




WYSIWYG Tips and FAQ


Version 1.0

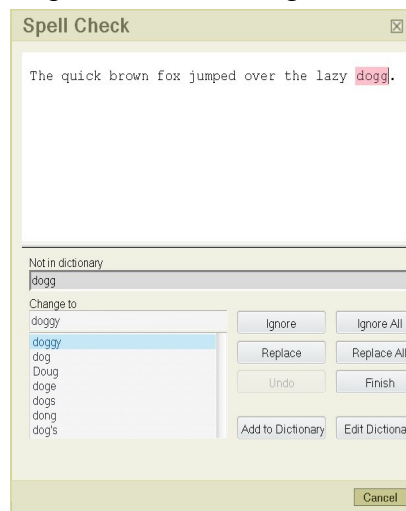
WYSIWYG: What you see is what you get. This is an abbreviation for the type of editor Acalog uses. You will layout your content in the editor, and when you hit preview, it will display in your browser in the same manner as it does in the editor.


 **Quick Save:** Clicking this button will create a quick save version of your content. You will be able to preview your changes and the Quick Save can be used to make more saves than clicking the full save at the bottom of the page. However, you will still need to click the full save at the bottom of the page when you are finished working to ensure the information saves permanently.


 **Print:** Clicking this button will open your computer's printer dialogue box and allow you to print the current page.


 **Preview:** Clicking this button will open up a new window and display your work in the browser as it will display when you save.


 **Spellcheck:** Clicking this button will launch the Spell Check dialogue box. It will display your text and it will highlight any misspelled words, and give several suggested spellings. Example:



 **Edit Dictionary:** Allows you to edit the dictionary used for Spell Check.

 **Cut:** Highlight the text you wish to cut from the document, then click this button. You can also use the keyboard shortcut, Ctrl + X.

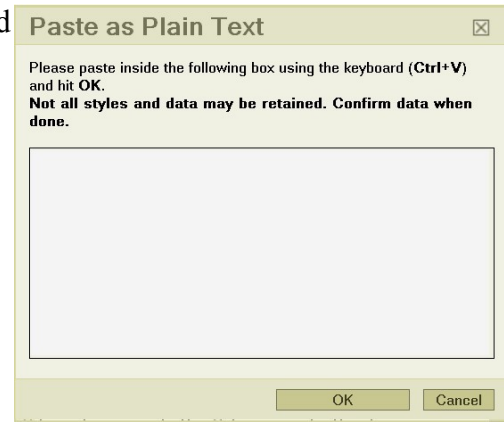
 **Copy:** Highlight the text you wish to copy from the document, then click this button. You can also use the keyboard shortcut, Ctrl + C.

 **Paste:** Place the cursor where you wish to insert the text that you have either Copied or Cut, and click this button. You can also use the keyboard shortcut, Ctrl + V.



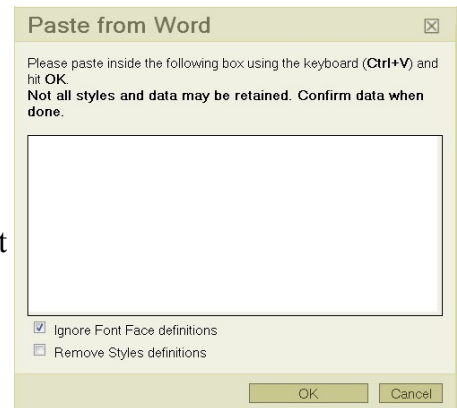
Paste Plain Text: When copying from a text document and you wish to remove the formatting, click this button to open the Paste from Plain Text document dialogue box.

You may use Ctrl + V to paste the text into the box, then click 'ok'. It will remove all formatting from the text, except capitalization, punctuation, and paragraph breaks. This option is recommended for best practices.



Paste from Word: When copying from a text document and you wish to keep the formatting, click this button to open the Paste from Word dialogue box.

You may use Ctrl + V to paste the text into the box, then click 'ok'. It will leave the formatting intact from the document you copied from.



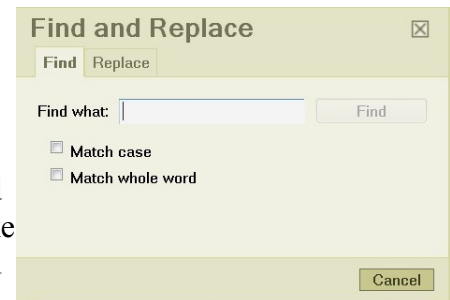
Undo: Clicking this button will undo the last action you performed. You may also use the keyboard shortcut, Ctrl + Z.



