

# WYSIWYG Editor

OU Campus v10

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## About OmniUpdate, Inc.

OmniUpdate<sup>®</sup> is the leading web content management system (CMS) provider for higher education. The company focuses on providing an exceptional product and customer experience to its OU Campus<sup>™</sup> CMS users who manage more than 700 web and mobile sites in the U.S. and around the world. OU Campus is secure and scalable, server and platform independent, and seamlessly integrates with other enterprise campus systems. It provides college and university web developers, administrators, and marketers with the user-friendly tools and deployment flexibility they need to achieve excellence. For more information, visit .

## About This Guide

The WYSIWYG Editor document provides a PDF version of the Support Site topics regarding the usage of the WYSIWYG Editor and the tools available for it.

## OU Campus Support

The Support site is available to everyone and users are encouraged to visit and browse the site for information. An institution's administrators are also available if the answer cannot be found on the Support site or further explanation and clarification is needed. Administrators may contact the OmniUpdate Support Team. Ways to access the OU Campus support documentation include:

- Support site: <http://support.omniupdate.com/>
- The help link in the main interface of OU Campus
- The WYSIWYG Help link
- Help links embedded in the system
- Text instructions are provide onscreen for specific fields and functionality
- OmniUpdate Community Network (OCN): <http://ocn.omniupdate.com/>

## Conventions

Shorthand for navigation through the OU Campus CMS is indicated with a greater-than sign and bolded: > For example, Setup > Sites. Code snippets use Courier New and a shaded background.

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## WYSIWYG Editor

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### WYSIWYG Editor Overview

There are several types of editors available to edit pages in distinctly different ways, but the WYSIWYG editor is the most common way for users to edit pages in OU Campus. The WYSIWYG (What You See Is What You Get) Editor allows for a familiar experience of editing a page similar to that of many web applications and traditional word processors. The WYSIWYG editor allows users to generate HTML content for specific regions on the page, without needing to program in HTML directly. **Note:** The WYSIWYG editor only accepts HTML tags and will strip out server-side or client-side code. If users need to add server-side or client-side code, they should do so by creating a source code asset or inserting it directly in the source code for a page.

When logging into the system to directly edit a page, there may be several editable regions available. The available editable regions are defined by permissions levels and group associations. Only areas that are available to be edited by that user are shown with an edit button. Clicking on the Edit button above a region allow for the area to be edited. This opens the WYSIWYG Editor by default and the assigned toolbar is available.

Keep in mind that part of the configuration of the template design may include an image in the background that helps present a more accurate rendering of how the content will appear on the page. It is intended for visualization purposes and to help understand how the content is organized on the page into editable regions. Once the content has been saved, an actual view of the configured page can be seen using the Preview mode.

When editing in the WYSIWYG, modifications should be saved by clicking the Save icon before navigating away from the page. If an attempt is made to navigate away from the page without first saving it, the user notification is shown as a reminder to save the page.

### Toolbars and Tools

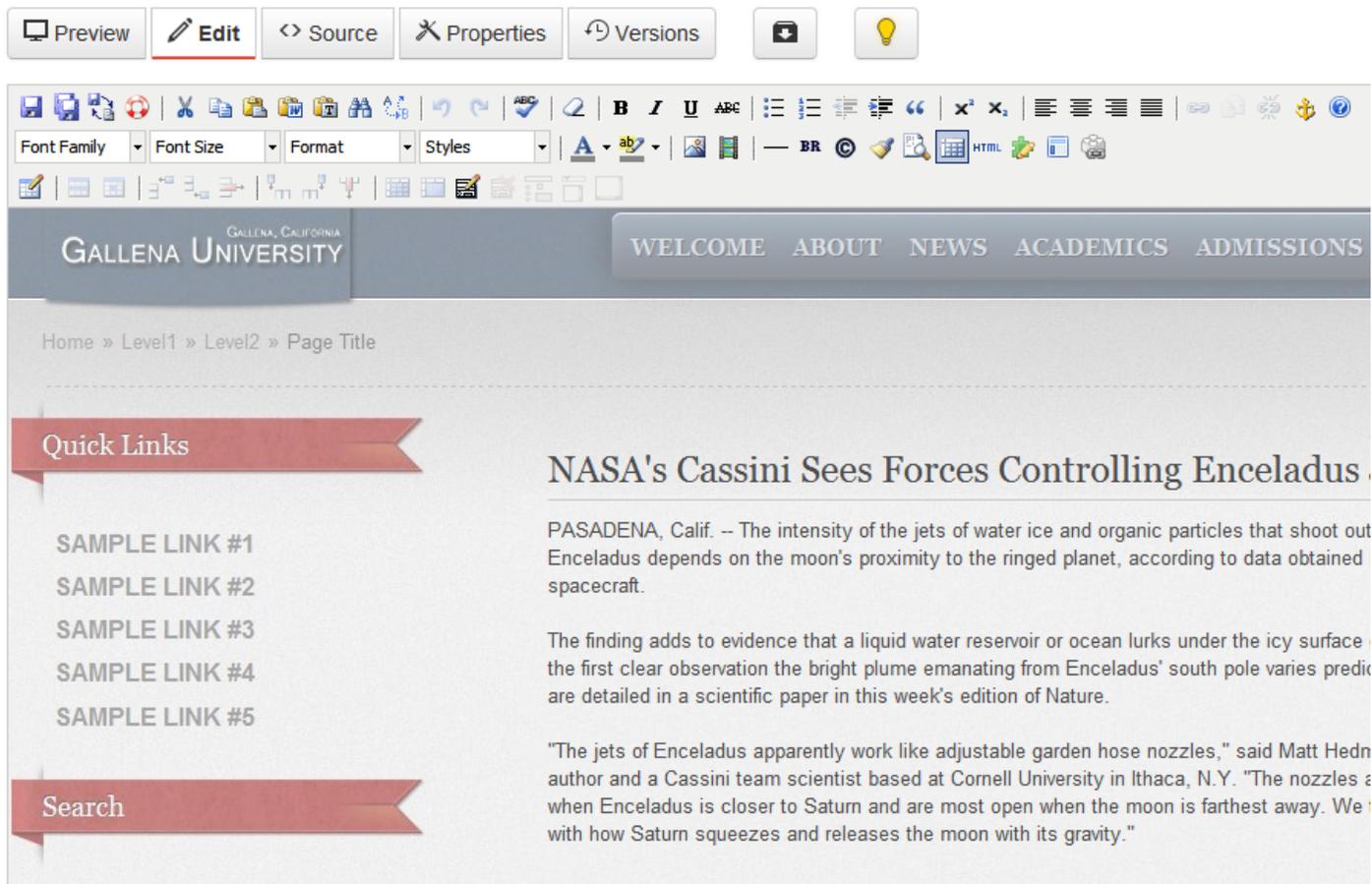
Many of the editing tasks for a page such as inserting images and links, applying formatting such as bold, and spell checking a page can be accomplished from within the WYSIWYG using the toolbar. WYSIWYG toolbars are customizable and the toolbar the user sees may contain a subset of the available tools as various custom toolbars can be created and assigned to a user or to an editable region. The Toolbar and Tools section provides information about the organization of the toolbar and the tools that can be contained within it. For more information, see:

#### [Toolbar and Tools](#)

Additionally, editing behaviors within the WYSIWYG can be influenced by the operating system in use on the local computer and the browser. These behaviors as well as other WYSIWYG behaviors are detailed on this page with these topics:

- [Save-in-Place](#)
- [WYSIWYG Editing Behavior](#)
- [Shortcut Menus](#)
- [Paragraph Tags and Assets](#)
- [HTML5 Schema](#)
- [WYSIWYG Customization](#)
- [In-Context Editing](#)
- [Creating Custom Toolbars](#)
- [Mini-WYSIWYGs](#)

## Example of WYSIWYG Editor



## Save-In-Place

One item that is not represented on the toolbar, but is available from within the WYSIWYG is the ability to save while editing a page with the keyboard shortcut CTRL+S (PC). This offers users the ability to save the page without clicking the usual save icon that ends the editing session. Save-in-place saves the page and allows the user to continue editing. For more information:

[Save-In-Place](#)

## WYSIWYG Editing Behavior

Several of the tools that apply styling to content within the WYSIWYG can be toggled on and off. For example, if the Format drop-down was used to apply Heading 1, the use of Heading 1 can be deactivated by deselecting it in the drop-down. Note that when applying a class from a Styles drop-down and then selecting another class from the Styles drop-down that both styles are applied to the text. Formatting applied with the use of the Styles drop-down can also be cleared with the use of the Remove Formatting tool, which is represented by the Eraser icon on the toolbar.

Editing behavior while within the WYSIWYG can vary from browser to browser. For example, Firefox, Chrome, and Safari have settings that prevent scripts from invoking the Cut, Copy, and Paste commands, so the corresponding buttons on the WYSIWYG Toolbar do not function as expected when using browsers with these restrictions. The keyboard shortcuts (CTRL+X, CTRL+C, CTRL+P for Windows, CMD-X, CMD-C, CMD-V for Macintosh) do work as expected.

## Shortcut Menus

Right clicking on the WYSIWYG area while editing displays a shortcut menu with the following options:

- Cut (CTRL+X): If content is selected
- Copy (CTRL+C): If content is selected
- Paste (CTRL+V): If content is on the clipboard
- Insert/Edit Image
- Alignment: Left, Center, Right, Full
- Insert Form
- Insert/Edit Table

When text is selected, additional items include:

- Insert/Edit Link
- Unlink

## Table

Right-clicking within a table provides a list of available table editing and formatting functions as follows:

- Insert/Edit Table
- Table Properties
- Delete Table
- Cell
  - Table Cell Properties
  - Split Merged Table Cells
  - Merge Table Cells
- Row
  - Table Row Properties
  - Insert Row Before
  - Insert Row After
  - Delete Row
  - Cut Table Row
  - Copy Table Row
  - Paste Table Row Before
  - Paste Table Row After
- Column
  - Insert Column Before
  - Insert Column After
  - Delete Column

## Spell Check

When spell check is used within the WYSIWYG, clicking on a word that is flagged as misspelled with red, squiggly underlining, displays a shortcut menu that includes the following items:

- Suggestions for correctly spelling the word
- Add to dictionary (if enabled for the user)
- Ignore Word
- Ignore All

When the spell checker is toggled on, a shortcut menu for right-clicking is shown specific to the spell checker, which includes the following functionality:

- Cut, Copy, Paste
- Spelling and Grammar
- Font
- Paragraph Direction

## Not Inserting Paragraph Tags

The normal behavior in the WYSIWYG Editor is that a user enters some text and presses Enter. This wraps the appropriate HTML tags around the content, for example `<p>` tags.

Typing content and saving without pressing enter, allows for the text to be added without the encapsulating tags.

The Show/Hide Block Elements tool can be used to change the view to include dotted lines and other formatting marks indicating what block-level element the text is within.

## Paragraph Tags and Inserting Assets

Under normal editing circumstances, a user is not likely to never be within a block level element. In other words, while editing within the WYSIWYG, the cursor will almost always be within a `<p></p>` tag or other block-level element such as a heading like an `<h1></h1>`. The tested best practice to insert an asset into the WYSIWYG, and to not have it surrounded by `<p></p>` tags is to perform the actions outlined in either Scenario One or Scenario Two.

### Scenario One

Start with some existing content and the cursor located at the end of the last text in the WYSIWYG, right after a period. For example: `.</p>` in the next line: `<p>text content.</p>`

1. Press **Enter/Return** twice in the WYSIWYG then use the **Up Arrow** key once. The cursor is now inside the first `<p></p>` tag set. For example:

```
<p>text content.</p><p></p><p></p>
```

2. Select **Paragraph** from the **Format** menu. This removes the `<p>` tag set from surrounding the cursor as follows:

```
<p>text content.</p><p></p>
```

3. Select **Insert/Edit Asset**, choose the asset, and click **Select Asset**. This creates an asset in the WYSIWYG without a surrounding `<p>` tag set as follows:

```
<p>text content.</p>{ { a : xxxx } }<p>&nbsp;</p>
```

### Scenario Two

Start with some existing content and the cursor located at the end of the last text in the WYSIWYG, right after a period for example: `.</p>` in the next line: `<p>text content.</p>`

1. Press **Enter** once in the WYSIWYG, then press the **Space Bar**. The cursor is now inside the first `<p>&nbsp;</p>` tag set as follows:

```
<p>text content.</p><p>&nbsp;</p>
```

2. Select **Insert/Edit Asset**, choose the asset, and click **Select Asset**. This creates an asset in the WYSIWYG inside a surrounding `<p>` tag set as follows:

```
<p>text content.</p><p>&nbsp;{ { a : xxxx } }</p>
```

3. Place the cursor in front (to the left) of the asset at the beginning of the line, and then select **Paragraph** from the **Format** menu. This removes the <p> tag set from surrounding the asset as follows:

```
<p>text content.</p>&nbsp; { { a : xxxx } }
```

Now the space (&nbsp;) can be deleted if so desired.

**Note:** The cursor must be to the left of the asset, if the cursor is on the right edge of the asset, it will not be able to select from the Format menu. Pressing Return/Enter after the asset, adds a <br /> tag and not a <p></p> tag set.

## Path

When editing in the WYSIWYG, the status bar below the main content area shows the path for the element where the cursor is currently positioned. For example, when the cursor is within a paragraph, the following is shown:

Path: p

The following path:

Path:p » strong

...is for the bolded text shown below.

to the left) of the asset  
the **Format** menu. Th  
lows:  
-----  
-----

## HTML5 Schema

The available settings for the WYSIWYG Editor include setting a default toolbar, URL and image settings, and the ability to toggle to HTML5 Schema. Enabling HTML5 Schema rather than using the XHTML default, changes the behavior of the WYSIWYG and the validation of pages. The WYSIWYG Editor creates the underlying markup based on the chosen schema. Use caution when changing to HTML5 Schema. If other components of a site are not updated, such as the XSLs, this can lead to the WYSIWYG removing invalid elements or a page not passing validation at the time of page check or final check.

The use of the name attribute, which prior to HTML5 was used, for example, to help define an anchor, is invalid in HTML5 and is removed by the WYSIWYG. The ID attribute is now used. To further this example, when HTML5 Schema is *not* enabled and an anchor is inserted on a page via the WYSIWYG, the following markup is added:

```
<a name="example"> </a>
```

When HTML5 Schema is enabled, the markup is:

```
<a id="example"> </a>
```

Note that the WYSIWYG Editor does not update or correct invalid HTML. If invalid markup such as the name attribute is added via the WYSIWYG HTML Source Viewer or the Source Editor, it is automatically removed when the page is opened in the WYSIWYG. The selection of the HTML5 Schema is one of several WYSIWYG customizations available in the settings specific to a site. For more information:

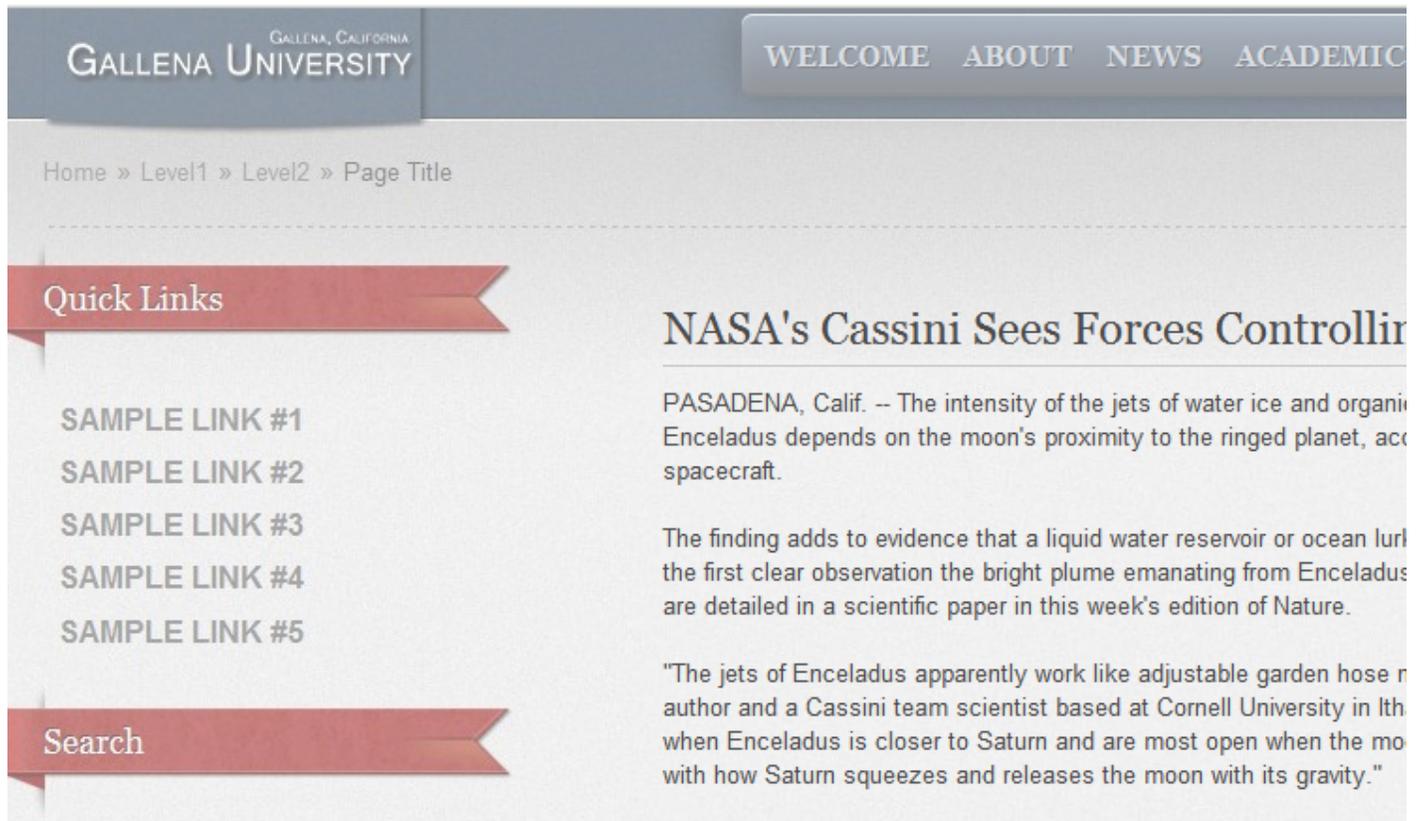
## WYSIWYG Editor

## WYSIWYG Customization

### In-Context Editing

Part of the configuration of the template design may include a dimmed image in the WYSIWYG editing area. This is meant to be representational of how the published page is displayed. For example, there may be a navigational element included, but not editable in this view as it is meant for visualization purposes. Once the content has been saved, an actual view of the configured page can be seen while previewing the page. In the example below, the main content area that includes text is being edited, visualization of the global and local navigation elements are provided, but not editable in this view. For more information about creating this affect, see:

### In-Context Editing



### Creating Custom Toolbars

The WYSIWYG and the WYSIWYG toolbar is customizable by administrators of the account and may offer different functionality to different users on different pages specific to editing different content types. For information regarding customizing the toolbar:

#### Toolbars

#### Access and Workflow

### Mini-WYSIWYG

A version of the WYSIWYG Editor is also available when editing Web Content Assets. The functionality of the tools on a mini-WYSIWYG is similar to that of when using the main WYSIWYG Editor.



## Toolbar and Tools

### Toolbar and Tools Overview

Within the WYSIWYG Editor is a toolbar, which has a variety of functions functionality available to the user to utilize in order to make editing the page easier.

Icons represent the tools. Clicking on any icon performs an action, either directly to the page, or to the selected text and graphics. Some icons display more options in a drop-down menu, or in a dialog.

The availability of a function is based on the selected items, or the location of the cursor on the page. For example, if nothing is selected, functions such as Insert Link are dimmed, signifying that this function is not available at the moment. For the Insert Link function button to be available, the user must first select text or a graphic.

In many cases, right-clicking offers contextual functions. For example, right-clicking within a table provides a list of available table editing and formatting functions. Additionally, commonly used control key combinations are available such as CTRL+X, CTRL+C, and CTRL+V for cut, copy, and paste respectively for PC.

Keep in mind that the account administrator can remove items and create custom toolbars, which can be assigned to users, sites, directories, pages, and editable regions.

### Toolbar Reference



Each toolbar is organized into three rows and each row has groups of functionality. In the WYSIWYG, the groups are divided by a vertical line on-screen. The behavior of the icon is specific to the functionality of the tool. For example, some functionality such as the link tool requires text or another type of content to be selected before it is available on the toolbar. Other items on the toolbar include icons that are unavailable until the main feature has been inserted on a page. For example, the Insert/Edit Table icon will be available, but the other table editing tools such as those to define row properties or delete a column are not available until a table has been inserted on a page. Some items such as the Insert/Edit Image icon or spell check, when clicked, provide a dialog with a much more underlying functionality than is readily apparent. One last type of element that might be available on the toolbar are several drop-down selectors that provide the ability to style text.

One item that is not represented on the toolbar, but is available from within the WYSIWYG is the ability to save-in-place (CTRL+S or CMD-S). This offers users the ability to save the page without clicking the usual save icon that ends the editing session. Save-in-place saves the page and allows the user to continue editing. For more information:

#### Save-In-Place

The following list provides links to the overview pages for each row, links to the major heading on the pages, and, if more complete information for a tools is available, a link is provided to that page.

#### Toolbar Row 1

##### Save, Save As, Revert, Restore

- Save

- Save As
- Revert (to Last Saved)
- [Restore Auto-Saved Content \(Auto Draft\)](#)

### **Cut, Copy, Paste, Find, Replace**

- Cut
- Copy
- Paste
- Paste as Plain Text
- Find
- Find/Replace

### **Undo/Redo**

- Undo
- Redo

### **Toggle Spell Checker**

### **Remove Formatting**

### **Font Formatting**

- Bold
- Italic
- Underline
- Strikethrough

### **List, Indents**

- Unordered List
- Ordered List
- Outdent
- Indent
- Blockquote

### **Text Placement (Vertical)**

- Superscript
- Subscript

### **Align, Justify (Horizontal)**

- Align Left
- Align Center
- Align Right
- Align Full

### **Link Tools, WYSIWYG Help Documentation**

- [Insert/Edit Link](#)
- [Create or Modify a Mailto Link](#)
- [Unlink](#)
- [Insert/Edit Anchor](#)
- [Help Icon](#)

## Toolbar Row 2

### Font Properties (Family, Size, Format, Styles)

- Font Family Drop-Down
- Font Size Drop-Down
- [Format Drop-Down](#)
- [Styles Drop-Down](#) (Setup topic)

### Text Color, Text Background

- Select Text Color
- Select Background Color

### Images/Media

- [Insert/Edit Image](#)
- [Insert/Edit Embedded Media](#)

### Miscellaneous Functionality

- Insert Horizontal Line
- Insert Line Break
- Insert Special Character
- Cleanup Messy Code
- [Show/Hide Block Elements](#)
- Show/Hide Guidelines/Invisible Elements
- [Edit HTML Source](#)
- CodeProtect
- [Insert Predefined Snippet Content](#)
- [Insert/Edit Asset](#)

## Toolbar Row 3

### Table Tools

- [Insert/Edit Table](#)
- Table Row Properties
- Table Cell Properties
- Row Editing
  - Insert Row Before
  - Insert Row After
  - Delete Row
- Column Editing
  - Insert Column Before
  - Insert Column After
  - Delete Column
- Split Merged Table Cells
- Merge Table Cells

### Form Tools

- [Insert/Edit Form](#)
- Delete Form
- Element Editing

- Insert/Edit Input Element
- Insert/Edit Select Element
- Insert/Edit Textarea Element

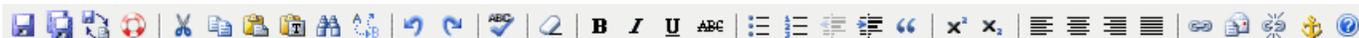
## Toolbar Row 1

### Overview

Most of the tools available on the first row of a toolbar for the WYSIWYG are basic text formatting and linking. The descriptions of the functionality available for each tool is provided on this page. A few of the features have a more in-depth description; links are provided to those pages.

