



Ektron

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eMPower User Manual

Version 3.5

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Active X controls under Netscape

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Introduction

The eMPower application provides you with a way to control the content and workflow of your Web site. The tasks of creating and maintaining your Web site are allocated among different types of users.

The three types of eMPower users are:

administrator - sets up the site, registers templates, creates user groups and Content groups, and adds users to eMPower.

editor - maintains the Web site Content by creating new Content or modifying existing Content.

publisher - approves Content to be placed on your Web site.

The eMPower administrator assigns privileges to eMPower users, based upon the tasks for which they are responsible. Each user may be assigned any or all types of privileges. Users who have editorial and publishing permissions are referred to as Content Contributors.

The eMPower administrator must set up the application and configure the database, editor, and library settings before users can access the editing and publishing functions.

This document, the eMPower User Manual, Version 3.1, discusses detailed information about the editorial and publishing features of eMPower. All administrator tasks may be found in the *eMPower Administrator Manual, Version 3.1*.

Using eMPower

Logging In and Out of eMPower

To launch the eMPower application, go to the Web site login page. The person who initially installed eMPower configures the URL address of your login page.

To log into eMPower

1. Use Microsoft Internet Explorer, 4.x or above, or Netscape 4.x to browse to the URL address of the login page.
2. When you obtain the Web site URL address, enter it as *shown in Figure 1: URL Address field*.

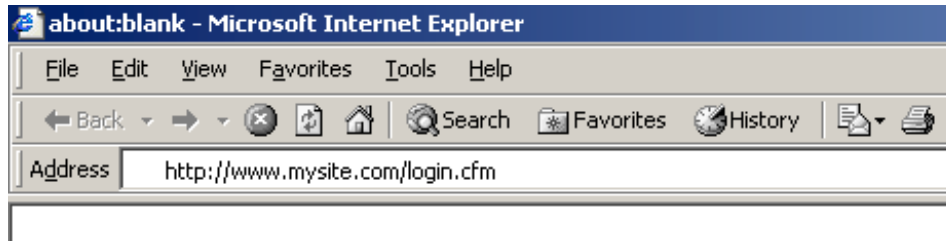


Figure 1: URL Address field

3. The Web site login page contains the **Login** button, shown below:



4. Click on the **Login** button to open the login dialog box, *shown in Figure 2: Login Dialog Box*.



Figure 2: Login Dialog Box

5. Enter your **Username** and **Password** into the displayed fields.
6. Click the **Login** button to enter your eMPower-enhanced Web site.

After successfully logging in, you will notice Menu boxes that are drawn around each Content area that you have privileges for, on the page. As you drag the cursor over the **Menu** link, a menu pop-up will display a list of available tasks. The menu items will vary, depending upon the privileges assigned to the username used during login. See *Figure 3: Content areas with Menu boxes*.



Figure 3: Content areas with Menu boxes

To log out of eMPower

1. Look for the Menu box surrounding a Content area that you have privileges for, and drag the cursor over the Menu link. The Menu will pop-up displaying a list of tasks.
2. Select the **Logout** task as shown in *Figure 4: Display of Logout task selection* or click the Logout button shown below:

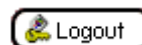




Figure 4: Display of Logout task selection

3. A **confirmation dialog box** will be displayed as shown in Figure 5: Confirmation Dialog Box.



Figure 5: Confirmation Dialog Box

4. Click either the **Logout** button to logout or **Cancel** to return to eMPower.

After logging out, you will be returned to the Web site at the page from where you logged out, however, it will be shown in a standard view, not the eMPower view.

NOTE: To login back again, you must re-enter the URL address, to browse to the Web site page where the login button is displayed.

The Menu

The Menu can be accessed from any Content block you have privileges for. It is located in the top left-hand corner of the Content block. To display the tasks you have privileges for, drag the cursor over the Menu link and the Menu will pop-up displaying the list. This list will also change depending on the status of the Content block. These tasks will be described in the following sections.



Figure 6: Content Block with Menu Link and Pop-up Menu

The first item in the task list shows the Title of the Content block and the status of that Content. You will also be able to tell the status of a Content block by the color of the border surrounding it. Notice the green border in Figure 6: Content Block with Menu Link and Pop-up Menu, this indicates that the Content is available to be checked out or edited. If this border is yellow, it indicates that the Content has been submitted for approval and is waiting to become published. This Content can not be checked out. When the border is red, the Content is currently checked out and is not available to other users at this time. The Tasks listed in this menu will vary depending on the status of the Content and the user's privileges.

The User Work Area

The Work Area consists of four specific functions. These functions will allow the user to update their personal profile, and directly manipulate any Content they have privileges for.

To Open the User Work Area

1. Login into eMPower as described in Logging In and Out of eMPower.
2. Look for the Menu box surrounding a Content area that you have privileges for, and drag the cursor over the Menu link. The Menu will pop-up displaying a list of tasks.
3. Select the Work Area task as shown in Figure 7: Selecting Work Area Task



Figure 7: Selecting Work Area task

NOTE: The name of the user who logs in, will replace the name “John Edit” in the Menu task, “Work Area for John Edit”.

You may also click the Work Area button, shown below:

Work Area

When you have selected the Work Area task, you will be looking at the Window shown in Figure 8: Work Area.

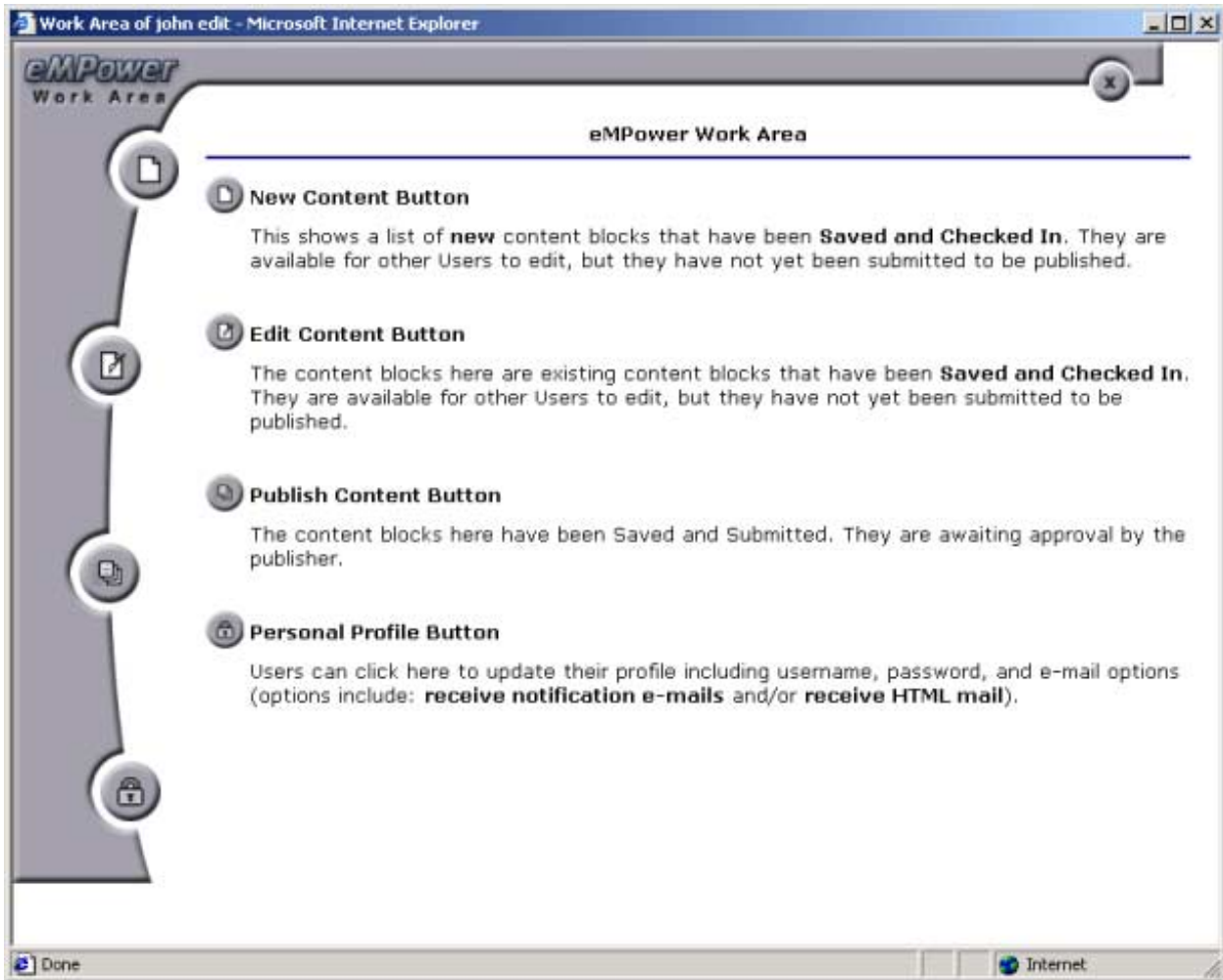


Figure 8: Work Area

To Close the User Work Area

Click the **Close** button:



When you close the User Work Area, you do not exit the eMPower application. You will return to your Web site, in the eMPower view.

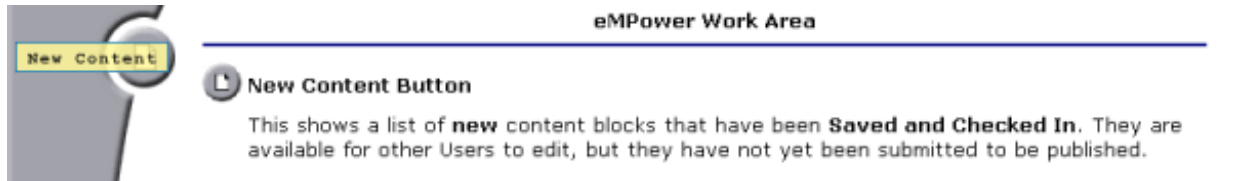
Navigating the Work Area

Each of the four functions in the work area can be accessed by clicking on their own personalized button icon. As you drag the cursor over each button, you will see their specific title displayed in a yellow text box. Click on the button with the title of the function you are ready to access. This will bring you to the area of that

function and its tasks. You will see illustrations and descriptions of these functions in the following sections.

New Content

This shows a list of **new** Content blocks that have been **Saved and Checked In**. You will see only those Content blocks listed for which you have privileges. They are available for other Users to edit, but have not yet been submitted to be published.



When you enter the New Content area, you will see a list of new Content Titles, the date they were last Modified, the last User of that Content block, and the Status of that Content (See Figure 9: New Content in Work Area). If you select the User's name, your e-mail message center will open and you will be given the option to send e-mail to that User.

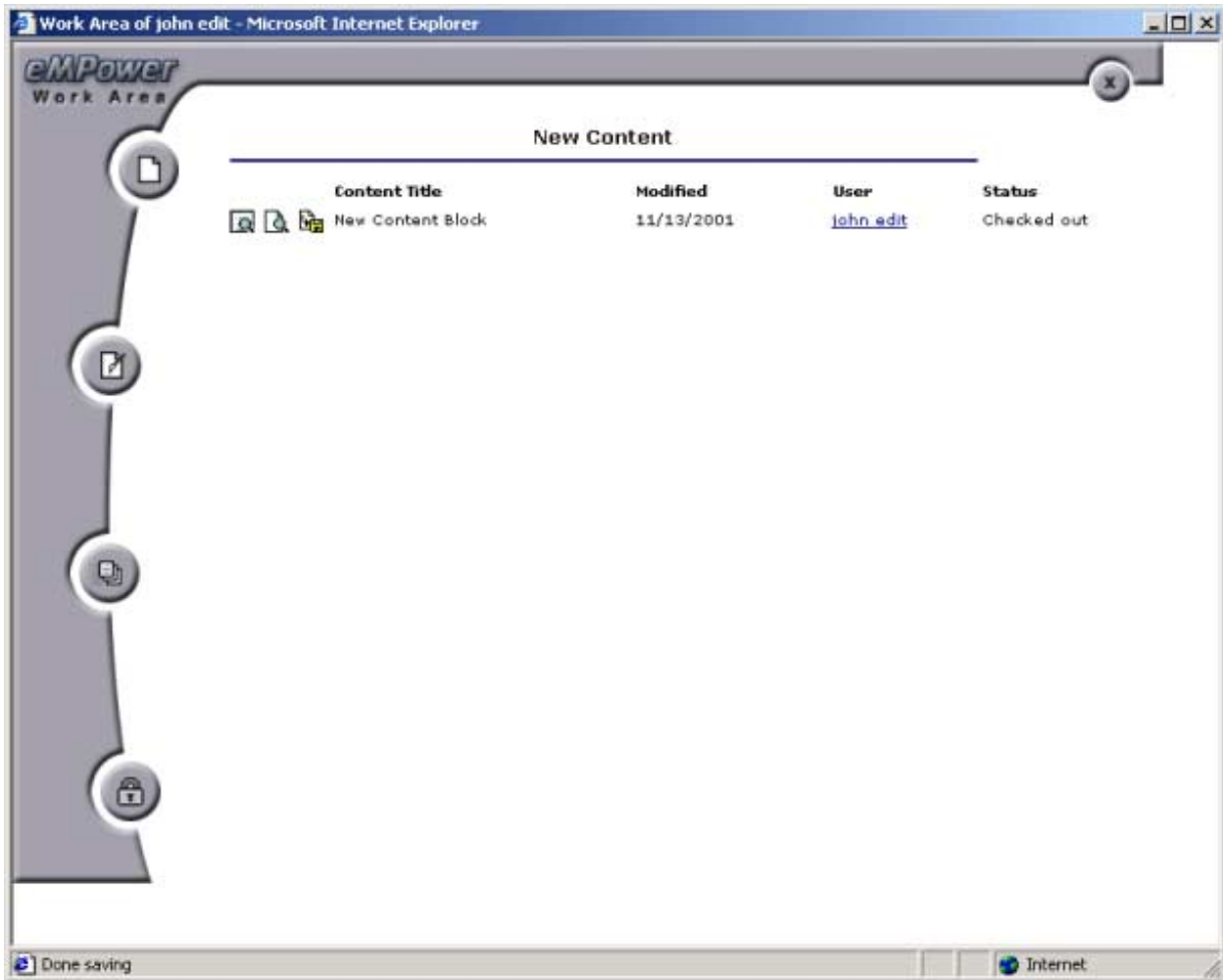


Figure 9: New Content in Work Area



This icon allows you to view the New Content listed, in your work area (See Figure 10: Display of View icon selection in New Content). When you finish viewing the New Content, select the back button to return to the New Content area.



This icon allows you to view the New Content listed, in the template you have selected for it. When you click on this icon, a new window will open that will display the content in the template you had selected for it. When you finish viewing the New Content, click on the close button to return to the New Content area.

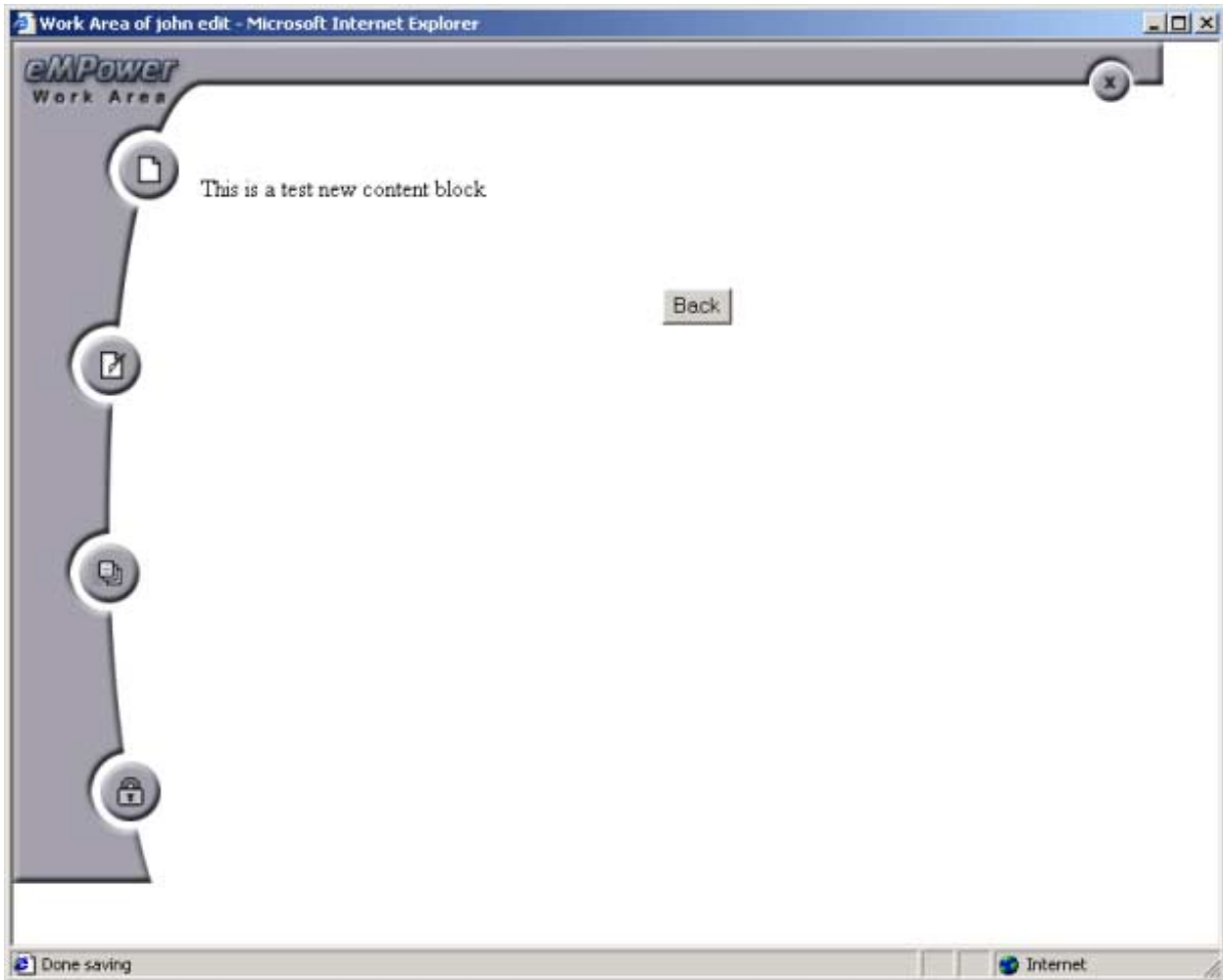



Figure 10: Display of View icon selection in New Content

 This icon allows you to edit the Content listed. When you select this icon, the Content block will open into the eWebEditPro Content Editor, inside your work area (See Figure 11: Display of Edit icon selection in New Content). For more information see Content Editor.

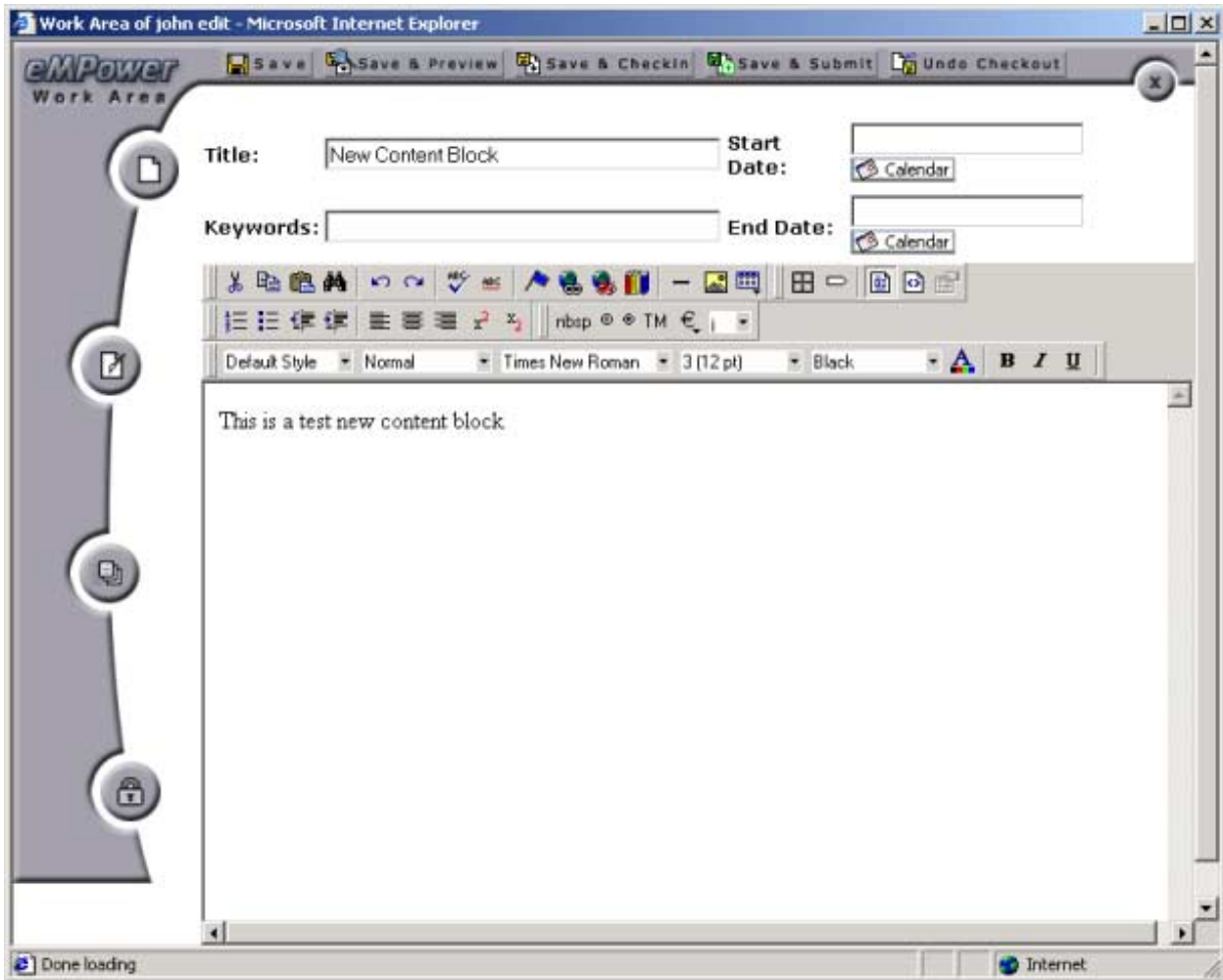
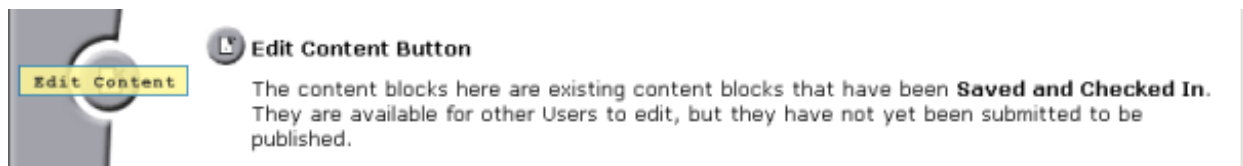


Figure 11: Display of Edit icon selection in New Content

Edit Content

The Content blocks here are existing Content blocks that have been **Saved and Checked In**. You will only see those Content blocks listed, for which you have privileges. They are available for other Users to edit, but have not yet been submitted to be published.



When you enter the Edit Content area, you will see a list of existing Content Titles, the date they were last Modified, the last User of that Content block, and the Status of that Content (See Figure 12: Edit Content in Work Area). If you select the User's name, your e-mail message center will open and you will be given the option to send e-mail to that User.

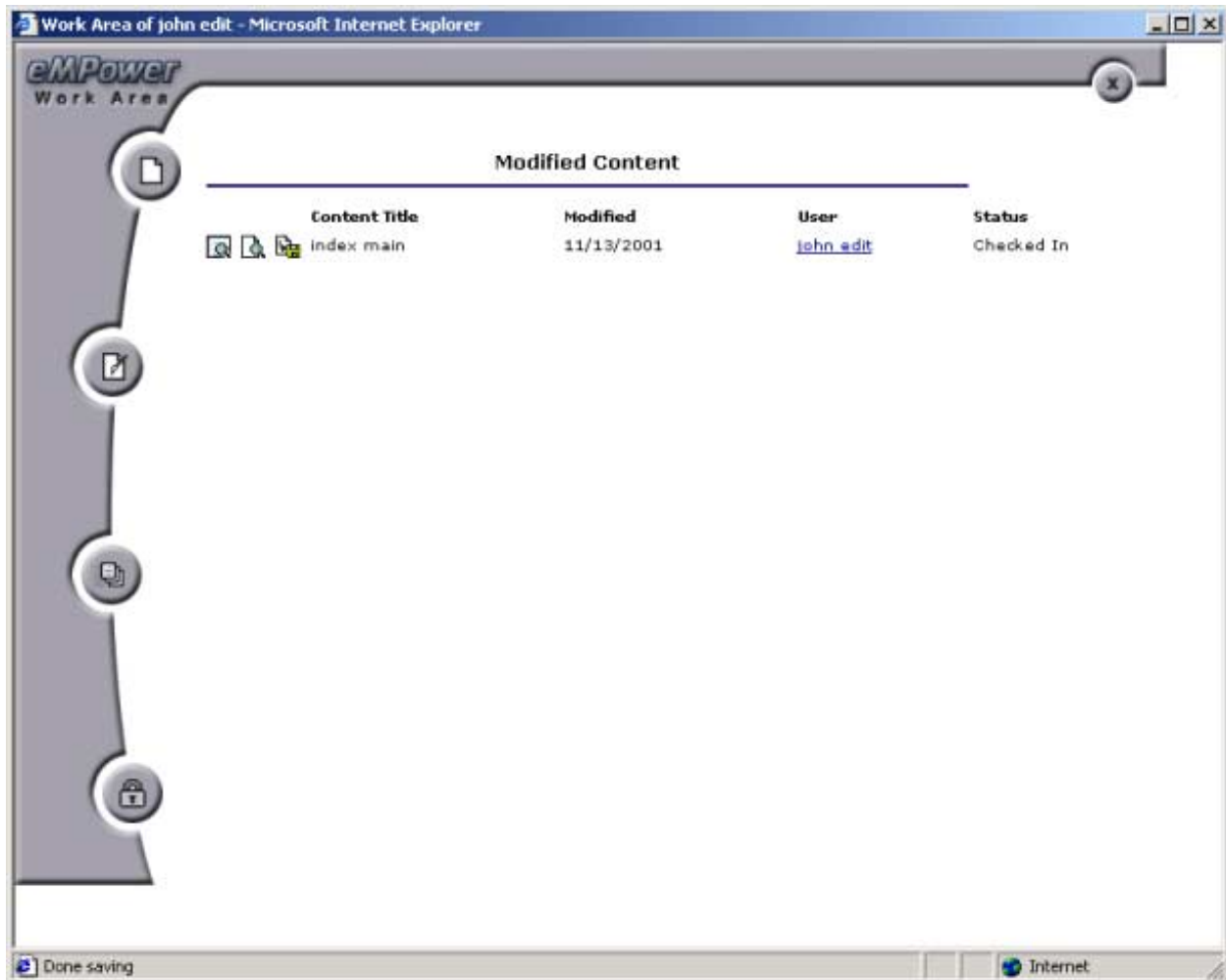


Figure 12: Edit Content in Work Area



This icon allows you to view the Modified Content, listed in your work area (See Figure 13: Display of View icon selection in Edit Content). When you finish viewing the Modified Content, select the back button to return to the Edit Content area.



This icon allows you to view the Modified Content, listed in the template you have selected for it. When you click on this icon, a new window will open that will display the content in the template you had selected for it. When you finish viewing the Modified Content, click on the close button to return to the Edit Content area.

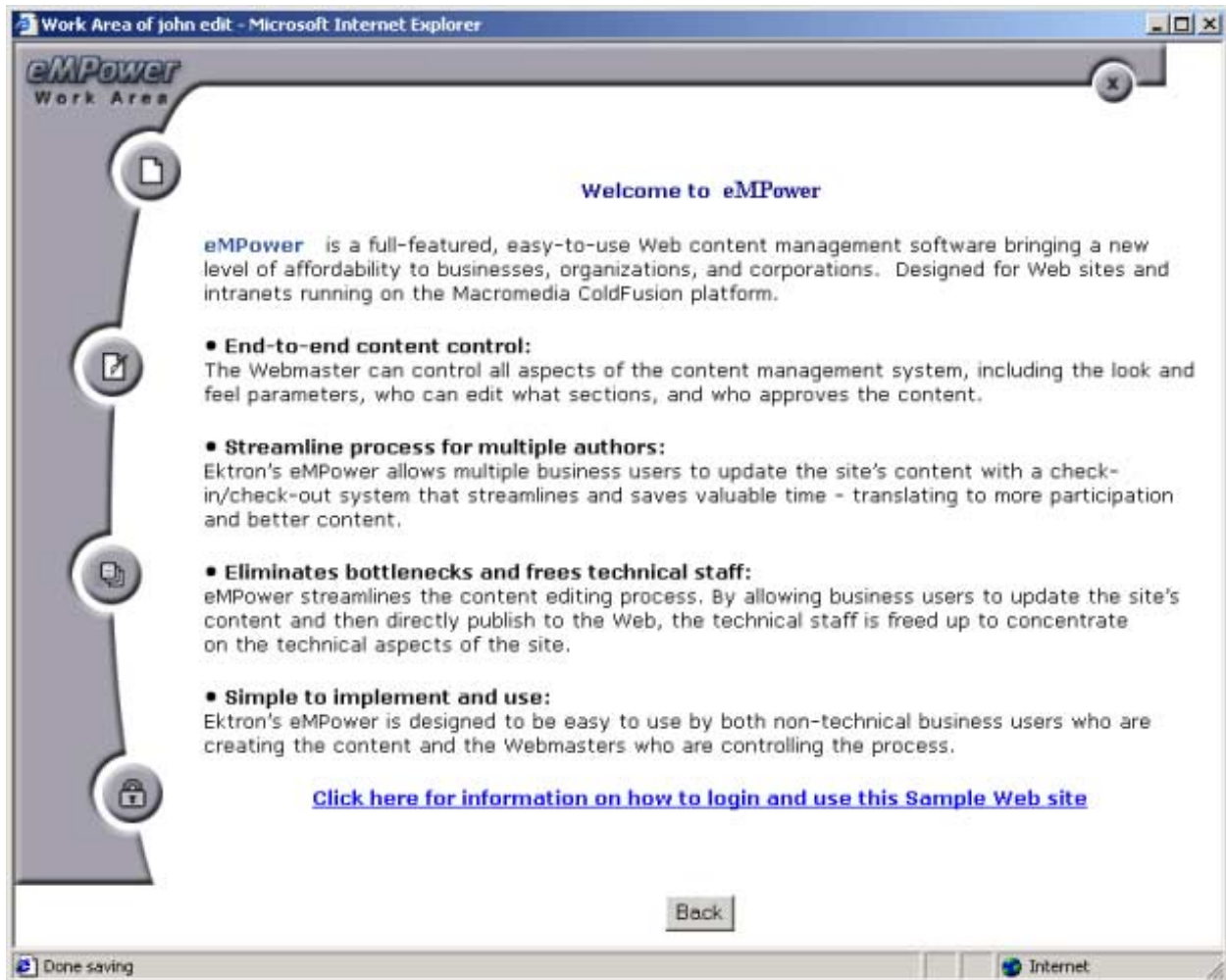



Figure 13: Display of View icon selection in Edit Content

 This icon allows you to edit the Content listed. When you select this icon, a confirmation dialog box will be displayed. Select **OK** to check out the selected Content or select **cancel** to return to the Edit Content area. If you selected **OK** the Content block will open into the eWebEditPro Content Editor, inside your work area (See Figure 14: Display of the Edit icon selection in Edit Content). For more information see Content Editor.

