Ektron®
eWebEditPro+XML User Guide

Release 5.1, revision 1

EKTRON, INC. SOFTWARE LICENSE AGREEMENT

** READ THIS BEFORE LOADING SOFTWARE**

YOUR RIGHT TO USE THE PRODUCT ENCLOSED IN THIS ENVELOPE OR OTHERWISE DELIVERED IS SUBJECT TO THE TERMS AND CONDITIONS SET OUT IN THIS LICENSE AGREEMENT. OPENING THIS ENVELOPE OR USING THIS PRODUCT SIGNIFIES YOUR AGREEMENT TO THESE TERMS. IF YOU DO NOT AGREE TO THIS SOFTWARE LICENSE AGREEMENT, YOU MAY RETURN THE PACKAGE WITH THE UNOPENED ENVELOPE OR AS IT WAS DELIVERED AND THE UNDAMAGED SOFTWARE ENCLOSED, ALONG WITH THE RECEIPT, TO YOUR SUPPLIER OR TO EKTRON, INC. WITHIN THIRTY DAYS FROM THE DATE OF PURCHASE FOR A FULL REFUND.

CUSTOMER should carefully read the following terms and conditions before using the software program(s) contained herein (the Software). Opening this sealed envelope, and/or using the Software or copying the Software onto CUSTOMER'S computer hard drive indicates CUSTOMER'S acceptance of these terms and conditions. If CUSTOMER does not agree with the terms of this agreement, CUSTOMER should promptly return the unused and unopened Software for a full refund.

Ektron, Inc. (Ektron) grants, and the CUSTOMER accepts, a nontransferable and nonexclusive License to use the Software on the following terms and conditions:

1. Right to use: The Software is licensed for use only in delivered code form. Each copy of the Software is licensed for use only on a single URL. Each license is valid for the number of seats listed below (the Basic Package). Any use of the Software beyond the number of authorized seats contained in the Basic Package without paying additional license fees as provided herein shall cause this license to terminate. This is not a concurrent use license. Should CUSTOMER wish to add seats beyond the seats licensed in the Basic Package, the CUSTOMER may add seats on a block basis at the then current price for additional seats (see product pages for current price). The Basic Packages are as follows:

eWebEditPro - Licensed for ten (10) seats per URL.

For purposes of this section, the term seat shall mean an individual user provided access to the capabilities of the Software.

2. Duration: This License shall continue so long as CUSTOMER uses the Software in compliance with this License. Should CUSTOMER breach any of its obligations hereunder, CUSTOMER agrees to return all copies of the Software and this License upon notification and demand by Ektron.

3. Copyright: The Software (including any images, applets, photographs, animations, video, audio, music and text incorporated into the Software) as well as any accompanying written materials (the Documentation) is owned by Ektron or its suppliers, is protected by United States copyright laws and international treaties, and contains confidential information and trade secrets. CUSTOMER agrees to protect the confidentiality of the Software and Documentation. CUSTOMER agrees that it will not provide a copy of this Software or Documentation nor divulge any proprietary information of Ektron to any person, other than its employees, without the prior consent of Ektron; CUSTOMER shall use its best efforts to see that any user of the Software licensed hereunder complies with this license.

4. Limited Warranty: Ektron warrants solely that the medium upon which the Software is delivered will be free from defects in material and workmanship under normal, proper and intended usage for a period of three (3) months from the date of receipt. Ektron does not warrant the use of the Software will be uninterrupted or error free, nor that program errors will be corrected. This limited warranty shall not apply to any error or failure resulting from (i) machine error, (ii) Customer's failure to follow operating instructions, (iii) negligence or accident, or (iv) modifications to the Software by any person or entity other than Company. In the event of a breach of warranty, Customer's sole and exclusive remedy, is repair of all or any portion of the Software. If such remedy fails of its essential purpose, Customer's sole remedy and Ektron's maximum liability shall be or refund of the paid purchase price for the defective Products only. This limited warranty is only valid if Ektron receives written notice of breach of warranty within thirty days after the warranty period expires. In the event of a breach of warranty, Ektron's sole responsibility, and CUSTOMER'S sole and exclusive remedy, is   correction of any defect or bug causing the breach of warrant (either by repair or replacement of the Software). In the event this remedy fails of its essential purpose, CUSTOMER's sole and exclusive remedy shall be refund of the Purchase Price of the defective Software only. This limited warranty is only valid if Ektron receives written notice of breach of warranty within thirty days following the warranty period.

5. Limitation of Warranties and Liability: THE SOFTWARE AND DOCUMENTATION ARE SOLD AS IS AND WITHOUT ANY WARRANTIES AS TO THE PERFORMANCE, MERCHANTIBILITY, DESIGN, OR OPERATION OF THE SOFTWARE. BECAUSE OF THE DIVERSITY OF CONDITIONS UNDER WHICH THIS PRODUCT MAY BE USED, NO WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IS OFFERED. EXCEPT AS DESCRIBED IN SECTION 4, ALL WARRANTIES EXPRESS AND IMPLIED ARE HEREBY DISCLAIMED.

THE REMEDY DESCRIBED IN SECTION 12 SHALL BE CUSTOMER'S SOLE REMEDY FOR ANY PERFORMANCE FAILURE OF THE PRODUCTS. NEITHER COMPANY NOR ITS SUPPLIERS SHALL BE LIABLE FOR ANY LOSS OF PROFITS, LOSS OF BUSINESS OR GOODWILL, LOSS OF DATA OR USE OF DATA, INTERRUPTION OF BUSINESS NOR FOR ANY OTHER INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY KIND UNDER OR ARISING OUT OF, OR IN ANY RELATED TO THIS AGREEMENT, HOWEVER, CAUSED, WHETHER FOR BREACH OF WARRANTY, BREACH OR REPUDIATION OF CONTRACT, TORT, NEGLIGENCE, OR OTHERWISE, EVEN IF COMPANY OR ITS REPRESENTATIVES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS.

6. Miscellaneous: This License Agreement, the License granted hereunder, and the Software may not be assigned or in any way transferred without the prior written consent of Ektron. This Agreement and its performance and all claims arising from the relationship between the parties contemplated herein shall be governed by, construed and enforced in accordance with the laws of the State of New Hampshire without regard to conflict of laws principles thereof. The parties agree that any action brought in connection with this Agreement shall be maintained only in a court of competent subject matter jurisdiction located in the State of New Hampshire or in any court to which appeal therefrom may be taken. The parties hereby consent to the exclusive personal jurisdiction of such courts in the State of New Hampshire for all such purposes. The United Nations Convention on Contracts for the International Sale of Goods is specifically excluded from governing this License. If any provision of this License is to be held unenforceable, such holding will not affect the validity of the other provisions hereof. Failure of a party to enforce any provision of this Agreement shall not constitute or be construed as a waiver of such provision or of the right to enforce such provision. If you fail to comply with any term of this License, YOUR LICENSE IS AUTOMATICALLY TERMINATED. This License represents the entire understanding between the parties with respect to its subject matter.

Esker Active X Plug-in, Version 4.4

Active X controls under Netscape

Use License

======

IMPORTANT: READ CAREFULLY -

Use of the Esker Active X Plug-in, Version 4.4, is subject to the terms and conditions below. BY INSTALLING, COPYING OR OTHERWISE USING THE PLUG-IN, YOU AGREE TO BE BOUND BY THE TERMS AND CONDITIONS BELOW. IF YOU DO NOT AGREE TO THESE TERMS AND CONDITIONS, DO NOT INSTALL, COPY OR USE THE PLUG-IN.

The Plug-in is provided to you as an end-user "as is" without technical support. No rights are granted to you in this license for commercial use or redistribution of any kind. Should you desire to redistribute the Plug-in or include it with other software packages please e-mail Esker at axplug-in@esker.com to find out how you may do so.

DISCLAIMER OF WARRANTIES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, ESKER AND ITS SUPPLIERS PROVIDE TO YOU THE PLUG-IN AS IS AND WITH ALL FAULTS; AND ESKER AND ITS SUPPLIERS HEREBY DISCLAIM WITH RESPECT TO THE PLUG-IN ALL WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY (IF ANY) WARRANTIES OR CONDITIONS OF OR RELATED TO: TITLE, NON-INFRINGEMENT, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, LACK OF VIRUSES, ACCURACY OR COMPLETENESS OF RESPONSES, RESULTS, LACK OF NEGLIGENCE OR LACK OF WORKMANLIKE EFFORT, QUIET ENJOYMENT, QUIET POSSESSION, AND CORRESPONDENCE TO DESCRIPTION. THE ENTIRE RISK ARISING OUT OF USE OR PERFORMANCE OF THE PLUG-IN REMAINS WITH YOU.

EXCLUSION OF INCIDENTAL, CONSEQUENTIAL AND CERTAIN OTHER DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL ESKER OR ITS SUPPLIERS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER INCLUDING, BUT NOT LIMITED TO,

Table of Contents

Introduction to eWebEditPro+XML

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+XML lets you perform Web page editing functions, such as

- copy content from any Windows-based application
- use Microsoft Word to edit Web content
- cut, copy, and paste
- find and replace text
- check spelling
- edit an image
- 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
- add a bookmark, hyperlink, image, or table
- view your text as WYSIWYG or HTML code
- insert or clean HTML source 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+XML

eWebEditPro+XML 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 next section, "Creating a Simple Web Page" on page 3, walks you through the steps required to create a simple Web page.

The following section, "Toolbar Buttons" on page 7, 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+XML's Advanced Features" on page 32, explains how to use the more advanced features.

Creating a Simple Web Page

This section walks you through the process of creating a simple Web page, using only a few of the many features available. Later sections explain all of the features and how to use them.

Your Finished Web Page

When you finish this exercise, your simple Web page will look like this.
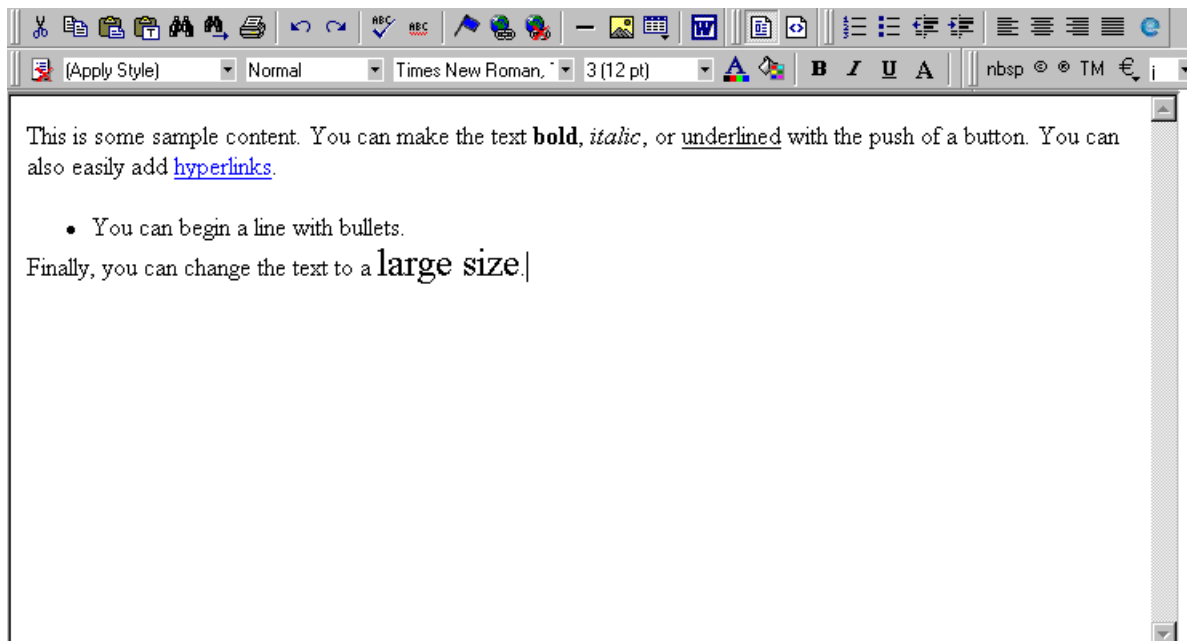
Notice that this page has the following elements.

- The second sentence includes bold, italic and underlined text.
- The third sentence includes a *hyperlink*, text that will jump to another Web page when the user clicks on it.
- The fourth sentence begins with a bullet.

- The last sentence has some very large (18 point) text.

Creating the Sample Web Page

To create this page, follow these steps.

Enter the First Two Sentences

1. Open eWebEditPro. (Your Webmaster installs eWebEditPro on your computer and determines which fonts and sizes are available. Your system may not match the example below.)

2. Type the first two sentences.

   This is some sample content. You can make text bold, italic and underlined with the push of a button.

3. Double click the word "bold" to select it. Then, click the Bold button (**B**) to apply bold to the word.

4. Double click the word "italic." Then, click the Italic button (*I*) to apply italic to the word.

5. Double click the word "underlined." Then, click the underline button (**U**) to underline the word.

Creating a Hyperlink

1. Type **You can also easily add hyperlinks**.

2. Double click the word **hyperlinks** so that it becomes selected.

3. Click the Hyperlink button ().

4. The hyperlink dialog box appears.

Hyperlink

Hyperlink Information

Type:	http:
Link:	http://www.ektron.com
Bookmark:	
Text:	Ektron
Target Frame:	New Window (_blank)
Title	Managing your Web Content

Quick Link: (select link)

OK   Cancel
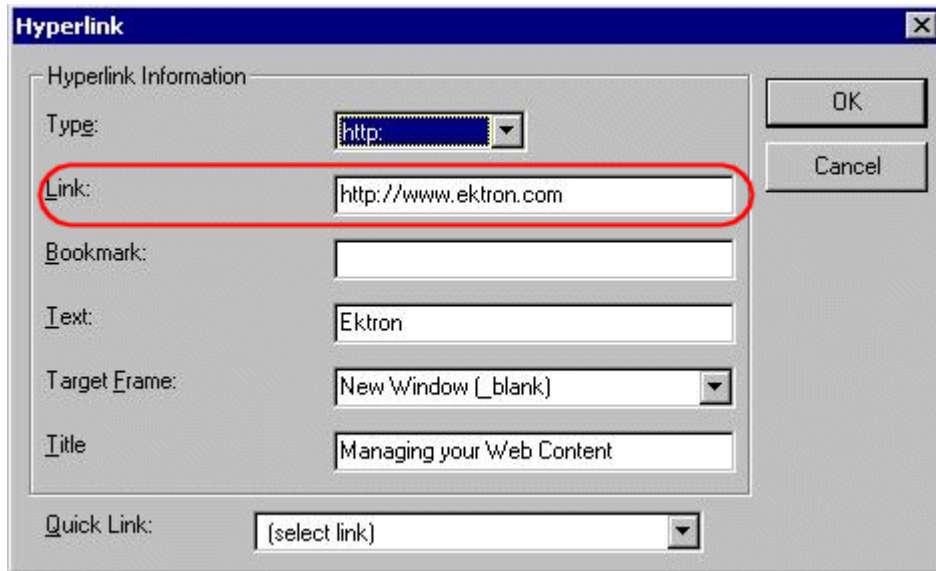
5. In the **Link** field, after **http://**, enter **www.ektron.com**.

6. Click **OK**.

Notice that the word **hyperlink** now appears in a different color. When you save this Web page and a user views it, if the user clicks **hyperlink**, a new Web page will display Ektron's home page.

NOTE If your computer has an internet connection, you can double click the hyperlink to test it.

Applying a Bullet to a Line of Text

1. Press <Enter> to move the cursor down to the next line.

2. Type **You can begin a line with bullets.**

3. Click the bullet button (▦).

4. Notice that the line is indented and now begins with a bullet.

   • You can begin a line with bullets.

Changing the Size of Text

1. Press <Enter> to move the cursor down to the next line.

2. Type **Finally, you can change the font to a large size.**

3. Select the words **large size**.

4. Click the down arrow to the right of the font size list. When you do, the list of available fonts appears.
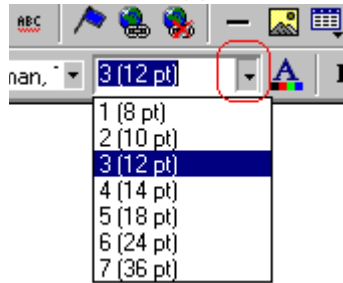
5. Click **5 (18 pt)**.

6. Notice that **large size** is now much larger than the other text.

Congratulations! You have just created your first Web page with eWebEditPro. You have learned how to apply bold, italic, and underlining, create a hyperlink, add a bullet to a line, and change the size of the text.

This sample used only a few of the many features available. The following sections explain the rest of the details about using the product.

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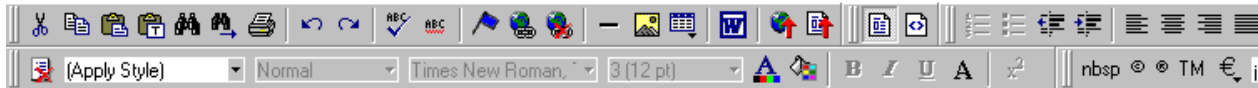
The buttons let you perform functions such as cutting and pasting text, inserting images, and creating tables.

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 21).

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.
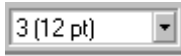
NOTE   The Data Designer feature also has a toolbar. For information, see "Using the Data Designer" on page 192.

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 33
Paste	Ctrl+V	Insert the most recently cut or copied text and graphics at the current cursor location.	
Select All	Ctrl+A	Select all content	
Select None		Deselect all selected content	
Paste Text		Paste the contents of the clipboard as plain text. That is, all HTML tags (including images) are not pasted. This button is helpful when you want to eliminate the HTML formatting of the text being copied.	
Replace		Launches the Search and Replace dialog box. The dialog searches for (and lets you optionally replace) text that you specify.	"Finding and Replacing Text" on page 34
Find Next		Find next occurrence of the string entered into the Find What field of the Search and Replace dialog box.	"Finding and Replacing Text" on page 34
Print	Ctrl+P	Print the editor content.	

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
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 39
Spell Check (automatic)		Turn on or off spell check as-you-type feature.	"Checking Spelling as You Type" on page 38
Bookmark		Create a bookmark.	"Using Bookmarks" on page 139
Edit Hyperlink		Change information about a hyperlink.	"Using Hyperlinks" on page 143
Remove Hyperlink		Remove a hyperlink.	"Removing a Hyperlink" on page 148
Horizontal Line		Insert a horizontal line.	
Picture		Insert a picture.	"Inserting Images" on page 46
Image Editor		Edit an image.	"Editing Images" on page 61
Table		Insert or edit a table.	"Introduction to Tables" on page 94
Edit in Microsoft Word		Edit content in Microsoft Word.	"Editing in Microsoft Word" on page 43
Insert Comment		Insert a comment into the content (eWebEditPro only)	"Entering Comments" on page 279

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
Upload Files		Upload any external files (such as images) to the server.	"Moving an Image to the Server" on page 59
Upload Content		Upload the content currently in the editor to the server.	"Content Upload" n the eWebEditPro Developer's Reference Guide
Data Design Mode		Switches to Data Design Mode. Button only appears when **eWebEditPro+XML** configuration enables the Data Designer feature.	"Design Mode vs. Data Entry Mode" on page 194
Data Entry Mode		Switches to Data Entry Mode. Button only appears when **eWebEditPro+XML** configuration enables the Data Designer feature.	"Design Mode vs. Data Entry Mode" on page 194
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 149
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.	

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see

≣ ≣ ≣ ≣
 Left, Center, and Right Justify
		Align paragraph so that it is arranged
		 • evenly on the left side (uneven on the right)
		    • in the center of each line
		   • evenly on the right side (uneven on the left)
		 • evenly on right and left side	

About **eWebEditPro+XML**		Display a dialog box that shows your version of **eWebEditPro+XML** and your license keys.	

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

Style [Apply 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.	

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
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*.	
U Underline	Ctrl+U	Make the text underlined.	
A Normal		Remove all formatting from selected text.	
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 when the content is displayed by a browser.	

Button	Equivalent Keystroke **(Internet Explorer only)**	Function	For more information, see
⊚ Copyright		Insert copyright symbol.	
® Registered Trademark		Insert registered trademark symbol.	
TM		Insert trademark symbol.	
i ▾ 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.	

Position Objects Options

These buttons let you absolutely position elements (pictures, tables, etc.) anywhere on a page.

WARNING! Some older browsers (for example, Netscape 4) do not display absolutely positioned elements. Absolute position uses the style attribute. If you use this feature, the content is not compatible with all browsers.

Button	Function
🖼 Position	Lets you move selected table or image anywhere on the screen.
🔒 Lock	"Locks" selected table or image at its current screen position. Nothing can move a locked object. To move the object, unlock it by clicking this button again.
🔲 Move to Front	If two or more images overlay each other, moves the selected image in front of the others.
🔲 Move to Back	If two or more images overlay each other, moves the selected image behind the others.

Button	Function
▣ Above Text	If text overlays an image, move the image in front of the text.
▤ Below Text	If an image overlays text, move the text in front of the image.

Text Direction Options

The text direction menu options (≣ ≣ ▣ ▣) allow bi-directional editing of text, which is useful for Arabic, Farsi and Hebrew. The client computer must also support the language.

The text buttons determine the editing direction, while the edit buttons determine the side of the editor that displays the scroll bar.

For right-to left languages, such as Arabic, Farsi and Hebrew, the text editing would be "right to left", and the scroll bar would be on the left side.

For western European languages, the text editing would be "left to right", and the scroll bar would be on the right side.

Button	Function
≣ Left-Right Text	Text is entered left to right.
≣ Right-Left Text	Text is entered right to left.
▣ Left-Right Edit	The vertical scroll bar appears on the right side of the window.
▣ Right-Left Edit	The vertical scroll bar appears on the left side of the window.

Form Elements Toolbar
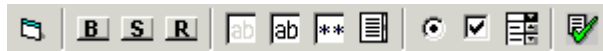
This toolbar lets you insert the elements of an HTML form into the editor. You begin by clicking the Forms button ( ). Next, add the fields and buttons that make up your form. The buttons are described in "Buttons of the Form Elements Toolbar" on page 17.

NOTE This documentation does not explain how to create HTML forms. Many books and Web sites are dedicated to this subject, such as http://www.w3schools.com/html/html_forms.asp.

NOTE If you are familiar with HTML forms and want to edit the source code, use the View Source button ( ) to do that.

Updating Form or Element Information

If you want change a form or an element, click the form or element within the editor then click the element's toolbar button. For example, to update the textarea field in the illustration below, click the field then click the text area button (circled in red below).
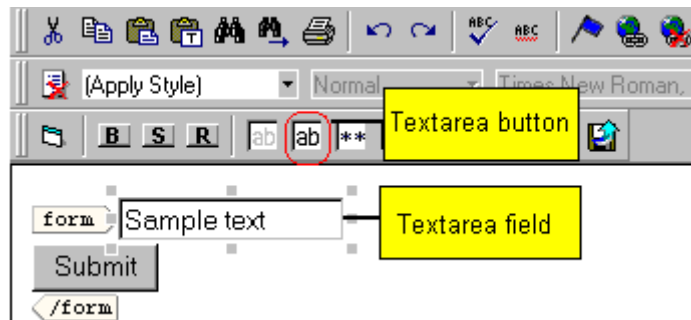
When you do, a dialog appears with the element's information. Update as needed.

Replacing Form or Element Information

To replace a form element with another, follow these steps.

1. Click the element to be replaced.

2. Click the new element's toolbar button.

3. Complete the dialog that appears.
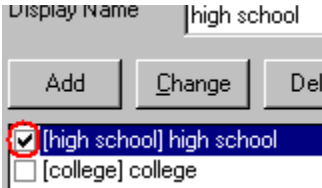
When you close the dialog, the new element and its information replace the old element.

Buttons of the Form Elements Toolbar

Button	Function

Form	Inserts opening and closing form tags. For example:
	`<form name="Test" action="http://localhost/ewebeditpro5/`
	`formtest.htm" method="post">`
	`</form>`
	
	When you click this button, a dialog box prompts you to enter the following information for the form:
	● Name
	● Action page
	● Method (get or post)
	● Encode Type

Button	Inserts a button. For example: `<input type="button" value="Test Button" name="Test" />` When you click this button, a dialog box prompts you to enter the following information for the button: ● Name ● Button caption
Submit button	Inserts a submit button. For example: `<input type="submit" value="Submit" />` When you click this button, a dialog box prompts you to enter the following information for the submit button: ● Button caption

Button	Function
R Reset button	Inserts a reset button. For example: `<input type="reset" value="Reset Page" />` When you click this button, a dialog box prompts you to enter the following information for the reset button: ● Button caption
ab Hidden text field	Inserts a hidden text field. For example: `<input type="hidden" value="This is initial content" name="mycontent" />` When you click this button, a dialog box prompts you to enter the following information for the hidden text field: ● Name ● Value
ab Text field	Inserts a text field. For example: `<input size="15" value="This is initial content" name="mycontent" />` When you click this button, a dialog box prompts you to enter the following information for the text field: ● Name ● Value ● Size (the number of characters in the field. If a user's entry exceeds the size, the field scrolls to the right.)
** Password	Inserts a password field. For example: `<input type="password" value="" name="mypassword" />` A password differs from a free text field in that the user entry appears as asterisks (*), *not* to the actual characters. This is done to prevent an onlooker from seeing the password. When you click this button, a dialog box prompts you to enter the following information for the password field: ● Name ● Value ● Size (the number of characters in the field. If a user's entry exceeds the size, the field scrolls to the right.)

Button	Function
▤ Textarea field	Inserts a textarea field. For example: `<textarea name="mycontent" rows="5" cols="40">This is initial content</textarea>` When you click this button, a dialog box prompts you to enter the following information for the textarea field: • Name • Value • Columns • Rows
◉ Radio button	Inserts a radio button. For example: `<input type="radio" checked="checked" name="mybutton" />` When you click this button, a dialog box prompts you to enter the following information for the textarea field: • Name • Value • Default is Checked
☑ Check box	Inserts a check box. For example: `<input type="checkbox" checked="checked" name="mycheckbox" />` When you click this button, a dialog box prompts you to enter the following information for the check box: • Name • Value • Default is Checked

Button	Function
▦ Select box	Inserts a selection box. For example: ```<select multiple="multiple" size="25" name="myselectbox"> <option value="option1">option1</option> <option value="option2">option2</option> </select>``` When you click this button, a dialog box prompts you to enter the following information for the select box: • Name • Size (the number of characters in the field. If a user's entry exceeds the size, the field scrolls to the right.) • Allow multiple (determines if a user responding to this selection box can choose more than one option) • Option name (the internal value assigned to this option) • Display name (the user sees this text in the selection box) This dialog also has three buttons, described below. **Add -** lets you add a new option to the selection box **Change -** lets you change the selected option's option name or display name **Delete -** removes option from selection list Note that you can place a check mark next to an option to specify that option as a default value on the form. If you place a check mark next to an option, the user only needs to press \<Tab\> to select the option, as opposed to placing the cursor next to the option and clicking the mouse.
📇 File Upload	Inserts a File Upload field and a Browse button. For example: ```<input type="file" size="10" name="Save" />``` When you click this button, a dialog box prompts you to enter the following information for the File Upload: • Name • Size (the number of characters in the field. If a user's entry exceeds the size, the field scrolls to the right.)

Customizing Your Toolbar

The **eWebEditPro+XML** 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 four 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+XML** 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.
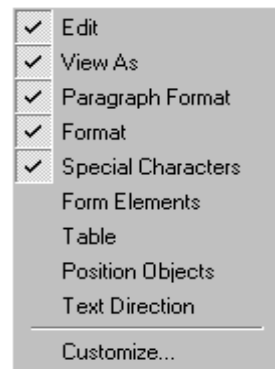
✔	Edit
✔	View As
✔	Paragraph Format
✔	Format
✔	Special Characters
	Form Elements
	Table
	Position Objects
	Text Direction
	Customize...

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**.
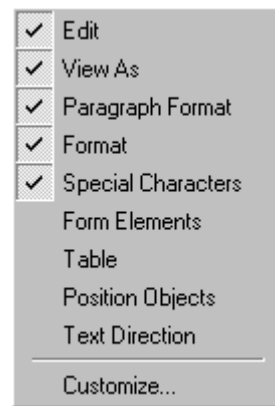
NOTE   If **Customize** does not appear on the menu, you are not authorized to customize the toolbar.

4. The Toolbar Customization dialog box appears.
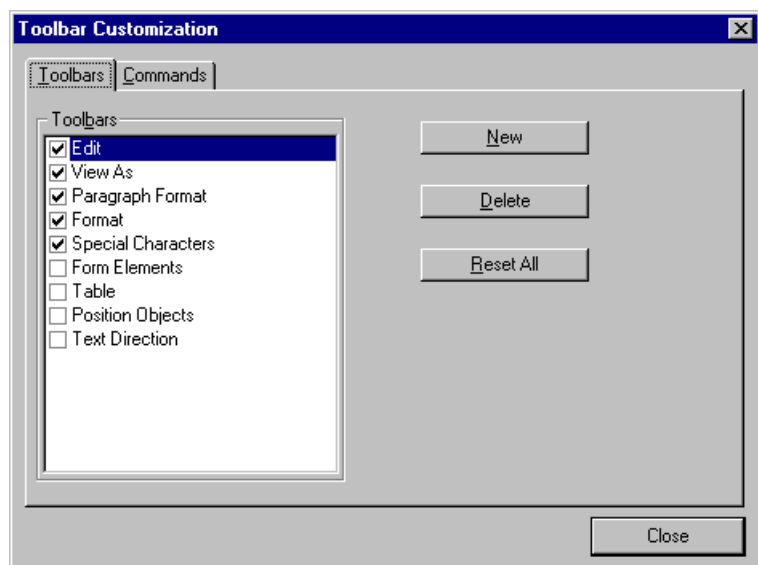
5. Click the menu that you want to edit.

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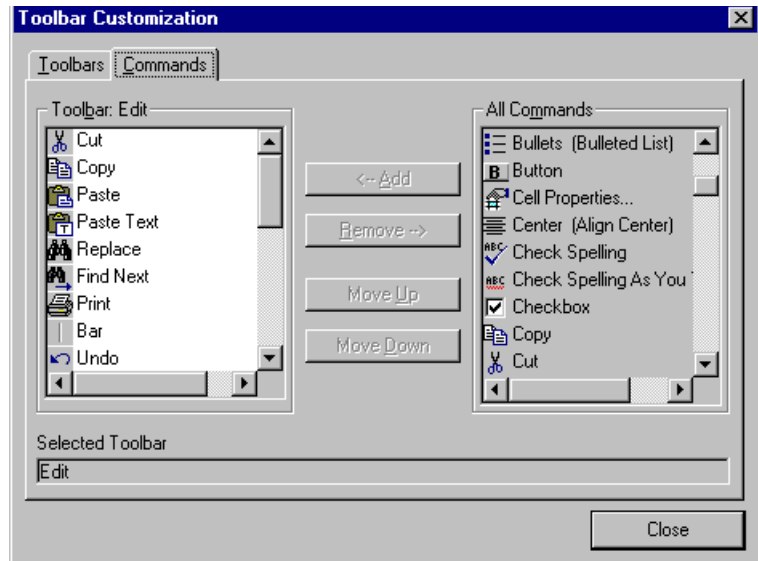
Using the Customize Toolbar Dialog Box

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.
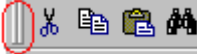
Restoring Toolbars

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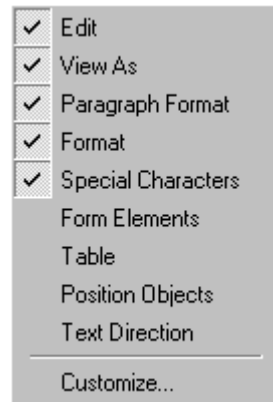
4. The Toolbar Customization dialog box appears.
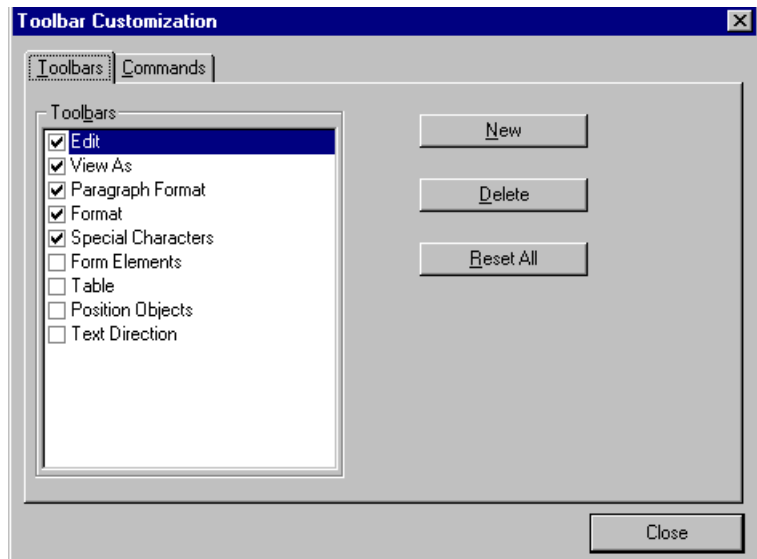
5. Click **New**.

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**.
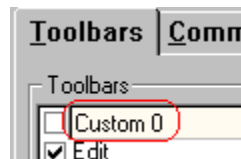
7. To rename the menu, place the cursor in the field that displays the new menu and enter the new name.
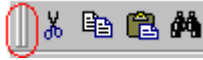
8. To have the menu appear on your toolbar, click in the small box to the left of the menu name.

9. Click the **Commands** tab.

10. Add buttons to the menu, following the procedure described in "Using the Customize Toolbar Dialog Box" on page 24.

Moving a Menu Off the Toolbar

You can move a menu from the toolbar to anywhere else on the screen, even if **eWebEditPro+XML** 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+XML** editor. You can also access this menu by pressing the application key (⊟).

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

Menus
Cut
Copy
Paste
Paste Text
Select All
Clean HTML
Hyperlink...
Insert HTML...
✔ View as WYSIWYG
View as HTML
Picture...
Insert Custom Tag...
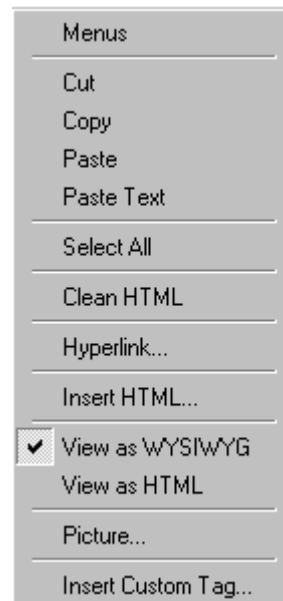
NOTE A different context-sensitive menu is available when your cursor is within a table. That menu is described in "The Table Context Sensitive Menu" on page 104.

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+XML without a Mouse" on page 153
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 33
Paste	Insert the most recently cut or copied text and graphics at the current cursor location.	
Paste Text	Paste the contents of the clipboard as plain text. That is, all HTML tags (including images) are not pasted. This button is helpful when you want to eliminate the HTML formatting of the text being copied.	
Select All	Select all information on your page. After you select it, you can cut it, copy it, etc.	
Clean Source	Remove unnecessary HTML tags	"Cleaning Source Code" on page 151
Hyperlink	Create a link to another Web page or a spot within the current page	"Using Hyperlinks" on page 143
Edit Source	Edit your page's HTML source	"Editing a Section of a Page" on page 150
Insert Source	Insert HTML source onto the page at the cursor location.	"Inserting Source" on page 150

Menu Option	Lets you	For more information, see
Check Spelling	Compare words in the editor to Microsoft WORD spelling list.	"Checking Spelling" on page 38
View as WYSIWYG/HTML	View and edit your page's HTML	"Viewing and Editing HTML" on page 149
Picture	Insert a picture	"Inserting Images" on page 46
These options only appear if your site is using **eWebEditPro+XML**: Insert Custom tag, *tag name* tag Attributes, *tag name* tag Properties	Work with XML tags	"Editing XML Web Pages" on page 162 only available in the **eWebEditPro+XML** User Guide

Using eWebEditPro+XML's Advanced Features

Most of **eWebEditPro+XML**'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+XML**'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.

The following sections explain **eWebEditPro+XML**'s more advanced features.

Copying from Other Applications

You can copy information from most other Windows applications into **eWebEditPro+XML** 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+XML**.
5. Press <Ctrl>+<V> to paste the selected information.

Note that 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 and Replacing Text

To find (and optionally replace) text on your Web page, click
the Replace button (🔍). When you do, the Find and Replace
dialog box appears.
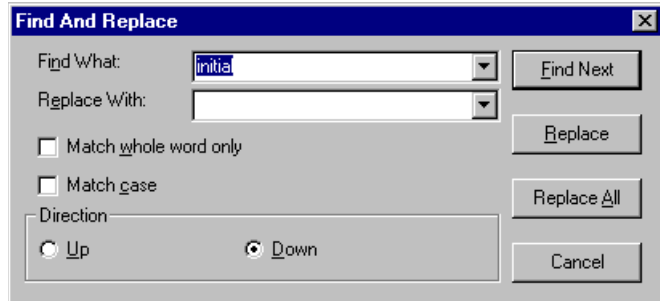
You can use this dialog box to simply find text, or to find text
and replace it with other text. Each option is explained below.

NOTE   You can also use this dialog to delete text that appears repeatedly. To do so,
follow the directions in "Finding and Replacing Text" on page 34 and enter
nothing in the **Replace With** field.

Finding Text

1. In the **Find What** field, type the text that you want to find in
   the content.
2. Set dialog box options (see "Additional Options on the
   Dialog Box" on page 35).
3. Click **Find Next** to find the next occurrence of the "find"
   text.

Finding and Replacing Text

1. In the **Find What** field, type the text that you want to find.
2. In the **Replace With** field, type the text to replace the "find"
   text.

---

3. Set dialog box options (see "Additional Options on the Dialog Box" on page 35).

4. If you want to

   – replace all occurrences of the "find" text with the "replace" text, click **Replace All**.

You can undo replacements one at a time using the Undo button ( ).

   – replace only the highlighted term with the "replace" text, click **Replace**.

   – find the next occurrence of the "find" text (and optionally replace it with the "replace" text), click **Find Next**.

   – change the highlighted term using the editor, exit the Find and Replace dialog, move to the term and edit as needed.

     To restart the search, press the Find Next button ( ).

