

WebAndYou Content Management System (CMS)

User Guide

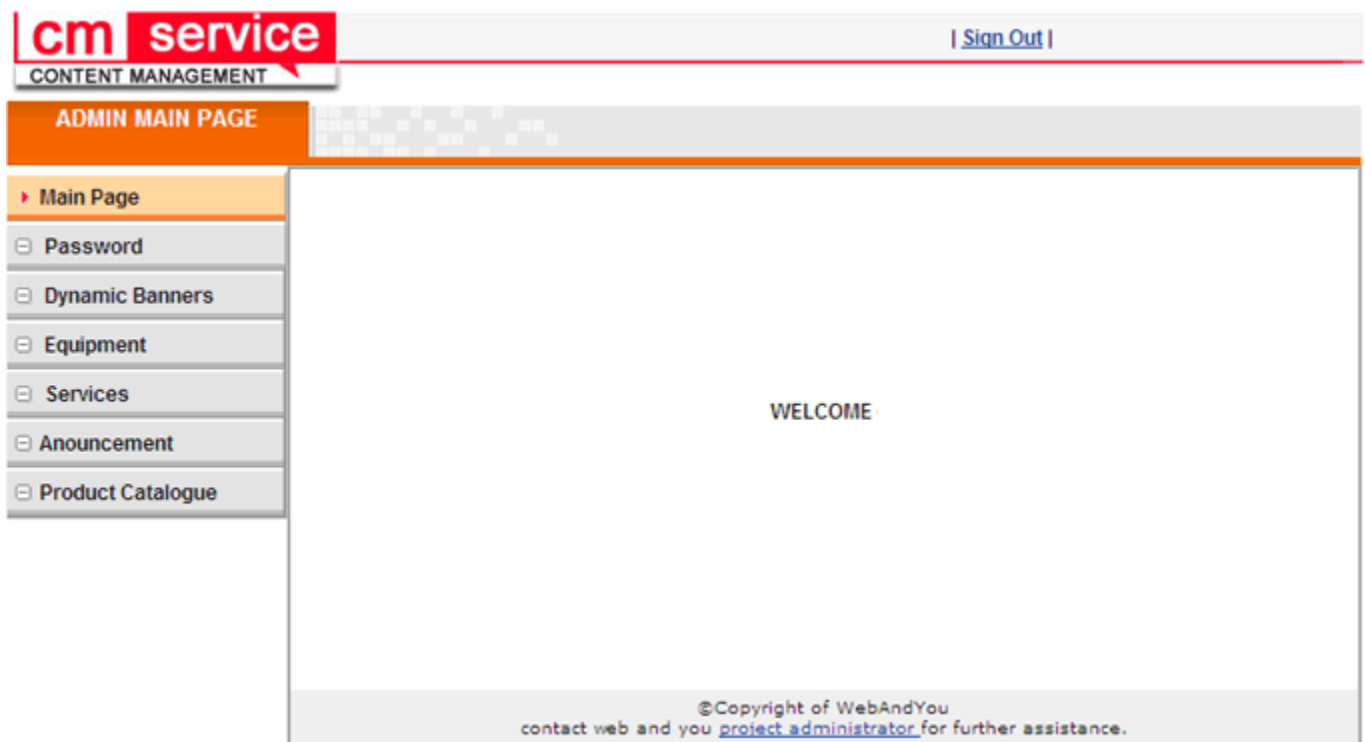
CONTENT EDITOR TOOL (CET) 1.0

Contents

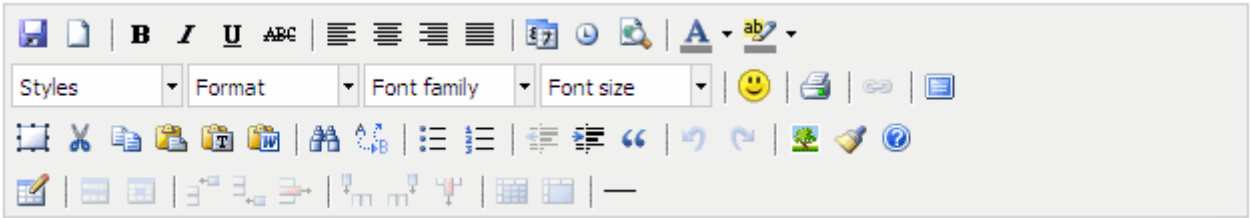
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