Redo: Clicking this button will redo an action after you have clicked undo. You may also use the keyboard shortcut, Ctrl + Y.



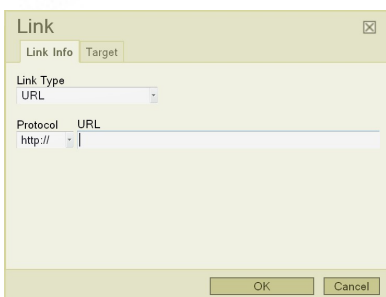
Find: Clicking this button will open the Find and Replace dialogue box. You can key in the information you would like to search for in the Find What: box, then select the options to search by and click find.



Find and Replace: Clicking this button will open the Find and Replace dialogue box. You can key in the information you would like to search for in the Find What: box, then key in the information you would like to replace it with, and click Replace or Replace All.

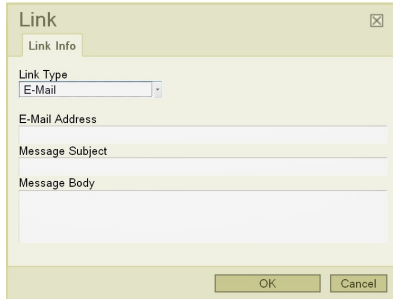
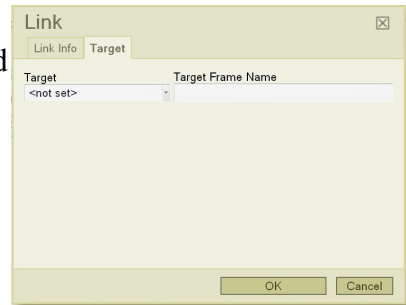


Link: Clicking this button will open the Link dialogue box.



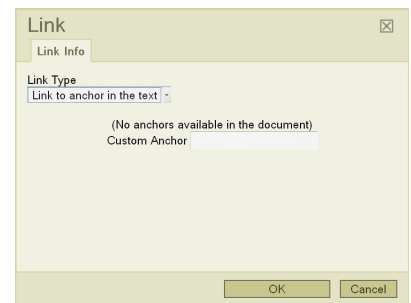
From this box, you can select the type of link you would like to use. The default will be a URL, and the URL box will be where you key in the website address you would like to link to.

Once the address is put in, you can click on the Target tab at the top. This will open the Target tab and allow you to select where you would like the link to open. (In a new window, in the same window, etc)



You can also use the Link dialogue box to insert an e-mail address. Select 'E-Mail' from the Link Type dialogue box. You can put in the e-mail address in the box provided. You can also select a default Message Subject or Message Body to be automatically put in the user's e-mail.

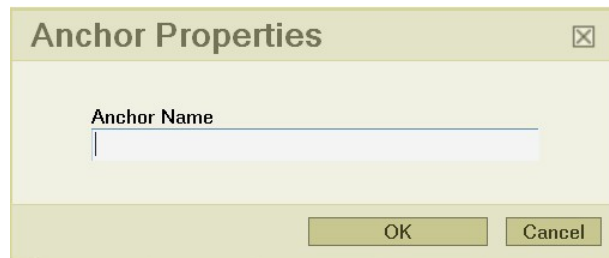
You can also use the Link Type drop down menu to select 'Link to anchor in the text'. There will be a drop down list of all anchors currently in the page, and you can select one to jump down the page to.



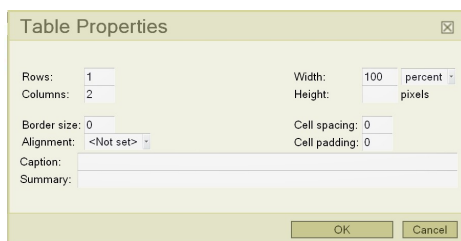
Remove Link: Highlight the text that you would like to remove the link from, then click this button and it will revert back to plain text.



Insert/Edit Anchor: Clicking this button will open the Anchor Properties dialogue box. Entering the name of the Anchor you would like to insert in the text field, and clicking 'ok' will insert an anchor that you can link to.



Insert/Edit Table: Clicking on this button will open the Table Properties Dialogue box.



Using this dialogue box you can set the size of the table you wish to insert in the editor.



Show Blocks: Clicking on this will turn on the display around certain elements.



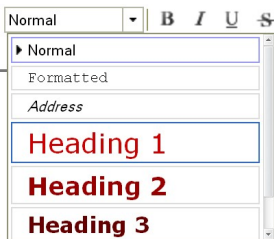
Select All: Clicking on this will select all objects in the editor.



