



Version 7.0

End-user manual

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1. ABOUT THIS GUIDE

1.1. Purpose

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




1.2. Who should use this guide


This guide is intended for end-users of r.a.d.editor. For deployment and configuration instructions, please refer to 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 allowing even non-technical users to author and manage HTML content as easily as writing a document. In its familiar Word®-like interface users can seamlessly format text, set hyperlinks, build tables and insert images, Flash, documents, etc.

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

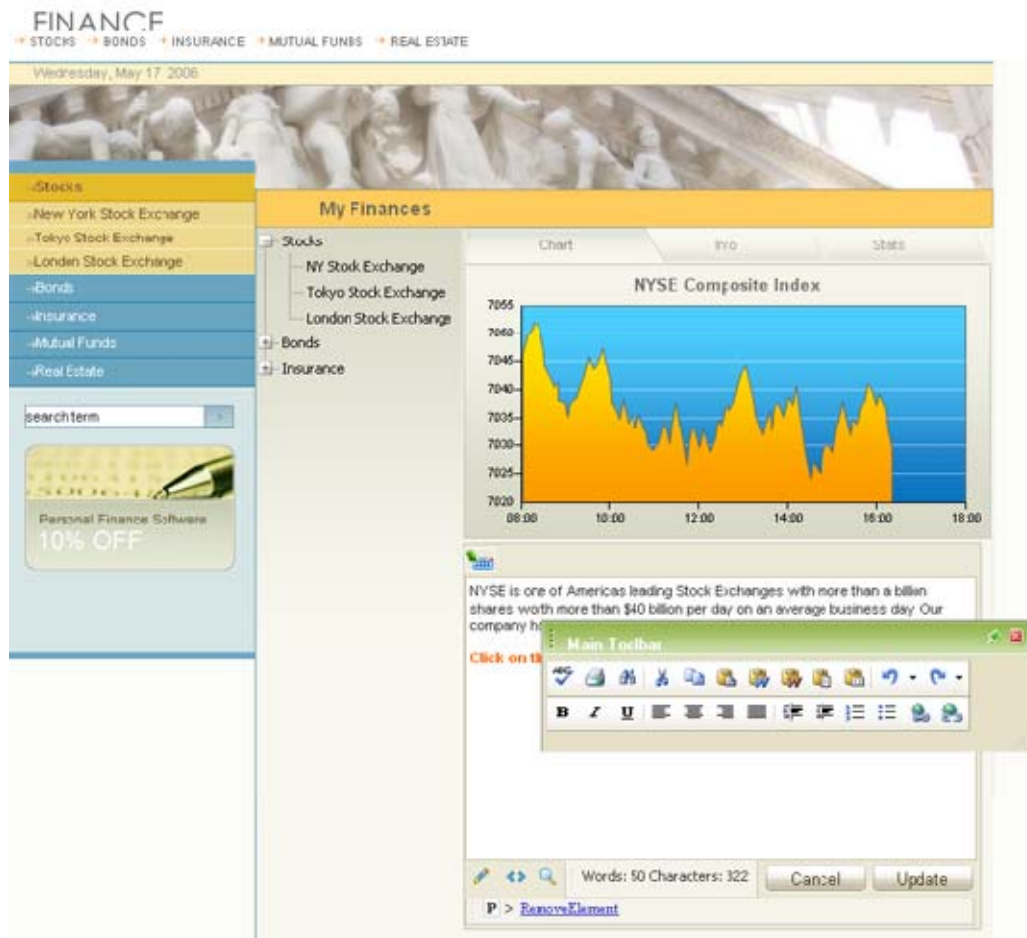
3. SETTING r.a.d.editor IN EDIT MODE

r.a.d.editor can work in two modes: View mode and Edit mode. When 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 .





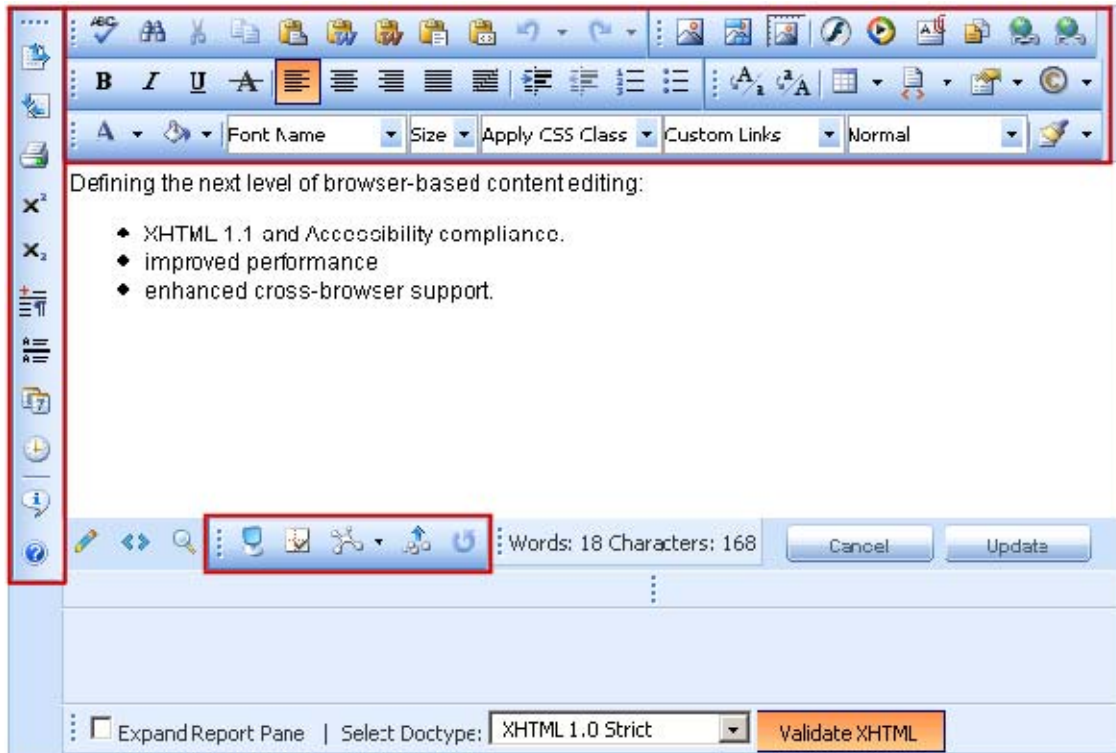
This is what your page will look like when in Edit mode:




As you can see, a toolbar with buttons and dropdowns has appeared. Now, you can modify the content as if using Microsoft Word®. Once you have finished editing, click **[Update]** to save your work. Clicking **[Cancel]** discards your changes.

4. r.a.d.editor TOOLBARS

r.a.d.editor toolbars are a set of buttons and dropdown lists you click to perform common tasks (e.g. make text bold, apply color, build tables, open the image dialog, etc.). Most of these buttons work in the same way as in Microsoft Word®.



 **Note:** Depending on your particular application, you may not be able to see all the buttons as displayed above. Alternatively, you may have additional buttons with custom functionality. In the latter case, please consult 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 such as formatting text, inserting hyperlinks, working with images, etc.

5. r.a.d.editor Ribbon Bar

r.a.d.editor offers the next generation user interface similar to **Microsoft Office 2007 RibbonBar**. The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under separate panes: Main Toolbar, Insert, Tools, and Dropdowns. Each pane relates to a type of activity, such as writing and formatting content, inserting objects and elements such as Tables, Symbols and Forms:



6. SYSTEM MODULES

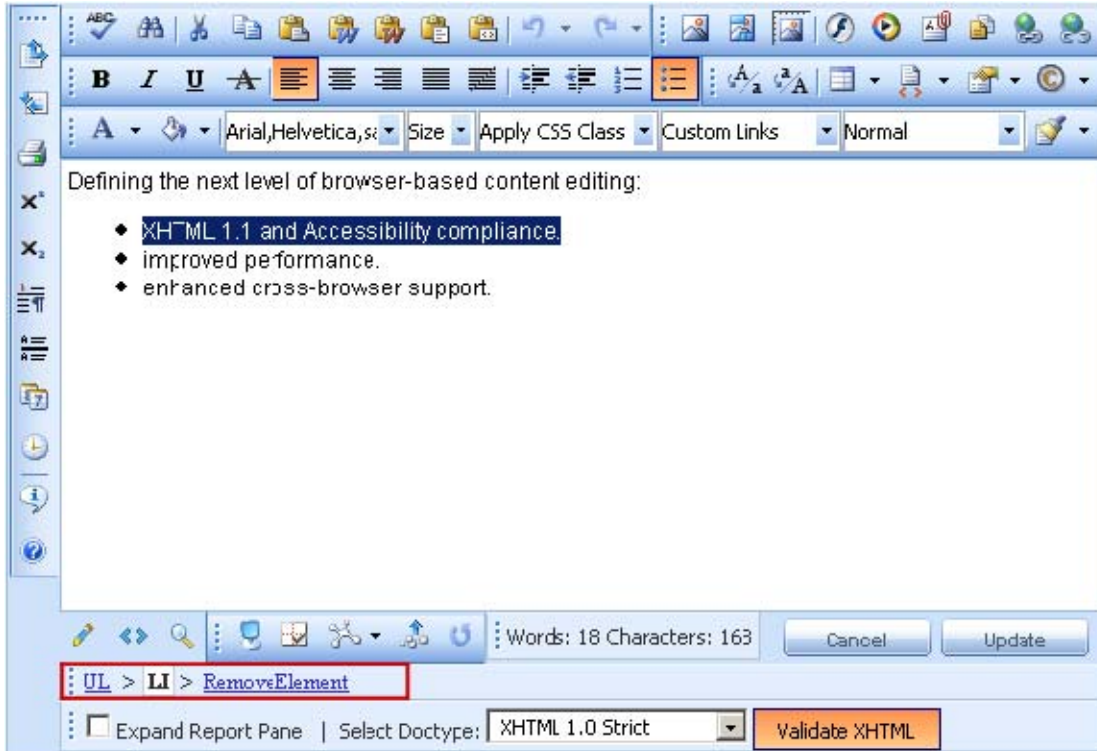
The System Modules are special tools used to provide extra information for the users who work with r.a.d.editor in Edit mode. Currently, there are five modules shipped out-of-the box with the editor:

- **Tag Inspector**
- **Properties Inspector**
- **Real Time HTML Inspector**

- **Statistics Module**
- **XHTML Validator.**

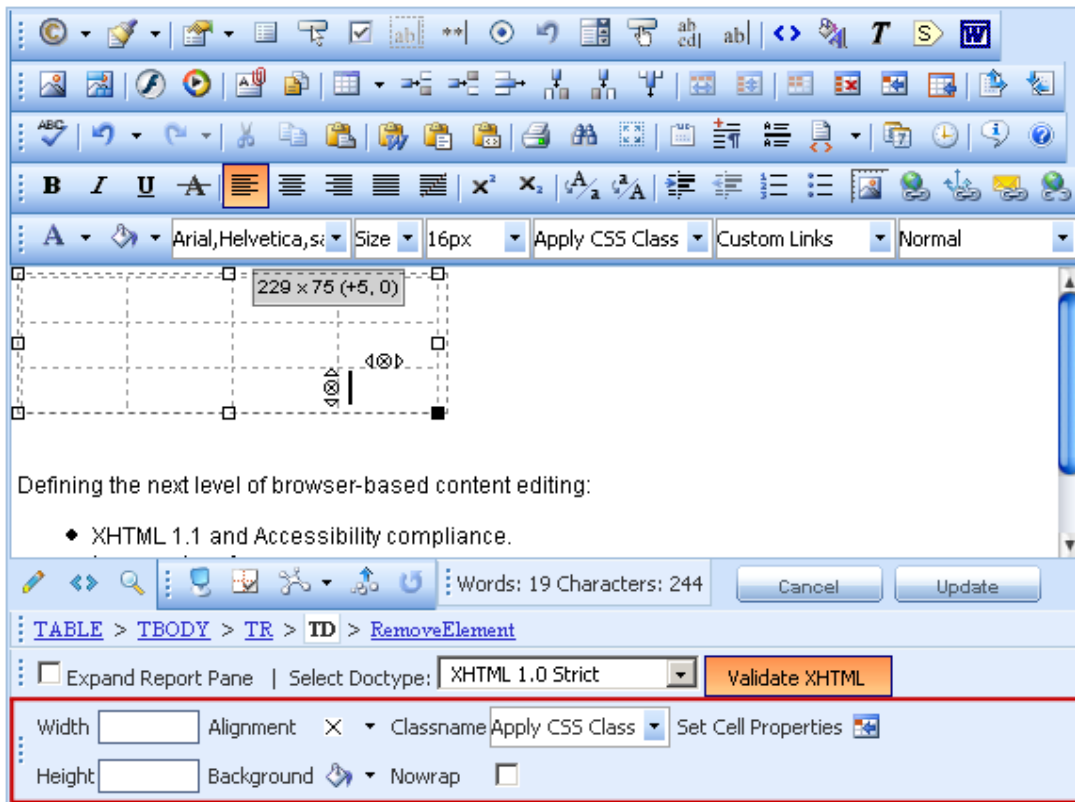
6.1. Tag Inspector

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 (innermost) tag in the hierarchy and remove it using the **[Remove Element]** button.



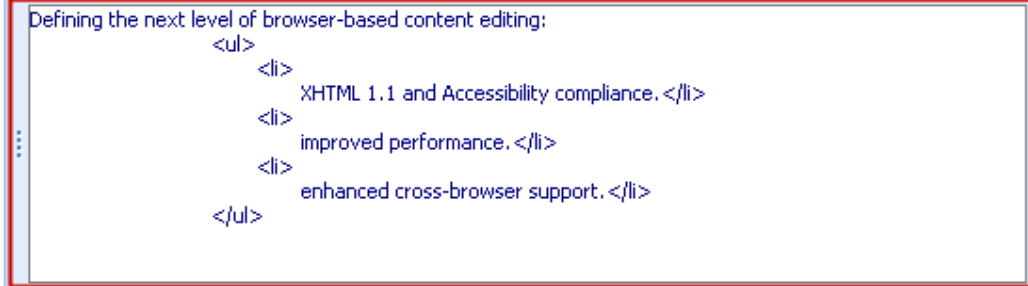
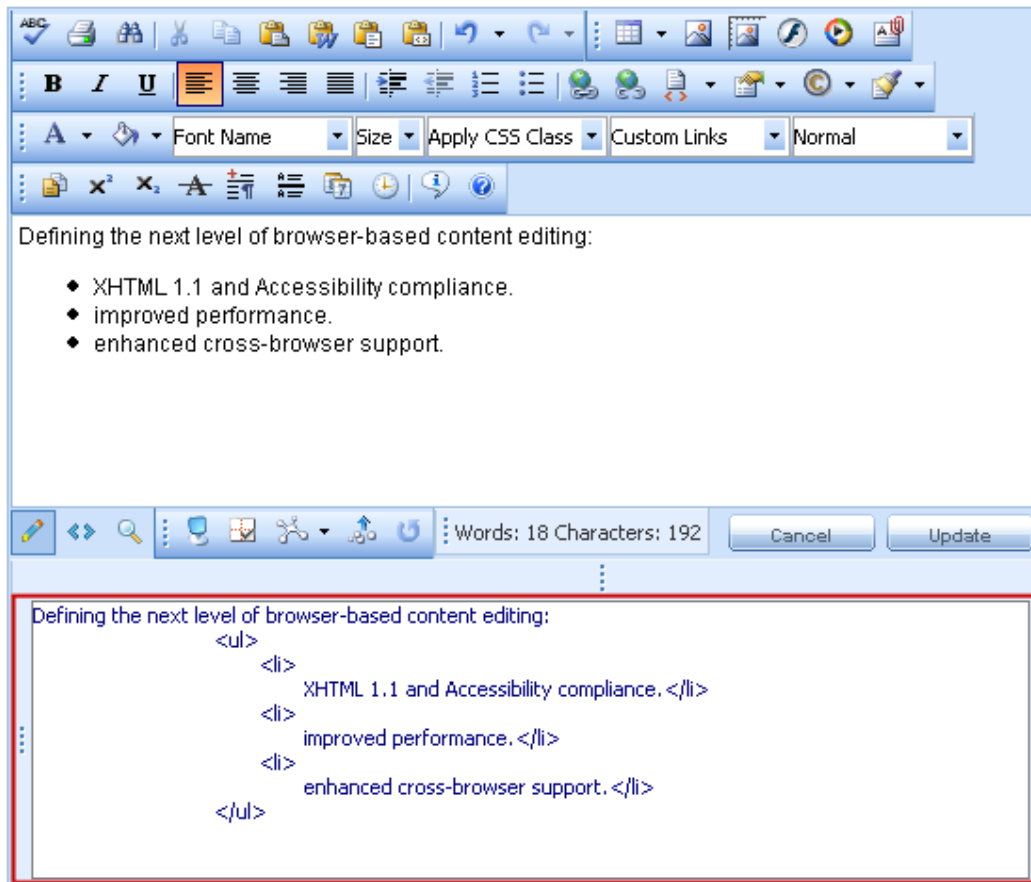
6.2. Properties Inspector

This is a powerful module that 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.



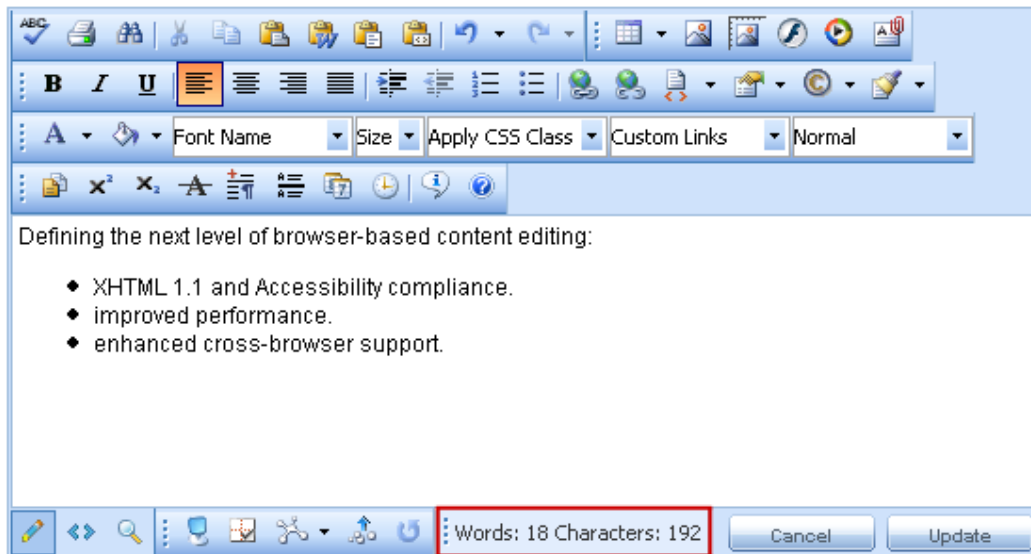
6.3. Real Time HTML Inspector

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.



