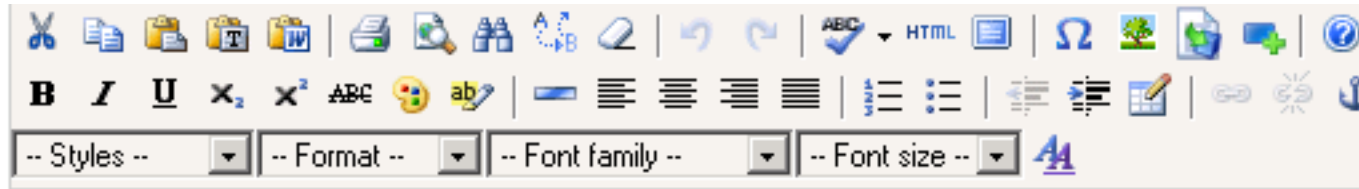


WebDirect Editor Toolbar (WYSIWYG)

Version 2



Editor Toolbar User Guide

Version 1

Section Guide

Pg. 3: First Row

Pg. 10: Second Row

Pg. 16: Third Row

Pg. 17: Right Click Feature Overview

Pg.18: Images

Pg. 21: Tables

Pg. 25: Links

November 2006

Overview



- The advanced editor allows Alarius Users to quickly and easily manage Website content with the ability to manage text, images, files, links and dynamic Elements.
- In addition to the action icons in the editor toolbar, each toolbar icon function also has right-click control functions once inserted into a page.
 - Right-click controls offer advanced control options for web page content management.
- Many keyboard shortcuts that work with Microsoft products will also work in the Alarius Administration System. A few keyboard functions include:
 - Hold “Ctrl” and press “Z” to undo the last actions. This may be repeated to go back several steps.
 - Hold “Shift” and press “Enter” to create a line break without inserting a line of space between text lines.
 - Highlight text and hold “Ctrl” and press “B” to add or remove **bold** styling.
 - Highlight text and hold “Ctrl” and press “I” to add or remove *italic* styling.
 - Highlight text and hold “Ctrl” and press “U” to add or remove underline styling.
- If the window is too small, drag it larger using the drag area in the lower right corner.
- Editor button choices may change depending on which module is chosen.

Overview – First Row



1. Cut
2. Copy
3. Paste
4. Paste as Plain Text
5. Paste from Word
6. Print
7. Preview
8. Find
9. Find/Replace
10. Remove Formatting

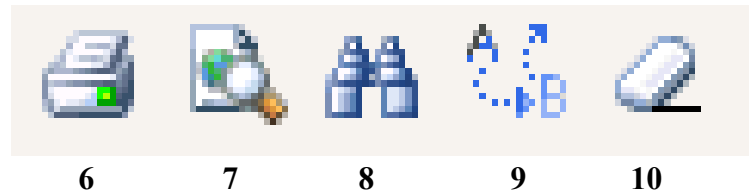
11. Undo
12. Redo
13. Toggle Spellchecker
14. Edit HTML Source
15. Toggle full-screen mode
16. Insert Custom Character
17. Insert/Edit Image
18. Insert/Edit Elements
19. Insert Asset as Object
20. Help

Overview – First Row – 1 through 5



1. Highlight a section of text or an image and click the “Cut” icon to remove the section from the content area.
 - Keyboard shortcut = “Ctrl” + “x”
2. Highlight a section of text or an image and click the “Copy” icon to copy the content to another area.
 - Keyboard shortcut = “Ctrl” + “c”
3. Place the cursor in the content area to place the copied information “as-is” and click “Paste”.
 - Keyboard shortcut = “Ctrl” + “v”
4. Place the cursor in the content area to place the copied information without the copied formatting and click “Paste as Plain Text”.
5. Place the cursor in the content area to place information and formatting copied from Microsoft Word and click “Paste from Word”

Overview – First Row - 6 through 10



6. Click the Print icon to create a hard copy of the page in view.
 - Keyboard shortcut = “Ctrl” + “p”
7. The Preview icon will open the information on the content area in a new Window without the Site layout applied.
8. The Find icon will open a dialogue box in a new Window.
 - Enter text into the pop-up Window fields to search the document in view for the specified text.
 - Keyboard shortcut = “Ctrl” + “f”
9. Clicking the Find/Replace icon will open a new Window with fields to search for specified text that is to be replaced with new text specified in the Replace field.
10. Highlight a section of text and click the “Remove Formatting” icon to remove all font styles.

Overview – First Row - 11 through 12



11

12

11. The Undo icon will remove the last change made to the content area. It may be clicked repeatedly to go back several steps.
 - Keyboard shortcut = “Ctrl” + “z”
12. If an action is accidentally cancelled by clicking the Undo icon, clicking the Redo icon will restore the action.
 - Keyboard shortcut = “Ctrl” + “y”

Overview – First Row - 13 through 15



13

14

15

13. Spellchecker will review the content area for spelling mistakes.

- Errors will be underlined in red.
- Clicking on the spelling error will result in a list of alternate spelling options to appear.
- The small arrow to the right of the spellchecker icon will produce a drop-down menu of available languages for spell checking.

14. Switch to HTML mode to edit the code directly without the assistance of the toolbar.

15. Toggle full-screen mode will open the editor and content area in a full-sized Window.

Overview – First Row - 16 through 19



16

17

18

19

16. Insert tildes, carets and other special characters with the Insert Custom Character icon.

- Clicking the icon will open a selection of special characters in a new Window.

17. Insert/Edit Image allows for a new image to be inserted into the content area, or for the editing of an image already in the content area.

- Refer to the Image Management section for more information. (pg. 17)

18. Insert/Edit Elements

- Elements are defined in the Admin under Site Preferences.

19. Insert Asset as Object. An object is a file for download, such as a PDF, or an active file, such as a Shockwave movie.