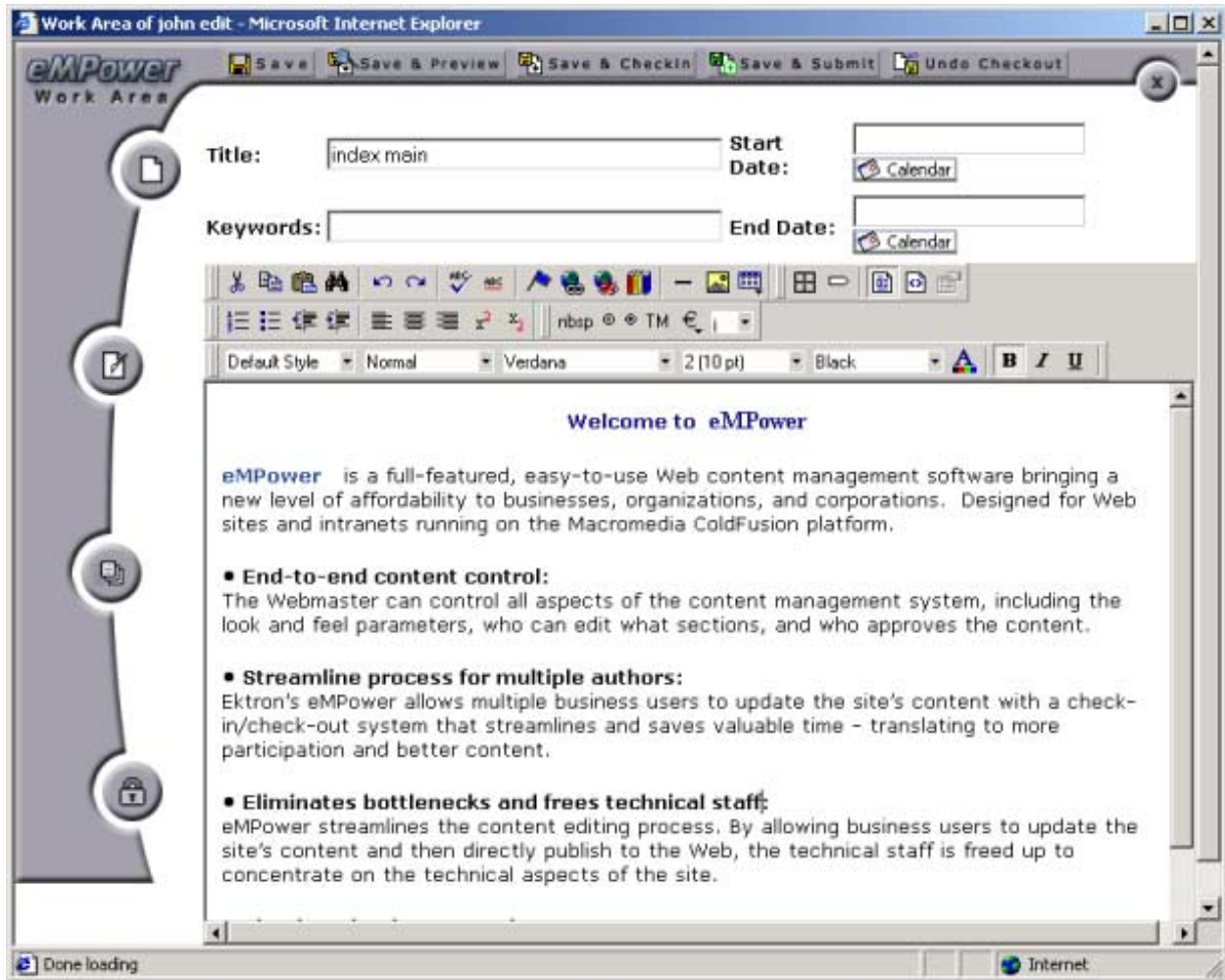
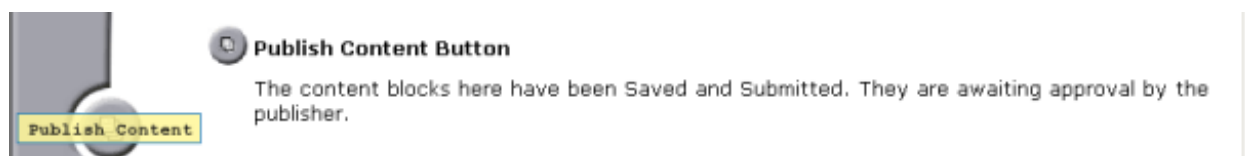


Figure 14: Display of the Edit icon selection in Edit Content

Publish Content

The Content blocks here have been **Saved and Submitted**. They are awaiting approval by the publisher.



When you enter the Publish Content area, you will see a list of Content Titles that are currently waiting for your approval, the date they were last Modified, the last User of that Content block, and the Status of that Content (See Figure 15: Publish Content In Workarea). If you select the User's name, your e-mail message center

will open and you will be given the option to send e-mail to that User. There are four icons before each Content Title.

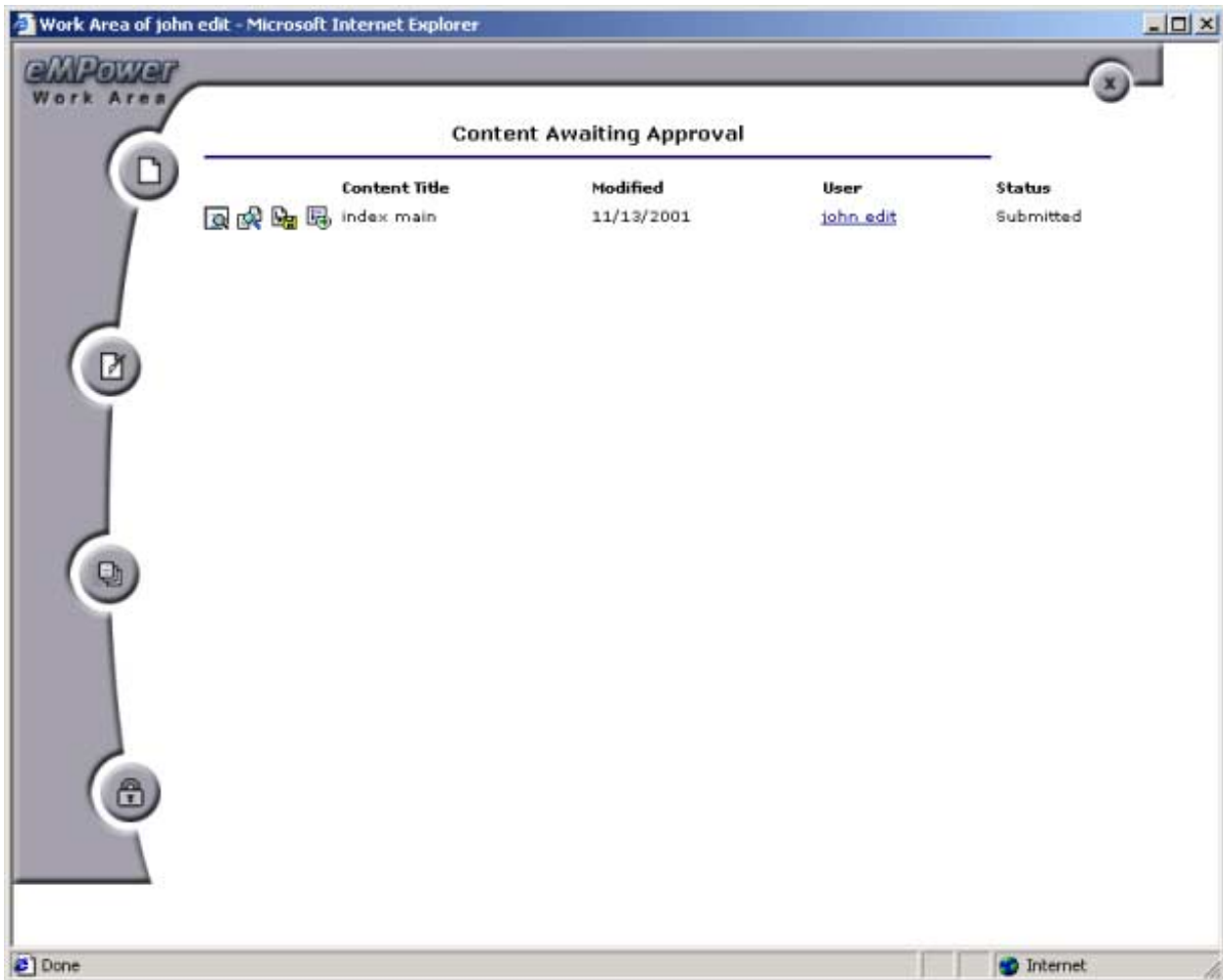


Figure 15: Publish Content in Work Area



This icon allows you to view the New Content Awaiting Approval, listed in the template you have selected for it. When you click on this icon, a new window will open that will display the content in the template you had selected for it. When you finish viewing the New Content, select the close button to return to the New Content area.



This icon allows you to view the Content Awaiting Approval listed, in your work area. The Content will be shown in the Published view (the Content as it is currently on the Web Page) and in the Pending view (the Content that has been edited and is waiting to be published) as shown in Figure 16: Display of the View icon selection in Publish Content.

If you scroll down to the bottom of this Content page, you will see a Comment Section. Users who have edited this Content have the option to leave comments for subsequent Users. This is useful for documenting the changes that have been made to the Content. When you have finished viewing the Content, select the back button to return to the Publish Content area

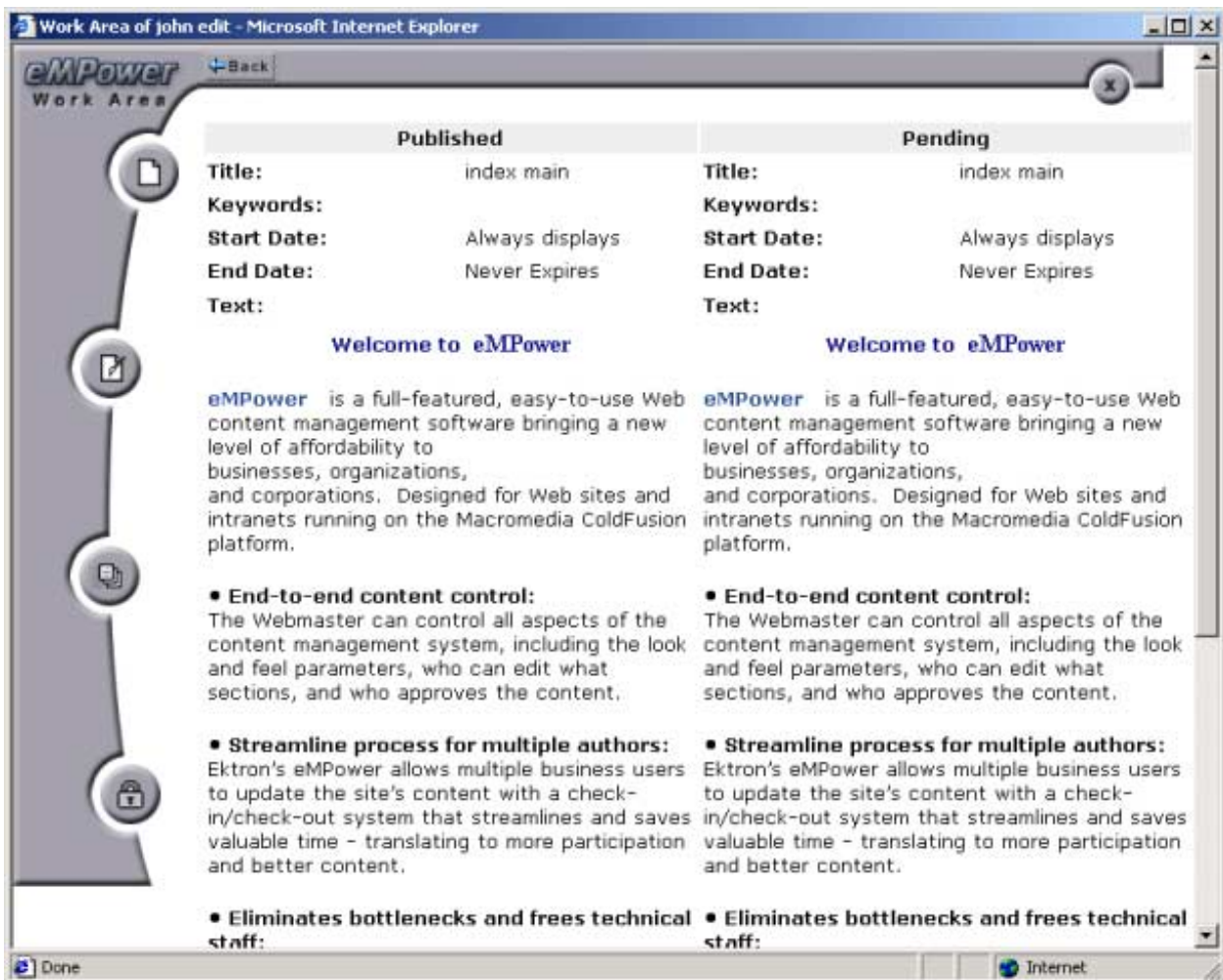


Figure 16: Display of the View icon selection in Publish Content



This icon allows you to edit the Content listed. When you select this icon, a confirmation dialog box will be displayed. Select OK to check out the selected Content or select Cancel to return to the Publish Content area. If you selected OK the Content block will open into the eWebEditPro Content Editor, inside your work area (See Figure 17: Display of the Edit icon selection in Publish Content). For more information see Content Editor.

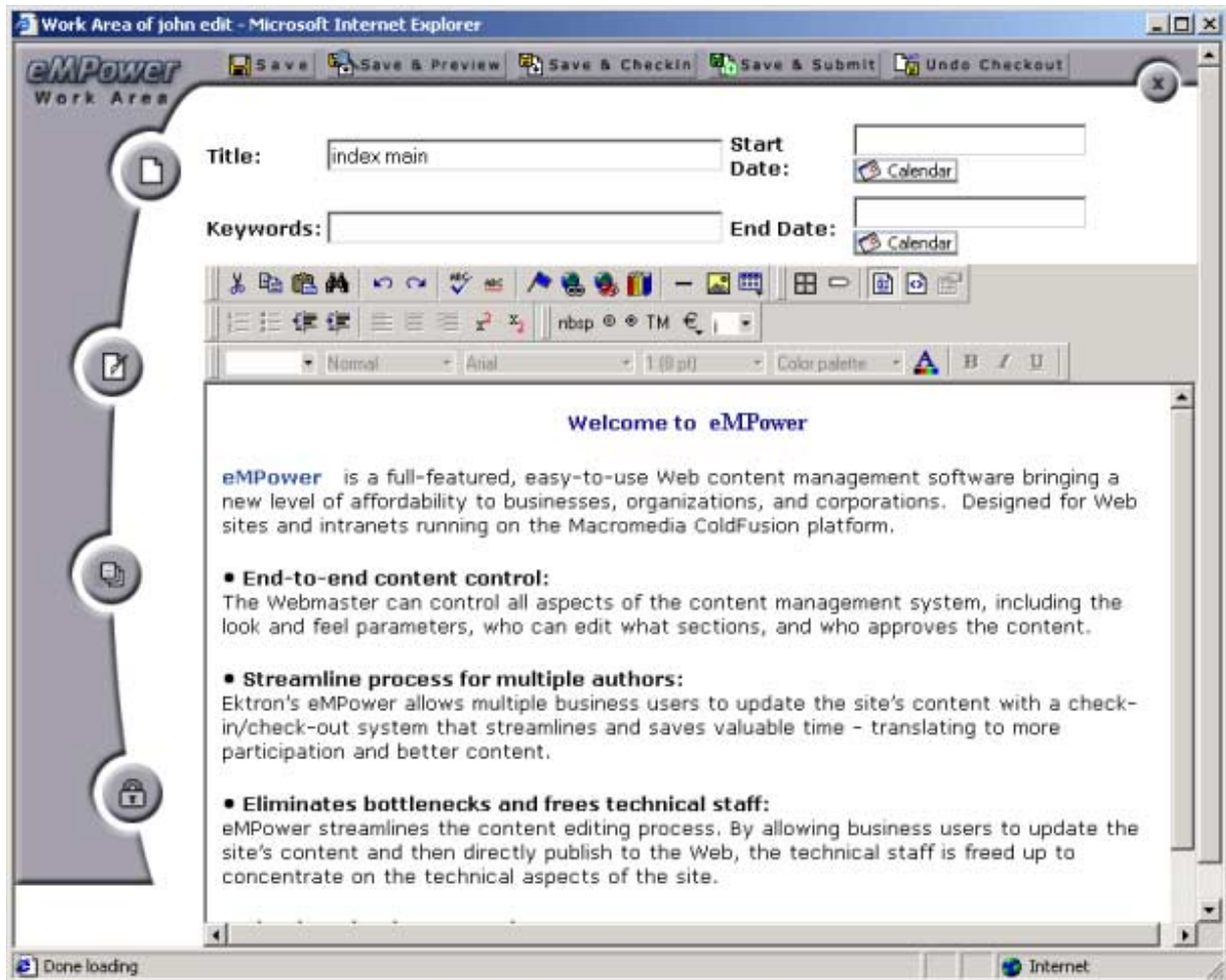


Figure 17: Display of the Edit icon selection in Publish Content



This icon allows you to Publish the listed Content. When you click on this icon, the Content block will appear in your work area. The Content will be shown in the Published view (the Content as it is currently on the Web Page) and in the Pending view (the Content that has

been edited and is waiting to be published) as shown in . From this area you are able to Approve, Decline, or Checkout the Pending Content.

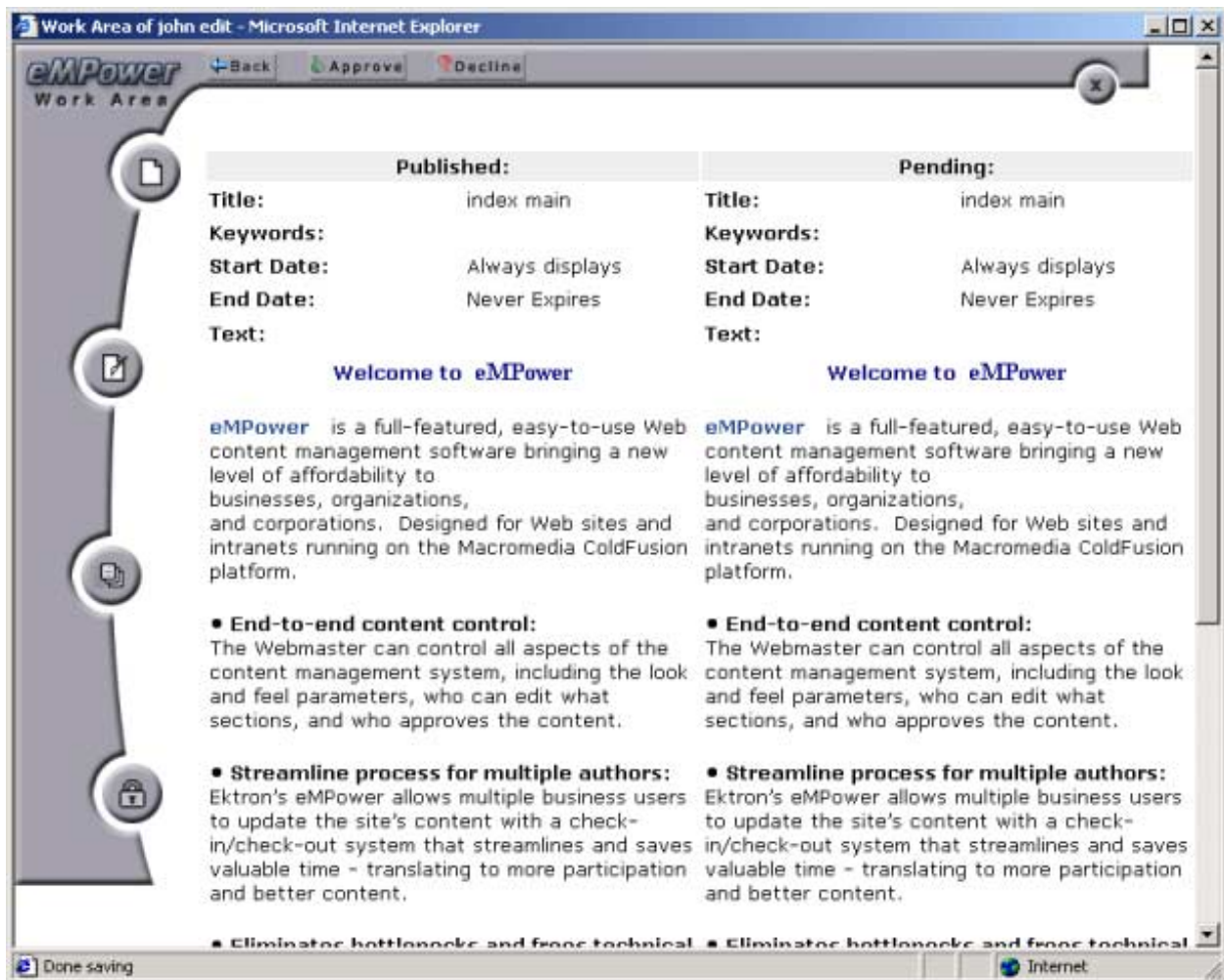


Figure 18: Display of the Publish icon selection in Publish Content



If you click the Back button you will return to the Publish Content area.



If you click the Approve button you are given the opportunity to attach a “History comment” to that Content. If desired, type your comment into the displayed text box and click the Save button, when you are finished.



By clicking this button, the comment will be saved and the title of the Content will appear in the Publish Content area of the work area of those users who are in the approval chain for that Content. If those users have requested “email notification” in their Personal Profile area then an email requesting approval will be sent to that

user. If you are the final approver in the chain then the Content will become published.



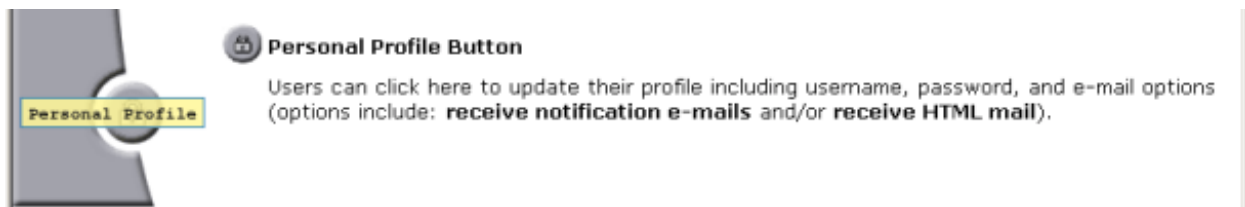
If you click the **Decline** button the changes made to the Content will be declined and you are given the opportunity to attach a "Comment". If desired, type your comment into the displayed text box and click the Save button, when you are finished.



By clicking this button, the comment will be saved and the Author of that Content will be notified.

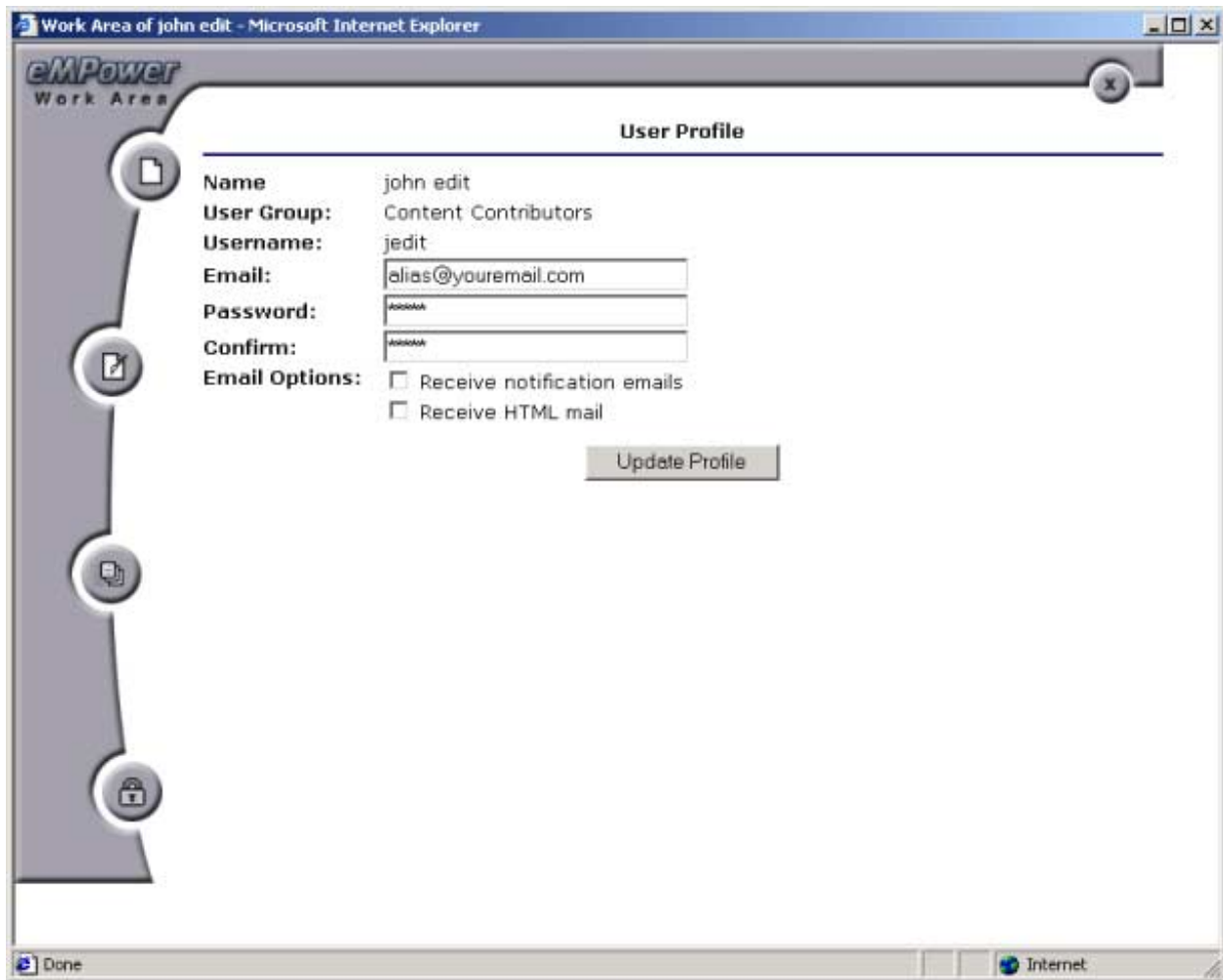
Personal Profile

Users can click here to update their personal profile including password and e-mail options.



Insert your E-mail address in the field provided. If you want to change your password, enter the new password into the Password field and enter it again into the Confirm field to verify you have typed it correctly. For the Email options (Receive notification e-mails and Receive HTML mail) select each box as you prefer. Remember to click the Update Profile button before leaving this area, if you have made any changes (See Figure 19: Sample User Profile).

NOTE: The Name, User Group, and Username can only be changed by the eMPower Administrator.



The screenshot shows a web browser window titled "Work Area of john edit - Microsoft Internet Explorer". The page content is titled "User Profile" and is part of the "eMPower Work Area". On the left side, there is a vertical navigation menu with four circular icons: a document, a document with a pencil, a speech bubble, and a padlock. The main content area contains the following fields and options:

Name	john edit
User Group:	Content Contributors
Username:	jedit
Email:	<input type="text" value="alias@youremail.com"/>
Password:	<input type="password" value="*****"/>
Confirm:	<input type="password" value="*****"/>
Email Options:	<input type="checkbox"/> Receive notification emails <input type="checkbox"/> Receive HTML mail

Below the form is an "Update Profile" button. The browser's status bar at the bottom shows "Done" and "Internet".

Figure 19: Sample User Profile

Create Content (Creating a New Web Page)

Creating a new page in eMPower is done by placing the contents of a new Content block into an existing template. A template is the part of the Web page which normally contains the navigation and graphics of the Web site. The templates that you the user have access to, is determined by the eMPower Administrator. Only the Administrator has privileges to redefine this layout.

To Create Content

1. Login into eMPower as described in Logging In and Out of eMPower.
2. Look for the Menu box surrounding a Content area that you have privileges for, and drag the cursor over the Menu link. The Menu will pop-up displaying a list of tasks.
3. Select the Create Content task, as shown in Figure 20: Selecting Create Content task.

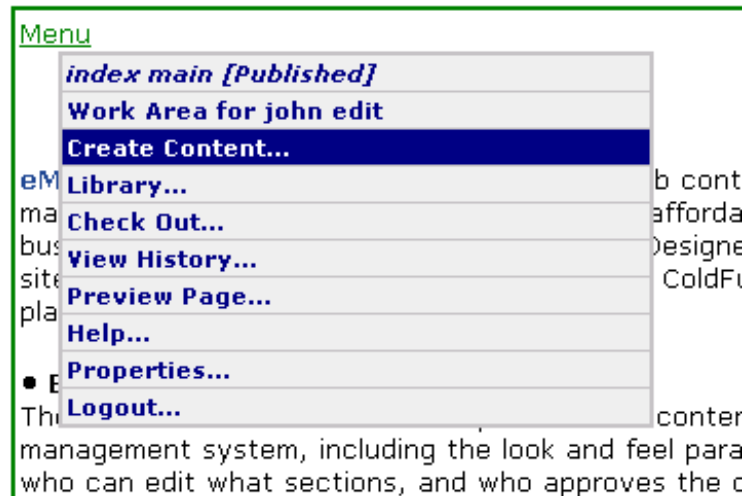


Figure 20: Selecting Create Content task

When the **Create Content** task has been selected, you will be looking at your user Work area as shown in Figure 21: Create Content in Work Area.

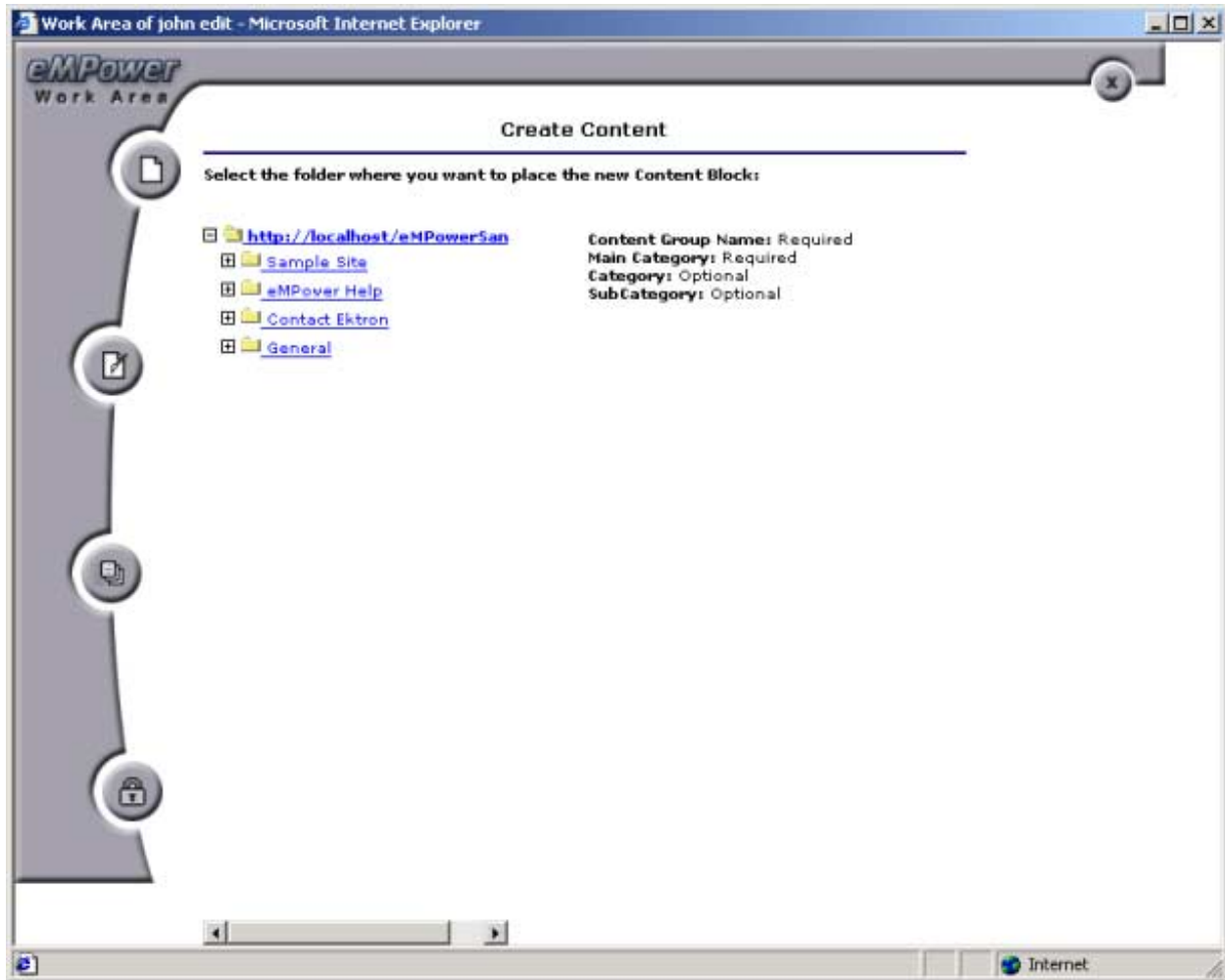


Figure 21: Create Content in Work Area

4. Select a **Content Group**. To do this, select a folder from the Folder tree in the left column of this window. This selection will determine the Content Group the new Content will be associated with. This is useful for categorizing your Content. In addition, the Content Group selection determines which users will have privileges to this Content. Only Content Groups that you have privileges are listed for your selection. This selection is required.
5. Select a **Main Category**. Again select a folder from the folder tree to choose the Main category that the new Content will be placed in. This selection is required.
6. Select the optional **Category and Sub Category**.

Note: The category and sub categories are optional and may not exist. The depth of the tree structure is determined by the eMPower Administrator. Only the Administrator can add categories and sub categories.

7. After selecting the appropriate Content Group, Main Category, Category, and Sub Category click on the **Next** button.

