












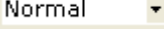
















## “WYSIWYG” Editor in Detail


1.  Print... – prints contents of the “Content” window
2.  Find And Replace... – opens the Find and Replace dialogue box
3.  Cut – removes selected content to clipboard (requires a selection)
4.  Copy – copies selected content to clipboard (requires a selection)
5.  Paste – places contents of clipboard on the page at the point of insertion
6.  Paste from Word... – opens the “Paste from Word” dialogue box which serves to remove MS Word code which can have a detrimental effect on page display (see “**Paste from Word**” below)
7.  Undo – click to “undo” the last action
8.  Redo – click to “redo” the last action which was undone
9.  Insert Table... – opens the “Insert Table” dialogue box (see “**Insert Table**” below)
10.  Table, Row and Cell Properties... – opens the “Edit Table, Row and Cell Properties” dialogue box (see “**Edit Table, Row and Cell Properties**” below)
11.  Add Row... – opens the “Insert Row” dialogue box (see “**Insert Row**” below)
12.  Delete Row – deletes the currently selected row (determined by the location of the cursor)
13.  Insert Column... – opens the “Insert Column” dialogue box (see “**Insert Column**” below)
14.  Delete Column – deletes the currently selected column (determined by the location of the cursor)
15.  Merge Cell With Another Cell... – opens the “Merge Cell” dialogue box (see “**Merge Cell**” below)
16.  Unmerge Cell – Unmerges currently selected merged cells (determined by the location of the cursor) or opens the “Unmerge Cell” dialogue box if merged cells span multiple rows (see “**Unmerge Cell**” below)
17.  Insert/Edit and Image... – opens the “Insert Image” dialogue box (see “**Insert Image**” below)
18.  Insert an icon – opens the “Available Icons” dialogue box (see “**Available Icons**” below)
19.  Horizontal Line... – opens the “Insert Horizontal Line” dialogue box (see “**Insert Horizontal Line**” below)
20.  Insert/Edit a Hyperlink... – opens the “Insert Link” dialogue box (see “**Insert Link**” below)
21.  Link To A Document... – opens the “Link to a Downloadable Document” dialogue box (see “**Link to a Downloadable Document**” below)

22.  Insert/Edit a Bookmark... – opens the “Insert Bookmark” dialogue box (see “**Insert Bookmark**” below)
23.  Special Characters – opens the “Special Characters” dialogue box (see “**Special Characters**” below)
24.  Paragraph Format – menu of available styles predefined by the style sheet
25.  Bold – formats selected text as bold
26.  Italic – formats selected text as italic
27.  Underline – formats selected text as underlined (use only for links)
28.  Align Left – aligns selected text to the left (default)
29.  Align Center – aligns selected text to the center
30.  Align Right – aligns selected text to the right
31.  Justify – formats text as justified left to right
32.  Numbering – creates a numbered list
33.  Bullets – creates a bulleted list
34.  Decrease Indent – decreases the indent of the selected text/list item
35.  Increase Indent – increases the indent of the selected text/list item
36.  Font Color... – opens the “Select Color” dialogue box (see “**Select Color**” below)
37.  HighLight – opens the “Select Color” dialogue box (see “**Select Color**” below)


## Paste from Word

1. Place cursor in the Content window where new content will be inserted
2. Click “Paste from Word...” 
3. Place cursor in the content area of the dialogue box
4. Paste contents of clipboard into the window via keyboard shortcut (Ctrl + V or Command + V)
5. Tick “Remove styles” checkbox (default)
6. Click “Insert” to add content to page or “Cancel” to close dialogue box with no action

## Insert Table


1. Place cursor in the Content window where new table will be inserted
2. Click “Inset Table...” 
3. Enter appropriate values for the new table:
  - a. Rows: number of rows (horizontally)
  - b. Columns: number of columns (vertically)
  - c. Width: determines width of table; pixel value or percent
  - d. Height: please let table contents determine the height (leave blank)
  - e. Cell Spacing: determines the distance between cells
  - f. Cell Padding: determines the distance between the cell wall and the contents of the cell
  - g. Border Size: determines pixel width of table border
  - h. Border Collapse: when checked adjacent cells share a border
  - i. Background Color: determines background color for the table
  - j. Border Color: determines color of table border
4. Note “Style Preview” window showing effect of entered values
5. Click “OK” to add new table to the page or “Cancel” to close the window with no action

