

WebAdmin Editor Basics

Using the WYSIWYG Editor in WebAdmin

To access WebAdmin, type the following address into the address bar of your internet browser: www.youdomain.com/webadmin

- Log in using your user or administrator password
- Click the Site Management menu
- For purposes of this documentation click Content Manager
- Then choose Add Article from the menu



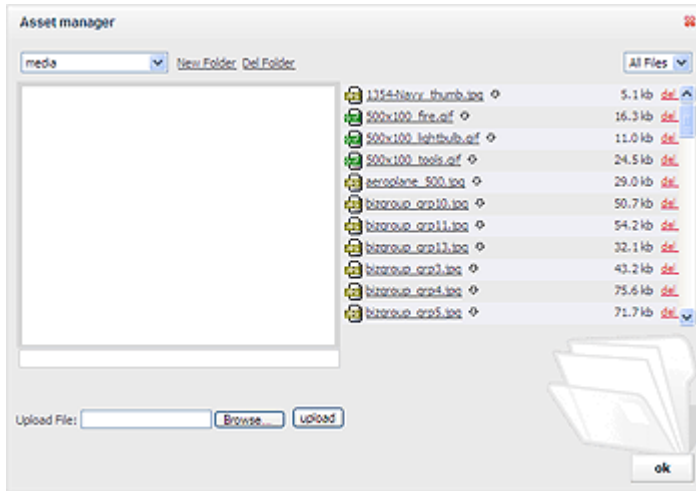
The first page you'll see is the Add Article "form" as shown below. The display is divided into 3 areas – Article Title and Control, Article Includes and the Article editor.

We will be concentrating on the Article editor. For more information about the other areas of the Add Article page refer to the documentation for Content Manager. The image below is abridged to fit.

NOTE: WebAdmin 4.3 features like Sub Article, Sub Menu and Banners are not included in this documentation release and will be provided as an addendum in most cases.

A screenshot of the 'Add Article' form in WebAdmin. The form is titled 'Add Article' and has a '<< Back to List' link in the top right corner. It is divided into several sections. The top section contains input fields for 'Article Title', 'Description', and 'Key Words', along with a 'clear icon' link. There are also checkboxes for 'Content Tags', 'Social Links', and 'Comments'. To the right of these fields are dropdown menus for 'Article Category' (set to 'Chow Time'), 'Sub Article' (set to '--Select Article--'), 'Photo Gallery' (set to '--Select Gallery--'), and 'Sub Menu' (set to '--Select Category--'). Below these is a 'Sort Number' input field with the value '1'. The middle section contains a 'Banner Link' input field with a folder icon, a 'Banner Target' dropdown menu set to '_self', and a 'clear banner' link. The bottom section is a WYSIWYG editor with a toolbar containing icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and image. The editor area is currently empty. At the bottom right of the form are two buttons: 'Add Article' and 'Cancel'.

File Manager Overview



The File Manager is used extensively. It appears by itself in the Admin Utilities menu and is used by the Editor for handling images and media like Flash.

The File Manager allows you to create your own image and document directories to keep your “assets” organized, rename and delete files of any kind. *Certain file types are not allowed to protect the website from hackers and viruses.*

A preview is provided for images and you are able to control image size, position, padding, etc. so your image works the way you want.

Article Editor Menu Commands

The WebAdmin editor uses a graphical menu as shown below. In some special implementations the menu may have more or less features depending on the application where it appears. The WebAdmin editor is used for Content, News, Events and Blog as well as RocketCart in most recent implementations.



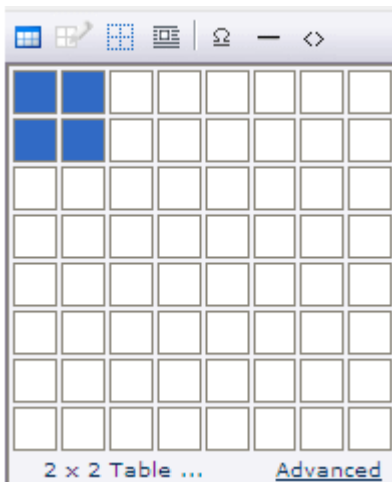
The WebAdmin Editor menu is divided into 8 areas in the example above – they are from top row left to right, with a description of each function.

- Undo, redo, full screen, search

- Cut, paste as is, paste special (use paste special for most tasks)

- Insert bookmark, add external link, add Page Links (use for internal hyperlinks)

To indicate a word to add a link to click inside the word to select it, then click the command. Page Links opens a popup window that displays a list of the articles available for linking in Content Manager.



