



Wysiwyg Tool

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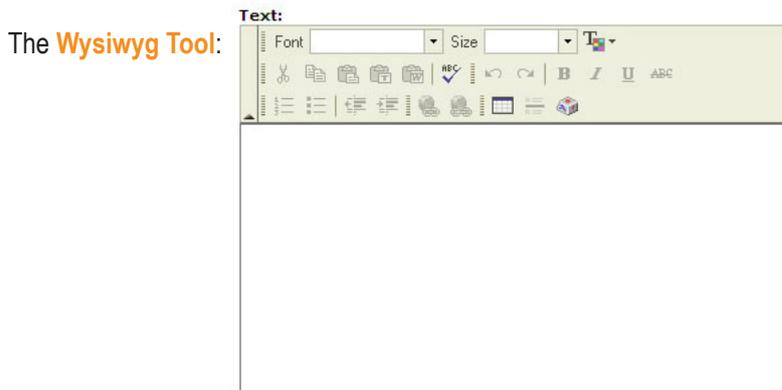
This section is a step by step tutorial on how to use the **Wysiwyg Tool**.

Choose any one of the 15 pages of your website that does not have any content.

At default all the pages in the Control Panel are set as **Information Pages**.

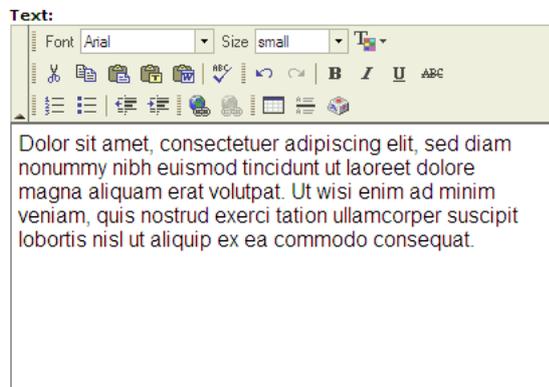
Click the **Edit** icon on one of your blank pages: 

Next click the **Add New** icon:  Add New



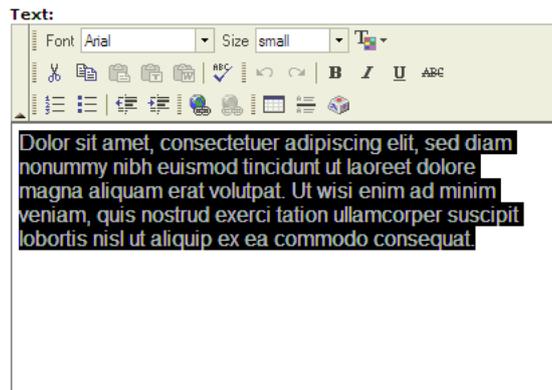
For demonstration purposes dummy text has been used.

Type or paste a paragraph of text into the large box provided:

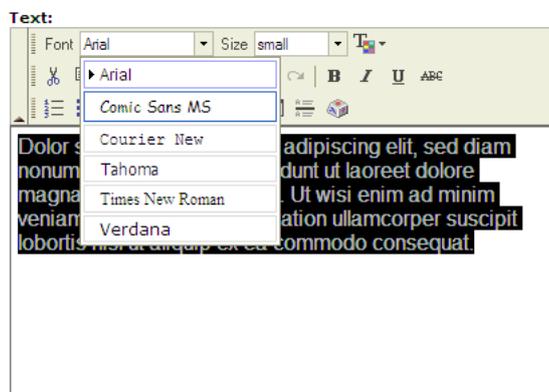


Next, click the **Update** icon to save your changes:  Update

Highlight the paragraph by holding down the left mouse button and run your mouse over all the text while keeping the left mouse button pressed:



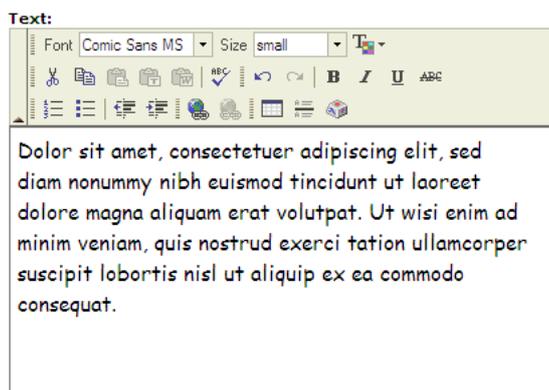
Change the font by clicking in the **font** drop down box and choose **Comic Sans MS**:



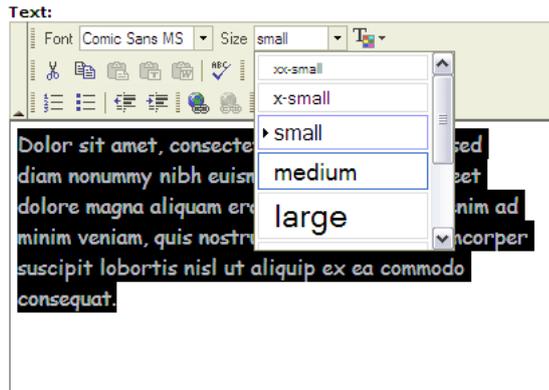
Click the **Update** icon:



Click once inside the large box to remove the highlighting, the font has now changed to Comic Sans:

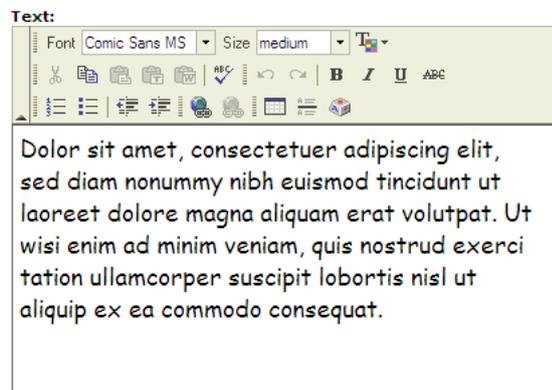


Highlight the text again by holding down the left mouse button and click inside the **Size** drop down box and choose medium:



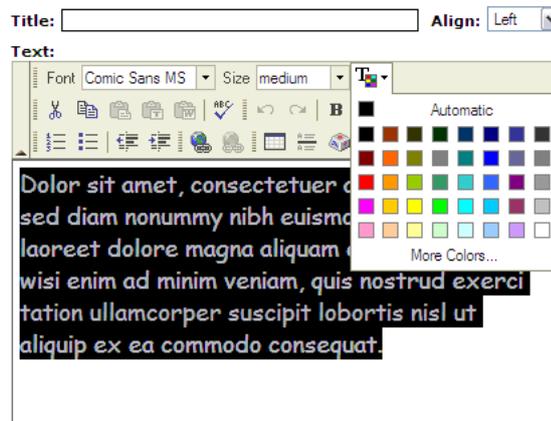
Click the **Update** icon:  Update

Click once inside the large box to remove the highlighting, the font size has now changed to medium:

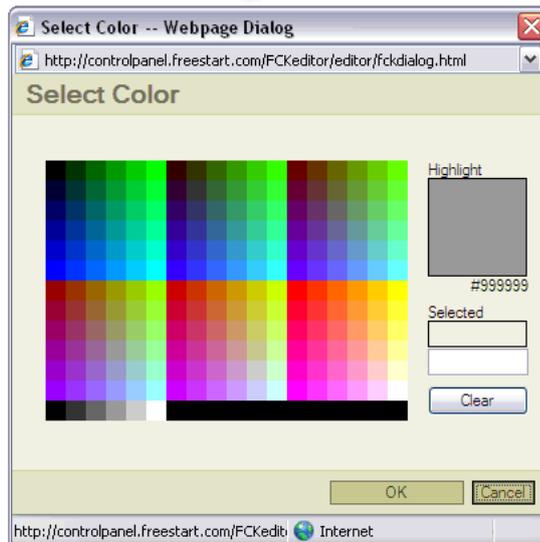


To change the color of your paragraph, highlight the text with your mouse and click the **Color** icon: 

The color is automatically set to black, to change to a different color just pick a colour box with your mouse:

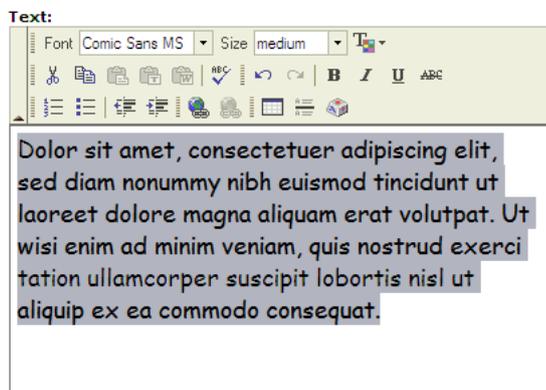


Choose from more colors by clicking the **More Colors** link:



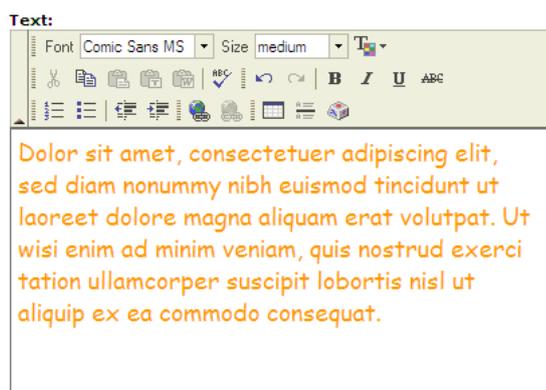
When you are happy with your color click the **OK** button.

The next screen:



Click the **Update** icon: 
Update

Click once inside the large box to remove the highlighting, the text has now changed color:



The rest of the icons (most only work if you have the text highlighted with your mouse):



Cut

Cut text from the text box.



Copy

Copy text from the text box.



Paste

Paste text into the text box.



Paste As Plain Text

If you copy text from a website to use on your own pressing on this icon will paste the text into the text window and will remove any formatting (html code). Ensuring that your text looks clean without any unwanted line breaks or different text sizes etc.



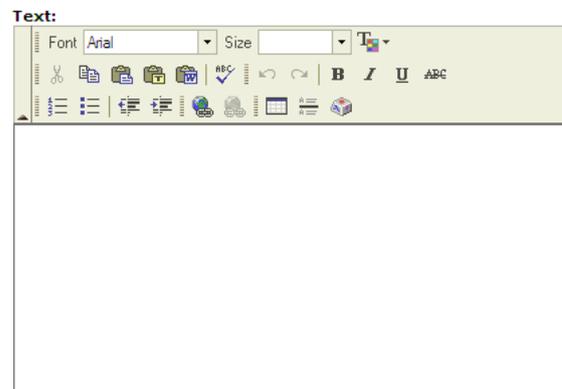
Paste From Word

If your wishing to use content from a Word Document on your website open your Word document and copy the text using your mouse.

Click inside the main **Text** box with your mouse:

The **Paste From Word**  icon will be highlighted

Click the icon once.



The **Paste from Word** window:



Click once into the large text box and paste by pressing the Keys **Ctrl** and **V** then press **OK**.



Check Spelling

Click the icon, if this is the first time you have used the spell checker the following button will appear:

Click **OK**:



Click the **Run** button:



The file is downloaded:



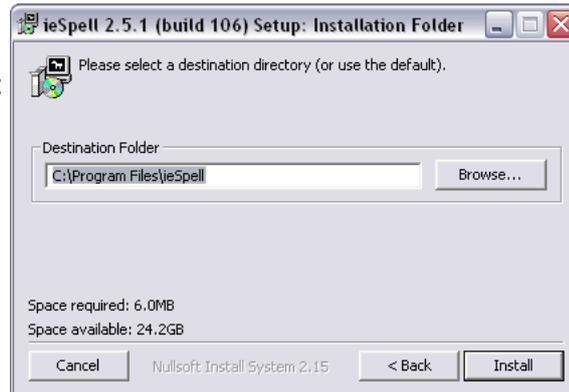
Click the **Run** button:



Click the **I Agree** button:



Click the **Install** button:



Click the **No** button:



Click the **OK** button:



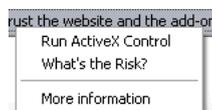
Next, click on the **Check Spelling** icon again.

You may have a **Popup Blocker** installed on your browser, which will block the spelling program. If you have the blocker software installed the following message will show in your browser window:

This website wants to run the following add-on: 'ieSpell Core Module' from 'Red Egg Software (unverified publisher)'. If you trust the website and the add-on and want to allow it to run,

click on the message to allow the **Spell Checker** software to run.

Click **Run ActiveX Control**:



Click the **Run** button:



Click the **Check Spelling** icon again.