5. Continue to find and optionally replace or edit until you reach the end of the text.

Additional Options on the Dialog Box

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

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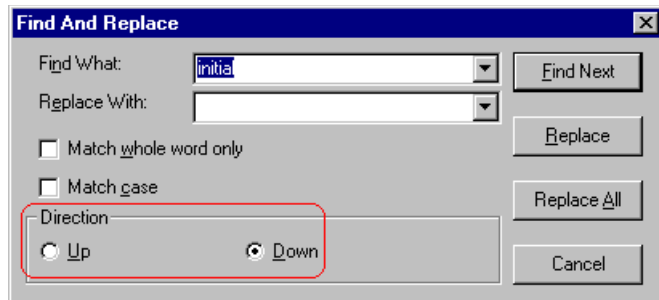
To search from the cursor location to the	Click this option in the Direction field
end of the page	**Down**
top of the page	**Up**

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.
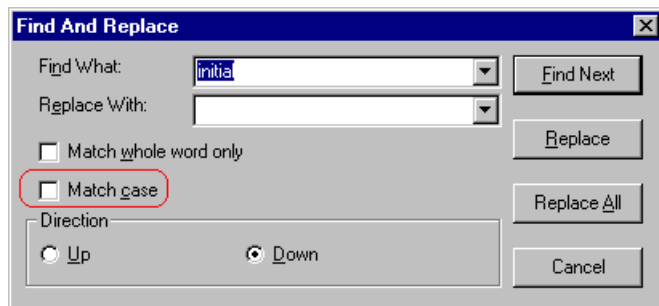
Whole Word Match

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.
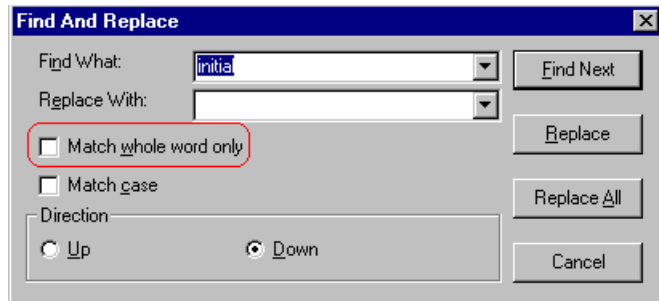
Checking Spelling

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

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

Disabling Script Blocking

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

To do this, follow these steps.

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

Checking Spelling as You Type

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

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

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

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

Fixing Spelling Errors

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

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

Checking Spelling Upon Demand

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

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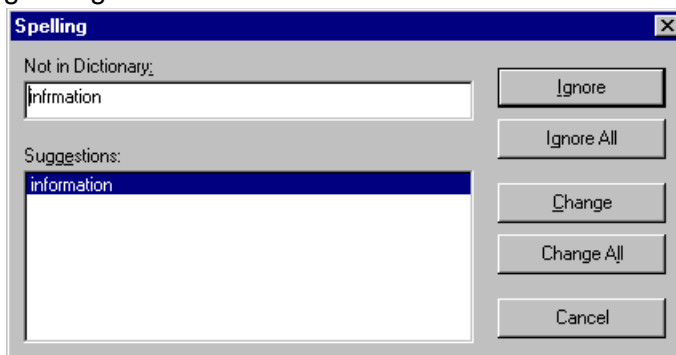
The Spelling Dialog Box

The Spelling dialog box displays

- the word not in the dictionary (in the **Not in Dictionary** field).

- suggested spellings for the word (in the **Suggestions** field). The most likely replacement is selected at the top of the list.

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

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

Spell Checking Selected Text

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

1. Select the text that you want to spell check.

2. Press the manual spell check button ().

---

3. The spell checker reviews the words in the selected text and stops at any word not in the dictionary. For documentation of options when a misspelled word is found, see "The Spelling Dialog Box" on page 40.

4. When the spell checker finishes reviewing the words in the selected text, it displays the following message

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

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

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

Setting Spell Check Options

eWebEditPro+XML can use Microsoft Word's spell checking feature (your Webmaster makes this decision).

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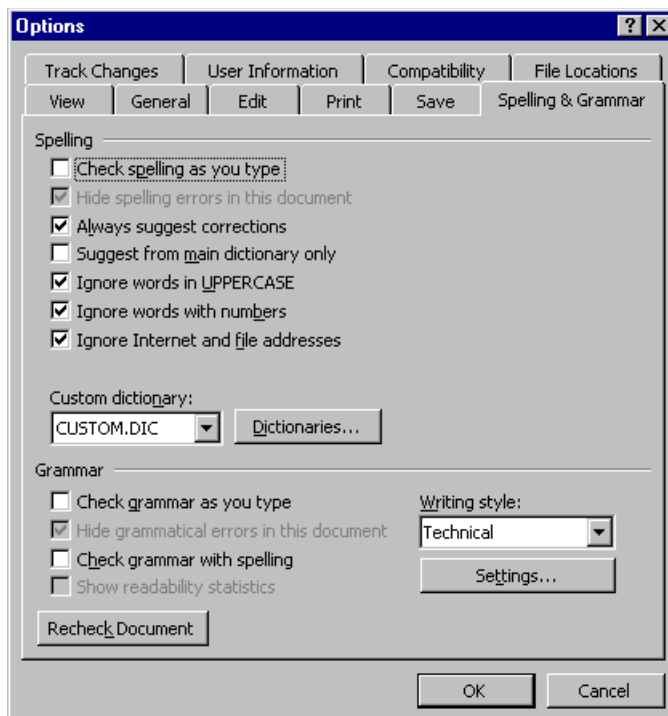
Specifically, you can set the spell check feature to check or ignore

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

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

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

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

Editing in Microsoft Word

If your computer has Microsoft Word 2000 or greater, you can edit content within Word. You may prefer to do this because of familiarity with Word's user interface, and to use additional functionality available in Word.

NOTE   Some Word formatting may not be compatible with HTML and, as a result, not be transferred to eWebEditPro+XML.

To edit with Word, follow these steps.

1. Open **eWebEditPro+XML**.

2. Press the Word toolbar button (W).

3. The following dialog may appear, warning you that some Word formatting may not be transferred back to **eWebEditPro+XML**. Press **Yes** if you still want to edit in Word.
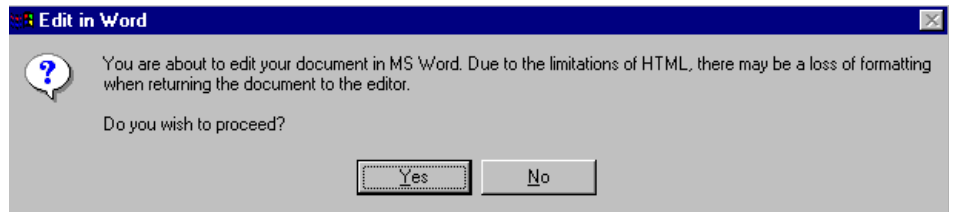
4. Microsoft Word opens. Any content that was in **eWebEditPro+XML** when you pressed the Word button is copied to Word.

5. Edit content as desired.

6. Press **File -> Close**.

7. Another warning like the one in Step 3 may appear. Press **Yes** to copy the edited content back to **eWebEditPro+XML**.

8. When done, return to **eWebEditPro+XML** and press the Word toolbar button again.

9. If you change your mind and decide to restore the content to the way it was before you edited it in Word, press the undo button ( ).

   If you want to restore the Word changes after pressing Undo, press the redo button ( ).

Uploading an Image in a Microsoft Word Document

If you insert an image into the Word content and then paste that content or save it, the following dialog box appears. The box lists all images in the content and asks if you want to copy them from your computer to your organization's Web server.
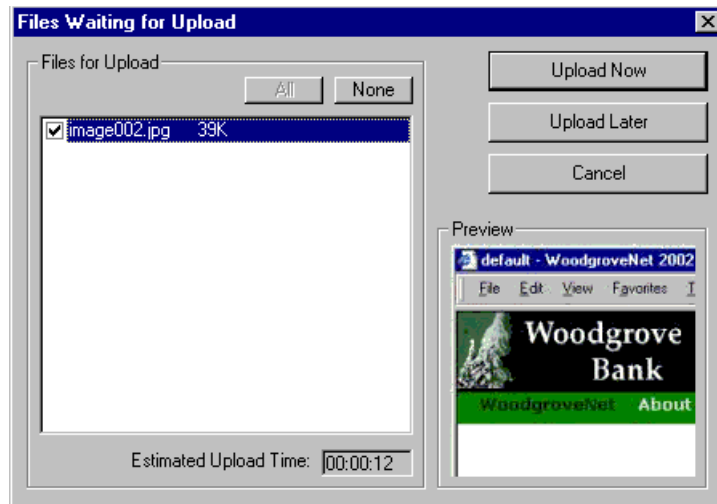
If you are ready to publish your Web content and want to display the image, click **Update Now**. If you plan to add more content later, you can click **Upload Later** and upload all images at that time.

Editing XML Documents

If your organization has implemented **eWebEditPro+XML**, you cannot edit XML documents using Microsoft Word. This is because Word does not support XML editing. If a full XML document is loaded, the Word button ( ) is disabled.

If a Word document includes *some* custom/XML tags, the following dialog appears, warning you about the problem.

Edit in Word

WARNING: This content contains tags that Microsoft Word may not recognize. Microsoft Word may corrupt the content, introduce invalid tags, or may not display it at all.

Do you want to continue?

Yes   No
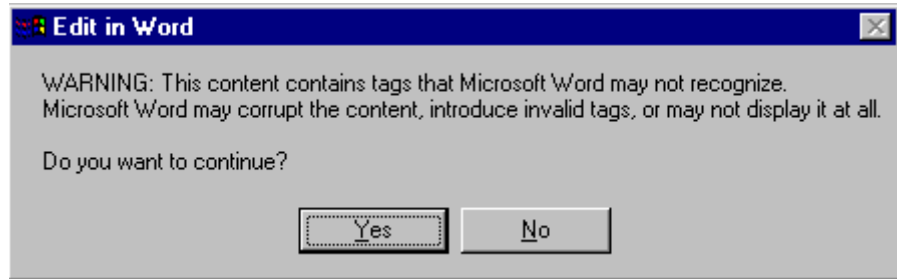
You can proceed and edit using Word or decide not to edit using Word.

Inserting Images

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 that the **Select Server File** button only appears on the second dialog box.

The **Select Server File** button appears if your upload mechanism is set to FTP. It does not appear if the mechanism is HTTP. For more information, see the **eWebEditPro+XML** Administrator Manual section "Managing Image Selection" > "Examples of Implementing Image Selection" > "Selecting Files from the Server."
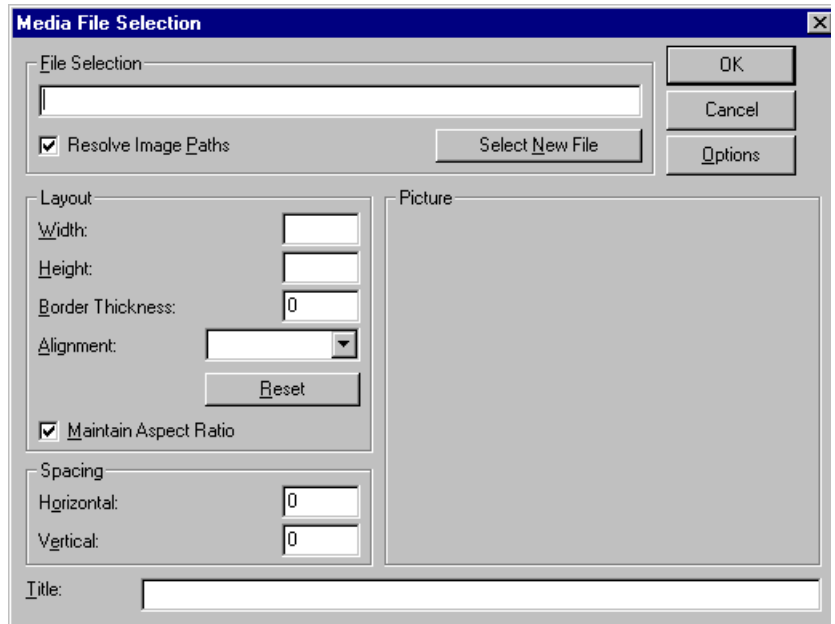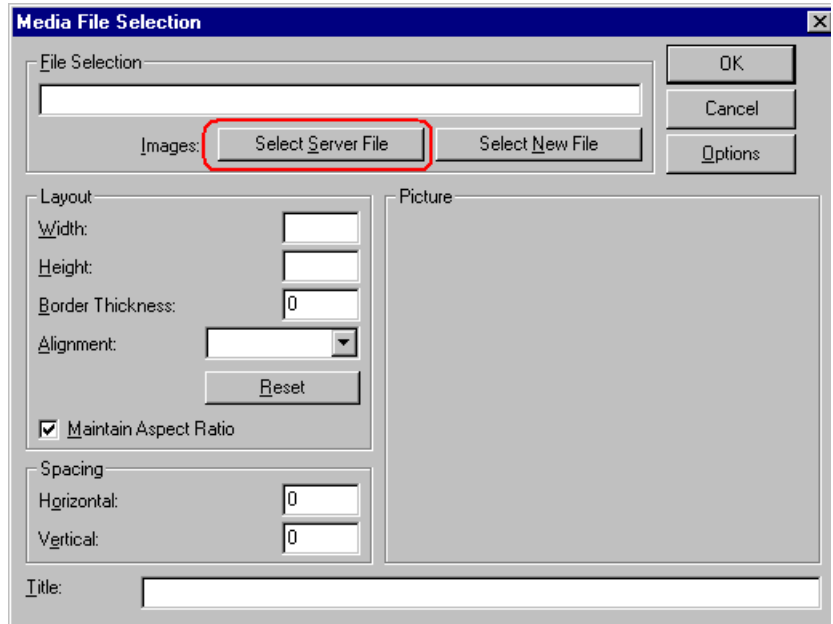
You can also access this dialog box to modify a picture after you insert it. To do this, follow these steps.

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 47. If you see the second dialog box, proceed to "Using the Second Media Selection Dialog Box" on page 51.

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.
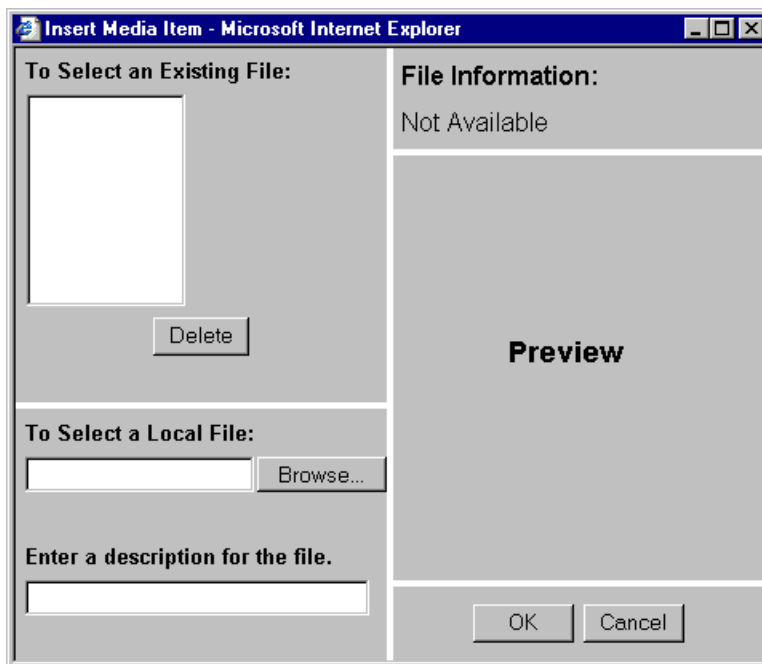
Inserting a Picture from the Server

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.
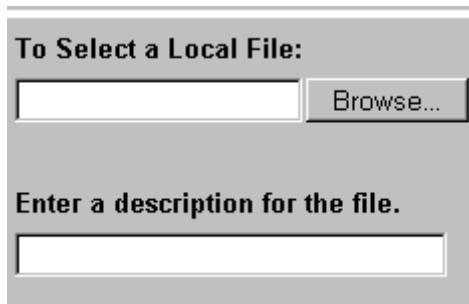
1. Click the picture from the **To Select an Existing File** field that you want to insert.

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 52
   - "Setting a Border" on page 54
   - "Aligning the Picture" on page 55
   - "Adding Space around the Picture" on page 57

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.

[   ]

NOTE   You can only select files in the **To Select a Local File:** field if your computer has permission to upload files to the server.

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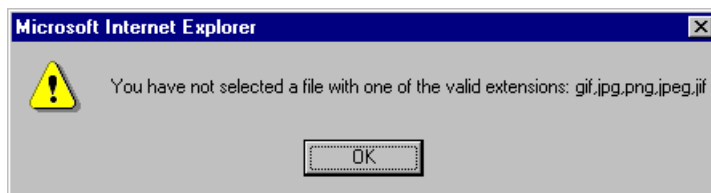
3. Click in the **Enter a description for the file** field. Enter a title to describe the file.

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.

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.

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 52
   - "Setting a Border" on page 54
   - "Aligning the Picture" on page 55
   - "Adding Space around the Picture" on page 57
   - "Editing the Picture's Title" on page 58

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 **Select New File**, navigate to the file of interest, and click **OK**.

- the Web server, click the **Select Server File** button. You are prompted to enter a **User Name** and **Password**. Your Webmaster assigns these codes to you, which are needed to copy the file to the Web server.

  Next, the Image Explorer dialog appears (illustrated below). Navigate through the folder structure until you find the image. Then click **OK** to insert the image into **eWebEditPro+XML**.

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 54
Adjust the alignment of the picture	**Alignment** For more information, see "Aligning the Picture" on page 55

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
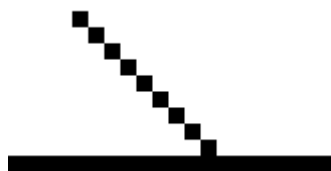
enlarged to show pixels

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.

```
┌─ Layout ──────────────────────────────┐
│  Width:                        │16   │ │
│  Height:                       │16   │ │
│  Border Thickness:             │0    │ │
│  Alignment:          │Not set│   ▼  │ │
│                      ┌──────────────┐  │
│                      │    Reset     │  │
│                      └──────────────┘  │
└────────────────────────────────────────┘
```
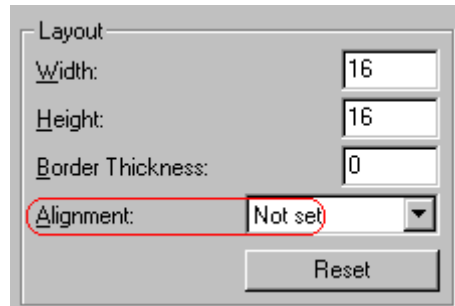
When deciding how to align a picture, you need to become familiar with these terms.

- *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
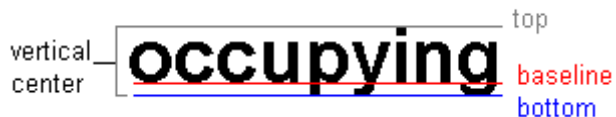
The following table lists your alignment choices.

To align	Click this in the Alignment field	Illustration
The picture on the left margin, allowing subsequent text to wrap around it	**Left**	left
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.
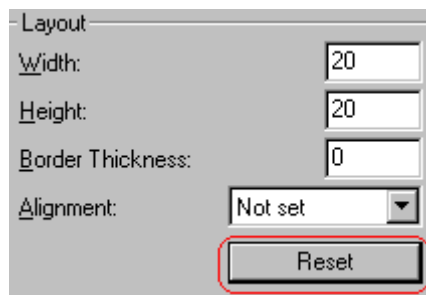
Note that you cannot selectively restore some settings -- the **Reset** button automatically restores all of them.

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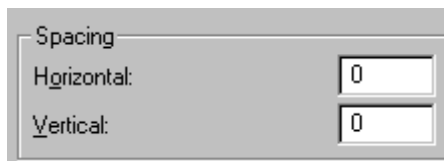
The following graphic illustrates the effect of adding spacing to a picture.

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
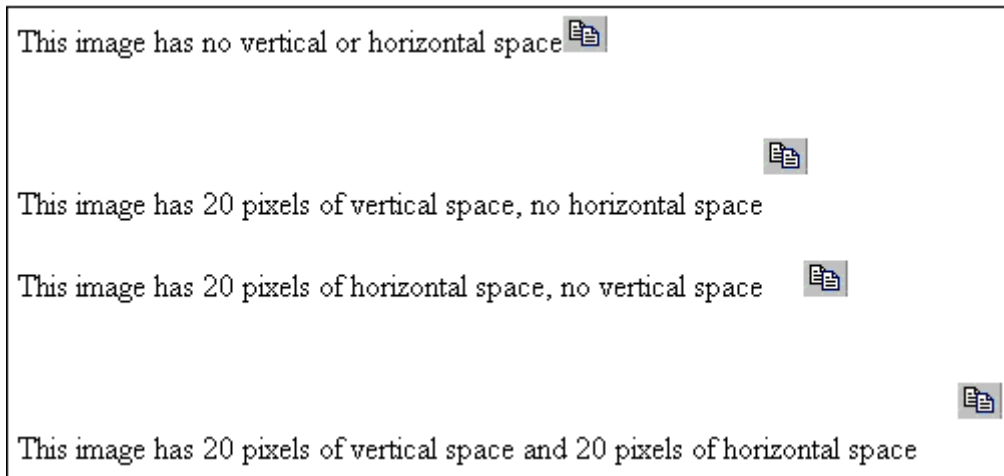
Editing the Picture's Title

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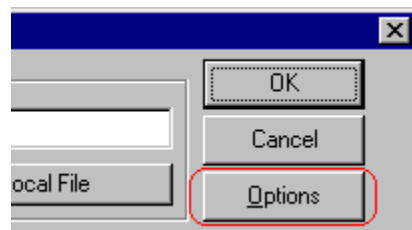
For information about these settings, see "Uploading Images" in the **eWebEditPro+XML** Developer's Reference Guide.

Moving an Image to the Server

If you insert an image from your computer into **eWebEditPro+XML** content, that image must be moved to the server when you save the content. The image can only appear on Web pages that display it after you move it to the server.

When you save content that incudes an image you inserted, the following dialog appears.
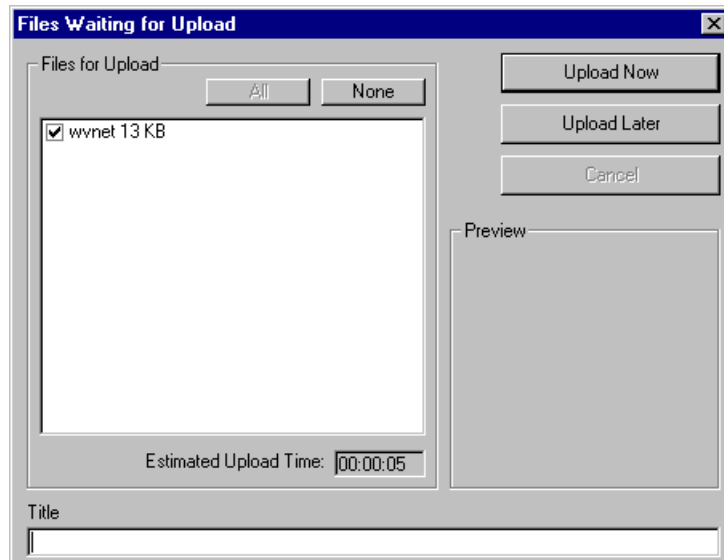
All inserted files appear in the dialog, which also estimates how long it will take to move the files to your server. If you do not want to wait that long to upload the files, click **Upload Later**. If you do this, the images will not appear on the published Web content until you move them to the server.

You can also enter a **Title** for the image near the bottom of the screen. If you do, this text appears when the user reading the Web pages moves the cursor over the image.

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 ( ).

Editing Images

WebImageFX lets you select an image from the content, edit that image, and then insert the updated image into the content. Editing consists of several functions available on the toolbar, such as

- brightening
- rotating
- changing the color depth
- inserting text

This section explains WebImageFX.

Important!   WebImageFX is an external, add-on product available from Ektron.

Using WebImageFX

Choosing the Image

If you double click an image, it appears within WebImageFX. You can also right click the mouse and choose **Image Editor** from the menu that appears.

Menus
Cut
Copy
Paste
Paste Text
Select All
Clean HTML
Hyperlink...
Insert HTML...
✔ View as WYSIWYG
View as HTML
Picture...
(Image Editor)
Insert Custom Tag...
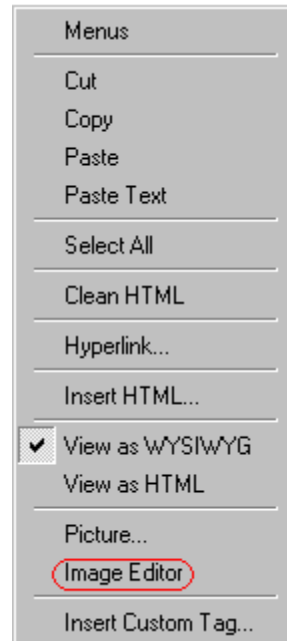
WebImageFX looks similar to **eWebEditPro+XML** but has different menu and toolbar buttons.

File   Edit   View   Image   Annotations
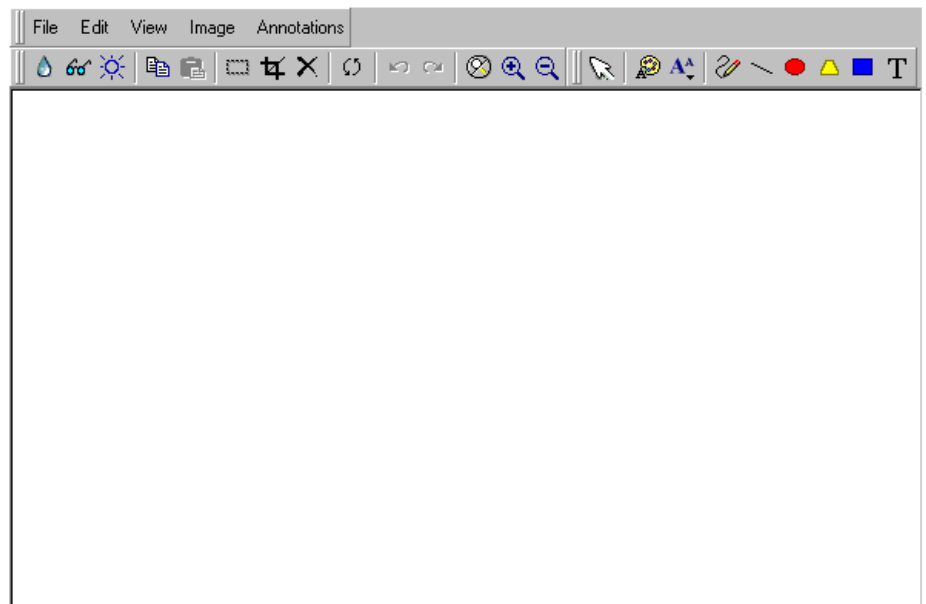
If the Image Edit button (✏️) appears on your toolbar, you can click it to open WebImageFX. If no image is selected when you press the button or click the menu command, a blank editor appears, and you can use the **File -> Open** command to choose an image.

Once the image is in WebImageFX, you can use the buttons and menu options to edit it. The rest of this chapter describes those buttons and menu options.

Saving the Image

When you finish editing the image, you can insert it into the content by pressing the **Exit** button (⏻). Alternatively, you can save the image to a local or network folder using the Save button (💾).

When you insert the image into the content, WebImageFX checks the file extension. If the image is a .gif file, it is saved as a .png file in your temporary directory. For example test.gif is saved as
`C:\Documents and Settings\`*your user name*`\Local Settings\Temp\test.png.`

Any other file type is saved in your temporary directory without changing the file extension, *unless* you use the Save As option. For example, you save test.jpg as test.png.

Assigning a Name to a New Image

If you create an image in WebImageFX, and then exit WebImageFX and return to **eWebEditPro+XML**, the system assigns the image a random name, such as WIF50A.jpg.

If you want to assign a different name and/or folder to the image, use the Save as command.

See Also: "Save As" on page 86

Toolbar Buttons and Menu Commands

The following tables list each toolbar button and menu command. They are followed by a more detailed description of each function.

File Menu Options

Toolbar Button	Command	Brief Description	For more information, see
	Create New	Creates a new image.	"Create New" on page 73
	Open	Selects an image to edit.	"Open" on page 79
	Save	Saves changes to an image.	"Save" on page 85
	Save As	Saves the current image under a different name or format.	"Save As" on page 86
	Twain Acquire	Performs a single page scan. Before scanning, you must select a source using the Twain Source command.	"Twain Acquire" on page 91
	Twain Source	Allows the user to select a source for acquiring an image, such as a scanner or digital camera.	"Twain Source" on page 91
	Exit	Save changes and return to **eWebEditPro+XML**.	"Exit" on page 75
	Exit without save	Ignore changes; return to **eWebEditPro+XML**.	"Exit without Save" on page 76
	Thumbnail	Creates a thumbnail of the current image. Note: A thumbnail is a miniature display of an image. Thumbnails allow fast browsing though images.	"Thumbnail" on page 90

Edit Menu Options

Toolbar Button	Command	Brief Description	For more information, see
	copy	Copies a selected area of an image.	"Copy" on page 73
	paste as new image	Inserts copied image or area into a new file.	"Paste as New Image" on page 81
	undo	Reverses the most recent action.	"Undo" on page 92
	redo	Reapplies the changes from the command that occurred before you pressed Undo.	"Redo" on page 83
	select	Selects an area of an image. You can then perform actions on the area, such as blur and delete.	"Select" on page 87
	crop	Removes everything outside of selected area of an image.	"Crop" on page 73
	delete	Deletes selected area of an image.	"Delete" on page 74

View Menu Options

Toolbar Button	Command	Brief Description	For more information, see
	reset zoom ratio	Displays image at full size.	"Reset Zoom Ratio" on page 84
	zoom in	Increases an image's magnification.	"Zoom In" on page 92
	zoom out	Decreases an image's magnification.	"Zoom Out" on page 93

Image Menu Options

Toolbar Button	Command	Brief Description	For more information, see
	image info	Displays information about an image.	"Image Info" on page 77
	dimensions	Modifies an image's width and height.	"Dimensions" on page 74
	color depth	Changes the number of colors available to an image.	"Color Depth" on page 71
	blur	Blurs or softens an image.	"Blur" on page 67
	sharpen	Sharpens edges within an image.	"Sharpen" on page 87
	brightness	Changes an image's brightness.	"Brightness" on page 68
	contrast	Changes the difference between light and dark areas of an image.	"Contrast" on page 72
	horizontal flip	Reverses an image horizontally left to right.	"Horizontal Flip" on page 77
	vertical flip	Flips an image vertically top to bottom.	"Vertical Flip" on page 92
	rotate	Turns an image a specified number of degrees.	"Rotate" on page 84

Annotation Menu Options

Toolbar Button	Command	Brief Description	For more information, see
	pointer selection	Click an annotation to select it.	"Pointer Selection" on page 81
	choose color	Sets the color for an annotation before you insert it.	"Choose Color" on page 69
	choose font	Sets the color of text before you insert it.	"Choose Font" on page 70
	freehand	Draws a line in any shape that you want.	"Freehand" on page 76
	line	Draws a straight line.	"Line" on page 78
	oval	Draws an oval.	"Oval" on page 80
	polygon	Draws a polygon (a closed figure surrounded by straight lines).	"Polygon" on page 82
	rectangle	Draws a rectangle.	"Rectangle" on page 83
	text	Inserts text.	"Text" on page 88

Blur

Standard Toolbar Button

Description

Blurs or softens an image. You can select a level of blur, from 0 through 4.

If you select an area of the image, the command only changes that area.

Dialog Box
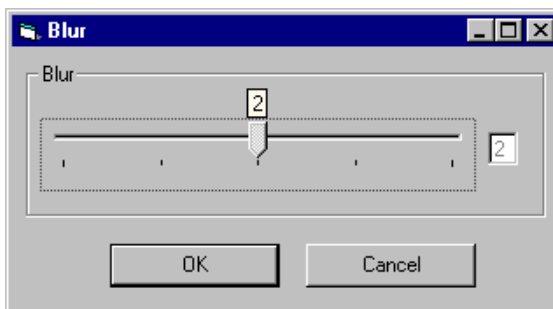
Brightness

Standard Toolbar Button

Description

Increases or decreases an image's brightness. You can select a brightness level from 32 (brightest) through -32 (darkest).

If you select an area of the image, the command only changes that area.

NOTE You cannot adjust brightness if the image's bit depth is 8 or fewer. *See Also:* "Specifying Color Depth" on page 93

Dialog Box
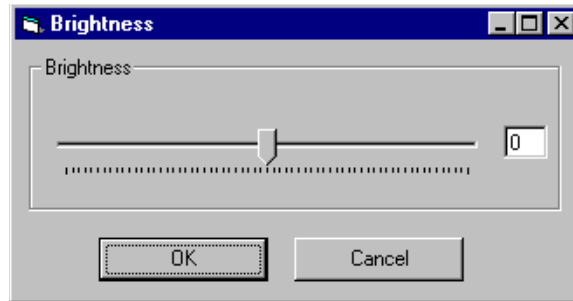
Choose Color

Standard Toolbar Button

Description

Lets you choose the color of an annotation before you insert it.

To change an annotation's color *after* inserting it, place the cursor on the annotation and press the right mouse button to display the Attributes menu.

Dialog Box

Choose Font

Standard Toolbar Button

A

Description

Lets you choose the color of annotation text before you insert it.

To change an annotation's color *after* inserting it, place the cursor on the annotation and press the right mouse button to display the Attributes menu.
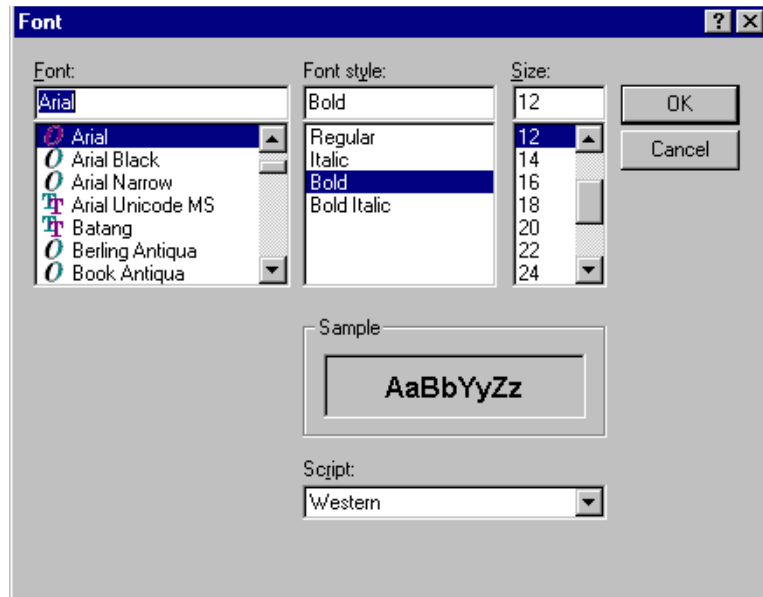
Dialog Box

Color Depth

Standard Toolbar Button

Description

Changes an image's color depth.

See Also: "Specifying Color Depth" on page 93

Dialog Box
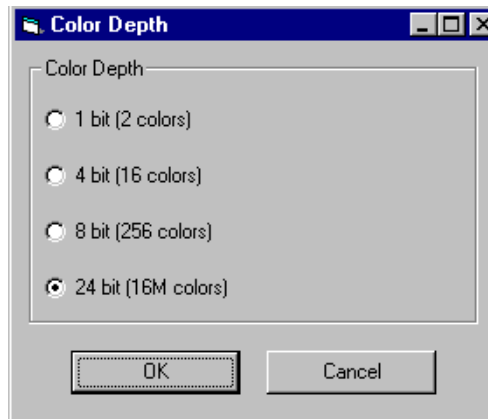
Contrast

Standard Toolbar Button

Description

Increases or decreases an image's contrast (that is, the difference between light and dark areas of an image). You can select a contrast level, from 10 through -10.

If you select an area of the image, the command only changes that area.

Dialog Box
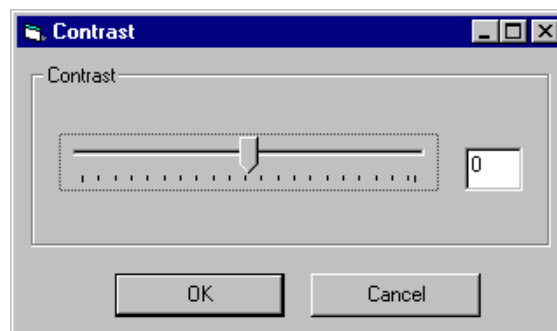
Copy
Standard Toolbar Button

Description

Copies a selected area of an image. After you copy an image, you can paste it using the paste command. *See Also:* "Paste as New Image" on page 81

To select an area of an image, use the Select command. *See Also:* "Select" on page 87

If you do not select an area, the entire image is copied.

Create New
Standard Toolbar Button

Description

Lets you create a new image. If you are editing an image when you press this command, you are asked if you want to save changes to it first.

By default, a new image's bit depth is 24, but you can change it if desired using the color depth command.

See Also: "Color Depth" on page 71

Crop
Standard Toolbar Button

Description

Keeps selected area of an image; removes everything outside that area.

To use the Crop command, follow these steps.

1. Select an area of an image that you want to keep.

2. Press the Crop button (🔲).

3. Everything outside the selected area is removed.

Delete

Standard Toolbar Button

✕

Description

Removes a selected area of an image. You must select an area before you delete it.

The deleted area is not saved for later pasting. In contrast, if you use the Cut command, you can later paste the cut area.

Dimensions

Standard Toolbar Button

✛

Description

Lest you change an image's width and/or height, which are defined in pixels.

Maintaining Aspect Ratio

Use this check box to change an image's size while maintaining its *aspect ratio.*

New Height: |600

☑ Maintain Aspect Ratio

Current Width: 900

Aspect ratio is the ratio of an image's width to height. For example, if a graphic has an aspect ratio of 2:1, its width is twice as large as its height.

If you check the **Maintain Aspect Ratio** box, just specify a new width -- the height is calculated automatically.

Dialog Box

Dimensions _ ☐ ✕

┌─ Dimensions ─────────────────────┐

New Width: 218

New Height: 74

☐ Maintain Aspect Ratio

Current Width: 218

Current Height: 74

[OK] [Cancel]
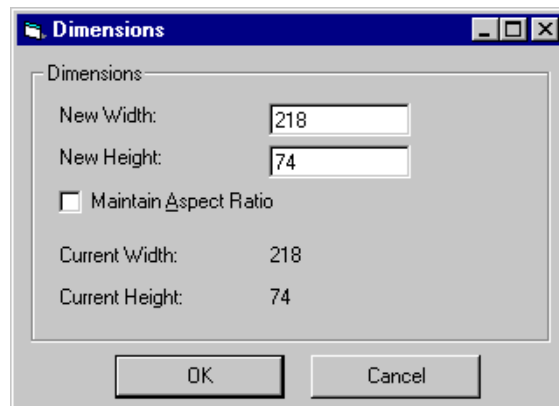
Exit

Standard Toolbar Button

Description

Save the change in the WebImageFX and return to **eWebEditPro+XML**, where the updated image appears.

Exit without Save

Standard Toolbar Button

Description

Ignore changes made to the image in WebImageFX. Return to eWebEditPro.

Freehand

Standard Toolbar Button

Description

Lets you draw a line in any shape that you want, similar to using a pen on paper.

To use this command, click the freehand command, drag the line, and release the mouse. To change the line's size or color, place the cursor on the line and press the right mouse button to display the Attributes menu.

