

WYSIWYG Editor: Users Manual



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WYSIWYG Editor Overview

WYSIWYG (wiz-ee-wig) is simply an acronym for What You See Is What You Get because the WYSIWYG editor does not require you to know code and it will display the page on the website the way it looks to you in the editor. There is a lot of functionality in this editor and it allows you to edit your website without having to hire someone who writes HTML code. Several features of this editor will be explained throughout this section.

For Empoweren, we selected the TinyMCE WYSIWYG editor because of its vast use, great support and ease of integrating Empoweren modules into the content manager. TinyMCE is a web based JavaScript HTML WYSIWYG editor. This means it will let you create HTML content on your web site through a simple interface that is similar to typing a document in any text editor. As a JavaScript-based editor, this allows support of multiple internet browsers including Mozilla/Firefox, Internet Explorer, Opera, Safari and Chrome. TinyMCE has a large user base and an active development community.





Adding Text

By clicking in the large text box of the WYSIWYG editor, you are able to begin adding text to a page. Just above the text area, you will find two rows of buttons that are most commonly used for editing website text. These buttons are explained below.

lcon	Function	Description	Example					
Icon Styles A I	Stylize Text	Choose headings and standard font sizes	Heading Sub-Heading Sample ^{superscript}					
A	Color Text	Choose to change text color of content	COLOR TEXT					
CINIF	Numbered List	Create a numerical ordered list	1. Product #1 2. Product #2 3. Product #3					
:=	Bulleted List	Create a list using bullet points	• Bullet point • Bullet point • Bullet point	1 2 3				
Ω	Insert Symbol	ert Symbol Insert many standard symbols to content ™®©≥÷∞∞÷∑						
-	Insert Horizontal Line	List Create a list using bullet points • Bullet point 1 Bullet point 2 • Bullet point 3 nbol Insert many standard symbols to content ™®©≥+∞∞+∑ rizontal Line Separate longer text pages with horizontal lines. Line can be styled when design of website is created. This is long text t Table Organize data into a table for building charts online. Editor allows for advanced table editing and formatting if desired. Color Type Size Red Ball Lar Red Ball Lar Red Ball Sm Blue Ball Sm		t requiring a				
1	Insert/Edit Table	Organize data into a table for building	Color	Туре	Size			
		charts online. Editor allows for advanced	Red	Ball	Large			
			Red	Ball	Small			
			Blue	Ball	Large			
			Blue	Ball	Small			
	Insert/Edit Embedded Media	Allows user to embed a video into the website from YouTube or other media sources. Advanced edit options are available.						
<u>*</u>	Insert/Edit Image	Allows user to select an image from the website files or local machine for placement into the content area. Advanced edit options are available.						
	Insert File	Allows user to attach a document or PDF file to text or an image.						



න	Insert/Edit Link	Allows user to make text or image into a hyperlink.	
ŝ,	Unlink	Allows user to remove hyperlink.	
Ļ	Insert/Edit Anchor	Allows user to insert or edit anchor text within content section.	
ABC	Toggle Spell Checker	Turns on the spell check for the content manager and highlights	
HTML	Edit HTML Source	Allows those comfortable with writing HTML code to change to "code-view."	
	Toggle Full Screen Mode	Allows full screen writing area for the content box. Keep in mind that full screen does not represent actual content area on web page, so formatting may need updating when returning to actual content area size.	
B	Bold	Allows user to bold text. Keyboard commands also apply in addition to icon button by pressing CTRL + B on PC or # + B on Mac.	Bold TEXT
I	Italic	Allows user to italicize text. Keyboard commands also apply in addition to icon button by pressing CTRL + I on PC or # + I on Mac.	Italic TEXT
ABC	Strikethrough	Allows user to strikethrough text.	Strikethrough TEXT
	Cut	Allows user to select and cut text. Keyboard commands by pressing CTRL + X on PC or 発 + X on Mac.	
	Сору	Allows user to select and copy text. Keyboard commands pressing CTRL + C on PC or # + C on Mac.	
	Paste	Allows user to paste the "cut" or "copied" text. Keyboard commands by pressing CTRL +V on PC or # + V on Mac.	
2	Undo	Allows user to undo last actions within text section. Keyboard commands also apply in addition to icon button by pressing CTRL + Z on PC or \Re + Z on Mac.	



C	Redo	Allows user to redo previous action within text section. Keyboard commands also apply in addition to icon button by pressing CTRL + Y on PC or # + Y on Mac.	
睂	Find	Allows user to find specific words within content section.	
A C	Find/Replace	Allows user to find specific words within content section and replace with desired text.	
£.	Increase Indent	Indents the selected text by one tab.	Regular text lines extend to the page edges on both the left and right like this. Indented text starts short on the left but extends to the right page edge. Regular text lines extend to the page edges on both the left and right like this.
*	Decrease Indent	Moves an indented section of text one tab to the left.	
66	Block Quote	Sets text off from the main text as a paragraph, or block of text.	Regular content extends to the edge of the page and continues on the next line. Block Quote content is indented like this on both the left and right page edges.
	Align Left	Aligns the selected text to the left.	Left aligned
=	Align Center	Aligns the selected text to the center of the screen.	Center aligned
1	Align Right	Aligns the selected text to the right.	Right aligned
	Align Full	Aligns the selected text to both left and right.	Text is justified across lines in order to align both left and right.