The tools are grouped on this page as follows:

- [Save, Save As, Revert, Restore](#)
- [Cut, Copy, Paste, Find, Replace](#)
- [Undo/Redo](#)
- [Toggle Spell Checker](#)
- [Remove Formatting](#)
- [Font Formatting](#)
- [List, Indents](#)
- [Text Placement \(Vertical\)](#)
- [Align, Justify \(Horizontal\)](#)
- [Link Tools, WYSIWYG Help Documentation](#)



### File Tools (Save, Save As, Revert, Restore)

Icon	Tool	Description
	Save	Click on the Save icon to save the current file on the staging server and exit the WYSIWYG Editor. Remember, it will not be live on the production server until it is published. To use <a href="#">save-in-place</a> , use the keyboard shortcut CTRL+S for Windows or CMD+S for Mac.
	Save As	Click on the Save As icon to save the current file with a new file name and exit the WYSIWYG Editor.
	Revert to Last Saved	Click on the Revert to Last Saved icon to undo all changes and revert the content in the editable region to its original state.
	Auto Draft	Click on the Auto Draft icon to restore the content to its last auto-saved point. For more information:

Icon	Tool	Description
		Auto Draft

**Cut, Copy, Paste, Find, Replace**

Icon	Tool	Description
	Cut	<p>To remove content from the document, highlight the content and click the Cut icon. The keyboard shortcut is CTRL+X for Windows or CMD-X for Mac.</p> <p>Many browsers (specifically Firefox, Chrome, and Safari) disable the use of the cut, copy, and paste commands via the WYSIWYG toolbar for security purposes. This is not a function of OU Campus ; this is a browser behavior. The alternative workaround is to use keyboard shortcuts.</p>
	Copy	<p>To copy a content from the page, highlight the content and click the Copy icon. The keyboard shortcut is CTRL+C for Windows or CMD-C for Mac.</p> <p>Many browsers (specifically Firefox, Chrome, and Safari) disable the use of the cut, copy, and paste commands via the WYSIWYG toolbar for security purposes. This is not a function of OU Campus ; this is a browser behavior. The alternative workaround is to use keyboard shortcuts.</p>
	Paste	<p>To paste content on to a page, click the location the content should be placed on the page and click the Paste icon. The</p>

Icon	Tool	Description
		<p>keyboard shortcut is CTRL+V for Windows or CMD-V for Mac.</p> <p>This pastes only valid content, code, and styling. The paste automatically switches between a traditional paste (e.g., pasting the code when text is copied from a page in a web browser), and pasting from Word, removes the MSO formatting that is not appropriate for a web site, as needed. The Paste function always cleans up the content to be pasted to remove any formatting or code that is not compliant with the requirements of the WYSIWYG Editor.</p> <p>Many browsers (specifically Firefox, Chrome, and Safari)</p> <p>disable the use of the cut, copy, and paste commands via the WYSIWYG toolbar for security purposes. This is not a function of OU Campus ; this is a browser behavior. The alternative workaround is to use keyboard shortcuts.</p>
	Paste as Plain Text	<p>To paste as plain text, click the Paste as Plain Text icon. The icon stays selected until clicked again, and all pastes going forward until exiting the WYSIWYG Editor will be plain text. This removes all formatting.</p>
	Find	<p>Click the Find icon to search for text on the current page.</p>
	Find/Replace	<p>Click the Find/Replace icon to search for text on the current page then replace that text with other text.</p>

## Undo Redo Functions

Icon	Tool	Description
	Undo	Click the Undo icon to undo the last changes made in this session one by one.
	Redo	Click on the Redo icon to redo changes that were previously undone and should be restored.

## Spell Check

Icon	Tool	Description
	Toggle Spell Checker	<p>To spell check the region that is being edited, click the Toggle Spell Checker tool. Misspelled words are underlined with a red, squiggly line. Change the incorrectly spelled word with the suggested words provided or choose one of the other options provided:</p> <ul style="list-style-type: none"> <li>• Ignore the incorrectly spelled word (e.g., not make any changes to it).</li> <li>• Add to the word to the dictionary: Level 9 and 10 administrators can add marked words to a site-wide dictionary, and administrators can give users Levels 1 through Level 9 the ability to add words to the dictionary as well.</li> </ul> <p>Learn more about the <a href="#">spell checking</a>.</p>

## Remove Formatting

Icon	Tool	Description
	Remove Formatting	To remove all formatting for a selection, highlight the text to be updated and click the Remove Formatting icon. This returns the selected text back to the default settings.

## Font Formatting

Icon	Tool	Description
<b>B</b>	Bold	Applies <b>bold formatting</b> to selected text.
<i>I</i>	Italic	Applies <i>italicized formatting</i> to selected text.
<u>U</u>	Underline	Applies underlined formatting to selected text.  Please note that underlined text usually means that a word or phrase is a link to another web page. In this case however, the underline formatting does not create a link (to create a link, click Insert/Edit Link).
<del>ABC</del>	Strikethrough	Applies strikethrough formatting to selected text.

## Lists, Indents

Icon	Tool	Description
	Unordered list	Turns the selected text into an bulleted list. Example: <ul style="list-style-type: none"> <li>• Apples</li> <li>• Oranges</li> <li>• Bananas</li> </ul>
	Ordered list	Turns the selected text into a numbered list. Example: <ol style="list-style-type: none"> <li>1. Click the Go button.</li> <li>2. Enter the text to search on.</li> <li>3. Click Start.</li> </ol>
	Outdent	To decrease the indent of a paragraph, click the Outdent tool. Each consecutive click moves text further to the left.
	Indent	To increase the indent of a paragraph, click the Indent icon. Each consecutive click moves text further to the right.

Icon	Tool	Description
“	Blockquote	Blockquote is a block-level element in HTML that can be used to set-off quotations or to cite material.

### Text Placement (Vertical)

Icon	Tool	Description
$x^2$	Superscript	Formats the selected text as superscript text.
$x_2$	Subscript	Formats the selected text as subscript text.

### Align, Justify (Horizontal)

Icon	Tool	Description
	Align Left	Aligns a block-level element such as a paragraph or a heading to the left margin.
	Align Center	Center aligns a block-level element such as a paragraph or a heading within the left and right margin.
	Align Right	Aligns a block-level element such as a paragraph or a heading to the right margin.
	Align Full	Justifies text making it flush on both the left and right side

### Link Tools, WYSIWYG Help Documentation

Icon	Tool	Description
	Insert/Edit Link	To create a hyperlink: <ol style="list-style-type: none"> <li>1. Select the text or image for the link.</li> <li>2. Click the <b>Insert/Edit Link</b> tool. If applicable, the dialog contains existing link information.</li> <li>3. Click the Browse icon to select an internal page to which to link.</li> <li>4. After locating the file, click Select Link.</li> </ol>

Icon	Tool	Description
		<p>5. Click Insert.</p> <p>For links to pages internally, a page should generally be chosen from a production server, publish target, or an auxiliary server. An unpublished file on the staging server or publish target can also be chosen by choosing the staging server or publish target from the drop-down, navigating to the file, and selecting the HTML version that is available. Links can also be made across sites within an account with the file browser by clicking <b>Sites</b> in the breadcrumb and choosing the appropriate site.</p> <p>For links external to the site, the complete URL for the resource can be typed (or pasted) into the URL field. Optionally, a target window type and an anchor name can also be entered.</p> <p>For more information about links and linking:</p> <p><a href="#">Insert/Edit Link</a></p> <p>If <a href="#">Dependency Manager</a> has been enabled for the account, dependency tags instead of URLs are inserted into the source of the page when inserting a link.</p>
	<p>Create or Modify a Mailto Link</p>	<p>To create a mailto link, select the text or image for the link, then click the Create or Modify a Mailto Link icon. If applicable, the resulting dialog contains existing mailto information. Properties for the mailto link can be defined including the email address that is provided when the link is clicked. For more information:</p> <p><a href="#">Mailto Link</a></p>

Icon	Tool	Description
	Unlink	<p>Select in the hyperlink and click the Unlink icon to remove a hyperlink.</p> <p>Note</p> <p>: For unlinking anchors, the Unlink icon works with anchors in Internet Explorer. It will not work on anchors in Firefox, Safari, or Chrome.</p>
	Insert/Edit Anchor	<p>To create an anchor:</p> <ol style="list-style-type: none"> <li>1. Position the cursor where the anchor should be placed or select the text or image.</li> <li>2. Click the <b>Insert/Edit Anchor</b> icon.</li> <li>3. In the <b>Anchor Name</b> field, enter the name for the anchor. It is not necessary to enter a # (hash mark).</li> <li>4. Click <b>Insert</b>.</li> </ol> <p>To modify an existing anchor:</p> <ol style="list-style-type: none"> <li>1. Click the existing anchor shown in the editing area.            </li> <li>2. Click the Anchor icon on the toolbar.</li> <li>3. The Insert/Edit Anchor dialog shows the existing text for the anchor.</li> <li>4. Make the modification to the text and click <b>Update</b>.</li> </ol> <p>The specifics of valid anchor names can be found in the HTML specifications:</p> <p><a href="#">HTML 4.01</a></p> <p><a href="#">HTML 5</a></p>
	Help Icon	The Help icon displays the help text for the WYSIWYG Editor. It

Icon	Tool	Description
		show help text for all available functions, not only those limited to the toolbar being used.

## Saving in the WYSIWYG Editor

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### Save-in-Place Overview

When working in the WYSIWYG editor, content can be saved without exiting the editor. To perform this **Save-in-Place** feature, use the keyboard shortcut CTRL+S (PC) or CMD+S (Mac). This will save any changes made in the editor to the staging server while allowing the user to continue working.

### Save-in-Place

When the user initiates the Save-in-Place feature, there may be a very brief spinning indicator in the WYSIWYG editor. Once the spinning indicator disappears, the top of the page will display a message indicating the saving of the page, the user may resume editing the contents of the page.



## Using Auto Draft

### Auto Draft Overview

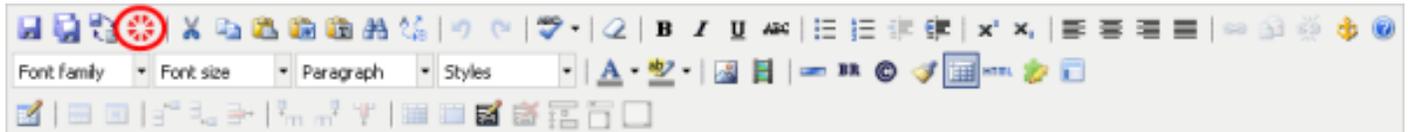
The Auto Draft feature is an automatic time interval, which is approximately one minute, after which a draft of the current page is saved on the local computer. If the browser quits, the computer crashes, or the user inadvertently closes the browser before saving a page, the content can be recovered up to 24 hours later (unless other saves are done before content recovery).

NOTE:

The Auto Draft icon is only shown in browsers that support this feature.

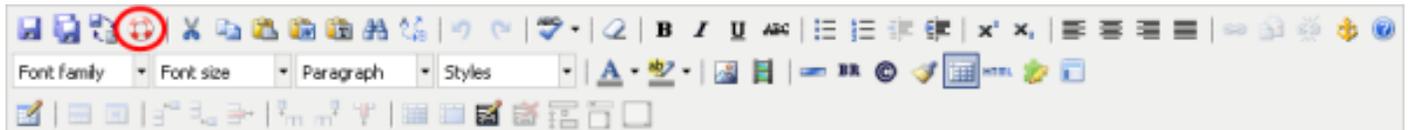
### Auto Draft

Periodically, the Auto Draft icon will spin. This is the Auto Draft feature running in the background to save a draft of the current contents of the editor. This draft is stored locally on the user's workstation, and is not available on the server.



### Restore Latest Draft

If for any reason the browser window is closed or lost, the user can come back into the WYSIWYG editor for the page and click the Auto Draft button to restore the latest auto-saved content. Remember that auto-saved drafts are stored locally on the user's workstation, and the latest draft can be recovered up to 24 hours later (unless other saves are performed before content recovery).



### Restore Auto Saved Content

1. Open the same browser on the same workstation that was being used to edit the page. For example, if the page was being edited in Mozilla Firefox when the connection was lost, the Auto Draft retrieval must be completed in Firefox and on the same local system.
2. Navigate to the page that was being edited.
3. Access OU Campus via the DirectEdit link and log in.
4. Click into the editable region that was being edited prior to the loss of connection.
5. Before entering any content into the page, click the **Auto Draft** icon.
6. Click **OK**.
7. The saved content is restored.

## WYSIWYG Spell Check

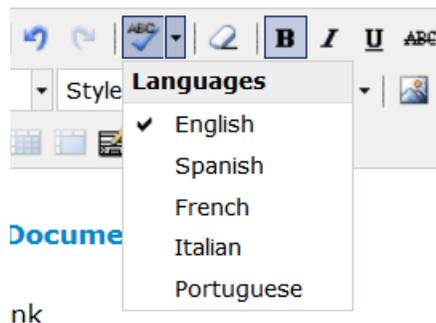
### WYSIWYG Spell Check Overview

Within the OU Campus™ WYSIWYG Editor there is a built in spell checker. Provided that this feature is available in the selected toolbar being used, utilizing the spell checker before publishing a page helps increase the professionalism of the site. Currently the spell checker supports five languages, each with its own custom dictionary. The current languages supported are: English, Spanish, French, Italian, and Portuguese. These are the same custom dictionaries that are used during Page Check and/or Final Check. The WYSIWYG Spell Check feature checks the spelling for the editable region that is open in the WYSIWYG. This differs from the Page Check/Final Check spell check, which performs the spell check on the complete page prior to being published.

New and custom words can be added to the spell check dictionary on a per site basis. This is a useful tool for organizations with a set of custom words they do not want to appear marked as misspelled when using spell check in the WYSIWYG Editor. Custom words that have been added to a site's dictionary are omitted by the spell checker tool in the WYSIWYG Editor for any page within that site. Keep in mind that it is possible that the spell checker in an individual's browser may still mark the word as misspelled. If a word has been added to the dictionary, and it is still being marked as misspelled, check the [browser's spell check settings](#).

The default language is a configuration option, which allows various pages or users to be able to use by default different language options. The different custom dictionary can be selected from the drop-down menu.

Once the WYSIWYG Spell Check is toggled on, misspelled words stay highlighted until an action is performed that corrects the issue. If new words are typed and misspelled, the spell check should be run again to catch more words.

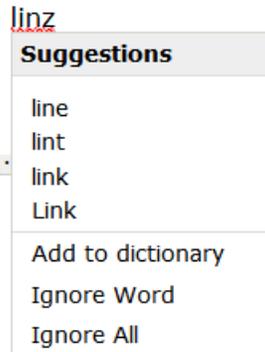


### Correcting Misspelled Words

1. Click the Spell Check icon from the WYSIWYG Editor toolbar. The default language will be used to spell check the page. However, if the page should be edited in another language click the downward facing arrow portion of the split button and select another language.

Misspelled words are identified with a wavy, red underline.

2. Click on a word identified as misspelled. This displays a list of words that may be selected to replace the misspelled word and other options.



3. Select one of the suggested words or, one of the other options.

Other options are:

- Add to dictionary (if access has been granted)
- Ignore word: Allows just the current instance of the word to not be marked as misspelled
- Ignore all: Allows all current instance of the word to not be marked as misspelled

Note

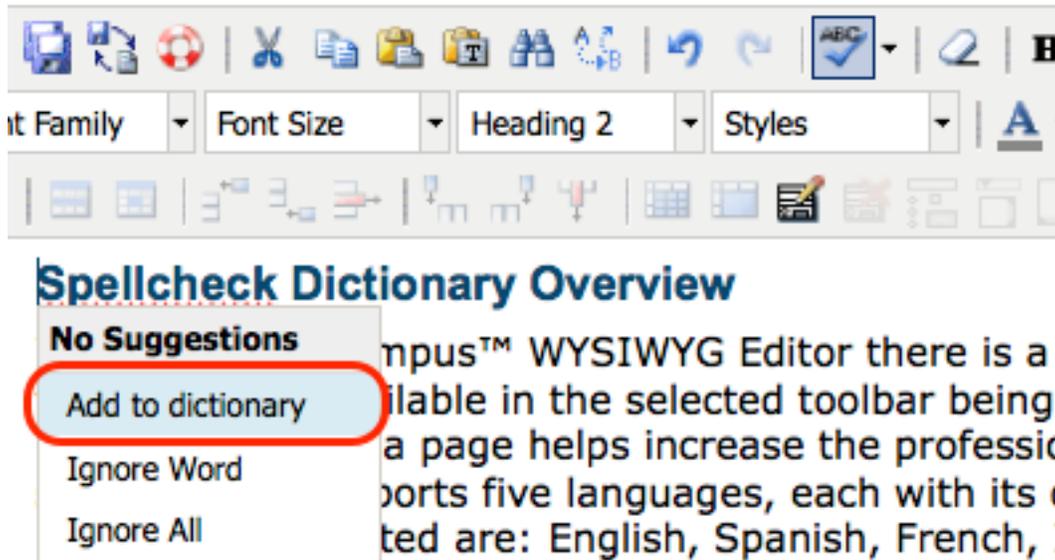
: Keep in mind that the browser's spell checker may be active and marking words as misspelled while the page is being edited. However, only OU Campus' spell checker references the OU Campus custom dictionary. To help verify that a word is being marked as misspelled by the OU Campus dictionary, look to see if the spell check icon is highlighted. This indicates that the OU Campus spell checker is being used.

## Adding Words

Adding custom words to the spell check dictionary is available dependent upon authority level. It is included automatically for Level 9 and 10 and it can be made available to Level 1 and above users by a Level 10 administrator.

1. Click the Spell Check icon from the WYSIWYG Editor toolbar.
2. Click the misspelled word that should be added.
3. From the shortcut menu, choose **Add to dictionary**.

When adding new words to the custom dictionary, they will get added to the dictionary of the language that is set for the spell checker tool. Unless set differently by an administrator, the default language is English. An additional custom dictionary may exist at the account level.



## Browser Specific Spell Check vs. OU Campus Spell Check

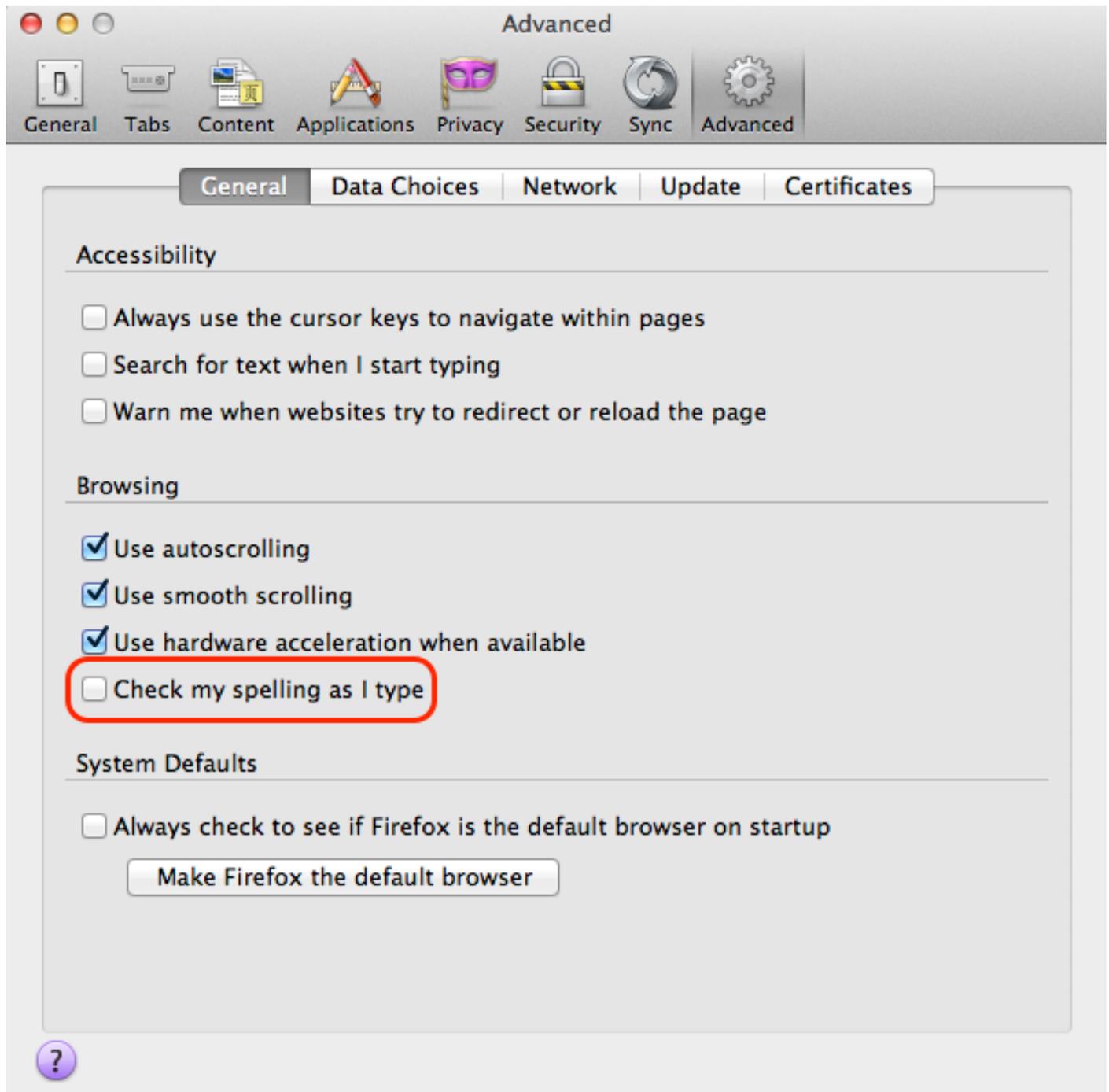
In the WYSIWYG Editor misspelled words can still appear underlined in red (indicating a misspelled word), even after they've been added to the dictionary. The reason for this is that many modern browsers have spell-as-you-type or automatic spell-checking capabilities built-in. This can lead to some confusion as to whether or not a word has in fact been added to the dictionary. To eliminate this problem it can be helpful to turn off the browser's spell-as-you-type functionality.

