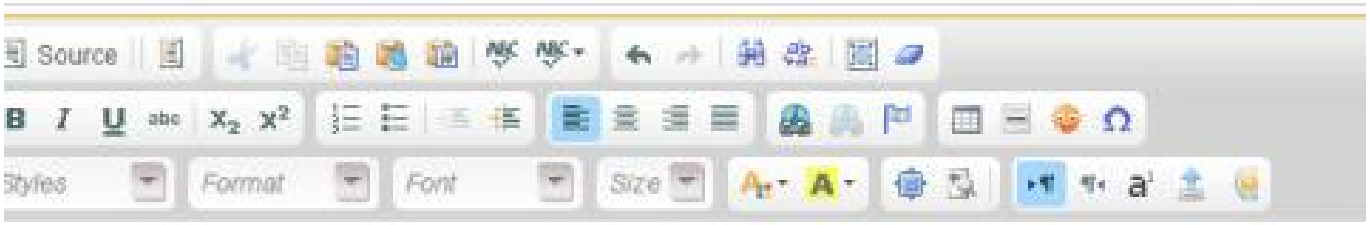
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How to use WYSIWYG Editor



[1]

The toolbar has self-explanatory icons for the following key text and content creation functionalities.

General Text Editing

- Editing Content [2]
- Formatting Content [3]
- Saving Content [4]

Special Content Editing

- Working with Images [5] [5]
- Working with links [6]
- Working with Tables [7]
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- Grids & Panels [9]
- Adding Plugins [10]
- Adding Emoticons [11]
- Editing HTML [12]
- Adding contents from excel and word documents [13]
- Link Attachment [14]
-

For more information on the different types of plugins click here [15].

Tip: Keyboard Shortcuts [16]may be used to perform common editing tasks.

Editing Content

The WYSIWYG Editor has simple and easy to use text editing capabilities of any standard word processor. It allows quick and easy content creation. In addition, it also supports a set of special capabilities to enhance content presentation and assemble content like images and pre-existing web content.

The WYSIWYG Editor supports the following basic editing capabilities:

1. **Clipboard Functions**: Cut, Copy, Paste and Paste as Text -To cut, copy and paste text anywhere in the document.

2. **Spell Check** - To give the entire page a once over spelling check.

3. **Find/Replace Text** - Enables to find a word in the page and replace the word with another word that is entered. This way a single word can be replaced or the word can be changed at all places of its occurrences throughout the document.

Formatting Content

The WYSIWYG Editor supports the following formatting features.

1. **Text Formatting**: Add subscripts, superscripts, add or remove formatting
2. **Text Alignment**: Numbered and Bullets Style, Right, Center, Left and Full Text Alignment.
3. **Font Formatting**: Predefined heading formats, Font style, Size, Bold, Italics, Underline, Strikeout, Font color and Background color.
4. **Clear Fonts:** Starting Release 4.3, We have added Clear Font tags option. This cleans up font tags from all content of the page.

Return to Top [17]

Saving Content

The WYSIWYG Editor has self-explanatory icons for page related tasks.



The following are the functions available

1. **Save Option**: Saves the current page as a new version of the page. The View Tab is displayed after the page is saved

2. **Cancel Option**: Discards edits made to the last version of the page. The View Tab is displayed showing the last version.

3. **Preview Option**: Allows a saved draft or page to be previewed in a new window.

4. **Save Draft Option**: Allows the edited page to be saved intermittently before the final version of the page is saved.If the page is saved as a draft, other users will not be able to see the changes made.

Working with Images / Uploading Documents

 These can be used to upload images and docuemnts

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Working with Images / Uploading Documents

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Working with links

These can be used to create links in the pages

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Working with Tables

Tables can be added to pages to simplify and structure the page content.The WYSIWYG Editor toolbar had many useful table handling features to create and alter tables .
They are as follows.

- To add a new table click on the button in the toolbar. Once this is clicked, the third line on the toolbar is activated.
- To change the table properties, position the cursor anywhere in the table region and click the button, or right click on the table and use the context menu.
- To change the row properties, click on the icon.
- To change the cell properties, click on the icon.
- To change the column properties, click on the icon.
- To append a new row in table, press TAB key when the cursor is in last cell of the table.
- To add a new row before current row, use icon.
- To add a new row after current row, click the icon.
- To add a duplicate row before the current row, click the icon.
- To add a duplicate row after the current row , click on the icon.
- To move the current row up, click the icon.
- To move the current row down, click the icon.
- To delete the current row, click the icon.
- To insert a new column before current column, click the icon.
- To insert a new column after current column, click the icon.
- To move the column right, click the icon.
- To move the column left, click the icon.
- To merge more than one cells, select the cells and click the icon.
- To sort the data in table click the icon.
- To delete a table, click the icon.
- To clean a table, click the icon.
- To merge tables, click the icon.
- To split a table , click the icon.
- To copy Table, click the icon.
- To paste table, click the icon

Working with Anchors

The WYSIWYG Editor allows the user to link different pages or different parts of the same page using hyperlinks and anchors.

