



**Ektron**

*Redefining Web Content Management*



# **Ektron® eWebEditPro User Guide**

**Release 4.3, revision 1**

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# Introduction to eWebEditPro+XML

eWebEditPro+XML is a browser-based, Web content editor designed for dynamic Web sites. It lets you create and publish your own Web content in any language supported by the operating system and your Web site.

More specifically, eWebEditPro+XML lets you perform Web page editing functions, such as

- copy content from any Windows-based application
- use Microsoft Word to edit Web content
- cut, copy, and paste
- find and replace text
- check spelling
- edit an image
- change font style, size, attributes (bold, italics, underline), and color
- begin lines with bullets or numbers
- adjust indentation
- right, center, or left justify text and images
- add a bookmark, hyperlink, image, or table
- view your text as WYSIWYG or HTML code
- insert or clean HTML source code

You gain access to these functions either from the toolbar at the top of the editor window or from a menu that appears when you right click the mouse inside the editor.

## Using eWebEditPro+XML

eWebEditPro+XML is like many other word processing applications. You type text and then use toolbar buttons (illustrated below) and menu options to change the text's appearance or perform functions on it, such as spell checking.



## Organization of this Documentation

The next section, [“Creating a Simple Web Page” on page 3](#), walks you through the steps required to create a simple Web page.

The following section, [“Toolbar Buttons” on page 7](#), explains

- each toolbar button
- functions that appear when you right click the mouse

Many of these functions are simple and require only a brief explanation.

The last section, [“Using eWebEditPro+XML’s Advanced Features” on page 32](#), explains how to use the more advanced features.

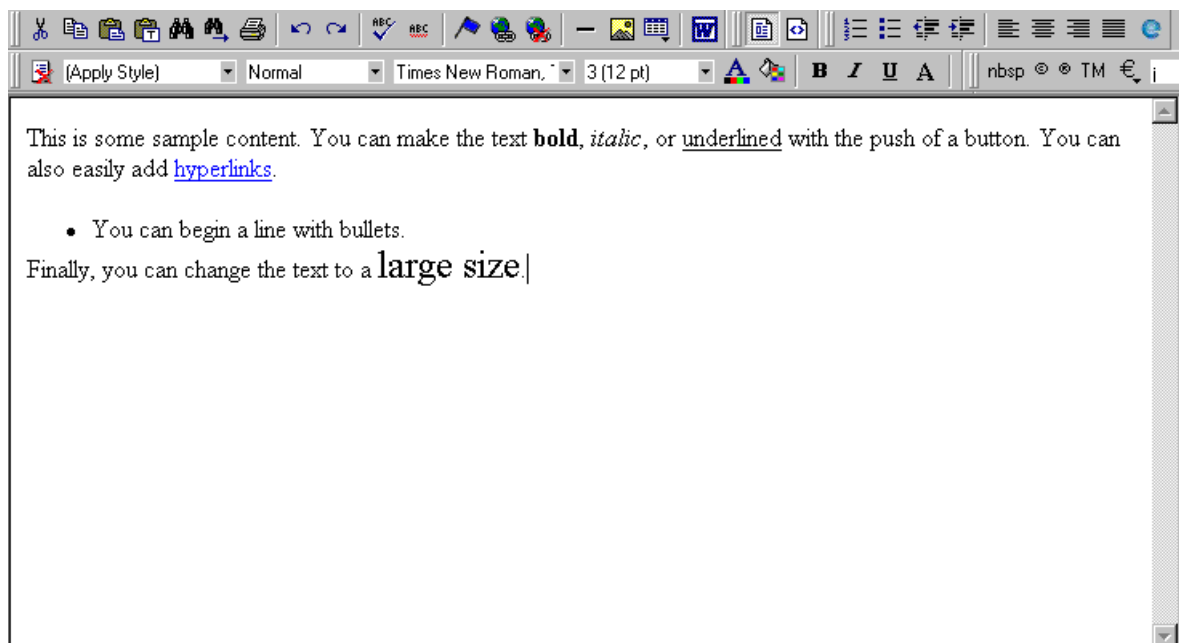
---

# Creating a Simple Web Page

This section walks you through the process of creating a simple Web page, using only a few of the many features available. Later sections explain all of the features and how to use them.

## Your Finished Web Page

When you finish this exercise, your simple Web page will look like this.



Notice that this page has the following elements.




- The second sentence includes bold, italic and underlined text.
- The third sentence includes a *hyperlink*, text that will jump to another Web page when the user clicks on it.
- The fourth sentence begins with a bullet.

- The last sentence has some very large (18 point) text.


## Creating the Sample Web Page

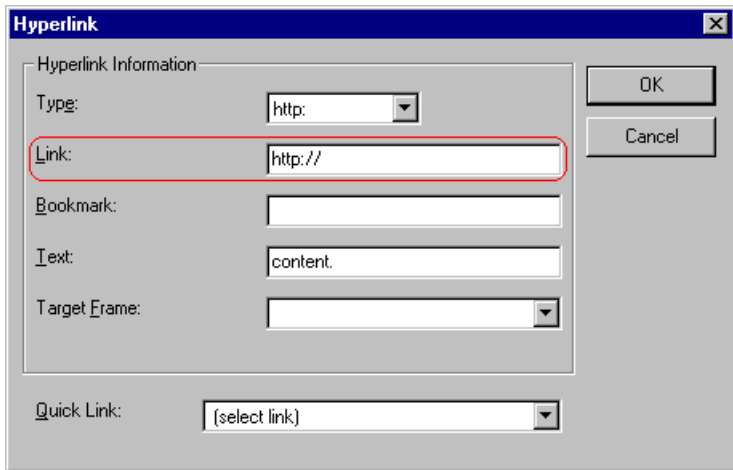
To create this page, follow these steps.

### Enter the First Two Sentences

1. Open eWebEditPro+XML. (Your Webmaster installs eWebEditPro+XML on your computer and determines which fonts and sizes are available. Your system may not match the example below.)
2. Type the first two sentences.  
**This is some sample content. You can make text bold, italic and underlined with the push of a button.**
3. Double click the word “bold” to select it. Then, click the Bold button () to apply bold to the word.
4. Double click the word “italic.” Then, click the Italic button () to apply italic to the word.
5. Double click the word “underlined.” Then, click the underline button () to underline the word.

### Creating a Hyperlink

1. Type **You can also easily add hyperlinks.**
2. Double click the word **hyperlinks** so that it becomes selected.
3. Click the Hyperlink button ()
4. The hyperlink dialog box appears.




5. In the **Link** field, after **http://**, enter **www.ektron.com**.
6. Click **OK**.

Notice that the word **hyperlink** now appears in a different color. When you save this Web page and a user views it, if the user clicks **hyperlink**, a new Web page will display Ektron's home page.

**NOTE** If your computer has an internet connection, you can double click the hyperlink to test it.

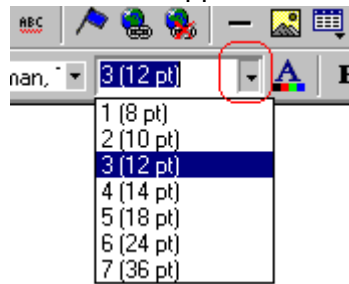
## Applying a Bullet to a Line of Text

1. Press <Enter> to move the cursor down to the next line.
2. Type **You can begin a line with bullets.**
3. Click the bullet button (  ).
4. Notice that the line is indented and now begins with a bullet.
  - You can begin a line with bullets.

## Changing the Size of Text

1. Press <Enter> to move the cursor down to the next line.
2. Type **Finally, you can change the font to a large size.**
3. Select the words **large size**.

4. Click the down arrow to the right of the font size list. When you do, the list of available fonts appears.



5. Click **5 (18 pt)**.
6. Notice that **large size** is now much larger than the other text.

Congratulations! You have just created your first Web page with eWebEditPro+XML. You have learned how to apply bold, italic, and underlining, create a hyperlink, add a bullet to a line, and change the size of the text.

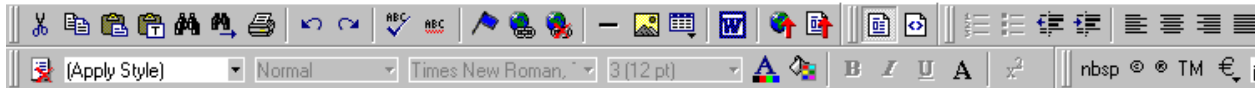
This sample used only a few of the many features available. The following sections explain the rest of the details about using the product.



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# Toolbar Buttons

This section explains how to use the buttons and drop-down lists on the toolbar. (The toolbar is the row of buttons across the top of the editor window, illustrated below.)



The buttons let you perform functions such as cutting and pasting text, inserting images, and creating tables.


All buttons may not appear. Your Webmaster determines which buttons appear on your toolbar. Also, you can customize your toolbar so that it contains only the buttons you use (See [“Customizing Your Toolbar” on page 21](#)).

This section explains

- [Selecting Text](#)
- [Applying Formatting Attributes to Text](#)
- [Table of Toolbar Buttons and Drop-Down Lists](#)

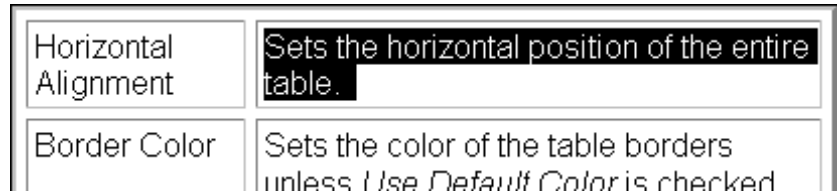
## Selecting Text

You select text before performing an action on it, such as copying it.

- To select *all* information on a page, press Ctrl+A.
- To select *a portion* of the information on a page, you have two choices.
  - Hold down the left mouse button and drag the cursor across the data you want to select.
  - Hold down the Shift key and the right arrow key () until the desired data is selected.

- To select a *single word*, place the cursor on the word and double click the mouse.

Selected text has different background and foreground colors, as illustrated below.



## Applying Formatting Attributes to Text

Several buttons apply formatting attributes to text, such as bold and italics. There are two ways to apply these attributes.










- Enter the text. Then, select the text and press the toolbar button. The button is now in a “pressed in” condition, and the text has the formatting attribute.
- Press the toolbar button. Then, begin typing the text. As you type, the formatting is applied.














To stop applying the formatting, press the button again. This action changes the button to a “pressed out” condition and terminates the formatting.










## Table of Toolbar Buttons and Drop-Down Lists





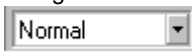
The following table explains each toolbar button and drop-down list.


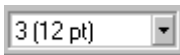






**NOTE** The Data Designer feature also has a toolbar. For information, see ["Using the Data Designer" on page 162.](#)





Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
 Cut	Ctrl+X	Remove selected text and graphics. Place that data into temporary memory, also known as the “clipboard.” (If you later cut or copy more information onto the clipboard, the new information overwrites the original information.)	
 Copy	Ctrl+C	Copy <b>selected</b> text and graphics into temporary memory. Leave selected data where it is. (If you later cut or copy more information into memory, the original information is lost.)	<a href="#">“Copying from Other Applications” on page 33</a>
 Paste	Ctrl+V	Insert the most recently cut or copied text and graphics at the current cursor location.	
 Select All	Ctrl+A	Select all content	
 Select None		Deselect all selected content	
 Paste Text		Paste the contents of the clipboard as plain text. That is, all HTML tags (including images) are not pasted. This button is helpful when you want to eliminate the HTML formatting of the text being copied.	
 Replace		Launches the Search and Replace dialog box. The dialog searches for (and lets you optionally replace) text that you specify.	<a href="#">“Finding and Replacing Text” on page 34</a>
 Find Next		Find next occurrence of the string entered into the Find What field of the Search and Replace dialog box.	<a href="#">“Finding and Replacing Text” on page 34</a>
 Print	Ctrl+P	Print the editor content.	

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
 Undo	Ctrl+Z	Reverse the most recent action, as if it never occurred. You can undo as many actions as you wish.	
 Redo	Ctrl+Y	Reverse the undo action.	
 Spell Check (manual)		Begin spell checker.	<a href="#">“Checking Spelling Upon Demand” on page 39</a>
 Spell Check (automatic)		Turn on or off spell check as-you-type feature.	<a href="#">“Checking Spelling as You Type” on page 38</a>
 Bookmark		Create a bookmark.	<a href="#">“Using Bookmarks” on page 139</a>
 Edit Hyperlink		Change information about a hyperlink.	<a href="#">“Using Hyperlinks” on page 143</a>
 Remove Hyperlink		Remove a hyperlink.	<a href="#">“Removing a Hyperlink” on page 148</a>
 Horizontal Line		Insert a horizontal line.	
 Picture		Insert a picture.	<a href="#">“Inserting Images” on page 46</a>
 Image Editor		Edit an image.	<a href="#">“Editing Images” on page 61</a>
 Table		Insert or edit a table.	<a href="#">“Introduction to Tables” on page 94</a>
 Edit in Microsoft Word		Edit content in Microsoft Word.	<a href="#">“Editing in Microsoft Word” on page 43</a>
 Insert Comment		Insert a comment into the content (eWebEditPro+XML only)	<a href="#">“Entering Comments” on page 219</a>

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
 Upload Files		Upload any external files (such as images) to the server.	"Moving an Image to the Server" on page 59
 Upload Content		Upload the content currently in the editor to the server.	"Content Upload" in the eWebEditPro Developer's Reference Guide
 Data Design Mode		Switches to Data Design Mode.  <u>Button only appears when eWebEditPro+XML configuration enables the Data Designer feature.</u>	"Design Mode vs. Data Entry Mode" on page 164
 Data Entry Mode		Switches to Data Entry Mode.  <u>Button only appears when eWebEditPro+XML configuration enables the Data Designer feature.</u>	"Design Mode vs. Data Entry Mode" on page 164
 View as WYSIWYG		Display the page content as WYSIWYG (What You See Is What You Get). WYSIWYG is the ability to see in the editor what will appear when user views the Web page.	
 View as HTML		Display the page content as HTML.	"Viewing and Editing HTML" on page 149
 Number		Begin the line on which the cursor rests with a number. If the line above this line is <ul style="list-style-type: none"> <li>not numbered, assign this line 1</li> <li>numbered, assign a number one more than the line above</li> </ul>	
 Bullet		Begin the line on which the cursor rests (or all selected lines) with a bullet ( • ).	
 Indent		Increase or decrease the current line's distance from the left margin.	

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
 Left, Center, and Right Justify		Align paragraph so that it is arranged <ul style="list-style-type: none"> <li>evenly on the left side (uneven on the right)               <ul style="list-style-type: none"> <li>in the center of each line</li> </ul> </li> <li>evenly on the right side (uneven on the left)</li> <li>evenly on right and left side</li> </ul>	
 About <b>eWebEditPro+XML</b>		Display a dialog box that shows your version of <b>eWebEditPro+XML</b> and your license keys.	
 Remove Style		Remove all style information applied to selected text. (You apply styles using the Style dropdown list.) For example <b>Before</b> <pre>&lt;P class=note&gt;This is initial content. &lt;/P&gt;</pre> <b>After</b> <pre>&lt;P&gt;This is initial content.&lt;/P&gt;</pre>	
Style 		Display a list of styles. Users can select from the list to apply a style to selected text. Note that the list can change depending on the formatting of the selected line. Your Webmaster determines which styles are available.	
Heading Size 		Change the heading size. Your Webmaster determines which heading sizes are available.	

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
 Font Style		Change the font style. Your Webmaster determines which fonts are available.  <u>Note: If more than one font appears in a selection, the browser on the reader's PC tries to display text using the first font. If the browser cannot find that font, it tries to use the second, etc.</u>	
 Size		Change the font size. Your Webmaster determines which font sizes are available.	
 Font Color		Change the font color.	
 Background Color		Change the background color of the text.  <u>Note: To remove background color from selected text, click the Normal button (A).</u>	
 Bold	Ctrl+B	Make the text <b>bold</b> .	
 Italic	Ctrl+I	Make the text <i>italic</i> .	
 Underline	Ctrl+U	Make the text <u>underlined</u> .	
 Normal		Remove all formatting from selected text.	
<b>nbsp</b>		Insert a blank space character.  Although you can add spaces in the editor using the <space> bar on the keyboard, those spaces are ignored when the content is displayed by a browser.	





Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
 Copyright		Insert copyright symbol.	
 Registered Trademark		Insert registered trademark symbol.	
TM		Insert trademark symbol.	
 and  Special Characters		Insert special characters (such as £ μ Ñ) from a drop down list. To view the list, click the black down arrow.	

## Position Objects Options



These buttons let you absolutely position elements (pictures, tables, etc.) anywhere on a page.

### WARNING!


Some older browsers (for example, Netscape 4) do not display absolutely positioned elements. Absolute position uses the style attribute. If you use this feature, the content is not compatible with all browsers.

Button	Function
 Position	Lets you move selected table or image anywhere on the screen.
 Lock	“Locks” selected table or image at its current screen position. Nothing can move a locked object. To move the object, unlock it by clicking this button again.
 Move to Front	If two or more images overlay each other, moves the selected image in front of the others.
 Move to Back	If two or more images overlay each other, moves the selected image behind the others.



Button	Function
 Above Text	If text overlays an image, move the image in front of the text.
 Below Text	If an image overlays text, move the text in front of the image.





## Text Direction Options

The text direction menu options () allow bi-directional editing of text, which is useful for Arabic, Farsi and Hebrew. The client computer must also support the language.

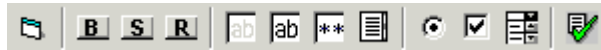
The text buttons determine the editing direction, while the edit buttons determine the side of the editor that displays the scroll bar.

For right-to left languages, such as Arabic, Farsi and Hebrew, the text editing would be “right to left”, and the scroll bar would be on the left side.

For western European languages, the text editing would be “left to right”, and the scroll bar would be on the right side.

Button	Function
 Left-Right Text	Text is entered left to right.
 Right-Left Text	Text is entered right to left.
 Left-Right Edit	The vertical scroll bar appears on the right side of the window.
 Right-Left Edit	The vertical scroll bar appears on the left side of the window.

## Form Elements Toolbar



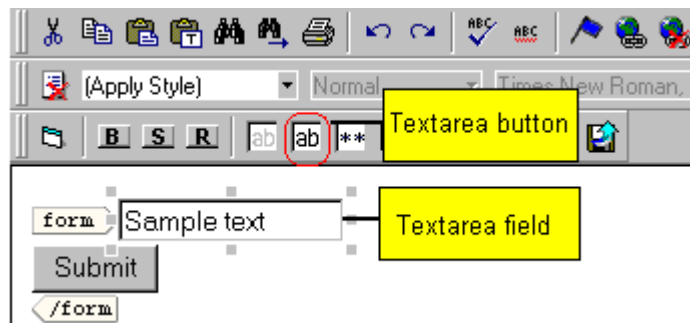
This toolbar lets you insert the elements of an HTML form into the editor. You begin by clicking the Forms button ( ). Next, add the fields and buttons that make up your form. The buttons are described in "Buttons of the Form Elements Toolbar" on page 17.

### NOTE

This documentation does not explain how to create HTML forms. Many books and Web sites are dedicated to this subject, such as [http://www.w3schools.com/html/html\\_forms.asp](http://www.w3schools.com/html/html_forms.asp).

## Updating Form or Element Information

If you want change a form or an element, click the form or element within the editor then click the element's toolbar button. For example, to update the textarea field in the illustration below, click the field then click the text area button (circled in red below).



When you do, a dialog appears with the element's information. Update as needed.





## Replacing Form or Element Information




To replace a form element with another, follow these steps.




1. Click the element to be replaced.
2. Click the new element's toolbar button.
3. Complete the dialog that appears.


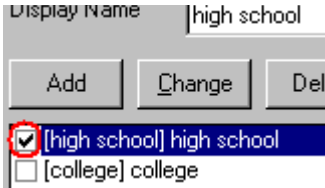

When you close the dialog, the new element and its information replace the old element.

## Buttons of the Form Elements Toolbar

Button	Function
 Form	<p>Inserts opening and closing form tags. For example:</p> <pre>&lt;form name="Test" action="http://localhost/ewebeditpro4/formtest.htm" method="post"&gt; &lt;/form&gt;</pre> <p>When you click this button, a dialog box prompts you to enter the following information for the form:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Action page</li> <li>• Method</li> <li>• Encode Type</li> </ul>
 Button	<p>Inserts a button. For example:</p> <pre>&lt;input type="button" value="Test Button" name="Test" /&gt;</pre> <p>When you click this button, a dialog box prompts you to enter the following information for the button:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Button caption</li> </ul>
 Submit button	<p>Inserts a submit button. For example:</p> <pre>&lt;input type="submit" value="Submit" /&gt;</pre> <p>When you click this button, a dialog box prompts you to enter the following information for the submit button:</p> <ul style="list-style-type: none"> <li>• Button caption</li> </ul>
 Reset button	<p>Inserts a reset button. For example:</p> <pre>&lt;input type="reset" value="Reset Page" /&gt;</pre> <p>When you click this button, a dialog box prompts you to enter the following information for the reset button:</p> <ul style="list-style-type: none"> <li>• Button caption</li> </ul>

Button	Function
 Hidden text field	<p>Inserts a hidden text field. For example:</p> <pre>&lt;input type="hidden" value="This is initial content" name="mycontent" /&gt;</pre> <p>When you click this button, a dialog box prompts you to enter the following information for the hidden text field:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Value</li> </ul>
 Text field	<p>Inserts a text field. For example:</p> <pre>&lt;input size="15" value="This is initial content" name="mycontent" /&gt;</pre> <p>When you click this button, a dialog box prompts you to enter the following information for the text field:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Value</li> <li>• Size (the number of characters in the field. If a user's entry exceeds the size, the field scrolls to the right.)</li> </ul>
 Password	<p>Inserts a password field. For example:</p> <pre>&lt;input type="password" value="" name="mypassword" /&gt;</pre> <p><u>A password differs from a free text field in that the user entry appears as asterisks (*), <i>not</i> to the actual characters. This is done to prevent an onlooker from seeing the password.</u></p> <p>When you click this button, a dialog box prompts you to enter the following information for the password field:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Value</li> <li>• Size (the number of characters in the field. If a user's entry exceeds the size, the field scrolls to the right.)</li> </ul>

Button	Function
 Textarea field	<p>Inserts a textarea field. For example:</p> <pre>&lt;textarea name="mycontent" rows="5" cols="40"&gt;This is initial content&lt;/textarea&gt;</pre> <p>When you click this button, a dialog box prompts you to enter the following information for the textarea field:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Value</li> <li>• Columns</li> <li>• Rows</li> </ul>
 Radio button	<p>Inserts a radio button. For example:</p> <pre>&lt;input type="radio" checked="checked" name="mybutton" /&gt;</pre> <p>When you click this button, a dialog box prompts you to enter the following information for the textarea field:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Value</li> <li>• Default is Checked</li> </ul>
 Check box	<p>Inserts a check box. For example:</p> <pre>&lt;input type="checkbox" checked="checked" name="mycheckbox" /&gt;</pre> <p>When you click this button, a dialog box prompts you to enter the following information for the check box:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Value</li> <li>• Default is Checked</li> </ul>

Button	Function
 Select box	<p>Inserts a selection box. For example:</p> <pre>&lt;select multiple="multiple" size="25" name="myselectbox"&gt; &lt;option value="option1"&gt;option1&lt;/option&gt; &lt;option value="option2"&gt;option2&lt;/option&gt; &lt;/select&gt;</pre> <p>When you click this button, a dialog box prompts you to enter the following information for the select box:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Size (the number of characters in the field. If a user's entry exceeds the size, the field scrolls to the right.)</li> <li>• Allow multiple (determines if a user responding to this selection box can choose more than one option)</li> <li>• Option name (the internal value assigned to this option)</li> <li>• Display name (the user sees this text in the selection box)</li> </ul> <p>This dialog also has three buttons, described below.</p> <p><b>Add</b> - lets you add a new option to the selection box</p> <p><b>Change</b> -lets you change the selected option's option name or display name</p> <p><b>Delete</b> - removes option from selection list</p> <p>Note that you can place a check mark next to an option to specify that option as a default value on the form.</p>  <p>If you place a check mark next to an option, the user only needs to press &lt;Tab&gt; to select the option, as opposed to placing the cursor next to the option and clicking the mouse.</p>
 File Upload	<p>Inserts a File Upload field and a Browse button. For example:</p> <pre>&lt;input type="file" size="10" name="Save" /&gt;</pre> <p>When you click this button, a dialog box prompts you to enter the following information for the File Upload:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Size (the number of characters in the field. If a user's entry exceeds the size, the field scrolls to the right.)</li> </ul>

---

# Customizing Your Toolbar

The **eWebEditPro+XML** toolbar consists of one or more *menus*. Each menu has one or more buttons.

