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Ektron CMS100 User Manual

Version 2.1.1

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Table of Contents

Using Ektron CMS100 1

Logging In and Out of Ektron CMS100 2
- To Log into Ektron CMS100 2
- To Log out of Ektron CMS100 3

The Workarea 4
- Accessing Your Workarea 4

The Content Folder 6
- Adding Content 6
- Editing Content 8
- Publishing Content 10

Navigation Folder 13
- Accessing the Navigation Folder 13
- Navigation Toolbar 15
- Creating a Navigation Menu 16
  - Adding a Navigation Menu 16
  - Assigning Content Blocks to the Navigation Menu 19
- Viewing the Navigation Menu 22
- Adding/Removing Content Blocks 25
  - Adding Content Blocks to the Navigation Menu 25
  - Removing Content Blocks from the Navigation Menu 25
- Reordering List of Links 29
- Editing a Navigation Menu 33
- Deleting a Navigation Menu 36

The Library Folder 39
- Images Folder 40
  - Accessing the Images Folder 40
  - Images Toolbar 42
  - Adding Images 43
  - Viewing Images 48
  - Editing Images 49
  - Overwriting Images 51
  - Deleting Images 57
- Quicklinks 60
  - Accessing the Quicklinks Folder 60
  - Quicklinks Toolbar 61

Viewing Quicklinks 62
Hyperlinks 64
Accessing the Hyperlinks Folder 64
Hyperlinks Toolbar 66
Adding Hyperlinks 67
Viewing Hyperlinks 70
Editing Hyperlinks 72
Deleting Hyperlinks 75
Files 78
Accessing the Files Folder 78
Files Toolbar 79
Adding Files 80
Viewing Files 85
Editing Files 87
Overwriting FIles 90
Deleting Files 95

The Help Folder 98

Images and Files 100
Uploading Images 100
To Upload Images 101
Inserting Uploaded Images 104
Uploading Files 108
Inserting Files Already Uploaded 109

Maintaining Web Site Content 114

Ektron CMS100 Content Workflow 115
Approved 115
Checked Out 116
Who Has the Content Checked out? 117
Checked In 118
Who Checked in the Content? 119

View History 121
Accessing View History 121
Restoring Previous Content 123
Publishing Restored Content 124

Using the Editor 126

Introduction to eWebEditPro 127
Using eWebEditPro 128
Organization of this Chapter 128

Toolbar Buttons 129
Selecting Text 129
Applying Formatting Attributes to Text 130
Table of Toolbar Buttons and Drop-Down Lists 130

The Context Sensitive Menu 136

Using eWebEditPro's Advanced Features 139
Copying from Other Applications 140
Finding Text 141
Specifying a Search Direction 141
Considering the Case of a Search Term 142
Whole Word Match 142
Checking Spelling 144
Disabling Script Blocking 144
Checking Spelling as You Type 144
Fixing Spelling Errors 145
Checking Spelling Upon Demand 145
The Spelling Dialog Box 145
Spell Checking Selected Text 146
Setting Spell Check Options 147
Inserting Pictures 149
The Picture Properties Dialog Box 149
Adjusting a Picture 149
Pixels 150
Setting a Border 151
Aligning the Picture 151
Resetting Width, Height, Border Thickness, and Alignment 153
Adding Space around the Picture 153
Editing the Picture's Title 154
Deleting a Picture 154
Introduction to Tables 155
Creating a Table 156
Deleting a Table 157
Inserting a Table within a Table 157
Table Dialog Boxes and Menus 159
The Insert Table Menu 159
The Table Properties Dialog Box 161
The Cell Properties Dialog Box 163
The Table Context Sensitive Menu 165
Manipulating Your Table's Format 168
Placement of Inserted Row or Column 169
Adding or Removing Rows and Columns 169
Specifying Table Width 170
Specifying Table Width by Percentage 170
Setting Table Width by Percentage 172
Specifying Table Width by Pixels 172

Setting Table Width by Pixels 173
Specifying Horizontal Alignment 174
Table Backgrounds 175
Specifying a Table's Background Color 175
Deleting a Table's Background Color 177
Setting Table Borders 177
Assigning Border Color 177
Assigning a Cell Border Color 178
Assigning Border Size 179
Working with Table Cells 181
Specifying the Width of a Cell 181
Inserting a Cell 183
Deleting a Cell 184
Setting a Cell's Border Color 184
Specifying a Cell's Background Color 187
Deleting a Cell's Background Color 188
Using the Color Box 188
Spanning Rows or Columns 189
Spanning More than One Row or Column 190
Effect of Spanning a Cell 192
Aligning Text Within a Cell 192
Setting Horizontal Alignment 192
Setting Vertical Alignment 195
Splitting a Cell 198
Merging Two Cells 199
Word Wrap 200
Setting Cell Padding and Spacing 202
Assigning Cell Padding 202
Assigning Cell Spacing 203
Using Bookmarks 204
Creating a Bookmark 204
Changing the Destination Window 206
Using Hyperlinks 208
Creating a Hyperlink 208
Using a Quick Link 209
Entering a Hyperlink Manually 210
Testing a Hyperlink 211
Creating a Hyperlink to a Location Within a Web Page 211
Editing a Hyperlink 212
Removing a Hyperlink 212
Preventing a URL from Becoming a Hyperlink 212
Working with HTML 213
Viewing and Editing HTML 213
Editing a Section of a Page 214
Inserting HTML 214
Cleaning HTML 215
Inserting Content from MS Office 2000 216

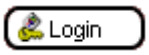
Section 508 Compliance 217
Moving the Cursor into eWebEditPro 217
Using Internet Explorer 217
Using Netscape 217
Using eWebEditPro without a Mouse 217
Section 508 Tables 219

Using Ektron CMS100

Using Ektron CMS100 to manage web content is very easy once you know the basic techniques for setting up and maintaining your site. This manual discusses the tasks of maintaining an Ektron CMS100 site, from a user's point of view. By reading this manual, you will get an understanding of the interfaces that Ektron CMS100 provides to make your work easy.

Logging In and Out of Ektron CMS100

To log into Ektron CMS100, go to the login page that was set up by the person who set up the Web site. This URL will display a web page containing a login button, shown below:



To Log into Ektron CMS100

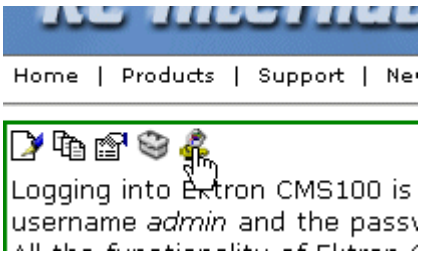
1. Click the **Login** button and a login dialog box will be displayed.

2. Enter your user name and password into the displayed fields.
3. Click the **Login** Button.

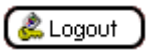
After logging in, the page contains boxes around the content blocks of the page. There will also be several icons at the top of each content block. These are used to perform many tasks in Ektron CMS100.

To Log out of Ektron CMS100

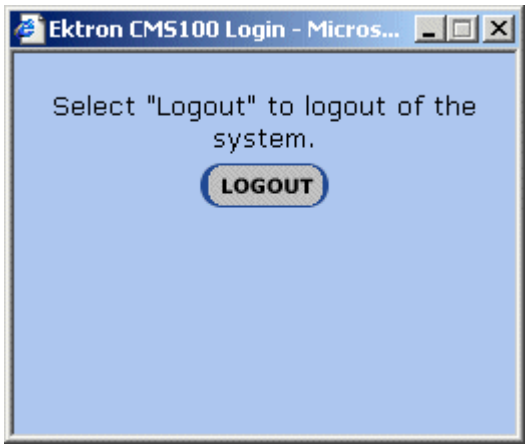
1. Click the Logout button at the top of a content block.



or click the **Logout button**



A logout panel will be displayed.



2. Click the **Logout** button to logout.

After logging out, you return to the Web page from which you logged in. To log back in again, go to the URL where the login button is displayed.

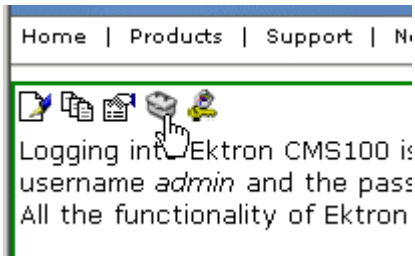
The Workarea

Each user has the ability to access their own workarea when logged into Ektron CMS100. A user Workarea is the centralized location of all tasks that the user may perform when logged in.

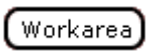
Accessing Your Workarea

Accessing your workarea can be done by two methods

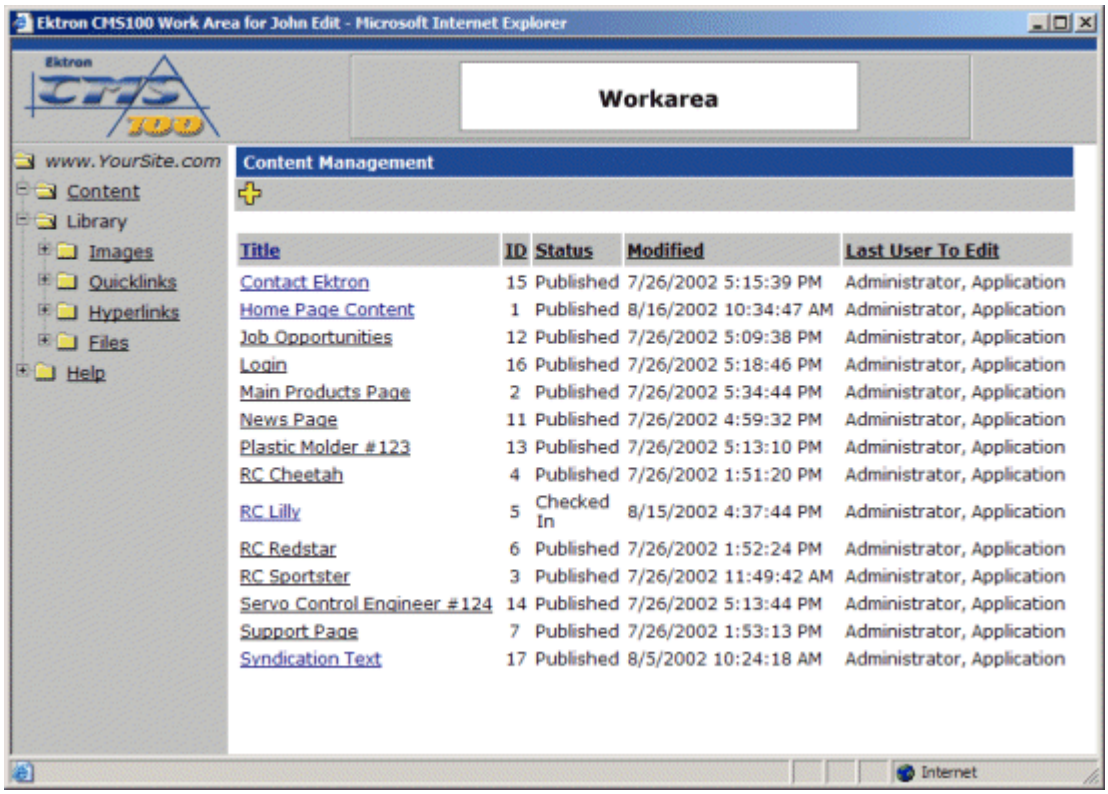
- Clicking on the Workarea button at the top of a content block.



- Clicking the Workarea button at the bottom of the page



Once you have performed one of these options, the Workarea will open in a new window.



When the Workarea opens, you will see the window above.

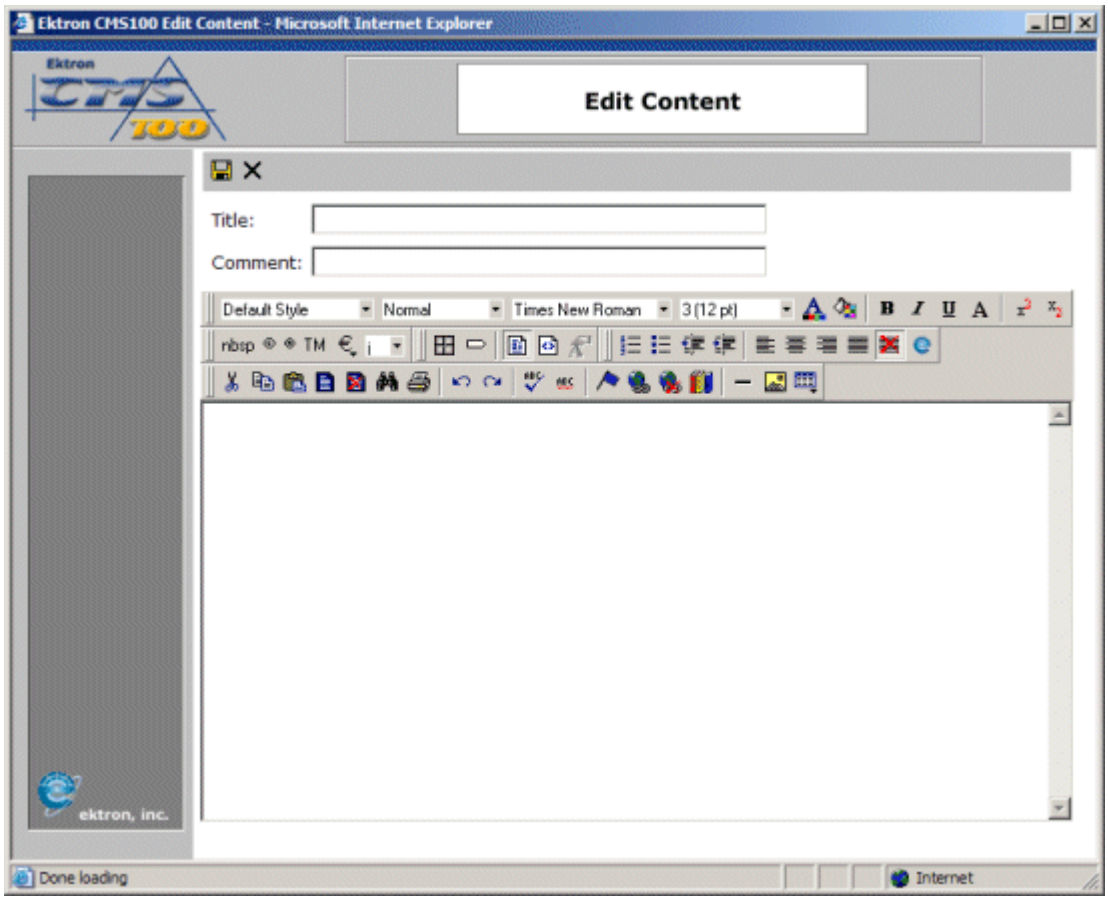
The Content Folder

Adding Content

To add a content block to the Ektron CMS100 Web site:

1. Begin by clicking on the add button in the toolbar at the top of the screen.

2. When the editor opens, create the content in the editor, assign a title, and comment.

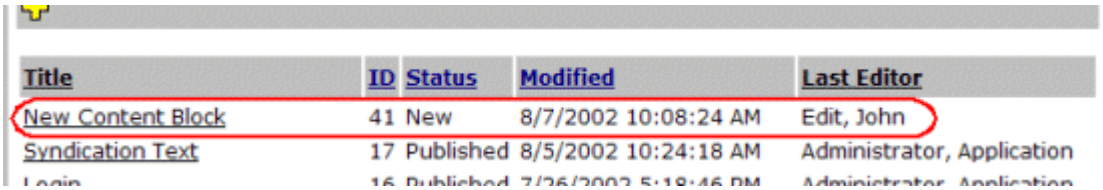


3. When you are finished, click on one of the workflow buttons.

- Save - This will save the content block without it being published.

- Publish - This will save and publish the content block.

4. If you choose save, the editor will close and the content table will be updated with the new content, with a status of **New**

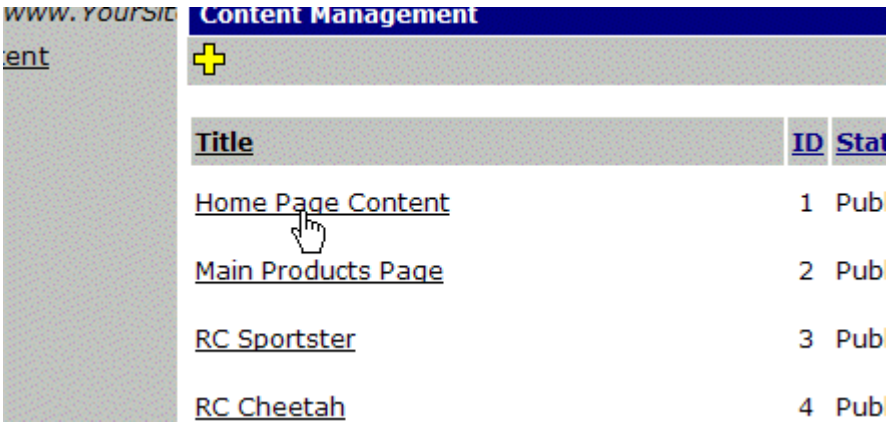


If you choose publish, the editor will close and the content table will be updated with the new content, with a status of **Published**

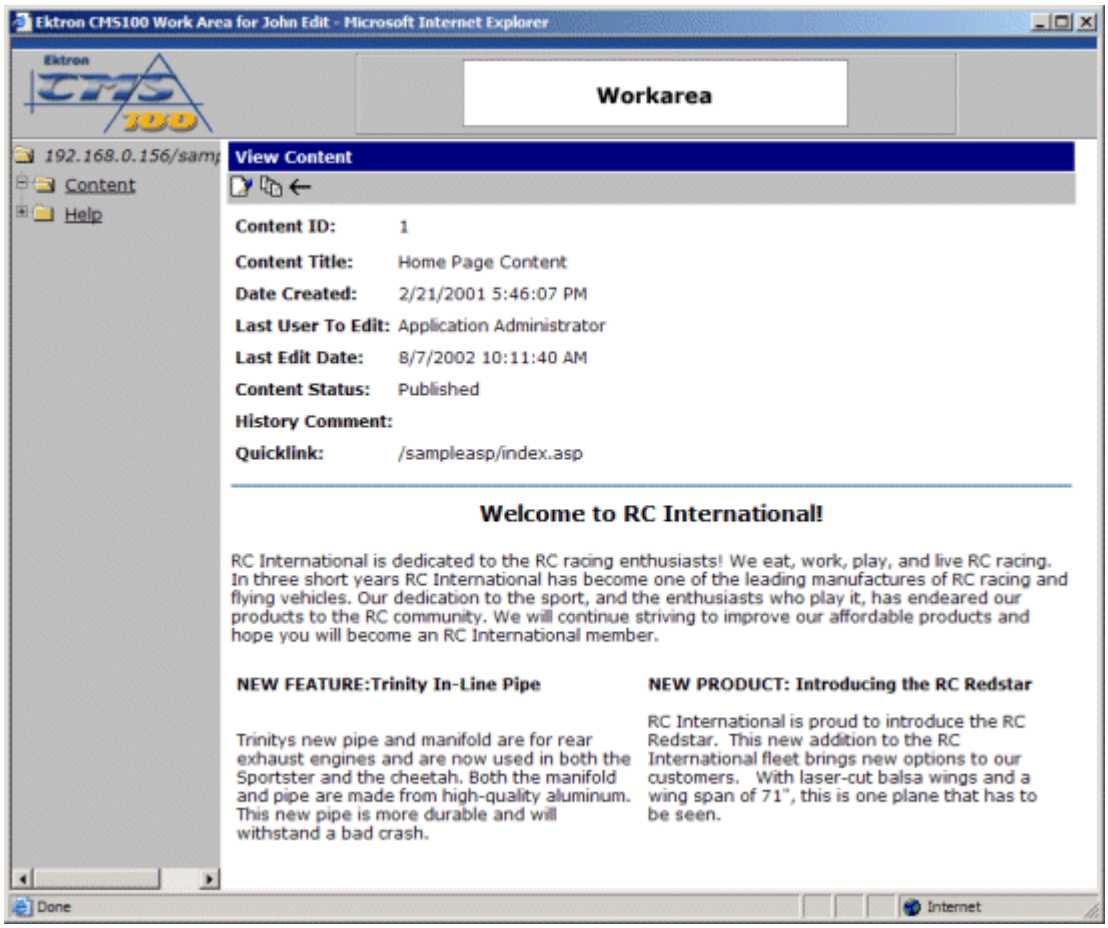
Editing Content

To edit content in the Workarea

1. Begin by clicking on the content block title that corresponds to the content that you would like to edit.

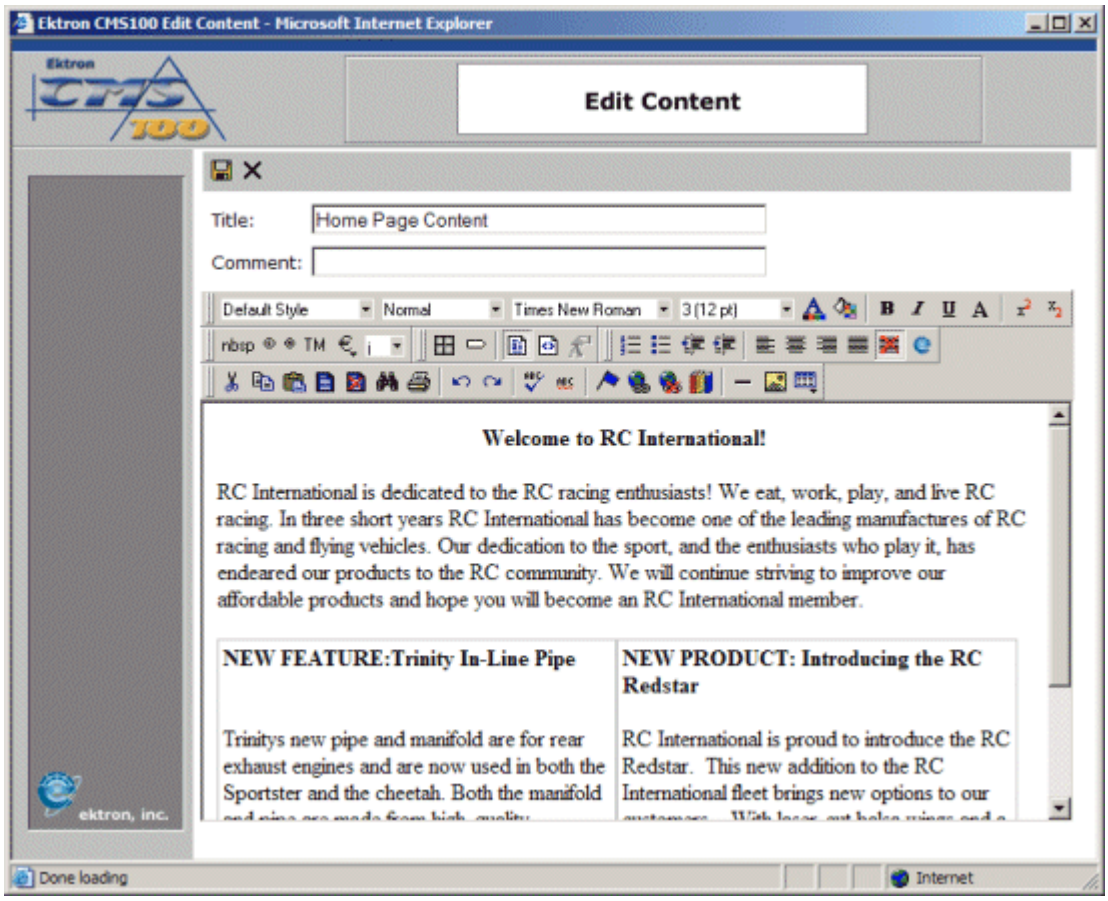


2. At the next screen, you will see all sorts of information about the content block that you wish to edit.



3. To continue, click the edit button in the toolbar at the top of the screen.

4. The editor will open with the content inside it

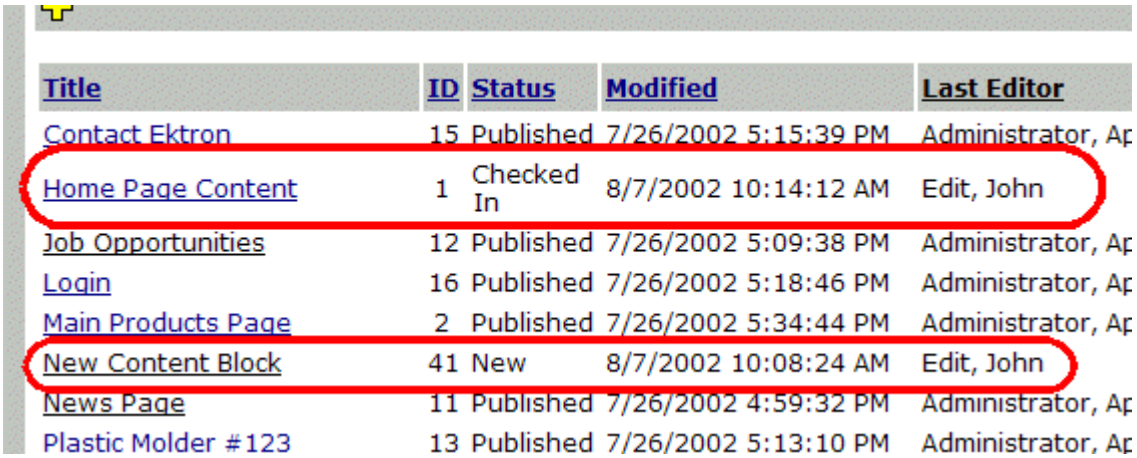


5. Make all the necessary changes and when you are complete, choose one of the workflow options.

Publishing Content

If you are a user with publishing permissions, you will also be able to publish content block from the Workarea.

1. From the workarea, locate a content block that has the status of **Checked-In** or **New**



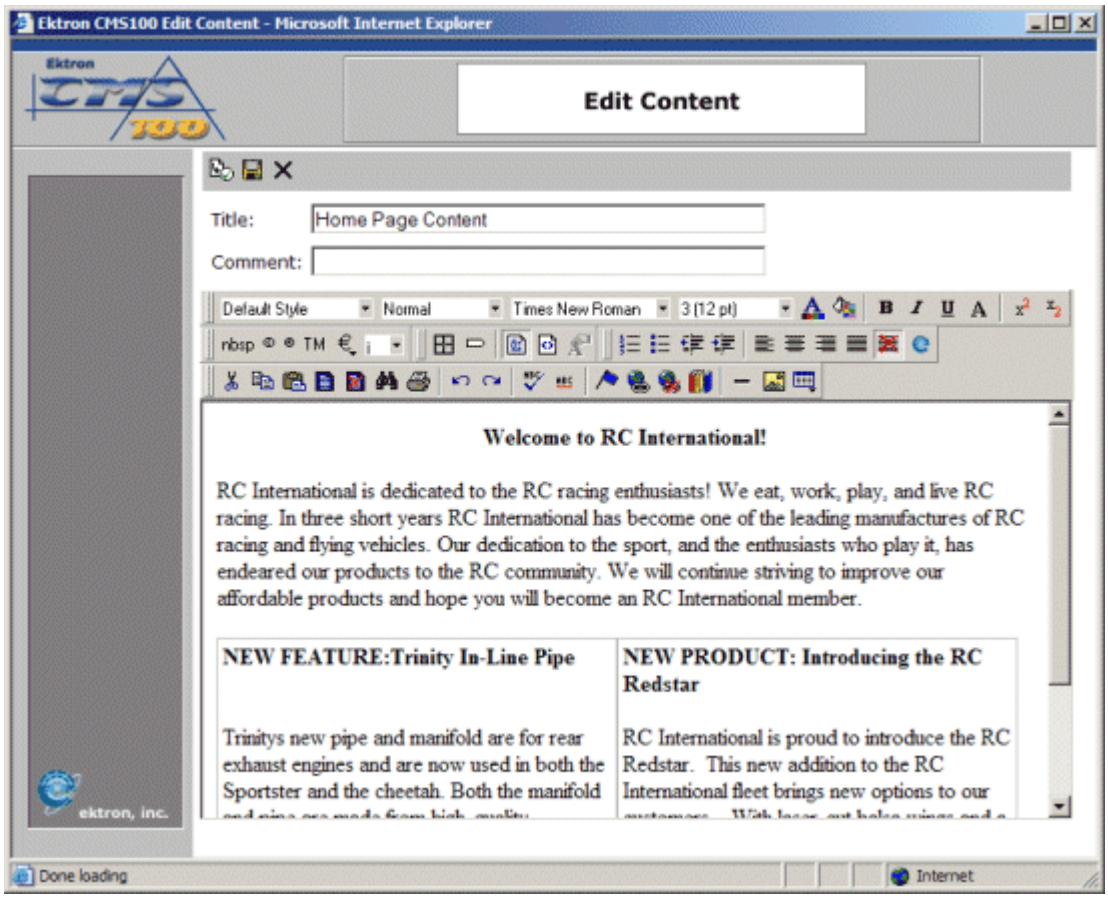
Title	ID	Status	Modified	Last Editor
Contact Ektron	15	Published	7/26/2002 5:15:39 PM	Administrator, Ap
Home Page Content	1	Checked In	8/7/2002 10:14:12 AM	Edit, John
Job Opportunities	12	Published	7/26/2002 5:09:38 PM	Administrator, Ap
Login	16	Published	7/26/2002 5:18:46 PM	Administrator, Ap
Main Products Page	2	Published	7/26/2002 5:34:44 PM	Administrator, Ap
New Content Block	41	New	8/7/2002 10:08:24 AM	Edit, John
News Page	11	Published	7/26/2002 4:59:32 PM	Administrator, Ap
Plastic Molder #123	13	Published	7/26/2002 5:13:10 PM	Administrator, Ap

2. Click on the title to preview the content.

Title	ID	Status	Mo
Contact Ektron	15	Published	7/2
Home Page Content	1	Checked In	8/7
Job Opportunities	12	Published	7/2
Login	16	Published	7/2
Main Products Page	2	Published	7/2

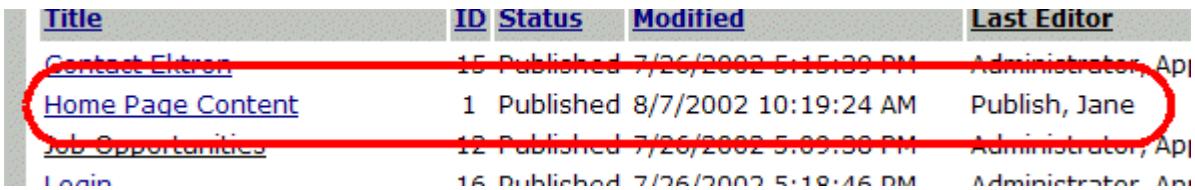
3. When the View Content window opens, click the edit button in the toolbar at the top of the screen.

4. On the editor window, view the content, and make any changes necessary.



5. When you are finished, click the publish button at the top of the window to publish the content block.

6. Once you publish the content block, the editor window will close and you will then be taken back to the content table where the changes will be updated.



Navigation Folder

Creating navigation menus for your Ektron CMS100 can easily be done by creating navigation menus in the Workarea. The navigation folder in the workarea allows you to easily create navigation menus for your Web site. This section will explain how easy it can be

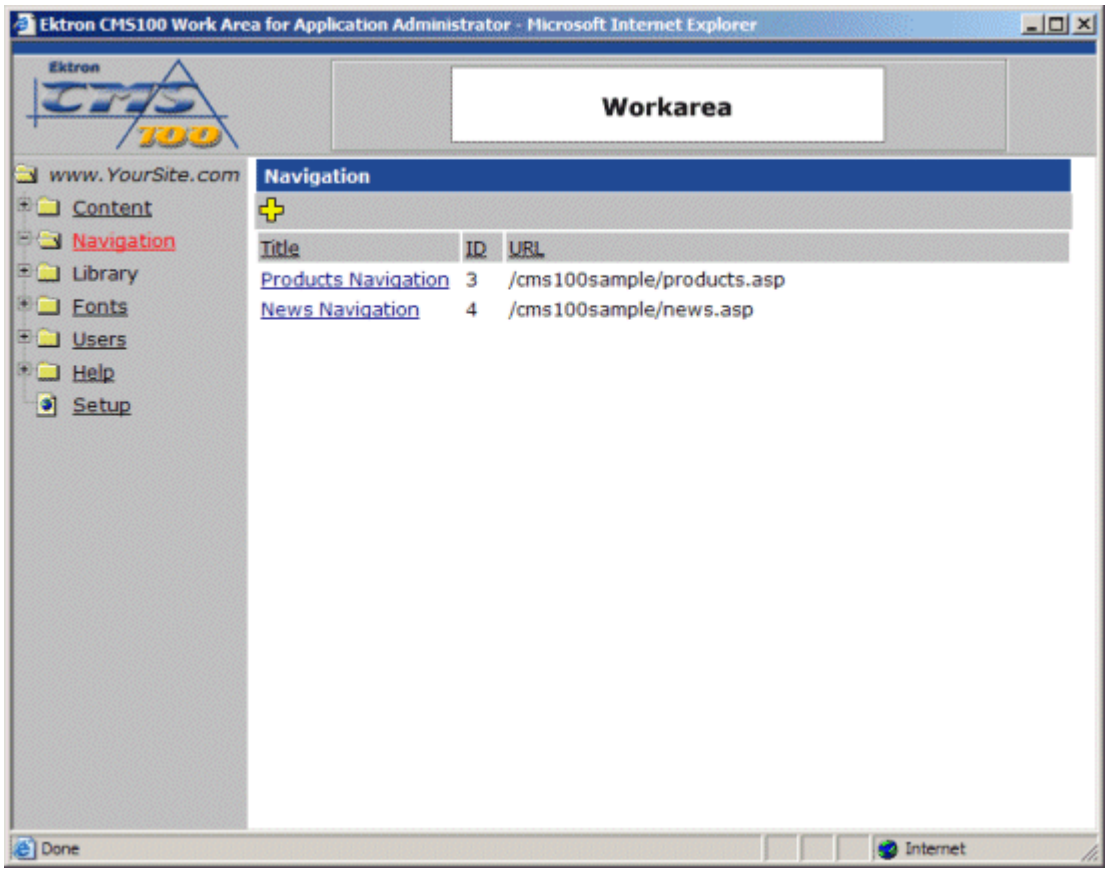
Accessing the Navigation Folder

To access the navigation folder:

1. Log into your Ektron CMS100 Web site
2. Access your Workarea by clicking on a Workarea icon in a content block icon menu, or a Workarea button.

3. When your Workarea opens in a new window, click on the Navigation folder in the folder tree on the left side of the screen.

4. When you click on the folder, the contents will be displayed in the main section of the Workarea.



The navigation table contains each of the navigation menus that have been created. The following table explains each column of the navigation table:

Column	Description
Title	This is the title assigned to the navigation menu by the creator.
ID	This is the ID assigned to the navigation menu by Ektron CMS100. This is the number that will be used to call the menu to the Web site.
URL	The URL is the default template that the links that are generated will use to display the target content.

Navigation Toolbar

When working in the navigation folder, there are several toolbars and toolbar buttons that you should become familiar with. The following table is a list of all the toolbar buttons that you will come across when working with navigation menus.

Button	Name	Description	More Information
	Add	Initiates process of adding a new navigaiton menu, or is used to add content block to an existing navigation menu.	”Creating a Navigation Menu” on page 16
	Remove	Allows you to remove a content block from an existing navigation menu.	”Removing Content Blocks from the Navigation Menu” on page 25
	Reorder	This button allows you to reorder the group of content blocks in a navigation menu.	”Reordering List of Links” on page 29
	Edit	Allows you to edit certain information of a navigation menu.	”Editing a Navigation Menu” on page 33
	Delete	Used to delete an existing navigation menu.	”Deleting a Navigation Menu” on page 36
	Save	Used to save changes that were made.	
	Update	Used to save and update changes.	
	Back	Takes you to the previous page.	

Creating a Navigation Menu

Creating a navigation menu for your Web site involves two steps:

- Adding a navigation menu
- Assigning content blocks to the navigation menu

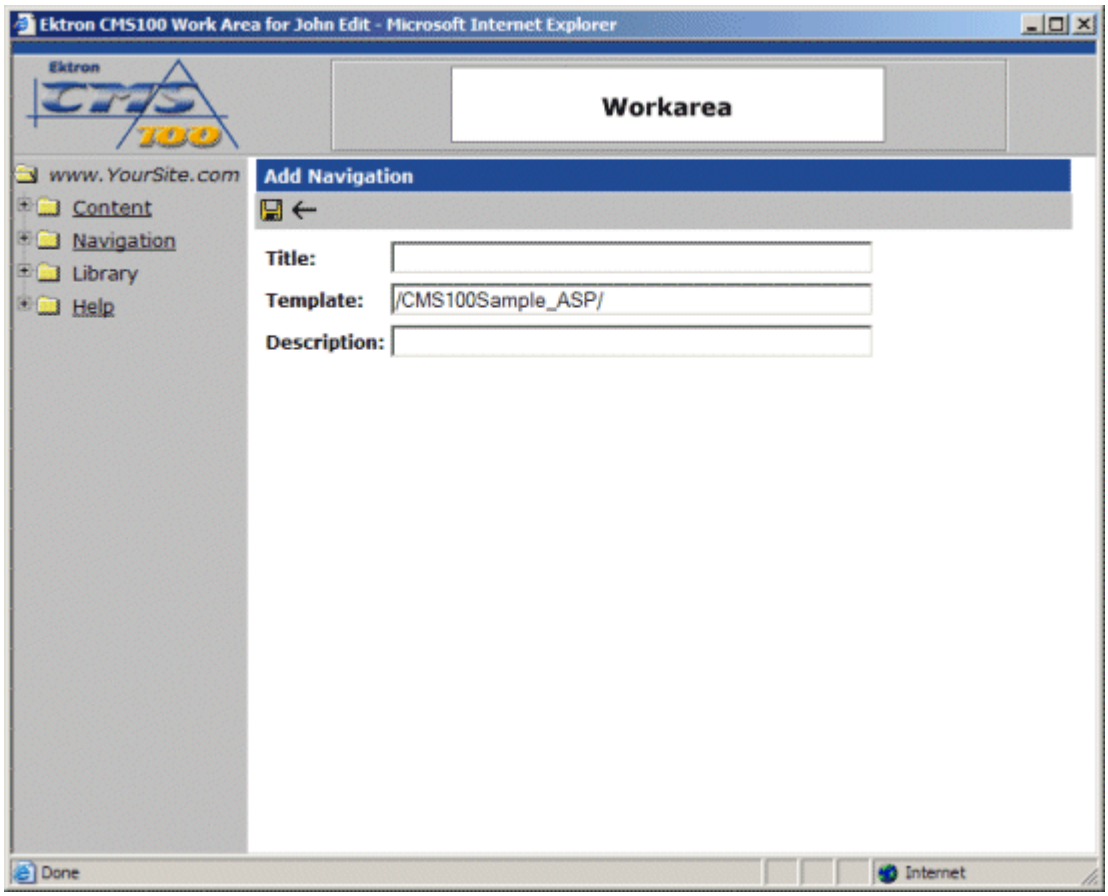
The following section will explain each of these steps.

Adding a Navigation Menu

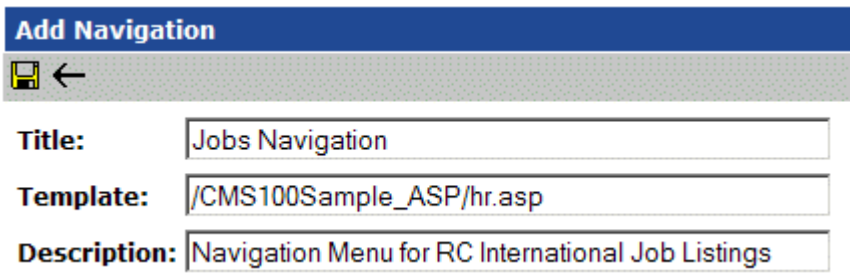
To add a new navigation menu for your Web site, follow the steps listed below:

1. Begin by clicking the add button in the toolbar at the top of the navigation table.

2. When you click the add button, you will be taken to the add navigation page.



3. At the add navigation page, fill out the displayed fields.



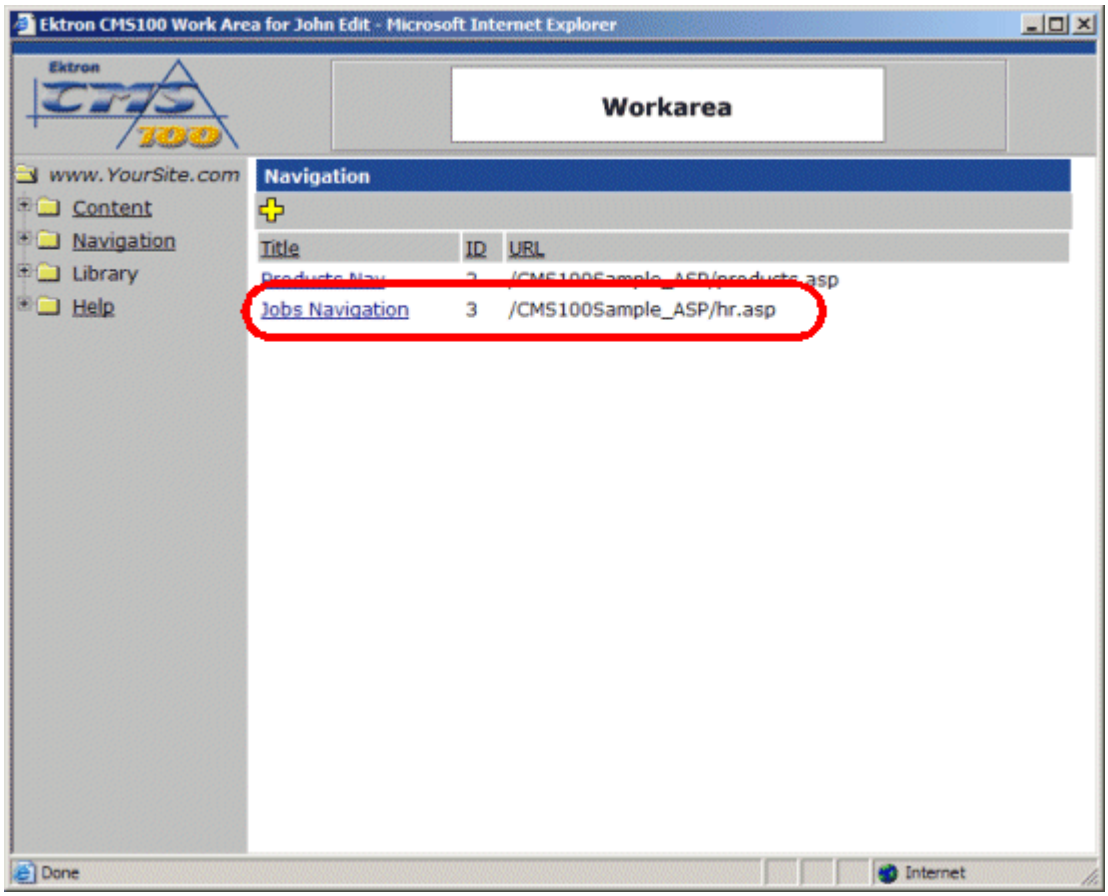
Use the following table to assist you with filling out the fields.

Field	Description
Title	Assign a unique title to the new navigation menu.

Field	Description
Template	Enter the default template for the navigation menu. This template will be used to display the content of the links generated if no template assigned to the custom function.
Description	Add a more detailed description for the navigation menu that will be added.

4. Once you have successfully filled out all the fields, click the save button in the toolbar at the top of the page to save the navigation menu.

5. When you click the save button, you will be taken back to the navigation menu table with the new menu added to the table.



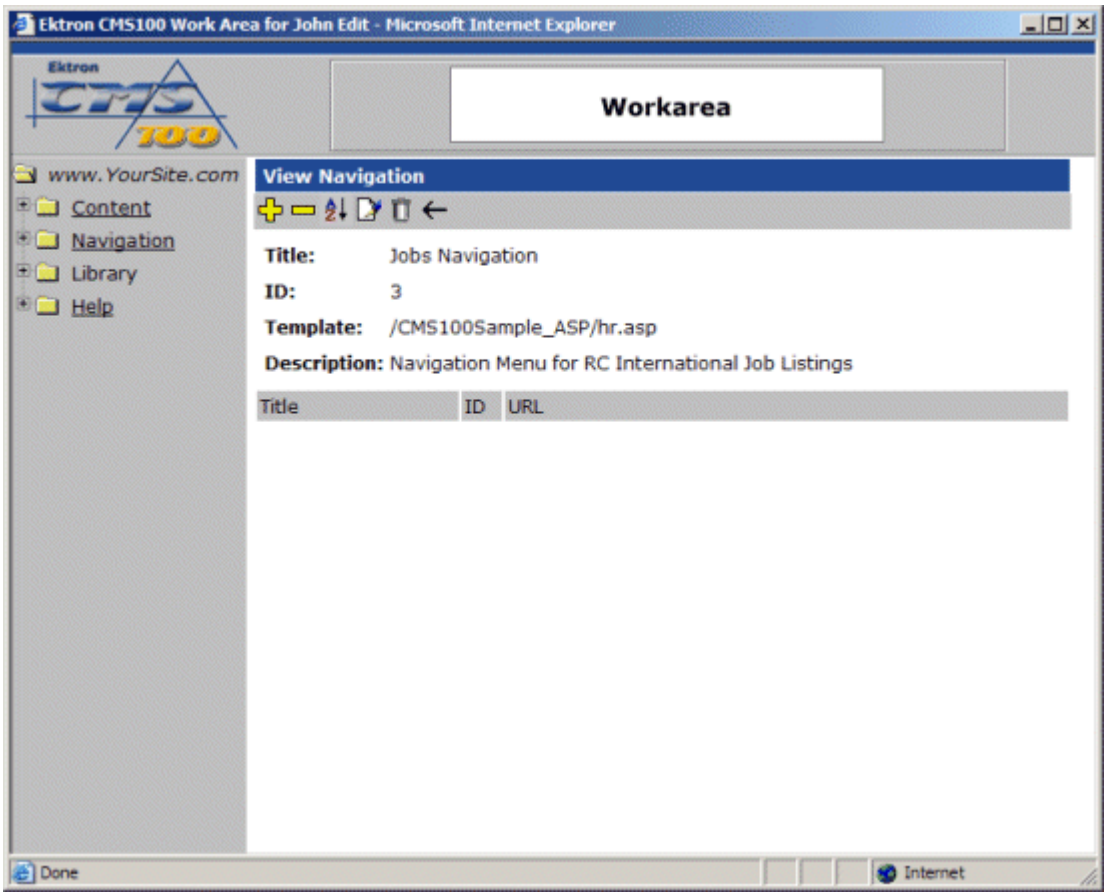
From here, you are ready to assign content blocks to the new menu.

Assigning Content Blocks to the Navigation Menu

Once the navigation menu has been created, you will now need to assign the content blocks that will be displayed in menu. To assign content blocks to the navigation menu, follow these steps:

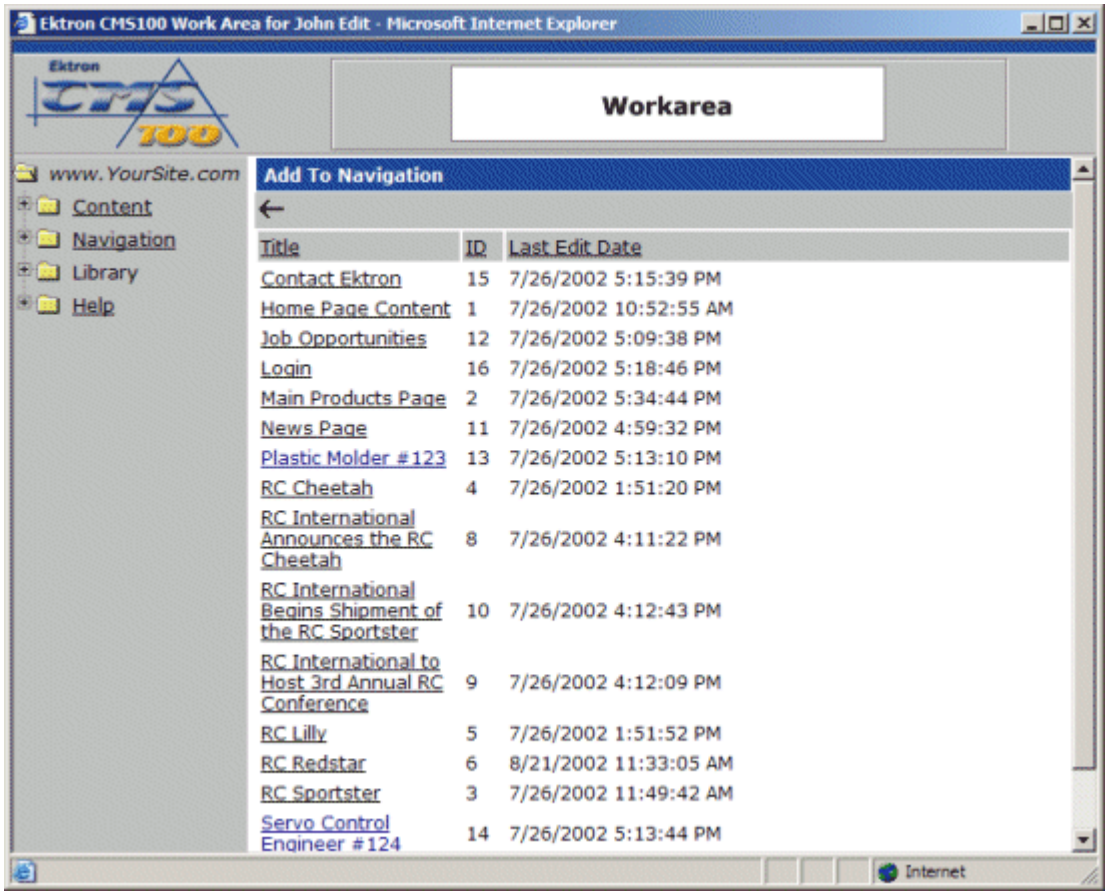
1. From the navigation menu table, click on the navigation menu you would like to add content blocks to.

2. Once you click on a navigation menu, you will be taken to the view navigation page.

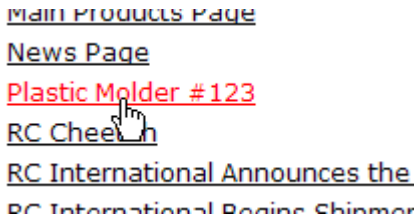


3. To add a content block to the menu, click the add button in the toolbar at the top of the page.

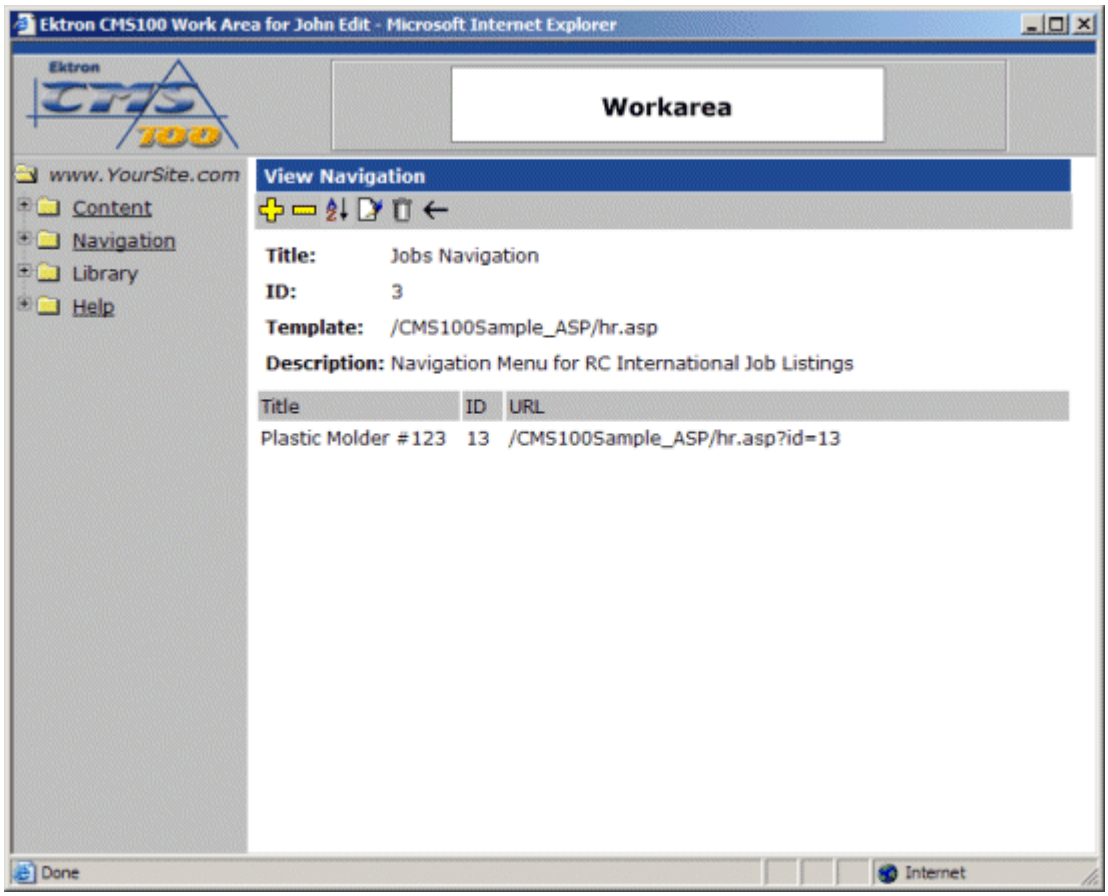
4. When you click on the add button, you will see a list of all the current content blocks in the Ektron CMS100 database, that haven't already been added to the menu.



