

# Portal Agency Training Manual

# WYSIWG

# Guide

## Drupal 7 – GeorgiaGov Platform

**Prepared By:** GeorgiaGov Interactive

**Support:** For further assistance, fill out a Support Request at <http://portal.georgia.gov/support>

## Contents

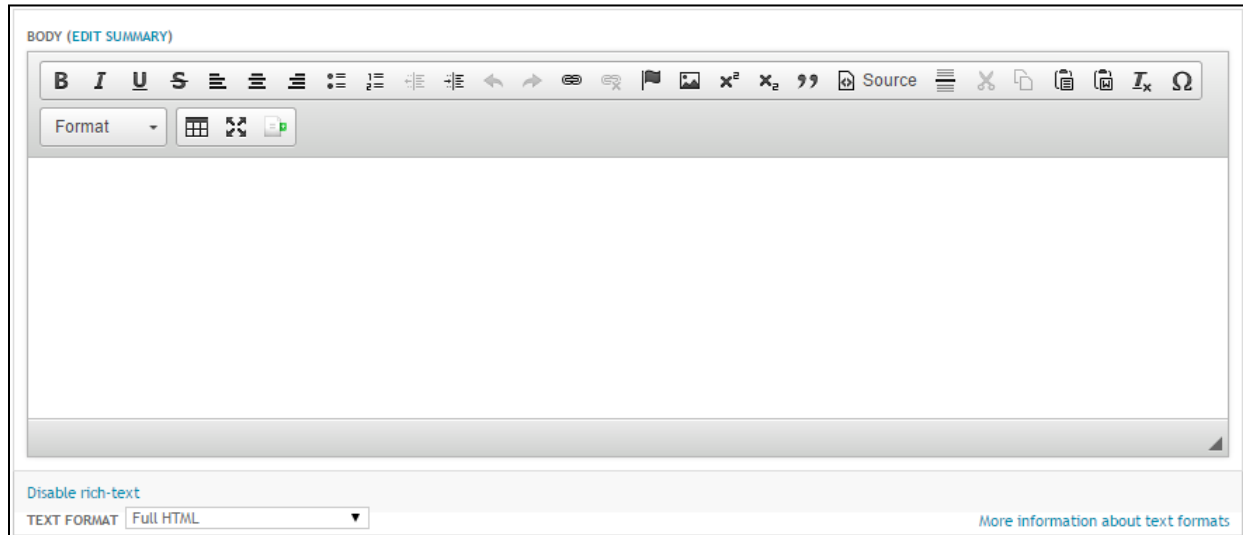
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1.0	Overview .....	3
	Summary Table of Icons.....	3
2.0	Character Formatting.....	5
2.1	Bold, Italic, Underline, Strikethrough.....	5
2.1	Superscript, Subscript .....	5
2.2	Special Characters .....	5
3.0	Paragraph Formatting .....	6
3.1	Text Alignment .....	6
3.2	Bulleted or Numbered Lists .....	6
3.3	Indent and Outdent Icons .....	7
3.4	Blockquote .....	7
3.5	Paragraph Styles.....	7
3.6	Paragraph Breaks and Line Breaks (no icons) .....	8
4.0	Undo and Redo Buttons.....	8
5.0	Hyperlinks.....	9
5.1	Insert / Create Hyperlink.....	9
5.2	Removing (Breaking) Links .....	9
6.0	Anchor Links.....	10
6.1	Linking to an Anchor within a Page.....	10
6.2	Breaking an Anchor link .....	10
7.0	Media Uploader .....	11
8.0	View Icons .....	13
8.1	View Source.....	13
8.2	Maximize .....	13
9.0	Customizing / Format Control Icons .....	13
9.3	Remove Format.....	14
10.0	Creating Tables.....	15
10.1	Create a table.....	15
10.2	Edit table content.....	16
11.0	Embedding Nodes .....	17











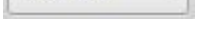

## 1.0 Overview


















The WYSIWYG (What You See Is What You Get) Editor provides you with functions to enhance your content creation experience on the GeorgiaGov platform. This information is intended to describe what each of the icons does so you can use the WYSIWYG Editor to format your website's content so the text and images look professional and are easy to read.

Many of the function buttons will be familiar from Microsoft Word, and if you hover over an icon, a tooltip will tell you what each icon does. Some of the more detailed functions are listed below.