The Check Spelling window:



The words the Spell Checker is not sure of will show in the **Not in Dictionary:** bar and will automatically suggest a word and place it in the **Replace with:** bar. If the software has suggested the right word click the **Change** button if the word is not right you can choose from other words in the **Suggestions:** bar or add your own word straight into the **Replace with:** bar.

The Spell Checker will automatically go through all your text checking the spelling. When you have finished checking your spelling click on the **Options...** button.

The Options window:



Click the **Language & Dictionaries** button and make sure you have the right language selected in the **Current Language** drop down box.

When you have finished click the **X** button in the top right corner of the Spell Checker window.



Undo

To undo text changes



Redo

To redo text changes



Bold

change the text to bold



Italic

change the text to italic



Underline

Put an line underneath the text



Strike Through

Put a line through the middle of the text



Insert/Remove Numbered List

To add a numbered list highlight the text and click on the icon. The number 1 will be inserted at the beginning of the paragraph to add more numbers move your mouse pointer to where you want the number 2 to start and click the Enter key. Repeat this as many times as you like.
To remove the numbered list, highlight the text and click the icon.



Insert/Remove Bulleted List

The same as a numbered list except the numbers are replaced with bullet points.



Decrease Indent

Decrease the indentation of the list.



Increase Indent

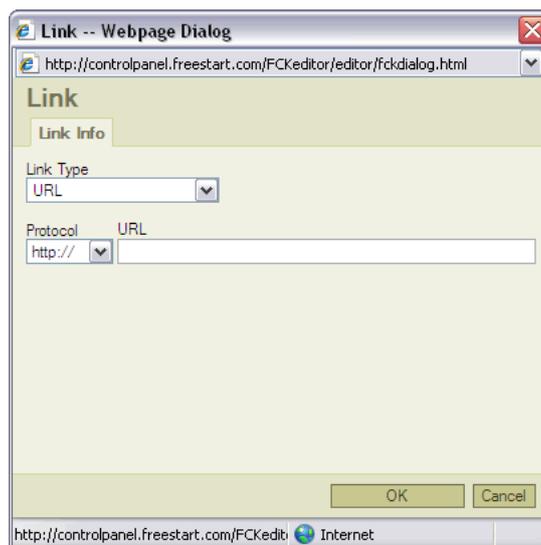
Increase the indentation of the list.



Insert/Edit Link

Highlight the text you want to make into a link (hyperlink) then click the icon.

The **Link** screen:



You can make a text link that goes to a web site address (URL), an Anchor link which can be a link going to another web page or location on your site or a link which goes to an email address.



Remove Link

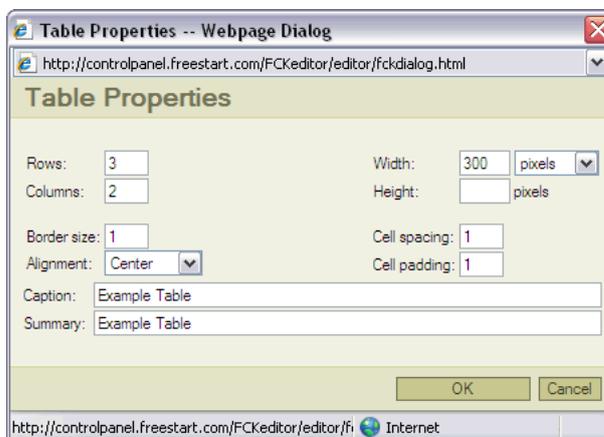
To remove the link click this icon.



Insert/Edit Table

You can add an html table to your text, great for creating tabular data. Click on the **Insert/Edit Table** icon.

The **Table Properties** screen:



Tables are made up of cells or blocks for adding information. **Rows** are vertical cells and **Columns** are horizontal cells. On the example screen above the table properties would contain a table with 2 cells wide x 3 cells deep with a table width of 300 pixels.

You can change the measurement of the table between pixels and percentages from the **Width** drop down box. Percentages is a percentage of the overall width of the page not the table but pixels is the actual width of the table.

For this tutorial we are going to leave the table width set to pixels. Add a height of 100 pixels in the **Height** box. We now have a table that is 300 pixels wide by 100 pixels high.

Border size

the width of the border surrounding the cells, set in pixels at default the border is 1 pixel but you can have any width of border starting from 0 pixels.

Cell spacing

The amount of spacing in pixels between each cell.

Cell padding

The amount of spacing in pixels from the inside edge of the cell to the content of the cell.

