Ektron

eBusiness the way it should be

Ektron® eWebWP User Guide

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Introduction to eWebWP

eWebWP is a multiplatform, browser-based, Web content editor designed for dynamic Web sites. It lets you create and publish your own Web content.

More specifically, **eWebWP** lets you perform Web page editing functions, such as

- copy content from any Windows-based application
- cut, copy, and paste editor text
- search for text
- change font style, size, attributes (bold, italics, underline), and color
- begin lines with bullets
- adjust indentation
- attach images
- insert special characters
- add and remove hyperlinks
- align content

You access these functions from the toolbar at the top of the editor window.

Using eWebWP

eWebWP 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 apply bold and italic.

Organization of this Documentation

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

The following section, "Toolbar Buttons" on page 6, explains each toolbar button. Many toolbar functions are simple and require only a brief explanation. Toolbar functions that require more explanation are described in more detail.

Creating a Simple Web Page

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

Your Finished Web Page

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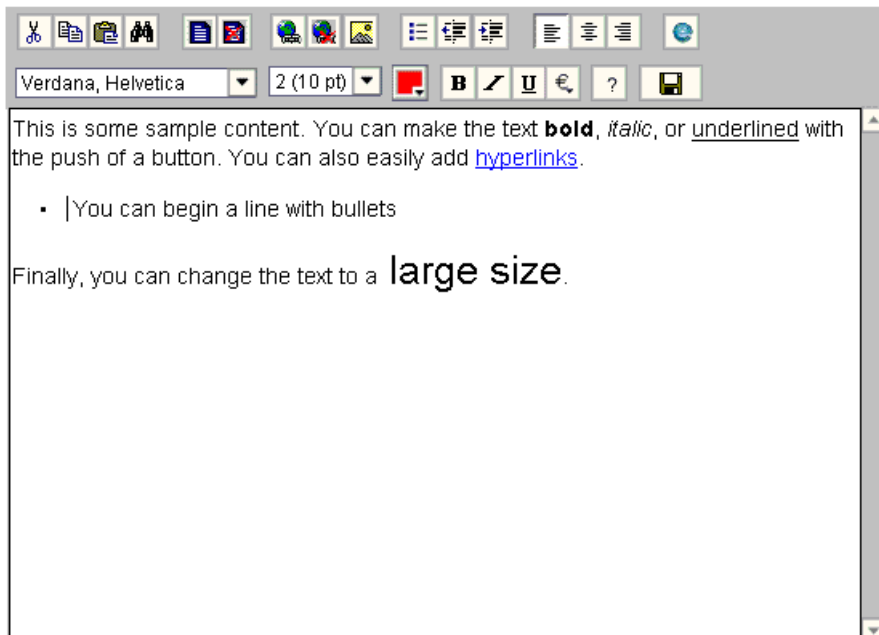
Notice that this page has the following elements.

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

- The last sentence has some very large text.

Creating the Sample Web Page

To create this page, follow these steps.

Enter the First Two Sentences

1. Open **eWebWP**.

2. Type the first two sentences.

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

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

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

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

Creating a Hyperlink

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

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

3. Click the Hyperlink button ( ).

4. The hyperlink dialog box appears.
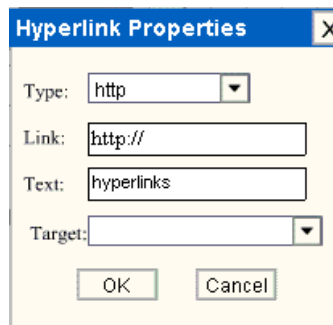
5. In the **Link** field, after **http://**, enter **www.ektron.com**.

6. Click **OK**.

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

Applying a Bullet to a Line of Text

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

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

3. Move the cursor to the beginning of the line.

4. Click the bullet button ( ).

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

   - You can begin a line with bullets.

Changing the Size of Text

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

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

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

4. Click the down arrow to the right of the font size list. When you do, the list of available fonts appears.

3 (12 pt) ▼
1 (8 pt)
2 (10 pt)
3 (12 pt)
4 (14 pt)
5 (18 pt)
6 (24 pt)
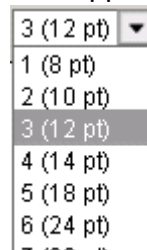
5. Click **5 (18 pt)**.

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

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

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

Toolbar Buttons

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

The buttons let you perform functions such as adding hyperlinks and changing the text font.

This section explains

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

Selecting Text

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

- To select *all* content on a page, press the select all toolbar button ( ) or <Ctrl>+<A> (Windows) or <Apple>+<A> (Macintosh).

