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# 1. Introduction

CKEditor is a ready-for-use HTML text editor designed to simplify web content creation. It's a WYSIWYG (What you see is what you get) editor that brings common word processor features directly to your web pages. CKEditor is an Open source application, which means it can be modified any way you want. It benefits from an active community that is constantly evolving the application with free add-ons and a transparent development process.

The CKEditor is used by many large corporations, including IBM. The CKEditor has an extensive toolbar for the formatting and handling of HTML pages. It produces structurally clean HTML tags, which is particularly important for displaying HTML pages correctly in different browsers (\*). It also supports a large number of languages and spell check utilities.

\* IBFD recommends Firefox version 30.0.0 or above as the default web browser ([see more](#)).

CKEditor provides all features and benefits users and developers expect from modern web applications. Its amazing performance keeps users focused on things to be done. CKEditor includes all popular features available in text editors as well as additional components specially designed for web contents.

This **User's Guide** contains information about the customized IBFD implementation of CMS HTML CKEditor intended for end-users. It describes all features and options available in the application and shows how to use it to change the style and layout of the document as well as add media objects like images.

Most problem areas explained in the User's Guide include screenshots that illustrate in detail how to perform an action described in the guide. The screenshots along with walkthrough descriptions will guide you through all steps necessary to achieve the desired result.

Happy editing!

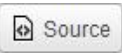













## 2. Quick References

Below you will find an overview of all features available in the CKEditor toolbar.

### 2.1. Working with a document




---

Toolbar Button	Description
	View or edit the source code of the document (for advanced users). See <a href="#">Source view</a> .
	Save the contents of CKEditor and submit its data to the server, when CKEditor is placed inside an HTML form. See <a href="#">Save option</a> .
	Cut the selected text fragment to the clipboard. See <a href="#">Cut option</a> .
	Copy the selected text fragment to the clipboard. See <a href="#">Copy option</a> .
	Paste content copied to the clipboard along with formatting. See <a href="#">Paste option</a> .
	Paste content copied to the clipboard without formatting. See <a href="#">Paste option</a> .
	Paste content copied from Microsoft Word or similar applications along with formatting. See <a href="#">Paste option</a> .
	Check spelling of the document text or turn on the Spell Check As You Type (SCAYT) feature. See <a href="#">Spellchecking</a> .
	Undo or redo the most recent action performed. See <a href="#">Undo/Redo</a> .
	Find a word or phrase in the document. See <a href="#">Find option</a> .
	Find and replace a word or phrase in the document. See <a href="#">Replace option</a> .
	Show information about CKEditor.








## 2.2. Text Styling

---

Toolbar Button	Description
	Apply <b>bold</b> , <i>italic</i> , <u>underline</u> or <del>strike-through</del> formatting to the text. See <a href="#">Basic Styles</a> .
	Apply superscript or subscript formatting to the text. See <a href="#">Superscript and Subscript</a> .
	Apply pre-defined combinations of various formatting options to block and inline elements. See <a href="#">Styles menu</a> .







## 2.3. Text Layout

---

Toolbar Button	Description
	Format a block of text as indented quotation. See <a href="#">Blockquotes</a> .
	Align a text with the left margin. See <a href="#">Align left</a> .
	Center a text symmetrically along the vertical axis and the text is ragged on the both sides. See <a href="#">Center align</a> .
	Align a text right with the right margin. See <a href="#">Align right</a> .
	Justify your text and align it with both left and right margin. See <a href="#">Justify</a> .

## 2.4. Rich Text

---

Toolbar Button	Description
	Create a hyperlink in the text. See <a href="#">Links</a> .
	Remove a hyperlink from the text. See <a href="#">Unlink</a> .
	Insert a link anchor to the text. See <a href="#">Anchor</a> .
	Insert an image into the document. See <a href="#">Images</a> .
	Create a table with the defined number of columns and rows. See <a href="#">Tables</a> .
	Insert a special character or symbol. See <a href="#">Special characters</a> .



## 2.5. Customized plugins

Toolbar Button	Description
	Insert a footnote into the document. See <a href="#">Footnotes</a> .
$F_r$	Insert a footnote reference into the document. See <a href="#">Footnote reference</a> .
$R_p$	Renumber footnotes. See <a href="#">Renumbering of footnotes</a> .
	Insert Country into the document. See <a href="#">Country Picker</a> .
$R_m$	Insert a reference/citation into the document. See <a href="#">Reference Maker</a> .
$T_p$	Insert a topic into the document. See <a href="#">Topic Picker</a> .
$f_x$	Insert an equation into the document. See <a href="#">Equations</a> .
$W$	Count newly added words. See <a href="#">Word Count</a> .
	Insert a correspondent into the document. See <a href="#">Correspondent</a>
	Insert a comment into the document. See <a href="#">Comments</a> .
	Toggle sidebars. See <a href="#">Toggle sidebars mode</a> .

Toolbar Button	Description
	Start/stop tracking changes. See <a href="#">Lite plugin</a> .
	Show/hide tracked changes See <a href="#">Lite plugin</a>
	Accept all changes. See <a href="#">Lite plugin</a> .
	Reject all changes. See <a href="#">Lite plugin</a> .
	Accept change. See <a href="#">Lite plugin</a> .
	Reject change. See <a href="#">Lite plugin</a>







## 3.2. CKEditor toolbar

---

### 3.2.1. Toolbar Characteristics

The **Toolbar** is the section located at the top of the editor window, within the editor web page header. Toolbar is always accessible from the fixed place within a page. It contains menu buttons that give you access to various functions of CKEditor. All buttons are grouped according to their function and include both simple operations (like basic text styling or formatting) and more advanced features. This is what the editor toolbar looks like:



The CKEditor toolbar

The CKEditor toolbar buttons are illustrated with meaningful icons. If, however, you are not sure what functions they perform, hover the mouse cursor over the buttons to see a tooltip with the name of the function.



The CKEditor toolbar tooltip

### 3.2.2. Using the Toolbar

In order to perform an operation assigned to a button, click the button once. In most cases it will either immediately perform some predefined action or open a dialog window with further configuration options for a feature.

Remember that the toolbar can also be used with your keyboard. The accessibility shortcuts for toolbar navigation were modified in CKEditor 3.6, when the concept of a **toolbar button group** was initially introduced.

Some of the buttons serve as placeholders giving you access to further options placed in a drop-down list. They are easily recognizable thanks to a small icon on their right. Clicking the name or the arrow icon of such button expands the list and lets you choose one of its options via the left mouse button.

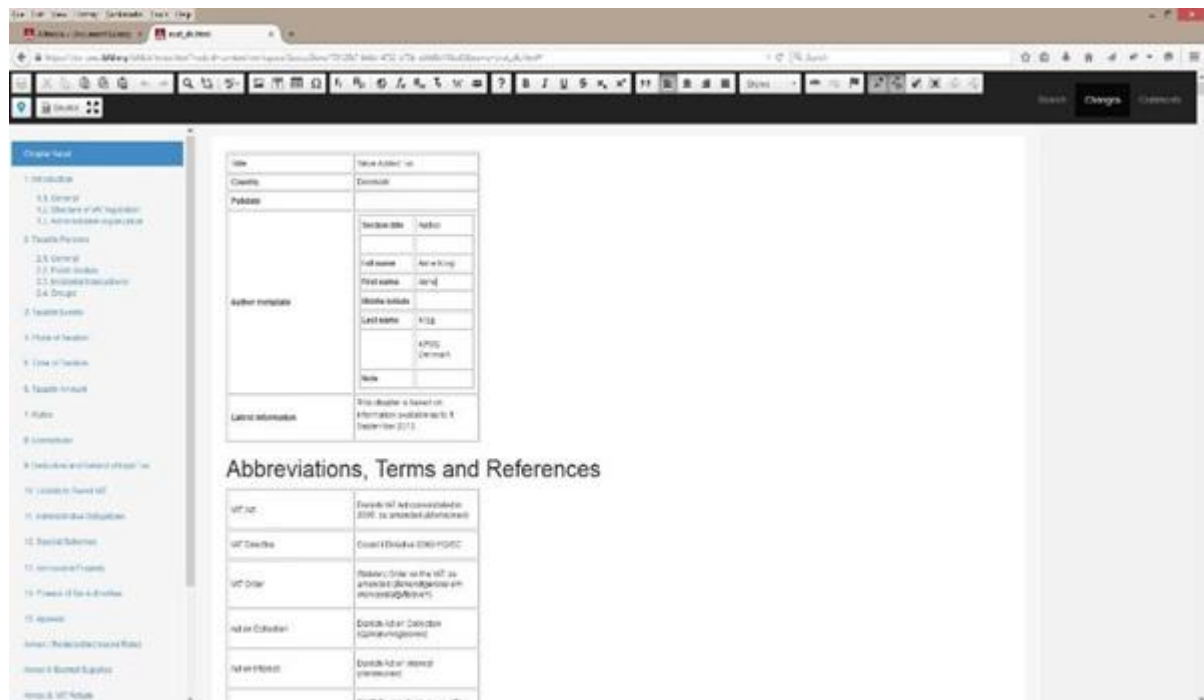


## 3.3. Editing Area

### 3.3.1. Editing Area Characteristics

The **Editing Area** is the empty space below the editor toolbar where you type your text. All formatting applied using the toolbar buttons as well as all inserted media appear immediately in this area.

This is what the editing area looks like after you type some text and insert tables:



Editing area with tables

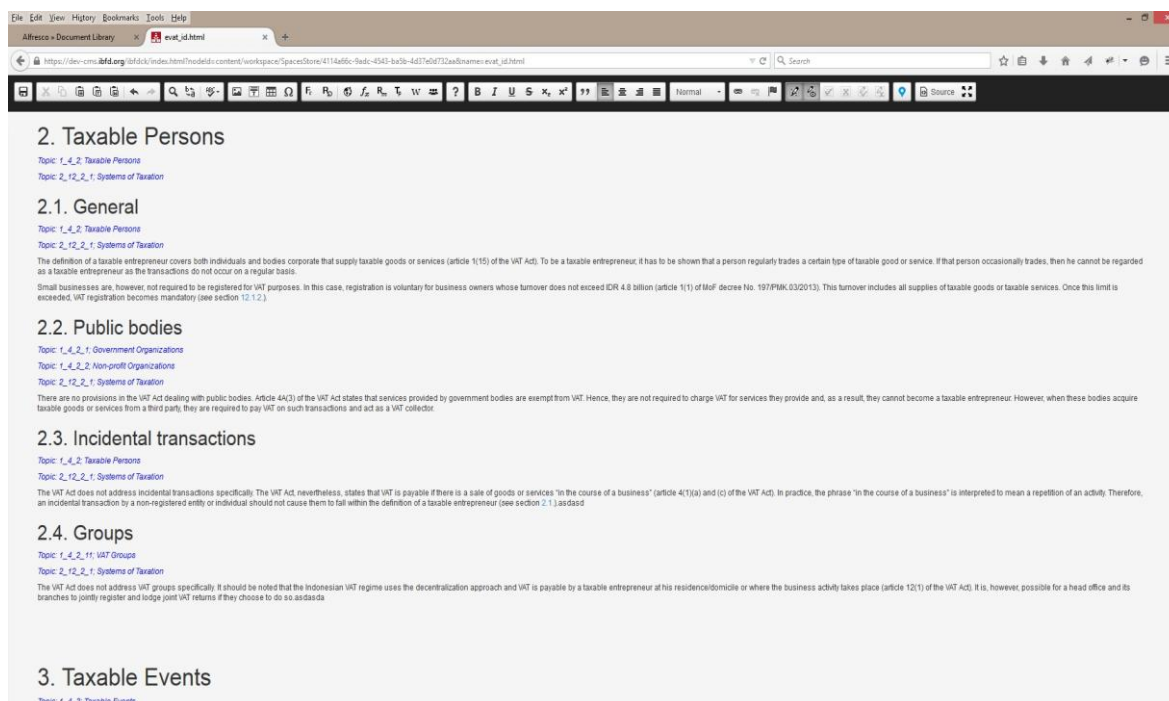
If the document contents span beyond the limits of the editing area, a standard scrollbar will appear. To view the text that exceeds the size of the editing area you can scroll it using the scrollbar.



### 3.3.2. Toggle sidebars mode

When using browser zooming to increase size, the left and right panels increase at the expense of the editing area. In order to avoid that, we introduced new toolbar button "Toggle sidebars".

Left sidebar (outline panel) and right sidebar (search, changes and comments panels) are now expandable/collapsible.



Toggle sidebars mode

Click on the Toggle sidebars button in the toolbar and you will be able to see only the editing area on the whole screen. If you want to get back to standard three frame mode, click Toggle sidebars button again.

### 3.3.3. Navigating the Editing Area

To easily move around the text you can use the keyboard.

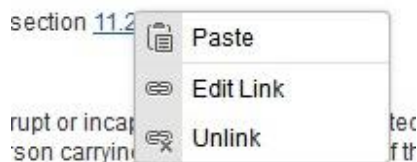
**Page Up** and **Page Down** let you jump up and down the text. The **Home** and **End** keys can be used to go to the beginning and end of line, respectively. You can also move inside the text using the **Arrow** keys.



### 3.4. Context Menu

The **Context Menu** is a pop-up menu that appears whenever you click inside the CKEditor editing area with the right mouse button. It serves as a shortcut for most common operations available for a given type of object.

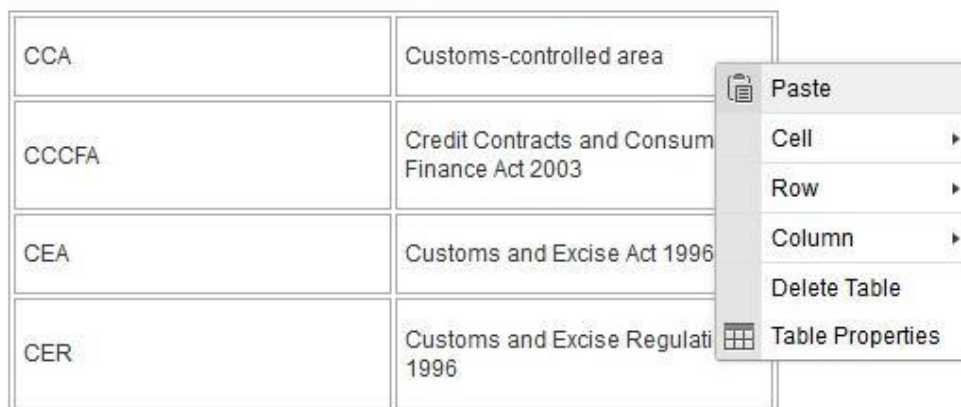
The image below presents the context menu for a link embedded in the document:



CKEditor's context menu for links

The menu is context-sensitive which means that the options displayed in it depend on the object that you click.

If, for example, you press the right mouse button while inside a table, you will see some table-specific options available in its context menu.



CKEditor's context menu for tables

Note that for some more complex objects, like a table, the context menu might include sub-menus with further options. To open the sub-menu, go to the menu option containing a small right-pointing arrow (▸) and either click it with your mouse or use the *Right Arrow* key on your keyboard. To return to the parent menu, use your mouse or the *Left Arrow* key.

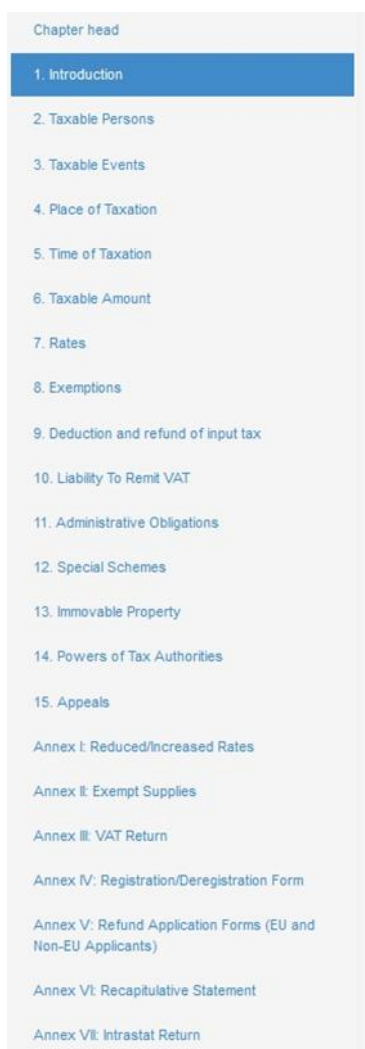


To perform an operation listed in the context menu, click it with the left mouse button. You can also move up and down the context menu with the *Up* and *Down Arrow* keys or the *Tab* and *Shift+Tab* combinations. Once an option is highlighted, you can activate it with the *Space* or *Enter* button. If an option is greyed out, it is unavailable unless some pre-conditions are met (e.g. an element is selected).

In some environments and browsers, clicking the right mouse button results in the browser context menu covering CKEditor context menu. If this is the case, press the Esc key once to close the browser context menu and reveal the CKEditor menu hidden below.

### 3.5. Outline panel

---



Outline panel

The CMS HTML CKEditor has a system protected outline.

The outline is a document summary, in hierarchical list format.

The outline panel is on the left side of CKEditor editing area.

The outline overview panel only shows the sections present in the document. Each outline document lists the mandatory and non-mandatory sections of an outline.

The idea is that IBFD store a standard outline file for each collection (note: not all collections have a standard outline, for these collections nothing needs to be done) and that the editor only allows changes to the outline of the document being edited if the change is in line with (allowed by) the standard outline.

The editor will go through the tracked changes and validate each newly added section against the standard outline file. If the document is not valid, it won't be saved and an error message will be shown on top of the outline.

Level 1 is expanded/collapsed after clicking on the title of level 1 in the outline. The maximum number of sub-section levels is 6 (maximum level is "Section 6"). Annexes are not validated according to standard outline.

The outline is not shown for TNS documents.



### 3.6. Search, Changes and Comments panel

---

The Search, Changes and Comments panel is located on the right side of the editing area of CKEditor. It has 3 different functionalities:

- Search and replace on a whole document level
- Preview all tracked changes in the document (LITE plugin customization)
- Preview all inserted comments (LANCE plugin customization)

The user can switch between these 3 functionalities by clicking on each link at the top of this panel.

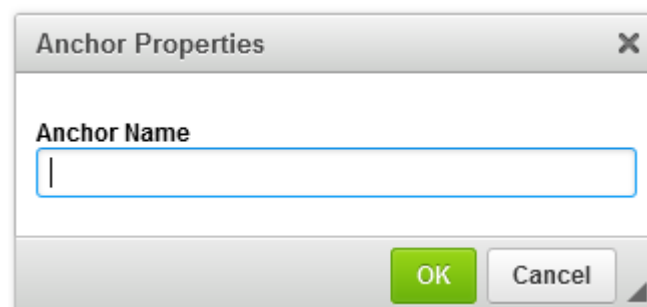
### 3.7. Dialog windows

---

Dialog windows are small pop-up windows that are displayed when you use some CKEditor functions like Find and Replace or Insert Image. These windows display various configuration options related to a particular feature and often give you access to more advanced settings.

#### 3.7.1. Dialog Window Structure

As an example, the **Anchor** dialog window is presented below:



Anchor dialog window in CKEditor

When a dialog window is open, the main editor window including the toolbar is blocked. All dialog windows contain the **OK** button that lets you confirm the settings and return to the main editor window as well as the **Cancel** button that closes the pop-up window without introducing any changes to the document.

Another way to close the dialog window and return to the editing area is to use the **X** button located in the top right-hand-side corner of the window or to press the *Esc* key on your keyboard.

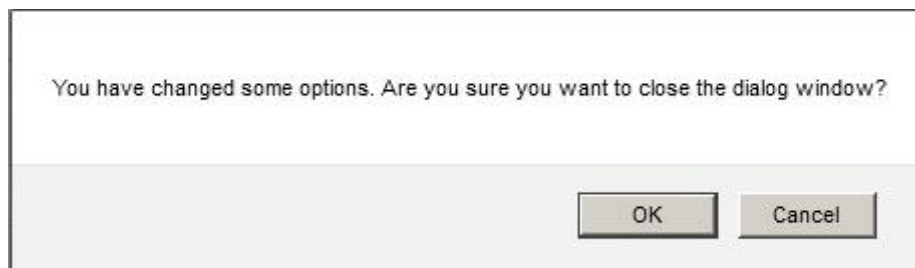


Depending on the options available for a particular feature the dialog window may contain different elements. Some windows may also contain tabs with additional configuration options. To navigate between the tabs simply click their labels.

### 3.7.2. Reopening a Dialog Window

Some dialog windows can be used to insert an element, such as an image or a table, into the document. After an element is added to the document, in most cases it can be edited at any time by double-clicking or selecting it and clicking the appropriate toolbar button again. The dialog window will re-open and you will be able to introduce changes to the element's configuration options.

If you attempt to close the dialog window without saving the changes, you will be prompted to do so:




An alert window prompting to save the changes made to an element

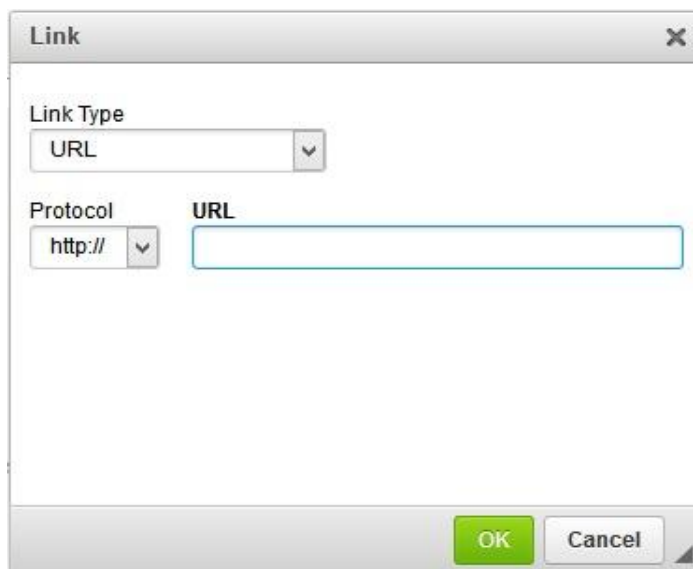
You can either proceed without saving your changes by choosing OK or close the alert window with the Cancel button and save the changes.