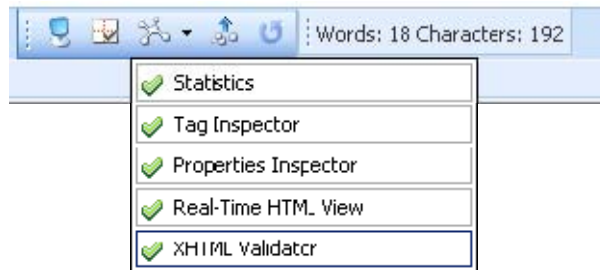
6.4. Statistics

This module provides word/character count or other analysis of the content. It is especially useful when you have a word/character limit for an article.

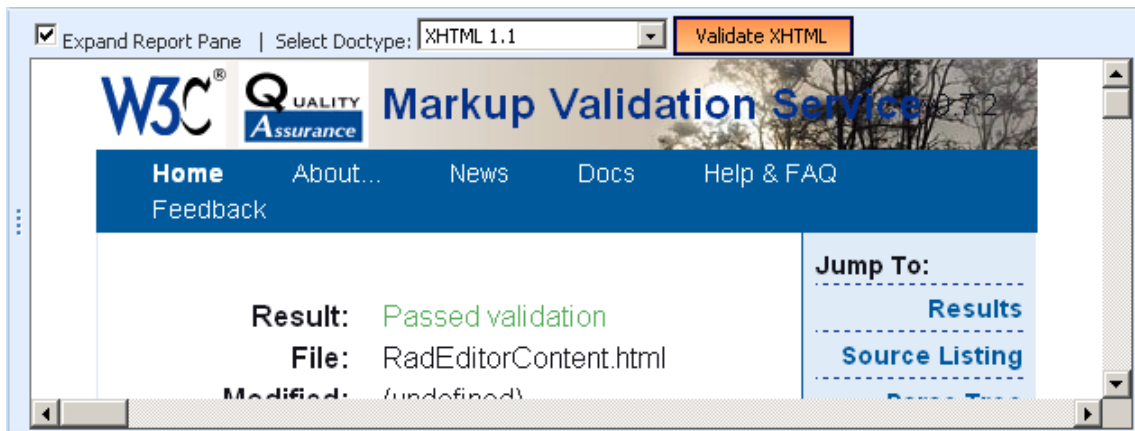


6.5. Integrated XHTML Validator

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 the module has not been defined in the ToolsFile, you will not be able to see it in the list. Consult the developer of your application for details.



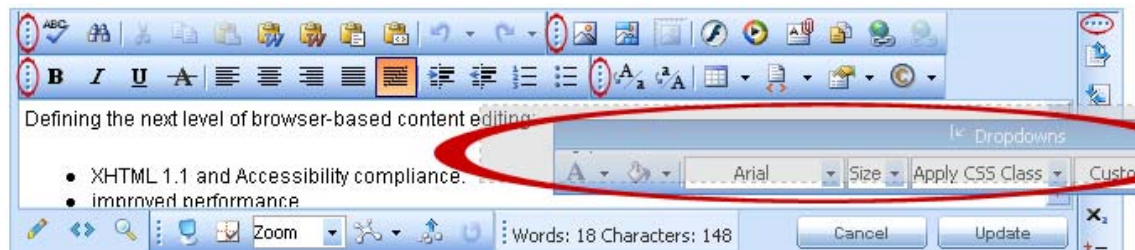
Once the XHTML validation module is enabled, you can check the HTML content you are currently working on by clicking the **[Validate XHTML]** button.



7. DOCKING TOOLBARS AND MODULES

7.1. Dockable Toolbars/Modules

Users are free to organize the r.a.d.editor workspace to suit 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 shown below:

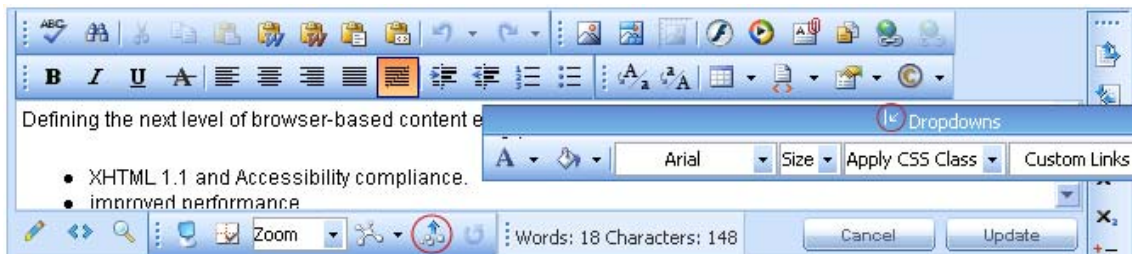


When a Toolbar/Module is dragged over another Toolbar/Module within a given zone, it is placed either above or to the left, depending on the space available and the orientation of the docking zone (horizontal or vertical).

7.2. Un-docking Toolbars and Modules

If you drag and drop a dockable Toolbar/Module outside the docking zone, i.e. over the content area or outside the editor, it will become undocked. To dock it back, click the button.

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



8. TOOLBAR BUTTONS

8.1. 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.
	Ctrl+B	Select the text and click to apply bold . If the cursor is in a single word, clicking this button applies bold to the whole word.
Italic		Applies <i>italic</i> formatting to the selected text.
	Ctrl+I	Select the text and click to apply <i>italic</i> . If the cursor is in a single word, clicking this button applies <i>italic</i> to the whole word.
Underline		Applies <u>underline</u> formatting to the selected text.
	Ctrl+U	Select the text and click to apply <u>underline</u> . If the cursor is in a single word, clicking this button applies <u>underline</u> to the whole word.
Strikethrough		Applies strikethrough formatting to the selected text.
		Select the text and click to apply strikethrough . If the cursor is in a single word, clicking this button applies strikethrough to the whole



		word.
Font Name		
		Sets the font typeface. This dropdown allows you to change the font of the selected text.
Font Size		
		Sets the font size. These dropdowns allow you to change the font size of the selected text.
Text Color (Foreground)		
		Changes the color of the selected text. 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. This dropdown contains predefined text styles that can be applied to the selected text.
Superscript		
		Makes text or numbers appear as ^{superscript} . When typing text, you can click this button to make the text that follows ^{superscript} . The button also works on selected text. You need to click the button again to switch to normal text typing.
Subscript		
		Makes text or numbers appear as _{subscript} . When typing text, you can click this button to make the text that follows _{subscript} . The button also works on selected text. You need to click the button again to switch to normal text typing.
Convert To Lower Case		
		Converts selected text to lower case. When typing text and select it, you can click this button to change the text to lower case.
Convert To Upper Case		
		Converts selected text to upper case. When typing text and select it, you can click this button to change the text to upper case.

8.2. Formatting Paragraphs & Lists

















New Paragraph		
	Ctrl+Enter	Inserts a new paragraph. This button allows you to insert a new paragraph. There is a difference between clicking this button and clicking [Enter] . Click [Enter] to create a new line and keep the paragraph formatting. Click to create a paragraph with different paragraph settings that can be changed later on. This feature is important when applying indentation and justification to text.
Paragraph Style		
		Applies standard or predefined text styles to the selected paragraph. This dropdown allows you to change the paragraph style. Click anywhere in the paragraph you want to format and select the preferred style from the dropdown.
Numbered List		
		Creates a numbered list from the selection. Select some text or place the cursor inside a paragraph and click this button to make the text a numbered list. Click the button again to 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 click this

		button to make the text a bulleted list. Click the button again to turn the bulleted list into a regular paragraph of text.
Increase Indent		
		Indents a paragraph to the right. This button indents a paragraph to the right. Each time this button is clicked, the paragraph is indented further to the right.
Decrease Indent		
		Decreases the 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 indent to the left and click  .
Horizontal ruler		
		Inserts a horizontal line (ruler). Click this button to insert a horizontal line below the cursor position.
Align Left		
		Aligns the selected paragraph to the left. Click this button to align the selected paragraph to the left.
Center		
		Aligns the selected paragraph to the center. Click this button to center the lines in the selected paragraph.
Align Right		
		Aligns the selected paragraph to the right. Click this button to align the selected paragraph to the right.
Justify		
		Justifies the selected paragraph to the left and to the right. Click this button to justify the selected paragraph.

8.3. Working with portions of text


AjaxSpellChecker (Spellchecker)		<p>Launches either the AjaxSpellChecker or the SpellChecker dialog (depending of the configuration)</p> <p>The spellchecker is a tool for checking spelling of the written text.</p> <p>As of version 7.0, r.a.d.editor brings the spellchecking experience to a whole new level with the addition of an inline AJAX spellchecker. You can now check your spelling asynchronously and all your mistaken words will be highlighted inline. The context menu on every word gives you a quick and easy way to Change, Ignore or Add the word to a custom dictionary.</p> <p>The dialog spellchecker works the same way as in Microsoft Word®. When launched, a dialog appears and the check starts automatically from the beginning of the document. The misspelled words appear in the spellchecker dialog where you can either [Ignore] the suggestion or [Change] the word with the one suggested.</p> <p>Spell-checking</p>
Print		Prints the contents of the r.a.d.editor or the whole web page.
	Ctrl+P	Click this button to launch your default printer's dialog box. Click [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	This button works on the selected text, image and/or table. Select some content and click [Cut] . The selected text or image is removed from the










		page and is stored in the clipboard for later use. Please note that only the last cut (or copied) item is stored in the clipboard. This tool is very helpful when you need to relocate a word/text within the page: just select the text, click  , place the cursor on the new place, and click  (see below).
Copy		
	Ctrl+C	Copies the selected content to the clipboard. This button works on the selected text, image and/or table. Select some content and click [Copy] . The content is stored in the clipboard for later use. Note that only the last copied (or cut) item is stored in the clipboard. This tool is very helpful when you need to type the same text many times: just select the text, click  , place the cursor on the new place and click  (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		
	Ctrl+V	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. Place the cursor where you want the item to appear and click  .
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 cleans all unnecessary Microsoft Office related tags. Place the cursor where you want the item to appear and click  In case you try to paste Word content with the regular [Paste] button or Ctrl+V , a dialog will appear asking whether to clean the Word markup. If the Clipboard content does not come from Word, the dialog does not show.
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 cleans unnecessary Microsoft Office related tags plus font formatting. Place the cursor where you want the item to appear and click  .
Paste Plain Text		
	Ctrl+V	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. 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		
	Ctrl+V	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. 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: <code>

What's new in version 6.0</code>




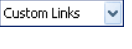




Format Stripper		Strips (removes) the formatting from the selected or the whole text.
		Removes Word®, custom or all formatting.










8.4. Inserting elements

Image Manager		Opens the image dialog
	Ctrl+G	The image dialog allows you to insert, upload, create thumbnails and set image properties. Working with images...
Absolute Positioning		Sets an absolute position of an object.
		Enables you to move an object (image, table or media) freely into the editor.
Flash Manager		Opens the flash dialog
		The flash dialog allows you to work with flash files: insert and upload animations. Working with flash animation
Windows Media Manager		Opens the media dialog.
		The Windows media dialog allows you to insert/upload media objects (AVI, MPEG, WAV, etc.) and set their properties. Working with Windows media...
Document Manager		Opens the document manager dialog
		The document manager dialog allows you to insert a predefined document at the cursor position into the editor. Working with documents...
Template Manager		Opens the template manager dialog.
		The template manager dialog allows you to manage templates. Working with templates...
Image Map Editor		Opens the Image Map editor.
		The Image Map allows you to create images containing one or more invisible regions which are linked to other pages, otherwise known as a hotspots. Working with Image Maps...
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 the number of rows and columns you would like to create. The table is inserted at the cursor position. Working with tables...
Insert a Hyperlink		Makes the selection a hyperlink.
	Ctrl+K	This button allows you to create a hyperlink from the selected text, number or image. In the hyperlink dialog, you need to choose the type of link you want to insert: Hyperlink, Anchor or E-mail. Working with hyperlinks...
Remove Hyperlink		Removes hyperlink from the selected text, number or image.
	Ctrl+Shift+K	Select an image/text in a hyperlink, anchor or e-mail link and click this button to remove the link.
Insert Special Character		Inserts special character(s).
		Click this button to display a dropdown list with the built-in special characters. Select a character to insert at the cursor position. If the character you want to insert is not in the list, please contact your developer. Inserting special character...



Insert Code Snippet		Inserts a predefined code snippet.
		Select an area in the editor and click  to insert a predefined code snippet. The snippet retains 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.
		This dropdown allows you to create a preset hyperlink on the selected text, number or image. Select the object you want link, click  dropdown and select the link that you would like to use. Applying CSS Class
Insert Time		
		Click this button to insert the current time in the editable area.
Insert Date		
		Click this button to insert the current date in the editable area.

8.5. 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 with hidden borders.
Design Mode		
		Click this button to switch the editor WYSIWYG to design mode.
HTML Mode		
		Click this button to switch the editor to HTML mode.
Preview Mode		
		Click this button to switch the editor to preview mode to see the result of your changes.
Full Screen Mode		
	F11	Click this button to expand the editor to a full screen. When in full screen mode, click again to return the editor to the previous state.
Modules		
		Select a module to activate (or deactivate) from the dropdown list. Currently active modules are marked with a check mark. Inactive modules are marked with a cross.
Docking		
		Click this button to set 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, this button allows you to un-dock the toolbar.
Zoom In(Out)		
		Click here to zoom in (or out) the editable area.

8.6. Miscellaneous

Help		Shows help on the functionality of buttons.
		Click to open a window with a short description of each button, its functions and a keyboard shortcut if such is available.
Repeat		Repeats the last action
	F4	Click to repeat the last action
Undo		Disregards the last action
	Ctrl+Z	Click to undo your last changes. This includes but is not limited to inserting tables, moving images and formatting text. Expand the dropdown list to select multiple actions to undo.
Redo		Redoes the last undone action.
	Ctrl+Shift+Z, Ctrl+Y	Click to redo the last undone action. Expand the dropdown list to select multiple actions to redo.
Find and Replace		
	Ctrl + F	Opens the Find and Replace dialog.

8.7. Other keyboard shortcuts

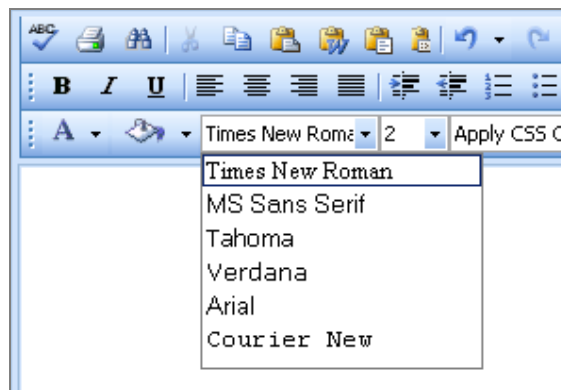
Some of the general keyboard shortcuts valid for Microsoft Windows® and Internet Explorer® will work in the r.a.d.editor as well. For your reference, we have included some of them (in addition to the keyboard shortcuts described above):

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.

9. FORMATTING TEXT

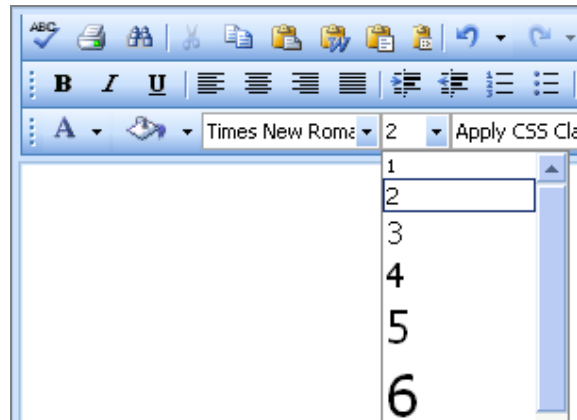
9.1. Changing the Text Font

To change the font of some text, select the text first and then select a font from the dropdown list on the toolbar.




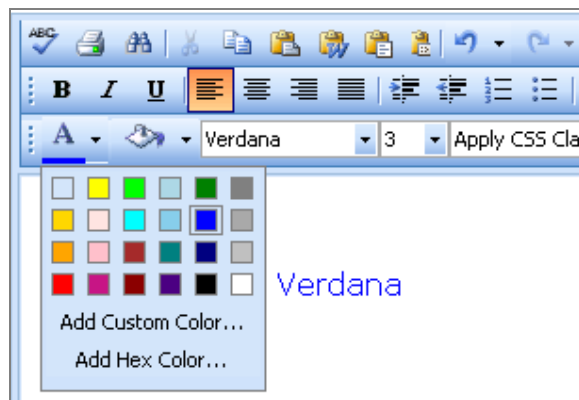
9.2. Changing the Text Size


To change the font size of some text, select the text first and then select a font size from the dropdown list on the toolbar.

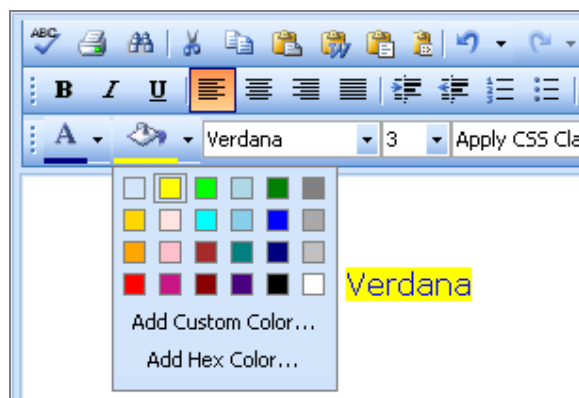


9.3. Applying Text Colors

- i. To apply a foreground color to some text, select the text first and then click the **[Foreground Color]** button  on the toolbar. This opens a color picker where you select a color to apply.