Next >>

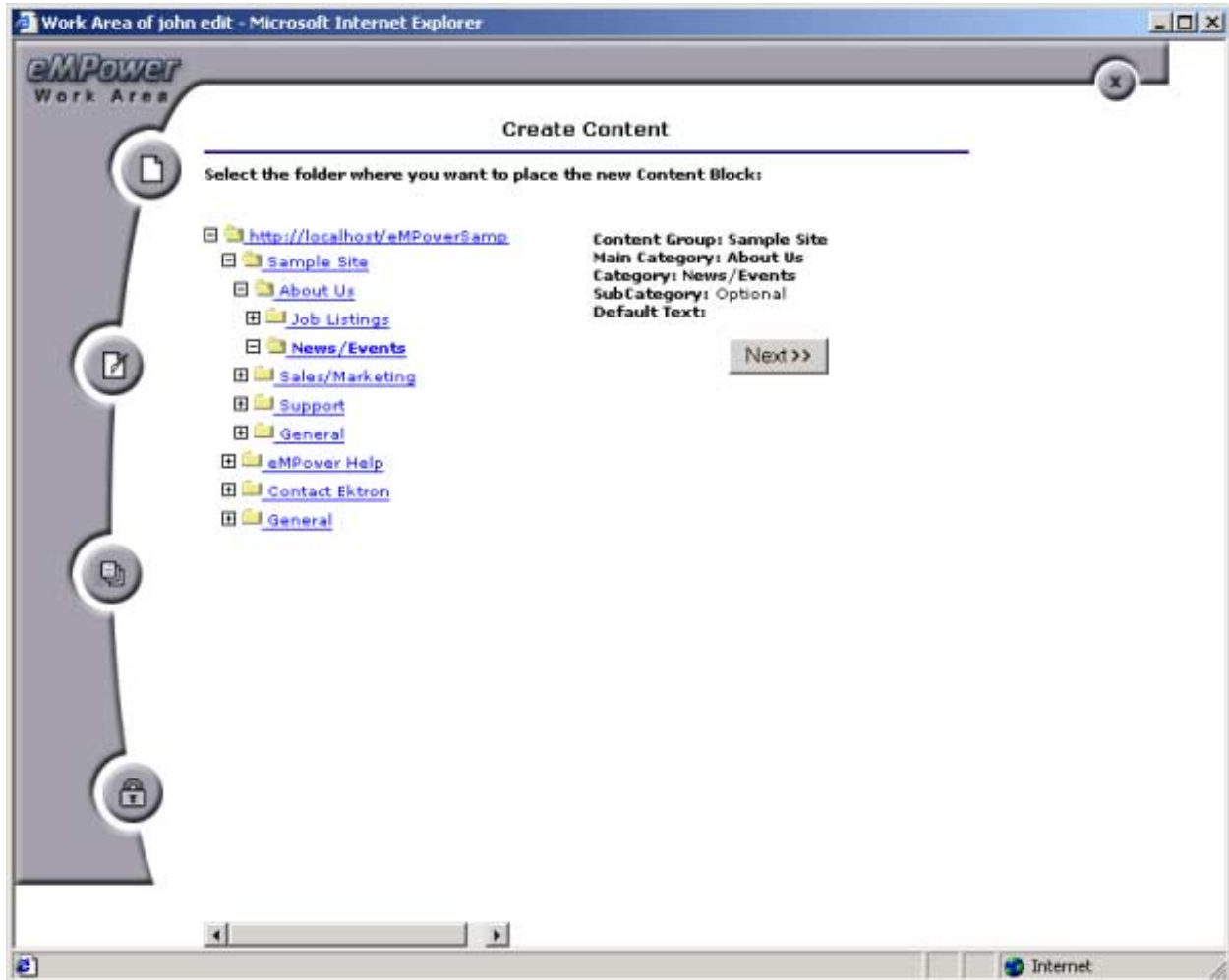


Figure 22: Content Folders used for categorizing new Content blocks

8. Select a **Template**. Before you choose a template you are given the option of previewing each selection (See Figure 23: Selecting a Template). When you click [[preview template](#)] the selected template will be opened into the Web browser for viewing. After selecting the button of the chosen template click the **Next** button.

Next >>

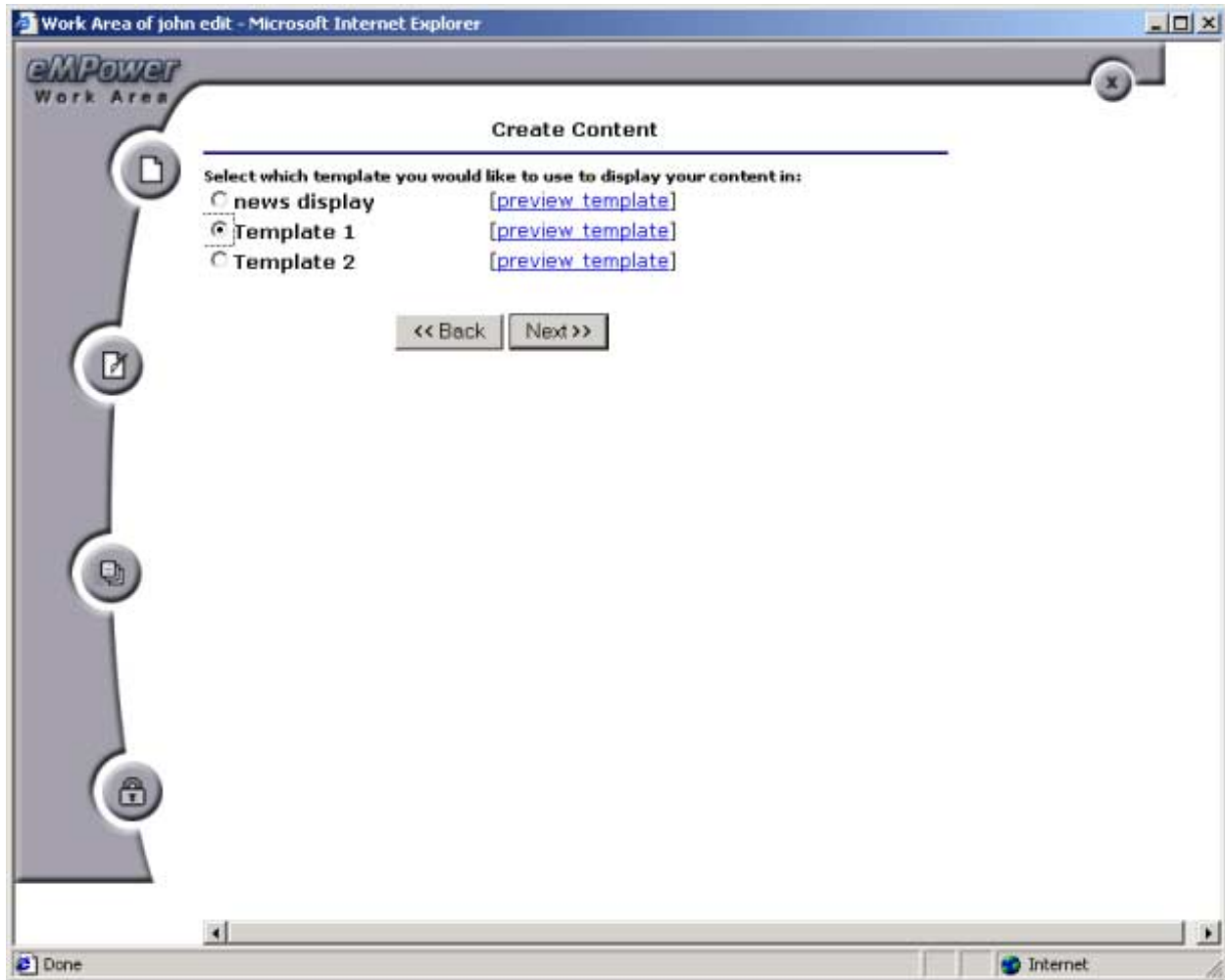


Figure 23: Selecting a Template

9. You are now ready to enter Content into the eWebEditPro Content Editor. When you select the **Next** button, the Content Editor will be opened into your Work area (See Figure 24: Creating Content In eWebEditPro). For more information See Content Editor.

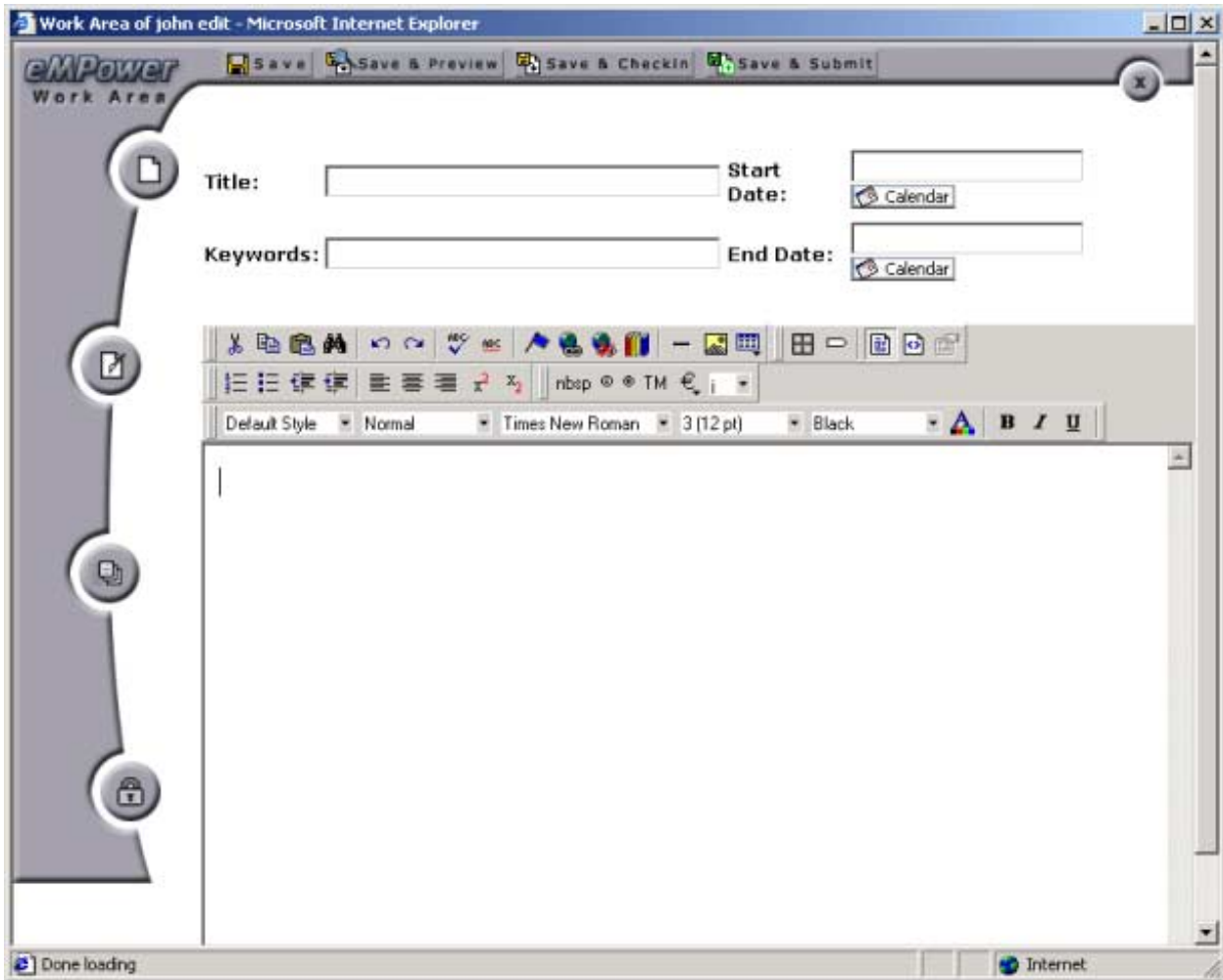


Figure 24: Creating Content in eWebEditPro

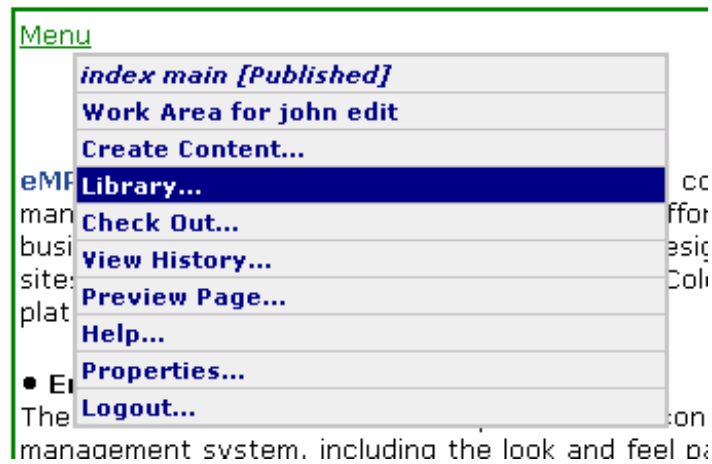
Library

Viewing the eMPower Library, uploading an image or a file, and adding a hyper-link, can be easily done from the eMPower menu. To access the library via the Menu shortcut, follow the path:

Menu > Library...

Note: The Library can also be accessed via the editor by clicking on the Library button on the toolbar:





Once you have selected **Library...**, you will be taken directly to the eMPower Library.

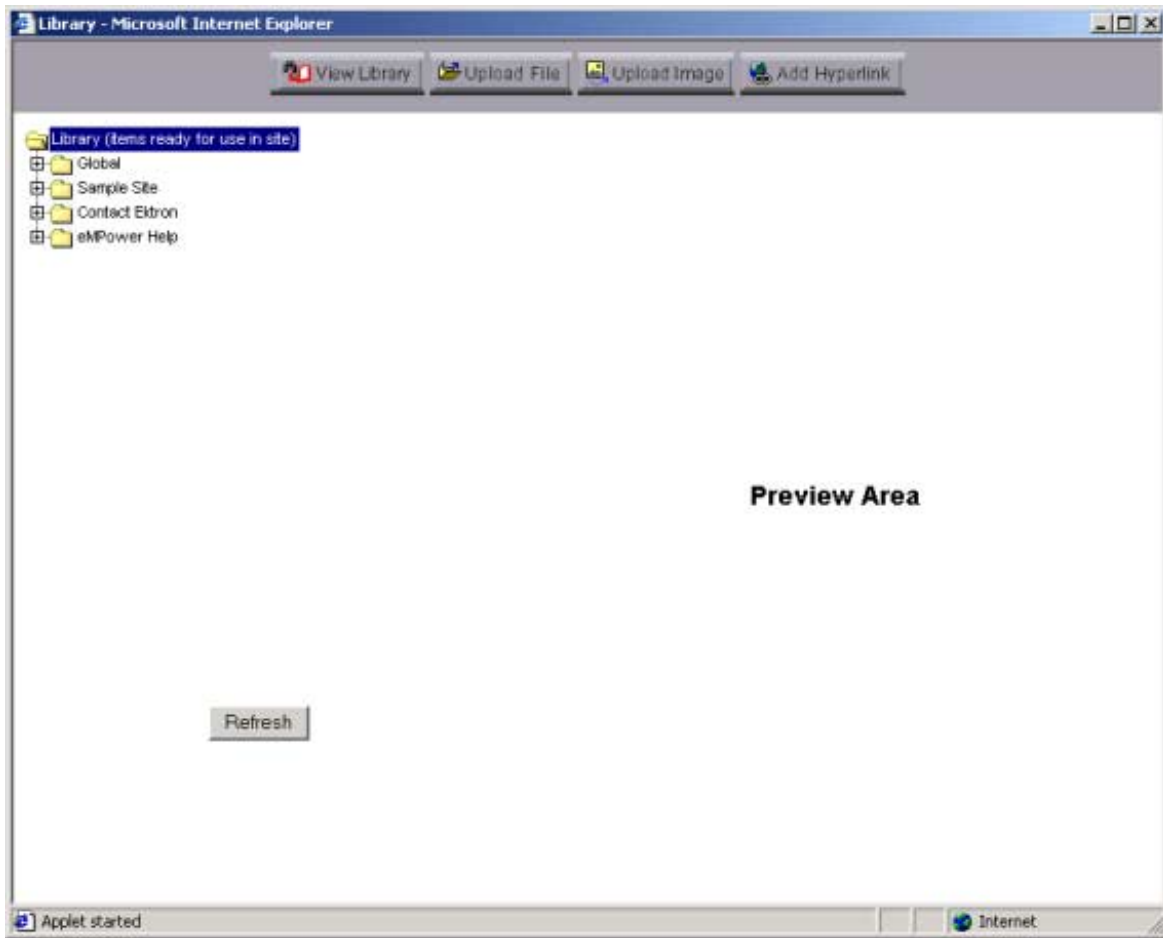
From here, you have four choices:

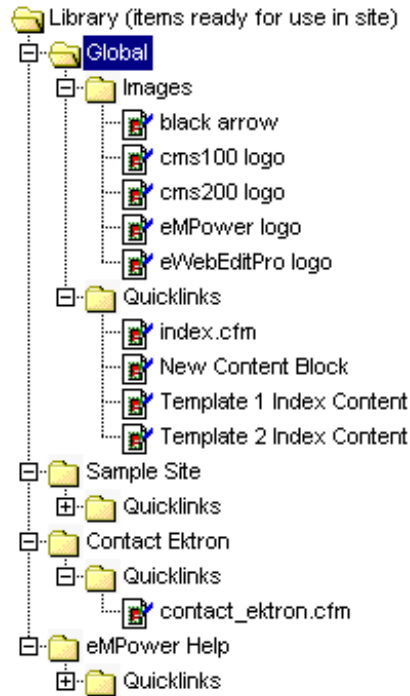
1. View contents of the Library
2. Upload an Image to the Library
3. Upload a File to the Library
4. Add a Hyperlink to the Library

View Contents of the Library



When you first access the Library, by default you are in the view mode. To see all the images and files that are in the database, simply expand each folder and see what is included.

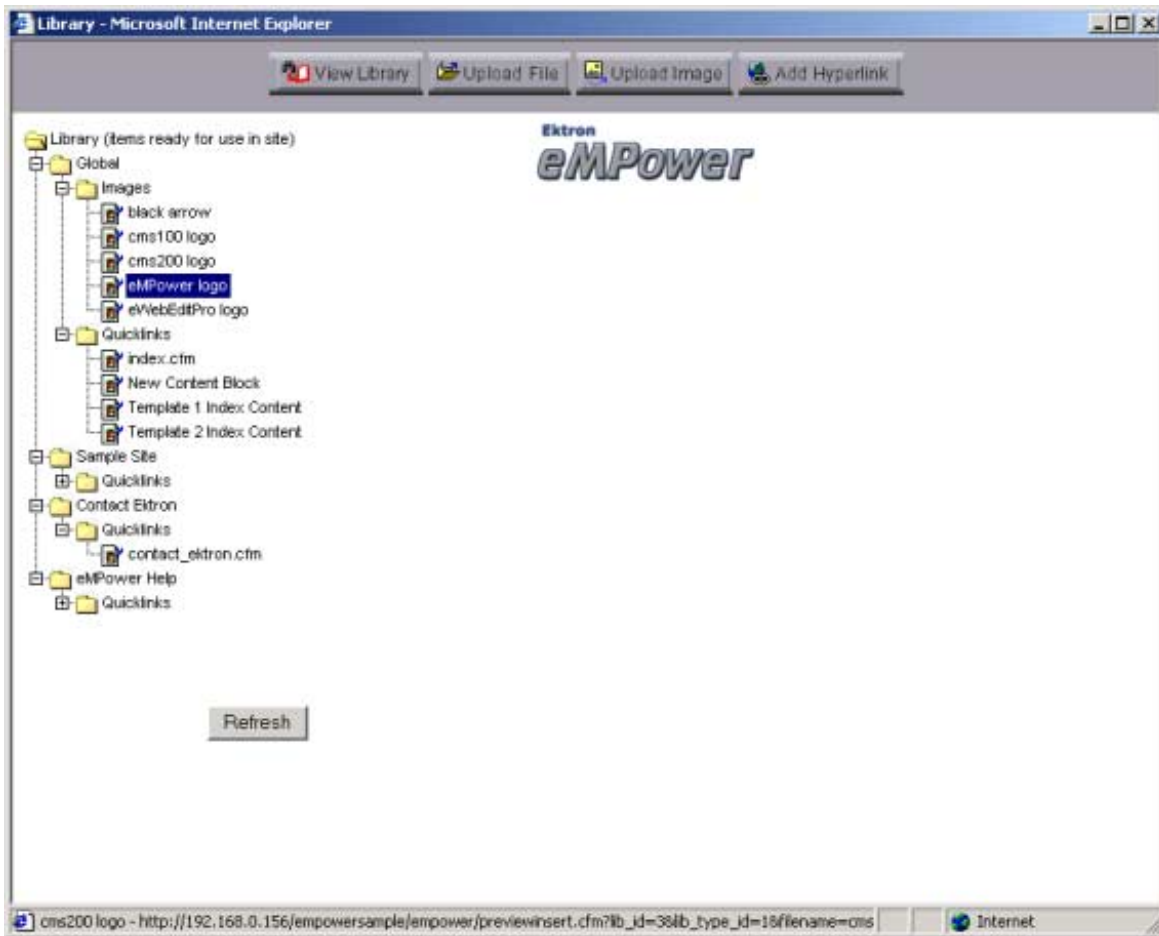




Refresh

As you can see, directly under the main root folder, there are two groups, Global and Human Resources. By default, every user in the system has access to files and images that have been uploaded to the Global directory. Also, because the current user that is logged in, belongs to the Human Resources group, he also has permissions to view and add to that User Group.

To view a file, simply click on the file that you would like to preview, and you will see the file in the preview area on the right hand side of the Library.

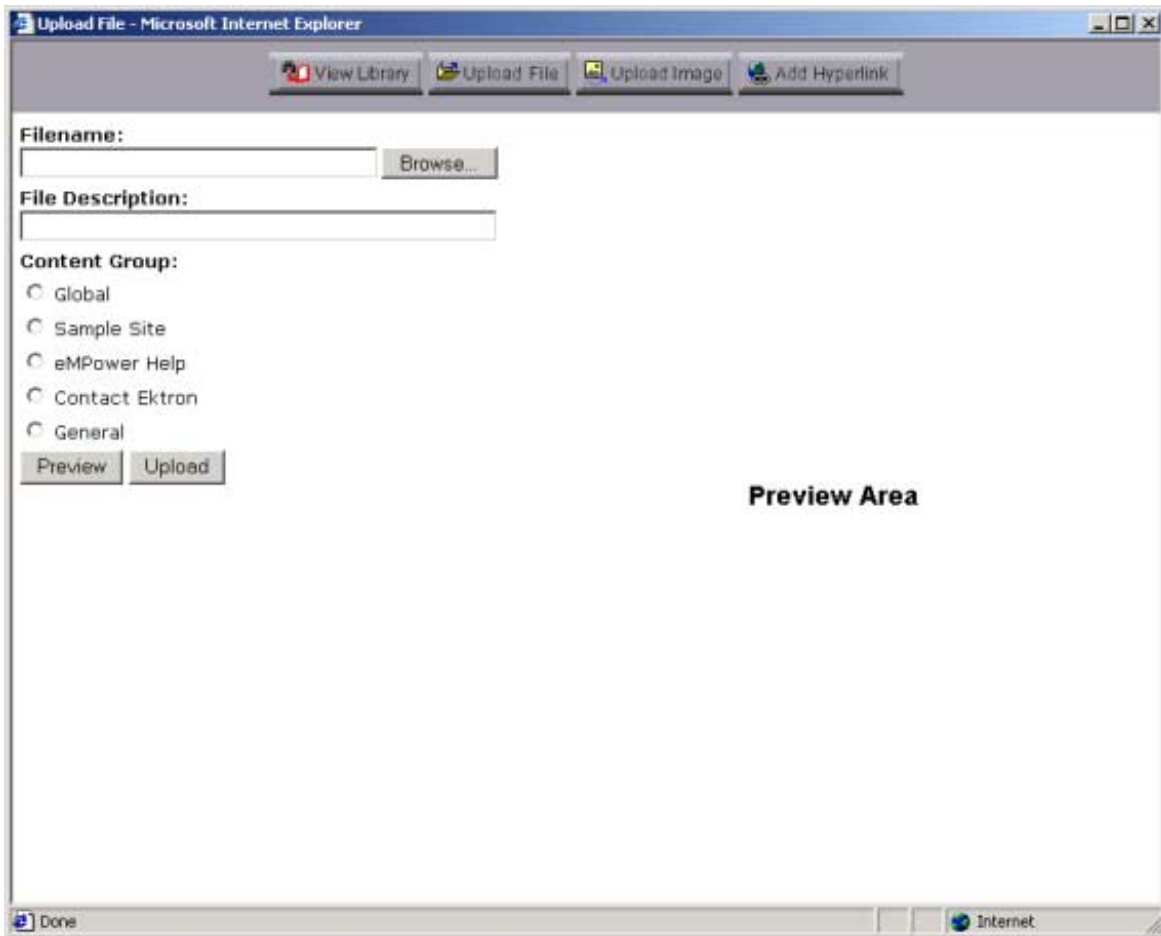


Upload a File

To begin the process of uploading a file, begin by clicking on the Upload File button:



Once you have clicked the button, you will be taken to the Upload File screen.



To properly upload a file, follow these steps:

1. First click on the **Browse...** button, and search for the file on the system, or over your network.



Note: You are only allowed to upload types of files that the Administrator has set in the eMPower Setup.

In this example, we will be uploading the eMPower Test Plan.

2. Double click on the file that you wish to upload, or select the file then click on **Open**.
3. Next you must enter a description for the file that you will be uploading.

Filename:

C:\inetpub\wwwroot\EMPowerSample\em

File Description:

eMPower User Manual

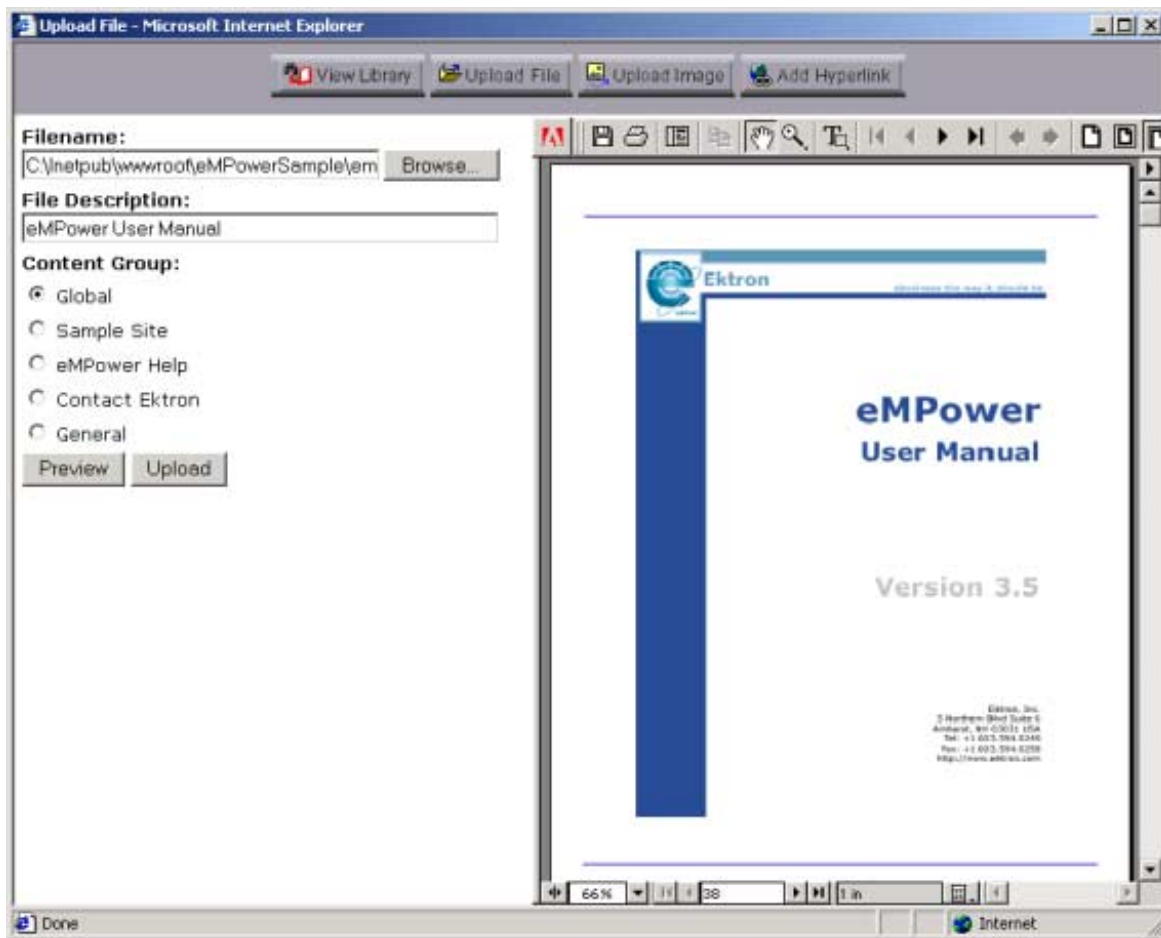
Content Group:

- Global
- Sample Site
- eMPower Help
- Contact Ektron
- General

4. Next, you must select the Content Group that you wish to upload the file to.

If you select Global, the file will be available to all the users of the Web Site. If you select a specific Content Group, then that group will be the only one to access, and use the file in their content.

5. If you would like to preview the file, you can do so by clicking on the **Preview** button, and the file will be displayed in the preview area on the right side of the screen.



6. When you are ready to upload the file, click the **Upload** button and the uploading process will begin.
7. When the upload is complete, you will receive a message saying that the image was properly uploaded.

The file was uploaded.

Filename: User.pdf

File Description: emPower User Manual

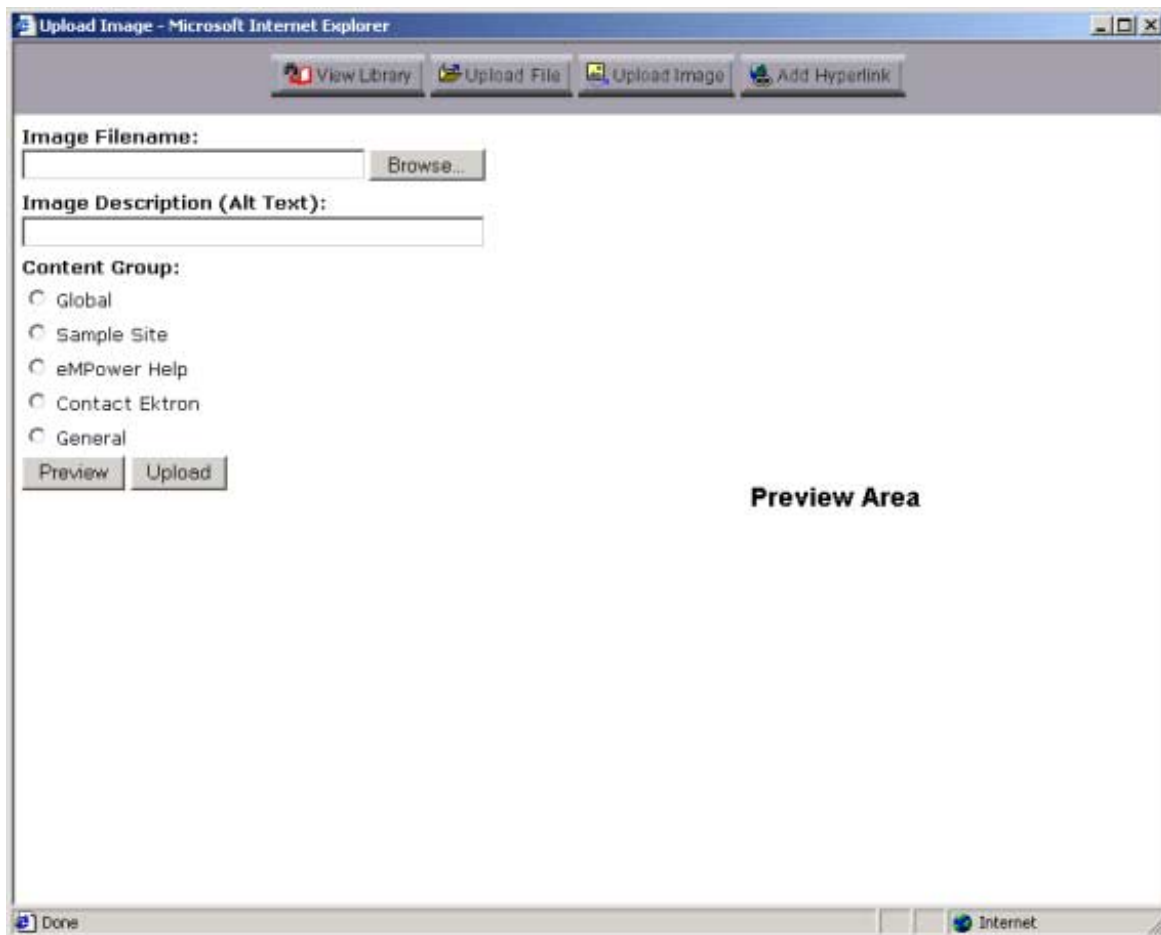
Now when you are creating or editing a Content Block, you can insert the file into the content so that people can download any kind of file.

