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Esker Active X Plug-in

Active X controls under Netscape

Use License

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Introduction

The eMPower application provides you with a way to control the content and workflow of your Web site. The tasks of creating and maintaining your Web site are allocated among different types of users.

The three types of eMPower users are:

- **administrator** - sets up the site, registers templates, creates user groups and Content groups, and adds users to eMPower.
- **editor** - maintains the Web site Content by creating new Content or modifying existing Content.
- **publisher** - approves Content to be placed on your Web site.

The eMPower administrator assigns privileges to eMPower users, based upon the tasks for which they are responsible. Each user may be assigned any or all types of privileges. Users who have editorial and publishing permissions are referred to as Content Contributors.

The eMPower administrator must set up the application and configure the database, editor, and library settings before users can access the editing and publishing functions.

This document, the *eMPower User Manual, Version 3.7*, discusses detailed information about the editorial and publishing features of eMPower. All administrator tasks may be found in the *eMPower Administrator Manual, Version 3.7*.

Using eMPower

Logging In and Out of eMPower

To launch the eMPower application, go to the Web site login page. The person who initially installed eMPower configures the URL address of your login page.

To log into eMPower

1. Use Microsoft Internet Explorer, 4.x or above, or Netscape 4.x to browse to the URL address of the login page.
2. When you obtain the Web site URL address, enter it as shown below.



3. The Web site login page contains the **Login** button, shown below:



- Click on the **Login** button to open the login dialog box.



- Enter your **Username** and **Password** into the displayed fields.
- Click the **Login** button to enter your eMPower-enhanced Web site.

After successfully logging in, you will notice Menu boxes that are drawn around each Content area that you have privileges for, on the page. At the top of each content block is an icon menu with various buttons that will perform specific operations in eMPower. The menu items will vary, depending upon the privileges assigned to the username used during login

Welcome to RC International!

RC International is dedicated to the RC racing enthusiasts! We eat, work, play, and live RC racing. In three short years RC International has become one of the leading manufactures of RC racing and flying vehicles. Our dedication to the sport, and the enthusiasts who play it, has endeared our products to the RC community. We will continue striving to improve our affordable products and hope you will become an RC International member.

<p>NEW FEATURE: Trinity In-Line Pipe</p> <p>Trinitys new pipe and manifold are for rear exhaust engines and are now used in both the Sportster and the cheetah. Both the manifold and pipe are made from high-quality aluminum. This new pipe is more durable and will withstand a bad crash.</p> 	<p>NEW PRODUCT: Introducing the RC Redstar</p> <p>RC International is proud to introduce the RC Redstar. This new addition to the RC International fleet brings new options to our customers. With laser-cut balsa wings and a wing span of 71", this is one plane that has to be seen.</p> 
--	--

To log out of eMPower

1. Look for the Menu box surrounding a Content area that you have privileges for, and drag the cursor over the Menu link. The Menu will pop-up displaying a list of tasks.
2. Select the **Logout** task or click the Logout button shown below:



3. A **confirmation dialog box** will be displayed as shown below.



4. Click either the **Logout** button to logout or **Cancel** to return to eMPower.

After logging out, you will be returned to the Web site at the page from where you logged out, however, it will be shown in a standard view, not the eMPower view.

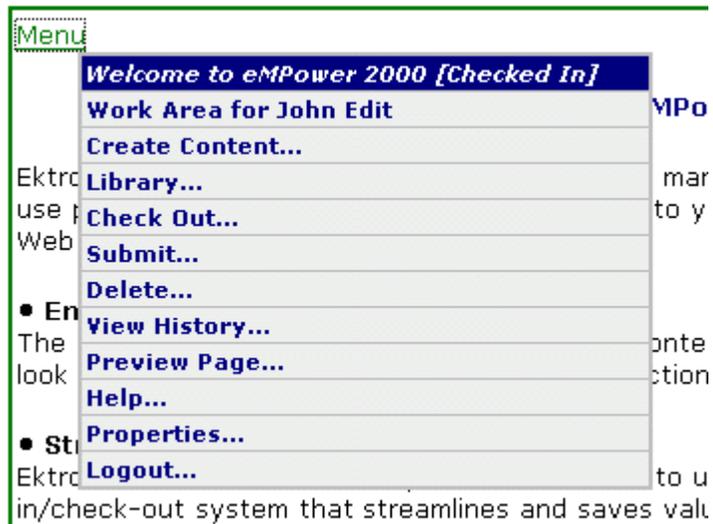
NOTE To login back again, you must re-enter the URL address, to browse to the Web site page where the login button is displayed.

The Menu

The Menu can be accessed from any Content block you have privileges for. It is located in the top left-hand corner of the Content block. To display the tasks you have privileges for, drag the cursor over the Menu link and the Menu will pop-up displaying the list. This list will also change depending on the status of the Content block. These tasks will be described in the following sections.

Menu Display

Depending on how your administrator has configured your Web site, you will see either a DHTML menu as shown below



Or an icon menu as seen here:



Each of these menus all function the same, they are just displayed differently.

The first item in the task list shows the Title of the Content block and the status of that Content. You will also be able to tell the status of a Content block by the color of the border surrounding it. Notice the green border above, this indicates that the Content is available to be checked out or edited. If this border is yellow, it indicates that the Content has been submitted for approval and is waiting to become published. This Content can not be checked out. When the border is red, the Content is currently checked out and is not available to other users at this time. The Tasks listed in this menu will vary depending on the status of the Content and the user's privileges.

Menu Icons

Shown below in the table is each icon, and an explanation of what it does.

Icon	Description
	Workarea Clicking this button will open your workarea.
	Properties Clicking this button will allow you to view the properties of the content block.

Icon	Description
	<p>Edit</p> <p>Clicking this button will allow you to edit the current content block.</p>
	<p>Create Content</p> <p>Clicking this button will allow you to create a new content block for you Web site.</p>
	<p>Check In</p> <p>Clicking this button will allow you to check in the current content block.</p>
	<p>Submit</p> <p>Clicking this button will submit the current content block into the approval process.</p>
	<p>Undo Check-Out</p> <p>Clicking this button will undo your check out and restore the content to its previous version.</p>
	<p>Approve</p> <p>Clicking this button allows you to approve or decline the content block that has been submitted to you.</p>
	<p>View Differences</p> <p>Clicking this button will compare the current published version of the content block with the current checked-in or submitted version.</p>
	<p>E-mail</p> <p>Click to send an e-mail to the approver or submitter of the content block, depending on the state it is in.</p>
	<p>Library</p> <p>Clicking the library button will open the library and allow you to add or delete items for it.</p>

Icon	Description
	<p>Delete</p> <p>Clicking the delete button will allow you to submit the content block for deletion.</p>
	<p>View History</p> <p>Clicking this button will open the history window where you will be able to view the previous versions of the current content block.</p>
	<p>Preview</p> <p>Clicking this button will allow you to preview the most up to date version of the content block in its template to get an idea of how it will appear on a Web site.</p>
	<p>Help</p> <p>Clicking this button will open the User help section.</p>
	<p>Logout</p> <p>Clicking this button will allow you to log out from your eMPower Web site.</p>

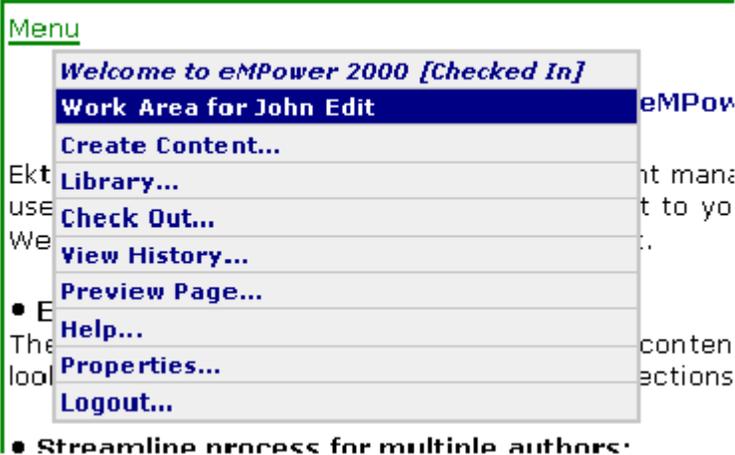
The User Work Area

The Work Area consists of four specific functions. These functions will allow the user to update their personal profile, and directly manipulate any Content they have privileges for.

To Open the User Work Area

1. Login into eMPower as described in Logging In and Out of eMPower.
2. Look for the Menu box surrounding a Content area that you have privileges for, and drag the cursor over the Menu link. The Menu will pop-up displaying a list of tasks.

3. Select the Work Area task as shown below

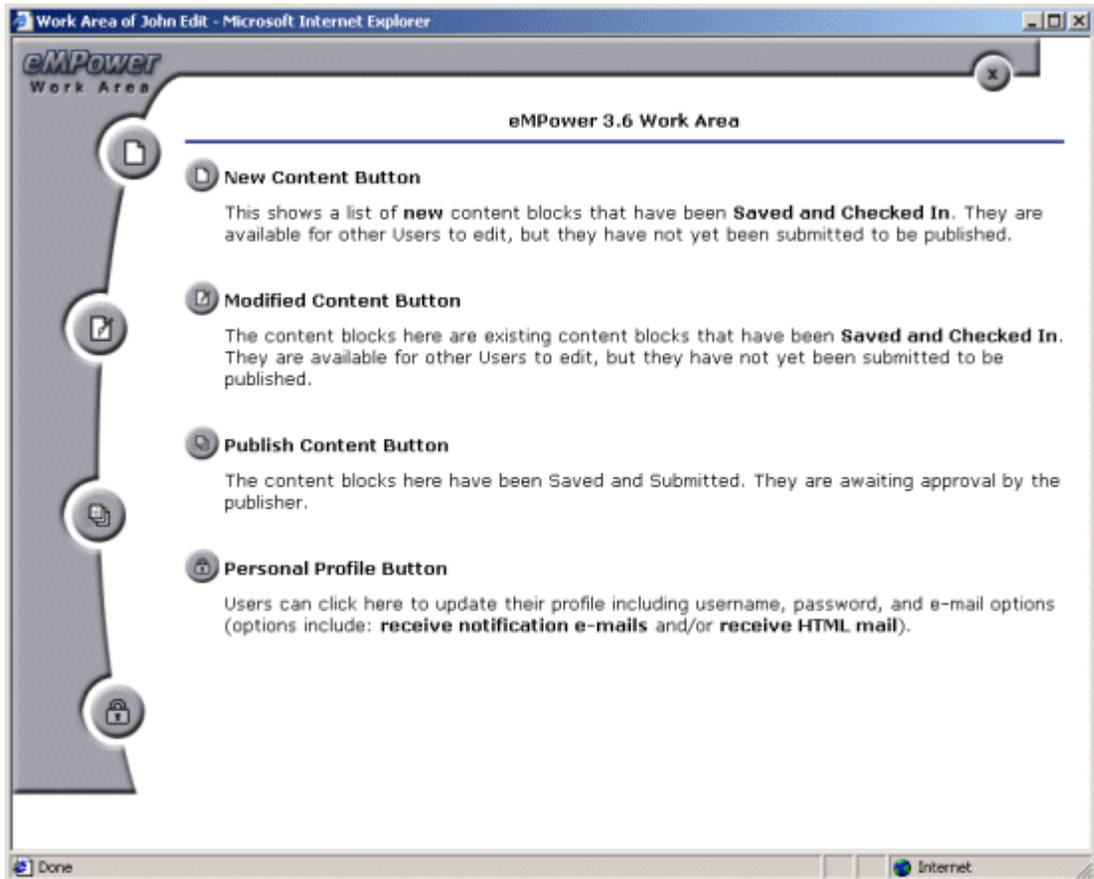
Icon	DHTML
	

NOTE The name of the user who logs in, will replace the name “John Edit” in the Menu task, “Work Area for John Edit”.

You may also click the Work Area button, shown below:

Work Area

When you have selected the Work Area task, you will be looking at the Window shown below.



To Close the User Work Area

Click the **Close** button:



When you close the User Work Area, you do not exit the eMPower application. You will return to your Web site, in the eMPower view.

Navigating the Work Area

Each of the four functions in the work area can be accessed by clicking on their own personalized button icon. As you drag the cursor over each button, you will see their specific title displayed in a yellow text box. Click on the button with the title of the function you are ready to access. This will bring you to the area of that

function and its tasks. You will see illustrations and descriptions of these functions in the following sections.

New Content

This shows a list of **new** Content blocks that have been **Saved and Checked In**. You will see only those Content blocks listed for which you have privileges. They are available for other Users to edit, but have not yet been submitted to be published.

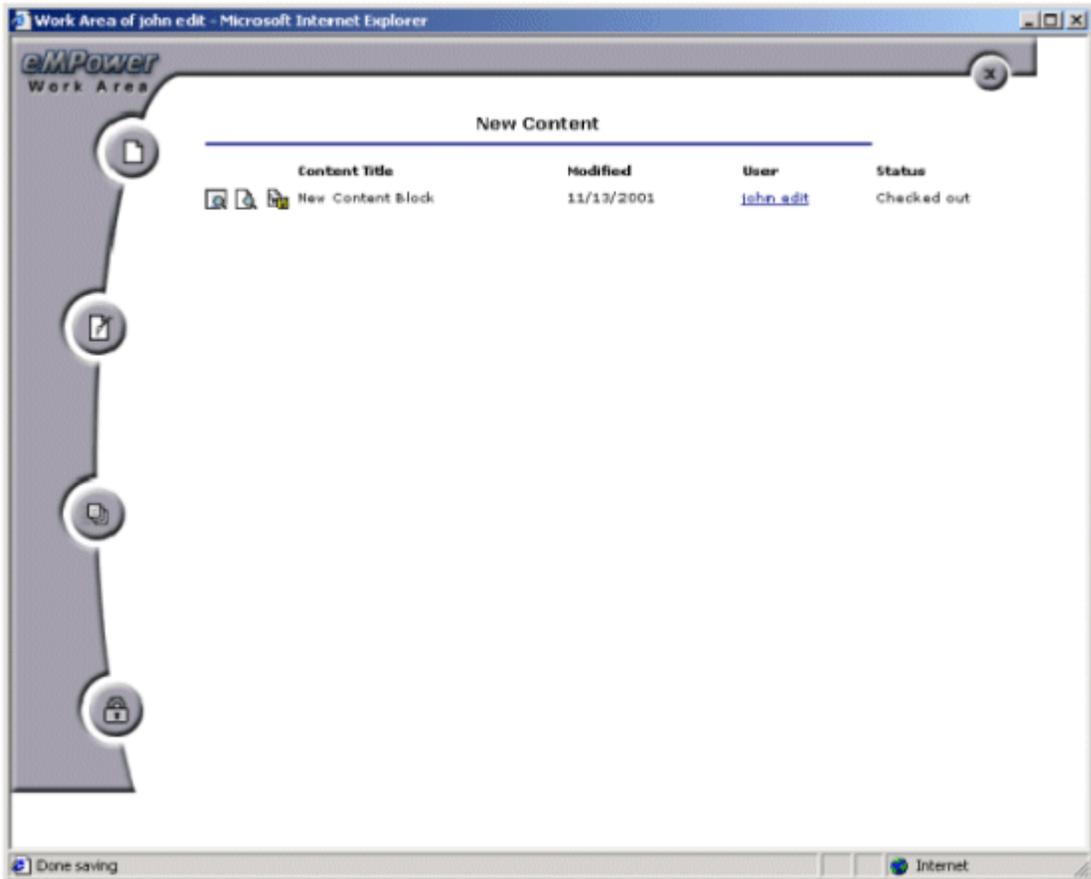


eMPower 3.6 Work Area

New Content Button

This shows a list of **new** content blocks that have been **Saved and C** available for other Users to edit, but they have not yet been submitte

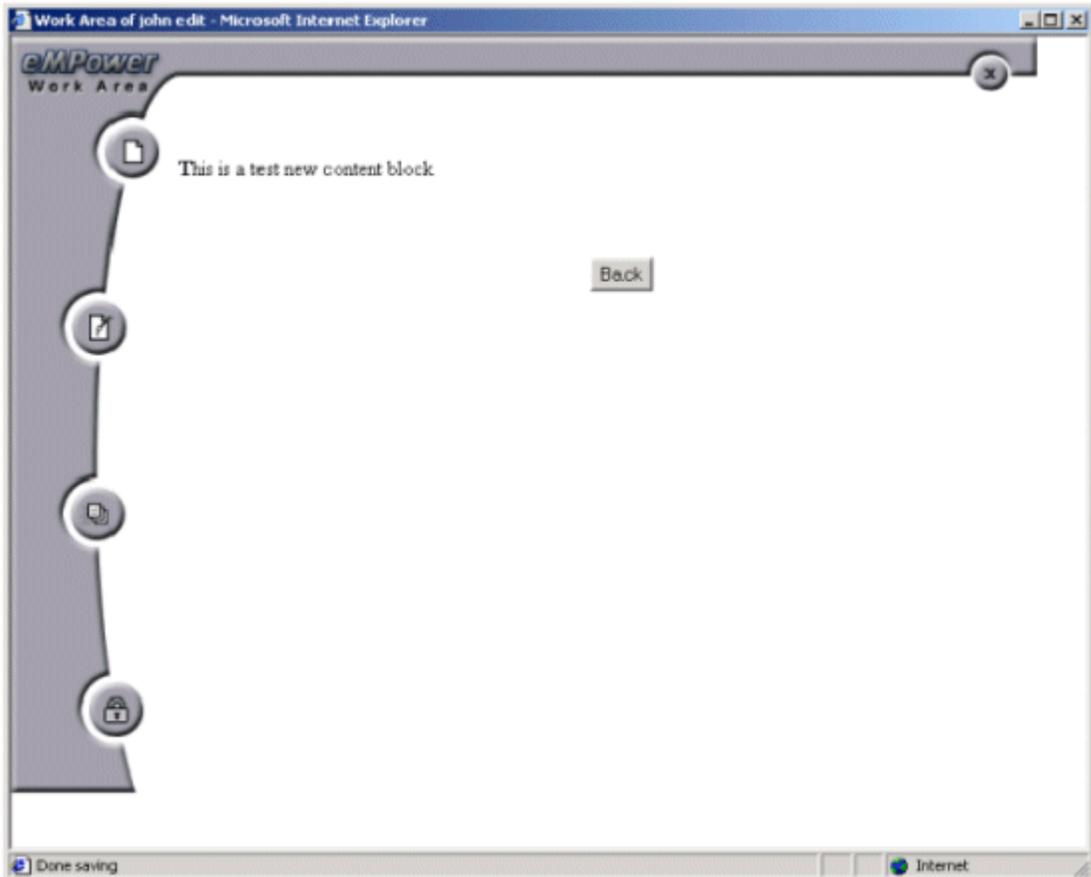
When you enter the New Content area, you will see a list of new Content Titles, the date they were last Modified, the last User of that Content block, and the Status of that Content. If you select the User's name, your e-mail message center will open and you will be given the option to send e-mail to that User.



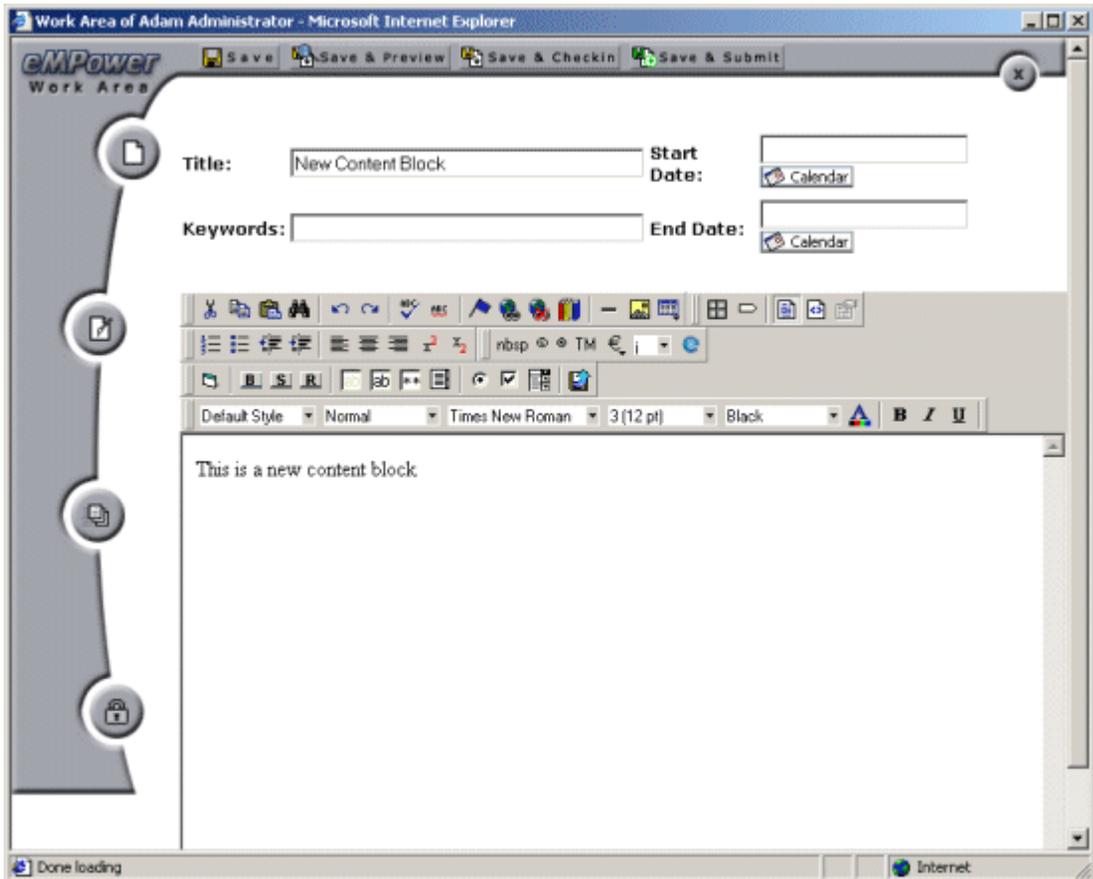
This icon allows you to view the New Content listed, in your work area. When you finish viewing the New Content, select the back button to return to the New Content area.



This icon allows you to view the New Content listed, in the template you have selected for it. When you click on this icon, a new window will open that will display the content in the template you had selected for it. When you finish viewing the New Content, click on the close button to return to the New Content area.

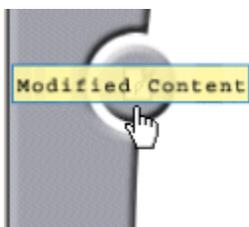


This icon allows you to edit the Content listed. When you select this icon, the Content block will open into the eWebEditPro Content Editor, inside your work area. For more information see Content Editor.



Modified Content

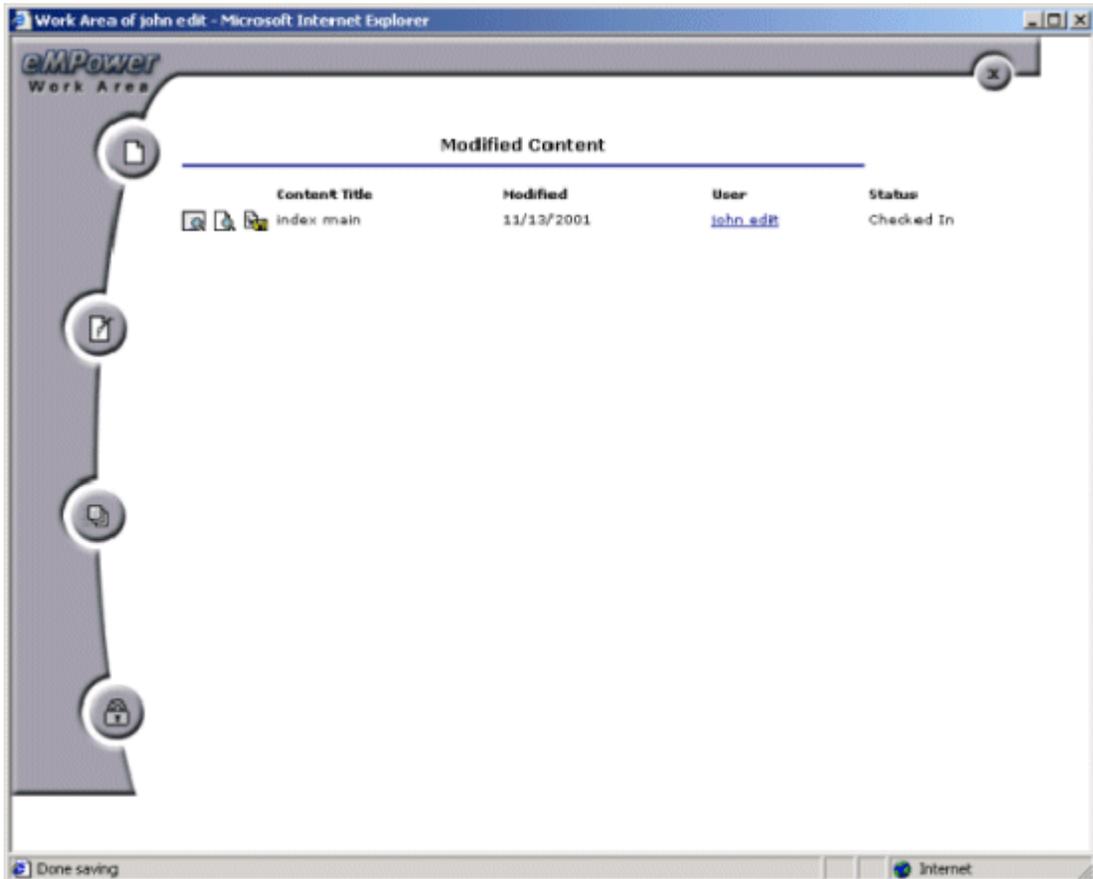
The Content blocks here are existing Content blocks that have been **Saved and Checked In**. You will only see those Content blocks listed, for which you have privileges. They are available for other Users to edit, but have not yet been submitted to be published.



Modified Content Button

The content blocks here are existing content blocks that have been **Checked In**. They are available for other Users to edit, but they have not yet been published.

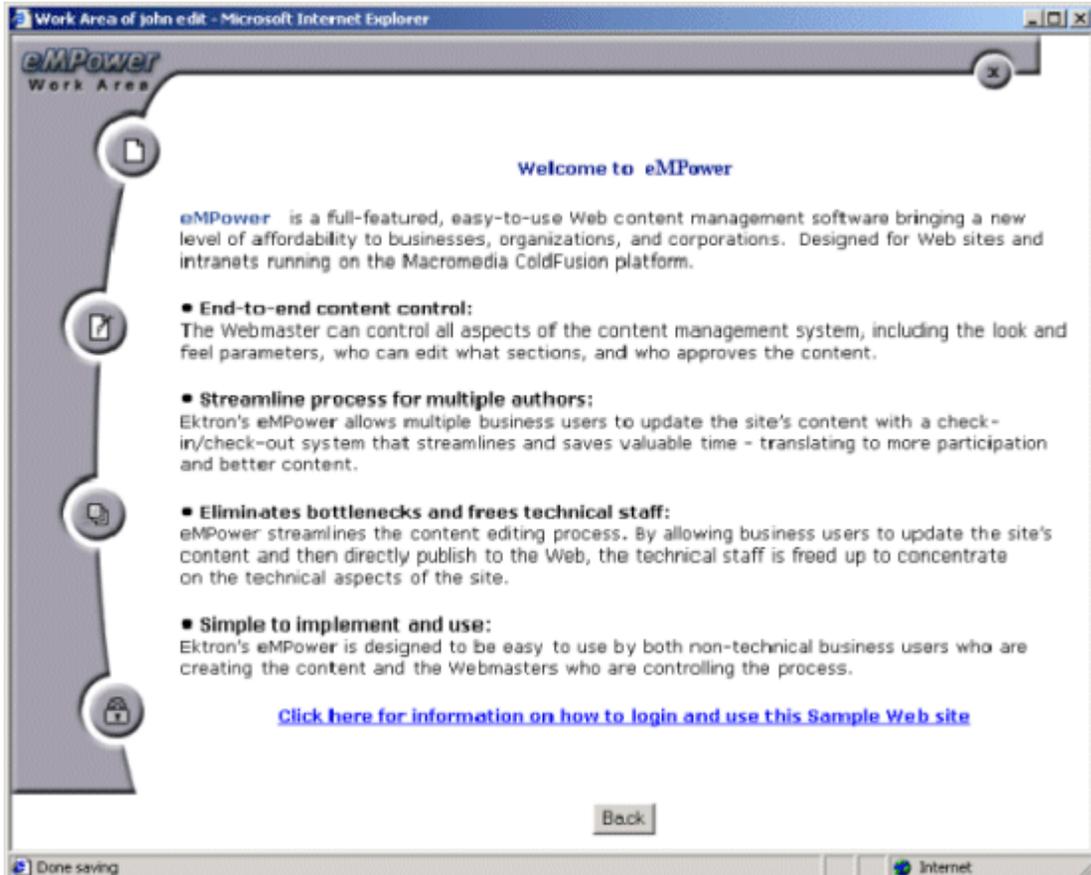
When you enter the Edit Content area, you will see a list of existing Content Titles, the date they were last Modified, the last User of that Content block, and the Status of that Content. If you select the User's name, your e-mail message center will open and you will be given the option to send e-mail to that User.



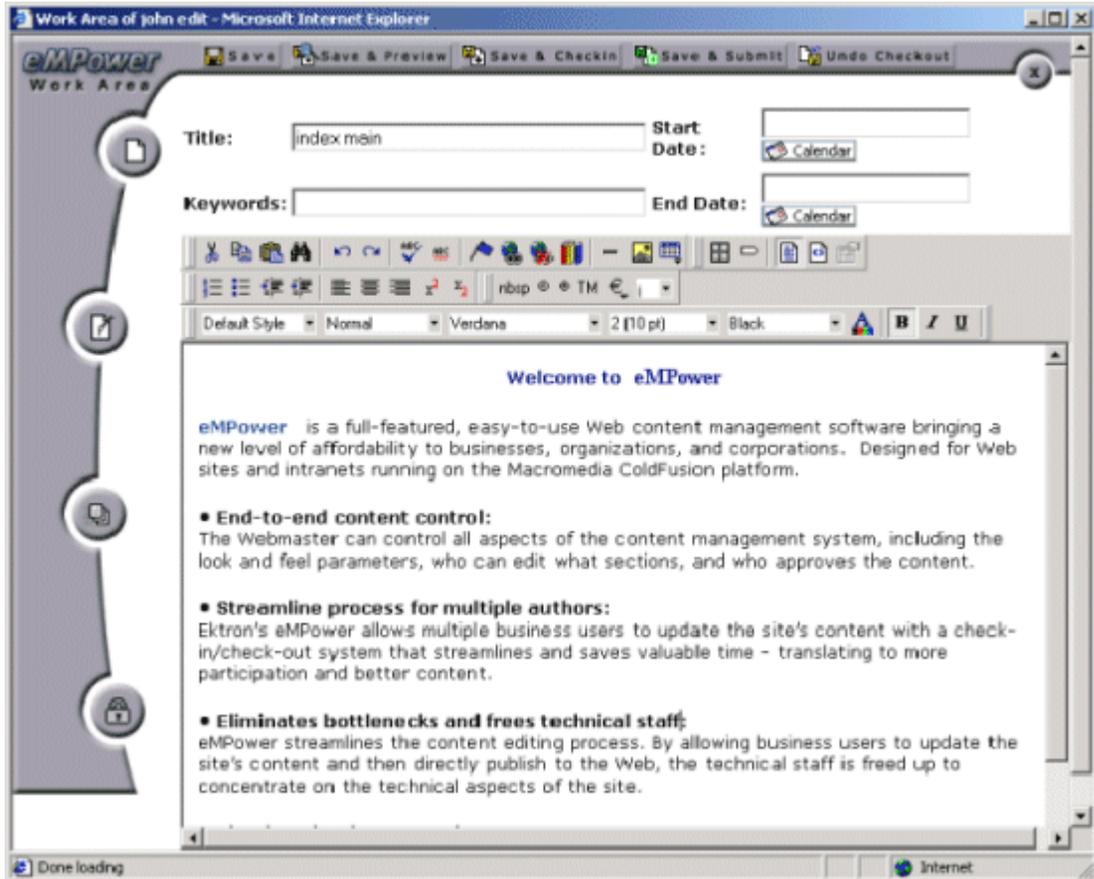
This icon allows you to view the Modified Content, listed in your work area. When you finish viewing the Modified Content, select the back button to return to the Edit Content area.



This icon allows you to view the Modified Content, listed in the template you have selected for it. When you click on this icon, a new window will open that will display the content in the template you had selected for it. When you finish viewing the Modified Content, click on the close button to return to the Edit Content area.



This icon allows you to edit the Content listed. When you select this icon, a confirmation dialog box will be displayed. Select **OK** to check out the selected Content or select **cancel** to return to the Edit Content area. If you selected **OK** the Content block will open into the eWebEditPro Content Editor, inside your work area. For more information see Content Editor.



Publish Content

The Content blocks here have been **Saved and Submitted**. They are awaiting approval by the publisher.

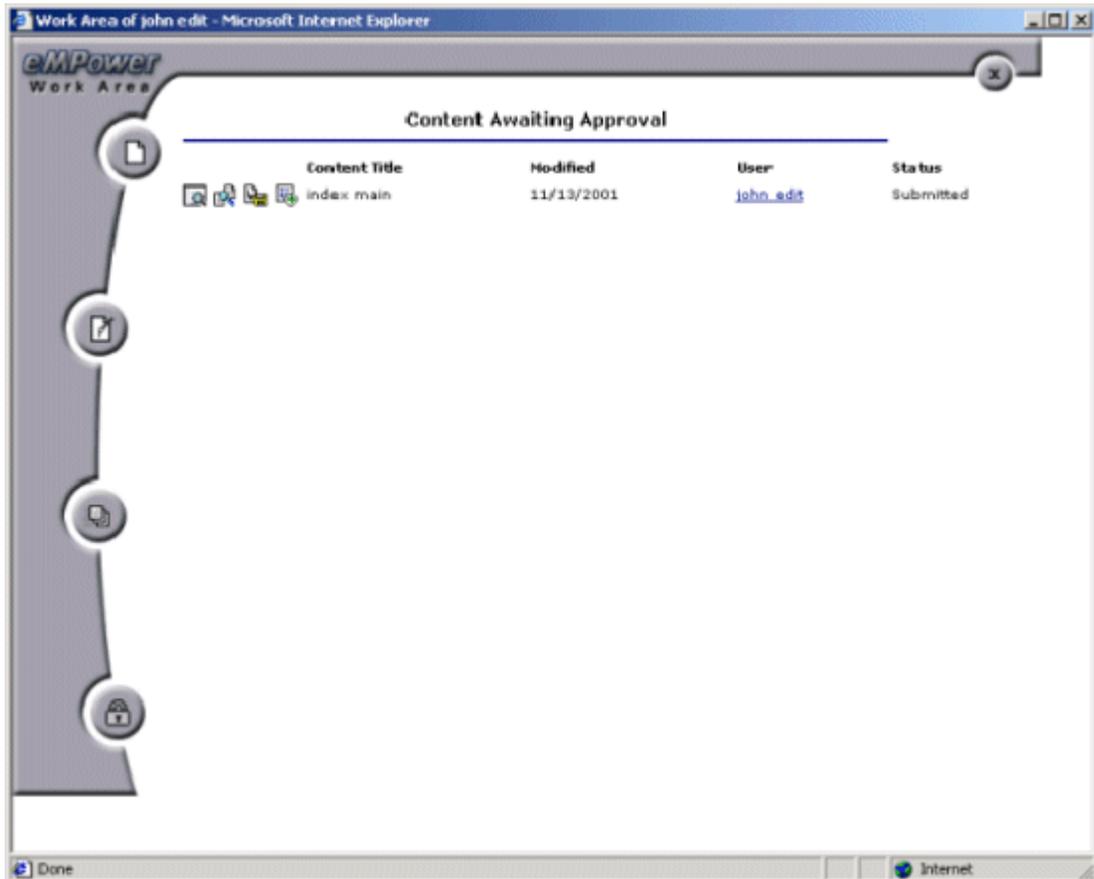


Publish Content Button

The content blocks here have been Saved and Submitted to the publisher.

When you enter the Publish Content area, you will see a list of Content Titles that are currently waiting for your approval, the date they were last Modified, the last User of that Content block, and the

Status of that Content. If you select the User's name, your e-mail message center will open and you will be given the option to send e-mail to that User. There are four icons before each Content Title.

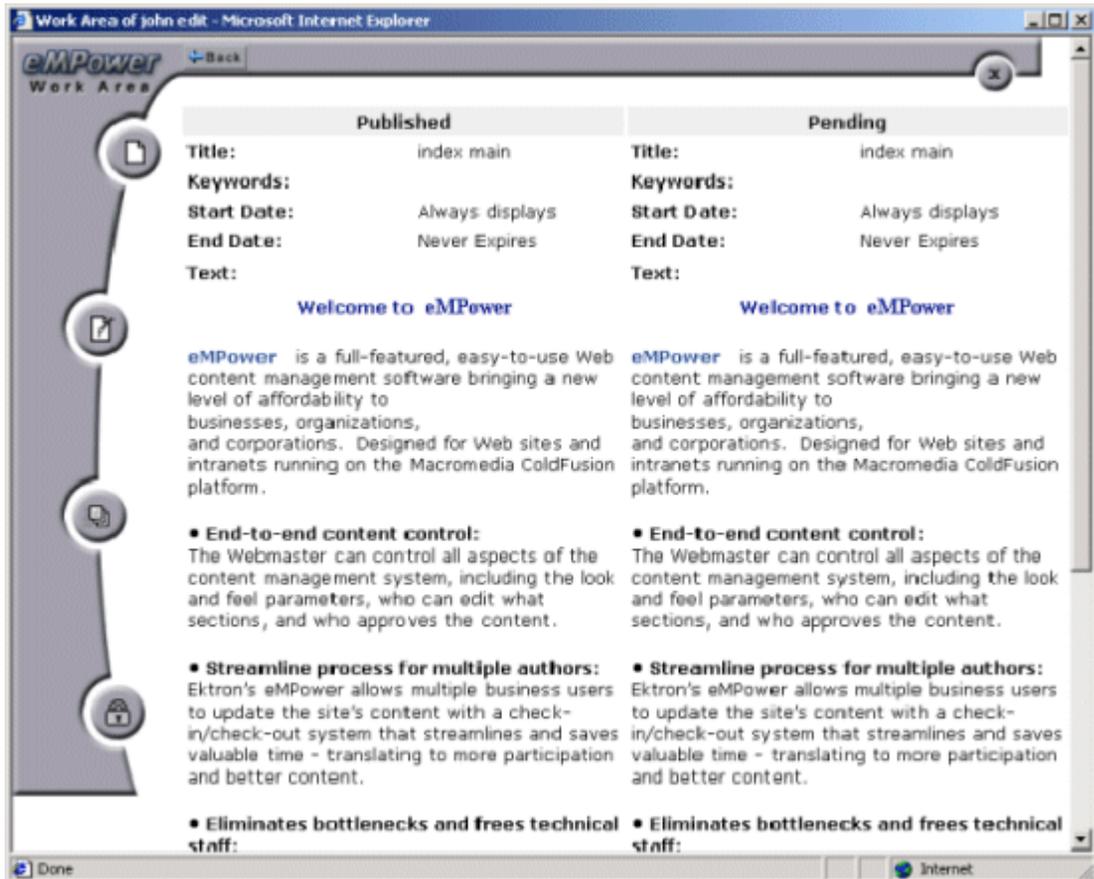


This icon allows you to view the New Content Awaiting Approval, listed in the template you have selected for it. When you click on this icon, a new window will open that will display the content in the template you had selected for it. When you finish viewing the New Content, select the close button to return to the New Content area.

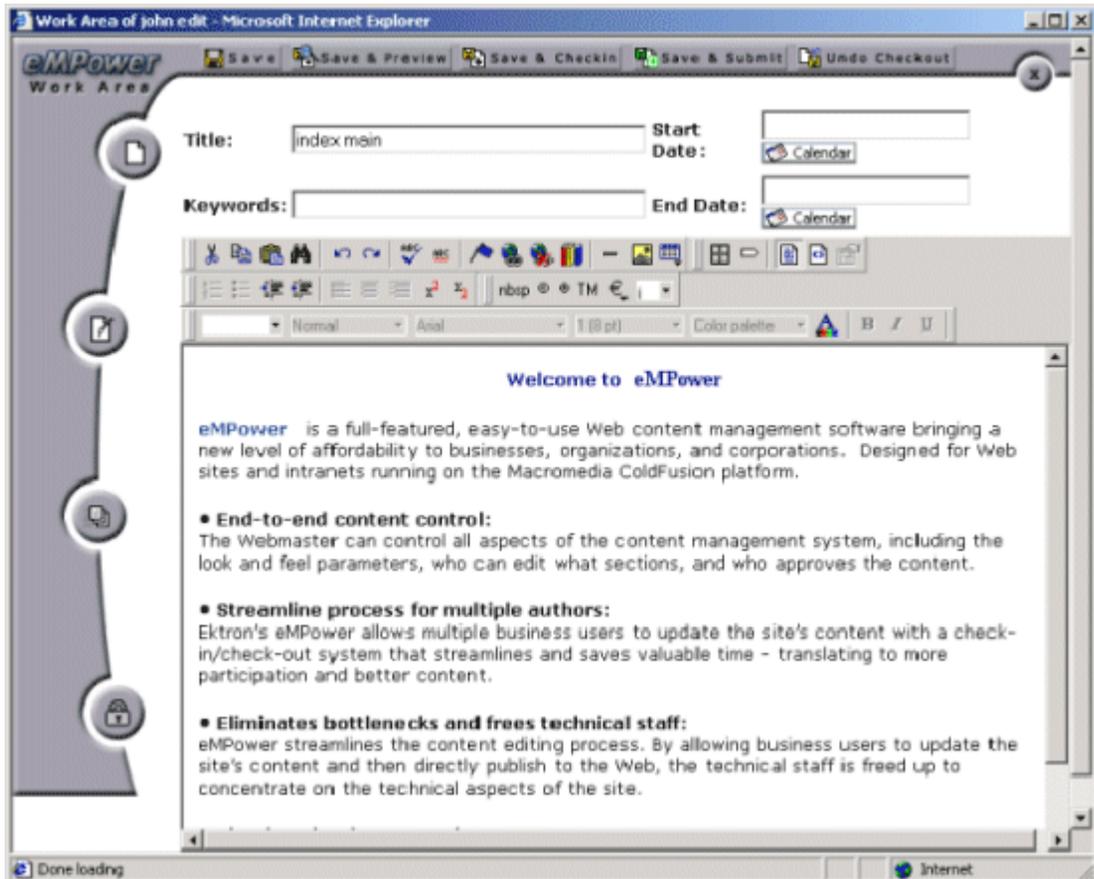


This icon allows you to view the Content Awaiting Approval listed, in your work area. The Content will be shown in the Published view (the Content as it is currently on the Web Page) and in the Pending view (the Content that has been edited and is waiting to be published). If you scroll down to the bottom of this Content page, you will see a Comment Section. Users who have edited this Content have the option to leave comments for subsequent Users.