## Edit Table, Row and Cell Properties


1. Place cursor in the table, row or cell to be edited
2. Click “Table, Row and Cell Properties” 
3. If editing a single cell, select “This Cell” tab in dialogue box (this tab is selected by default) and edit appropriate cell properties:
  - a. Cell Width: determines width of cell; pixel value or percent of table width
  - b. Cell Height: please let the content of the cell determine the cell height
  - c. Vertical Alignment: determines vertical placement of cell contents (top, middle, bottom)
  - d. Horizontal Alignment: determines horizontal placement of cell contents (left, center, right)
  - e. Background Color: determines background color of cell
  - f. Background Image: used to select an image as a background for the cell – susceptible to browser incompatibilities (please avoid)
4. If editing row of cells, select “This Row” tab and edit appropriate row properties:
  - a. Vertical Alignment: determines vertical placement for the contents of all cells in the row (top, middle, bottom) unless a specific cell is assigned alternate value
  - b. Horizontal Alignment: determines horizontal placement for the contents of all cells in the row (left, center, right) unless a specific cell is assigned alternate value
  - c. Background Color: determines background color of the row unless a specific cell is assigned alternate value
5. If editing entire table, select “This Table” tab and edit appropriate table properties:
  - a. Cell Spacing: determines the distance between cells
  - b. Cell Padding: determines the distance between the cell wall and the contents of the cell
  - c. Table Width: determines width of table; pixel value or percent
  - d. Table Height: please let table contents determine the height (leave blank)
  - e. Align on page: determines table alignment on the page (left, center, right)
  - f. Border Size: determines pixel width of table border

- g. Border Collapse: when checked adjacent cells share a border
  - h. Background Color: determines background color for the table unless a specific row or cell is assigned an alternate value
  - i. Border Color: determines color of table border
  - j. Background Image: used to select an image as a background for the table – susceptible to browser incompatibilities (please avoid)
6. When edits are complete, click “Apply” to accept changes or “Cancel” to close window with no action


## Insert Row

1. Place cursor in a row adjacent to the location of row to be added
2. Click “Add Row...” 
3. Select “Insert Above Selection” or “Insert Below Selection”
4. Click “OK” to insert the new row or “Cancel” to close window with no action


## Insert Column

1. Place cursor in a cell adjacent to the location of column to be added
2. Click “Insert Column...” 
3. Select “Insert to the Left of Selection” or “Insert to the Right of Selection”
4. Click “OK” to insert the new column or “Cancel” to close window with no action


## Merge Cell

1. Place cursor in a cell adjacent to the cell to merge
2. Click “Merge Cell With Another Cell...” 
3. Select “Merge with Cell to the Right” or “Merge with Cell Below”
4. Click “OK” to merge cells or “Cancel” to close window with no action

## Unmerge Cell


1. Place cursor in a cell which is merged with another
2. Click “Unmerge Cell” 
3. If merged cells do not span multiple rows, cells will automatically unmerge (no further action necessary)
4. If merged cells span multiple rows, select “Unmerged with Cell to the Right” or “Unmerge with Cell Below” in the “Unmerge Cell” dialogue box
5. Click “OK” to unmerge cells or “Cancel” to close window with no action

## Insert Image


1. Place cursor on the page where image should be placed (images can be “drag and dropped” after being placed on the page)
2. Click “Insert/Edit an Image...” 
3. Under “Select an image,” click on an image to select from the available images list, or
4. Add an image via the “Upload an image” utility in the upper-right-hand corner of the dialogue box
  - a. Click “Browse” and locate the image to upload; click “Open”
  - b. Click “Upload File”
5. Click “OK” to add the image to the page, “Cancel” to close the window with no action, or “Next...” to assign additional attributes to the image:
  - a. Source: this indicates the path to the image and should be left unchanged

- b. Border: determines pixel width of the border around the image
  - c. Width and Height: automatically set to actual (pixel) width and height of image; should be left unchanged with resizing handled by an image editor independent of the site editor
  - d. Title: the text displayed by site readers for accessibility issues; should be a brief description of the image (e.g. Admissions Office Entrance)
  - e. Text flow: determines placement of image relative to text; left, right, etc. (note Positioning Preview window when adjusting this value)
  - f. Distance to surrounding text: determines the distance in pixels between the Top, Bottom, Left and Right edges of the image and the text (and other elements) on the page
6. Click "OK" to add the image to the page, "Cancel" to close the window with no action, or "Choose a different image..." to return to the "Select and Image" screen (step 3 above)


