SharpSchool
helping schools succeed

User Guide

Appendix A

RADEditor

Table of Contents

About this Chapter

This chapter will be provided to users in the form of an appendix with Chapter 1 of the SharpSchool set of user guides. The document details aspects of the RadEditor that are available to users via the WYSIWYG (*What You See Is What You Get*) editor. The content in this guide is intended for all levels of users of the system.
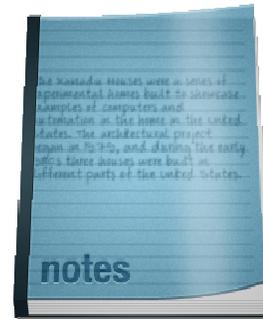
The chapter is divided into two broad sections: Definitions and Functions. At first we will discover the basic definitions of all the features of the RadEditor through the section "RadEditor at a Glance", and then go into detail explaining multi-step modules from Section 2 onwards.

What is RadEditor?

The RadEditor is a rich-text editor that allows for easy creation of web content. This tool functions in a similar way to Microsoft Word® and therefore many of the icons and features available will seem familiar to most users. In addition to having the ability to alter the look of text on a page, users can also insert links, images, flash videos and more. Furthermore, for the technically savvy the editor features tools that allow for webpage's to be formatted in HTML as well.
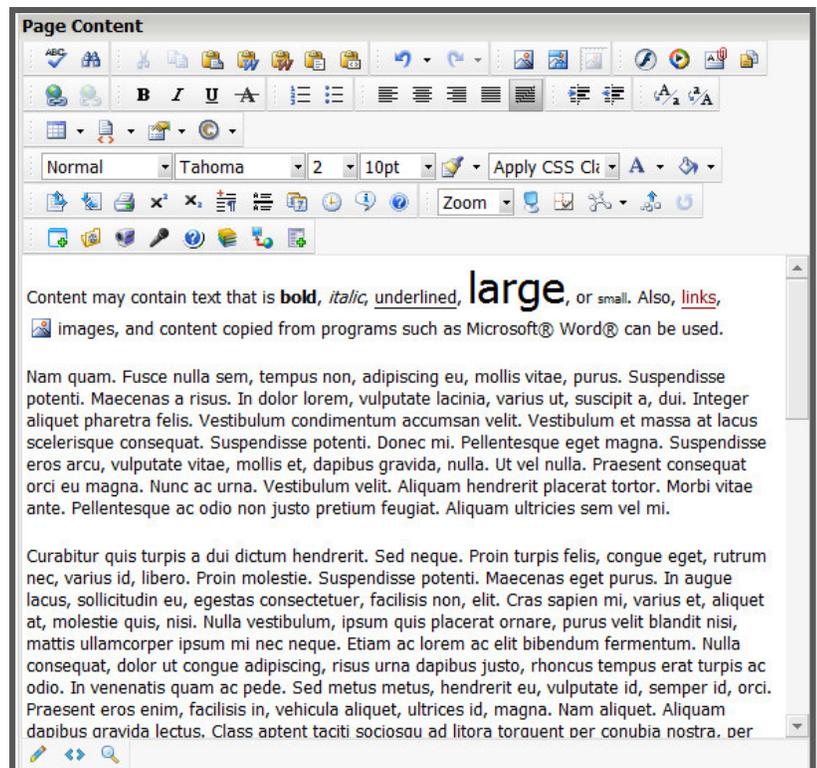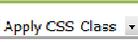
Figure 1 - The RadEditor

Section 1: RadEditor at a Glance

The following table provides a definition and function for all the icons available in the RadEditor.

Icon	Definition	Function
B	Bold (Ctrl+B)	**Bolds** selected text.
I	Italics (Ctrl+I)	*Italicizes* selected text.
<u>U</u>	Underline (Ctrl+U)	<u>Underlines</u> selected text.
≡	Left Justify	Justifies text in a paragraph to the left.
≡	Center Justify	Justifies text in a paragraph to the center.
≡	Right Justify	Justifies text in a paragraph to the right.
≡	Justified	Places the left side of the text at the left side of the content area and the right side of the text at the right side of the content area, increasing the width of spaces where necessary.
≡	Remove Alignment	This button removes any alignment formats applied to a paragraph.
✂	Cut (Ctrl+X)	Cuts the selected content to the clipboard for later use and removes it from the content area.
📋	Copy (Ctrl+C)	Copies the selected content to the clipboard for later use.
📋	Paste (Ctrl+V)	Copies content from the clipboard to the cursor location.
📋	Paste Plain Text	Copies content from the clipboard to the cursor location removing all formatting while preserving line breaks.
📋	Paste from Word, Cleaning Fonts and Sizes	Copies content from the clipboard to the cursor location, removing unnecessary Microsoft Office related information and font formatting.

	Paste from Word	Copies content from the clipboard to the cursor location, removing unnecessary Microsoft Office related information.
	Paste as HTML	Copies content from the clipboard to the cursor location, formatting it to look like HTML code.
	Undo (Ctrl+Z)	Undoes the last change made to the content.
	Redo (Ctrl+Shift+Z OR Ctrl+Y)	Redoes the last undone change.
	Spell Checker	Checks the spelling of the content. (See The Spell Checker, page 14)
	Hyperlink (Ctrl+K)	Creates a hyperlink. (See The Hyperlink Manager, page 10)
	Remove Hyperlink (Ctrl+Shift+K)	Removes a hyperlink. (See The Hyperlink Manager, page 10)
	Font Color	Makes the selected text a different color.
	Background Color	Changes the background color of the selected text.
	Increase Size	Increases the view of content area in the WYSIWYG editor.
	Decrease Size	Decreases the view of content area in the WYSIWYG editor.
	Print	This option allows you to print the content on the page.
	Subscript	Makes the selected text a $_{subscript}$ of other text.
	Superscript	Makes the selected text a ^{superscript} of other text.
	New Paragraph	Inserts a Paragraph break between content. You must insert this break when differentiating between two areas of content that are justified differently.
	Horizontal Rule	Creates a horizontal line

	Insert Date	Inserts the date
	Insert Time	Inserts the time
	About RadEditor	Provides information about the RadEditor
	Help	Provides help
Zoom	Zoom	Allows users to change the magnification of content within the editor.
	Toggle Full Screen Mode	Allows users to preview the page without the header and side menu
	Show/Hide Border	Shows/hides the border of a table
	Module Manager	This provides users with statistics about the HTML code on the page
	Dock all Floating Toolbars/Modules	Users have the ability to float the tool bars of the editor. If you have several toolbars floating all over the webpage, simply click on this option to have them return to their original positions.
	Repeat Last Command	Repeats the last command performed on the editor.
	Formula	Inserts a mathematical formula on the page.
	Video	Uploads videos
	Recorder	Allows users to record video from their webcam
	Audio	Allows users to record audio and upload it to the site
	pageLink	Inserts a hyperlink to pages within the site.
Fonts	Font Name	Changes the name of the font for the text. If you do not have the font installed, your computer will attempt to display the text using a similar font if one is available.
Size	Font Size	Makes the selected text a different size.