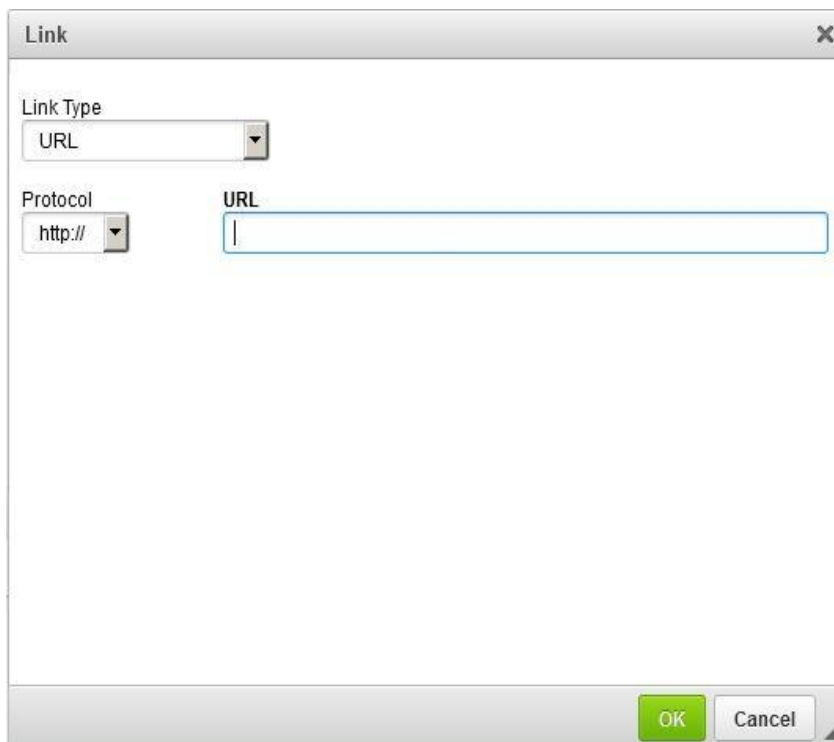
### 3.7.3. Resizing a Dialog Window

CKEditor dialog windows all open with some default size. If, however, you would like to re-size a dialog window, you can easily do it by clicking and dragging the  resizing grip in the bottom right-hand corner of a dialog window. The image below presents a default size of the **Link** dialog window.



Link dialog window in its default size

Since the text entered into some text fields (particularly the **URL** field) might be longer than their default size, you may wish to resize the dialog window. Use the **Drag to resize** feature to change the width and height of a dialog window as needed.



Link dialog window after resizing.



## 4. Working with a Document

This section describes how to work with a document in CKEditor. It contains information about writing in the editor window and points to some differences between using desktop and online editors.

### 4.1. Creating Online Text

---

Since CKEditor is an online editor, documents created in it differ in some aspects from documents created in desktop applications. Text entered in a browser-based editor differs from a paged medium such as print mainly in that it is not divided into physical pages. Because of that the document created in CKEditor does not have a fixed size or format, like Letter or A4, and flows freely to fill the available screen estate.

Another important thing to note is that CKEditor is usually used in a browser-based environment to create text published in the Internet and viewed in web browsers. Since different web browsers differ in their implementations of Internet standards and assume different default values for some formatting settings, the same content may not look alike for each user.

### 4.2. Writing As You Know It

---

On the other hand, when browsing the features supported by CKEditor, you will soon find that most functions of a desktop editor are available here and work in a highly intuitive manner. To write text, use the same basic keys that you are used to in desktop editors:

- Pressing *Enter* (or *Return*) ends a paragraph and starts a new one.
- Pressing *Shift+Enter* adds a line break which means you are still in the same paragraph, but the new text will start in a new line.
- Pressing *Backspace* deletes the text on the left side of the cursor; pressing *Del* deletes it on the right side.
- Characters (letters and numbers) are entered with your standard keyboard like in any other place including desktop documents or web browser forms. A dedicated CKEditor function lets you even insert some special characters like additional national letters, fractions, or extended punctuation.
- Many functions in CKEditor have their keyboard shortcuts. Check the full list to see how to create rich content in a fast and efficient manner.



## 4.4. Working with a Document

---

In CKEditor most features that let you work with a document are grouped together on the top of the toolbar. Most of them are simple buttons that turn the function on when you click them or open an appropriate dialog window.



Some of the basic CKEditor features grouped on the toolbar.

Among the most important features that let you to work with a document in CMS HTML CKEditor are:

- Tracking changes
- Saving content
- Cut, copy and paste
- Selecting document contents
- Undo and redo
- Find and replace on section and document level
- Outline checker (validation)
- ...

## 4.5. Tracking changes (LITE plugin)

---

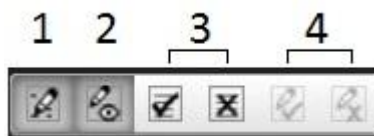
Track changes is commonly used to keep track of changes made by different users with access to edit text. Example of changes you track can include: new text, deleted text as well as various styling and format changes.

The plugin provides the option to track the changes (additions/deletions) made to your editor's text, with the support of multi user changes, meaning, changes will be coloured differently for each user and will show the user information, enabling you to see exactly who the change owner is.



This CKEditor plugin supports the following features:

1. Start/stop track changes.
2. Show/hide tracked changes.
3. Accept/reject all changes.
4. Accept/reject single change.
5. User information on each change (Changes tab in the right outline)
6. Date time information on each change (Changes tab in the right outline)



Track changes group of buttons

#### 4.5.1. Start/stop track changes

Stopping (disabling) tracking of changes does not remove changes that have already been tracked. Instead, turning off change tracking enables you to modify the document without marking what has changed.

All users have the possibility to start/stop track changes except for authors and linguistic editors. They do not have those buttons in the toolbar.

If a user wants to stop tracking changes but there are unaccepted changes in the document, message “Your document contains some pending changes. Please resolve them before turning off change tracking.” will appear.



Message after stopping track changes (when there are unsaved changes)

#### 4.5.2. Show/hide tracked changes

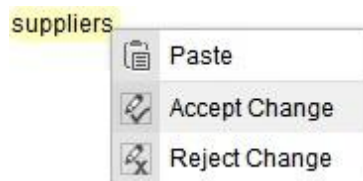
All users have the possibility to Show/hide tracked changes. If a user hides tracked changes, it is possible to view the document as if all changes would have been accepted.



#### 4.5.3. Accept/reject a single change

All users have the possibility to accept/reject a single change except for an author or linguistic editor. They do not have those buttons in the toolbar.

The user should position the cursor within a change and accept/reject that single change by using the accept/reject change button in the CKEditor toolbar (which becomes enabled when the cursor is positioned inside of a change) or accept/reject change from the context menu available on right mouse click.



Right mouse button click context menu for tracked change

#### 4.5.4. Accept/reject all changes

All users have the possibility to Accept/reject all changes except for an author or linguistic editor. They do not have those buttons in the CKEditor toolbar.

The user can accept/reject all changes by using accept/reject all changes buttons in CKEditor toolbar.

Accepting/rejecting of all changes works on a whole document level.

#### 4.5.5. Tracking colours

Each user has one colour for tracking changes except for deleted text which is tracked/highlighted with light red colour for all users' roles.

EU law takes precedence over domestic law at the behest of  
whichever is more advantageous. If Spanish law contravenes

Green color is for Desk Editors.

Yellow color is for Tax Technical Editors.

Blue color is for Authors.

Different tracking colour for different user's roles

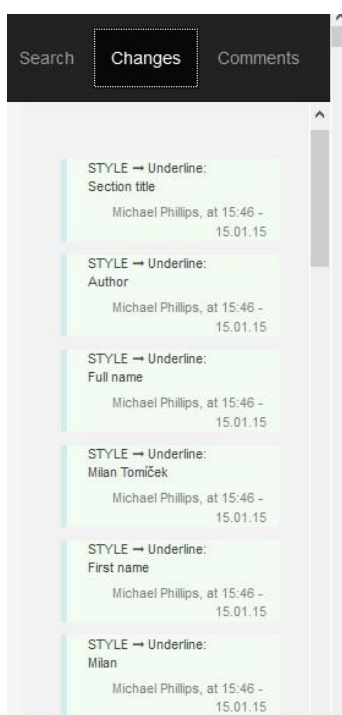


#### 4.5.6. User information on each change

A user can always see which user made which change (added, edited, deleted) in the **Changes tab** on the right side panel.

#### 4.5.7. Date time information on each change

A user can always see the name and track changes colour (left border of each change implies user's role) of user who made a change (added, edited, deleted) at what time and date in the **Changes tab** on the right side panel.



Tracked changes with user and time/date information (Changes tab)

#### 4.5.8. Changes tab

A preview of all unaccepted changes in the document is shown in the Changes tab in the right panel.

When a user wants to see all the current changes, he/she has to click on Changes link in order to see them in Changes tab. The Changes tab doesn't get populated automatically when a new change is made.



**Business/profession**

**In order to be taxable, a person must supply goods or services for consideration in the course of a business or profession.**

Business or professional activities refer to any economic activity aiming directly at the production or distribution of goods or services and include, in particular, the activities of mining and quarrying, manufacture, trade and the rendering of services, agriculture, stock breeding, forestry, fisheries, construction, mining and the exercise of liberal and artistic professions (article 5.2 of the VAT Act).

For VAT purposes, the entrepreneur or professional activities shall be deemed to commence from the acquisition of goods or services with the aim of applying them to the performance of such activities confirmed by objective elements. Whoever carries out these acquisitions is considered an entrepreneur for VAT purposes.

**2.2. Public bodies**

Topic: 1\_4\_2\_f: Government Organizations

**In order to be taxable, a person must supply goods or services for consideration in the course of a business or profession.**

novalite , at 09:45 - 31.12.14

of

Ljubica Sarcevic , at 09:56 - 31.12.14

purposes

novalite , at 09:45 - 31.12.14

Changes shown in Changes tab

Clicking on each change in the Changes tab will scroll you to that change in the editing area.

In a document, newly made changes will get highlighting in a colour of a user's role. In the Changes tab, the change will have a green background just as when something is added or modified. Deleted (and cut) changes will have red highlighting in the document and in the Changes tab as well. The colour of the left border of each change in the Changes tab will imply user's role.

1. Newly added word(s) in a document and in the Changes tab:

For VAT purposes, the entrepreneur of applying them to the performance entrepreneur for VAT purposes.

purposes.

novalite , at 09:45 - 31.12.14

2. Deleted word(s) in a document and in the Changes tab:

The Directorate General for Tax settling requests for tax rulings legislative changes.

~~legislative changes.~~

Ljubica Sarcevic , at 10:12 - 31.12.14



## 4.6. Cut, Copy and Paste

Among the most common editing operations are cutting, copying, and pasting text, CKEditor not only supports these operations but also makes it possible to affect the formatting of the pasted text and even paste a Microsoft Word formatted fragment.

**Important note:** Because the cut, copy and paste functions need access to the clipboard of user's operating system, some Internet browsers either block it when called from CKEditor toolbar, or ask user to explicitly agree to that. Should accessing the clipboard by clicking the respective cut, copy and paste buttons from CKEditor toolbar or context menu options be blocked, user can always perform these operations with keyboard shortcuts.


**!! IBFD recommends you use the keyboard shortcuts CTRL+X/C/V !!**

The problem lies in the browser security settings and as such, CKEditor is not able to bypass this issue. Getting content from the clipboard is generally impossible in JavaScript so browser-based rich text editors have to work around this, as best they can. This issue is present in Firefox and Chrome, Internet Explorer (9+) allows access to the clipboard so you can perform cut/copy/paste normally instead of using keyboard shortcuts CTRL+X/C/V.

Firefox	- keyboard shortcuts CTRL+X/C/V
Chrome	- keyboard shortcuts CTRL+X/C/V and buttons
I.E. 9+	- keyboard shortcuts CTRL+X/C/V and buttons

### 4.6.1. Cut


To cut a text fragment, start with selecting it. When the text is selected, you can cut it using one of the following methods:

- Use the *Ctrl+X* shortcut on your keyboard. Note this method works even when the browser blocks CKEditor toolbar's access to the clipboard, so this is the most reliable way of cutting the text.
- Press the  button on the toolbar.
- Open the CKEditor context menu for the selected fragment by pressing the right mouse button, choose the **Cut** command.

**Tracking changes:** Cut text is tracked same as a deleted text.

### 4.6.2. Copy

To copy a text fragment, start with selecting it. When the text is selected, you can copy it using one of the following methods:

- Use the *Ctrl+C* shortcut on your keyboard. Note this method works even when the browser blocks CKEditor toolbar's access to the clipboard, so this is the most reliable way of copying the text.
- Press the  button on the toolbar.
- Open the CKEditor context menu for the selected fragment by pressing the right mouse button, choose the **Copy** command.






**Tracking changes:** There is no indication which text is copied. Copied text stays the same, it is not tracked. Pasting of copied text is tracked as newly added text.

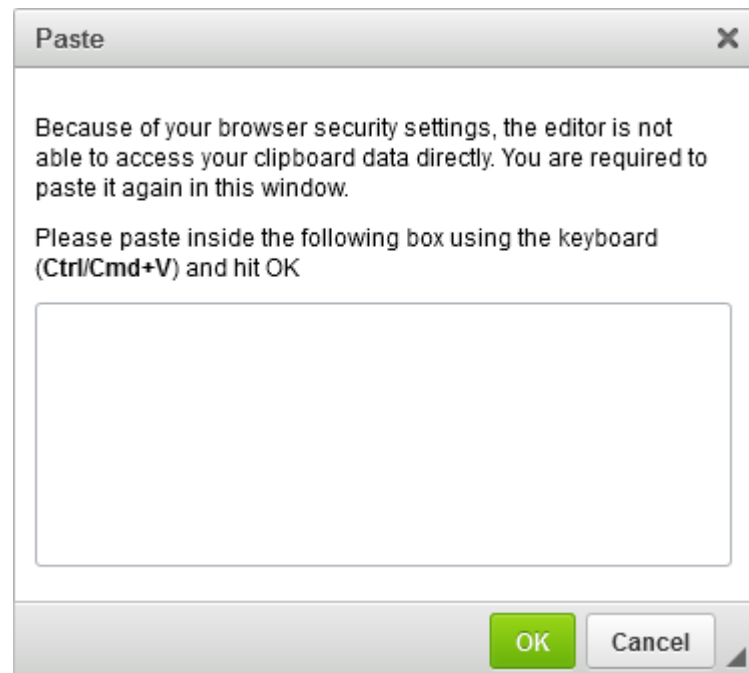
#### 4.6.3. Paste

To paste a text fragment, start with cutting it or copying from another source. Depending on the security settings of your browser, you may either paste directly from the clipboard or use CKEditor **Paste** dialog window.

When the text is in the clipboard, you can paste it using one of the following methods:

- Use the *Ctrl+V* shortcut on your keyboard. Note this method works even when the browser blocks CKEditor toolbar's access to the clipboard, so this is the most reliable way of pasting the text.
- Press the  button on the toolbar.
- Open the CKEditor context menu for the selected fragment by pressing the right mouse button, choose the **Paste** command.

If direct access to the clipboard is blocked, you will be asked to paste the text into the **Paste** dialog window using the *Ctrl+V* keyboard shortcut.




Paste dialog window of CKEditor

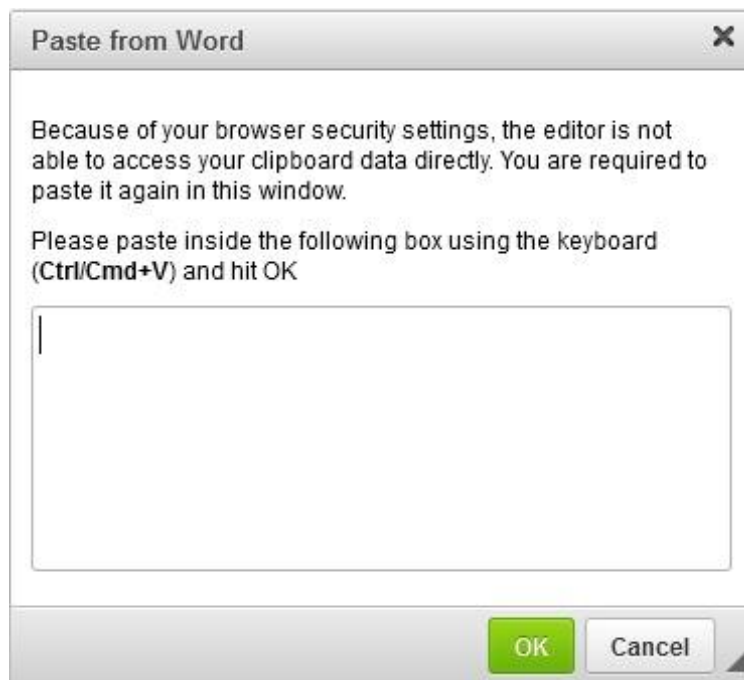
**Tracking changes:** Pasted text (after cut or copy) is tracked in a document as newly added text.



#### 4.6.4. Paste from Word


CKEditor allows you to preserve basic formatting when you paste a text fragment from Microsoft Word. To achieve this, copy the text in a Word document and paste it using one of the following methods:

- Press the  button on the toolbar.
- Use the *Ctrl+V* shortcut on your keyboard. Note this method works even when the browser blocks CKEditor toolbar's access to the clipboard, so this is the most reliable way of pasting the text.



Paste from Word dialog window of CKEditor

#### 4.6.5. Paste as Plain Text

If you want to paste an already formatted text, but without preserving the formatting, you can paste it as plain text. To achieve this, copy the formatted text and press the  button on the toolbar. If the browser blocks CKEditor toolbar's access to clipboard, a **Paste as Plain Text** dialog window will appear and you will be asked to paste the fragment into the text box using the *Ctrl+V* keyboard shortcut.



Paste as Plain Text dialog window of CKEditor

Once pasted into the document, the text will lose all its formatting and you will be able to style it using CKEditor options.

## 4.7. Undo and Redo

---


The **Undo** and **Redo** functions of CKEditor make text editing easier by remembering the actions performed in the editor window and making it possible to revert them as needed.

### 4.7.1. Undo

The **Undo** feature is a quick way to cancel the recently introduced change and restore the document to its previous state.

This is especially useful when the last performed operation was particularly destructive to the document, like in a situation when you select all of its content and accidentally delete it.

In order to revert the last action, activate the **Undo** command in two ways:

1. Press the  button on the toolbar.
2. Press the **Ctrl+Z** combination on your keyboard.




Keep in mind that the **Undo** option works on section level (per CKEditor instance). Since CKEditor by default supports 20 undo levels, you can usually go back as many steps as required.

#### 4.7.2. Redo

The **Redo** feature lets you revert the last **Undo** operation. This means that the document returns to the state it was in before you performed the **Undo**.

In order to revert the last **Undo** operation, activate the **Redo** command in two ways:

1. Press the  button on the toolbar.
2. Press the *Ctrl+Y* combination on your keyboard.

Just like with **Undo**, many **Redo** levels are supported, so you can usually go forward as many steps as required.

Keep in mind that the **Redo** option works on section level (per CKEditor instance).

## 4.8. Find and Replace

---


The **Find** and **Replace** features allow you to quickly search the text as well as retain its consistency. They also make editing the text easier since you can batch change multiple occurrences of a phrase with just one mouse click instead of manually finding and modifying each one of them.

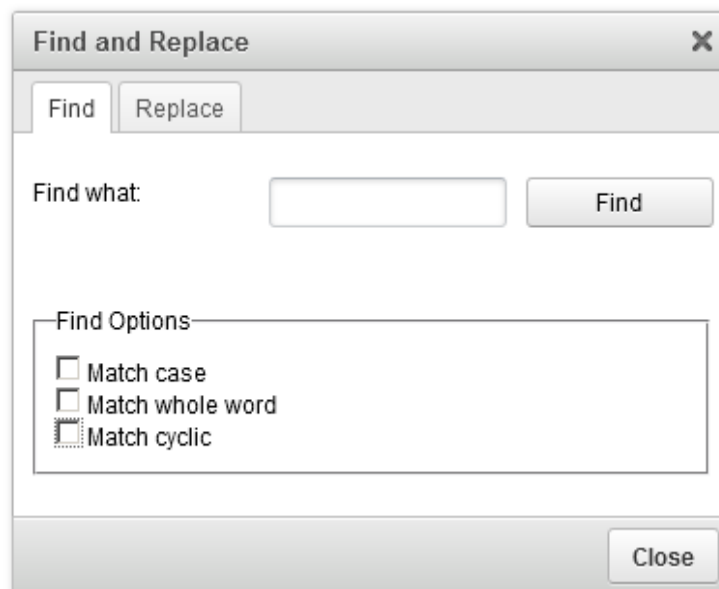
Since both are closely related, they are implemented as one dialog window with two tabs that let you switch between the **Find** and **Replace** option.

Note that because the default position of the dialog window is on top of the document in the editor, you might need to drag the **Find and Replace** window in order to see the highlighted terms.

#### 4.8.1. Find

If you want to find a word or a phrase in your document on section level (per CKEditor instance) in a quick and efficient manner, use CKEditor **Find** command.