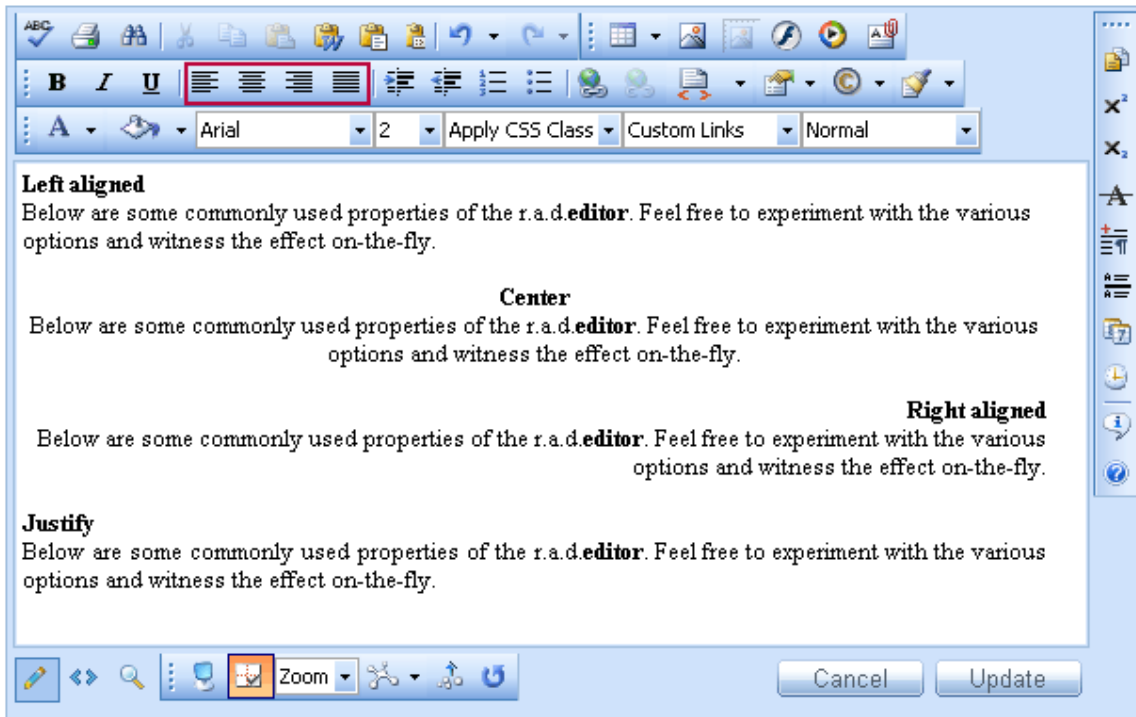


- ii. To apply a background color to some text, select the text first and then click the **[Background Color]** button  on the toolbar. This opens a color picker where you select a background to apply.



9.4. Setting Text Alignment

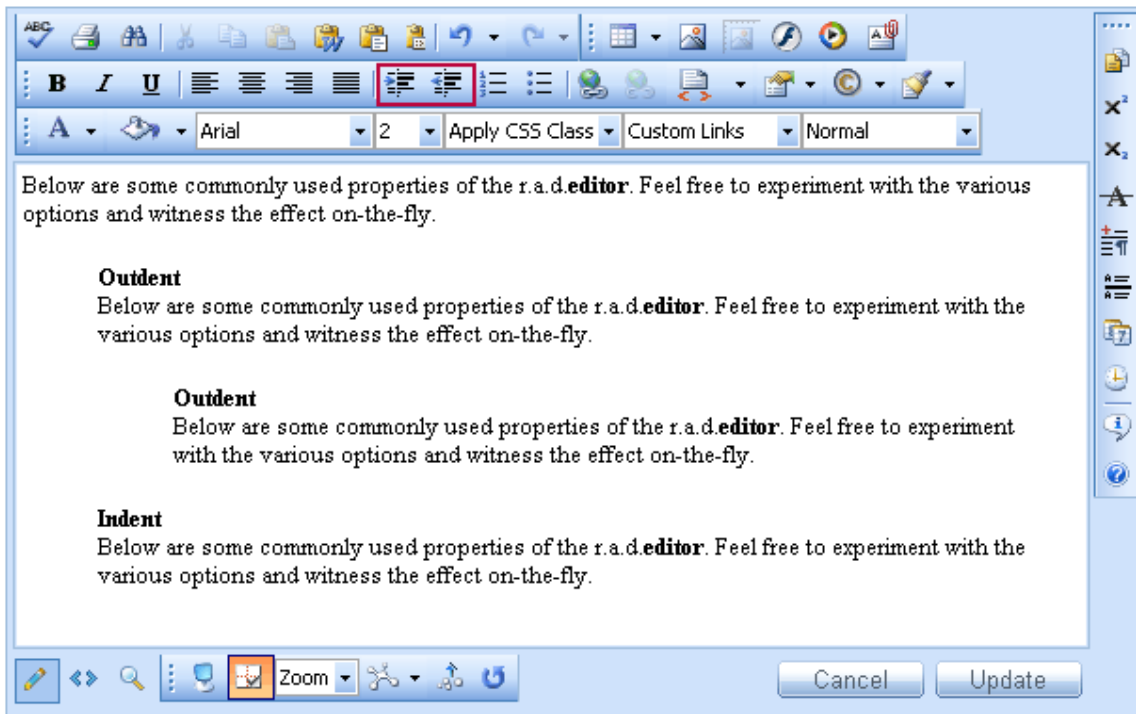
You can set the paragraph alignment to left, center, right or justify. Select the text and from the toolbar, click the button for the alignment you want to set.



9.5. Indentation

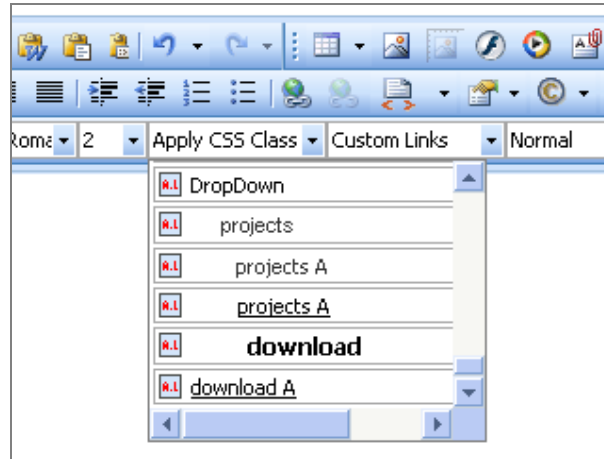
Indentation allows you to move the selected paragraph to the left (Indent) or to the right (Outdent). The Outdent works only if Indent has been applied.

To apply indentation to the selected text, place the cursor inside a paragraph and click the indentation button.



9.6. Applying CSS Classes

Predefined CSS classes are used to ease the process of formatting. To apply a CSS class, select the text first and then select a class from the CSS Class dropdown list on the toolbar.

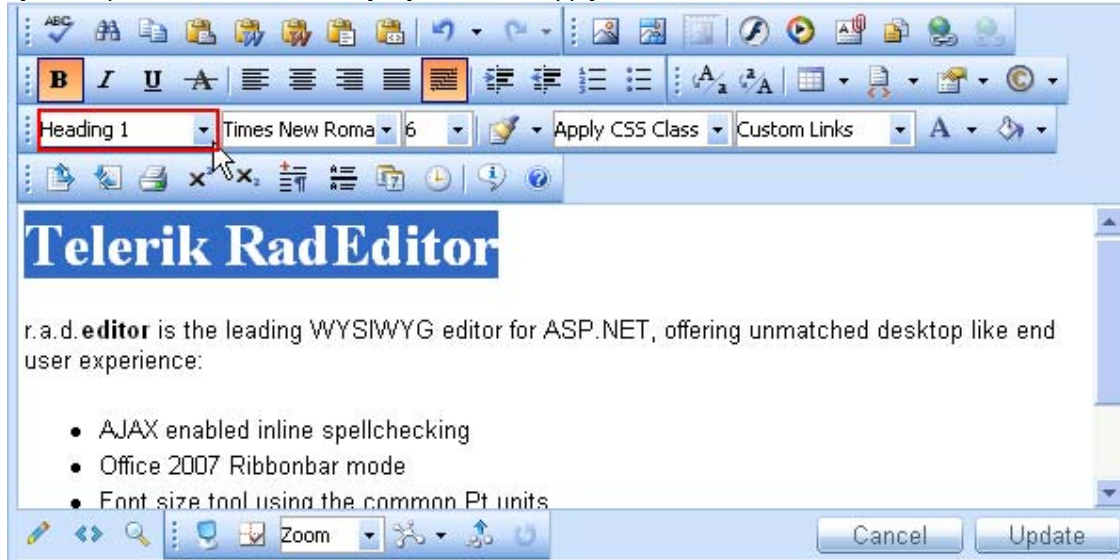


To clear an activated CSS Class is as easy as applying it. To clear the CSS class, select the text first and then select "Clear Style" from the CSS Class dropdown list.

9.7. Applying Paragraph Styles

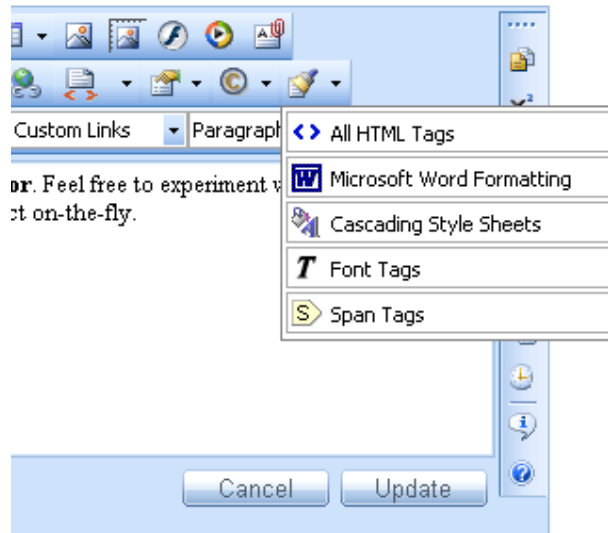
Predefined paragraph styles are used to ease the process of formatting paragraphs. The user can apply consistent paragraph styles to a document. The predefined styles include different heading styles, and other styles defined by the developer.

To apply a paragraph style to some text, first place the cursor within the text, then from the paragraph styles dropdown list, select the style you want to apply.




10. COPYING FORMATTED TEXT FROM Microsoft Word AND OTHER APPLICATIONS

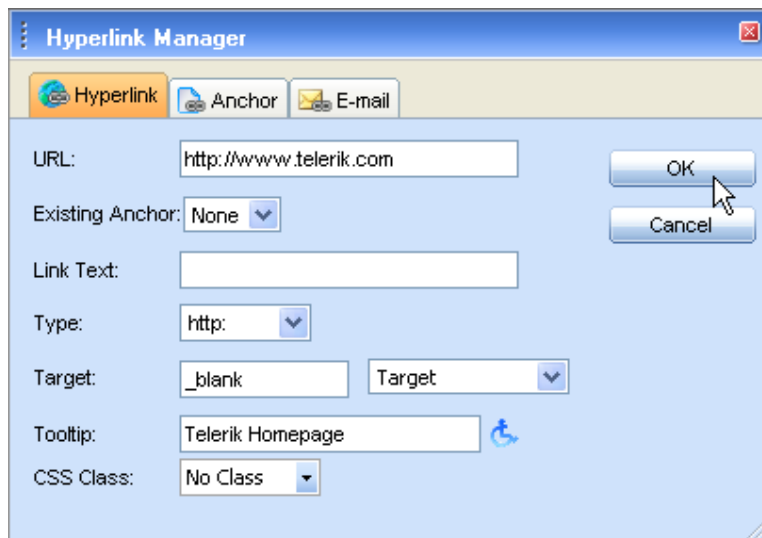
Copying formatted text from Microsoft Word, Internet explorer and other applications is pretty straightforward. Once you have pasted the formatted text in the editor, you can remove the Word-specific formatting that is not suitable for the web. To do that, first select the text and then select "Microsoft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




11. WORKING WITH HYPERLINKS

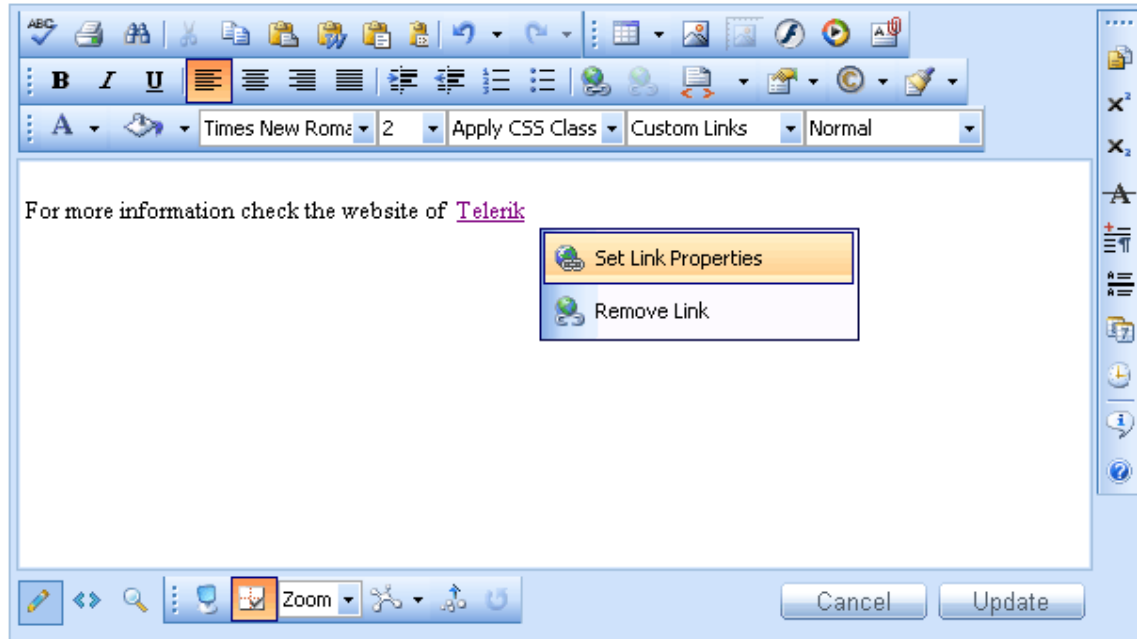
11.1. Inserting a Hyperlink

- i. Select the text or object that you want to set as a hyperlink.
- ii. Click the **[Hyperlink Manager]** button . The "Hyperlink Manager" dialog appears.
- iii. In the URL field, enter the web address that you want the link to point to or from the Existing Anchor dropdown list, choose an anchor inserted in the current document.
- iv. (Optional) Fill the Link Text field if you want to specify the text of the link,
- 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 text will appear when the mouse cursor is placed over the hyperlink (text or image).
- viii. Click **[OK]**.




11.2. Modifying a Hyperlink

- i. Click inside the hyperlink (or in 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]**.

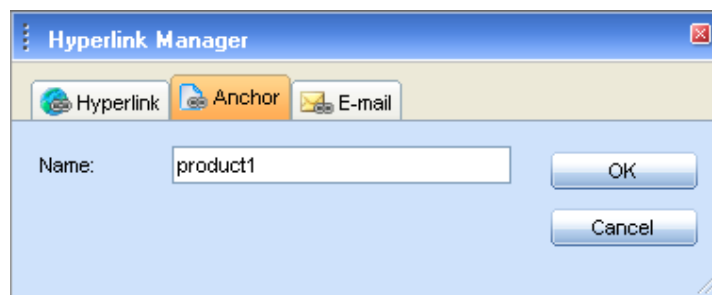




11.3. Removing a Hyperlink

- i. Select the text or image that has been set as a hyperlink.
- ii. Click the **[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.

11.4. 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 that lead to the same page or a particular place in another page. The anchor defines the destination to which a hyperlink must lead. Then you can create a hyperlink and point it to that anchor.

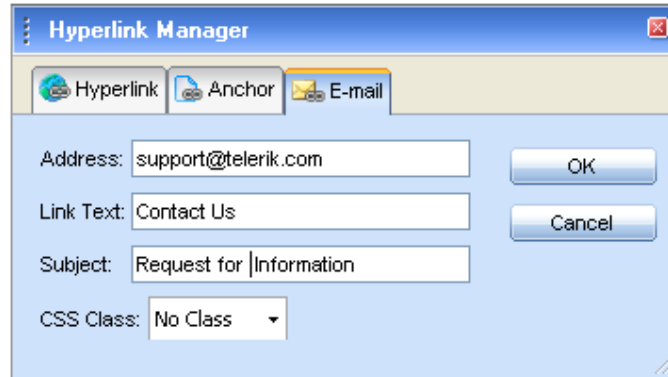


- i. Define the Anchor. Place the cursor where you want the hyperlink to lead.
- ii. Click the **[Hyperlink Manager]** button . Select the **[Anchor]** tab. Enter a unique name for the anchor (e.g. “product1”).
- iii. Click **[OK]**.
- iv. Create the hyperlink that will lead to the Anchor. Select some text or an image.
- v. Click the **[Hyperlink Manager]** button  again. Select the **[Hyperlink]** tab.
- vi. In the URL field, type “#” followed by the name of the anchor (in our case “product1”, so you will have to enter **#product1**). In addition, from the Existing Anchor dropdown list, you can select an anchor inserted in the current document.


- vii. Change the Type to "Other".
- viii. Click **[OK]**.

11.5. 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").

