

Body Text Functions in the Content Management Application

eWebEditPro

Index

Copying from Other Applications	2
Selecting Text.....	2
Applying Formatting Attributes to Text.....	3
Table of Toolbar Buttons and Drop-Down Lists	4
The Context Sensitive Menu	8
Creating a Table	10
The Cell Properties Dialog Box	11
Deleting a Table	13
Inserting a Table within a Table	13
The Insert Table Menu	14
Creating a Bookmark.....	16
Creating a Hyperlink	18
Using a Quick Link	18
Entering a Hyperlink Manually.....	19

Copying from Other Applications

You can copy information from most other Windows applications into the Content Management Application (CMA) Body Text area (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 the CMA body text area or eWebEditPro.
5. Press <Ctrl>+<V> to paste the selected information.

Note that you can only copy content, not background information that generates content.

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

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

Selecting Text

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

- To select *all* information on a page, press Ctrl+A.
- To select *a portion* of the information on a page, you have two choices.

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

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

Body Text Functions in the Content Management Application

eWebEditPro

- To select *a single word*, place the cursor on the word and double click the mouse.

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

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

Applying Formatting Attributes to Text









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

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

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














Table of Toolbar Buttons and Drop-Down Lists

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

Button	Equivalent Keystroke (Internet Explorer only)	Function
 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 <u>selected</u> 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.
 Paste Text		Paste the contents of the clipboard as plain text. That is, all HTML tags (including images) are not pasted. This button is helpful when you want to eliminate the HTML formatting of the text being copied.
 Replace		Launches the Search and Replace dialog box. The dialog searches for (and lets you optionally replace) text that you specify.
 Find Next		Find next occurrence of the string entered into the Find What field of the Search and Replace dialog box.
 Print	Ctrl+P	Print the editor content.
 Undo	Ctrl+Z	Reverse the most recent action, as if it never occurred. You can undo as many actions as you

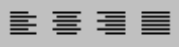


Body Text Functions in the Content Management Application

eWebEditPro

Button	Equivalent Keystroke (Internet Explorer only)	Function
		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.
 Edit Hyperlink		Change information about a hyperlink.
 Remove Hyperlink		Remove a hyperlink.
 Horizontal Line		Insert a horizontal line.
 Table		Insert or edit a table.
 View as WYSIWYG		Display the page content as WYSIWYG (What You See Is What You Get). WYSIWYG is the ability to see in the editor what will appear when user views the Web page.
 View as HTML		Display the page content as HTML.
 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.





Body Text Functions in the Content Management Application

eWebEditPro


Button	Equivalent Keystroke (Internet Explorer only)	Function
 <p>Left, Center, and Right Justify</p>		<p>Align paragraph so that it is arranged</p> <ul style="list-style-type: none"> • evenly on the left side (uneven on the right) • in the center of each line • evenly on the right side (uneven on the left) • evenly on right and left side
 Remove Style		<p>Remove all style information applied to selected text. (You apply styles using the Style dropdown list.) For example</p> <p>Before</p> <pre><P class=note>This is initial content. </P></pre> <p>After</p> <pre><P>This is initial content.</P></pre>
<p>Style</p> 		<p>Display a list of styles. Users can select from the list to apply a style to selected text. Note that the list can change depending on the formatting of the selected line. Your Webmaster determines which styles are available.</p>
<p>B Bold</p>	<p>Ctrl+B</p>	<p>Make the text bold.</p>
<p><i>I</i> Italic</p>	<p>Ctrl+I</p>	<p>Make the text <i>italic</i>.</p>
<p><u>U</u> Underline</p>	<p>Ctrl+U</p>	<p>Make the text <u>underlined</u>.</p>
<p>A Normal</p>		<p>Remove all formatting from selected text.</p>
<p>nbsp</p>		<p>Insert a blank space character. Although you can add spaces in the editor using the <space> bar on the keyboard, those spaces are</p>

Body Text Functions in the Content Management Application

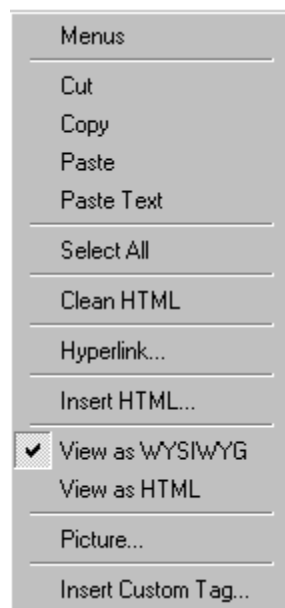
eWebEditPro

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

The Context Sensitive Menu

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

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



Note

A different context-sensitive menu is available when your cursor is within a table. That menu is described in [The Table Context Sensitive Menu](#).

