

XStandard End-user Guide: Table Of Contents

- [Accessibility](#)
- [The Standard Interface](#)
- [Formatting Text](#)
- [Bulleted and Numbered Lists](#)
- [Definition Lists](#)
- [Images](#)
- [Tables](#)
- [Hyperlinks](#)
- [Attachments](#)
- [Spell Checker](#)
- [Third-party Content](#)
- [Foreign Characters](#)
- [Abbreviations](#)
- [View Source mode](#)
- [Screen Reader Preview](#)
- [Editor information](#)

Accessibility

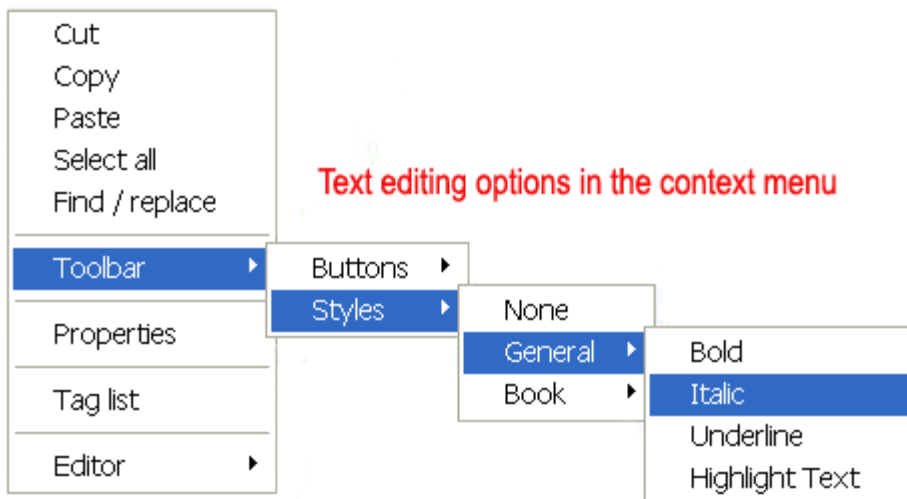
Content authors who do not wish, or are not able, to use pointing devices such as a mouse, can access all of the editor's features through the keyboard, using the:

- [Context menu](#)
- [Dialog boxes](#)
- [Keyboard shortcuts](#)

Content generated by authors is made accessible to readers thanks to the quality of the markup generated by the editor. For more information see these sections of this guide:

- [Images As Text](#) - makes content containing images accessible when images cannot be seen, and makes understanding, writing and editing alternate text simple
- [Tables](#) - know when to use data or layout tables
- [Screen Reader Preview](#) - see how content looks through a screen reader

Context menu



- The context menu (seen above) is fully accessible using a keyboard, but may be hidden by your System Administrator.
- When it is available, the context menu is the most accessible means of accessing all features of the editor.
- Options in the context menu are grouped by type of functionality and differ according to context.

- To display the context menu, right-click inside the editor with a pointing device such as a mouse, or use the following keyboard shortcuts:
 - Windows: **SHIFT** + **F10**
 - OS X: **CONTROL** + **SPACE**
- Use the **UP** / **DOWN** **KEYS** on your keyboard to navigate the context menu, and the **ENTER** key or **SPACE** bar to select context menu options.

Dialog boxes

A number of features improve the accessibility of the editor's dialog boxes. This speeds the authoring process and creates a more comfortable working environment. Accessibility features include the following:

- Titles for the editor's dialog boxes are unambiguous and clearly explain their function.
- Inside dialog boxes, the **TAB** key can be used to navigate quickly from one control to the next.
- Controls in the dialog boxes are grouped by relevance.
- Required fields are identified by the wording of their labels, rather than by icons that can be ambiguous or inaccessible to some users. Required fields are also placed first in any grouping. This permits authors to determine as early as possible what information will be required to complete a task.
- Data entered into dialog boxes is validated as soon as it is entered into a field, making error correction easier.
- Error messages display if the author attempts to leave a field without providing required information, or if incorrect information has been entered.
- When the "Skip" option is used to delay the entering of required information, or to delay the correction of invalid entries, the editor prompts the user to provide the skipped information, or correct the invalid entry, before data in the dialog box can be transmitted.
- Dependencies between fields are respected, so that authors are taken to the next appropriate field, and any disabled or irrelevant fields are skipped over.
- Read-only or disabled fields are clearly identified by coloring.
- The cursor position indicates which control currently has keyboard input focus.
- Labeling of controls makes it clear what type of data should be entered into each field.
- To facilitate reading and understanding, labels for controls are aligned to the right, and values are aligned to the left.
- For longer entries, such as Alternate Text and Descriptions for images, multi-line text fields minimize scrolling and allow auto text wrapping.
- Except when the cursor is inside a multi-line text field, the transmission of data collected through the dialog box can be accomplished with one explicit action, using the **ENTER** key.

Keyboard shortcuts

Keyboard shortcuts are useful to everyone, especially users with limited manual dexterity who find it difficult to manipulate pointing devices, such as a mouse. The following keyboard shortcuts can be used inside the editor:

Keyboard shortcuts that can be used in the editor	
Action	WINDOWS
Display context menu	SHIFT + F10
Select all	CTRL + A
Check spelling	F7
Insert line break	SHIFT + ENTER
Undo last action	CTRL + Z

Keyboard shortcuts that can be used in the editor

Action	WINDOWS
Redo last action	CTRL + Y
Cancel the current task	ESC
Delete selected object	DELETE
Cut	CTRL + X or SHIFT + DELETE
Copy	CTRL + C or CTRL + INSERT
Paste	CTRL + V or SHIFT + INSERT
Page up	PAGE UP
Page down	PAGE DOWN
Apply / remove emphasis to selected text	CTRL + I
Apply / remove strong emphasis to selected text	CTRL + B
Display Hyperlink properties dialog box when text is selected	CTRL + K
Move cursor to the beginning of the next word	CTRL + RIGHT ARROW
Move cursor to the beginning of the current or previous word	CTRL + LEFT ARROW
Move cursor the beginning of the current or previous paragraph or cell	CTRL + UP ARROW
Move cursor to the beginning of the next paragraph or cell	CTRL + DOWN ARROW
Move cursor to the beginning of a line	HOME
Move cursor to the end of a line	END
Move cursor to the top of a document	CTRL + HOME
Move cursor to the end of the document	CTRL + END
Extend selection to the beginning of a line	SHIFT + HOME
Extend selection to the end of a line	SHIFT + END

Keyboard shortcuts that can be used in the editor

Action	WINDOWS
Extend selection, character-by-character	SHIFT + RIGHT or LEFT ARROW
Extend selection, word-by-word	SHIFT + CTRL + RIGHT or LEFT ARROW
Extend selection, line-by-line	SHIFT + END or HOME + UP or DOWN ARROW
Extend selection, paragraph-by-paragraph	SHIFT + CTRL + UP or DOWN ARROW
Extend selection to the beginning of a document	SHIFT + CTRL + HOME
Extend selection to the end of a document	SHIFT + CTRL + END
Move focus to the next control in the form	TAB
Move focus to the previous control in the form	SHIFT + TAB

The Standard Interface

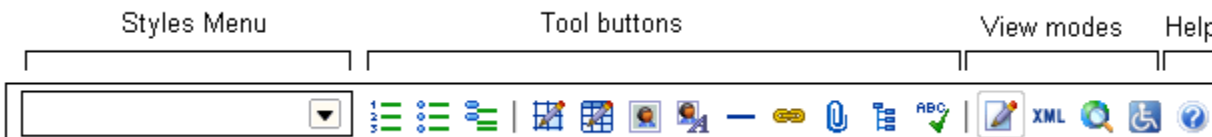
- [Overview](#)
- [Toolbar](#)
 - [Styles Menu](#)
 - [Tool buttons](#)
 - [View modes](#)
- [Context Menu](#)

Overview

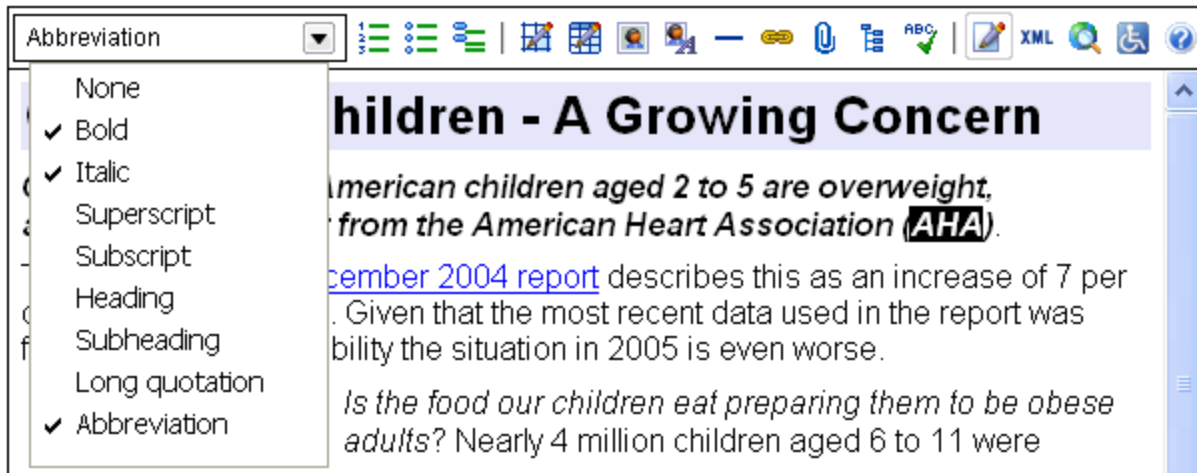
- This guide is intended for use with the "Pro" version of the editor. If you are using the "Lite" version of the editor, certain toolbar buttons and context menu options may not be enabled.
- The toolbar featured in this guide is the Standard Toolbar. If the editor has been customized for your content management system, the selection and the appearance of buttons on your toolbar might also differ from those seen in the following screenshots.

Toolbar

The editor's standard toolbar is divided into four areas: the Styles Menu, tool buttons, view modes and Help.



Styles Menu



- The Styles Menu (seen extended above) is used to format content in the editor.
- For consistency of presentation, styles available in the Style Menu are typically pre-set by your System Administrator to offer formatting choices suitable to the document being edited.
- For speed, a single style can apply sophisticated formatting combinations as well as metadata.
- For added convenience, styles can also be grouped under headings.
- When a style is selected, it displays a check mark.

Tool buttons

Tool buttons



- Tool buttons include action items, for applying bullet points, uploading a file, inserting a table, or inserting third-party content.
- For faster access, your System Administrator may also place certain popular formatting options (such as bold and italic buttons) on the toolbar.

View modes

Edit

- In Edit mode, toolbar buttons are active and authors are able to edit content.



View Source

- View Source mode displays a code view of the editor's output and is intended for technical users who know how to write XHTML by hand and wish to enter markup directly. If markup entered through View Source is not standards-compliant, the editor will attempt to correct it, or allow the user to fix the markup manually.



Browser Preview

- The Browser Preview shows how a Web browser will display content managed through the editor. Authors are not able to edit content.

Screen Reader Preview

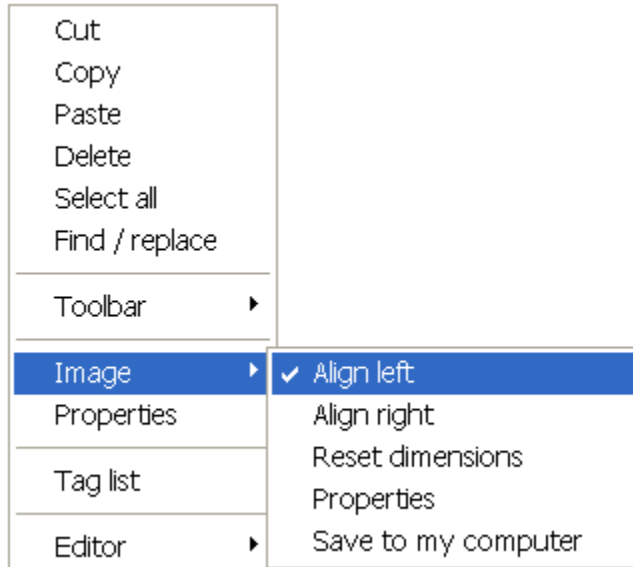
- Displays content as a screen reader would process it. Authors are not able to edit content.

Help

- When available, the editor's Help menu links to the online version of this guide.

Context Menu

- The context menu is fully accessible using a keyboard, but may be hidden by your System Administrator. When it is available, the context menu is the most accessible means of accessing all features of the editor.
- Options in the context menu are grouped by type of functionality and differ according to context.