5. Click on a content block title that you would like to add to the navigation menu.



6. When you click on a content block title, you will be taken back to the view navigation page with the content block displayed in the menu list.



7. Repeat steps 3-6 until you have successfully added all the desired content blocks to the navigation menu.

Once you have added all the desired content blocks to the navigation menu, you will now be able to insert the navigation menu to your Web site.

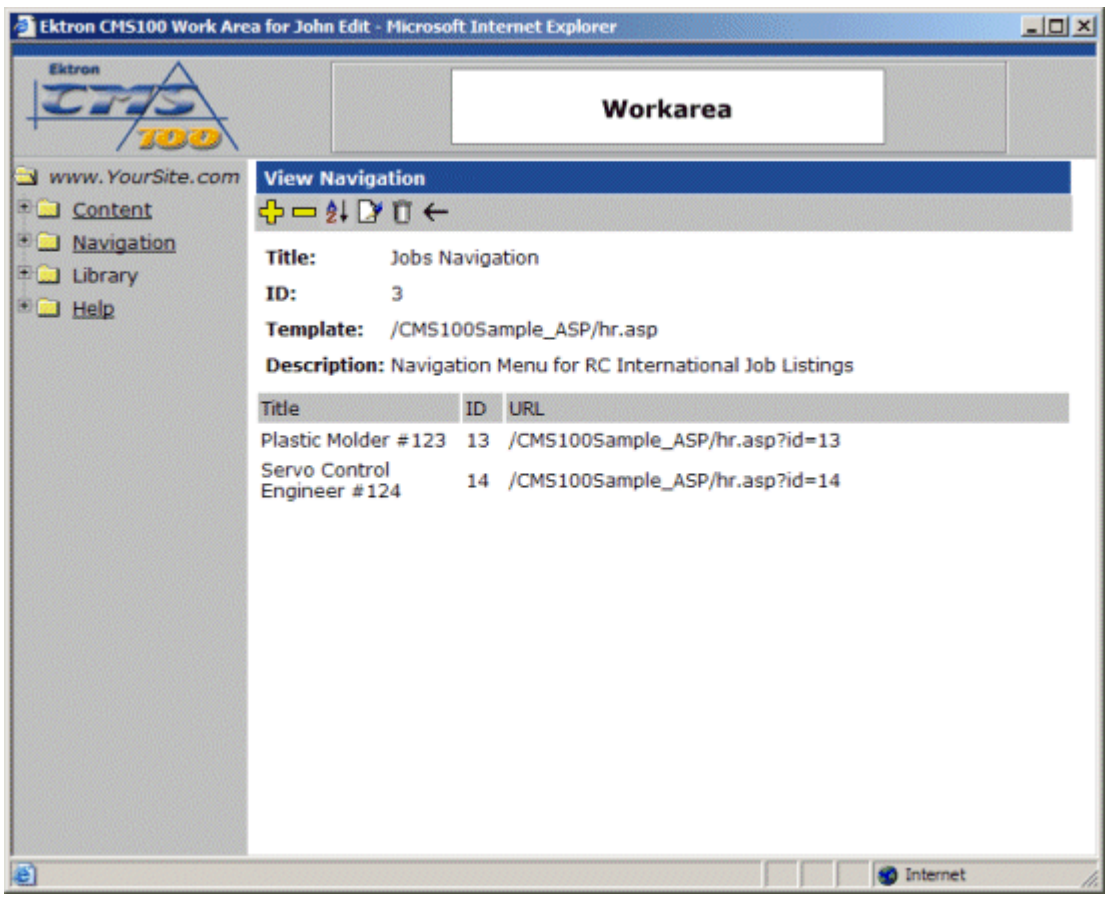
For information about inserting a navigation menu into your Web page, see ”Ektron CMS100 Custom Functions” on page 211.

Viewing the Navigation Menu

Once a navigation menu has been created, you will be able to view the menu in the Workarea. To view a navigation menu:

1. Click on the title of the navigation menu you would like to view on the navigation table.

2. Once you click on the title of the navigation menu, you will be taken to the view navigation page.



3. At the view navigation menu, you will see information about the navigation menu including:

Field	Description
Title	Title assigned to the navigation menu.
ID	ID assigned to the navigation menu by Ektron CMS100. This will be used to call the menu to the Web page.
Template	Default template the generated links will display the content on. Only used if no template is assigned in the custom function.
Description	Detailed description about the navigation menu.
Links	List of links that will be displayed in the navigation menu.

Along with all the information about the navigation menu, there are also several tasks that may be performed from this page. The following table will describe each button and it's function.

Button	Name	Description	More Information
	Add	Adds another content block to the list of links in the navigation menu.	"Assigning Content Blocks to the Navigation Menu" on page 19
	Remove	Removes a content block that has been added to a navigation menu.	"Removing Content Blocks from the Navigation Menu" on page 25
	Reorder	Allows you to reorder the list of links that are displayed in the navigation menu.	"Reordering List of Links" on page 29
	Edit	Allows you to edit certain information about the navigation menu.	"Editing a Navigation Menu" on page 33

Button	Name	Description	More Information
	Delete	Deletes the navigation menu.	”Deleting a Navigation Menu” on page 36
	Back	Takes you to the previous page.	

Adding/Removing Content Blocks

Once a navigation menu has been created, you can add or remove content blocks to and from it.

Adding Content Blocks to the Navigation Menu

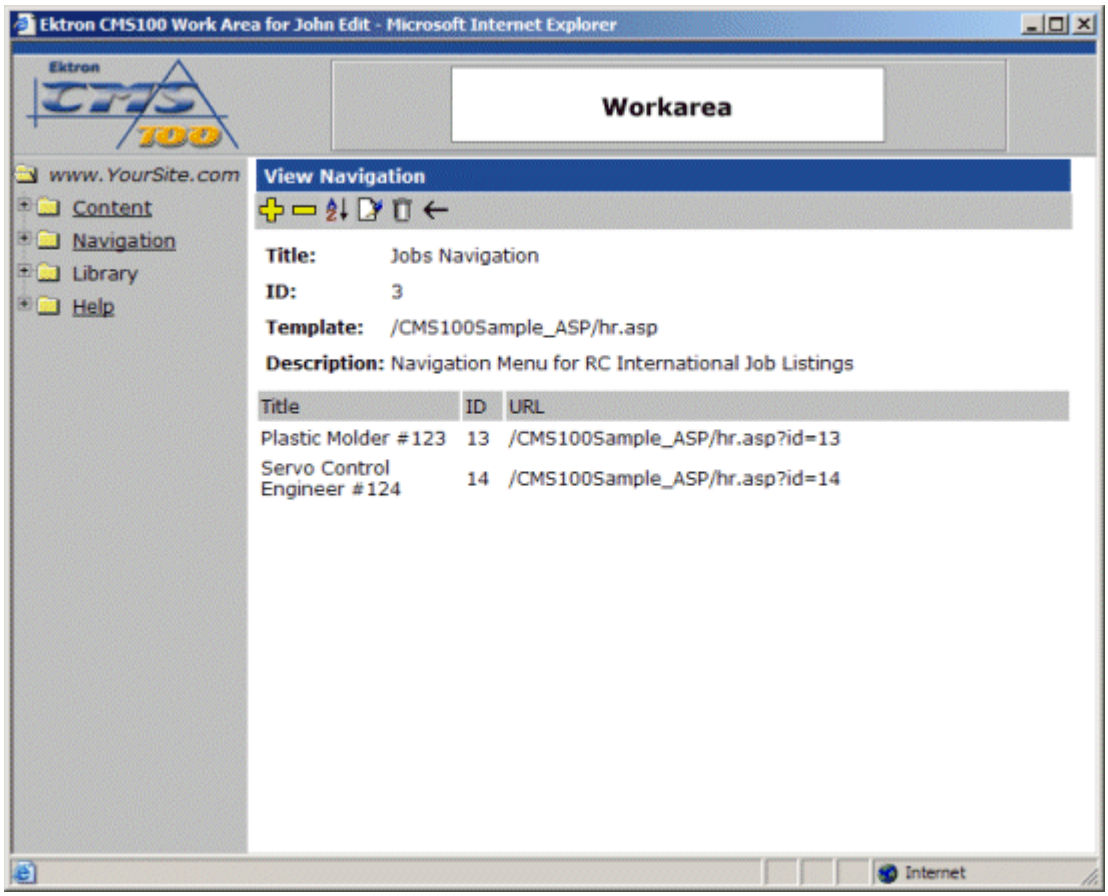
For information about adding content blocks to the list of links in the navigation menu, see ”Assigning Content Blocks to the Navigation Menu” on page 19.

Removing Content Blocks from the Navigation Menu

To remove content blocks from a navigation menu:

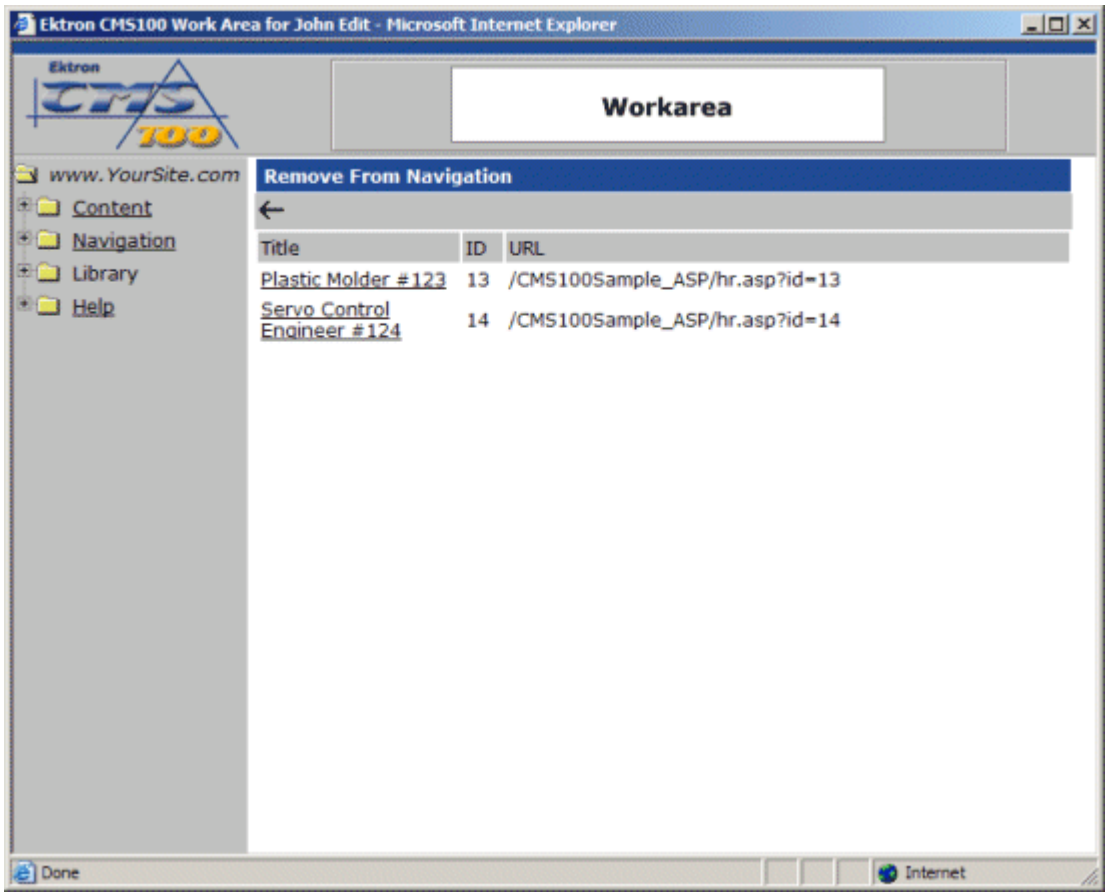
1. Begin by clicking on the title of the navigation menu you would like to remove a content block from.

2. When you click on the title, you will be taken to the view navigation page of the navigation menu.

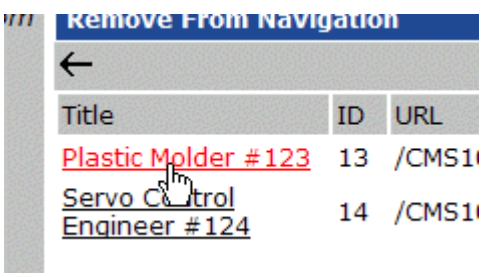


3. Click on the remove button in the toolbar at the top of the page.

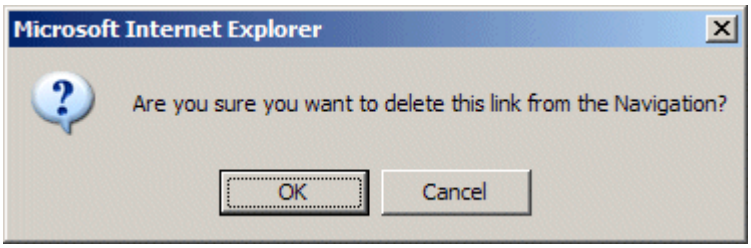
4. When you click on the remove button, you will be taken to the delete from navigation page where you will see a list of all the content blocks that have been added to the navigation menu.



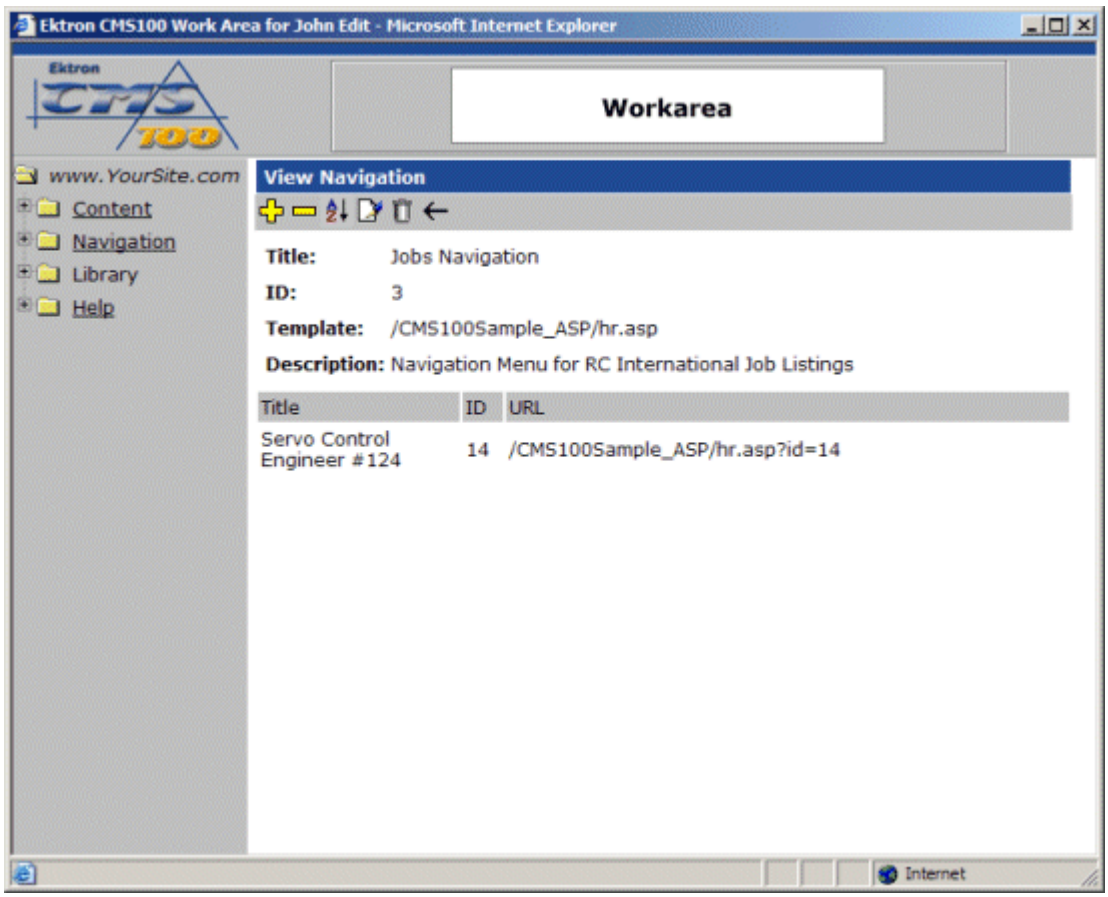
5. Click on the title of the content block you would like to remove from the navigation menu.



6. When you click on the title of the content you wish to remove, you will be prompted with a confirmation box.



7. Click the OK button to confirm.
8. After you click the OK button, you will be taken back to the view navigation page with the content block removed from the list of links.

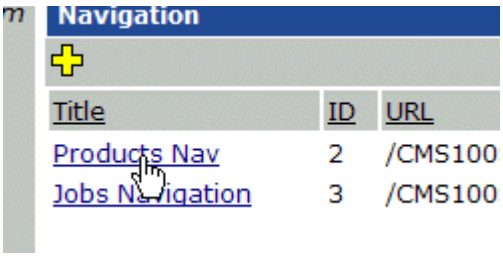


9. Repeat steps 3-7 for each content block you wish to remove from the selected navigation menu.

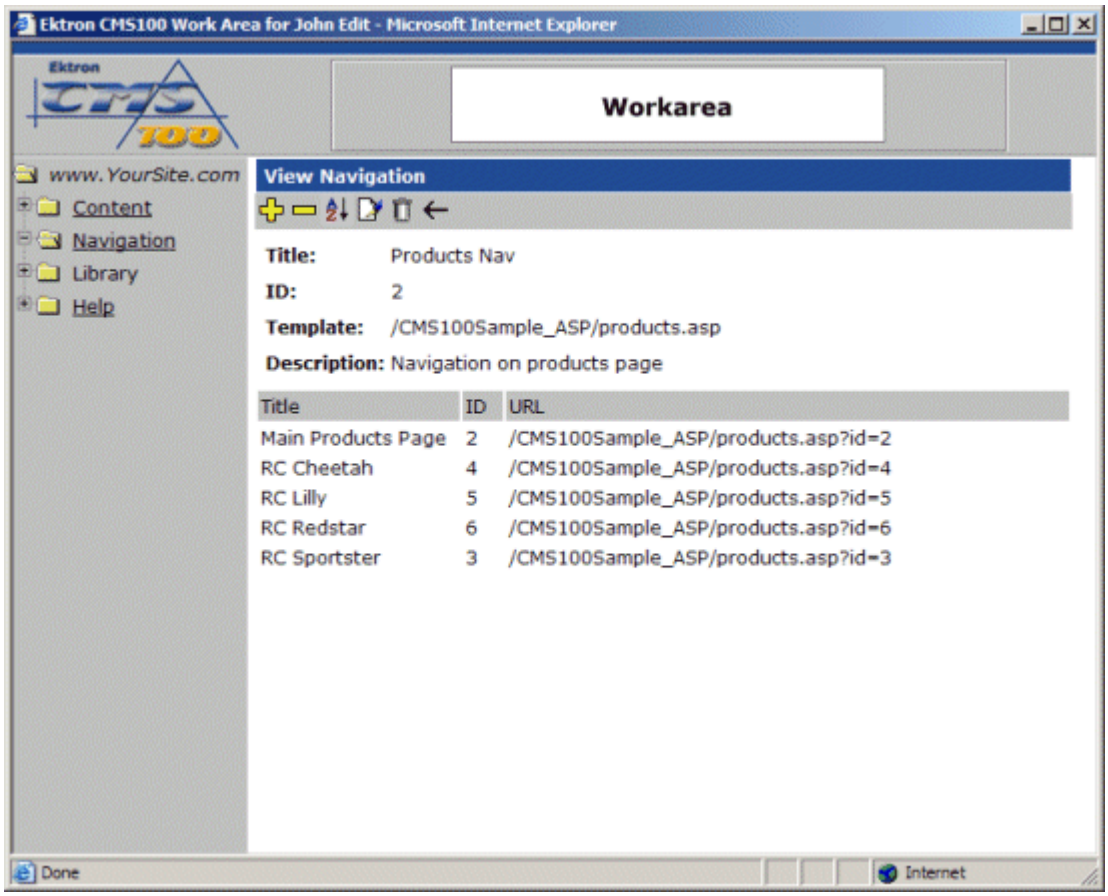
Reordering List of Links

When a navigation menu is created, and more than one content blocks have been assigned to it, you will have the option to order the list of links. To reorder the list of links:

1. Begin by clicking on the title of the navigation menu in the navigation table you wish to reorder the links for.

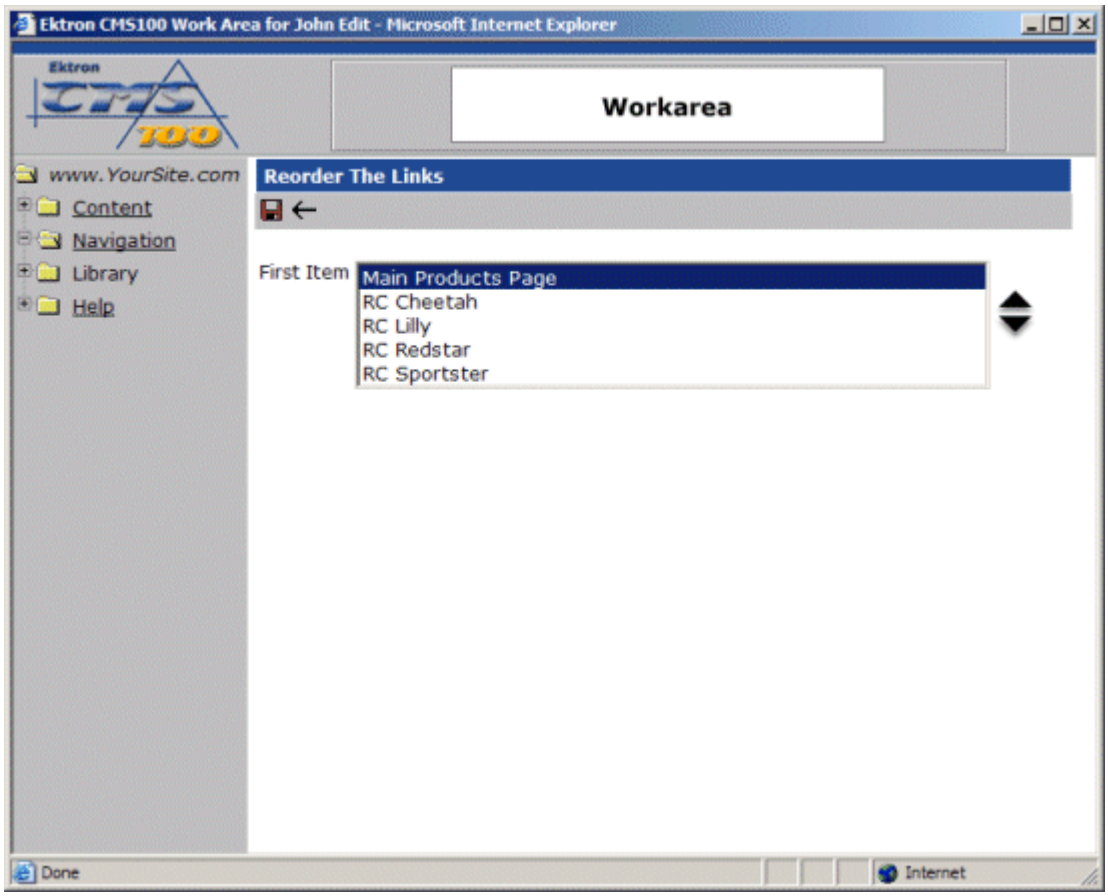


2. Once you click on the title, you will be taken to the view navigaiton page for the selected navigation menu.

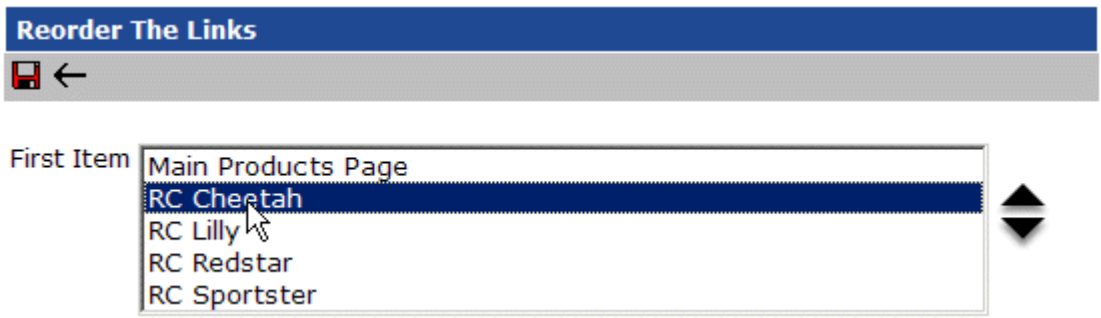


3. Click on the reorder button in the toolbar at the top of the page.

4. When you click on the reorder button, you will be taken to the reorder the links page.



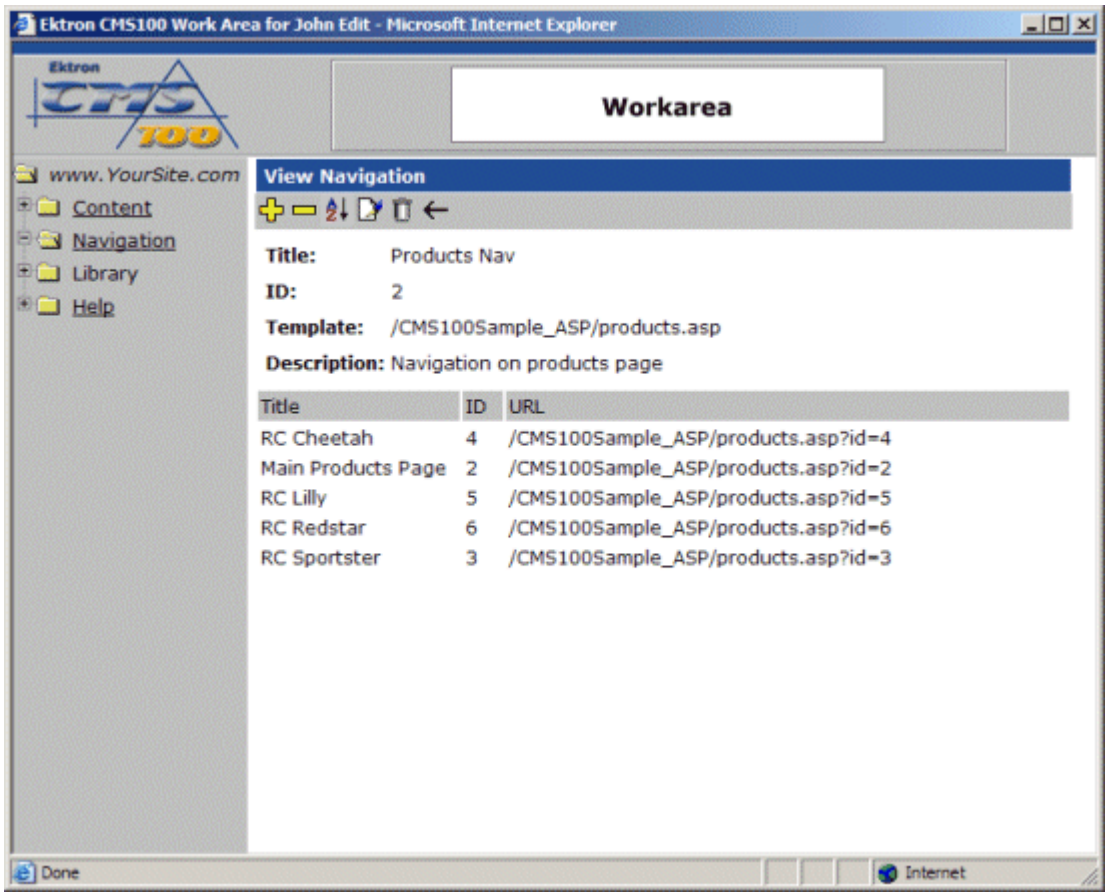
5. In the list of links, click on the title of the content block you would like to move.



6. Next, click the up or down arrow to move the content block in the respective direction.

7. Once you have finished moving the desired content blocks, click the update button to save and update the changes.

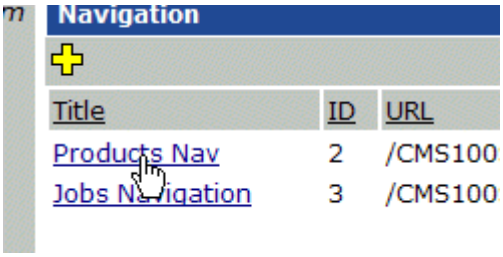
8. After you click the update button, you will be taken back to the view navigation page where the list will be updated with the proper order.



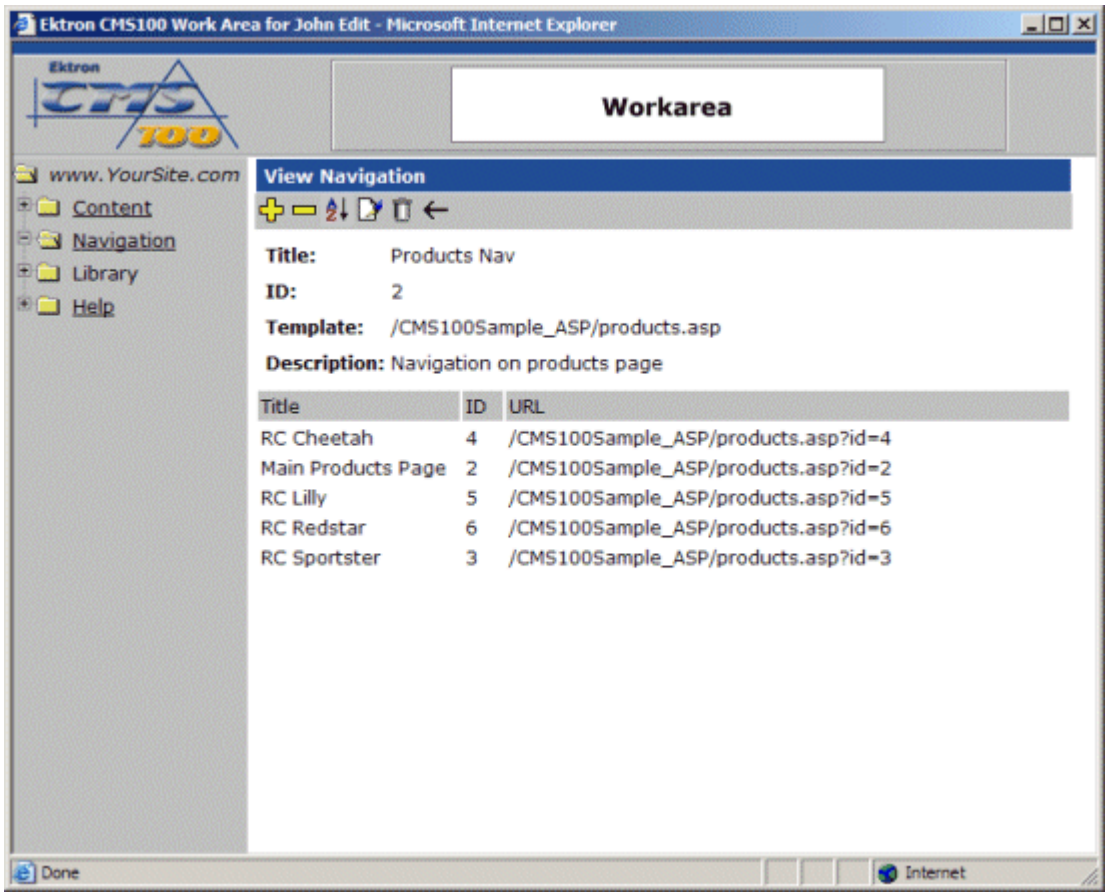
Editing a Navigation Menu

To edit a navigation menu:

1. Click on the title of the navigation menu in the navigation table you would like to edit.

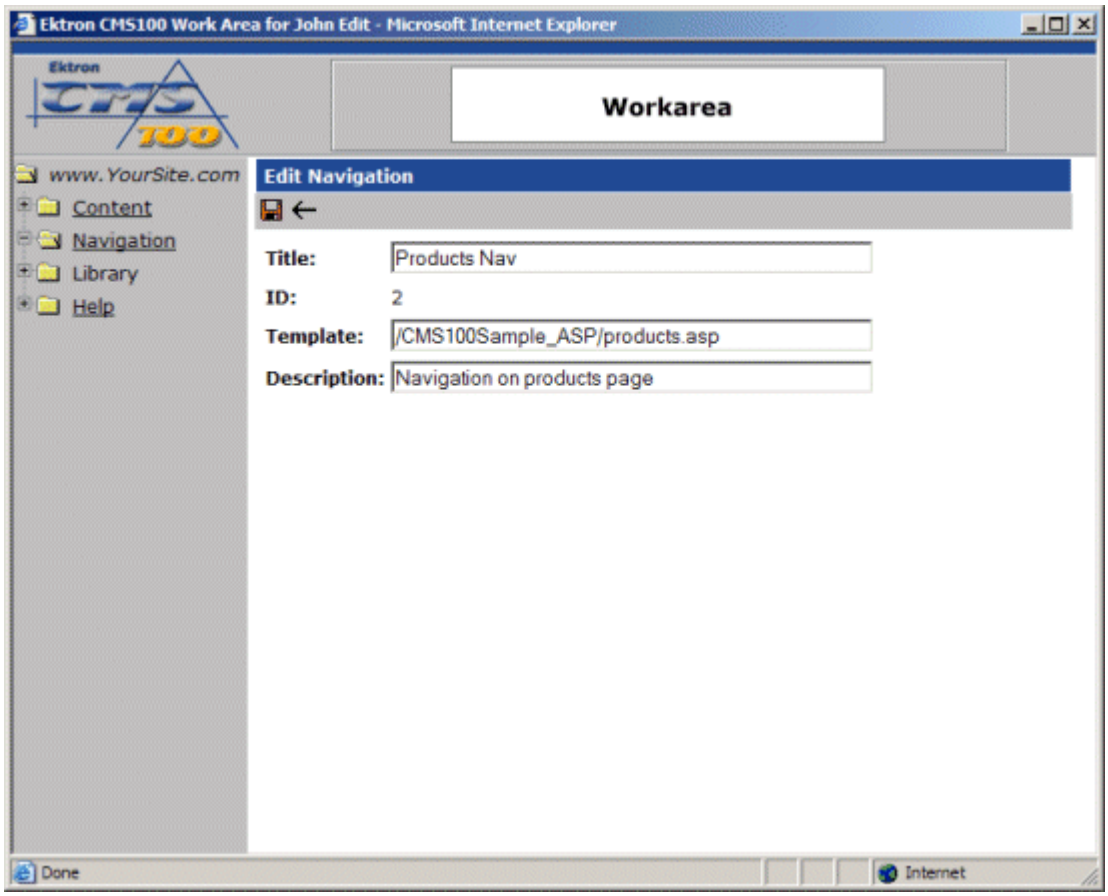


2. When you click on the title, you will be taken to the view navigaiton page for the selected navigation menu.



3. Click the edit button in the toolbar at the top of the page.

4. When you click on the edit button, you will be taken to the edit navigation page.



5. At the edit navigation page, you may make changes to the following fields:

- Title
- Template
- Description

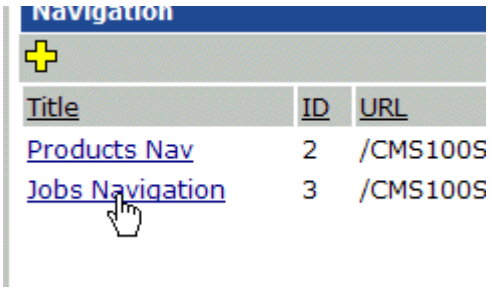
6. When you have finished making your edits, click the update button in the toolbar to save and update your changes.

7. After you click the update button, the changes you have made will be saved, and you will be taken back to the view navigation page.

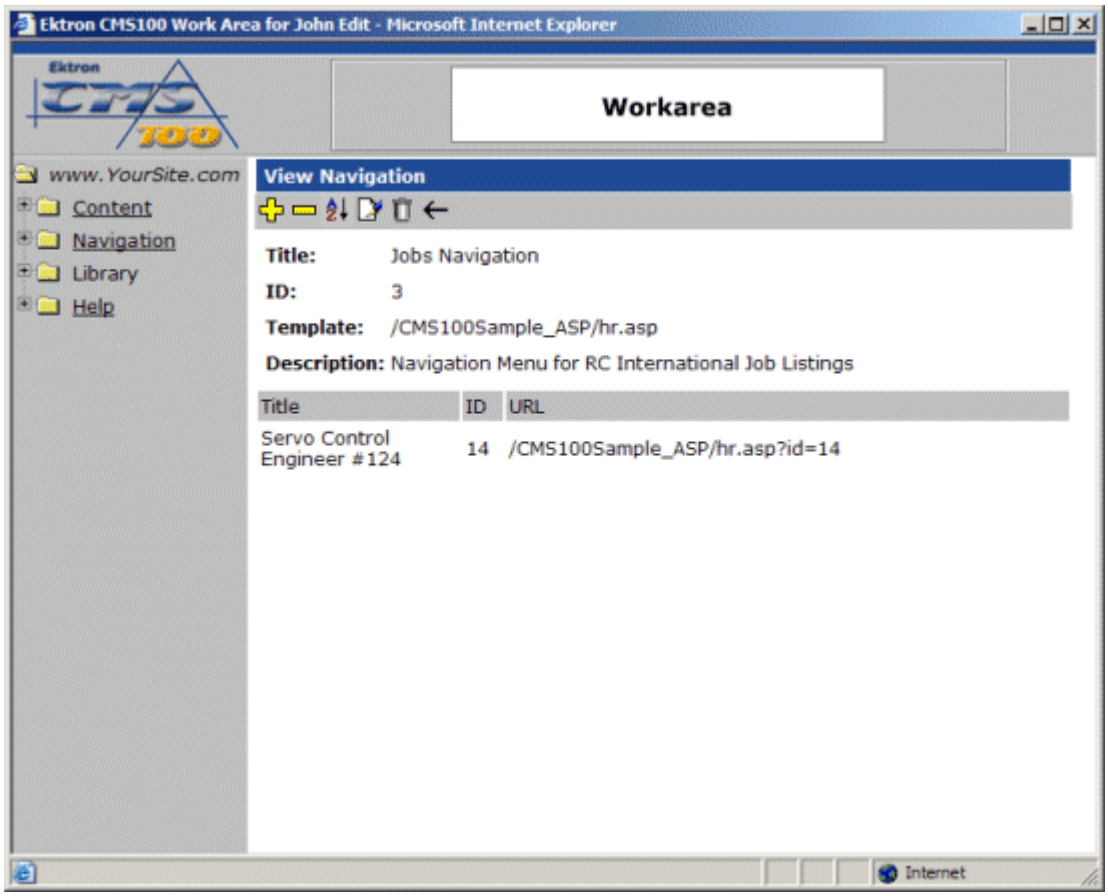
Deleting a Navigation Menu

When you no longer wish to keep a specific navigation menu, you can delete if from your Web site. To delete a navigation menu:

1. Begin by clicking on the navigation menu you wish to delete from the navigation table.

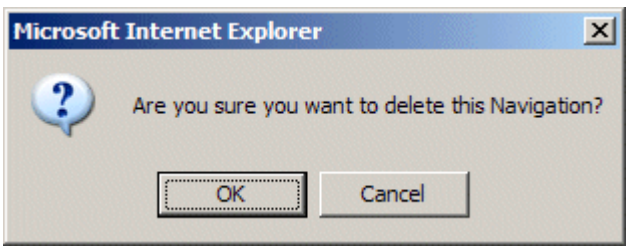


2. After you click on the title, you will be taken to the view navigation page for the selected menu.



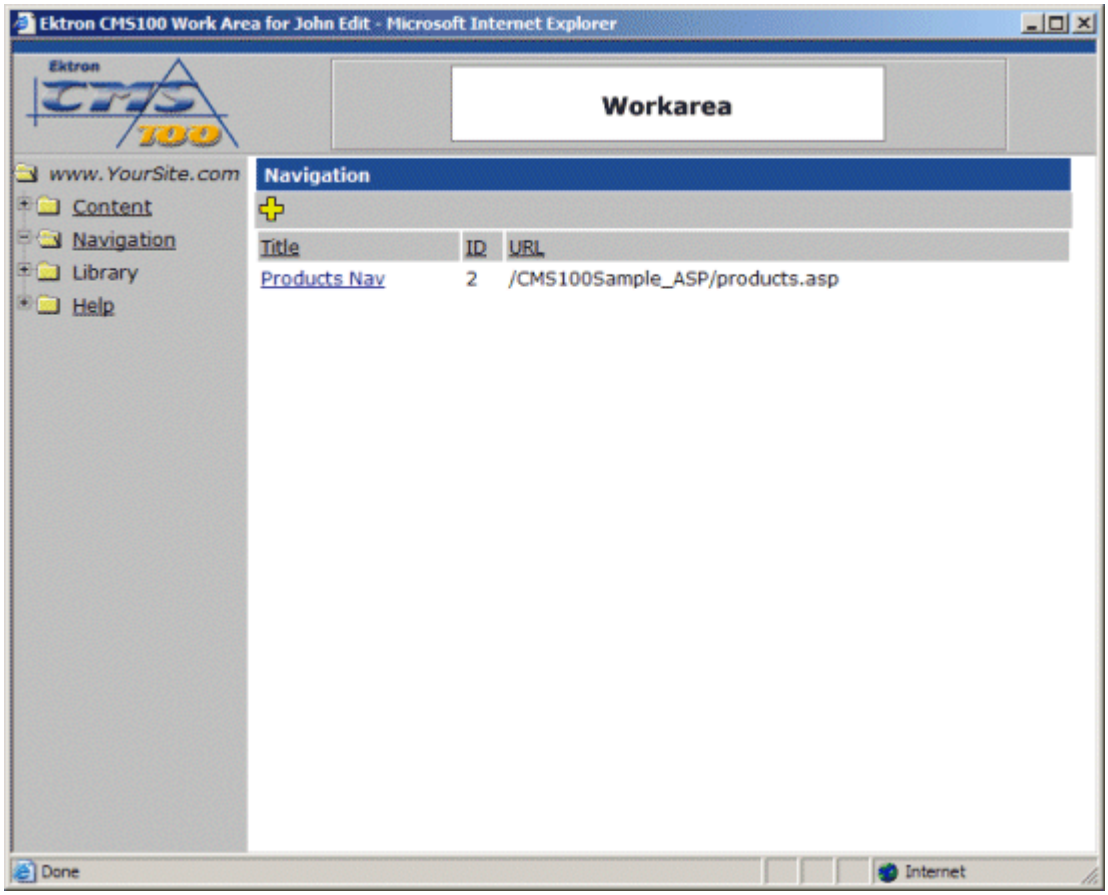
3. In the toolbar at the top of the page, click on the delete button.

4. When you click on the delete button, you will be prompted with a confirmation message.



5. Click OK to delete the navigation menu.

6. After you click the OK button, you will be taken back to the navigation table with deleted navigation menu removed from the list.



The Library Folder

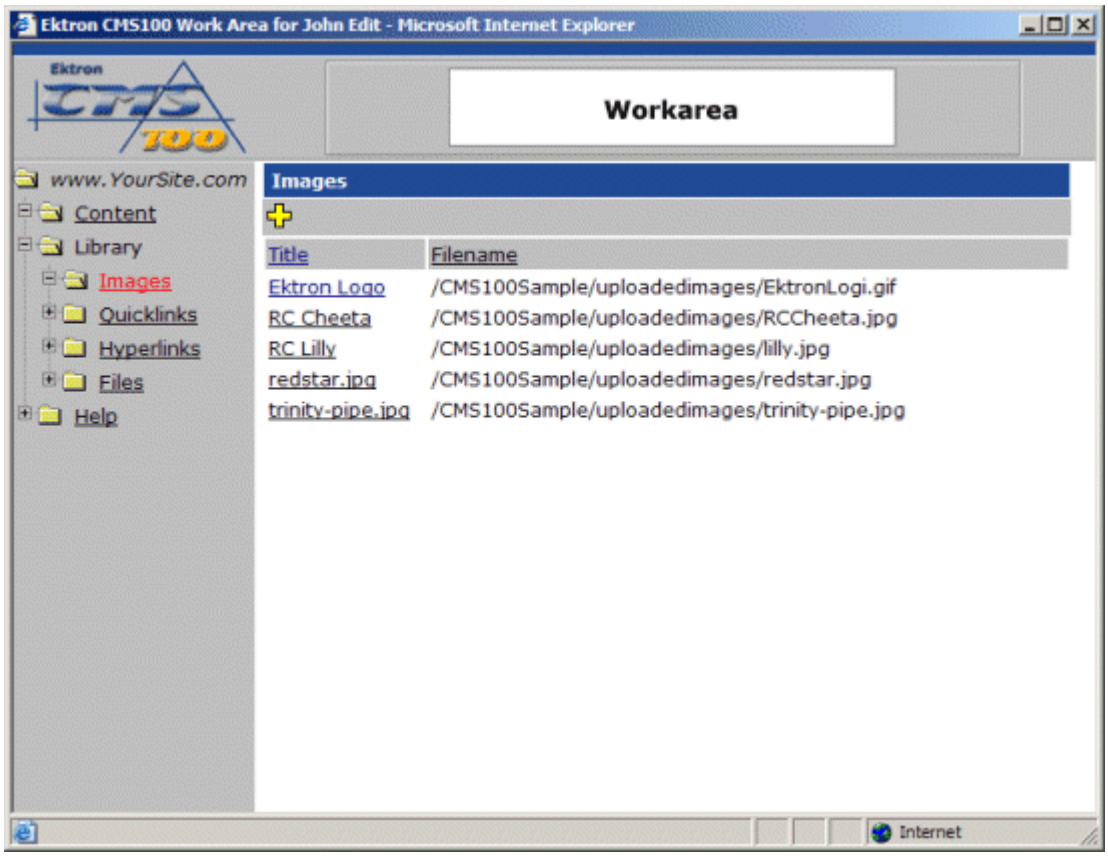
The Ektron CMS100 Library is the area where users can upload images and files to, as well as add hyperlinks. Once an image, file, hyperlink, or quicklink is added to the library, then all users who create and edit content can insert anything that is included in the Library.

Only users with permissions to upload images and files will be allowed to view the library in the user Workarea. If you do not have permissions to view the library, see your Ektron CMS100 administrator.

The library in Ektron CMS100 has four sub-folders:

- Images
- Files
- Hyperlinks
- Quicklinks

From the library, you can add, edit, view, and delete items to and from it.



If you click the text at the top of a column, you will sort the data in the column according to the respective function.

Images Folder

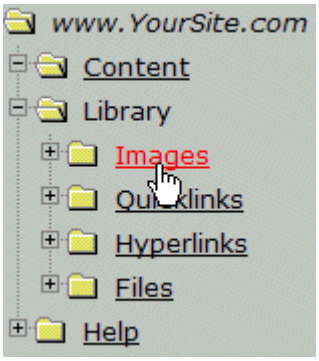
The first sub-folder in the library is the images folder. The images folder contains all images that users have uploaded, and also all images that users may use in their content blocks.

Accessing the Images Folder

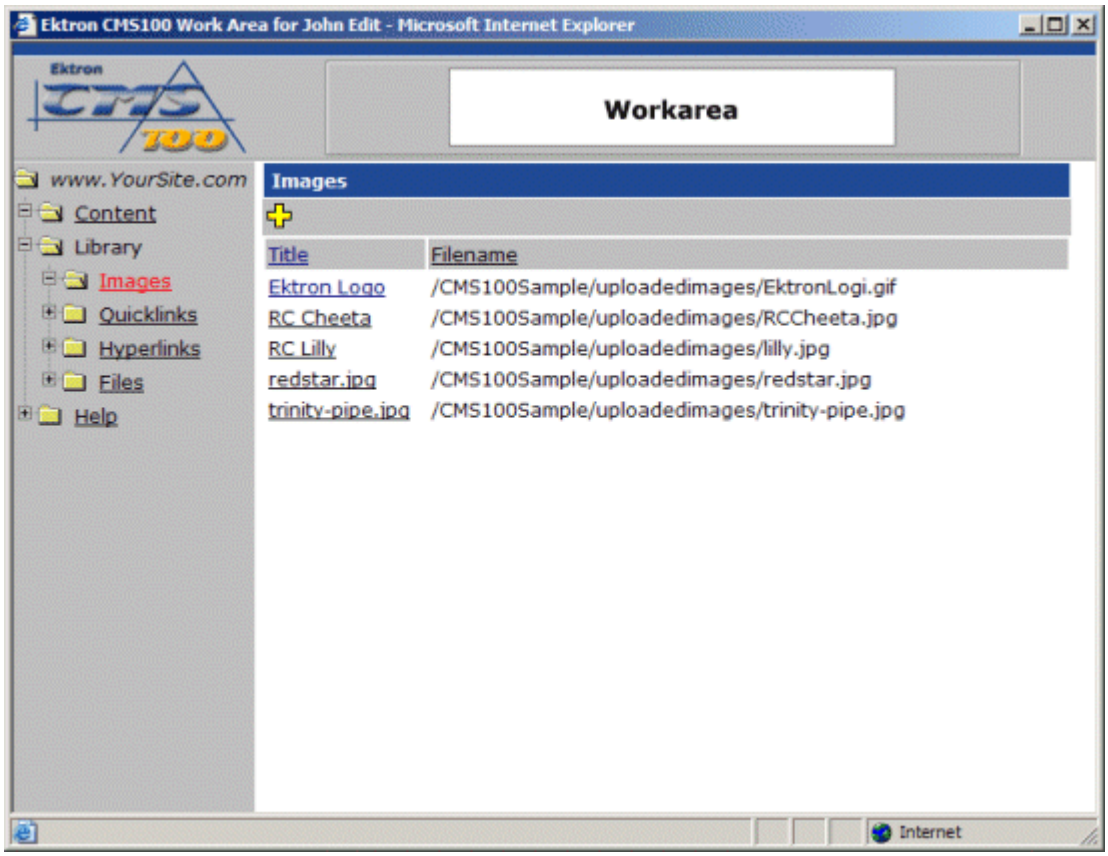
To access the images folder,

1. Begin by logging into Ektron CMS100, and access your Workarea.

2. Next, click on the library folder, then the images folder in the folder tree on the left side of the Workarea.



3. Once you click on the images folder, a table of all uploaded images will be displayed in the main section of the Workarea.



Images Toolbar

When working with hyperlinks in the Workarea, there are several toolbar buttons that you should become familar with. The following table explains all the toolbar buttons you will use when working with hyperlinks.

Button	Name	Description	More Information
	Add	This button is used to add a new image to the Ektron CMS100 library.	”Adding Images” on page 43
	Edit	Allows you to edit the title and/or filename of the current image.	”Editing Images” on page 49

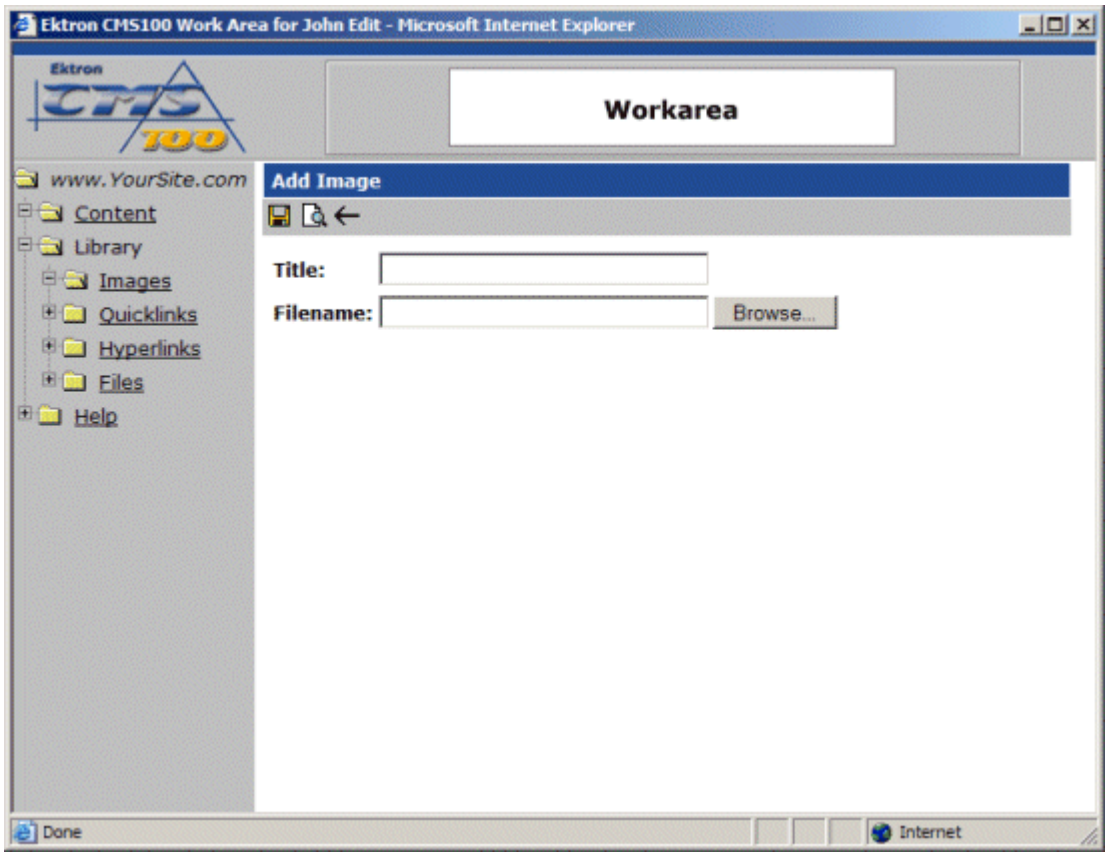
Button	Name	Description	More Information
	Overwrite	Allows you to overwrite the current image with a newer version of it.	”Overwriting Images” on page 51
	Delete	Allows you to delete the image from the library.	”Deleting Images” on page 57
	Back	Clicking back will take you to the previous page.	

