

TU0004. Using the WYSIWYG Editor

Tocaspacspace Tutorials

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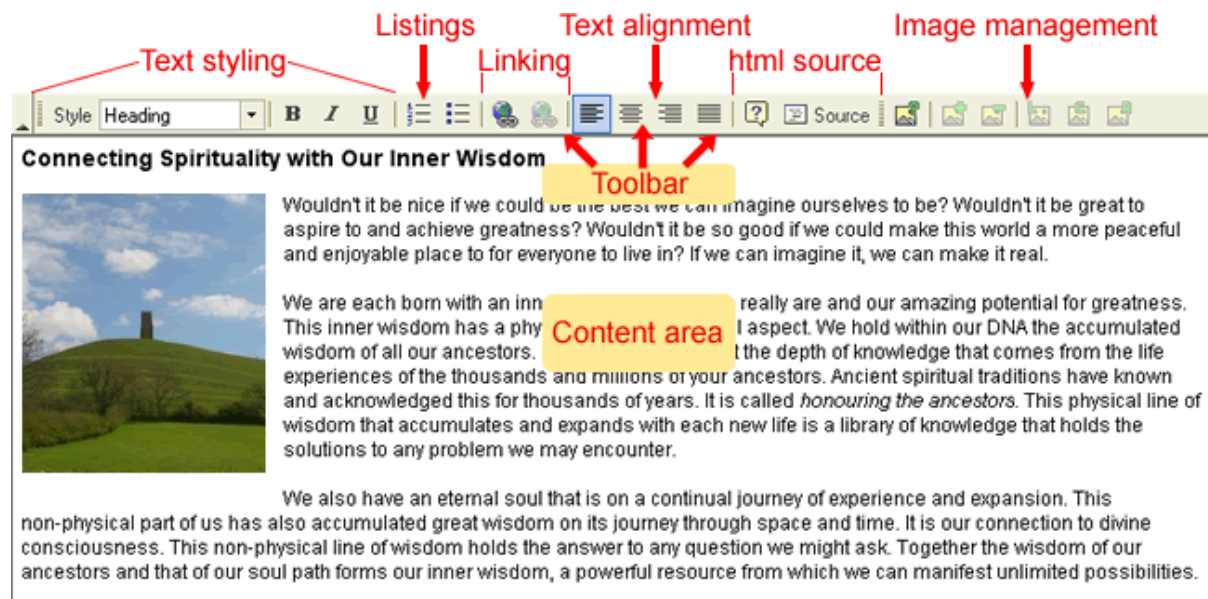
Last updated: 19 September 2009

WYSIWYG stands for "What You See is What You Get" and is the industry term for any webiste editor that endeavours to allow you to see what you're creating as you create it, rather than forcing you to work with the HTML source code directly. (HTML stands for "Hyper Text Markup Language" and is the code that tells your browser how to "render" your pages).

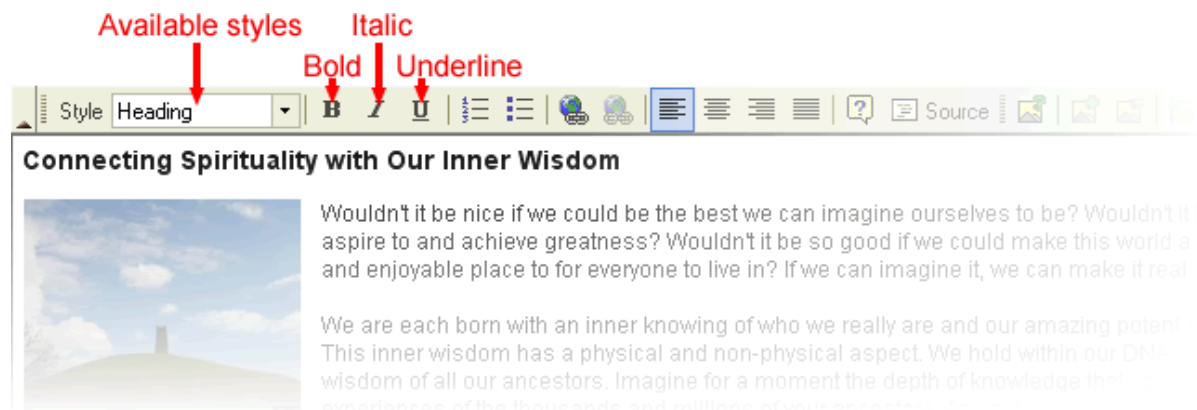
Our editor isn't currently perfect in that regard (we might call it WYSIAWYG - "What You See is Almost What You Get!") and we're working to improve it, but it is fairly easy to use and a lot better than working with the code directly. I'll now explain in detail how it works and what each of the buttons do.