### Summary Table of Icons

Symbol	Function	Additional Information
	Insert a Special Character	For more information, please see Inserting a Custom Character
	Subscript	
	Superscript	
	Bold	Shortcut: Ctrl + B
	Italics	Shortcut: Ctrl + I
	Underline	Shortcut: Ctrl + U
	Strikethrough	
	Align left	
	Align center	
	Align right	
	Heading, paragraph formats	This is an important aspect of the HTML source code and for accessibility compliance. All content must be formatted correctly.
	Paste from Microsoft Word®	For more information, please see Paste from Word

Symbol	Function	Additional Information
	Paste	
	Unordered lists/Bullets	
	Ordered/numbered lists	
	Outdent (reduce the indent)	
	Indent	
	Undo	
	Redo	
	Insert/Edit link	
	Unlink	
	Insert/Edit anchor	
	Insert/Edit image	
	Inserts a new table	
	Remove formatting	
	Toggle full screen mode	Expands the WYSIWYG to the full pane.
	Embed Node	To embed another content item (such as an Index List) into a WYSIWYG field on a separate content item (such as on a Site Page).
 Source	Source	If you need to edit the HTML code
	Blockquote	To insert quoted material

## 2.0 Character Formatting

The following icons affect text at the character level – that is, you can highlight just a letter, word, sentence, or paragraph and use these icons to affect only what you’ve highlighted.

### 2.1 Bold, Italic, Underline, Strikethrough

To make your text **bold**, *italicized*, underlined, or with the ~~strikethrough line~~ **B I U S**, highlight the text and then click on the desired icon to change your text font or use the shortcut keys indicated in the table above.

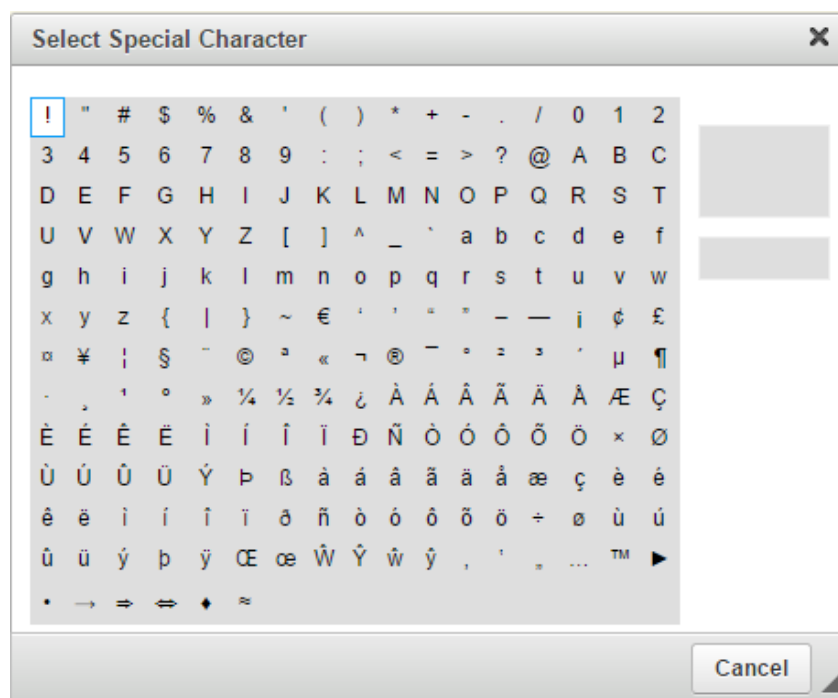
### 2.1 Superscript, Subscript

There are also icons for superscript  $x^2$  and subscript  $x_2$ .

### 2.2 Special Characters

When you are writing, it is often necessary to insert characters  $\Omega$  that are not a part of the standard keyboard.

To insert a special character into your document, press the  $\Omega$  button on the toolbar. The Select Special Character dialog window that will open allows you to choose a symbol from a set containing Latin letters, numbers (including fractions), currency symbols, punctuation, arrows, and mathematical operators.






## 3.0 Paragraph Formatting

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The following icons affect text at the paragraph level – that is, the formatting with affect an entire paragraph at a time, and cannot be applied only to a letter, word, or sentence inside a paragraph.

### 3.1 Text Alignment

Align your text to the left, center, or right side of the page with these    icons.

To align your text, highlight the desired text and then click on the intended icon to set your text alignment.

