Introduction to the CMS

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Introduction to the CMS (CMS1)

Course length:

1.5 hours

CMS Training and Resources:

Occasionally, we will hold refresher and advanced CMS classes for staff and faculty. To check upcoming training dates, [http://web.pacific.edu/x29184.xml](http://web.pacific.edu/x29184.xml)

For training materials, see [http://go.pacific.edu/cmstraining](http://go.pacific.edu/cmstraining)

Requesting a CMS Account:

In order to use the CMS, a CMS account must first be created for you. To request a CMS account, use the following form: [http://web.pacific.edu/x6109.xml](http://web.pacific.edu/x6109.xml)

Ideally, you should have a CMS account before training, but if not it’s okay. You can use a training account during the session. (But you should request a CMS account ASAP after training, so you can start using the CMS.)

If you have any questions about how to complete the form – contact Marketing for assistance.

Logging into the CMS:

Access the following URL to login, [http://cms.pacific.edu](http://cms.pacific.edu)

You will use your same network Pacific login to begin. The format should look as follows:

Username: STK\username  
Password: ********

Alternately, you may see three lines

Username: username  
Password: ********  
Domain: STK

**NOTE:** IF YOU DO NOT YET HAVE AN ACCOUNT – YOU CAN USE A TRAINING ACCOUNT TODAY.
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Introduction

University of the Pacific uses the Ingeniux content management system (CMS) to manage our website content. Ingeniux is a Seattle-based company that specializes in higher-education content management.

The CMS is web-based, so you can access it from anywhere you have an internet connection.

Officially-supported browsers are:

- Mozilla Firefox
- Internet Explorer 6 & 7

Although the CMS works relatively well in any modern browser, small bugs do occur in browsers other than those listed above. (Internet Explorer 8 is particularly troublesome, but it can be used successfully in compatibility mode.)

There are two concepts that are important to understand about how the CMS works: checking pages in/out, and workflow.

Checking Pages In/Out

To edit a page, you must first check it out. When a page is checked out, only the person who checked it out can make changes to it.

The check-in system prevents multiple people from editing the same page at the same time. It also creates a “history” of the page, so the page can be reverted to an earlier version if necessary. It also serves as a record of page edits, and who made them.

Workflow

In order to publish the edits you make to a CMS page to the public website, the page must proceed through a workflow. A workflow consists of a series of people who must sign off on the edits before the page can be published. Here is a typical 3-person workflow:
So when you are finished editing a page, you need to do two things:

1. Check the page in
2. Advance it in the workflow to the next person

**CMS Interface**

**Toolbar Buttons**

The CMS has three basic sections: a horizontal toolbar along the top, and a left and right pane. The toolbar provides buttons to access basic functions.

The toolbar buttons perform the following functions:

<table>
<thead>
<tr>
<th>Button</th>
<th>Function Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dashboard</td>
<td>loads the Dashboard Tab.</td>
</tr>
<tr>
<td>New</td>
<td>initiates the new node option (see below) allowing the user to create a new folder, a new page, or new component depending on the user’s permissions and access to the selected location in the site tree.</td>
</tr>
<tr>
<td>Save</td>
<td>commits changes to the current page made in the Edit Pane.</td>
</tr>
<tr>
<td>Check Out</td>
<td>moves the selected page or component into a state where the page can be edited. Availability of this button is based on the status of the selected page.</td>
</tr>
<tr>
<td>Check In</td>
<td>saves a version of the selected page and prepares the page for review and its eventual publish. Availability of this button is based on the status of the selected page.</td>
</tr>
<tr>
<td>Rename</td>
<td>launches the Rename dialog to rename the selected node.</td>
</tr>
<tr>
<td>Manage Assets</td>
<td>launches the Manages Assets dialog for uploading, managing, and referencing Images, Documents, Media files, and other static files.</td>
</tr>
<tr>
<td>Assign To</td>
<td>launches the Page Assignment dialog providing the option to change the selected node’s user assignment, provided the user has sufficient permissions.</td>
</tr>
<tr>
<td>Advance</td>
<td>launches the Workflow Advance dialog for moving a page or component to the next step of a workflow. This button is only enabled if the selected page or component is currently within a workflow.</td>
</tr>
<tr>
<td><strong>Refresh</strong></td>
<td>reloads the client Navigation and Edit Panes.</td>
</tr>
<tr>
<td><strong>Help</strong></td>
<td>launches the client Help window.</td>
</tr>
<tr>
<td><strong>Go to Page Drop Down</strong></td>
<td>provides an input field for locating pages in the site by entering a page xID, a page name, or using the dropdown to select from a list of prior entered pages.</td>
</tr>
<tr>
<td><strong>Go To</strong></td>
<td>loads the edit pane for entered page and selects the page node in the Site Tree if the Site Tab is currently loaded in the Navigation Pane.</td>
</tr>
<tr>
<td><strong>Back</strong></td>
<td>provides the option to load a prior page based on past selected pages.</td>
</tr>
<tr>
<td><strong>Forward</strong></td>
<td>provides the option to load a page loaded after the current page based on past selected pages.</td>
</tr>
</tbody>
</table>