Upload an Image

To begin the process of uploading an image, begin by clicking on the Upload Image button:

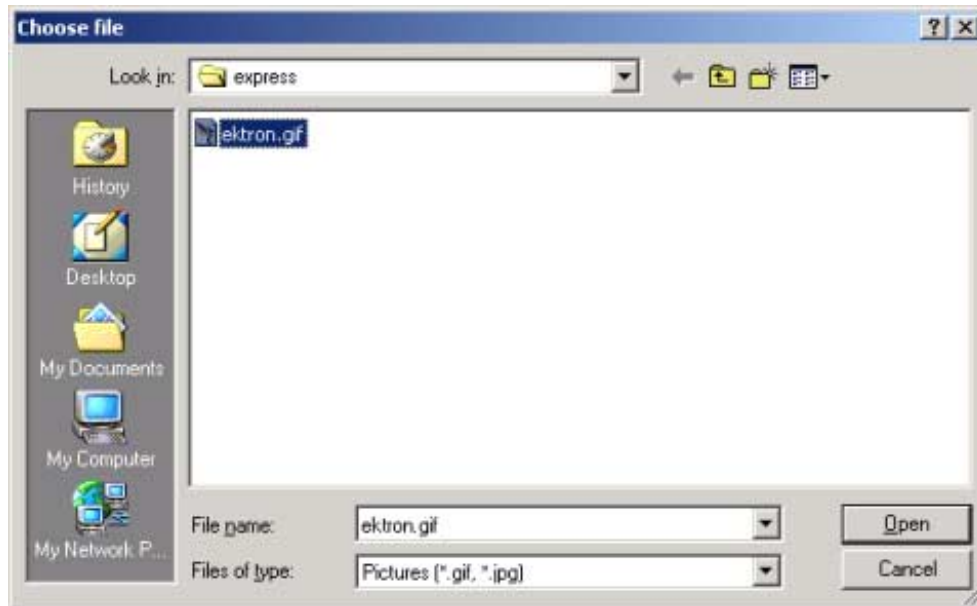


Once you have clicked the button, you will be taken to the Upload Image screen, which looks a lot like the Upload File screen.



To properly upload a file, follow these steps:

1. First click on the **Browse...** button, and search for the image file on the system, or over your network.



Note: You are only allowed to upload those types of image files that the Administrator has set in the eMPower Setup.

In this example, we will be uploading the Ektron logo, *EktronLogo.jpg*.

2. Double click on the file that you wish to upload, or select the file then click on **Open**.
3. Next you must enter a description for the image file that you will be uploading.

Image Filename:

C:\Documents and Settings\doneill\My D

Image Description (Alt Text):

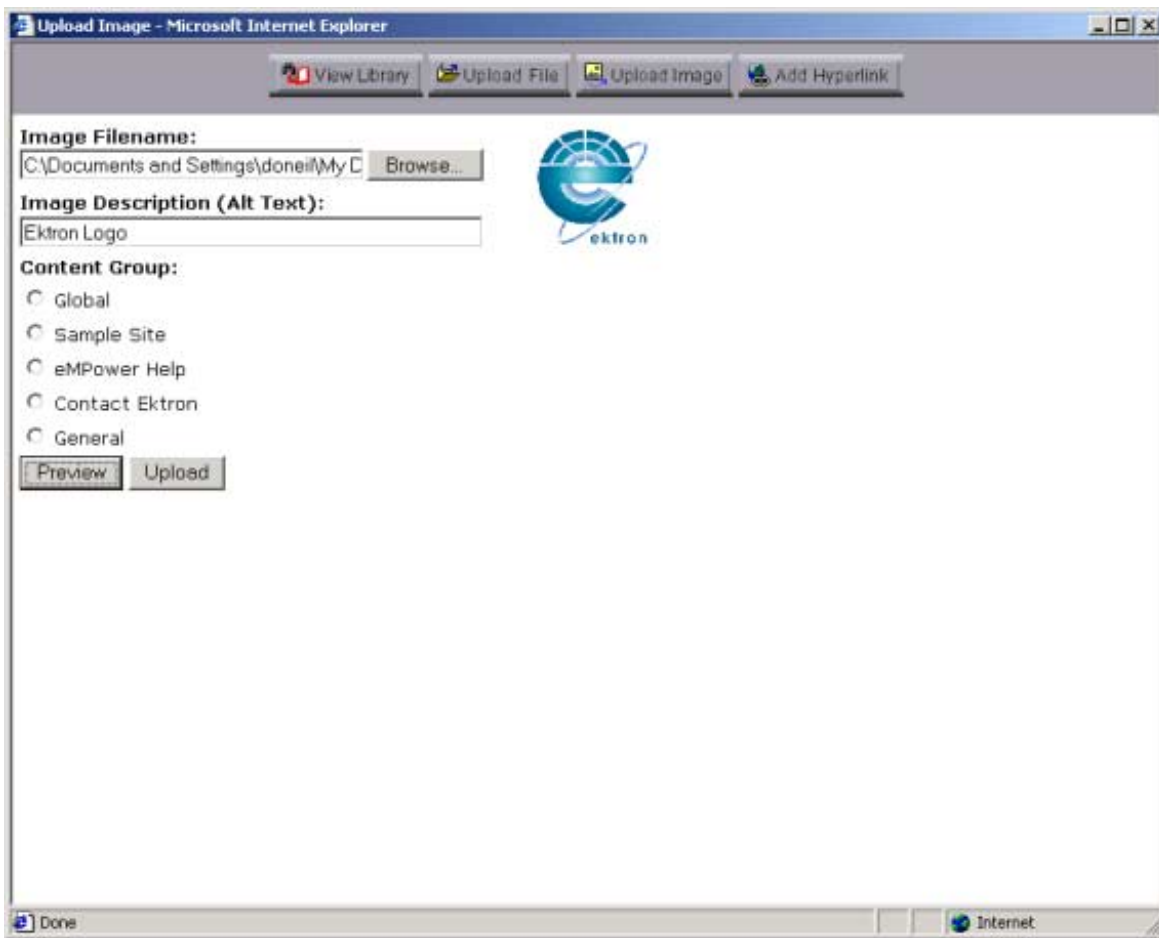
Ektron Logo

Content Group:

- Global
- Sample Site
- eMPower Help
- Contact Ektron
- General

Note: The image description is also used for the alt text when someone places their mouse cursor over the image on the Web page.

4. Next, you must select the Content Group that you wish to upload the file to. If you select Global, the file will be available to all the users of the Web Site. If you select a specific Content Group, then that group will be the only one to access, and use the file in their content.
5. If you would like to preview the file, you can do so by clicking on the **Preview** button, and the file will be displayed in the preview area on the right side of the screen.



6. When you are ready to upload the file, click on the **Upload** button and the uploading process will begin.

7. When the upload is complete, you will receive a message saying that the image was properly uploaded.

The image was uploaded.

Image Filename: ektron.gif

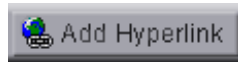
Image Description (Alt Text): Ektron Logo

Now when you are creating or editing a Content Block, you can insert the image into your content.

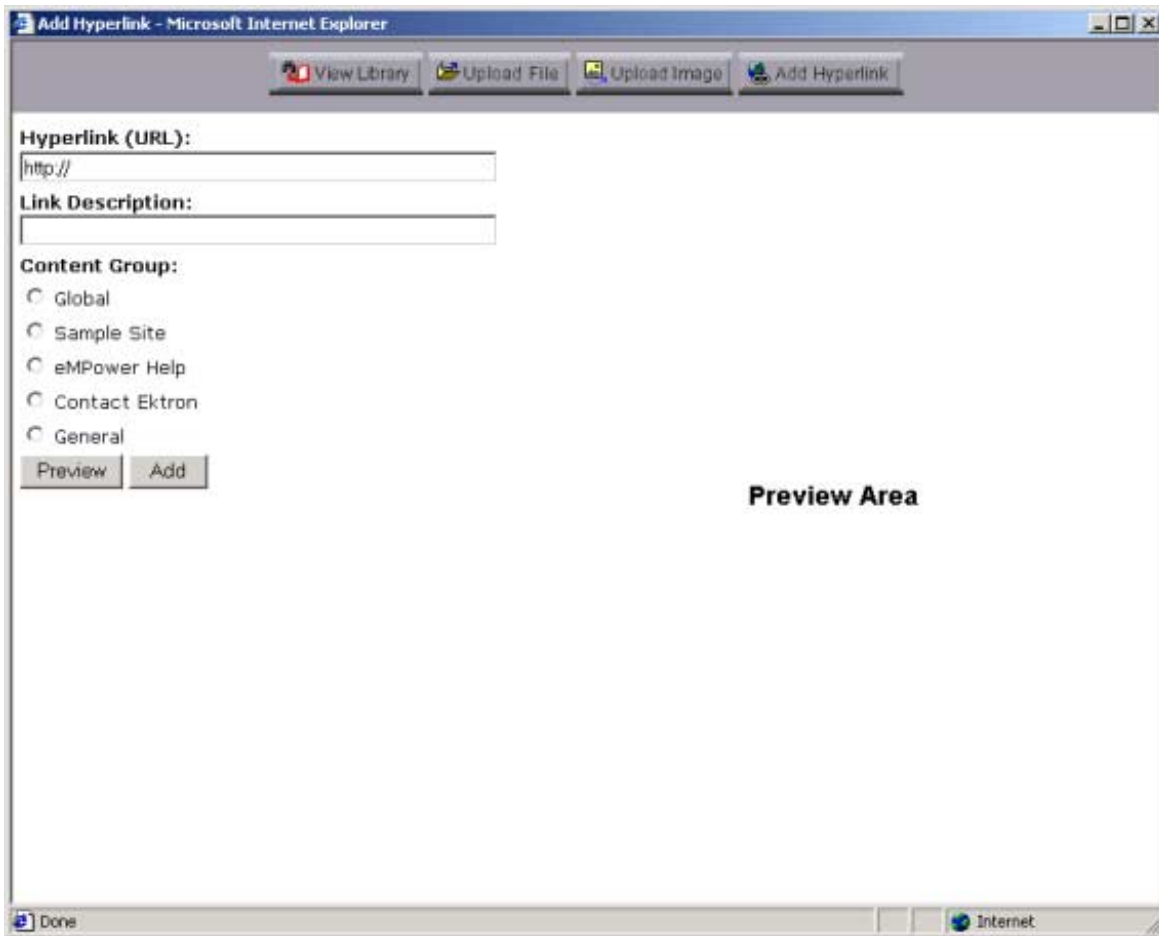
Adding A Hyperlink

Adding a hyperlink into the Library would allow you to go to the library and directly insert the hyperlink into your content, instead of always having to type it in. This is especially good for links that are often used, and for links to other pages of your Web site.

To begin, first click on the **Add Hyperlink** button:



After clicking the button, you will be taken to the Add Hyperlink page where you can start the process.



To properly add a hyperlink, follow these steps:

1. First begin by entering the URL of the hyperlink that you would like to add into the proper field.

For this example, we will use the Ektron site as the hyperlink to add.

Hyperlink (URL):

Link Description:

Content Group:

Global
 Sample Site
 eMPower Help
 Contact Ektron
 General

3. Next you must enter a description for the hyperlink that you will be adding.

Hyperlink (URL):

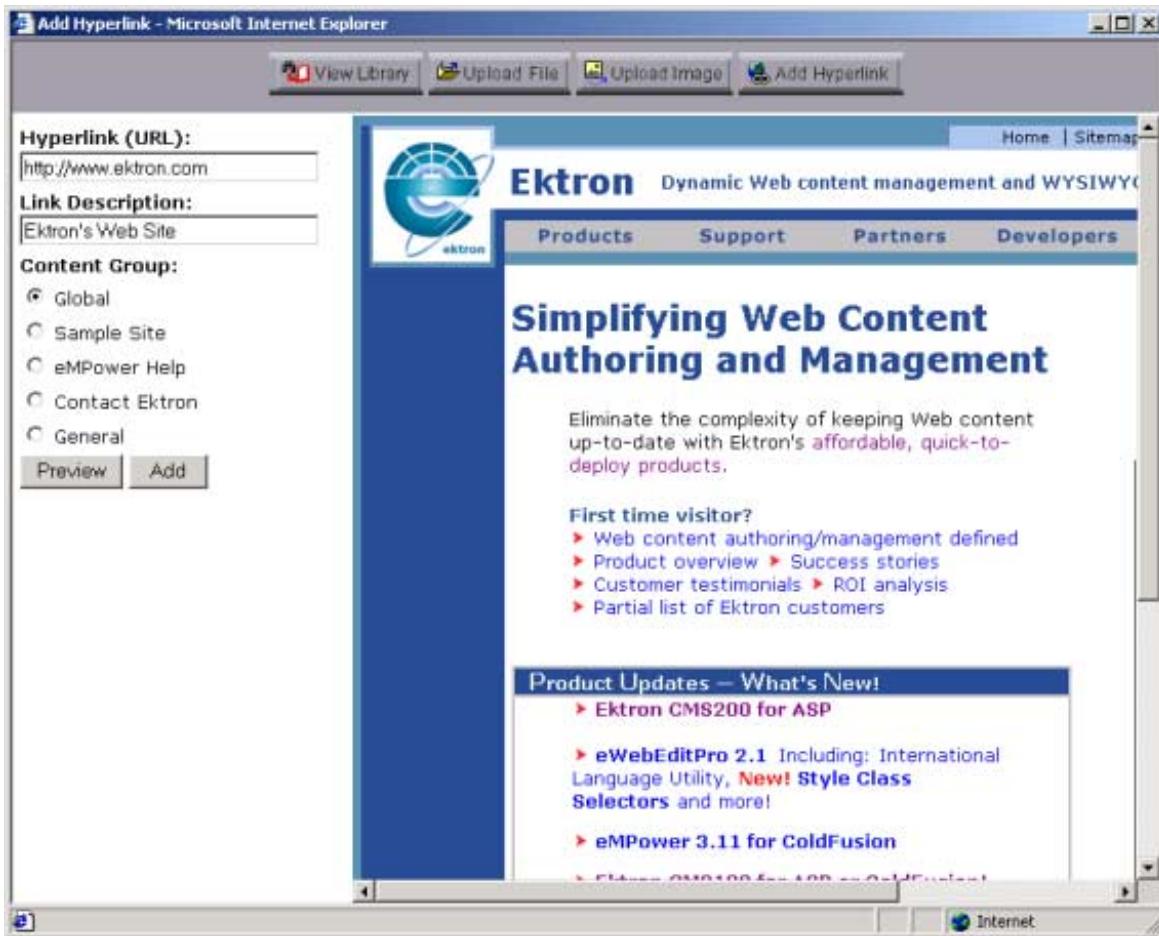
Link Description:

Content Group:

Global
 Sample Site
 eMPower Help
 Contact Ektron
 General

Note: The link description is also used for the alt text when someone places their mouse cursor over the image on the Web page.

4. Next, you must select the Content Group that you wish to add the hyperlink file to. If you select Global, the file will be available to all the users of the Web Site. If you select a specific Content Group, then that group will be the only ones to access, and use the file in their content.
5. If you would like to preview the link, you can do so by clicking on the **Preview** button, and the file will be displayed in the preview area on the right side of the screen.



6. When you are ready to add the file, click on the **Add** button.
7. After the hyperlink is added, you will receive a message saying that the link was properly added

The hyperlink was added.

Hyperlink (URL):

http://www.ektron.com

Link Description: Ektron Web Site

Now when you are creating or editing a Content Block, you can insert the link into your content.

Check Out

Content in an eMPower Web site can be in one of the many different states. If a Content block is available for you to edit, and the Content is Checked In, submitted for approval, or Published, the **Check Out** menu selection will be displayed. In the Checked In or Published states, the frame surrounding the Content will be green. If the Content is awaiting approval, the frame will be yellow. If a red frame surrounds the Content block, it is presently **Checked Out** by another user and is unavailable for you to Check Out or edit.

Note: Once you have Check Out a Content block, that Content is locked from being Checked Out or edited by other users. This lock out will stay in effect until you Check In the Content or Submit it for approval.

To Check Out Content

1. Login into eMPower as described in **Logging In and Out of eMPower**.
2. Look for the Menu box surrounding a Content area that you have privileges for, and drag the cursor over the Menu link. The Menu will pop-up displaying a list of tasks.
3. Select the **Check Out** task, as shown in *Figure 25: Selecting Check Out task*.

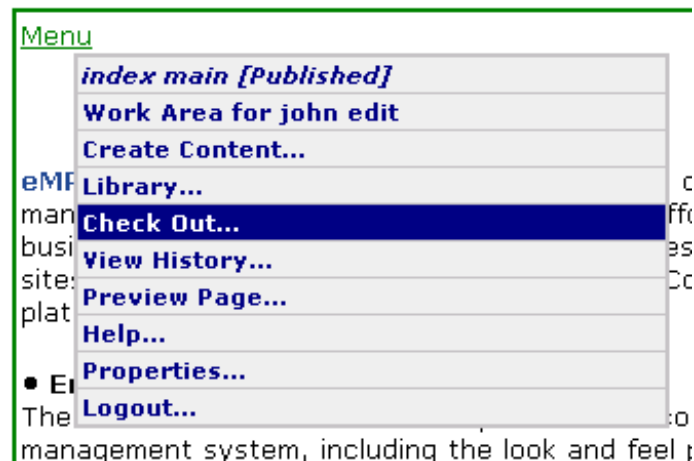


Figure 25: Selecting Check Out task

When the **Check Out** task has been selected, the document will be opened into the eWebEditPro Content Editor, inside your work area. See *Figure 26: Display of Check Out task selection*. There will now be a variety of tasks available to you. From this work area you will be able to edit Content, Save the changes, Checkin the Content, Submit it for approval, Undo the Checkout, and access the Library. See *Content Editor for more information*.

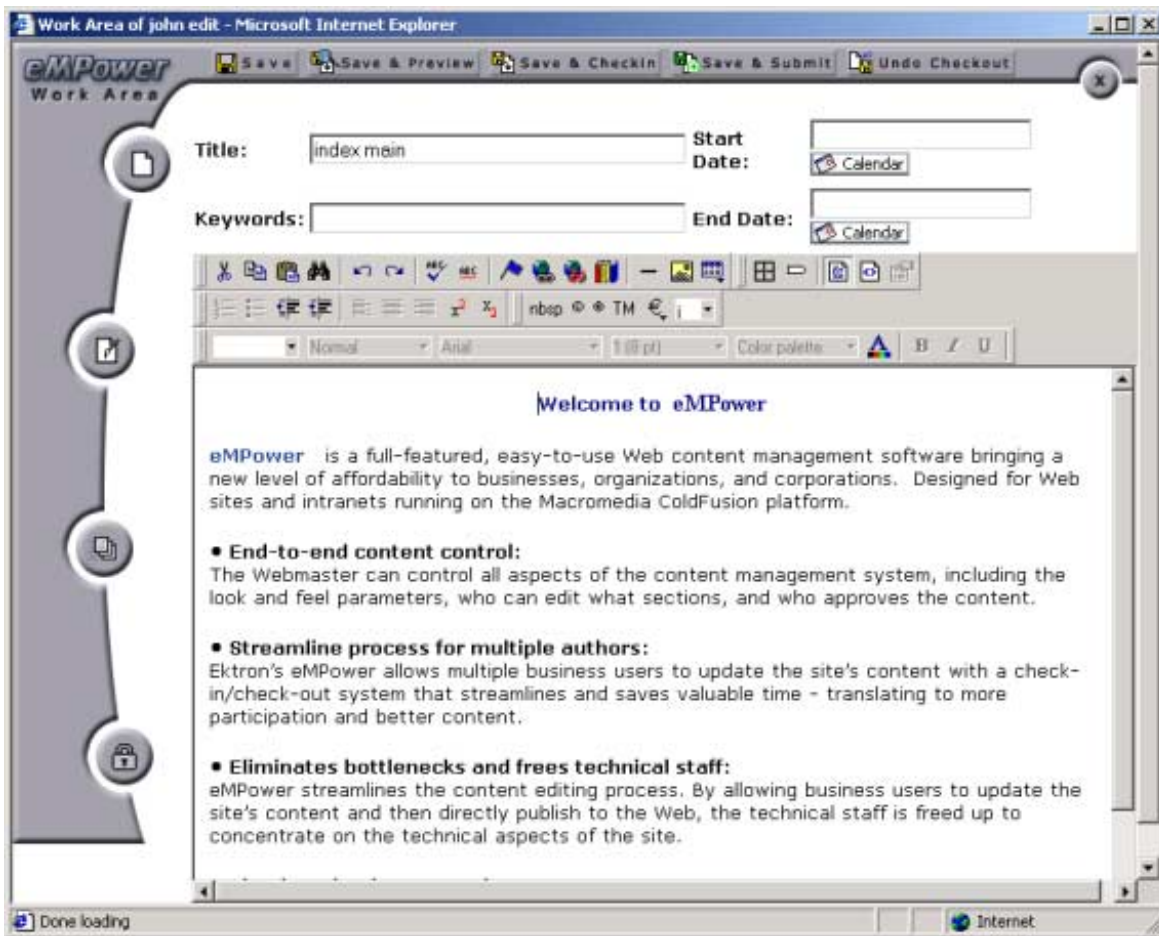


Figure 26: Display of Check Out task selection

Submit

Content must be submitted for approval before being published. Each Content block has a separate list of approvers. Selecting this task will start the approval chain and send the Content to each appropriate user for their approval. The final user to approve the Content will be the one to finally Publish it.

To Submit Content

1. Login into eMPower as described in **Logging In and Out of eMPower**.
2. Look for the Menu box surrounding a Content area that you have privileges for, and drag the cursor over the Menu link. The Menu will pop-up displaying a list of tasks.

3. Select the **Submit** task, as shown in *Figure 27: Selecting Submit task*.

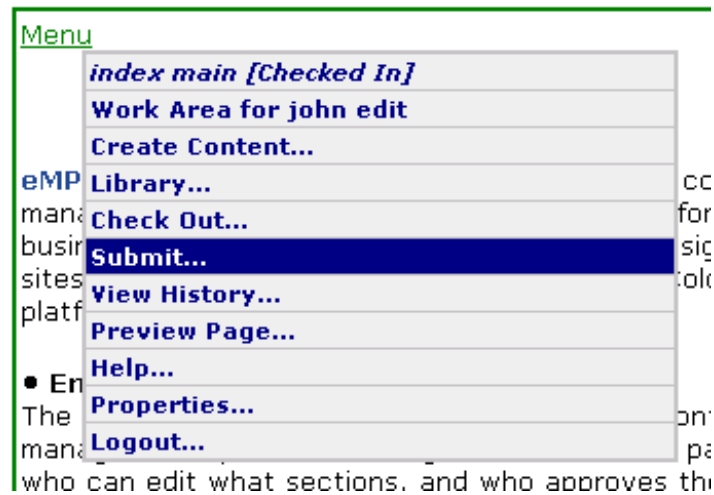


Figure 27: Selecting Submit task

4. After the Submit task is selected that Content will be opened into your work area for your review (See *Figure 28: Display of Submit task selection*).
5. When you are ready to Submit the Content, select the **Submit** button.



6. You will then be given the opportunity to attach a "History comment" to that Content. If desired, type your comment into the displayed text box and click the Save Button, when you are finished.



7. By clicking this button, the comment will be saved and the title of the Content will appear in the Publish Content area, of the work area of those users who are in the approval chain for that Content. If those users have requested "email notification" in their Personal Profile area then an email requesting approval will be sent to that user.

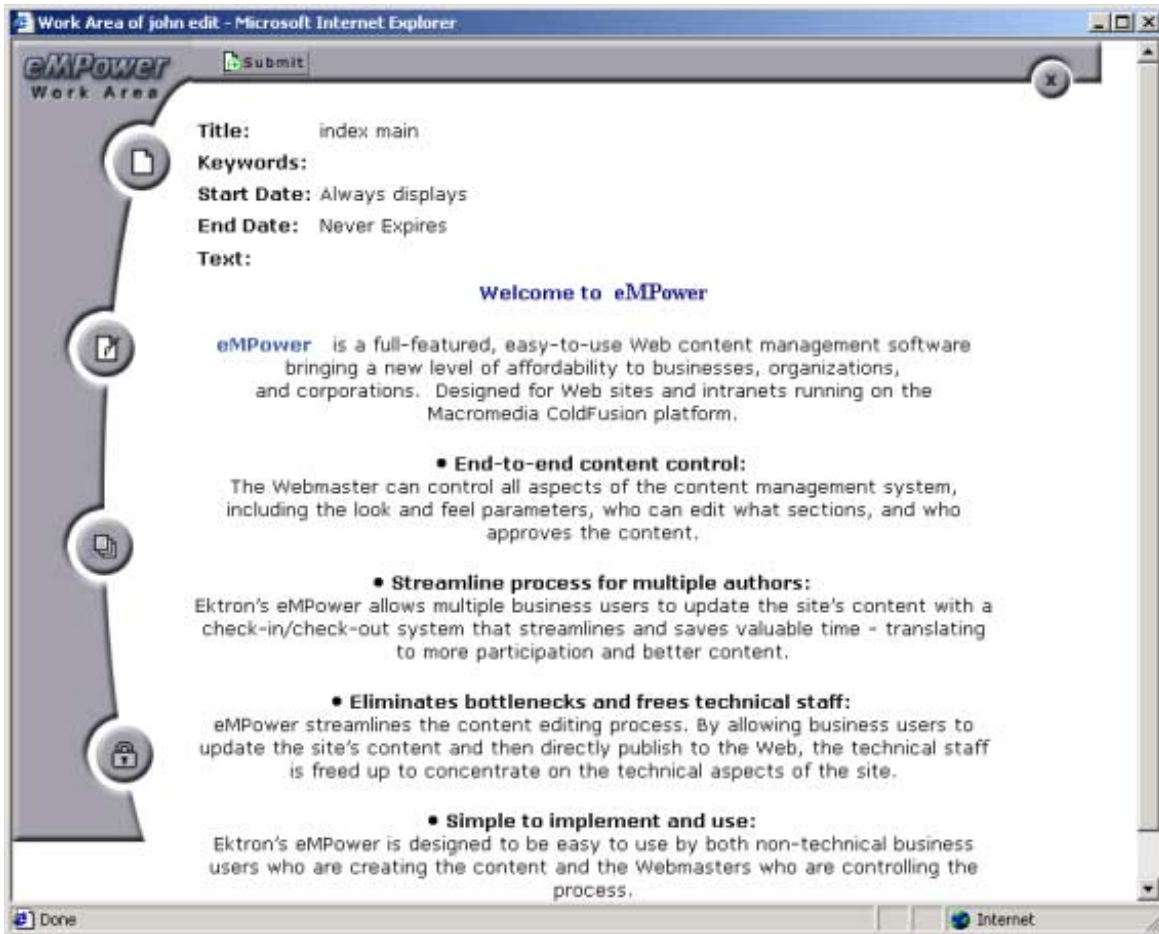


Figure 28: Display of Submit task selection

8. When you submit a Content for approval, the Menu box surrounding that Content will turn yellow so that other users will know its current status. If you click on a yellow Menu link, the user who submitted the Content and the user group who is responsible for approving it will be displayed in the Menu task list (See Figure 29: Pending Approval task selection).

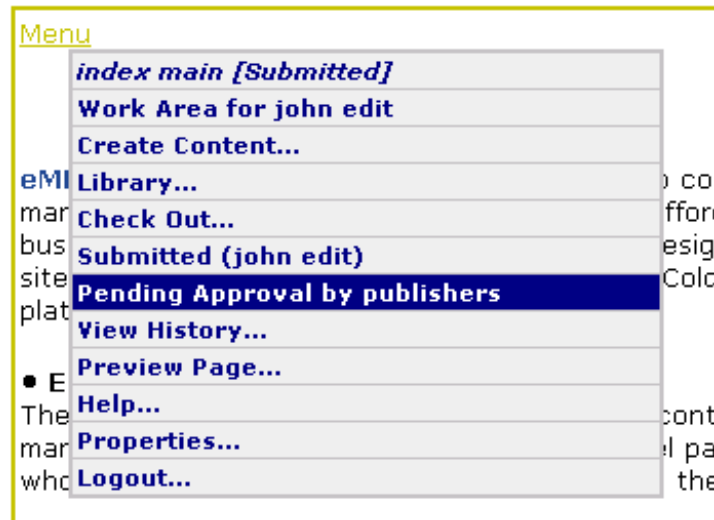


Figure 29: Pending Approval task selection

9. You can send an email to the user group responsible for approving the Content, by clicking the "Pending Approval" menu task. A new window will open, displaying the user groups and users. When you select the User's name, your e-mail message center will open and you will be given the option to send e-mail to that User.

Delete

When this task is selected, the Content will be submitted to an approval chain to be deleted.

To Delete Content

1. Login into eMPower as described in **Logging In and Out of eMPower**.
2. Look for the Menu box surrounding a Content area that you have privileges for, and drag the cursor over the Menu link. The Menu will pop-up displaying a list of tasks.
3. Select the **Delete** task, as shown in *Figure 30: Selecting Delete task*.



Figure 30: Selecting Delete task

4. When the **Delete** task is selected, the Content to be deleted will be displayed in your work area (See *Figure 31: Display of Delete task selection*).
5. If you are sure that this Content should be submitted to the approval chain for deletion then scroll to the bottom of the Content and select the **Delete** button.



6. A dialog box will appear asking you, "Are sure you want to delete this Content from your page?" Select **OK** to continue with the deletion process or **Cancel** to return to the "Content to Delete" in the user work area.
7. When you select OK, the "**Content to Delete**" will disappear and the message "**Content submitted for deletion**" will replace it. This Content will now make its way through the approval chain.

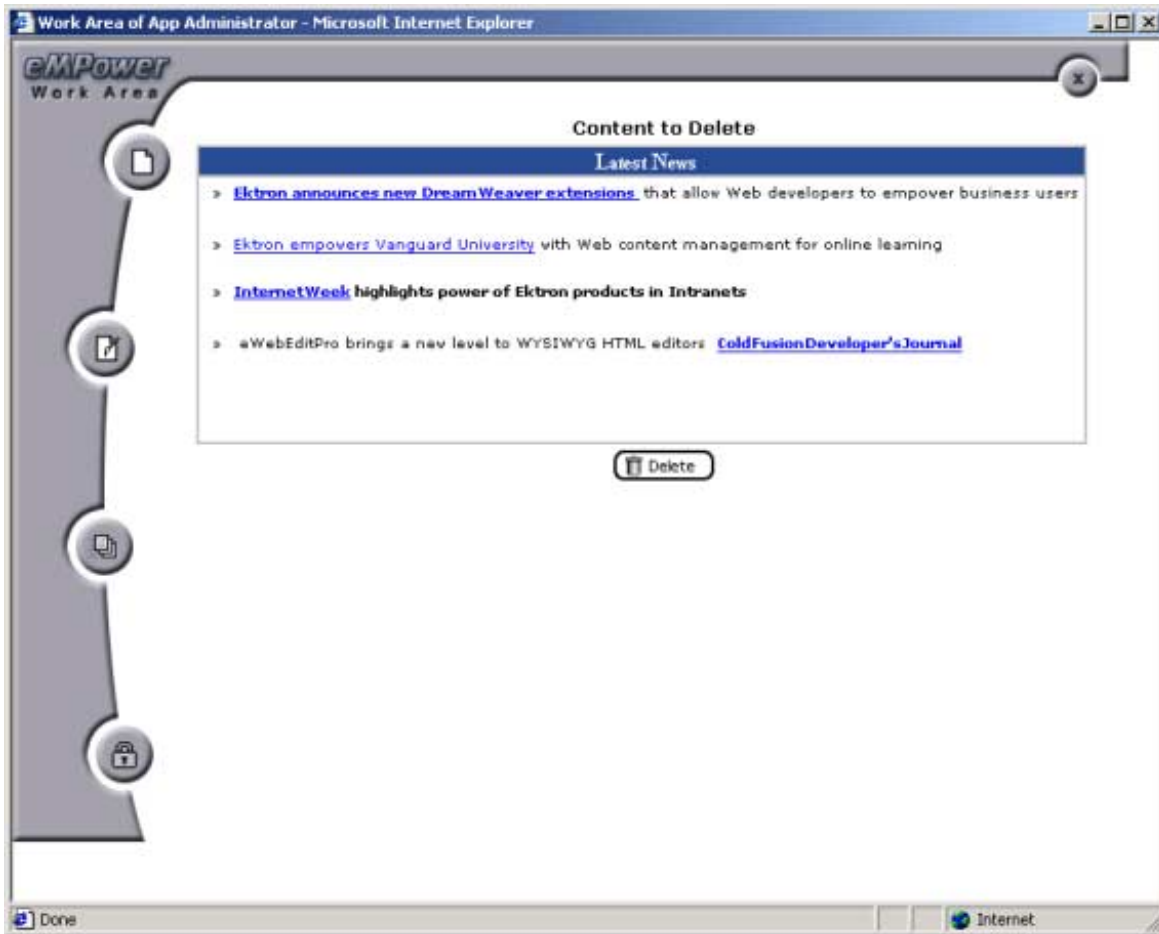


Figure 31: Display of Delete task selection

View History

All past revisions of Content blocks that were checked into eMPower are available for you to review. This capability allows you to compare the current Content with the past revisions of that Content block. Your ability to view the history of a Content block is determined by the privileges that each user is given.