### 3.2 Bulleted or Numbered Lists

#### 3.2.1 Ordered/Numbered List

This function creates an ordered or numbered list. Select your text, and then click the insert ordered list button. To select from the available list ordering scheme, right-click in the body of the page, next to a numbered list item, and choose “Numbered List Properties”. Choices include:

- Alphabetic
- Roman numerals
- Greek symbols

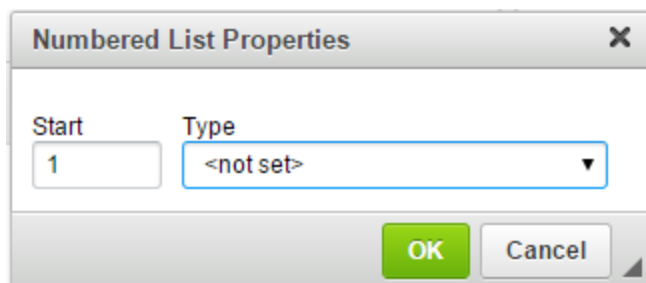
#### 3.2.2 Bullet List

Bullet lists creates an unordered or bullet list. Select your text, and then click the insert bulleted list button to select from the bullet list symbols.

#### Restart numbering in the middle of a numbered list


Right-click on the number that you want to restart with and then click ‘Numbered List Properties’ on the menu.

**Note:** Numbers are used to mark the position for all types of lists, even the alphabet. i.e. If you wanted a list to start with ‘B’ you would choose 2 for the start position.




The dialog box titled "Numbered List Properties" has a close button (X) in the top right corner. It contains two fields: "Start" with a text input box containing the number "1", and "Type" with a dropdown menu currently showing "<not set>". At the bottom right, there are two buttons: "OK" (green) and "Cancel" (gray).


### 3.3 Indent and Outdent Icons

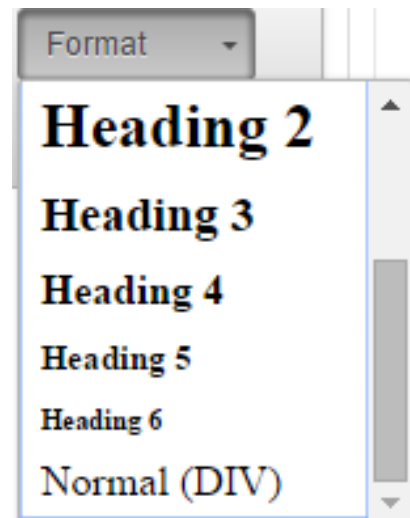
The purpose of Indent and Outdent icons  is to make it easy for you to quickly indent or outdent blocks of content. You can also use the indent icon to further indent list items in a bulleted or numbered list.

### 3.4 Blockquote

If you want your text indented and styled differently to indicate a blockquote, highlight your paragraph and click the Blockquote icon .

### 3.5 Paragraph Styles

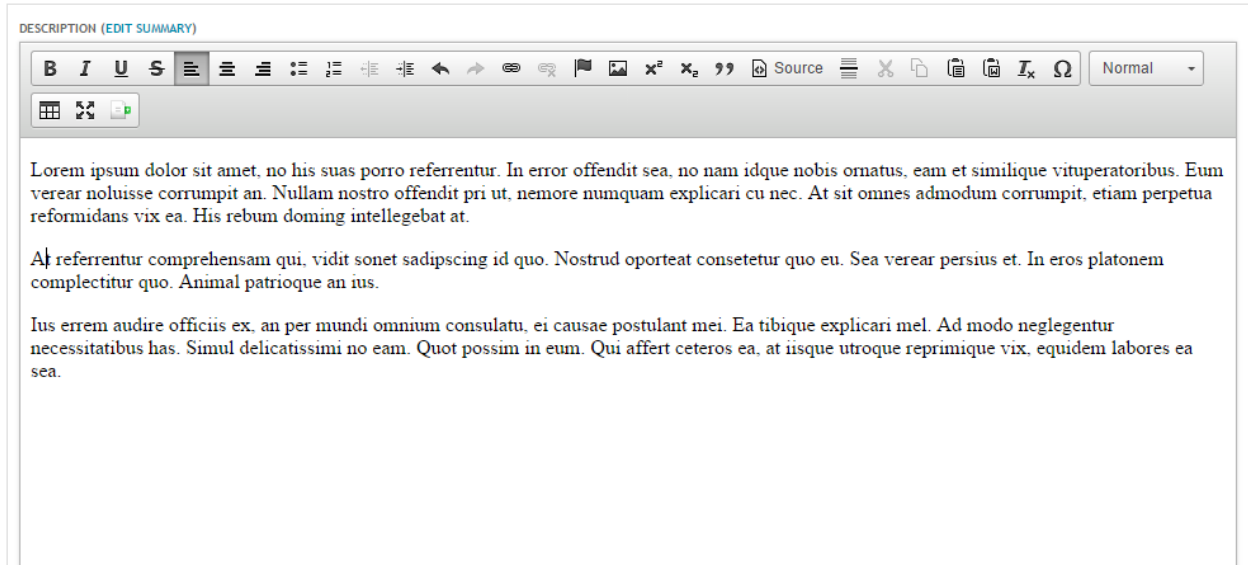
The dropdown menu  with options including Format and Paragraph lets you select text and change its formatting. You would use this icon for formatting different blocks of content on your page such as your headers (H1, H2, H3...) for section titles, as well as other, custom formatting options like paragraph text and addresses. Each Paragraph Format has a defined style based on your website's theme.



