Toolbar Row 1

Overview

Most of the tools available on the first row of a toolbar for the WYSIWYG are basic text formatting and linking. The descriptions of the functionality available for each tool is provided on this page. A few of the features have a more in-depth description; links are provided to those pages.

The tools are grouped on this page as follows:

- File Tools
- Cut, Copy, Paste, Find, Replace
- Undo/Redo
- Spell Check
- Remove Formatting
- Font Formatting
- List, Indents
- Text Placement (Vertical)
- Align, Justify (Horizontal)
- Link Tools, WYSIWYG Help Documentation

File Tools (Save, Save As, Revert, Restore)

Icon	Tool	Description
	Save	Click to save the current file on the staging server and exit the WYSIWYG Editor. Remember, it will not be live on the production server until it is published. To use save-in-place, use the keyboard shortcut CTRL+S for Windows or CMD+S for Mac.
	Save As	Click to save the current file with a new file name and exit the WYSIWYG Editor.
	Revert to Last Saved	Click to undo all changes and revert the content in the editable region to its original state.
	Auto Draft	Click to restore the content to its last auto-saved point.

For more information, visit the Auto Draft page. |

Cut, Copy, Paste, Find, Replace

Many browsers (specifically Firefox, Chrome, and Safari) disable the use of the cut, copy, and paste commands via the

WYSIWYG
 toolbar for security purposes. This is not a function of

OU Campus
; this is a browser behavior. The alternative workaround is to use keyboard shortcuts.

Icon	Tool	Description
✂	Cut	To remove content from the document in order move it somewhere else, highlight the content and click the icon. The keyboard shortcut is CTRL+X for Windows or CMD-X for Mac.
🗐	Copy	To copy a content from the page, highlight the content and click the icon. The keyboard shortcut is CTRL+C for Windows or CMD-C for Mac.
📋	Paste	To paste content on to a page, click the location the content should be placed on the page and click the icon. The keyboard shortcut is CTRL+V for Windows or CMD-V for Mac. This pastes only valid content, code, and styling. The paste automatically switches between a traditional paste (e.g., pasting the code when text is copied from a page in a web browser), and pasting from Word, where it removes any MSO formatting that is not appropriate for a web site. The Paste function always cleans up the content to be pasted to remove any formatting or code that is not compliant with the requirements of the WYSIWYG Editor.
📋	Paste as Plain Text	Clicking the icon keeps it selected until clicked again, and all pastes going forward until exiting the WYSIWYG Editor will

Icon	Tool	Description
		be plain text. This removes all formatting.
🔍	Find	Click to search for text on the current page.
A B	Find/Replace	Click to search for text on the current page and then replace that text with other text.

Undo Redo Functions

Icon	Tool	Description
↶	Undo	Click to undo the last changes made in this session one by one.
↷	Redo	Click to redo changes that were previously undone and should be restored.

Spell Check

Icon	Tool	Description
ABC✓	Toggle Spell Checker	Click to spell check the region that is being edited. Misspelled words are underlined with a red, squiggly line. Change the incorrectly spelled word with the suggested words provided or choose one of the other options provided: • Ignore the incorrectly spelled word (e.g., not make any changes to it). • Add to the word to the dictionary: Level 9 and 10 administrators can add marked words to a site-wide dictionary, and administrators can give users Levels 1 through Level 9 the ability to add words to the dictionary as well. For more information, visit the the Spell Checking page.

Remove Formatting

Icon	Tool	Description
	Remove Formatting	To remove all formatting for a selection, highlight the text to be updated and click the icon. This returns the selected text back to the default settings.

Font Formatting

Icon	Tool	Description
B	Bold	Applies **bold formatting** to selected text.
I	Italic	Applies *italicized formatting* to selected text.
U	Underline	Applies underlined formatting to selected text. Please note that underlined text often 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, click Insert/Edit Link).
ABC	Strikethrough	Applies strikethrough formatting to selected text.

Lists, Indents

Icon	Tool	Description
	Unordered list	Turns the selected text into an bulleted list. Example: • Apples • Oranges • Bananas
	Ordered list	Turns the selected text into a numbered list. Example: 1. Click the Go button.