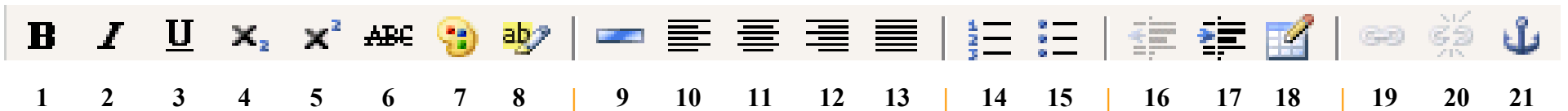
Overview – First Row - 20



20

20. Click the Help icon to view Help Files for the Editor toolbar.

Overview – Second Row



1. Bold

2. Italic

3. Underline

4. Subscript

5. Superscript

6. Strike-through

7. Select text color

8. Select background color

9. Horizontal rule

10. Align left

11. Align center

12. Align right

13. Align Full

14. Ordered list

15. Unordered list

16. Outdent

17. Indent

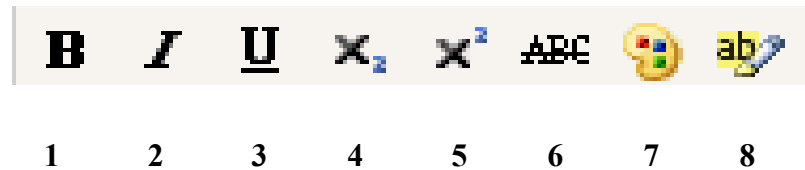
18. Inserts a new table

19. Insert/edit link

20. Unlink

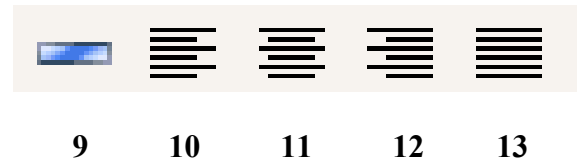
21. Insert/edit anchor

Overview – Second Row – 1 through 8



1. Highlight text and click to apply **bold** font style
 - Keyboard shortcut = “Ctrl” + “b”
2. Highlight text and click to apply *italic* font style.
 - Keyboard shortcut = “Ctrl” + “i”
3. Highlight text and click to underline the selected text.
 - Keyboard shortcut = “Ctrl” + “u”
4. Select text and click Subscript to change the font style to a smaller size that will be displayed slightly below the preceding text.
 - EXAMPLE: H₂O
5. Select text and click Superscript to change the font style to a smaller size that will be displayed slightly above the preceding text.
 - EXAMPLE: 15th
6. Strike-through text will appear with a single pixel-width line through the middle of the selected text.
7. Select a text color
8. Select a background color to appear behind text as a highlighting color.

Overview – Second Row – 9 through 13



9. Insert a horizontal rule

- EXAMPLE: _____

10. Align text to the left (default setting)

- EXAMPLE

11. Align text to the center of the content area.

- EXAMPLE

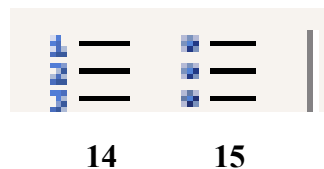
12. Align text to the right o the content area.

- EXAMPLE

13. Justify Full will stretch content equally across the available content width.

- EXAMPLE: the text will stretch evenly across the content area to provide squared margins for the content.

Overview – Second Row – 14 through 15



14. Ordered list

- Create a numbered list
- EXAMPLE:
 1. Item 1
 2. Item 2
 3. Item 3

15. Unordered list

- Create a bulleted list
- EXAMPLE
 - Item 1
 - Item 2
 - Item 3

Overview – Second Row – 16 through 18



16

17

18

16. Decrease indentation into the content area.

17. Increase indentation into the content area.

18. Insert a new table

- Refer to the Tables Management section for more information. (pg 20)

Overview – Second Row – 19 through 21



19

20

21

19. Insert or Edit a hyperlink

- This icon only becomes active when text or image is selected
- Refer to the Link Management section for more information. (pg 24)

20. The Unlink icon removes a hyperlink from a selected image or text.

21. Insert or Edit an Anchor tag in a content area. An anchor tag is a link in a content page to another area in the same content page.