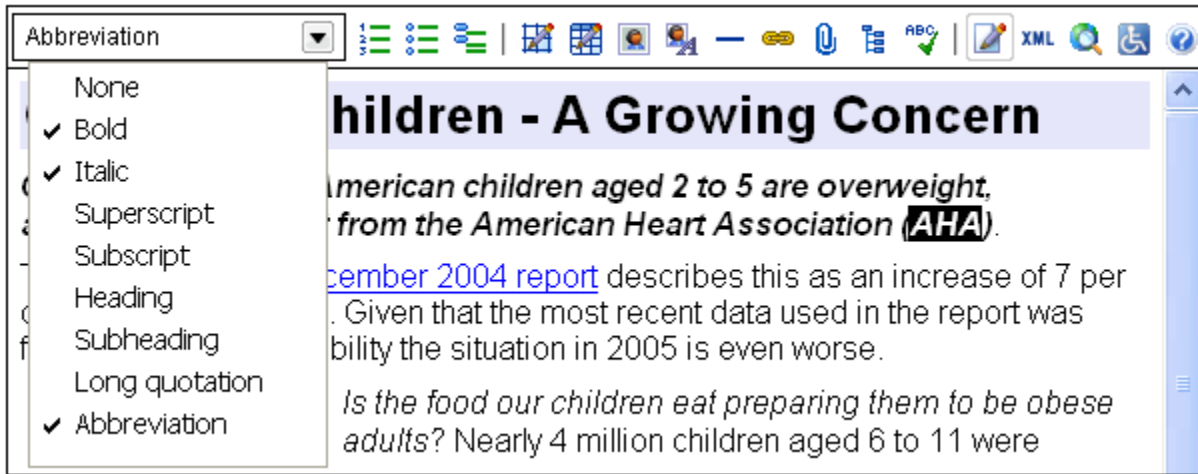
- To display the context menu, right-click inside the editor with a pointing device such as a mouse, or use the following keyboard shortcuts:
 - Windows: **SHIFT** + **F10**
 - OS X: **CONTROL** + **SPACE**
- Use the **UP/DOWN** and **RIGHT/LEFT ARROWS** on your keyboard to navigate the context menu, and use the **ENTER** key or **SPACE** to select context menu options.

Formatting Text

- [Formatting text using the Styles Menu](#)
- [Why the Styles Menu has replaced font and color pickers](#)
- [Apply formatting \(styles\)](#)
- [Edit or remove a style](#)

Formatting text using the Styles Menu

- The Styles Menu is a drop-down menu of formatting options that can be accessed via the toolbar, or via the context menu. In the screenshots below the Styles Menu is seen extended. Check marks indicate selected styles.



- For consistency and ease of authoring, System Administrators typically pre-set the Styles Menu to offer formatting choices suitable to the document being edited.
- A single style can be used to apply sophisticated formatting combinations such as font type, style, color and size.
- Styles can be given easily recognizable names such as "Sale Price", or "Contact Person", and can be grouped under headings.
- These factors create a confident, comfortable authoring environment that supports the consistent use of presentation standards and policies, and speeds the authoring process.

Why the Styles Menu has replaced font and color pickers


Font and color pickers are used to construct formatting one brick at a time, combining font type, style, size and color until the desired effect is achieved. This approach poses significant problems:

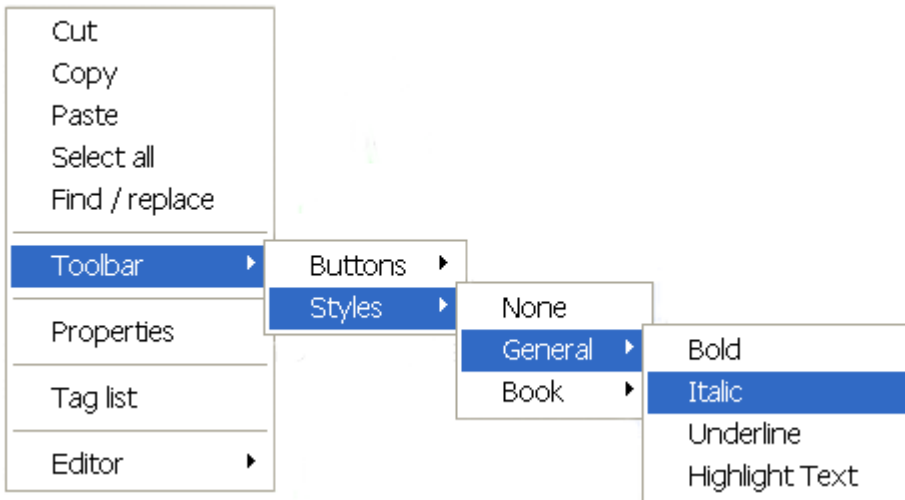
- Building styles piecemeal slows the editing process.
- Authors can make presentation errors if they lack the visual acuity or the necessary knowledge to correctly reproduce formatting used elsewhere in a document.
- Updating the appearance of older content becomes extremely difficult when presentation styles change.
- Font and color pickers offer no semantic capabilities. That is, they can only stipulate how content will appear and offer no way of attaching additional meaning to content.

By contrast, the technology choices behind the editor's Styles Menu (Cascading Style Sheets (CSS) and XHTML):

- make applying accurate formatting quick and easy
- make updating presentation styles a snap
- allow authors to attach unlimited semantic meaning to words or sentences
- generate markup that meets the most demanding accessibility requirements

Apply formatting (styles)



1. In Edit mode, select content to be styled.
2. On the toolbar, select  to open the Styles Menu. Alternatively, in the context menu (seen below), choose Toolbar then Styles.
3. Active styles display check marks. Select or de-select styles to apply the desired formatting.
4. To remove all styles, select None.



Bulleted and Numbered Lists

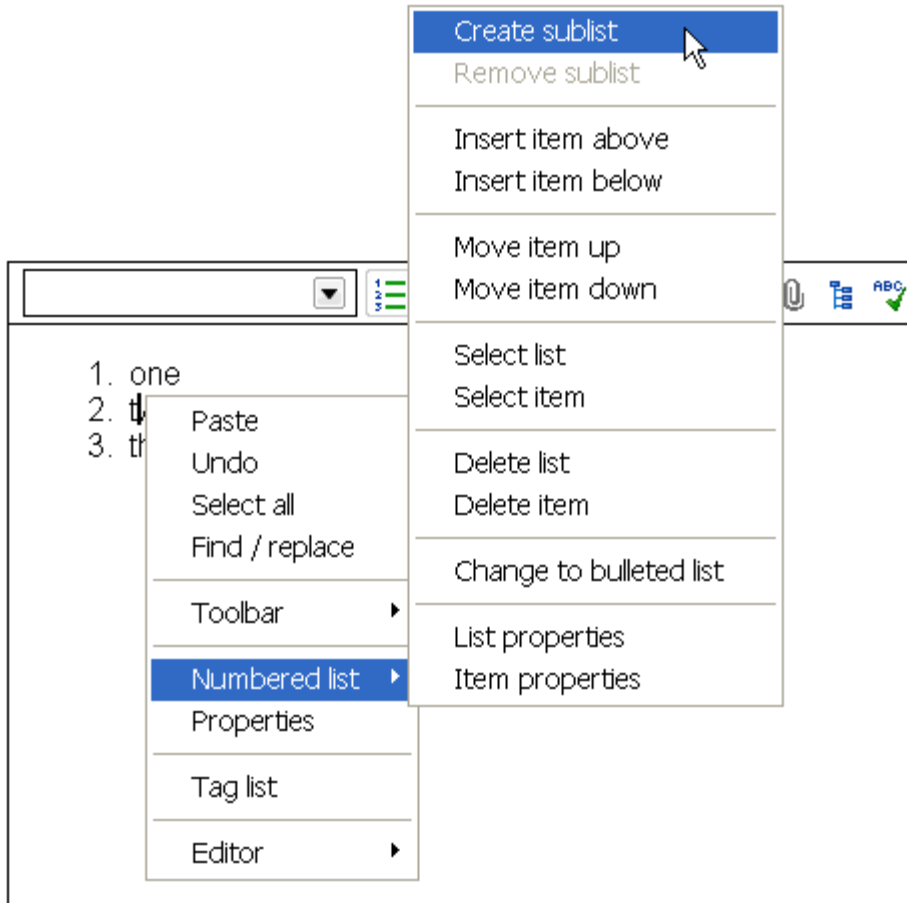
- [Create a numbered or bulleted list](#)
- [Manage lists using the context menu](#)
- [Create a sublist \(indent\)](#)
- [Insert a list item](#)
- [Move a list item](#)
- [Change to a numbered/ bulleted list](#)
- [Remove bullets or numbering](#)
- [Remove sublist \(remove indent\)](#)
- [Delete a list item](#)
- [Delete a list](#)
- [Insert space before a list](#)
- [Insert space after a list](#)

Create a numbered or bulleted List

1. Select content to which you want to add bullets or numbering.
2. On the toolbar, select the  or  button. Or, in the context menu, select Toolbar, Buttons, then Numbered list or Bulleted list.

Manage lists using the context menu

- The context menu facilitates all operations related to the creation and management of bulleted or numbered lists:



Create a sublist (indent)

1. Place the cursor in the bulleted or numbered line that you want to indent.
2. In the context menu, select Bulleted/ Numbered list, then Create sublist.

Insert a list item

1. Place the cursor in a line.
2. In the context menu, select Bulleted/ Numbered list, then either Insert item above or Insert item below.

Move a list item

1. Place the cursor in the line you wish to move.
2. In the context menu, select Bulleted/ Numbered list, then either Move item up or Move item down

Change to a numbered/ bulleted List

1. Place the cursor in a line.
2. In the context menu, select Bulleted/ Numbered list, then Change to bulleted/ numbered list.

Remove bullets or numbering

1. Select content from which you want to remove bullets or numbering.
2. On the toolbar, de-select Numbered/ Bulleted list, or in the context menu, select Toolbar, Buttons, then de-select Numbered/ Bulleted list

Remove Sublist (remove indent)

1. Place the cursor in the line from which you want to remove the indent (sublist).
2. In the context menu, select Numbered/ Bulleted list, then Remove sublist.

Delete a list item

1. Place the cursor in the item you want to delete
2. In the context menu, select Numbered/ Bulleted list, then Delete item.

Delete a list

1. Place the cursor anywhere in the list
2. In the context menu, select Numbered/ Bulleted list, then Delete list.

Insert space before a list

1. Place the cursor in the first line of the list.
2. Use the left arrow key to move the cursor to the left until it appears as one long cursor along the vertical left edge of the list (see below)
3. Press **ENTER** to insert a paragraph before the list.



Insert space after a list

1. Place the cursor in the last line of the list.
2. Use the right arrow key to move the cursor to the right until it appears as one long cursor along the vertical right edge of the list (see below).
3. Press **ENTER** to insert a paragraph after the list.



Definition Lists


- [Overview](#)
- [Create a definition list](#)
- [Manage definition lists using the context menu](#)
- [Insert an item](#)
- [Insert a term or description](#)
- [Move an item up/down](#)
- [Move a term or description up/down](#)
- [Select an item](#)
- [Select a term or description](#)
- [Delete a definition list](#)
- [Delete an item](#)
- [Delete a term or description](#)
- [Sort a definition list](#)
- [Insert space before a definition list](#)
- [Insert space after a definition list](#)

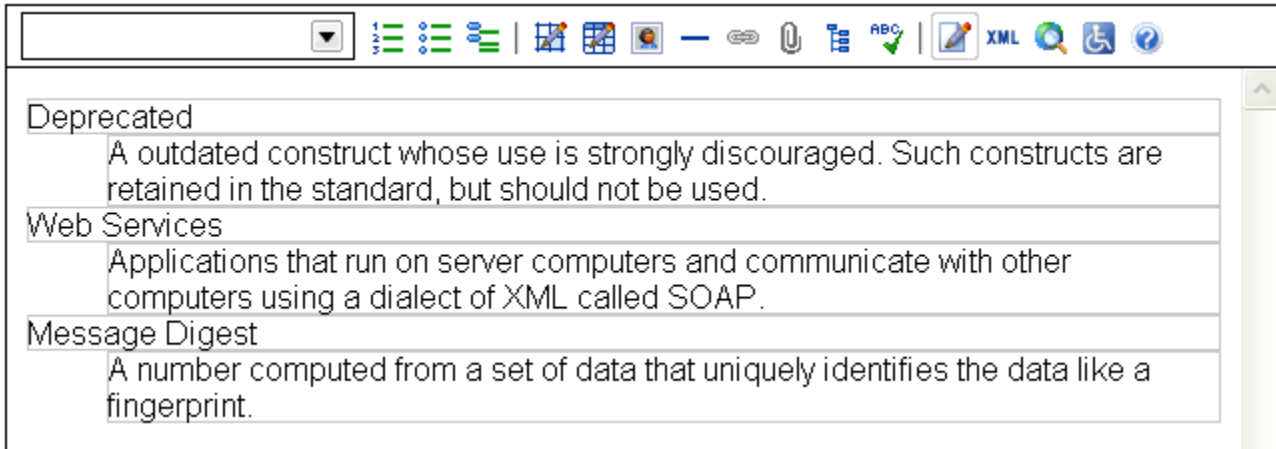
Overview

- Definition lists are made up of "items". Items comprise terms and descriptions.
- Several terms can share the same description, and a single term can have several descriptions.
- Terms are left-aligned, and descriptions are indented.

