Ektron

Ektron
CMS 100
Web Hosting Edition

User Manual

Version 1.0

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Esker Active X Plug-in

Active X controls under Netscape

Use License

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Web Site Administrators

Web site administrators are defined as members of the hosted Web site who are in charge of controlling and configuring the site. Some responsibilities may include adding users, defining style sheets, or publishing content blocks.

As a Web site administrator, you will have the ability to perform all the tasks of the hosted site.

Setting Up Your Web Pages

Once you have purchased content blocks to be hosted, you will need to have some basic idea of the concepts used to set up your Web site.

Setting Up Content Blocks

Content blocks are the base for your Web site. Using a special Java Script Command, you can call each of the content blocks that you have purchased from your static Web pages. To do this, you must insert the script that was sent to you via e-mail from your hosting provider.

Shown below is an example of a script that will call a content block to a static Web page.

```
<script src="http://www.hostcompany.com/jsyndication.asp?id=1&token=2S58p3"></script>
```

When this script is placed in an HTML page, the script will call the content block from the host company's Web server, and display it on the page.

The token is used as a key that allows only people who own the content block to login and make changes to it.

Adding a Login Button

A login button on the HTML Web page allows you to quickly login to the content, make necessary changes, and publish it.
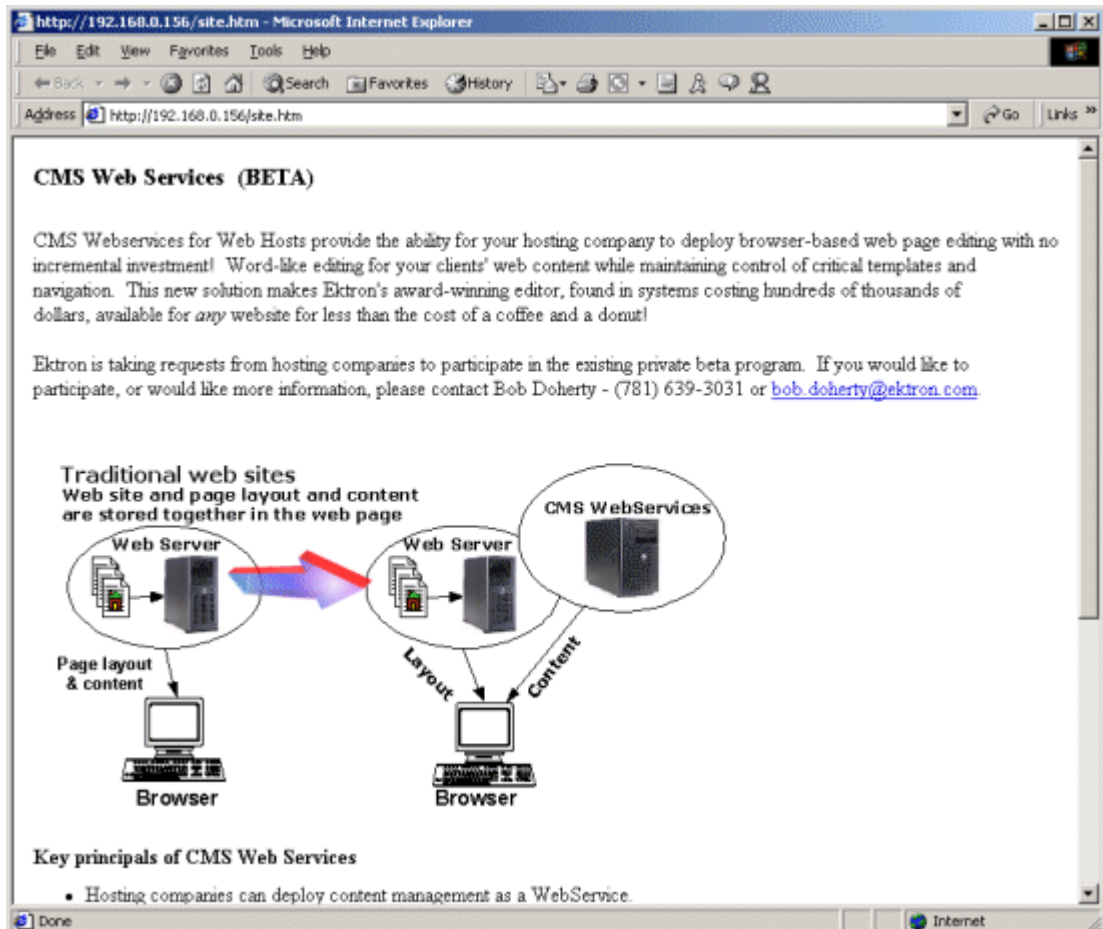
The script to add a login button is also sent to you via e-mail from your hosting provider.

Shown below is an example of a login button script,

```
<script src="http://www.hostcompany.com/jslogin.asp"></script>
```

Putting it all Together

Once you have added the content block and login button scripts to a page, you will see something like this.

Once you have a page like this up and running, you can look at the source to see what the page is really made up of:

```
site[1].htm - Notepad
File   Edit   Format   Help
<html>
<script
src="http://www.hostcompany.com/jsyndication.asp?
id=1&token=2s58p3"></script>

<script
src="http://www.hostcompany.com/jslogin.asp"></sc
ript>

</html>
```

As you can see, all that robust content is just two lines of code!

Icon Menu

As you use Ektron CMS100, you will see the icon menu at the top of each content block controlled by Ektron CMS100. These icons are used to perform many tasks in Ektron CMS100. This section will explain each button, and give a brief explanation of each.

Icon Menus

At the top of every content block, you will see the icon menu. Depending on the state the content is in, you may see more or less icons. Show below are the three different icon menus you will come across when using Ektron CMS100.
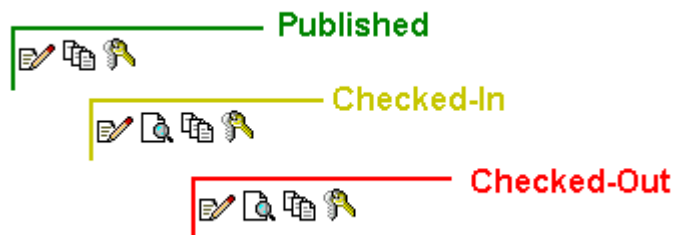
As you can see, they are all very similar.

Icons

Shown below is a table of all the Menu icons

Icon	Description
▧	Clicking the Edit icon will allow you to edit the current content block.

Icon	Description
	Clicking Preview will allow you to preview a content block that is either checked-in or checked-out as it would appear if it was published to the Web site.
	Clicking the View History icon will open the content history area for the current content block. You will then be able to view historical versions of the content block and restore them to the Web site if you wish.
	Clicking the Logout button will allow you to log out of the Web site.

Administrator Workarea

Each Administrator that belongs to a Web site will have a unique Workarea which is a centralized location of content and other tasks on their Web site. To access this workarea, the user must begin by navigating to the proper Web page where the Login button for the Workarea is located.

By default, the Web page is:

http://www.hostcompany.com/login.asp

NOTE   This is only the default, you will need to contact your host provider to locate that actual Login page.

Once you have navigated to this page, you will see a login button somewhere on the page that looks like this.

Logging In

To log into your Workarea:
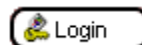
1. Begin by clicking on the Login button on the page.

2. Once the login dialog box opens, enter your Username and Password in the proper fields.

3. Click the Login button

You will now be able to access your Workarea.

Accessing the Workarea

To access your Workarea, click on the Workarea button on the page where you logged into.

(Workarea)

Once you have clicked on the workarea button, your Workarea will open in a new window.
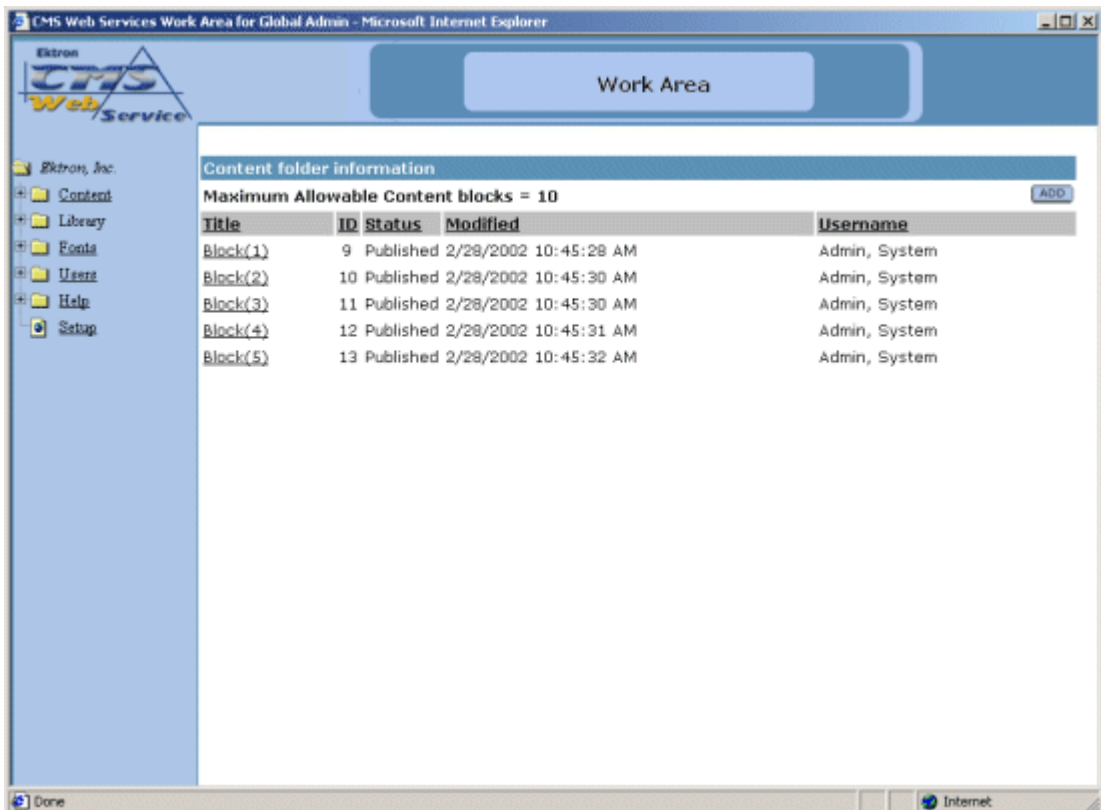
From here, you will be able to add, edit, view, and publish content blocks, as well as perform many other administrative tasks from a centralized location instead of navigating through all your web pages.

Content Folder

In the Content Folder window, the will have the privileges to add, edit, view, and delete content blocks in the database.

By clicking on the text at the top of a column, you can sort the data in the table by the respective function.

Adding Content

By default, content creation and modification are assigned to the site administrator. Brief descriptions on the steps to add content blocks are listed below.

Create New Content Block

To create content:

1. In the Content Management folder, select the **ADD** button at the top of the page.

<div align="center">ADD</div>

The following window will appear:

2. Create the content using the following table:

Field	Description
Title	Enter a title for your content.
Editable only by Admins	Select if you want Admins only to be able to edit the content
Comment	Add a history comment to the content to describe the document.
Body Text	Insert the body text that will be viewed on the Web Site.

3. Once you have created your content, you can choose one of the following tasks for the content block.

Button	Description
Publish PUBLISH	Clicking this button will immediately save and publish the content block to the Web site.
Save SAVE	Clicking this button will save and check in the content block allowing other users to make changes to it before it is published to the Web site.
Cancel CANCEL	Clicking this button will exit without saving the changes.

Editing Content

To edit any document in the database

1. In the Content management window, begin by clicking on the title of the content block that you would like to edit.

		Content folder information		
tron, Inc.		**Maximum Allowable Conte**		
Content		**Title**	**ID**	**Status**
Library		Block(1)	5	Published
Fonts		Block(2)	6	Published
Users		Block(3)	7	Published
Help				

2. Once you have clicked on the content block title, you will be taken to the View Content page seen here.
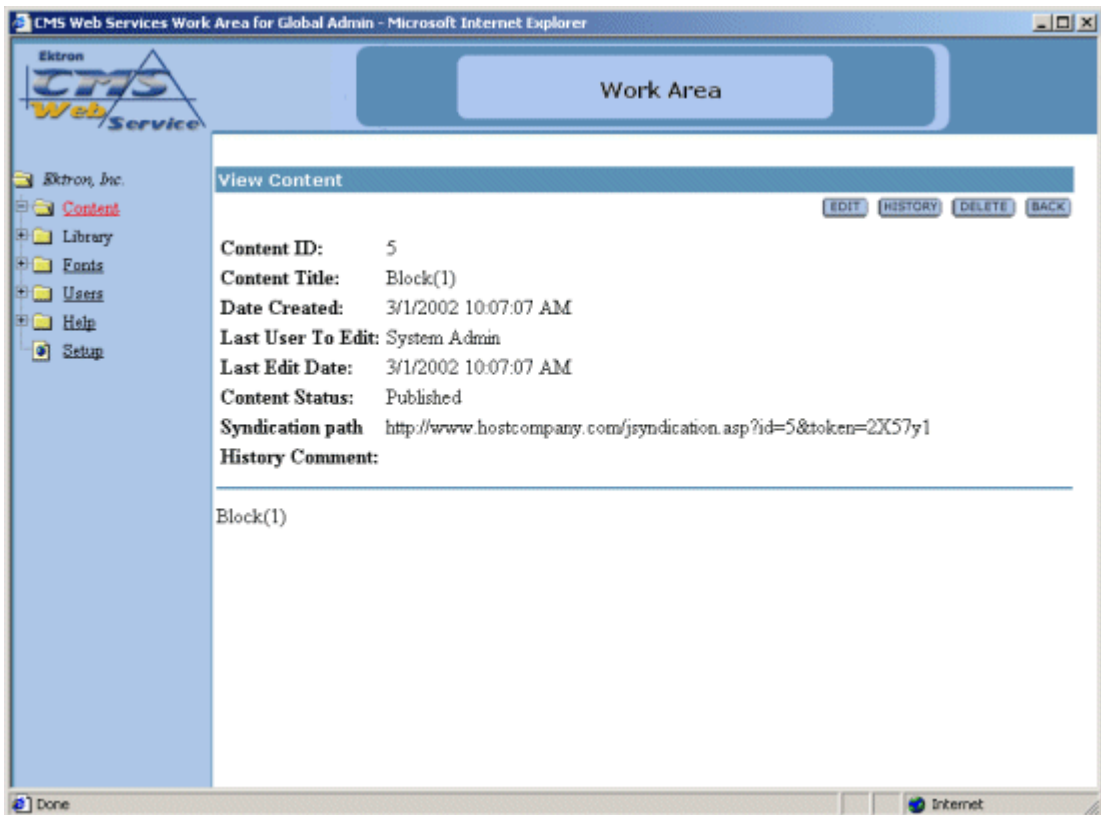
3. At the view content page, click the **EDIT** button to open the editor with the content in it.

EDIT

4. Make changes to any field using the following table:

Field	Description
Title	Change the title for your content.
Editable only by Admins	Select if you want Admins only to be able to edit the content
Comment	Add a history comment to the content to describe the document.
Body Text	Modify the body text that will be viewed on the Web Site.

5. To save the content, click **SAVE**. If you want to publish the content, click **PUBLISH.**

Note that the changes to the content blocks will be shown in the updated Content Manager table.

Viewing Content

To view any document in the database:

1. Begin by clicking on the title of the content block that you want to view.

2. You will then be taken to a new screen like the one seen below.

In the view content window, you can see the following information about the content blocks:

Field	Description
Content ID	The content ID is the number that is assigned to the content block by Ektron CMS100.
Content Title	The title that is given to the content block by the author.
Date Created	The date and time that the content block was originally created.
Last User to Edit	The last user to edit is the last user to make changes to the content block.
Last Edit Date	The date and time the content block was last modified.

Field	Description
Content Status	The current status of the content block
Syndication Path	This is the path that would be inserted into the script on a Web page to display this content block.
History Comment	The history comment is the comment that was given to the content block by the last user to edit the content.
Body Text	The body of the content block.

Including the information that is displayed about the content block, you will also have the following toolbar at the top of the page with tasks to perform on the content block

[EDIT] [HISTORY] [DELETE] [BACK]

Below is a description of each of the buttons that appear.

Button	Description	More Information
Edit	Clicking this button will open the editor with the current content in it for you to make changes to.	"Editing Content" on page 11
History	Clicking this button will open the View History window where you will be able to view previous published versions of the content block.	"View History" on page 16
Delete	Click this button if you want to delete the content block.	"Deleting Content" on page 20
Back	Click this button to go back to the previous screen.	

Viewing Checked-Out or Checked-In Content

If the content is either checked out or checked in, there will be an option to View Staged/Published.

[VIEW PUBLISHED]

[VIEW STAGED]

By clicking on one of these buttons, you will be able to view the published version that exists on the Web site, or view the most up to date changes that have yet to be published.

To browse back to the Content Manager, click the **BACK** Button in the upper right corner of the window.

View History

One of the features of Ektron CMS100 is that you can view and restore previous published versions of content blocks. All this can be done in the View History area of the application. This section will explain the concepts and how to use the View History option.

To view the history of a content block,

1. Begin by accessing the content folder in the selected Web site that contains the content block that you wish to view the history of.
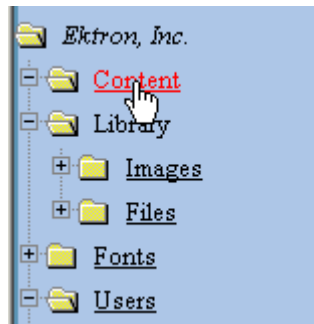
2. Once at the content folder table, click on the title of the content block that you wish to view the history of

3. Once you have clicked on the title of the content block, you will be taken to the View Properties page of the content block that contains information about the content block, as well as several tasks that you may perform to the content.
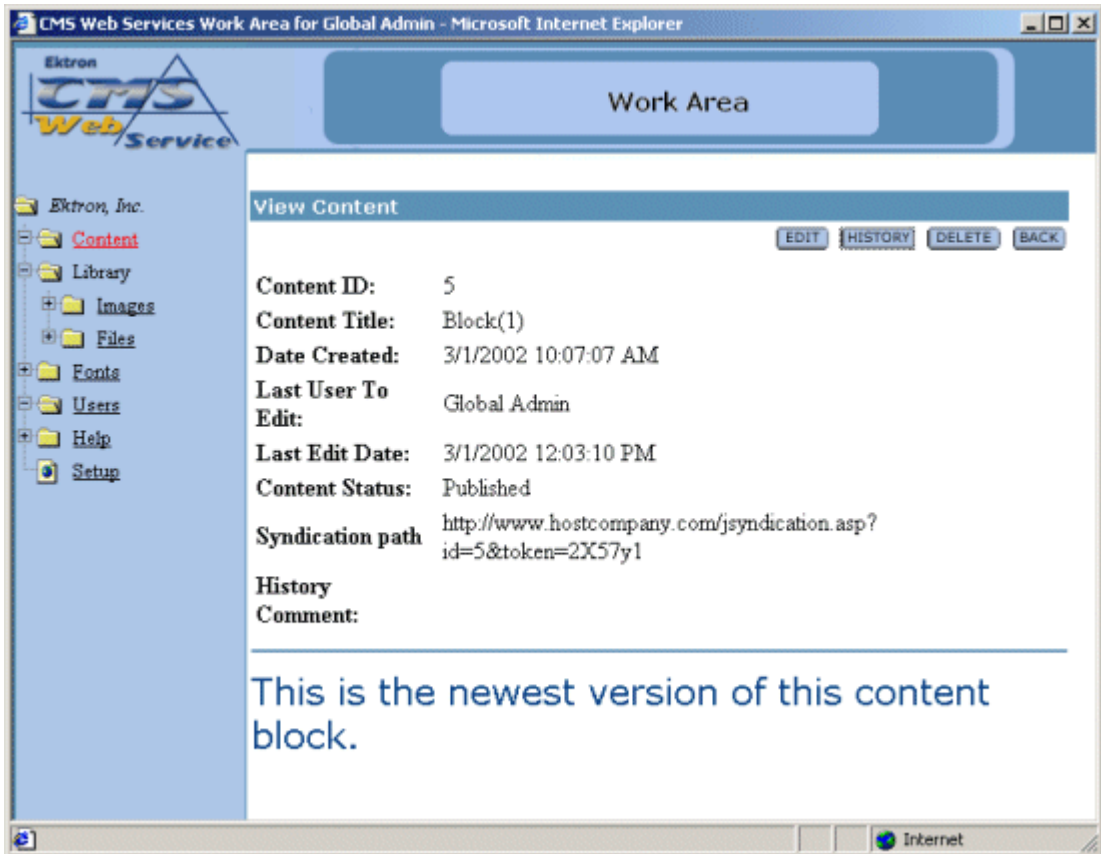
4. At the top of the View Content page, click the **HISTORY** button.

5. Once you have clicked on the history button, the View History window for the content block seen below will open
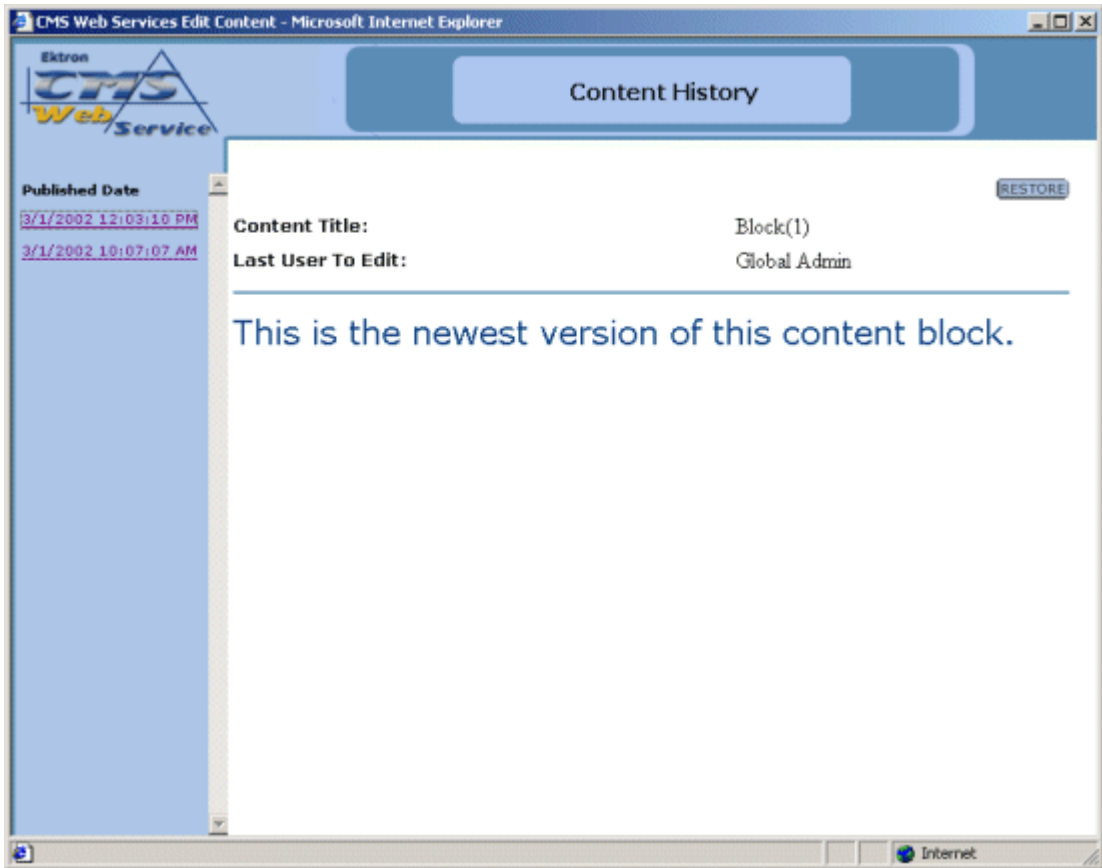
6. You will notice that the View History page is made up of several sections. The left side contains links with dates and times in them. These are links that will display the version of the content block, that was published on that date and time, in the main section of the page.

7. For information about restoring a content block, proceed to the next section, or to close this window, just click the **X** button at the top right corner of the window.

Restoring a Content Block

Restoring a previously published content block can be done from this Content History window.

To restore a content block,

1. Begin by navigating through the previously published content blocks links until you find the content block that you want to restore.
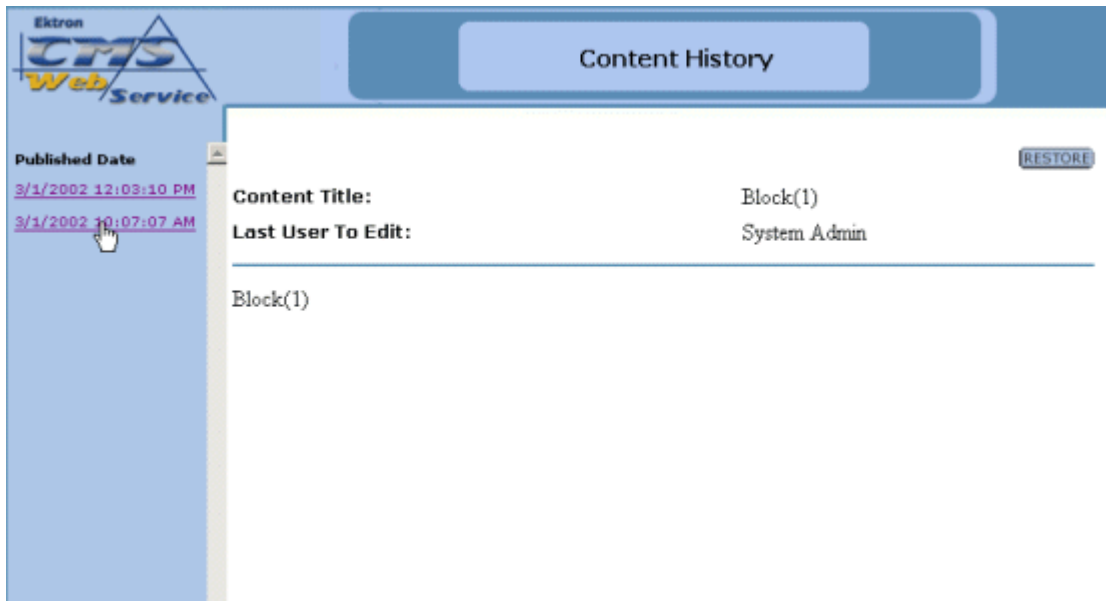
2. Once you find the version that you wish to restore, click the **RESTORE** button at the top right part of the window.

3. Once you click the restore button, the view history window will close and you will be taken back to the Administrator Workarea with the status changed.
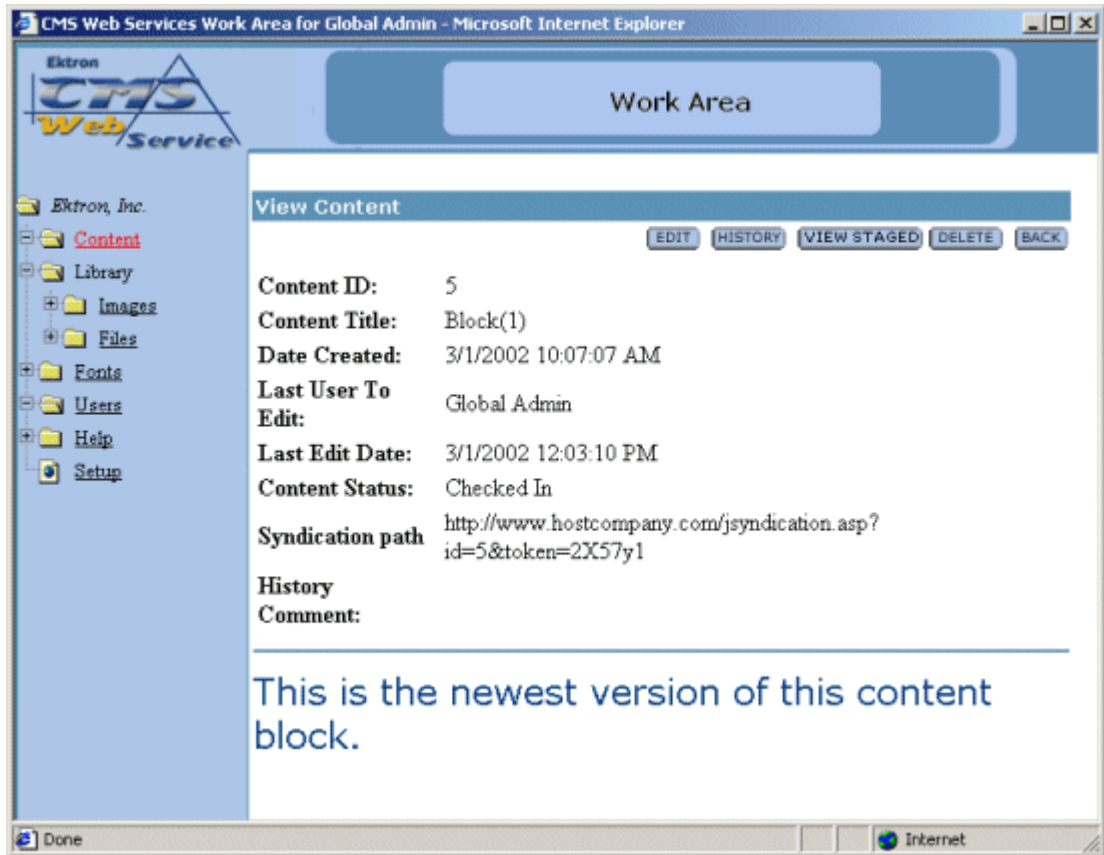
4. You will notice that when you are taken back to the View Content page for the content block, the status will be Checked-In. To finish the restoring process, you will need to Edit the content block, then click **PUBLISH.**

Deleting Content

To delete any content block from the database:

1. In the Content Management folder, click on the **Title** of the content block you wish to delete.

2. You will then be taken to the properties page for the content block.

3. Click the **DELETE** button at the top of the screen.

4. Click the **DELETE** button again if you are sure you want to delete the content block, or click **CANCEL** to exit.

WARNING!	If you delete a content block, it is deleted permanently!