The following table lists the menu options and the description of each.


Menu Option	Lets you
Menus	View all toolbar menus.
Cut	Remove selected text and graphics. Place that data into

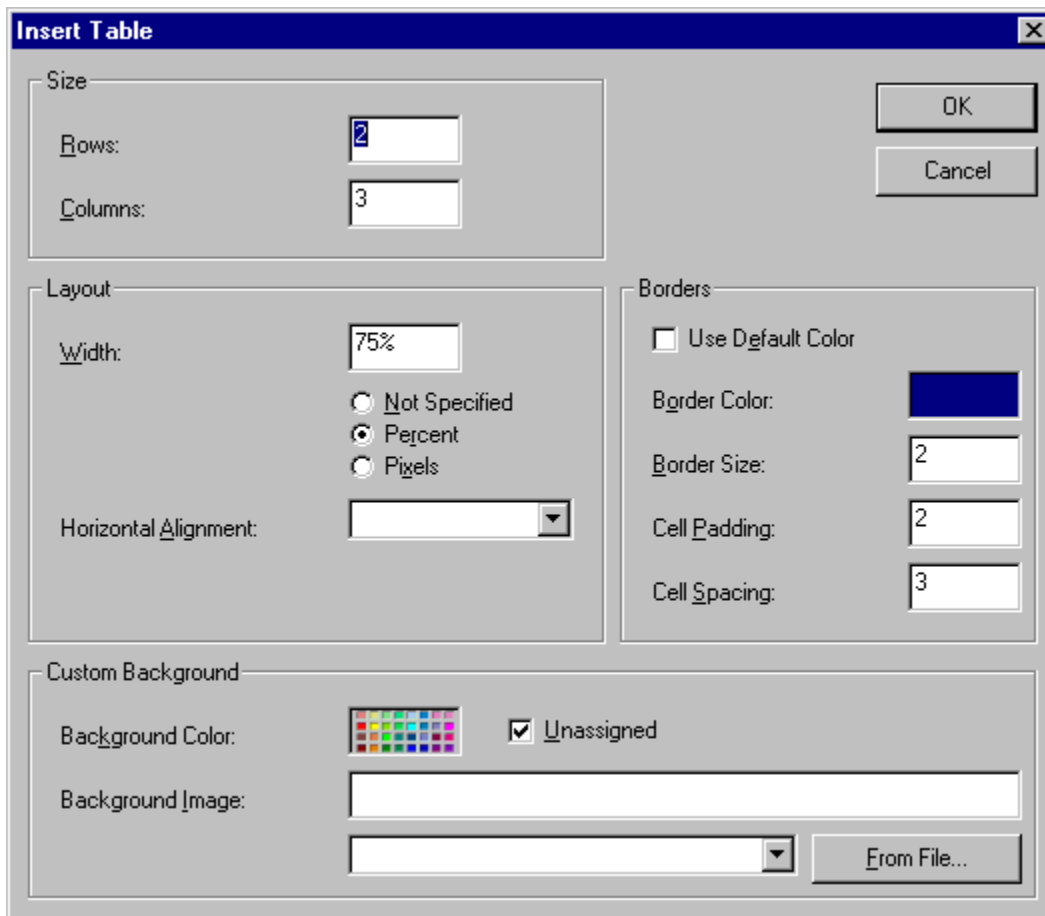
Body Text Functions in the Content Management Application

eWebEditPro

Menu Option	Lets you
	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.
Paste Text	Paste the contents of the clipboard as plain text. That is, all HTML tags (including images) are not pasted. This button is helpful when you want to eliminate the HTML formatting of the text being copied.
Select All	Select all information on your page. After you select it, you can cut it, copy it, etc.
Clean 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
Insert HTML	Insert HTML onto the page at the cursor location.
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

Creating a Table

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



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

To access this dialog after insertion, follow these steps.