You can recognize the beginning of a menu by the double vertical bars (circled in the illustration).



This sample toolbar has four menus.

Your Webmaster determines

- which menus are available to you
- which buttons appear on each menu, and the sequence in which they appear initially
- whether or not you are authorized to customize your toolbar. If you are not authorized, your edits are not saved when you leave the **eWebEditPro+XML** screen.

If you are authorized to customize your toolbar, there are six ways to do so. You can

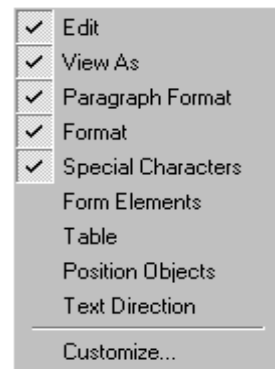
- remove or add available menus
- remove or add toolbar buttons
- rearrange menus on a toolbar
- create a new menu
- move a menu off the toolbar
- rearrange the buttons on a menu

Each procedure is explained below.

## Removing Or Adding Menus

To remove or add a menu, follow these steps.

1. Place the cursor on the toolbar.
2. Right click the mouse.
3. A dropdown list appears. It displays all menus available to you and the **Customize** option.



### NOTE

If **Customize** does not appear on the menu, you are not authorized to customize the toolbar.

Menus that are checked appear on your toolbar.

In the above example, the **Special Characters**, **View As**, **Format**, and **Paragraph Format** menus appear. The **Table**, **Position Objects** and **Text Directions** menus, which are not checked, are available but do not currently appear on the toolbar.

4. To *add* a menu to your toolbar that appears on the list but is not currently checked, place the cursor on the menu name and click the mouse. A check mark appears, and the menu appears on the toolbar.

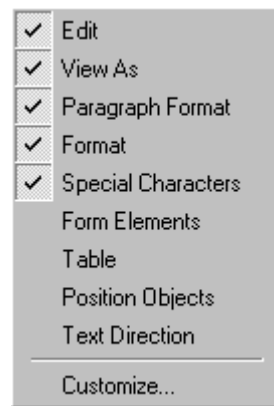
To *remove* a menu from your toolbar, place the cursor on the menu name and click the mouse. The check mark disappears, and the menu no longer appears on the toolbar.

## Removing or Adding Menu Items

1. Place the cursor on the toolbar.

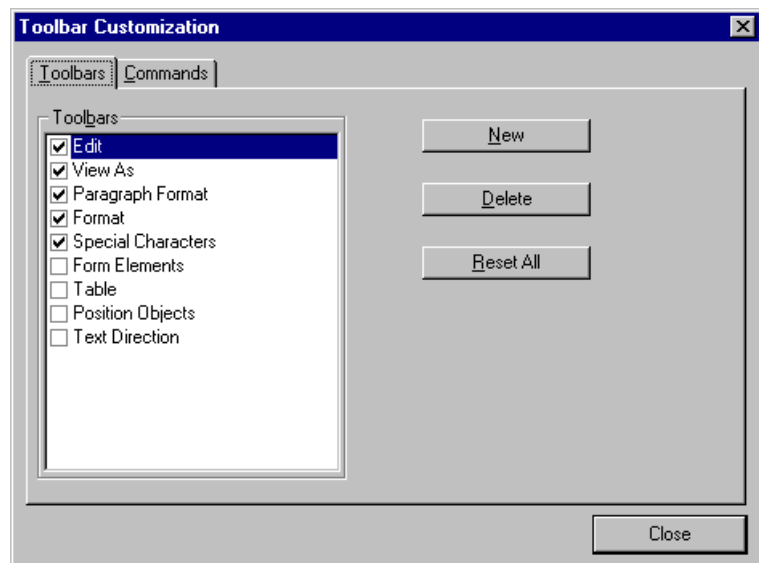


2. Right click the mouse.
3. A dropdown list appears. Click **Customize**.

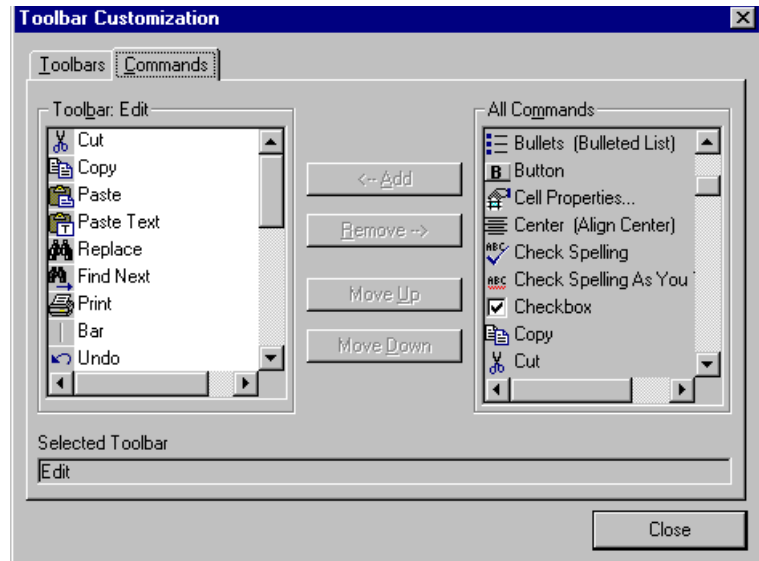


**NOTE** If **Customize** does not appear on the menu, you are not authorized to customize the toolbar.

4. The Toolbar Customization dialog box appears.



5. Click the menu that you want to edit.
6. Click the **Commands** tab. A new screen appears.



## Using the Customize Toolbar Dialog Box

The left half of the **Commands** screen lists the buttons in the sequence in which they appear on the menu.

The right half of the screen lists available buttons that do not currently appear on the menu.

To *add* a button to the toolbar, drag it from the right side of the screen to the location on the left side where you want it to appear. (You can also click a button then click **<--Add**. This action places the button at the bottom of the list.)

To *remove* a button from the toolbar, drag it from the left side of the screen to the right. (You can also click a button then click **Remove-->**.)

The **Move Up** and **Move Down** buttons let you to move any button up or down one slot within the list of buttons.

## Rearranging the Items on a Menu

1. Click the button you want to move
2. Click **Move Up** and **Move Down** to move the button up or down one slot for each click.

## Restoring Toolbars

If you remove all toolbars from your menu, and then want to restore the menus but do not have the **Customize** menu option, follow these steps.

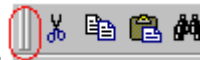
1. Place the cursor in the editor.
2. Right click the mouse.
3. A menu appears with a **Redisplay toolbars** option.
4. Click this option to restore all menus.

## Rearranging the Menus on a Toolbar

To move a menu to a different toolbar location, follow these steps.

1. Place the cursor on the double vertical bars that indicate the

beginning of the menu.



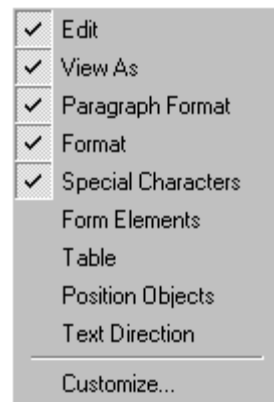
2. Click the mouse.
3. Hold down the mouse button and drag the menu to the new location. You can move the menu anywhere else on the toolbar.

Note that your Webmaster can define a menu so that it cannot reside on the same row with another menu. If you move such a menu, it will not remain on a row with another menu. Instead, it will move down to the next row.

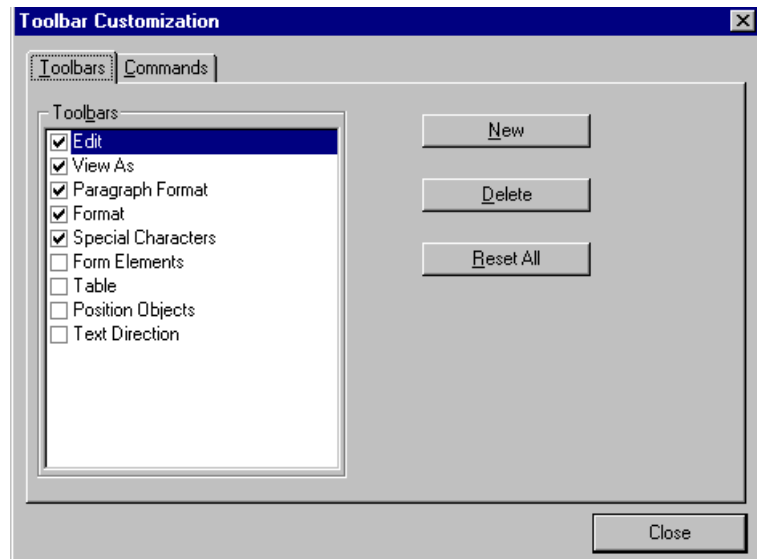
4. After you place the menu where you want it, release the mouse button.

## Creating a New Menu

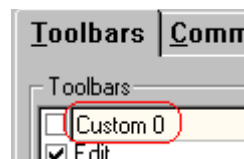
1. Place the cursor on the toolbar.
2. Right click the mouse.
3. A dropdown list appears. Click **Customize**.



4. The Toolbar Customization dialog box appears.



5. Click **New**.
6. A new menu appears on the left side of the window, above the existing menus. The default name of the new menu is **Custom 0**.



7. To rename the menu, place the cursor in the field that displays the new menu and enter the new name.

**NOTE**

If you click outside the toolbar name field, you cannot later change the menu's name.

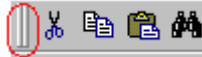
8. To have the menu appear on your toolbar, click in the small box to the left of the menu name.
9. Click the **Commands** tab.
10. Add buttons to the menu, following the procedure described in [“Using the Customize Toolbar Dialog Box” on page 24](#).

## Moving a Menu Off the Toolbar

You can move a menu from the toolbar to anywhere else on the screen, even if **eWebEditPro+XML** does not occupy the entire screen.

You can also change the orientation of a menu that is not on the toolbar from a horizontal to vertical.

To move a menu, follow these steps.

1. Place the cursor on the double vertical bars that indicate the beginning of the menu. 
2. Click the mouse.
3. Hold down the mouse button and drag the menu to the new location. You can move the menu anywhere on the screen.
4. After you place the menu where you want it, release the mouse button.

## Changing the Menu's Orientation

To change the menu's orientation, follow these steps.

1. Drag the menu from the toolbar.
2. Move the cursor to the bottom of the menu until it becomes a double-headed arrow (illustrated below).




3. Drag the cursor to the lower left. As you do, the menu's orientation changes from horizontal to vertical (illustrated below).

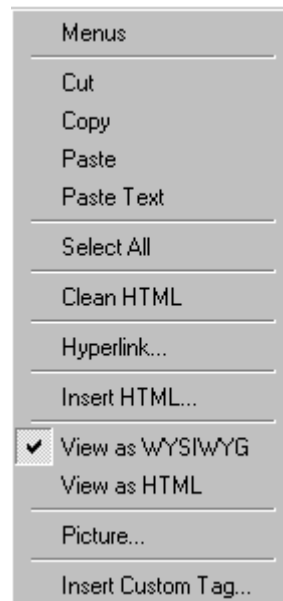


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# The Context Sensitive Menu

This section explains the functions available on the menu that appears when you right click the mouse within the **eWebEditPro+XML** editor. You can also access this menu by pressing the application key ().

Because this menu can change depending on what you are doing, it is called a *context-sensitive* menu.



**NOTE** [A different context-sensitive menu is available when your cursor is within a table. That menu is described in “The Table Context Sensitive Menu” on page 104.](#)

The following table lists the menu options and where to get more information on each.

Menu Option	Lets you	For more information, see
Menus	View all toolbar menus.	<a href="#">“Using eWebEditPro+XML without a Mouse” on page 153</a>
Cut	Remove <a href="#">selected</a> text and graphics. Place that data into temporary memory. If you later cut or copy more information into memory, the information in memory is lost.	
Copy	Copy <a href="#">selected</a> text and graphics into temporary memory. Leave selected data where it is. (If you later cut or copy more information into memory, the original information is lost.)	<a href="#">“Copying from Other Applications” on page 33</a>
Paste	Insert the most recently cut or copied text and graphics at the current cursor location.	
Paste Text	Paste the contents of the clipboard as plain text. That is, all HTML tags (including images) are not pasted. This button is helpful when you want to eliminate the HTML formatting of the text being copied.	
Select All	<a href="#">Select</a> all information on your page. After you select it, you can cut it, copy it, etc.	
Clean Source	Remove unnecessary HTML tags	<a href="#">“Cleaning Source Code” on page 151</a>
Hyperlink	Create a link to another Web page or a spot within the current page	<a href="#">“Using Hyperlinks” on page 143</a>
Edit Source	Edit your page’s HTML source	<a href="#">“Editing a Section of a Page” on page 150</a>
Insert Source	Insert HTML source onto the page at the cursor location.	<a href="#">“Inserting Source” on page 150</a>



Menu Option	Lets you	For more information, see
Check Spelling	Compare words in the editor to Microsoft WORD spelling list.	<a href="#">"Checking Spelling" on page 38</a>
View as WYSIWYG/HTML	View and edit your page's HTML	<a href="#">"Viewing and Editing HTML" on page 149</a>
Picture	Insert a picture	<a href="#">"Inserting Images" on page 46</a>
These options only appear if your site is using <b>eWebEditPro+XML</b> : Insert Custom tag, <i>tag name</i> tag Attributes, <i>tag name</i> tag Properties	Work with XML tags	<a href="#">"Editing XML Web Pages" on page 162</a> only available in the <b>eWebEditPro+XML</b> User Guide

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# Using eWebEditPro+XML's Advanced Features

Most of **eWebEditPro+XML**'s features are easy to learn. For example, to make your text bold, you **select** the text, and click the bold button (**B**).

However, some of **eWebEditPro+XML**'s features are more complex. For example, when creating a table, you must make several decisions: the number of rows and columns, the size of the border, the spacing between cells, etc.

The following sections explain **eWebEditPro+XML**'s more advanced features.

---

# Copying from Other Applications

You can copy information from most other Windows applications into **eWebEditPro+XML** and retain the formatting from the original application. In general, copying from another application involves these steps.

1. Sign on to the application in which the information resides.
2. **Select** the information to be copied.
3. Press <Ctrl>+<C>.
4. Go to **eWebEditPro+XML**.
5. Press <Ctrl>+<V> to paste the selected information.


Note that you can only copy content, not background information that generates content.

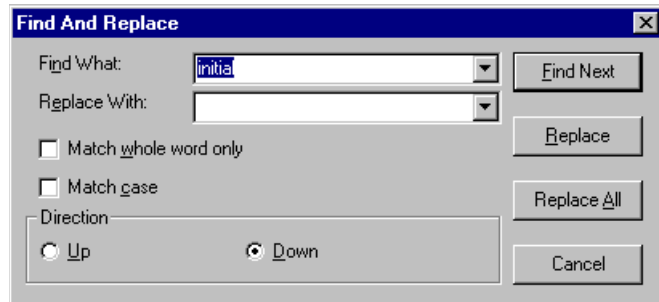
So, for example, you can copy the values in a spreadsheet but not the formulas used to generate those values. Also, copying dynamic fields from Microsoft WORD would retrieve the current value of the fields but not the variables that generate those values.

It's a good idea to experiment with copying from different sources to test the results.

---

# Finding and Replacing Text

To find (and optionally replace) text on your Web page, click the Replace button (  ). When you do, the Find and Replace dialog box appears.



You can use this dialog box to simply find text, or to find text and replace it with other text. Each option is explained below.

**NOTE** You can also use this dialog to delete text that appears repeatedly. To do so, follow the directions in "Finding and Replacing Text" on page 34 and enter nothing in the **Replace With** field.

---

## Finding Text

1. In the **Find What** field, type the text that you want to find in the content.
2. Set dialog box options (see "Additional Options on the Dialog Box" on page 35).
3. Click **Find Next** to find the next occurrence of the "find" text.


## Finding and Replacing Text

1. In the **Find What** field, type the text that you want to find.
2. In the **Replace With** field, type the text to replace the "find" text.

3. Set dialog box options (see "Additional Options on the Dialog Box" on page 35).
4. If you want to
  - replace all occurrences of the "find" text with the "replace" text, click **Replace All**.

**NOTE**

You can undo replacements one at a time using the Undo button ()

- replace only the highlighted term with the "replace" text, click **Replace**.
  - find the next occurrence of the "find" text (and optionally replace it with the "replace" text), click **Find Next**.
  - change the highlighted term using the editor, exit the Find and Replace dialog, move to the term and edit as needed.
- To restart the search, press the Find Next button (.
5. Continue to find and optionally replace or edit until you reach the end of the text.

## Additional Options on the Dialog Box

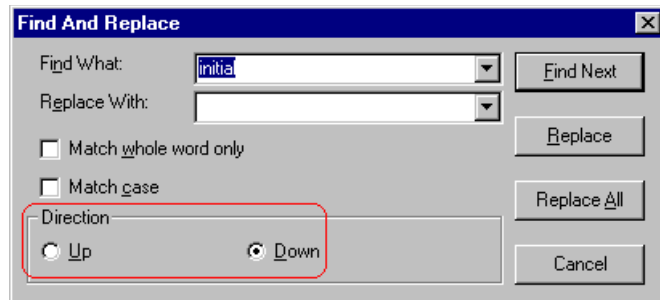
The dialog box also lets you specify

- a search direction
- if the search considers the **case** (upper or lower) of the search term
- whole word **match**

### Specifying a Search Direction

The search begins where the cursor is when you click **Find Next**. To make sure you locate every occurrence of a term, place the cursor at the top of the content before beginning the search.

If you begin the search from somewhere other than the top of the page, use the **Direction** field to search from the current location to the top or bottom of the file.

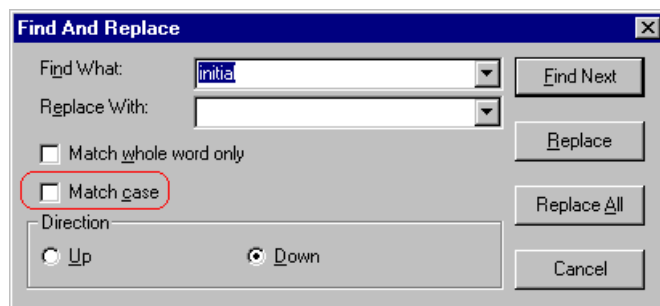


To search from the cursor location to the	Click this option in the Direction field
end of the page	Down
top of the page	Up

## Considering the Case of a Search Term

By default, the search ignores the case (upper or lower) of a search term. In other words, if you enter **Bob** in the **Find What** field, the search finds bob, Bob, BOB, etc.

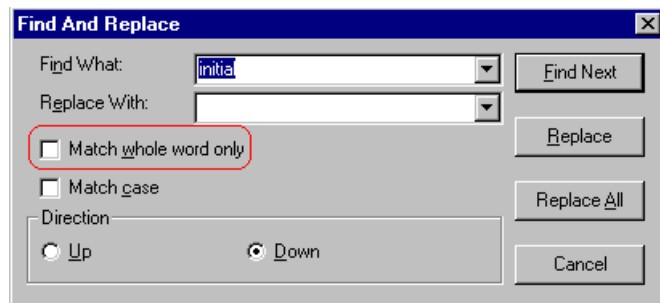
If you want the search to be case sensitive, use the **Match case** check box on the Find window. If you enter **Bob** in the **Find What** field and place a check in the **Match case** box, the search only stops at Bob, not bob or BOB.



## Whole Word Match

By default, the search finds any occurrence of the text that you type into the **Find what** field. For example, if you enter **the**, the search finds the word **the**, as well as those letters embedded in other words, such as **others** and **theater**.

If you want the search to find only whole word occurrences of the text you type into the **Find what** field, click the **Match whole words only** box in the Find dialog box.



---

# Checking Spelling

The **eWebEditPro+XML** editor can check your spelling as you type or whenever you want to check it. The rest of this section explains

- [Disabling Script Blocking](#)
- [Check Spelling as You Type](#)
- [Checking Spelling Upon Demand](#)
- [Spell Checking Selected Text](#)
- [Setting Spell Check Options](#)


## Disabling Script Blocking

If Norton Antivirus™ 2001 is installed on your computer, you need to disable script blocking in order to use the spell checker. If you do not disable script blocking, an error message will appear whenever you check spelling.


To do this, follow these steps.

1. Launch Norton Antivirus™ 2001.
2. From the first window, click **Options**.
3. On the next window, click **Script Blocking**.
4. On the script blocking window, uncheck **Enable Script Blocking**.
5. Press **OK**.

## Checking Spelling as You Type

You can have the editor check spelling as you type. To turn on the spell-check-as-you-type feature, click the automatic spell check button().



When you click the button, the spell checker reviews every word in the file. A wavy red line (  ) appears under any word whose spelling is not found in the system's dictionary.

The spell checker continues to review each word as you type it, marking any words not in the dictionary.


**NOTE** Depending on the speed of your computer, there may be a short delay between the time you type an incorrect word and when the wavy red line appears. Also, the spell check does not check a word until you enter a space character after the word.

## Fixing Spelling Errors

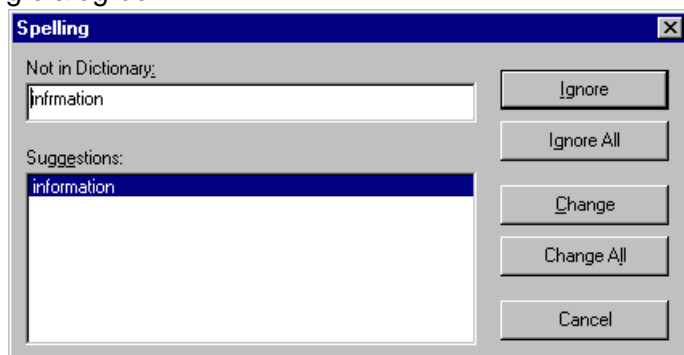
There are two ways to fix a spelling error (indicated by a wavy red line).

- Click the misspelled word and then right click. A menu displays words that are similar to the misspelled word. Click the correct word.
- If you know the correct spelling, type the correction.

## Checking Spelling Upon Demand

If you do not want to use the spell-check-as-you-type feature, you can begin spell checking whenever you wish. To do this, click the spell check button (  ).

When you do, the system checks each word in the file. If the spell check finds a word in none of the dictionaries, it displays the Spelling dialog box.



## The Spelling Dialog Box


The Spelling dialog box displays

- the word not in the dictionary (in the **Not in Dictionary** field).
- suggested spellings for the word (in the **Suggestions** field).  
The most likely replacement is selected at the top of the list.
- buttons that let you ignore the word, change the word, or exit.

If you want to	Do this
Replace the word with one of the suggestions and continue spell checking the page.	<ol style="list-style-type: none"> <li>1. Click the suggested word.</li> <li>2. Click <b>Change</b>.</li> </ol>
Replace <i>every occurrence</i> of the word with one of the suggestions and continue spell checking the page.	<ol style="list-style-type: none"> <li>1. Click the suggested word.</li> <li>2. Click <b>Change All</b>.</li> </ol>
Correct the spelling of the word by typing it and continue spell checking the page.	<ol style="list-style-type: none"> <li>1. Click in the <b>Not In Dictionary</b> field.</li> <li>2. Correct the spelling.</li> <li>3. Click <b>Change</b>.</li> </ol>
Leave the word as is; continue spell checking the page. You would normally do this if a word (such as a company name) is spelled correctly even though it is not in the dictionary.	Click <b>Ignore</b> .
Leave the word as is; continue spell checking the page, ignoring all other occurrences of the word.	Click <b>Ignore All</b> .
Stop spell checking.	Click <b>Cancel</b> .

## Spell Checking Selected Text

To check the spelling for a single word or a group of words, follow these steps.