Refer to the specific browser help documentation on spell check for [Firefox](#) and [Google Chrome](#). [Safari](#) also has a built in spell checker. Internet Explorer requires an add-on. Keep in mind that this is not all-inclusive of all available browsers, platforms, add-ons, or applications for spell checker options. Should the information needed not be listed in this help document, please see the help documentation for the browser, add-on, or application being used.

## Disabling Automatic Spell Checking in Firefox

By default, Firefox is configured to automatically check spelling. It can be turned off in the **Preferences** window:

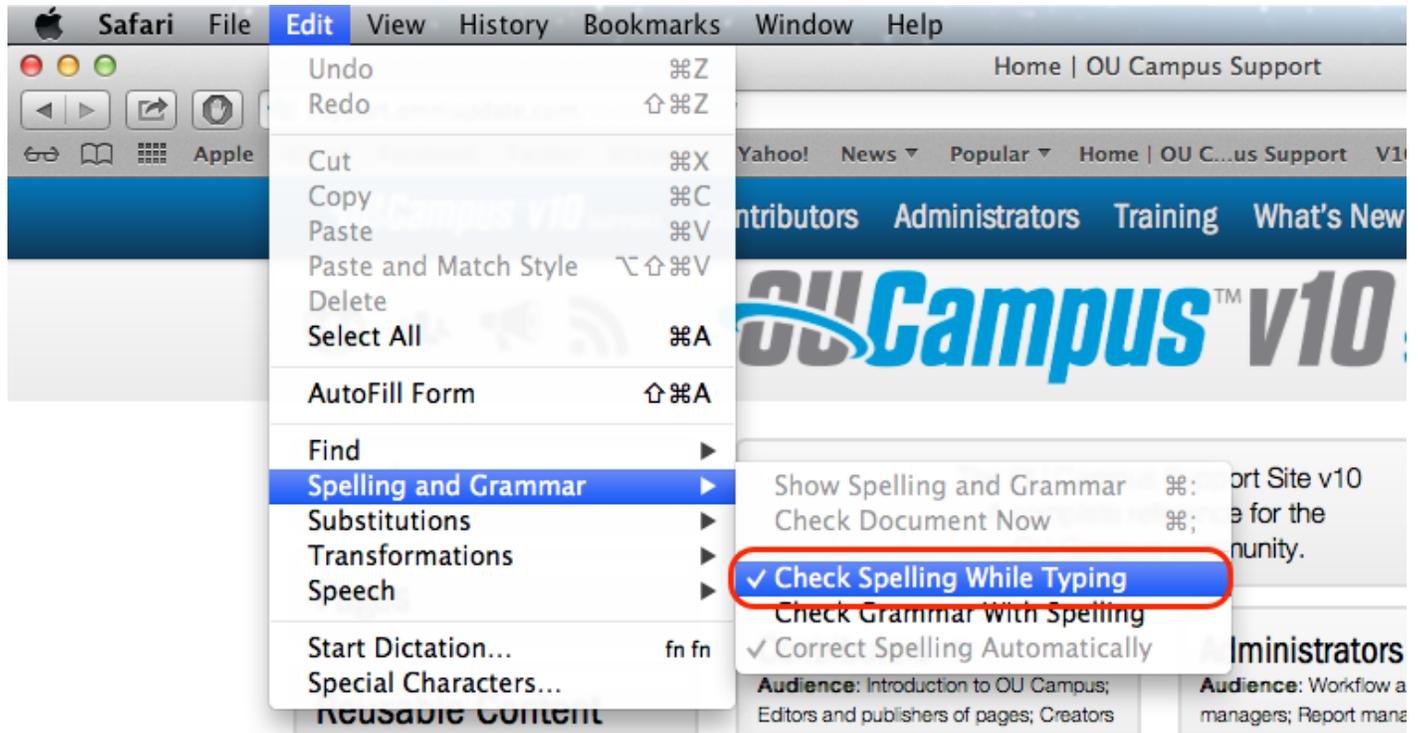
1. At the top Firefox menu bar, click the **Tools > Options** on Windows or **Firefox > Preferences** on a Mac.
2. Select the **Advanced** panel.
3. Click the **General** tab.
4. Clear the checkbox labeled **Check my spelling as I type**.
5. Click **Okay** or exit the **Preferences** window to save the changes.



## Disabling Automatic Spell Checking in Safari

By default, Safari is configured to automatically check spelling. Turn it off on the Edit menu:

1. At the top Safari menu bar, click **Edit**.
2. Click **Spelling and Grammar**.
3. Click **Check Spelling While Typing**. If a checkmark is present, spell check is enabled for Safari. If a checkmark is not present, spell check is disabled for Safari.



## Insert/Edit Image

### Insert/Edit Image Overview

The Insert/Edit Image tool is available on the default toolbar for the WYSIWYG Editor. Custom toolbars can be created and assigned to a user or content region utilizing the OU Campus CMS administrator functionality; and if so utilized, the Insert/Edit Image tool may not be shown on the toolbar. Note that using the Images Gadget may also be used to drop an image on a page and will automatically spawn the Insert/Edit Image dialog.

The Insert/Edit Image tool provides access to a plenitude of functionality related to images, image management, and code markup for images. At the very simplest, it can be used to link to an image and provide a description for it, which is usually required. On the other hand, Insert/Edit Image can also be used to:

- Upload an image and edit it with the Image Editor
- Manually enter a URL of an image to insert on the page
- Browse to an image that was previously uploaded in order to link to it, including the ability to choose from an auxiliary site
- Provide metadata about an image in the form of an Image Description (alt tag) and Title (title tag)
- Preview an image
- Align an image
- Add space or a border around an image
- Assign a CSS class or styling to an image
- Create an image swap with JavaScript
- Specify an image map

When using the Insert/Edit Image tool, once an image has been selected for insertion on a page, the WYSIWYG Editor seamlessly provides the HTML mark-up and the dependency tag for the link behind the scenes. A dependency tag can also be inserted from within the Source Editor.

In addition to adding an image to a page, the Insert/Edit Image tool includes the Appearance and Advanced tabs, which provide content contributors with the ability to further manipulate images by entering information in a field or selecting it from a drop-down. The Appearance tab provides the ability to modify the appearance of the inserted image with CSS, but without having to know CSS or directly interface with CSS syntax. The Advanced tab, in a fashion similar to the Appearance tab, provides miscellaneous functionality for image manipulation with JavaScript and HTML, including the ability to swap images on mouse over, designate an image map, and add an ID to the IMG tag. For more information:

#### Appearance Tab

#### Advanced Tab

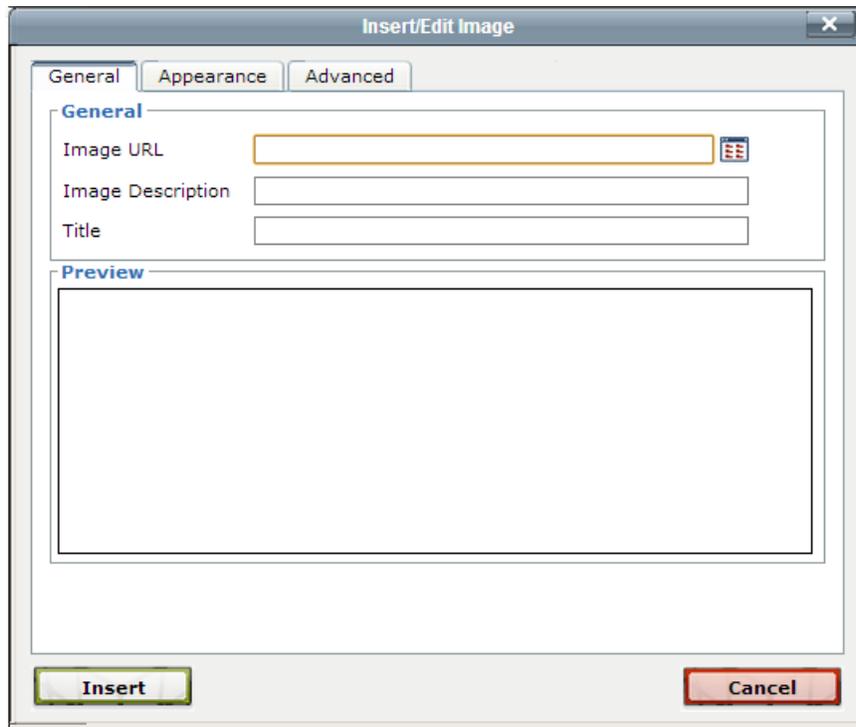


### Inserting an Image

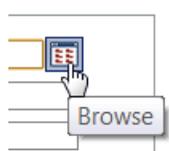
1. To insert an image, position the cursor where the image should be inserted and click the **Insert/Edit Image** icon.



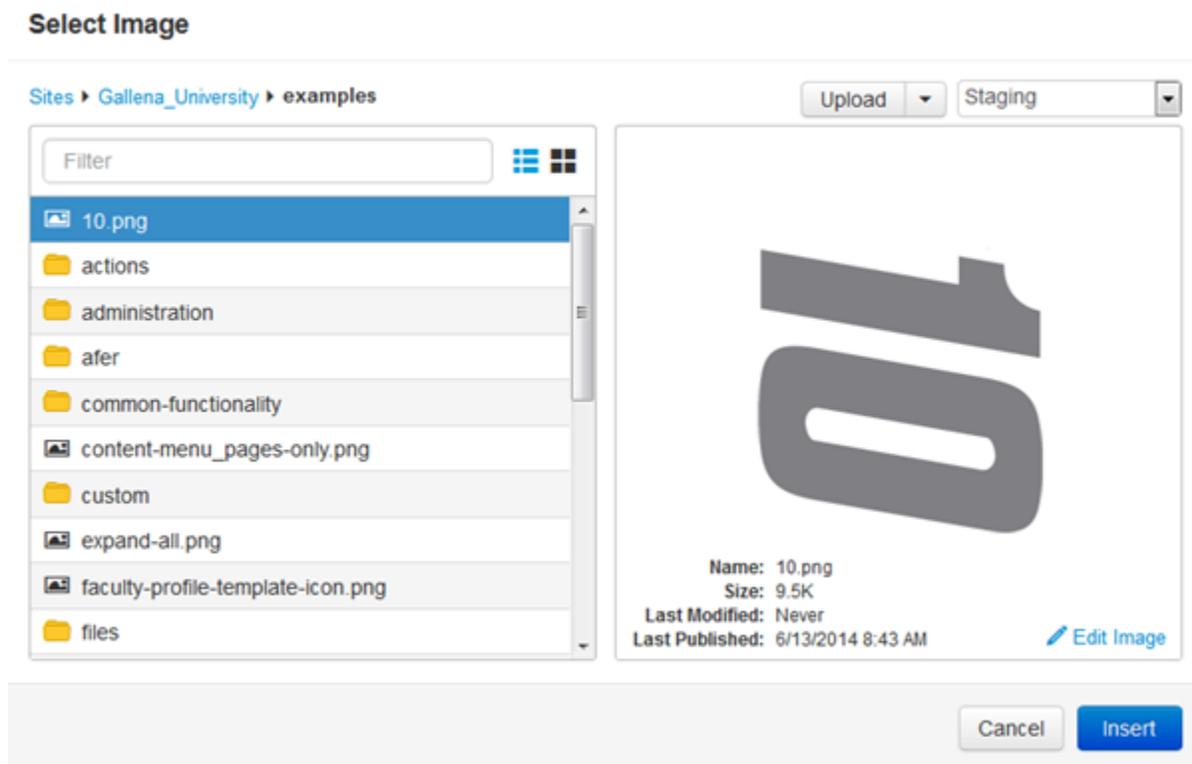
This shows the **Insert/Edit Image** dialog.



2. The location of the image can be manually entered in the Image URL field, but to take full advantage of link management, click the **Browse** icon to browse to the image as in this manner the image will be assigned a dependency tag.



The **Select Image** modal is shown.



3. An image can be selected by doing one of the following:

- Navigating the folder structure via the breadcrumb links. This includes being able to navigate to another site within the account.
- [Uploading](#) an image.
- [Uploading and editing](#) an image.
- Selecting a different environment from the drop-down; such as the production server or publish target. Staging is the default when Binary Management is in effect.
- Selecting an auxiliary site from the drop-down.
- Filtering by entering one or more characters. The filter is relevant to the file name, including extension.
- Switching between list view and thumbnail view.
- Previewing in the preview pane by single-clicking.
- Double-clicking to immediately select and insert.
- Viewing the preview pane content details
- Clicking through the Edit Image link to edit an image. After editing, click save to return to the Select Image dialog. This edits the physical file and can be useful for quick resizing of an image.

4. Once the image has been selected, click **Insert**. Alternatively, double-click an image in the list or thumbnail view.

5. From the **Insert/Edit Image** dialog, enter a value for the **Image Description** field.

6. Click **Insert**. The image is shown in the context of the page within the WYSIWYG Editor.

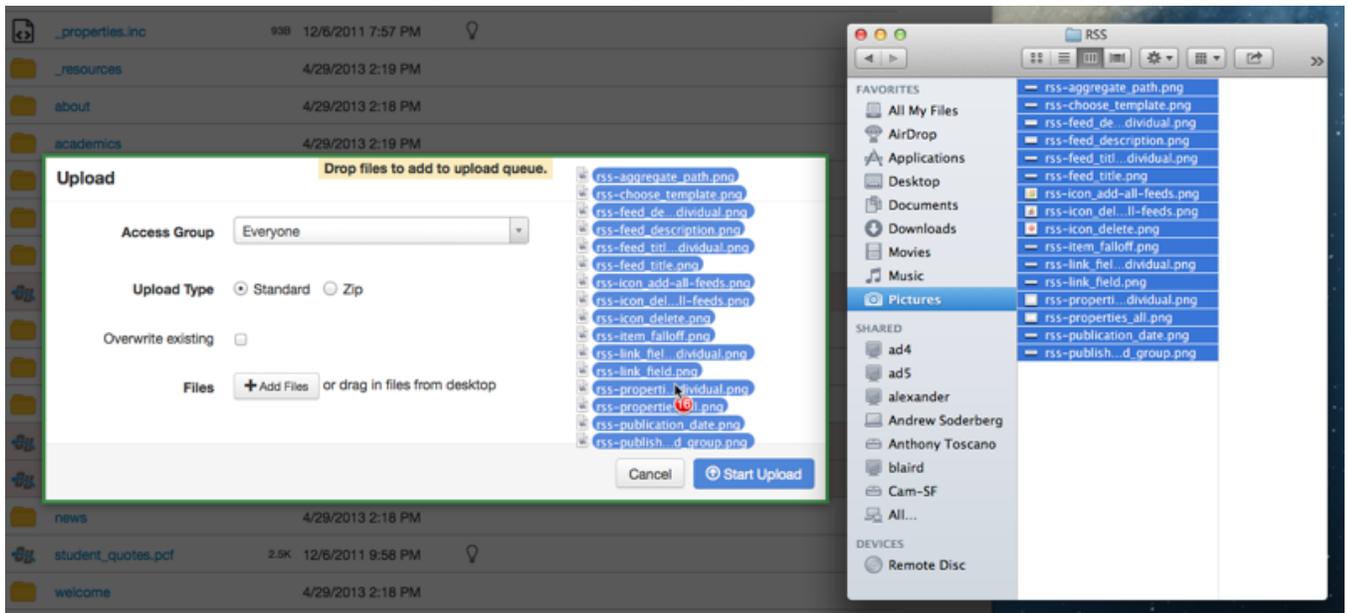
Note: When linking to an image or other binary file from staging the file must be published to production. This can be accomplished by making sure that the **Include Unpublished Dependencies** checkbox is selected.

## Editing an Inserted Image

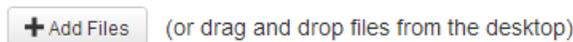
The details of the image can be modified after insertion on a page by clicking the same Insert/Edit Image icon, making the necessary edits, and clicking Update.

### Dragging a File to Upload

1. As described above, click the Insert/Edit Image tool, and the Browse icon.
2. From the Insert Image dialog, click **Upload**.
3. Drag the file or files to upload from the local computer to the dialog. (Multiple files may be selected and uploaded at one time. On a PC, use Control+Click, Shift+Click, or click and drag to select multiple files. For a Mac, use the Command key to select multiple files.)



4. Alternatively, click the **Add Files** button to browse and select local files.



5. If necessary and available, choose an access group for the files. This will limit the ability to access the image to insert it on a page from within the WYSIWYG to members of the group.
6. The ability to overwrite files may be enabled and available by clicking the **Overwrite Existing** checkbox.
7. Files may be renamed at this point by clicking **Rename**, entering the new file name, and clicking **OK**.



Note that after renaming a file, the modification can be reverted by clicking **Revert**.

8. Click **Start Upload** to upload the files. For a successful upload, the Upload dialog is automatically dismissed and the uploaded file may now be selected for insertion.

During the upload the status is shown as **In Progress**, which may or may not be visible. An error message is shown if a file could not be uploaded, which may be the case if it does not follow file naming conventions configured by the site or if the file exists already and the Overwrite Existing checkbox was not selected.



Some errors may be fixed by renaming the file or selecting Overwrite Existing and clicking **OK** and **Start Upload** again. When completed, the green success message is display, **Done**. Click **Close** and select and insert the image from the **Select Image** dialog.

### Example of Successful File Upload After Correction

auxiliary-sites-09.png (15 kb)	Done
auxiliary-sites-12.png (32 kb)	Done
auxiliary-sites-13.png (8 kb)	Done
auxiliary-sites-14.png (6 kb)	Done

### Additional Information and Reminders

- The ability to upload files is inherently available for users, level 6 or above. Lower level users (1–5) can be granted the rights to upload via the user’s settings.
- The permission to overwrite files to which they have access can be granted to user levels 1 through 8.
- To import multiple files using only one selection and containing subfolders, use the [Zip Import](#) feature.
- Zip Import is available to users Levels 6–8 through the user’s settings.
- **Note:** All binary files including images are uploaded to the staging server and must be published to the public-facing web server. Image files can be manually published with any publish action, or if having been inserted on a page without publishing, the Dependency Manager will provide a checkbox on the Publish dialog so that any unpublished dependencies are also published.

### Decorative Images

Decorative images are images for which no <alt> descriptive image tag is required. Inserting decorative images must be enabled for each site by an administrator. This can be accomplished from Setup > Sites > WYSIWYG Editor > Decorative Images. The default, Disabled, means that the Decorative Image checkbox is not available and that an Image Description must be added. For more information:

[Setup Sites > WYSIWYG Editor Panel](#)

#### Using Decorative Images

Once enabled, the Insert/Edit Image dialog in the WYSIWYG editor allows users to select a checkbox indicating that the image to be inserted is a decorative image and to omit the image description.

## Toolbar Row 2

### Toolbar Row 2 Overview

A brief description of the functionality available with each tool on row 2 of the toolbar is provided in the tables below. Several of the features require a more in-depth description and links to those pages are provided also. Content on this page includes:

- [Font Properties \(Family, Size, Format, Styles\)](#)
- [Text Color, Text Background](#)
- [Images/Media](#)
- [Miscellaneous Functionality](#)



The Font Properties drop-downs and the selectors for text color and background color can be toggled on and off. For example, if the Format drop-down was used to apply Heading 1, the use of Heading 1 can be deactivated by deselecting it in the drop-down. Formatting applied with the use of the Styles drop-down, and those for selecting text color and background color can also be cleared with the use of the Remove Formatting tool, which is represented by the Eraser icon on the toolbar. In other words, if a span has been applied, it can be removed by locating the cursor within the span and clicking the Remove Formatting tool. It is not necessary to be in code view to perform this action.

### Font Properties (Family, Size, Format, Styles)

Icon	Tool	Description
	Font Family	<p>This Font Family drop-down displays a list of the standard fonts recognized by most web browsers. To change the font of existing text, select the text and choose a font from the drop-down list. To start typing new text with a specific font, position the cursor where the text should be inserted and select a font from the drop-down list, then begin typing. Text can also be selected and the formatting applied. Note that the appearance in the WYSIWYG Editor may not reflect the newly applied styling. From the drop-down deselect the font size to stop applying it in the WYSIWYG by clicking on it again. The markup is added as a span; for example:</p> <pre>&lt;span style="font-family: 'book antiqua',</pre>

Icon	Tool	Description
		<pre>palatino;"&gt;on the bright plume&lt;/span&gt;</pre>
	Font Size	<p>This Font Size drop-down changes the size of selected text. Font size properties are configured by an administrator and labeled 1 through 7. To start typing new text with a specific font size, position the cursor where text is to be inserted, select a size from the drop-down list, then begin typing. From the drop-down deselect the font size to stop applying it in the WYSIWYG by clicking on it again. The markup is added as a span; for example:</p> <pre>&lt;span style="font-size: x-large;"&gt;&amp;nbsp;This is a font size application.&lt;/span&gt;</pre>
	Format	<p>The Format drop-down lists built-in styles that can be applied to a selected paragraph. To apply an element from the Format drop-down, click within the paragraph (or select text), and then click the element from the drop-down. For more information:</p> <p><a href="#">Format Drop-Down</a></p>
	Styles	<p>This drop-down sets the style of any selected text. The styles available are configured by the system administrator. Note that when applying a class from a Styles drop-down and then selecting another class from the Styles drop-down that both styles are applied to the text. For example:</p> <pre>&lt;span class="compare note"&gt;This paragraph has two classes applied.&lt;/span&gt;</pre>

## Text Color, Text Background

Icon	Tool	Description
	Select Text Color	The color for selected text may be selected by using a picker, using a hexadecimal, chosen from a palette, or by color name. Alternatively, if a custom color has already been selected, click the icon to apply the text color. There are 216 color choices on the palette. To start typing new text with a specific font color, position the cursor at the location where new text is to be inserted, choose a color by clicking on it, or by clicking More Colors and using the color slider, palette, name selector, or by typing in the hexadecimal color code preceded by a number sign, and then begin typing.
	Select Background Color	The color for the background of the selected text may be selected by using a picker, using a hexadecimal, chosen from a palette, or by color name. Alternatively, if a custom color has already been chosen, clicking on the icon applies the choice. There are 216 color choices on the palette. To start typing new text with a specific font color, click the cursor at the location where new text is to be inserted, choose a color by clicking on it, or by clicking More Colors and using the color slider, palette, name selector, or by typing in the hexadecimal color code preceded by a number sign, and then begin typing.