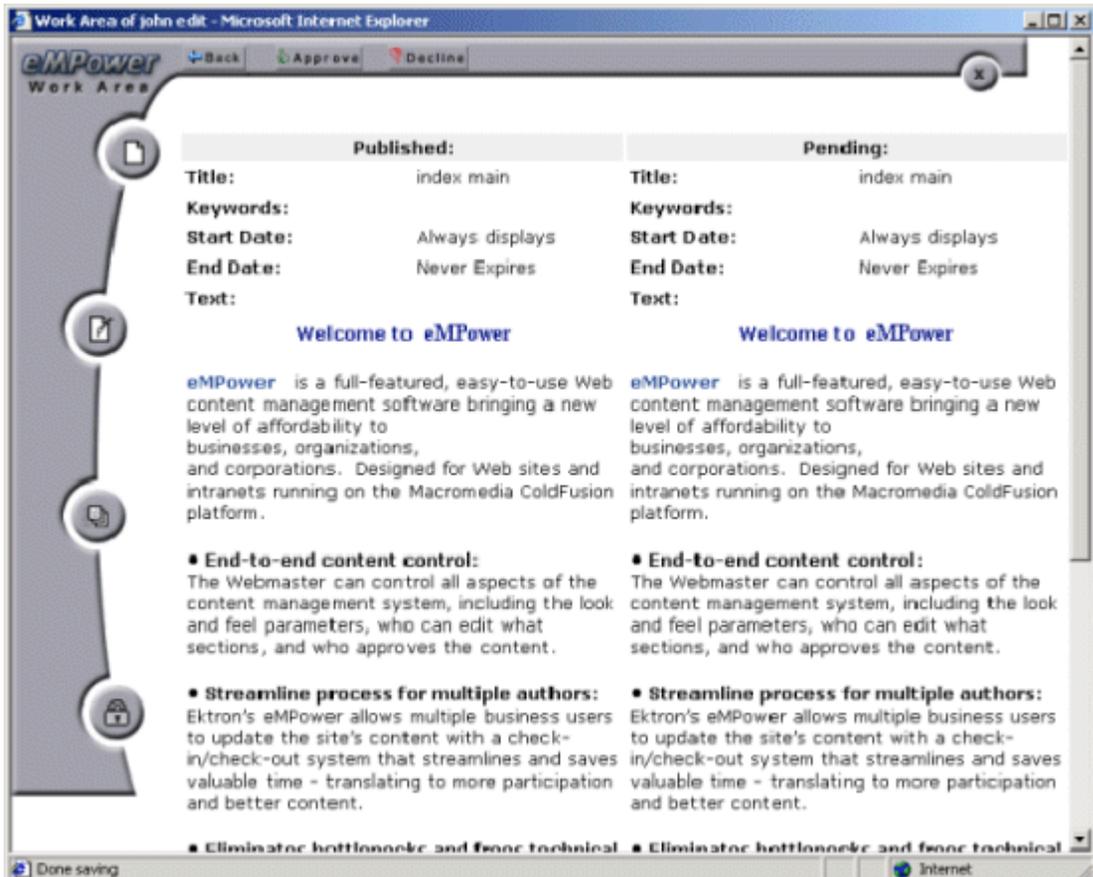
This is useful for documenting the changes that have been made to the Content. When you have finished viewing the Content, select the back button to return to the Publish Content area



This icon allows you to edit the Content listed. When you select this icon, a confirmation dialog box will be displayed. Select OK to check out the selected Content or select Cancel to return to the Publish Content area. If you selected OK the Content block will open into the eWebEditPro Content Editor, inside your work area. For more information see Content Editor.



This icon allows you to Publish the listed Content. When you click on this icon, the Content block will appear in your work area. The Content will be shown in the Published view (the Content as it is currently on the Web Page) and in the Pending view (the Content that has been edited and is waiting to be published) as shown in . From this area you are able to Approve, Decline, or Checkout the Pending Content.



If you click the Back button you will return to the Publish Content area.

If you click the Approve button you are given the opportunity to attach a “History comment” to that Content. If desired, type your comment into the displayed text box and click the Save button, when you are finished.



By clicking this button, the comment will be saved and the title of the Content will appear in the Publish Content area of the work area of those users who are in the approval chain for that Content. If those users have requested “email notification” in their Personal Profile area then an email requesting approval will be sent to that

user. If you are the final approver in the chain then the Content will become published.

If you click the **Decline** button the changes made to the Content will be declined and you are given the opportunity to attach a “Comment”. If desired, type your comment into the displayed text box and click the Save button, when you are finished.



By clicking this button, the comment will be saved and the Author of that Content will be notified.

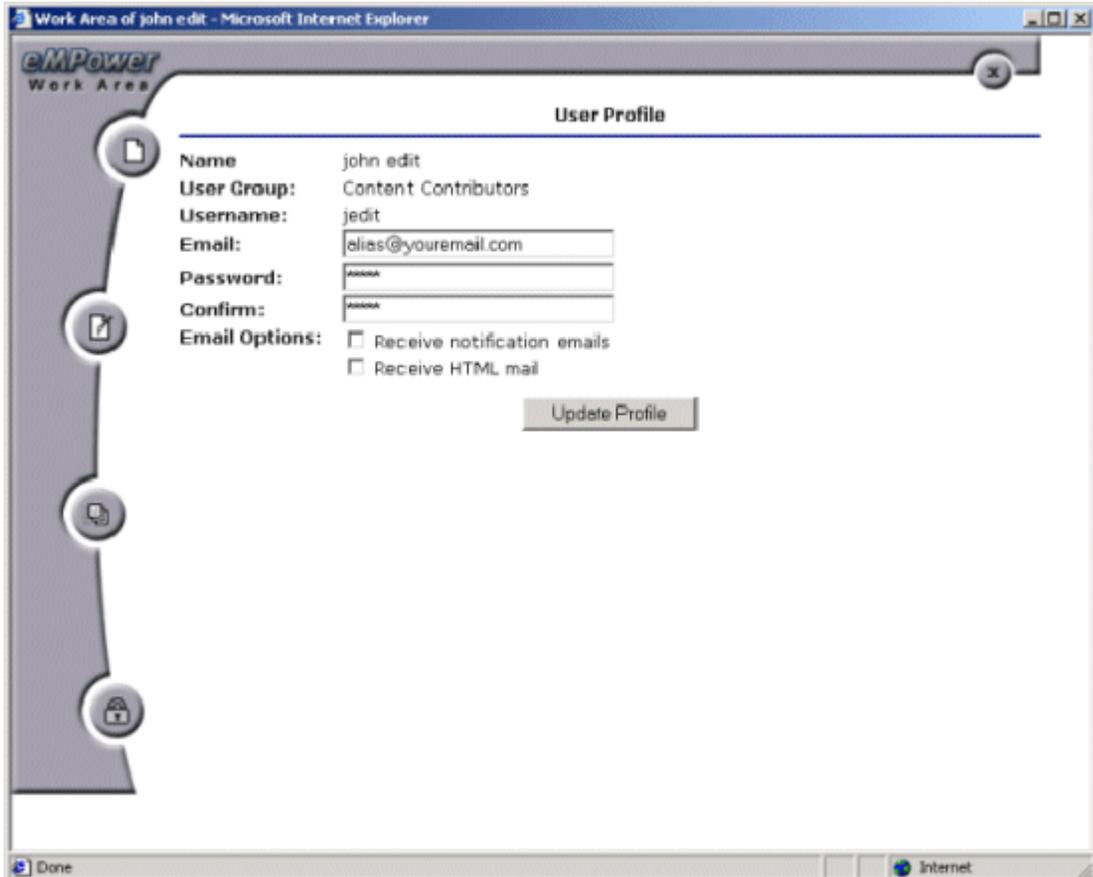
Personal Profile

Users can click here to update their personal profile including password and e-mail options.



options (options include: Receive notification e-mails and Receive HTML mail) select each box as you prefer. Remember to click the Update Profile button before leaving this area, if you have made any changes.

NOTE The Name, User Group, and Username can only be changed by the eMPower Administrator.



The screenshot shows a web browser window titled "Work Area of john edit - Microsoft Internet Explorer". The page is titled "User Profile" and is part of the "eMPower Work Area". The form contains the following fields and options:

Name	john edit
User Group:	Content Contributors
Username:	jedit
Email:	<input type="text" value="elias@youremail.com"/>
Password:	<input type="password" value="*****"/>
Confirm:	<input type="password" value="*****"/>
Email Options:	<input type="checkbox"/> Receive notification emails <input type="checkbox"/> Receive HTML mail

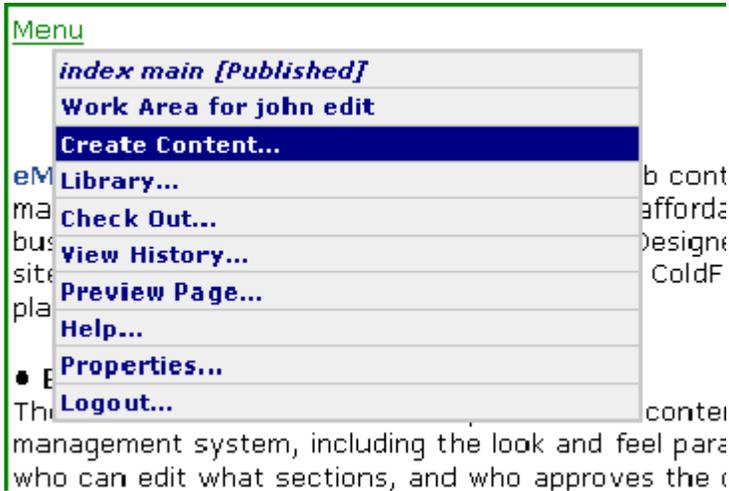
Below the form is an "Update Profile" button. The browser's status bar at the bottom shows "Done" and "Internet".

Create Content (Creating a New Web Page)

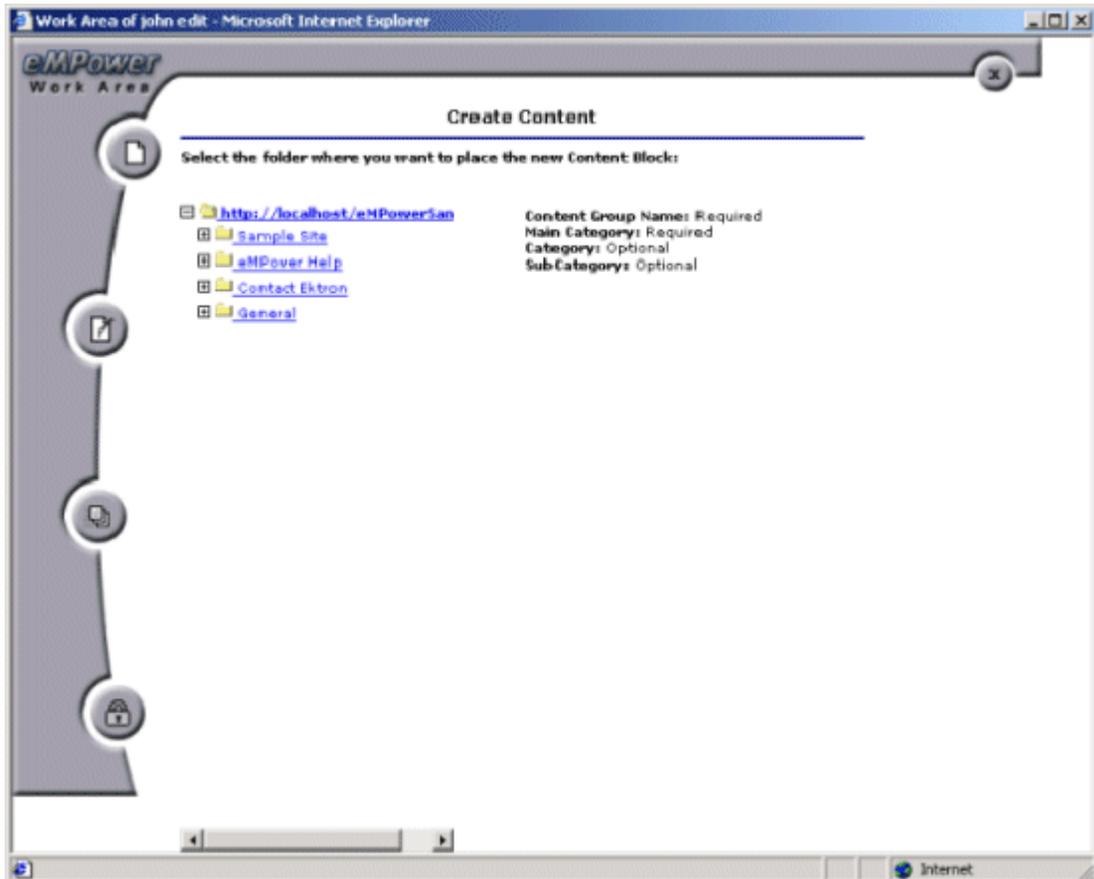
Creating a new page in eMPower is done by placing the contents of a new Content block into an existing template. A template is the part of the Web page which normally contains the navigation and graphics of the Web site. The templates that you the user have access to, is determined by the eMPower Administrator. Only the Administrator has privileges to redefine this layout.

To Create Content

1. Login into eMPower as described in Logging In and Out of eMPower.
2. Look for the Menu box surrounding a Content area that you have privileges for, and drag the cursor over the Menu link. The Menu will pop-up displaying a list of tasks.
3. Select the Create Content task.

Icon	DHTML
	

When the **Create Content** task has been selected, you will be looking at your user Work area as shown below.

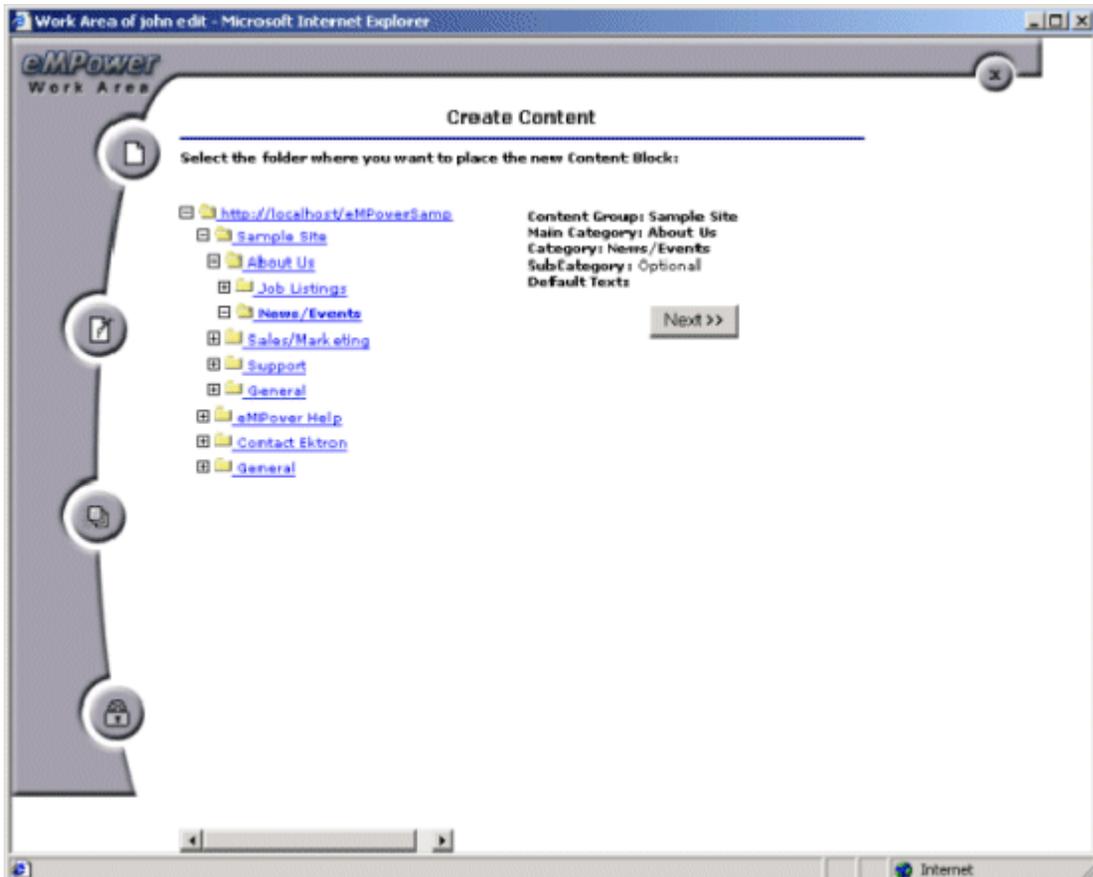


4. Select a **Content Group**. To do this, select a folder from the Folder tree in the left column of this window. This selection will determine the Content Group the new Content will be associated with. This is useful for categorizing your Content. In addition, the Content Group selection determines which users will have privileges to this Content. Only Content Groups that you have privileges are listed for your selection. This selection is required.
5. Select a **Main Category**. Again select a folder from the folder tree to choose the Main category that the new Content will be placed in. This selection is required.
6. Select the optional **Category and Sub Category**.

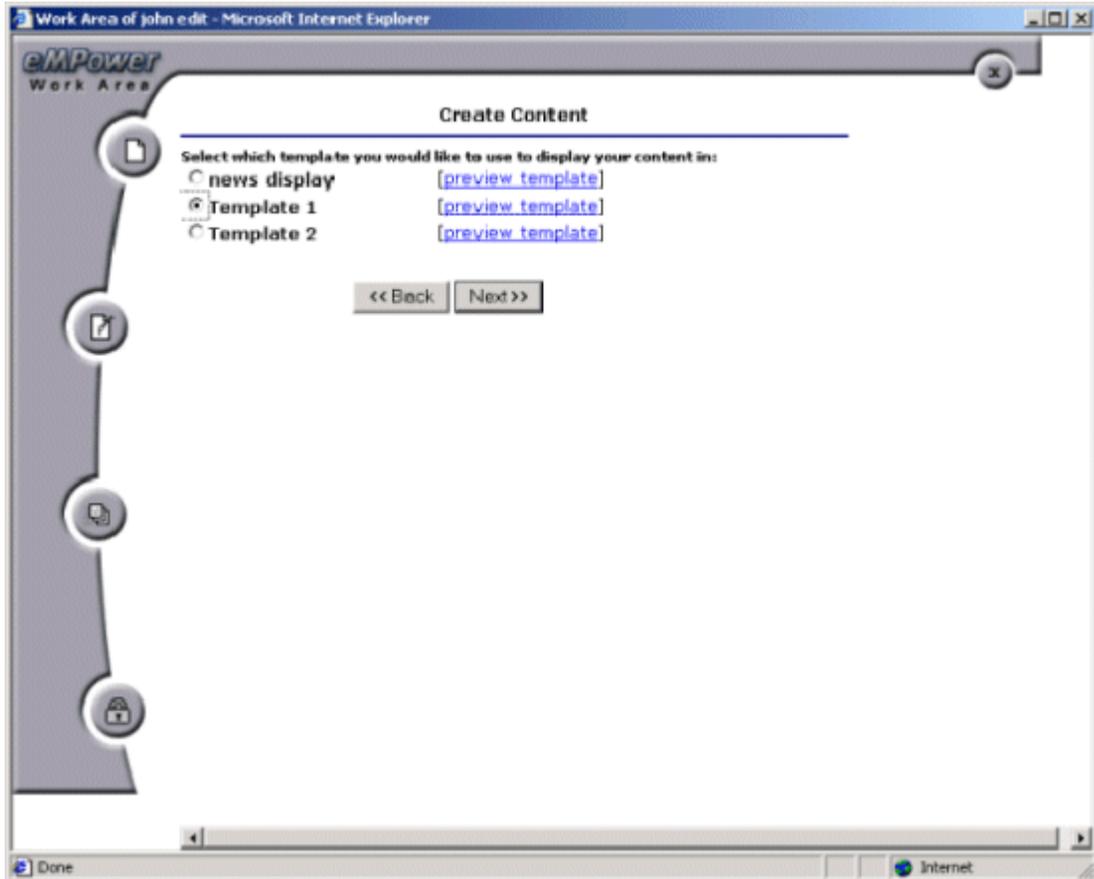
NOTE The category and sub categories are optional and may not exist. The depth of the tree structure is determined by the eMPower Administrator. Only the Administrator can add categories and sub categories.

7. After selecting the appropriate Content Group, Main Category, Category, and Sub Category click on the **Next** button.

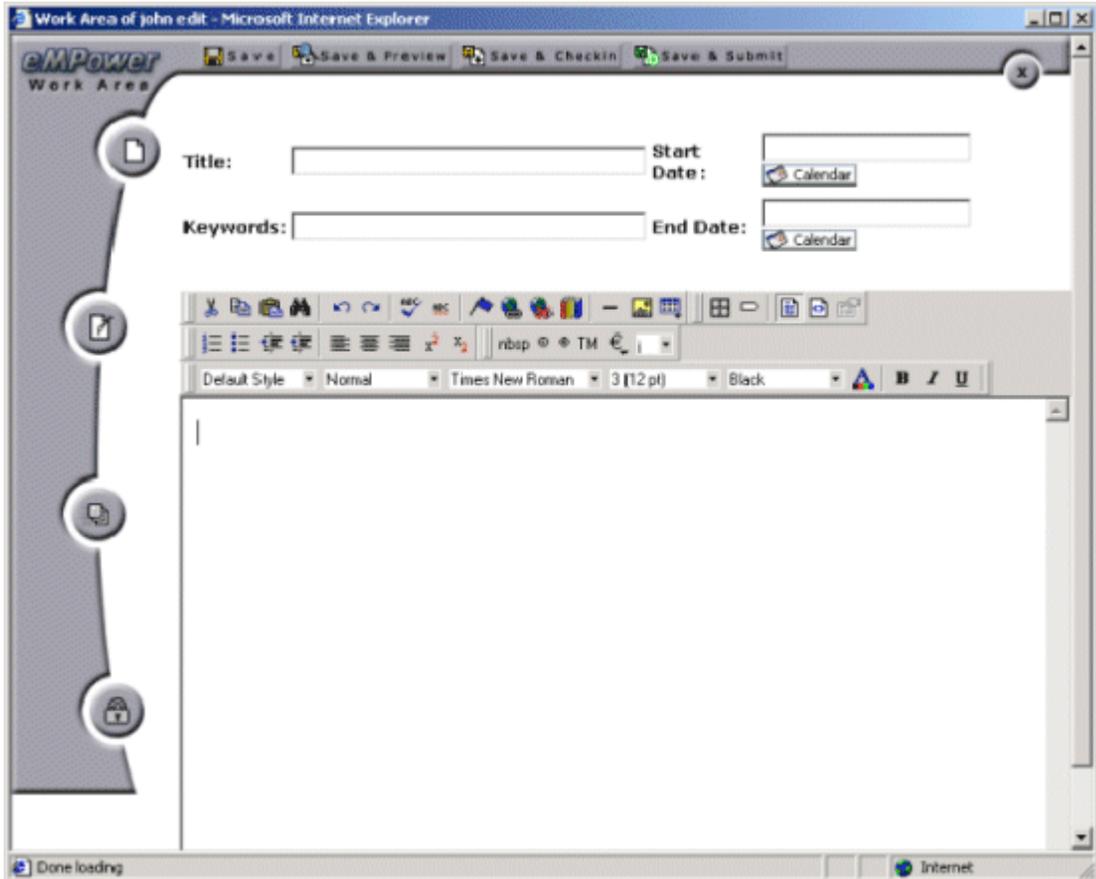
Next >>



8. Select a **Template**. Before you choose a template you are given the option of previewing each selection. When you click [preview template] the selected template will be opened into the Web browser for viewing. After selecting the button of the chosen template click the **Next** button.



9. You are now ready to enter Content into the eWebEditPro Content Editor. When you select the **Next** button, the Content Editor will be opened into your Work area. For more information See Content Editor.



Library

Viewing the eMPower Library, uploading an image or a file, and adding a hyperlink, can be easily done from the eMPower menu.

Icon	DHTML
	

NOTE The Library can also be accessed via the editor by clicking on the Library button on the toolbar:



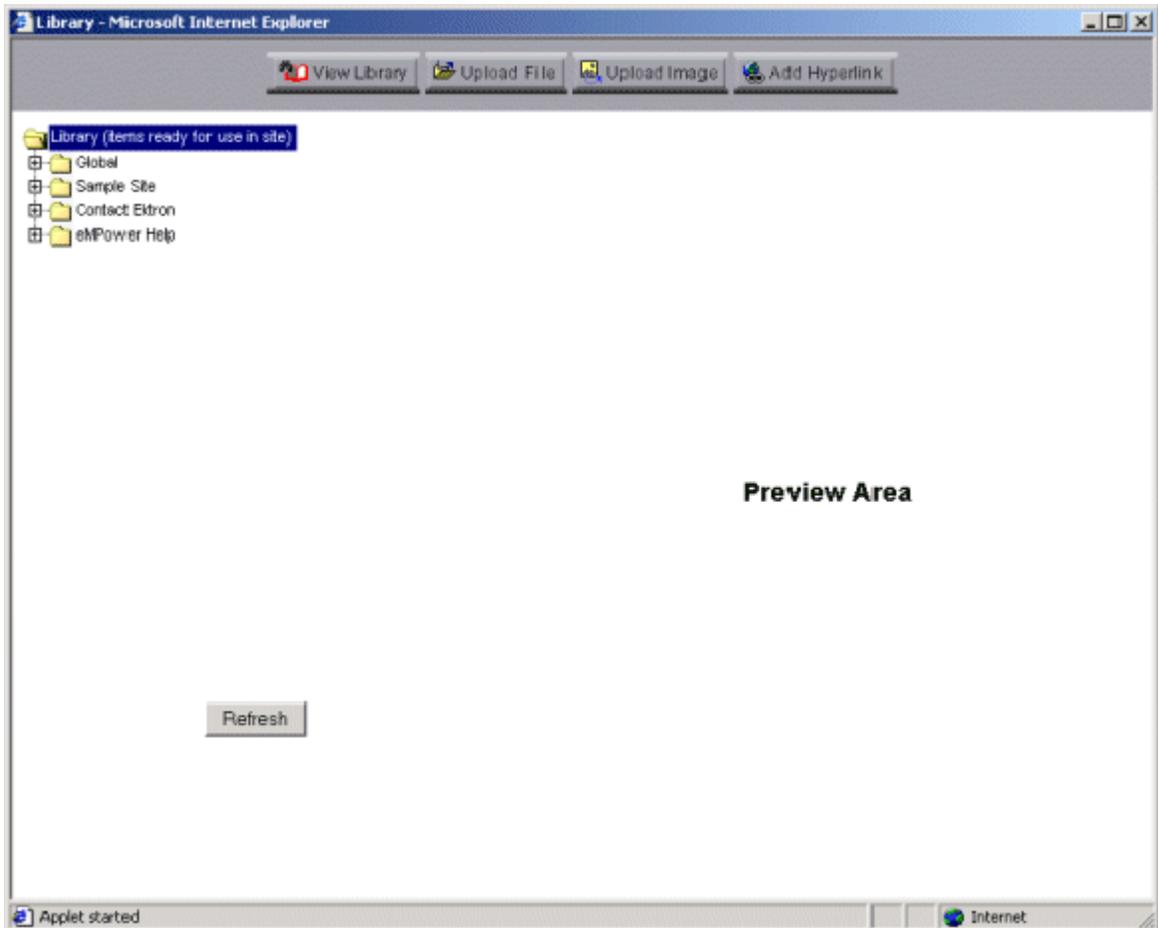
Once you have selected **Library...**, you will be taken directly to the eMPower Library.

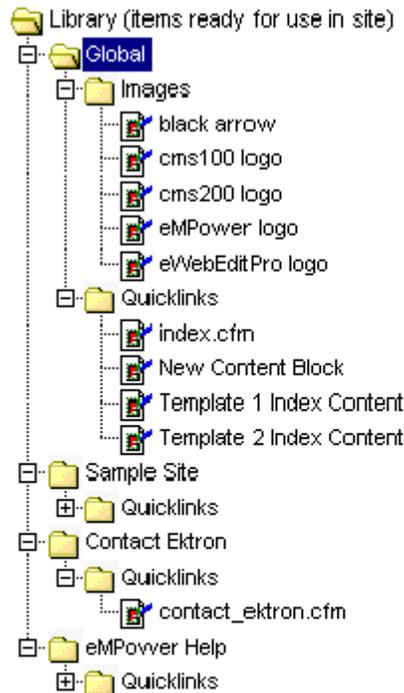
From here, you have four choices:

1. View contents of the Library
2. Upload an Image to the Library
3. Upload a File to the Library
4. Add a Hyperlink to the Library

View Contents of the Library

When you first access the Library, by default you are in the view mode. To see all the images and files that are in the database, simply expand each folder and see what is included.

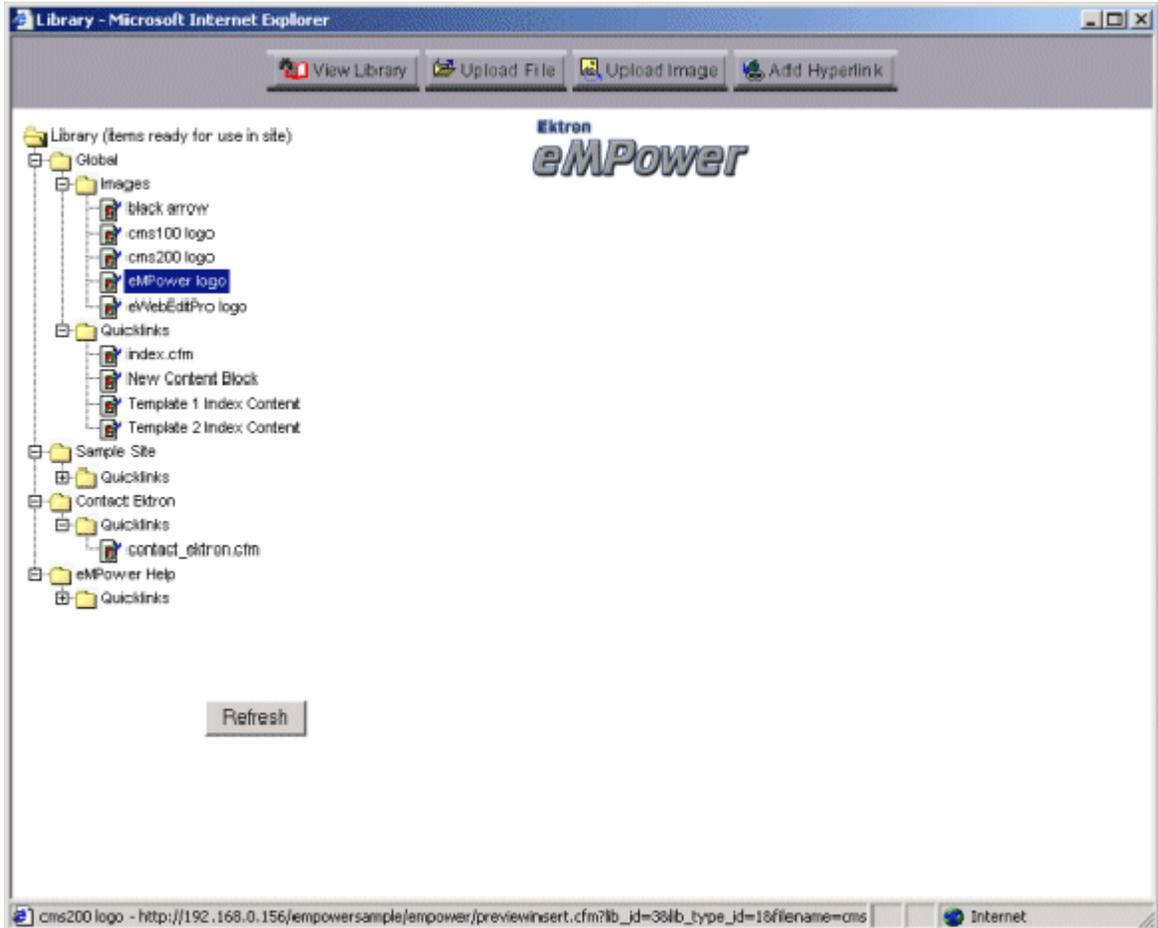




Refresh

As you can see, directly under the main root folder, there are two groups, Global and Human Resources. By default, every user in the system has access to files and images that have been uploaded to the Global directory. Also, because the current user that is logged in, belongs to the Human Resources group, he also has permissions to view and add to that User Group.

To view a file, simply click on the file that you would like to preview, and you will see the file in the preview area on the right hand side of the Library.

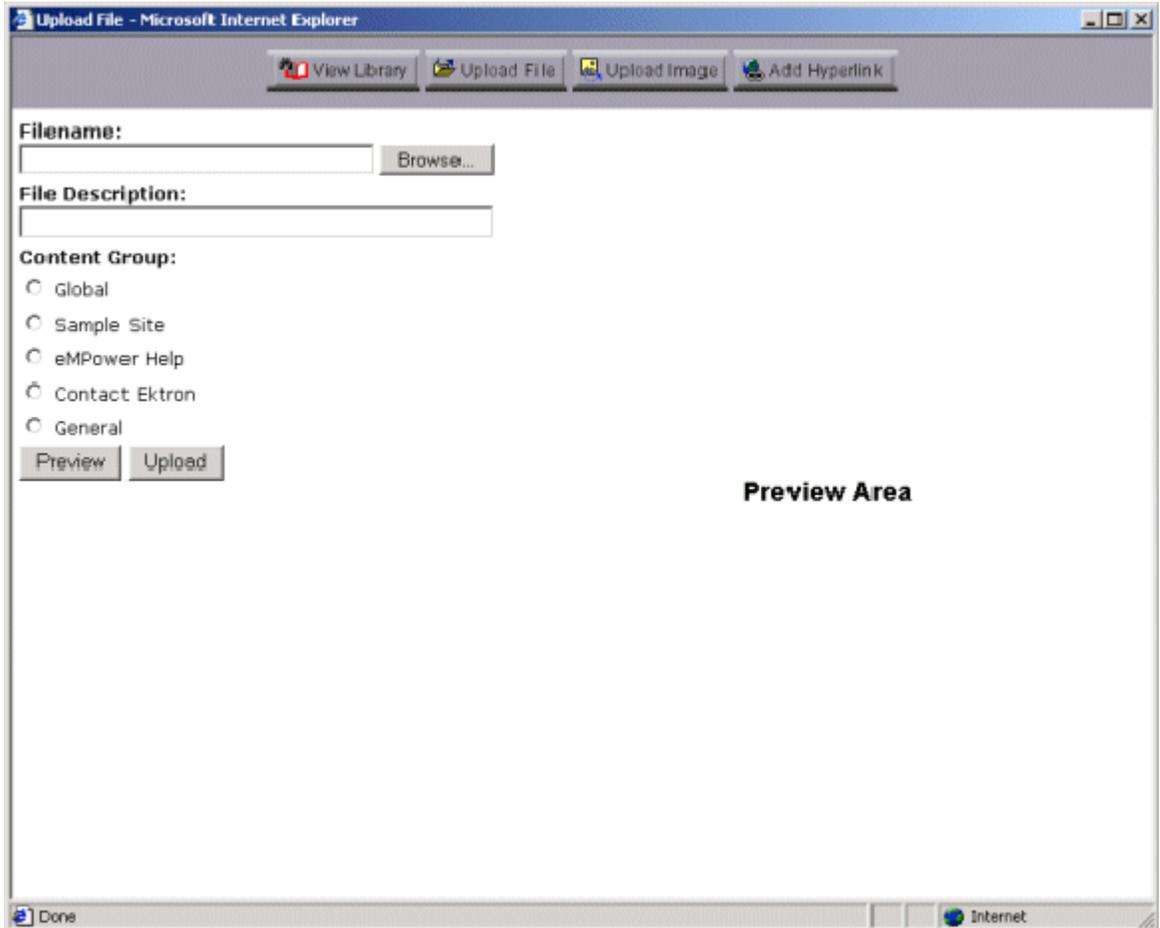


Upload a File

To begin the process of uploading a file, begin by clicking on the Upload File button:

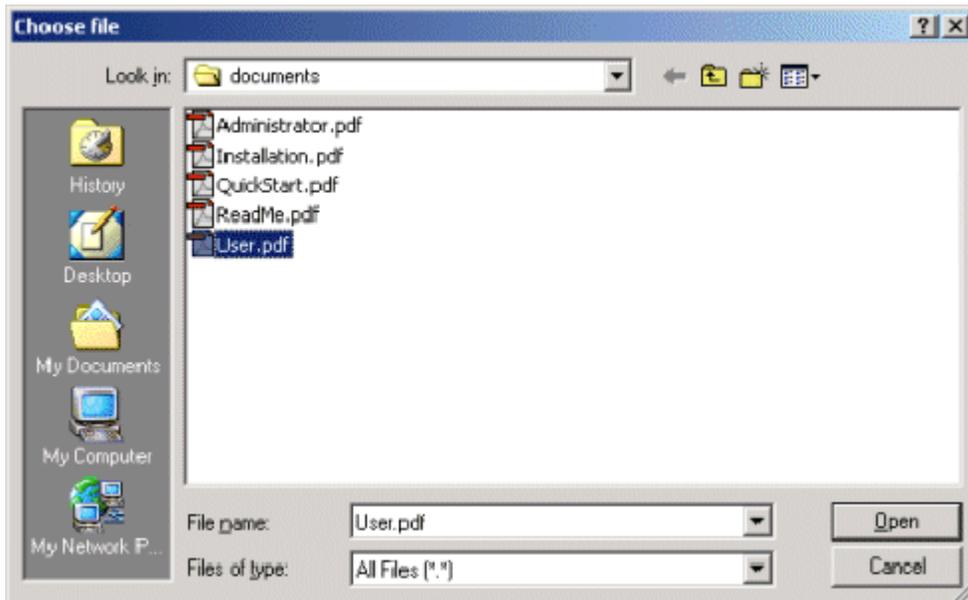


Once you have clicked the button, you will be taken to the Upload File screen.



To properly upload a file, follow these steps:

1. First click on the **Browse...** button, and search for the file on the system, or over your network.



NOTE You are only allowed to upload types of files that the Administrator has set in the eMPower Setup.

In this example, we will be uploading the eMPower Test Plan.

2. Double click on the file that you wish to upload, or select the file then click on **Open**.
3. Next you must enter a description for the file that you will be uploading.

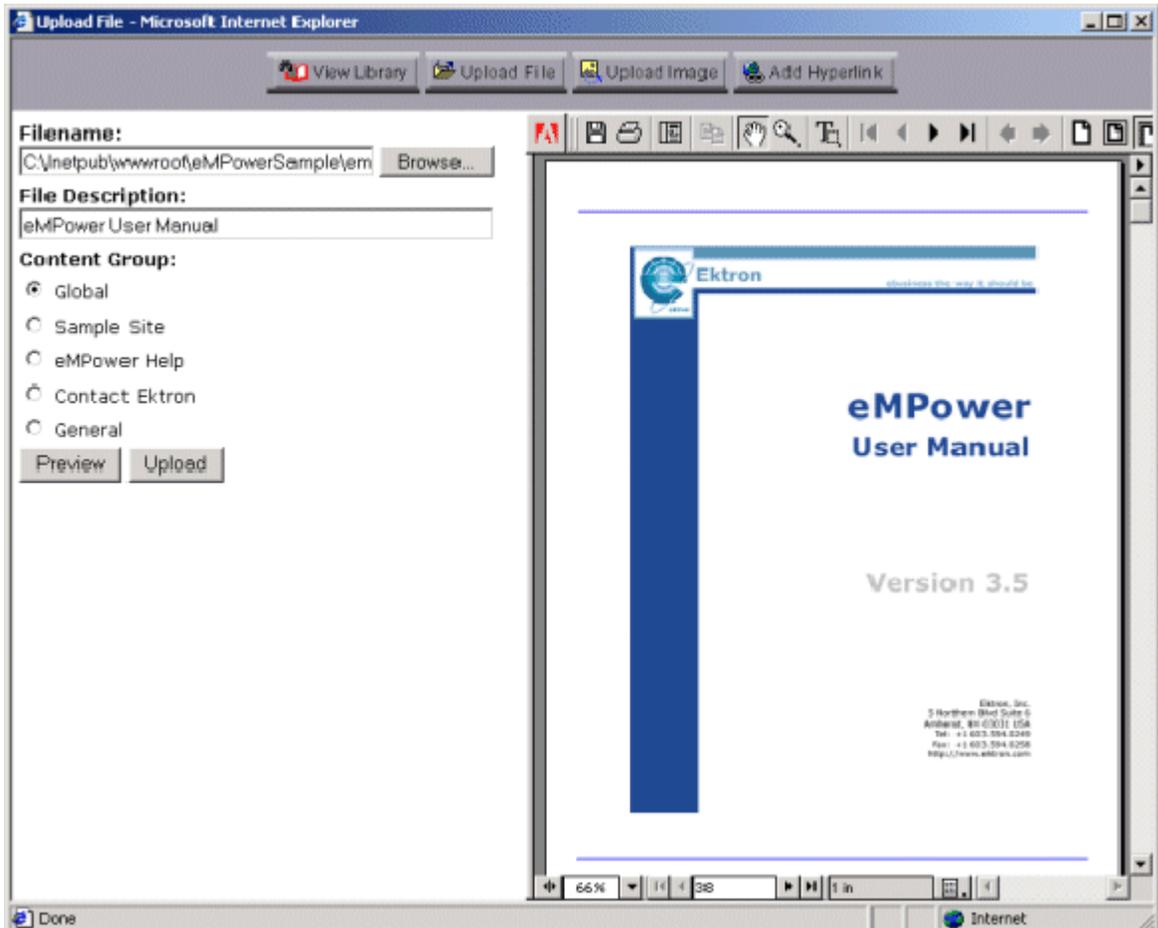
Filename: **File Description:****Content Group:**

- Global
- Sample Site
- eMPower Help
- Contact Ektron
- General

4. Next, you must select the Content Group that you wish to upload the file to.

If you select Global, the file will be available to all the users of the Web Site. If you select a specific Content Group, then that group will be the only one to access, and use the file in their content.