- To select *a portion* of the content on a page, you have two choices.

  - Hold down the left mouse button and drag the cursor across the data you want to select.

  - Hold down the Shift key and the right arrow key ( ) until the desired data is selected.

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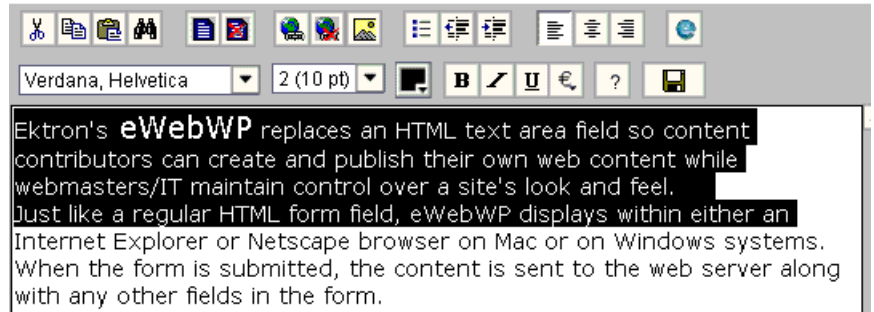
Deselecting Text

If want to deselect selected text, press the deselect button ( ).

Formatting Text

Several buttons let you format text, such as applying bold and italics. There are two ways to apply these attributes.

- Enter the text. Then, select the text and press the toolbar button. The button is now in a "pressed in" condition, and the text has the formatting attribute.
- Press the toolbar button. Then, begin typing the text. As you type, the formatting is applied.
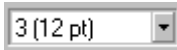
To stop applying the formatting, press the button again. This action changes the button to a "pressed out" condition and terminates the formatting.

Table of Toolbar Buttons

The following table explains each toolbar button.

Button or Keystroke	Function	For more information, see
✂ Cut	Remove selected content. Selected content is copied into **eWebWP**'s memory but not placed in the system clipboard. To paste it, use **eWebWP**'s Paste button (📋). (If you later cut or copy more content, the new content overwrites the original.)	
<Ctrl>+<X> on Windows, <Apple>+<X> on Macintosh	Remove selected content and place it in system clipboard. To paste selected content, press <Ctrl>+<V>. Note: Any formatting (such as bold) applied to this text is lost. (If you later cut or copy more content into the system clipboard, the new content overwrites the original content.)	
📋 Copy	Copy selected content. Selected content is copied into **eWebWP**'s memory but not placed in system clipboard. To paste it, use **eWebWP**'s Paste button (📋). (If you later cut or copy more content, the new content overwrites the original.)	"Copying from Other Applications" on page 11
<Ctrl>+<C> on Windows, <Apple>+<C> on Macintosh	Copy selected content and place it in system clipboard. To paste selected content, press <Ctrl>+<V>. Note: Any formatting (such as bold) applied to this text is lost. (If you later cut or copy more content into the system clipboard, the new content overwrites the original content.)	"Copying from Other Applications" on page 11
📋 Paste	Insert the most recently cut or copied content that was placed into **eWebWP**'s memory by the cut ✂ or copy 📋 button.	

Button or Keystroke	Function	For more information, see
<Ctrl>+<V> on Windows, <Apple>+<V> on Macintosh	Insert at the cursor location the content most recently cut or copied using <Ctrl>+<X> and <Ctrl>+<C>. Note: Any formatting (such as bold) applied to this text is lost.	
Find	Search for text on the page.	"Finding Text" on page 11
Select All	Select all content in the editor. Once content is selected, you can change all of it by pressing a toolbar button, such as making all content bold.	"Selecting Text" on page 6
Deselect All	Deselect all content in the editor.	
Hyperlink	Create a new hyperlink or change information about existing hyperlink.	"Using Hyperlinks" on page 12
Remove Hyperlink	Remove a hyperlink.	
Picture	Insert the path to an image file.	"Inserting an Image" on page 15
Bullet	Begin the line on which the cursor rests (or all selected lines) with a bullet (•). Note: A list cannot contain another list.	
Indent	Increase or decrease the current line's distance from the left margin. Note: You must select entire line(s) before clicking this toolbar button.	

