Version **6.5**

End-user manual

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1. USING THIS GUIDE

1.1. Purpose

This guide provides comprehensive guidelines and step-by-step instructions for working with the **t**elerik r.a.d.**editor** – the high-end WYSIWYG content editor for ASP.NET.

1.2. Who should use this guide

This guide is for end-users of r.a.d.**editor**. For deployment and configuration instructions, please, read the "Deployment Manual" shipped with the product distribution.

2. ABOUT r.a.d.editor

r.a.d.**editor** is a powerful WYSIWYG (What You See Is What You Get) content editor, which allows even non-technical users to author and manage HTML content as easily as writing a document. The product uses a familiar Word®-like interface and tools, which give people the ability to seamlessly format text, set hyperlinks, build tables, and insert images, Flash, documents, etc.

Some of the features that you see described in this manual may not be available in your specific application. Please, consult your product developer for availability of features and further instructions.

3. SETTING r.a.d.editor IN EDIT MODE

r.a.d.**editor** can work in two modes: View mode and Edit mode. When it is in View mode the content is displayed as regular HTML and cannot be modified. In order to set r.a.d.**editor** in Edit mode you need to click the pencil button 🖊.

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After you set any of the editors above in Edit mode your page will look similar to this:
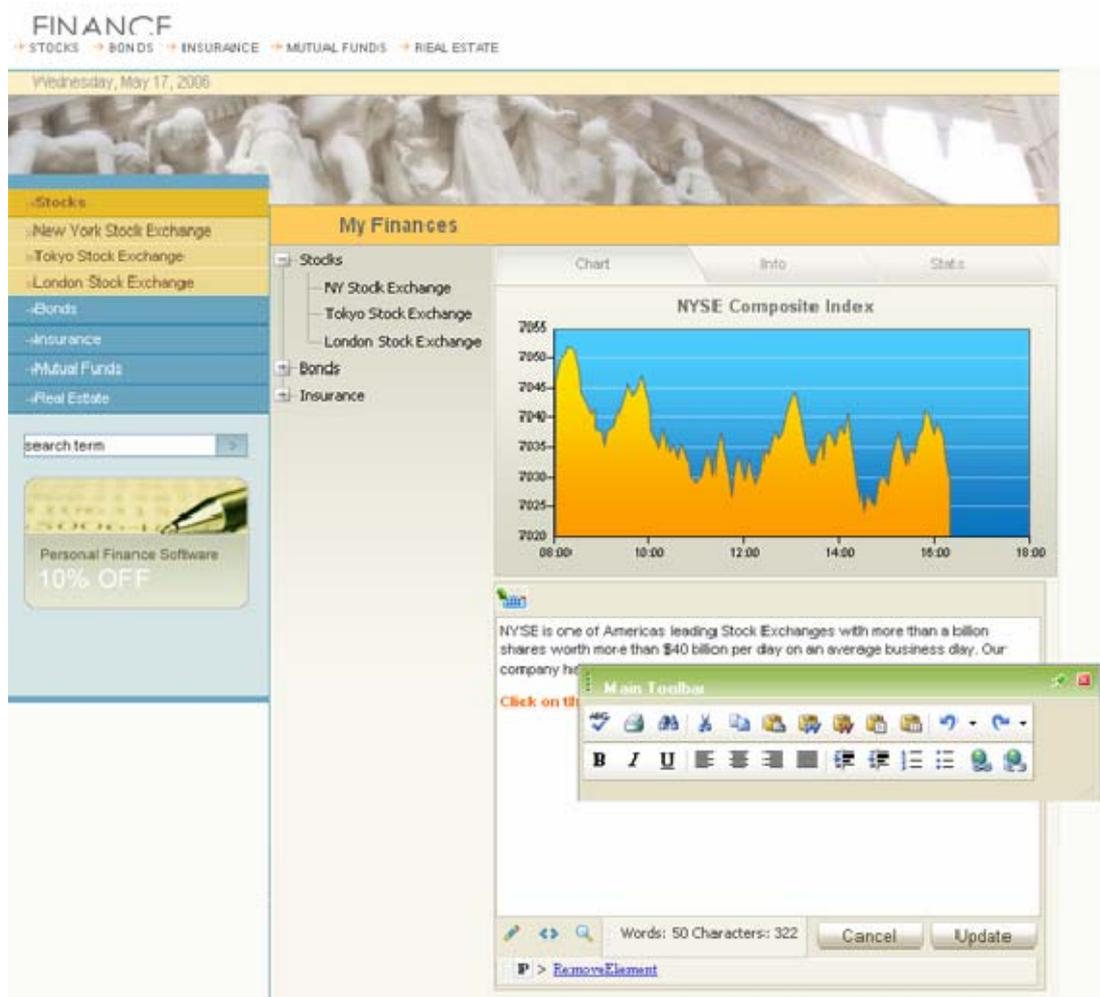
As you can see, a toolbar with buttons and dropdowns has appeared. Moreover, the content managed by the specific r.a.d.**editor** can now be modified as if you are using Microsoft Word®.
Once you have finished editing you need to press the **[Update]** button to save your work. If you click the **[Cancel]** button your modifications will not be applied and the content will be reverted to its original state.

4. r.a.d.editor TOOLBARS

r.a.d.**editor** toolbars represent a set of buttons and drop-down lists, which allow you to perform different actions with the content (e.g. make text bold, apply color, build tables, open the image dialog, etc.) Most of these buttons work in the same way as you would use them in Microsoft Word®.
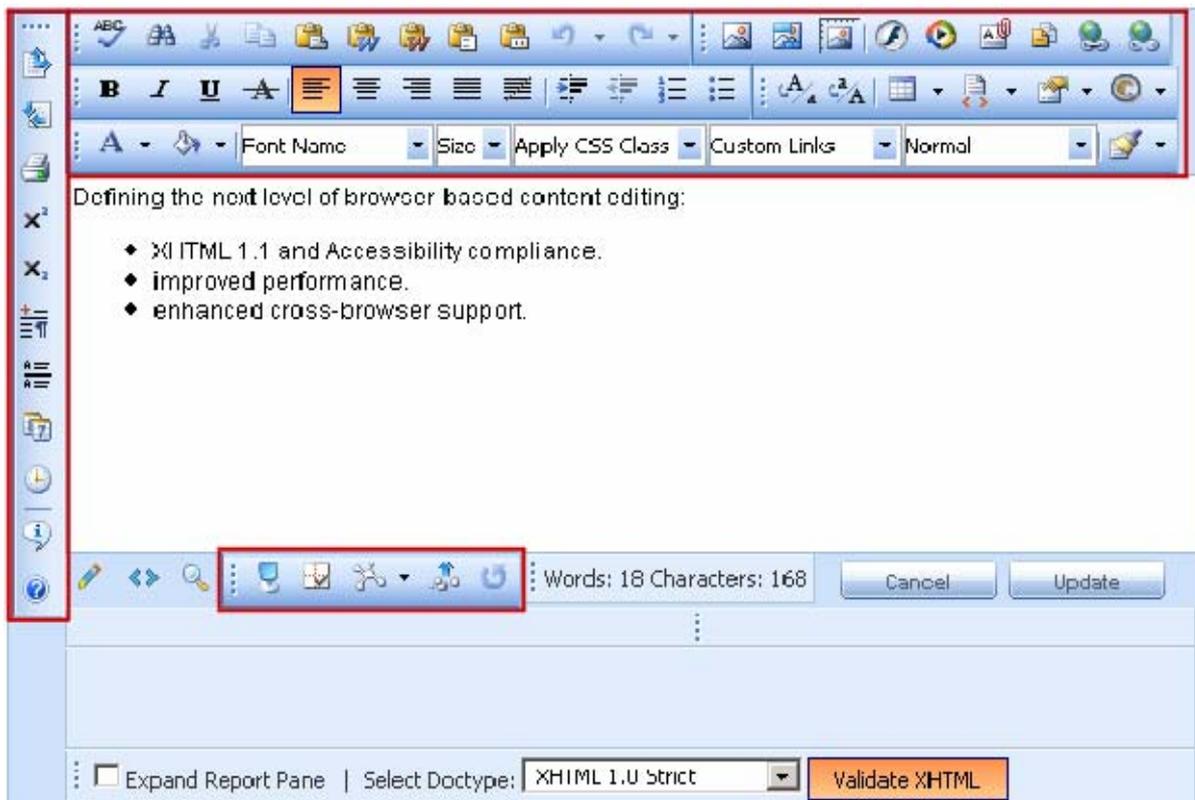
⚠ **Note:** Depending on your specific application, you may not see all of the buttons displayed in the image above. Furthermore, you may have additional buttons with custom functionality, which should be explained to you by the developer of the application.

The functions of the various buttons and dropdowns on the r.a.d.**editor** toolbar are described further in this manual. You will also find instructions on how to complete common tasks like formatting text, inserting hyperlinks, working with images, etc.

5. SYSTEM MODULES

The System Modules are special tools, used to provide extra information for the users who work with r.a.d.**editor** in design mode. Currently, there are five modules shipped out-of-the box with the editor:

- **Tag Inspector**
- **Properties Inspector**
- **Real Time HTML Inspector**
- **Statistics Module**
- **XHTML Validator**.

5.1. Tag Inspector

This module displays the path of the selected item (i.e. the DOM path of the current element). It also allows you to select the last (the most inner) tag in the hierarchy and remove it using the **[Remove Element]** button.
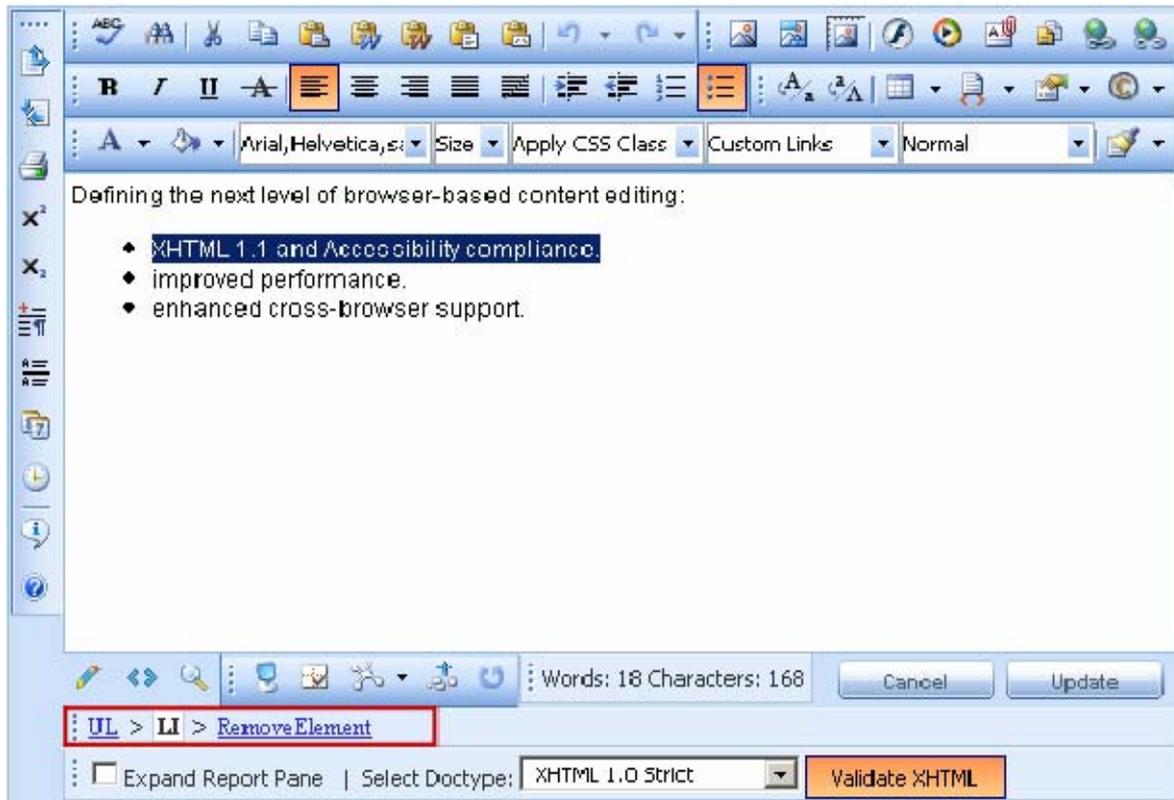
5.2. Properties Inspector

This is a powerful module, which displays the relevant properties of the currently selected element. As a result, the user can quickly configure the element (e.g. set cell width, shading, image alignment, hyperlink, etc.) without the need to open dialogs.
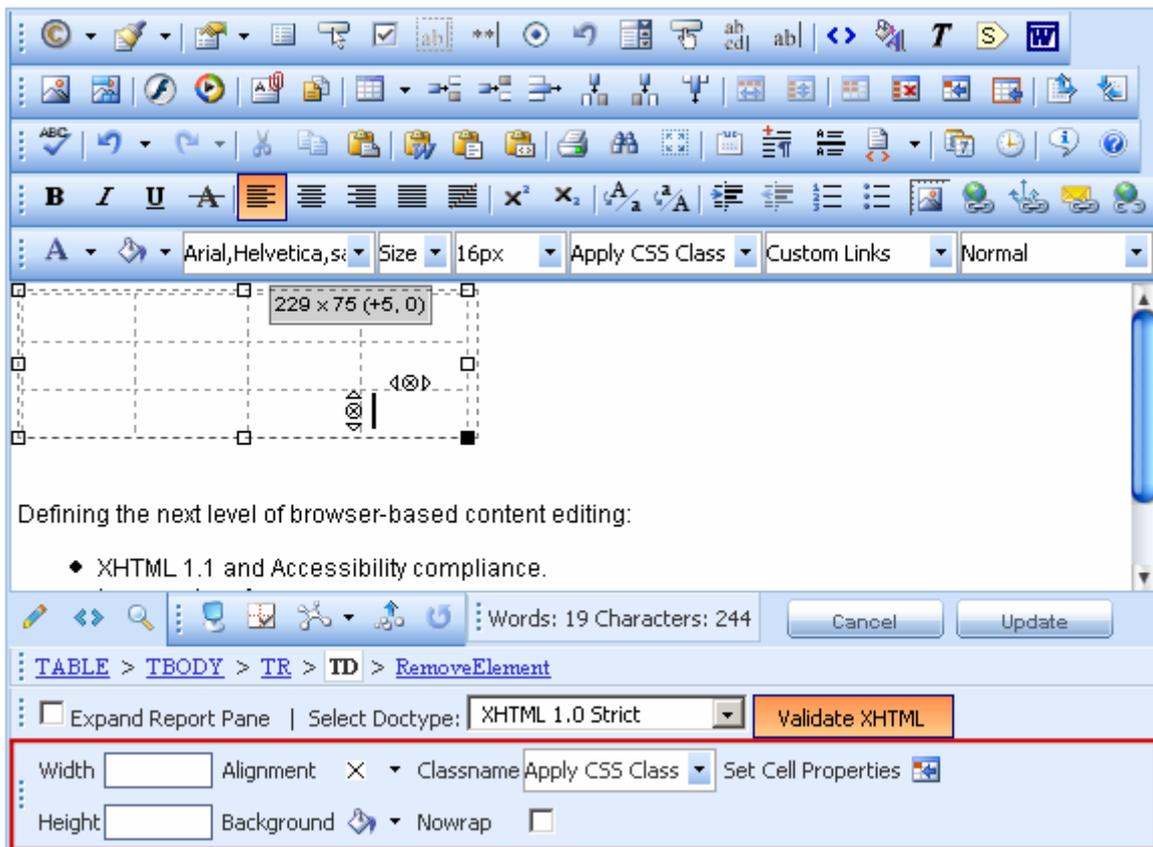
5.3. Real Time HTML Inspector

This module displays a pane with the HTML code of the content. This HTML code is updated and kept in synchrony in real-time with the WYSIWYG pane. The effect is similar to the Split mode of MS FrontPage - if you make a modification in the WYSIWYG pane or the HTML pane the other pane will be automatically updated. This module is a great fine-tuning tool for advanced users.

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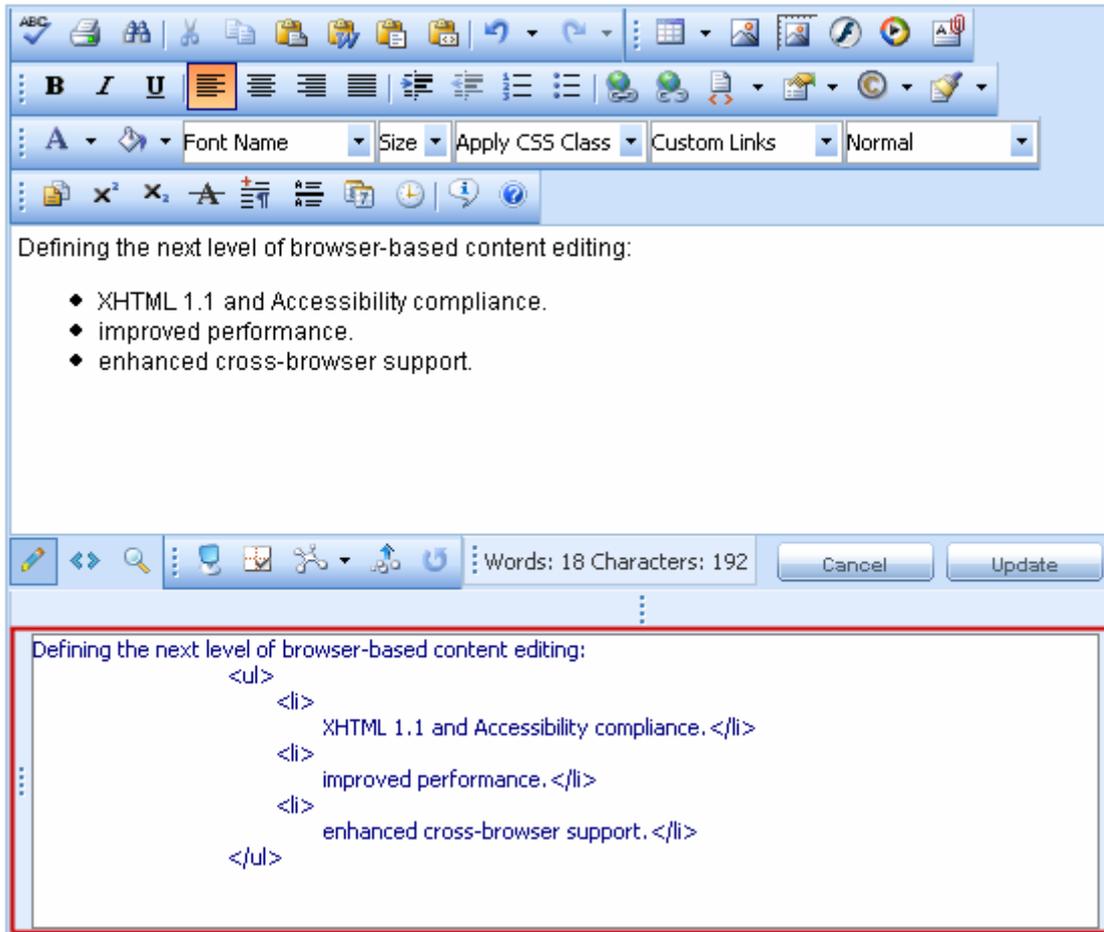
5.4. Statistics

This module provides word/character count or other analysis of the content. It finds its main usage area for writing articles with given character/word limit.
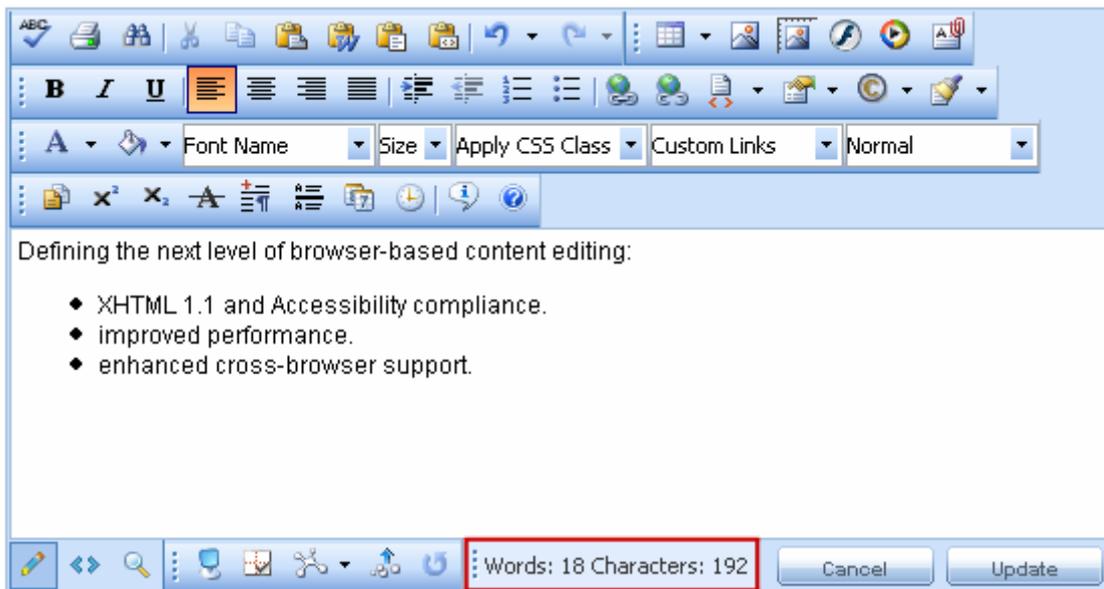
5.5. Integrated XHTML Validator