5. If you would like to preview the file, you can do so by clicking on the **Preview** button, and the file will be displayed in the preview area on the right side of the screen.



6. When you are ready to upload the file, click the **Upload** button and the uploading process will begin.
7. When the upload is complete, you will receive a message saying that the image was properly uploaded.

The file was uploaded.

Filename: User.pdf

File Description: eMPower User Manual

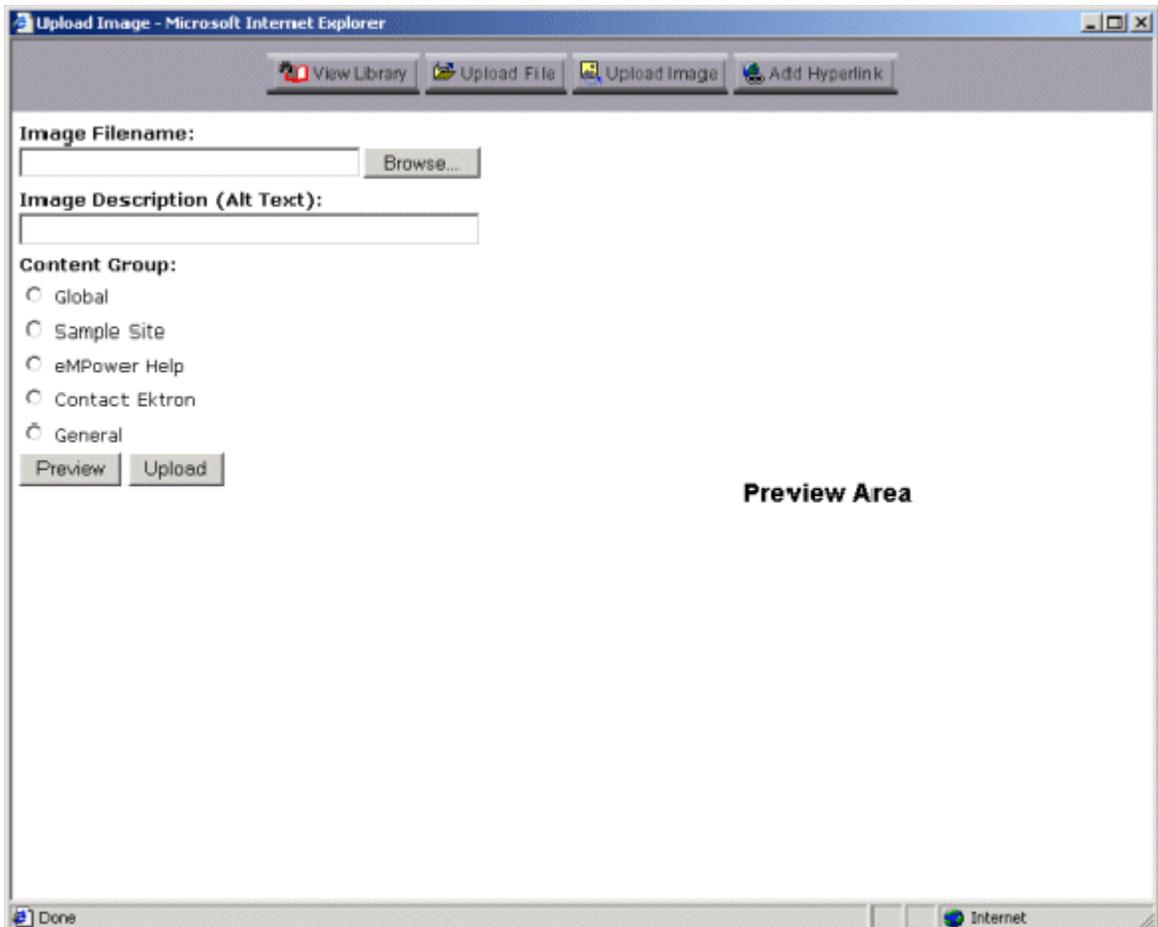
Now when you are creating or editing a Content Block, you can insert the file into the content so that people can download any kind of file.

Upload an Image

To begin the process of uploading an image, begin by clicking on the Upload Image button:

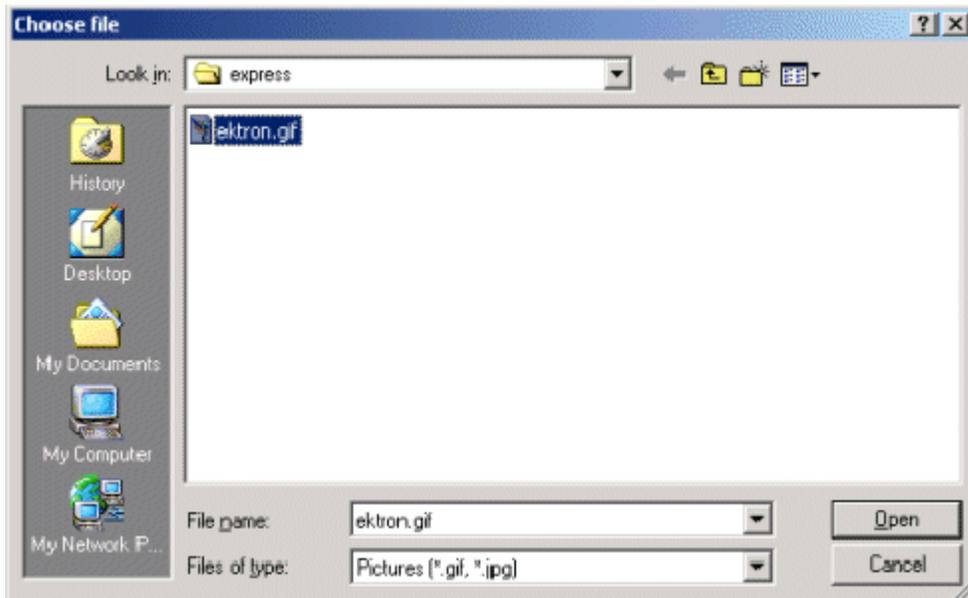


Once you have clicked the button, you will be taken to the Upload Image screen, which looks a lot like the Upload File screen.



To properly upload a file, follow these steps:

1. First click on the **Browse...** button, and search for the image file on the system, or over your network.



NOTE Note: You are only allowed to upload those types of image files that the Administrator has set in the eMPower Setup.

In this example, we will be uploading the Ektron logo, *EktronLogo.jpg*.

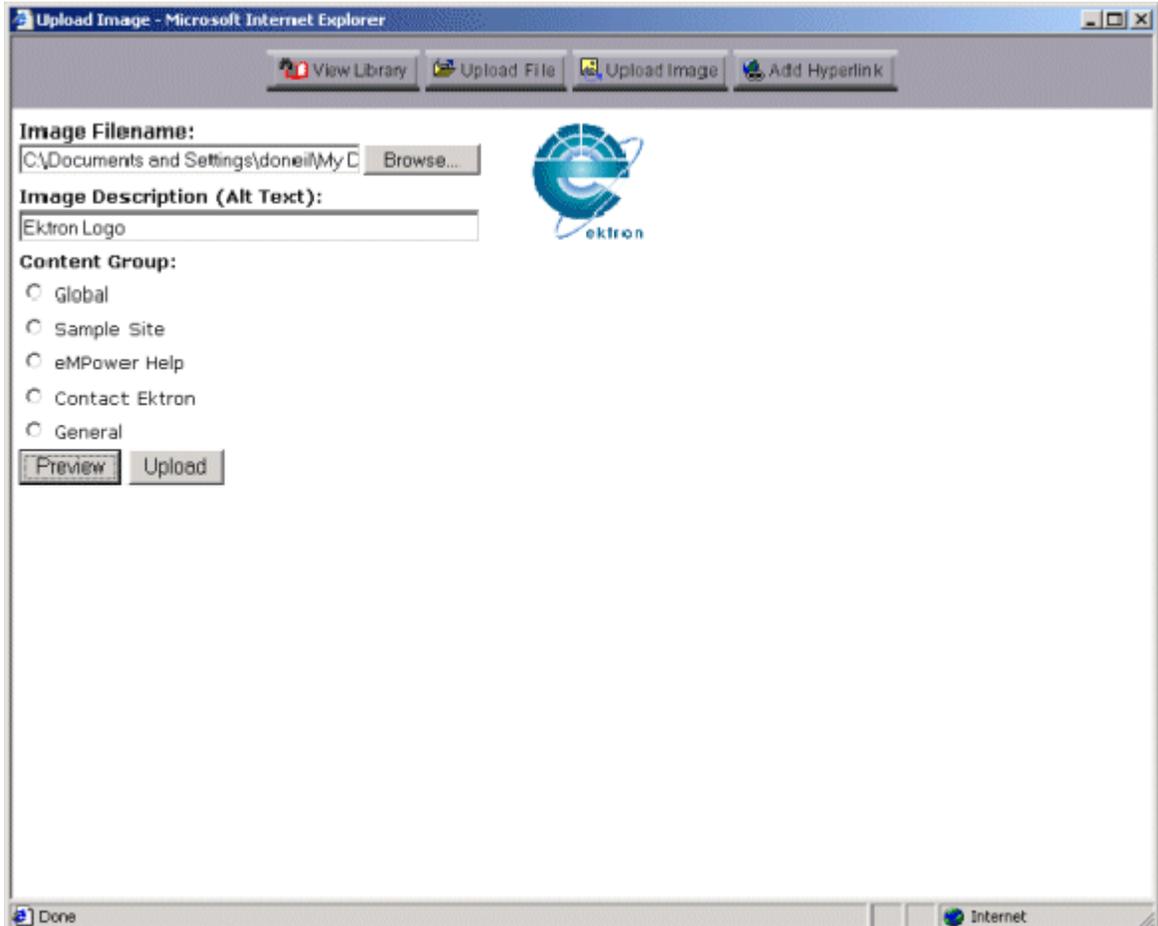
2. Double click on the file that you wish to upload, or select the file then click on **Open**.
3. Next you must enter a description for the image file that you will be uploading.

Image Filename: **Image Description (Alt Text):****Content Group:**

- Global
- Sample Site
- eMPower Help
- Contact Ektron
- General

NOTE The image description is also used for the alt text when someone places their mouse cursor over the image on the Web page.

4. Next, you must select the Content Group that you wish to upload the file to. If you select Global, the file will be available to all the users of the Web Site. If you select a specific Content Group, then that group will be the only one to access, and use the file in their content.
5. If you would like to preview the file, you can do so by clicking on the **Preview** button, and the file will be displayed in the preview area on the right side of the screen.



6. When you are ready to upload the file, click on the **Upload** button and the uploading process will begin.
7. When the upload is complete, you will receive a message saying that the image was properly uploaded.

The image was uploaded.

Image Filename: ektron.gif

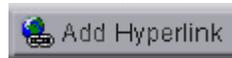
Image Description (Alt Text): Ektron Logo

Now when you are creating or editing a Content Block, you can insert the image into your content.

Adding A Hyperlink

Adding a hyperlink into the Library would allow you to go to the library and directly insert the hyperlink into your content, instead of always having to type it in. This is especially good for links that are often used, and for links to other pages of your Web site.

To begin, first click on the **Add Hyperlink** button:



After clicking the button, you will be taken to the Add Hyperlink page where you can start the process.

A screenshot of a Microsoft Internet Explorer browser window. The title bar reads "Add Hyperlink - Microsoft Internet Explorer". The address bar is empty. Below the address bar is a navigation bar with four buttons: "View Library", "Upload File", "Upload Image", and "Add Hyperlink". The main content area contains the following elements:

- Hyperlink (URL):** A text input field containing "http://".
- Link Description:** An empty text input field.
- Content Group:** A section with five radio button options: "Global", "Sample Site", "eMPower Help", "Contact Ektron", and "General".
- Below the radio buttons are two buttons: "Preview" and "Add".
- On the right side of the main content area, the text "Preview Area" is displayed in a bold, black font.

The status bar at the bottom shows "Done" on the left and "Internet" on the right.

To properly add a hyperlink, follow these steps:

1. First begin by entering the URL of the hyperlink that you would like to add into the proper field.

For this example, we will use the Ektron site as the hyperlink to add.

Hyperlink (URL):**Link Description:****Content Group:**

- Global
- Sample Site
- eMPower Help
- Contact Ektron
- General

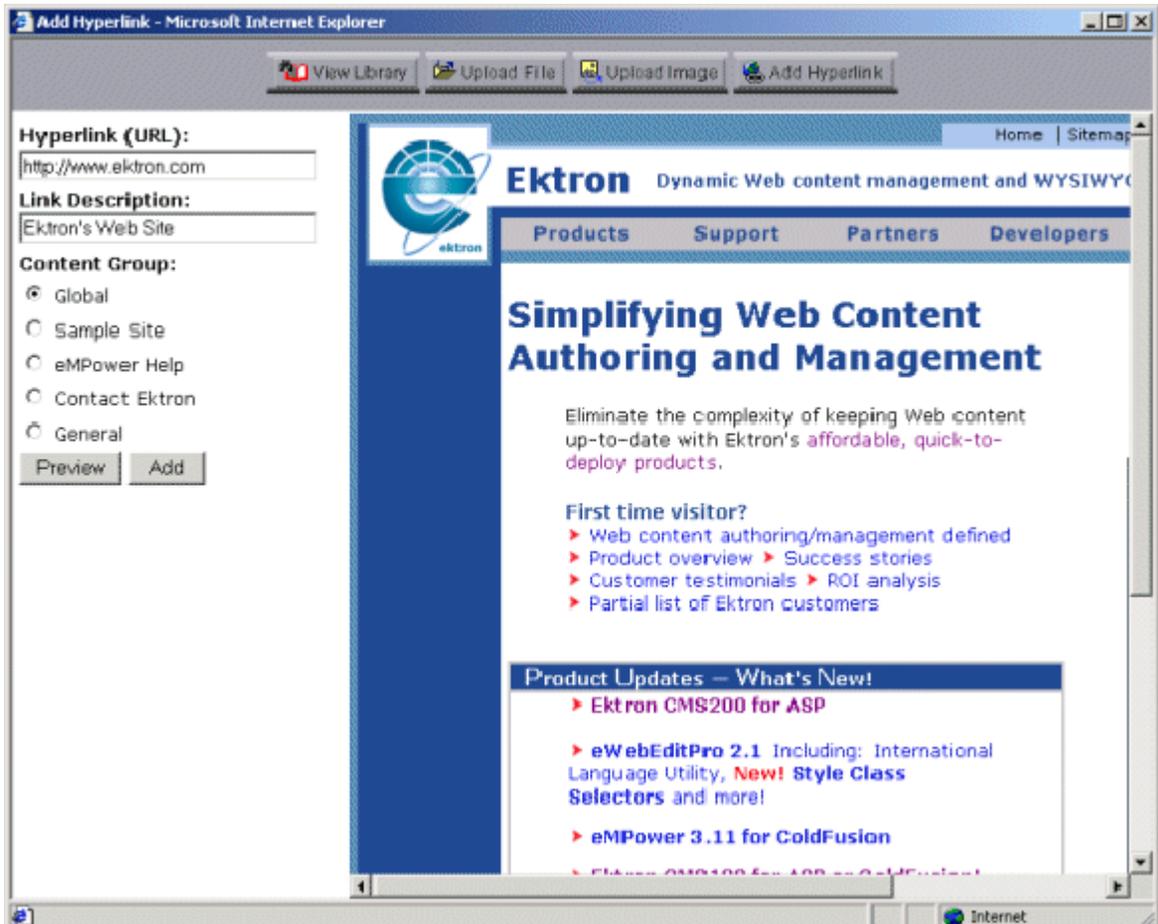
2. Next you must enter a description for the hyperlink that you will be adding.

Hyperlink (URL):**Link Description:****Content Group:**

- Global
- Sample Site
- eMPower Help
- Contact Ektron
- General

NOTE The link description is also used for the alt text when someone places their mouse cursor over the image on the Web page.

3. Next, you must select the Content Group that you wish to add the hyperlink file to. If you select Global, the file will be available to all the users of the Web Site. If you select a specific Content Group, then that group will be the only ones to access, and use the file in their content.
4. If you would like to preview the link, you can do so by clicking on the **Preview** button, and the file will be displayed in the preview area on the right side of the screen.



5. When you are ready to add the file, click on the **Add** button.

6. After the hyperlink is added, you will receive a message saying that the link was properly added

The hyperlink was added.

Hyperlink (URL):

<http://www.ektron.com>

Link Description: Ektron Web Site

Now when you are creating or editing a Content Block, you can insert the link into your content.

Check Out

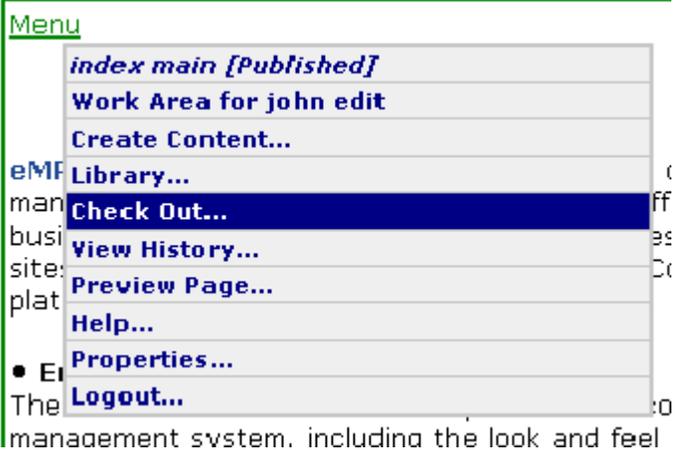
Content in an eMPower Web site can be in one of the many different states. If a Content block is available for you to edit, and the Content is Checked In, submitted for approval, or Published, the **Check Out** menu selection will be displayed. In the Checked In or Published states, the frame surrounding the Content will be green. If the Content is awaiting approval, the frame will be yellow. If a red frame surrounds the Content block, it is presently **Checked Out** by another user and is unavailable for you to Check Out or edit.

NOTE Once you have Check Out a Content block, that Content is locked from being Checked Out or edited by other users. This lock out will stay in effect until you Check In the Content or Submit it for approval.

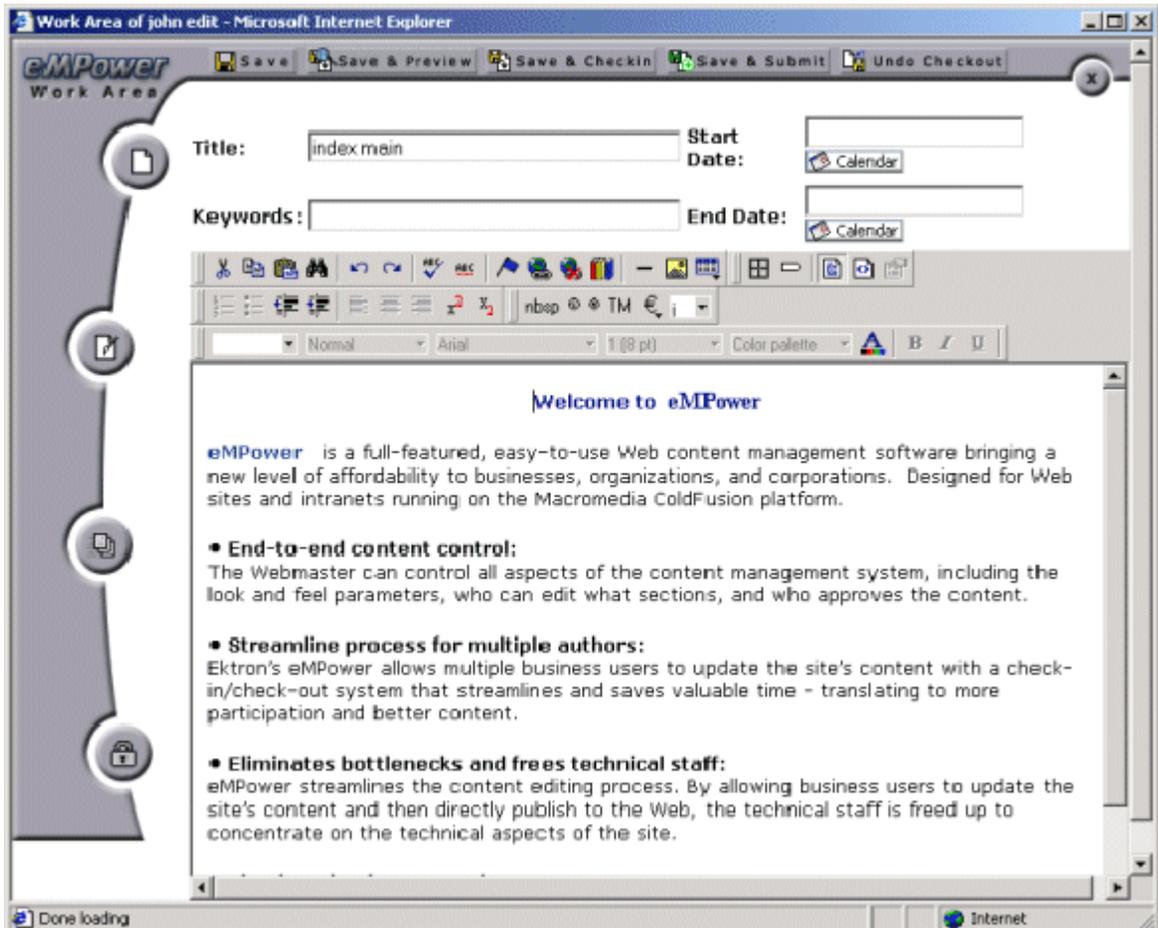
To Check Out Content

1. Login into eMPower as described in **Logging In and Out of eMPower**.
2. Look for the Menu box surrounding a Content area that you have privileges for, and drag the cursor over the Menu link. The Menu will pop-up displaying a list of tasks.

3. Select the **Check Out** task,

Icon	DHTML
	 <p>The screenshot shows a menu titled "Menu" with the following items: "index main [Published]", "Work Area for john edit", "Create Content...", "Library...", "Check Out..." (highlighted in blue), "View History...", "Preview Page...", "Help...", "Properties...", and "Logout...".</p>

When the **Check Out** task has been selected, the document will be opened into the eWebEditPro Content Editor, inside your work area. There will now be a variety of tasks available to you. From this work area you will be able to edit Content, Save the changes, Checkin the Content, Submit it for approval, Undo the Checkout, and access the Library. See *Content Editor for more information*.



Submit

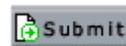
Content must be submitted for approval before being published. Each Content block has a separate list of approvers. Selecting this task will start the approval chain and send the Content to each appropriate user for their approval. The final user to approve the Content will be the one to finally Publish it.

To Submit Content

1. Login into eMPower as described in **Logging In and Out of eMPower**.
2. Look for the Menu box surrounding a Content area that you have privileges for, and drag the cursor over the Menu link. The Menu will pop-up displaying a list of tasks.
3. Select the **Submit** task,

Icon	DHTML
	

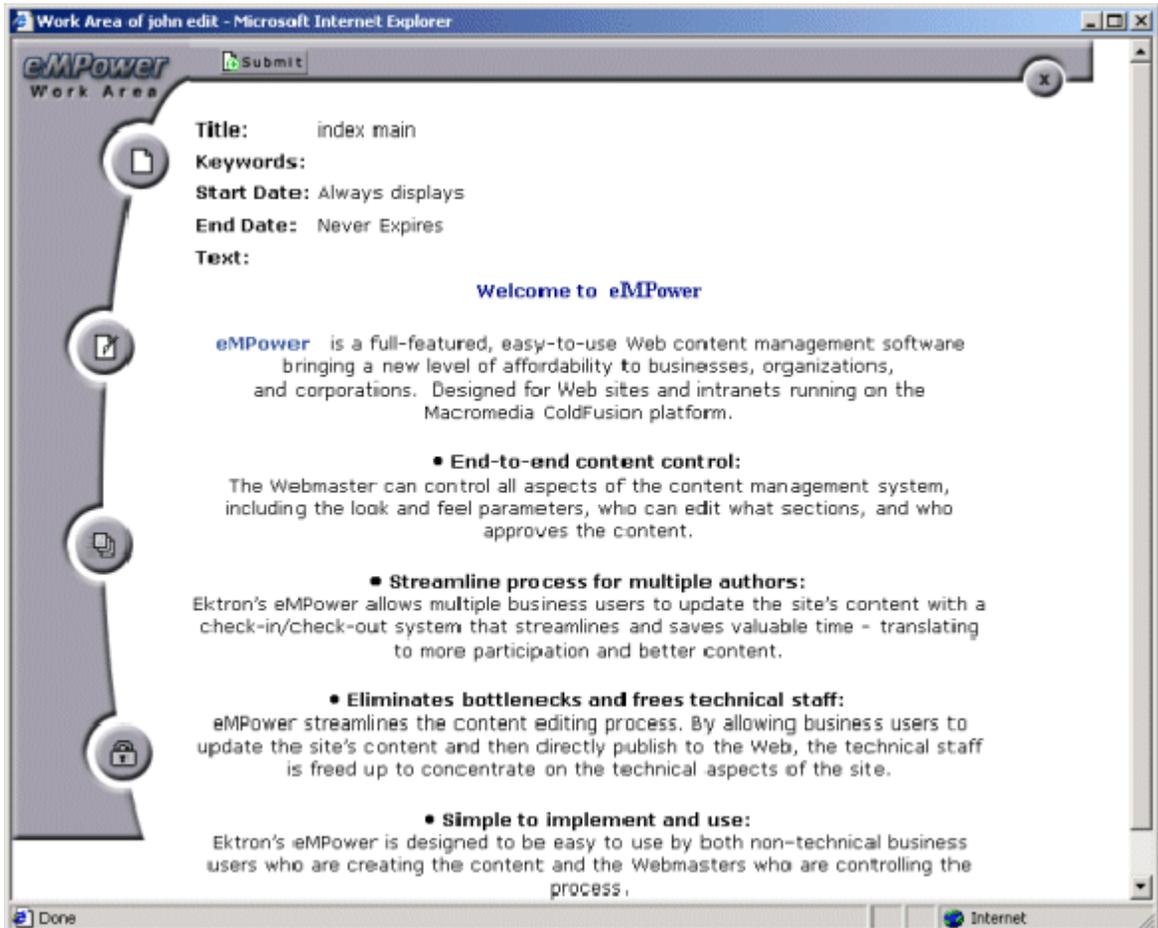
4. After the Submit task is selected that Content will be opened into your work area for your review.
5. When you are ready to Submit the Content, select the **Submit** button.



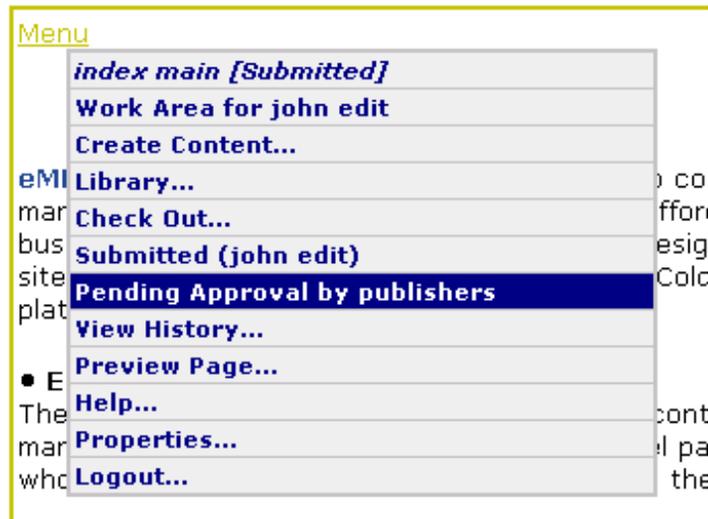
6. You will then be given the opportunity to attach a "History comment" to that Content. If desired, type your comment into the displayed text box and click the Save Button, when you are finished.



7. By clicking this button, the comment will be saved and the title of the Content will appear in the Publish Content area, of the work area of those users who are in the approval chain for that Content. If those users have requested “email notification” in their Personal Profile area then an email requesting approval will be sent to that user.



8. When you submit a Content for approval, the Menu box surrounding that Content will turn yellow so that other users will know its current status. If you click on a yellow Menu link, the user who submitted the Content and the user group who is responsible for approving it will be displayed in the Menu task list.



9. You can send an email to the user group responsible for approving the Content, by clicking the “Pending Approval” menu task. A new window will open, displaying the user groups and users. When you select the User’s name, your e-mail message center will open and you will be given the option to send e-mail to that User.

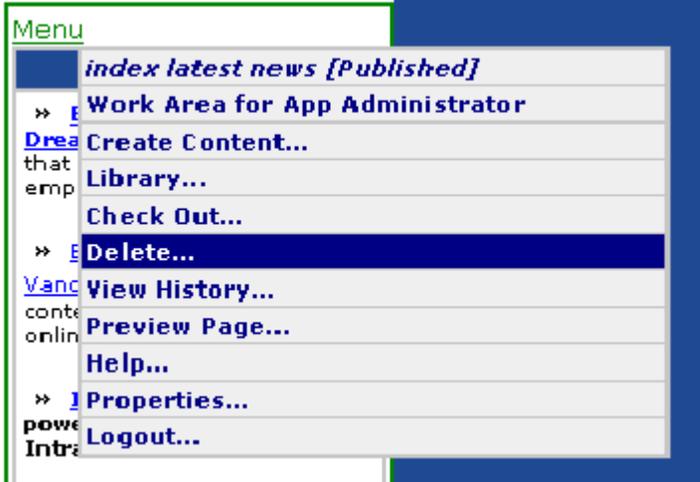
Delete

When this task is selected, the Content will be submitted to an approval chain to be deleted.

To Delete Content

1. Login into eMPower as described in **Logging In and Out of eMPower**.
2. Look for the Menu box surrounding a Content area that you have privileges for, and drag the cursor over the Menu link. The Menu will pop-up displaying a list of tasks.

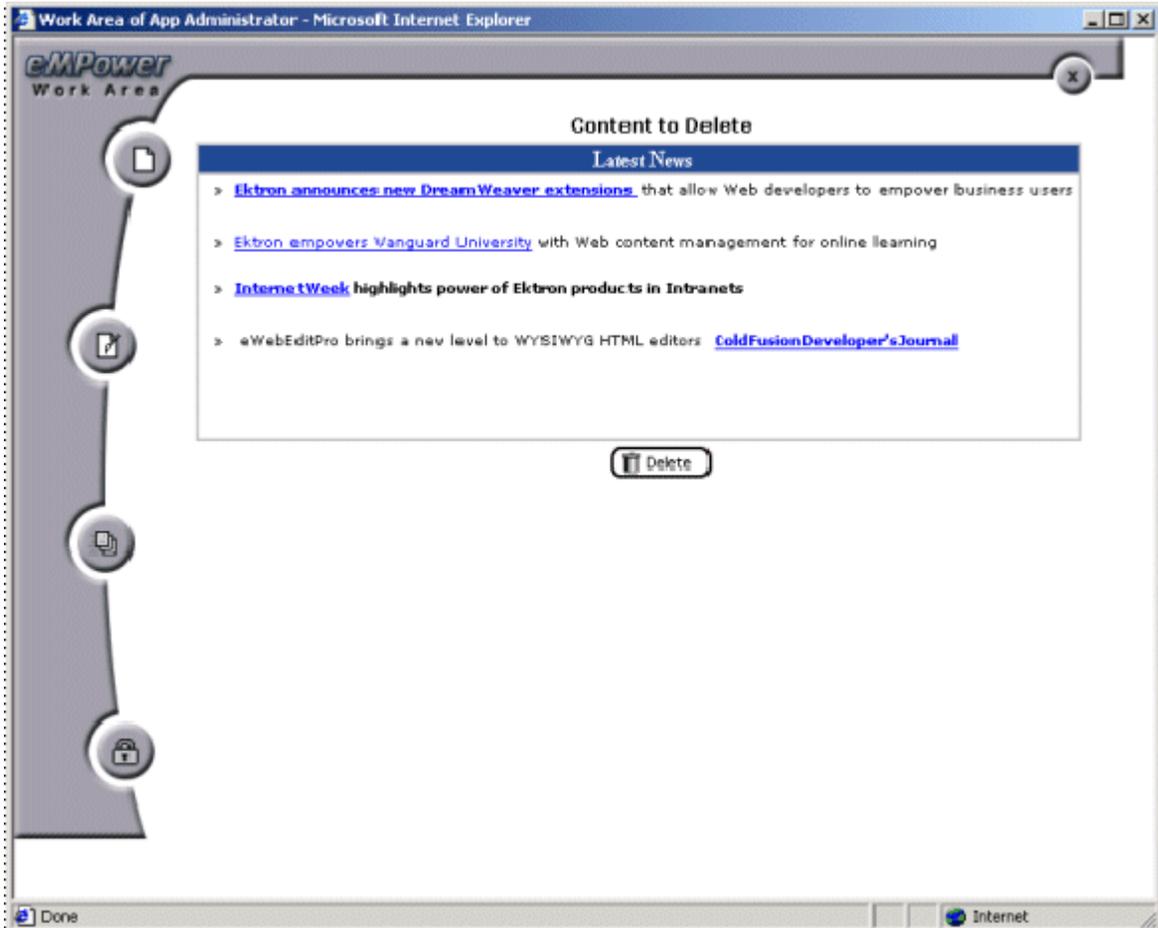
3. Select the **Delete** task.

Icon	DHTML
	 <p>The screenshot shows a menu with the following items: index latest news [Published], Work Area for App Administrator, Create Content..., Library..., Check Out..., Delete... (highlighted in blue), View History..., Preview Page..., Help..., Properties..., and Logout...</p>

4. When the **Delete** task is selected, the Content to be deleted will be displayed in your work area.
5. If you are sure that this Content should be submitted to the approval chain for deletion then scroll to the bottom of the Content and select the **Delete** button.



6. A dialog box will appear asking you, "Are sure you want to delete this Content from your page?" Select **OK** to continue with the deletion process or **Cancel** to return to the "Content to Delete" in the user work area.
7. When you select OK, the "**Content to Delete**" will disappear and the message "**Content submitted for deletion**" will replace it. This Content will now make its way through the approval chain.

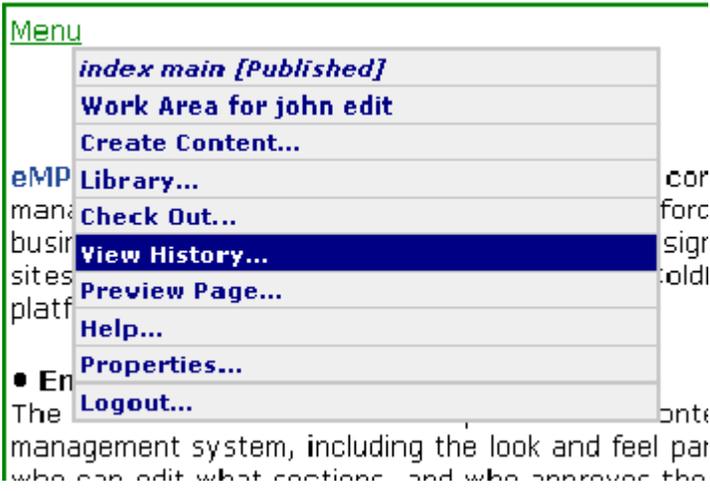


View History

All past revisions of Content blocks that were checked into eMPower are available for you to review. This capability allows you to compare the current Content with the past revisions of that Content block. Your ability to view the history of a Content block is determined by the privileges that each user is given.

To View the History of a document

1. Log in to eMPower as described in **Logging In and Out of eMPower**.
2. Look for the Menu box surrounding a Content area that you have privileges for, and drag the cursor over the Menu link. The Menu will pop-up displaying a list of tasks.
3. Select the **View History** task,

Icon	DHTML
	 <p>The screenshot shows a web application interface. A menu is open, listing several options: 'index main [Published]', 'Work Area for john edit', 'Create Content...', 'Library...', 'Check Out...', 'View History...' (highlighted in blue), 'Preview Page...', 'Help...', 'Properties...', and 'Logout...'. The background shows a partially visible page with text like 'eMP', 'man', 'busin', 'sites', 'platf', 'En', 'The', and 'management system, including the look and feel par'.</p>

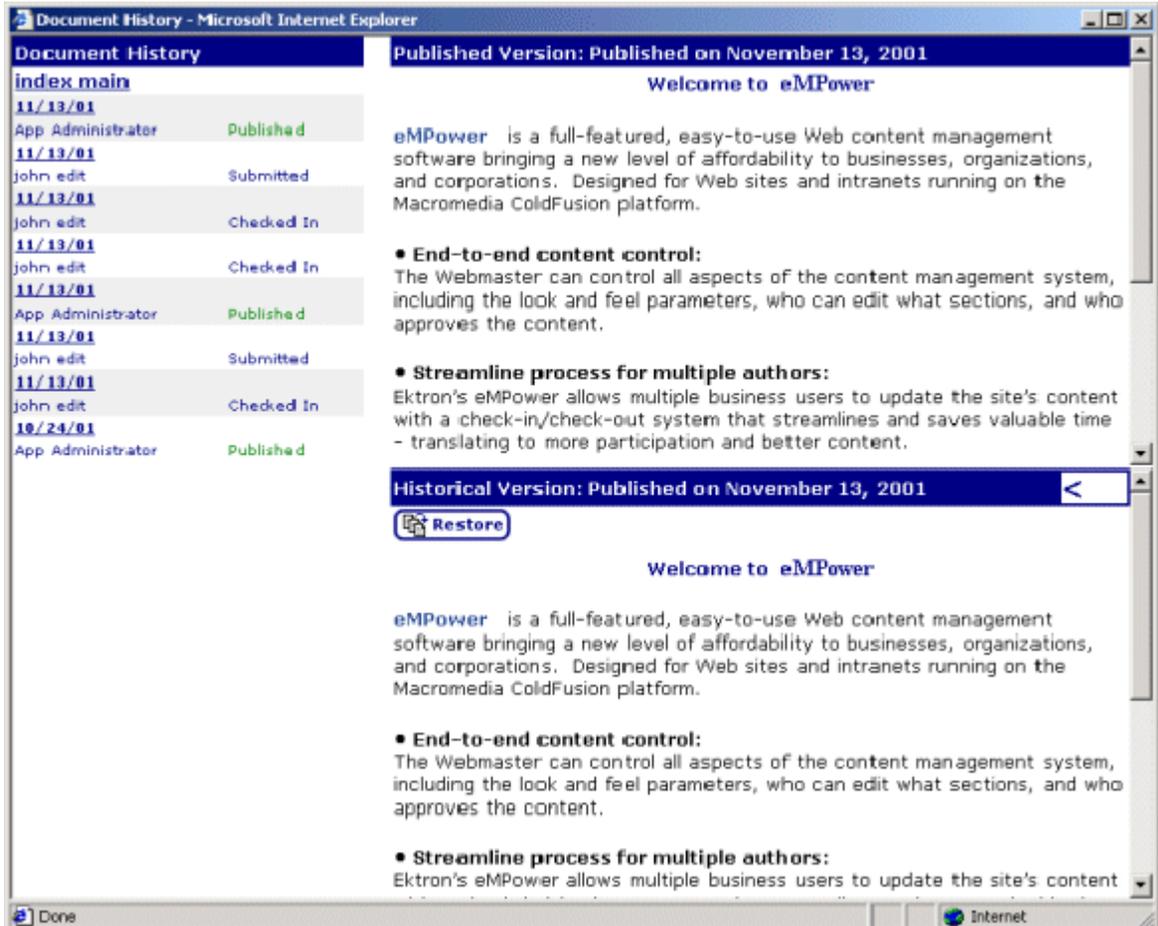
4. When the **View History** task has been selected, the Document History window will be displayed. There are three specific areas visible in this window.
5. In the left column is the *Document History* area which displays a list of each dated version of this Content, the last user, and the status on that date. The *Published Version* of the Content is displayed in the upper right corner of the window. The *Historical Version* will be displayed in the lower right corner of the window.
6. Select a version of the Content that you want to view, by mouse-clicking once on the appropriate date, from the list in the Document History area. The Content of this selected version will be displayed in the **Historical Version** area. You

can continue to select other versions for viewing. Each newly selected version will replace the previously viewed historical version.

7. If you have a selected Content version shown in the Historical Version area that you would like to restore, then select the **Restore** button shown below. This Historical version will then be placed back into the editing processes and will need another submission for publication to occur before it will replace the current published version. The ability to Restore a Content block is determined by the privileges given to the user by the application administrator.



8. To close the Document History window, mouse-click once on the **X** in the upper right corner of the window. You will be returned to the previous window that you were working in.



Preview Page

You can preview a document to see how it will appear within a Web page, before it is published.

To preview a document

1. Log in to eMPower as described in **Logging In and Out of eMPower**.
2. Look for the Menu box surrounding a Content area that you have privileges for, and drag the cursor over the Menu link. The Menu will pop-up displaying a list of tasks.

3. Select the **Preview Page** task.

Icon	DHTML
	

4. A new browser window will open and the current Content will be displayed on the Web page.



5. When you are done previewing the document, close the window by mouse-clicking once on the **X** in the upper right corner of the window. You will be returned to the previous window that you were working in.

