HTML Editor Instructions

This guide does not require any technical knowledge and is designed for users who are beginners to the Internet and the area of online Content Management.

In addition it outlines Civica – beggining with explanations for how to use this guide and expands to a complete list of the programs features.

Civica is all you need to create and manage a website or intranet. Site content can be modified as frequently required. Futhermore, Civica makes it easy to organize and manage files (documents, pictures, information) that will be displayed on the site.

With this software, you no longer need someone else to create or manage your website – you specify and personalize the style, content and updates of your own site.

With Civica and this guide, sites can managed and updated quickly. You can then update information and modify your site directly from just about any computer that has Internet access (anytime and anywhere!).

civica

SOFTWARE

CIVIVA WEBSITE
ADMINISTRATION SYSTEM

HTML EDITOR
INSTRUCTIONS

Version 4.9

Jan 18, 2006

JW + LP

pixelpushers

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Introduction

This guide does not require any technical knowledge, and is designed for users who are beginners to the Internet and the area of Content Management.

This guide outlines Civica CMS – It begins with explanations for how to use this guide, and expands to a complete list of the programs features.

Civica CMS is all you need to create a website, modify it as frequently as you require and to manage all the files (pictures and information) that will be displayed on your website.

With this software, you no longer need someone else to create or manage your website – you specify and personalize the style, content and updates of your own site.

You may want to create a website for displaying or sharing information or for your business needs. Either way, you will need your website to look interesting and professional, without the hard work of having to learn technical skills and programming.

With Civica CMS and this guide, you can create a professional looking website in a short period of time. You can then update information, and modify your site directly from just about any computer that has Internet access – so you can make changes from a PC or laptop anytime and anywhere!

HOW TO USE THIS GUIDE

This guide combines all the information you need to get you started with creating, modifying and managing your websites with Civica CMS.

The guide is divided into five main sections containing information that gives you a complete outline of specific topics. Screenshots of the application and possible error messages you may encounter are included in each section corresponding to the features outlined.

- The **Computer Basics** section gives you an overview of the main components of your computer that will be involved with getting you started with Civica CMS.
- The **Getting Started** section provides all the step-by-step information you will need to get the software up and running.
- The **Features** section outlines all the features available to create, modify and manage your website. Screenshots of the toolbar and icons from the software are listed for easy reference.
- The **Shortcut Keys Index** outlines the features and respective shortcuts available, to allow you quick access to the most commonly used functions in the program.
- The **Glossary** explains terms used in the guide that may be industry-specific or that would normally require IT knowledge.

NOTE

If some of the features mentioned in this document are not available in the application, then your administrator may have disabled them. If this is the case, please contact your local system administrator for further information.

WHERE TO GET MORE HELP

The program has a help feature at the top right hand side of the page that gives you indexed help on file and editor features.

Fig. 1.1

If you need more information on any of the topics in this guide please visit our website or contact us.

Product Website (http://www.civicasoft.com)

- The Civica website contains a variety of information on the product. Have a look at the support section for easy to find information on Civica CMS features.
  You should always look here first before contacting support staff.

- Installation Documentation - If you are an administrator and need help with installing and configuring Civica CMS, then please take a look at our Technical Reference Guides and Installation Guidelines documents.

Contact Us

The Civica CMS Support team are based in Newport Beach, CA (PST) and service a country-wide customer base. Due to time zone differences, email is the preferred method of communication and we try to answer all inquiries within 24 hours.

- General Information: **info@civicasoft.com**
- Technical Support email: **support@civicasoft.com**

LOGGING IN TO CIVICA

The administration system allows assigned users to make changes to the managed areas of the new Civica managed site.

To access the Administration system, go to the website as normal and then add "**/civica/admin**" to the URL as shown below…

<center>i.e. http://www.yoursite.com/civica/admin</center>

This will prompt you with the Log-In page to access the Administration System.
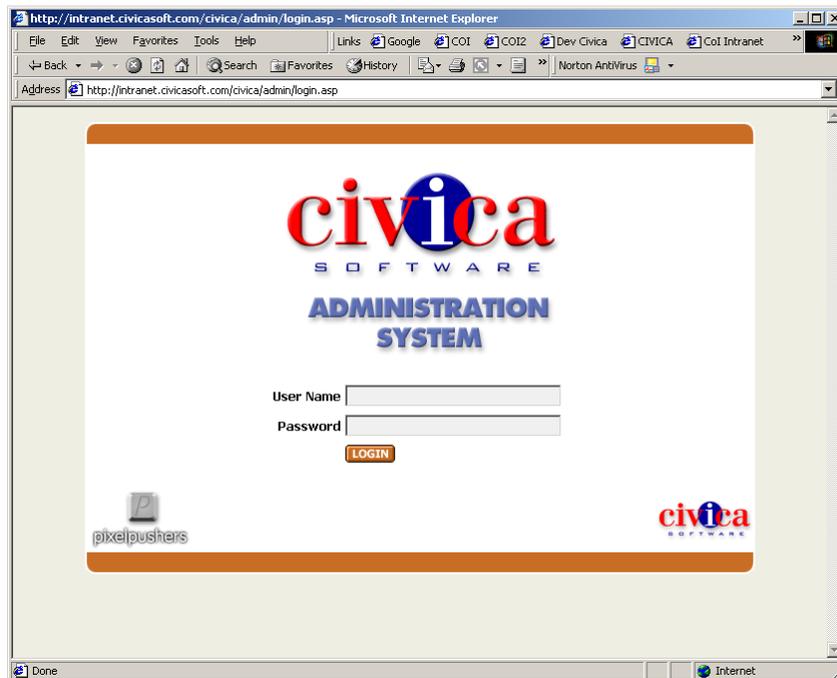
This will then bring you into the core of the Administration System, allowing you to access all the areas that you have been assigned rights to.

Once you have logged into the system, press CTRL "N" to launch a new browser window. Change the URL address to starting domain name. (ie. Remove the /civica/admin/admin.asp from the URL)

This will allow you enter the site and begin editing pages that you have rights to control.

The following pages go over each of the modules installed on the system, giving a "How to…" break down of their core functionality.

COMPUTER BASICS

WHAT IS SOFTWARE?

Software is a general term for the various kinds of programs used to operate computers and related devices. Software is often divided into application software, systems software & web software.