1. The Over-all Structure

Below is an image detailing the content area, the toolbar, and the over-all sections of the toolbar. Following this we'll look at each toolbar section in detail.



2. Text Styling



Each of the text styling elements works by first highlighting the text you wish to style. To highlight text, do one of the following:

1. Place your mouse at the beginning of the text you wish to highlight and while holding down the left-hand mouse key (on a PC - it's the only mouse key on a Mac), drag the mouse along until you've highlighted all the text you want, then release.
2. Click at the beginning of the text you wish to highlight, then whilst holding down the [SHIFT] key, use the left or right arrow buttons to highlight a letter at a time. If you also hold down the [CTRL] key (or Mac equivalent), you will highlight a word at a time.

Styles Drop-down

Once you have your text highlighted, select the style you want from the drop-down - you should see the style change (unless you've selected the style it already was, of course!).

When you first type your text, it will be in the "Normal text" copy style. You will have some further styles available. At time of writing these are "Heading" (which we're probably going to relabel "Sub-heading" to distinguish it from the main block heading) and "Sub-heading" (which we're probably going to rename "Section heading" - apologies if that's a little confusing). One or two more style options will probably appear soon.

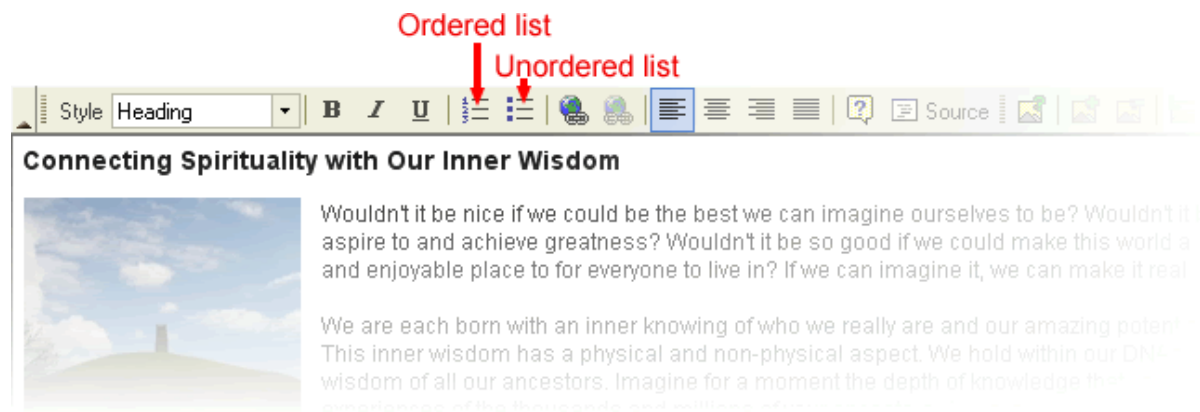
At time of writing there are a couple of small bugs that we're seeking to resolve:

1. When you first type your text the drop-down doesn't display "Normal text" even though that's what it is.
2. Once you've styled a piece of text, if you made a mistake or change your mind, selecting a different style fails to effect it - you need to delete the text in question, re-type it, then re-style it.

Bold, Italic, Underline

These do exactly as their labels suggest - once you have your text highlighted, click on the relevant button to have the corresponding effect. These buttons "toggle" - that is, once you've applied an effect you select the button again to un-apply it.

3. Listings



Ordered Lists

I'm using ordered lists in this document. They look something like this:

1. Point one.
2. Point two.
3. Etc.

Depending on how your site is styled, they may appear on your page as roman numerals or letters.

If you click on the "Ordered list" button while your cursor is on some text that already exists, everything from your cursor point to the end of the paragraph will become the first point of your list.

If you click on the button with no text highlighted, then you'll just get the first number and be able to start your list. Hitting [RETURN] will automatically create the next ordered list item. If you wish to create a new line without creating a new list item, hold down [SHIFT] while hitting [RETURN]. To finish your list, hit [RETURN] twice.