To open the appropriate dialog window, press the  button on the editor toolbar. This is what the **Find and Replace** dialog window looks like with the **Find** tab active:



The Find tab in the Find and Replace window

The **Find** tab consists of a search field and a few options that let you refine the search. Here is the overview of all **Find** tab elements:

- **Find what** – is the text field where you enter the word or phrase that you want to find.
- **Match case** – checking this option limits the search operation to words whose case matches the spelling (uppercase and lowercase letters) given in the search field. This means that the search becomes case-sensitive.

Example:

When **Match case** is checked and the search term is: "*option*", you will find all instances of "*option*" with this exact spelling but not when the word is spelled "*Option*" or "*OPTION*".

- **Match whole word** – checking this option limits the search operation to whole words.

Example:

When **Match whole word** is checked and the search term is: "*option*", you will find all instances of "*option*", but not the words "*optional*" or "*options*".


- **Match cyclic** – checking this option means that after CKEditor reaches the end of the section, the search continues from the beginning of the text in section. This option is checked by default.

After you enter the search term and select the options, press the **Find** button and CKEditor will highlight the first occurrence of the term in the text, starting from the current position of the cursor in text and going down through section. If you want to jump to the next occurrence of the term in the text, press the **Find** button again.

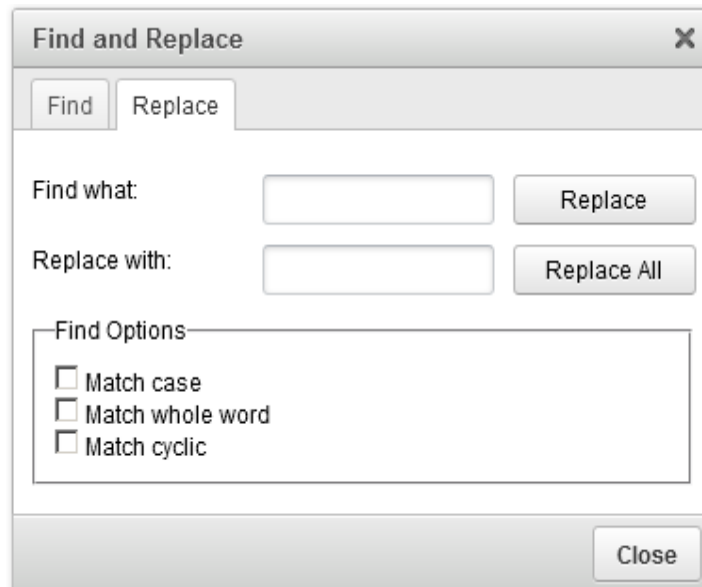


### 4.8.2. Replace

If you want to quickly find a word or phrase in your document section and replace it, use CKEditor **Replace** command.

To open the appropriate dialog window, press the  button on the editor toolbar.

This is what the **Find and Replace** dialog window looks like with the **Replace** tab active:



The Replace tab in the Find and Replace window

The **Replace** tab consists of a search field, a replace field and a few options that let you refine the operation. Here is the overview of all **Replace** tab elements:

- **Find what** – is the text field where you enter the word or phrase that you want replace in the document.
- **Replace with** – is the text field where you enter the word or phrase that will replace the search term in the document.
- **Match case** – checking this option limits the search and replace operation to words whose case matches the spelling (uppercase and lowercase letters) given in the search field. This means that the search and replace becomes case-sensitive.

Example:

When **Match case** is checked and the search term is: "*option*", you will find and replace all instances of "*option*" with this exact spelling, but not when the word is spelled "*Option*" or "*OPTION*".

- **Match whole word** – checking this option limits the search and replace operation to whole words.



Example:

When **Match whole word** is checked and the search term is: "option", you will find and replace all instances of "option", but not the words "optional" or "options".

- **Match cyclic** – checking this option means that after CKEditor reaches the end of the section, the search and replace continues from the beginning of the text. This option is checked by default.

After you enter the search term as well as the replace term and select the options, press the **Replace** button. CKEditor will highlight the first occurrence of the term in the text, starting from the current position of the cursor in text and going down through section. If you want to replace the highlighted term, click the **Replace** button once more. Then, if you want to jump to the next occurrence of the term in the section text, press the **Replace** button again.

You can also replace all occurrences of the search term in the section in one go. In order to do that, press the **Replace All** button. CKEditor will then replace all occurrences in the whole section at once and display a pop-up window with the result of the operation.

This is what the result window looks like:



The result of the Replace operation

**Tracking changes:** Replacing of words is tracked so that found words (by the Find operation) are highlighted as deleted words and new words highlighted as newly added words, after performing replacement.

#### 4.8.3. Search and Replace on a whole document level (customization)

If you want to find a word or a phrase on a document level in a quick and efficient manner, go to the **Search** link in the right outline panel and use the **Search** command (button).

The **Search** tab consists of a search and replace field and a few buttons that let you navigate through results in a document or to undo the search and/or replace action. Here is the overview of all **Search** outline link elements:



Here is the overview of all **Search** link elements:

- 1 – **Search text field** for search term
- 2 – **Replace text field** for new word(s)
- 3 – **Search button** performs a search based on search term
- 4 – **Replace All button** performs a replacement of searched (found) results with the new word(s) given in Replace text field
- 5 – **Clear button** clears Search and Replace fields as well as their results in editing area
- 6 – **Undo button** undoes last action (search or replacing)
- 7 – **Previous** and **Next buttons** for navigation through search and/or replace results in editing area

Search link

This is how it looks when a user searches on a whole document level:

## 1. Introduction

Topic: 1\_4, VAT

Topic: 2\_12\_2\_1, Systems of Taxation

### 1.1. General

Topic: 1\_4, VAT

Topic: 2\_12\_2\_1, Systems of Taxation

On 1 October 1986 New Zealand introduced a broad-based consumption tax called goods and services tax (GST). The Goods and Services Tax Act 1985 (GST Act) imposes GST on taxable supplies of goods and services made in New Zealand by a GST-registered person in the course or furtherance of a taxable activity.

GST was originally imposed at a single rate of 10% of the value of the supply. The rate has since been increased twice, to 12.5% on supplies made after 1 July 1989 and to 15% on supplies made on or after 1 October 2011.

While GST is a tax on consumption, it is the GST-registered suppliers of goods and services who are required to account for GST to the New Zealand Inland Revenue Department (IRD). Suppliers of goods and services are able to (and often do) pass on the cost of GST to the consumer by increasing the purchase price of their goods and services by the GST imposed on the supply.

To avoid the "cascading" effect of GST (i.e. GST building up through the supply chain as businesses buy goods and services for the purpose of making their own taxable supplies), GST-registered persons are entitled to claim a deduction (referred to as an "input tax credit") of GST charged on goods or services that they use (or have available to use) to make taxable supplies. If the input tax credit exceeds the registered person's GST output tax liability, it is refunded in cash by the IRD (although the IRD has discretion to offset this against any outstanding tax obligations of the registered person).

Supplies of most goods and services in New Zealand are taxable supplies and subject to GST at 15%. However, zero-rated taxable supplies are subject to GST at a rate of 0% and exempt supplies are not subject to GST. Persons making only exempt supplies are not entitled to register for GST or claim input tax credits with respect to those supplies, whereas persons making zero-rated supplies are entitled to register and claim input tax credits with respect to those supplies.

Performed search on a whole document level





Found words will be highlighted.

The number of found results in the content will be shown below the Previous and Next buttons in Search tab.

Performed search on term “goods” and replacement of all found results with a word “articles”:

**1. Introduction**

Topic: 1\_4; VAT

Topic: 2\_12\_2\_1; Systems of Taxation

**1.1. General**

Topic: 1\_4; VAT

Topic: 2\_12\_2\_1; Systems of Taxation

On 1 October 1986 New Zealand introduced a broad-based consumption tax called **articlesgoods** and services tax (GST). The **articlesGoods** and Services Tax Act 1985 (GST Act) imposes GST on taxable supplies of **articlesgoods** and services made in New Zealand by a GST-registered person in the course or furtherance of a taxable activity.

GST was originally imposed at a single rate of 10% of the value of the supply. The rate has since been increased twice, to 12.5% on supplies made after 1 July 1989 and to 15% on supplies made on or after 1 October 2011.

While GST is a tax on consumption, it is the GST-registered suppliers of **articlesgoods** and services who are required to account for GST to the New Zealand Inland Revenue Department (IRD). Suppliers of **articlesgoods** and services are able to (and often do) pass on the cost of GST to the consumer by increasing the purchase price of their **articlesgoods** and services by the GST imposed on the supply.

To avoid the “cascading” effect of GST (i.e. GST building up through the supply chain as businesses buy **articlesgoods** and services for the purpose of making their own taxable supplies), GST-registered persons are entitled to claim a deduction (referred to as an “input tax credit”) of GST charged on **articlesgoods** or services that they use (or have available to use) to make taxable supplies. If the input tax credit exceeds the registered person’s GST output tax liability, it is refunded in cash by the **IRD** (although the IRD has discretion to offset this against any outstanding tax obligations of the registered person).

Supplies of most **articlesgoods** and services in New Zealand are taxable supplies and subject to GST at 15%. However, zero-rated taxable supplies are subject to GST at a rate of 0% and exempt supplies are not subject to GST. Persons making only exempt supplies are not entitled to register for GST or claim input tax credits with respect to those supplies, whereas persons making zero-rated supplies are entitled to register and claim input tax credits with respect to those supplies.

Search: goods

Replace: articles

Search Replace All

Clear Undo

Previous Next

Found: 415

Performed Search and Replace All

**Tracking changes:** Replaced words will be highlighted as deleted words. New words will be highlighted as newly added words.

**Important note:** It is not possible to perform Replace All operation if you enter search and replace word in the text boxes and click the **Replace All** button (as in Find and Replace on section level). It is important to remember that the **Replace All** button will be enabled after a search is done. Therefore, the precondition for performing a replace operation is a completed search.

Currently, the Search tab contains no Replace one option (to replace just one occurrence).



## 4.9. Text Selection

When you want to apply a formatting method to a larger text fragment, you can select it. CKEditor supports a few selection methods that you can use.

### 4.9.1. Whole section selection

To select all content of the section, click inside CKEditor editing area and use the **Ctrl+A** keyboard shortcut to select everything inside the editing area (section). All section elements, including text, images, or tables, will become highlighted. You can now apply whatever action you wish to the selected content.



Whole section selection

### 4.9.2. Selecting a Section Fragment

A popular way to select document fragments (in our case section fragments) is to use a mouse. Keeping the left mouse button pressed, drag your mouse over the document content that you want to select. The selection process will finish when you release the mouse button. A section fragment selected with your mouse will become highlighted. You can also select individual words by double-clicking them.



Selecting a section fragment in CKEditor

Note that a document fragment can also be selected with your keyboard.

Using **Shift+Arrow** lets you select the text by letters and the **Ctrl+Shift+Arrow** — by words. The **Shift+Home** combination selects the text from the cursor to the start of the current line, while the **Shift+End** — from the cursor to the end of the current line. The combination of **Ctrl+Shift** and the **Home** or **End** keys let you select the text from the cursor to the beginning or end of the document, respectively. The **Shift+PgDn** and **Shift+PgUp** shortcuts select a text fragment of approximately the length of the editing area starting from the cursor and going down and up the text, respectively.



## 4.10. Saving content

---

When CKEditor is placed inside an HTML form, you can use the **Save** button to submit the data to the server. By default the **Save** button is inactive until some change(s) in the document are made and then the **Save** button becomes enabled. The **Save** button is disabled after a successful save and enabled again after a further change is made. The **Save** operation works on a document level.

**Auto-save** automatically saves changes every 5 minutes (this time period is set by the system administrator). **Auto-save**, actually, only creates a new version if there has been at least one change from the previous version.

"The content has been successfully saved" message is shown on each manual save and autosave, below the toolbar, in the editing area:



Message after successful saving

If save fails for some reason the User will be prompted with a message, below the toolbar, in the editing area (just like in case of successful save):



Message after unsuccessful saving

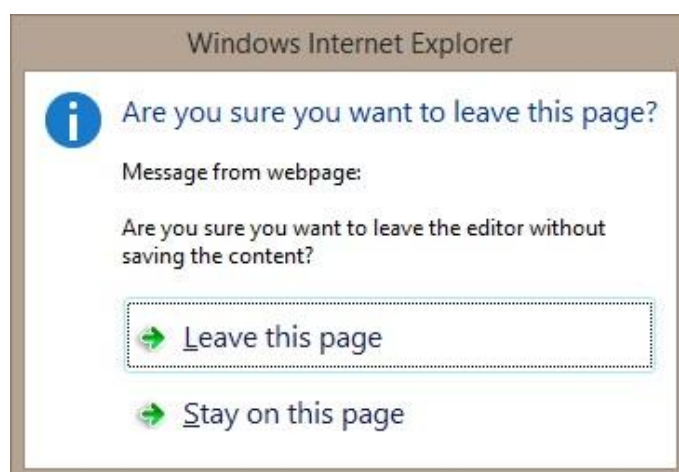
If a user has some unsaved changes and tries to close the browser's tab, window, or even shuts down his browser, he/she will be prompted to save the changes. A warning message will appear:



Firefox: Warning message on closing tab or browser when there are unsaved changes



Chrome: Warning message on closing tab or browser when there are unsaved changes



Internet Explorer 11: Warning message on closing tab or browser when there are unsaved changes

**Important note:** If a user's browser shows a warning message about closing multiple tabs (upon trying to shut down the browser with multiple tabs opened) the user should confirm that he/she wants to close multiple tabs. After that confirmation the message prompt about unsaved changes will appear.

**Warning:** User(s) should only open one document per one browser tab at the time. It is possible to open the same document in two or more tabs however it is therefore possible to lose work or overwrite changes, because changes made in one tab are not made in the others. It is not recommended to edit the same document at the same time on more than one computer or to edit the same document at the same time in different browsers on one computer. Also, the user is not warned for unsaved changes when switching between browser tabs.



## 4.11. Outline Checker (validation)

---

Complete validation of the outline is performed when a user tries to save the document. Each newly added (sub)section is validated against the standard outline file. If the document is not valid the document won't be saved (together with accepted/unaccepted changes) and error message on top of the outline will be shown. The document won't be saved until all problematic sections/titles are fixed.

**Technical note:** Outline checking will be performed if there is filled in "outlineyear" parameter in html and belonging standard layout file stored in Alfresco. If the "outlineyear" parameter is not specified or standard outline file is missing, the outline will not be validated against the standard outline file, but the editor will still check outline for format and sequence validity. IBFD should always provide html files ready for standard outline validation so the user doesn't have to be aware of this precondition (defined "outlineyear" parameter in html file) for validating an outline. – Check meaning and Rewrite

### 4.11.1. Rules of Outline Validation

The validation rules are:

**1. For each collection, a standard outline file will be stored in the CMS**

Not all collections have a standard outline. For these collections nothing needs to be done.

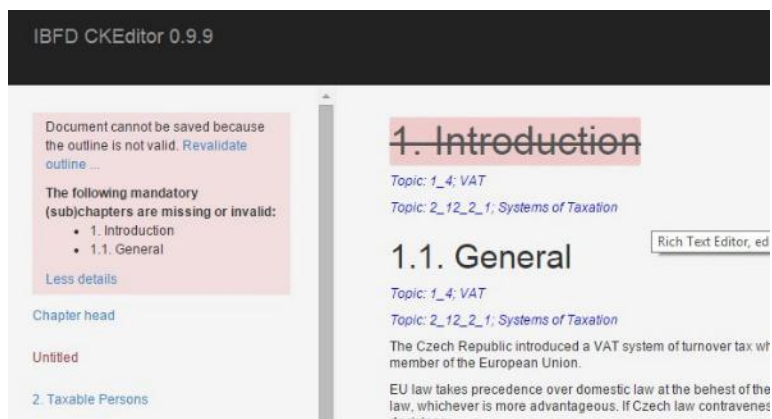
**2. Each outline document lists the mandatory and non-mandatory sections of an outline.**

**3. Mandatory sections and subsections must always be present in the document.**

Those sections and subsections cannot be deleted (not allowed by outline checker). Missing of mandatory (sub)sections will produce an error in the outline which prevents document to be saved. Deleted mandatory (sub)section will have to be inserted in order to have a valid outline and to save the document. Missing sections will be listed in warning message at the top of the outline panel, after user tries to save the document.

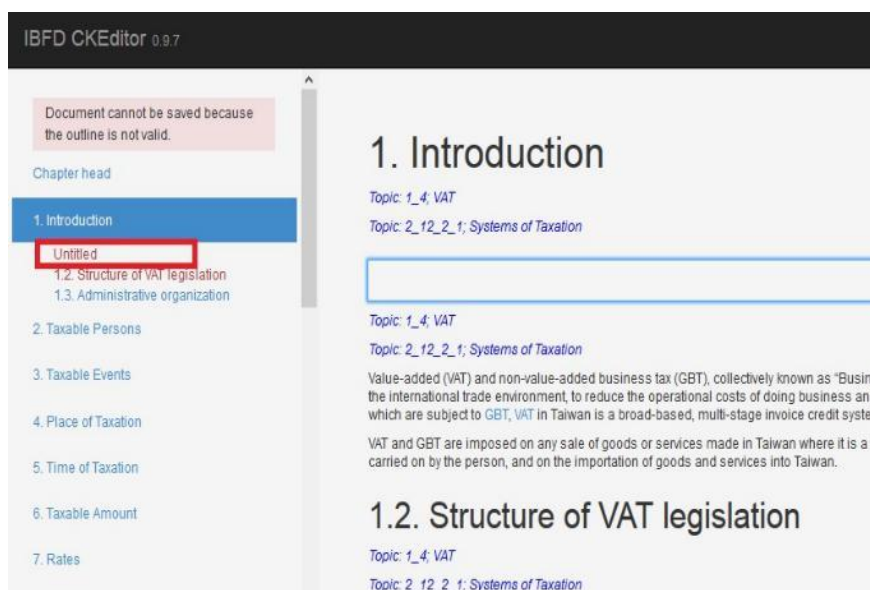
– Check meaning and Rewrite





Outline message after deletion of mandatory section

**Important note:** Deletion of Section 1-6 titles and accepting that change, leaves an empty class in editing area which shows in the outline as “**Untitled**” and causes an outline invalidation (see picture below). User should go back in the editing area and delete this class by positioning in it with cursor and using delete or backspace button for deleting it.



“Untitled” in outline after deleting and accepting deletion of Section 1-6 titles



Renaming of mandatory sections and subsections is also not allowed.

If there is an invalid title, its parent section will be differently styled (yellow letters) to indicate an existence of some kind of error related to its subsections. Errors can be related to invalid titles, wrong sequence number of a title and wrong title format. “Invalid subchapter(s) in this content” message will be shown on mouse hover over section title with yellow letters (see picture below). In all of this cases, invalid title will also have different style (red letters). If user places a mouse over invalid title, tooltip will show what kind of error is present in the title.

Document cannot be saved because the outline is not valid. [Revalidate outline ...](#)

Chapter head

1. Introduction

2. Taxable Persons

3. Taxable Events

3.1. Supplies of goods

Invalid subchapter(s) in this context.

3.1.3. Deemed supplies of goods

3.1.3.1. Transfer by order of public authority

3.1.3.2. Hire purchase

3.1.3.3. Commissionaire arrangements

3.1.3.4. Triangular/Chain transactions

3.1.3.5. Works of construction

3.1.3.6. Withdrawal of business goods

3.1.3.7. Free-of-charge supplies to third parties

3.1.3.8. Transfer from taxable to non-taxable activity

3.1.3.9. Goods remaining at cessation of taxable activity

3.1.3.10. Transfer of goods between Member States

3.1.3.11. Safety net

## 3. Taxable Events

Topic: 1\_4\_3; Taxable Events

Topic: 2\_12\_2\_1; Systems of Taxation

The following activities are subject to VAT:

- the supply of goods or services for consideration (including an
- the importation (including any transaction regarded as an impr
- the intra-Community acquisition of goods.

### 3.1. Supplies of goods

Topic: 1\_4\_3\_1; Concept of Goods

Topic: 2\_12\_2\_1; Systems of Taxation

#### 3.1.1. Definition of goods

Topic: 1\_4\_3\_1; Concept of Goods

Topic: 2\_12\_2\_1; Systems of Taxation

Goods are defined as all tangible assets, rights in rem, living an considered to be real estate.

Money (valid bank notes, government notes, and coins of the C;

- bank notes and coins of the Czech currency at the time they ar
- bank notes, government notes, and coins of the Czech or forei
- exchange rate announced by the Czech National Bank; and
- securities in a material form at the time they are supplied by th

#### 3.1.2. Definition of supplies of goods

Topic: 1\_4\_3\_1; Concept of Goods

Topic: 2\_12\_2\_1; Systems of Taxation

A supply of goods means transfer of the right to dispose of the g

Message that warns about existence of subchapter with an error (the red ones)

Related to renaming, note that the standard outline files sometimes include multiple allowed titles for a given section or subsection. Allowed titles are shown in tooltip on mouse hover the wrong titles in outline. In this case, any of offered titles are permitted (see the picture below). The first offered title is preferred and should be used as the suggested title. – Check meaning and Rewrite





3.1.3. Deemed supplies of goods

3.1.3.1. Transfer by order of public authority

3.1.3.2. Hire purchase

3.1.3.3. Commissionaire arrangements

3.1.3.4. Triangular/chain transactions

3.1.3.5. Works of construction

3.1.3.6. Withdrawal of business goods

3.1.3.7. Free-of-charge supplies to third parties

3.1.3.8. Transfer from taxable to non-taxable activity

3.1.3.9. Goods remaining at cessation of taxable activity

3.1.3.10. Transfer of goods between (Member) States

3.1.3.11. Safety net

3.1.4. Transfer of a business

3.2. Supplies of services

This title is NOT allowed. Please choose one of these:

1. Transfer of goods between Member States
2. Transfer of goods between States

3.1.3.10. Transfer of goods between (Member) States

3.1.3.11. Safety net

3.1.4. Transfer of a business

3.2. Supplies of services

3.1.3.7. Free-of-charge supplies to third parties

Topic: 1\_4\_3\_21\_1\_7; Free-of-Charge Supplies to Third Parties

Topic: 2\_12\_2\_1; Systems of Taxation

See section 3.1.3.6.