This module is used for real-time validation of XHTML compliance. You can enable the XHTML validation module by selecting it from the Modules list. If you do not see the module in the list this means that it has not been defined in the ToolsFile. Connect the developer of your application for details.
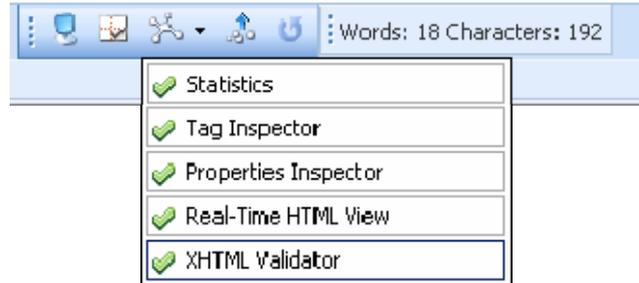
Once the XHTML validation module is enabled you can check the HTML content you are currently working on by clicking the **[Validate XHTML]** button.
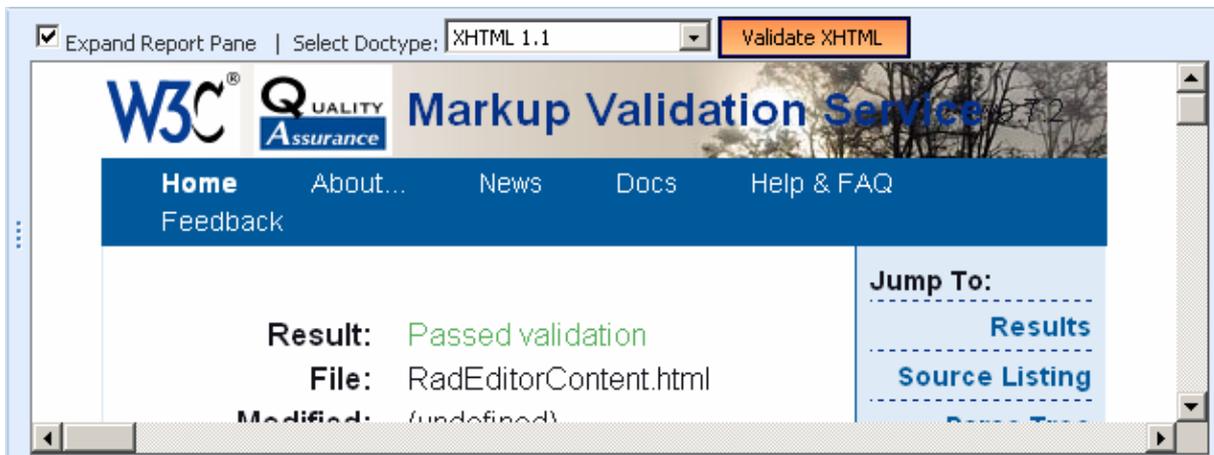
6. DOCKING TOOLBARS AND MODULES

6.1. Dockable Toolbars/Modules

The users of r.a.d.**editor** have the freedom to organize the workspace according to their personal preferences. The Toolbars and System Modules of r.a.d.**editor** can be arranged by dragging and docking on the edges of the editable area or can be left floating, just like in Microsoft Office applications.
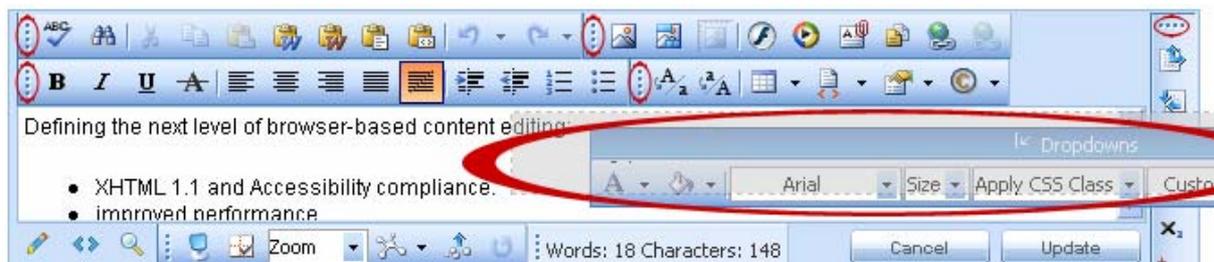
Toolbars and Modules can be docked to one of 5 docking zones as depicted on the image below:

When you drag one Toolbar/Module over another Toolbar/Module within a certain docking zone, the dragged one will be placed before the other one. "Before" in this case means "above" or "to the left", depending on the available space and the docking zone orientation (horizontal or vertical).

6.2. Un-docking Toolbars and Modules

If you drag and drop a dockable Toolbar/Module outside the docking areas, i.e. over the content area or outside the editor, the Toolbar/Module will become undocked. You can dock it back by clicking the

 button. To dock all Toolbars/Modules back to their respective Docking Zones, click the button.

7. TOOLBAR BUTTONS

7.1. Formatting Text Appearance

The buttons in this section work on a selected portion of text. For some tools, it is enough to position the mouse cursor in a word to apply the necessary formatting.

Bold		Applies **bold** formatting to the selected text.
B	**Ctrl+B**	Select the text and press this button to apply **bold** formatting. If the cursor is positioned in a single word, pressing this button will **bold** the entire word.
Italic		Applies *italic* formatting to the selected text.
I	**Ctrl+I**	Select some text and press this button to apply *Italic* formatting. If the cursor is positioned in a single word, pressing this button will apply *italic* to the entire word.
Underline		Applies <u>underline</u> formatting to selected text.
<u>U</u>	**Ctrl+U**	Select some text and press this button to apply <u>underline</u> formatting. If the cursor is positioned in a single word, pressing this button will <u>underline</u> the entire word.

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Strikethrough		Applies strikethrough formatting to selected text.
A̶		Select some text and press this button to apply strikethrough formatting. If the cursor is positioned in a single word, pressing this button will strikethrough the entire word.
Font Name		Sets the font typeface.
Arial ▾		This dropdown allows you to change the font of the selected text.
Font Size		Sets the font size.
2 ▾ 12px ▾		These dropdowns allow you to change the font size of the selected text.
Text Color (Foreground)		Changes the color of the selected text.
A ▾		This dropdown allows you to change the font color of the selected text.
Text Color (Background)		Changes the background color of the selected text.
◇ ▾		This dropdown allows you to change the background color of the selected text.
CSS Class		Applies predefined styles to the selected text.
Apply CSS Class ▾		This dropdown menu contains predefined text styles, which can be applied to selected sections of the text.
Superscript		Makes text or numbers appear as ^{superscript}.
x^2		When typing text, you may press this button to make the text that follows ^{superscript}. The button also works on selected text. You have to press the button again to switch to normal text typing.
Subscript		Makes text or numbers appear as $_{subscript}$.
x_2		When typing text, you may press this button to make the text that follows $_{subscript}$. The button also works on selected text. You have to press the button again to switch to normal text typing.

7.2. Formatting Paragraphs & Lists

New Paragraph		Inserts a new paragraph.
≡	**Ctrl+ Enter**	This button lets you insert a new paragraph. There is a difference between pressing this button ≡ and pressing **[Enter]**. The latter creates a new line keeping the paragraph formatting whereas ≡ creates a new paragraph, with different paragraph settings which can be changed later on. This feature is important when you apply indentation and justification to text.
Paragraph Style		Applies standard or predefined text styles to selected paragraph.
Paragraph Style ▾		This dropdown lets you change the paragraph style. Click anywhere in the paragraph you want to format and select the preferred style from the Paragraph Style ▾ dropdown.
Numbered List		Creates a numbered list from the selection.
ⅰ≡		Select some text or place the cursor inside a paragraph and press this button to make the text a numbered list. Pressing this button again will turn the numbered list into a regular paragraph of text.
Bulleted List		Creates a bulleted list from the selection.
≔		Select some text or place the cursor inside a paragraph and press this button to make the text a bulleted list. Pressing this button again will turn the bulleted list into a regular paragraph of text.
Increase Indent		Indents paragraph to the right.
⇥≡		This button indents a paragraph to the right. Each time this button is

		pressed the paragraph will be indented further to the right.
Decrease Indent		Decreases paragraph indent to the left.
		This button works only if indent has been applied to a paragraph beforehand. To use this button, click anywhere in the paragraph you want to be indented to the left and press the button.
Horizontal ruler		Inserts a horizontal line (ruler).
		Pressing this button will insert a horizontal line beneath the cursor position.
Align Left		Aligns the selected paragraph to the left.
		Pressing this button will align the selected paragraph to the left.
Center		Aligns the selected paragraph to the center.
		Pressing this button will center the lines in the selected paragraph.
Align Right		Aligns the selected paragraph to the right.
		Pressing this button will align the selected paragraph to the right.
Justify		Justifies the selected paragraph to the left and to the right.
		Pressing this button will justify the selected paragraph to the left and to the right at the same time.

7.3. Working with portions of text

Spellchecker		Launches the spellchecker.
		The spellchecker is a tool which checks the spelling of the written text. It works the same way as in Microsoft Word®. When launched, the spellchecker dialog will appear and the checking will start automatically from the beginning of the document. If there is a mistaken word, it will appear in the spellchecker dialog, where you can either **[Ignore]** the suggestion or **[Change]** the word with the suggested one. Spell-checking
Print		Prints the contents of the r.a.d.**editor** or the whole web page.
	Ctrl+P	Pressing this button will launch your default printers' dialog box. Press **[OK]** or **[Print]**, to print the current page in your web browser. You can set your printers' properties before printing. Printing web page
Cut		Cuts the selected content and copies it to the clipboard.
	Ctrl+X	The **[Cut]** button works on a selected text, image and/or table. You first need to select the content and then **[Cut]** it. When using this tool, the cut text or image will be removed from the page and will be stored in the clipboard for later use. Please, note that only the last cut (or copied) item will be stored in the clipboard. This tool is very helpful if you have decided to change the place of a piece of text in the sentence or in the page: just select the text, press **[Cut]**, place the cursor on the new place, and press the **[Paste]** button (see below).
Copy		Copies the selected content to the clipboard.
	Ctrl+C	The **[Copy]** button works on selected text, image and/or table. You need to select the content first and then **[Copy]** it. When using this tool, the content will be stored in the clipboard for later use. Note that only the last copied (or cut) item will be stored in the clipboard. This tool is very helpful if you need to type the same text many times: just select

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		the text, press the [Copy] button, place the cursor on the new place and press the [Paste] button (see below). This way you do not have to type the text over and over. This procedure works for images and/or tables as well.
Paste		Pastes copied content from the clipboard into the editor.
	Ctrl+V	After you have either **[Cut]** or **[Copied]** an item (text, image, etc.), you can **[Paste]** it using this button. Place the cursor where you want the item to appear and press [Paste].
Paste From Word		Pastes copied content from the clipboard into the editor.
		After you have either **[Cut]** or **[Copied]** an item (text, image, etc.), you can **[Paste]** it using this button. r.a.d.**editor** will clean all unnecessary Microsoft Office related tags. Place the cursor where you want the item to appear and press [Paste From Word]. In case the user is trying to paste Word content with the regular Paste button or **Ctrl+V**, a dialog will prompt whether the Word markup should be cleaned. If the Clipboard content does not come from Word, the dialog will not be shown.
Paste From Word Cleaning Fonts and Sizes		Pastes copied content from the clipboard into the editor.
		After you have either **[Cut]** or **[Copied]** an item (text, image, etc.) in Microsoft Word ®, you can **[Paste]** it using this button. r.a.d.**editor** will clean all unnecessary Microsoft Office related tags plus font formatting. Place the cursor where you want the item to appear and press .
Paste Plain Text		Pastes copied content from the clipboard into the editor.
	Ctrl+V	After you have either **[Cut]** or **[Copied]** an item (text, image, etc.), you can **[Paste]** it using this button. The [Paste Plain Text] button works similarly to **[Paste from Word]** , but it removes all HTML formatting and pastes plain text, preserving the line breaks.
Paste As HTML		Pastes copied content from the clipboard into the editor.
	Ctrl+V	After you have either **[Cut]** or **[Copied]** an item (text, image, etc.), you can **[Paste]** it using this button. This new tool allows you to paste the HTML content of the Clipboard as code, which may be quite convenient for developer-oriented applications (e.g. support systems, forums, etc.) The pasted text will look something like this: `<IMG src="Image_example.gif">  <FONT face="Arial"><STRONG>What's new in version 6.0</STRONG></FONT>`
Format Stripper		Strips (removes) the formatting from the selected or the whole text.
		Removes Word®, custom or all formatting.

7.4. Inserting elements

Image Manager		
	Ctrl+G	Pressing this button will open the image dialog which allows you to manage images – inserting, uploading, creating thumbnails and setting image properties. Working with images…

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Absolute Positioning		Sets an absolute position of an object.
		Pressing this button will help you move an object (image, table or media) freely into the editor.
Flash Manager		Opens the flash dialog
		The flash dialog is used for working with flash files - inserting and uploading animations. Working with flash animation
Windows Media Manager		Opens the media dialog.
		The Windows media dialog is used for inserting and uploading media objects (AVI, MPEG, WAV, etc.). It also lets you set the object's properties. Working with Windows media…
Document Manager		Opens the document manager dialog
		Pressing this button will open the dialog which will help you insert a predefined document at the cursor position into the editor. Working with documents…
Template Manager		Opens the template manager dialog.
		Opens the template manager dialog which allows you to manage templates. Working with templates…
Insert Table		Inserts a table in the r.a.d.**editor**.
		Inserting a table in the r.a.d.**editor** is as easy as in Microsoft Word® - just click the button and select how many rows and columns you would like inserted in the editor. The table will be inserted at the point where the cursor is. Working with tables…
Insert a Hyperlink		Makes the selected text, number or image a hyperlink.
	Ctrl+K	This button lets you create a hyperlink from the selected text or image. The hyperlink dialog window will open. It allows you to choose what type of link you want to insert: Hyperlink, Anchor or E-mail. Working with hyperlinks…
Remove Hyperlink		Removes hyperlink from selected text, number, and image.
	Ctrl+ Shift+K	If you press this button after you have selected an image, some text in a hyperlink, anchor or e-mail link, the link will be removed from this object.
Insert Special Character		Inserts special character(s).
		Pressing this button will display a drop-down menu, showing you all special characters that are built in the r.a.d.**editor**. The special character will be inserted at the location of the cursor. If you want to insert a symbol which you do not see in the drop-down menu, you will need to contact the developer personnel. Inserting special character…
Insert Code Snippet		Inserts a predefined code snippet.
		Pressing this button will insert a predefined code snippet into the selected place in the editor. The snippet will retain the formatting from the paragraph. For more information, please contact your developer Using code snippets…
Insert Custom Link		Inserts an internal or external link from a preset list.
Custom Links ▾		This dropdown lets you create a preset hyperlink on the selected text, number or image. To create a link, you will firstly need to select the to-be-linked object, then click on Custom Links ▾ dropdown and select the link that you would like to use. Applying CSS Class
Insert Time		
		Pressing this button inserts the current time in the editable area.
Insert Date		
		Pressing this button inserts the current date in the editable area.

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7.5. View

Show/Hide Table Borders		Shows/hides table borders.
		Toggles borders of all tables within the editor ON and OFF. The ON function works on tables which have hidden borders.
Design Mode		
		Pressing this button switches the editor WYSIWYG into design mode.
HTML Mode		
		Pressing this button switches the editor into HTML mode.
Preview Mode		
		Pressing this button switches the editor into preview mode. The user can take a look at the result of the editing which has been performed.
Full Screen Mode		
	F11	Press this button to expand the editor into a full screen. When the editor is in full screen, pressing this button returns it to the previous state.
Modules		
		Press the button to select which module to activate (or deactivate) from the dropdown menu. Modules that are currently active are marked with a check sign. Those which are inactive are marked with a cross sign.
Docking		
		Pressing this buttons sets all the toolbars to be dockable.
UnDocking		
		When a toolbar is dragged and dropped (docked) somewhere on the page outside the editor's dockable area, you press this button to un-dock the toolbar.
Zoom In(Out)		
		Pressing this will zoom in (or out) the editable area.

7.6. Miscellaneous

Help		Shows the help on every button and its functionality.
		Pressing this button will open a window which has short description on every button, its functions and a keyboard shortcut, if such is available.
Repeat		
	F4	Pressing this button repeats the last action
Undo		Undoes the previous action
	Ctrl+Z	Pressing this button will undo the last action you have made in the editor. This includes but is not limited to inserting tables, moving images and formatting text. Pressing the down arrow next to this button will open a

		dropdown where you can select multiple actions for undo.
Redo		Redoes the last undone action.
	Ctrl+ Shift+Z, Ctrl+Y	Pressing this button will redo the action you have just undone. Pressing the down arrow next to this button will open a dropdown where you can select multiple actions for redo.
Find and Replace		
	Ctrl + F	Opens the Find and Replace dialog.

7.7. Other keyboard shortcuts

Some of the general keyboard shortcuts that are valid for Microsoft Windows® and Internet Explorer® will work in the r.a.d.**editor** as well. For your reference, we have included some of them (in addition to the keyboard shortcuts described above):

Ctrl+A	Selects the whole content of the editor (text, images, tables, etc.)
Ctrl+W	Closes the active window.
Alt+F4	Closes the active application.

8. FORMATTING TEXT

8.1. Changing the Text Font

In order to change the font of some text you need to first select the text and then choose a font from the dropdown menu on the toolbar.
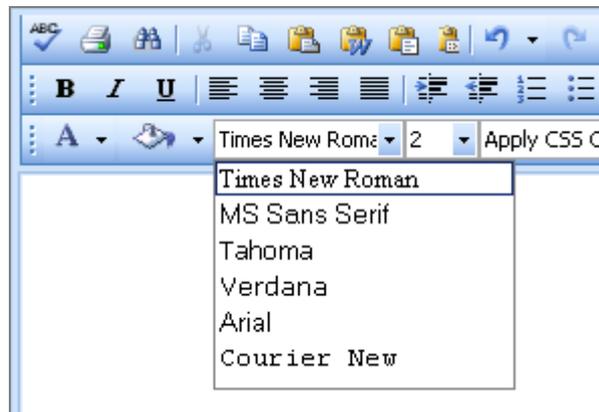
8.2. Changing the Text Size

In order to change the font size of some text you need to first select the text and then choose a font size from the dropdown menu on the toolbar.
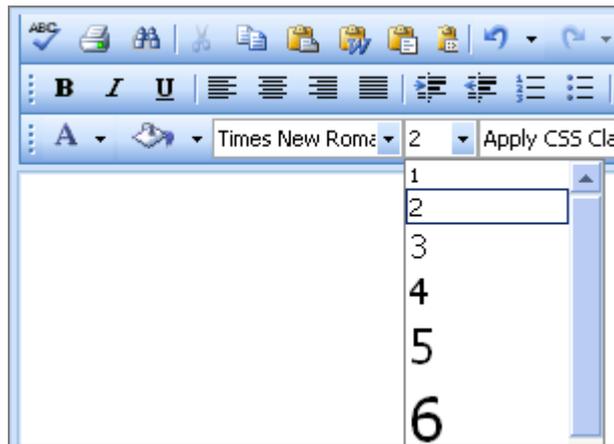
8.3. Applying Text Colors

i. To apply a foreground color to some text you need to first select the text and then click on **[Foreground Color]** button on the toolbar. This will open the color picker, from where you can select the color you want to apply.
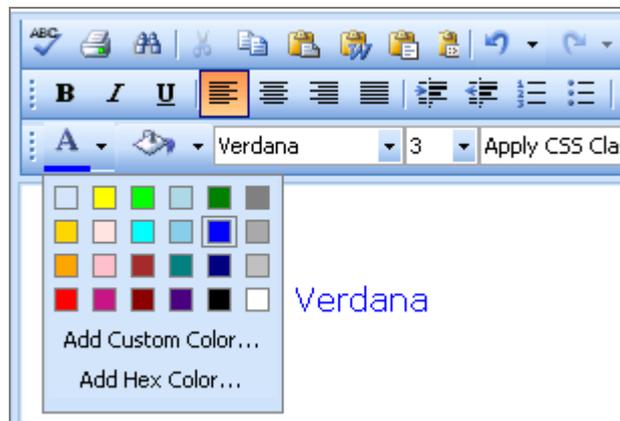
ii. To apply a background color to some text you need to first select the text and then click on **[Background Color]** button on the toolbar. This opens the color picker, from where you can select the color you want to apply.
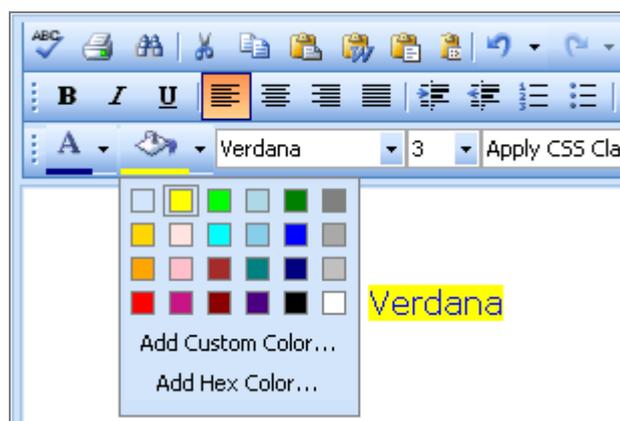
8.4. Setting Text Alignment

You can set the text/paragraph (paragraph seems more correct because alignment is applied to the whole paragraph) alignment to left, center, right or justify. In order to set the alignment, select the text and from the toolbar click on the button for the alignment you want to set.
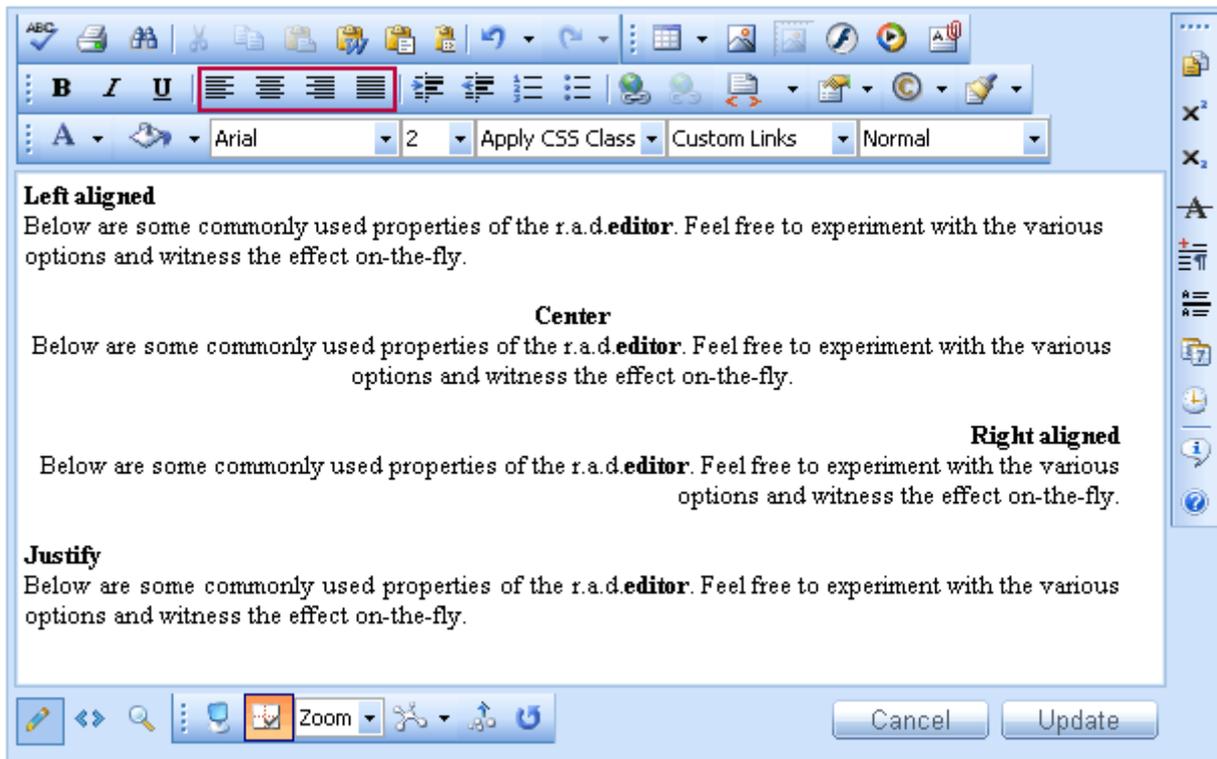
8.5. Indentation

Indentation allows you to move the selected paragraph to the left (Indent) or to the right (Outdent). The Outdent works only if Indent has been applied.