Library Folder

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

The main Library folder has two sub-folders:

- images
- files

From the library, the 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

The first sub-folder in the library is the images folder. To view the table of all the current uploaded images, click on the image folder on the left side of the window.

As stated earlier, you will be able to add, edit, view, and delete images to and from the library.

Adding Images

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

1. First, navigate to the Images table in the Administrator Workarea by following the path in the folder tree: **Library > Images**

2. From the image table, click on the **ADD** button at the top of the Actions column.

3. You will be taken to the Library shown below.

4. In the lower left frame, select a local file to add. You may either enter the full path in the provided text box or click on the Browse button to browse for the image on your system.

5. After you select an image to upload, enter a description in the field provided. This description is used as a title for the image, as well as the alt text when someone hovers their mouse over the image.

Select a Local File:

| C:\Documents and Setti | Browse... |

Enter a description for the file:

| Ektron Logo |

Upload to Library

6. When you have entered the information, the image will be automatically previewed in the preview window.

7. If this is the image that you would like to add, click on the **Upload to Library** button at the bottom of the window.

Upload to Library

The upload will take a few moments. If you would like to add more images to the Web site, you may do so. When you are finished, you can close the library by clicking on the **Close** button at the top of the window.

Cancel

When you return to the image folder, you will see that the image is now added, and editors will be able to use it in their content blocks.

Viewing Images

To view an image that has been uploaded, click on the title of the image in the image table.

Clicking the title of the image will bring up the View Image window.

When you are at the View Image window, you will see the title of the image, as well as the image itself. When you have completed viewing the image, you can click the **BACK** button to exit.

Editing Images

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

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 Edit Image window.
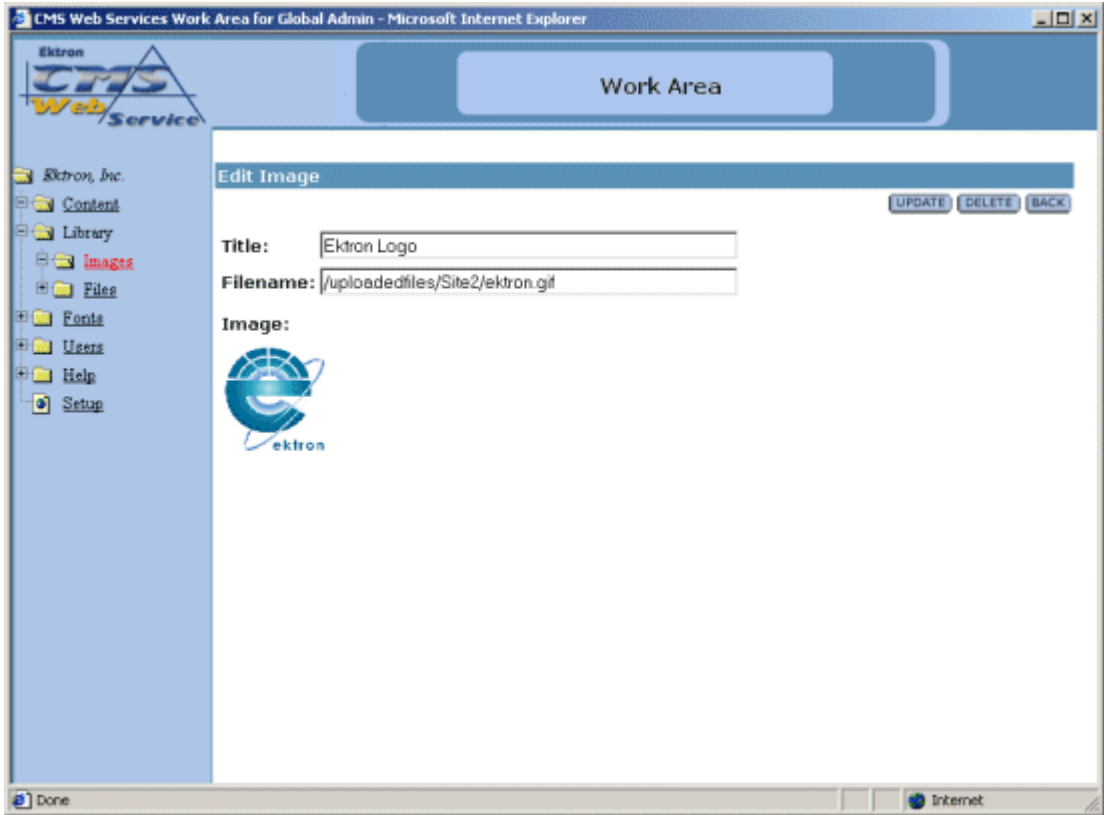
From here, you can modify the title or the filename of the image. When you have completed editing the image, click **UPDATE** to update and save the changes, or click **BACK** to exit without saving the changes.

Deleting Images

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

1. To delete an image, begin by clicking 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/edit Image window.
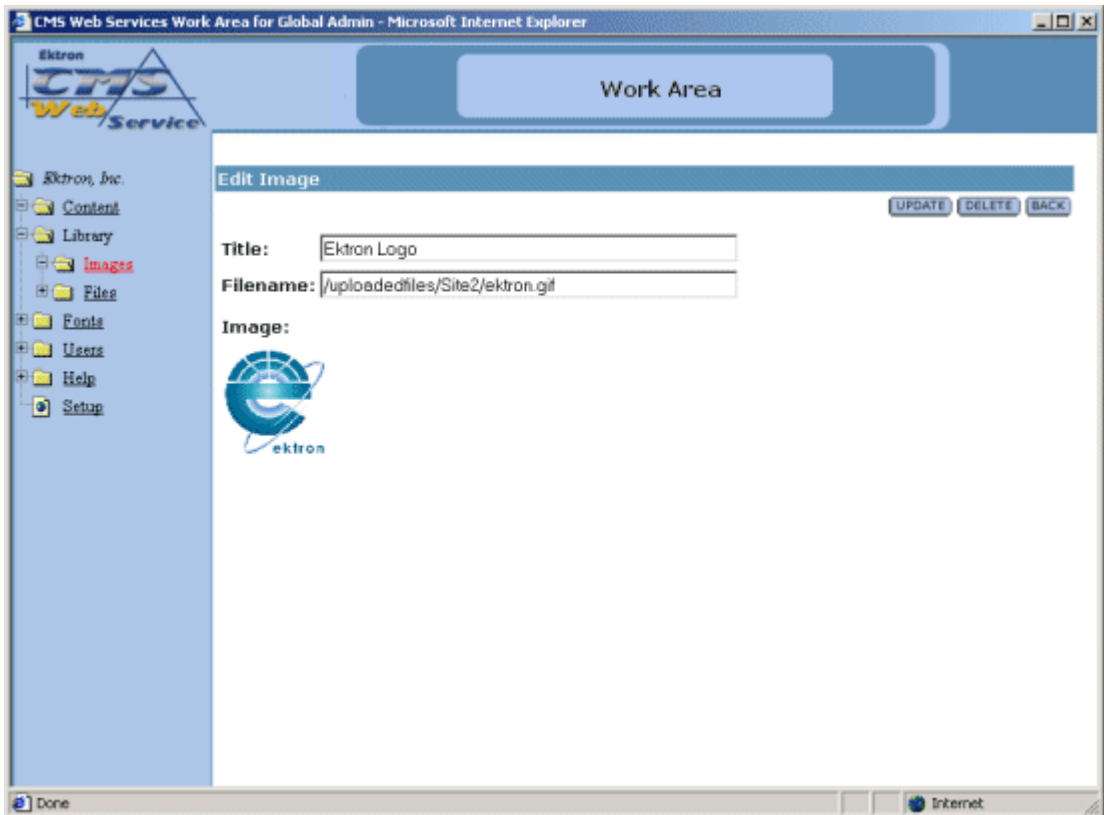
3. From here, you will see the title and the image, along with a **DELETE** and **CANCEL** button.

4. If you are sure that you want to delete the image, click the **DELETE** button. If you want to exit without deleting, click the **BACK** button.

5. If you clicked on the **DELETE** button, you will be taken to a confirmation screen where you can click the delete button again to confirm that you wish to delete the image.

Files

The other sub-folder in the library is the files folder. To view the table of all the current uploaded files, click on the files folder on the left side of the window.

As stated earlier, you will be able to add, edit, view, and delete files to and from the library.

Adding Files

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

1. From the files table, click on the **ADD** button at the top of the page.

   ADD

2. You will be taken to the Library shown below.

3. In the lower left frame, you will need to select a local file to be added. You may either enter the full path in the provided text box, or click on the **Browse** button to browse for the file on your system or network.

4. After you select a file to upload, enter a description in the field provided. This description will used as a title for the file.

5. When you have entered the information, there will be a link in the preview window. If you click on the link, you can preview the file.

6. If this is the file that you would like to add, click on the **ADD** button at the top of the window.

ADD

The upload will take a few moments depending on the size of the file. If you would like to add more files to your Web site, you may do so.

7. When you are finished, you can close the library by clicking on the **Close** at the top of the window.

Cancel

When you return to the file folder, you will see that the file is now added, and editors will be able to use it in their content blocks.

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 the Web site.

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. Once you click on the file title, you will then be taken to the Edit File window
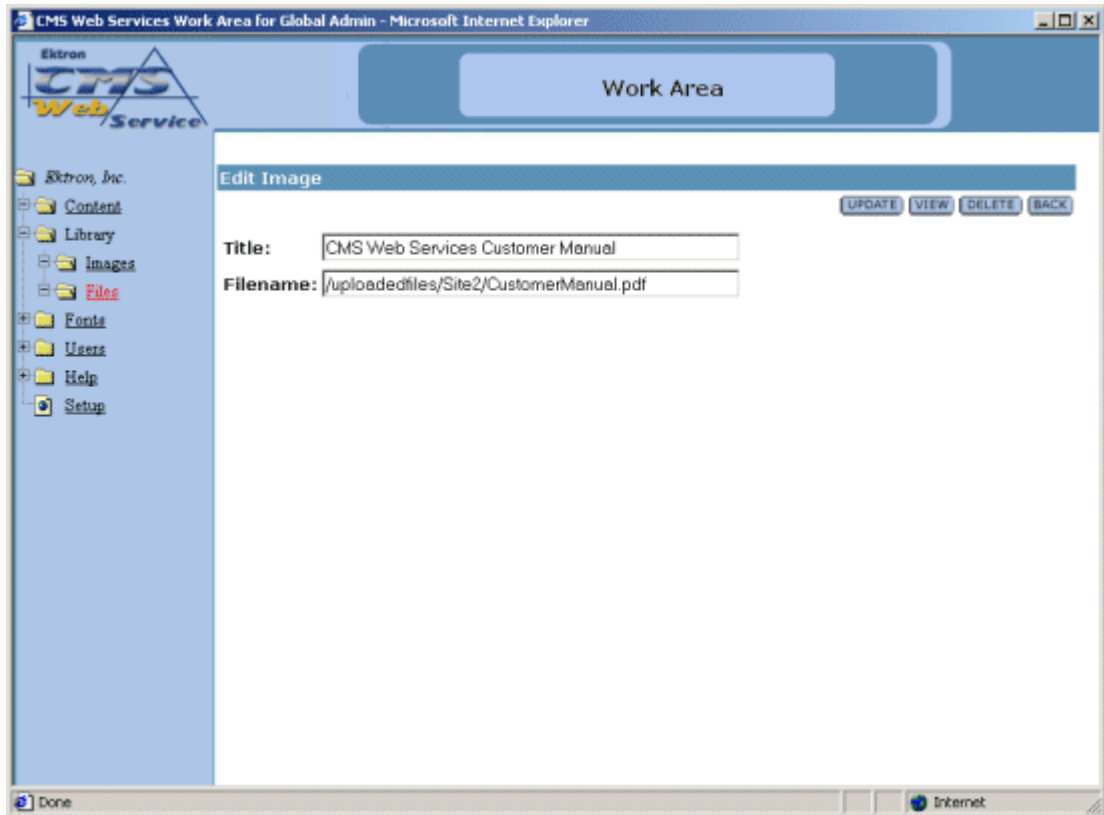
From here, you can modify the title or the filename of the file.

3. When you have completed editing the file, click **UPDATE** to update and save the changes, or click **CANCEL** to exit without saving the changes.

Viewing Files

You can also view files by clicking on the **VIEW** button on the Edit File screen.

VIEW

Clicking the **VIEW** button will bring up the View File window.
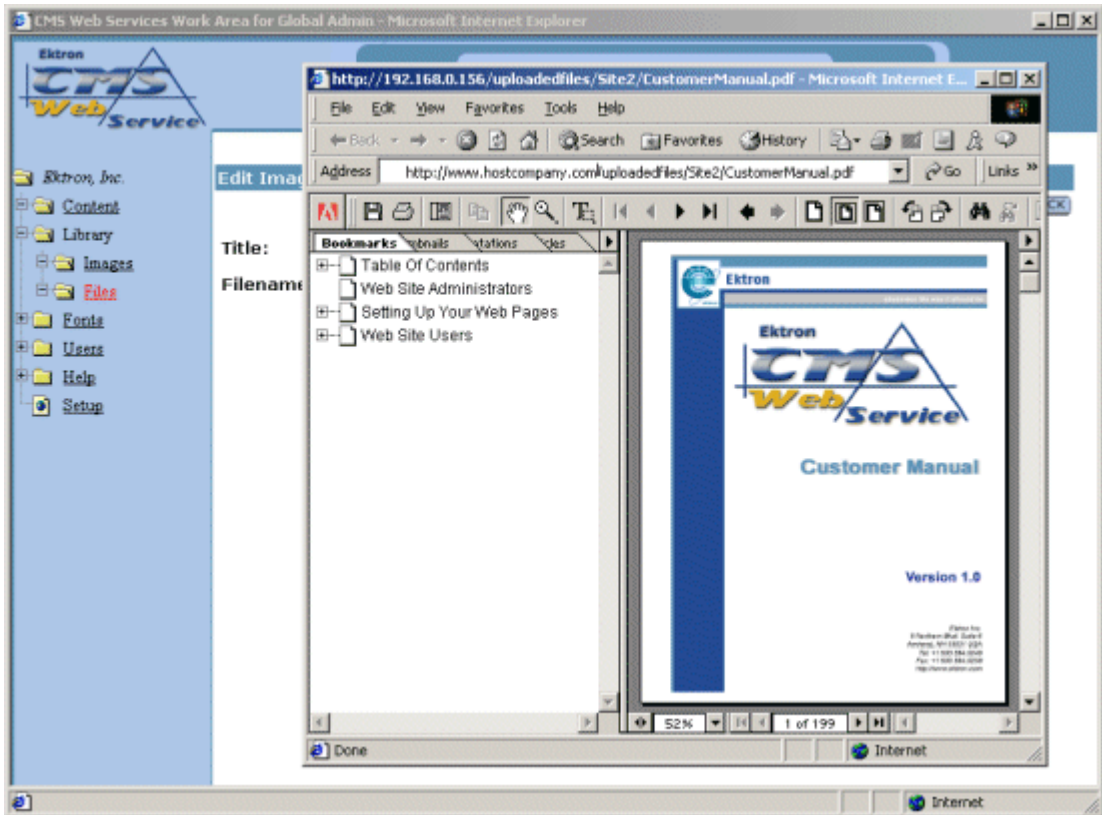
When you are at the View File window, you will see the file in the window. When you have completed viewing the file, click the **X** at the top of the window to close it.

Deleting Files

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

1. To delete a file, begin by clicking on the **DELETE** button on the Edit File window.

[DELETE]

2. Once you have clicked on the **DELETE** button, you will be taken to the Delete File window.
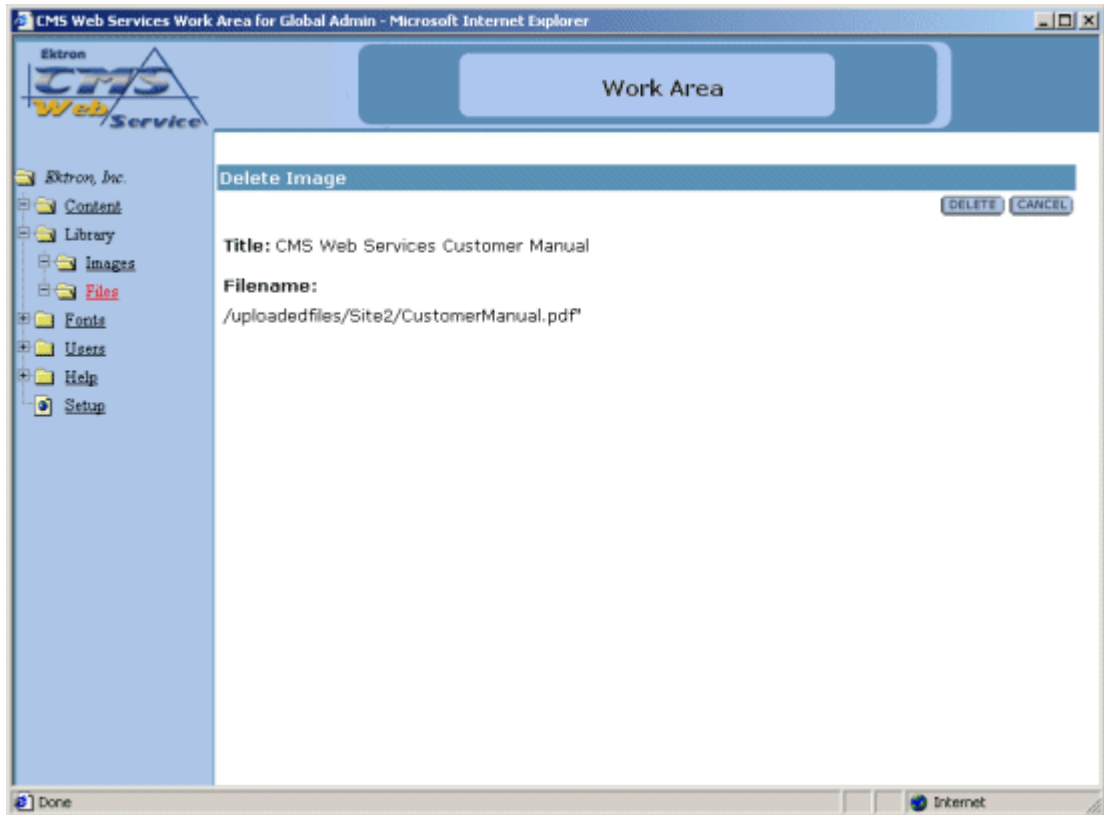
From here, you will see the title and the file, along with a
DELETE and **CANCEL** button.

3. If you are sure that you want to delete the file, click the
   DELETE button. If you want to exit without deleting, click the
   CANCEL button.

Font Folder

Adding fonts into the database gives the content contributors the ability to use any font while editing their content blocks. In the Font Manager, the you have the privileges to add, edit, and delete fonts.
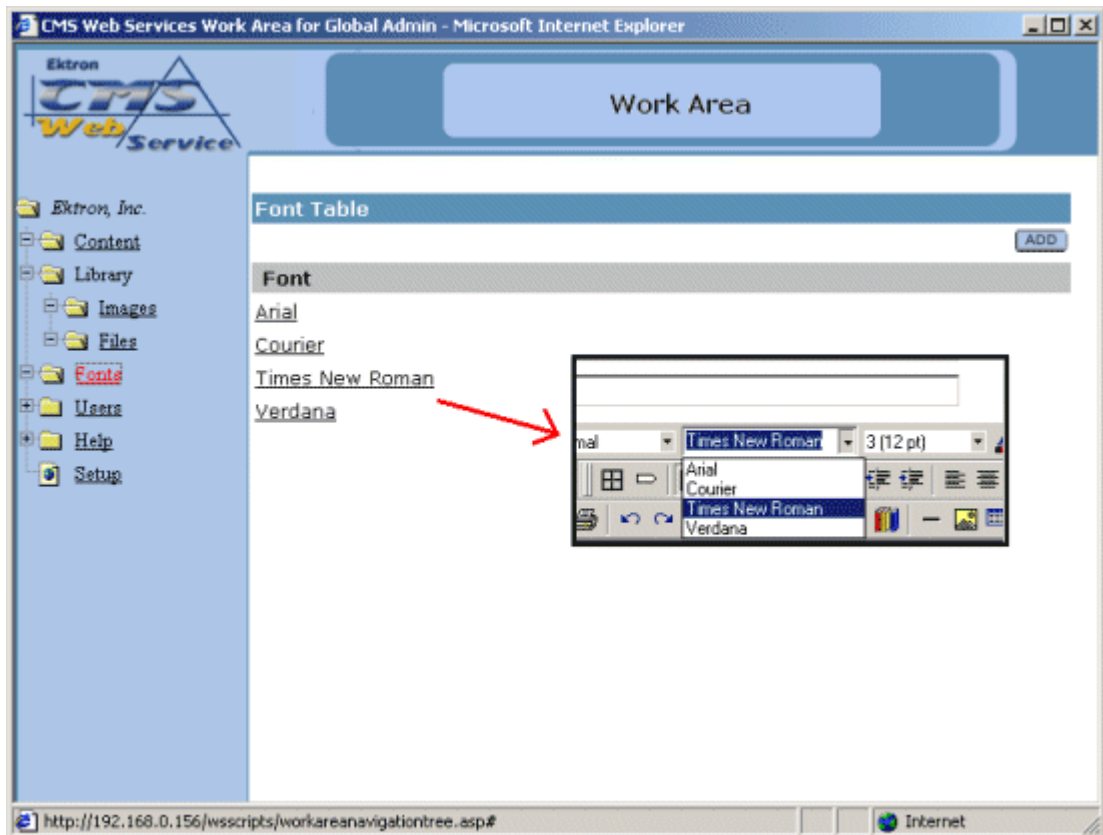
Adding a Font

To add a font to the database:

1. Select the **ADD** button at the top of the screen. When you do, the following screen appears.
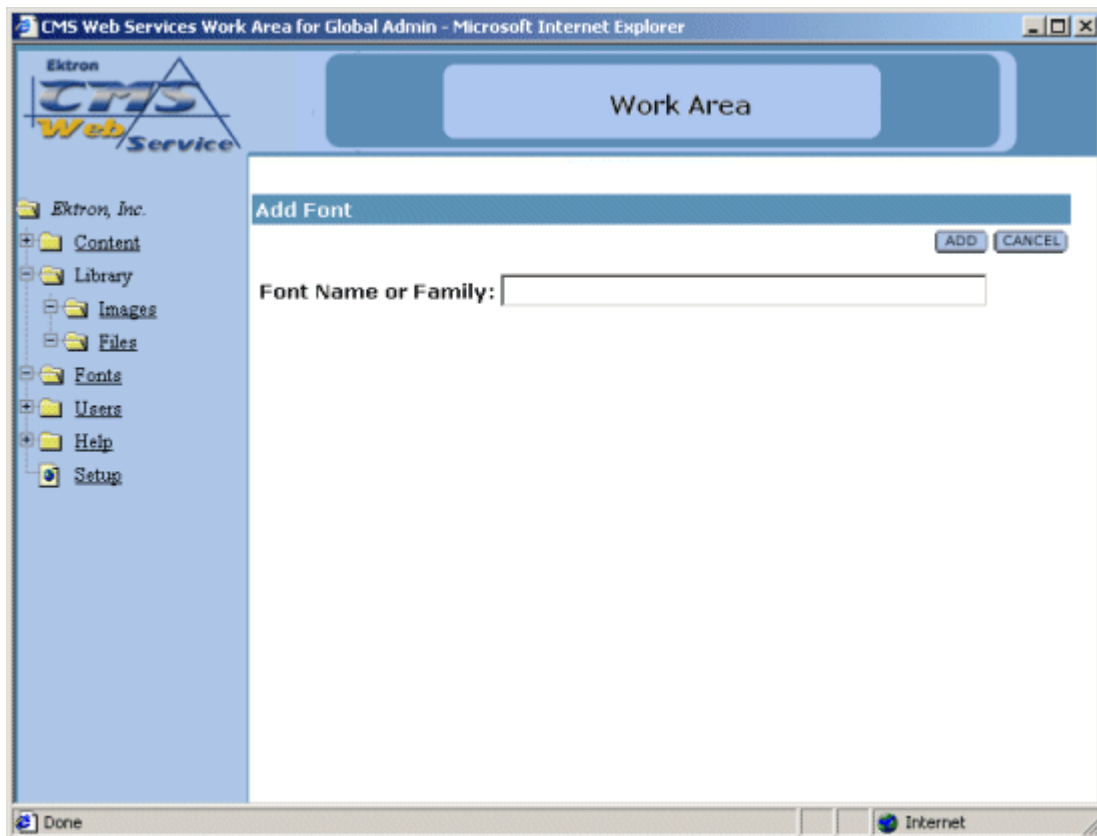
2. At the Add Font screen, enter the font name or family in the proper field.

Font Name or Family: Comic Sans MS

3. Once you have entered the font name or family, click **ADD** to add the font to the Web site or click **CANCEL** to exit without adding a font.

4. When you select **ADD**, you will be taken back to the Font Manager folder with the changes reflected
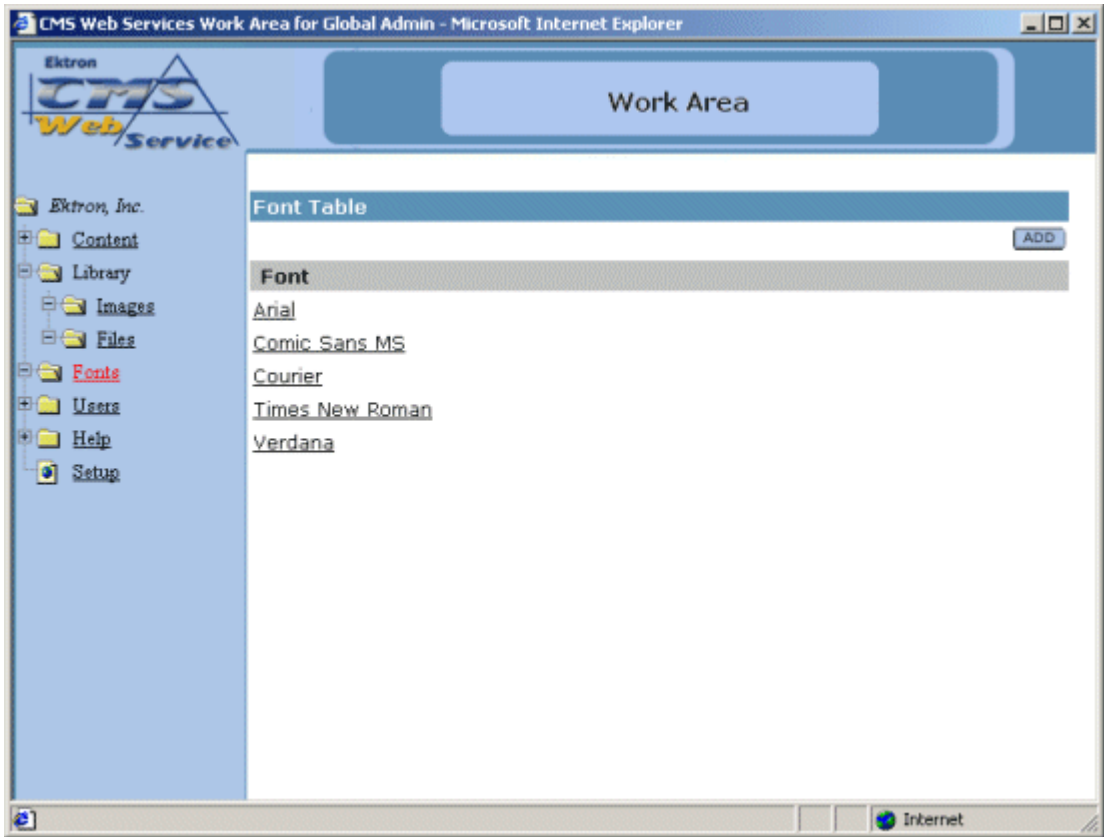
Edit Fonts

To edit any font in the database:

1. Click on the font that you would like to edit from the list of fonts:
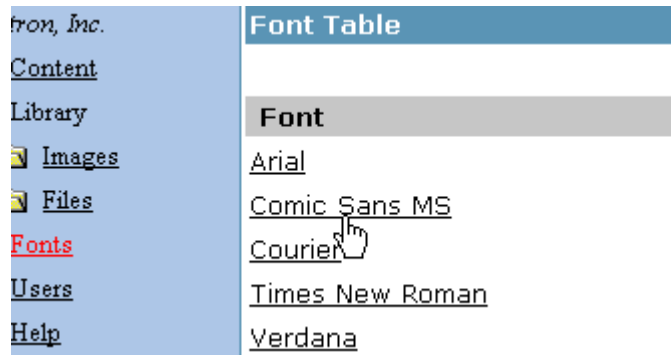
A window containing information about the font will be displayed. The information includes:

*   Font Name or Family
*   Update button
*   Cancel button

2. Make necessary changes to the font name.
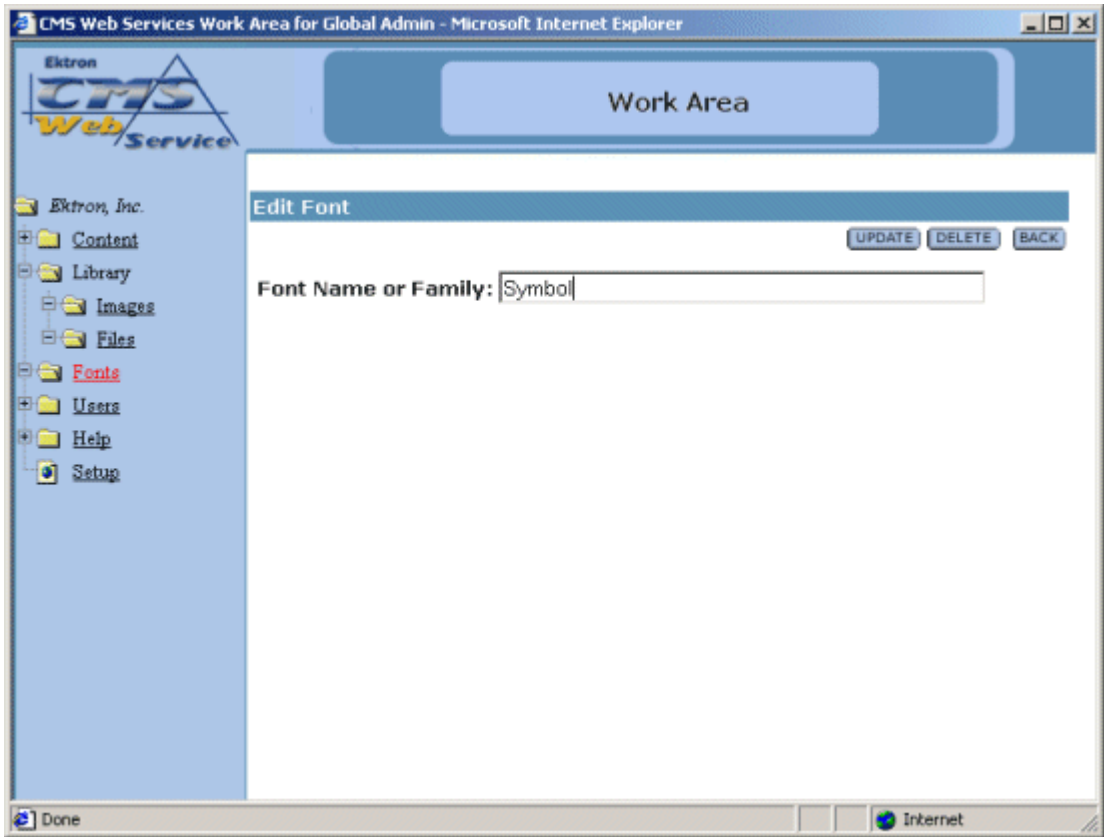
3. Select the **UPDATE** button to save your changes, or click **CANCEL** to close the add font window without saving.