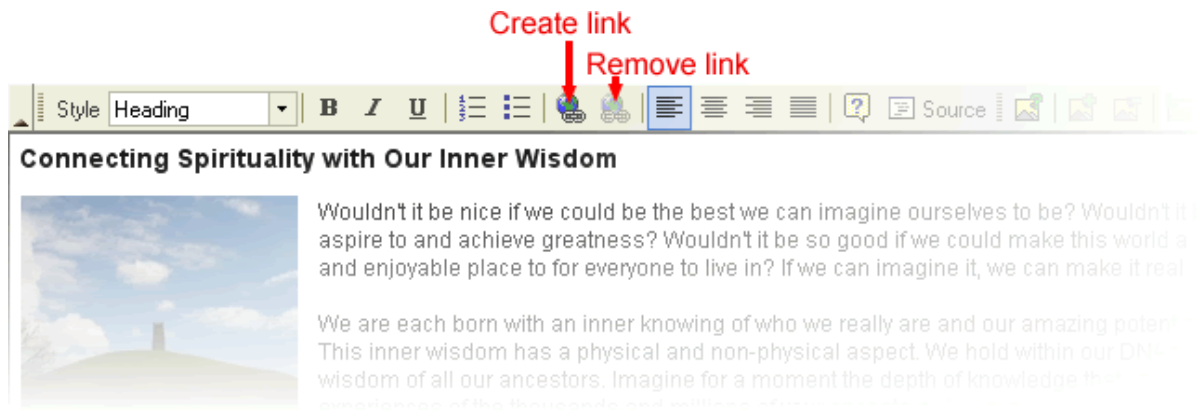
Unordered Lists

An unordered list looks something like this:

- Example one
- Example two
- Etc.

Other than that, they work exactly like ordered lists. Again, the characters that appear at the beginning of your list items may be different depending on how your site is styled - including no character at all or a specially selected image.

4. Linking



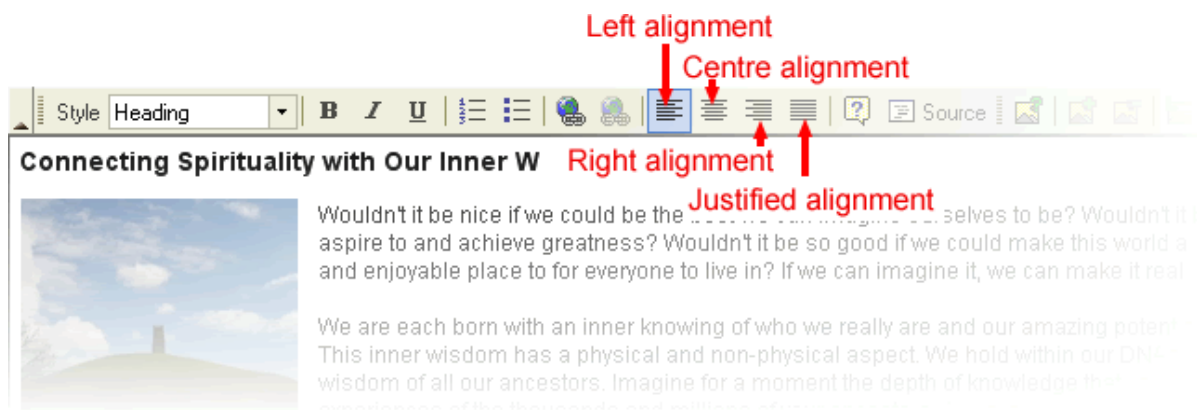
Creating a Link

To create a link, highlight the text (or click on the image) that you wish to turn in to a link, then click on the "Create link" button, which will open a pop-up window. For information on how to use this window, please see the separate tutorial "TU0010. How to Create Links".

Removing a Link

To remove a link just place the cursor anywhere within the link text (or select the linking image) and click on the "Remove link" button. You don't need to highlight the complete text.

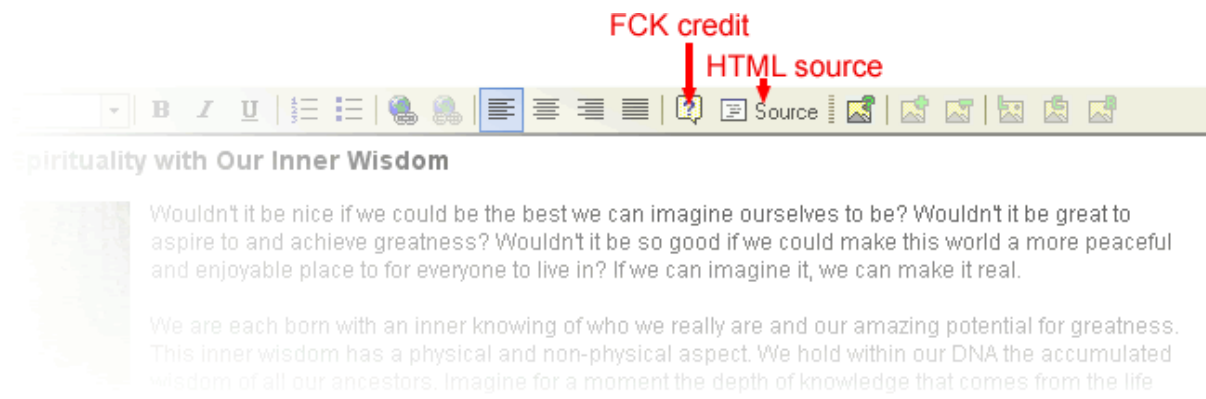
5. Text Alignment



Click on the paragraph or header text that you wish to align and click the alignment button of your choice. "Justified" means that the text aligns both right and left, with the space between words on each line adjusting accordingly.