Properties

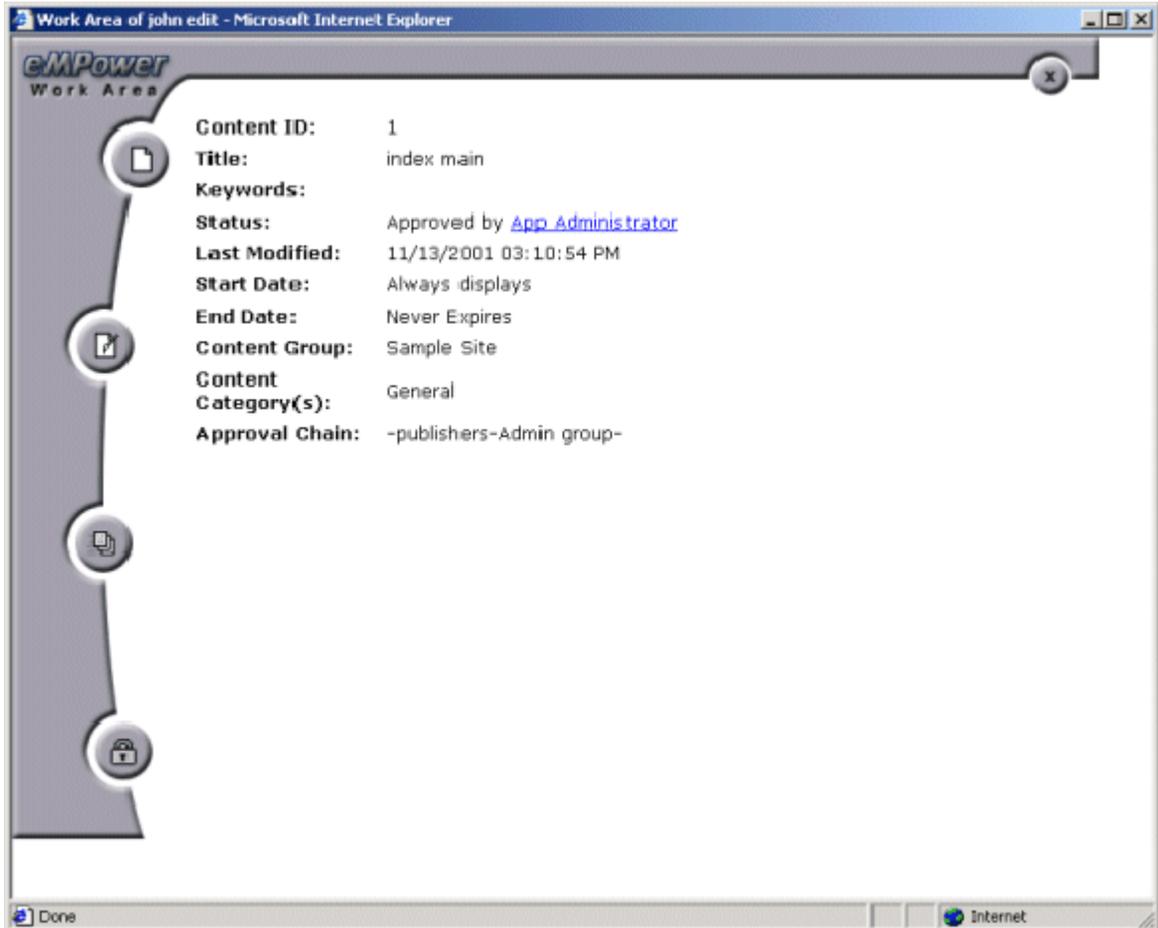
This task allows you to view a detailed list of information pertaining to the Content title specified in the Menu. This information includes the Content ID and Title, Status of that Content, the date that Content was last modified, Start Date, End Date, Content Group, the Content location, and the required Approval Chain for that Content.

To View Properties of a Document

1. Log in to eMPower as described in **Logging In and Out of eMPower**.
2. Look for the Menu box surrounding a Content area that you have privileges for, and drag the cursor over the Menu link. The Menu will pop-up displaying a list of tasks.
3. Select the **Properties** task.

Icon	DHTML
	

4. After the **Properties** task is selected, the user work area will open up and the detailed information of the Content will be displayed inside. If you select the User's name, your e-mail message center will open and you will be given the option to send e-mail to that User.



Logout

This task allows you the convenience of logging out of eMPower from the Menu.

Scheduling Content

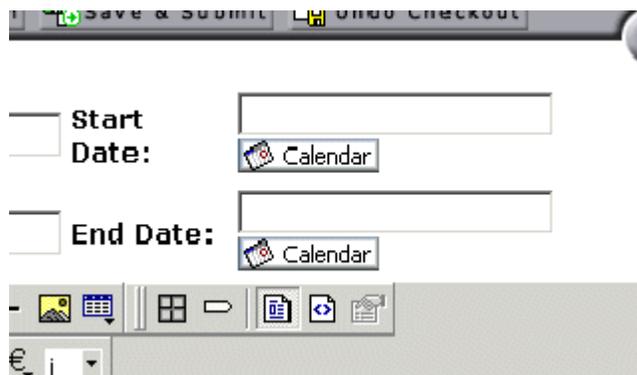
How it works:

When content is referenced in an eMPower site, it now checks a schedule ID within the content tags of eMPower. If this tag is enabled, it will supply dates to the application, which will then use it's logic to display the content based on the allowed schedule.

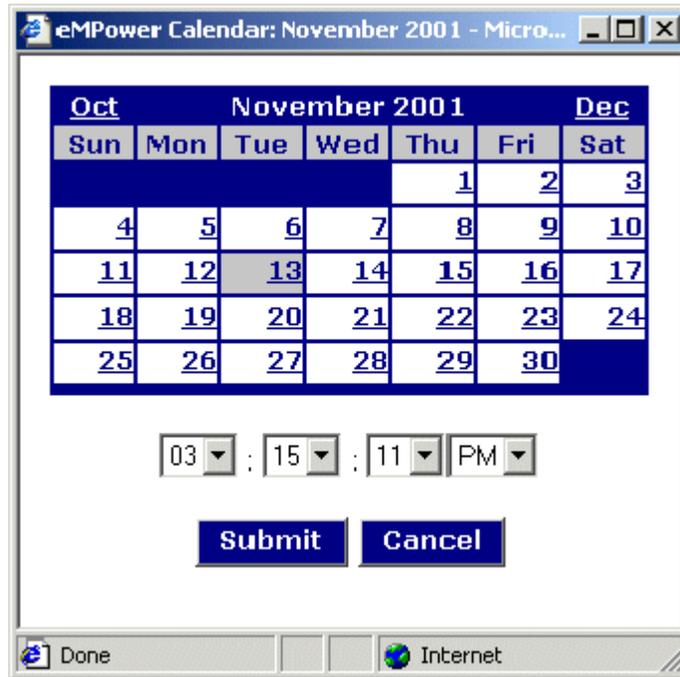
By default, all new content enable the schedule id by setting the date fields to blank and allowing you to select your desired schedule. Setting date and time when editing the content, will allow you to build a schedule that will tell you when that document is allowed on the site. When a document is off of the allotted schedule, you will not see it on the site or in the searches but will still see it when logged into eMPower.

Creating Scheduled Content:

To set a schedule on a document, you will need to enter the edit mode. Start and End date fields will have a button to a calendar below each of them.

The image shows a portion of a web application's edit interface. At the top, there are two buttons: 'Save & Submit' with a green arrow icon and 'Undo Checkout' with a yellow icon. Below these are two date input fields. The first is labeled 'Start Date:' and the second is labeled 'End Date:'. Each label is followed by a text input box and a 'Calendar' button with a calendar icon. At the bottom of the screenshot, there is a toolbar with various icons for editing, including a grid, a minus sign, a document with a plus sign, and a document with a double arrow. A browser address bar is partially visible at the very bottom.

When selected, another browser window will open and you will be able to select a date and time for the selected field.



Once the document has been submitted and approved, it will be available according to the schedule provided.

Start Date:

The start date is used to set the beginning date and time when that content is to begin displaying on the site. If blank, it will display immediately and be up until the end date (if specified).

End Date:

The end date is used to set the desired expiration date of the content. If blank, it will display from the start date (if specified) and display infinitely.

NOTE

If both date fields are blank, the content will always display. All new content blocks default to blank.

Scheduling Configurations:

The following is a table of possible scheduling configurations.

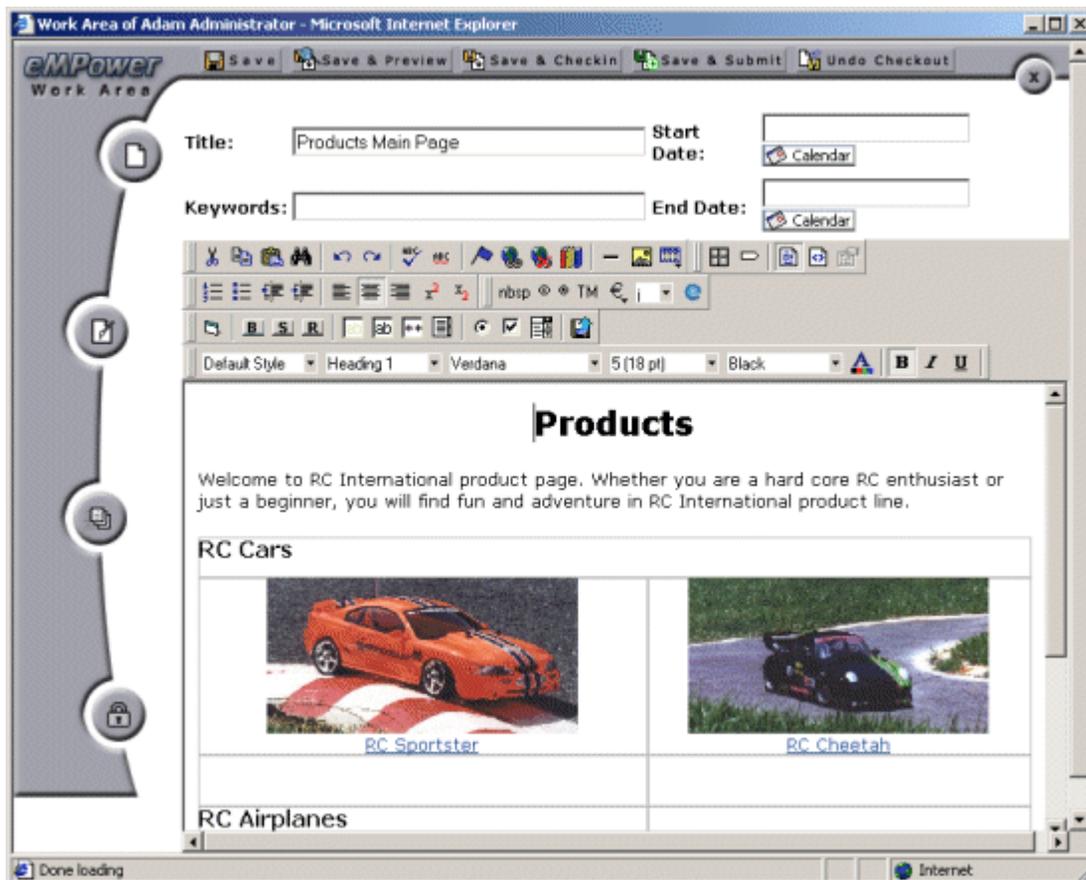
Start Date	End Date	Result
[blank]	[blank]	When no dates are entered the content will always show up.
06/22/2001 02:35:20 PM	[blank]	Content will begin to show up on the site on June 22 nd , 2001 at 2:35 PM and never expire.
[blank]	06/29/2001 02:39:20 PM	Content will show up on the site immediately and expire from the site on June 29 th at 2:39 PM.
06/22/2001 02:35:20 PM	06/22/2001 02:35:20 PM	Content will begin to show up on the site on June 22 nd , 2001 at 2:35 PM and will expire from the site on June 29 th , 2001 at 2:39 PM.

Content Editor

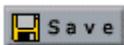
The eMPower Content manager comes with its own Content editor, **eWebEditPro**. With this editor, you can add and modify your page Content with WYSIWYG ease-of-use. You can access the editor from many different areas of eMPower. When you select the Create Content, Checkout, or Edit tasks from the Menu, the Content Editor will be opened into your user work area and contain your Content. From any of these areas, New Content, Edit Content or Publish Content, select the edit icon and the Content Editor will open into your user work area and display with your Content inside it.

Using eWebEditPro

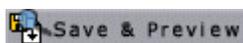
You will be using the Content Editor when you need to Create a new Content or Edit an existing Content. There will now be a variety of features available to you, to make these tasks easier and more productive. From this work area, you will be able to edit a Content, Create a new Content, Save the changes made, Checkin the Content, Submit it for approval, Undo the Checkout, and access the Library



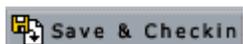
When the Content Editor is opened inside the work area, the following buttons will be available to you at various times. These buttons and their specific functions are described below.



Click the **Save** button after editing a Content to save any changes that you have made. The Content will not be checked in. It will remain checked out and locked from other users until you Check In the Content or Submit it for approval.



Click the **Save & Preview** button after editing a Content to save any changes that you have made, and to preview the content to see how it will look on the Web site. The Content will not be checked in. It will remain checked out and locked from other users until you Check In the Content or Submit it for approval.



Click the **Save and Checkin** button to save any Content changes made and Checkin the Content. You will then be given the

opportunity to attach a “History comment” to that Content. If desired, type your comment into the displayed text box and click the Save button, when you are finished.



By clicking this button, a dated entry of this Content version will be made in the Document History area. When you checkin the Content, it will again be available to other users. If you are not fully finished with a document do not check it in. Instead, Save the document so that you can work on it later.



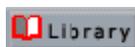
Click the **Save and Submit** button to save any Content changes made and submit the Content into the approval chain to be published. You will then be given the opportunity to attach a “History comment” to that Content. If desired, type your comment into the displayed text box and click the Save button, when you are finished.



By clicking this button, the comment will be saved and the Title of the Content will appear in the Publish Content area of the work area of those users, who are in the approval chain for that Content. If those users have requested “email notification” in their Personal Profile area then an email requesting approval will be sent to that user.



Click the **Undo Checkout** button to restore the Content back to its previous state. You can do this even after you may have saved the Content many times, as long as you do not check the Content in before clicking undo checkout. The version of Content that existed before you started editing will remain the same. It will appear to have never been checked out.



Click the **Library** button to access the image, file, and hyperlinks library. The library allows you to select and insert these items into your Content. The Administrator decides who receives what privileges of this library. *See the Library section for more information.*

You will notice in the image, the Title and Keyword fields. The Content entered here can also be modified. Place your cursor

inside the field and edit or enter any new Content you desire. The Title field is required.

Introduction to eWebEditPro

eWebEditPro is a browser-based, web content editor designed for dynamic Web sites. It lets you create and publish your own web content in any language supported by the operating system and your web site.

More specifically, eWebEditPro lets you perform web page editing functions, such as

- copy content from any Windows-based application
- cut, copy, and paste
- search for text
- check spelling
- change font style, size, attributes (bold, italics, underline), and color
- begin lines with bullets or numbers
- adjust indentation
- right, center, or left justify text and images
- apply specialized formatting such as superscripts, subscripts and strikethrough
- add a bookmark, hyperlink, image, or table
- view your text as WYSIWYG or HTML code
- insert or clean HTML code

You gain access to these functions either from the toolbar at the top of the editor window or from a menu that appears when you right click the mouse inside the editor.

Using eWebEditPro

eWebEditPro is like many other word processing applications. You type text and then use toolbar buttons (illustrated below)

and menu options to change the text's appearance or perform functions on it, such as spell checking.



Toolbar Buttons

This section explains how to use the buttons and drop-down lists on the toolbar. (The toolbar is the row of buttons across the top of the editor window, illustrated below.)



The buttons let you perform functions such as cutting and pasting text, inserting images, and creating tables.

All buttons may not appear. Your Webmaster determines which buttons appear on your toolbar. Also, you can customize your toolbar so that it contains only the buttons you use (See [“Customizing Your Toolbar” on page 75](#)).

This section explains

- [Selecting Text](#)
- [Applying Formatting Attributes to Text](#)
- [Table of Toolbar Buttons and Drop-Down Lists](#)

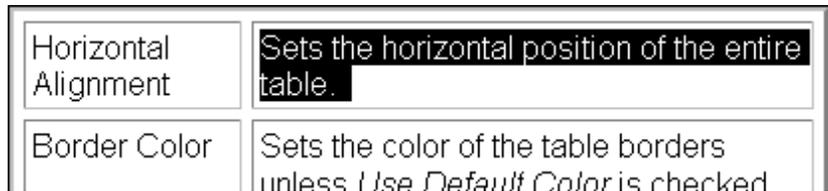
Selecting Text

You select text before performing an action on it, such as copying it.

- To select *all* information on a page, press Ctrl+A.
- To select *a portion* of the information on a page, you have two choices.
 - Hold down the left mouse button and drag the cursor across the data you want to select.

- Hold down the Shift key and the right arrow key (→) until the desired data is selected.
- To select a *single word*, place the cursor on the word and double click the mouse.

Selected text has different background and foreground colors, as illustrated below.



Applying Formatting Attributes to Text

Several buttons apply formatting attributes to text, such as bold and italics. There are two ways to apply these attributes.

- Enter the text. Then, select the text and press the toolbar button. The button is now in a “pressed in” condition, and the text has the formatting attribute.
- Press the toolbar button. Then, begin typing the text. As you type, the formatting is applied.

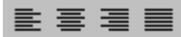
To stop applying the formatting, press the button again. This action changes the button to a “pressed out” condition and terminates the formatting.

Table of Toolbar Buttons and Drop-Down Lists

The following table explains each toolbar button and drop-down list.

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
 Cut	Ctrl+X	Remove selected text and graphics. Place that data into temporary memory, also known as the “clipboard.” (If you later cut or copy more information onto the clipboard, the new information overwrites the original information.)	
 Copy	Ctrl+C	Copy selected text and graphics into temporary memory. Leave selected data where it is. (If you later cut or copy more information into memory, the original information is lost.)	“Copying from Other Applications” on page 87
 Paste	Ctrl+V	Insert the most recently cut or copied text and graphics at the current cursor location.	
 Find	Ctrl+F	Search for text on the page.	“Finding Text” on page 88
 Print	Ctrl+P	Print the editor content.	
 Undo	Ctrl+Z	Reverse the most recent action, as if it never occurred. You can undo as many actions as you wish.	
 Redo	Ctrl+Y	Reverse the undo action.	
 Spell Check (manual)		Begin spell checker.	“Checking Spelling Upon Demand” on page 92
 Spell Check (automatic)		Turn on or off spell check as-you-type feature.	“Checking Spelling as You Type” on page 92
 Bookmark		Create a bookmark.	“Using Bookmarks” on page 201

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
 New Hyperlink		Create a hyperlink.	“Using Hyperlinks” on page 205
 Edit Hyperlink		Change information about a hyperlink.	“Using Hyperlinks” on page 205
 Remove Hyperlink		Remove a hyperlink.	“Removing a Hyperlink” on page 210
— Horizontal Line		Insert a horizontal line.	
 Picture		Insert a picture.	“Inserting Pictures” on page 112
 Table		Insert or edit a table.	“Introduction to Tables” on page 150
 Table Borders		Display table borders while in edit mode if the table’s border size is set to zero (0).	“Assigning Border Size” on page 166
 Show Invisible Elements		Display some characters that do not appear when the user views the page, such as end of line characters. Pressing this button does not display characters that indicate a bookmark.	
 View as WYSIWYG		Display the page content as WYSIWYG (What You See Is What You Get). WYSIWYG is the ability to see in the editor what will appear when user views the web page.	
 View as HTML		Display the page content as HTML.	“Viewing and Editing HTML” on page 211

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
 View Preferences		<p>Display a dialog box that lets you set default values for font, color and size when viewing as HTML. These settings are ignored when you view as WYSIWYG or when the user views your web page.</p> <p>This button is active only when the View as HTML button is pressed.</p>	<p>“Viewing and Editing HTML” on page 211</p>
 Number		<p>Begin the line on which the cursor rests with a number. If the line above this line is</p> <ul style="list-style-type: none"> • not numbered, assign this line 1 • numbered, assign a number one more than the line above 	
 Bullet		<p>Begin the line on which the cursor rests (or all selected lines) with a bullet (•).</p>	
 Indent		<p>Increase or decrease the current line's distance from the left margin.</p>	
 <p>Left, Center, and Right Justify</p>		<p>Align paragraph so that it is arranged</p> <ul style="list-style-type: none"> • evenly on the left side (uneven on the right) <ul style="list-style-type: none"> • in the center of each line • evenly on the right side (uneven on the left) • evenly on right and left side 	
 About eWebEditPro		<p>Display a dialog box that shows your version of eWebEditPro and your license keys.</p>	
<p>Style</p> 		<p>Display a list of styles. Users can select from the list to apply a style to selected text.</p> <p>Note that the list can change depending on the formatting of the selected line.</p> <p>Your Webmaster determines which styles are available.</p>	

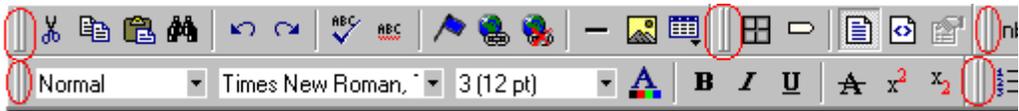
Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
Heading Size 		Change the heading size. Your Webmaster determines which heading sizes are available.	
 Font Style		Change the font style. Your Webmaster determines which fonts are available. <hr/> Note: If more than one font appears in a selection, the browser on the reader's PC tries to display text using the first font. If the browser cannot find that font, it tries to use the second, etc.	
 Font Size		Change the font size. Your Webmaster determines which font sizes are available.	
 Font Color		Change the font color. Your Webmaster determines which colors are available. <hr/> Note: Your Web Master may disable one or both of the font color toolbar options.	
 Font Color		Change the font color.	
 Background Color		Change the background color of the text. <hr/> Note: To remove background color from selected text, click the Normal button ().	
 Bold	Ctrl+B	Make the text bold .	
 Italic	Ctrl+I	Make the text <i>italic</i> .	
 Underline	Ctrl+U	Make the text <u>underlined</u> .	

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
 Normal		Remove all formatting from selected text.	
 Strikethrough		Apply strikethrough to the text.	
 Superscript		Make the text ^{superscript} .	
 Subscript		Make the text _{subscript} .	
nbsp		Insert a blank space character. Although you can add spaces in the editor using the <space> bar on the keyboard, those spaces are ignored by a browser when it displays a page.	
 Copyright		Insert copyright symbol.	
 Registered Trademark		Insert registered trademark symbol.	
TM		Insert trademark symbol.	
 and  Special Characters		Insert special characters (such as £ μ Ñ) from a drop down list. To view the list, click the black down arrow.	

Customizing Your Toolbar

The eWebEditPro toolbar consists of one or more *menus*. Each menu has one or more buttons.

You can recognize the beginning of a menu by the double vertical bars (circled in the illustration).



This sample toolbar has five menus.

Your Webmaster determines

- which menus are available to you
- which buttons appear on each menu, and the sequence in which they appear initially
- whether or not you are authorized to customize your toolbar. If you are not authorized, your edits are not saved when you leave the eWebEditPro screen.

If you are authorized to customize your toolbar, there are six ways to do so. You can

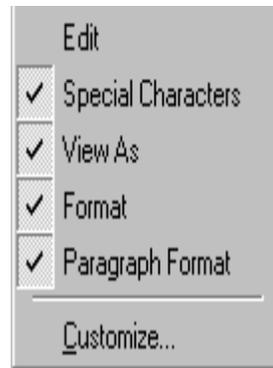
- [remove or add available menus](#)
- [remove or add toolbar buttons](#)
- [rearrange menus on a toolbar](#)
- [create a new menu](#)
- [move a menu off the toolbar](#)
- [rearrange the buttons on a menu](#)

Each procedure is explained below.

Removing Or Adding Menus

To remove or add a menu, follow these steps.

1. Place the cursor on the toolbar.
2. Right click the mouse.
3. A dropdown list appears. It displays all menus available to you and the **Customize** option.



NOTE If **Customize** does not appear on the menu, you are not authorized to customize the toolbar.

Menus that are checked appear on your toolbar.

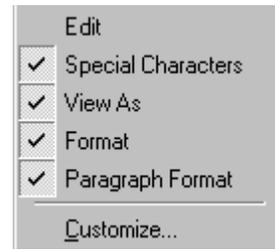
In the above example, the **Special Characters**, **View As**, **Format**, and **Paragraph Format** menus appear. The **Table**, **Position Objects** and **Text Directions** menus, which are not checked, are available but do not currently appear on the toolbar.

4. To *add* a menu to your toolbar that appears on the list but is not currently checked, place the cursor on the menu name and click the mouse. A check mark appears, and the menu appears on the toolbar.

To *remove* a menu from your toolbar, place the cursor on the menu name and click the mouse. The check mark disappears, and the menu no longer appears on the toolbar.

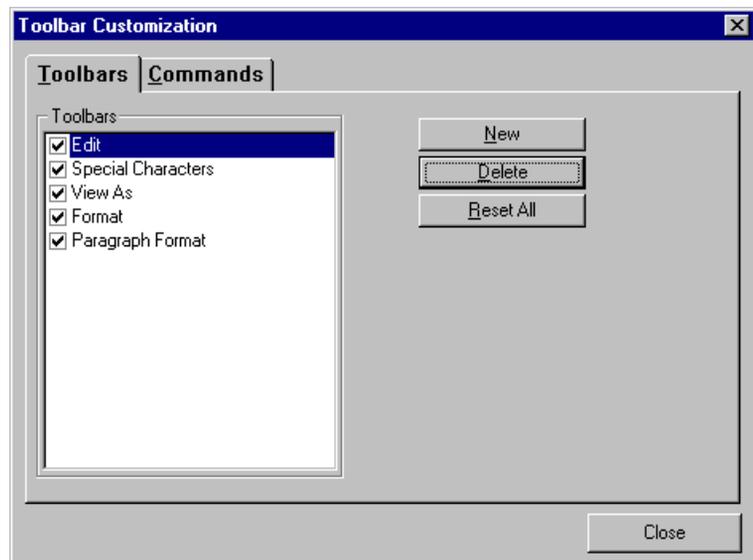
Removing or Adding Menu Items

1. Place the cursor on the toolbar.
2. Right click the mouse.
3. A dropdown list appears. Click **Customize**.



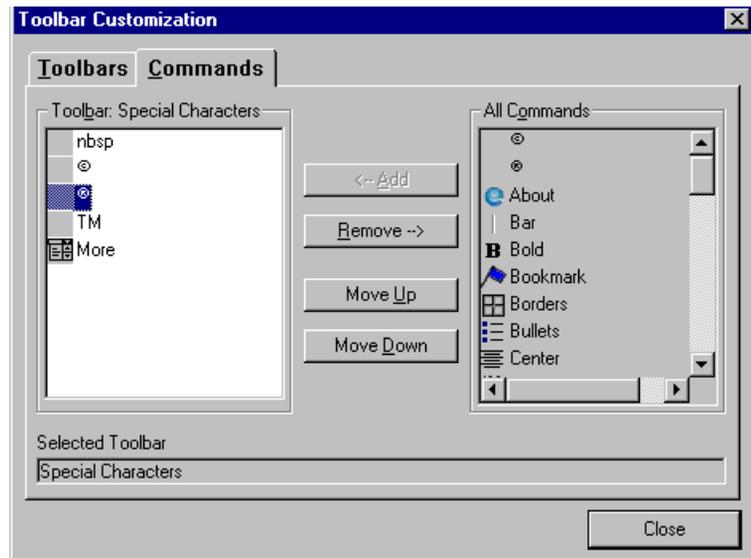
NOTE If **Customize** does not appear on the menu, you are not authorized to customize the toolbar.

4. The Toolbar Customization dialog box appears.



5. Click the menu that you want to edit.

- Click the **Commands** tab. A new screen appears.



Using the Customize Toolbar Dialog Box

The left half of the **Commands** screen lists the buttons in the sequence in which they appear on the menu.

The right half of the screen lists available buttons that do not currently appear on the menu.

To *add* a button to the toolbar, drag it from the right side of the screen to the location on the left side where you want it to appear. (You can also click a button then click **<--Add**. This action places the button at the bottom of the list.)

To *remove* a button from the toolbar, drag it from the left side of the screen to the right. (You can also click a button then click **Remove-->**.)

The **Move Up** and **Move Down** buttons let you to move any button up or down one slot within the list of buttons.

Rearranging the Items on a Menu

- Click the button you want to move

2. Click **Move Up** and **Move Down** to move the button up or down one slot for each click.

Restoring Toolbars

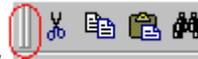
If you remove all toolbars from your menu, and then want to restore the menus but do not have the **Customize** menu option, follow these steps.

1. Place the cursor in the editor.
2. Right click the mouse.
3. A menu appears with a **Redisplay toolbars** option.
4. Click this option to restore all menus.

Rearranging the Menus on a Toolbar

To move a menu to a different toolbar location, follow these steps.

1. Place the cursor on the double vertical bars that indicate the beginning of the menu.



2. Click the mouse.
3. Hold down the mouse button and drag the menu to the new location. You can move the menu anywhere else on the toolbar.

Note that your Webmaster can define a menu so that it cannot reside on the same row with another menu. If you move such a menu, it will not remain on a row with another menu. Instead, it will move down to the next row.

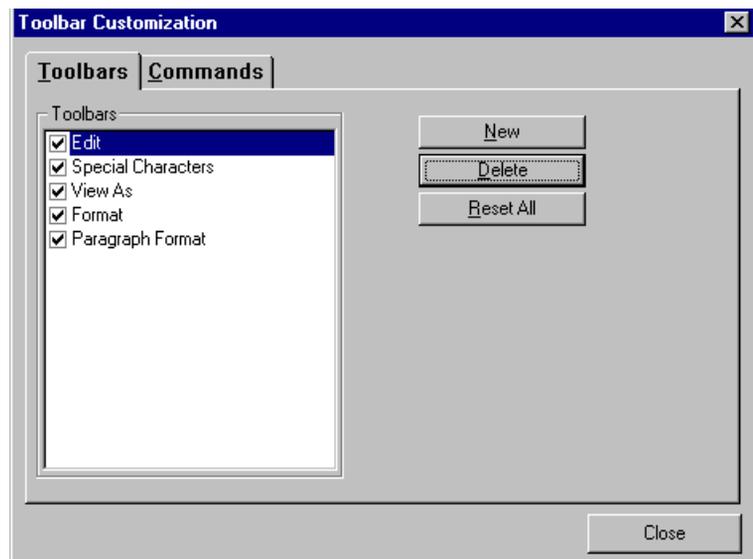
4. After you place the menu where you want it, release the mouse button.

Creating a New Menu

1. Place the cursor on the toolbar.
2. Right click the mouse.
3. A dropdown list appears. Click **Customize**.



4. The Toolbar Customization dialog box appears.



5. Click **New**.
6. A new menu appears on the left side of the window, above the existing menus. The default name of the new menu is **Custom 0**.



7. To rename the menu, place the cursor in the field that displays the new menu and enter the new name.

NOTE If you click outside the toolbar name field, you cannot later change the menu's name.

8. To have the menu appear on your toolbar, click in the small box to the left of the menu name.
9. Click the **Commands** tab.
10. Add buttons to the menu, following the procedure described in [“Using the Customize Toolbar Dialog Box” on page 78.](#)

Moving a Menu Off the Toolbar

You can move a menu from the toolbar to anywhere else on the screen, even if eWebEditPro does not occupy the entire screen.

You can also change the orientation of a menu that is not on the toolbar from a horizontal to vertical.

To move a menu, follow these steps.

1. Place the cursor on the double vertical bars that indicate the beginning of the menu. 
2. Click the mouse.
3. Hold down the mouse button and drag the menu to the new location. You can move the menu anywhere on the screen.
4. After you place the menu where you want it, release the mouse button.

Changing the Menu's Orientation

To change the menu's orientation, follow these steps.

1. Drag the menu from the toolbar.
2. Move the cursor to the bottom of the menu until it becomes a double-headed arrow (illustrated below).



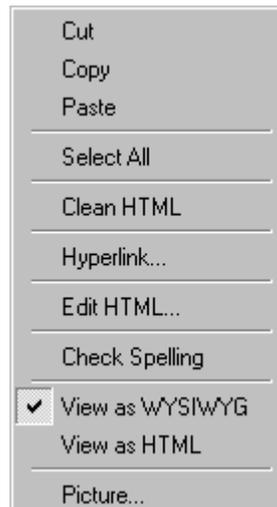
3. Drag the cursor to the lower left. As you do, the menu's orientation changes from horizontal to vertical (illustrated below).



The Context Sensitive Menu

This section explains the functions available on the menu that appears when you right click the mouse within the eWebEditPro editor. You can also access this menu by pressing the application key ()

Because this menu can change depending on what you are doing, it is called a *context-sensitive* menu.



NOTE A different context-sensitive menu is available when your cursor is within a table. That menu is described in [“The Table Context Sensitive Menu”](#) on page 173.

The following table lists the menu options and where to get more information on each.

Menu Option	Lets you	For more information, see
Menus	View all toolbar menus.	"Using eWebEditPro without a Mouse" on page 215
Cut	Remove selected text and graphics. Place that data into temporary memory. If you later cut or copy more information into memory, the information in memory is lost.	
Copy	Copy selected text and graphics into temporary memory. Leave selected data where it is. (If you later cut or copy more information into memory, the original information is lost.)	"Copying from Other Applications" on page 87
Paste	Insert the most recently cut or copied text and graphics at the current cursor location.	
Select All	Select all information on your page. After you select it, you can cut it, copy it, etc.	
Clean HTML	Remove unnecessary HTML tags	"Cleaning HTML" on page 213
Hyperlink	Create a link to another web page or a spot within the current page	"Using Hyperlinks" on page 205
Edit HTML	Edit your page's HTML	"Editing a Section of a Page" on page 212
Insert HTML	Insert HTML onto the page at the cursor location.	"Inserting HTML" on page 212
Check Spelling	Compare words in the editor to Microsoft WORD spelling list.	"Checking Spelling" on page 91
View as WYSIWYG/HTML	View and edit your page's HTML	"Viewing and Editing HTML" on page 211

Menu Option	Lets you	For more information, see
Picture	Insert a picture	"Inserting Pictures" on page 112

Using eWebEditPro's Advanced Features

Most of eWebEditPro's features are easy to learn. For example, to make your text bold, you **select** the text, and click the bold button (**B**).

However, some of eWebEditPro's features are more complex. For example, when creating a table, you must make several decisions: the number of rows and columns, the size of the border, the spacing between cells, etc.

This section explains how to use the features of eWebEditPro that require a more detailed explanation. This section explains these topics.

- [“Copying from Other Applications” on page 87](#)
- [“Finding Text” on page 88](#)
- [“Checking Spelling” on page 91](#)
- [“Inserting Pictures” on page 112](#)
- [“Introduction to Tables” on page 150](#)
- [“Using Hyperlinks” on page 205](#)
- [“Using Bookmarks” on page 201](#)
- [“Working with HTML” on page 211](#)

Copying from Other Applications

You can copy information from most other Windows applications into eWebEditPro and retain the formatting from the original application. In general, copying from another application involves these steps.

1. Sign on to the application in which the information resides.
2. **Select** the information to be copied.
3. Press <Ctrl>+<C>.
4. Go to eWebEditPro.
5. Press <Ctrl>+<V> to paste the selected information.

Here are some points to remember when copying from another application.

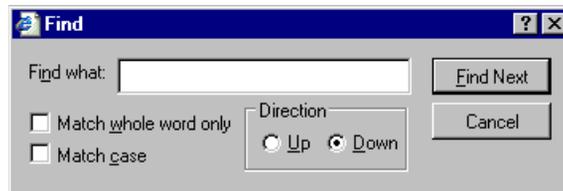
- If you want to copy images, you must first upload them to the server, using the image upload feature. (The Image Upload feature is described in the eWebEditPro Installation/Integration manual for the platform you are using.)
- You can only copy content, not background information that generates content.

So, for example, you can copy the values in a spreadsheet but not the formulas used to generate those values. Also, copying dynamic fields from Microsoft WORD would retrieve the current value of the fields but not the variables that generate those values.

It's a good idea to experiment with copying from different sources to test the results.

Finding Text

To find text on your web page, click the Find button (🔍) (or <Ctrl>+<F>). When you do, the find dialog box appears.



Type the text that you want to find on the page and click **Find Next**. The search stops at the next occurrence of that text.

The dialog box also lets you specify

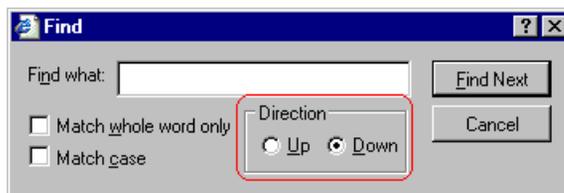
- a search direction
- if the search considers the case (upper or lower) of the search term
- whole word match

NOTE If you click the mouse on the web page outside of the editor and press <Ctrl>+<F>, the find looks for matching words on the web page.

Specifying a Search Direction

The search begins where the cursor is when you click **Find Next**. To make sure you locate every occurrence of a term, place the cursor at the beginning of the page before you begin the search.

If you begin the search from somewhere other than the top of the page, use the **Direction** field to search from the current location to the top or bottom of the file.



To search from the cursor location to the	Click this option in the Direction field
end of the page	Down
top of the page	Up

Considering the Case of a Search Term

By default, the search ignores the case (upper or lower) of a search term. In other words, if you enter **Bob** in the **Find What** field, the search finds bob, Bob, BOB, etc.

If you want the search to be case sensitive, use the **Match case** check box on the Find window. If you enter **Bob** in the **Find What** field and place a check in the **Match case** box, the search only stops at Bob, not bob or BOB.

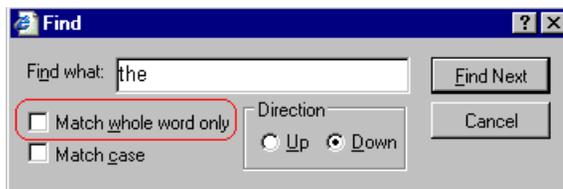


Whole Word Match

By default, the search finds any occurrence of the text that you type into the **Find what** field. For example, if you enter **the**, the

search finds the word **the**, as well as those letters embedded in other words, such as **others** and **theater**.

If you want the search to find only whole word occurrences of the text you type into the **Find what** field, click the **Match whole words only** box in the Find dialog box.



Checking Spelling

The eWebEditPro editor can check your spelling as you type or whenever you want to check it. To use either spell checking feature, your computer must have Microsoft Word 97 or a later version installed.

The spell checking feature refers to the standard and custom dictionaries in the version of Microsoft Word installed on your computer.

The rest of this section explains

- [Disabling Script Blocking](#)
- [Check Spelling as You Type](#)
- [Checking Spelling Upon Demand](#)
- [Spell Checking Selected Text](#)

Disabling Script Blocking

If Norton Antivirus™ 2001 is installed on your computer, you need to disable script blocking in order to use the spell checker. To do this, follow these steps.

1. Launch Norton Antivirus™ 2001.
2. From the first window, click **Options**.
3. On the next window, click **Script Blocking**.
4. On the script blocking window, uncheck **Enable Script Blocking**.
5. Press **OK**.

Checking Spelling as You Type

You can have the editor check spelling as you type. To turn on the spell-check-as-you-type feature, click the automatic spell check button ()

When you click the button, the spell checker reviews every word in the file. A wavy red line () appears under any word whose spelling is not found in the system's dictionary.

The spell checker continues to review each word as you type it, underlining any words not in the dictionary.

NOTE Depending on the speed of your computer, there may be a short delay between the time you type an incorrect word and when the wavy red line appears. Also, the spell check does not check a word until you enter a space character to indicate the end of a word.

Fixing Spelling Errors

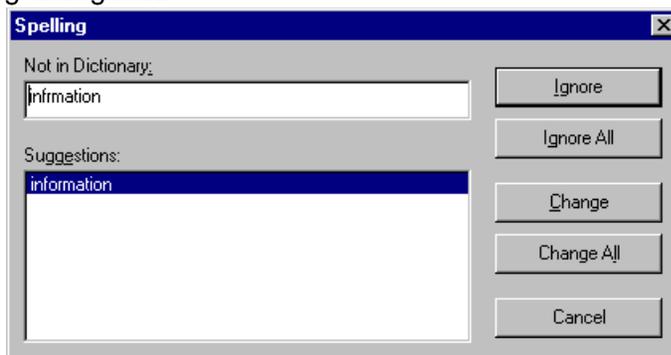
There are two ways to fix a spelling error (indicated by a wavy red line).

- Click the misspelled word and then right click. A menu displays words that are similar to the misspelled word. Click the correct word.
- If you know the correct spelling, type the correction.

Checking Spelling Upon Demand

If you do not want to use the spell-check-as-you-type feature, you can begin spell checking whenever you wish. To do this, click the spell check button ()

When you do, the system checks each word in the file. If the spell check finds a word not in any of the dictionaries, it displays the Spelling dialog box.



The Spelling Dialog Box

The Spelling dialog box displays

- the word not in the dictionary (in the **Not in Dictionary** field).
- suggested spellings for the word (in the **Suggestions** field).
The most likely replacement is selected at the top of the list.
- buttons that let you ignore the word, change the word, or exit.

If you want to	Do this
Replace the word with one of the suggestions and continue spell checking the page.	<ol style="list-style-type: none"> 1. Click the suggested word. 2. Click Change.
Replace <i>every occurrence</i> of the word with one of the suggestions and continue spell checking the page.	<ol style="list-style-type: none"> 1. Click the suggested word. 2. Click Change All.
Correct the spelling of the word by typing it and continue spell checking the page.	<ol style="list-style-type: none"> 1. Click in the Not In Dictionary field. 2. Correct the spelling. 3. Click Change.
Leave the word as is; continue spell checking the page. You would normally do this if a word (such as a company name) is spelled correctly even though it is not in the dictionary.	Click Ignore .

If you want to	Do this
Leave the word as is; continue spell checking the page, ignoring all other occurrences of the word.	Click Ignore All .
Stop spell checking.	Click Cancel .

Spell Checking Selected Text

To check the spelling for a single word or a group of words, follow these steps.