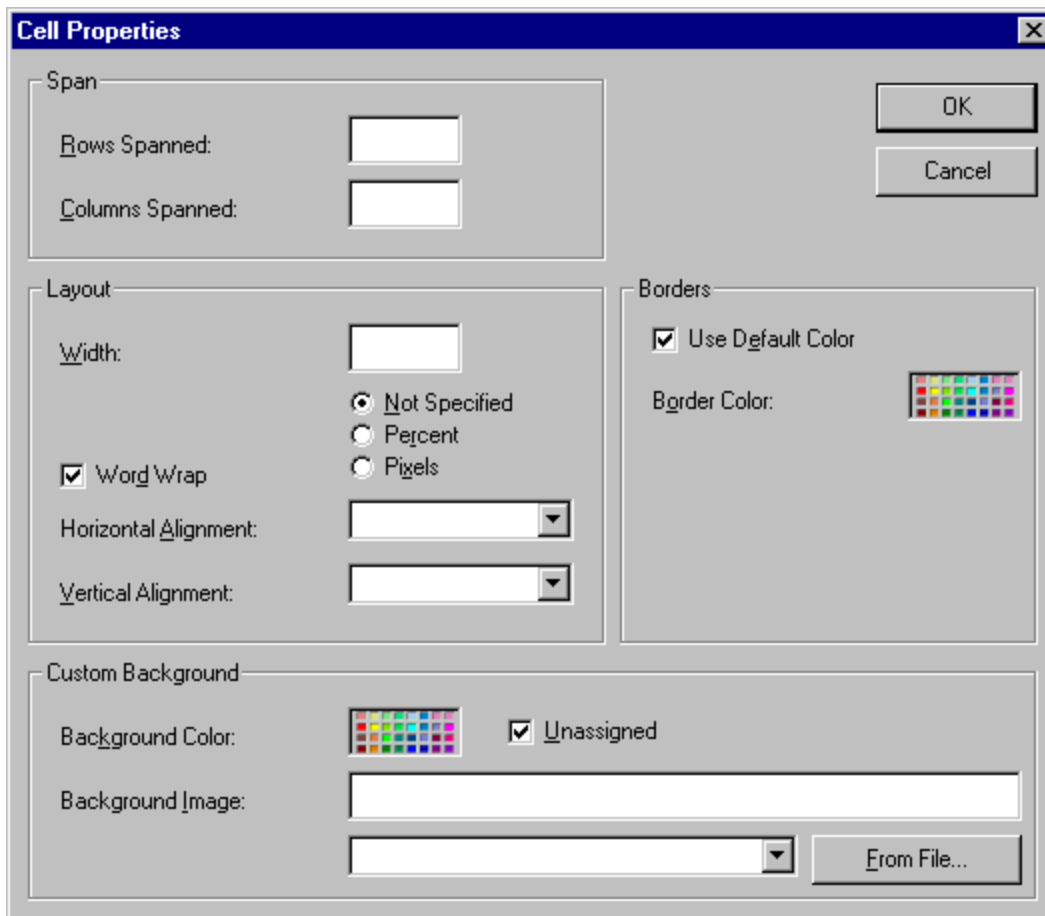
1. Click the table.
2. Right click the mouse.
3. Click **Table Properties** from the menu.

When creating a table, you can specify the

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

The Cell Properties Dialog Box

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



Body Text Functions in the Content Management Application

eWebEditPro

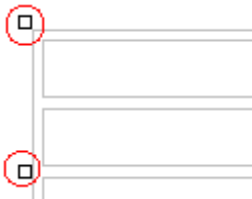
The following table lists the fields on this dialog box and a description of that field.