Note: Sometimes your text will appear left aligned in the editor but differently aligned on the page (justified, usually). This is because your page styling will sometimes have a different default to your editor styling (we're working on upgrading this soon). Actively setting the alignment within the editor will usually override the page styling - even if, within the editor, you don't see any change.

6. Editing the Source Code



FCK Credit

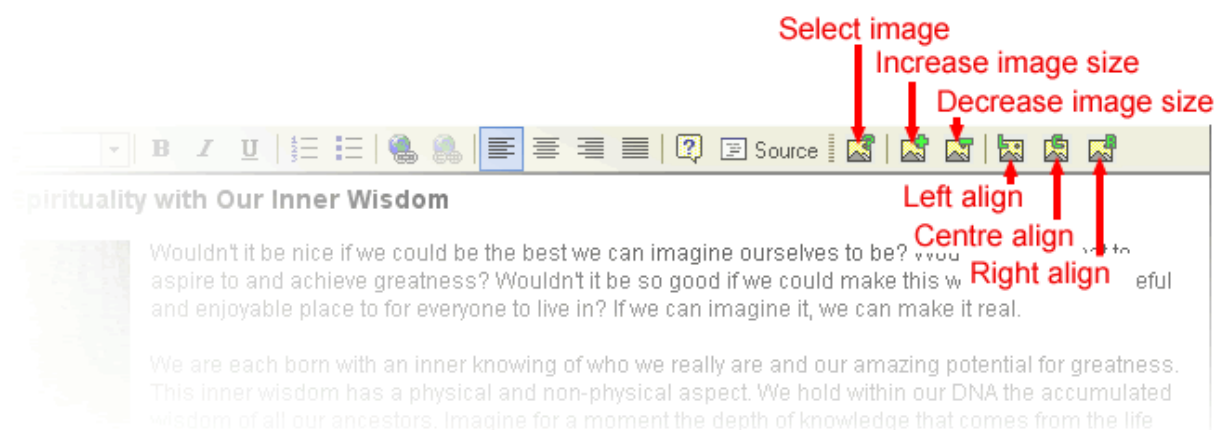
The WYSIWYG editor we're integrating with Tocaspace is an open source editor called "FCK" and wasn't originally written by us (though various enhancements have been). Clicking on the button shown brings up a window crediting the original creators.

HTML Source

Behind every web page is the HTML (Hyper Text Markup Language) source code that the browser uses to "render" the page. Clicking on the "Source" button will switch from the rendered view, to the source code behind it. Clicking on the button again switches back.

If you're an advanced user, you can write any valid HTML here you wish. There is, however, certain code that's "stripped" by the editor and won't work - javascript is one example. If you wish to use javascript - perhaps to embed a third party application - please talk to me.

7. Image Management



Select Image

To select an image for your page, place your cursor to the left of the text at the level you wish to display your image, then click the "Select image" button. (Do this even if you eventually wish your image to display centrally or to the right of your text.) This will take you to the image library.

- For more information on selecting an image from the library, please see the tutorial "TU0005. Embedding Images in Content".
- For more general information on the standard Tocospace image sizes, please see the tutorial "TU0011. Image Sizes Explained".

Size and Alignment

For the remaining buttons, you must first have an image selected.

1. "Increase image size". Will step your image one size up.
2. "Decrease image size". Will step your image one size down.
3. "Left align". Will align your image to the left of the text.
4. "Centre align". Will centre your image and clear white space left and right with the text above and/or below.
5. "Right align". Will align your image to the right of the text.

Forcing a Line Break or "Clear"

If you have a left or right aligned image placed with some text where the image takes up more vertical space than the text, you can sometimes find that your next header or paragraph also appears next to the image when ideally you want a line break - that is, you want the header or paragraph to start afresh below the image.

There's no user-friendly way of doing this at present (though there will be soon) and you need to edit the source.

Find the text that you wish to have start on a new line below the image. The text will be within HTML tags - probably either "<p>Text</p>", "<h3>Text</h3>" or "<h4>Text</h4>". Whichever tag it is, add the phrase 'style="clear:both"' to the opening tag. For example, '<p>Text</p>' becomes '<p style="clear:both">Text</p>'. Click the "Source" button again to view the result and you should see that the image above has been "cleared" and your text is now below the image.