**Left Pane**

There are three tabs in the left pane: Site, Assignments, and Search.

**Site Tab**: This tab will show the entire site hierarchy for the University of the Pacific Stockton site. You will see the entire structure. However, the “bold” areas are the sections of the site which you have been given access to modify.
**Assignments Tab:** This tab will show the pages that you are responsible for maintaining. Others within your workflow may assign pages to you. When the page is assigned to you, you can edit and make changes as well as assign or advance the page to others.

**Search Tab:** This tab will allow you to search for pages sorted by rank, date and/or page type.

**Right Pane**

**Edit Tab** (see above): This is the tab in which you will make changes to pages. Once you “check out” a page, this page becomes editable.

**Preview Tab:** This is what your page will look like when it has been published to the University website for the public to view.
History tab: This tab shows the page’s history. Past checked-in versions of the page can be viewed and, if necessary, the page can be reverted to a past version.
Checking in a page saves a version in history
When you check in a page, a version of the page is stored in the history tab. You can then revert to that version at a later time. (Note that saving a page while editing does not create a new version; the versioning occurs only upon check in.)

Working with the CMS

Creating a new page

To Create a New Page:

1. Choose **New, page** from the top toolbar
   -or-
   Right-click, **New, Page**

2. Name your page and choose a page creation rule (the template)

3. Choose **Create**

4. Choose a location (your page will be placed underneath the page you choose)
5. Choose OK.

**Adding content to your page: Required fields**

In the Edit tab, you’ll notice that some fields are marked “Required”. It’s a good practice to fill these fields out as soon as you create a new page, before you start entering content.

*Required fields must be filled out before the page can be checked in.* If you try to check a page in with the required fields blank, the CMS will display an error.

**Description of required fields**

**Title**: The title for your page. This text will appear in large font at the top of the page. The title is also used for menu links.

**Metadata**: This information is used by search engines, including our own internal search engine. There are two fields you need to fill out:
1. **Meta Keyword Tags**
   Insert a comma-separated list of “keywords” or short phrases that describe your content, which people may use when searching for it. Don’t use more than five terms, and don’t repeat a term (for example, don’t put “admission requirements” and “admission questions”; the word “admission” is repeated.)

   **Example:**
   
   ![Meta Keyword Tags](image)
   University of the Pacific, Marketing, Communications, Publications, Bulletin

2. **Meta Description**
   Insert a concise description of your content in this field. This text is displayed by search engines – including our internal search engine – within search results as a description of the page:

   **Example:**
   
   ![Meta Description](image)
   Marketing and University Communications designs, edits, and produces a wide variety of publications for business and academic units across the university.

   **Pacific’s Award-winning Publications - University of the Pacific**
   Marketing and University Communications **designs**, **edits**, and **produces** a wide variety of publications for business and academic units across the university. ...
   [www.pacific.edu/x3858.xml - 12k - Cached](http://www.pacific.edu/x3858.xml)

   **Metadata and Searching**
   Can people find your page by searching? That depends on your metadata. The **title**, **keywords**, and **meta description** are the main factors that determine where your page ends up in the search results. Try to use words that your target audience would use when searching for your content.