Introduction

Your **Content Management System (CMS)** will look like this




Toolbar in Editor Window



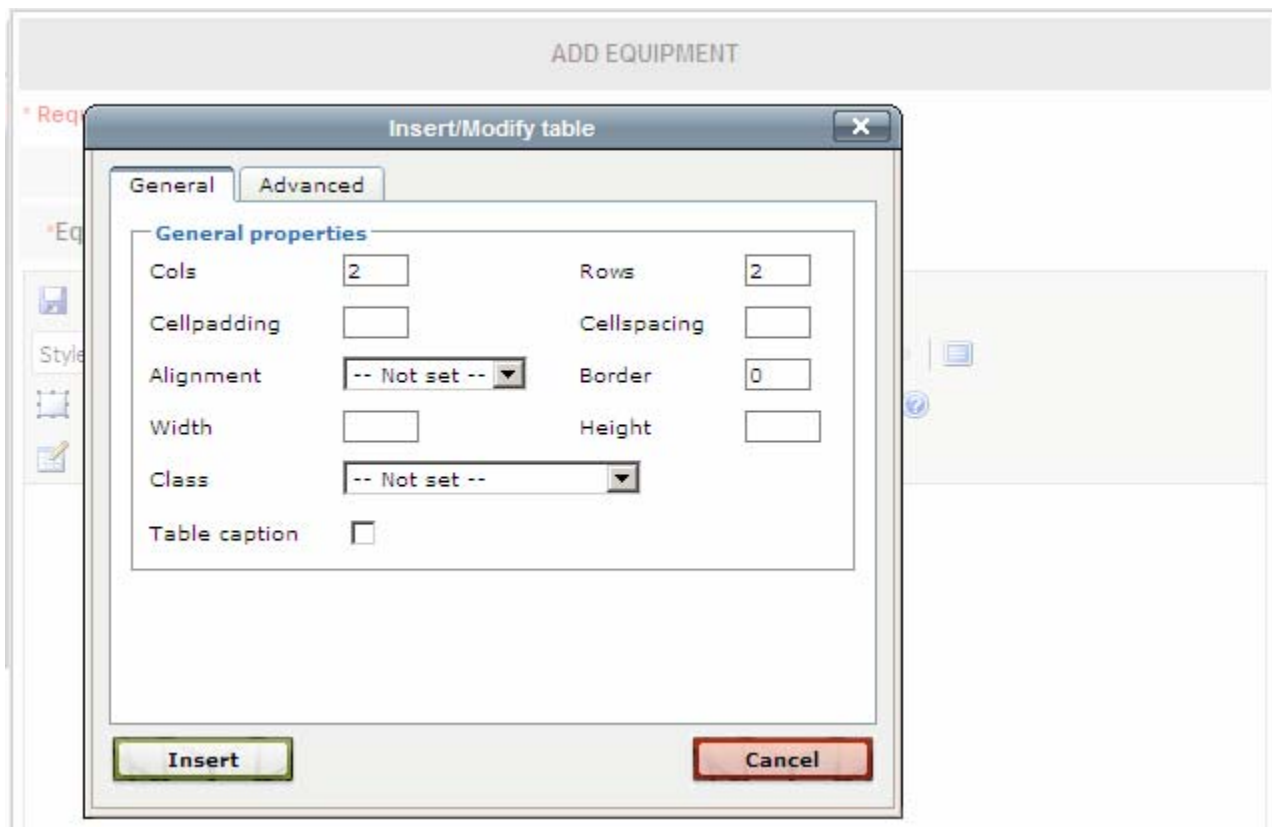
- | | | |
|--|--|---|
|  B BOLD |  OUTDENT |  DELETE COLUMN |
|  I ITALIC |  INDENT |  SPLIT CELLS |
|  ALIGN LEFT |  INSERT TABLE |  MERGE CELLS |
|  ALIGN CENTER |  ROW PROPERTIES |  INSERT LINK |
|  ALIGN RIGHT |  CELL PROPERTIES |  INSERT IMAGE |
|  JUSTIFY FULL |  INSERT ROW BEFORE |  INSERT COLUMN BEFORE |
|  BULLETED LIST |  INSERT ROW AFTER |  FULLSCREEN |
|  NUMBERED LIST |  DELETE ROW | |
|  NUMBERED LIST |  INSERT COLUMN AFTER | |