Application software: are programs that users work with - such as this software application. Application software is used to perform specific tasks like word processing, desktop publishing, or in the case of this software application – Website development and content management. You can install applications using floppy disks, CD ROMS, by transferring them from other computers on a network to your computer, or in the case of this software application, it is installed directly on your server (using a file transfer method called FTP). For more information on installation, see the Installation Guide.

Systems Software: determines how hardware will operate and how your computer responds to commands. System software is any program that supports application software such as the Windows, UNIX and Linux operating systems. Systems software is usually built into the computer or installed on your computer already.

Web Software: also referred to as Internet software, is application software that uses or interacts with the Internet. Civica CMS is web software. It enables users to use an application to create and update websites. Web software involves the interaction of users, the application and the Internet. Creating websites, and other general internet based tasks were once only limited to people with technical and programming skills, but web software has enabled all users to perform such tasks.

WHAT IS AN INTERNET BROWSER?

A browser is program that accesses and displays files and other data available on the Internet or World Wide Web in an easy to use interface. Examples of two commonly used browsers are Microsoft Internet Explorer, and Netscape Navigator. You use a browser to access the files in Civica CMS and to view your website. To use Civica CMS, you need to have Internet Explorer version 5.5 or above. (See 'Requirements and settings' section for more information).

WHAT IS A URL?

An Internet address (for example, http://www.webedpro.com/require.html), usually consisting of the access protocol (http), the domain name (www.webedpro.com), and optionally the path to a file or resource residing on that server (/require.html which in this case is a page that displays all the requirements that must be met for the software to be installed successfully). The URL is typed into the 'address' field in your browser.

WHAT IS A SERVER?

A server is a computer that provides some service for other computers connected to it. Your server may be connected to your office network of computers or you may pay a Hosting Service Provider (website host) to host your website on their server.

We can install Civica CMS onto the server you specify. All you need to do is send us an email with your website domain and FTP username and password. If you are unsure about these details please ask your hosting provider.

WHAT IS HTML?

HTML is a language used to structure text and multimedia documents and to set up hypertext links between documents – it is used extensively on the World Wide Web. It is the language used to display web pages. Civica CMS has a HTML editor, so you don't need to have knowledge of HTML. The files you create and edit will be saved as HTML files.

WHAT IS A WEBSITE?

A website is a collection of connected web pages which usually includes a homepage and links different associated pages. A Website can be created and maintained as a collection of information by an individual, group, or organization.

WHAT IS A WYSIWYG EDITOR?

WYSIWYG is an acronym for "What You See Is What You Get'. It is a term used to describe software programs that display information on the monitor exactly as it displays on the page. The editor used to create and modify your website in Civica CMS is a WYSIWYG application.

WHERE TO GET MORE HELP

The HTML Editor has a help feature at the top right hand side of the page that gives you indexed help on file and editor features.

Contact Information:

If you need more information on any of the topics in this guide please contact Civicasoft at support@civicasoft.com or 949-851-1600 ext 24.

GETTING STARTED

Requirements and settings

To create, edit or maintain your website using Civica Content Management System, you must be on a PC (not a Macintosh) and have Internet Explorer Version 5.5 or above. If you don't have a current version of Internet Explorer, you can download it free from Microsoft's website:

http://microsoft.com/windows/ie/default.htm.

NOTE

You don't need this browser to visit and see your site - anyone can see it. You just need this browser to edit it.

Logging in

To start updating your website, you need to log into your account. The main reason you need to login is so that only you can access your files. Generally, each user is given their own username, and password. Your username may be (or contain) your name or any other sequence of characters. A username is required so that the program knows who you are if there are multiple users, and is able to let each user access their corresponding files. Other users may know your username, but you should keep your password confidential so as to not enable anyone else to access your files.

To access the Administration system, go to the website as normal and then add "**/civica/admin"** to the URL as shown below...

    i.e.   http://www.yourwebsite.com**/civica/admin**

This will prompt you with the Log-In page to access the Administration System.

To Login simply enter your username and password and click the 'login' button.

If you are having problems logging in:
- Check that your CAPS-LOCK key is NOT on (as the login and password are case sensitive – e.g. entering 'John' is different to entering 'john') and
- Ensure you are entering the correct username and password.

If you have problems logging in, please contact your local system administrator.

TIP

It is always good practice to log out after you have completed and saved your work. To do this, close all the Browser windows that you have open.

WORKING WITH FILES & FOLDERS

What is a file?

A file is a collection of data is stored in a particular format for future use. A file contains a name and an extension in the format filename.ext. Images, documents and web pages are files. (For more information on image files, see the section on 'Images').

What is a file extension?

A file extension is a filename's suffix (to the right of the dot ".") that indicates the type of file it is.

For example:
- letter.doc would be a document file called "letter".
- home.html would be a HTML file called "home". This is an example of a web page file.
- flower.jpg would be a JPG (image) file called "flower" (see 'Images' section on more information about image file types)

Depending on your website settings, you may see files with the extensions 'filename.php', 'filename.pl' or 'filename.asp'. This simply refers to either PHP files, Perl files or ASP files respectively, and you will be running one of these versions depending on what server you are hosting your site on. These three are all programming languages. You don't need to interact with these files in any way. They are the files that make up the application.

What is a Folder?

A folder of computer files can be thought of as being similar to a folder for paper files. A folder has a name and is a collection of related files. Folders are usually used to categorize and organize a group of common files. Folders can be created within folders. An example of a folder used to organize related files is an 'images' folder which contains all the images that will be used. This 'images' folder may contain folders within it such as 'animals', 'plants' and 'people'; where the 'animals' folder would contain image files of animals and so on.

What is Uploading?

The general definition is: "to transfer (data or programs), from one computer or device to a central, often remote computer". In the case of uploading with Civica CMS, it will be the transfer of files from your computer (or another drive, eg Disk or CDROM drive connected to your computer or from another computer connected to you on a network), to the server that hosts your website. Uploading is useful for when you want to use your own images or HTML files. In Civica CMS, you can upload your own files to customize the look of your website with your own logos, photos and information etc. (For more information, see the section on 'Uploading a File').

