notes:

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Changing your password:

Type your password.

e.g., Jane Smith would enter **jsmith**

Click here to return to the main page.

Type your new password.

New passwords must be:

- at least six characters in length
- at least one upper case letter (A-Z) that is NOT the FIRST or LAST character
- at least one lower case letter (a-z)
- at least one digit (0-9) that is NOT the FIRST or LAST character
- non-alphanumeric characters such as !, @, #, \$, %, ^, &, *, ? are optional, but it is recommended that one is included in your password.

EXAMPLES: Jane Smith could use **JSjs35**
Fred Flinstone could use **FF555yabba!**

These conditions are enforced to make passwords harder to guess by hackers.

Type your new password again.

Click or press ENTER to update your password.

Click the logo in the upper left hand corner to return to the main page.

jsmith : test > [_Change Password](#)

[Site View](#) [My Stuff](#) [Logout](#) [Help](#)

Change password for jsmith

Old password

New password *

New password (again)

Once you have decided on a password, write your login and password here and put this paper in a safe place. If you suspect someone has seen this information, please change your password immediately!

My login is

My password is

NOTE:

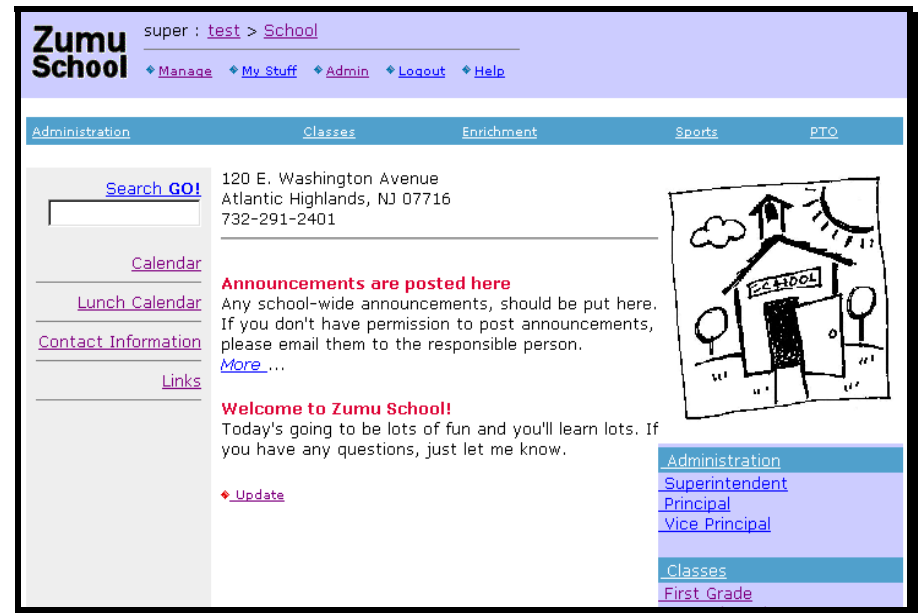
This login and password are for the website only!
Your email login and password are usually different. Any login names and passwords to access school systems are also usually different. If you have any questions about these logins or passwords, contact your technology director.

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School Home Page

After you login, the district or school home page is shown. (To make things easier Zumu School will be used for the rest of this guide.)

Each school will have a look and feel that's unique. Typically most schools will have an announcement board on the front page, a picture of the school, departments or classes, administration information, assorted calendars, contact information, and links to other sites.



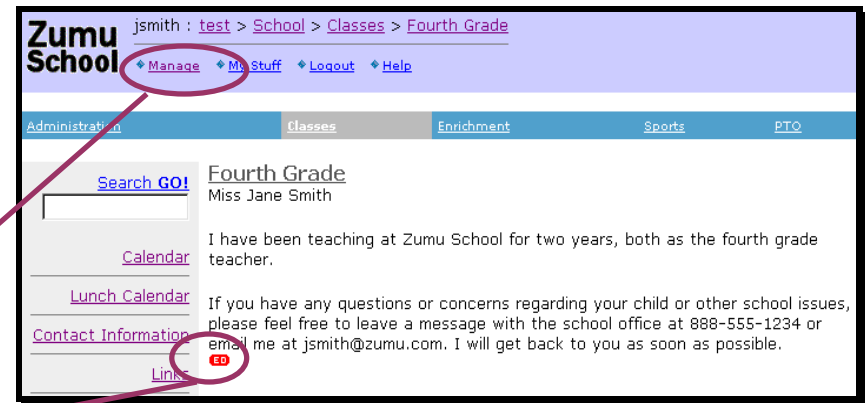
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Manage – Adding Content


Zumu allows you to manage your own section of the website. Once you have permission to access a section of the site, you login and to to that section.

In this example, Jane Smith is a fourth grade teacher at Zumu School.


When Jane logs in a reaches her section, she will see a Manage link in the top gray bar.

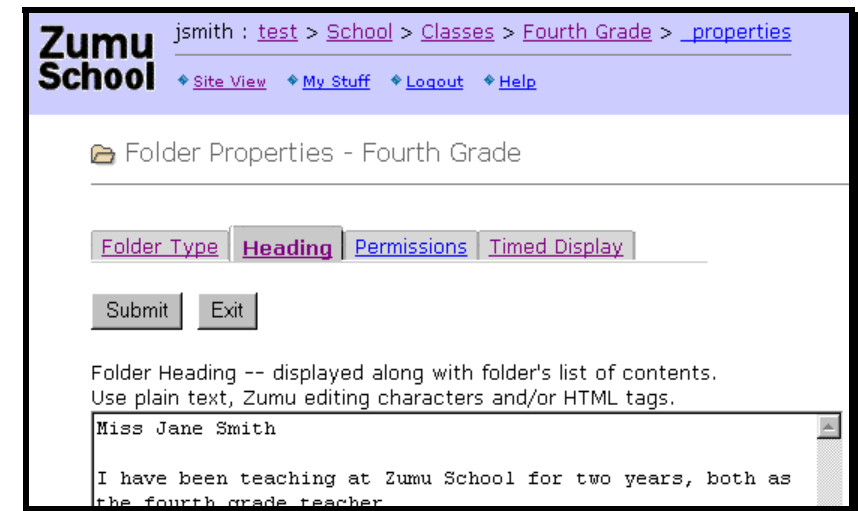


Quick Editing

Click  to quickly enter or edit information.

The Heading Tab is shown. Type or edit the information in the folder heading box. You may use HTML (if you know any) or Zumu editing characters (see Appendix A).

Click  to post to the web.

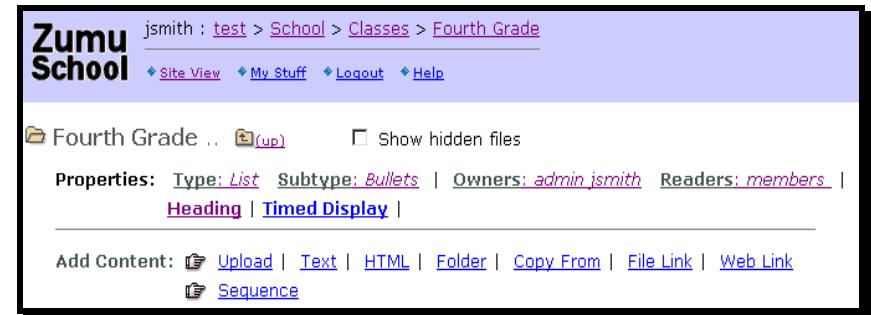


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Manage – Adding Content (con't)

Adding information to Zumu is easy. There are many different ways information that can be entered:

- Upload files and folders from your desktop.
- Create a text file by typing or cut and paste.
- Create a file and use the WYSIWYG editor to edit it.
- Create a folder and put information in the folder.
- Copy a file or folder already on the site.
- Link to file or folder already on the site (this make sure that if the information changes, your link will retain the correct data).
- Link to a URL outside of the school site.



Upload Files

Upload allows you to add files, text, documents, whatever from your desktop. This feature comes in handy to move files from home to school or to upload pictures from your camera or scanner.

Click [Manage](#) to get to the Manage page.

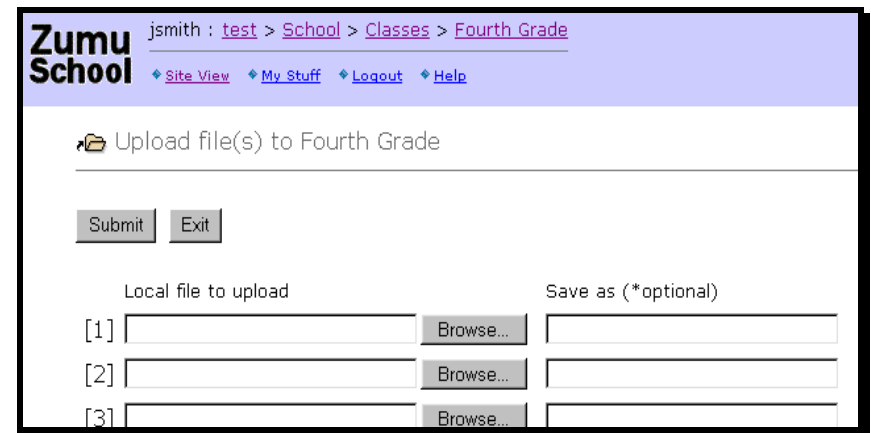
Click [Upload](#) to upload a file.

Click to find the file on your computer.

Click to select the file.

Enter a new name (optional).

Click to upload the file. (This may take a minute, depending on the size of the file and your internet connection.)



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Manage – Adding Content (con't)

Text Files

Click [Manage](#) to get to the Manage page.

Click [Text](#) to enter a text file.

Enter File Name. This is what's shown on your page as the link.


Enter a Description of the file (optional). This information may or may not show up on your page, it depends on the properties that are setup for your folder. Descriptions are helpful, and more detailed information about them can be found in the Manage – Properties Section of this manual.