To apply indentation to selected text you need to first place the cursor inside a paragraph and then click on the indentation buttons.
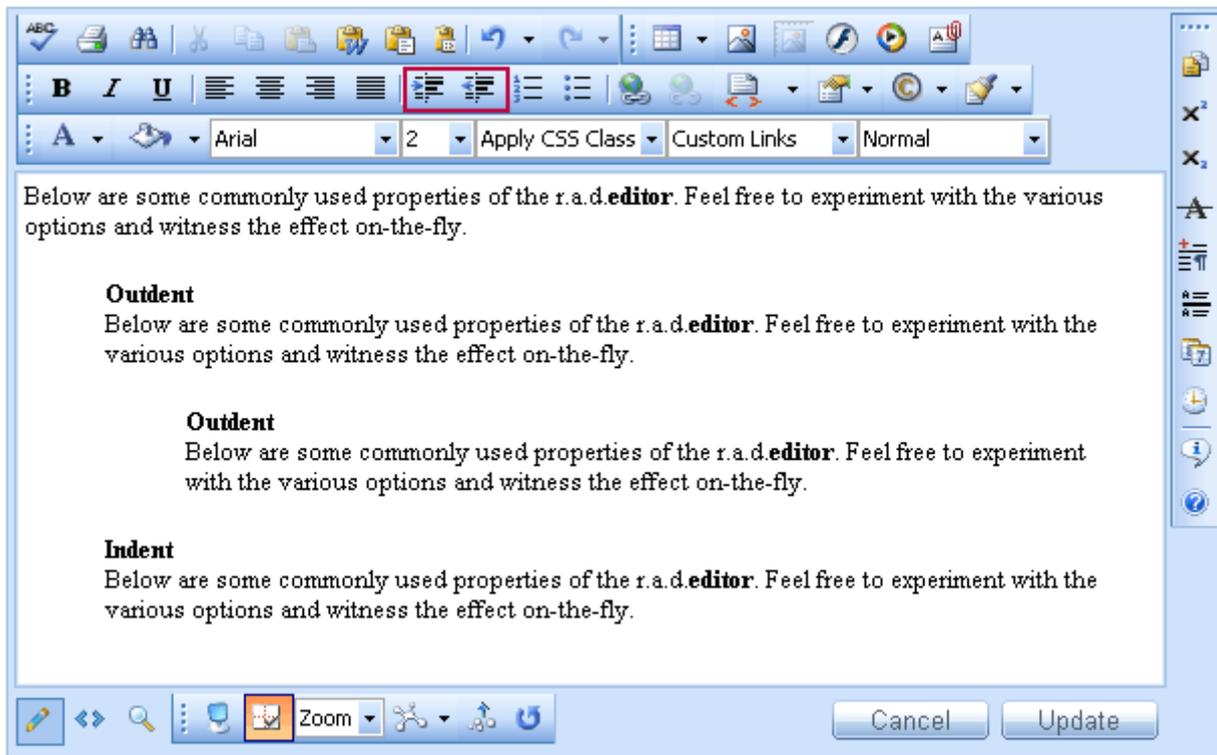
8.6. Applying CSS Classes

Predefined CSS classes are used to ease the process of formatting. To apply a given CSS class to a piece of text, first you need to select the text and then choose a class from the CSS Class dropdown menu on the toolbar.
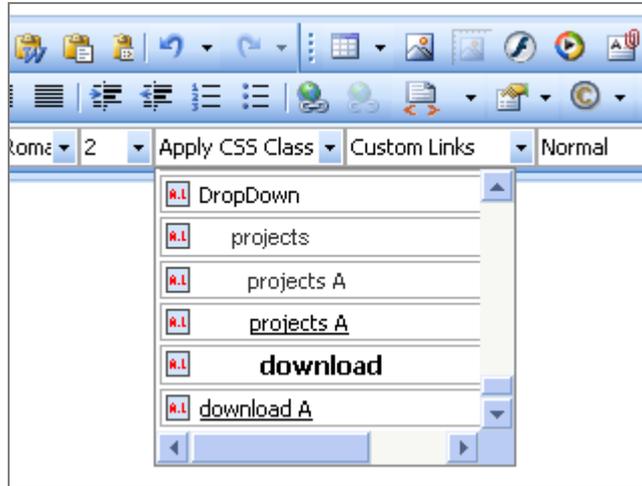
To clear an activated CSS Class is as easy as applying it. To clear the CSS class from a piece of text, first you need to select the text and then select "Clear Style" from the CSS Class drop-down menu.

8.7. Applying Paragraph Styles

Predefined paragraph styles are used to ease the process of formatting of paragraphs. It allows the user to consistently apply paragraph styles to a document, effortlessly. The predefined styles include different heading styles, and other styles defined by the developer.

To apply a given paragraph style to some text, first place the cursor within the text, then from the paragraph styles drop-down menu on the toolbar select the style you want to apply.
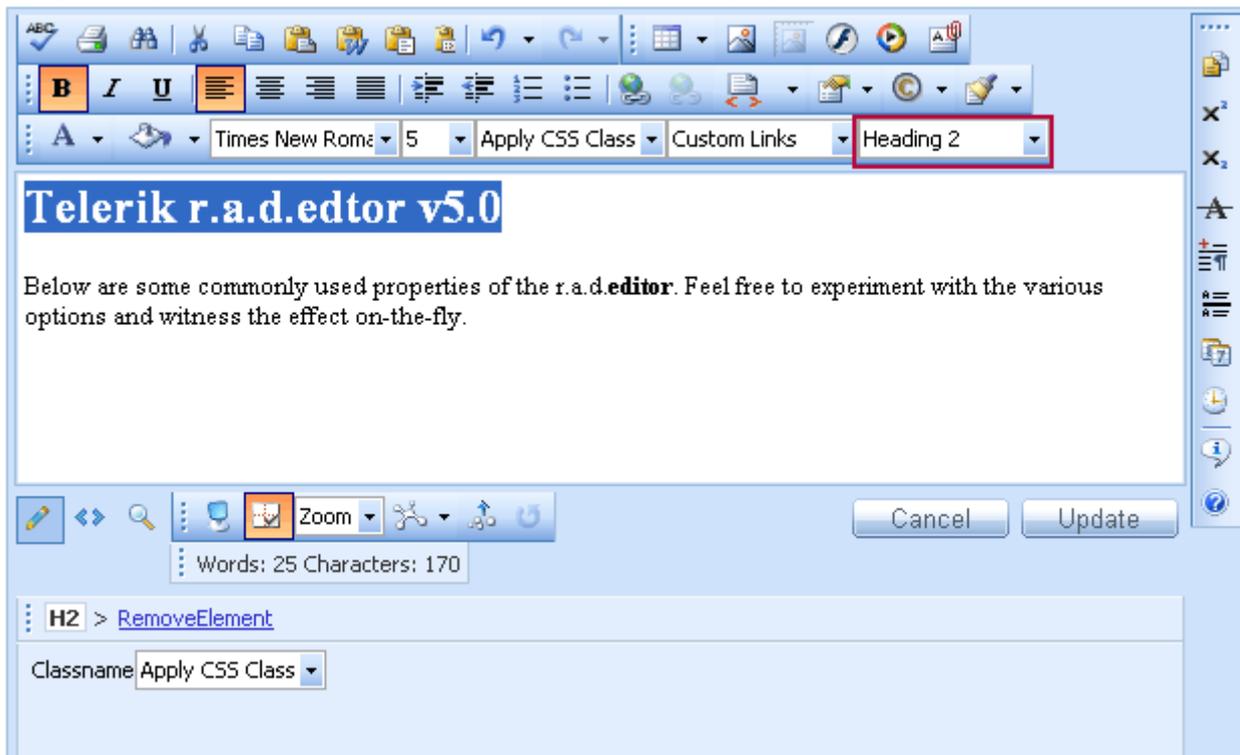
9. COPYING FORMATTED TEXT FROM Microsoft Word AND OTHER APPLICATIONS

Copying formatted text from Microsoft Word, Internet explorer and other applications is straightforward. Once you have pasted formatted text in the editor you can remove the Word-specific formatting which is not suitable for the web. To do that, first you need to select the text and then select the "Word Formatting" from the Code Stripper dropdown menu.
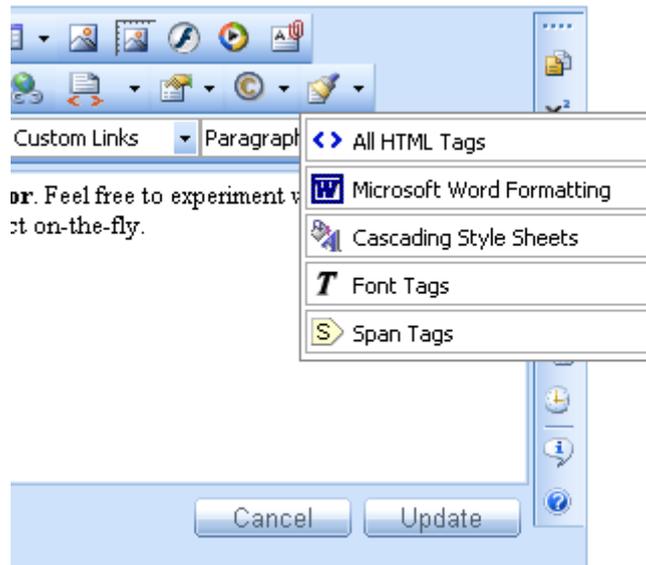
10. WORKING WITH HYPERLINKS

10.1.   Inserting a Hyperlink

i.   Select the text or object which you want to set as a hyperlink.

ii.   Click on the **[Hyperlink Manager]** button . The "Hyperlink Manager" dialog will appear.

iii. In the URL field enter the web address which you want the link to point to or from the Existing Anchor dropdown menu choose an anchor inserted in the current document.

iv.   (Optional)To specify the text of the link fill the Link Text field.

v.   (Optional) Select the type of the link (or just leave it at the default value).

vi.   (Optional) Select a target for the link.

vii. (Optional) Enter a tooltip. This is the text that will appear when the mouse cursor is placed over the hyperlink (text or image).

viii. Press **[OK]**.

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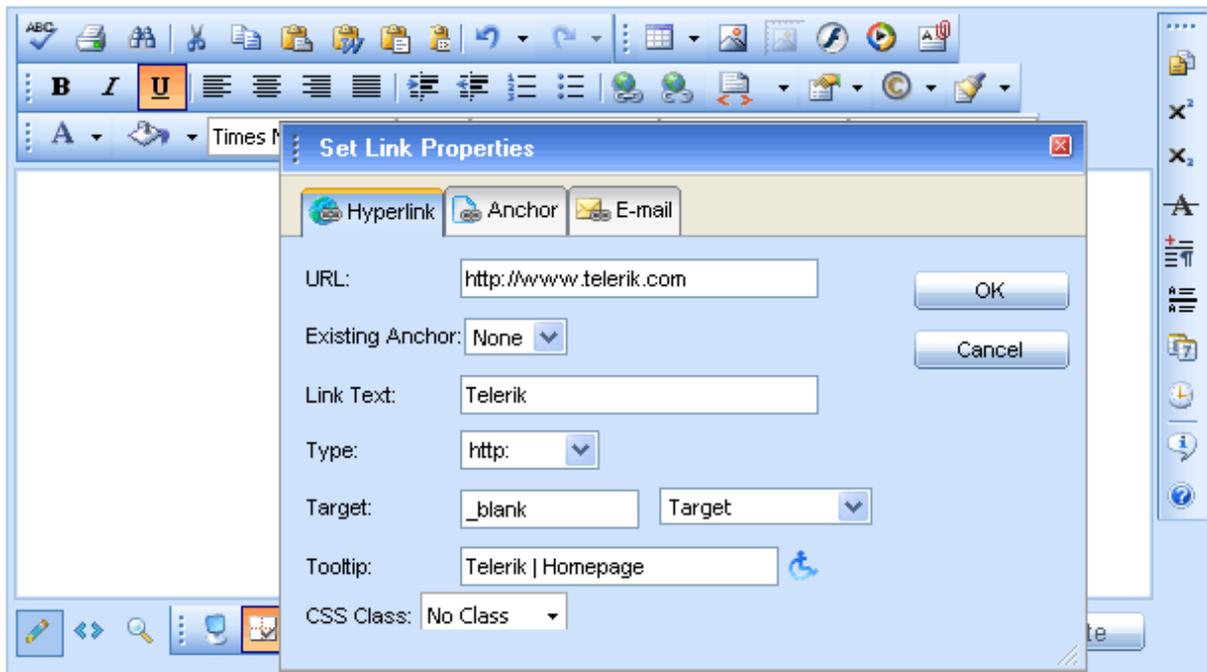
10.2.   Modifying a Hyperlink

i.   Click inside the hyperlink (or on the image if you have an image link)

ii. Right-click to open the context menu and click **[Set Link Properties]**. Alternatively, you may click the **[Hyperlink Manager]** button 🔗 again. The "Hyperlink Manager" dialog will appear.

iii. Modify the hyperlink attributes (URL, tooltip, etc.) and click **[OK].**
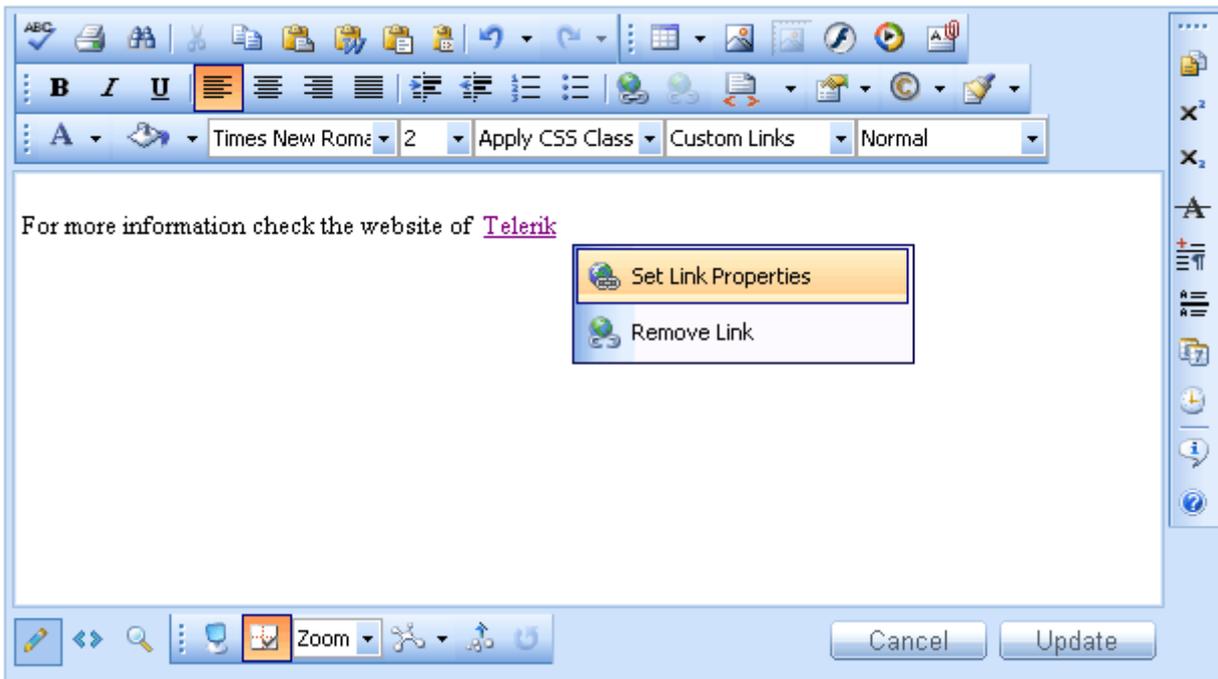
10.3.   Removing a Hyperlink

i.   Select the text or image, which has been set as a hyperlink.

ii. Click on **[Remove Hyperlink]** button 🔗. You will notice that all formatting, related to links (blue color, underline, etc.) will be removed from the text. This holds true for the inserted documents as well.

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10.4. Inserting Anchors

The anchor function is particularly helpful if you have a very long web-page. With this function your readers will be able to jump from one section of the page to another. In other words, the anchor is used for hyperlinks which lead to the same page or a particular place in another page. The anchor defines the destination, where a hyperlink must lead to. Then you can create a hyperlink and point it to that anchor.
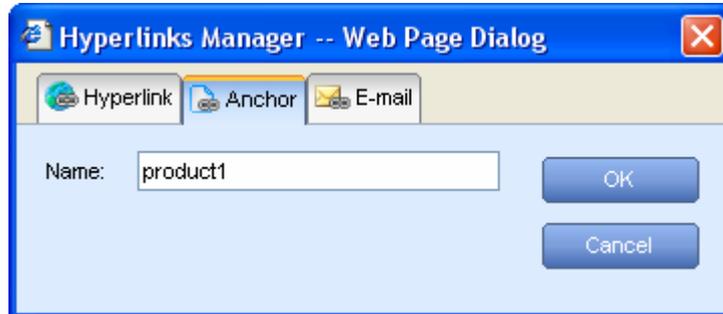
i. Define the Anchor. Place the cursor where you want the hyperlink to lead to.

ii. Click the **[Hyperlink Manager]** button . Select the **[Anchor]** tab. Enter an unique name for the anchor (e.g. "product1").

iii. Press **[OK]**.

iv. Now you can create the hyperlink that will lead to the Anchor. Select some text or an image.

v. Click the **[Hyperlink Manager]** button again. Select the **[Hyperlink]** tab.

vi. In the URL filed type "#" followed by the name of the anchor (in our case "product1", so you will have to enter **#product1**). Also, from the Existing Anchor dropdown menu you can choose an anchor inserted in the current document

vii. Change the Type to "Other".

viii. Press **[OK]**.

10.5. Inserting E-mail links

E-mail links do not lead to other web-pages, but rather open the default e-mail application on your machine and prompt you to send a message to the provided addressee. When creating e-mail links you can also specify default subject for the message (e.g. "Request for information").
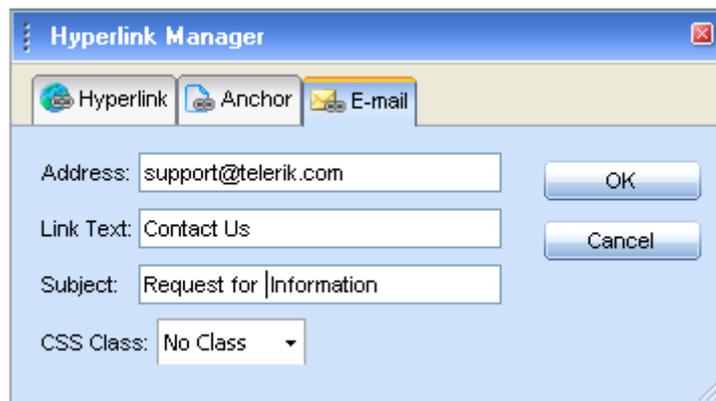
Select the text or image, which you want to set as an e-mail link.

i. Click the **[Hyperlink Manager]** button . The "Hyperlink Manager" dialog will appear.

ii. Click on the **[E-mail]** tab.

iii. Enter the e-mail address in the Address field.

iv. (Optional) Enter a text which will appear as an email link.

v. (Optional) Write down a subject for the e-mail message in the Subject field.

vi. (Optional) Choose a CSS Class from the dropdown menu.

vii. Press **[OK]**.

