# Using the Content Editor

The content editor is much like common word processors. The most common practices are introduced below.

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99	Styles		•	1= 2=	:=		1	E	= =		8	ez			هم	0		▦	=	٢	Ω

# Working with a Document

Toolbar Button	Description
Source	View or edit the source code of the document (for advanced users).
	Select a layout template. See Templates.
×	Cut the selected text fragment to the clipboard.
Ъ	Copy the selected text fragment to the clipboard.
Ē	Paste content copied to the clipboard along with formatting.
Ē	Paste content copied to the clipboard without formatting.
	Paste content copied from Microsoft Word or similar applications along with formatting
ē	Print document contents.
ABC -	Check spelling of the document text or turn on the Spell Check As You Type (SCAYT) feature.
* *	Undo or redo the most recent action performed.
q	Find a word or phrase in the document.
₽ţa	Find and replace a word or phrase in the document.
₽.	Select all contents of the document.
<i>I</i> <sub>×</sub>	Remove the formatting of the selected text.
27	Maximize the editor in the browser window.

# <u>Text Styling</u>

Тоо	lbar	But	ton	Description
В	I	<u>U</u>	<del>S</del>	Apply bold, italic, underline or strike-through formatting to the text.
	×a	ײ		Apply superscript or subscript formatting to the text.
Styles			•	Apply pre-defined combinations of various formatting options to block and inline elements.

# <u>Text Layout</u>

Toolbar Button	Description
	Increase or decrease text indentation.
99	Format a block of text as indented quotation.
1111	Set text alignment (left, centered, right or justified).
	Insert a divider line (horizontal rule) into the document.

# <u>Rich Text</u>

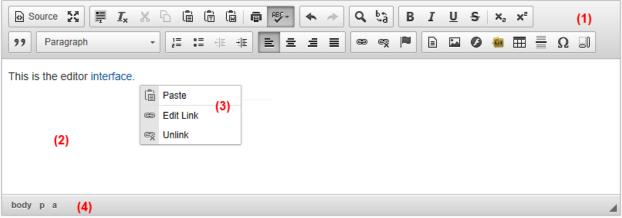
Toolbar Button	Description
1= •= 2= •=	Create a numbered or bulleted list.
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Create or remove a hyperlink in the text. These features may also be used to manage file uploads and links to files on the web server.
2	Insert a link anchor to the text.
• 4	Insert an image into the document.
0	Insert an Adobe Flash object into the document.
Ħ	Create a table with the defined number of columns and row.
Ω	Insert a special character or symbol.

# Editor Interface

The editor provides a clean and simple user interface. If you are familiar with desktop word processors like Microsoft Word or OpenOffice.org Writer, you will quickly see that using an online text editor is just as easy and intuitive.

### Interface Structure

The figure below shows main building blocks of the editor:



The interface of the editor

The editor consists of five main parts:

- 1. **Toolbar** the section at the top of the editor containing grouped menu buttons that give you access to various functions of the editor.
- 2. Editing Area the space below the toolbar where you type your text and add media.
- Context Menu a small pop-up menu with shortcuts to most common operations available for the object, visible after a right mouse button click or pressing the *Application/Menu* key on your keyboard.
- 4. **Elements Path** the section at the bottom of the editor displaying information about the HTML elements of the document (advanced feature).
- 5. **Dialog Windows** small pop-up windows that appear when you use some of the editor's functions and are opened by clicking the toolbar buttons.

### Resizing and Maximizing the Editor

If you would like to resize the editor interface, you can easily do it by clicking and dragging the *resizing* grip in the bottom right-hand corner of the editor.

To make writing more convenient, you can also maximize the editor interface in the browser window. When you press the store toolbar button, the editor interface will fill the browser window and stretch to its borders. If you want to return to the default view and minimize the editor, press the same button again.

# <u>Templates</u>

A **Content Template** is a feature that lets you control the structure of the content and preserve consistency across multiple pages. Templates are pre-defined, ready-made content with layout, text formatting and styling as well as other elements.