Enter the information for this file. When entering text you can:

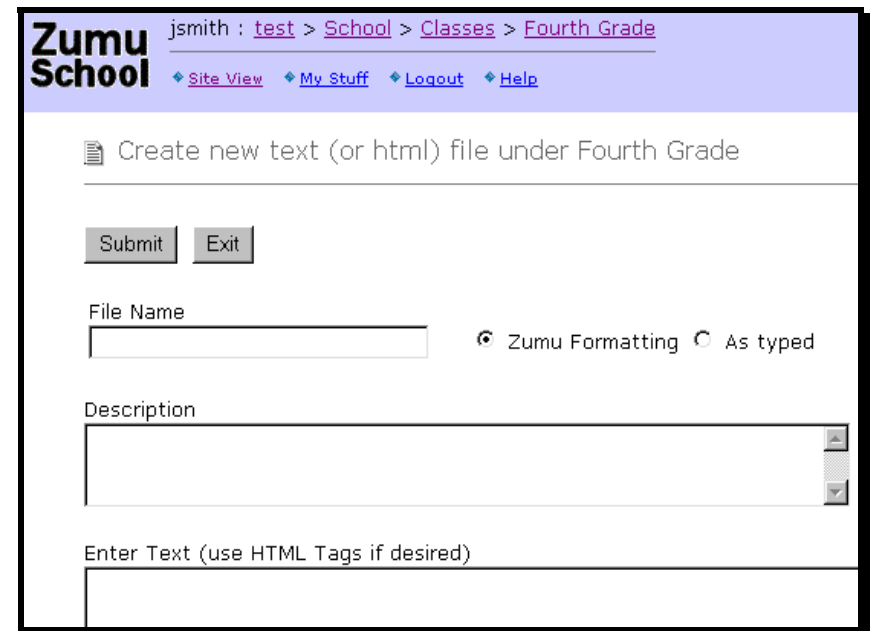
- cut and paste text.
- use HTML tags.
- cut and paste HTML code.
- use Zumu editing characters (see Appendix A).

Zumu formatting allows you to quickly and easily use some basic editing options without knowing HTML. These characters as listing in Appendix A of this manual and can be found online by clicking HELP in the gray bar at the top of the page.

As typed allows you to keep the text exactly as you typed it. If you tend to line text up using spaces, use this option.

Click  to post the text file.

Click [Site View](#) to return to your page.



The screenshot shows the Zumu School interface. At the top, the logo 'Zumu School' is on the left, and the user path 'jsmith : test > School > Classes > Fourth Grade' is on the right. Below the path are links for 'Site View', 'My Stuff', 'Logout', and 'Help'. The main content area has a heading 'Create new text (or html) file under Fourth Grade'. Below this heading are two buttons: 'Submit' and 'Exit'. There is a 'File Name' input field followed by radio buttons for 'Zumu Formatting' (selected) and 'As typed'. Below that is a 'Description' input field with a vertical scrollbar. At the bottom is a large text area labeled 'Enter Text (use HTML Tags if desired)'.

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Manage – Adding Content (con't)

HTML Files

This option allows you to use the Zumu WYSIWYG editor to edit and format your file. Tables, fonts, colors, numbering, bullets, etc., can be easily added using familiar icons and drop down menus.

NOTE:


This editor is only available if you are using Internet Explorer 5.5 and above. If you are using an earlier version of IE, the editor is not available and the file is edited like a text file.

Click [Manage](#) to get to the Manage page.

Click [HTML](#) to begin entering an HTML file.

Enter File Name. This is what's shown on your page as the link.


Enter a Description of the file (optional).

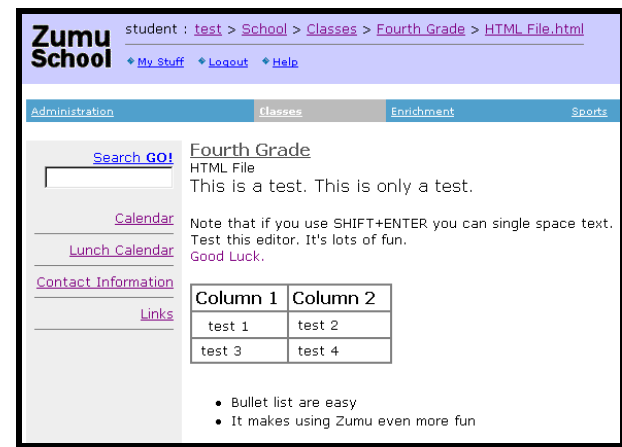
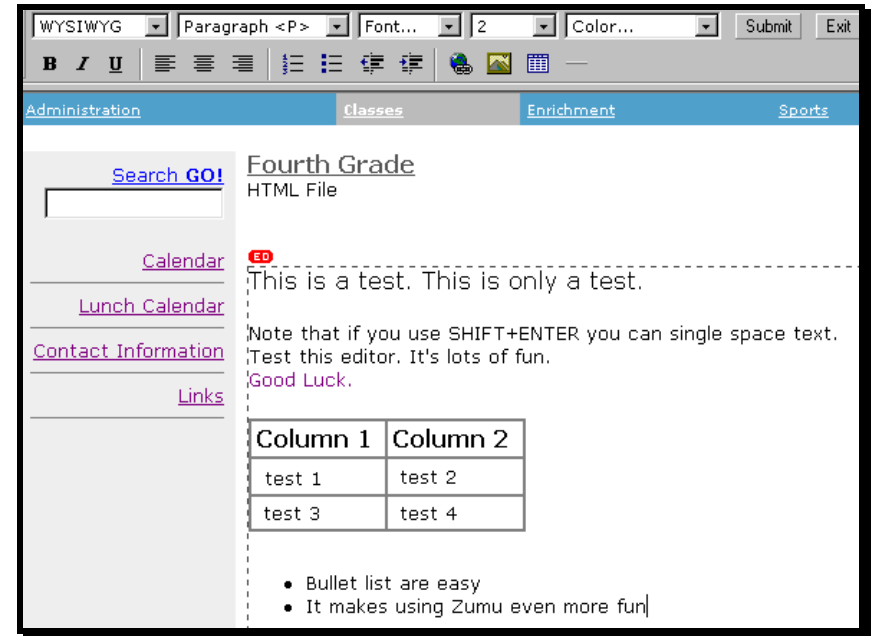
Click  to post the HTML file.

Click [Site View](#) to return to your page.

Click  to enter the WYSIWYG editor.

Only the information in the dotted box can be edited.

Click  to post the text file.



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Manage – Adding Content (con't)

Folders

Folders allow you to expand your section to include all the information you need to include on the website.

Click [Manage](#) to get to the Manage page.

Click [Folder](#) to create a folder within your section.

Select a folder type. Folder types allow you to control the look of the folder. Examples are shown on the right.

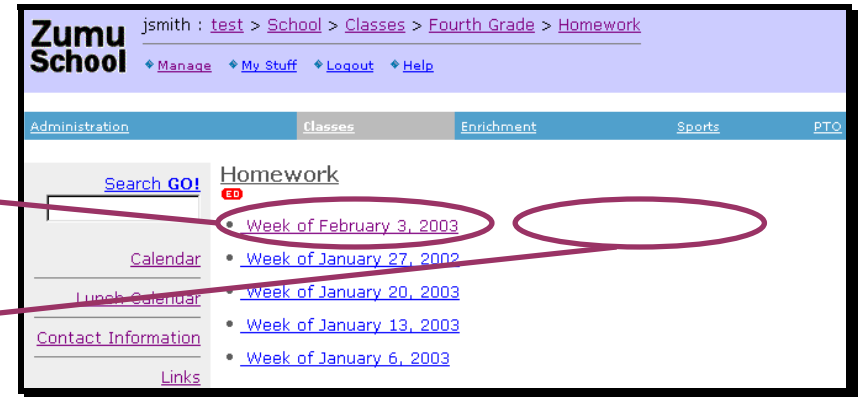
- List – formatting options allowed are:
 - Blocks
 - Bullets
 - File-folders
 - Paragraphs
- Tabbed – currently only borders. (New options may appear at a later date)
- Calendar – all calendars must be setup as folders.
- Custom – currently no options.

Enter Folder Name. This is what's shown on your page as the link.

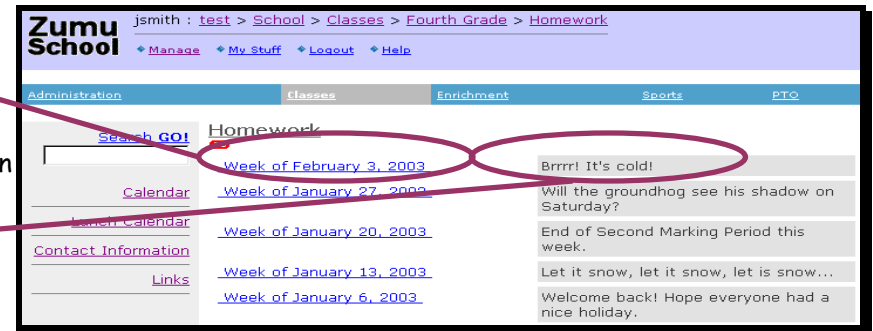
Enter a Description of the file (optional).

Click to post the Folder.