Icon	Name	Description
	Increase Indent	Increase the level of indentation (tabs) for the selected text.
	Decrease Indent	Decrease the level of indentation for the selected text.
	Bullets	Makes bulleted lists.
	Numbering	Makes numbered lists.
	Strikethrough	Makes the selected text ~~crossed out~~.
	Find and Replace (Ctrl+F)	Searches for specific text in the content and optionally replace it with different text.
	Tables	Inserts a table into the content. (See Creating Tables, page 16)
Apply CSS Class	Apply CSS Class	Formats the selected text formatted according to a particular style. (See CSS Styles, page 16)
	Format Stripper	Removes the selected type of formatting from the selected text. Can remove All HTML Tags, just Microsoft Word Formatting, just Cascading Style Sheets, Font Tags, or Span Tags.
	Document Manager	Allows documents to be uploaded and links to be created by selecting them from a list. (See The Document Manager, page 22)
	Image Manager (Ctrl+G)	Allows images to be uploaded and embedded in the page by selecting them from a list. , page 24)
	Image Map Editor	Allows users to create hyperlinks within an image
	Set Absolute Position	Allows users to move the image freely within the webpage
	Flash Manager	Allows flash animations to be uploaded and embedded in the page by selecting them from a list. (See , page 31)
	Media Manager	Allows videos to be uploaded and embedded in

		the page by selecting them from a list. (See The Media Manager, page 25)
	Insert Code Snippet	This feature is intended for advanced users who wish to work with HTML
	Insert Form Element	This feature is intended for advanced users who wish to work with HTML
	Insert Symbol	This feature is intended for advanced users who wish to work with HTML
	Design	Allows users to edit the page as it will appear once completed
	Source Code Editor	Allows the HTML source code of the content to be modified directly.
	Preview	Allows users to preview the page before they click on PUBLISH.

Publishing Options

Once formatting is completed there are 3 available options:

1) **Save:** clicking on save will save your changes as a work in progress and will not make the changes live. To access saved pages, simply go to **Page Properties** >> **Checkout & Edit** the page. Your changes will appear in the text box.

2) **Publish:** this option will make your changes live instantly on the site.

3) **Cancel:** this option will delete all your changes.

Keyboard Shortcuts Quick Reference

Feature	Shortcut	Feature	Shortcut
Bold	Ctrl+B	Cut	Ctrl+X
Italics	Ctrl+I	Copy	Ctrl+C
Underline	Ctrl+U	Paste	Ctrl+V
Image Manager	Ctrl+G	Find & Replace	Ctrl+F

Section 2: Formatting Tools

The RadEditor features a range of formatting tools such as inserting hyperlinks, a built in Spell Checker, the ability to Find & Replace text, and even the application of CSS Styles and the creation of Tables. This section goes into the details of how these topics work.

1. The Hyperlink Manager

The RadEditor's *Hyperlink Manager* allows users to insert several kinds of links on a page. The three primary available links are:

1) Link to an external website
2) Link to a different portion of the current page (Anchor)
3) Link to an Email address.

To insert a Hyperlink you must first select the text you wish you be clickable, then open the *Hyperlink Manager* by clicking on the *Hyperlink Manager* icon in the editor. This will open a window with three tabs: Hyperlink, Anchor and Email
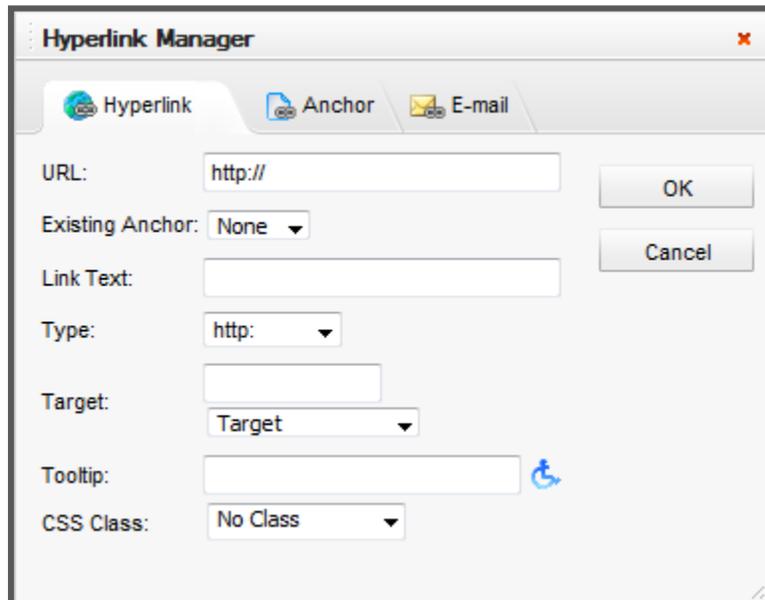

Figure 2 - The RadEditor Hyperlink Manager in Hyperlink mode

a) Hyperlink

When you first open the *Hyperlink Manager*, it opens in *Hyperlink mode*. This window allows you to include links to external sites on your page.

a) The **URL** Field allows you to create a link to another page. Simply type in the site's address here.

b) **Existing Anchor** allows you to create a link another position on the same page (Anchors are detailed in the next section)

c) The **Link Text** is the text that the visitor can click on in order to activate the hyperlink.

d) The **Type** dropdown (http, ftp, etc.) allows you to redirect visitors to various types of services on the Internet.

e) The **Target** allows you to select which browser window the link will open in. Selecting Parent Window will navigate users away from your site, while clicking on **New Window** will open the website in another window.

f) The **Tooltip** defines the text that will appear when a user's cursor hovers over the link.

g) Finally, the **CSS Class** determines what formatting (color, size, etc.) the link will have.

Note: In most cases, you will only be required to fill the URL field and select the target of the link. All other elements are optional.

b) Anchor

If you wish to link text to another position on the same page, you must create an *Anchor* on that position before creating the hyperlink. In order to create an *Anchor*, open the *Hyperlink Manager* and click the **Anchor** tab. In the new window, name the anchor and click **OK**. It is important to note that the name used in the anchor should be the word you wish to see hyperlinked on your page.

After creating the *anchor*, create the hyperlink by selecting the designated name in the **Existing Anchor** field.
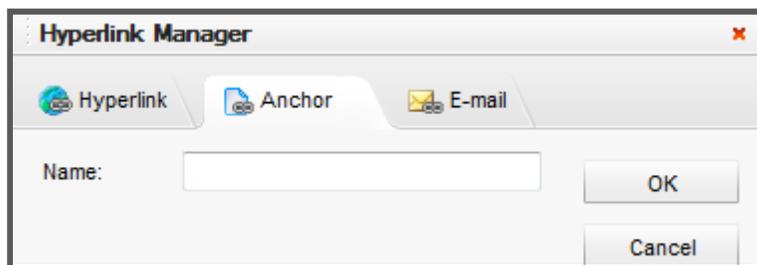
Figure 3 - The RadEditor Hyperlink Manager in Anchor mode

c) Email

You also have the ability to create a hyperlink that launches an e-mail client, such as Microsoft® Outlook®. To do so, simply select the text on your page that you want clickable and then click on the *Hyperlink Manager.* In the row of tabs select the E-Mail tab. Here, type in the e-mail address in the **Address** field, and the default text that will appear on the page in the **Link Text** field. You may also add a default **Subject** for the e-mail.

Note: the Link Text and Subject fields are optional.