3.1.3.8. Transfer from taxable to non-taxable activity

Topic: 1\_4\_3\_21\_1\_8; Transfer from Taxable to Non-Taxable Activity

Topic: 2\_12\_2\_1; Systems of Taxation

A change in the use of goods for taxable or non-taxable activities within the entrepreneurial activity c

3.1.3.9. Goods remaining at cessation of taxable activity

Topic: 1\_4\_3\_21\_1\_9; Remaining at Cessation of Taxable Activity

Topic: 2\_12\_2\_1; Systems of Taxation

If an entrepreneur ceases to carry out a taxable activity (see section 2.1.), goods used for private pur 25.1.1995, 94/15/0023) (see section 3.1.3.6.).

3.1.3.10. Transfer of goods between (Member) States

Topic: 1\_4\_3\_21\_1\_10; Transfer between (Member) States

Topic: 2\_12\_2\_1; Systems of Taxation

Message that warns about not allowed titles and offers permitted ones

#### 4. Non-mandatory sections are optionally present in the document.

However, if at a certain level in the outline several sections are non-mandatory, the presence of one of those non-mandatory sections requires the other ones to be present as well (because of the numbering).

Renaming of optional sections and subsections is

For example, if subsection 1.9.2 is added, then 1.9.1 should be added as well.

#### 5. At each level in the outline, at the end of the list of sections, new sections and subsections may be added.

This possibility is implemented for every section level except for Section 1 level. It is not possible to add new section with a new instance of CKEditor. Currently, Section 1 title can be inserted only within some existing section. If user tries to insert new Section 1 level anywhere in the document, after save, he/she will get a message that section has been misplaced because it's not possible to have two Section 1 titles inside of one section.

Subsection levels (Section 2-6) can be added at the end of each level list and they are not tested against the standard outline.

If we have subsection 3.4.5., it is possible to add 3.4.6. subsection which is not present in the standard outline file as mandatory or non-mandatory subsection.

– Check meaning and Rewrite



**6. At the deepest level in each part of the outline, an additional level of sub sections may be added.**

If we have Section 2 in a document with 3 subsection levels (e.g. 2.2.5), level 4 can be added (2.2.5.1.). Subsections added in the described way are not tested against the standard outline. The maximum number of subsection levels is 6.

#### 4.11.2. Revalidate Outline link



Revalidate outline link

Whenever the message is displayed in the content that "Document cannot be saved..." because of invalid outline, there is also an additional link in the message "Revalidate outline..." which can be used to validate outline again, for cases when the save button is disabled.

The Save button can stay disabled in cases of making changes to the outline and using UNDO. Using UNDO after making changes in titles, leads to previous version of the content, which is equal to the initial state of the content, so the editor considers that there are no changes in the document and the save button stays disabled in those cases (it should be disabled only if there are no changes).

The disabled Save button, after using UNDO to remove unwanted section titles changes, might be misleading to a user, so the solution for this situation the user can find in **Revalidate outline** link. After revalidation of outline, all changes that have been made in section titles, will be applied to the outline. After revalidation of outline, user will get the following message in the editing area:



Outline message after successful revalidation of outline

#### 4.11.3. Sequence and Format validation

Section (chapter) numbering should be sequential (e.g. 1. 1.1., 1.2....). The user will be warned if the sequence was broken by a tooltip (hint) appearing in the outline with additional info shown - e.g. why the entered (sub)section is detached and what are the missing ancestors.



Chapter head

1. Introduction

Missplaced (sub)section - detached from a previous sequence of (sub)chapters:

2.

2.3

2.4. Groups

3. Taxable Events

4. Place of Taxation

2.3. Incidental transactions

Topic: 1\_4\_2; Taxable Persons

Topic: 2\_12\_2\_1; Systems of Taxation

In order to be a taxable person, a person must supply goods or services of intra-Community supplies and acquisitions of new means of transport.

Any person who occasionally supplies a new means of transport upon price, paid on import, or on an intra-Community acquisition of a new of transportation were a taxable supply in Slovenia.

An intra-Community acquisition of a new means of transport is always

Where a person has become a taxable person only as a result of the

Breach of subsection sequence

The outline validator expects the **format** of (sub)section title to be <no><space><title> where:

- <no> represents number (e.g. 8.1. - must end with a dot)
- <space> one or more spaces between number and title
- <title> represents title text according to standard outline file if specified, or any text if "outline year" attribute is not specified within a document header

File Edit View History Bookmarks Tools Help

Alfresco » Document Library x evat\_si.html x +

https://dev-cms.ibfd.org/ibfdck/index.html?nodeId=content/workspace/SpacesStore/56b5c8c7-0f11-430b-b781-258458cb514

Document cannot be saved because the outline is not valid. [Revalidate outline ...](#)

Chapter head

1. Introduction

2. Taxable Persons

Invalid FORMAT of (sub)chapter.

2.3 Incidental transactions

2.4. Groups

3. Taxable Events

2.3. Incidental transactions

Topic: 1\_4\_2; Taxable Persons

Topic: 2\_12\_2\_1; Systems of Taxation

In order to be a taxable person, a person must supply goods or services of intra-Community supplies and acquisitions of new means of transport.

Any person who occasionally supplies a new means of transport upon price, paid on import, or on an intra-Community acquisition of a new of transportation were a taxable supply in Slovenia.

An intra-Community acquisition of a new means of transport is always

Where a person has become a taxable person only as a result of the comply with any other obligations of a taxable person, e.g. registration State and brings it to Slovenia for his personal use.

For the VAT treatment of excisable goods see section 3.6.1.2

Example of invalid format of subchapter (deleted dot is missing)



Please note that some sections ignore the format of (sub)section title:

- Introduction section (in general, sections without number)
- Annex sections

**Important note:** In a specific case when an “outlineyear” parameter is missing from HTML, the outline will not be validated against the standard outline file. But, the editor will still check for format and sequence validity. It will not prevent user from saving - only the warnings (yellow letters instead of red) will be shown. IBFD should provide document with “outlineyear” parameter defined.

9. Deduction and Refund of Input Tax

10. Liability to Remit VAT

11. Administrative Obligations

12. Special Schemes

13. Immovable Property

14. Powers of Tax Authorities

15.1.5. Reduced rates

Annex I: Reduced/Increased Rates

Annex I-A: Reduced rates

The reduced rate of 9 % applies to the following goods and services:

- books and exercise books used as learning materials, excluding learning materials which are tax exempt
- medical products, contraceptives, sanitary and toiletry products, medical equipment or medical device by a regulation of the Minister of Social Affairs, and services facilitating the use of such medical device
- periodic publications, excluding publications mainly containing advertisements or personal announcements

Example of format error: Used Section 3 style doesn't match the subchapter level (Section 2)

**Important note:** In a specific case when the outline year parameter is present but standard outline file is not stored on Alfresco, the user will still be allowed to edit the file same as in previous case (when the “outlineyear” parameter is missing). A warning message will be shown after opening the file:



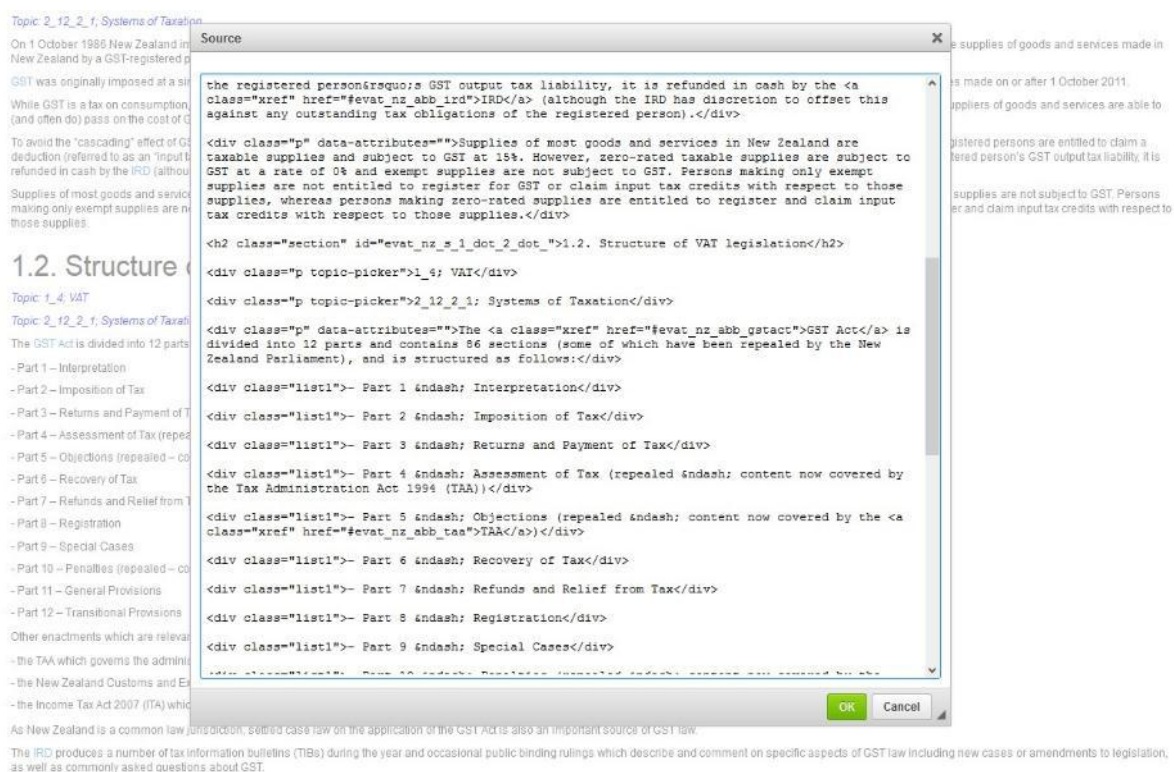
When outline file is missing - warning message



## 4.12. Document Source

CKEditor is an online WYSIWYG editor that produces clean, standards-compliant HTML code. This means that you can write some text in the editing area and format it in a few simple clicks of the toolbar buttons without knowing the ins and outs of the HTML syntax.

If at any time you would like to check the HTML source code of your document (per section), use the **Source** toolbar button. The text that will appear in the editing area contains all the relevant HTML tags and attributes from chosen section.



A section text displayed in CKEditor source code mode

Since the source code view is not read-only, you can also edit your document while in this mode.

In order to return to the default, WYSIWYG view, press the Source button again.

Do remember though that HTML editing is an advanced feature and its use should be limited to users with knowledge of the HTML markup language. Source button is available only for user's roles that have possibility to accept/reject changes (all users except for authors and linguistic editor). CKEditor lets you format your document or insert media like images or links without worrying about the source code and tags.

**Tracking changes:** Changes made in Source HTML dialog window are not tracked.





### 4.13. Drag and drop functionality

---

In this development phase, drag and drop functionality is disabled.



## 5. Text Styling

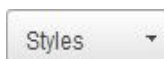
Text styling determines the way your text will look in the document. Advanced capabilities in setting text format is what distinguishes CKEditor from a standard form text area or a basic editor. Font styling and applying a pre-defined set of consistent styles, all take seconds and one mouse click.

In CKEditor the text styling features are grouped together on the toolbar. Some are simple buttons that turn the style on and off when you click them.



Text styling buttons grouped in CKEditor toolbar

Other text styling options are available as a drop-down list. Upon clicking them, the list opens and you can select a styling option. This functionality is well known if you are a Word user. Word offers a Styles group on the Home tab, from where user can quickly apply a style from the gallery of styles.



Styling drop-down menu in CKEditor toolbar

Among the styling features you will find:

- **Bold, Italic, Underline, and Strike-through** – add bold, italic, underline and strike-through formatting to a text fragment.
- **Subscript and Superscript** – text with subscript and superscript formatting is smaller and placed below or above the baseline, respectively.
- **Formatting Styles** – pre-defined sets of formatting features that can be applied to block and inline elements of the document.

**Tracking changes:** All styles related changes are tracked. In the document the applying and removing of each style is tracked as a change.



In the Changes tab, each style change is described.



“contact details” text is bold now



Normal style has been removed from paragraph

## 5.1. Bold, Italic, Underline and Strike-through

---

These four basic font styles are frequently used in both print and online documents. Due to their popularity each one of them is available under a separate toolbar button. To turn the style on, press the button or use the respective keyboard shortcut. To turn it off, use the button or a keyboard shortcut again.

To write in bold (i.e. using thicker letters), press the **B** toolbar button or use the **Ctrl+B** keyboard shortcut.

To write in italics (i.e. using slanted letters), press the **I** toolbar button or use the **Ctrl+I** keyboard shortcut.

To underline the text (i.e. draw a horizontal line underneath the letters), press the **U** toolbar button or use the **Ctrl+U** keyboard shortcut. Remember that the underline style will also be applied to all white space of the selected fragment.

To strike the text through (i.e. draw a horizontal line through the letters), press the **S** toolbar button. Remember that the strike-through style will also be applied to all white space of the selected fragment.

The bold, italics, underline and strike-through styles can be applied to the whole document (section), a paragraph, or a text fragment of arbitrary length — even a single letter. Do note, however, that for aesthetic and readability reasons it is recommended not to combine too many different formatting styles in one document.





The Act consists of the following 22 chapters:

- (1) **Scope** and definitions
- (2) *Registration obligations and rights*
- (3) Taxable turnover, withdrawal, import
- (4) ~~Taxable amount~~
- (5) VAT rates and scope
- (6) Exemptions
- (7) *Goods not **taxable** at importation*
- (8) Deduction of input VAT
- (9) Adjusting and repayment of input VAT
- (10) Refund of VAT
- (11) Calculation and payment of VAT
- (12) The VAT authorities
- (13) General procedures for the VAT authorities

Bold, italic, underline, and strike-through styles used in CKEditor

In CKEditor it is possible to combine these styles or use them in conjunction with other formatting methods. It is worth remembering, however, that bold, italics, underline, and strike-through often have special meaning. Strike-through, for example, is often employed to denote the recently deleted text, while underline may suggest recently inserted text or a link. Since their usage is partly standardized, it is important to use these styles consistently across your documents.

**Important note:** The strikethrough button produces text looking the same as deleted text while the changes are not accepted in a document. Keep in mind that you can distinguish them by colour. Deleted text is strikethrough and is always highlighted in red and newly added strikethrough text will have the colour of the user's role that made the change.

## 5.2. Superscript and Subscript

---

Subscript and superscript formatting is often used in mathematical expressions or footnote references. CKEditor makes it easy to format the text as subscript or superscript with appropriate toolbar buttons.

### 5.2.1. Subscript

Subscript is a character that is slightly smaller than the text that surrounds it and is set below the baseline. It is often used in mathematical expressions to denote a variable version or the denominator part of a fraction.

To use subscript in your document, press the **x<sub>2</sub>** toolbar button. To remove the formatting, press the button again.



Topic: 2\_12\_2\_1; Systems of Taxation

Article 2(b) of the VAT Act includes, within the definition of a supply (out one of the inventory for his private use). The definition of a supply

$x^2$

$y_2$

Subscript and superscript used in CKEditor

### 5.2.2. Superscript

Superscript is a character that is slightly smaller than the text that surrounds it and is set above the baseline. It is often used in mathematical expressions to denote power or the numerator part of a fraction. In normal text superscript often directs a user to a footnote. Note that some special characters are often added as superscript by default.

To use superscript in your document, press the **x<sup>2</sup>** toolbar button. To remove the formatting, press the button again.

## 5.3. Formatting Styles

---

Styles are pre-defined combinations of various formatting options that make it easier to keep the presentation of the text uniform. What is more, since a style often contains a number of features at once, when you want to customize the way a text fragment looks, you do not need to change a font size, font basic styles (bold, italic...) or indentations separately.

To choose a style, select a text fragment and press the **Styles** toolbar button.

The Styles drop-down list contains a number of pre-defined block specific IBFD styles that you can use. To make the choice easier, the style names are displayed in a style that they represent, giving you a preview of what the text will look like.



Styles drop-down menu in CKEditor



A style can be applied to the whole section or a paragraph. Do note, however, that for aesthetic and readability reasons it is recommended not to combine too many different styles in one document and to keep the styling consistent.

In order to remove a style applied with the Styles feature, open the drop-down list and click the formatting style name again.

Styles from dropdown menu:

- Normal - Normal text is the default text style of a document.
- Section (1-5) - You can use section (headings) to designate sections of a document.
- Topic 1 - is used for unnumbered headings. These are not part of the document outline.
- Topic 2 - is used for unnumbered headings that are subheadings of Topic 1. These are not part of the document outline.
- Example - is used to mark the paragraphs of an Example block (except for the Example Title)
- Example Title - is the title of an example, such as "Example 1 – Company XYZ"
- Figure Title – is used as the title of a figure, such as "Figure 1 – Calculation of Tax".
- Treaty Chart – Treaty Chart is placeholder used for dynamic treaty charts.
- List 1-5 – are used for lists, including for nested lists (lists within lists). For each level in the list, use a higher number (List 2 for sublists). List numbering are not automatic, but each list number (or "-" for bulleted lists) should be typed followed by a space. Do not use the <tab> key!

## 3.4. Categorization of supplies<sup>1</sup>

### Mixed supplies<sup>2</sup>

Mixed transactions for a single consideration – a combination of supplies of different goods or services – complicate matters only when they take place (within Slovenia and abroad). The following should be taken into consideration:

- if it is possible to divide the mixture of supplies and each supply must be treated according to its own VAT regime;
- if one supply is dominant, the VAT regime of the dominant supply must be applied to the mixed transaction (absorption); and
- the combination of supplies must be regarded as a supply sui generis.

1 - Section 2 style; 2 - Topic 1 style; 3 - Normal style; 4 - List 1 style

Styles from Style menu applied in the document

**Important note:** In order to remove applied style, user can use **UNDO** button. It takes two UNDO to undo unwanted style change.

It is recommended to apply or remove **list styles** in paragraph by paragraph manner (one by one list item).




## 6. Text Layout

### 6.1. Block Quotes

---

Block quote is used for longer quotations that are distinguished from the main text by left and right indentation. It is recommended to use this type of formatting when the quoted text consists of several lines or at least 100 words.

To add a block quotation to your text, press the  button on the toolbar. Once added, the block quote formatting appears in the document on the location of the cursor. It has a gray vertical line on the left side.

Input tax credits can be claimed with respect to the supply by a GST-registered purchaser acquiring the goods for the purpose of its taxable supplies. For unregistered purchasers, this may mean the goods cost more. This treatment is optional; accordingly, auctioneers can determine whether it is worth trading off the ability to sell some goods as GST exempt, for administrative ease.

Block Quote inserted into the document in CKEditor

**Important note:** Blockquote can be applied only on a whole paragraph. It is not possible to select only one sentence from a paragraph and make it a blockquote. The whole paragraph will be blockquoted.

**Tracking changes:** Block quotes are tracked as a change. Their background is highlighted in the colour of a user's role in a document and "Blockquote" description is shown in change in the Changes tab.

### 6.2. Text Alignment


---

Text alignment determines the placement of text relative to the page (or the editing area). Note that due to the nature of this formatting option, text alignment can only be applied to a block-level element, like a paragraph, an image, a list item, or a div element. Most document elements have a default alignment setting that is highlighted in the toolbar. If you want to change the default alignment setting, select another option by clicking the toolbar button.

CKEditor supports the following alignment options:

#### 6.2.1. Align Left


When you align your text left, the paragraph is aligned with the left margin and the text is ragged on the right side. This is usually the default text alignment setting for the languages with left to right direction.

To align the text left, press the  toolbar button. The text will flow to the left margin or gutter and there will be some space left on the right, when a word does not fit the line.




### 6.2.2. Center

Centering a paragraph places each line in that paragraph in the middle of the page, with an equal amount of space to the line's right or left. When you centre your text, the paragraph is aligned symmetrically along the vertical axis and the text is ragged on the both sides. This setting is often used in titles or table cells.

To centre the text, press the  toolbar button. The text will align symmetrically and there will be some space left on both sides, when a word does not fit the line.


### 6.2.3. Align Right

When you align your text right, the paragraph is aligned with the right margin and the text is ragged on the left side.

To align the text right, press the  toolbar button. The text will flow to the right margin or gutter and there will be some space left on the left, when a word does not fit the line.

### 6.2.4. Justify

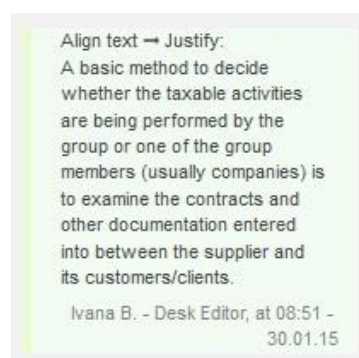
When you justify your text, the paragraph is aligned with both left and right margin; the text is not ragged on any side. Instead of this, additional spacing is realized through flexible amount of space between letters and words that can stretch or contract according to the needs.

To justify the text, press the  toolbar button. The text will stretch from one side to the other and there will be no space left on either of the sides with additional spacing applied between letters or words.

In its natural state, justify will not work unless the contents of the line are long enough to cause a line-break. Otherwise, the text remains left aligned.

Text alignments can be used for aligning text in tables also.