Button or Keystroke	Function	For more information, see
≡ ≡ ≡ Left, Center, and Right Justify	Align paragraph so that it is arranged • evenly on the left side (uneven on the right) • in the center of each line • evenly on the right side (uneven on the left)	
About eWebWP	Display a dialog box that shows version of eWebWP and license keys.	
Times New Roman, ▼ Font Style	Change the font style. Note: If more than one font appears in a selection, the browser on a reader's PC tries to display text using the first font. If the browser cannot find that font, it tries to use the second, etc.	
3 (12 pt) ▼ Font Size	Change the font size.	
Font Color	Change the font color. To use this button, click the small black down arrow ( ) to display available colors. Then, click a color to apply to your text.	
B Bold	Make the text **bold**.	
I Italic	Make the text *italic*.	
U Underline	Make the text <u>underlined</u>.	
€▼ Special Characters	Insert special characters (such as $£$ μ) from a table. To view the table, click the black down arrow ( ).	

Button or Keystroke	Function	For more information, see
? help	Displays information about toolbar buttons.	
💾 Save	Saves editor content. This button saves the filtered content of the editor to the hidden field on the page by calling a JavaScript method. It then submits the form the editor is in if there is no other submit button or submit image in the form.	

## Copying from Other Applications

You can copy information from most applications into **eWebWP**. Generally, the copied content loses any formatting from the original application.

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 **eWebWP**.
5. Press <Ctrl>+<V> to paste the selected information.

Finding Text

To find text in your Web content, click the Find button (🔍). When you do, the find dialog box appears.
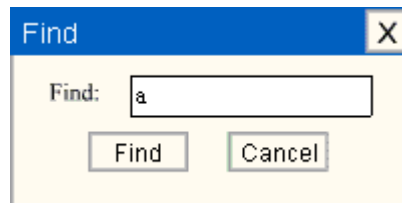
Type the text that you want to find and click **Find**. The search stops and highlights the next occurrence of that text. Click **Find** again to continue the search.

Note that the search is case insensitive. This means that if you enter **The** in the **Find** field, the search stops on **The**, **THE** and **the**. Also, the search stops on any word that includes the characters **the**, such as o**the**rs and **the**ater.

Using Hyperlinks

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

For example, if your Web page includes a jump to the Ektron Web site, you would enter the text to indicate the jump (for example **Ektron Web Site**), then set 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.

This section explains

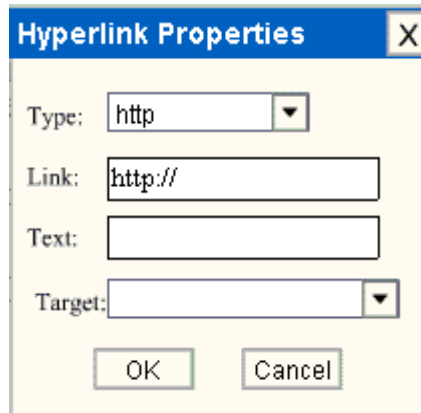- Creating a Hyperlink
- Editing a Hyperlink
- Removing a Hyperlink

Creating a Hyperlink

When creating a hyperlink, you must specify a

- *source,* the text or image the user clicks to move to the destination
- *destination*, the Web page that appears when the user clicks the source

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

To create a hyperlink, click the Hyperlink button (). When you do, the Hyperlink Properties dialog box appears.

To create a hyperlink, follow these steps.

1. Select the source text or image.

2. Click the Hyperlink button ( ). The Hyperlink Properties dialog box appears. Note that the content you selected in Step 1 appears in the **Text** field.

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

   As an alternative to the `http://` protocol, you can select **https** or **other** in the **Type** field. To use a protocol other than `http` or `https`, enter **other** in the **Type** field and then enter the full hyperlink in the **Link** field. For example:

4. If desired, you can use the **Target** field to change the window in which the destination text appears. For details, see "Changing the Destination Window" on page 13.

5. Click **OK**.

Changing the Destination Window

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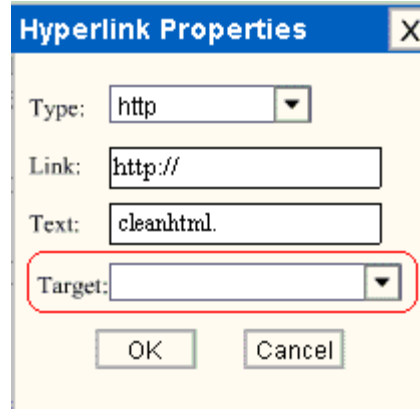
The possible values that you can enter into the **Target Frame** field are explained below.