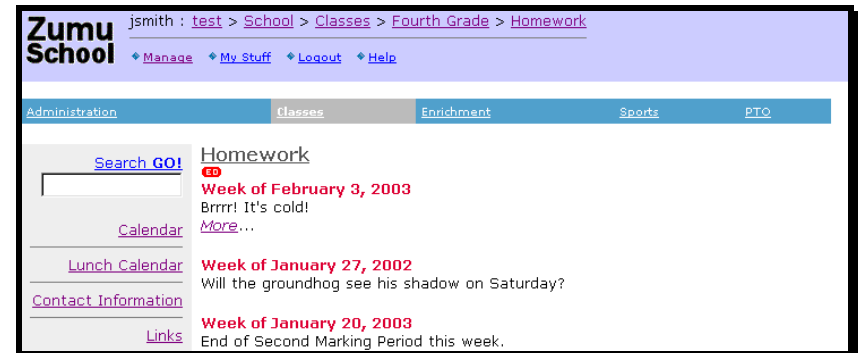
List – Bullet Format



List – Block Format



List – Paragraph Format



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Manage – Adding Content (con't)

Folders (con't)

Examples (cont')

List – File Folder Format

The screenshot shows the Zumu School interface with the breadcrumb path: jsmith : test > School > Classes > Fourth Grade > Homework. The page title is 'Homework' and it displays a list of files in a table format.

item	size	modified
Week of February 3, 2003.txt	363	05/01/2003 10:54 AM
Week of January 27, 2002.txt	0	05/01/2003 10:39 AM
Week of January 20, 2003.txt	0	05/01/2003 10:40 AM
Week of January 13, 2003.txt	0	05/01/2003 10:41 AM
Week of January 6, 2003.txt	0	05/01/2003 10:41 AM

Calendar – Example

The screenshot shows the Zumu School interface with the breadcrumb path: jsmith : test > School > Classes > Fourth Grade > Fourth Grade Calendar. The page title is 'February 2003' and it displays a calendar grid for the month of February 2003.

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2 Groundhog Day	3	4 Social Studies Test	5	6	7 Spelling Test	8
9	10	11	12 Science Lab	13	14 Spelling Test Valentine's Day	15
16	17 No School - President's Day	18	19 Math Test	20	21 Spelling Test	22
23	24 Assembly - Body Lab	25 Book Report Due	26 Science Lab	27	28 Spelling Test	

Tabbed – Boarder Format

The screenshot shows the Zumu School interface with the breadcrumb path: jsmith : test > School > Classes > Fourth Grade > Homework. The page title is 'Homework' and it displays a tabbed boarder format with navigation links and a list of homework items.

Navigation links: Administration, Classes, Enrichment, Sports, PTO

Search GO!

Calendar

Lunch Calendar

Contact Information

Links

Homework

- [Week of February 3, 2003](#)
- [Week of January 27, 2002](#)
- [Week of January 20, 2003](#)
- [Week of January 13, 2003](#)
- [Week of January 6, 2003](#)

Brrrr! It's cold!

EO Week of February 3, 2003 [Math](#)
Working on Chapter 11 Monday, page 125, even problems Tuesday, page 127, odd problems Wednesday, half day, no math homework Thursday, review for Tuesday test.

Zumu Start-Up Guide

Manage – Adding Content (con't)

Copy From

Copy From allows you to copy a file or folder from another section of the website. You can only copy files if you have permission to access that file. If you don't have access to a file you want to copy, contact the website administrator. They should be able to copy it for you.

This feature is handy when you want to create a template for a group of users. It can also be used to move files between the school site and *My Stuff*.

Click [Copy From](#) to copy a file posted within the site.

Enter the file location (you can cut and paste the file location or use [Pick](#) to browse the site to find the correct file.

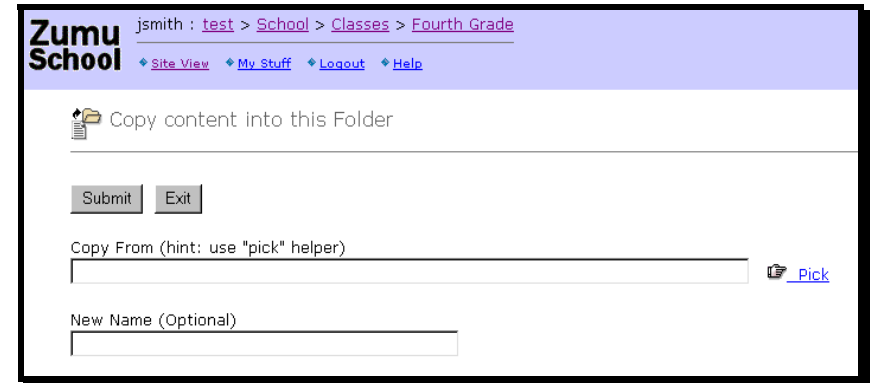
Once you select the file you want to link, the correct path is entered in the Copy From field.

Enter a new file name, if desired.

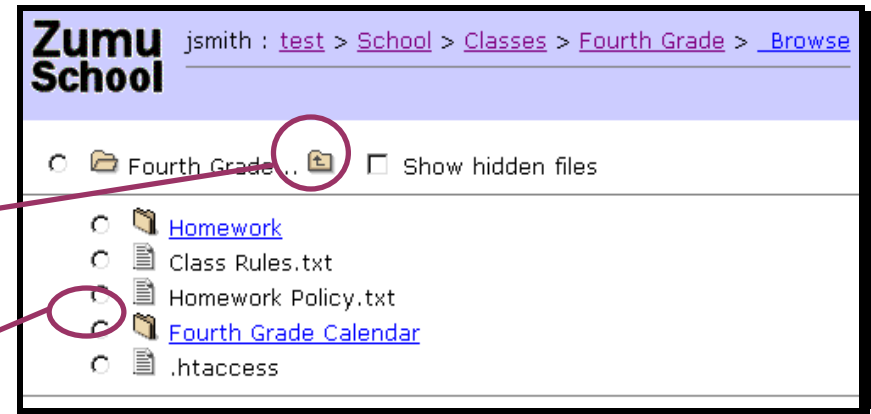
Click  to post.

Use this icon to move up a folder

Click the circle to select the correct folder or file.



Opens in a new window



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Manage – Adding Content (con't)

File Link


File Link allows you to link to another file or folder from another section of the website.

There are great benefits to using this option. For example, if you use a file link and the information is changed (a date changes, or a time is modified) you don't have to change the announcement board. Because the information is "linked" it will change automatically.

Click [File Link](#) to link to a file posted within the site.

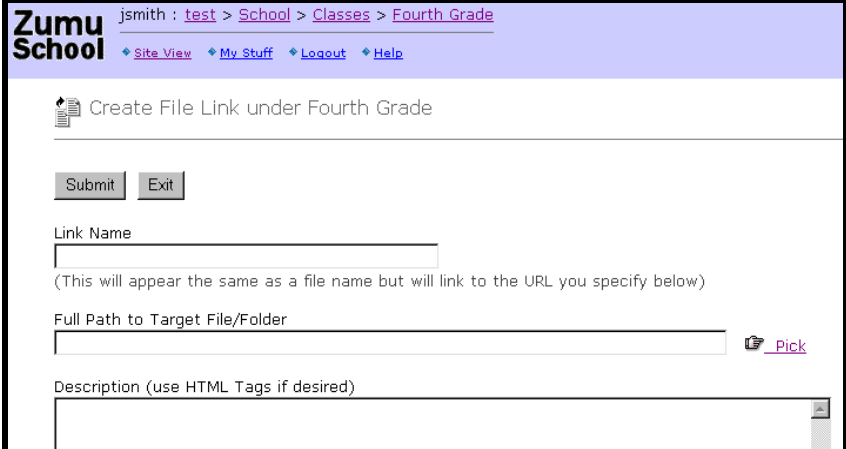
Enter the Link Name.

Enter the URL

this can be copied and pasted from the user's page or use the  [Pick](#) option to select the correct file.

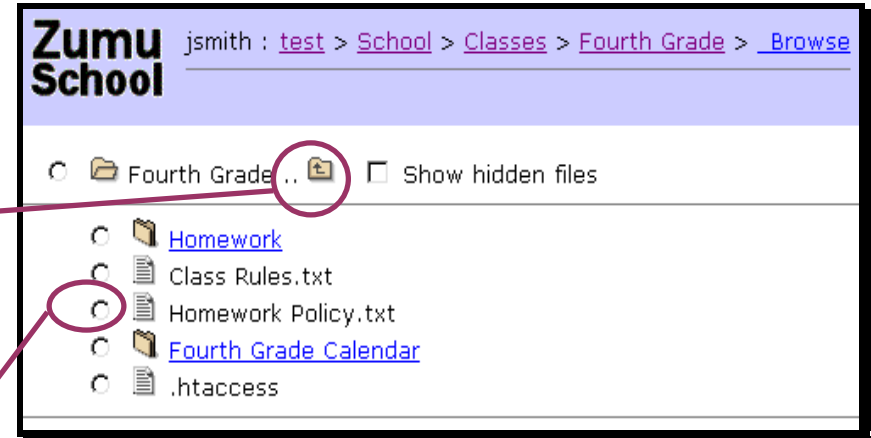
Enter a description, if desired.

Click  to post to the site.



The screenshot shows the 'Create File Link under Fourth Grade' form. At the top, the breadcrumb trail is 'jsmith : test > School > Classes > Fourth Grade'. Below the breadcrumb are links for 'Site View', 'My Stuff', 'Logout', and 'Help'. The form has a 'Submit' button and an 'Exit' button. It contains three input fields: 'Link Name' with a note '(This will appear the same as a file name but will link to the URL you specify below)', 'Full Path to Target File/Folder' with a 'Pick' button, and 'Description (use HTML Tags if desired)'. There is a scroll bar on the right of the description field.

Opens in a new window



Use this icon to move up a folder

Click the circle to select the correct folder or file.

Zumu Start-Up Guide

Manage – Adding Content (con't)


Web Link

Web Link allows you to link to a web page outside your site. If you chose to link outside pages, a message may display stating that you are leaving the School District Website. Ask your administrator about this feature.

Click [Web Link](#) to link to a website from the World Wide Web.

Enter the Link Name.