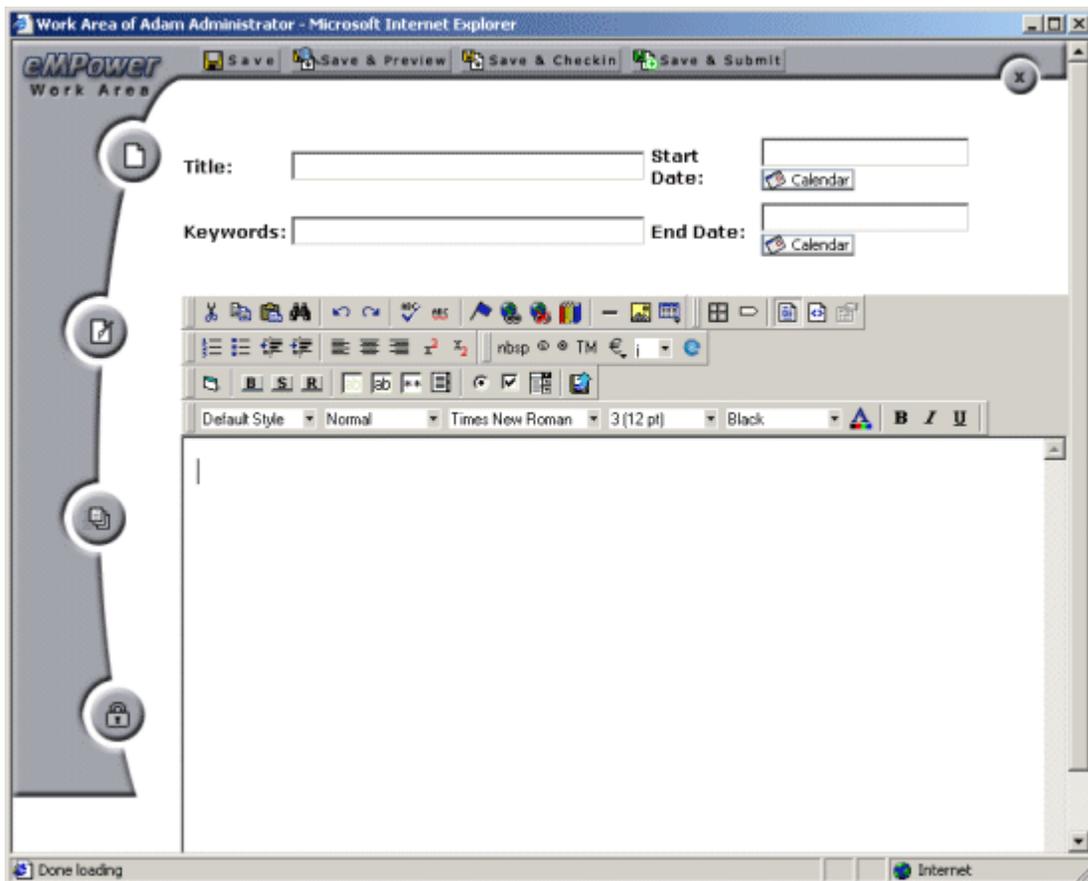
1. **Select** the text that you want to spell check.
2. Press the manual spell check button ()^{REC}.
3. The spell checker reviews the words in the selected text and stops at any word not in the dictionary. For documentation of options when a misspelled word is found, see [“The Spelling Dialog Box” on page 93](#).
4. When the spell checker finishes reviewing the words in the selected text, it displays the following message
Finished checking selection. Do you want to check the rest of the document?
Click **Yes** to spell check the rest of the document (including text above the selected text).
Click **No** to stop the spell checker.

The Library

Before inserting images or files into your content block, they must first be uploaded to the eWebEditPro library. This can be done either via the eWebEditPro menu, or the editor. This section will explain the use of the library in the editor.

Accessing the Library via the Editor

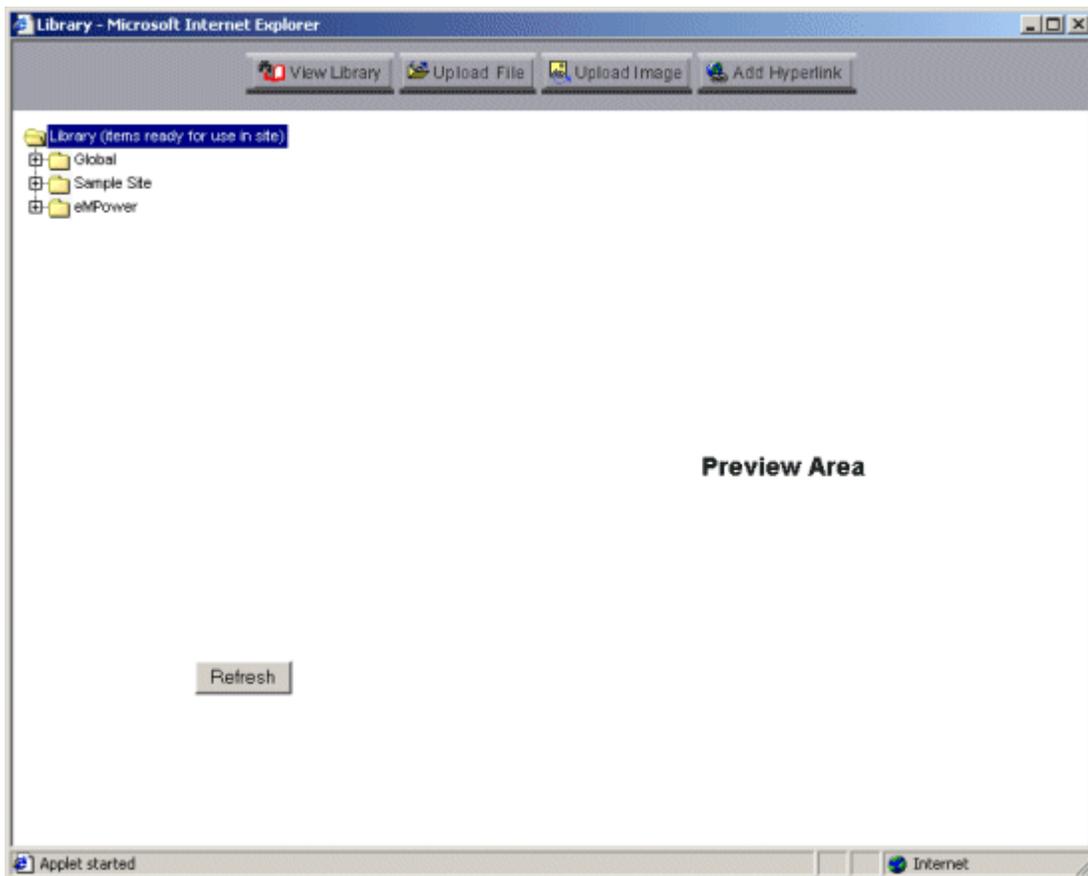
1. To access the library in the editor, begin by invoking the editor by either creating a new content block, or editing an existing one.



2. Once the editor opens, click on the Library icon on the editor's toolbar.



3. Once you have clicked the button, the library will open in a new window.

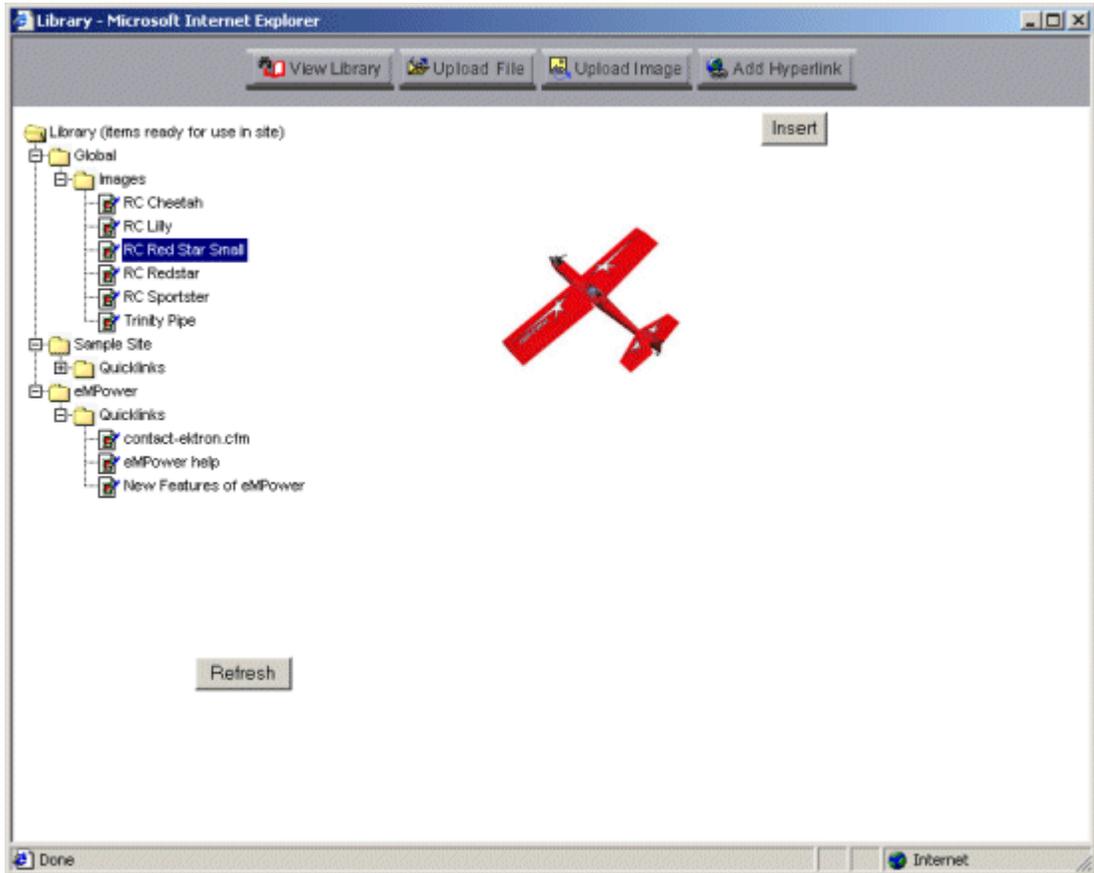


From here you will be able to add images, files, and hyperlinks to the eWebEditPro library, as well as insert them into your content.

NOTE Depending on your permissions, you may not have the ability to perform all library tasks.

Viewing the Library

When the library opens, its default landing area is in the view library area. From here, you will be able to view all the uploaded images and files, as well as hyperlinks and quicklinks that have been added to the eWebEditPro library.



Inserting Objects into your Content

When viewing images, files, and links, if you wish to insert them into your content, click the **Insert** button that is located above the object in the preview area of the library.

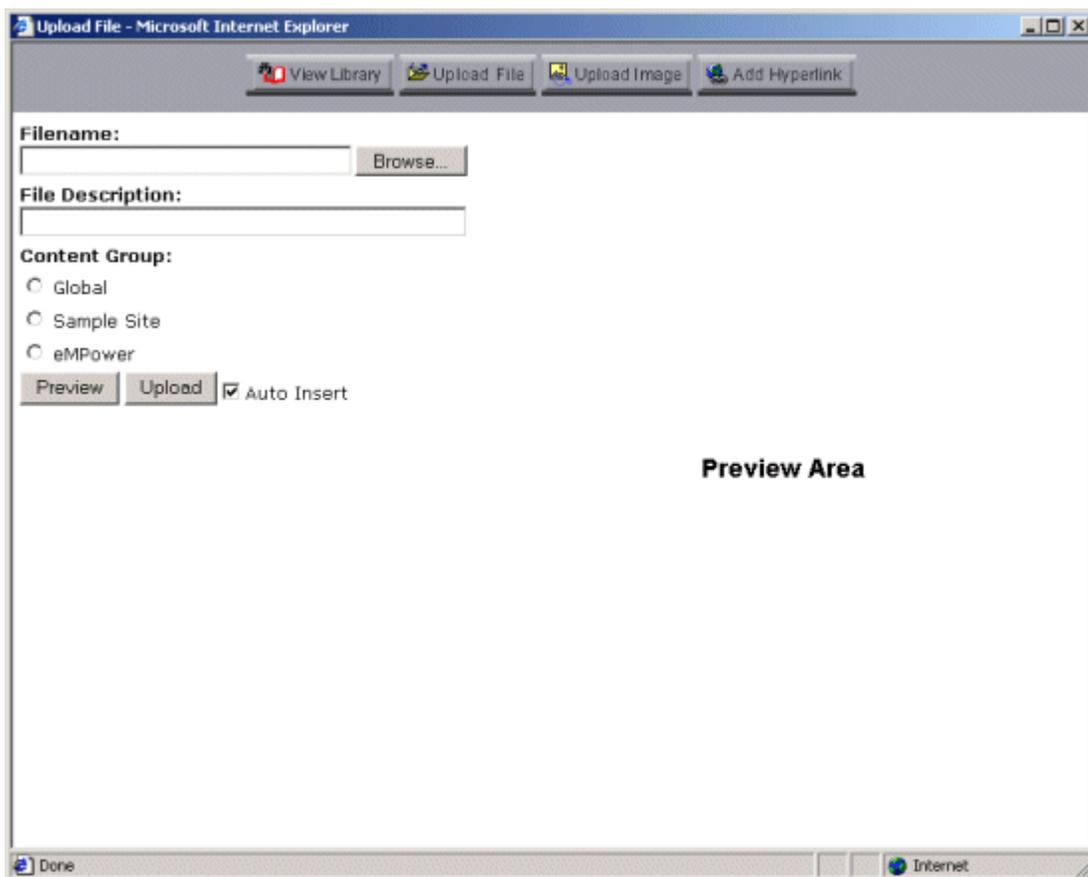
Insert

Uploading Files

To begin the process of uploading a file, begin by clicking on the Upload File button:

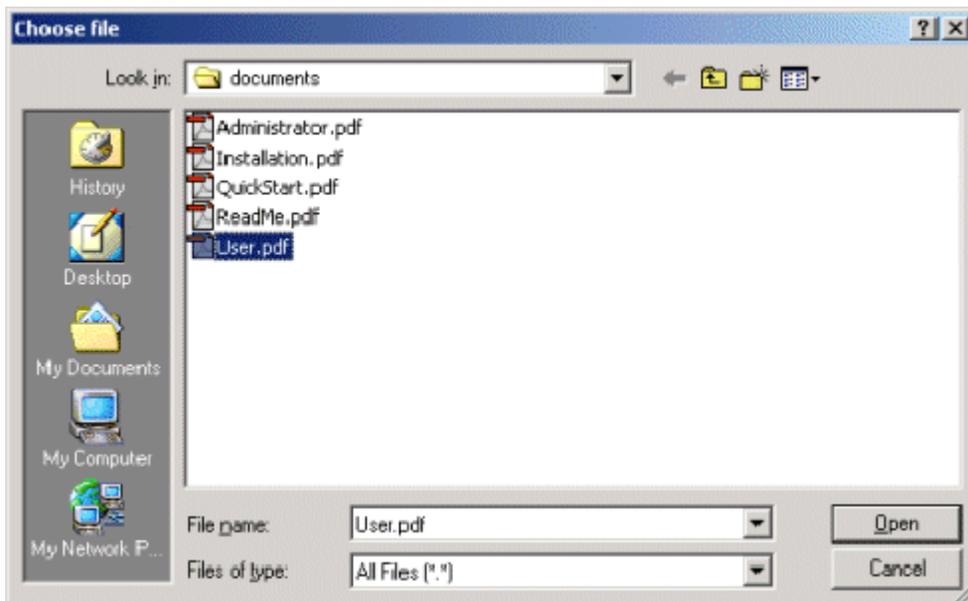
Upload File

Once you have clicked the button, you will be taken to the Upload File screen.



To properly upload a file, follow these steps:

1. First click on the **Browse...** button, and search for the file on the system, or over your network.



NOTE You are only allowed to upload types of files that the Administrator has set in the eMPower Setup.

In this example, we will be uploading the eMPower User Manual.

2. Double click on the file that you wish to upload, or select the file then click on **Open**.
3. Next you must enter a description for the file that you will be uploading.

Filename:

E:\eMPower3.6\pdfs\User.pdf

File Description:

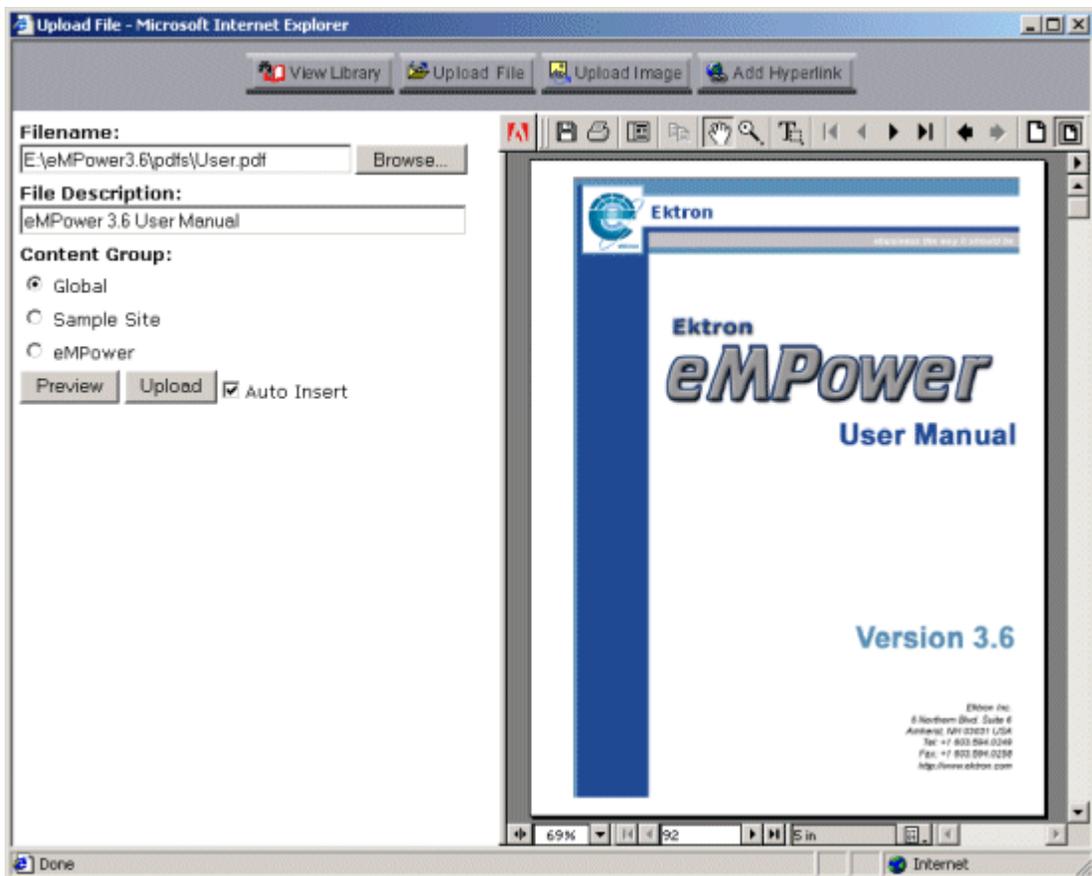
eMPower 3.6 User Manual

Content Group:

- Global
 Sample Site
 eMPower

Auto Insert

- Next, you must select the Content Group that you wish to upload the file to.
If you select Global, the file will be available to all the users of the Web Site. If you select a specific Content Group, then that group will be the only one to access, and use the file in their content.
- If you would like to preview the file, you can do so by clicking on the **Preview** button, and the file will be displayed in the preview area on the right side of the screen.



- If you check off the **Auto insert** box, then the file will be immediately added to the content block once it has been uploaded. Un-checking this box will allow you to keep uploading files to the library.
- When you are ready to upload the file, click the **Upload** button and the uploading process will begin.

8. When the upload is complete, you will receive a message saying that the image was properly uploaded.

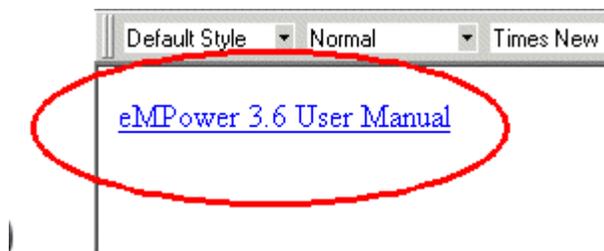
The file was uploaded.

Filename: User.pdf

File Description: eMPower 3.6 User Manual

<http://192.168.0.156/empowersample/emplibary/User.pdf>

9. Once the file has been uploaded you can insert it into your content. Once you have, the file will appear as a link that will open the file.

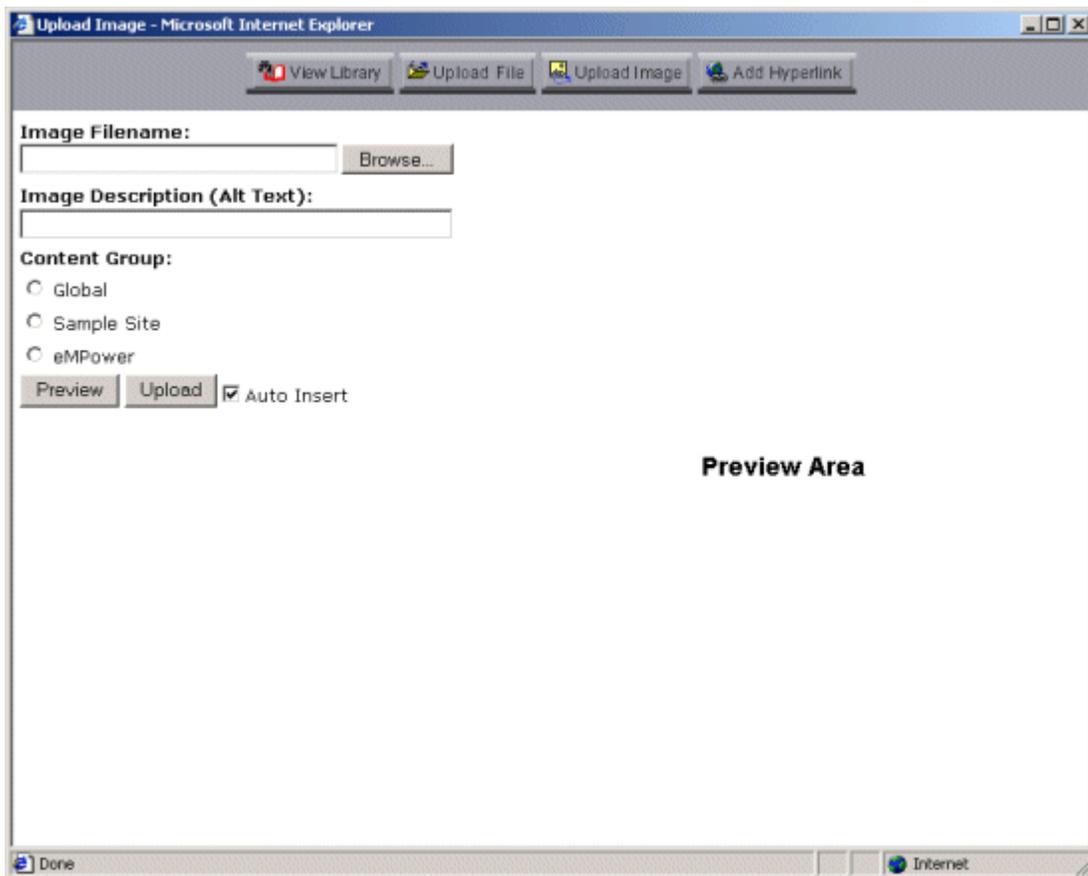


Upload an Image

To begin the process of uploading an image, begin by clicking on the Upload Image button:

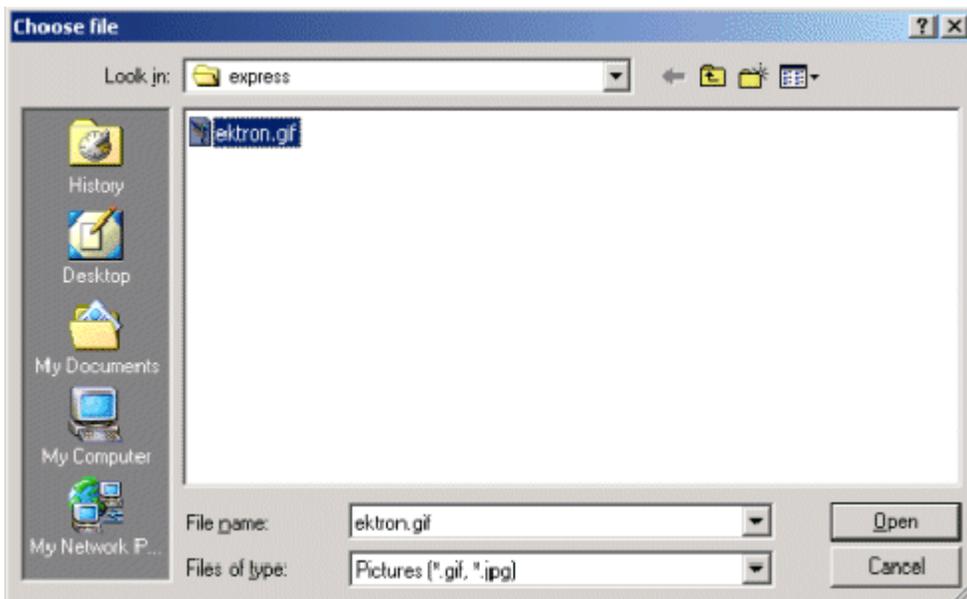


Once you have clicked the button, you will be taken to the Upload Image screen, which looks a lot like the Upload File screen.



To properly upload a file, follow these steps:

1. First click on the **Browse...** button, and search for the image file on the system, or over your network.



NOTE Note: You are only allowed to upload those types of image files that the Administrator has set in the eMPower Setup.

In this example, we will be uploading the Ektron logo, *EktronLogo.jpg*.

2. Double click on the file that you wish to upload, or select the file then click on **Open**.
3. Next you must enter a description for the image file that you will be uploading.

Image Filename:

C:\Documents and Settings\doneil\De:

Image Description (Alt Text):

Ektron's Logo

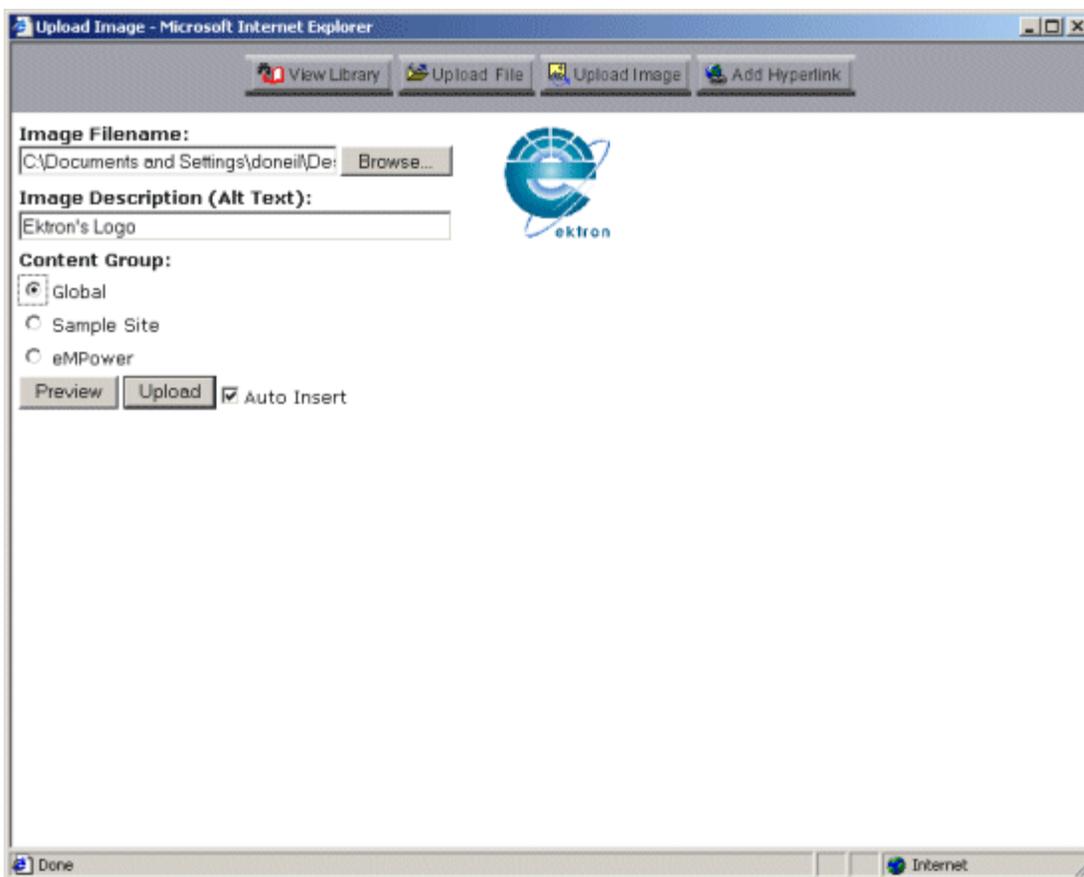
Content Group:

- Global
 Sample Site
 eMPower

Auto Insert

NOTE The image description is also used for the alt text when someone places their mouse cursor over the image on the Web page.

- Next, you must select the Content Group that you wish to upload the file to. If you select Global, the file will be available to all the users of the Web Site. If you select a specific Content Group, then that group will be the only one to access, and use the file in their content.
- If you would like to preview the file, you can do so by clicking on the **Preview** button, and the file will be displayed in the preview area on the right side of the screen.



- If you check off the **Auto insert** box, then the image will be immediately added to the content block once it has been uploaded. Un-checking this box will allow you to keep uploading images to the library.

7. When you are ready to upload the file, click on the **Upload** button and the uploading process will begin.
8. When the upload is complete, you will receive a message saying that the image was properly uploaded.

The image was uploaded.

Image Filename: ektron.gif

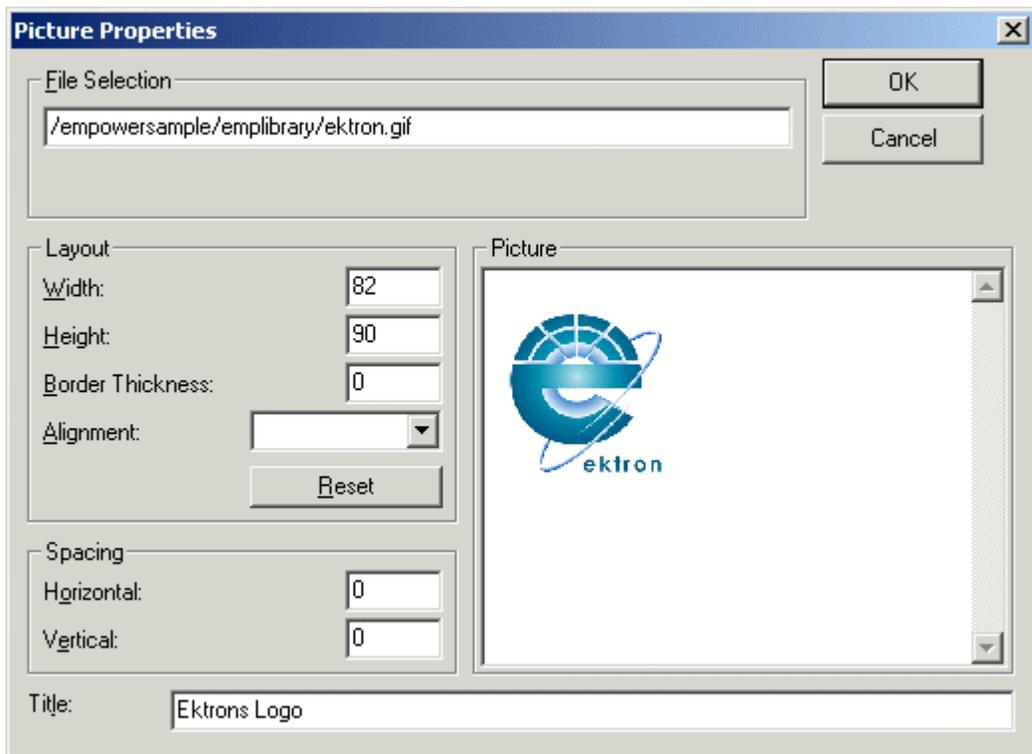
Image Description (Alt Text): Ektrons Logo

<http://192.168.0.156/empowersample/emplibrary/ektron.gif>

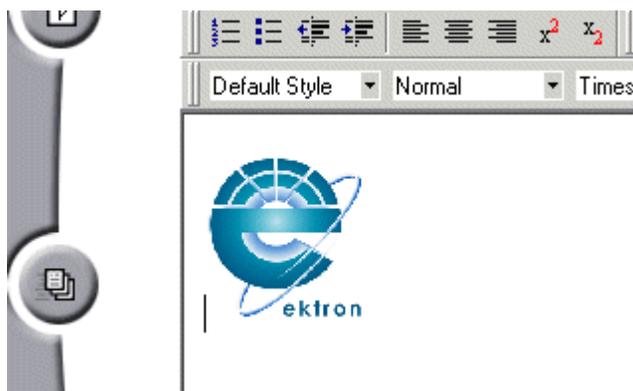
9. Once the image has been uploaded, you can insert it into your content block. Once you choose to insert it, the library will close and you will be taken back to the editor screen where you will be able to make some modifications to the image if you wish.

Modifying the Picture

1. Once you have chosen to insert the picture from the library, the image will then be inserted in the picture properties box for you to make any changes before it is inserted into the content block.



2. From this dialog box, you can edit the image's size, border, alignment, spacing, and title.
3. Once you have finished making modifications, if desired, click the **OK** button to finish the insertion process.



Adding A Hyperlink

Adding a hyperlink into the Library would allow you to go to the library and directly insert the hyperlink into your content, instead of always having to type it in. This is especially good for links that are often used, and for links to other pages of your Web site.

To begin, first click on the **Add Hyperlink** button:



After clicking the button, you will be taken to the Add Hyperlink page where you can start the process.

A screenshot of a Microsoft Internet Explorer browser window titled "Add Hyperlink - Microsoft Internet Explorer". The address bar is empty. The page has a grey header with four buttons: "View Library", "Upload File", "Upload Image", and "Add Hyperlink". Below the header, there are two text input fields: "Hyperlink (URL):" containing "http://" and "Link Description:". Underneath is a "Content Group:" section with three radio buttons: "Global", "Sample Site", and "eMPower". At the bottom left of this section are "Preview" and "Add" buttons, and a checked checkbox labeled "Auto Insert". The main content area is a large white box labeled "Preview Area". The status bar at the bottom shows "Done" on the left and "Internet" on the right.

To properly add a hyperlink, follow these steps:

1. First begin by entering the URL of the hyperlink that you would like to add into the proper field.

For this example, we will use the Ektron site as the hyperlink to add.

Hyperlink (URL):

Link Description:

Content Group:

- Global
 Sample Site
 eMPower

 Auto Insert

2. Next you must enter a description for the hyperlink that you will be adding.

Hyperlink (URL):

Link Description:

Content Group:

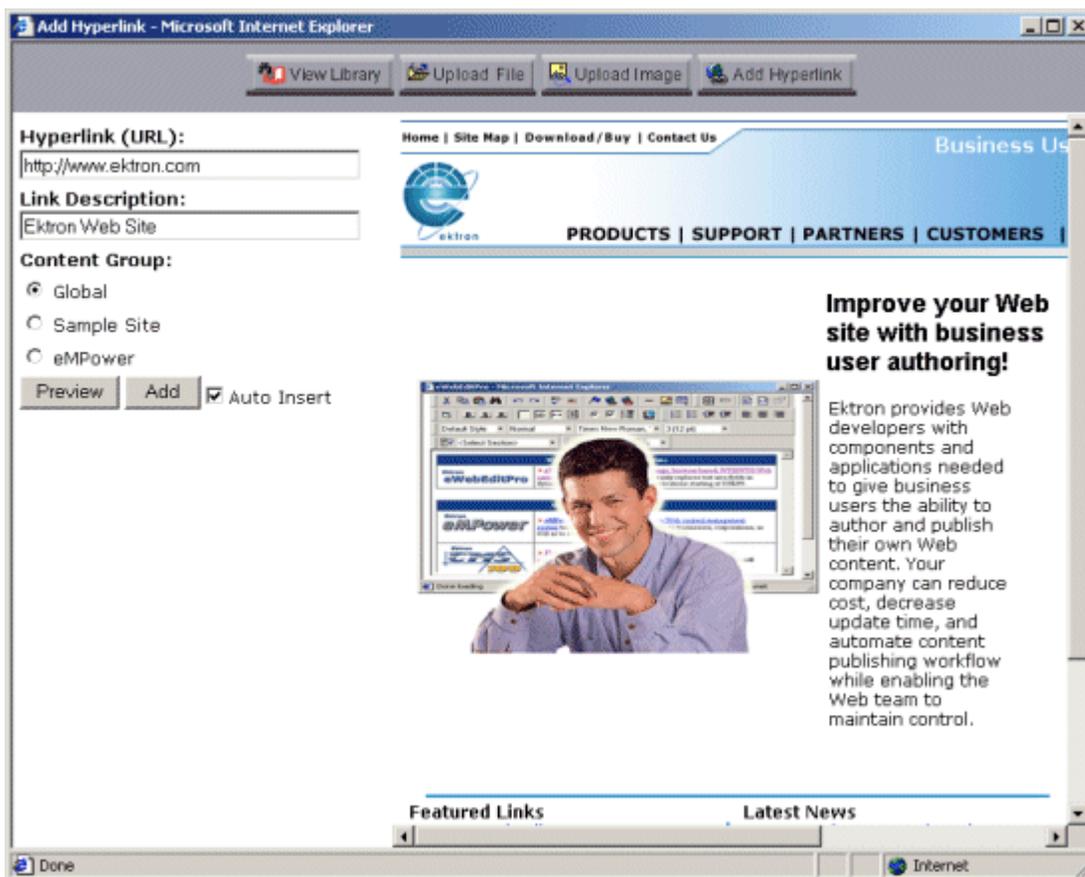
- Global
 Sample Site
 eMPower

 Auto Insert

NOTE The link description is also used for the alt text when someone places their mouse cursor over the image on the Web page.

3. Next, you must select the Content Group that you wish to add the hyperlink file to. If you select Global, the file will be available to all the users of the Web Site. If you select a specific Content Group, then that group will be the only ones to access, and use the file in their content.

4. If you would like to preview the link, you can do so by clicking on the **Preview** button, and the file will be displayed in the preview area on the right side of the screen.



5. If you check off the **Auto insert** box, then the hyperlink will be immediately inserted to the content block once it has been added. Un-checking this box will allow you to keep adding hyperlinks to the library.
6. When you are ready to add the hyperlink, click on the **Add** button.
7. After the hyperlink is added, you will receive a message saying that the link was properly added

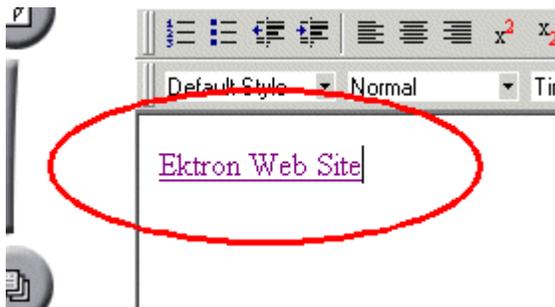
The hyperlink was added.

Hyperlink (URL):

<http://www.ektron.com>

Link Description: Ektron Web Site

8. Once the hyperlink has been added to the eWebEditPro library, you can now add it to the content. When the hyperlink is added, it will appear as a hyperlink where, when clicked on, will open the Web page.

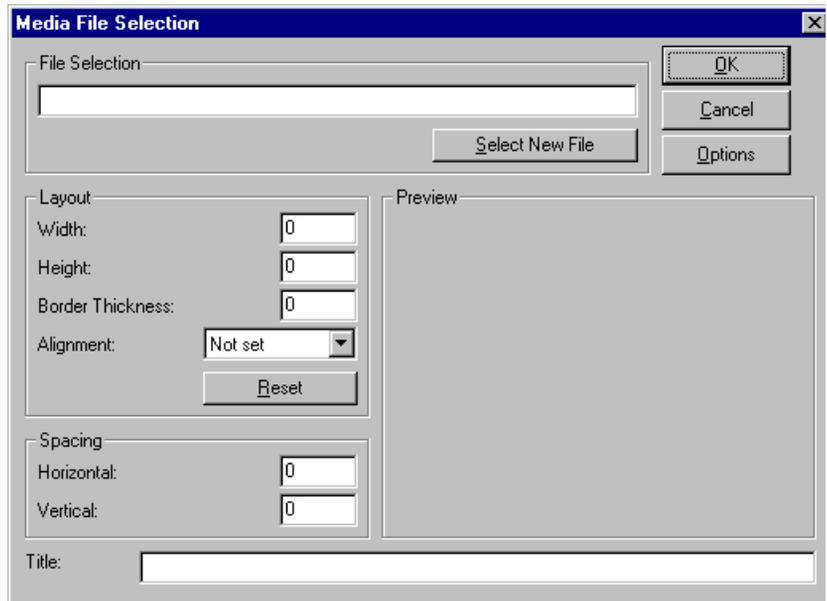


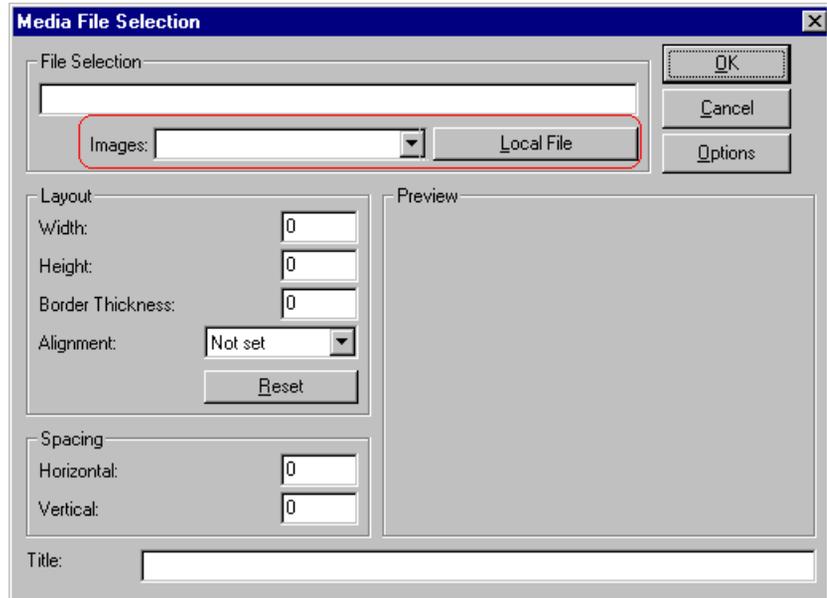
Inserting Pictures

To insert a picture into the editor, place the cursor where you want the image to appear and click the Insert Picture button (). When you click the button, one of the two Picture Properties dialog boxes illustrated below appears, depending on how your Webmaster has set up your system.

The dialog boxes are very similar, with the only difference being

- the **Images** field (circled in red on the image of the second dialog box, below) does not appear on the first dialog box
- the **Select New File** button on the first dialog box is labeled **Local File** on the second dialog box.





You can also access this dialog box to modify a picture after you insert it. To do this, follow these steps.