**Tracking changes:** Change of text alignment is tracked. Left alignment is the default alignment in a documents. Whenever the user removes another alignment (by turning off that alignment button in CKEditor toolbar), left alignment will be activated.




Alignment change in Changes tab



## 7. Creating Rich Text

### 7.1. Links

---


The **Link**  feature of CKEditor is a powerful option that lets you add clickable hyperlinks or e-mail addresses to your documents as well as control the way they look and work.

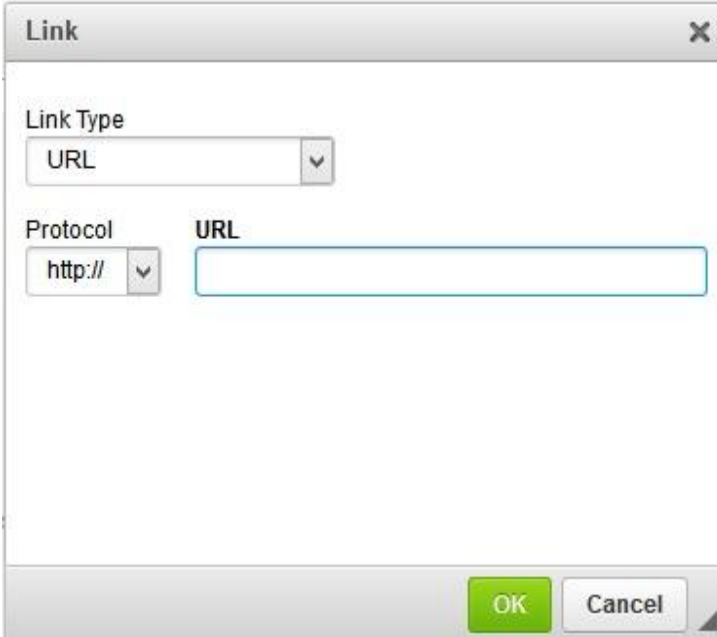
To insert a link to your document, press the Link button on the toolbar or use the **Ctrl+L** keyboard shortcut. If you want the link to be assigned to a text fragment, select it first. If no text is selected, the link URL or e-mail address will appear in the document as-is.

The **Link** dialog window that will open lets you choose the link type option pertaining to your choice.

**Tracking changes:** Insertion, editing and deletion of links is tracked as a change. In the document and Changes tab, editing of internal and external links is tracked so that the old (edited) link is tracked as a deleted one and the new link as newly added one.

#### 7.1.1. Link Type: URL

**URL** is the default link type that lets you add a website address to your document. The Link window opens after you press the  button on the toolbar. It allows you to choose the link type as well as set the link protocol and URL.



The image shows a 'Link' dialog window with a title bar and a close button. Inside, there is a 'Link Type' dropdown menu set to 'URL'. Below it, there is a 'Protocol' dropdown menu set to 'http://' and a large text input field for the 'URL'. At the bottom right, there are 'OK' and 'Cancel' buttons.

Link dialog window



Below is an overview of all **Link** tab elements:

- **Link Type** – the category of the link that will be inserted into the document. You can choose between the following options:

- **URL** – the web address of any resource available in the Internet, like a website, a PDF document, or an image.

Example:

`http://example.com/about.html`

`http://example.com/images/image1.jpg`

- **Link to anchor in the text** – an internal link pointing the reader to a designated point in your document.

Example:

`#anchor1`

- **E-mail** – an e-mail address.

Example:

`myname@example.com`

- **Protocol** – the communication protocol used with the web address. You can choose between the following options: `http://`, `https://`, `ftp://`, `news://`, or `<other>`.

- **URL** – the web address of the resource that the link is pointing to. It may be located on the same server as the web site you are currently in or on an external server.

- **External server** - If you want to use an external address, use the full absolute path.

Example:

`http://example.com/about.html`

`http://example.com/images/image1.jpg`

- **Local server** - If the resource is located on the same server, you can use a relative path that omits the domain name and starts with a slash.

Example:

`/about/mission.html`

`/howto/printing.avi`

### Important note:

Fresh HTML documents can contain:

- links to the active document, which, if followed, link to the section within the editor.
- links to external documents, which, if followed, link to the IBFD online platform.

While editing, users can create:

- links to sections of the active document.
  - If done via the link dialog, the links take you to the section within the editor;
  - If done via the reference maker, the links take you to the IBFD online platform.



- links to sections of other documents continue to take you to the IBFD online platform.

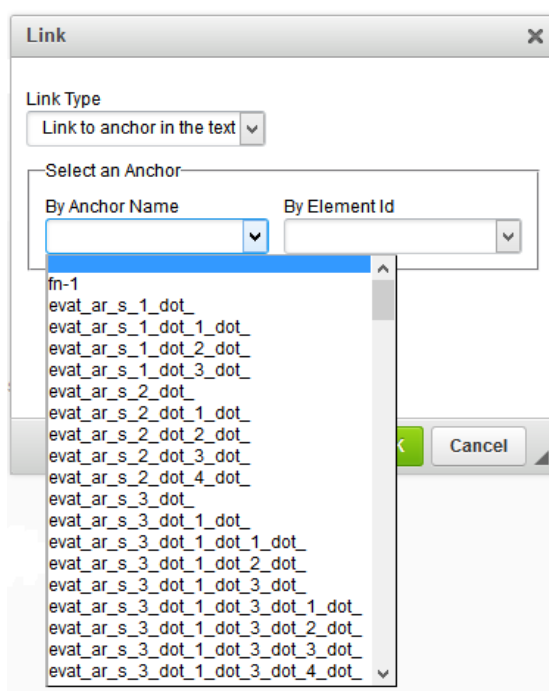
Some users found this mix of linking behavior to be strange, but because IBFD allow links to be made either via the link dialog, or via the Reference Maker, this cannot be easily avoided.

### 7.1.2. Link Type: Link to anchor in the text

If you want to point to an anchor previously set in the document, select the position you want the link to the anchor to appear then select **Link to anchor in the text** from the **Link Type** drop-down list. When you choose this link type, one **Link** dialog window tab will become available: the **Link** tab.

Please note that if you do not have any anchors defined in your document, a message telling you so will be displayed in the **Link** tab.

When you add an anchor to your document, you will be able to select it from the drop-down lists of the **Link** dialog window.



Link window for the Link to anchor in the text link type

The **Link** window contains the following options that make selecting an anchor an easy task:

- **By Anchor Name** – a drop-down list containing the names of all anchors established in the document.
- **By Element Id** – a drop-down list containing the identifiers of all anchors established in the document that contain the id attribute.





Currently, Link dialog window shows footnotes, sections 1-6 and abbreviations anchors. For abbreviation is implemented temporary solution while waiting for IBFD to update all html files with proper abbreviation anchors.

**Important note:**

**Adding new link to newly inserted section title or abbreviation:**

New section title and abbreviation anchor will be shown in dropdown list after successful save (accepted or not).

**Deleting a part or whole existing section title or abbreviation:** Their anchors will be removed from Link windows right away.

Links which are remained in text after deletion of some section title or abbreviation, will not work because those anchors are not present in the document anymore.



### 7.1.3. Link Type: E-mail

CKEditor makes it easy to insert clickable e-mail addresses to your document. If you want to add a hyperlinked e-mail address to document, select **E-mail** from the **Link Type** drop-down list.

When you choose this link type, one **Link** dialog window tab will become available: the **Link Info** tab.

The image shows a dialog window titled "Link" with a close button (X) in the top right corner. Inside the window, there is a "Link Type" dropdown menu with "E-mail" selected. Below this is a text input field labeled "E-Mail Address". At the bottom right of the dialog, there are two buttons: "OK" (green) and "Cancel" (grey).


Link Info tab of the Link window for the E-mail link type

The **Link Info** tab contains the following field that let you configure the recipient:

- **E-Mail Address** – the address of the recipient of the e-mail message. This field is obligatory for the e-mail link to work.

**Important note:** Keep in mind that opening of the emails depends of mail client which is set in user's browser settings.

Firefox allows webmail services (such as Gmail, Yahoo! Mail, etc.) to enable users to use them for Firefox's mail functions. For example, this is the way user can change the program that is launched when user clicks on email in the content area, in Firefox:


1. Click the menu button  in the right browser corner and choose Options.
2. Select the Applications panel.
3. Search for the Content-type: **mailto** and select it.
4. Click on the Actions column in the mailto row, to change the action.

Firefox normally uses user's operating system's default mail program to send an e-mail message (Outlook, Thunderbird, Windows Live Mail...).

This setting is similar for all browsers and should be properly set, in order to use email option of CKEditor.



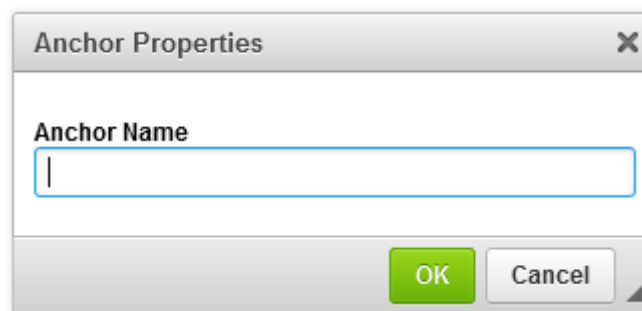
#### 7.1.4. Removing a link (Unlink)

Removing a link is just as easy as adding it. When the cursor is placed in a link, the  button on the toolbar becomes active. Pressing the button removes the link and leaves plain text. Alternatively, you can also open the element's context menu by pressing the right mouse button and choose the **Unlink** command.


**Tracking changes:** Unlink action is tracked as a change.

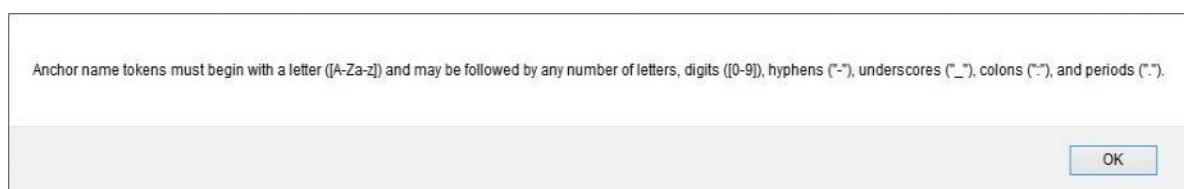
#### 7.1.5. Anchors

CKEditor supports placing anchors in document text. To insert an anchor, press the  button on the toolbar. The following **Anchor Properties** window will appear:

The image shows a dialog window titled "Anchor Properties" with a close button (X) in the top right corner. Inside the dialog, there is a label "Anchor Name" above a text input field. At the bottom of the dialog, there are two buttons: "OK" (green) and "Cancel" (grey).

Anchor Properties dialog window in CKEditor

In order to create an anchor, enter its name in the **Anchor Name** text box. Once you click **OK**, the  icon, anchor will appear in the document. Anchor name has some limitations. If anchor name is not valid, validation message "Spaces are not allowed in anchor name. Anchor name tokens must begin with a letter ([A-Za-z]) and may be followed by any number of letters, digits ([0-9]), hyphens ("-"), underscores ("\_"), colons (":"), and periods (".)" will appear:

The image shows a validation message box with a light grey background. It contains the text: "Anchor name tokens must begin with a letter ([A-Za-z]) and may be followed by any number of letters, digits ([0-9]), hyphens ("-"), underscores ("\_"), colons (":"), and periods (".)". At the bottom right of the box is an "OK" button.

Anchor name validation message



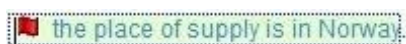
Please note that the anchor may either lead to a point in a document (when nothing was selected while creating it), like in this example:

Author metadata		Last name	Eduardo
		Affiliation	
		Full name	Daniel Calzetta
		First name	Calzetta
		Middle initials	


An anchor inserted into a document, with no text selection

**Tracking changes:** Inserting, removing or editing (name changing) an anchor with or without any text selection is not tracked as a change.

Or if anchor leads to some content that was selected in the document, this selection will be displayed with a blue dotted border around.

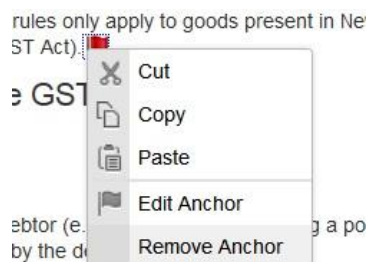


An anchor inserted into a document, with text selection

Also, you can now create a link to your anchor with the  button. Once it is ready, the link will take the reader of your document to the section marked with the anchor.

#### 7.1.6. Removing an Anchor

Removing an anchor is just as easy as adding it. When the cursor is placed in an anchor, the **Remove Anchor** context menu command becomes available. Open the element's context menu by pressing the right mouse button, and choose the **Remove Anchor** command. This option removes the anchor from the document and leaves plain text.




Remove Anchor command in context menu




## 7.2. Inserting Images

CKEditor allows you to add images to your documents in an easy and intuitive way.

In order to insert an image, simply press the **Image** button  on the toolbar. The **Image Properties** dialog window will open and let you set configuration options that define image source, its size, display properties, or other advanced properties.

### 7.2.1. Image Info

The **Image Info** tab is the default tab that opens after you press the  button on the toolbar. It allows you to set the image URL and configure the way it will appear in the document.

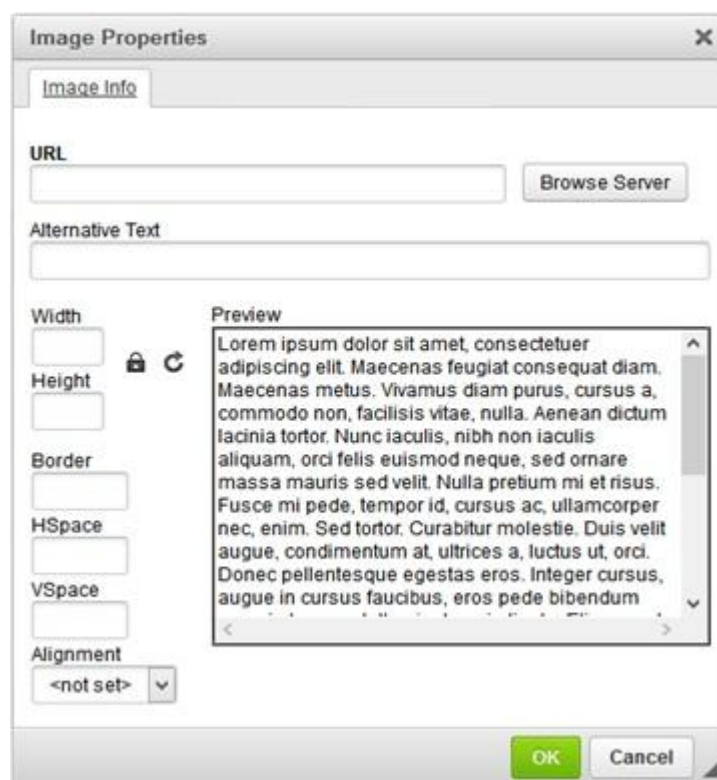


Image Info tab of the Image Properties window



Below is an overview of all **Image Info** tab elements:

- **URL** – the web address of the image. The image may be located on the same server as the web site you are currently in or on an external server.

- **External server** - If you want to use an external address, use the full absolute path.

Example:

`http://example.com/image1.jpg`


- **Local server** - If the image is located on the same server, you can use a relative path that omits the domain name and starts with a slash.




Example:


`/images/image2.jpg`

- **Alternative Text** – a short textual description of the image that tells users with assistive devices (like screen readers) what the image is about. You should always provide your images with meaningful alternative text in order to make it accessible to users with disabilities.
- **Width** – the width of the image in pixels. By default this is the size of the original image.
- **Height** – the height of the image in pixels. By default this is the size of the original image.
- **Border** – the size of the solid border around the image in pixels.
- **HSpace** – the horizontal spacing (or margin) between the image border (if present) or the image itself and other document elements that surround the image, in pixels.
- **VSpace** – the vertical spacing (or margin) between the image border (if present) or the image itself and other document elements that surround the image, in pixels.
- **Align** – the alignment of the image in the document. Available options are **Right** and **Left**.

### 7.2.2. Image Manipulation

If the image is too big, you can alter its dimensions by entering new values into the **Width** and **Height** fields. By default the image ratio is locked, which you can see thanks to a  button. This means that when you change one of the size values (width or height), the other one will be adjusted automatically.

If you want to freely modify both dimensions, click the  button in order to unlock the ratio. The button will now change to  and modification of one dimension will not automatically cause the other one to be adjusted. To lock the image ratio again, click the  button once more.

You can easily return to original image size by pressing the  button. This will reset the image size; the original width and height will now appear in appropriate text boxes.



### 7.2.3. Image URL Picker (customization)

Since CKEditor is integrated with a file browser, you can also use the **Browse Server** button to select an image from the ones that are available on the server.

An IBFD-CMS user has the possibility to pick an image URL from the Alfresco image gallery by clicking on the **"Browse server"** button right to the URL field of CKEditor image plugin dialog.

Images are shown as thumbnails containing the filename below.

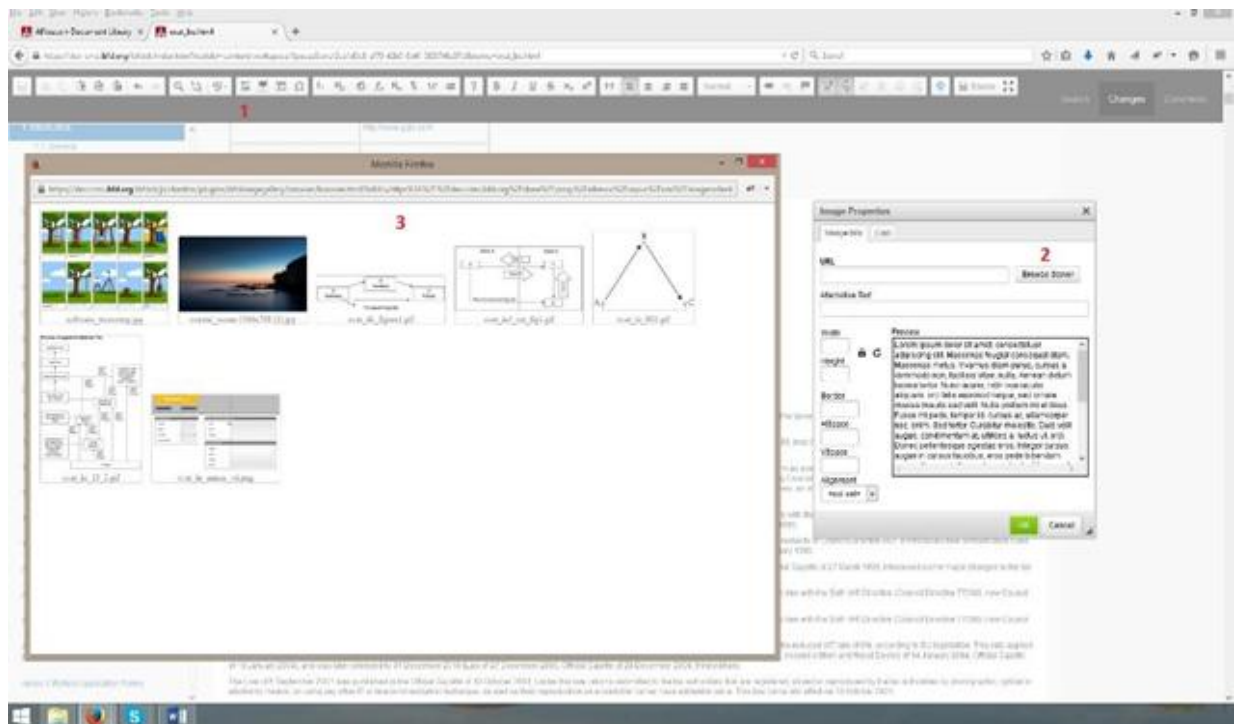


Image picker elements

Steps for inserting images through **Image picker**:

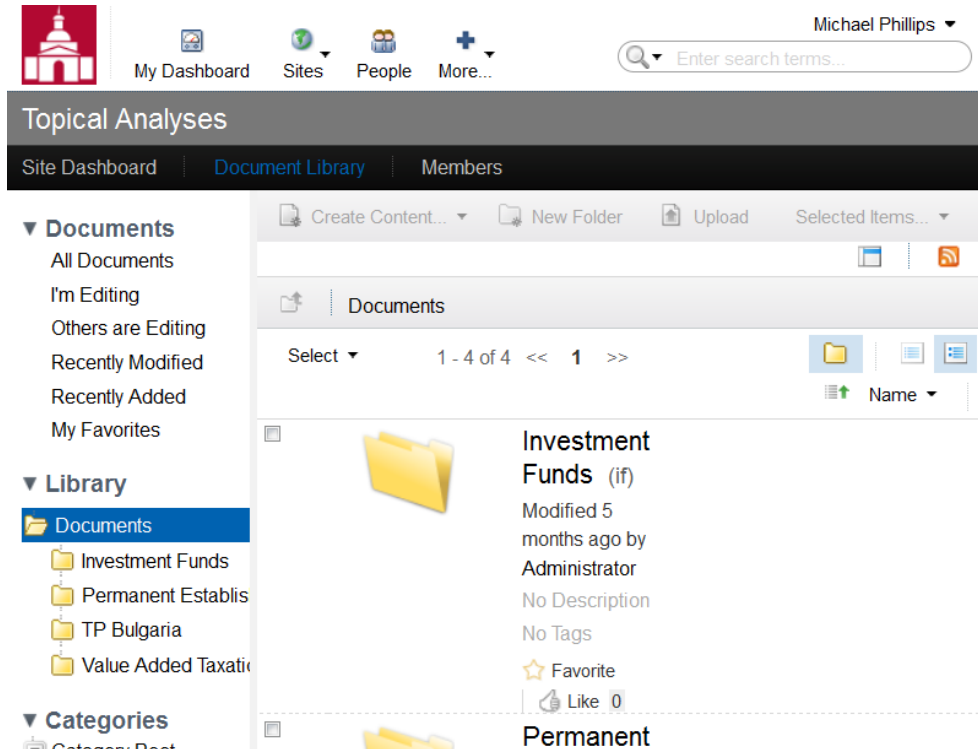
- 1- Click on Image icon
- 2- Click on Browse server button in Image Properties Dialog Window
- 3- Choose an image from content of image gallery

**Tracking changes:** Inserting, editing (change of URL, width and height) and deletion of images are tracked as a change.

