Feature Spotlight: Freeform Widget

The widgets available in Clearvale offer you many options when structuring networks, communities, and personal pages. The Freeform widget is one of the more flexible and robust widgets that you can use. People with almost no web experience can easily:

- Add text and links
- Enhance page appearance
- Post photos or graphics
- Direct users to other pages
- Control whether or not the widget heading and frame display

With all of these choices, anyone can deliver a piece of information in a very customized manner. Below are some Freeform widget examples:

Power Charge your Career Fair experience by sponsoring a break room.

- Post job openings!
- Hand out collateral!
- Meet hundreds of candidates!

Prices range from $5000 to $1000. Contact Candace if interested!

Create an "advertisement" in your network

Provide links to other information in your network or on a different website. In this example, the image is a link.
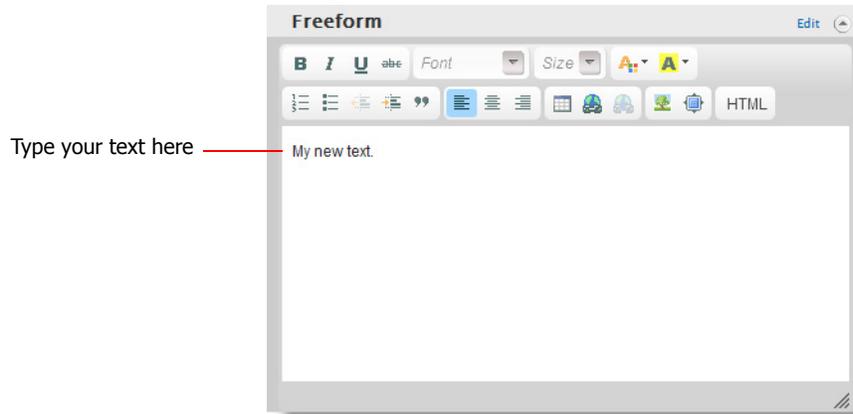
Help

For online help, click the help link in the upper-right corner of your network or click the help button shown here.
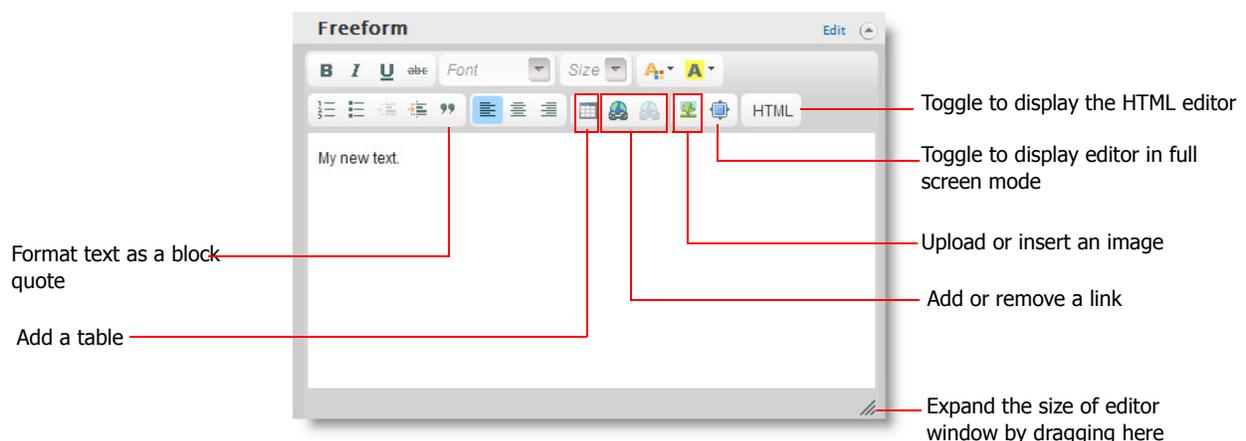
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Using the Editor

When you click EDIT on the Freeform widget, the freeform editor appears.