## Images/Media

Icon	Tool	Description
	Insert/Edit Image	The Insert/Edit Image tool provides the functionality for linking to an image by browsing

Icon	Tool	Description
		<p>or by uploading, and allows for access to the Image Editor. Additional tabs and fields provide advanced options for images such as including styling and JavaScript. It also includes a preview. For more information:</p> <p><a href="#">Image Editor</a> <a href="#">Insert/Edit Image</a></p>
	Insert/Edit Embedded Media	<p>The Insert/Edit Embedded Media tool provides the functionality for embedding media specific to several format types to an image by browsing or by uploading. Additional tabs and fields provide advanced options for embedded media such as specifying dimensions, setting audio quality options and Flash options, and previewing the source. For more information:</p> <p><a href="#">Insert/Edit Embedded Media</a></p>

### Miscellaneous Functionality

Icon	Tool	Description
	Insert Horizontal Line	<p>Adds a horizontal rule.</p> <pre>&lt;hr /&gt;</pre>
<b>BR</b>	Insert line break	<p>To insert a line break, click the Line break icon. This is the same as entering <code>&lt;br /&gt;</code> into the source.</p>
	Insert Special Character	<p>To insert a special character such as an copyright symbol, registered trademark, or other symbol, click the Insert Special Character icon. The Select Special Character dialog provides a selection of 200 special character from which to choose. Hover or use left and right keyboard arrows to navigate the selection. During</p>

Icon	Tool	Description
		<p>the selection process, a preview of the character is shown with its name, HTML character reference, and numerical character entity reference.</p> <p>Click on the icon of the character to insert into the page. Right click the symbol and choose Copy Link from the shortcut menu, to copy to the clipboard, which allows the symbol to be repeatedly pasted on a page.</p> 
	Cleanup Messy Code	<p>The Cleanup Messy Code icon removes extraneous tags and adds appropriate ending tags where necessary. This helps with cross-browser functionality as well as being a best practice.</p>
	Show/Hide Block Elements	<p>Toggles the WYSIWYG view to show or hide block-level element labeling. Each element such as &lt;p&gt; or &lt;article&gt; is displayed encapsulated with a thin border and labeled with a small tag. For more information:</p> <p><a href="#">Show/Hide Block Elements</a></p>
	Show/Hide Guidelines/Invisible Elements	<p>The Toggle Guidelines/Invisible Elements icon adds/removes the outlines of tables and other elements, for visual purposes only.</p>

Icon	Tool	Description
	Edit HTML Source	<p>The Edit HTML Source icon opens a code view of the HTML source. If a user has been granted access, there is also an HTML Source Editor available for the source code editing. For more information, see:</p> <p><a href="#">HTML Source Editor</a></p>
	CodeProtect	<p>Displays the position of server-side code within the WYSIWYG Editor represented within the editing area with the PHP Symbols icon:</p>  <p>This allows for easy editing of server side code (PHP only).</p>
	Snippets	<p>Click the Snippets icon in order to select preexisting snippets of HTML or text to be inserted into the page. The Snippets available are set by the system administrator. For more information:</p> <p><a href="#">Snippets</a></p>
	Assets	<p>Click the Assets icon in order to select a preconfigured asset to insert into the page. For more information about assets:</p> <p><a href="#">Assets</a></p>

## Format Drop-Down

### Format Drop-Down Overview

The Format drop-down allows for an element to be applied to text by selecting the element from the list. This allows for the styling for an element to be defined in a CSS file while the user only needs to select the proper element. For example, heading levels H1 through H6 can be applied to a text selection in the WYSIWYG. The formatting for the heading levels are defined in CSS for the page, which is what will be used to create the output files such as HTML. This is also usually reflected in the view that the user sees while editing within the WYSIWYG Editor.

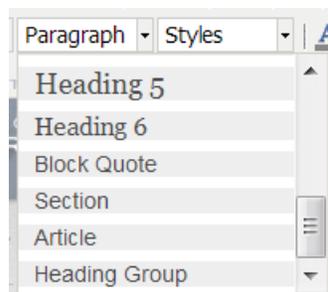
Depending upon the WYSIWYG schema selection for a site, the Format drop-down displays different elements. The default is XHTML (not strict) and the following elements are displayed on the list:

- Paragraph
- Address
- Preformatted
- Heading 1 through Heading 6

With the use of the HTML5 schema, added elements are available in the WYSIWYG. The HTML5 schema can be enabled for a site by an administrator (Setup > Site). When selected, the WYSIWYG Editor expects to utilize HTML5-compliant HTML, which includes the addition of HTML5 elements and the removal of invalid elements. This also affects page validation during Page Check and Final Check as page validation is for the HTML5 specification. The elements available when using the HTML5 schema are:

- Paragraph
- Address
- Preformatted
- Heading 1 through Heading 6
- Block Quote
- Section
- Article
- DIV
- Aside
- Figure

### Example of Format Drop-Down



### Selecting from the Format Drop-Down

The application of the format can be toggled; clicking from the menu applies or removes the application of the Format element. To apply an element from the Format drop-down:

1. Place the cursor within an existing block of text, on a blank line, or select the text.

2. Click the **Format** drop-down or the arrow for it.
3. Scroll to find the element and click it. This applies the choice.

### Removing or Changing the Applied Format

1. Place the cursor within an existing block of text, on a blank line, or select the text.
2. The applied format is shown.
3. Click the currently applied format to deselect it or choose a different element.

## Image Editor

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### Image Editor Overview

The Image Editor allows images to be resized, cropped, rotated, and resized with zoom directly in the OU Campus system. Images can be uploaded and edited all in one operation. The ability to edit an image helps ensure large images are properly resized before being transferred to the web server. Additionally, images can be saved and renamed. Access to the Image Editor is level dependent. Those who can upload files can use the Image Editor to upload images and edit existing images, but cannot overwrite any existing image with the same file name. Those with overwrite permissions are able to replace existing images. The Image Editor can be accessed using the following methods:

- Within the Pages list view by clicking a linked image
- Within the Pages list view by clicking Upload and using Upload and Edit
- While inserting images on a web page using the WYSIWYG Editor > Insert/Edit Image dialog
- When editing or creating a new Web Content Asset, the mini-WYSIWYG Editor > Insert/Edit Image dialog
- While inserting images on a page using the Source Editor

LDP Image Galleries are another way users can add images to a site in the OU Campus system. However, this function is not related to the standard Upload and Edit Image feature and requires that Live Delivery Platform (LDP) be enabled. For information about creating LDP Image Galleries:

### Image Galleries

Image file types support by the Image Editor is browser dependent. The following file types commonly used for web pages can be edited and saved with the Image Editor with the most commonly used browsers:

- JPG
- PNG
- GIF
- BMP

For a complete reference of browser support for image formats, see:

[http://en.wikipedia.org/wiki/Comparison\\_of\\_web\\_browsers#Image\\_format\\_support](http://en.wikipedia.org/wiki/Comparison_of_web_browsers#Image_format_support)

### Image Editor Restrictions and Requirements

When an image is edited through The Image Editor in OU Campus, it will be recompressed once it is saved. When using lossy file formats such as JPG, this can cause a visible degradation in image quality. As a best practice, crop or resize images to the exact size needed on the page before importing them into OU Campus. Furthermore, using images saved in a lossless file format (such as PNG) in the Image Editor will avoid losses of quality due to recompression.

The image size is dependent on two factors: the browser and the amount of memory allocated to the browser by the parent machine. In testing a fairly large image, 13260 x 3955 pixel (27 MB), was used and rendered in 198 ms. Performance of image rendering is dependent upon each individual user's machine and Internet connection. In short, every time a user tries to load an image, large or small, jpeg or any other extension, the image editor relies on the browser to provide the pixel information.

If working with an image that cannot be edited, log out of OU Campus, quit and relaunch the browser. This will free up browser-allocated RAM and may resolve the issue.

If pictures do not update to the edited version in Preview mode, the Image Editor and web browser might be clashing. A browser stores copies of pages of visited pages, then displays these stored files upon the next visit. This way, the browser is not being forced to load the page anew with each visit, which takes more time than viewing a stored copy. This storage of pages is called a cache. However, this cache can sometimes pose a problem when viewing the most updated version of a page is needed. Clear the browser's cache to ensure viewing of the most recent versions of a page. Reloading or refreshing a page in a browser is usually sufficient and there are more invasive method of clearing all browser data in each browser's settings.

## Image Editor Tools

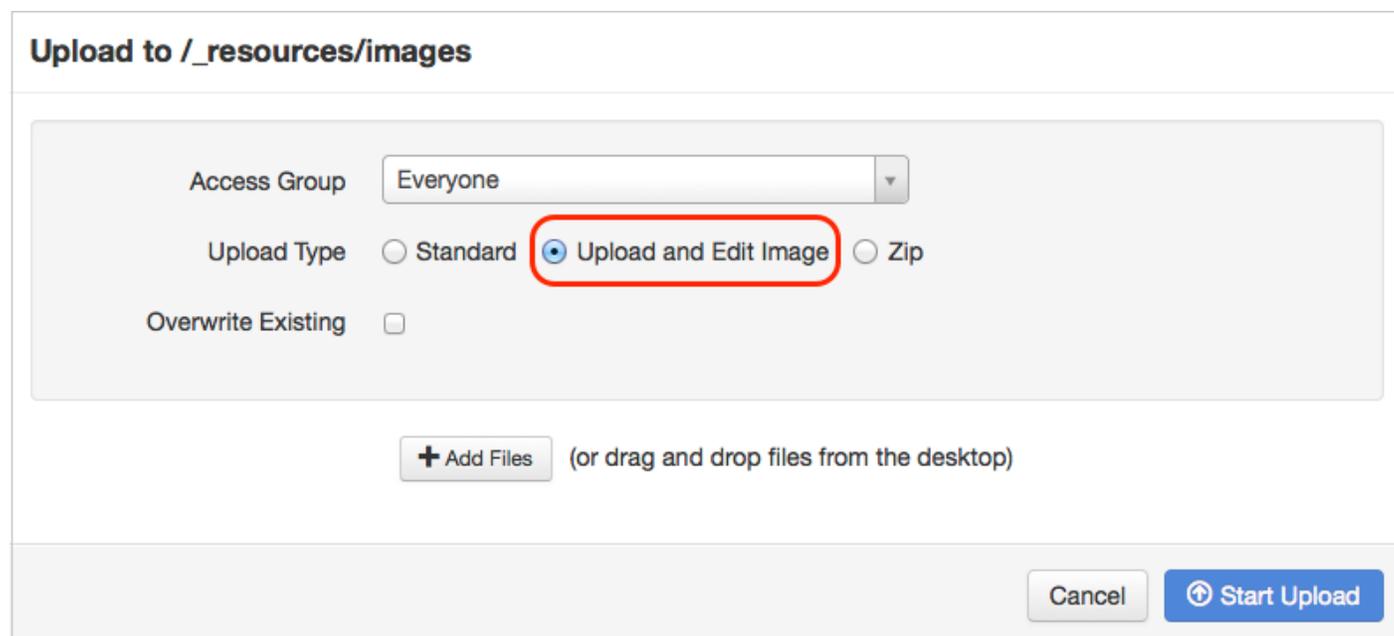
The Image Editor has a predefined set of tools that allow users to customize images as they wish. For more information about the tools available in the Image Editor:

[Image Editor Tools](#)

## Image Editing on Upload

Images imported into OU Campus can be edited on import. To edit images when importing:

1. Click the **Upload** icon in the **Pages** list view.
2. In the **Upload** dialog, select **Upload and Edit Image**.



**Upload to /\_resources/images**

Access Group:

Upload Type:  Standard  **Upload and Edit Image**  Zip

Overwrite Existing:

(or drag and drop files from the desktop)

3. This automatically opens the local computer's File Explorer (PC) or Finder (Mac). Locate the file and click **Open**.
4. The image is opened in the **Image Editor** where changes can be made to the file.

**Tools**

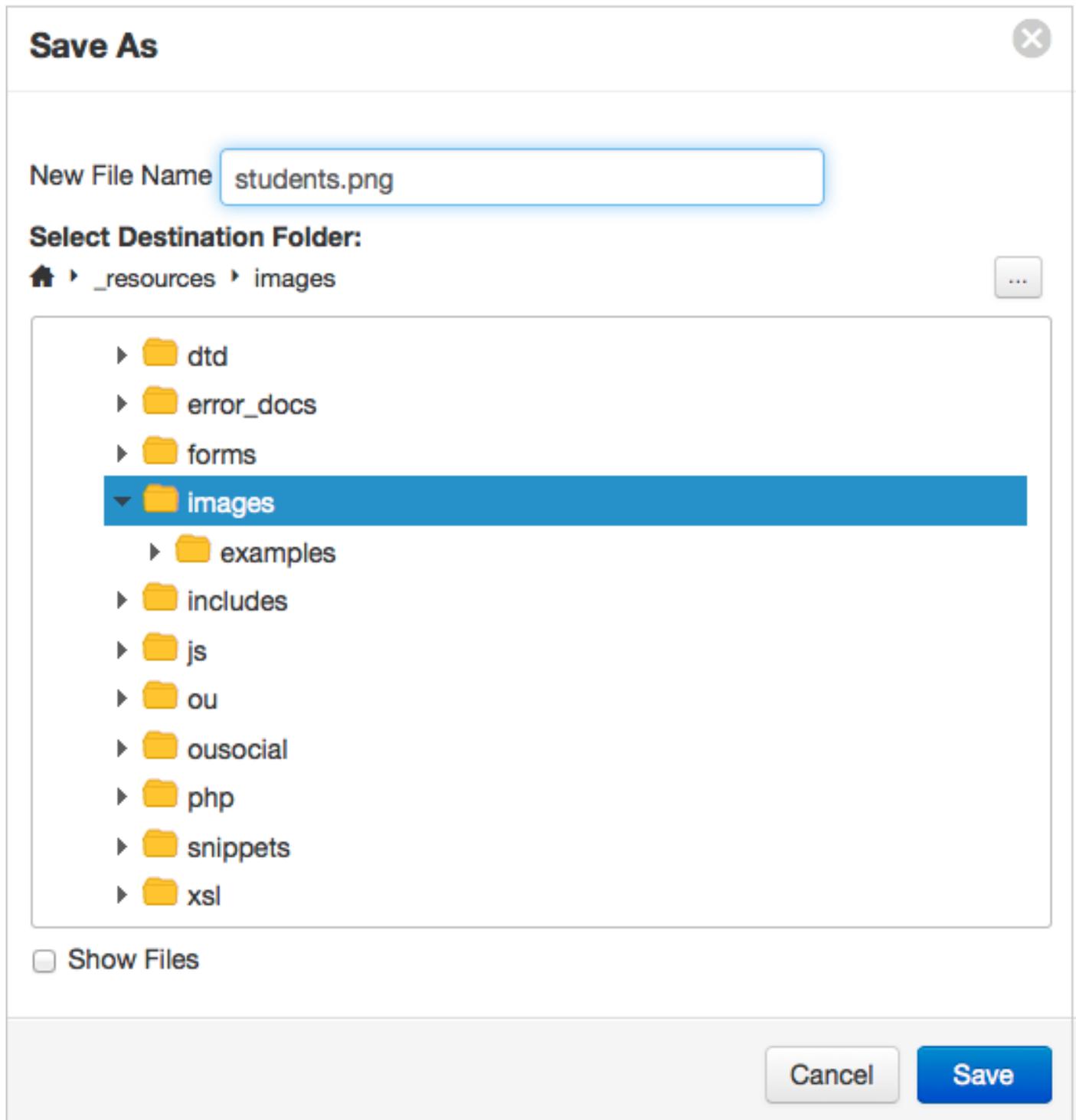
- ↻ Resize
- ✂ Crop
- Custom
- 1:1
- 4:3
- 3:4
- 16:9
- Apply Crop
- ↻ Rotate
- 🔍 zoom
- ↶ Undo
- ↷ Redo

**Edit Image**

487x487

5. When all the changes have been made, click **Upload**.

6. A dialog will appear. Enter the **New File Name** for the file, including the extension, and use the browser to **Select Destination Folder**. If needed, select the checkbox for **Show Files**.



7. Click **Save**.

The user is returned to the Pages list view inside the folder where the image was uploaded.

## Image Editing from Pages List View

Any image file can be edited from the Pages list view. The image editor can be used to edit images already uploaded to the staging server.

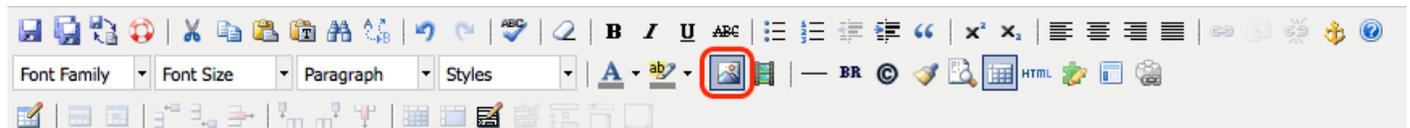
1. Navigate to the **Pages** list view by selecting **Content > Pages** from the global navigation bar.
3. Hover over the target row and click **Edit**, or click the hyperlinked image name.
4. The **Image Editor** will open and the image can be modified.



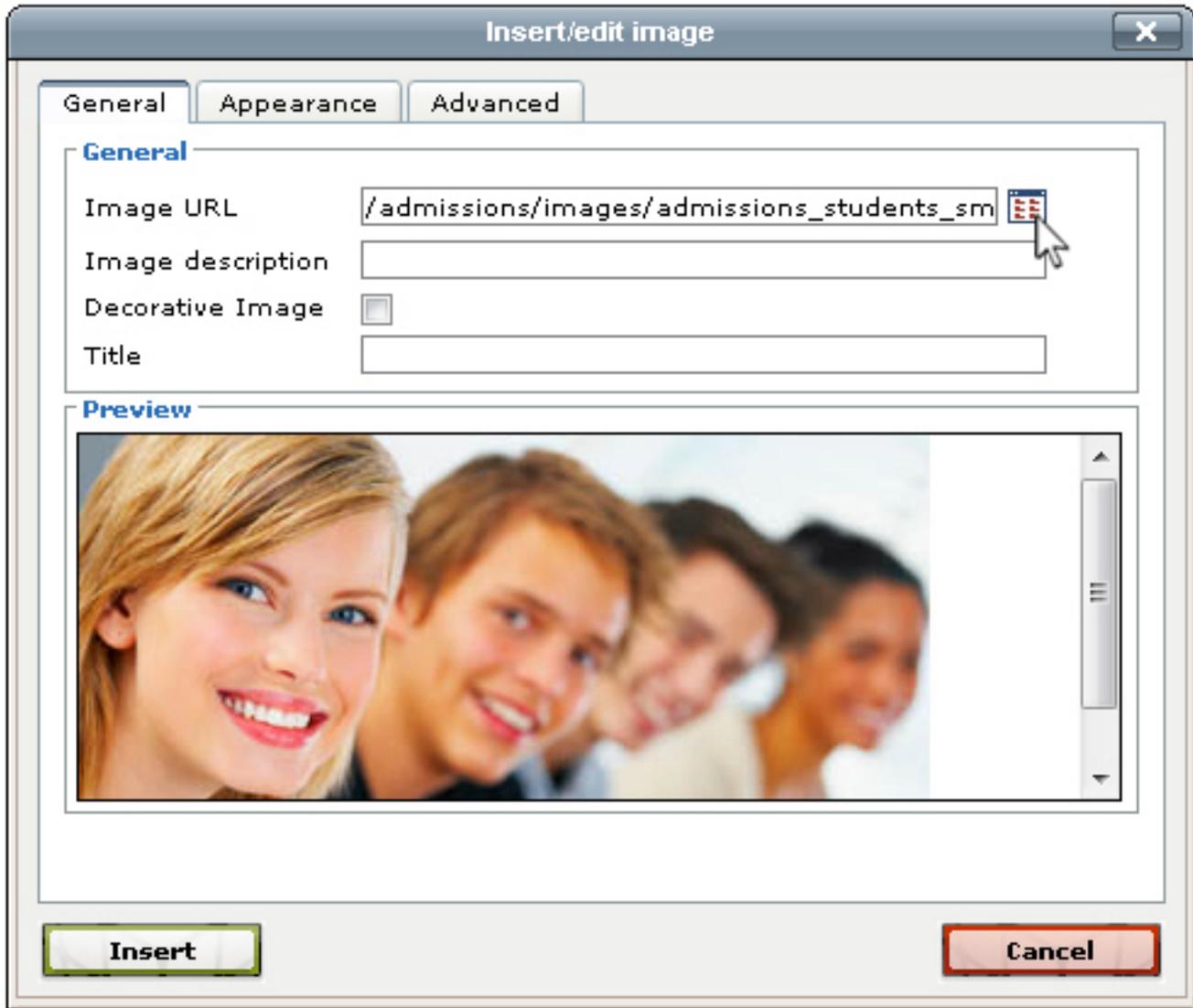
## Editing Images in WYSIWYG Mode

To edit any image while using the WYSIWYG editor, click the Insert/Edit Image icon in the WYSIWYG toolbar. Any image can be selected and edited using the Edit Image button in the file selector window. Additionally, users can upload and edit any image from this same window by clicking the Upload button.