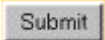
Enter the URL

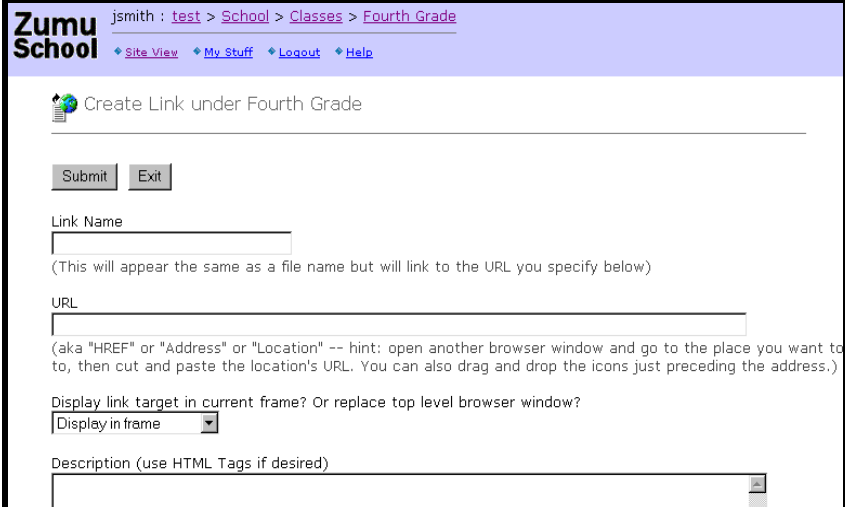
this can be copied and pasted from the web or
use the  [Pick](#) option to select the correct file.

Select the display option:

- Within the frame (include the top grey bar when displaying the page).
- Replace the entire page (the user leaves your site and has no navigation back except the BACK button).
- Open in a new window (two browsers will be open on the desktop).

Enter a description, if desired.

Click  to post to the site.



The screenshot shows the 'Zumu School' interface for creating a link. The breadcrumb trail is 'jsmith : test > School > Classes > Fourth Grade'. Navigation links include 'Site View', 'My Stuff', 'Logout', and 'Help'. The main heading is 'Create Link under Fourth Grade'. There are 'Submit' and 'Exit' buttons. The form includes a 'Link Name' text field with a note: '(This will appear the same as a file name but will link to the URL you specify below)'. Below is a 'URL' text field with a note: '(aka "HREF" or "Address" or "Location" -- hint: open another browser window and go to the place you want to, then cut and paste the location's URL. You can also drag and drop the icons just preceding the address.)'. A dropdown menu for 'Display link target in current frame? Or replace top level browser window?' is set to 'Display in frame'. At the bottom is a 'Description (use HTML Tags if desired)' text area.

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Manage – Adding Content (con't)

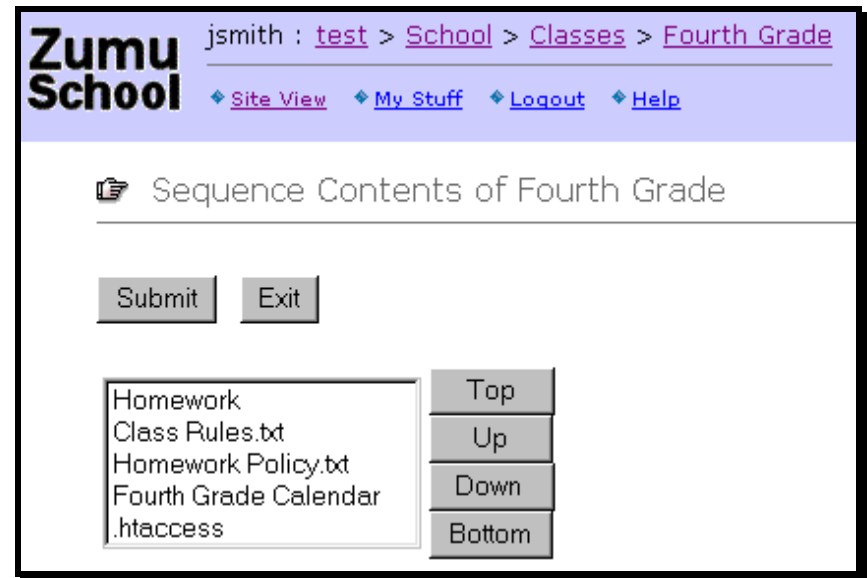
Sequence

Sequence allows you to rearrange existing files within a folder.

Click [Sequence](#) to rearrange files in your folder.

Use the Top, Bottom, Up, Down buttons to move the files into the correct order.

Click  to post the corrected order.



Notes:

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Manage – Properties

Zumu allows you to manage your own section of the website. Once you have permission to access a section of the site, you login and to that section.

In this example, Jane Smith is a fourth grade teacher at Zumu School.

When Jane logs in and reaches her section, she will see a Manage link in the top gray bar.

Properties allow you to control:

- The look and style of your section of the site.
- Access to your section of the site.
- File and folder headings.
- Timed Displays

Look and Style

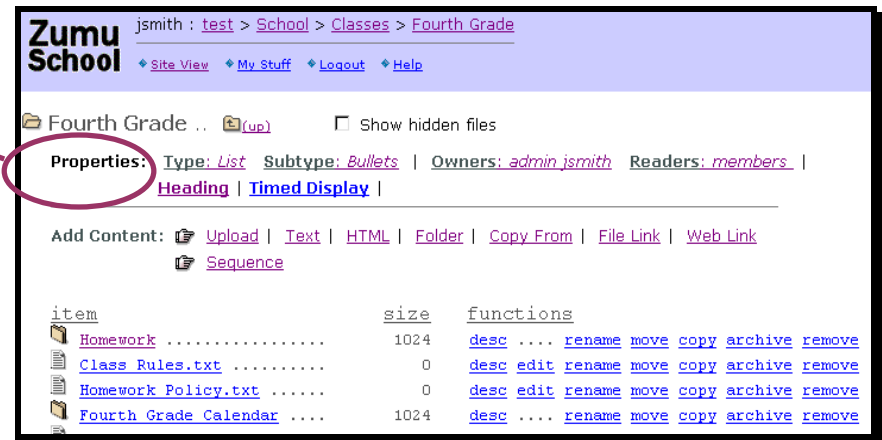
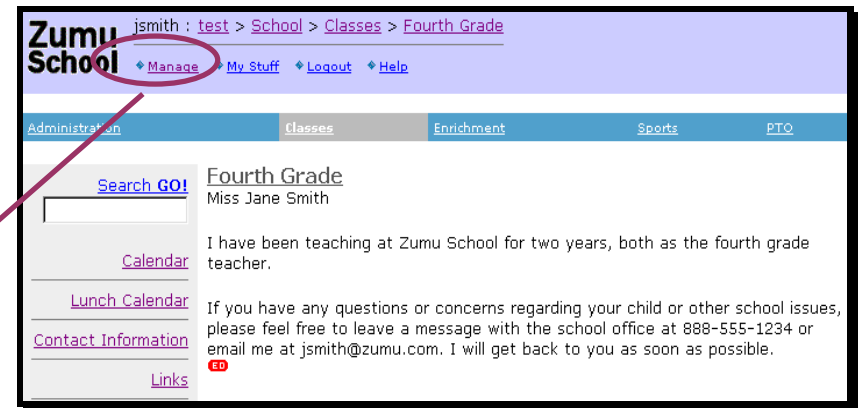
The look and style of your section of the site can be as creative as you desire. However, Zumu provides some basic options that get you started. As you progress, and learn more about the web you can add additional flourishes without losing anything already posted.

Folder Types

There are three basic folder types:

- List
- Tabbed
- Calendar
- Image Gallery

Each type is explained in more detail below.



Zumu Start-Up Guide

Manage – Properties (con't)

Look and Style (con't)

New Content – Top or Bottom Option

New content can be added to the top of the list, or the bottom of the list. This depends on your selection here.

- If you want the newest information to be shown at the top of the list, select top.
- If you want the information added to the bottom of the list, select bottom.
- You can change this setting whenever you want. Sometimes changing it makes entering new information much faster, if you remember to change it.

Folder Types - List

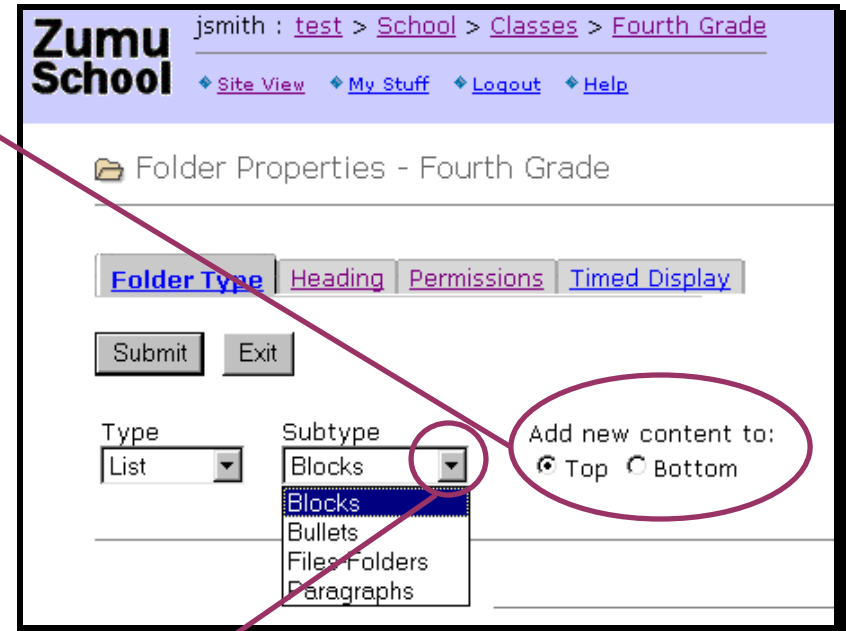
List – formatting options allowed are:

- Bullets
- Blocks
- Paragraphs
- File-folders

When you create a new folder or text file, the format uses the setting from the folder above, unless you change it when creating the folder.