   **Search Check**
   You should periodically search for your content on our internal search engine (search.pacific.edu), to make sure you can find it. If not, try tweaking your **title**, **keywords** and/or **meta description**.

   After entering your **title**, **keywords**, and **meta description**, you can enter your actual page content. Use the Preview tab to make sure your content displays correctly.

   **Saving changes**

   **To Save Changes:**

   1. Click the Save button

   ![Save button](image)
-or-

\[
\text{ctrl} + \text{s}
\]

**Check in/Advance**

When you’re finished editing your page:

1. Check the page in

2. Advance it in workflow

**What actually happens when I advance a page?**

The CMS sends an email to the person you advanced the page to, notifying them of the advanced page. (The email will include any comments you entered when you advanced it.) That person must then advance the page back to you through the CMS.

**My page was published but I don’t see it!**

When a page is published and advanced back to you, you’ll receive an email saying the content was published. However, what this actually means is that the page was put in a publishing queue. Depending on how big the queue is, it can take up to 30 minutes for your page to publish.

**Creating a new folder**

**To Create a New Folder:**

1. In the site tree, select the page or folder you want to be the parent of the new folder

2. Choose **New, Folder** from the toolbar

   -or-

   Right-click, **New, Folder**

3. Name the folder
Using the Rich-Text Editor
You will be using the Rich-Text Editor (RTE) to put content into your page. Its buttons and functionality are similar to Microsoft Word in many respects:

1. Copy your content
2. Place the cursor where you want to paste
3. Paste with Ctrl + V
   -or-
   Right-click inside the editor and choose paste.

The RTE paste dialog appears:
4. Choose the type of paste:

**Keep source formatting**
Not recommended. This will preserve all the extra Word formatting, which usually breaks the layout of the page.

**Use Destination Formatting (Paste from Word)**
Recommended for most purposes. Proprietary Word markup will be removed, but basic formatting (bold, italic, etc.) will be retained.

**Paste text only**
All formatting will be lost (bold, italic, hyperlinks, etc.)

5. Press Ctrl + V to paste the content into the dialog.
6. Choose Insert

Pasting from the toolbar
In addition to using Ctrl + V or Right-click, paste you can also use the pasting buttons on the RTE toolbar:

Pasting in different browsers
There are slight differences in how different browsers handle copying and pasting, but the steps above should be applicable to all browsers.

Basic formatting

[Basic formatting such as bold, italic, underline, etc. in the RTE works the same way as in Microsoft Word and will not be covered in detail here. See http://go.pacific.edu/cmstraining for instructional videos about these basic functions.]

Linking

Links are a common component of web pages – you will probably be creating a lot of them. Using the CMS, links can be created for:
• Web pages
• Documents (Word, Excel, etc.)
• Email addresses
• Page anchors

The general formula for creating any kind of link is the same.

**To Create a Hyperlink:**

1. Select the text you want to hyperlink
2. Click the Link button on the toolbar
   - or -
   Right click the selected text and choose **Insert/edit link**
3. Enter your link information into the Insert Link dialog
4. Choose **Insert**.

Depending on what options you choose in the Insert Link dialog, different types of links can be created.

Before we start creating different kinds of links, let’s take a look at the options available in the Insert Link dialog.

**Link Properties**

**Target:** You can set your link to open in the same window, a new window, a parent frame or the top frame. (Our website does not use frames, so you can ignore the frame options.) Internal links should (absent a compelling reason otherwise) open in the same window. External links and document links should open in new windows.