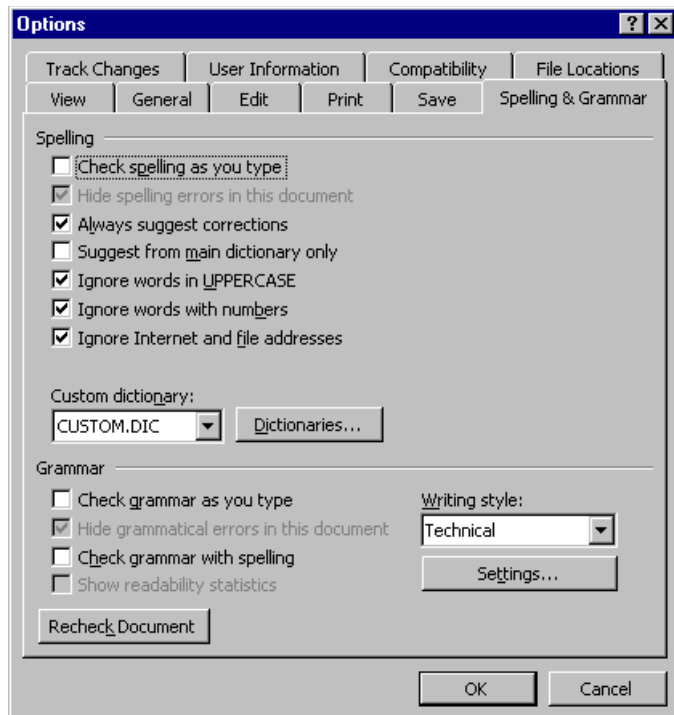
1. **Select** the text that you want to spell check.
2. Press the manual spell check button ()

3. The spell checker reviews the words in the selected text and stops at any word not in the dictionary. For documentation of options when a misspelled word is found, see [“The Spelling Dialog Box” on page 40](#).
4. When the spell checker finishes reviewing the words in the selected text, it displays the following message  
**Finished checking selection. Do you want to check the rest of the document?**  
Click **Yes** to spell check the rest of the document (including text above the selected text).  
Click **No** to stop the spell checker.

## Setting Spell Check Options

**eWebEditPro+XML** can use Microsoft Word's spell checking feature (your Webmaster makes this decision).

If your installation uses Word, Word's Spelling & Grammar window (available from the **Tools - > Options** menu) has settings that affect the operation of the spell check.



Specifically, you can set the spell check feature to check or ignore

- words in UPPERCASE (for example, XYLOGIC)
- words with numbers (for example, mp3)
- Internet and file addresses (for example, <http://www.ektron.com/>)

As an example, if you check the box to the left of **Ignore Words in UPPERCASE**, eWebEditPro+XML's spell check does not consider words in all uppercase characters.

You also use the custom dictionary section of the screen to identify custom dictionaries for the spell check to reference.

The spell check feature does not use the other fields on this screen.


---

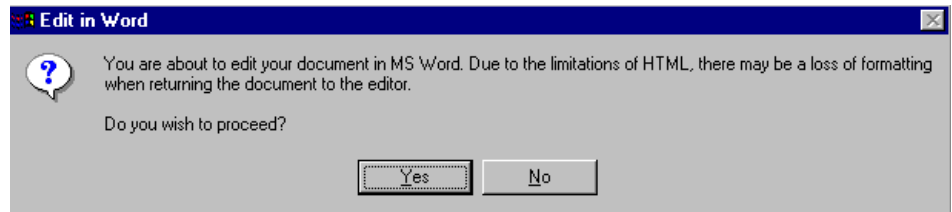
# Editing in Microsoft Word

If your computer has Microsoft Word 2000 or greater, you can edit content within Word. You may prefer to do this because of familiarity with Word's user interface, and to use additional functionality available in Word.

**NOTE** Some Word formatting may not be compatible with HTML and, as a result, not be transferred to eWebEditPro+XML.

To edit with Word, follow these steps.

1. Open **eWebEditPro+XML**.
2. Press the Word toolbar button (.
3. The following dialog may appear, warning you that some Word formatting may not be transferred back to **eWebEditPro+XML**. Press **Yes** if you still want to edit in Word.



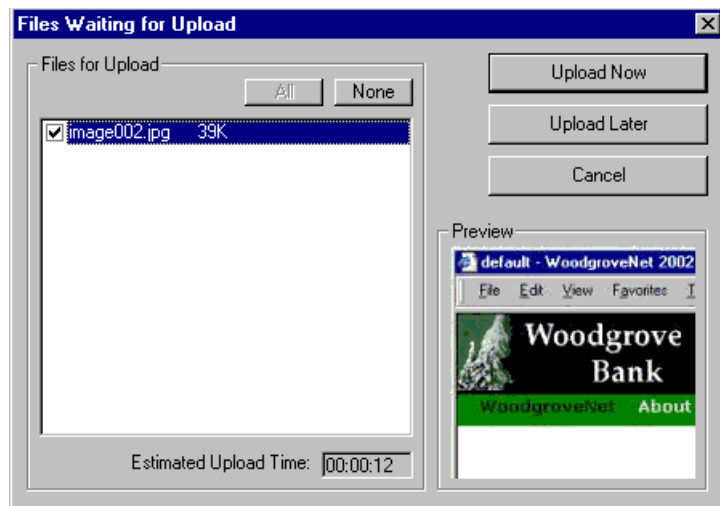
4. Microsoft Word opens. Any content that was in **eWebEditPro+XML** when you pressed the Word button is copied to Word.
5. Edit content as desired.
6. Press **File -> Close**.
7. Another warning like the one in Step 3 may appear. Press **Yes** to copy the edited content back to **eWebEditPro+XML**.
8. When done, return to **eWebEditPro+XML** and press the Word toolbar button again.

9. If you change your mind and decide to restore the content to the way it was before you edited it in Word, press the undo button (↶).

If you want to restore the Word changes after pressing Undo, press the redo button (↷).

## Uploading an Image in a Microsoft Word Document

If you insert an image into the Word content and then paste that content or save it, the following dialog box appears. The box lists all images in the content and asks if you want to copy them from your computer to your organization's Web server.

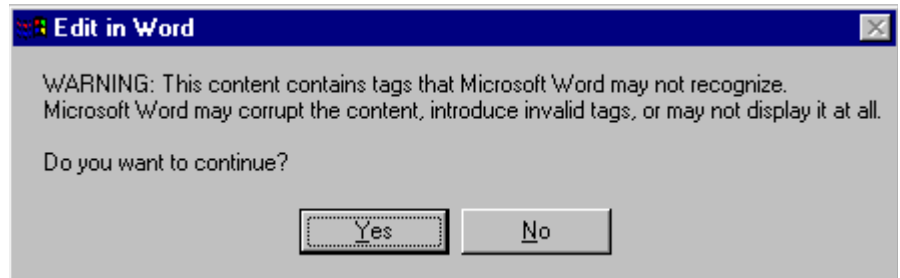


If you are ready to publish your Web content and want to display the image, click **Update Now**. If you plan to add more content later, you can click **Upload Later** and upload all images at that time.

## Editing XML Documents

If your organization has implemented **eWebEditPro+XML**, you cannot edit XML documents using Microsoft Word. This is because Word does not support XML editing. If a full XML document is loaded, the Word button (W) is disabled.


If a Word document includes *some* custom/XML tags, the following dialog appears, warning you about the problem.



You can proceed and edit using Word or decide not to edit using Word.

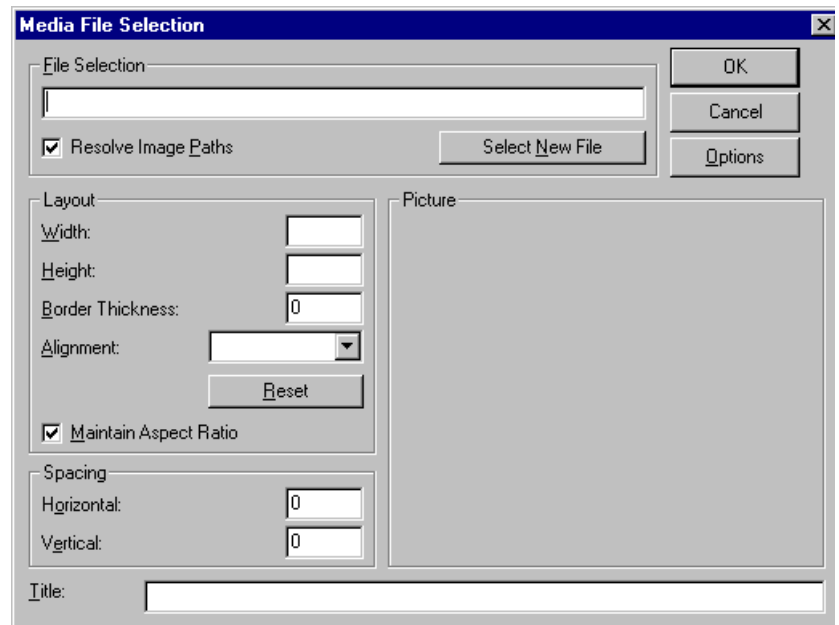
---

# Inserting Images

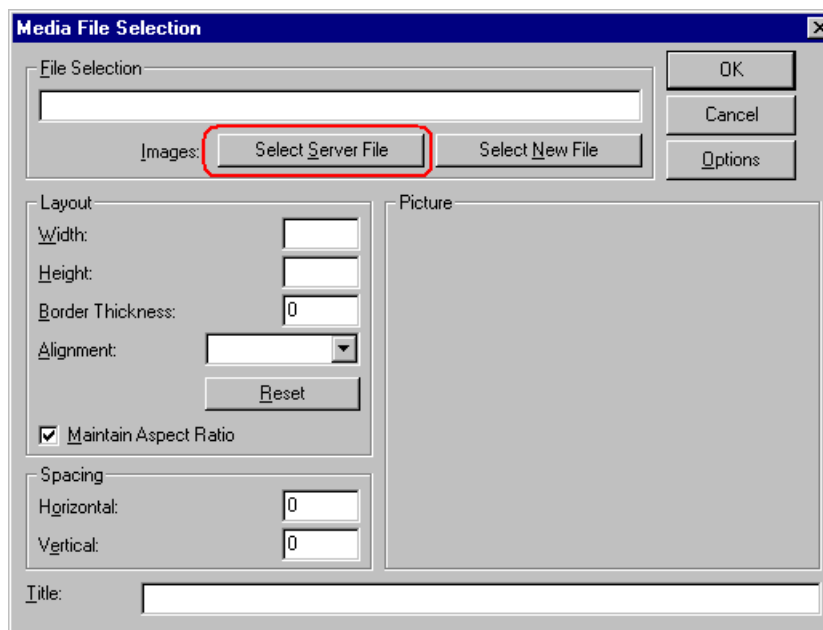
To insert a picture into the editor, place the cursor where you want the image to appear and click the Insert Picture button (  ). When you click the button, one of the two Picture Properties dialog boxes illustrated below appears, depending on how your Webmaster has set up your system.

The dialog boxes are very similar, with the only difference being that the **Select Server File** button only appears on the second dialog box.

The **Select Server File** button appears if your upload mechanism is set to FTP. It does not appear if the mechanism is HTTP. For more information, see the **eWebEditPro+XML** Administrator Manual section "Managing Image Selection" > "Examples of Implementing Image Selection" > "Selecting Files from the Server."







You can also access this dialog box to modify a picture after you insert it. To do this, follow these steps.

1. Click the picture.
2. Right click the mouse.
3. Click **Picture** from the menu.

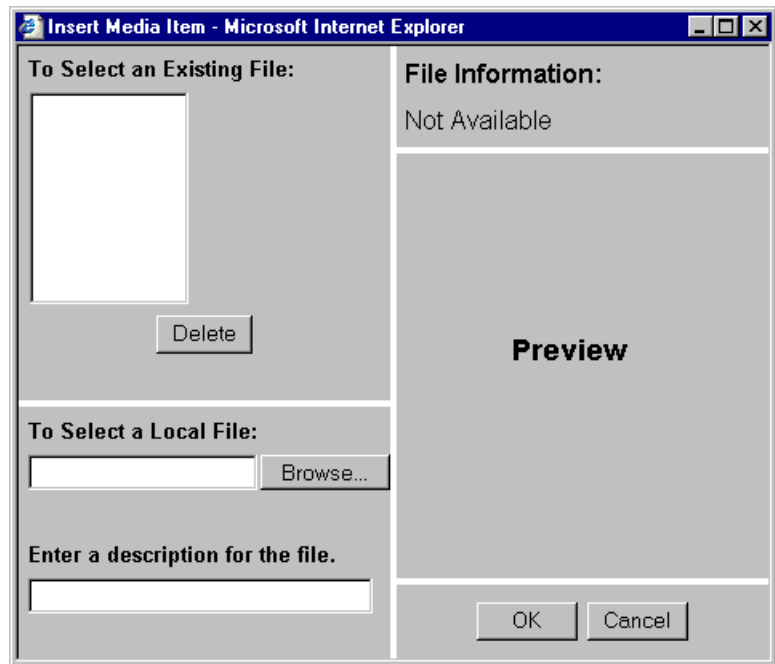
If you see the first dialog box, proceed to [“Using the First Picture Properties Dialog Box” on page 47](#). If you see the second dialog box, proceed to [“Using the Second Media Selection Dialog Box” on page 51](#).

## Using the First Picture Properties Dialog Box

When the first Picture Properties dialog box appears, click the **Select New File** button. When you do, the Insert Media Item dialog box appears.

This box and lets you insert a picture [from your computer](#) (and any network folder available to your computer), or [from the Web server](#)

to which your computer is connected. Both choices are described below.



## Inserting a Picture from the Server

The top left corner of the dialog box (Illustrated below) lists the pictures on the Web server.



Pictures that you previously inserted appear on this list, as do pictures inserted by other users connected to that server.

To insert a picture from the server, follow these steps.

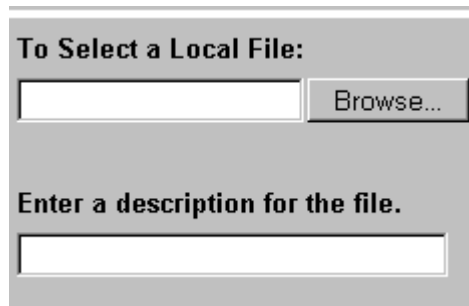
1. Click the picture from the **To Select an Existing File** field that you want to insert.
2. Information about the picture's file size, width and height appears in the upper right corner of the dialog box.
3. If you want to view a picture before inserting it, click **Preview** (on the right side of the dialog box).
4. Click **OK**.
5. The Picture Properties dialog box reappears. Here, you can change the properties of the picture. For more information, see
  - [“Adjusting a Picture” on page 52](#)
  - [“Setting a Border” on page 54](#)
  - [“Aligning the Picture” on page 55](#)
  - [“Adding Space around the Picture” on page 57](#)
6. Click **OK** to insert the picture into the editor.

### ***Deleting a Picture from the Server***

To delete a picture from the server, select the picture and click the **Delete** button.

### **Inserting a Picture from Your Computer**

Use the lower left corner of the dialog box to insert pictures from your computer (and any network folder available to your computer) into the editor.



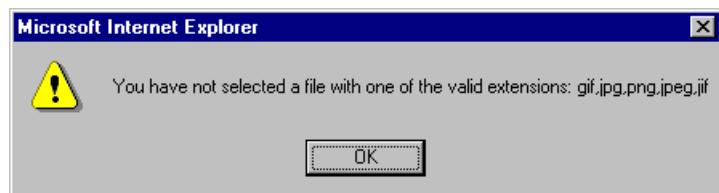
**NOTE** You can only select files in the **To Select a Local File:** field if your computer has permission to upload files to the server.

To insert a picture from your computer, follow these steps.

1. Click the **Browse** button.
2. Navigate to the file that you want to insert and press **Open** to insert it.

Your Webmaster can set a maximum size (in kilobytes) for images. If you select an image that exceeds the maximum, an error message appears and you cannot insert it.

Your Webmaster can also restrict the type of image file you can insert. For example, if your Webmaster does not authorize you to insert bitmap (.bmp) files and you try to do so, an error message lists valid file extensions, and you cannot insert the image.



3. Click in the **Enter a description for the file** field. Enter a title to describe the file.
4. After you insert the picture, the title appears in the dialog box's top left corner to identify the picture to you and all users connected to the same Web server.

**NOTE**

The title is also the `alt` text for the image. The `alt` text appears in place of the image on the Web page if the image itself cannot display for any reason.

5. Information about the picture's file size, width and height appears in the upper right corner of the dialog box.
6. If you want to view a picture before inserting it, click **Preview** (on the right side of the dialog box).
7. Click **OK**.
8. The Picture Properties dialog box reappears. Here, you can change the picture's properties. For more information, see
  - [“Adjusting a Picture” on page 52](#)
  - [“Setting a Border” on page 54](#)
  - [“Aligning the Picture” on page 55](#)
  - [“Adding Space around the Picture” on page 57](#)
  - [“Editing the Picture's Title” on page 58](#)
9. Click **OK** to insert the picture into the editor.

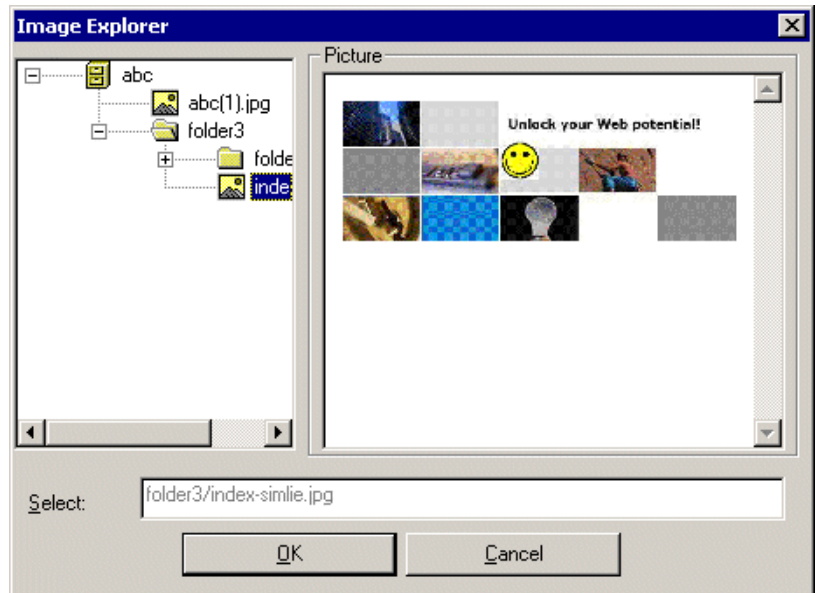
## Using the Second Media Selection Dialog Box

When using the second Media Selection dialog box, you can insert a picture from any folder available to your computer (whether the folder is on your computer or a remote computer) or from the Web server. Your Webmaster determines which pictures are available on the Web server.

To insert a picture from

- a folder available to your computer, click **Select New File**, navigate to the file of interest, and click **OK**.
- the Web server, click the **Select Server File** button. You are prompted to enter a **User Name** and **Password**. Your Webmaster assigns these codes to you, which are needed to copy the file to the Web server.

Next, the Image Explorer dialog appears (illustrated below). Navigate through the folder structure until you find the image. Then click **OK** to insert the image into **eWebEditPro+XML**.



## The Picture Properties Dialog Box

You can also use the Picture Properties dialog box to

- adjust the picture's **width**, **height**, **border thickness**, and **alignment**
- **reset** the image's properties width, height, border thickness, and alignment to their original specifications
- set **spacing** between the picture and surrounding information on the page
- enter or edit the picture's **title**
- view **technical information** about your connection

## Adjusting a Picture

The layout area of the Picture Properties dialog box lets you adjust a picture's width, height, border thickness, and alignment.

The screenshot shows a 'Layout' dialog box with the following fields and values:

Field	Value
Width:	16
Height:	16
Border Thickness:	0
Alignment:	Not set

A 'Reset' button is located at the bottom right of the dialog.

You can use the following fields to adjust the picture before inserting it into the editor.

To make this change	Use this field
The width of the picture, in <a href="#">pixels</a>	<b>Width</b>
The height of the picture, in pixels	<b>Height</b>
Add a border around the picture	<b>Border Thickness</b> For more information, see <a href="#">“Setting a Border” on page 54</a>
Adjust the alignment of the picture	<b>Alignment</b> For more information, see <a href="#">“Aligning the Picture” on page 55</a>

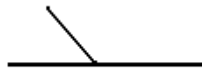
**WARNING!** If you substantially adjust the picture's height and/or width, the picture may be distorted when users view your Web page.

## Pixels

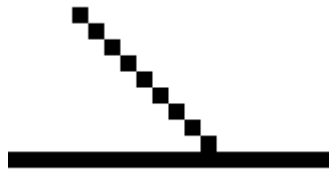
A pixel is a single point in a graphic image.

Computer monitors display pictures by dividing the screen into thousands of pixels, arranged in rows and columns. The pixels are so close together that they appear connected.

Below is an image shown at regular size and then enlarged so you can see the pixels that make up the picture.



regular size



enlarged to show pixels

## Setting a Border

To add a border around a picture, enter the border's thickness in **pixels** in the **Border Thickness** field on the Picture Properties dialog box.

Here is a picture with a 1 **pixel** border.



Here is the same picture with a 10 pixel border.

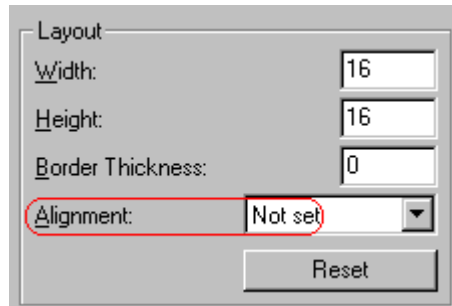


If the picture is not a hyperlink, its border is black. If the picture is also a hyperlink, the border is the same color as a hyperlink (for example, blue or purple if visited).



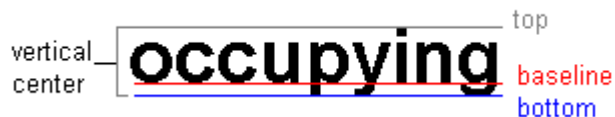
## Aligning the Picture

To align a picture, use the **Alignment** field on the Picture Properties dialog box.










When deciding how to align a picture, you need to become familiar with these terms.

- *baseline* of text - the imaginary line on which the text lies. Some letters (such as g, p and y) have *descenders*, segments of letters that extend below the baseline
- *bottom* of text - the lowest section of a line to which a descender extends
- *top* of text - the highest spot of a line to which any segment of a letter extends
- *vertical center* - the midpoint between the top and bottom of the line

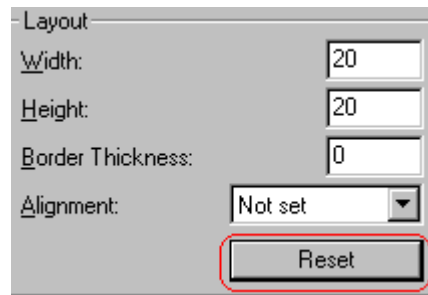


The following table lists your alignment choices.

To align	Click this in the Alignment field	Illustration
The picture on the left margin, allowing subsequent text to wrap around it	<b>Left</b>	 left
The picture on the right margin, allowing subsequent text to wrap around it	<b>Right</b>	right 
The top of the picture with the top of the text	<b>Text Top, Top</b>	 texttop
The vertical center of the picture with the <i>baseline</i> of the text	<b>Middle</b>	 middle
The vertical center of the picture with the <i>vertical center</i> of the text	<b>AbsMiddle</b>	 absmiddle
The bottom of the picture with the <i>baseline</i> of the text (This is the default alignment)	<b>Bottom, Baseline</b>	 bottom
The bottom of the picture with the <i>bottom</i> of the text	<b>AbsBottom</b>	 absbottom

## Resetting Width, Height, Border Thickness, and Alignment

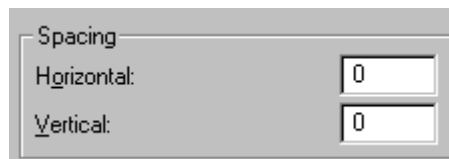
If you adjust the picture's width, height, border thickness, and/or alignment and later want to restore *all* of those settings to their original values, click the **Reset** button.