To use one of the templates, press the 🖹 button on the toolbar. The following **Content Templates** dialog window will be displayed on the screen.

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Content Templates dialog window

The dialog window shows a list of templates that are available in your system. This list may be expanded as needed. Since creating and adding new templates is an advanced feature, please contact your system administrator if you need a special template for your purposes.

Each template listed in the window contains a title, an image presenting the schematic outline of the template as well as its description.

In order to select a template, choose it from the list in the **Content Templates** dialog window and click once. The dialog window will close and the selected template will be applied to the document.

The **Content Templates** dialog window contains only one configuration option: **Replace actual contents**.

Leaving it checked means that the inserted template will also replace the content entered previously into the editor window, deleting it in the process. This is a potentially destructive operation, so if you unintentionally remove the text using this option, you can always revert this operation by pressing the  $\clubsuit$  button on the toolbar or the *Ctrl+Z* shortcut on your keyboard.

If you leave the **Replace actual contents** option unchecked, the template will be inserted in the current position of the cursor in the document.

The figure below shows the editing area of the editor after inserting the template called "2 Columns over 1" that defines a two-column-layout with headings and a text placeholder. Since the **Replace actual contents** option was selected, the template replaced the text that was previously entered into the editing area.



"2 Columns over 1" inserted into a content instance

# Cut, Copy and Paste

Among the most common editing operations are cutting, copying, and pasting text. The editor not only supports these operations but also makes it possible to affect the formatting of the pasted text and even paste a Microsoft Word formatted fragment.

Because the cut, copy and paste functions need access to the clipboard of your operating system, some Internet browsers either block it when called from the toolbar, or ask you to explicitly agree to that. Should accessing the clipboard by clicking the respective cut, copy and paste buttons from the toolbar or context menu options be blocked, you can always perform these operations with keyboard shortcuts.

### Cut

To cut a text fragment, start with selecting it. When the text is selected, you can cut it using one of the following methods:

- Press the <sup>X</sup> button on the toolbar.
- Open the context menu for the selected fragment by pressing the right mouse button, the *Menu/Application* key, or the *Shift+F10* keyboard shortcut, and choose the **Cut** command.
- Use the *Ctrl+X* shortcut on your keyboard. Note this method works even when the browser blocks the toolbar's access to the clipboard, so this is the most reliable way of cutting the text.

### Сору

To copy a text fragment, start with selecting it. When the text is selected, you can copy it using one of the following methods:

- Press the 🗅 button on the toolbar.
- Open the editor context menu for the selected fragment by pressing the right mouse button, the *Menu/Application* key, or the *Shift+F10* keyboard shortcut, and choose the **Copy** command.
- Use the *Ctrl+C* shortcut on your keyboard. Note this method works even when the browser blocks toolbar's access to the clipboard, so this is the most reliable way of copying the text.

### Paste

To paste a text fragment, start with cutting it or copying from another source. Depending on the security settings of your browser, you may either paste directly from the clipboard or use the **Paste** dialog window.

When the text is in the clipboard, you can paste it using one of the following methods:

- Press the 间 button on the toolbar.
- Open the context menu for the selected fragment by pressing the right mouse button, the *Menu/Application* key, or the *Shift+F10* keyboard shortcut, and choose the **Paste** command.
- Use the *Ctrl+V* shortcut on your keyboard. Note this method works even when the browser blocks the toolbar's access to the clipboard, so this is the most reliable way of pasting the text.

If direct access to clipboard is blocked, you will be asked to paste the text into the **Paste** dialog window using the *Ctrl+V* keyboard shortcut.



Paste dialog window

### Paste from Word

The editor allows you to preserve basic formatting when you paste a text fragment from Microsoft Word. To achieve this, copy the text in a Word document and paste it using one of the following methods:

- Press the local button on the toolbar.
- Use the *Ctrl+V* shortcut on your keyboard. Note this method works even when the browser blocks the toolbar's access to the clipboard, so this is the most reliable way of pasting the text.