Overview – Third Row



1

2

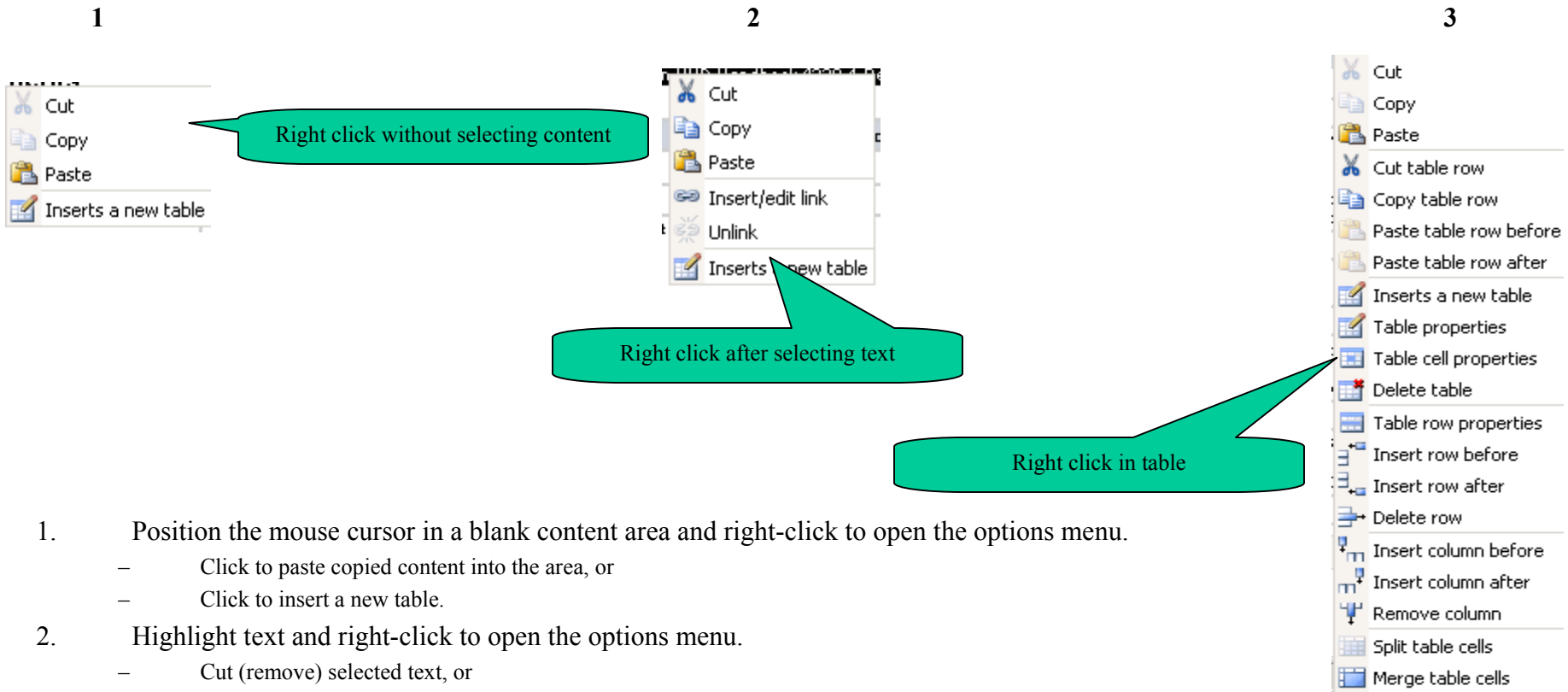
3

4

5

1. Styles are the pre-formatted fonts created specifically for the Site being edited to maintain consistency in font styles.
 - The "styles" drop down is only available in PageBuilder
 - There are 5 styles to choose from:
 - Title text
 - Smaller text
 - Sub Title text
 - Body text
 - Small text
2. The pre-set font formats dictate how the text is positioned on the page in relation to other text, text size and font style.
3. A specific font family may be chosen from the drop-down menu instead of using the pre-formatted styles.
4. A font size may be selected from the drop-down menu instead of using the pre-formatted styles.
5. Manipulate an existing font style.

Right Click Feature Overview



1. Position the mouse cursor in a blank content area and right-click to open the options menu.
 - Click to paste copied content into the area, or
 - Click to insert a new table.
2. Highlight text and right-click to open the options menu.
 - Cut (remove) selected text, or
 - Copy selected text, or
 - Paste copied text to replace selected text, or
 - Insert/edit link in the selected text, or
 - Insert a new table, replacing the selected content.
3. Position the cursor inside of an existing table and right-click to open the options menu.
 - Text and table options are explained in more detail later in this Guide.

Adding New Images

The image shows a composite screenshot of a web editor interface. On the left is the 'Insert/edit image' window with 'General' and 'Advanced' tabs. The 'General' tab has fields for 'Image URL', 'Image description', and 'Title'. A callout points to the 'Image URL' field's browse icon, stating 'Click Browse to open Asset Manager'. On the right is the 'Asset Manager - Microsoft Internet Explorer' window. It features a 'Directory Listing' table, 'Directory Information' on the right, and an 'Add Asset' form at the bottom. The 'Add Asset' form has fields for 'File', 'Title', 'Description', and 'Location', along with 'Browse...', 'SUBMIT', and 'CLOSE WINDOW' buttons. Callouts explain: 'Create a Name for the image. This text will appear in the top left frame to identify the image, and it will appear as ALT text on mouseover.' (pointing to the Title field), 'Description is optional.' (pointing to the Description field), 'Use the drop-down menu to select a Directory to store the image.' (pointing to the Location dropdown), and 'Click Browse to open a dialogue box to locate an image on a local system.' (pointing to the Browse... button). A small tree icon in the top left of the main editor is also highlighted with a callout: 'Click the Insert/Edit Image icon in the editor toolbar to open the Insert/Edit Image Window.'

Asset Name	Type	Size	Date
Client Forms	Dir	-	12/12/00
Partners	Dir	-	11/01/00
Pet Partners	Dir	-	08/10/00
Shopping Cart	Dir	-	09/05/00
Template Images	Dir	-	09/14/00
Webmailer	Dir	-	10/20/00
Boxes Blue	JPG	514 B	10/26/00
Boxes Green	JPG	526 B	10/26/00
Boxes Orange	JPG	532 B	10/26/00
Boxes Red	JPG	538 B	10/26/00

1. Position the cursor in the content area in the place to insert an image.
2. Click the Insert/edit Image icon in the top row of the Editor toolbar to open the Insert/edit image Window.
3. Click the browse icon to the right of the Image URL field to open Asset Manager.
4. If the image does not yet exist in Asset Manager, click "Browse" in the bottom frame to locate the image on a local hard-drive. Enter a Title for the new image and then click Submit to upload the image to Asset Manager. Once uploaded, the image will preview in the top right frame.

Managing Existing Images

The screenshot shows the Asset Manager interface in Microsoft Internet Explorer. The interface is divided into several sections:

- Directory Listing:** A table showing a list of assets and directories. The selected asset is "Boxes Red".
- Asset Information:** A preview area showing the selected asset as a thumbnail. Below the thumbnail are buttons for "VIEW ASSET" and "INSERT ASSET".
- Edit Asset:** A form for editing the selected asset, including fields for "Replace File", "Title", "Description", "Rotate", and "Location".

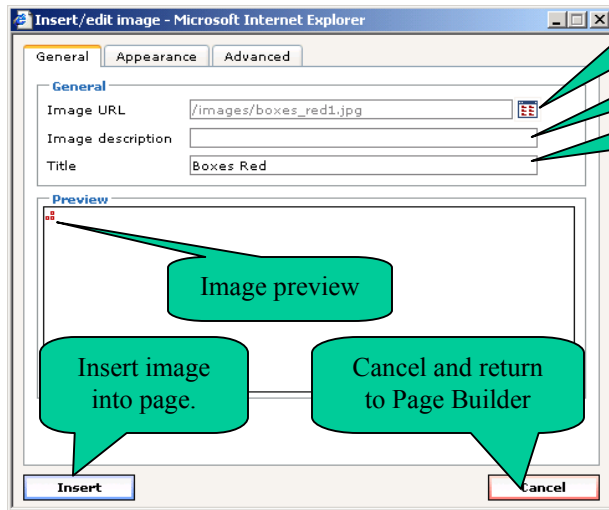
Callout boxes provide instructions for each part of the interface:

- Navigate to a different directory using the drop-down menu, or
- Click the directory name to open the directory.
- Click an image to name to select the image
- The selected image will preview as a thumbnail in the top right frame.
- Click Insert Asset to choose the image for placement into the page.
- View Asset will open the image at its actual size in a new Window.
- The bottom frame fields allow for editing the image.
- Once an image is updated in Asset Manager, the image is updated automatically wherever it is in use on the Website.