FEATURES WITHIN THE EDITOR

The Editor Toolbar

The tool for editing your web pages is the editor. The editor has a toolbar – this is a row of icons on along the top of the editor page and each activates different commands or functions when clicked. Some have drop-down lists which allow you to view all the functions associated with the icon. When moving your mouse over each icon, you will notice that text will appear which indicates the function and title of the icon. To get information on the functionality of this icon, look up the name (that appears on the icon) in the following section on editor commands.
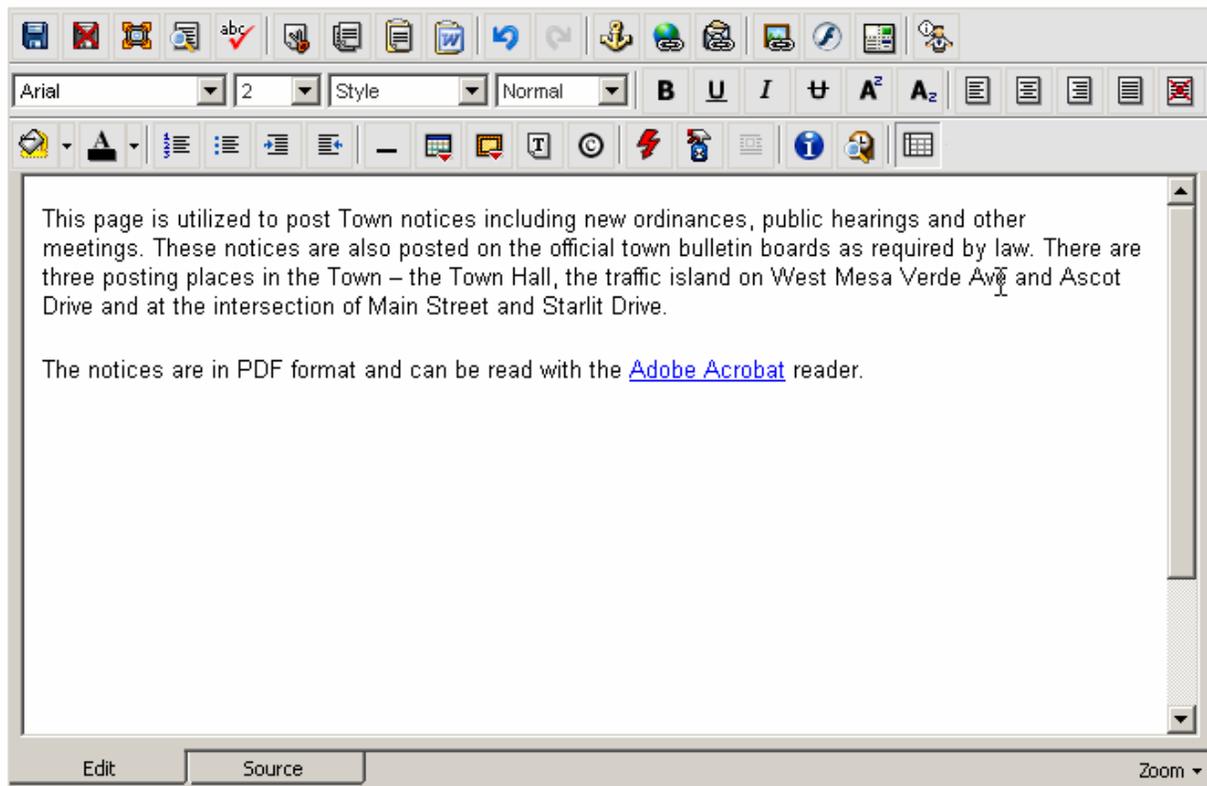
Editor Commands

This section will list all the icons listed in the **editor toolbar**. You will find the command title in bold, a description of the command in italic below the title, followed by the icon that appears in the toolbar for that command (left) and a step-by-step outline on how to perform the particular command.

Some commands have **shortcut keys**. Shortcut keys are usually a combination of holding the 'ctrl' (control) key on your keyboard down with another key. These are handy shortcuts for when you become more familiar with the commands and want to perform the more common ones quickly without going through the editor. A full list of shortcut keys are provided in the section titled 'Shortcut Keys Index' and you will notice the shortcut keys noted in bold in the following list of commands (where applicable).

Save

It is important to save your work at regular intervals incase there is a computer crash, power failure or such that may cause your computer to shutdown. In such a situation, you will loose any unsaved work.

To save changes you have made to a file click the 'Save' icon.

NB. Once you have saved a document, you cannot 'undo' any changes prior to the save.

Cancel without Saving

If you make changes to a file and then decide that you do not want to save the changes, then you will need to cancel without saving.

To discard changes and revert to the last saved version of the file click the 'Cancel' icon.

Cut

If you need to remove a section of text (either to paste somewhere else or delete), you would use this feature.

To cut a portion of the document (image or text):

1.   Highlight the desired portion and click the 'Cut' icon (keyboard shortcut – Ctrl + x), or
2.   Click the right mouse button on the desired portion and choose 'cut'

Copy

If you want to copy of a certain section of text, and you don't want to re-write it, or if you want a copy of an image that is already on the page and don't want to go through the process of inserting it,
then you can use the copy command.

To copy a portion of the document:
1.   Highlight the desired portion and click the 'Copy' icon (keyboard shortcut - ctrl+c), or
2.   Click the right mouse button on the desired portion and choose 'copy'

If you want to copy multiple items that can't be highlighted together with the cursor, then hold down the control key and highlight the areas you need copying with the mouse cursor.

Paste

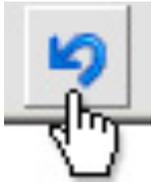This command allows you to paste the last copied item or items to the position of your cursor.

To paste a portion that has already been cut (or copied):
1. Click where you want to place the desired portion on the page and
2. Click the 'Paste' icon (keyboard shortcut – ctrl+v), or
3. Click the right mouse button on the desired portion and choose 'paste'

Undo

This command allows you to undo the last operation you performed (unless it's a 'save'). This is useful if you have performed an incorrect operation or one that you don't want to save.
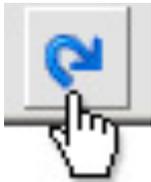
To undo the last change:

1. Click the 'Undo' icon (keyboard shortcut – ctrl+z).
Each consecutive click will undo the previous change to the document.

Redo

This command allows you to undo your last undo, hence redo it. It is essentially the opposite of an undo.
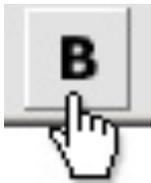
To redo the last change:

1. Click the 'Redo' icon (keyboard shortcut - ctrl+y).
Each consecutive click will repeat the last change to the document.