Note: CSS classes defined formatting elements such as font and color. This option must only be used if CSS's have been established at your organization. Contact your site administrator for information.
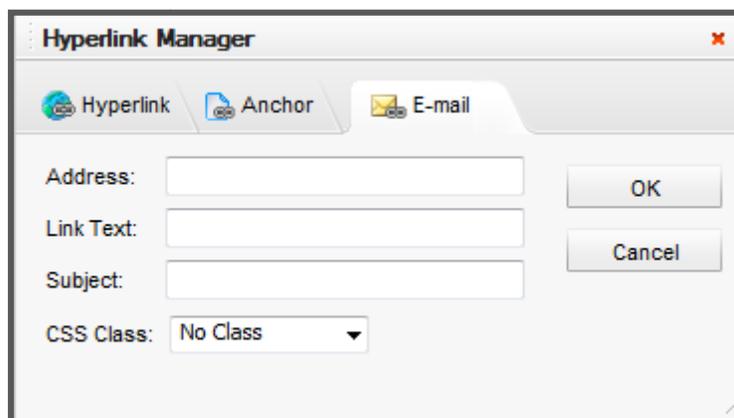
Figure 4 - The RadEditor Hyperlink Manager in E-mail mode

2. The Spell Checker

No matter how careful we tend to be, spelling errors are a common occurrence in all written text. However, despite this general understanding, you never want to be found guilty of housing a spelling error on your website. Therefore, to ease the task of reviewing ones of work, the RadEditor features a built-in spell checker. This spell checker uses standard American spelling to verify the spelling of words and highlights misspelled words with a yellow background.

When a misspelled word is discovered a menu will open above it that displays suggested corrections for the word. To insert a word from this list simply click on the word and it will replace the incorrect word. Furthermore, you also have the ability to "**Ignore"** the spelling error, and override the suggestions of the spell checker and alter the text manually by clicking on "**Change Manually"** or simply "**Add to dictionary"**.

Once completed click the "**Finish spellchecking"** button to save any corrections. If you would like to undo changes you have made in the spell checker, click the **Cancel** button. Once all words have been corrected, the RadEditor will automatically exit spell checking mode.
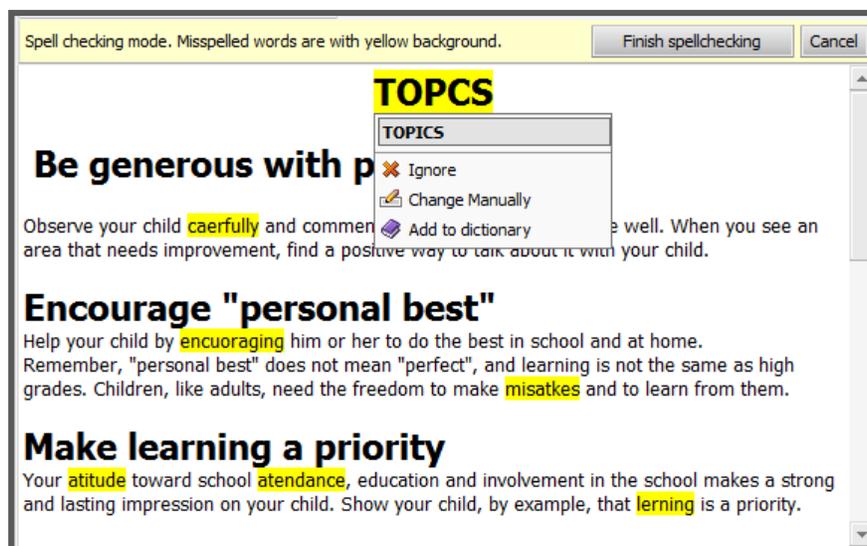

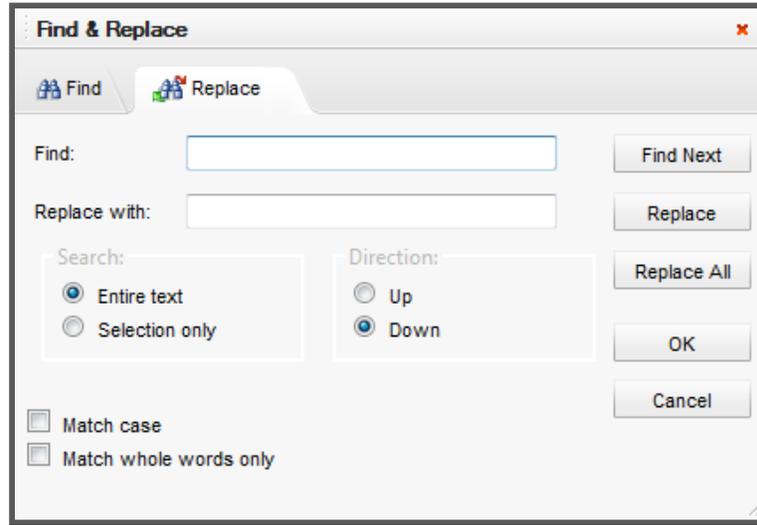Figure 5 - The Spell Checker

3. Find and Replace

Figure 6 - Find and Replace Dialogue Box

The *Find and Replace* 🔍 tool allows you to quickly make changes to the same content in multiple places of the text box. The *Find and Replace* dialogue opens in **Find** mode by default 🔍 Find . To search for a particular word or phrase simply type the text in the **Find** field and click **Find Next**.

To replace text, click on the **Replace** 🔍 Replace tab and then type the replacement text in the **Replace with** box. Click **Find Next** to go through the changes one by one until the text you wish to replace is highlighted. To replace a highlighted instance of the text simply click **Replace**. Also, you may click **Replace All** to replace all instances of a specified text.

There are several replacement options available: Search, Direction and Match Case.

i. **Search:** You can also search a particular portion of the content by first selecting the text and then choosing **Selection only** under the **Search** setting.

ii. **Direction:** You can also search **Up** or **Down** from the current position.

iii. **Match Case:** You can find and replace text with the exact same case by selecting **Match case**, or to only find and replace instances which are not part of another word by selecting **Match whole words only**.

When you are done, select **OK** to accept your changes, or **Cancel** to go back to the version of content you had before you opened the *Find and Replace* dialogue.

Tip: It is possible to open more than one *Find and Replace* dialogue boxes.

4. CSS Styles

Users can use *Cascading Style Sheets* (CSS) to ensure that content appears consistent across the website. Creating specific CSS classes is outside of the scope of this manual and is almost exclusively designed by advanced administrators. However for regular users, applying CSS is a straightforward task. Simply highlight the text and select the style you wish to use from the **Apply CSS Class** dropdown menu.
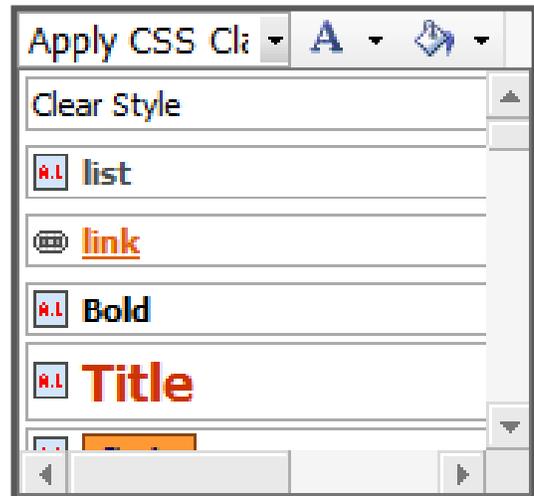
Figure 7 - Apply CSS Class Menu

You may clear existing CSS classes by selecting **Clear Style** from the **Apply CSS Class** dropdown menu.

