

Editing web content using 'edit-on Pro'

Reference guide

Aims and Learning Objectives

The aim of this guide is to enable you to use 'edit-on Pro' to edit web content in the Content Management System (CMS) or in the Zope Simplified Control Screens (SCS).

After reading this guide, you will be able to:

- do basic text editing (creating paragraphs, headings and lists, make text bold or italics, inserting a horizontal rule);
- copy and paste text from a Word document;
- create and format data tables;
- create links to internal and external pages, bookmarks within a page and MS Office type documents;
- insert images and align them with text;
- make your web content accessible to all users.

Document information

This document is available on the web. To find this, go to www.bristol.ac.uk/it-services/learning/resources and in the **Keyword** box, type the document code given in brackets at the top of this page.

Related documentation

Other related documents available from the web:

Managing and maintaining a CMS website - Reference guide

<http://www.bristol.ac.uk/it-services/learning/documentation/webcms-1/webcms-1r.pdf>



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Introduction

'edit-on Pro' is a Java-based in-browser, WYSIWYG (What You See Is What You Get) web editor, allowing users to easily create, edit and publish web content.

It has an easy-to-use, intuitive interface which provides Word-like features, empowering non-technical users to become web content contributors without knowing XHTML and style sheets.

However, those familiar with XHTML can edit the source code if they want to.

Prerequisites

'edit-on Pro' is embedded in the University **Content Management System** and the Zope **Simplified Control Screens**. Therefore this document is only relevant to you if you maintain web content using one of these two systems.

Being a Java-based application, you need to ensure that the Java Plug-in (version 1.4 +) is installed on your computer. To check this:

- Open the **Start** menu (bottom left of your screen) and select **Control Panel** (**Start/Settings/Control Panel** if using Windows 2000). Look for the **Java Plug-in** icon.

If you can't see it, you need to install it (or, if you don't have administrator rights on your computer, ask your computer administrator to do it for you):

- The Java Plug-in can be downloaded from: <http://java.sun.com/j2se/1.4.2/download.html>
- Choose the J2SE Java Runtime Environment (JRE) option.

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1. The 'edit-on Pro' interface

Objectives To introduce the 'edit-on Pro' interface.

Comments The 'edit-on Pro' interface has been designed to resemble that of common word processors such as Microsoft Word.

Warning! As a University web publisher it is your responsibility to ensure that the information you provide on your website is up-to-date, professional and accessible. Also, it must comply with current Data Protection, Freedom of Information and copyright legislation, and with the University's accessibility policy.

For further information on your responsibilities as a web publisher, please refer to <http://www.bristol.ac.uk/web/guide/gettingstarted/responsibilities.html>

General description

'edit-on Pro' offers the advantages of a standard text editor for convenient conversion of text content into web content without special knowledge of XHTML. The areas of 'edit-on Pro' that are discussed in this document are highlighted in Figure 1 below:

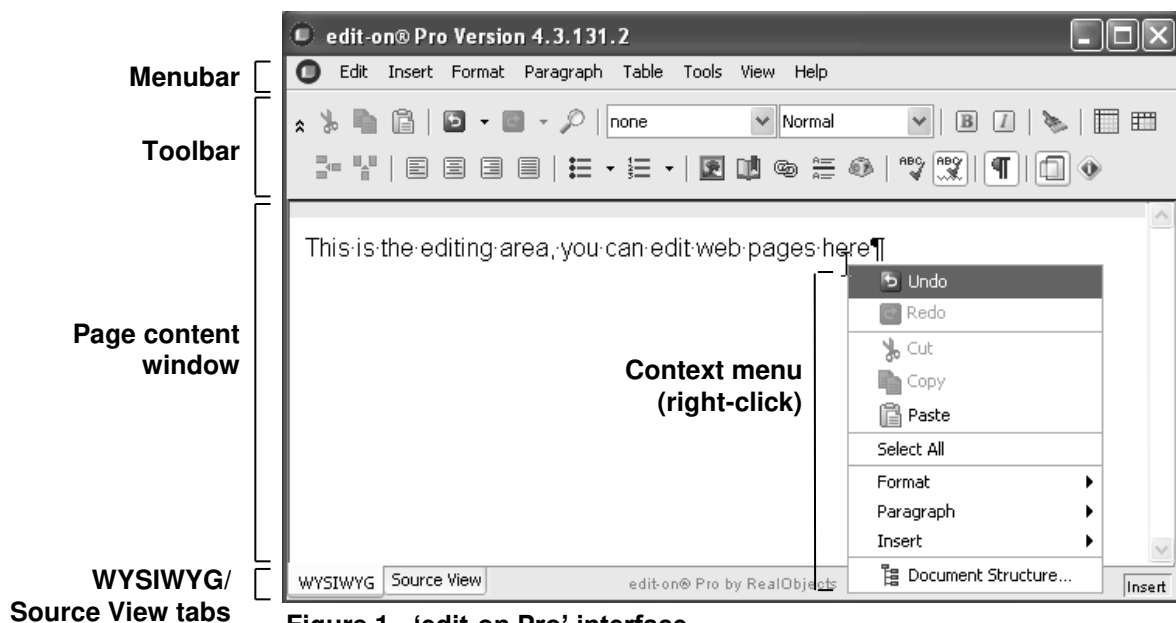


Figure 1 - 'edit-on Pro' interface

The menubar

The 'edit-on Pro' **menubar** contains most of the familiar menus you would expect to find in a word processor like Microsoft Word: **Edit, Insert, Format, Table, Tools** and **View**. Notice that because of the way 'edit-on Pro' is integrated into the system, the **File** menu has been removed.

Clicking on a menu opens a pull down list of tools available under that menu. Menus and the tools they offer are shown in Figure 2:

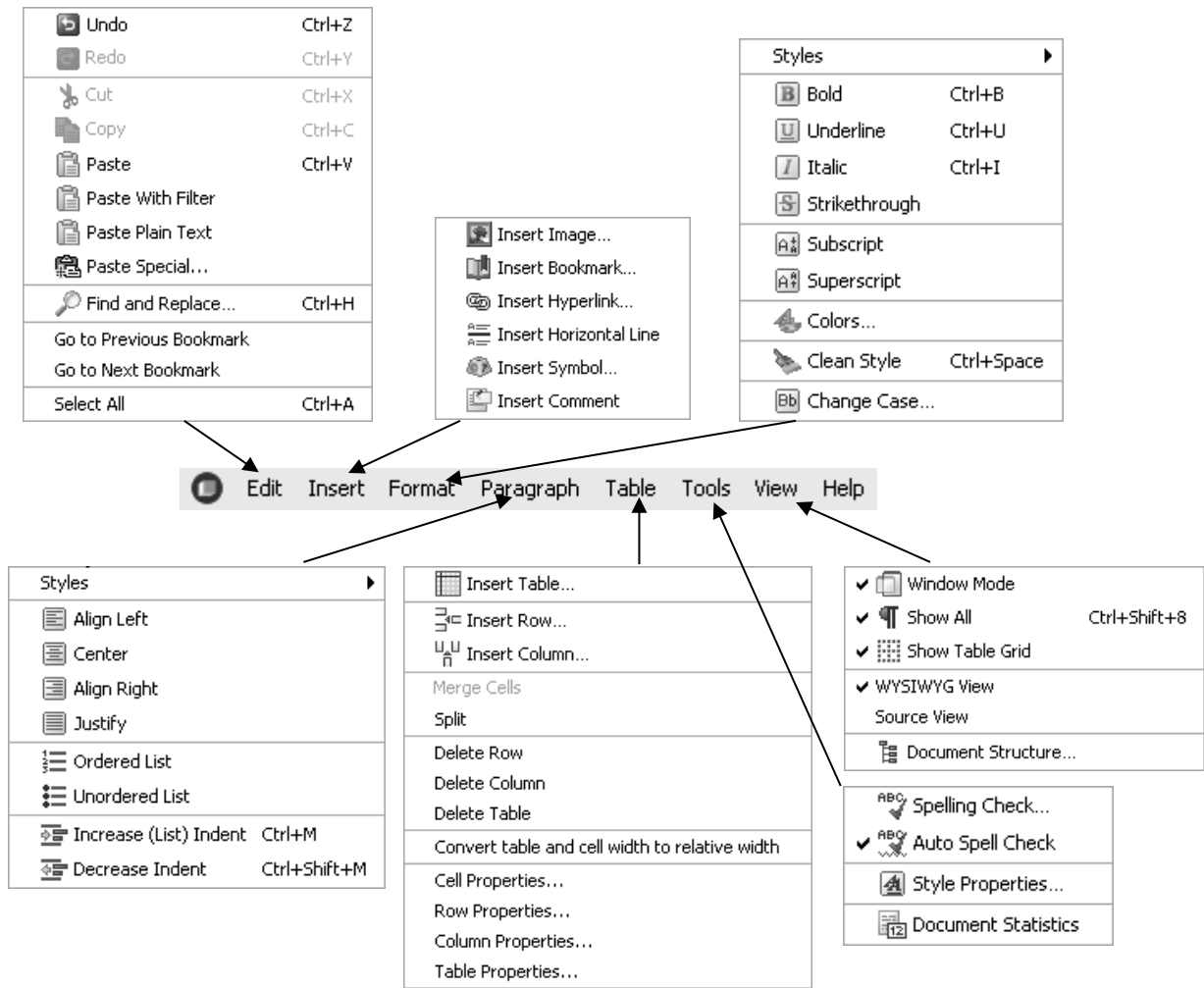
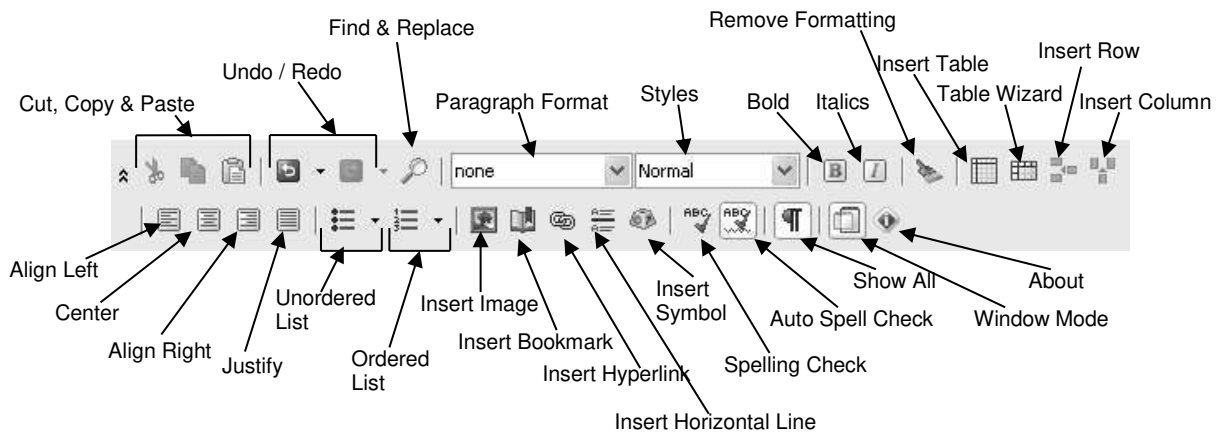


Figure 2 - 'edit-on Pro' menus and sub-menus

The toolbar



The 'edit-on Pro' **toolbar** provides shortcuts to the main tools found in the menus: cut, copy and paste, paragraph formatting, text formatting, text alignment, inserting and formatting tables, ordered / unordered lists, and so on.

For a more detailed description of what each tool does, refer to Appendix A at the end of this document.

The context menu

The **context menu** can be accessed by **right-clicking** with the mouse on any element (word, paragraph, image, table cell, etc) on the page.

The tools available in the context menu depend on the actions that are possible with the currently selected element in the WYSIWYG view of the editor.

The context menu offers the same tools as those found in a drop down menu in the **menubar**.

Note You can also use standard keyboard shortcuts to perform a number of actions. For example **CTRL + C** = Copy; **CTRL + V** = Paste, **CTRL + B** = Bold, etc.

2. Getting started

Objectives To introduce the basic text editing function of 'edit-on Pro'

Comments You edit text in 'edit-on Pro' in the same way that you would in Word: you type your text and then apply formatting to it using the menus and/or tools.

Before you start

There are a couple of useful things you can do to help you edit content:

- Expand the document window to fit the whole screen by clicking on the **Window Mode** icon⁽¹⁾ in the toolbar, and then the **Maximise** icon⁽²⁾ in the top right corner of the newly open standalone 'edit-on Pro' window.
- View all the formatting marks (eg paragraph marks, spaces, line breaks, and so on) by clicking on the **Show All** icon⁽³⁾.



Creating paragraphs, headings and line breaks

- Type in some text as you would in Word:
 - pressing **ENTER** on the keyboard creates a new paragraph,
 - pressing **SHIFT + ENTER** creates a line break.
- To create a section heading, select the text (or place the cursor anywhere in the paragraph) you want to make a heading and select one of the options from the **Paragraph Format** drop down box in the **Toolbar** (or use the **Paragraph/Styles** menu).