Type your text here

This is a WYSIWYG ("What You See Is What You Get") editor and contains options with which most users are already familiar, such as buttons for text formatting.

Toggle to display the HTML editor

Toggle to display editor in full screen mode

Upload or insert an image

Add or remove a link

Format text as a block quote

Add a table

Expand the size of editor window by dragging here

If you find the editor window too small to work in, use the **Full Screen** toggle button ( ) to view the editing area in full-screen mode or drag the lower-right corner to make the editor larger.

If you are familiar with HTML, you may want to fine-tune the look of your freeform content by working directly with the HTML. To do this, click the **HTML** button to switch to an HTML editor. And even though the Freeform is easy-to-use, advanced users can use object and iframe tags.
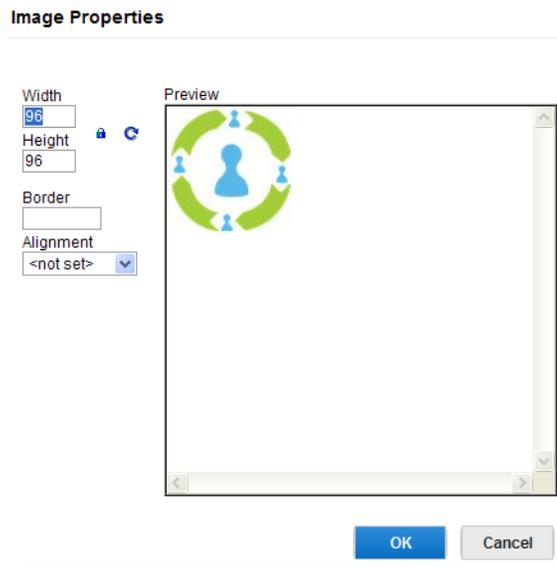
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Adding Images

You can add images to enhance your network appearance, direct users to important documents, and provide visual information to network users. To add an image, first click in the editor where you want the image, then click the **Upload/Insert Image** button ( ). The Upload/Insert Image box appears in which you can:

- Select an image to upload
- Select an image that you already uploaded to the network
- Refer to an image URL

Once you upload an image, you can fine-tune how the image looks by right-clicking on the image and selecting **Image Properties**. Use this dialog box to increase or decrease the size of the image, add a border, or change the alignment.
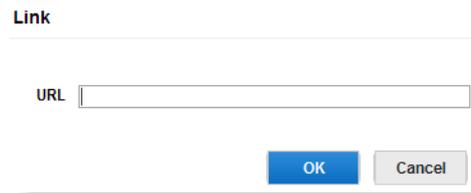

If the **Lock** icon is closed ( ), the aspect ratio of the image is locked. This means if you increase the width of the image, the height is automatically increased as well so that the image retains its balance. Click the **Lock** icon to untoggle the setting and resize the image in any dimension desired.

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Adding Links

To add links in your Freeform widget, highlight the text to make into a link or select an image. Then click the **Link** button ( ) in the editor to specify the URL for the link.

When someone clicks on the link, a new browser tab or window (depending on their browser settings) is opened and displays your linked page.

Saving Your Changes

While working on your Freeform widget, click **Save** occasionally to save your changes. If your widget is not ready for network members to view, set the privacy of the widget to **Me** so that only you see the widget in its interim stage. When you are satisfied with the look of the widget, set the privacy so that others can see the widget. Also, be sure to test any links you added to the widget and make sure they display the correct page.

Freeform Widget and Activity Streams

If you change the content a Freeform widget, the update is not reflected in your activity stream. It also is not reflected in the Network Activity widget (or Community Activity widget in the case that the Freeform widget is in a community). For this reason, choose carefully the type of information that you place in a Freeform widget. If the information is going to change often, and you want network members to be notified of the changes, you might want to use a different type of widget for the information, such as a blog. The Freeform widget provides no notification when a change is made.