Adding Images

Follow the steps listed below to add images to the library.

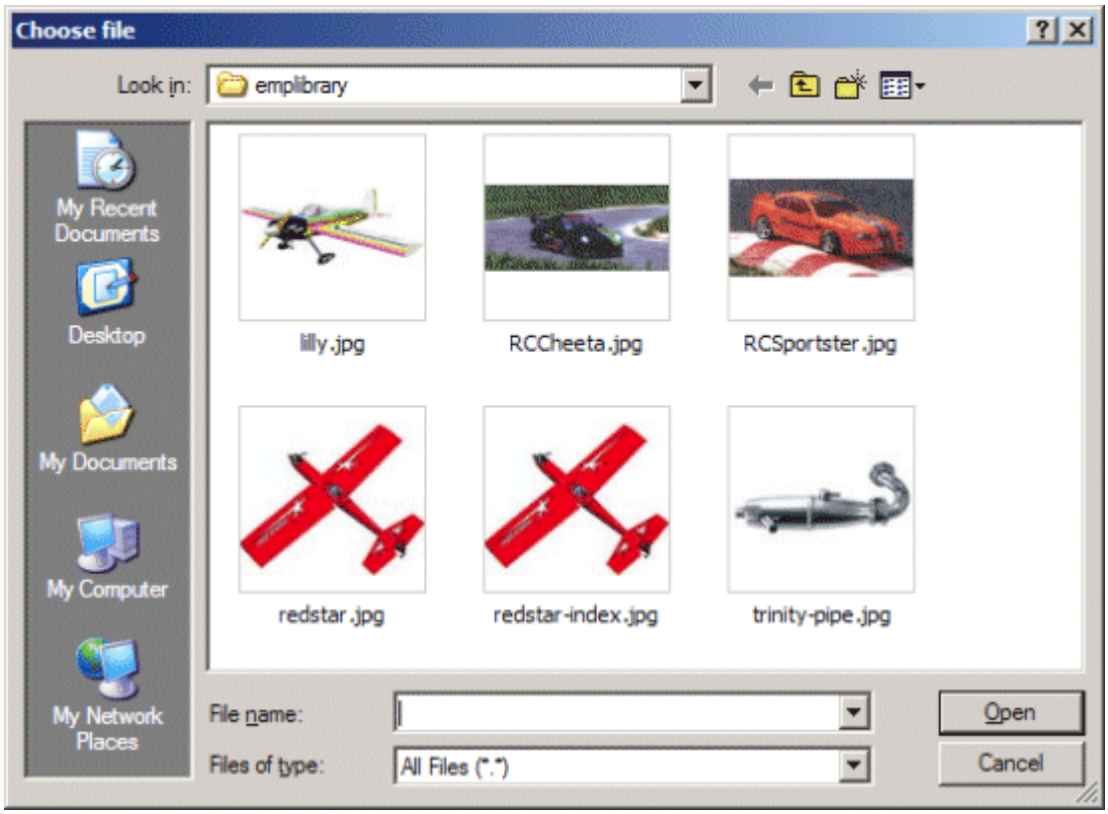
1. From the image table, click on the add button in the toolbar at the top of the page.

2. Once you click on the add button, you will be taken to the add image page in the Workarea.



3. Begin by clicking the browse button to locate the image, on your machine or network, that you would like to upload to the library.

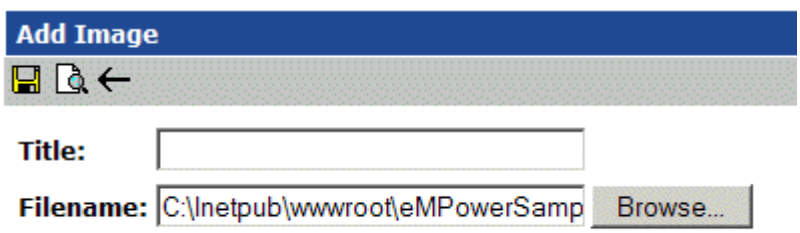
4. When you click the browse button, a new dialog box will open which you can use to choose the file you would like to upload.



5. When you have found the image you would like to upload, click on the image, then click the **Open** button.

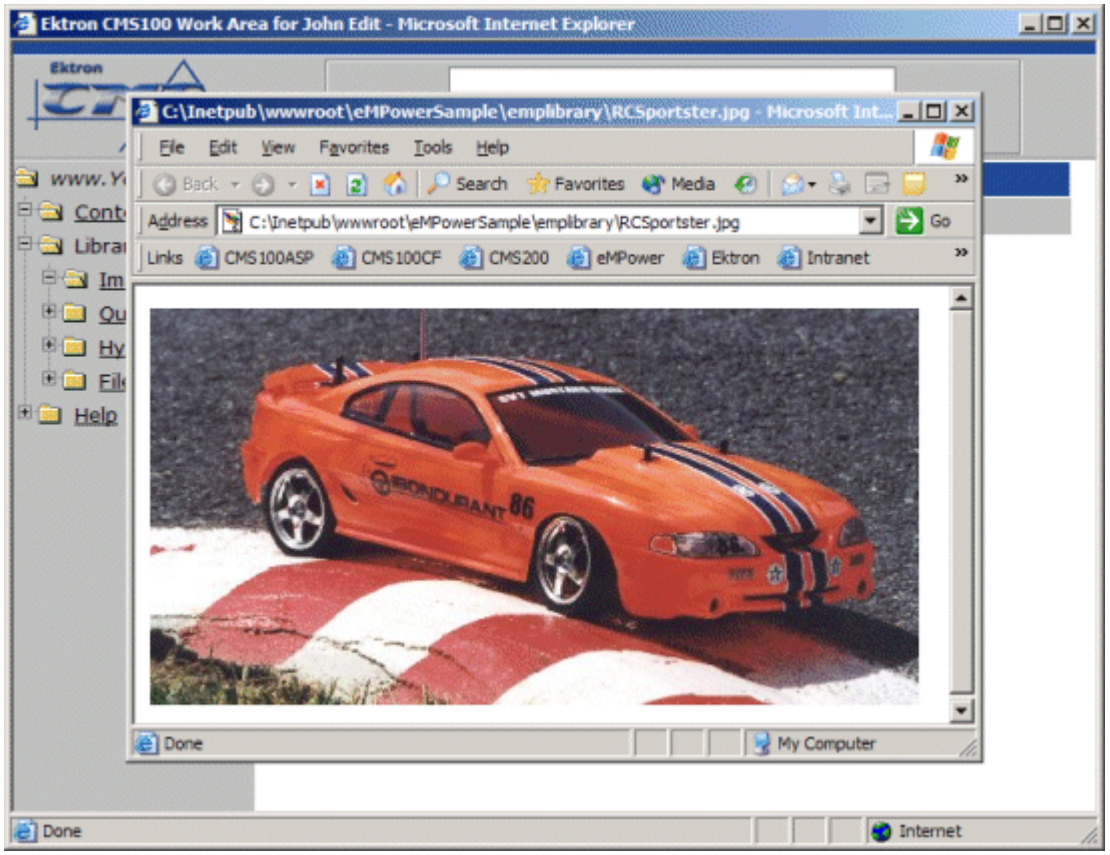
NOTE You may only upload image types that have been specified by the Web site administrator.

6. After you cliick the open button, the path for the image will automatically be inserted into the filename field on the add image page.



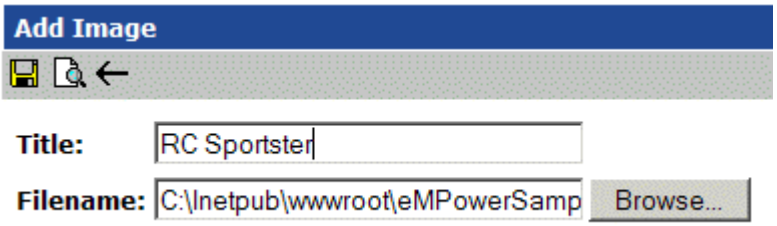
7. You can preview the image to be sure that it is the image you would like to upload. To preview the image, click the preview button on the toolbar.

8. Clicking the preview will open a new browser page with the selected image displayed.



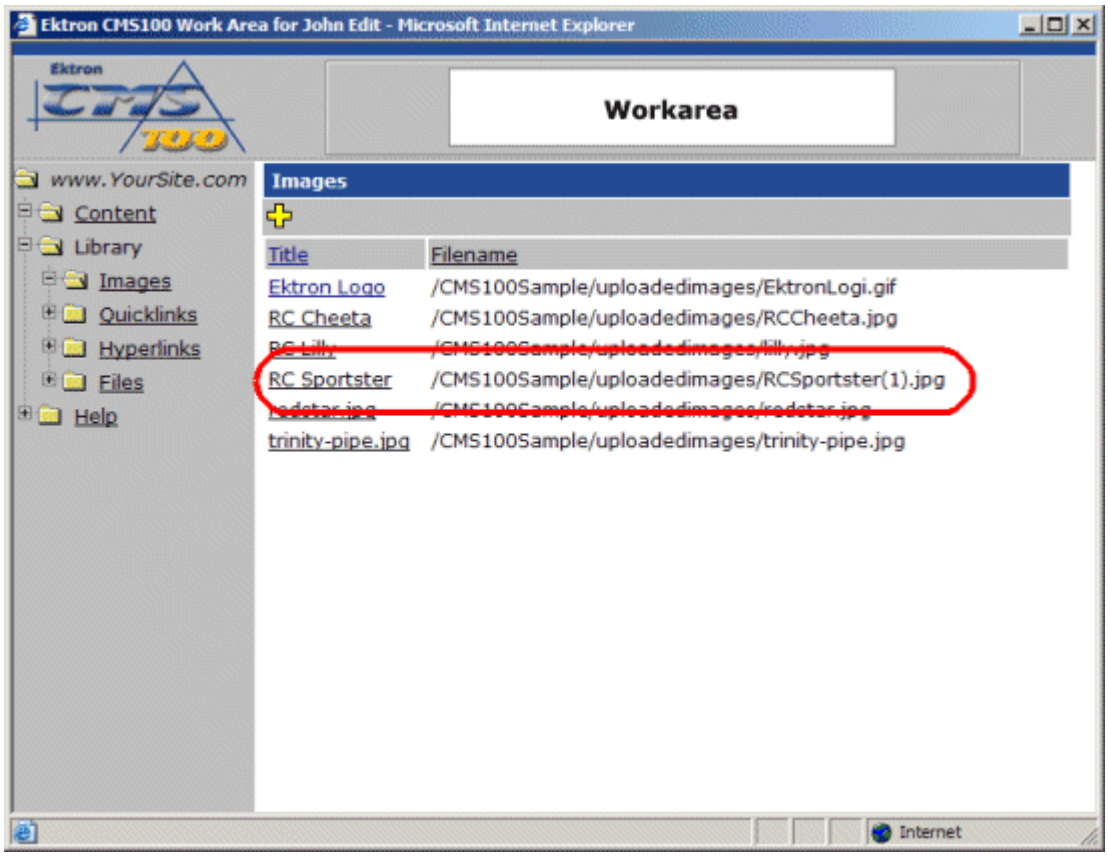
9. Click the **X** button in the top right corner to close the preview window.

10. If this is the image that you would like to upload, enter a title for the image in the proper field.



11. Now that Ektron CMS100 has all the information needed, click the save button in the toolbar to save and upload the image to the library.

12. Once the save button is clicked, the image will go through the uploading process which may take a few moments depending on the size of the image that is being uploaded.
13. When complete, you will be taken back to the images folder with the new image added to the table.

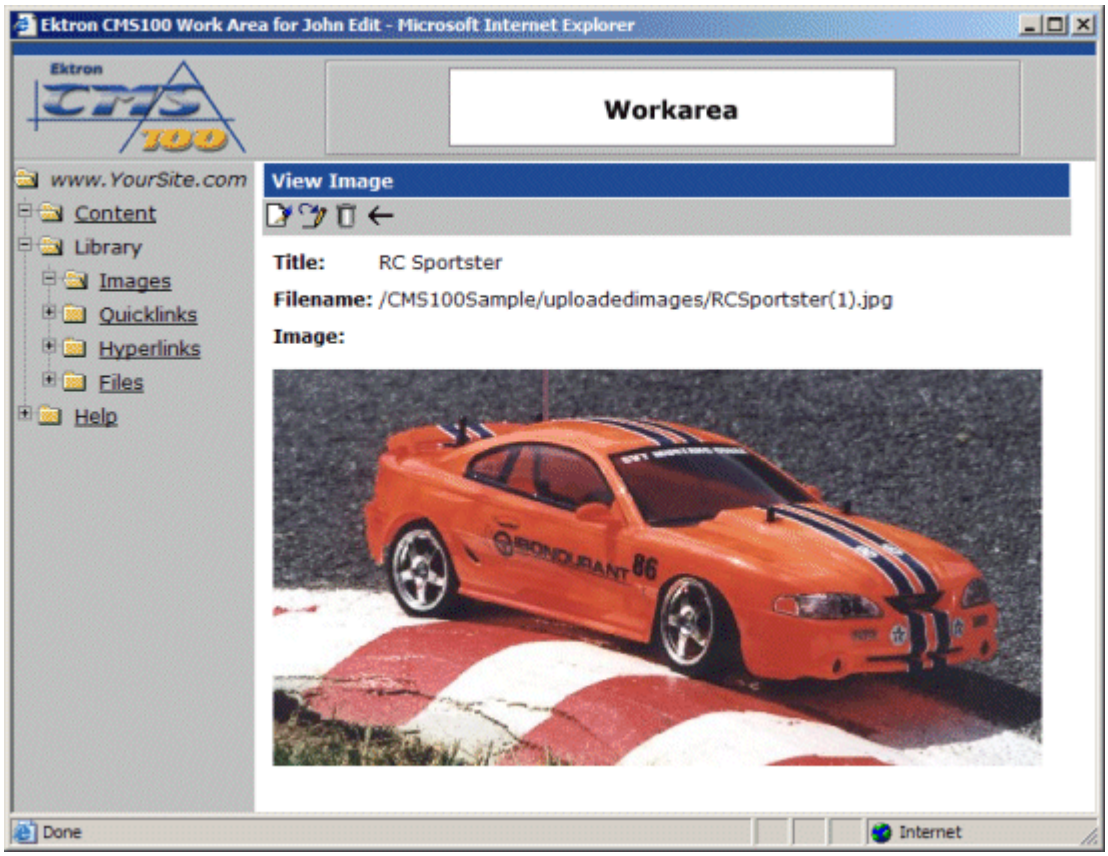


Viewing Images

To view an image that has been uploaded:

1. Click on the title of the image in the image table you would like to view.

2. Once you click on the image title, you will be taken to the view image page.



3. The view image page contains information about the image including.

Field	Description
Title	The title given to the image. This is how users will identify images when accessing the library.
Filename	The path of the image on the file server with respect to the Ektron CMS100 site root.
Image	The actual image.

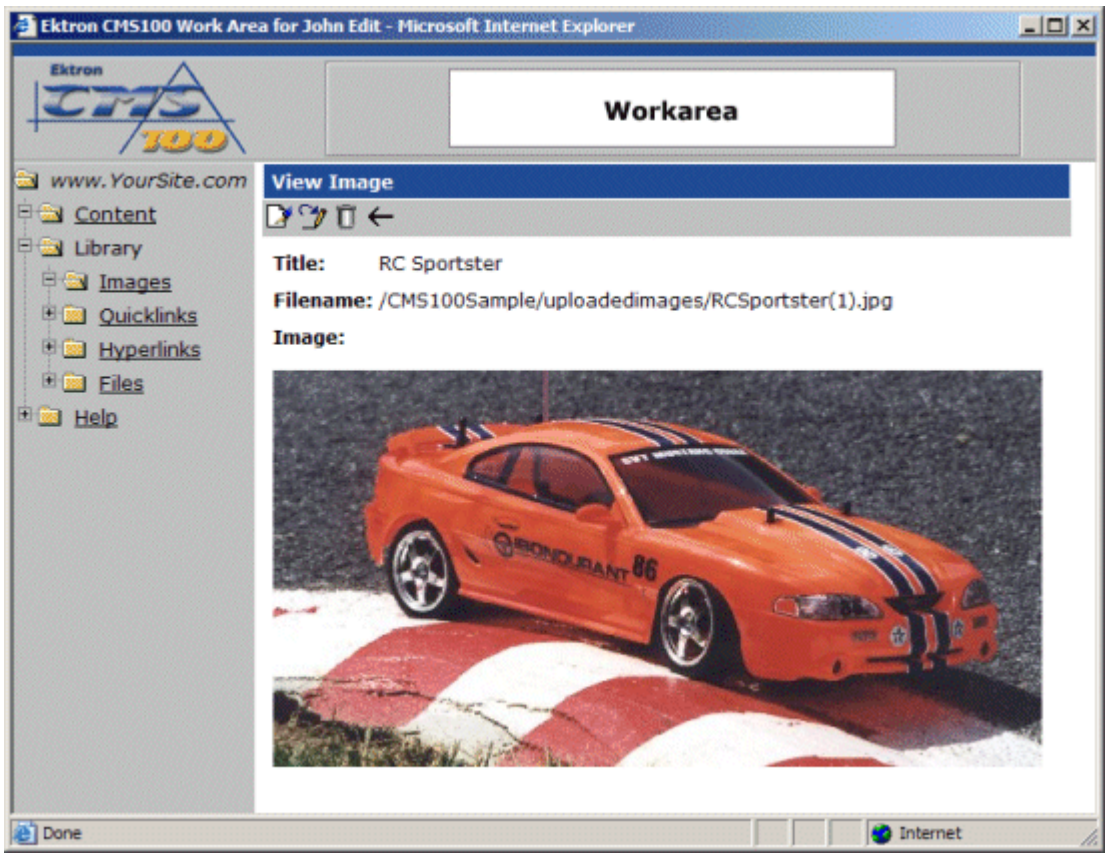
Editing Images

Editing images allows you to change the filename or the title of an image. You will have the opportunity to edit all the images that have been uploaded to Ektron CMS100.

To edit an image

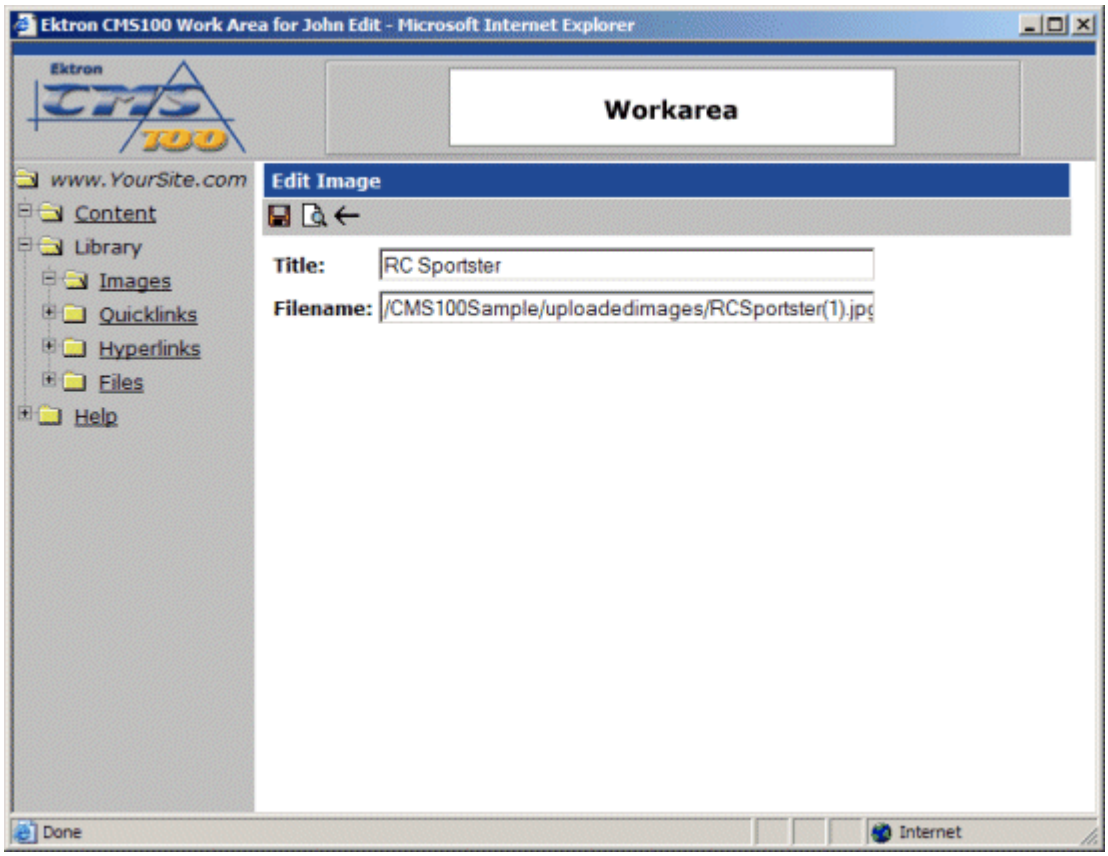
1. Begin by clicking the title of the image that you would like to edit.

2. You will then be taken to the View Image window.



3. To edit the image's information, click the edit button in the toolbar at the top of the page.

4. Once you click on the edit button, you will be taken to the edit image window.



5. Make the necessary changes to the image's title and/or filename.
6. At anytime, you may click on the preview button to preview the image that has been entered into the filename field.

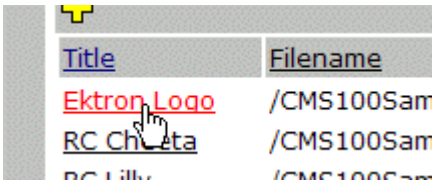
7. When you have completed editing the image, click the update button to update and save the changes

Overwriting Images

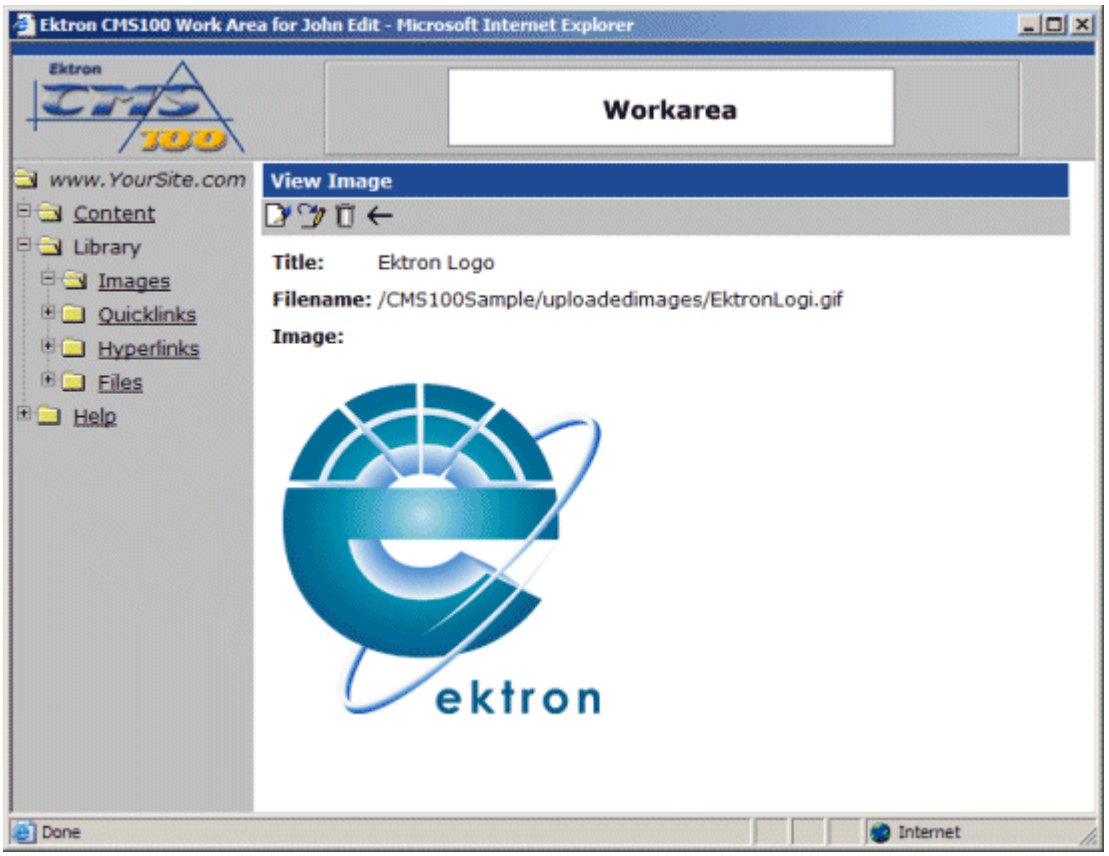
Overwriting images allows you to replace an image on the file server with a newer version of the image, instead of uploading similar duplicate images.

To overwrite an image in Ektron CMS100:

1. Click on the image you would like to overwrite with a newer version.

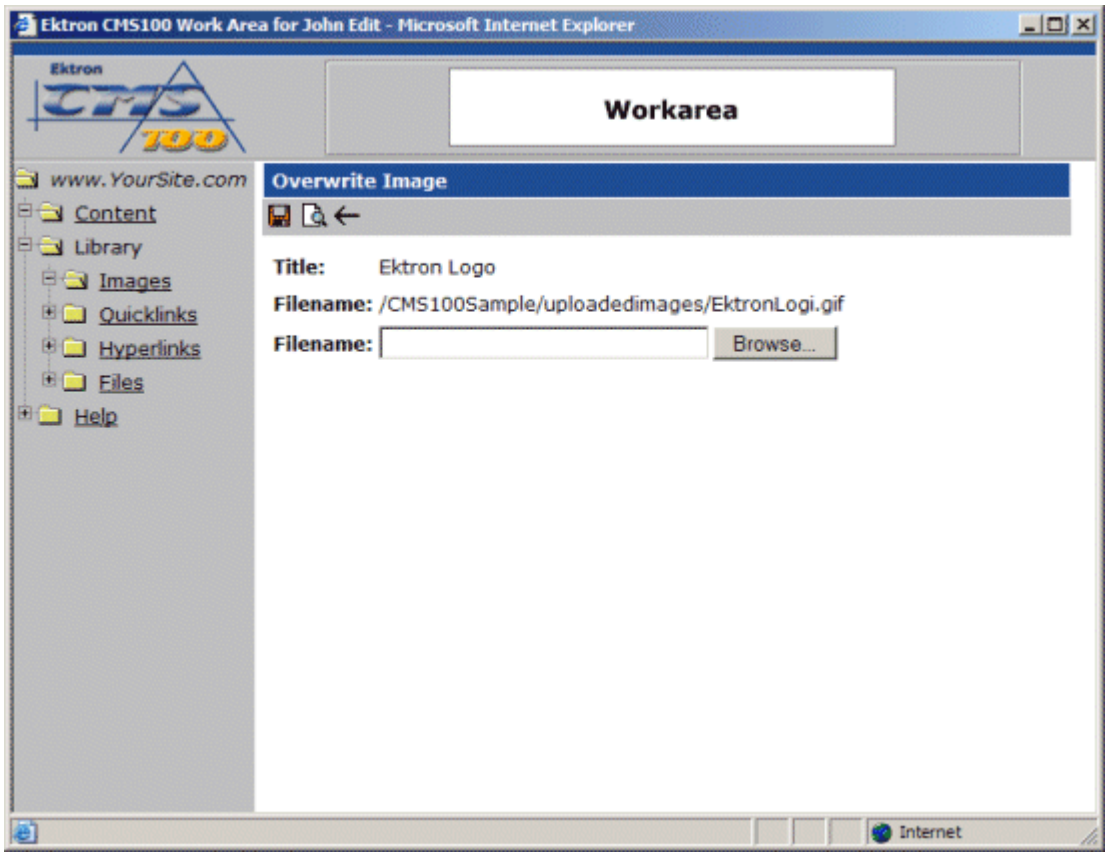


2. When you click on the image title, you will be taken to the view image page.



3. At the view image page, click on the overwrite button in the toolbar at the top of the page.

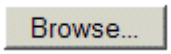
4. When you click on the overwrite button, you will be taken to the overwrite image page.



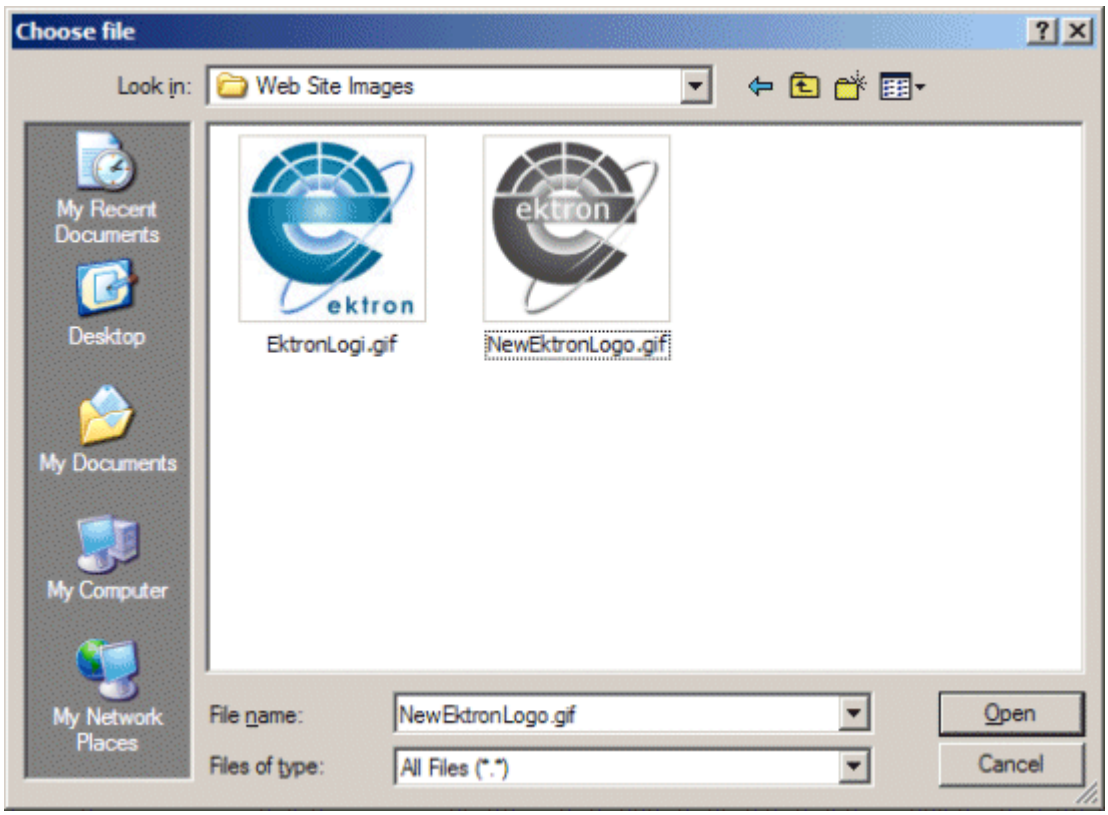
As you can see, there are several different fields on the overwrite image page. The following table explains each of them.

Field	Description
Title	Title given to the image that will be overwritten.
Filename	Ffilename of the image that will be overwritten.
Filename	Filename of the image that will overwrite the current image.

5. On the overwrite image page, click the browse button to locate the image that will overwrite the current image.



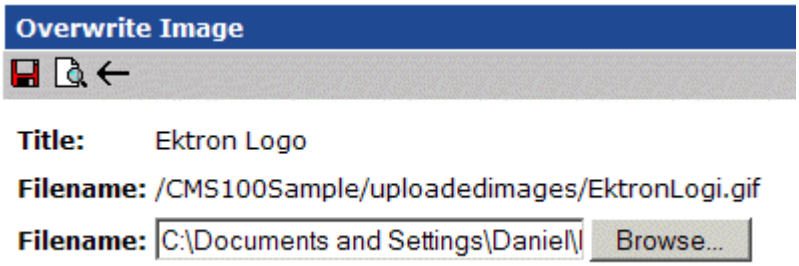
6. Once you click the browse button, a dialog box will open allowing you to search your machine or network for the new image.



7. Once you have chosen the image that you will use to overwrite the current image, click on the image in the choose file window, and click on the open button.

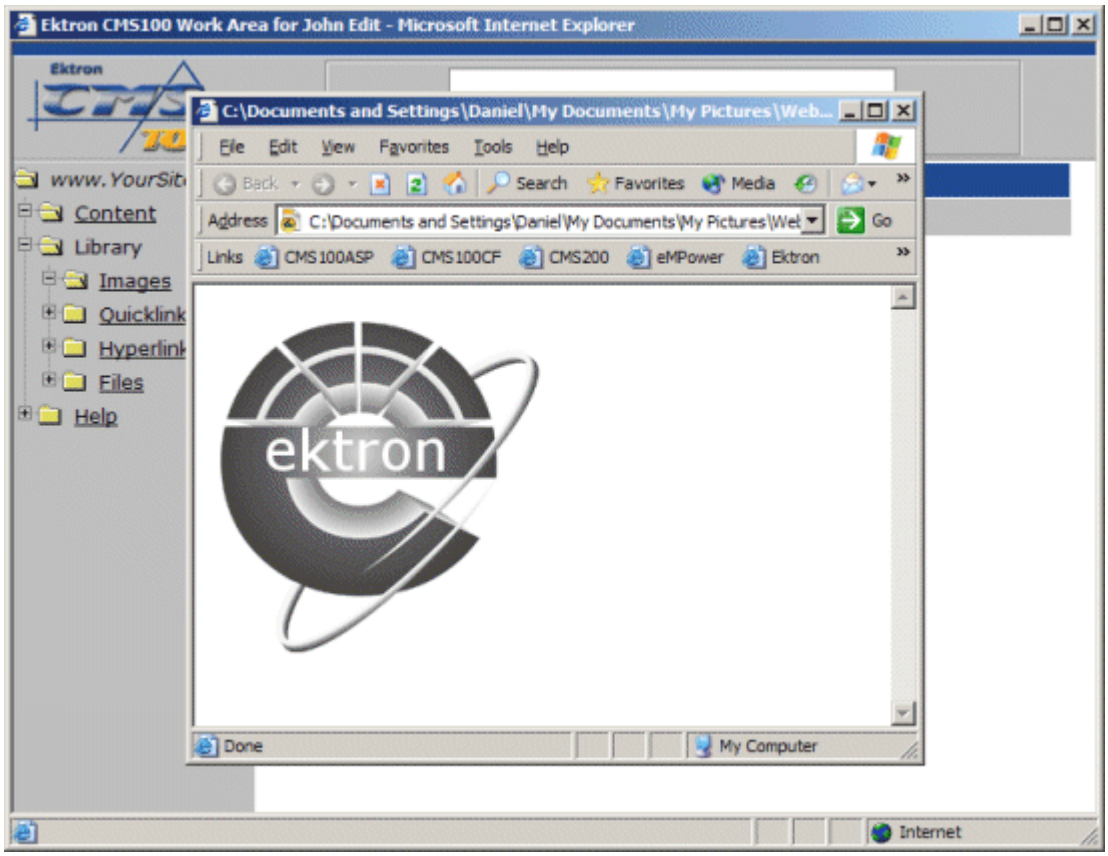
NOTE The image that you choose to overwrite the current image must have the same extension as the current image (e.g. a .gif can only overwrite a .gif).

8. After you click the open button, you will return to the overwrite image page with the filename for the image inserted into the filename field.



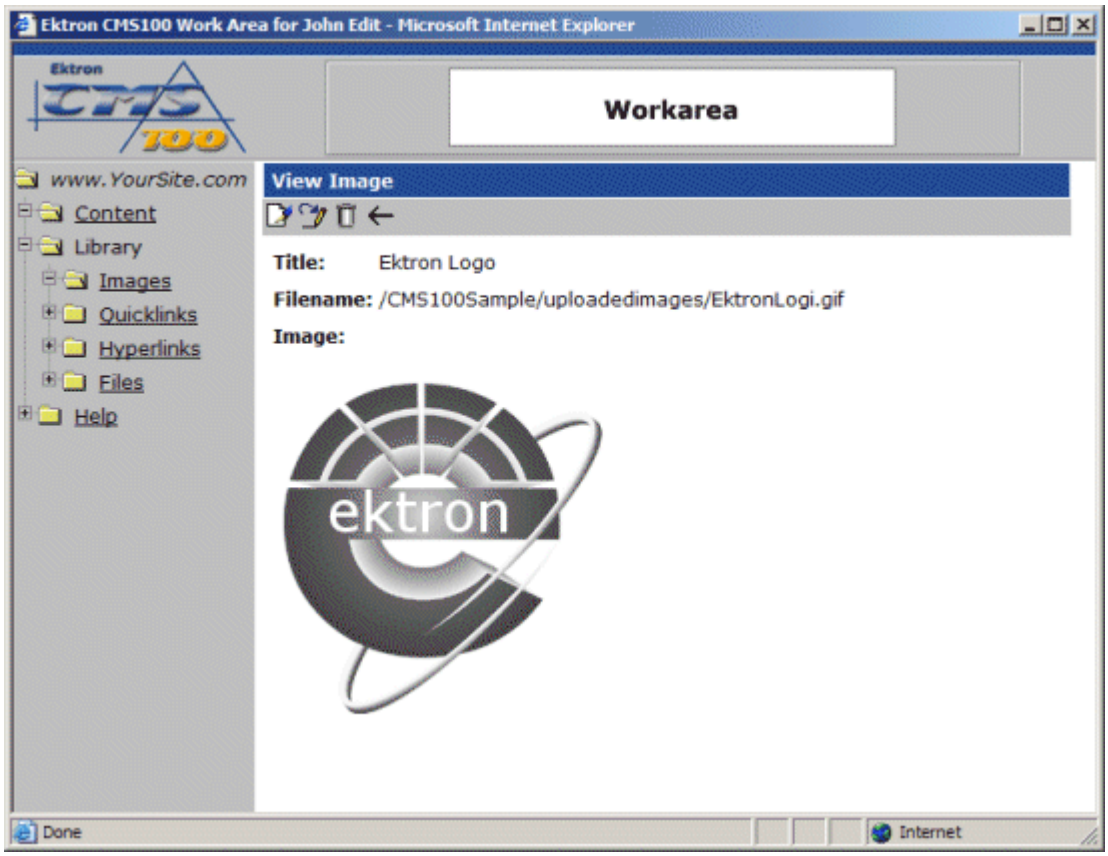
9. You may preview the image that will be used to overwirte the current image by clicking the preview button in the toolbar.

10. Once you click the preview button, a new browser will open displaying the image whose filename is defined in the field.



11. Click the **X** button in the top right corner of the browser window to close it.
12. If you are sure that you want to overwrite the current image with the image that you have chosen, click the update button in the toolbar.

13. After you click the update button, the image will go through the process of being overwritten, and you will be taken back to the view image page with the new image displayed.



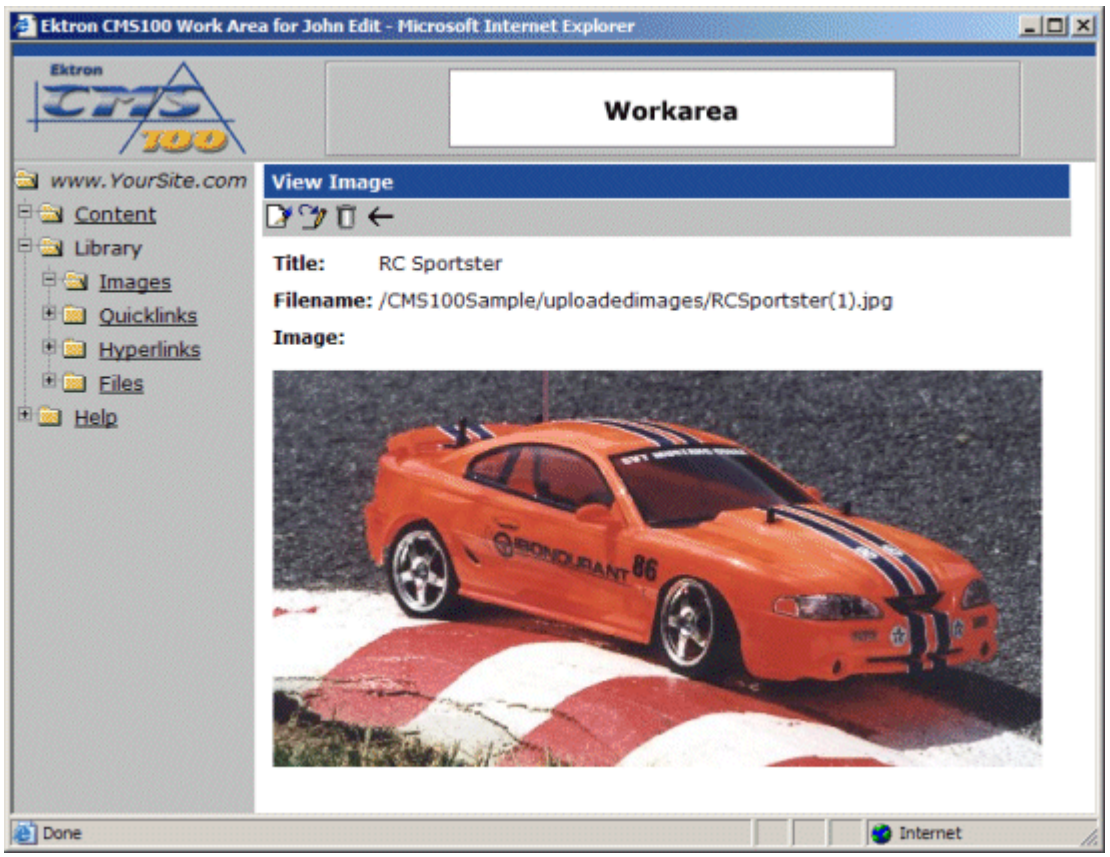
After you overwrite an image, all content blocks that display the overwritten image will now display this newer version of it.

Deleting Images

You may also delete images that are no longer used on your Web site. To delete an image from the Ektron CMS100 library:

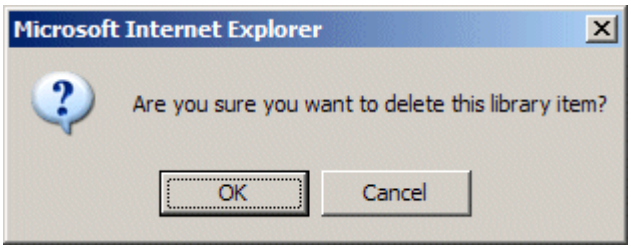
1. Click on the title of the image, in the image table, that you wish to delete.

2. Once you have clicked on the title, you will be taken to the view Image window.

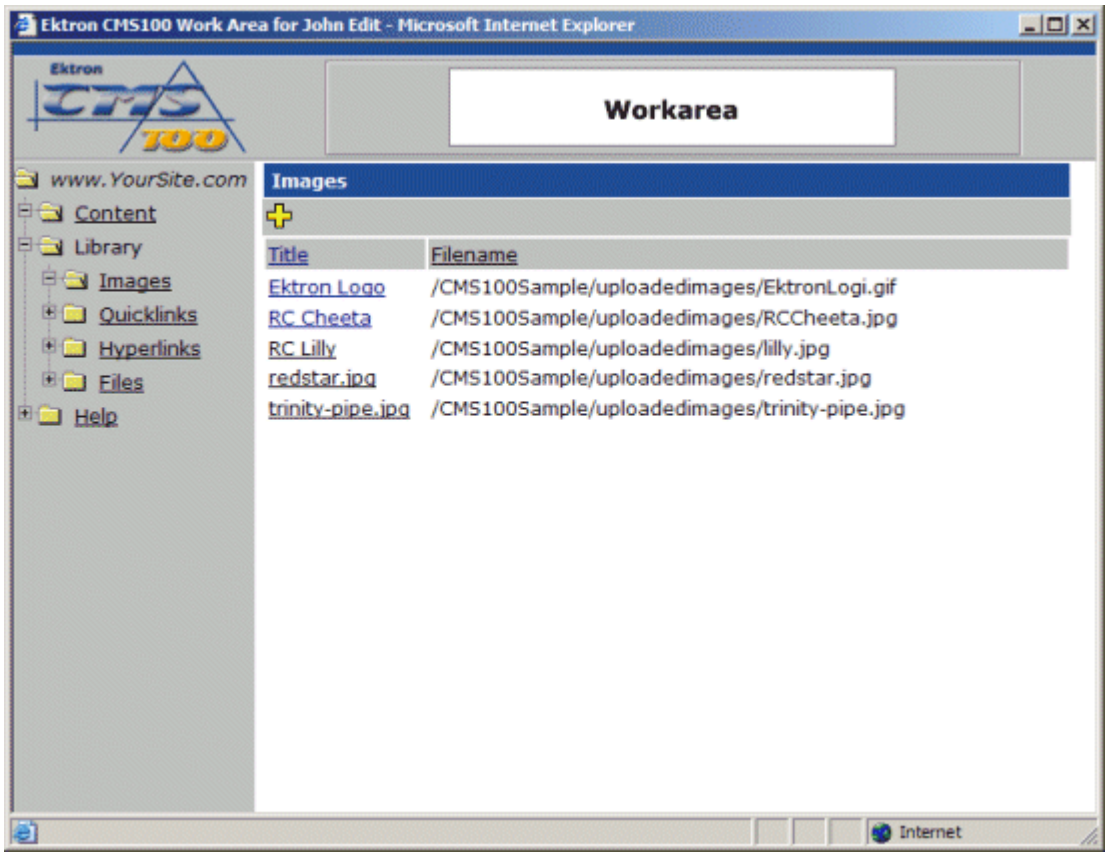


3. If you are sure that you want to delete the image, click the delete button in the toolbar at the top of the page.

4. After you have clicked on the delete button, you will see the following confirmation box.



5. If you are sure that you want to delete the image from the Ektron CMS100 library, click the OK button.
6. After you click the OK button, the image will be removed, and you will be taken back to the view images table with the changes reflected.



NOTE When a image is deleted, the image remains on the file server, but the link to it is removed from the database. Content blocks that use the deleted image will still display the image unless you delete the image from the file server.

Quicklinks

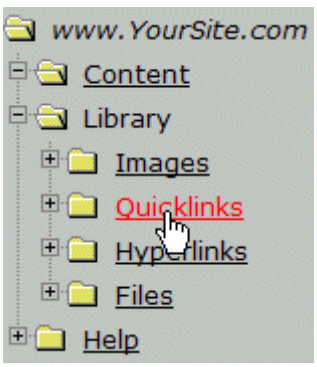
The next sub-folder in the library is the quicklinks folder. Quicklinks are links within your Ektron CMS100 Web site that are created automatically when a new content block is created. Quicklinks allow users to easily link Web pages in your Web site.

Accessing the Quicklinks Folder

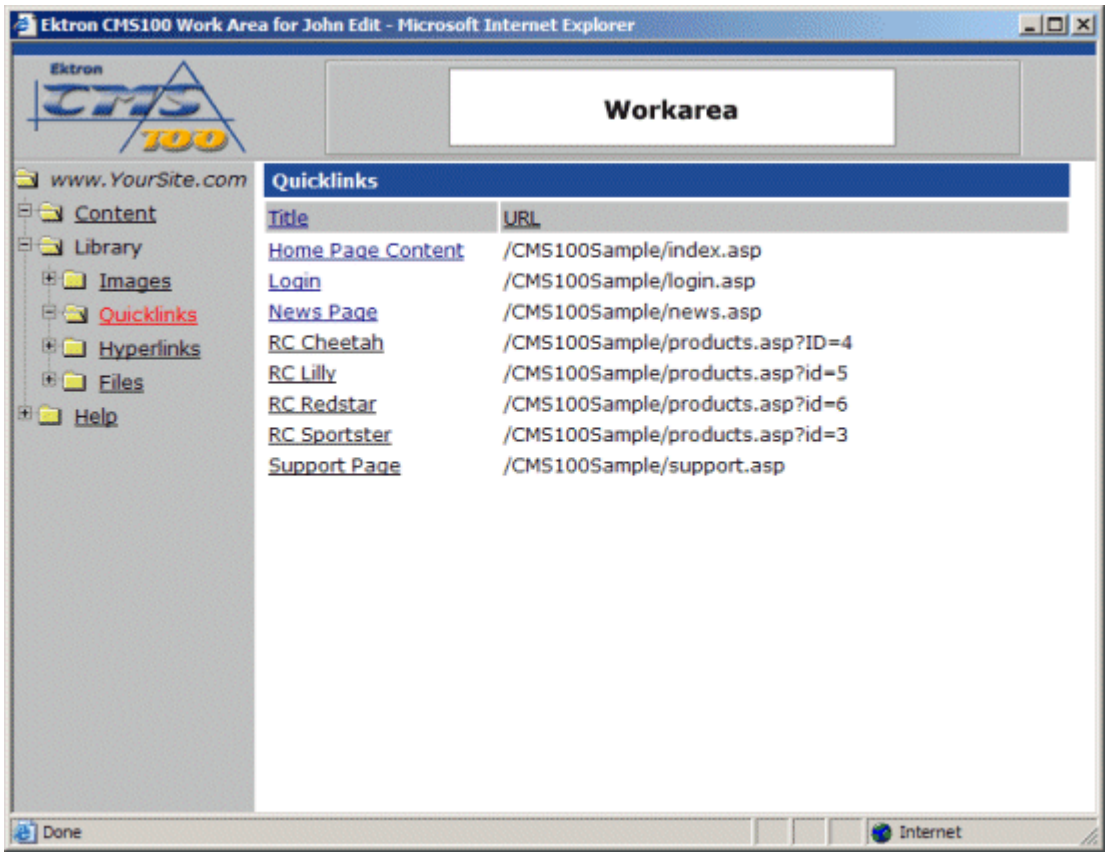
To access the table of all the current quicklinks:

1. Begin by logging into the Ektron CMS100 Web site as an administrator, and access your Workarea.

2. Next, click on the quicklinks folder, under the library folder, in the folder tree on the left side of the Workarea.



3. When you click on the Quicklinks folder, a list of all the current quicklinks will be displayed in the main section of the Workarea.



Keep in mind that quicklinks will automatically be added to the library if the original author checks off the “Add to Quicklinks Table” when they create a content block.

Quicklinks Toolbar

When working with quicklinks in the Workarea, there are a few toolbar buttons that you should become familar with. The following table explains all the toolbar buttons you will use when working with quicklinks.

Button	Name	Description	More Information
	Preview	The preview button will open a new window to view a quicklink in.	”Viewing Quicklinks” on page 62

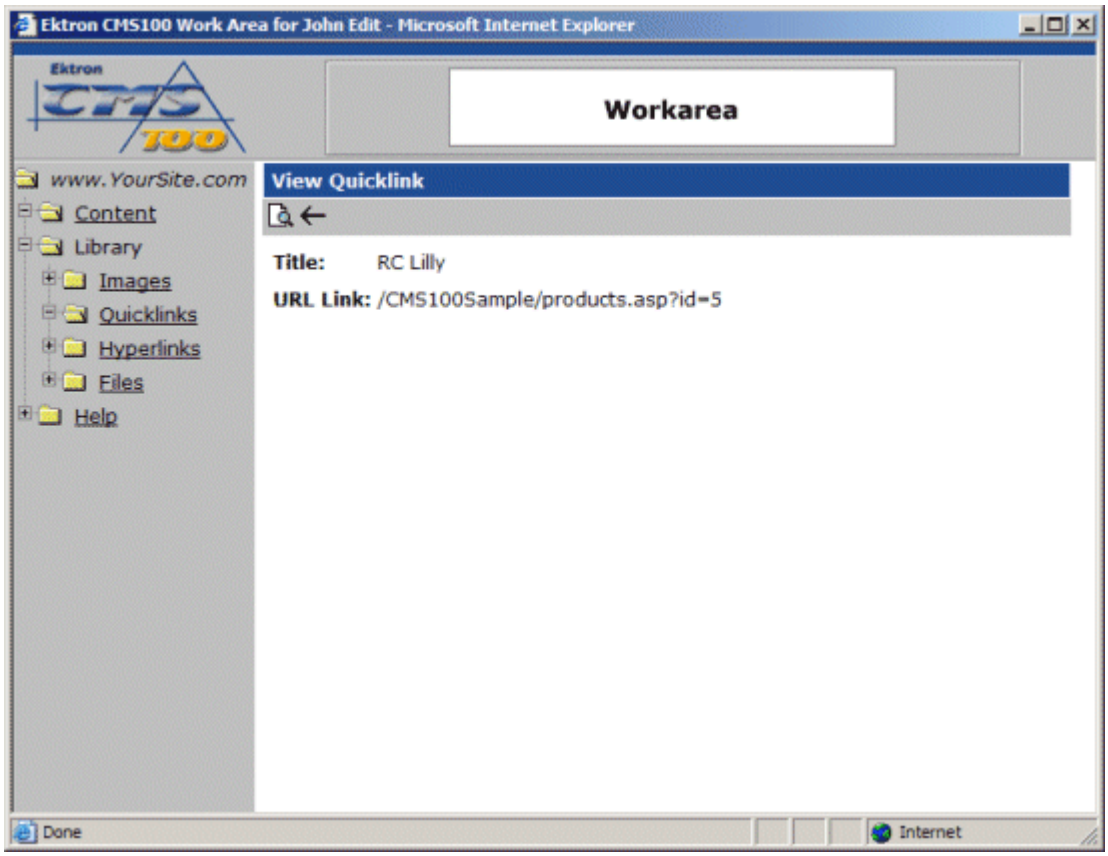
Button	Name	Description	More Information
	Back	Clicking back will take you to the previous page.	

