




Editor Tips and Tricks


The following is a list of tips and tricks that will assist you in formatting content in your blogs and wikis using the graphical text editor. This editor is designed for rendering HTML content and works similarly to a MS Word editor. However, there are some features you may not be familiar with.

Resizing the Edit Box


1. On the bottom right above the **Save** button, click  (resize) and drag the button vertically to resize the text box.
- 2a. You can also click  (toggle full screen mode) to preview the content in full screen mode before saving.
- 2b. Click the **Toggle Full Screen Mode** button again to return to the edit mode to save.

Deciphering Editor Buttons

If you mouse over the buttons in the text editor toolbar, a text pop-up displays. For instance, if you mouse over , a text pop-up displays "Undo." For a complete explanation of the buttons in the toolbar, refer to the *Understanding the Text Editor Quick Start Guide*.




Most of the buttons on the third row of the text editor toolbar concern table functions and may be grayed out. You must first click  to insert a new table. The other buttons that address row and cell properties, inserting and deleting rows and columns, and splitting and merging cells will become available.

Setting Global Styles

1. Before editing the text, click  to display the Edit CSS Style dialog box.
2. On the **Text** tab, select the **Font** option (e.g., Arial, Times New Roman), the **Size** option, and the **Color** option.
3. On the **Background** tab, select the **Background color** option, the **Background image**, and the **Horizontal position** and **Vertical position** options.
*Other tabs, such as **Block**, **Box**, **Border**, **List** and **Position**, apply various global settings to the page.*
4. When done, click the **Update** button to apply the changes to all of the content on the page.



You may determine that certain sections of text or words require different font, size, or color options. Apply these settings individually after you have edited and applied the global styles.

Cutting, Copying and Pasting Using Firefox

With a Firefox browser, you may receive the following error message when using the  (cut),  (copy), and  (paste) buttons: "Cut/Copy/Paste is not available in Mozilla and Firefox." Instead use keyboard shortcuts to perform the cut, copy, and paste functions directly in the text box or in the dialog box. Use **ctrl + x** to cut, **ctrl + c** to copy, and **ctrl + v** to paste. Pressing **shift + insert** can be used to paste as well.

Pasting Text from Another Document


The following toolbar buttons allow you to paste text from another document as raw text or with the original formatting:


-  - allows you to paste text into a Paste as Plain Text dialog box, but strips out the formatting, such as bold, italics, font, and font size.
-  - allows you to paste text into a Paste from Word dialog box and retains the formatting.

Eliminating Extra Space Between Lines

Pressing the **enter** key on your keyboard inserts a paragraph break between the line of text above and the line of text that follows. Pressing **enter + shift** inserts a line break between the text above and the text that follows, thereby eliminating the double spacing.



Organizing a Page Using Tables

Tables are an easy way to organize text and images on a page. They help to organize the placement of images and text and will give your pages a horizontal as well as a vertical appearance. You can also create hyperlinks in tables by selecting text and clicking  to enable a jump to an internal or external web page.

film	poster	date	cast	synopsis
Citizen Kane		1941	Orson Welles , Joseph Cotten , Agnes Moorehead , Everett Sloane, Dorothy Comingore	Multimillionaire newspaper tycoon Charles Foster Kane dies alone in his extravagant mansion, Xanadu, speaking a single word: "Rosebud". In an attempt to figure out the meaning of this word, a reporter tracks down the people who worked and lived with Kane; they tell their stories in a series of flashbacks that reveal much about Kane's life but not enough to unlock the riddle of his dying breath.

Working with Tables

HTML editors can apply changes only to rows or cells. You cannot edit a column in the same manner you do in MS Word.

1. If you want to change the properties of a row in a table, click  to display the Table row properties dialog box.
2. If you want to change the properties of a cell in a table, click  to display the Table cell properties dialog box.
3. On the **General** tab, select the **Alignment** options (Center, Left, Right).
4. Select the **Vertical alignment** options (Top, Center, Bottom).
5. Enter a number in the **Height** field for row height.
6. Enter a number in the **Width** and **Height** fields for cell width and height.
7. Click the **Advance** tab to change the **Background color** of the row or cell.
8. Click the **Update** button.

Modifying Image Placement



If you are not using a table, you can improve your page layout by modifying the properties of the image.

1. Right click on the graphic and select **Image properties**.
2. Click the **Appearance** tab.
3. Select **Alignment** options (e.g., Top, Middle, Bottom, Left, Right).
4. Click the **Update** button.

You can also alter the dimensions of the image, add a border, and add vertical and horizontal space between the image and the text on this tab.

Using Anchors as Internal Page Links

Creating anchors in a page and linking to the anchor helps a reader navigate a page with lengthy content.

1. Highlight the heading or section you want to jump to.
2. Click  to name the anchor.
3. Enter the name in the **Anchor name** field.
4. Click the **Insert** button.
5. Highlight the text where you want to jump from.
6. Click  to link to the anchor.
7. Select the **Link to an anchor** option.
8. Select the **Anchor name**.
9. Click the **Insert** button.