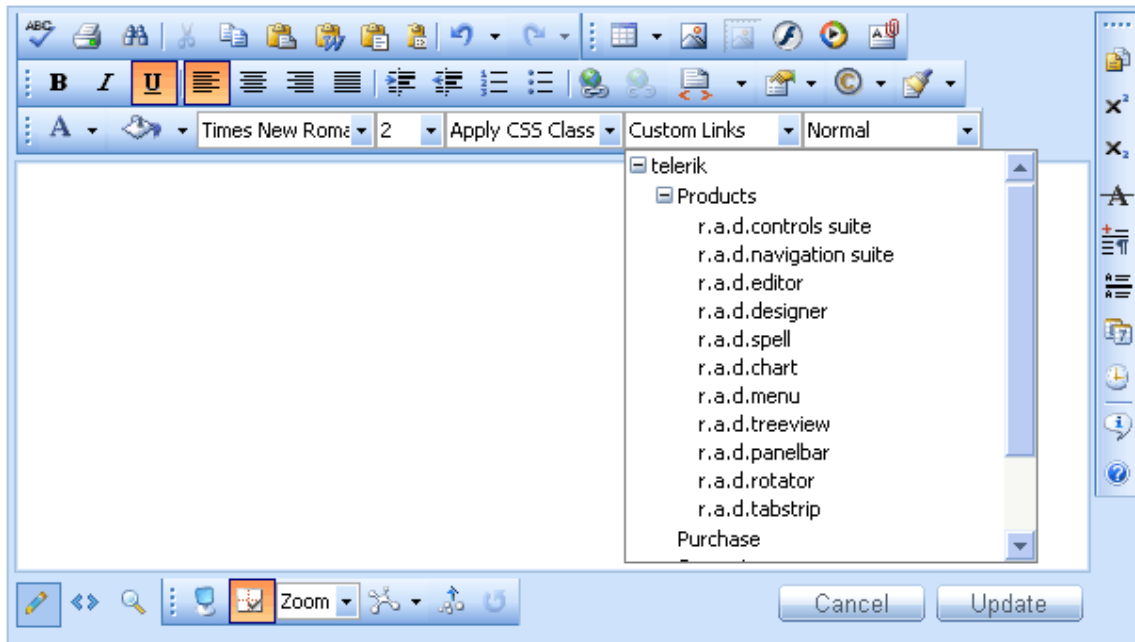



Select the text or image that you want to set as an e-mail link.

- i. Click the **[Hyperlink Manager]** button . The "Hyperlink Manager" dialog appears.
- ii. Click the **[E-mail]** tab.
- iii. Enter the e-mail address in the Address field.
- iv. (Optional) Enter a text that will appear as an e-mail link.
- v. (Optional) Enter a subject for the e-mail message in the Subject field.
- vi. (Optional) Select a CSS Class from the dropdown list.
- vii. Click **[OK]**.


11.6. Inserting Custom Links

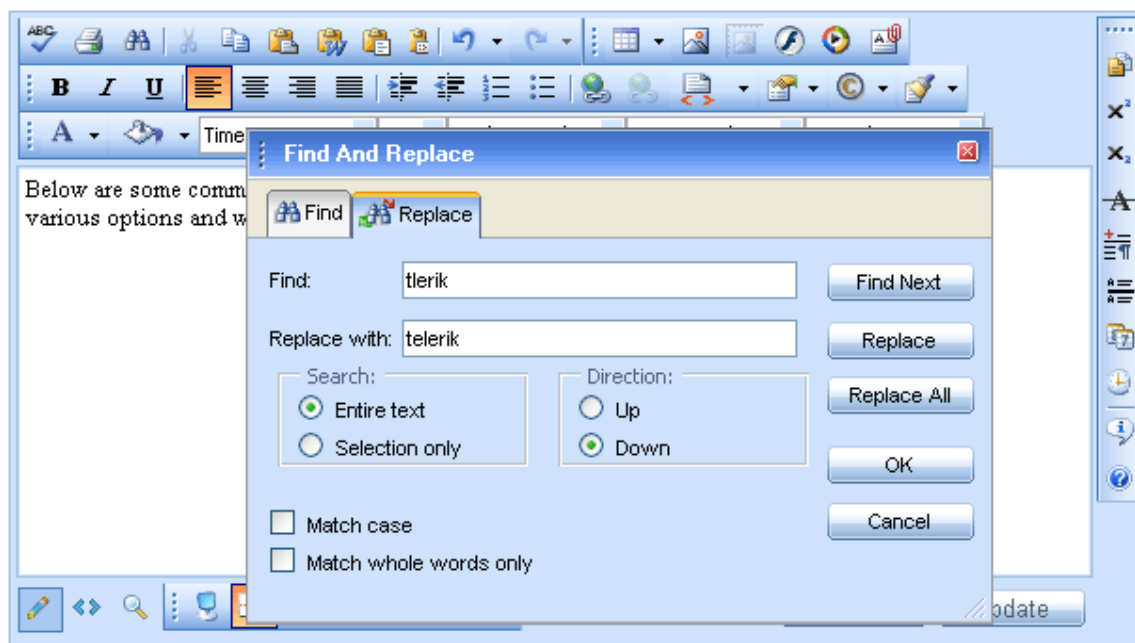
In some cases, r.a.d.editor may be configured to display and insert a set of frequently-used links. Such links may be all the web pages of a site (a.k.a. Internal Links). They will appear in the **[Custom Links]** dropdown list . As a result, you can quickly assign a predefined hyperlink to an object and type its URL address.



- i. Select the text or image that you want to set as a hyperlink.
- ii. Click the **[Custom Links]** dropdown list .
- iii. From the dropdown list, select the desired link.


12. Find and Replace

To find (and subsequently replace) a word or passage of text in the content, click the  button on the toolbar to open the **Find and Replace** dialog. This 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 appears.
- iii. Type the word or abstract of text you want to find in the **Find** field.
- iv. (Replace) If you want to replace this text with a different one, click the **[Replace]** tab.
- v. (Replace) Choose other options like search direction, scope, etc.
- vi. (Replace) Click **[Find Next]**, **[Replace]**, or **[Replace All]** respectively.

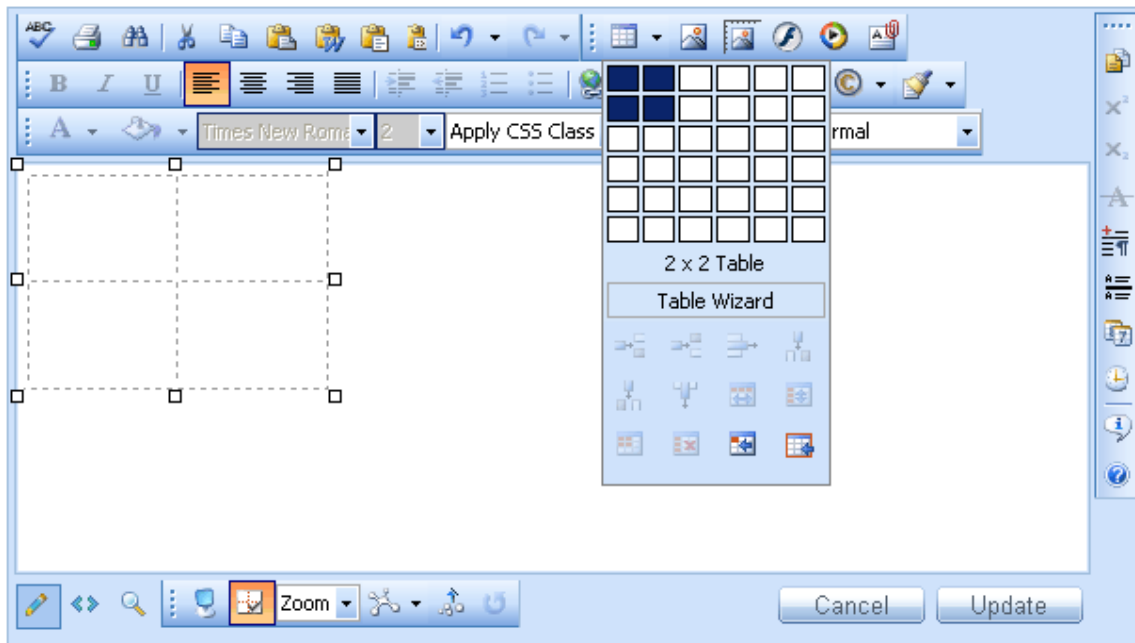
 **Note:** If you have replaced a given text with the **Replace** or **Replace All** functions by mistake, you can click **[Cancel]** and the replacement will be undone. To confirm the replacement click **[OK]**.

13. WORKING WITH TABLES


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

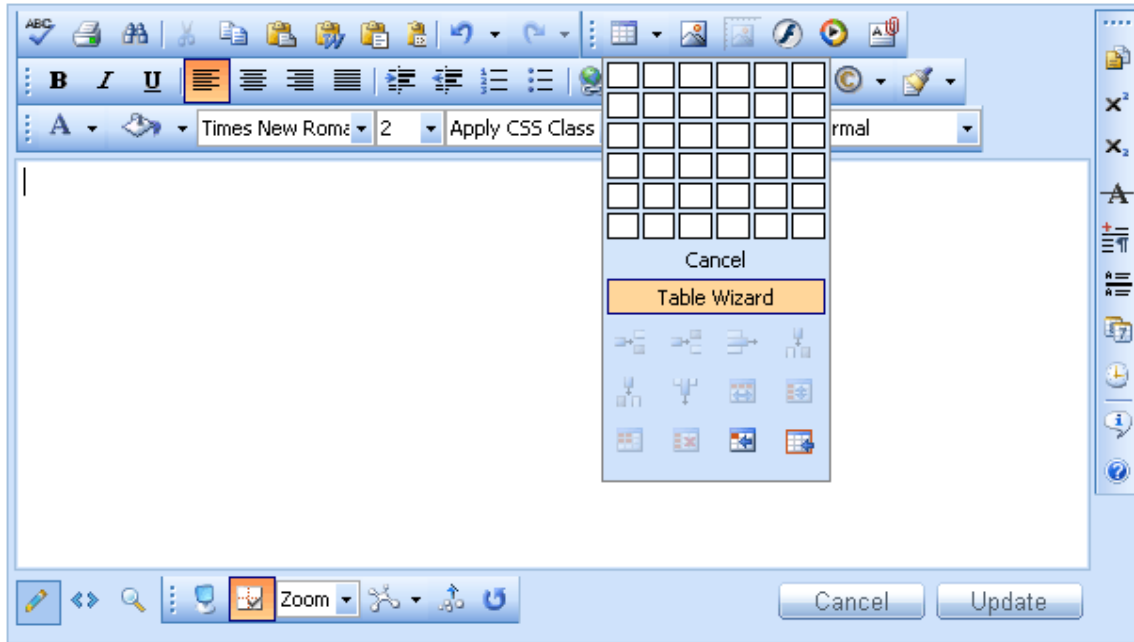
13.1. Creating a Table Using the Table Builder

- i. Position the cursor where you want to create the table.
- ii. Click 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.

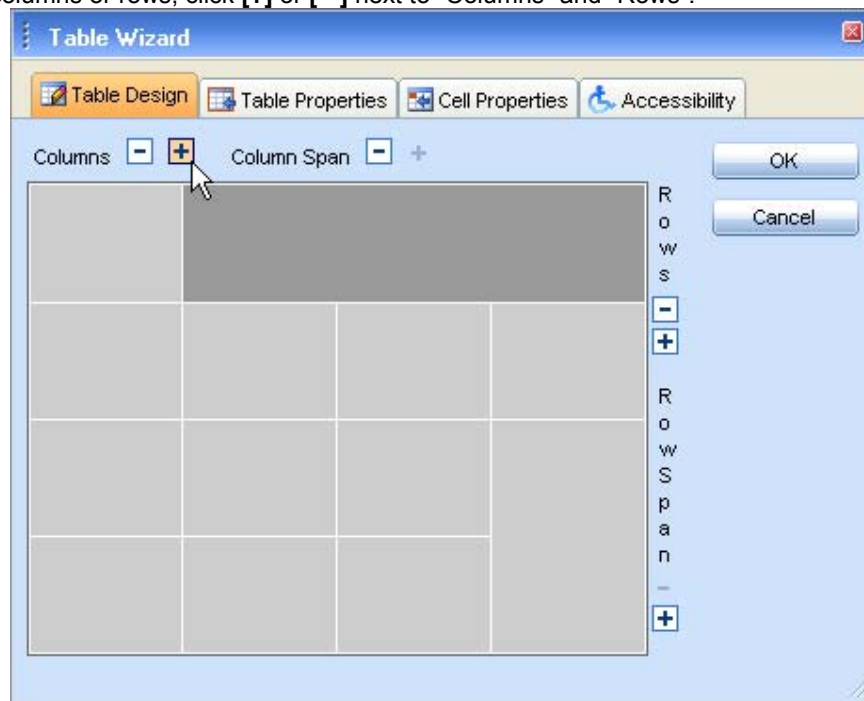


13.2. Creating a Table Using the Table Wizard

- i. Position the cursor where you want to create the table.
- ii. Click the **[Insert Table]** button  on the r.a.d.editor toolbar.
- iii. Click the **[Table Wizard]** button at the bottom to open the "Table Wizard" dialog.



The Table wizard appears and you can use it to create your table and set its properties. To add or remove columns or rows, click **[+]** or **[-]** next to “Columns” and “Rows”:




- i. Click **[+]** next to “Column span” to merge the right cell with the cell you have selected. Click the **[-]** button to unmerge the left cell.
- ii. The **[-]** 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. 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.

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

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

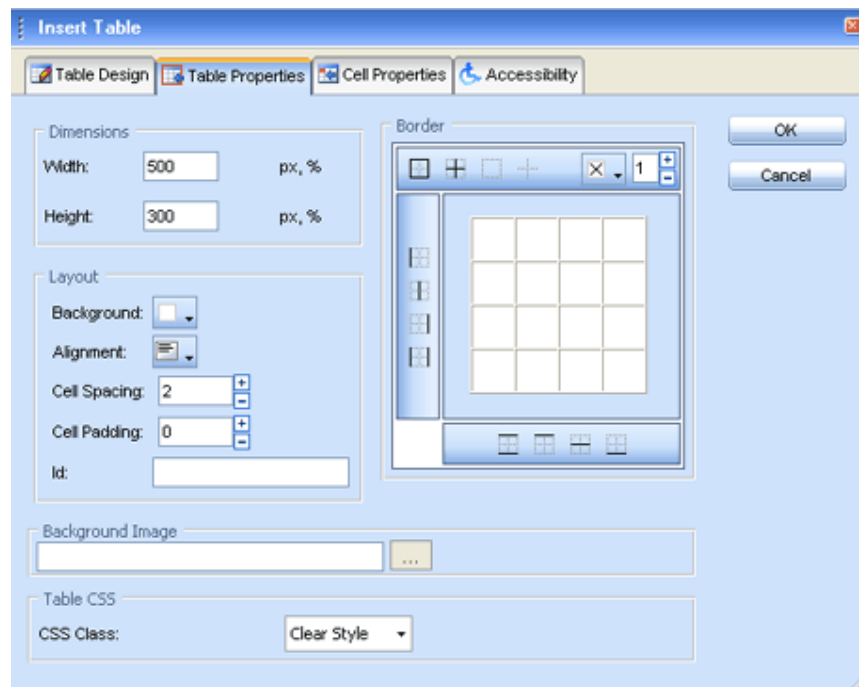
13.4. Toggle Table Borders

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

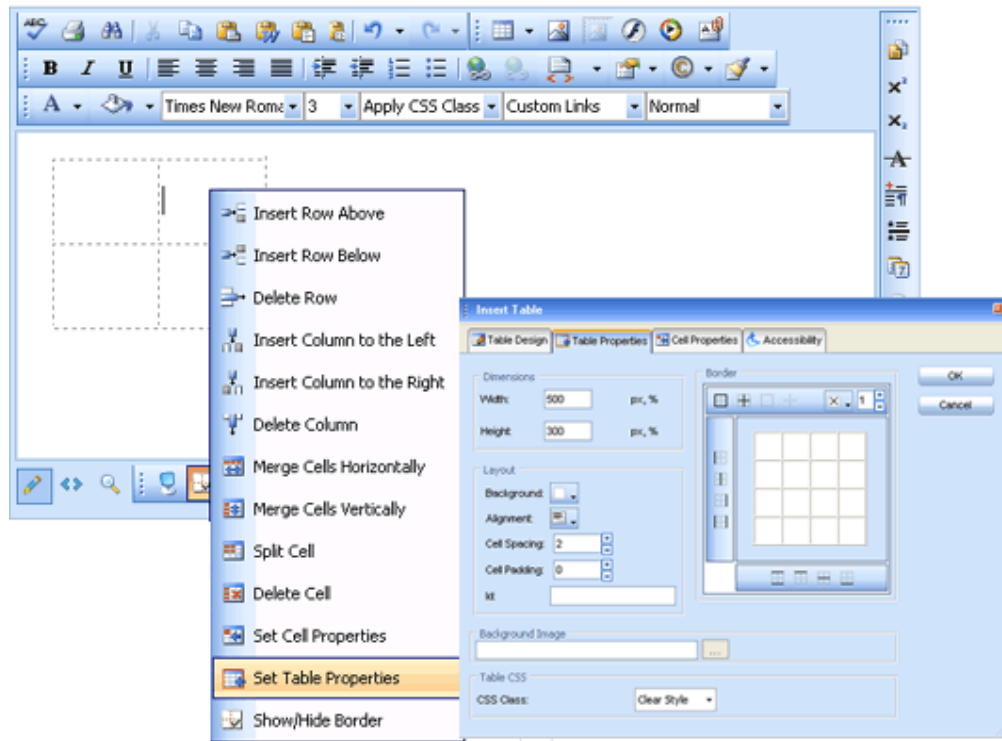
13.5. Formatting Tables

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

- From the Table Wizard, click the **[Table Properties]** tab.



- Right-click inside an existing table and select "Table Properties" from the context menu. This opens the Table Properties dialog.