Viewing Quicklinks

You may preview existing quicklinks that have been added to the Ektron CMS100 library. To preview quicklinks.

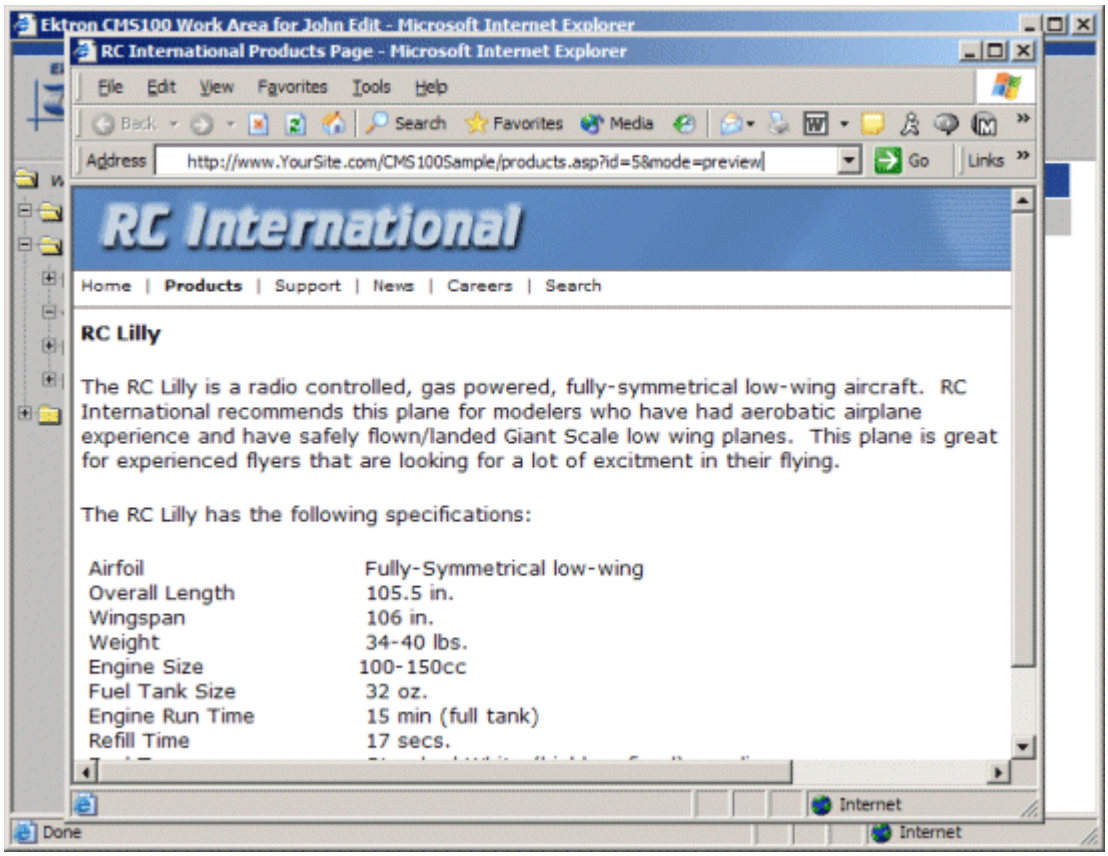
1. Begin by clicking on the title of the quicklink that you would like to preview.

2. Once you click on the title of the quicklink, you will be taken to the view quicklink page.



3. To preview the quicklink in a browser window, click on the preview button in the toolbar at the top of the page.

4. When you click on the preview button, a new browser window will open with the quicklink displayed.



5. Click the **X** button on the top right corner of the preview window to close it.
6. From the view quicklinks page, you will have several options to in the toolbar at the top of the page.

Hyperlinks

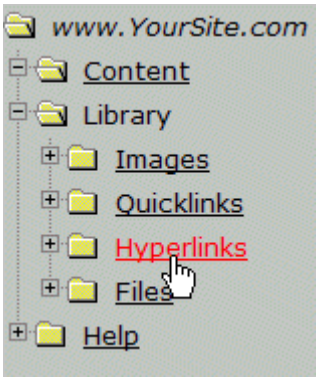
The next sub-folder in the library is the hyperlinks folder. Similiar to quicklinks, hyperlinks are used to point to Web pages outside the Ektron CMS100 Web site. By adding frequently used hyperlinks to the library, users will be able to insert them into their content easily without always having to type them in manually.

Accessing the Hyperlinks Folder

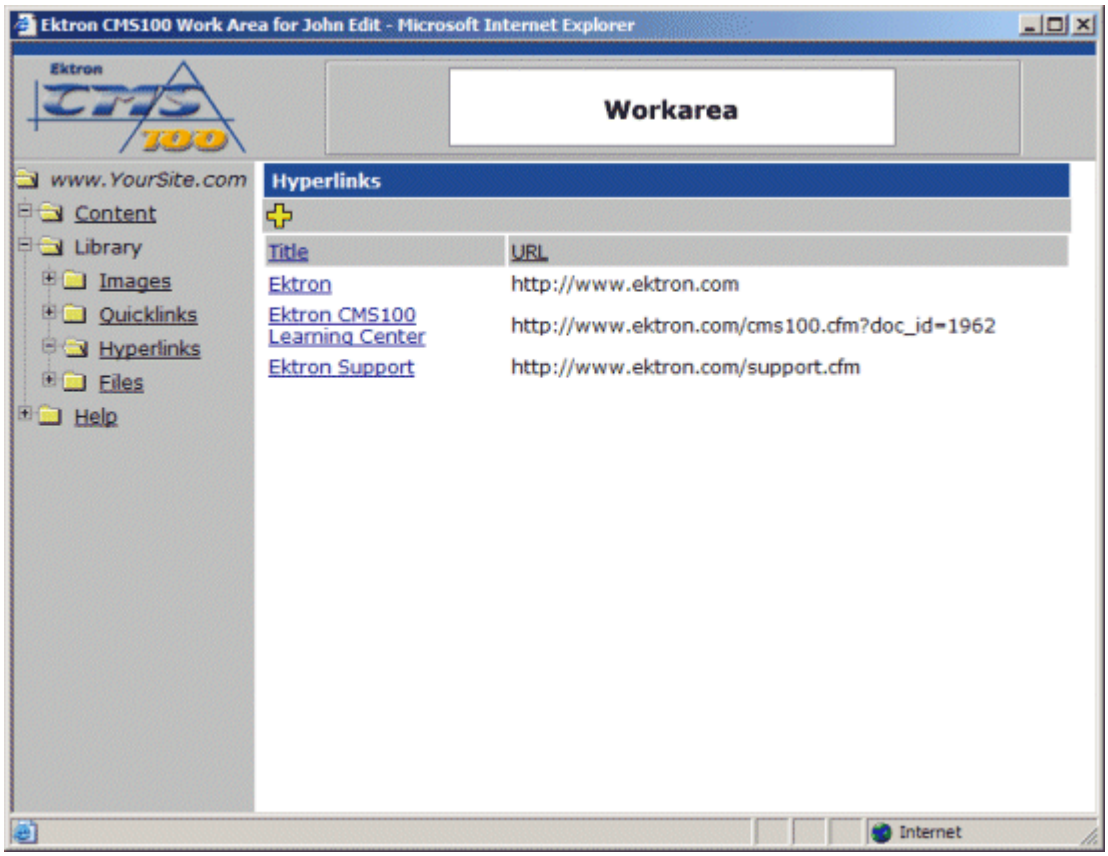
To access the hyperlinks folder:

1. Begin by logging into the Ektron CMS100 Web site as an administrator, and access your Workarea.

2. Next, click on the Hyperlinks folder which is located under the library folder.



3. Once you click on the hyperlinks folder, a table of all the added hyperlinks will be displayed in the main section of the Workarea.



Hyperlinks Toolbar

When working with hyperlinks in the Workarea, there are several toolbar buttons that you should become familar with. The following table explains all the toolbar buttons you will use when working with hyperlinks.

Button	Name	Description	More Information
	Add	This button is used to add a new hyperlink to the Ektron CMS100 library.	”Adding Hyperlinks” on page 67
	Edit	Allows you to edit the title and/or URL of the current hyperlink.	”Editing Hyperlinks” on page 72

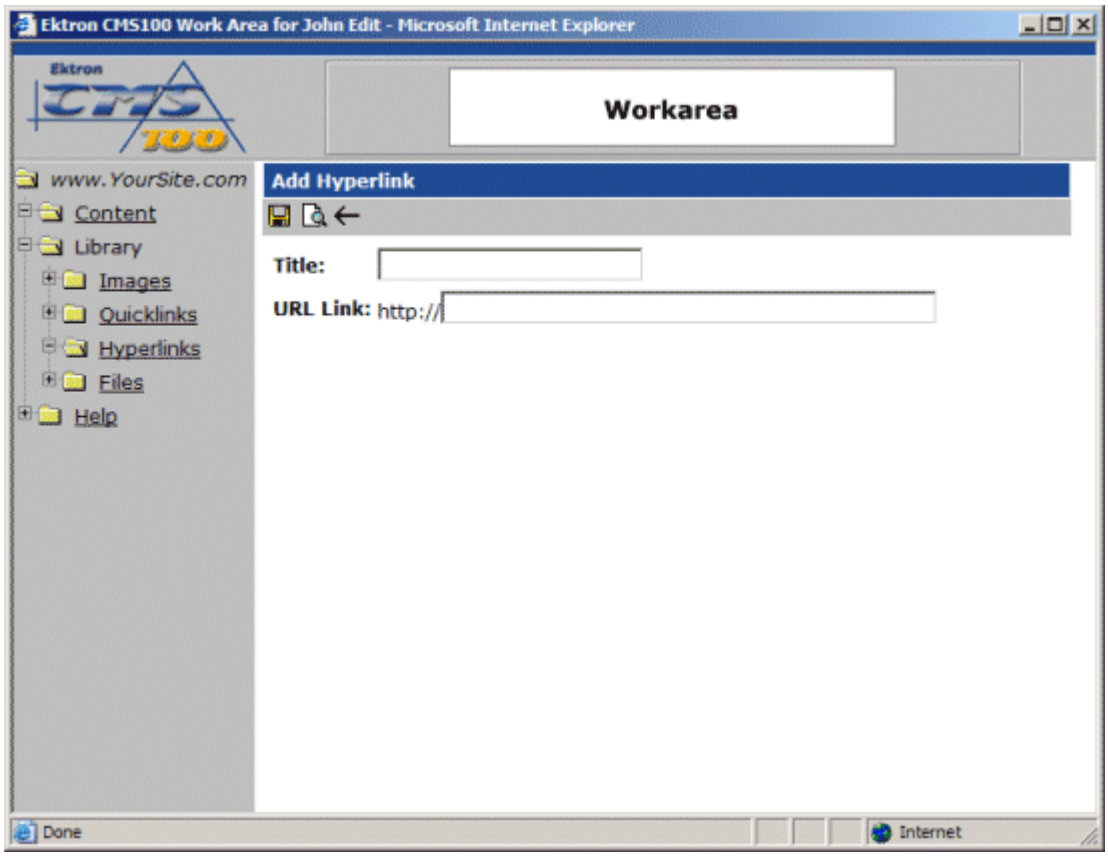
Button	Name	Description	More Information
	Delete	Allows you to delete the hyperlink from the library.	”Deleting Hyperlinks” on page 75
	Preview	The preview button will open a new window to view a hyperlink in.	”Viewing Hyperlinks” on page 70
	Back	Clicking back will take you to the previous page.	

Adding Hyperlinks

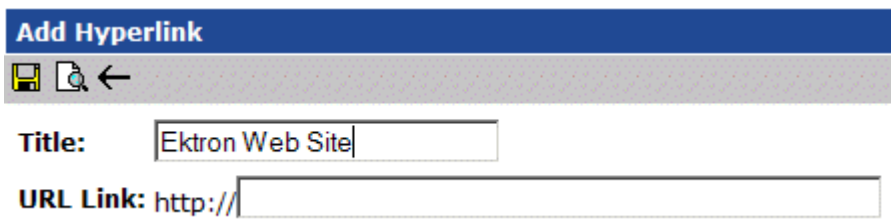
Follow the steps listed below to add hyperlinks to the library.

1. From the hyperlink table, click on the add button in the toolbar at the top of the screen

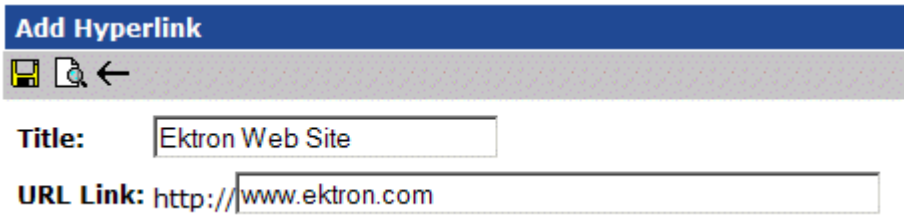
2. After you click on the add button, you will be taken to the Add Hyperlink window, shown below.



3. Enter a title for the hyperlink you would like to add in the proper field.



4. Enter the URL of the hyperlink. You will not need to enter http:// into the field.



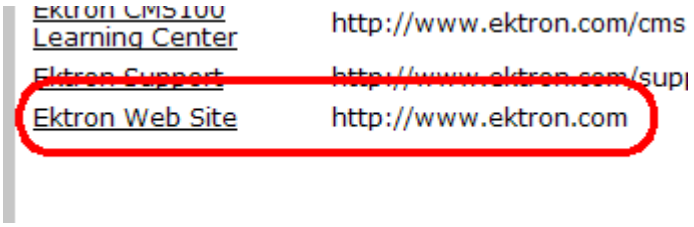
5. You may preview the hyperlink by clicking on the preview button in the toolbar.

6. When you click on the preview button, a new browser window will open with the URL specified displayed.

7. To close the preview page, click the **X** button in the upper right corner.

8. If this is the hyperlink that you would like to add to the library, then click the save button in the toolbar on the add hyperlink page.

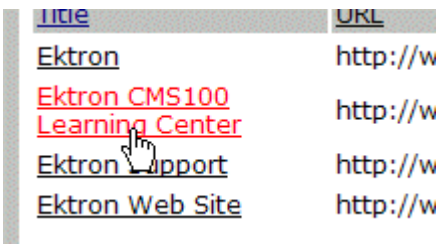
9. When you click the save button, the information will be saved, and the hyperlink will be added to the library. You will also be taken to the Hyperlinks table with the changes reflected.



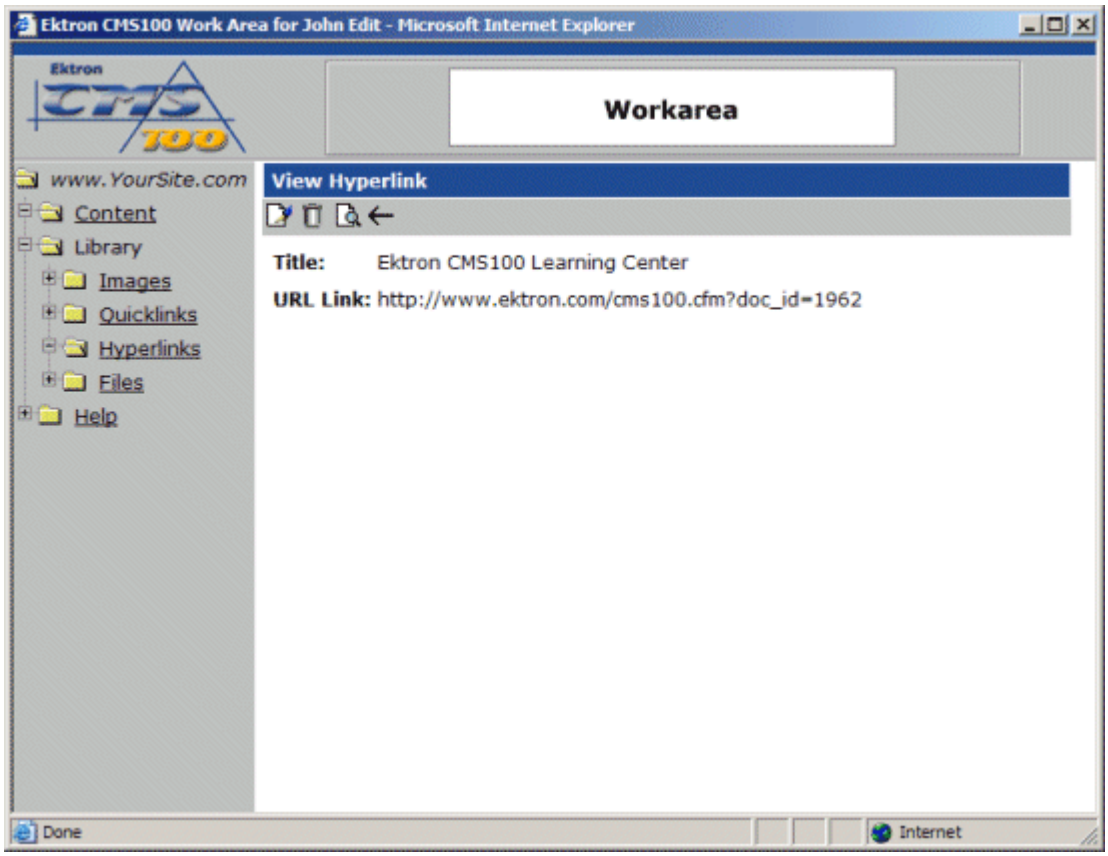
Viewing Hyperlinks

You may also view all hyperlinks that have already been added to the library. To preview hyperlinks:

1. Begin by clicking on the title of the hyperlink that you would like to view from the hyperlinks table.

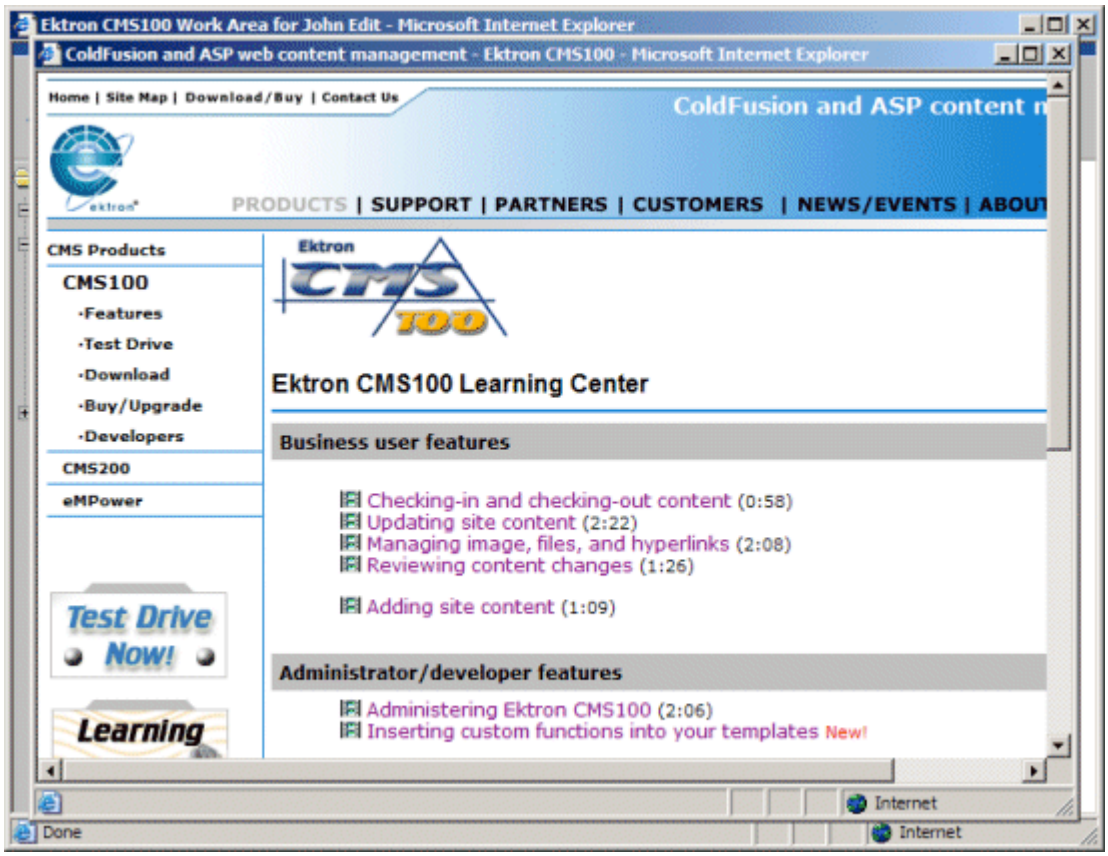


2. Once you click on the title, you will be taken to the view hyperlink page.



3. Click on the preview button in the toolbar at the top of the page.

4. When you click on the preview button, a new browser window will open with the hyperlink displayed.



5. When you have completed viewing the hyperlink, click on the **X** at the top of the hyperlink window to close it.

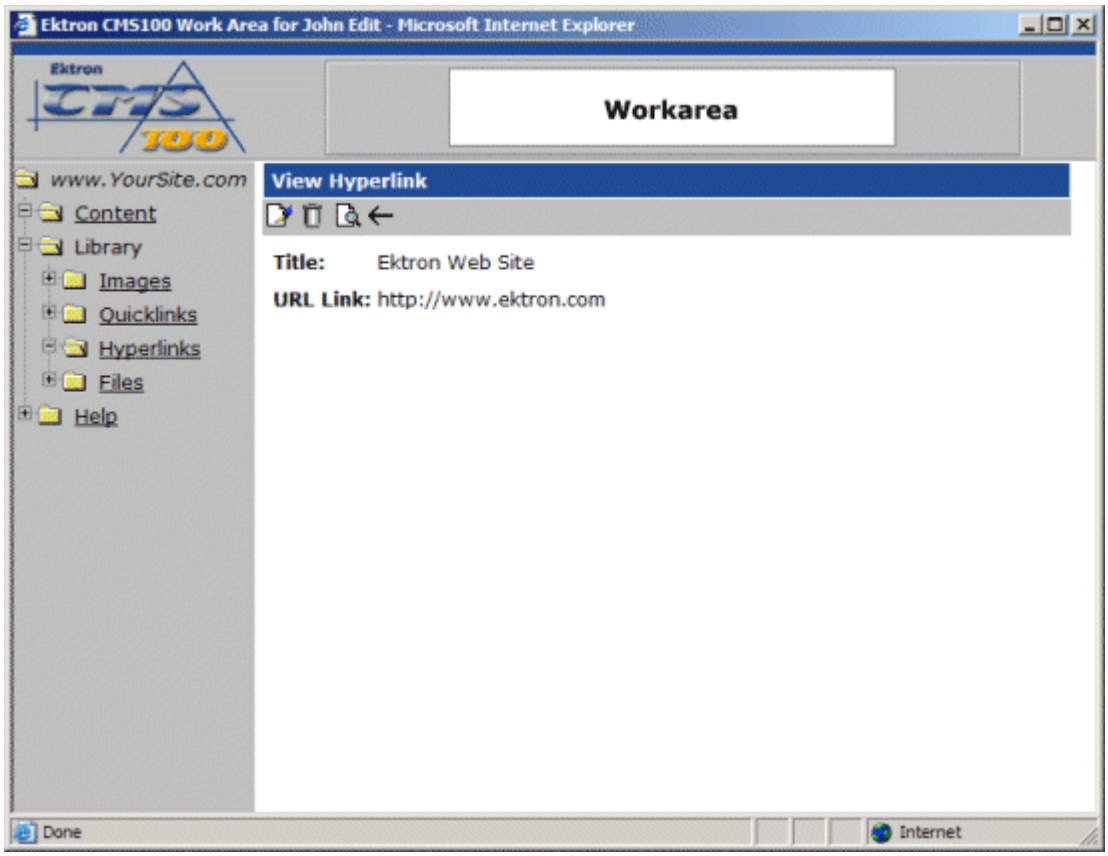
Editing Hyperlinks

Editing hyperlinks allows you to change the title or the URL of the hyperlink. You will have the opportunity to edit all the hyperlinks that have been added to Ektron CMS100.

To edit a hyperlink

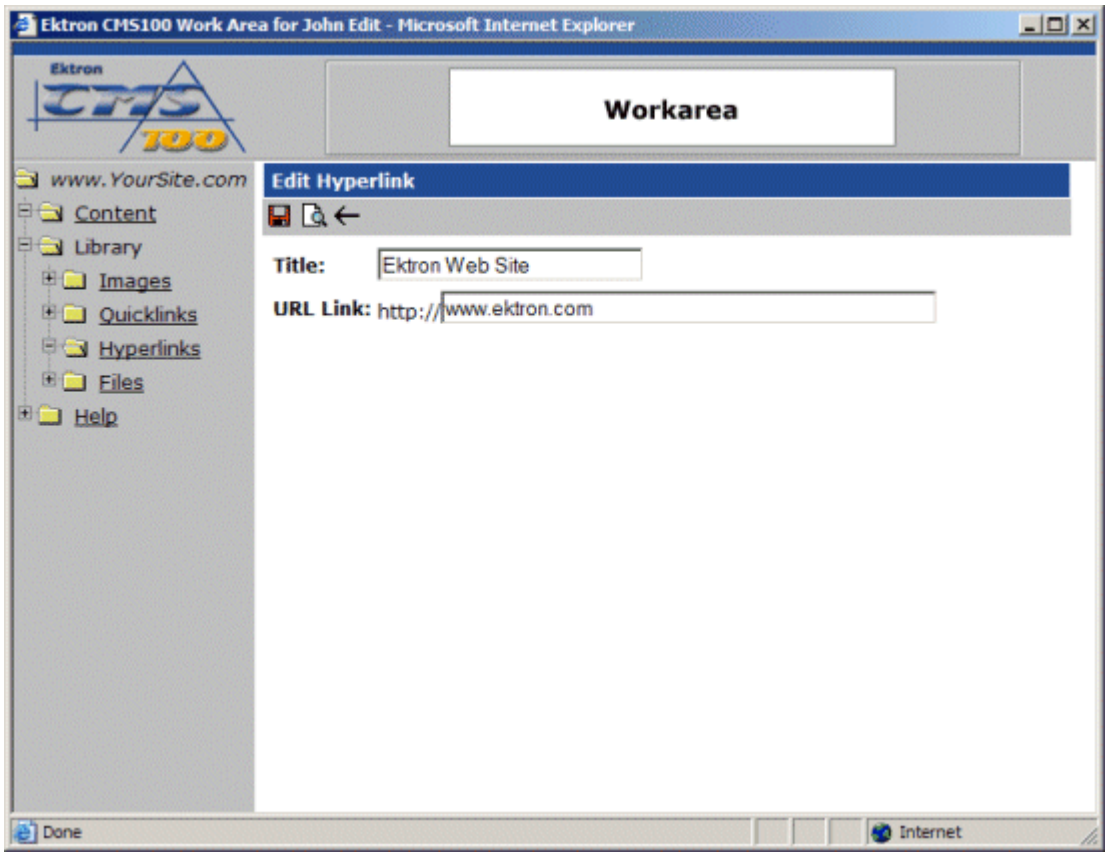
1. Begin by clicking the title of the hyperlink you want to edit in the Hyperlinks table.

2. When you click on the title of the hyperlink, You will then be taken to the view hyperlink page.

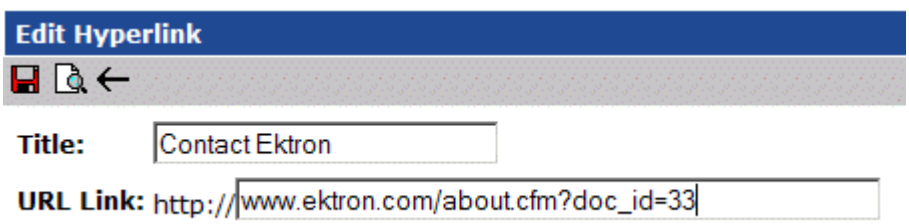


3. Next, click on the edit button in the toolbar at the top of the page.

4. When you click on the edit button, you will be taken to the edit hyperlink page where you will be able to edit the hyperlink information.

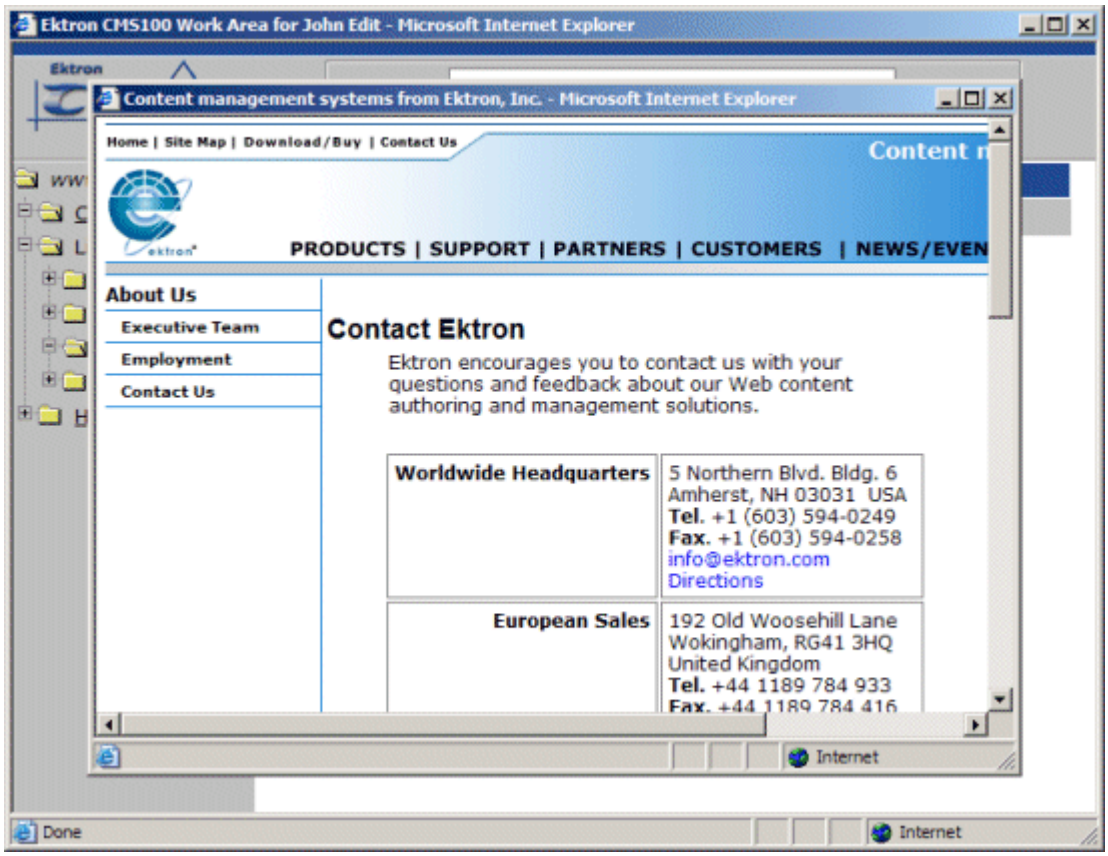


5. On the edit hyperlink page, make the necessary changes to the title and/or URL of the hyperlink.



6. You may preview the updated hyperlink by clicking on the preview button in the toolbar.

7. When you click on the preview button, a new browser will open and display the hyperlink that is specified in the URL Link field.



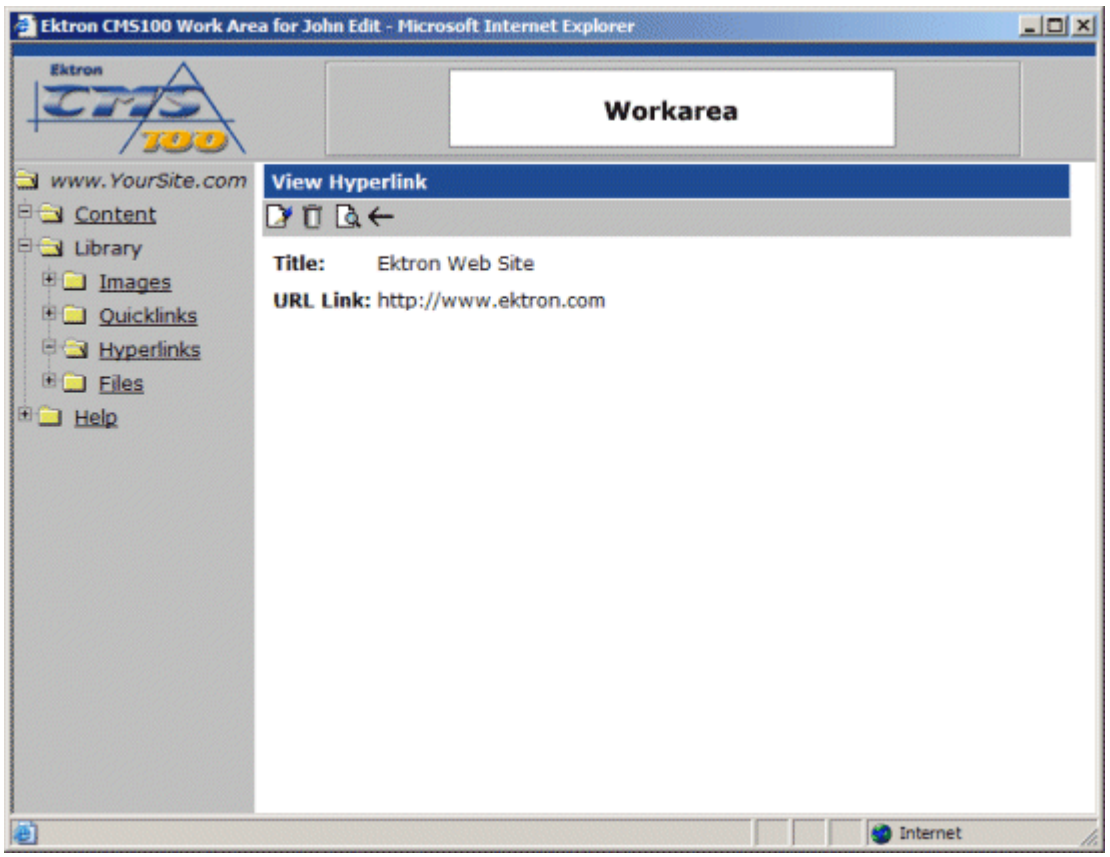
8. When you are finished viewing the hyperlink, click the **X** button in the upper right corner of the preview window to close it.
9. If you are sure that you want to save the changes that you have made to the hyperlink, click the update button in the toolbar.

Deleting Hyperlinks

You may also delete hyperlinks that are no longer used on your Web site. To delete an hyperlinks,

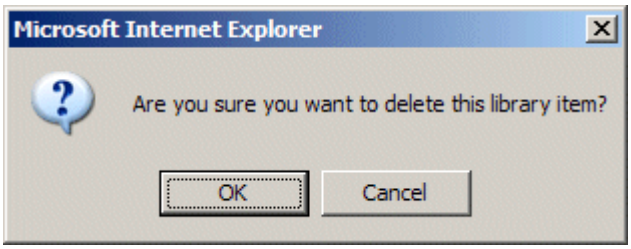
1. Begin by clicking on the hyperlink that you wish to delete in the hyperlinks table.

2. When you click on the title of the hyperlink, you will be taken to the view hyperlink screen.

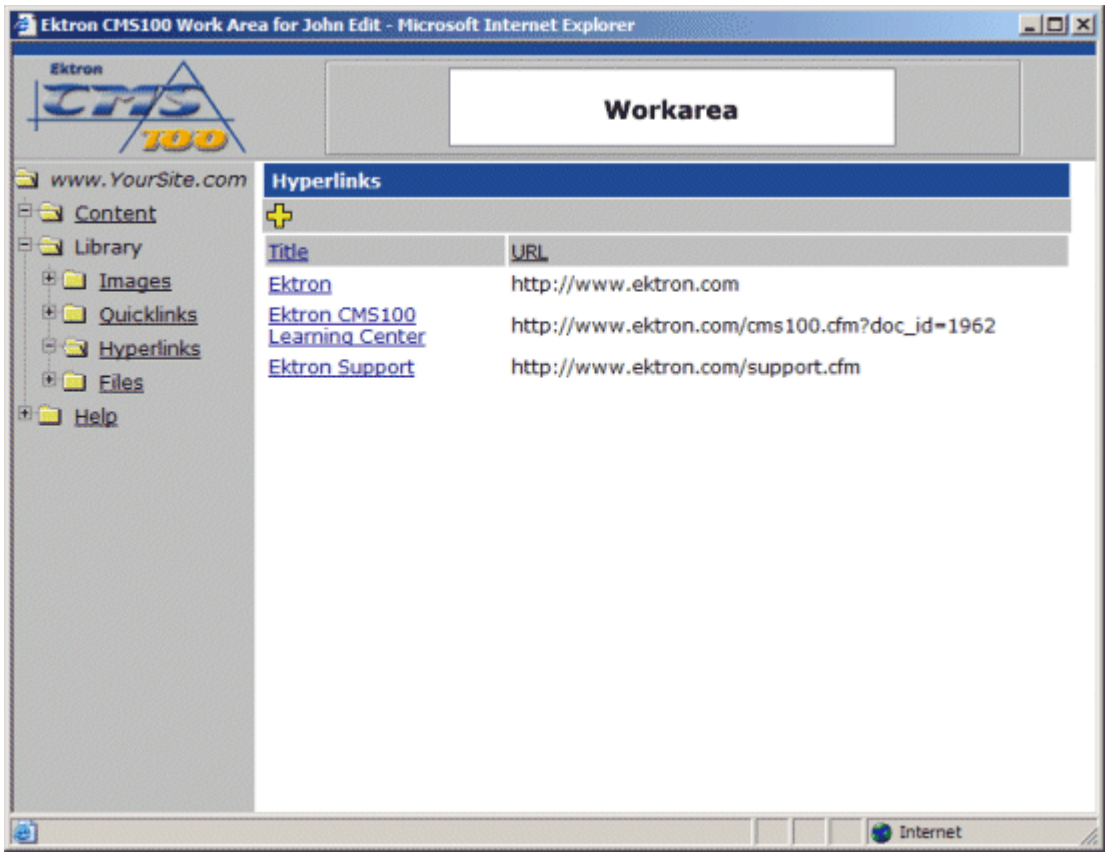


3. Click the delete button in the toolbar at the top of the screen.

4. Once you have clicked on the delete button, you will see the following confirmation box.



5. Click the OK button if you are sure that you want to delete this hyperlink from the Ektron CMS100 library.
6. Once you click the OK button, the hyperlink will be deleted, and you will be taken back to the hyperlinks table with the changes reflected.



Files

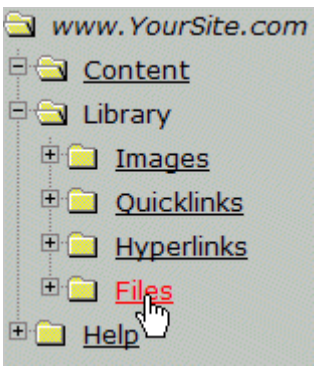
The last sub-folder in the library is the files folder. The files folder contains all the files that users have uploaded to the Ektron CMS100 library. Users can insert these files into their content once they have been uploaded.

Accessing the Files Folder

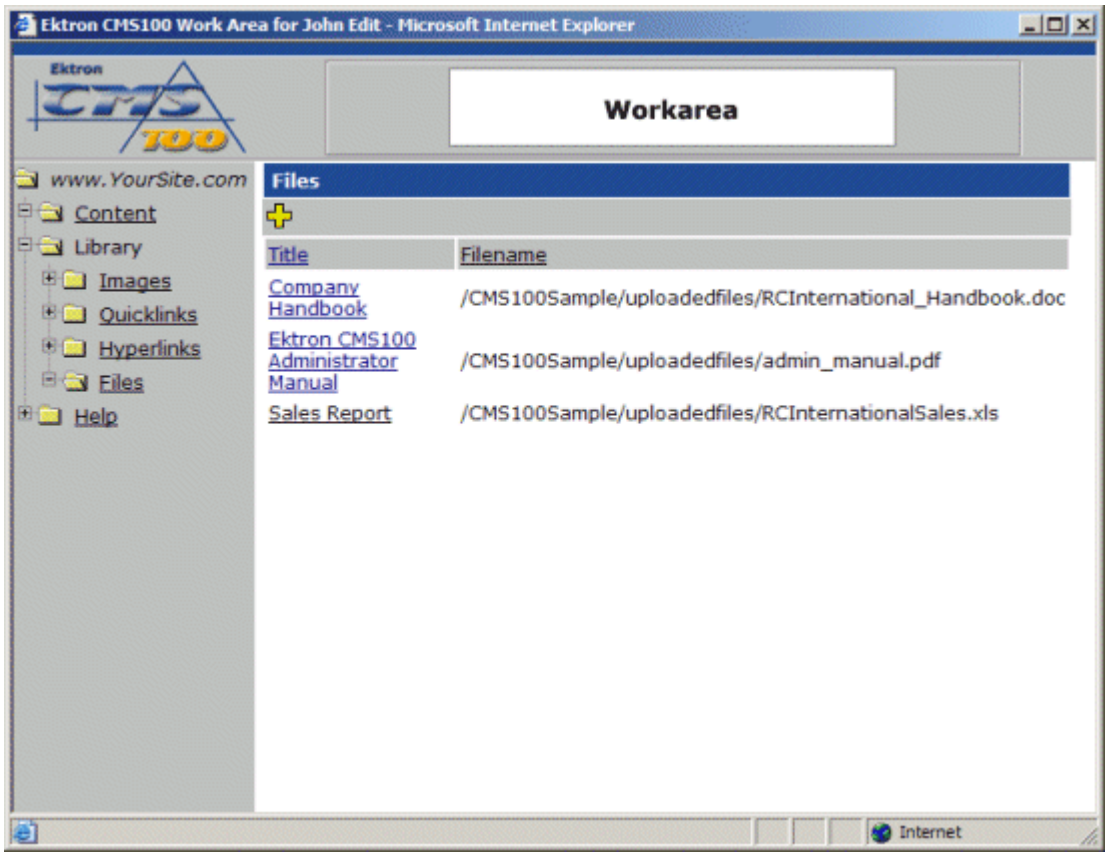
To view the table of all the current uploaded files:

1. Begin by logging into your Ektron CMS100 Web site as an administrator, and access your Workarea.

2. Click on the files folder, under the library folder, in the folder tree on the left side of the Workarea.



3. Once you click on the files folder, the files table will be displayed in the main section of the Workarea displaying all the current uploaded files.



Files Toolbar

When working with files in the Workarea, there are several toolbar buttons that you should become familar with. The following table explains all the toolbar buttons you will use when working with files.

Button	Name	Description	More Information
	Add	This button is used to add a new file to the Ektron CMS100 library.	”Adding Files” on page 80
	Edit	Allows you to edit the title and/or filename of the current image.	”Editing Files” on page 87

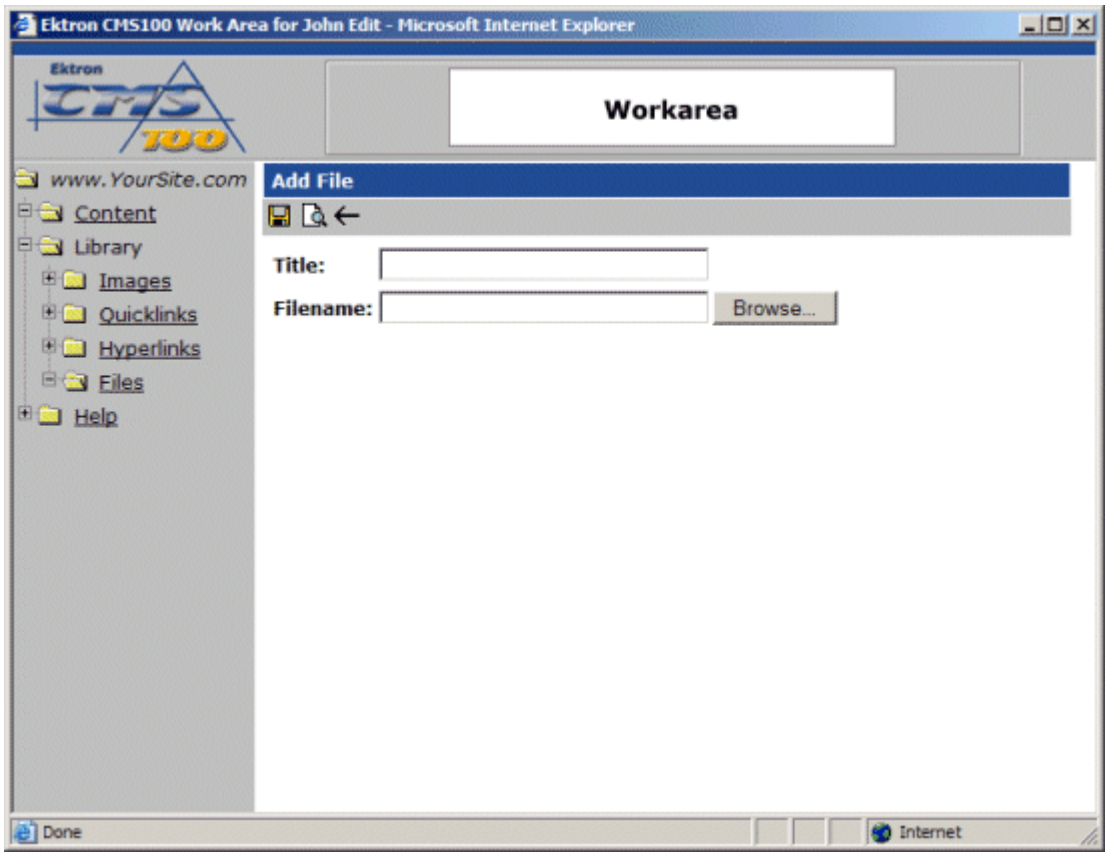
Button	Name	Description	More Information
	Overwrite	Allows you to overwrite the current image with a newer version of it.	”Overwriting FIles” on page 90
	Delete	Allows you to delete the file from the library.	”Deleting Files” on page 95
	Preview	The preview button will open a new window to view a file in.	”Viewing Files” on page 85
	Back	Clicking back will take you to the previous page.	

Adding Files

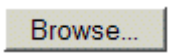
Follow the steps listed below to add files to the library.

1. From the files table, click on the add button in the toolbar at the top of the page.

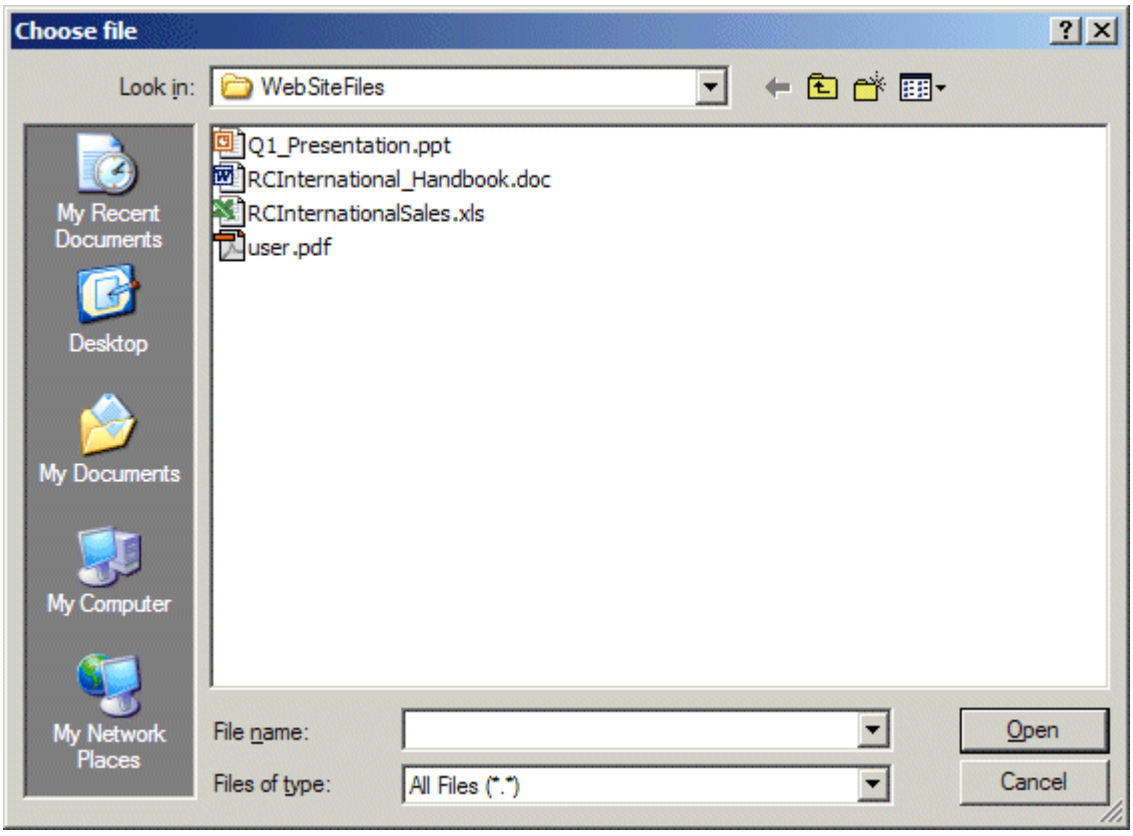
2. When you click on the add button, you will be taken to the add file page.



3. Begin by clicking the browse button to locate the file you would like to upload.



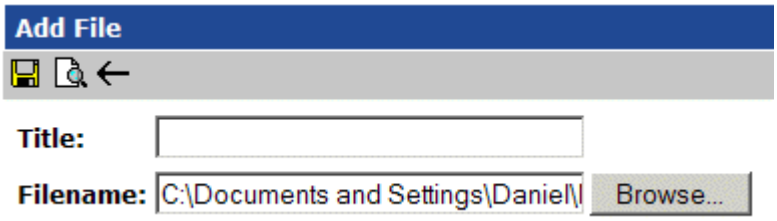
4. When you click on the browse button, a Windows dialog box will open allowing you to search your machine or network for the file you would like to upload.



5. Once you find the file, click on it, then click the Open button in the choose file window.

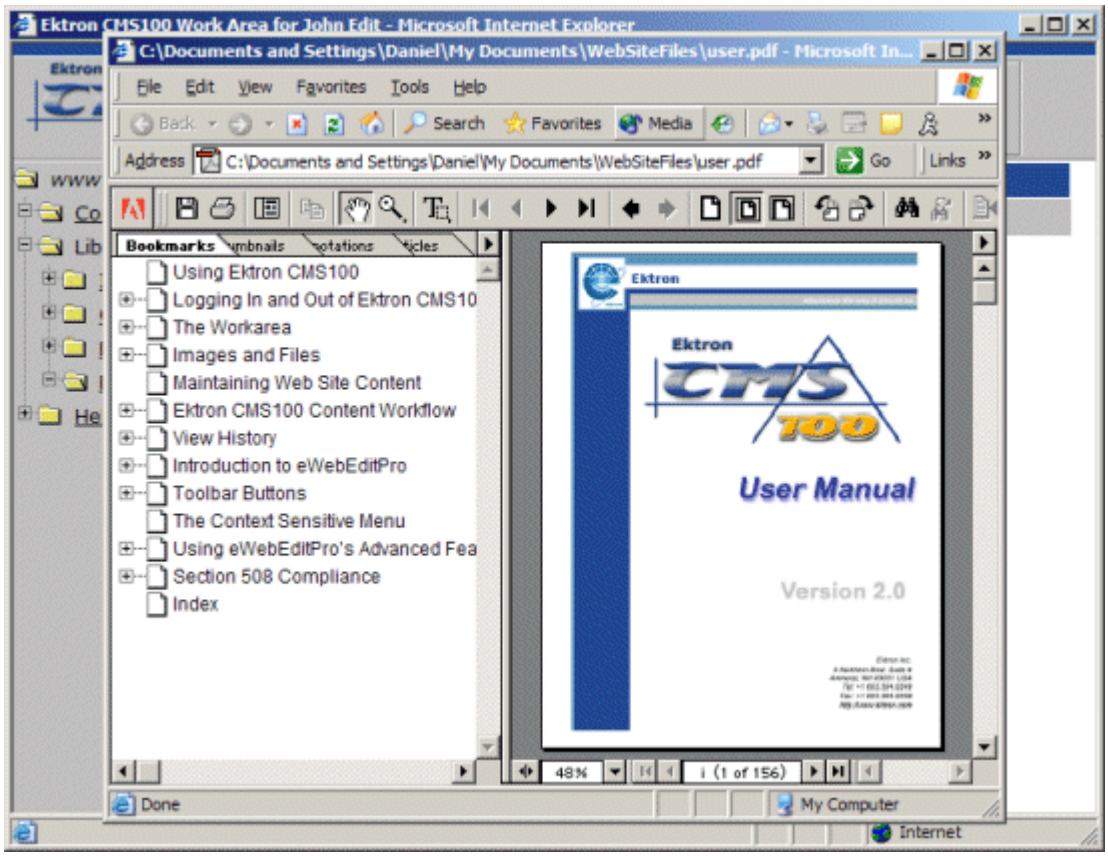
NOTE You may only upload file types that have been specified by the Web site administrator.

6. After you click open, you will be back at the add file page with the path of the file inserted into the filename field.