Alignment

The table can be aligned either **Left**, **Center** or **Right** of the page.

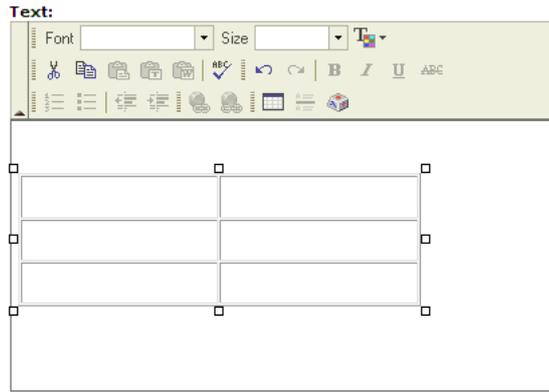
Caption

A header can be added to your table which will show on the page.

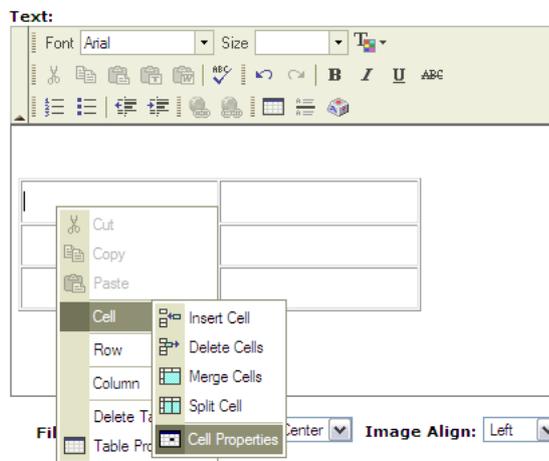
Summary

Information about your table which does not show on your web page only in the html coding of the page.

To edit your table click on the edge of the table with your mouse then click on the **Insert/edit table** icon.

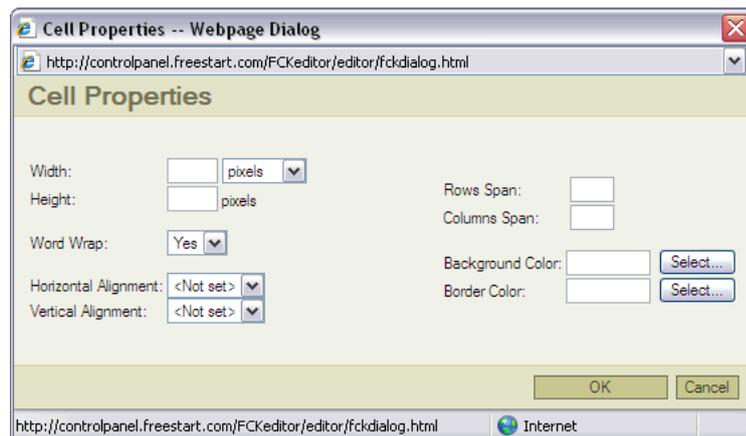


To change individual cell properties click inside the cell with the mouse:



Right mouse click on **Cell Properties**:

Cell Properties screen:



Width

The width of the cell in either pixels or percentages.

Height

The height of the cell in pixels only.

Word Wrap

At default Word Wrap is set to Yes, always keep this setting.

Horizontal Alignment

Sets the alignment of text within the cell, left justify, center justify or right justify.

Vertical Alignment

Sets the positioning of text within the cell, align top, align middle, align bottom or align baseline (the baseline of the text will align to the baseline of another element).

Rows Span

Allows you to merge multiple cells in a row into one cell.

Columns Span

Allows you to merge multiple cells in a column into one cell.

Background Color

Change the background color of the cell by clicking the **Select** button.

Border Color

Allows you to have a 1 pixel colored border on the inside of the cell. Click the **Select** button to choose or change the color.

Name	D. O.B.	Country
John	20th May 1980	U.K.
Peter	12th Feb. 1976	U.S.A.

An example of what your table could look like:



Insert Horizontal Line

Move your mouse pointer where you would like to insert a 1 pixel horizontal line.



Insert Special Character

Place your mouse pointer where you want to insert a special character ie a copyright symbol or a registered symbol. Click the **Insert Special Character** icon.

Special Character window:



Move over the symbols with your mouse and they will appear in a larger box in the top right corner of the window. Click on the symbol of your choosing, the window will automatically close and your symbol will be inserted into your paragraph.