Icon	Tool	Description
		2. Enter the text to search on. 3. Click Start.
	Outdent	Decreases the indent of a paragraph. Each consecutive click moves text further to the left.
	Indent	Increases the indent of a paragraph. Each consecutive click moves text further to the right.
"	Blockquote	Blockquote is a block-level element in HTML that can be used to set-off quotations or to cite material.

Text Placement (Vertical)

Icon	Tool	Description
x^2	Superscript	Formats the selected text as superscript text.
x_2	Subscript	Formats the selected text as subscript text.

Align, Justify (Horizontal)

Icon	Tool	Description
	Align Left	Aligns a block-level element such as a paragraph or a heading to the left margin.
	Align Center	Center aligns a block-level element such as a paragraph or a heading within the left and right margin.
	Align Right	Aligns a block-level element such as a paragraph or a heading to the right margin.
	Align Full	Justifies text making it flush on both the left and right side

Link Tools, WYSIWYG Help Documentation

Icon	Tool	Description
🔗	Insert/Edit Link	To create a hyperlink:

Icon	Tool	Description
		1. Select the text or image for the link. 2. Click the **Insert/Edit Link** icon. If applicable, the modal contains existing link information. 3. Click the **Browse** icon to select an internal page to which to link. 4. After locating the file, click **Select Link**. 5. Click **Insert**. For links to pages internally, a page should generally be chosen from a production server, publish target, or an auxiliary server. An unpublished file on the staging server or publish target can also be chosen by choosing the staging server or publish target from the drop-down, navigating to the file, and selecting the HTML version that is available. Links can also be made across sites within an account with the file browser by clicking **Sites** in the breadcrumb and choosing the appropriate site. If Dependency Manager has been enabled for the account, dependency tags instead of URLs are inserted into the source of the page when inserting a link. For links external to the site, the complete URL for the resource can be typed (or pasted) into the URL field. Optionally, a target window type and an anchor name can also be entered. For more information about links and linking, visit the Insert/Edit Link page.

Icon	Tool	Description
	Create or Modify a Mailto Link	To create a mailto link, select the text or image for the link, then click the icon. If applicable, the resulting modal contains existing mailto information. Properties for the mailto link can be defined including the email address that is provided when the link is clicked. For more information, visit the Mailto Link page.
	Unlink	Click within the hyperlink and click the Unlink icon to remove a hyperlink. Note : For unlinking anchors, the Unlink icon works with anchors in Internet Explorer. It will not work on anchors in Firefox, Safari, or Chrome.
	Insert/Edit Anchor	To create an anchor: 1. Position the cursor where the anchor should be placed or select the text or image. 2. Click the **Insert/Edit Anchor** icon. 3. In the **Anchor Name** field, enter the name for the anchor. It is not necessary to enter a # (hash tag). 4. Click **Insert**. To modify an existing anchor: 1. Click the existing anchor shown in the editing area. 2. Click the Anchor icon on the toolbar. 3. The Insert/Edit Anchor modal shows the existing text for the anchor. 4. Make the modification to the text and click **Update**.

Icon	Tool	Description
		The specifics of valid anchor names can be found in the HTML 4.01 and HTML 5 pages.
ⓘ	Help Icon	The Help icon displays the help text for the WYSIWYG Editor. It shows help text for all available functions, not only those limited to the toolbar being used.

Toolbar Row 2

Overview

A brief description of the functionality available with each tool on row 2 of the toolbar is provided in the tables below. Several of the features require a more in-depth description and links to those pages are provided also. Content on this page includes:

- Font Properties (Family, Size, Format, Styles)
- Text Color, Text Background
- Images/Media
- Miscellaneous Functionality

The Font Properties drop-downs and the selectors for text color and background color can be toggled on and off. For example, if the Format drop-down was used to apply Heading 1, the use of Heading 1 can be deactivated by deselecting it in the drop-down. Formatting applied with the use of the Styles drop-down, and those for selecting text color and background color can also be cleared with the use of the Remove Formatting tool, which is represented by the Eraser icon on the toolbar. In other words, if a span has been applied, it can be removed by locating the cursor within the span and clicking the Remove Formatting tool. It is not necessary to be in code view to perform this action.