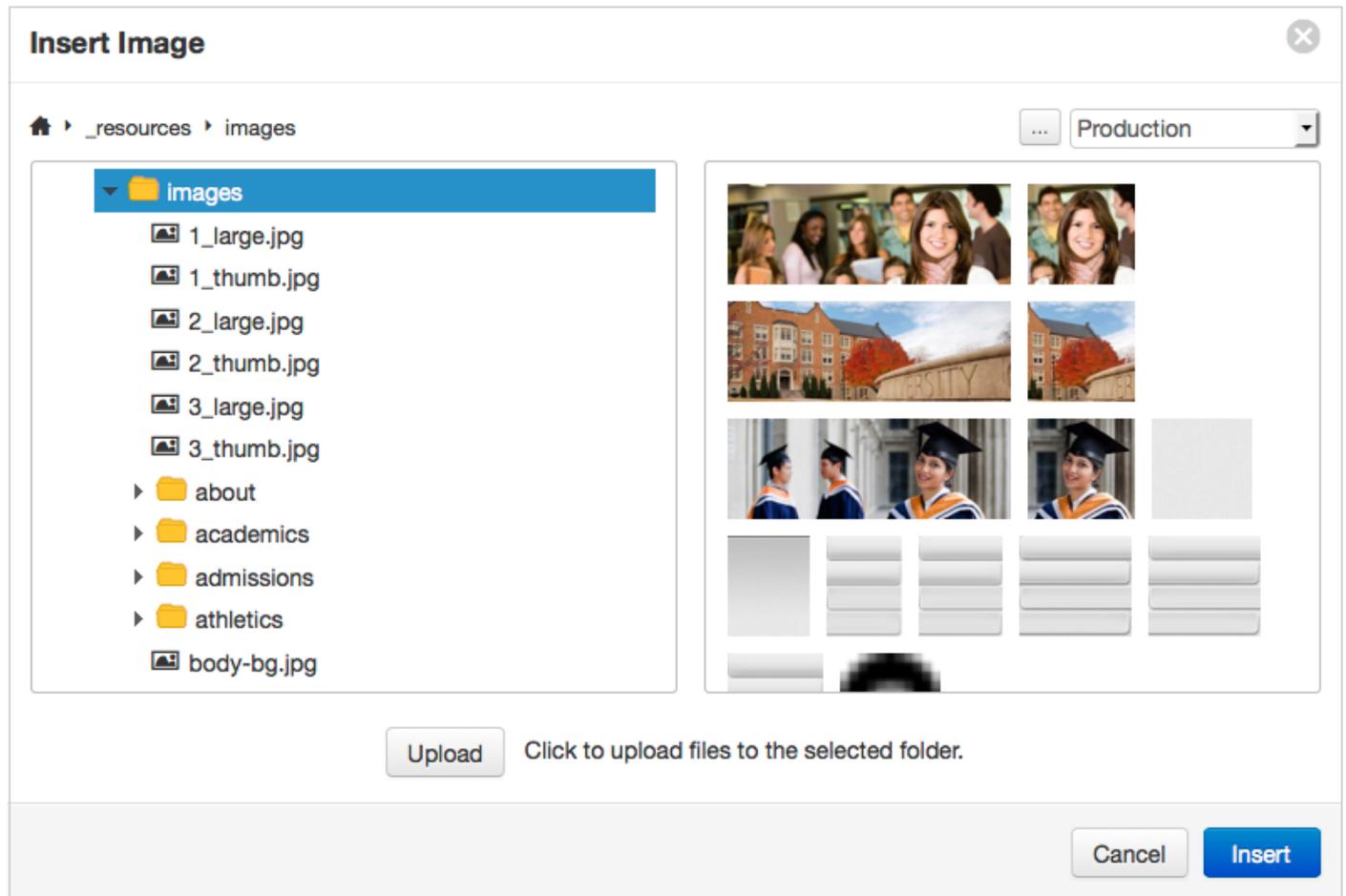
1. Click the **Insert/Edit Image** icon on the WYSIWYG toolbar.



2. Click the **Browse** icon to change or edit an image.



3. Expand a folder or double-click to view thumbnails of all the images contained within that folder. Click a thumbnail to show a preview of just the selected image.



4. Choose one of the following actions:

- Click the **Edit Image** button to edit the file displayed in the **Image Preview** window.
- Click the **Upload** button to open, edit, and upload a file from a local computer.
- Click the **Upload & Edit** button to upload a file from a local computer and start the Image Editor.

### Final Notes

The edited image must be republished in order to appear correctly on the rendered webpage. This may be initiated with a page publish by selecting the checkbox to publish unpublished dependencies. Or it may be necessary to manually publish the image. If the image does not appear correctly, refresh the browser or clear the browser cache as the previous iteration of the image may have been saved by the browser. This action can be found in various places in browsers' settings and for some browsers/platforms, this can be accomplished by click CTRL+F5 or CTRL+ the Reload icon. Otherwise the edited image may not appear as expected.

## Show/Hide Block Elements

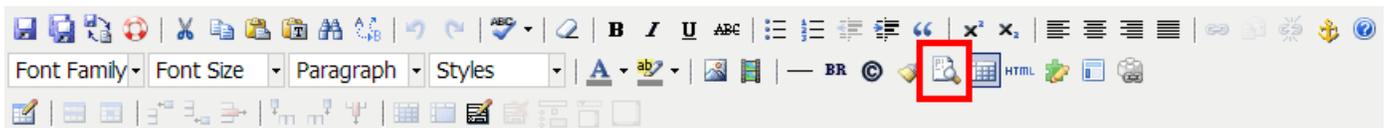
### Show Elements Overview

The Show/Hide Block Elements icon on the WYSIWYG Toolbar enables the ability to toggle the view of the WYSIWYG Editor. Click the icon to show the view or to hide it. Toggling displays block elements encapsulated within rectangles defined with thin, dashed lines and identified them with the label of the HTML element being used.

### Show/Hide Block Elements Icon



### Location of Icon on the WYSIWYG Toolbar



### Using Show/Hide Block Elements

The encapsulation rectangles show the applied format element; for example, a **P** label identifies the paragraph element, `<p></p>`, and **HGROUP** represents the application of a Heading Group.

Styling can be applied by using the Format or the Styles drop-down; however, only elements listed on the Format drop-down are shown in the block element view. The Styles drop-down applies classes. Elements listed on the Format drop-down are built-in; elements listed on the Styles drop-down can be added to reflect what has been defined in a style sheet. The list available on the Format drop-down also depends upon the schema used. For example, when enabling HTML5 Schema for a site, the following are available on the Format drop-down:

- Paragraph
- Address
- Pre
- H1 – H6
- Block Quote
- Section
- Article
- Heading Group
- DIV
- Aside
- Figure

When HTML5 Schema is not enabled, the WYSIWYG defaults to XHTML. The following are available on the Format drop-down:

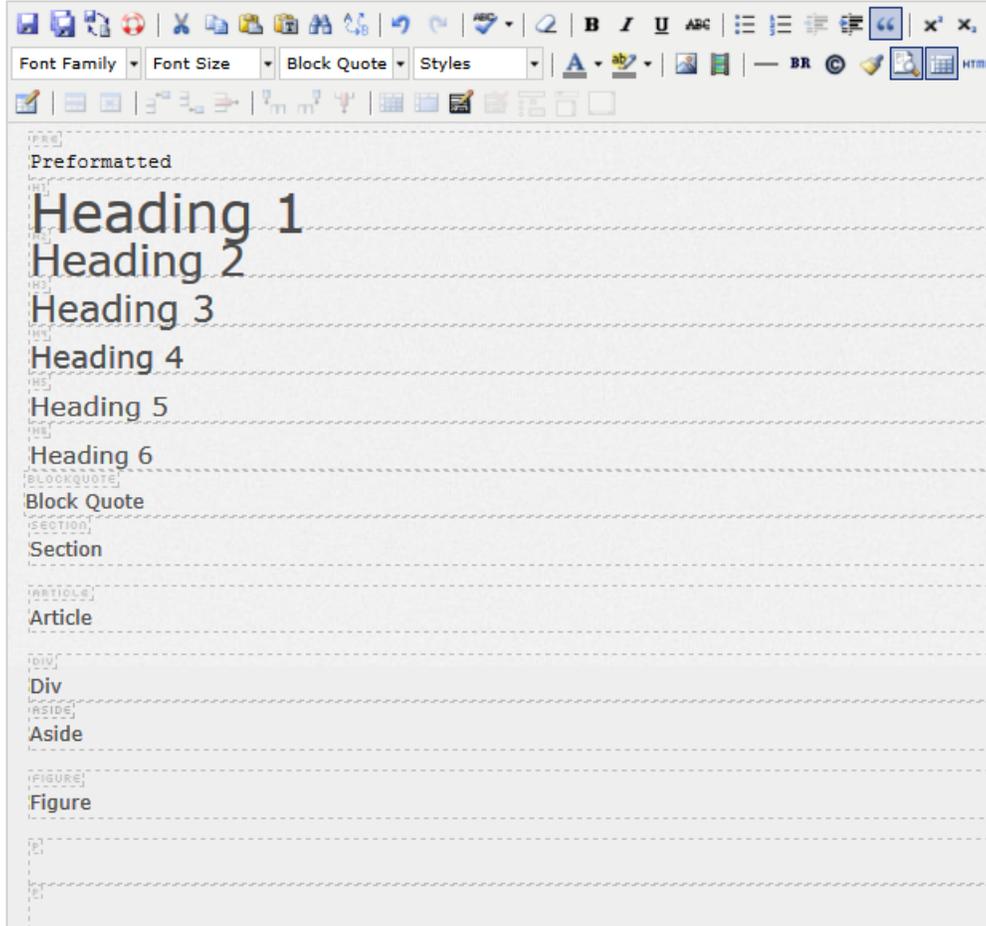
- Paragraph
- Address
- Preformatted
- H1 – H6

In both cases, when the Show/Hide view is toggled to show, the corresponding block elements are shown in the encapsulated and labeled view.

For more information about the Format drop-down and the usage for HTML5 Schema:

Format Drop-Down

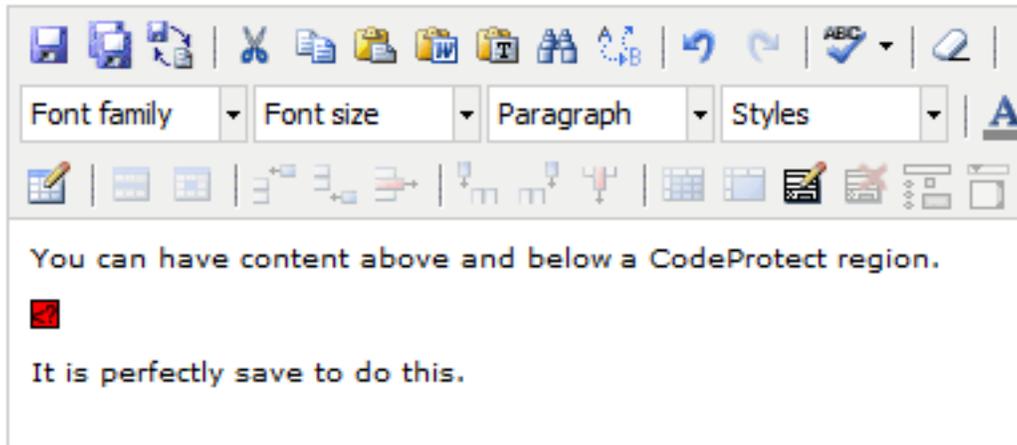
**Example of Show/Hide Block Elements**



## CodeProtect

### CodeProtect Overview

Script code blocks may be safely inserted into an editable region using CodeProtect. These script code blocks are represented in the editor interface by a red question mark icon. This icon is shown in the figure below:



CodeProtect regions may be inserted or edited by clicking on the CodeProtect button in the toolbar. This opens the CodeProtect editor window.



Whether creating a new CodeProtect region or editing a new one, code blocks are entered into the CodeProtect window, as shown in the following figure:



Click the Update button to insert the code block as a red CodeProtect icon in the editor. New CodeProtect regions are inserted at the current cursor location in the editor.

## Limitations

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The purpose of CodeProtect is to allow users the ability to insert PHP, ASP, or JSP code into an editable region. ASP and JSP code must use the `<% %>` processing instruction notation. PHP must use the `<?php ?>` or `<? ?>` notation.

If the page is a publish control file (PCF) or any other type of XML implementation, then only PHP code blocks are allowed. This is because the ASP and JSP `<% %>` tagging is invalid XML. PHP blocks, on the other hand, are valid XML preprocessing instructions. XSL transformation of PHP code blocks is successful, but it will fail for ASP and JSP.

## Toolbar Row 3

### Toolbar Row 3 Overview

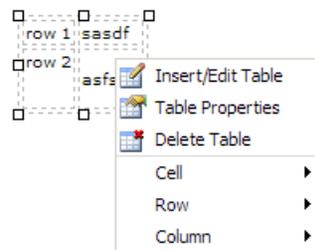
The available tools on the third row of the toolbar are those available for inserting and editing tables and forms within the WYSIWYG Editor. For both tables and forms, the additional features are available after the initial table or form has been inserted on the page. Place the cursor within the element and the editing tools will become available.



In addition to the Insert/Edit Table tool, other table editing functions include those for defining the properties for table cells and rows, and for inserting and deleting rows and columns.

As with other functionality, right-clicking within a table provides a shortcut menu for table editing and formatting.

### Example of Shortcut Menu



### Table Tools

Icon	Tool	Description
	Insert/Edit Table	<p>To insert a table, position the cursor then click the Insert/Edit Table icon. The Insert/Edit Table dialog includes several fields that can be used to define the table including:</p> <ul style="list-style-type: none"> <li>• Columns: Number of columns in table</li> <li>• Rows: Number of rows in table</li> <li>• Cell Padding: Padding around cells</li> <li>• Cell Spacing: Spacing between cells</li> <li>• Alignment: The alignment of the content within the cells</li> <li>• Border: Thickness of the border around the cells</li> <li>• Width: Width of table</li> </ul>

Icon	Tool	Description
		<ul style="list-style-type: none"> <li>• Height: Height of the table</li> <li>• Class: A class defining the styling of the table</li> <li>• Table Caption: Choose whether or not to have a caption above the table</li> </ul> <p>Fill in table details, then click OK to insert table, or click Cancel to return to the editor. For more information about tables:</p> <ul style="list-style-type: none"> <li>• Insert/Edit Table</li> <li>• <a href="#">General tab</a></li> <li>• <a href="#">Advanced tab</a></li> </ul>
	Table Row Properties	Edit the alignment, background color and several other properties of the rows of the table.
	Table Cell Properties	Edit the alignment, background color and several other properties of the cells of the table.
	Insert Row Before	To insert a row above another row, click inside the row cell the new row is to precede, then click the Insert Row Before icon.
	Insert Row After	To insert a row below another row, click inside the row cell the new row is to follow, then click the Insert Row After icon.
	Delete Row	To delete a row, click inside the row to be removed, then click the Delete row icon.
	Insert Column Before	To insert a column before another column, click inside the column cell the new column is to precede, then click the Insert Column Before icon.
	Insert Column After	To insert a column after another column, click inside the column cell the new column is to follow, then click the Insert Column After icon.

Icon	Tool	Description
	Delete Column	To delete a column, click inside the column to be removed, then click the Delete Column icon.
	Split Merged Table Cells	To split cells that have previously been merged, select the cell then click the Split Merged Table Cells icon.
	Merge Table Cells	To merge cells, highlight the cells to be merged, then click the Merge Table Cells icon.

## Form Tools

The Form tools build the client interface for the form. The site developer will need to provide the server side form processing code. The form tools available from within the WYSIWYG are not the same as the Form Asset provided with the Live Delivery Platform product: [Live Delivery Platform Forms](#).

Icon	Tool	Description
	Insert/Edit Form	Create or edit the form. When creating a new form, set all attributes needed for the form to function properly.
	Delete Form	Highlight the form for deletion and click the Delete Form icon.
	Insert/Edit Input Element	Insert or modify input field such as checkboxes, icons, or events.
	Insert/Edit Select Element	Insert or modify selection drop down elements.
	Insert/Edit Textarea Element	Insert or modify textarea elements.

For more information about forms, see the [Forms Tutorial](#) or [Forms Reference](#).

## Adding Tables in the WYSIWYG Editor

### Tables Overview

The default toolbar of the WYSIWYG Editor includes the standard tools for editing tables such as the ability to insert, delete, and define rows and columns, as well as merge or split table cells.



Various table elements and attributes can be added and defined via the WYSIWYG both when adding a new table or after. This is accomplished with fields available by clicking the Insert/Edit Table icon.



These include the number of columns and rows, table width and height, and a table border, for example. Both a General tab and an Advanced tab are available for defining the table elements. If a Level 10 administrator has configured access settings to allow for source access, the Edit HTML Source icon can be used to view and edit the HTML source code for the table elements.

Additionally, the class selector can be used to assign a class to a table to define the styling for the table as has been defined within a CSS style sheet.

The Insert/Edit Table dialog contains a few differences depending upon the schema in use for the WYSIWYG, which is an option that can be set by an administrator. For example, when HTML5 schema is selected for a site, certain invalid HTML attributes are removed. Additionally, the markup for HTML5 schema differs from previous HTML markup iterations as many elements and attributes have become changed, obsolete, or invalid. If HTML5 schema has not been enabled, the XHTML/HTML schema that is used by the WYSIWYG Editor does not delete the HTML5 elements, such as section and article, but there is not an easy way for users to add these elements to the page without going into the source code or using a snippet or asset. The XHTML schema also allows for attributes that have been identified as invalid in HTML5 but not in XHTML. When the HTML5 schema is enabled, invalid attributes are removed.

### Inserting a Table

- To insert a table, select the desired location, then click the **Insert/Edit Table** icon.

A simple table can be created by just specifying the number of rows and columns for the table. For more information about the additional general and advanced properties, see:

[Table: General Properties](#)

[Table: Advanced Properties](#)

### Table Formatting Tools

The table formatting tools are available after a table is inserted and when the cursor is within the table.

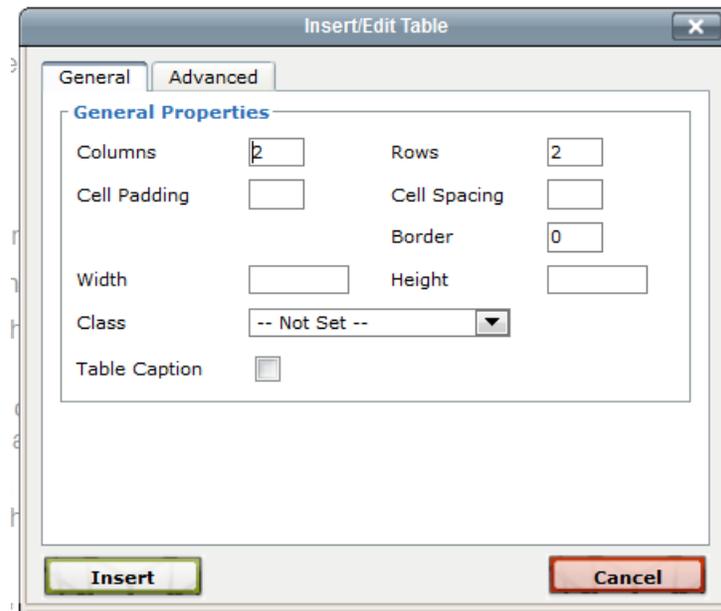
Icon	Description
	<b>Table Row Properties:</b> Defines the row properties such as alignment, height, and background color. The drop-down can then be used to apply the updates to the current row, all odd rows, all even rows, or all rows.

Icon	Description
	<p><b>Table Cell Properties:</b> Defines the cell properties such as alignment, width, height, and background color. The drop-down can then be used to apply the updates to the current row, all odd rows, all even rows, or all rows.</p>
	<p><b>Insert Row Before</b> and <b>Insert Row After:</b> Use the first icon to insert a row above the row the cursor is in, and use the second icon to insert a row below the row the cursor is in.</p>
	<p><b>Delete Row:</b> Deletes the row the cursor is in.</p>
	<p><b>Insert Column Before</b> and <b>Insert Column After:</b> Use the first icon to insert a column to the left of the column the cursor is in, and use the second icon to insert a column to the right of the column the cursor is in.</p>
	<p><b>Delete Column:</b> Deletes the column the cursor is in.</p>
	<p><b>Split Merged Table Cells:</b> To split cells that have previously been merged, select the cell then click the <b>Split Merged Table Cells</b> icon.</p> <p>If within a merged cell (contains a colspan and/or rowspan), this will remove the colspan and/or rowspan attributes to result in individual cells matching the table's non-merged configuration.</p>
	<p><b>Merge Table Cells:</b> To merge cells, highlight the cells to be merged, then click the <b>Merge Table Cells</b> button.</p> <p>Merges the selected table cells into one cell by adding the necessary colspan and/or rowspan attributes. It is also possible to place the cursor in the upper, left most cell, and then click the <b>Merge Table Cells</b> icon. A prompt will appear in which the desired number of columns and/or rows to be merged needs to be entered.</p> <p>When merging cells, all of the content currently within the cells remains.</p>

## Table: General Properties

The Insert/Edit Table dialog is displayed with several available fields on the General tab and Advanced tab that can be used for defining the table.

### Example of General Properties (Available for both XHTML and HTML5 schema)



### Comparison of General Properties with XHTML and HTML5 Schema

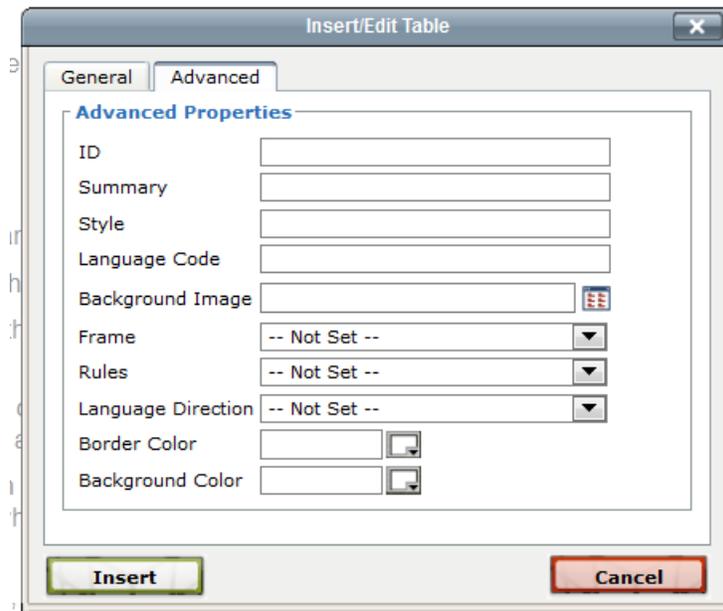
Field	XHTML/HTML 4.01	HTML5 Schema
Columns: Defines the number of columns for the table	Adds the corresponding number of <td></td> elements.	Adds the corresponding number of <td></td> elements.
Rows: Defines the number of rows for the table	Adds the corresponding number of <tr></tr> elements.	Adds the corresponding number of <tr></tr> elements.
Cell Padding: Defines padding within the cell between the border and the text	cellpadding="8"	Obsolete attribute on table. CSS should be used instead. For example: td { padding:5px; }
Cell Spacing: Defines spacing between cells	cellspacing="5"	Obsolete attribute on table. CSS should be used instead. For example: border-spacing.
Border: Defines the thickness of cell border	border="5"	Can be written as an attribute only with a value of 0 or 1. When defined with other border attributes written with inline CSS; e.g., <table style="border: 12px solid #f15b0d;" border="12"> WHATWG suggest border-width can be used instead.