- Insert images, Flash, audio or video (utilizes File Manager to organize & upload)

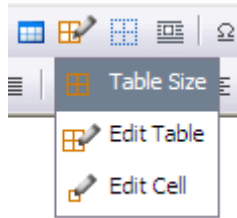
- Insert table*, format table or cell**, show guides, absolute (see notes below)

* Insert Table

This command set will be used often and requires additional notes. When you choose the insert table icon the popup window is displayed.

While continuing to hold down the mouse button you drag through the squares to indicate how many cells you would like in your table. In the example to the left there would be 2 rows and 2 columns – 4 cells.

Once you have the size selected release the mouse button and the table is created for you. To modify the table or to change its size, see format cell of table below



** Edit Table or Cell

Table size is for adding or removing rows or columns.

Edit table allows you to set table size, borders, border color, padding, etc.

Edit cell controls how the contents of the cell will appear, spacing, alignment, etc.

Article Editor Menu Commands (continued)



- display special characters, add a line or rule, and display HTML code for editing



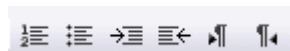
Styles and formatting (standard uses like text and paragraph formatting, bullets, etc.), style selection (provides a popup menu that includes styles as pre-determined by the custom CSS created for your website), paragraph format, font selection, font size, bold, italics, underline and strikethrough.



- Paragraph alignment: left, center, right and justified



- Text color and text background color: select text with click and drag, then select the command



- Special formatting – numbered lists, bullets, indent left or right and right or left paragraph.

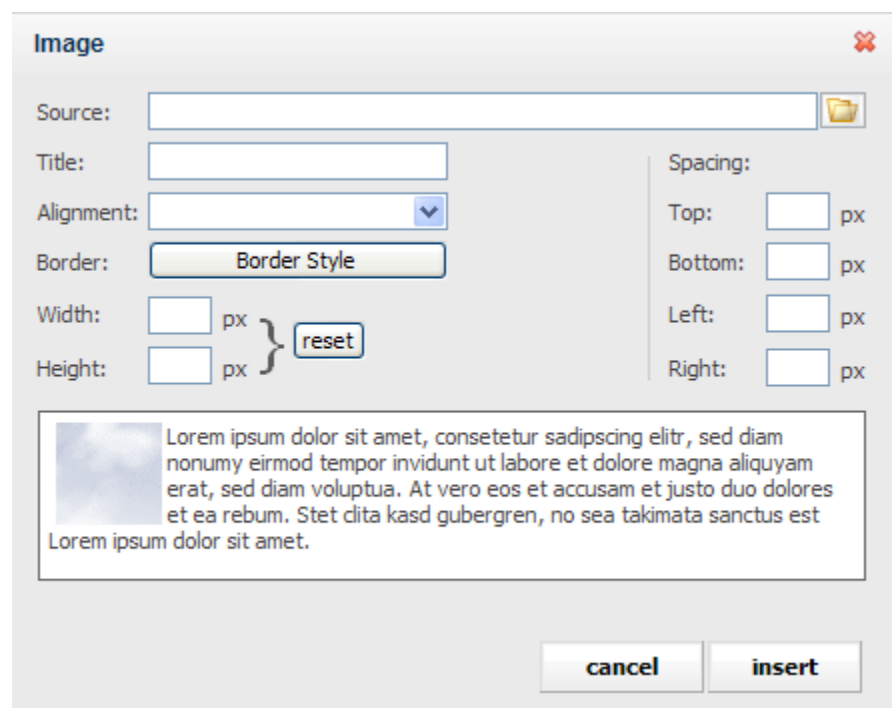
Shortcut for Adding Hyperlinks to Images

A detail step-by-step process is provided after this section.

Step 1: Click on the line where you want an image to appear then click the image icon in the toolbar which is displayed as the mountain scene. The Image popup shown below will appear.

Step 2: Click the folder icon and select or upload the image you want to insert.

Step 3: Finishing entering the information in the Image Popup and click insert.



Step 4: With the image inserted, click either the link icon or the Page Content icon in the toolbar.



Step 4: Select the Page link from the popup window or enter the web address for your link in the provided popup window.

Step 6: Click Save Changes

The detailed instruction beginning on the next page will take you through the process including an explanation of all the functions and alternatives available. Also check the last section for tips and fixes when using the WebAdmin Editor.