**Title:** This information helps the user predict where the link goes. If the link destination is clear from the context of the link, there is no need to add a title. But if you think the link might be ambiguous, you can add a concise Title describing the link destination. [More information]
**Class:** “Class” refers to [CSS](https://www.w3.org/css) classes, which are used to format HTML elements (in this case, links.) In the CMS, we use classes as a way to insert small icons in front of certain types of links. You’ve probably noticed the icons before – here is an example from our website:

Written drafts of testimony provided by Staci Stevens, Dr. Laura Black and Harnoor Singh at the CFS Advisory Committee meeting:

- [Staci Stevens](#) [12.4 Kb]
- [Dr. Laura Black](#) [33.9 Kb]
- [Harnoor Singh](#) [38.1 Kb]

See additional information about the meeting and the recommendations made by the CFS Advisory Committee:

- [CFS Advisory Committee Holds Timely Session](#)

Icons should always be used for the following kinds of links:

- Links to files (word, pdf, excel, etc.)
- Links to external sites (i.e. not on [www.pacific.edu](https://www.pacific.edu))
- Links that will open a new window
- Email links

**Users don’t like surprises**

The purpose of using icons for certain types of links is to prevent users from getting unexpected surprises. Links can have unwanted effects, such as slowing down browsers (PDF files) or opening external applications (email links). An icon helps the user make an informed decision when considering clicking a link.

Here are the icons available to you by setting a Class:

<table>
<thead>
<tr>
<th>Class</th>
<th>Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>icon_external</td>
<td>➤ My link</td>
</tr>
<tr>
<td>icon_email</td>
<td></td>
</tr>
<tr>
<td>icon_inside_pacific</td>
<td></td>
</tr>
<tr>
<td>icon_facebook</td>
<td></td>
</tr>
<tr>
<td>icon_twitter</td>
<td></td>
</tr>
<tr>
<td>icon_file_pdf</td>
<td></td>
</tr>
<tr>
<td>icon_file_word</td>
<td></td>
</tr>
<tr>
<td>icon_file_excel</td>
<td></td>
</tr>
<tr>
<td>icon_file_powerpoint</td>
<td></td>
</tr>
</tbody>
</table>
Now let’s take a look at the different kinds of links we can create.

**Internal links**

Links to other CMS pages are considered “internal” links.

### Create an Internal Link (Link Dialog Method)

1. In the Insert Link dialog, choose **Internal** under **Link To**.

   ![Link Dialog](image)

2. In the **Page** field, do one of the following:

   1) Start typing the name of the page you want to link to. A list of pages will drop down as you type. Select your page from the list.
2) If you know the xID of the page you want to link to, you can type it directly into the **Page** field followed by “.xml”

3. Set the **Target** to open the same window.

4. Give a title if necessary. Do not set a class.

5. Choose **Insert**.

---

**Don’t forget the .xml!**

One common mistake is neglecting to add “.xml” after typing the xID. This will result in a broken link.

There is a shortcut way to create internal links.
Create an Internal Link (Drag & Drop):

1. Select the text you want to hyperlink
2. From the site tree on the left, left-click/drag and drop the page you want to link to onto the selected text.

Alternatively, you can drag/drop without selecting text:

1. Left-click/drag and drop the page onto a blank area of the editor.

A link is created, using the title of the page.

External links

Links to websites outside the Pacific CMS are considered “external” links.

To Create an External Link:

1. In the Link To area of the Insert Link dialog, choose External.

2. Type or paste the link URL into the URL field:

If you’d like to preview your link, choose Browse. The CMS will attempt to open the URL you entered.
3. If the link is correct, choose **Save Address**.

4. Set the **Target** to open in a new window.

5. Give the link a title if necessary.

6. Set the Class to “icon_external”.
Document Links

**To Link to a Document:**

1. In the Insert Link dialog, choose **Document** under *Link To*.

2. Choose **Browse** to open the Asset Manager.

3. Using the expand button, navigate to your department within the Documents folder.

4. If your document has already been uploaded to the CMS, you will see it. Select the file and click OK.
5. If you have not yet uploaded your document, choose **Upload**.
   A browse dialog appears.

6. Choose **Browse** and select the document from your computer.

7. Choose **Upload**.

8. Select your file in the Asset Manager and choose **OK**.

9. Set the **Target** to open in a new window (this is best practice for document links).

10. Give the link a title if necessary.

11. Set the class to display the appropriate icon for the file type.

   ![Link properties]

   **Email Links**

   To help prevent spam, the University uses JavaScript email links instead of the traditional mailto: links (which can be harvested by spammers).