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 hyperlink.	**Parent Window(_parent)**
If your page contains frames, in the full display area, replacing the frames.	**Browser Window(_top)**

Editing a Hyperlink

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

1. Click the hyperlinked content.

2. The hyperlink dialog box appears.

3. Edit the **Link** or **Target Frame** field as needed.

4. Press **OK**.

Removing a Hyperlink

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

Inserting an Image

To insert an image into the editor, place the cursor where you want the image to appear and click the Insert Picture button (![button]). When you click the button, the Image Properties dialog box appears.
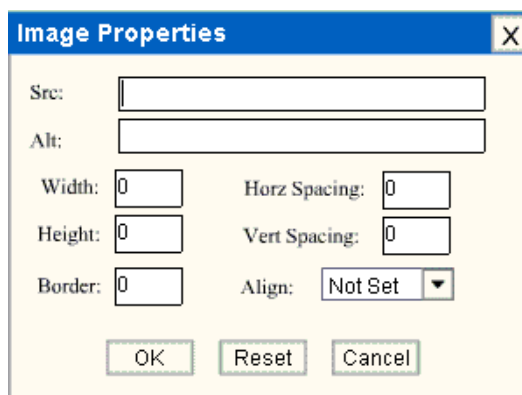
The dialog's fields are explained below.

When you complete the dialog box and click **OK**, **eWebWP** inserts an HTML image tag into the document. For example:

[img src="http://www.ektron.com/global/index-ewebwp.gif" alt="Ektron logo" align="center" border="3" hspace="1" vspace="1"]

The text is small, red and underlined to distinguish it from regular text in the editor. When the Web page is saved to a database and then viewed, the actual image appears, not the HTML image tag.

Also, if you enter an image path and later click on it, the Image Properties dialog box reappears and you can edit any values that were previously set.

Field	Description	For more information, see
Src	Enter the path to the image. This is usually an external path, such as `http://www.ektron.com/global/index-ewebwp.gif`. If you browse to an image that you want to use, right click on the image and click **Properties** to learn its URL.	
Alt	Enter alternate text for image. This text appears in place of the image if the image cannot display. For example, this text appears if the user disables images in the browser.	
Width	The width of the image in pixels	"Pixels" on page 16
Height	The height of the image in pixels	"Pixels" on page 16
Border	Add a border around the image	"Setting a Border" on page 17
Horz Spacing	Spacing on left and right of the image	"Adding Space around the Image" on page 19
Vert Spacing	Spacing above and below the image	"Adding Space around the Image" on page 19
Align	Adjust the alignment of the image	"Aligning the Image" on page 18

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

Pixels

A pixel is a single point in a graphic image.

Computer monitors display images 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 image.

regular size

enlarged to show pixels
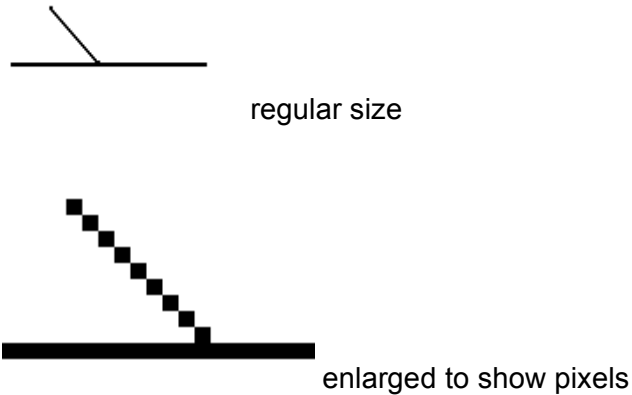
Setting a Border

To add a border around an image, enter the border's thickness in pixels in the **Border** field on the Image Properties dialog box.

Image Properties   ×

Src:

Alt:

Width: 0   Horz Spacing: 0

Height: 0   Vert Spacing: 0

Border: 0   Align: Not Set ▼

OK   Reset   Cancel
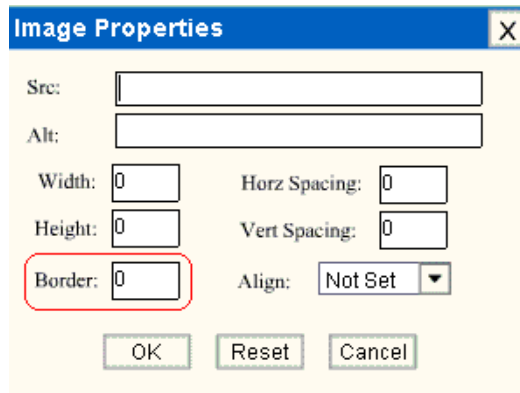
Here is an image with a 1 pixel border.

Here is the same image with a 10 pixel border.