Inserting an Image

To insert or edit an image, follow the below steps:

You must first indicate the location within the content area that you wish to place the image.

Select the image button on the top row of buttons on the WYSIWYG editor. When your cursor is hovering over the button, the text "Insert/Edit Image" will appear.

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Click this button (🜺) and then an action box will appear as shown below.

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s Advined Fages	Insert	



General Tab

Under this tab, you will enter an image URL or simply click the "Browse" button on this line to access the image file manager.

When pressing the "Browse" button, you will enter the Moxiecode File Manager that will help you organize your images and attachments. Since we are adding an image, select the images tab on the left column to view currently uploaded images. If you need to upload an image, simply click the "Upload" button on the top right of the manager. Below offers an image of both options:

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View Images Folder

After selecting images, you will be able to scroll through your list of already uploaded images, select the desired image, view it in the preview box and then select the "Insert" button under the preview box to add to the content area.

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Upload an Image from Your Local Machine

You can also upload a new image directly from your computer. After clicking the "Upload" button, you will be presented with the accepted file types and prompted to "Choose files".

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After selecting the "Choose file" button, this will open your local files from which you can browse and select the desired file. Click the "Open" button to upload the file.

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You can also upload multiple files at one time by pressing the CTRL key (**#** on Mac) and clicking on the desired files. Each file that you click upon will highlight. Once again press "Open" button to prepare for upload.

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By selecting "Open", you will be prompted to "Upload to server" which will upload the selected files to the server.

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And now you are able to select your image for insertion into the content section.

General Tab

Enter an image description. This will act as your image ALT tag (which is important for SEO purposes,) so be certain to be descriptive and consider search engine keyword alignment.

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Appearance Tab

In this tab, appearance options are available for you to select the text alignment, revise dimensions of the image, and select spacing, borders or enter in HTML code to stylize your image.

If you keep the constrain proportions option box checked, the image will be resized without changing the ratio of length to width of the image.

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Advanced Tab

In this tab, advanced options are available for those more comfortable with adding mouse over images and other advanced imaging options.

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Once you have finished the modifications, simply hit the "Insert" button and you will be able to add the image into the content section of the manager.





Update/Edit an Image Already on the Page

To further update/edit the inserted image, simple click the right button on your mouse when the cursor is over the image and select "Insert/Edit Image" or you can click on the image and select the image icon on the WYSIWYG editor top button bar.

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Inserting a File

To insert a file, follow the below steps:

Files can be inserted in multiple ways: embedded in selected text, as a standalone file, or embedded in an image on the page. Whichever way chosen allows anyone visiting the page to click on the link and view the inserted file.

First indicate the location, select the text or select an image on the page that you wish to insert the file.

Select the file button on the top row of buttons on the WYSIWYG editor. When your cursor is hovering over the button, the text "Insert File" will appear.

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Click this button (🔜) and then the file manager box will appear as shown below.

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View Attachments Folder

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Upload a File from Your Local Machine

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After clicking the "Upload" button, you will be presented with the accepted file types and prompted to "Choose files".

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Selecting the "Choose file" button will open your local files and allow you to browse and select the desired file. Click on the "Open" button to begin the upload process.

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You can also upload multiple files at one time by pressing the CTRL key (**#** on Mac) and clicking on the desired files. Each file that you click upon will highlight. Once again press "Open" to prepare for upload. By selecting "Open", you will be prompted to "Upload to server" in which upon file selection will be uploaded to the server.

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Edit a File Already on a Page

To edit a file that is already on a page, right click on the link or area. Select the "Unlink" option. This will remove the file. Then follow the previous steps to upload a new version of the file.

Remove File

Right click on the link or area and select "Unlink" to remove the file from that location.

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Embedding Media

To Insert/Edit Embedded Media follow the below steps:

First indicate the location within the content area where you wish to place the media.

Select the media button on the top row of buttons on the WYSIWYG editor. When your cursor is hovering over the button, the text "Insert/Edit Embedded Media" will appear.

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Under this tab, you will choose "Type" of media file. Most users will select "Iframe" for embedding YouTube videos.

"File/URL" allows either selecting from an existing file on your local machine or entering a URL that embeds the media into the page.

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For YouTube, first select "Type" "Iframe" and then enter the link to the video in the "File/URL" field. The system will automatically generate the code necessary to embed the media.

Once a destination has been entered, a preview will display in the window.

"Dimensions" allows user to specify the dimension/size of embedded media output.





Advanced Tab

Under this tab, you may give the embedded media an ID and a Name, as well as select alignment, add background color to an iframe and set vertical/horizontal spacing around the embedded media.

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Source Tab

Under this tab, users with programming abilities can modify in code view. If you are sent a string of code to embed media, you can skip the prior steps and copy the code directly into this box.





Once you have finished the modifications, simply hit the "Insert" button and you will be able to embed the media into the content section of the manager.

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To further update/edit the embedded media, simply click the right button on your mouse when the cursor is over the media and select "Edit Embedded Media," or click on the media and select the media icon on the WYSIWYG editor top button bar.



Inserting an Email Link

To insert or edit an email link, follow the below steps:

You must first indicate the location within the content area that you wish to add an email link.

Select the link button on the top row of buttons on the WYSIWYG editor. When your cursor is hovering over the button, the text "Insert/Edit Image" will appear.

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Click this button (^{SSD}) and then an action box will appear as shown below. Be certain to type "mailto:" before the email address or the link will not function properly..

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