Bold

Bolding text makes it stand out from normal body text. It increases the thickness of the lettering. For example 'edit' is not bold, and '**edit**' is bold. You can bold text that you want to stand out such as headings and keywords.

To bold text:

1. Select the desired portion of text & click the 'Bold' icon (keyboard shortcut – ctrl + b).

- Each consecutive click will toggle this function on and off.
- To find out whether existing text is bold, highlight the text with the cursor. If the 'bold' button is indented, then the text has been formatted to 'bold'

Italic

Making text italic makes the letters of the selected text slant to the right. E.g. '*edit*' is italic, 'edit' is not.
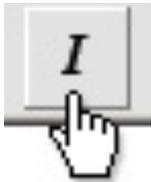
To convert text to italic:

1. Select the desired portion of text and click the 'Italic' icon (keyboard shortcut – ctrl+ i).
- Each consecutive click will toggle this function on and off.
- To find out whether existing text is italic, highlight the text with the cursor. If the 'italic' button is indented, then the text has been formatted to 'italic'
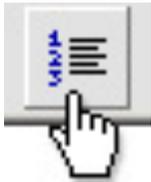
Insert Number List

This command is useful when you have rows of print in sections and you need to number and list them. Text being typed is inserted into a bulleted list. In the following example:

"the document comes in two formats:
filename.doc
filename.pdf"

'.doc' and .'pdf' can be highlighted and a numbered list inserted to create, where a number prefixes each listed item:

"the document comes in two formats:
1. filename..doc
2. filename.pdf"

To start a numbered text list:

1.   Click the 'Insert Numbered List' icon. If text has already been selected, the selection will be converted to a numbered list.

Each consecutive click will toggle this function on and off.

Insert Bullet List

As in the previous command, the highlighted consecutive items are sorted into a list. Text being typed is inserted into a bulleted list. In the previous example they were sorted with numbers, in this command they are numbered with bullets which are defining dots that prefix each listed item. From the previous example, inserting a bulleted list would produce:

"the document comes in two formats:
• filename..doc
• filename.pdf"

To start a bullet text list:

1.   Click the 'Insert Bullet List' icon. If text has already been selected, the selection will be converted to a bullet list.

Each consecutive click will toggle this function on and off.

Decrease Indent

This command enables you to indent (or tab) portions of text by equal units in consecutive left spaces. This allows text to be organized into sections and look tidier and aligned.

To decrease indent of a paragraph:

1. Click the 'Decrease Indent' icon.
2. Highlight the portion of text needing indenting and click the icon.

Each consecutive click will move text further to the left.

Increase Indent

This command enables you to indent (or tab) portions of text by equal units in consecutive right spaces. This allows text to be organized into sections and look tidier and aligned.

To increase indent of a paragraph:
1. Click the 'Increase Indent' icon.
2. Highlight the portion of text needing indenting and click the icon.

Each consecutive click will move text further to the right.

Align Left

This command enables you to align existing sections of text or text being written to a defined left border of the page or cell. This formatting can be used for headings and body text.

To align to the left:

1. Make a selection in the document and click the 'Align Left' icon.

Align Center

This command enables you to align existing sections of text or text being written, to the center of the page or cell. This formatting can be used for and body text but is mainly used for headings.

To align to the center:
1. Make a selection in the document and click the 'Align Center' icon.

Align Right

This command enables you to align existing sections of text or text being written to a defined right border of the page or cell. This formatting can be used for headings and body text.

To align to the right:
1. Make a selection in the document and click the 'Align Right' icon.

Align Justify

This command enables you to align existing sections of text or text being written to a defined left and right border of the page or cell. This formatting is usually used for body text.
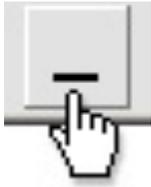
To align justify:
1. Select the location to insert the line and click the 'Align Justify' icon.

Insert Horizontal Line

This command enables you to separate sections of the page with the insertion of a horizontal line.

To insert a horizontal line:
1. Select the location to insert the line and click the 'Insert Horizontal Line' icon.

Create / Modify HyperLink

A hyperlink is a reference or link from one particular point in a web page file to particular point in another file OR another place in the same file. When a user clicks on the link in your web page with the mouse, the browser will display the target of the link This feature is useful for when you want to sort your website into different sections or pages and reference them easily or if you want your website to contain links to other pages in other sites. A URL is used to reference a section of another web page, a section of another website, or an anchor (see the anchor command).

After entering a hyperlink you may then need to modify it for example if the target link address changes. The modify operation allows you to modify the chosen hyperlink.

To create a hyperlink:
1. Select text/image to create the link on
2. Click the 'Create / Modify HyperLink' icon. A HyperLink window will appear, split into two sections. The top section ('Link Information') will have existing link information, if the object you selected already had a link.
   - You can also type the full URL of the page you want to link to in the URL text box.
   - You can also enter the target window information (optional) and an anchor name (if linking to an anchor - optional). This is if you want to reference a different section of the same file.
   - You can specify the file extension you need.

   The bottom section contains a cut-down version of the 'File Manager'. You can use this to navigate through your site's files and folders. When you have found the file you want to link to, click the 'Get Link Location' link next to that page. The information will be automatically updated in the 'Link Information' portion of the page.

3. When finished, click the 'Insert Link' button to insert the HyperLink you just created, or click 'Remove Link' to remove an existing link.
4. Clicking 'Cancel' will close the window and take you back to the editor.
5. To modify an existing hyperlink, select the link and click on the 'Create / Modify HyperLink' icon. The HyperLink window will appear.
6. Make your changes and select the 'Insert Link' button.
7. Select 'remove link' to remove an existing link.

Create Email Link

This command will allow you to choose text or image which when clicked on, would open the user's default email program (such as outlook) and create a new message. The 'To' field would automatically contain the email address you specify, and the 'subject' field of the new email message would contain the subject entered when creating the email link. This makes it easier for users that use your site and need to email a particular person or department by automating the process where the user has to go to their email program, create a new message, and type the email address in.

To create an email link:
1. Select text or an image on the web page you are editing where you would like the link to appear.
2. Click the 'Create Email Link' icon.
3. In the dialogue box, type the email address for the link and the subject of the email.
4. When finished, click the 'Insert Link' button to insert the email link, or 'Cancel' to close the box.