Rules on using headings:

- Do not use **Heading 1**, this format is applied to the page title – which is automatically inserted by the template – and can be used only once on each page.
 - Use headings for their **intended purpose** (ie as section headings), do not use them for anything else (eg making text bold, as a caption to an image, and so on).
 - Use the different heading levels in their intended, logical order (ie **Heading 1** followed by **Heading 2**, then **Heading 3**, etc, rather than starting with **Heading 2** followed by **Heading 3**, then **Heading 1**).
- To make text **bold** or *italics*, simply select the text you want to format and click on the **Bold** or **Italics** icons in the toolbar.
 - Changing font colour should be done in a separate style sheet and only for emphasis. However, there is an option in 'edit-on Pro' to change the font colour (**Format / Colors**) which you can use for **occasional** colour changes.

Inserting a horizontal line

- Place the cursor at the beginning or end of the paragraph above/below which you want to insert a horizontal line and click on the **Insert Horizontal Line** icon⁽⁴⁾ in the toolbar.
- To edit the line properties, right-click on it and select **Hard Ruler Properties** in the context menu.
- In the **Horizontal Line Properties** dialogue box, **Standard** tab (Figure 3), change the line properties as you wish.

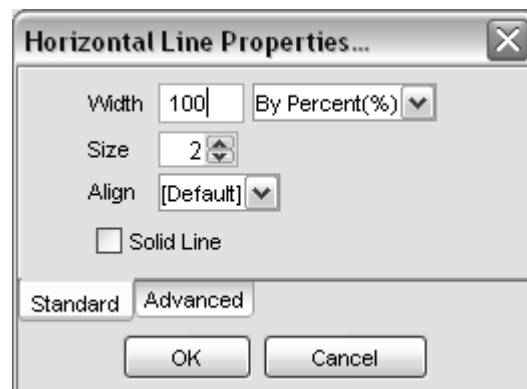


Figure 3 - Horizontal Line Properties dialogue box

Inserting a list

To insert a list:

- Type the list items one by one as separate paragraphs (press **ENTER** at the end of each item).
- Select all items with the mouse and click either of the list icons (**Ordered List** or **Unordered List**) in the toolbar.
- To take a list item out of a list, click the same list icon (it is highlighted) again – the item is automatically formatted as a paragraph.
- To change the bullet or numbering type, click on the drop down arrow next to the list icon and choose a different type (Figure 4):

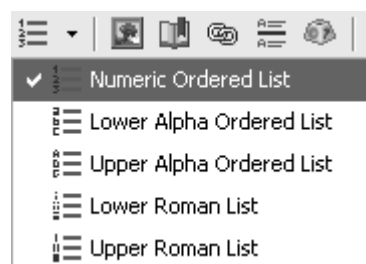


Figure 4 - Ordered List types drop down box

To create a sub-list:

- After creating a list as explained above, select the items you want to make a sub-list and go to **Paragraph/Increase (List) Indent**. Alternatively, use the keyboard shortcut **CTRL + M**.

Copying and pasting from a Word document

You can copy and paste content from Microsoft Word documents into 'edit-on Pro'. If you used styles in your Word document (ie pre-defined formats such as headings, rather than increasing font size and making text bold for example), 'edit-on Pro' will preserve them and convert them to HTML styles (for example, h2, h3...).

- In Word, select and copy the content you want to use in your web page.
- In 'edit-on Pro', place the cursor where you want to paste the content and use one of the following methods to paste:
 - in the Toolbar click the **Paste** icon⁽⁵⁾
 - in the **Edit** menu choose **Paste Special**.
 - use the keyboard shortcut **CTRL + V**
- In the pop-up **Paste Special** dialogue box, make sure the **Paste as Pure HTML** option is selected (it should be the default).



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Note **Paste as Pure HTML** will ensure that your content is stripped of any unnecessary code to keep only its bare structural elements (ie headings, paragraphs, lists, etc). This is very important because Word in particular generates proprietary formatting that does not comply with accessibility requirements and considerably increases file size.

3. Creating a data table

Objectives To create a data table and ensure that it is accessible


Comments Data tables present specific accessibility issues for screen reader users, so it is important that you pay special attention to the section entitled 'Making tables accessible'.

Inserting a table

To insert a table, you have two options: either using the **Insert Table** or the **Insert Table Wizard** tools.

Method 1: Using Insert Table

To insert a table use the **Insert Table** tool.

- Click on the **Insert Table** icon⁽⁶⁾. You will be presented with a **Table Properties** dialogue box (see Figure 5 below) where you set all the properties for your table (eg number of rows and columns, table width, cell padding/spacing and so on.  6

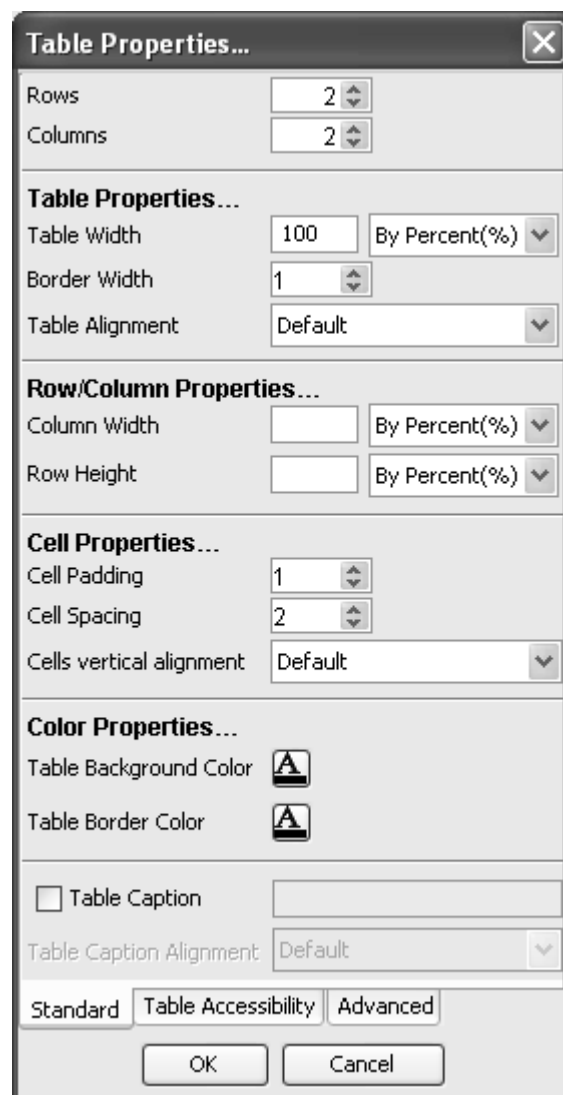


Figure 5 - Table Properties dialogue box

- Set the properties as you wish.