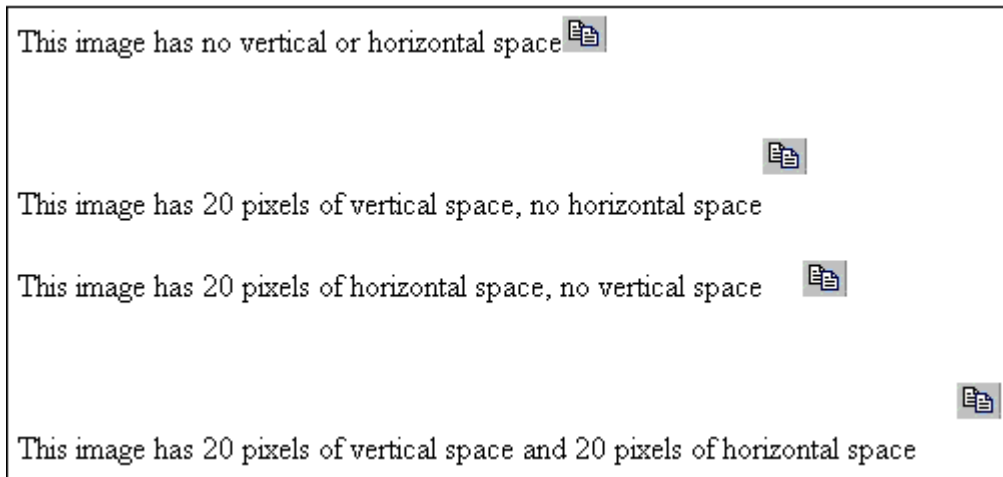
Note that you cannot selectively restore some settings -- the **Reset** button automatically restores all of them.

## Adding Space around the Picture

On the Picture Properties dialog box, you can use the **Spacing** fields (**Horizontal** and **Vertical**) to add space around the picture. You enter a number of **pixels** to determine spacing value.



The following graphic illustrates the effect of adding spacing to a picture.



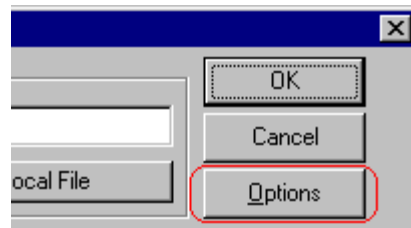
## Editing the Picture's Title

The title that you entered in the Insert Media Item dialog box defaults into the **Title** field of the Media Selection dialog box. You can edit the title in this field if desired.

**NOTE** [The title is also the alt text for the image. The alt text appears in place of the image on the Web page if the image itself cannot display for any reason.](#)

## The Options Button

When you click the **Options** button on the File Properties dialog box, the options dialog box appears. The box displays information about your connection to the Web server.

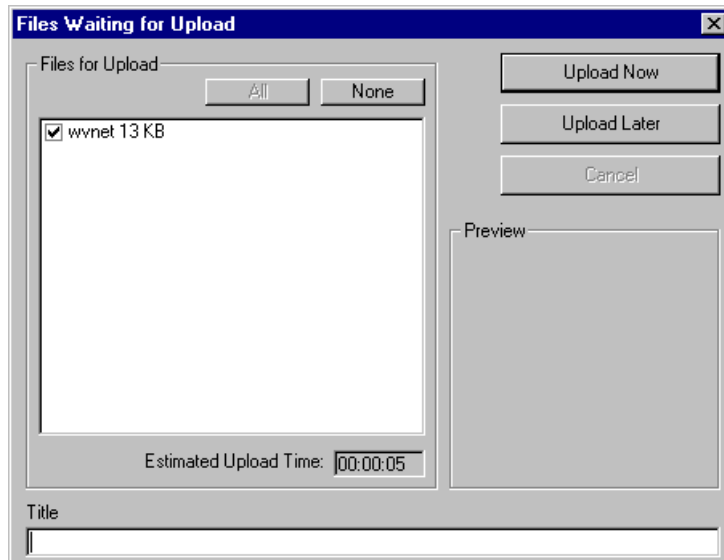


For information about these settings, see “Uploading Images” in the **eWebEditPro+XML** Developer’s Reference Guide.

## Moving an Image to the Server

If you insert an image from your computer into **eWebEditPro+XML** content, that image must be moved to the server when you save the content. The image can only appear on Web pages that display it after you move it to the server.

When you save content that includes an image you inserted, the following dialog appears.




All inserted files appear in the dialog, which also estimates how long it will take to move the files to your server. If you do not want to wait that long to upload the files, click **Upload Later**. If you do this, the images will not appear on the published Web content until you move them to the server.

You can also enter a **Title** for the image near the bottom of the screen. If you do, this text appears when the user reading the Web pages moves the cursor over the image.

## Deleting a Picture

If you want to delete a picture, follow these steps.

1. Move the cursor over the picture.
2. Click the mouse to select the picture.
3. Click the Cut button ()

---

# Editing Images

WebImageFX lets you select an image from the content, edit that image, and then insert the updated image into the content. Editing consists of several functions available on the toolbar, such as

- brightening
- rotating
- changing the color depth
- inserting text

This section explains WebImageFX.

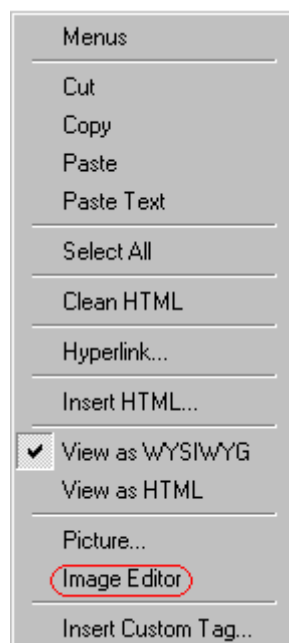
Important!

WebImageFX is an external, add-on product available from Ektron.

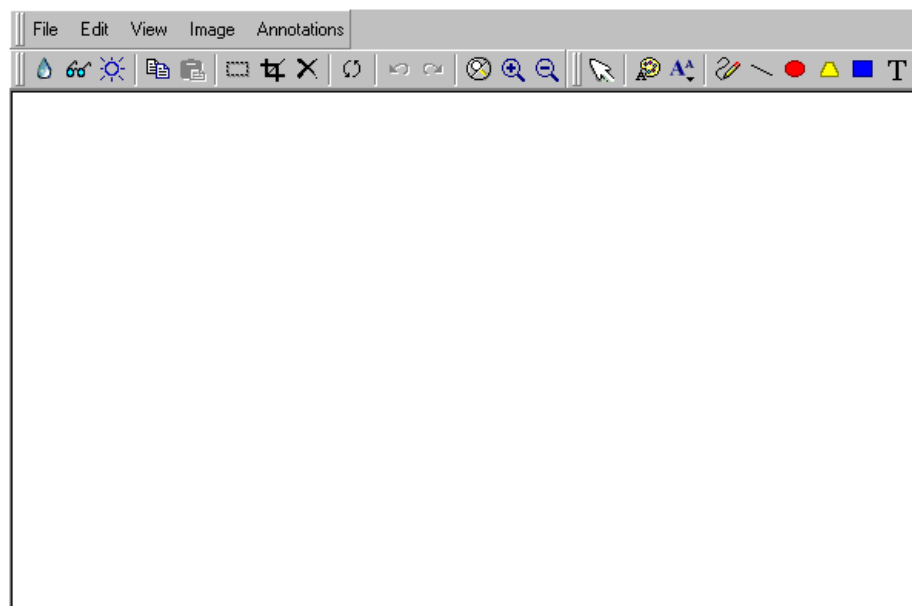
## Using WebImageFX

### Choosing the Image


If you double click an image, it appears within WebImageFX. You can also right click the mouse and choose **Image Editor** from the menu that appears.



WebImageFX looks similar to **eWebEditPro+XML** but has different menu and toolbar buttons.







If the Image Edit button () appears on your toolbar, you can click it to open WebImageFX. If no image is selected when you press the button or click the menu command, a blank editor appears, and you can use the **File -> Open** command to choose an image.

Once the image is in WebImageFX, you can use the buttons and menu options to edit it. The rest of this chapter describes those buttons and menu options.

## Saving the Image

When you finish editing the image, you can insert it into the content by pressing the **Exit** button () . Alternatively, you can save the image to a local or network folder using the Save button () .

When you insert the image into the content, WebImageFX checks the file extension. If the image is a .gif file, it is saved as a .png file in your temporary directory. For example test.gif is saved as

```
C:\Documents and Settings\your user name\Local
Settings\Temp\test.png.
```

Any other file type is saved in your temporary directory without changing the file extension, *unless* you use the Save As option. For example, you save test.jpg as test.png.

## Assigning a Name to a New Image

If you create an image in WebImageFX, and then exit WebImageFX and return to **eWebEditPro+XML**, the system assigns the image a random name, such as WIF50A.jpg.










If you want to assign a different name and/or folder to the image, use the Save as command.

See Also: "Save As" on page 86








## Toolbar Buttons and Menu Commands

The following tables list each toolbar button and menu command. They are followed by a more detailed description of each function.




## File Menu Options

Toolbar Button	Command	Brief Description	For more information, see
	Create New	Creates a new image.	"Create New" on page 73
	Open	Selects an image to edit.	"Open" on page 79
	Save	Saves changes to an image.	"Save" on page 85
	Save As	Saves the current image under a different name or format.	"Save As" on page 86
	Twain Acquire	Performs a single page scan. Before scanning, you must select a source using the Twain Source command.	"Twain Acquire" on page 91
	Twain Source	Allows the user to select a source for acquiring an image, such as a scanner or digital camera.	"Twain Source" on page 91
	Exit	Save changes and return to <b>eWebEditPro+XML</b> .	"Exit" on page 75
	Exit without save	Ignore changes; return to <b>eWebEditPro+XML</b> .	"Exit without Save" on page 76
	Thumbnail	Creates a thumbnail of the current image.  <u>Note: A thumbnail is a miniature display of an image. Thumbnails allow fast browsing though images.</u>	"Thumbnail" on page 90











## Edit Menu Options

Toolbar Button	Command	Brief Description	For more information, see
	copy	Copies a selected area of an image.	<a href="#">"Copy" on page 73</a>
	paste as new image	Inserts copied image or area into a new file.	<a href="#">"Paste as New Image" on page 81</a>
	undo	Reverses the most recent action.	<a href="#">"Undo" on page 92</a>
	redo	Reapplies the changes from the command that occurred before you pressed Undo.	<a href="#">"Redo" on page 83</a>
	select	Selects an area of an image. You can then perform actions on the area, such as blur and delete.	<a href="#">"Select" on page 87</a>
	crop	Removes everything outside of selected area of an image.	<a href="#">"Crop" on page 73</a>
	delete	Deletes selected area of an image.	<a href="#">"Delete" on page 74</a>










## View Menu Options

Toolbar Button	Command	Brief Description	For more information, see
	reset zoom ratio	Displays image at full size.	<a href="#">"Reset Zoom Ratio" on page 84</a>
	zoom in	Increases an image's magnification.	<a href="#">"Zoom In" on page 92</a>
	zoom out	Decreases an image's magnification.	<a href="#">"Zoom Out" on page 93</a>

## Image Menu Options

Toolbar Button	Command	Brief Description	For more information, see
	image info	Displays information about an image.	<a href="#">"Image Info" on page 77</a>
	dimensions	Modifies an image's width and height.	<a href="#">"Dimensions" on page 74</a>
	color depth	Changes the number of colors available to an image.	<a href="#">"Color Depth" on page 71</a>
	blur	Blurs or softens an image.	<a href="#">"Blur" on page 67</a>
	sharpen	Sharpens edges within an image.	<a href="#">"Sharpen" on page 87</a>
	brightness	Changes an image's brightness.	<a href="#">"Brightness" on page 68</a>
	contrast	Changes the difference between light and dark areas of an image.	<a href="#">"Contrast" on page 72</a>
	horizontal flip	Reverses an image horizontally left to right.	<a href="#">"Horizontal Flip" on page 77</a>
	vertical flip	Flips an image vertically top to bottom.	<a href="#">"Vertical Flip" on page 92</a>
	rotate	Turns an image a specified number of degrees.	<a href="#">"Rotate" on page 84</a>

## Annotation Menu Options

Toolbar Button	Command	Brief Description	For more information, see
	pointer selection	Click an annotation to select it.	<a href="#">"Pointer Selection" on page 81</a>
	choose color	Sets the color for an annotation before you insert it.	<a href="#">"Choose Color" on page 69</a>
	choose font	Sets the color of text before you insert it.	<a href="#">"Choose Font" on page 70</a>
	freehand	Draws a line in any shape that you want.	<a href="#">"Freehand" on page 76</a>
	line	Draws a straight line.	<a href="#">"Line" on page 78</a>
	oval	Draws an oval.	<a href="#">"Oval" on page 80</a>
	polygon	Draws a polygon (a closed figure surrounded by straight lines).	<a href="#">"Polygon" on page 82</a>
	rectangle	Draws a rectangle.	<a href="#">"Rectangle" on page 83</a>
	text	Inserts text.	<a href="#">"Text" on page 88</a>

## Blur

### *Standard Toolbar Button*

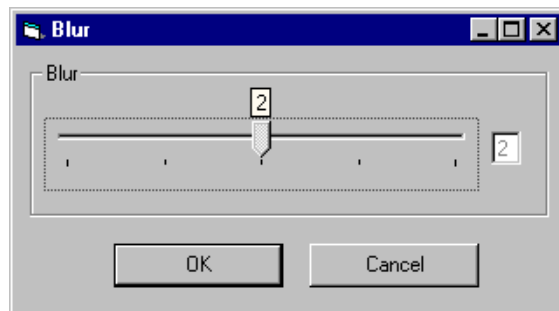


### *Description*

Blurs or softens an image. You can select a level of blur, from 0 through 4.

If you **select** an area of the image, the command only changes that area.

### ***Dialog Box***



## **Brightness**

### ***Standard Toolbar Button***



### ***Description***

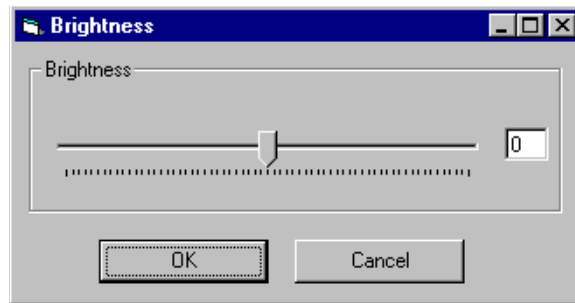
Increases or decreases an image's brightness. You can select a brightness level from 32 (brightest) through -32 (darkest).

If you **select** an area of the image, the command only changes that area.

### **NOTE**

You cannot adjust brightness if the image's bit depth is 8 or fewer. See Also: ["Specifying Color Depth" on page 93](#)

### ***Dialog Box***



## Choose Color

### *Standard Toolbar Button*



### *Description*

Lets you choose the color of an annotation before you insert it.

To change an annotation's color *after* inserting it, place the cursor on the annotation and press the right mouse button to display the Attributes menu.

## Dialog Box



## Choose Font

### Standard Toolbar Button



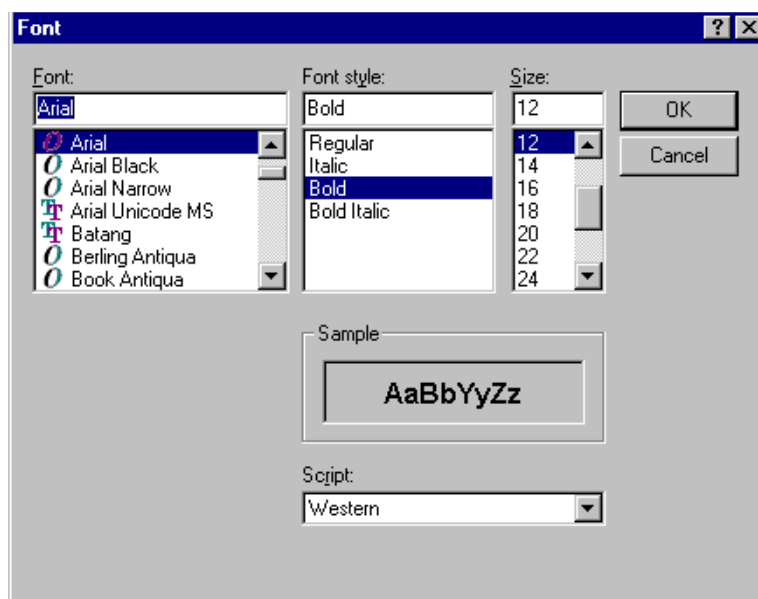
### Description

Lets you choose the color of annotation text before you insert it.

To change an annotation's color *after* inserting it, place the cursor on the annotation and press the right mouse button to display the Attributes menu.

### Dialog Box





## Color Depth

### *Standard Toolbar Button*

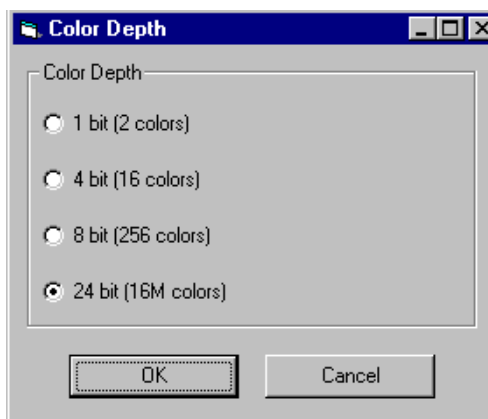


### *Description*

Changes an image's color depth.

See Also: ["Specifying Color Depth" on page 93](#)

### *Dialog Box*



## Contrast

### *Standard Toolbar Button*

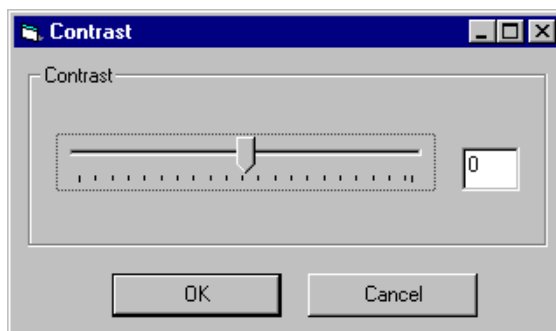


### *Description*

Increases or decreases an image's contrast (that is, the difference between light and dark areas of an image). You can select a contrast level, from 10 through -10.

If you **select** an area of the image, the command only changes that area.

### *Dialog Box*



## Copy

### ***Standard Toolbar Button***



#### ***Description***

Copies a selected area of an image. After you copy an image, you can paste it using the paste command. See Also: ["Paste as New Image" on page 81](#)

To select an area of an image, use the Select command. See Also: ["Select" on page 87](#)

If you do not select an area, the entire image is copied.

## Create New

### ***Standard Toolbar Button***



#### ***Description***

Lets you create a new image. If you are editing an image when you press this command, you are asked if you want to save changes to it first.

By default, a new image's bit depth is 24, but you can change it if desired using the color depth command.

See Also: ["Color Depth" on page 71](#)

## Crop


### ***Standard Toolbar Button***



#### ***Description***

Keeps selected area of an image; removes everything outside that area.

To use the Crop command, follow these steps.

1. **Select** an area of an image that you want to keep.
2. Press the Crop button (  ).
3. Everything outside the selected area is removed.

## Delete

### ***Standard Toolbar Button***



### ***Description***

Removes a selected area of an image. You must **select** an area before you delete it.

The deleted area is not saved for later pasting. In contrast, if you use the Cut command, you can later paste the cut area.

## Dimensions

### ***Standard Toolbar Button***

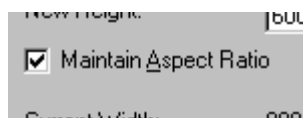


### ***Description***

Lest you change an image's width and/or height, which are defined in pixels.

### **Maintaining Aspect Ratio**

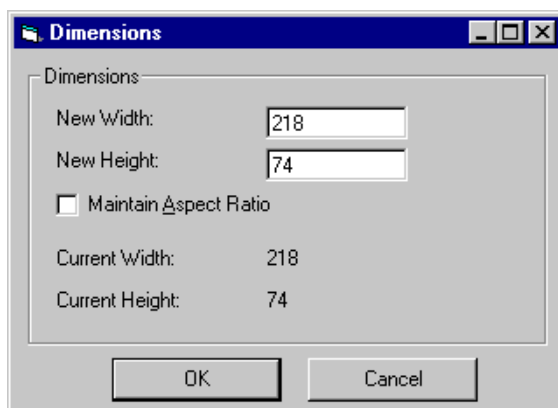
Use this check box to change an image's size while maintaining its *aspect ratio*.



Aspect ratio is the ratio of an image's width to height. For example, if a graphic has an aspect ratio of 2:1, its width is twice as large as its height.

If you check the **Maintain Aspect Ratio** box, just specify a new width -- the height is calculated automatically.

### ***Dialog Box***



## **Exit**

### ***Standard Toolbar Button***



### ***Description***

Save the change in the WebImageFX and return to **eWebEditPro+XML**, where the updated image appears.

## **Exit without Save**

### ***Standard Toolbar Button***



### ***Description***

Ignore changes made to the image in WebImageFX. Return to eWebEditPro+XML.

## **Freehand**

### ***Standard Toolbar Button***

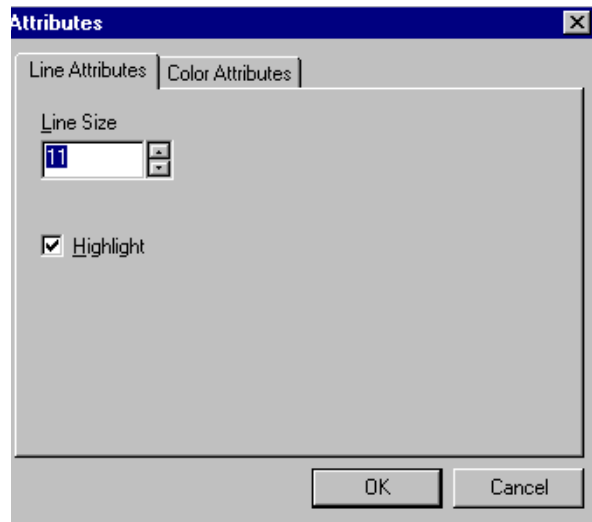


### ***Description***

Lets you draw a line in any shape that you want, similar to using a pen on paper.

To use this command, click the freehand command, drag the line, and release the mouse. To change the line's size or color, place the cursor on the line and press the right mouse button to display the Attributes menu.

### ***Dialog Box***



## Horizontal Flip

### *Standard Toolbar Button*



### *Description*

Reverses an image horizontally left to right.

Click this command again to reverse the image horizontally right to left.

Image before horizontal flip **B**

Image after horizontal flip **B**

## Image Info

### *Standard Toolbar Button*



## **Description**

Displays information about an image:

- image name
- height and width in pixels
- bit depth (See Also: ["Specifying Color Depth" on page 93](#))
- file format

## **Line**

### **Standard Toolbar Button**



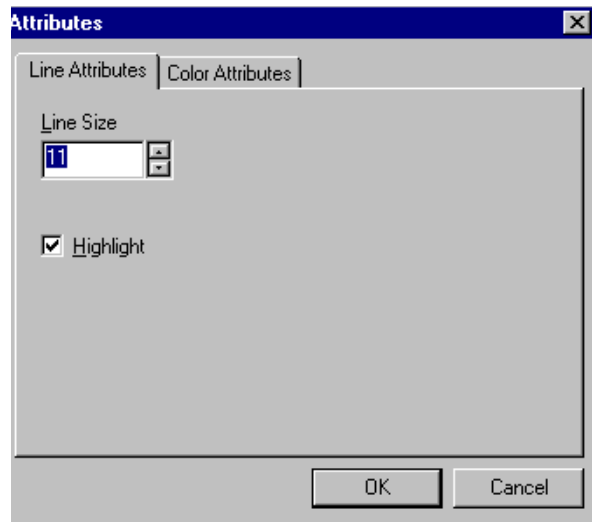
## **Description**

Draw a straight line. To change a line's size or color, right click it after drawing it.

To use this command, click the line command, drag the line, and release the mouse. To change the line's size or color, place the cursor on the line and press the right mouse button to display the Attributes menu.