Dialog Box
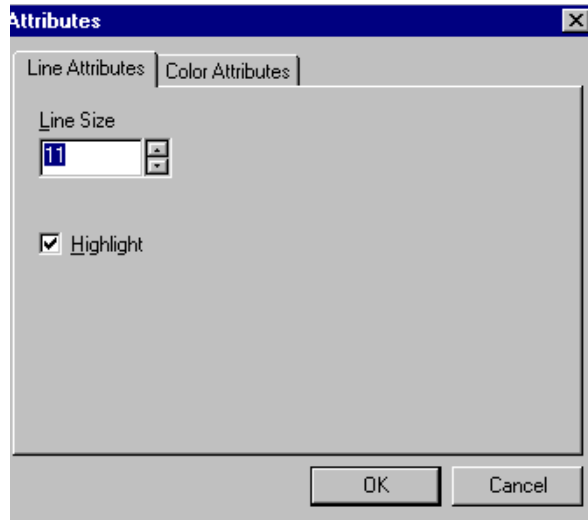
Horizontal Flip

Standard Toolbar Button

Description

Reverses an image horizontally left to right.

Click this command again to reverse the image horizontally right to left.

B

Image before horizontal flip

ᙠ

Image after horizontal flip

Image Info

Standard Toolbar Button

Description

Displays information about an image:

- image name
- height and width in pixels
- bit depth (*See Also:* "Specifying Color Depth" on page 93)
- file format

Line

Standard Toolbar Button

Description

Draw a straight line. To change a line's size or color, right click it after drawing it.

To use this command, click the line command, drag the line, and release the mouse. To change the line's size or color, place the cursor on the line and press the right mouse button to display the Attributes menu.
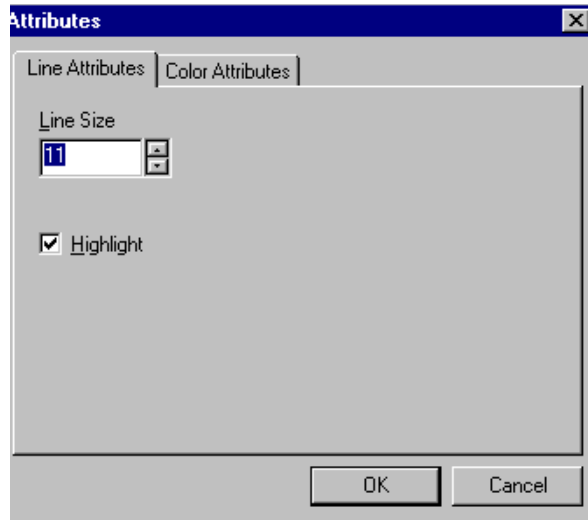
Dialog Box

Open

Standard Toolbar Button

Description

Select an image for editing. The image can be on your computer or a local area network.

Dialog Box
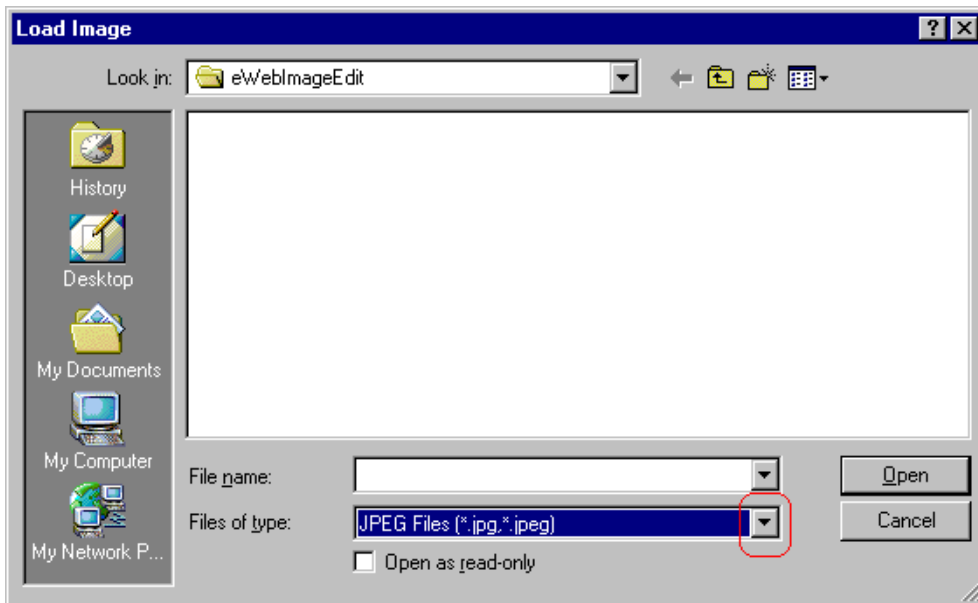
To change the type of file that appears in the window, click the down arrow (circled above) to the right of the **Files of type** field. Your system administrator determines which types of files you can edit.

Oval

Standard Toolbar Button

Description

Draws an oval.

To use this command, click the oval command, drag the line, and release the mouse. To change the oval's line size or color, place the cursor on the line and press the right mouse button to display the Attributes menu.

Dialog Box
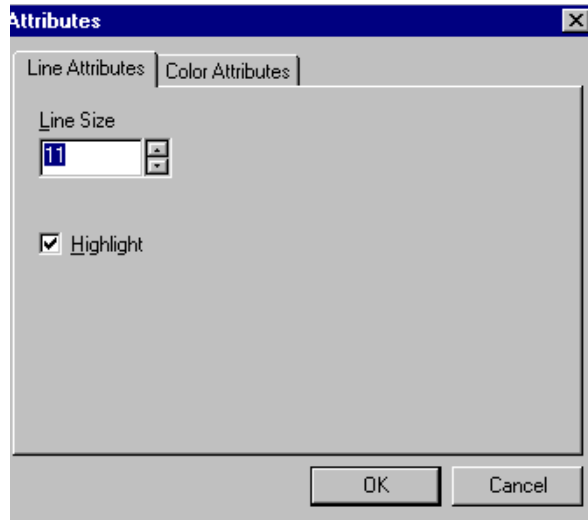
Paste as New Image

Standard Toolbar Button

Description

After you copy or cut an image or an area of an image, use paste as new image to insert it into a new file.

Before creating a new file, WebImageFX asks if you want to save changes to current file.

Pointer Selection

Standard Toolbar Button

Description

Click an annotation to select it. After you select an annotation, you can perform functions on it, such as delete it.

This command is a toggle, which means the first time you click it, it is on, and the next time you click it, it is off.

Polygon

Standard Toolbar Button

Description

Draws a polygon (that is, a closed figure surrounded by straight lines).

To use this command, follow these steps.

1. Click the polygon command.
2. Drag the line in one direction as far as you want.
3. Drag the line in the other directions to complete the polygon.
4. Double click the mouse to terminate the polygon.
5. To change the polygon's line size or color, place the cursor on the line and press the right mouse button to display the Attributes menu.

Dialog Box
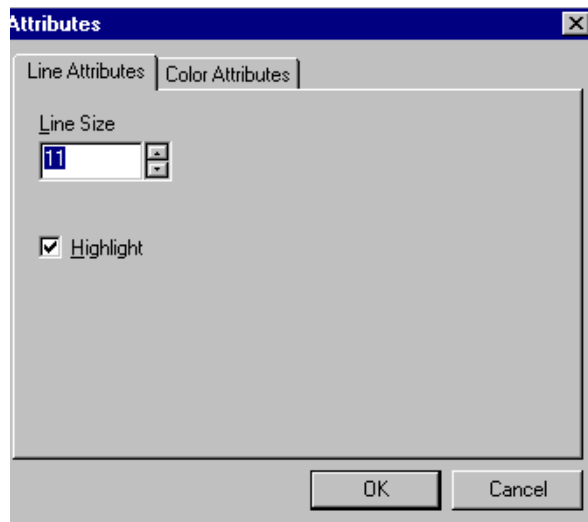
Rectangle

Standard Toolbar Button

Description

Draws a rectangle.

To use this command, click the rectangle command, drag a rectangle, and release the mouse. To change the rectangle's line size or color, place the cursor on the line and press the right mouse button to display the Attributes menu.

Dialog Box
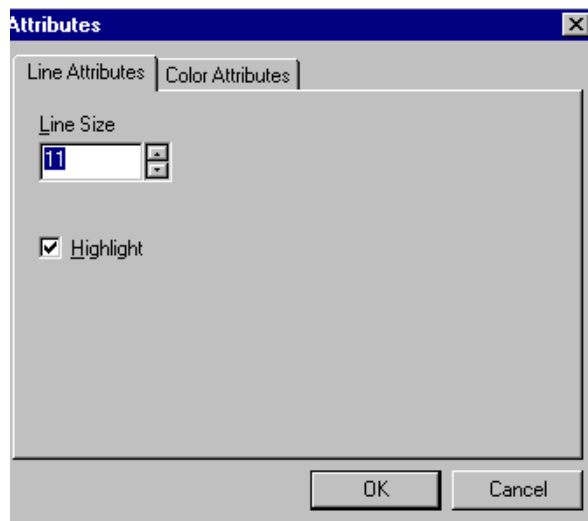
Redo

Standard Toolbar Button

Description

If you use the Undo command and then decide that it was a mistake, use this command. It re-applies the changes from the command that occurred before you pressed Undo.

See Also: "Undo" on page 92

Reset Zoom Ratio

Standard Toolbar Button

⊗

Description

Displays image at full size.

See Also: "Zoom In" on page 92; "Zoom Out" on page 93

Rotate

Standard Toolbar Button

↻

Description

Turns an image a specified number of degrees. Note that the dialog box lets you rotate the image

- left or right
- 90, 180, or 270 degrees
- any number of degrees between 1 and 359

Dialog Box
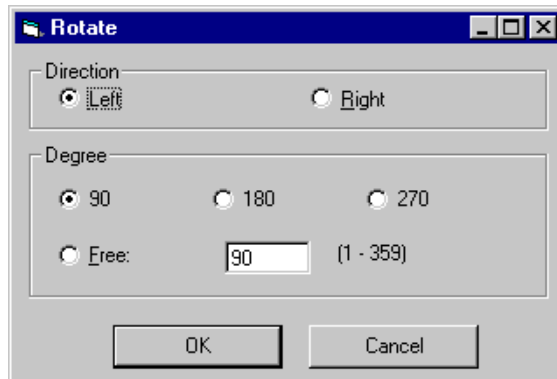
Save

Standard Toolbar Button

Description

Save changes to an image. If required information is missing, such as the image name, you are prompted for this information.

Dialog Box

```
Save Image As                                                    ? X
  Save in: 🖴 Local Disk (C:)                      ← 🖿 📑 ⊞ ▾

  📁         📁 ADOBEAPP          📁 image gear              📁 Program Files
  History    📁 BDE               📁 Inetpub               📁 PSFONTS
             📁 CFUSION           📁 Install               📁 System Volume
  📝         📄 Config.Msi        📁 IOnEdit_Manual        📁 Tech Pubs dep
  Desktop    📁 Documents and Settings  📁 mspclnt         📁 Temp
             📁 EktronDev         📁 MSSQL7                📁 unzipped
  📁         📁 ewebeditpro        📁 My Music              📁 v1
  My Documents 📁 file drop        📁 Norton SystemWorks2001 v401  📁 vbroker
             📁 framemaker test    📁 portutility           📁 ViewletBuilder2
  💻
  My Computer  ◄                                                    ►

  🌐        File name:    Untitled1                    ▾     Save
  My Network P... Save as type: GIF Files (*.gif)       ▾     Cancel
```

NOTE The dialog box only appears the first time you save the image. If you later want to save it to a different folder, or under a different name or file type, use the Save As command.

Save As

Standard Toolbar Button

🖫

Description

Save the current image under a different name or format. For example, you might save mypicture.gif as mypicture.jpg.

Your system administrator determines which file formats are available.

Dialog Box

Select

Standard Toolbar Button

Description

Selects an area of an image. You can then execute other commands on the selected area, such as blur, sharpen, cut, and delete.

NOTE Once you press the Select command, it remains selected and continues to be active until you press it a second time.

Sharpen

Standard Toolbar Button

Description

Sharpens edges within an image. You can select a level of sharpness, from 1 through 5.

Sharpening brings an image into better focus and increases the detail.

If you select an area of the image, the command only changes that area.

Dialog Box
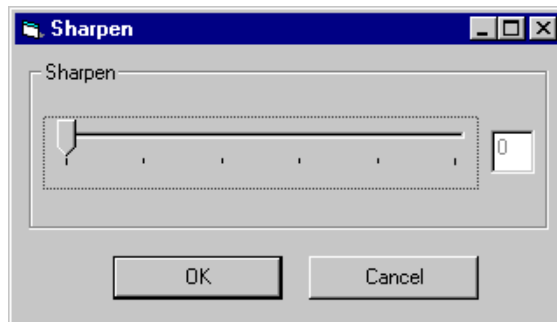
Text

Standard Toolbar Button

T

Description

Places text on an image. You can also change the text's size, font, color, and attributes (bold, italic, etc.).

To use the Text command, follow these steps.

1. Click the Text button (T).
2. Move the cursor to where you want to place the text.
3. Click the mouse button and drag a rectangle in which to insert the text.

NOTE   Make sure the rectangle is large enough to accommodate your text. The rectangle disappears after you enter text.

4. Type the text.
5. Click outside the rectangle to close it.
6. To change the text or its font, size, style, color, etc., place the cursor over the text and right click the mouse. The text attributes dialog appears.

Dialog Box
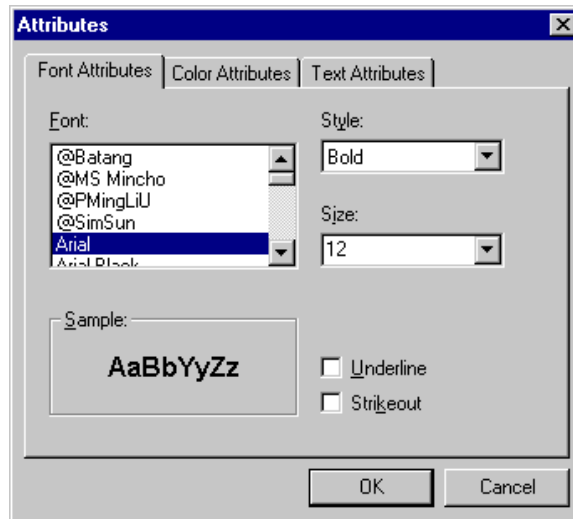
The following table lists functions you can perform with this dialog.

To change this	Use this tab/field
font	**Font Attributes/Font**
font size	**Font Attributes/Size**
font style (**bold**, *italic*, etc.)	**Font Attributes/Style**
underlining	**Font Attributes/Underline**
strikeout (for example, ~~sample~~)	**Font Attributes/Strikethrough**
font color	**Color Attributes/Primary Color**
text	**Text Attributes**/*white box*
if text wraps when it reaches the end of a line	**Text Attributes/ Wrap**

Thumbnail

Standard Toolbar Button

Description

Create a thumbnail of the current image. A dialog box prompts you to define the thumbnail.

Dialog Box
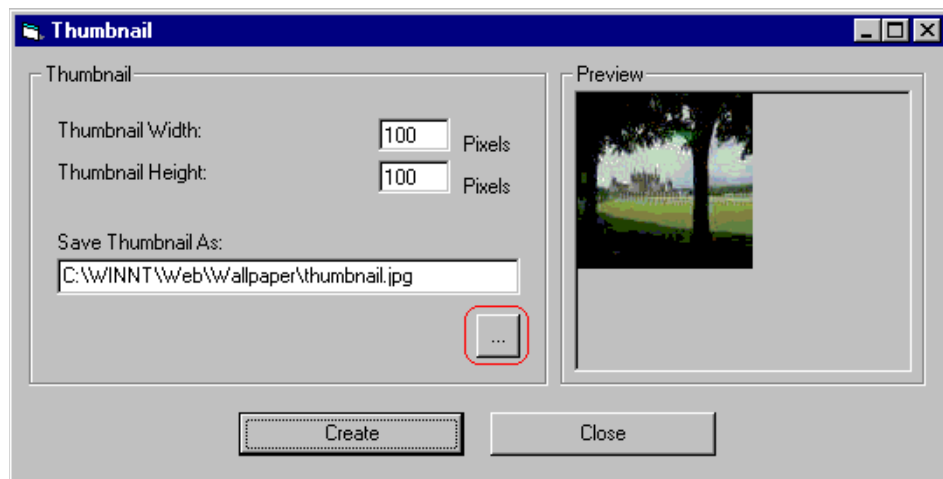
To create a thumbnail, follow these steps.

1. Define the size of the thumbnail. 100 x 100 pixels is the standard size, but you can change it.

2. Assign the thumbnail a name and folder location using the **Save Thumbnail As** field. To change the default name, you can either type the new file name into the field or click the button with the three dots (circled above) and navigate to a different folder.

3. Click **Create**. When you do, the image appears in the **Preview** box so that you can see what it will look like.

Twain Acquire

Standard Toolbar Button

Description

Perform a single page scan from a previously selected source.

See Also: "Twain Source" on page 91

Importing Scanned Images

WebImageFX lets you acquire images from a scanner or digital camera that supports the Twain standard. You select the source (using Twain Source) and do a quick acquire from that source (using Twain Acquire).

Limitations

- You can only acquire one page at a time

- Few digital cameras support twain. Usually, digital cameras resemble a hard drive or use proprietary software to extract images. Ektron does not support an interface to proprietary software.

- Not all scanners support the twain standard

Twain Source

Standard Toolbar Button

Description

Lest you select a source for acquiring an image, such as a scanner or digital camera.

See Also: "Twain Acquire" on page 91

Undo

Standard Toolbar Button

↶

Description

Reverses the most recent commands within the current editing session.

You can undo several commands at once by pressing the undo command repeatedly. The first time you press the command, the most recently completed command is "undone." The next time, the second most recently completed command is "undone", etc.

See Also:

Vertical Flip

Standard Toolbar Button

↕

Description

Flips an image vertically top to bottom.

Click this command again to reverse the image vertically bottom to top.

Image before vertical flip **A**

Image after vertical flip **Ɐ**

Zoom In

Standard Toolbar Button

🔍

Description

Increases an image's magnification.

You can press this command several times to continue to increase magnification.

See Also: "Zoom Out" on page 93; "Reset Zoom Ratio" on page 84

Zoom Out

Standard Toolbar Button

Decrease an image's magnification.

You can press this command several times to continue to decrease magnification.

See Also: "Zoom In" on page 92; "Reset Zoom Ratio" on page 84

Specifying Color Depth

To specify an image's color depth (that is, the number of colors available to an image), specify a *bit depth*. The color depth is derived from the bit depth. Here are the bit depth values.

Bit depth	Color depth
1	2 colors
4	16 colors
8	256 colors
24	16M colors

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 98, "Manipulating Your Table's Format" on page 105, "Working with Table Cells" on page 120 and "Section 508 Tables" on page 155

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.

NOTE   Your system administrator can customize the appearance of the Insert Table dialog.

.

Insert Table

Size

Rows: 2

Columns: 3

OK

Cancel

Layout

Width: 75%

○ Not Specified
● Percent
○ Pixels

Horizontal Alignment:

Borders

☐ Use Default Color

Border Color:

Border Size: 2

Cell Padding: 2

Cell Spacing: 3

Custom Background

Background Color:

☑ Unassigned

Background Image:

From File...
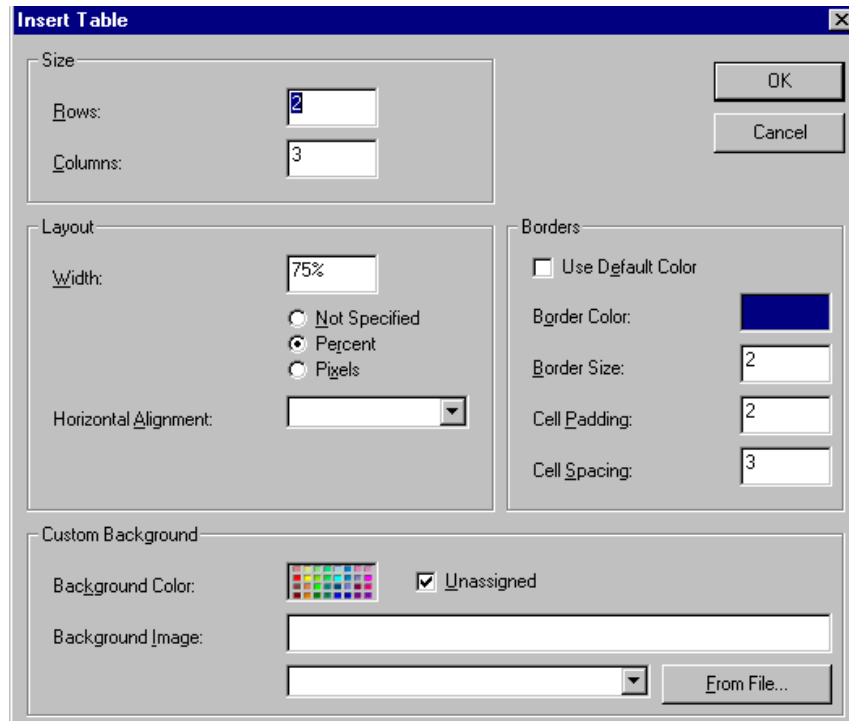
You can also access this dialog box after you insert a table. You would do this if you want to edit any information entered in the dialog. To access this dialog after insertion, follow these steps.

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 105.

For more information about managing individual cells within a table, see "Working with Table Cells" on page 120.

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).
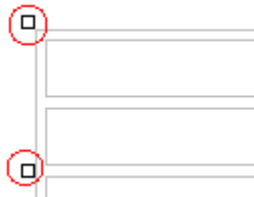
3. Press <Delete>.

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.

Horizontal Alignment	Right	Left	Center
	text	text	text

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.

Insert Table...
Insert Row
Insert Column
Insert Cell
Delete Rows
Delete Columns
Delete Cells
Merge Cells
Split Cell
Table Properties...
Cell Properties...
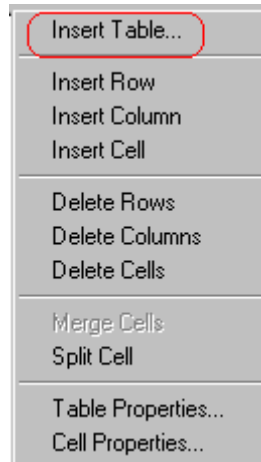
4. The Insert Table dialog box appears.

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 ( ) while the cursor is inside a table.

NOTE Before you click the button, make sure the table is not selected (that is, the table is not surrounded by small boxes).

When you do, the following menu appears.
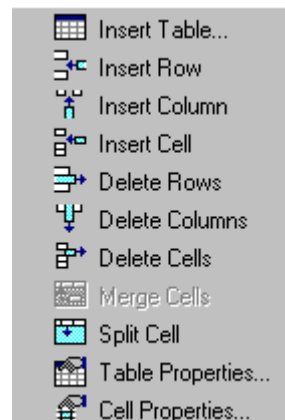
The following table lists the menu options and where to get more information on each.

Menu Option	Description	For more information, see
Insert Table	Inserts a new table where the cursor is currently resting	"Creating a Table" on page 94
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 107
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 107
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 107
Delete Column	Deletes table column in which the cursor is currently resting	"Adding or Removing Rows and Columns" on page 107
Delete Cells	Deletes the selected cells	
Merge Cells	Combines the contents of two or more selected cells into one	"Merging Two Cells" on page 135
Split Cell	Divides a cell into two. Each cell occupies one half the size of the original cell.	"Splitting a Cell" on page 134
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 100
Cell Properties	Displays and lets you edit cell properties, such as width and alignment	"The Cell Properties Dialog Box" on page 102

The Table Properties Dialog Box

The Insert Table dialog box lets you manipulate most elements of a table's appearance.
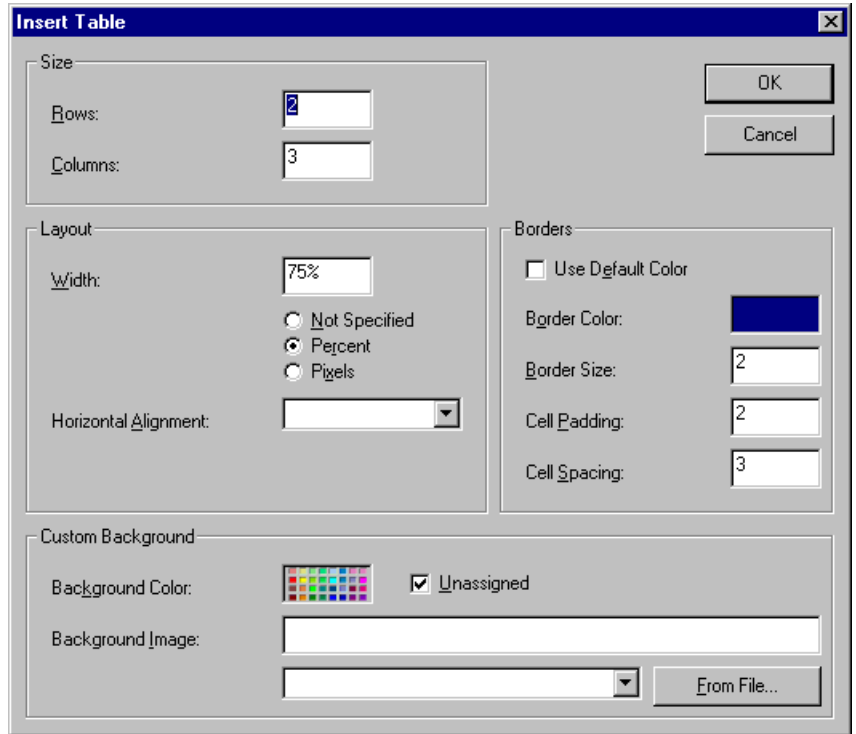
NOTE Your system administrator can add or remove the **Layout**, **Borders**, or **Background** sections and the **Accessibility** button from the Insert Table dialog.

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 105
Layout: Width	Table width	"Specifying Table Width" on page 107
Layout: Horizontal Alignment	The table's alignment across the Web page	"Setting Horizontal Alignment" on page 131

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 113
Background Image	A background image for the table	"Specifying a Background Image for a Table" on page 114
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 116
Border Size	The size of the table border	"Assigning Border Size" on page 118
Cell Padding	The space (in pixels) between the cell text and a cell's border	"Assigning Cell Padding" on page 138
Cell Spacing	The space (in pixels) between a cell and surrounding cells	"Assigning Cell Spacing" on page 138

The Cell Properties Dialog Box

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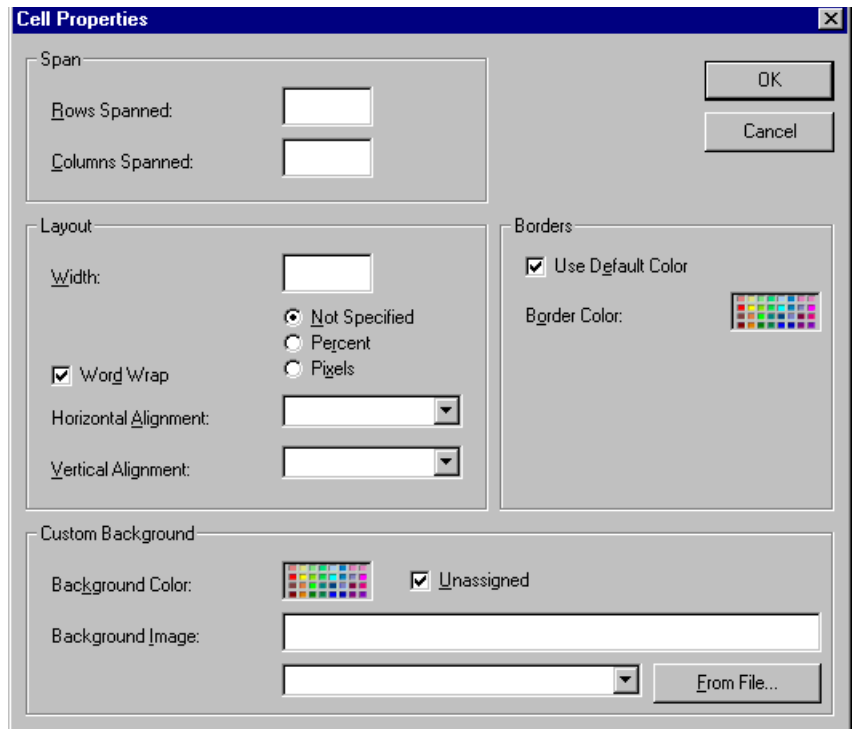
The following table lists the fields on this dialog box and refers you to the section that explains each field.

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 128
Columns Spanned	If the cell spans two or more columns	"Spanning Rows or Columns" on page 128
Width	The minimum cell width	"Specifying the Width of a Cell" on page 120

Field(s)	Lets you specify	For more information, see
Word Wrap	Whether text moves down to the next line when it reaches the specified width of a cell	"Word Wrap" on page 136
Horizontal Alignment	The alignment of data across a cell	"Setting Horizontal Alignment" on page 131
Vertical Alignment	The alignment of data up and down within a cell	"Setting Vertical Alignment" on page 132
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 125
Background Image	A background image for the cell	"Specifying a Background Image for a Cell" on page 126
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 123
Accessibility (Note: The appearance of these fields is determined by your system administrator)		
Abbreviation	See "Accessibility Fields on Cell Properties Dialog" on page 160	
Categories	See "Accessibility Fields on Cell Properties Dialog" on page 160	

The Table Context Sensitive Menu

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

Menus
Cut
Copy
Paste
Paste Text
Select All
Clean Source
Hyperlink...
Insert Source
Table
✔ View as WYSIWYG
View Source
Picture...
Image Editor
Insert Custom Tag
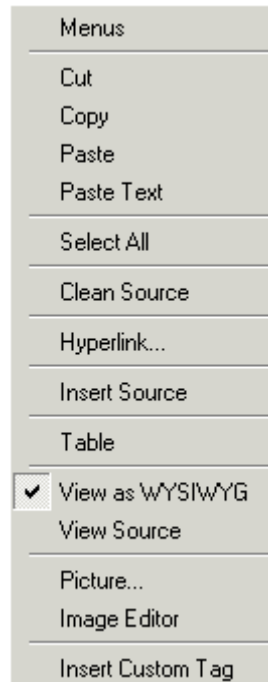
All items on this menu are described in "The Context Sensitive Menu" on page 29 except **Tables**, which is described in "The Insert Table Menu" on page 98.

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.
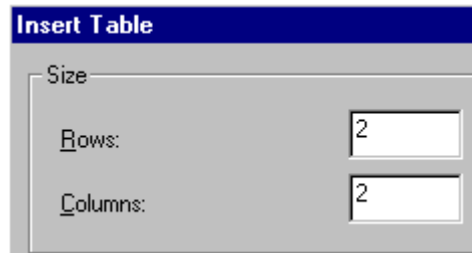
A row is a horizontal series of cells, while a column is a vertical series.
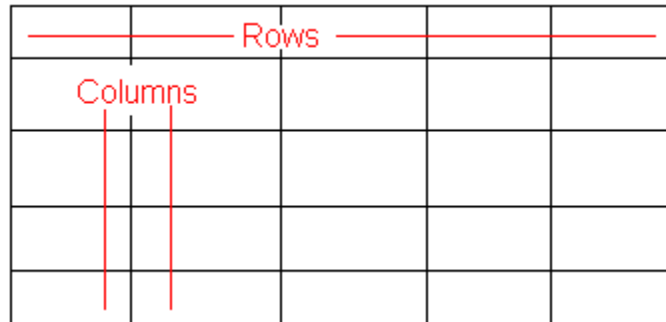
If you know how many rows and columns the table will be, enter those numbers. If you don't know the number of rows and columns you need when you create the table, estimate how many you need. You can add or remove rows and columns later.

Placement of New Row or Column

There are two commands for inserting rows and columns. The location of the new row or column changes, depending on which command you use.

.

To insert the row here	Use this command
Above the row in which the cursor resides	Insert row
Below the bottom row	Add row

.

To insert the column here	Use this command
To the left of the column in which the cursor resides	Insert column
To the right of the rightmost column	Add column

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.

Insert Table...
Add Row
Add Column
Insert Row
Insert Column
Insert Cell
Delete Rows
Delete Columns
Delete Cells
Merge Cells
Split Cell
Table Properties...
Cell Properties...
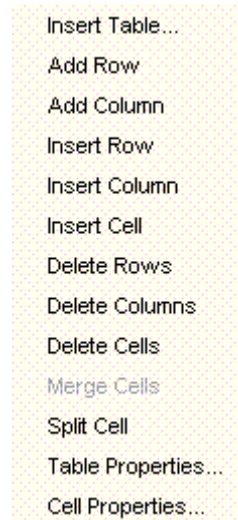
3. Click the appropriate action from the menu. For example to add a row, click **Insert Row**.

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

Specifying Table Width

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

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

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

NOTE	To set the width of a table column, adjust the width of one of the cells within the column (as described in "Specifying the Width of a Cell" on page 120). 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 136.

For example, if you specify that a table is 100% wide, and your browser displays 14 inches across when it is maximized, the table fills the screen (except for the browser border).
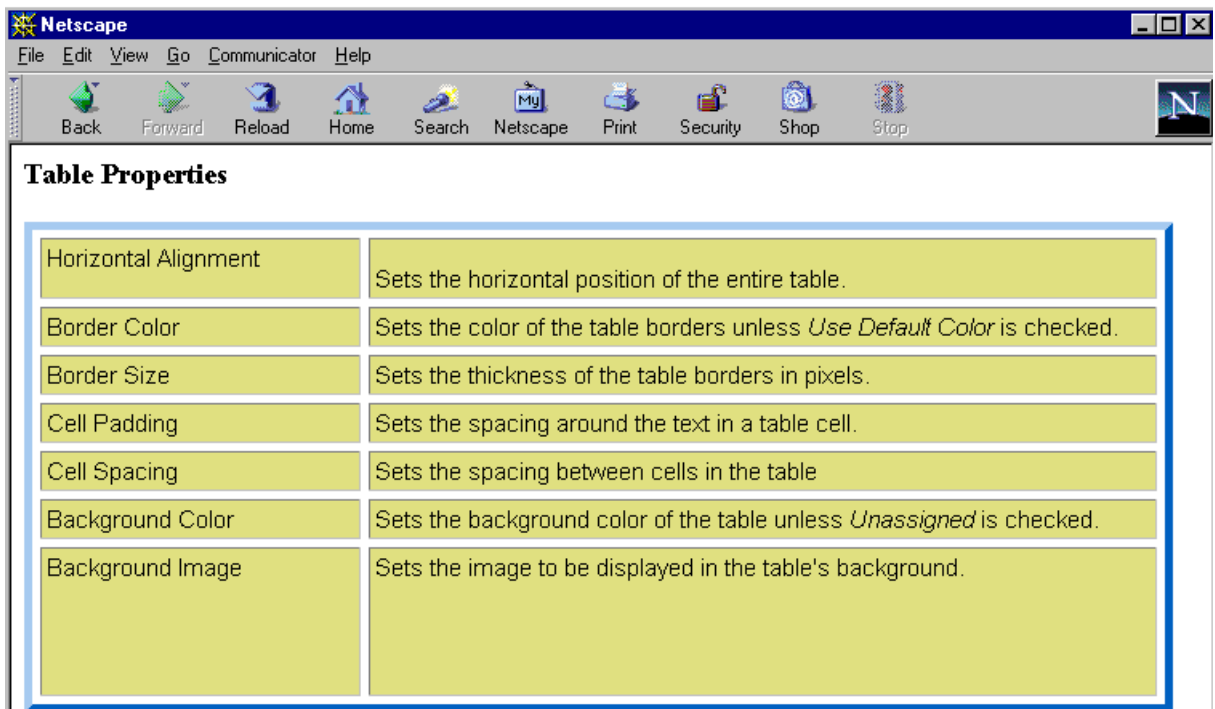
If you resize the browser to half the screen, the table will be about 7" wide. You still see both columns, but some of the data is moved down.

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.
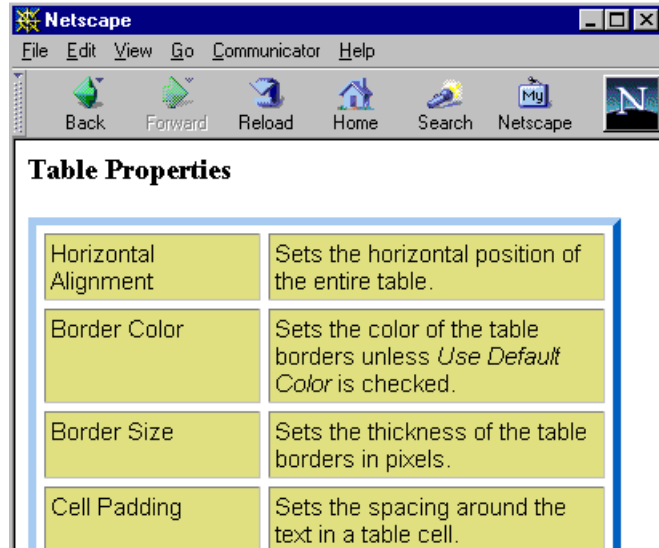
Setting Table Width by Percentage

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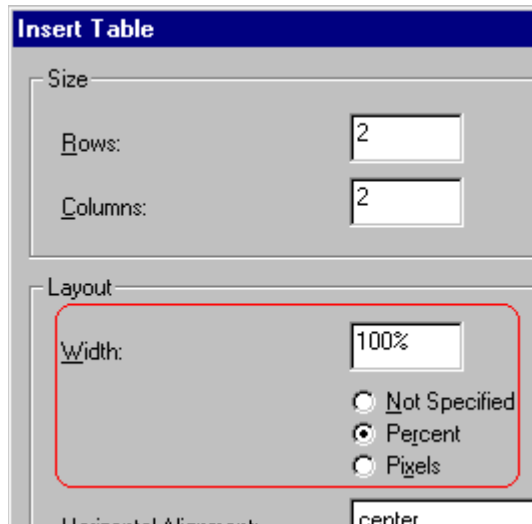
Specifying Table Width by Pixels

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

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

If the user resizes the browser so that it only occupies the left half of the screen, only the left half of the table appears. A scroll bar appears at the bottom of the browser. The user must move the scroll bar to see the rest of the table.
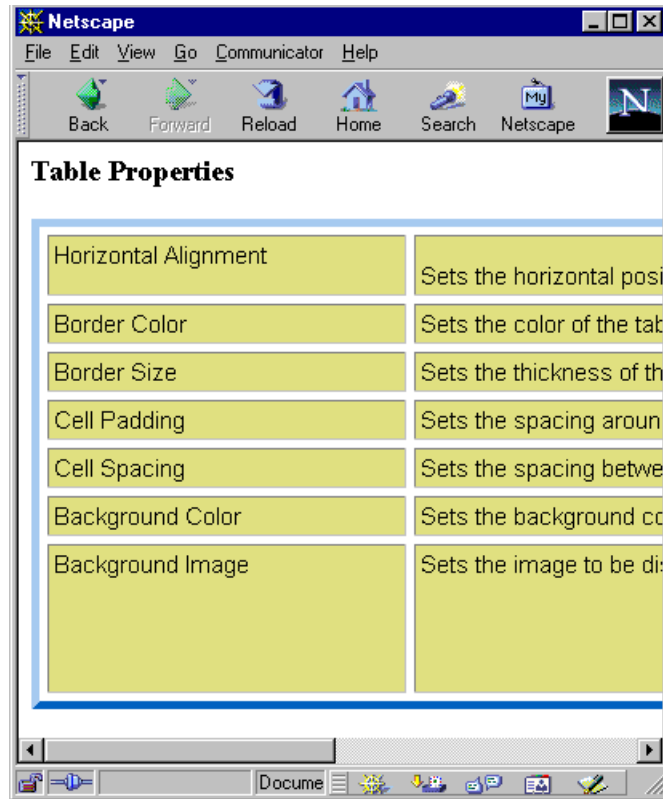
If you set table width by pixels, do not set it to more than 610 pixels. Otherwise, the table will not fully display on a monitor set to low resolution (640 x 480).

