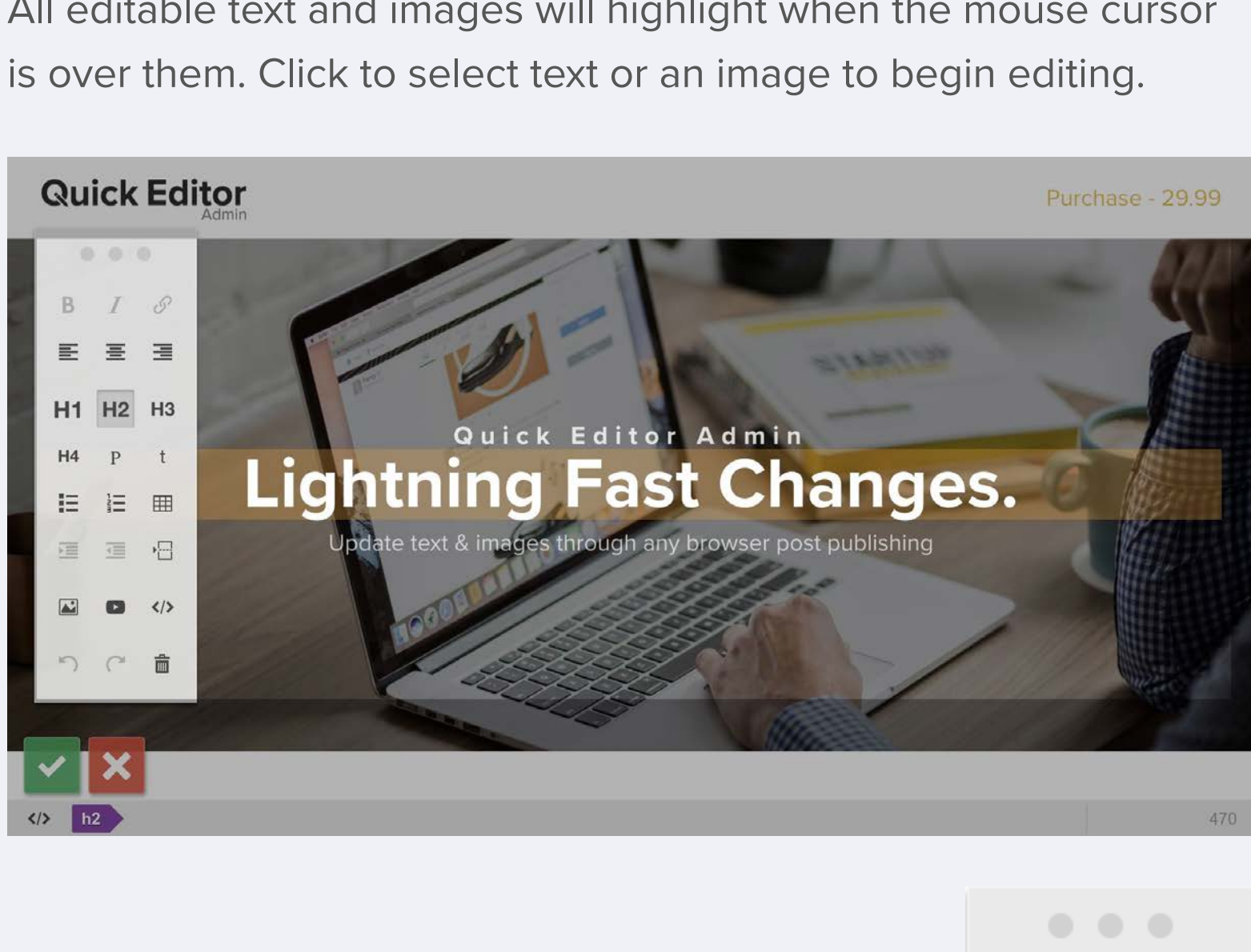


Using the editor

After logging in, the editor will be in navigation mode by default.

This allows you to navigate throughout your website while remaining logged in on any page that uses the same login credentials. Click/touch the blue pencil icon in the bottom left of the browser window to enable editing mode.

All editable text and images will highlight when the mouse cursor is over them. Click to select text or an image to begin editing.



Floating Toolbar

A floating toolbar will display when an editable element has been selected. The toolbar can be moved around by clicking and dragging the handle found at the top (three dots). Below is a description of the different tools starting from the top and read left to right.

Style Tools

Bold Make the current selection of text bold .

Italicize Italicize the current selection of text.

Underline Underline the current selection of text.

Link Adds a link to the selected text.

Styled Text Applies a selectable style to the current selection of text. If no style classes are defined, this tool is disabled.

Line break Adds a line break to the end of the selected element. Any text added after will still be apart of the same element. If you wish to create a new element, hit enter/return to create a new element.

Align text left, center, right Adjusts the horizontal alignment of the selected element text or image.

Text Element Type

Heading 1-4 Changes the tag of the selected element into the corresponding <h> tag

Paragraph Changes the tag of the selected element into a <p> tag

Loose text Changes the tag of the selected element into a tag

List Changes the tag of the selected element into a tag. Pressing enter/return will add new items.

Insert Tools

Insert Paragraph Adds a new paragraph element below the currently selected element.

Insert List Adds a new list element below the currently selected element.

Insert Ordered List Adds a new ordered list element below the currently selected element.

Insert Image Opens a dialog to upload and insert a new image.

Insert Video Opens a dialog to embed a video by URL.

Insert Table Adds a configurable table below the currently selected element.

History & Delete

Undo Undo the last change.

Redo Redo the last undo.

Delete Remove the currently selected element.

Adding and converting content

Other than typing, there are two ways to add new content to the page; pressing the return key while editing a section of text (except pre-formatted text) or using one of the tools in the toolbox, for example to insert an image, video, table, etc.

Some tools can also convert content, for example selecting a paragraph of text and clicking the list tool will convert the paragraph to a new list..

Pre-formatted blocks of text can be converted back to standard text using the paragraph tool, however if you have a pre-formatted section of text and want to add a new paragraph after it you can hold down the ctrl key (command on Apple) whilst clicking the paragraph tool to achieve this..

Drag and place content

Each block of content on the page can be dragged to a new location. Non-text based elements such as images and videos can be dragged by clicking in the center of the element and dragging.

For text elements you need to click and hold. This pause is implemented to allow you to freely select sections of text using the mouse without triggering the drag behaviour.

If you want to drag a list or table then click and hold a child item or row. Continue to hold until the helper title changes to list or table.

When you drag an element over another, arrows will appear indicating where your content will be placed once you release it. All elements can be placed above or below others, while some elements such as images and videos can be placed to the left or right of other content.

Resizing images and videos

To resize an image or video, click and hold in any corner then drag to adjust the size as required. While you're resizing, the dimensions will be displayed in the top right hand corner of the element.

Deleting content

Some elements are automatically removed when they become empty of content, for example text elements and list items will remove themselves when empty, as soon as they lose focus. Other elements like images and videos can be deleted using the delete tool in the toolbox or by pressing the delete key.

By default the delete tool will remove an item in a list or a row in a table, but if you hold down the ctrl key (command on Apple) when clicking the tool, the entire list or table will be removed.

History

The editor supports unlimited undo/redo for the editing session. Either use the undo/redo tools in the toolbox or the standard keyboard short-cuts.

To save your changes click the green checkmark button in the bottom left of the browser window. Alternatively discard your changes by clicking the red x button. After saving or discarding your changes you can logout of the editor by clicking the red logout button in the bottom right of the browser window. The page will then reload with any changes you have applied to it.