To View the History of a document

1. Log in to eMPower as described in **Logging In and Out of eMPower**.
2. Look for the Menu box surrounding a Content area that you have privileges for, and drag the cursor over the Menu link. The Menu will pop-up displaying a list of tasks.

3. Select the **View History** task, as shown in Figure 32: *Selecting View History task*.

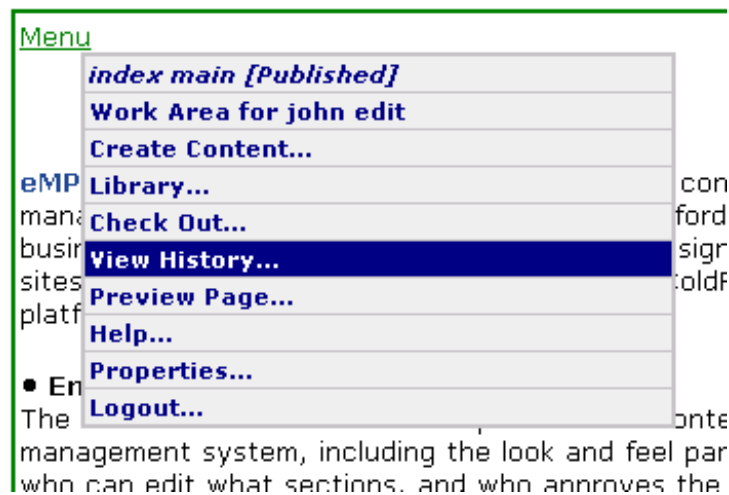



Figure 32: Selecting View History task

4. When the **View History** task has been selected, the Document History window will be displayed as shown in Figure 33: *Document History window*. There are three specific areas visible in this window.
5. In the left column is the *Document History* area which displays a list of each dated version of this Content, the last user, and the status on that date. The *Published Version* of the Content is displayed in the upper right corner of the window. The *Historical Version* will be displayed in the lower right corner of the window.
6. Select a version of the Content that you want to view, by mouse-clicking once on the appropriate date, from the list in the Document History area. The Content of this selected version will be displayed in the **Historical Version** area. You can continue to select other versions for viewing. Each newly selected version will replace the previously viewed historical version.
7. If you have a selected Content version shown in the Historical Version area that you would like to restore, then select the **Restore** button shown below. This Historical version will then be placed back into the editing processes and will need another submission for publication to occur before it will replace the current published version. The ability to Restore a Content block is determined by the privileges given to the user by the application administrator.



- To close the Document History window, mouse-click once on the  in the upper right corner of the window. You will be returned to the previous window that you were working in.

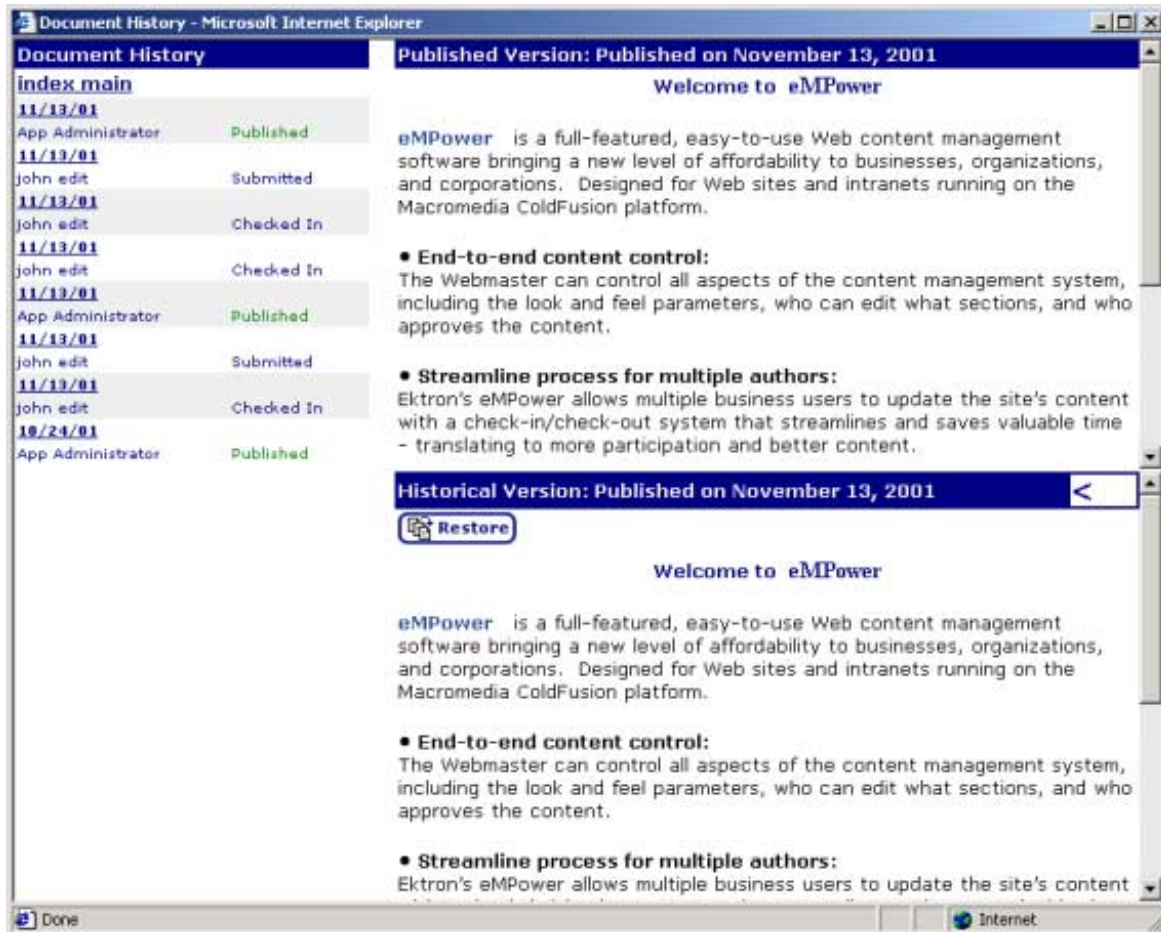


Figure 33: Document History window

Preview Page

You can preview a document to see how it will appear within a Web page, before it is published.

To preview a document

- Log in to eMPower as described in **Logging In and Out of eMPower**.
- Look for the Menu box surrounding a Content area that you have privileges for, and drag the cursor over the Menu link. The Menu will pop-up displaying a list of tasks.


3. Select the **Preview Page** task, as shown in Figure 34: *Selecting Preview Page task*.



Figure 34: Selecting Preview Page task

4. A new browser window will open and the current Content will be displayed on the Web page.



- When you are done previewing the document, close the window by mouse-clicking once on the  in the upper right corner of the window. You will be returned to the previous window that you were working in.

Properties

This task allows you to view a detailed list of information pertaining to the Content title specified in the Menu. This information includes the Content ID and Title, Status of that Content, the date that Content was last modified, Start Date, End Date, Content Group, the Content location, and the required Approval Chain for that Content.

To View Properties of a Document

- Log in to eMPower as described in **Logging In and Out of eMPower**.
- Look for the Menu box surrounding a Content area that you have privileges for, and drag the cursor over the Menu link. The Menu will pop-up displaying a list of tasks.
- Select the **Properties** task, as shown in *Figure 35: Selecting Properties task*.



Figure 35: Selecting Properties task

- After the **Properties** task is selected, the user work area will open up and the detailed information of the Content will be displayed inside (See *Figure 36: Display of Properties task selection*). If you select the User's name, your e-mail message center will open and you will be given the option to send e-mail to that User.

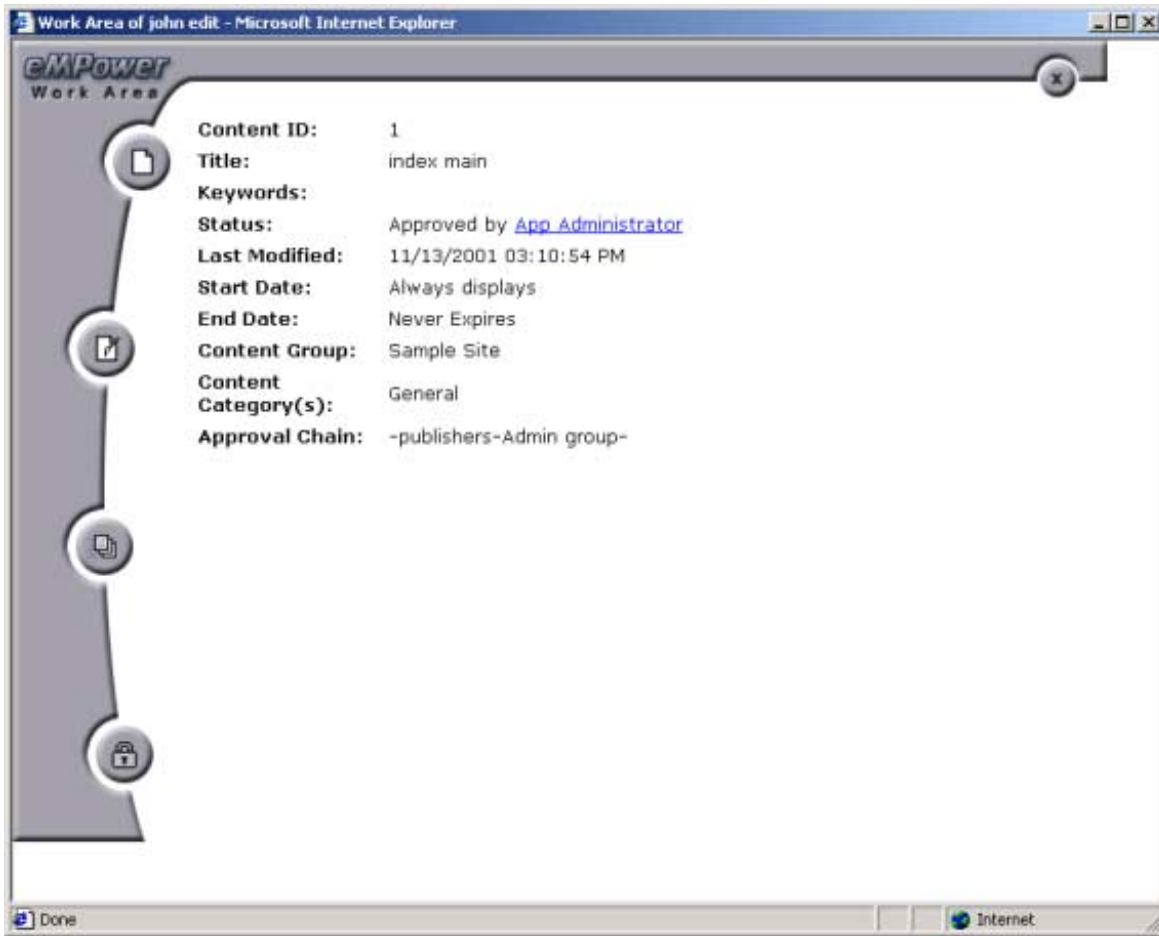


Figure 36: Display of Properties task selection

Logout

This task allows you the convenience of logging out of eMPower from the Menu.

Scheduling Content

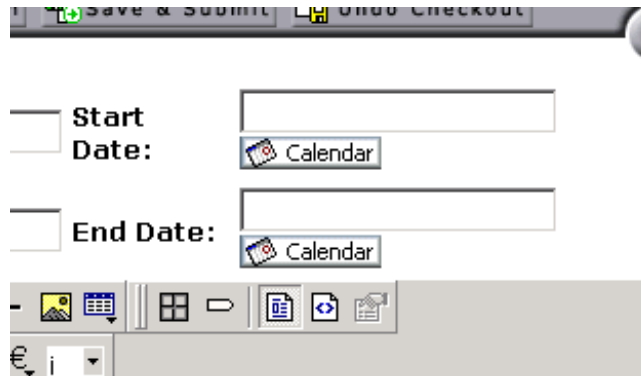
How it works:

When content is referenced in an eMPower site, it now checks a schedule ID within the content tags of eMPower. If this tag is enabled, it will supply dates to the application, which will then use it's logic to display the content based on the allowed schedule.

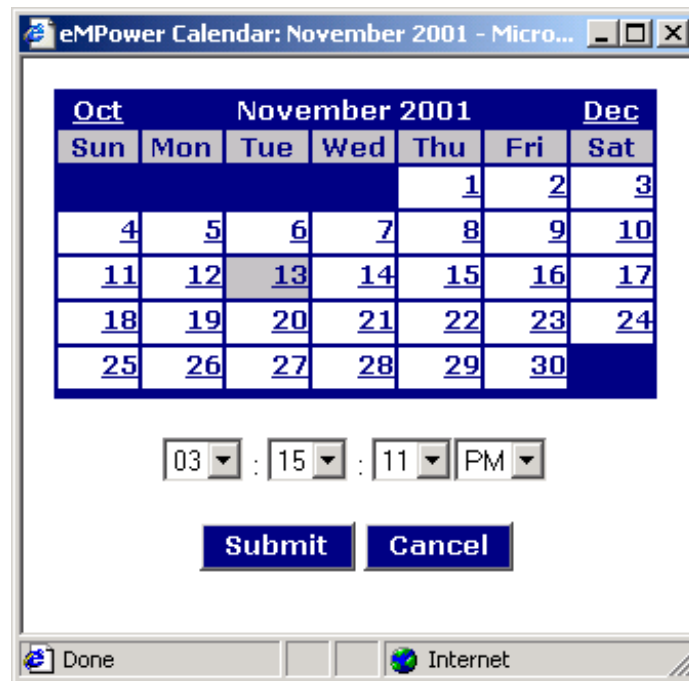
By default, all new content enable the schedule id by setting the date fields to blank and allowing you to select your desired schedule. Setting date and time when editing the content, will allow you to build a schedule that will tell you when that document is allowed on the site. When a document is off of the allotted schedule, you will not see it on the site or in the searches but will still see it when logged into eMPower.

Creating Scheduled Content:

To set a schedule on a document, you will need to enter the edit mode. Start and End date fields will have a button to a calendar below each of them.



When selected, another browser window will open and you will be able to select a date and time for the selected field.



Once the document has been submitted and approved, it will be available according to the schedule provided.

Start Date:

The start date is used to set the beginning date and time when that content is to begin displaying on the site. If blank, it will display immediately and be up until the end date (if specified).

End Date:

The end date is used to set the desired expiration date of the content. If blank, it will display from the start date (if specified) and display infinitely.

Note: If both date fields are blank, the content will always display. All new content blocks default to blank.

Scheduling Configurations:

The following is a table of possible scheduling configurations.

Start Date	End Date	Result
[blank]	[blank]	When no dates are entered the content will always show up.

06/22/2001 02:35:20 PM	[blank]	Content will begin to show up on the site on June 22 nd , 2001 at 2:35 PM and never expire.
[blank]	06/29/2001 02:39:20 PM	Content will show up on the site immediately and expire from the site on June 29 th at 2:39 PM.
06/22/2001 02:35:20 PM	06/22/2001 02:35:20 PM	Content will begin to show up on the site on June 22 nd , 2001 at 2:35 PM and will expire from the site on June 29 th , 2001 at 2:39 PM.

Content Editor

The eMPower Content manager comes with its own Content editor, **eWebEdit-Pro**. With this editor, you can add and modify your page Content with WYSIWYG ease-of-use. You can access the editor from many different areas of eMPower. When you select the Create Content, Checkout, or Edit tasks from the Menu, the Content Editor will be opened into your user work area and contain your Content. From any of these areas, New Content, Edit Content or Publish Content, select the edit icon and the Content Editor will open into your user work area and display with your Content inside it.

Using eWebEditPro

You will be using the Content Editor when you need to Create a new Content or Edit an existing Content. There will now be a variety of features available to you, to make these tasks easier and more productive. From this work area, you will be able to edit a Content, Create a new Content, Save the changes made, Checkin the Content, Submit it for approval, Undo the Checkout, and access the Library (see *Figure 37: Content Editor containing Content to be edited*).

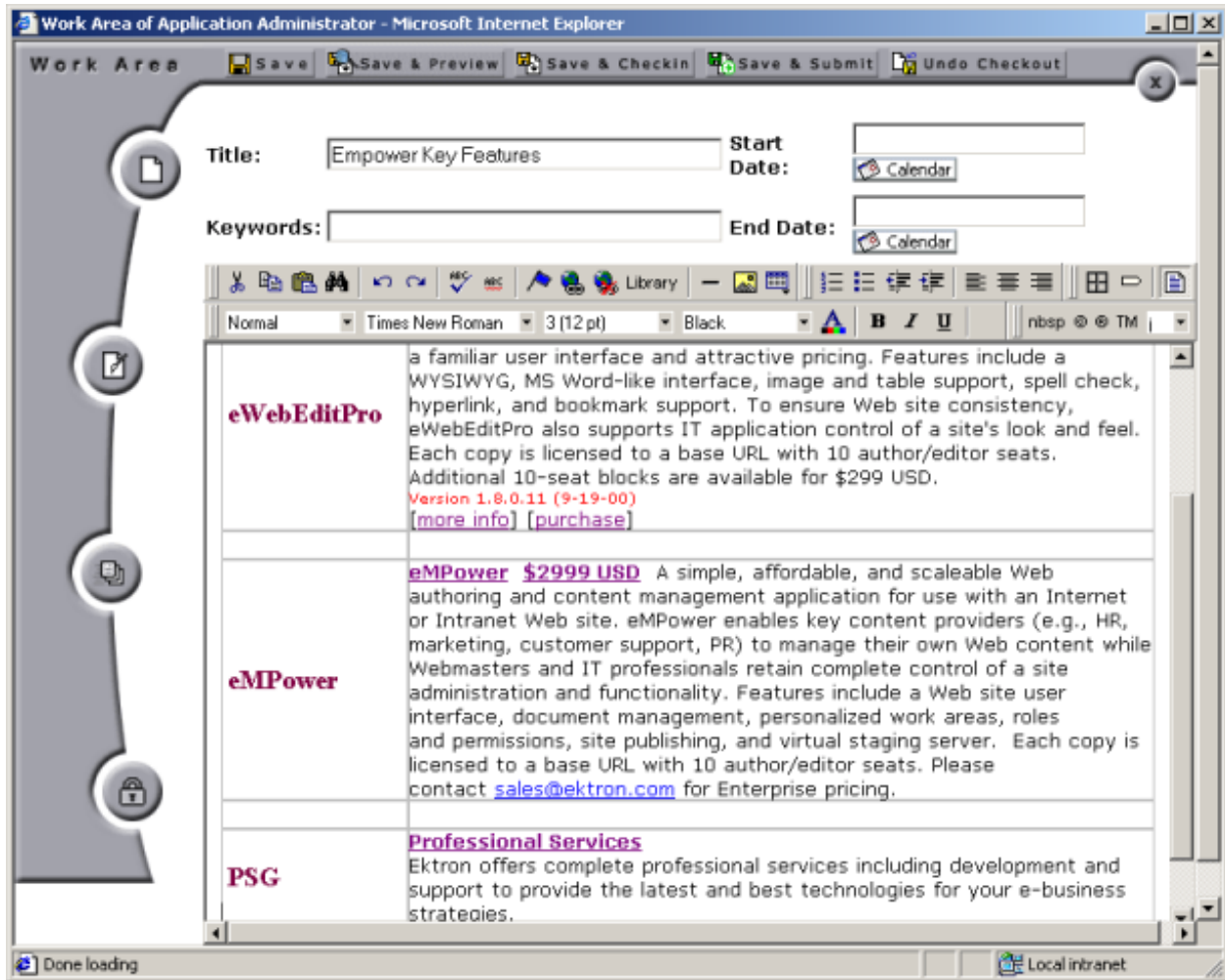
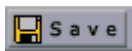
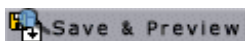


Figure 37: Content Editor containing Content to be edited

When the Content Editor is opened inside the work area, the following buttons will be available to you at various times. These buttons and their specific functions are described below. Please refer to Figure 37: Content Editor containing Content to be edited for their location in this area.

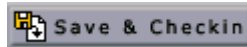


Click the **Save** button after editing a Content to save any changes that you have made. The Content will not be checked in. It will remain checked out and locked from other users until you Check In the Content or Submit it for approval.



Click the **Save & Preview** button after editing a Content to save any changes that you have made, and to preview the content to see how it will look on the Web site. The Content will not be checked in. It will remain

checked out and locked from other users until you Check In the Content or Submit it for approval.



Click the **Save and Checkin** button to save any Content changes made and Checkin the Content. You will then be given the opportunity to attach a "History comment" to that Content. If desired, type your comment into the displayed text box and click the Save button, when you are finished.



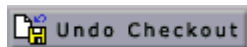
By clicking this button, a dated entry of this Content version will be made in the Document History area. When you checkin the Content, it will again be available to other users. If you are not fully finished with a document do not check it in. Instead, Save the document so that you can work on it later.



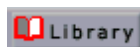
Click the **Save and Submit** button to save any Content changes made and submit the Content into the approval chain to be published. You will then be given the opportunity to attach a "History comment" to that Content. If desired, type your comment into the displayed text box and click the Save button, when you are finished.



By clicking this button, the comment will be saved and the Title of the Content will appear in the Publish Content area of the work area of those users, who are in the approval chain for that Content. If those users have requested "email notification" in their Personal Profile area then an email requesting approval will be sent to that user.



Click the **Undo Checkout** button to restore the Content back to its previous state. You can do this even after you may have saved the Content many times, as long as you do not check the Content in before clicking undo checkout. The version of Content that existed before you started editing will remain the same. It will appear to have never been checked out.



Click the **Library** button to access the image, file, and hyperlinks library. The library allows you to select and insert these items into your Content. The Administrator decides who receives what privileges of this library. See *the Library section for more information.*



Click the **Special Character** button to view a variety of characters that can be selected and inserted into your Content where the cursor is located.

You will notice in Figure 37: Content Editor containing Content to be edited, the Title and Keyword fields. The Content entered here can also be modified. Place your cursor inside the field and edit or enter any new Content you desire. The Title field is required.

Introduction to eWebEditPro

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

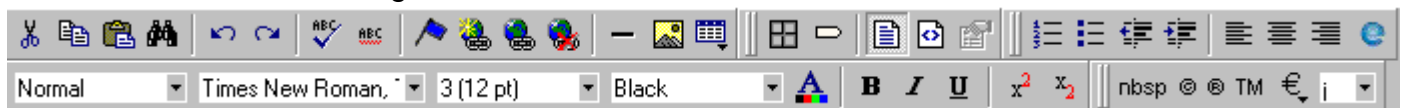
More specifically, eWebEditPro lets you perform web page editing functions, such as

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

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

Using eWebEditPro

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



Understanding the Toolbar, Menus and Dialog Boxes

This section explains the toolbars, menus and dialog boxes that you see in eWebEditPro.

Toolbar Buttons

This section explains how to use the buttons on the eWebEditPro toolbar. The toolbar is the row of buttons across the top of the editor window. The buttons let you perform functions such as cutting and pasting text, inserting images, and creating tables.

Below is an illustration of the toolbar.



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 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.




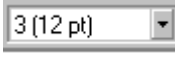
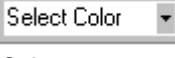







Selected text has a dark background and white letters, as illustrated below.





Horizontal Alignment	Sets the horizontal position of the entire table.
Border Color	Sets the color of the table borders unless <i>Use Default Color</i> is checked.

The following table explains each toolbar button.

Button	Equivalent Keystroke (Internet Explorer only)	Function
 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.)
 Paste	Ctrl+V	Insert the most recently cut or copied text and graphics at the current cursor location.
 Find	Ctrl+F	Search for text on the page.
 Undo	Ctrl+Z	Reverse the most recent action, as if it had never occurred. You can undo as many actions as you wish.
 Redo	Ctrl+Y	Reverse the undo action.
 Spell Check (manual)		Begin spell checker.
 Spell Check (automatic)		Turn on or off spell check as-you-type feature.
 Bookmark		Create a bookmark.
 New Hyperlink		Create a hyperlink.
 Edit Hyperlink		Change information about a hyperlink.
 Remove Hyperlink		Remove a hyperlink.
 Horizontal Line		Insert a horizontal line.
 Picture		Insert a picture.
 Table		Insert or edit a table.

Button	Equivalent Keystroke (Internet Explorer only)	Function
 Table Borders		Display table borders while in edit mode if the table's border size is set to zero (0).
 Show Invisible Elements		Display some characters that do not appear when the user views the page, such as end of line characters. Pressing this button does not display characters that indicate a bookmark.
 View as WYSIWYG		Display the content on the page as WYSIWYG (What You See Is What You Get). WYSIWYG is the ability to see in the editor exactly what will appear when user views the web page.
 View as HTML		Display the content on the page as HTML.
 View Preferences		Display a dialog box that lets you set default values for font, color and size when viewing as HTML. These settings are ignored when you view as WYSIWYG or when the user views your web page. This button is active only when the View as HTML button is pressed.
 Number		Begin the line on which the cursor rests with a number. If the line above this line is <ul style="list-style-type: none"> • not numbered, assign this line 1 • numbered, assign a number one more than the line above
 Bullet		Begin the line on which the cursor rests (or all selected lines) with a bullet (•).
 Indent		Increase or decrease the current line's distance from the left margin.
 Left, Center, and Right Justify		Align text so that it is arranged <ul style="list-style-type: none"> • evenly on the left side (uneven on the right) <ul style="list-style-type: none"> • in the center of each line • evenly on the right side (uneven on the left)
 About eWebEditPro		Display a dialog box that shows your version of <ProductName in table>eWebEditPro and your license keys.

Button	Equivalent Keystroke (Internet Explorer only)	Function
Style 		Display a list of styles. Users can select from the list to apply a style to selected text.
Heading Size 		Change the heading size. Your Webmaster determines which heading sizes are available.
 Font Style		Change the font style. Your Webmaster determines which fonts are available. <i>Note: If more than one font appears in a selection, the browser tries to display the web page using the first font. If it cannot find that font, it tries to use the second, etc.</i>
 Font Size		Change the font size. Your Webmaster determines which font sizes are available.
 Font Color		Change the font color. Your Webmaster determines which colors are available. <i>Note: Your Web Master may disable one or both of the font color toolbar options.</i>
 Font Color		Change the font color.
 Bold	Ctrl+B	Make the text bold .
 Italic	Ctrl+I	Make the text <i>italic</i> .
 Underline	Ctrl+U	Make the text <u>underlined</u> .
 Strikethrough		Apply strikethrough to the text.
 Superscript		Make the text ^{superscript} .
 Subscript		Make the text _{subscript} .
nbsp		Insert a blank space character. Although you can add spaces in the editor using the <space> bar on the keyboard, those spaces are ignored by a browser when it displays a page.

Button	Equivalent Keystroke (Internet Explorer only)	Function
 Copyright		Insert copyright symbol.
 Registered Trademark		Insert registered trademark symbol.
TM		Insert trademark symbol.
 and  Special Characters		Insert special characters (such as £ μ Ñ) from a drop down list. To view the list, click the black down arrow.

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.

Customizing Your Toolbar

Introduction to Menu Customization

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

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



This sample toolbar has five menus.

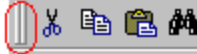
Moving a Menu Off the Toolbar

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

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

To move a menu, follow these steps.

1. Place the cursor on the double vertical bars that indicate the

beginning of the menu. 

2. Click the mouse.

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

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

- 5.

Changing the Menu's Orientation

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

1. Drag the menu from the toolbar.

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

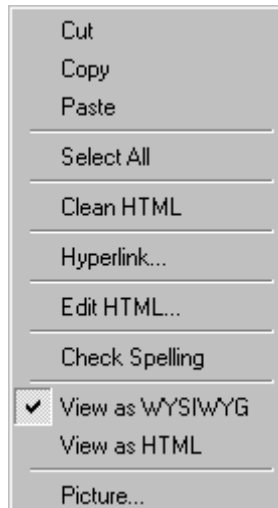


3. Drag the cursor to the lower left. As you do, the menu's orientation changes from horizontal to vertical (illustrated below).



The Context Sensitive Menu

This section explains the functions available on the menu that appears when you right click the mouse within the eWebEditPro editor. Because this menu can change depending on what you are doing, it is called a *context-sensitive* menu.



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.”

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

Menu Option	Lets you
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.)
Paste	Insert the most recently cut or copied text and graphics at the current cursor location.
Select All	Select all information on your page. After you select it, you can cut it, copy it, etc.

Menu Option	Lets you
Clean HTML	Remove unnecessary HTML tags
Hyperlink	Create a link to another web page or a spot within the current page
Edit HTML	Edit your page's HTML
Check Spelling	Compare words in the editor to Microsoft WORD spelling list.
View as WYSIWYG/HTML	View and edit your page's HTML
Picture	Insert a picture

Using eWebEditPro's Advanced Features

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

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

This section of the manual explains how to use the features of eWebEditPro that require a more detailed explanation.

Copying from Other Applications

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

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

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

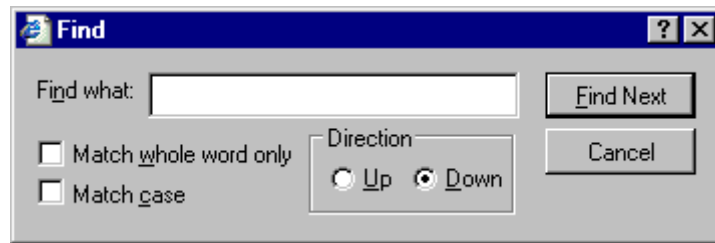
- If you want to copy images, you must first upload them to the server, using the image upload feature. (The Image Upload feature is described in the eWebEditPro Installation/Integration manual for the platform you are using.)
- You can only copy content, not background information that generates content.

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

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

Finding Text

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



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

The dialog box also lets you specify

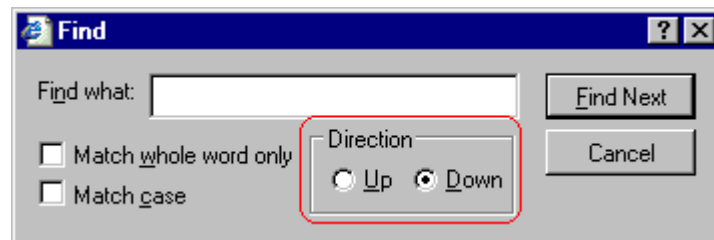
- a search direction
- if the search considers the case (upper or lower) of the search term
- whole word match

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

Specifying a Search Direction

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

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

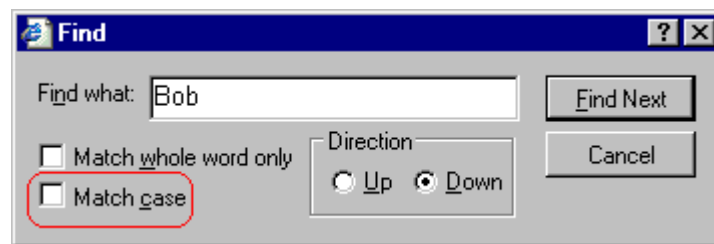


To search from the cursor location to the	Click this option in the Direction field
end of the page	Down
top of the page	Up

Considering the Case of a Search Term

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

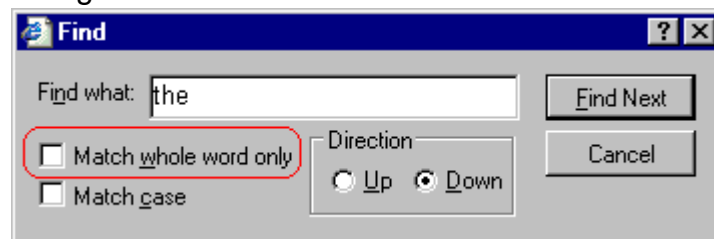
If you want the search to be case sensitive, use the **Match case** checkbox on the Find window. If you enter **Bob** in the **Find What** field and place a check in the **Match case** box, the search only stops at Bob, not bob or BOB.



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 **others** and **theater**.

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



Checking Spelling


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


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

NOTE: If Norton Antivirus™ 2001 is installed on your computer, you need to disable script blocking in order to use the spell checker. To do this, follow these steps.

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

Check Spelling as You Type

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

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

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

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 to indicate the end of a word.


Fixing Spelling Errors

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

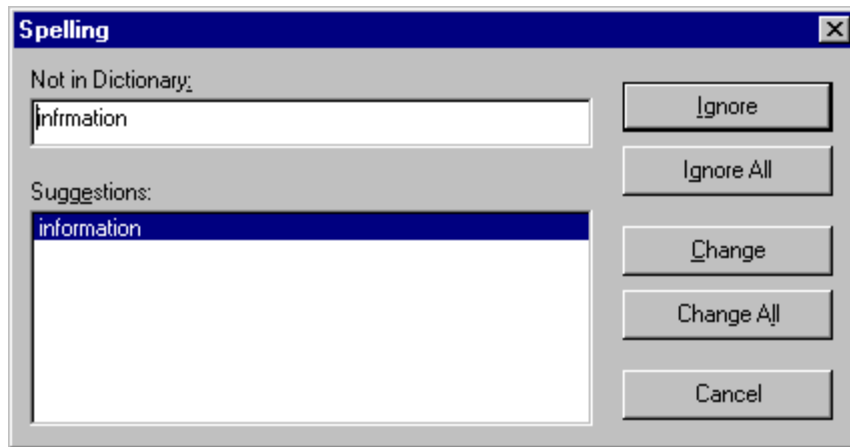
- click the misspelled word and then right click. A menu displays words that are similar to the misspelled word. Click the correct word.