- Definition lists are useful for presenting glossaries, with each item consisting of a term and its description.
- Definition lists can also be used to present dialog, where the term names the speaker, while the description contains the words spoken.

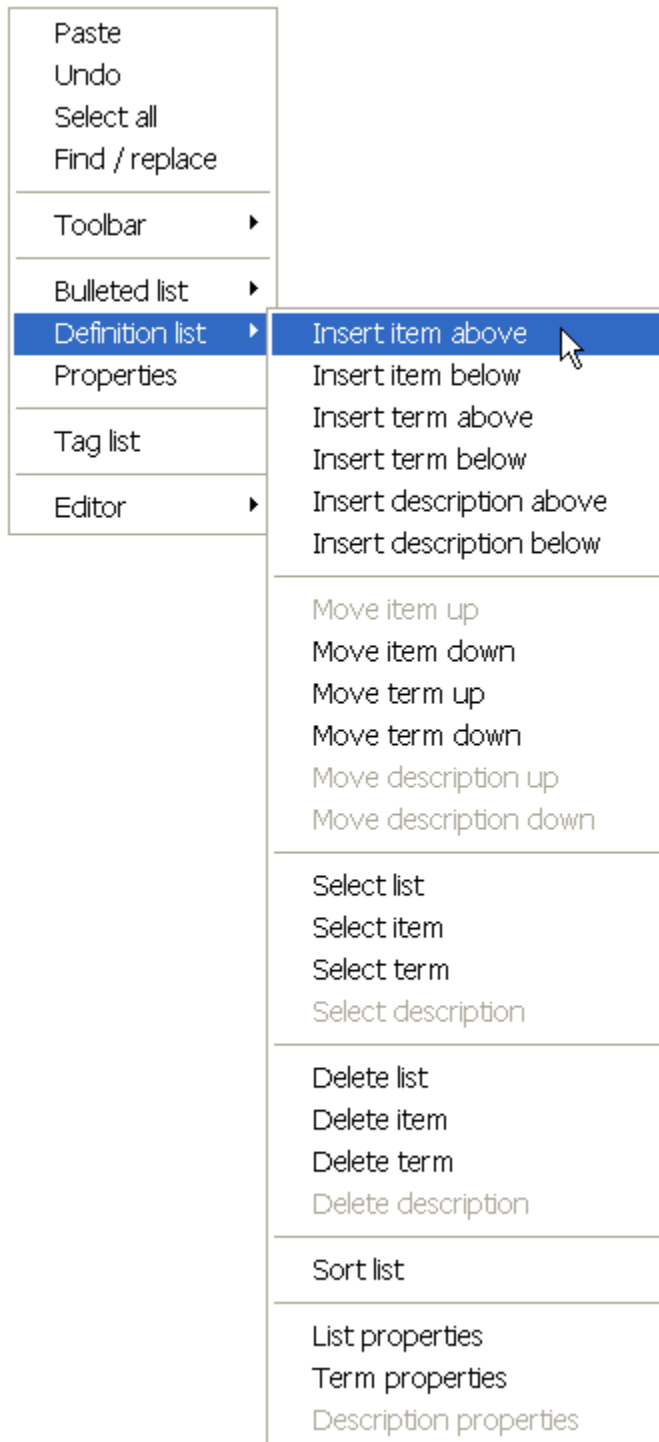
Create a definition list

1. On the toolbar, select . Alternatively, in the context menu, select Toolbar, Buttons, then Definition list.
2. In the Definition list dialog box, indicate the number of items in the list. An item is a pair comprising a term and its description.
3. As seen in the screenshot below, terms are left-aligned, and their descriptions are indented.
4. Type a term then hit **ENTER**. The cursor automatically jumps to the description field for that term.



Managing definition lists using the context menu

- The context menu (seen below) facilitates the management of definition lists:



Insert an item

1. To insert an item (a pair comprising a term and a description), place the cursor inside an existing item and, in the context menu, choose Definition list, Insert item above or Insert item below.

Insert a term or description

1. In some cases, a single term can have more than one description. Also, a single description can have several terms.
2. To insert additional terms or descriptions, place the cursor inside a term or description.
3. In the context menu, choose Definition list, Insert term/description above or Insert term/description below.

Move an item up or down

1. To move an item (a pair comprising a term and a description) place the cursor inside an existing item and, in the context menu, choose Definition list, Move item up or Move item down.

Move a term or description up/down

1. To move a term or a description, place the cursor inside a term or description and, in the context menu, choose Definition list, Move term/description up or Move term/description down.

Select an item

1. Place the cursor inside an item and, in the context menu, choose Definition list, then Select item.

Select a term or description

1. Place the cursor in the term or description and, in the context menu, choose Definition list, then Select term or Select description.

Delete a definition list

1. To delete the entire definition list, in the context menu, choose Definition list, Delete list.

Delete an item

1. To delete an item (a term and a description), place the cursor inside the item and, in the context menu, choose Definition list, Delete item.

Delete a term or description

1. Place the cursor in the term or description and, in the context menu, choose Definition list, Delete term or Delete description.

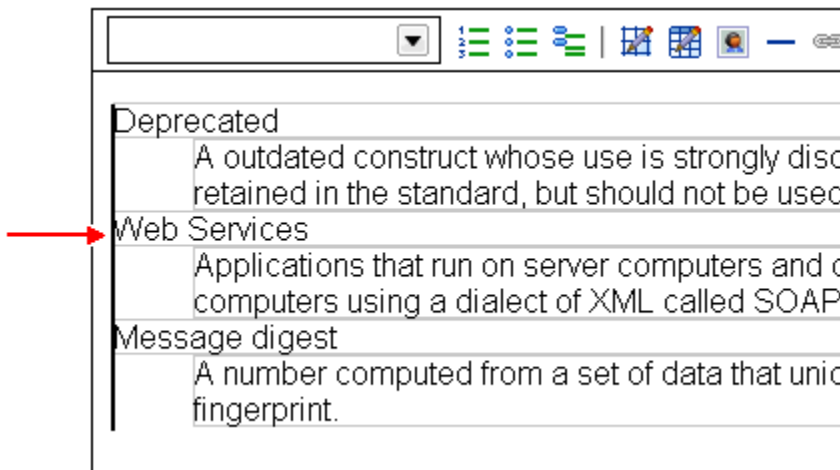
Sort a definition list

Definition lists can be sorted alphabetically, by term. Sorting involves 2 steps:

1. Where a definition item contains more than one term, the terms are sorted alphabetically.
2. The entire definition list is then sorted alphabetically, using the first term in each item.

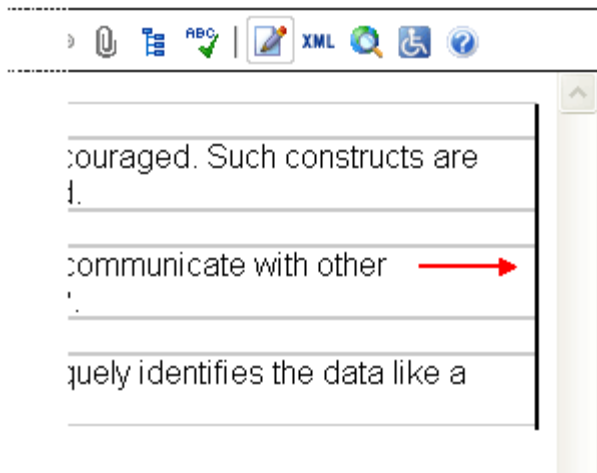
Insert space before a definition list

1. Place the cursor in the first term of the definition list.
2. Use the **LEFT ARROW** key to move the cursor to the left until it appears as one long cursor along the vertical left edge of the definition list (see screenshot below).
3. Press **ENTER** to insert a paragraph before the definition list.



Insert space after a definition list

1. Place the cursor in the last line of the last description in the list.
2. Use the **RIGHT ARROW** key to move the cursor to the right until it appears as one long cursor along the vertical right edge of the definition list.
3. Press **ENTER** to insert a paragraph after the definition list.



Images

- [Images and alternate text](#)
 - [Alternate text makes content understandable when images cannot be seen](#)
 - [When not to use alternate text](#)
 - [When alternate text is essential](#)
 - [Images As Text makes writing alternate text simple](#)
 - [Images As Text also makes editing alternate text simple](#)
 - [Spell checking alternate text](#)
- [Editing images](#)
 - [Image URL](#)
 - [Decorative image / alternate text](#)
 - [Description](#)
 - [Long description URL](#)
 - [Width and height](#)
 - [Constrain proportions](#)
 - [Align](#)
 - [Preview](#)
- [Insert an image](#)
 - [Drag images into the editor](#)
 - [Browse and select images from libraries](#)
 - [Enter a direct URL for an image](#)
 - [Copy then paste an image from the file system](#)
 - [Copy then paste an image from other applications \(Photoshop, Word, etc.\)](#)
 - [Use `PRINT SCREEN` to capture images from your monitor](#)
- [Optional features](#)
 - [Save an image to a specific folder](#)
 - [Rename uploaded image files or replace existing image files](#)
 - [Save images to My Computer](#)
- [Wrap text around an image](#)
- [Delete an image](#)
- [Resize an image](#)
 - [Resize an image by stretching it](#)
 - [Resize an image using the Image Properties dialog box](#)
 - [Restore the original dimensions of an image](#)

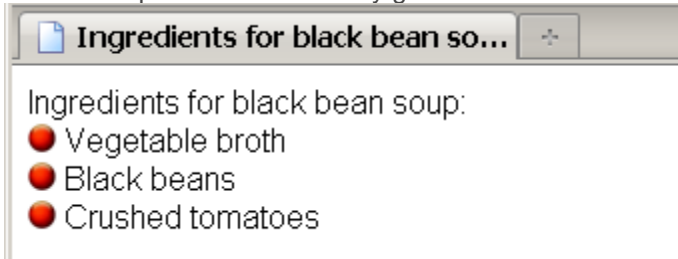
Images and alternate text

Alternate text makes content understandable when images cannot be seen

The function of alternate text is to make content containing images understandable when images cannot be seen. This can be because readers have limited vision, because search engines can only read text, or because users turn off image rendering in their browser. To avoid impeding the flow of a document or the ideas expressed in it, alternate text must work well with surrounding content when it stands in place of images.

When not to use alternate text

- Before images can be used in the editor, authors are prompted to identify images as decorative or non-decorative.
- Decorative images (spacers, bullets, borders, etc.) must not be given alternate text, or they risk distorting content.
- The editor automatically disables alternate text for any image identified as decorative. Were this not so, [listen](#) to the comic effect produced by a screen reader or other non-visual device when reading the following recipe, where the bullet points are incorrectly given the alternate text "Red ball":

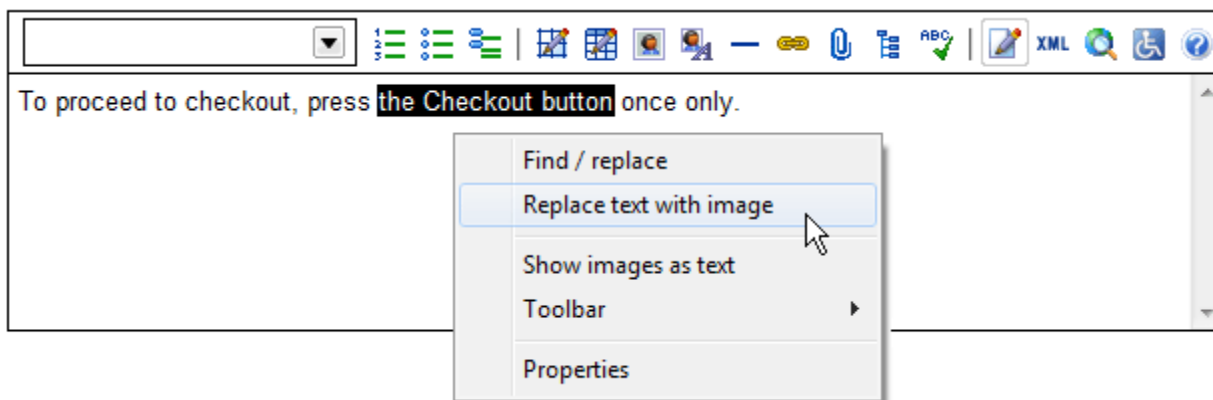


When alternate text is essential

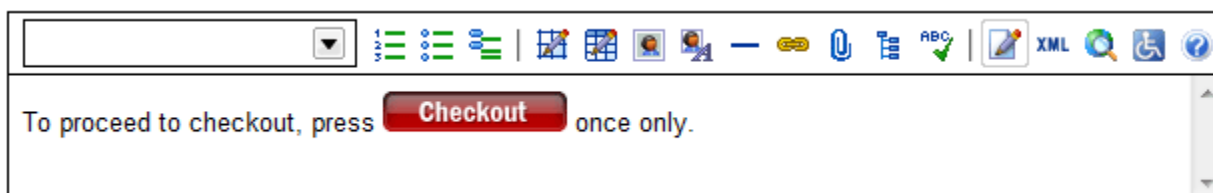
- Non-decorative images (such as drawings, photographs, charts, etc.) form the majority of online images, and alternate text must be supplied for these images before they can be used in the editor. However, some content authors have difficulty composing alternate text.
- XStandard's "Images As Text" feature resolves this problem because it makes it clear what alternate text will work in a given context, by letting authors create and edit alternate text directly in the document, just like ordinary text.