13.6. Table Properties Explained

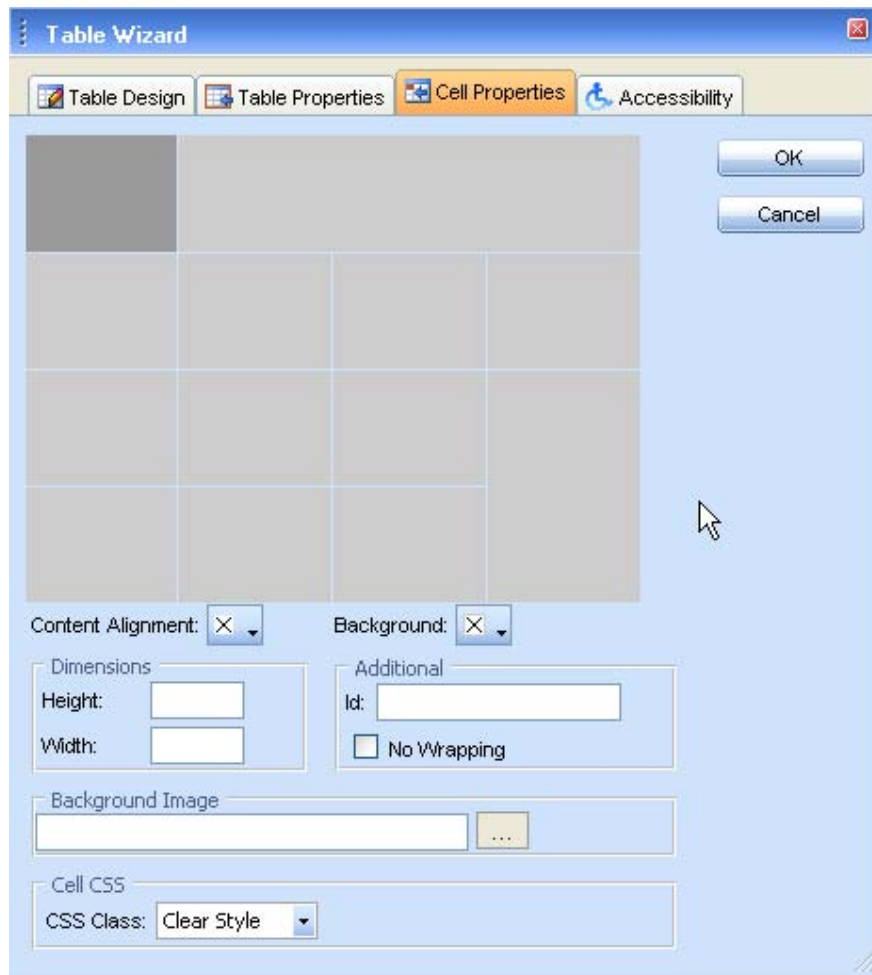
Once the Table Properties dialog tab is opened, you can set the appearance of the table. This involves setting one or more of the following table properties:

- **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.

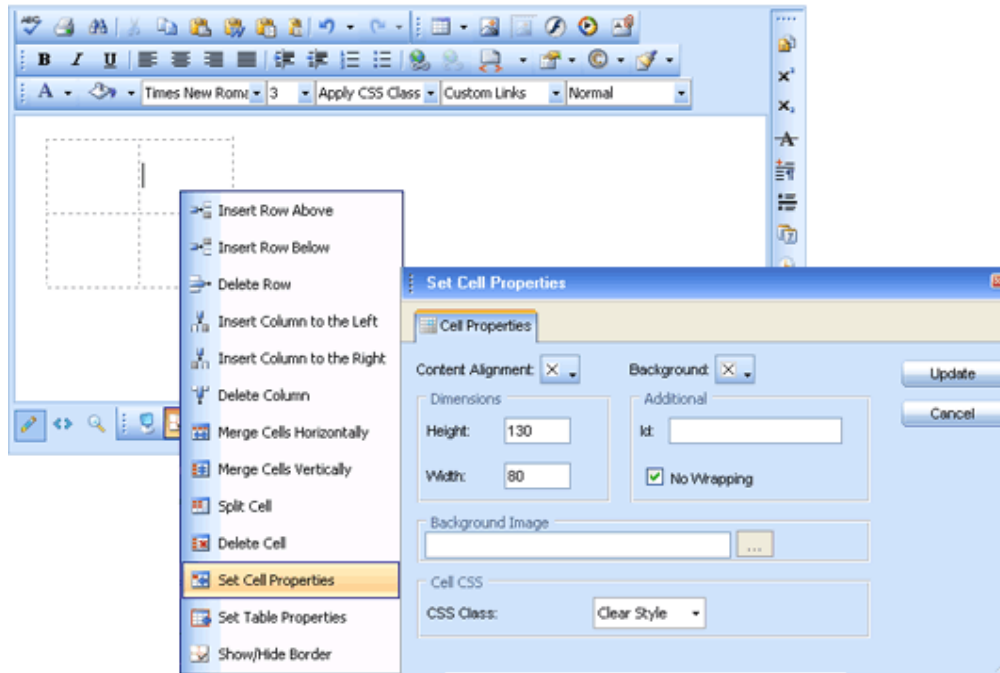
13.7. Cell Properties Explained

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 either of the following ways:

- From the Table Wizard, click the **[Cell Properties]** tab.



- Right-click a table cell and select "Cell Properties" from the context menu. This opens 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:

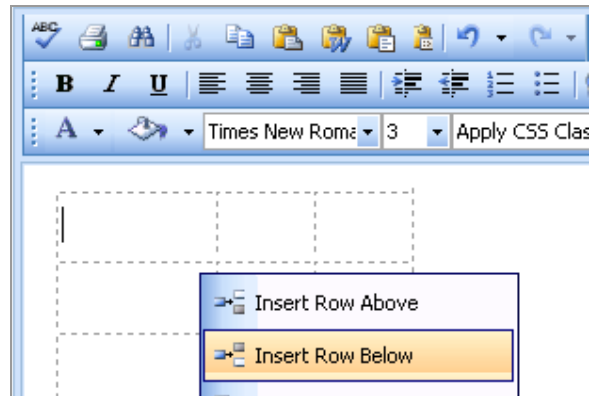
- **Width/Height**
Specifies the height and the width of the selected cell (in pixels or percent).
- **Content alignment**
Aligns the content within the selected cell, vertically and horizontally.
- **Background (color)**
Changes the background color of the selected cell.
- **Background Image**
Sets an image as the cell background.
- **Content**
Specifies default content for the cell. You can type 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.

13.8. Inserting/Deleting Rows and Columns

Once you have created a table, you can easily add or delete rows and columns. To do this, right-click inside a table cell to display the context menu.

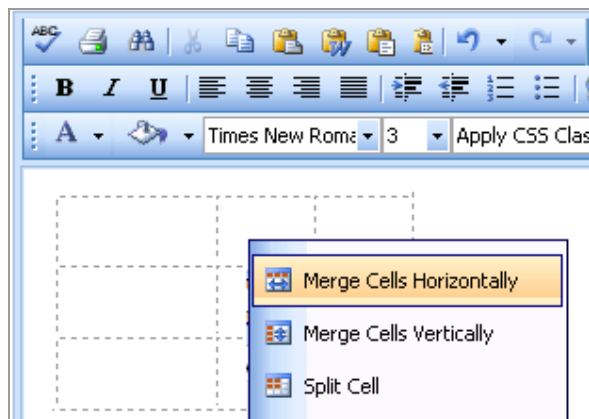
To insert a new row, do the following:

- 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.

13.9. Merging/Splitting Cells



To merge a cell with the adjacent cell, do the following:

- i. Select the cell.
- ii. Right-click to open the context menu.
- iii. From the menu, select "Merge Cells Horizontally/Vertically".

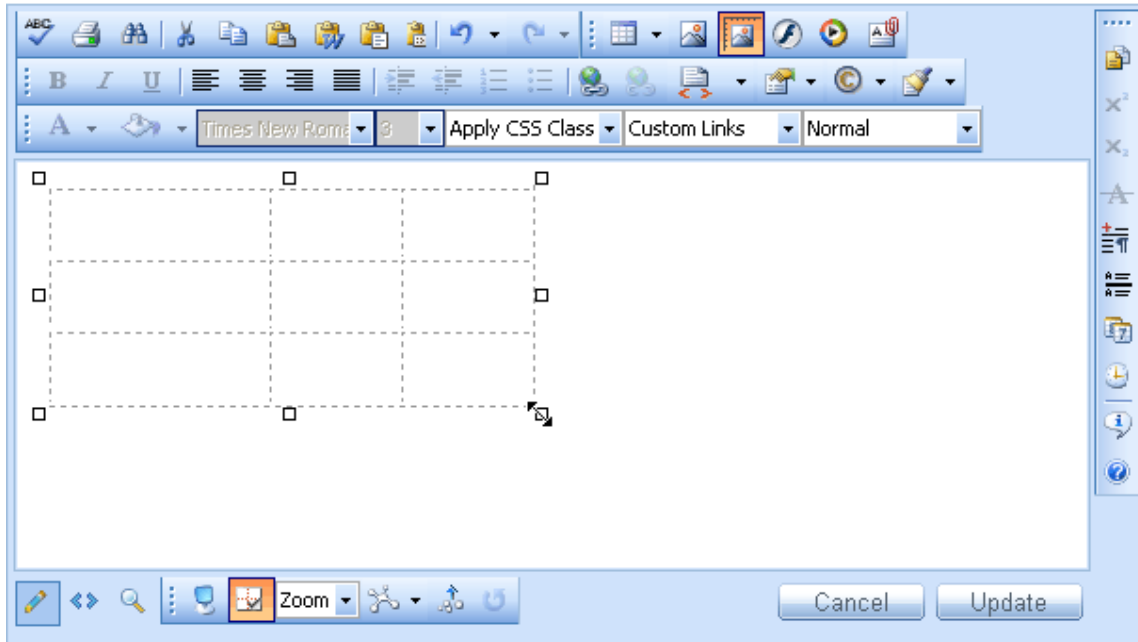
To split a cell that has previously been merged, do the following:

- i. Select the cell.
- ii. Right-click to open the context menu.
- iii. From the menu, select "Split Cell".

13.10. 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:

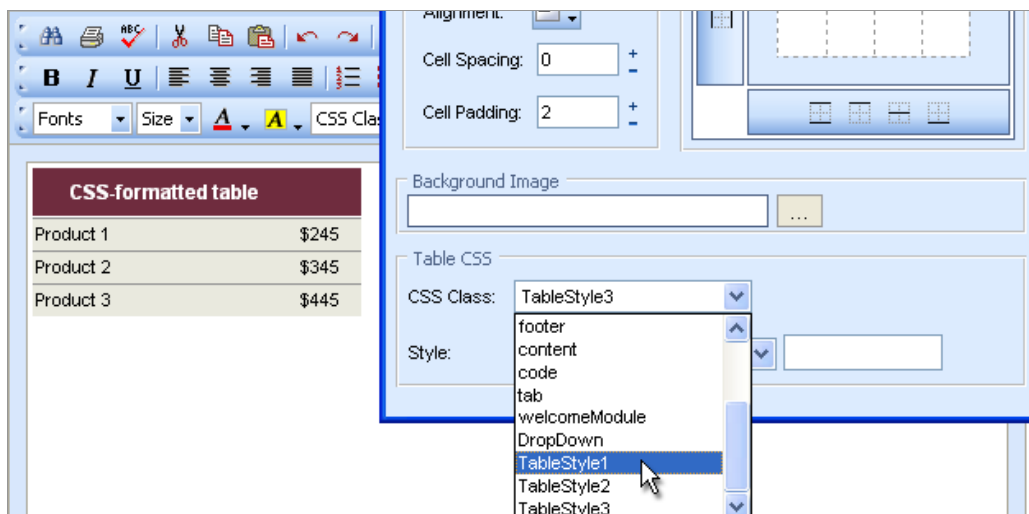
- i. Click the table border to select the whole table. Eight small squares will appear in the outer area of the table (see the screenshot above).
- ii. You can drag any of these handles vertically, horizontally or diagonally to resize the table. All cells that do not have exact dimensions (specified in pixels), will be resized evenly to accommodate the new table size.

13.11. Formatting Tables with CSS Classes

CSS class provides an 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:

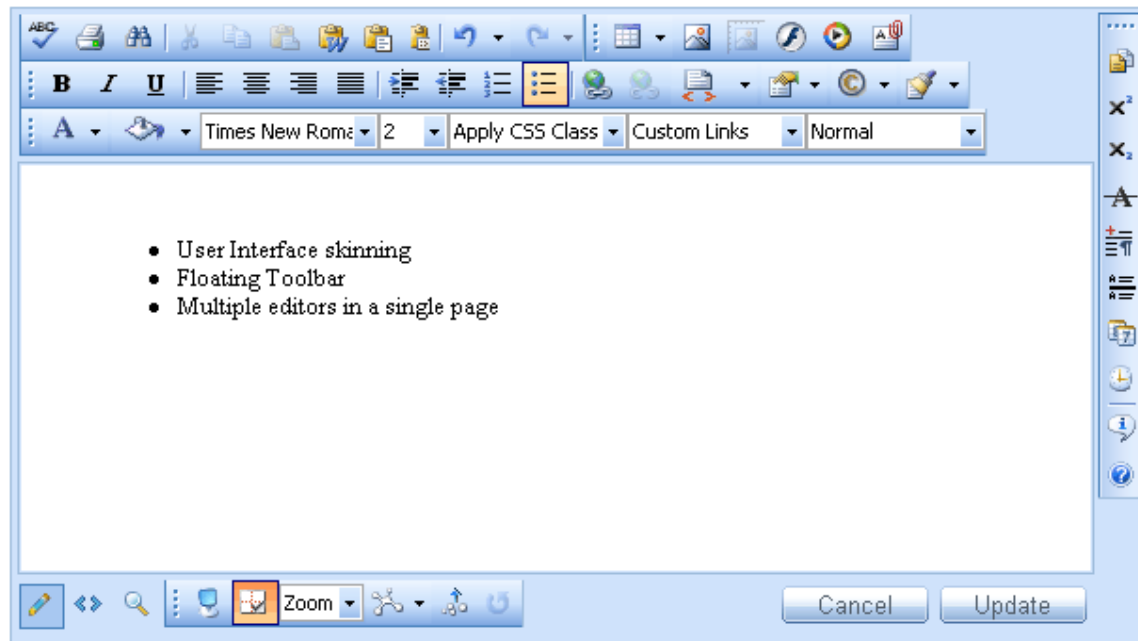
- i. Click the table/cell. Right-click to open the context menu.
- ii. From the menu, click "Set Table/Cell Properties" to open the "Table/Cell Properties" dialog tab.
- iii. Select the CSS class from the dropdown list at the bottom of the dialog.
- iv. Click the **[Update]** button.



14. CREATING BULLETED/NUMBERED LISTS

To create bulleted or numbered lists, do the following:


- i. Select the text that you want to convert to a bulleted/numbered list.
- ii. Click the **[Bulleted/Numbered list]** button  /  on the toolbar.
- iii. Press **[Enter]** to create a new list item.
- iv. Press **[Ctrl+Enter]** to end the list.

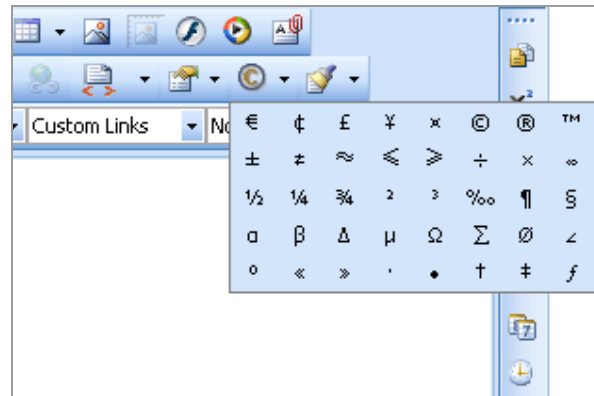


- v. Click the **[Indent]** or **[Outdent]** buttons  /  to create an inner level of numbering or bullets.

15. 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 the **[Insert Special Character]** button .
- iii. Click to select the respective character in the dropdown list.




16. WORKING WITH IMAGES

The Image Manager dialog allows you to 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:

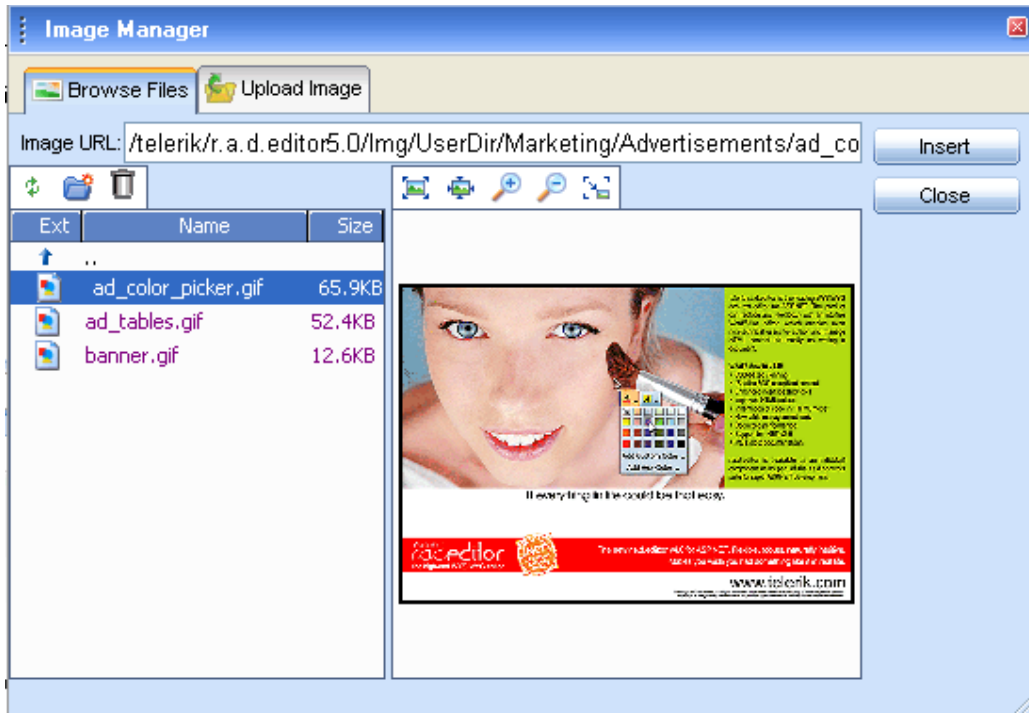
- browse folders and files
- sort files by name and type
- preview images, zoom in and out
- upload new images to the server (if you are given permissions to upload in the respective folder. Please contact the developer of your application for details about the given permissions.)
- generate thumbnails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

16.1. Inserting an Image from the Web-Server

- i. Position the cursor at the place where you need to insert the image.
- ii. Click the **[Image Manager]** button  from the toolbar. A dialog box appears.
- iii. To go to a new subfolder, double-click its name. To go to the parent folder, double-click the up-arrow.




- iv. Locate the image file that you want to insert and click it once. A preview of the image appears in the right-hand side of the dialog.
- v. Click **[Insert]** to finish or **[Close]** to cancel the operation.