Font Properties (Family, Size, Format, Styles)

Icon	Tool	Description
Font family	Font Family	This Font Family drop-down displays a list of the standard fonts recognized by most web browsers. To change the font of existing text, select the text and choose a font from the drop-down list. To start typing new text with a specific font, position the cursor where text where the text should be inserted and select a font from the drop-down list, then begin typing. Text can also be selected and the formatting applied. Note that the appearance in the WYSIWYG Editor may not reflect the newly applied styling. From the drop-down deselect the font size to stop applying it in the WYSIWYG by clicking on it again. The markup is added as a span, i.e.:

Icon	Tool	Description
		`<span style="font-family: 'book antiqua', palatino;">on the bright plume</span>`
Font size	Font Size	This Font Size drop-down changes the size of selected text. Font size properties are configured by an administrator and labeled 1 through 7. To start typing new text with a specific font size, position the cursor where text is to be inserted, select a size from the drop-down list, then begin typing. From the drop-down deselect the font size to stop applying it in the WYSIWYG by clicking on it again. The markup is added as a span, i.e.: `<span style="font-size: x-large;"> This is a font size application.</span>`
Format	Format	The Format drop-down lists built-in styles that can be applied to a selected paragraph. To apply an element from the Format drop-down, click within the paragraph (or select text), and then click the element from the drop-down. For more information, visit the Format Drop-Down page.
Styles	Styles	This drop-down sets the style of any selected text. The styles available are configured by the system administrator. Note that when applying a class from a Styles drop-down and then selecting another class from the Styles drop-down, both styles are applied to the text, i.e.: `<span class="compare note">This paragraph has`

Icon	Tool	Description
		`two classes applied.</span>`

Text Color, Text Background

Icon	Tool	Description
A	Select Text Color	The color for selected text may be selected by using a picker, using a hexadecimal, chosen from a palette, or by color name. Alternatively, if a custom color has already been selected, click the icon to apply the text color. There are 216 color choices on the palette. To start typing new text with a specific font color, position the cursor at the location where new text is to be inserted, choose a color, and then begin typing. To color existing text, highlight the text to be colored and choose the desired hue.
ab	Select Background Color	The color for the background of the selected text may be selected in the same way that text color is selected. To start typing new text with a specific background color, click the cursor at the location where new text is to be inserted, choose a color, and then begin typing. To color the background of existing text, highlight the text to have its background colored and choose the desired hue.

Images/Media

Icon	Tool	Description
(image)	Insert/Edit Image	The Insert/Edit Image tool provides the functionality for linking to an image by browsing or by uploading, and allows for access to the Image Editor. Additional tabs and fields provide advanced options for images such as including styling and

Icon	Tool	Description
		JavaScript. It also includes a preview. For more information, visit the Image Editor and Insert/Edit Image pages.
	Insert/Edit Embedded Media	The Insert/Edit Embedded Media tool provides the functionality for embedding media specific to several format types to an image by browsing or by uploading. Additional tabs and fields provide advanced options for embedded media such as specifying dimensions, setting audio quality options and Flash options, and previewing the source. For more information, visit the Insert/Edit Embedded Media page.

Miscellaneous Functionality

Icon	Tool	Description
—	Insert Horizontal Line	Adds a horizontal rule. `<hr />`
BR	Insert line break	To insert a line break, click the Line break icon. This is the same as entering ` ` into the source.
©	Insert Special Character	To insert a special character such as an copyright symbol, registered trademark, or other symbol, click the Insert Special Character icon. The Select Special Character modal provides a selection of 200 special character from which to choose. Hover or use left and right keyboard arrows to navigate the selection. During the selection process, a preview of the character is shown with its name, HTML

Icon	Tool	Description
		character reference, and numerical character entity reference. Click on the icon of the character to insert into the page. Right click the symbol and choose Copy Link from the shortcut menu to copy it to the clipboard, which allows the symbol to be repeatedly pasted on a page.
	Cleanup Messy Code	The Cleanup Messy Code icon removes extraneous tags and adds appropriate ending tags where necessary. This helps with cross-browser functionality as well as being a best practice.
	Show/Hide Block Elements	Toggles the WYSWISYG view to show or hide block-level element labeling. Each element such as <p> or <article> is displayed encapsulated with a thin border and labeled with a small tag. For more information, visit the Show/Hide Block Elements page.
	Show/Hide Guidelines/Invisible Elements	The Toggle Guidelines/Invisible Elements icon adds/removes the outlines of tables and other elements, for visual purposes only.
HTML	Edit HTML Source	The Edit HTML Source icon opens a code view of the HTML source. If a user has been