Setting Table Width by Pixels

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

pixels at the **Width** field.

Specifying Horizontal Alignment

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

Alignment	Example
left	
right	
center	

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

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.

Layout

Width: 100%

○ Not Specified
◉ Percent
○ Pixels

Horizontal Alignment: center
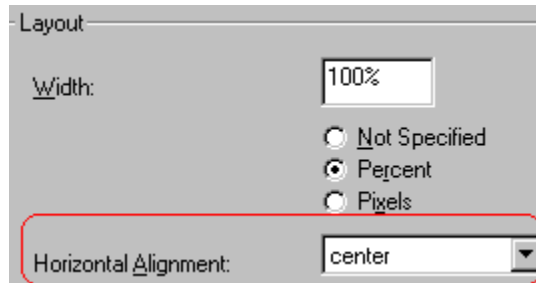
Table Backgrounds

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

Specifying a Table's Background Color

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

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

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

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

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

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

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

2. A large question mark appears next to your cursor.

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

4. Click the mouse button. A box appears with instructions for that area.

Deleting a Table's Background Color

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

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.
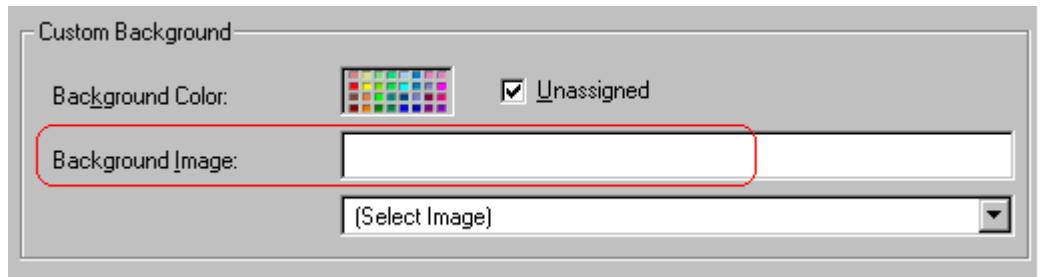
Your Webmaster determines which images are available to you.

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 Cell" on page 126).
- 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.

| Cut |
| Copy |
| Paste |
| Select All |
| Insert Row |
| Insert Column |
| Delete Rows |
| Delete Columns |
| Merge Cells |
| Split Cell |
| Table Properties... |
| Cell Properties... |
| Hyperlink... |
| Picture... |
| Clean HTML Code... |
| Insert HTML |
| View as HTML |
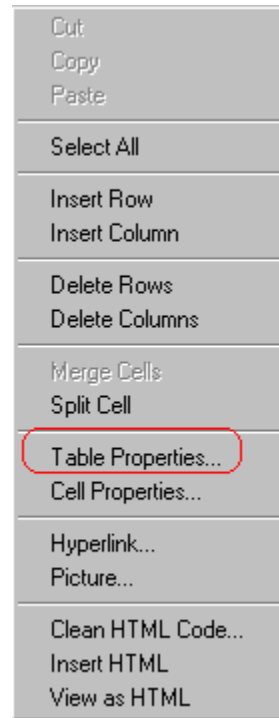
3. Select the value in the **Background Image** field and press <Backspace>.

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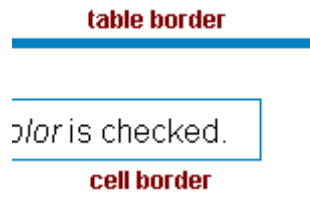
If you want a table's border to "disappear," set it to the same color as the page's background color. This technique is often used to format text on a Web page.

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 123).

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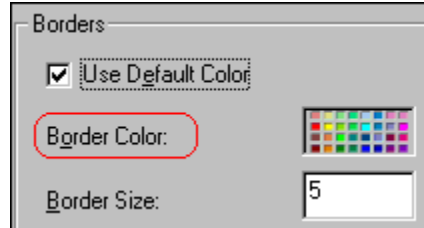
When you click that field, a color selection box appears. Click the color that you want to apply to the table's border. Follow these steps to get help on how to use the color box.

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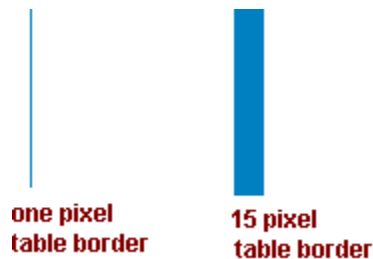
To assign a border size to your table, enter a number of pixels into the **Border Size** field on the Insert Table dialog box.
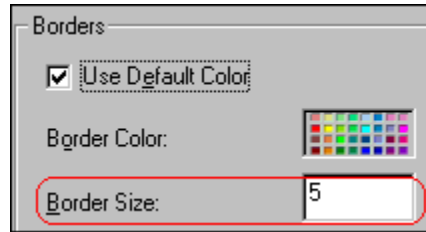
If you set a table's border size to zero (0) but wish to view the table's boundary lines while you are editing it, select the table and click the border button (⊞). Boundary lines will appear while you are editing but disappear when a user views the page.

Working with Table Cells

Along with functions for managing tables (described in "Introduction to Tables" on page 94 and "Manipulating Your Table's Format" on page 105), **eWebEditPro+XML** 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 107, 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 **Table** from the menu.
4. Click **Cell Properties** from the menu.
5. The Cell Properties dialog box appears.
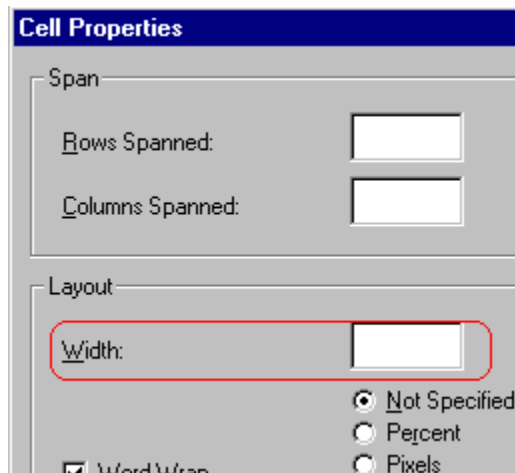
6. In the layout section of the dialog box, enter the cell width at the **Width** field. You can enter the width in pixels or percentage. These choices are explained in "Specifying Table Width" on page 107.
7. Click **OK**.

Inserting a Cell

To insert a cell, follow these steps.

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

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

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

Before

a	b *cursor*	c
d	e	f

After

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 bc

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 **Table** from the menu.

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

4. Click the **Border Color** field on the Cell Properties dialog box.
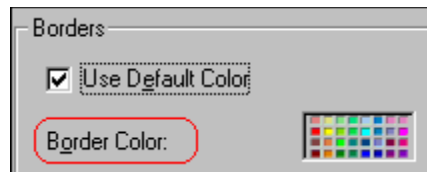
5. When you click that field, a Windows Color selection box appears. Click the color that you want to apply to the cell border.

    See Also: "Using the Color Box" on page 127
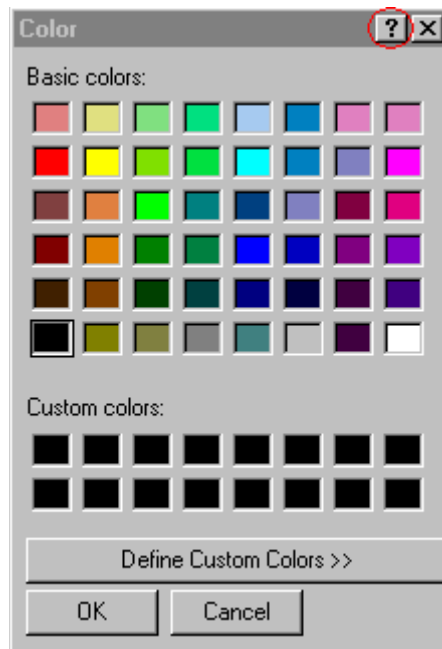
Specifying a Cell's Background Color

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 **Table** from the menu.
3. Click **Cell Properties** from the menu.
4. Click the **Background Color** field on the Cell Properties dialog
    box.

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

    See Also:

6. 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 114 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 **Table** from the menu.
3. Click **Cell Properties** from the menu.
4. Move the cursor to the **Background Image** field of the Cell Properties dialog box.
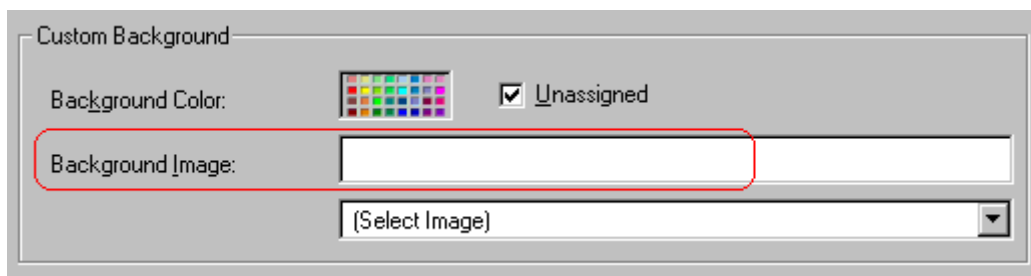
5. Click the down arrow to the right of **(Select Image)**. A list of background images appears.

6. Click the image of your choice.

7. 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 **Table** from the menu.

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

4. 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

Sports Teams		
City	**Baseball Team**	**Hockey Team**
New York	Yankees	Rangers
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 **Table** from the menu.

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

5. 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.

Cell Properties

Span

Rows Spanned: [   ]

Columns Spanned: [   ]
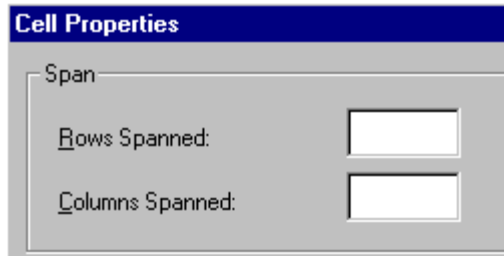
6.   Click **OK**.

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.

A	B	
	C	D

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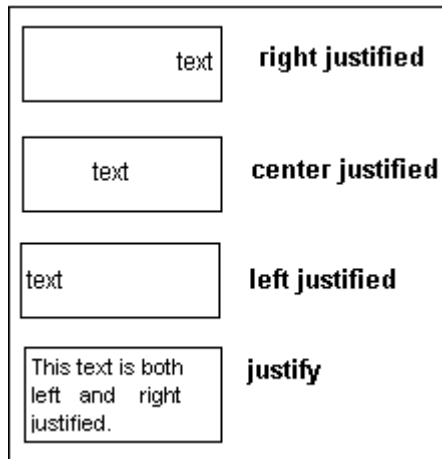
To set horizontal justification of a table cell, follow these steps.

1. Place the cursor in the cell that you want to edit.

2. Right click the mouse.

3. Click **Table** from the menu.

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

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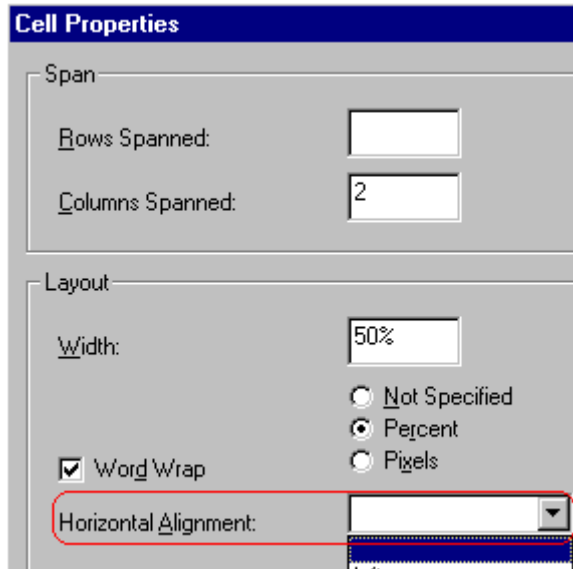
6. Click your choice from the list and click **OK**.

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 55)

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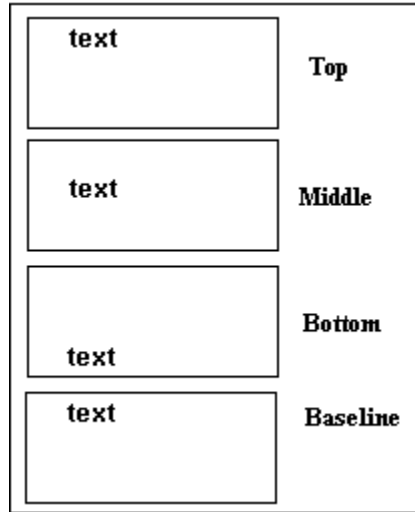
To set vertical justification for a table cell, follow these steps.

1. Place the cursor in the cell that you want to edit.

2. Right click the mouse.

3. Click **Table** from the menu.

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

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

Cell Properties

Span

Rows Spanned: _____

Columns Spanned: _____

Layout

Width: 50%

◯ Not Specified
◉ Percent
◯ Pixels

☑ Word Wrap

Horizontal Alignment: _____ ▼

Vertical Alignment: _____ ▼

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

Splitting a Cell

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

Row before split

A	B

Row after split

A1	A2	B

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

1. Place the cursor in the cell that you want to split.

2. Right click the mouse.

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

```
Menus
─────────────────
Cut
Copy
Paste
─────────────────
Select All
─────────────────
Clean HTML
─────────────────
Hyperlink...
─────────────────
Edit HTML
─────────────────
Insert Table...
Insert Row
Insert Column
Insert Cell
Delete Rows
Delete Columns
Delete Cells
Merge Cells
Split Cell
Table Properties...
Cell Properties...
─────────────────
✔  View as WYSIWYG
   View as HTML
─────────────────
Picture...
```
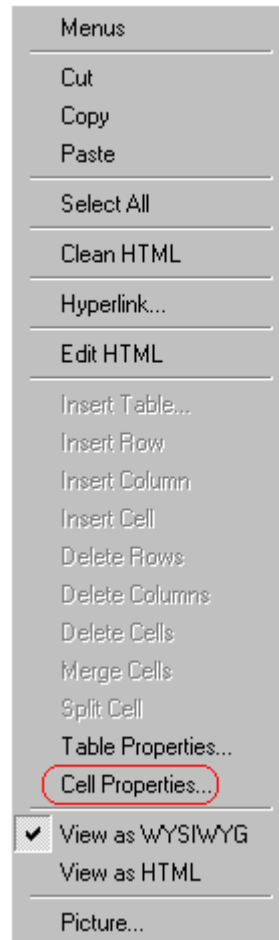
4. Two cells now appear where only one appeared before.

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.

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

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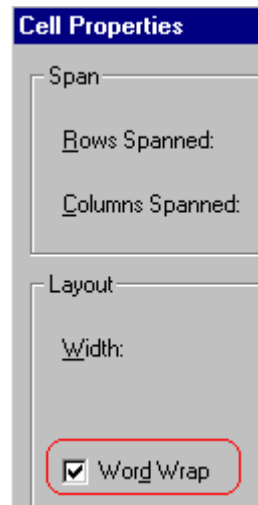
Setting Cell Padding and Spacing

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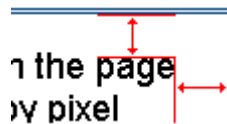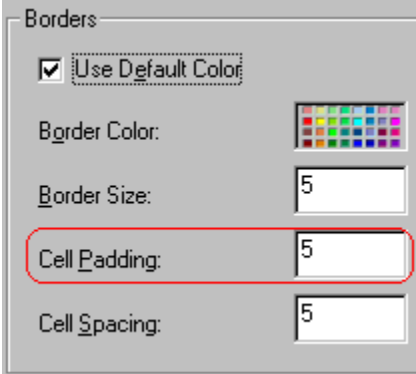
Cell *spacing* is the space between a cell and surrounding cells.
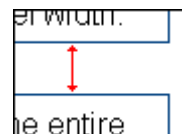
Assigning Cell Padding

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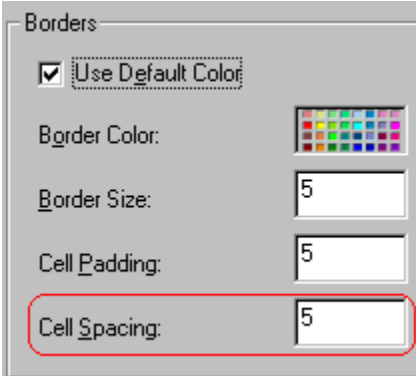
Assigning Cell Spacing

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 139 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 143.
- a bookmark within another Web page. This procedure is described in "Creating a Hyperlink to a Location Within a Web Page" on page 147.

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. The bookmark can include the following non-alphabetic characters: ; / ? : @ & = + $, - _ . ! ~ * ' ( ).

Bookmark	✕
Bookmark name:	
October_2000_minutes	

Add	Delete	Rename

Go to		Close
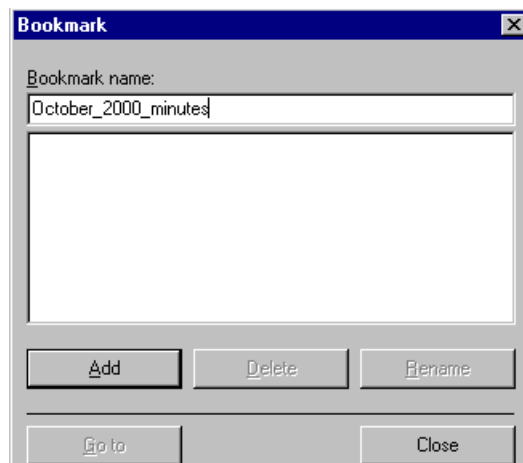
4. Click **Add**.

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.
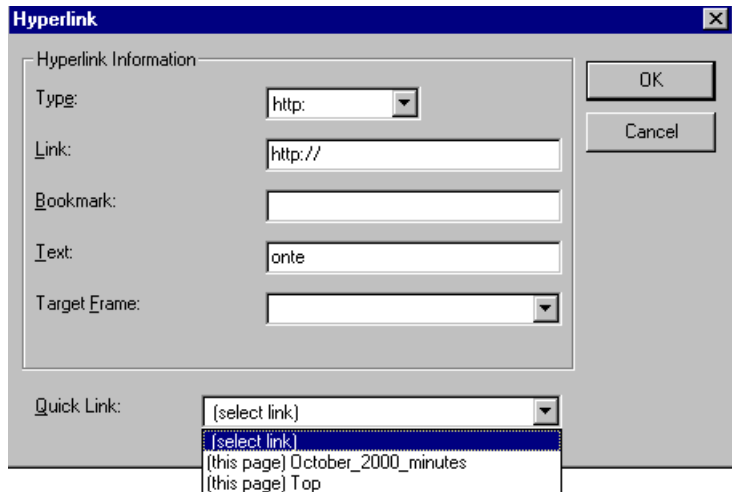
9. If desired, you can use the **Target Frame** field to change the window in which the destination text appears. For details, see "Changing the Destination Window" on page 141.

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

10. Click **OK**.

Changing the Destination Window

While defining hypertext, you can use the **Target Frame** field on the Hyperlink dialog box to change the window in which the destination page appears.
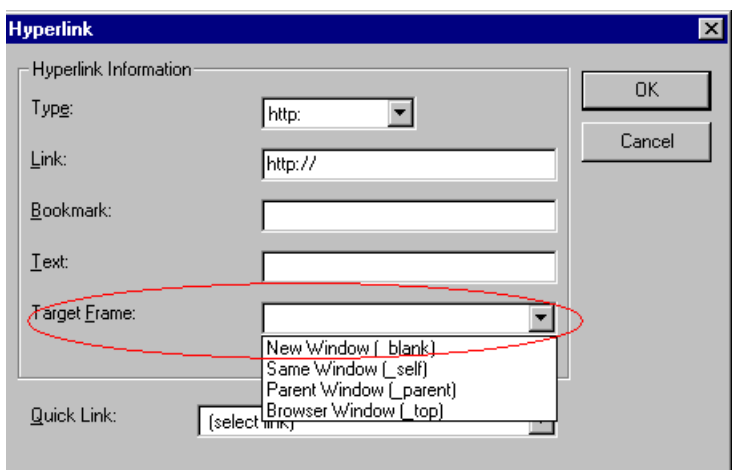
The possible values that you can enter into the **Target Frame** field are explained below.

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

Using Hyperlinks

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

NOTE   If you want to create jumps within a file, see "Using Bookmarks" on page 139.

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

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

This section explains

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

Creating a Hyperlink

When creating a hyperlink, you must specify a

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

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

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

Using a Quick Link

Your Web master can add to the Hyperlink dialog box any number of Quick Links, that is, Web addresses that you can link to simply by selecting an item from a drop down menu.
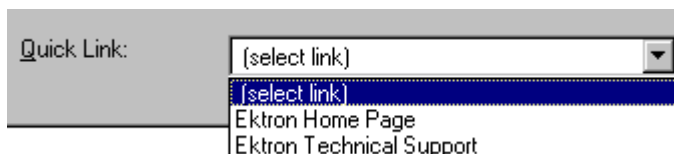
Quick links are "quick" because you do not need to enter or know the url of the destination Web page -- your Web master has already stored that information for you.

To apply a Quick Link, follow these steps.

1. Select the source text or image.

2. Click the Hyperlink button ( ). The Hyperlink dialog box appears.

Hyperlink

Hyperlink Information

Type:	http:
Link:	http://www.ektron.com
Bookmark:	
Text:	Ektron
Target Frame:	New Window (_blank)
Title	Managing your Web Content

Quick Link: (select link)

OK

Cancel

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 141.

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

6. If desired, enter a **Title**. Use the title field to add information about the nature of the hyperlink. This information may be spoken by a user agent, rendered as a tool tip, cause a change in cursor image, etc.

   (Description of Title copied from `http://www.w3.org/TR/REC-html40/struct/links.html#h-12.1.4`.)

7. 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.
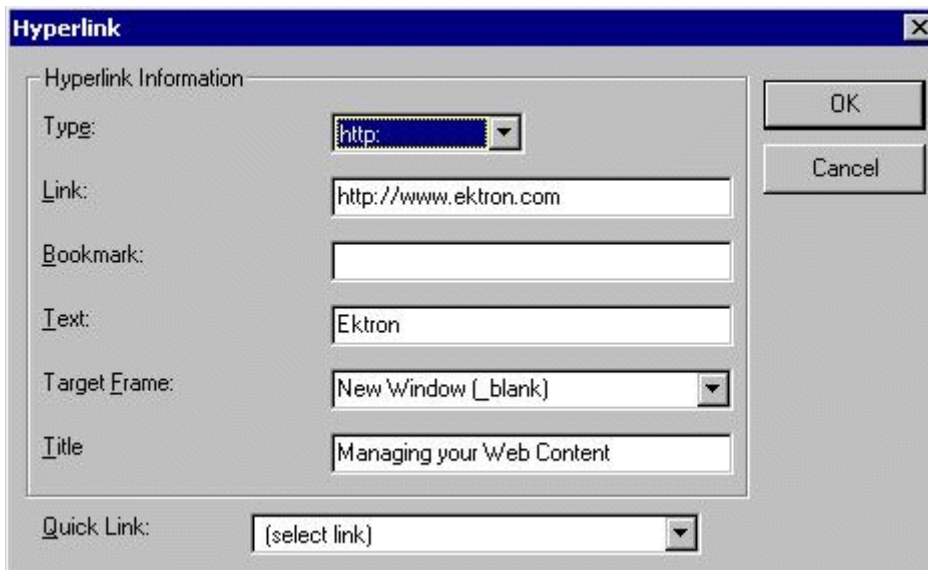
3. Click in the **Link** field after `http://`. Then, enter the address of the destination Web page. For example, to enter a hyperlink to the ektron Web site, enter `www.ektron.com`.

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 141.

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

5. If desired, enter a **Title**. Use the title field to add information about the nature of the hyperlink. This information may be spoken by a user agent, rendered as a tool tip, cause a change in cursor image, etc.

   (Description of Title copied from `http://www.w3.org/TR/REC-html40/struct/links.html#h-12.1.4`.)

6. Click **OK**.

Testing a Hyperlink

Within the **eWebEditPro+XML** editor, you can test a hyperlink. To do this, select the hyperlink then 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 139.)

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+XML**.

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**, **Target Frame**, or **Title** field as needed. *See Also:* "Entering a Hyperlink Manually" on page 145

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+XML**, 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+XML 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+XML**.

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

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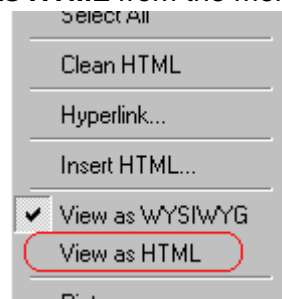
2. The HTML code appears. While viewing the code, you can edit it using editor functions such as Cut, Copy, Paste and Replace. To select all content, press <Ctrl>+<A>.

   You can also set default values for the style, size, color and background color in which the HTML appears. To do this, right click the mouse and click **Preferences**. When you do,

a dialog box appears in which you can enter formatting information about the HTML code.
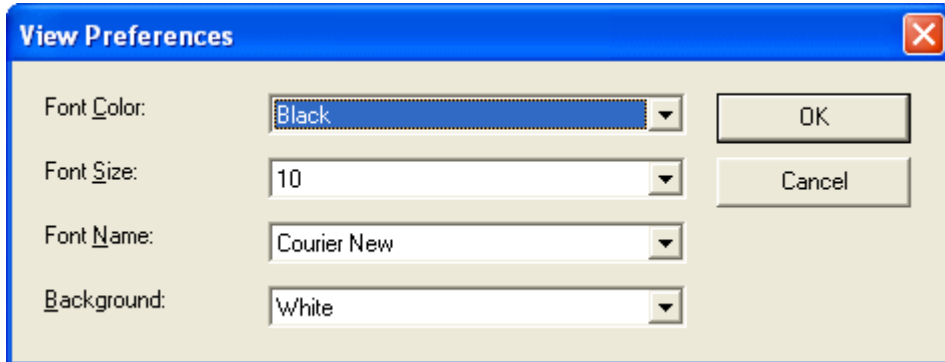
These settings will be used whenever you view as HTML.

The settings are ignored when you view the page in WYSIWYG mode and when a site visitor 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 Source** from the menu. The HTML code appears.
4. Edit the HTML code as desired.
5. Click **OK**.

Inserting Source

If you want to insert HTML source 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 Source** from the menu.

4. The Insert Source dialog box appears. Paste or type your HTML code.

5. Click **OK**.

Cleaning Source Code

eWebEditPro+XML lets you "clean" the HTML source code for your Web page. You would typically use this feature after entering HTML text or pasting HTML code into **eWebEditPro+XML** from another application.

The Clean Source 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 Source** from the menu.

3. **eWebEditPro+XML** cleans your Web page's HTML content.

Inserting Content from MS Office 2000

If you paste text into **eWebEditPro+XML** from a Microsoft Office 2000 application, such as Microsoft Word, the following window appears.
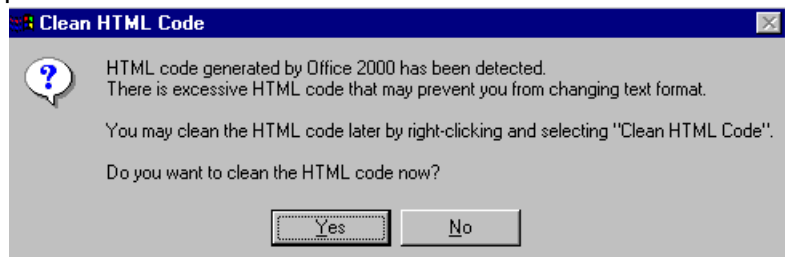
For best results, click **Yes**.

Section 508 Compliance

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

Specifically, this section explains how to

- move the cursor into the **eWebEditPro+XML** editor
- use **eWebEditPro+XML** without a mouse
- work with Section 508 tables

Moving the Cursor into **eWebEditPro+XML**

Using Internet Explorer

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

Using eWebEditPro+XML without a Mouse

As explained in "Customizing Your Toolbar" on page 21, the **eWebEditPro+XML** 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+XML** editor, press the application key ( ).

2. A menu appears.

Menus
Cut
Copy
Paste
Paste Text
Select All
Clean HTML
Hyperlink...
Insert HTML...
✔ View as WYSIWYG
View as HTML
Picture...
Insert Custom Tag...
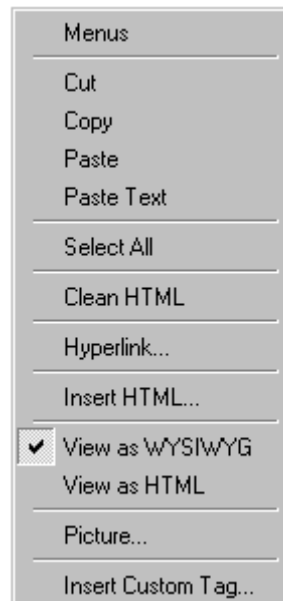
3. Press the down arrow key (↓) to select **Menus**. **Menus** becomes highlighted.
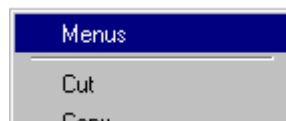
Menus
Cut
Copy

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
Form Elements
Table
Position Objects
Text Direction
_____
Customize...
```
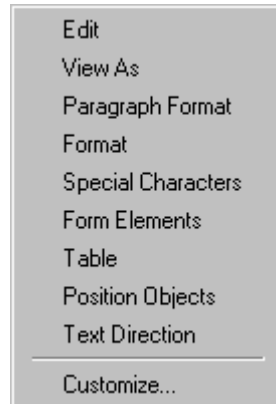
5. Press the down arrow key (↓) to select the toolbar menu that has a button that you want to use.

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).

```
Cut
Copy
Paste
Paste Text
Replace
Find Next
Print

Undo
Redo

Check Spelling
Check Spelling As You Type

Bookmark
Hyperlink
Remove Link

HR
Picture
Table

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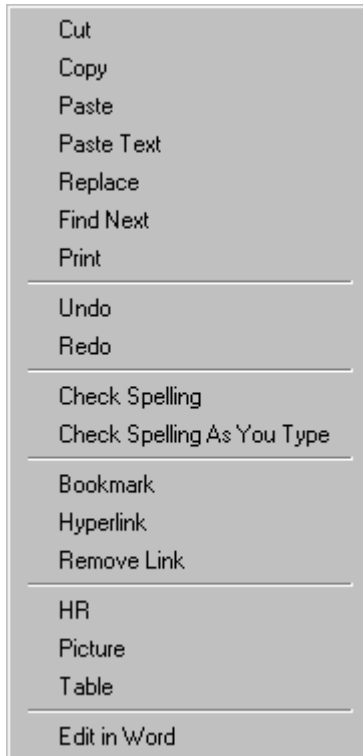
7. Press the down arrow key (↓) until the desired option is highlighted. Then, click the option to perform the action.

Section 508 Tables

You can apply the following information to any table to make it 508 compliant.

Information	Where applied	For more information, see
Heading Rows	Accessibility dialog	"Accessibility Dialog" on page 158
Heading Columns	Accessibility dialog	"Accessibility Dialog" on page 158

Information	Where applied	For more information, see
Summary	Accessibility dialog	"Accessibility Dialog" on page 158
Caption	Accessibility dialog	"Accessibility Dialog" on page 158
Horizontal Caption Alignment	Accessibility dialog	"Accessibility Dialog" on page 158
Vertical Caption Alignment	Accessibility dialog	"Accessibility Dialog" on page 158
Abbreviation	Cell properties dialog	"Accessibility Fields on Cell Properties Dialog" on page 160
Categories	Cell properties dialog	"Accessibility Fields on Cell Properties Dialog" on page 160

WARNING! The Section 508 Table Properties dialog only works if Internet Explorer version 6.0 or higher is installed. Once that is installed, any browser can be used (Netscape, FireFox, IE, etc.).

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

To create a 508 compliant table, follow these steps.

1. Create a new table or edit an existing one, as explained in "Introduction to Tables" on page 94.

2. Select the table by moving the cursor to a table border until you see a four headed arrow (illustrated below). When a table is selected, small squares surround it.

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

3. Click the Tables button (⊞).

4. Click **Table Properties**.

5. The Table Properties dialog appears.

6. Click the **Accessibility** button.

NOTE   Your system administrator can add or remove the **Accessibility** button from the Insert Table dialog.
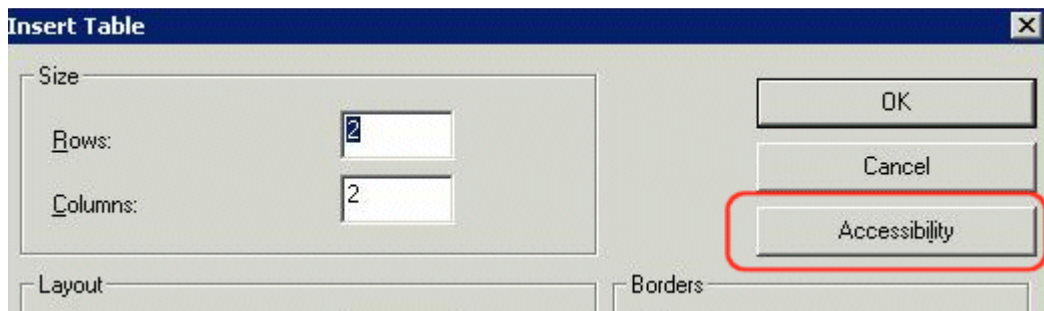
7. The Accessibility dialog appears.

Accessibility Dialog

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

Field	Description
Heading Rows	If you want your table to have a horizontal header, enter the number of rows that it should occupy. Beginning with the top, all cells in the specified number of rows are designated as table headers.
Heading Columns	If you want your table to have a header, enter the number of columns that it should occupy. Beginning with the left column, all cells in the specified number of columns are designated as table headers.
Summary	If desired, enter the table summary. Non-visual browsers can use the summary to explain the contents of the table.

Field	Description
Caption	If desired, enter the table caption. The caption appears centered below the table when viewed.
Horizontal Caption Alignment	If desired, enter the caption's horizontal alignment: ● center ● left ● right
Vertical Caption Alignment	If desired, enter the caption's vertical alignment: ● bottom ● top

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

Setting Abbreviation and Category Attributes

You can modify abbreviation (ABBR) and category (AXIS) attributes within a table. To do so, follow these steps.

1. Select one or more cells.
2. RIght click the mouse.
3. Select **Table > Cell Properties**.
4. Access the Cell Properties dialog.

The Cell Properties dialog includes fields that let you adjust the Abbreviation and Category Attribute field values (see illustration below).

NOTE   Your system administrator can add or remove the **Accessibility** fields from the Cell Properties dialog.
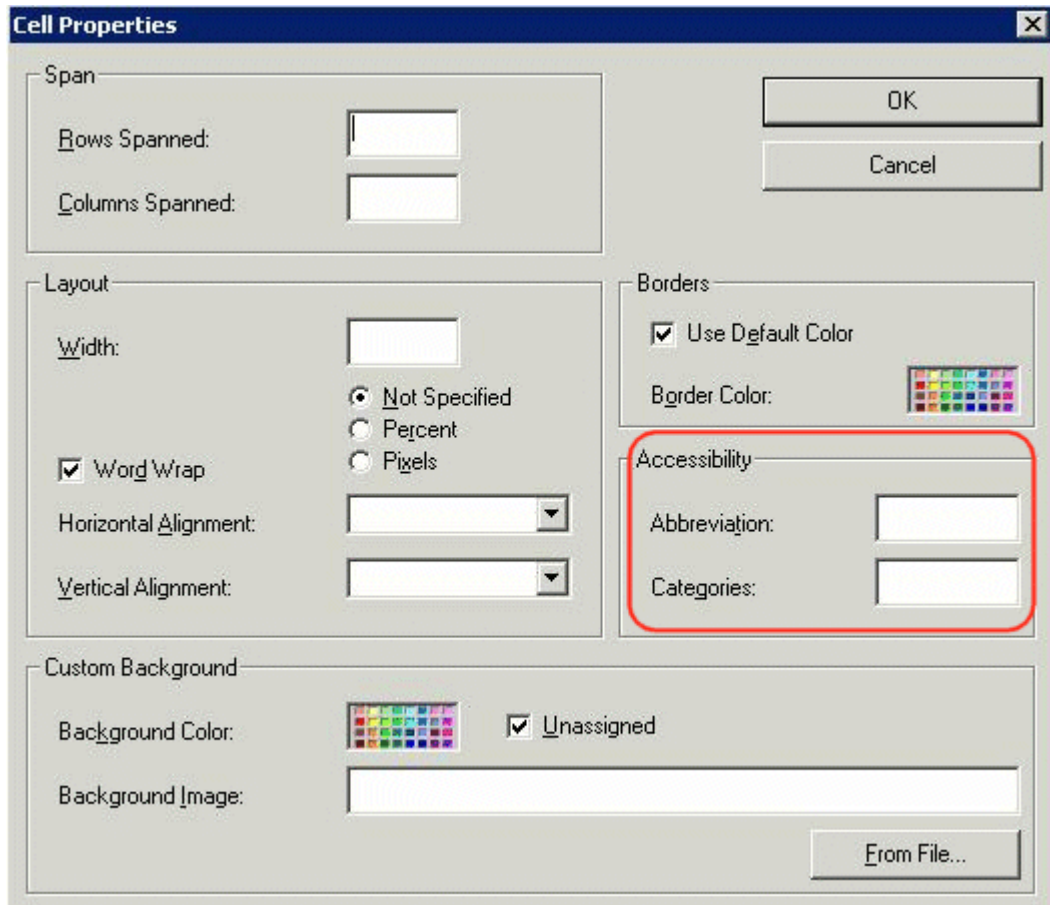
The following explains how to respond to these fields.

Accessibility Fields on Cell Properties Dialog

Field	Description
Abbreviation	Sets or retrieves abbreviated text for the content in the tag. Can be used to render non-visual media, such as speech or Braille.
	For more information, see http://msdn.microsoft.com/library/default.asp?url=/workshop/author/dhtml/reference/properties/abbr.asp

Field	Description
Categories	Sets or retrieves a comma-delimited list of conceptual categories associated with that tag. Can be used to render non-visual media, such as speech or Braille. For more information, see http://msdn.microsoft.com/workshop/author/dhtml/reference/properties/axis.asp

Editing XML Web Pages

Your Web developers have a lot of flexibility in how they implement **eWebEditPro+XML**. As a result, this documentation cannot describe exactly how your system works.

This section explains the screens, menus and dialog boxes that you will likely encounter when working with **eWebEditPro+XML**.

This section describes the following topics.