Field	XHTML/HTML 4.01	HTML5 Schema
Width: Defines the width of table, defaults to pixels, but percent can also be used	<code>style="width: 220px; background-color: #ee4510;"</code>	<code>&lt;table style="width: 220px;"&gt;</code>
Height: Defines the height of the table, defaults to pixels, but percent can also be used	<code>style="height: 500px; background-color: #ee4510;"</code>	<code>&lt;table style="height: 220px;"&gt;</code>
Class: Defines a class to be applied to the table; a class that has been added to the styles menu can be selected from the drop-down, or <b>value</b> can be selected and a class can be entered manually, and if the class has been defined in the CSS that is being called the styling will be applied.	<code>&lt;table class="green"&gt;</code>	<code>&lt;table class="green"&gt;</code>
Table Caption: Adds the caption element above the table	<code>&lt;table&gt;&lt;caption&gt;TABLE CAPTION&lt;/caption&gt; &lt;tbody&gt; &lt;tr&gt; &lt;td&gt;cell data&lt;/td&gt; &lt;td&gt;cell data&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;cell data&lt;/td&gt; &lt;td&gt;cell data&lt;/td&gt; &lt;/tr&gt; &lt;/tbody&gt; &lt;/table&gt;</code>	<code>&lt;table&gt;&lt;caption&gt;TABLE CAPTION&lt;/caption&gt; &lt;tbody&gt; &lt;tr&gt; &lt;td&gt;cell data&lt;/td&gt; &lt;td&gt;cell data&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;cell data&lt;/td&gt; &lt;td&gt;cell data&lt;/td&gt; &lt;/tr&gt; &lt;/tbody&gt; &lt;/table&gt;</code>

## Table: Advanced Properties

The Advanced tab includes the Advanced Properties, which includes fields based on the schema employed.

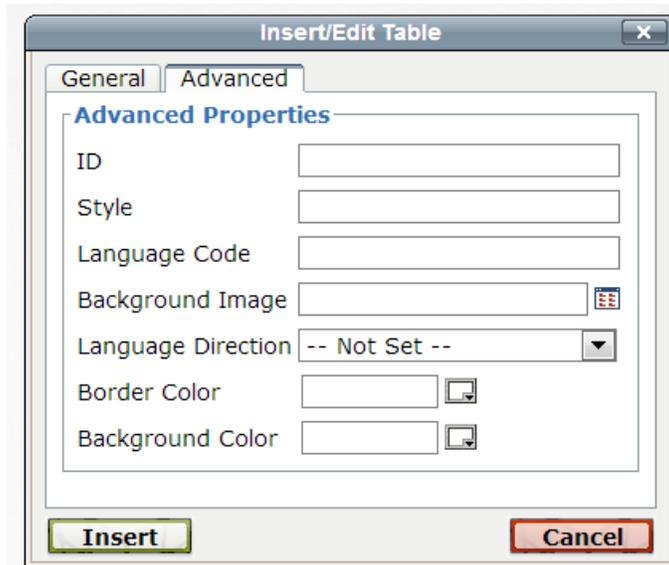
**Example of Advanced Properties for XHTML**



As shown below, Advanced Properties for HTML5 do not include:

- Summary
- Frame
- Rules

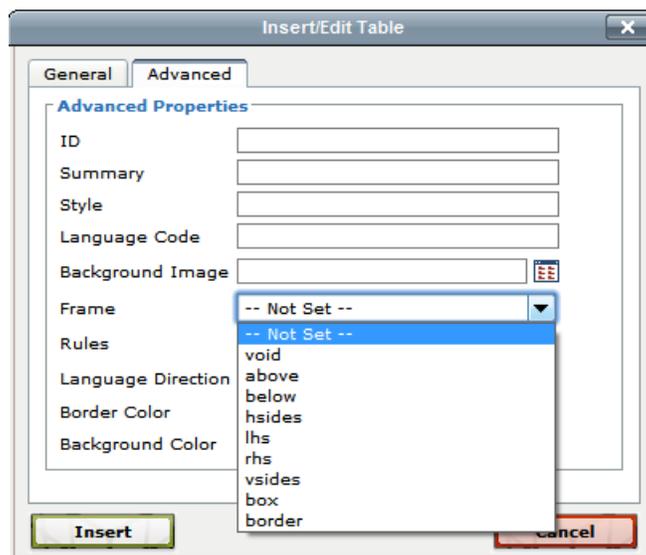
**Example of Advanced Properties for HTML5**



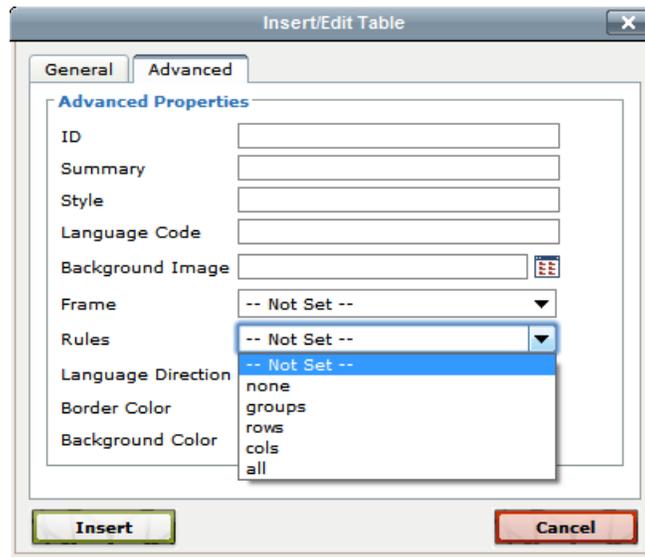
Field	XHTML/HTML 4.01	HTML5 Schema
ID: Adds the id attribute to the <table> start tag with the value defined in the field	<table id="t-id-21">	"The id global attribute is now allowed to have any value, as long as it is unique, is not the empty string, and does not contain space characters." For example, <table id="t-id-21">
Summary: Adds the summary attribute to the <table> start tag with the value defined in the field	summary="added value"	Obsolete attribute on table.
Style	Displays inline CSS written with the style attribute as defined by other fields.	Displays inline CSS written with the style attribute as defined by other fields. For example, when border, border color, and background color are defined: border-color: #5ca366; border-width: 1px; background-color: #828e71;
Language Code	<table lang="sl">  This attribute specifies the base language of an element's attribute values and text content. RFC1766 defines and explains the language codes that must be used in HTML documents.	Specifies the primary language for the element's contents and for any of the element's attributes that contain text. Its value must be a valid <a href="#">BCP 47</a> language tag, or the empty string.  The lang attribute in the XML namespace is defined in XML.
Background Image	background-image: url('/images/purple.png');	background-image: url('/images/purple.png');
Frame	Could be used to identify which parts of a border around a table are shown. For example, selecting lhs in the Frame drop-down identifies that the left-hand side of the table border is visible:  frame="lhs"	Obsolete attribute on table. CSS can be used instead; for example: border-color:black and border-style.
Rules	Could previously be used to identify the borders of a table cell to be shown, similarly to frame. For example,  rules="rows";  provides cell border style with the appearance of horizontal rules.	Obsolete attribute on table. CSS can be used: border-color:black and border-style on the table's appropriate elements

Field	XHTML/HTML 4.01	HTML5 Schema
Language Direction	For purposes of internationalization, language direction can be specified as right-to-left or left-to-right with the dir attribute:  dir="rtl"	<table id="id" style="border-width: 10px; border-color: #f0f40a; background-color: #6e918c;" summary="summary" border="10" cellspacing="5" cellpadding="125"> <caption>&nbsp;</caption>
Border Color: Launches the color picker to define the table border	Defined by a style attribute; e.g., border-color: #f0f40a).	Written as inline CSS: style="border-color: #6e918c;"
Background Color: Launches the color picker to define the table background,	In this schema, background color is not added as bgcolor, but rather as defined by a style attribute: e.g., style="background-color: #6e918c;"	Obsolete as an attribute (bgcolor). Written as inline CSS: style="background-color: #6e918c;"

### Example of Frame Attributes for XHTML/HTML Schema



## Example of Rules Attributes for XHTML/HTML Schema



## Applying a Class to a Table

Any number of tables can be defined in CSS as a class. When inserting a table in the WYSIWYG, the class can be selected or entered from the Class drop-down. The class needs to be added to the Styles drop-down file in order for it to be listed on the Class drop-down on the Insert/Edit Table dialog. A class that has been defined in CSS, but not added to the Styles drop-down, can be entered manually by clicking **value** and typing the name of the class. If a user has source code access, the class and its value can be added in a source view.

## Applying a Class to a Table

1. Define the class in the CSS file. The location for the file is dependent upon the implementation; for example, `_resources/css/main.css`. Here is an example of CSS that creates a table centered on the page with centered text that has a gradient background and a box shadow.

```
/* Table Design */
.centered {
overflow:hidden;
border:1px solid #d3d3d3;
background:#DEDEDE;
width:100%;
margin:5% auto 0;
-moz-border-radius:5px; /* FF1+ */
-webkit-border-radius:5px; /* Saf3-4 */
border-radius:5px;
-moz-box-shadow: 0 0 4px rgba(0, 0, 0, 0.2);
-webkit-box-shadow: 0 0 4px rgba(0, 0, 0, 0.2);
color:#000000;
}
.centered thead{
background: -moz-linear-gradient(100% 20% 90deg, #e8eaeb, #ededed);
background: -webkit-gradient(linear, 0% 0%, 0% 20%, from(#ededed),
to(#e8eaeb));
padding:18px 28px 18px; text-align:center;
padding-top:22px; background:#e8eaeb;
}
.centered tr th {padding:20px; text-align:center; }
.centered tbody td{
background: -moz-linear-gradient(100% 25% 90deg, #fefefe, #f9f9f9);
background: -webkit-gradient(linear, 0% 0%, 0% 25%, from(#f9f9f9),
to(#fefefe));
padding:18px 28px 18px; text-align:center;
}
.centered tbody tr:nth-child(even) td{
background: #DEDEDE; /* Old browsers */
background: -moz-linear-gradient(top, #fefefe 0%, #dedede 100%); /* FF3.6+ */
background: -webkit-gradient(linear, left top, left bottom, color-
stop(0%,#fefefe), color-stop(100%,#dedede)); /* Chrome,Safari4+ */
background: -webkit-linear-gradient(top, #fefefe 0%,#dedede 100%); /*
Chromel0+,Safari5.1+ */
background: -o-linear-gradient(top, #fefefe 0%,#dedede 100%); /* Opera 11.10+
*/
background: -ms-linear-gradient(top, #fefefe 0%,#dedede 100%); /* IE10+ */
background: linear-gradient(top, #fefefe 0%,#dedede 100%); /* W3C */
filter: progid:DXImageTransform.Microsoft.gradient( startColorstr='#fefefe',
endColorstr='#dedede',GradientType=0 ); /* IE6-9 */
box-shadow: 0 1px 0 rgba(255, 255, 255, 0.8) inset, 0 -2px 0 rgba(0, 0, 0, 0.1)
inset, 0 0 10px rgba(255, 255, 255, 0.5) inset, 0 0 0 1px rgba(0, 0, 0, 0.1), 0
2px 4px rgba(0, 0, 0, 0.2);
}
.centered tbody tr:nth-child(odd) td{
background: #f9fcf7; /* Old browsers */
background: -moz-linear-gradient(top, #f9fcf7 0%, #f5f9f0 100%); /* FF3.6+ */
background: -webkit-gradient(linear, left top, left bottom, color-
stop(0%,#f9fcf7), color-stop(100%,#f5f9f0)); /* Chrome,Safari4+ */
background: -webkit-linear-gradient(top, #f9fcf7 0%,#f5f9f0 100%); /*
Chromel0+,Safari5.1+ */
background: -o-linear-gradient(top, #f9fcf7 0%,#f5f9f0 100%); /* Opera 11.10+
*/
}
```

2. Add the class in the styles.txt file. Typically, `_resources/ou/editor/styles.txt`. For the class defined above, add:

```
.centered TableNice
```

The space between the two words **must** be created by using the **Tab** key.

3. Click the **Insert/Edit Table** icon on the WYSIWYG Toolbar.

4. From the **Class** drop-down, select **TableNice** (the friendly name that was added to label the class).

Alternatively, if the class was defined, but not added to the **Styles** drop-down, from the **Class** drop-down, click **(value)** and enter the name of the class (without the period).

## Form Tutorial

### Form Tutorial Overview

Building a form in OmniUpdate is a simple process using the WYSIWYG editor. Follow the Form Tutorial outlined below to get started on building form elements. Form elements are elements that allow the user to enter information into a form (like text fields, textarea fields, drop-down menus, radio buttons, checkboxes, etc.).

### Creating a Form

The functionality for creating WYSIWYG forms can be enabled by a Level 10 administrator. A set of toolbar icons similar to the ones below will show up in the WYSIWYG editor's toolbar:



These toolbar buttons allow for the creation of an HTML form and the ability to add elements to it. A few of the most common elements are text input boxes, radio buttons, check boxes, and submit buttons.

To edit a currently existing form field, first click anywhere inside the form to allow the cursor to recognize the form itself, then double-click the form field to which to make changes. Then there is the ability to click the form editor buttons in the toolbar above.

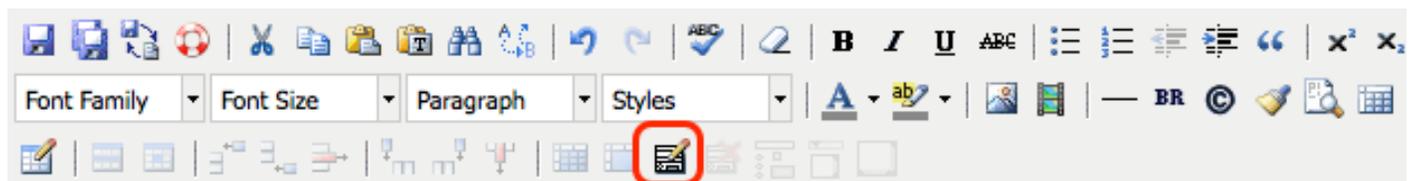
Just remember, the forms toolbar does not create the backend functionality that to process the information once the form is submitted. Some sort of script or program must be installed on the server for the form to process and interpret the information.

This tutorial exemplifies building a simple survey form that contains text fields, a drop-down list, radio button, checkboxes and a button.

### Insert a Form

To insert a form into a page:

1. Click on the **Insert/Edit Form** button in the **WYSIWYG** toolbar.



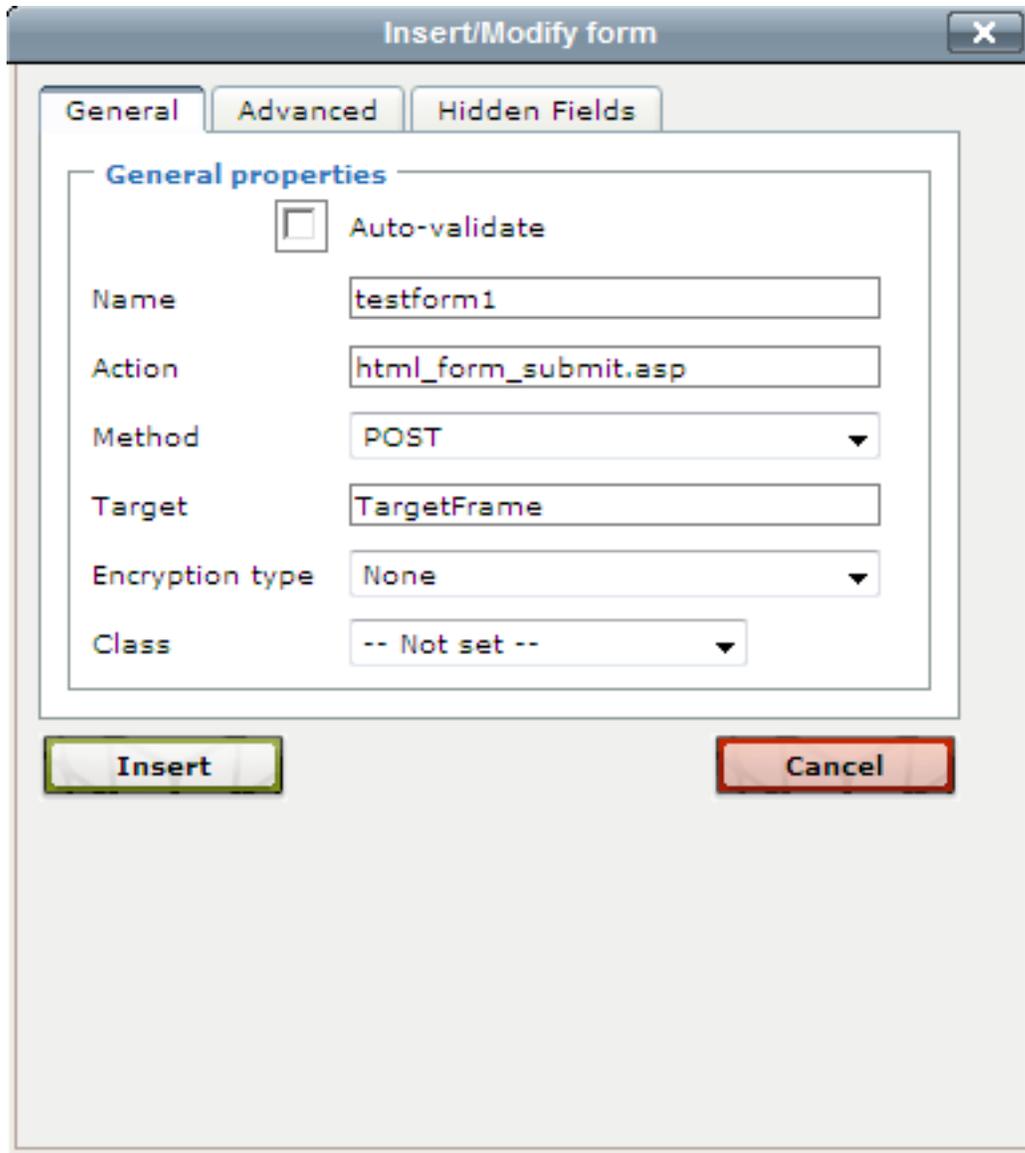
2. This will bring up the **Insert/Modify Form** dialog box. Name the form and set up other properties. For the purposes of this tutorial, the focus is on the **General** Tab for this form initially. Properties include:

- **Name:** A name for the form (example: testform1)
- **Action:** The form#s action attribute defines the name of the file to send the content to the server (example: html\_form\_submit.asp)
- **Method:** Select the method for the action (example: POST)
- **Target:** The Target field indicates which frame in a set of frames to send the results to. This attribute can be used so that the form is always visible even as the form results are displayed and redisplayed (example: TargetFrame)
- **Encryption Type:** Type of encryption for the target (example: None)

For more information and tutorials about forms, see:

[Forms Tutorial](#)

[W3Schools Forms](#)

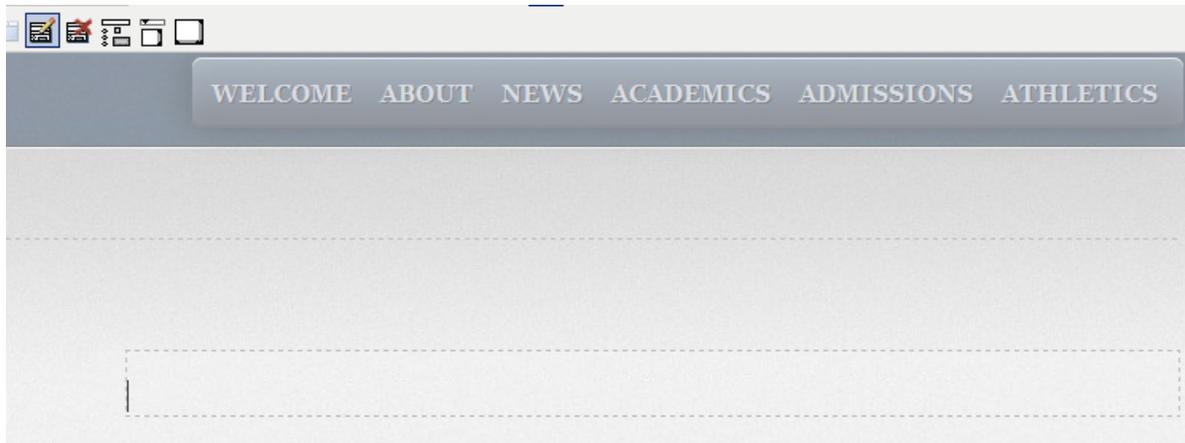


The screenshot shows a dialog box titled "Insert/Modify form" with a close button (X) in the top right corner. It has three tabs: "General", "Advanced", and "Hidden Fields". The "General" tab is active. Inside the dialog, there is a section titled "General properties" containing several form fields and a checkbox:

- Auto-validate
- Name: testform1
- Action: html\_form\_submit.asp
- Method: POST (dropdown menu)
- Target: TargetFrame
- Encryption type: None (dropdown menu)
- Class: -- Not set -- (dropdown menu)

At the bottom of the dialog are two buttons: "Insert" (highlighted with a green border) and "Cancel" (highlighted with a red border).

3. Once the form is named and parameters added, click **Insert**. Note that there is now a dotted outline of the form on the page.