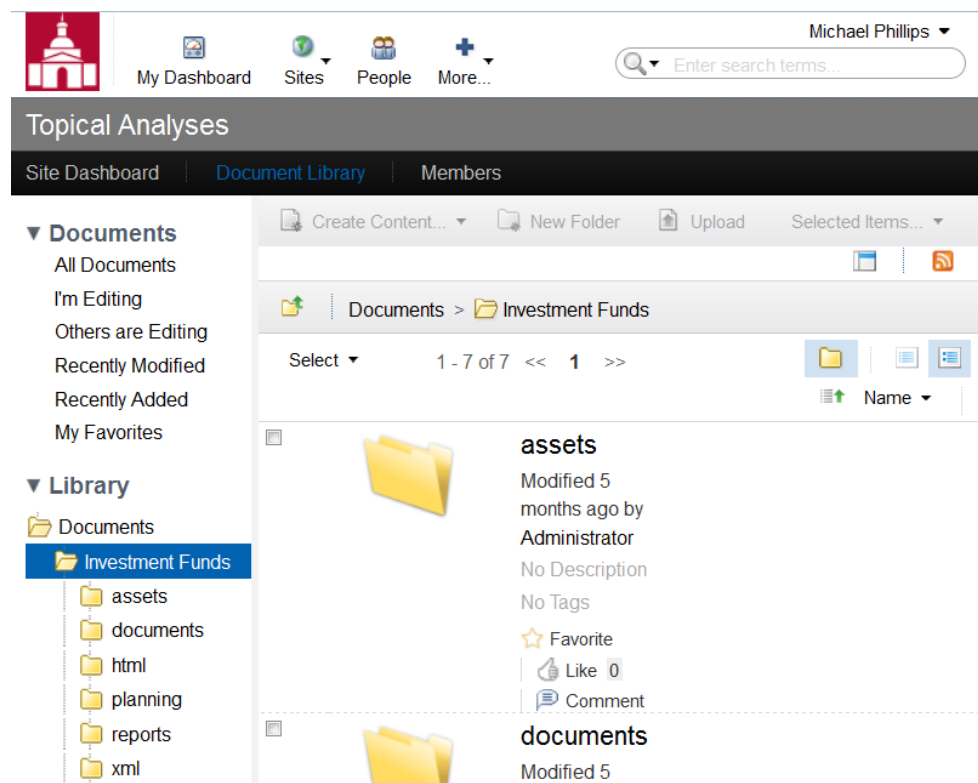


## 7.2.4. Uploading new Images

If you need to use images not currently available on the server go to (and click on) the Document Library on your dashboard:



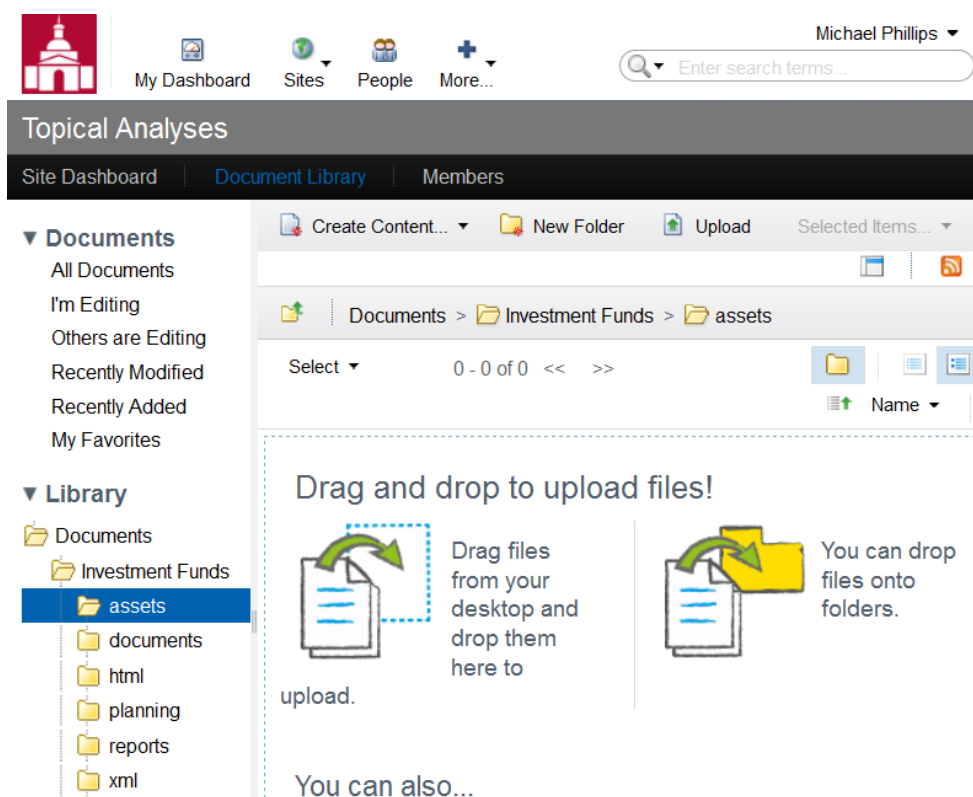
Then click on the folder for your collection. (i.e. Investment Funds)







Now click on the Assets folder:




From here you can select the image or images you need and drag and drop them into the folder.

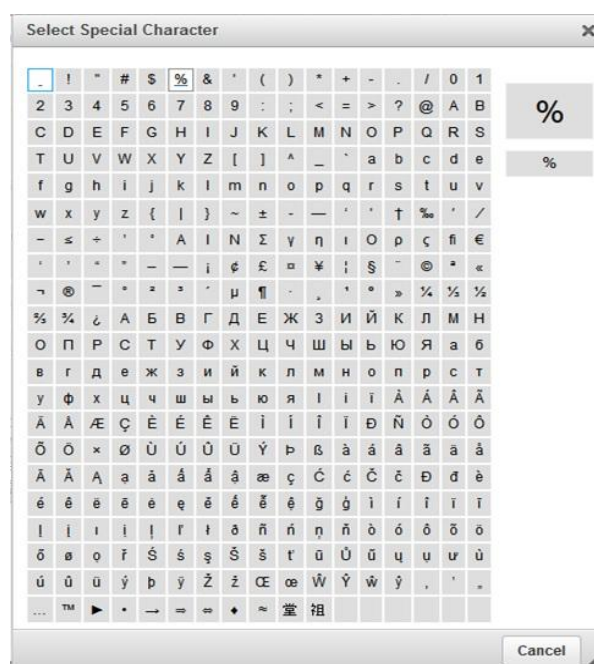
The new images are now accessible using the [Image picker](#).



## 7.3. Inserting Special Characters

When you are writing, it is often necessary to insert characters that are not a part of the standard keyboard. This is especially useful during the creation of documents in foreign languages that require various national letters. Another area where special characters are often needed is writing mathematical expressions.

To insert a special character into your document, press the  button on the toolbar. The **Select Special Character** dialog window that will open allows you to choose a symbol from a set containing Latin, Cyrillic letters, numbers (including fractions), currency symbols, punctuation, arrows, and mathematical operators.



Special Character dialog window in CKEditor

Find a character that you need in the set and select it with your mouse or the *Tab* key. The dialog window will close automatically and the special character will appear in CKEditor editing area on the position of the cursor in the document. Special characters can be inserted in one by one manner. In this implementation of special characters, keyboard is not supported.



Special characters used in CKEditor

**Tracking changes:** Insertion and deletion of special characters is tracked as a change (when special character stands alone or is a part of word).

**Important note:** It is not possible to add new special character in a user friendly way, because they are hardcoded in this phase of development.



## 7.4. Tables

---

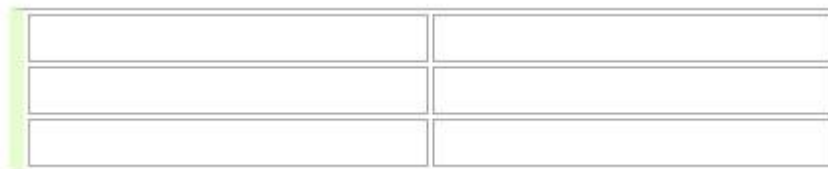
A table is a perfect format for some types of data, including statistical information. CKEditor not only lets you add and edit this document element in a quick and easy way but also offers different customization options.

**Tracking changes:** Insertion/deletion of a table, change of width and height, insertion/deletion of rows are table related actions tracked as a change. Insertion/deletion of columns is not tracked as a change and user will get a warning message. Cells options from its context menu are not tracked as a change due to performance issues.

### 7.4.1. Creating a table


To create a table in CKEditor, press the **Table**  button on the toolbar. The **Table Properties** dialog window that will open, lets you set configuration options that define table size, its display properties, or other advanced properties.

**Tracking changes:**




Inserted table with left border highlighting of a user (role) which inserted it

### 7.4.2. Table Properties

The **Table Properties** tab is the default tab that opens after you press the  button on the toolbar. It allows you to set the table dimensions and configure the way it will appear in the document.



The 'Table Properties' dialog window is shown with the following settings:

- Rows:** 2
- Columns:** 2
- Width:** (empty)
- Height:** (empty)
- Headers:** None
- Border size:** 1
- Alignment:** <not set>
- Cell spacing:** 1
- Cell padding:** 1
- Caption:** (empty text field)
- Summary:** (empty text field)

Buttons: OK, Cancel

Table Properties dialog window with the default tab open

Below is an overview of all **Table Properties** tab elements:

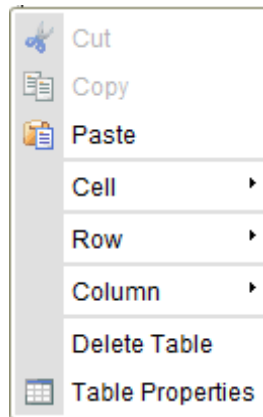
- **Rows** – the number of rows in the table (obligatory).
- **Columns** – the number of columns in the table (obligatory).
- **Width** – the width of the table in pixels or a percent value. Giving the width as a percent value lets you set the proportion of the editing area that the table will occupy.
- **Height** – the height of the table in pixels.
- **Headers** – the drop-down list that formats certain table cells as headers, which applies special formatting to them. You can apply header formatting to **First Row**, **First Column** or **Both**.
- **Border size** – the thickness of the table border in pixels.
- **Alignment** – the alignment of the table on the page. The following options are available: **Left**, **Center** and **Right**.
- **Cell spacing** – the space between individual cells as well as cells and table borders, in pixels.
- **Cell padding** – the space between the cell border and its contents, in pixels.
- **Caption** – the label of the table that is displayed on top of it.
- **Summary** – the summary of the table contents that is available for assistive devices like screen readers. It is a good practice to provide your tables with meaningful summary text in order to make it more accessible to users with disabilities.



### 7.4.3. Working with Tables

Once inserted into the document, the table can be modified. To edit the table, either double-click it, or open the table context menu by clicking it with the right mouse button.

To delete the whole table and its content, use the **Delete Table** option.



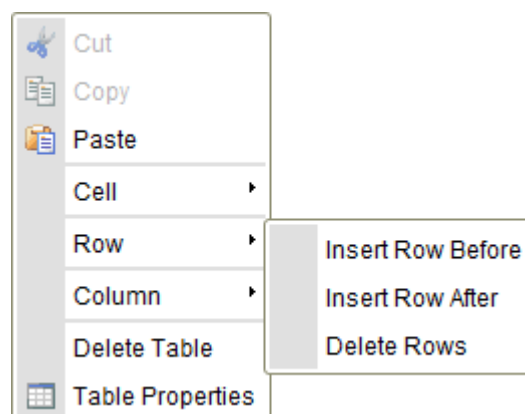
The context menu for a table element

When you choose the **Table Properties** option, the dialog window of the same name will appear. It allows you to change the configuration options that were set when the table was created, except the number of rows and columns which are greyed out.

Additionally the table context menu lets you modify the rows, columns or particular table cells. This method makes it possible to insert new rows, columns or cells in specified locations as well as merge and split cells.

### 7.4.4. Editing Table Rows

The table context menu lets you edit table rows. If you hover your mouse over the **Row** menu option, further options become available.



The context menu for a table row element



Below is an overview of all Row context menu option elements:

- **Insert Row Before** – inserts a new row before the one that contains the cursor.
- **Insert Row After** – inserts a new row after the one that contains the cursor.
- **Delete Rows** – deletes a row that contains the cursor.

**Tracking changes:**


Tracking of inserted and deleted row

#### 7.4.5. Editing Table Columns

The table context menu lets you edit table columns. If you hover your mouse over the **Column** menu option, further options become available.



The context menu for a table row element

Below is an overview of all Row context menu option elements:


- **Insert Column Before** – inserts a new column before the one that contains the cursor.
- **Insert Column After** – inserts a new column after the one that contains the cursor.
- **Delete Columns** – deletes a column that contains the cursor.

**Tracking changes:** When user tries to add or remove a column a warning message "This action will not be marked as a change." will be shown before doing any untracked column related action.



Warning message when user tries to add or delete a column

#### 7.4.6. Table resize customization

This plugin adds support for **table column resizing** with a mouse. User can hover over the column border to see the cursor change to indicate that the column can be resized (shape of the cursor should be ) . Click and drag the mouse to set the desired column width.

edition, amended the VAT Act to bring Belgian legislation into line with the first part of Council Directive 2008/8 with regard to e services, with effect from 1 January 2009.

Chapter 1	Introduction of the tax and definitions (articles 1-3bis)
Chapter 2	Taxable transactions (articles 4-8bis)
Chapter 3	Scope (articles 9-25septies)

Table after width change

**Tracking changes:** As shown in the picture, a change of table width by using column resizer is tracked as a change in the document and in the Changes tab.

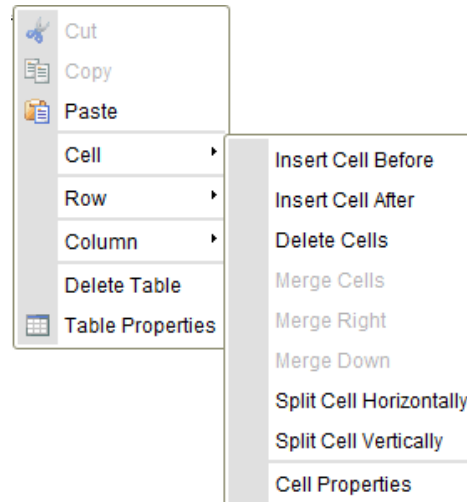


Changes tab: Table width change



### 7.4.7. Editing Table Cells

The table context menu lets you edit table cells. If you hover your mouse over the **Cell** menu option, further options become available.



The context menu for a table cell element

Below is an overview of all **Cell** context menu option elements:

- **Insert Cell Before** – inserts a new cell before the one that contains the cursor.
- **Insert Cell After** – inserts a new cell after the one that contains the cursor.
- **Delete Cells** – deletes a cell that contains the cursor.
- **Merge Cells** – merges multiple cells in one. This option is only available if two or more cells are selected.
- **Merge Right** – merges the selected cell with a cell on its right. The content of both cells becomes joined. This option is only available if no more than one cell is selected.
- **Merge Down** – merges the selected cell with a cell located on its bottom. The content of both cells becomes joined. This option is only available if no more than one cell is selected.
- **Split Cell Horizontally** – splits the selected cell in two, creating a new cell on its right.
- **Split Cell Vertically** – splits the selected cell in two, creating a new cell on its bottom. The content of the cell appears in the original, upper cell. This option is only available if no more than one cell is selected.
- **Cell Properties** – opens the **Cell Properties** dialog window that lets you configure cell size, type, color, and content alignment.

**Important note:** Note that CKEditor makes it possible to select multiple table cells which are next to each other (in row or a column) by dragging the mouse over them, so an operation like deletion or merging may be applied to many table rows at once.





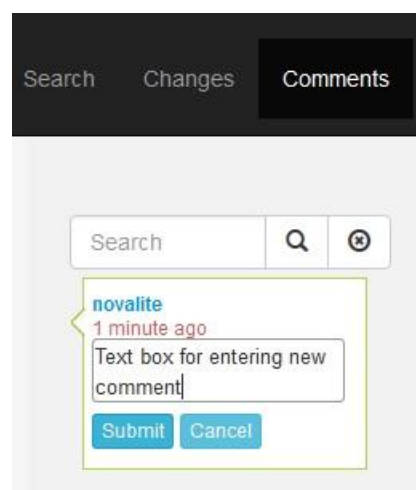
To select cells that are not next to each other, in Firefox, user can use its native behavior: As long as user holds the Ctrl key down, he/she can continue selecting non-adjacent cells. All table selection features are handled by the browser itself. Other browsers don't have this possibility. In Chrome or Internet Explorer, user can select only contiguous cells by selecting the cell contents as any other text selection.

**Tracking changes:** Cell actions are not tracked as a change due to performance issues.

## 7.5. Comments (LANCE plugin customization)

---

This plugin enables users to add comments (notes) in a document. User can insert a comment at the position where the cursor is placed, by entering wanted text in text box of a comment and submitting it by clicking on submit button. These comments will not be published but are reminders.



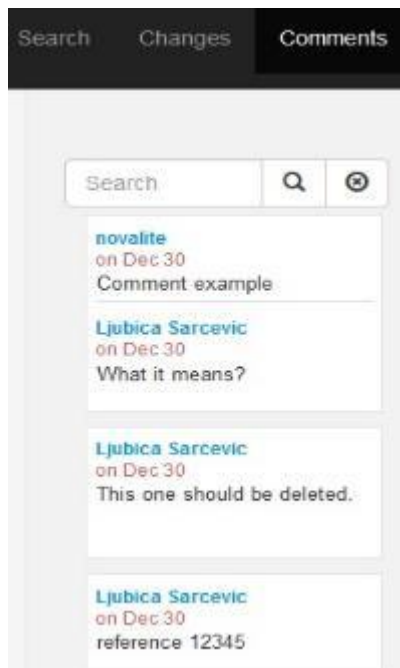
Insertion of new comment

When a comment has been dealt with in the document content i.e. required changes have been made, the comment becomes irrelevant and can be deleted.

### 9.2.2. Shares, bonds and other securities

Comments icon in the content

Clicking on the comment icon in the content, selects that comment on the right side in the Comments tab. Clicking on a comment on the right (in Comments tab) will scroll a user to that comment in the content.



Comments in Comments tab in the right panel

In the Comments tab, comments can be searched by user name, role, words or date/time.


Every comment is associated with the user who made it.

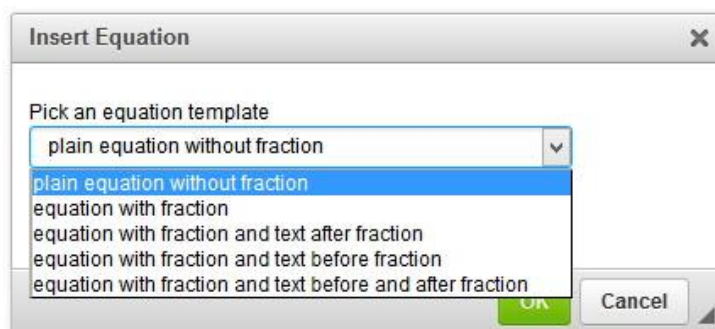
After adding a comment, every user can see who added that comment and when. It is possible to edit, reply and delete your own comment. User can only reply to comments of other users in Comments tab.

**Tracking changes:** Comments are not tracked as a change.



## 7.6. Equations (customization)

New equations can be inserted into the editor content by using the Equation toolbar button  and choosing between 5 types of equations.



Equation dropdown menu

After you choose the type and click the OK button, the equation will be inserted into the editor content.

A person not registered or not obliged to register as a taxable person (or as a taxable person with limited liability) is obliged to remit VAT upon importation of goods, or bringing a new means of transport or excise goods into Estonia.


[text before fraction]	<table border="1"><tr><td>[num]</td></tr><tr><td>[den]</td></tr></table>	[num]	[den]
[num]			
[den]			

Inserted equation

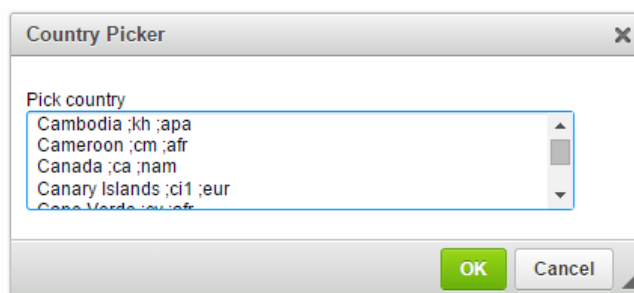
**Tracking changes:** Inserting, modifying and deleting of an equation is tracked as a change (same as tables).



## 7.7. Country Picker (customization)

Country is important metadata. Therefore the CMS HTML CKEditor supports a dialog box from which user can select the country or countries (plus codes) that the article is about. This functionality is named Country Picker .

It is possible to insert multiple Country values in the same document. After insertion, the country name is shown in the document.



Country Picker dialog window

Country values can be added anywhere in the document by any user (role) in all types of documents.