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

Aligning the Image

To align an image, use the **Alignment** field on the Image Properties dialog box.
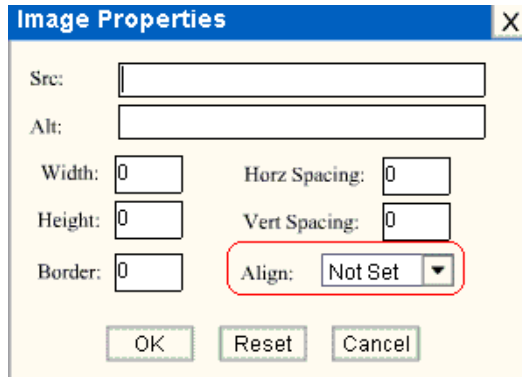
When deciding how to align an image, you need to become familiar with these terms.

- *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

- *vertical center* - the midpoint between the top and bottom of the line
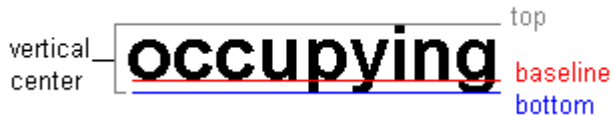
The following table lists your alignment choices.

To align	Click this in the Alignment field	Illustration
The image on the left margin, allowing subsequent text to wrap around it	**Left**	

To align	Click this in the Alignment field	Illustration
The image on the right margin, allowing subsequent text to wrap around it	**Right**	right
The vertical center of the image with the baseline of the text	**Center**	center

Adding Space around the Image

On the Image Properties dialog box, you can use the **Horz Spacing** and **Vert Spacing** fields to add space around the image. You enter a number of pixels to determine spacing value.
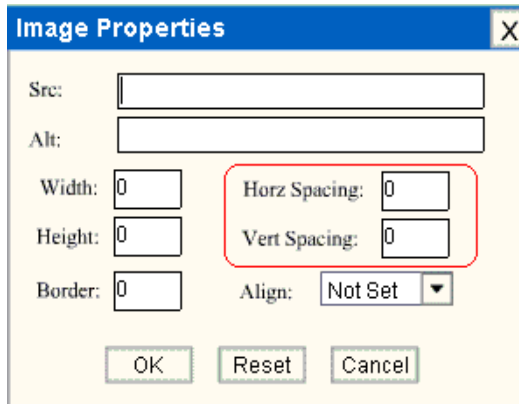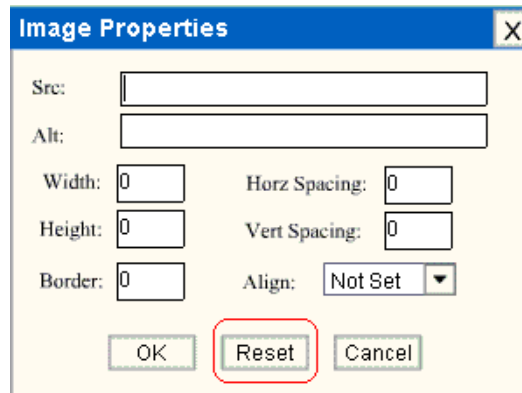
The following graphic illustrates the effect of adding spacing to an image.
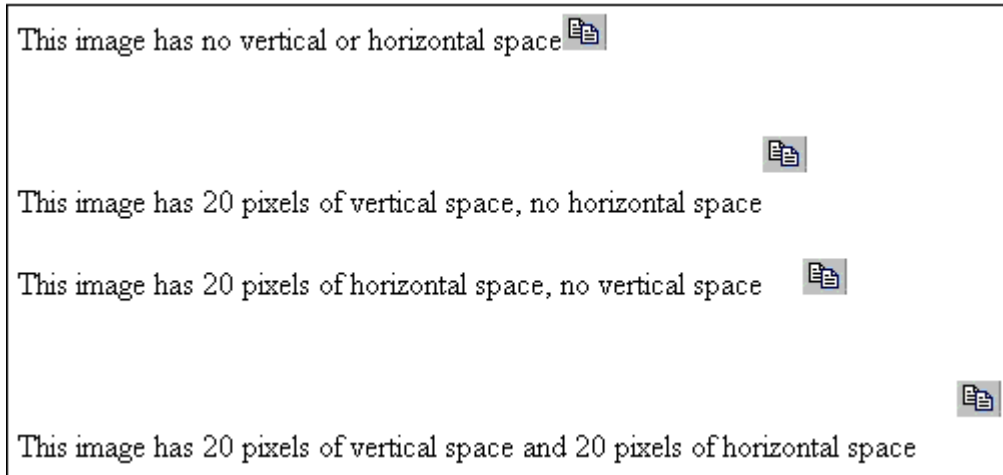
Resetting Width, Height, Border, and Alignment

If you adjust the image's width, height, border thickness, spacing 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.

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