Insert / Modify Anchor

Inserting an anchor allows you to specify the place on the file where you can then reference it from another point in the document through a hyperlink (you have to name each anchor). This will be useful in situations where there are relating sections of information, that aren't necessarily displayed in one spot or if you want users to be taken to a particular place in the page when they reach a certain point. For example, you could insert an anchor to the top of a file, and call it 'top'. At the bottom of a page you could insert a hyperlink called "go to top of page". If someone viewing your website had to scroll down the page, and at the bottom of the page came across "go to top of page", then they could click on it, and get taken to the point of the anchor (which was placed at the top of the page). When inserting a hyperlink, you can choose from the anchors you have inserted from a drop down menu of anchors you have placed (if applicable).

To insert an anchor:
1. Select a desired spot on the web page you are editing and click the 'Insert / Modify Anchor' icon. In the dialogue box, type the name for the anchor.
2. When finished, click the 'Insert Anchor' button to insert the anchor, or 'Cancel' to close the box.
3. To modify an anchor select the Anchor (displayed as small yellow box when Guidelines are switched on)
4. Click the 'Insert / Modify Anchor' icon.
5. Make your changes and hit the 'Modify Anchor' button or click 'Cancel' to close the window.

Font

This menu allows you to choose the style of font for the text that you specify.

To change the font type of text:

1. Select the desired portion of text and click the 'Font' drop-down menu.
2. Select the desired font (choose from Default - Times New Roman, Arial, Verdana, Tahoma, Courier New, Georgia).

To find the type of font of existing text, highlight the specific text and look at the 'font' menu. The font menu will change to indicate the type of font used

Font Size

This menu allows you to choose the size of font for the text that you specify.

To change the size of text:

1. Select the desired portion of text and click the 'Size' drop-down menu.
2. Select the desired size (text size 1-7).

To find the font size of existing text, highlight the specific text and look at the 'font size' menu. The font size menu will change to indicate the size of the font used

Format

Using the format command allows you to format your text according to specific (predetermined and standard) design or layout. This allows you to be able to quickly arrange your documents with consistent sizes for headings.

To change the format of text:
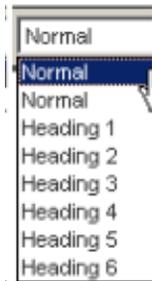
1. Select the desired portion of text and click the 'Format' drop-down menu.
2. Select the desired format (choose from Normal, and H1-H6).

Style

The values in this box are predefined styles that are called from a stylesheet. This allows you to keep styles for your site on hand to be reused throughout your website for consistency.

To change the style of text, images, form objects, tables, table cells etc:

1. Select the desired element and click the 'Style' drop-down menu, which will display all styles defined in the style-sheet. Select the desired style from the menu.

Note: this function will not work if there is no style-sheet applied to the page.

Font Color

This menu allows you to choose the color of font for the text that you specify. It allows you to format the text in your page to match the style of your web page and distinguish heading from body text etc
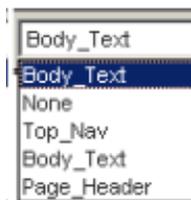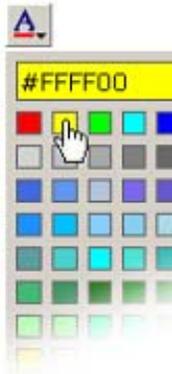
To change the color of text:

1. Select the desired portion of text and
2. Click the 'Color' drop-down menu.
3. Select the desired color from the large selection in the drop-down menu.

To find the font color of existing text, highlight the specific text and look at the 'font color' menu. The font color menu will change to indicate the font color used.

Highlight Font

This menu allows you to choose the highlight text that you specify. It allows you to format the text in your page to distinguish sections that you want to stand out.
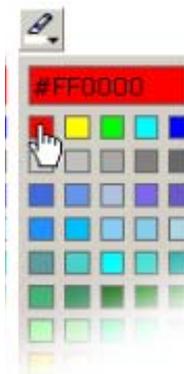
To highlight font:

1. Select the desired portion of text and
2. Click the 'Highlight' drop-down menu.
3. Select the desired color from the large selection in the drop-down menu.

Insert / Modify Image

This command allows you to browse the images you have available and insert them into a particular section of the page you are editing. This means that you can display any of the images available to you on your web page.

This will open the HTML Image Editor. See the section titled HTML Image Editor below for more information.

Insert Horizontal Line

This command enables you to separate sections of the page with the insertion of a horizontal line.

To insert a horizontal line:
1. Select the location to insert the line and click the 'Insert Horizontal Line' icon.

Insert Special Characters

You may find that you need to insert some characters that are not available on your keyboard yet are commonly used. You can choose from a selection of special characters that are available in this drop down menu.

To insert a special character:
1. Click the 'Insert Special Character' icon. A pop-up window will appear with a list of special characters.
2. Click the icon of the character to insert
3. Click the 'Insert Character' button to insert, or click 'Cancel' to go back to the editor.

Clean HTML Code

This command allows you to clean out tags and messy code from your HTML to optimise your page.

To clean HTML:

1. Click the 'Clean HTML Code' icon. This will remove any empty span and paragraph tags, all xml tags, all tags that have a colon in the tag name (i.e. <tag:with:colon>) and remove style and class attributes.

Working with Tables

A table can be a collection of text or images arranged in rows and columns. You can add images or text t o a table, shade it, use headings etc. Each **row & column** interval is called a **cell**. You can choose to use to use a table with the cells visible on the website, or invisible and only evident to you whilst editing for the sake of aiding the organization of its contents.

> i.e. a company may insert a table with 3 columns and x rows to display their products. The first column may contain images of the products, the next column on the same row may contain the product description, and the last column on the same row may contain the product price.

In the editor the following attributes have the following properties:

Row: allows you to specify how many rows are required in your table

Column: allows you to specify how many columns are required in your table

Width: allows you to specify what percentage of the page section the width of the table will span

Bgcolor: allows you to specify the background color of the table

Cell spacing: allows you to specify the size of the spacing between each cells

Cell padding: allows you to specify the size of the space that will be left clear between the wall of the cell and the contents of the cell.

Border: allows you to specify the width of the border.

To insert a table:

1. Select the desired location, and click the 'Insert Table' drop down icon (ctrl + t).

   A new window will pop-up with the following fields: Rows - number of rows in table; Columns - number of columns in table; Width - width of table; BgColor - background color of table; Cell Padding - padding around cells; Cell Spacing - spacing between cells and Border - border around cells.