## **Dialog Box**





## Open

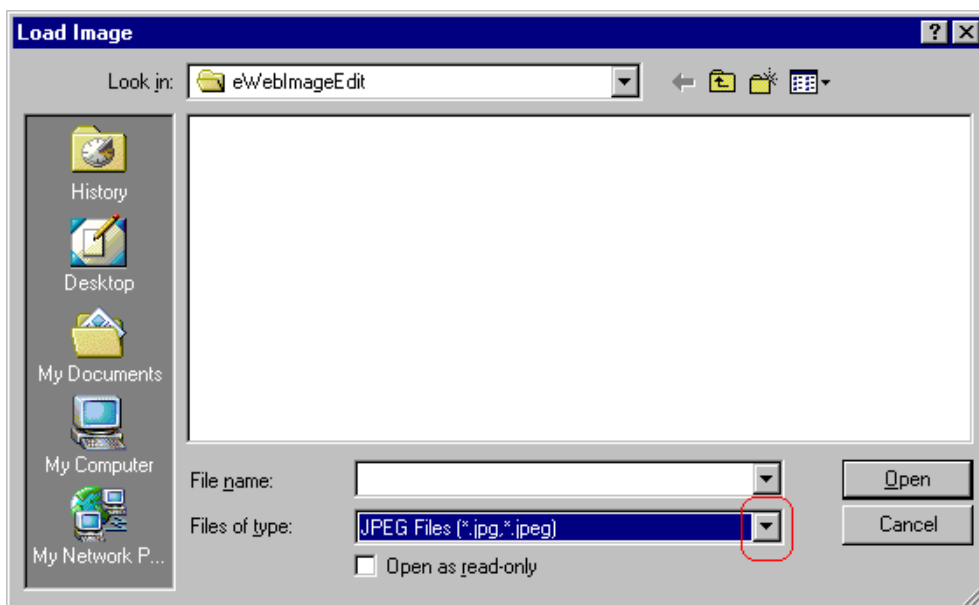
### *Standard Toolbar Button*



### *Description*

Select an image for editing. The image can be on your computer or a local area network.

### *Dialog Box*



To change the type of file that appears in the window, click the down arrow (circled above) to the right of the **Files of type** field. Your system administrator determines which types of files you can edit.

## Oval

### **Standard Toolbar Button**

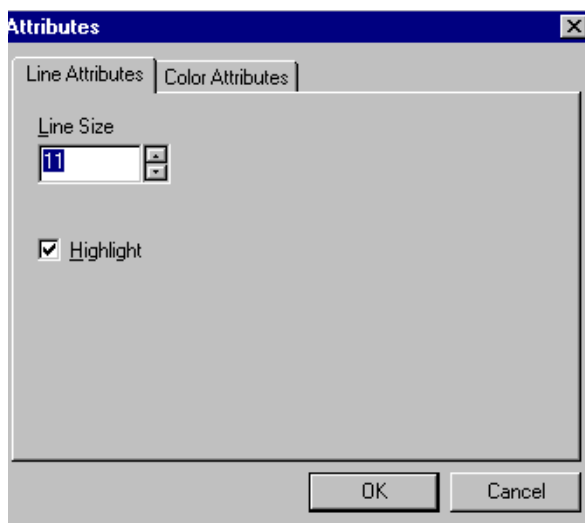


### **Description**

Draws an oval.

To use this command, click the oval command, drag the line, and release the mouse. To change the oval's line size or color, place the cursor on the line and press the right mouse button to display the Attributes menu.

### **Dialog Box**



## Paste as New Image

### *Standard Toolbar Button*



#### *Description*

After you copy or cut an image or an area of an image, use paste as new image to insert it into a new file.

Before creating a new file, WebImageFX asks if you want to save changes to current file.

## Pointer Selection

### *Standard Toolbar Button*



#### *Description*

Click an annotation to select it. After you select an annotation, you can perform functions on it, such as delete it.

This command is a toggle, which means the the first time you click it, it is on, and the next time you click it, it is off.

## Polygon

### Standard Toolbar Button



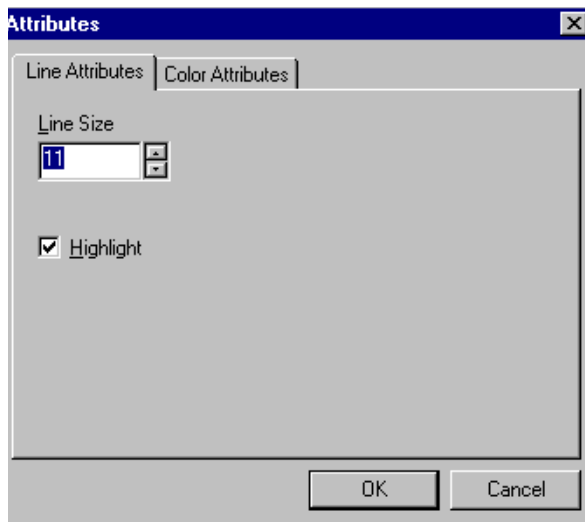
### Description

Draws a polygon (that is, a closed figure surrounded by straight lines).

To use this command, follow these steps.

1. Click the polygon command.
2. Drag the line in one direction as far as you want.
3. Drag the line in the other directions to complete the polygon.
4. Double click the mouse to terminate the polygon.
5. To change the polygon's line size or color, place the cursor on the line and press the right mouse button to display the Attributes menu.

### Dialog Box



## Rectangle

### *Standard Toolbar Button*

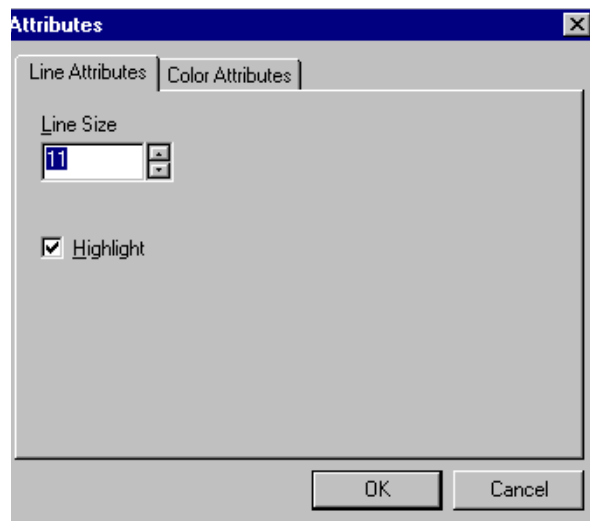


### *Description*

Draws a rectangle.

To use this command, click the rectangle command, drag a rectangle, and release the mouse. To change the rectangle's line size or color, place the cursor on the line and press the right mouse button to display the Attributes menu.

### *Dialog Box*



## Redo

### *Standard Toolbar Button*



### *Description*

If you use the Undo command and then decide that it was a mistake, use this command. It re-applies the changes from the command that occurred before you pressed Undo.

See Also: ["Undo" on page 92](#)

## **Reset Zoom Ratio**

### ***Standard Toolbar Button***



### ***Description***

Displays image at full size.

See Also: ["Zoom In" on page 92](#); ["Zoom Out" on page 93](#)

## **Rotate**

### ***Standard Toolbar Button***

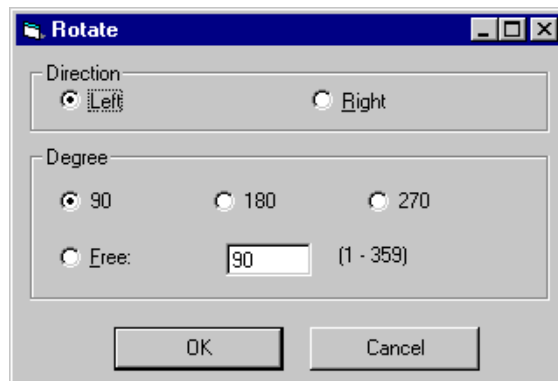


### ***Description***

Turns an image a specified number of degrees. Note that the dialog box lets you rotate the image

- left or right
- 90, 180, or 270 degrees
- any number of degrees between 1 and 359

### ***Dialog Box***



## Save

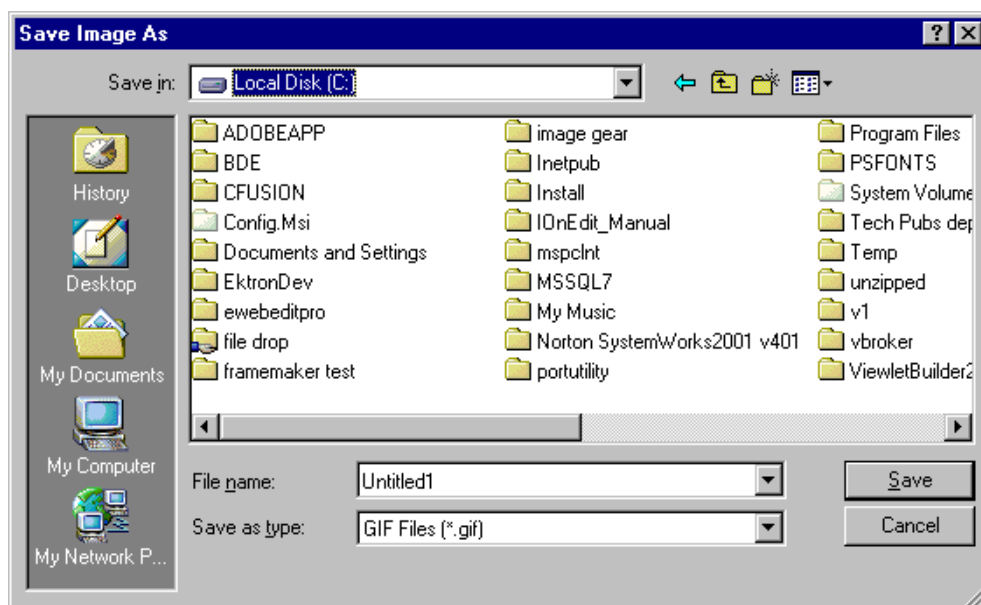
### *Standard Toolbar Button*



### *Description*

Save changes to an image. If required information is missing, such as the image name, you are prompted for this information.

## Dialog Box



**NOTE** The dialog box only appears the first time you save the image. If you later want to save it to a different folder, or under a different name or file type, use the Save As command.

## Save As

### Standard Toolbar Button



### Description

Save the current image under a different name or format. For example, you might save mypicture.gif as mypicture.jpg.

Your system administrator determines which file formats are available.

## Dialog Box



See "Save" on page 85

## Select

### *Standard Toolbar Button*



#### *Description*

Selects an area of an image. You can then execute other commands on the selected area, such as blur, sharpen, cut, and delete.

#### **NOTE**

---

Once you press the Select command, it remains selected and continues to be active until you press it a second time.

---

## Sharpen

### *Standard Toolbar Button*



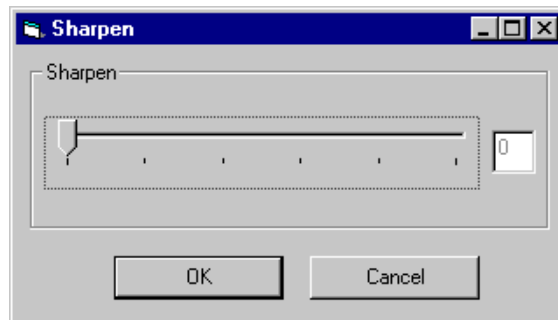
#### *Description*

Sharpens edges within an image. You can select a level of sharpness, from 1 through 5.

Sharpening brings an image into better focus and increases the detail.

If you **select** an area of the image, the command only changes that area.

#### *Dialog Box*



## Text


### *Standard Toolbar Button*



### *Description*

Places text on an image. You can also change the text's size, font, color, and attributes (bold, italic, etc.).

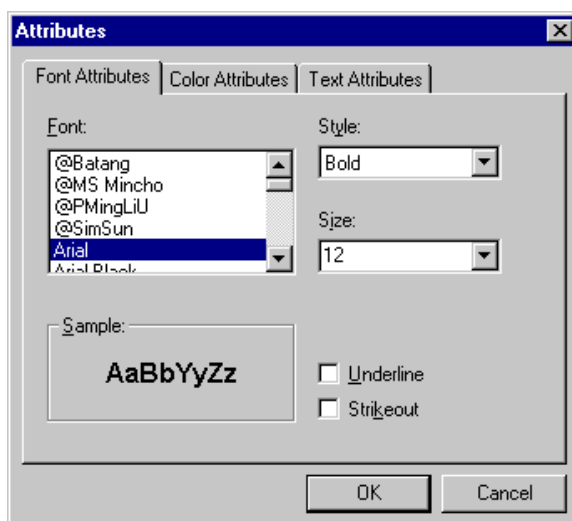
To use the Text command, follow these steps.

1. Click the Text button (.
2. Move the cursor to where you want to place the text.
3. Click the mouse button and drag a rectangle in which to insert the text.

**NOTE** Make sure the rectangle is large enough to accommodate your text. The rectangle disappears after you enter text.

4. Type the text.
5. Click outside the rectangle to close it.
6. To change the text or its font, size, style, color, etc., place the cursor over the text and right click the mouse. The text attributes dialog appears.

## Dialog Box



The following table lists functions you can perform with this dialog.

To change this	Use this tab/field
font	Font Attributes/Font
font size	Font Attributes/Size
font style ( <b>bold</b> , <i>italic</i> , etc.)	Font Attributes/Style
<u>underlining</u>	Font Attributes/Underline
strikeout (for example, <del>sample</del> )	Font Attributes/Strikethrough
font color	Color Attributes/Primary Color
text	Text Attributes/white box
if text wraps when it reaches the end of a line	Text Attributes/ Wrap

## Thumbnail

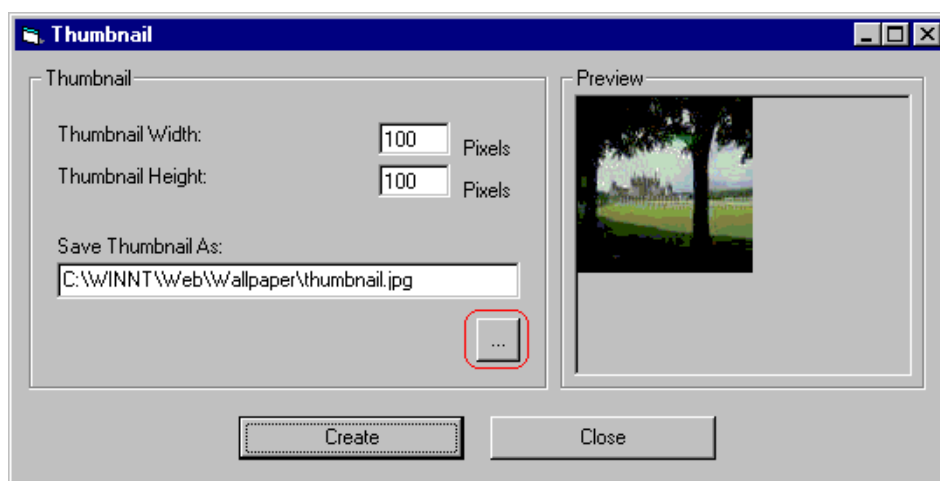
### Standard Toolbar Button



### Description

Create a thumbnail of the current image. A dialog box prompts you to define the thumbnail.

### Dialog Box



To create a thumbnail, follow these steps.

1. Define the size of the thumbnail. 100 x 100 pixels is the standard size, but you can change it.
2. Assign the thumbnail a name and folder location using the **Save Thumbnail As** field. To change the default name, you can either type the new file name into the field or click the button with the three dots (circled above) and navigate to a different folder.
3. Click **Create**. When you do, the image appears in the **Preview** box so that you can see what it will look like.

## Twain Acquire

### *Standard Toolbar Button*



### *Description*

Perform a single page scan from a previously selected source.

See Also: ["Twain Source" on page 91](#)

### **Importing Scanned Images**

WebImageFX lets you acquire images from a scanner or digital camera that supports the Twain standard. You select the source (using Twain Source) and do a quick acquire from that source (using Twain Acquire).

### **Limitations**

- You can only acquire one page at a time
- Few digital cameras support twain. Usually, digital cameras resemble a hard drive or use proprietary software to extract images. Ektron does not support an interface to proprietary software.
- Not all scanners support the twain standard

## Twain Source

### *Standard Toolbar Button*



### *Description*

Let you select a source for acquiring an image, such as a scanner or digital camera.

See Also: ["Twain Acquire" on page 91](#)

## Undo

### ***Standard Toolbar Button***



### ***Description***

Reverses the most recent commands within the current editing session.

You can undo several commands at once by pressing the undo command repeatedly. The first time you press the command, the most recently completed command is “undone.” The next time, the second most recently completed command is “undone”, etc.

See Also: ["Redo" on page 83](#)

## Vertical Flip

### ***Standard Toolbar Button***



### ***Description***

Flips an image vertically top to bottom.

Click this command again to reverse the image vertically bottom to top.

Image before vertical flip **A**

Image after vertical flip **A**

## Zoom In

### ***Standard Toolbar Button***



## Description

Increases an image's magnification.

You can press this command several times to continue to increase magnification.

See Also: ["Zoom Out" on page 93](#); ["Reset Zoom Ratio" on page 84](#)

## Zoom Out



### Standard Toolbar Button

Decrease an image's magnification.

You can press this command several times to continue to decrease magnification.

See Also: ["Zoom In" on page 92](#); ["Reset Zoom Ratio" on page 84](#)

## Specifying Color Depth

To specify an image's color depth (that is, the number of colors available to an image), specify a *bit depth*. The color depth is derived from the bit depth. Here are the bit depth values.

Bit depth	Color depth
1	2 colors
4	16 colors
8	256 colors
24	16M colors

---

# Introduction to Tables

Sometimes, the information on your Web page looks better when displayed on a table. Here is an example.


City	Baseball Team	Hockey Team
Boston	Red Sox	Bruins
New York	Yankees / Mets	Rangers
Chicago	White Sox / Cubs	Black Hawks

This section explains

- [Creating a Table](#)
- [Deleting a Table](#)
- [Inserting a Table within a Table](#)

See Also: [“Table Dialog Boxes and Menus”](#) on page 98, [“Manipulating Your Table’s Format”](#) on page 105, [“Working with Table Cells”](#) on page 120 and [“Section 508 Tables”](#) on page 155

## Creating a Table

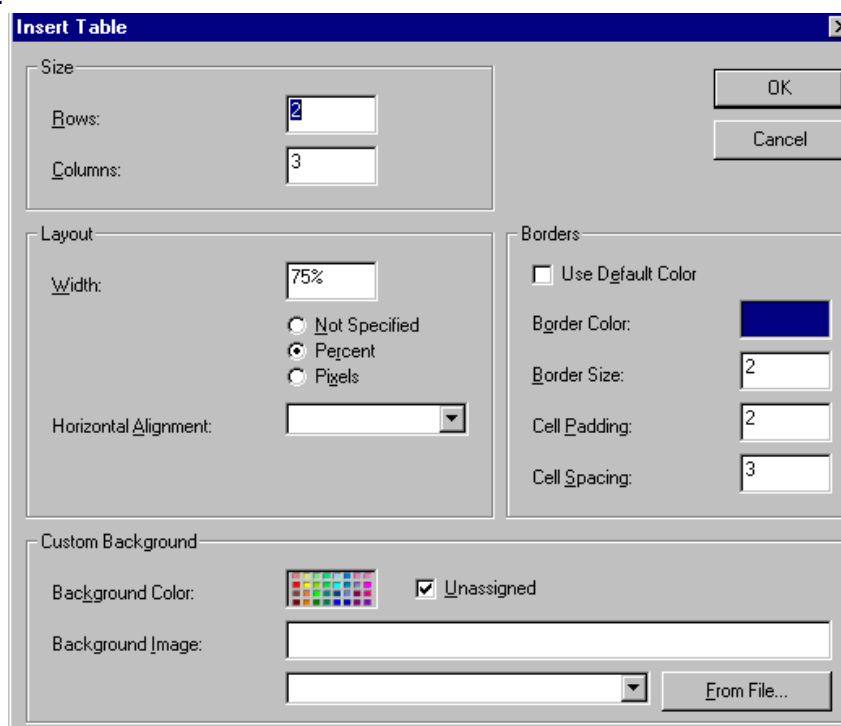
To create a table, click the table button () then click **Insert Table** from the menu. When you do, the Insert Table dialog box appears.

---

**NOTE** [Your system administrator can customize the appearance of the Insert Table dialog.](#)

---





The "Insert Table" dialog box is shown with the following settings:

- Size:** Rows: 2, Columns: 3
- Layout:** Width: 75%, Horizontal Alignment: (dropdown menu)
- Borders:** Use Default Color: ☐ (unchecked), Border Color: (blue color box), Border Size: 2, Cell Padding: 2, Cell Spacing: 3
- Custom Background:** Background Color: (color palette), ☒ Unassigned, Background Image: (text box), (dropdown menu), From File... button

You can also access this dialog box after you insert a table. You would do this if you want to edit any information entered in the dialog. To access this dialog after insertion, follow these steps.

1. Click the table.
2. Right click the mouse.
3. Click **Table Properties** from the menu.

When creating a table, you can specify the

- number of rows and columns
- width
- horizontal alignment on the page
- background color or background picture
- border size and color

For more information about managing tables, see [“Manipulating Your Table’s Format” on page 105](#).

For more information about managing individual cells within a table, see [“Working with Table Cells” on page 120](#).

## Deleting a Table

To delete a table, follow these steps

1. Move the cursor over the table until the cursor becomes a four-headed arrow (↕).
2. Click the mouse button. The table becomes selected (small squares appear around it).



3. Press <Delete>.

## Inserting a Table within a Table

You can insert a table within a table. You might want to do this to arrange text in columns.

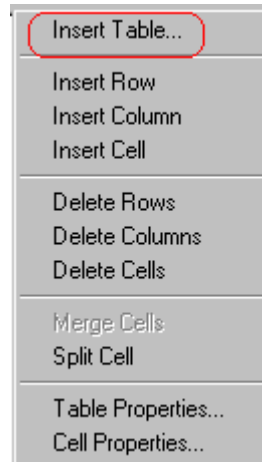
Horizontal Alignment	Right	Left	Center
	text	text	text

**NOTE** HTML does not let you use tabs or spaces to align text in columns. You must use a table to align columns. You can remove the table's border, so that no lines appear between the columns and rows.

To insert a table within a table, follow these steps.

1. Place the cursor in the cell into which you want to insert a table.
2. Click the Insert Table button (📊).

3. Click **Insert Table** from the menu.



4. The Insert Table dialog box appears.
5. Edit the fields in the dialog box as needed. Then, click **OK**.

---


# Table Dialog Boxes and Menus

This section explains the menu options and dialog boxes you use to manipulate tables and cells. In most cases, you are referred to another section that describes the feature in more detail.

This section explains

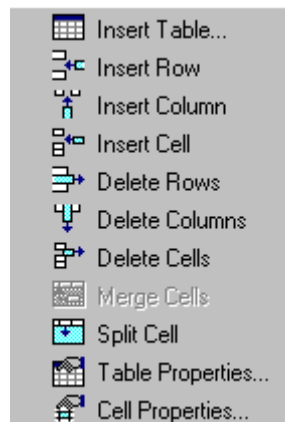
- [The Insert Table Menu](#)
- [The Table Properties Dialog Box](#)
- [The Cell Properties Dialog Box](#)
- [The Table Context Sensitive Menu](#)

## The Insert Table Menu

You access the Insert Table menu by clicking on the Insert Table button () while the cursor is inside a table.

**NOTE** Before you click the button, make sure the table is not selected (that is, the table is not surrounded by small boxes).

When you do, the following menu appears.



The following table lists the menu options and where to get more information on each.

Menu Option	Description	For more information, see
Insert Table	Inserts a new table where the cursor is currently resting	<a href="#">“Creating a Table” on page 94</a>
Insert Row	Creates a new table row above the row in which the cursor is currently resting	<a href="#">“Adding or Removing Rows and Columns” on page 106</a>
Insert Column	Creates a new table column next to the column in which the cursor is currently resting	<a href="#">“Adding or Removing Rows and Columns” on page 106</a>
Insert Cell	Inserts a cell to the left of the cursor in a table	
Delete Rows	Deletes table row in which the cursor is currently resting	<a href="#">“Adding or Removing Rows and Columns” on page 106</a>
Delete Column	Deletes table column in which the cursor is currently resting	<a href="#">“Adding or Removing Rows and Columns” on page 106</a>
Delete Cells	Deletes the selected cells	
Merge Cells	Combines the contents of two or more selected cells into one	<a href="#">“Merging Two Cells” on page 135</a>
Split Cell	Divides a cell into two. Each cell occupies one half the size of the original cell.	<a href="#">“Splitting a Cell” on page 134</a>
Table Properties	Displays and lets you edit table properties, such as the number of rows and columns, cell padding, and borders.	<a href="#">“The Table Properties Dialog Box” on page 100</a>
Cell Properties	Displays and lets you edit cell properties, such as width and alignment	<a href="#">“The Cell Properties Dialog Box” on page 102</a>

## The Table Properties Dialog Box

The Insert Table dialog box lets you manipulate most elements of a table's appearance.