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10.6.   Inserting Custom Links

In some cases, r.a.d.**editor** may be configured to display and insert a set of frequently-used links. Such links may be all the web pages of a site (a.k.a. Internal Links). They will appear in the **[Custom Links]** dropdown menu [Custom Links]. As a result, you can quickly assign a predefined hyperlink to an object without the need to remember and type its URL address.
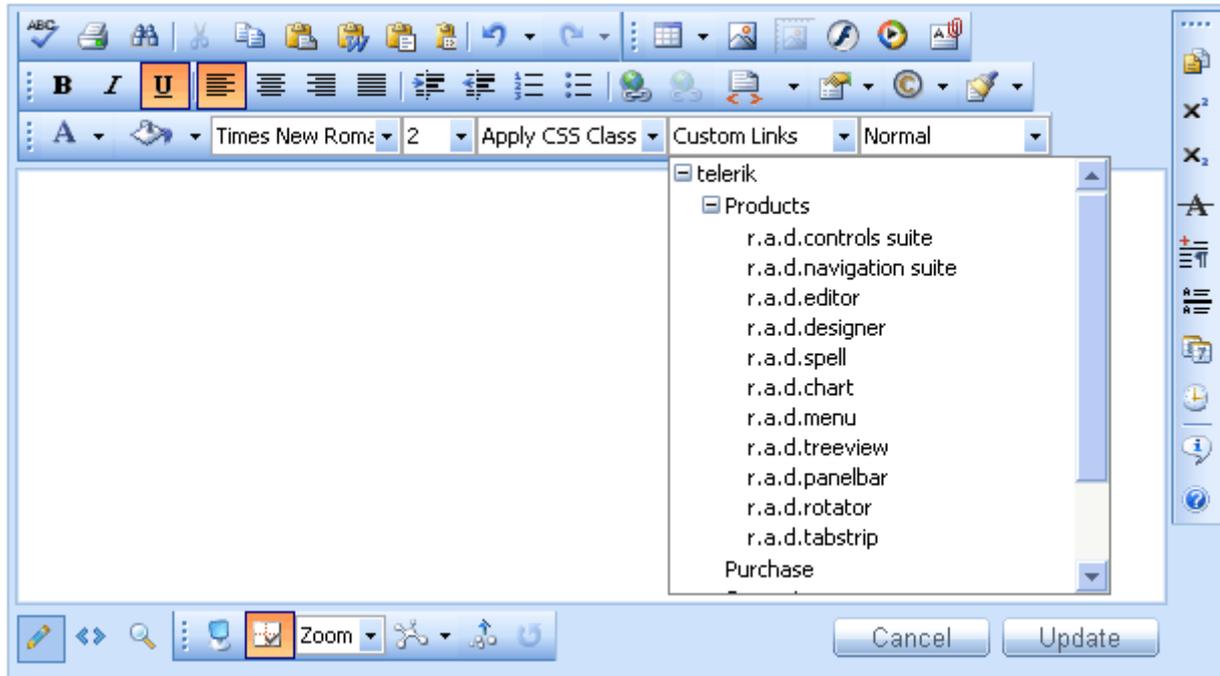
    i.   Select the text or image which will become a hyperlink.

    ii. Click on the **[Custom Links]** dropdown menu [Custom Links].

    iii. From the drop-down menu, find and click on the desired link.

11. Find and Replace

To find (and subsequently replace) a word or passage of text in the content you need to use the **Find and Replace** dialog. You can open it using the [binoculars] button on the toolbar. The dialog provides options like search direction, scope, match case, and match whole words only.
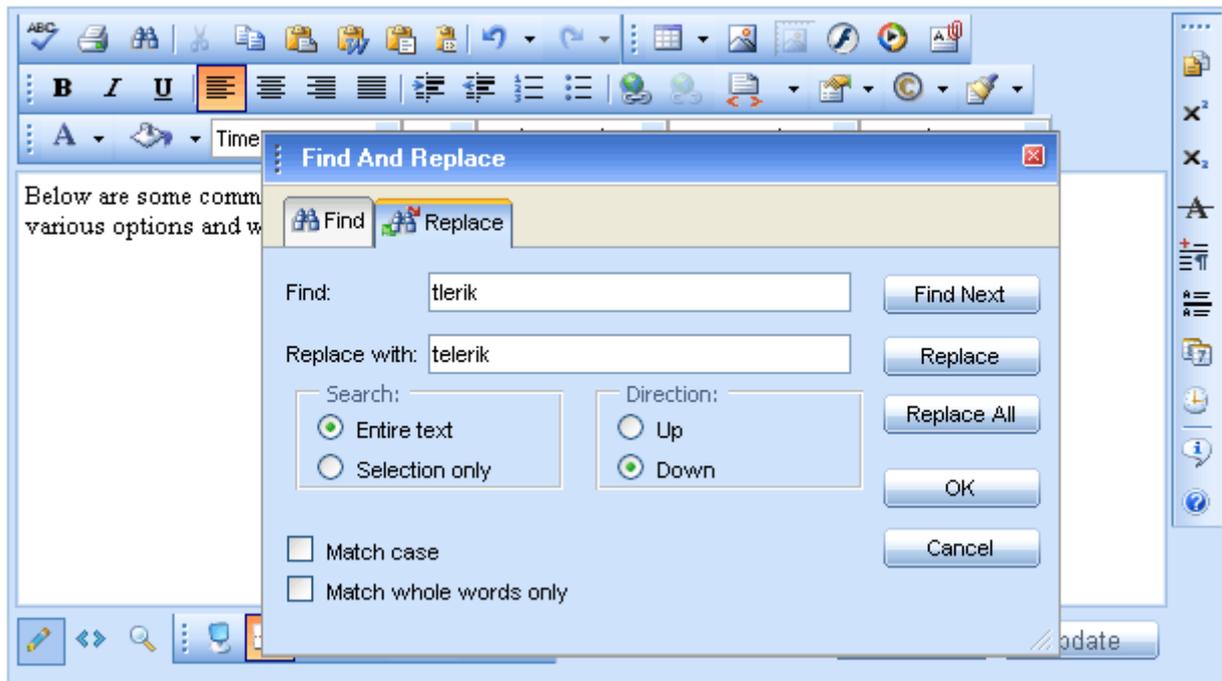
To find and replace a certain abstract of text do the following:
- **i.** Select a range of content (it may contain images and tables as well) if you want to search only in that content.
- **ii.** Click the **[Find and Replace]** button or press **[Ctrl+F]**. The **Find and Replace** dialog will appear.
- **iii.** In the **Find** field type the word or abstract of text you want to find.
- **iv.** (Replace)If you want to replace this text with a different one click on the **[Replace]** tab.
- **v.** (Replace) Choose other options like search direction, scope, etc.
- **vi.** (Replace) Click **[Find Next]**, **[Replace]**, or **[Replace All]** respectively.

Note: After you have replaced given text with the **Replace** or **Replace All** functions, you can click **[Cancel]** and the replacement will be undone. To confirm the replacement click **[OK]**.

12. WORKING WITH TABLES

r.a.d.**editor** offers two ways for creating tables. The best approach in a given situation depends on your preferences and the table complexity. For simpler tables we recommend the click-and-drag Table Builder, while for more complex tables the Table Wizard is more appropriate.

12.1.   Creating a Table Using the Table Builder
- **i.** Position the cursor where you want to create the table.
- **ii.** Click on the **[Insert Table]** button ⊞▾ on the r.a.d.**editor** toolbar.
- **iii.** Drag the mouse cursor to select the number of rows and columns you want. Click the left mouse button. Alternatively, you can click-and-drag to make the selection.
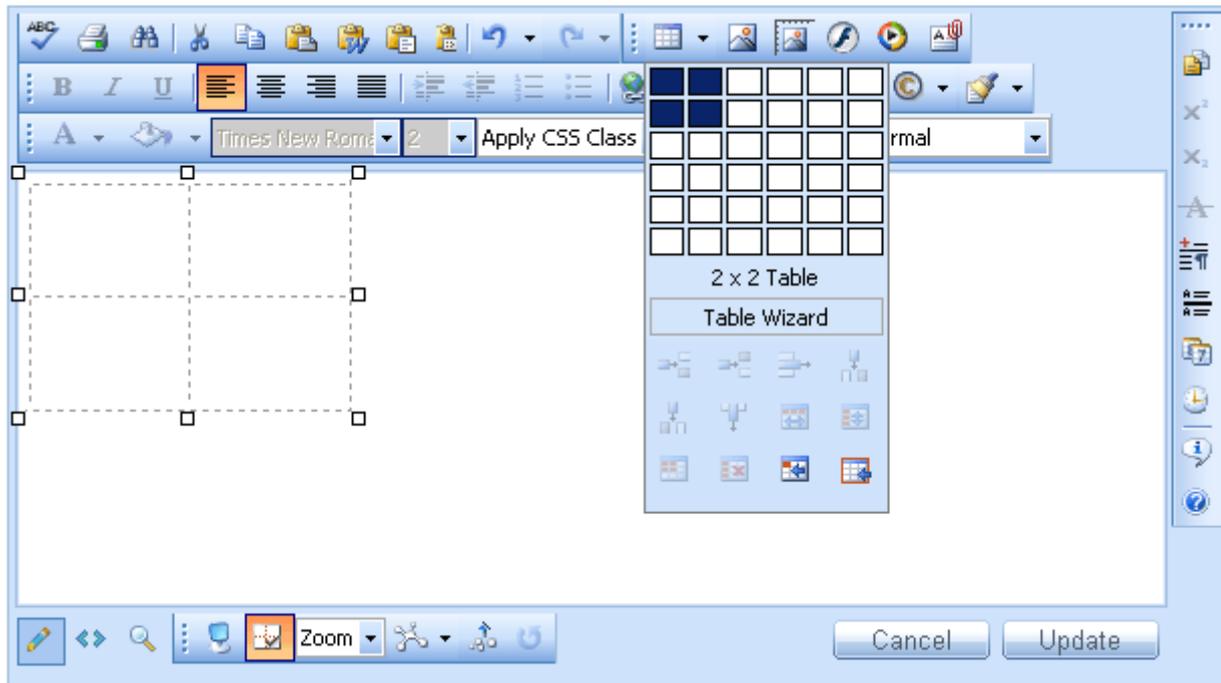
12.2.   Creating a Table Using the Table Wizard

i.   Position the cursor where you want to create the table.

ii. Click on the **[Insert Table]** button on the r.a.d.**editor** toolbar.

iii. Click on the **[Table Wizard]** button at the bottom to open the "Table Wizard" dialog.
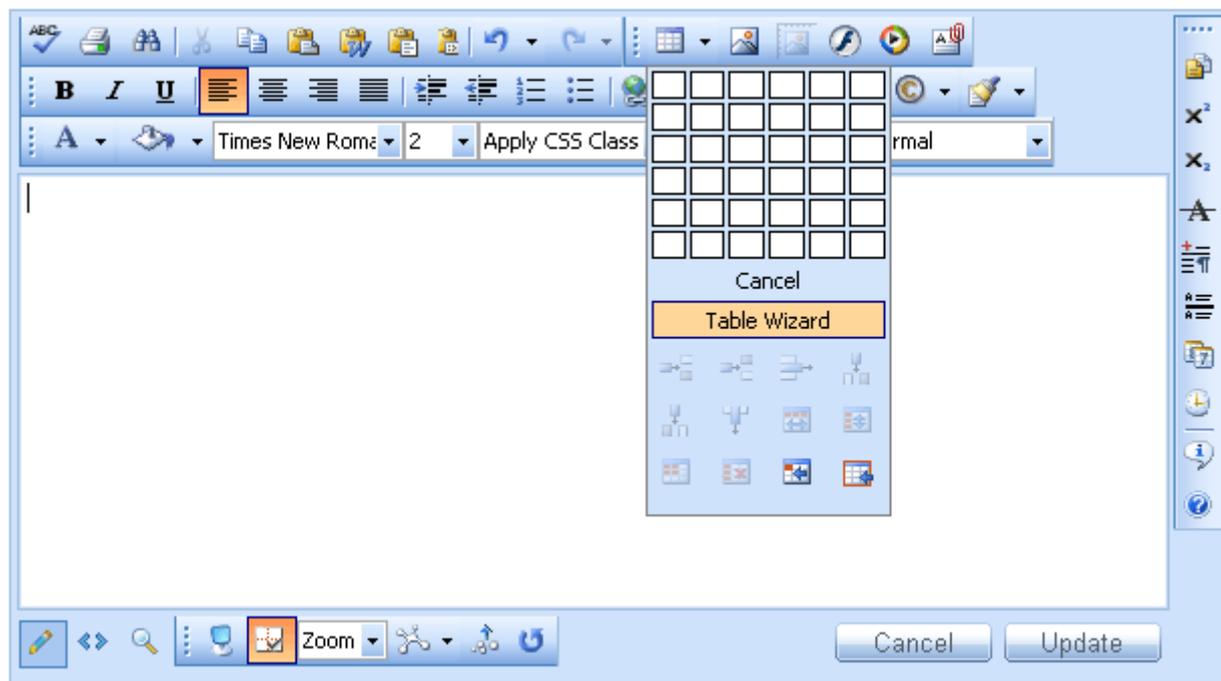
The Table wizard appears, and you can use it to create a table and set its properties

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Press **[-]** or **[+]** buttons next to "Columns" and "Rows", in order to add or remove columns and/or rows.
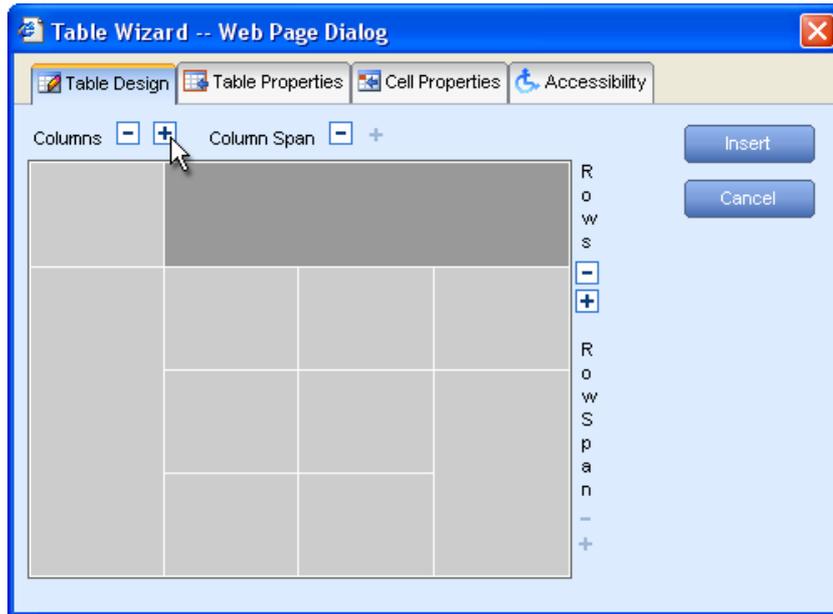
    i.   Press **[+]** button next to "Column span" to merge the right cell with the cell you have selected. Pressing the **[-]** button will unmerge the left cell.

    ii.   **[-]** or **[+]** buttons next to "Row span" work in a similar way as "Column span" but for rows.

If you click the **[Insert]** button, the defined table will be created. However, further customization of this table is allowed using the **[Table Properties], [Cell Properties],** and **[Accessibility]** tabs of the Table Wizard. The next few sections describe in detail how to modify tables.

12.3.   Inserting a table from Microsoft Excel® or other applications

Inserting a table from Microsoft Excel® or other applications is quite easy – just copy the table from the application and paste it into the r.a.d.**editor**. Most of the formatting will be preserved, including borders, text, numbers and cell color. Formulae, however, will not be pasted.

12.4.   Toggle Table Borders

If you have created a table which has no borders by default, you can switch on the auxiliary borders. They will not be saved in the content but will rather help you locate and work with your table. You can toggle the auxiliary borders using the **[Toggle Table Borders]** button [icon] on the toolbar.

12.5.   Formatting Tables

The "Table Properties" dialog allows you to fine-tune the appearance of a new or existing table. You can reach the **[Table Properties]** tab in one of the following two ways:

● From the Table Wizard by clicking on the **[Table Properties]** tab.

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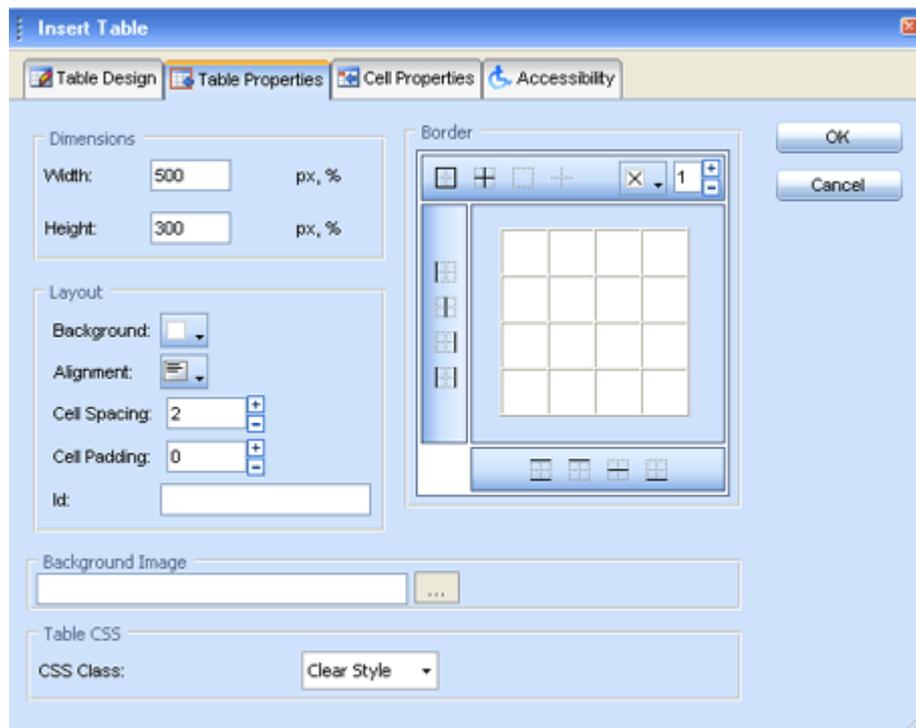
- By right-clicking inside an existing table and selecting "Table Properties" from the context menu. This will open the Table Properties dialog.
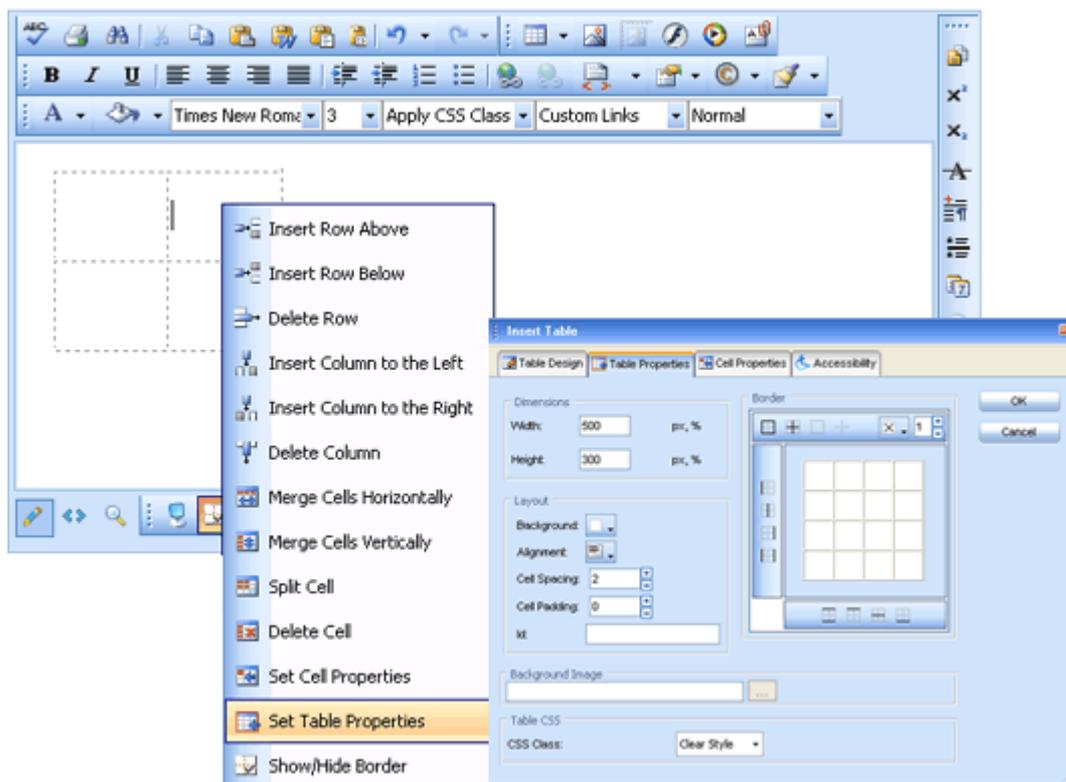
12.6.   Table Properties Explained

Once the "Table Properties" dialog tab is opened you can set the appearance of the table. This involves setting one or more of the following table properties:

- **Width/Height** – specifies the height and the width of the table (in pixels or percent).
- **Background** – sets the background color of the table.