2. Fill in table details then click the 'Insert Table' button to insert table, or click 'Cancel' to go back to the editor.

To access any of the following table features, either click on the 'table' drop down menu, or click the right mouse button ensuring that the mouse cursor is within the table.

Modify Table Properties

This command allows you to change the properties that were specified when the table was first created.
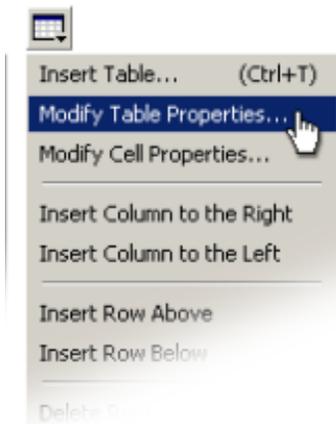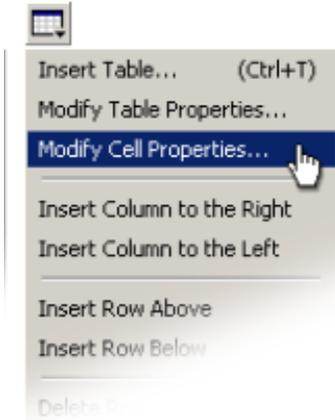
To modify table properties:

1. Select a table or click anywhere inside the table to modify, then click the 'Modify Table Properties' icon. A pop-up window will appear with the table's properties.
2. Click the 'Modify Table Properties' button to save your changes, or click 'Cancel' to go back to the editor.

Note: this function will not work if a table has not been selected.

Modify Cell Properties

This command allows you to modify the properties the cell of the table selected.

To modify cell properties:

1. Click inside the cell to modify, then click the 'Modify Cell Properties' icon. A pop-up window will appear with the cells' properties.

2. Click the 'Modify Cell Properties' button to save your changes, or click 'Cancel' to go back to the editor.

Note: this function will not work if a cell has not been selected and does not work across multiple cells.

Insert Row Above

You may find that after creating a table, you need to add an additional row. Instead of creating another table from scratch, you can add a row where you need.

To insert row above:

1. Click inside cell above which to insert a row,
2. Click the 'Insert Row Above' icon.

Each consecutive click will insert another row above the selected cell.

Note: this function will not work if a cell has not been selected.

Insert Row Below

You may find that after creating a table, you need to add an additional row. Instead of creating another table from scratch, you can add a row where you need.

To insert row below:
1. Click inside cell below which to insert a row
2. Click the 'Insert Row Below' icon.

Each consecutive click will insert another row below the selected cell.

Note: this function will not work if a cell has not been selected.

Delete Row

You may find that after creating a table, you need to delete row from a table that is no longer needed.

To delete a row:
1. Click inside cell which is in the row to be deleted
2. Click the 'Delete Row' icon.

Note: this function will not work if a cell has not been selected.

Insert Column to the right

You may find that after creating a table, you need to add an additional column. Instead of creating another table from scratch, you can add a column where you need.

To insert column after:
1. Click inside cell after which to insert a column
2. Click the 'Insert Column After' icon.

Each consecutive click will insert another column after the selected cell.

Note: this function will not work if a cell has not been selected.

Insert Column to the left

You may find that after creating a table, you need to add an additional column. Instead of creating another table from scratch, you can add a column where you need.

To insert column before:
1. Click inside cell before which to insert a column c
2. Click the 'Insert Column After' icon.

Each consecutive click will insert another column before the selected cell.

Note: this function will not work if a cell has not been selected.

Delete Column

You may find that after creating a table, you need to delete column from a table that is no longer needed.

To delete a column:
1. Click inside cell which is in the column to be deleted
2. Click the 'Delete Column' icon.

Note: this function will not work if a cell has not been selected.

Increase Column Span

After the table is created, you can increase the span of a specific column/s with this command

To insert column span:

1. Click inside cell who's span is to be increased
2. Click the 'Increase Column Span' icon.

Each consecutive click will further increase the column span of selected cell.

Note: this function will not work if a cell has not been selected.

Decrease Column Span

After the table is created, you can decrease the span of a specific column/s with this command
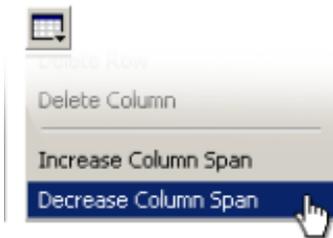
To decrease column span:

1. Click inside cell who's span is to be decreased
2. Click the 'Decrease Column Span' icon.

Each consecut ive click will further decrease the column span of the selected cell. Note: this function will not work if a cell has not been selected.

WORKING WITH IMAGES

Images on the web

Images are used to add photos and animations (such as your company's logo and product pictures) to your web pages.

There are two main types of image files you will use, '.gif' and '.jpeg/.jpg'.

GIF is an acronym is for **G**raphics **I**nterchange **F**ormat, created so that images could be exchanged regardless of which operating system you were on. The file format is known for its compression and the fact that it can store and display multiple images for animation. The major drawback to GIF is that images that images are displayed with less colors than JPEG files, which doesn't make GIF's the best choice for photographic images.

You would choose the .GIF format for:

- Images with a transparent background.
- Animated graphics
- Less complex images containing 256 colors or less

JPEG/JPG is an acronym for (developed by) the **J**oint **P**hotographic **E**xperts **G**roup. This file format is the Internet standard for presenting photo realistic images. It has the capability to compress large images down to very small file sizes while retaining the overall photographic quality of the image.

You would choose the .JPG format for:

- Photographs
- More complex images
- When you can get better quality AND a smaller file size (using a method called compression)

Like HTML files, image files also have a filename.extension. For example:

- smile.jpg is a JPEG (a compressed digital image file format) named "smile"
- laugh.gif is a GIF (a graphics file format) named "laugh".