4. Click inside the form and notice the form action buttons in the WYSIWYG toolbar are now active.



5. Insert form elements such as:

- Text fields
- Drop-Down lists
- Radio buttons
- Checkboxes
- Buttons

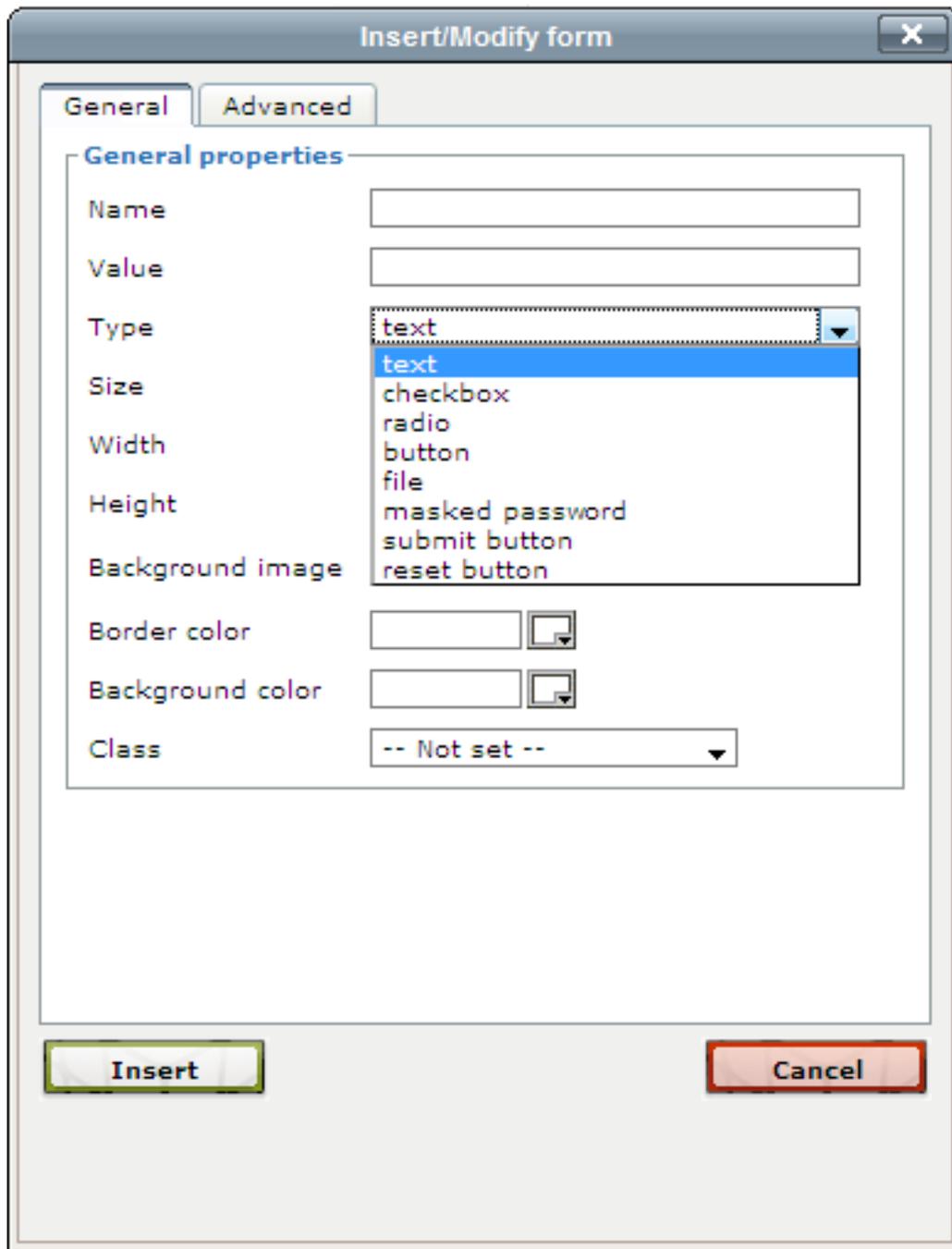
## Add Text Fields

Once a form has been inserted onto the page, a variety of form elements can be added. To add a text field:

1. Click the **Insert/ Edit Form Input Element** icon to add text fields.

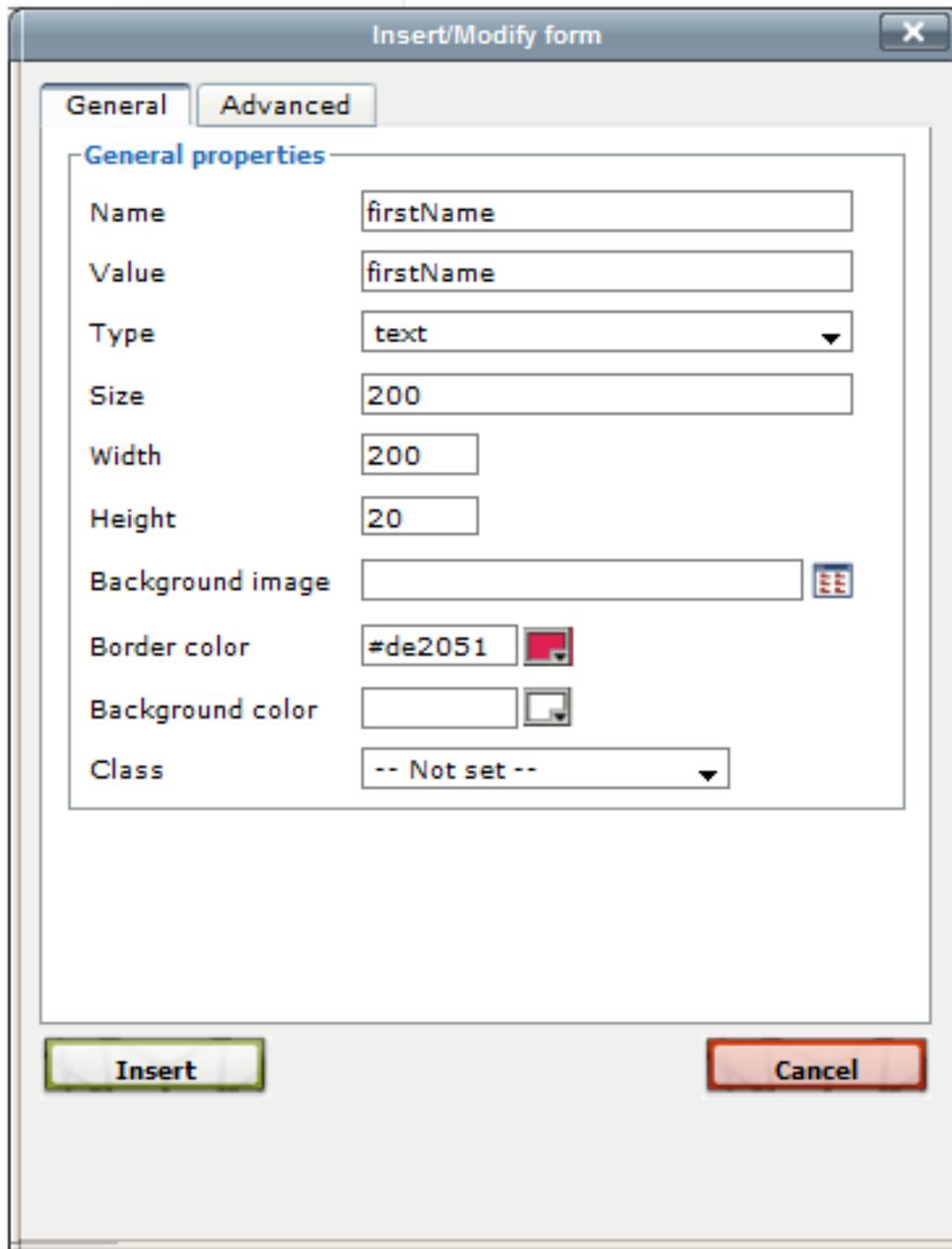


2. This will open the **Insert/Modify Form** dialog. From the **Type** drop-down, select the **Text** element.



3. Give it a descriptive name such as firstName.
4. Set up the first text field with the desired parameters, such as:
  - **Name:** firstName
  - **Value:** firstName
  - **Size:** 200
  - **Width:** 200
  - **Height:** 20
  - **Border:** #de2051

**Note:** All **Values** must be one word only with no spaces.



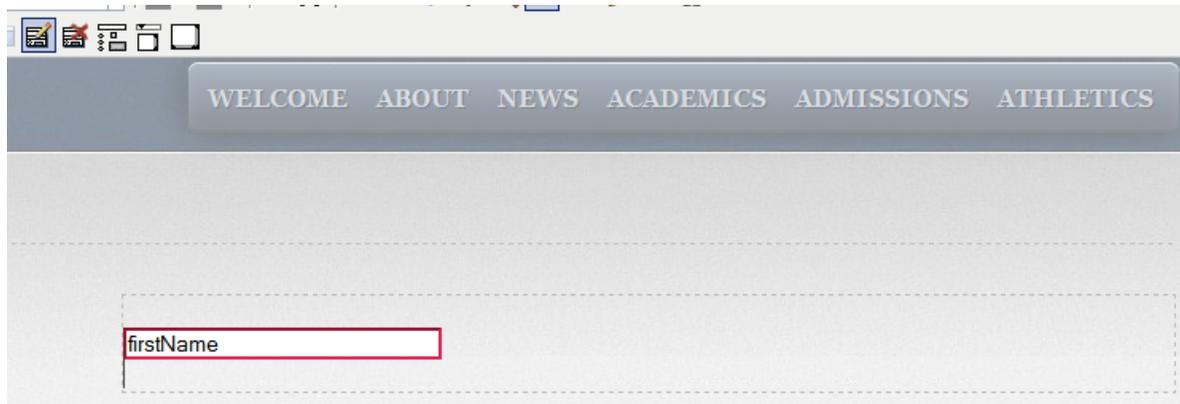
The screenshot shows a dialog box titled "Insert/Modify form" with a close button (X) in the top right corner. It has two tabs: "General" (selected) and "Advanced". Under the "General" tab, there is a section titled "General properties" containing several input fields and dropdown menus:

- Name: firstName
- Value: firstName
- Type: text (dropdown menu)
- Size: 200
- Width: 200
- Height: 20
- Background image: (empty text box with a small icon)
- Border color: #de2051 (with a color picker icon)
- Background color: (empty text box with a color picker icon)
- Class: -- Not set -- (dropdown menu)

At the bottom of the dialog, there are two buttons: "Insert" (highlighted with a green border) and "Cancel" (highlighted with a red border).

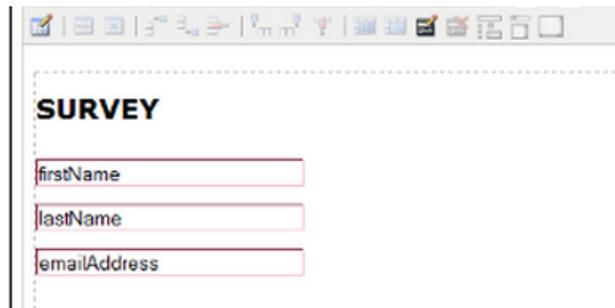
5. To select colors for border or background color, click inside the color box to see a hex color picker tool.

6. Click **Insert** and notice that a new text field has been inserted into the new form on the page.



To create a simple survey form, use the directions above to create three text fields:

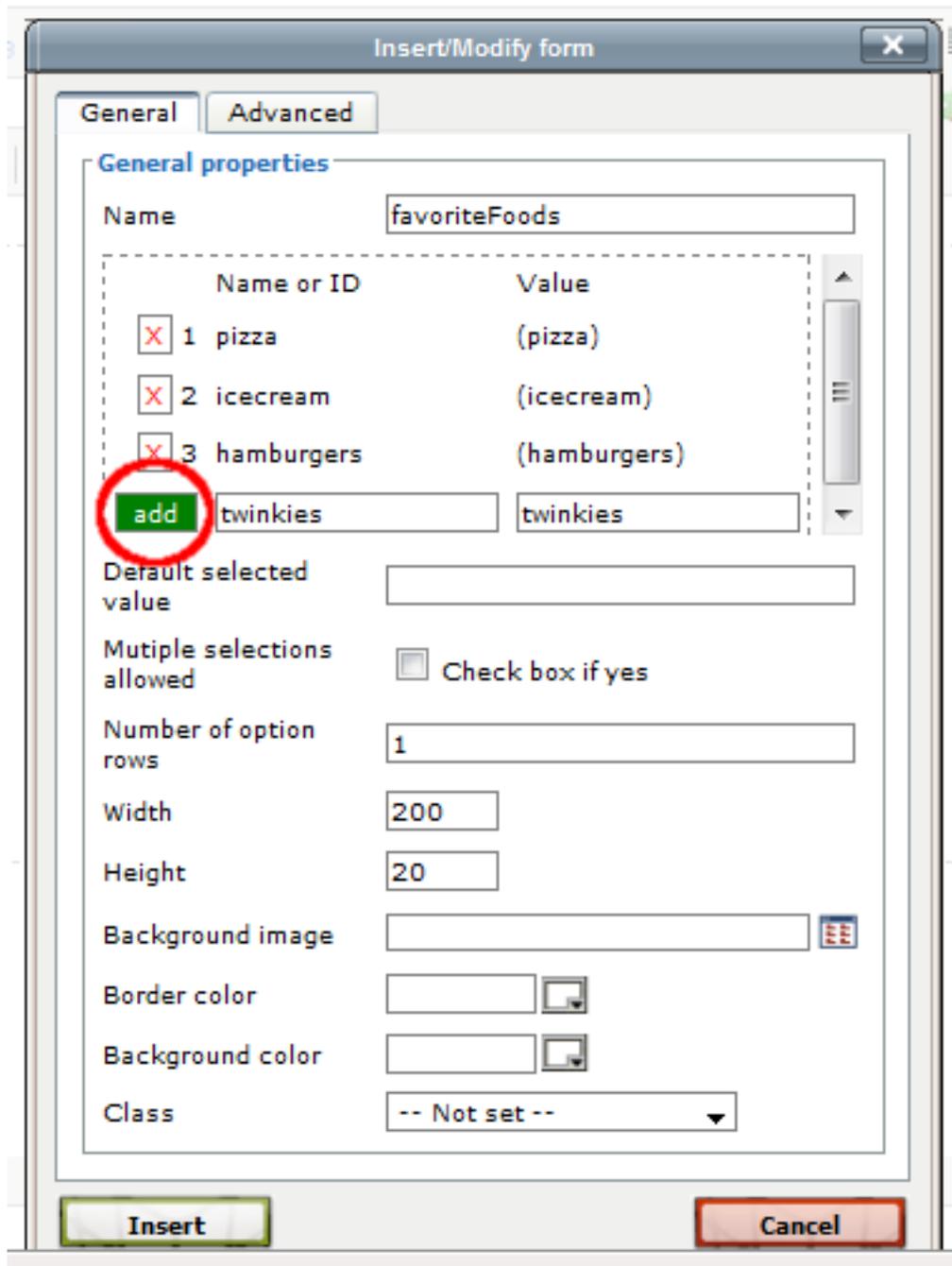
- First name
- Last Name
- Email Address.



## Add a Drop-Down List

To create a drop-down list:

1. Click the **Insert/Edit Select Element** icon. The following dialog box is displayed.



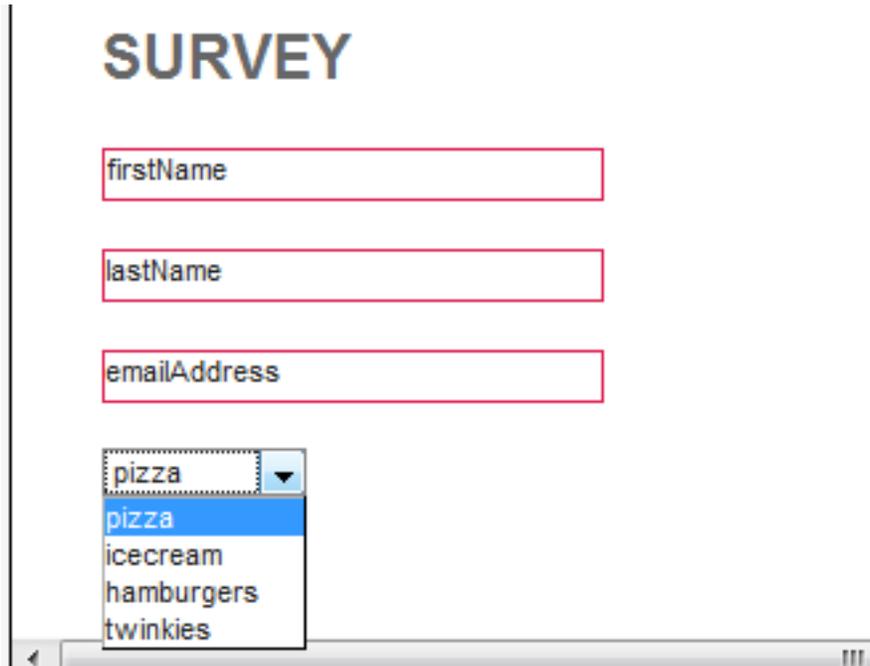
2. Click the green **add** button to enter selection options. As an example, use the following data for list: pizza, ice cream, hamburgers, and twinkies.

3. Include the additional parameters, for example:

- **Number of option rows:** 1
- **Width:** 200
- **Height:** 20
- **Border color:** #1759e8

4. After filling out the dialog box with data, click **Insert** to place the new drop down list into the form.

5. Click **Save**. Notice the drop down list for favorite foods. It should look similar to the image below.

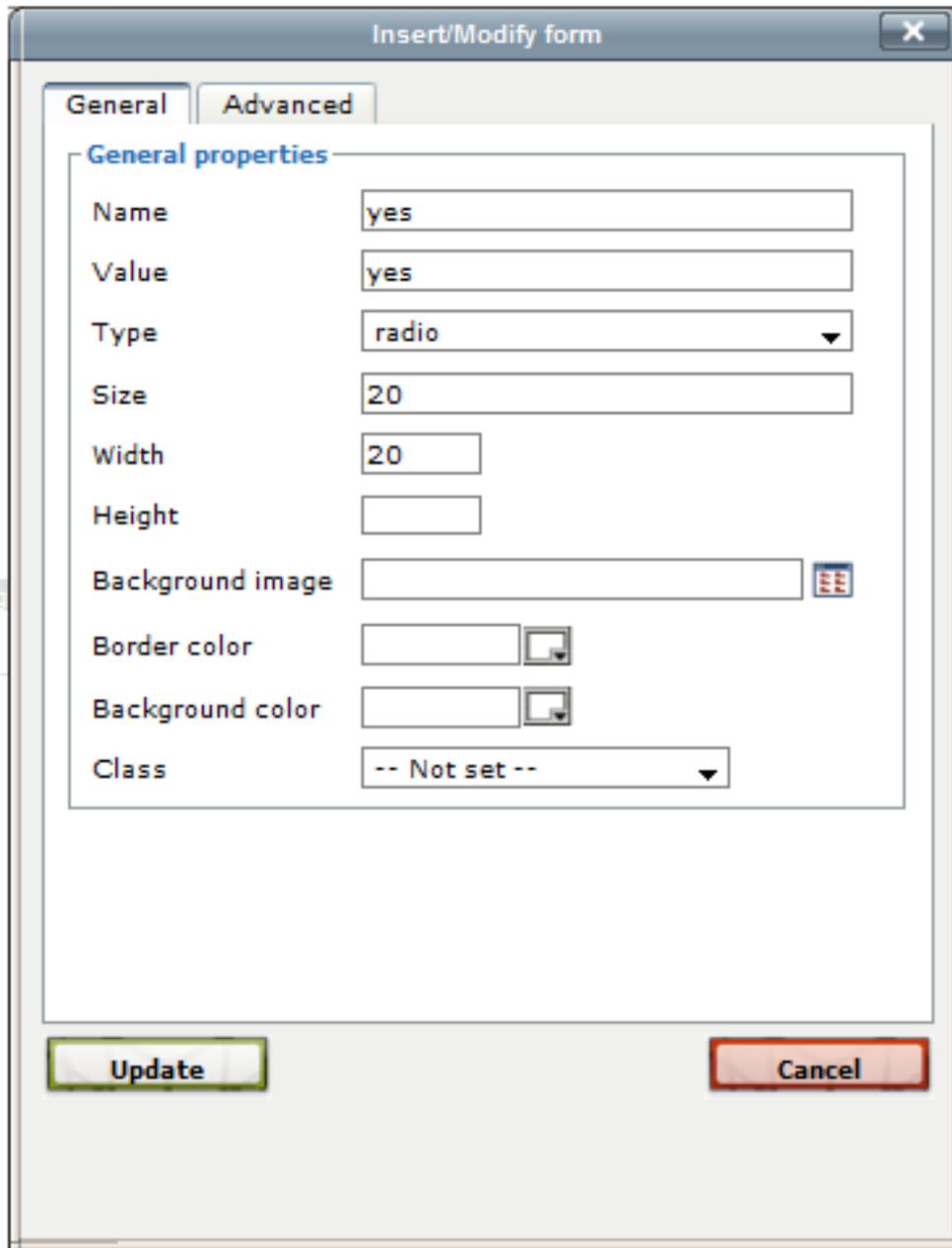


The image shows a web form titled "SURVEY". It contains four input fields: "firstName", "lastName", "emailAddress", and a dropdown menu. The dropdown menu is open, showing a list of options: "pizza", "icecream", "hamburgers", and "twinkies". The "pizza" option is currently selected and highlighted in blue.

## Add Radio Buttons

To create a radio button:

1. Click the **Insert/Edit Form Input Element** icon
2. This will open the **Insert/Modify Form** dialog. From the **Type** drop-down, select **radio button**.
3. As an example, set it up with the following parameters:
  - **Name:** Yes
  - **Value:** Yes
  - **Type:** radio
  - **Size:** 20
  - **Width:** 20



The screenshot shows a dialog box titled "Insert/Modify form" with a close button (X) in the top right corner. It has two tabs: "General" (selected) and "Advanced". Under the "General properties" section, there are several input fields and dropdown menus:

- Name: yes
- Value: yes
- Type: radio (dropdown menu)
- Size: 20
- Width: 20
- Height: (empty)
- Background image: (empty) with a small icon to the right
- Border color: (empty) with a color picker icon
- Background color: (empty) with a color picker icon
- Class: -- Not set -- (dropdown menu)

At the bottom of the dialog, there are two buttons: "Update" (highlighted with a green border) and "Cancel" (highlighted with a red border).

4. Click **Insert** and then add a sentence next to the radio button. For example:

- Yes - Please send more information regarding desserts.

**Note:** Multiple radio buttons only work if they all have the same name attribute. If creating more than one radio button, please use the same name attribute for each button.

## Add a Checkbox

The next form element that can be created is a checkbox. To create a checkbox:

1. Click the **Insert/Edit Form Input Element** icon.
2. This will open the **Insert/Modify Form** dialog. From the **Type** drop-down, select **checkbox**.

3. As an example, set it up with the following parameters:

- **Name:** bbq
- **Value:** bbq
- **Type:** checkbox
- **Size:** 20
- **Width:** 20

**Note:** Always remember to keep names and values lowercase and all one word. Below is an example of what the dialog box will look like with the data filled out for a checkbox.

The image shows a dialog box titled "Insert/Modify form" with a close button (X) in the top right corner. It has two tabs: "General" (selected) and "Advanced". Under the "General" tab, there is a section titled "General properties" containing the following fields:

- Name: bbq
- Value: bbq
- Type: checkbox (dropdown menu)
- Size: 20
- Width: 20
- Height: 20
- Background image: (empty text box with a small icon to the right)
- Border color: (empty text box with a color selection icon to the right)
- Background color: (empty text box with a color selection icon to the right)
- Class: -- Not set -- (dropdown menu)

At the bottom of the dialog box, there are two buttons: "Insert" (highlighted with a green border) and "Cancel" (highlighted with a red border).