- 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 not in any of the dictionaries, it displays the Spelling dialog box.



The Spelling Dialog Box

The Spelling dialog box displays



- the word not in the dictionary (in the **Not in Dictionary** field).
- suggested spellings for the word (in the **Suggestions** field). The most likely replacement is selected at the top of the list.
- buttons that let you ignore the word, change the word, or exit.

If you want to	Do this
Replace the word with one of the suggestions and continue spell checking the page.	<ol style="list-style-type: none"> 1. Click the suggested word. 2. Click Change.
Replace <i>every occurrence</i> of the word with one of the suggestions and continue spell checking the page.	<ol style="list-style-type: none"> 1. Click the suggested word. 2. Click Change All.


If you want to	Do this
Correct the spelling of the word by typing it and continue spell checking the page.	<ol style="list-style-type: none"> 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 .

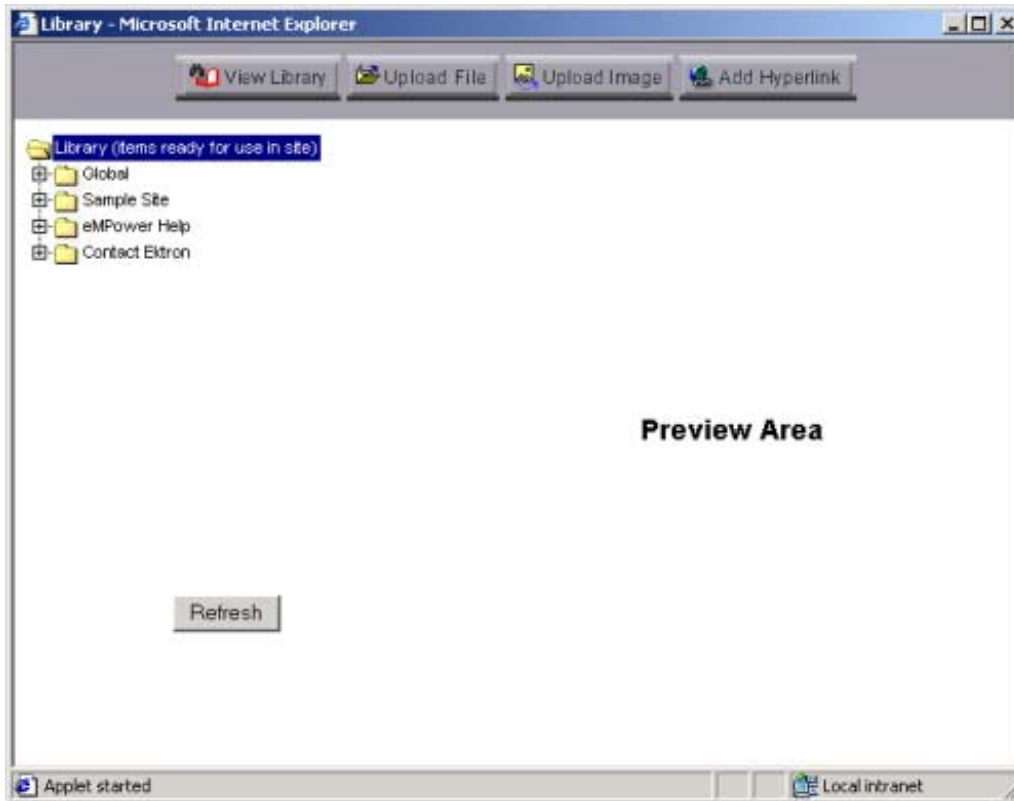
Spell Checking Selected Text

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.
4. When the spell checker finishes reviewing the words in the selected text, it displays the following message
Finished checking selection. Do you want to check the rest of the document?
 Click **Yes** to spell check the rest of the document (including text above the selected text).
 Click **No** to stop the spell checker.

Inserting Pictures

To insert a picture into the editor, place the cursor where you want the image to appear and click the **Library** button () . When you click the button, the eMPower Library illustrated below appears



For more information about using the library, go to "Library" on page 25.

Using Media Selection Dialog Box

When using the Media Selection dialog box, you can adjust an image already inserted in your content.



This section will discuss changing the properties of an image. For uploading and inserting images into the library and content blocks, go to “Library” on page 25.

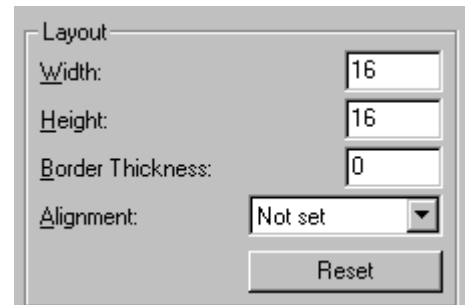
The Picture Properties Dialog Box

You can 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
Adjust the alignment of the picture	Alignment

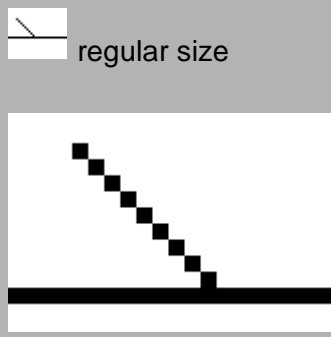
NOTE: If you substantially adjust the picture’s height and/or width, the picture may be distorted when users view your web page.

Pixels

A pixel is a single point in a graphic image.

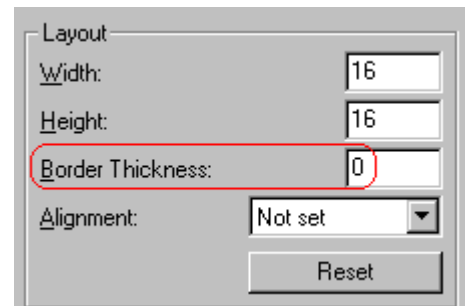
Computer monitors display pictures by dividing the screen into thousands of pixels, arranged in rows and columns. The pixels are so close together that they appear connected.


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




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.



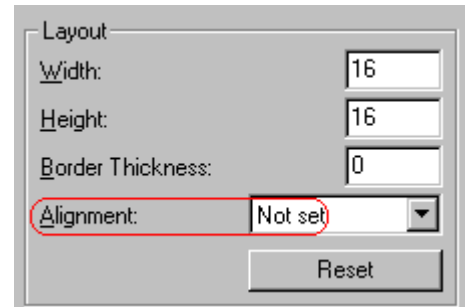
Here is a picture with a 1 pixel border. 

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 (for example, blue or purple if visited).

Aligning the Picture

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









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

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



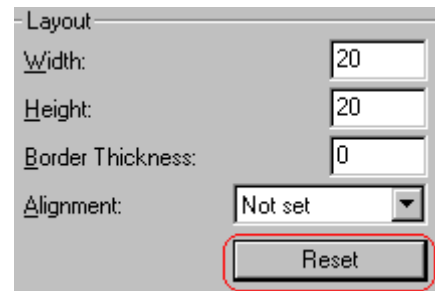
The following table lists your alignment choices.

To align	Click this in the Alignment field	Illustration
The picture on the left margin, allowing subsequent text to wrap around it	Left	 A small red square icon with a white circle and a red arrow pointing to the left, positioned at the left edge of a text block.
The picture on the right margin, allowing subsequent text to wrap around it	Right	
The top of the picture with the top of the text	Text Top, Top	 A small red square icon with a white circle and a red arrow pointing to the top, positioned at the top edge of a text block.

To align	Click this in the Alignment field	Illustration
The vertical center of the picture with the <i>baseline</i> of the text	Middle	 middle
The vertical center of the picture with the <i>vertical center</i> of the text	AbsMiddle	 absmiddle
The bottom of the picture with the <i>baseline</i> of the text (This is the default alignment)	Bottom, Baseline	 bottom
The bottom of the picture with the <i>bottom</i> of the text	AbsBottom	 absbottom

Resetting Width, Height, Border Thickness, and Alignment

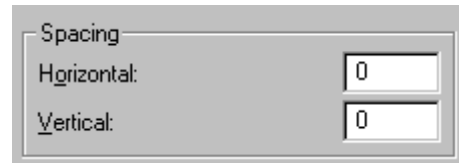
If you adjust the picture's width, height, border thickness, and/or alignment and later want to restore *all* of those settings to their original values, click the **Reset** button.



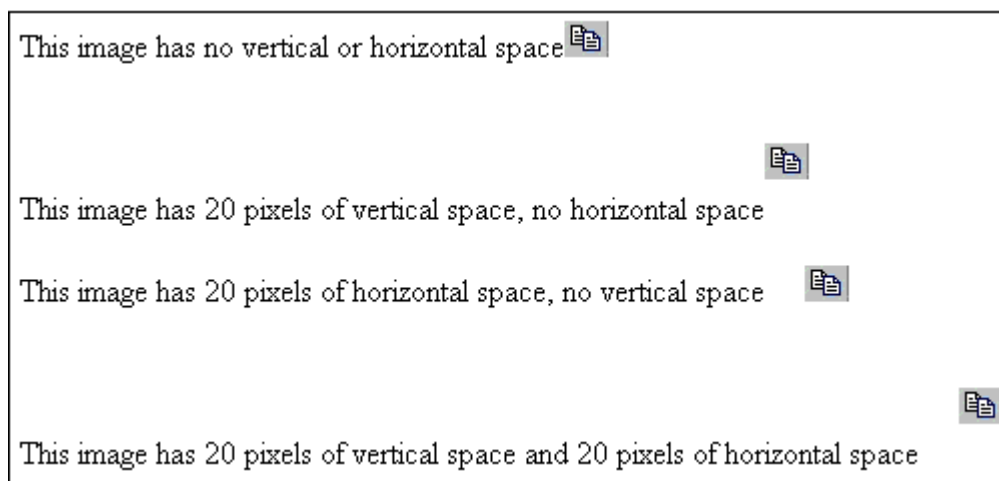
Note that you cannot selectively restore some settings -- the **Reset** button automatically restores all of them.

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.



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.

Deleting a Picture

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

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

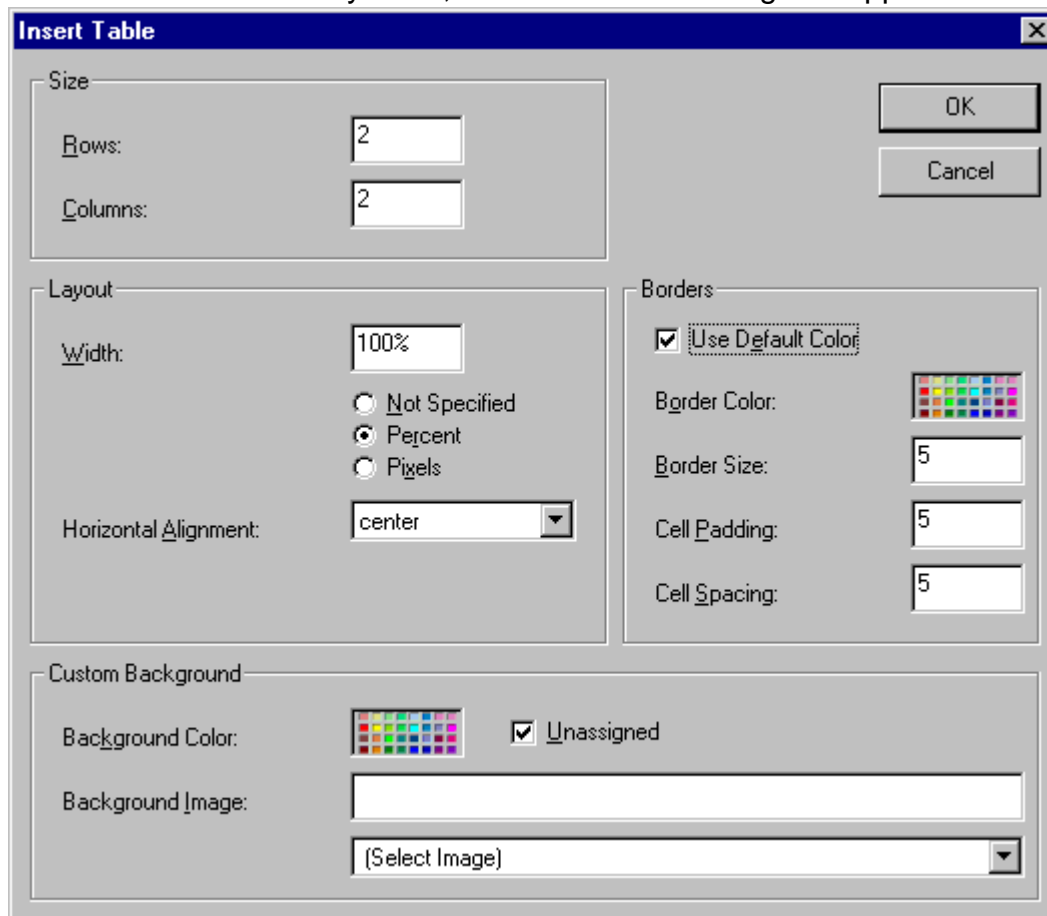
Introduction to Tables

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

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

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.



Insert Table

Size

Rows: 2

Columns: 2

Layout

Width: 100%

Not Specified


Percent

Pixels

Horizontal Alignment: center

Borders

Use Default Color

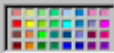
Border Color: 

Border Size: 5

Cell Padding: 5

Cell Spacing: 5

Custom Background

Background Color:  Unassigned

Background Image:

[Select Image]

OK

Cancel

NOTE: You can also access this dialog box after you insert it. To do so, follow these steps.

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

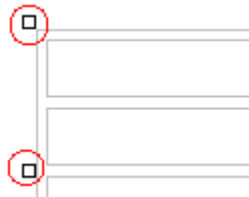
When creating a table, you can specify the

- number of rows and columns
- width
- horizontal alignment on the page
- background color or background picture
- border size and color

Deleting a Table

To delete a table, follow these steps

1. Move the cursor over the table until it 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 cell text in columns.

Horizontal Alignment	Right	Left	Center
	text	text	text

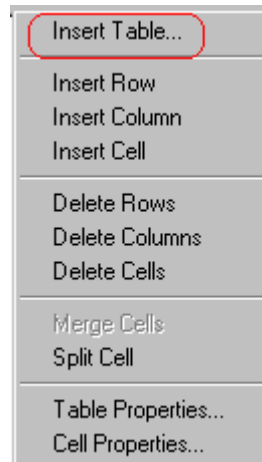
NOTE: HTML does not let you use tabs or spaces to align text in columns. You must use a table to align columns.

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

1. Place the cursor in the cell into which you want to insert a table.

2. Click the Insert Table button ().

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



4. The Insert Table dialog box appears.

5. Edit the fields in the dialog box as needed. Then, click **OK**.

Creating Forms with eMPower







eMPower comes with a special Form Element toolbar which allows you to easily set up a form in any of your content blocks.









By default, the Form Elements toolbar is only enabled for Administrators in the Sample site. As a content contributor, you may or may not have the form toolbar enabled. Ask your Web Site Administrator if you have this feature enabled.

Form Elements Toolbar Buttons

Shown in the table below is a brief description of each toolbar button.

Button	Description
Form 	<i>This will insert the form tags.</i>
Button 	<i>This will insert a button that you may set a value to.</i>
Submit Button 	<i>This will insert a Submit button into the form.</i>
Reset Button 	<i>This will insert a Reset button into the form.</i>
Hidden Text Field 	<i>This will insert a hidden text field into the form.</i>
Text Field 	<i>This will insert a text field into the form.</i>

Password Field 	<i>This will insert a password text field into the form.</i>
Text Area 	<i>This will insert a text box into the form.</i>
Radio Button 	<i>This will insert a radio button into the form.</i>
Check Box 	<i>This will insert a check box into the form.</i>
Select List 	<i>This will insert a select list into the form.</i>
File Upload 	<i>This will insert a text field and a browse button to allow you to upload a file.</i>

Inserting a Form

To begin, you must first insert the form into the editor. To do this, first click on the **Form** button on the toolbar.

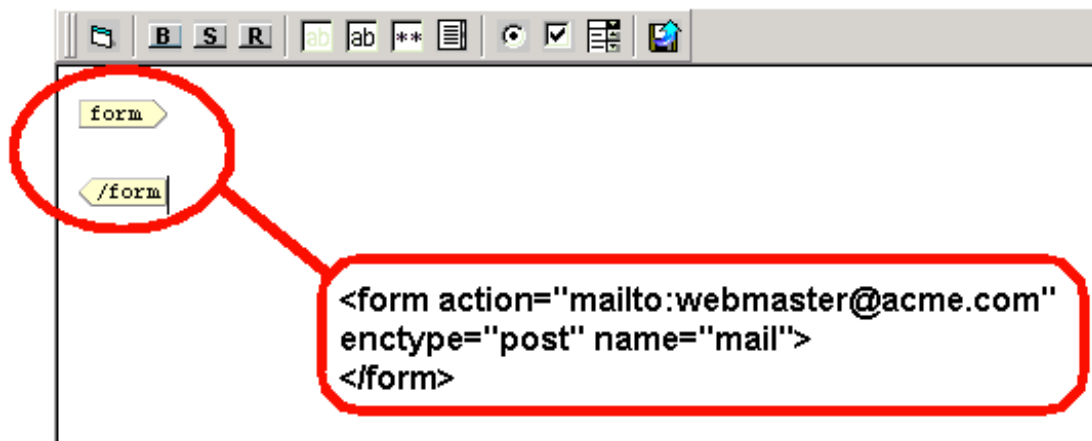


Once you have clicked on the Form button, a window will open where you will be able to specify the required attributes of the form:

Fill out the form with the following information:

Field	Description
Name	<i>Enter a name for the form.</i>
Action Page	<i>Enter the url where the data from the form will be processed by a CGI script or gateway system.</i>
Method	<i>Select the method you want the data to be sent to the server.</i>
EncType	<i>Select the media type of the information being processed by the <FORM> tag.</i>

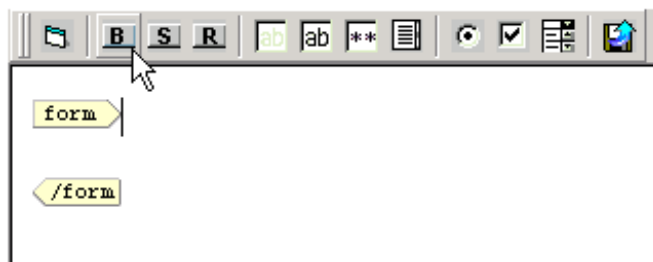
When you have filled out and selected all those fields, click the **Insert** button to insert the form into the editor.



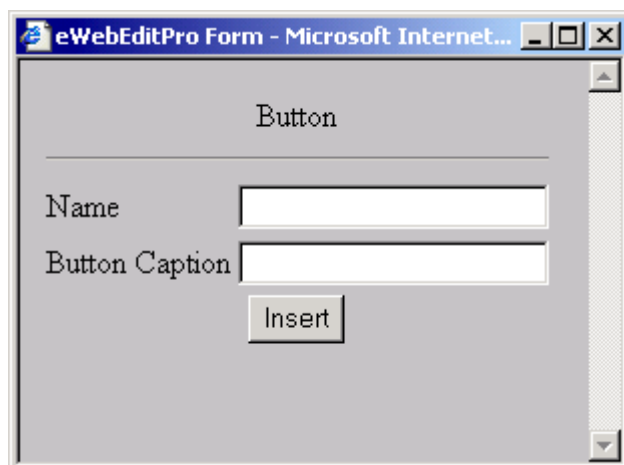
From here, you will be able to add the rest of the elements to the form you have just created.

Inserting a Button

To begin, click on the **Button** button on the Form Elements toolbar:



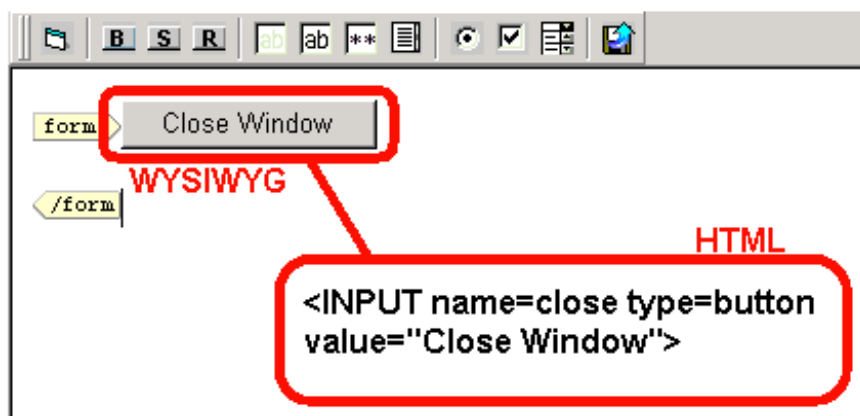
After you click on the button, a window will open with two fields you will need to fill out.



Fill out the fields according to the information shown below:

Field	Description
Name	<i>This is the name of the button that will be used when the form is being processed by the server.</i>
Button Caption	<i>This will be the text that will placed on the button.</i>

Once you have filled out all these fields, click the **Insert** button to insert it into the form.

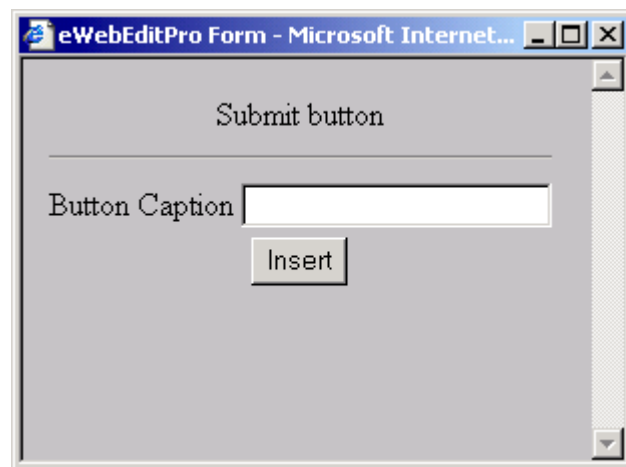


Inserting a Submit Button

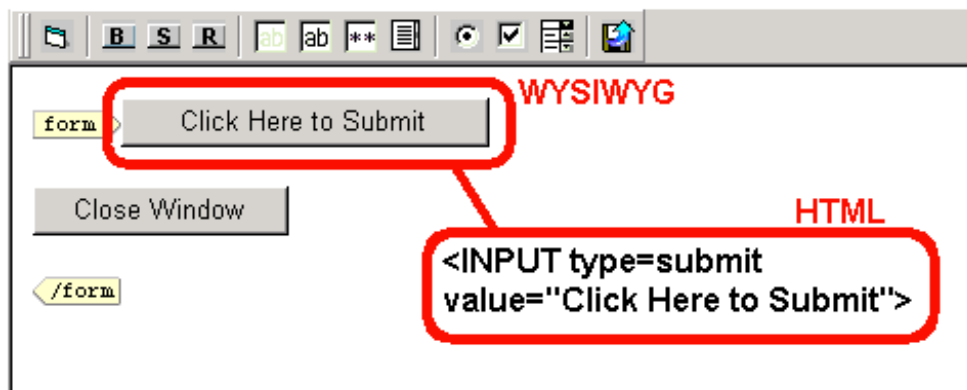
To insert a Submit button into your form, begin by clicking on the **Submit** button on the toolbar.



Once you have clicked the submit button, you will be prompted with the following window.



On this screen, enter the caption that you would like for the Submit button, then click **Insert**.

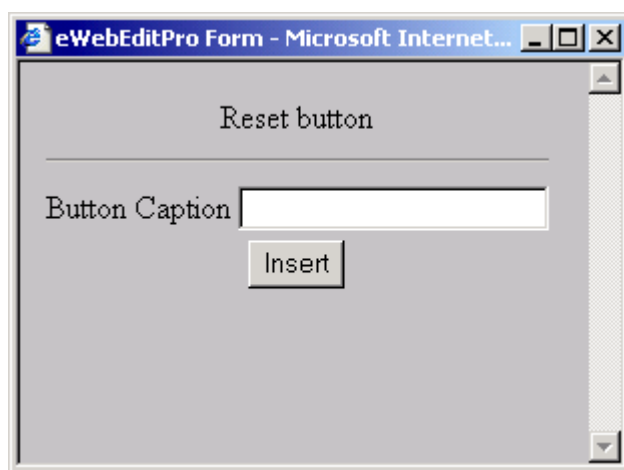


Inserting a Reset Button

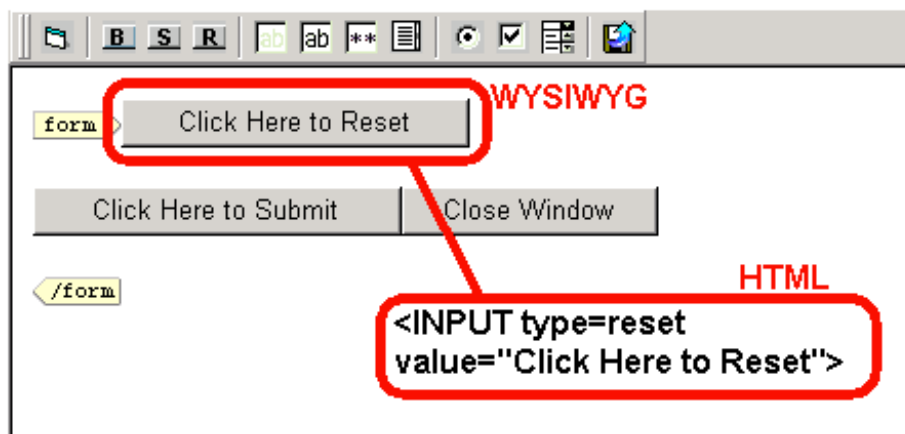
To insert a Reset button into your form, begin by clicking on the **Reset** button on the toolbar.



Once you have clicked the **Reset** button, you will be prompted with the following window.

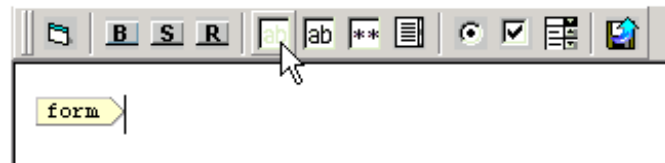


On this screen, enter the caption that you would like for the Reset button, then click **Insert**.

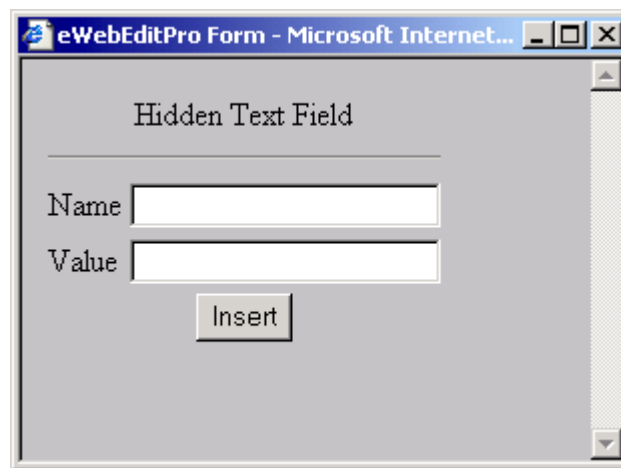


Inserting a HiddenText Field

To insert a hidden text field, begin by clicking on the **Hidden Text Field** button on the toolbar.



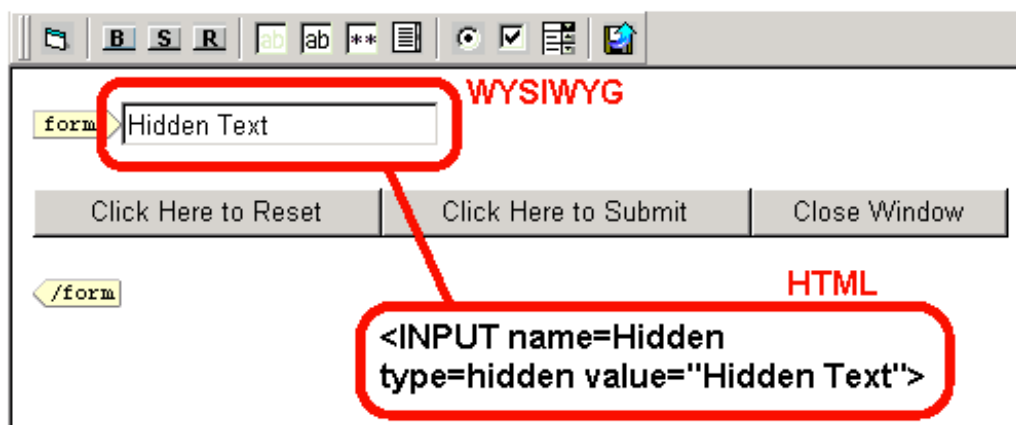
Once you have clicked on the Hidden Text Field button, a window will pop up where you may enter information necessary for the field.



Use the table below to properly fill out this form:

Field	Description
Name	<i>This is the name of the field that will be used when the form is being processed by the server.</i>
Value	<i>This will be the default text that will be placed into the field.</i>

When you have properly filled in the fields, click the **Insert** button.



Inserting a Text Field

To insert a text field, begin by clicking on the **Text Field** button on the toolbar.



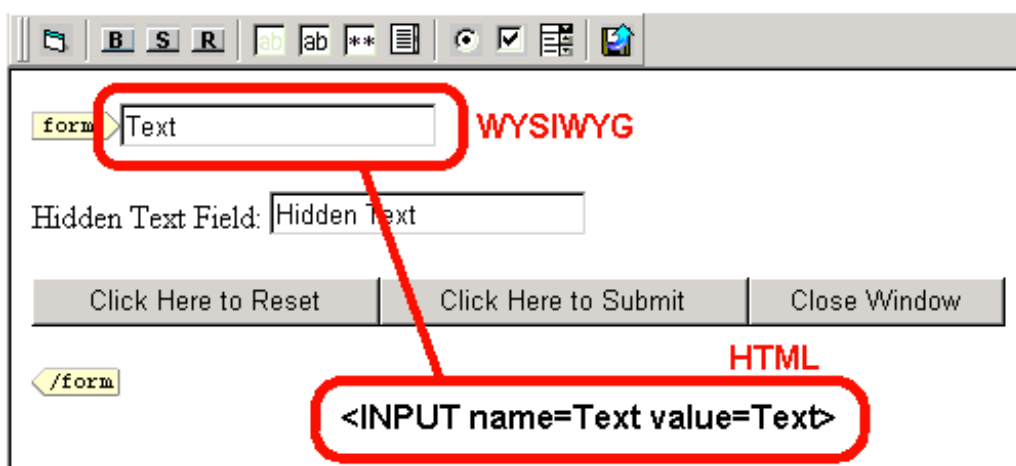
Once you have clicked on the Text Field button, a window will pop up where you may enter information necessary for the field.

The image shows a dialog box titled "Text Field" from the eWebEditPro application. The dialog box has a title bar that reads "eWebEditPro Form - Microsoft Internet...". Inside the dialog, there are three input fields: "Name", "Value", and "Size". Below these fields is an "Insert" button. The "Name" field is currently empty, the "Value" field is empty, and the "Size" field is empty.

Use the table below to properly fill out this form:

Field	Description
Name	<i>This is the name of the field that will be used when the form is being processed by the server.</i>
Value	<i>This will be the default text that will be placed into the field.</i>
Size	<i>This will be the size, in length, of the text box</i>

When you have properly filled in the fields, click the **Insert** button.



Inserting a Password Field

To insert a password field, begin by clicking on the **Password Field** button on the toolbar.



Once you have clicked on the Password Field button, a window will pop up where you may enter information necessary for the field.

Use the table below to properly fill out this form:

Field	Description
Name	<i>This is the name of the field that will be used when the form is being processed by the server.</i>
Value	<i>This will be the default text that will be placed into the field.</i>
Size	<i>This will be the size, in length, of the password text box</i>

When you have properly filled in the fields, click the **Insert** button.

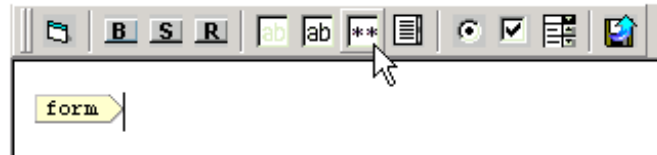
WYSIWYG

HTML

```
<INPUT name=password type=password value=Password>
```


Inserting a Text Area Field

To insert a text area field, begin by clicking on the **Textarea** button on the toolbar.