## Available Icons

1. Place cursor on the page where the icon should be placed (typically at the end of a link)
2. Click "Insert an icon" 
3. Click by single clicking on the appropriate icon
4. Click "OK" to add the icon to the page or "Cancel" to close the window with no action


## Insert Horizontal Line

1. Place cursor on the page where the horizontal line (horizontal rule) should be placed (typically at the end of a paragraph or section of text)
2. Click "Horizontal Line..." 
3. Enter appropriate values for the Horizontal Rule:
  - a. Alignment: determines horizontal alignment for the line (left, center, right)
  - b. Height: determines the pixel height of the line
  - c. Width: determines the width (pixel or percent) of the line
  - d. Color: determines the color of the line (subject to browser discrepancies)
4. Click "OK" to add horizontal line to the page or "Cancel" to close the widow with no action

## Insert Link


1. Select the string of text which will comprise the link
2. Click "Insert/Edit a Hyperlink" 
3. Select "Place in this document," "E-mail Address" or "Web location" (default)
4. For "Web location, enter appropriate values:
  - a. Address: URL of Web location (<http://www.google.com>)
  - b. Title: short description or title of Web location for mouse-over (Google Search Engine)
  - c. Window: determines into which window the Web location will open (default, new, etc.)
5. For E-mail Address, enter appropriate values:
  - a. E-mail Address: e-mail address of recipient ([info@domain.com](mailto:info@domain.com))
  - b. Subject: assigns subject line for email message
  - c. Title: short description for mouse-over (Email for more information from Domain.com)
6. For place in this document, select from the list of available bookmarks on the page (if any exist – see "Insert Bookmark" below)
7. Click "OK" to set selected text as a hyperlink or "Cancel" to close window with no action

## Link to a Downloadable Document


1. Select the string of text which will link to the document
2. Click "Link to Document..." 
3. Under "Select a document," click on a document to select from the available documents list, or

4. Add a document via the “Upload a document” utility in the upper-right-hand corner of the dialogue box
  - a. Click “Browse” and locate the document to upload; click “Open”
  - b. Click “Upload File”
5. Click “OK” to set selected text as a hyperlink to the document or “Cancel” to close the window with no action



## Insert Bookmark

1. Place cursor on the page where the bookmark should be placed (typically at the top of a major section of a long page requiring vertical scrolling)
2. Click “Insert/Edit a Bookmark...” 
3. Enter “Bookmark Name” (each bookmark should have a unique name and not include spaces, slashes - \ or / - or other special characters: &, ?, %, #, etc.)
4. Click “OK” to add bookmark to the page or “Cancel” to close window with no action

## Special Characters

1. Place cursor on the page where the special character should fall
2. Click “Special Characters...” 
3. Enter name code for appropriate character in the “Insert:” field or select from the table of characters
4. Click “OK” to add special character to the page or “Cancel” to close window with no action

## Select Color

1. Select a string of text to be colored or highlighted
2. Click “Font Color...”  or HighLight...” 
3. Enter the hex color value for the desired color, or select a color from the color swatch table
4. When removing a font or highlight color, select “Default” at the bottom of the color swatch table
5. Click “OK” to commit color selection or “Cancel” to close window with no action

## Adding a new page/sub-link or sub-link to new URL

1. Browse to the section to which the new page needs to be added
2. Click the “Add” link at the bottom of the page
3. Enter the pertinent information for the new page:
  - a. Topic Title: verbiage for the link which will provide access to the page
  - b. Metadata: data which assists search engines in indexing the site and page properly
  - c. Content: the WYSIWYG editor into which the contents for the page will be added
4. If the link will point to another section or site:
  - a. Disregard step 3 and add the URL in the “Use this link for content” field
  - b. If the link will point to an external URL (outside the current site), tick the “Open link in a new window” checkbox
5. Tick the “Visible” checkbox in order to have the link to the new page or URL appear with the other links at the top of the content module
6. Click “Submit” to create the new page/sub-link or “Cancel” to cancel, and proceed to the current module administration index