5. Creating Tables

The RadEditor features a robust *Table Wizard* that gives users the ability to create advanced and sophisticated tables with no knowledge of HTML. To start the *Table Wizard* click on the *Insert Table* icon in the WYSIWYG editor, and select *Table Wizard* from the dropdown. This will open a window with 4 tabs in it:

a) Table Design: this tab creates the framework of the table.

b) Table Properties: this tab customizes various properties such as color and border of the table.

c) Cell Properties: this tab customizes various properties such as the
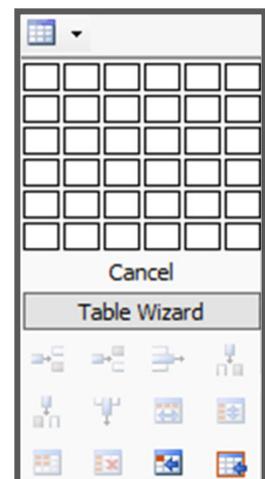
color and border of individual cells in the table.

d) <u>Accessibility</u>: this tab will allow you to monitor the accessibility compliance of the table.

These tabs have been detailed in the sections below.

a) Table Design

The *Table Wizard* defaults on the *Table Design* mode.

Through the Table Design mode, you have the ability to preview the look of the table. To add or remove a row or column, simply click on the plus ⊞ or minus ⊟ buttons next to the words **Rows** and **Columns** respectively.

If you wish to widen a particular cell then click on the plus ⊞or minus ⊟buttons in the **Row Span** or **Column Span** respectively. Once the table layout appears as you like, click the **Table Properties** tab.
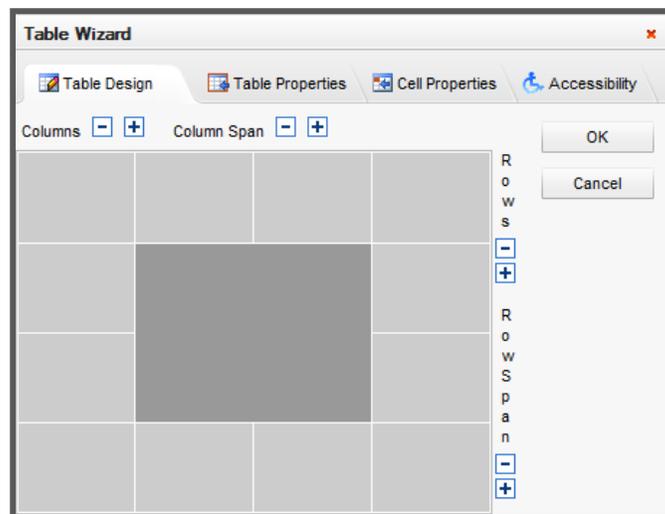

Figure 8 - Table Wizard in Design mode

b) Table Properties

Through the *Table Properties* tab it is possible to alter various characteristics of a table. This window is broken into the following segments:

i. **Dimensions:** here the **height** and **width** of the entire table can be set, in units of pixels (px) or percent (%)

ii. **Layout:** here, you have the ability give the table a background color and align text within it. You can set table-wide **cell spacing** or **cell padding**, which inserts blank spaces between the cells.

iii. **Border:** Using the border view, you can insert borders to some or all aspects of the table

iv. **Background Image:** this option allows you to set a background image to the table. It is important to note that pictures must first be uploaded to the SharpSchool system before they can be used in a table.

v. **Table CSS:** if your organization prefers a standard look and feel for tables, you may select a CSS style and apply it.

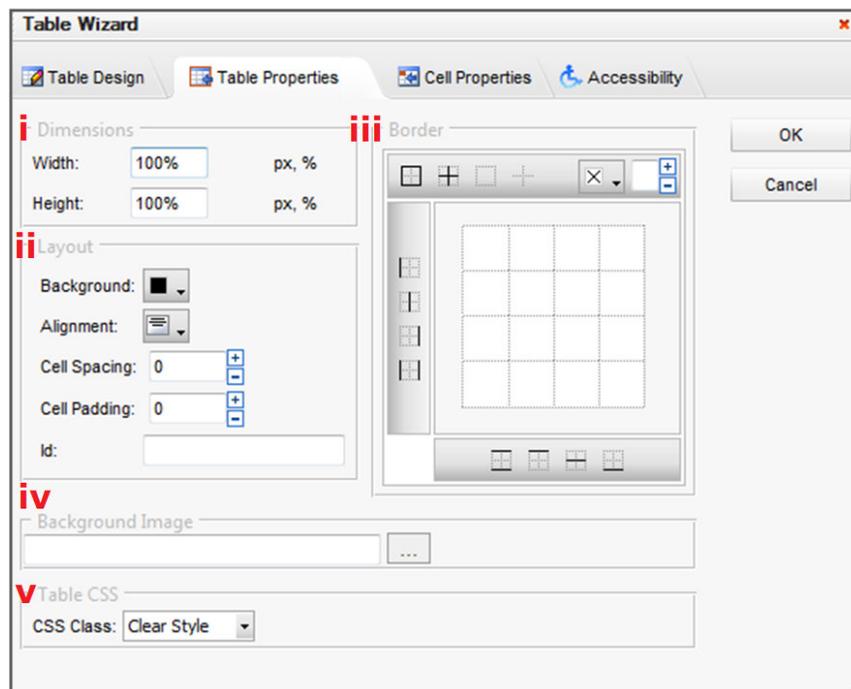Click **OK** to insert the table on your page or click **Cancel** to delete changes.

Figure 9 - Table Properties

c) Cell Properties

The Cell Properties tab functions similar to the Table Properties tab, except that in this case you can apply unique style and settings to individual cells on the table and not the overall table itself. To apply cell specific properties, it is essential to click on the cell in the preview box first. This tab contains specific functions such as:

i.   **Content Alignment:** this option allows you to align text in a selected cell.

ii.   **Background:** this option allows you to assign a background color to a specific cell.

iii.   **Dimensions:** here the **height** and **width** of individual cells can be set, in units of pixels (px) or percent (%)

iv.   **Background Image:** this option allows you to set a background image to a selected cell. It is important to note that pictures must first be uploaded to the SharpSchool system before they can be used in a cell.