- A Typical XML Screen
- Custom Tag Menu Options
- Inserting XML Tags
- The Custom Tag Attributes Dialog
- The Insert Custom Tag Dialog Box

A Typical XML Screen

The following screen, a sample that Ektron provides with **eWebEditPro+XML**, has features that may appear within your browser. The screen consists of XML *tags* and fields into which you can insert *tag values.* (Tags are elements that collect XML content, such as **Author** and **Book Title** in the screen below.)
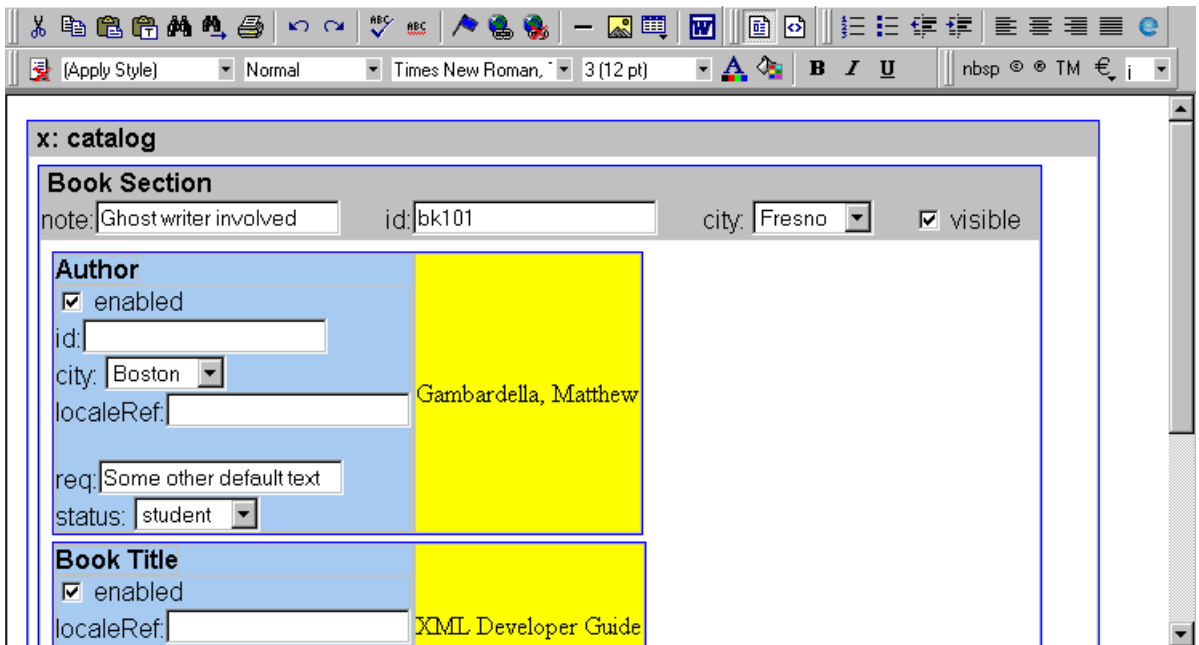
Types of Tags

Here is some information about the types of tags that can appear on an **eWebEditPro+XML** screen.

- Some tags accept text, such as note: Ghost writer involved .

- Some tags accept a check mark if the condition is true, and no check mark if it is false. For example, ☑ visible.

- Some tags provide a list of choices. To view the list, click the down arrow to the right of the tag (circled in the illustration below). Scroll through the list until you find the correct choice. Then, click it to enter it. For example:

These tags can provide a most likely "default" value, which is the value of the tag when you first see it.

Custom Tag Menu Options

If you move the cursor to an area of the screen where you can insert XML tags and right click the mouse, three new menu options appear:

- Insert Custom Tag
- *(tag name)* Tag Attributes
- *(tag name)* Tag Properties

For example:
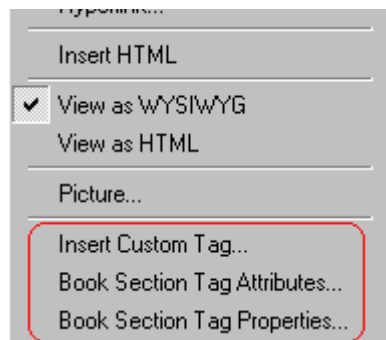
The Insert Custom Tag option is explained in "Inserting XML Tags" on page 164.

The *(tag name)* Tag Attributes option is explained in "The Custom Tag Attributes Dialog" on page 166.

The *(tag name)* Tag Properties option is intended for developers, so is not explained in this documentation. This option is documented in the Developer's Reference Guide section "Custom XML Dialog Boxes."

Inserting XML Tags

Some XML screens let you insert additional XML tags at certain locations. If you move the cursor to a location where you can insert

tags and right click the mouse, the **Insert Custom Tag** option appears.
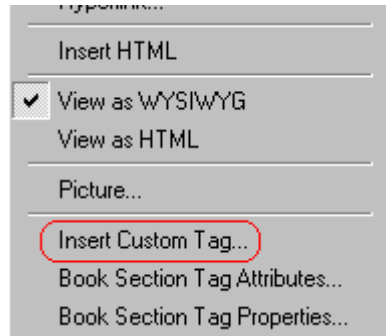
When you click **Insert Custom Tag**, another menu appears. The top of the menu may list tags that can be inserted at your cursor's location, according to the XML schema or DTD being used. (A schema or DTD describes the hierarchy of tags in XML.) For example:

In the above illustration, the first three menu options (**Author**, **Book Title**, and **Description**) are tags that can be inserted. When you click a tag to insert it, the Custom Tag Attributes dialog box appears. For more information, see "The Custom Tag Attributes Dialog" on page 166.

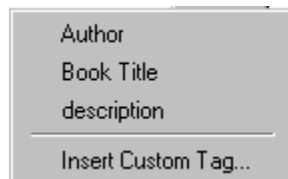After you finish working with the Custom Tag Attributes dialog box, the selected tag is inserted at the location of the cursor. Additional tags and/or attributes may be inserted at the same time if your developer has set up the selected tag to do so.

You may also be able to insert a tag whether or not it can be inserted at the cursor location. If you click **Insert Custom Tag** from the above menu and the following dialog box appears, you can insert any tag on the list.

Insert Custom Tag

Tags:
- Cause
- Knowledge Base Article
- More Information
- References
- Resolution
- Summary
- Symptoms
- This article applies to:
- Title:

New · Delete · Properties

Insert · Cancel
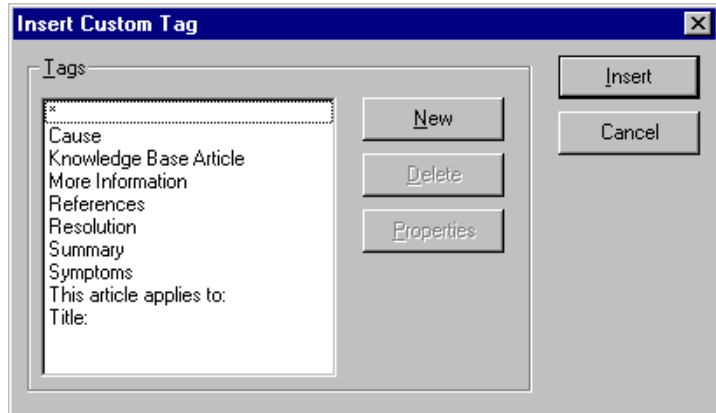
The Custom Tag Attributes Dialog

XML tags can have *attribute*s, which are used to further define an XML tag. For example (in which "importance" is the attribute):

```
<element importance="high">Text</element>
```

The Custom Tag Attributes dialog box appears when you
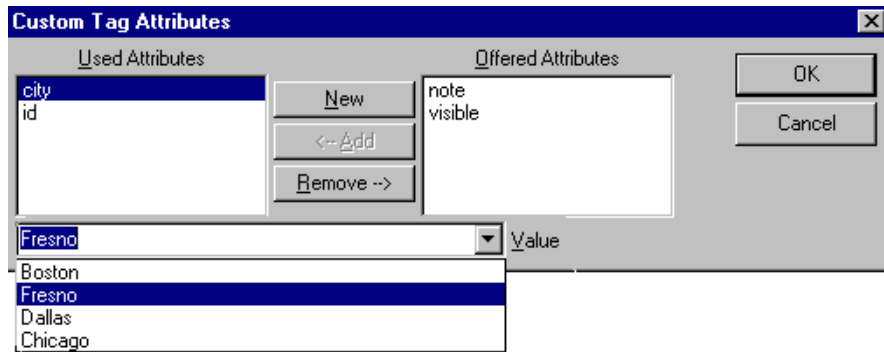
- insert a new tag, or
- place the cursor in an XML tag that does not show attributes, right click the mouse, and choose **Custom Tag Attributes** from the menu.

The dialog box allows you to

- view attributes that are assigned and that can be inserted
- remove assigned attributes
- add available attributes
- add new attributes
- enter or modify an attribute's value

Removing an Attribute

To remove an assigned attribute, follow these steps.

1. Click the attribute within the **Used Attributes** column.

2. Click **Remove -->**.

3. Press **OK** to close the dialog box and remove the selected attribute.

Inserting an Available Attribute

To insert an attribute that can be inserted at the cursor location, follow these steps.

1. Click the attribute from the **Offered Attributes** column.

2. Click **<--Add**.

3. Press **OK** to close the dialog box and insert the attribute.

Inserting a New Attribute

To insert an attribute that does not appear in the Custom Tag Attributes dialog box, follow these steps.

1. Click **New**.

2. A new line is added to the top of the **Used Attributes** column to make room for the new attribute.

3. Enter the attribute into the new line (circled in the illustration below).
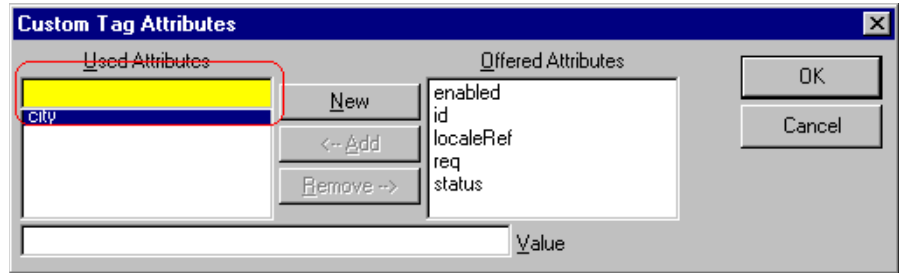
4. Press **OK** to close the dialog box and insert the attribute.

Entering or Modifying an Attribute Value

To modify or enter an attribute value, the attribute must be in the **Used Attributes** column. To change or enter the value, follow these steps.

1. Click the attribute.

2. Change or enter the text in the **Value** field (circled in the illustration below).
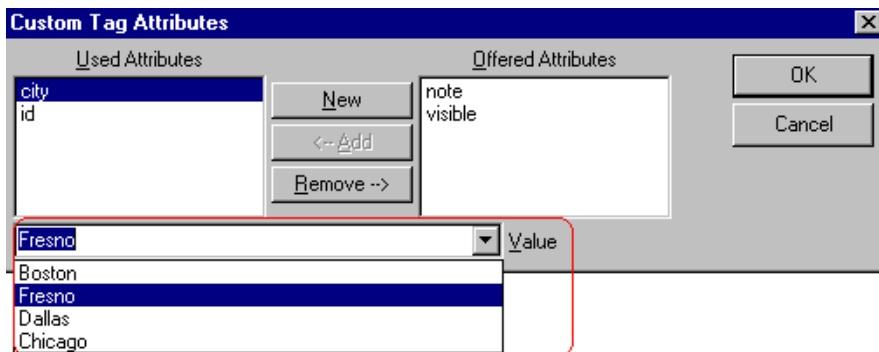
3. Press **OK** to close the dialog box and change the attribute value.

The Insert Custom Tag Dialog Box

Use this dialog box to insert a custom tag that may or may not be available at the cursor location, according to the schema or DTD.

Insert Custom Tag

Tags
- Cause
- Knowledge Base Article
- More Information
- References
- Resolution
- Summary
- Symptoms
- This article applies to:
- Title:

New
Delete
Properties
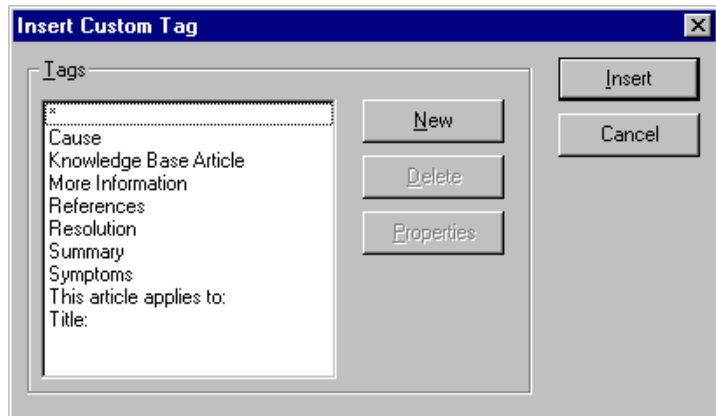
Insert
Cancel

Inserting an Available Tag

To insert any tag from the current schema or DTD, follow these steps.

1. Click the tag from the **Tags** column.

2. Click **Insert**.

3. The Custom Tag Attributes dialog appears. To learn how to use that, see "The Custom Tag Attributes Dialog" on page 166.

Inserting a New Tag

To insert a new tag, follow these steps.

1. Click **New**.

2. A new line is added to the top of the **Tags** column to make room for the new attribute.
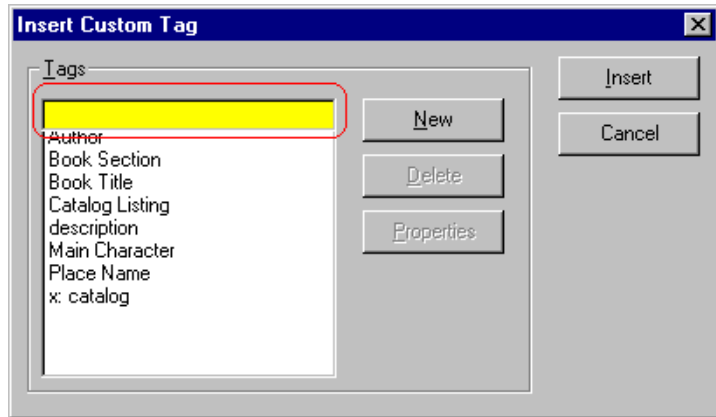
3. Enter the attribute into the new line (circled in the illustration above).

4. Press **Insert** to close the dialog box and insert the tag.

NOTE   If you insert some new tags to this screen and then decide you do not want to insert one of them, click the unwanted tag and press the **Delete** button to remove it from the list.

Working with the Math Expression Editor

Click the Mathematical Expression button ($\sqrt{x}$) to display the Math Expression editor, which lets you enter equations into **eWebEditPro+XML** content.

The editor (WebEQ Input Control) is created by Design Science, Inc. For more information, go to http://www.dessci.com/en/products/webeq/interactive/inputctrl.htm.

Prerequisites for the Math Editor

Sun Java VM 1.4 (http://java.sun.com/j2se/1.4.2/download.html)

- Recommended version: 1.4.2
- Required version: 1.4

Using the Math Expression Editor

After you click the Mathematical Expression button ($\sqrt{x}$), the editor appears.

Mathematical Expression

$$\dot{\chi} = \sigma(y - x)$$

$$\dot{y} = \rho x - y - xz$$

Properties

Font Size: `18`

Font Color: [black] ☐ Unassigned

Background Color: [white] ☐ Unassigned

Image Properties

File Name:

Description:

[OK]
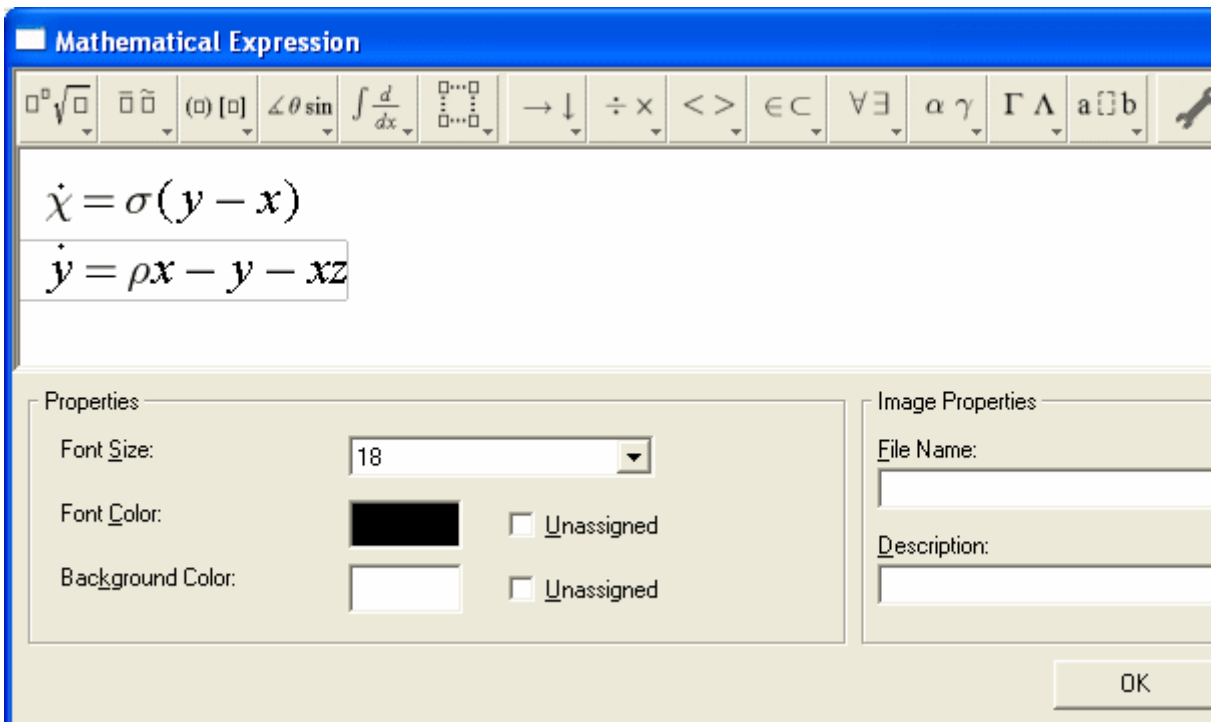
Note that you can easily change the expression's font size, color, and background color via the **Properties** area (lower left corner).

The Toolbar

The editor's toolbar provides special characters that are not otherwise available. While entering an expression, you can use that toolbar along with your keyboard to compose the expression.

Use the toolbar to insert equation templates and symbols. It also has buttons for common operations like cut and paste.

The standard toolbar contains three main panels. The left side of the toolbar consists of pull-down menus displaying a variety of equation templates. Templates are highlighted as you mouse over them. To insert a template, click or release the mouse over a highlighted template.
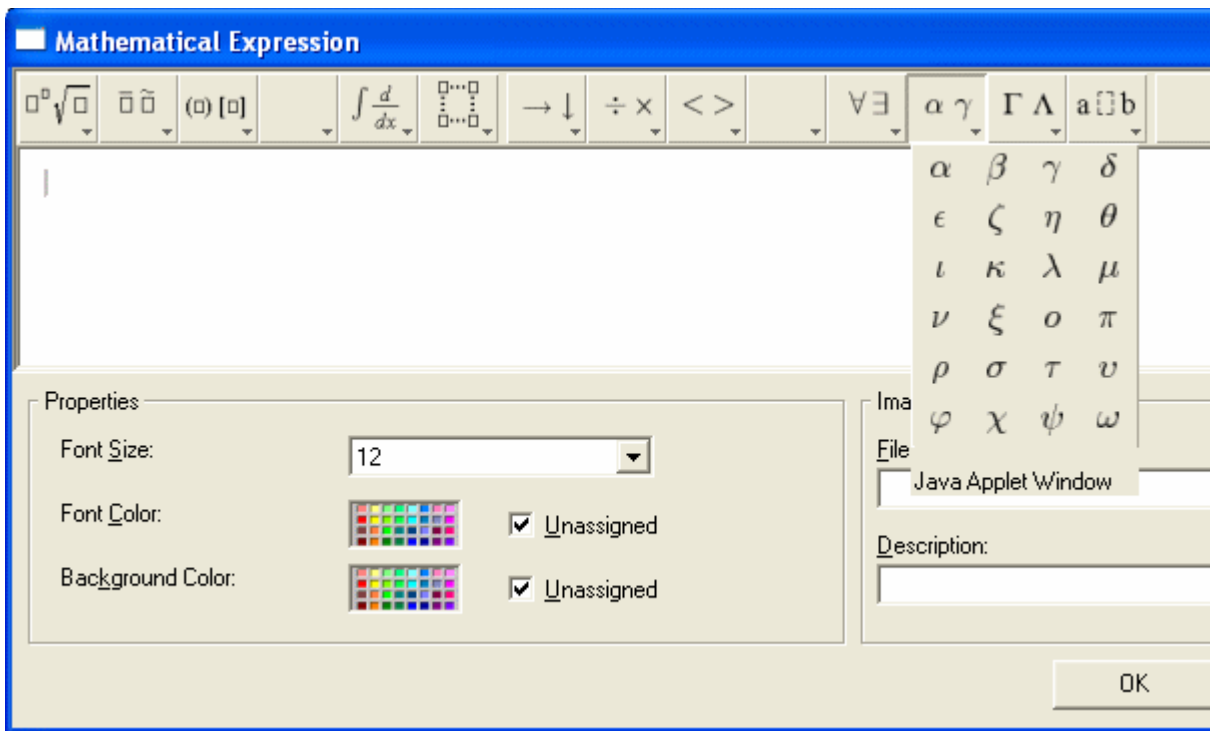
The middle section of the toolbar consists of pop-up palettes containing symbol characters. As with template palettes, you insert a symbol by mousing over to highlight, and then releasing or clicking the mouse.

Equation template and symbol character palettes are broadly organized by theme, such as 'calculus templates' or 'arrow symbols'. Spend a few minutes exploring the toolbar to familiarize yourself with the available templates and symbols.

The right side of the toolbar is a toolbox of icons for various editor operations. In addition to the standard cut, copy, paste, and undo icons, there are buttons for shrinking and magnifying the current equation, a check syntax icon, and a help icon.

Saving and Editing a Mathematical Expression

A mathematical expression is saved as an image. When you are ready to save it, enter a file name and description in the **Image**

Properties area (lower right corner) and press **OK**. The expression then appears within the content.
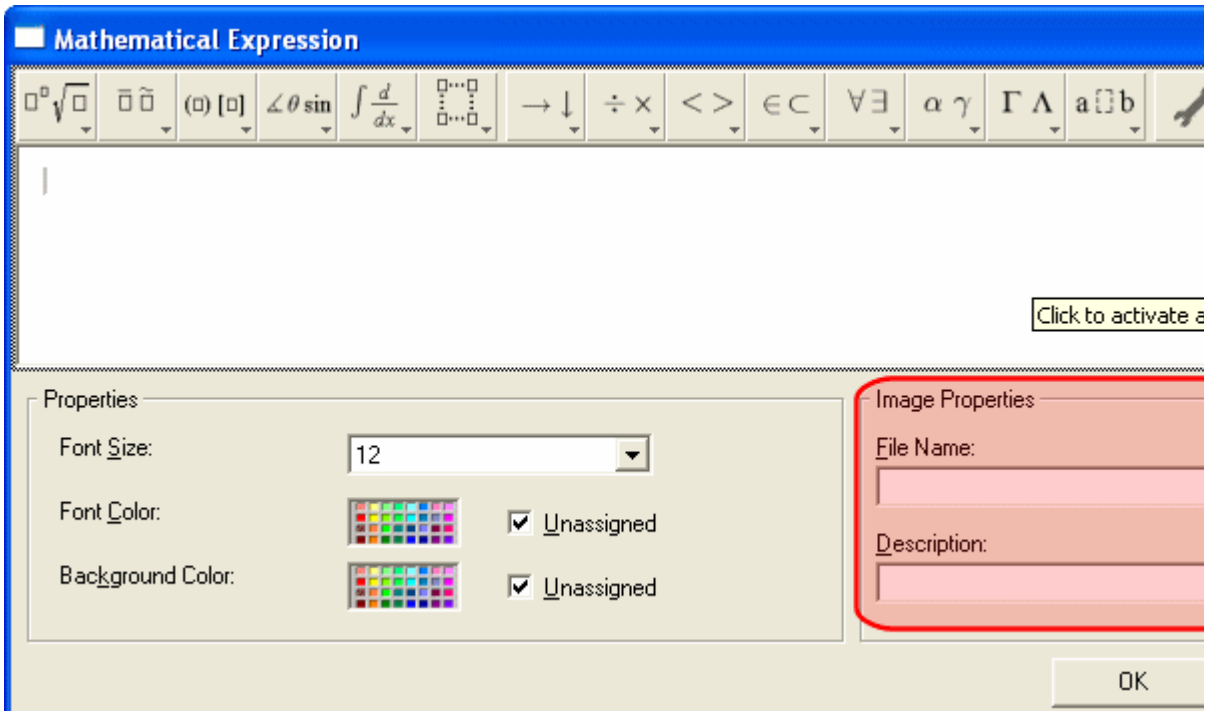
Later, if you want to edit the expression, select it, right click the mouse, and select **Edit Math**. When you do, the Math Expression editor reappears with the expression. Edit as needed then press **OK**.

Accessibility and the Mathematical Expression Editor

To get a white paper, Making Mathematics Accessible, on accessibility and MathML, see http://www.dessci.com/en/reference/accessibility/.

NOTE The rest of this chapter was copied from documentation provided for the Math Expression Editor by Design Science, Inc (http://www.dessci.com/en/).

Editor Overview

The Math Expression editor is based on the idea of an equation template. It includes templates for fractions, subscripts, superscripts, matrices, etc. To build an equation, insert templates and then fill in the blanks.
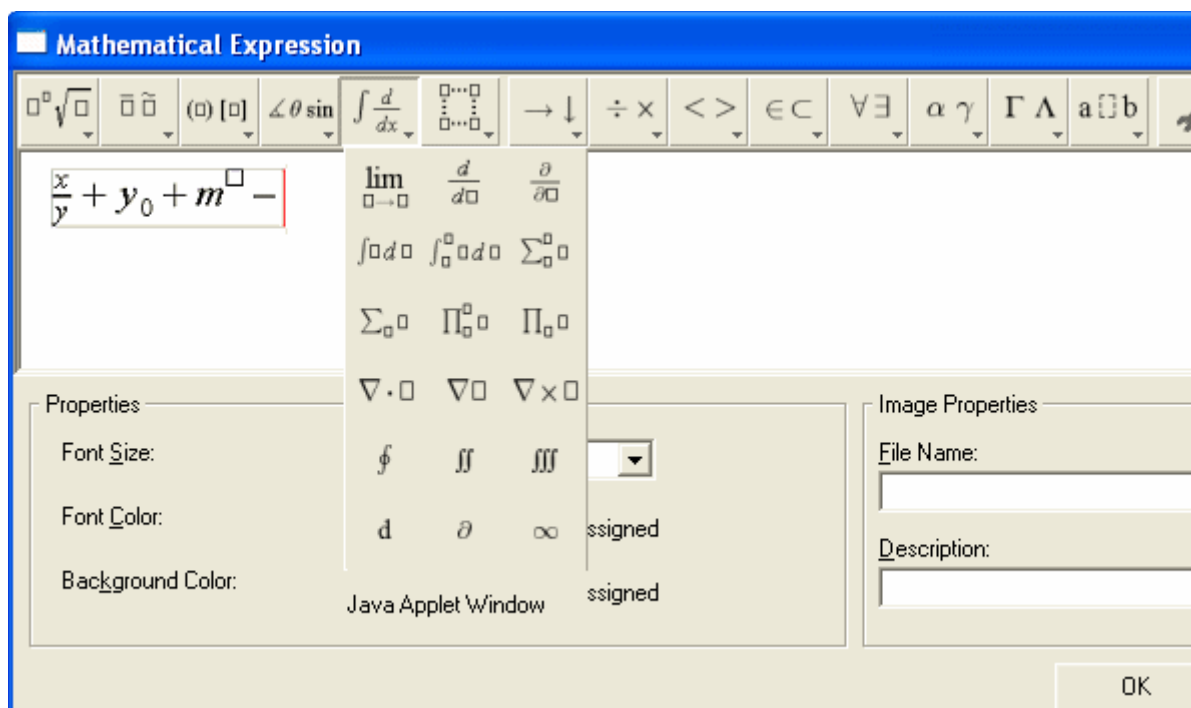
To fill in the blanks, enter letters and numbers from the keyboard, select symbols from a palette, or replace a blank with another template. If you select something before inserting a template from the toolbar, the selected symbol or expression is inserted into the first blank in the template. Some people describe this as wrapping a template around a selection.

By nesting equation templates inside each other, you can build up almost any equation. Navigate around an equation using the mouse and arrow keys. You can also cut and paste subexpressions to build up more complex expressions.
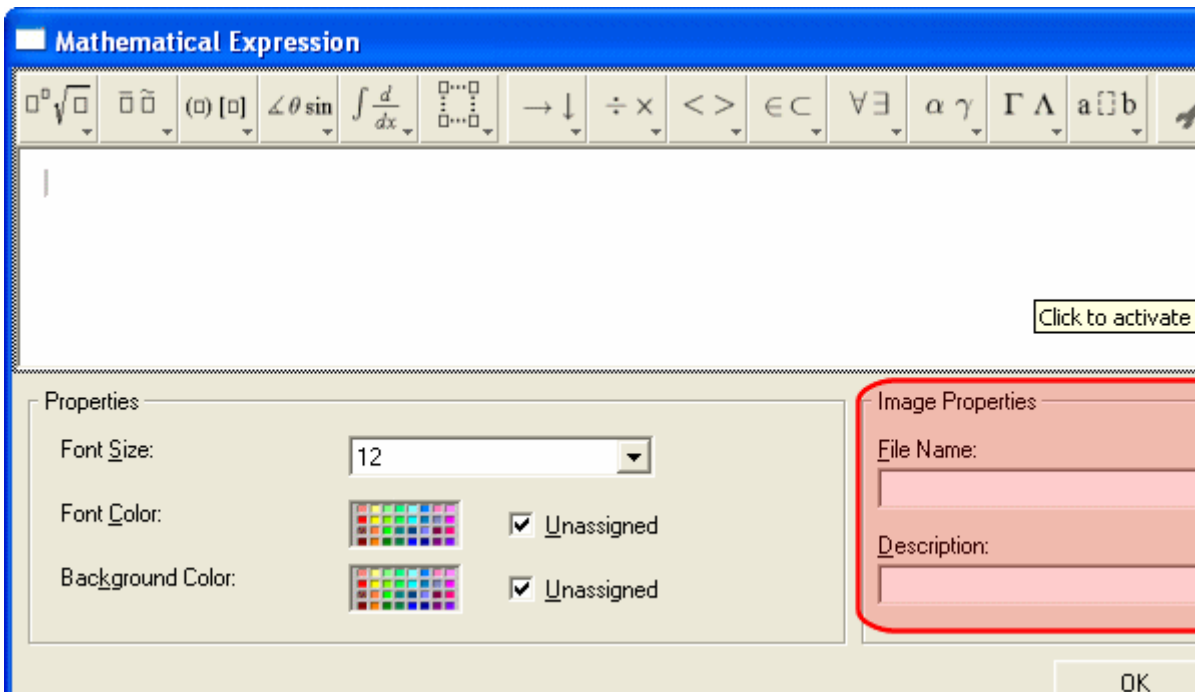
The Math Expression Editor templates and symbols are based on MathML. MathML is a markup language for encoding math on the Web, standardized by the World Wide Web Consortium (W3C). You can use the Math Expression Editor without knowing much about MathML. However, if you want to understand more, read A Gentle Introduction to MathML.

As an example, here is the MathML source code for a very simple expression, x + 4.

```
<math><mi>x</mi><mo>+</mo><mn>4</mn></math>
```
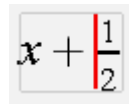
Moving the Cursor

The Math Expression Editor tries to make cursor movement as natural and as intuitive as possible. In general, the left, right, up and down arrows move the cursor to the next valid insertion point in the corresponding direction. Similarly, clicking the mouse anywhere in an equation moves the cursor to the closest valid location to the click.

Behind the scenes, the editor is negotiating a complicated, nested structure of MathML templates. Moving the cursor to the right on the screen can involve jumping in and out of MathML structures behind the scenes.
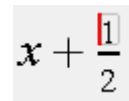
The cursor may occasionally not move exactly as you would expect on account of the nesting of the MathML structure. In these cases, the cursor movement is giving you additional information about the structure of your equation.

To help you follow where the cursor is in the MathML structure of the equation, Math Expression editor gives two visual cues. The cursor position is represented by a blinking red vertical bar. However, note that there is a faint gray rectangle as well. This gray rectangle is outlining the equation template containing the cursor location, and is the first cue about the MathML structure near the cursor.

To illustrate, consider stepping through the following equation with the right arrow.

$$x + \frac{1}{2}$$

As the cursor moves to the right, note that as it moves into the fraction, the outline shifts to the fraction, instead of the entire equation.

$$x + \frac{1}{2}$$

Entering Symbols

For simple equations, you may only need the letters, symbols and digits available on the keyboard. However, in many situations, you will want to enter special mathematical symbol characters. You can enter a symbol in an equation by clicking it on the toolbar, or by selecting it from one of the symbol palettes, also on the toolbar.
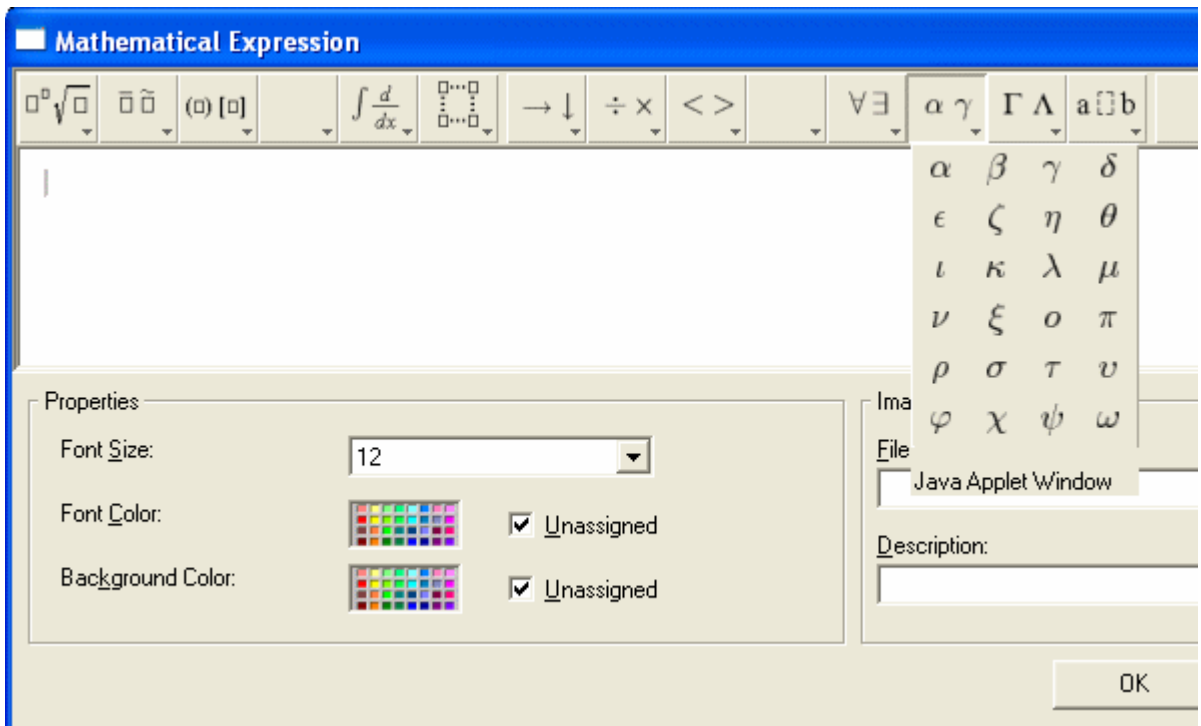
The standard toolbar configuration contains many commonly used symbol characters.

Generating Content Markup

MathML can describe an equation in two ways. Presentation markup describes the way an equation should look, and content markup describes what an equation means. Ordinarily, editing an equation is a process of getting its appearance to look right, and so by default, Math Expression editor uses presentation markup for an equation in progress. When you finish your equation, Math Expression editor can apply sophisticated algorithms to try to discern the mathematical meaning of your equation, and generate a content markup description as well.

Strengths and Weaknesses of Content Markup

Not all equations can be described with content markup. For example, in presentation markup, it is fine to type "1 + 2 -". This is just a sequence of symbols as far as its appearance is concerned.

However, from a mathematical viewpoint, this is an unfinished expression that doesn't have a well-defined meaning. If you try use Math Expression editor to generate content markup from this expression, it warns you that it can't since the "-" operator expects something to its right. You could only generate content markup by completing it as a mathematically meaningful expression, say "1 + 2 - 3".

Also, MathML content markup only covers basic mathematics, roughly up to calculus. Even if you have a meaningful math expression, it may fail to translate to content MathML if it is too complicated or advanced.

Another problem with content markup is that the author has less control over how an equation renders visually. For example, when viewing the content version of an equation, extra parentheses are sometimes automatically added or removed. Also, most visual style properties you may have changed are lost in the translation to content MathML.

Nonetheless, content MathML can be very useful. For one thing, it is relatively easy to evaluate in a computation engine. Also, a single, content-encoded equation can be rendered differently, depending on context, than a presentation equation. For example, in some experimental MathML environments, users can choose among various common notations for derivatives by editing a style sheet. Content MathML can also be very useful for teaching and learning about the structure and meaning of math expressions.

Checking Syntax

Two problem areas can cause the Math Expression editor content markup generation algorithms to fail.

- The equation is too advanced or complicated to be represented as content markup, as described above.
- Problems with the equation structure prevent the algorithms from guessing what you mean.

You can't do much about the first problem. However, there is a lot you can do to avoid the second.

The key to content markup generation is to ensure there are no surprises in the nesting of templates in the equation. The content generation algorithms rely heavily on the grouping of templates in the equation as a hint to the underlying meaning.

The main things that can cause problems are:

- Inadvertently separating an operator and its arguments with spurious expression groups. For example:

$$x - y \qquad x - y$$

- Mismatched fences

$$(x + y) \qquad (x + y)$$

- Confusion over function application and multiplication

$$\sin(x) \qquad \sin x$$

function sin*x*   multiplication sin*x

- Confusion over the symbol "d".

$$\frac{d}{dx} f \qquad \frac{d}{dx} f$$

differential function   just multiplication d/dx*f

- Inherently ambiguous notations.

$$(1, 2) \qquad \left[1, 2\right] \qquad \langle x \rangle$$

open interval or vector   closed interval or list   mean or moment

To assist in diagnosing these problems, you can check your equation by clicking the "check mark" button on the far right of the standard toolbar. This action highlights parts of your equation based on the role Math Expression editor thinks they play in your equation, as well as revealing "invisible times" operators, and expression grouping.
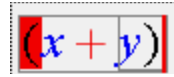
You can toggle back and forth between syntax highlighting and regular display by clicking the check mark button again. Also, starting to edit switches the equation to normal mode.