### Paste as Plain Text

If you want to paste an already formatted text, but without preserving the formatting, you can paste it as plain text. To achieve this, copy the formatted text and press the 🛱 button on the toolbar. If the browser blocks the toolbar's access to clipboard, a **Paste as Plain Text** dialog window will appear and you will be asked to paste the fragment into the text box using the *Ctrl+V* keyboard shortcut.



Paste as Plain Text dialog window

Once pasted into the document, the text will lose all its formatting and you will be able to style it using toolbar options.

# Find and Replace

The **Find** and **Replace** features allow you to quickly search the text as well as retain its consistency. They also make editing the text easier since you can batch change multiple occurrences of a phrase with just one mouse click instead of manually finding and modifying each one of them.

Since both are closely related, they are implemented as one dialog window with two tabs that let you switch between the **Find** and **Replace** option.



Note that because the default position of the dialog window is on top of the document in the editor, you might need to drag the **Find and Replace** window in order to see the highlighted terms.

### Find

If you want to find a word or a phrase in your document in a quick and efficient manner, use the **Find** command.

To open the appropriate dialog window, press the  ${f Q}$  button on the editor toolbar.

This is what the **Find and Replace** dialog window looks like with the **Find** tab active:

Find and Replace		×
Find Replace		
Find what:	Find	
Find Options		ancel

The Find tab in the Find and Replace window

The **Find** tab consists of a search field and a few options that let you refine the search. Here is the overview of all **Find** tab elements:

- Find what is the text field where you enter the word or phrase that you want to find.
- **Match case** checking this option limits the search operation to words whose case matches the spelling (uppercase and lowercase letters) given in the search field. This means that the search becomes case-sensitive.

Example:

When **Match case** is checked and the search term is: "*option*", you will find all instances of "*option*" with this exact spelling but not when the word is spelled "*Option*" or "*OPTION*".

• **Match whole word** – checking this option limits the search operation to whole words.

#### Example:

When **Match whole word** is checked and the search term is: "*option*", you will find all instances of "*option*", but not the words "*optional*" or "*options*".

• **Match cyclic** – checking this option means that after reaching the end of the document, the search continues from the beginning of the text. This option is checked by default.

After you enter the search term and select the options, press the **Find** button and the editor will highlight the first occurrence of the term in the text, starting from the current position of the cursor in text and going down. If you want to jump to the next occurrence of the term in the text, press the **Find** button again.

### Replace

If you want to quickly find a word or phrase in your document and replace it, use the **Replace** command.

To open the appropriate dialog window, press the  $\frac{b}{a}$  button on the editor toolbar.

This is what the **Find and Replace** dialog window looks like with the **Replace** tab active:

Find and Replace	×
Find Replace	
Find what:	Replace
Replace with:	Replace All
Find Options	
☐ Match case ☐ Match whole word ☑ Match cyclic	
	Cancel

*The Replace tab in the Find and Replace window* 

The **Replace** tab consists of a search field, a replace field and a few options that let you refine the operation. Here is the overview of all **Replace** tab elements:

- **Find what** is the text field where you enter the word or phrase that you want replace in the document.
- **Replace with** is the text field where you enter the word or phrase that will replace the search term in the document.
- **Match case** checking this option limits the search and replace operation to words whose case matches the spelling (uppercase and lowercase letters) given in the search field. This means that the search and replace becomes case-sensitive.

#### Example:

When **Match case** is checked and the search term is: "*option*", you will find and replace all instances of "*option*" with this exact spelling, but not when the word is spelled "*Option*" or "*OPTION*".

• **Match whole word** – checking this option limits the search and replace operation to whole words.

#### Example:

When **Match whole word** is checked and the search term is: "*option*", you will find and replace all instances of "*option*", but not the words "*optional*" or "*options*".