v.   **Cell CSS:** if your organization prefers a standard look and feel for cells, you may select a CSS style and apply it.
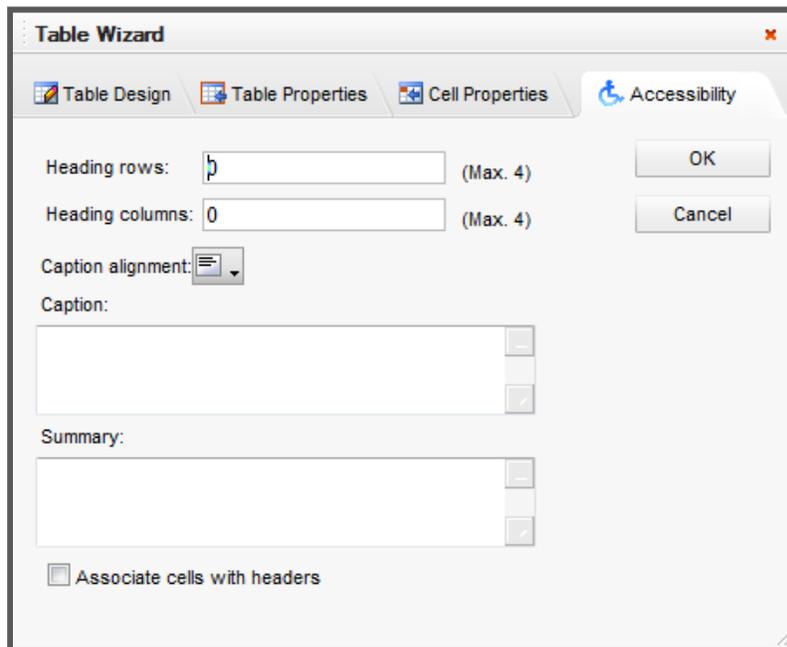
Once completed, click **OK** to apply the changes to the table or click **Cancel** to delete changes.

Figure 10 - Cell Properties
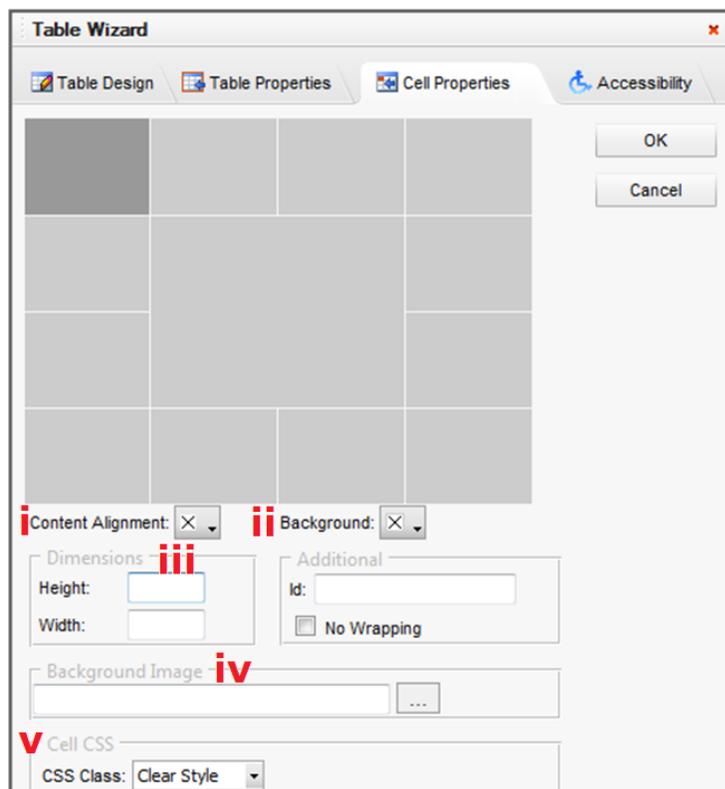
d) Table Accessibility

If you have **heading rows** or **heading columns** in your table, it is recommended to indicate how many there are for accessibility reasons. You can also add a **caption** and a **summary**, which can be used to improve the accessibility of a table.

<p align="center">**Figure 11 - Table Accessibility**</p>

e) Table Wizard Shortcuts

After inserting a table to a page, you have the ability to edit properties of the table by simply right-clicking in it. This will open a range of options in a dropdown such as:

Feature	Description
1) Insert Row Above	This option adds a row *above* where the cursor is located
2) Insert Row Below	This option adds a row *below* where the cursor is located
3) Delete Row	This option *deletes the row* where the cursor is located
4) Insert Column to the Left	This option deletes the column to the *left* of where the cursor is located
5) Insert Column to the Right	This option deletes the column to the *right* of where the cursor is located
6) Delete Column	This option *deletes the column* where the cursor is located
7) Merge Cells Horizontally:	This option *merges* cells *horizontally*
8) Merge Cells Vertically:	This option *merges* cells *vertically*
9) Split Cells:	This option *splits merged cells* in the table
10) Delete Cells	This option *deletes* the selected cell
11) Set Cell Properties:	This option opens up the *Cell Properties* tab
12) Set Table Properties:	This option opens up the *Table Properties* tab
13) Show/Hide Border:	All tables are assigned a default border. You have the ability to remove the border by clicking on *Show/Hide Border*

Section 3: Multimedia

The RadEditor offers users with several ways of uploading multimedia, such as documents, video, Flash videos, audio files and webcam recordings to a site. The icons corresponding to these specific multimedia files are tabulated in Section 1 of this guide.

1. The Document Manager

There are two ways by which you can include documents within SharpSchool's system, you can either upload them into a Document Container (refer to Chapter 9 for more details) or you may insert document hyperlinks on a webpage. In this guide we will cover the steps required to create a document hyperlink.

To create documents hyperlinks simply click on the *Document Manager* icon in the editor. This will open the *Document Manager* window that contains two primary tabs: **Browse Files** and **Upload Files**. The **Browse Files** tab allows you to navigate through files that have already been added to the system. The **Upload Files** tab allows you to upload files from your computer to the system.

> **Reminder:** You must highlight a specific word or phrase on your page before opening the *Document Manager*. This word or phrase will become a hyperlink that will open the document. If you do not highlight anything then the document link will be inserted with the original file name.

> **Note:** It is important that you create a folder with your name before uploading documents. This will make it easier to find resources when you return. To create a folder simply click on the New Folder icon and click on the check box to save those changes or click on the to delete your changes. Double

click on the folder to open it and upload documents in it. Open this folder for all future uses.

a) Browse Files

As mentioned above, you may browse through files that have already been uploaded into the system. Double-click on a folder name to open it and view its contents, if you select the wrong folder, single-click the double-dots ("**..**") to move to the previous folder. Once the correct folder's contents are displayed, select the file on the left side of the document manager. The file name will be inserted in the "**Document File**" field. At this point you may click **Insert** to insert the link to your page, or click on **Cancel** to delete all changes. You also have the ability to define the **Tooltip** and **Target** of the link before inserting it.