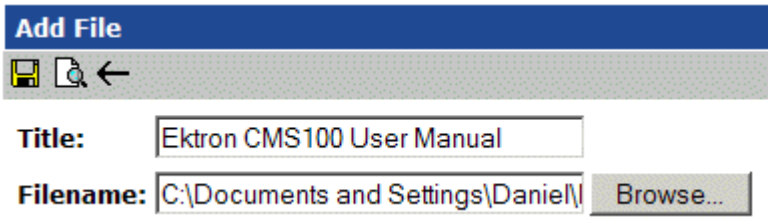
7. You may preview the file by clicking the preview button in the toolbar at the top of the page.

8. When you click the preview button, a new window will open displaying the file specified in the filename field.



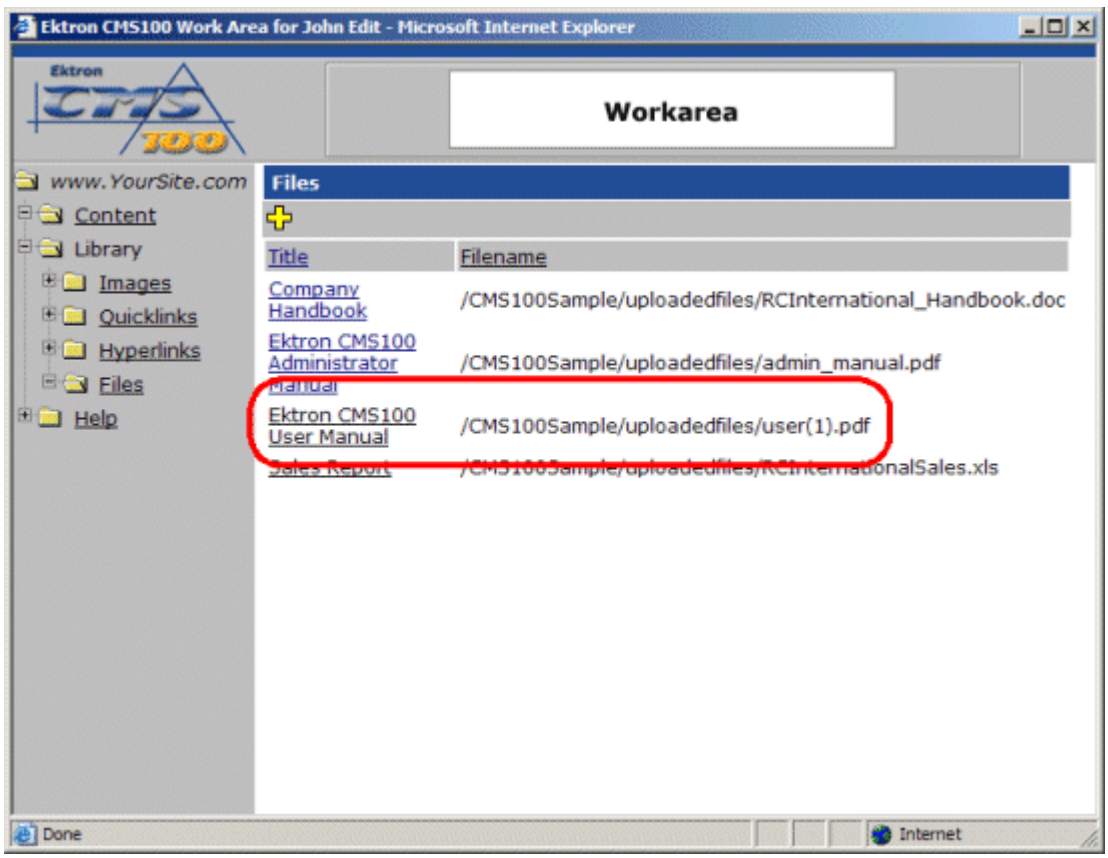
NOTE Some files types are not viewable in the preview field, e.g., .zip, .exe, .mp3. If you select to preview these kinds of files, they will be downloaded to your system to preview.

9. When you have finished viewing the file, you may click the **X** button in the upper right corner of the preview window to close it.
10. Next, enter a title for the file in the proper field. Users will use the title as a reference when they are inserting in into their content.



11. Once you have filled in all the necessary fields, click the save button to save and upload the file to the Ektron CMS100 library.

12. After you click the save button, the file will upload, and you will be taken back to the files table with the changes reflected.

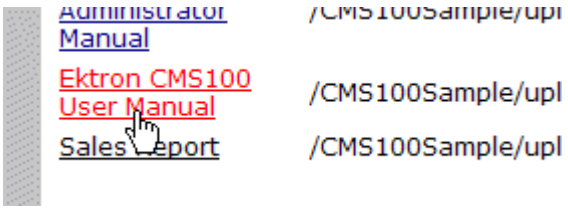


NOTE The upload will take a few moments depending on the size of the file and connection speed.

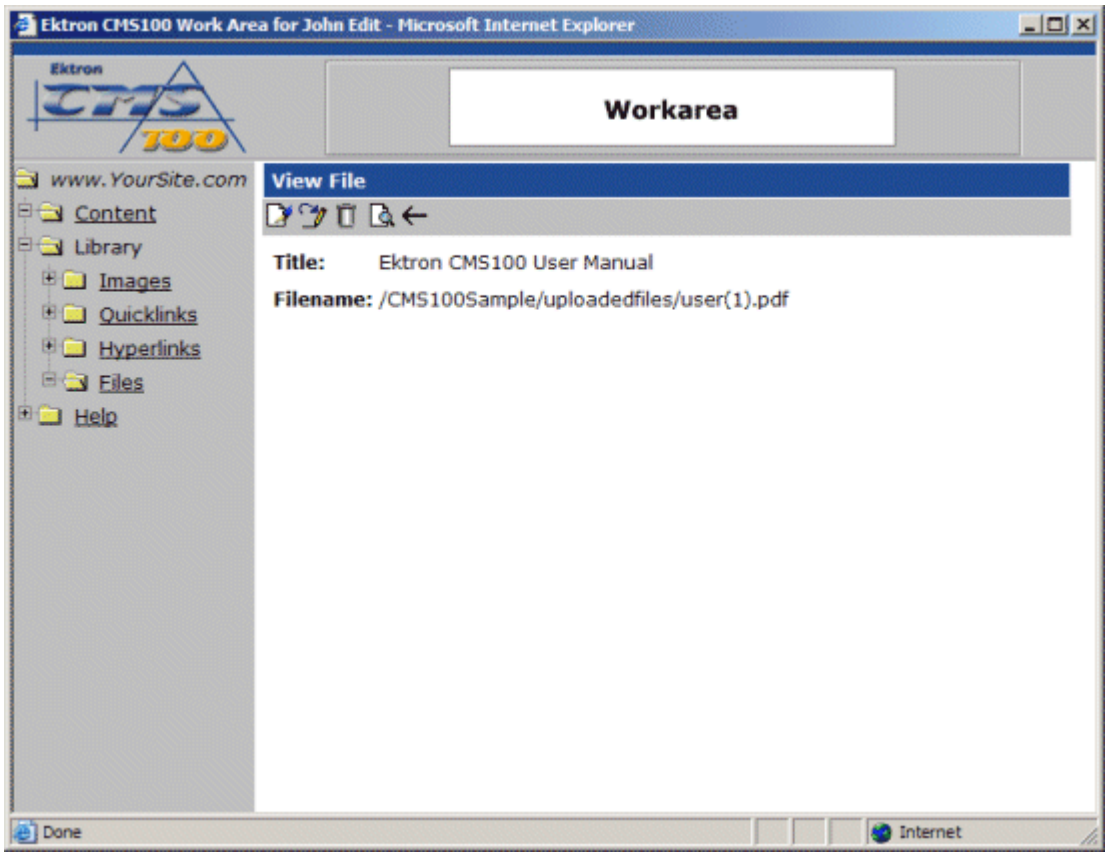
Viewing Files

You may view any file that has been uploaded to the Ektron CMS100 library. To preview a file.

1. Begin by clicking on a title of a file that you would like to peview.

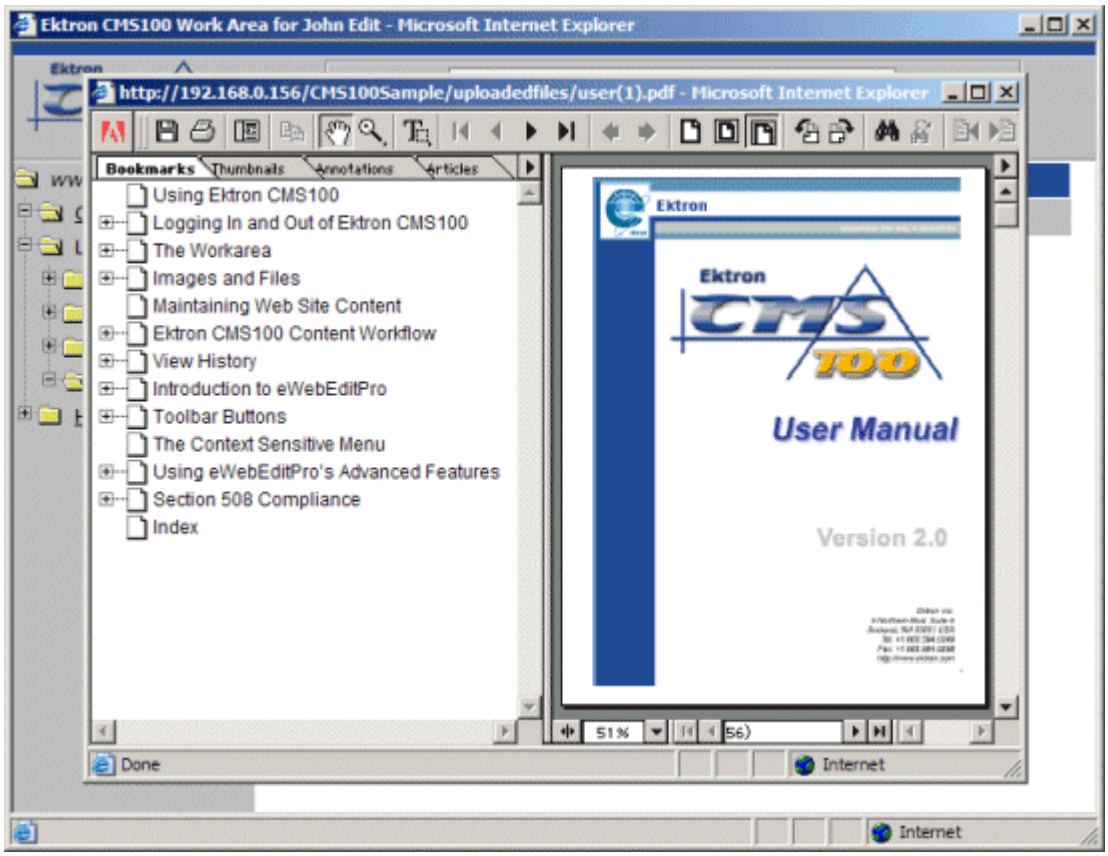


2. Once you click on the title, you will be taken to the view file page where you will see the title, filename, and a toolbar of buttons.



3. From the toolbar, click the preview button.

4. When you click the preview button, a new window will open with the file displayed in it.



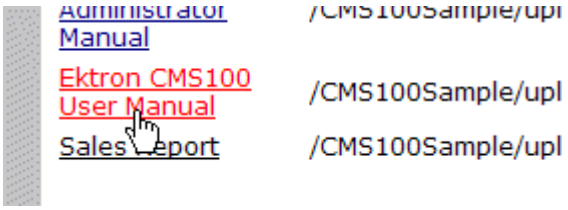
5. When you have finished viewing the file, click the **X** button in the upper right corner to close the preview window.

Editing Files

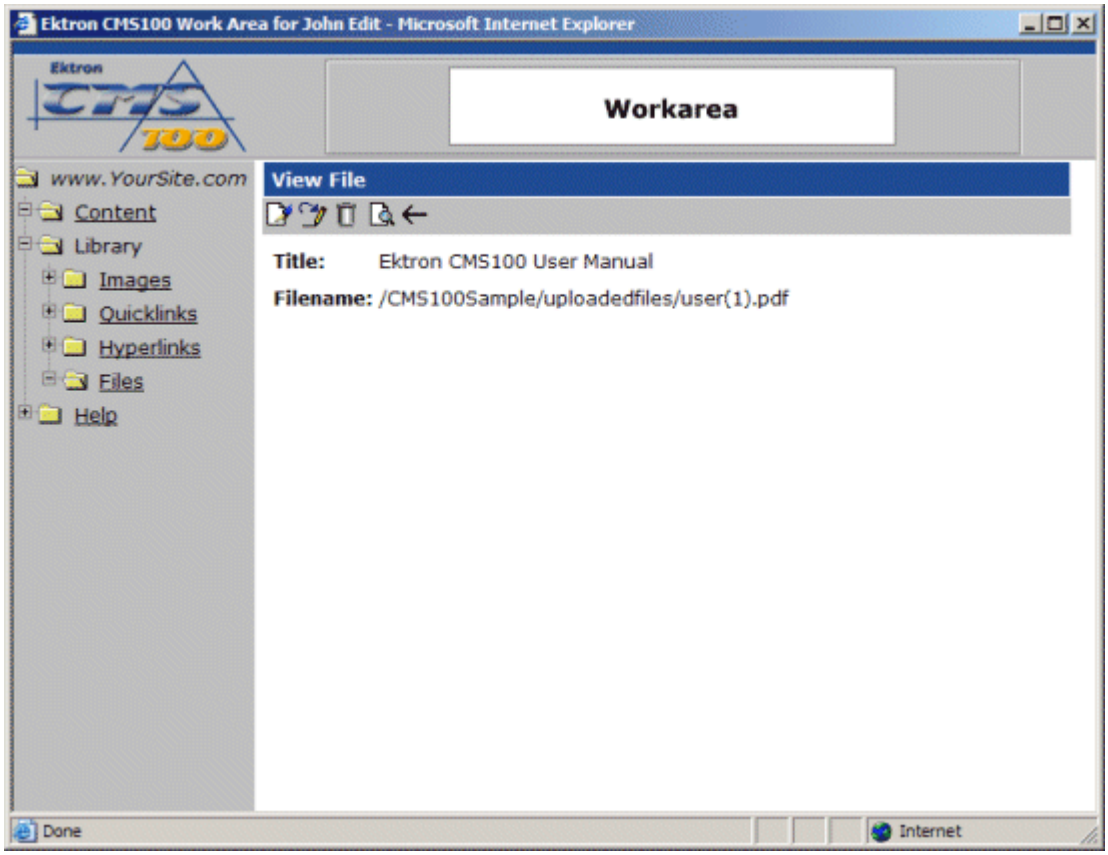
Editing files allows you to change the filename or the title of the file. You will have the opportunity to edit all the files that have been uploaded to Ektron CMS100.

To edit a file

1. Begin by clicking the on the title of the file that you wish to edit in the files table.

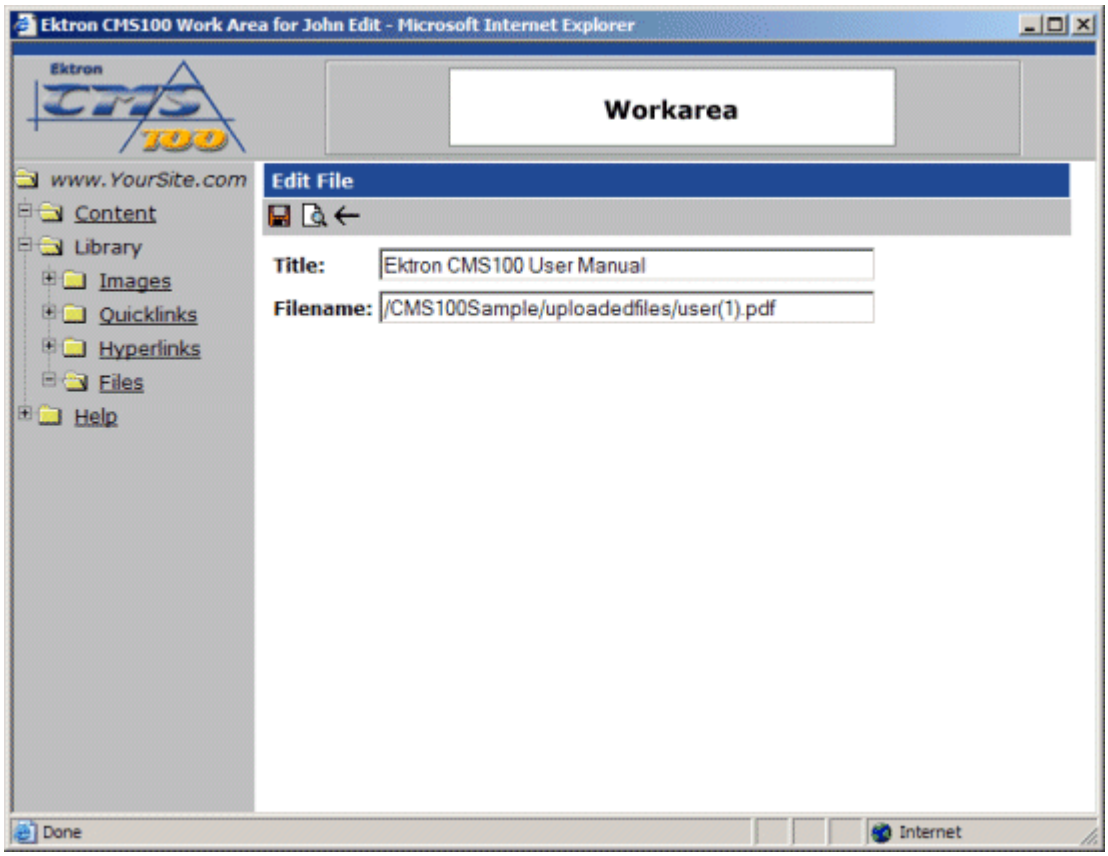


2. When you click on the title of the file, you will be taken to the view file page.

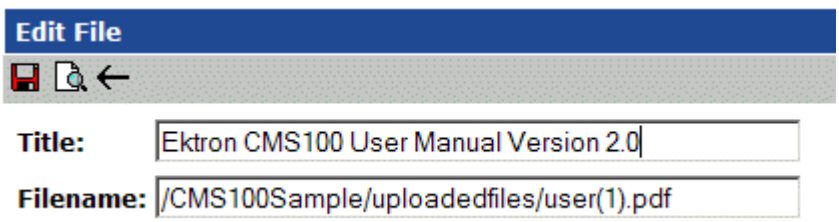


3. From the toolbar at the top of the page, click the edit button.

4. When you click on the edit button, you will be taken to the edit file page.

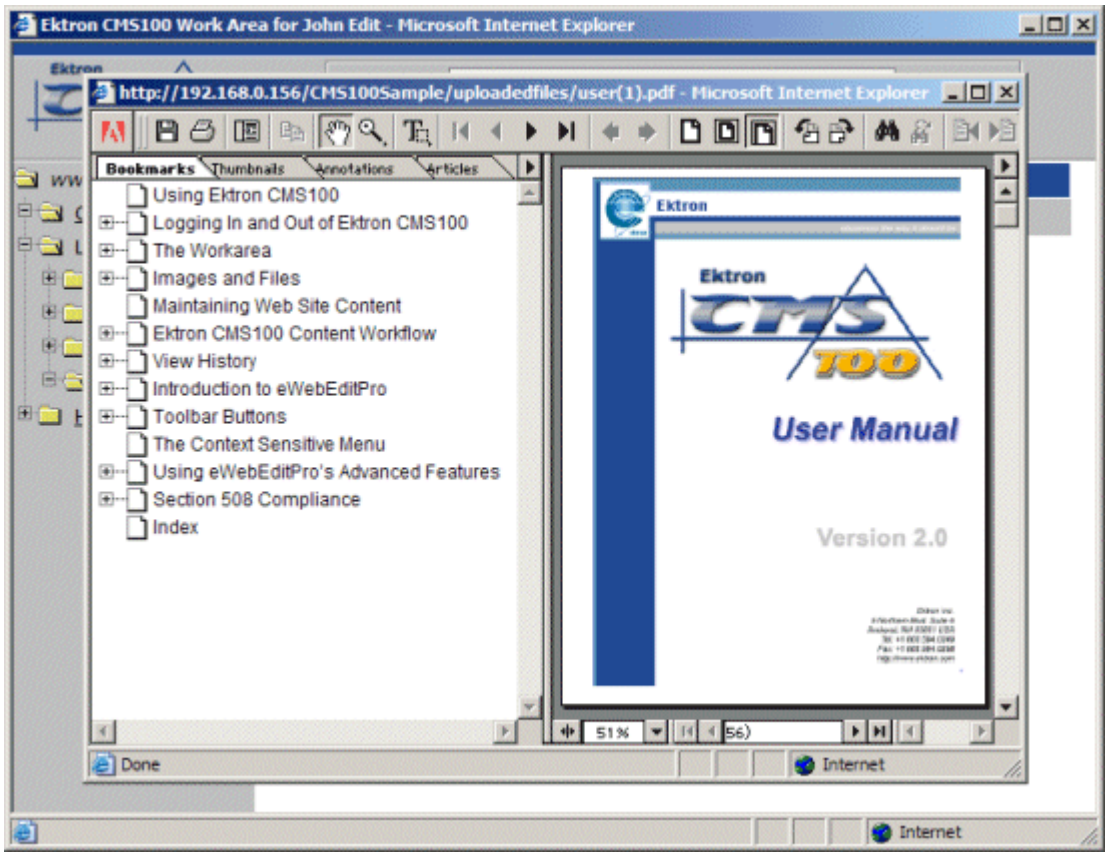


5. From the edit file page, make the necessary changes to the title and/or filename of the file.



6. You may preview the file by clicking the preview button in the toolbar at the top of the page.

7. When you click the preview button, a new window will open with the file specified in the filename field displayed.



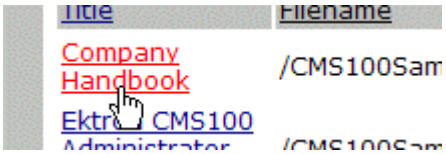
8. When you have finished previewing the file, click the **X** button in the upper right corner to close the preview window.
9. Once you have finished making changes to the file, click the update button to save the changes.

Overwriting FIles

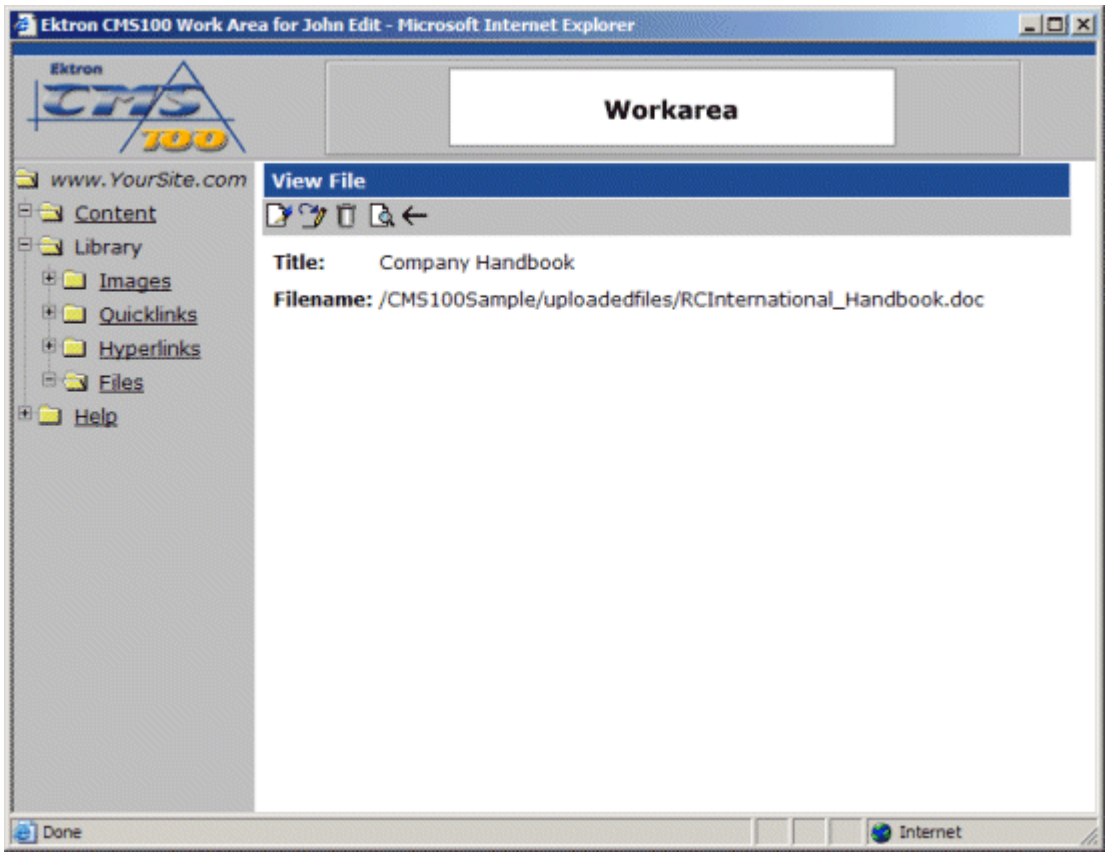
Overwriting files allows you to replace a file on the file server with a newer version of the file, instead of uploading similar duplicate file.

To overwrite an file in Ektron CMS100:

1. Click on the file you would like to overwrite with a newer version.

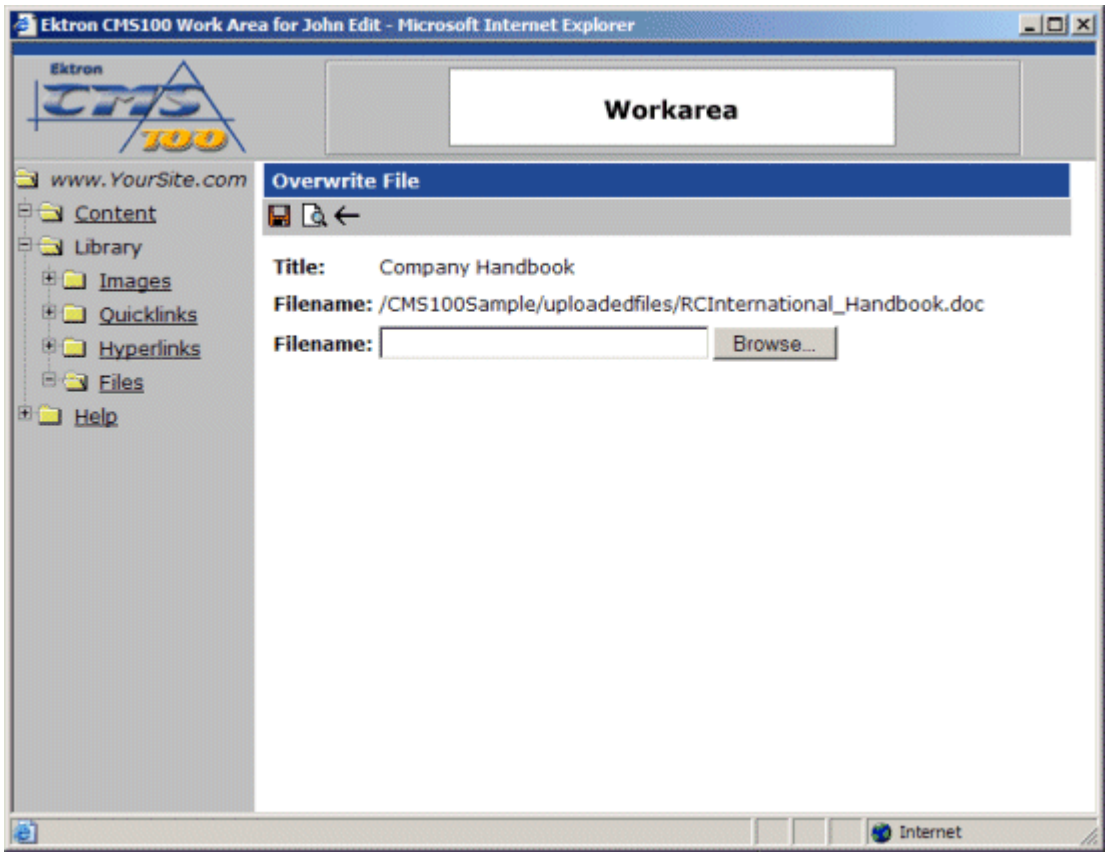


2. When you click on the file title, you will be taken to the view file page.



3. At the view file page, click on the overwrite button in the toolbar at the top of the page.

4. When you click on the overwrite button, you will be taken to the overwrite file page.

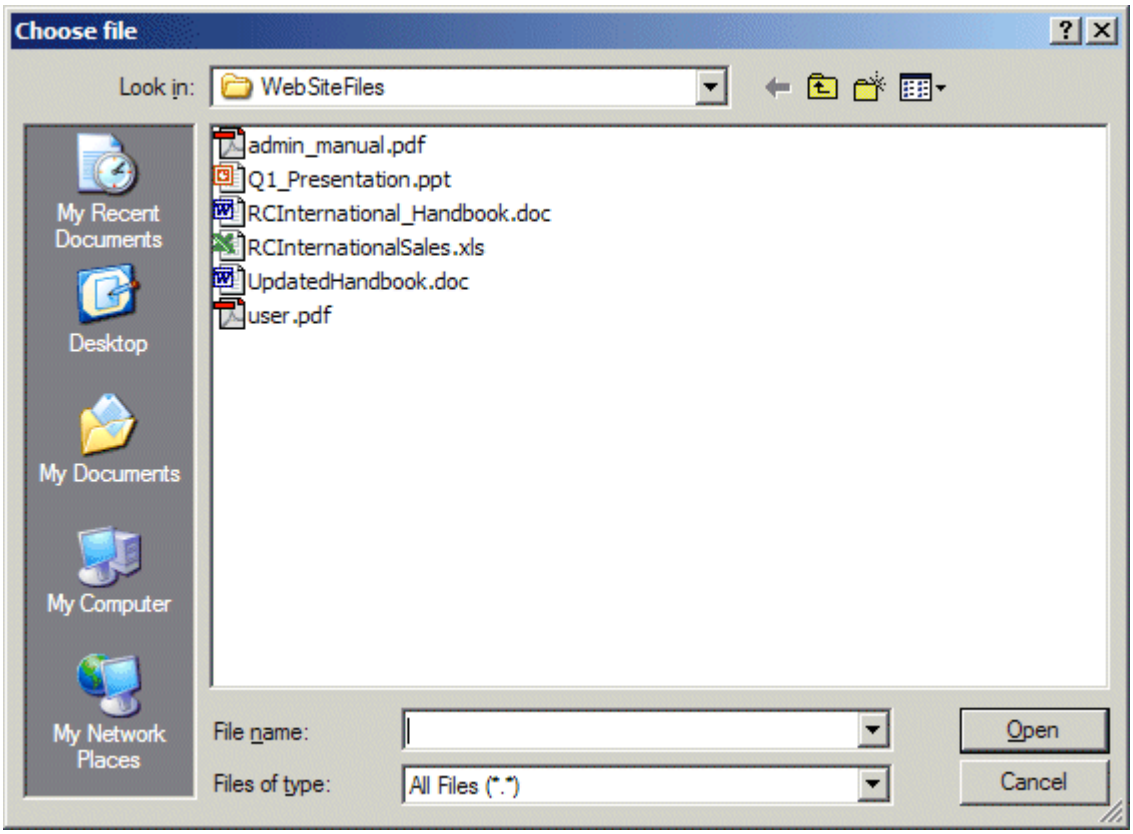


As you can see, there are several different fields on the overwrite image page. The following table explains each of them.

Field	Description
Title	Title given to the file that will be overwritten.
Filename	Ffilename of the file that will be overwritten.
Filename	Filename of the file that will overwrite the current file.

5. On the overwrite file page, click the browse button to locate the file that will overwrite the current image.

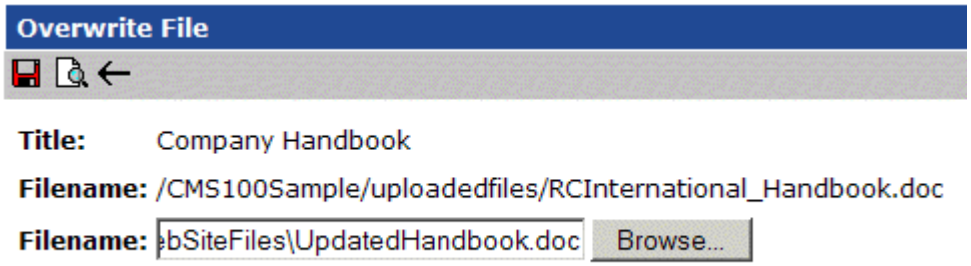
6. Once you click the browse button, a dialog box will open allowing you to search your machine or network for the new image.



7. Once you have chosen the file that you will use to overwrite the current image, click on the file in the choose file window, and click on the open button.

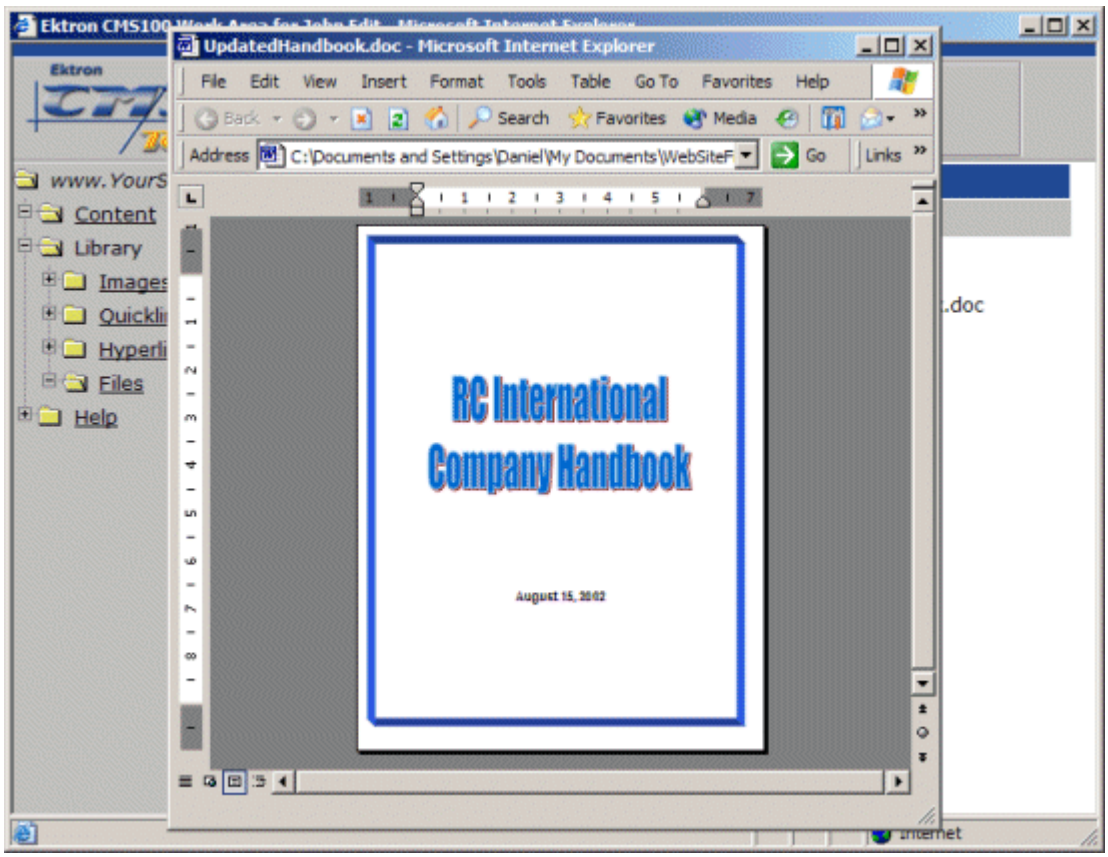
NOTE The file that you choose to overwrite the current file must have the same extension as the current file (e.g. a .doc can only overwrite a .doc).

8. After you click the open button, you will return to the overwrite file page with the filename for the file inserted into the filename field.



9. You may preview the file that will be used to overwirte the current file by clicking the preview button in the toolbar.

10. Once you click the preview button, a new browser will open displaying the file whose filename is defined in the field.



11. Click the **X** button in the top right corner of the browser window to close it.
12. If you are sure that you want to overwrite the current file with the file that you have chosen, click the update button in the toolbar.

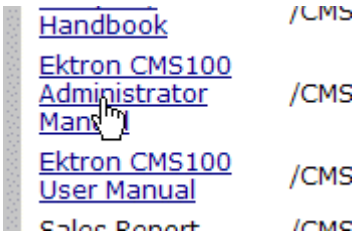
13. After you click on the update button, the current file will the overwritten with the file you specified, and you will be taken back to the view file page.

NOTE When you overwrite a file, all content blocks that link to the overwitten file will now call the newer version of the file.

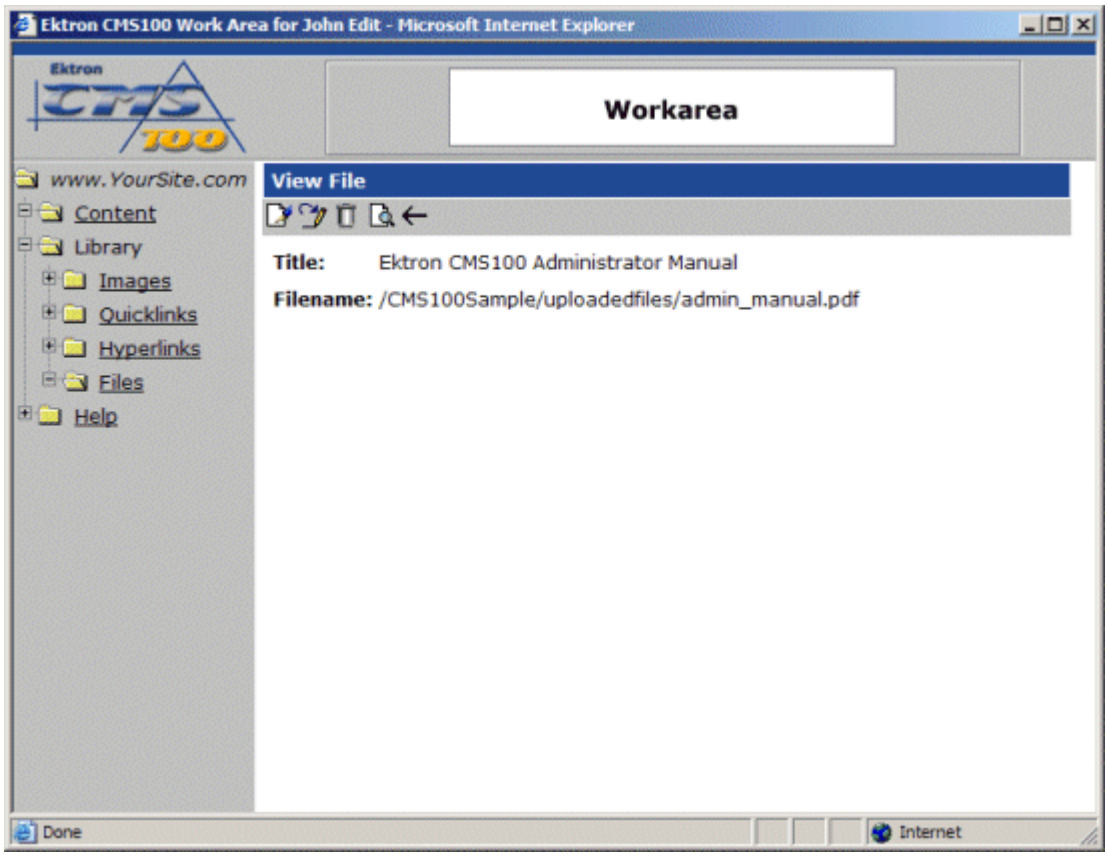
Deleting Files

You may also delete files that are no longer used on your Web site.

1. From the files table in the Workarea, click on the title of the file you wish to delete.

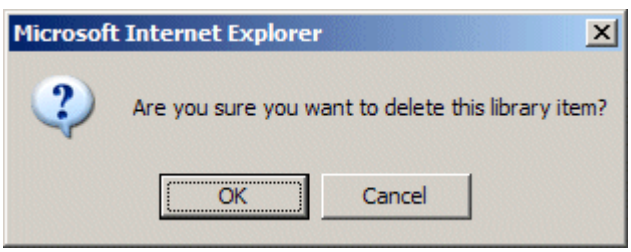


2. After you click on the title, you will be taken to the view file page.



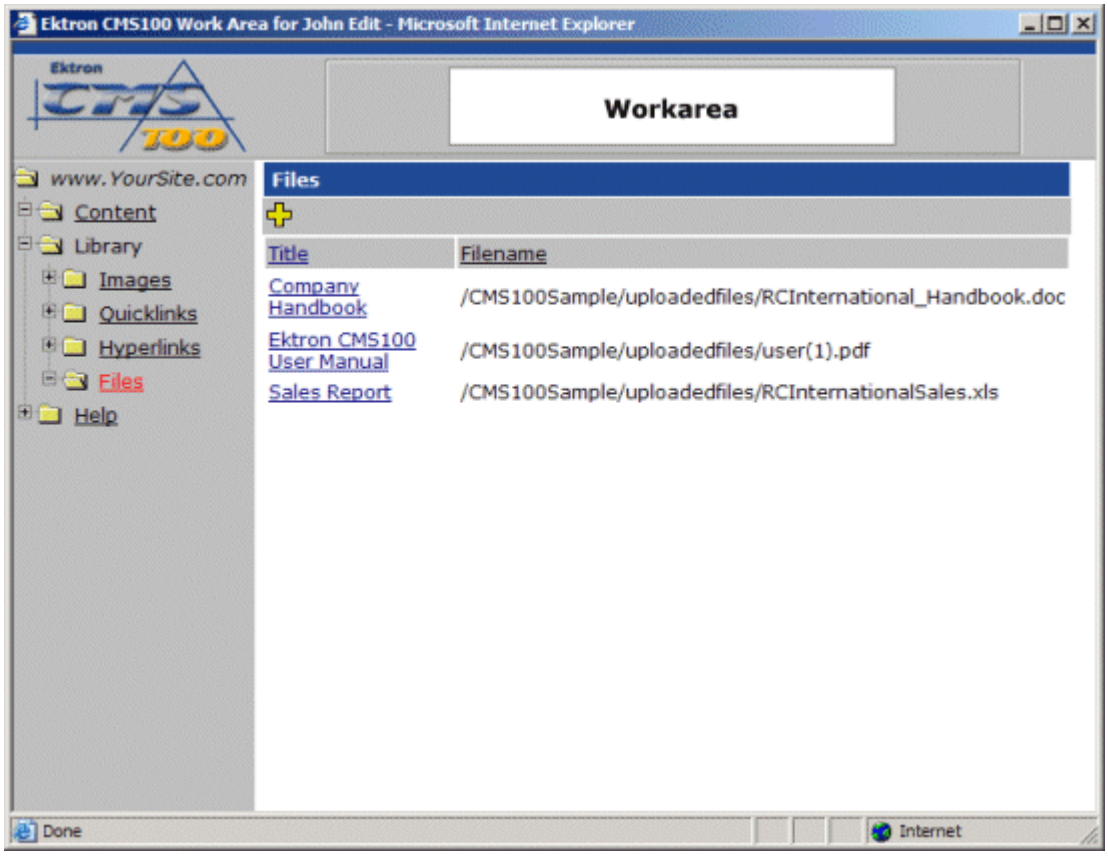
3. Click on the delete button in the toolbar at the top of the page.

4. Once you click on the delete button, you will see a confirmation box as seen here.



5. If you are sure that you want to delete this file, click the OK button in the confirmation box.

6. After you click the OK button, the file will be deleted from the Ektron CMS100 library, and you will be taken back to the files table with the changes reflected.

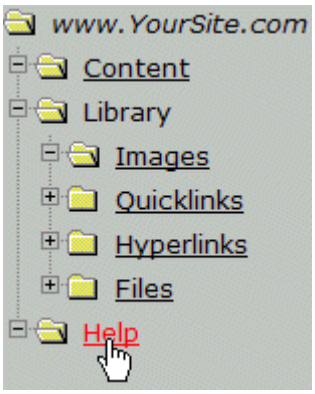


NOTE When a file is deleted from Ektron CMS100, the link to the file is removed from the database, the actual file will remain on the file server.

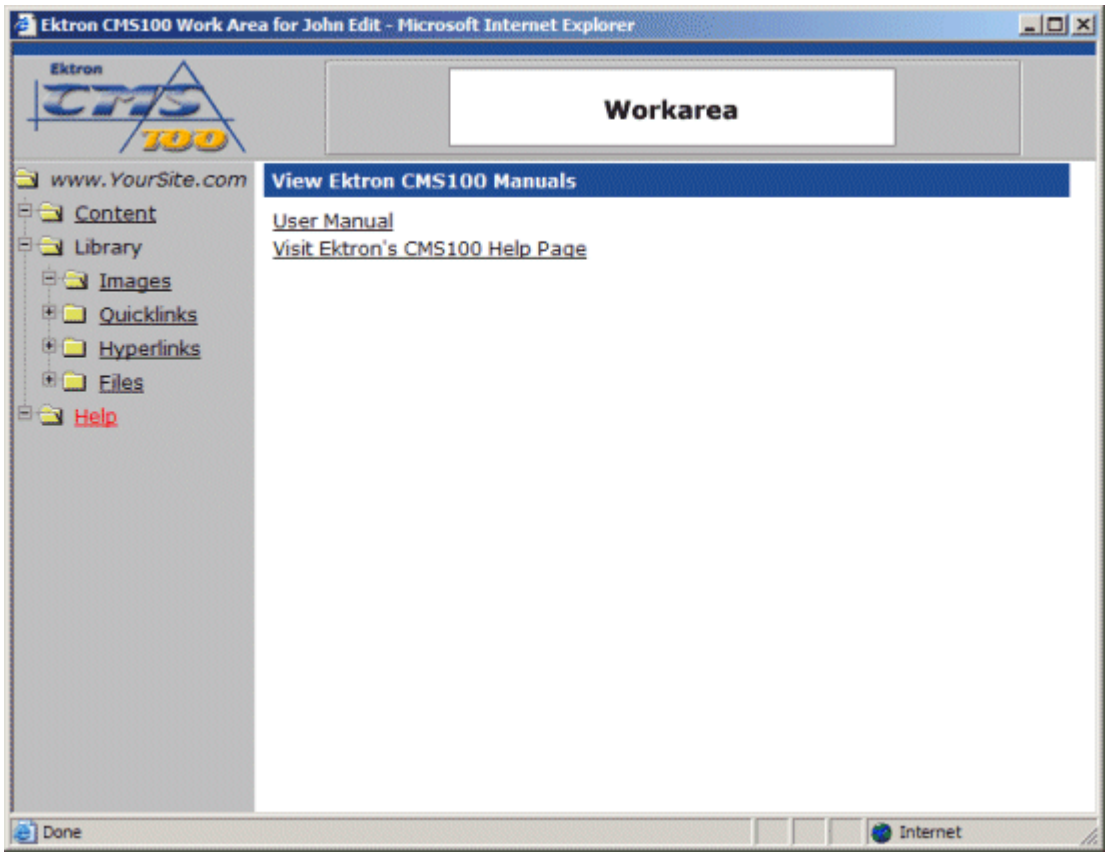
The Help Folder

The help folder in the Workarea contains links to manuals and Web site resources to help you work with Ektron CMS100.

To access the help folder, click on the help folder link in the folder tree on the left side of the user Workarea.



When you click on the help folder, the contents of the folder will be displayed in the main section of the page.


Ektron CMS100 Work Area for John Edit - Microsoft Internet Explorer
Ektron
CMS
100
Workarea
www.YourSite.com
Content
Library
Images
Quicklinks
Hyperlinks
Files
Help
View Ektron CMS100 Manuals
User Manual
Visit Ektron's CMS100 Help Page
Done
Internet

Images and Files

Images are graphics that contain illustrations, drawings, photos, media clips, etc. Files can be Word documents, Power Point Presentations, Excel spreadsheets, etc. Images and files must be uploaded to a Ektron CMS100 Web site before they can be added to content.

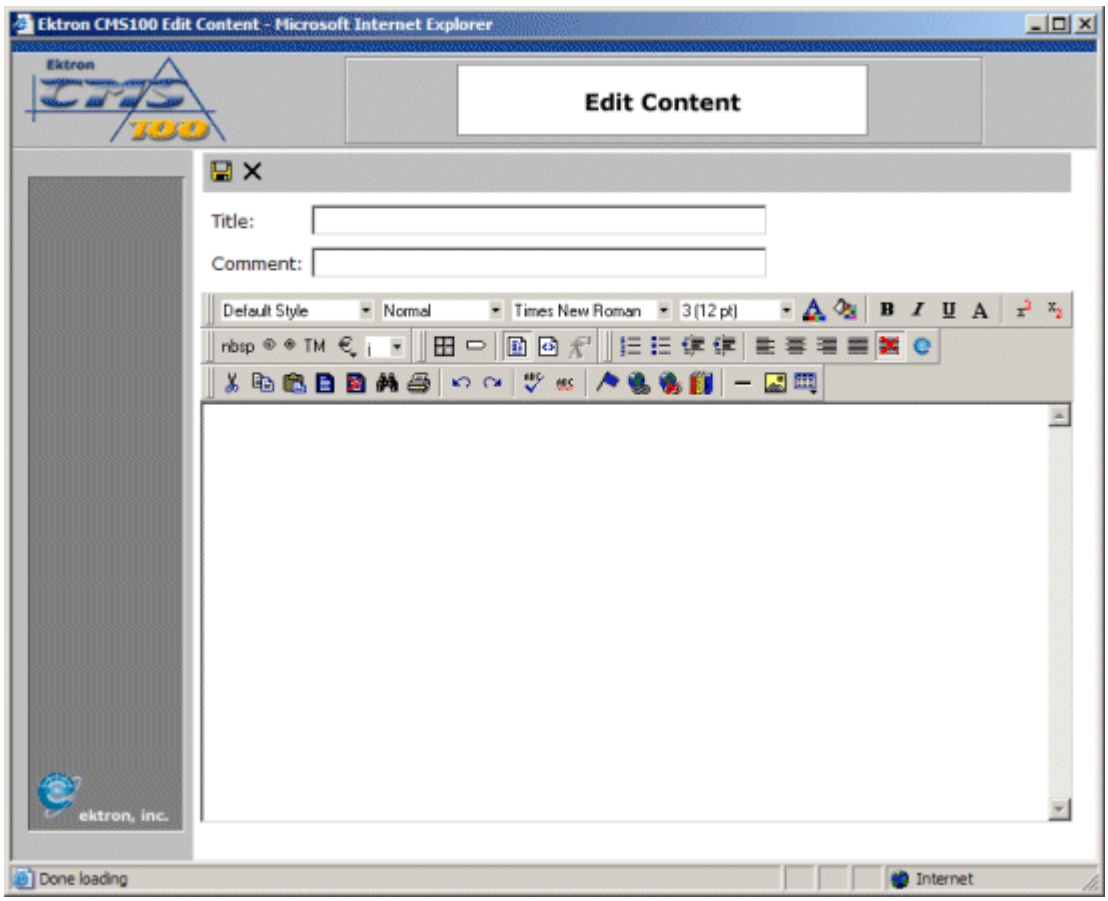
Depending on the permissions that have been set. you may or may not have the ability to upload images and files.

Uploading Images

When you begin editing content blocks, you will have the ability, depending on set permissions, to upload images into Ektron CMS100. These images, once added, are accessible to all the Site Maintainers.