4. Click **Insert** to preview how the checkbox will look in the form.

5. Repeat the above steps to create more checkboxes until the form looks similar to the screenshot below.

### My favorite method for preparing food is:

Stir Fry

Broil

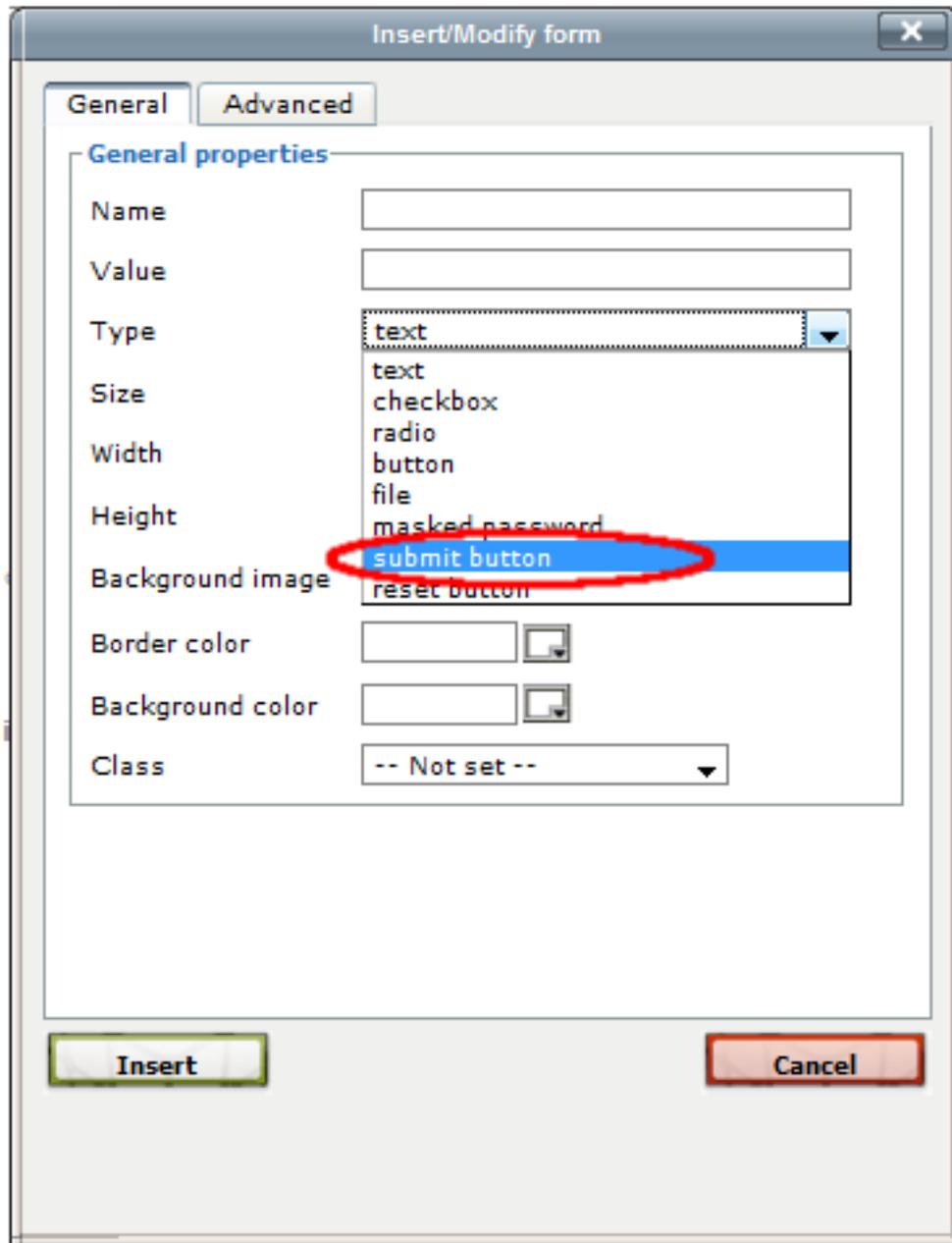
BBQ

**Note:** It is very important to keep in mind that when using checkboxes, the user may select more than one checkbox, but when using radio buttons the user may only select one. Additionally radio buttons only work if they all have the same name attribute.

### Create a Submit Button

To create a submit button:

1. Click the **Insert/Edit Form Input Element** icon.
2. This will open the **Insert/Modify Form** dialog. From the **Type** drop-down, select **submit button**.



4. As an example, set it up with the following parameters:

- **Name:** submit
- **Value:** submit
- **Type:** submit button
- **Size:** 40
- **Width:** 100
- **Height:** 25

5. Click **Insert**.

## Process Form Data

Now that the basic form is completed, the next step is to process the form data.

Below are some links that discuss form processing:

[Net Mechanic](#)

[Web Cheat Sheet](#)

For more information and tutorials on **Forms**:

[HTML Code Tutorial: Forms](#)

## Forms Reference (WYSIWYG)

### Overview

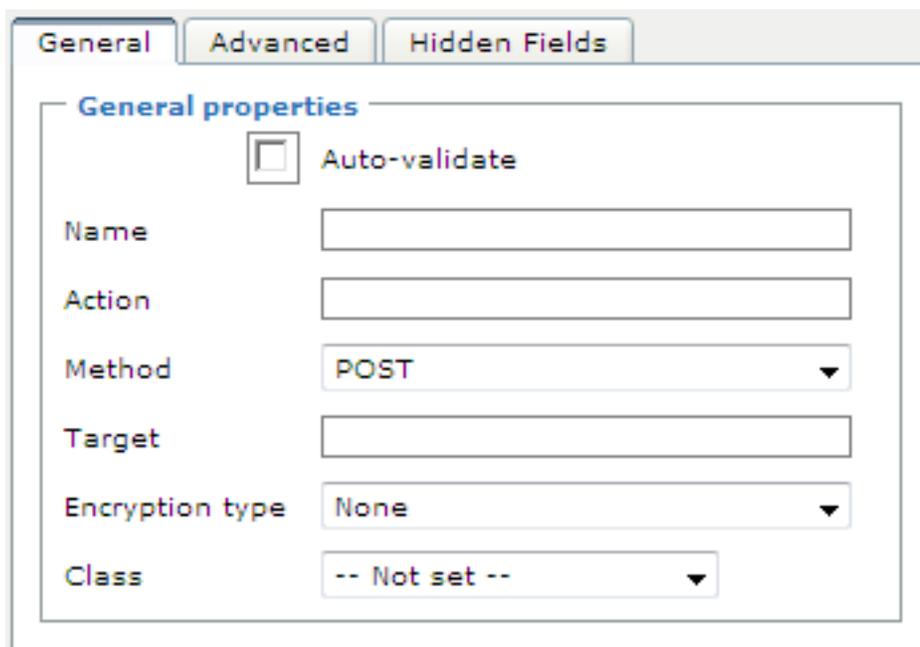
The Insert/Edit Form tool is available within the WYSIWYG Editor, if configured to be available on the toolbar in use. Once a form has been initially created and added to a page, the other form tools on the toolbar become available.

### Insert/Edit Form: General Tab

The General tab is displayed by default after clicking on the Insert/Edit Form tool within the WYSIWYG Editor.

Icon	Description
	Insert/Edit Form tool

### Insert/Edit Form: General Tab



**Auto-validate:** Checks to make sure that the information is input correctly

**Name:** Input a name for the form

**Action:** Where the data in the form will be submitted

**Method:**

- POST: The form data will be sent as an HTTP post transaction
- GET: The form data will be sent in the URL of the resulting page

**Target:** Specifies where the resulting page will be opened

**Encryption type:**

- None: No encryption
- multipart/form-data:

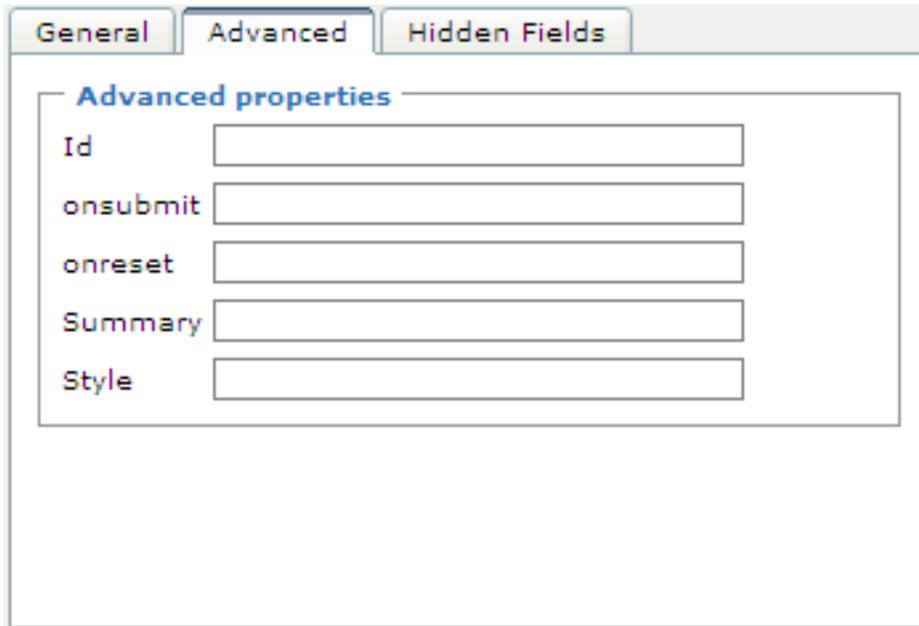
**Class:** Gives a form a class for use in CSS or JavaScript

### Insert/Edit Form: Advanced Tab

The Advanced tab presents further options for editing forms with the Insert/Edit Form tool within the WYSIWYG Editor.

Icon	Description
	Insert/Edit Form tool

### Insert/Edit Form: Advanced Tab



The screenshot shows a dialog box with three tabs: 'General', 'Advanced', and 'Hidden Fields'. The 'Advanced' tab is selected. Inside, there is a section titled 'Advanced properties' with a minus sign on the left. Below this section are five input fields, each with a label to its left: 'Id', 'onsubmit', 'onreset', 'Summary', and 'Style'.

**Id:** A unique id for the form

**onsubmit:** Sets a script to execute when the form is submitted

**onreset:** Sets a script to execute when the form is reset

**Summary:** Summarize the content of the form

**Style:** Sets any inline styling for the form

### Insert/Edit Form: Hidden Fields Tab

The Hidden Fields tab presents a way for users to add a hidden field for a form with the Insert/Edit Form tool within the WYSIWYG Editor.

Icon	Description
	Insert/Edit Form tool

## Insert/Edit Form: Hidden Fields Tab

Hidden Fields	
Name or ID	Value
<input type="text"/>	<input type="text"/>

**Hidden Fields:** Inserts an input that can neither be seen nor edited by the user

**Name:** Identifies the input for processing after submission

**Value:** Specifies the value that is submitted

## Deleting a Form

Position the cursor within the form to be deleted and click the Delete Form tool on the WYSIWYG toolbar. This will delete the content within the form as well.

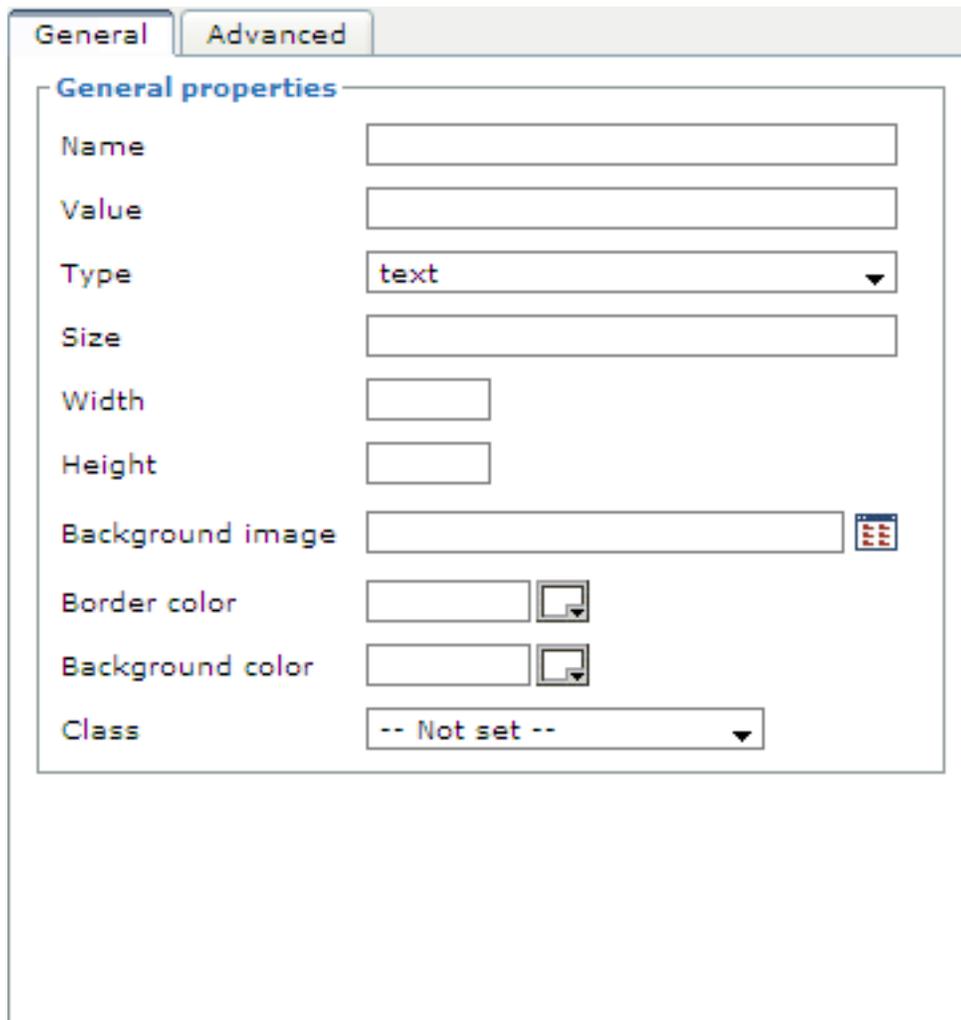
Icon	Description
	Delete Form tool

## Inserting an Input Element

Once a form is created an input element for a form can be added. As many as needed can be added.

Icon	Description
	This is the Insert/Edit Input Element icon.

## Insert/Edit Input Element: General Tab



The screenshot shows a dialog box with two tabs: "General" and "Advanced". The "General" tab is selected. Inside the dialog, there is a section titled "General properties" containing the following fields:

- Name:
- Value:
- Type:
- Size:
- Width:
- Height:
- Background image:  
- Border color:  
- Background color:  
- Class:

- **Name:** Identifies the input for processing after submission
- **Value:** Varies with the type of input
  - For text input, defines the default value
  - For checkboxes and radio buttons, defines the value that will be submitted
  - For buttons, defines the text that is shown on the button

### Type:

- **text:** Gives a text field
- **checkbox:** Gives a checkbox
- **radio:** Gives a radio button
- **button:** Gives a normal button
- **file:** Gives a file upload field
- **masked password:** Gives a text field where the characters will be represented by bullets
- **submit button:** Inserts the button to submit the form
- **reset button:** Inserts a button that will empty/reset all of the form elements

**Size:** Specifies the size of the element. Only affects text, file, and password types

**Height:** Specifies the height of the element

**Width:** Specifies the width of the element

**Background image:** Inserts a background image for the element

**Border color:** Gives the element a border of the specified color

**Background color:** Gives the element a solid background of the specified color

**Class:** Gives the element a class for use in CSS or JavaScript

## Inserting an Input Element: Advanced Tab

Once a form is created an input element for a form can be added. As many as needed can be added. The Advanced tab provides additional fields for defining a form element.

Icon	Description
	This is the Insert/Edit Input Element icon.

## Insert/Edit Input Element: Advanced Tab

General
Advanced

**Advanced properties**

**Id**

**onfocus**

**onblur**

**onchange**

**onselect**

**onclick**

**onkeyup**

**onkeydown**

**Maxlength**

**Required**  Check box if yes

**Checked**  Check box if yes

**Disabled**  Check box if yes

**Source (src)**

**Summary**

**Style**

**Id:** Gives the element a unique id

**onfocus:** Executes a script when the element comes into focus

**onblur:** Executes a script when the element goes out of focus

- onchange:** Executes a script when the element is changed
- onselect:** Executes a script when the element is selected
- onclick:** Executes a script when the element is clicked
- onkeyup:** Executes a script when a key is pressed
- onkeydown:** Executes a script when a key is released
- Maxlength:** Specifies the maximum number of characters that can be input. Only for text and password types
- Required:** Specifies whether the element is required for the form to be submitted
- Checked:** Specifies whether a checkbox or radio button will be checked when the form loads
- Disabled:** Specifies whether the element is disabled
- Source:** Specifies an image to display as the submit button
- Summary:** Summarizes the element
- Style:** Specifies any styling that is applied to the element

### Inserting a Select Element

In addition to input elements, select elements can also be added to a form.

Icon	Description
	Insert/Edit Select Element icon.

## Insert/Edit Select Element: General Tab

**Name:** Gives the select element a name

**Name or ID:** The input that is submitted for the selected option

**Value:** The value that is displayed for the selected option

**Default Selected Value:** The value that will be displayed by default

**Multiple Selections Allowed:** If checked, allows a user to select multiple options at once

**Number of Option Rows:** Specifies the number of options that are visible at any one time

**Width:** Specifies the width of the select element

**Height:** Specifies the height of the select element

**Background image:** Specifies an image to be shown in the background of the select element

**Border color:** Specifies the color for the border of the element

**Background color:** Specifies the color of the background of the element

**Class:** Specifies the class of the element for use in CSS and JavaScript

## Insert/Edit Select Element: Advanced Tab

The screenshot shows a dialog box with two tabs: 'General' and 'Advanced'. The 'Advanced' tab is selected. Below the tabs is a section titled 'Advanced properties' which contains the following fields:

- Id**: Text input field
- onfocus**: Text input field
- onblur**: Text input field
- onchange**: Text input field
- onselect**: Text input field
- onclick**: Text input field
- Required**: Check box if yes (checkbox is unchecked)
- Disabled**: Check box if yes (checkbox is unchecked)
- Summary**: Text input field
- Style**: Text input field

**Id:** Gives the element a unique ID

**onfocus:** Specifies a script which will run when the element is in focus

**onblur:** Specifies a script which will run when the element loses focus

**onchange:** Specifies a script which will run when the element is changed

**onselect:** Specifies a script which will run when the element is selected

**onclick:** Specifies a script which will run when the element is clicked

**Required:** Specifies whether this element is required to complete the form

**Disabled:** Specifies whether this element is disabled

**Summary:** Summarizes the content of the element

**Style:** Specifies any styling of the element

## Inserting a Textarea

Another type of form element that can be added is a textarea.

Icon	Description
	Insert/Edit Textarea icon.

### Insert/Edit Textarea: General Tab

**Name:** Gives the element a name

**Value:** Specifies the default text for the element

**Rows:** Specifies the number of visible rows in the text area

**Columns:** Specifies the number of visible columns in the text area

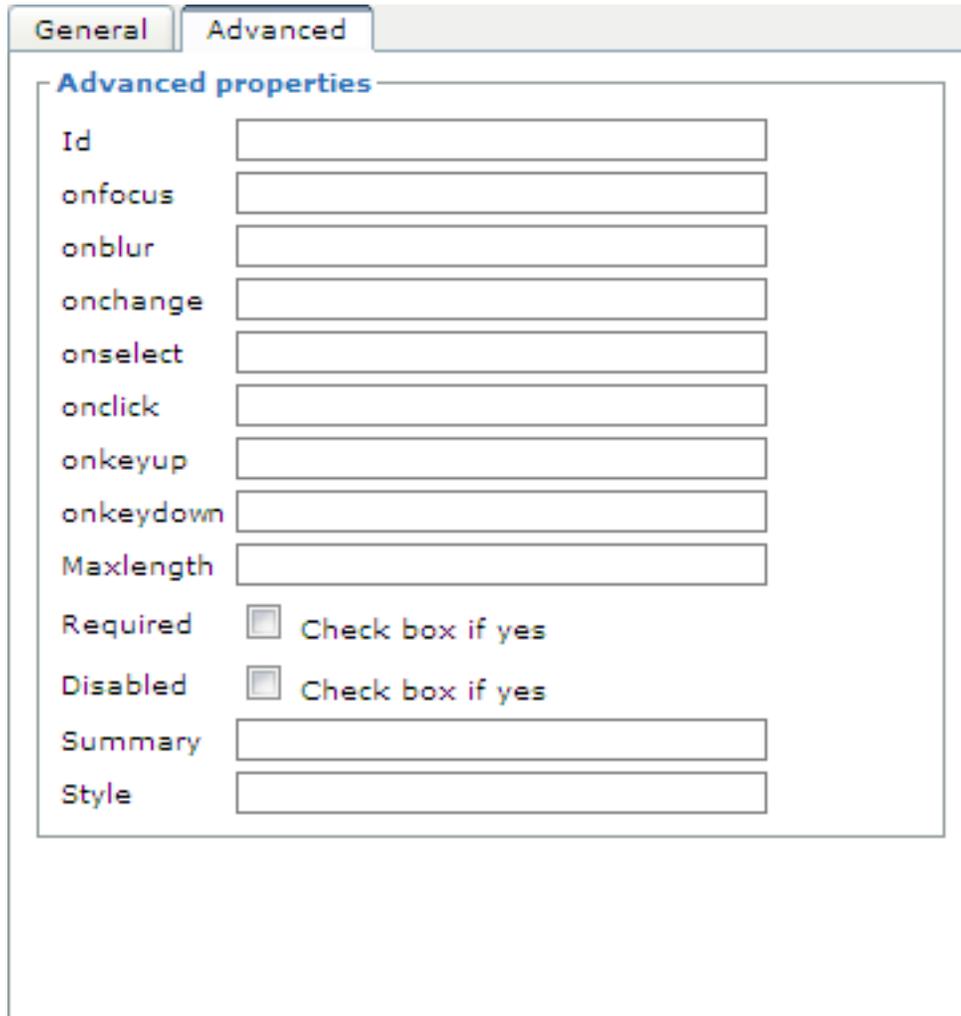
**Background Image:** Specifies a background image for the text area

**Border color:** Specifies the color of the border of the text area

**Background color:** Specifies the color of the background of the text area

**Class:** Gives the element a class for use in CSS and JavaScript

## Insert/Edit Textarea: Advanced Tab



The screenshot shows a dialog box with two tabs: 'General' and 'Advanced'. The 'Advanced' tab is selected. Below the tabs is a section titled 'Advanced properties' which contains the following fields:

- Id: Text input field
- onfocus: Text input field
- onblur: Text input field
- onchange: Text input field
- onselect: Text input field
- onclick: Text input field
- onkeyup: Text input field
- onkeydown: Text input field
- Maxlength: Text input field
- Required:  Check box if yes
- Disabled:  Check box if yes
- Summary: Text input field
- Style: Text input field

**Id:** Gives the element a unique Id

**onfocus:** Specifies a script to run when the element is in focus

**onblur:** Specifies a script to run when the element loses focus

**onchange:** Specifies a script to run when the element is changed

**onselect:** Specifies a script to run when the element is selected

**onclick:** Specifies a script to run when the element is clicked

**onkeyup:** Specifies a script to run when a key is released

**onkeydown:** Specifies a script to run when a key is pressed

**Maxlength:** Specifies the maximum number of characters allowed in this text area

**Required:** Specifies whether this element is required to complete the form

**Disabled:** Specifies whether this element is disabled

**Summary:** Summarizes the content of this text area

**Style:** Specifies any styling for this element