Reminder: Target drop-down menu sets which window the document will open in and the **Tooltip** determines what text is displayed when a visitor moves the mouse over the link.
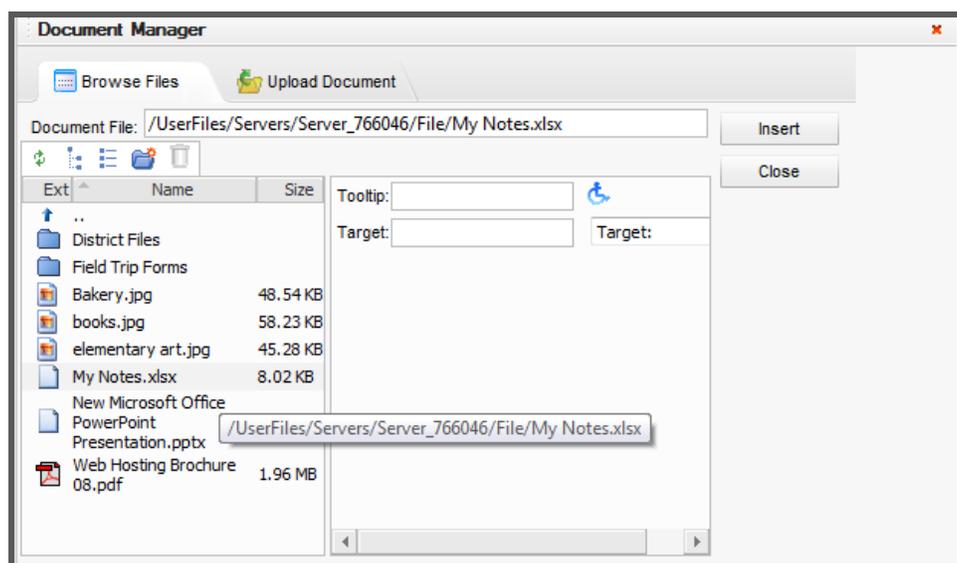

Figure 12: Document Manager

b) Upload Files

If you wish to upload files to the *Document Manager*, simply click on the **Upload Document** tab. Here you can click **Browse…** to select a file from your computer and click **Upload** to add it to the *Document Manager*. If you are inserting a file that already exists, you may click on **"Overwrite if file with such a name exists?"** to delete that file.
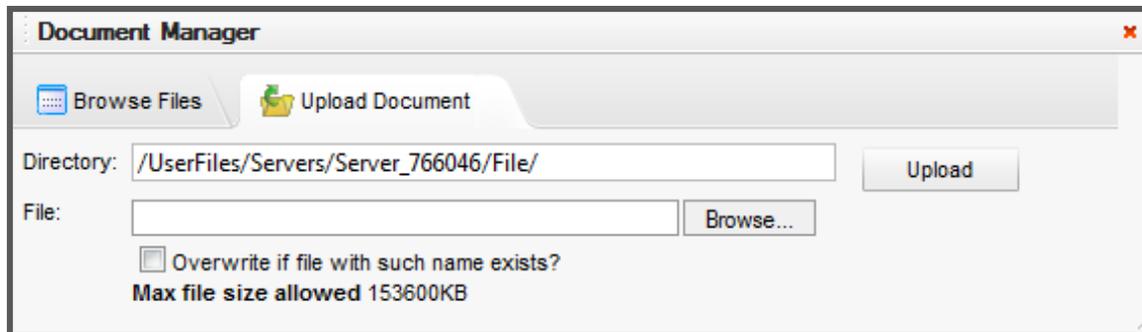

Figure 13: Upload Document

2. The Flash Manager

Uploading a Flash file to the *Flash Manager* is achieved in precisely the same manner as uploading a file into the *Document Manager*. Here you must click on the *Flash Manager* icon in the editor which will then open the *Flash Manager* window. This window also contains two primary tabs: **Browse Files** and **Upload Files**. The **Browse Files** tab allows you to navigate through files that are already added to the system. The **Upload Files** tab allows you to upload files from your computer to the system.

Note: Create a specific folder for yourself before uploading flash files.

Once a Flash movie/video has been inserted you can specify several criteria to its output. This information is in the right preview window of the *Flash Manager*, and here you can define the width, height, quality and other components of the video. If you are placing a flash object in the area below a drop-down menu on your site, selecting the Transparent

option will allow the menus to appear on top of the Flash video. If you wish to see how the video would look on your site, simply check off the option **Switch to Preview Mode**.

If you're satisfied with the changes, click **Insert** to add the file on your page, or click **Cancel** to delete all changes.
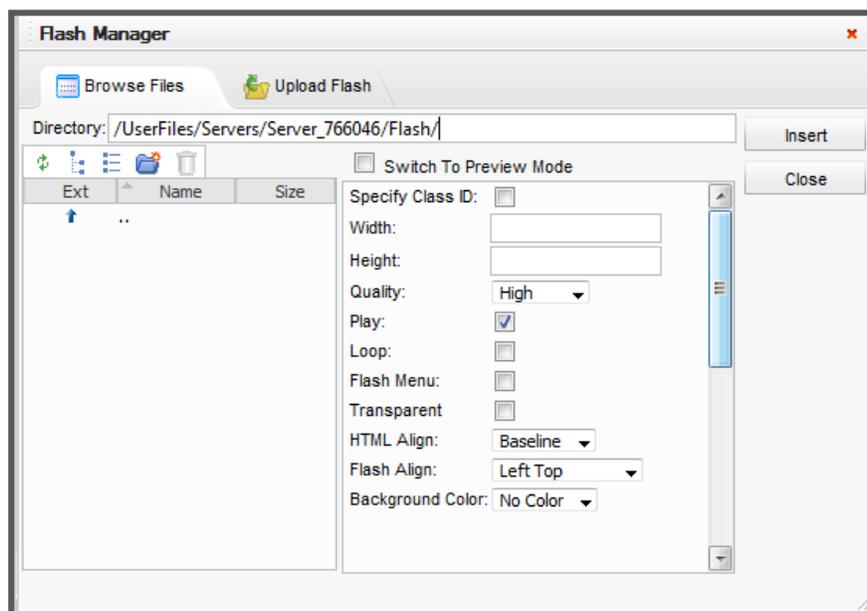

Figure 14: Upload Flash File

3. The Media Manager

The RadEditor makes it easy to add videos to a page as well. This function is achieved in the same manner as adding a file or flash video. Here you must click on the *Media Manager* icon in the editor which will then open the *Media Manager* window. This window also contains two primary tabs: **Browse Files** and **Upload Files**. The **Browse Files** tab allows you to navigate through files that are already added to the system. The **Upload Files** tab allows you to upload files that have been added to the system.

Once a video has been inserted you may view a sample of the video by simply checking off the option **Switch to Preview Mode**.

If you're satisfied with the changes, click **Insert** to add the file on your page, or click **Cancel** to delete all changes.
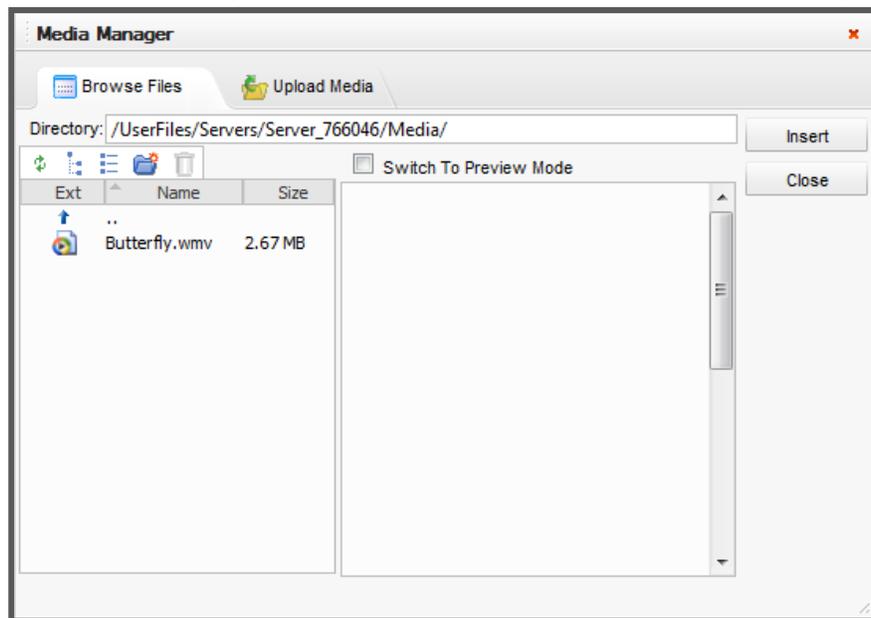

Figure 15: Upload Media File

Reminder: Target drop-down menu sets which window the document will open in and the **Tooltip** determines what text is displayed when a visitor moves the mouse over the link.