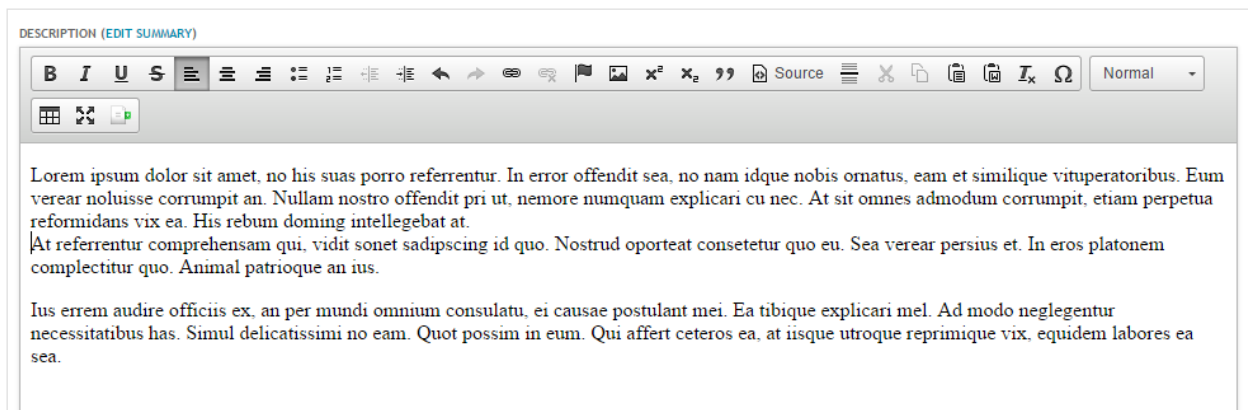
### 3.6 Paragraph Breaks and Line Breaks (no icons)

To create breaks in your body text:


- **Enter** (Return) – ends a paragraph and starts a new one. A new paragraph will begin with a full line of space between paragraphs. *Highlighted below.*



- **Shift+Enter** – adds a *line break* and starts the next line directly below the first. You may use line break when you are typing an address, for example, where the City, State line should follow directly after the address line. *Highlighted below.*



## 4.0 Undo and Redo Buttons

The **Undo** and **Redo**  buttons allow users to undo the last change made, or redo a change after a user uses the "undo" icon. These icons will become highlighted when they're available for using, and will "fade" or dim if there isn't anything that needs to be done.




## 5.0 Hyperlinks

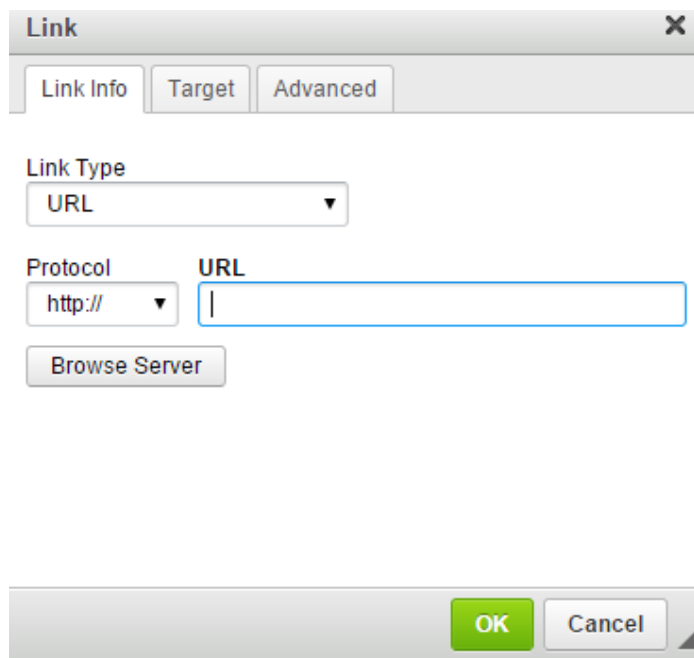
**Note:** Most content types contain preset fields for inserting Related Links and Related Files. Whenever possible, please use those fields to insert links into your content item. Only use the WYSIWYG Link feature when the others will not work for your content.

