

File Functions		
	Save	Click on the "Save" button 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 by an authorized approver.
	Save As...	Click on the "Save As" button to save the current file with a new file name and exit the WYSIWYG editor.
	Revert to Last Save	Click on the "Revert to Last Saved" button to undo all changes and revert the editor to its original state.
	Auto Draft	<p>Click on the "Auto Draft" button to undo recent changes and revert the editor to its most recent auto-save point.</p> <p>An automatic time interval to save a draft of the current page onto your local workstation. If the browser quits or the user inadvertently closes the browser before saving a page, the content can be recovered up to 24 hours later (unless other saves are done before content recovery).</p>
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 for PC and CMD + X for Mac).
	Copy	To copy a portion of the document, highlight the desired portion and click on the "Copy" button (keyboard shortcut – CTRL + C for PC and CMD + X for Mac).
	Paste in 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 without any formatting (keyboard shortcut – CTRL + V for PC and CMD + V for Mac).
	Find	Click on the "Find" button to search for text on the current page.
	Find and Replace	Click on the "Find/Replace" button to search for text on the current page then replace that text with other 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		
	Spellchecker	<p>To check spelling, click on the spell checker button or right click on the mouse and scroll down to "Check spelling".</p> <p>All of the misspelled words will be underlined with a red squiggly line. You can then choose to:</p> <ul style="list-style-type: none"> • Change the incorrectly spelled word with the suggested words provided. • Ignore the incorrectly spelled word (i.e. not make any changes to it). • Level 9 and 10 administrators can add marked words to a site-wide dictionary. If you would like a word added please email webmaster@wku.edu.
Formatting Functions		
	Remove Formatting	<p>To remove all formatting for a selection, highlight the text to be updated and click on the "Remove Formatting" button. This will return the selected text back to the default settings.</p>
Basic Font Properties		
B	Bold	Turns selected text into bold text .
<i>I</i>	Italic	Turns selected text into <i>italicized text</i> .
<u>U</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).
ABC	Strikethrough	Turns selected text into strikethrough text .
List and Indent Functions		
	Unordered List	Turns the selected text into a bulleted list. Example: <ul style="list-style-type: none"> • Apples • Orange • Bananas
	Ordered List	Turns the selected text into a numbered list. Example: <ol style="list-style-type: none"> 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		
	Superscript	Turns selected text into ^{superscript text} .
	Subscript	Turns selected text into _{subscript text} .
Alignment Functions		
	Align Left	Moves all selected text to the left.
	Align Center	Centers all selected text.
	Align Right	Moves all selected text to the right.
	Align Justified (Full)	Moves all selected text to the left and the right.
Link Tools		
	Insert / Edit Link	<p>To create a hyperlink, select the text or image for the link, and 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, whether on this server or an auxiliary server. 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.</p> <p>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.</p>
	Create or Modify a mailto link	To create a mailto link, select the text or image for the link, and 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	<p>Select in the hyperlink and click on the "Unlink" button to remove a hyperlink.</p> <p>NOTE: The unlink button will only work on anchors in Internet Explorer. It will not work in Firefox, Safari, or Chrome.</p>
	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		
	<p>Paragraph</p>	<p>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:</p> <p>Normal <p> - Sets the selected paragraph to normal.</p> <p>Headings <h1> through Heading 6 <h6> - Sets the selected paragraph to a specific heading size between 1 (the largest) and 6 (the smallest).</p> <p>Preformatted <pre> - Sets the selected paragraph format to no text wrap.</p> <p>Address <address> - defines the contact information for the author or owner of a document.</p>
	<p>Styles</p>	<p>This button sets the style of any selected text. The styles available are set by the system administrator.</p>
Text Properties		
	<p>Select text color</p>	<p>This button sets the color of any selected text. There are 216 color choices. To start typing new text with a specific font color, click on the cursor at the location where you want to begin typing, select a color from the drop-down list, and then begin typing.</p>
	<p>Select background color</p>	<p>This button sets the background color of any selected text. There are 216 color choices.</p>
Insert Images / Media		
	<p>Insert / edit image</p>	<p>Insert or Edit an image.</p>
	<p>Insert / edit embedded media</p>	<p>Insert or Edit embedded media</p>

Misc. Graphics Tools		
	Horizontal rule	To insert a Horizontal rule, click on the "Horizontal rule" button. When clicked, a popup will 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 <code>
</code> .
	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 and 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, for visual purposes only.
HTML	Edit HTML Source	The "Edit HTML Source" button takes you to the HTML Source Editor so that you can directly edit the HTML source code.
	Code Protect	Displays the position of server side code within the WYSIWYG Editor represented by the icon  , allowing for easy editing of server side code (PHP,ASP,JSP).
	Snippets	Click the "Snippets" button in order to select pre-existing snippets of code to be inserted into the page. The snippets available are set by the system administrator
	Assets	Click the "Assets" button in order to select an asset to insert into the page.

Table Tools		
	<p>Inserts a new table</p>	<p>To insert a table, select the desired location, then click on the "Insert Table" button.</p> <p>A new window will pop-up with the following fields: 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; Class - a class defining the styling of the table; Table Caption - choose whether or not to have a caption above the table.</p> <p>Fill in table details, then click on the "OK" button to insert table, or click on "Cancel" to go back to the editor.</p>
	<p>Table row properties</p>	<p>Here you can edit the alignment, background color and several other properties of the rows of the table.</p>
	<p>Table cell properties</p>	<p>Here you can edit the alignment, background color and several other properties of the cells of the table.</p>
	<p>Insert row before</p>	<p>To insert a row above another row, click inside the row cell you want the new row to precede, and then click on the "Insert row before" button.</p>
	<p>Insert row after</p>	<p>To insert a row below another row, click inside the row cell you want the new row to follow, and then click on the "Insert row after" button.</p>
	<p>Delete row</p>	<p>To delete a row, click inside the row you would like to remove, and then click on the "Delete row" button.</p>
	<p>Insert column before</p>	<p>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.</p>
	<p>Insert column after</p>	<p>To insert a column after another column, click inside the column cell you want the new column to follow, and then click on the "Insert column after" button.</p>
	<p>Remove column</p>	<p>To delete a column, click inside the column you would like to remove, and then click on the "Delete column" button.</p>
	<p>Split merged table cells</p>	<p>To split cells that have previously been merged, select the cell then click on the "Split merged table cells" button.</p>
	<p>Merge table cells</p>	<p>To merge cells, highlight the cells you would like to be merged, and then click on the "Merge table cells" button.</p>

Form Tools

The Form tools only build the client interface for the form. It is up to the web site developer to provide the server side form processing code

	Inserts / Modify a form	Allows you to create or edit your form. When creating a new form, you will be able to set all attributes needed for your form to function properly.
	Delete Form	Highlight the form for deletion and click on the "Delete Form" button.
	Insert / Modify input element	Allows you to insert or modify input field such as checkboxes, buttons, or events.
	Insert / Modify section element	Allows you to insert or modify selection drop down elements.
	Insert / Modify textarea element	Allows you to insert or modify textarea elements.