1. Click the picture.
2. Right click the mouse.
3. Click **Picture** from the menu.

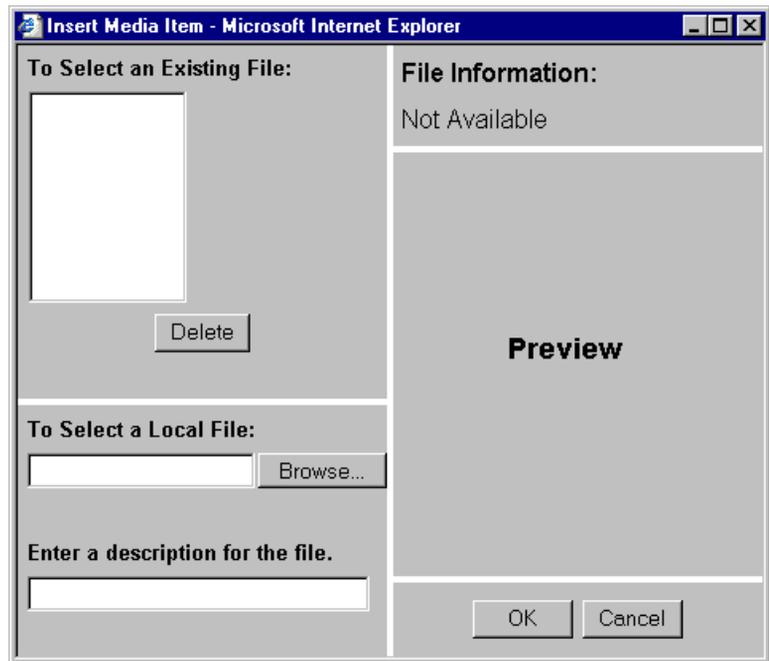
If you see the first dialog box, proceed to [“Using the First Picture Properties Dialog Box” on page 113](#). If you see the second dialog box, proceed to [“Using the Second Media Selection Dialog Box” on page 117](#).

See also: [Deleting a Picture](#)

Using the First Picture Properties Dialog Box

When the first Picture Properties dialog box appears, click the **Select New File** button. When you do, the Insert Media Item dialog box appears.

This box lets you insert a picture **from your computer** (and any network folder available to your computer), or **from the web server** to which your computer is connected. Both choices are described below.



Inserting a Picture from the Server

The top left corner of the dialog box (Illustrated below) lists the pictures on the web server.



Pictures that you previously inserted appear on this list, as do pictures inserted by other users connected to that server.

To insert a picture from the server, follow these steps.

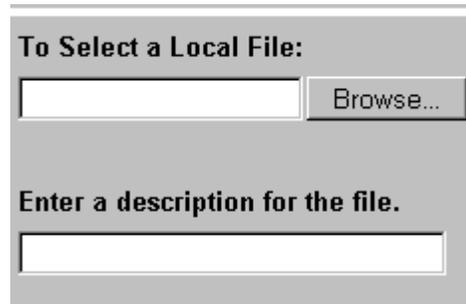
1. Click the picture from the **To Select an Existing File** field that you want to insert.
2. Information about the picture's file size, width and height appears in the upper right corner of the dialog box.
3. If you want to view a picture before inserting it, click **Preview** (on the right side of the dialog box).
4. Click **OK**.
5. The Picture Properties dialog box reappears. Here, you can change the properties of the picture. For more information, see
 - [“Adjusting a Picture” on page 118](#)
 - [“Setting a Border” on page 120](#)
 - [“Aligning the Picture” on page 121](#)
 - [“Adding Space around the Picture” on page 123](#)
6. Click **OK** to insert the picture into the editor.

Deleting a Picture from the Server

To delete a picture from the server, select the picture and click the **Delete** button.

Inserting a Picture from Your Computer

Use the lower left corner of the dialog box to insert pictures from your computer (and any network folder available to your computer) into the editor.



The image shows a dialog box with a grey background. At the top, it says "To Select a Local File:". Below this is a text input field followed by a "Browse..." button. Underneath, it says "Enter a description for the file." followed by another text input field.

NOTE You can only select files in the **To Select a Local File:** field if your computer has permission to upload files to the server.

To insert a picture from your computer, follow these steps.

1. Click the **Browse** button.
2. Navigate to the file that you want to insert and press **Open** to insert it.

Your Webmaster can set a maximum size (in kilobytes) for images. If you select an image that exceeds the maximum, an error message appears and you cannot insert it.

Your Webmaster can also restrict the type of image file you can insert. For example, if your Webmaster does not authorize you to insert bitmap (.bmp) files and you try to do so, an error message lists valid file extensions, and you cannot insert the image.



3. Click in the **Enter a description for the file** field. Enter a title to describe the file.
4. After you insert the picture, the title appears in the dialog box's top left corner to identify the picture to you and all users connected to the same web server.

NOTE The title is also the `alt` text for the image. The `alt` text appears in place of the image on the web page if the image itself cannot display for any reason.

5. Information about the picture's file size, width and height appears in the upper right corner of the dialog box.
6. If you want to view a picture before inserting it, click **Preview** (on the right side of the dialog box).
7. Click **OK**.
8. The Picture Properties dialog box reappears. Here, you can change the picture's properties. For more information, see
 - [“Adjusting a Picture” on page 118](#)
 - [“Setting a Border” on page 120](#)
 - [“Aligning the Picture” on page 121](#)
 - [“Adding Space around the Picture” on page 123](#)
 - [“Editing the Picture's Title” on page 124](#)
9. Click **OK** to insert the picture into the editor.

Using the Second Media Selection Dialog Box

When using the second Media Selection dialog box, you can insert a picture from any folder available to your computer (whether the folder is on your computer or a remote computer) or from the web server. Your Webmaster determines which pictures are available on the web server.

To insert a picture from

- a folder available to your computer, click **Local File**, navigate to the file of interest, and click **OK**.
- the web server, click the down arrow to the right of the **Images**

field  and select an item from the list.

If you want to view the picture before inserting it, click **Click Here to Preview** (on the right side of the dialog box).

Next, you are prompted to enter a **User Name** and **Password**. Your Webmaster will assign these codes to you, which are needed to copy the file to the web server. (Every picture must be copied to the web server before you can insert it.)

NOTE The Login box includes an **Advanced** button. For documentation of the dialog box that appears when you click this button, see “Uploading Images” in the [eWebEditPro Developer’s Reference Guide](#).

The Picture Properties Dialog Box

You can also use the Picture Properties dialog box to

- adjust the picture’s **width**, **height**, **border thickness**, and **alignment**
- **reset** the image’s properties width, height, border thickness, and alignment to their original specifications
- set **spacing** between the picture and surrounding information on the page
- enter or edit the picture’s **title**
- view **technical information** about your connection

Adjusting a Picture

The layout area of the Picture Properties dialog box lets you adjust a picture’s width, height, border thickness, and alignment.



You can use the following fields to adjust the picture before inserting it into the editor.

To make this change	Use this field
The width of the picture, in pixels	Width
The height of the picture, in pixels	Height
Add a border around the picture	Border Thickness For more information, see “Setting a Border” on page 120
Adjust the alignment of the picture	Alignment For more information, see “Aligning the Picture” on page 121

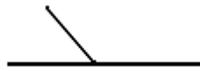
WARNING! If you substantially adjust the picture's height and/or width, the picture may be distorted when users view your web page.

Pixels

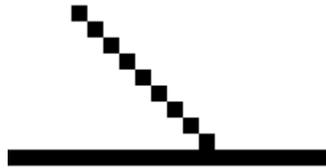
A pixel is a single point in a graphic image.

Computer monitors display pictures by dividing the screen into thousands of pixels, arranged in rows and columns. The pixels are so close together that they appear connected.

Below is an image shown at regular size and then enlarged so you can see the pixels that make up the picture.



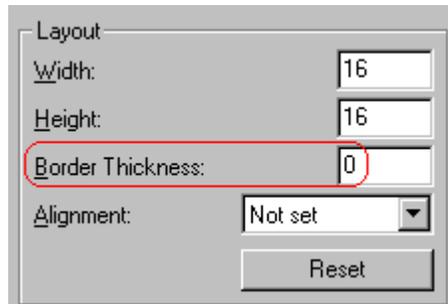
regular size



enlarged to show pixels

Setting a Border

To add a border around a picture, enter the border's thickness in **pixels** in the **Border Thickness** field on the Picture Properties dialog box.



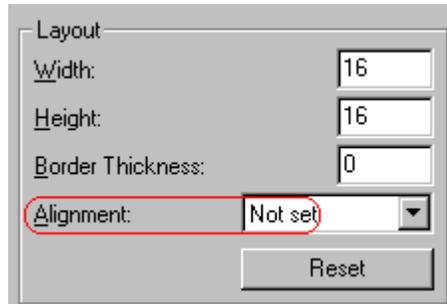
Here is a picture with a 1 **pixel** border. 

Here is the same picture with a 10 pixel border. 

If the picture is not a hyperlink, its border is black. If the picture is also a hyperlink, the border is the same color as a hyperlink (for example, blue or purple if visited).

Aligning the Picture

To align a picture, use the **Alignment** field on the Picture Properties dialog box.



When deciding how to align a picture, you need to become familiar with these terms.

- *baseline* of text - the imaginary line on which the text lies. Some letters (such as g, p and y) have *descenders*, segments of letters that extend below the baseline
- *bottom* of text - the lowest section of a line to which a descender extends
- *top* of text - the highest spot of a line to which any segment of a letter extends
- *vertical center* - the midpoint between the top and bottom of the line

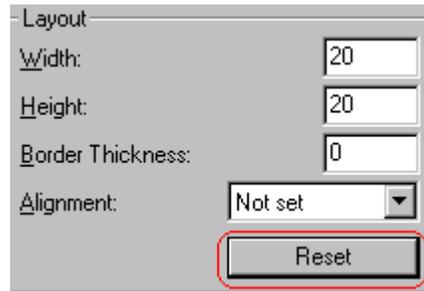


The following table lists your alignment choices.

To align	Click this in the Alignment field	Illustration
The picture on the left margin, allowing subsequent text to wrap around it	Left	
The picture on the right margin, allowing subsequent text to wrap around it	Right	
The top of the picture with the top of the text	Text Top, Top	
The vertical center of the picture with the <i>baseline</i> of the text	Middle	
The vertical center of the picture with the <i>vertical center</i> of the text	AbsMiddle	
The bottom of the picture with the <i>baseline</i> of the text (This is the default alignment)	Bottom, Baseline	
The bottom of the picture with the <i>bottom</i> of the text	AbsBottom	

Resetting Width, Height, Border Thickness, and Alignment

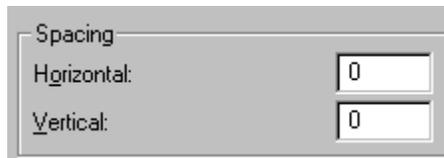
If you adjust the picture's width, height, border thickness, and/or alignment and later want to restore *all* of those settings to their original values, click the **Reset** button.



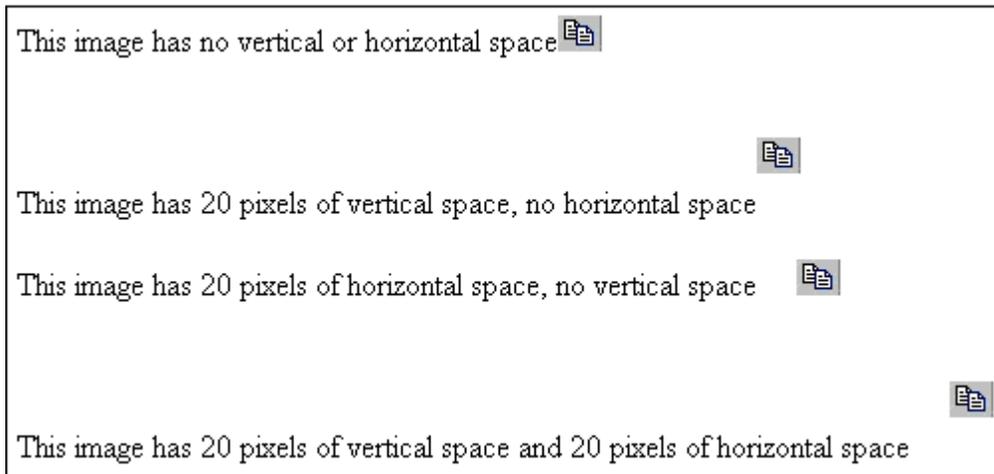
Note that you cannot selectively restore some settings -- the **Reset** button automatically restores all of them.

Adding Space around the Picture

On the Picture Properties dialog box, you can use the **Spacing** fields (**Horizontal** and **Vertical**) to add space around the picture. You enter a number of **pixels** to determine spacing value.



The following graphic illustrates the effect of adding spacing to a picture.



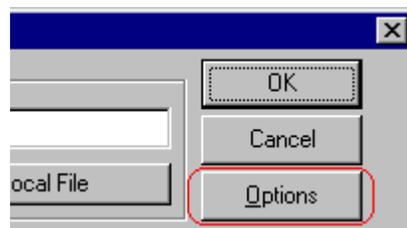
Editing the Picture's Title

The title that you entered in the Insert Media Item dialog box defaults into the **Title** field of the Media Selection dialog box. You can edit the title in this field if desired.

NOTE The title is also the `alt` text for the image. The `alt` text appears in place of the image on the web page if the image itself cannot display for any reason.

The Options Button

When you click the **Options** button on the File Properties dialog box, the options dialog box appears. The box displays information about your connection to the web server.



For information about these settings, see “Uploading Images” in the eWebEditPro Developer’s Reference Guide.

Deleting a Picture

If you want to delete a picture, follow these steps.

1. Move the cursor over the picture.
2. Click the mouse to select the picture.
3. Click the Cut button ()

Creating Forms with eMPower

eMPower comes with a special Form Element toolbar which allows you to easily set up a form in any of your content blocks.



By default, the Form Elements toolbar is only enabled for Administrators in the Sample site, but they may be enabled for any other User Group desired.

Form Elements Toolbar Buttons

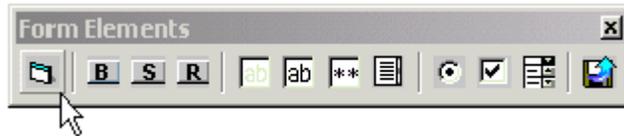
Shown in the table below is a brief description of each toolbar button.

Button	Description	More Information
Form 	This will insert the form tags.	"Inserting a Form" on page 127
Button 	This will insert a button that you may set a value to.	"Inserting a Button" on page 129
Submit Button 	This will insert a Submit button into the form.	"Inserting a Submit Button" on page 131
Reset Button 	This will insert a Reset button into the form.	"Inserting a Reset Button" on page 132

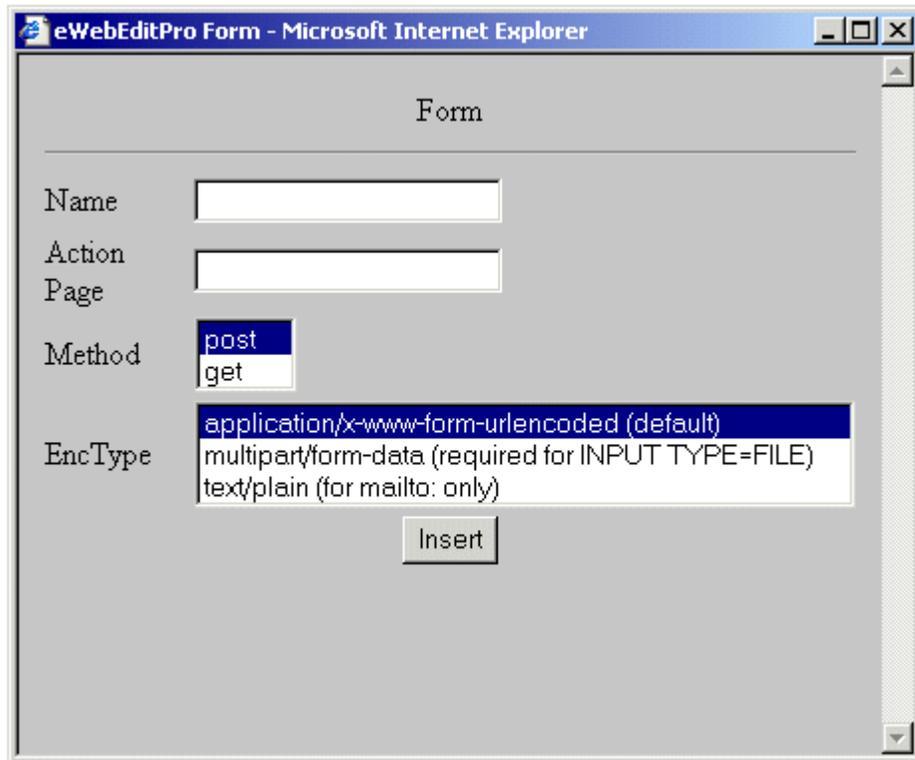
Button	Description	More Information
Hidden Text Field 	This will insert a hidden text field into the form.	"Inserting a Hidden Text Field" on page 134
Text Field 	This will insert a text field into the form.	"Inserting a Text Field" on page 135
Password Field 	This will insert a password text field into the form.	"Inserting a Password Field" on page 137
Text Area 	This will insert a text box into the form.	"Inserting a Text Area Field" on page 139
Radio Button 	This will insert a radio button into the form.	"Inserting a Radio Button" on page 141
Check Box 	This will insert a check box into the form.	"Inserting a Check Box" on page 143
Select List 	This will insert a select list into the form.	"Inserting a Select List" on page 145
File Upload 	This will insert a text field and a browse button to allow you to upload a file.	"Inserting a File Upload Field" on page 147

Inserting a Form

To begin, you must first insert the form into the editor. To do this, first click on the **Form** button on the toolbar.



Once you have clicked on the Form button, a window will open where you will be able to specify the required attributes of the form:

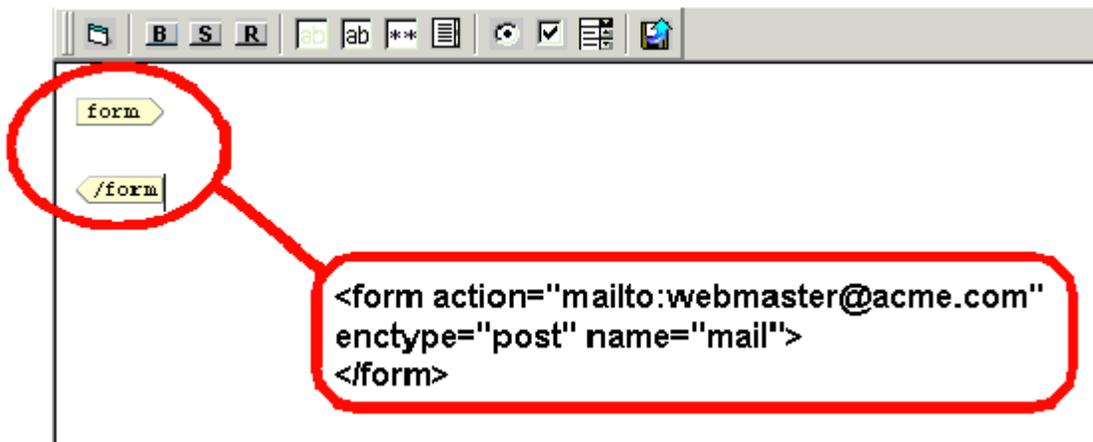


Fill out the form with the following information:

Field	Description
Name	Enter a name for the form.
Action Page	Enter the url where the data from the form will be processed by a CGI script or gateway system.

Field	Description
Method	Select the method you want the data to be sent to the server.
EncType	Select the media type of the information being processed by the <FORM> tag.

When you have filled out and selected all those fields, click the **Insert** button to insert the form into the editor.



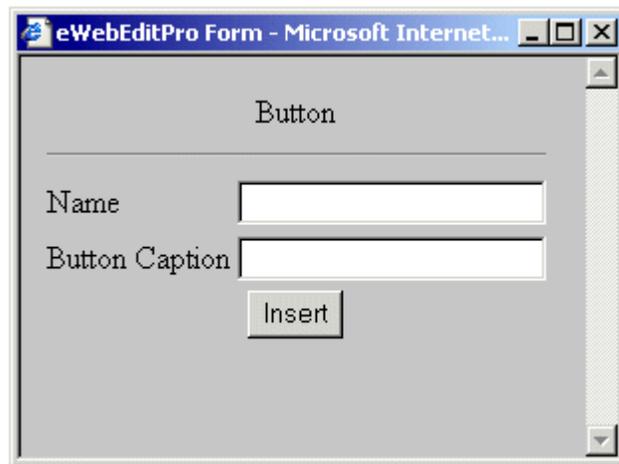
From here, you will be able to add the rest of the elements to the form you have just created.

Inserting a Button

To begin, click on the **Button** button on the Form Elements toolbar:



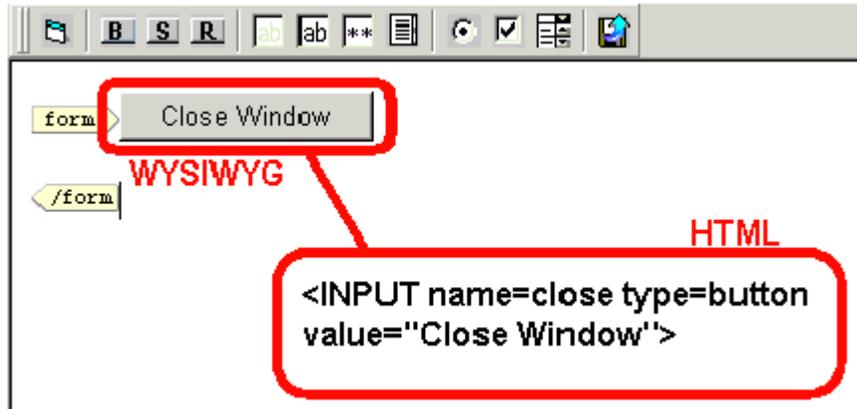
After you click on the button, a window will open with two fields you will need to fill out.



Fill out the fields according to the information shown below:

Field	Description
Name	This is the name of the button that will be used when the form is being processed by the server.
Button Caption	This will be the text that will placed on the button.

Once you have filled out all these fields, click the **Insert** button to insert it into the form.

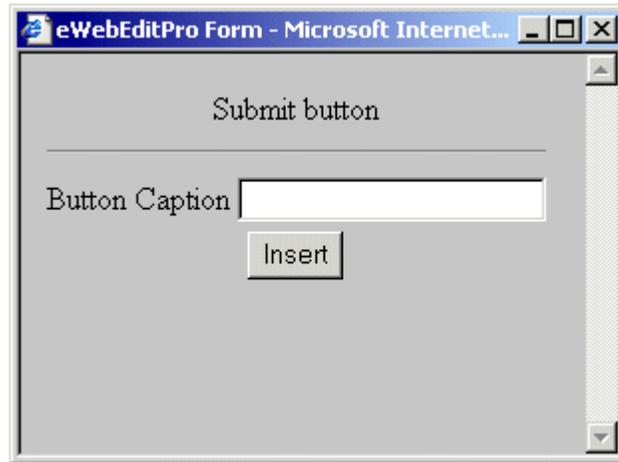


Inserting a Submit Button

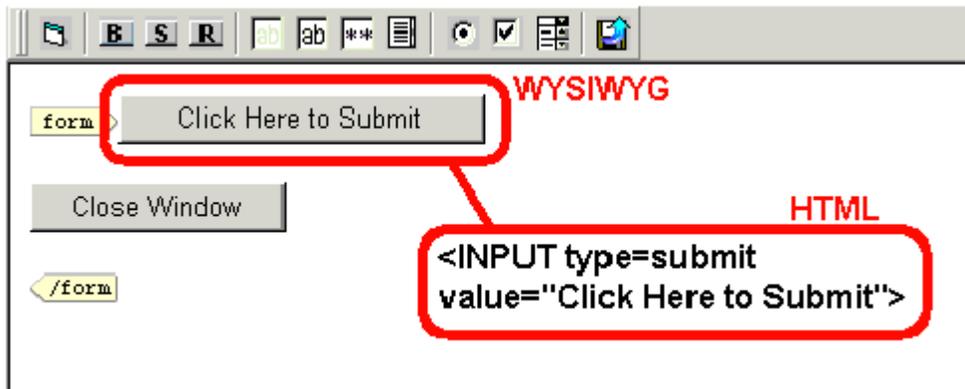
To insert a Submit button into your form, begin by clicking on the **Submit** button on the toolbar.



Once you have clicked the submit button, you will be prompted with the following window.



On this screen, enter the caption that you would like for the Submit button, then click **Insert**.

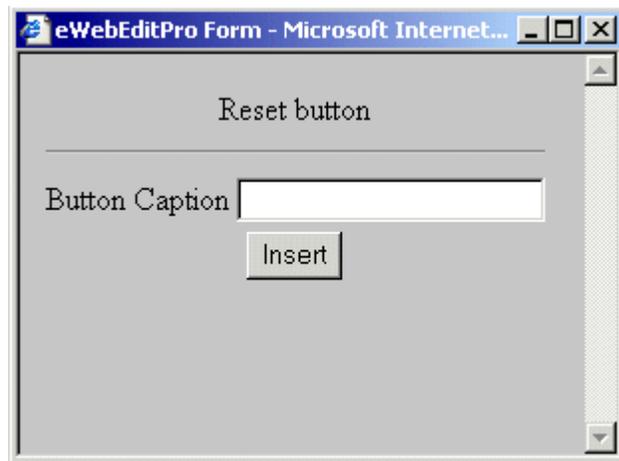


Inserting a Reset Button

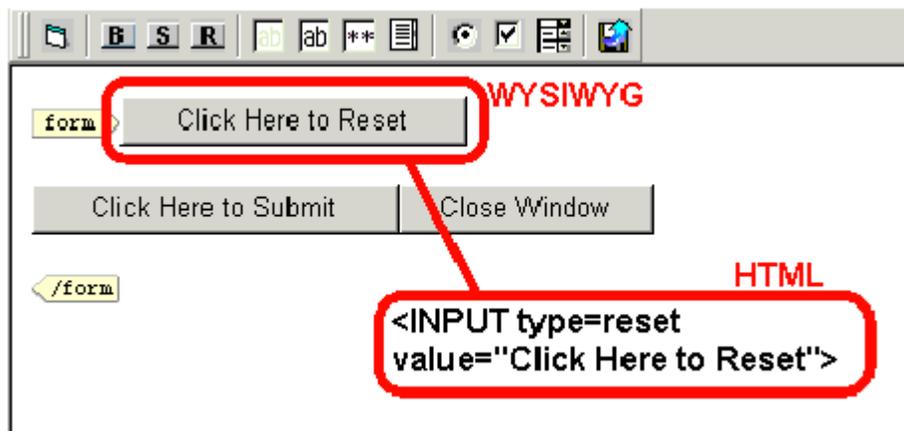
To insert a Reset button into your form, begin by clicking on the **Reset** button on the toolbar.



Once you have clicked the **Reset** button, you will be prompted with the following window.

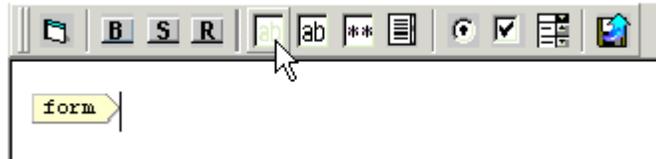


On this screen, enter the caption that you would like for the Reset button, then click **Insert**.



Inserting a Hidden Text Field

To insert a hidden text field, begin by clicking on the **Hidden Text Field** button on the toolbar.



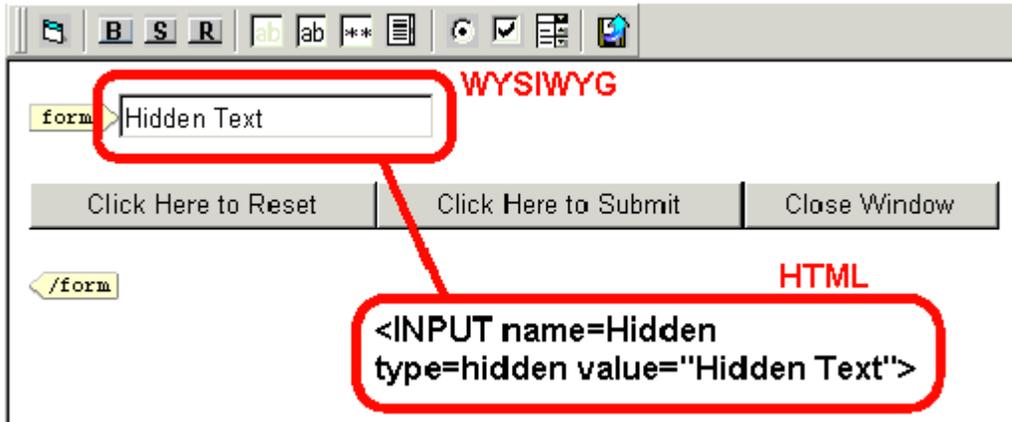
Once you have clicked on the Hidden Text Field button, a window will pop up where you may enter information necessary for the field.

 A screenshot of a dialog box titled 'eWebEditPro Form - Microsoft Internet...'. The dialog box has a title bar with standard window controls. The main area is titled 'Hidden Text Field'. It contains two input fields: 'Name' and 'Value'. Below these fields is an 'Insert' button.

Use the table below to properly fill out this form:

Field	Description
Name	This is the name of the field that will be used when the form is being processed by the server.
Value	This will be the default text that will be placed into the field.

When you have properly filled in the fields, click the **Insert** button.

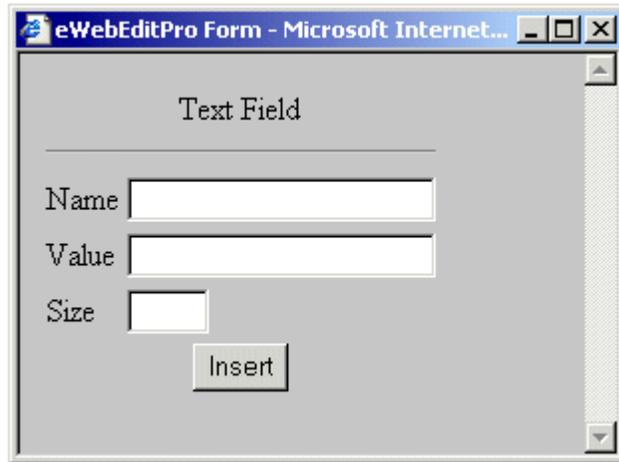


Inserting a Text Field

To insert a text field, begin by clicking on the **Text Field** button on the toolbar.



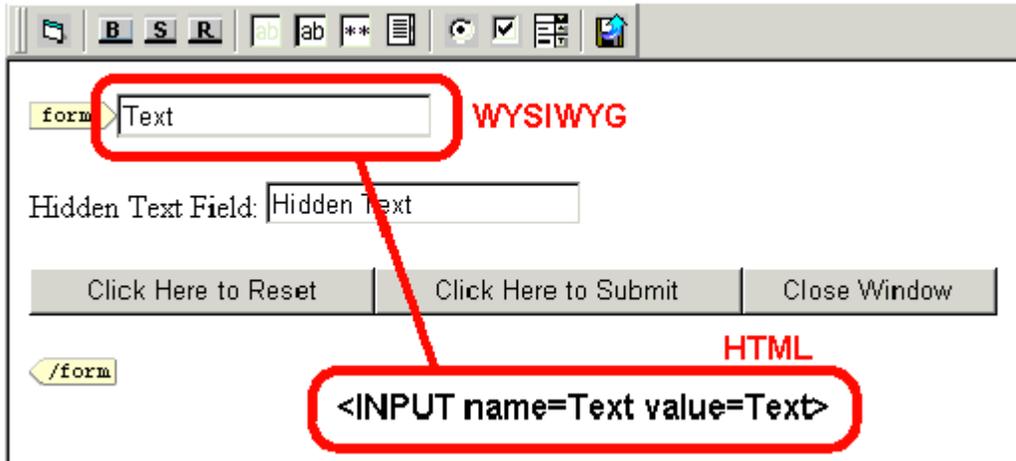
Once you have clicked on the Text Field button, a window will pop up where you may enter information necessary for the field.



Use the table below to properly fill out this form:

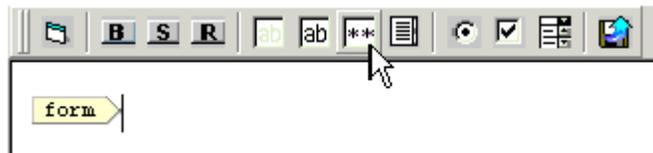
Field	Description
Name	This is the name of the field that will be used when the form is being processed by the server.
Value	This will be the default text that will be placed into the field.
Size	This will be the size, in length, of the text box

When you have properly filled in the fields, click the **Insert** button.

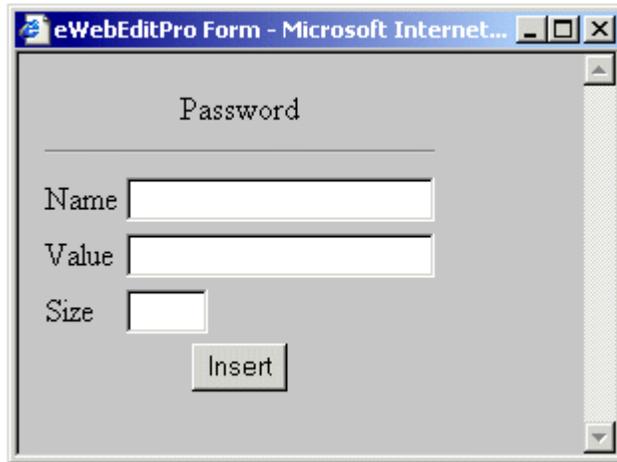


Inserting a Password Field

To insert a password field, begin by clicking on the **Password Field** button on the toolbar.



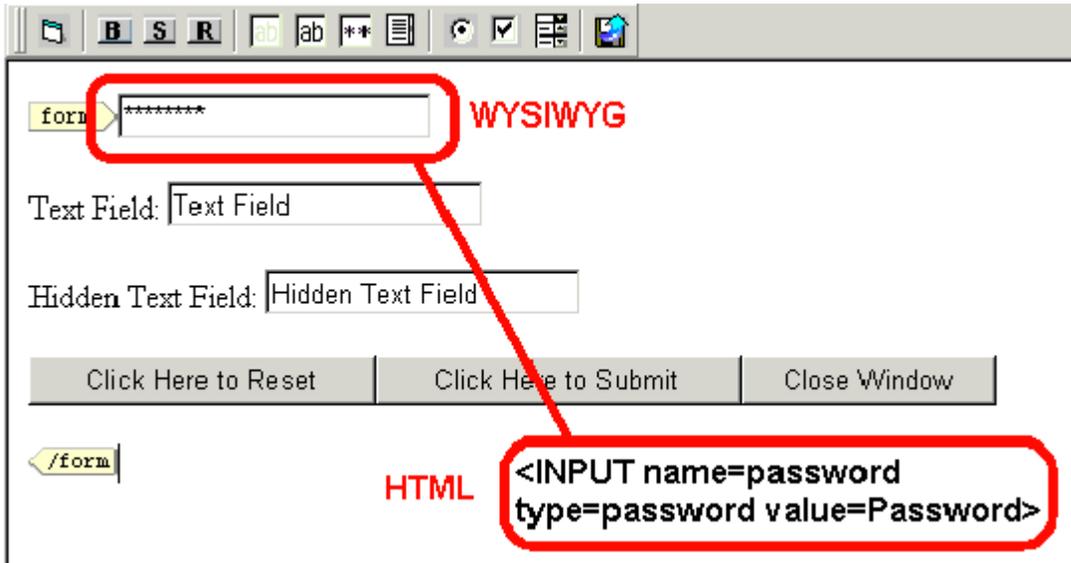
Once you have clicked on the Password Field button, a window will pop up where you may enter information necessary for the field.



Use the table below to properly fill out this form:

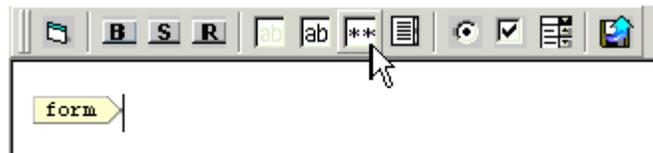
Field	Description
Name	This is the name of the field that will be used when the form is being processed by the server.
Value	This will be the default text that will be placed into the field.
Size	This will be the size, in length, of the password text box

When you have properly filled in the fields, click the **Insert** button.



Inserting a Text Area Field

To insert a text area field, begin by clicking on the **Textarea** button on the toolbar.

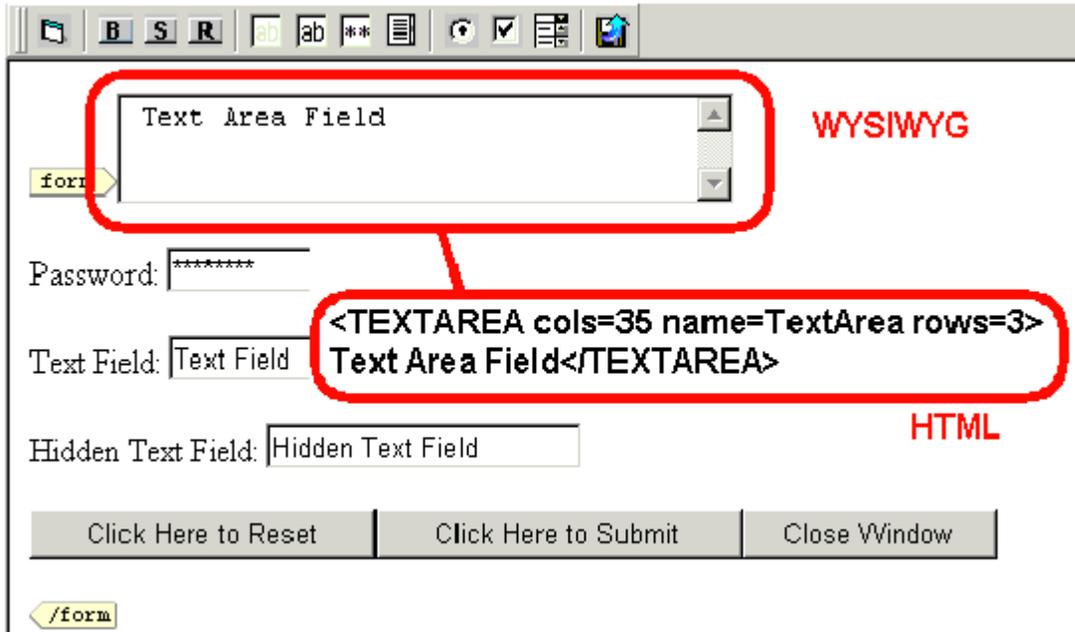


Once you have clicked on the Textarea button, a window will pop up where you may enter information necessary for the field.

Use the table below to properly fill out this form:

Field	Description
Name	This is the name of the field that will be used when the form is being processed by the server.
Value	This will be the default text that will be placed into the field.
Columns	This will be the amount of columns the text area box will span
Rows	This will be the height, in rows, of the text area box.

When you have properly filled in the fields, click the **Insert** button.



Inserting a Radio Button

To insert a Radio Button, begin by clicking on the **Radio Button** button on the toolbar.



Once you have clicked on the toolbar button, a window will pop up where you may enter information necessary for the radio button.

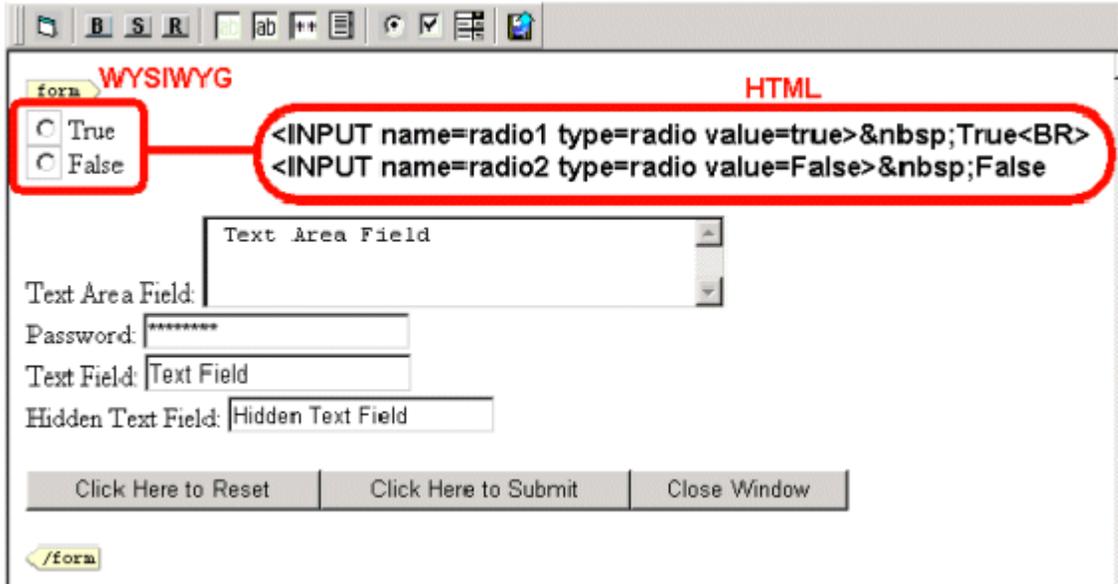
The screenshot shows a dialog box titled "Radio Button" with the following fields and controls:

- Name:** A text input field.
- Value:** A text input field.
- Default is Checked:** A checkbox that is currently unchecked.
- Insert:** A button located at the bottom center of the dialog.

Use the table below to properly fill out this form:

Field	Description
Name	This is the name of the field that will be used when the form is being processed by the server.
Value	This is will be the data sent to the server if the radio button is checked.
Default is Checked	Check off the box if you want the radio button to be checked off by default.

When you have properly filled in the fields, click the **Insert** button.



Inserting a Check Box

To insert a Check Box, begin by clicking on the **Checkbox Button** button on the toolbar.