• **Match cyclic** – checking this option means that after reaching the end of the document, the search and replace continues from the beginning of the text. This option is checked by default.

After you enter the search term as well as the replace term and select the options, press the **Replace** button. The editor will highlight the first occurrence of the term in the text, starting from the current position of the cursor in text and going down. If you want to replace the highlighted term, click the **Replace** button once more. Then, if you want to jump to the next occurrence of the term in the text, press the **Replace** button again.

You can also replace all occurrences of the search term in the document in one go. In order to do that, press the **Replace All** button. The editor will then replace all occurrences in the whole document at once and display a pop-up window with the result of the operation.

This is what the result window looks like:

Message from webpage
و occurrence(s) replaced.
ОК

The result of the Replace operation

# Text Selection

When you want to apply a formatting method to a larger text fragment, you can select it. The editor supports a few selection methods that you can use.

### Selecting All Document Contents

To select all contents of the document, click inside editing area and press the 🗮 toolbar button. All document elements, including text, images, or tables, will become highlighted. You can now apply whatever action you wish to the selected content.



Selecting all document contents

Alternatively, you can also use the Ctrl+A keyboard shortcut to select everything inside the editing area.

### Selecting a Document Fragment

A popular way to select document fragments is to use your mouse. Keeping the left mouse button pressed, drag your mouse over the document content that you want to select. The selection process will finish, when you release the mouse button. A document fragment selected with your mouse will become highlighted. You can also select individual words by double-clicking them.



Selecting a document fragment

Note that a document fragment can also be selected with your keyboard.

Using *Shift+Arrow* lets you select the text by letters and the *Ctrl+Shift+Arrow* — by words.

The *Shift+Home* combination selects the text from the cursor to the start of the current line, while the *Shift+End* — from the cursor to the end of the current line.

The combination of *Ctrl+Shift* and the *Home* or *End* keys let you select the text from the cursor to the beginning or end of the document, respectively.

The *Shift+PgDn* and *Shift+PgUp* shortcuts select a text fragment of approximately the length of the editing area starting from the cursor and going down and up the text, respectively.

### Selecting HTML Elements

Another method to select document contents is to use the editor elements path to highlight the HTML building blocks of the document. To use this feature, click an element's name on the elements path with your mouse. You can also use the *Alt+F11* keyboard shortcut to enter the elements path, and then navigate between the elements with the *Tab* and *Shift+Tab* (or *Left* and *Right Arrow*) keys. To select an element with your keyboard, use the *Enter* or *Space* keys.

The elements path is an advanced feature that requires some basic understanding of HTML. The same effect can always be achieved by selecting the text directly in the editing area with your mouse or keyboard.



Selecting an HTML element with elements path

# Removing Format

The editor makes it easy to not only change the style of your text, but it also makes it equally easy to remove these styles.

To remove text styling applied to the document text, select the text fragment and press the  $I_x$  toolbar button. All text styling will be removed and the text will be displayed in the default font.

The figure below shows a sample text with some styling — typeface, font size, colors — applied.



After you select the text and use the **Remove Format** function, all text styling is gone and the text is displayed with default paragraph formatting.

This is strange font. This is an odd font size. This color doesn't match our site design. This sentence is very ugly.

Sample text with styles removed

Note that this applies to style properties that are applied to the HTML source. This category includes most text styling methods as described in the Text Styling section (without paragraph format) as well as text alignment and indentation.

### Links and E-mails

The **Link** feature is a powerful option that lets you add clickable hyperlinks or e-mail addresses to your documents as well as control the way they look and work.

To insert a link to you document, press the 📾 button on the toolbar or use the *Ctrl+L* keyboard shortcut. If you want the link to be assigned to a text fragment, select it first. If no text is selected, the link URL or e-mail address will appear in the document as-is.