Inserting Tables

The **Editor Window** allows you to create the table using the  button on the Item Editor toolbar:



Inserting, updating and deleting tables, columns, rows and cells. Tables are handy for tabular data and lists. To add a table, put your cursor on where you want it and click the *Inserts a new table* icon. You'll see the *Insert/Modify table*.



This panel allows you to configure the table you want, set the number of columns or rows, alignment, cellpadding, cellspacing, width, height, and so on. Basically table is very useful to arrange your data in column and row that you want. In the advanced tab, panel allows you to configure the border color of table, background color of table, background image of table.

Here are the sample of table, all the wording is place on the left column and the image in place on the right column of the table. No border color and background color.

EDIT EQUIPMENT


*** Required Fields**

Category : Facilities and Support System

*Equipment name : Chemical Supply Systems

WORDING

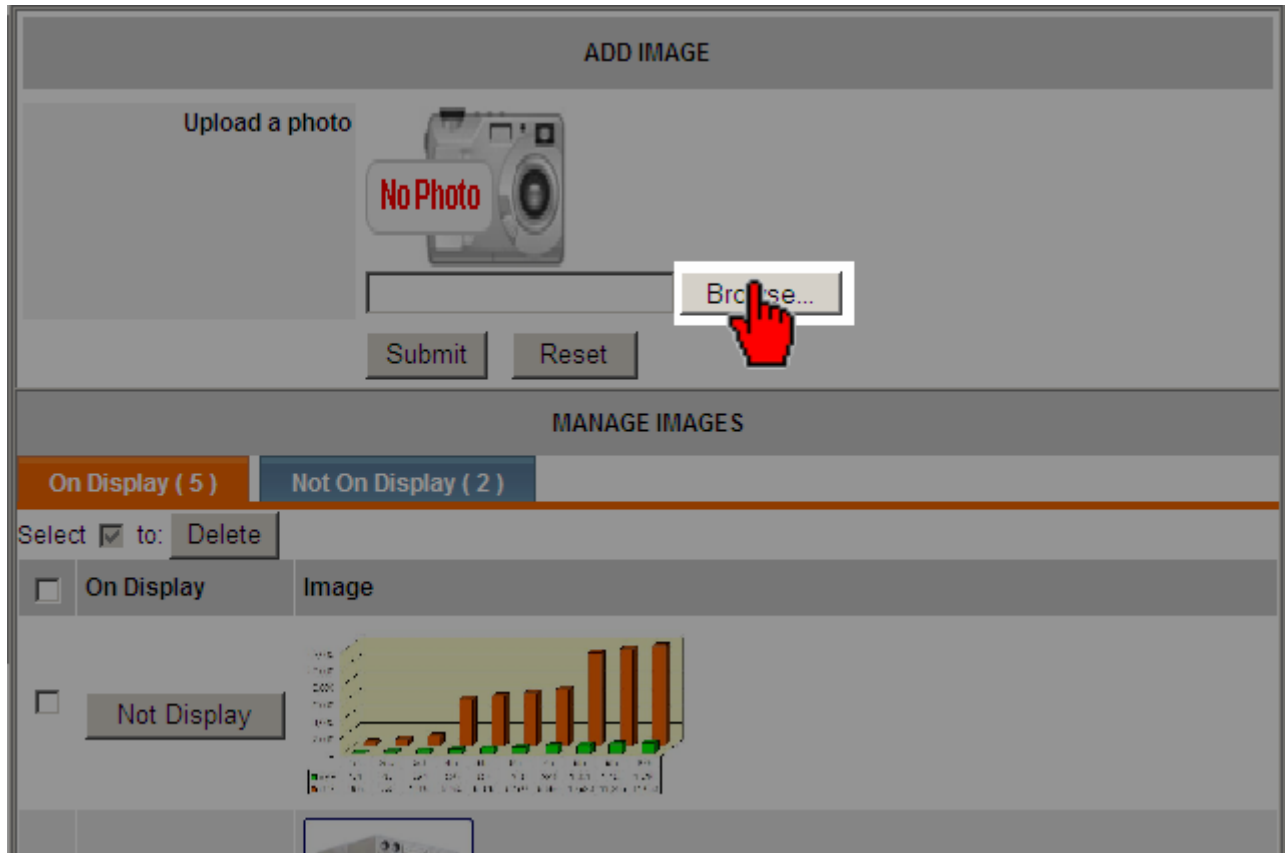
IMAGES

<ul style="list-style-type: none"> • <u>Product Type:</u> <ul style="list-style-type: none"> - Organic Chemical Supply System - Non-organic Chemical Supply System • <u>Product Features:</u> <ul style="list-style-type: none"> - Mixing System by optimized Bath System. - Advanced Pressure and Flow Control System - Remote Control by Integrated Monitoring System - Explosion Proof & Fire Extinguisher (Organic System) - MMI (Man Machine Interface) - High Accuracy by Feed back System Verification (Concentration Meter Titrator) • <u>Available Equipments:</u> <ul style="list-style-type: none"> - NH4OH Distribution System - DSP Distribution System - DHF Distribution System - H2O2 Distribution System - HNO3 Distribution System 	
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Inserting Images

Before you can insert any images inside Item Editor Window, you need to upload the images first.

First of all, upload all images using Item Editor as shown:



Browse the prepared image and click the "Submit" button to upload the image.

The Item Editor allows you to insert image files stored in Plone into your document, using the  button on the Item Editor Window toolbar:

EDIT EQUIPMENT

* Required Fields

Category :

*Equipment name :

Styles | Format | Font family | Font size | [Icons]

[Icons]

Product Type:

- Organic Chemical Supply System
- Non-organic Chemical Supply System

Product Features:

[Image placeholder]

Clicking this button launches the Insert Image panel:

Insert/edit image

General | Appearance | Advanced

General

Image URL

refer : [equipment image URL](#) [services image URL](#)