Note that the changes to the font will be shown in the updated Font Manager table.

Deleting Fonts

To delete any fonts from the database:

1. Click on the font from the font list that you wish to delete.
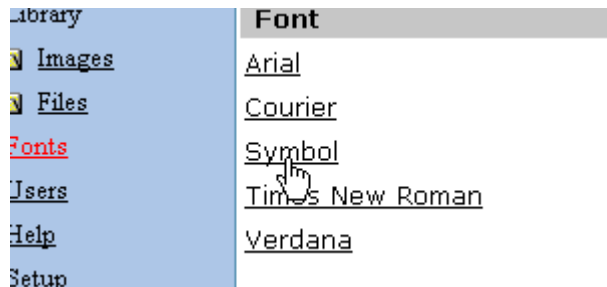
2. You will be taken to the Edit Font window which will have a delete button at the top of the screen.
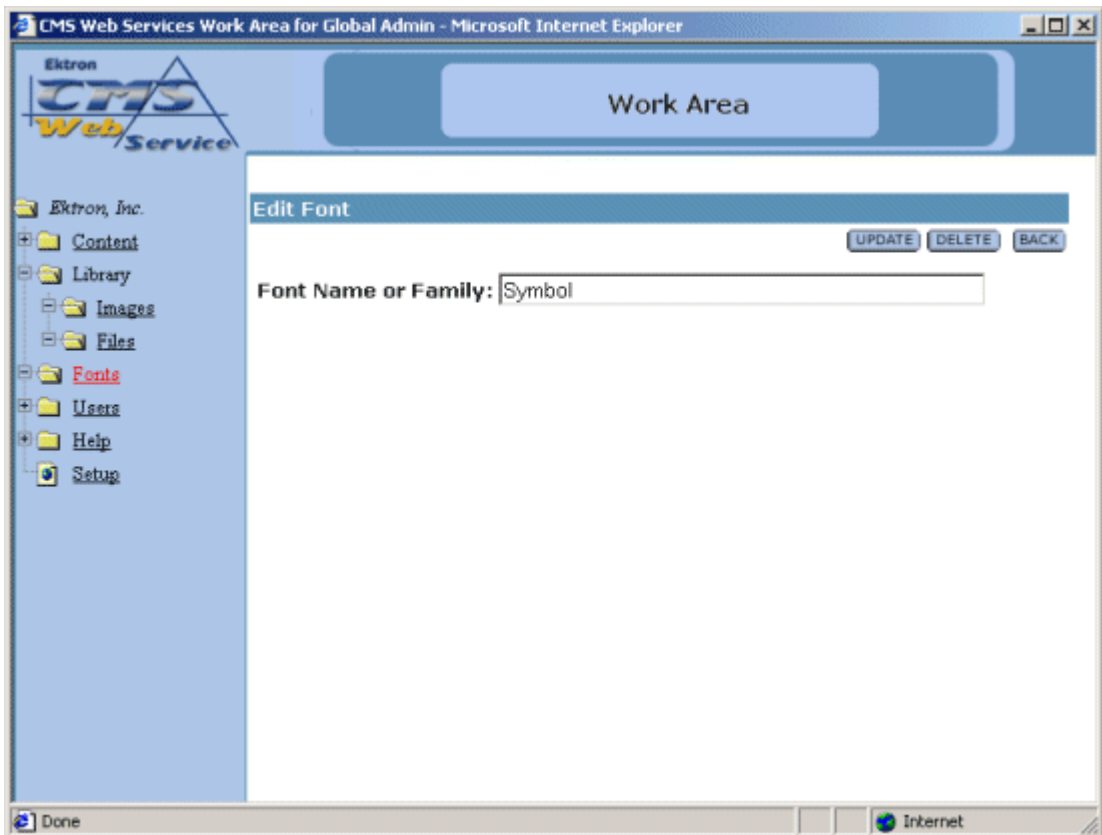
3. Click on the **DELETE** button to continue with the deletion of the Font.

DELETE

4. At the next screen, you will again see the font that you would like to delete, as well as a delete and cancel button.
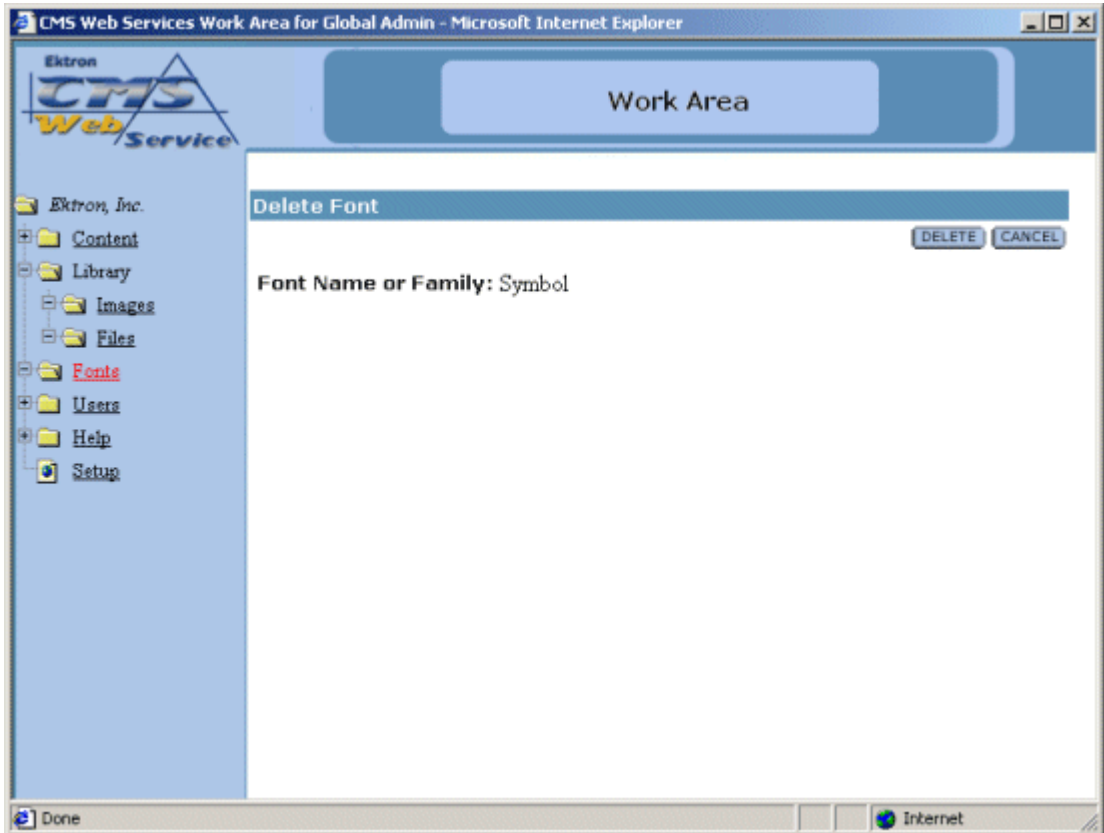
At this screen:

- Click **DELETE** to delete the font
- Click **CANCEL** to exit without deleting the font.

User Folder

The User Folder is where the administrator is allowed to add, edit, and delete users. A user can be added to the database by selecting the add button, and filling out and checking off the proper fields.
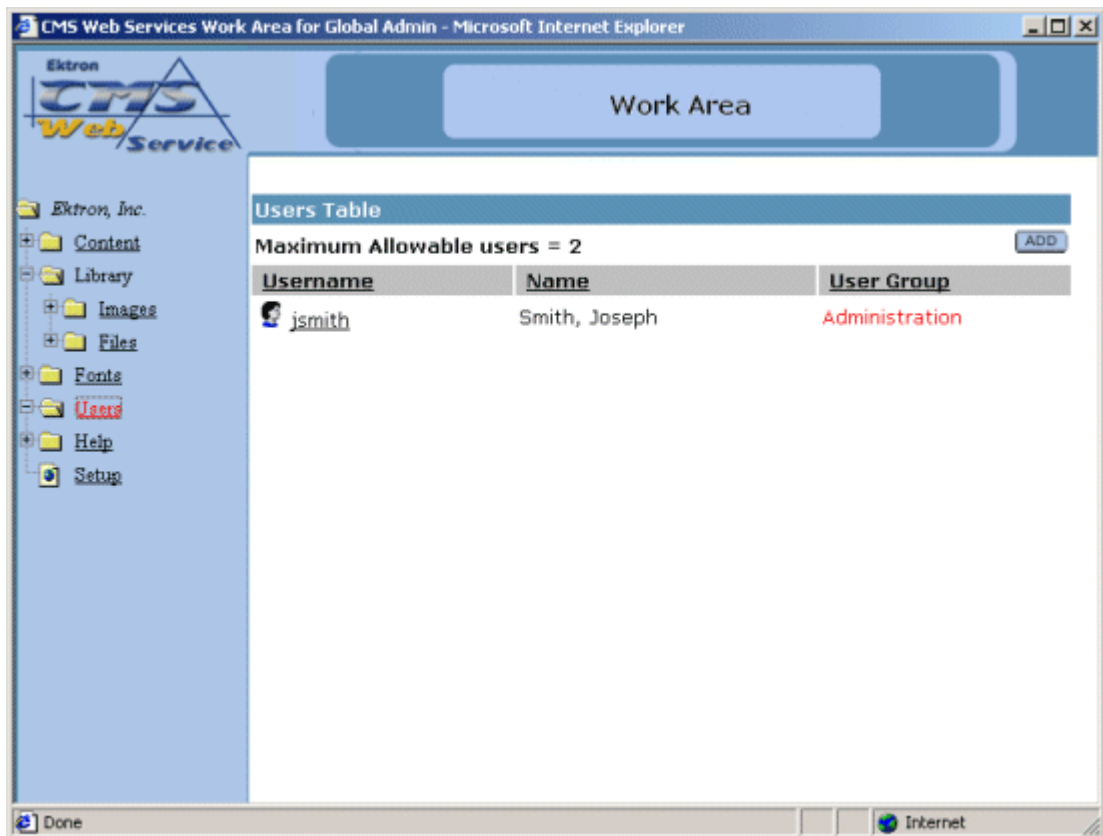
By clicking on the text at the top of the columns, you can sort the data in the table by their respective column.

Adding a User

To add a user:

1. Click the **ADD** button that is at the top Users Table screen. When you do, the following screen appears.

2. Add the user using the following table:

Required fields are in **bold.**

Field	Description
Username	Insert a username for the user up to 50 characters
First Name	Insert the first name of the user

Field	Description
Last Name	Insert the last name of the user
Password	Insert a password for the user
Confirm Password	Confirm the password by typing it again
Default Language[a]	Select the default language that the user will use.
Contact for the Host Provider	Check off this box if you wish for this user to be the contact to the Host Provider.
User can upload images and files	Select whether the user will be able to upload images to the library
User can add pages	Select whether the user can add pages to the Web site
User can publish content	Select to give the user the capability to publish content.
Add user to Admin group	Select to give the user administrator privileges (this forces add page and upload image permissions)

aDifferent languages will not be supported until you install and use Language Translator utility from the Ektron Web site

An example of adding a user might look something like this
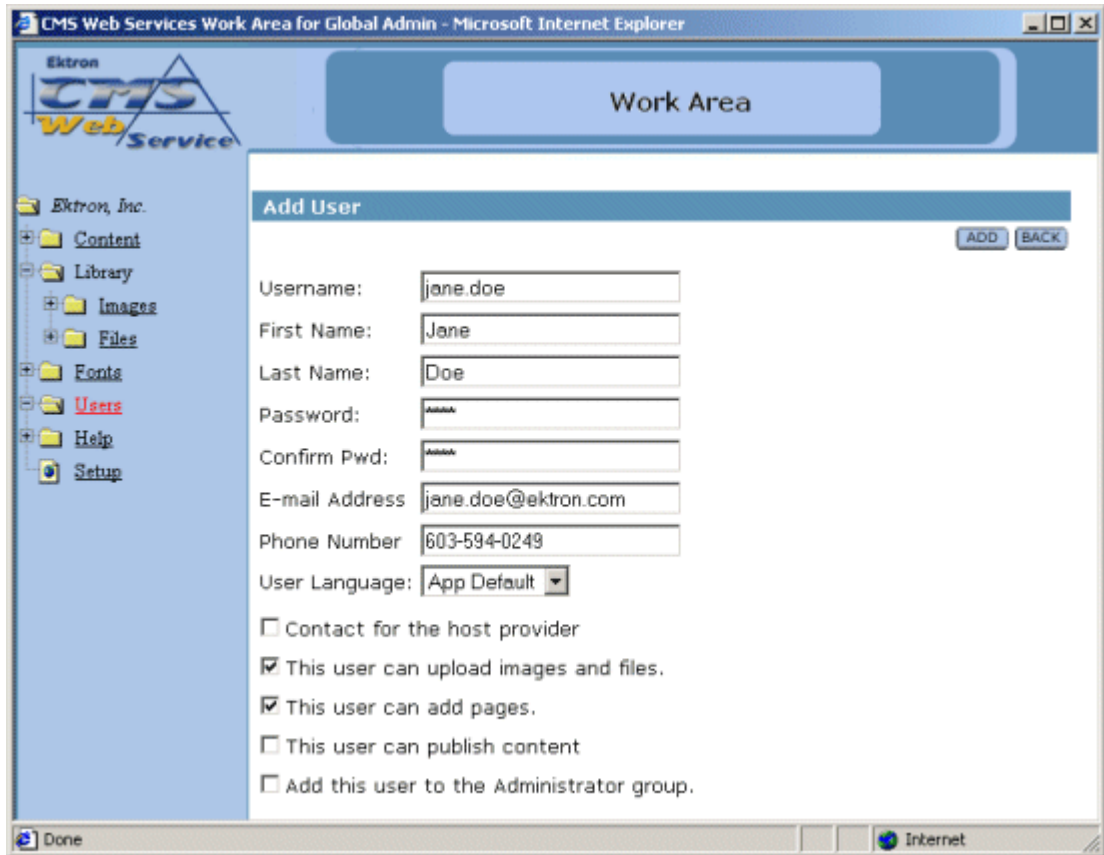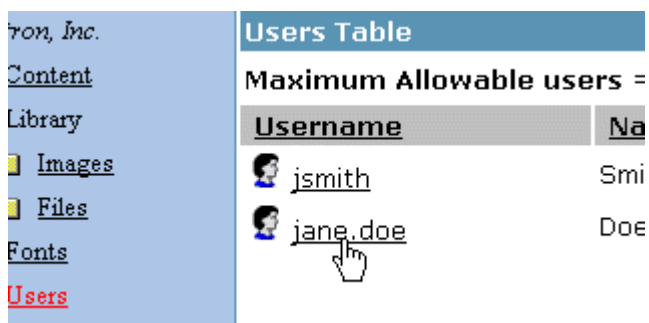
After you fill out all the fields and select **ADD**, you will be taken back to the User Management window where the table will then reflect the new changes.
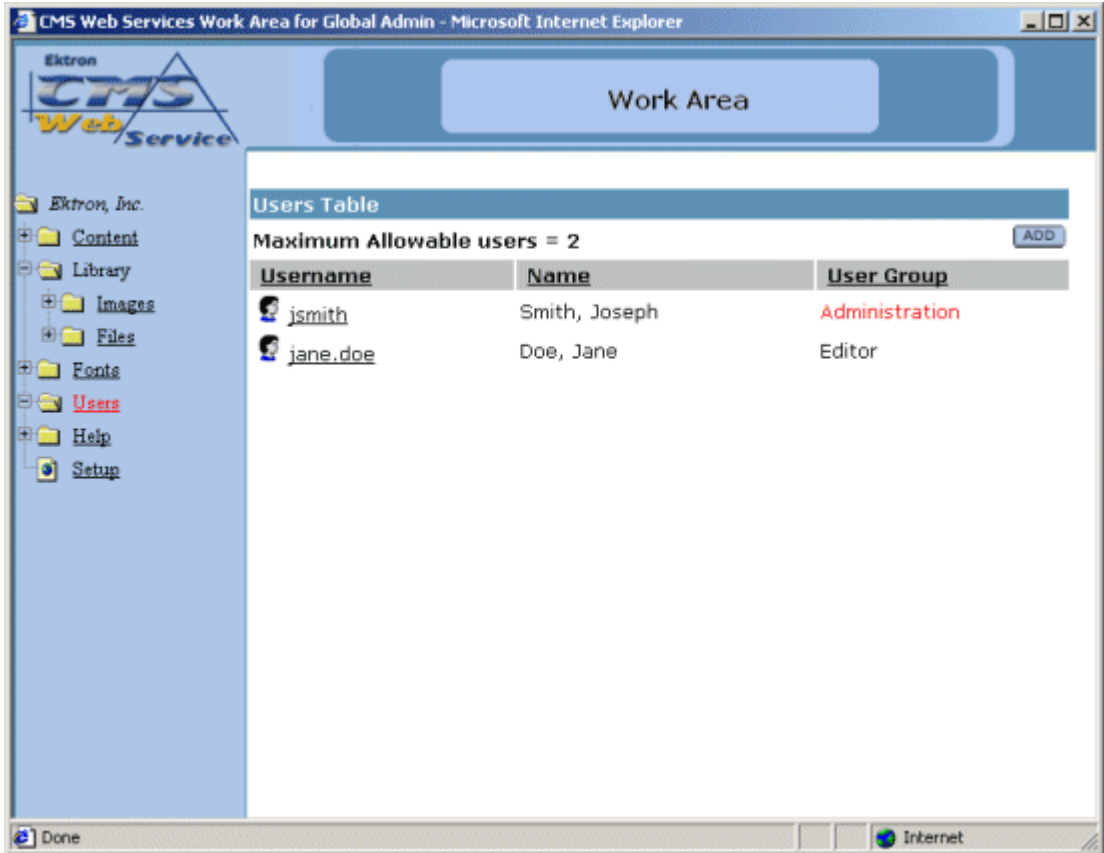
Edit User

To edit any user in the database:

1. Click on the username of the user that you want to edit from the users table.

2. You will then be taken to the Edit User screen seen below

3. From the Edit User screen, you will be able to edit any attribute of the user including:

- Username

- First Name
- Last Name
- Password
- Confirm Password
- Change Default Language
- Contact for host provider
- User can upload images and files
- User can add pages
- User can publish content
- Add user to Admin group

4. Make changes to any field that you may need to.
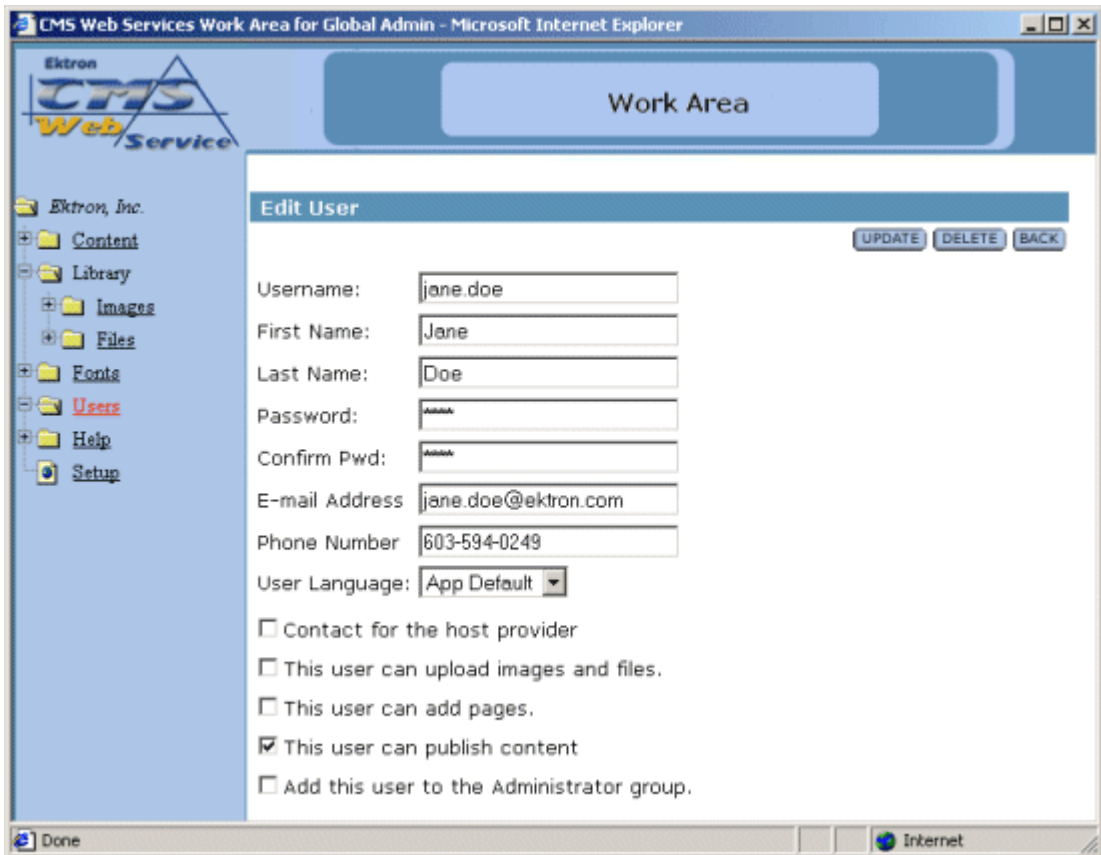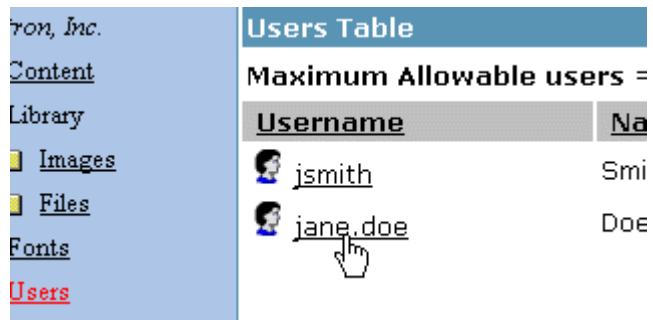
5. Click the **UPDATE** button to save the changes, or click the **BACK** button to go back to the previous screen without saving any changes.

Note that the changes to the user will be shown in the updated User Manager table.

Delete User

To delete any user from the database:

1. Begin by clicking on the username of the user you wish to delete from the Users Table.

2. Once you click on the username, you will then be taken to the Edit User screen seen below
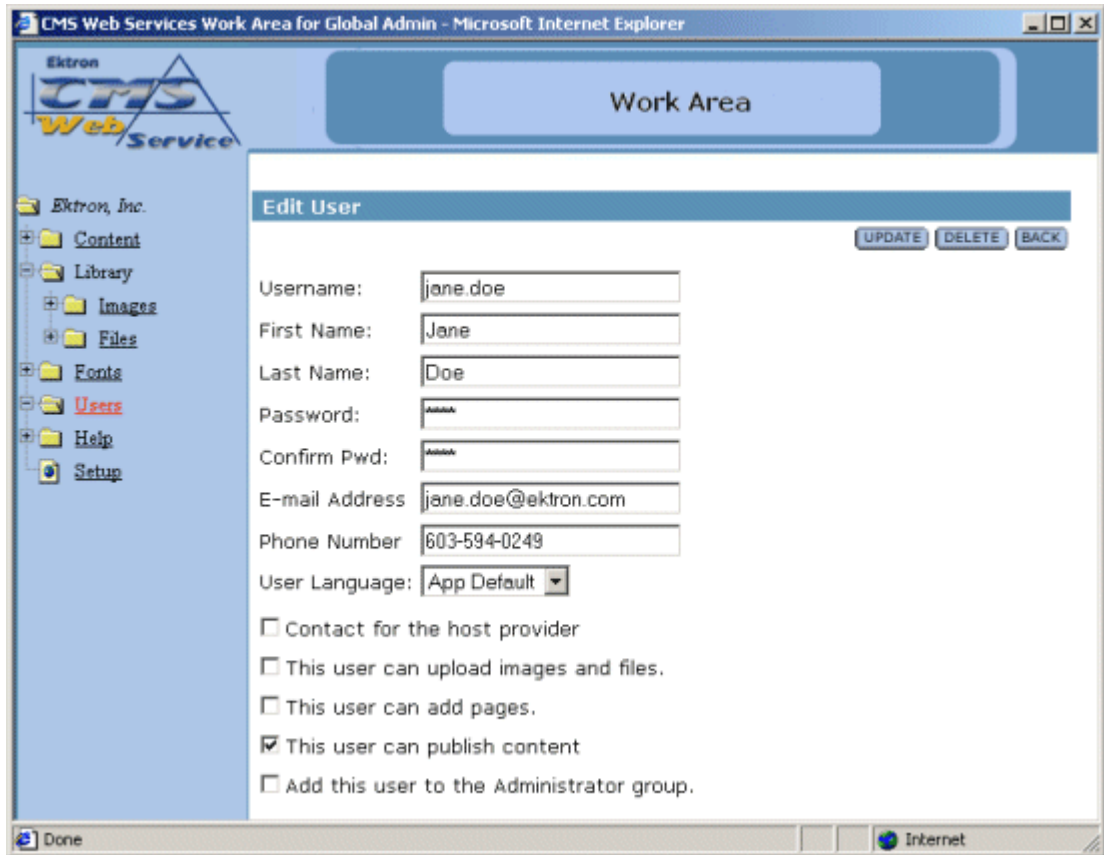
3. At the Edit User screen, click on the **DELETE** button located near the top.