1. If the image is already in Asset Manager, locate the image in the top left frame and click on the image's name.
2. The image will preview as a thumbnail in the top right frame.
3. Click "View Asset" to open a new Window with the image at its actual size.
4. Click "Insert Asset" to place the picture into the Add/edit Images Window.
5. Edit an image after selecting it with the options available in the bottom frame.
6. To replace an existing image, Browse to locate the replacement image. Make changes as necessary to the image title, description, rotate and location fields. Click submit.
7. A replacement confirmation message will appear. Click Replace to update the image. The image will automatically be updated anywhere it is found on the Site.

Managing Images

3



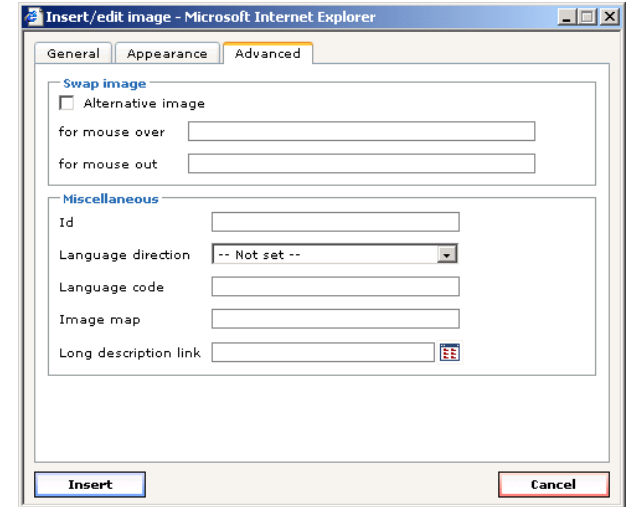
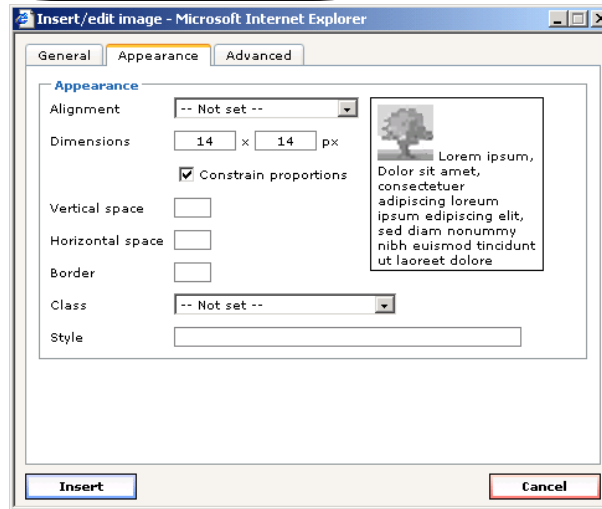
1

The image URL has been pre-populated by Asset Manager.

Image description is optional

Image title has been pre-populated by Asset Manager.

2



1. General Image attributes:

- The image URL has been pre-populated with the image location as chosen from Asset Manager
- Image description is optional.
- The Image Title field has been pre-populated with the image information selected from Asset Manager.
 - This field may be edited.
 - The Image Title will appear as ALT text for the image on mouseover.

2. Appearance of the Image (optional):

- Alignment – left, right, center
- Dimensions – width and height of the image
 - Constrain proportions – If the image is resized, checking this box will retain the image's proportions.
- Vertical space – pixels of blank space to the left and right of the image
- Horizontal space – pixels of space above and below the image.
- Border – pixel width solid lines surrounding the image.
- Class – style to apply to the image and image area
- Style – manually designate a style to apply to the image.

3. Advanced Image options (optional):

- Swap Image commands
- Miscellaneous commands

Managing Tables - Overview



Insert/Modify table - Microsoft Internet Explorer

General Advanced

General properties

Columns	<input type="text" value="2"/>	Rows	<input type="text" value="4"/>
Cellpadding	<input type="text" value="0"/>	Cellspacing	<input type="text" value="5"/>
Alignment	-- Not set --	Border	<input type="text" value="0"/>
Width	<input type="text" value="100%"/>	Height	<input type="text"/>
Class	-- Not set --		

Update Cancel

General Table Options

Insert/Modify table - Microsoft Internet Explorer

General Advanced

Advanced properties

Id	<input type="text"/>
Summary	<input type="text"/>
Style	<input type="text"/>
Language direction	-- Not set --
Language code	<input type="text"/>
Background image	<input type="text"/>
Border color	<input type="text"/>
Background color	<input type="text"/>

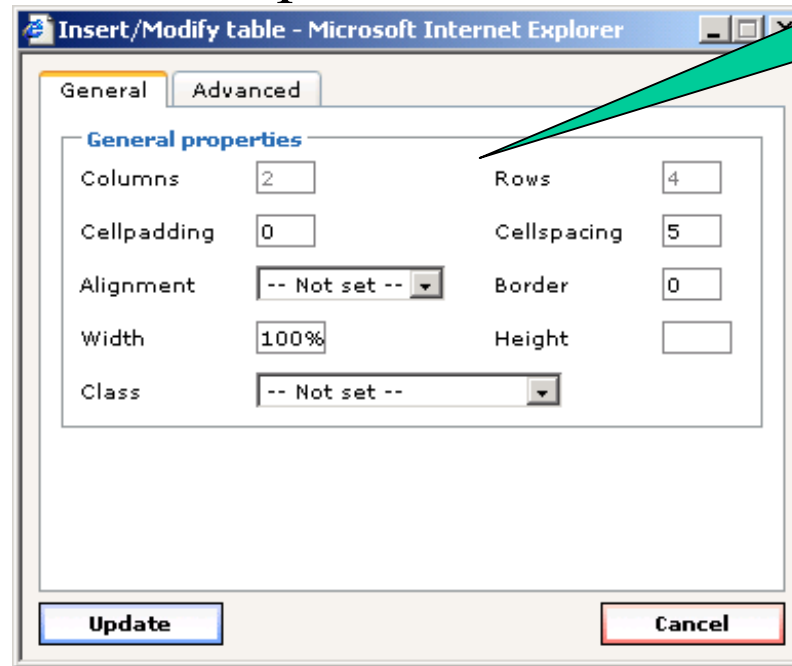
Update Cancel

Advanced Table Options

1. General and Advanced options are available by clicking the “Insert a new table” icon
2. Right-click in an existing table to see management options.