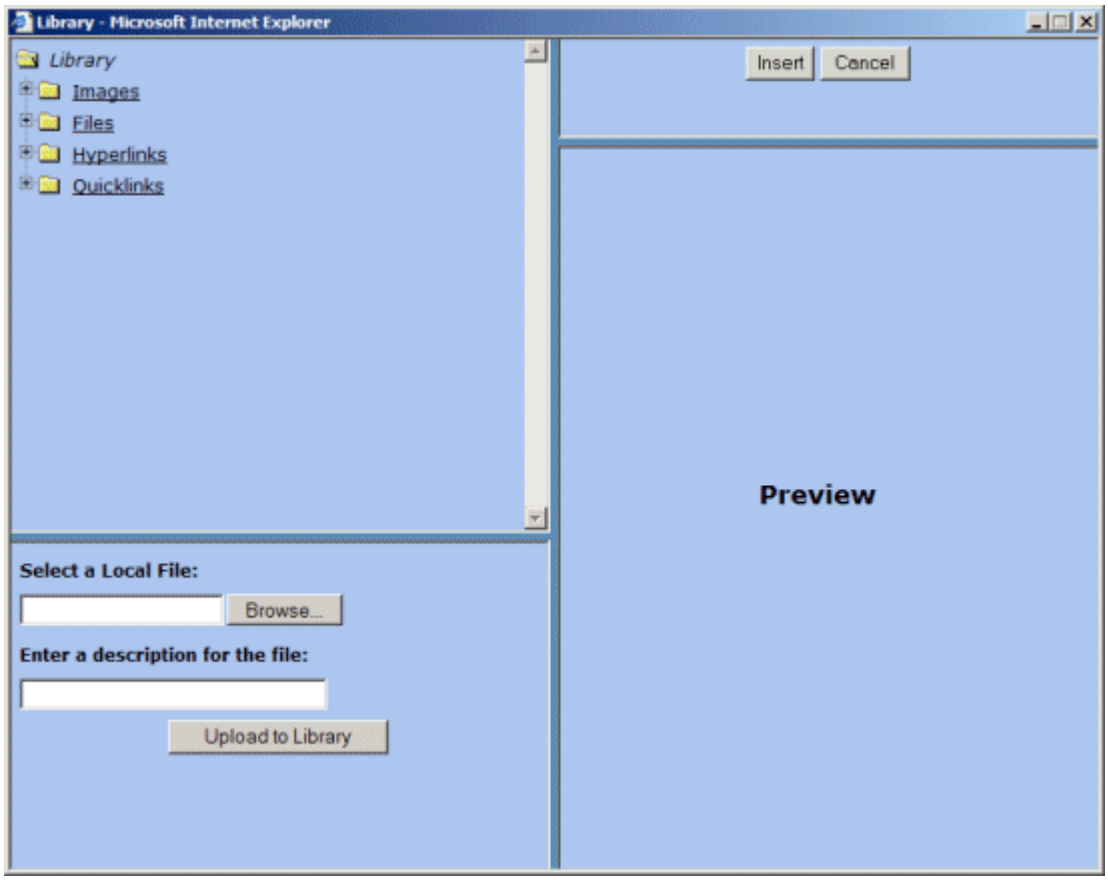
To Upload Images

1. Invoke the Ektron CMS100 editor by either Adding or Editing a content block via the Icon menu or the workarea.

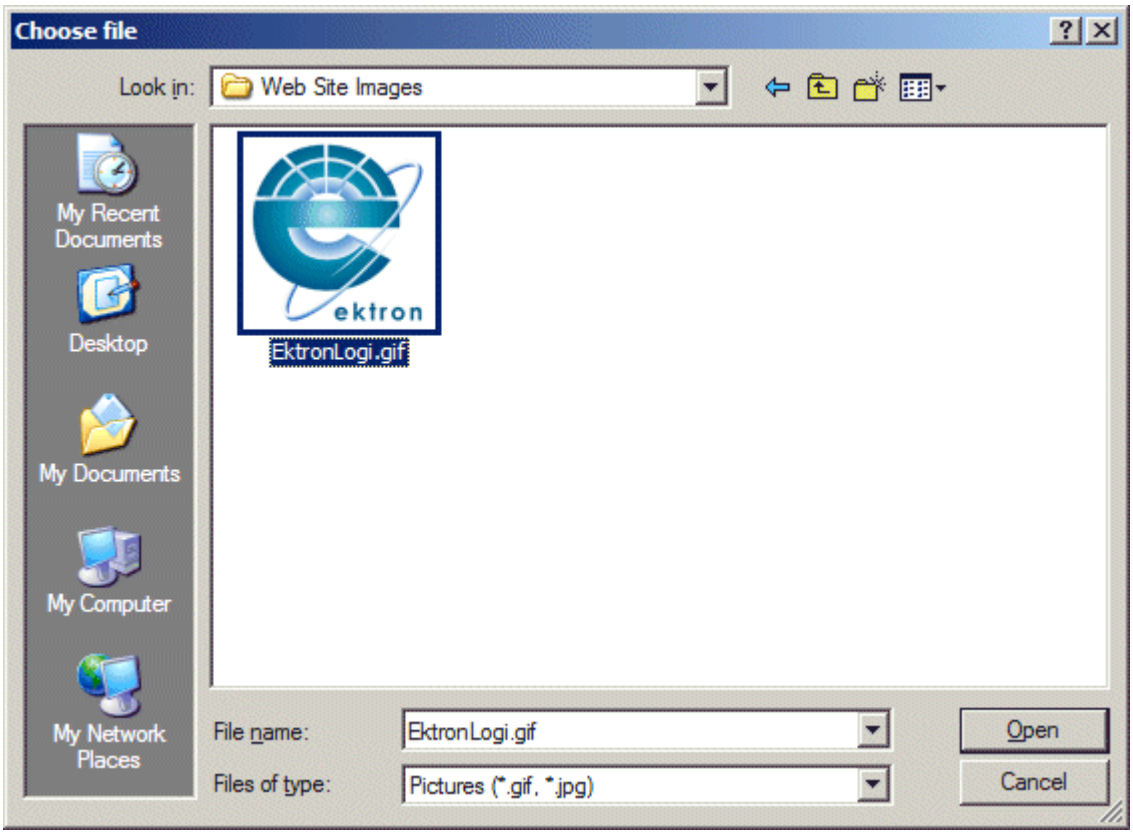


2. When you arrive to the editor screen, click on the **LIBRARY** button on the editor toolbar shown below.

3. The Library window appears.



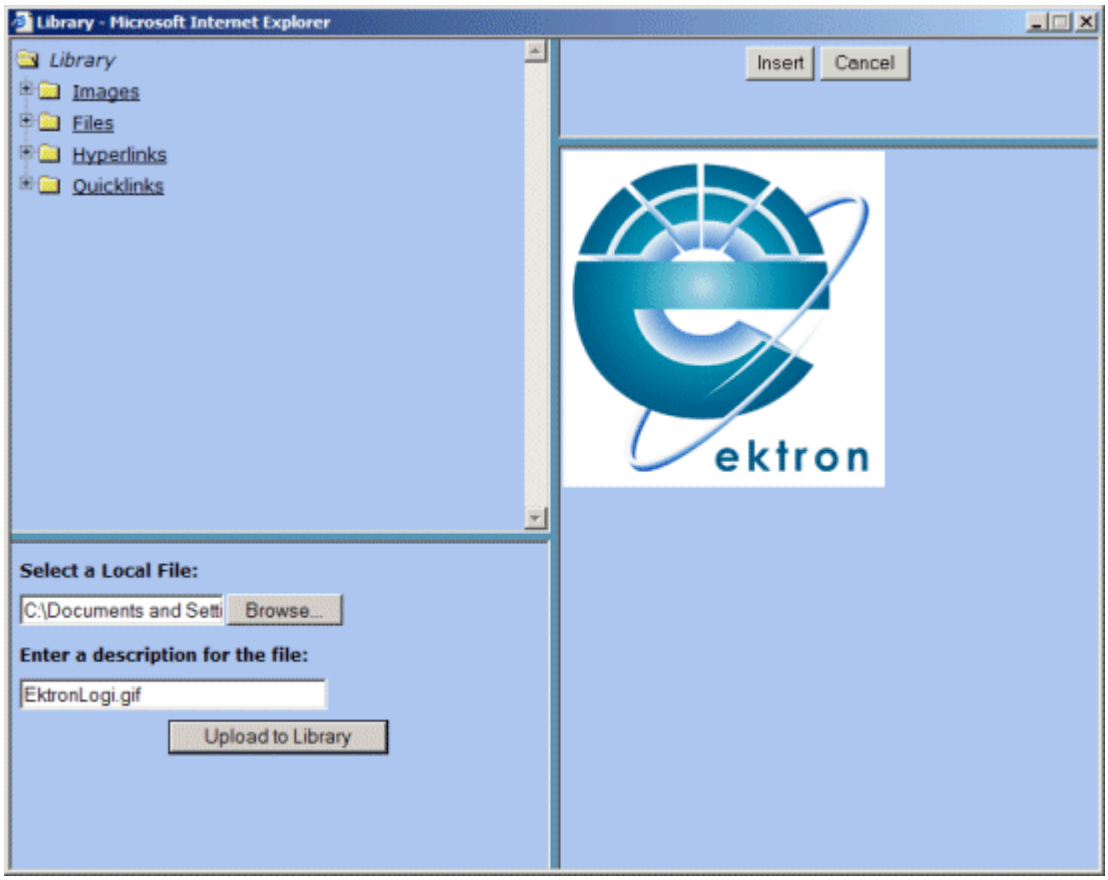
4. Click the **Browse...** button.



5. Browse through your system to locate the image to be uploaded.

NOTE You can only upload images with extensions that have been specified by the Administrator.

6. Select **Open** or **double-click** the image file. The image appears in the lower right side of the screen.



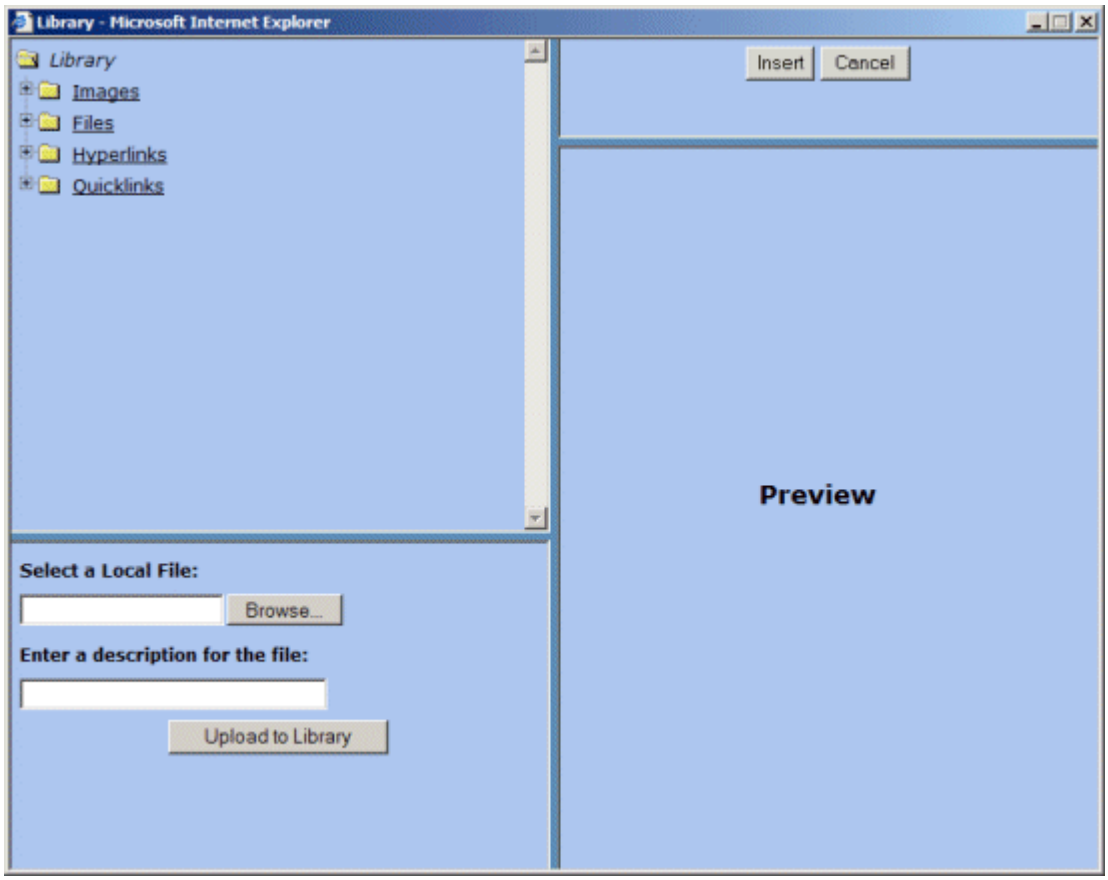
7. Enter a description of the image in the **Enter a description for this file:** field.
8. If the image is correct, click **Upload to Library** to upload the image.

After you upload images to the database, you can insert them into your content.

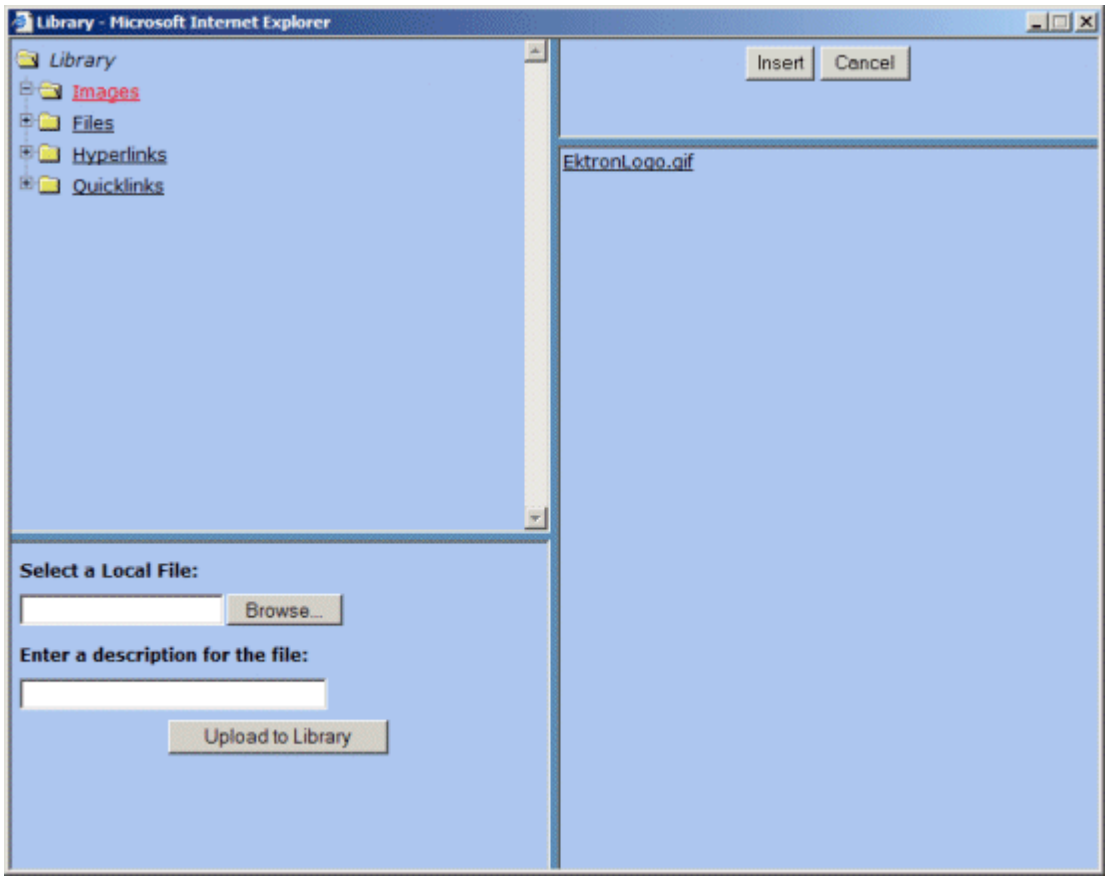
Inserting Uploaded Images

1. Navigate to get to the Ektron CMS100 Edit Content window.
2. Click on the **Library** button:

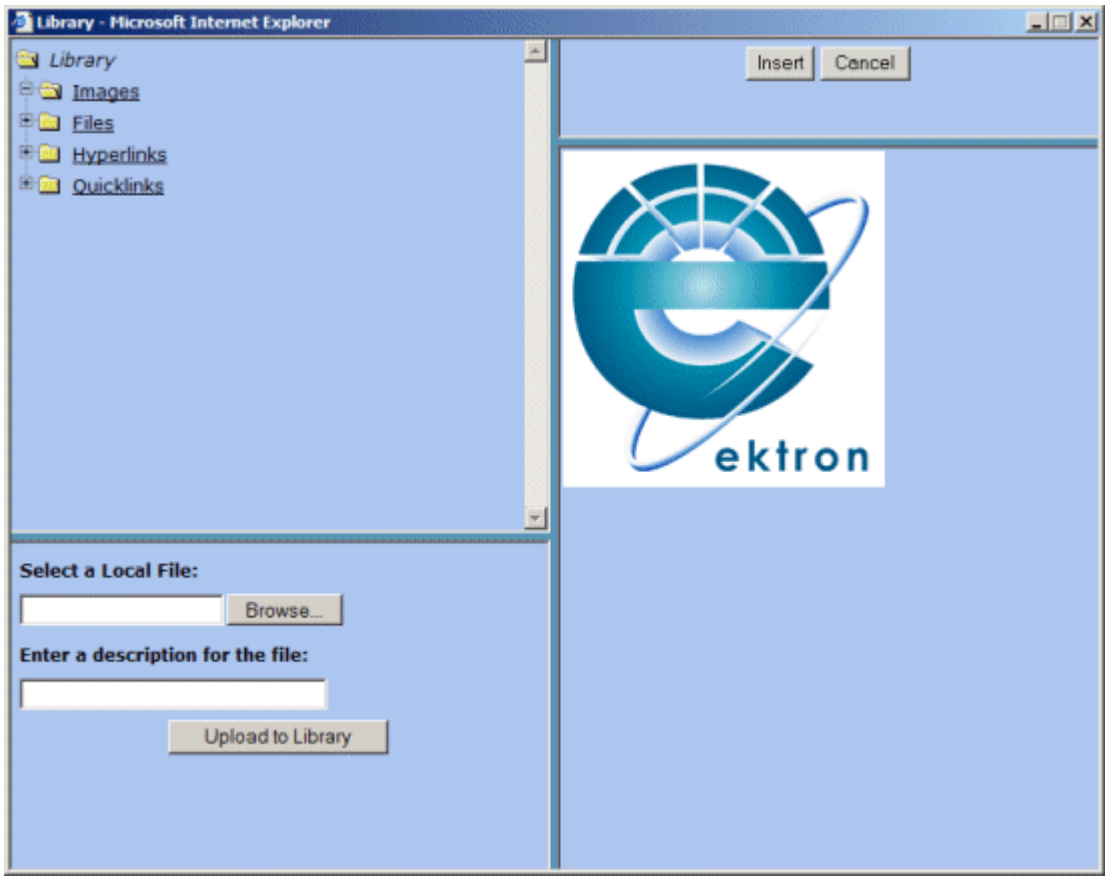
3. The Ektron CMS100 Library will appear.



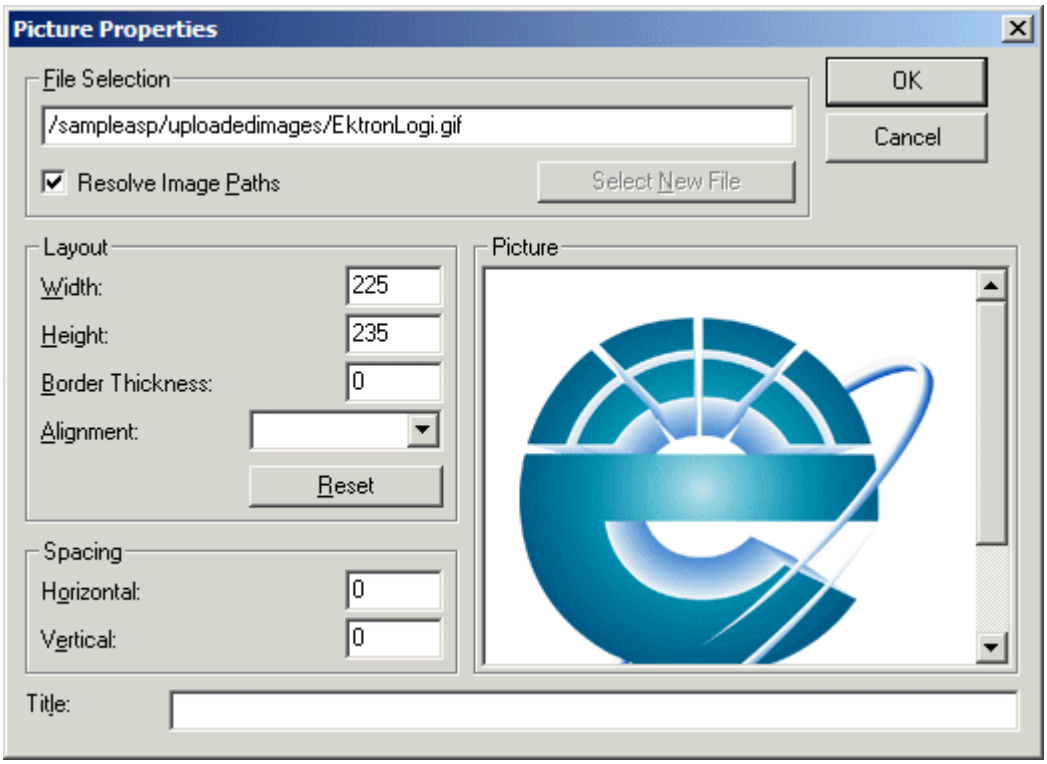
4. Click the Images folder in the top left frame of the Library, and a list of uploaded images will be displayed in the preview frame.



5. Click the image that you want to insert into the content, and tthe image will automatically be previewed in the library.



6. Click **Insert** at the top of the page if this is the image that you would like to insert into your content.
7. After you click insert, you will be taken to the picture properties dialog box where you can modify the image before it is inserted into your content.



NOTE For more information about using the Picture Properties window, see "Inserting Pictures" on page 148.

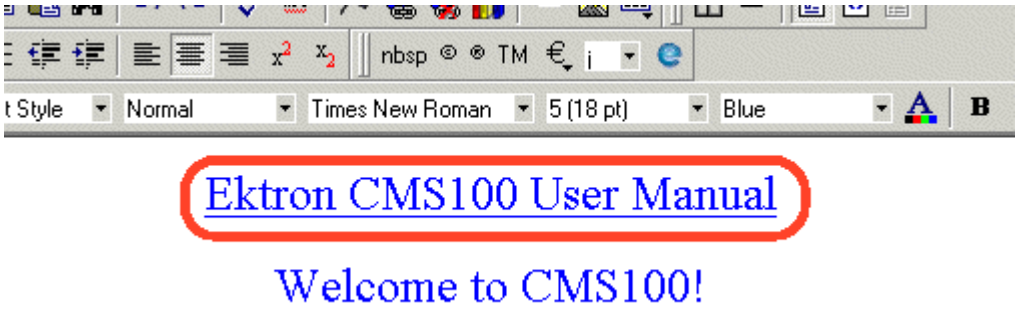
8. Click **OK**.

Uploading Files

Depending on how your user permissions are set, you can upload different types of files into Ektron CMS100. These files, once added, are accessible to all the Site Maintainers.

(The procedure for uploading files is essentially the same as the procedure for uploading images, described in "Uploading Images" on page 100.)

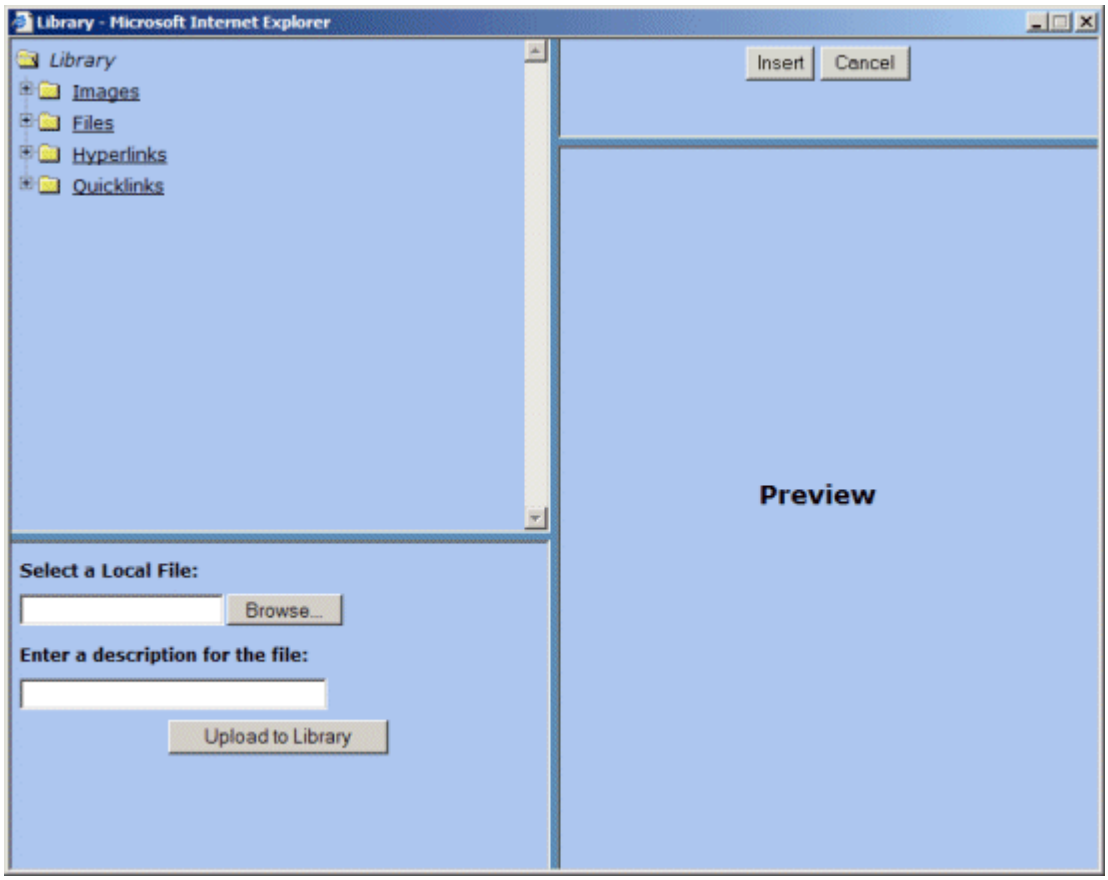
After you upload the file, a link is placed in the content that you are currently working on. The text of that link is the description of the file that you uploaded, as illustrated below.



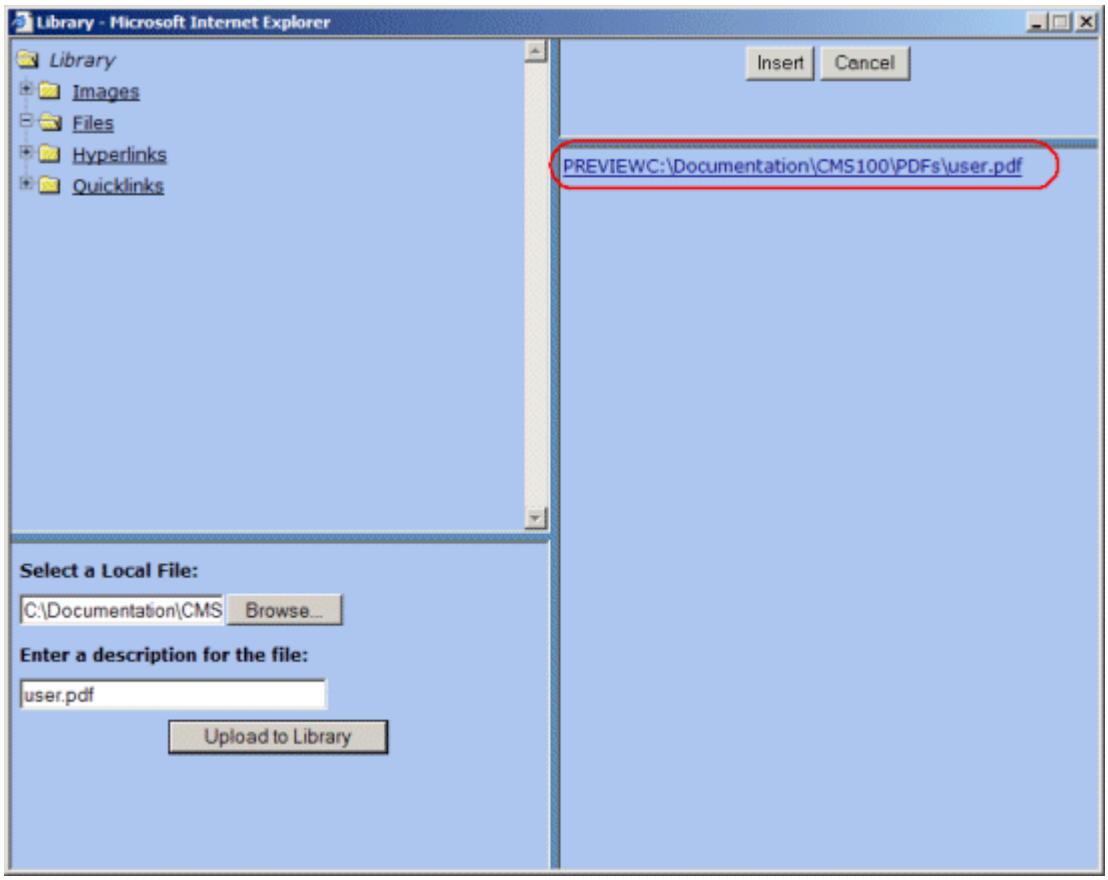
Inserting Files Already Uploaded

1. Navigate to the Ektron CMS100 Edit Content Page.
2. Click on the **LIBRARY** button:

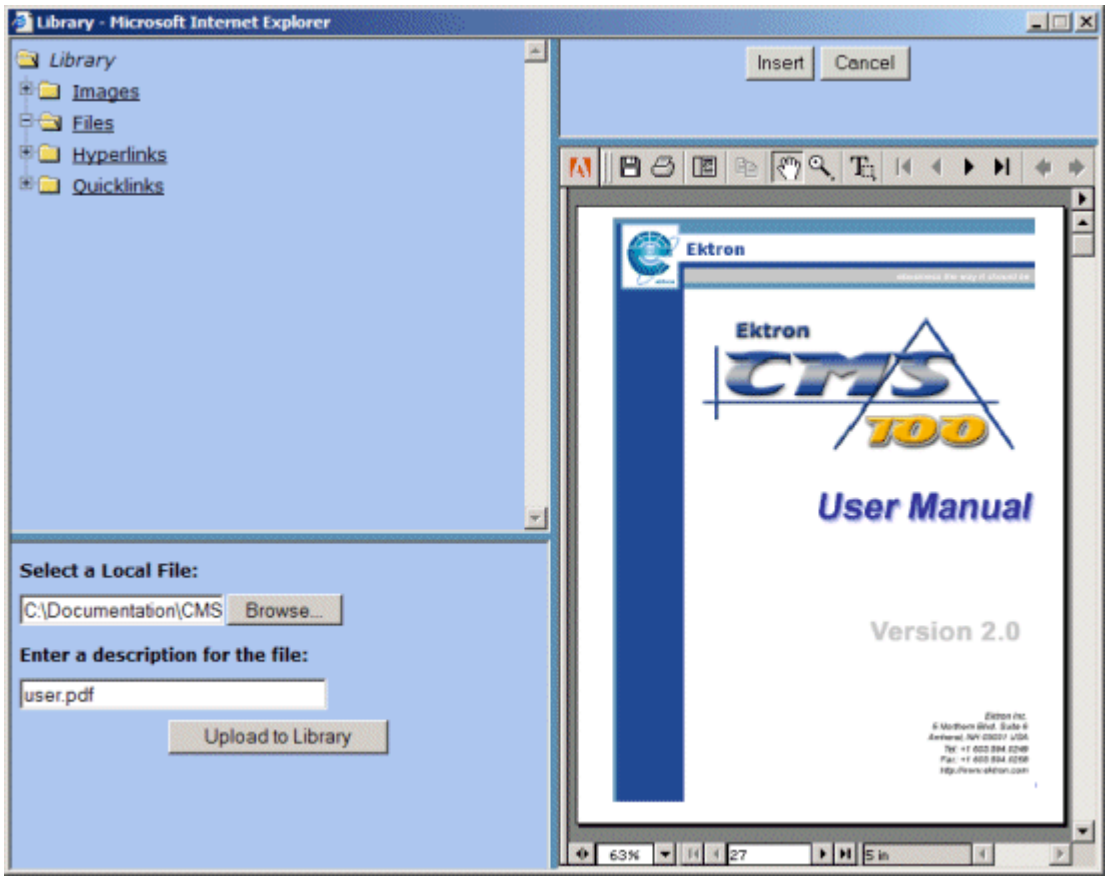
   The Library window (shown below) appears.



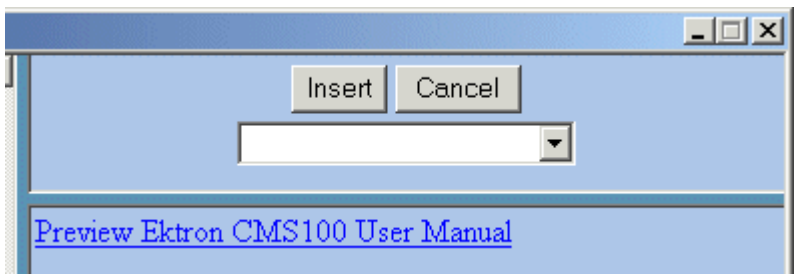
3. Click on the files folder to see all uploaded files..



4. Click on a file that you would like to insert into your content. When you click on a file, it will automatically be previewed in the preview frame.

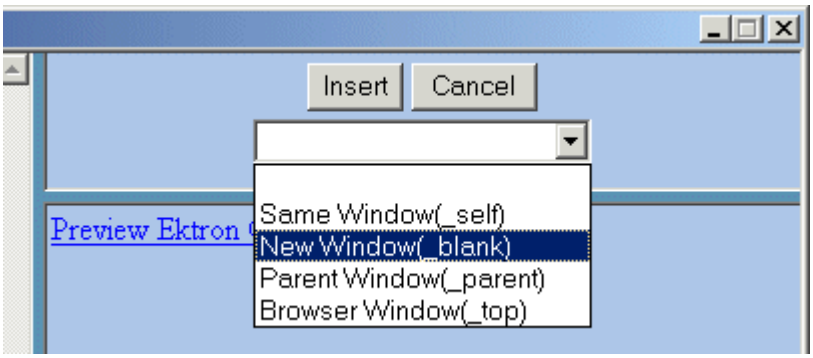


5. A drop down box appears in the upper right corner, and a link to preview the file appears in the lower right corner.



6. To preview the file, click on the Preview link.

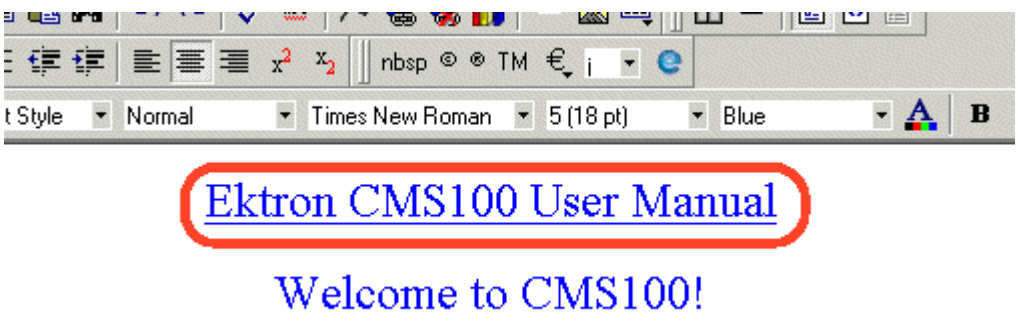
7. The drop down box lets you decide how the file will appear in when it is selected from the content.



The following table describes the choices.

Target Frame	Display the file in...
Same Window (_self)	In the same position within the browser window. The new window replaces the current one.
New Window (_blank)	In a new browser window, on top of the current browser.
Parent Window (_parent)	If your page contains frames, in the frame that contains the hyperlink.
Browser Window (_top)	If your page contains frames, in the full display area, replacing the frames.

After you select a target frame and click **Insert**, the link to the uploaded file is added to your content.



Maintaining Web Site Content

Once a Web site is up and running there are usually changes to make in order to maintain the site and keep it current.

This section discusses the tasks that you can perform with Ektron CMS100 in order to keep your Web site up to date.

Ektron CMS100 Content Workflow

Ektron CMS100 has implemented a content workflow which allows editors to add content without it being published. The next step in the workflow is the publisher logging in, viewing the content, making changes, then publishing the content to be posted on the site.

The content can be in three different states.

Status	Description
Approved *Green Border*	The content has been through the entire workflow and has been published on the Web site.
Checked Out *Red Border*	The content is currently being edited by and editor, and hasn't checked it back in for publishing.
Checked In *Yellow Border*	The content has been submitted to be published.
New	A content block that has a status of new means that the content has been created, but not published to the Web site.

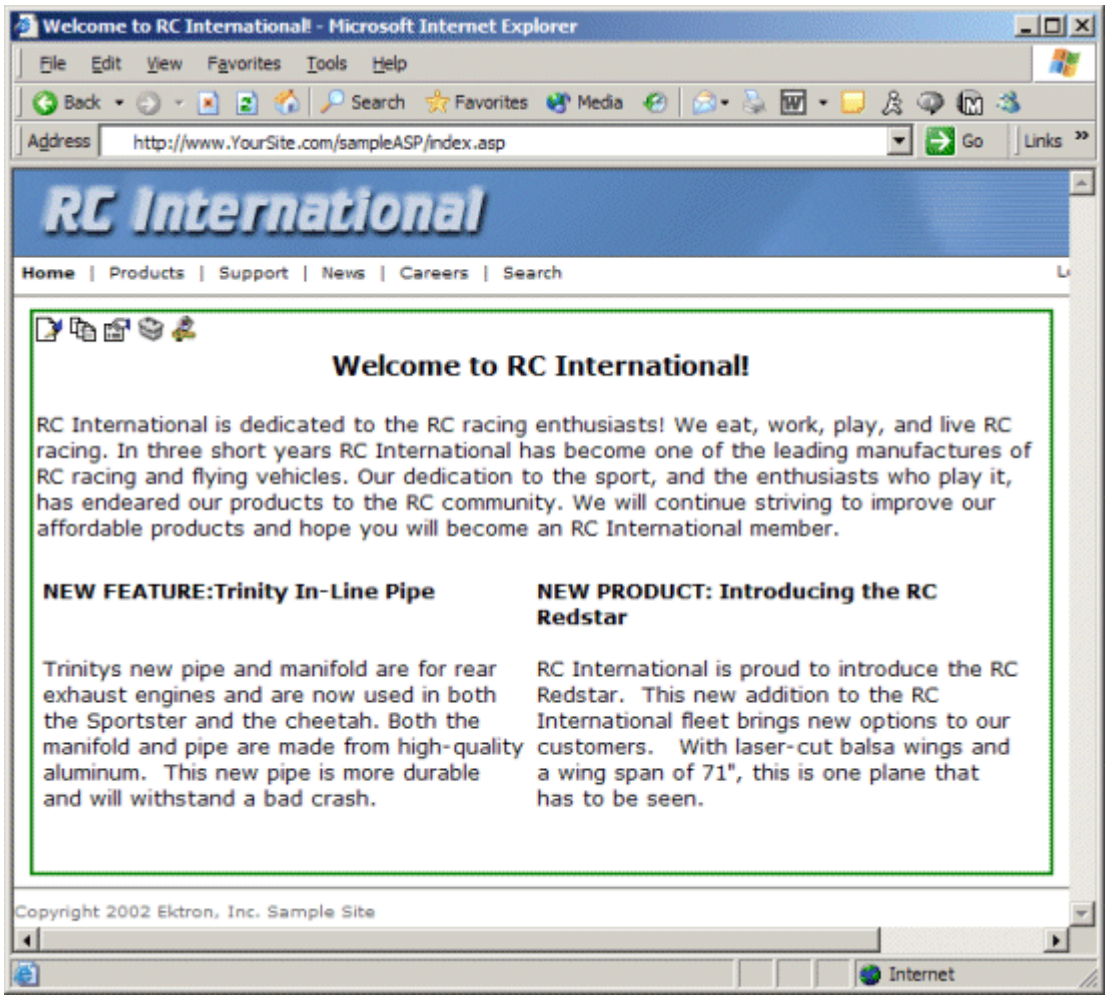
The following are examples of what the content block looks like in its various states.

Approved

When a content block's status is approved, the content appears in Ektron CMS100 view with a green border surrounding it.

When content is in this state, anyone who has edit privileges may check out the content to make changes to it.

Below is an illustration of an Approved Content block.



Checked Out

When a content block is checked out, a red border surrounds the content. Anyone can still make changes to the content, but only the last saved and submitted content will be sent to the publisher.

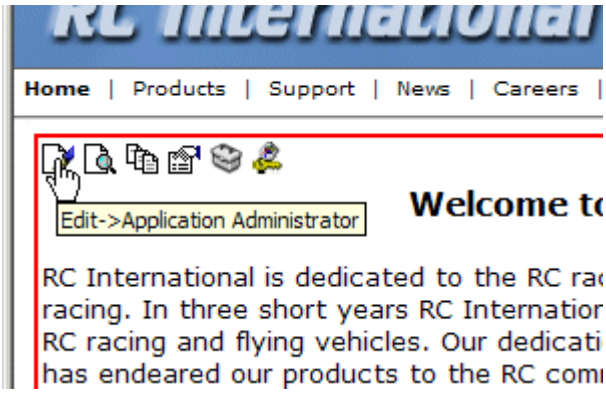
NOTE Notify your editors that, when there is a red border, they should NOT make changes to the content. If they do, changes made by the person who checked out the content are lost.

Below is an example of a checked out content block in the Ektron CMS100 view.

Who Has the Content Checked out?

If you see that a content block is checked out and want to learn who checked it out, hover over the Edit button at the top of the

content block. When you hover over the button, you will see the name of the user who currently has the content checked out.



In this case, Application Administrator, has checked out the content. Before other users can edit this content, Application Administrator will need to either check in the content or publish it.

Checked In

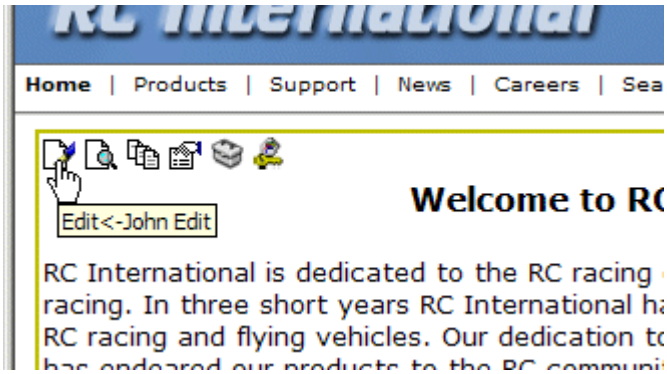
When a content block is checked in, a yellow border forms around its edges. This indicates that the content was saved and is waiting to be published. The changes are not seen on the live Web site until the content block gets published.

Below is an illustration of a checked-in content block as it appears in the Ektron CMS100 view.

Who Checked in the Content?

To learn who checked in a content block, browse to that content block and hover over the edit icon at the top of the content block.

The name of the user who checked out the content appears next to **Edit**.



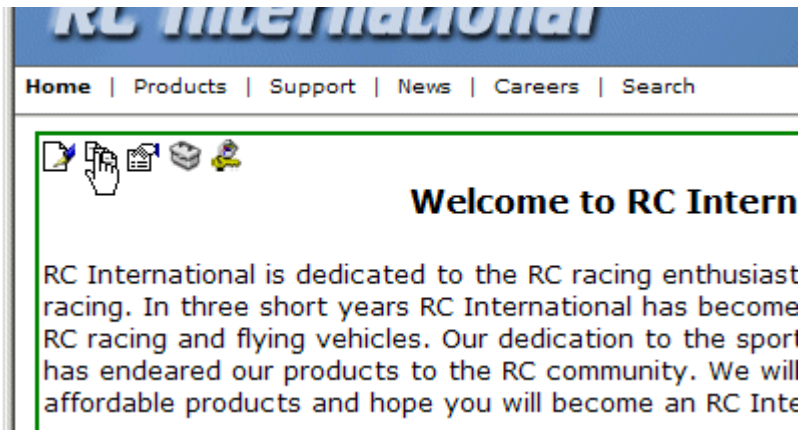
In this example, John Edit checked in the content block.

View History

View history lets a publisher view all previously published versions of a content block and restore older versions if desired.

Accessing View History

To access the View History window, click on the View History icon for the content you want to view the history of.



When you do, the View Page History Window opens in a new window.

This window displays the following information about the content block's history.

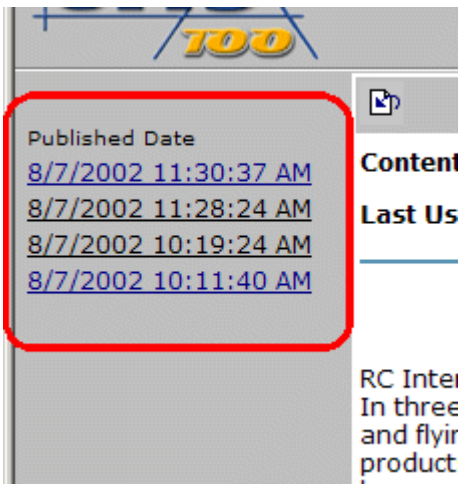
Field	Description
Published Date	Links to all the previous versions of the content block according to the date and time they were published.
Title	The title of the content block
Editor	The last editor who created or modified the content block before it was published.
Comment	The historical comment the editor assigned the content block upon updating it.

In the toolbar at the top of the page is a restore button which is used when you want to restore a historical version of a cotnent block.

Restoring Previous Content

To restore a previously published version of a content block, follow these steps.

1. Navigate to the content block that you want to restore.
2. Access to the Content History window by clicking on the view history icon in the icon toolbar.
3. Click on the hyperlinks on the left side of the window until you find the version of the content that you want to restore.



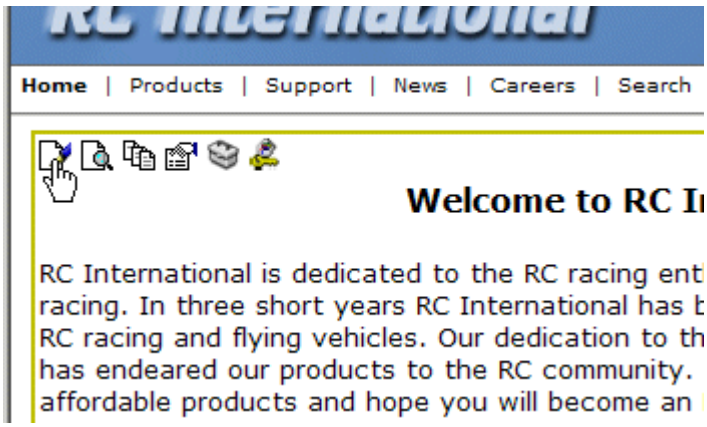
4. Click the restore button in the toolbar at the top of the page.

5. After you click the restore button, you return to the content block. You will notice that the content block has the old content, but now has a yellow border. This is because the content is forced to go back through the publishing process.

Publishing Restored Content

To publish restored content, you must be logged in with publishing privileges.

1. Browse to the content block that has been restored.
2. Click on the edit icon at the top of the content block.



3. From the editor, change the content as necessary.
4. When you are satisfied with the content, select publish to approve the content and set it active on your Web site. If you don't have publishing permissions, click the save button**.**

If you do not want to keep the new changes, and want to use the most current version, select the cancel button. This action restores the original content to the Web site with an approved status.

Using the Editor

Introduction to eWebEditPro

Ektron CMS100 is a browser-based, Web content editor designed for dynamic Web sites. It lets you create and publish your own Web content in any language supported by the operating system and your Web site.

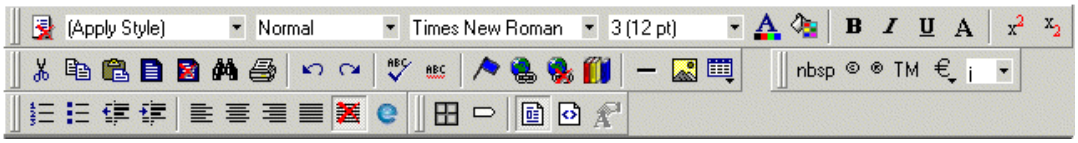
More specifically, Ektron CMS100 lets you perform Web page editing functions, such as

- copy content from any Windows-based application
- use Microsoft Word to edit Web content
- cut, copy, and paste
- search for text
- check spelling
- change font style, size, attributes (bold, italics, underline), and color
- begin lines with bullets or numbers
- adjust indentation
- right, center, or left justify text and images
- apply specialized formatting such as superscripts, subscripts and strikethrough
- add a bookmark, hyperlink, image, or table
- view your text as WYSIWYG or HTML code
- insert or clean HTML code

You gain access to these functions either from the toolbar at the top of the editor window or from a menu that appears when you right click the mouse inside the editor.

Using Ektron CMS100

Ektron CMS100 is like many other word processing applications. You type text and then use toolbar buttons (illustrated below) and menu options to change the text's appearance or perform functions on it, such as spell checking.



Organization of this Chapter

The next section, "Toolbar Buttons" on page 129, explains

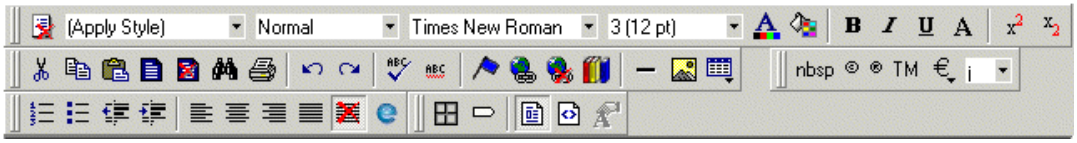
- each toolbar button
- functions that appear when you right click the mouse

Many of these functions are simple and require only a brief explanation.

The last section, "Using eWebEditPro's Advanced Features" on page 139, explains how to use the more advanced features.

Toolbar Buttons

This section explains how to use the buttons and drop-down lists on the toolbar. (The toolbar is the row of buttons across the top of the editor window, illustrated below.)



The buttons let you perform functions such as cutting and pasting text, inserting images, and creating tables.

This section explains

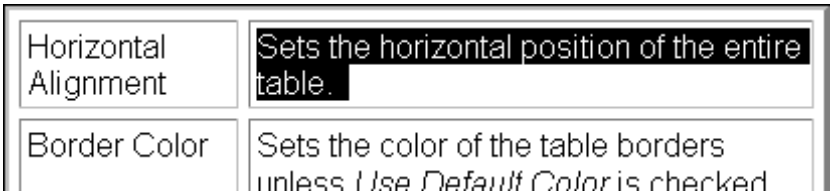
- Selecting Text
- Applying Formatting Attributes to Text
- Table of Toolbar Buttons and Drop-Down Lists

Selecting Text

You select text before performing an action on it, such as copying it.

- To select *all* information on a page, press Ctrl+A.
- To select *a portion* of the information on a page, you have two choices.
  - Hold down the left mouse button and drag the cursor across the data you want to select.
  - Hold down the Shift key and the right arrow key (⇨) until the desired data is selected.
- To select *a single word*, place the cursor on the word and double click the mouse.

Selected text has different background and foreground colors, as illustrated below.



Applying Formatting Attributes to Text

Several buttons apply formatting attributes to text, such as bold and italics. There are two ways to apply these attributes.

- Enter the text. Then, select the text and press the toolbar button. The button is now in a “pressed in” condition, and the text has the formatting attribute.
- Press the toolbar button. Then, begin typing the text. As you type, the formatting is applied.

To stop applying the formatting, press the button again. This action changes the button to a “pressed out” condition and terminates the formatting.

Table of Toolbar Buttons and Drop-Down Lists

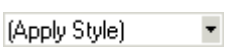
The following table explains each toolbar button and drop-down list.

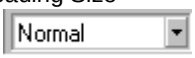
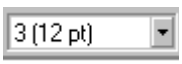
Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
Cut	Ctrl+X	Remove selected text and graphics. Place that data into temporary memory, also known as the “clipboard.” (If you later cut or copy more information onto the clipboard, the new information overwrites the original information.)	
Copy	Ctrl+C	Copy selected text and graphics into temporary memory. Leave selected data where it is. (If you later cut or copy more information into memory, the original information is lost.)	“Copying from Other Applications” on page 140
Paste	Ctrl+V	Insert the most recently cut or copied text and graphics at the current cursor location.	
Find	Ctrl+F	Search for text on the page.	“Finding Text” on page 141
Print	Ctrl+P	Print the editor content.	
Undo	Ctrl+Z	Reverse the most recent action, as if it never occurred. You can undo as many actions as you wish.	
Redo	Ctrl+Y	Reverse the undo action.	
Spell Check (manual)		Begin spell checker.	“Checking Spelling Upon Demand” on page 145
Spell Check (automatic)		Turn on or off spell check as-you-type feature.	“Checking Spelling as You Type” on page 144
Bookmark		Create a bookmark.	“Using Bookmarks” on page 204

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
Edit Hyperlink		Change information about a hyperlink.	"Using Hyperlinks" on page 208
Remove Hyperlink		Remove a hyperlink.	"Removing a Hyperlink" on page 212
Horizontal Line		Insert a horizontal line.	
Picture		Insert a picture.	"Inserting Pictures" on page 149
Table		Insert or edit a table.	"Introduction to Tables" on page 155
Table Borders		Display table borders while in edit mode if the table's border size is set to zero (0).	"Assigning Border Size" on page 179
Show Invisible Elements		Display some characters that do not appear when the user views the page, such as end of line characters. Pressing this button does not display characters that indicate a bookmark.	
View as WYSIWYG		Display the page content as WYSIWYG (What You See Is What You Get). WYSIWYG is the ability to see in the editor what will appear when user views the Web page.	
View as HTML		Display the page content as HTML.	"Viewing and Editing HTML" on page 213
View Preferences		Display a dialog box that lets you set default values for font, color and size when viewing as HTML. These settings are ignored when you view as WYSIWYG or when the user views your Web page. This button is active only when the View as HTML button is pressed.	"Viewing and Editing HTML" on page 213

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
Number		Begin the line on which the cursor rests with a number. If the line above this line is • not numbered, assign this line 1 • numbered, assign a number one more than the line above	
Bullet		Begin the line on which the cursor rests (or all selected lines) with a bullet (•).	
Indent		Increase or decrease the current line's distance from the left margin.	
Left, Center, and Right Justify		Align paragraph so that it is arranged • evenly on the left side (uneven on the right) • in the center of each line • evenly on the right side (uneven on the left) • evenly on right and left side	
About eWebEditPro		Display a dialog box that shows your version of Ektron CMS100 and your license keys.	

Remove Style		Remove all style information applied to selected text. (You apply styles using the Style dropdown list.) For example
		Before
		`<P class=note>This is initial content.</P>`
		After
		`<P>This is initial content.</P>`	

Style 		Display a list of styles. Users can select from the list to apply a style to selected text. Note that the list can change depending on the formatting of the selected line. Your Webmaster determines which styles are available.	