Detailed Instructions for Adding Images to Articles, News and Events

Adding images to WebAdmin content utilizes the WebAdmin File Manager as described above. Here is how to add an image and link it using hyperlinks.

Step 1: Click on the line where you want an image to appear then click the image icon in the toolbar which is displayed as the mountain scene. A popup will appear.



Step 2: The popup provides access to the File Manager using the folder icon and the following special functions for images:

Source & Border are discussed after the other functions

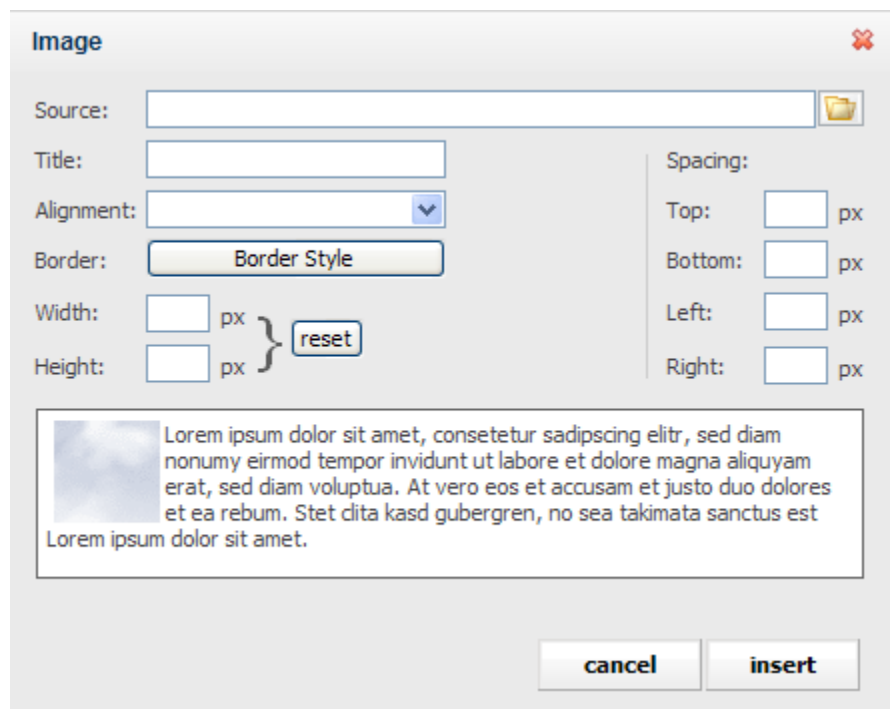
Title: Word(s) that display when users mouse over the image, commonly referred as ALT tag.

Alignment: Positions the image in relationship to the line chosen for the image – left, right, top, bottom and 5 other positions.

The display box at the bottom of the popup includes simulated text and block to show how the image positioning will look in relationship to your content.

Spacing: Add padding around the image to prevent the image from crowding your content.

Width and Height: Set a Width or Height in pixels for the image you've selected. You can set Width or Height and the tool will take it from there. This is recommended to avoid causing the image to be distorted.