- **Alignment** – aligns the table to the left, center or right side of the page.
- **Cell spacing** – increases or decreases the space between the borders of the cells.
- **Cell padding** – increases or decreases the space between the content and the border of a cell.
- **Border** – includes setting border width, color, and layout.
- **ID -** setting an ID for a table gives some options for advanced table handling
- **Background Image –** sets an image as the table background.
- **CSS Class –** specifies table CSS class and style. This property should be used only by advanced users.

12.7.   Cell Properties Explained

The "Cell Properties" dialog allows you to fine-tune the appearance of individual cells of a given table.
You can reach the **[Cell Properties]** tab in one of the following two ways:

- From the Table Wizard by clicking on the **[Cell Properties]** tab.
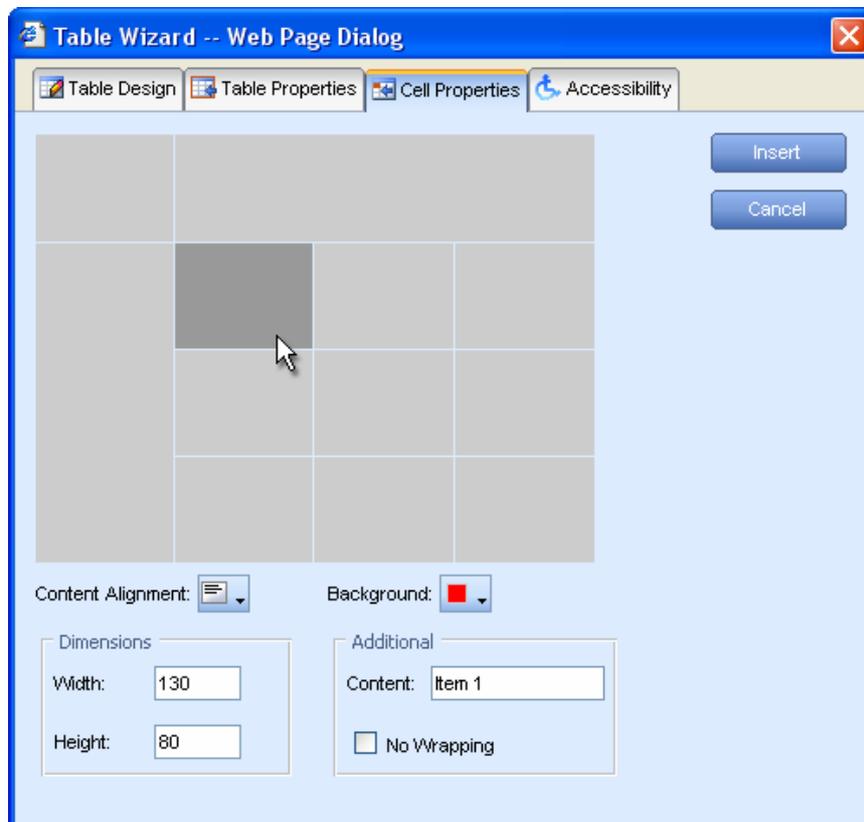
- By right-clicking a table cell and selecting "Cell Properties" from the context menu. This will open the Cell Properties dialog.
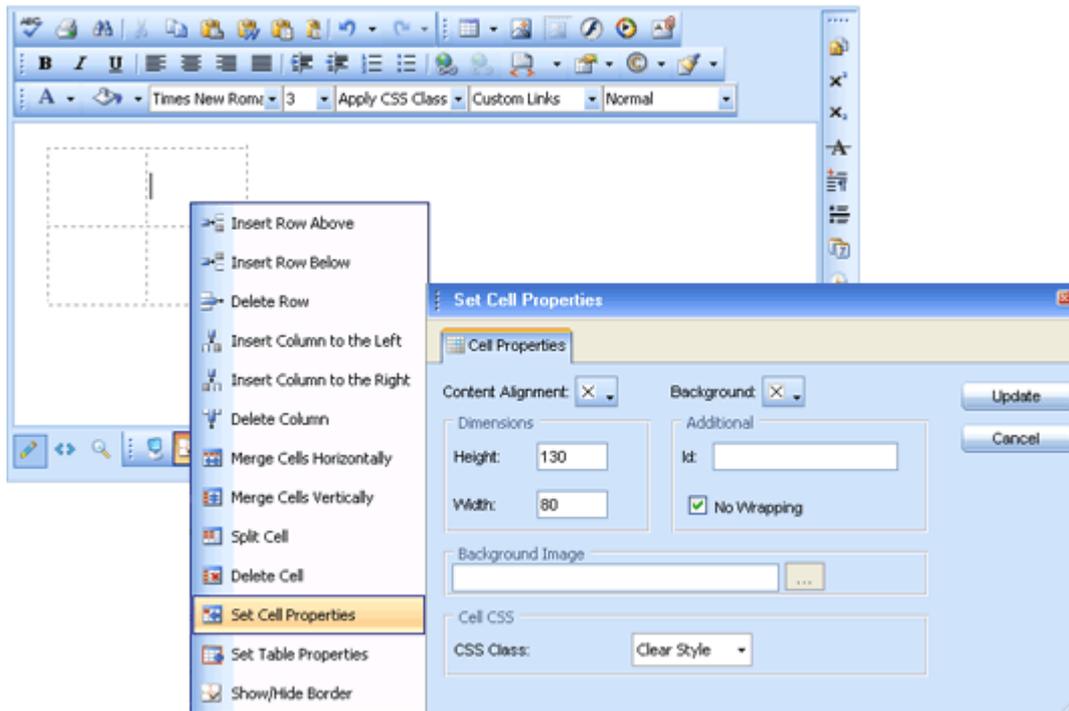
Once the Cell Properties dialog tab is opened you can set the appearance of the individual cells. This involves setting one or more of the following cell properties:

- **Width/Height** – specifies the height and the width of the selected cell (in pixels or percent).
- **Content alignment** – aligns the content within the selected cell – vertically and horizontally.
- **Background (color)** – changes the background color of the selected cell.
- **Background Image –** sets an images as the cell background.
- **Content** – specifies default content for the cell. You can input the content after you insert the table as well.
- **ID** – setting an ID for a cell gives options for some better cell handling (for advanced users and developers)
- **No Wrapping** – enables/disables text wrapping (i.e. forces a new line when the text reaches the Cell border).
- **CSS Class –** specifies cell CSS class and style. This property should be used only by advanced users.

12.8.   Inserting/Deleting Rows and Columns

Once you have created a table you can easily add or delete rows and columns. This is done from the context menu, which appears on right-click inside a table cell.

To insert a new row do the following:
  i.   Place the cursor in the row on top or beneath which you want to insert a new row.
  ii. Right-click to open the context menu.
  iii. From the menu select the "Insert Row Above/Below".
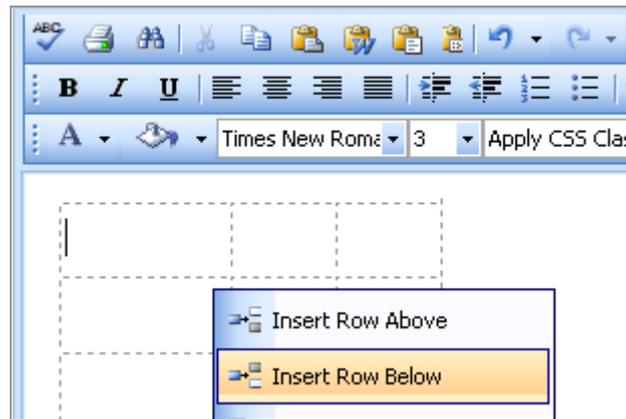
You can insert new columns in a similar fashion. To delete rows or columns simply place the cursor in the respective row/column and select "Delete Row/Column" from the context menu.

12.9.   Merging/Splitting Cells
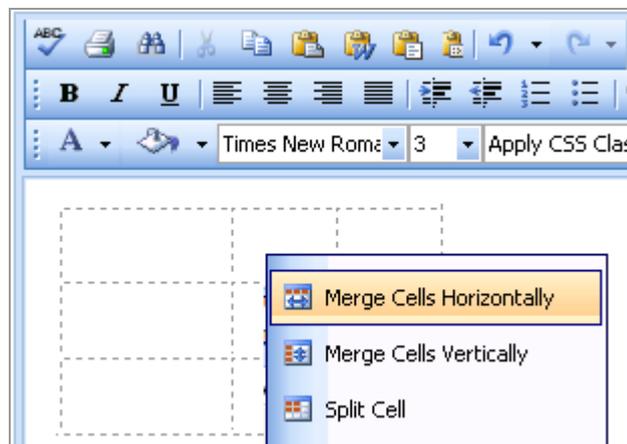
To merge a cell with the adjacent cell below/to the right do the following:
   i.   Select the cell.
   ii. Right-click to open the context menu.
   iii. From the menu select "Merge Cells Horizontally/Vertically".

To split a cell that has been previously merged do the following:
   i.   Select the cell.
   ii. Right-click to open the context menu.
   iii. From the menu select "Split Cell".

12.10.   Resizing Tables

You can resize an existing table in two ways:
   * by specifying dimensions in the **[Table Properties]** tab (explained in the previous sections)
   * by direct drag-and-drop.
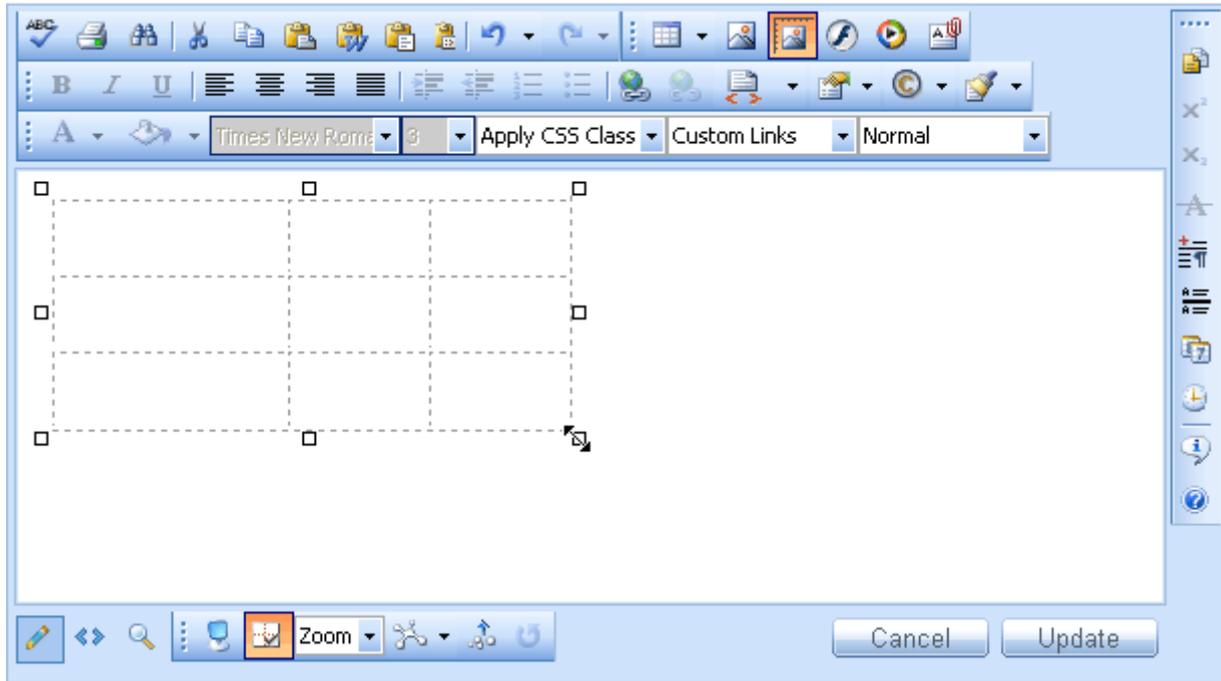
To resize a table with a drag-and-drop do the following:
- **i.** Click on the table border to select the table. Eight small squares will appear in the outer area of the table (see the screenshot above).
- **ii.** You can drag any of these handles vertically, horizontally or diagonally to resize the table. All cells, which do not have exact dimensions (specified in pixels), will be resized evenly to accommodate the new table size.

12.11. Formatting Tables with CSS Classes

CSS class provides easy and consistent way for formatting tables. In order to use the CSS Class, you have to first create the table and then open the Table Properties dialog to apply the predefined CSS class.

To apply a CSS class to a table or an individual cell you need to do the following:

- **i.** Click in the table/cell. Right-click to open context menu.
- **ii.** From the dropdown menu, click on "Set Table/Cell Properties" to open the "Table/Cell Properties" dialog tab.
- **iii.** Select the CSS class from the dropdown list at the bottom of the dialog.
- **iv.** Click on the **[Update]** button.
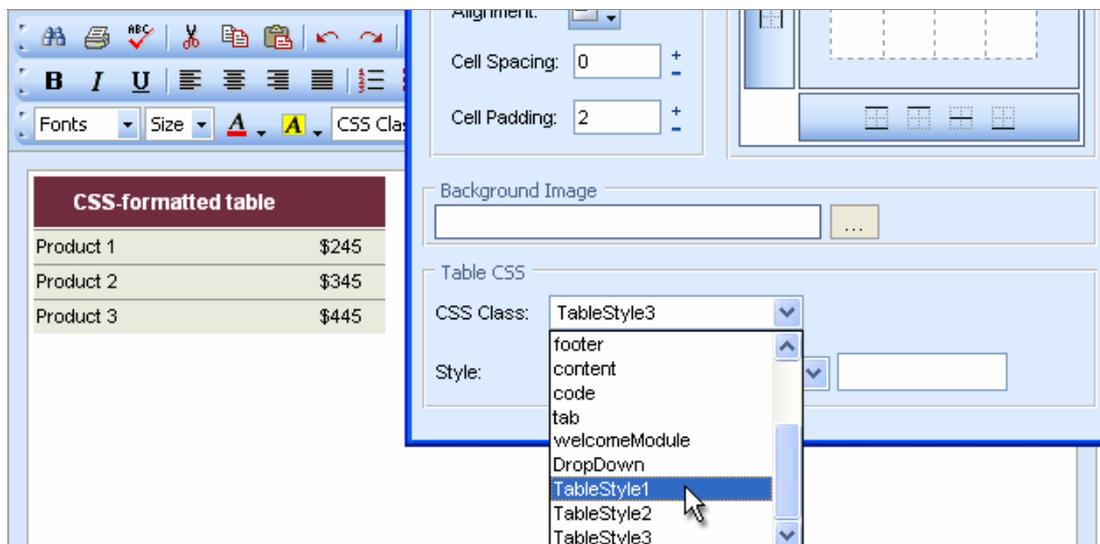
13. CREATING BULLETED/NUMBERED LISTS

To create bulleted or numbered lists do the following:
   i.   Select the text which you want to convert to bulleted/numbered list.

   ii. Click the **[Bulleted/Numbered list]** button / on the toolbar.
   iii. Press **[Enter]** to create a new line of the list.
   iv. Press **[Ctrl+Enter]** to end the list.
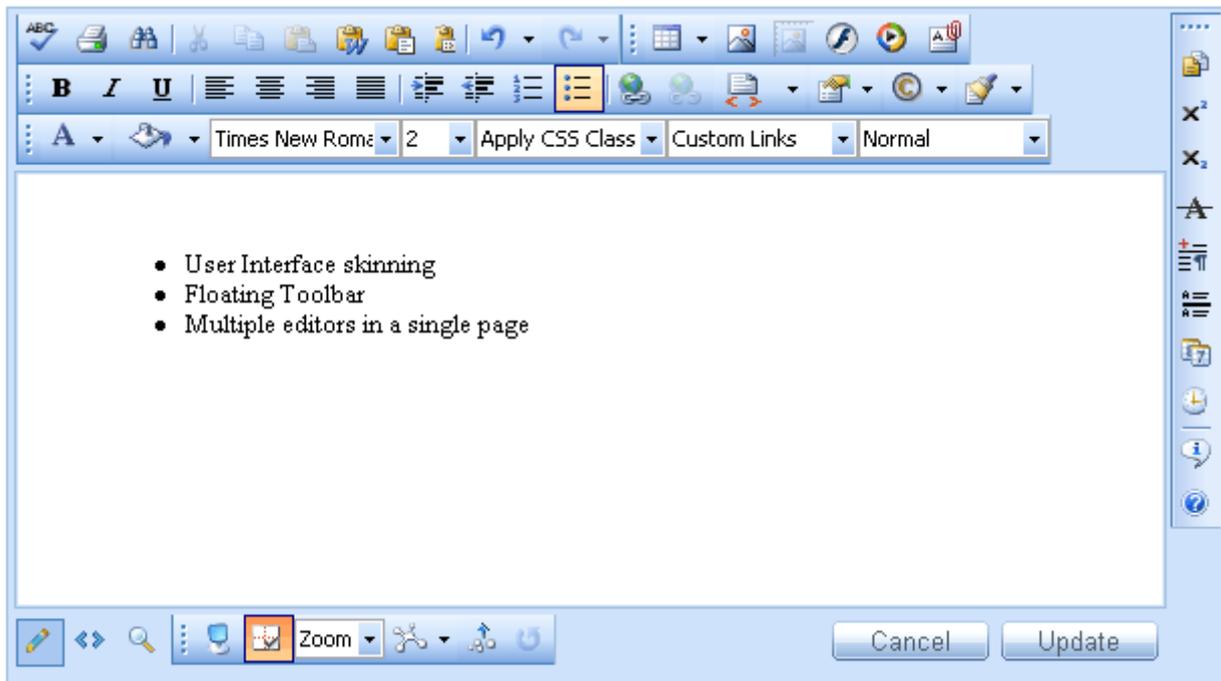
   v.   Pressing the **[Indent] or [Outdent]** button / allows you to enter to an inner level of numbering or bullets.

14. INSERTING SPECIAL CHARACTERS (€, ®, ©, ±, Ë, etc.)

To insert a special character do the following:
   i.   Select the place where you want to insert a special character.

   ii. Click on the **[Insert Special Character]** button .
   iii. Click on the respective character in the dropdown menu.
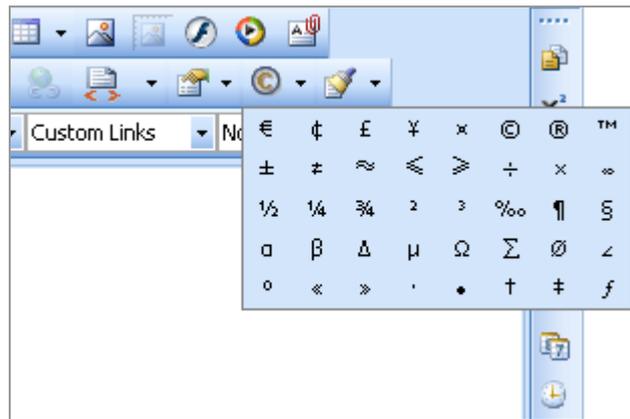
15. WORKING WITH IMAGES

The Image Manager dialog allows you to freely browse folders on the web-server just like in a regular Windows Explorer. The folders to which you have access are pre-set by the site administrator. The Image Manager allows you to perform the following tasks:

- browse folders and files
- sort files by name and type
- preview images, zoom in and out
- upload new images to the server (if you are given permissions to upload in the respective folder. Please, contact the developer of your application to receive details about the given permissions.)
- generate thumbnails of the uploaded images (if you are given permissions to generate thumbnails. Please, contact the developer of your application to receive details about the given permissions.)
- create new sub-folders (if you are given permissions to upload in the respective folder. Please, contact the developer of your application to receive details about the given permissions.)
- delete files and folders (if you are given permissions to delete in the respective folder. Please, contact the developer of your application to receive details about the given permissions.)