Tips on setting table properties:

- Use tables for their intended purpose: presenting tabular data (eg calendars, spreadsheets, charts, timetables, etc), not for layout purposes (this can be done using CSS styles);
- Try to keep the structure of a table simple (ie one header row and/or one header column). If necessary split it into separate tables.
- set the overall **Table Width** using percentage rather than pixel, this will ensure that the table flows with the width of the viewer's browser window regardless of their monitor settings (screen size and resolution);
- set the **Border Width** to **0** if you don't want a border around your table;
- as a general rule, you don't need to specify the **Column Width** or **Row Height**;
- to make tables more readable set the **Cell Padding** to something like **4** (pixels) to include a bit of white space between the text and the cell border, and set the **Cell Spacing** to **0** (pixel);
- you may want to set the **Cells vertical alignment** to **Top**;
- it is a good idea to add a **Caption** to tables – the **Table Caption Alignment** drop down box lets you position captions at the top (default), bottom, left or right of the table.

- Click on **OK** and start adding content to your table.

Method 2: Using Insert Table Wizard

To insert a table using the **Table Wizard**:

- Click on the **Insert Table Wizard** icon⁽⁷⁾.
- In the pop-up **Table Wizard** (Figure 6 below) select the number of rows and columns you want for your table – just hover the mouse cursor over the wizard to make your selection and click on the last cell to commit your selection.

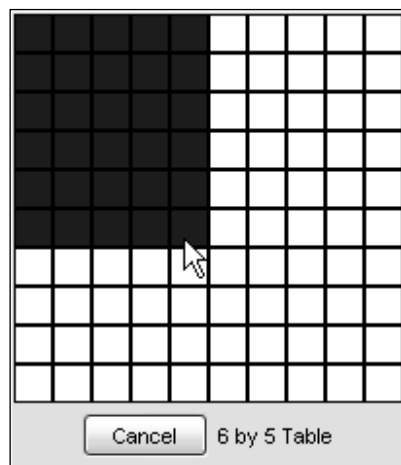


Figure 6 - Table Wizard

Editing table, row and cell properties

XHTML tables are structured around rows containing individual cells. The number of cells in a row determines the number of columns. Each table element (table, row and cell) is assigned properties that can be changed.

Table properties

- Right-click anywhere in the table to open the context menu and select **Table Properties**.
- Set the table properties using the dialogue box (Figure 7):

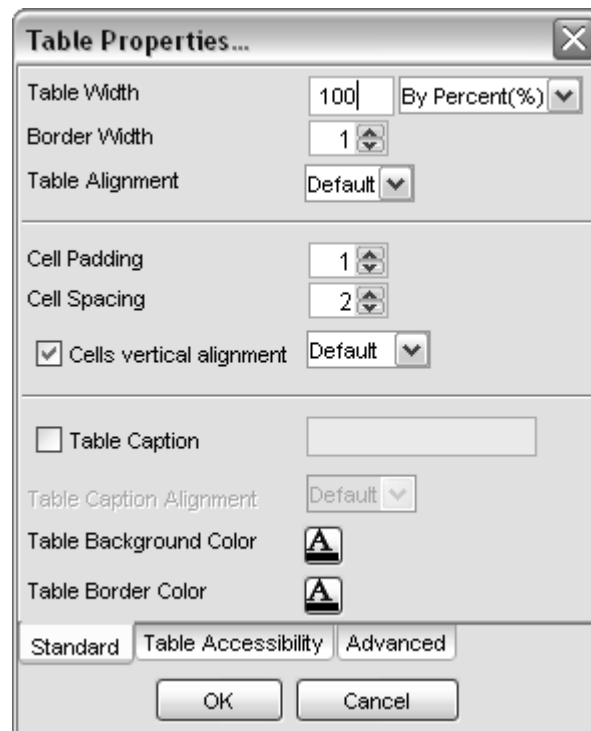


Figure 7 - Table Properties dialogue box

- Click **OK**.

The context menu also enables you to change the properties of table elements, such as rows and columns, down to individual cells.

Row properties

- Right-click on the row (or select a range of rows) you want to modify and in the context menu select **Row Properties**.
- Set the row(s) properties using the **Row Properties** dialogue box (Figure 8):

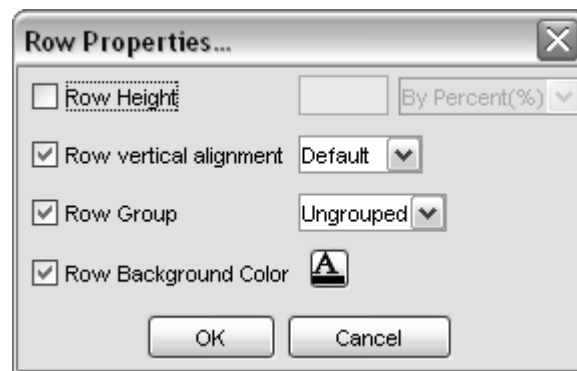


Figure 8 - Row Properties dialog box

- **Row Height** – allows you to set the height of the row(s) selected. It is best not to use this attribute.
 - **Row vertical alignment** – allows you to set the vertical alignment of text or images in rows: top, middle (default), bottom, baseline.
 - **Row Group** – allows you to define table sections: header (**thead**), body (**tbody**), footer (**tfoot**). Using these elements is an accessibility requirement.
 - **Row Background Color** – suitable for occasional use, for regular use (eg differentiating alternating rows) it is preferable to set the row background colour in a separate style sheet.
- Click **OK**.

Cell properties

- Right-click on the cell whose properties you want to modify, and in the context menu select **Cell Properties** to open the **Cell Properties** dialog box (Figure 95):

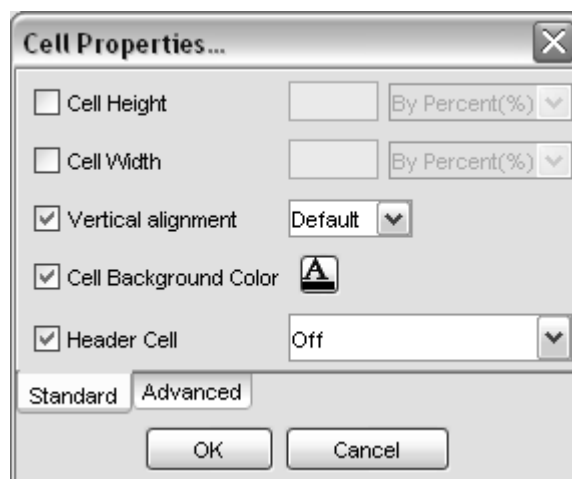


Figure 9 - Cell Properties dialog box

- **Cell Height / Width** – Cell height is best left unspecified. Cell width is best specified as a percentage.
- **Vertical alignment** – allows you to set the vertical alignment of text or images in individual cells: top, middle (default), bottom, baseline.