If there are obvious problems with your equation, Math Expression editor displays an error message in the editor status line, and highlight the template where the error was detected in blinking red.

As long as you don't see any errors, Math Expression editor is generating some content markup encoding of your equation. However, you should always look carefully to be sure that there aren't any subtle errors in the translation, such as extra invisible multiplications.

The color of symbols in a highlighted expression denotes the role the content generation algorithm thinks it plays in your equation. The color codes are as follows.

Color	Syntactic role
red	operator
blue	operand
green	function

Fixing Problems

Math Expression editor tries to automatically do the right thing to avoid content generation problems. However, it is still possible to

confuse the content generation algorithms. The following explains more about correcting problems with content generation.

- Inadvertently separating an operator and its arguments with spurious expression groups

In general, the content generation algorithms treat expression groups as if they have parentheses around them. Thus, for example, in the expression

$$x - y$$

The extra inner expression group leads Math Expression editor to treat this like x(-y), that is, x times -y, not x minus y. To avoid this problem, pay attention to the parent highlighting as you edit, especially after cut and paste operations which can introduce extra expression groups. Strange nesting of expression groups is also usually easy to spot with content syntax highlighting.

- Mismatched fences

Math Expression editor needs to be able to match up right and left "fence" characters such as absolute value bars, parentheses, braces and brackets. Therefore, it is best to make sure that matching fences are always contained in an expression group.

$$\|x + |b - c|\|$$

- Confusion over function application and multiplication

Mathematical notation is often ambiguous. There is often no algorithmic way to determine when an expression denotes invisible multiplication and when it denotes function application.

$$f(x - y)$$
$$x(z - y)$$

One way to avoid confusion is to explicitly insert invisible "function application" and "invisible times" characters. These characters can

be inserted from the toolbar. However, because they are invisible, use of these characters is inherently error prone.

- Confusion over the symbol "d".

The special character "d" is frequently ambiguous in math expressions involving differentiation and integration. Is it just a variable, or is it the differential d?

MathML has a separate character to represent differential d to clear up the ambiguity. With Math Expression editor, you can ensure you are getting the special version of the character and not the generic variable by using the calculus templates on the toolbar instead of the keyboard.

- Inherently ambiguous notations

To give authors control over the conversion of inherently ambiguous notations, WebEQ provides a way of giving semantic hints using the MathML 'other' attribute on an expression. The syntax for hints is a comma separated list of rule:value pairs:

```
other="rulename:value, rulename:value, ..."
```

Valid rule names and values are listed below.

Notation	Rule name	Legal values	Default value
$(1, 2)$	vector-interval-rule	interval | vector	interval
$\left[1, 2\right]$	list-interval-rule	interval | list	interval
$\langle x \rangle$	mean-moment-rule	mean | moment	mean

Navigating with the Cursor

Most of the time, cursor movement in Math Expression editor works as you would expect. However, as the cursor moves through your equation, its shape changes to give you extra information

about the equation structure. Spending a few minutes learning about the subtleties of cursor movement will have a big pay off in the long run.

Moving the Cursor

The arrow keys move the cursor around in the equations. In general, the editor tries to move the cursor to the next valid insertion location in the direction of the arrow key. For example, in templates such as fractions and matrices, the vertical arrows to move up and down.

In addition to the arrow keys, you can also position the cursor with the mouse. The editor tries to move the cursor to the insertion point nearest to a mouse click.

Usually, Math Expression editor does a good job of judging when to ignore all the layers of MathML nesting and jump ahead to the next reasonable place to begin inserting characters again. Sometimes, however, it can be difficult to navigate the cursor into a deeply nested structure using the arrow keys. If you find yourself having a hard time getting the cursor where you want it with the arrow keys, use the mouse to position the cursor where you need it.

Cursor Shapes

Math Cursor

When you start a new equation, the cursor automatically starts as a blinking vertical red line. When the Math Expression editor window loses focus, the cursor changes to gray and stops blinking. The vertical line is the normal cursor in Math Expression editor.

As you type, the editor begins inserting characters into the equation, and the cursor moves to show the insertion point. Also, a faint gray box appears, outlining the template in which the cursor is currently located. As you move around in an equation, the gray outline shifts, giving you a visual cue about the nesting structure of the underlying MathML, as illustrated below.
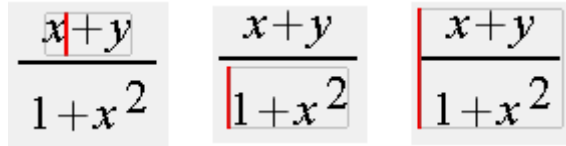
In the first two illustrations, the cursor is located in the numerator and denominator of a fraction, and the outlined parent is the row template containing the entire numerator and denominator respectively. In the third illustration, the cursor is on the left edge of the fraction itself, and the outlined parent is a "wrapper" row containing nothing but the fraction itself.

Token Cursor

Math Expression editor automatically puts characters into special MathML templates called tokens. There are tokens for variables (called an <mi> template in MathML for math identifier), numbers (<mn>), operators (<mo>), etc.

The right and left arrow keys generally move the cursor between the tokens in the row. However, when you move the cursor over a token that contains several characters together, the cursor takes an upside-down, T-shape to show the extent of the grouped items by underlining them, as shown below.

Within a token, the arrow keys move the cursor between the individual characters in the token. You can also position the cursor within a multi-character token using the mouse.

In MathML, identifier tokens with more than one character, for example "sin", are rendered in an upright font by default, while single character tokens are rendered in italics. If you move two alphabetic tokens together, say by deleting an intervening space, the editor merges the characters together into a single token. A similar behavior applies to numbers. By noticing the cursor shape, you can easily keep track of what characters are being grouped into tokens.

Text Cursor

Math Expression editor also supports the MathML text template. Within a text template, characters appear in an upright font by default, and the spacebar always inserts a space. (Outside a text template, the spacebar may not insert a space. See Math Expression editor: Keyboard Input for details.)

When the cursor is in a text template, it changes to an "I-beam" shape as shown below.

$$x + \text{mass of object} = 20$$

You can insert a text template from the layout templates palette on the toolbar.
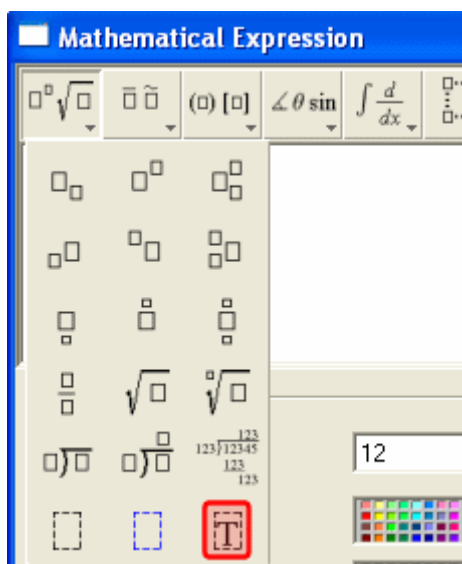
Template Blanks

When you insert a new template into an equation, small squares indicate the empty slots, or template blanks, where data should be inserted.

When you insert a template, the cursor automatically jumps to the first template blank. If you want to fill in the template blanks later, move the cursor out of the template without entering characters.

Just reposition the cursor in the template when you are ready to fill it in.

Moving Directly to Template Blanks

Because selecting a template blank is such a common task, there are two kinds of shortcuts. Hitting the <TAB> key cycles between all open template blanks. You can also move the cursor to a template blank by clicking it with the mouse.

Keyboard Input

Typing letters, numbers and symbols from the keyboard inserts them into the current equation at the current cursor position. In addition, special "keyboard shortcuts" can be used to cut, paste, insert templates and perform other useful functions. Both kinds of keyboard input are described below.

Inserting Characters

In MathML equations, all characters are categorized according to type. In Math Expression editor, the most important types are text, identifiers, numbers and operators. These types correspond to the MathML elements `<mtext>`, `<mi>`, `<mn>` and `<mo>`. In MathML, these basic character types are called tokens.

As you enter characters from the keyboard, Math Expression editor analyzes the input and automatically inserts the characters into the appropriate MathML token element. Ordinarily, this results in the appropriate MathML markup, and makes authoring MathML equations much easier. As with any automatic algorithm there are cases where problems can arise. However, by understanding how Math Expression editor chooses token types for characters, you can easily avoid or correct problem situations.

When two or more characters of the same type are entered in succession, Math Expression editor places the characters into the same MathML token element. Thus, typing 's', 'i', 'n' results in a single identifier token containing 'sin'. Similarly, if you place two or more characters of the same token type together by some other means, such as cut and paste, backspacing, etc. Math Expression editor merges them together into a single token.
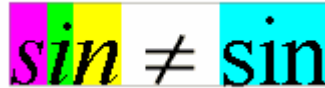
Math Expression editor uses the following rules to decide what token type to assign to characters.

- A run of alphabetic characters is placed in an identifier, or <mi>, token.

- A run consisting of digits, commas and or periods are placed in number, or <mn>, token.

- By default, everything else is placed in an operator, or <mo>, token. Whenever you enter a character of a type that doesn't match the preceding characters, the editor starts a new token for it.

When problems arise, they usually result when a run of characters should be broken into several tokens, or when separate tokens merge as a result of editing. Here are the most common issues.

Invisible Multiplication

MathML uses an "invisible multiplication" character to make explicit when two variables or expressions are being multiplied. For example, ab might mean "a times b", or the two-letter variable "ab". Similarly a(b+c) might mean "a times b + c" or it might mean, "apply a function a to the argument b+c".

Math Expression editor's automatic tokenizing behavior helps remind you code equations properly, since if you just type "a" followed by "b", it groups them both into one token and switches the typeface to upright. This is a visual cue that what you entered was the two-letter variable "ab". To enter "a times b", you need to put an invisible times between them.

By default, when you hit the space bar following an identifier, Math Expression editor inserts an InvisibleTimes character. By doing so, the "a" and the "b" each go into identifier tokens of their own, with the InvisibleTimes operator token in between. The "a" and the "b" remain in the customary italic typeface, giving you a visual cue that you have encoded a multiplication.

If you press the space bar after anything other than an identifier, Math Expression editor inserts a space character as usual.

Text Tokens vs. Identifiers

Ordinarily Math Expression editor assumes alphabetic characters are identifiers. Sometimes, however, you may want to treat a run of alphabetic characters and spaces as text. In particular, if you are entering a bit of descriptive text in an equation, you want the space bar to insert spaces, not InvisibleTimes characters.

You can tell Math Expression editor to treat a run of characters as text by inserting a text template from the toolbar. When you insert a text template, the editor assumes subsequent alphabetic characters and spaces should be treated as text, and won't break them into smaller tokens. *See Also:* "Text Cursor" on page 185

To switch out of a text token to an identifier token, enter a number followed by the identifier. Then delete the number. Entering the number starts a number token, and the following alphabetic character then starts an identifier token as usual.

Merging Style Properties

When two token elements with differing style properties merge, the resulting token may or may not have the desired style properties. There is no alternative but to reset style the properties of the new token when this happens.

Keyboard Shortcuts

Though most people prefer to use menus and a mouse when first learning an application, in the long run it is often more convenient to use keyboard shortcuts for common operations. Math Expression editor has a number of useful shortcuts, which are listed below.

Template Shortcuts

These keyboard shortcuts handle the insertion of templates.

Shortcut Key	Action	Supported Platforms
<Ctrl>+r	insert row template (<mrow>)	all
<Ctrl>+ y	insert style change template (<mstyle>)	all
<Ctrl>+ t	insert text template (<mtext>)	all
<Ctrl>+f	insert fraction template (<mfrac>)	all
<Ctrl>+/	insert fraction template (<mfrac>)	not MAC OSX
<Ctrl>+L, <Ctrl>+B, <Ctrl>+ _	insert subscript template (<msub>)	all
<Ctrl>+H, <Ctrl>+P, <Ctrl>+^	insert superscript template (<msup>)	all
<Ctrl>+J	insert sub and superscript template (<msubsup>)	all
<Ctrl>+Q	insert square root template (<msqrt>)	all
<Ctrl>+R	insert nth root template (<mroot>)	all
<Ctrl>+P	insert parenthesized expression template	all
<Ctrl>+0, <Ctrl>+9	insert parenthesized expression template	not MAC OSX
<Ctrl>+i	insert definite integral template	all

Also, pressing the caret character (^) adds a superscript to the previous expression. So, for example, if you enter **x^2**, the result is an x with a superscript of 2.

Navigation and Selection Shortcuts

These keyboard shortcuts facilitate cursor navigation and selection.

Shortcut Key	Action	Supported Platforms
<Tab>	Cycles the cursor among open template blanks in an equation. After all templates are visited, <TAB> moves the cursor to the end of the equation. Continuing to hit TAB repeats the cycle.	all
<Enter>	When the cursor is at a location in the MathML structure where a on-line is a valid action, <Enter> inserts one.	all
<End>	Moves cursor to end of current line.	all
<Home>	Moves cursor to beginning of current line.	all
<Ctrl>+ <Home>	Moves cursor to beginning of equation.	all
<Ctrl>+ <Enter>	Move cursor to end of equation.	all
<Shift> ->	Extends selection to right.	all
<Shift> <-	Extends selection to left.	all
<Ctrl>+ A	Select all.	all
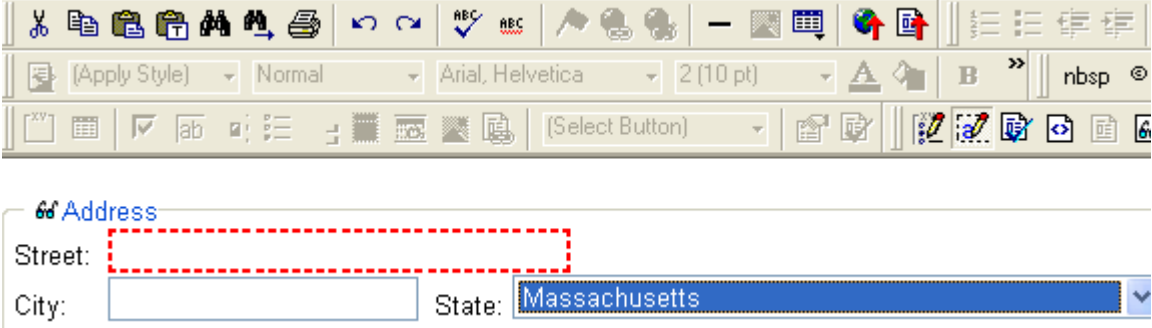
Using the Data Designer

Introduction

eWebEditPro+XML's Data Designer feature lets you design a screen that collects information from users and stores it as XML data. Creating the screen is simple and requires no knowledge of XML.

For example, you may create the following screen.

This screen can store information entered by a user as the following XML.

```
 <address>
<street>123 Sesame St.</street>
<city>New York</city>
<state>NY</state>
 </address>
```

Note that the street and city fields accept text, while the state field accepts a pre-defined value (a state).

NOTE The samples installed with **eWebEditPro+XML** provide a good example of using the Data Designer. To try them out, click the Windows Start button

---

This section explains how to use the Data Designer feature through the following topics.

Differences in eWebEditPro+XML

When you use the Data Designer, **eWebEditPro+XML** changes in the following ways.

NOTE   The design toolbar and the design mode and Data Entry mode buttons appear only if your site administrator has defined them in the configuration data.

- two toolbars appear, illustrated below. The toolbar buttons let you design the data entry screen. Each button represents a different kind of field.
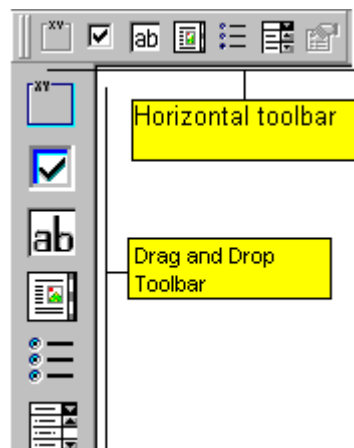
Both toolbars provide mostly the same buttons. The major difference between them is how you use the button to add a

field to the screen. If you are using the *horizontal* toolbar, place the cursor where you want field, and click the toolbar button.

When using the *drag and drop toolbar*, drag a button to desired screen location.

Note that a context-sensitive menu, available by right clicking the mouse, is also available to perform the commands. You can right click the mouse then select **Insert Field** to display a context-sensitive menu of all commands. To edit the properties of any field already on the screen, select the field, right click the mouse, and select **Field Properties**.

- two buttons appear on the regular (Edit) toolbar: Design mode and Data Entry mode. (For more information, see "Design Mode vs. Data Entry Mode" on page 194.)
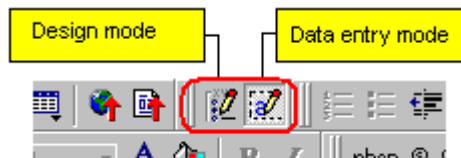
The Data Entry mode button lets you preview the screen being created.

- several toolbar buttons are grayed out -- they do not work with Data Designer

Design Mode vs. Data Entry Mode

The Data Designer feature supplies two "modes," which make it easier for you to design screens:

- *Data Design mode* - lets you insert and remove fields from the data entry screen

- *Data Entry mode* - simulates the screen's appearance during data entry

Two toolbar buttons let you switch between modes. The buttons are located on the Edit toolbar.
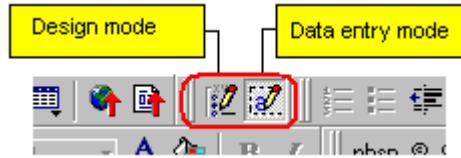
When you begin to create a data entry screen, you are in design mode. To test the screen as the user will see it, click the Data Entry button ( ). To switch back to Data Entry mode and modify the screen, click the Data Designer button ( ).

Designing a Screen

To design a screen that captures XML data, you

1. Ask your system administrator to enable a version of **eWebEditPro+XML** that includes the Data Designer. (The administrator should refer to the Data Designer chapter of the Developer's Reference Guide.)

2. For each field on the screen, select a field type, and place it on the screen. "Inserting a Field Type" on page 196 explains the kind of field that each button represents.

   You can also use **eWebEditPro+XML**'s rich formatting capabilities to design the screen. For example, you can format text, and use tables, images and hyperlinks to guide the user through the data entry process. Below is a sample screen created with the Data Designer.

sic Information

tures of Property:

:cription:

floor unit w/ balcony and one deeded garage space and central air

If you are familiar with XML and want to manually edit the page,

use the View Source button ( ) to edit the page's source code. If the XML is not well-formed, you are notified and must remain in source view until you fix it.

Inserting a Field Type

eWebEditPro+XML provides several options that let you insert or edit fields in the editor. Each field type is described below.

Field type	Icon	Description	For more information, see
Group Box		Groups related fields, which can be surrounded by a box and have a caption	"Group Box" on page 210
Tabular		Same as group box, but fields can be presented in a table format	"Tabular Data" on page 215
Checkbox		User's response is either checked or unchecked	"Checkbox" on page 224
Plain Text		Free text field; user cannot format text	"Plain Text" on page 226
Rich Area		Free text field; user can format text using the editor	"Rich Area" on page 231
Choices		Several choices appear on screen. User checks appropriate boxes. All user choices are inserted as values within a single XML tag.	"Choices" on page 233
List		Same as Choices except options appear in a drop-down box, and user can only select one option.	"Select List" on page 238
Calculated		Performs calculations using other fields on the screen	"Calculated Field" on page 245
Calendar		Lets user insert a date by clicking a calendar	"Calendar Field" on page 255
Image Only		Lets user insert an image	"Image Only Field" on page 261
File Link		Lets user insert a link to a file, such as a PDF document	"File Link Field" on page 264

Field type	Icon	Description	For more information, see
Field Properties		Lets you change the properties of any field. Select the field then click this button. Note: This option is also available on the right click menu, but not available on the drag and drop toolbar	
Validate		Ensure the screen contains valid XML. This button is available in both data entry and data design modes.	

Deleting a Field from the Screen

To remove a field from the screen, follow these steps.

1. Move the cursor to the field.
2. When the cursor changes to a four-headed arrow, click the mouse.
3. Small boxes surround the field.

Name

4. Click the cut icon ( ) to remove the field.

Usually, the field label is not deleted when you delete a field. To delete the label, use standard **eWebEditPro+XML** editing buttons.

Previewing the Screen

If you want to view how the screen will appear to the person who will complete the screen, click the View Data Entry button ( ). (*See Also:* "Design Mode vs. Data Entry Mode" on page 194.)

If you want to see an internal representation of the Data Design, click the Preview button ( ). Next to the Preview button is a drop-down list of internal formats in which you can view the data design.
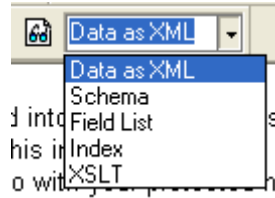
The formats are described below.

Format	Description	Example

Data as XML	The XML data document	`<?xml version="1.0" ?>`
		`- <root>`
		`- <Information>`
		`  <LastName />`
		`  <FirstName />`
		`  <MiddleName />`
		`  <Gender>male</Gender>`
		`  <Address />`
		`  <city />`
		`  <state>MA</state>`
		`  <Zip />`
		`  <SSN />`
		`  <BDate />`
		`  <HomeTel />`
		`  <WorkTel />`
		`  <x-ray />`
		`- <Dental_Insurance>`
		`  <Field1 />`
		`  <OtherInsurance>N/A</OtherInsurance>`
		`  <Account_Number>N/A</Account_Number>`
		`  </Dental_Insurance>`
		`  <medication />`
		`  <lastAppointment />`
		`  <clincal />`
		`  </Information>`
		`  </root>`

Format	Description	Example

Schema	Defines the structure, content, and semantics of an XML document	`<?xml version="1.0" ?>`
		`- <xs:schema elementFormDefault="qualified" attributeFormDefault="unqualified" xmlns:xs="http://www.w3.org/2001/XMLSchema">`
		`- <xs:element name="root">`
		`- <xs:complexType>`
		`- <xs:sequence>`
		`- <xs:element name="Information">`
		`- <xs:complexType>`
		`- <xs:sequence>`
		`- <xs:element name="LastName">`
		`- <xs:simpleType>`
		`- <xs:restriction base="xs:string">`
		`<xs:minLength xmlns:xs="http://www.w3.org/2001/XMLSchema" value="1" />`
		`</xs:restriction>`
		`</xs:simpleType>`
		`</xs:element>`
		`- <xs:element name="FirstName">`
		`- <xs:simpleType>`
		`- <xs:restriction base="xs:string">. .. ..`

Field List	A list of all fields and information about them (as XML)	`<fieldlist>`
		`<field name="LastName" datatype="string" basetype="text" xpath="/root/Information/LastName" title="Last Name">Last Name</field>`
		`<field name="FirstName" datatype="string" basetype="text" xpath="/root/Information/FirstName" title="First Name">First Name</field>`
		`<field name="MiddleName" datatype="string" basetype="text" xpath="/root/Information/MiddleName" title="Middle Name">Middle Name</field>`
		`<field name="Gender" datatype="choice" basetype="text" xpath="/root/Information/Gender" title="" datalist="IDAPK3KC">Gender</field> .. .. ..`

Index	xpath information for any indexed field on the screen	`<?xml version="1.0" ?>`
		`- <indexable>`
		`<xpath type="string">/root/Information/SSN</xpath>`
		`<xpath type="string">/root/Information/HomeTel</xpath>`
		`<xpath>/root/Information/WorkTel</xpath>`
		`</indexable>`

Format	Description	Example

XSLT	The Data Design document's presentation XSLT	`<?xml version="1.0" ?>`
		`- <xsl:stylesheet version="1.0"`
		`xmlns:xsl="http://www.w3.org/1999/XSL/`
		`Transform">`
		
		`  <xsl:output method="xml" version="1.0" omit-`
		`xml-declaration="yes" indent="yes"`
		`encoding="utf-8" />`
		
		`  <xsl:strip-space elements="*" />`
		
		`  <xsl:variable name="ektdesignns_fieldlist"`
		`select="/*/ektdesignpackage_list/fieldlist" />`
		`- <xsl:template match="/"`
		`xml:space="preserve">`
		
		`    <p> </p>`
		
		`- <fieldset id="Information"`
		`title="Demographic Information">`
		
		`  <legend>Patient Information</legend>`
		
		`- <div>`
		
		`- <p`
		
		`  <strong>Last Name</strong>`
		
		`  <xsl:text> </xsl:text>`
		
		`  <xsl:value-of select="/root/Information/`
		`LastName" />`
		
		`  <strong>First Name</strong>`
		
		`  <xsl:text> </xsl:text>`
		
		`  <xsl:value-of select="/root/Information/`
		`FirstName" /> .. .. .. ..`

Sample Screen Design

This section provides a brief overview of designing a screen, so that you can learn how the pieces fit together. Let's assume you want the screen to look like this.
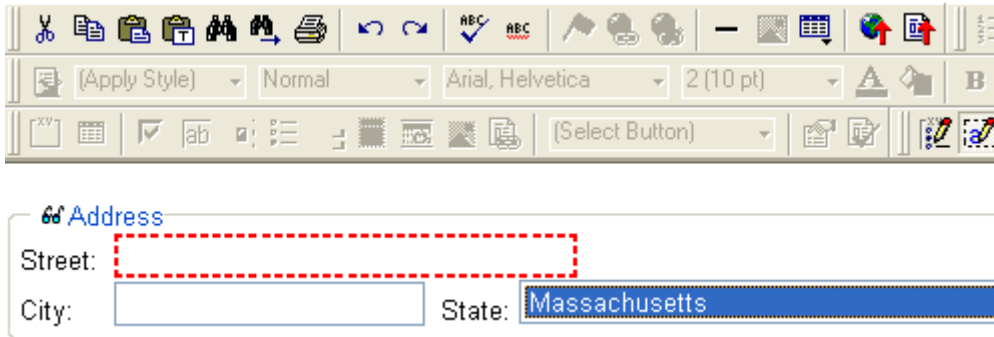
NOTE The following example helps you understand how to create a simple data entry screen. It does not explain how to save a screen so that a user can enter data into it. You can access a good sample by navigating to **Start > Programs > Ektron > eWebEditPro > Samples > ASP > Data Design > ASP Data Design Sample**. When you are ready to create an actual screen, ask your system administrator to help determine a method for saving the screen and making it available to users for data entry.

To create such a screen, follow these steps.

1. Sign on to **eWebEditPro+XML** in Data Designer mode. (Ask your system administrator how to do this. The Developer's Reference Guide (version 4.0 and higher) provides details.)

2. Since you want to surround the data entry fields with a box and a caption, drag the Group Box button ( ) from the drag and drop toolbar onto the screen. Then, complete the dialog as shown below.

Group Box

Descriptive Name: Address

Field Name: Address   Advanced...

Use
- ○ May not be removed
- ○ May be removed

Allow
- ○ Only one
- ○ More than one

Appearance
- ○ No border
- ○ Show border and caption

Caption: Address

OK   Cancel
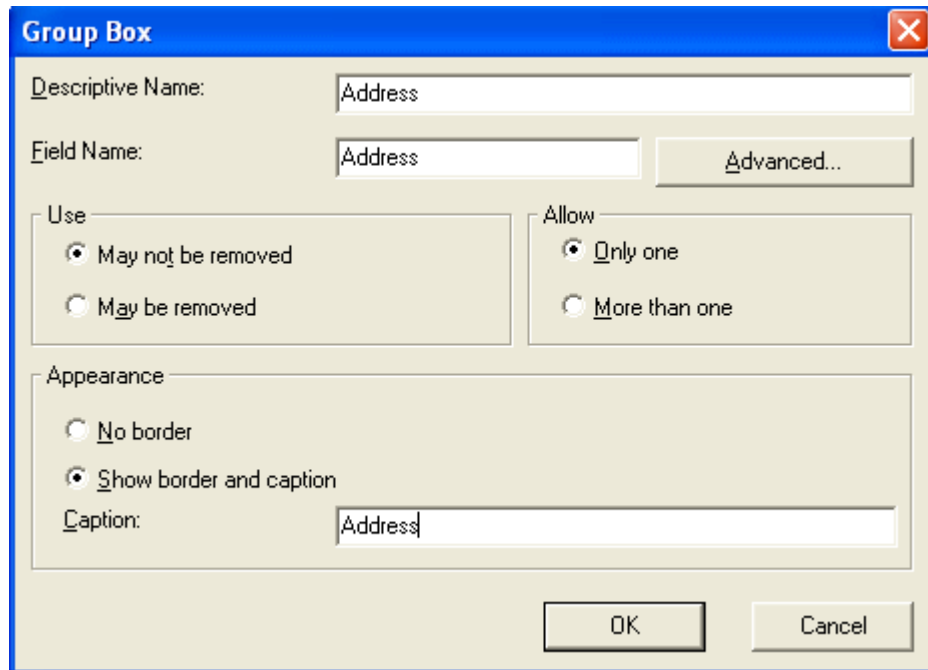
NOTE Later in the section, documentation is supplied for each field on the dialog box. Since this section is providing an overview, it does not delve into those details.

At this point, the screen looks like this.

[Apply Style] Normal Times New Roman, 3 (12 pt)   nbsp
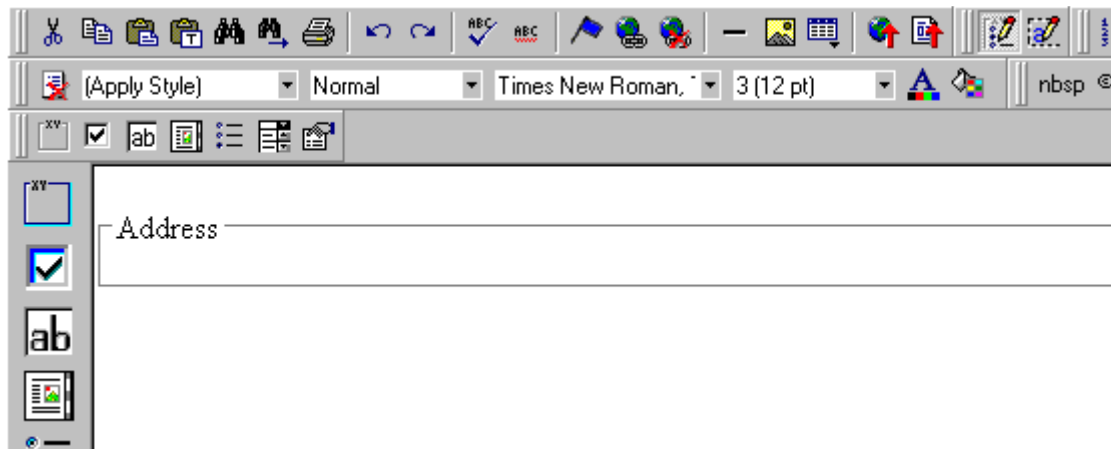
Address

3. Select **Address** then apply bold and the custom color shown above. Now the screen looks like this.
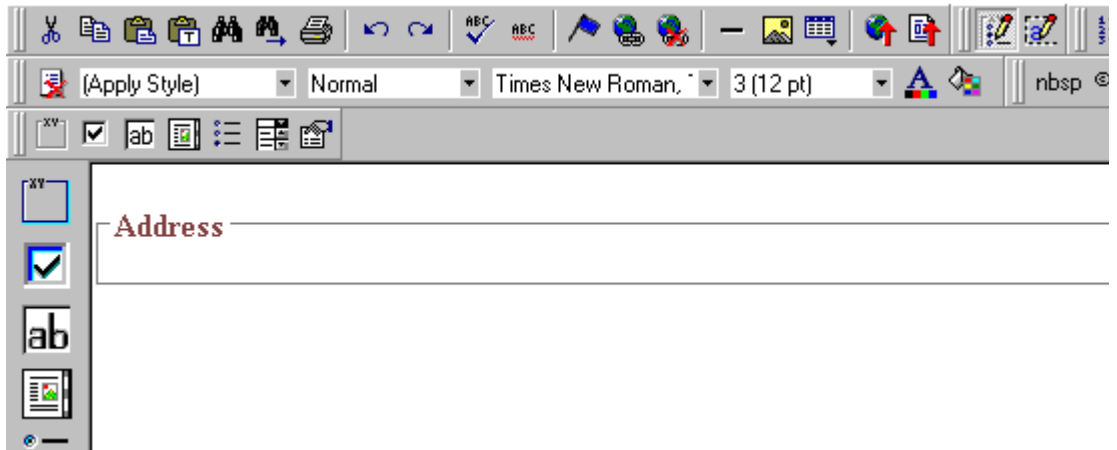
4. The next field, street, should let the user enter text. So, drag the plain text field icon (ab) into the space below **Address**. Then, complete the dialog as shown below.

Now, the screen looks like this.
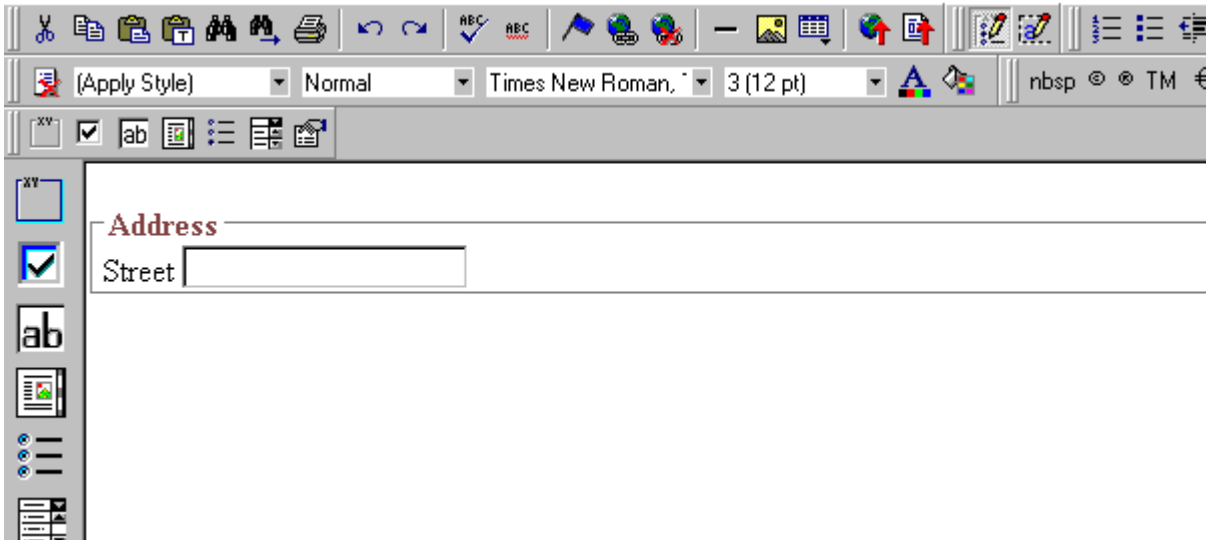
Note that the **Street** field is not wide enough. To widen it, click the field, move the cursor until you see a two-sided arrow, and drag the arrow to the right.
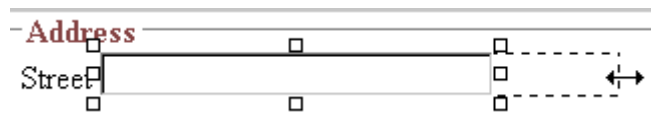
5. The next field, **City**, should also let the user enter text. Assume that you want **City** to appear in the line below **Street**. To make room for **City**, move the cursor to the end of the **Street** field and press <Enter> to create a new line. Next, drag the plain

text field icon (ab) into the line below **Street**. Then, complete the dialog as shown below.

Now, the screen looks like this.
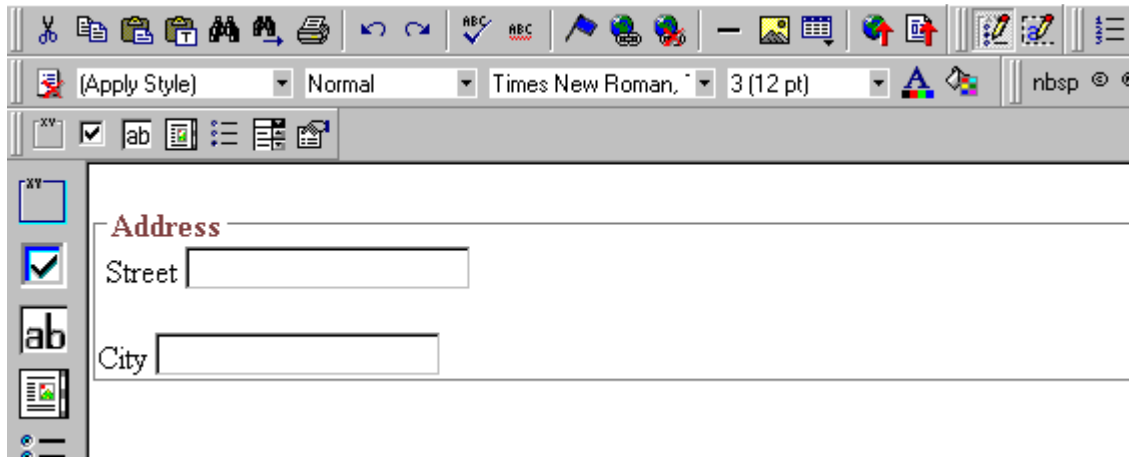
6. The next field, **State**, should let the user choose from several states. Assume that you want the state to appear to the right of **City**. Move the cursor to the end of the **City** field and drag the

   Select List Field field icon (⊞) into that space. Then, complete the dialog as shown below.

Now, the screen looks like this.

The above example is very simple and does not use some of the Data Designer's more powerful and flexible features. To learn more about Data Designer, read the rest of this chapter.

Data Designer Field Types

To help you use all of the Data Designer's capabilities, this section explains each field type you can insert. As you will see, they are very flexible and can accommodate all of your needs when designing a data entry screen.

Group Box

A Group Box field lets you group related fields together on a screen by surrounding them with a box and optionally placing a caption above them.

After you insert a Group Box field, to insert other kinds of fields within the box,

- drag the fields into the box (if you are using the drag and drop toolbar)

or

- place the cursor inside the box then select a field type button (if you are using the horizontal toolbar)

NOTE The tabular data field type might better accommodate your needs. See "Tabular Data" on page 215.

Advantages of Grouping Fields

One advantage of grouping fields is that you can allow the user in Data Entry mode to add another instance of a group.

For example, if a screen collects several fields of information about each telephone call, the user could simply click the **Insert Below** button to insert a new group of fields, ready to collect information about the next call.
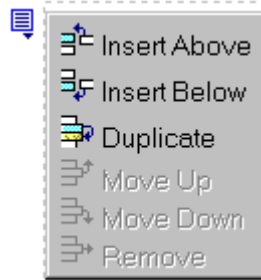
Another advantage of grouping fields is that you can suppress a group of irrelevant fields. For example, if a screen includes two groups of fields that collect information about hardcover and paperback books, and you are adding information about a hardcover book, you can collapse the paperback book questions because they are not relevant to your current task.

Use the eyeglass icon to expand or collapse the display of fields within a group.