The **Link** dialog window that will open lets you choose the link type and configuration options pertaining to your choice. It contains two or four tabs that group link options, depending on the link type:

- Link Info
- Target (this tab is only available for URL link type)
- Upload (this tab is only available for URL link type)
- Advanced

### Link Type: URL

**URL** is the default link type that lets you add a website address to your document. For this sort of link all four tabs of the **Link** dialog window are available.

#### Link Info

The **Link Info** tab is the default tab that opens after you press the 📾 button on the toolbar. It allows you to choose the link type as well as set the link protocol and URL.

Link	×
Link Info Target Advanced	
Link Type URL V Protocol URL http:// V Browse Server	
ОК	Cancel

Link Info tab of the Link window for the URL link type

Below is an overview of all **Link Info** tab elements:

- **Link Type** the category of the link that will be inserted into the document. You can choose between the following options:
  - **URL** the web address of any resource available in the Internet, like a website, a PDF document, or an image.

```
Example:
http://example.com/about.html
```

```
http://example.com/images/image1.jpg
```

• Link to anchor in the text – an internal link pointing the reader to a designated point in your document.

Example: #anchor1

• **E-mail** – an e-mail address.

Example: myname@example.com

- **Protocol** the communication protocol used with the web address. You can choose between the following options: http://, https://, ftp://, news://, or <other>.
- **URL** the web address of the resource that the link is pointing to. It may be located on the same server as the web site you are currently in or on an external server.
  - External server: If you want to use an external address, use the full absolute path.

Example:

http://example.com/about

http://example.com/images/image1.jpg

• Local server: If the resource is located on the same server, you can use a relative path that omits the domain name and starts with a slash.

Example:

/about

/howto/printing.avi

#### Browse Server

Clicking the Browse Server button will allow you to select a page from the CMS or a file which has been uploaded to the server.

🥭 File I	Browser - Windows Internet Explorer 🛛 🗕 🗖 🗙
http://www.hoac-bsa.org/Dialog/FileDialog.aspx?ed=ck&ttp://www.hoac-bsa.org/Dialog/FileDialog.aspx?ed=ck&ttp://www.hoac-bsa.org/Dialog/FileDialog.aspx?ed=ck&ttp://www.hoac-bsa.org/Dialog/FileDialog.aspx?ed=ck&ttp://www.hoac-bsa.org/Dialog/FileDialog.aspx?ed=ck&ttp://www.hoac-bsa.org/Dialog/FileDialog.aspx?ed=ck&ttp://www.hoac-bsa.org/Dialog/FileDialog.aspx?ed=ck&ttp://www.hoac-bsa.org/Dialog/FileDialog.aspx?ed=ck&ttp://www.hoac-bsa.org/Dialog/FileDialog.aspx?ed=ck&ttp://www.hoac-bsa.org/Dialog/FileDialog.aspx?ed=ck&ttp://www.hoac-bsa.org/Dialog/FileDialog.aspx?ed=ck&ttp://www.hoac-bsa.org/Dialog/FileDialog.aspx?ed=ck&ttp://www.hoac-bsa.org/Dialog/FileDialog.aspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://www.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://wwww.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://wwww.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://wwww.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://wwww.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://wwww.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://wwww.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://wwww.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://wwww.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://wwww.hoac-bsa.org/Dialog.cspx?ed=ck&ttp://wwwwwwwwwwwwwwwwwwwwwwwwwwwwwwwwww	/pe=file&CKEditor=ctl00_mainContent_edContentinnerEditor&CKEditorFuncNum=3&langCod
Create folder	Upload a file
First select the folder in the tree below where you would like the new FOLD	ER to be First select the folder in the tree below where you would like the new FILE to be placed.
created. Then give the folder a name and press the "Create Folder" button.	Then browse to the file on your computer and press "Upload".
	Reduce Image Size For Web
Create Folder	Max Width 550 Max Height 550
	Max Width 550 Max Height 550
	Browse Upload
File Browser	Preview
/Data/Sites/1/media/ First select	a file from the tree menu to the left, then press the "Select" button.
🔤 Pages	
activities Se	elect
🔁 ads	
advancement-awards	
advancement-documents	
🗀 ais	
audience-tabs	
Camping	
cub-scouts	
design-files	
Cara districts	
endowment exploring	
finance-documents international-scouting	
logos	
membership	
i mic-o-say	
a news-blogs	
Grider-of-the-arrow	
reports	
resource-forms-documents	
scoutreach	
🔄 training 💙	
	~