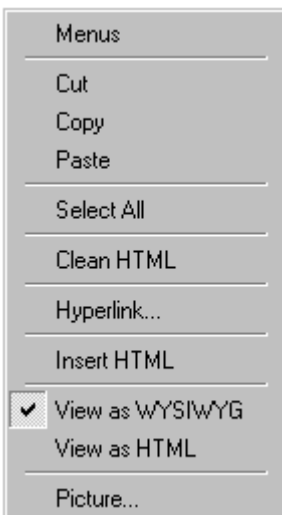
Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
Heading Size 		Change the heading size. Your Webmaster determines which heading sizes are available.	
Font Style		Change the font style. Your Webmaster determines which fonts are available. Note: If more than one font appears in a selection, the browser on the reader's PC tries to display text using the first font. If the browser cannot find that font, it tries to use the second, etc.	
 Font Size		Change the font size. Your Webmaster determines which font sizes are available.	
Font Color		Change the font color. Your Webmaster determines which colors are available. Note: Your Web Master may disable one or both of the font color toolbar options.	
Font Color		Change the font color.	
Background Color		Change the background color of the text. Note: To remove background color from selected text, click the Normal button ( ).	
Bold	Ctrl+B	Make the text **bold**.	
Italic	Ctrl+I	Make the text *italic*.	
Underline	Ctrl+U	Make the text underlined.	

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
Normal		Remove all formatting from selected text.	
Strikethrough		Apply ~~strikethrough~~ to the text.	
Superscript		Make the text superscript.	
Subscript		Make the text subscript.	
nbsp		Insert a blank space character. Although you can add spaces in the editor using the <space> bar on the keyboard, those spaces are ignored by a browser when it displays a page.	
Copyright		Insert copyright symbol.	
Registered Trademark		Insert registered trademark symbol.	
TM		Insert trademark symbol.	
and Special Characters		Insert special characters (such as £ µ Ñ) from a drop down list. To view the list, click the black down arrow.	

The Context Sensitive Menu

This section explains the functions available on the menu that appears when you right click the mouse within the Ektron CMS100 editor. You can also access this menu by pressing the application key ( ).

Because this menu can change depending on what you are doing, it is called a *context-sensitive* menu.



NOTE A different context-sensitive menu is available when your cursor is within a table. That menu is described in "The Table Context Sensitive Menu" on page 165.

The following table lists the menu options and where to get more information on each.

Menu Option	Lets you	For more information, see
Menus	View all toolbar menus.	"Using eWebEditPro without a Mouse" on page 217
Cut	Remove selected text and graphics. Place that data into temporary memory. If you later cut or copy more information into memory, the information in memory is lost.	
Copy	Copy selected text and graphics into temporary memory. Leave selected data where it is. (If you later cut or copy more information into memory, the original information is lost.)	"Copying from Other Applications" on page 140
Paste	Insert the most recently cut or copied text and graphics at the current cursor location.	
Select All	Select all information on your page. After you select it, you can cut it, copy it, etc.	
Clean HTML	Remove unnecessary HTML tags	"Cleaning HTML" on page 215
Hyperlink	Create a link to another Web page or a spot within the current page	"Using Hyperlinks" on page 208
Edit HTML	Edit your page's HTML	"Editing a Section of a Page" on page 214
Insert HTML	Insert HTML onto the page at the cursor location.	"Inserting HTML" on page 214
Check Spelling	Compare words in the editor to Microsoft WORD spelling list.	"Checking Spelling" on page 144
View as WYSIWYG/HTML	View and edit your page's HTML	"Viewing and Editing HTML" on page 213

Menu Option	Lets you	For more information, see
Picture	Insert a picture	“Inserting Pictures” on page 149

Using Ektron CMS100's Advanced Features

Most of Ektron CMS100's features are easy to learn. For example, to make your text bold, you select the text, and click the bold button ( ).

However, some of Ektron CMS100's features are more complex. For example, when creating a table, you must make several decisions: the number of rows and columns, the size of the border, the spacing between cells, etc.This section explains these topics.

- "Copying from Other Applications" on page 140
- "Finding Text" on page 141
- "Checking Spelling" on page 144
- "Inserting Pictures" on page 149
- "Introduction to Tables" on page 155
- "Using Hyperlinks" on page 208
- "Using Bookmarks" on page 204
- "Working with HTML" on page 213

Copying from Other Applications

You can copy information from most other Windows applications into Ektron CMS100 and retain the formatting from the original application. In general, copying from another application involves these steps.

1. Sign on to the application in which the information resides.
2. Select the information to be copied.
3. Press <Ctrl>+<C>.
4. Go to Ektron CMS100.
5. Press <Ctrl>+<V> to paste the selected information.

Here are some points to remember when copying from another application.

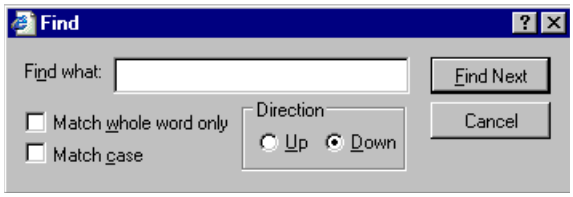
- If you want to copy images, you must first upload them to the server, using the image upload feature. (The Image Upload feature is described in the Ektron CMS100 Installation/Integration manual for the platform you are using.)
- You can only copy content, not background information that generates content.

  So, for example, you can copy the values in a spreadsheet but not the formulas used to generate those values. Also, copying dynamic fields from Microsoft WORD would retrieve the current value of the fields but not the variables that generate those values.

  It's a good idea to experiment with copying from different sources to test the results.

Finding Text

To find text on your Web page, click the Find button ( ) (or <Ctrl>+<F>). When you do, the find dialog box appears.



Type the text that you want to find on the page and click **Find Next**. The search stops at the next occurrence of that text.

The dialog box also lets you specify

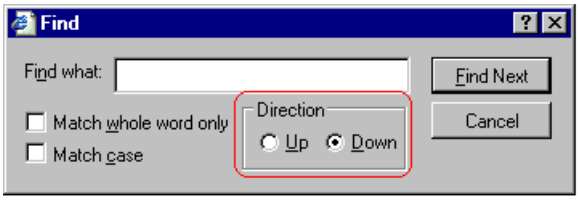
- a search direction
- if the search considers the case (upper or lower) of the search term
- whole word match

NOTE If you click the mouse on the Web page outside of the editor and press <Ctrl>+<F>, the find looks for matching words on the Web page.

Specifying a Search Direction

The search begins where the cursor is when you click **Find Next**. To make sure you locate every occurrence of a term, place the cursor at the beginning of the page before you begin the search.

If you begin the search from somewhere other than the top of the page, use the **Direction** field to search from the current location to the top or bottom of the file.

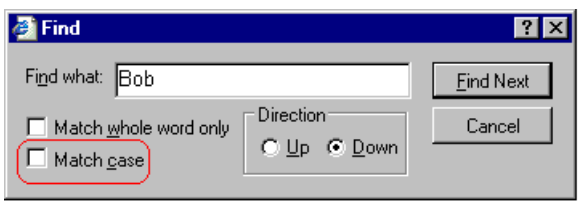


To search from the cursor location to the	Click this option in the Direction field
end of the page	**Down**
top of the page	**Up**

Considering the Case of a Search Term

By default, the search ignores the case (upper or lower) of a search term. In other words, if you enter **Bob** in the **Find What** field, the search finds bob, Bob, BOB, etc.

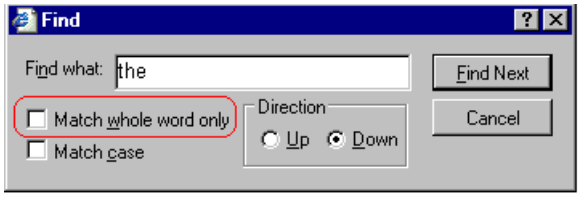
If you want the search to be case sensitive, use the **Match case** check box on the Find window. If you enter **Bob** in the **Find What** field and place a check in the **Match case** box, the search only stops at Bob, not bob or BOB.



Whole Word Match

By default, the search finds any occurrence of the text that you type into the **Find what** field. For example, if you enter **the**, the search finds the word **the**, as well as those letters embedded in other words, such as o***the***rs and ***the***ater.

If you want the search to find only whole word occurrences of the text you type into the **Find what** field, click the **Match whole words only** box in the Find dialog box.



Checking Spelling

The **Ektron CMS100** editor can check your spelling as you type or whenever you want to check it. The rest of this section explains

- Disabling Script Blocking
- Check Spelling as You Type
- Checking Spelling Upon Demand
- Spell Checking Selected Text
- Setting Spell Check Options

Disabling Script Blocking

If Norton Antivirus ™ 2001 is installed on your computer, you need to disable script blocking in order to use the spell checker. If you do not disable script blocking, an error message will appear whenever you check spelling.

To do this, follow these steps.

1. Launch Norton Antivirus ™ 2001.
2. From the first window, click **Options**.
3. On the next window, click **Script Blocking**.
4. On the script blocking window, uncheck **Enable Script Blocking**.
5. Press **OK**.

Checking Spelling as You Type

You can have the editor check spelling as you type. To turn on the spell-check-as-you-type feature, click the automatic spell check button( ).

When you click the button, the spell checker reviews every word in the file. A wavy red line ( ) appears under any word whose spelling is not found in the system's dictionary.

The spell checker continues to review each word as you type it, marking any words not in the dictionary.

NOTE Depending on the speed of your computer, there may be a short delay between the time you type an incorrect word and when the wavy red line appears. Also, the spell check does not check a word until you enter a space character after the word.

Fixing Spelling Errors

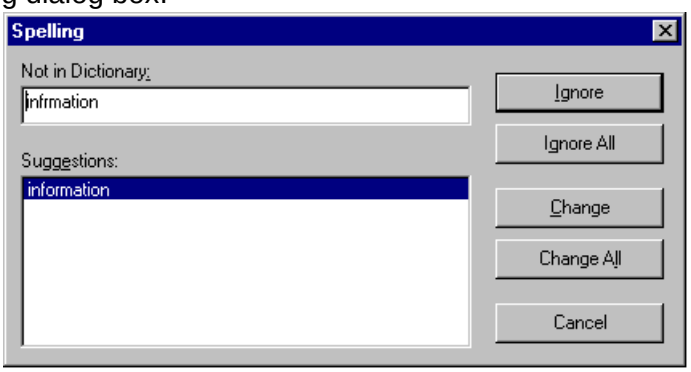
There are two ways to fix a spelling error (indicated by a wavy red line).

- Click the misspelled word and then right click. A menu displays words that are similar to the misspelled word. Click the correct word.
- If you know the correct spelling, type the correction.

Checking Spelling Upon Demand

If you do not want to use the spell-check-as-you-type feature, you can begin spell checking whenever you wish. To do this, click the spell check button ( ).

When you do, the system checks each word in the file. If the spell check finds a word in none of the dictionaries, it displays the Spelling dialog box.



The Spelling Dialog Box

The Spelling dialog box displays

- the word not in the dictionary (in the **Not in Dictionary** field).
- suggested spellings for the word (in the **Suggestions** field). The most likely replacement is selected at the top of the list.

- buttons that let you ignore the word, change the word, or exit.

If you want to	Do this
Replace the word with one of the suggestions and continue spell checking the page.	1. Click the suggested word. 2. Click **Change.**
Replace *every occurrence* of the word with one of the suggestions and continue spell checking the page.	1. Click the suggested word. 2. Click **Change All.**
Correct the spelling of the word by typing it and continue spell checking the page.	1. Click in the **Not In Dictionary** field. 2. Correct the spelling. 3. Click **Change**.
Leave the word as is; continue spell checking the page. You would normally do this if a word (such as a company name) is spelled correctly even though it is not in the dictionary.	Click **Ignore**.
Leave the word as is; continue spell checking the page, ignoring all other occurrences of the word.	Click **Ignore All**.
Stop spell checking.	Click **Cancel**.

Spell Checking Selected Text

To check the spelling for a single word or a group of words, follow these steps.

1. Select the text that you want to spell check.
2. Press the manual spell check button ( ).
3. The spell checker reviews the words in the selected text and stops at any word not in the dictionary. For documentation of options when a misspelled word is found, see "The Spelling Dialog Box" on page 145.
4. When the spell checker finishes reviewing the words in the selected text, it displays the following message

   Finished checking selection. Do you want to check the rest of the document?

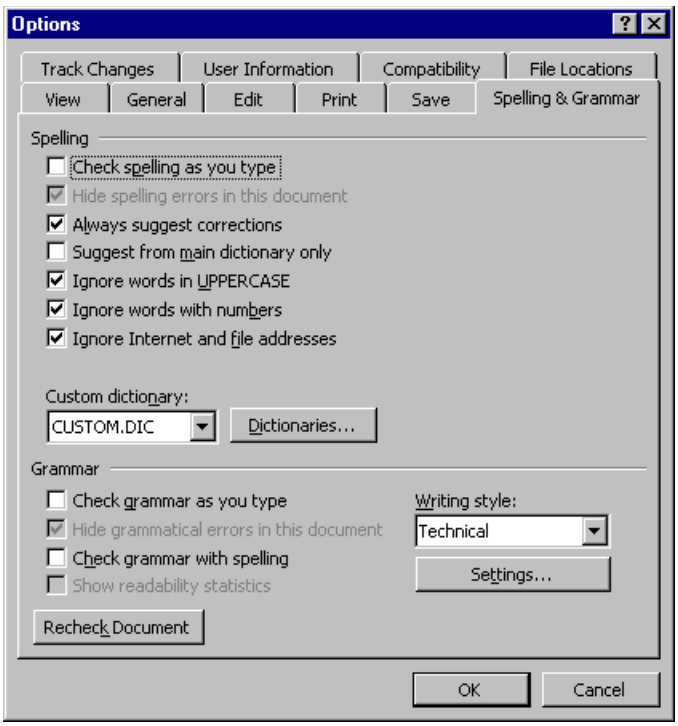
Click **Yes** to spell check the rest of the document (including text above the selected text).

Click **No** to stop the spell checker.

Setting Spell Check Options

Ektron CMS100 can use Microsoft Word's spell checking feature (your Webmaster makes this decision).

If your installation uses Word, Word's Spelling & Grammar window (available from the **Tools - > Options** menu) has settings that affect the operation of the spell check.



Specifically, you can set the spell check feature to check or ignore

- words in UPPERCASE (for example, XYLOGIC)
- words with numbers (for example, mp3)
- Internet and file addresses (for example, `http://www.ektron.com/`)

As an example, if you check the box to the left of **Ignore Words in UPPERCASE**, **Ektron CMS100**'s spell check does not consider words in all uppercase characters.

You also use the custom dictionary section of the screen to identify custom dictionaries for the spell check to reference.

The spell check feature does not use the other fields on this screen.

Inserting Pictures

For information about inserting pictures, refer to ”Images and Files” on page 100.

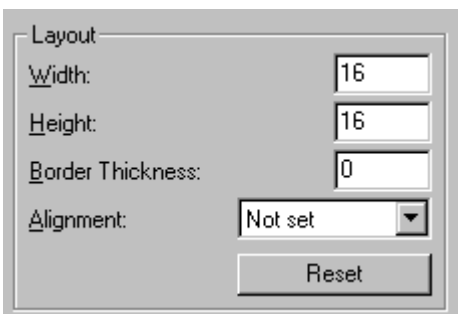
The Picture Properties Dialog Box

You can also use the Picture Properties dialog box to

- adjust the picture’s width, height, border thickness, and alignment
- reset the image’s properties width, height, border thickness, and alignment to their original specifications
- set spacing between the picture and surrounding information on the page
- enter or edit the picture’s title
- view technical information about your connection

Adjusting a Picture

The layout area of the Picture Properties dialog box lets you adjust a picture’s width, height, border thickness, and alignment.



You can use the following fields to adjust the picture before inserting it into the editor.

To make this change	Use this field
The width of the picture, in pixels	**Width**
The height of the picture, in pixels	**Height**
Add a border around the picture	**Border Thickness** For more information, see "Setting a Border" on page 151
Adjust the alignment of the picture	**Alignment** For more information, see "Aligning the Picture" on page 151

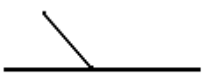
WARNING! If you substantially adjust the picture's height and/or width, the picture may be distorted when users view your Web page.

Pixels

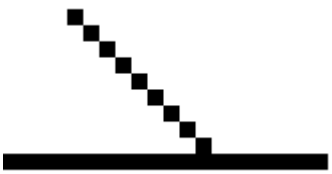
A pixel is a single point in a graphic image.

Computer monitors display pictures by dividing the screen into thousands of pixels, arranged in rows and columns. The pixels are so close together that they appear connected.

Below is an image shown at regular size and then enlarged so you can see the pixels that make up the picture.



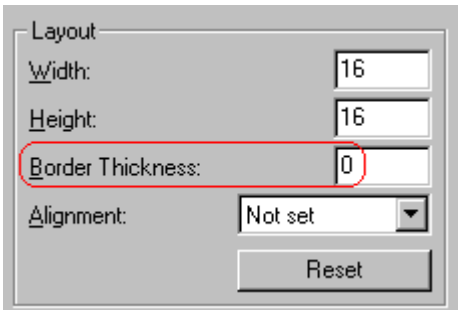
regular size



enlarged to show pixels

Setting a Border

To add a border around a picture, enter the border's thickness in pixels in the **Border Thickness** field on the Picture Properties dialog box.



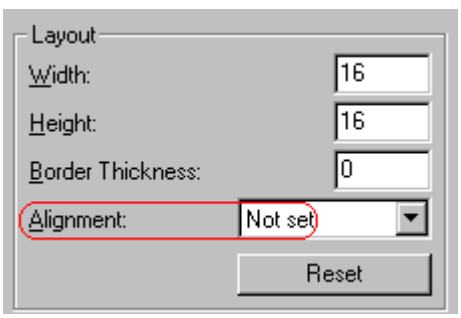
Here is a picture with a 1 pixel border.

Here is the same picture with a 10 pixel border.

If the picture is not a hyperlink, its border is black. If the picture is also a hyperlink, the border is the same color as a hyperlink (for example, blue or purple if visited).

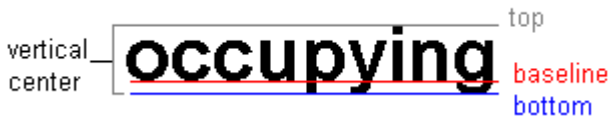
Aligning the Picture

To align a picture, use the **Alignment** field on the Picture Properties dialog box.



When deciding how to align a picture, you need to become familiar with these terms.

- *baseline* of text - the imaginary line on which the text lies. Some letters (such as g, p and y) have *descenders*, segments of letters that extend below the baseline
- *bottom* of text - the lowest section of a line to which a descender extends
- *top* of text - the highest spot of a line to which any segment of a letter extends
- *vertical center* - the midpoint between the top and bottom of the line



The following table lists your alignment choices.

To align	Click this in the Alignment field	Illustration
The picture on the left margin, allowing subsequent text to wrap around it	**Left**	
The picture on the right margin, allowing subsequent text to wrap around it	**Right**	
The top of the picture with the top of the text	**Text Top, Top**	
The vertical center of the picture with the *baseline* of the text	**Middle**	

To align	Click this in the Alignment field	Illustration
The vertical center of the picture with the *vertical center* of the text	**AbsMiddle**	
The bottom of the picture with the *baseline* of the text (This is the default alignment)	**Bottom, Baseline**	
The bottom of the picture with the *bottom* of the text	**AbsBottom**	

Resetting Width, Height, Border Thickness, and Alignment

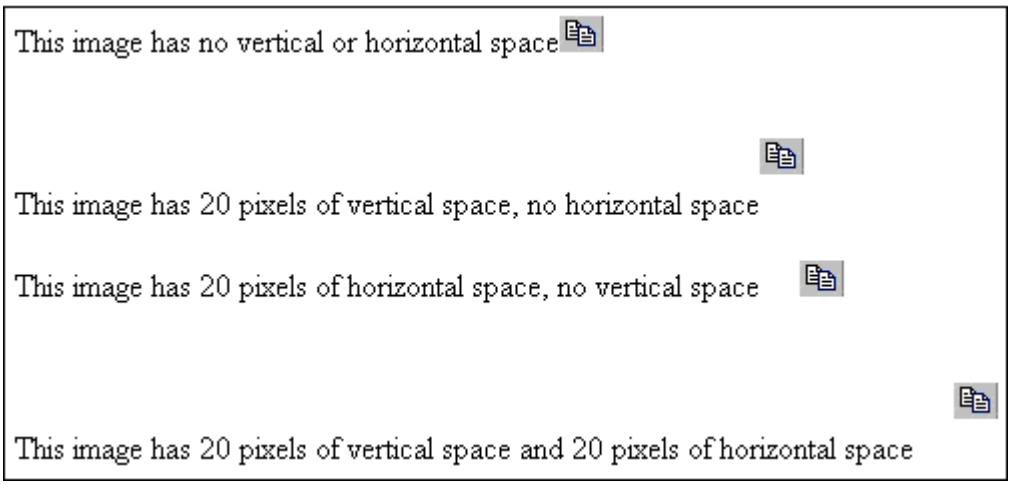
If you adjust the picture's width, height, border thickness, and/or alignment and later want to restore *all* of those settings to their original values, click the **Reset** button.

Note that you cannot selectively restore some settings -- the **Reset** button automatically restores all of them.

Adding Space around the Picture

On the Picture Properties dialog box, you can use the **Spacing** fields (**Horizontal** and **Vertical)** to add space around the picture. You enter a number of pixels to determine spacing value.

The following graphic illustrates the effect of adding spacing to a picture.



Editing the Picture's Title

The title that you entered in the Insert Media Item dialog box defaults into the **Title** field of the Media Selection dialog box. You can edit the title in this field if desired.

NOTE The title is also the `alt` text for the image. The `alt` text appears in place of the image on the Web page if the image itself cannot display for any reason.

For information about these settings, see "Uploading Images" in the eWebEditPro Developer's Reference Guide.

Deleting a Picture

If you want to delete a picture, follow these steps.

1. Move the cursor over the picture.
2. Click the mouse to select the picture.
3. Click the Cut button ( ).

Introduction to Tables

Sometimes, the information on your Web page looks better when displayed on a table. Here is an example.

City	Baseball Team	Hockey Team
Boston	Red Sox	Bruins
New York	Yankees / Mets	Rangers
Chicago	White Sox / Cubs	Black Hawks

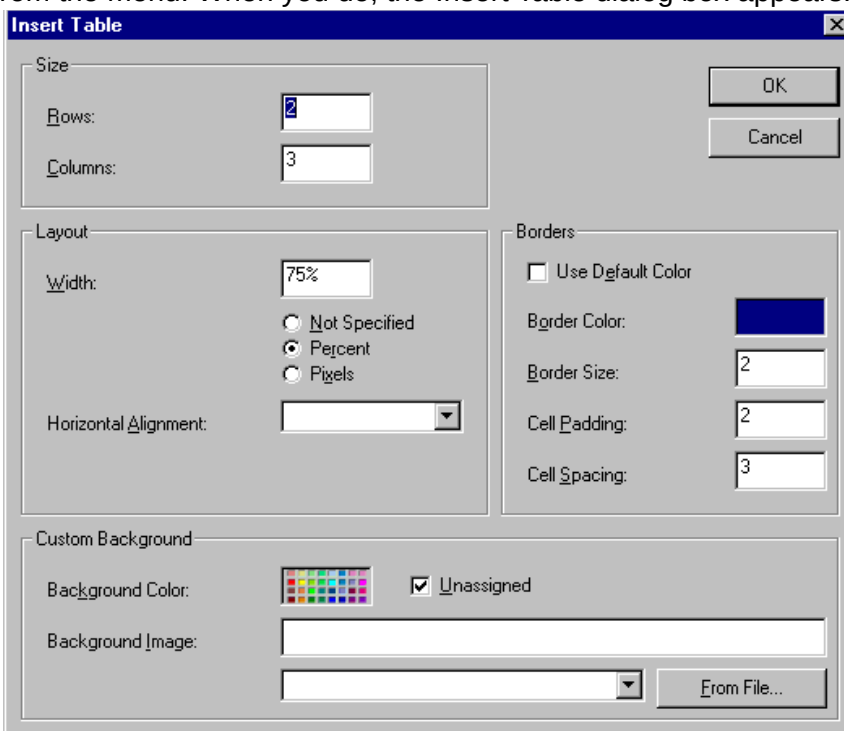
This section explains

- Creating a Table
- Deleting a Table
- Inserting a Table within a Table

See Also: “Table Dialog Boxes and Menus” on page 159, “Manipulating Your Table’s Format” on page 168, “Working with Table Cells” on page 181 and ”Section 508 Tables” on page 219

Creating a Table

To create a table, click the table button ( ) then click **Insert Table** from the menu. When you do, the Insert Table dialog box appears.



You can also access this dialog box after you insert it. You would do this if you wanted to edit any of the information entered in the dialog.

To access this dialog after insertion, follow these steps.

1. Click the table.
2. Right click the mouse.
3. Click **Table Properties** from the menu.

When creating a table, you can specify the

- number of rows and columns
- width

- horizontal alignment on the page
- background color or background picture
- border size and color

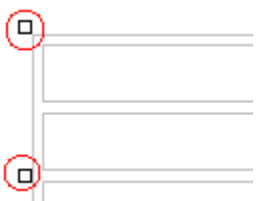
For more information about managing tables, see "Manipulating Your Table's Format" on page 168.

For more information about managing individual cells within a table, see "Working with Table Cells" on page 181.

Deleting a Table

To delete a table, follow these steps

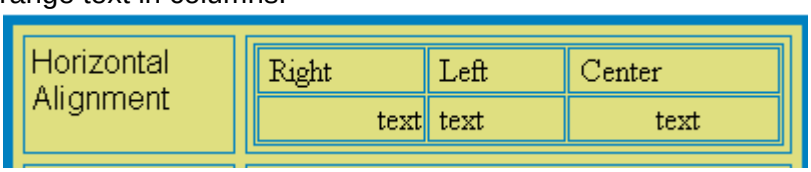
1. Move the cursor over the table until the cursor becomes a four-headed arrow ( ).
2. Click the mouse button. The table becomes selected (small squares appear around it).



3. Press <Delete>.

Inserting a Table within a Table

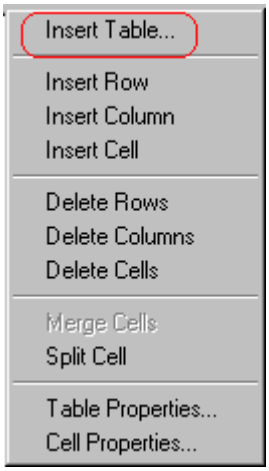
You can insert a table within a table. You might want to do this to arrange text in columns.



NOTE HTML does not let you use tabs or spaces to align text in columns. You must use a table to align columns. You can remove the table's border, so that no lines appear between the columns and rows.

To insert a table within a table, follow these steps.

1. Place the cursor in the cell into which you want to insert a table.
2. Click the Insert Table button ( ).
3. Click **Insert Table** from the menu.



4. The Insert Table dialog box appears.
5. Edit the fields in the dialog box as needed. Then, click **OK**.

Table Dialog Boxes and Menus

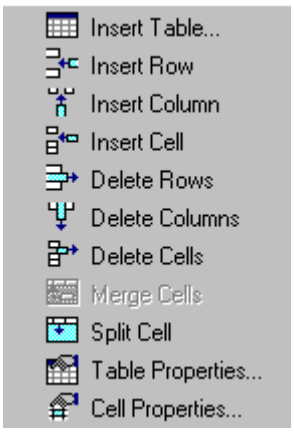
This section explains the menu options and dialog boxes you use to manipulate tables and cells. In most cases, you are referred to another section that describes the feature in more detail.

This section explains

- The Insert Table Menu
- The Table Properties Dialog Box
- The Cell Properties Dialog Box
- The Table Context Sensitive Menu

The Insert Table Menu

You access the Insert Table menu by clicking on the Insert Table button ( ) when the cursor is inside a table. When you do, the following menu appears.

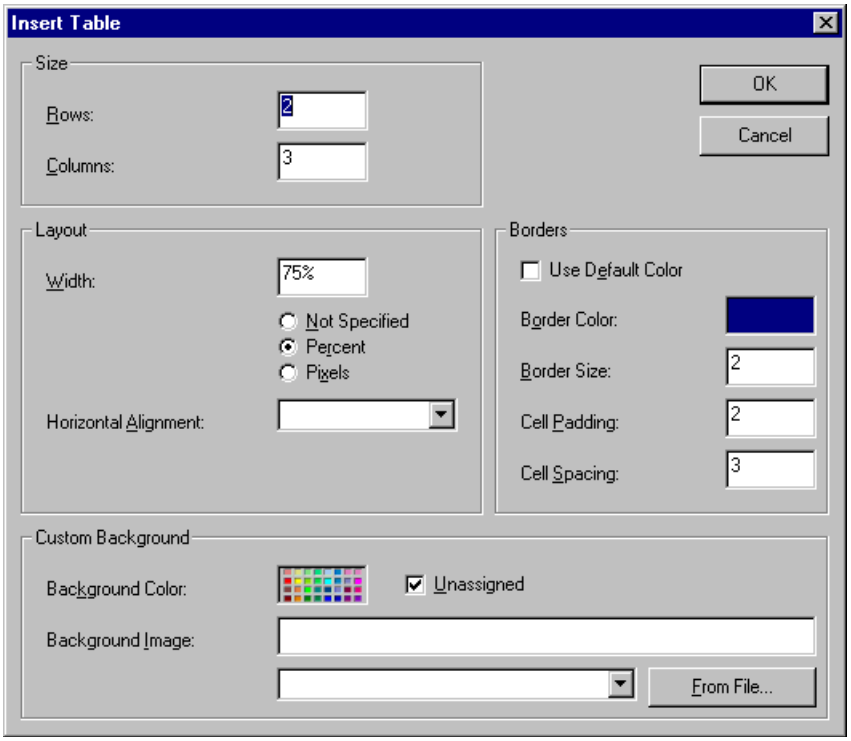


The following table lists the menu options and where to get more information on each.

Menu Option	Description	For more information, see
Insert Table	Inserts a new table where the cursor is currently resting	“Creating a Table” on page 156
Insert Row	Creates a new table row above the row in which the cursor is currently resting	“Adding or Removing Rows and Columns” on page 169
Insert Column	Creates a new table column next to the column in which the cursor is currently resting	“Adding or Removing Rows and Columns” on page 169
Insert Cell	Inserts a cell to the left of the cursor in a table	
Delete Rows	Deletes table row in which the cursor is currently resting	“Adding or Removing Rows and Columns” on page 169
Delete Column	Deletes table column in which the cursor is currently resting	“Adding or Removing Rows and Columns” on page 169
Delete Cells	Deletes the selected cells	
Merge Cells	Combines the contents of two or more selected cells into one	“Merging Two Cells” on page 199
Split Cell	Divides a cell into two. Each cell occupies one half the size of the original cell.	“Splitting a Cell” on page 198
Table Properties	Displays and lets you edit table properties, such as the number of rows and columns, cell padding, and borders.	“The Table Properties Dialog Box” on page 161
Cell Properties	Displays and lets you edit cell properties, such as width and alignment	“The Cell Properties Dialog Box” on page 163

The Table Properties Dialog Box

The Insert Table dialog box lets you manipulate most elements of a table's appearance.



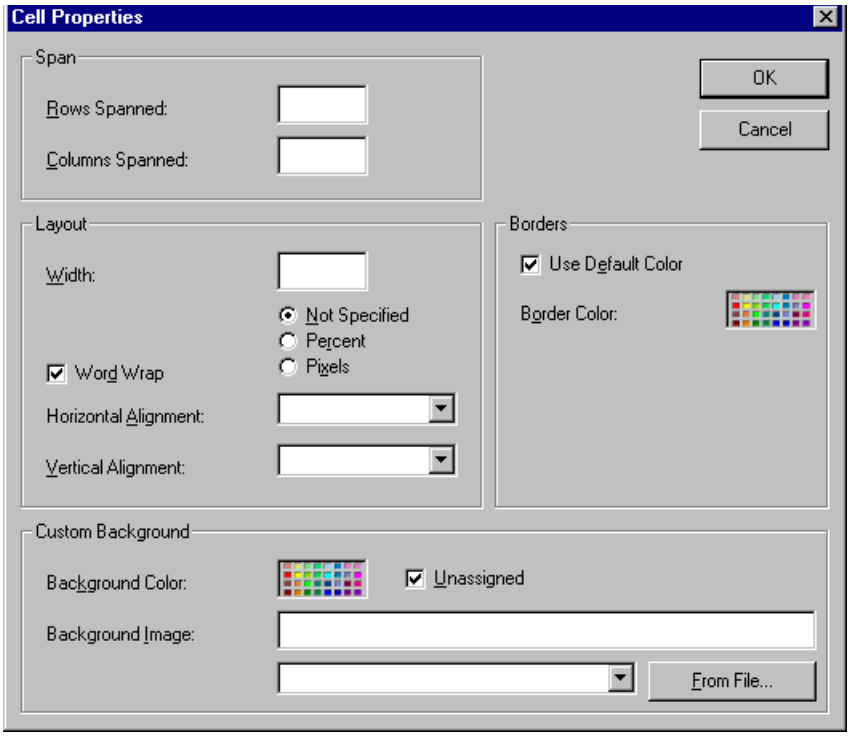
The following table lists the fields on this dialog box and refers you to the section that explains each field.

Field(s)	Lets you specify	For more information, see
Size: Rows, Columns	The number of rows and columns in the table	"Choosing the Number of Rows and Columns" on page 168
Layout: Width	Table width	"Specifying Table Width" on page 170
Layout: Horizontal Alignment	The table's alignment across the Web page	"Setting Horizontal Alignment" on page 192

Field(s)	Lets you specify	For more information, see
Background Color	The background color of the table	"Specifying a Table's Background Color" on page 175
Borders: Use Default Color	Whether or not to use the default color (gray) for table borders	
Border Color	If you do not use the default, the color of the table border	"Assigning Border Color" on page 177
Border Size	The size of the table border	"Assigning Border Size" on page 179
Cell Padding	The space (in pixels) between the cell text and a cell's border	"Assigning Cell Padding" on page 202
Cell Spacing	The space (in pixels) between a cell and surrounding cells	"Assigning Cell Spacing" on page 203

The Cell Properties Dialog Box

The Cell Properties dialog box lets you manipulate most elements of a cell's appearance.



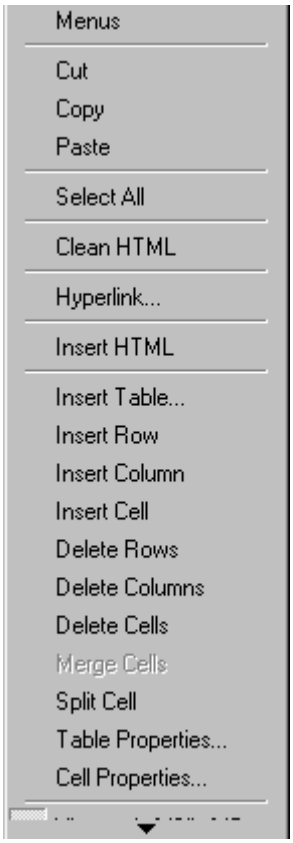
The following table lists the fields on this dialog box and refers you to the section that explains each field.

Field(s)	Lets you specify	For more information, see
Rows Spanned	If the cell spans two or more rows	"Spanning Rows or Columns" on page 189
Columns Spanned	If the cell spans two or more columns	"Spanning Rows or Columns" on page 189
Width	The minimum cell width	"Specifying the Width of a Cell" on page 181

Field(s)	Lets you specify	For more information, see
Word Wrap	Whether text moves down to the next line when it reaches the specified width of a cell	"Word Wrap" on page 200
Horizontal Alignment	The alignment of data across a cell	"Setting Horizontal Alignment" on page 192
Vertical Alignment	The alignment of data up and down within a cell	"Setting Vertical Alignment" on page 195
Background Color	The cell's background color, if you want it to be different from the table's background color	"Specifying a Cell's Background Color" on page 187
Background Image	A background image for the cell	"Using the Color Box" on page 188
Use Default Color	Apply the table border color to this cell border	
Border Color	Apply a color other than the table border color to this cell border	"Setting a Cell's Border Color" on page 184

The Table Context Sensitive Menu

The following menu appears when you right click the mouse while the cursor is in a table.



The following table lists the menu options and where to get more information on each.

Menu Option	Description	For more information, see
Menus	Displays toolbar menus. Click a menu to display it options. Then, click a menu option to perform its function, such a copying text.	"Using eWebEditPro without a Mouse" on page 217

Menu Option	Description	For more information, see
Cut	Removes selected text and graphics. Places that data into temporary memory, also known as the “clipboard.” (If you later cut or copy more information onto the clipboard, the new information overwrites the original information.)	
Copy	Copies selected text and graphics into temporary memory. Leaves selected data where it is. (If you later cut or copy more information into memory, the original information is lost.)	
Paste	Inserts the most recently cut or copied text and graphics at the current cursor location.	
Select All	Selects all information on your page. After you select it, you can cut it, copy it, etc.	
Clean HTML	Removes unnecessary HTML tags	“Cleaning HTML” on page 215
Hyperlink	Creates a link to another Web page or a spot within the current page	“Using Hyperlinks” on page 208
Insert HTML	Inserts HTML onto the page at the cursor location.	“Inserting HTML” on page 214
Edit HTML	Edits your page’s HTML	“Editing a Section of a Page” on page 214
Insert Table	Inserts a new table where the cursor is currently resting	“Creating a Table” on page 156
Insert Row	Creates a new table row above the row in which the cursor is currently resting	“Adding or Removing Rows and Columns” on page 169
Insert Column	Creates a new table column next to the column in which the cursor is currently resting	“Adding or Removing Rows and Columns” on page 169
Insert Cell	Inserts a cell to the left of the cursor in a table	“Inserting a Cell” on page 183
Delete Row	Deletes table row in which the cursor is currently resting	“Adding or Removing Rows and Columns” on page 169

Menu Option	Description	For more information, see
Delete Column	Deletes table column in which the cursor is currently resting	“Adding or Removing Rows and Columns” on page 169
Delete Cell	Deletes the selected cells	“Deleting a Cell” on page 184
Merge Cells	Combines the contents of two or more selected cells into one	“Merging Two Cells” on page 199
Split Cell	Divides a cell into two. Each cell occupies one half the size of the original cell.	“Splitting a Cell” on page 198
Table Properties	Displays and lets you edit table properties, such as the number of rows and columns, and their width	“The Table Properties Dialog Box” on page 161

Manipulating Your Table's Format

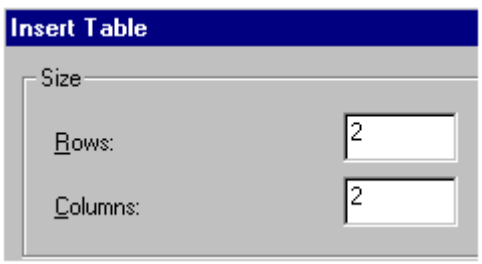
This section explains how to manipulate your table's format by specifying

- a number of rows and columns
- a width
- horizontal alignment
- a background color or image
- border color and size

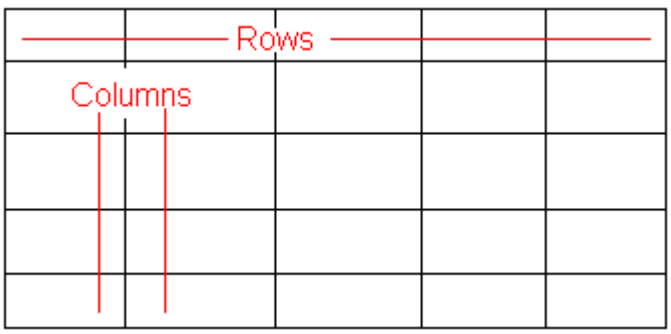
NOTE You can also apply most of these properties to individual cells within a table. See "Working with Table Cells" on page 181 for details.

Choosing the Number of Rows and Columns

Use the **Size** section of the Insert Table dialog box to specify the number of rows and columns in the table.



A row is a horizontal series of cells, while a column is a vertical series.



If you know how many rows and columns the table will be, enter those numbers. If you don't know the number of rows and columns you need when you create the table, estimate how many you need. You can add or remove rows and columns later.

Placement of Inserted Row or Column

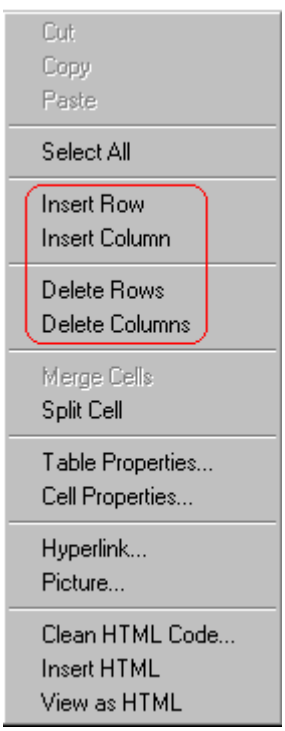
If you add a row, it appears above the row in which the cursor was resting when you pressed **Insert Row**.

If you add a column, it appears on the left side of the table.

Adding or Removing Rows and Columns

To add or remove rows and columns after you create the table, follow these steps.

1. Place the cursor in the cell from which you want to add or delete.
2. Right click the mouse. A menu appears.



3. Click the appropriate action from the menu. For example to add a row, click **Insert Row**.

NOTE If you are working with nested tables, and you add or remove a column then undo that action and redo it, you must press the redo button once for each cell in the row or column.

Specifying Table Width

When you create a table, you can set its width by specifying one of the following:

- *percentage* of the window: the table's width varies as a user adjusts the browser size
- *fixed number of pixels*, the table's width stays the same as a user adjusts the browser size

You can also *not* set a width but instead let information you enter into the table's cells determine its width.

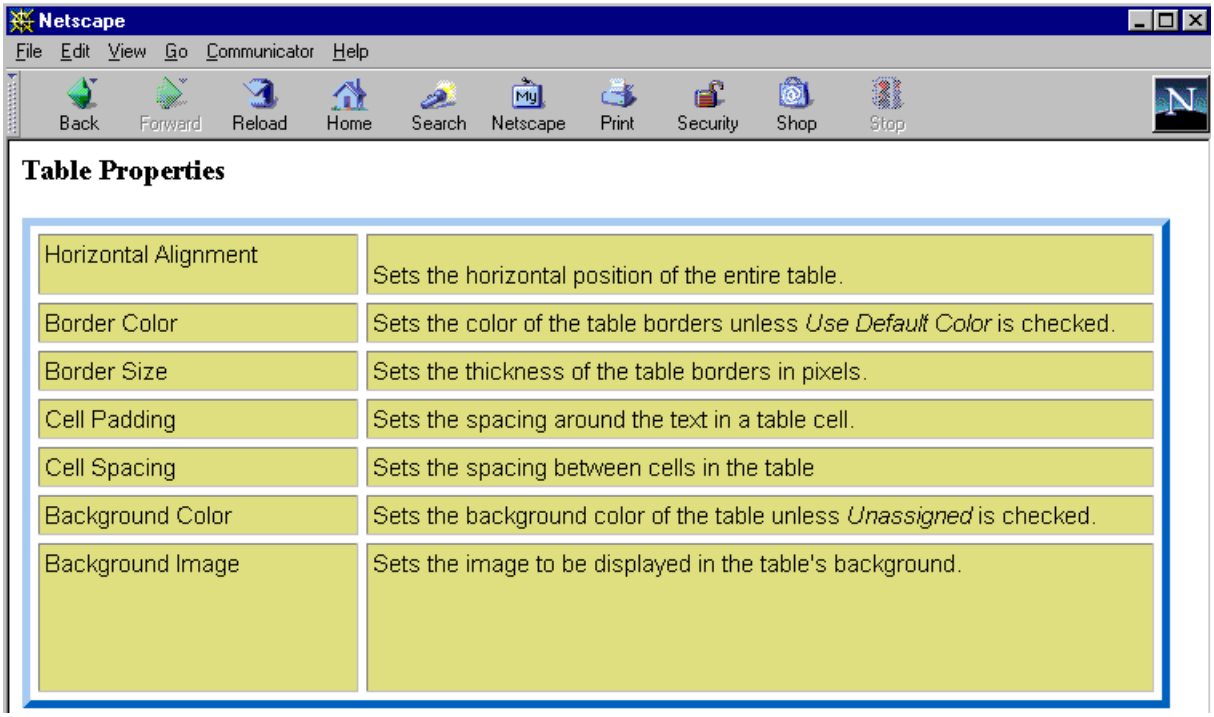
NOTE To set the width of a table column, adjust the width of one of the cells within the column (as described in "Specifying the Width of a Cell" on page 181). Usually, this change affects all other cells in the column.

Specifying Table Width by Percentage

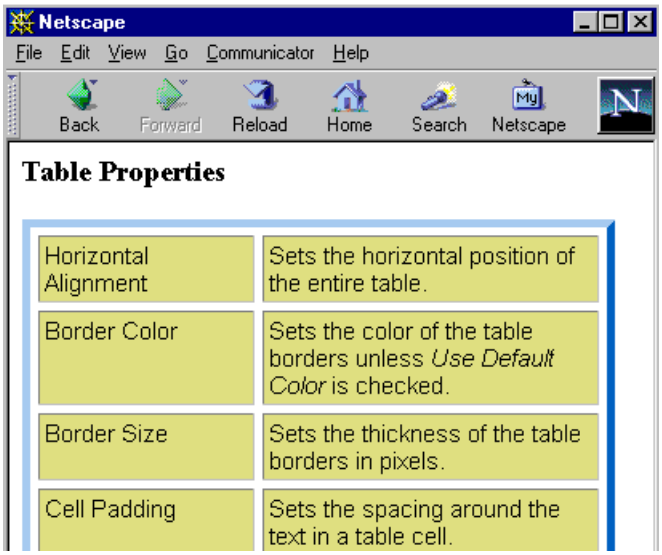
Specify table width by percentage if you want the table to be resized as the user resizes the browser.

NOTE In order for the table to resize with the browser, the Word Wrap attribute must be turned on in all of a table's cells. For details, see "Word Wrap" on page 200.

For example, if you specify that a table is 100% wide, and your browser displays 14 inches across when it is maximized, the table fills the screen (except for the browser border).

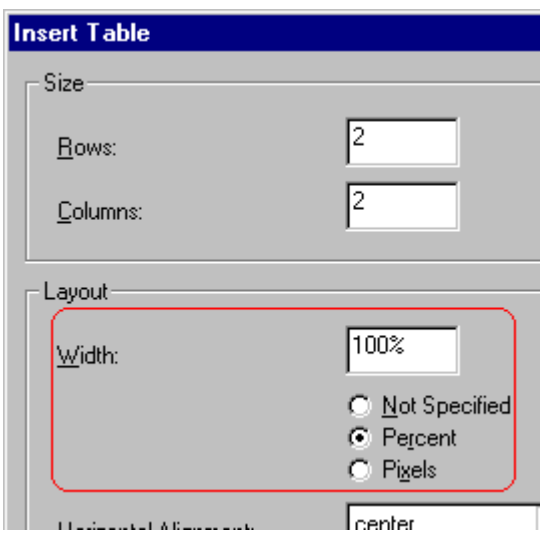


If you resize the browser to half the screen, the table will be about 7” wide. You still see both columns, but some of the data is moved down.



Setting Table Width by Percentage

To specify table width by percentage, choose **Percent** in the layout section of the Insert Table dialog box. Then, specify the percentage at the **Width** field.

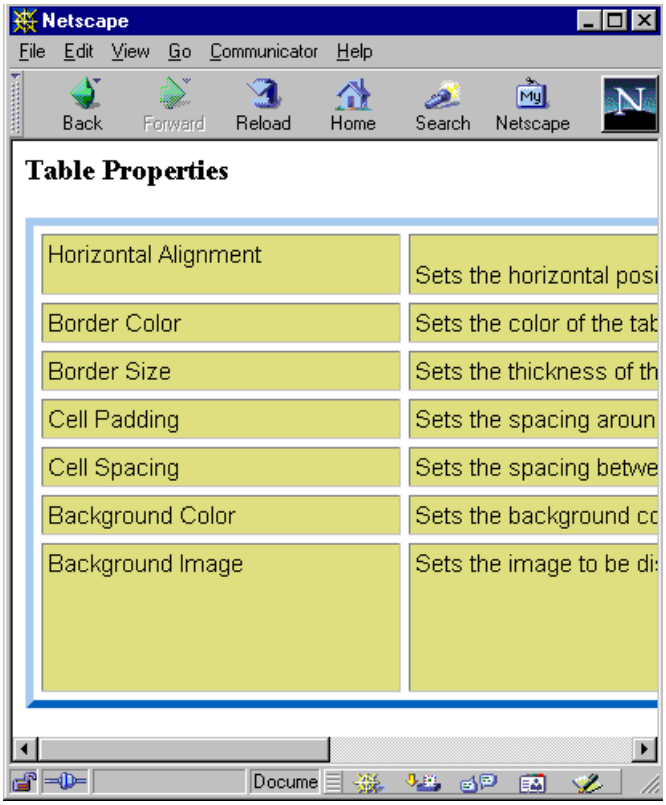


Specifying Table Width by Pixels

Specify table width by pixels if you want the table to remain the same size if a user resizes the browser.

For example, if you specify that a table is 610 pixels wide, and the user's browser is set to low resolution (640 x 480 pixels), the table occupies the full width of the browser when it is maximized.

If the user resizes the browser so that it only occupies the left half of the screen, only the left half of the table appears. A scroll bar appears at the bottom of the browser. The user must move the scroll bar to see the rest of the table.

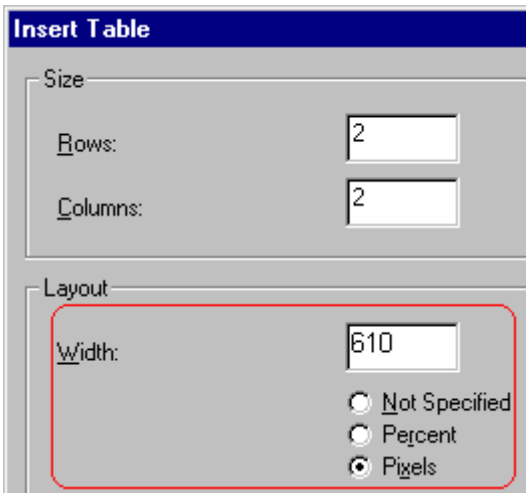


If you set table width by pixels, do not set it to more than 610 pixels. Otherwise, the table will not fully display on a monitor set to low resolution (640 x 480).

Setting Table Width by Pixels

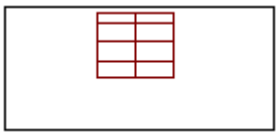
To specify table width by pixels, choose **Pixels** in the layout section of the Insert Table dialog box. Then, specify the number of pixels at

the **Width** field.

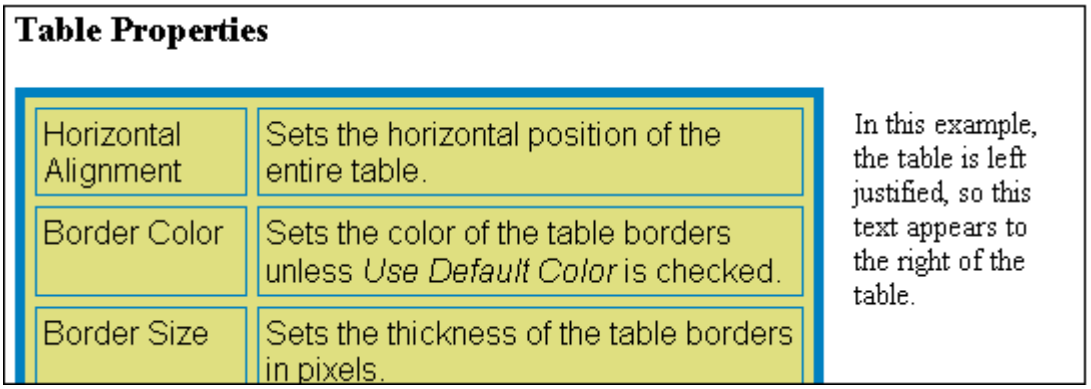


Specifying Horizontal Alignment

You can specify your table's horizontal alignment (left, right, or center) within the browser.

Alignment	Example
left	
right	
center	

If you specify right or left justify, you can wrap text around the table. To do this, move the cursor to the right or left of the table and begin typing.



Specify the table alignment at the **Horizontal Alignment** field on the Layout area of the Insert Table dialog box.

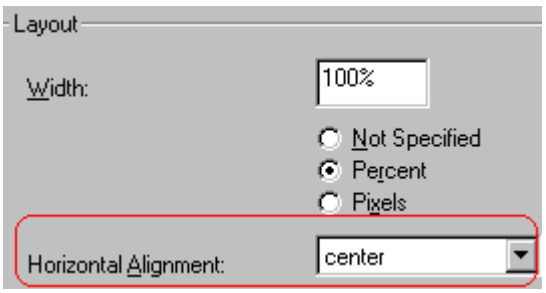


Table Backgrounds

You can specify a background color or image for your table.

Specifying a Table's Background Color

You can assign a background color to a table to make it more pleasing to the eye. Here is an example.

Width	**Sets the width of the table on the page in terms of a percentage or by pixel width.**
Horizontal Alignment	**Sets the horizontal position of the entire table. For example, left, center, right.**
Border Color	**Sets the color of the table borders unless *Use Default Color* is checked.**

NOTE If you apply a dark background color to a table, you may want to apply a light foreground color to the text. Use the font color button ( ) to change the text color.

To assign a background color to your table, click the **Background Color** field on the Insert Table dialog box.