You change the file type by selecting a subtype from the list. Use the arrow to see the choices. Highlight your choice.

Folder Properties Screen



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Manage – Properties (con't)

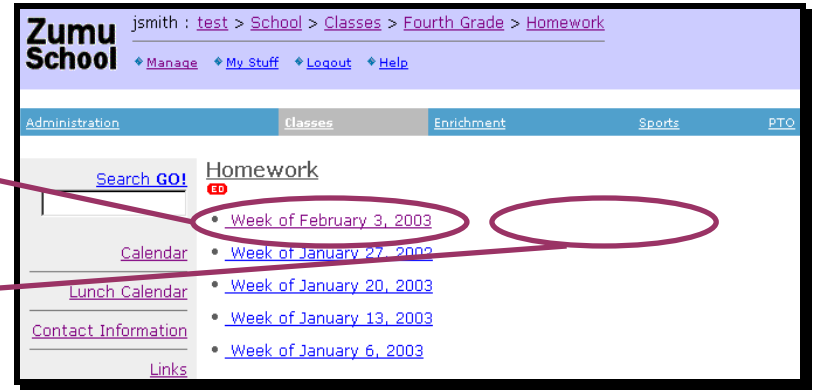
Look and Style (con't)

Folder Type – Lists Examples

List – Bullet Format

File Name

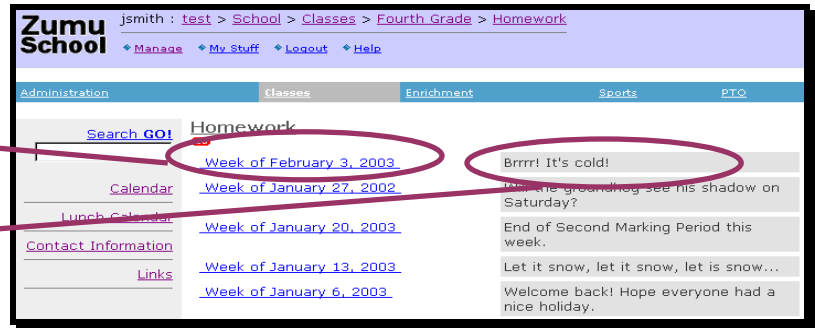
No Description
Shown using this
format



List – Block Format

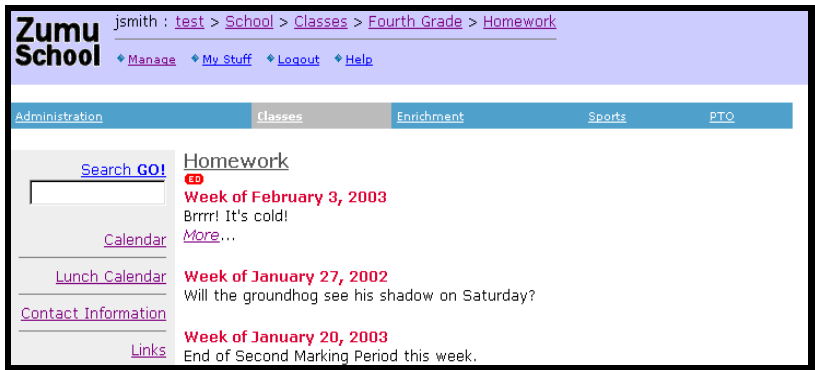
File Name

Description Shown,
if entered.



List – Paragraph Format

This format is used
for announcement
boards throughout a
Zumu site.



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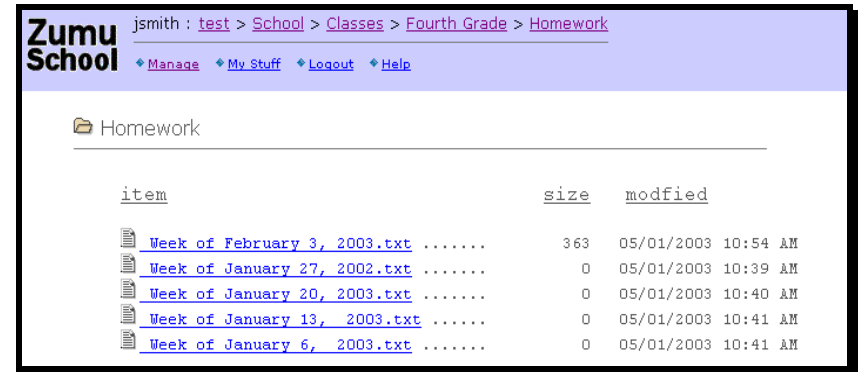
Manage – Properties (con't)

Look and Style (con't)

Folder Type – Lists Examples (con't)

This format is similar to the detail view in Microsoft Windows®

List – File Folder Format



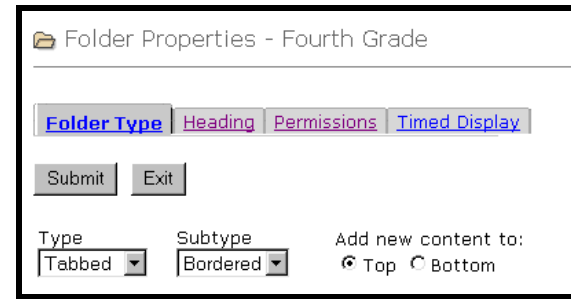
Folder Types - Tabbed

Tabbed formatting lets you change your list to a tabbed folder look.

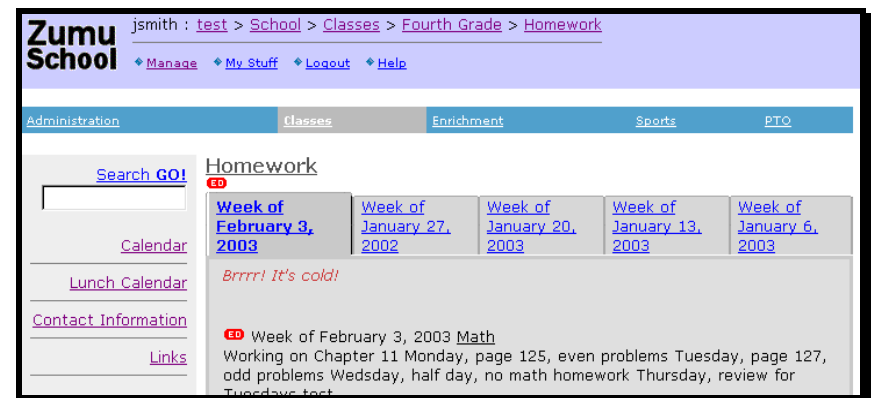
Currently they only subtype is bordered.

Don't forget you can change the placement of new files to the top or bottom of the list.

Folder Type – Tabbed Format



Tabbed – Boarder Format



This looks really cool, though smaller file names make it look better.

Zumu Start-Up Guide

Manage – Properties (con't)

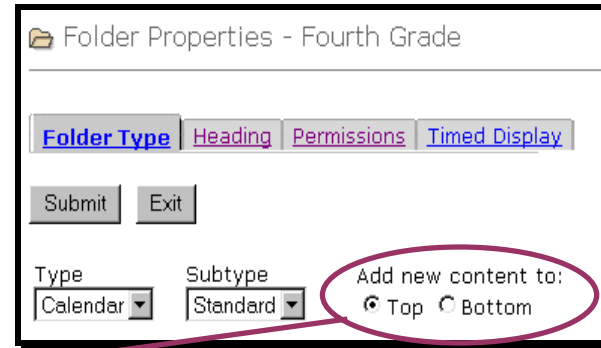
Look and Style (con't)

Folder Type – Calendar

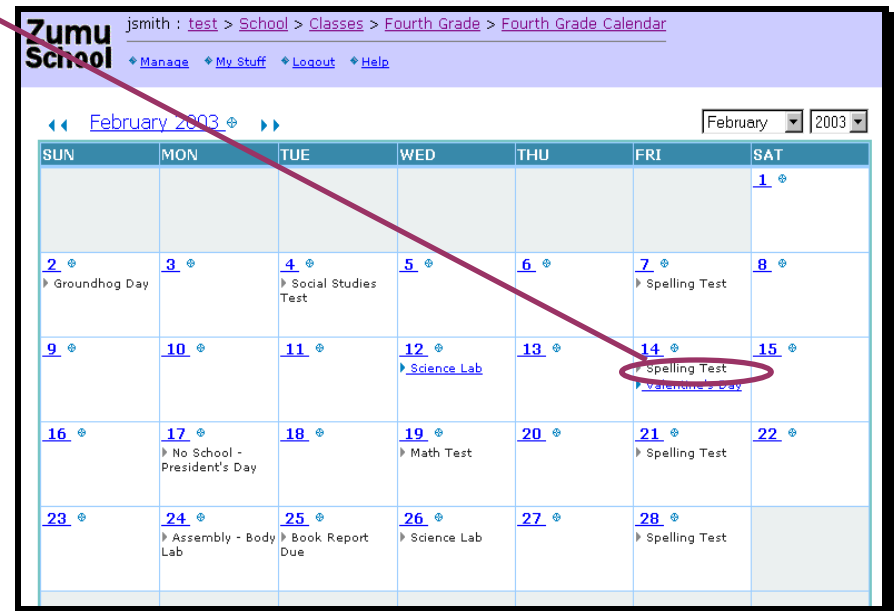
Calendars can be created just like text files or folders. You can have as many calendars as you like. Calendars can also be linked, so you can combine the information on two or more calendars into one combined calendar.

The new content option determines if new entries are placed above or below previous entries on the calendar.

Use the Manage link you can see how the calendars work just like other folders and files.



Calendar – Example



Zumu Start-Up Guide

Manage – Properties (con't)

Look and Style (con't)

Folder Type – Image Gallery

Image galleries allow you to post pictures to your site with a minimum of effort. If you have access to a digital camera or scanner, or someone who will help in this effort, you can have lots of pictures posted quickly and easily.