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
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

Deleting a Table

To delete a table, follow these steps

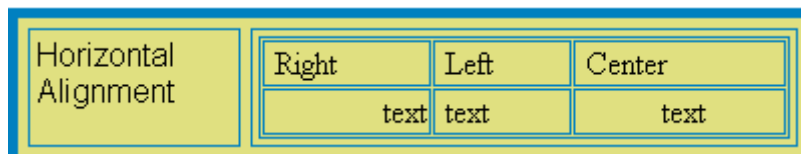
1. Move the cursor over the table until the cursor becomes a four-headed arrow (↕).
2. Click the mouse button. The table becomes selected (small squares appear around it).



3. Press <Delete>.

Inserting a Table within a Table

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



Horizontal Alignment	Right	Left	Center
	text	text	text

Note


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

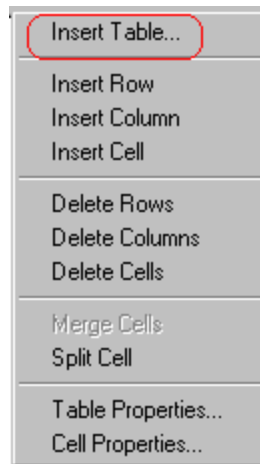
To insert a table within a table, follow these steps.

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

Body Text Functions in the Content Management Application


eWebEditPro

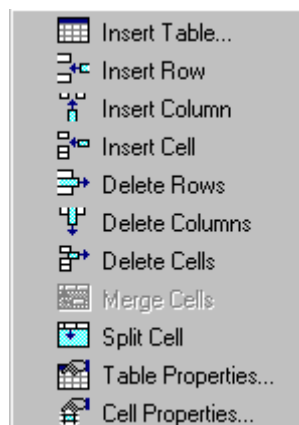
2. Click the Insert Table button ().
3. Click **Insert Table** from the menu.



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

The Insert Table Menu

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



Body Text Functions in the Content Management Application

eWebEditPro

The following table lists the menu options and their description.

Menu Option	Description
Insert Table	Inserts a new table where the cursor is currently resting
Insert Row	Creates a new table row above the row in which the cursor is currently resting
Insert Column	Creates a new table column next to the column in which the cursor is currently resting
Insert Cell	Inserts a cell to the left of the cursor in a table
Delete Rows	Deletes table row in which the cursor is currently resting
Delete Column	Deletes table column in which the cursor is currently resting
Delete Cells	Deletes the selected cells
Merge Cells	Combines the contents of two or more selected cells into one
Split Cell	Divides a cell into two. Each cell occupies one half the size of the original cell.
Table Properties	Displays and lets you edit table properties, such as the number of rows and columns, cell padding, and borders.
Cell Properties	Displays and lets you edit cell properties, such as width and alignment


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.

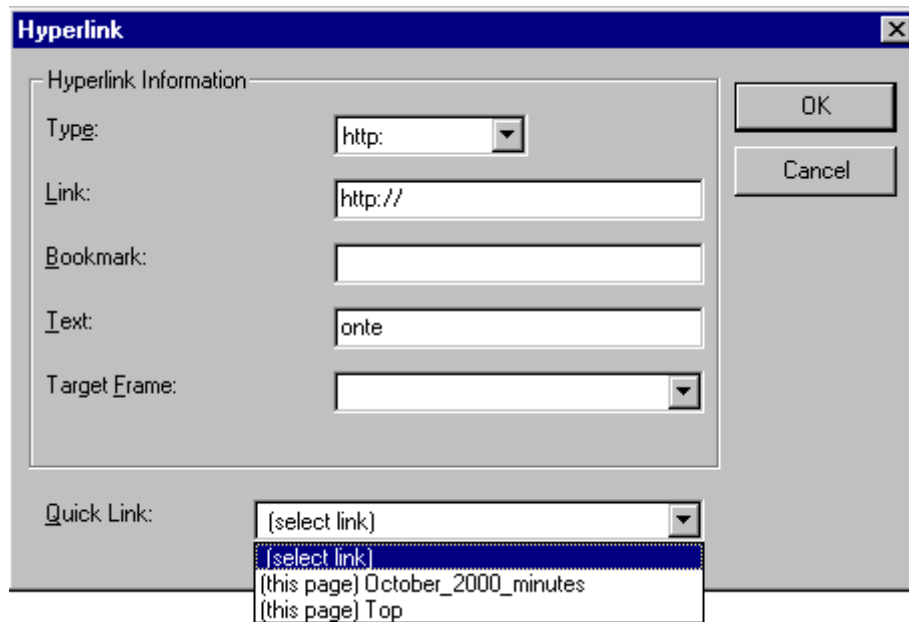


4. Click **Add**.
5. The editor screen returns. (The bookmark does not appear on the page.) **Select** the source text or image.