When you click that field, a color dialog box appears. Click the color that you want to apply to the background of the table.

Follow these steps to get help on how to use the color box.

1. Click the question mark in the top right corner.

2. A large question mark appears next to your cursor.
3. Drag the question mark to the area of the dialog box that you want to learn about.
4. Click the mouse button. A box appears with instructions for that area.

Deleting a Table's Background Color

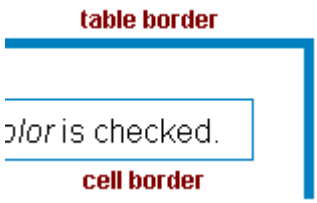
To delete a table's background color, click the **Unassigned** box in the **Custom Background** area of the Insert Table dialog box.

Setting Table Borders

You can specify a border color or size for your table.

Assigning Border Color

A table border is the line that separates the table from the rest of your Web page. By default, table borders are gray. You can change the color of table borders.

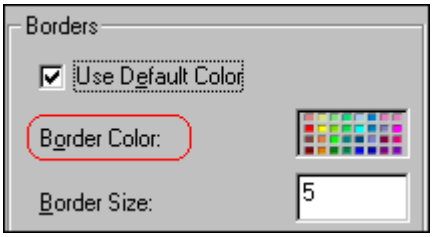


If you want a table's border to "disappear," set it to the same color as the page's background color. This technique is often used to format text on a Web page.

Assigning a Cell Border Color

Each cell also has a border that separates it from the other cells and the table border. By default, a cell's border color matches the table border. However, you can individually change a cell border color (see "Setting a Cell's Border Color" on page 184).

To assign a color to your table's border, click the **Border Color** field on the Insert Table dialog box.



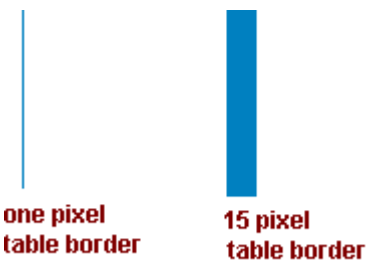
When you click that field, a color selection box appears. Click the color that you want to apply to the table's border. Follow these steps to get help on how to use the color box.

1. Click the question mark in the top right corner.

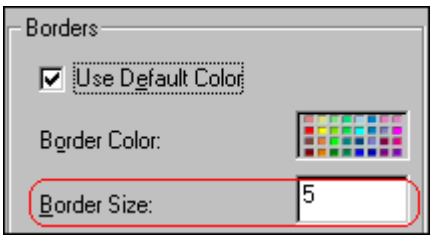
2. A large question mark appears next to your cursor.
3. Drag the question mark to the area of the dialog box that you want to learn about.
4. Click the mouse button. A box appears with instructions for that area.

Assigning Border Size

You can also adjust the size of a table border. Size is measured in pixels.



To assign a border size to your table, enter a number of pixels into the **Border Size** field on the Insert Table dialog box.



If you set a table's border size to zero (0) but wish to view the table's boundary lines while you are editing it, select the table and click the border button (). Boundary lines will appear while you are editing but disappear when a user views the page.

Working with Table Cells

Along with functions for managing tables (described in "Introduction to Tables" on page 155 and "Manipulating Your Table's Format" on page 168), Ektron CMS100 also lets you perform actions on individual cells within a table.

You can perform the following actions on individual table cells.

- Specify a width.
- Insert or delete cells.
- Specify a border color.
- Specify a background color or image.
- Have a cell span two or more columns or rows.
- Specify horizontal and vertical alignment of the data within the cell.
- Split a cell into two cells.
- Merge two cells into one.
- Turn word wrap on or off.
- Set cell padding and spacing.

NOTE HTML does not allow you to adjust the width of a cell's border.

You can also select several cells or a row of cells and change them as described above. However, you cannot select and change a column of cells.

Specifying the Width of a Cell

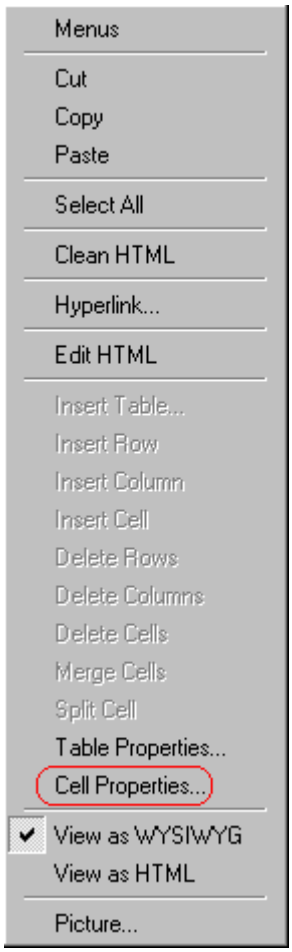
As described in "Specifying Table Width" on page 170, there are several ways to set the width of a table. Within a table, you can also specify the width of an individual cell.

When you set a cell width, there is no guarantee that the cell will occupy that width when displayed in a browser. This is because the cell is part of a column, and changes to other cells in the column can affect the cell whose width you set. Setting cell width only guarantees that the cell will not be *less than* the width you specify.

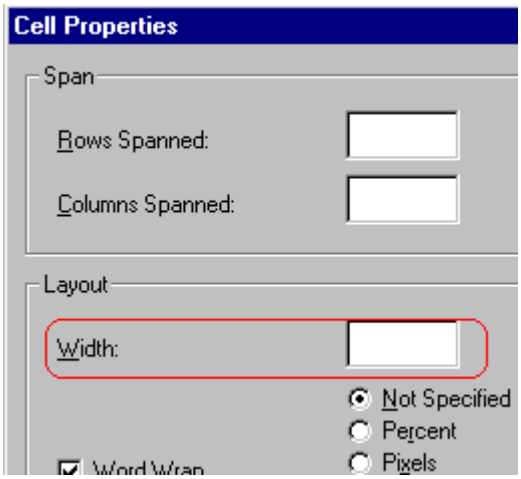
If you want to ensure that a cell's size does not change, set all cells in a column to that width.

To specify a cell's width, follow these steps.

1. Place the cursor in the cell whose width you want to set.
2. Right click the mouse.
3. Click **Cell Properties** from the menu.



4. The Cell Properties dialog box appears.



5. In the layout section of the dialog box, enter the cell width at the **Width** field. You can enter the width in pixels or percentage. These choices are explained in "Specifying Table Width" on page 170.
6. Click **OK**.

Inserting a Cell

To insert a cell, follow these steps.

1. Move the cursor to the right of where you want the new cell to appear.
2. Right click the mouse.
3. Click **Insert Cell** from the menu.

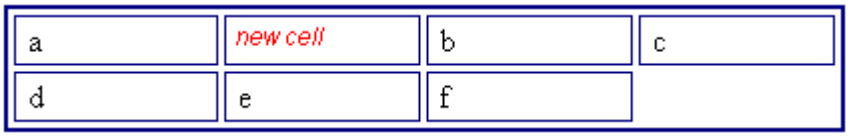
The new cell appears to the left of the cell in which the cursor resides when you click **Insert Cell**. The cursor cell and all cells to its right shift right to make room for the new cell.

In this example, the cursor was in cell "b" when the user clicked **Insert Cell**.

Before

a	b *cursor*	c
d	e	f

After



Deleting a Cell

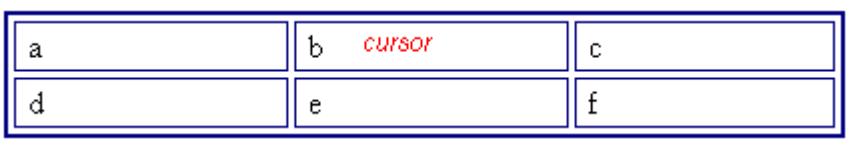
To delete one or more cells, follow these steps.

1. Move the cursor to the first cell you want to delete.
2. To delete only that cell, proceed to the next step. To delete several contiguous cells, select them. Contiguous cells can cross rows.
3. Right click the mouse.
4. Click **Delete Cells** from the menu.

Any cells to the right of the deleted cells shift left to occupy the vacant space.

In this example, the cursor was in cell “b” when the user clicked on **Delete Cells**.

Before



After

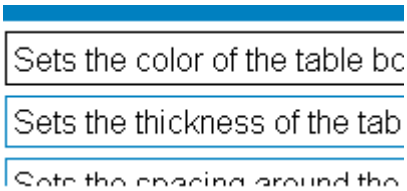
Setting a Cell’s Border Color

A cell border is the line that separates it from other cells.

By default, the color of a cell's border matches the color of the table border. However, you can change the color of any cell border individually.

NOTE When viewed in Netscape Navigator, cell borders are gray, regardless of any change you make on the Cell Properties dialog box.

This example illustrates the effect of different cell border colors within a table.

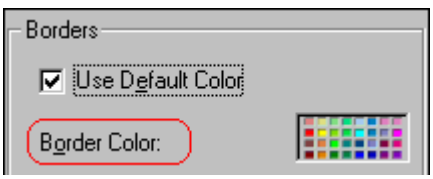


If you want a cell's border to "disappear," set it to the same color as the table's background color.

To change the color of a cell's border, follow these steps.

1. Move the cursor to the cell and right click the mouse.
2. Click **Cell Properties** from the menu.

3. Click the **Border Color** field on the Cell Properties dialog box.



4. When you click that field, a Windows Color selection box appears. Click the color that you want to apply to the cell border.

   See Also: "Using the Color Box" on page 188

Specifying a Cell's Background Color

"Specifying a Table's Background Color" on page 175 explains how to apply a background color to a table. You can also apply a background color to a cell.

To apply a background color to a cell, follow these steps.

1. Move the cursor to the cell and right click the mouse.
2. Click **Cell Properties** from the menu.
3. Click the **Background Color** field on the Cell Properties dialog box.

4. When you click that field, a Windows Color selection box appears.

   See Also: "Using the Color Box" on page 188

5. Click a color to apply to the background of the cell.

Deleting a Cell's Background Color

To delete a cell's background color, click the **Unassigned** box in the **Custom Background** area of the Cell Properties dialog box.

Using the Color Box

Follow these steps to get help on how to use the color box.

1. Click the question mark in the top right corner.

2. A large question mark appears next to your cursor.
3. Drag the question mark to the area of the dialog box that you want to learn about.
4. Click the mouse button. A box appears with instructions for that area.

Spanning Rows or Columns

You can create a table cell that stretches across more than one row or column. In the following table, notice how the row that contains “Sports Teams” spans three columns.

Sports Teams		
City	**Baseball Team**	**Hockey Team**
Boston	Red Sox	Bruins
New York	Yankees	Rangers

Sports Teams		
City	**Baseball Team**	**Hockey Team**
Chicago	White Sox	Black Hawks

You can also create a column that spans several rows, as illustrated below. Notice that Boston spans three rows.

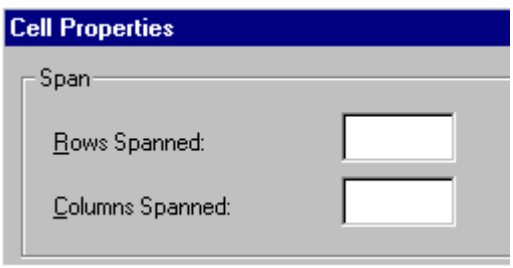
Colleges	
City	**Name**
Boston	Boston College
	Northeastern University
	Boston University
New York	Columbia University

Spanning More than One Row or Column

To have a table cell span more than one row or column, follow these steps.

1. Place the cursor in the cell that will span rows or columns.
2. Right click the mouse.
3. Click **Cell Properties** from the menu.

4. The Cell Properties dialog box appears. In the **Rows Spanned** or **Columns Spanned** field, enter the number of rows or columns that you want this cell to span.

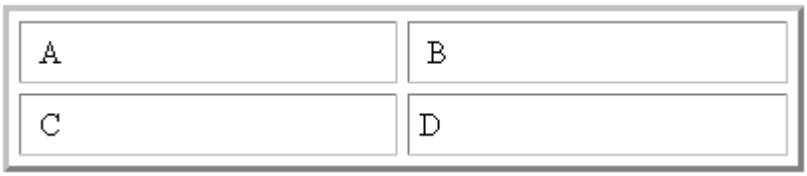


5. Click **OK**.

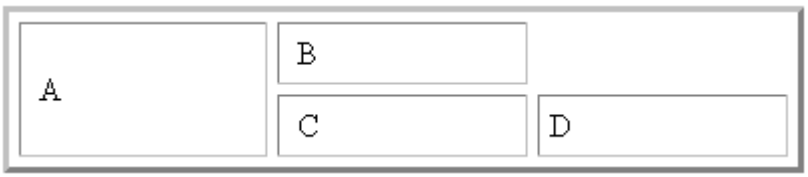
Effect of Spanning a Cell

When you set a cell to span rows or columns, the editor does not remove the cells that are in the way. Instead, it moves those cells across or down to the next available position.

For example, the following table has two rows and two columns.



If you set cell A to span two rows, note that cell C moves across to make room for cell A. This action pushes cell D to the next column.



Aligning Text Within a Cell

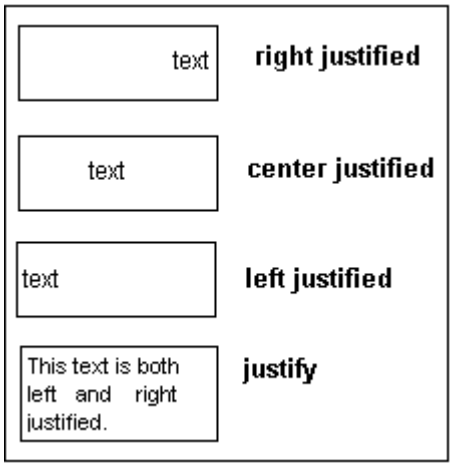
Within a cell, you can specify how your text aligns horizontally and vertically.

Setting Horizontal Alignment

In the Cell Properties dialog box, you can specify the horizontal alignment of a cell. You have set the alignment to left, center, or right, or

- left
- center
- right
- justify - the text is justified down both left and right edges. Many books use this alignment style. (This alignment is not supported by all browsers.)

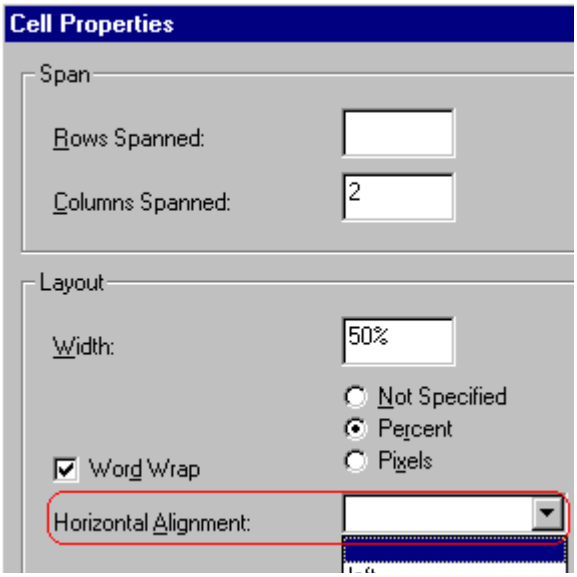
This example illustrates these choices.



To set horizontal justification of a table cell, follow these steps.

1. Place the cursor in the cell that you want to edit.
2. Right click the mouse.
3. Click **Cell Properties** from the menu

4. The Cell Properties dialog box appears. Click the down arrow to the right of the **Horizontal Alignment** field.



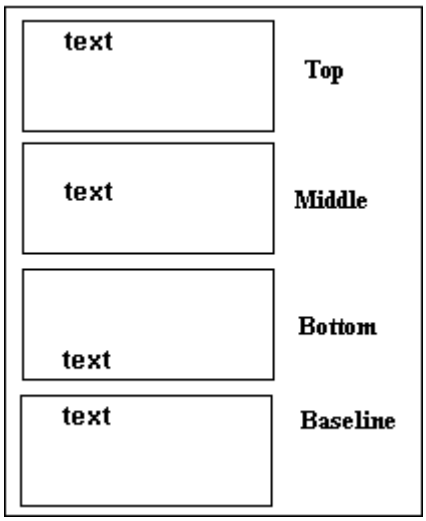
5. Click your choice from the list and click **OK**.

Setting Vertical Alignment

In the Cell Properties dialog box, you can specify the vertical alignment of a cell. You have four choices.

- top
- middle
- bottom
- along the baseline of the first line of text (the term “baseline” is defined in “Aligning the Picture” on page 151)

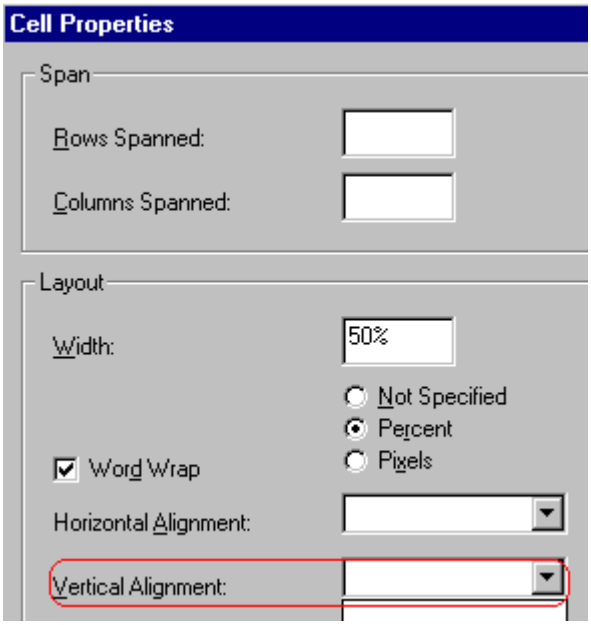
This example illustrates the choices.



To set vertical justification for a table cell, follow these steps.

1. Place the cursor in the cell that you want to edit.
2. Right click the mouse.
3. Click **Cell Properties** from the menu.

4. The Cell Properties dialog box appears. Click the down arrow to the right of the **Vertical Alignment** field.



5. Click your choice from the list and click **OK**.

Splitting a Cell

You can divide a cell into two. If you split a cell, each cell occupies one half the size of the original cell.

Row before split

A	B

Row after split

A1	A2	B

To split a table cell into two cells, follow these steps.

1. Place the cursor in the cell that you want to split.
2. Right click the mouse.

3. Click **Split Cell** from the menu.

4. Two cells now appear where only one appeared before.

Merging Two Cells

You can merge two cells into one. If you merge two cells, the new cell contains all of the information from both. The new cell's width equals the sum of the two cells that were merged.

Cells Before Merge

A	B

Cell After Merge

AB

To merge two or more cells, follow these steps.

1. Select the cells that you want to merge.
2. Click the Insert Table button ( ).
3. Click **Merge Cells** from the menu.

Word Wrap

Word Wrap is a text formatting feature of tables. It causes text to move down to the next line when the width of the characters on a line equals the column width. For example, if you set column width to 50%, with word wrap turned on, a table looks like this.

Horizontal Alignment	Sets the horizontal position of the entire table. For example, left, center, right.
Border Color	Sets the color of the table borders unless *Use Default Color* is checked.

If you turn Word Wrap off for the same table, you get this result.

Horizontal Alignment	Sets the horizontal position of the entire table. For example, left, center
Border Color	Sets the color of the table borders unless *Use Default Color* is checke

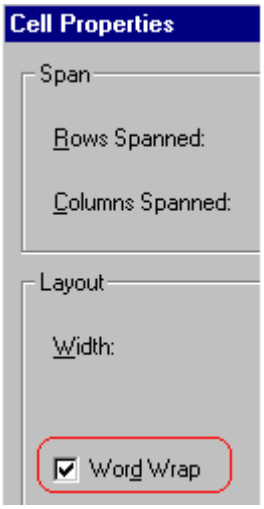
If Word Wrap is turned off, text stays on one line until the user entering table text presses <Enter>. That keystroke causes text to move down to the next line.

By default, all cells have the Word Wrap feature turned on.

To turn Word Wrap on or off for a cell, follow these steps.

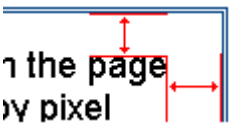
1. Place the cursor in the cell that you want to edit.
2. Right click the mouse.
3. Click **Cell Properties** from the menu.

4. The Cell Properties dialog box appears. Click or off the **Word Wrap** checkbox and click **OK**.

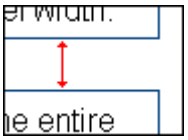


Setting Cell Padding and Spacing

Cell *padding* is the space between a cell's data and its border.

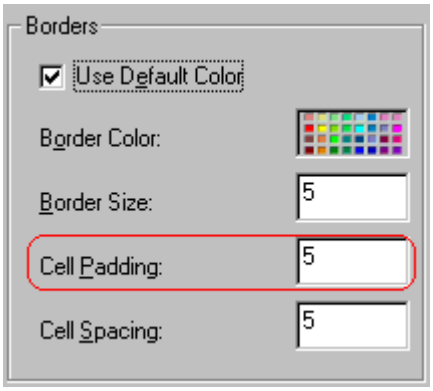


Cell *spacing* is the space between a cell and surrounding cells.



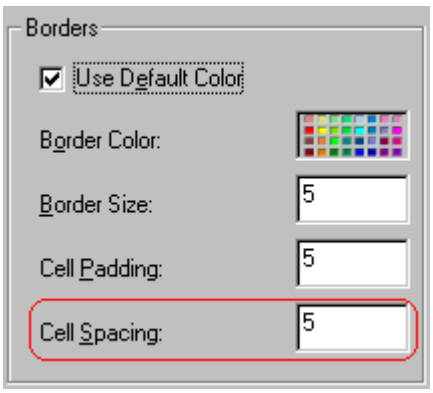
Assigning Cell Padding

To assign cell padding to your table, click the **Cell Padding** field on the Insert Table dialog box. Enter the number of pixels.



Assigning Cell Spacing

To assign cell spacing to your table, click the **Cell Spacing** field on the Insert Table dialog box. Enter the number of pixels.



Using Bookmarks

Use a bookmark to let a user “jump” from any word, phrase, or image to another place in a file. On your Web page, text appears in a different color to indicate that additional information is available at the bookmark’s location.

For example, if your Web page includes meeting minutes, the top of the page could list the meeting dates. You could then assign a hyperlink to each date and a bookmark to each set of minutes.

The user sees that a date is in a different color, so clicks the date to “jump” to the bookmark that marks the location of the meeting minutes.

“Creating a Bookmark” on page 204 describes how to set up a hyperlink to a bookmark within a file. You can also set up hyperlink to

- another Web page. This procedure is described in “Using Hyperlinks” on page 208.
- a bookmark within another Web page. This procedure is described in “Creating a Hyperlink to a Location Within a Web Page” on page 211.

This section explains

- Creating a Bookmark
- Changing the Destination Window

Creating a Bookmark

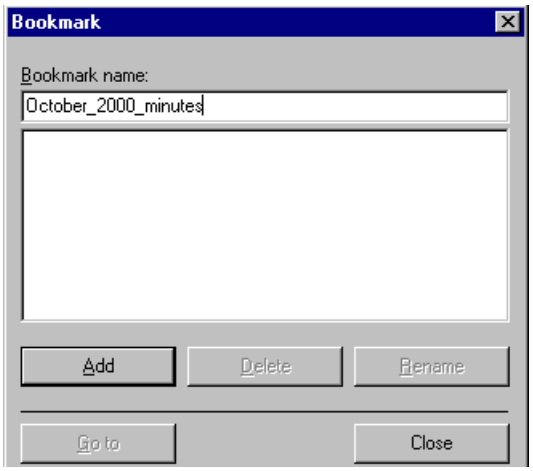
When creating a bookmark, you must specify a

- *source,* the text or image that the user clicks to move to the bookmark
- *bookmark*, the place to which the cursor jumps when the user clicks the source

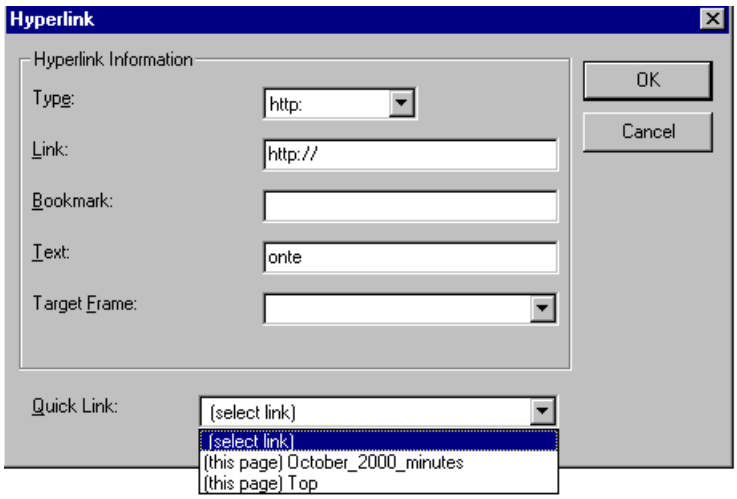
To continue with the above example, a meeting date is the source, and the meeting minutes are the bookmark.

To create a bookmark, follow these steps.

1. Select the bookmark text or image.
2. Click the Bookmark button ( ).
3. The Bookmark dialog box appears. Enter the name of the bookmark.



4. Click **Add**.
5. The editor screen returns. (The bookmark does not appear on the page.) Select the source text or image.
6. Click the Hyperlink button ( ).
7. The Hyperlink dialog box appears.
8. Click the down arrow to the right of the **Quick Link** field and click the bookmark you created in Step 3.



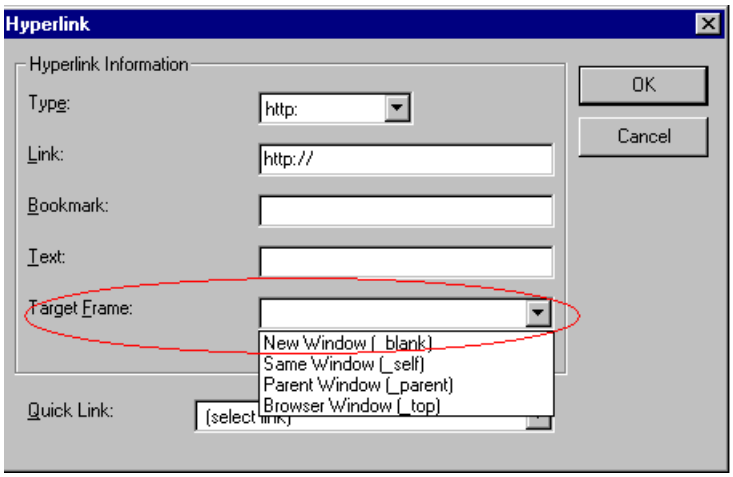
9. If desired, you can use the **Target Frame** field to change the window in which the destination text appears. For details, see "Changing the Destination Window" on page 206.

   If you leave the **Target Frame** field blank, the new window replaces the current window.

10. Click **OK**.

Changing the Destination Window

While defining hypertext, you can use the **Target Frame** field on the Hyperlink dialog box to change the window in which the destination page appears.



The possible values that you can enter into the **Target Frame** field are explained below.

If you want the destination page to appear	Click this in the Target Frame field
In a new browser window, on top of the current browser.	**New Window(_blank)**
In the same position within the browser window. The new window replaces the current one.	**Same Window(_self)** Note: this is the default.
If your page contains frames, in the frame that contains the frame with the hyperlink.	**Parent Window(_parent)**
If your page contains frames, in the full display area, replacing the frames.	**Browser Window(_top)**
If your page contains frames, in the frame with the specified name.	Enter the name of the frame.

Using Hyperlinks

Use hyperlinks to let a user “jump” from any word, phrase or image to another Web page. The page can be within your network (that is, on an intranet) or anywhere on the internet.

NOTE If you want to create jumps within a file, see “Using Bookmarks” on page 204.

For example, if your Web page includes a jump to the Ektron Web site, you would enter the text to indicate the jump (for example **Ektron Web Site**), then create a hyperlink to `www.ektron.com`. When users see **Ektron Web Site** in a different color, they can click the text to “jump” to the site.

Although most jumps go to the top of another Web page, you can also jump to a bookmark within a Web page.

This section explains

- Creating a Hyperlink
- Testing a Hyperlink
- Creating a Hyperlink to a Location within a Web Page
- Editing a Hyperlink
- Removing a Hyperlink
- Preventing a URL from Becoming a Hyperlink

Creating a Hyperlink

When creating a hyperlink, you must specify a

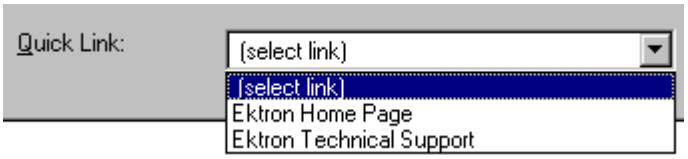
- *source,* the text or image the user clicks to move to the destination
- *destination*, the Web page to which the display moves when the user clicks the source

To continue with the above example, Ektron Web Site is the source, and the Web page available at `www.ektron.com` is the destination.

To create a hyperlink, click the Hyperlink button ( ). When you do, the Hyperlink dialog box appears. From there, you can select from a list of Web pages (also known as *Quick Links*). Or, if the page you are jumping to is not on the list, enter the url address of the destination Web page. Each choice is described below.

Using a Quick Link

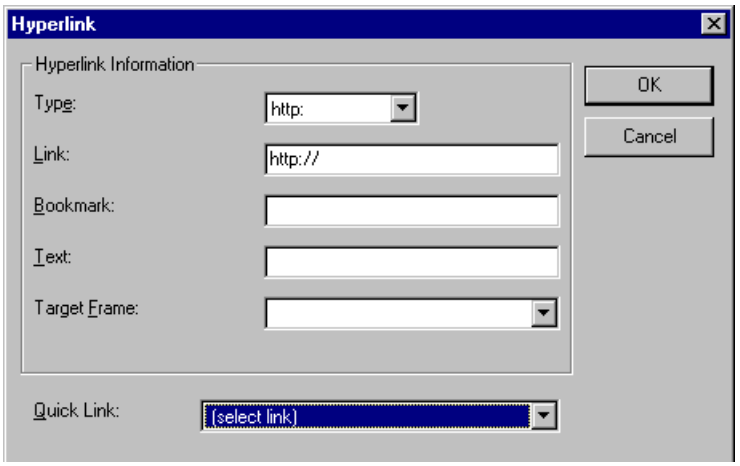
Your Web master can add to the Hyperlink dialog box any number of Quick Links, that is, Web addresses that you can link to simply by selecting an item from a drop down menu.



Quick links are “quick” because you do not need to enter or know the url of the destination Web page -- your Web master has already stored that information for you.

To apply a Quick Link, follow these steps.

1. Select the source text or image.
2. Click the Hyperlink button ( ). The Hyperlink dialog box appears.



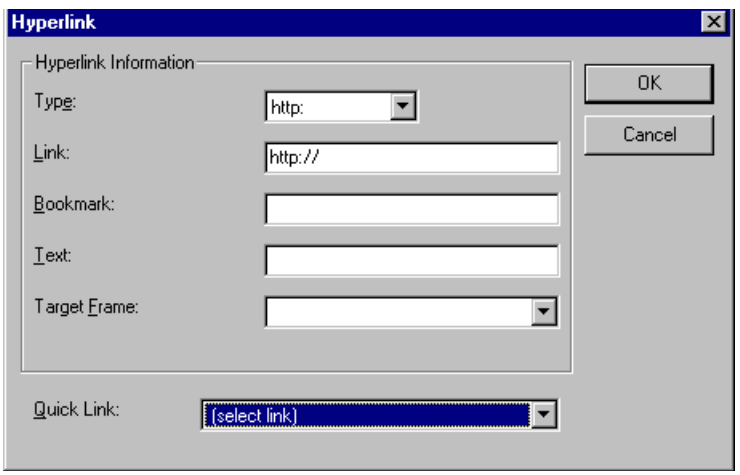
3. Click the down arrow to the right of the **Quick Links** field. A list of Web pages that your Web master has pre-loaded appears.
4. Click an item from the list to select it.
5. If desired, you can use the **Target Frame** field to change the window in which the destination text appears. For details, see "Changing the Destination Window" on page 206.

   If you leave the **Target Frame** field blank, the new window replaces the current window
6. Click **OK**.

Entering a Hyperlink Manually

To create a hyperlink, follow these steps.

1. Select the source text or image.
2. Click the New Hyperlink button (). The Hyperlink dialog box appears.



3. Click in the **Link** field after `http://`. Then, enter the address of the destination Web page. For example, to enter a hyperlink to the ektron Web site, enter **`www.ektron.com`**.
4. If desired, you can use the **Target Frame** field to change the window in which the destination text appears. For details, see "Changing the Destination Window" on page 206.

   If you leave the **Target Frame** field blank, the new window replaces the current window
5. Click **OK**.

Testing a Hyperlink

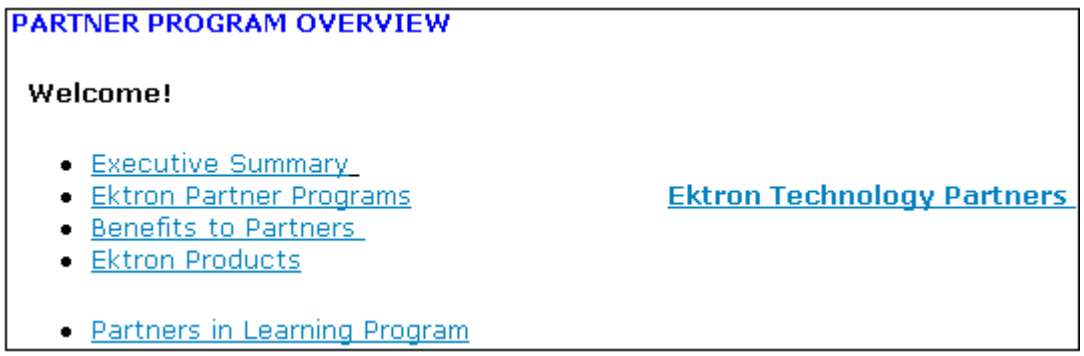
Within the Ektron CMS100 editor, you can test a hyperlink. To do this, double click it. That action launches the Web page assigned to the hyperlink.

Creating a Hyperlink to a Location Within a Web Page

Sometimes, the destination Web page contains bookmarks, and you want to jump from your page to a bookmark on another page. (Bookmarks are described in "Using Bookmarks" on page 204.)

To create a hyperlink that jumps to another page's bookmark, follow these steps.

1. Go to the destination Web page.
2. Click the bookmark that you want to jump to. For example, on the illustration below, the text **Benefits to Partners** jumps to a bookmark further down on the page.



3. When you click the bookmark, its full address appears in your browser's address bar. This bookmark's address looks like this.

   `http://www.ektron.com/single.cfm?doc_id=35#Benefits2`

4. Click the address bar. The address is selected. Press <Ctrl>+<C> to copy the address into the Windows clipboard.
5. Go to Ektron CMS100.
6. Select the text or image from which you want to jump to the bookmark.

7. Click the Hyperlink button ( ). The hyperlink dialog box appears.
8. Move the cursor to the **Link** field.
9. Press <Ctrl>+<V> to paste the address you copied in Step 4 into the **Link** field.
10. Click **OK**.

Editing a Hyperlink

If you need to change a hyperlink's destination Web page or target frame, follow these steps.

1. Click the Hyperlink button ( ). The hyperlink dialog box appears.
2. Edit the **Link** or **Target Frame** field as needed.
3. Press **OK**.

Removing a Hyperlink

If you want to remove the hyperlink from text or an image, select the text or image and press the Remove Hyperlink button ( ).

Preventing a URL from Becoming a Hyperlink

If you enter a URL or an email address into Ektron CMS100, it automatically becomes a hyperlink. To prevent this, enter an extra space in the URL or address.

For example, instead of entering **sales@ektron.com**, enter **sales**<blank>**@ektron.com**.

Working with HTML

Ektron CMS100 creates pages for display on the World Wide Web or an intranet. These pages use HTML (hypertext markup language) to format text and images for display in a browser. You do not need to know HTML to use Ektron CMS100.

However, if you know HTML, you can view, insert or edit your Web page's HTML code.

This section explains

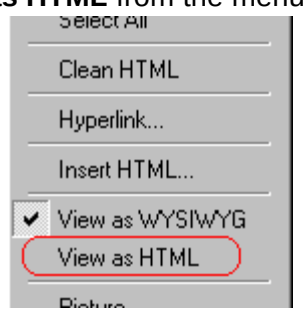
- Viewing and Editing HTML
- Inserting HTML
- Cleaning HTML
- Inserting Content from MS Office 2000

Viewing and Editing HTML

When you choose to view your page as HTML, the editor cleans the content using a method determined by your Webmaster. (For more information, see "Cleaning HTML" in the Ektron CMS100 Developer's Reference Guide.)

To view your page's HTML, follow these steps.

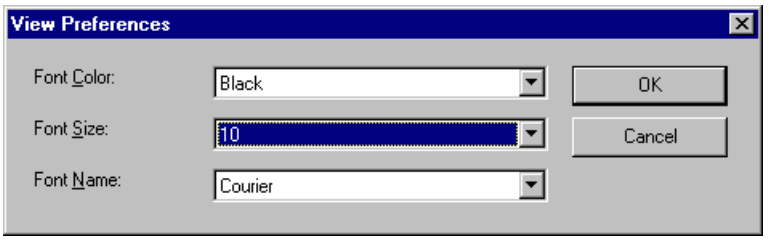
1. Click the View as HTML button (), or right click the mouse and click **View as HTML** from the menu.



2. The HTML code appears. While viewing the code, you can edit it using editor functions such as Cut, Copy, Paste and Find. To select all content, press <Ctrl>+<A>.

   You can also set default values for the style, size and color in which the HTML appears. To do this, click the View

Preferences button(). When you do, a dialog box appears in which you can enter formatting information about the HTML code.



These settings will be used whenever you view as HTML.

The settings are ignored when you view the page in WYSIWYG mode and when the user views the page.

3. To return to normal view, click the **View as WYSIWYG** button () or right click the mouse and click **View WYSIWYG**.

Editing a Section of a Page

If you want to edit only a section of the HTML on your Web page, follow these steps.

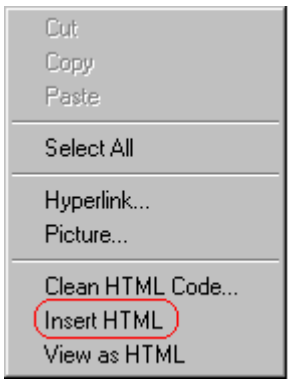
1. Select the portion of your Web page that you want to edit.
2. Right click the mouse.
3. Click **Edit HTML** from the menu. The HTML code appears.
4. Edit the HTML code as desired.
5. Click **OK**.

Inserting HTML

If you want to insert HTML code into your Web page, follow these steps.

1. Place the cursor at the spot on the page where you want to insert the HTML.
2. Right click the mouse.

3. Click **Insert HTML** from the menu.



4. The Insert HTML dialog box appears. Paste or type your HTML code.
5. Click **OK**.

Cleaning HTML

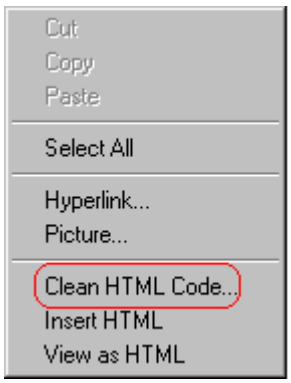
Ektron CMS100 lets you “clean” the HTML code for your Web page. You would typically use this feature after entering HTML text or pasting HTML code into Ektron CMS100 from another application.

The Clean HTML option removes unnecessary HTML tags, ensures that all tags begin and end properly, and maximizes the page for efficiency. As a result, the page should be error-free and load more quickly in a browser. Also, the appearance of clean HTML is more consistent when viewed in different browsers.

To clean your HTML, follow these steps.

1. Right click the mouse.

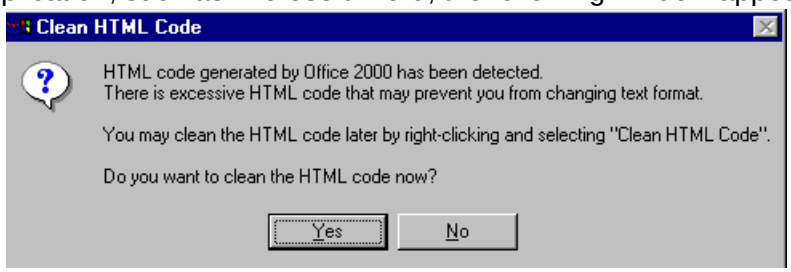
2. Click **Clean HTML code** from the menu.



3. Ektron CMS100 cleans your Web page's HTML content.

Inserting Content from MS Office 2000

If you paste text into Ektron CMS100 from a Microsoft Office 2000 application, such as Microsoft Word, the following window appears.



For best results, click **Yes**.

Section 508 Compliance

This section explains how Ektron CMS100 complies with Section 508 of the Rehabilitation Act (a law enacted by the United States government that requires Federal agencies to make their electronic and information technology accessible to people with disabilities).

Specifically, this section explains how to

- move the cursor into the **Ektron CMS100** editor
- use **Ektron CMS100** without a mouse
- work with Section 508 tables

Moving the Cursor into Ektron CMS100

Using Internet Explorer

If the Ektron CMS100 editor is one of several fields on a page, and your browser is Internet Explorer, move to Ektron CMS100 by pressing <Tab> until the cursor lands in the editor.

To move from the editor to the next field, press <Ctrl>+<Tab>.

Using Netscape

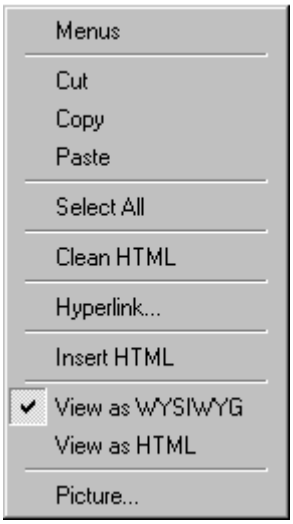
If the Ektron CMS100 editor is one of several fields on a page, and your browser is Netscape, your Webmaster needs to create custom toolbar buttons that let you move into and out of the editor. (This procedure is described in the Ektron CMS100 Developer's Reference Guide.)

Using Ektron CMS100 without a Mouse

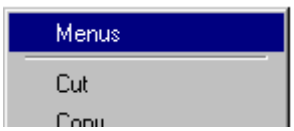
As explained in "Customizing Your Toolbar" on page 142, the Ektron CMS100 toolbar consists of one or more toolbar menus. Menus have buttons that you click with the mouse to perform actions, such as copying text.

This section explains how to perform those actions without using the mouse.

1. With the cursor in the Ektron CMS100 editor, press the application key ( ).
2. A menu appears.

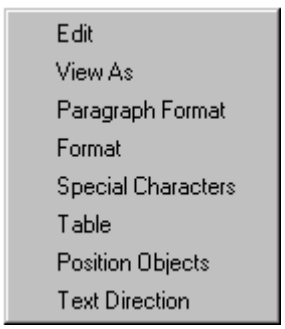


3. Press the down arrow key ( )to select **Menus**. **Menus** becomes highlighted.

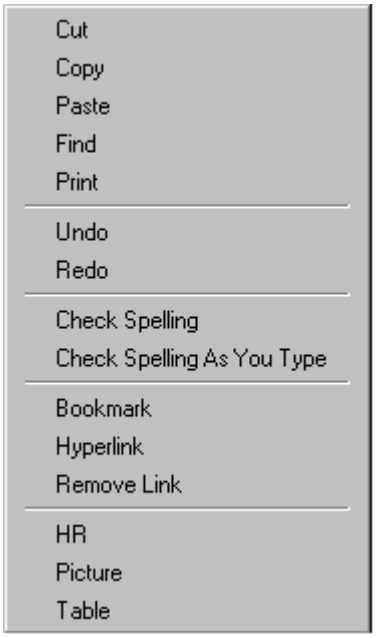


4. Press <Enter>. A new menu lists all toolbar menus available to you.

   If your Webmaster has given you access to all standard toolbar menus, the menu looks like this.



5. Press the down arrow key (↓)to select the toolbar menu that has a button that you want to use.
6. A new menu appears, listing all options on the selected menu. The following menu displays what might appear if you select the Edit Menu. (Your Webmaster determines which menu options are available to you).

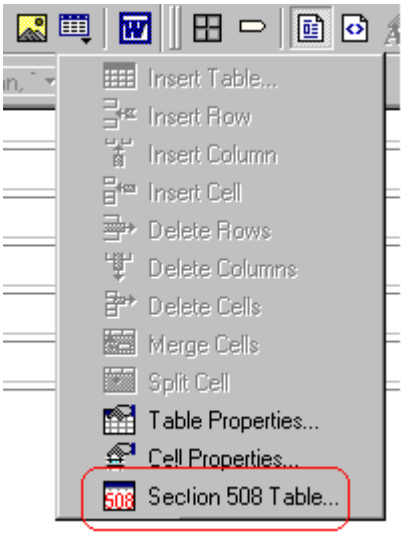


7. Press the down arrow key (↓) until the desired option is highlighted. Then, click the option to perform the action.

Section 508 Tables

You cannot create Section 508 compliant tables using the standard Table Properties dialog box. Specifically, the dialog does not let you define a caption, summary, and table heading. To define these elements (needed for Section 508 compliant data tables), use the Section 508 Table option of the Table menu (illustrated below).

WARNING! The Section 508 Table Properties dialog only works with Internet Explorer version 5.0 or higher. It does not work with Netscape.



WARNING! Even if you change no values on the screen, you *must* open this dialog box whenever you modify a table (for example, add a new row). The table's properties, required for Section 508, are generated when you click OK to close the dialog box.

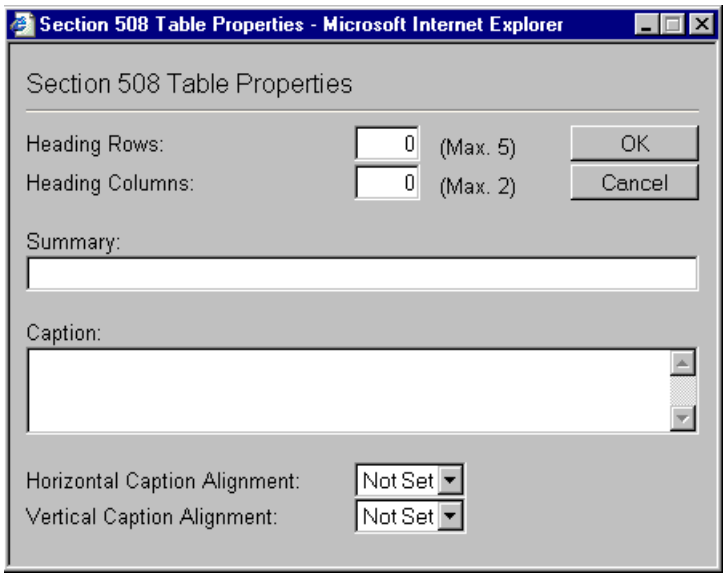
To create a 508 compliant table, follow these steps.

1. Create a table, as explained in "Introduction to Tables" on page 155.
2. Select the table by moving the cursor to a table border until you see a four headed arrow (illustrated below). When a table is selected, small squares surround it.

Employee Id	Department
1548	Marketing
1549	Human Resources
1550	Sales
1551	Administration

3. Click the Tables button ( ) then select **Section 508 Table**.

4. The Section 508 Table Properties dialog box appears (illustrated below).



Respond to the fields in the dialog. They are described below.

Field	Description
Heading Rows	If you want your table to have a header, enter the number of rows that it should occupy.
Heading Columns	If you want your table to have a header, enter the number of columns that it should occupy.
Summary	If desired, enter the table summary. Non-visual browsers can use the summary to explain the contents of the table.
Caption	If desired, enter the table caption. The caption appears centered below the table when viewed.

Field	Description
Horizontal Caption Alignment	If desired, enter the caption's horizontal alignment: • center • left • right
Vertical Caption Alignment	If desired, enter the caption's vertical alignment: • bottom • top

After you complete the Table Properties dialog, click **OK** to make the table comply with Section 508.

Index

Numerics

508 compliance, 217

A

about eWebEditPro box, 133
alignment
  cell, 192
  picture, 151
  table, 174
  text, 133

B

background color
  applying to text, 134
  cell
    applying, 187
    deleting, 188
  removing from text, 134
  table
    applying, 175
    deleting, 177
bold
  toolbar option, 134
bookmarks, 204
border
  picture
    color, 151
    thickness, 151
border color
  cell, 184
  table, 177
border size
  cell, 181
  table, 179
bullet
  toolbar option, 133

C

cells
  background color, 187
  border
    color, 184
    invisible, 185
  deleting, 184
  inserting, 183
  merging, 199
  padding, 202
  spacing, 202
  splitting, 198
  text alignment, 192
  width, 181
cleaning HTML, 215
color
  background
    cell
      applying, 187
      deleting, 188
    table
      applying, 175
      deleting, 177
  cell border, 184
    default, 164
  font, changing, 134
  picture border, 151
  table border, 177
    default, 162
columns
  table
    adding, 169
    deleting, 169
    spanning, 189
    specifying, 168
content
  approved, 115
  border colors, defined, 115
  checked in, 115, 118
  checked out, 115
content block
  history, viewing, 121
  publishing restored content, 124
  restoring, 123
copy
  toolbar and menu option, 131
copying information from other applications, 140
copyright character, inserting, 135
cut
  toolbar and menu option, 131

D

deleting
  table, 157
deleting a cell, 184

E

editing HTML, 214

F

filename
  image
    editing, 49
files
  inserting, uploaded, 109
  library
    adding, 80
    deleting, 95
    editing, 87
    viewing, 85
  library folder, 78
  uploading, 108
finding text, 141
folders
  navigation, 13
fonts
  background color, 134
  color, 134
  heading size, 134
  size, 134
  style, 134

H

history, view, 121
horizontal line, inserting, 132
HTML
  cleaning, 215
  editing, 214
  inserting, 214
  viewing, 213
hyperlinks, 208
  adding, 67
  creating, 208
  deleting, 75
  editing, 72, 212
  entering manually, 210
  library folder, 64
  preventing, 212
  removing, 212
  testing, 211
  to a bookmark in another web page, 211
  using a Quick Link, 209
  viewing, 70

I

images
  adding to library, 40, 43
  deleting, 57
  editing filename or title, 49
  folder, 40
  inserting, uploaded, 104
  overwriting, 51
  uploading, 43, 100
  viewing, 48, 49
indent

toolbar option, 133
insert table
toolbar button, 159
inserting
cells, 183
HTML, 214
Internet addresses, spell checking, 147
invisible elements, displaying, 132
italic
toolbar option, 134

J

jumps, see bookmarks and hyperlinks
justify
toolbar option, 133

L

library
adding images, 40, 43
files
managing, 78
folder
hyperlinks, 64
images, 40
quicklinks, 60
license keys, viewing, 133
logging in, 2
logging out, 2

M

merging cells, 199

N

Navigation
Removing Content, 25
navigation folder, 13
accessing, 13
adding/removing content, 25
creating a menu, 16
adding menu, 16
assigning content, 19
deleting a menu, 36
editing a menu, 33
reordering links, 29
toolbar, 15
viewing a menu, 22
navigation menu
adding/removing content, 25
creating, 16
adding navigation m
enu, 16
assinging content, 19
deleting, 36
editing, 33
reordering, 29
viewing, 22
number
toolbar option, 133
numbers in words, spell checking, 147

O

Office 2000, inserting content from, 216

P

padding, cell, 202
paste
toolbar and menu option, 131
pictures
adding space around, 153
aligning, 151
border
color, 151
thickness, 151
deleting, 154
inserting, 149
pixels, explained, 150
print editor content, 131
publishing restored content, 124

Q

quick link, 209
quicklinks
library folder, 60
viewing, 62

R

registered trademark character,
inserting, 135
restored content
publishing, 124
restoring content, 123
rows
table
adding, 169
deleting, 169
spanning, 189
specifying, 168

S

search, 141
considering case of search term
, 142
direction, 141
whole word match, 142
section 508 compliance, 217
section 508 tables, 219
select all
menu option, 137
selecting text, 129
shortcuts, keyboard, 130
space character, inserting, 135
spacing, cell, 202
spanning
table columns, 189
table rows, 189
special characters, inserting, 135
spelling
check a single word, 146
check as you type, 144
check on demand, 145
check selected text, 146
checking file addresses, 147
checking Internet addresses, 147
checking uppercase words, 147
checking words with numbers, 147
fix errors, 145
splitting a cell, 198
strikethrough, 135
style class
assigning to text, 133
Subscript, 135
Superscript, 135

T

tables
alignment, 174
background color
applying, 175
deleting, 177
border
color, 177
invisible, 178
size, 179
columns
adding, 169
deleting, 169
spanning, 189
specifying, 168
creating, 156
deleting, 157
inserting within a table, 157
rows
adding, 169
deleting, 169
spanning, 189
specifying, 168
section 508, 219
width
setting by
percentage, 170
setting by pixels, 172
text
aligning, 133
in columns, 157

within a cell, 192
indenting, 133
remove formatting, 135
searching, 141
selecting, 129
title
image
editing, 49
toolbars
buttons, 130
trademark character, inserting, 135

U

underline
toolbar option, 134
undo
toolbar option, 131
uploading
files, 108
images, 100
uppercase words, spell checking, 147
URL of hyperlink,editing, 72

V

version number, viewing, 133
View History, 121
viewing HTML, 213

W

whole word match, 142
width, table
setting by percentage, 170
setting by pixels, 172
word wrap, 200
Word, Microsoft
inserting from, 216
WYSIWYG, view as, 132