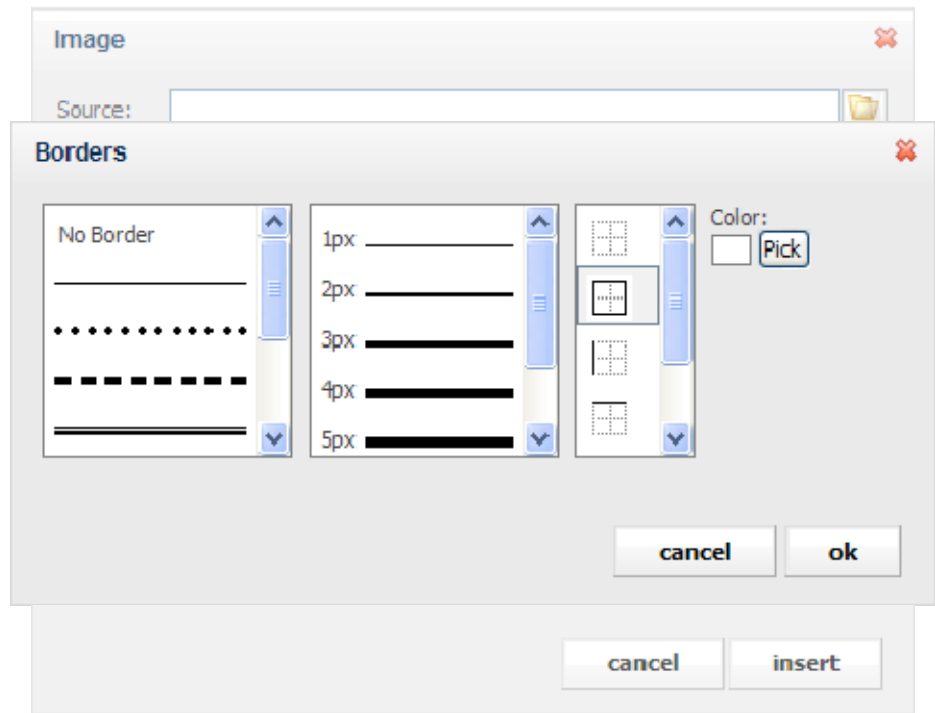


The screenshot shows a dialog box titled "Image" with a close button (X) in the top right corner. It contains the following fields and options:

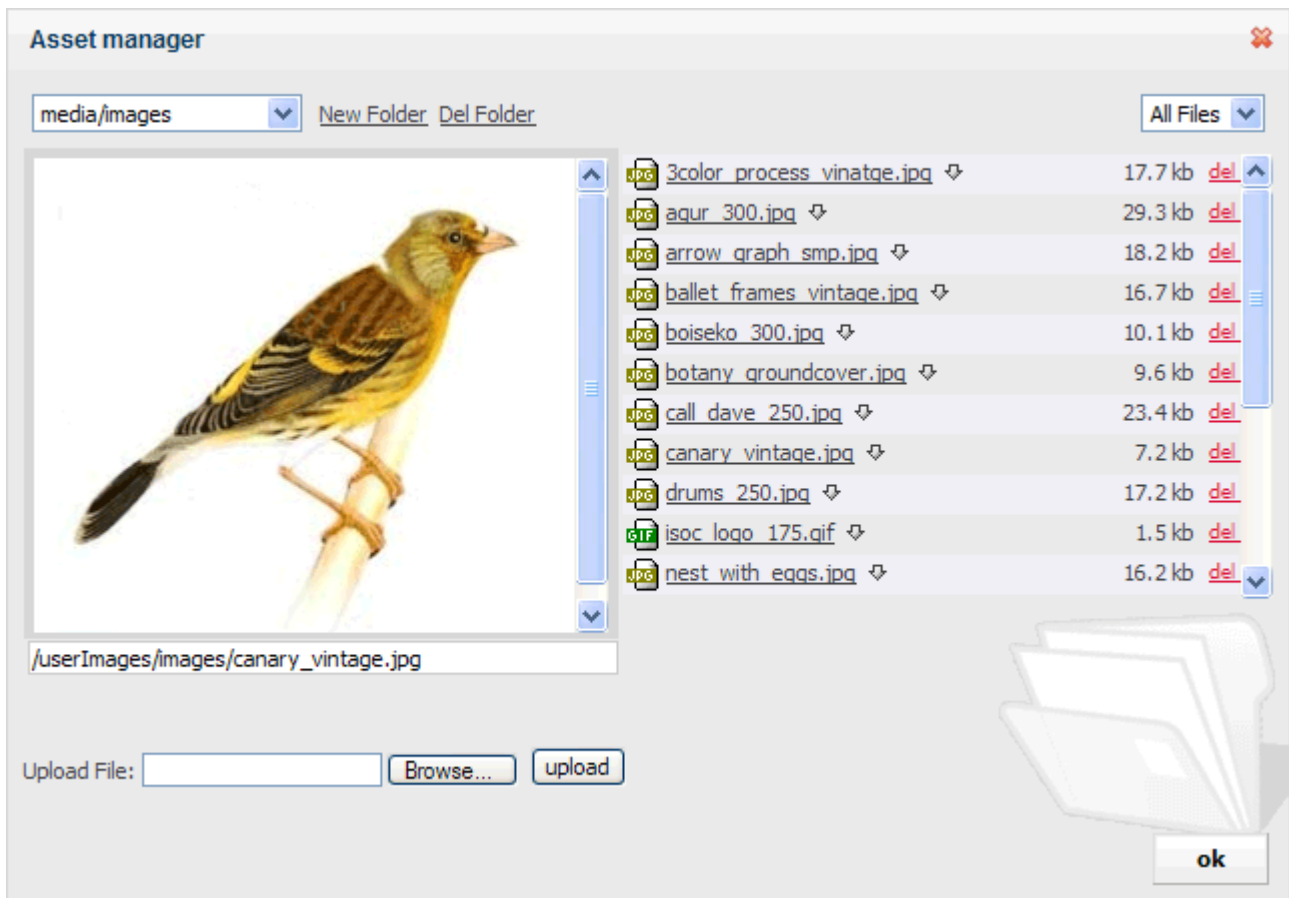
- Source:** A text input field with a folder icon on the right.
- Title:** A text input field.
- Alignment:** A dropdown menu.
- Border:** A button labeled "Border Style".
- Width:** A text input field followed by "px".
- Height:** A text input field followed by "px".
- Spacing:** Four text input fields for "Top", "Bottom", "Left", and "Right", each followed by "px".
- reset:** A button next to the Width and Height fields.
- Simulated text block:** A box containing a small image placeholder and the text: "Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet ditta kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet."
- Buttons:** "cancel" and "insert" buttons at the bottom right.