-
- Cut
 - Copy
 - Paste
 - Cut table row
 - Copy table row
 - Paste table row before
 - Paste table row after
 - Inserts a new table
 - Table properties
 - Table cell properties
 - Delete table
 - Table row properties
 - Insert row before
 - Insert row after
 - Delete row
 - Insert column before
 - Insert column after
 - Remove column
 - Split table cells
 - Merge table cells

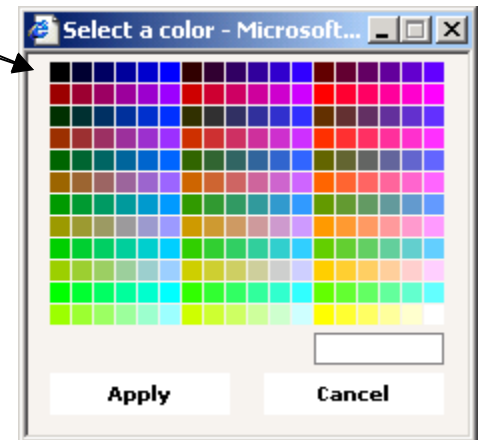
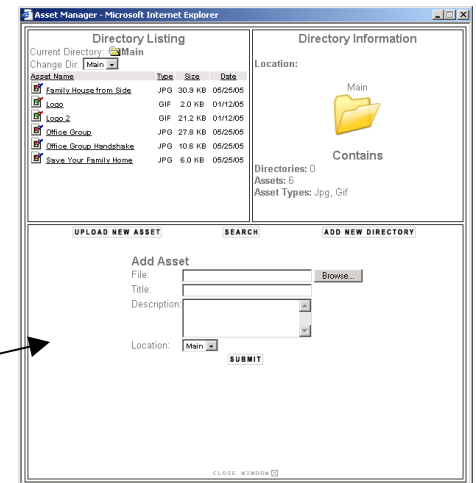
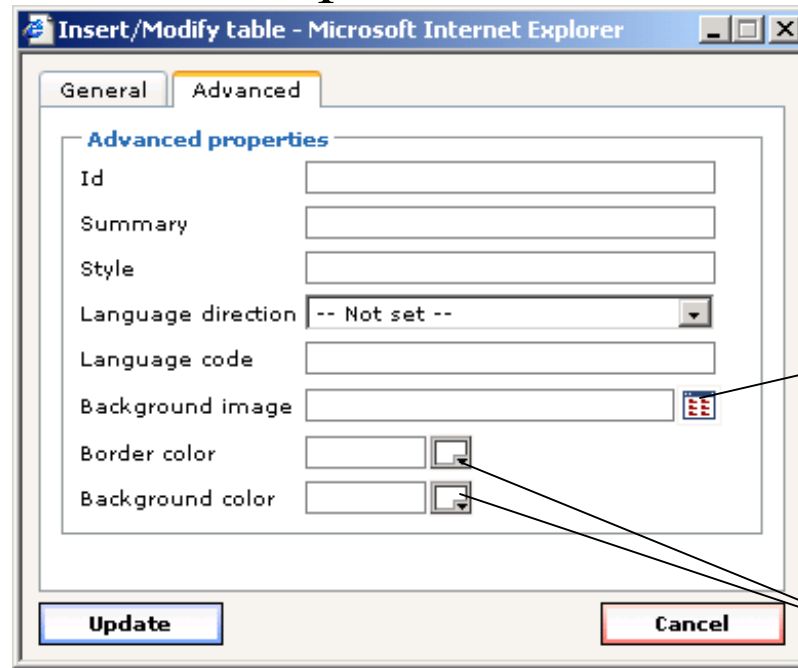
Managing Tables – General Options



The area formed by the intersection of a table column and a table row is known as a "cell". Text and images may be added to a table cell.

1. Columns
 - Table columns go top-to-bottom like the columns on a building
2. Rows
 - Table Rows go left-to-right horizontally
3. Cellpadding
 - The spacing, in pixels, around content in a table cell.
4. Cellspacing
 - The spacing, in pixels, between table cells.
5. Alignment
 - Align the table to the left, center or right in the content area.
6. Border
 - A solid line, in pixels, that surrounds the table and table cells.
7. Width
 - The width of the table in relation to the content area by percentage.
8. Height
 - The height of the table in relation to the content area by percentage.
9. Class
 - Font style to be used for table text content

Managing Tables – Advanced Options



1. Id
2. Summary
3. Style
4. Language direction
 - Left-to-right text orientation
 - Right-to-left text orientation
5. Language Code
6. Background image
 - Browse to locate an image to be used as a background for the table
 - Refer to Image Management (pg 24)
7. Border color
 - Specify a solid color for the table border
 - Click the “Browse” icon to open a color chart.
 - Select a color from the chart, or
 - Use the text field below the color chart to enter a custom hexadecimial code
8. Background color
 - Specify a solid color for the table background
 - Click the “Browse” icon to open a color chart.
 - Select a color from the chart, or
 - Use the text field below the color chart to enter a custom hexadecimial code