Expanded Group Field with glasses icon highlighted

Collapsed Group Field

Ektron Book Store

▤ ┌ 66 Book ─────────────────────────

Dialog Box

Fields on the Group Box Dialog

Field	Description
Descriptive Name	Enter the name of this field. Note that you cannot enter spaces nor most special characters (!@#$%^&*()+=<>,.:;'"{}[]\\|`~) into this field. Internally, the name is used as the field's caption. **The Name Field's Default Value** By default, the Data Designer assigns a name made up of **Field** followed by the next available number. So, the first field's default name is **Field1**, the second field's default name is **Field2**, etc. You can change the default if you want.
Field Name	Enter the field's element name. This defines the field in the XML.
Advanced	See "Advanced Button" on page 266
Use	See "The Use Field" on page 270
Allow	See "The Allow Field" on page 271
Appearance	Click **Show border and caption** if you want to surround the fields in this group with a box. You can also create a caption to appear in the top line of the box. Click **No border** if you do not want to surround the fields in this group with a box.

Field	Description
Caption	If desired, enter text to describe this group of fields on the data entry screen. For example
	┌─Address─────────────────────────────┐
	After you insert this field onto the screen, you can use **eWebEditPro+XML**'s formatting capabilities to modify its size, font, color, and other attributes.
	Note: The Caption field only appears on this dialog when you create the Group Box field. If you later try to edit the field, the Caption field is not on the dialog. However, you can edit Caption text within the editor.

Using a Tag Other Than <Root>

By default, **eWebEditPro+XML** surrounds your Data Design with `<root>` tags. If you would like to replace the <Root> tags with another element name, follow these steps.

1. After creating a new Data Design screen, insert a Group Box as the first field.

2. In the Group Box Dialog**'s Field Name** field, enter the root text.

3. On the Group Box Dialog box, click the **Advanced** button.

4. In the Root tag section of that dialog, select **Use this element as the Root tag** and press **OK**.

5. Place all other screen elements within the Group Box field.

Tabular Data

The Tabular data button inserts a table into which you can place other types of fields. It's similar to a group box.

Tabular data's main advantage over a group box is that it lets you place fields in columns (see below).

Items				
Description	In stock?	Qty	Price per unit	Cost
	○ Yes ◉ No			NaN

Creating a Table

First you insert the table. Then, you insert an appropriate type of field into each column. As examples, in the table above, the **Description** field type would be plain text, while the **In Stock?** field type would be choices.

If you insert a field into a table and its caption appears to the left of the data entry region (see below), move the caption to the column header (see second illustration below).

Contact List

Name:	Phone:	Address:

Contact List

Name:	Phone:	Address:

To access table commands (such as add row and add column), place the cursor inside a table cell, right click the mouse, and select **Table**.

IMPORTANT!   Only table cells into which you place a field are available to visitors of your Web page.

Editing Tabular Data

To edit tabular data, hover the cursor over a table border line until you see a four-headed arrow. Then, click the right mouse button and select **Field Properties**.

NOTE   You cannot reduce the number of columns by editing the Tabular Data dialog's **Columns** field. To delete a column, place the cursor in the column and select **Delete Column** from the table commands. The table commands are available in the table drop-down menu, the table toolbar (which is hidden by default), or the right-click context menu.

How Tabular Data Forms XML Structure

Tabular data creates three levels of XML tags:

- inner level: each field in the table
- middle level: each row in the table
- outer level: the entire set of table data

To explain how this works, we'll use the following contact list as an example.

Name	Phone	Email
John Doe	555-1212	john.doe@email.com
Mary Smith	555-8765	msmith@mymail.net

How XML Tags are Assigned to Field Names

When you insert a field into a table, a dialog helps you define the field type. For example, when inserting a plain text field, the Plain

Text Field dialog appears. On that dialog, the value of the **Phone** field defines the tags that enclose that field's contents.

To continue our example, every contact is represented in XML as:

```
<Name>John Doe</Name>
<Phone>555-1212</Phone>
<Email>john.doe@email.com</Email>
```
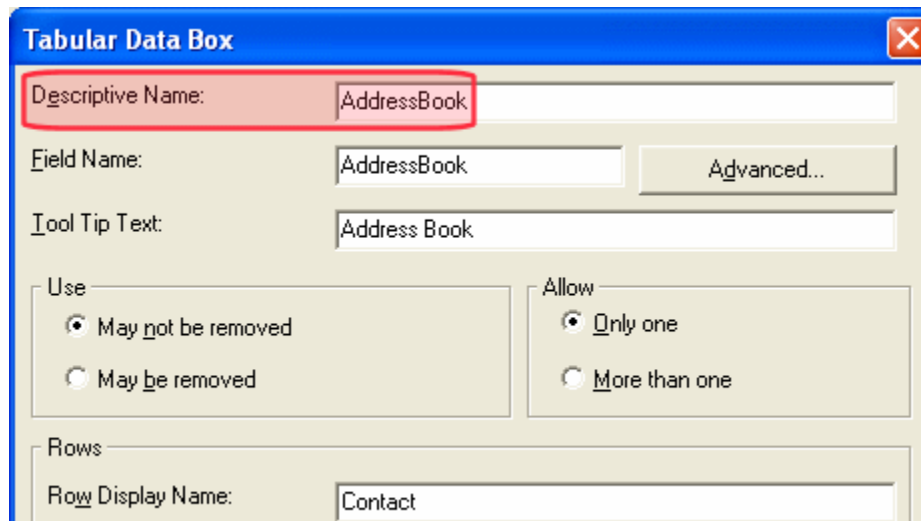
and

```
<Name>Mary Smith</Name>
<Phone>555-8765</Phone>
<Email>msmith@mymail.net</Email>
```

How XML Tags are Assigned to Table Rows

Each row of the table collects information for one contact. On the Tabular Data Box dialog, the **Row Name** field defines the XML tag that groups information for *each contact*. For example, the **Row Name** field value is **Contact**.

```
<Contact>
      <Name>John Doe</Name>
      <Phone>555-1212</Phone>
      <Email>john.doe@email.com</Email>
</Contact>
<Contact>
      <Name>Mary Smith</Name>
      <Phone>555-8765</Phone>
      <Email>msmith@mymail.net</Email>
</Contact>
```

How XML Tags are Assigned to the Entire Table

When you create a table, the name you give it (in the **Name** field of
the Tabular Data Box dialog) defines the XML tag that groups *all
contacts* on the table. In this example, the name is **AddressBook**.

```
<AddressBook>
    <Contact>
        <Name>John Doe</Name>
        <Phone>555-1212</Phone>
        <Email>john.doe@email.com</Email>
    </Contact>
    <Contact>
        <Name>Mary Smith</Name>
        <Phone>555-8765</Phone>
        <Email>msmith@mymail.net</Email>
    </Contact>
</AddressBook>
```

Dialog Box

Fields on the Tabular Data Dialog

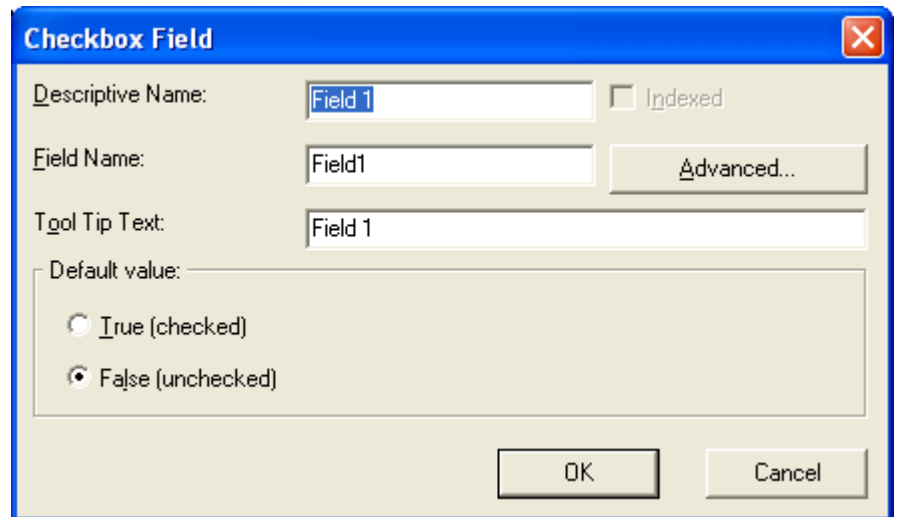| Field	Description
Descriptive Name	Enter the name of this table. Note that you cannot enter spaces nor most special characters (!@#$%^&*()+=<>,.:;'"{}[]|`~) into this field. **The Name Field's Default Value** By default, the Data Designer assigns a name made up of **Field** followed by the next available number. So, the first field's default name is **Field1**, the second field's default name is **Field2**, etc. You can change the default if you want.
Field Name	Enter the table's element name. This will define the table in the XML. *See Also:* "How Tabular Data Forms XML Structure" on page 217
Tool Tip Text	Enter the text that appears when a user hovers the cursor over the table's column headers.
Advanced	See "Advanced Button" on page 266
Use	See "The Use Field" on page 270
Allow	See "The Allow Field" on page 271 Note: If you check **More than one** here, you are allowing the user to insert an entirely new table, not an additional table row.
Rows	
Row display name	Enter the text that appears when a user hovers the cursor over the table's cells. Use this field to describe the kind of information to be inserted into the table's cells.
Row name	Enter the name of the XML tag used to collect data for each entry in the table. *See Also:* "How Tabular Data Forms XML Structure" on page 217

Field	Description
Minimum number	If desired, enter the minimum number of rows for this table. If you enter a number and the data entry user tries to save the screen without inserting at least the minimum number of rows, he is informed that **Element content is incomplete according to the DTD/Schema**. By default, the user is allowed to cancel or save the screen anyway. However, the system administrator determines whether or not the user can save an invalid document.
Maximum number	If desired, enter the maximum number of rows for this table. If you don't want to assign a maximum number, check the **Unlimited** check box. **Result of Assigning a Maximum** When this table appears on a data entry screen, and a user adds the maximum number of rows, the **Insert Above** and **Insert Below** options are grayed out on the menu (see example below).
Columns	Enter the number of columns to appear in the table. *See Also:* "Editing Tabular Data" on page 217
Caption	If desired, enter text to describe this table on the data entry screen. The caption appears centered above the table. After you insert this field onto the screen, you can use **eWebEditPro+XML**'s formatting capabilities to modify the caption's size, font, color, and other attributes.

Checkbox ☑
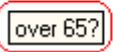
A Checkbox field is only one character wide and accepts one of two possible values: checked or unchecked. For example

☐ Check if you are over 65

Dialog Box

Fields on the Checkbox Dialog

Field	Description
Descriptive Name	Enter text to guide the user's response to this field. To continue the above example, the caption would be **Check if you are over 65**.
	After you insert this field onto the screen, the Descriptive Name appears to the right of the checkbox. You can use **eWebEditPro+XML**'s formatting capabilities to modify its size, font, color, and other attributes.
	Note: The Descriptive Name field only appears on this dialog when you create the Check Box field. If you later try to edit the field, it is not on the dialog. However, you can edit the Descriptive Name text within the editor.
Indexed	Check if you want to index this field. For more information, see "Indexing the Fields of a Data Design Document" in the Supporting the Data Designer chapter of the Developer Reference Guide.
	The **Indexed** field may not appear, depending on how your administrator set up your system.
Field Name	Enter the field's element name. This will define the field in the XML.
Advanced	See "Advanced Button" on page 266
Tool Tip Text	Enter text that appears when a user hovers the cursor over this field (circled in red below).
	☐ Check if you are over 65
	over 65?
Default value	If you want this field to be checked when the screen first appears, click **True**.
	Otherwise, click **False**.

Plain Text ab

Use a plain text field when you want the user to enter an unformatted, free text response.
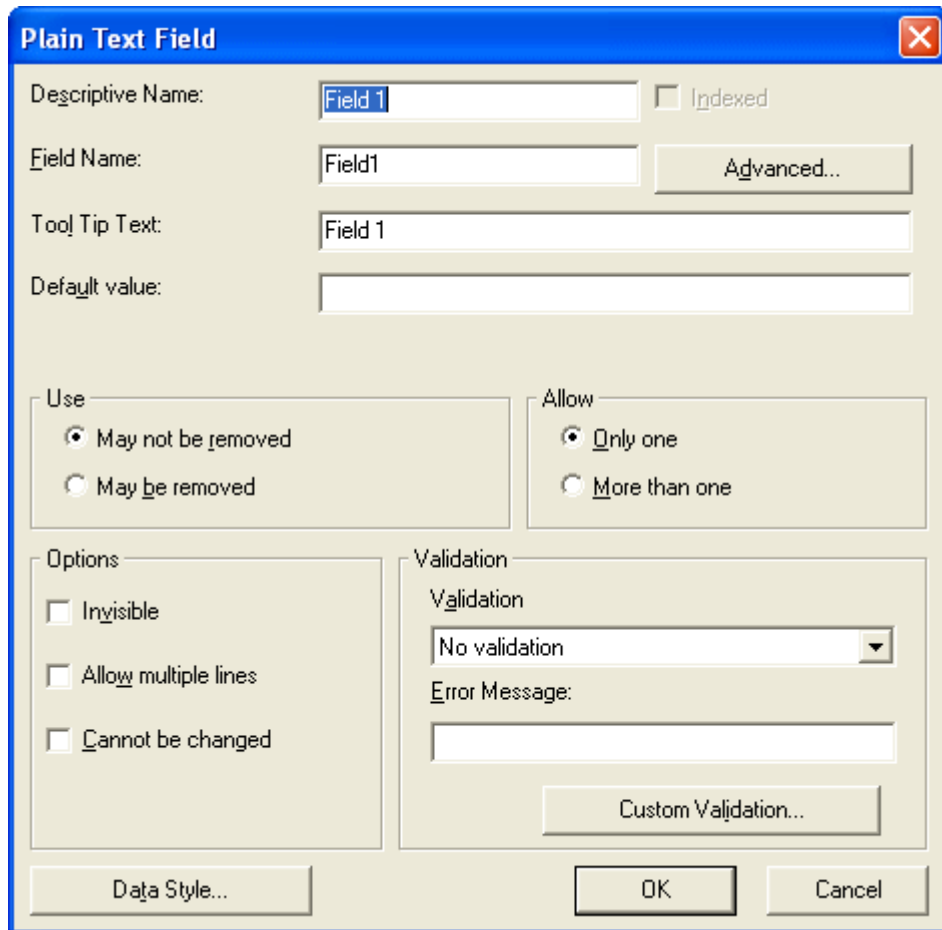
Plain Text Field vs. Rich Area Field

The following capabilities are available with a plain text field but not a rich area field.

- You can adjust the field's width by dragging it. See "Resizing a Plain Text Field" on page 231.

- The text can be read-only or hidden

The following capability is available with a rich area field but not a plain text field.

- In Data Entry mode, the user can change the text's format, size, style, etc. along with adding hyperlinks, using **eWebEditPro+XML**'s formatting capabilities.

- You can enter custom tags.

Dialog Box

Fields on the Plain Text Dialog

Field	Description
Descriptive Name	Enter the name of this field. Note that you cannot enter spaces nor most special characters (!@#$%^&*()+=<>,.:;'"{}[]|`~) into this field. *See Also:* "The Name Field's Default Value" on page 213
Indexed	Check if you want to index this field. For more information, see "Indexing the Fields of a Data Design Document" in the Supporting the Data Designer chapter of the Developer Reference Guide. The **Indexed** field may not appear, depending on how your administrator set up your system.
Field Name	Enter the field's element name. This defines the field in the XML.
Advanced	See "Advanced Button" on page 266
Tool Tip Text	Enter the text that appears when a user hovers the cursor over this field.
Default Value	If you want to set a default value for this field, enter that value here. The default value appears in Data Entry mode, where the user can accept, change, or delete it. For example, if this field collects a city, and most users enter New York, enter New York as the value.
Use	See "The Use Field" on page 270
Allow	See "The Allow Field" on page 271

Field	Description
Options	**Invisible** - Check here to make this field hidden in Data Entry mode. This option lets you store unseen information in each XML document. An example might be putting a version number for the data design so that XML documents can be upgraded to newer versions using an XSL transform. **Allow multiple lines** - Check here to let this text box expand to accommodate the user's input. If you do not check this box, a single line input box appears on the data entry screen to accept user input. Note: A field can be either invisible or cannot be changed -- it cannot be both. **Cannot be changed** - Check here to make this field read-only. That is, the user cannot insert data into it in Data Entry mode. You might use this option to provide instructions for completing the screen.

Field	Description
Validation	Select the kind of validation to apply to this field. Your choices are: • **No validation** - the user's response is not checked • **Cannot be blank** - the user must enter a response • **Non-negative whole number or blank** - the user must enter a positive whole number *or* no response • **Non-negative whole number (required)** - the user must enter a positive whole number • **Decimal number or blank** - must be a decimal number (for example, 12.345 or 12) or blank . A leading minus sign "-" is allowed. The decimal point must be a period (.), even in locales that normally use a comma (,). Note: Decimal numbers include whole numbers because the decimal point is implied. That is, 12 is 12.0000. • **Decimal number required -** must be a decimal number (it cannot be blank) of none, one, or two decimal places. A leading minus sign "-" is allowed. The decimal point must be period (.), even in locales that normally use a comma (,). • **Percent: (0-100) required -** the user must enter a whole number from 0 to 100 • **Zip code (US only)** - the user's response must consist of 5 (*nnnnn*) or 9 digits separated by a dash after the fifth (*nnnnn-nnnn*) • **Social Security number (US only)** - the user's response must consist of nine digits in this pattern: *nnn-nn-nnnn* • **Custom -** You can create custom validation. For more information, see "Custom Validation" on page 273. If you assign to this field any value other than **No validation**, the field is initially surrounded by red dashes in Data Entry mode. If the user's response does not meet the validation criterion, the field remains surrounded by red dashes. The system administrator determines whether or not the user can save an invalid document.

Field	Description
Data Style	See "The Data Style Field" on page 272

Resizing a Plain Text Field

If you insert a plain text field and its width is too small or too large, you can easily resize it. To do so, follow these steps.

1. Place the cursor over the field and click. The cursor changes to a four-headed arrow, and small boxes surround the field.

2. Move the cursor to the far right of the field. (See illustration below). The cursor turns into a two-headed arrow.
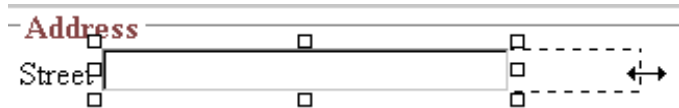
3. Drag the arrow to adjust the width.

Rich Area

Use a rich area field to let a user enter a free text response that can be formatted using the editor buttons.

See Also: "Plain Text Field vs. Rich Area Field" on page 226

Adjusting the Width of a Rich Area Field

Note that, unlike a plain text field, the width of a rich area field cannot be adjusted. It occupies the entire screen width. If a user enters more text than fits on one line, the rich area field automatically adds more lines. To limit the width of a rich area field, place it in a table cell. In this case, the field is as wide as the cell.

If you want to insert default text into a rich area field, insert it after you place the field in the editor.

Dialog Box

Fields on the Rich Area Dialog

Field	Description
Descriptive Name	Enter the name of the field. Note that you cannot enter spaces nor most special characters (!@#$%^&*()+=<>,.:;'"{}[]|`~) into this field. *See Also:* "The Name Field's Default Value" on page 213
Indexed	Check if you want to index this field. For more information, see "Indexing the Fields of a Data Design Document" in the Supporting the Data Designer chapter of the Developer Reference Guide. The **Indexed** field may or may not appear, depending on how your administrator set up your system.
Field Name	Enter the field's element name. This defines the field in the XML.
Advanced	See "Advanced Button" on page 266
Use	See "The Use Field" on page 270
Allow	See "The Allow Field" on page 271

Field	Description
Cannot be blank	If you want to require the user completing this field to enter a response, click inside this check box.

Choices ⦂⚊

Use the Choices field when you want to give the data entry user several options. For example, you create a Choices field named **Interests** that lists these options.

- music
- art
- sports

The data entry user could check the first two and leave the third blank.

Choices Field vs. Select List Field

The following capabilities are available with a Choices field but not a Select List field.

- You can limit the user's choice to one item or many
- All items appear on the screen, arranged horizontally or vertically

The following capabilities are available with a Select List field but not a Choices field.

- The user can only select one item.
- Only the default item appears on the screen. To the right of the field, a black down arrow appears (circled in red below). The user clicks the arrow to display all items and select one.

Dialog Box

Fields on the Choices Dialog

Field	Description
Descriptive Name	Enter the name of the field. Note that you cannot enter spaces nor most special characters (!@#$%^&*()+=<>,.:;'"{}[]|\`~) into this field. *See Also:* "The Name Field's Default Value" on page 213
Indexed	Check if you want to index this field. For more information, see "Indexing the Fields of a Data Design Document" in the Supporting the Data Designer chapter of the Developer Reference Guide. The **Indexed** field may or may not appear, depending on how your administrator set up your system.
Field Name	Enter the field's element name. This defines the field in the XML.
Advanced	See "Advanced Button" on page 266
Tool Tip Text	Enter the text that appears when a user hovers the cursor over this choice list.

Field	Description
List	**Using a Standard List** If you want to use one of **eWebEditPro+XML**'s standard lists, click the black down arrow next to the field to see a list of options. If you choose a standard list, it appears in the lower half of the screen. You cannot change its values. **Creating a Custom List from Scratch** To create your own set of list options, accept the default value, **Custom**. Then, enter the values using the **Item** field. **Initializing a Custom List from a Standard List** You can begin with a standard list then customize it as desired. To do so, follow these steps. 1. In the **List** field, select the list you want to begin with. 2. Return to the **List** field and change the value to **Custom**. 3. The list items appear in the **Item List** field, but are not greyed out. You can add to, modify, or remove them as needed.
Allow selection	Click **More than one** to let the data entry user select more than one item on the data entry screen. Otherwise, click **Only one**. For example, if you click **More than one**, and the choices are: music, art, sports, the user could select all three choices. If you click **Only one**, the user can only select one. **A selection is required -** Check this box if the user must select at least one list item.

Field	Description
Appearance	Click **Vertical List** to arrange the choices vertically. The user selects items by clicking the radio button. Click **Horizontal List** to arrange the choices horizontally. Click **List Box** to arrange the choices vertically in a box. The user selects items by clicking inside the box.
Item List	This section of the screen displays the items that you enter in the **Value** and **Text** fields. Buttons near the bottom of the screen let you remove and rearrange items from this list. Place a check in the box of any item to be checked by default on the data entry screen. If you do, the user can accept the default or uncheck the item by clicking in the checkbox. Note that if **Only One** is selected under **Allow selection** (above), only one item can be selected.

Field	Description
Value	Enter the value that is collected when the data entry user selects this item. For example, if **Interests** appears in the Name field, and you want `music` to be collected when the data entry user selects this item and saves the page, enter **music** here.
No longer available	See "No longer available" on page 242
Basic	Check this box if you want this item's XML tag to be the same as its name on the screen. If you want the XML tag to be different from the screen name, uncheck this box. When you do, a new field appears, **Value**. Enter the XML tag into this field.
Data Style	See "The Data Style Field" on page 272

Select List 📑

A Select List field is similar to a Choices field. The biggest differences are

- all responses appear in a drop-down box instead of appearing separately

- the user can only select one response. If you want to allow the user to select more than one response, use a choice list instead. *See Also:* "Choices" on page 233

To see the choices, click the down arrow on the right side of the box (circled below).

See Also: "Choices Field vs. Select List Field" on page 233

For example:
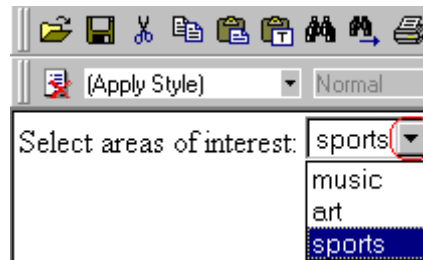
Dialog Box
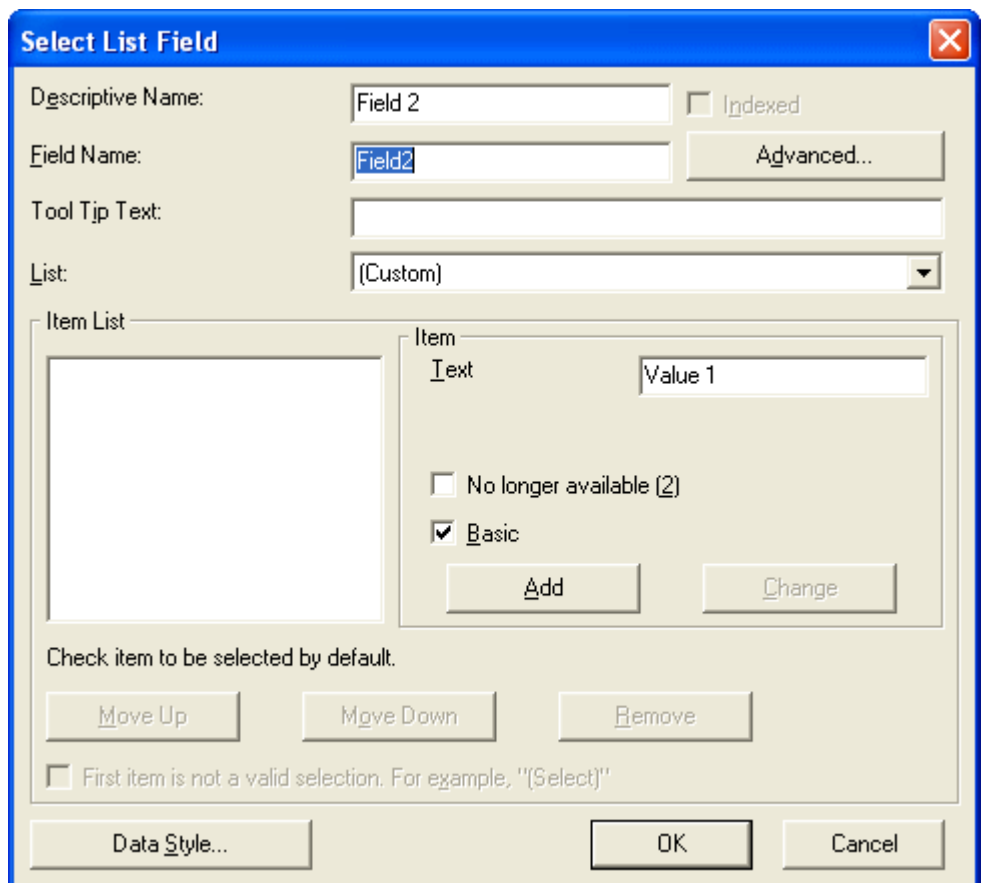
Fields on the Select List Field Dialog

Field	Description
Name	Enter the name of the field. Note that you cannot enter spaces nor most special characters (!@#$%^&*()+=<>,.:;'"{}[]|`~) into this field. *See Also:* "The Name Field's Default Value" on page 213
Indexed	Check if you want to index this field. For more information, see "Indexing the Fields of a Data Design Document" in the Supporting the Data Designer chapter of the Developer Reference Guide. The **Indexed** field may not appear, depending on how your administrator has set up your system.
Field Name	Enter the field's element name. This defines the field in the XML.
Advanced	See "Advanced Button" on page 266
Tool Tip Text	Enter the text that appears when a user hovers the cursor over this list.

Field	Description
List	**Using a Standard List** If you want to use one of **eWebEditPro+XML**'s standard lists, click the black down arrow next to this field to see your choices. If you choose a standard list, it appears in the lower half of the screen. You cannot change its values. *See Also:* "Creating Your Own Predefined List" on page 243 and "Creating a Dynamically Populated Choice List" on page 244 **Creating a Custom List from Scratch** To create your own set of list options, accept the default value, **Custom**. Then, enter the values using the **Item** field. **Initializing a Custom List from a Standard List** You can begin with a standard list then customize it as desired. To do so, follow these steps. 1. In the **List** field, select the list you want to begin with. 2. Return to the **List** field and change the value to **Custom**. 3. The list items appear in the **Item List** field, but are not greyed out. You can now add to, modify, or remove them as needed.
Item List	This section of the screen displays the items that you enter in the **Value** and **Text** fields. Buttons let you remove items from this list as well as rearrange them. Place a check in the box of any item to be checked by default on the data entry screen. If you do, the user can accept the default or uncheck the item by clicking in the checkbox.

Field	Description
Value	Enter the value that is collected when the data entry user selects this item. For example, if **Interests** appears in the Name field, and you want music to be collected when the data entry user selects this item and saves the page, enter **music** here.
Text	Enter text to describe this item on the data entry screen. After you insert this field onto the screen, you can use **eWebEditPro+XML**'s formatting capabilities to modify its size, font, color, and other attributes.
No longer available	Use this field to indicate that an item can no longer be selected by a user in data entry mode. For example, you have a list of team members. If one member leaves, check **No longer available** rather than removing the member. If checked, the item only appears in data entry mode *if* a document contained the item when the check is applied. This field lets you render a value obsolete without invalidating an existing XML document. **Exception!** -- If multiple selections are allowed in a Choices Field and the item is selected in design mode, it appears in data entry mode but is disabled (grayed-out). This lets you force an item's value into the XML document.
Basic	Check this box if you want this item's XML tag to be the same as its name on the screen. If you want the XML tag to be different from the screen name, uncheck this box. When you do, a new field appears, **Value**. Enter the XML tag into this field.
First item is not a valid selection. For example, "(Select)"	Check here if the first item on the list is not a valid value but instead text that prompts the user to respond to the field. An example of such text for a list of states would be **Select a state**. If you check this box and the user selects the first value on the list (most likely by default), an error message appears when he tries to save the screen.

Field	Description
Caption	Enter text to guide the user's selection. For example, if the user needs to select an area of interest, the caption could be **Choose your interests**. Note: The **Caption** field only appears on this dialog when you create the Select List field. If you later try to edit the field, the Caption field is not on the dialog. However, you can edit the Caption text within the editor.
Data Style	See "The Data Style Field" on page 272

Creating Your Own Predefined List

An administrator can create a predefined list of options to appear when a user is inserting a **Select List** field.

Advantage of Creating Custom List in Configuration File

Although a user can create a custom list of choices via the **Item List** area of the Select List Field dialog, that list is only available in that field of that screen. If the user wants to insert the same list in another section of the screen or a different screen, he must re-enter all options.

However, if you create a list according to the steps below, your custom list is stored in the configuration file (along with the standard choice lists, such as **Countries**). As a result, any user connected to your server can insert the list into any **Select List** field on any screen.

Creating the List

To insert a custom list of choices, follow these steps.

1. Open the eWebEditPro+XML configuration file. If you are working with eWebEditPro+XML, this is `webroot/ewebeditpro5/config.xml.`

   If you are working with CMS400, this is `webroot/Workarea/ewebeditpro/cms_config.aspx.`

2. Insert the name of your list into the following section of the configuration file. In the sample below, the custom list is `MyNewList`.

```
<selections name="datalists">
     <listchoice data="MyNewList">My New List</listchoice>
    <listchoice data="languages" localeRef="sLanguages" />
    <listchoice data="countries" localeRef="sCountries" />
    <listchoice data="USPS-US" localeRef="sUSState" />
    <listchoice data="USPS-CA" localeRef="sCaPrvnc" />
    <listchoice data="ageRange" localeRef="sAgeRng" />
    <listchoice data="numRange" localeRef="sNumRng" />
    <listchoice data="years" localeRef="sYrs" />
</selections>
```

3. Find the `<dataentry>` element of the configuration file.

4. Insert the new list within that element. Below is an example of such a list.

```
<datalist name="MyNewList">
        <schema datatype="string" />
    <item default= "true" value= "Green" />
    <item value= "Red" />
    <item value= "Blue" />
</datalist>
```

Note that

- the `<datalist>` element contains the list

- its `name` must match the `listchoice data` value you entered in Step 2

- you can specify a datatype. Values are string, nonNegativeInteger, date, decimal.

- as shown in the third line above, you can specify a default value

Creating a Dynamically Populated Choice List

You specify the elements of the custom options list described above in the configuration data. You can also create a dynamically-populated list from any XML source. The source can be on your server or on a remote Web site. Follow these steps to add a dynamic data list to the **Select List** field.

1. Follow steps 1 through 3 in .

2. Insert a new datalist item according to this pattern.

```
<datalist name="MyNewList" src="{url to xml data source}" select="{xpath to data item
element}" captionxpath="{relative xpath to data item's display text}" valuexpath="{relative
xpath to data item's value}">
```

WARNING!   The `datalist name` must match the `listchoice data` attribute.'

For example

```
<datalist name="USPS-CA" src="[eWebEditProPath]/uspsca.xsd" select="/xsd:schema/
xsd:simpleType/xsd:restriction/xsd:enumeration" captionxpath="xsd:annotation/
xsd:documentation" valuexpath="@value" namespaces="xmlns:xsd='http://www.w3.org/2001/
XMLSchema'" validation="select-req">
```

In this example, the data list is stored in the uspsca.xsd file, located within the `ewebeditpro` folder. However, it could be in any XML data source.

Calculated Field 🧮

Use a calculated field to perform a calculation based on values in other fields. For example, if your screen collects mortgage information, you could create one field to collect the mortgage and interest payment and another to collect taxes and insurance. The calculated field could sum those two numbers and display the monthly payment.

You can validate a calculated field. For example, you can require a positive number between 100 and 1,000.

Calculated fields are display only -- users cannot edit them.

IMPORTANT!   If a field will be referenced in a calculation, use the validation feature to require a value for that field. This forces the user to enter a number to be used in the calculation.

Dialog Box

Fields on the Calculated Field Dialog

Field	Description
Descriptive Name	Enter the name of the field. Note that you cannot enter spaces nor most special characters (!@#$%^&*()+=<>,.:;'"{}[]|`~) into this field. *See Also:* "The Name Field's Default Value" on page 213

Field	Description
Indexed	Check if you want to index this field. For more information, see "Indexing the Fields of a Data Design Document" in the Supporting the Data Designer chapter of the Developer Reference Guide. The **Indexed** field may or may not appear, depending on how your administrator has set up your system.
Field Name	Enter the field's element name. This defines the field in the XML.
Advanced	See "Advanced Button" on page 266
Tool Tip Text	Enter the text that appears when a user hovers the cursor over this field.
Formula	Enter the calculation that this field will perform. *See Also:* "Using the Formula Field" on page 248
Select Field	Click this button to select a field to reference in the calculation. For more information, see "Using the Formula Field" on page 248.
Examples	Click the down arrow to the right of this field to see examples of calculations you can perform. When you select an example, it is copied into the **Formula** field. Note: Your system administrator can customize the examples. Instructions are provided in "The \<cmddsgcalc\> Command" in the Data Designer chapter of the Developer Reference Guide. *See Also:* "Explanation of Examples" on page 250

Field	Description
Validation	Select the kind of validation to apply to this field. Your choices are: • **No validation** - the user's response is not checked • **Non-negative number (required)** - the result of the calculation must be a positive number If you assign to this field any value other than **No validation**, the field is surrounded by red dashes in Data Entry mode. If the user's response does not meet the validation criteria, the field remains surrounded by red dashes. Your system administrator determines if a user can save a screen with invalid data.
Error message	If you select **Non-negative number** above, insert text that appears on the screen if the user's response does not meet this criterion.
Custom Validation	See "Custom Validation" on page 273
Data Style	See "The Data Style Field" on page 272

Using the Formula Field

You can copy a sample calculation into the **Formula** field by clicking the **Examples** field and selecting an operation from the drop down list. For example, if you click **Examples Add two numbers {X}+{Y}**, **{X}+{Y}** appears in this field.
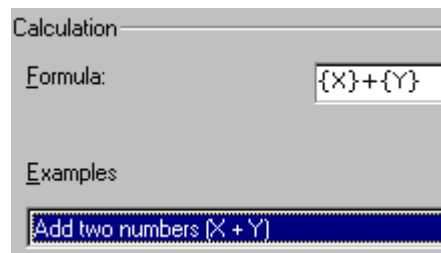
Next, replace the variables with fields on the screen. Be sure to select the curly brackets ({}) as well as the letter between them. Then, when the user enters data into those fields, the calculation is performed using the current field values.

If a calculated field tries to perform a numerical calculation with a value that is blank or contains letters, NaN appears in the field. (NaN stands for "not a number.")

If a calculated field tries to divide by zero, Infinity appears.

To do this, follow these steps.

1. Select the first variable to replace. To continue the example, select **{X}**.

2. Click the **Select Field** button. A screen appears listing appropriate fields on the Data Design screen.
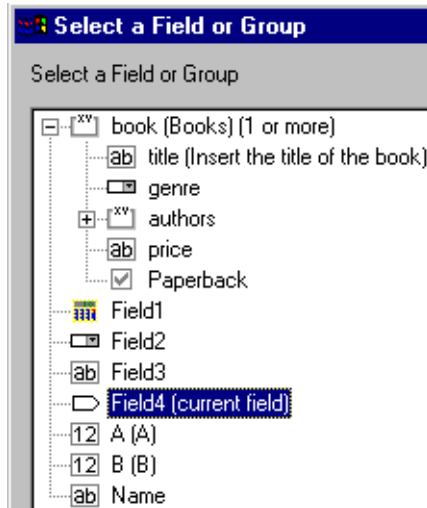
3. Select a field to replace **{X}**. When you do, the field name replaces **{X}** in the **Formula** field.

4. Continue replacing all variables in the formula.

Notes

- If an XML document contains several occurrences of a field that is referenced in a formula, the value is derived as follows:

- – When using the XPath functions `sum()` and `count()`, all values with the field name are considered. For example, a document includes three books whose prices are $10, $20 and $30. In this case, `sum`'s value is $60.

- – When using all other functions, the first value is used. For example, a document includes three books whose prices are $10, $20 and $30. If a calculation formula refers to `<price>`, its value is $10.

- You can replace a variable with a number instead of a field. For example, replace `{X} * {Y}` with `../price * 1.15`.

- The expression can be complex, such as `(round(Field1 * 0.80) + (1 div Field2)) - 2`.

- You can use a string expression that creates a text message. For example, to calculate a full name from its parts: `concat( title, ' ', givenname, ' ', familyname)`, which could produce "Dr. Jonathan Smythe".

Referencing Other Calculated Fields

A calculated field can only reference other calculated fields that appear before it in a document. For example, a document collects a series of numbers.

- One calculated field counts the number of numbers.

- Another totals their values.

- A third computes the average by dividing the total by the count.

In this example, you must place the third field below or to the right of the first two fields. Calculated fields that are defined later in a document do not appear in the Select Field or Group dialog.

Explanation of Examples

The following table explains the standard examples that appear in the **Examples** drop-down list of the Calculated Field dialog. Note that your system administrator can customize the list, so it may not match what is below.