Border: When the Border Style button is clicked a new popup appears as show here.

Select border styles, line weight, position and line color.



Source: using the asset manager you can choose from an existing image or upload and file a new image.



The Asset Manager displays the following information as show in the screen shot displayed above:

Folder Display drop down menu is for selecting the folder where images and other media are stored or will be stored. When uploading a new image, select the folder you want the image to be stored in. You can also use New Folder to create a new file folder in the default folder or within another folder and you can use Delete Folder to remove a folder and all of its contents.

File Display shows the files in the folder selected by default. The listing displays the file format, name, size and a delete link. You can also download an image to your PC by clicking on the “down arrow”.

Image Display area shows a rendering of any image file you choose in the contents display.

All Files drop down allows you to select a specific format for the files to be displayed. Images can be in .GIF, .JPG, .PNG, .BMP and .TIF file formats.

Pathname Line is a box below the Image Display that contains the pathname for the image file selected.

Upload File: contains a text box, a Browse button and Upload button.

The Browse button will cause a popup to appear as shown below that allows you to select a file from your local PC.

Once a file is selected for uploading click the Upload button and the file will be added to the folder you selected above in Folder Display.

The image is now available for inserting into the article, news release or event by clicking OK.

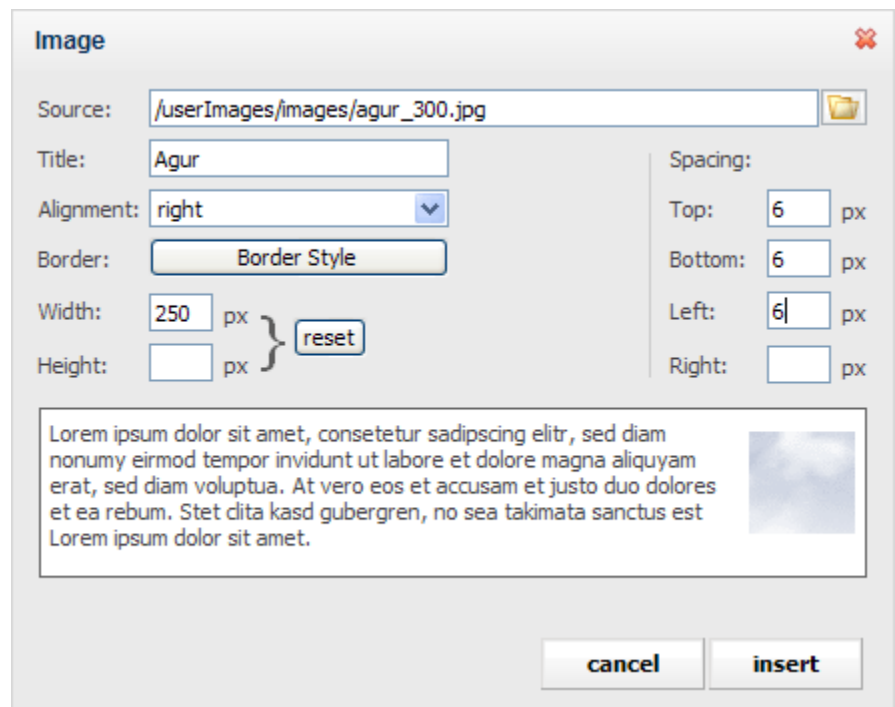
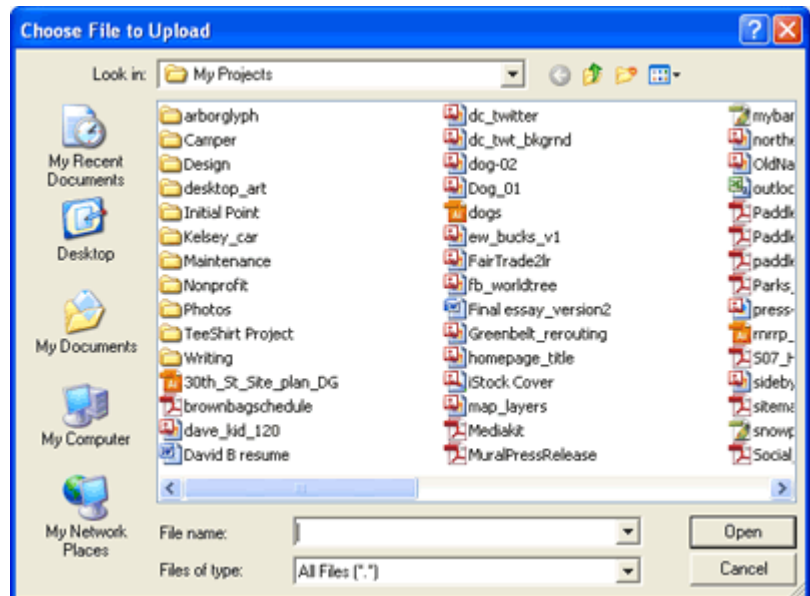
Image Popup Completed