4. A similar screen will appear with the user's attributes displayed on the screen.
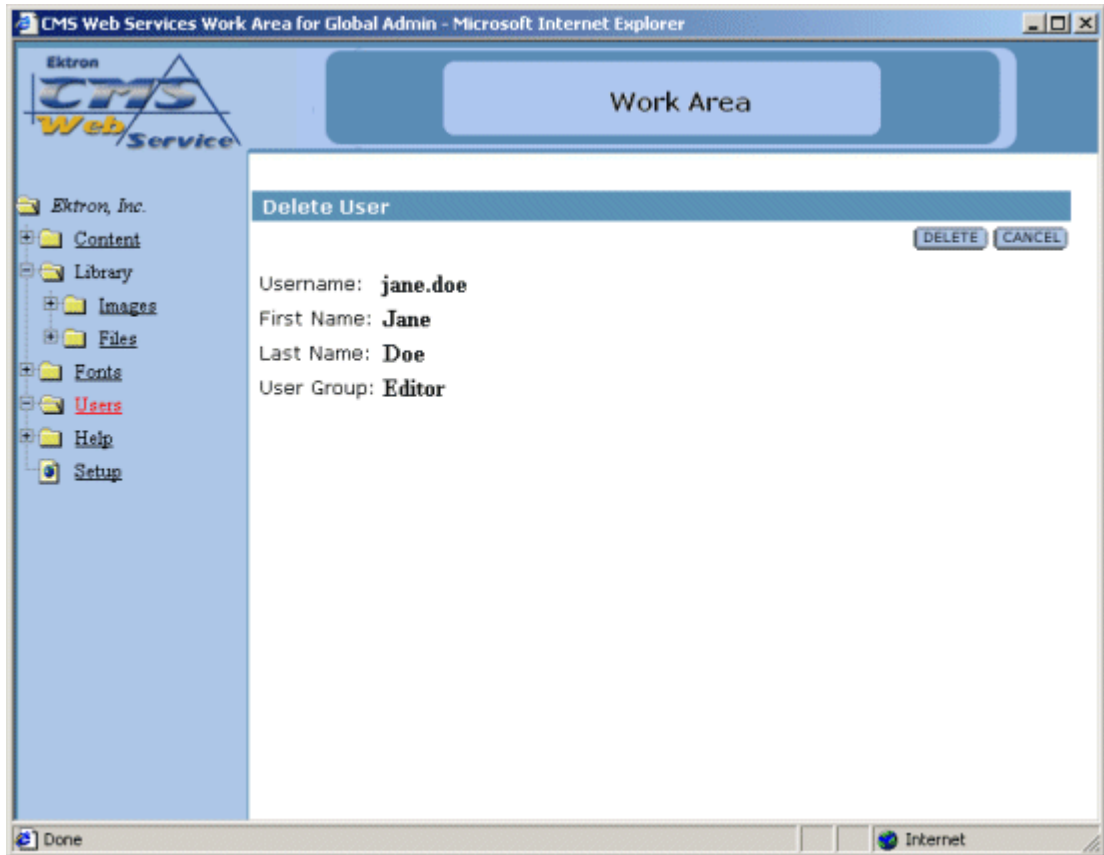
5. Select **DELETE** if you are sure that you want to delete the user, or click **CANCEL** to exit.

WARNING!   Once you delete the user, you delete them permanently!

NOTE   You may Edit, but you cannot delete the default administrator from the database.

Help Folder

The help folder in the Ektron CMS100 Administrator workarea contains information that the hosting company will provide for help for your site.

Setup Folder

The Setup Manager is where the administrator can setup the Web site. In this setup area, the administrator can define the following:

- Style Sheet
- Default Application Language
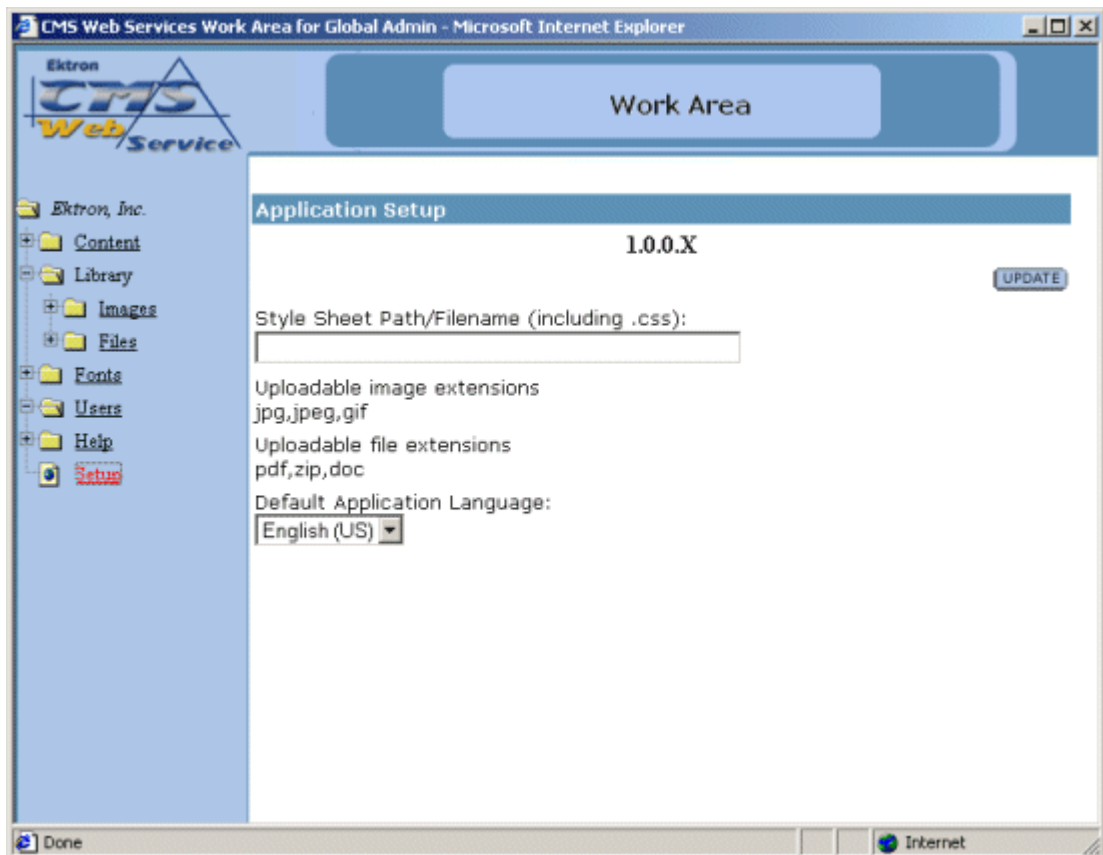
Editing the Setup

To edit the setup configuration, begin by making the changes you wish. Once completes, click the **UPDATE** button at the top of the screen.

UPDATE

NOTE The default application language will be supported in future versions of Ektron CMS100 Web Hosting Edition.

Once you click the update button, you will receive a confirmation message stating that the changes were successfully updated.

Editing the Image and File Extensions

As a site Administrator, you will not have the ability to change the uploadable file and image extensions. To change these, contact your hosting provider.

Web Site Users

Web site users are defined as users who are added to the hosted site with the role of adding and maintaining content to the site. Users do not have the responsibilities of setting up Web pages and controlling the Web site via the Administrator Workarea.

User Workarea

Each user that belongs to a Web site will have a unique Workarea which is a centralized location of content on their Web site. To access this workarea, the user must begin by navigating to the proper Web page where the Login button for the Workarea is located.

By default, the Web page is:

http://www.hostcompany.com/CMSWS/login.asp

Once you have navigated to this page, you will see a login button somewhere on the page.

Logging In

To log into your Workarea:

1. Begin by clicking on the Login button on the page.
2. Once the login dialog box opens, enter your Username and Password in the proper fields.
3. Click the Login button

You will now be able to access your Workarea.

Accessing the Workarea

To access your Workarea, click on the Workarea button on the page where you logged into.

Once you have clicked on the workarea button, your Workarea will open in a new window.

From here, you will be able to add, edit, view, and publish content blocks from a centralized location instead of navigating through all your web pages.

Content Folder

In the Content Folder window, the administrator has the privileges to add, edit, view, and delete content blocks in the database.
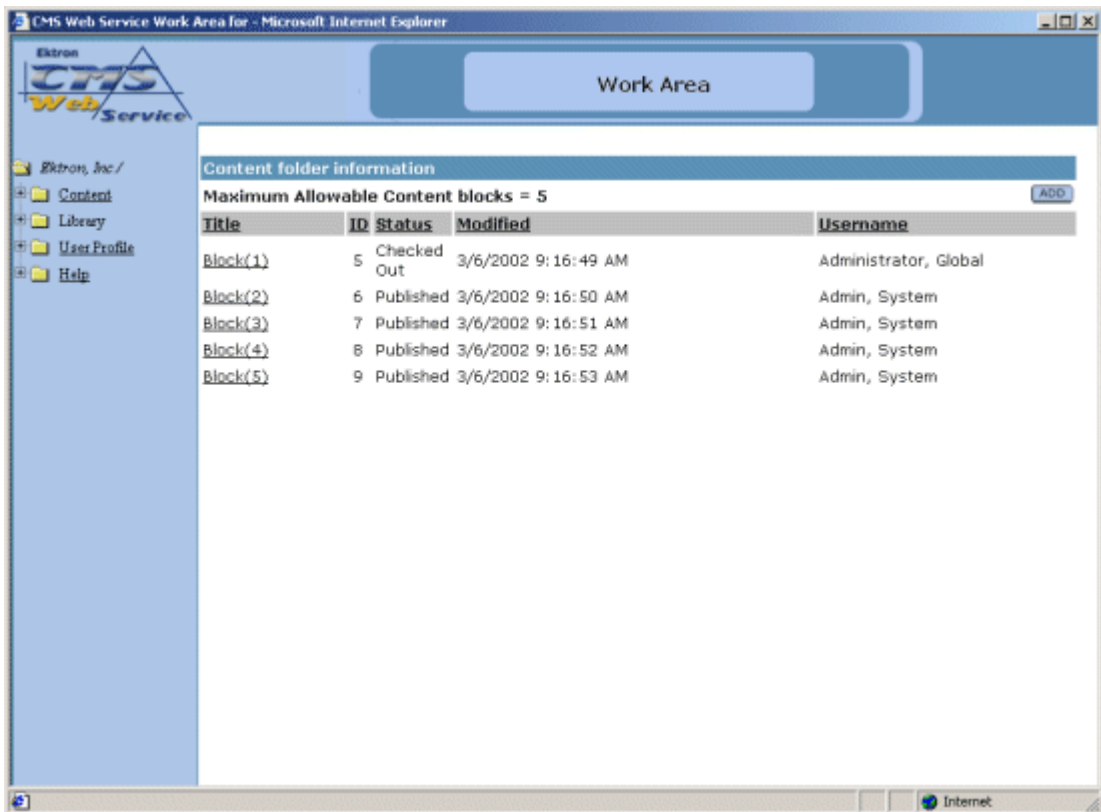
By clicking on the text at the top of a column, you can sort the data in the table by the respective function.

Adding Content

By default, content creation and modification are assigned to the site administrator. Brief descriptions on the steps to add content blocks are listed below.

Create New Content Block

To create content:

1. In the Content Management folder, select the **ADD** button at the top of the page.

ADD

The following window will appear:
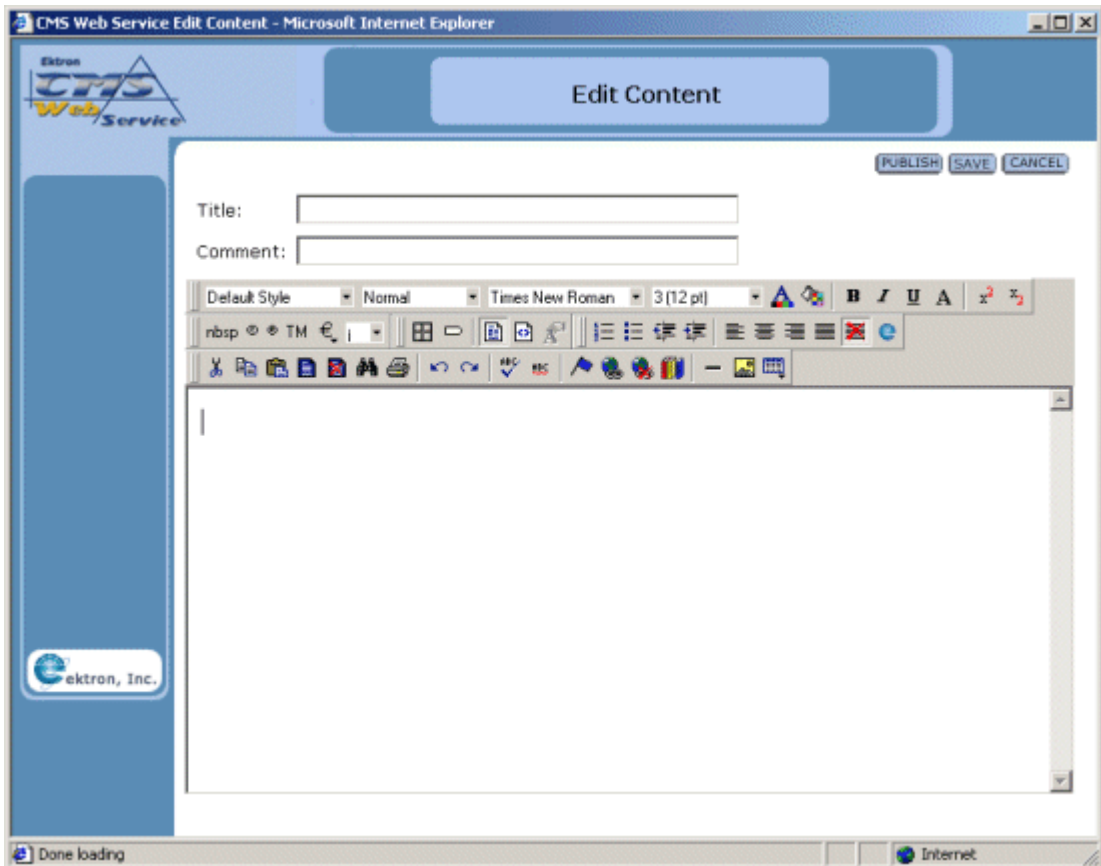
2. Create the content using the following table:

Field	Description
Title[a]	Enter a title for your content.

Field	Description
Comment	Add a history comment to the content to describe the document.
Body Text	Insert the body text that will be viewed on the Web Site.
Publish	Publishes content directly to the Web site.
Salve	Saves content to database and awaits a publisher to publish the content.
Cancel	Select to exit the Add Content window.

a This field is required

Editing Content

To edit any document in the database

1. In the Content management window, begin by clicking on the title of the content block that you would like to edit.

2. At the next screen, click the **EDIT** button to open the editor with the content in it.

3. Make changes to any field using the following table:

Field	Description
Title	Change the title for your content.

Field	Description
Editable only by Admins	Select if you want Admins only to be able to edit the content
Comment	Add a history comment to the content to describe the document.
Body Text	Modify the body text that will be viewed on the Web Site.

4. To save the content, click **SAVE**. If you want to publish the content, click **PUBLISH.**

Note that the changes to the content blocks will be shown in the updated Content Manager table.

Viewing Content

To view any document in the database:

1. Begin by clicking on the title of the content block that you want to view.

2. You will then be taken to a new screen like the one seen below.

In the view content window, you can see the following information about the content blocks:

Field	Description
Content ID	The content ID is the number that is assigned to the content block by Ektron CMS100.
Content Title	The title that is given to the content block by the author.
Date Created	The date and time that the content block was originally created.
Last User to Edit	The last user to edit is the last user to make changes to the content block.
Last Edit Date	The date and time the content block was last modified.

Field	Description
Content Status	The current status of the content block
Syndication Path	This is the path that would be inserted into the script on a Web page to display this content block.
History Comment	The history comment is the comment that was given to the content block by the last user to edit the content.
Body Text	The body of the content block.

If the content is either checked out or checked in, there will be an option to View Staged/Published.

VIEW PUBLISHED

VIEW STAGED

By clicking on one of these buttons, you will be able to view the published version that exists on the Web site, or view the most up to date changes that have yet to be published.

To browse back to the Content Manager, click the **BACK** Button in the upper right corner of the window.

Deleting Content

To delete any content block from the database:

1. In the Content Management folder, click on the **Title** of the content block you wish to delete.

2. You will then be taken to the properties page for the content block.

Click the **DELETE** button at the top of the screen.

3. Click the **DELETE** button again if you are sure you want to delete the content block, or click **CANCEL** to exit.

WARNING!	If you delete a content block, it is deleted permanently!

Library Folder

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

The main Library folder has two sub-folders:

- images
- files

From the library, the 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

The first sub-folder in the library is the images folder. To view the table of all the current uploaded images, click on the image folder on the left side of the window.

As stated earlier, you will be able to add, edit, view, and delete images to and from the library.

Adding Images

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

1. First, navigate to the Images table in the Administrator Workarea by following the path in the folder tree: **Library > Images**

2. From the image table, click on the **ADD** button at the top of the page.

3. You will be taken to the Library shown below.

4. In the lower left frame, select a local file to add. You may either enter the full path in the provided text box or click on the Browse button to browse for the image on your system.

5. After you select an image to upload, enter a description in the field provided. This description is used as a title for the image, as well as the alt text when someone hovers their mouse over the image.

Select a Local File:

C:\Documents and Setti | Browse... |

Enter a description for the file:

Ektron Logo

| Upload to Library |

NOTE   You will only be allowed to upload image types that have been specified by the Hosting Company. To see what types of images you can upload, click on the Setup page in the Administrator Workarea.

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6. When you have entered the information, the image will be automatically previewed in the preview window.
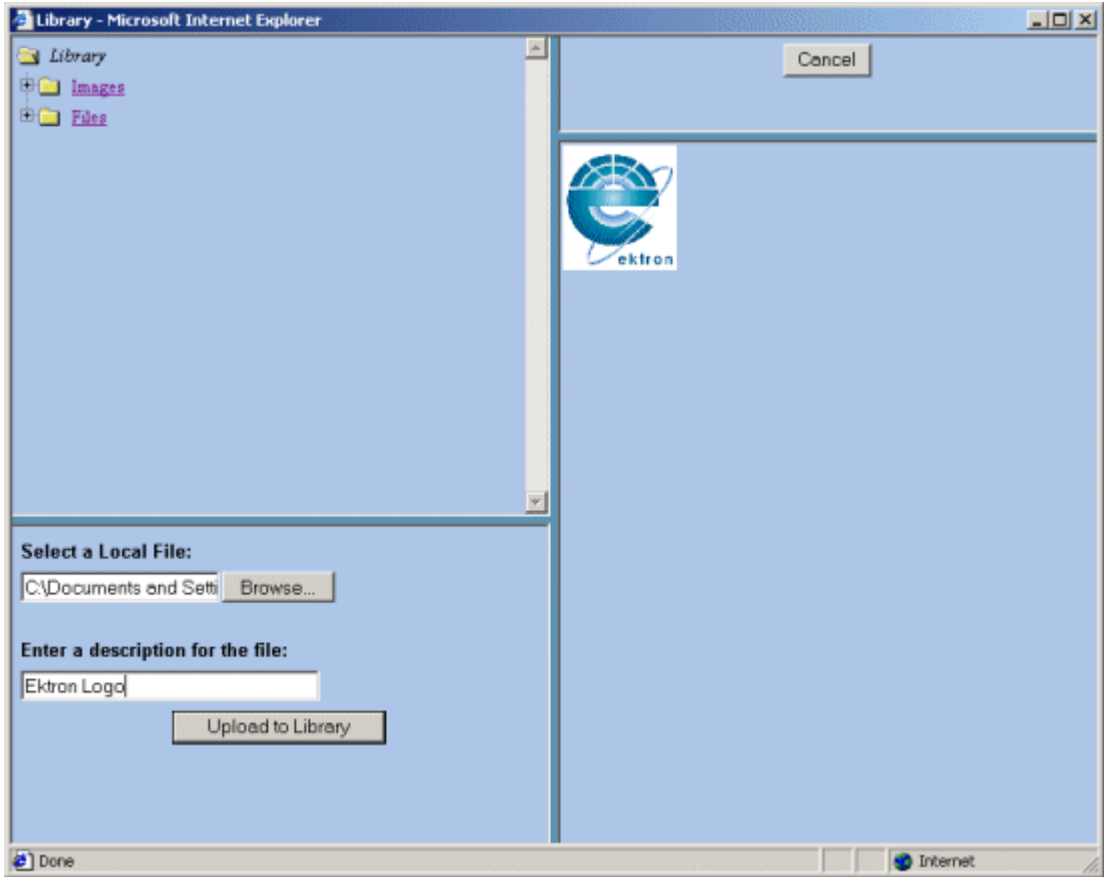
7. If this is the image that you would like to add, click on the **Upload to Library** button at the bottom of the window.

Upload to Library

The upload will take a few moments. If you would like to add more images to the Web site, you may do so. When you are finished, you can close the library by clicking on the **Cancel** button at the top of the window.

Cancel

When you return to the image folder, you will see that the image is now added, and editors will be able to use it in their content blocks.

Viewing Images

To view an image that has been uploaded, click on the title of the image in the image table.

Clicking the title of the image will bring up the View Image window.
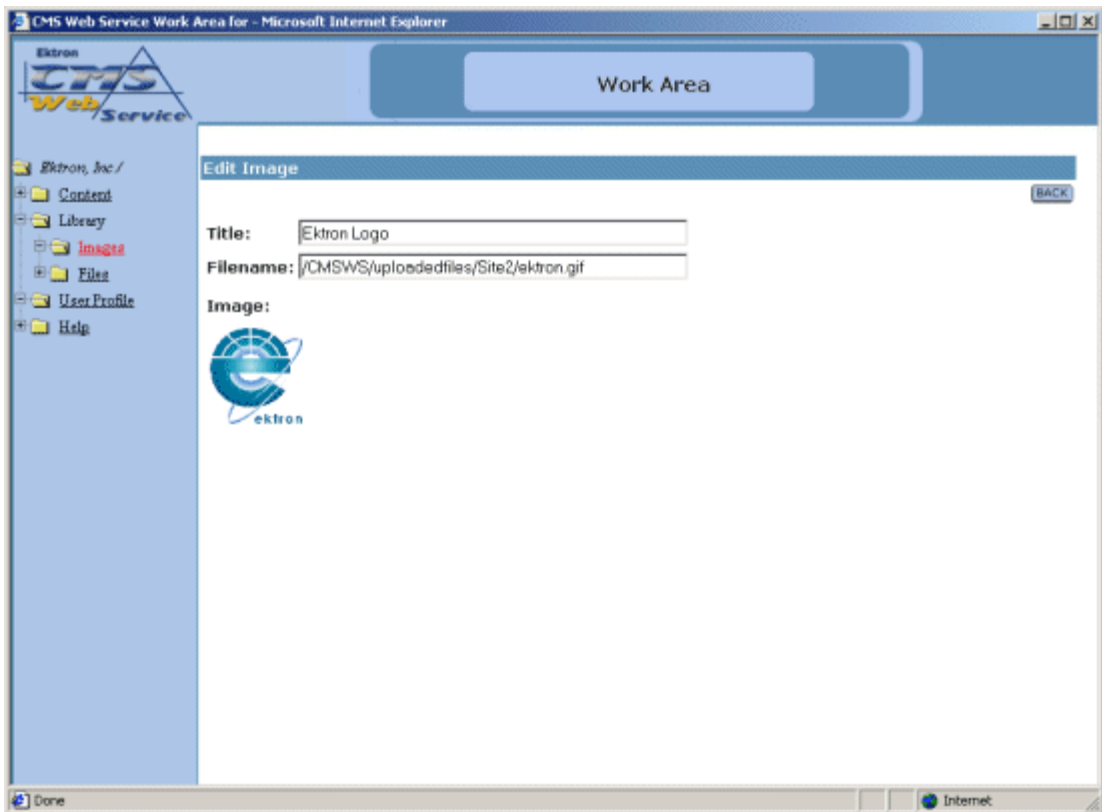
When you are at the View Image window, you will see the title of the image, as well as the image itself. When you have completed viewing the image, you can click the **BACK** button to exit.

BACK

Files

The other sub-folder in the library is the files folder. To view the table of all the current uploaded files, click on the files folder on the left side of the window.

As stated earlier, you will be able to add, edit, view, and delete files to and from the library.

Adding Files

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

1. From the files table, click on the **ADD** button at the top of the page.

ADD

2. You will be taken to the Library shown below.

3. In the lower left frame, you will need to select a local file to be added. You may either enter the full path in the provided text box, or click on the **Browse** button to browse for the file on your system or network.

NOTE You will only be able to upload file types that have been specified by the Hosting company. To see what types of images you can upload, click on the Setup page in the Administrator Workarea.

4. After you select a file to upload, enter a description in the field provided. This description will used as a title for the file.

Select a Local File:

`E:\CMSWebServices\F`   Browse...

Enter a description for the file:

`CMS Web Services User Manual`

Upload to Library

5. When you have entered the information, there will be a link in the preview window. If you click on the link, you can preview the file.
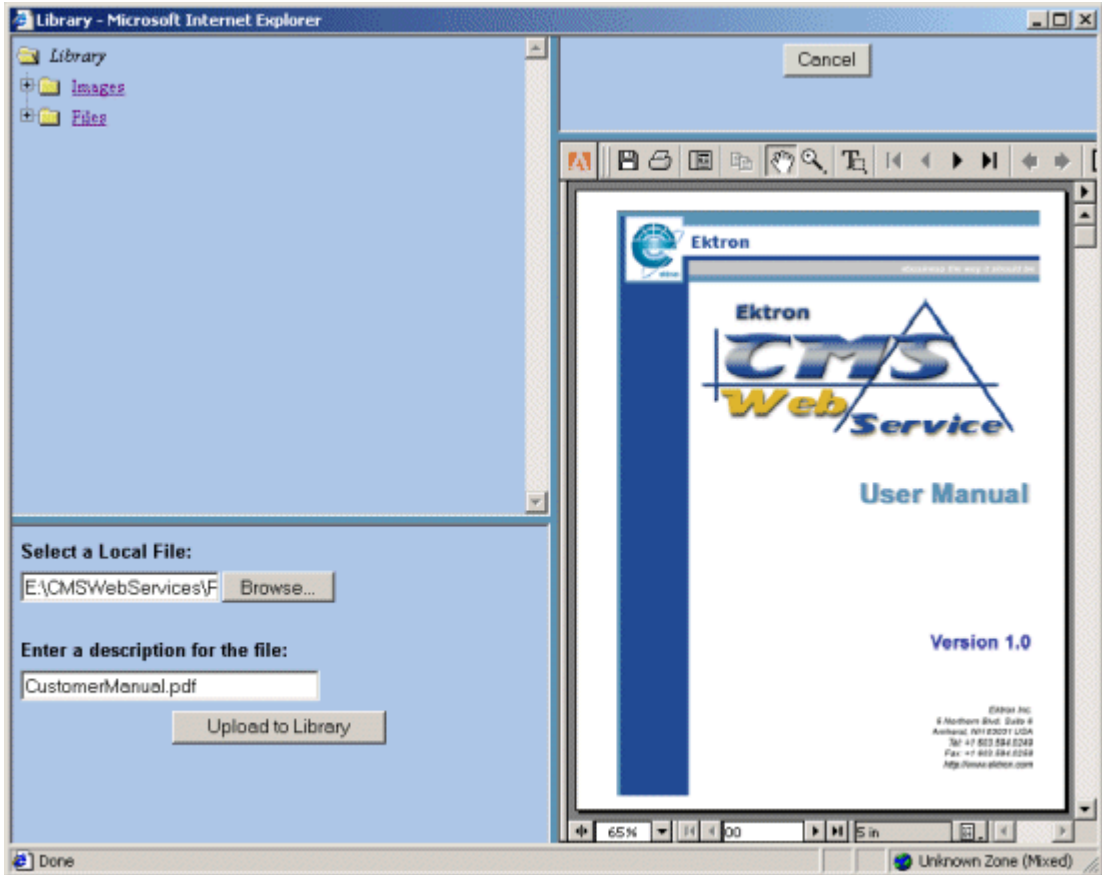
6. If this is the image that you would like to add, click on the **Upload to Library** button at the bottom of the window.

The upload will take a few moments depending on the size of the file. If you would like to add more files to your Web site, you may do so.

7. When you are finished, you can close the library by clicking on the **Close** at the top of the window.

[Cancel]

When you return to the file folder, you will see that the file is now added, and editors will be able to use it in their content blocks.

Viewing Files

You can also view files by clicking on the **VIEW** button on the Edit File screen.

1. Begin by clicking on the file you would like to view in the File folder.

Files	
Title	**Filename**
CMS Web Services User Manual	/CMSWS/upload

Inc./
ent
ry
iages
les
Profile

2. Once you have clicked on the file, you will then be taken to the Edit FIle screen where you will see a view button near the top.