File Browser window when browsing for a link

#### Selecting a Page

To select a page, click the Pages item under "File Browser" on the left of the window. All of the pages on the site will be listed. Click the page you want to link to and then click the Select button under "Preview" on the right of the window.

File Browser	Preview
/Data/Sites/1/media/	First select a file from the tree menu to the left, then press the "Select' button.
🦾 Pages	^
Home	Select /calendar
-Parents	
-Scouts	
-Leaders	
Calendar	Delete
-Staff Calendar	
Program	
-Tiger Cubs	
-Cub Scouting	

File Browser window with the "Calendar" page selected

#### Selecting a File

To select a file, browse through the file folders and select the file you want to link to and then click the Select button under "Preview" on the right of the window.



File Browser window with the "Bartle-Custom-Pre-Order-form.pdf" file selected

### Target

The **Target** tab is only available for the URL link type. It specifies the location where the link will open after you click it. By default the target of the URL is not set and the link will open in the same browser window or tab as the document.

Link			×
Link Info Target	Advanced		
Target <not set=""></not>	V		
		ОКС	ancel

Target tab of the Link window for the URL link type

This tab contains only one element: a drop-down **Target** list that lets you choose the location where the link will open. The list contains the following options:

- **<not set>** the default setting that opens the link in the same browser window or tab as the document.
- <frame> the setting that opens the link in the frame specified in the Target Frame Name text box. The text box is only visible after you choose <frame> as the target.
- <popup window> the setting that opens the link in the pop-up window specified in the Popup
   Window Name text box. The text box is only visible after you choose <popup window> as the target.

### Advanced

The **Advanced** tab lets you configure additional link options such as assigning it an ID, a class, a tab index, a tooltip, or CSS style properties. It is meant for advanced users with knowledge of HTML and CSS and gives nearly endless possibilities as far as the presentation of the link is concerned.

Link		×
Link Info Target	Advanced	
Id	Language Direction	Access Key
Name	Language Code	Tab Index
Advisory Title	Advisory Content Ty	pe
Stylesheet Classes	Linked Resource Ch	arset
Relationship	Style	
	ок	Cancel

Advanced tab of the Link window

Below is the overview of all **Advanced** tab elements:

- Id a unique identifier for the link element in the document (id attribute).
- Language Direction the direction of the text: left to right (LTR) or right to left (RTL) (dir attribute).
- Access key a keyboard shortcut to access the link element (accesskey attribute).
- **Name** the name of the link element (name attribute).
- Language Code the language of the link element specified according to RFC 1766 (lang attribute).
- **Tab Index** the tab order of the link element (tabindex attribute).
- Advisory Title the text of the tooltip that is shown when the mouse cursor hovers over the link (title attribute).
- Advisory Content Type the content type of the link (type attribute).
- **Stylesheet Classes** the class of the link element (class attribute). Note that an link element might be assigned more than one class. If this is the case, separate class names with spaces.
- Linked Resource Charset the character set of the linked resource (charset attribute).
- **Relationship** the relationship between the current document and the link target (rel attribute).
- **Style** CSS style definitions (style attribute). Note that each value must end with a semi-colon and individual properties should be separated with spaces.

### Link Type: Link to anchor in the text

If you want to point to an anchor previously set in the document, select **Link to anchor in the text** from the **Link Type** drop-down list. When you choose this link type, two **Link** dialog window tabs will become available: the **Link Info** tab and the **Advanced** tab.

Please note that if you do not have any anchors defined in your document, a message telling you so will be displayed in the **Link Info** tab.