After you click okay the Asset Manager popup window will be redisplayed.

It will now contain the pathname of the image file inserted into the Source field.

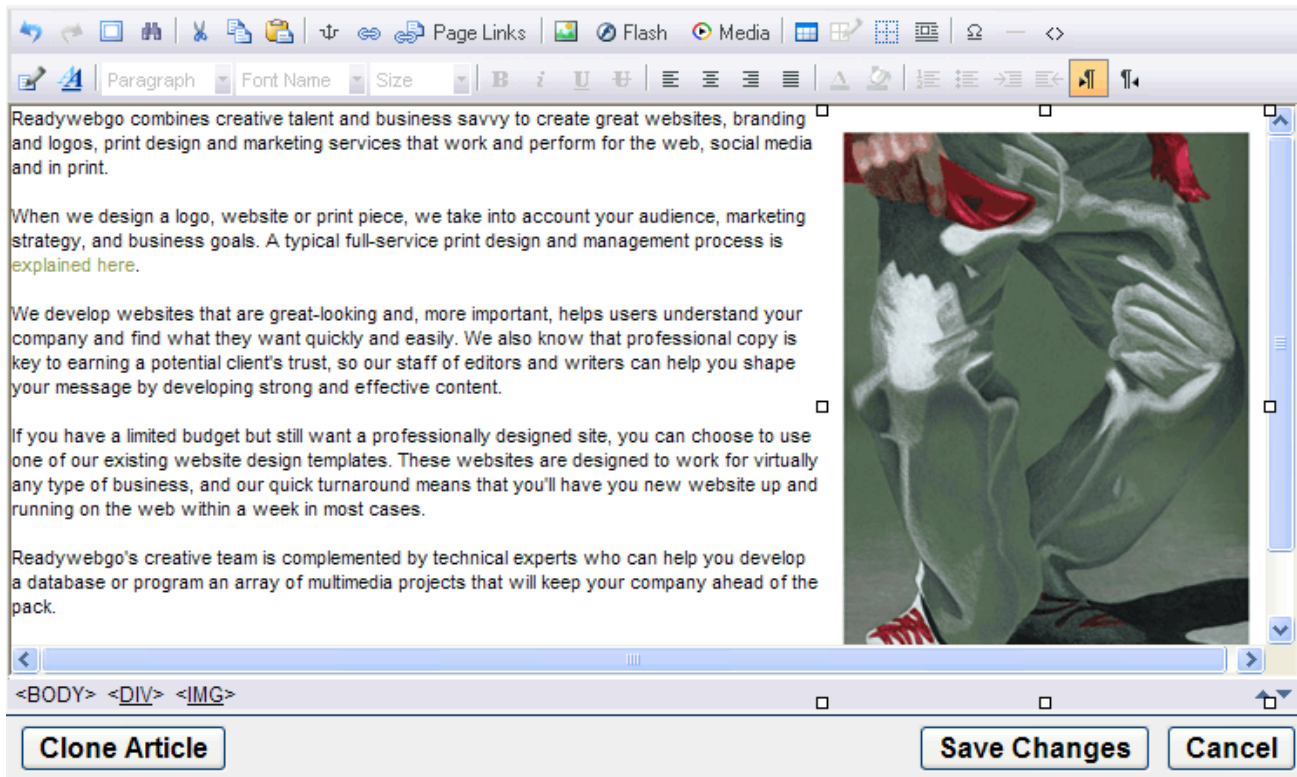
You can now add or check the other settings.