   **To Create an Email Link:**

   1. In the Insert Link dialog, choose **Internal** under **Link To**

   ![General]

   ![Link To]

   2. If the email address is an “@pacific.edu” address, use the following template in the
Page field:

javascript:void(email('emailname'))

where emailname is the PacificNet ID. For example, to send an email to sandreessen@pacific.edu:

3. If the email address is not an “@pacific.edu” address, use the following template in the Page field:

javascript:void(email('emailname','domain.com'))

4. Set the Target to open in the same window

5. Set the Class to “icon_email”

6. Choose Insert

Anchor Links

Anchor links are links within a page. Clicking an anchor link will make the page jump to a pre-defined spot (“anchor”) within the page. Anchor links can be useful, especially on very tall pages.

Before you can create an anchor link, you must create one or more anchor points on the page.

To Create an Anchor Point:

1. Place your cursor where you want the anchor point to go

2. Choose the anchor button in the RTE:

3. The Insert Anchor dialog will open. Type a name for your anchor:
4. Choose **Insert**.

An anchor icon will appear where you created your anchor point:

Now that you’ve created an anchor on the page, you can link to it.

### To Link to an Anchor Point:

1. In the **Link To** area of the Insert Link dialog, choose **Anchor**.

2. In the **Anchors** field, select the anchor you want to link to. (The anchors you’ve created will be listed.)

3. Leave the Class at “Not set”

4. Choose **Insert**.

### Images

**Image dimensions**

If your image is too wide, it can break the page layout. Before inserting your image, check the width. If it is wider than the values given for the page types below, you will need to scale your image.

<table>
<thead>
<tr>
<th>Page type</th>
<th>Description</th>
<th>Maximum image width</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail</td>
<td>Has a right-hand menu</td>
<td>380 pixels</td>
</tr>
<tr>
<td>Wide</td>
<td>Does not have a right-hand menu</td>
<td>500 pixels</td>
</tr>
</tbody>
</table>
To Insert an Image:

1. Place your cursor inside the RTE where you want your image to appear.

2. Choose the **Image** button.

   -or-

   **Right-click, insert/edit image.**

   The Insert/edit Image dialog will appear.

3. Choose **Browse** to browse for your image.

   The asset manager appears.

4. Choose **Expand** to navigate to your department within the Images folder.

5. If your image has already been uploaded to the CMS, skip to step 12.

6. If you have not yet uploaded your image, choose **Upload**.

   The browse dialog appears.
7. Choose **Browse** and select the image from your computer.

8. If your image is too wide according to the table above, choose **Scale Image**.

9. Choose **Upload**.

10. If you chose **Scale image**, enter a new width for your image. (The height is calculated automatically.)

11. Choose **Scale**.

12. You will see your image in the Asset Manager. Select it and choose **OK**.

13. Give your image a description and choose **Insert**.
Image Components

I haven’t written these into the documentation yet, I’m not sure if we’ll have time to cover them during the session. If so, I will go over it. But either way I will put up a video at http://go.pacific.edu/cmstraining explaining how to create them.

Asset manager

We touched upon the asset manager above, while linking to documents and inserting images. Here is some more detail.

The Asset Manager allows you to organize your files in the CMS, just like you would on your hard drive. With the Asset Manager you can:

- Upload, rename, and delete files
- Create, rename, and delete folders
- Change views – thumbnail or list
The Asset Manager can be accessed with the Assets button on the toolbar:

Files in the Asset Manager are organized into “Documents”, “Images”, and “Media” folders.

The expand button can be used to navigate subfolders to locate your department:
The toolbar in the upper-right of the Asset Manager allows the following functions to be performed:

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refresh</td>
<td>Reload the files in the Asset Manager view. If you think a file should be there but you don’t see it, try refreshing.</td>
</tr>
<tr>
<td>New Folder</td>
<td>Create a new folder.</td>
</tr>
<tr>
<td></td>
<td>1. Clicking will open the Create New Folder dialog:</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Create New Folder Dialog" /></td>
</tr>
<tr>
<td></td>
<td>2. Enter a name for your folder and click “Create Folder”. Your folder will appear in the directory tree:</td>
</tr>
<tr>
<td>Upload</td>
<td>Upload a file.</td>
</tr>
<tr>
<td></td>
<td>1. Clicking will open the Upload File dialog:</td>
</tr>
</tbody>
</table>
2. Click Browse. Select a file from your computer.