Managing Tables – Right-Click Options

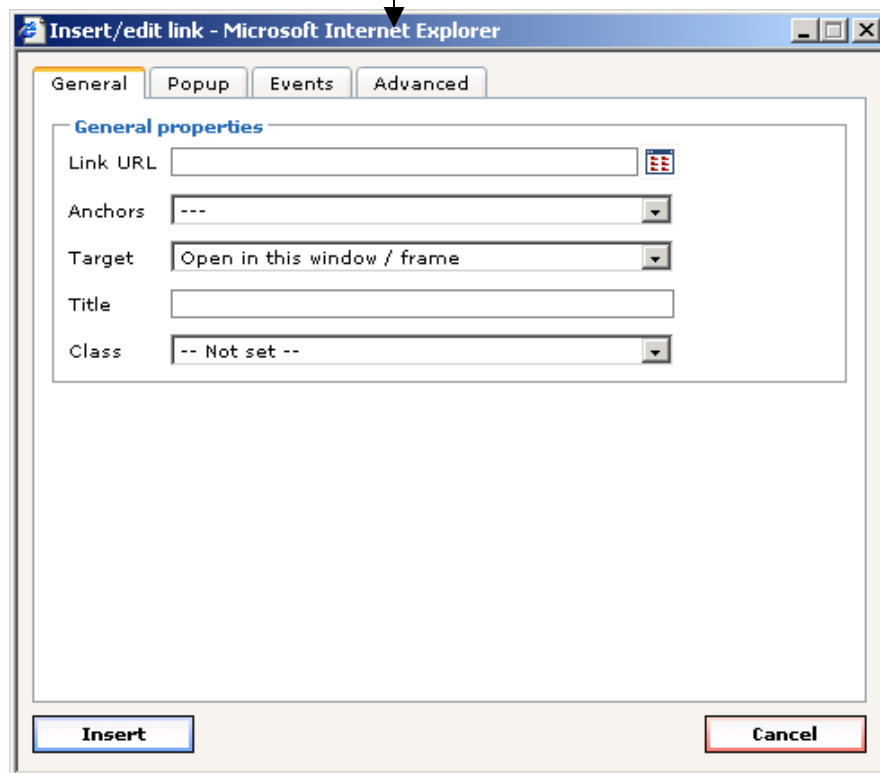


1. Right-click inside of an existing table to access the table management options

- Cut table row
- Copy table row
- Paste table row before
- Paste table row after
- Inserts a new table
- Table properties
- Delete table
- Table row properties
- Insert row before
- Insert row after
- Delete row
- Insert column before
- Insert column after
- Remove column
- Split table cells
- Merge table cells

Managing Links - Overview

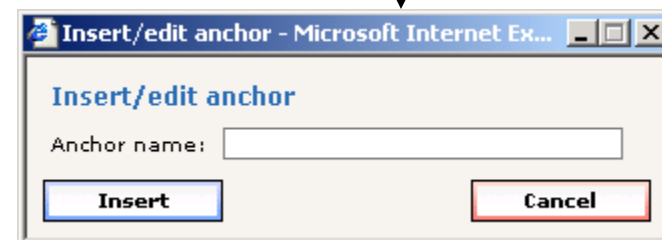
Insert/edit link

A screenshot of the 'Insert/edit link' dialog box in Microsoft Internet Explorer. The dialog has a title bar that reads 'Insert/edit link - Microsoft Internet Explorer'. It features four tabs: 'General', 'Popup', 'Events', and 'Advanced', with 'General' selected. Under the 'General properties' section, there are several fields: 'Link URL' with a text input and a small icon; 'Anchors' with a dropdown menu showing '---'; 'Target' with a dropdown menu showing 'Open in this window / frame'; 'Title' with a text input; and 'Class' with a dropdown menu showing '-- Not set --'. At the bottom of the dialog are two buttons: 'Insert' and 'Cancel'.