Title	Value Added Tax
Country	Argentina
Pubdate	21 February 2014

Inserted country through Country Picker

**Tracking changes:** Inserting and deleting of country is tracked as a change.



## 7.8. Reference Maker (customization)

The user has the possibility to make references (including links) that follow the IBFD reference/citation standard. To do this, ideally within CKEditor, a Reference Maker interface is created to call the existing IBFD "global reference maker".

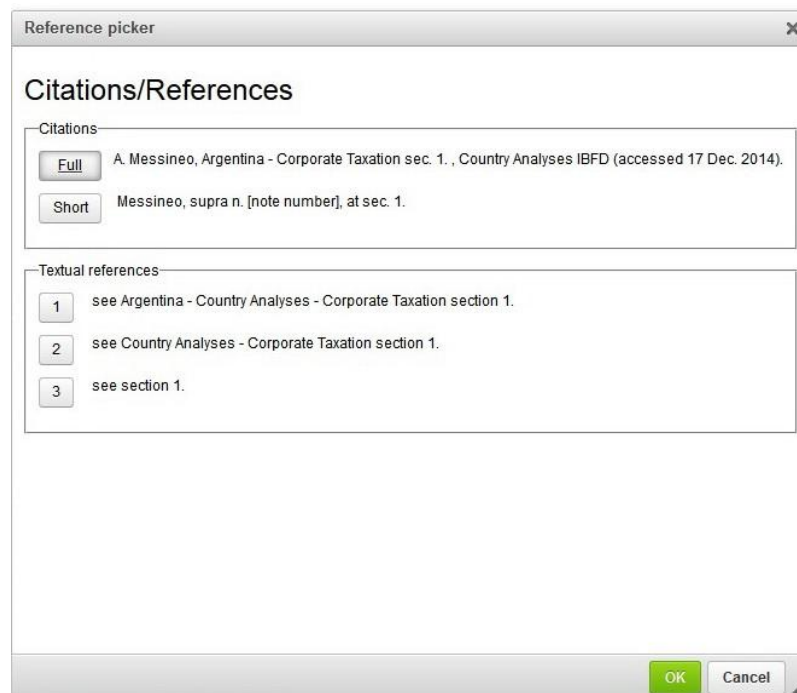
The CKEditor Reference Maker  :

1. Provides a text box into which the CKEditor can paste a URL:



A dialog box titled "Reference maker" with a close button (X) in the top right corner. Inside the dialog, there is a text input field with the placeholder text "Paste URL from IBFD Tax research platform into textbox below". At the bottom right of the dialog, there are two buttons: "OK" (green) and "Cancel" (grey).

2. The CKEditor Reference Maker would then pass this URL to <http://online.ibfd.org/grm/> where IBFD's global reference maker resides.
3. The CK editor would then catch the output (including links) and write it to the HTML



A dialog box titled "Reference picker" with a close button (X) in the top right corner. The dialog is divided into two main sections: "Citations/References" and "Textual references".  
Under "Citations/References", there are two sub-sections: "Citations" and "Textual references".  
In the "Citations" section, there are two buttons: "Full" and "Short".  
The "Full" button is selected, and the text next to it is "A. Messineo, Argentina - Corporate Taxation sec. 1., Country Analyses IBFD (accessed 17 Dec. 2014).".  
The "Short" button is also visible, and the text next to it is "Messineo, supra n. [note number], at sec. 1.".   
In the "Textual references" section, there are three numbered buttons: "1", "2", and "3".  
Button "1" is selected, and the text next to it is "see Argentina - Country Analyses - Corporate Taxation section 1.".   
Button "2" is also visible, and the text next to it is "see Country Analyses - Corporate Taxation section 1.".   
Button "3" is also visible, and the text next to it is "see section 1.".   
At the bottom right of the dialog, there are two buttons: "OK" (green) and "Cancel" (grey).

Retrieved References



Note that the Reference Maker returns 3 possible ways to use the information:

1. Full Citation
2. Short Citation
3. Textual Reference

The interface for the CKEditor Reference Maker also contains controls to allow the user to select

which type of citation they are performing.

The reference/citation returned by the GRM will be inserted at the active cursor location by any user (role) in any type of a document.

The VAT group can be terminated at any time. For example, if the representative of the VAT group submits an application, the group is terminated as from the first day of the month following the month of receipt of the application. The VAT group ceases to exist in circumstances that allowed persons to be registered as a VAT group cease to exist or a person belonging to the group is deleted from the Commercial Register (i.e. the taxable person ceases to exist).


A. Messineo, *Argentina - Corporate Taxation sec. 1.*, Country Analyses IBFD (accessed 31 Dec. 2014).

Inserted reference

**Tracking changes:** Insertion and deletion of references is tracked as a change.

## 7.9. Footnotes (customization)

---

All user roles need the ability to create footnotes (footnote definitions). This is possible by using the “Insert Footnote” button .

The footnote will be inserted on cursor position.

Footnotes support different elements (lists, blockquote, emphasizing text, multiple paragraphs, references, tables...).

If the author inserts a new footnote, the editor automatically assigns a new number to the footnote. The editor determines the new number by counting the existing footnotes in the html file and adds 1 to this number, when inserting a new footnote. If there are 10 footnotes in a document, newly inserted footnote will get number 11.

The footnotes support expand/collapse mode. When a footnote is collapsed, it should be displayed as an inline element. However, when a user expands a footnote, it should be displayed as an editable block.



If, for example, a person buys a 1962 Alfa Romeo 2600 Spider which has travelled only 5,500 km, this car is a new French car dealer to a Slovenian private person is a supply of a new means of transport if the supply takes place within the Community acquisition of a new means of transport in Slovenia. However, if this same private person purchases in the car dealer.

3.6.2

Topic: 1

Topic: 2

The user process

Footnote

Close X

Number 6

Content New footnote inserted.

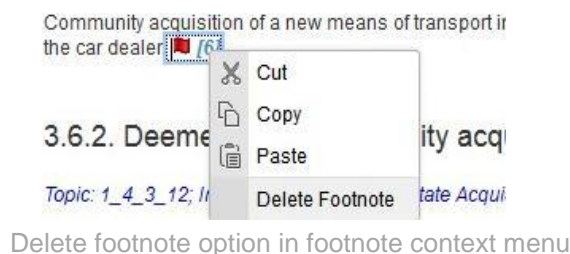
Inserted footnote in "expand" mode

If, for example, a person buys a 1962 Alfa Romeo 2600 Spider which has travelled only 5,500 km, this car is a new French car dealer to a Slovenian private person is a supply of a new means of transport if the supply takes place within the Community acquisition of a new means of transport in Slovenia. However, if this same private person purchases in the car dealer.

Inserted footnote in "collapse" mode

There are three ways to delete a footnote:

1. Right click and "Delete footnote" option from a context menu:



Delete footnote option in footnote context menu

2. Backspace deletion (left to right text, footnote...or selected footnote widget - blue frame).
3. Delete keystroke deletion (left to right text, footnote...or selected footnote widget - blue frame):


If, for example, a person buys a 1962 Alfa Romeo 2600 Spider which has travelled only 5,500 km, this car is a new French car dealer to a Slovenian private person is a supply of a new means of transport if the supply takes place within the Community acquisition of a new means of transport in Slovenia. However, if this same private person purchases in the car dealer.

Deleted footnote

**Tracking changes:** Inserted and deleted footnotes are tracked as a change. Editing of footnote content (text, tables, references...) is tracked as regular text or any other element that can be inserted in a content.



## 7.10. Renumber Footnotes (customization)


With the Renumber footnotes button  the user has the possibility to renumber footnotes in the order of appearance (1 - n).

If the author inserts a footnote in the middle of the document, e.g. after footnote number 5, the editor will insert footnote 45 if the document currently has 44 footnotes, although new footnote should get number 6. After renumbering, that footnote will get number 6. Footnote numbering starts from the top of the document (it is related to its position in the content).

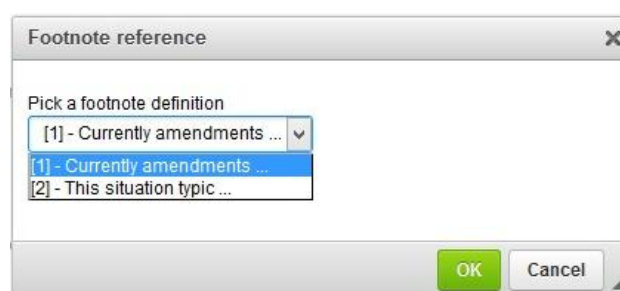
If the user links to the new footnote, before footnote renumbering, that reference will have the number of the footnote before renumbering. After footnote renumbering, old footnote number will be updated with the newly generated number (in a footnote and in footnote reference as well).

Renumbering of footnotes by default starts with "1". Footnotes cannot be renumbered by hand.

## 7.11. Footnote Reference (customization)

Footnote references are links to existing footnotes. They will be inserted at the cursor position using the footnote reference button . If user clicks on them, he or she will be scrolled to the footnote definition to which the footnote reference refers. If user deletes the footnote to which reference refers, footnote reference will be removed in the moment of footnote deletion.

The footnote reference can be edited with a right mouse button click. A new footnote (definition) can be chosen.



Footnote reference dialog

**Tracking changes:** Insertion, editing and deletion of footnote reference is tracked as a change. Removal of footnote reference together with belonging footnote is not tracked.


group cease to exist or a person  
ceases to exist).<sup>[1]</sup>

Inserted footnote reference





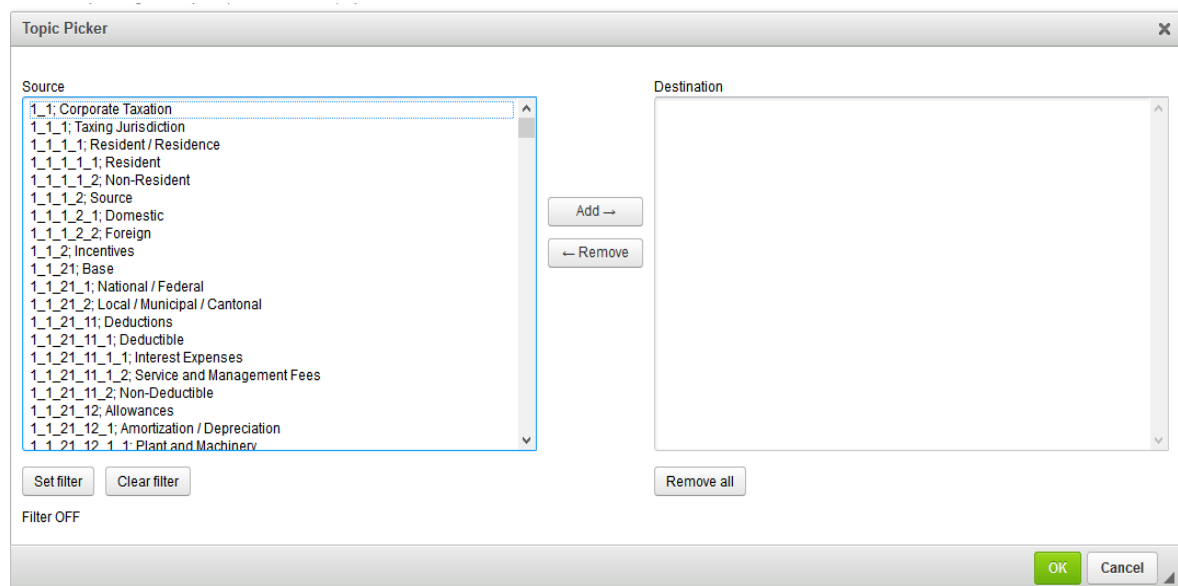
## 7.12. Topic Picker (customization)

IBFD authors/editors can assign Topics to their documents using the Topic picker button . For TNS, topics have the scope of the whole document. But for Surveys, Analyses and Topicals, topics apply to the "section" level.

Note that the Topic Picker dialog box:

1. Enables users to search (filter) topics.
2. Allows users to add multiple topics.
3. Allows users to easily remove topics that they've added via the dialog.

Displays both the terms and the codes (1\_2, etc.).



Topic Picker dialog window

Topic: 1\_1\_21\_12\_1; Amortization / Depreciation; 3


Inserted topic

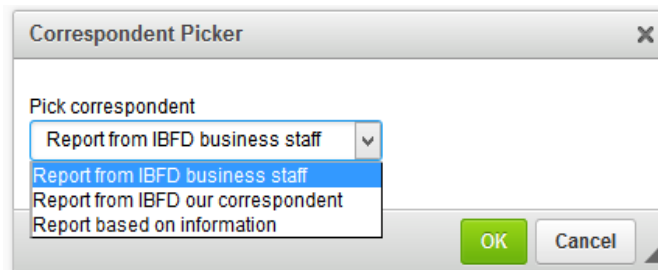
**Tracking changes:** Insertion and deletion of a topic is tracked as a change.

**Important note:** Keep in mind that upon pressing enter after topic in editing area or after deletion of topic, word "Topic:" appears (after enter button) or stays in a text (after deletion of topic). In the case of pressing enter button after inserted topic, if user has finished with Topic Picker, he/she should change style in Styles menu in CKEditor (e.g. to apply Normal style). That way, an extra word "Topic:" is going to be removed and user can continue with work. In the case of topic deletion, user should separately delete that word by using a keyboard (currently, that word and topic itself cannot be deleted at the same time).



## 7.13. Correspondent – TNS only (customization)

The Correspondent picker  plugin offers a dropdown with 3 options for “Correspondent” field:



Correspondent Picker dialog window

The text below is the text inserted in the Correspondent field upon selecting that option.

**1. Report from IBFD business staff:**

Report from [first name, family name] [tax qualifications only], IBFD [Principal/Senior] Research Associate [or as per business card]

**2. Report from our correspondent:**

Report from our correspondent [name, firm/university, city]

**3. Report based on information:**

Report based on information provided by our correspondent [name, firm/university, city]

Note: The user should update the data in square brackets and remove the square brackets.

The correspondent plugin is available for all types of documents and for all user roles.

Country	COUNTRY COUNTRY
Author (initials)	TTU
Source	[Source]
Correspondent	Report from our correspondent   [name, firm/university, city]

Inserted Correspondent


**Tracking changes:** Inserting and deleting of a correspondent is tracked as a change.

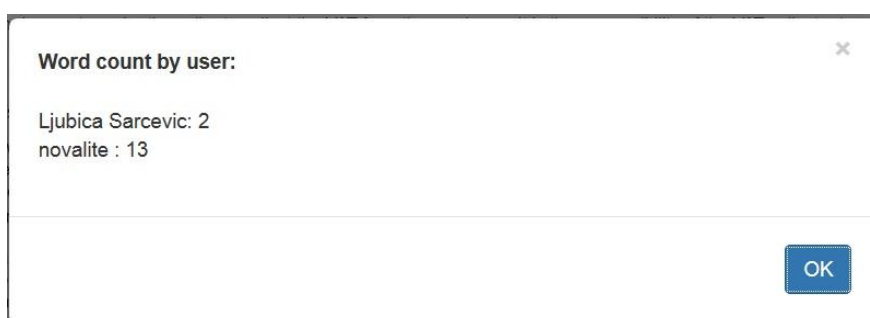


## 7.14. Word Count (customization)

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The Word count plugin is implemented in a way that it counts newly added words per user in the complete document. Deleted words are not counted. Punctuation signs and spaces are not taken into account by Word count. Special characters are counted as any other textual change (1 special character = 1 change).

Every user role can see the Word Count button  in the toolbar and number of added words from any other user for that particular document.



Word Count window



## 8. Spell Checking

The CKEditor comes integrated with an IBFD licensed version of a spell checking solution provided by WebSpellChecker.net. Spell checking makes it easier to keep the language of the text clean and helps to eliminate typographical errors (typos). The built-in solution also contains a thesaurus that allows you to search for synonyms and thus avoid repetitions in your document.

Spell checking in CKEditor comes in two flavours.

- The **Spell Check As You Type (SCAYT)** option checks the spelling of the text in the editing area immediately as you type it and marks all errors with a red wavy line.
- **Spell Checking** lets you open the Spell Check dialog window and check the spelling of the document word by word.

Both functionalities of Spell Checker work on a section level.

SCAYT can be enabled in whatever section user wants and it will stay enabled for all sections.

Spell Checking will start when the user activates the section (i.e. positions the cursor in it).

Note: Spell check corrections are **not** logged as a change

### 8.1. Spell Check As You Type

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Spell Check As You Type (SCAYT) is a convenient option that lets you control the correctness of your document at the same time that you are writing it. SCAYT checks the text immediately after you write it and when it finds an error, it marks it with a red wavy line underneath the misspelled word.

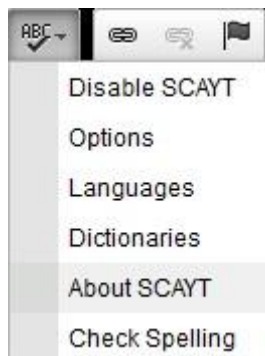
By default SCAYT is disabled. If you want to turn it on, press the toolbar button, and select the **Enable SCAYT** option from the menu that opens.



Enabling Spell Check As You Type in CKEditor



After you enable SCAYT, more menu options become active. Each menu option opens a **Spell Check As You Type** dialog window with an appropriate tab.

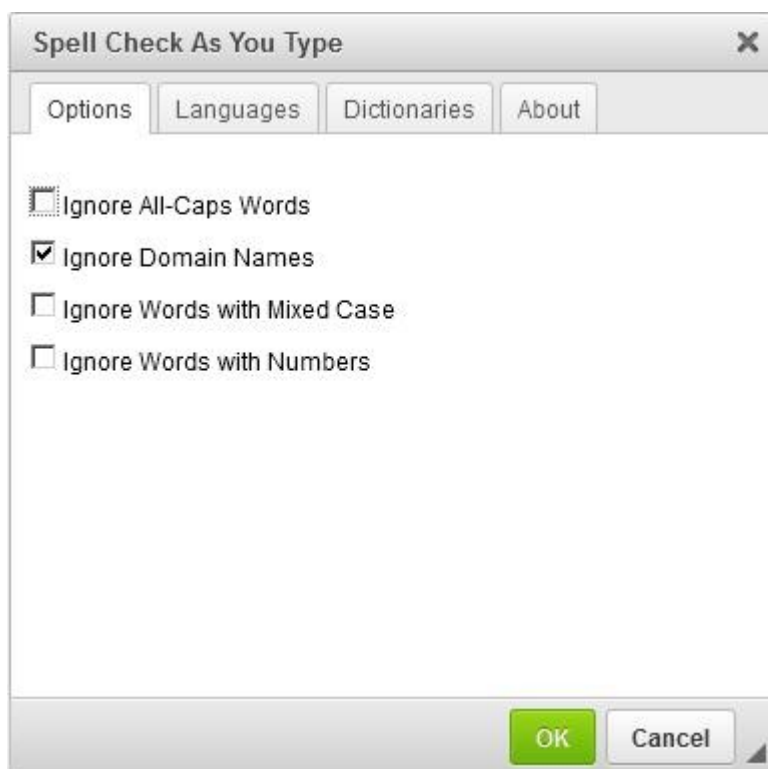


Spell Check As You Type menu options in CKEditor

## 8.2. Options

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If needed, you can customize the **Spell Check As You Type** feature to your needs. To do this, press the **Spell Checker** toolbar button and select the **Options** menu option. The **Options** tab of the **Spell Check As You Type** dialog window that will open lets you configure SCAYT settings.



Options tab of the Spell Check As You Type dialog window in CKEditor



The following options can be selected in SCAYT:

- **Ignore All-Caps Words** – the spelling of words written in capital letters will not be checked.
- **Ignore Domain Names** – the spelling of website addresses will not be checked.
- **Ignore Words with Mixed Case** – the spelling of words written with a mixture of lowercase and uppercase characters will not be checked.
- **Ignore Words with Numbers** – the spelling of words that contain numbers will not be checked.

When you are happy with your settings, click the **OK** button to return to CKEditor editing area. The settings will automatically be applied to the whole text of the section.



## 8.3. Languages

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The spell checking feature works for numerous languages. By default the text that you write is assumed to be in English, but you can switch the spell checking engine to any of the supported languages. We set English British as a default language. To do this, press the Spell Checker toolbar button and select the Languages menu option. The Languages tab of the Spell Check As You Type dialog window that will open lets you select the text language.



Languages tab of the Spell Check As You Type dialog window in CKEditor

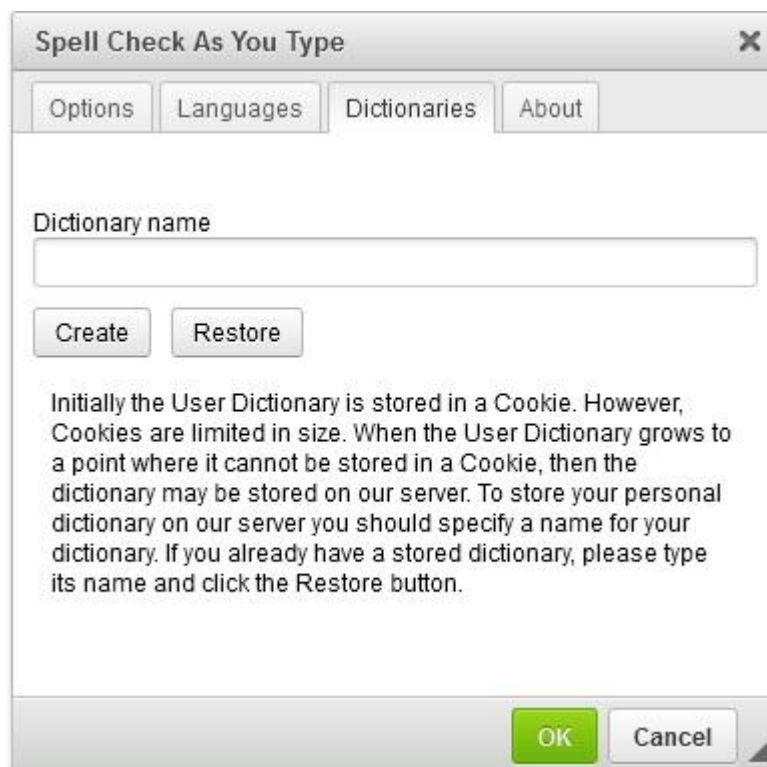
To specify the language of your text, select the radio button next to the language name and click the OK button to return to CKEditor editing area. The spellchecker will automatically treat your text as written in a language specified above. Default language is set to British English.