Images As Text makes writing alternate text simple

- One example of a foolproof method of authoring alternate text using the Images As Text feature is seen in the screen shot below. The author highlights text in the document, then selects "Replace text with image" from the context menu, or by pressing the Image button on the toolbar.

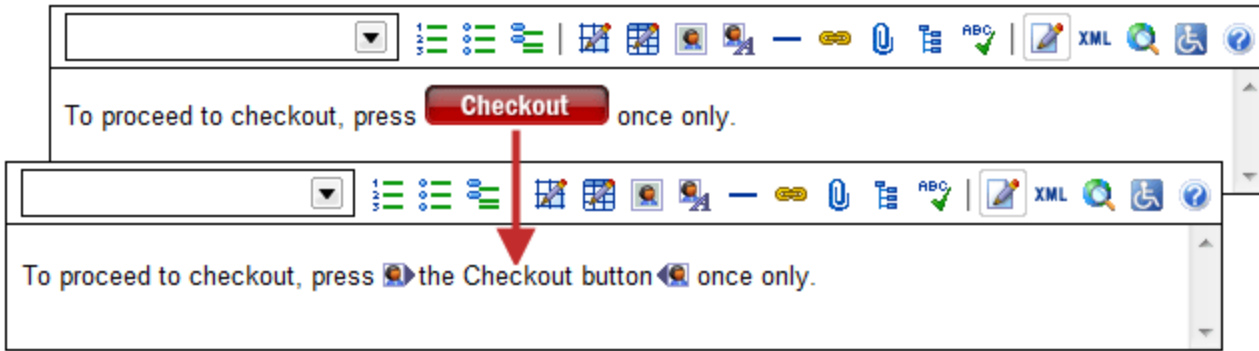


- The result is seen in the following screen shot where the image selected replaces the highlighted text, and the highlighted text ('the Checkout button') becomes the alternate text for the image:



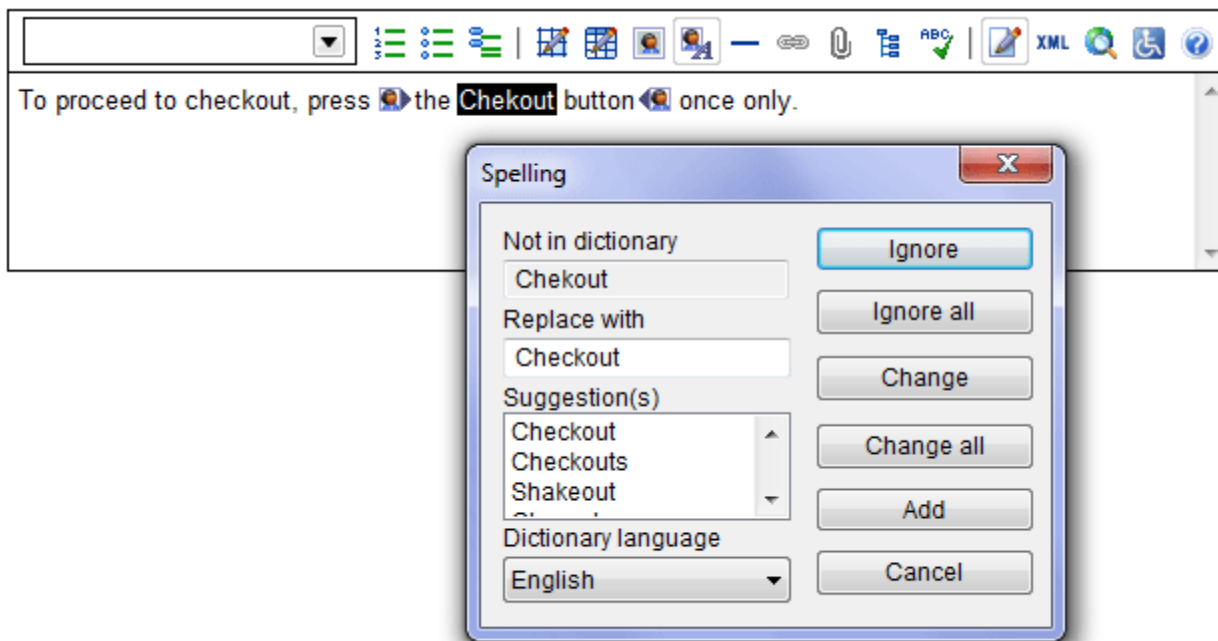
Images As Text also makes editing alternate text simple

- Authors can review the alternate text behind an image by selecting "Show images as text" from the context menu, or by pressing the Image button on the toolbar.
- Alternate text appears between image markers and can be edited directly in the document, just like surrounding content.



Spell checking alternate text

- When authors perform editing operations on a document, such as find/replace or spell checking, the editor automatically switches to Images As Text mode. This includes alternate text in these operations. As seen in the screen shot below, authors correct spelling mistakes in alternate text by typing directly in the document, between the image markers.



Editing images

Edit images through the Image properties dialog box (seen below). To display the Image properties dialog box, double-click on the image, or select the image and, in the context menu, choose Image, then Properties.

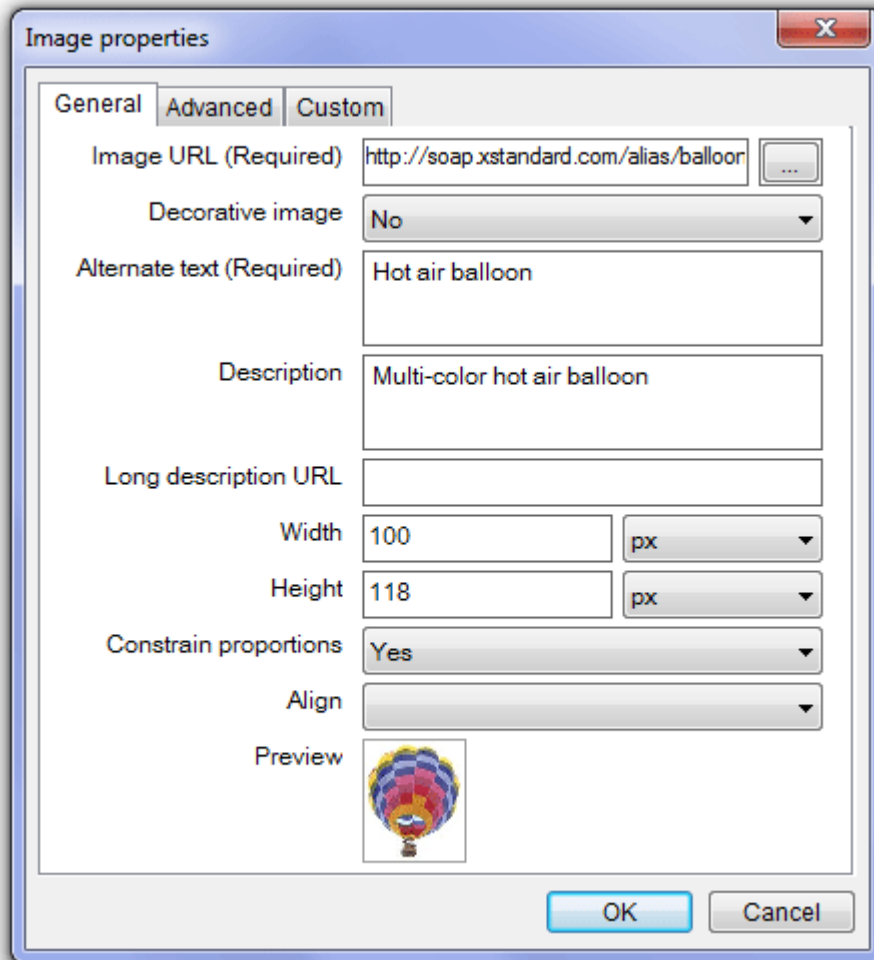


Image URL (Required)

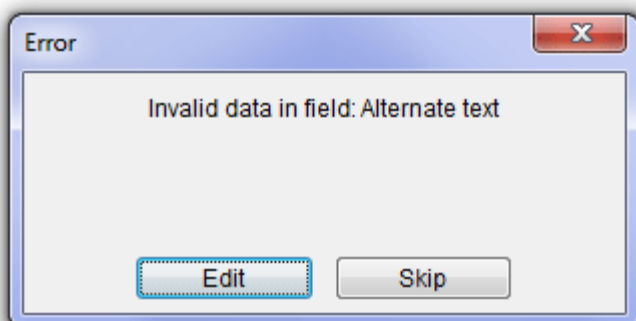
- The Image URL (Required) field automatically displays the file name of the uploaded image.
- To browse for alternative images, select the box to the right of the Image URL field.

Decorative Image

- In this field, indicate if the image is decorative or not by selecting Yes or No.
- If the response is "Yes", the following alternate text field will be disabled, since alternate text should not be entered for decorative images. Read [When not to use alternate text](#) .
- If the response is "No", (i.e. if the image is not a decorative image), authors must enter Alternate Text for the image in the following field before the image can be used.

Alternate Text

- The warning below displays when no alternate text is entered for non-decorative images. Authors can choose to enter the missing alternate text immediately (Edit), or later (Skip).



- Alternate text can be composed and edited via the Image Properties dialog box, or using the editor's Images As Text feature that [makes writing alternate text simple](#).
- Alternate text is automatically [spell checked through the Images As Text feature](#).

Description (optional)

- Under Description, enter a tooltip for the image (text that displays when the mouse pointer hovers over an image).

Long description URL (optional)

- Enter a URL to a Web page containing a description of the image.

Width and height

- The Width and Height fields display the dimensions of the image selected.
- Resize images by modifying the width and height, in pixels, or as a percentage of the width of the page.

Constrain proportions

- Under Constrain Proportions, select Yes to avoid distorting images during resizing.

Align

- Under Align, choose Left or Right to align an image to the right or left of a portion of text.
- Left align floats the image to the left, wrapping text to the right of the image.
- Right align floats the image to the right, wrapping text to the left of the image.

Preview

- The Preview feature offers a thumbnail of the image being up-/downloaded. This feature helps in composing appropriate alternate text when a single piece of content uploaded to the editor contains several images.

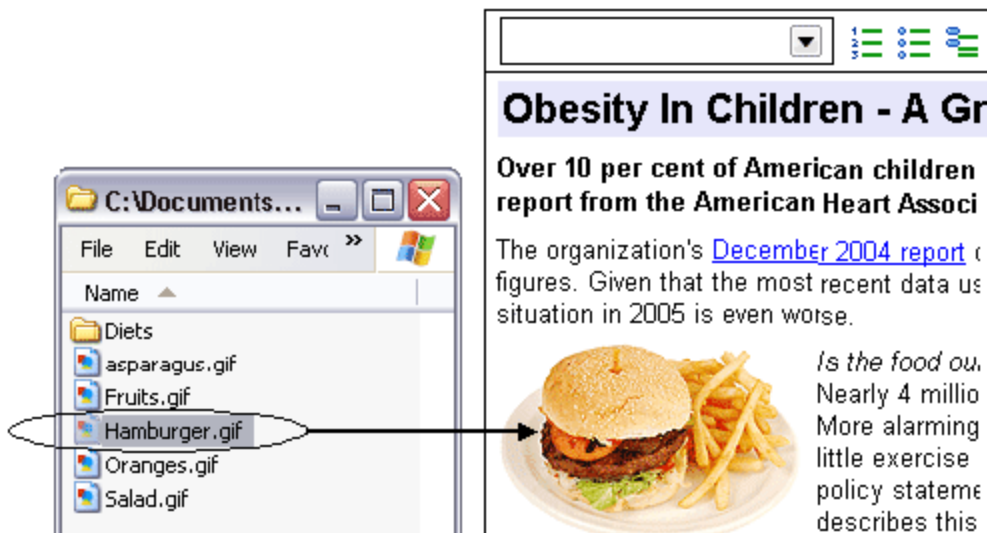
Insert an image

Images can be uploaded into the editor in 6 ways:


- Drag an image into the editor
- Browse and select images from libraries
- Enter a direct URL for an image
- Copy then paste an image from the file system
- Copy then paste an image from another application, such as Photoshop
- Use `PRINT SCREEN` to capture an image from your monitor.

