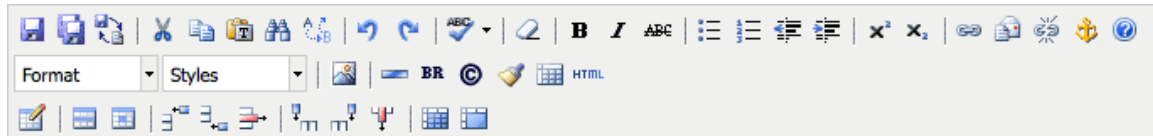# APPENDIX

THE TOOLBAR

Within the WYSIWYG editor, there are a variety of functions available to the user to properly update the page. Below is a list of all the functions available. Keep in mind that the site administrator can remove items and provide you with a limited toolbar.

File Functions

Save	Click on the "Save" button to save the current file on the staging server. Remember, it will not be live on the production server until it is published by an authorized approver.
Save As...	Click on the "Save As" button to save the current file with a new file name.
Revert	Click on the "Revert" button to undo all changes and change the editor to its original state.

Cut, Copy, Paste, Find Functions

Cut	To cut a portion of the document, highlight the desired portion and click on the "Cut" button (keyboard shortcut - CTRL+X).
Copy	To copy a portion of the document, highlight the desired portion and click on the "Copy" button (keyboard shortcut - CTRL+C).
Paste as Plain Text	To paste as plain text, click on the "Paste as Plain Text" button. This will open a new window where you can paste and then insert your text. This will also remove any special formatting tags that programs such as Microsoft Word may have added. (keyboard shortcut - Ctrl+V).
Find	Click on the "Find" button to search for text on the current page.
Find/Replace	Click on the "Find/Replace" button to search for text on the current page and then replace that text with new text.

Undo Redo Functions

Undo	Click on the "Undo" button to undo changes you have done one-by-one.
Redo	Click on the "Redo" button to redo changes you have undone and want back in place.

Spell Check Function

	To check spelling, click on the spell checker button or right click on the mouse and scroll down to "Check spelling".
Spellchecker	You will be taken to the first incorrectly spelled word. You can then choose to: - Change the incorrectly spelled word with the suggested words provided - Ignore the incorrectly spelled word (i.e. not make any changes to it).

Formatting Function

Remove Formatting	To remove all formatting, highlight the text to be updated and click on the "Remove Formatting" button. This will return the text back to the default settings.

Basic Font Properties

B Bold	Turns selected text into **bold text**.
I Italic	Turns selected text into *italicized text*.
U Underline	Turns selected text into <u>underlined text</u>. **Please note that underlined text usually means that a word or phrase is a link to another web page. In this case however, the underline formatting does not create a link (to create a link, see the "Insert/Edit Link" Button below).** (This option is not available.)
ABC Strikethrough	Turns selected text into ~~strikethrough text~~.

List and Indent Functions

Unordered list	Turns the selected text into a bulleted list. Example: • Apples • Oranges • Bananas
Ordered list	Turns the selected text into a numbered list. Example: 1. The first subject is... 2. Next I'd like to point out that... 3. Finally we can see that…
Outdent	To decrease the indent of a paragraph, click on the "Outdent" button. Each consecutive click will move text further to the left.
Indent	To increase the indent of a paragraph, click on the "Indent" button. Each consecutive click will move text further to the right.

Script Functions

x^2 Superscript	Turns selected text into $^{superscript\ text}$.
x_2 Subscript	Turns selected text into $_{subscript\ text}$.

Link Tools

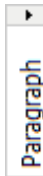|	
Insert/edit link	To create a hyperlink, select the text or image for the link, then click on the "Insert/edit link" button. If applicable, the pop-up window will contain existing link information. You can use the link manager to navigate to the page to which you want to link. The full URL of the page to be linked can be typed in the URL text box. A target window information (optional) and an anchor name (if linking to an anchor - optional) can also be supplied. When finished, click on the "Insert Link" button to insert the hyperlink you just created, or click on "Remove Link" to remove an existing link. Clicking on "Cancel" will close the window and return to the editor.
Create or modify a mailto link	To create a mailto link, select the text or image for the link, then click on the "Insert/edit mailto" button. If applicable, the pop-up window will contain existing mailto information. You can use the mailto manager to enter the e-mail address and subject of the e-mail to be sent.
Unlink	Select in the hyperlink and click on the "Unlink" button to remove a hyperlink
Insert/edit anchor	To create an anchor, select the text or image for the anchor, then click on the "Insert/edit anchor" button. A pop-up window will contain existing anchor information. Enter the name of the anchor and click on the "Insert" button.

Font Properties

Paragraph	The Paragraph button is a drop-down list of several actions that can be used to change the formatting of a selected paragraph. To select a paragraph, simply click on the cursor once anywhere inside the paragraph. The following example functions can be then be used: **Normal \<p\>** - Sets the selected paragraph to normal. **Headings \<h1\>** through **Heading 6 \<h6\>** - Sets the selected paragraph to a specific heading size between 1 (the largest) and 6 (the smallest). **Pre \<pre\>** - Sets the selected paragraph format to no text wrap.
Styles	This button sets the style of any selected text. The styles available are set by the system administrator.

Insert Images/Media

	Insert/edit image	Insert or Edit an image.
	Insert/edit embedded media	Insert or Edit embedded media. (May be available in the future.)

Misc. Graphics Tools

	Horizontal rule	To insert a Horizontal rule, click on the "Horizontal rule" button. When clicked, a popup with appear that will allow you to choose both width and height of the horizontal rule.
BR	Insert line break	To insert a line break, click on the "Line break" button. This is the same as entering .
©	Insert custom character	To insert a special character, click on the "Insert Special Character" button. A pop-up window will appear with a list of special characters. Click on the button of the character to insert into your web page. If you know the HTML and numeric equivalent, you can also enter that into the pop-up.
	Cleanup messy code	The "Cleanup messy code" button removes extraneous tags as well as adds appropriate ending tags where necessary. This helps with cross-browser functionality as well as good general practice.
	Toggle guidelines/invisible elements	The "Toggle guidelines/invisible elements" button adds/removes the outlines of tables and other elements and is for visual purposes only.

Table Tools

	Inserts a new table	To insert a table, select the desired location, then click on the "Insert Table" button. A new window will pop-up with the following fields: Rows - number of rows in table; Columns - number of columns in table; Width - width of table; BgColor - background color of table; Cell Padding - padding around cells; Cell Spacing - spacing between cells and Border - border around cells. Fill in table details, then click on the "OK" button to insert table, or click on "Cancel" to go back to the editor.
	Table row properties	Here you can edit the alignment, background color and several other properties.
	Table cell properties	Here you can edit the alignment, background color and several other properties.
	Insert row before	To insert a row before another row, click inside the row cell you want the new row to precede, then click on the "Insert row before" button.
	Insert row after	To insert a row after another row, click inside the row cell you want the new row to follow, then click on the "Insert row after" button.
	Delete row	To delete a row, click inside the row you would like to remove, then click on the "Delete row" button.
	Insert column before	To insert a column before another column, click inside the column cell you want the new column to precede, then click on the "Insert column before" button.
	Insert column after	To insert a column after another column, click inside the column cell you want the new column to follow, then click on the "Insert column after" button.
	Remove column	To delete a column, click inside the column you would like to remove, then click on the "Delete column" button.
	Split merged table cells	To split cells that have previously been merged, select the cell, then click on the "Split merged table cells"; button.
	Merge table cells	To merge cells, highlight the cells you would like to be merged, then click on the "Merge table cells" button.