## 8.4. Dictionaries

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Dictionaries store items added to the spellchecker by the user. Initially the user dictionary is stored in a cookie of your browser. However, cookies are limited in size. When the user dictionary grows to a point where it can no longer be stored in a cookie, the dictionary may be stored on the WebSpellChecker.net server (Hosted version). Licensed version is installed on a client's server, and there is no need to make requests to WebSpellChecker.net servers to check spelling.

To create or select a server-based dictionary, press the Spell Checker toolbar button and select the **Dictionaries** menu option. The **Dictionaries** tab of the **Spell Check As You Type** dialog window that will open lets you create, delete, or restore the user dictionary.



Dictionaries tab of the Spell Check As You Type dialog window in CKEditor

Remember that when using a **cookie-based dictionary**, it will work in a per browser basis. This means that if you switch to a different browser, a term added to the dictionary will again be marked as error. To avoid this problem, you can create a server-based dictionary and load it after you switch to another browser.





## 8.5. Using Spell Check As You Type

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Once you enabled the Spell Check As You Type feature and configured its options, you can use it to improve and correct the text written in CKEditor editing area.

Suppose we write the following sample text in CKEditor:

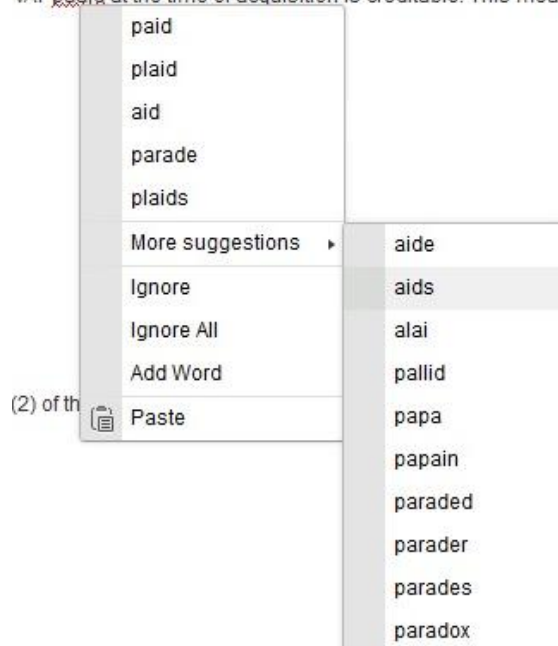


Spellchecker's suggestions for SCAYT enabled in CKEditor

SCAYT marked one word as error. Word "*grup*", is missing an "o". We can easily fix it by placing the cursor anywhere inside the phrase and opening the context menu with the right mouse button or the *Menu/Application* key on your keyboard. Once SCAYT is enabled, the context menu will contain spellchecker suggestions on how to correct the error.



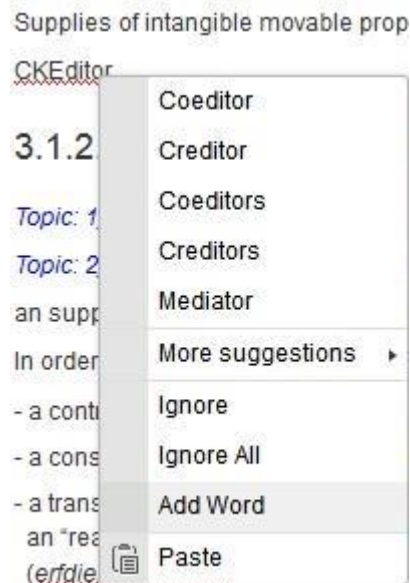
VAT ~~pa~~aid at the time of acquisition is creditable. This means:



More spellchecker's suggestions for SCAYT enabled in CKEditor

When you are happy with one of the suggestions, select it with your mouse and the phrase will automatically be corrected in CKEditor editing area (section). If, however, none of the suggestions visible in the context menu matches what you were intending to write, check the **More suggestions** context menu option for more suggestions.

The second phrase marked by the spellchecker as an error is the *"CKEditor"* name. Since it is a correct word and not an error, we may ask the spellchecker to ignore it. To do this, place the cursor inside the word and select the **Ignore** option from the context menu. To ignore all occurrences of the word in this text, use the **Ignore All** function.




Adding a word to user dictionary with SCAYT enabled in CKEditor

Since "*CKEditor*" is a valid proper name that we are bound to use more often, we may add it to our user dictionary in order to avoid marking the word as error in the future. To do this, place the cursor anywhere inside the phrase, open the context menu, and select the **Add Word** option.

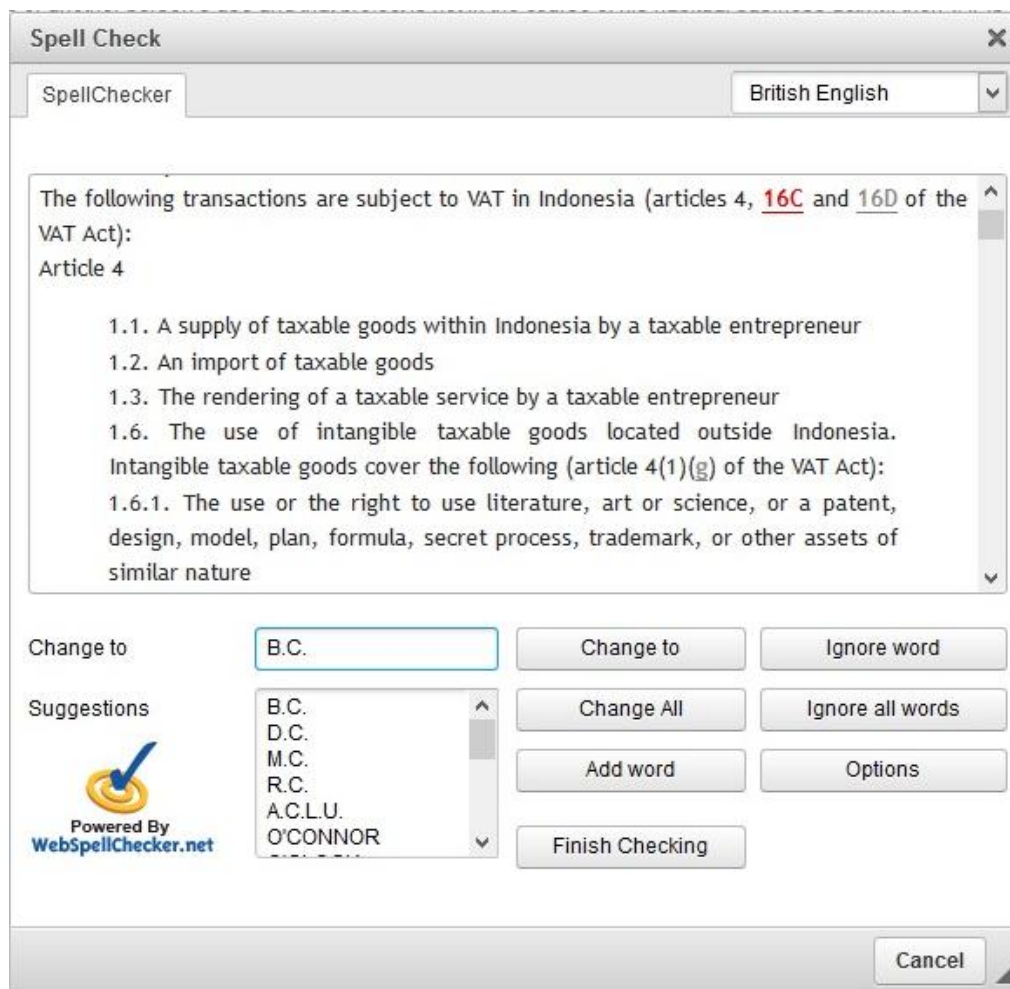
This will add the word to your user dictionary and it will no longer be marked as error when used in your documents.

## 8.6. Spellchecker (Check Spelling)

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To check the spelling of a text that you wrote in CKEditor, press the  toolbar button. The Spell Checker dialog window that will open lets you go through the text from one error to another.

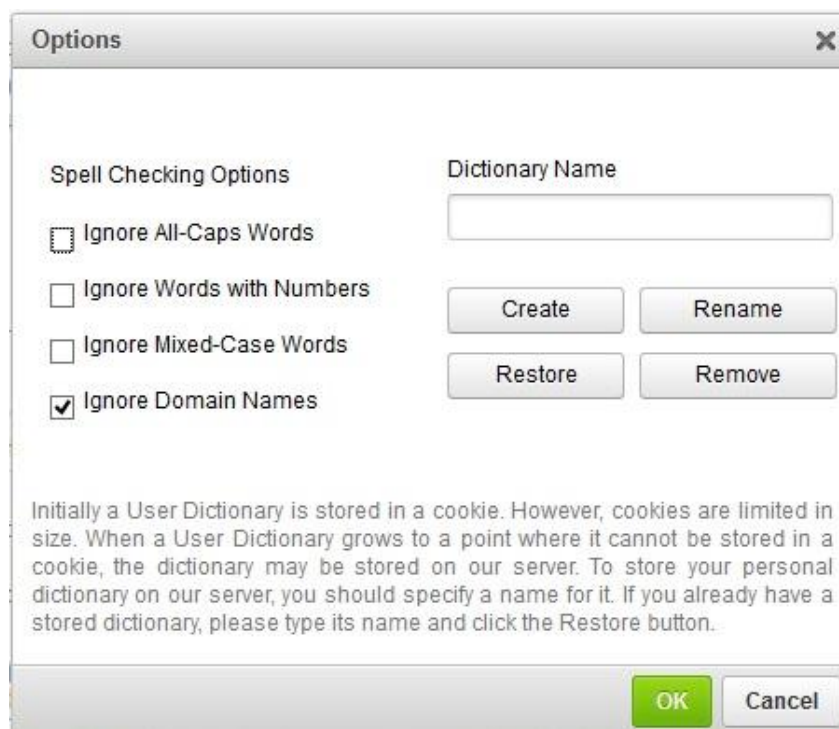
The spell checking function can be configured and employed via the SpellChecker tab of the Spell Check dialog window. It guides you through the text and lets you review all phrases that are marked as errors. It can also be used to set the document language and a few configuration options.



SpellChecker tab in the Spell Check dialog window of CKEditor

### 8.6.1. Spellchecker Settings

If needed, you can customize the spellchecker to your needs. To do this, press the Options button. The Spell Checking Options popup window that will open lets you configure the spellchecker settings and create or restore the user dictionary.



Spellchecker options in CKEditor (add image)

The following settings can be selected in the Spell Checking Options popup window:

- **Ignore All-Caps Words** – the spelling of words written in capital letters will not be checked.
- **Ignore Words with Numbers** – the spelling of words that contain numbers will not be checked.
- **Ignore Words with Mixed Case** – the spelling of words written with a mixture of lowercase and uppercase characters will not be checked.
- **Ignore Domain Names** – the spelling of website addresses will not be checked (this option is selected by default).

Below you can also create, delete, rename, and restore the user dictionary, just like you did for the Spell Check As You Type (SCAYT) feature.

When you are happy with your settings, click the OK button to return to the Spell Check dialog window. The settings will automatically be applied to the whole text.

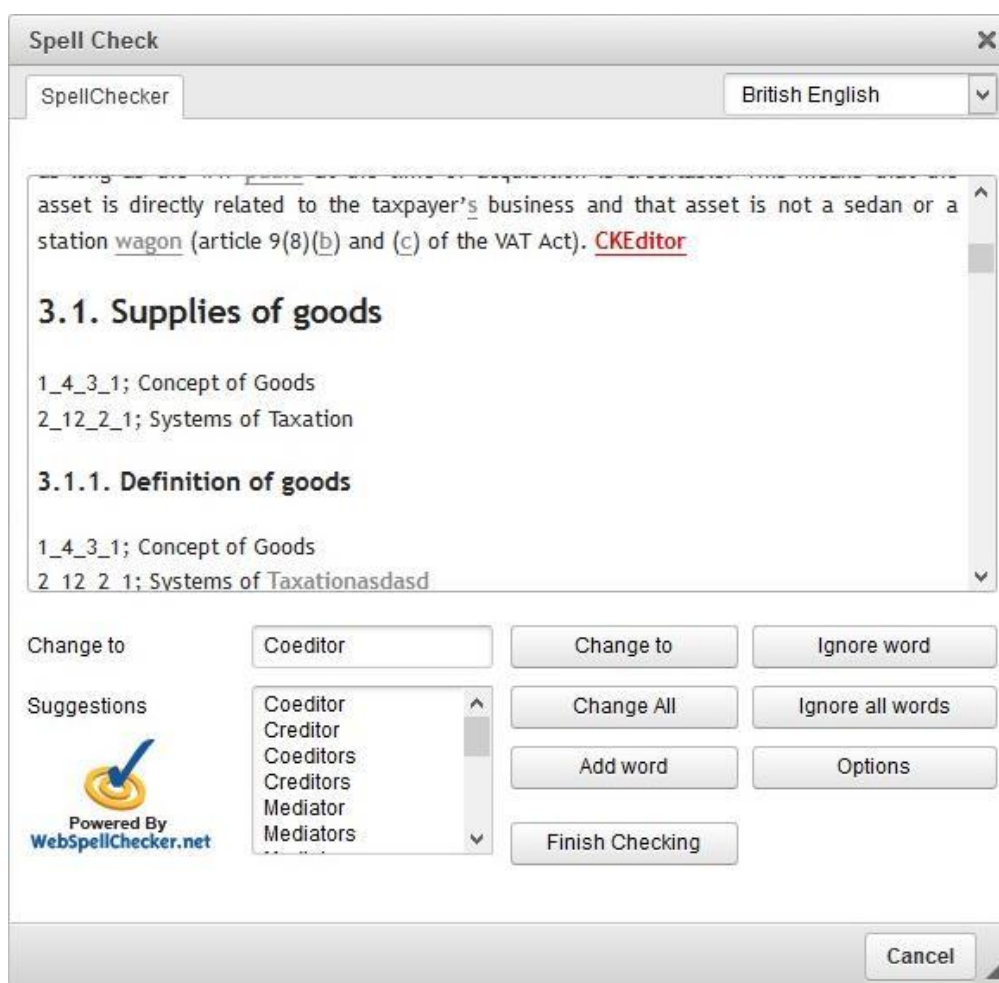
### 8.6.2. Using the Spellchecker

Once you configure the spellchecker to suit your needs, you can move to actual spell checking.

The Spell Check dialog window contains a preview of your text, with problematic phrases marked in bold and underlined. The currently active phrase that you can work on is additionally highlighted in orange. The Suggestions selection list contains the spellchecker suggestions for correcting the error; the one that suits best is also displayed in the Change to text box. To correct the text you can select one of the suggestions from the list. You can also further customize it by selecting it from the list and then manually correcting in the Change to text box.



When you are happy with the spelling replacement, click the Change to button. The spellchecker will move to the next problematic phrase.



Moving on to the next error in the Spell Check dialog window of CKEditor

In this case this is the "CKEditor" name. Since it is a proper name, it cannot be found in the spellchecker's dictionary, so you have two actions to choose from. First, you can skip this item, ordering the spellchecker to ignore it by clicking the Ignore button. This occurrence of the word will no longer be highlighted and considered an error. Second, you can add the word to the user dictionary by clicking the Add button. From now on the spellchecker will treat the phrase as valid and use it in its suggestions.

Remember that you can also batch change or ignore the errors highlighted by the spellchecker, with your choice influencing all occurrences of a particular error in a given text. To do this, use the Change All and Ignore All buttons from the Spell Check dialog window.

When there are no pending issues detected by the spellchecker, the action buttons will disappear and you can click the Finish Checking button to return to CKEditor editing area.



## 9. CKEditor 4.x Accessibility Guide

CKEditor is compliant with several accessibility standards, including the Web Content Accessibility Guidelines(WCAG), the US Section 508 Amendment to the Rehabilitation Act of 1973 and the IBM Web Accessibility Checklist.

### 9.1. Basic Navigation

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- ***Alt+F10***

Moves the focus to the editor toolbar when the cursor is in the editing area.

#### 9.1.1. Navigating Dialog Windows

- ***Enter***

Pressing *Enter* while inside the dialog window, when a single-line text input is in focus, is equivalent to pressing the **OK** button.

- ***Esc***

Pressing *Esc* while inside the dialog window is equivalent to clicking the Cancel or Close buttons.

#### 9.1.2. Navigating Context Menus

- ***Tab, Shift+Tab***

When the context menu is open, press *Tab* to cycle through menu items forward or *Shift+Tab* to cycle backwards.

- ***Down Arrow and Up Arrow***

When the context menu is open, the *Down Arrow* and *Up Arrow* keys can be used to cycle between menu items just like *Tab* and *Shift+Tab*, respectively.

- ***Right Arrow and Left Arrow***

When the context menu item contains a submenu, the *Right Arrow* lets you enter the submenu. To return to the parent context menu, use the *Left Arrow*.

- ***Enter and Space***

Activate a menu item or open a submenu.

- ***Esc***

Closes a context menu without executing any command. When inside a submenu, closes the submenu and returns focus to the parent context menu. Press *Esc* again to close it.



### 9.1.3. Navigating Toolbar Drop-down Lists

- **Tab, Shift+Tab**

When the drop-down list is open, press *Tab* to cycle through list items forward or *Shift+Tab* to cycle backwards.

- **Down Arrow and Up Arrow**

When the drop-down list is open, the *Down Arrow* and *Up Arrow* keys can be used to cycle between list items just like *Tab* and *Shift+Tab*, respectively.

- **Esc**

Closes a drop-down list without introducing any changes.

## 9.2. Keyboard Shortcuts

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Many functions in CKEditor have their equivalent keyboard shortcuts. This is one of the reasons why working with the editor is simple and efficient.

The list below contains available keyboard shortcuts grouped by problem areas.

### 9.2.1. Working with a Document

- **Esc** – closes a CKEditor dialog window, drop-down list, or context menu. Also moves from the context menu submenu to the parent option.
- **Enter** – it is an equivalent to the **OK** button in a dialog window.

### 9.2.2. Navigation

- **Home** – jumps to the beginning of the line.
- **Ctrl+Home** – jumps to the beginning of the document.
- **End** – jumps to the end of the line.
- **Ctrl+End** – jumps to the end of the document.
- **PgDn** – scrolls down the document, approximately by the length of the editing area.
- **PgUp** – scrolls up the document, approximately by the length of the editing area.

### 9.2.3. Writing

- **Enter (Return)** – ends a paragraph and starts a new one.
- **Shift+Enter** – adds a line break.
- **Backspace, Del** – deletes a character.
- **Ctrl+Backspace, Ctrl+Del** – deletes a word (only when the track changes are off).





#### 9.2.4. Undo and Redo

- **Ctrl+Z** – performs the undo operation.
- **Ctrl+Y** – performs the redo operation.

#### 9.2.5. Cut, Copy and Paste

- **Ctrl+X**, **Shift+Del** – cuts a text fragment to clipboard.
- **Ctrl+C** – copies a text fragment to clipboard.
- **Ctrl+V**, **Shift+Insert** – pastes a text fragment from clipboard.

#### 9.2.6. Text Selection

- **Ctrl+A** – selects all document contents.
- **Shift+Arrow** – selects a text fragment by letters.
- **Ctrl+Shift+Arrow** – selects a text fragment by words.
- **Shift+Home** – selects a text fragment from the cursor to the beginning of the line.
- **Shift+End** – selects a text fragment from the cursor to the end of the line.
- **Ctrl+Shift+Home** – selects a text fragment from the cursor to the beginning of the document.
- **Ctrl+Shift+End** – selects a text fragment from the cursor to the end of the document.
- **Shift+PgDn** – selects a text fragment of approximately the length of the editing area starting from the cursor and going down.
- **Shift+PgUp** – selects a text fragment of approximately the length of the editing area starting from the cursor and going up.

#### 9.2.7. Text Styling

- **Ctrl+B** – applies **bold** formatting to a text fragment.
- **Ctrl+I** – applies *italics* formatting to a text fragment.
- **Ctrl+U** – applies underline formatting to a text fragment.

#### 9.2.8. Rich Text

- **Ctrl+L** – opens the **Link** dialog window.



## 10. CKEditor Compatibility

One of the strongest features of CKEditor is its almost unlimited compatibility. CKEditor is a JavaScript application, so it simply works with all server technologies, just like a simple text area element. On the client side, it has been developed with all major browsers in mind, and supports Internet Mozilla Firefox, Google Chrome, Internet Explorer, Safari and Opera.

CKEditor browser compatibility is managed according to the Graded Browser Support model proposed by Yahoo!, with some exceptions specific for the requirements of our audience and accessibility needs.

### 10.1. Compatible Browsers recommendation

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The following is the list of browser versions that is recommended to use. We aim to provide at least full A-grade support for the following browsers and their version:



**Firefox:** *all major releases starting from 30.0+ (or not more than a year old)*



**Google Chrome:** releases starting from 35.0+ (or not more than a year old)



**Internet Explorer:** version 11 (not recommended due to poor performance)

IBFD recommends **Firefox version 30.0.** or above.