The picture files must be on your desktop (or someone else's) and then moved into the folder.

Create Folder.

To begin, create a folder, a good file name is Class Pictures. Change the folder type to Image Gallery.

Click .

Click [Site View](#) to view the folder.

Upload Pictures to the folder.

Click the folder Class Pictures (or whatever you named the file).

Click [Manage](#)

Click [Upload](#) to move the picture files from your desktop to the site.

Click to find the pictures on your computer.

Click to select the file.

Continue until all the files are selected. If you have more than eight pictures, upload the first eight, and then upload the remaining pictures.

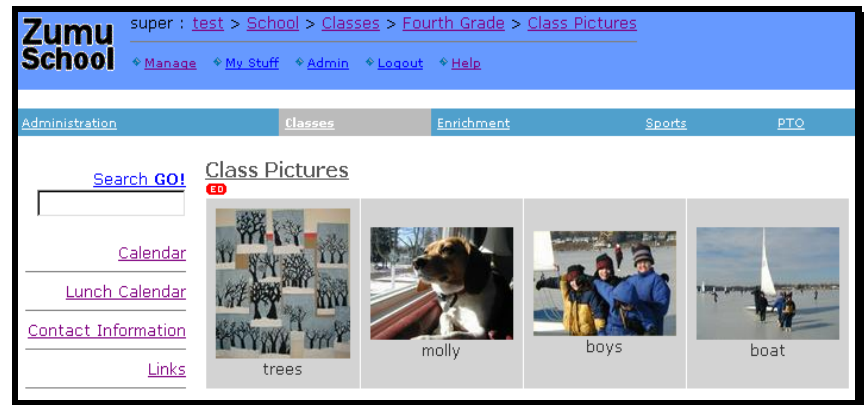
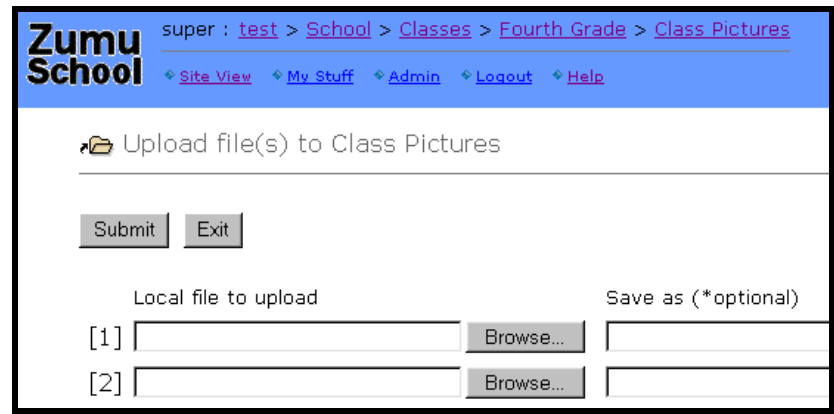
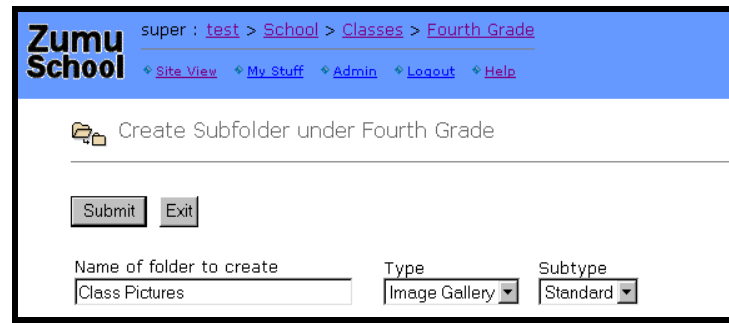
Click to send the pictures to your site. This may take a minute, depending on the size of the pictures.

Click .

Click [Site View](#) to view the folder.

Click the Class Pictures to view the gallery.

Click a picture to see the full size image.




Zumu Start-Up Guide

Manage – Properties (con't)

Folder Heading


Folder heading allows you to enter information for each folder. This is in addition to the text files, folders, links, and calendars within the folder.

This is an example of the folder heading.

Click  to quickly access the folder heading.

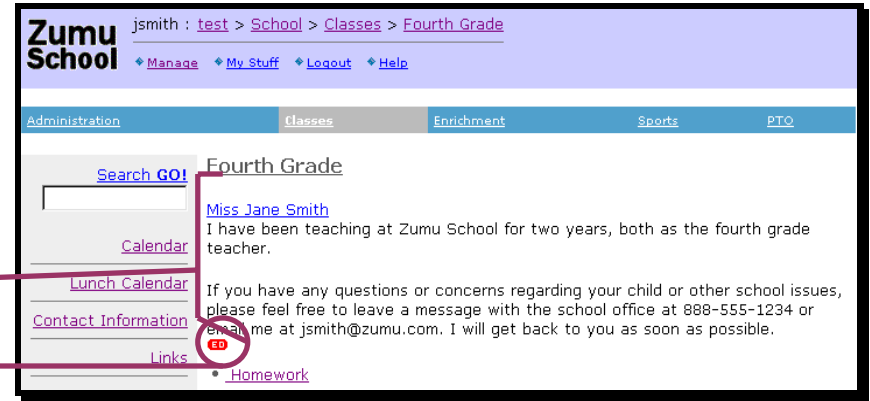
You can also click [Manage](#), followed by [Heading](#) to get to the Heading Tab.

Enter text, Zumu editing characters, and/or HTML tags in the Folder Heading box.

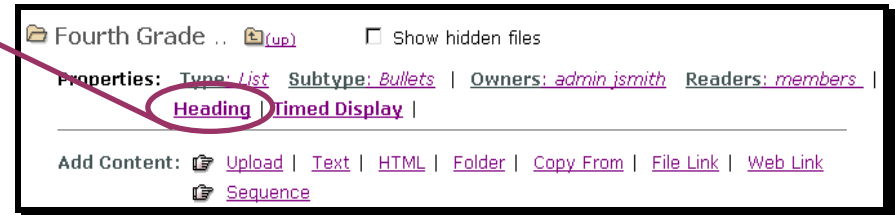
Click  to post the new folder heading information.

Click [Site View](#) to view the folder.

Folder Heading – Example



Folder Heading - Manage



Folder Heading – Edit



Zumu Start-Up Guide

Manage – Properties (con't)

Timed Display

Folder heading allows you post a file for a set amount of time. This is handy for snow days, special holidays, special announcements, etc.

You can also click [Manage](#), followed by [Timed Display](#) to get to the correct tab.

Use the arrow to select a file. Files must be entered as a text file. They can contain any information you want.

Chose a time interval for the file to display.

Click to display the file for the selected time.

Click [Site View](#) to view the folder.

Timed Display Option

jsmith : test > [School](#) > [Classes](#) > [Fourth Grade](#)

[Site View](#) [My Stuff](#) [Logout](#) [Help](#)

Folder Properties - Fourth Grade

[Folder Type](#) [Heading](#) [Permissions](#) **[Timed Display](#)**

Display File
valentines.txt Select the blank entry to turn off this feature.

Choose a time interval from the 'Expires In' options or input a Date/Time directly.

Expires in 12 hours -> Expiration Date/Time 2003/02/06 04:40
(Format: YYYY/MM/DD HH:MM)

Timed Display – Will Return to Normal in 12 hours

jsmith : test > [School](#) > [Classes](#) > [Fourth Grade](#)

[Manage](#) [My Stuff](#) [Logout](#) [Help](#)


Administration **Classes** Enrichment Sports

Search [GO!](#)

[Calendar](#)
[Lunch Calendar](#)
[Contact Information](#)
[Links](#)

It's St. Valentine's Day!
Let someone know you love them!

Happy Valentine's Day



P.S. As a special valentine's day present, the fourth grade has no homework tonight!

Love, Miss Smith

Zumu Start-Up Guide

Manage – Properties (con't)

Owners and Readers - Permissions

The concepts of file owners and permissions are some of the most important ideas within a Zumu website. If you are the owner of folder, you have complete control over the folder. You can:

- Give others permissions to update the folder (or files within your folder)
- Remove permissions, and prevent others from updating or even reading your folder.
- Put lots of information in your folder, and let some people read it, or let everyone read it, or let no one read it.

However, if you don't have permission to access a folder or file, you cannot do anything but read the folder. Sometimes you can't do that.

Click [Manage](#), followed by [Owners: admin...](#) to get to Permissions tab.

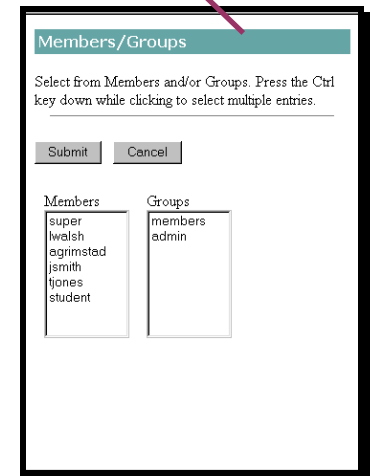
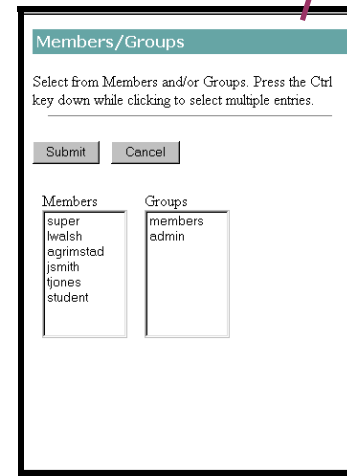
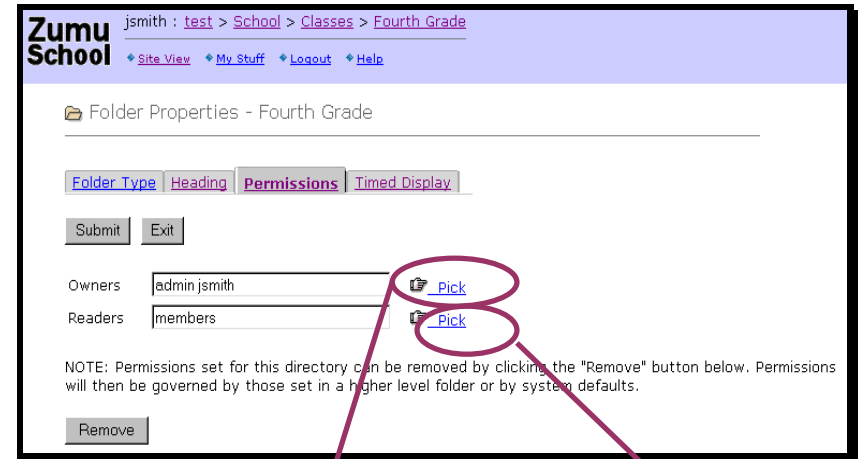
Owners can be entered by typing the user id or click [Pick](#) to select from a list of member or groups that are set up on your site.