[VIEW]
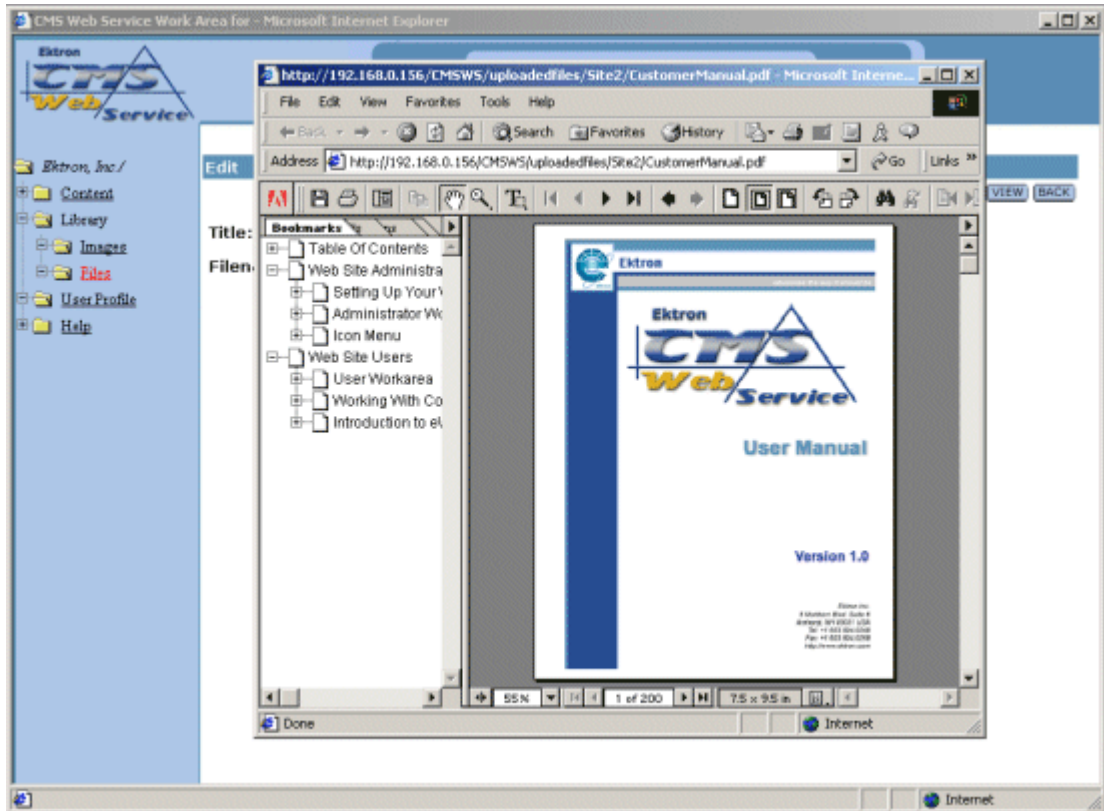
3. Clicking the **VIEW** button will bring up the View File window.

When you are at the View File window, you will see the file in the window. When you have completed viewing the file, click the **X** at the top of the window to close it.

User Profile Folder

When a user is added to an Ektron CMS100 Web site, the Web site administrator adds the user and sets the personal profile for that user. As a user of Ektron CMS100, you will have the ability to modify and update your personal profile when needed. This may include updating your password or e-mail options. Any user will have the ability to modify their personal profile via thier workarea. This section will explain how to modify your personal profile.

Viewing Your Profile

Before you can make changes to your personal profile, you must being by accessing and viewing it in your Workarea.

1. Begin by opening your Workarea by clicking on the workarea button on your login page:
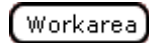
2. Next, navigate to the folder in the workarea named "User Profile."
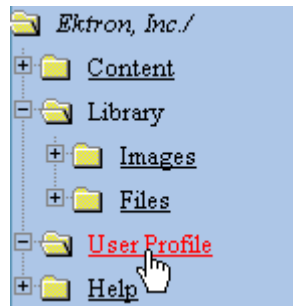
3. Once you click on the folder, you will see all your current settings on the right side of the screen.
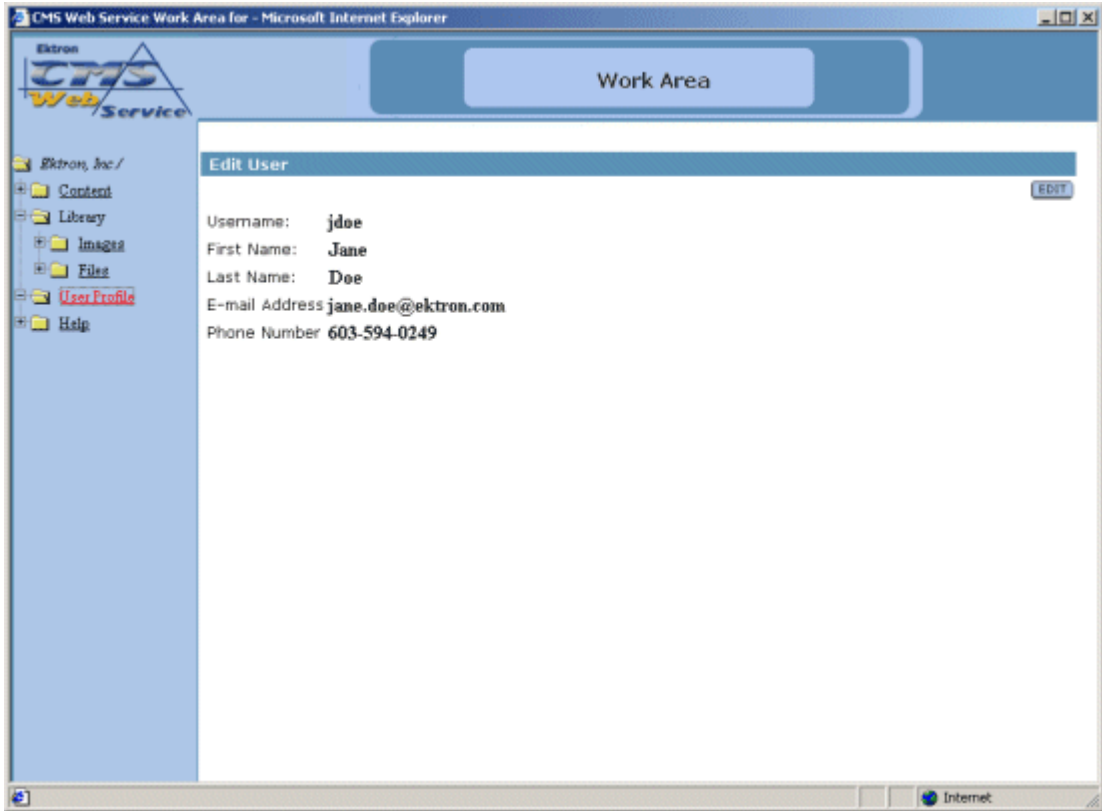
On the "View User Information" page, you will see information about your profile including:

- Username
- First Name
- Last Name
- E-mail Address
- Phone Number

There is also an edit button at the top right corner of the page which you can use to make changes to your profile.

Editing Your Profile

As stated earlier, you have the ability to update your User profile. You will have the ability to edit these attributes of your profile:
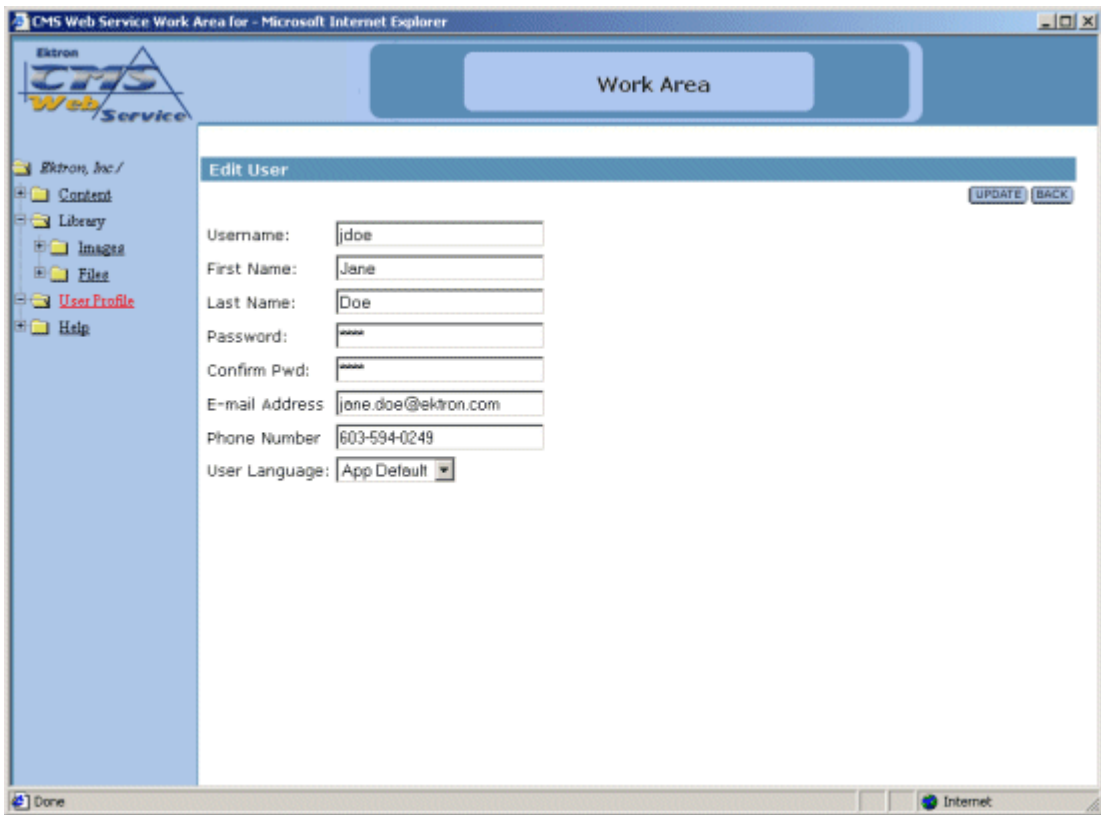
- Username
- First Name
- Last Name
- Password
- E-mail address
- Phone Number

To edit your profile:

1. Begin by clicking the edit button in the upper right corner of the page.

EDIT

2. Once you click the edit button, you will be taken to the edit user profile page seen below.

3. Use the following table to make the necessary changes to your User profile

Field	Description
Username	Change your username in this field
First Name	Change your First Name in this field.
Last Name	Change your last name in this field
Password	Enter a new password into this field, or keep your current password by not editing this field.
Confirm Pwd	Confirm your new password by retyping it into this field. If you don't change your password, don't edit this field.
E-mail Address	Enter a new valid e-mail address into this field. This is the e-mail address where notification e-mails will be sent to if enabled.
Phone Number	Enter a new phone number in this field.
User Language	Select a new available language for you to view the Ektron CMS100 Web site with

4. Once you have made the necessary changes to your User profile, click the update button at the top corner of the screen.

UPDATE

Or click cancel to cancel your user profile update without saving any changes.

5. If you click update, you will be taken back to the "View User Information" page with the changes reflected.

NOTE   If you change your password, you will not have to log out then log back in. However, next time you do login, be sure to use the new password.

Help Folder

The help folder in the Ektron CMS100 User workarea contains information that the hosting company will provide for help for your site.

Working With Content

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.

There are three different states that the content can be in.

Letter	Meaning	Description
A	**Approved** Green Border	The content has been through the entire workflow and has been published on the Web site.
O	**Checked Out** Red Border	The content is currently being edited by an editor, who hasn't checked it back in for publishing.
I	**Checked In** Yellow Border	The content has been submitted to be published.
N	**New Content**	Content that has been added and saved but not published.

The following are examples of what the content block will look like in their various states.

Approved

When a document's status is approved, the content shows up on the Web page view with a green border surrounding the content.

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. While a content block is checked out, anyone can change the content, but only the last saved and submitted content will be sent to the publisher.

NOTE Make sure that you make the editors aware that, when there is a red border, users should NOT make changes to the content. If they do, changes made by the person who originally checked out the content will be lost.

Below is an illustration of a checked out content block on your Web site.

Who Has the Content Checked Out?

If you see that a content block is checked out, and want to learn who has the content checked out, click on the **Edit** button at the top of the content block. Alt text for the icon will appear under it. In that alt text, you will see the name of the user who currently has the content block checked out.
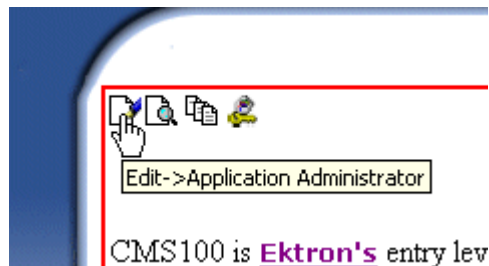
In this case, Application Administrator has checked out the content to make changes.

Checked In

When a content block is checked in, a yellow border surrounds it, indicating that the content has been saved and is waiting to be published.

While the content is checked out and users are editing it, the changes are not visible on the live Web site until the content block gets published.

Below is an illustration of a checked in content block on your web site.

Who Checked in the Content?

If you are logged in and you notice that a content block has been checked in, you can easily see who checked it in. Simply browse to that content block and click on the **Edit** icon. You will then see some alt text under the button with the name of the user who checked in the content.
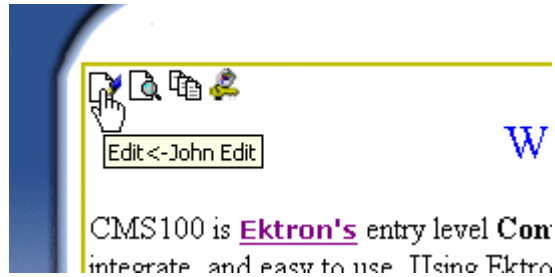
In this case, "John Edit" has checked out the document to make changes.

New Content

When new content is added to the web site by an editor, it is not posted until a publisher checks it out and publishes it. While content is in the New state, if it is accessed, a red box surrounds it with "This Content is pending publication" written in it.

Once the content has been reviewed and published by a publisher, the content will become live on the site and have a green border around it.

Below is an illustration of a new content block.
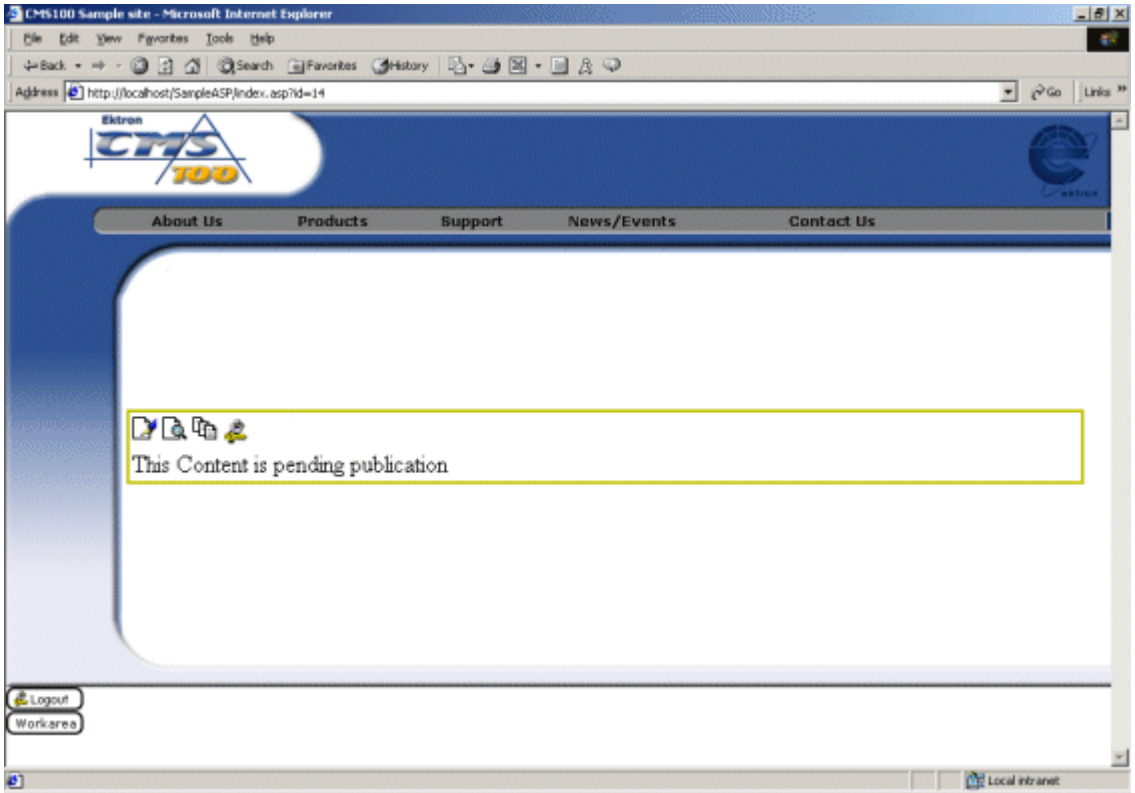
View History

View history is where a publisher can view all the previous published versions of a content block, and restore older versions if desired.

Accessing View History

To access the View History window, first go to the content block you wish to see the content history for, then click on the View History button at the top of the screen.
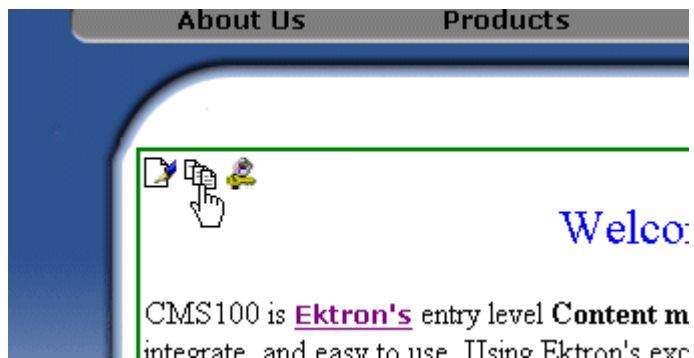
When View History has been selected, you will be taken to the View Page History Window.
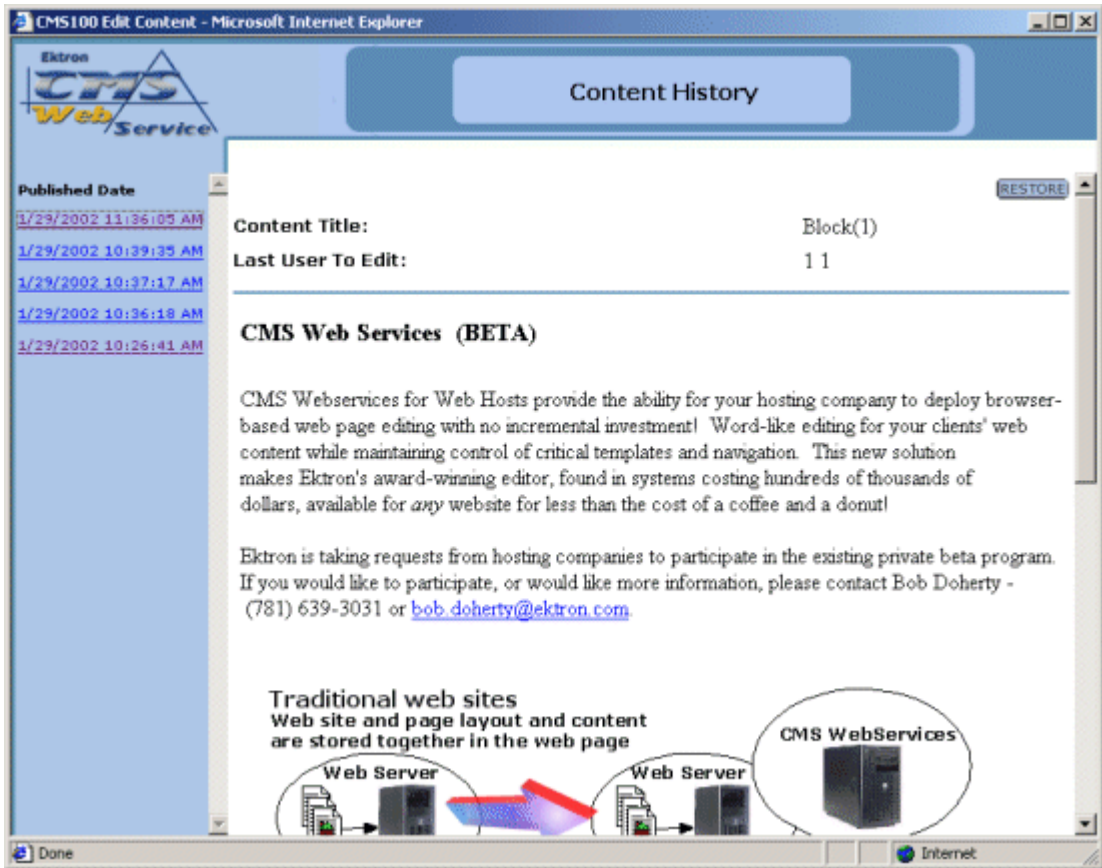
In this window, you will see all the information about the content block:

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

Field	Description
Restore	Select this button to restore the previous version of the content block.

Restoring Previous Content

Here is an example of how to restore a previous published version of a content block.

1. Begin at the content block that you want to restore:

2. Go to the View Page History window.

Click on each of the hyperlinks on the left side of the window until you find the pervious published version of the content which you want to restore.
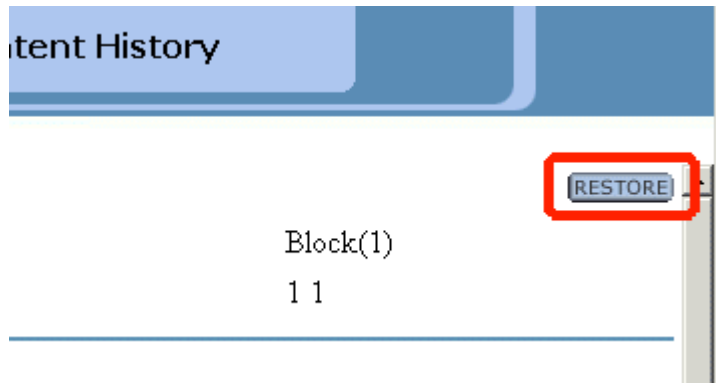
When you find the content that you want to restore, click the **RESTORE** button in the upper right side of the window.

After you click **RESTORE**, you return to the page where the content block is located. You will notice that the content block has the restored content with 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. Browse to the content block that has been restored, and click on the **Edit** button at the top of the content block.
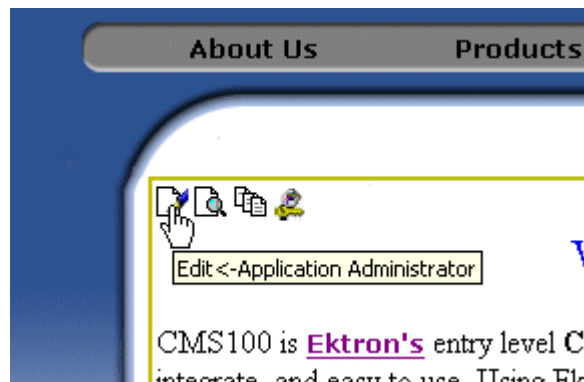
Select the Edit button to see the content that is pending to be published.
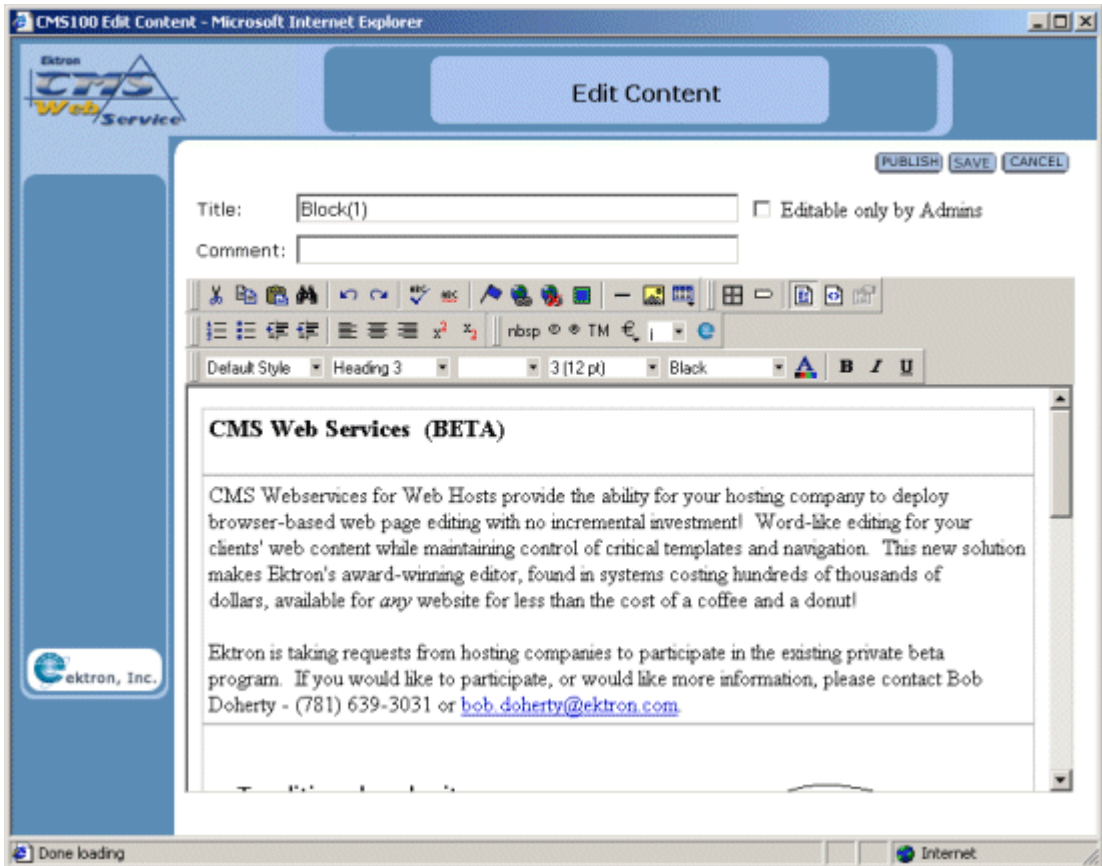
From the editor, you can make changes to the content. If you are satisfied with the content, select **PUBLISH** to approve the content and set it active on your Web site.

If you do not want to keep the new changes, and want to use the most current version, you can select **CANCEL**. By selecting **CANCEL**, the original content is restored to the Web site with the status of approved and a green border around it.

Introduction to eWebEditPro

eWebEditPro 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, **eWebEditPro** lets you perform web page editing functions, such as

- copy content from any Windows-based application
- 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 eWebEditPro

eWebEditPro 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 Documentation

The following section, "Toolbar Buttons" on page 104, 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 121, 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.

All buttons may not appear. Your Webmaster determines which buttons appear on your toolbar. Also, you can customize your toolbar so that it contains only the buttons you use (See "Customizing Your Toolbar" on page 111).

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.

| Horizontal Alignment | Sets the horizontal position of the entire table. |
| Border Color | Sets the color of the table borders unless *Use Default Color* is checked |

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.
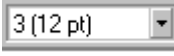
Table of Toolbar Buttons and Drop-Down Lists

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 122
📋 Paste	Ctrl+V	Insert the most recently cut or copied text and graphics at the current cursor location.	
📄 Select All		Selects all the content of the content block.	
📄 Select None		Un-selects the content.	
🔍 Find	Ctrl+F	Search for text on the page.	"Finding Text" on page 123
🖨 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 127

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
ABC Spell Check (automatic)		Turn on or off spell check as-you-type feature.	"Checking Spelling as You Type" on page 126
Bookmark		Create a bookmark.	"Using Bookmarks" on page 193
Edit Hyperlink		Change information about a hyperlink.	"Using Hyperlinks" on page 198
Remove Hyperlink		Remove a hyperlink.	"Removing a Hyperlink" on page 202
Library		Opens the Ektron CMS200 Library/	
Horizontal Line		Insert a horizontal line.	
Picture		Insert a picture.	"Inserting Pictures" on page 130
Table		Insert or edit a table.	"Introduction to Tables" on page 144
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 171
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 203

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
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 203
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, No Alignment		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 **eWebEditPro** and your license keys.	

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
Style Default 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.	
Heading Size Normal		Change the heading size. Your Webmaster determines which heading sizes are available.	
Times New Roman, 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.	
3 (12 pt) Font Size		Change the font size. Your Webmaster determines which font sizes are available.	
A 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 (**A**).	
B Bold	Ctrl+B	Make the text **bold**.	
I Italic	Ctrl+I	Make the text *italic*.	

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
U Underline	Ctrl+U	Make the text <u>underlined</u>.	
A Normal		Remove all formatting from selected text.	
x^2 Superscript		Make the text superscript.	
x_2 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 $£ \mu \tilde{N}$) from a drop down list. To view the list, click the black down arrow.	

Customizing Your Toolbar

The **eWebEditPro** toolbar consists of one or more *menus*. Each menu has one or more buttons.

You can recognize the beginning of a menu by the double vertical bars (circled in the illustration).

This sample toolbar has five menus.

Your Webmaster determines

- which menus are available to you
- which buttons appear on each menu, and the sequence in which they appear initially
- whether or not you are authorized to customize your toolbar. If you are not authorized, your edits are not saved when you leave the **eWebEditPro** screen.

If you are authorized to customize your toolbar, there are six ways to do so. You can

- remove or add available menus
- remove or add toolbar buttons
- rearrange menus on a toolbar
- create a new menu
- move a menu off the toolbar
- rearrange the buttons on a menu

Each procedure is explained below.

Removing Or Adding Menus

To remove or add a menu, follow these steps.