15.1. Inserting an Image from the Web-Server

i. Position the cursor at the place where you need to insert the image.

ii. Press the **[Image Manager]** button from the toolbar. A dialog box will appear.

iii. To go to a new sub-folder double-click on the sub-folder's name. To go to the parent folder double-click on the up-arrow.

iv. Locate the image file which you want to insert and click on it once. A preview of the image will appear in the right-hand side of the dialog.

v. Click **[Insert]** to finish or **[Close]** to cancel the operation.
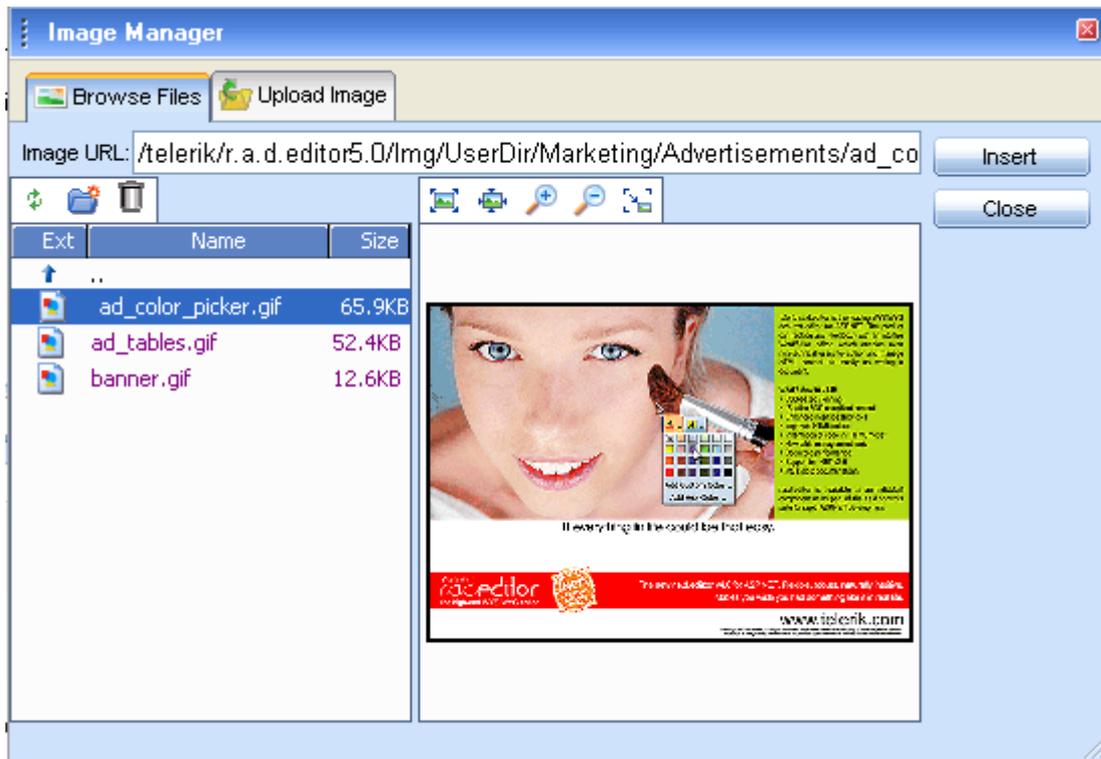
15.2. Uploading Images on the Web-Server

You can use the "Image Manager" dialog to upload images from your computer to the web-server. Once uploaded, the image will appear in the **[Browse Files]** tab at the bottom of the file list in the current folder.

To upload new images on the web-server do the following:

    i. Click the **[Image Manager]** button to open the dialog.
   ii. Navigate to the folder in which you want to upload the image.
  iii. Press the **[Upload Image]** tab.
   iv. Click **[Browse]** to select an image from you computer.
    v. Click **[Upload]**.
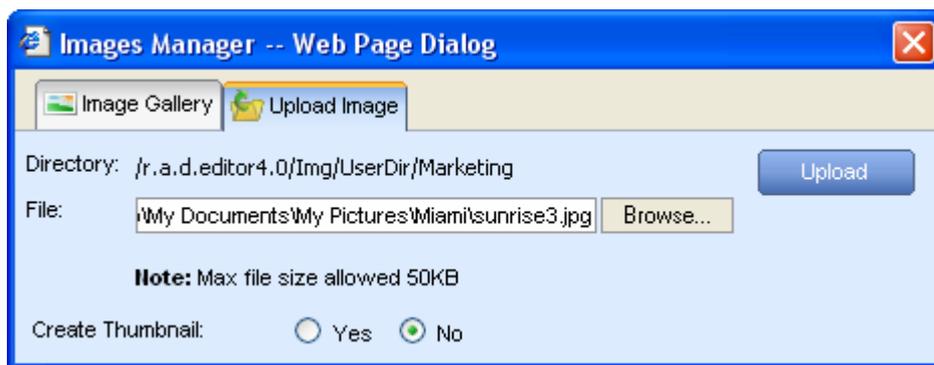
15.3. Creating Image Thumbnails

The **[Browse Files]** tab of the "Image Manager" allows you also to create thumbnails of images, which you have uploaded on the web-server. To create thumbnails do the following:

    i. In the **[Browse Files]** tab click thumbnail icon
   ii. Define the thumbnail dimensions (you can constrain the proportions to avoid distortion).
  iii. Select whether you want to upload the large image as well ("Keep Original: Yes") or not.
   iv. Press the **[Upload]** tab. The thumbnail image will appear at the bottom of the file-list in the current folder.

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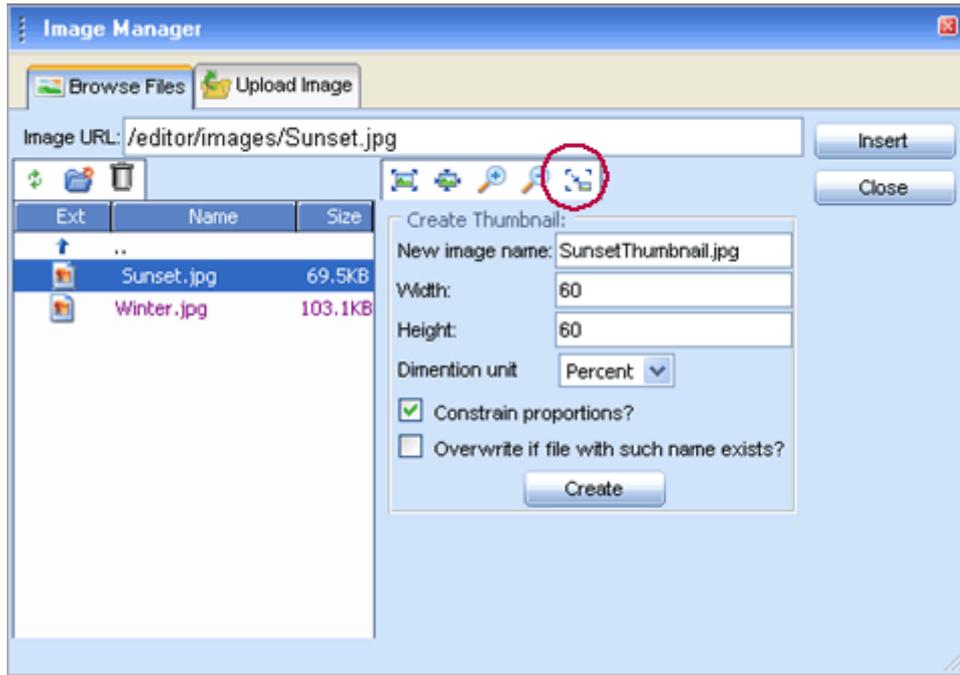
15.4.   Editing Image Properties

After inserting an image you can manage its properties through the right-click context menu.
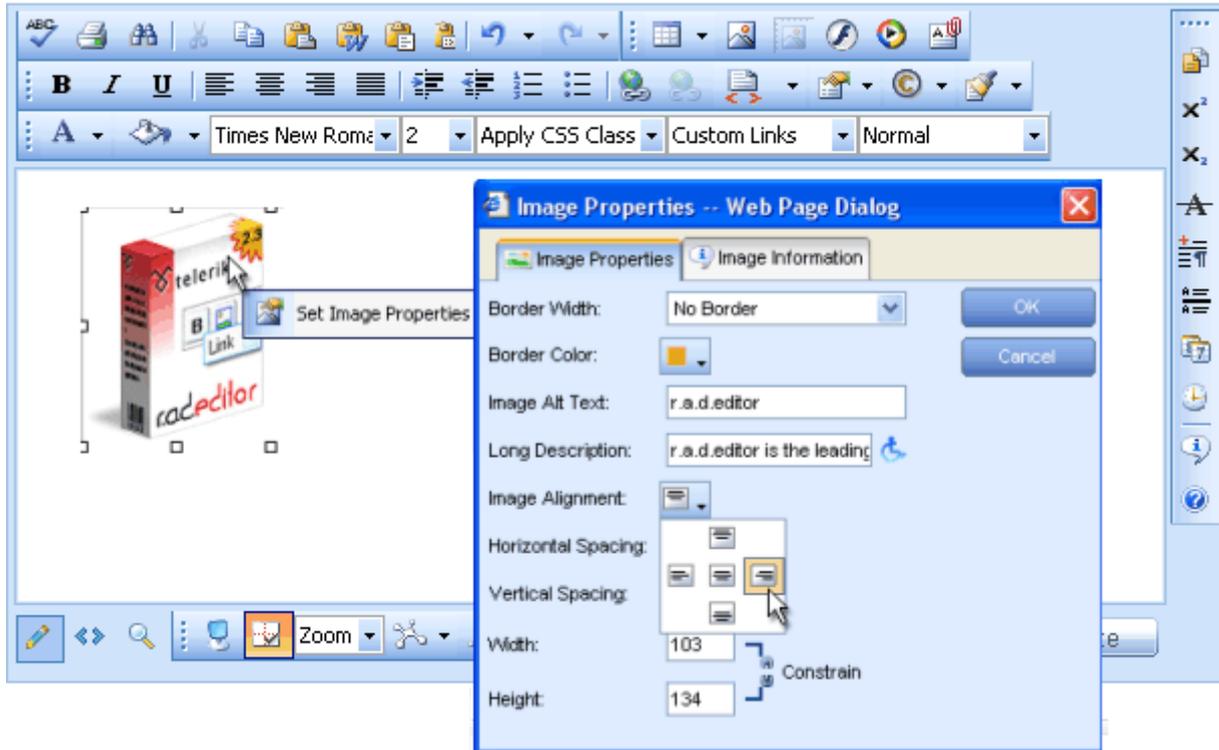
The image properties, which can be managed, are described below (the options may vary depending on the customization of the dialog):

   i. Border Width – specifies the width (thickness) of the image border. Select "No Border" to remove the border at all.
   ii. Border Color – specifies the color of the image border.

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   iii. Image Alt Text – specifies the alternative text, which is displayed in some cases 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, with respect to the adjacent text/images. When you choose left or right alignment, the text will wrap around the image.

   vi. Horizontal Spacing – specifies the spacing (distance to the left and to the right) between the image and the adjacent text/images.

   vii. Vertical Spacing – specifies the spacing (distance to the top and to the bottom) between the image and the adjacent text/images.

   viii. Width – specifies a custom width for the image (you can constrain the proportions to avoid distortion). The image will not be resampled or modified, but will rather be displayed with the specified width.

   ix. Height – specifies a custom height for the image (you can constrain the proportions to avoid distortion). The image will not be resampled or modified, but will rather be displayed with the specified height.

15.5.   Absolute Positioning

In some cases you may want to position an image absolutely. This will make the image freely floating so that you can move it around the content with the mouse. To set absolute positioning for a given image simply select the image and click the **[Set Absolute Position]** button 🖼 on the toolbar.

16. WORKING WITH FLASH ANIMATIONS

Working with Flash animations is quite similar to working with images. The "Flash Manager" allows you to perform almost the same tasks as the "Image Manager", with the only exception that you cannot create thumbnails of Flash animations. In addition, the "Flash Manager" allows you to set some Flash-specific properties like quality, loop, etc.

16.1.   Inserting a Flash Animation from the Web-Server

   i. Position the cursor at the place where you need to inset the Flash.

   ii. Press the **[Flash Manager]** button 📄 from the toolbar. A dialog box will appear.
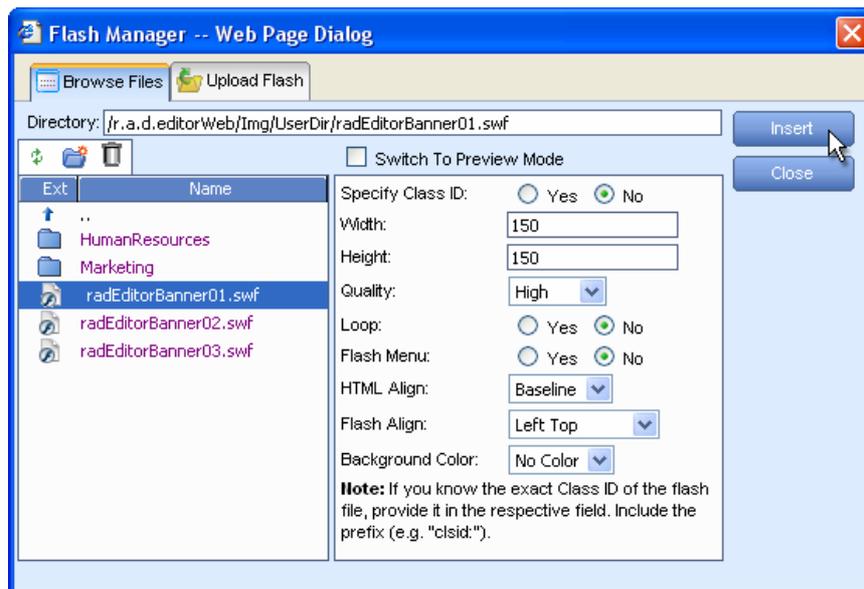
   iii. Locate the Flash file which you want to insert and click on it once. Default Flash properties will be displayed in the right-hand side of the dialog.

iv. Make a tick into the **[Switch to Preview Mode]** checkbox to see a preview of the Flash animation. (Depending on the file size this may take a while.)
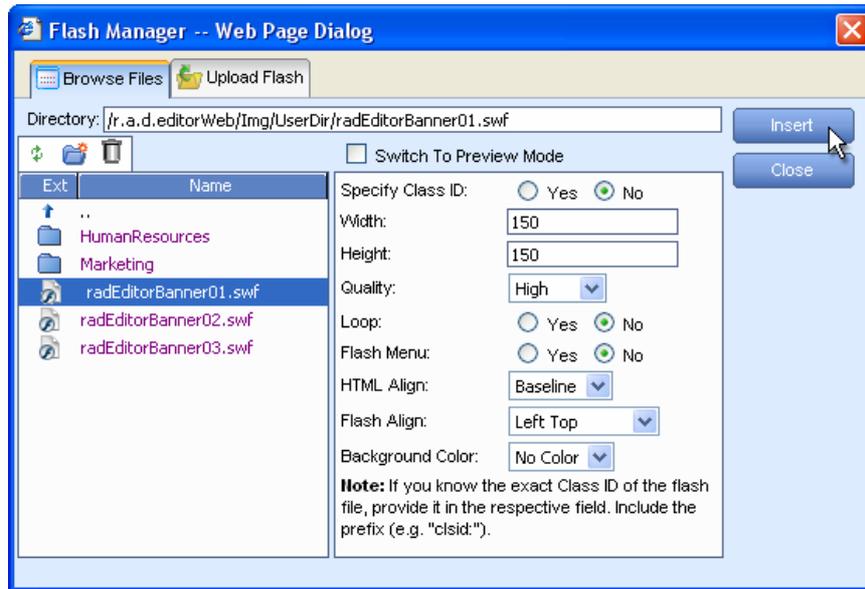
v. Click **[Insert]** to finish or **[Close]** to cancel the operation.

16.2.   Uploading Flash Animations on the Web-Server

You can use the "Flash Manager" dialog to upload Flash animations from your computer to the web-server. Once uploaded, the Flash will appear in the **[Browse Files]** tab at the bottom of the file list in the current folder.
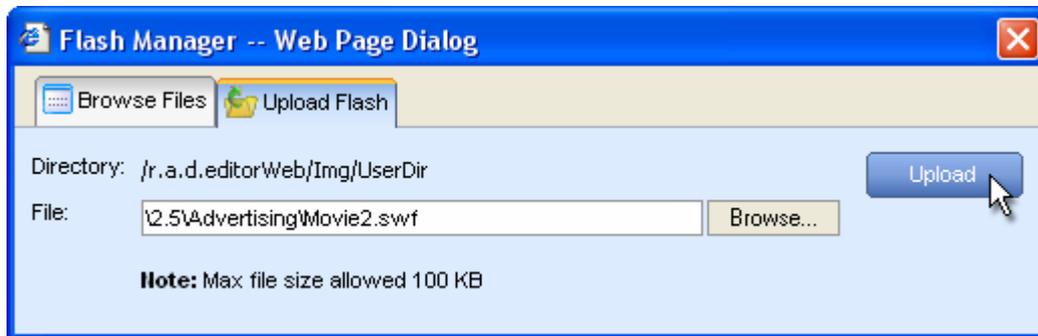
To upload new Flash animations on the web-server do the following:

i. Click the **[Flash Manager]** button 🖉 to open the dialog.
ii. Navigate to the folder in which you want to upload the Flash.
iii. Press the **[Upload Flash]** tab.
iv. Click **[Browse]** to select a Flash animation from you computer.
v. Click **[Upload]**.

16.3.   Setting Flash Properties

Once a Flash animation is inserted you can still manage its properties. Simply click on the Flash

animation and then open the **[Flash Manager]** 🖉 again. The properties pane in the right-hand side of the dialog will load the properties of the current animation and will allow you to change them.
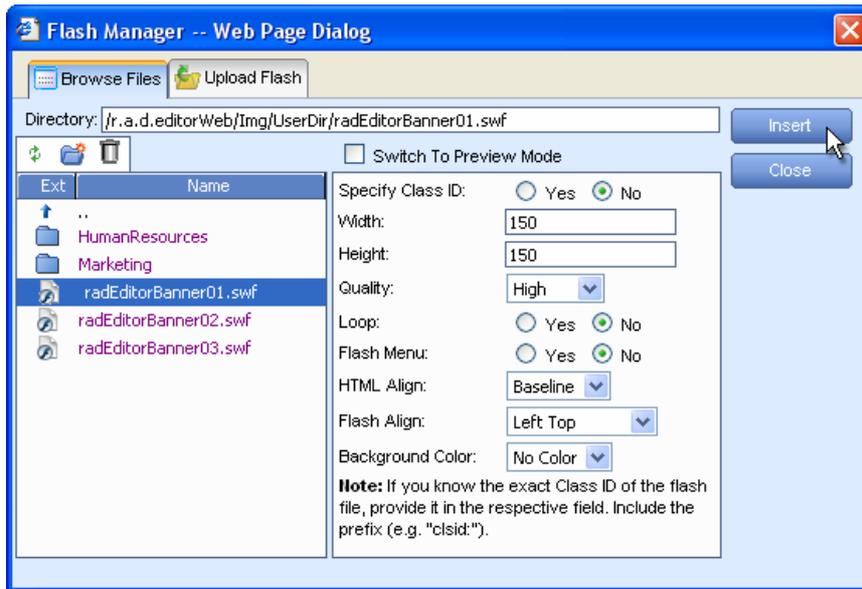
17. WORKING WITH WINDOWS MEDIA

Working with Windows Media files is quite similar to working with images and Flash. The "Media Manager" allows you to perform the same tasks as the "Flash Manager". This includes setting Media-specific properties like display size, rate, etc.

17.1.   Inserting Windows Media from the Web-Server

i.   Position the cursor at the place where you need to inset the Windows Media.

ii.   Press the **[Media Manager]** button from the toolbar. A dialog box will appear.
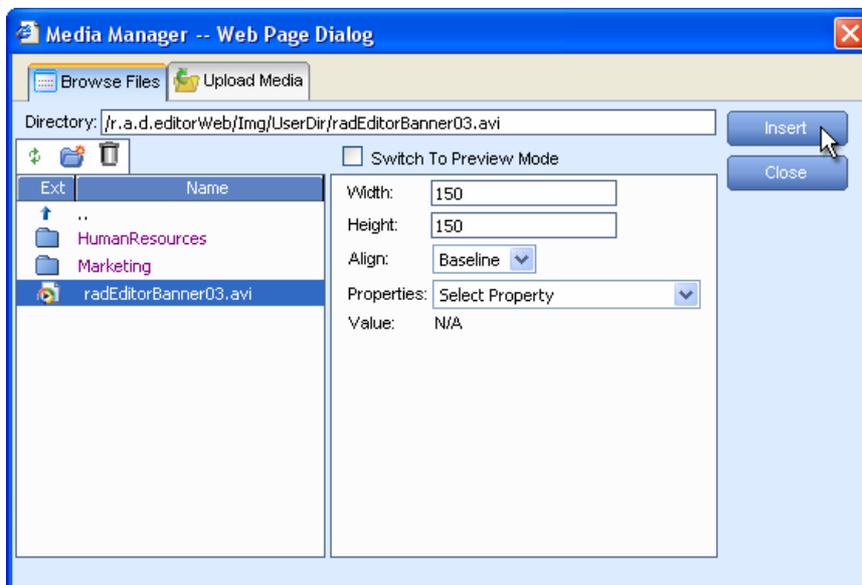
iii.   Locate the Windows Media file which you want to insert and click on it once. Default Windows Media properties will be displayed in the right-hand side of the dialog.
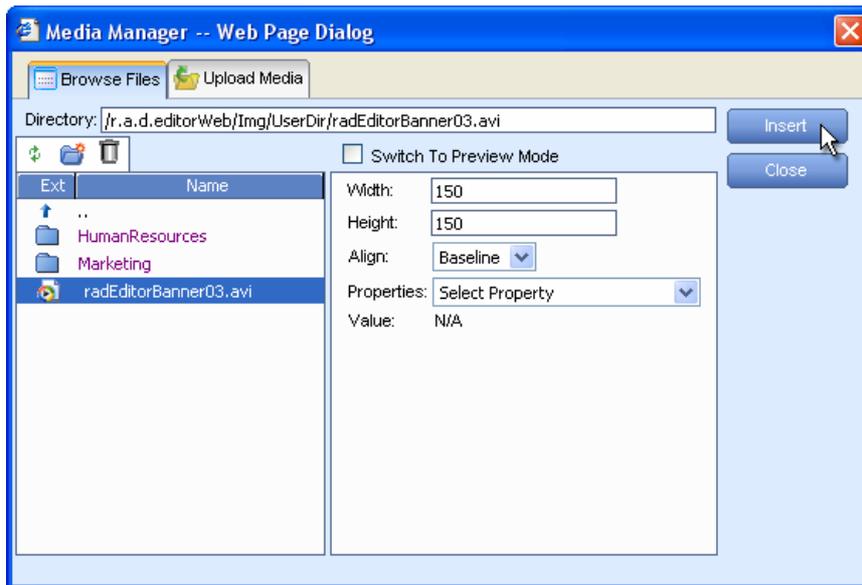
iv. Make a tick into the **[Switch to Preview Mode]** checkbox to see a preview of the Windows Media. (Depending on the file size this may take a while.)
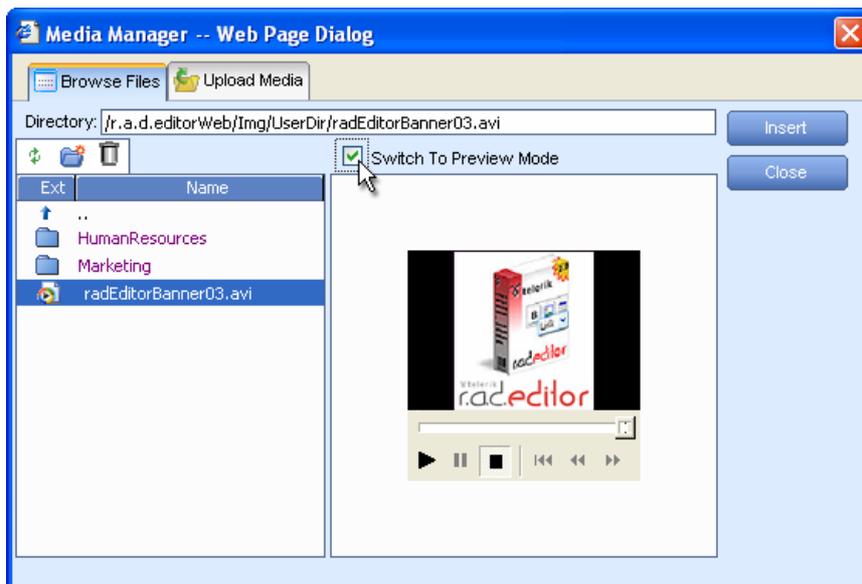
v. Click **[Insert]** to finish or **[Close]** to cancel the operation.