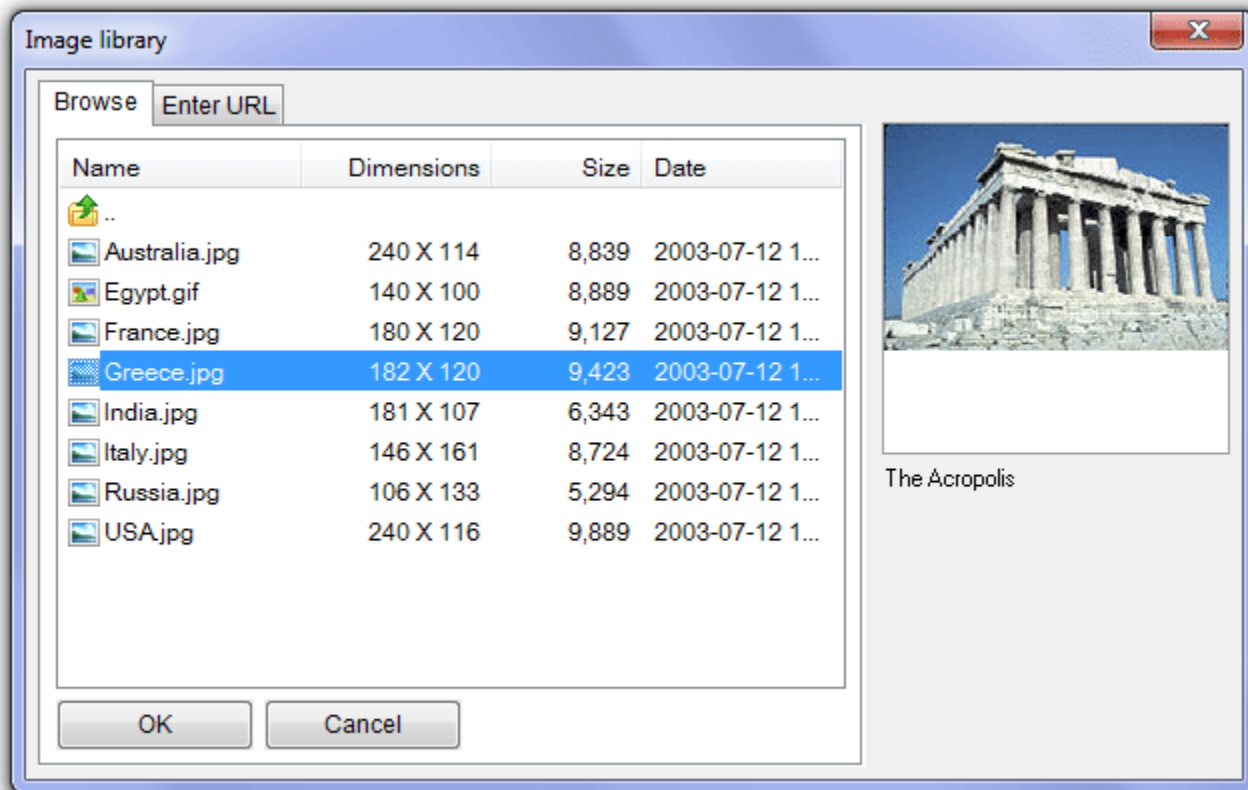
Drag an image into the editor

1. In Edit mode, select an image from the desktop.
2. Drag the image into the editor, to the position where you want the image to appear.




Browse and select images from a library

1. In Edit mode, place the cursor at the point you want the image to appear.
2. On the toolbar, select , or, in the context menu, select Toolbar, Buttons, then Image.
3. In the Image library dialog box that displays, under the Browse tab, select an image. System Administrators determine which image sources are available.
4. As seen in the screenshot below, when an image is selected, the dimensions of the image, its file size, and the date on which the file was last modified are displayed in the left panel.
5. A thumbnail of the selected image appears to the right.
6. Text appearing beneath the thumbnail is the image's alternate text, if available.

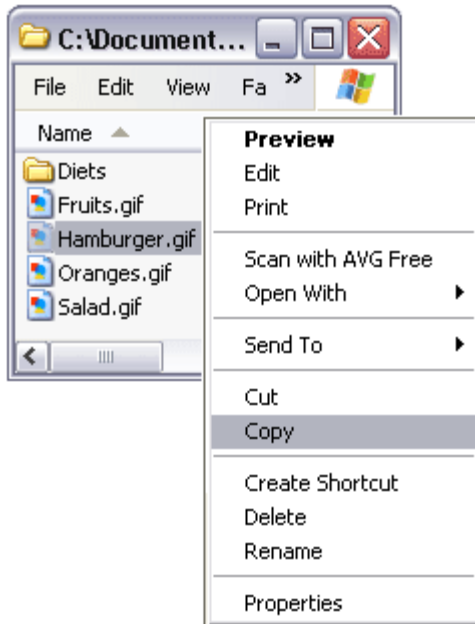


Enter a direct URL for an image

1. In Edit mode, place the cursor where you want the image to appear.
2. Select  on the toolbar or, in the context menu, select Toolbar, Buttons, then Image.
3. In the Image Library dialog box that displays, under the Enter URL tab, enter the URL of the image.
4. Select Preview to display a thumbnail of the image, the size of the image file, and the image's dimensions. If no thumbnail displays, the URL is incorrect.

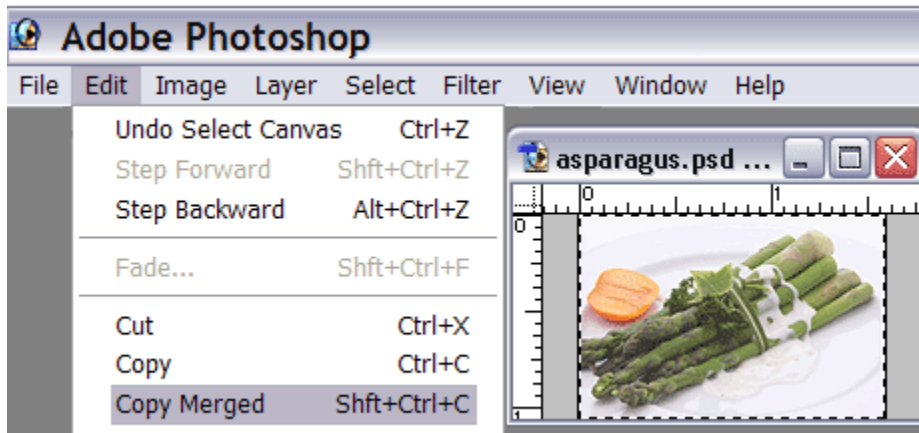
Copy then paste an image from the file system

1. Open the file system, select a file and, in the context menu, select Copy.
2. Place the cursor in the editor at the point you want the image to appear and, in the context menu, select Paste.



Copy then paste an image from another application, such as Photoshop

1. In the application, select Copy or Copy Merged to copy the image.
2. Place the cursor in the editor at the point you want the image to appear and, in the context menu, select Paste.



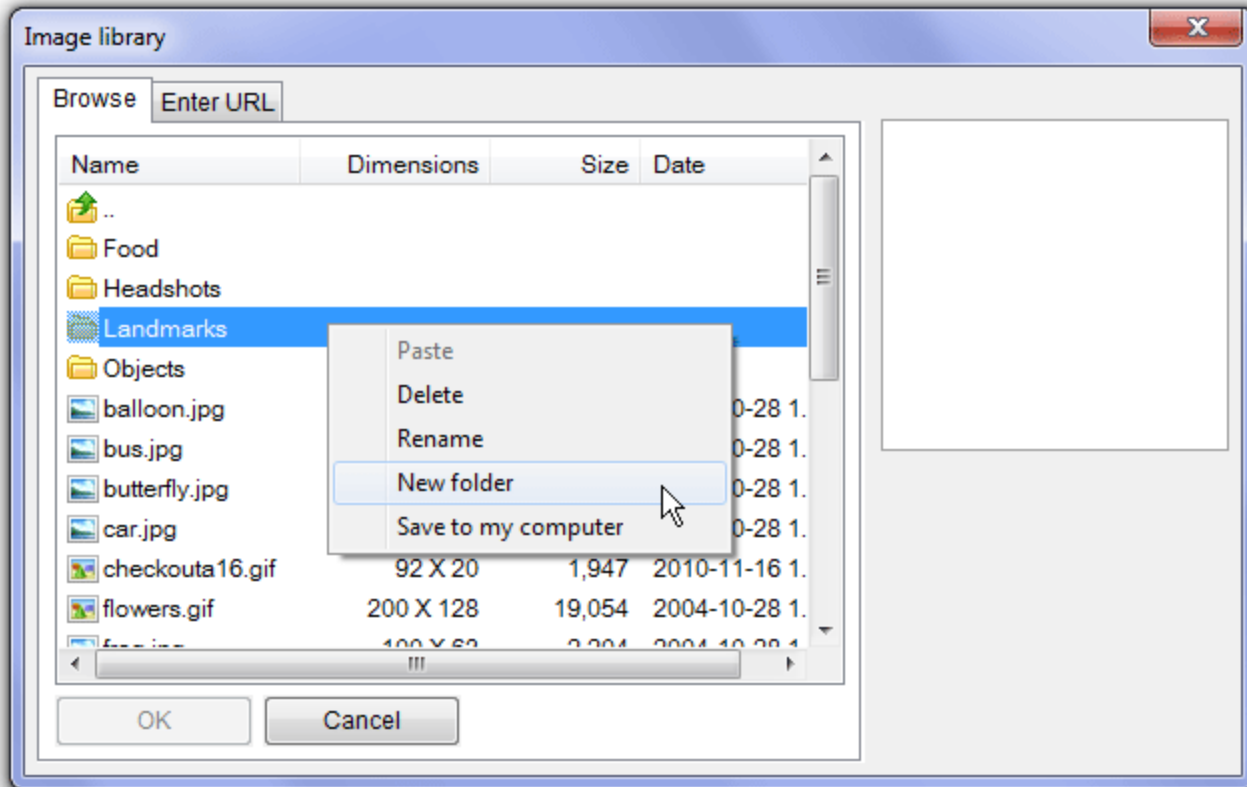
Use `PRINT SCREEN` to capture an image from your monitor.

1. On the keyboard, press `PRINT SCREEN` to capture a screenshot of the image displayed on the monitor screen.
2. Place the cursor in the editor at the point you want the image to appear and, in the context menu, select Paste.

Optional Features

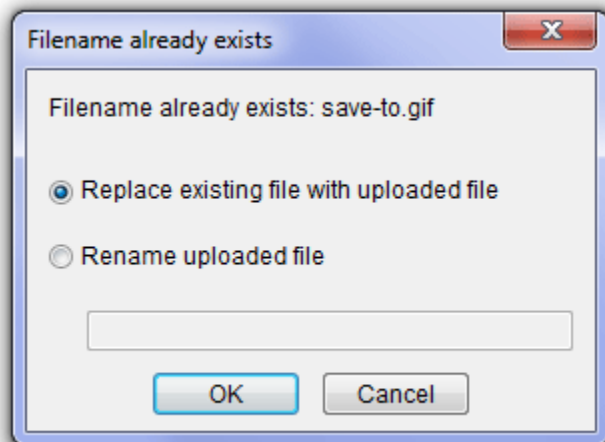
Save To

- When an image is uploaded, if the Save To feature is enabled, the Upload image dialog box opens (see below).
- Use the Upload image dialog box to save images to an existing folder, to a new folder, or to a renamed folder, or sub-folder. System Administrators determine to which folders and/or sub-folders authors may save images.
- The Library and Folder fields located in the upper section of the Upload image dialog box confirm the location of saved images.



Rename / Replace Uploaded Images

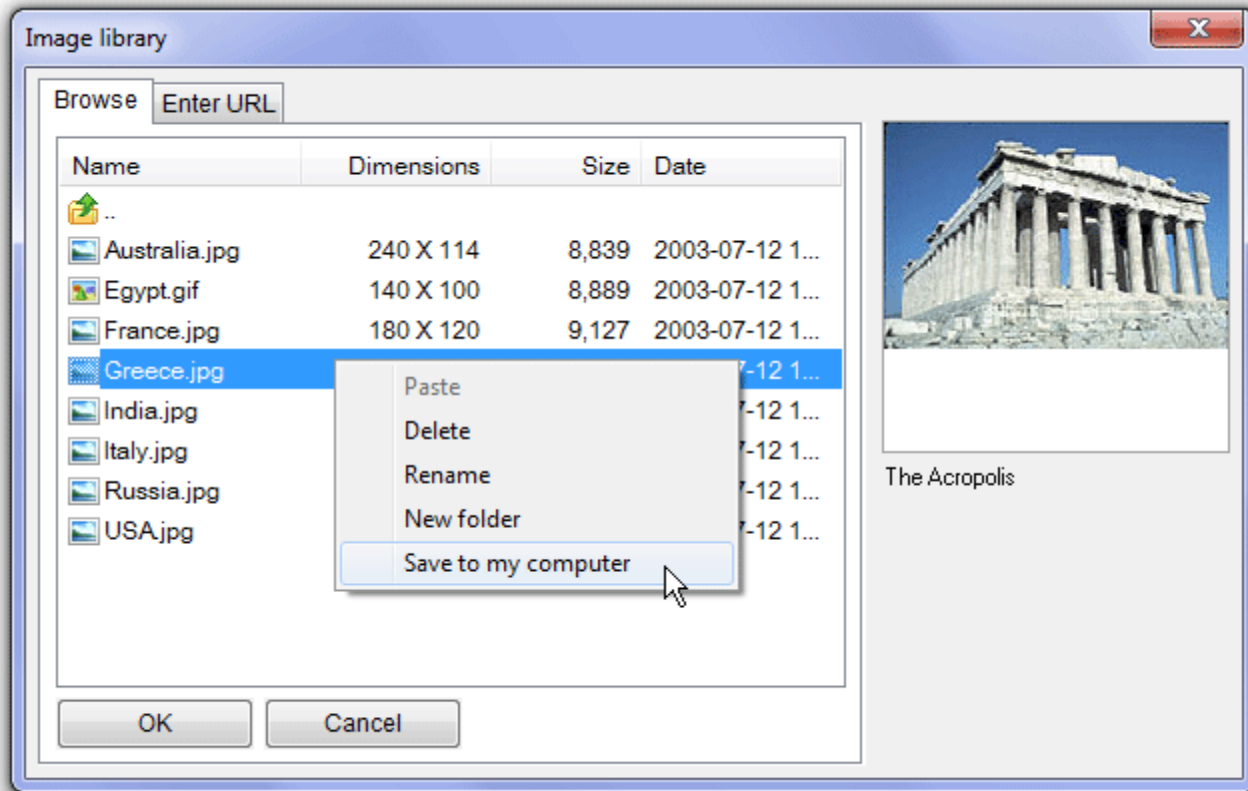
1. When the filename of the image that you are uploading already exists, the Filename already exists dialog box displays.
2. This dialog box allows you to rename the file you are uploading, or to replace an existing file with the uploaded file.
3. In the screenshot below, both options are enabled. Enter a new filename (using the same type of file name extension) if you wish to rename the uploaded file. Alternatively, choose to replace the existing file with the new one.