**NOTE** Your system administrator can add or remove the **Layout**, **Borders**, or **Background** sections and the **Accessibility** button from the Insert Table dialog.

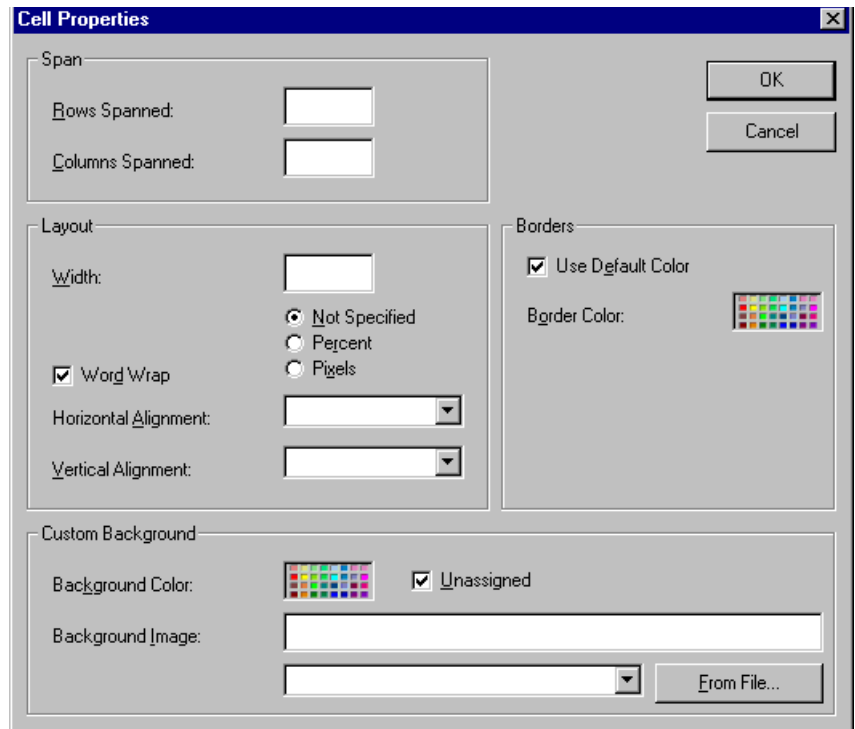
The following table lists the fields on this dialog box and refers you to the section that explains each field.

Field(s)	Lets you specify	For more information, see
Size: Rows, Columns	The number of rows and columns in the table	<a href="#">“Choosing the Number of Rows and Columns” on page 105</a>
Layout: Width	Table width	<a href="#">“Specifying Table Width” on page 107</a>
Layout: Horizontal Alignment	The table's alignment across the Web page	<a href="#">“Setting Horizontal Alignment” on page 131</a>

Field(s)	Lets you specify	For more information, see
Background Color	The background color of the table	<a href="#">“Specifying a Table's Background Color” on page 113</a>
Background Image	A background image for the table	<a href="#">“Specifying a Background Image for a Table” on page 114</a>
Borders: Use Default Color	Whether or not to use the default color (gray) for table borders	
Border Color	If you do not use the default, the color of the table border	<a href="#">“Assigning Border Color” on page 116</a>
Border Size	The size of the table border	<a href="#">“Assigning Border Size” on page 118</a>
Cell Padding	The space (in <a href="#">pixels</a> ) between the cell text and a cell's border	<a href="#">“Assigning Cell Padding” on page 138</a>
Cell Spacing	The space (in <a href="#">pixels</a> ) between a cell and surrounding cells	<a href="#">“Assigning Cell Spacing” on page 138</a>

## The Cell Properties Dialog Box

The Cell Properties dialog box lets you manipulate most elements of a cell's appearance.



The following table lists the fields on this dialog box and refers you to the section that explains each field.

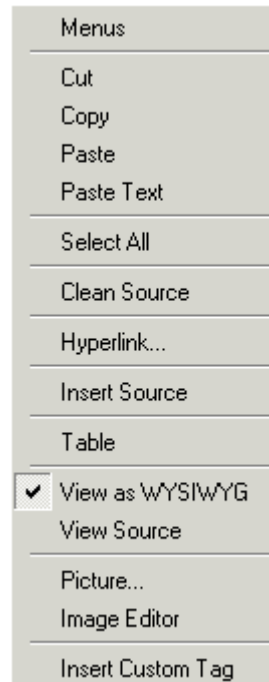
Field(s)	Lets you specify	For more information, see
Rows Spanned	If the cell spans two or more rows	<a href="#">"Spanning Rows or Columns" on page 128</a>
Columns Spanned	If the cell spans two or more columns	<a href="#">"Spanning Rows or Columns" on page 128</a>
Width	The minimum cell width	<a href="#">"Specifying the Width of a Cell" on page 120</a>



Field(s)	Lets you specify	For more information, see
Word Wrap	Whether text moves down to the next line when it reaches the specified width of a cell	<a href="#">"Word Wrap" on page 136</a>
Horizontal Alignment	The alignment of data across a cell	<a href="#">"Setting Horizontal Alignment" on page 131</a>
Vertical Alignment	The alignment of data up and down within a cell	<a href="#">"Setting Vertical Alignment" on page 132</a>
Background Color	The cell's background color, if you want it to be different from the table's background color	<a href="#">"Specifying a Cell's Background Color" on page 125</a>
Background Image	A background image for the cell	<a href="#">"Specifying a Background Image for a Cell" on page 126</a>
Use Default Color	Apply the table border color to this cell border	
Border Color	Apply a color other than the table border color to this cell border	<a href="#">"Setting a Cell's Border Color" on page 123</a>
<b>Accessibility</b> (Note: The appearance of these fields is determined by your system administrator)		
Abbreviation	See <a href="#">"Accessibility Fields on Cell Properties Dialog" on page 160</a>	
Categories	See <a href="#">"Accessibility Fields on Cell Properties Dialog" on page 160</a>	

## The Table Context Sensitive Menu

The following menu appears when you right click the mouse while the cursor is in a table.



All items on this menu are described in ["The Context Sensitive Menu" on page 29](#) except **Tables**, which is described in ["The Insert Table Menu" on page 98](#).

---

## Manipulating Your Table's Format

This section explains how to manipulate your table's format by specifying

- a **number** of rows and columns
- a **width**
- horizontal **alignment**
- a background **color** or **image**
- border **color** and **size**

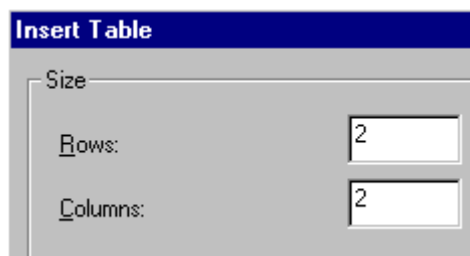
### NOTE

You can also apply most of these properties to individual cells within a table. See "Working with Table Cells" on page 120 for details.

---

## Choosing the Number of Rows and Columns

Use the **Size** section of the Insert Table dialog box to specify the number of rows and columns in the table.



A row is a horizontal series of cells, while a column is a vertical series.

Rows				
Columns				

---

If you know how many rows and columns the table will be, enter those numbers. If you don't know the number of rows and columns you need when you create the table, estimate how many you need. You can add or remove rows and columns later.

## Placement of Inserted Row or Column

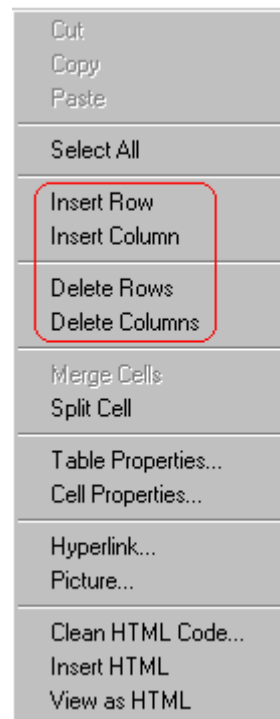
If you add a row, it appears above the row in which the cursor was resting when you pressed **Insert Row**.

If you add a column, it appears on the left side of the table.

## Adding or Removing Rows and Columns

To add or remove rows and columns after you create the table, follow these steps.

1. Place the cursor in the cell from which you want to add or delete.
2. Right click the mouse. A menu appears.



3. Click the appropriate action from the menu. For example to add a row, click **Insert Row**.

---

**NOTE**

If you are working with nested tables, and you add or remove a column then undo that action and redo it, you must press the redo button once for each cell in the row or column.

---

## Specifying Table Width

When you create a table, you can set its width by specifying one of the following:

- *percentage* of the window: the table's width varies as a user adjusts the browser size
- *fixed number of pixels*, the table's width stays the same as a user adjusts the browser size

You can also *not* set a width but instead let information you enter into the table's cells determine its width.

---

**NOTE**

To set the width of a table column, adjust the width of one of the cells within the column (as described in "Specifying the Width of a Cell" on page 120). Usually, this change affects all other cells in the column.

---

## Specifying Table Width by Percentage

Specify table width by percentage if you want the table to be resized as the user resizes the browser.

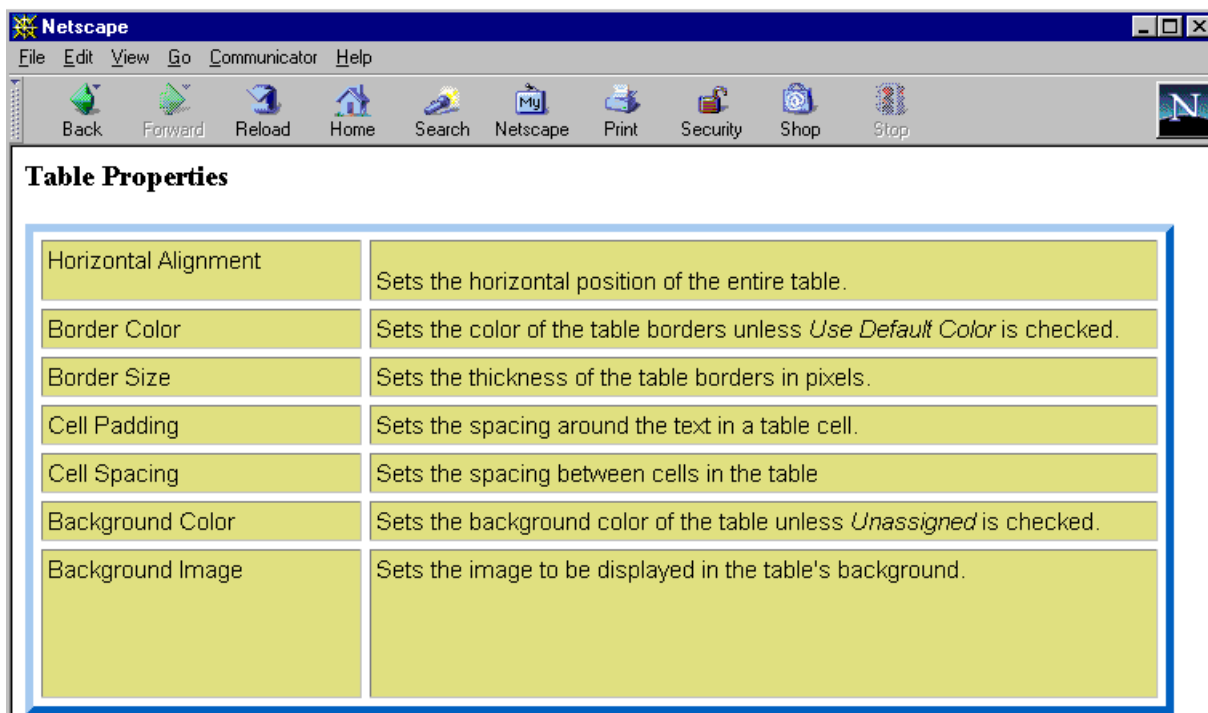
---

**NOTE**

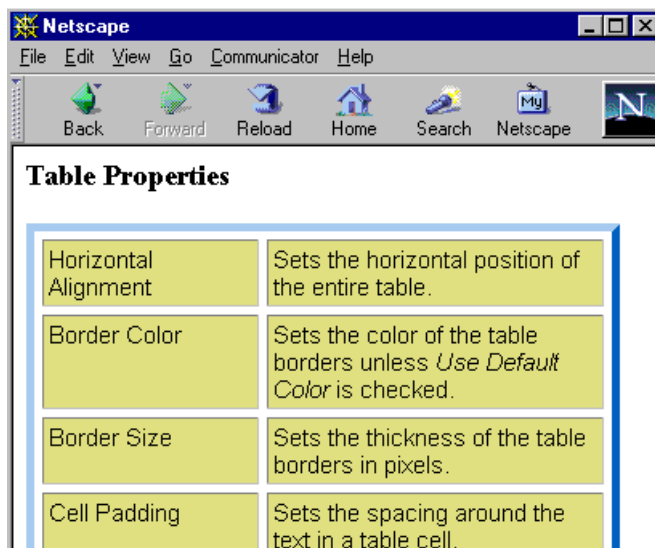
In order for the table to resize with the browser, the Word Wrap attribute must be turned on in all of a table's cells. For details, see "Word Wrap" on page 136.

---

For example, if you specify that a table is 100% wide, and your browser displays 14 inches across when it is maximized, the table fills the screen (except for the browser border).

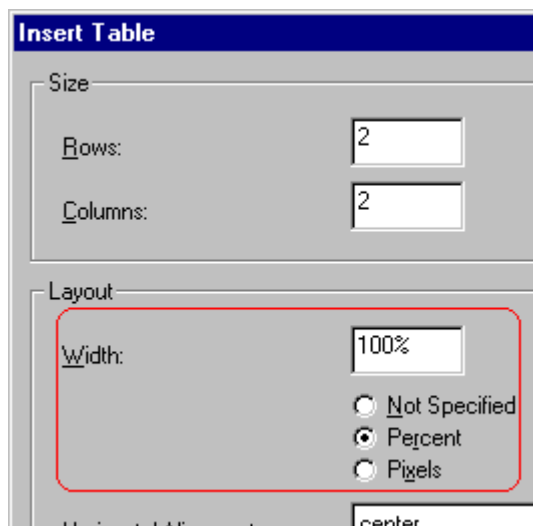


If you resize the browser to half the screen, the table will be about 7" wide. You still see both columns, but some of the data is moved down.



### Setting Table Width by Percentage

To specify table width by percentage, choose **Percent** in the layout section of the Insert Table dialog box. Then, specify the percentage at the **Width** field.



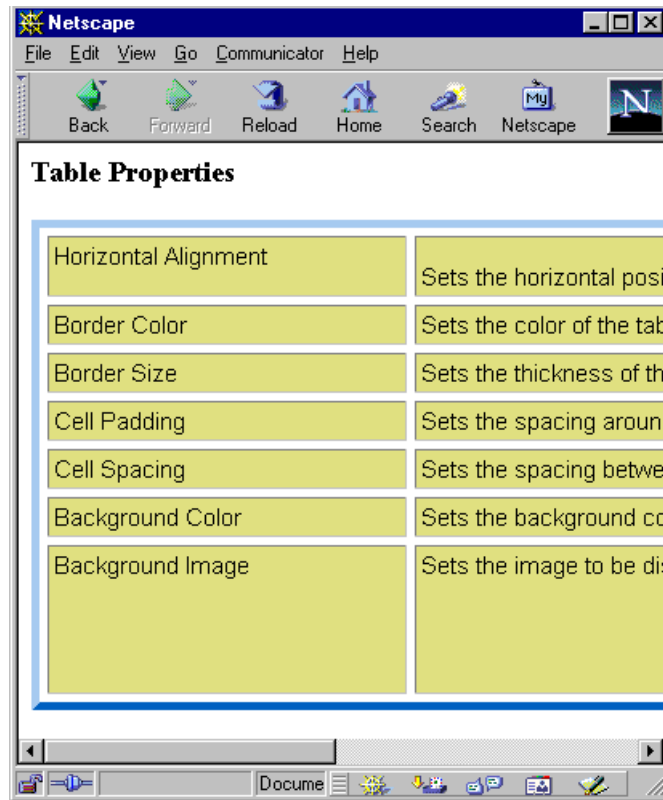
### Specifying Table Width by Pixels

Specify table width by **pixels** if you want the table to remain the same size if a user resizes the browser.

---

For example, if you specify that a table is 610 pixels wide, and the user's browser is set to low resolution (640 x 480 pixels), the table occupies the full width of the browser when it is maximized.

If the user resizes the browser so that it only occupies the left half of the screen, only the left half of the table appears. A scroll bar appears at the bottom of the browser. The user must move the scroll bar to see the rest of the table.



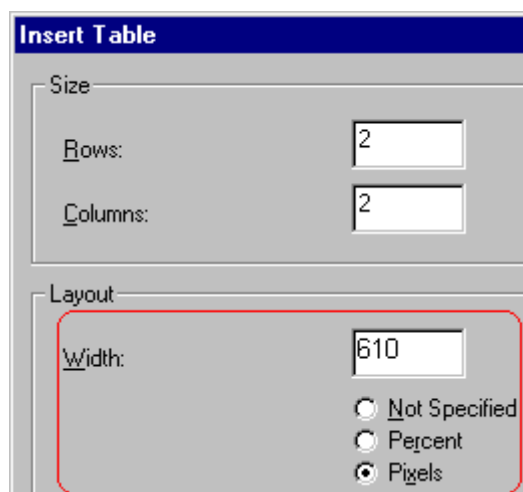
If you set table width by pixels, do not set it to more than 610 pixels. Otherwise, the table will not fully display on a monitor set to low resolution (640 x 480).

### ***Setting Table Width by Pixels***

To specify table width by **pixels**, choose **Pixels** in the layout section of the Insert Table dialog box. Then, specify the number of



pixels at the **Width** field.



**Insert Table**

Size

Rows: 2

Columns: 2

Layout

Width: 610

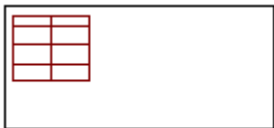

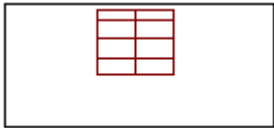
☐ Not Specified

☐ Percent

☒ Pixels

## Specifying Horizontal Alignment

You can specify your table's horizontal alignment (left, right, or center) within the browser.

Alignment	Example
left	
right	
center	

---

If you specify right or left justify, you can wrap text around the table. To do this, move the cursor to the right or left of the table and begin typing.

### Table Properties

Horizontal Alignment	Sets the horizontal position of the entire table.	In this example, the table is left justified, so this text appears to the right of the table.
Border Color	Sets the color of the table borders unless <i>Use Default Color</i> is checked.	
Border Size	Sets the thickness of the table borders in pixels.	

Specify the table alignment at the **Horizontal Alignment** field on the Layout area of the Insert Table dialog box.

Layout

Width: 100%

☐ Not Specified  
☒ Percent  
☐ Pixels

Horizontal Alignment: center

## Table Backgrounds

You can specify a background **color** or **image** for your table.


---

## Specifying a Table's Background Color

You can assign a background color to a table to make it more pleasing to the eye. Here is an example.

Width	Sets the width of the table on the page in terms of a percentage or by pixel width.
Horizontal Alignment	Sets the horizontal position of the entire table. For example, left, center, right.
Border Color	Sets the color of the table borders unless <i>Use Default Color</i> is checked.

---

**NOTE** If you apply a dark background color to a table, you may want to apply a light foreground color to the text. Use the font color button () to change the text color.

---

To assign a background color to your table, click the **Background Color** field on the Insert Table dialog box.



When you click that field, a color dialog box appears. Click the color that you want to apply to the background of the table.

Follow these steps to get help on how to use the color box.

1. Click the question mark in the top right corner.



2. A large question mark appears next to your cursor.
3. Drag the question mark to the area of the dialog box that you want to learn about.
4. Click the mouse button. A box appears with instructions for that area.

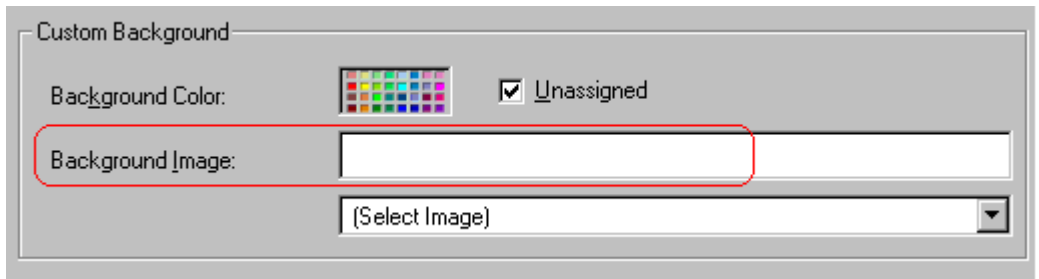
### ***Deleting a Table's Background Color***

To delete a table's background color, click the **Unassigned** box in the **Custom Background** area of the Insert Table dialog box.



### **Specifying a Background Image for a Table**

If you want a background image to appear in all table cells, use the **Background Image** field of the Insert Table dialog box.



Your Webmaster determines which images are available to you.

To insert a background image

1. Click the down arrow to the right of (**Select Image**). A list of background images appears.
2. Click the image of your choice.
3. Click **OK**.

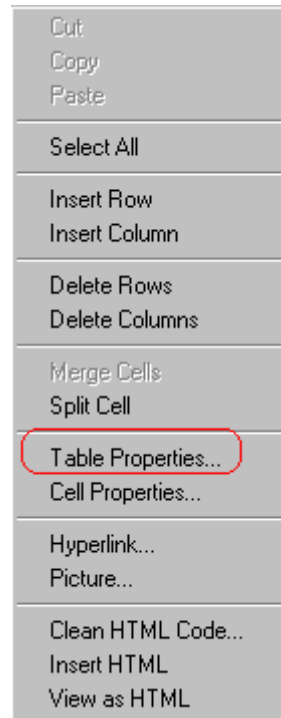
Note that when you apply a background image to a table

- it applies to the entire table, including the borders.
- if the table is larger than the image, the image repeats until it fills the table.
- if the image is larger than the table, the top left corner of the image aligns with the top left corner of the table. The rest of the image fills as much of the table as possible.
- you can also apply an image to individual cells (see [“Specifying a Background Image for a Cell” on page 126](#)).
- make sure that the image does not obscure user’s ability to read the table text.

### ***Deleting a Background Image***

1. Move the cursor to any cell on the table and right click the mouse.

- 
2. Click **Table Properties** from the menu.



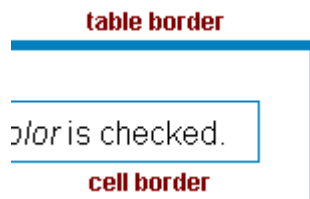
3. **Select** the value in the **Background Image** field and press <Backspace>.
4. Click **OK**.

## Setting Table Borders

You can specify a border **color** or **size** for your table.

### Assigning Border Color

A table border is the line that separates the table from the rest of your Web page. By default, table borders are gray. You can change the color of table borders.

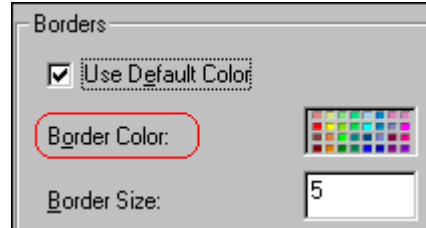


If you want a table's border to “disappear,” set it to the same color as the page's background color. This technique is often used to format text on a Web page.

### ***Assigning a Cell Border Color***

Each cell also has a border that separates it from the other cells and the table border. By default, a cell's border color matches the table border. However, you can individually change a cell border color (see [“Setting a Cell's Border Color” on page 123](#)).

To assign a color to your table's border, click the **Border Color** field on the Insert Table dialog box.



When you click that field, a color selection box appears. Click the color that you want to apply to the table's border. Follow these steps to get help on how to use the color box.

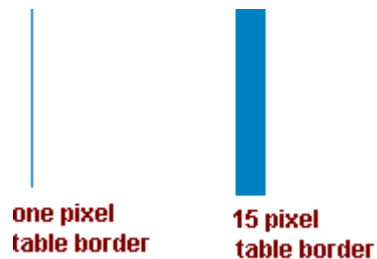
1. Click the question mark in the top right corner.