### 5.1 Insert / Create Hyperlink

Hyperlinks are the programmatic commands to 'jump-to-another-page' in your web browser or an email recipient.

To create a link  within the Body of your content item:

1. Highlight the text you want to hyperlink and click the Link icon. A pop-up box will appear.
2. From the Link Type dropdown box, you can choose to link to an external URL, an internal Anchor, or an Email address.
3. Alternately, you can select Browse Server to select a file to link to from the IMCE. (PDF, Word document, etc)
4. Fill out the fields and click **OK**.




The screenshot shows the 'Link' dialog box with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is active. It contains a 'Link Type' dropdown menu set to 'URL'. Below this are two input fields: 'Protocol' (set to 'http://') and 'URL' (empty). A 'Browse Server' button is located below the 'URL' field. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

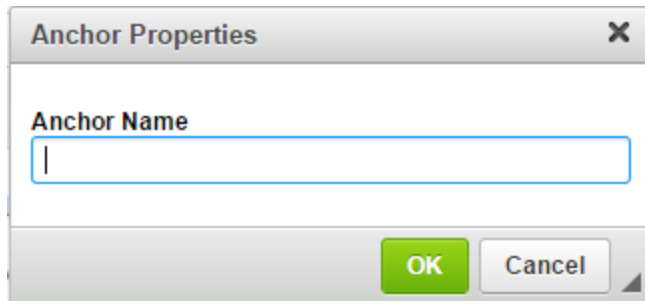
### 5.2 Removing (Breaking) Links

Edit the page, and select / highlight the text or image that has the link you want to remove.

1. Click the "Unlink" button in the WYSIWYG editor .
2. This removes the link from your text or image. It should now appear the same as the rest of your content.



## 6.0 Anchor Links

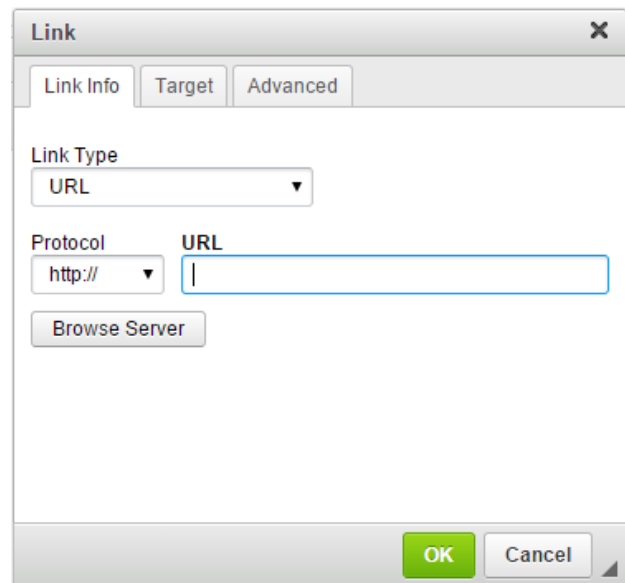
An anchor link  is the same as a standard link, except that it points to a location in the middle of a page, instead of simply pointing to the top of a page. To use an anchor link, first there has to be an anchor in your target page (usually attached to a sub-heading or image). Then you can set up a link from another page (or within the same page) pointing to that anchor location.



The "Anchor Properties" dialog box has a title bar with a close button. It contains a label "Anchor Name" above a text input field. At the bottom right are "OK" and "Cancel" buttons.


### 6.1 Linking to an Anchor within a Page

1. Select / highlight the text or image that you want to use as an anchor point. Typically, this is a main content point in your page, like a sub-heading.
2. Click the "Insert / edit anchor" button  in the WYSIWYG editor.
3. Enter a short Anchor Name that describes the target anchor. This name will be used in your link, so it should be lower case, without spaces, and as short and clear as possible.
4. Click Insert.
5. In the WYSIWYG editor, you will now see the "anchor" icon where you placed your anchor.
6. Now you need to create a link TO that anchor. Highlight the word that one would click to get to the anchor.
7. Click the "Link"  icon and in the Link Type box that appears, choose the "Link to anchor in the text" option in the drop down menu, choose the anchor name exactly as you named it.
8. Click "OK" and then submit your changes on that page.



The "Link" dialog box has tabs for "Link Info", "Target", and "Advanced". In the "Link Info" tab, there is a "Link Type" dropdown menu set to "URL". Below it is a "Protocol" dropdown set to "http://" and a "URL" text input field. A "Browse Server" button is located below the URL field. At the bottom right are "OK" and "Cancel" buttons.

### 6.2 Breaking an Anchor link

To break an anchor link, simply highlight the text and click the Unlink icon  on the WYSIWYG Editor.