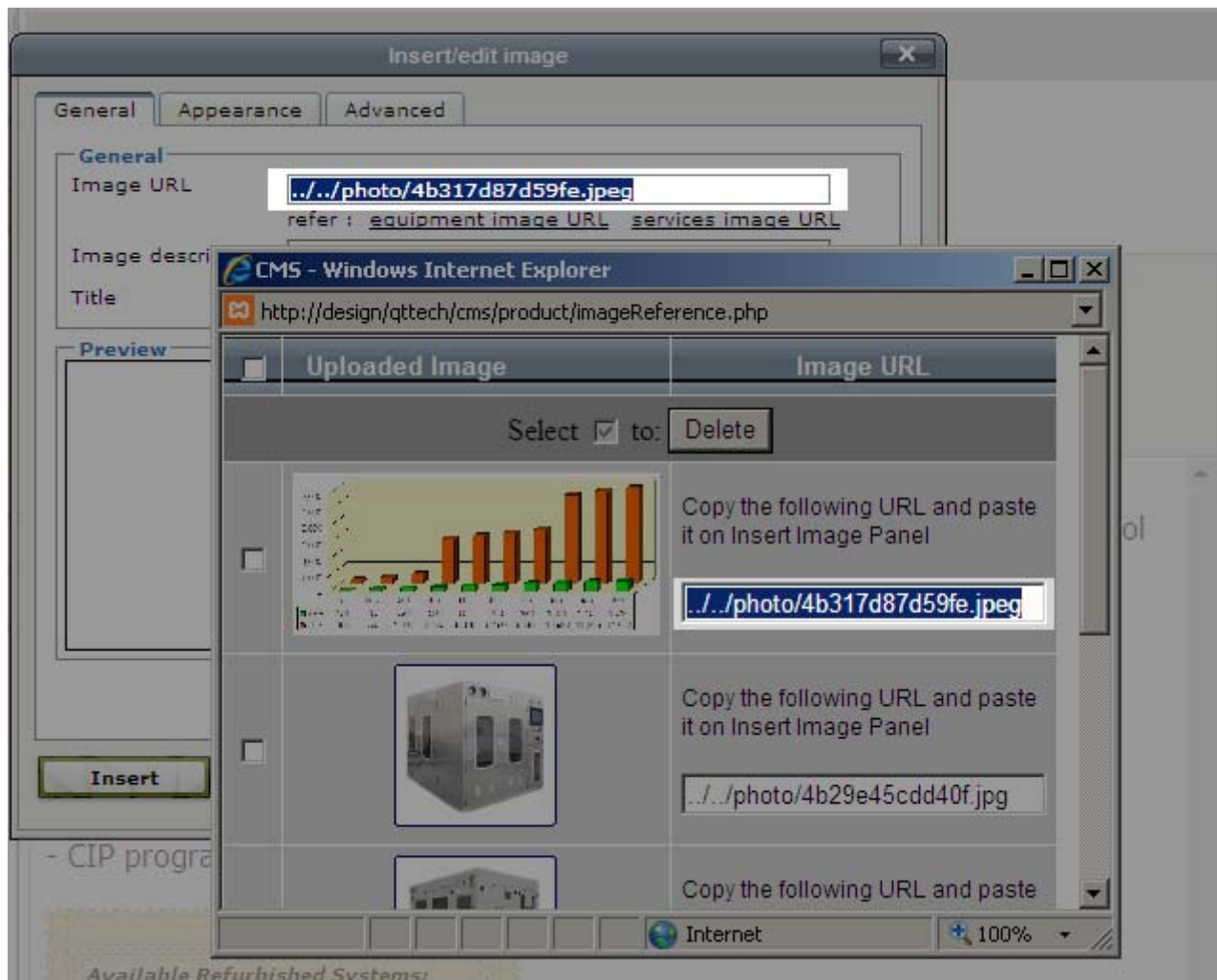
Image description

Title

Preview

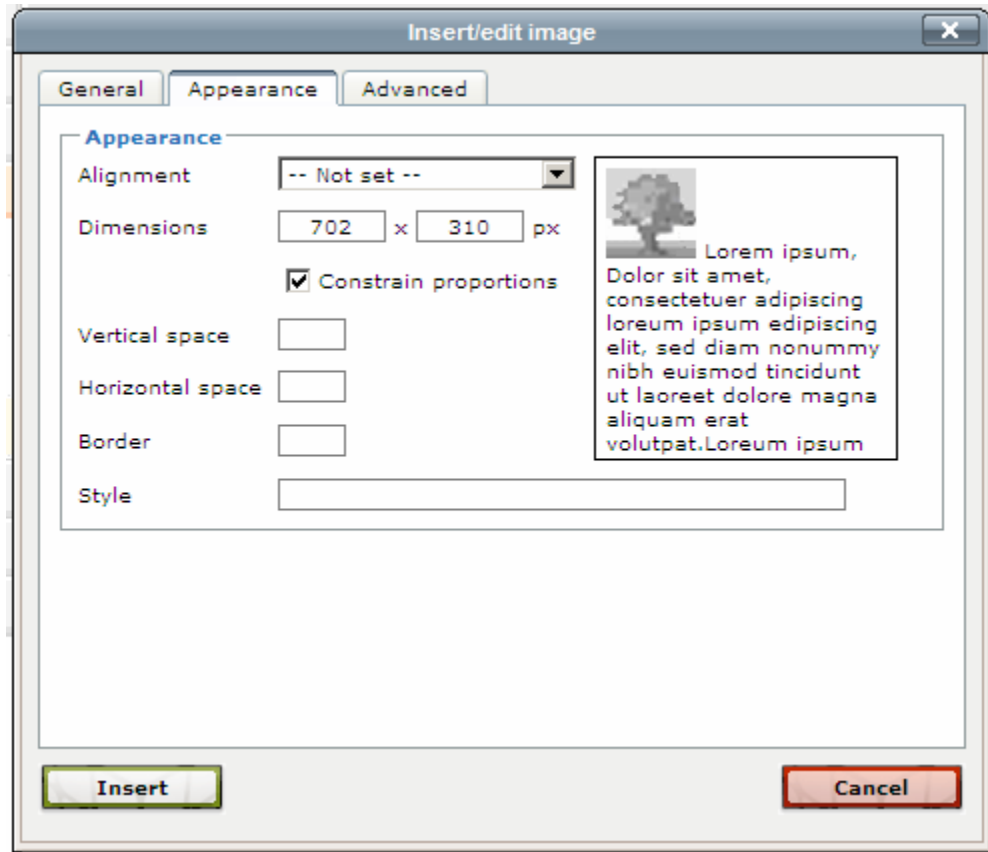
Enter the uploaded image URL to insert image. If you are not sure of the image URL, click [equipment image URL](#) or [services image URL](#).