3. Click “Upload”. The file will appear in the Asset Manager:

<table>
<thead>
<tr>
<th>Delete</th>
<th>Delete a file.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Select the file you want to delete (click on it).
2. Click the Delete button. You will be prompted to confirm the deletion.

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Size (KB)</th>
<th>Type</th>
<th>Date Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ingenious_Author_Cle...</td>
<td>775.57</td>
<td>Adobe Acrobat...</td>
<td>12/22/2009 11:0...</td>
</tr>
</tbody>
</table>

The page at http://cmstraining.pacific.edu says:

![Confirmation dialog]

Are you sure you want to delete the selected files?

OK  Cancel

3. Make sure the file you have selected is the correct one, and click OK.

**Warning:** Make sure you have selected a file before you click the Delete button. Otherwise, you may accidentally delete an entire folder. *(Yes this has actually happened before!)*

### View

**Change the file view.**

1. Clicking will open the View menu:

![View menu]

2. Choose your preferred view.

*Thumbnails* view lets you preview images:

![Thumbnails view example]

*Details* view gives you more information about the file:
Moving Pages

To move a page to a different location in the tree, just drag and drop the page:

As you drag the page, a line will show you where the page will go when you drop it.

Pages can also be cut, copied, and pasted.

**To Cut/Copy and Paste a Page:**

1. Right-click the page you want to cut or copy
2. Choose either **Cut** or **Copy**.

3. Right-click the page you want to be the parent of your copied/cut page
4. Choose **Paste** from the right-click menu.

Your page will appear in its new location.
How menus work

The CMS creates menus automatically based on the site tree. Take, for example, the following hierarchy:

The “What to do When the Media Calls” page has seven pages underneath it (called “child” pages). The CMS will automatically display the child pages in the right-hand menu of that page:

So if you want to re-order your menu links, just move the pages into the desired order; the CMS will rebuild the menu automatically.

Re-ordering pages is like any other change you make in the CMS: the changes won’t be visible until the pages are published. (You can just publish the one page at the top of the hierarchy.)