17.2.   Uploading Windows Media on the Web-Server

You can use the "Media Manager" dialog to upload Windows Media from your computer to the web-server. Once uploaded, the Windows Media will appear in the **[Browse Files]** tab at the bottom of the file list in the current folder.

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To upload a new Windows Media file on the web-server do the following:

   i.   Click the **[Media Manager]** button to open the dialog.
   ii. Navigate to the folder in which you want to upload the Windows Media file.
   iii. Press the **[Upload Media]** tab.
   iv. Click **[Browse]** to select a Windows Media file from you computer.
   v. Click **[Upload]**.

17.3.   Setting Windows Media Properties

Once a Windows Media file is inserted you can still manage its properties. Simply click on the

Windows Media object and then open the **[Media Manager]** again. The properties pane in the right-hand side of the dialog will load the properties of the current media file and will allow you to change them.
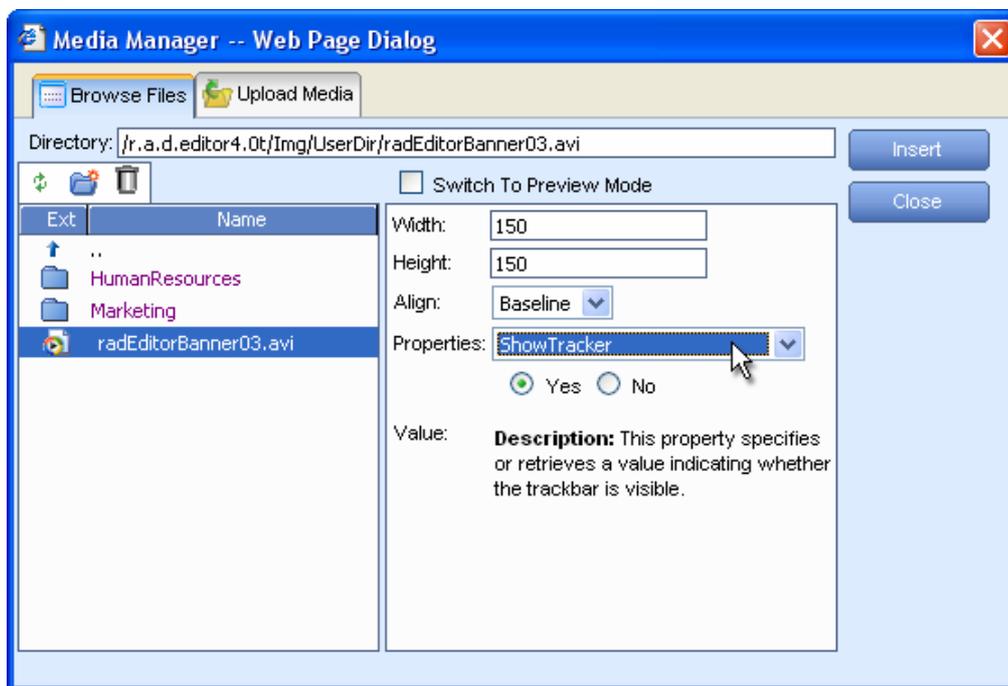
18. WORKING WITH DOCUMENTS

The "Document Manager" allows you to insert hyperlinks to document files stored on the web-server by simply selecting them from a list. The dialog is similar to the "Image Manager" and allows you to browse, upload, and delete documents.

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18.1. Inserting Documents
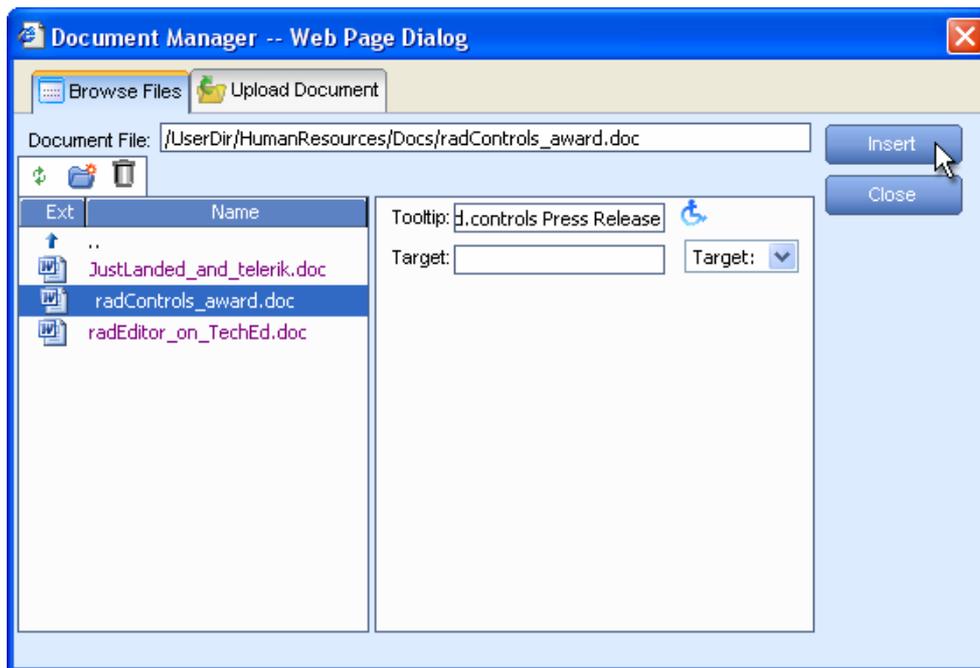
i.   (Optional) Select some text or an image which will become the hyperlink to the document.
ii. Press the **[Insert Document]** button .
iii. A dialog will open to display a list of folders and documents which you are allowed to browse. Select the document you want to insert.
iv. (Optional) Type a tooltip. This is an Accessibility option as well. The tooltip will be read by the Windows Narrator.
v.   (Optional) Select a target for the link.
vi. Press **[Insert]**. In case you have selected some text or an image in step (**i**) it will become a hyperlink to the document. In case you haven't - the name of the document will appear at the cursor point and will be set as a hyperlink to the document.

18.2. Uploading Documents on the Web-Server

You can use the "Document Manager" dialog to upload document files from your computer to the web-server. Once uploaded, the documents will appear in the **[Browse Files]** tab at the bottom of the file-list in the current folder.
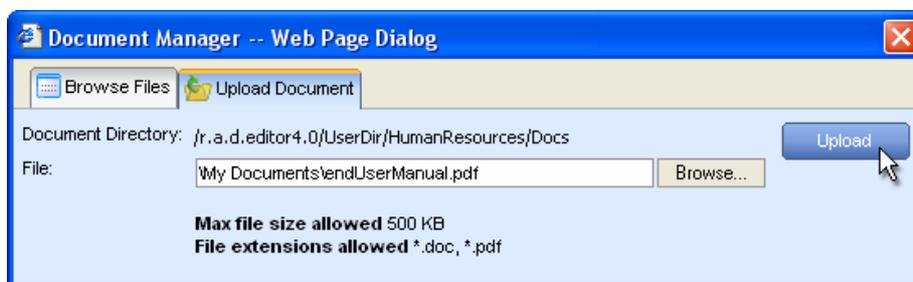
To upload new Document files on the web-server do the following:

i.   Click the **[Document Manager]** button to open the dialog.
ii. Navigate to the folder in which you want to upload the Document.
iii. Press the **[Upload Document]** tab.
iv. Click **[Browse]** to select a Document file from you computer.
v.   Click **[Upload]**.

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19. WORKING WITH TEMPLATES

r.a.d.**editor** allows you to insert external files (e.g. a file with pre-formatted tables, signatures, etc.) to the editable area. Those files are called Templates and can be in any format that your server will allow you to read. Templates are similar to code snippets with the only difference that they are obtained from individual files, which the user can browse, upload, delete, etc.

19.1.   Inserting Templates
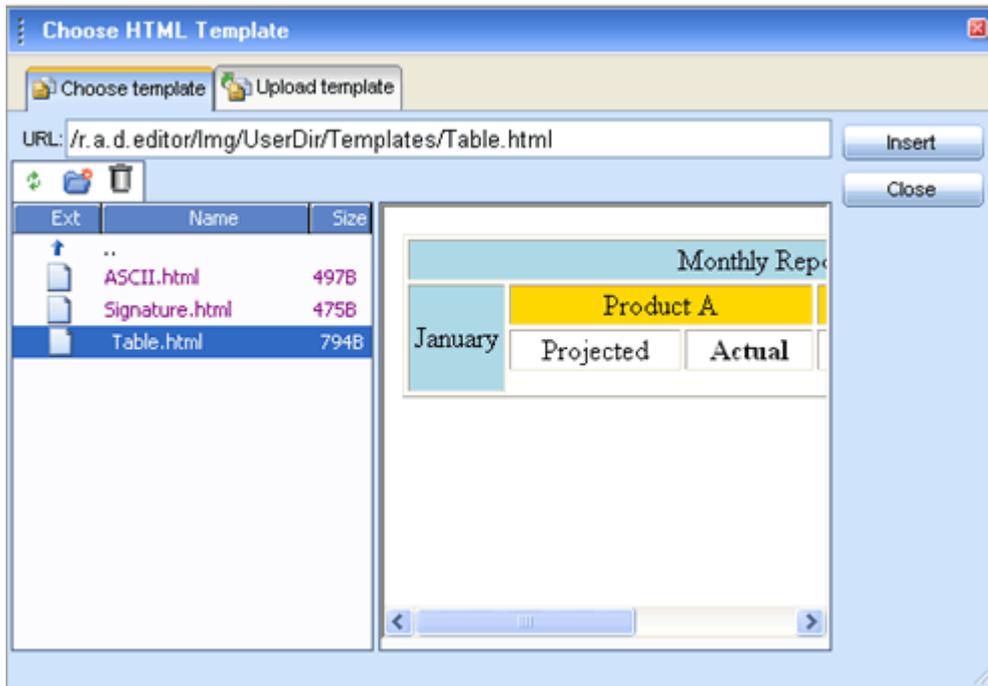
Press the **[Insert Template]** button 📄.
- **i.** A dialog will open to display a list of folders and template files which you are allowed to browse. Select the file you want to insert. You see the preview of the file in the preview window.
- **ii.** Press **[Insert]**. The template will be inserted in the editable area

19.2.   Uploading Templates

You can use the "Template Manager" dialog to upload template files from your computer to the web-server. Once uploaded, the file will appear in the **[Choose Template]** tab at the bottom of the file-list in the current folder.
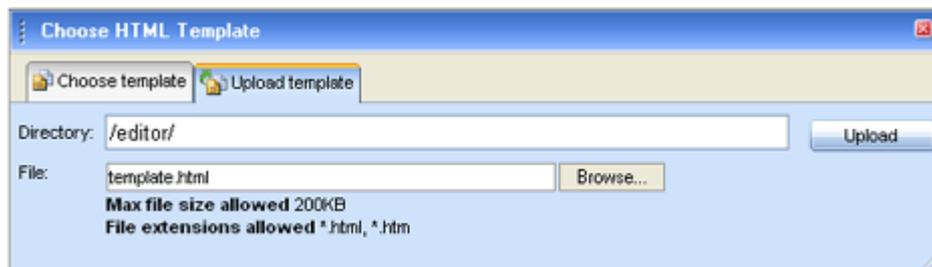
To upload a new template file on the web-server do the following:
- **i.** Click the **[Template Manager]** button 📄 open the dialog.
- **ii.** Navigate to the folder in which you want to upload the template file.
- **iii.** Press the **[Upload Template]** tab.
- **iv.** Click **[Browse]** to select a Document file from you computer.
- **v.** Click **[Upload]**.

20. SPELL CHECKING

r.a.d.**editor** features a multilingual spellchecker, which can be invoked by clicking on the **[Spellchecker]** button on the toolbar. If there are several spellchecking dictionaries available, you will see a dropdown where you can choose which dictionary to use. By default the initial spellchecking language is the localization language of r.a.d.**editor,** i.e. the language in which the editor's menus, toolbars, modules, etc. are set.

When launched, the spellchecker will start checking all words automatically from the beginning of the document. If there is a mistaken word it will appear in the spellchecker dialog, where you can either **[Ignore]** the suggestion or **[Change]** the word with the suggested one.
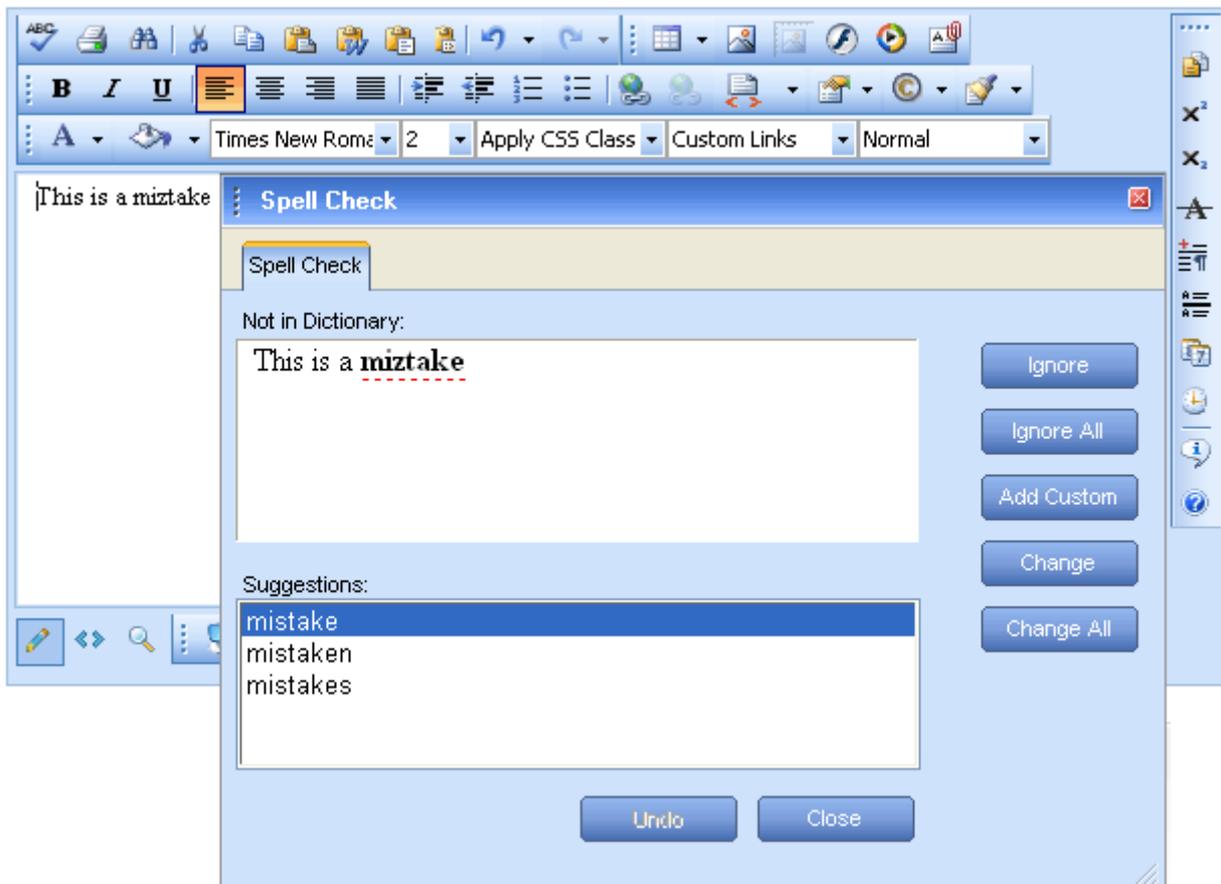
If the misspelled word is not in the dictionary, you can either add the word to the dictionary by pressing **[Add Custom]** or click on the underlined/misspelled word and correct it directly in the dialog.

21. USING CODE SNIPPETS

The Code snippets dropdown menu is a very convenient tool for inserting predefined chunks of content (HTML) like signatures, product description templates, etc.

21.1.   Inserting Code Snippets

i.   Place the cursor where you want to insert the code snippet.

ii. Click the **[Insert Code Snippet]** button.

iii. From the dropdown menu select the respective snippet.
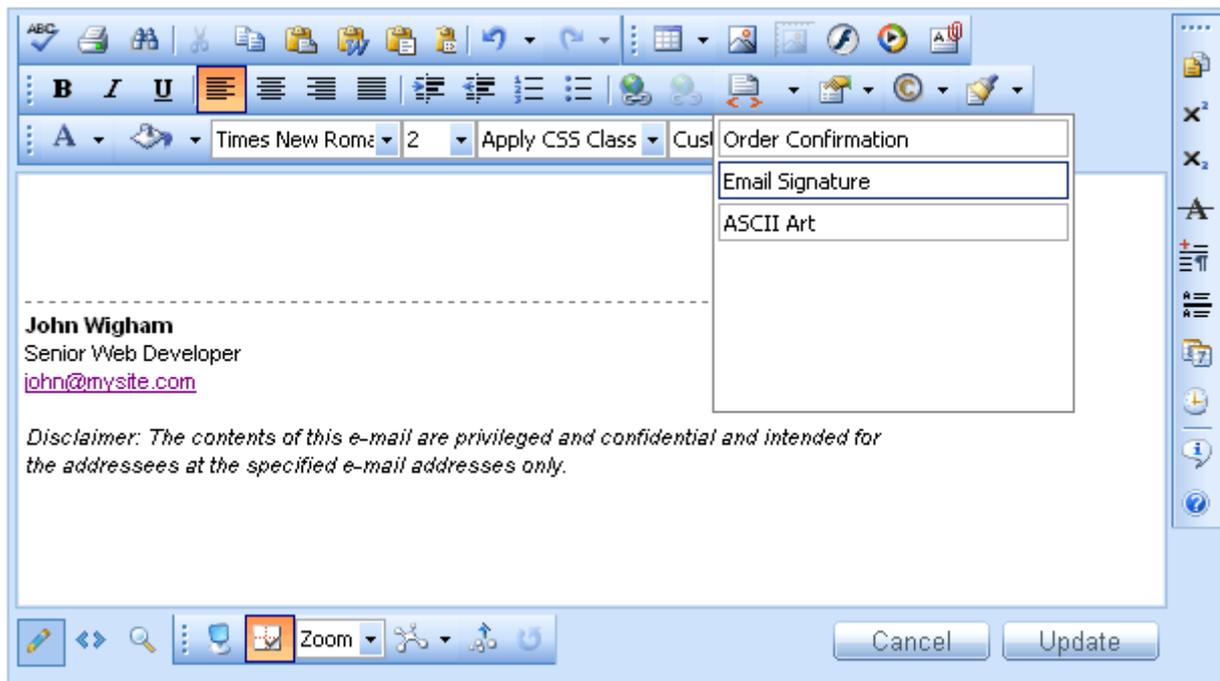
22. CREATING ACCESSIBLE CONTENT ("Section 508"compliant)

In order to generate content that can be interpreted by the Accessibility Tools integrated in Microsoft Windows (the Narrator, the Magnifier, and the On-Screen Keyboard) r.a.d.**editor** includes additional fields in the Table, Hyperlink, and Image dialogs.