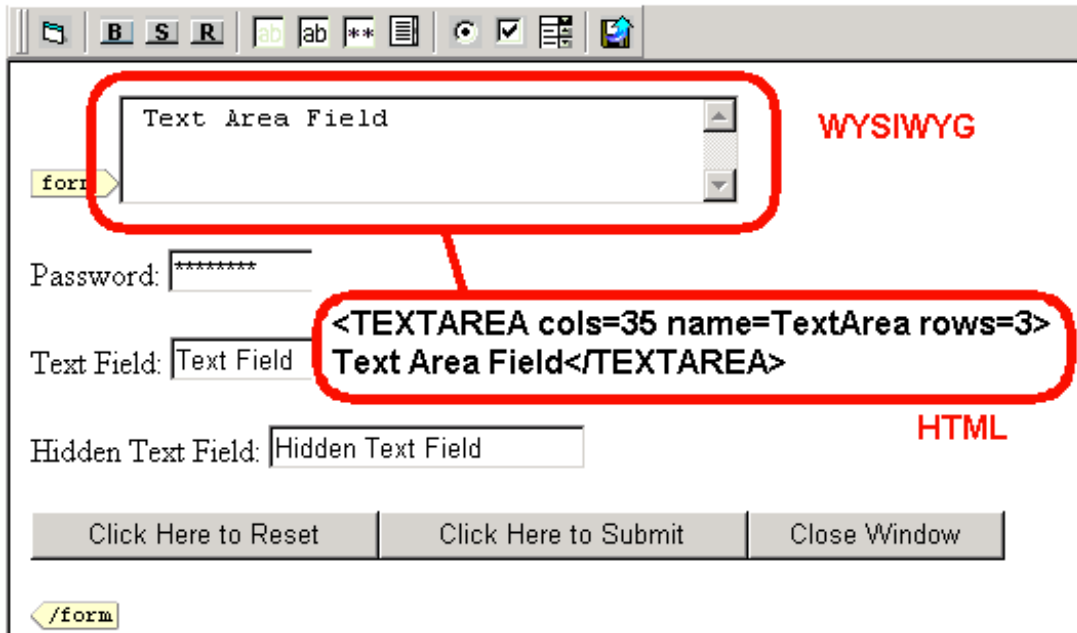


Once you have clicked on the Textarea button, a window will pop up where you may enter information necessary for the field.

Use the table below to properly fill out this form:

Field	Description
Name	<i>This is the name of the field that will be used when the form is being processed by the server.</i>
Value	<i>This will be the default text that will be placed into the field.</i>
Columns	<i>This will be the amount of columns the text area box will span</i>
Rows	<i>This will be the height, in rows, of the text area box.</i>

When you have properly filled in the fields, click the **Insert** button.

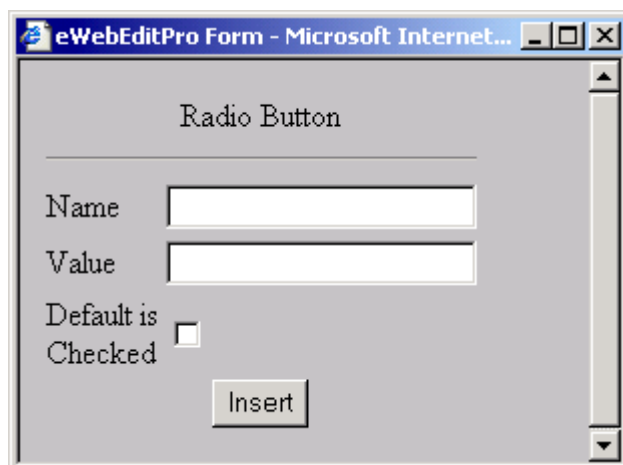


Inserting a Radio Button

To insert a Radio Button, begin by clicking on the **Radio Button** button on the toolbar.



Once you have clicked on the toolbar button, a window will pop up where you may enter information necessary for the radio button.

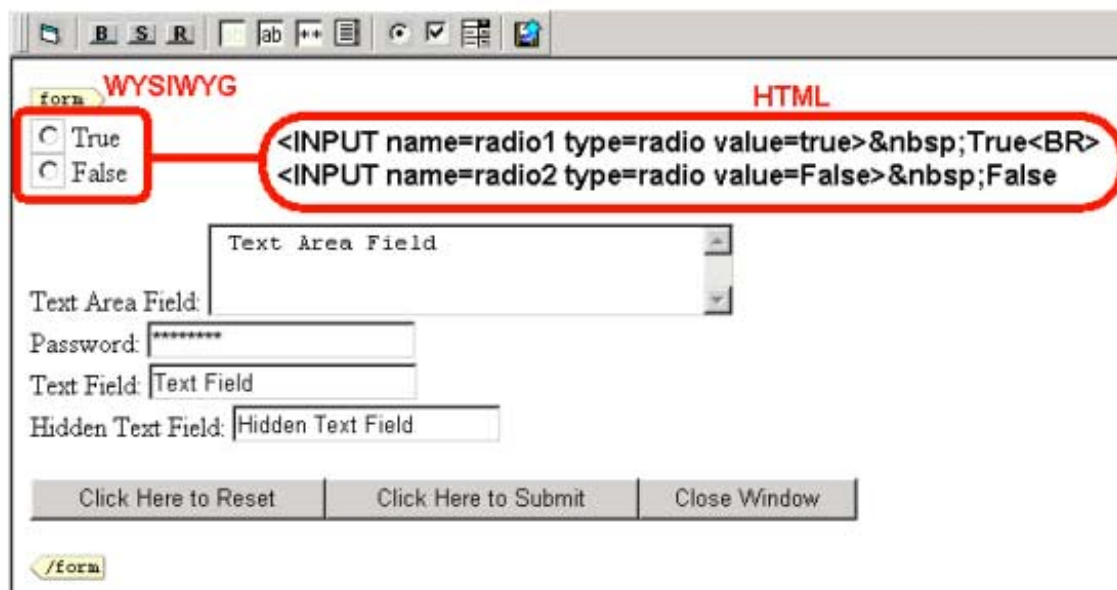


The screenshot shows a dialog box titled "eWebEditPro Form - Microsoft Internet...". The main content area is titled "Radio Button". It contains three input fields: "Name", "Value", and "Default is Checked". The "Default is Checked" field is a checkbox. Below the fields is an "Insert" button.

Use the table below to properly fill out this form:

Field	Description
Name	<i>This is the name of the field that will be used when the form is being processed by the server.</i>
Value	<i>This is will be the data sent to the server if the radio button is checked.</i>
Default is Checked	<i>Check off the box if you want the radio button to be checked off by default.</i>

When you have properly filled in the fields, click the **Insert** button.



Inserting a Check Box

To insert a Check Box, begin by clicking on the **Checkbox Button** button on the toolbar.



Once you have clicked on the toolbar button, a window will pop up where you may enter information necessary for the check box.

Use the table below to properly fill out this form:

Field	Description
Name	<i>This is the name of the field that will be used when the form is being processed by the server.</i>
Value	<i>This is will be the data sent to the server if the checkbox button is checked.</i>
Default is Checked	<i>Check off the box if you want the check box to be checked off by default.</i>

When you have properly filled in the fields, click the **Insert** button.

Inserting a Select List

To insert a Select List, begin by clicking on the **Select** button on the toolbar.



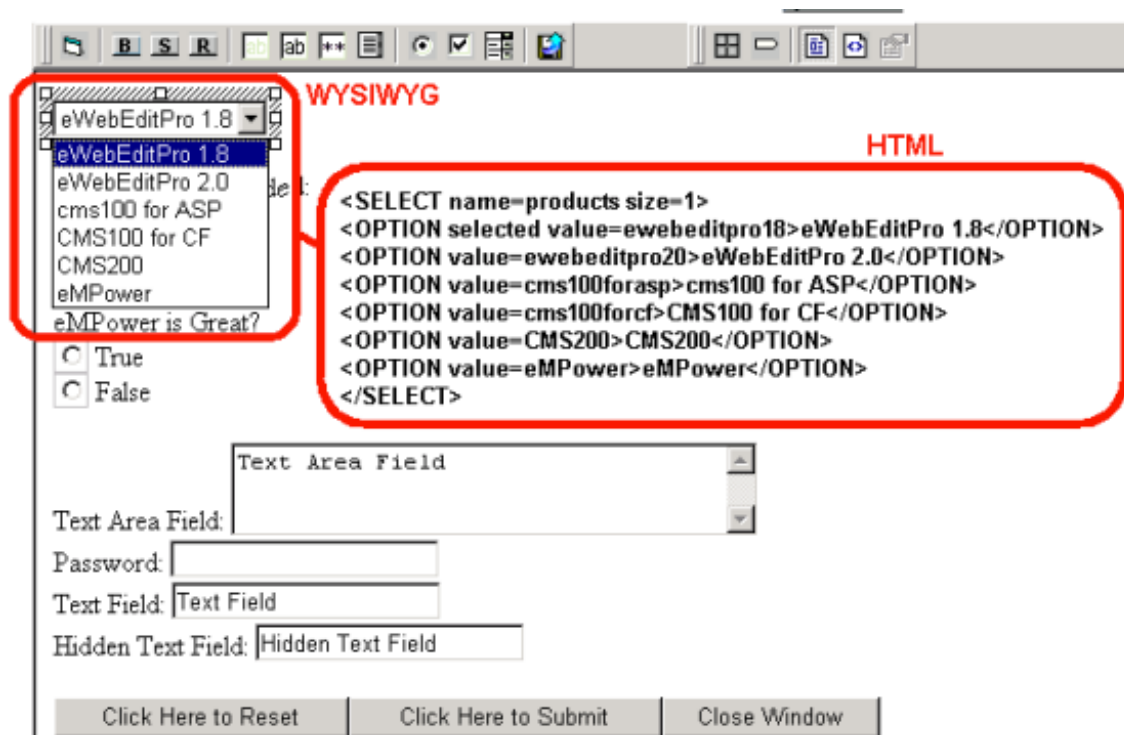
Once you have clicked on the toolbar button, a window will pop up where you may enter information necessary for the select list.

A screenshot of the 'Select' dialog box in eWebEditPro. The dialog box is titled 'Select' and is displayed in a Microsoft Internet Explorer window. It contains several input fields and a checkbox. The fields are: 'Name' (a single-line text box), 'Size' (a small text box), 'Allow Multiple' (a checkbox), and four pairs of 'Option Name' and 'Display Value' (each pair consisting of two text boxes). An 'Insert' button is located at the bottom of the dialog box. A thick black wavy line is drawn across the middle of the dialog box, separating the top section from the bottom section.

Use the table below to properly fill out this form:

Field	Description
Name	<i>This is the name of the field that will be used when the form is being processed by the server.</i>
Size	<i>The size, in rows, the list will display as.</i>
Allow Multiple	<i>Checking off this box allows people to select more than one option on the select list by using the Ctrl button</i>
Option Value	<i>This is will be the data sent to the server if the option is selected.</i>
Display Name	<i>This is the name that the will be displayed on the list.</i>

When you have properly filled in the fields, click the **Insert** button.



Inserting a File Upload Field

To insert a File Upload field, begin by clicking on the **File Upload** button on the toolbar.



Once you have clicked on the toolbar button, a window will pop up where you may enter information necessary for the file upload field.

 A screenshot of a dialog window titled "eWebEditPro Form - Microsoft Internet...". The window has a title bar with standard Windows window controls. The main area is titled "File" and contains two input fields: "Name" and "Size". Below these fields is an "Insert" button.

Use the table below to properly fill out this form:

Field	Description
Name	<i>This is the name of the field that will be used when the form is being processed by the server.</i>
Size	<i>The size, in coulms, the list will display as.</i>

When you have properly filled in the fields, click the **Insert** button.

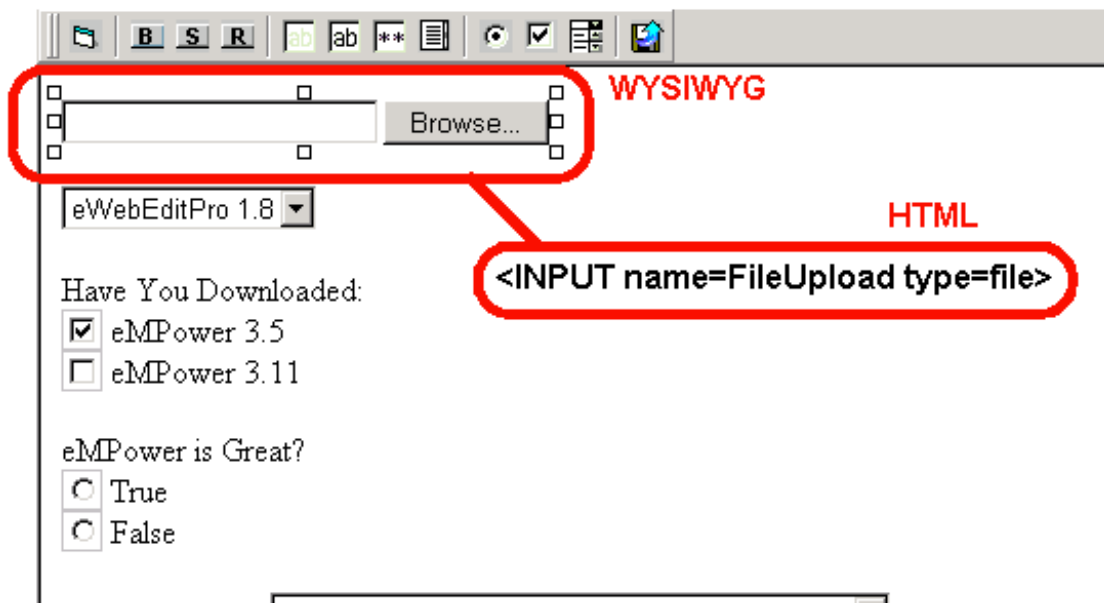

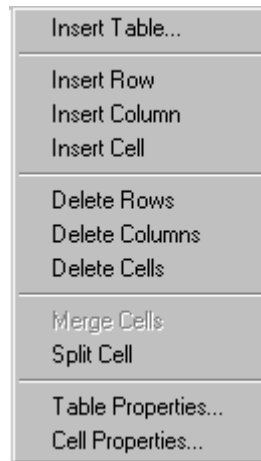


Table Dialog Boxes and Menus

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 of the manual that describes the feature in more detail.

The Insert Table Menu

You access the Insert Table menu by clicking on the Insert Table button () . When you do, the following menu appears.



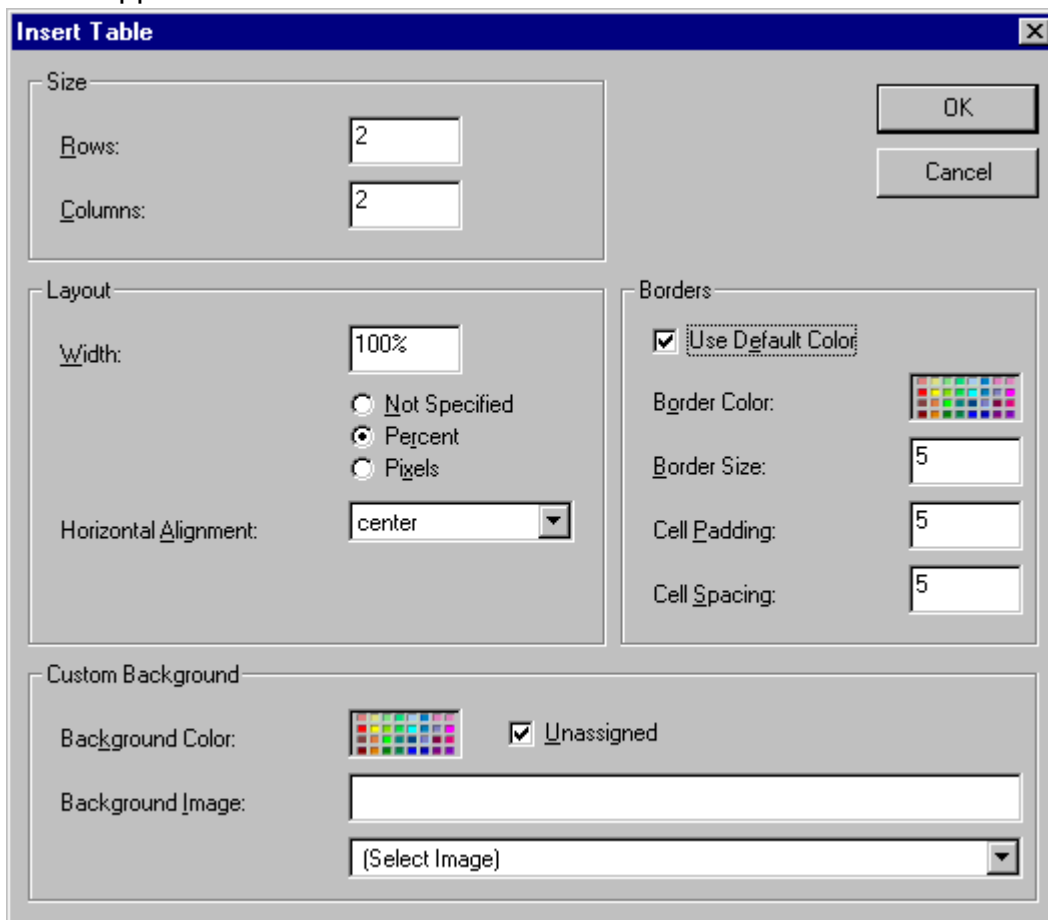
The following table lists the menu options and where to get more information on each.

Menu Option	Description
Insert Table	Insert a new table where the cursor is currently resting
Insert Row	Create a new table row above the row in which the cursor is currently resting
Insert Column	Create a new table column next to the column in which the cursor is currently resting
Delete Row	Delete table row in which the cursor is currently resting
Delete Column	Delete table column in which the cursor is currently resting
Merge Cells	Combine the contents of two or more selected cells into one

Menu Option	Description
Split Cell	Divide a cell into two. Each cell occupies one half the size of the original cell.
Table Properties	Specify table properties such as the number of rows and columns, and their width
Cell Properties	Specify cell properties, such as width and alignment

The Table Properties Dialog Box

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

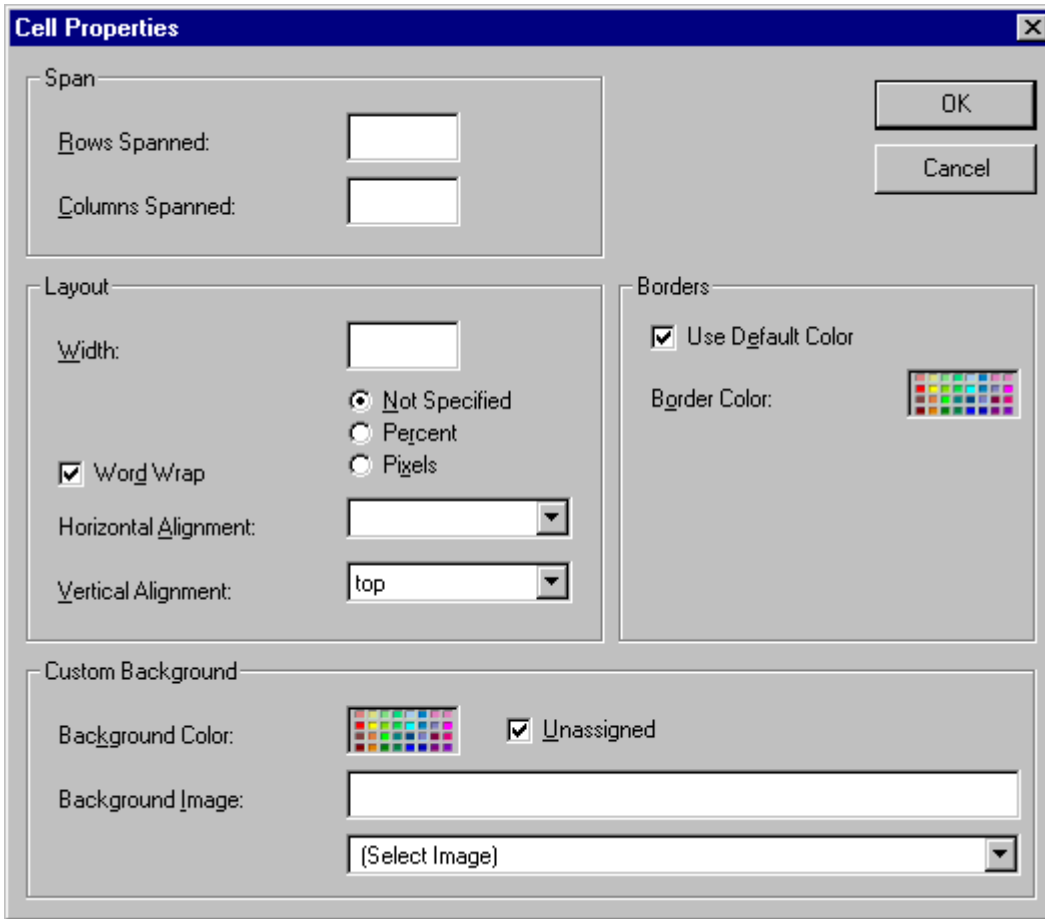


The following table lists the fields on this dialog box and refers you to the section of the manual that explains each field.

Field(s)	Lets you specify
Size: Rows, Columns	The number of rows and columns in the table
Layout: Width	Table width
Layout: Horizontal Alignment	The table's alignment across the web page
Background Color	The background color of the table
Background Image	A background image for the table
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
Border Size	The size of the table border
Cell Padding	The space (in pixels) between the cell text and a cell's border
Cell Spacing	The space (in pixels) between a cell and surrounding cells

The Cell Properties Dialog Box

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



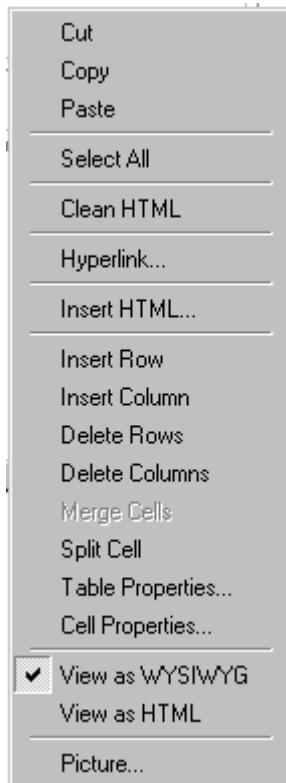
The following table lists the fields on this dialog box and refers you to the section of the manual that explains each field.

Field(s)	Lets you specify
Rows Spanned	If the cell spans two or more rows
Columns Spanned	If the cell spans two or more columns
Width	The minimum cell width
Word Wrap	Whether text moves down to the next line when it reaches the specified width of a cell
Horizontal Alignment	The alignment of data across a cell
Vertical Alignment	The alignment of data up and down within a cell
Background Color	The cell's background color, if you want it to be different from the table's background color

Field(s)	Lets you specify
Background Image	A background image for the cell
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

The Table Context Sensitive Menu

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



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

Menu Option	Lets you
Cut	Remove selected text and graphics. Place that data into temporary memory. (If you later cut or copy more information into memory, the original information 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.)

Menu Option	Lets you
Paste	Insert the most recently cut or copied text and graphics at the current cursor location.
Select All	Select all information on your page. After you select it, you can cut it, copy it, etc.
Clean HTML code	Remove unnecessary HTML tags
Hyperlink	Create a link to another web page or a spot within the current page
Insert HTML	Insert some HTML code that you wrote
Insert Row	Create a new table row above the row in which the cursor is currently resting
Insert Column	Create a new table column next to the row in which the cursor is currently resting
Delete Rows	Delete table row in which the cursor is currently resting
Delete Column	Delete table column in which the cursor is currently resting
Merge Cells	Combine the contents of two or more cells into one
Split Cell	Divide a cell into two. Each cell occupies one half the size of the original cell.
Table Properties	Specify table properties such as the number of row and columns, and width
Cell Properties	Specify cell properties such as width and alignment
View as HTML/WYSIWYG	View your page's HTML code
View as WYSIWYG	View your page in WYSIWYG mode
Edit HTML	Edit HTML code for the selected text
Picture	Insert an image

Manipulating Your Table's Format

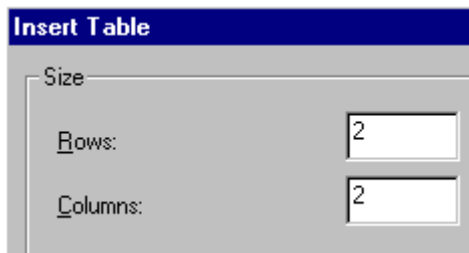
This section explains how to manipulate your table's format by specifying

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

NOTE: You can also apply most of these properties to individual cells within a table.

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 sequence of cells, while a column is a vertical sequence.

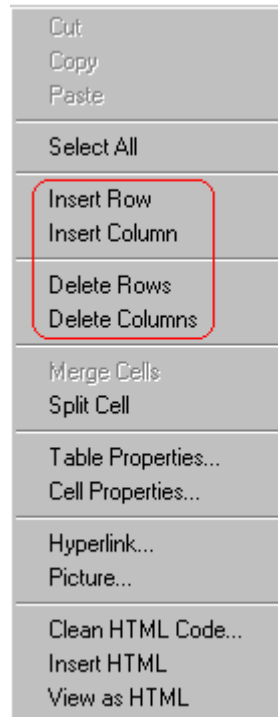
The diagram shows a 5x5 grid of cells. A red horizontal line with arrows at both ends spans across the top row of cells, with the word 'Rows' written in red above it. A red vertical line with arrows at both ends spans down the first column of cells, with the word 'Columns' written in red to its left.

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.

Adding or Removing Rows and Columns

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

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



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

Placement of Inserted Row or Column

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

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

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. 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.

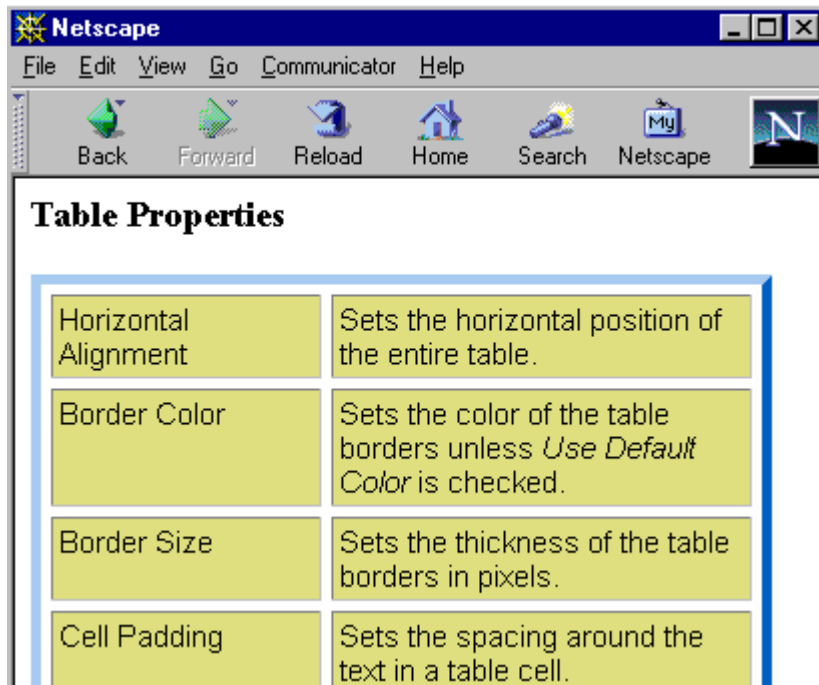
NOTE: In order for the table to resize with the browser, the **Word Wrap** attribute must be turned on in all of a table's cells.

For 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).

The screenshot shows the Netscape browser interface with the 'Table Properties' dialog box open. The dialog box contains a table with the following properties:

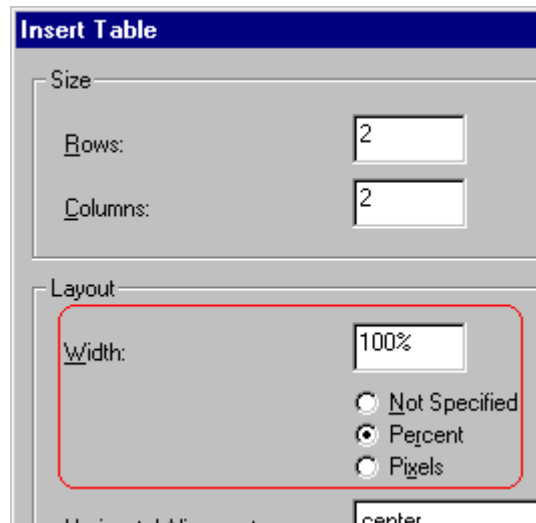
Table Properties	
Horizontal Alignment	Sets the horizontal position of the entire table.
Border Color	Sets the color of the table borders unless <i>Use Default Color</i> is checked.
Border Size	Sets the thickness of the table borders in pixels.
Cell Padding	Sets the spacing around the text in a table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

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



Setting Table Width by Percentage

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

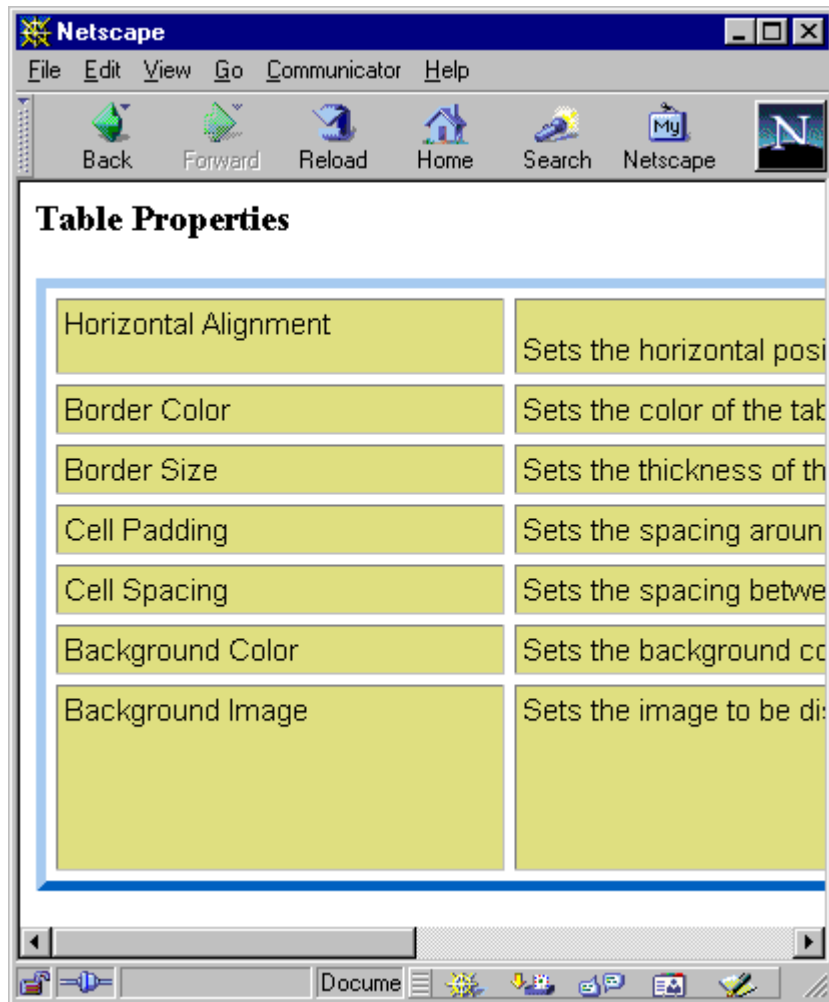


Specifying Table Width by Pixels

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

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

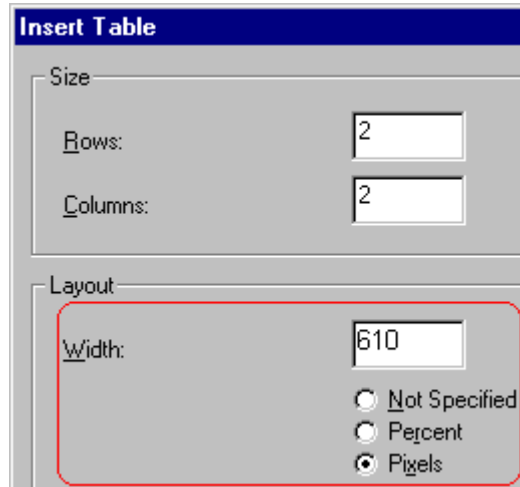
If the user resizes the browser so that it only occupies the left half of the screen, only the left half of the table appears. A scroll bar appears at the bottom of the browser. The user must move the scroll bar to see the rest of the table.



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.
Border Color	Sets the color of the table borders unless <i>Use Default Color</i> is checked.
Border Size	Sets the thickness of the table borders in pixels.

In this example, the table is left justified, so this text appears to the right of the table.

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

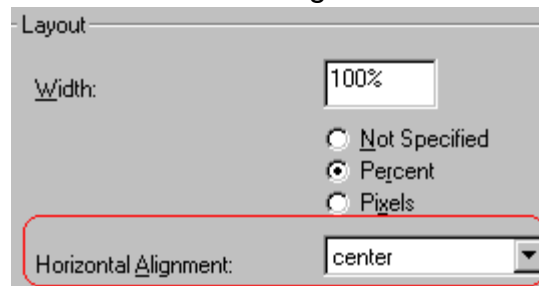


Table Backgrounds

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 <i>Use Default Color</i> is checked.