Best practices

- No empty pages or “coming soon”
- Icons [classes]
Appendix 1 – RTE summary

<table>
<thead>
<tr>
<th>Button/Dropdown</th>
<th>Name</th>
<th>Sample HTML</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>![image]</td>
<td>pasteword</td>
<td>NA</td>
<td>pastes text from a Word document without Word-specific formatting.</td>
</tr>
<tr>
<td>![image]</td>
<td>pastetext</td>
<td>NA</td>
<td>pastes text from previous Cut or Copy action without any formatting from the original version.</td>
</tr>
<tr>
<td>![image]</td>
<td>paste</td>
<td>NA</td>
<td>pastes content from previous Cut or Copy action, including all formatting, into (X)HTML Editor.</td>
</tr>
<tr>
<td>![image]</td>
<td>cut</td>
<td>NA</td>
<td>cuts selected text.</td>
</tr>
<tr>
<td>![image]</td>
<td>copy</td>
<td>NA</td>
<td>copies selected text.</td>
</tr>
<tr>
<td>![image]</td>
<td>justifyleft</td>
<td>&lt;p style=&quot;text-align: left;&quot;&gt;content&lt;/p&gt;</td>
<td>aligns selected text to the left margin.</td>
</tr>
<tr>
<td>![image]</td>
<td>justifycenter</td>
<td>&lt;p style=&quot;text-align: center;&quot;&gt;content&lt;/p&gt;</td>
<td>aligns selected text to the center.</td>
</tr>
<tr>
<td>![image]</td>
<td>justifyright</td>
<td>&lt;p style=&quot;text-align: justify;&quot;&gt;content&lt;/p&gt;</td>
<td>aligns selected text to the right margin.</td>
</tr>
<tr>
<td>![image]</td>
<td>justifyfull</td>
<td>&lt;p style=&quot;text-align: justify;&quot;&gt;content&lt;/p&gt;</td>
<td>justifies selected text so that it is abuts and is equally distributed between the left and right margins.</td>
</tr>
<tr>
<td>![image]</td>
<td>bold</td>
<td>&lt;strong&gt;content&lt;/strong&gt;</td>
<td>bolds selected text.</td>
</tr>
<tr>
<td>![image]</td>
<td>italic</td>
<td>&lt;em&gt;content&lt;/em&gt;</td>
<td>italicizes selected text.</td>
</tr>
<tr>
<td>![image]</td>
<td>underline</td>
<td>&lt;span style=</td>
<td>underlines selected text.</td>
</tr>
<tr>
<td>![image]</td>
<td>strikethrough</td>
<td>&lt;span style=</td>
<td>strikes through selected text.</td>
</tr>
<tr>
<td>Icon</td>
<td>Command</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>sup</td>
<td>&lt;sup&gt;content&lt;/sup&gt;</td>
<td>formats selected text as superscript.</td>
<td></td>
</tr>
<tr>
<td>sub</td>
<td>&lt;sub&gt;content&lt;/sub&gt;</td>
<td>formats selected text as subscript.</td>
<td></td>
</tr>
<tr>
<td>indent</td>
<td><code>&lt;p style=''&gt;</code></td>
<td>indents selected text.</td>
<td></td>
</tr>
<tr>
<td>outdent</td>
<td>Removes P Tag</td>
<td>outdents selected text.</td>
<td></td>
</tr>
<tr>
<td>undo</td>
<td>NA</td>
<td>undoes previous action.</td>
<td></td>
</tr>
<tr>
<td>redo</td>
<td>NA</td>
<td>re-applies previous action.</td>
<td></td>
</tr>
<tr>
<td>table</td>
<td>Inserts table html</td>
<td>opens the Insert/Modify Table dialog. (See Below XXX)</td>
<td></td>
</tr>
<tr>
<td>row_props</td>
<td>NA</td>
<td>opens the Table Row Properties dialog. (See Below XXX)</td>
<td></td>
</tr>
<tr>
<td>cell_props</td>
<td>NA</td>
<td>opens the Table Cell Properties dialog. (See Below XXX)</td>
<td></td>
</tr>
<tr>
<td>row_before</td>
<td>NA</td>
<td>inserts a row above the selected row.</td>
<td></td>
</tr>
<tr>
<td>row_after</td>
<td>NA</td>
<td>inserts a row below the selected row.</td>
<td></td>
</tr>
<tr>
<td>delete_row</td>
<td>NA</td>
<td>deletes the selected row</td>
<td></td>
</tr>
<tr>
<td>col_before</td>
<td>NA</td>
<td>inserts a column to the left of the selected column.</td>
<td></td>
</tr>
<tr>
<td>col_after</td>
<td>NA</td>
<td>inserts a column to the right of the selected column.</td>
<td></td>
</tr>
<tr>
<td>delete_col</td>
<td>NA</td>
<td>deletes the selected column.</td>
<td></td>
</tr>
<tr>
<td>merge_cell</td>
<td>NA</td>
<td>merges a previously split cell.</td>
<td></td>
</tr>