- **Cell Background Color** – suitable for occasional use if necessary.
- **Header Cell** – use this to identify top row and left hand column cells that contain headings rather than data (tick the box and select **On** from the drop down list).

Note By default, a visual browser will centre header cell text and make it bold. If you wish to change these settings (eg, align the headings to the left) it is advisable to do this in a style sheet.

- Click **OK**.

Managing rows and columns

'edit-on Pro' makes it easy to add, delete, split and merge rows and columns.

Inserting rows and columns

Either:

- Right-click on the cell next to which you want to insert a row or column, and select **Insert Row** or **Insert Column** from the context menu,



OR:

- Left-click on a cell next to which you want to insert a row or column, and click on the **Insert Row** icon⁽⁸⁾ or **Insert Column** icon⁽⁹⁾;



Then:

- In the pop-up dialogue box, select **Above/Below current position** or **To the left/right of current position** and click the **Insert Row / Column** button.

Merging/splitting rows and columns

To merge cells:

- Select the cells you want to merge, then right-click to open the context menu, and select **Table/Merge Cells**.

To split cells:

- Right-click on the cell you want to split to open the context menu, and select **Table/Split**.
- In the pop-up **Split** dialogue box, choose your options (Figure 10) and click **OK**.

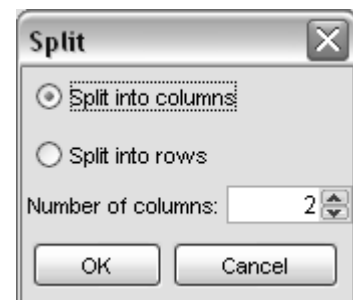


Figure 10 - Table cell Split dialogue box

Deleting a row, column or a whole table

- Right-click on a cell in the row or column you want to delete (or any cell if you want to delete the whole table) to open the context menu, select **Table** and then either **Delete Row**, **Delete Column** or **Delete Table**.

Making tables accessible

Data tables can be confusing for visually impaired screen reader users. It is therefore important that all data tables contain special mark-up to improve their accessibility.

1) MUST DO: Create a table summary and designate header cells

- Right click anywhere in the table and select **Table Properties**. In the **Table Properties** dialogue box (see Figure 5 and Figure 7), select the **Table Accessibility** tab.
- In the **Summary** box, enter a brief description of the table (Figure 11):

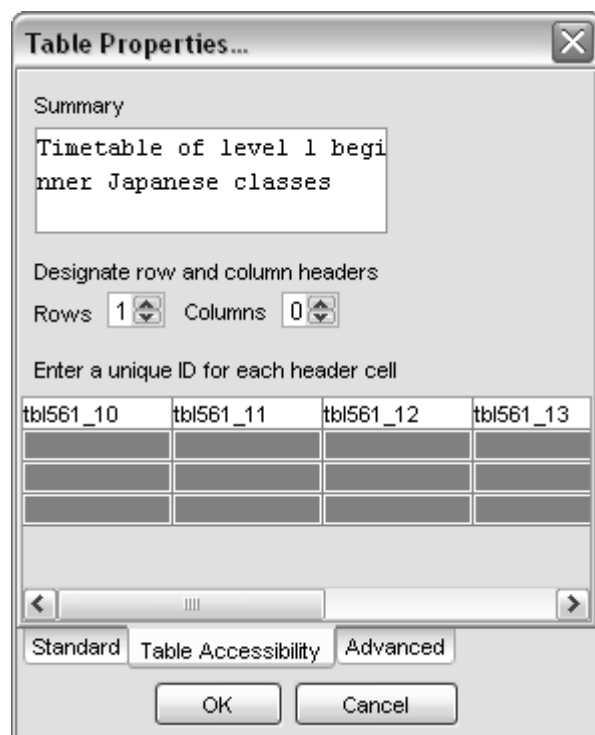


Figure 11 - Table Accessibility options

- Use the **Designate row and column headers** drop downs to specify the rows and/or columns that contain headers (also Figure 11).
- Click **OK**.

2) MUST DO: Group rows in table head, table body and table foot

- If your table contains a header row, right-click it to open the context menu and select **Row Properties**. In the **Row Properties** dialogue box, check the **Row Group** property and select **thead** from the corresponding drop down (Figure 12):

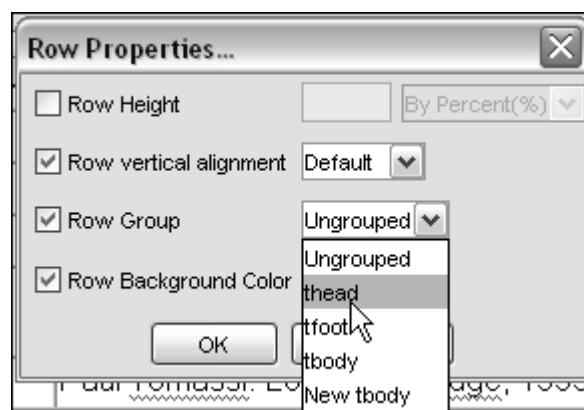


Figure 12 - Grouping rows

- Select the table body rows (ie the rows containing the data), right-click and select **Row Properties** again. This time select **tbody** from the **Row Group** dropdown list.
- Finally, if your table contains a footer row, right-click and select **Row Properties**. Select **tfoot** from the **Row Group** drop down list.

Note The **thead**, **tbody** and **tfoot** elements provide extra semantic meaning to the structure of a table, which helps screen readers making sense of its content.

- Each section must contain at least one row,
- If a table does not contain header and footer rows, then only use the **tbody** element to group data rows
- The **thead**, **tfoot**, and **tbody** sections must contain the same number of columns.

3) SHOULD DO: Add a table caption

- In the **Standard** options (default) of the **Table Properties** dialogue box (Figures 3-1 and 3-3 above), select the **Table Caption** check box and enter a caption in the text box next to it (Figure 13):

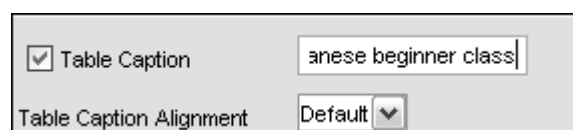


Figure 13 - Specifying a Table Caption

- By default, the table caption is positioned at the top centre of the table, but the **Table Caption Alignment** drop down allows you to change it to: bottom centre (**Bottom**), top left (**Left**) or top right (**Right**).

3) SHOULD DO: Ensure table and cell widths are relative

- If your table uses fixed widths (ie pixels), then convert it to use relative widths (ie percentage). Right-click anywhere in the table and in the context menu select **Table/Convert table and cell width to relative width**.

Note For best practice on creating accessible data tables, see: www.bristol.ac.uk/is/info/websupport/accessibility/#TOC027.