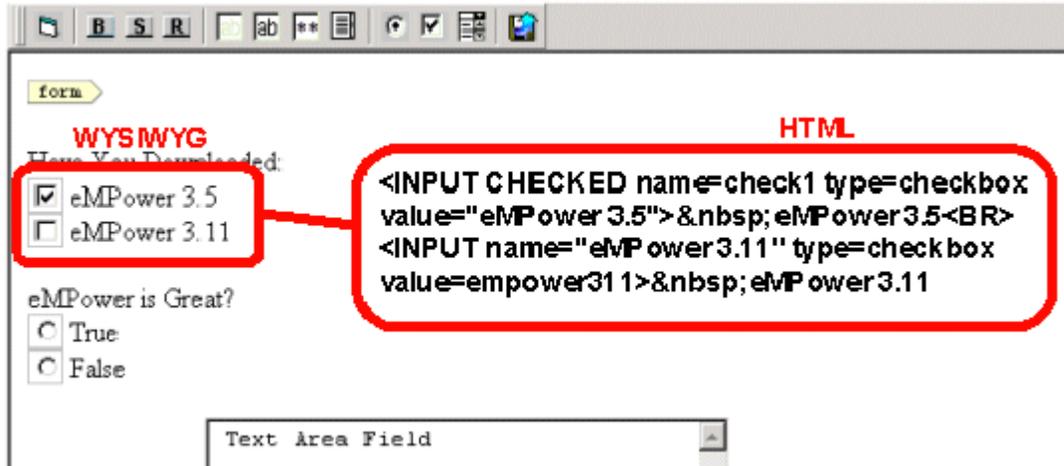


Once you have clicked on the toolbar button, a window will pop up where you may enter information necessary for the check box.

Use the table below to properly fill out this form:

Field	Description
Name	This is the name of the field that will be used when the form is being processed by the server.
Value	This is will be the data sent to the server if the checkbox button is checked.
Default is Checked	Check off the box if you want the check box to be checked off by default.

When you have properly filled in the fields, click the **Insert** button.



Inserting a Select List

To insert a Select List, begin by clicking on the **Select** button on the toolbar.



Once you have clicked on the toolbar button, a window will pop up where you may enter information necessary for the select list.

The screenshot shows a web browser window titled "eWebEditPro Form - Microsoft Internet Explorer". Inside the browser, there is a form titled "Select". The form contains the following elements:

- A horizontal line above the title "Select".
- A "Name" label followed by a text input field.
- A "Size" label followed by a small text input field.
- An "Allow Multiple" label followed by an unchecked checkbox.
- A horizontal line below the "Allow Multiple" checkbox.
- An "Option Name" label followed by a text input field.
- A "Display Value" label followed by a text input field.
- A horizontal line below the first option.
- A second "Option Name" label followed by a text input field.
- A second "Display Value" label followed by a text input field.
- A horizontal line below the second option.
- A third "Option Name" label followed by a text input field.
- A third "Display Value" label followed by a text input field.
- A horizontal line below the third option.
- An "Insert" button at the bottom center.

Use the table below to properly fill out this form:

Field	Description
Name	This is the name of the field that will be used when the form is being processed by the server.
Size	The size, in rows, the list will display as.

Field	Description
Allow Multiple	Checking off this box allows people to select more than one option on the select list by using the Ctrl button
Option Value	This is will be the data sent to the server if the option is selected.
Display Name	This is the name that the will be displayed on the list.

When you have properly filled in the fields, click the **Insert** button.

The screenshot shows the eMPower WYSIWYG editor interface. A dropdown menu is open, displaying a list of options: eWebEditPro 1.8, eWebEditPro 2.0, cms100 for ASP, CMS100 for CF, CMS200, eMPower, and eMPower is Great?. The 'eWebEditPro 1.8' option is selected. To the right of the dropdown, the corresponding HTML code is displayed in a red-bordered box. The code is as follows:

```
<SELECT name=products size=1>
<OPTION selected value=ewebeditpro18>eWebEditPro 1.8</OPTION>
<OPTION value= ewebeditpro20>eWebEditPro 2.0</OPTION>
<OPTION value= cms100forasp>cms100 for ASP</OPTION>
<OPTION value= cms100forcf>CMS100 for CF</OPTION>
<OPTION value= CMS200>CMS200</OPTION>
<OPTION value= eMPower>eMPower</OPTION>
</SELECT>
```

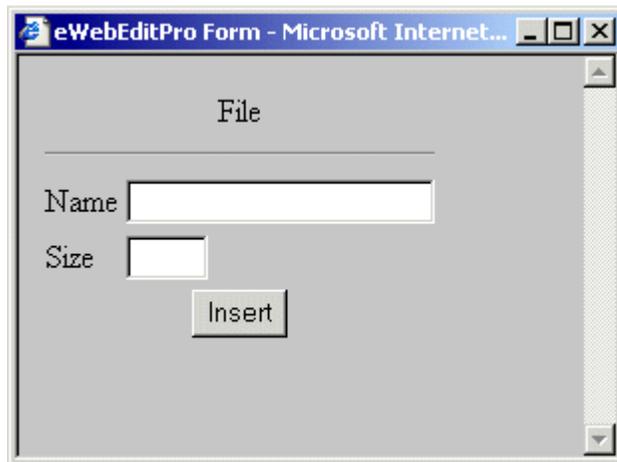
Below the dropdown and code, the editor shows various form fields: a Text Area Field, a Password field, a Text Field, and a Hidden Text Field. At the bottom, there are three buttons: 'Click Here to Reset', 'Click Here to Submit', and 'Close Window'.

Inserting a File Upload Field

To insert a File Upload field, begin by clicking on the **File Upload** button on the toolbar.



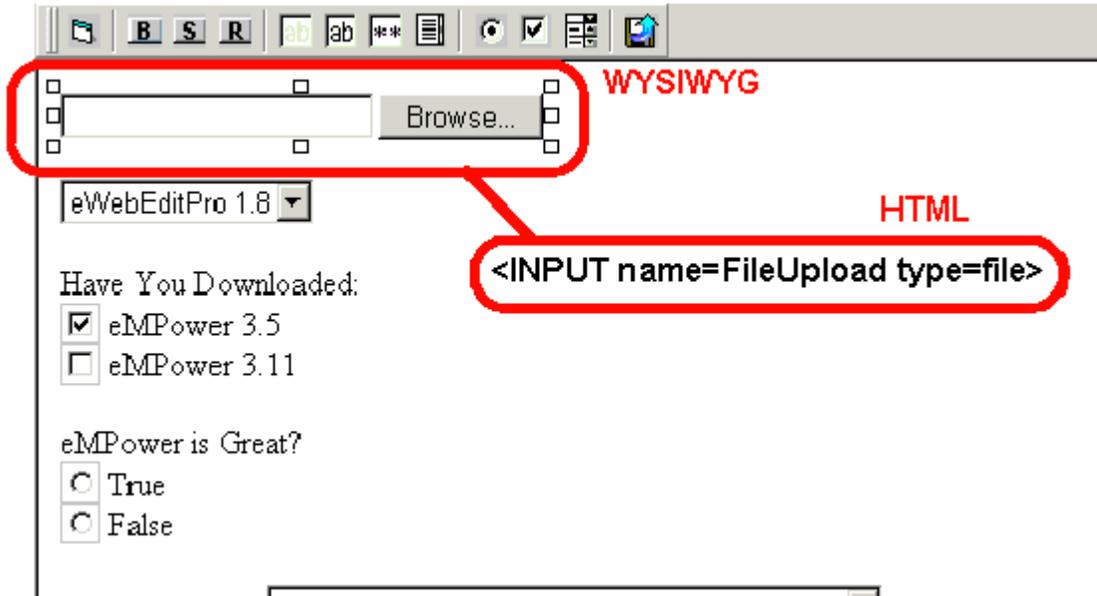
Once you have clicked on the toolbar button, a window will pop up where you may enter information necessary for the file upload field.



Use the table below to properly fill out this form:

Field	Description
Name	This is the name of the field that will be used when the form is being processed by the server.
Size	The size, in columns, the list will display as.

When you have properly filled in the fields, click the **Insert** button.



Introduction to Tables

Sometimes, the information on your web page looks better when displayed on a table. Here is an example.

City	Baseball Team	Hockey Team
Boston	Red Sox	Bruins
New York	Yankees / Mets	Rangers
Chicago	White Sox / Cubs	Black Hawks

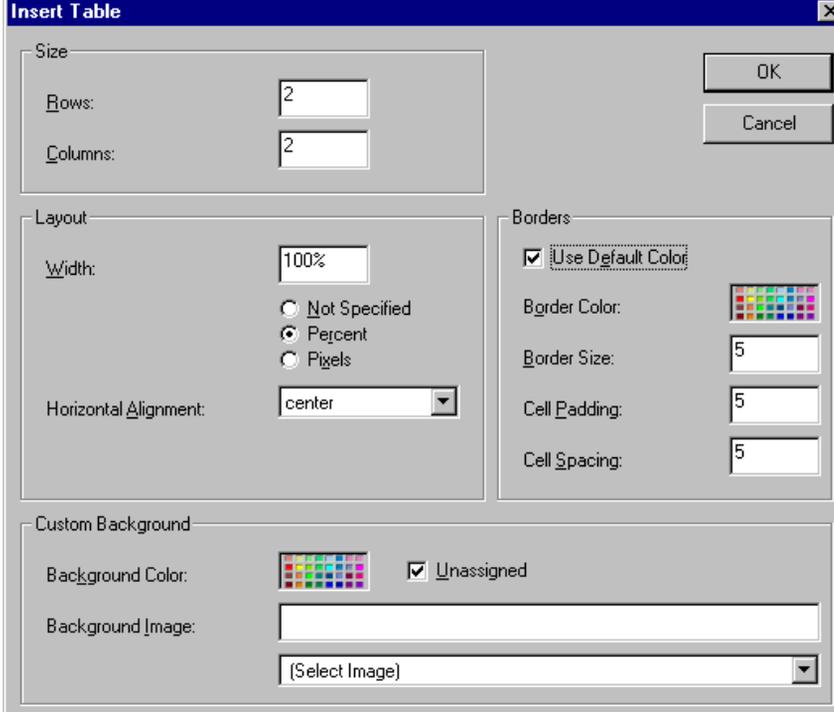
This section explains

- [Creating a Table](#)
- [Deleting a Table](#)
- [Inserting a Table within a Table](#)

See Also: [“Table Dialog Boxes and Menus” on page 167](#), [“Manipulating Your Table’s Format” on page 154](#), and [“Working with Table Cells” on page 176](#)

Creating a Table

To create a table, click the table button () then click **Insert Table** from the menu. When you do, the Insert Table dialog box appears.



You can also access this dialog box after you insert it. You would do this if you wanted to edit any of the information entered in the dialog.

To access this dialog after insertion, follow these steps.

1. Click the table.
2. Right click the mouse.
3. Click **Table Properties** from the menu.

When creating a table, you can specify the

- **number** of rows and columns

- width
- horizontal alignment on the page
- background color or background picture
- border size and color

For more information about managing tables, see [“Manipulating Your Table’s Format”](#) on page 154.

For more information about managing individual cells within a table, see [“Working with Table Cells”](#) on page 176.

Deleting a Table

To delete a table, follow these steps

1. Move the cursor over the table until the cursor becomes a four-headed arrow (↕↔).
2. Click the mouse button. The table becomes selected (small squares appear around it).



3. Press <Delete>.

Inserting a Table within a Table

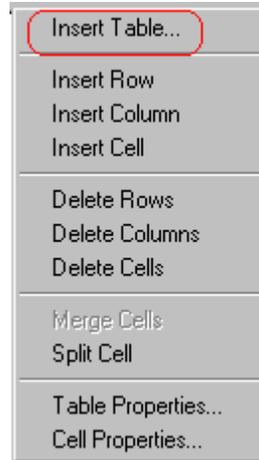
You can insert a table within a table. You might want to do this to arrange text in columns.

Horizontal Alignment	Right	Left	Center
	text	text	text

NOTE HTML does not let you use tabs or spaces to align text in columns. You must use a table to align columns. You can remove the table's border, so that no lines appear between the columns and rows.

To insert a table within a table, follow these steps.

1. Place the cursor in the cell into which you want to insert a table.
2. Click the Insert Table button ().
3. Click **Insert Table** from the menu.



4. The Insert Table dialog box appears.
5. Edit the fields in the dialog box as needed. Then, click **OK**.

Manipulating Your Table's Format

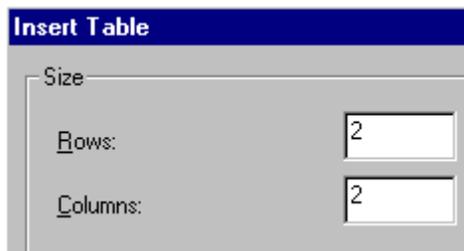
This section explains how to manipulate your table's format by specifying

- a **number** of rows and columns
- a **width**
- horizontal **alignment**
- a background **color** or **image**
- border **color** and **size**

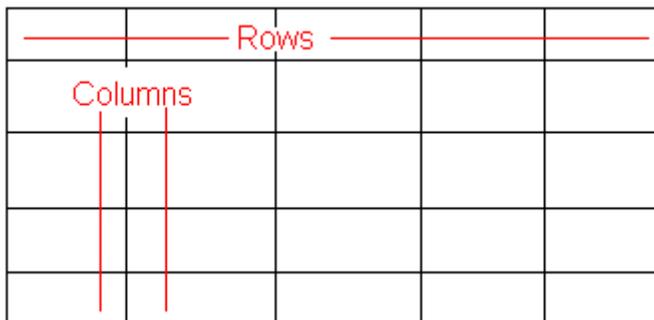
NOTE You can also apply most of these properties to individual cells within a table. See "Working with Table Cells" on page 176 for details.

Choosing the Number of Rows and Columns

Use the **Size** section of the Insert Table dialog box to specify the number of rows and columns in the table.



A row is a horizontal series of cells, while a column is a vertical series.

A 5x5 grid of cells is shown. A horizontal red line spans across the top two rows, with the word "Rows" written in red above it. Two vertical red lines span down the first two columns, with the word "Columns" written in red to the left of them.

If you know how many rows and columns the table will be, enter those numbers. If you don't know the number of rows and columns you need when you create the table, estimate how many you need. You can add or remove rows and columns later.

Placement of Inserted Row or Column

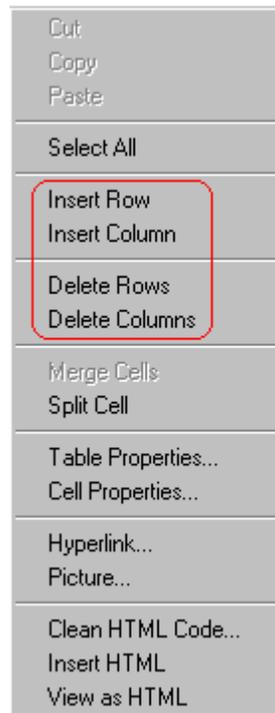
If you add a row, it appears above the row in which the cursor was resting when you pressed **Insert Row**.

If you add a column, it appears on the left side of the table.

Adding or Removing Rows and Columns

To add or remove rows and columns after you create the table, follow these steps.

1. Place the cursor in the cell from which you want to add or delete.
2. Right click the mouse. A menu appears.



-
3. Click the appropriate action from the menu. For example to add a row, click **Insert Row**.

Specifying Table Width

When you create a table, you can set its width by specifying one of the following:

- *percentage* of the window: the table's width varies as a user adjusts the browser size
- *fixed number of pixels*, the table's width stays the same as a user adjusts the browser size

You can also *not* set a width but instead let information you enter into the table's cells determine its width.

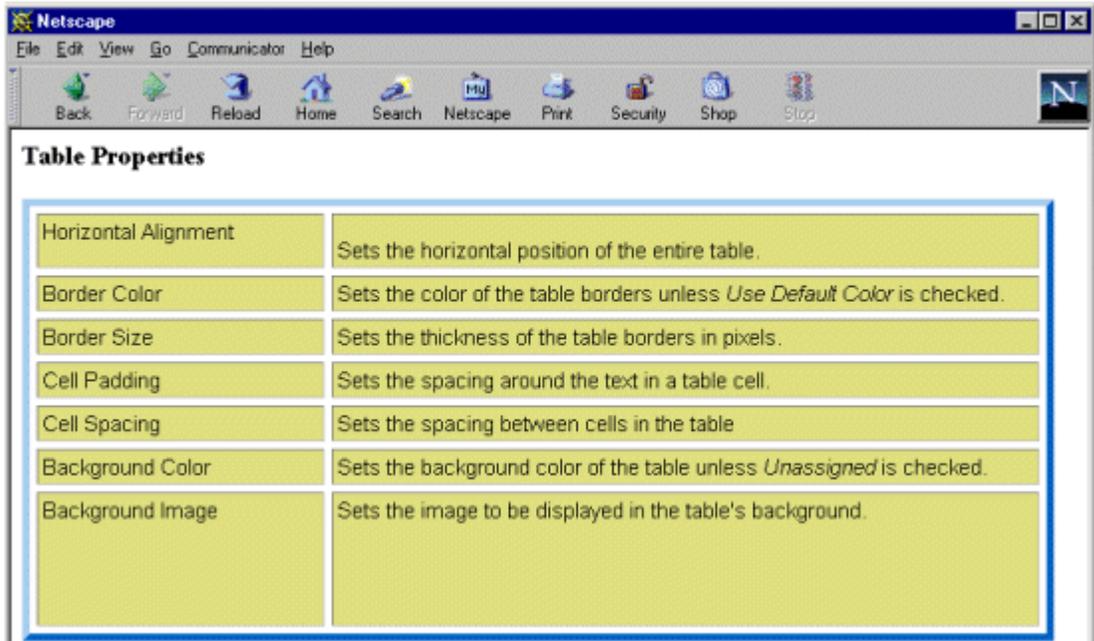
NOTE To set the width of a table column, adjust the width of one of the cells within the column (as described in "Specifying the Width of a Cell" on page 176). Usually, this change affects all other cells in the column.

Specifying Table Width by Percentage

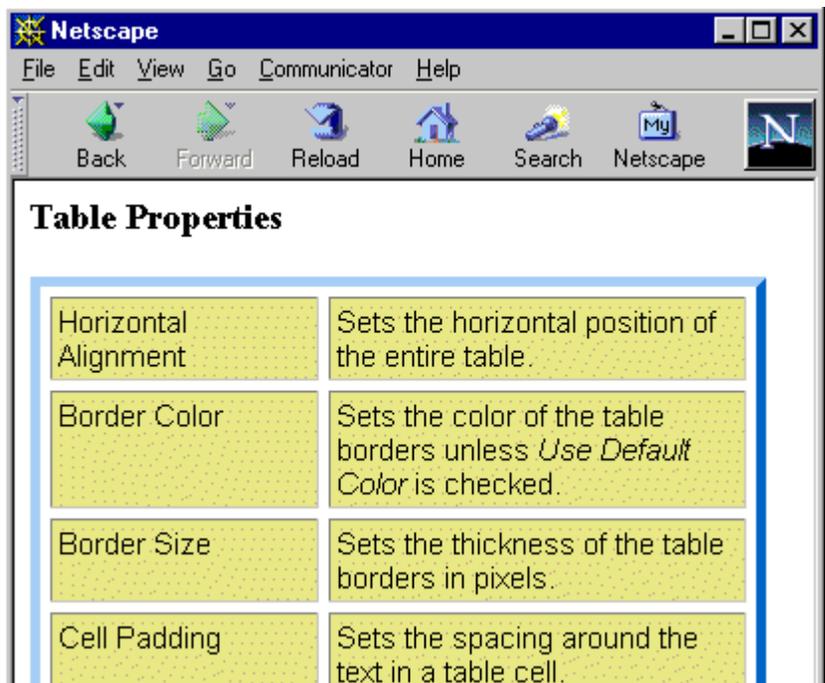
Specify table width by percentage if you want the table to be resized as the user resizes the browser.

NOTE In order for the table to resize with the browser, the *Word Wrap* attribute must be turned on in all of a table's cells. For details, see "Word Wrap" on page 197.

For example, if you specify that a table is 100% wide, and your browser displays 14 inches across when it is maximized, the table fills the screen (except for the browser border).

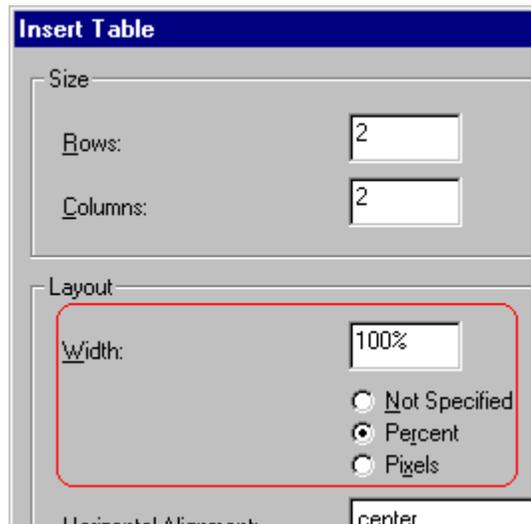


If you resize the browser to half the screen, the table will be about 7" wide. You still see both columns, but some of the data is moved down.



Setting Table Width by Percentage

To specify table width by percentage, choose **Percent** in the layout section of the Insert Table dialog box. Then, specify the percentage at the **Width** field.

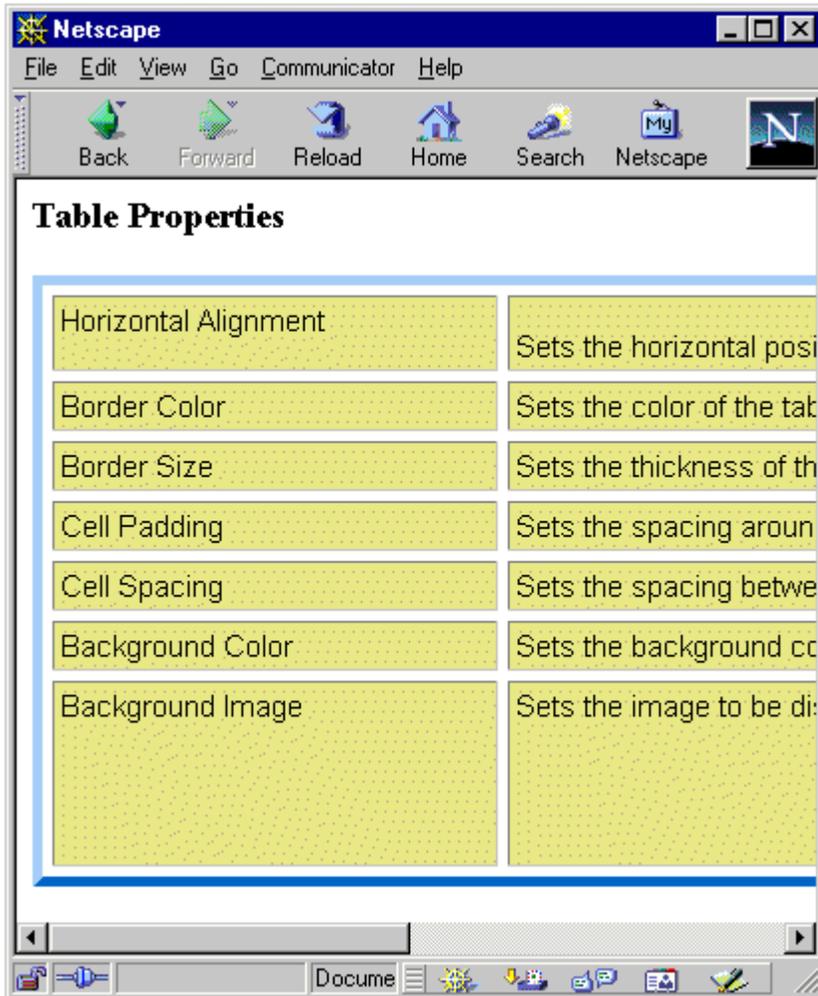


Specifying Table Width by Pixels

Specify table width by **pixels** if you want the table to remain the same size if a user resizes the browser.

For example, if you specify that a table is 610 pixels wide, and the user's browser is set to low resolution (640 x 480 pixels), the table occupies the full width of the browser when it is maximized.

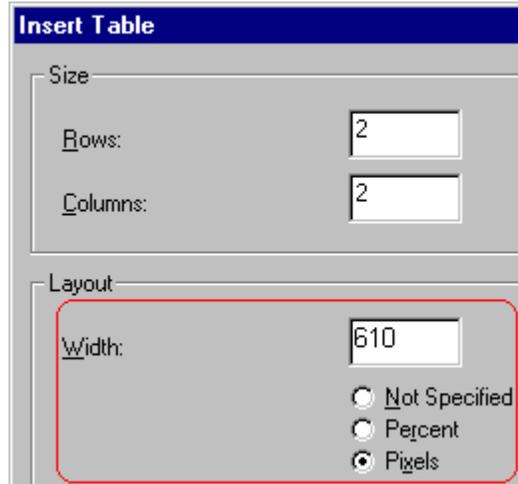
If the user resizes the browser so that it only occupies the left half of the screen, only the left half of the table appears. A scroll bar appears at the bottom of the browser. The user must move the scroll bar to see the rest of the table.



If you set table width by pixels, do not set it to more than 610 pixels. Otherwise, the table will not fully display on a monitor set to low resolution (640 x 480).

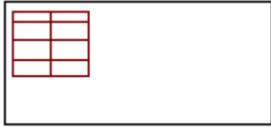
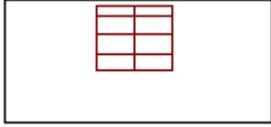
Setting Table Width by Pixels

To specify table width by **pixels**, choose **Pixels** in the layout section of the Insert Table dialog box. Then, specify the number of pixels at the **Width** field.



Specifying Horizontal Alignment

You can specify your table's horizontal alignment (left, right, or center) within the browser.

Alignment	Example
left	
right	
center	

If you specify right or left justify, you can wrap text around the table. To do this, move the cursor to the right or left of the table and begin typing.

Table Properties

Horizontal Alignment	Sets the horizontal position of the entire table.	In this example, the table is left justified, so this text appears to the right of the table.
Border Color	Sets the color of the table borders unless <i>Use Default Color</i> is checked.	
Border Size	Sets the thickness of the table borders in pixels.	

Specify the table alignment at the **Horizontal Alignment** field on the Layout area of the Insert Table dialog box.

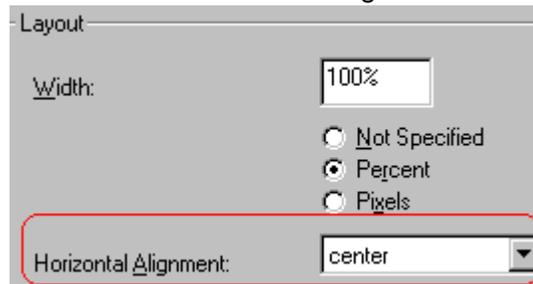


Table Backgrounds

You can specify a background **color** or **image** for your table.

Specifying a Table's Background Color

You can assign a background color to a table to make it more pleasing to the eye. Here is an example.

Width	Sets the width of the table on the page in terms of a percentage or by pixel width.
Horizontal Alignment	Sets the horizontal position of the entire table. For example, left, center, right.
Border Color	Sets the color of the table borders unless <i>Use Default Color</i> is checked.

NOTE If you apply a dark background color to a table, you may want to apply a light foreground color to the text. Use the font color button (A) to change the text color.

To assign a background color to your table, click the **Background Color** field on the Insert Table dialog box.



When you click that field, a color dialog box appears. Click the color that you want to apply to the background of the table.

Follow these steps to get help on how to use the color box.

1. Click the question mark in the top right corner.



2. A large question mark appears next to your cursor.
3. Drag the question mark to the area of the dialog box that you want to learn about.
4. Click the mouse button. A box appears with instructions for that area.

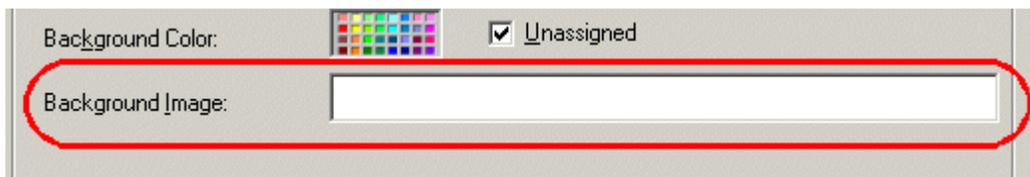
Deleting a Table's Background Color

To delete a table's background color, click the **Unassigned** box in the **Custom Background** area of the Insert Table dialog box.



Specifying a Background Image for a Table

If you want a background image to appear in all table cells, use the **Background Image** field of the Insert Table dialog box.



To insert a background image

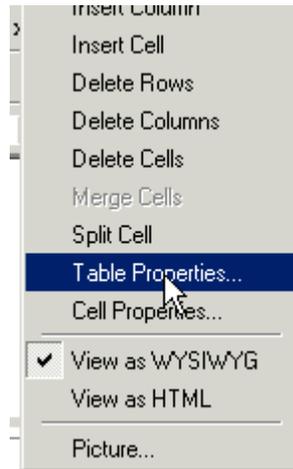
1. Enter the path or URL of the image you wish to use for the background.
2. Click **OK**.

Note that when you apply a background image to a table

- it applies to the entire table, including the borders.
- if the table is larger than the image, the image repeats until it fills the table.
- if the image is larger than the table, the top left corner of the image aligns with the top left corner of the table. The rest of the image fills as much of the table as possible.
- you can also apply an image to individual cells (see “Specifying a Background Image for a Table” on page 163).
- make sure that the image does not obscure user's ability to read the table text.

Deleting a Background Image

1. Move the cursor to any cell on the table and right click the mouse.
2. Click **Table Properties** from the menu.



Select the value in the **Background Image** field and press <Backspace>.

3. Click **OK**.

Setting Table Borders

You can specify a border **color** or **size** for your table.

Assigning Border Color

A table border is the line that separates the table from the rest of your web page. By default, table borders are gray. You can change the color of table borders.

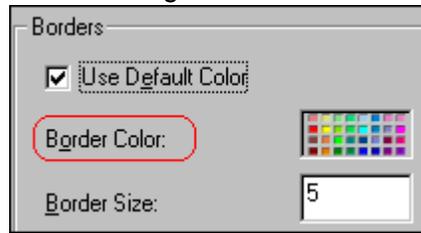


If you want a table's border to "disappear," set it to the same color as the page's background color. This technique is often used to format text on a web page.

Assigning a Cell Border Color

Each cell also has a border that separates it from the other cells and the table border. By default, a cell's border color matches the table border. However, you can individually change a cell border color (see “Setting a Cell’s Border Color” on page 180).

To assign a color to your table’s border, click the **Border Color** field on the Insert Table dialog box.



When you click that field, a color selection box appears. Click the color that you want to apply to the table’s border. Follow these steps to get help on how to use the color box.

1. Click the question mark in the top right corner.



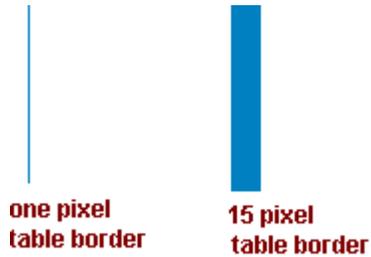
A large question mark appears next to your cursor.

2. Drag the question mark to the area of the dialog box that you want to learn about.

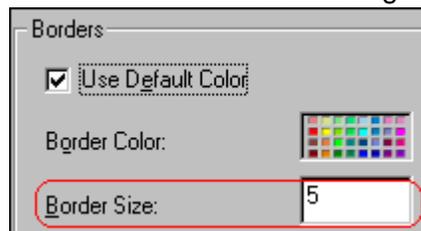
-
- Click the mouse button. A box appears with instructions for that area.

Assigning Border Size

You can also adjust the size of a table border. Size is measured in pixels.



To assign a border size to your table, enter a number of pixels into the **Border Size** field on the Insert Table dialog box.



If you set a table's border size to zero (0) but wish to view the table's boundary lines while you are editing it, select the table and click the border button (). Boundary lines will appear while you are editing but disappear when a user views the page.

Table Dialog Boxes and Menus

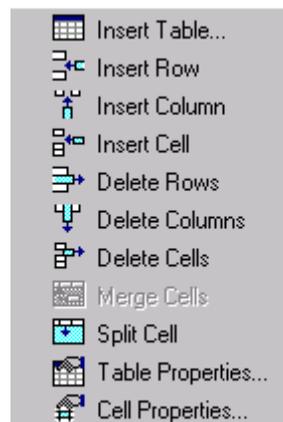
This section explains the menu options and dialog boxes you use to manipulate tables and cells. In most cases, you are referred to another section that describes the feature in more detail.

This section explains

- [The Insert Table Menu](#)
- [The Table Properties Dialog Box](#)
- [The Cell Properties Dialog Box](#)
- [The Table Context Sensitive Menu](#)

The Insert Table Menu

You access the Insert Table menu by clicking on the Insert Table button () when the cursor is inside a table. When you do, the following menu appears.

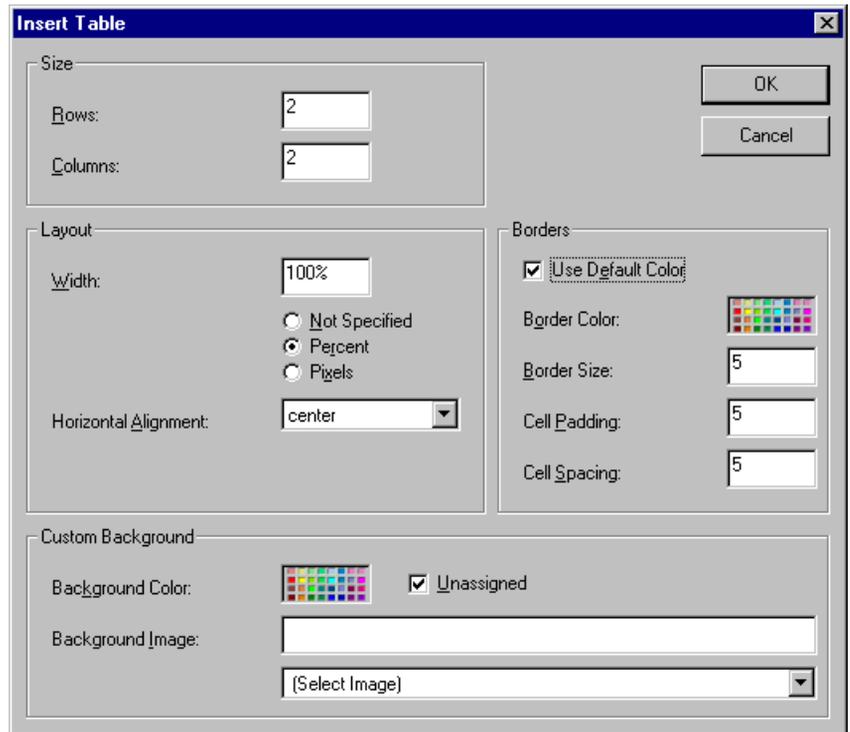


The following table lists the menu options and where to get more information on each.

Menu Option	Description	For more information, see
Insert Table	Inserts a new table where the cursor is currently resting	"Creating a Table" on page 151
Insert Row	Creates a new table row above the row in which the cursor is currently resting	"Adding or Removing Rows and Columns" on page 155
Insert Column	Creates a new table column next to the column in which the cursor is currently resting	"Adding or Removing Rows and Columns" on page 155
Insert Cell	Inserts a cell to the left of the cursor in a table	
Delete Rows	Deletes table row in which the cursor is currently resting	"Adding or Removing Rows and Columns" on page 155
Delete Column	Deletes table column in which the cursor is currently resting	"Adding or Removing Rows and Columns" on page 155
Delete Cells	Deletes the selected cells	
Merge Cells	Combines the contents of two or more selected cells into one	"Merging Two Cells" on page 196
Split Cell	Divides a cell into two. Each cell occupies one half the size of the original cell.	"Splitting a Cell" on page 195
Table Properties	Displays and lets you edit table properties, such as the number of rows and columns, cell padding, and borders.	"The Table Properties Dialog Box" on page 169
Cell Properties	Displays and lets you edit cell properties, such as width and alignment	"The Cell Properties Dialog Box" on page 171

The Table Properties Dialog Box

The Insert Table dialog box lets you manipulate most elements of a table's appearance.



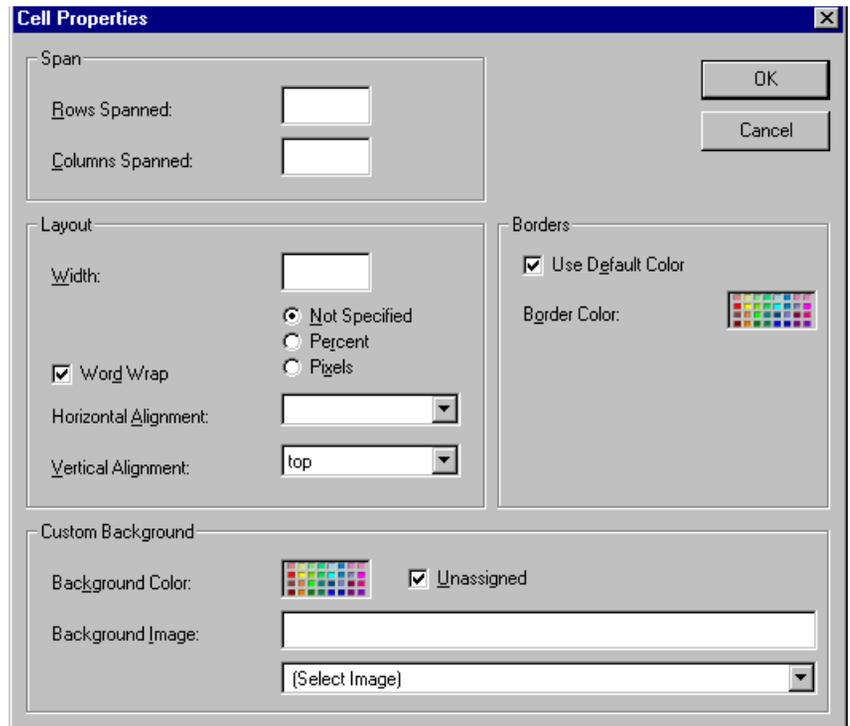
The following table lists the fields on this dialog box and refers you to the section that explains each field.

Field(s)	Lets you specify	For more information, see
Size: Rows, Columns	The number of rows and columns in the table	“Choosing the Number of Rows and Columns” on page 154
Layout: Width	Table width	“Specifying Table Width” on page 156
Layout: Horizontal Alignment	The table's alignment across the web page	“Setting Horizontal Alignment” on page 189

Field(s)	Lets you specify	For more information, see
Background Color	The background color of the table	“Specifying a Table’s Background Color” on page 161
Background Image	A background image for the table	“Specifying a Background Image for a Table” on page 163
Borders: Use Default Color	Whether or not to use the default color (gray) for table borders	
Border Color	If you do not use the default, the color of the table border	“Assigning Border Color” on page 164
Border Size	The size of the table border	“Assigning Border Size” on page 166
Cell Padding	The space (in pixels) between the cell text and a cell’s border	“Assigning Cell Padding” on page 199
Cell Spacing	The space (in pixels) between a cell and surrounding cells	“Assigning Cell Spacing” on page 200

The Cell Properties Dialog Box

The Cell Properties dialog box lets you manipulate most elements of a cell's appearance.



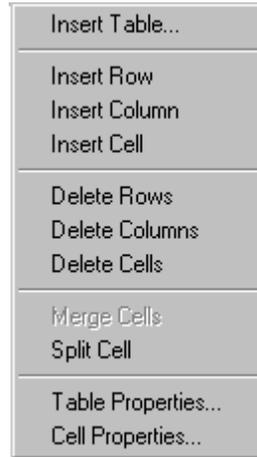
The following table lists the fields on this dialog box and refers you to the section that explains each field.

Field(s)	Lets you specify	For more information, see
Rows Spanned	If the cell spans two or more rows	"Spanning Rows or Columns" on page 186
Columns Spanned	If the cell spans two or more columns	"Spanning Rows or Columns" on page 186
Width	The minimum cell width	"Specifying the Width of a Cell" on page 176

Field(s)	Lets you specify	For more information, see
Word Wrap	Whether text moves down to the next line when it reaches the specified width of a cell	“Word Wrap” on page 197
Horizontal Alignment	The alignment of data across a cell	“Setting Horizontal Alignment” on page 189
Vertical Alignment	The alignment of data up and down within a cell	“Setting Vertical Alignment” on page 192
Background Color	The cell’s background color, if you want it to be different from the table’s background color	“Specifying a Cell’s Background Color” on page 182
Background Image	A background image for the cell	“Specifying a Background Image for a Cell” on page 183
Use Default Color	Apply the table border color to this cell border	
Border Color	Apply a color other than the table border color to this cell border	“Setting a Cell’s Border Color” on page 180

The Table Context Sensitive Menu

The following menu appears when you right click the mouse while the cursor is in a table.



The following table lists the menu options and where to get more information on each.

Menu Option	Description	For more information, see
Menus	Displays toolbar menus. Click a menu to display its options. Then, click a menu option to perform its function, such as copying text.	"Using eWebEditPro without a Mouse" on page 215

Menu Option	Description	For more information, see
Cut	Removes selected text and graphics. Places that data into temporary memory, also known as the “clipboard.” (If you later cut or copy more information onto the clipboard, the new information overwrites the original information.)	
Copy	Copies selected text and graphics into temporary memory. Leaves selected data where it is. (If you later cut or copy more information into memory, the original information is lost.)	
Paste	Inserts the most recently cut or copied text and graphics at the current cursor location.	
Select All	Selects all information on your page. After you select it, you can cut it, copy it, etc.	
Clean HTML	Removes unnecessary HTML tags	“Cleaning HTML” on page 213
Hyperlink	Creates a link to another web page or a spot within the current page	“Using Hyperlinks” on page 205
Insert HTML	Inserts HTML onto the page at the cursor location.	“Inserting HTML” on page 212
Edit HTML	Edits your page’s HTML	“Editing a Section of a Page” on page 212
Insert Table	Inserts a new table where the cursor is currently resting	“Creating a Table” on page 151
Insert Row	Creates a new table row above the row in which the cursor is currently resting	“Adding or Removing Rows and Columns” on page 155
Insert Column	Creates a new table column next to the column in which the cursor is currently resting	“Adding or Removing Rows and Columns” on page 155
Insert Cell	Inserts a cell to the left of the cursor in a table	“Inserting a Cell” on page 178
Delete Row	Deletes table row in which the cursor is currently resting	“Adding or Removing Rows and Columns” on page 155

Menu Option	Description	For more information, see
Delete Column	Deletes table column in which the cursor is currently resting	“Adding or Removing Rows and Columns” on page 155
Delete Cell	Deletes the selected cells	“Deleting a Cell” on page 179
Merge Cells	Combines the contents of two or more selected cells into one	“Merging Two Cells” on page 196
Split Cell	Divides a cell into two. Each cell occupies one half the size of the original cell.	“Splitting a Cell” on page 195
Table Properties	Displays and lets you edit table properties, such as the number of rows and columns, and their width	“The Table Properties Dialog Box” on page 169

Working with Table Cells

Along with functions for managing tables (described in “Introduction to Tables” on page 150 and “Manipulating Your Table’s Format” on page 154), eWebEditPro also lets you perform actions on individual cells within a table.