2. A large question mark appears next to your cursor.
3. Drag the question mark to the area of the dialog box that you want to learn about.
4. Click the mouse button. A box appears with instructions for that area.

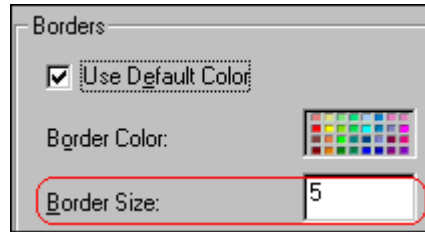
## Assigning Border Size


You can also adjust the size of a table border. Size is measured in pixels.



To assign a border size to your table, enter a number of pixels into the **Border Size** field on the Insert Table dialog box.





If you set a table's border size to zero (0) but wish to view the table's boundary lines while you are editing it, select the table and click the border button (). Boundary lines will appear while you are editing but disappear when a user views the page.

---

# Working with Table Cells

Along with functions for managing tables (described in [“Introduction to Tables” on page 94](#) and [“Manipulating Your Table’s Format” on page 105](#)), **eWebEditPro+XML** also lets you perform actions on individual cells within a table.

You can perform the following actions on individual table cells.

- Specify a [width](#).
- [Insert](#) or [delete](#) cells.
- Specify a [border color](#).
- Specify a background [color](#) or [image](#).
- Have a cell [span](#) two or more columns or rows.
- Specify horizontal and vertical [alignment](#) of the data within the cell.
- [Split](#) a cell into two cells.
- [Merge](#) two cells into one.
- Turn [word wrap](#) on or off.
- Set cell [padding](#) and [spacing](#).

---

**NOTE** [HTML does not allow you to adjust the width of a cell's border.](#)

---

You can also [select](#) several cells or a row of cells and change them as described above. However, you cannot select and change a column of cells.

## Specifying the Width of a Cell

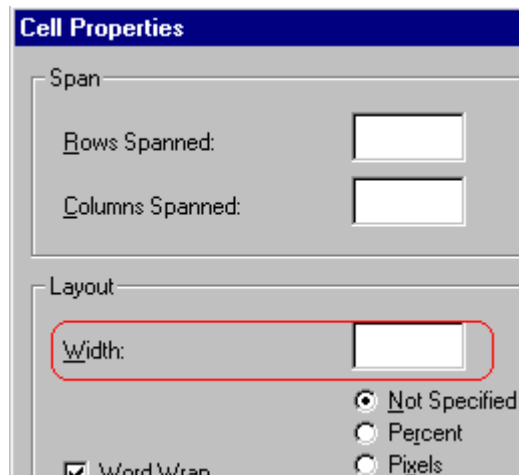
As described in [“Specifying Table Width” on page 107](#), there are several ways to set the width of a table. Within a table, you can also specify the width of an individual cell.

When you set a cell width, there is no guarantee that the cell will occupy that width when displayed in a browser. This is because the cell is part of a column, and changes to other cells in the column can affect the cell whose width you set. Setting cell width only guarantees that the cell will not be *less than* the width you specify.

If you want to ensure that a cell's size does not change, set all cells in a column to that width.

To specify a cell's width, follow these steps.

1. Place the cursor in the cell whose width you want to set.
2. Right click the mouse.
3. Click **Table** from the menu.
4. Click **Cell Properties** from the menu.
5. The Cell Properties dialog box appears.



6. In the layout section of the dialog box, enter the cell width at the **Width** field. You can enter the width in **pixels** or percentage. These choices are explained in [“Specifying Table Width” on page 107](#).
7. Click **OK**.

## Inserting a Cell

To insert a cell, follow these steps.

1. Move the cursor to the right of where you want the new cell to appear.
2. Right click the mouse.
3. Click **Insert Cell** from the menu.

The new cell appears to the left of the cell in which the cursor resides when you click **Insert Cell**. The cursor cell and all cells to its right shift right to make room for the new cell.

In this example, the cursor was in cell “b” when the user clicked **Insert Cell**.

**Before**

a	b <i>cursor</i>	c
d	e	f

**After**

a	<i>new cell</i>	b	c
d	e	f	

## Deleting a Cell

To delete one or more cells, follow these steps.

1. Move the cursor to the first cell you want to delete.
2. To delete only that cell, proceed to the next step. To delete several contiguous cells, *select* them. Contiguous cells can cross rows.
3. Right click the mouse.
4. Click **Delete Cells** from the menu.

Any cells to the right of the deleted cells shift left to occupy the vacant space.

In this example, the cursor was in cell “b” when the user clicked on **Delete Cells**.

### Before

a	b <i>cursor</i>	c
d	e	f

### After

a	c	
d	e	f

## Setting a Cell's Border Color

A cell border is the line that separates it from other cells.

By default, the color of a cell's border matches the color of the table border. However, you can change the color of any cell border individually.

**NOTE** When viewed in Netscape Navigator, cell borders are gray, regardless of any change you make on the Cell Properties dialog box.

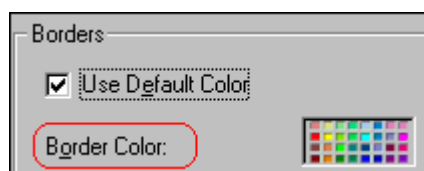
This example illustrates the effect of different cell border colors within a table.

Sets the color of the table border
Sets the thickness of the table border
Sets the spacing around the table border

If you want a cell's border to “disappear,” set it to the same color as the table's background color.

To change the color of a cell's border, follow these steps.

1. Move the cursor to the cell and right click the mouse.
2. Click **Table** from the menu.
3. Click **Cell Properties** from the menu.
4. Click the **Border Color** field on the Cell Properties dialog box.



5. When you click that field, a Windows Color selection box appears. Click the color that you want to apply to the cell border.

See Also: [“Using the Color Box” on page 127](#)



## Specifying a Cell's Background Color

“[Specifying a Table's Background Color](#)” on page 113 explains how to apply a background color to a table. You can also apply a background color to a cell.

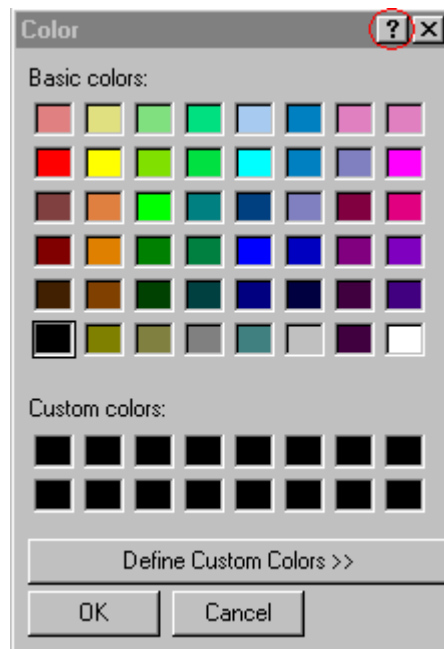
To apply a background color to a cell, follow these steps.

1. Move the cursor to the cell and right click the mouse.
2. Click **Table** from the menu.
3. Click **Cell Properties** from the menu.
4. Click the **Background Color** field on the Cell Properties dialog box.



5. When you click that field, a Windows Color selection box appears.

See Also: “[Using the Color Box](#)” on page 127



- Click a color to apply to the background of the cell.

## Deleting a Cell's Background Color

To delete a cell's background color, click the **Unassigned** box in the **Custom Background** area of the Cell Properties dialog box.



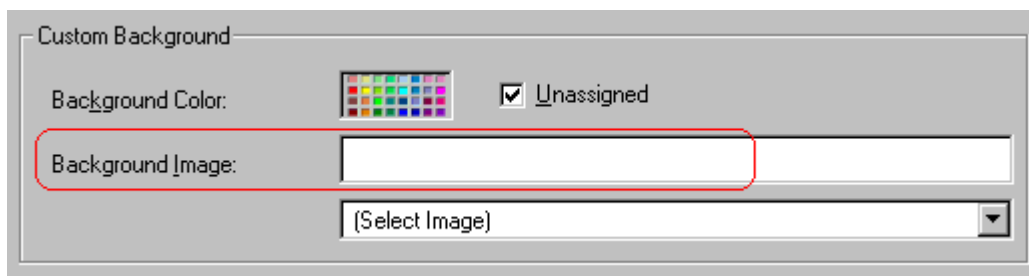
## Specifying a Background Image for a Cell

“[Specifying a Background Image for a Table](#)” on page 114 explains how to apply a background image to a table. You can also apply a background image to a cell.

Your Webmaster determines which images are available.

To insert an image into a cell, follow these steps.

- Move the cursor to the cell and right click the mouse.
- Click **Table** from the menu.
- Click **Cell Properties** from the menu.
- Move the cursor to the **Background Image** field of the Cell Properties dialog box.





5. Click the down arrow to the right of **(Select Image)**. A list of background images appears.
6. Click the image of your choice.
7. Click **OK**.

Note that when you apply a background image to a cell

- If the cell is larger than the image, the image repeats until it fills the cell.
- If the cell is smaller than the image, the top left corner of the image appears in the top left corner of the cell. The rest of the image fills as much of the cell as possible.
- Make sure the image does not obscure a user's ability to read the cell text (if any exists).

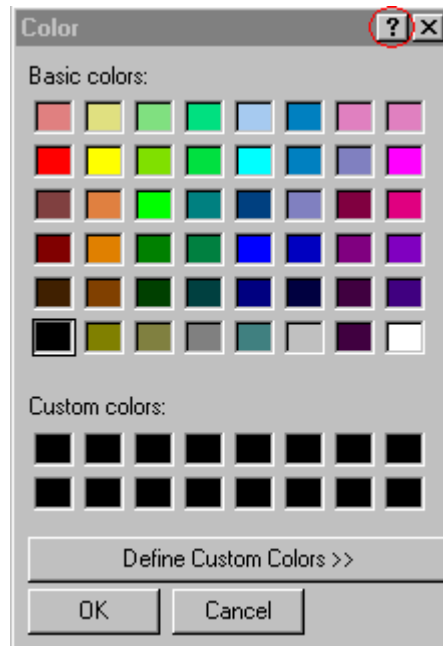
## Deleting a Background Image

1. Move the cursor to the cell and right click the mouse.
2. Click **Table** from the menu.
3. Click **Cell Properties** from the menu.
4. **Select** the value in the **Background Image** field and press <Backspace>.

## Using the Color Box

Follow these steps to get help on how to use the color box.

1. Click the question mark in the top right corner.



2. A large question mark appears next to your cursor.
3. Drag the question mark to the area of the dialog box that you want to learn about.
4. Click the mouse button. A box appears with instructions for that area.

## Spanning Rows or Columns

You can create a table cell that stretches across more than one row or column. In the following table, notice how the row that contains “Sports Teams” spans three columns.

<b>Sports Teams</b>		
<b>City</b>	<b>Baseball Team</b>	<b>Hockey Team</b>
Boston	Red Sox	Bruins

Sports Teams		
City	Baseball Team	Hockey Team
New York	Yankees	Rangers
Chicago	White Sox	Black Hawks

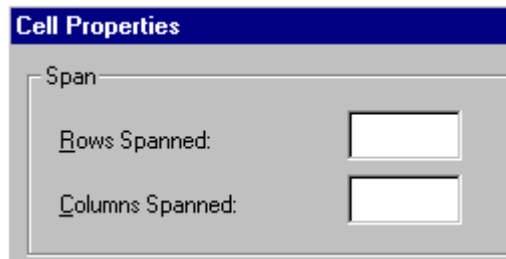
You can also create a column that spans several rows, as illustrated below. Notice that Boston spans three rows.

Colleges	
City	Name
Boston	Boston College
	Northeastern University
	Boston University
New York	Columbia University

## Spanning More than One Row or Column

To have a table cell span more than one row or column, follow these steps.

1. Place the cursor in the cell that will span rows or columns.
2. Right click the mouse.
3. Click **Table** from the menu.
4. Click **Cell Properties** from the menu.
5. The Cell Properties dialog box appears. In the **Rows Spanned** or **Columns Spanned** field, enter the number of rows or columns that you want this cell to span.



6. Click **OK**.

### ***Effect of Spanning a Cell***

When you set a cell to span rows or columns, the editor does not remove the cells that are in the way. Instead, it moves those cells across or down to the next available position.

For example, the following table has two rows and two columns.

A	B
C	D

If you set cell A to span two rows, note that cell C moves across to make room for cell A. This action pushes cell D to the next column.

A	B	
	C	D

## Aligning Text Within a Cell

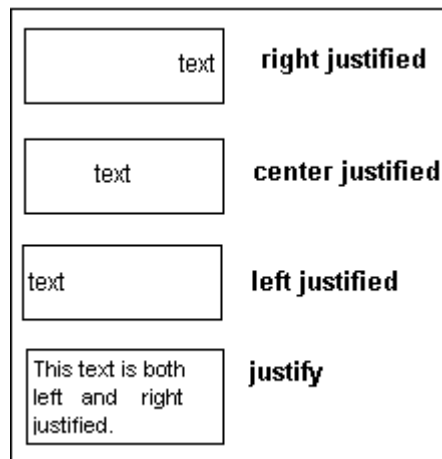
Within a cell, you can specify how your text aligns **horizontally** and **vertically**.

## Setting Horizontal Alignment

In the Cell Properties dialog box, you can specify the horizontal alignment of a cell. You have set the alignment to left, center, or right, or

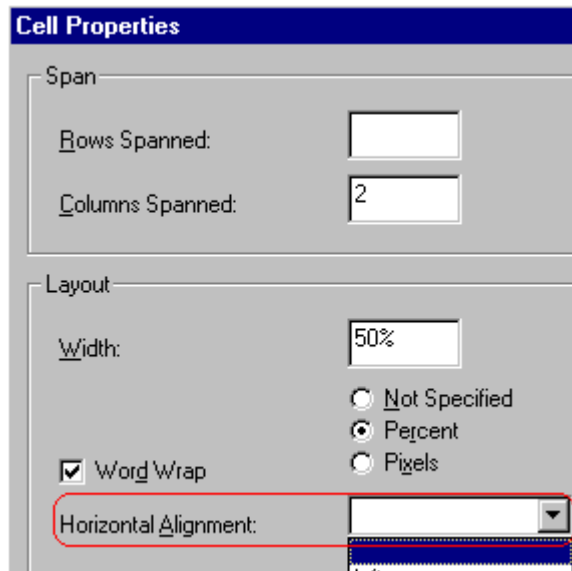
- left
- center
- right
- justify - the text is justified down both left and right edges. Many books use this alignment style. (This alignment is not supported by all browsers.)

This example illustrates these choices.



To set horizontal justification of a table cell, follow these steps.

1. Place the cursor in the cell that you want to edit.
2. Right click the mouse.
3. Click **Table** from the menu.
4. Click **Cell Properties** from the menu
5. The Cell Properties dialog box appears. Click the down arrow to the right of the **Horizontal Alignment** field.

The image shows a 'Cell Properties' dialog box with a blue title bar. It has two main sections: 'Span' and 'Layout'. In the 'Span' section, 'Rows Spanned' is an empty text box, and 'Columns Spanned' is a text box containing the number '2'. In the 'Layout' section, 'Width' is a text box containing '50%'. Below it are three radio buttons: 'Not Specified', 'Percent' (which is selected), and 'Pixels'. There is a checked checkbox for 'Word Wrap'. At the bottom, 'Horizontal Alignment' is a dropdown menu with a red rectangle around it, showing a list of options. The dialog box is set against a light gray background.

6. Click your choice from the list and click **OK**.

## Setting Vertical Alignment

In the Cell Properties dialog box, you can specify the vertical alignment of a cell. You have four choices.

- top
- middle
- bottom
- along the baseline of the first line of text (the term “baseline” is defined in [“Aligning the Picture” on page 55](#))

This example illustrates the choices.

text	<b>Top</b>
text	<b>Middle</b>
text	<b>Bottom</b>
text	<b>Baseline</b>

To set vertical justification for a table cell, follow these steps.

1. Place the cursor in the cell that you want to edit.
2. Right click the mouse.
3. Click **Table** from the menu.
4. Click **Cell Properties** from the menu.
5. The Cell Properties dialog box appears. Click the down arrow to the right of the **Vertical Alignment** field.

**Cell Properties**

Span

Rows Spanned:

Columns Spanned:

Layout

Width:

☐ Not Specified

☒ Percent

☐ Pixels

☒ Word Wrap

Horizontal Alignment:

Vertical Alignment:

- Click your choice from the list and click **OK**.

## Splitting a Cell

You can divide a cell into two. If you split a cell, each cell occupies one half the size of the original cell.

### Row before split

<b>A</b>	<b>B</b>
----------	----------

### Row after split

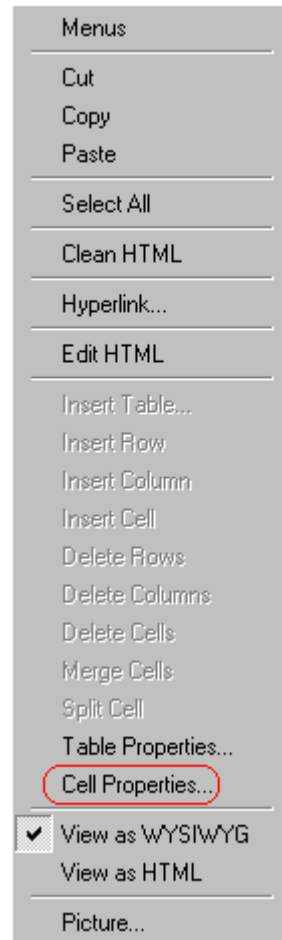
<b>A1</b>	<b>A2</b>	<b>B</b>
-----------	-----------	----------

To split a table cell into two cells, follow these steps.

- Place the cursor in the cell that you want to split.



2. Right click the mouse.
3. Click **Split Cell** from the menu.



4. Two cells now appear where only one appeared before.

## Merging Two Cells

You can merge two cells into one. If you merge two cells, the new cell contains all of the information from both. The new cell's width equals the sum of the two cells that were merged.


### Cells Before Merge

<b>A</b>	<b>B</b>
----------	----------

### Cell After Merge

<b>AB</b>
-----------

To merge two or more cells, follow these steps.

1. **Select** the cells that you want to merge.
2. Click the Insert Table button (  ).
3. Click **Merge Cells** from the menu.

## Word Wrap

Word Wrap is a text formatting feature of tables. It causes text to move down to the next line when the width of the characters on a line equals the column width. For example, if you set column width to 50%, with word wrap turned on, a table looks like this.

Horizontal Alignment	Sets the horizontal position of the entire table. For example, left, center, right.
Border Color	Sets the color of the table borders unless <i>Use Default Color</i> is checked.

If you turn Word Wrap off for the same table, you get this result.

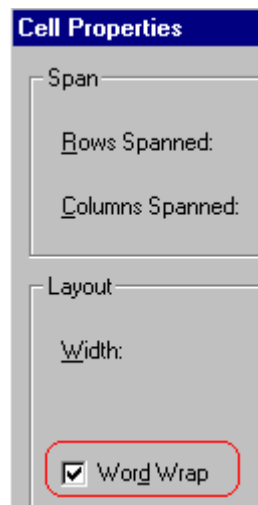
Horizontal Alignment	Sets the horizontal position of the entire table. For example, left, center
Border Color	Sets the color of the table borders unless <i>Use Default Color</i> is checked

If Word Wrap is turned off, text stays on one line until the user entering table text presses <Enter>. That keystroke causes text to move down to the next line.

By default, all cells have the Word Wrap feature turned on.

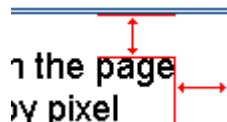
To turn Word Wrap on or off for a cell, follow these steps.

1. Place the cursor in the cell that you want to edit.
2. Right click the mouse.
3. Click **Table** from the menu.
4. Click **Cell Properties** from the menu.
5. The Cell Properties dialog box appears. Click or off the **Word Wrap** checkbox and click **OK**.

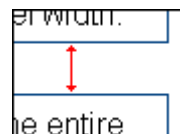


## Setting Cell Padding and Spacing

Cell *padding* is the space between a cell's data and its border.

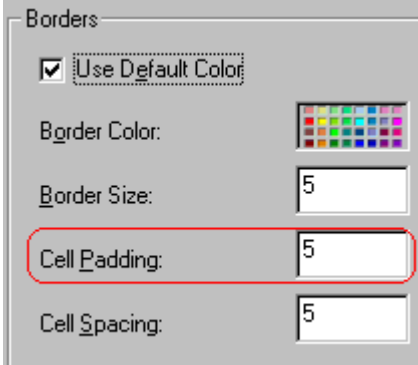


Cell *spacing* is the space between a cell and surrounding cells.



## Assigning Cell Padding

To assign cell padding to your table, click the **Cell Padding** field on the Insert Table dialog box. Enter the number of **pixels**.

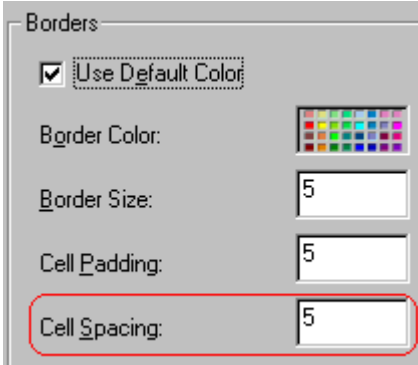


The screenshot shows a dialog box titled "Borders". It contains the following options and fields:

- ☒ Use Default Color
- Border Color: [Color palette]
- Border Size: [5]
- Cell Padding: [5]** (This field is highlighted with a red rectangle)
- Cell Spacing: [5]

## Assigning Cell Spacing

To assign cell spacing to your table, click the **Cell Spacing** field on the Insert Table dialog box. Enter the number of **pixels**.



The screenshot shows the same "Borders" dialog box as above, but with the "Cell Spacing" field highlighted by a red rectangle. The "Cell Padding" field now contains the value 5.

- ☒ Use Default Color
- Border Color: [Color palette]
- Border Size: [5]
- Cell Padding: [5]
- Cell Spacing: [5]** (This field is highlighted with a red rectangle)

---

# Using Bookmarks

Use a bookmark to let a user “jump” from any word, phrase, or image to another place in a file. On your Web page, text appears in a different color to indicate that additional information is available at the bookmark’s location.

For example, if your Web page includes meeting minutes, the top of the page could list the meeting dates. You could then assign a hyperlink to each date and a bookmark to each set of minutes.

The user sees that a date is in a different color, so clicks the date to “jump” to the bookmark that marks the location of the meeting minutes.

[“Creating a Bookmark” on page 139](#) describes how to set up a hyperlink to a bookmark within a file. You can also set up hyperlink to

- another Web page. This procedure is described in [“Using Hyperlinks” on page 143](#).
- a bookmark within another Web page. This procedure is described in [“Creating a Hyperlink to a Location Within a Web Page” on page 146](#).

This section explains

- [Creating a Bookmark](#)
- [Changing the Destination Window](#)

## Creating a Bookmark


When creating a bookmark, you must specify a

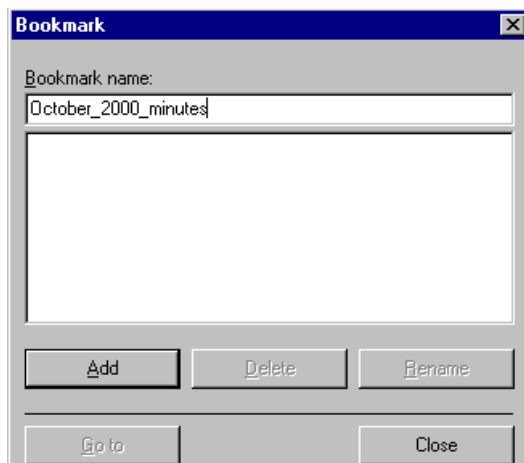
- *source*, the text or image that the user clicks to move to the bookmark


- *bookmark*, the place to which the cursor jumps when the user clicks the source

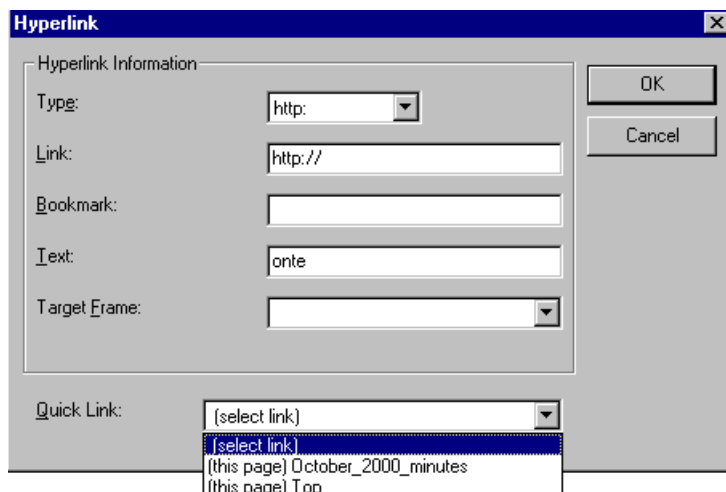
To continue with the above example, a meeting date is the source, and the meeting minutes are the bookmark.