BODY (EDIT SUMMARY)

**B** *I* U S [List Icons] [Link Icon] [Image Icon]  $x^2$   $x_2$  " " [Source Icon] [Table Icon] [Cut Icon] [Copy Icon] [Paste Icon] *I*<sub>x</sub> Ω

Format [Table Icon] [Fullscreen Icon] [New Tab Icon]



- Image Properties

X

Image InfoLinkAdvanced

URL

Browse Server

Alternative Text

WidthHeightBorderHSpaceVSpaceAlignment

<not set>

Preview

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis velit augue, condimentum at, ultrices a, luctus ut, orci. Donec pellentesque egestas eros. Integer cursus, augue in cursus faucibus, eros pede bibendum sem, in tempus tellus justo quis ligula. Etiam eget tortor.

OKCancel

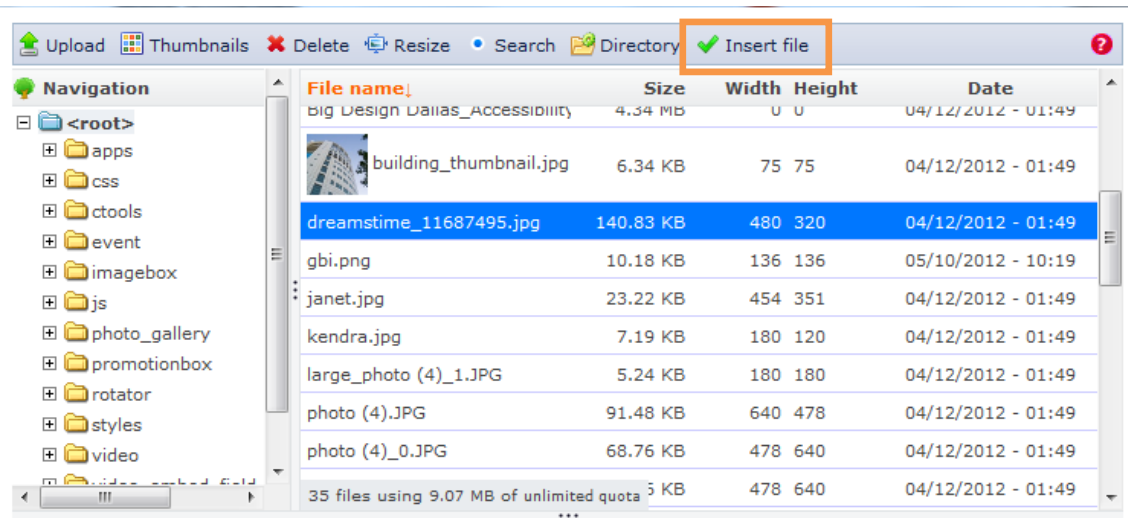
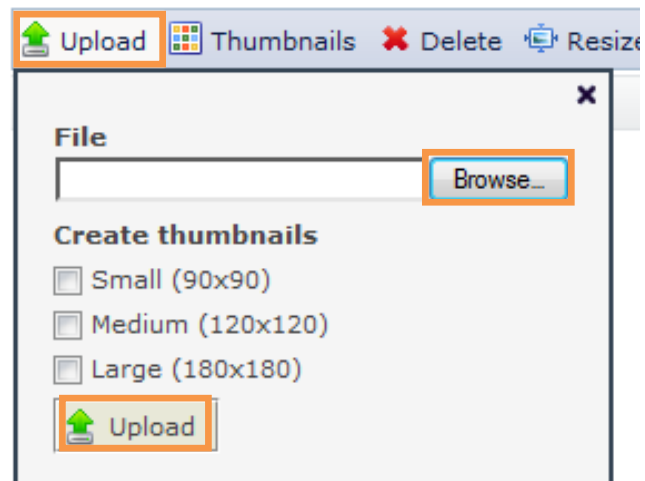


Figure 1 Browse Server pop-up window

- a. To choose an existing image on the server, browse through the default folder of images.
  - Select the correct image and click **Insert File**.
  - Add **Alternative Text** in the next screen, then click **OK**.
- b. To upload a NEW image, click the **Upload** link. A File Upload section will load below the Upload link. Click **Browse**.


- Select your image, then click the bottom **Upload** button to upload your new image.
- Your new image will be uploaded to the server and highlighted in the File Browser. Click **Insert File**.
- Add **Alternative Text** in the next screen, then click **OK**.



## 8.0 View Icons

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### 8.1 View Source


If at any time you would like to check the HTML source code of your document, use the  **Source** toolbar button. The text that will appear in the editing area contains all the relevant HTML tags and attributes. Since the source code view is not read-only, you can also edit your document while in this mode.