4. The Image Manager

To upload an image click on the *Image Manager* icon in the editor. Browse to the folder you wish to upload the files to by double-clicking on the folder names. Then click the **Upload Image** tab. The **Directory** will display the path for the currently selected folder. Then click the **Browse…** button to select the **File** on your computer. If you are replacing an existing file, then check "**Overwrite if file with such name exists?**", and press Upload.

Once an image has been uploaded you may preview it in the right side of the window. There are 4 links available to you when you select a picture:
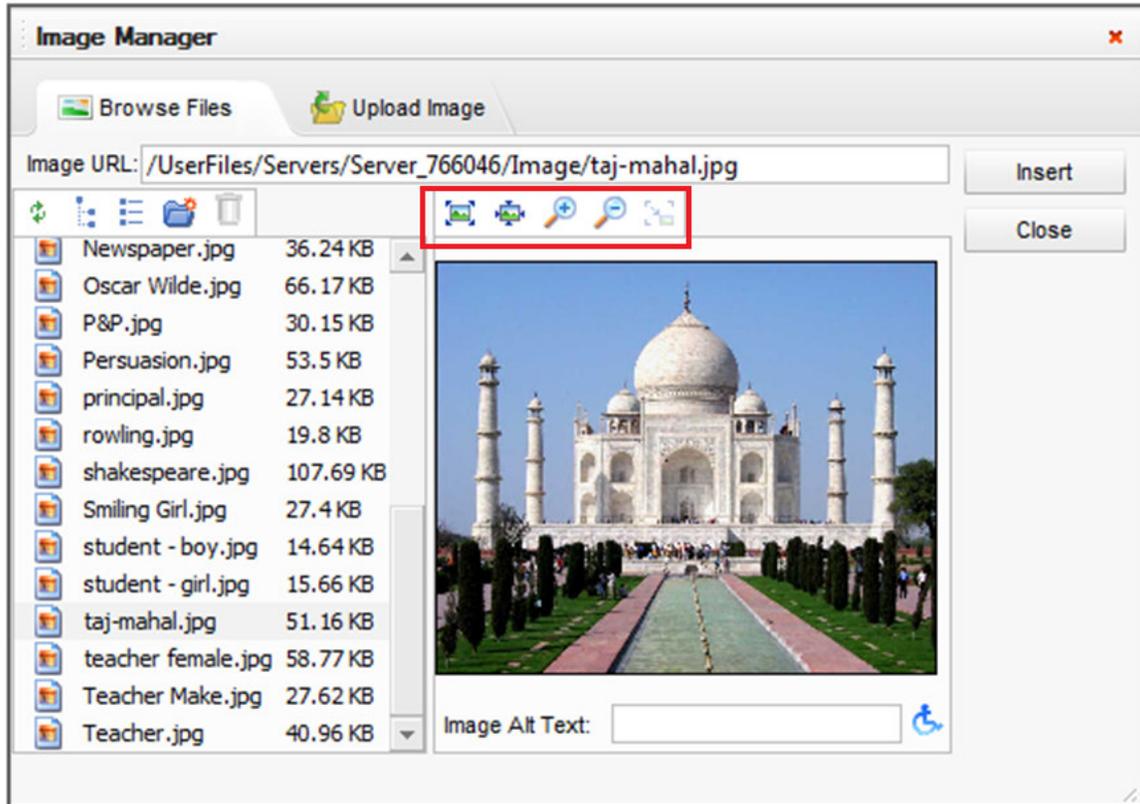
Figure 16: Image Manager

i. **Best Fit** - This option shirks the image to fit in the preview window

ii. **Actual Size** - displays the actual size of the image

iii. **Zoom In** - allows users to zoom into the image

iv. **Zoom Out** - allows users to zoom out of the image

v. **Create Thumbnail** - allows you to create a thumbnail of the image.

a) Creating Thumbnails

You can easily create thumbnails of images. To create a thumbnail, simply select the

image from the *Image Manager* and click on *Create Thumbnail* icon .

> **Note:** you can also create a thumbnail of an image after inserting it on a page by
> right clicking on the image and clicking *Create Thumbnail*

Here, define the name, width, height and dimensions of the thumbnail and click Create. This thumbnail will now be available to you from the list of images in the *Image Manager.*
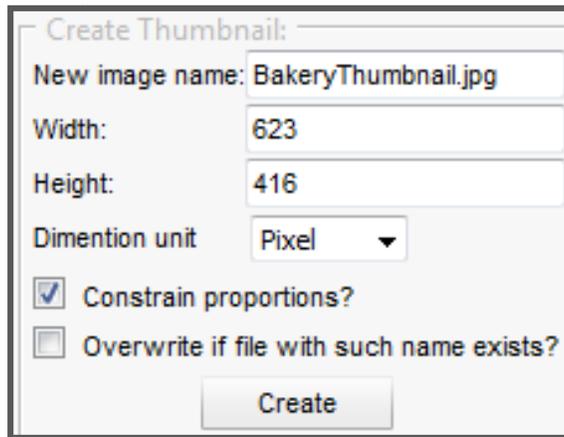

Figure 17: Create Thumbnail

b) Editing Image Properties

Much like the *Table Properties* section covered earlier in this manual, the *Image Properties* option allows you to edit various aspects of a specific picture. To access image properties simply right click in the image and select *Image Properties* (we will cover *Image Map Editor* further in this manual)
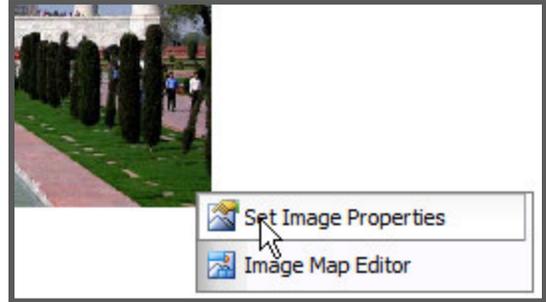