Readers can be entered by typing the user id or click [Pick](#) to select from a list of member or groups that are set up on your site. Typically this is set to public.

Click [Submit](#) to change the file permissions.

Click [Remove](#) to reset the file permissions to the default setting. This option is used when someone new takes responsibility for a folder.

Click [Site View](#) to view the folder.

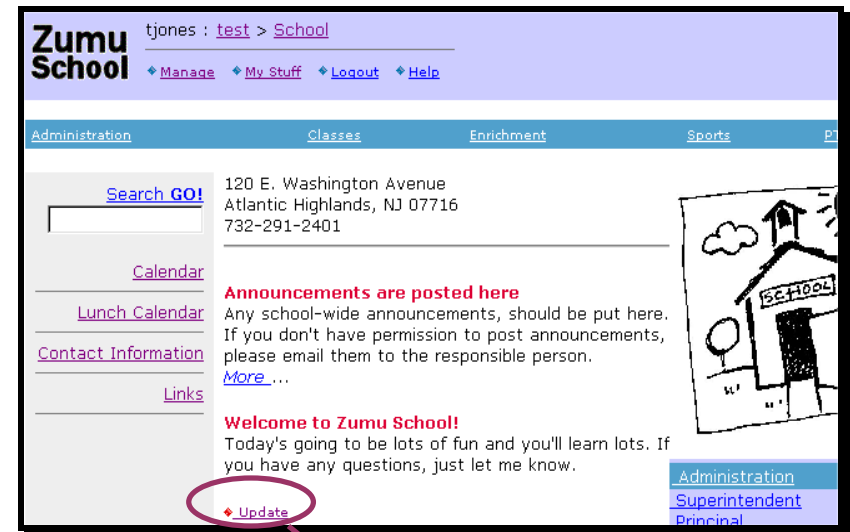


Zumu Start-Up Guide

Updating Announcement Boards

The announcement boards are a crucial part of your website. This is what most people will see first. These pages should change *at least* once a week! If you have the ability to update the announcement board, you must realize how significant they are.

It is our goal to make your job easier. If parents and staff know they can find information quickly on the website, maybe they won't bother you as much (maybe not, but we can always hope). If there is a weekend event, and it's posted on the announcement board, maybe more people will attend. If there is a snow closing and they can check the site, maybe they won't call the police to find out if school's closed. You want to make the announcement board the place you can refer people for information. If they call, you can refer them to the site instead of waiting for them to find a pencil.



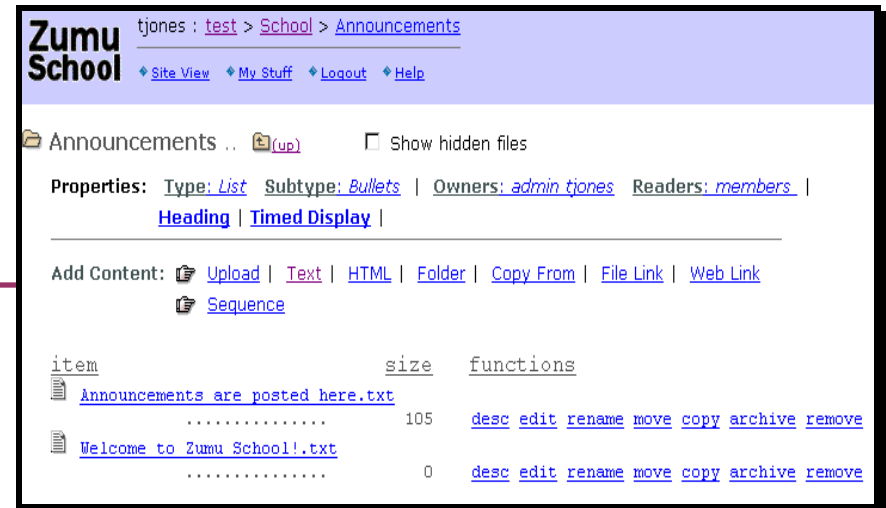
Click here to add a new announcement.

Adding an Announcement

Click [Update](#)

The Manage menu displays

Click [Text](#) to add a new announcement.



Zumu Start-Up Guide

Updating Announcement Boards (con't)

Adding an Announcement (con't)

After clicking **Update** the following screen displays:

The screenshot shows a web form titled "Zumu School" with a breadcrumb "tjones : test > School > Announcements". The form has a header "Create new text (or html) file under Announcements" and buttons for "Submit" and "Exit". It includes a "File Name" field with "New Announcement" entered, radio buttons for "Zumu Formatting" (selected) and "As typed", a "Description" text area with placeholder text, and a larger "Enter Text (use HTML Tags if desired)" text area with detailed instructions. A small illustration of a school building is visible in the top right corner of the page.

After clicking **Submit** and **Site View** the announcement page displays:

The screenshot shows the "Zumu School" website with a breadcrumb "tjones : test > School". The page features a navigation menu with "Administration", "Classes", "Enrichment", "Sports", and "PT". A search bar is present with the text "120 E. Washington Avenue, Atlantic Highlands, NJ 07716, 732-291-2401". A sidebar contains links for "Calendar", "Lunch Calendar", "Contact Information", and "Links". The main content area displays a "New Announcement" section with the text "This is where you can enter a short little note that displays on the announcement board." followed by a "More ..." link. Below this is a section titled "Announcements are posted here" with instructions and another "More ..." link. At the bottom, there is a "Welcome to Zumu School!" message. A sidebar on the right lists "Administration" roles: Superintendent, Principal, and Vice Principal, and "Classes" with "First Grade" listed.

- The file name entered is shown in red on the announcement board.
- The description entered is shown on the announcement board, under the file name.
- The text entered is additional information that is not displayed on the announcement board. Readers must click [More...](#) to view this information.

Zumu Start-Up Guide

Updating Announcement Boards (con't)

Adding a File Link

If you're lucky enough to have someone put information in their section of the site that you want to share on the announcement board, you don't have to retype it. You can use File Link.

If you use a file link and the information is changed (a date changes, or a time is modified) you don't have to change the announcement board. Because the information is "linked" it will change automatically.

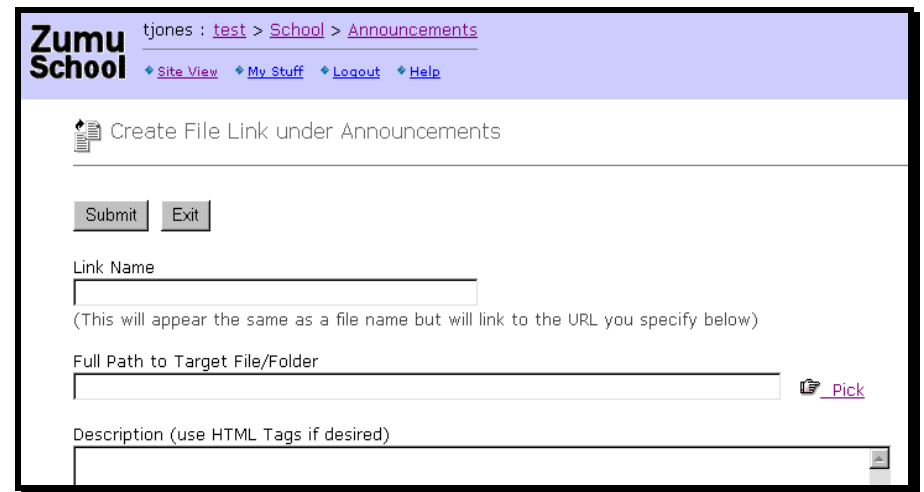
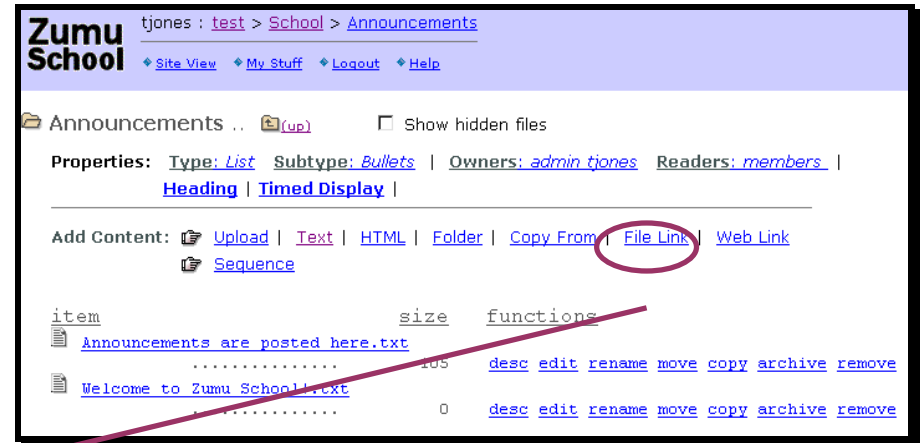
Click [Update](#) at the end of the announcements
The Manage menu displays
Click [File Link](#) to link to a file posted within the site.