In order to return to the default, WYSIWYG view, press the  **Source** button again.

**Do remember** though that HTML editing is an advanced feature and its use should be limited to users with knowledge of the HTML markup language. The WYSIWYG lets you format your document or insert media like images or links without worrying about the source code and tags.

### 8.2 Maximize

The WYSIWYG is embedded in the platform, as one of its parts. If, however, you would like to resize its interface, you can easily do it by clicking and dragging the  resizing grip in the bottom right-hand corner of the WYSIWYG.

To make writing more convenient, you can also maximize the WYSIWYG interface in the browser window. When you press the  toolbar button, the WYSIWYG interface will fill the browser window and stretch to its borders. If you want to return to the default view and minimize the WYSIWYG, press the same button again.

## 9.0 Customizing / Format Control Icons


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The next set of icons are for customizing your formatting and making it easier for you to copy text from other documents to save time.



**The icons from left to right:**

**Paste to Text**


- To paste a text fragment, start with cutting it or copying from another source. Depending on the security settings of your browser, you may either paste directly from the clipboard or use WYSIWYG Paste dialog window.
- When the text is in the clipboard, you can paste it using one of the following methods:
  - a. Press the button  on the toolbar.

- b. Open the WYSIWYG context menu for the selected fragment by pressing the right mouse button, the Menu/Application key, or the Shift+F10 keyboard shortcut, and choose the Paste command.
- c. Use the Ctrl+V shortcut on your keyboard. Note this method works even when the browser blocks the WYSIWYG toolbar's access to the clipboard, so this is the most reliable way of pasting the text.

**Note:** If direct access to the clipboard is blocked, you will be asked to paste the text into the Paste dialog window using the Ctrl+V keyboard shortcut.

### Paste from Word

The WYSIWYG allows you to preserve basic formatting when you paste a text fragment from Microsoft Word. To achieve this, copy the text in a Word document and paste it using one of the following methods:

- a) Press the  button on the toolbar.
- b) Use the Ctrl+V shortcut on your keyboard.




**Note:** This method works even when the browser blocks the WYSIWYG toolbar's access to the clipboard, so this is the most reliable way of pasting the text.

## 9.3 Remove Format

If you paste content from another location (a website, a Word document, an email, etc), the WYSIWYG editor will try to carry over the formatting from the source location. This will cause your new text to look wrong on your website.

To clear any formatting from another source,

1. Highlight the text that has the incorrect formatting.
2. Click the **Remove Format** button. 

Any extra formatting will be stripped from the text.


## 10.0 Creating Tables

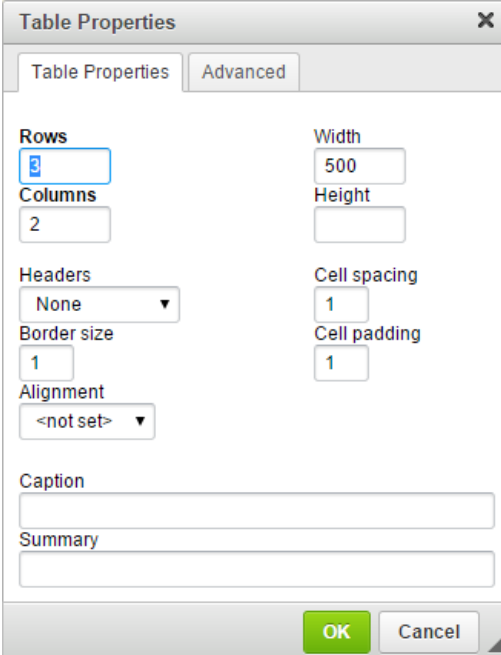
You can copy a tables from existing content in external documents, and paste it into the WYSIWYG area of a Drupal page.

You can also create, edit, copy, and delete tables within the WYSIWYG editor.

**Note:** Tables should only be used for displaying tabular data. Do not use a table simply as an organizational method. Be sure to test any tables on your mobile device as well to see how the content will translate.

### 10.1 Create a table

1. Place your cursor in the "Body" of the page where you want your table to appear.
2. Click the "Table"  button in the WYSIWYG.
3. A new box will open labeled "Table Properties" select how many columns and rows you want in your table, along with the width and height and click "OK".