When you add an anchor to your document, you will be able to select it from the drop-down lists of the **Link Info** tab.

The **Link Info** tab contains the following options that make selecting an anchor an easy task:

• **By Anchor Name** – a drop-down list containing the names of all anchors established in the document.

 By Element Id – a drop-down list containing the identifiers of all anchors established in the document that contain the id attribute. Note: in order to add an id to an anchor, you need to <u>modify</u> <u>the document source</u>.

For a detailed description of all **Advanced** tab elements, refer to the Advanced section above.

### Link Type: E-mail

The editor makes it easy to insert clickable e-mail addresses to your documents and even add a subject and body of the e-mail message that will be created when you click the link. If you want to add a hyperlinked e-mail address to document, select **E-mail** from the **Link Type** drop-down list.

When you choose this link type, two **Link** dialog window tabs will become available: the **Link Info** tab and the **Advanced** tab.

The **Link Info** tab contains the following fields that let you configure the recipient and the message content:

- **E-Mail Address** the address of the recipient of the e-mail message. This field is obligatory for the e-mail link to work.
- **Message Subject** the default text that will be pasted into the subject line of the e-mail message.
- Message Body the default text that will be pasted into the e-mail message as its content.

For a detailed description of all **Advanced** tab elements, refer to the Advanced section above.

### Removing a Link

Removing a link is just as easy as adding it. When the cursor is placed in a link, the 🖘 button on the toolbar becomes active. Pressing the button removes the link and leaves plain text. Alternatively you can also open the element's context menu by pressing the right mouse button or using the *Menu/Application* key on your keyboard, and choose the **Unlink** command.

### <u>Anchors</u>

The editor supports placing anchors in document text. To insert an anchor, press the 🏴 button on the toolbar. The following **Anchor Properties** window will appear:

Anchor Properties		×
Anchor Name		
	ОК	Cancel

Anchor Properties dialog window

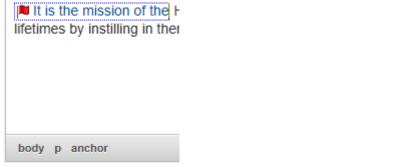
In order to create an anchor, enter its name in the **Anchor Name** text box. Once you click **OK**, the **P** icon will appear in the document.

Please note that the anchor may either lead to a point in a document (when nothing was selected while creating it), and look like in the example below:

It is the mission of the H lifetimes by instilling in the	
body p	

An anchor inserted into a document, with no text selection

Or if it leads to some content that was selected in the document, this selection will be displayed with a blue dotted border around, like in this example:



An anchor inserted into a document with some text selected

You can now create a link to your anchor with the m button. Once it is ready, the link will take the reader of your document to the section marked with the anchor.

### **Removing an Anchor**

Removing an anchor is just as easy as adding it. When the cursor is placed in an anchor, the **Remove Anchor** context menu command becomes available. Open the element's context menu by pressing the right mouse button or using the *Menu/Application* key on your keyboard, and choose the **Remove Anchor** command. This option removes the anchor from the document and leaves plain text.

Ifetimes by instilling ir	
	Remove Anchor
body p anchor	

Remove Anchor context menu command available for an anchor

### **Inserting Images**

The editor allows you to add images to your documents in an easy and intuitive way.

In order to insert an image, simply press the we button on the toolbar. The **Image Properties** dialog window that will open lets you set configuration options that define image source, its size, display properties, or other advanced properties.

The Image Properties dialog window includes four tabs that group image options:

- Image Info
- Link
- Advanced

#### Image Info

The **Image Info** tab is the default tab that opens after you press the **Image Info** tab is the default tab that opens after you press the **Image URL** and configure the way it will appear in the document.