1. Place the cursor on the toolbar.
2. Right click the mouse.
3. A dropdown list appears. It displays all menus available to you and the **Customize** option.
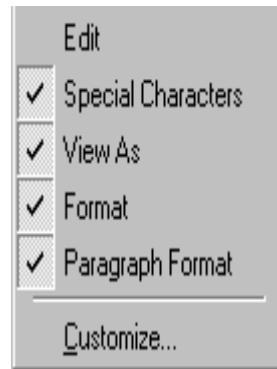
NOTE   If **Customize** does not appear on the menu, you are not authorized to customize the toolbar.

Menus that are checked appear on your toolbar.

In the above example, the **Special Characters**, **View As**, **Format,** and **Paragraph Format** menus appear. The **Table, Position Objects** and **Text Directions** menus, which are not checked, are available but do not currently appear on the toolbar.

4. To *add* a menu to your toolbar that appears on the list but is not currently checked, place the cursor on the menu name and click the mouse. A check mark appears, and the menu appears on the toolbar.

To *remove* a menu from your toolbar, place the cursor on the menu name and click the mouse. The check mark disappears, and the menu no longer appears on the toolbar.

Removing or Adding Menu Items

1. Place the cursor on the toolbar.

2. Right click the mouse.

3. A dropdown list appears. Click **Customize**.

	Edit
✓	Special Characters
✓	View As
✓	Format
✓	Paragraph Format
	Customize...

4. The Toolbar Customization dialog box appears.

5. Click the menu that you want to edit.

6. Click the **Commands** tab. A new screen appears.
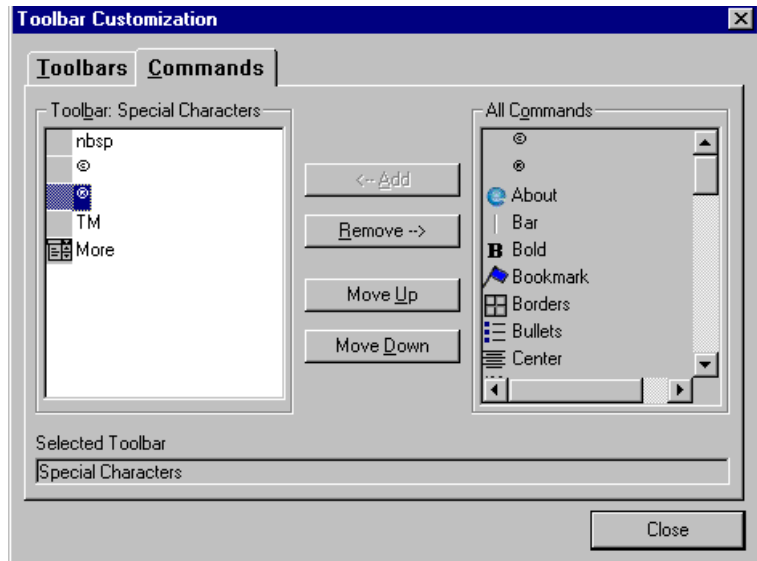
Using the Customize Toolbar Dialog Box

The left half of the **Commands** screen lists the buttons in the sequence in which they appear on the menu.

The right half of the screen lists available buttons that do not currently appear on the menu.

To *add* a button to the toolbar, drag it from the right side of the screen to the location on the left side where you want it to appear. (You can also click a button then click **<--Add**. This action places the button at the bottom of the list.)

To *remove* a button from the toolbar, drag it from the left side of the screen to the right. (You can also click a button then click **Remove-->**.)

The **Move Up** and **Move Down** buttons let you to move any button up or down one slot within the list of buttons.

Rearranging the Items on a Menu

1. Click the button you want to move

2. Click **Move Up** and **Move Down** to move the button up or down one slot for each click.

Restoring Toolbars

If you remove all toolbars from your menu, and then want to restore the menus but do not have the **Customize** menu option, follow these steps.

1. Place the cursor in the editor.

2. Right click the mouse.

3. A menu appears with a **Redisplay toolbars** option.

4. Click this option to restore all menus.

Rearranging the Menus on a Toolbar

To move a menu to a different toolbar location, follow these steps.

1. Place the cursor on the double vertical bars that indicate the beginning of the menu.
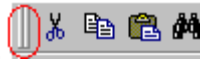
2. Click the mouse.

3. Hold down the mouse button and drag the menu to the new location. You can move the menu anywhere else on the toolbar.

   Note that your Webmaster can define a menu so that it cannot reside on the same row with another menu. If you move such a menu, it will not remain on a row with another menu. Instead, it will move down to the next row.

4. After you place the menu where you want it, release the mouse button.

Creating a New Menu

1. Place the cursor on the toolbar.

2. Right click the mouse.

3. A dropdown list appears. Click **Customize.**

4. The Toolbar Customization dialog box appears.
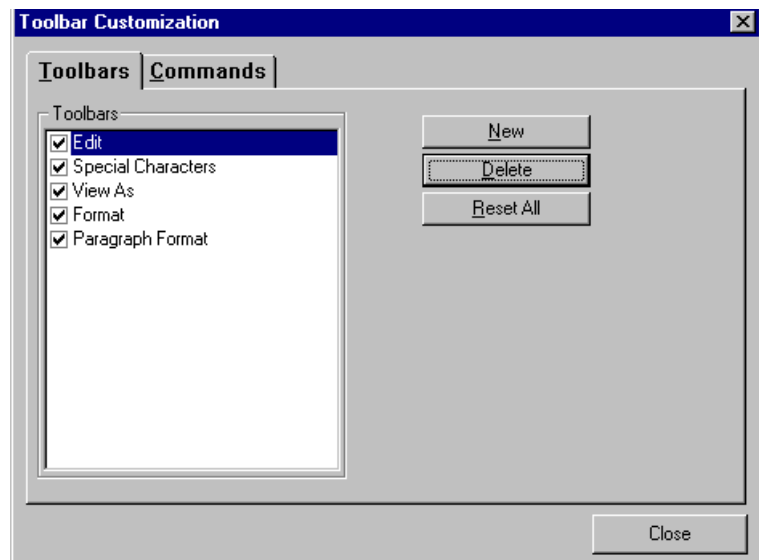
5. Click **New**.

6. A new menu appears on the left side of the window, above the existing menus. The default name of the new menu is **Custom 0**.

Toolbars | **Comm**

Toolbars
☐ Custom 0
☑ Edit
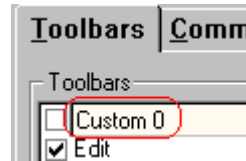
7. To rename the menu, place the cursor in the field that displays the new menu and enter the new name.

NOTE   If you click outside the toolbar name field, you cannot later change the menu's name.
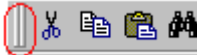
8. To have the menu appear on your toolbar, click in the small box to the left of the menu name.
9. Click the **Commands** tab.
10. Add buttons to the menu, following the procedure described in "Using the Customize Toolbar Dialog Box" on page 114.

Moving a Menu Off the Toolbar

You can move a menu from the toolbar to anywhere else on the screen, even if **eWebEditPro** does not occupy the entire screen.

You can also change the orientation of a menu that is not on the toolbar from a horizontal to vertical.

To move a menu, follow these steps.

1. Place the cursor on the double vertical bars that indicate the beginning of the menu. ✂ 🗐 📋 🔍
2. Click the mouse.
3. Hold down the mouse button and drag the menu to the new location. You can move the menu anywhere on the screen.
4. After you place the menu where you want it, release the mouse button.

Changing the Menu's Orientation

To change the menu's orientation, follow these steps.

1. Drag the menu from the toolbar.

2. Move the cursor to the bottom of the menu until it becomes a double-headed arrow (illustrated below).

3. Drag the cursor to the lower left. As you do, the menu's orientation changes from horizontal to vertical (illustrated below).

The Context Sensitive Menu

This section explains the functions available on the menu that appears when you right click the mouse within the **eWebEditPro** editor. Because this menu can change depending on what you are doing, it is called a *context-sensitive* menu.
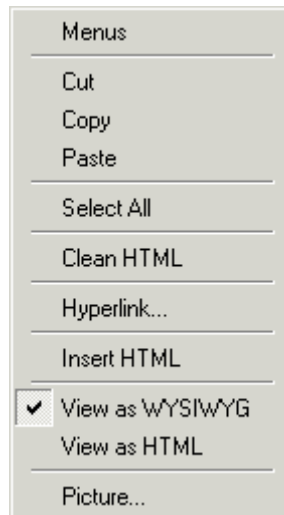
The following table lists the menu options and where to get more information on each.

Menu Option	Lets you	For more information, see
Menus	View all toolbar menus.	"Using eWebEditPro without a Mouse" on page 207

Menu Option	Lets you	For more information, see
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 122
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 205
Hyperlink	Create a link to another web page or a spot within the current page	"Using Hyperlinks" on page 198
Edit HTML	Edit your page's HTML	"Editing a Section of a Page" on page 204
Insert HTML	Insert HTML onto the page at the cursor location.	"Inserting HTML" on page 205
Check Spelling	Compare words in the editor to Microsoft WORD spelling list.	"Checking Spelling" on page 126
View as WYSIWYG/HTML	View and edit your page's HTML	"Viewing and Editing HTML" on page 203
Picture	Insert a picture	"Inserting Pictures" on page 130

Using eWebEditPro's Advanced Features

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

However, some of **eWebEditPro**'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 how to use the features of **eWebEditPro** that require a more detailed explanation.This section explains these topics.

- "Copying from Other Applications" on page 122
- "Finding Text" on page 123
- "Checking Spelling" on page 126
- "Inserting Pictures" on page 130
- "Introduction to Tables" on page 144
- "Using Hyperlinks" on page 198
- "Using Bookmarks" on page 193
- "Working with HTML" on page 203

Copying from Other Applications

You can copy information from most other Windows applications into **eWebEditPro** 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 **eWebEditPro**.
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 **eWebEditPro** 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.
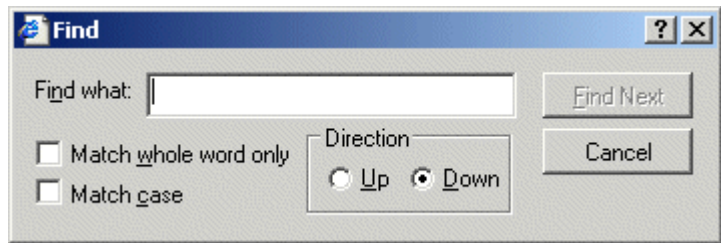
Type the text that you want to find on the page and click **Find Next**. The search stops at the next occurrence of that text.

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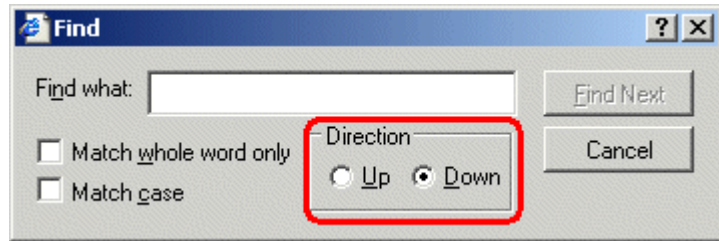
To search from the cursor location to the	Click this option in the Direction field
end of the page	**Down**
top of the page	**Up**

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.
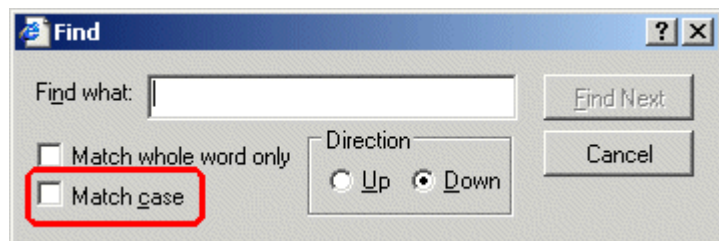
Whole Word Match

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.
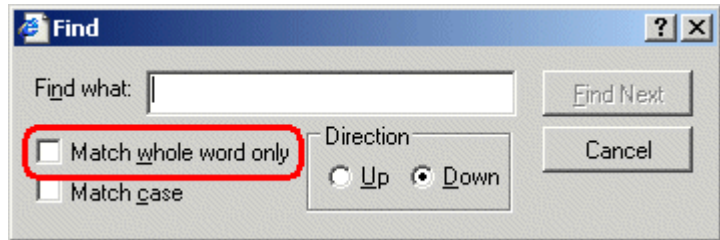
Checking Spelling

The **eWebEditPro** editor can check your spelling as you type or whenever you want to check it. To use either spell checking feature, your computer must have Microsoft Word 97 or a later version installed.

The spell checking feature refers to the standard and custom dictionaries in the version of Microsoft Word installed on your computer.

The rest of this section explains

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

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. 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, underlining any words not in the dictionary.

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 not in any of the dictionaries, it displays the Spelling dialog box.
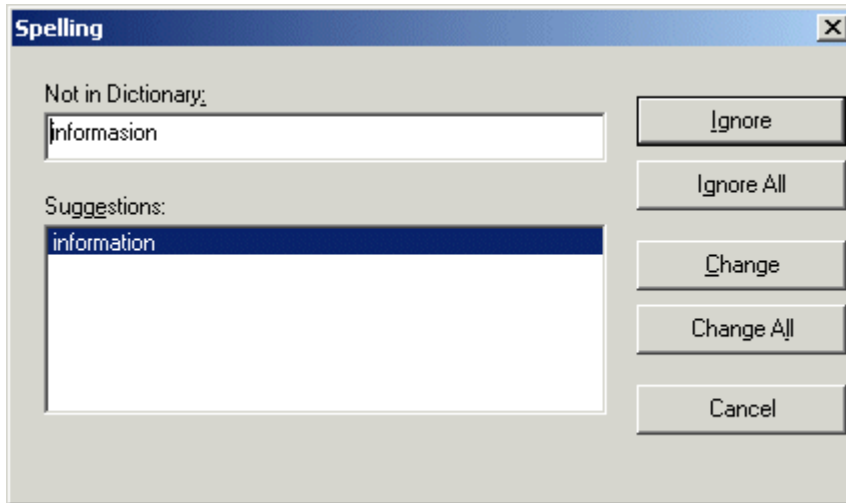
The Spelling Dialog Box

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**.

If you want to	Do this
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 128.

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.
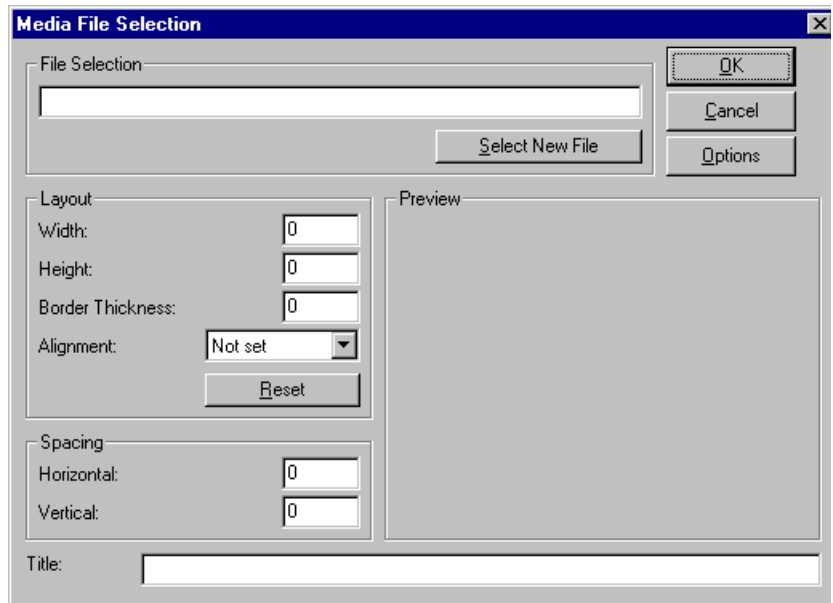
Inserting Pictures

To insert a picture into the editor, place the cursor where you want the image to appear and click the Insert Picture button

(⬚). When you click the button, one of the two Picture Properties dialog boxes illustrated below appears, depending on how your Webmaster has set up your system.

The dialog boxes are very similar, with the only difference being

- the **Images** field (circled in red on the image of the second dialog box, below) does not appear on the first dialog box

- the **Select New File** button on the first dialog box is labeled **Local File** on the second dialog box.

You can also access this dialog box to modify a picture after you
insert it. To do this, follow these steps.

1. Click the picture.
2. Right click the mouse.
3. Click **Picture** from the menu.

If you see the first dialog box, proceed to "Using the First Picture
Properties Dialog Box" on page 131. If you see the second dialog
box, proceed to "Using the Second Media Selection Dialog Box" on
page 135.

See also: Deleting a Picture

Using the First Picture Properties Dialog Box

When the first Picture Properties dialog box appears, click the
Select New File button. When you do, the Insert Media Item dialog
box appears.

This box and lets you insert a picture from your computer (and any
network folder available to your computer), or from the web server

to which your computer is connected. Both choices are described below.
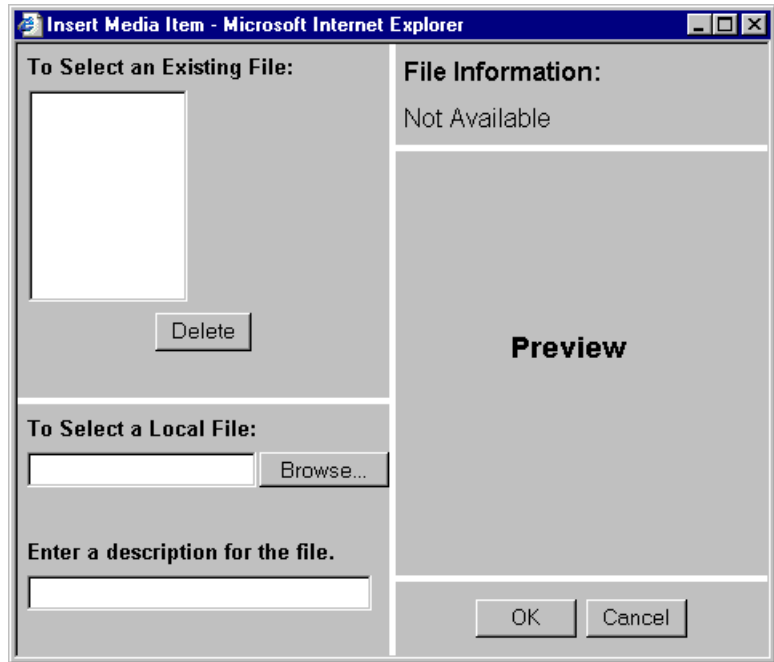
Inserting a Picture from the Server

The top left corner of the dialog box (Illustrated below) lists the pictures on the web server.

Pictures that you previously inserted appear on this list, as do pictures inserted by other users connected to that server.

To insert a picture from the server, follow these steps.

1. Click the picture from the **To Select an Existing File** field that you want to insert.
2. Information about the picture's file size, width and height appears in the upper right corner of the dialog box.
3. If you want to view a picture before inserting it, click **Preview** (on the right side of the dialog box).
4. Click **OK**.
5. The Picture Properties dialog box reappears. Here, you can change the properties of the picture. For more information, see

    • "Adjusting a Picture" on page 136
    • "Setting a Border" on page 138
    • "Aligning the Picture" on page 138
    • "Adding Space around the Picture" on page 141

6. Click **OK** to insert the picture into the editor.
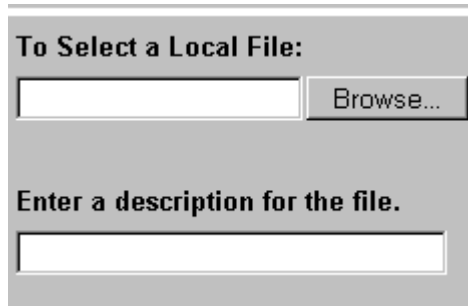
Deleting a Picture from the Server

To delete a picture from the server, select the picture and click the **Delete** button.

Inserting a Picture from Your Computer

Use the lower left corner of the dialog box to insert pictures from your computer (and any network folder available to your computer) into the editor.

To Select a Local File:

[   ] Browse...

Enter a description for the file.

[   ]

To insert a picture from your computer, follow these steps.

1. Click the **Browse** button.

2. Navigate to the file that you want to insert and press **Open** to insert it.

    Your Webmaster can set a maximum size (in kilobytes) for images. If you select an image that exceeds the maximum, an error message appears and you cannot insert it.

    Your Webmaster can also restrict the type of image file you can insert. For example, if your Webmaster does not authorize you to insert bitmap (.bmp) files and you try to do so, an error message lists valid file extensions, and you cannot insert the image.

Microsoft Internet Explorer   ☒

⚠   You have not selected a file with one of the valid extensions: gif,jpg,png,jpeg,jif

[OK   ]
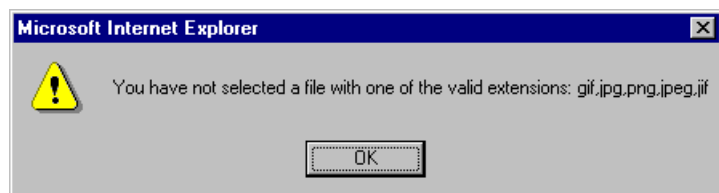
3. Click in the **Enter a description for the file** field. Enter a title to describe the file.

4. After you insert the picture, the title appears in the dialog box's top left corner to identify the picture to you and all users connected to the same web server.

5. Information about the picture's file size, width and height appears in the upper right corner of the dialog box.

6. If you want to view a picture before inserting it, click **Preview** (on the right side of the dialog box).

7. Click **OK**.

8. The Picture Properties dialog box reappears. Here, you can change the picture's properties. For more information, see

    - "Adjusting a Picture" on page 136
    - "Setting a Border" on page 138
    - "Aligning the Picture" on page 138
    - "Adding Space around the Picture" on page 141
    - "Editing the Picture's Title" on page 142

9. Click **OK** to insert the picture into the editor.

Using the Second Media Selection Dialog Box

When using the second Media Selection dialog box, you can insert a picture from any folder available to your computer (whether the folder is on your computer or a remote computer) or from the web server. Your Webmaster determines which pictures are available on the web server.

To insert a picture from

- a folder available to your computer, click **Local File**, navigate to the file of interest, and click **OK**.

- the web server, click the down arrow to the right of the **Images** field and select an item from the list.

If you want to view the picture before inserting it, click **Click Here to Preview** (on the right side of the dialog box).

Next, you are prompted to enter a **User Name** and **Password**. Your Webmaster will assign these codes to you, which are needed to copy the file to the web server. (Every picture must be copied to the web server before you can insert it.)

NOTE   The Login box includes an **Advanced** button. For documentation of the dialog box that appears when you click this button, see "Uploading Images" in the eWebEditPro Developer's Reference Guide.

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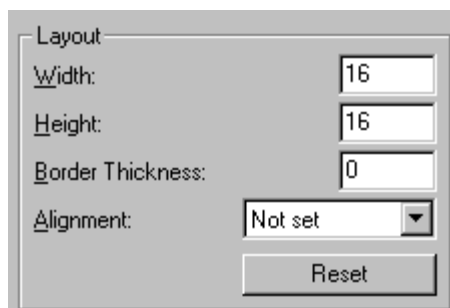
You can use the following fields to adjust the picture before inserting it into the editor.

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 138
Adjust the alignment of the picture	**Alignment** For more information, see "Aligning the Picture" on page 138

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
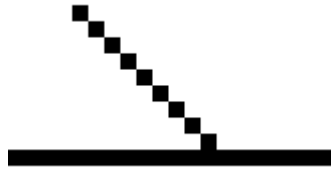
enlarged to show pixels

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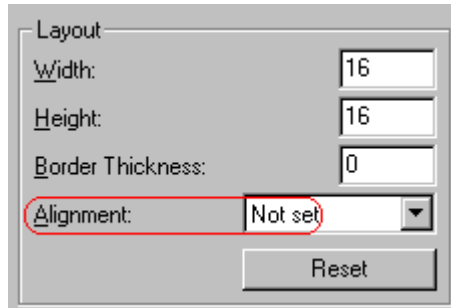
When deciding how to align a picture, you need to become familiar with these terms.

- *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**	

To align	Click this in the Alignment field	Illustration
The picture on the right margin, allowing subsequent text to wrap around it	**Right**	right
The top of the picture with the top of the text	**Text Top, Top**	texttop
The vertical center of the picture with the *baseline* of the text	**Middle**	middle
The vertical center of the picture with the *vertical center* of the text	**AbsMiddle**	absmiddle
The bottom of the picture with the *baseline* of the text (This is the default alignment)	**Bottom, Baseline**	bottom
The bottom of the picture with the *bottom* of the text	**AbsBottom**	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.
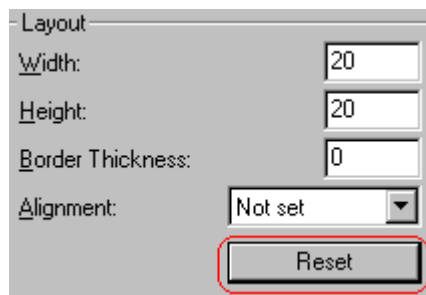
Note that you cannot selectively restore some settings -- the **Reset** button automatically restores all of them.

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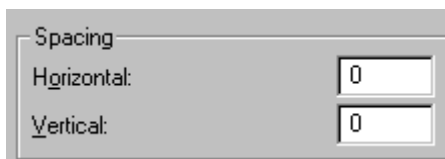
The following graphic illustrates the effect of adding spacing to a picture.

This image has no vertical or horizontal space

This image has 20 pixels of vertical space, no horizontal space

This image has 20 pixels of horizontal space, no vertical space

This image has 20 pixels of vertical space and 20 pixels of horizontal space
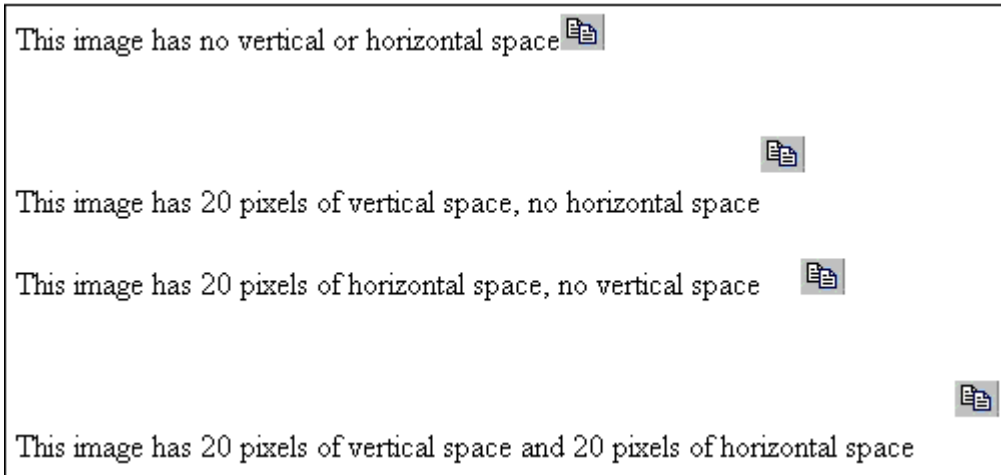
Editing the Picture's Title

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.

The Options Button

When you click the **Options** button on the File Properties dialog box, the options dialog box appears. The box displays information about your connection to the web server.
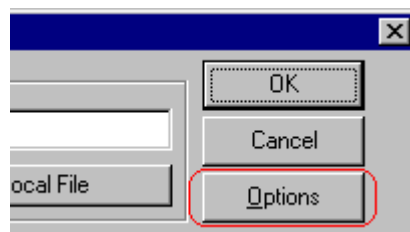
For information about these settings, see "Uploading Images" in the eWebEditPro Developer's Reference Guide.

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 148, "Manipulating Your Table's Format" on page 157, and "Working with Table Cells" on page 173

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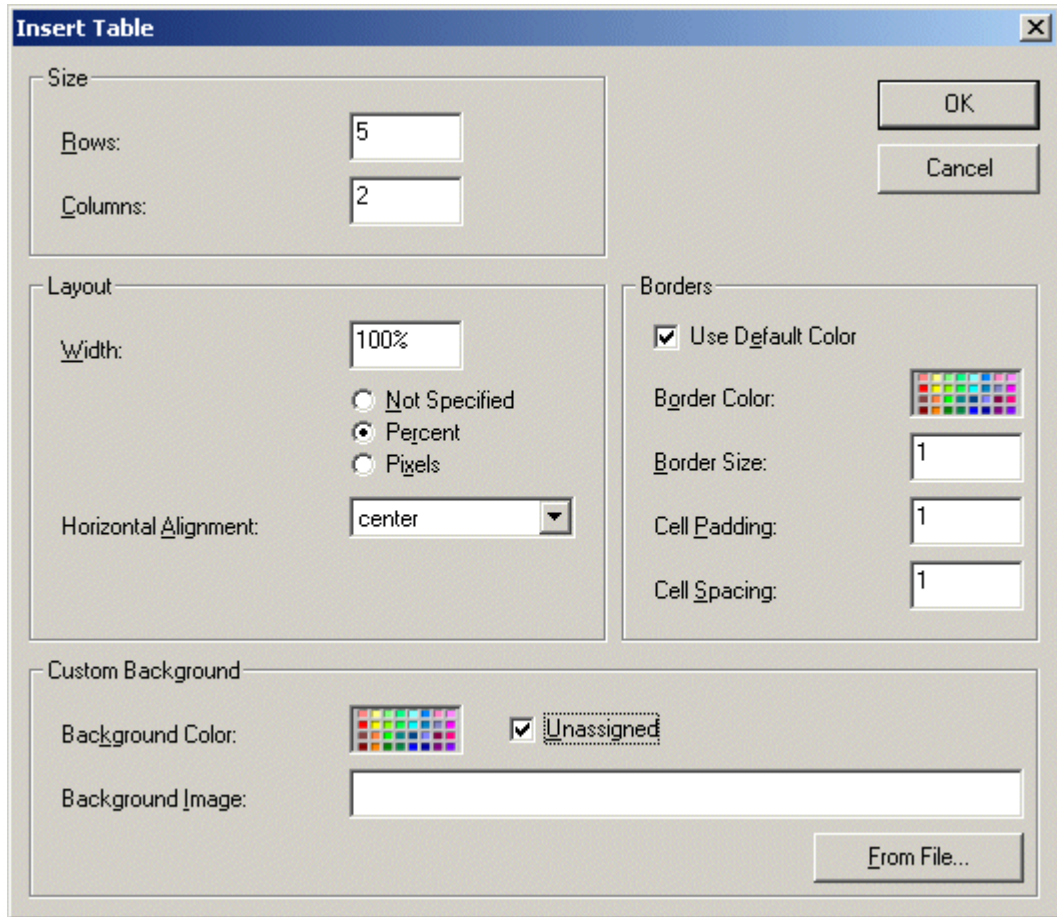
You can also access this dialog box after you insert it. You would do this if you wanted to edit any of the information entered in the dialog.