Save Images To My Computer

When available, this feature permits users to save to their computer an image found in the image library.

1. In the Image Library dialog box, under the Browse tab, with the cursor in the chosen image, open the context menu and select Save to my computer.

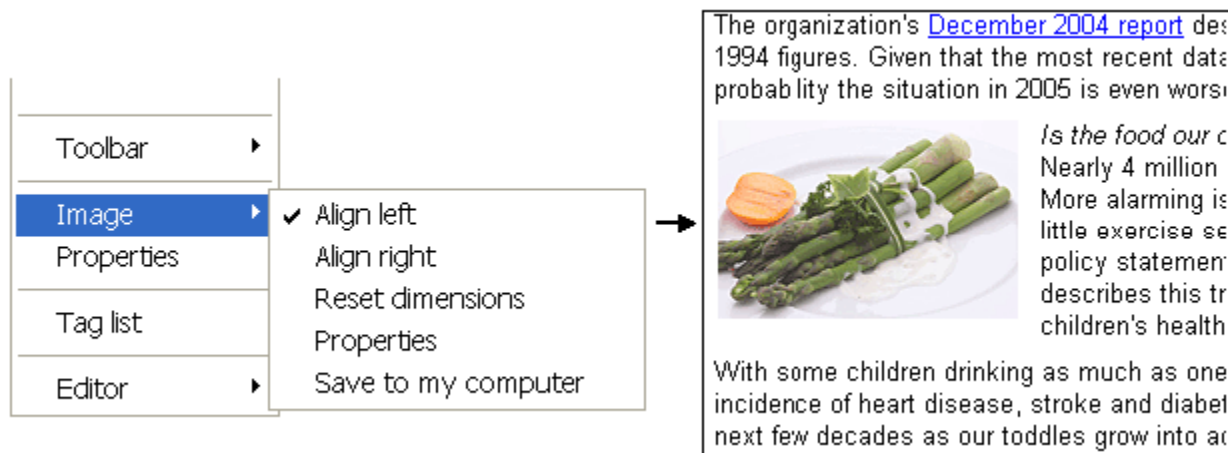


OR:

1. In Edit Mode, place the cursor in an object, or the anchor text for an attachment, open the context menu and select Save to my computer.

Wrap Text Around An Image

1. Select the image and, in the context menu, select Image and Align right to float an image to the right, wrapping text to the left of the image.
2. Select Align left to float the image to the left, wrapping text to the right (seen below).
3. To remove text wrap from an image, de-select Align right or Align left.



Delete An Image

1. Select an image and, in the context menu, select Delete.
2. Alternatively, select an image and press the `Delete` key.

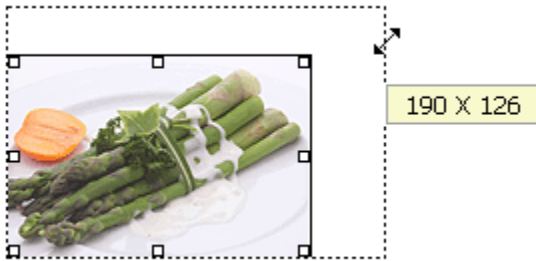
Resize An Image

There are two ways to resize images in the editor.

- Stretch an image to its desired size.
- Resize an image using the Image properties dialog box.

Stretch an image to its desired size

1. Select the image so that "handles" appear.
2. Place the cursor on any handle until double-headed arrows display.
3. Drag the double-headed arrows until the image reaches the desired size. To avoid distorting images during resizing, drag only the corner handles, as seen below.
4. The new dimensions of the image display (in pixels) as the image is being resized.



Resize an image using the Image properties dialog box

1. Select an image and, in the context menu, select Image properties.
2. In the Image properties dialog box, modify the height and width of the image, in pixels or as a percentage of the page.
3. Selecting Yes under Constrain Proportions avoids distorting images when resizing.

Restore the original dimensions of an image

1. The original dimensions are the dimensions of the image at the time it was first uploaded into the editor.
2. To reset an image to its original dimensions, select the image and, in the context menu, select Image, then Reset dimensions.

Tables

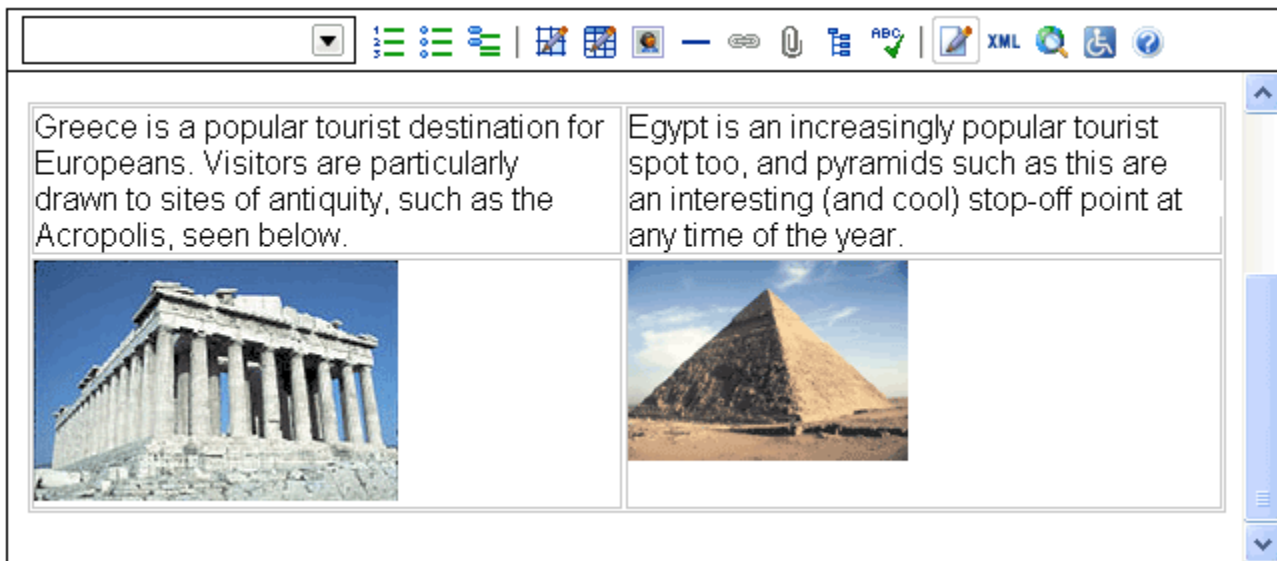
- [Tables and Accessibility](#)
 - [Accessibility and layout tables](#)
 - [Accessibility and data tables](#)
- [Create a table](#)
- [Edit tables using the Table properties dialog box](#)
- [Edit tables using the context menu](#)
 - [Column and row headers](#)
 - [Insert a row, or a column](#)
 - [Delete a row, a column, or a table](#)
 - [Merge cells](#)
 - [Split cells](#)
 - [Align row, column, or cell contents](#)
 - [Move around inside a table](#)
 - [Change the width of a table](#)
 - [Change the width of a column](#)
 - [Reset table properties](#)
 - [Insert space before a table](#)
 - [Insert space after a table](#)

Tables and accessibility

- The desire to make information universally accessible has generated standards and best practices that are supported at the authoring level. This ensures information in tables is as accessible as possible prior to publication.
- The editor supports the creation of accessible content in four ways:
 - Authors are given a choice between creating layout tables or data tables.
 - Essential information needed to make data tables accessible is required before they can be saved.
 - Additional information is collected for data tables and this information is made available to screen readers.
 - The editor also includes a view mode called "Screen Reader Preview" that allows authors to verify (prior to publication) that content presented in tables is accessible.

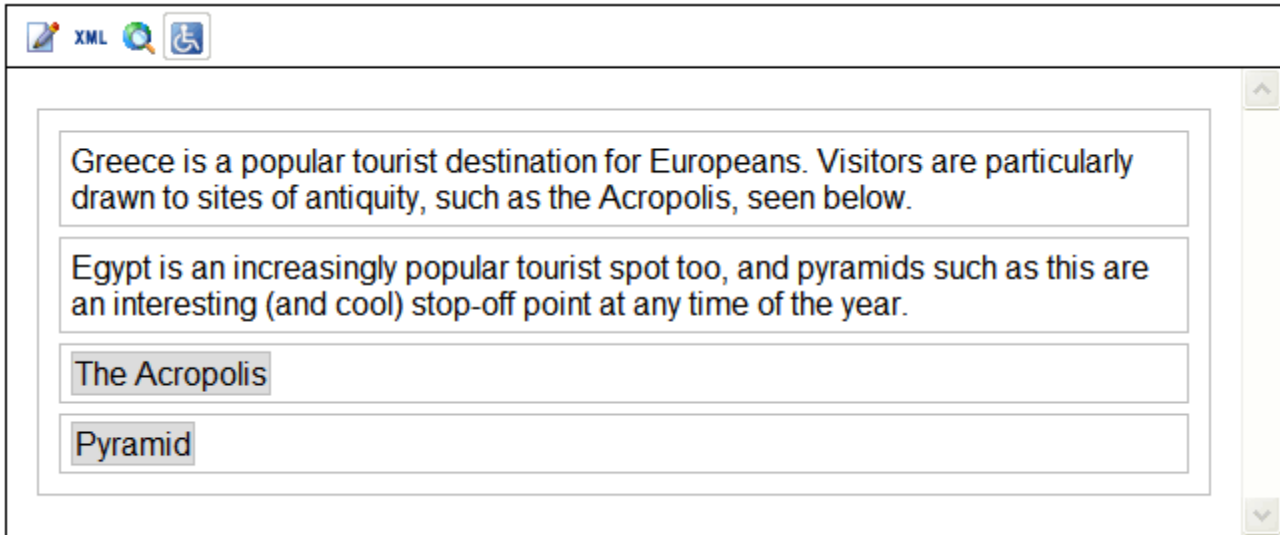
Accessibility and layout tables

- Layout tables are a popular method of presenting mixed content comprising text and images. However, layout tables can hinder accessibility if authors are unaware of how content in tables is processed by assistive technologies, such as screen readers.
- First, layout tables typically position text in relation to images, whereas screen readers completely ignore any such visual relationships. Instead, they process information found in layout tables in strict linear fashion, from left-to-right, top-to-bottom, regardless of the type of content.
- The editor's Screen Reader Preview is therefore designed to give authors a glimpse of how a given table will be processed by screen readers. This highlights any accessibility issues, and allows authors to make changes prior to publication.
- For example, in the layout table below (seen in Edit mode), the author doubtless intended the text describing the Acropolis to be read in relation to the image of the Acropolis that appears beneath the text. The same is true for the pyramid.



The screenshot shows a web editor interface in 'Screen Reader Preview' mode. At the top, there is a toolbar with various icons for editing, including a dropdown menu, list creation, link insertion, image insertion, unlink, insert link, ABC, XML, and accessibility icons. Below the toolbar is a table with two columns and two rows. The top-left cell contains the text: "Greece is a popular tourist destination for Europeans. Visitors are particularly drawn to sites of antiquity, such as the Acropolis, seen below." The bottom-left cell contains an image of the Parthenon in Athens. The top-right cell contains the text: "Egypt is an increasingly popular tourist spot too, and pyramids such as this are an interesting (and cool) stop-off point at any time of the year." The bottom-right cell contains an image of the Great Pyramid of Giza. The table is presented in a linear fashion, as if a screen reader is reading it from top-left to bottom-right.