<tr>
<td>split_cell</td>
<td>NA</td>
<td>splits the selected table cell.</td>
<td></td>
</tr>
<tr>
<td>anchor</td>
<td><code>&lt;a name='</code></td>
<td>opens the Insert/Edit Anchor dialog. (See Below XXX)</td>
<td></td>
</tr>
<tr>
<td>blockquote</td>
<td><code>&lt;blockquote&gt;</code> <code>&lt;p&gt;content&lt;/p&gt;</code> <code>&lt;/blockquote&gt;</code></td>
<td>wraps the selected text with <code>&lt;blockquote&gt;</code> tags. This identification can be used to apply styling as well as identify the content as a quotation to browsers, web crawlers, screen readers, etc.</td>
<td></td>
</tr>
<tr>
<td>code</td>
<td>NA</td>
<td>opens the HTML Source Editor dialog.</td>
<td></td>
</tr>
<tr>
<td><strong>Image</strong></td>
<td><strong>Attributes depend</strong></td>
<td>(See Below XXX)</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>Media</strong></td>
<td>Attributes depend</td>
<td>opens the Insert/Edit Embedded Media dialog. (See Below XXX)</td>
<td></td>
</tr>
<tr>
<td><strong>Link</strong></td>
<td><code>&lt;a href=&quot;x1.xml&quot;&gt;HTML will vary</code></td>
<td>opens the Insert/Edit Link dialog. (See Below XXX)</td>
<td></td>
</tr>
<tr>
<td><strong>Unlink</strong></td>
<td>NA</td>
<td>removes the link from the selected text.</td>
<td></td>
</tr>
<tr>
<td><strong>Bullist</strong></td>
<td><code>&lt;ul&gt; &lt;li&gt;&lt;/li&gt; &lt;/ul&gt;</code></td>
<td>inserts a bulleted (unordered) list.</td>
<td></td>
</tr>
<tr>
<td><strong>Numlist</strong></td>
<td><code>&lt;ol&gt;&lt;li&gt;&lt;/li&gt;&lt;/ol&gt;</code></td>
<td>inserts a numbered (ordered) list.</td>
<td></td>
</tr>
<tr>
<td><strong>Charmap</strong></td>
<td>Inserts Character</td>
<td>opens the Select Custom Character dialog. (See Below XXX)</td>
<td></td>
</tr>
<tr>
<td><strong>HR</strong></td>
<td><code>&lt;hr /&gt;</code></td>
<td>inserts a horizontal line.</td>
<td></td>
</tr>
<tr>
<td><strong>Spellchecker</strong></td>
<td>NA</td>
<td>provides the option to check the spelling for content within the (X)HTML Editor as well as choosing the language to use when checking content.</td>
<td></td>
</tr>
<tr>
<td><strong>Search</strong></td>
<td>NA</td>
<td>opens the Find/Replace dialog. (See Below XXX)</td>
<td></td>
</tr>
<tr>
<td><strong>Replace</strong></td>
<td>NA</td>
<td>opens the Find/Replace dialog. (See Below XXX)</td>
<td></td>
</tr>
<tr>
<td><strong>Selectall</strong></td>
<td>NA</td>
<td>selects all objects in the (X)HTML Editor.</td>
<td></td>
</tr>
<tr>
<td><strong>Visualaid</strong></td>
<td>NA</td>
<td>displays visual guidelines in the edit view.</td>
<td></td>
</tr>
<tr>
<td><strong>ForeColor, Forecolorpicker</strong></td>
<td><code>&lt;span style=&gt;</code></td>
<td>opens the Select a Color dialog. (See Below XXX).</td>
<td></td>
</tr>
<tr>
<td><strong>BackColor, Backcolorpicker</strong></td>
<td><code>&lt;p style=&gt;</code></td>
<td>opens the Select a Color dialog. (See Below XXX).</td>
<td></td>
</tr>
<tr>
<td><strong>Styleselect</strong></td>
<td><code>&lt;span class=&gt;</code></td>
<td>selects CSS Class, via dropdown, to apply to text in editor. Classes defined in localstyles.css located on the server hosting the design time site.</td>
<td></td>
</tr>
<tr>
<td>Column</td>
<td>Option</td>
<td>Description</td>
<td>Example</td>
</tr>
<tr>
<td>--------</td>
<td>--------------</td>
<td>------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Paragraph</td>
<td>Varies based on selected option:</td>
<td>&lt;h1&gt;content&lt;/h1&gt;</td>
</tr>
<tr>
<td></td>
<td>Font family</td>
<td>Select font via dropdown, to apply to selected text.</td>
<td>&lt;span style=&quot;font-family: andale mono;&quot;&gt;content&lt;/span&gt;</td>
</tr>
<tr>
<td></td>
<td>Font size</td>
<td>Select Font size via dropdown, to apply to selected text.</td>
<td></td>
</tr>
</tbody>
</table>