HTML Image Editor
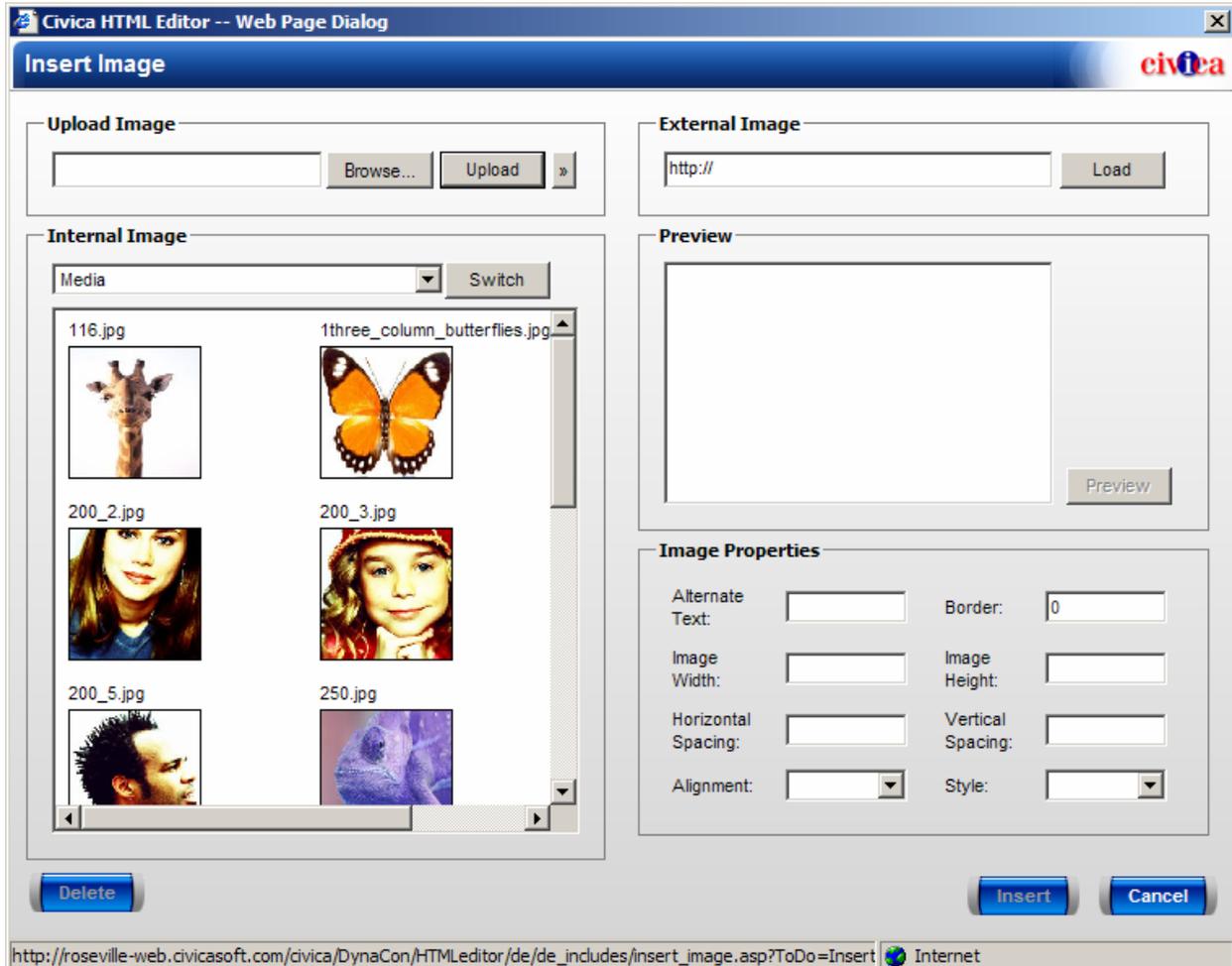
The HTML Image Editor is similar to the File Manager, the difference being - it is an area where you can see your image files for specific image folders. Additional file folders can be added by contacting your site administrator.

In the HTML Image Editor you will see the name and a preview shot of the image for quick reference. Images can be Inserted, Deleted, Uploaded, or Viewed. **Note that image files are not editable in this editor.**

All folders are located in the "**Internal Image**" drop down menu. (see image above). Once you find the directory you wish to insert, delete, view from or upload to, select the name of directory. Then click the "**Switch**" button. That will change the directory from which to work with.

Uploading an Image

To load an image into the HTML Image Editor, select the "**Browse**" button (see example below).

That will open up a pop-up window (see example below). Select the file to upload and click the "**Open**" button. That will send you back to the HTML Image Editor.
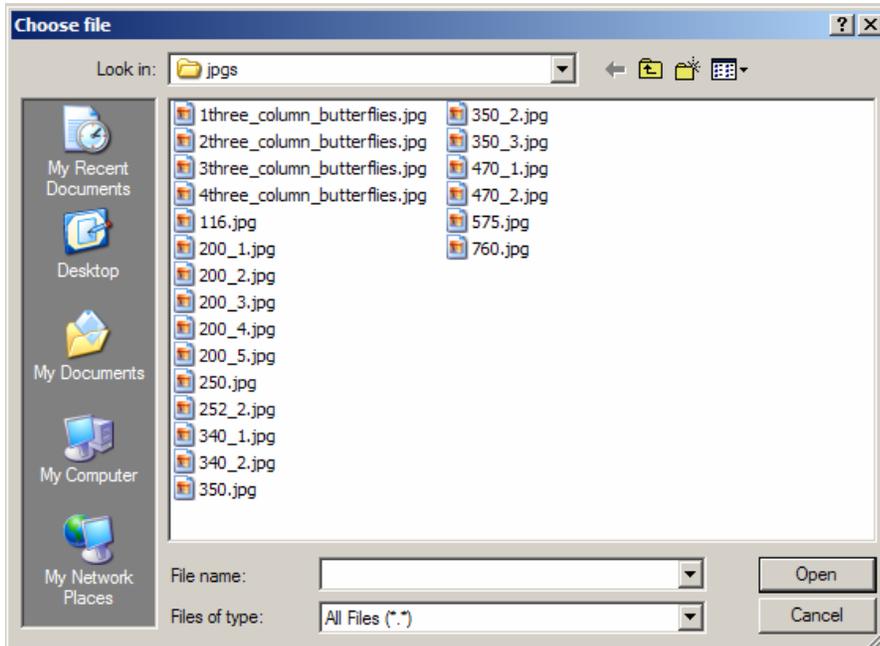
You should now see a path to a specific graphic file (see example below).

To finish uploading the new graphic file, click the "**Upload**" button. Once you have successfully completed this process, the file will be available for inserting. Now select the file to insert and click the "**Insert**" button. It will take you back to the HTML Editor with the graphic inserted into the page you were editing.