22.1.   Creating Accessible Tables

The narrative software uses the information from the Accessibility table fields (heading rows, columns, caption alignment and summary) to produce a Tooltip message for each table cell. Users with impaired vision can hear those Tooltips as they hover over the cells with the mouse.
You can create a "Section 508"-compliant table with the Table Wizard. Alternatively, you can convert an existing table to a "Section 508"-compliant table using the context menu – "Table Properties".
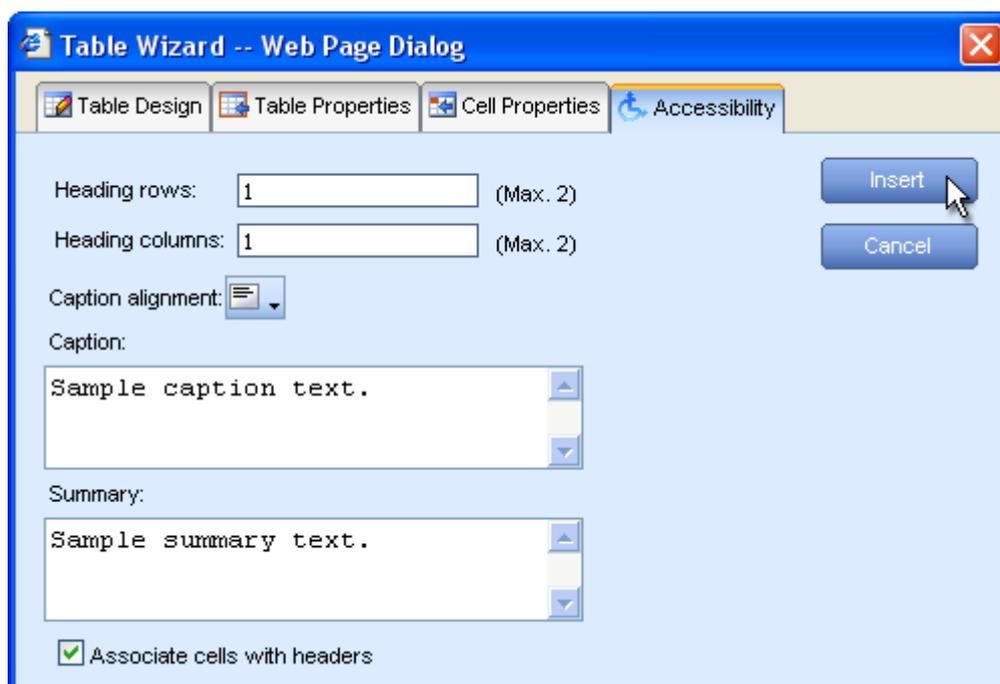
    i. Create a new table with the Table Wizard or open the Table Properties dialog.

    ii. Click "Accessibility" tab.

    iii. In the "Accessibility" tab you fill in the fields: Heading rows/columns, Caption, and Summary about the table. Click the **[Associate cells with headers]** checkbox.

22.2. Creating Accessible Hyperlinks

A hyperlink can be interpreted by the narrative software if you specify an additional description in the "Tooltip" field.
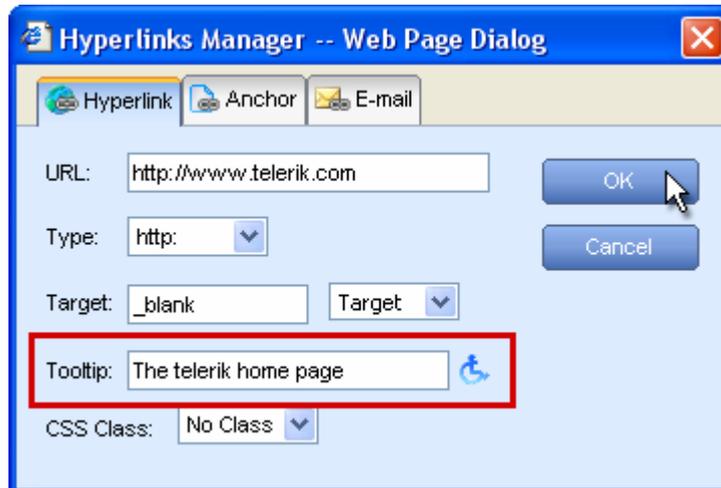
22.3. Creating Accessible Images

An image can be interpreted by the narrative software if you specify an additional description in the "Long Description" field.
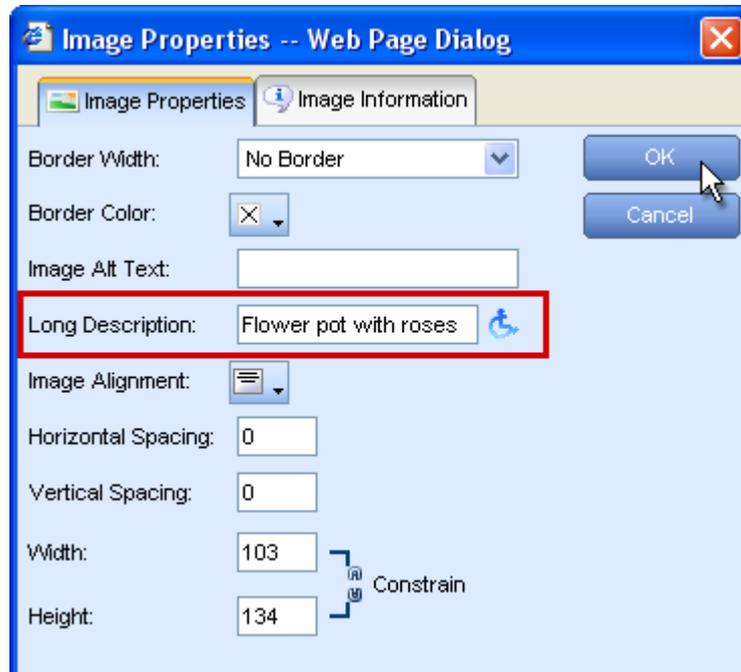
23. USING THE HTML MODE

More advanced users sometimes need to modify the HTML code of the content directly. For this reason, r.a.d.**editor** provides the so called "HTML mode", which gives you access to the content code. Please, note that the "HTML mode" may be disabled by the site administrator.

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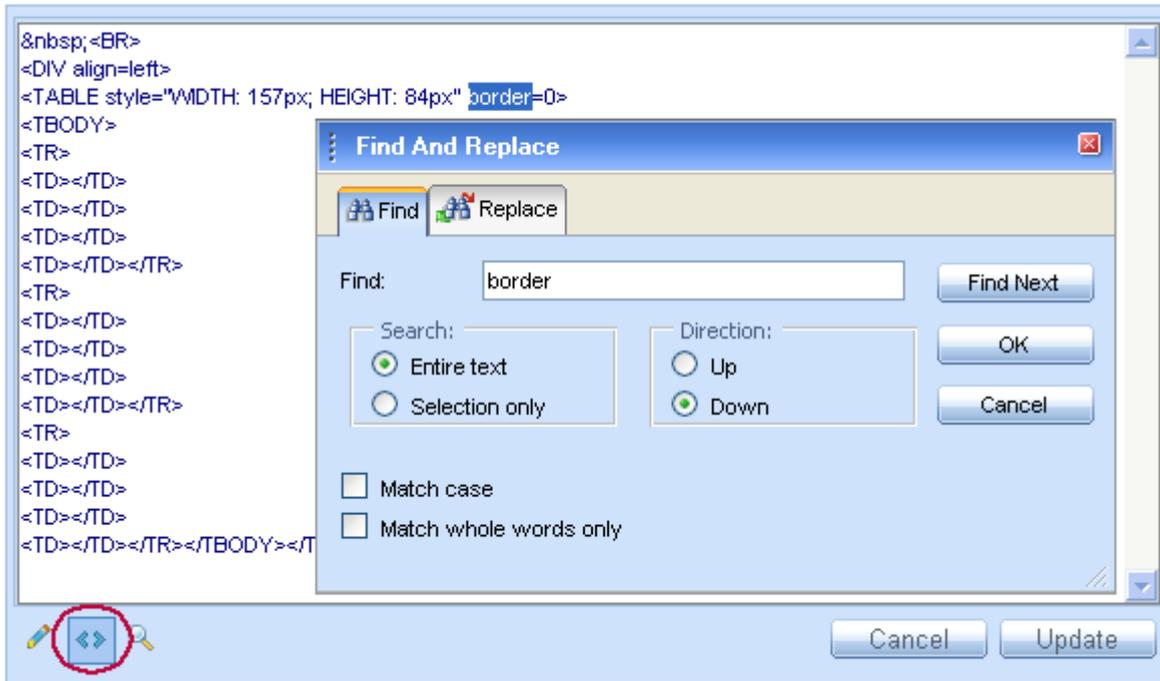
The example below shows a Find and Replace operation in HTML mode. The "Find and Replace" dialog can be invoked in "HTML mode" using the **[Ctrl+F]** shortcut.

24. THE PREVIEW MODE

After editing your document in the editor preview, users may like to see how the page looks like before updating the page. The editor can be switched to the Preview Mode just by a single click of the preview button.
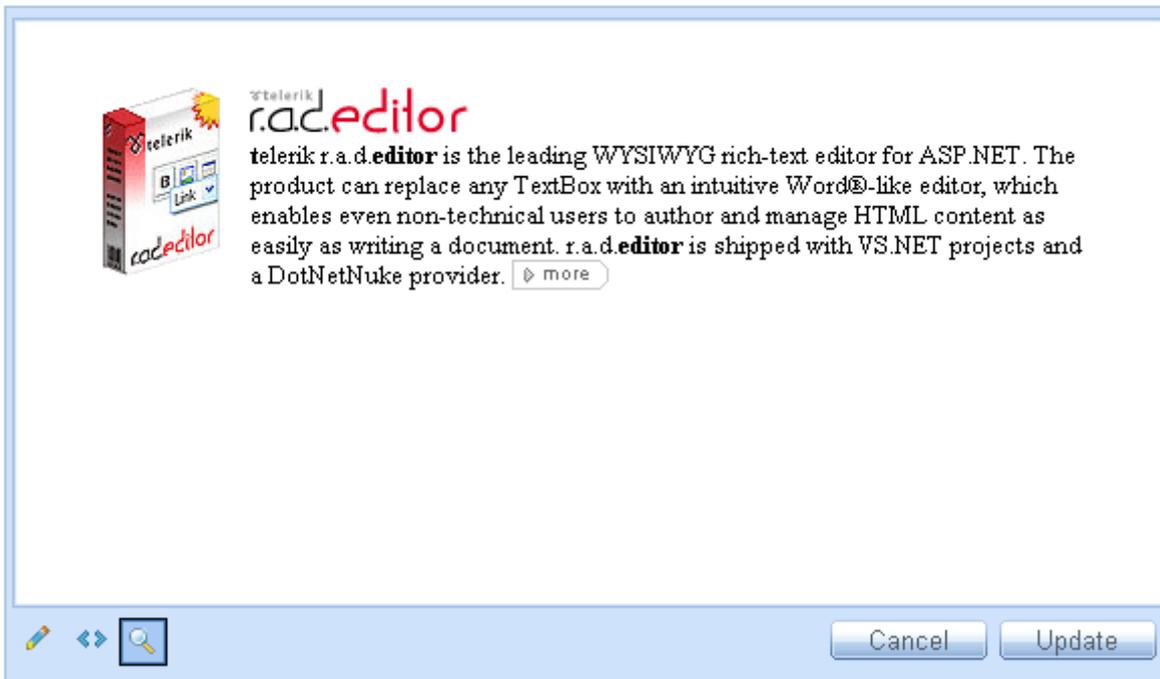
25. PRINTING CONTENT

To print the whole web-page including the r.a.d.**editor** click the **[Print]** button 🖨. It will open the Printer Properties dialog where you can choose a printer and printing options.

To print only the content of the r.a.d.**editor** do the following:

   i.   Make sure the cursor is positioned inside the editor's content.
   ii. Click **[Ctrl+A]** to select the whole content.
   iii. Click the **[Print]** 🖨 button to open the Printing Preferences dialog and confirm the printing operation.

26. APPENDIX

This Appendix describes the cell CSS descriptions and settings

Name	Description	Valid Values
backgroundAttachment	The **backgroundAttachment** property determines if a specified **backgroundImage** will scroll with the content or be fixed.	scroll fixed
backgroundColor	The **backgroundColor** property specifies the background color of a cell or table. **backgroundImage** should be specified whenever **backgroundColor** is used. In most cases, **backgroundImage** should be set to **none** to work properly.	<color> transparent
backgroundImage	Through the **background-Image** property you can set the background image of a cell or table.	url(/Img/hello.gif)
backgroundPositionX	Sets or retrieves the x-coordinate of the **backgroundPosition** property.	<length> <percentage> left center right
backgroundPositionY	Sets or retrieves the y-coordinate of the **backgroundPosition** property.	<length> <percentage> left center right
backgroundRepeat	The **backgroundRepeat** property specifies whether the background image is repeated or tiled. The **repeat-x** value will repeat the image horizontally while the **repeat-y** value will repeat the image vertically.	repeat repeat-x repeat-y no-repeat
behavior	Sets or retrieves the location of the DHTML Behaviors.	
borderBottomColor	The **borderBottomColor** property sets the color of the bottom border of a table.	<color> transparent
borderBottomStyle	The **borderBottomStyle** property sets the style of the bottom border of a table or cells. This property must be specified for the border to be visible. The **borderStyle**	none groove dotted ridge dashed inset solid outset

	property has priority over **borderBottomStyle**.	double	{1,4}
borderBottomWidth	The **borderBottomWidth** property is used to specify the width of a table's bottom border. The value may be one of three keywords or a length, which can be used to achieve relative widths. Negative values are not allowed.	thin medium	thick <length>
borderLeftColor	The **borderLeftColor** property sets the color of the left border of a cell or table.	<color> transparent	
borderLeftStyle	The **borderLeftStyle** property sets the style of the left border of a table or cell. This property must be specified for the border to be visible. The **borderStyle** property has priority over **borderLeftStyle**.	none dotted dashed solid double	groove ridge inset outset {1,4}
borderLeftWidth	The **borderLeftWidth** property is used to specify the width of a table's left border. Negative values are not allowed.	thin medium	thick <length>
borderRightColor	The **borderRightColor** property sets the color of the right border of a table.	<color> transparent	
borderRightStyle	The **borderRightStyle** property sets the style of the right border of a table. This property must be specified for the border to be visible. The **borderStyle** property has priority over **borderRightStyle**.	none dotted dashed solid double	groove ridge inset outset {1,4}
borderRightWidth	The **borderRightWidth** property is used to specify the width of a table's right border. Negative values are not allowed.	thin medium	thick <length>
borderTopColor	The **borderTopColor** property sets the color of the top border of a table.	<color> transparent	
borderTopStyle	The **borderTopStyle** property sets the style of the top border of a table. This property must be specified for the border to be visible. The **borderStyle** property has priority over **borderTopStyle**.	none dotted dashed solid double	groove ridge inset outset {1,4}
borderTopWidth	The **borderTopWidth** property is used to specify the width of a table's top border. Negative values are not allowed.	thin medium	thick <length>
borderCollapse	The **borderCollapse** property sets the state of the border.	separate collapse	
borderColor	The **borderColor** property sets the color of all borders of a table.		
borderStyle	The **borderStyle** property sets the style of the bottom border of a table. This property must be specified for the border to be visible.	none dotted dashed solid double	groove ridge inset outset {1,4}
borderWidth	The **borderWidth** property is used to set the border width of a table. You can specify one to four values, where each value is a keyword or a length. Negative lengths are not allowed.	thin medium	thick <length>

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bottom		\<length\> \<percentage\> auto
clear	The **clear** property specifies if a cell or table allows floating elements to its sides. A value of **left** moves the element below any floating element on its left; a value of **right** does the same but to the right. Other values are **none**, which is the default value, and **both**, which moves the element below floating elements on both of its sides.	none left right both
clip	Sets or retrieves which part of a positioned object is visible.	
color	The **color** property allows authors to specify the color of a cell or table.	\<color\>
cursor	The **cursor** property sets or retrieves the type of cursor to display as the mouse pointer moves over the object.	auto e-resize default ne-resize hand nw-resize move n-resize text se-resize wait sw-resize help s-resize crosshair w-resize
direction	The **direction** property sets or retrieves the reading order of the object.	• ltr - content flows left to right (default); • rtl - content flows right to left; • inherit - content flow is inherited.
display	The **display** property is used to define a cell or table with one of four values: block, inline, list-item, none. Each element typically is given a default display value by the browser, based on suggested rendering in the HTML specification. The display property can be dangerous because of its ability to display elements in what would otherwise be an improper format. The use of the value **none** will turn off display of the element to which it is assigned, including any children elements!	• block - a line break before and after the element; • inline - no line break before and after the element; • list-item - same as block except a list-item marker is added; • none - no display.
filter	The filter **property** sets or retrieves the filter or collection of filters applied to the object.	
fontFamily	**Font families** may be assigned by a specific font name or a generic font family. Multiple family assignments can be made, and if a specific font assignment is made it should be followed by a generic family name in case the first choice is not present. Any font name containing white space must be quoted, with either single or	\<family-name\> Any **font** name may be used \<generic-family\> • serif (e.g., Times) • sans-serif (e.g., Arial or Helvetica) • cursive (e.g., Zapf-Chancery)

	double quotes.	• fantasy (Western) • monospace (e.g., Courier)
fontSize	The **fontSize** property is used to modify the size of the displayed font. Absolute lengths (using units like **pt** and **in**) should be used sparingly due to their weakness in adapting to different browsing environments. Fonts with absolute lengths can very easily be too small or too large for a user.	\<absolute-size> xx-small large x-small x-large small xx-large medium \<relative-size> larger smaller \<length> \<percentage> (in relation to parent element)
fontVariant	The **fontVariant** property determines if the font is to display in normal or small-caps. Small-caps are displayed when all the letters of the word are in capitals with uppercase characters slightly larger than lowercase.	normal SMALL-CAPS
fontWeight	The **fontWeight** property is used to specify the weight of the font. The bolder and lighter values are relative to the inherited font weight, while the other values are absolute font weights.	normal 100 500 bold 200 600 bolder 300 700 lighter 400 800 800 900
layoutGridChar	**layoutGridChar** sets or retrieves the size of the character grid used for rendering the text content of an element.	\<length> \<percentage> none auto
layoutGridLine	**layoutGridLine** sets or retrieves the gridline value used for rendering the text content of an element.	\<length> \<percentage> none auto
layoutGridMode	**layoutGridMode** sets or retrieves whether the text layout grid uses two dimensions.	both none line char
layoutGridType	**layoutGridType** sets or retrieves the type of grid used for rendering the text content of an element.	loose strict fixed
left		\<length> \<percentage> auto
letterSpacing	The **letterSpacing** property specifies the spacing between the letters in a word. Can be table or cell specific.	\<length>
lineBreak	**lineBreak** sets or retrieves line-breaking rules for Japanese text.	normal strict
lineHeight	The **lineHeight** property will accept a value to control the spacing between baselines of text. When the value is a number, the line height is calculated by multiplying the element's font size by the	normal \<number> \<length> \<percentage>

	number. Percentage values are relative to the element's font size. Negative values are not permitted.	
marginBottom	The **marginBottom** property sets the bottom margin of a cell or table by specifying between one and four values, where each value is a length, a percentage, or auto. Percentage values refer to the parent element's width. Negative margins are permitted.	<length> <percentage> auto {1,4}
marginLeft	The **marginLeft** property sets the left margin of a cell or table by specifying between one and four values, where each value is a length, a percentage, or auto. Percentage values refer to the parent element's width. Negative margins are permitted.	<length> <percentage> auto {1,4}
marginRight	The **marginRight** property sets the right margin of a cell or table by specifying between one and four values, where each value is a length, a percentage, or auto. Percentage values refer to the parent element's width. Negative margins are permitted.	<length> <percentage> auto {1,4}
marginTop	The **marginTop** property sets the top margin of a cell or table by specifying between one and four values, where each value is a length, a percentage, or auto. Percentage values refer to the parent element's width. Negative margins are permitted.	<length> <percentage> auto {1,4}
padding	**padding** is the amount of space between the border and the content in a table or a cell.	<length> <percentage> {1,4}
pageBreakAfter	**pageBreakAfter** sets or retrieves a string indicating whether a page break occurs after the object.	auto always
pageBreakBefore	**pageBreakBefore** sets or retrieves a string indicating whether a page break occurs before the object.	auto always
position	The **position** property sets or retrieves the type of positioning used for the object.	absolute relative static
right		<length> <percentage> auto
textAlign	The **textAlign** property can be applied to block-level elements (P, H1, etc.) to give the alignment of the element's text. This property is similar in function to HTML's ALIGN attribute on paragraphs, headings, and divisions.	left right center justify
textAutospace	**textAutospace** sets or retrieves the autospacing and narrow space width	none ideograph-alpha;

	adjustment of text.	ideograph-numeric; ideograph-parenthesis; ideograph-space;
textDecoration	The **textDecoration** property allows text to be decorated through one of five properties: underline, overline, line-through, blink, or the default, none.	overline none underline line-through blink
textIndent	The **textIndent** property can be applied to block-level elements (paragraphs, headers, etc.) to define the amount of indentation that the first line of the element should receive. The value must be a length or a percentage; percentages refer to the parent element's width.	<length> <percentage>
textJustify	**textJustify** sets or retrieves the type of alignment used to justify text in the object.	inter-word newspaper distribute-all-lines distribute inter-ideograph auto
textTransform	The **textTransform** property allows text to be transformed by one of four properties: • capitalize (capitalizes first character of each word); • uppercase (capitalizes all characters of each word); • lowercase (uses small letters for all characters of each word); • none (the initial value)	none capitalize uppercase lowercase
textUnderlinePosition	**textUnderlinePosition** sets or retrieves the position of the underline decoration that is set through the **textDecoration** property.	above below
top		<length> <percentage> auto
unicodeBidi	**unicodeBidi** sets or retrieves the level of embedding with respect to the bidirectional algorithm.	normal embed bidi-override
visibility	**visibility** sets or retrieves whether the content of the object is displayed.	visible hidden inherit
wordBreak	**wordbreak** sets or retrieves line-breaking behavior within words, particularly where multiple languages appear in the object.	normal break-all keep-all
wordSpacing	The **wordSpacing** property defines an additional amount of space between words. The value must be in the length format; negative values are permitted.	normal <length>
zIndex	**zIndex** sets or retrieves the stacking order of positioned objects.	<value> auto
zoom	Sets or retrieves the magnification scale of	<percent>

	the object.	normal