16.2. 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 appears 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. Click the **[Upload Image]** tab.
- iv. Click **[Browse]** to select an image from you computer.
- v. Click **[Upload]**.



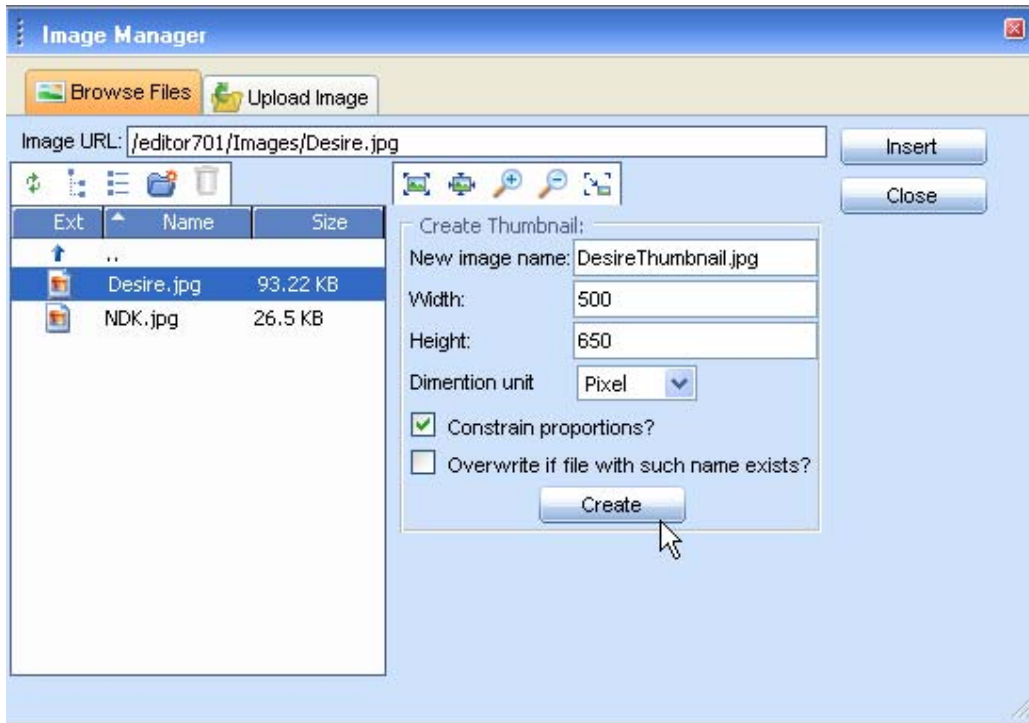
16.3. Creating Image Thumbnails

The **[Browse Files]** tab of the "Image Manager" allows you to create thumbnails of the images you have uploaded on the web server.

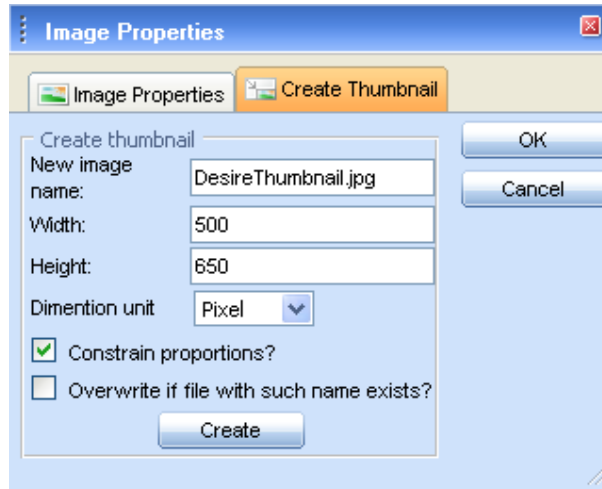
To create thumbnails, do the following:

- i. In the **[Browse Files]** tab, click the 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. Click the **[Upload]** tab. The thumbnail image appears at the bottom of the file-list in the current folder.



Another way to create thumbnails is to right click on the image and from the context menu, choose Set Image Properties. In the appearing dialog, click on the Create Thumbnail tab and set the thumbnail image dimensions:



16.4. Editing Image Properties

Once the image is inserted, you can manage its properties through the right-click context menu.




The image properties that 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.
- ii. **Border Color**
Specifies the color of the image border.
- iii. **Image Alt Text**
Specifies the alternative text that 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 wraps 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 is not resampled or modified, but rather displayed with the specified width.
- ix. **Height**
Specifies a custom height for the image (you can constrain the proportions to avoid distortion). The image is not resampled or modified, but rather displayed with the specified height.

16.5. Absolute Positioning


In some cases you may want to position an image absolutely. This will make the image float freely so you can move it around the content with the mouse.

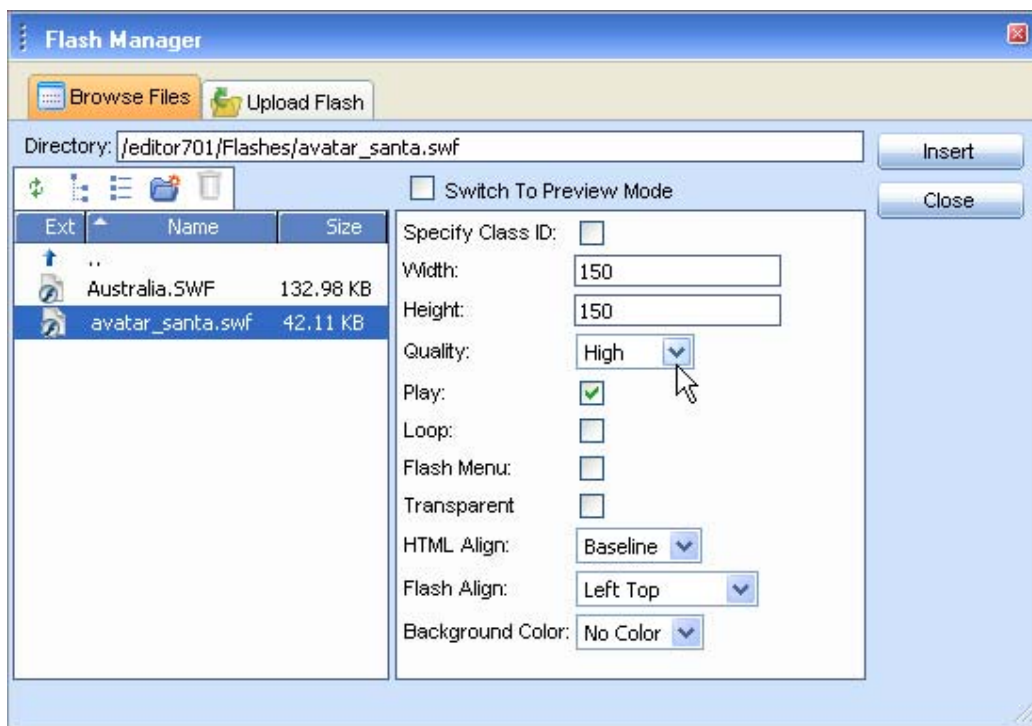
To set absolute positioning for a given image, simply select the image and click the **[Set Absolute Position]** button  on the toolbar.

17. WORKING WITH FLASH ANIMATIONS

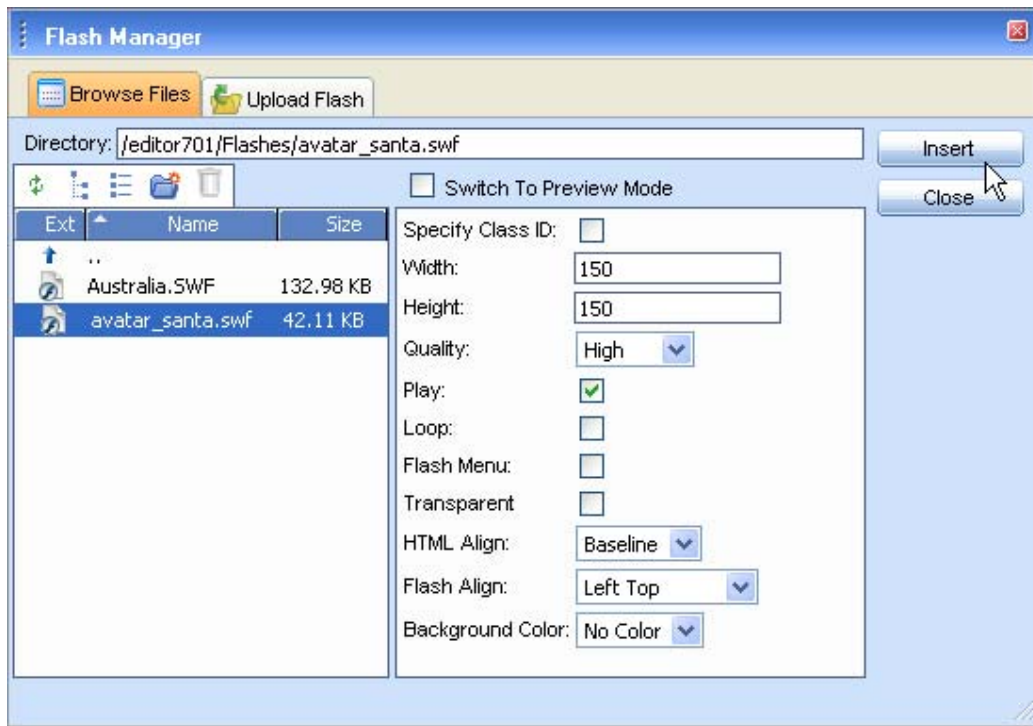
Working with Flash animations is quite similar to working with images. The "Flash Manager" allows you to perform almost the same tasks as the "Image Manager", the only exception being that you cannot create thumbnails of Flash animations. In addition, the "Flash Manager" allows you to set some Flash-specific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

17.1. Inserting a Flash Animation from the Web-Server

- i. Position the cursor at the place where you need to insert the Flash.
- ii. Click the **[Flash Manager]** button  from the toolbar. A dialog box appears.



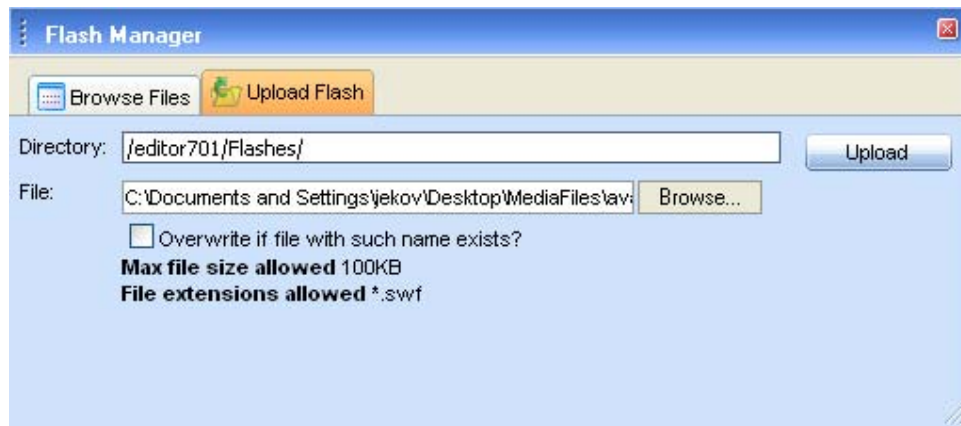
- iii. Locate the Flash file that you want to insert and click to select it. The default Flash properties are displayed in the right-hand side of the dialog.
- iv. Tick the **[Switch to Preview Mode]** checkbox to see a preview of the Flash animation. (Depending on the file size, this may take a while.)



- v. Click **[Insert]** to finish or **[Close]** to cancel the operation.

17.2. 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 appears in the **[Browse Files]** tab at the bottom of the file list in the current folder.

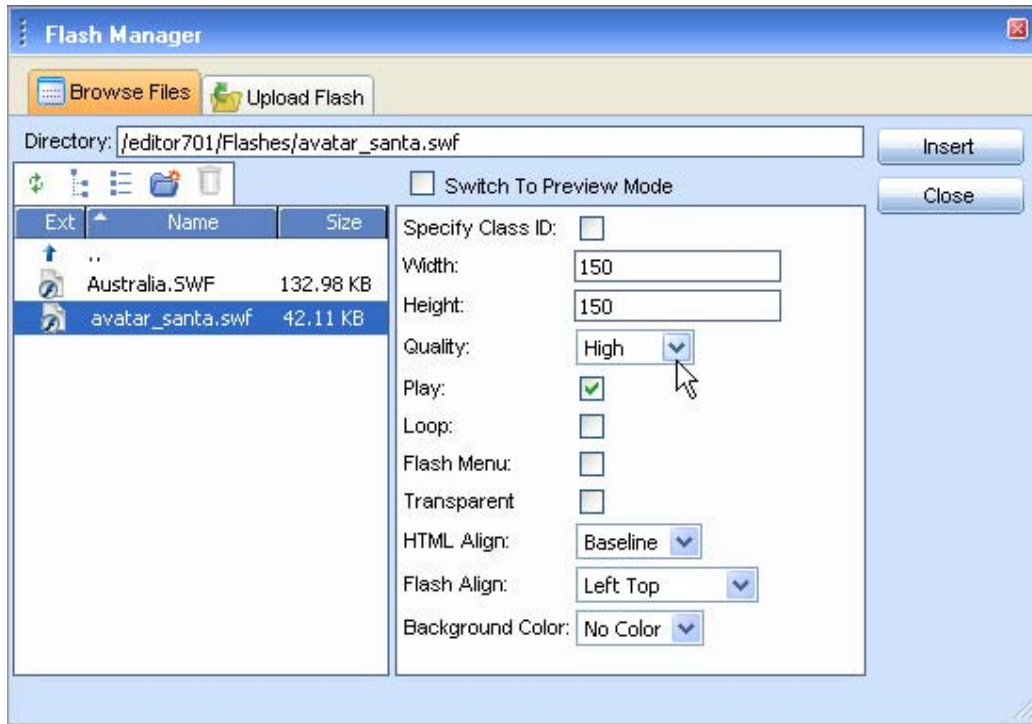


To upload new Flash animations on the web server, do the following:

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

17.3. Setting Flash Properties


Once a Flash animation is inserted, you can manage its properties. Click the Flash animation to open the **[Flash Manager]**  again. The properties pane in the right-hand side of the dialog loads the properties of the current animation and allows you to change them.

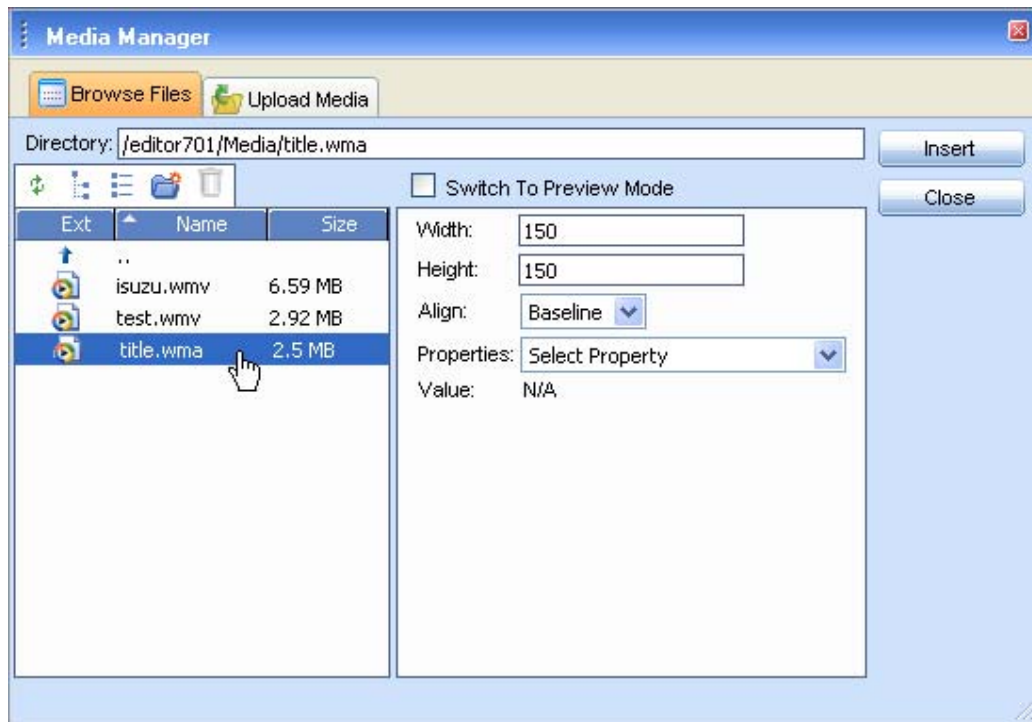


18. WORKING WITH WINDOWS MEDIA

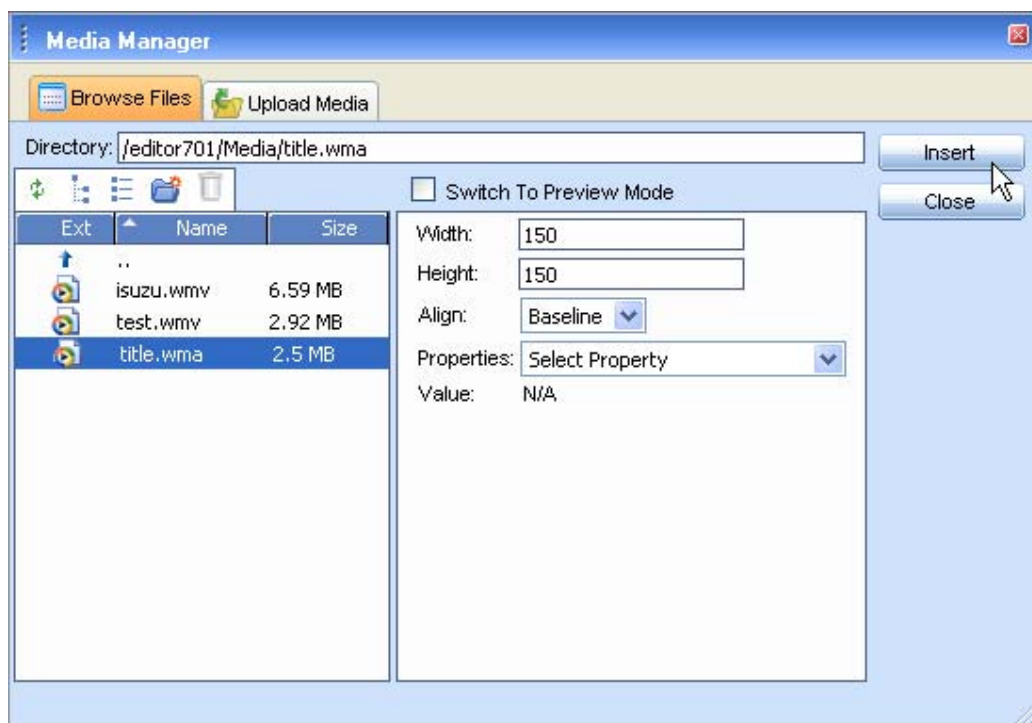
Working with Windows Media files is quite similar to working with images and Flash. The "Media Manager" allows you to perform the same tasks as the "Flash Manager". This includes setting Media-specific properties like display size, rate, etc.