Example Field Text	Example Field Formula	Description
Add two numbers	{X} + {Y}	Add the value in the first field (X) to the value in the second field (Y).
Subtract two numbers	{X} - {Y}	Subtract the value in the second field (Y) from the value in the first field (X).
Multiply two numbers	{X} * {Y}	Multiply the value in the first field (X) by the value in the second field (Y).
Divide two numbers	format-number({X} div {Y} ,'0.###')	Divide the value in the first field (X) by the value in the second field (Y).
Format as a percentage	format-number({X} div {Y} ,'#0%')	Determine what percentage one number (X) is of another (Y). For example, if {X}=10 and {Y}=100, the result of the calculation is 10%.
Absolute value of a number	{X} * (number({X} > 0)*2-1)	The number regardless of the sign (negative or positive).
Minimum of two numbers	{X} * number({X} <= {Y}) + {Y} * number({X} > {Y})	The smaller of two field values.
Maximum of two numbers	{X} * number({X} >= {Y}) + {Y} * number({X} < {Y})	The larger of two field values.
Zero if subtraction is negative	({X} - {Y}) * number(({X} - {Y}) > 0)	Subtract one number (Y) from another (X). If the difference is less than zero, insert zero.
Multiply by another number if checkbox is checked	`{X} * ( {Y} * number( {Z} ='true') + number( {Z} !='true'))`	X is a numeric field. Y is another numeric field to multiply by X if a checkbox is checked. Z is the checkbox. For example, {X}=2 and {Y}=3 • if the checkbox is checked, the result is 2 * 3, which is 6 • If the checkbox is not checked, the result is 2

Example Field Text	Example Field Formula	Description
Round a decimal number	round({X})	Rounds the number to the nearest integer. For example, round(3.14). The result is 3.
Round up a decimal number	ceiling({X})	Returns the smallest integer that is greater than the number. For example, ceiling(3.14). The result is 4. For negative numbers: ceiling(-3.14) = -3
Round down a decimal number	floor({X})	Returns the largest integer that is not greater than the number argument. . For example, floor(3.14). The result is 3. For negative numbers: floor(-3.14) = -4
Format decimal number 0.00	format-number({X} ,'0.00')	Rounds a value either up or down to the hundredth place. As examples, 100 becomes 100.00, and 3.14159265 becomes 3.14.
Total numeric values from multiple fields	sum({X}[text()] | {Y}[text()] | {Z}[text()]))	Add the values in all referenced fields. Only elements that contain a value are summed. Empty elements are excluded.

Example Field Text	Example Field Formula	Description

Total a list of numeric values	sum({X}[text()])	Total all values in a single repeating field. Here's an example.
		
		Plain Text Field properties
		
		Name: Miles
		
		Allow: more than one
		
		Validation: non-negative whole number
		
		XML Data
		
		`<root>`
		`  <Miles>89</Miles>`
		`  <Miles>12</Miles>`
		`  <Miles>23</Miles>`
		`  <Miles>19</Miles>`
		`</root>`
		
		sum(Miles) equals 89+12+23+19=143
		
		Only elements that contain a value are summed. Empty elements are excluded.

Example Field Text	Example Field Formula	Description

Average a list of numeric values	format-number(sum({X}[text()]) div count({X}),'0.###')	Calculate the average of all values in a single repeating field.
		
		To continue the example from the **Total a list of numeric values field** (above):
		
		Plain Text Field properties
		
		Name: Miles
		
		Allow: more than one
		
		Validation: non-negative whole number
		
		XML Data
		
		`<root>`
		`  <Miles>89</Miles>`
		`  <Miles>12</Miles>`
		`  <Miles>23</Miles>`
		`  <Miles>19</Miles>`
		`</root>`
		
		Average=89+12+23+19=143
		
		divided by the number of values (4)= 35.75
		
		Only elements that contain a value are summed. Empty elements are excluded.

Count the number of values in a list	count({X})	Calculate the number of values in a single repeating field.
		
		To continue the example from the **Total a list of numeric values field** (above):
		
		Plain Text Field properties
		
		Name: Miles
		
		Allow: more than one
		
		Validation: non-negative whole number
		
		XML Data
		
		`<root>`
		`  <Miles>89</Miles>`
		`  <Miles>12</Miles>`
		`  <Miles>23</Miles>`
		`  <Miles>19</Miles>`
		`</root>`
		
		Count = 4

Example Field Text	Example Field Formula	Description
Lowercase text	translate({X} ,'ABCDEFGHIJKLMNOPQRST UVWXYZ','abcdefghijklmnopqrs tuvwxyz')	Replace all uppercase characters with the lowercase version of that character
Uppercase text	translate({X} ,'abcdefghijklmnopqrstuvwxyz',' ABCDEFGHIJKLMNOPQRSTU VWXYZ')	Replace all lowercase characters with the uppercase version of that character
Remove extra spaces	normalize-space({X})	Remove extra space characters from content\
Concatenate text	concat({X} , ', ' , {Y})	Link text strings together into a single string. For example, `concat('The','` `','XML')` yields `The XML`.
Size of a text string	string-length({X})	Count the number of characters in a selected field's value. For example, if the referenced field's value is Hello, string-length = 5.

Calendar Field 🗓

Insert a calendar field when you want the end user to enter a date. The user must click a date from an interactive calendar.
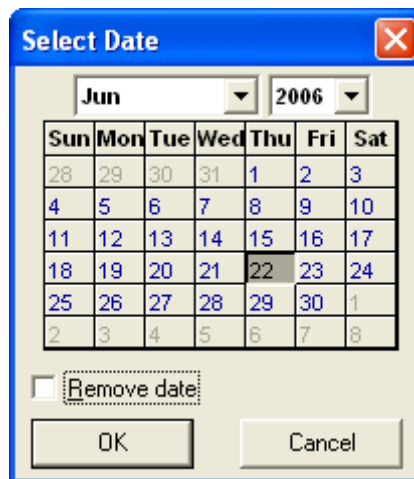
Because users cannot enter digits, a standard date format is ensured.

The date is stored as a standard XML date (in the format yyyy-mm-dd), and localized to the computer of the user viewing it.

Dialog Box

Calendar Field

Descriptive Name:	BDate	☐ Indexed
Field Name:	BDate	Advanced...
Tool Tip Text:	BDate	
Default value:		📅

Use
- ⦿ May not be removed
- ○ May be removed

Allow
- ⦿ Only one
- ○ More than one
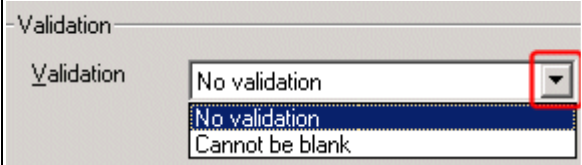
Validation

Validation	No validation
Error Message:	

Custom Validation...

Data Style...   OK   Cancel

Fields on the Calendar Field Dialog

Field	Description
Descriptive Name	Enter the name of the field. Note that you cannot enter spaces nor most special characters (!@#$%^&*()+=<>,.:;'"{}[]|`~) into this field. *See Also:* "The Name Field's Default Value" on page 213
Indexed	Check if you want to index this field. For more information, see "Indexing the Fields of a Data Design Document" in the Supporting the Data Designer chapter of the Developer Reference Guide. The **Indexed** field may or may not appear, depending on how your administrator has set up your system.
Field Name	Enter the field's element name. This defines the field in the XML.
Advanced	See "Advanced Button" on page 266
Tool Tip Text	Enter the text that appears when a user hovers the cursor over this field.
Default value	If you want this screen to have a default date when the user first sees it, click the calendar icon to the right and select a date. The user can change the date in Data Entry mode. Note: If you enter a default date, you cannot later remove it. You can change it. If necessary, you can delete the field and enter a new one.
Use	See "The Use Field" on page 270
Allow	See "The Allow Field" on page 271

Field	Description
Validation	If you want to require the user using the calendar to enter a response, click the down arrow to the right of this response field and select **Cannot be blank**.
Error Message	If you select **Cannot be blank** above, insert text that appears on the screen if the user's response does not meet this criterion.
Data Style	See "The Data Style Field" on page 272
Custom Validation	See "Custom Validation with a Calendar Field" on page 258
Data Style	See "The Data Style Field" on page 272

Custom Validation with a Calendar Field

The Calendar Field dialog features a Custom Validation button (illustrated below).
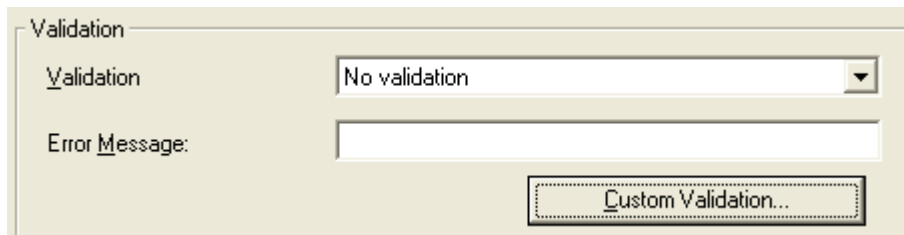
When you click the button, the Custom Validation screen appears. The screen can ensure the user's input is greater or less than the date you are inserting on the Data Design screen.

You can compose an error message that appears if the user's response fails to meet the criteria. Your system administrator determines if a user can save the invalid data.

When the **Custom Validation** button is clicked, the Custom Validation dialog appears.

- The **Data Type** field shows **Date**.
- The **Condition** field displays the validation logic.
- The **Examples** drop-down list shows validation expressions that you can apply to the field.
- Any **Error Message** displays in Data Entry mode when the user inserts an invalid value.

When the **Select Field** button is clicked, the Select a Field or Group dialog appears.
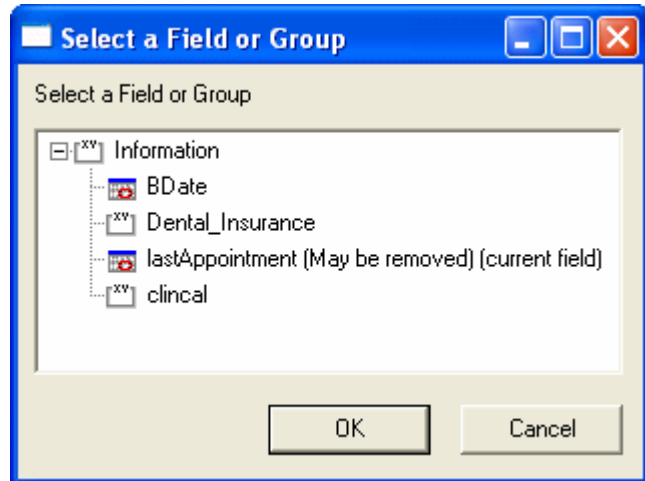
This dialog displays fields that can be inserted into the **Condition** field. Not all field types are listed. You must choose calendar type field (note the calendar to the left of these fields.)

Example of Creating Custom Validation

As an example of custom validation, assume that a field collects the date when a patient's health insurance policy expires. You want to make sure the date is later than today. To accomplish this, follow these steps.

1. Create a calendar field that prompts for today's date.

2. Create another calendar field that prompts for a patient's health insurance policy expiration date.

3. While creating the second field, in the **Validation** section, click **Custom Validation**.

4. The Custom validation screen appears.

5. Click the down arrow to the right of the **Examples** field to see sample logic.
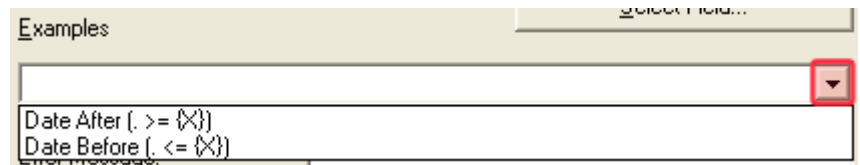
6. Click **Date After (. >={X})**. This option lets you specify that the user's response must be later than a specified date.

7. In the **Condition** field, select **{X}** and click the **Select Field** button.

8. The Select Field or Group screen appears.

9. Select the field that prompts for today's date, which you created in Step 1.

10. That field replaces **{X}** in the **Condition** field.

11. Move the cursor to the **Error Message** field and compose an error message. For example: `Must be after today`.

12. Your screen should look like this.

13. Press **OK** and return to the **Plain Text** field dialog.

14. Press **OK** to save that dialog and test the validation on the date field. To do this, switch to Data Entry mode and enter a date earlier than today to verify that validation works as expected.

Image Only Field

Use an ImageOnly field to place an icon on the screen, which the user in Data Entry mode can click to insert an image into the Web content. You can insert a default image if desired.
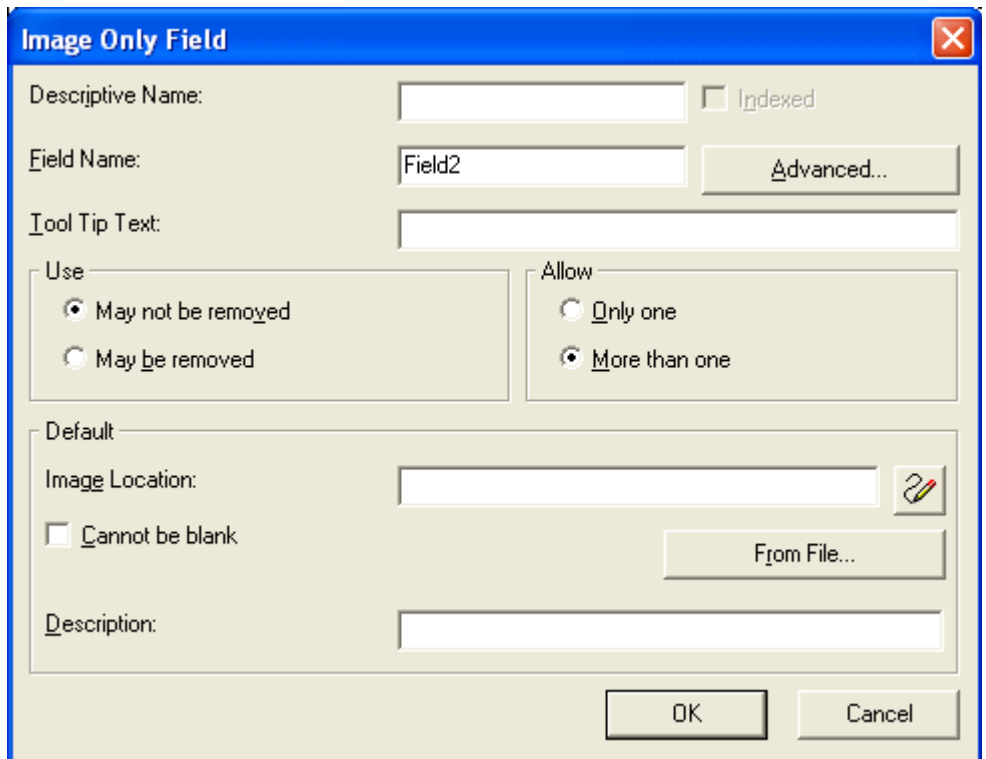
To let the user insert any file, such as a Microsoft Word document, use a File Link field. *See Also:* "File Link Field" on page 264

Using a Image Only Field in Data Entry Mode

In Data Entry mode, the image's caption appears, followed by a default image (if you specify one) and this icon: 🖼. When the user clicks the icon, this screens described in "Inserting Images" on page 46 appear. See that section for more information.

NOTE   The user can only insert a file whose extension is defined within the `<validext>` element of the configdataentry.xml file. Your system administrator can help you do this.

Dialog Box

Fields on the Image Only Dialog

Field	Description
Descriptive Name	Enter the name of the field. Note that you cannot enter spaces nor most special characters (!@#$%^&*()+=<>,.:;'"{}[]|`~) into this field. *See Also:* "The Name Field's Default Value" on page 213
Indexed	Check if you want to index this field. For more information, see "Indexing the Fields of a Data Design Document" in the Supporting the Data Designer chapter of the Developer Reference Guide. The **Indexed** field may or may not appear, depending on how your administrator has set up your system.
Field Name	Enter the field's element name. This defines the field in the XML.
Advanced	See "Advanced Button" on page 266
Tool Tip Text	Enter the text that appears when a user hovers the cursor over this field.
Use	See "The Use Field" on page 270
Allow	See "The Allow Field" on page 271

Default Image Location	If desired, you can insert a default image, which might be the most common image or simply a reminder that an image needs to be inserted.
	To help find the image, click the **From File** button and navigate to image file.
	You can only insert an image file whose extension appears between the `<validext>` tags in the configdatadesign.xml file. For example:
	`<validext>gif,jpg,png,jpeg,jpe,doc,txt`
	`</validext>`

Cannot be blank	If you want to require the user completing this field to enter a response, click inside this check box.
Description	Enter the image's alt text. The Alt text appears when the user hovers the cursor over the image on the screen
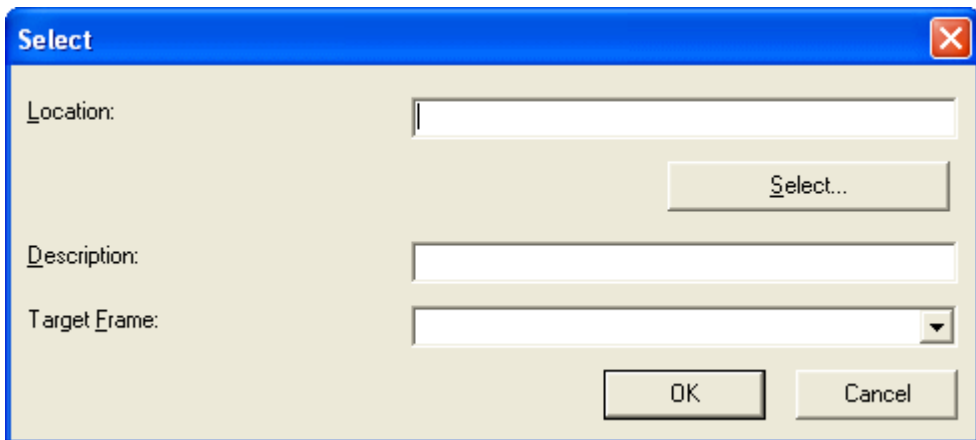
File Link Field 📑

Use a File Link field to place an icon on the screen which the user in Data Entry mode can use to link to any file, such as a Microsoft Word document or a .gif image file. (You can also use an Image Only field to let the user insert an image. *See Also:* "Image Only Field" on page 261)

Using a File Link Field in Data Entry Mode

In Data Entry mode, the file link field's caption appears, followed by

this icon: 📑 . When the user clicks the icon, this screen prompts the user to specify a file, a description, and a Target Frame.

NOTE   The user can only insert a file whose extension is defined within the `<validext>` element of the configdataentry.xml file. Your system administrator can help you do this.

Dialog Box

Fields on the File Link Field Dialog

Field	Description
Descriptive Name	Enter the name of the field. Note that you cannot enter spaces nor most special characters (!@#$%^&*()+=<>,.:;"{}[]|`~) into this field. *See Also:* "The Name Field's Default Value" on page 213

Field	Description
Indexed	Check if you want to index this field. For more information, see "Indexing the Fields of a Data Design Document" in the Supporting the Data Designer chapter of the Developer Reference Guide. The indexed field may or may not appear, depending on how your administrator has set up your system.
Field Name	Enter the field's element name. This defines the field in the XML.
Advanced	See "Advanced Button" on page 266
Tool Tip Text	Enter the text that appears when a user hovers the cursor over this field.
Use	See "The Use Field" on page 270
Allow	See "The Allow Field" on page 271

Default Location	If desired, you can insert a default link, which can be the most common link or simply an example.
	
	To help find the link, click the **Select** button and navigate to a file. You can only insert a file whose extension appears between the `<validext>` element of the configdatadesign.xml file. For example:
	`<validext>gif,jpg,png,jpeg,jpe,pdf,doc`
	`</validext>`

Cannot be blank	If you want to require the user completing this field to enter a response, click this check box.
Description	If desired, enter text that the user can click to access the linked file.
Target Frame	See "Changing the Destination Window" on page 141
Data Style	See "The Data Style Field" on page 272

Fields that Appear on Several Dialogs

Advanced Button

The **Advanced** button opens a dialog that lets you control the XML that the field produces.

```
Advanced Field Properties                                    ✕

  Field Name:                      Field1

  ┌ Type ────────────────────────────────────────────────┐
  │                                                        │
  │    ● Element                                           │
  │                                                        │
  │        e.g.,  <Field1>Value</Field1>                   │
  │                                                        │
  │    ○ Attribute                                         │
  │                                                        │
  │        e.g.,  <root Field1="Value">...</root>          │
  │                                                        │
  │    ○ Content                                           │
  │                                                        │
  │        e.g.,  <root>Value</root>                       │
  │                                                        │
  └────────────────────────────────────────────────────────┘

                                    OK           Cancel
```
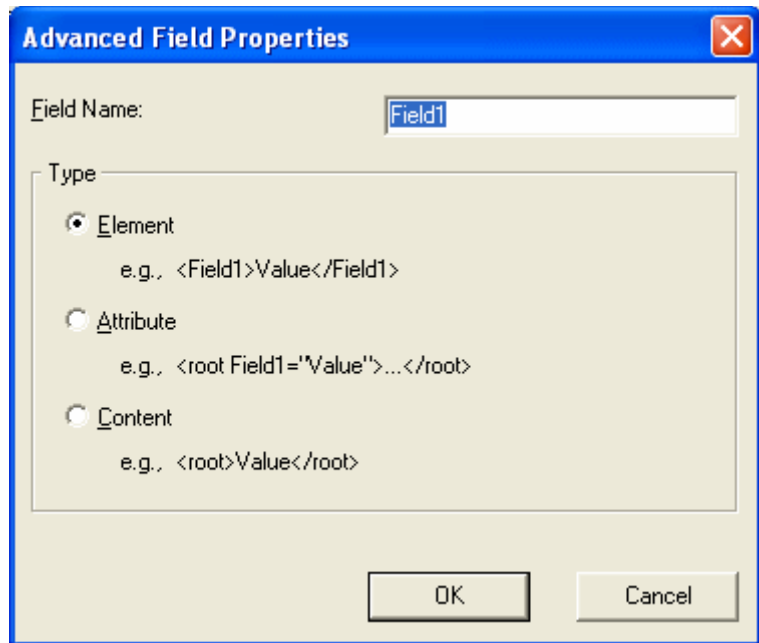
The dialog lets you generate XML microformats made up of standard XHTML tags and attributes that contain a specific structure and values. The types are described below.

Type	This field defines	Example
Element	A unique tag. The user's response to the field becomes its value.	`<Lastname>Rogers</Lastname>`
Attribute	An attribute of the containing field. The containing field is typically a Group Box. If you insert an **Attribute** field type, the Field Name field on the dialog box is grayed out. The field name and type can only be edited on the Advanced Field properties screen.	`<PtInformation Lastname="Rogers">` `</PtInformation>`

Type	This field defines	Example
Content	The content of the containing field, typically a Group Box. Note that, in this case, field name is not used. As a result, the **Field Name** field is is grayed out. Since most fields define their own content, this option is typically used to define a value to a Group Box that contains other fields defined as attributes. **IMPORTANT!** Only one Content type field is valid within a containing field. If you insert an **Content** field type, the Field Name field on the dialog box is grayed out. The field name and type can only be edited on the Advanced Field properties screen.	`<PtInformation>Rogers</PtInformation>`
Value (Only appears if field type is Image Only or File Link)	Whether the value is an element or plain text. **Value is an element** renders the field as • `<a href="url" title="text" target="frame">text</a>` for a file link • `<img src="url" alt="text" />` for an image **Value is plain text** renders the field as just the url.	

Sample Microformat

For example, the microformat of an event looks like this.

```
<span class="event">
<a class= "url"href="https://www.lisa.org/events/2006nyc/package_registration.html?from=fn1206
">LISA Global Strategies Summit</a>
</span>
```

The Data Entry view looks like this.

Edit Document

Title: attributes   Sav

Body:

URL to the event: https://www.lisa.org/events/2006nyc/package_registration.html?from=fn1206
Description: LISA Global Strategies Summit

The Data Design view looks like this.

Edit Document

Title: attributes   S

Body:

event

url

URL to the event: https://www.lisa.org/events/2006nyc/package_registration.html?from=fn120
Description: LISA Global Strategies Summit

Additional Notes about Advanced Field Properties

- If the element is a group box or table, its type must be **Element** because it surrounds other elements.

- If the element is a Rich Area field, its type must be **Element** or **Content**.

- If the element is a link to an external file (either image or link filed), the Advanced Field Properties dialog has an additional field, **Value**. For more information, see .
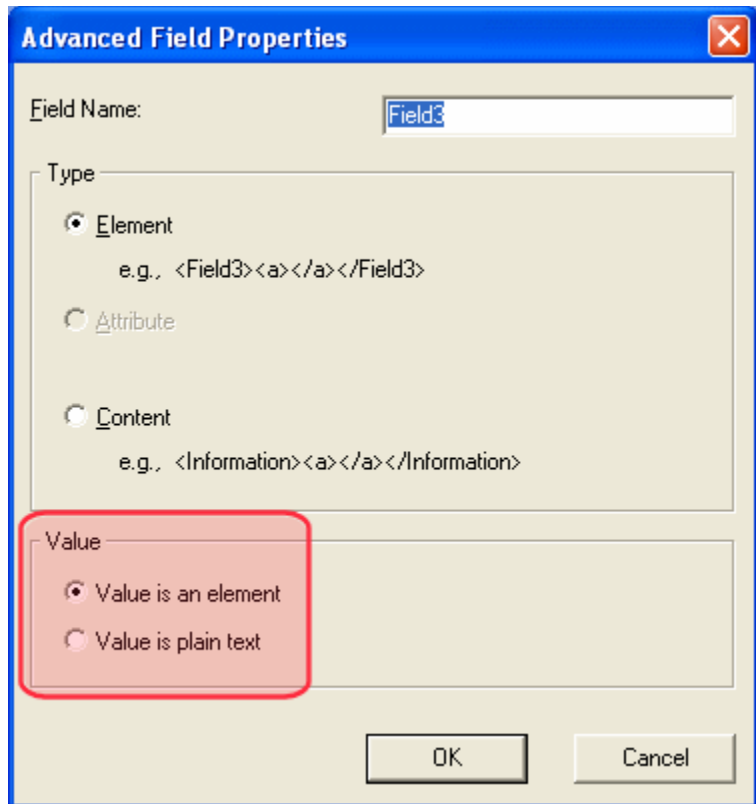
The Use Field

Click **May not be removed** if this field must be included on the screen. Otherwise, click **May be removed**.

If you check **May be removed**, when this field appears on a data entry screen, an icon ( ) appears to the left of the field.

If the user clicks the icon, a dropdown menu provides an option to remove the field, as shown below.
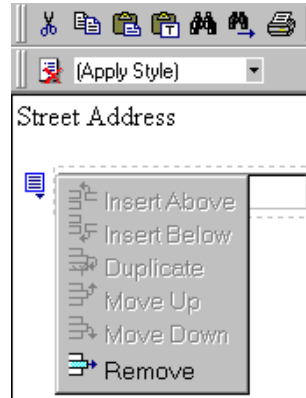
If the user removes the field, ■ add *field display name* replaces the field on the data entry screen to indicate that the field was removed and can be added if necessary.

For example, if the field's display name is street address, and the user removes the field, ■ add Street Address appears in place of the field.

NOTE The menu icon (🗒) can also indicate that the user can add instances of a field (see the Allow field, below). So, if a field is required, the icon could appear but omit a **Remove** option.

The Allow Field

Check **more than one** if you want to let the user entering data add instances of this field. Otherwise, check **only one**.

For example, if a screen is collecting names and addresses and you want to let the user enter several of them, check **more than one**.

If you check **more than one**, when this field appears in Data Entry mode, 🗒 appears to the left of the field, as shown below.
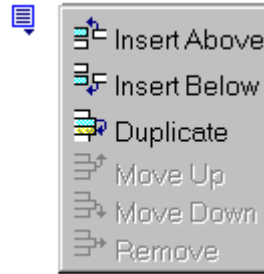
If the user entering data clicks 🖳, a menu appears (shown above), which lets the user add instances of the field to the screen.

NOTE   The menu icon (🖳) can also indicate that the user can remove a field (see the Use field, above). So, even if a field allows only one instance, the icon could appear but the menu would only display **Remove**.

The Data Style Field

Click the Data Style button to apply formatting to the field that accepts user input. When you do, the following dialog appears.
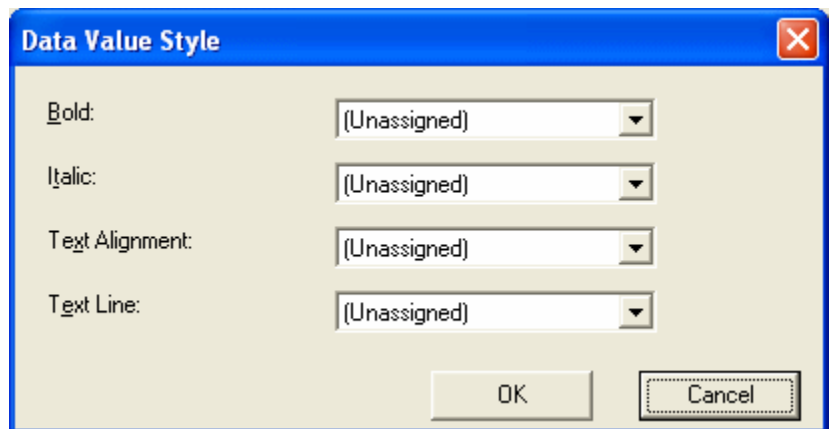
Use the dialog to assign the following formatting attributes to a user response field.

- Font style and size
- Bold and italic

- Text alignment (especially helpful for formatting dollar amounts in a plain text field)

- Underline or strikethrough

- Font color and/or background color

NOTE The configuration data controls a command's appearance on the toolbar and on the Data Style dialog. For example, if `<button command="cmdfontname" />` is removed from configdatadesign.xml, it disappears from the toolbar and the Data Style dialog.

Below is an example of a response field whose font, size, alignment, background, and foreground colors were modified via this dialog.
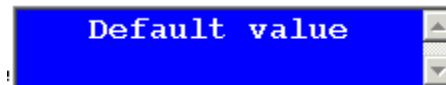
Custom Validation

The Plain Text and Calculation field dialogs feature a validation section (illustrated below).
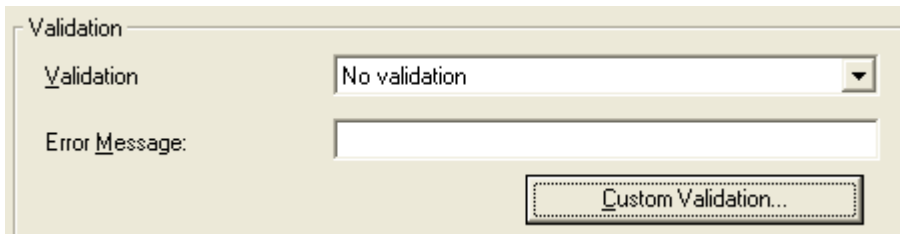
You can use the validation feature to ensure the following about the user's input.

- The data type - the default types are
  - text
  - URL
  - whole number
  - decimal number

- floating point number (Floating point includes scientific notation, so is appropriate for scientific numbers. Decimals usually suffice for business numbers.)

NOTE Your system administrator may customize the choices.

- The field value has one of the following relationships with another field, a number, or an expression - the default expressions are
    - between two values (either another field or a number that you specify)
    - less than
    - equal to
    - not equal to
    - maximum length (usually for text responses)

NOTE Your system administrator may customize the choices.

If the user's response fails to meet the criteria, you can compose an error message that appears when that happens. Your system administrator determines if a user can save the invalid data.

When the **Custom Validation** button is clicked, the Custom Validation dialog appears.

- The **Data Type** field is the value's basic type, for example, text number or URL.

- The **Condition** field displays the validation logic.

- The **Examples** drop-down list shows validation expressions that the data design creator can apply to the field.

- Any **Error Message** displays in Data Entry mode when the user inserts an invalid value.

When the **Select Field** button is clicked, the Select a Field or Group dialog appears.
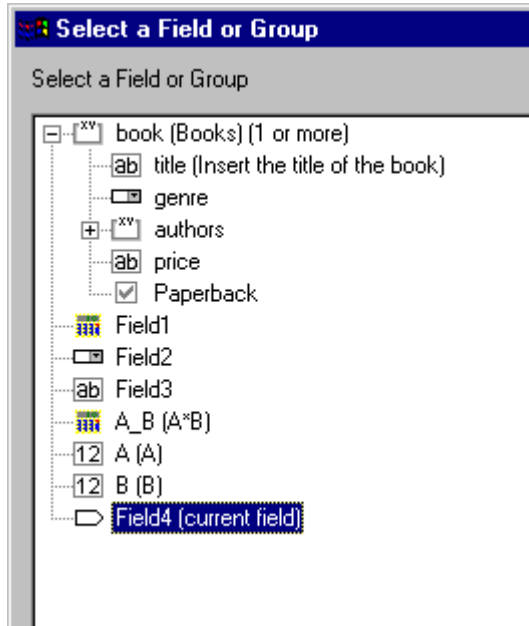
This dialog displays fields that can be inserted into the **Condition** field. Some field types, like the RichArea field, are not listed. *See Also:* "Referencing Other Calculated Fields" on page 250
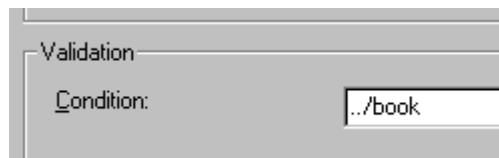
Example of Creating Custom Validation

As an example of custom validation, assume that a field collects telephone numbers, and you want to make sure the user enters 10 digits. To accomplish this, follow these steps.

1. Click the Plain Text Field dialog and complete the screen.

2. In the validation section, click **Custom Validation**. The Custom validation screen appears.
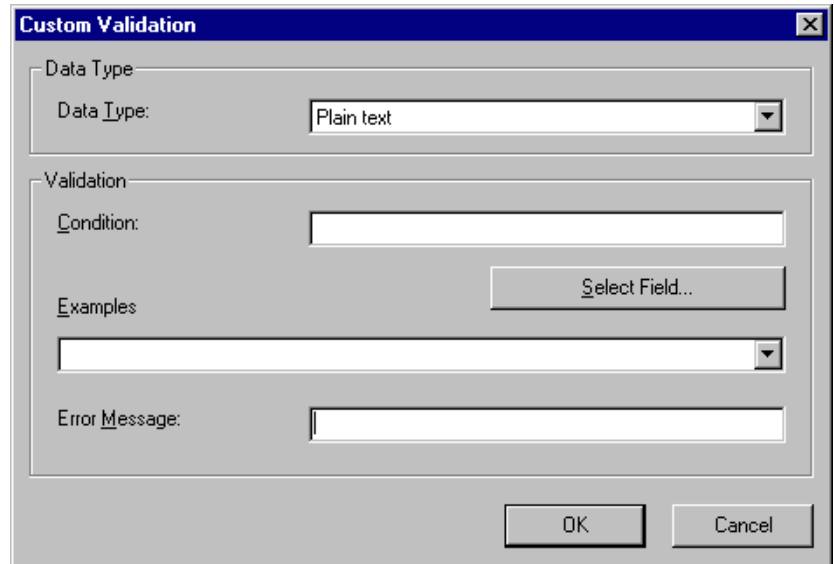
3. In the **Data Type** field, select **Whole Number** from the drop down list. This ensures that the user can only enter digits.
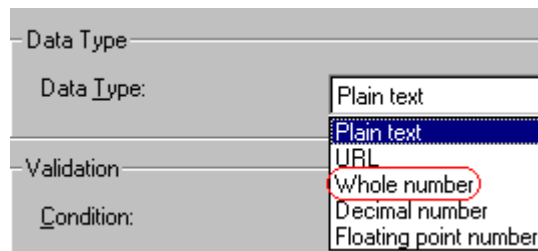
4. Click the down arrow to the right of the **Examples** field to see sample logic.
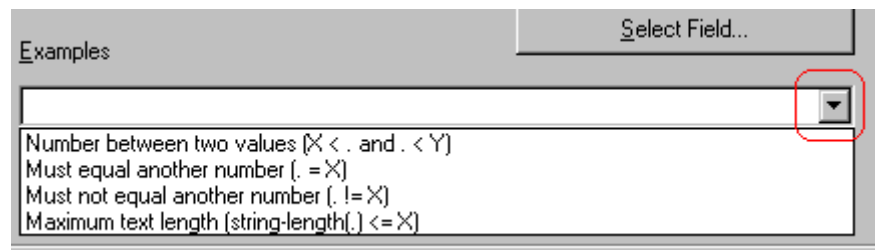
5. Click **Maximum text length...** . This option lets you specify the length of the user's response.

6. `string-length(.) <= {x}` appears in the **Condition** field.

---

7. Since you want the user's input to equal 10, remove the less than sign (<) from the calculation. Now it looks like this: `string-length(.) = {X}.`

8. Replace the `{x}` with 10. Now, it looks like this: `string-length(.) = 10.`

9. Move the cursor to the **Error Message** field and compose a relevant error message. For example: `must be 10 digits.`

10. Your screen should look like this.

11. Press **OK** and return to the **Plain Text** field dialog.

12. Press **OK** to save that dialog and test the validation on the phone number field. To do this, switch to Data Entry mode and enter more or fewer than 10 digits, as well as non-digit characters to verify that validation works as expected.

Entering Comments

eWebEditPro+XML's comment feature lets you leave notes within the text as a reminder to yourself or other users. For example, you could insert a comment explaining why you are using a certain style class.

After you enter a comment, an icon appears in the text to indicate it (see illustration below). Other users editing that content will see the icon, and can click it to view and possibly update the comment.

When the content is published, the comment is invisible.
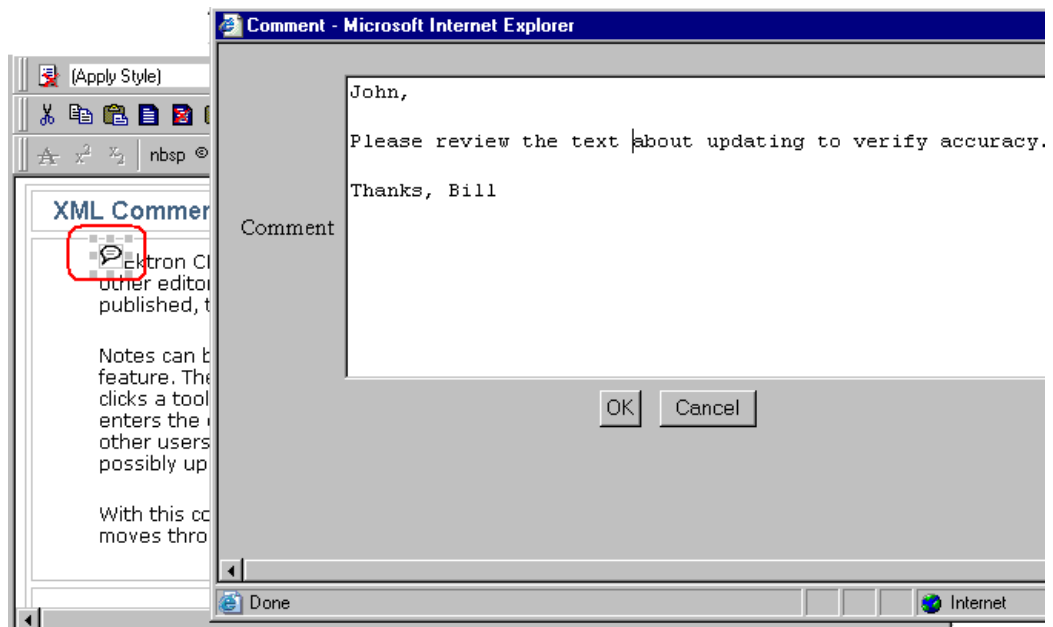
To enter a comment, follow these steps.

1. Move the cursor to text that needs a comment.

2. Click the comment toolbar button ().

3. An editor pops up to accept the comment. Enter the comment and click OK.

Index