Enter the Link Name. This is shown on the announcement board in red just like the File Name.

Enter the URL
this can be copied and pasted from the user's page or
use the [Pick](#) option to select the correct file.


Enter a description. This is shown on the announcement board under the Link Name.

Click [Submit](#) to post to the site.



Zumu Start-Up Guide

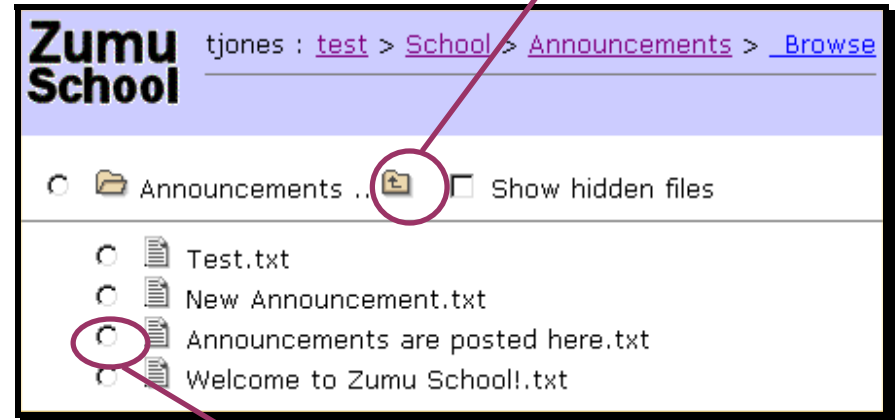
More Details on Pick

When using the File Link option, you can use  [Pick](#), this allows you to brose the site to find the correct file.

Once you select the file you want to link, the correct path is entered in the Full Path field.

Complete any remaining fields and click  to post.

Use this icon to
move up a folder



Click the circle to select the
correct folder or file.

Zumu Start-Up Guide

Updating Calendars

The school calendars are another great way to inform parents, teachers, staff, and the community of what's going on in the school.

You can edit the calendar by day or month.

Use the bulk edit option to enter many dates quickly, click the + sign at the back of the month.

Bulk Edit

Add the information for the date.

If you want to add a time, enter it first.

E.g., 03: 7:30pm School Board Meeting

If there are two or more events on one day, just press ENTER, add the date, followed by a colon, and type the event.

E.g., 04: School Pictures
04: Assembly

New Event


To enter one event on one day, click on the + sign after the date.

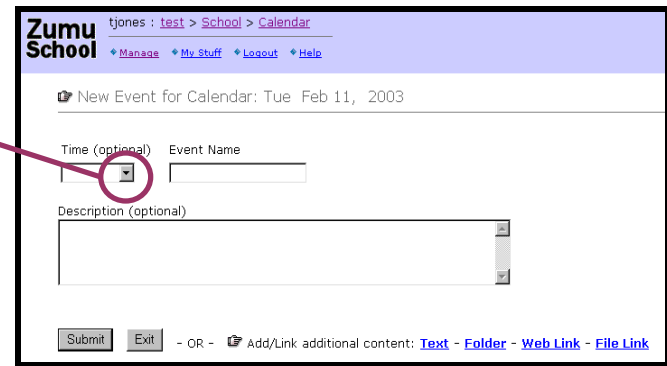
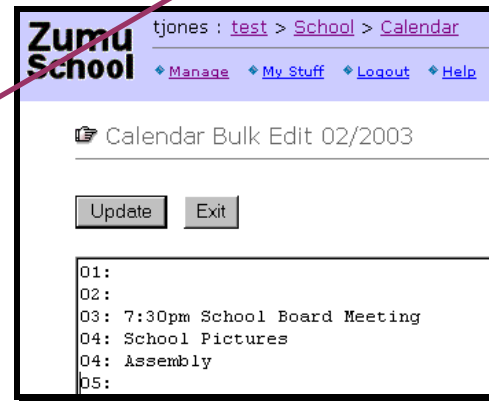
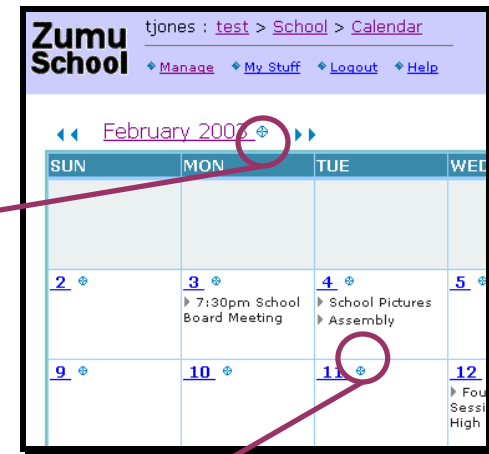
Enter the time or click on the arrow to select a time.

Enter an Event Name. This is what's shown on the calendar.

If information is added in Description, the event name is shown as a link, you can click on the event name to see more detailed information.

To link the event to another text file, folder, page on the site, a web link, other files on the site, click the Add/Link option.

Click  to update the site.



Zumu Start-Up Guide

Appendix A - Zumu Editing Characters

!!small heading

!!larger heading

!!!really big heading

This is ^bold^; this is ~italic~; this is _underlined_.

Do 'em all at once: ^~_Booga booga!_~^ or ~^two at a time^~.

!!~_Combine with headings_~

Plain text typed
in flows
together into lines as wide
as the page or column.

To make sure your line breaks are respected us a slash at the end of the line:

Roses are red\
Violets are blue\
Sugar is sweet\
And so are you!

- * item 1
- * item 2
- * item 3

small heading

larger heading

really big heading

This is **bold**; this is *italic*; this is underlined.

Do 'em all at once: **Booga booga!** or *two at a time*.

Combine with headings

Plain text typed in flows together into lines as wide as the page or column.

To make sure your line breaks are respected us a slash at the end of the line:

Roses are red\
Violets are blue\
Sugar is sweet\
And so are you!

- item 1
- item 2
- item 3

Zumu Start-Up Guide

numbered 1
numbered 2
numbered 3

^Arrange your info in columns with vertical "bar" separators:^

Mr. Jones|826-7262
Mrs. Fink|563-9378
Mr. Farblepuss|763-8372

^Need more separation? Use a couple bars in a row...^

Mr. Jones||826-7262
Mrs. Fink||563-9378
Mr. Farblepuss||763-8372\(\alt) 763-2763\Or send an owl!

^or even more...^

Mr. Jones||||826-7262
Mrs. Fink||||563-9378
Mr. Farblepuss||||763-8372

1. numbered 1
2. numbered 2
3. numbered 3

Arrange your info in columns with vertical "bar" separators:

Mr. Jones 826-7262
Mrs. Fink 563-9378
Mr. Farblepuss 763-8372

Need more separation? Use a couple bars in a row...

Mr. Jones 826-7262
Mrs. Fink 563-9378
Mr. Farblepuss 763-8372
 (\alt) 763-2763
 Or send an owl!

or even more...

Mr. Jones 826-7262
Mrs. Fink 563-9378
Mr. Farblepuss 763-8372

Zumu Start-Up Guide

Appendix B – Hints and Tricks

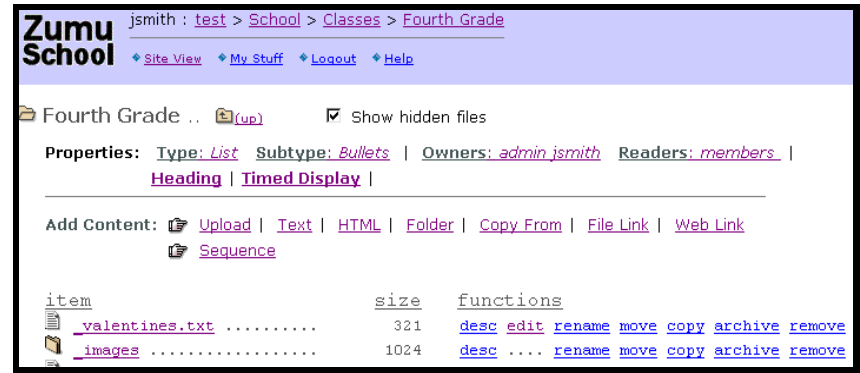
There are so many things Zumu allows you to do with your website, this doesn't even begin to touch on all of them. However, there are some things that are useful to know, and if you've gotten this far you deserve to know them.

Hiding Files

You can hide any folder or file, by using an underscore (`_`) as the first character in the file name.

E.g., To hide an image folder for you, name the file `_folder`.

This trick is handy for hiding weekly homework files, or upcoming events that can be posted to the site before the information is to be made public, and can be renamed without the underscore when it becomes public knowledge.



Zumu Start-Up Guide

Appendix B – Hints and Tricks

Posting Pictures and Images

If you feel comfortable with a few HTML tags, posting images is not really hard. To make sure everyone can view your pictures, post only .gif or .jpg files.

A bigger problem is making sure that the picture files are small and don't take a long time to download. Remember that most people are still using dial-up lines, and smaller file sizes make for happier viewers.

Check out the following site for software that can help to optimize pictures and graphics:

<http://directory.google.com/Top/Computers/Software/Graphics/Optimization/>

The easiest way to post graphics is to upload a picture from the desktop and use an image tag in a text file or folder heading.

- Create a folder called `_image` in your section.
- Upload the .gif or .jpg file
- Look at the picture and copy the URL
- Use the URL in the image tag shown below.

```
<IMG SRC='/_images/picture.jpg' width=250>
```

- Using the width option allows you to resize easily.
- Change 250 by increments of 50 until the picture is about the right size.