A list of uploaded images will appear for selection as shown below:



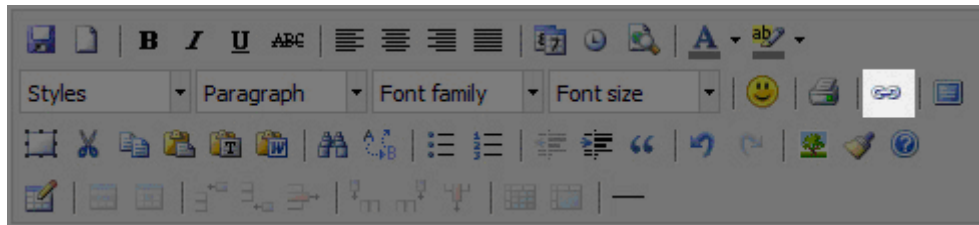
Copy your selected image URL and paste it to the previous window.

Go to Appearance tab to resize and align your selected image.

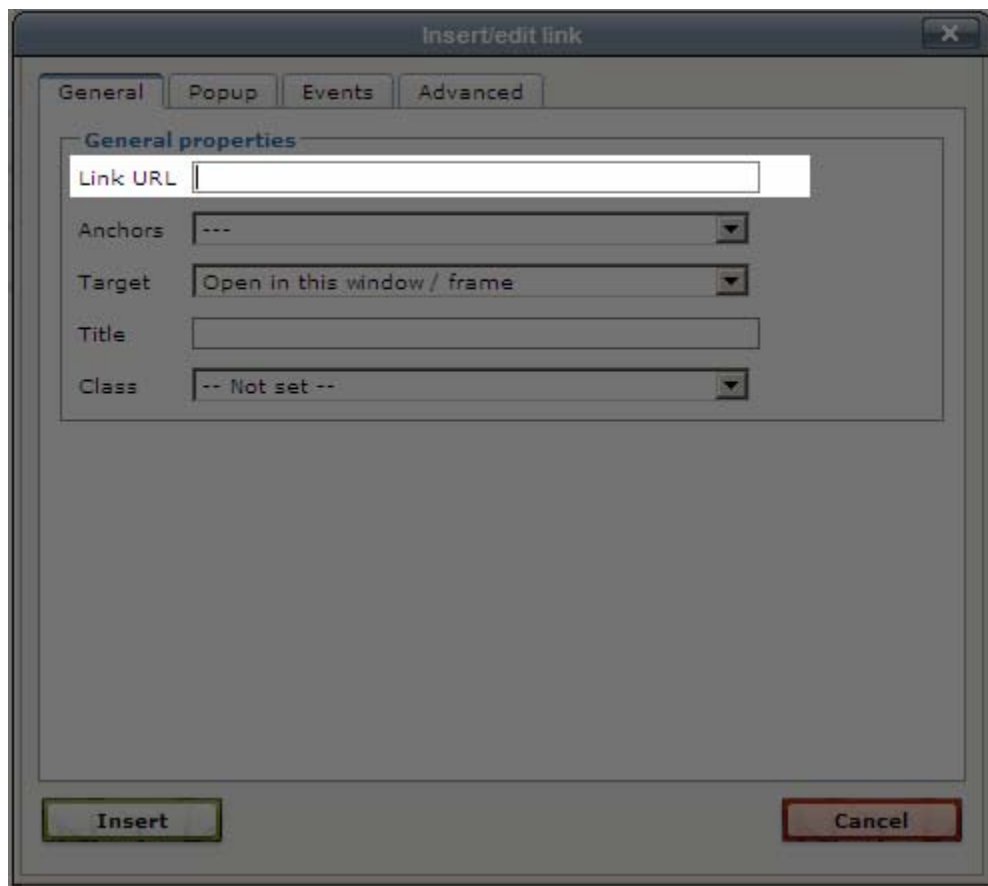


You may also choose the size of the image you need. This is especially convenient when you deal with large images. However, we still strongly suggest that you use or other external image editing application to crop or change the size of an image before uploading the image. This will reduce the internet server storage space.