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

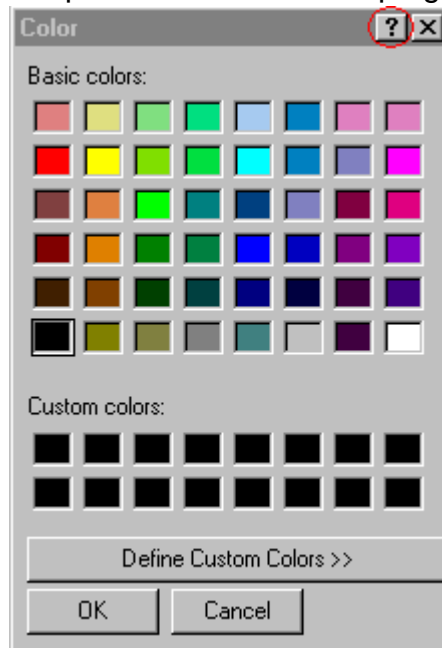
To assign a background color to your table, click the **Background Color** field on the Insert Table dialog box.



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.

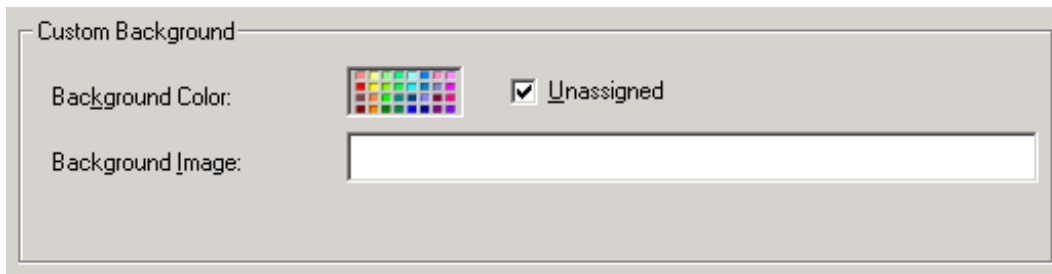
Deleting a Table's Background Color

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. Enter the filename of the image that you would like to use as a background image.
2. 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
- 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.



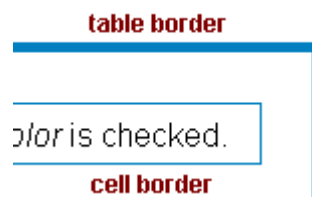
3. Select the value in the **Background Image** field and press <Backspace>.

4. Click **OK**.

Setting Table Borders

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.

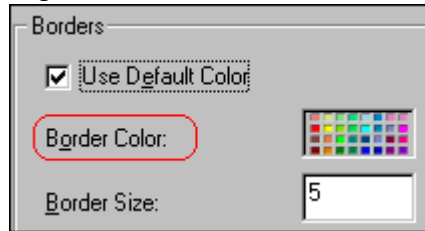


If you want a table's border to "disappear," set it to the same color as the page's background color. This technique is often used to format text on a web page.

Assigning a Cell Border Color

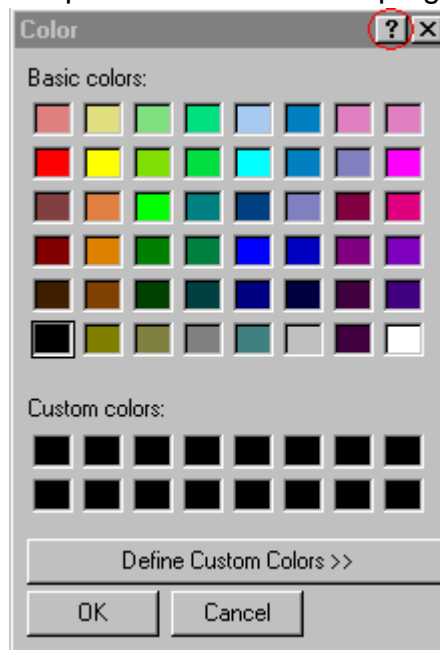
Each cell also has a border that separates it from the other cells and the table border. By default, a cell's border color matches the table border. However, you can individually change a cell border color.

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



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

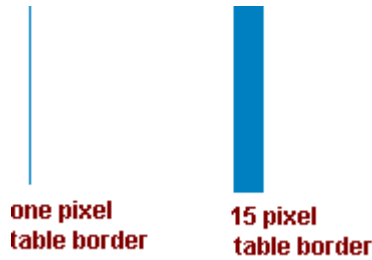
1. Click the question mark in the top right corner.



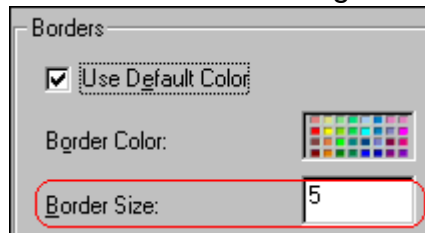
2. A large question mark appears next to your cursor.
3. Drag the question mark to the area of the dialog box that you want to learn about.
4. Click the mouse button. A box appears with instructions for that area.


Assigning Border Size

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



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



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

Working with Table Cells

Along with functions for managing tables, eWebEditPro also lets you perform actions on individual cells within a table.

You can perform the following actions on individual table cells.

- Specify a width.
- 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 114, there are several ways to set the width of a table. Within a table, you can also specify the width of an individual cell.

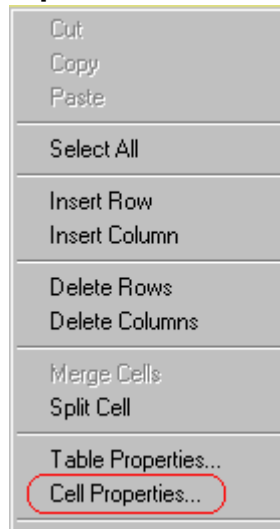
When you set a cell width, there is no guarantee that the cell will occupy that width when displayed in a browser. This is because the cell is part of a column, and changes to other cells in the column can affect the cell whose width you set. Setting cell width only guarantees that the cell will not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

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

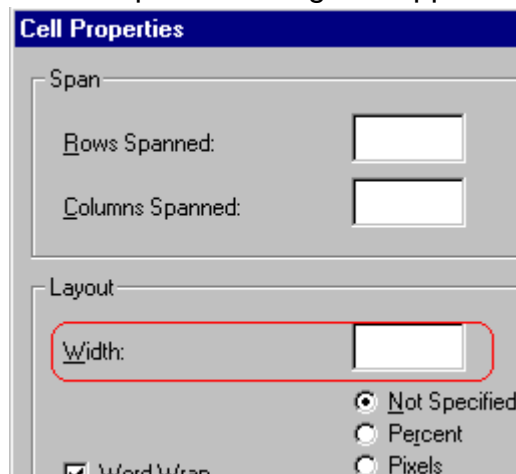
To specify a cell's width, follow these steps.

1. Place the cursor in the cell whose width you want to set.

2. Right click the mouse.
3. Click **Cell Properties** from the menu.



4. The Cell Properties dialog box appears.



5. In the layout section of the dialog box, enter the cell width at the **Width** field. You can enter the width in pixels or percentage. These choices are explained in “Specifying Table Width” on page 114.
6. Click **OK**.

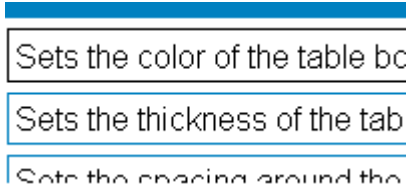
Setting a Cell's Border Color

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

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

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

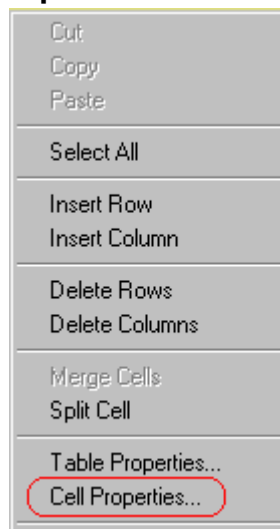
This example illustrates the effect of different cell border colors within a table.



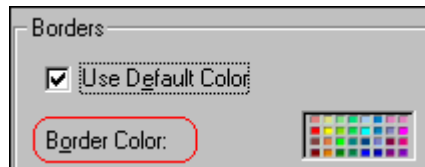
If you want a cell's border to "disappear," set it to the same color as the table's background color.

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

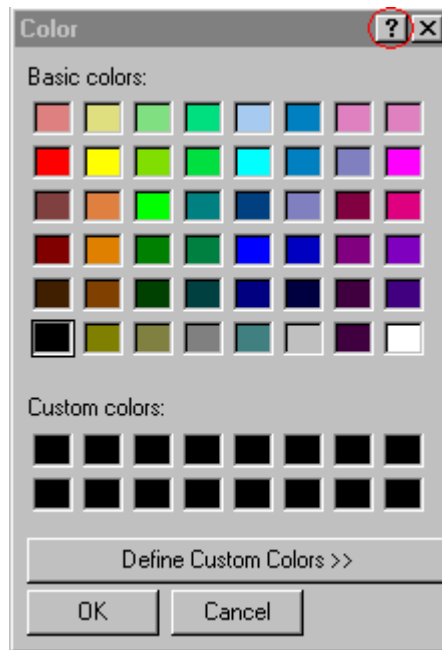
1. Move the cursor to the cell and right click the mouse.
2. Click **Cell Properties** from the menu.



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



4. When you click that field, a Windows Color selection box appears. Click the color that you want to apply to the cell border. Within the color box, you can click the question mark to get help on how to use it.



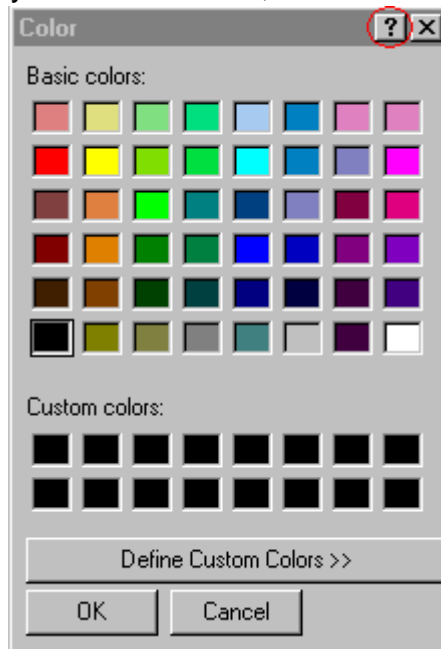
Specifying a Cell's Background Color

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

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



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

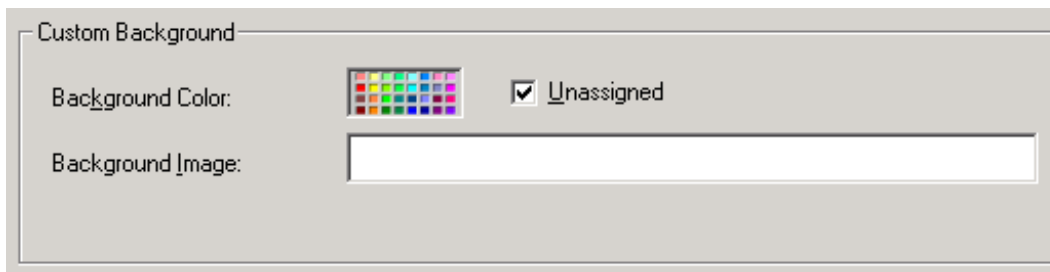


5. Click a color apply to the background of the cell.

Specifying a Background Image for a Cell

To insert an image into a cell, follow these steps.

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



4. Enter the filename of the image that you want to use for a Cell Background Image
5. Click **OK**.

Note that when you apply a background image to a cell

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

Deleting a Background Image

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

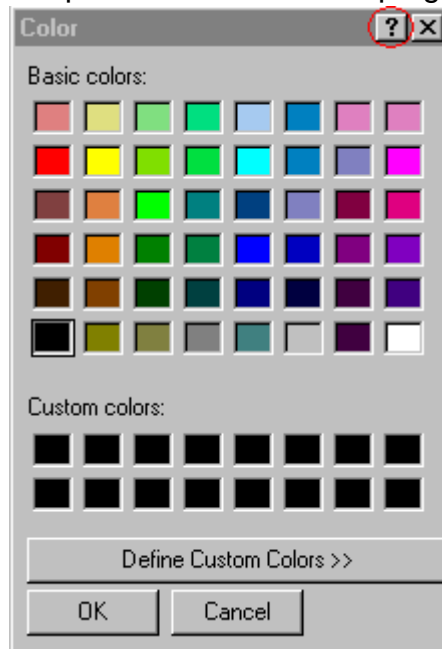


- 3.Select the value in the **Background Image** field and press <Backspace>.

Using the Color Box

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

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



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

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

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

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.



Spanning Rows or Columns

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

Sports Teams		
City	Baseball Team	Hockey Team
Boston	Red Sox	Bruins
New York	Yankees	Rangers
Chicago	White Sox	Bears

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

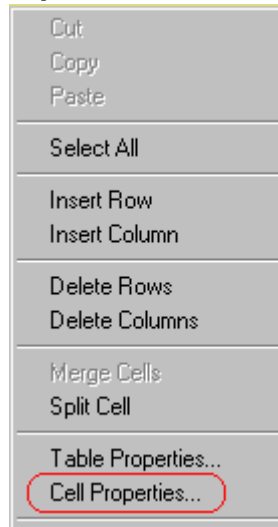
Colleges	
City	Name
Boston	Boston College
	Northeastern University
	Boston University
New York	Columbia University

Spanning More than One Row or Column

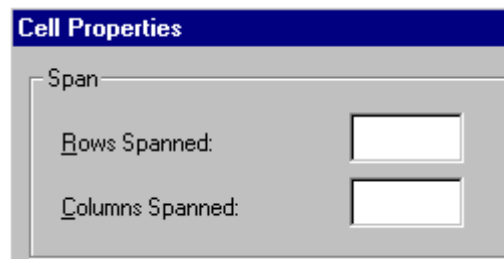
To have a table cell span more than one row or column, follow these steps.

1. Place the cursor in the cell that will span rows or columns.
2. Right click the mouse.

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



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



5. Click **OK**.

NOTE: 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

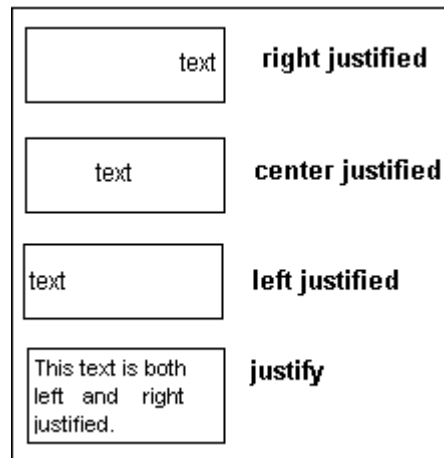
Within a cell, you can specify how your text aligns horizontally and vertically.

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.)

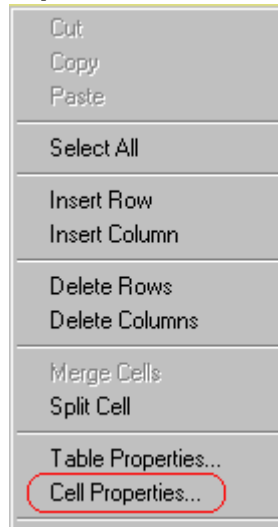
This example illustrates these choices.



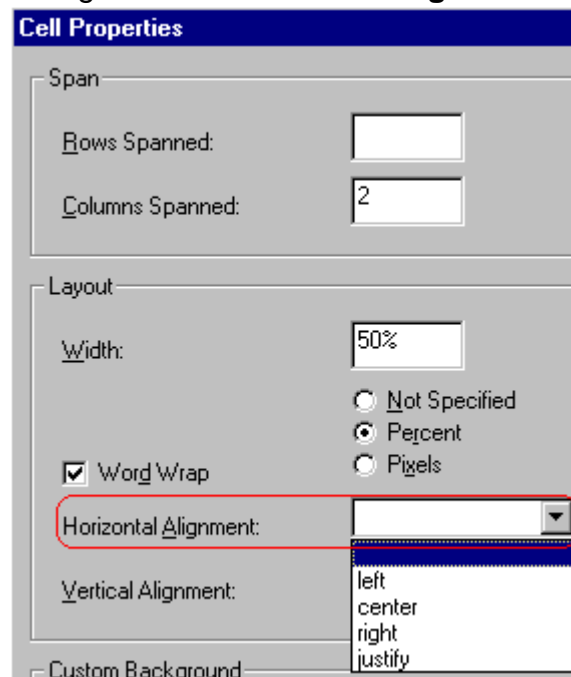
To set horizontal justification of a table cell, follow these steps.

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

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



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



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

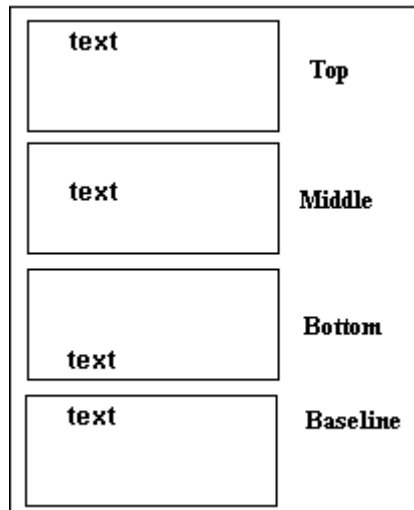
Setting Vertical Alignment

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

- top
- middle

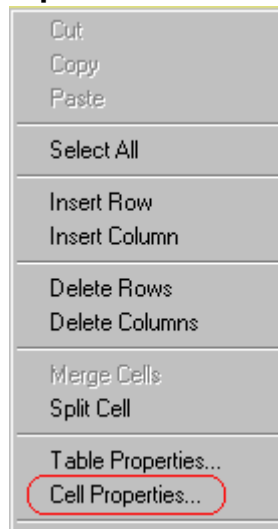
- bottom
- along the baseline of the first line of text

This example illustrates the choices.

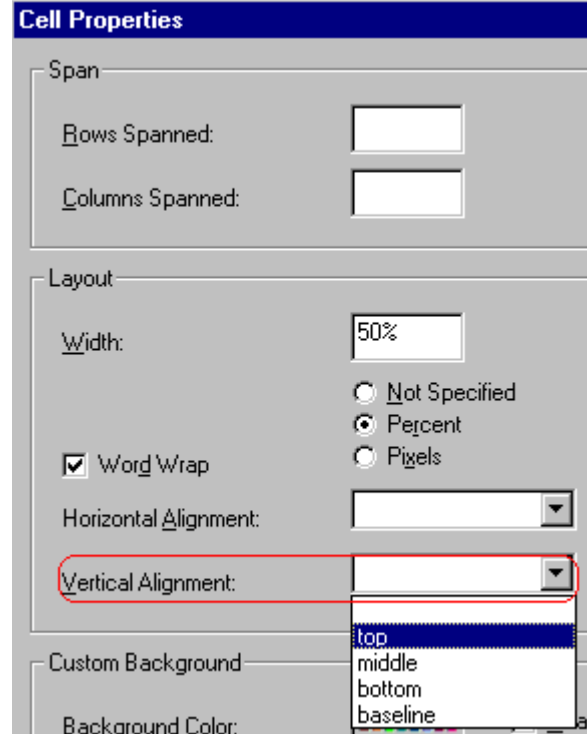


To set vertical justification for a table cell, follow these steps.

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



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



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

Splitting a Cell

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

Row before split

A		B
---	--	---

Row after split

A1	A2	B
----	----	---

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

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

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



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

Merging Two Cells

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


Cells Before Merge

A	B
---	---

Cell After Merge

AB

To merge two or more cells, follow these steps.

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

Word Wrap

Word Wrap is a text formatting feature of tables. It causes text to move down to the next line when the width of the characters on a line equals the

column width. For example, if you set column width to 50%, with word wrap turned on, a table looks like this.

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

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

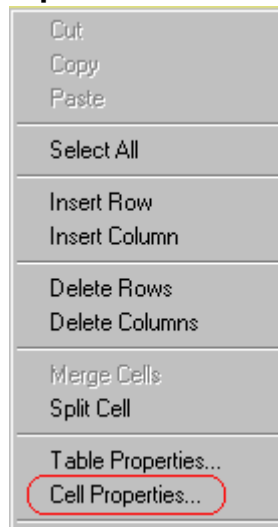
Horizontal Alignment	Sets the horizontal position of the entire table. For example, left, center
Border Color	Sets the color of the table borders unless <i>Use Default Color</i> is checked

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

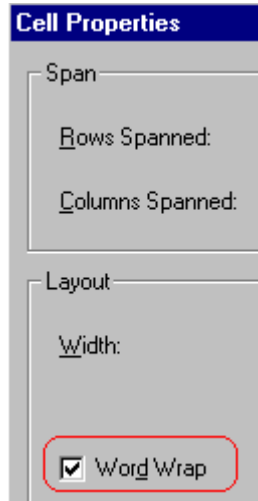
By default, all cells have the Word Wrap feature turned on.

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

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

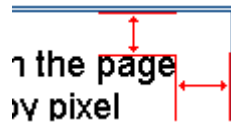


4. The Cell Properties dialog box appears. Click or off the **Word Wrap** checkbox and click **OK**.

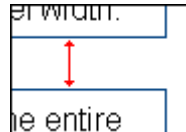


Setting Cell Padding and Spacing

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

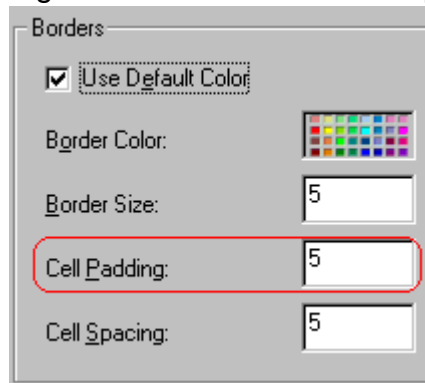


Cell *spacing* is the space between a cell and surrounding cells.



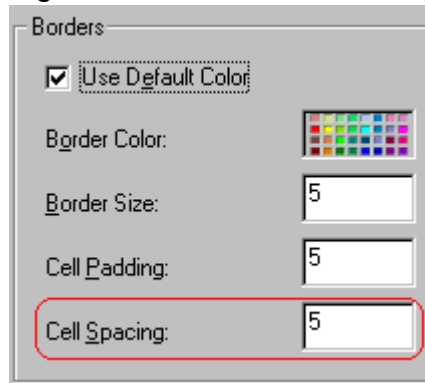
Assigning Cell Padding

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



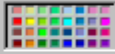
Assigning Cell Spacing

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



Borders

Use Default Color

Border Color: 

Border Size:

Cell Padding:

Cell Spacing:

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.

The following procedure describes how to set up hyperlink to a bookmark within a file. You can also set up hyperlink to


Creating a Bookmark

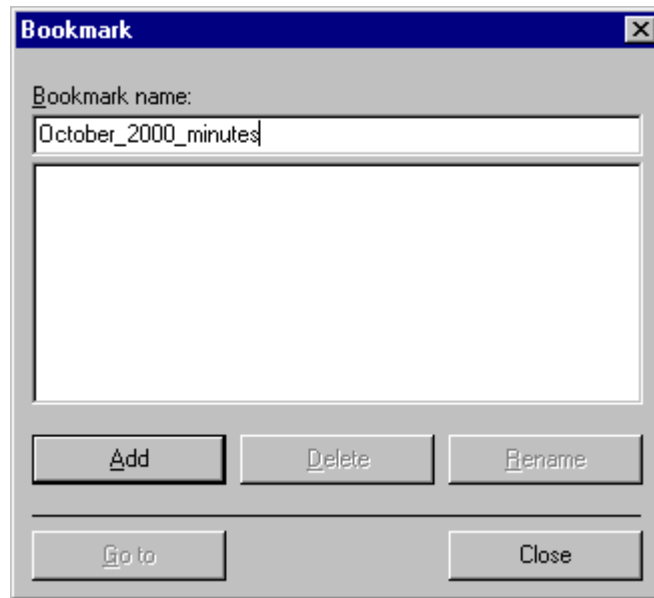
When creating a bookmark, you must specify a

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

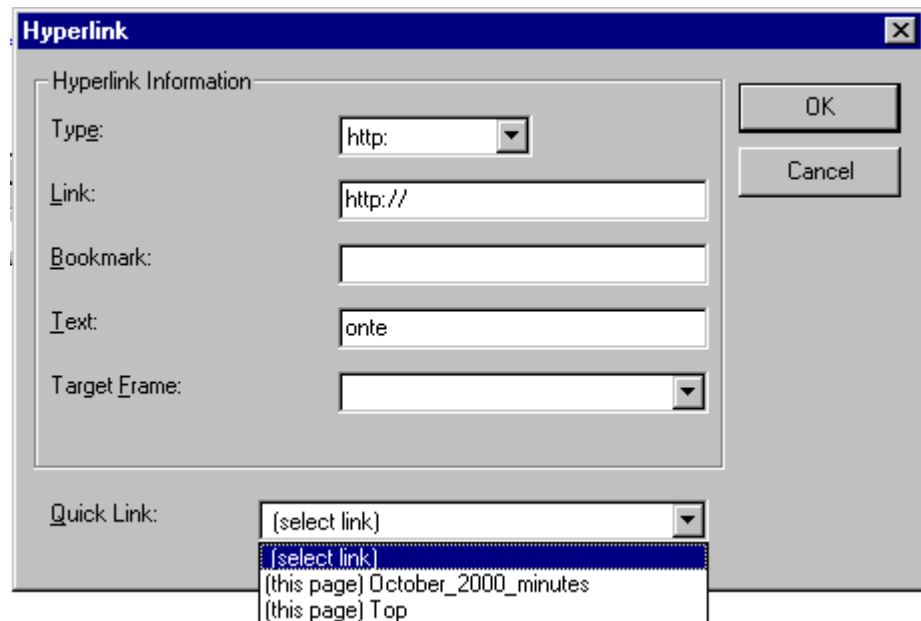
To continue with the above example, a meeting date is the source, and the meeting minutes are the bookmark.

To create a bookmark, follow these steps.

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



4. Click **Add**.
5. The editor screen returns. (The bookmark does not appear on the page.) Select the source text or image.
6. Click the **Edit 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.

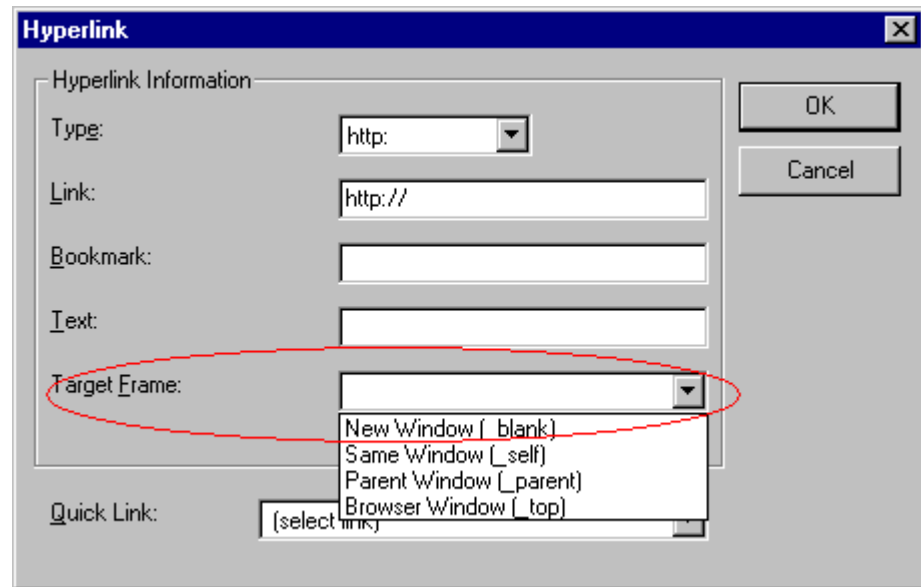


9. If desired, you can use the **Target Frame** field to change the window in which the destination text appears.

10. If you leave the **Target Frame** field blank, the new window replaces the current window.
11. 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 you want the destination page to appear	Click this in the Target Frame field
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.”

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.

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 New 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.

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.

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.

PARTNER PROGRAM OVERVIEW

Welcome!

- [Executive Summary](#)
- [Ektron Partner Programs](#)
- [Benefits to Partners](#)
- [Ektron Products](#)
- [Partners in Learning Program](#)

[Ektron Technology Partners](#)


3. When you click the bookmark, its full address appears in your browser's address bar. This bookmark's address looks like this.
http://www.ektron.com/single.cfm?doc_id=35#Benefits2
4. Click the address bar. The address is selected. Press <Ctrl>+<C> to copy the address into the Windows clipboard.
5. Go to eWebEditPro.
6. Select the text or image from which you want to jump to the bookmark.
7. Click the Edit 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 Edit Hyperlink button (). The hyperlink dialog box appears.
2. Edit the **Link** or **Target Frame** field as needed.
3. Press **OK**.

Removing a Hyperlink

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

Preventing a URL from Becoming a Hyperlink

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

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

Working with HTML

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

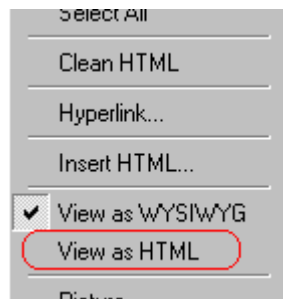
However, if you know HTML, you can view, insert or edit your web page's HTML code.

Viewing and Editing HTML

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

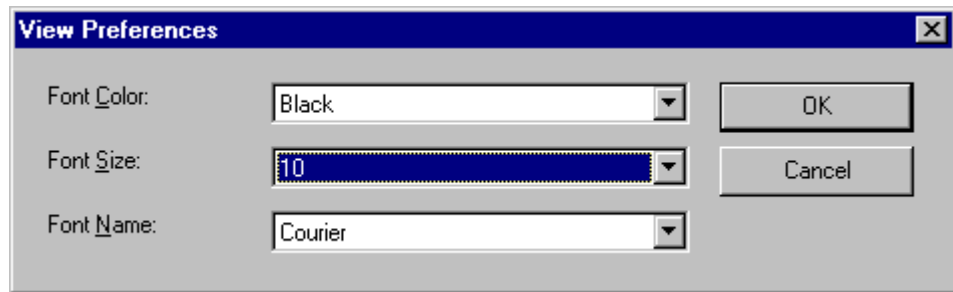
To view your page's HTML, follow these steps.

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



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

You can also set default values for the style, size and color in which the HTML appears. To do this, click on the View Preferences button (⚙️). When you do, a dialog box appears in which you can enter information about how the HTML code will appear.



Note that these settings are ignored when you view the page in WYSIWYG mode and when the user views the page.

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

Editing a Section of a Page

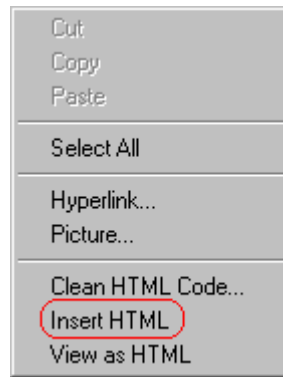
If you want to edit only a section of the HTML on your web page, follow these steps.

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

Inserting HTML

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

1. Place the cursor at the spot on the page where you want to insert the HTML.
2. Right click the mouse.
3. Click **Insert HTML** from the menu.



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

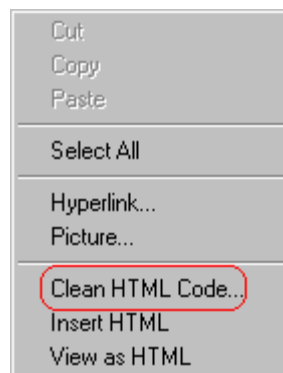
Cleaning HTML

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

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

To clean your HTML, follow these steps.

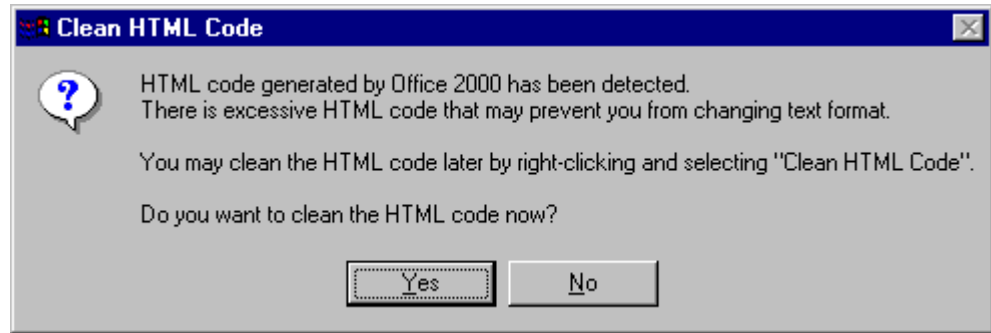
1. Right click the mouse.
2. Click **Clean HTML code** from the menu.



3. eWebEditPro cleans your web page’s HTML content.

Inserting Content from MS Office 2000

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



For best results, click **Yes**.