Click Insert add your image to you article, news release or event.



The image is now placed in your content and will appear like the image in the example shown below. Note the “handles” at the corners and in between each corner surrounding the image. The handles indicate that the image is ready to be edited. You get the “handles” by clicking on (selecting) the image as needed.

You can now drag and drop the image in relationship to the lines in the article. If you want to change any of the settings created above like the image alignment, size, border, etc, click the image icon in the toolbar.



Adding Hyperlinks to Images

Hyperlinks are links that will open other websites or content articles on your website created using WebAdmin. A hyperlink can be used for email addresses and other functions. The following are instruction for creating hyperlinks to an “external” website and “internal” content like a WebAdmin article.

Step 1: Make sure the image is selected by click on it with your mouse or cursor to display the “handles”.

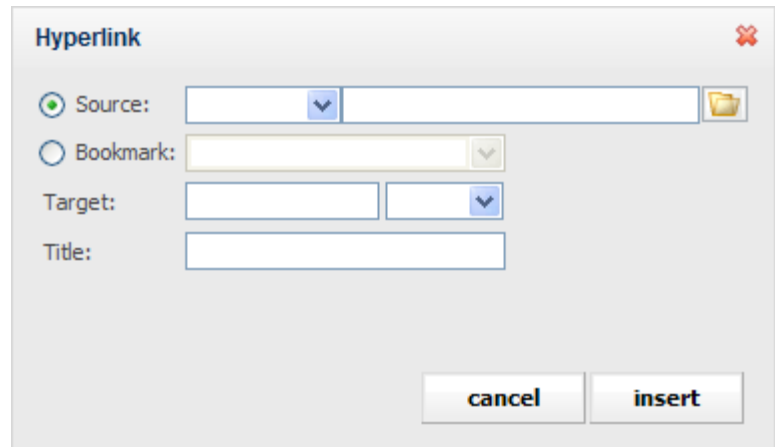
Step 2: To create a hyperlink to an external website, other content or documents loaded using the Asset Manager click the “chain link” icon (Step 3A), or to create a hyperlink to internal content click the Page Links icon (Step 3B).



Step 3A – External Website: A popup window will appear allowing you to choose files from your website or to enter an address for an external website.

Source: select HTTP for a web address or Mailto: for an email address. Then enter the web or email address in the text box.

Target: Choose "Blank" to have the link open a new browser window.



Step 3B – External Website: A popup window named Content Links will appear allowing you to choose WebAdmin articles, events, news releases and content links.

The popup box displays the Article, News Release and Event listings much as they appear for each of the tools.

Click on the item you want to have your hyperlink go to and the popup window will close.

You will be returned to the normal view. In rare cases a border may appear around the image. To remove this border, choose the image, click the image icon, click borders and set "no border".



NOTE: If the process of eliminating the border caused by creating a hyperlink doesn't remove the border around the image – use the Source Editor to add a tag to set the border to '0'. See Editor Troubleshooting.

Remember to Click Save Changes or Add Article when you are finished!