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 157.

For more information about managing individual cells within a table, see "Working with Table Cells" on page 173.

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.
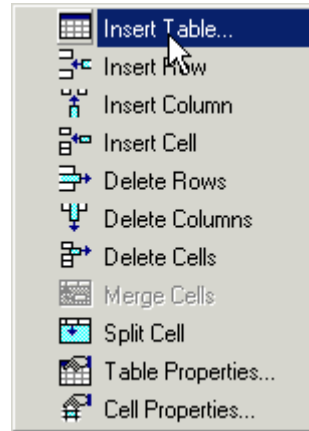
4. The Insert Table dialog box appears.

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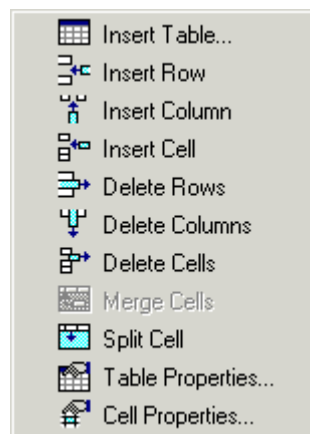
The following table lists the menu options and where to get more information on each.

Menu Option	Description	For more information, see
Insert Table	Inserts a new table where the cursor is currently resting	"Creating a Table" on page 144

Menu Option	Description	For more information, see
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 158
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 158
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 158
Delete Column	Deletes table column in which the cursor is currently resting	"Adding or Removing Rows and Columns" on page 158
Delete Cells	Deletes the selected cells	
Merge Cells	Combines the contents of two or more selected cells into one	"Merging Two Cells" on page 189
Split Cell	Divides a cell into two. Each cell occupies one half the size of the original cell.	"Splitting a Cell" on page 188
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 149
Cell Properties	Displays and lets you edit cell properties, such as width and alignment	"The Cell Properties Dialog Box" on page 151

The Table Properties Dialog Box

The Insert Table dialog box lets you manipulate most elements of a table's appearance.
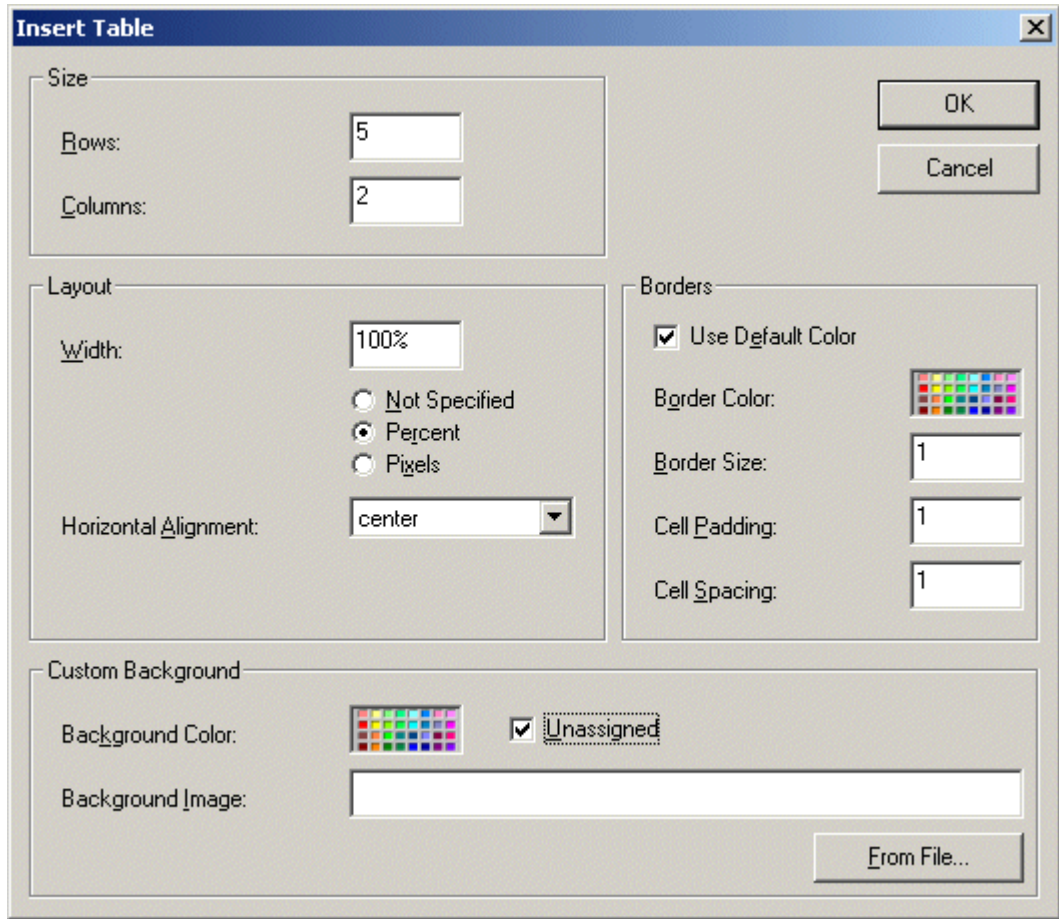
The following table lists the fields on this dialog box and refers you to the section that explains each field.

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 157
Layout: Width	Table width	"Specifying Table Width" on page 159
Layout: Horizontal Alignment	The table's alignment across the web page	"Setting Horizontal Alignment" on page 185

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 166
Background Image	A background image for the table	"Specifying a Background Image for a Table" on page 167
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 169
Border Size	The size of the table border	"Assigning Border Size" on page 171
Cell Padding	The space (in pixels) between the cell text and a cell's border	"Assigning Cell Padding" on page 192
Cell Spacing	The space (in pixels) between a cell and surrounding cells	"Assigning Cell Spacing" on page 192

The Cell Properties Dialog Box

The Cell Properties dialog box lets you manipulate most elements of a cell's appearance.
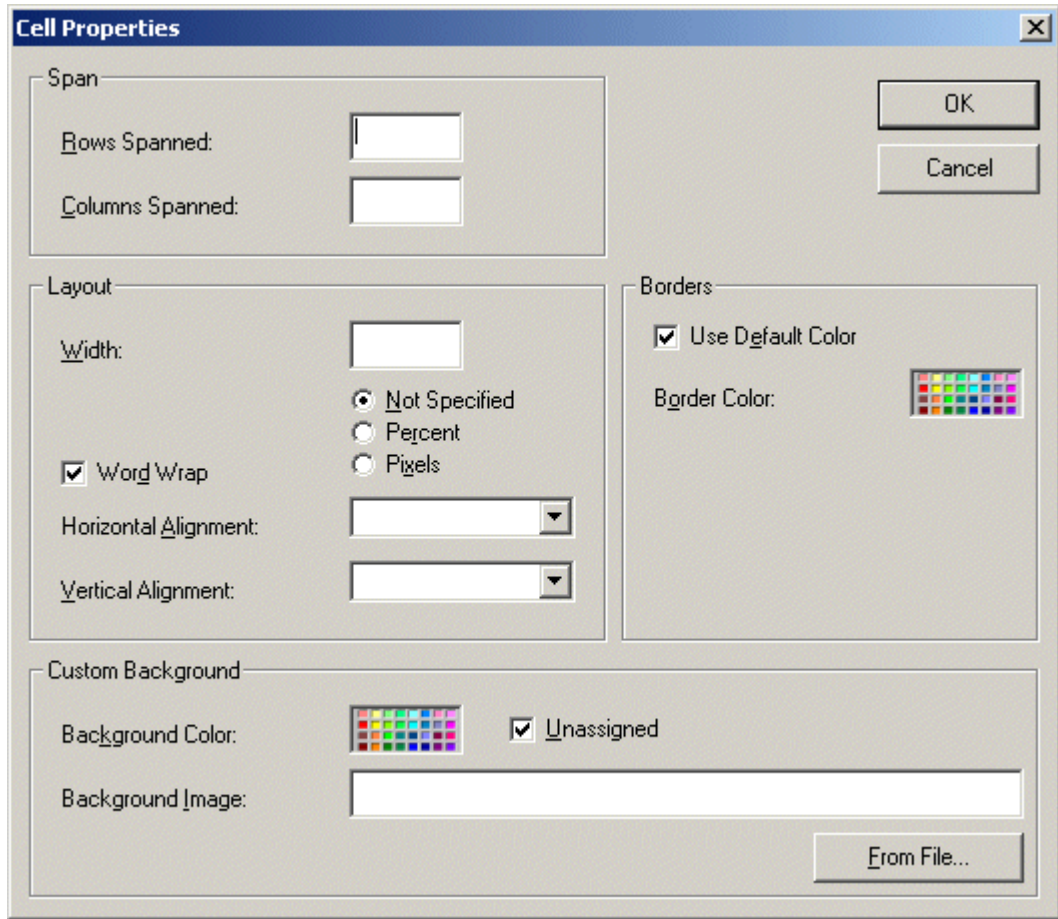
The following table lists the fields on this dialog box and refers you to the section that explains each field.

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 182
Columns Spanned	If the cell spans two or more columns	"Spanning Rows or Columns" on page 182

Field(s)	Lets you specify	For more information, see
Width	The minimum cell width	"Specifying the Width of a Cell" on page 173
Word Wrap	Whether text moves down to the next line when it reaches the specified width of a cell	"Word Wrap" on page 190
Horizontal Alignment	The alignment of data across a cell	"Setting Horizontal Alignment" on page 185
Vertical Alignment	The alignment of data up and down within a cell	"Setting Vertical Alignment" on page 186
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 178
Background Image	A background image for the cell	"Specifying a Background Image for a Cell" on page 180
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 176

The Table Context Sensitive Menu

The following menu appears when you right click the mouse while the cursor is in a table.
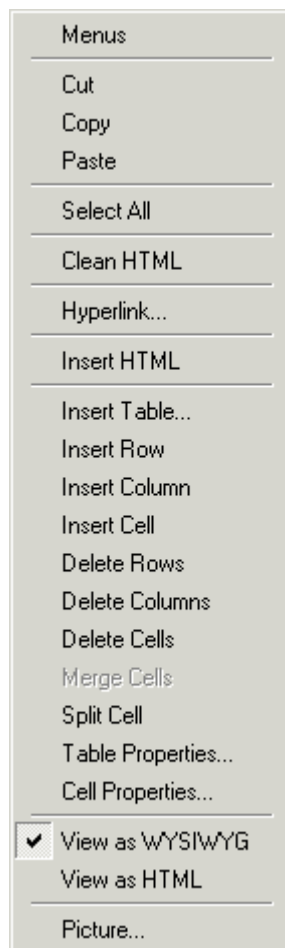
The following table lists the menu options and where to get more information on each.

| 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 207

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 205
Hyperlink	Creates a link to another web page or a spot within the current page	"Using Hyperlinks" on page 198
Insert HTML	Inserts HTML onto the page at the cursor location.	"Inserting HTML" on page 205
Edit HTML	Edits your page's HTML	"Editing a Section of a Page" on page 204
Insert Table	Inserts a new table where the cursor is currently resting	"Creating a Table" on page 144
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 158
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 158
Insert Cell	Inserts a cell to the left of the cursor in a table	"Inserting a Cell" on page 175
Delete Row	Deletes table row in which the cursor is currently resting	"Adding or Removing Rows and Columns" on page 158

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 158
Delete Cell	Deletes the selected cells	"Deleting a Cell" on page 175
Merge Cells	Combines the contents of two or more selected cells into one	"Merging Two Cells" on page 189
Split Cell	Divides a cell into two. Each cell occupies one half the size of the original cell.	"Splitting a Cell" on page 188
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 149

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
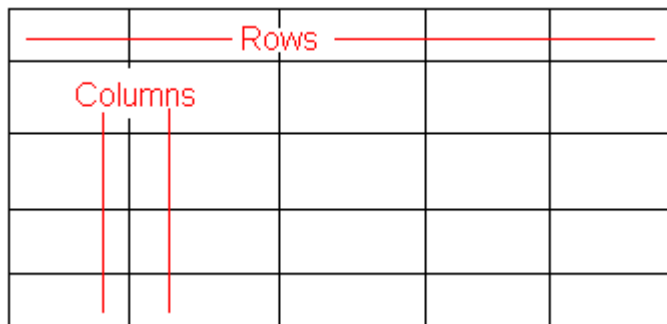
Choosing the Number of Rows and Columns

Use the **Size** section of the Insert Table dialog box to specify the number of rows and columns in the table.
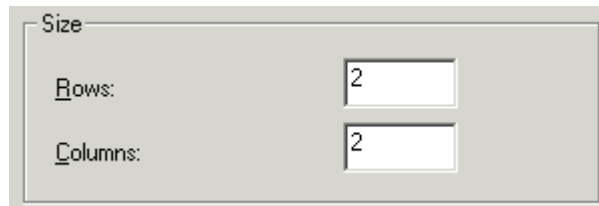
A row is a horizontal series of cells, while a column is a vertical series.

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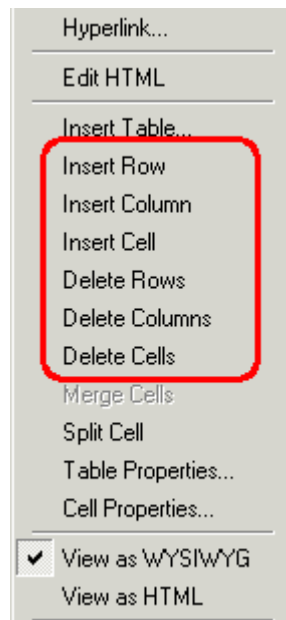
3. Click the appropriate action from the menu. For example to add a row, click **Insert Row**.

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 173). 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 190.

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).

Table Properties

Horizontal Alignment	Sets the horizontal position of the entire table.
Border Color	Sets the color of the table borders unless *Use Default Color* is checked.
Border Size	Sets the thickness of the table borders in pixels.
Cell Padding	Sets the spacing around the text in a table cell.
Cell Spacing	Sets the spacing between cells in the table
Background Color	Sets the background color of the table unless *Unassigned* is checked.
Background Image	Sets the image to be displayed in the table's background.

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.
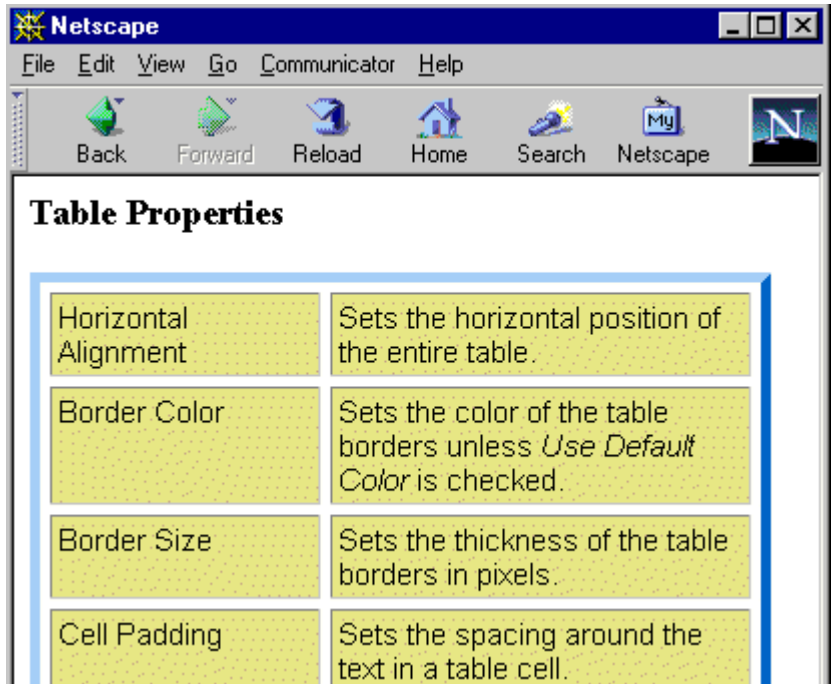
Setting Table Width by Percentage

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.
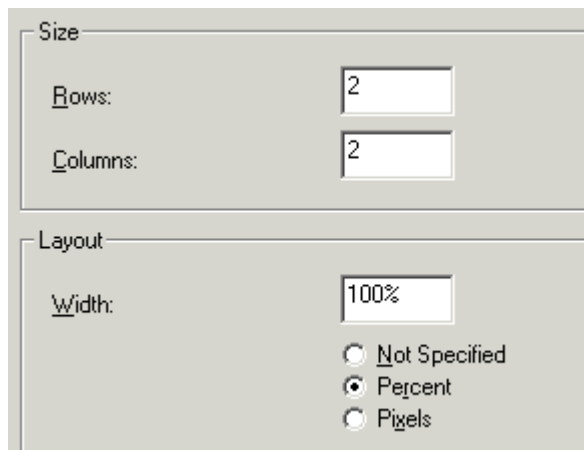
Specifying Table Width by Pixels

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.

Table Properties

Horizontal Alignment	Sets the horizontal posi
Border Color	Sets the color of the tal
Border Size	Sets the thickness of th
Cell Padding	Sets the spacing aroun
Cell Spacing	Sets the spacing betwe
Background Color	Sets the background cc
Background Image	Sets the image to be di:
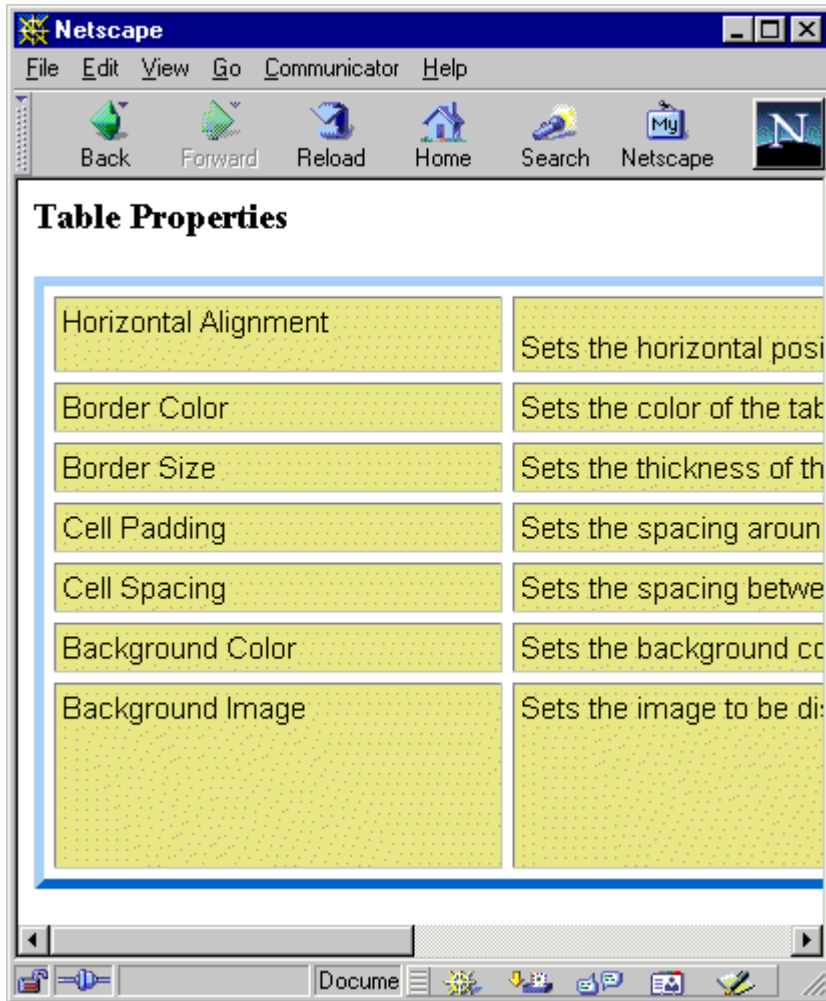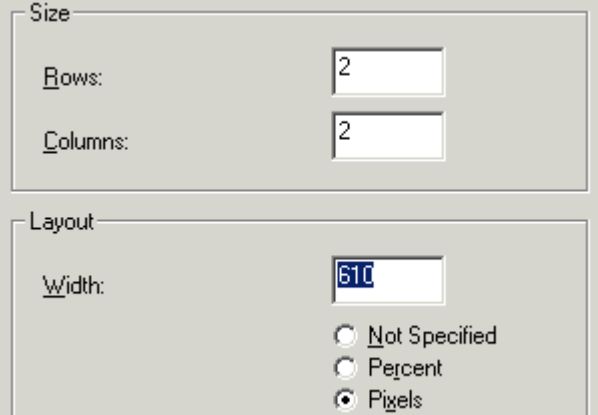
If you set table width by pixels, do not set it to more than 610 pixels. Otherwise, the table will not fully display on a monitor set to low resolution (640 x 480).

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.

Table Properties

Horizontal Alignment	Sets the horizontal position of the entire table.	In this example, the table is left justified, so this text appears to the right of the table.
Border Color	Sets the color of the table borders unless *Use Default Color* is checked.	
Border Size	Sets the thickness of the table borders in pixels.	

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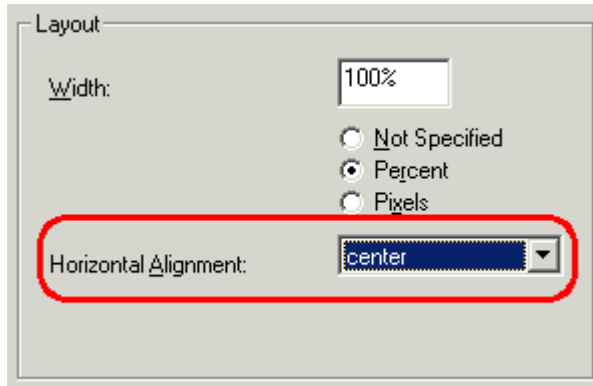
Table Backgrounds

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 (![A icon]) 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.
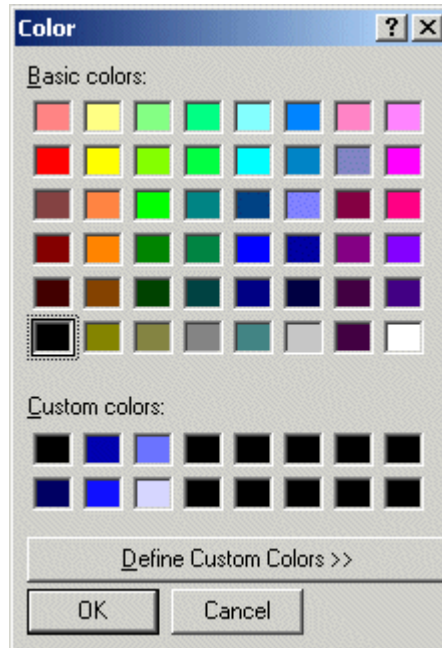
A large question mark appears next to your cursor.

2. Drag the question mark to the area of the dialog box that you want to learn about.

3. 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.

Specifying a Background Image for a Table

If you want a background image to appear in all table cells, use the **Background Image** field of the Insert Table dialog box.
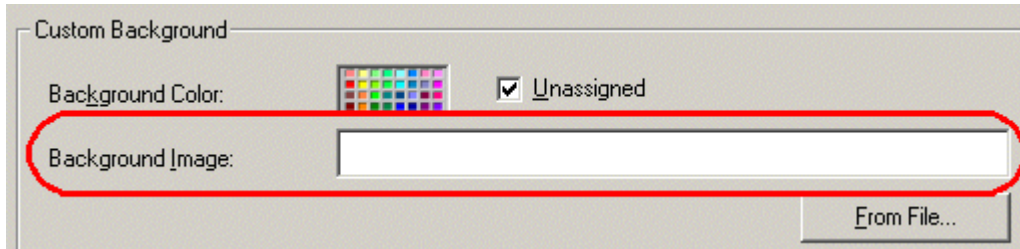
Your Webmaster determines which images are available to you.

To insert a background image

1. Click the down arrow to the right of (**Select Image**). A list of background images appears.

2. Click the image of your choice.

3. Click **OK**.

Note that when you apply a background image to a table

- it applies to the entire table, including the borders.

- if the table is larger than the image, the image repeats until it fills the table.

- if the image is larger than the table, the top left corner of the image aligns with the top left corner of the table. The rest of the image fills as much of the table as possible.

- you can also apply an image to individual cells (see "Specifying a Background Image for a Table" on page 167).

- make sure that the image does not obscure user's ability to read the table text.

Deleting a Background Image

1. Move the cursor to any cell on the table and right click the mouse.
2. Click **Table Properties** from the menu.

Insert Cell
Delete Rows
Delete Columns
Delete Cells
Merge Cells
Split Cell
Table Properties...
Cell Properties...
✔ View as WYSIWYG
View as HTML
Picture...
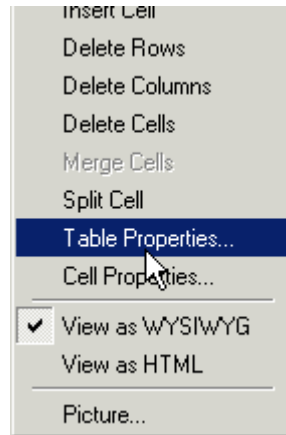
3. Select the value in the **Background Image** field and press <Backspace>.
4. Click **OK**.

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.

table border

color is checked.
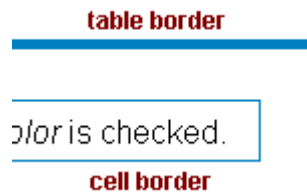
cell border

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 176).

To assign a color to your table's border, click the **Border Color** field on the Insert Table dialog box.
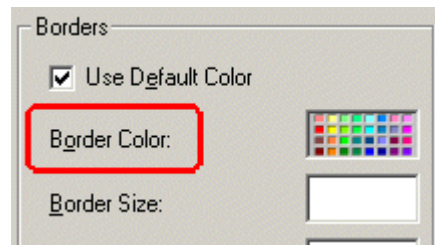
When you click that field, a color selection box appears. Click the color that you want to apply to the table's border. Follow these steps to get help on how to use the color box.

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.

one pixel
table border

15 pixel
table border
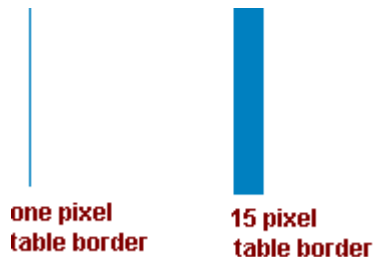
To assign a border size to your table, enter a number of pixels into the **Border Size** field on the Insert Table dialog box.
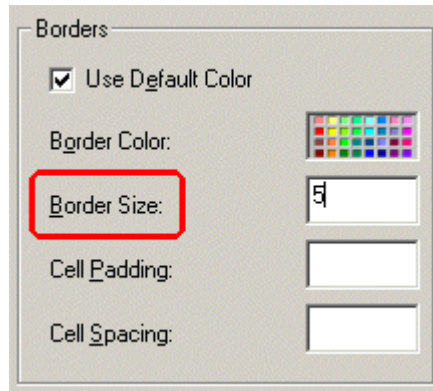
If you set a table's border size to zero (0) but wish to view the table's boundary lines while you are editing it, select the table and click the border button (⊞). Boundary lines will appear while you are editing but disappear when a user views the page.

Working with Table Cells

Along with functions for managing tables (described in "Introduction to Tables" on page 144 and "Manipulating Your Table's Format" on page 157), **eWebEditPro** 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 159, 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.
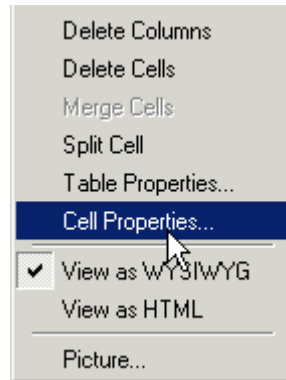
4. The Cell Properties dialog box appears.
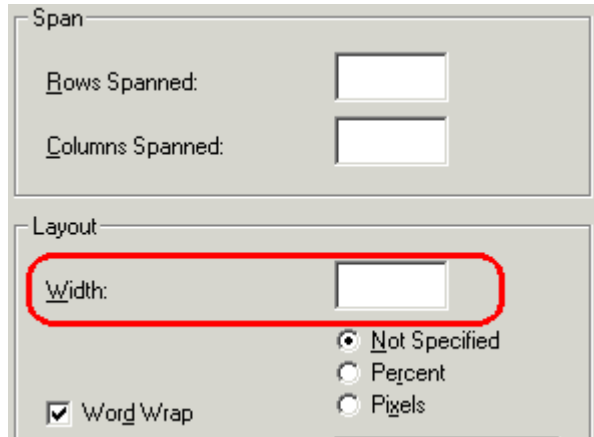
5. In the layout section of the dialog box, enter the cell width at the **Width** field. You can enter the width in pixels or percentage. These choices are explained in "Specifying Table Width" on page 159.

