

Helpful Tips

Recommended Browser

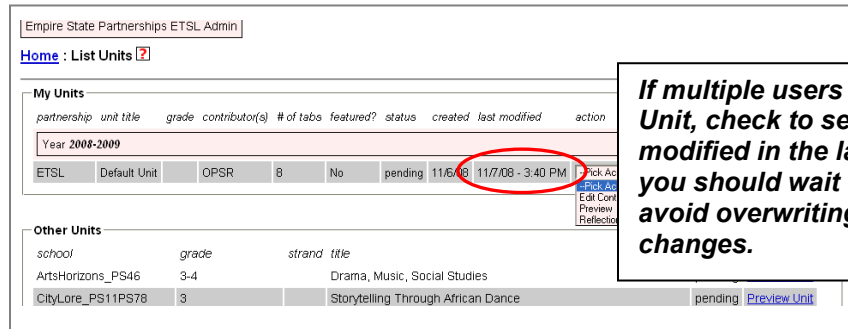
Mozilla Firefox

<http://www.mozilla.com/en-US/firefox/>

It is also recommended, but not required, that you disable your pop-up blocker. You can do this in Firefox by selecting Firefox -> Tools -> Options -> Content -> Disable Pop-up Blocker.

Avoid Accidentally Overwriting Information

If there are multiple users who have access to a particular ETSL Unit, you should make sure you are not editing from separate computers at the same time. There is a risk of overwriting information if multiple users are working on the same unit at the same time. You can view the last time the unit was modified and by whom at the bottom of your unit.



Empire State Partnerships ETSL Admin
Home : List Units [?]

My Units

partnership	unit title	grade	contributor(s)	# of tabs	featured?	status	created	last modified	action
Year 2008-2009									
ETSL	Default Unit	OPSR	8	No	pending	11/6/08	11/7/08 - 3:40 PM		Pick Ac Approve Edit Cont Preview Reflectio

Other Units

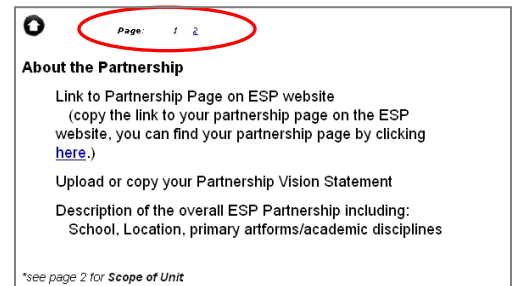
school	grade	strand title	
ArtsHorizons_PS46	3-4	Drama, Music, Social Studies	
CityLore_PS11PS78	3	Storytelling Through African Dance	pending Preview Unit

If multiple users are editing your ETSL Unit, check to see if your unit was modified in the last 30 minutes. If so, you should wait to edit information to avoid overwriting your partner's changes.

Creating Additional Pages within a Section

Place your cursor on a blank line where you would like the page to break and click the **Insert Page Break** icon. When you are done click the **Save Edit** button. You can reopen the Main Edit Window to make additional changes as often as you need.

For pages that have two columns, page breaks will only appear if you have included them in the left-hand column. If you have one or more page breaks in the right-hand column but none in the left, your page breaks will not appear in the ETSL Unit. You must insert the same number of page breaks in the left-hand side in order for separate pages to appear.



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About the Partnership

Link to Partnership Page on ESP website
(copy the link to your partnership page on the ESP website, you can find your partnership page by clicking [here.](#))

Upload or copy your Partnership Vision Statement

Description of the overall ESP Partnership including:
School, Location, primary artforms/academic disciplines

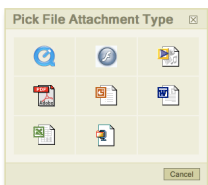
*see page 2 for Scope of Unit

Removing Formatting

The Remove Format function is helpful when you are having a difficult time making text a consistent size or style. You can remove any formatting applied to text by selecting the text, then clicking on the **Remove Format** icon in the middle of the top row. This is especially useful in removing formatting of text copied from other documents or web sites.

Inserting a Multimedia File

In the content area you wish to edit, click the [\[edit\]](#) link. The Main Edit Window will open. Click the **Attach A Media File** icon in the Main Edit Window and a separate window will open. Select the icon for the type of file you wish to insert, and an icon will appear in the edit window. Select the icon by clicking it. Then click the **Upload a file from your computer** icon. A separate window will open. Click the **Browse** button and find the file you wish to upload. Once you have found the correct file, click **Open** or **OK** in the **Insert attachment** window. The icon now has a blue outline, indicating your file has been linked to it.



There is a 20 MB file limit per file. Please make sure the media file you are uploading is under 20 MB. Also, please note that not all file types are supported, please refer to User's Guide for detailed information about uploading audio and video clips.

For more detailed information about editing your ETSL Unit, please refer to the User's Guide which you can view here: http://www.espartsed.org/resources/ETSL/ETSL_UsersGuide.pdf