The image shows a 'Table Properties' dialog box with two tabs: 'Table Properties' and 'Advanced'. The 'Table Properties' tab is active. It contains several input fields and dropdown menus. 'Rows' is set to 2, 'Columns' is set to 2, 'Width' is set to 500, and 'Height' is blank. 'Headers' is set to 'None', 'Border size' is set to 1, 'Alignment' is set to '<not set>', 'Cell spacing' is set to 1, and 'Cell padding' is set to 1. There are also text input fields for 'Caption' and 'Summary'. At the bottom right, there are 'OK' and 'Cancel' buttons.

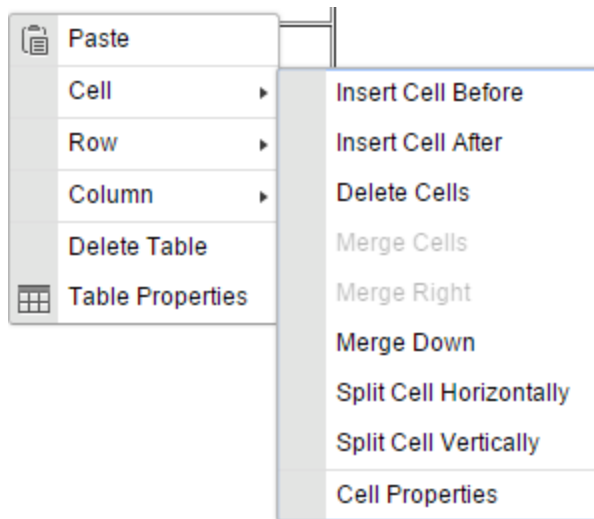
#### Customizing a table (Not Required)

- **Headers:** The header section will allow you to have preset bold headings which can be defined as the first row, column or both. While this can also be applied with the bold option on standard text, this may be easier to use if all headings are consistent.
- **Width:** leave blank
- **Height:** Normally it's best to leave this blank and the table's height will then automatically expand to fit the content.
- **Border Size:** this is controlled by the site styling. Any settings here will be ignored.
- **Cell Spacing & Cell Padding:** Cell Spacing is the spacing between different cells. Cell Padding is the padding between the contents of a cell and the edge of the cell.
- **Alignment:** This is where the table as a whole is positioned on the page. The alignment options are left, right and center. If your table has a 100% width, modifying this setting won't change anything.

Once your table has been customized to your preference hit OK, and the table will now appear in the Body of the content.


## 10.2 Edit table content

1. Click inside the box you want to put content into and type to add content to that cell.
2. To delete rows, add rows, insert cells, delete cells, insert columns or delete columns, **right click** on the cell, row, or column you want to affect, and choosing the appropriate options from the menu that appears.






## 11.0 Embedding Nodes

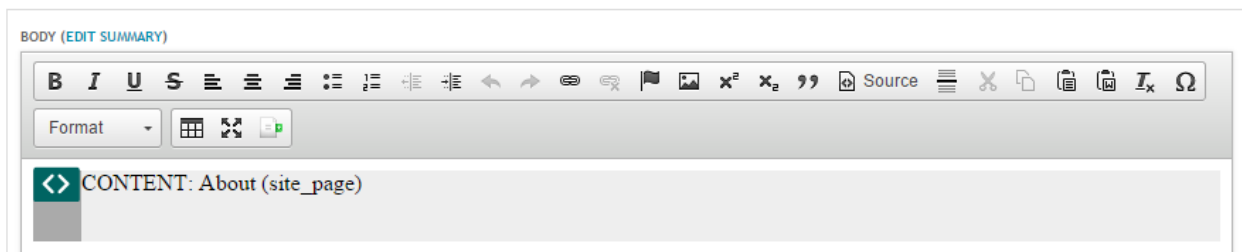
You can use the Embed Node  function to embed another content item (such as an Index List) into a WYSIWYG field on a separate content item (such as on a Site Page).

1. Click on the **Embed Node** button. An Embed Node pop-up window appears.



The Embed Node pop-up window is a light gray box with a close button (X) in the top right corner. It contains two main sections: a 'CONTENT' section with a text input field, and a 'VIEW MODE' section with a dropdown menu currently set to 'Full content'. Below these sections is an 'Insert' button.

2. In the **Content** field, start typing the name of the content item (such as an Index List) that you want to embed. The field should show an autosuggest list of content items with similar titles.
3. Select the appropriate content item. Click **Insert**.
4. The WYSIWYG area will show a reference to your content item. When you save the content item, the full content of the embedded item will show on the published page.



The WYSIWYG editor interface shows a toolbar with various formatting options (bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, image, video, audio, code, source, undo, redo, copy, paste, print, fullscreen, help). Below the toolbar is a 'Format' dropdown and a 'Format' button. The main editing area displays the text '<> CONTENT: About (site\_page)' in a light gray box, indicating that the content has been successfully embedded.