4. Creating links

Objectives To create links to an internal page, an external site, an Office document and within a page

Comments Links present specific accessibility issues for screen reader users, so it is important that you pay special attention to the section entitled 'Making links accessible'.

You may want to add a link to an external site, to another page in your site, or to a specific target within a page. In all cases, you start as follows:

- Select the text you want to make a link, then click on the **Insert Hyperlink** toolbar icon⁽¹⁰⁾ to open the **Insert Hyperlink** dialogue box (Figure 14):



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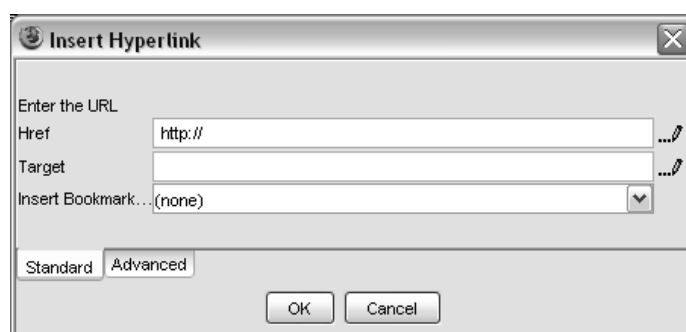


Figure 14 - Insert Hyperlink dialogue box

Link to an external site

- In the **Href** field, after **http://** type in the URL of the site you want to link to (eg **www.bbc.co.uk**).
- Either leave the **Target** field empty, or if you want the site to open in a new browser window, click on the icon opposite⁽¹¹⁾ next to the **Target** field and select **New Window** from the list and click **OK**.



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Link to another page in your site

- In the **Href** field, delete **http://** and type in the path to the page you want to link to.

The preferred method is to use the **root relative path**. If you don't know what this means, here is an example:

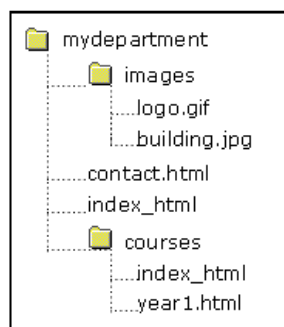


Figure 15 - Example site structure

Let's say you want to link to a page called **year1.html** in a folder called **courses**, itself in **mydepartment** (the local root folder), the **root relative path** would be:

/mydepartment/courses/year1.html.

The forward slash (/) at the beginning indicates that what comes immediately before is **http://www.bris.ac.uk** (it is similar to phoning somebody using their telephone extension rather than the full number when calling them from within the University).

Using this method, the link path is always the same, regardless of the location of the page you are linking from.

- Leave the **Target** and **Bookmark** fields as they are and click **OK**.

Linking to a Microsoft Office or PDF file

- When creating links to PDF, Word, etc documents, make the document title followed by the format and size in brackets the link text. For example:

[Undergraduate student handbook 2012-13 \(PDF, 55Kb\)](#)

This will ensure that visually impaired users using a screen reader are also aware that they are opening a PDF document rather than a web page.

- In the **Href** field, delete **http://** and type in the root relative path to the file you want to link to.

For example, if you imported a PDF file called **03-04_report.pdf** in a folder called **reports**, itself located in your local root folder, the root relative path would be:

/mydepartment/reports/03-04_report.pdf

- Leave the **Target** and **Bookmark** fields as they are and click **OK**.

Adding a link to the Adobe Acrobat Reader download

When a page contains links to PDF documents, it is good practice to include a link to the Adobe Acrobat Reader download. This is best done by inserting a line of code in the HTML source:

- Select the **Source View** tab (next to the **WYSIWYG** tab) at the bottom left of the 'edit-on Pro' window.
- Place the cursor right at the top of the page and press **<Enter>** to create a blank line above the XHTML code.
- Type in the following line of code to insert the **Adobe Acrobat Reader include** file:

```
<include url="/includes/adobe.html" />
```

Note For best practice on linking to an Office or PDF file, see: www.bris.ac.uk/web/guide/bestpractice/basics.html#toc03

Linking to a target (bookmark) within a page

Creating a link within the same document is a two step process. The first step is to create a specific target (or bookmark); the second is to create a link to that target.

1. creating the target:

- Place the mouse cursor at the beginning of the heading or paragraph you want to make your target, and click on the **Insert Bookmark** toolbar icon⁽¹²⁾.
- In the **Insert Bookmark** dialogue box (Figure 16), enter a name for the bookmark and click **OK**.



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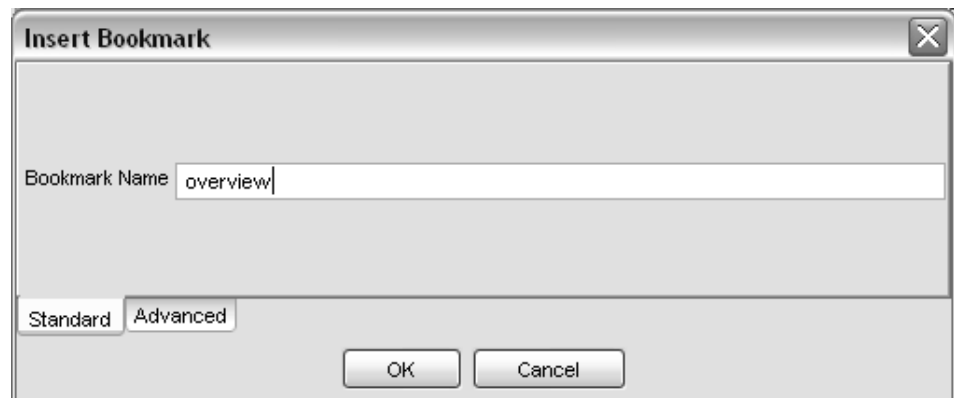


Figure 16 - insert bookmark dialogue box

You will see a blue flag indicating the position of the bookmark (eg, **Overview**).