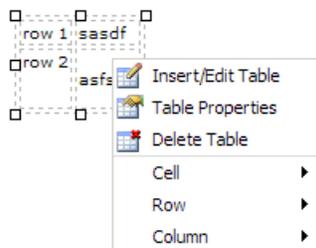| Icon	Tool	Description
		granted access, there is also an HTML Source Editor available for the source code editing. For more information, visit the HTML Source Editor page.
	CodeProtect	Displays the position of server-side code within the WYSIWYG Editor represented within the editing area with the PHP Symbols icon: This allows for easy editing of server side code (PHP only). For more information, visit the CodeProtect page.
	Snippets	Click the Snippets icon in order to select preexisting snippets of HTML or text to be inserted into the page. The Snippets available are set by the system administrator. For more information, visit the Snippets page.
	Assets	Click the Assets icon in order to select a preconfigured asset to insert into the page. For more information, visit the Assets page.

Toolbar Row 3

Overview

The available tools on the third row of the toolbar are those available for inserting and editing tables and forms within the WYSIWYG Editor. For both tables and forms, the additional features are available after the initial table or form has been inserted on the page. Place the cursor within the element and the editing tools will become available.

In addition to the Insert/Edit Table tool, other table editing functions include those for defining the properties for table cells and rows, and for inserting and deleting rows and columns.

As with other functionality, right-clicking within a table provides a shortcut menu for table editing and formatting.

Example of Shortcut Menu

Table Tools

Icon	Tool	Description
	Insert/Edit Table	To insert a table, position the cursor, then click the icon. The Insert/Edit Table modal includes several fields that can be used to define the table including: • Columns: Number of columns in table • Rows: Number of rows in table • Cell Padding: Padding around cells • Cell Spacing: Spacing between cells • Alignment: The alignment of the content within the cells • Border: Thickness of the border around the cells • Width: Width of table • Height: Height of the table

Icon	Tool	Description
		• Class: A class defining the styling of the table • Table Caption: Choose whether or not to have a caption above the table Fill in table details, then click OK to insert table, or click Cancel to return to the editor. For more information about tables, visit the Insert/Edit page.
	Table Row Properties	Edits the alignment, background color and several other properties of the rows of the table.
	Table Cell Properties	Edits the alignment, background color and several other properties of the cells of the table.
	Insert Row Before	To insert a row above another row, click inside the row cell the new row is to precede, then click the icon.
	Insert Row After	To insert a row below another row, click inside the row cell the new row is to follow, then click the icon.
	Delete Row	To delete a row, click inside the row to be removed, then click the icon.
	Insert Column Before	To insert a column before another column, click inside the column cell the new column is to precede, then click the icon.
	Insert Column After	To insert a column after another column, click inside the column cell the new column is to follow, then click the icon.
	Delete Column	To delete a column, click inside the column to be removed, then click the icon.

Icon	Tool	Description
	Split Merged Table Cells	To split cells that have previously been merged, select the cell, then click the icon.
	Merge Table Cells	To merge cells, highlight the cells to be merged, then click the icon.

Form Tools

The Form tools build the client interface for the form. The site developer will need to provide the server side form processing code. The form tools available from within the WYSIWYG are **not** the same as the Live Delivery Platform Forms.

Icon	Tool	Description
	Insert/Edit Form	Creates or edits the form. When creating a new form, set all attributes needed for the form to function properly.
	Delete Form	Highlight the form for deletion and click the icon.
	Insert/Edit Input Element	Inserts or modifies input fields such as checkboxes, icons, or events.
	Insert/Edit Select Element	Inserts or modifies selection drop down elements.
	Insert/Edit Textarea Element	Inserts or modifies textarea elements.

For more information, visit the Forms page.