18.1. Inserting Windows Media from the Web-Server

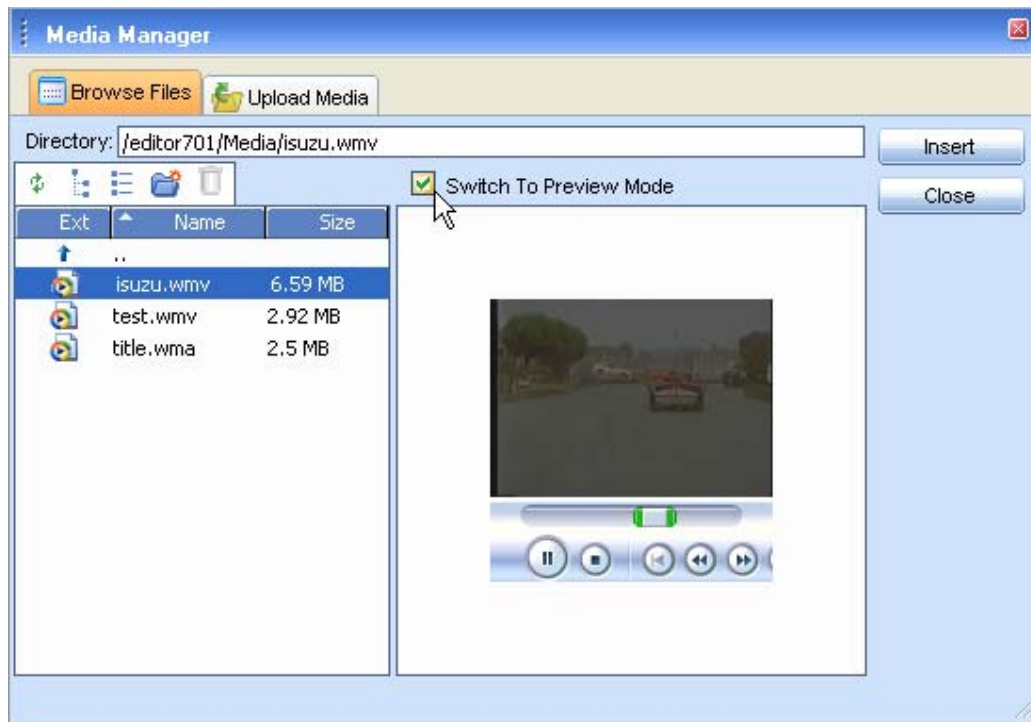
- i. Position the cursor at the place where you need to inset the Windows Media.
- ii. Click the **[Media Manager]** button  from the toolbar. A dialog box appears.



- iii. Locate the Windows Media file that you want to insert and click to select. The default Windows Media properties display in the right-hand side of the dialog.



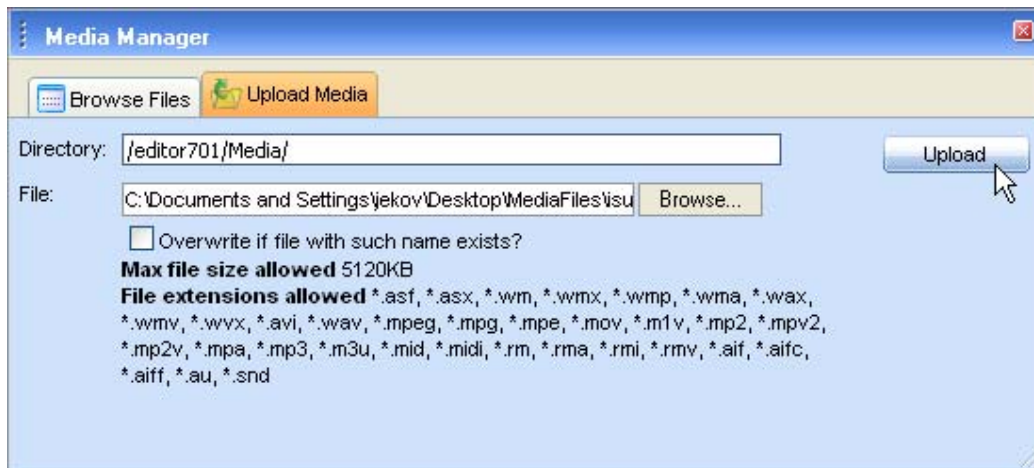
- iv. Select the **[Switch to Preview Mode]** checkbox to see a preview of the Windows Media. (Depending on the file size, this may take a while.)



- v. Click **[Insert]** to finish or **[Close]** to cancel the operation.

18.2. 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 appears in the **[Browse Files]** tab at the bottom of the file list in the current folder.

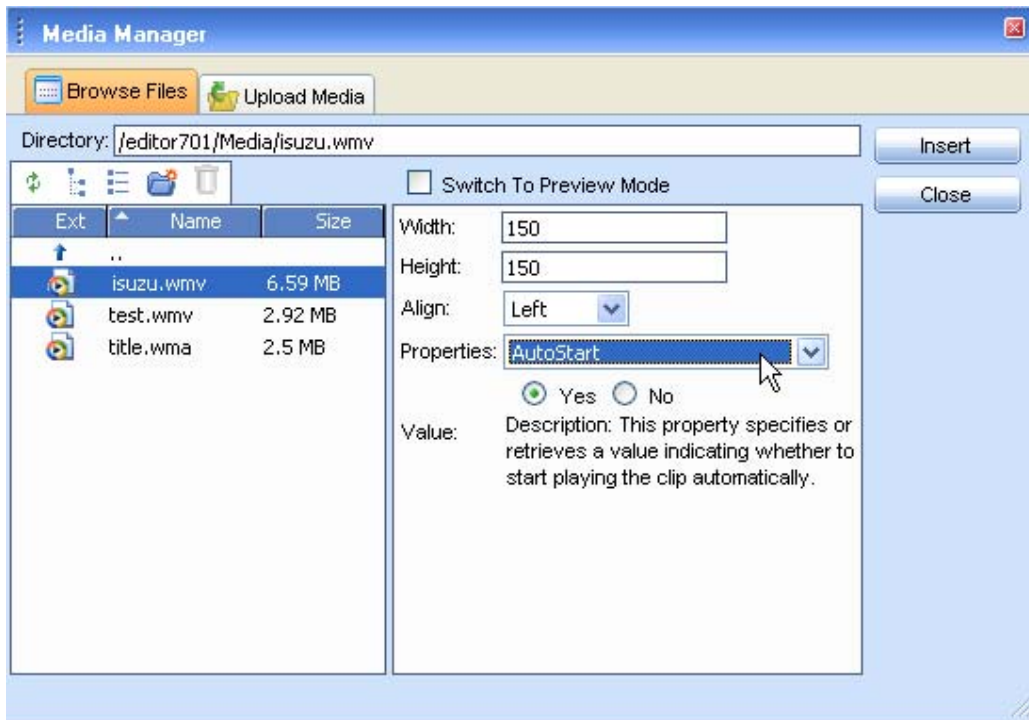


To upload a new Windows Media file on the web server, do the following:

- 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. Click the **[Upload Media]** tab.
- iv. Click **[Browse]** to select a Windows Media file from your computer.
- v. Click **[Upload]**.

18.3. Setting Windows Media Properties

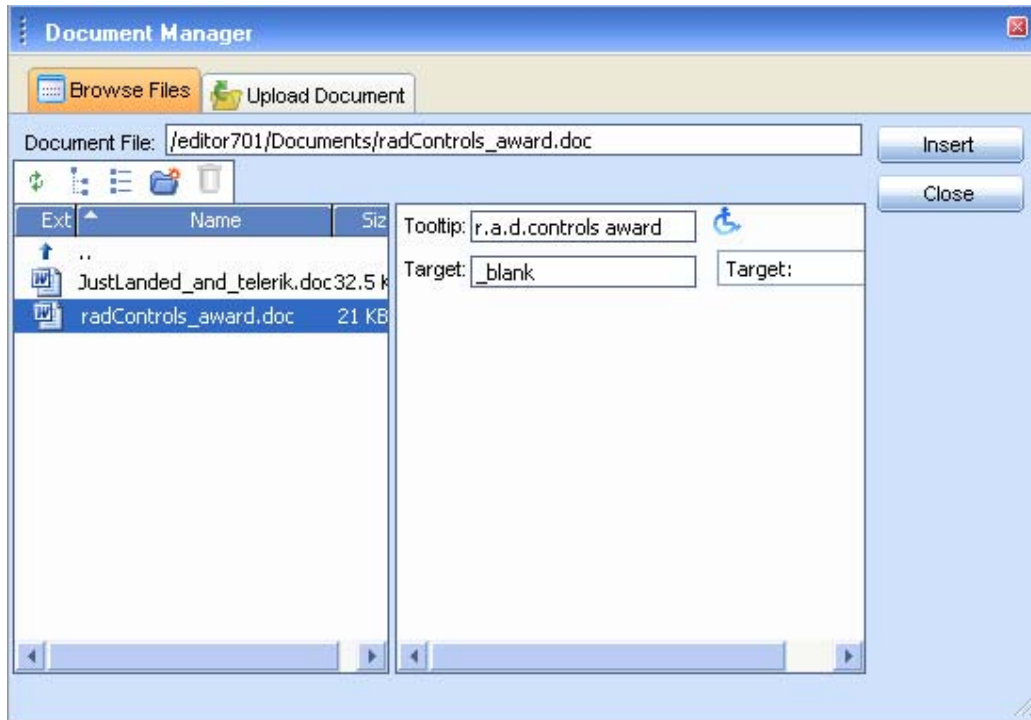
Once a Windows Media file is inserted, you can manage its properties. Click the Windows Media object and then open the **[Media Manager]**  again. The properties pane in the right-hand side of the dialog loads the properties of the current media file and allows you to change them.




19. 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.

19.1. Inserting Documents




- i. (Optional) Select some text or an image that you want to set as the hyperlink to the document.
- ii. Click the **[Insert Document]** button .
- iii. A dialog opens to display a list of folders and documents that 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. Click **[Insert]**. In case you have selected some text or an image in step (i), it becomes a hyperlink to the document. In case you have not, the name of the document appears at the cursor point and is set as a hyperlink to the document.

19.2. 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.



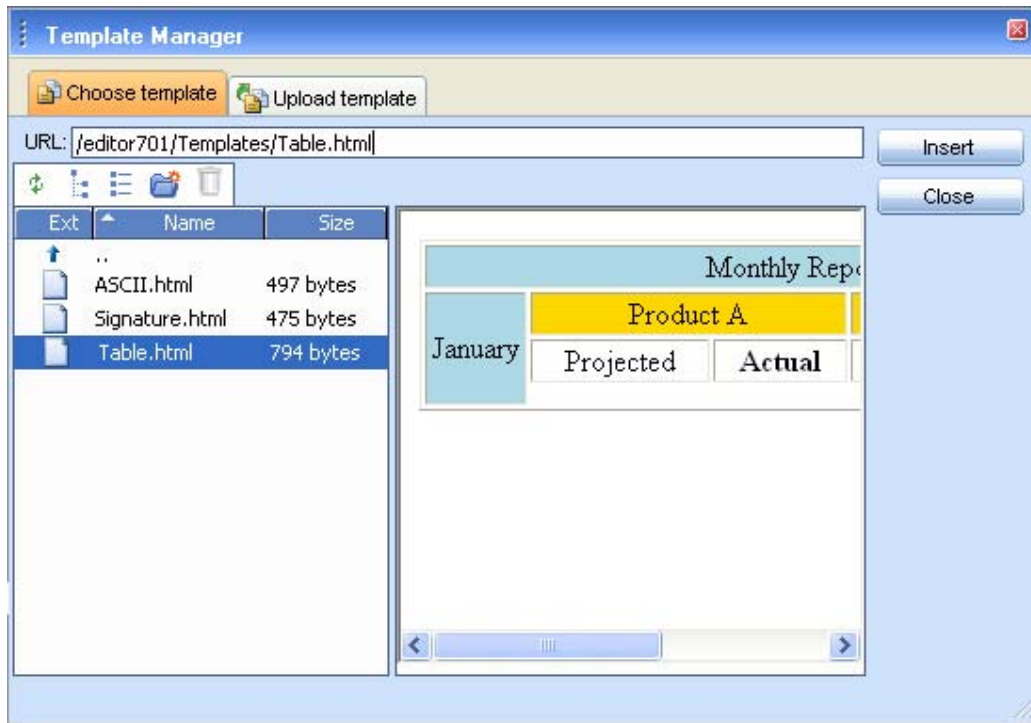
To upload new Document files on the web server, do the following:

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

20. WORKING WITH TEMPLATES

r.a.d.editor allows you to insert external files (e.g. a file with pre-formatted tables, signatures, etc.) into 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 the only difference being that they are obtained from individual files the user can browse, upload, delete, etc.

20.1. Inserting Templates

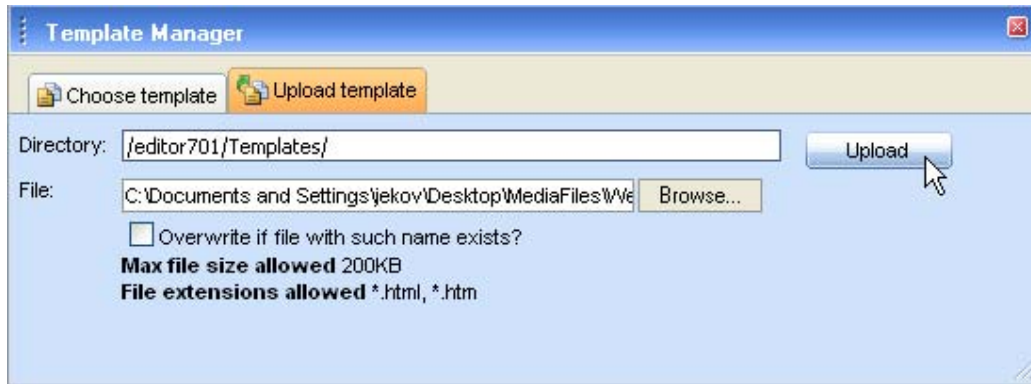


Click the **[Insert Template]** button .


- i. A dialog opens to display a list of folders and template files that you are allowed to browse. Select the file you want to insert. You see the preview of the file in the preview window.
- ii. Click **[Insert]**. The template will be inserted in the editable area.

20.2. Uploading Templates

You can use the "Template Manager" dialog to upload template files from your computer to the web server. Once uploaded, the file appears 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:

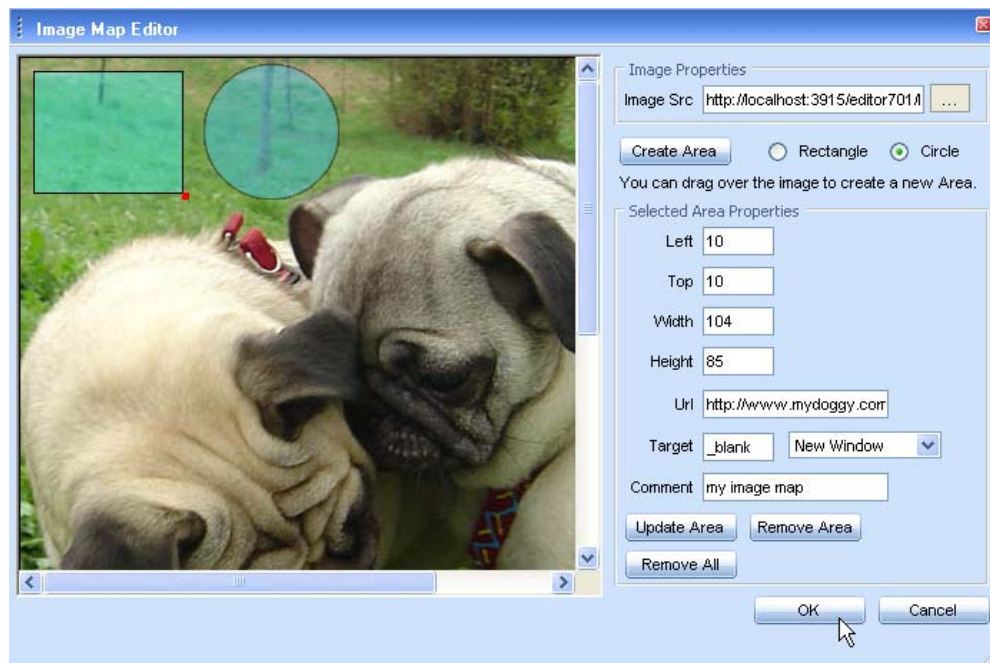
- i. Click the **[Template Manager]** button  to open the dialog.
- ii. Navigate to the folder in which you want to upload the template file.
- iii. Click the **[Upload Template]** tab.
- iv. Click **[Browse]** to select a Document file from you computer.
- v. Click **[Upload]**.

21. USING THE IMAGE MAP EDITOR


The Image Map allows you to create images containing one or more invisible regions which are linked to other pages, otherwise known as a hotspots.

Here are the steps to create steps to set image maps to an image:

- i. Select an image in the content area and click on the Image Map  button (you can also use the Image Map Editor to open, modify and insert an image file).
- ii. Once the Image Map Dialog opens, you can create a hotspot in the opened image, select the shape type, click and drag within the image to set the size of the Image Map Area.
- iii. You can also customize the newly created Image Map area from the provided Properties pane and set the URL to link the hotspot to another web page.
- iv. Click OK to insert the modified image map in the content area.

