Quick Start Guide: Understanding the Text Editor

The text editor is used to format text posted in a blog or wiki. Many of the icons in the toolbar function as they do in MS Word and most HTML text editors. The text editor can also be used to format templates and default user sites used with Expo LX.

--- Format ---  --- Font family ---  --- Font size ---

First Row:
Format – assigns heading styles (e.g., paragraph, Heading 1)
Font family – defines font face of text (e.g., Arial, Book Antiqua, Times New Roman)
Font size – sets point size of text

B - makes text bold
I - makes text italics
U - underlines text
Strikethroughs text
Aligns text left
Aligns text center
Aligns fully to left and right margins
Changes text color

Second Row:
cuts text
Copies text
Paste text
Paste plain text
Paste text from Word
Undo action
Redo action
Find text
Find and replaces text
Subscripts text
Superscripts text
Bullets text
Numbers text
Outdent text, image, or link
Indent text, image, or link
Sets text direction left to right
Sets text direction right to left
Edits CSS style and applies change to entire page
Edits HTML source
Toggles to full screen

Third Row:
Inserts link
Breaks link
Uploads file
Inserts image
Inserts/edit text anchor
Inserts/edit embedded media
Changes text direction right to left
Edits CSS style and applies change to entire page
Edits HTML source
Toggles to full screen
Changes text color

Cancel - exits edit mode without saving edits
Save - saves edits and exits edit mode
- click and drag to resize edit frame

Text editor_v7.doc

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Editor Tips and Tricks

The following is a list of tips and tricks that will assist you in formatting content in your blogs and wikis using the graphical text editor. This editor is designed for rendering HTLM content and works similarly to a MS Word editor. However, there are some features you may not be familiar with.

Resizing the Edit Box

1. On the bottom right above the Save button, click (resize) and drag the button vertically to resize the text box.
2. You can also click (toggle full screen mode) to preview the content in full screen mode before saving.
2b. Click the Toggle Full Screen Mode button again to return to the edit mode to save.

Deciphering Editor Buttons

If you mouse over the buttons in the text editor toolbar, a text pop-up displays. For instance, if you mouse over , a text pop-up displays Undo.” For a complete explanation of the buttons in the toolbar, refer to the Understanding the Text Editor Quick Start Guide.

Most of the buttons on the third row of the text editor toolbar concern table functions and may be grayed out. You must first click to insert a new table. The other buttons that address row and cell properties, inserting and deleting rows and columns, and splitting and merging cells will become available.

Setting Global Styles

1. Before editing the text, click to display the Edit CSS Style dialog box.
2. On the Text tab, select the Font option (e.g., Arial, Times New Roman), the Size option, and the Color option.
3. On the Background tab, select the Background color option, the Background image, and the Horizontal position and Vertical position options.
   Other tabs, such as Block, Box, Border, List and Position, apply various global settings to the page.
4. When done, click the Update button to apply the changes to all of the content on the page.

You may determine that certain sections of text or words require different font, size, or color options. Apply these settings individually after you have edited and applied the global styles.

Cutting, Copying and Pasting Using Firefox

With a Firefox browser, you may receive the following error message when using the (cut), (copy), and (paste) buttons: “Cut/Copy/Paste is not available in Mozilla and Firefox.” Instead use keyboard shortcuts to perform the cut, copy, and paste functions directly in the text box or in the dialog box. Use ctrl + x to cut, ctrl + c to copy, and ctrl + v to paste. Pressing shift + insert can be used to paste as well.

Pasting Text from Another Document

The following toolbar buttons allow you to paste text from another document as raw text or with the original formatting:

- allows you to paste text into a Paste as Plain Text dialog box, but strips out the formatting, such as bold, italics, font, and font size.

- allows you to paste text into a Paste from Word dialog box and retains the formatting.

Eliminating Extra Space Between Lines

Pressing the enter key on your keyboard inserts a paragraph break between the line of text above and the line of text that follows. Pressing enter + shift inserts a line break between the text above and the text that follows, thereby eliminating the double spacing.
Organizing a Page Using Tables

Tables are an easy way to organize text and images on a page. They help to organize the placement of images and text and will give your pages a horizontal as well as a vertical appearance. You can also create hyperlinks in tables by selecting text and clicking ➔ to enable a jump to an internal or external web page.

<table>
<thead>
<tr>
<th>film</th>
<th>poster</th>
<th>date</th>
<th>cast</th>
<th>synopsis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizen Kane</td>
<td><img src="image.png" alt="Citizen Kane poster" /></td>
<td>1941</td>
<td>Orson Welles, Joseph Cotton, Agnes Moorhead, Everett Sloane, Dorothy Comingore</td>
<td>Multimillionaire newspaper tycoon Charles Foster Kane dies alone in his extravagant mansion, Xanadu, speaking a single word, &quot;Rosebud&quot;. In an attempt to figure out the meaning of this word, a reporter tracks down the people who worked and lived with Kane, they tell their stories in a series of flashbacks that reveal much about Kane's life but not enough to unlock the riddle of his dying breath.</td>
</tr>
</tbody>
</table>

Working with Tables

HTML editors can apply changes only to rows or cells. You cannot edit a column in the same manner you do in MS Word.

1. If you want to change the properties of a row in a table, click ➤ to display the Table row properties dialog box.
2. If you want to change the properties of a cell in a table, click ➤ to display the Table cell properties dialog box.
3. On the General tab, select the Alignment options (Center, Left, Right).
4. Select the Vertical alignment options (Top, Center, Bottom).
5. Enter a number in the Height field for row height.
6. Enter a number in the Width and Height fields for cell width and height.
7. Click the Advance tab to change the Background color of the row or cell.
8. Click the Update button.

Modifying Image Placement

If you are not using a table, you can improve your page layout by modifying the properties of the image.

1. Right click on the graphic and select image properties.
2. Click the Appearance tab.
3. Select Alignment options (e.g., Top, Middle, Bottom, Left, Right).
4. Click the Update button.

Using Anchors as Internal Page Links

Creating anchors in a page and linking to the anchor helps a reader navigate a page with lengthy content.

1. Highlight the heading or section you want to jump to.
2. Click ➕ to name the anchor.
3. Enter the name in the Anchor name field.
4. Click the Insert button.
5. Highlight the text where you want to jump from.
6. Click ➔ to link to the anchor.
7. Select the Link to an anchor option.
8. Select the Anchor name.
9. Click the Insert button.

You can also alter the dimensions of the image, add a border, and add vertical and horizontal space between the image and the text on this tab.