2. creating the link

- Select the text you want to link to the bookmark and click on the **Insert Hyperlink** toolbar icon.
- Open the **Insert Bookmark** drop down list and select the bookmark you want to link to (Figure 17):

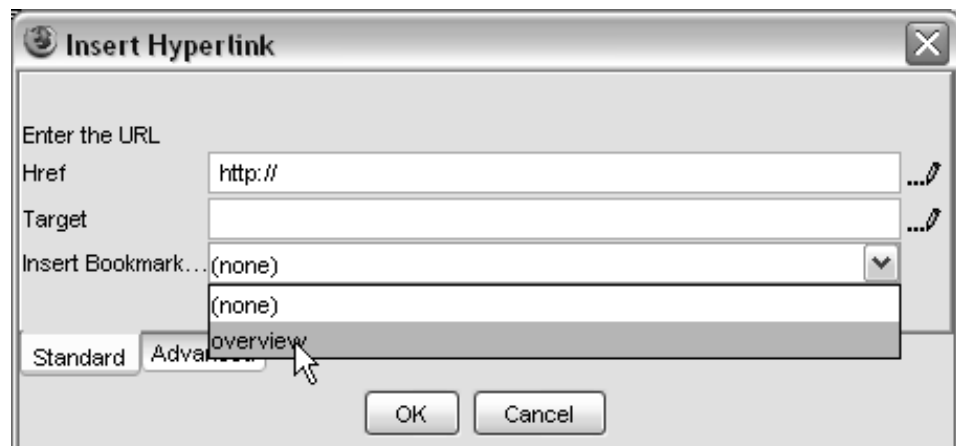


Figure 17 - Insert Hyperlink to a bookmark

3. Creating a 'Back to top' link

For long pages, you should include a link back to the top of the page after each main section and at the bottom of the page. This will make it easier for visitors to read the page without having to scroll up and down.

- Select the Source View tab at the bottom left of the 'edit-on Pro' screen (Figure 18)

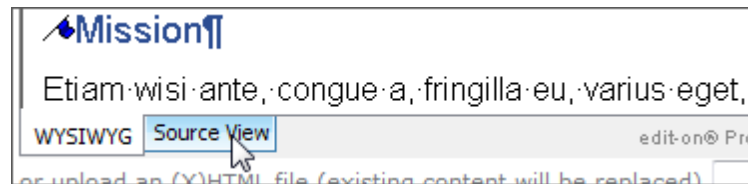


Figure 18 – Selecting the Source View

- In the XHTML code, move the cursor at the end of the section where you want to insert the link (usually just before a heading – e.g. <h2> tag) and press the <Enter> key to create a blank line (Figure 19)

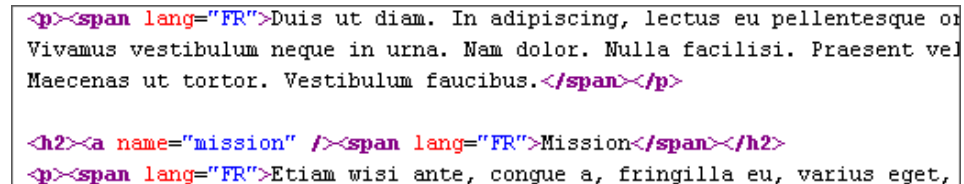


Figure 19 – Creating a blank line in the XHTML Source View

- Type in the following line of code to insert the **Back to top** include file:

`<include url="/includes/backtotop.html" />`

Note An **include** file contains a snippet of code that can be inserted in a page.

- Repeat as many times as you want to insert **Back to top** links and save.

Editing link properties

- Select the link you want to edit and click on the **Insert Hyperlink** icon in the toolbar (alternatively you can right-click on it and select **Link Properties** in the context menu).
- In the the **Edit Properties** dialogue box, modify the link properties as you wish.

Making links accessible

Screen readers can isolate links in a page, so it is important that users can identify the page or document they link to:

1. Ensure that link labels are meaningful when taken out of context

- avoid link labels such as [click here](#), [this link](#), etc.

2. Use the title property

- In the **Insert Hyperlink** dialogue box, click on the **Advanced** tab and scroll down to the **title** property.
- Select it and enter the title text.

Note See the section entitled **Linking to a Microsoft Office or PDF file** on page 15 for further information on inserting the **title** property.

5. Inserting an image

Objectives To insert an image and position it in relation to text

Comments Large images should be optimised (resized and saved as JPEG or GIF) in a graphics package (such as IrfanView or Photoshop) before being inserted in a web page.

Before inserting an image in a page.

- First make sure you uploaded it into the **images** folder on your site.
- Make a note of the **id** (file name) that you gave it.

Creating a link to the image

- Place the cursor where you want to insert your image, and click on the **Insert Image** toolbar icon⁽¹³⁾. This will open the **Insert Image** dialogue box (Figure 20):



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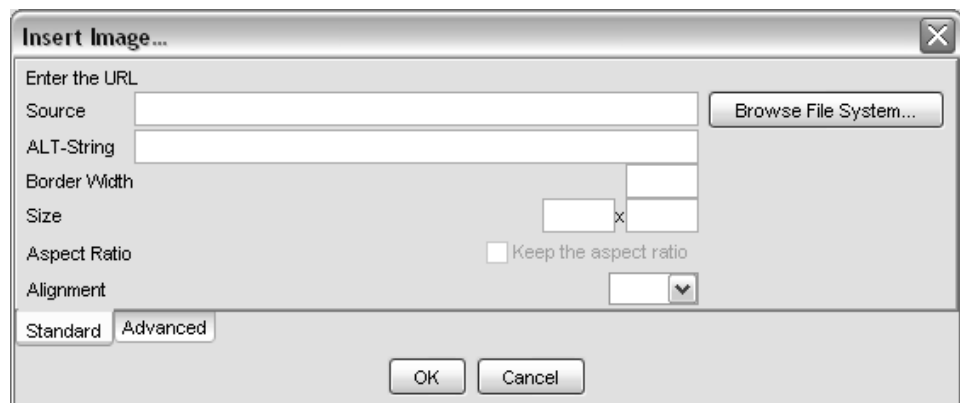


Figure 20 - Insert Image dialogue box

- In the **Source** field, enter the **root relative path** to the image you want to link to, eg: **/mydepartment/images/building.jpg**.
- In the **ALT-String** field, enter a brief but meaningful description of the image.

Note Providing alternative text for images is an accessibility requirement. You **MUST** provide a suitable text equivalent for each image that you use. For further information on alternative text for images, see: www.bris.ac.uk/web/guide/bestpractice/basics.html#toc04

- Leave the **Border Width** field empty, or set it to **0** if you are going to make the image a link.
- In the **Size** fields, enter the width first and then the height of the image.

Warning! Do not increase/reduce the size of your image by increasing/decreasing its width and height, if you need to resize the image, do this in a graphics package (such as Serif PhotoPlus) or an online tool like Web Photo Resizer (<http://www.webresizer.com>).

- Leave the **Alignment** and **Aspect Ratio** fields empty and click on **OK**.

Editing image properties

For example you may need to change the alternative text or the dimensions of an image after you have inserted it in your document.

- Right-click on the image and select **Image Properties** from the context menu.
- Make your changes in the **Edit Image** dialogue box (it looks exactly the same as the **Insert Image** box shown in Figure 20) and click **OK**.

Aligning images with text

The easiest method is to use the pre-defined styles to make images float left or right and text wrap around them.