Image Properties		×
Image Info Link	Advanced	
URL Alternative Text	Browse Server	
Width Height Border HSpace VSpace Alignment <not set=""></not>	Preview Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis velit augue, condimentum at, ultrices a, luctus ut, orci. Donec pellentesque egestas eros. Integer cursus, augue in cursus faucibus, eros pede bibendum sem, in tempus tellus justo quis ligula. Etiam eget tortor.	< >
	OK Cancel	

Image Info tab of the Image Properties window

Below is an overview of all **Image Info** tab elements:

- **URL** the web address of the image. The image may be located on the same server as the web site you are currently in or on an external server.
  - External server: If you want to use an external address, use the full absolute path.

#### Example:

http://example.com/image1.jpg

• Local server: If the image is located on the same server, you can use a relative path that omits the domain name and starts with a slash.

# Example: /images/image2.jpg

- Alternative Text a short textual description of the image that tells users with assistive devices (like screen readers) what the image is about. You should always provide your images with meaningful alternative text in order to make it <u>accessible</u> to users with disabilities.
- Width the width of the image in pixels. By default this is the size of the original image.
- **Height** the height of the image in pixels. By default this is the size of the original image.
- **Border** the size of the solid border around the image in pixels.
- **HSpace** the horizontal spacing (or margin) between the image border (if present) or the image itself and other document elements that surround the image, in pixels.
- **VSpace** the vertical spacing (or margin) between the image border (if present) or the image itself and other document elements that surround the image, in pixels.
- Align the alignment of the image in the document. Available options are Right and Left.
- **Preview** a preliminary view of the selected image formatted according to the options chosen on the left.

#### Browse Server

Clicking the Browse Server button will allow you to select an image that has uploaded to the server.

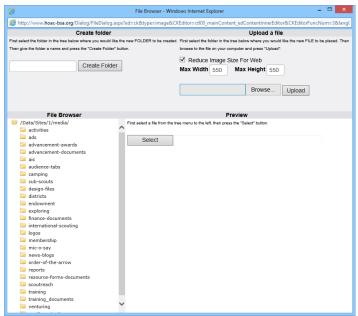


Image Browser window when browsing for an Image

#### Selecting an Image

To select an image, browse through the folders and select the image you want to insert and then click the Select button under "Preview" on the right of the window.



Image Browser window with the "cub-scout-characters-small.png" image selected

#### Link

The **Link** tab lets you assign a link to an image inserted into the document, effectively converting the image into a clickable link. The link can point to any kind of object available in the Internet, like a simple URL address, a PDF document, or an online video.

This might prove especially useful if, for example, you want to add a thumbnail that would lead the reader of your document to a full-size copy of the image or add a company logo and point to its website.

The **Link** tab of the **Image Properties** window functions similar to the Link Info tab of the **Link Properties** window. See **Links and E-Mail** above for more information.

If you want to edit an image that is connected to a link, use the context menu and choose the **Image Properties** option. The **Image Properties** window will let you modify both the image and the link that it is pointing to. If you double click such image instead, you will open the **Link** dialog window that will only allow you to edit the link properties and not the image itself.

#### Advanced

The **Advanced** tab lets you configure additional image options such as assign it an ID, a class, a longer description, a tooltip, or CSS style properties. It is meant for advanced users with knowledge of HTML as well as CSS, and gives nearly endless possibilities as far as the presentation of the image is concerned.

anguage Code
Cancel

Advanced tab of the Image Properties window

Below is the overview of all **Advanced** tab elements:

- Id a unique identifier for an image element in the document (id attribute).
- Language Direction the direction of the text: left to right (LTR) or right to left (RTL) (dir attribute).
- Language Code the language of the image element specified according to RFC 1766 (lang attribute).
- Long Description URL the web address of an HTML page containing a longer description of the image (longdesc attribute).
- **Stylesheet Classes** the class of the image element (class attribute). Note that an image element might be assigned more than one class. If this is a case, separate class names with spaces.
- Advisory Title the text of the tooltip that is shown when the mouse cursor hovers over the image (title attribute).
- **Style** CSS style definitions (style attribute). Note that each value must end with a semi-colon and individual properties should be separated with spaces.