WebAdmin Editor Hints & Tips

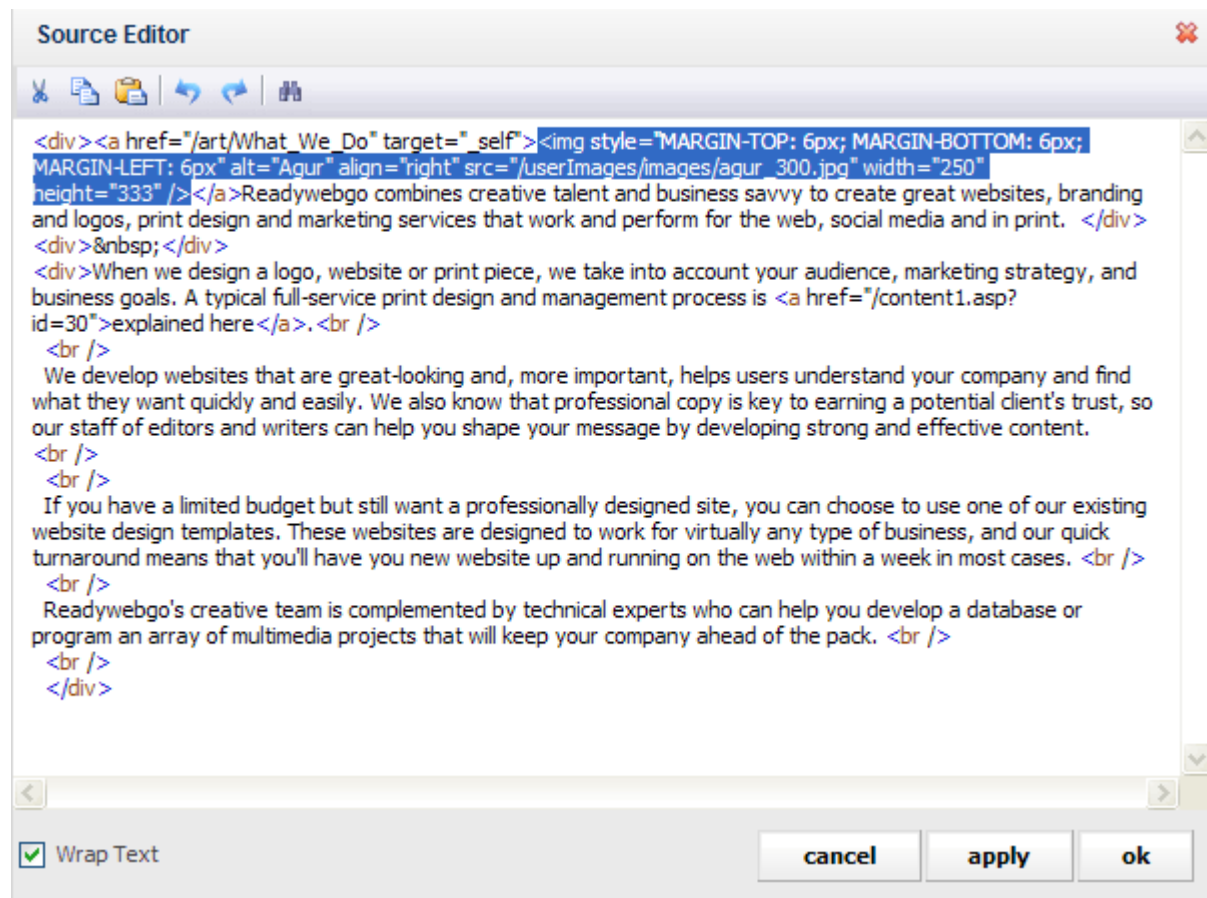
Editor Troubleshooting – for every tool you use on the web there will be unexpected results and, at times, you won't be able to undo something that caused the unexpected results.

In these rare circumstances contact us for help. We will utilize the Source Editor tool to correct the problem by entering a support ticket or email us at our support email address.

The Source Editor can be used at anytime. Click the toolbar < > icon in the tool set shown here. This will launch a popup window.



In this example an image tag is selected so we can remove the image border.



The highlighted HTML allows the image to be displayed on the page. To eliminate a border, enter a space (hit the spacebar), add border="0" after one of the other tags or items in "quotes". The result would look like the following – see the HTML tag border="0" at the end of the line but prior to />.

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Click OK to save the change and the errant border will be gone.

Cascading Style Sheets (CSS) – CSS are used extensively with all Web 2.0 and dynamic websites. The CSS we created for your website is designed to account for virtually all typical needs. In the case where you want special formatting in an article feel free to use the Editor to override the CSS.

Save your work often – Even if you haven't completed an article, news release or calendar item, click Save Changes to ensure your work is saved. It is recommended to "stage" a new article by assigning it to Site Content instead of a category that is visible to the public. When the article is proofed and finished, then add it to the category for public display.

If you do click save and you get a page error or are returned to the login page, don't panic! If you get a page error, check your internet connection. If you can re-connect then you may have to login in again. After you login click the "back arrow" in your browser one or two times and your unsaved article may still be there. Click Save Changes. It is always worth a try to give this one a try.