Body Text Functions in the Content Management Application

eWebEditPro

6. Click the Hyperlink button ().
7. The Hyperlink dialog box appears.
8. Click the down arrow to the right of the **Quick Link** field and click the bookmark you created in Step 3.




9. If desired, you can use the **Target Frame** field to change the window in which the destination text appears. If you leave the **Target Frame** field blank, the new window replaces the current window.
10. Click **OK**.

Creating a Hyperlink

When creating a hyperlink, you must specify a

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

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

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


Using a Quick Link

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



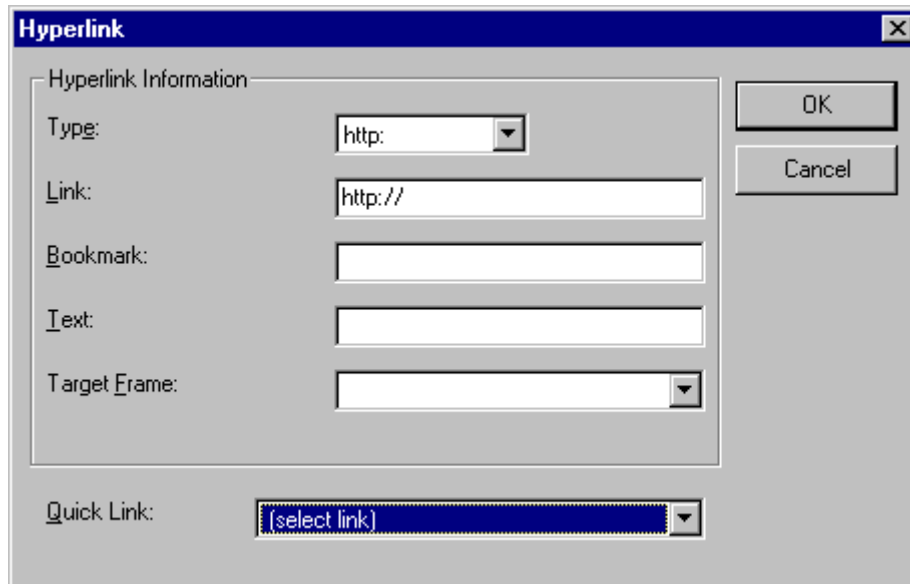
Quick links are "quick" because you do not need to enter or know the url of the destination Web page -- your Web master has already stored that information for you.

To apply a Quick Link, follow these steps.

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

Body Text Functions in the Content Management Application

eWebEditPro



3. Click the down arrow to the right of the **Quick Links** field. A list of Web pages that your Web master has pre-loaded appears.
4. Click an item from the list to select it.
5. If desired, you can use the **Target Frame** field to change the window in which the destination text appears. If you leave the **Target Frame** field blank, the new window replaces the current window.
6. Click **OK**.

Entering a Hyperlink Manually

To create a hyperlink, follow these steps.

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

Body Text Functions in the Content Management Application

eWebEditPro

The screenshot shows a dialog box titled "Hyperlink" with a close button in the top right corner. The dialog is divided into two main sections. The top section, labeled "Hyperlink Information", contains five fields: "Type" (a dropdown menu currently showing "http:"), "Link" (a text box containing "http://"), "Bookmark" (an empty text box), "Text" (an empty text box), and "Target Frame" (a dropdown menu). To the right of these fields are two buttons: "OK" and "Cancel". The bottom section of the dialog is labeled "Quick Link" and contains a dropdown menu with the text "(select link)".

3. Click in the **Link** field after http://. Then, enter the address of the destination Web page. For example, to enter a hyperlink to the ektron Web site, enter **www.ektron.com**.
4. If desired, you can use the **Target Frame** field to change the window in which the destination text appears. If you leave the **Target Frame** field blank, the new window replaces the current window.
5. Click **OK**.

This document was created from Ecktron's User Manual.