- Click on the image to select it.
- In the style drop down box (Figure 21), select one of the four predefined image styles:

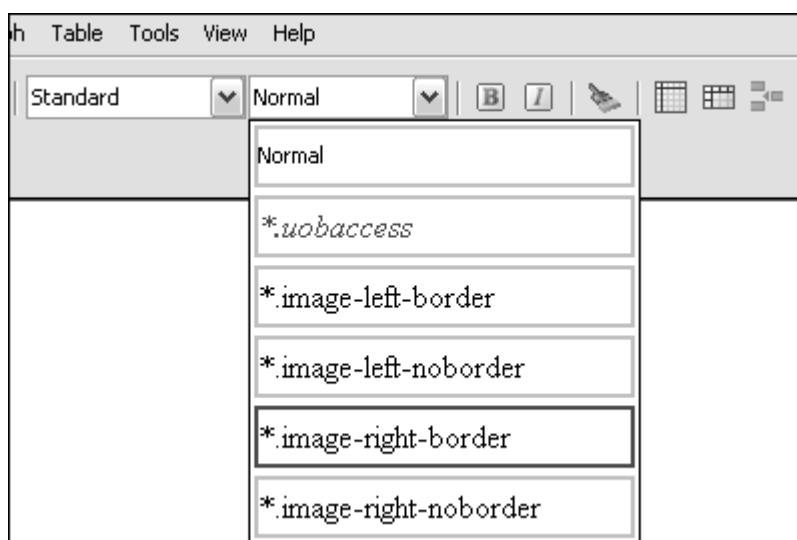








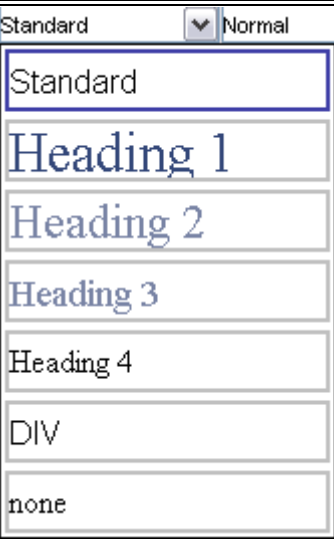
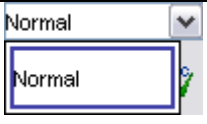












Figure 21 – applying an image positioning style

These four styles allow you to position the image to the left or right, with the subsequent text wrapping around it. You can also choose to have an enhancing silver border around the image.












Style	Description
.image-left-border	Floats the image to the left and adds a border.
.image-left-noborder	Floats the image to the left without a border.
.image-right-border	Floats the image to the right and adds a border.
.image-right-noborder	Floats the image to the right without a border.

- Click **OK**.
- Save and publish the page, and view it on the live site.

Appendix A 'edit-on Pro' toolbar icons

Symbol	Label	Function	Corresponding HTML tag in the HTML view
	Cut	Cuts the currently marked selection	n.a.
	Copy	Copies the currently marked selection	n.a.
	Paste	Pastes the content of the clipboard	n.a.
	Undo	Undo	n.a.
	Repeat	Repeat	n.a.
	Find and Replace	Find and Replace	n.a.
		Define the format of a piece of text. At this point, all available CSS styles will be displayed.	<code><h1>Your Text</h1></code>
		Select locally defined styles (can be customised in a local style sheet)	for example, <code><td class="pale-cell">Your text</td></code>
	Remove formatting	Removes all formatting used by the selected text	n.a.
	Bold	Bold	<code>Your Text</code>
	Italic	Italic	<code>Your Text</code>
	Insert Table	Create a table and insert it	n.a.
	Table assistant	Inserts a table with the help of the table assistant	n.a.
	Insert row	Inserts a row into a table	n.a.
	Insert column	Inserts a column into a table	n.a.
	Left justify	Left justifies the text	<code><p align="left">Your Text</p></code>
	Center justify	Center justifies the text	<code><p align="center">Your Text</p></code>
	Right justify	Right justifies the text	<code><p align="right">Your Text</p></code>
	Block justify	Block justifies the text	<code><p align="justify">Your Text</p></code>
	Numeric	Numeric list enumeration	<code><ol type="1">....</code>

Editing web content using 'edit-on Pro' (editonpro-1)

	Filled Circle	Bullet list enumeration (filled circle)	<code><ul type="disc">...</code>
	Insert link	Create/insert a hyperlink (You can insert a link at the current cursor position, or convert the currently selected text into a link)	<code>http://yourdomain</code>
	Insert Bookmark	Inserts a bookmark	<code></code>
	Insert image	Inserts an image	<code></code>
	Insert horizontal line	Inserts a horizontal line	<code><hr/></code>
	Insert special character	Inserts a special character	n.a.
	Spelling	Hide/Show the spell-checking dialogue	n.a.
	Automatic spell-checking	Automatic spell-checking while entering text	
	Show all	Show hidden characters. (Control characters and unknown XHTML/XML Tags are displayed)	n.a.
	Window mode	Switch the Editor to Stand-Alone mode. A new program window is opened	n.a.
	Info	Product, copyright, version and system information and, if necessary, enabling of user seats	n.a.

Appendix B Accelerators (keyboard shortcuts)

Keyboard shortcut	Function
Ctrl + Shift + R	Refresh
Ctrl + left arrow	Move one word to the left
Ctrl + right arrow	Move one word to the right
Ctrl + Home	Jump to the beginning of the document
Ctrl + End	Jump to the end of the document
Ctrl + Shift + Space	Insert a space ()
Ctrl + Minus	Insert a hyphen (­)
Ctrl + Alt + I	Open the Info dialog
Ctrl + Shift + S	Select the Toolbar drop down field "Paragraph formatting"
Ctrl + Shift + P	Select the Toolbar drop down field "Font size formatting"
Ctrl + N	Create a new document
Ctrl + O	Open a document
Ctrl + X	Cut and store in the clipboard
Ctrl + C	Copy into the clipboard
Ctrl + P	Insert the clipboard contents
Shift + Insert	Insert the clipboard contents
Ctrl + Z	Undo
Ctrl + Y	Restore
Ctrl + H	Find and Replace
Ctrl + B	Make the selected text bold
Ctrl + I	Make the selected text italic
Ctrl + U	Make the selected text underscored
Ctrl + =	Make the selected text into subscript
Ctrl + Shift + =	Make the selected text into superscript
Ctrl + L	Left justify
Ctrl + E	Center justify
Ctrl + R	Right justify
Ctrl + J	Block justify
Ctrl + M	Increase indent
Ctrl + Shift + M	Decrease indent
Ctrl + K	Insert hyperlink
Ctrl + Shift + 8	Switch on the P-Mode for displaying tabs/spaces etc. in the WYSIWYG view
Ctrl + Space	Remove all formatting from the selected text
Shift + F10	Display the context menu
Ctrl + A	Select all