Figure 18: Set Image Properties

This will open a new window with two primary tabs: *Image Properties* and *Create Thumbnail.* In this section we will cover the components included under the *Image Properties* tab:
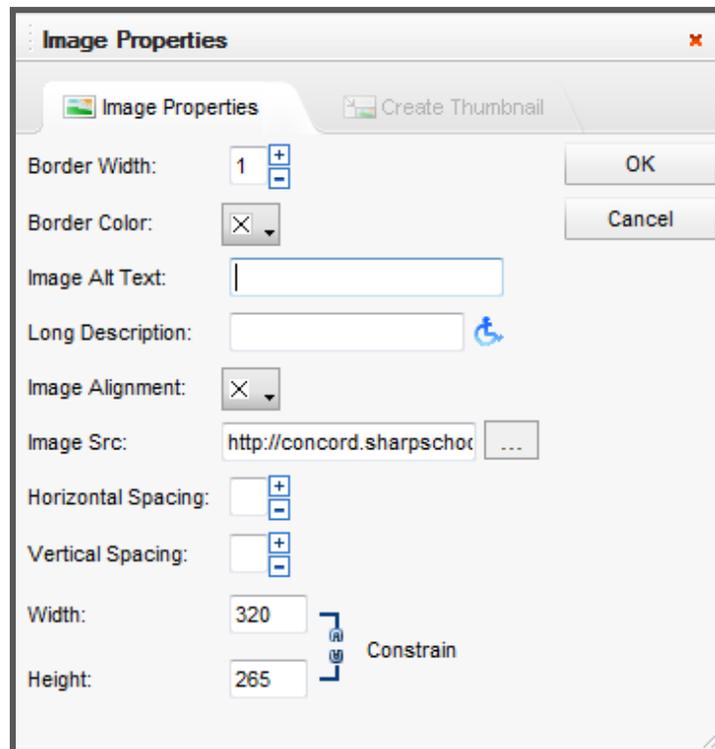

Figure 19: Image Properties

   i. **Border Width:** You can specific the thickness of a border, or click on "No Border" to remove the border.

   ii. **Border Color:** select a color of the image border.

iii.   **Image Alt Text:** displays an alternative text instead of the image.

iv.   **Long description:** This is an Accessibility option. The text entered in the "Long Description" field will be read by the Windows Narrator tool.

v.   **Image Alignment:** Specifies the alignment of the image on the page

vi.   **Horizontal Spacing:** Specifies the distance to the left and to the right between the image and adjacent content.

vii.   **Vertical Spacing:** Specifies the distance to the top and to the bottom between the image and adjacent content.

viii.   **Width:** Allows you to alter the width of the image. Note: select "constrain" to prevent the image from distorting. This option will resize the height of the image in related to the width alterations.

ix.   **Height:** Allows you to alter the height of the image. Note: select "constrain" to prevent the image from distorting. This option will resize the width of the image in related to the height alterations.

c) Image Map Editor

The Image Map Editor allows you to create multiple clickable areas on an image. You may create an image map by right clicking on the image and selecting *Image Map Editor*. Or click on the icon in the toolbar
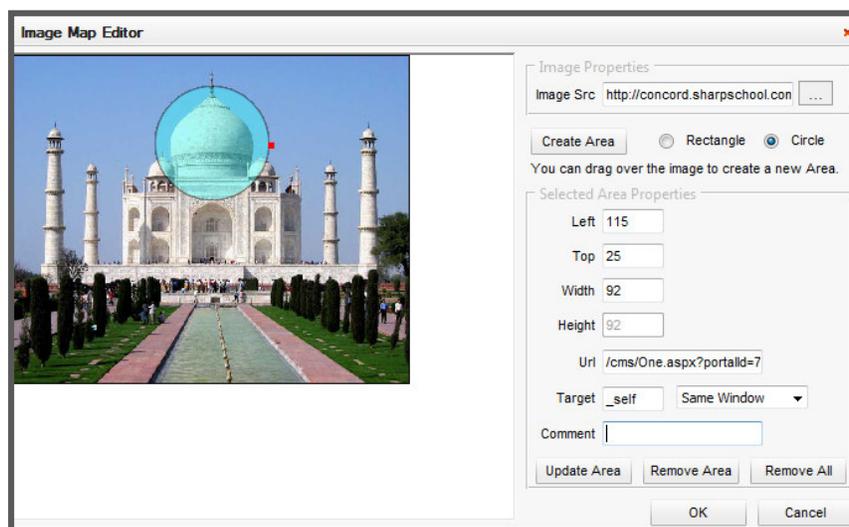

Figure 20: Image Map Editor

Here, you may select a rectangular or circular area to highlight the image. You can then adjust the dimensions of the selected area by dragging the corners of the area itself, or specifically defining dimensions under the *Selected Area Properties* heading. Finally, you must specific a URL to complete this step.

> **Reminder:** The Target dropdown allows you to select whether the new site will open in a new window or the same window.

d) Setting Absolute Position

Setting an absolute position to an image will allow it float freely so you can move it around the content with the mouse. To set absolute positioning for an image, simply select the image and click the **Set Absolute Position** icon
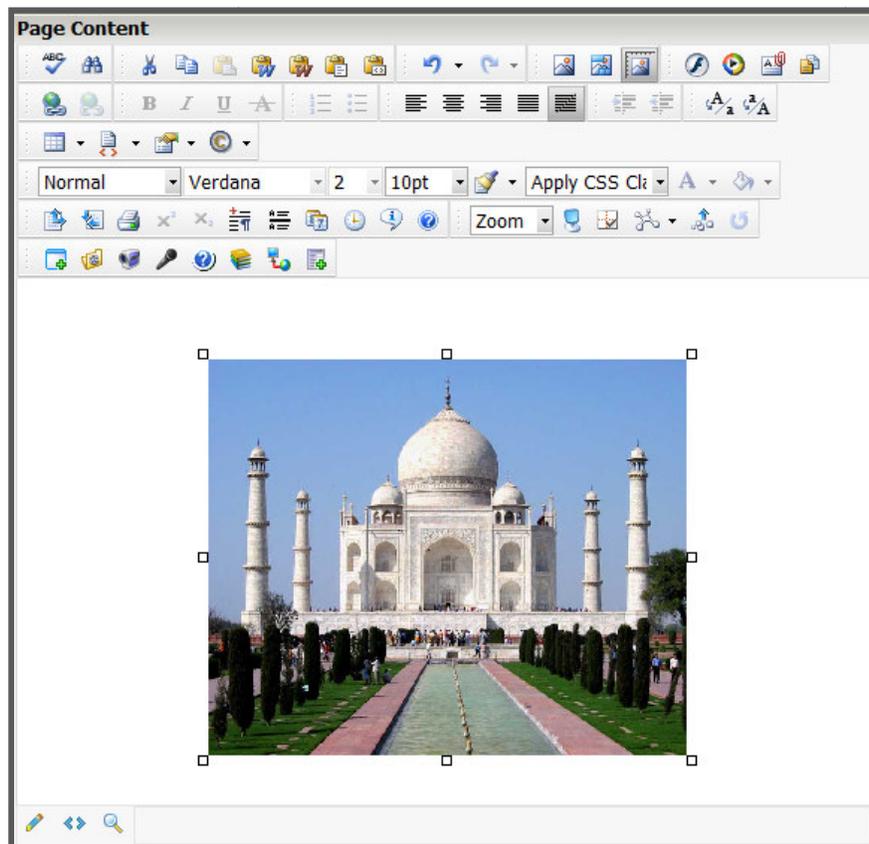

Figure 21: Absolute Positions

Section 4: Advanced Source Editor

For technical users the RadEditor features advanced features. Simply click on the HTML 〈〉 icon to convert the page into code.

Furthermore, the *Module Manager* 🔧 allows advanced users to view several aspects of the page, such as:

   i.   Statistics

  ii.   Tag Inspector

 iii.   Properties Inspector

 iv.   Real-time HTML View

  v.   XHTML Validator

Figure 22: HTML View

Figure 23: Module Manager