Remove Styles: Highlighting text and then clicking on this will remove the style.

Style

Style: You can highlight the text and then select a style to apply to it.



Format: You can highlight text and then select a format to apply to it.



B Bold: Highlighting the text and then clicking this will make it bold. You can also use the keyboard shortcut, Ctrl + B.



I Italicize: Highlighting the text and then clicking this will put the text in italicize it. You can also use the keyboard shortcut, Ctrl + I.



U Underline: Highlighting the text and then clicking this will underline it. You can also use the keyboard shortcut, Ctrl + U.



S Strikethrough: Highlighting the text and then clicking this will put a line through the text.



X₂ Subscript: Highlighting the text and clicking this will put the text into subscript.



X² Superscript: Highlighting the text and clicking this will put the text into superscript.



Left Justify: Clicking this button will align all selected text to the left.



Center Justify: Clicking this button will center the selected text.



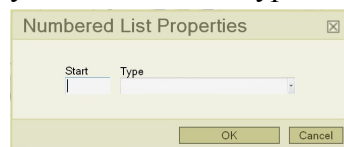
Right Justify: Clicking this button will align all selected text to the right.



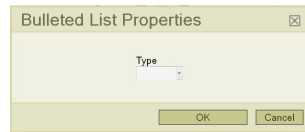
Block Justify: Clicking this button will justify all selected text in a block.



Numbered List: Clicking this button will begin a numbered list. Hit enter to go the the next number in the list, hit enter twice to end the list. Right clicking on the list will bring up the numbered list property box, where you can select the type of numbers to use, and what number to start.



Bulleted List: Clicking this button will begin a bulleted list. Hit enter to go to the next item in the list, hit enter twice to end the list. Right clicking on the list will bring up the bulleted list property box, where you can select the type of bullets to use.

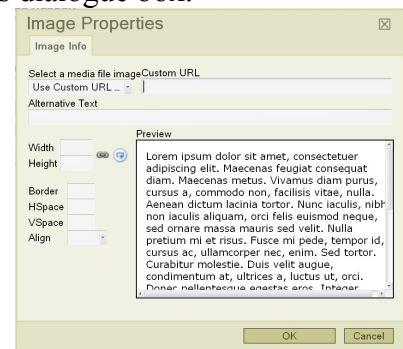


Increase Indent: Clicking this button will indent the text. It can be clicked more than once to indent further if needed.

Decrease Indent: Clicking this button will remove any indentions on the text.

Insert Image: Clicking this button will launch the Image Properties dialogue box.

In the image properties box, you may type in the url of the image you would like to use, or drop down the list to select any media files that have been uploaded. You may place text in the Alternative Text box to display if the end user has their images turned off, or is using a reading software. You may specify the height and width of the image, the alignment, and how much space to put around it in the properties box also.

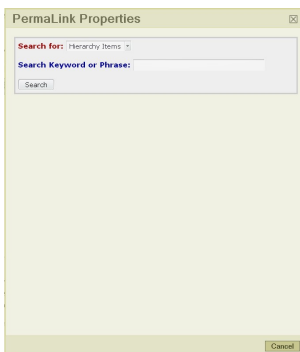


Horizontal Rule: Clicking this button will insert a horizontal rule into the document.

Character Map: Clicking this button will launch the Special Characters dialogue box. You can use this box to select any text character needed.

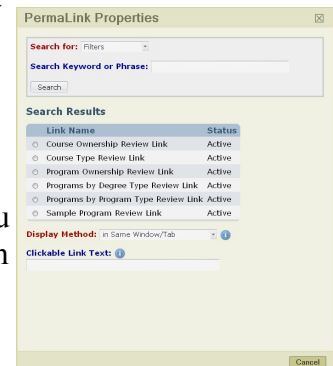






Insert/Edit PermaLink: Clicking on this button will launch the PermaLink Properties dialogue box.




In the Properties box, you can select what area to search in (Hierarchy items, custom pages, media files, etc). Then you can type in a keyword, or leave it blank and hit search.

When the search is completed, it will insert the results in the lower half of the box. You may select the item, then select how to display it. (New window, same window, etc). You can also insert Clickable Text. If you leave this field blank, it will insert the name of the item as clickable text.



  **Maximize Editor Size:** Clicking this button will make the editor display full size in your browser.
  Click again to return it to its original size.

 **Help:** Clicking this button will launch the help menu for the editor