Inserting Link

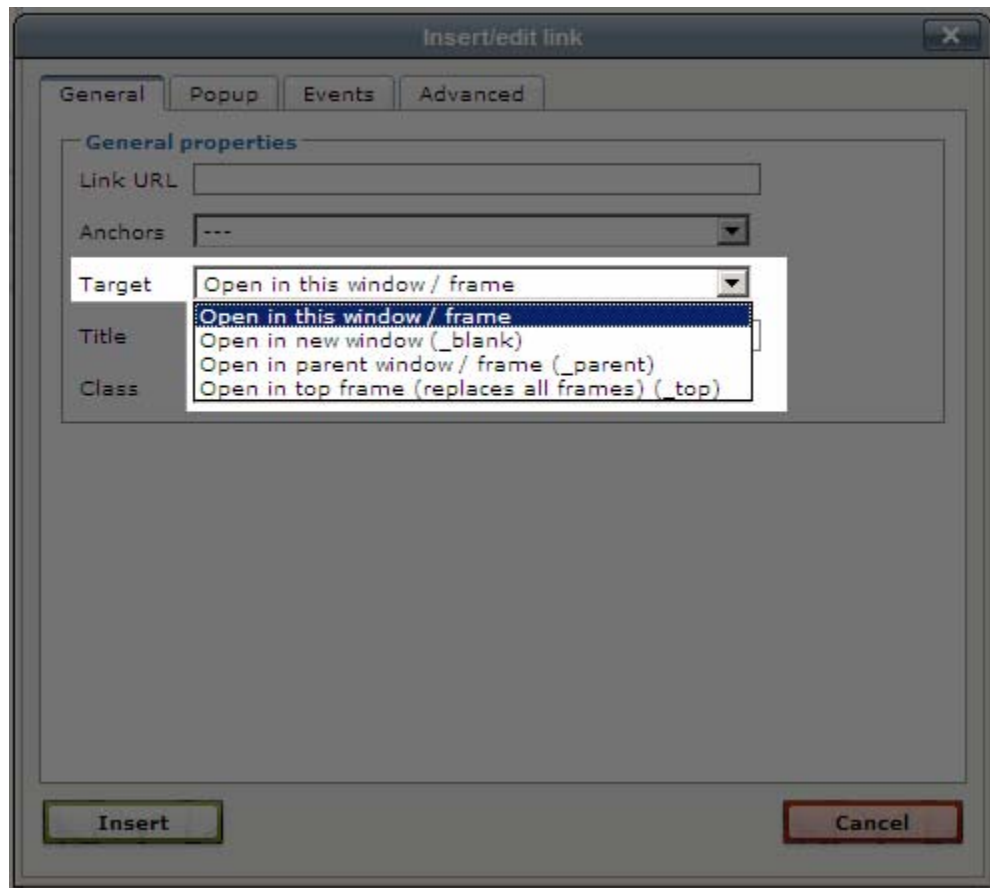


Select a word or phrase, click the *Insert/edit link* icon and the *Insert/edit link* panel will appear:



Enter the URL address which you want to link to, example:
<http://www.webnyou.com>.

Target drop down list allow you to select which method to have your link opened.



You have 2 common options:

1. Open in this window/ frame:
Your current window will be used to open the link.
2. Open in new window/ frame:
A new will be window will be used to open the link.