To add an anchor anywhere in the content, click on the button in the toolbar, and enter the name of the anchor in the dialog box. To link to this anchor from any other place in your content, click on the icon, and enter #anchorname in the URL field.

Grids & Panels

These can be used to create content rich pages.
Click here [18] to get more information on these.

Plugins

Plugins allow digital content from an internal or external page to be added to the current page.
Plugins can be added to a page in two ways:

- As Insert plugins.
- As included Page or URL plugins.

Adding Emoticons

emotion icons can be added to any part of the page by clicking in the icon on the WYSIWYG Editor toolbar. This pulls up a window with different emot-icons from which the user can choose to insert.

Adding contents from excel and word documents

The WYSIWYG editors allows the user to insert the contents of an excel spreadsheet and a word document by clicking on the icon or the icon respectively.

Note: Please make sure that the name of the Word document that is to be imported does not contain the "#" or "%" symbols.

Link Attachement

An attachment can be added to a page through the 'Link Attachment' function. Click on the icon, this opens up a pop-up window where the user can browse and attach any file. Once the file is attached, click on 'OK.' Once the page is saved, click on the 'Attachment tab [19]' to view the list of attachments.

Keyboard Shortcuts

The WYSIWYG Editor allows the following key combinations for quickly performing common editing tasks:

- CTRL+A -- Select all
- CTRL+B -- Bold
- CTRL+I -- Italic
- CTRL+U -- Underline
- CTRL+L -- Justify left
- CTRL+E -- Justify center
- CTRL+R -- Justify right
- CTRL+J -- Justify full
- CTRL+1 to CTRL-6 -- Headings (<h1> .. <h6>)
- CTRL+S -- Quick Save and continue editing [Only for Wiki]
- CTRL+P -- Save and publish [Only for Wiki]
- CTRL+D -- Save Draft and Preview
- CTRL+K -- Link
- CTRL+G -- Insert Graphics (Image)
- CTRL+F/H -- Find/Replace
- CTRL+F11 -- Full screen/minimize editor
- F7 -- Spell Check
- F1 -- Editor help

Source URL (modified on 27/07/2013 - 3:01pm): https://www.new.topteacher.com/faq

Links

[1] https://www.new.topteacher.com/sites/default/files/one_click_upload/1/images/wisvig.jpg
[2] http://support.etouch.net/cm/help/home/WYSIWYG%20Editor%20Help.html#edit
[3] http://support.etouch.net/cm/help/home/WYSIWYG%20Editor%20Help.html#format
[4] http://support.etouch.net/cm/help/home/WYSIWYG%20Editor%20Help.html#save
[5] http://support.etouch.net/cm/help/home/WYSIWYG%20Editor%20Help.html#image
[6] http://support.etouch.net/cm/help/home/WYSIWYG%20Editor%20Help.html#links
[7] http://support.etouch.net/cm/help/home/WYSIWYG%20Editor%20Help.html#table
[8] http://support.etouch.net/cm/help/home/WYSIWYG%20Editor%20Help.html#anchor
[9] http://support.etouch.net/cm/help/home/WYSIWYG%20Editor%20Help.html#panel
[10] http://support.etouch.net/cm/help/home/WYSIWYG%20Editor%20Help.html#plugin
[11] http://support.etouch.net/cm/help/home/WYSIWYG%20Editor%20Help.html#emotion
[12] http://support.etouch.net/cm/help/home/WYSIWYG%20Editor%20Help.html#wiki
[13] http://support.etouch.net/cm/help/home/WYSIWYG%20Editor%20Help.html#exel
[14] http://support.etouch.net/cm/help/home/WYSIWYG%20Editor%20Help.html#la
[15] http://support.etouch.net/cm/help/home/Packaged%20Plugins.html

[16] http://support.etouch.net/cm/help/home/WYSIWYG%20Editor%20Help.html#key
[17] http://support.etouch.net/cm/help/home/WYSIWYG%20Editor%20Help.html#top
[18] http://support.etouch.net/cm/help/home/Insert%20Grids%20and%20Panels.html
[19] http://support.etouch.net/cm/help/home/Attachments%20Tab.html

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