Unlink

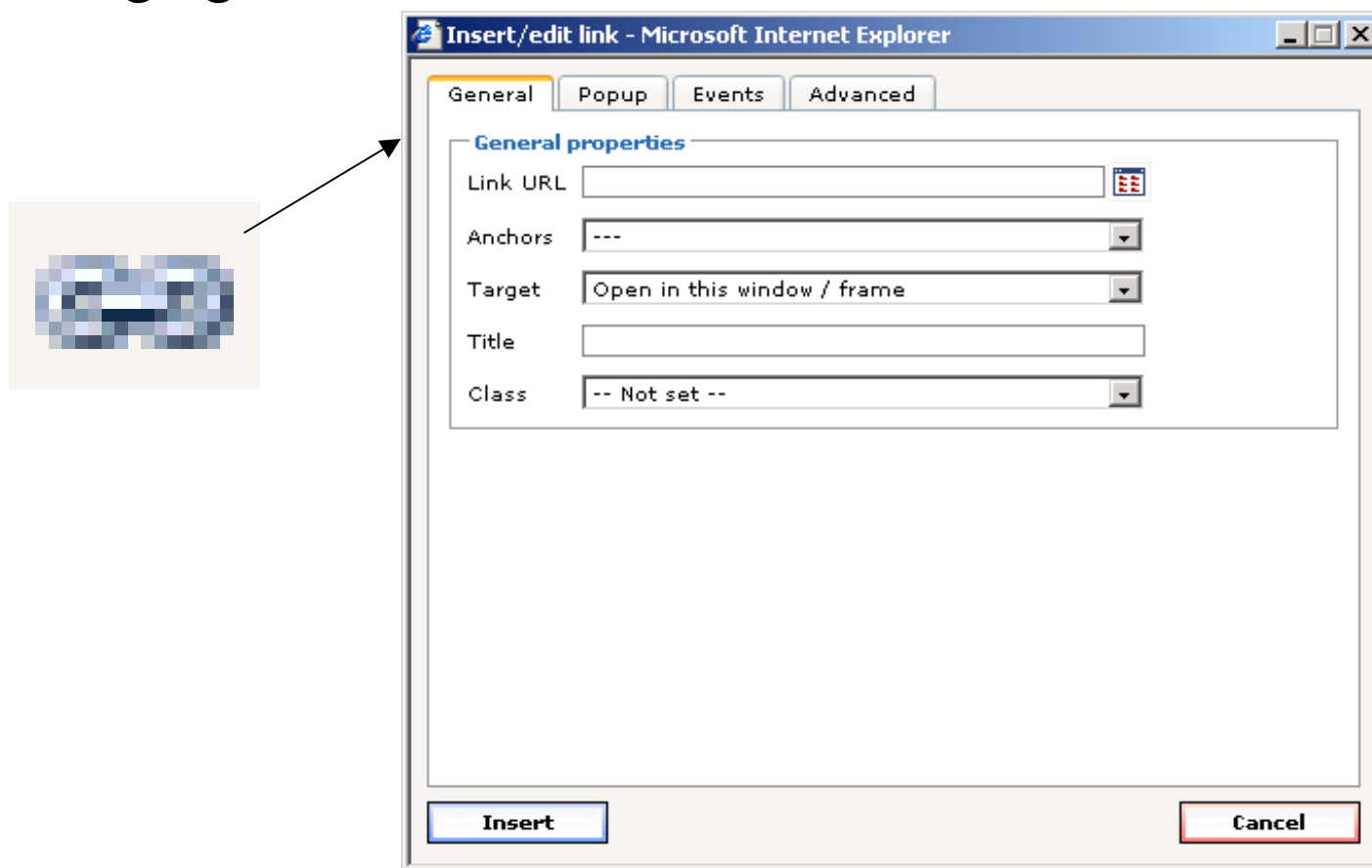


Insert/edit Anchor

A screenshot of the 'Insert/edit anchor' dialog box in Microsoft Internet Explorer. The dialog has a title bar that reads 'Insert/edit anchor - Microsoft Internet Ex...'. It features a single tab labeled 'Insert/edit anchor'. Below the tab is a text input field labeled 'Anchor name:'. At the bottom of the dialog are two buttons: 'Insert' and 'Cancel'.

1. The “Insert/edit link” and “Unlink” icons will only become available when text or an image has been selected.
2. Highlighting text and or images and then clicking the “Unlink icon will remove all hyperlinks from the selected content.
3. Insert/edit anchor will create an in-page hyperlink to act as a shortcut to page content section.
4. Click “Insert” to add the hyperlink to the page once all hyperlink options have been set.

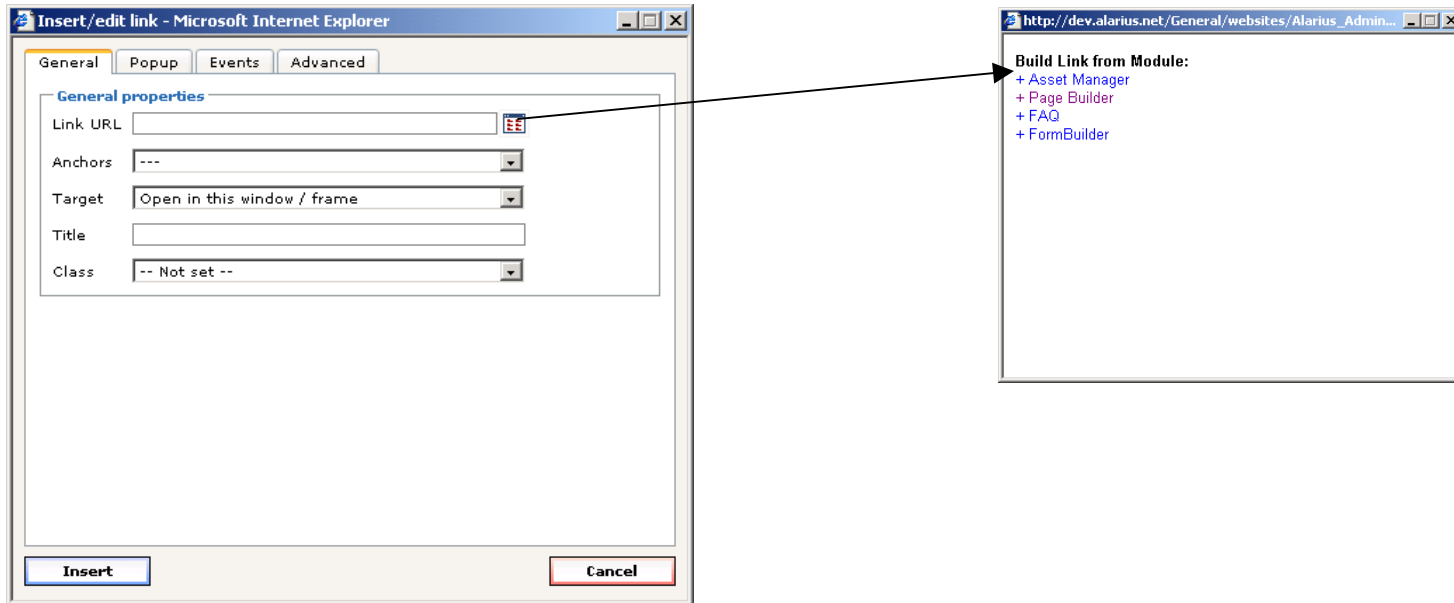
Managing Links – Insert/edit link



The “Insert/edit link” and “Unlink” icons will only become available when text or an image has been selected.