- However, despite the author's good intentions, significant accessibility problems arise when the same content is processed by a screen reader, as demonstrated by the Screen Reader Preview below:



- The most striking difference between the Edit and Screen Reader views of the layout table is that the relationship between images and text has broken down. For example, the words "...such as the Acropolis seen below" are no longer followed by an image of the Acropolis.
- In the same way, the words "...pyramids such as this..." are no longer followed by the image of a pyramid.
- Since the author is now aware of these obstacles to comprehension, s/he can return to Edit Mode and make necessary changes before publishing.

Accessibility and data tables

- Unlike layout tables, data tables typically do not contain images. Instead, cells in data tables usually contain text or numbers, whose meaning is understood by reference to column and row headers (see below).

Popular Tourist Destinations			
	Popular?	Summer availability	Winter availability
Greece	Yes. Visitors are particularly drawn to sites of antiquity such as the Acropolis	Yes	No
Egypt	Yes, an increasingly popular tourist spot, with pyramids being of special interest.	Yes	Yes

- However, if screen readers are not made aware of the presence of column and row headers, they will process information in a data table as if were in a layout table: reading from left-to-right, top-to-bottom.
- Thus, a screen reader that is unaware of the column headers in the table above will generate the following meaningless output:
 - "Popular Summer availability Winter availability Greece Yes. Visitors are particularly drawn to sites of antiquity such as the Acropolis. Yes No Egypt Yes, an increasingly popular tourist spot, with pyramids being of special interest. Yes Yes"
- To avoid this type of confusion, the editor requires authors to identify when a data table is being used, and ensures that screen readers are able to detect the presence of column and row headers in the table.
- The result can be seen below, in the Screen Reader Preview of the same data table. The presence of column headers has been clearly flagged by the editor, and the screen reader can now use the headers to make sense of information found in the table:

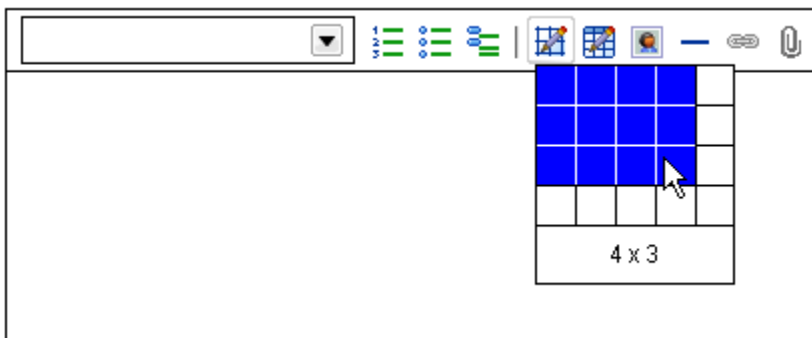
- o "Country Greece Popular Yes. Visitors are particularly drawn to sites of antiquity such as the Acropolis. Summer Availability Yes Winter Availability No"...and so on.

Caption: Popular Tourist Destinations
Summary: Tourist destinations showing popularity and seasonal availability

: Greece, Popular?: Yes. Visitors are particularly drawn to sites of antiquity such as the Acropolis, Summer availability: Yes, Winter availability: No
: Egypt, Popular?: Yes, an increasingly popular tourist spot, with pyramids being of special interest., Summer availability: Yes, Winter availability: Yes

Create a Table

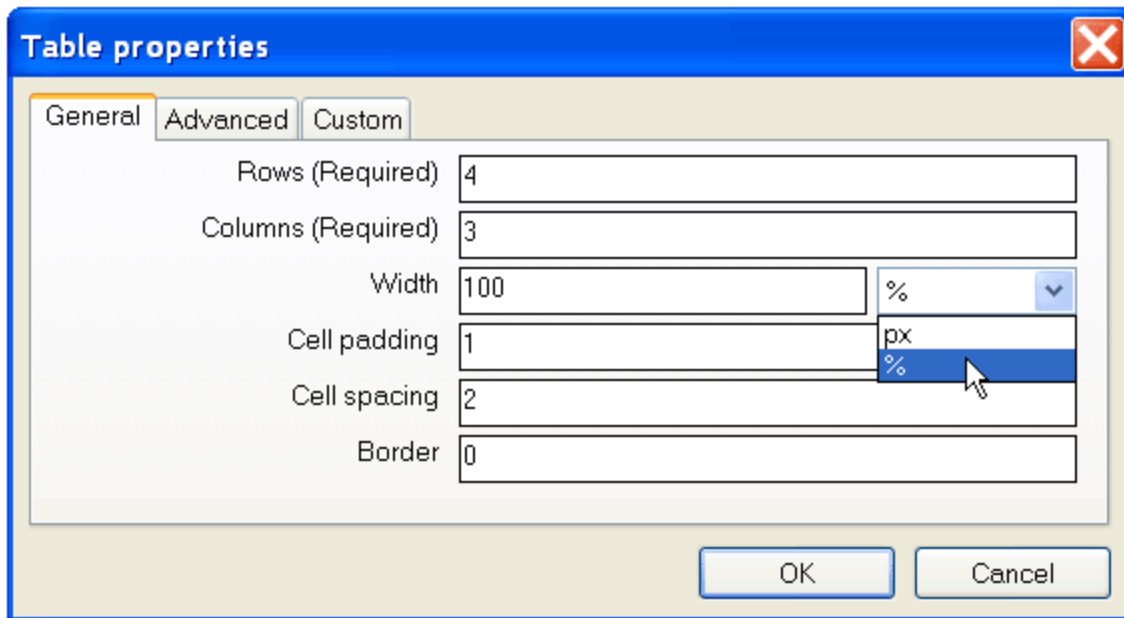
1. On the toolbar, select or . Alternatively, in the context menu, select Toolbar, Buttons, then either Draw layout table, or Draw data table.
2. Draw the desired number of rows and columns for the table.



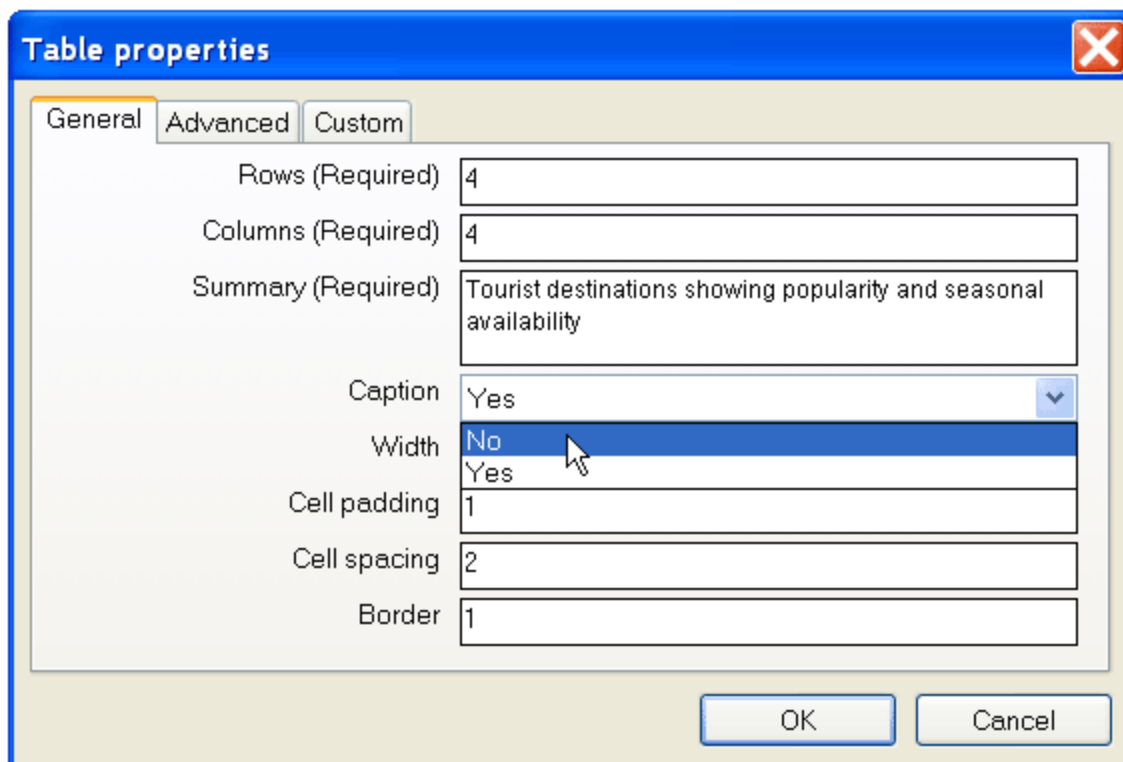
- In the case of data tables, once the table has been drawn, the Table properties dialog box displays and accessibility information must be entered before the data table is actually created.

Edit tables using the Table properties dialog box

- To open the Table properties dialog box, place the cursor inside a layout table, open the context menu, and select Table, then Properties.
- The following screenshot shows the Table properties dialog box for layout tables:



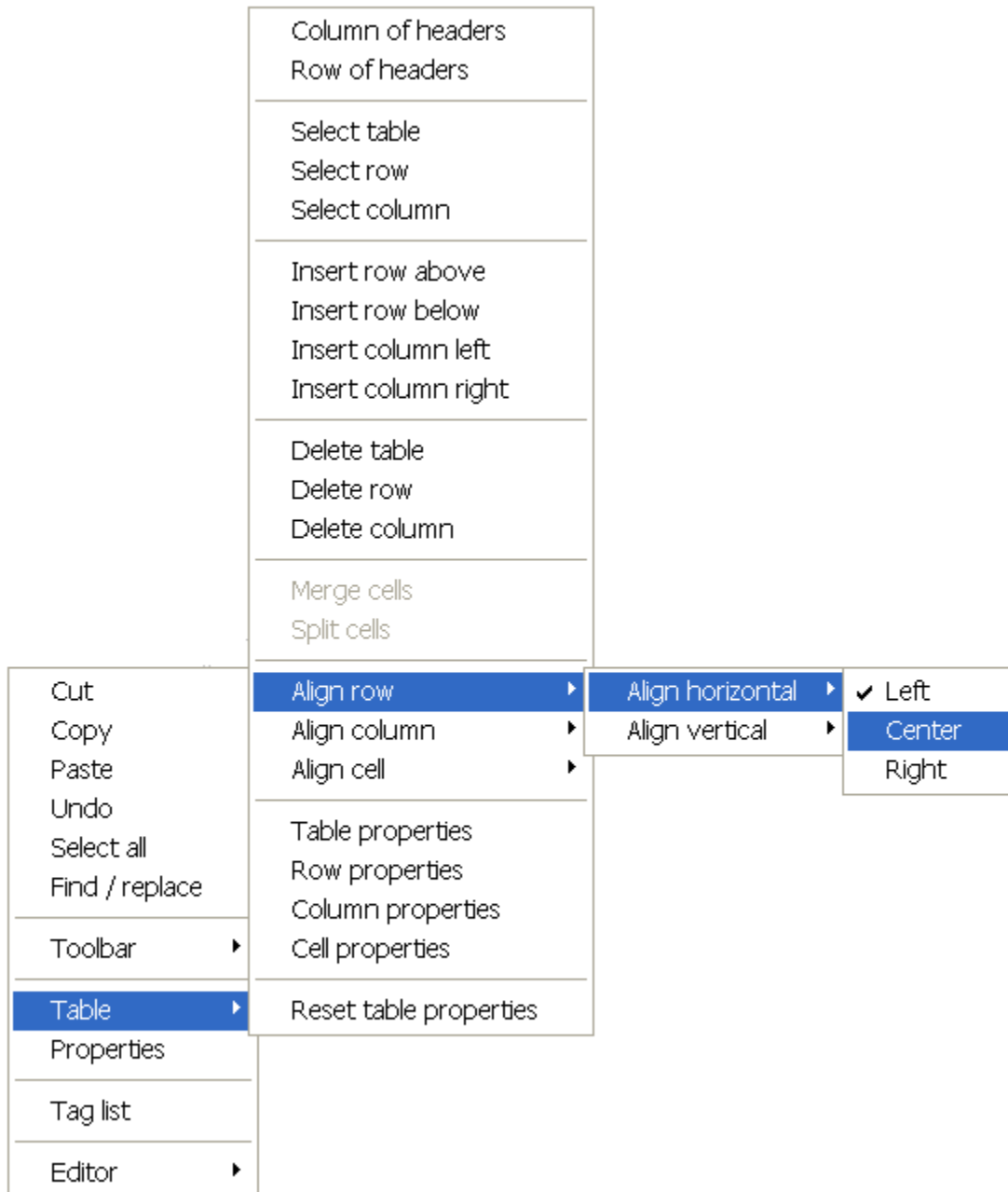
- The following screenshot shows the Table properties dialog box for data tables. In addition to fields found in the layout table properties dialog box, data tables include the fields Summary and Caption:



- Under Rows and Columns (both required fields), input the number of rows and columns.
- For data tables only, under Summary, enter a summary for the table. Summaries are required for data tables and are made available to screen readers. Summaries do not appear in Edit mode or in Browser Preview mode, but are visible in Screen Reader Preview mode.
- For data tables only, under Caption, select Yes or No to indicate if the table is to have a Caption or header. Captions are made available to assistive technologies such as screen readers. They are input in Edit mode, appear immediately above the table and are center-aligned. Captions are visible in all view modes.
- Under Width, input the width of the table in pixels, or as a percentage of the width of the page. In data tables, when this field is left blank, the width of the data table expands as content is entered into the table.