To create a bookmark, follow these steps.

1. **Select** the bookmark text or image.
2. Click the Bookmark button (.
3. The Bookmark dialog box appears. Enter the name of the bookmark. The bookmark can include the following non-alphabetic characters: ; / ? : @ & = + \$ , - \_ . ! ~ \* ' ( ).



4. Click **Add**.
5. The editor screen returns. (The bookmark does not appear on the page.) **Select** the source text or image.
6. Click the Hyperlink button (.
7. The Hyperlink dialog box appears.
8. Click the down arrow to the right of the **Quick Link** field and click the bookmark you created in Step 3.



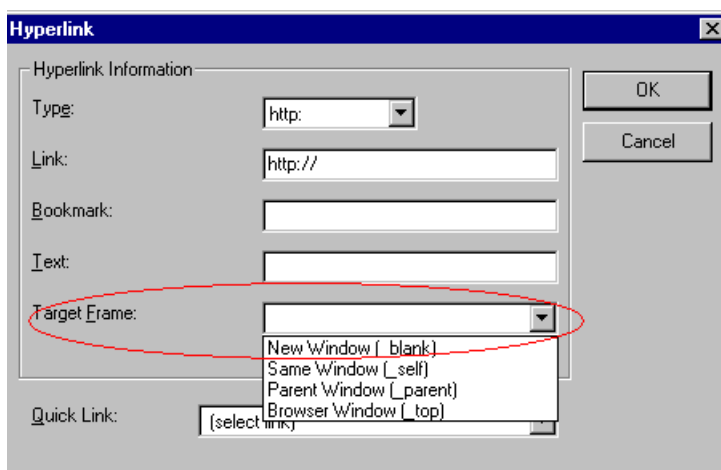
9. If desired, you can use the **Target Frame** field to change the window in which the destination text appears. For details, see [“Changing the Destination Window” on page 141](#).

If you leave the **Target Frame** field blank, the new window replaces the current window.

10. Click **OK**.

## Changing the Destination Window

While defining hypertext, you can use the **Target Frame** field on the Hyperlink dialog box to change the window in which the destination page appears.



The possible values that you can enter into the **Target Frame** field are explained below.

If you want the destination page to appear	Click this in the Target Frame field
In a new browser window, on top of the current browser.	<b>New Window(_blank)</b>
In the same position within the browser window. The new window replaces the current one.	<b>Same Window(_self)</b> Note: this is the default.
If your page contains frames, in the frame that contains the frame with the hyperlink.	<b>Parent Window(_parent)</b>
If your page contains frames, in the full display area, replacing the frames.	<b>Browser Window(_top)</b>
If your page contains frames, in the frame with the specified name.	Enter the name of the frame.



---

# Using Hyperlinks

Use hyperlinks to let a user “jump” from any word, phrase or image to another Web page. The page can be within your network (that is, on an intranet) or anywhere on the internet.

**NOTE** [If you want to create jumps within a file, see “Using Bookmarks” on page 139.](#)

For example, if your Web page includes a jump to the Ektron Web site, you would enter the text to indicate the jump (for example **Ektron Web Site**), then create a hyperlink to [www.ektron.com](http://www.ektron.com). When users see **Ektron Web Site** in a different color, they can click the text to “jump” to the site.

Although most jumps go to the top of another Web page, you can also jump to a bookmark within a Web page.

This section explains


- [Creating a Hyperlink](#)
- [Testing a Hyperlink](#)
- [Creating a Hyperlink to a Location within a Web Page](#)
- [Editing a Hyperlink](#)
- [Removing a Hyperlink](#)
- [Preventing a URL from Becoming a Hyperlink](#)

## Creating a Hyperlink

When creating a hyperlink, you must specify a

- *source*, the text or image the user clicks to move to the destination
- *destination*, the Web page to which the display moves when the user clicks the source

To continue with the above example, Ektron Web Site is the source, and the Web page available at [www.ektron.com](http://www.ektron.com) is the destination.

To create a hyperlink, click the Hyperlink button . When you do, the Hyperlink dialog box appears. From there, you can select from a list of Web pages (also known as *Quick Links*). Or, if the page you are jumping to is not on the list, *enter the url address* of the destination Web page. Each choice is described below.

## Using a Quick Link

Your Web master can add to the Hyperlink dialog box any number of Quick Links, that is, Web addresses that you can link to simply by selecting an item from a drop down menu.

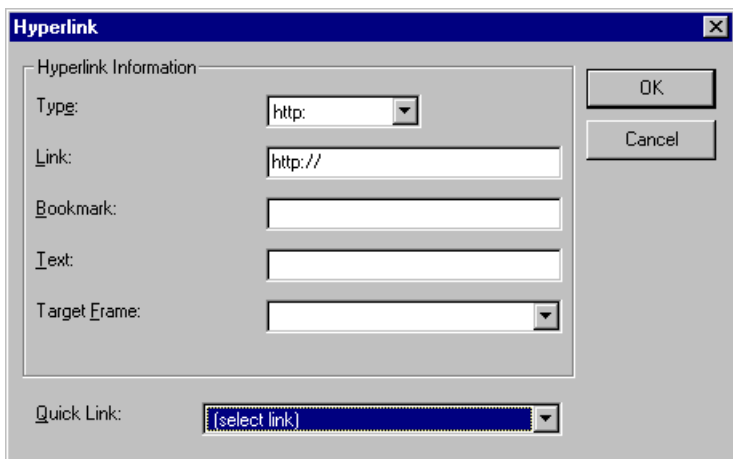


Quick links are “quick” because you do not need to enter or know the url of the destination Web page -- your Web master has already stored that information for you.

To apply a Quick Link, follow these steps.

1. *Select* the source text or image.

2. Click the Hyperlink button (🌐). The Hyperlink dialog box appears.




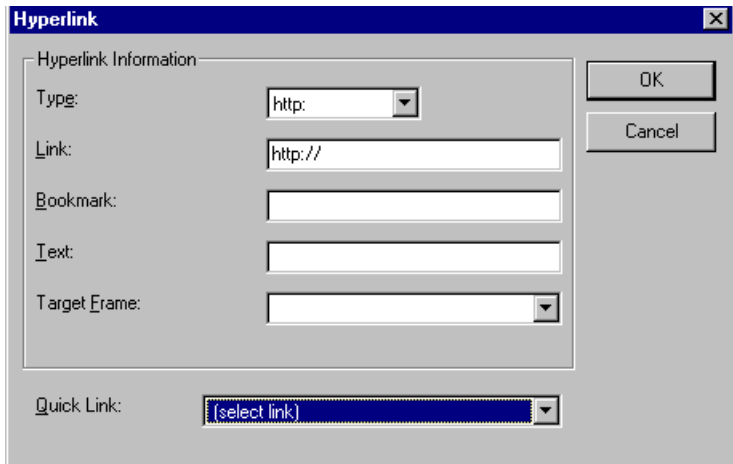
3. Click the down arrow to the right of the **Quick Links** field. A list of Web pages that your Web master has pre-loaded appears.
4. Click an item from the list to select it.
5. If desired, you can use the **Target Frame** field to change the window in which the destination text appears. For details, see [“Changing the Destination Window” on page 141](#).  
If you leave the **Target Frame** field blank, the new window replaces the current window
6. Click **OK**.

## Entering a Hyperlink Manually

To create a hyperlink, follow these steps.

1. **Select** the source text or image.

- Click the New Hyperlink button (  ). The Hyperlink dialog box appears.



- Click in the **Link** field after `http://`. Then, enter the address of the destination Web page. For example, to enter a hyperlink to the ektron Web site, enter `www.ektron.com`.
- If desired, you can use the **Target Frame** field to change the window in which the destination text appears. For details, see [“Changing the Destination Window” on page 141](#).  
If you leave the **Target Frame** field blank, the new window replaces the current window
- Click **OK**.

## Testing a Hyperlink

Within the **eWebEditPro+XML** editor, you can test a hyperlink. To do this, select the hyperlink then double click it. That action launches the Web page assigned to the hyperlink.


## Creating a Hyperlink to a Location Within a Web Page

Sometimes, the destination Web page contains bookmarks, and you want to jump from your page to a bookmark on another page. (Bookmarks are described in [“Using Bookmarks” on page 139](#).)

To create a hyperlink that jumps to another page's bookmark, follow these steps.

1. Go to the destination Web page.
2. Click the bookmark that you want to jump to. For example, on the illustration below, the text **Benefits to Partners** jumps to a bookmark further down on the page.




3. When you click the bookmark, its full address appears in your browser's address bar. This bookmark's address looks like this.  
[http://www.ektron.com/single.cfm?doc\\_id=35#Benefits2](http://www.ektron.com/single.cfm?doc_id=35#Benefits2)
4. Click the address bar. The address is selected. Press <Ctrl>+<C> to copy the address into the Windows clipboard.
5. Go to **eWebEditPro+XML**.
6. Select the text or image from which you want to jump to the bookmark.
7. Click the Hyperlink button (). The hyperlink dialog box appears.
8. Move the cursor to the **Link** field.
9. Press <Ctrl>+<V> to paste the address you copied in Step 4 into the **Link** field.
10. Click **OK**.

## Editing a Hyperlink

If you need to change a hyperlink's destination Web page or target frame, follow these steps.

1. Click the Hyperlink button (). The hyperlink dialog box appears.
2. Edit the **Link** or **Target Frame** field as needed.
3. Press **OK**.

## Removing a Hyperlink

If you want to remove the hyperlink from text or an image, select the text or image and press the Remove Hyperlink button (.

## Preventing a URL from Becoming a Hyperlink

If you enter a URL or an email address into **eWebEditPro+XML**, it automatically becomes a hyperlink. To prevent this, enter an extra space in the URL or address.

For example, instead of entering **sales@ektron.com**, enter **sales<blank>@ektron.com**.

---

# Working with HTML


**eWebEditPro+XML** creates pages for display on the World Wide Web or an intranet. These pages use HTML (hypertext markup language) to format text and images for display in a browser. You do not need to know HTML to use **eWebEditPro+XML**.

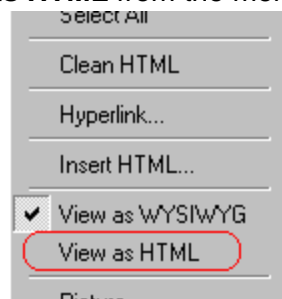
However, if you know HTML, you can view, insert or edit your Web page's HTML code.

## Viewing and Editing HTML

When you choose to view your page as HTML, the editor cleans the content using a method determined by your Webmaster. (For more information, see "Cleaning HTML" in the **eWebEditPro+XML** Developer's Reference Guide.)

To view your page's HTML, follow these steps.

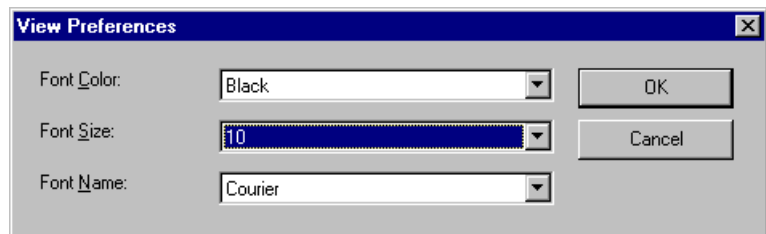
1. Click the View as HTML button () or right click the mouse and click **View as HTML** from the menu.



2. The HTML code appears. While viewing the code, you can edit it using editor functions such as Cut, Copy, Paste and Replace. To select all content, press <Ctrl>+<A>.


You can also set default values for the style, size and color in which the HTML appears. To do this, right click the mouse and click **Preferences**. When you do, a dialog box

appears in which you can enter formatting information about the HTML code.



These settings will be used whenever you view as HTML.

The settings are ignored when you view the page in WYSIWYG mode and when the user views the page.

3. To return to normal view, click the **View as WYSIWYG** button () or right click the mouse and click **View WYSIWYG**.

## Editing a Section of a Page

If you want to edit only a section of the HTML on your Web page, follow these steps.

1. **Select** the portion of your Web page that you want to edit.
2. Right click the mouse.
3. Click **Edit Source** from the menu. The HTML code appears.
4. Edit the HTML code as desired.
5. Click **OK**.

## Inserting Source

If you want to insert HTML source code into your Web page, follow these steps.

1. Place the cursor at the spot on the page where you want to insert the HTML.
2. Right click the mouse.
3. Click **Insert Source** from the menu.
4. The Insert Source dialog box appears. Paste or type your HTML code.
5. Click **OK**.



## Cleaning Source Code

**eWebEditPro+XML** lets you “clean” the HTML source code for your Web page. You would typically use this feature after entering HTML text or pasting HTML code into **eWebEditPro+XML** from another application.

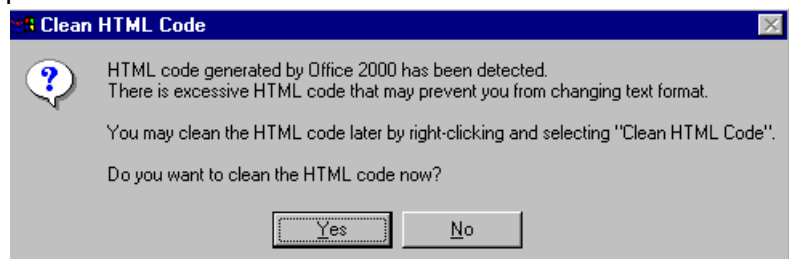
The Clean Source option removes unnecessary HTML tags, ensures that all tags begin and end properly, and maximizes the page for efficiency. As a result, the page should be error-free and load more quickly in a browser. Also, the appearance of clean HTML is more consistent when viewed in different browsers.

To clean your HTML, follow these steps.

1. Right click the mouse.
2. Click **Clean Source** from the menu.
3. **eWebEditPro+XML** cleans your Web page’s HTML content.

## Inserting Content from MS Office 2000

If you paste text into **eWebEditPro+XML** from a Microsoft Office 2000 application, such as Microsoft Word, the following window appears.



For best results, click **Yes**.

---

# Section 508 Compliance

This section explains how **eWebEditPro+XML** complies with Section 508 of the Rehabilitation Act (a law enacted by the United States government that requires Federal agencies to make their electronic and information technology accessible to people with disabilities).

Specifically, this section explains how to

- move the cursor into the **eWebEditPro+XML** editor
- use **eWebEditPro+XML** without a mouse
- work with Section 508 tables

## Moving the Cursor into eWebEditPro+XML

### Using Internet Explorer

If the **eWebEditPro+XML** editor is one of several fields on a page, and your browser is Internet Explorer, move to **eWebEditPro+XML** by pressing <Tab> until the cursor lands in the editor.

To move from the editor to the next field, press <Ctrl>+<Tab>.

### Using Netscape

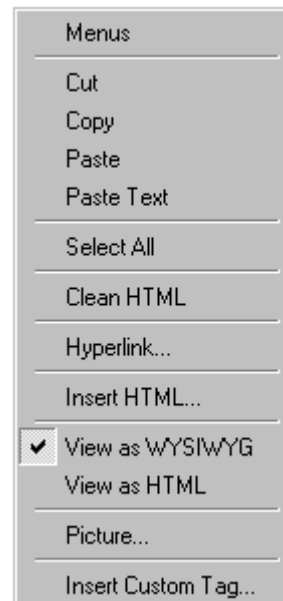
If the **eWebEditPro+XML** editor is one of several fields on a page, and your browser is Netscape, your Webmaster needs to create custom toolbar buttons that let you move into and out of the editor. (This procedure is described in the **eWebEditPro+XML** Developer's Reference Guide.)


## Using eWebEditPro+XML without a Mouse

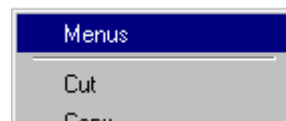
As explained in "Customizing Your Toolbar" on page 21, the **eWebEditPro+XML** toolbar consists of one or more toolbar menus. Menus have buttons that you click with the mouse to perform actions, such as copying text.

This section explains how to perform those actions without using the mouse.

1. With the cursor in the **eWebEditPro+XML** editor, press the application key () .
2. A menu appears.

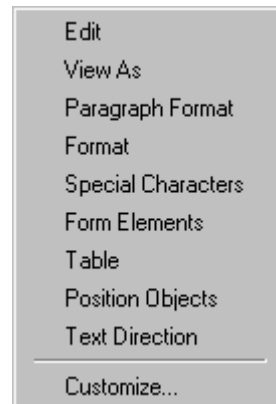


3. Press the down arrow key () to select **Menus**. **Menus** becomes highlighted.

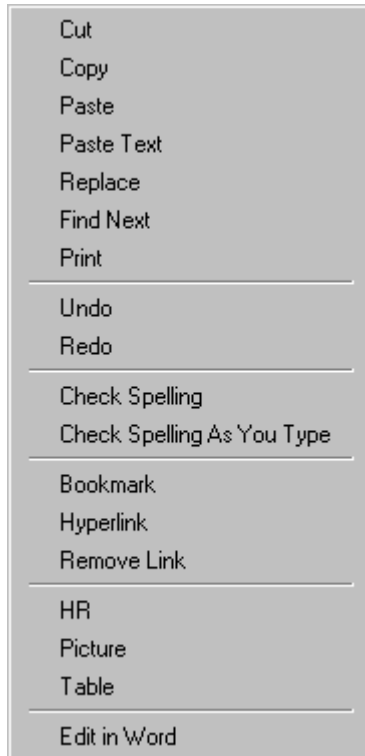


4. Press <Enter>. A new menu lists all toolbar menus available to you.

If your Webmaster has given you access to all standard toolbar menus, the menu looks like this.



5. Press the down arrow key (↓) to select the toolbar menu that has a button that you want to use.
6. A new menu appears, listing all options on the selected menu. The following menu displays what might appear if you select the Edit Menu. (Your Webmaster determines which menu options are available).



7. Press the down arrow key (↓) until the desired option is highlighted. Then, click the option to perform the action.

## Section 508 Tables

You can apply the following information to any table to make it 508 compliant.

Information	Where applied	For more information, see
Heading Rows	Accessibility dialog	"Accessibility Dialog" on page 158
Heading Columns	Accessibility dialog	"Accessibility Dialog" on page 158

Information	Where applied	For more information, see
Summary	Accessibility dialog	"Accessibility Dialog" on page 158
Caption	Accessibility dialog	"Accessibility Dialog" on page 158
Horizontal Caption Alignment	Accessibility dialog	"Accessibility Dialog" on page 158
Vertical Caption Alignment	Accessibility dialog	"Accessibility Dialog" on page 158
Abbreviation	Cell properties dialog	"Accessibility Fields on Cell Properties Dialog" on page 160
Categories	Cell properties dialog	"Accessibility Fields on Cell Properties Dialog" on page 160


**WARNING!** The Section 508 Table Properties dialog only works if Internet Explorer version 6.0 or higher is installed. Once that is installed, any browser can be used (Netscape, FireFox, IE, etc.).

**WARNING!** Even if you change no values on the screen, you *must* open the Accessibility dialog whenever you modify a table (for example, add a new row). The table's properties, required for Section 508, are generated when you click OK to close the dialog box.

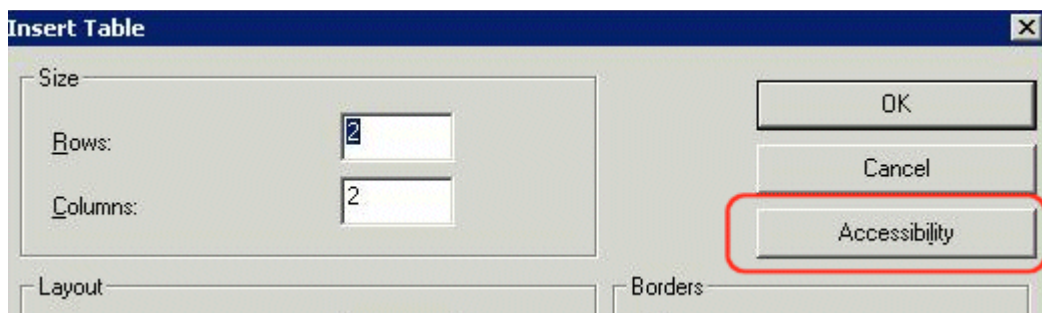
To create a 508 compliant table, follow these steps.

1. Create a new table or edit an existing one, as explained in "Introduction to Tables" on page 94.
2. Select the table by moving the cursor to a table border until you see a four headed arrow (illustrated below). When a table is selected, small squares surround it.

Employee Id	Department
1548	Marketing
1549	Human Resources
1550	Sales
1551	Administration

3. Click the Tables button (.
4. Click **Table Properties**.
5. The Table Properties dialog appears.
6. Click the **Accessibility** button.

**NOTE** Your system administrator can add or remove the **Accessibility** button from the Insert Table dialog.



7. The Accessibility dialog appears.

**Accessibility**

Heading Rows:

Heading Columns:

Summary:

Caption:

Horizontal Caption Alignment:

Vertical Caption Alignment:

## Accessibility Dialog

Respond to the fields in the dialog. They are described below.

Field	Description
Heading Rows	If you want your table to have a horizontal header, enter the number of rows that it should occupy. Beginning with the top, all cells in the specified number of rows are designated as table headers.
Heading Columns	If you want your table to have a header, enter the number of columns that it should occupy. Beginning with the left column, all cells in the specified number of columns are designated as table headers.
Summary	If desired, enter the table summary. Non-visual browsers can use the summary to explain the contents of the table.



Field	Description
Caption	If desired, enter the table caption. The caption appears centered below the table when viewed.
Horizontal Caption Alignment	If desired, enter the caption's horizontal alignment: <ul style="list-style-type: none"> <li>• center</li> <li>• left</li> <li>• right</li> </ul>
Vertical Caption Alignment	If desired, enter the caption's vertical alignment: <ul style="list-style-type: none"> <li>• bottom</li> <li>• top</li> </ul>

After you complete the Table Properties dialog, click **OK** to make the table comply with Section 508.

## Setting Abbreviation and Category Attributes

You can modify abbreviation (ABBR) and category (AXIS) attributes within a table. To do so, follow these steps.

1. Select one or more cells.
2. Right click the mouse.
3. Select **Table > Cell Properties**.
4. Access the Cell Properties dialog.

The Cell Properties dialog includes fields that let you adjust the Abbreviation and Category Attribute field values (see illustration below).

**NOTE** Your system administrator can add or remove the **Accessibility** fields from the Cell Properties dialog.

**Cell Properties**

**Span**

Rows Spanned:

Columns Spanned:

**Layout**

Width:

☒ Not Specified  
☐ Percent  
☐ Pixels

☒ Word Wrap

Horizontal Alignment:

Vertical Alignment:

**Borders**

☒ Use Default Color

Border Color:

**Accessibility**

Abbreviation:

Categories:

**Custom Background**

Background Color:

☒ Unassigned

Background Image:

From File...

OK

Cancel

The following explains how to respond to these fields.

## Accessibility Fields on Cell Properties Dialog

Field	Description
Abbreviation	<p>Sets or retrieves abbreviated text for the content in the tag. Can be used to render non-visual media, such as speech or Braille.</p> <p>For more information, see <a href="http://msdn.microsoft.com/library/default.asp?url=/workshop/author/dhtml/reference/properties/abbr.asp">http://msdn.microsoft.com/library/default.asp?url=/workshop/author/dhtml/reference/properties/abbr.asp</a></p>

---

Field	Description
Categories	<p>Sets or retrieves a comma-delimited list of conceptual categories associated with that tag. Can be used to render non-visual media, such as speech or Braille.</p> <p>For more information, see <a href="http://msdn.microsoft.com/workshop/author/dhtml/reference/properties/axis.asp">http://msdn.microsoft.com/workshop/author/dhtml/reference/properties/axis.asp</a></p>

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