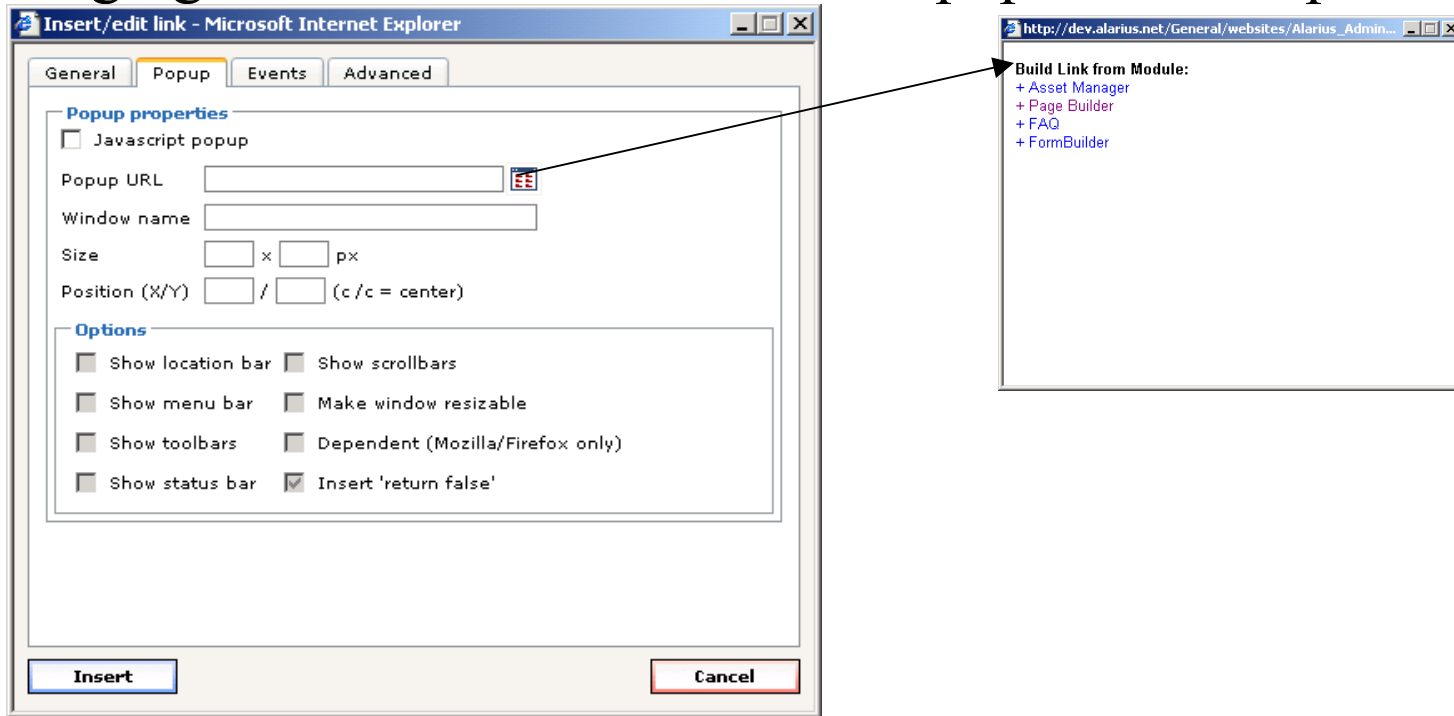
1. Select content in a page for a new link, or
2. Select existing content containing a hyperlink.
3. Click the “Insert/edit link” icon to open the Link Management Window.
4. The Insert/edit link pop-up Window offers four link management control screens available in its top navigation.
 - General
 - Popup
 - Events
 - Advanced
5. Click “Insert” to add the hyperlink to the page once all hyperlink options have been created.

Managing Links – Insert/edit link – General Control Options



1. **Link URL**
 - A link to an external Website may be typed into the Link URL field, or
 - To link to a Site page, click the “Browse” icon to open a Window containing an alphabetized list of all Site pages ordered by Module.
 - Click on the name of the desired Site page in the list to select it as a link target.
2. **Anchors**
 - If anchor links have been created on the Page, a drop-down list of those anchors will appear.
 - Select an anchor link from the list to select it as the link target.
3. **Target**
 - Open in this window / frame
 - Open in new window (_blank)
 - Open in parent window / frame (_parent)
 - Open in top frame (replaces all frames) (_top)
4. **Title**
 - Alt text for the link on mouseover.
5. **Class**
 - Select a font style to apply to a text hyperlink.
6. No other information is required to create this hyperlink, although other options are available through the Popup, Events and Advanced navigation links.
 - Click “Insert” to add the hyperlink to the page once all hyperlink options have been set.

Managing Links – Insert/edit link – Popup Control Options



1. Javascript popup
 - Popup Options are only available if “Javascript popup” has been selected.
 2. Popup URL
 3. Window name
 4. Size
 5. Position
 6. Options
 - Show location bar
 - Show scrollbars
 - Show menu bar
 - Make window resizable
 - Show toolbars
 - Dependent (Mozilla/Firefox only)
 - Show status bar
 - Insert ‘return false’
- Click “Insert” to add the hyperlink to the page once all hyperlink options have been set.

Managing Links – Insert/edit link – Event Control Options

Insert/edit link - Microsoft Internet Explorer

General Popup **Events** Advanced

Events

onfocus	<input type="text"/>
onblur	<input type="text"/>
onclick	<input type="text"/>
ondblclick	<input type="text"/>
onmousedown	<input type="text"/>
onmouseup	<input type="text"/>
onmouseover	<input type="text"/>
onmousemove	<input type="text"/>
onmouseout	<input type="text"/>
onkeypress	<input type="text"/>
onkeydown	<input type="text"/>
onkeyup	<input type="text"/>

Insert Cancel

1. onfocus
 2. onblur
 3. onclick
 4. ondblclick
 5. onmousedown
 6. onmouseup
 7. onmouseover
 8. onmousemove
 9. onmouseout
 10. onkeypress
 11. onkeydown
 12. Onkeyup
- Click “Insert” to add the hyperlink to the page once all hyperlink options have been set.

Managing Links – Insert/edit link – Advanced Control Options

Insert/edit link - Microsoft Internet Explorer

General Popup Events **Advanced**

Advanced properties

Id

Style

Classes

Target name

Language direction

Target language

Language code

Target character encoding

Target MIME type

Relationship page to target

Relationship target to page

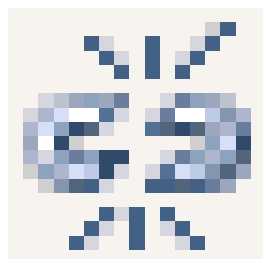
Tabindex

Accesskey

Insert **Cancel**

1. Id
 2. Style
 3. Classes
 4. Target name
 5. Language direction
 6. Target language
 7. Language code
 8. Target character encoding
 9. Target MIME type
 10. Relationship page to target
 11. Relationship target to page
 12. Tabindex
 13. Accesskey
- Click “Insert” to add the hyperlink to the page once all hyperlink options have been set

Managing Links – Unlink



1. Highlighting text and or images in the content area
2. Click the “Unlink icon to remove all hyperlinks from the selected content.
3. Keyboard shortcut:
 - Place the mouse cursor at the end of a hyperlink in the content area.
 - Press “Backspace” on the keyboard one time to remove the link.

Managing Links – Insert/edit anchor



Insert/edit anchor will create an in-page hyperlink to act as a shortcut to page content section.

1. Place the mouse cursor in the content area to serve as the Anchor for an in-page hyperlink
 2. Click the Insert/edit anchor to open the Anchor link options Window.
 3. Enter a recognizable name for the Anchor link.
 4. Click “Insert” to place the Anchor target into the content area of the page.
 5. Create a link to the Anchor by highlighting text to serve as the hyperlink and then follow the Insert/edit link directions (pg 25)
- Click “Insert” to place the Anchor in the page content area.