6. Click **OK**.

Inserting and Deleting a Cell

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

a	*new cell*	b	c
d	e	f	

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

a	b *cursor*	c
d	e	f

After

a	c	
d	e	f

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.

Sets the color of the table bo

Sets the thickness of the tab

Sets the spacing around the

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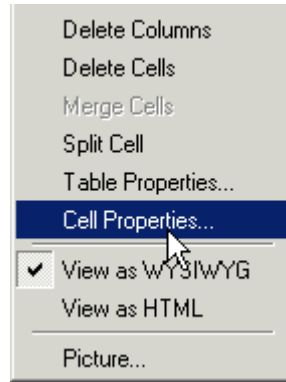
3. Click the **Border Color** field on the Cell Properties dialog box.

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 181

Specifying a Cell's Background Color

"Specifying a Table's Background Color" on page 166 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.
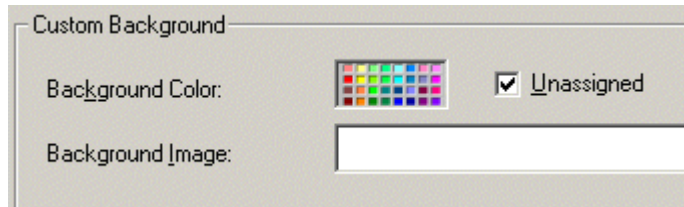
4. When you click that field, a Windows Color selection box appears.

   See Also: "Using the Color Box" on page

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.
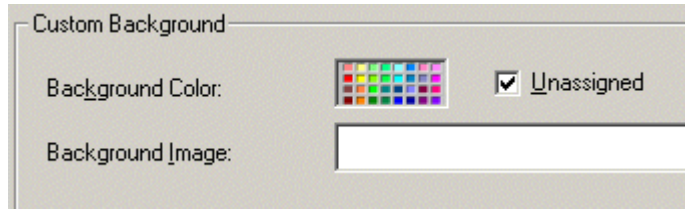
Specifying a Background Image for a Cell

"Specifying a Background Image for a Table" on page 167 explains how to apply a background image to a table. You can also apply a background image to a cell.

Your Webmaster determines which images are available.

To insert an image into a cell, follow these steps.
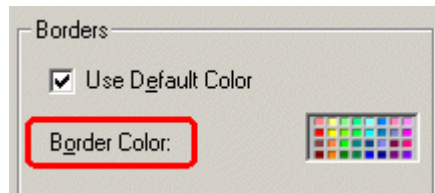
1. Move the cursor to the cell and right click the mouse.

2. Click **Cell Properties** from the menu.

3. Move the cursor to the **Background Image** field of the Cell Properties dialog box.
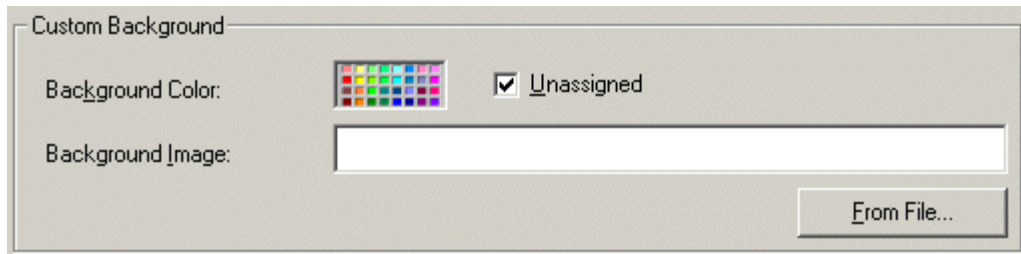
4. Click the down arrow to the right of **(Select Image)**. A list of background images appears.

5. Click the image of your choice.

6. Click **OK**.

Note that when you apply a background image to a cell

- If the cell is larger than the image, the image repeats until it fills the cell.

- If the cell is smaller than the image, the top left corner of the image appears in the top left corner of the cell. The rest of the image fills as much of the cell as possible.
- Make sure the image does not obscure a user's ability to read the cell text (if any exists).
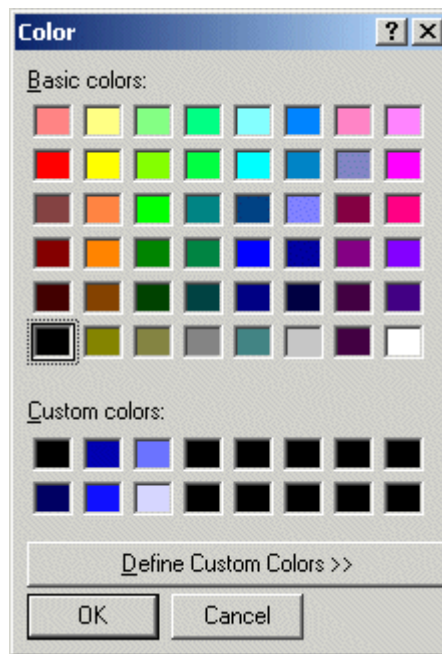
Deleting a Background Image

1. Move the cursor to the cell and right click the mouse.
2. Click **Cell Properties** from the menu.
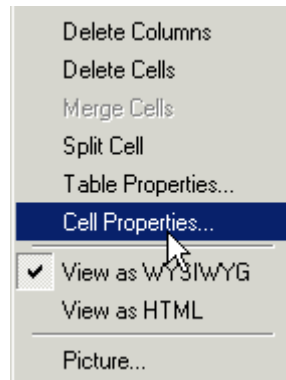
3. Select the value in the **Background Image** field and press <Backspace>.

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.

```
Delete Columns
Delete Cells
Merge Cells
Split Cell
Table Properties...
Cell Properties...
✔  View as WYSIWYG
View as HTML

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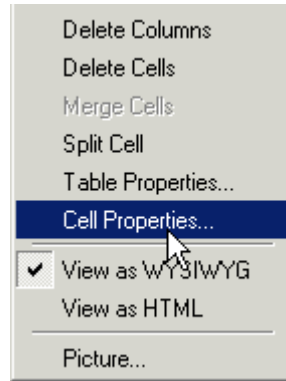
4. The Cell Properties dialog box appears. In the **Rows Spanned** or **Columns Spanned** field, enter the number of rows or columns that you want this cell to span.

```
┌ Span ─────────────────────────────────────────
│
│  Rows Spanned:          [          ]
│
│  Columns Spanned:       [          ]
│
```
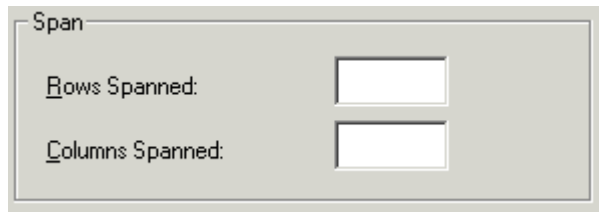
5. Click **OK**.

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.

| A | B |
| C | D |

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
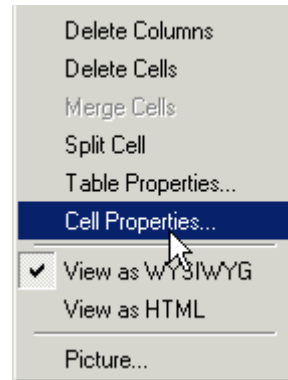
4. The Cell Properties dialog box appears. Click the down arrow to the right of the **Horizontal Alignment** field.
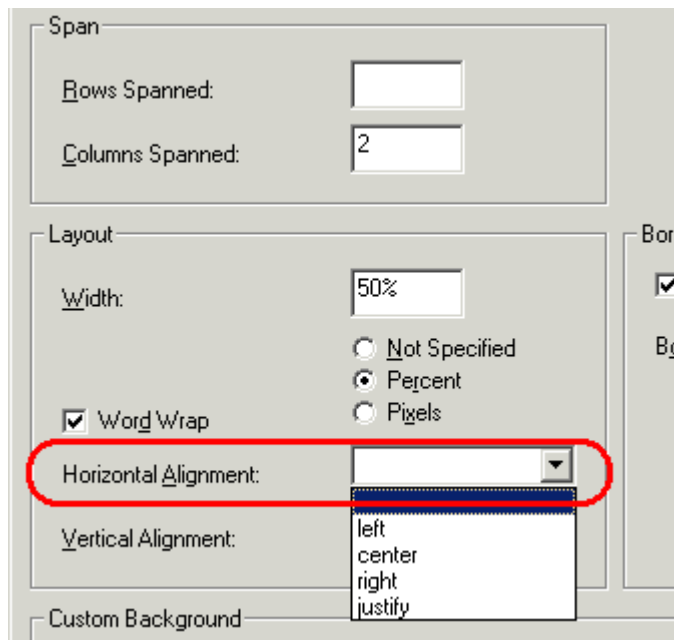
5. Click your choice from the list and click **OK**.

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 138)

This example illustrates the choices.
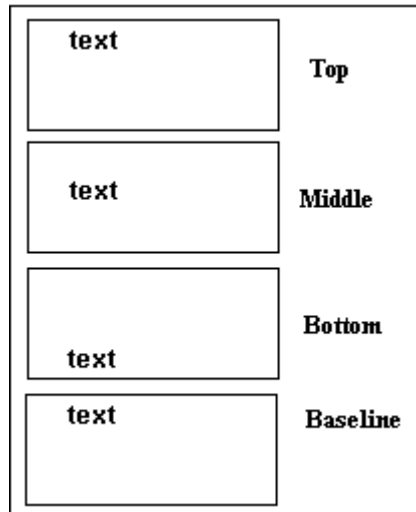
To set vertical justification for a table cell, follow these steps.

1. Place the cursor in the cell that you want to edit.
2. Right click the mouse.
3. Click **Cell Properties** from the menu.
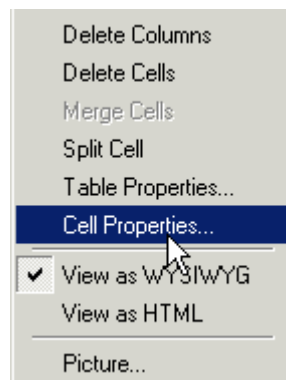
4. The Cell Properties dialog box appears. Click the down arrow to the right of the **Vertical Alignment** field.

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

Row after split

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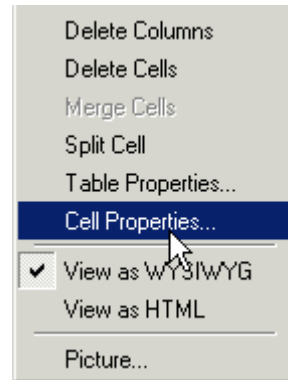
4. Two cells now appear where only one appeared before.

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

Cell After Merge

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.

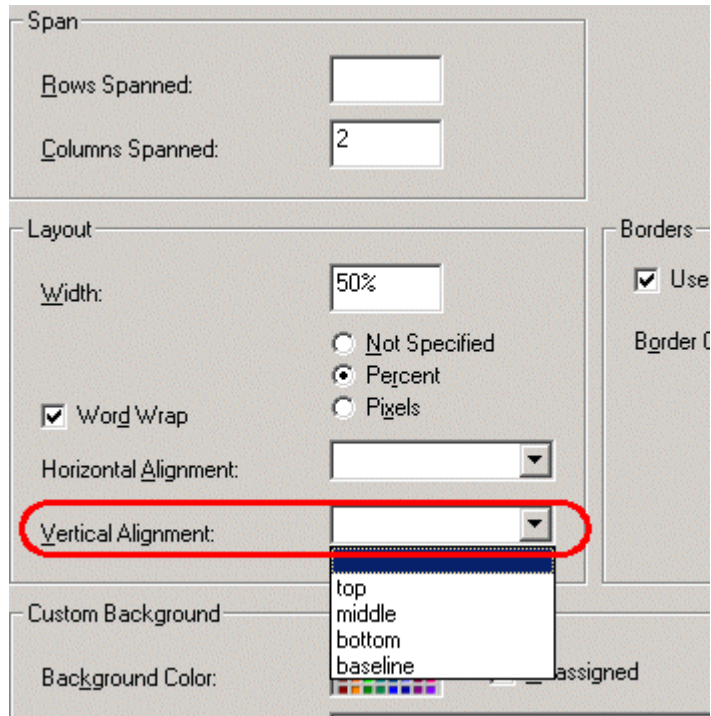To turn Word Wrap on or off for a cell, follow these steps.

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

3. Click **Cell Properties** from the menu.
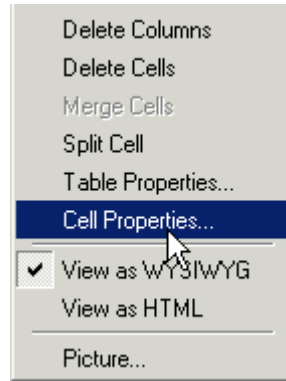
4. The Cell Properties dialog box appears. Click or off the **Word Wrap** checkbox and click **OK**.
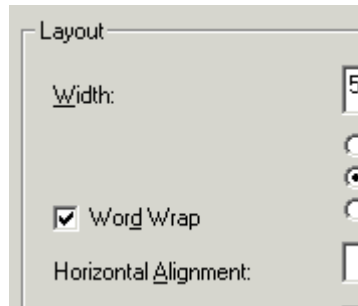
Setting Cell Padding and Spacing

Cell *padding* is the space between a cell's data and its border.
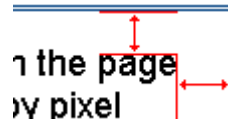
Cell *spacing* is the space between a cell and surrounding cells.
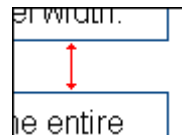
Assigning Cell Padding

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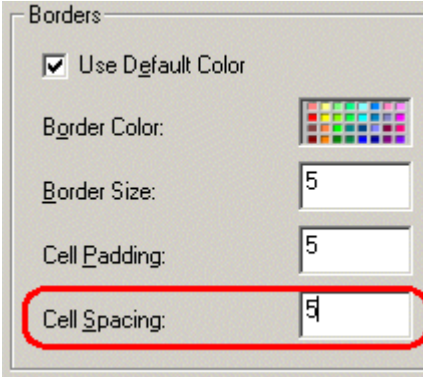
Assigning Cell Spacing

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 193 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 198.
- a bookmark within another web page. This procedure is described in "Creating a Hyperlink to a Location Within a Web Page" on page 201.

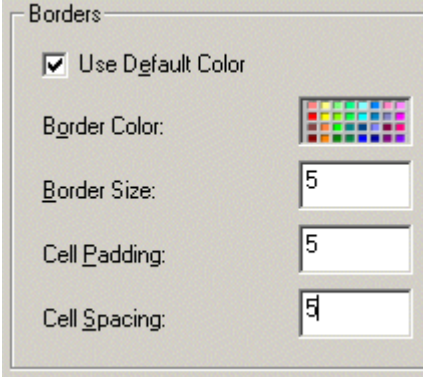This section explains

- 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.
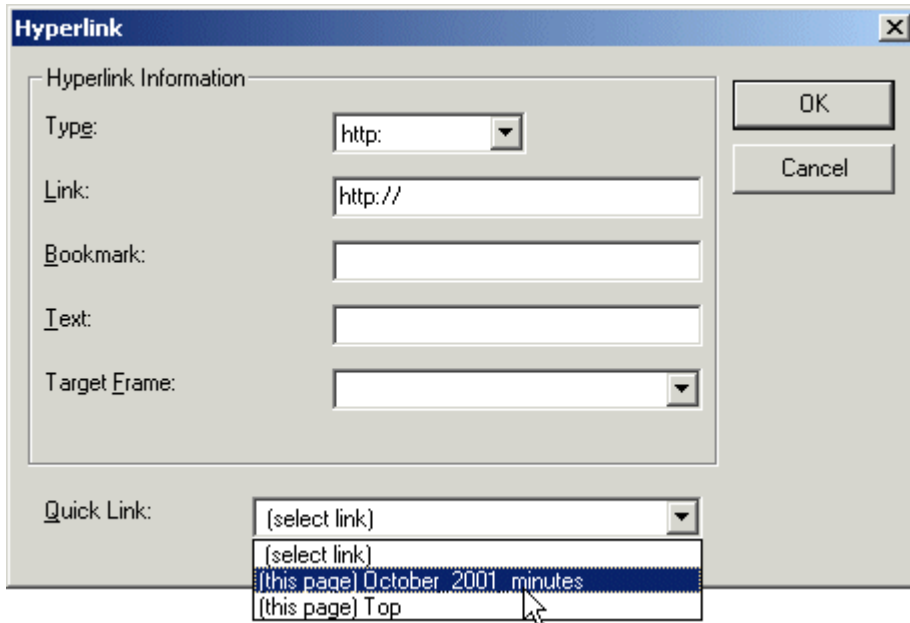
9. If desired, you can use the **Target Frame** field to change the window in which the destination text appears. For details, see "Changing the Destination Window" on page 196.

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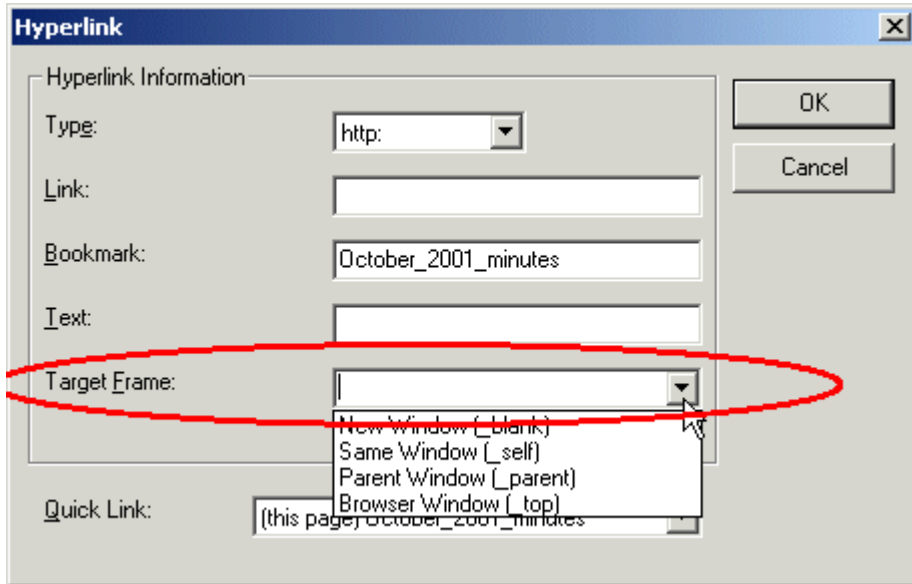
The possible values that you can enter into the **Target Frame** field are explained below.

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 you want the destination page to appear	Click this in the Target Frame field
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.

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

---

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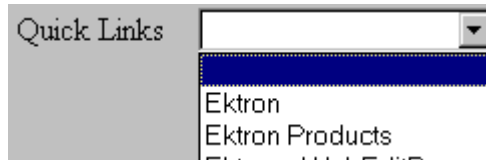
Quick links are "quick" because you do not need to enter or know the url of the destination web page -- your web master has already stored that information for you.

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.
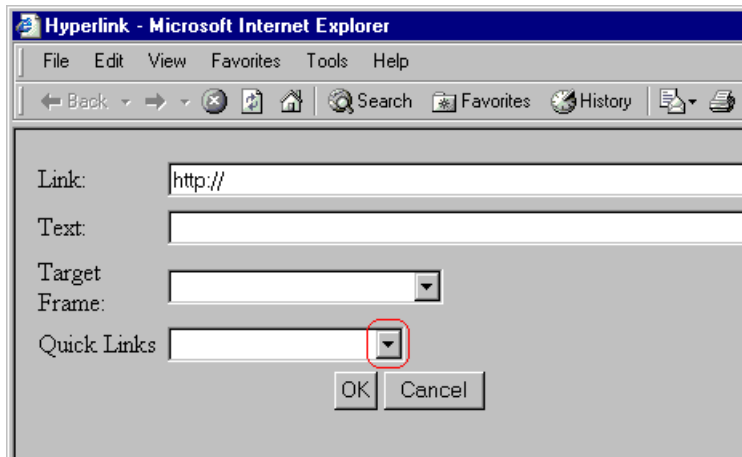
3. Click the down arrow to the right of the **Quick Links** field. A list of web pages that your web master has pre-loaded appears.

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 196.

    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 196.
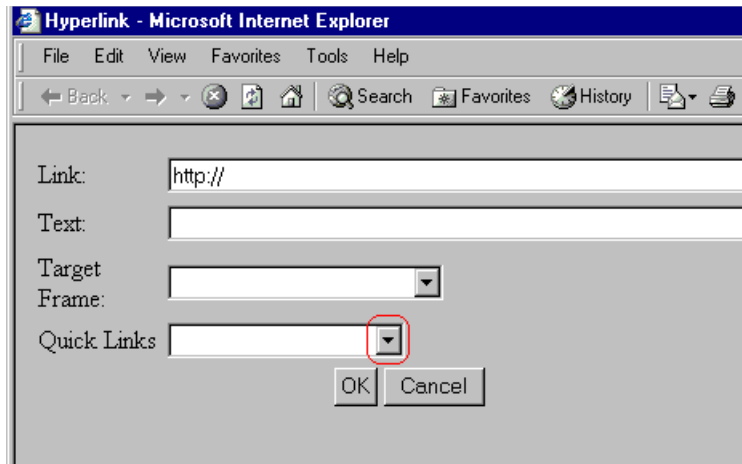
    If you leave the **Target Frame** field blank, the new window replaces the current window

5. Click **OK**.

Testing a Hyperlink

Within the **eWebEditPro** 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 193.)

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 **eWebEditPro**.
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 **eWebEditPro**, 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

eWebEditPro 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 **eWebEditPro**.

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 **eWebEditPro** 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.
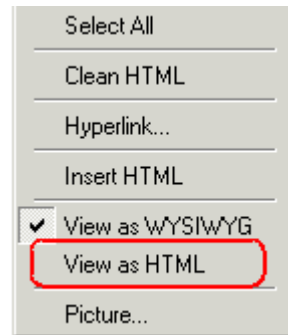
2. The HTML code appears. While viewing the code, you can edit it using editor functions such as Cut, Copy, Paste and Find.

   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 information about how the HTML code will appear.
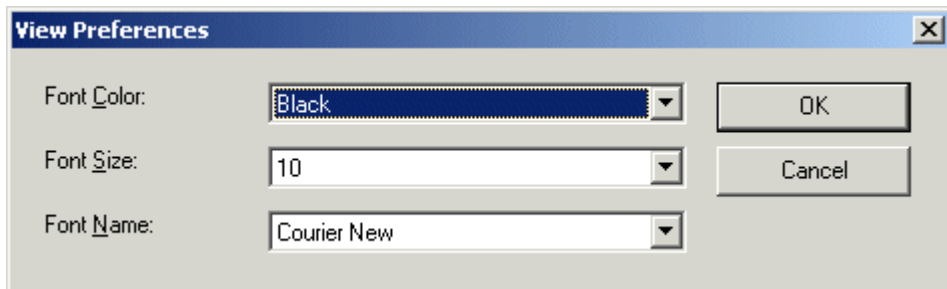
Note that these settings are ignored when you view the page in WYSIWYG mode and when the user views the page.

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.
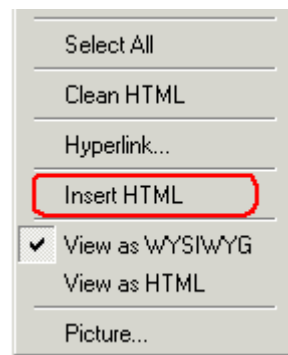2. Right click the mouse.
3. Click **Edit HTML** from the menu. The HTML code appears.
4. Edit the HTML code as desired.
5. Click **OK**.

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

eWebEditPro 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 **eWebEditPro** from another application.
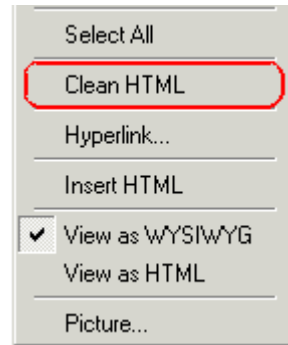
The Clean HTML option removes unnecessary HTML tags, ensures that all tags begin and end properly, and maximizes the page for efficiency. As a result, the page should be error-free and

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.

| Select All |
| Clean HTML |
| Hyperlink... |
| Insert HTML |
| ✔ View as WYSIWYG |
| View as HTML |
| Picture... |

3. **eWebEditPro** cleans your web page's HTML content.

Inserting Content from MS Office 2000

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

Clean HTML Code   ✕

(?)   HTML code generated by Office 2000 has been detected.
      There is excessive HTML code that may prevent you from changing text format.

      You may clean the HTML code later by right-clicking and selecting 'Clean HTML Code'.

      Do you want to clean the HTML code now?

                    [Yes]   [No]
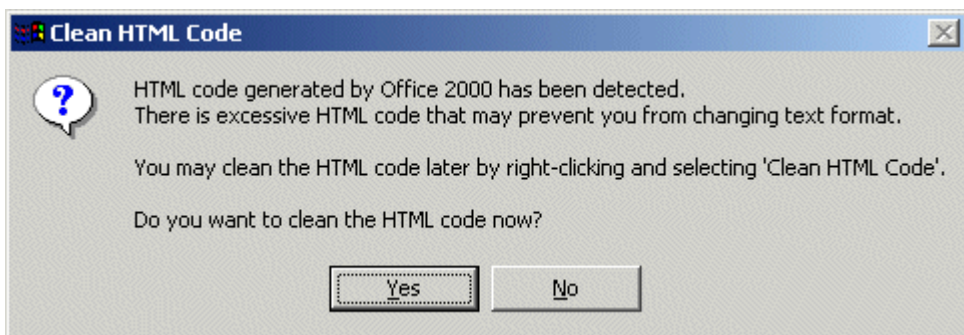
For best results, click **Yes**.

Section 508 Compliance

This section explains how **eWebEditPro** 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 use **eWebEditPro** without a mouse.

Moving the Cursor into eWebEditPro

Using Internet Explorer

If the **eWebEditPro** editor is one of several fields on a page, and your browser is Internet Explorer, move to **eWebEditPro** 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 **eWebEditPro** 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 **eWebEditPro** Developer's Reference Guide.)

Using eWebEditPro without a Mouse

As explained in "Customizing Your Toolbar" on page 111, the **eWebEditPro** toolbar consists of one or more toolbar menus. Menus have buttons that you click with the mouse to perform actions, such as copying text.
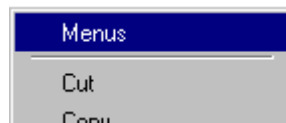
This section explains how to perform those actions without using the mouse.

1. WIth the cursor in the **eWebEditPro** editor, press the application key (⊟).
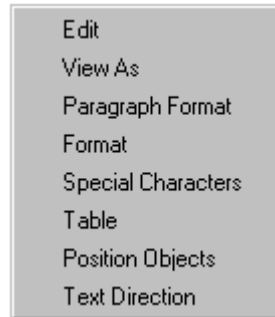
2. A menu appears.
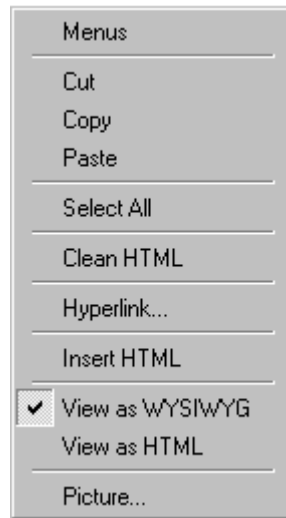
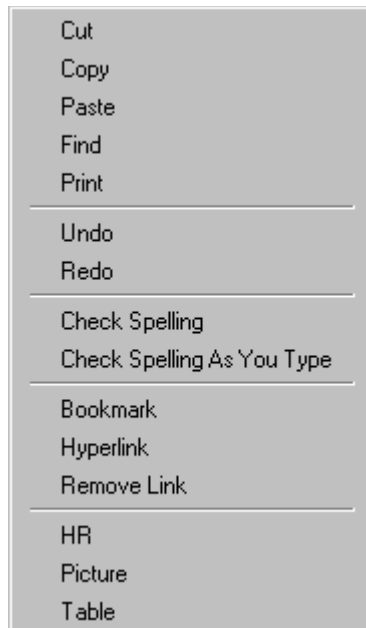3. Press the down arrow key (↓)to select **Menus**. **Menus** becomes highlighted.

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.

Edit
View As
Paragraph Format
Format
Special Characters
Table
Position Objects
Text Direction

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).

Cut
Copy
Paste
Find
Print
Undo
Redo
Check Spelling
Check Spelling As You Type
Bookmark
Hyperlink
Remove Link
HR
Picture
Table

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