Deleting an Image file or Folder
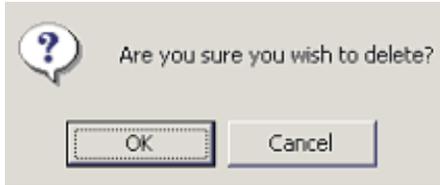
You may no longer have a need for a certain file or folder. You can choose to keep it, or if you are sure it doesn't need to be used again, you can PERMANENTLY delete it. Only use the delete function if you are sure you do not need the file/folder and its contents.

To delete:
1. Select the desired image or folder and click on the '**Delete**' button. You will be prompted for confirmation of the deletion.
2. If you are sure you wish to delete the selected image/folder, click '**OK**'. Clicking on '**Cancel**' will take you back to the HTML Editor.

SHORTCUT KEY INDEX

- 'Ctrl' is the abbreviation of the 'control'.
  The 'ctrl' key is situated on the bottom left of your keyboard
- '+' indicates to hold 'ctrl' down whilst pressing the character specified on the right of the plus sign.

Function	Shortcut Keys
Editor	
Bold	Ctrl + b
Copy	Ctrl + c
Cut	Ctrl + x
Insert Form	Ctrl + m
Insert Table	Ctrl + t
Italic	Ctrl + i
Paste	Ctrl + v
Preview (800 x 600)	Ctrl + F12
Redo	Ctrl + y
Save	Ctrl + s
Switch editing modes	Ctrl + Tab
Underline	Ctrl + u
Undo	Ctrl + z
File Manager	
Create a New File	Ctrl + F10
Create a New Folder	Ctrl + F11
Upload a File	Ctrl + F9

GLOSSARY

Term	Description
Application Program	A software program that is designed to enable the user to perform a specific task. An example of an application program is a work processor.
Backup	A copy of the original contents. It is good practice to make backup copies of files.
Browser	A program that allows you to traverse and view internet web pages
Bug	A computer error
CD-ROM	A storage device that accesses compact disc-based information and also plays audio CD's. CDRW drives allow you to record onto these disks
CPU (Central Processing Unit)	An integrated circuit chip that processes the data flowing in and out of a PC (also called a microprocessor)
Crash	Disk drive failure
Cursor	An item on your screen that shows where the next text character will appear or where the mouse is currently pointing
Data	Raw figures of information
Database	A program enabling users to manage, view and report large amounts of data.
Default	A command or location that the computer will assume if the user does not enter overriding information.
Desktop	The screen on the background on which program and data windows appear in the graphical user environment.
Desktop PC	A PC that fits on a desktop.
Desktop Publisher	An application program used to create magazine and newspaper like publications.
Disk	A flexible plastic disk coated with magnetic material and covered by a protective jacket, used primarily by computers to store data magnetically. Also called a diskette
Disk Drive	A device that reads data stored on a magnetic or optical disk and writes data onto the disk for storage
Download	To retrieve data (such as files) from a remote location.
Driver	Is a software routine that is able to tell windows how to communicate with specific hardware.
E-mail	Short for electronic mail – is mail transferred between recipients over modems, network connections and the internet.
Explorer	The name given to the Windows utility program that enables the user to view and manage disk drives and folders
Field	Is an area on the screen where a user can enter information, this is also called a text box.
File	A collection of related information stored on a drive
Filename	The name that is given to a file
Filename extension	The suffix after the filename that indicates the type of the file
Floppy disk	See disk
Floppy disk drive	A device that reads data stored on a magnetic disk and writes data onto the disk for storage
Folder	A collection of related files (and folders)
Format	The layout, design, arrangement of a document, page or a file.

FTP	An acronym for File Transfer Protocol (FTP)
Graphical User Interface (GUI)	An interface for issuing commands to a computer utilizing a pointing device, such as a mouse, that manipulates and sets in motion graphical images on a monitor
Hardware	The physical components that make up your PC
Header	The part of an email message or news article that precedes the body of a message. It can contain, among other things, the sender's name and e-mail address and the date and time the message was sent.
Home page	The first web page to appear when you connect to an internet website.
HTML	An acronym for Hypertext Markup Language. The language behind internet web pages
Icons	Pictures (usually small) that represent data, program, windows, file types and commands
Installation	The procedure that needed to put software onto a PC/server
Internet	A world-wide system (network) of interconnected computers
Internet explorer	A Web browser (made by Microsoft) provided free of charge from the internet and with the most major Microsoft packages.
Keyboard	A frequently used input device with alpha numeric and special characters that you type to get data into your PC.
License	A right to run a software application
Media	Paper, disks, tapes and other items on which data can appear.
Memory	Storage
Multimedia	Relating to an application that can combine text, graphics, full-motion video, and sound into an integrated package.
Netscape Navigator	A internet web browser
Network	2 or more computers that are joined together for file or peripheral sharing.
Online	The status of being connected to an online service or to the internet
Operating environment	The environment where the operating system works with its users
Path, pathname	A specific location of a file.
Peripheral device	A device such as a floppy disk drive, printer or monitor that gets data to and from a PC's CPU
Program	Is a set of instructions, stored in a file with a filename that tells a computer what to do
Programmer	A person who write computer programs
Programming language	A computer language used by a programmer to write a program
Root	The top level folder
Software	Consists of programs, data and applications
Subfolder	A folder that resides in another folder
System	A set of related parts working together to accomplish a specific goal. The personal computer is a set of components that make up a system
System program	A program that is able to manage other programs (eg, able to manage operating systems)
Taskbar	A row of buttons or graphical controls on a screen that represent open programs, among which the user can switch back and forth by clicking on the appropriate one.
Thumbnail sketches	A small preview of (eg. Of a picture or a printed page)

Toggle	any instruction that works first one way and then the other; it turns something on the first time it is used and then turns it off the next time
Undo	A feature enabling the user to reverse a recent activity within a program.
Uniform Resource Locator (URL)	Location of a specific Web page
Wallpaper	The graphical background on the desktop
Web	An internet system made up of graphical screen pages that display graphics, text and other controls (also called WWW – the World Wide Web)
Windows	A trademark name used for a computer disk operating system.
Word processor	A software application that allows the user to run and create documents
WYSIWYG	Is the acronym for What You See (on the screen) Is What You Get (on paper).