You can perform the following actions on individual table cells.

- Specify a **width**.
- **Insert** or **delete** cells.
- Specify a **border color**.
- Specify a background **color** or **image**.
- Have a cell **span** two or more columns or rows.
- Specify horizontal and vertical **alignment** of the data within the cell.
- **Split** a cell into two cells.
- **Merge** two cells into one.
- Turn **word wrap** on or off.
- Set cell **padding** and **spacing**.

NOTE HTML does not allow you to adjust the width of a cell's border.

You can also **select** several cells or a row of cells and change them as described above. However, you cannot select and change a column of cells.

Specifying the Width of a Cell

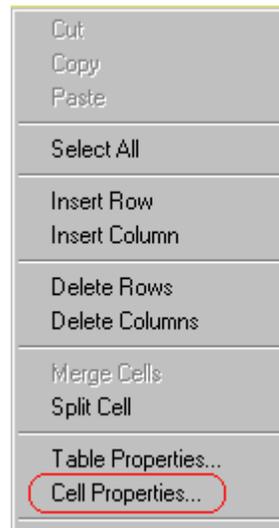
As described in “Specifying Table Width” on page 156, there are several ways to set the width of a table. Within a table, you can also specify the width of an individual cell.

When you set a cell width, there is no guarantee that the cell will occupy that width when displayed in a browser. This is because the cell is part of a column, and changes to other cells in the column can affect the cell whose width you set. Setting cell width only guarantees that the cell will not be *less than* the width you specify.

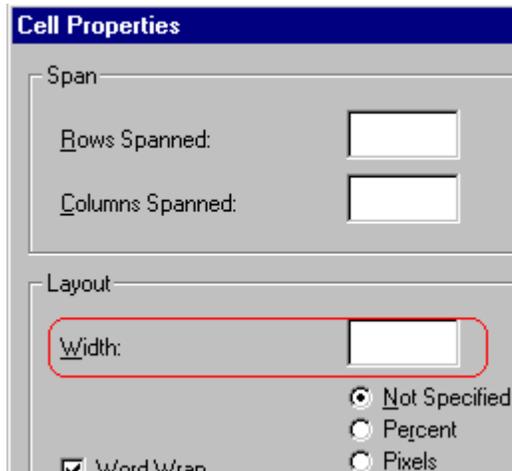
If you want to ensure that a cell's size does not change, set all cells in a column to that width.

To specify a cell's width, follow these steps.

1. Place the cursor in the cell whose width you want to set.
2. Right click the mouse.
3. Click **Cell Properties** from the menu.



4. The Cell Properties dialog box appears.



5. In the layout section of the dialog box, enter the cell width at the **Width** field. You can enter the width in **pixels** or percentage. These choices are explained in [“Specifying Table Width” on page 156](#).
6. Click **OK**.

Inserting a Cell

To insert a cell, follow these steps.

1. Move the cursor to the right of where you want the new cell to appear.
2. Right click the mouse.
3. Click **Insert Cell** from the menu.

The new cell appears to the left of the cell in which the cursor resides when you click **Insert Cell**. The cursor cell and all cells to its right shift right to make room for the new cell.

In this example, the cursor was in cell “b” when the user clicked **Insert Cell**.

Before

a	b <i>cursor</i>	c
d	e	f

After

a	<i>new cell</i>	b	c
d	e	f	

Deleting a Cell

To delete one or more cells, follow these steps.

1. Move the cursor to the first cell you want to delete.
2. To delete only that cell, proceed to the next step. To delete several contiguous cells, **select** them. Contiguous cells can cross rows.
3. Right click the mouse.
4. Click **Delete Cells** from the menu.

Any cells to the right of the deleted cells shift left to occupy the vacant space.

In this example, the cursor was in cell “b” when the user clicked on **Delete Cells**.

Before

a	b <i>cursor</i>	c
d	e	f

After

a	c	
d	e	f

Setting a Cell's Border Color

A cell border is the line that separates it from other cells.

By default, the color of a cell's border matches the color of the table border. However, you can change the color of any cell border individually.

NOTE When viewed in Netscape Navigator, cell borders are gray, regardless of any change you make on the Cell Properties dialog box.

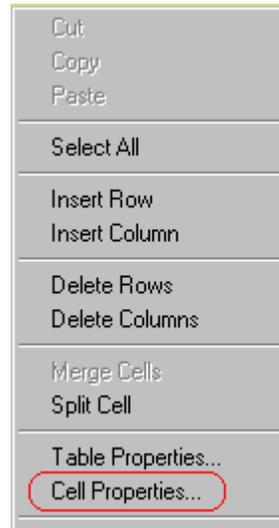
This example illustrates the effect of different cell border colors within a table.

Sets the color of the table border
Sets the thickness of the table border
Sets the spacing around the table border

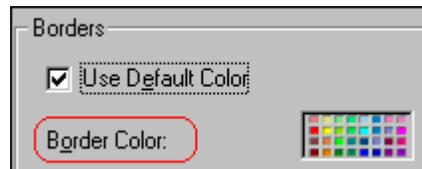
If you want a cell's border to "disappear," set it to the same color as the table's background color.

To change the color of a cell's border, follow these steps.

1. Move the cursor to the cell and right click the mouse.
2. Click **Cell Properties** from the menu.

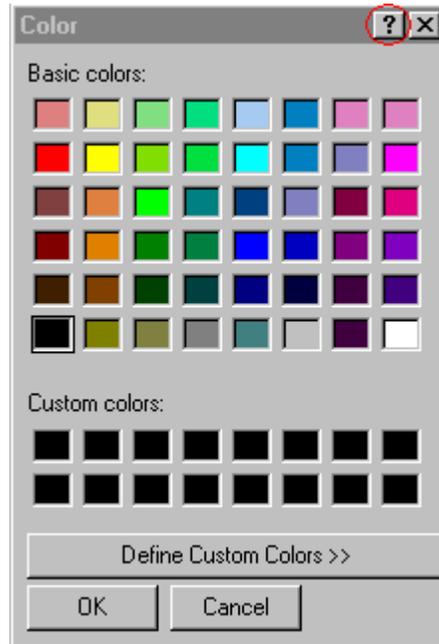


3. Click the **Border Color** field on the Cell Properties dialog box.



4. When you click that field, a Windows Color selection box appears. Click the color that you want to apply to the cell border.

See Also: [“Using the Color Box” on page 185](#)



Specifying a Cell's Background Color

“[Specifying a Table's Background Color](#)” on page 161 explains how to apply a background color to a table. You can also apply a background color to a cell.

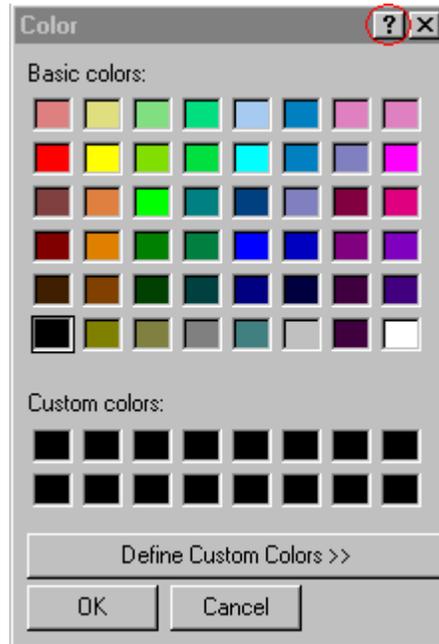
To apply a background color to a cell, follow these steps.

1. Move the cursor to the cell and right click the mouse.
2. Click **Cell Properties** from the menu.
3. Click the **Background Color** field on the Cell Properties dialog box.



4. When you click that field, a Windows Color selection box appears.

See Also: “[Using the Color Box](#)” on page 185



5. Click a color to apply to the background of the cell.

Deleting a Cell's Background Color

To delete a cell's background color, click the **Unassigned** box in the **Custom Background** area of the Cell Properties dialog box.



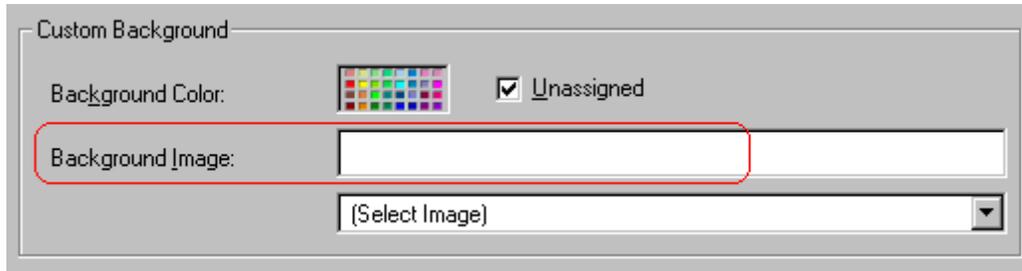
Specifying a Background Image for a Cell

[“Specifying a Background Image for a Table” on page 163](#) explains how to apply a background image to a table. You can also apply a background image to a cell.

Your Webmaster determines which images are available.

To insert an image into a cell, follow these steps.

1. Move the cursor to the cell and right click the mouse.
2. Click **Cell Properties** from the menu.
3. Move the cursor to the **Background Image** field of the Cell Properties dialog box.



4. Click the down arrow to the right of **(Select Image)**. A list of background images appears.
5. Click the image of your choice.
6. Click **OK**.

Note that when you apply a background image to a cell

- If the cell is larger than the image, the image repeats until it fills the cell.
- If the cell is smaller than the image, the top left corner of the image appears in the top left corner of the cell. The rest of the image fills as much of the cell as possible.
- Make sure the image does not obscure a user's ability to read the cell text (if any exists).

Deleting a Background Image

1. Move the cursor to the cell and right click the mouse.
2. Click **Cell Properties** from the menu.

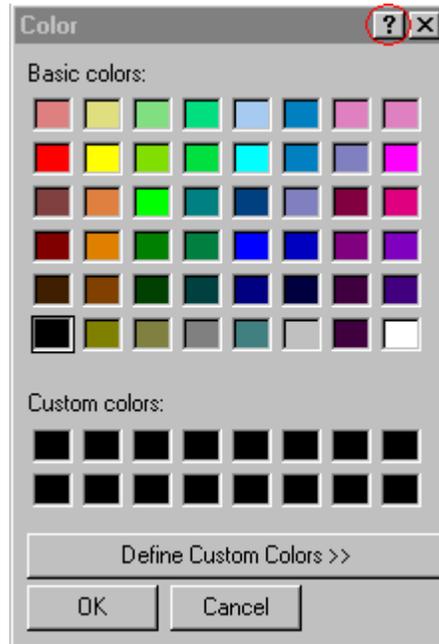


3. **Select** the value in the **Background Image** field and press <Backspace>.

Using the Color Box

Follow these steps to get help on how to use the color box.

1. Click the question mark in the top right corner.



2. A large question mark appears next to your cursor.
3. Drag the question mark to the area of the dialog box that you want to learn about.
4. Click the mouse button. A box appears with instructions for that area.

Spanning Rows or Columns

You can create a table cell that stretches across more than one row or column. In the following table, notice how the row that contains “Sports Teams” spans three columns.

Sports Teams		
City	Baseball Team	Hockey Team
Boston	Red Sox	Bruins

Sports Teams		
City	Baseball Team	Hockey Team
New York	Yankees	Rangers
Chicago	White Sox	Black Hawks

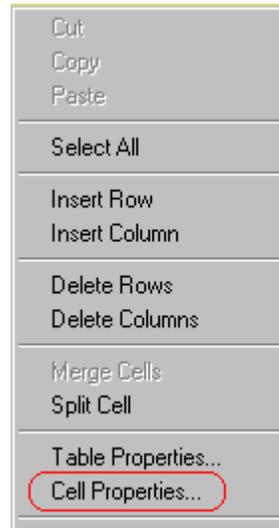
You can also create a column that spans several rows, as illustrated below. Notice that Boston spans three rows.

Colleges	
City	Name
Boston	Boston College
	Northeastern University
	Boston University
New York	Columbia University

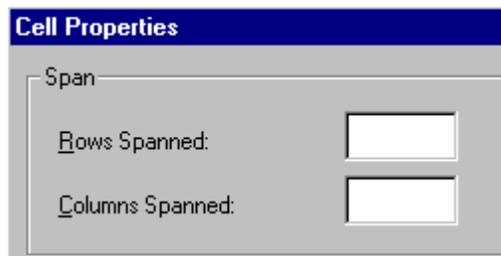
Spanning More than One Row or Column

To have a table cell span more than one row or column, follow these steps.

1. Place the cursor in the cell that will span rows or columns.
2. Right click the mouse.
3. Click **Cell Properties** from the menu.



4. The Cell Properties dialog box appears. In the **Rows Spanned** or **Columns Spanned** field, enter the number of rows or columns that you want this cell to span.



5. Click **OK**.

Effect of Spanning a Cell

When you set a cell to span rows or columns, the editor does not remove the cells that are in the way. Instead, it moves those cells across or down to the next available position.

For example, the following table has two rows and two columns.

A	B
C	D

If you set cell A to span two rows, note that cell C moves across to make room for cell A. This action pushes cell D to the next column.

A	B	
	C	D

Aligning Text Within a Cell

Within a cell, you can specify how your text aligns **horizontally** and **vertically**.

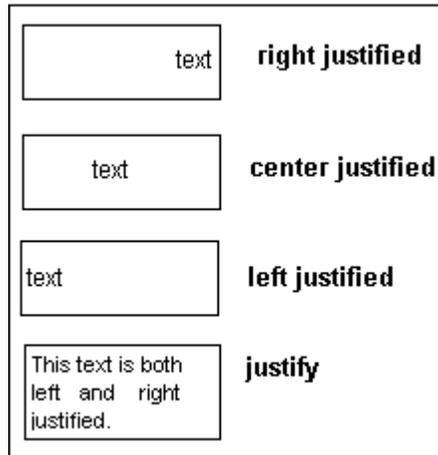
Setting Horizontal Alignment

In the Cell Properties dialog box, you can specify the horizontal alignment of a cell. You have set the alignment to left, center, or right, or

- left
- center
- right

- justify - the text is justified down both left and right edges. Many books use this alignment style. (This alignment is not supported by all browsers.)

This example illustrates these choices.

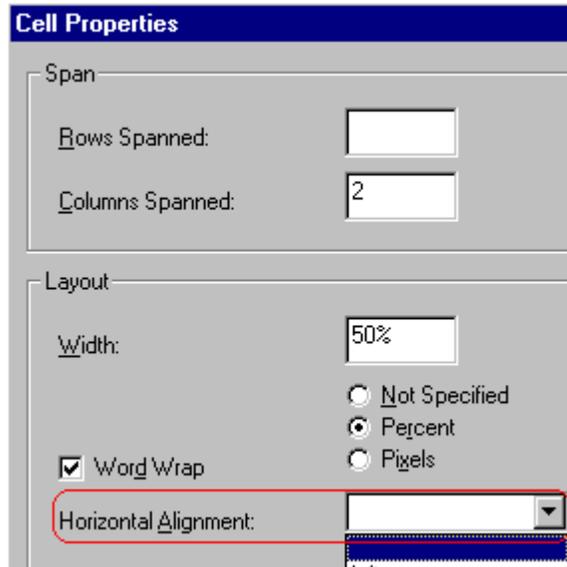


To set horizontal justification of a table cell, follow these steps.

1. Place the cursor in the cell that you want to edit.
2. Right click the mouse.
3. Click **Cell Properties** from the menu



4. The Cell Properties dialog box appears. Click the down arrow to the right of the **Horizontal Alignment** field.



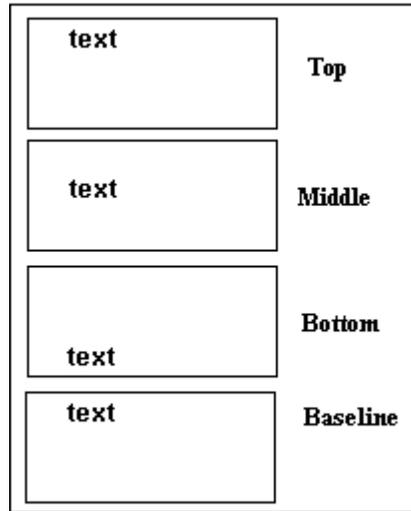
5. Click your choice from the list and click **OK**.

Setting Vertical Alignment

In the Cell Properties dialog box, you can specify the vertical alignment of a cell. You have four choices.

- top
- middle
- bottom
- along the baseline of the first line of text (the term “baseline” is defined in [“Aligning the Picture” on page 121](#))

This example illustrates the choices.



To set vertical justification for a table cell, follow these steps.

1. Place the cursor in the cell that you want to edit.
2. Right click the mouse.
3. Click **Cell Properties** from the menu.



4. The Cell Properties dialog box appears. Click the down arrow to the right of the **Vertical Alignment** field.

Cell Properties

Span

Rows Spanned:

Columns Spanned:

Layout

Width:

Not Specified

Percent

Pixels

Word Wrap

Horizontal Alignment:

Vertical Alignment:

5. Click your choice from the list and click **OK**.

Splitting a Cell

You can divide a cell into two. If you split a cell, each cell occupies one half the size of the original cell.

Row before split

A	B
----------	----------

Row after split

A1	A2	B
-----------	-----------	----------

To split a table cell into two cells, follow these steps.

1. Place the cursor in the cell that you want to split.

2. Right click the mouse.
3. Click **Split Cell** from the menu.



4. Two cells now appear where only one appeared before.

Merging Two Cells

You can merge two cells into one. If you merge two cells, the new cell contains all of the information from both. The new cell's width equals the sum of the two cells that were merged.

Cells Before Merge

A	B
----------	----------

Cell After Merge

AB

To merge two or more cells, follow these steps.

1. **Select** the cells that you want to merge.
2. Click the Insert Table button (.
3. Click **Merge Cells** from the menu.

Word Wrap

Word Wrap is a text formatting feature of tables. It causes text to move down to the next line when the width of the characters on a line equals the column width. For example, if you set column width to 50%, with word wrap turned on, a table looks like this.

Horizontal Alignment	Sets the horizontal position of the entire table. For example, left, center, right.
Border Color	Sets the color of the table borders unless <i>Use Default Color</i> is checked.

If you turn Word Wrap off for the same table, you get this result.

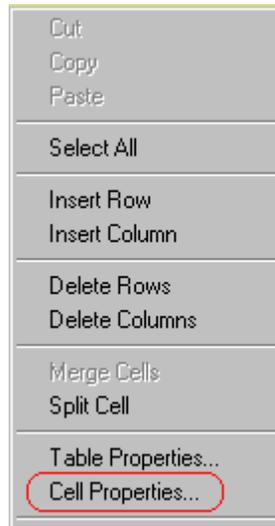
Horizontal Alignment	Sets the horizontal position of the entire table. For example, left, center
Border Color	Sets the color of the table borders unless <i>Use Default Color</i> is checked

If Word Wrap is turned off, text stays on one line until the user entering table text presses <Enter>. That keystroke causes text to move down to the next line.

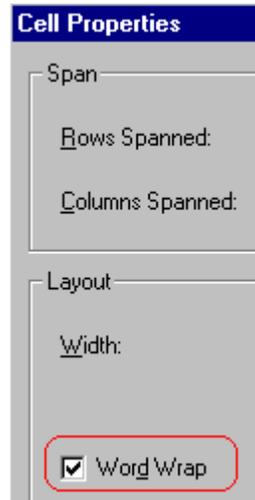
By default, all cells have the Word Wrap feature turned on.

To turn Word Wrap on or off for a cell, follow these steps.

1. Place the cursor in the cell that you want to edit.
2. Right click the mouse.
3. Click **Cell Properties** from the menu.

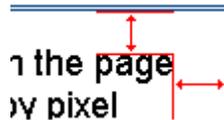


4. The Cell Properties dialog box appears. Click or off the **Word Wrap** checkbox and click **OK**.

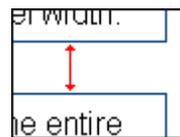


Setting Cell Padding and Spacing

Cell *padding* is the space between a cell's data and its border.

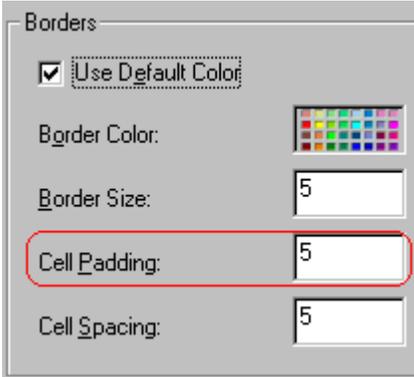


Cell *spacing* is the space between a cell and surrounding cells.



Assigning Cell Padding

To assign cell padding to your table, click the **Cell Padding** field on the Insert Table dialog box. Enter the number of **pixels**.

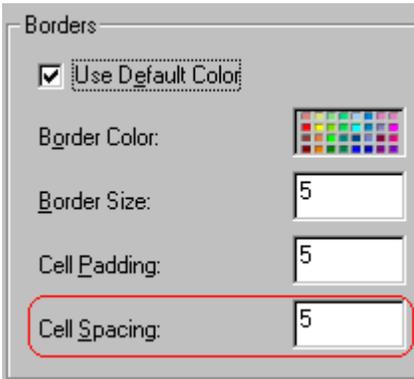


The screenshot shows a dialog box titled "Borders" with the following settings:

- Use Default Color
- Border Color: [Color palette]
- Border Size: 5
- Cell Padding: 5** (highlighted with a red box)
- Cell Spacing: 5

Assigning Cell Spacing

To assign cell spacing to your table, click the **Cell Spacing** field on the Insert Table dialog box. Enter the number of **pixels**.



The screenshot shows the same "Borders" dialog box, but with the "Cell Spacing" field highlighted by a red box:

- Use Default Color
- Border Color: [Color palette]
- Border Size: 5
- Cell Padding: 5
- Cell Spacing: 5** (highlighted with a red box)

Using Bookmarks

Use a bookmark to let a user “jump” from any word, phrase, or image to another place in a file. On your web page, text appears in a different color to indicate that additional information is available at the bookmark’s location.

For example, if your web page includes meeting minutes, the top of the page could list the meeting dates. You could then assign a hyperlink to each date and a bookmark to each set of minutes.

The user sees that a date is in a different color, so clicks the date to “jump” to the bookmark that marks the location of the meeting minutes.

“[Creating a Bookmark](#)” on page 201 describes how to set up a hyperlink to a bookmark within a file. You can also set up hyperlink to

- another web page. This procedure is described in “[Using Hyperlinks](#)” on page 205.
- a bookmark within another web page. This procedure is described in “[Creating a Hyperlink to a Location Within a Web Page](#)” on page 208.

This section explains

- [Creating a Bookmark](#)
- [Changing the Destination Window](#)

Creating a Bookmark

When creating a bookmark, you must specify a

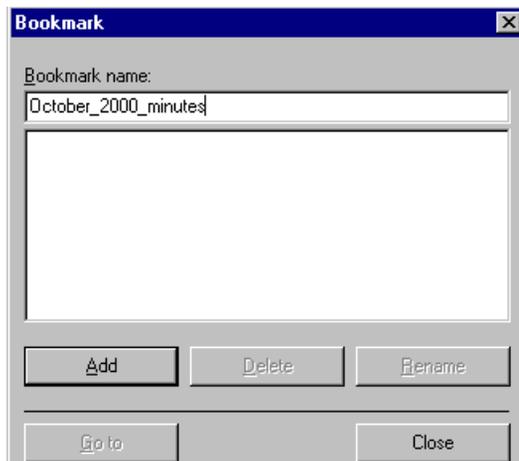
- *source*, the text or image that the user clicks to move to the bookmark

- *bookmark*, the place to which the cursor jumps when the user clicks the source

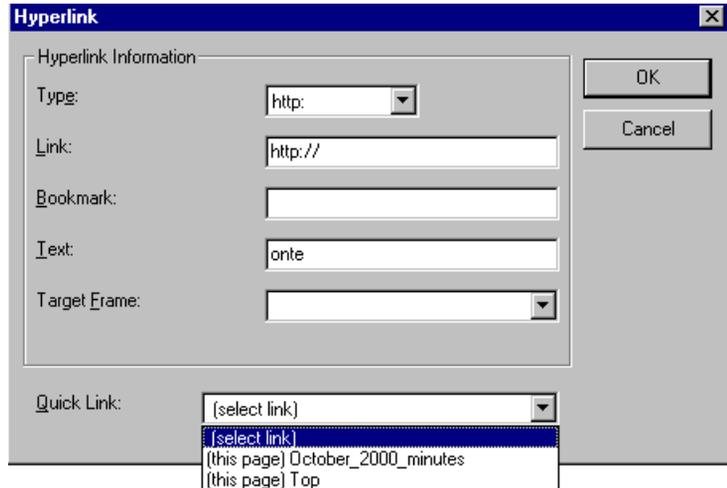
To continue with the above example, a meeting date is the source, and the meeting minutes are the bookmark.

To create a bookmark, follow these steps.

1. **Select** the bookmark text or image.
2. Click the Bookmark button (.
3. The Bookmark dialog box appears. Enter the name of the bookmark.



4. Click **Add**.
5. The editor screen returns. (The bookmark does not appear on the page.) **Select** the source text or image.
6. Click the Hyperlink button (.
7. The Hyperlink dialog box appears.
8. Click the down arrow to the right of the **Quick Link** field and click the bookmark you created in Step 3.



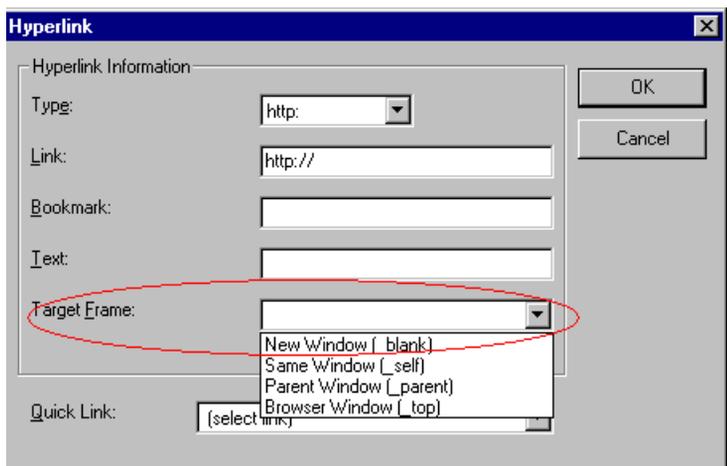
9. If desired, you can use the **Target Frame** field to change the window in which the destination text appears. For details, see [“Changing the Destination Window” on page 203](#).

If you leave the **Target Frame** field blank, the new window replaces the current window.

10. Click **OK**.

Changing the Destination Window

While defining hypertext, you can use the **Target Frame** field on the Hyperlink dialog box to change the window in which the destination page appears.



The possible values that you can enter into the **Target Frame** field are explained below.

If you want the destination page to appear	Click this in the Target Frame field
In a new browser window, on top of the current browser.	New Window(_blank)
In the same position within the browser window. The new window replaces the current one.	Same Window(_self) Note: this is the default.
If your page contains frames, in the frame that contains the frame with the hyperlink.	Parent Window(_parent)
If your page contains frames, in the full display area, replacing the frames.	Browser Window(_top)
If your page contains frames, in the frame with the specified name.	Enter the name of the frame.

Using Hyperlinks

Use hyperlinks to let a user “jump” from any word, phrase or image to another web page. The page can be within your network (that is, on an intranet) or anywhere on the internet.

NOTE If you want to create jumps within a file, see “Using Bookmarks” on page 201.

For example, if your web page includes a jump to the Ektron web site, you would enter the text to indicate the jump (for example **Ektron Web Site**), then create a hyperlink to `www.ektron.com`. When users see **Ektron Web Site** in a different color, they can click the text to “jump” to the site.

Although most jumps go to the top of another web page, you can also jump to a bookmark within a web page.

This section explains

- [Creating a Hyperlink](#)
- [Testing a Hyperlink](#)
- [Creating a Hyperlink to a Location within a Web Page](#)
- [Editing a Hyperlink](#)
- [Removing a Hyperlink](#)
- [Preventing a URL from Becoming a Hyperlink](#)

Creating a Hyperlink

When creating a hyperlink, you must specify a

- *source*, the text or image the user clicks to move to the destination
- *destination*, the web page to which the display moves when the user clicks the source

To continue with the above example, Ektron Web Site is the source, and the web page available at www.ektron.com is the destination.

To create a hyperlink, click the Hyperlink button (). When you do, the Hyperlink dialog box appears. From there, you can select from a list of web pages (also known as *Quick Links*). Or, if the page you are jumping to is not on the list, *enter the url address* of the destination web page. Each choice is described below.

Using a Quick Link

Your web master can add to the Hyperlink dialog box any number of Quick Links, that is, web addresses that you can link to simply by selecting an item from a drop down menu.

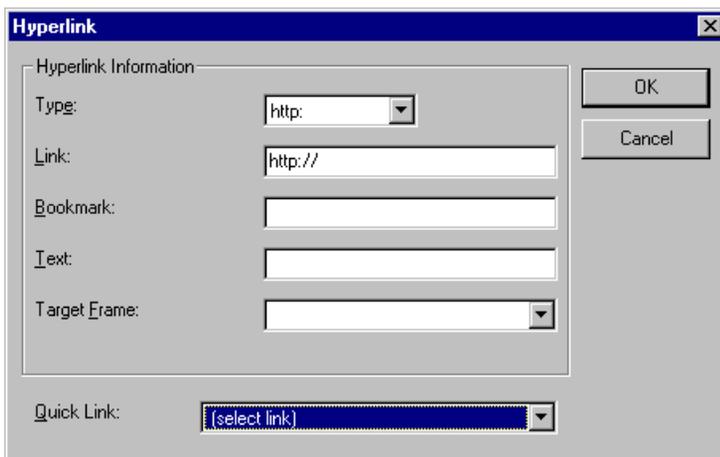


Quick links are “quick” because you do not need to enter or know the url of the destination web page -- your web master has already stored that information for you.

To apply a Quick Link, follow these steps.

1. *Select* the source text or image.

2. Click the Hyperlink button (🌐). The Hyperlink dialog box appears.



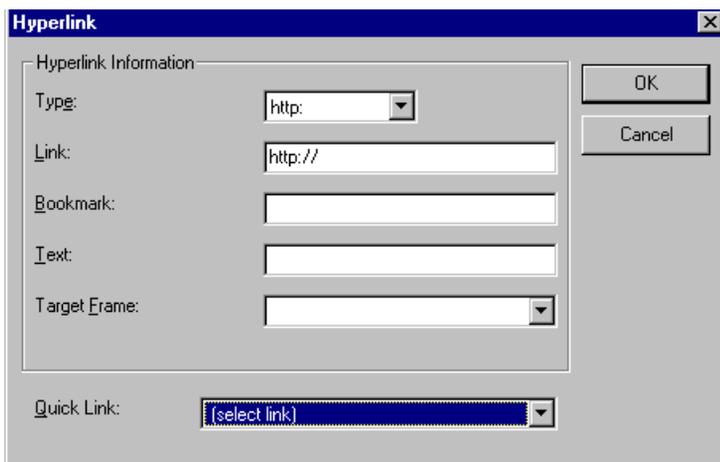
3. Click the down arrow to the right of the **Quick Links** field. A list of web pages that your web master has pre-loaded appears.
4. Click an item from the list to select it.
5. If desired, you can use the **Target Frame** field to change the window in which the destination text appears. For details, see [“Changing the Destination Window” on page 203](#).
If you leave the **Target Frame** field blank, the new window replaces the current window
6. Click **OK**.

Entering a Hyperlink Manually

To create a hyperlink, follow these steps.

1. **Select** the source text or image.

- Click the New Hyperlink button (). The Hyperlink dialog box appears.



- Click in the **Link** field after `http://`. Then, enter the address of the destination web page. For example, to enter a hyperlink to the ektron web site, enter `www.ektron.com`.
- If desired, you can use the **Target Frame** field to change the window in which the destination text appears. For details, see [“Changing the Destination Window” on page 203](#).
If you leave the **Target Frame** field blank, the new window replaces the current window
- Click **OK**.

Testing a Hyperlink

Within the eWebEditPro editor, you can test a hyperlink. To do this, double click it. That action launches the web page assigned to the hyperlink.

Creating a Hyperlink to a Location Within a Web Page

Sometimes, the destination web page contains bookmarks, and you want to jump from your page to a bookmark on another page. (Bookmarks are described in [“Using Bookmarks” on page 201](#).)

To create a hyperlink that jumps to another page's bookmark, follow these steps.

1. Go to the destination web page.
2. Click the bookmark that you want to jump to. For example, on the illustration below, the text **Benefits to Partners** jumps to a bookmark further down on the page.



3. When you click the bookmark, its full address appears in your browser's address bar. This bookmark's address looks like this.

```
http://www.ektron.com/single.cfm?doc_id=35#Benefits2
```
4. Click the address bar. The address is selected. Press <Ctrl>+<C> to copy the address into the Windows clipboard.
5. Go to eWebEditPro.
6. Select the text or image from which you want to jump to the bookmark.
7. Click the Hyperlink button (). The hyperlink dialog box appears.
8. Move the cursor to the **Link** field.
9. Press <Ctrl>+<V> to paste the address you copied in Step 4 into the **Link** field.
10. Click **OK**.

Editing a Hyperlink

If you need to change a hyperlink's destination web page or target frame, follow these steps.

1. Click the Hyperlink button (). The hyperlink dialog box appears.
2. Edit the **Link** or **Target Frame** field as needed.
3. Press **OK**.

Removing a Hyperlink

If you want to remove the hyperlink from text or an image, select the text or image and press the Remove Hyperlink button (.

Preventing a URL from Becoming a Hyperlink

If you enter a URL or an email address into eWebEditPro, it automatically becomes a hyperlink. To prevent this, enter an extra space in the URL or address.

For example, instead of entering **sales@ektron.com**, enter **sales<blank>@ektron.com**.

Working with HTML

eWebEditPro creates pages for display on the World Wide Web or an intranet. These pages use HTML (hypertext markup language) to format text and images for display in a browser. You do not need to know HTML to use eWebEditPro.

However, if you know HTML, you can view, insert or edit your web page's HTML code.

This section explains

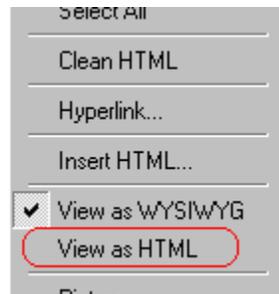
- [Viewing and Editing HTML](#)
- [Inserting HTML](#)
- [Cleaning HTML](#)
- [Inserting Content from MS Office 2000](#)

Viewing and Editing HTML

When you choose to view your page as HTML, the editor cleans the content using a method determined by your Webmaster. (For more information, see "Cleaning HTML" in the eWebEditPro Developer's Reference Guide.)

To view your page's HTML, follow these steps.

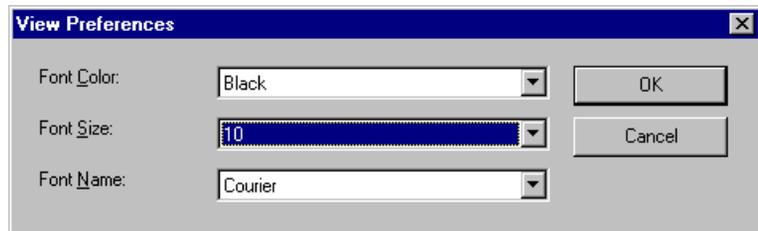
1. Click the View as HTML button () , or right click the mouse and click **View as HTML** from the menu.



- The HTML code appears. While viewing the code, you can edit it using editor functions such as Cut, Copy, Paste and Find. To select all content, press <Ctrl>+<A>.

You can also set default values for the style, size and color in which the HTML appears. To do this, click the View

Preferences button (🔧). When you do, a dialog box appears in which you can enter formatting information about the HTML code.



These settings will be used whenever you view as HTML.

The settings are ignored when you view the page in WYSIWYG mode and when the user views the page.

- To return to normal view, click the **View as WYSIWYG** button (📄) or right click the mouse and click **View WYSIWYG**.

Editing a Section of a Page

If you want to edit only a section of the HTML on your web page, follow these steps.

- Select the portion of your web page that you want to edit.
- Right click the mouse.
- Click **Edit HTML** from the menu. The HTML code appears.
- Edit the HTML code as desired.
- Click **OK**.

Inserting HTML

If you want to insert HTML code into your web page, follow these steps.

- Place the cursor at the spot on the page where you want to insert the HTML.

2. Right click the mouse.
3. Click **Insert HTML** from the menu.



4. The Insert HTML dialog box appears. Paste or type your HTML code.
5. Click **OK**.

Cleaning HTML

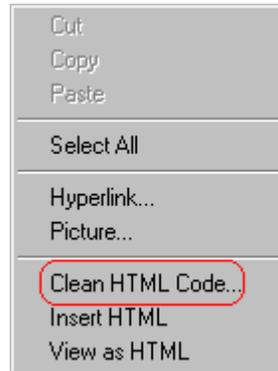
eWebEditPro lets you “clean” the HTML code for your web page. You would typically use this feature after entering HTML text or pasting HTML code into eWebEditPro from another application.

The Clean HTML option removes unnecessary HTML tags, ensures that all tags begin and end properly, and maximizes the page for efficiency. As a result, the page should be error-free and load more quickly in a browser. Also, the appearance of clean HTML is more consistent when viewed in different browsers.

To clean your HTML, follow these steps.

1. Right click the mouse.

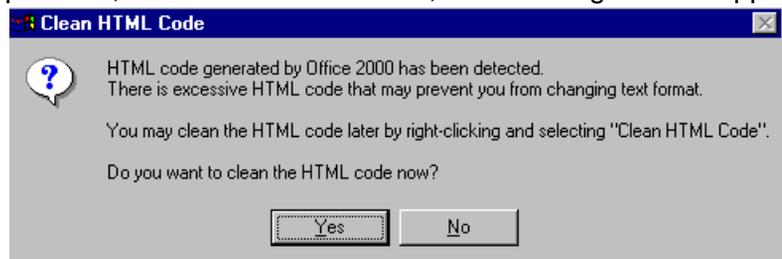
2. Click **Clean HTML code** from the menu.



3. eWebEditPro cleans your web page's HTML content.

Inserting Content from MS Office 2000

If you paste text into eWebEditPro from a Microsoft Office 2000 application, such as Microsoft Word, the following window appears.



For best results, click **Yes**.

Section 508 Compliance

This section explains how eWebEditPro complies with Section 508 of the Rehabilitation Act (a law enacted by the United States government that requires Federal agencies to make their electronic and information technology accessible to people with disabilities).

Specifically, this section explains how to

- [move the cursor into the eWebEditPro editor](#)
- [use eWebEditPro without a mouse](#)

Moving the Cursor into eWebEditPro

Using Internet Explorer

If the eWebEditPro editor is one of several fields on a page, and your browser is Internet Explorer, move to eWebEditPro by pressing <Tab> until the cursor lands in the editor.

To move from the editor to the next field, press <Ctrl>+<Tab>.

Using Netscape

If the eWebEditPro editor is one of several fields on a page, and your browser is Netscape, your Webmaster needs to create custom toolbar buttons that let you move into and out of the editor. (This procedure is described in the eWebEditPro Developer's Reference Guide.)

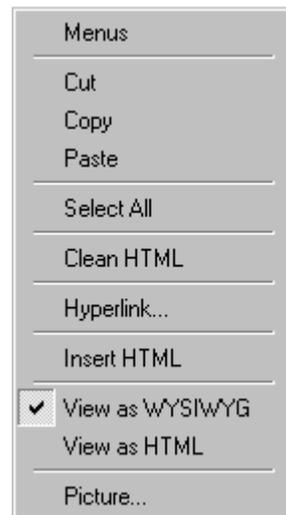
Using eWebEditPro without a Mouse

As explained in ["Customizing Your Toolbar" on page 75](#), the eWebEditPro toolbar consists of one or more toolbar menus.

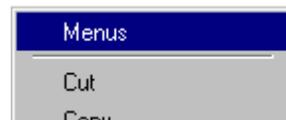
Menus have buttons that you click with the mouse to perform actions, such as copying text.

This section explains how to perform those actions without using the mouse.

1. With the cursor in the eWebEditPro editor, press the application key ()
2. A menu appears.

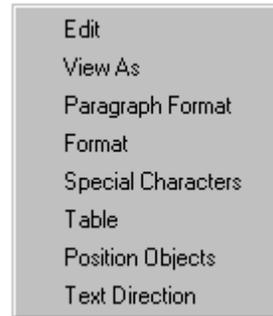


3. Press the down arrow key () to select **Menu**. **Menu** becomes highlighted.

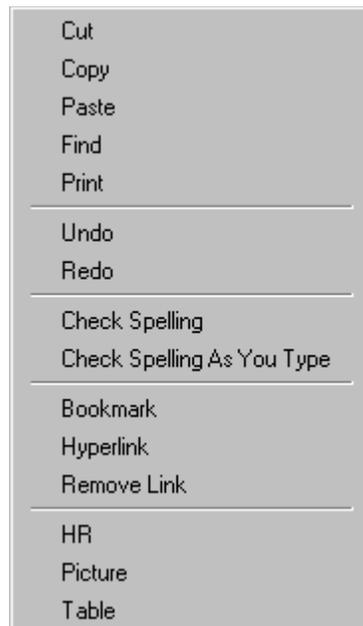


4. Press <Enter>. A new menu lists all toolbar menus available to you.

If your Webmaster has given you access to all standard toolbar menus, the menu looks like this.



5. Press the down arrow key (↓) to select the toolbar menu that has a button that you want to use.
6. A new menu appears, listing all options on the selected menu. The following menu displays what might appear if you select the Edit Menu. (Your Webmaster determines which menu options are available to you).



7. Press the down arrow key (↓) until the desired option is highlighted. Then, click the option to perform the action.