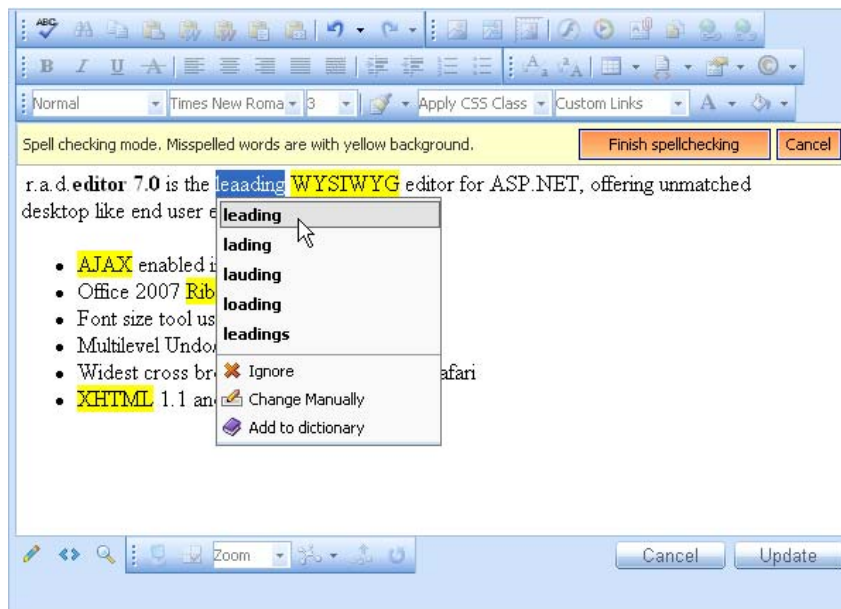


22. SPELL CHECKING

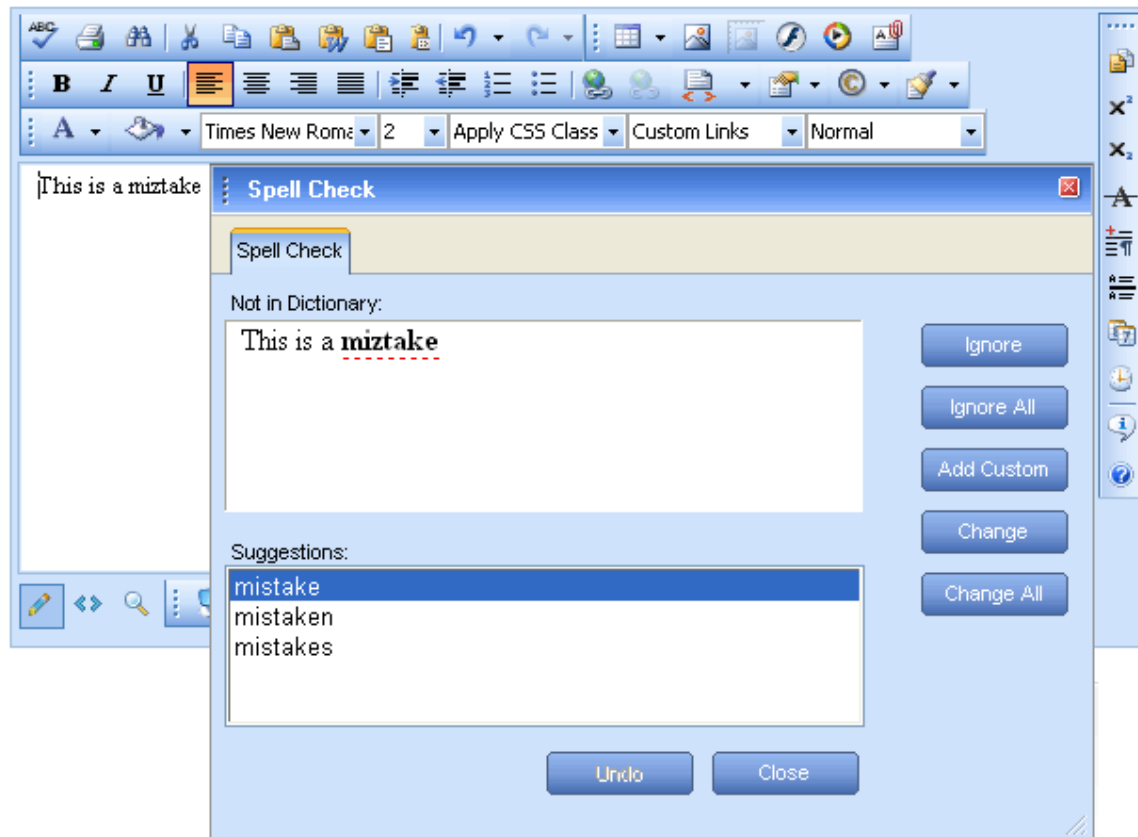
r.a.d.editor features a multilingual spellchecker that is invoked when clicking the **[Spellchecker]** button  on the toolbar. If there are several spellchecking dictionaries available, you will see a dropdown where you can choose which dictionary to use. By default, the initial spellchecking language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

r.a.d.editor now provides two kinds of spellchecking:

- **AjaxSpellChecker** (default) - As of version 7.0, r.a.d.editor brings the spellchecking experience to a whole new level with the addition of an inline AJAX spellchecker. You can now check your spelling asynchronously and all your mistaken words will be highlighted inline. The context menu on every word gives you a quick and easy way to Change, Ignore or Add the word to a custom dictionary.



- **Using SpellChecker Dialog** - When launched, the spellchecker starts checking all words automatically from the beginning of the document. If there is a misspelled word, it appears in the spellchecker dialog where you can either **[Ignore]** the suggestion or **[Change]** the word with the one suggested.




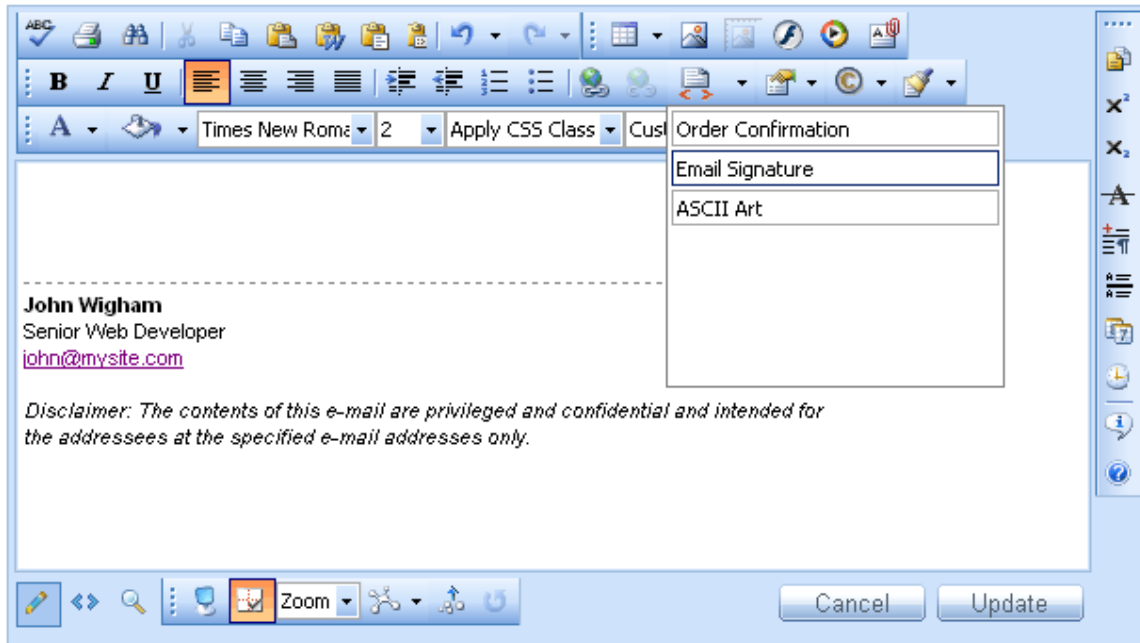
If the misspelled word is not in the dictionary, you can either click **[Add Custom]** to add the word to the dictionary or click the underlined/misspelled word and correct it directly in the dialog.

23. USING CODE SNIPPETS

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

23.1. 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 list, select the respective snippet.

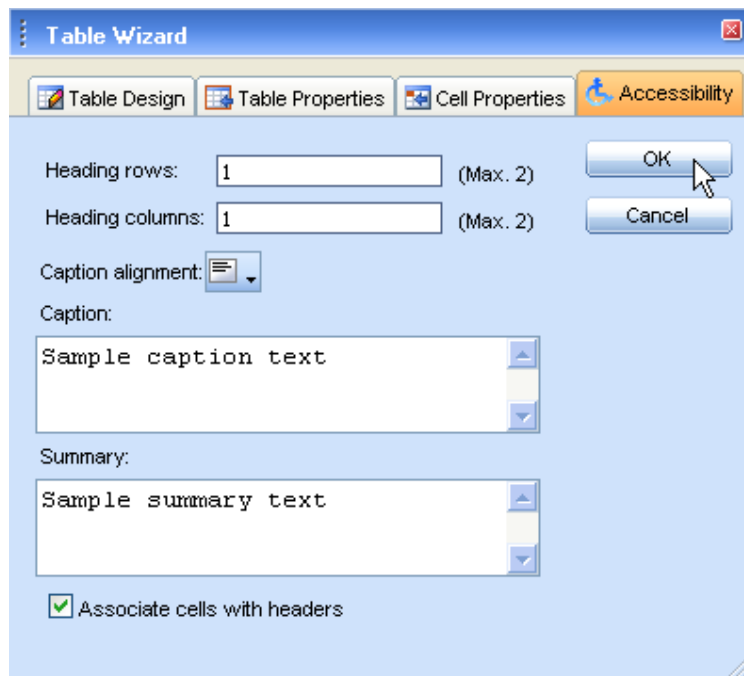


24. CREATING ACCESSIBLE CONTENT ("Section 508" compliant)

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.

24.1. Creating Accessible Tables

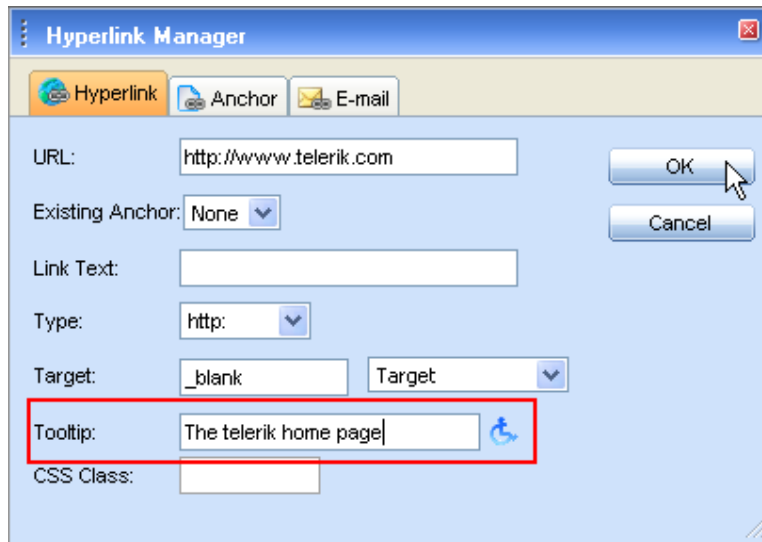
The narrative software uses the information from the Accessibility table fields (heading rows, columns, caption alignment and summary) to produce a Tooltip message for each table cell. Users with impaired vision can see those Tooltips as they hover over the cells with the mouse. You can create a "Section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



- i. Create a new table with the Table Wizard or open the Table Properties dialog.
- ii. Click the "Accessibility" tab.
- iii. In the "Accessibility" tab, fill in the fields: Heading rows/columns, Caption, and Summary about the table. Select the **[Associate cells with headers]** checkbox.

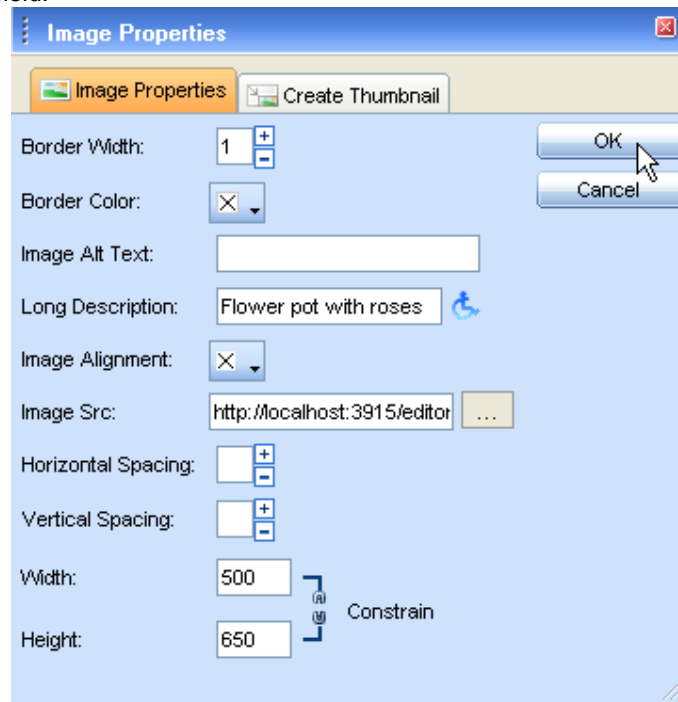
24.2. Creating Accessible Hyperlinks

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



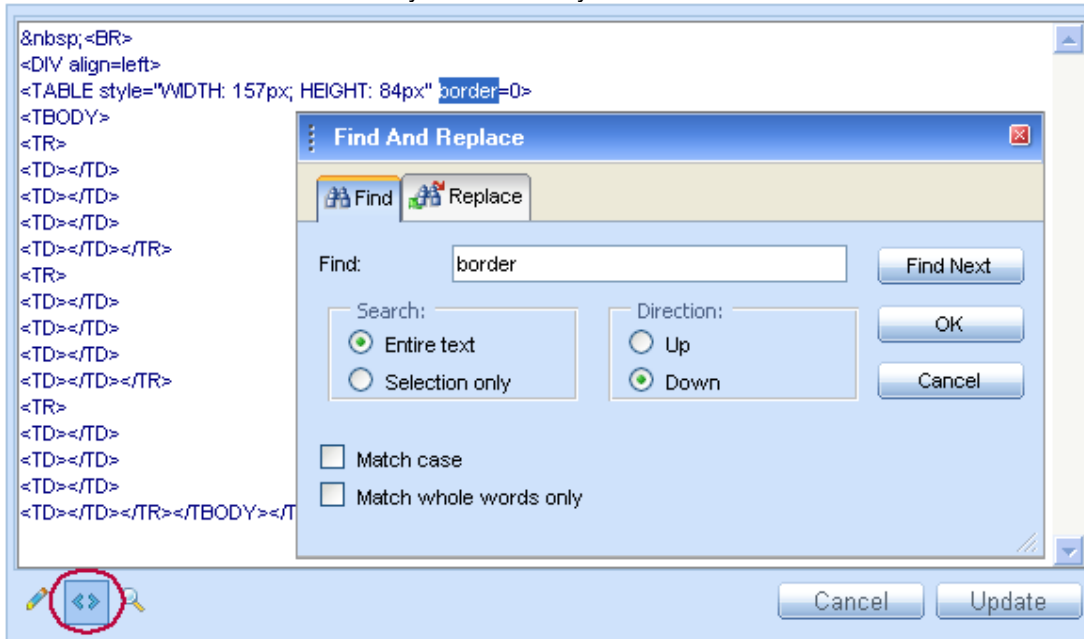
24.3. Creating Accessible Images

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




25. USING THE HTML MODE

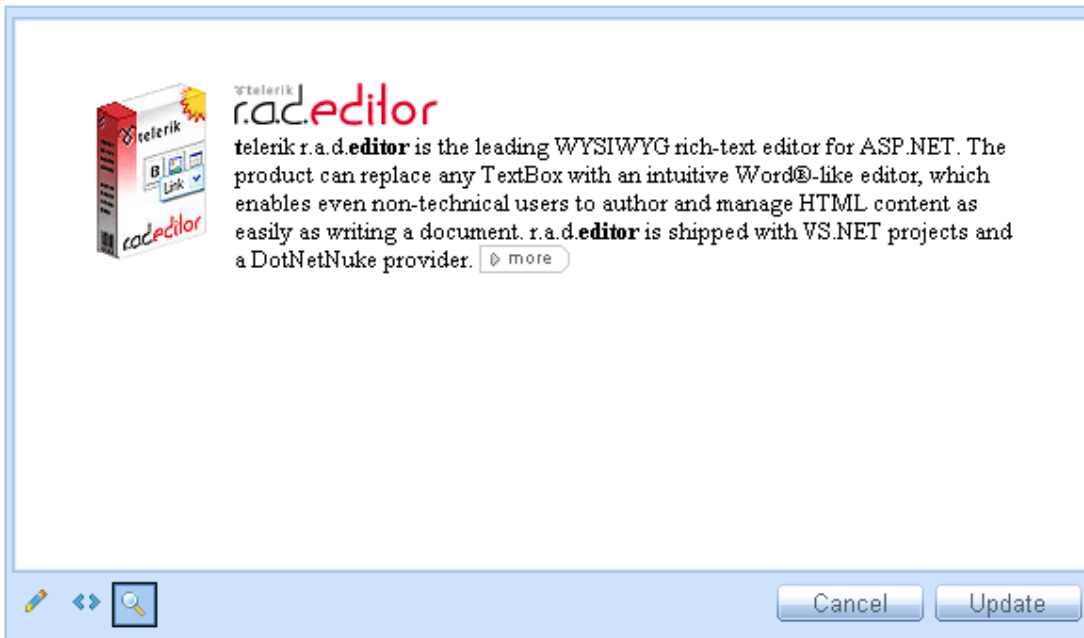
More advanced users sometimes need to modify the HTML code of the content directly. For this reason, r.a.d.editor provides the so called "HTML mode" that gives you access to the content code. Please note that the "HTML mode" may be disabled by the site administrator.



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.


26. THE PREVIEW MODE

After editing the document in the editor preview, users may like to see a preview before updating the page. The editor switches to the Preview Mode with a single click of the preview button .






27. 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. Press **[Ctrl+A]** to select the whole content.
- iii. Click the **[Print]**  button to open the Printing Preferences dialog and confirm the printing operation.



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