- Under Cell Padding, enter a number representing the space you want to appear between the contents of a cell and the cell's border. One (pixel) is the default.
- Under Cell Spacing, enter a number representing the space you want to appear between the cells themselves. Two (pixels) is the default.
- Under Border, enter a number representing the thickness of the table gridline. The default border setting for layout tables is invisible or "0". However, for the author's convenience, a "0" border setting displays as a gray border in Edit mode. One pixel is the default setting for data tables.

Edit tables using the context menu



Column and Row Headers

- In data tables, it is assumed that the top row is a row of headers. Column and row headers appear bolded.
- To add/remove column headers in a data table, in the context menu, select Table, then (de-)select Column of headers or Row of headers.

Insert a row, or a column

1. Place the cursor in the table and, in the context menu, select Table, then choose to insert a row / column either above / below or on the left / right.

Delete a row, a column, or a table

1. Place the cursor inside the table and, in the context menu, select Table then choose Delete a table / row / column.

Merge cells

1. Select consecutive cells for merging (horizontally and vertically).
2. Place the cursor in the selection and, from the context menu, select Table then Merge cells.

Split cells

1. Place the cursor in the merged cells and, in the context menu, select Table then Split Cells.

Align Row, Column or Cell Contents

1. Place the cursor in the row / column / cell and, in the context menu, choose Table then Row / Column / Cell properties.
2. Under Align horizontal, choose, Left, Right, Center, or the Default alignment.
3. Under Align vertical, choose Top, Bottom, Middle, or the Default alignment.

Move around inside a table

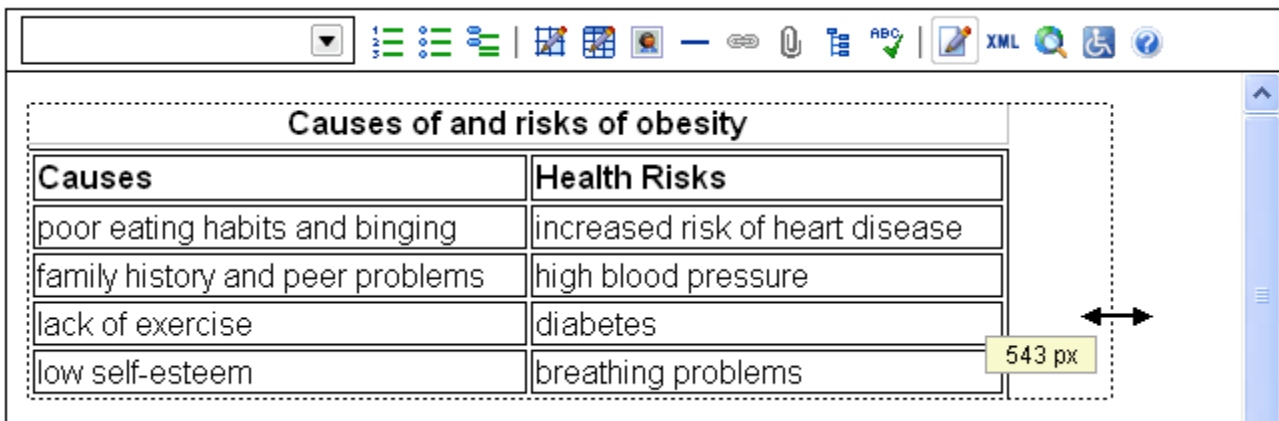
- Accessibility best practices reserve the use of the Tab key for navigating into the editor from another control in your content management system. Therefore, use the following keyboard combinations to move from one cell to the next while in the editor:
- Windows and OS X:
 - Use **CTRL** + **UP ARROW** to go to the beginning of the current cell or preceding cell.
 - Use **CTRL** + **DOWN ARROW** to move to the beginning of the next cell.
 - Use the **UP ARROW** or **DOWN ARROW** keys to move to rows above or below.

Change the width of a table

- The width of layout tables is set by default to 100% of the page width.
- The width of data tables is left blank by default. If no width is specified by the content author, data tables expand gradually as data is entered into the table.
- To change the width of a table:
 1. Place the cursor in the table and, from the context menu, select Table then Table properties.
 2. In the Table properties dialog box, under Width, set the width of the table in pixels or as a percentage of the width of the page.

OR:

3. Place the cursor on the vertical edges of the table until a double-headed arrow displays (see below).
4. Drag the table to the desired width. The new width of the table display (in pixels) as the table is being resized.

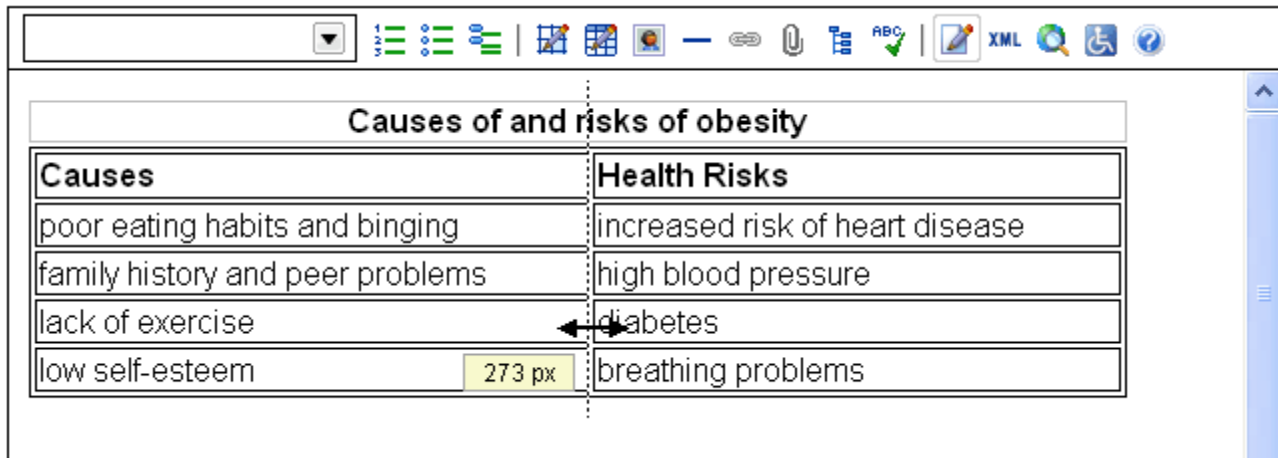


The screenshot shows a rich text editor interface. At the top is a toolbar with various icons. Below the toolbar is a table with the title "Causes of and risks of obesity". The table has two columns: "Causes" and "Health Risks". The "Causes" column contains: "poor eating habits and bingeing", "family history and peer problems", "lack of exercise", and "low self-esteem". The "Health Risks" column contains: "increased risk of heart disease", "high blood pressure", "diabetes", and "breathing problems". A double-headed arrow is positioned on the right edge of the table, and a yellow callout box next to it displays "543 px".

Causes	Health Risks
poor eating habits and bingeing	increased risk of heart disease
family history and peer problems	high blood pressure
lack of exercise	diabetes
low self-esteem	breathing problems

Change the width of a column

1. Place the cursor inside the column and, in the context menu, select Table, Column properties.
2. In the Column properties dialog box, under Width, enter the desired width of the column in pixels, or as a percentage.
OR:
3. Place the cursor along the column border until double-headed arrows display (see below).
4. Drag the column to the desired size. The width of the column to the left is displayed, in pixels, as the column border is dragged.

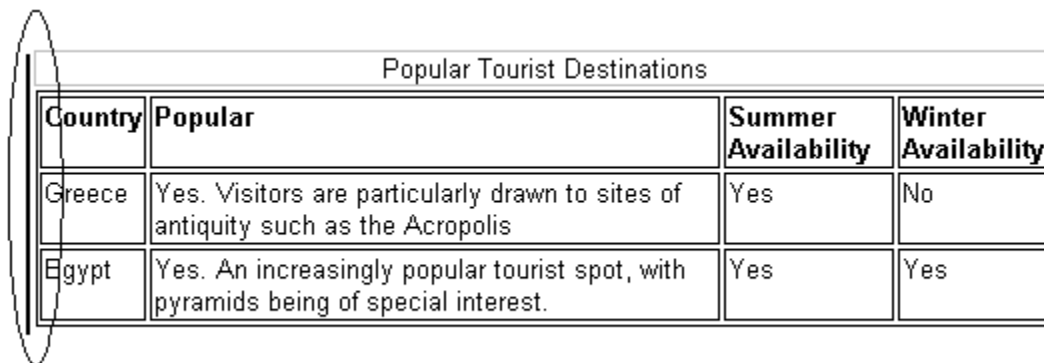


Reset table properties

1. Place the cursor in the table and, in the context menu, select Table then Reset table properties. Selecting this option will not remove any rows or columns added since the table was first opened, but will:
 - Remove all column widths
 - Remove any formatting applied since the table was first opened

Insert space before a table

1. Place the cursor in the top-left cell of the table. In data tables, place the cursor in the caption if one is present.
2. Use the left arrow key to move the cursor to the left until it appears as one long cursor along the vertical left edge of the table, as seen in the screenshot below. Press **ENTER** to insert a paragraph before the table.



Insert space after a table

1. Place the cursor in the bottom-right cell of the Layout or data table.
2. Use the right arrow key to move the cursor to the right until it appears as one long cursor along the vertical right edge of the table, as seen in the screenshot below. Press **ENTER** to insert a paragraph after the table.

Popular Tourist Destinations			
Country	Popular	Summer Availability	Winter Availability
Greece	Yes. Visitors are particularly drawn to sites of antiquity such as the Acropolis	Yes	No
Egypt	Yes. An increasingly popular tourist spot, with pyramids being of special interest.	Yes	Yes

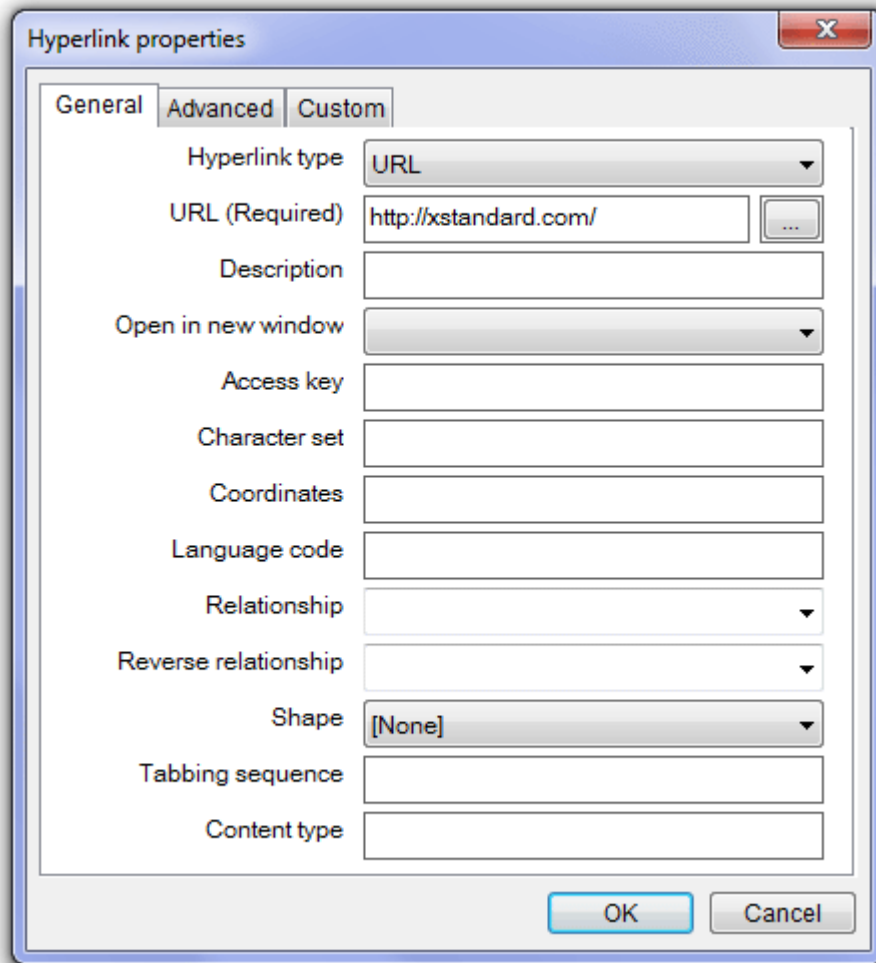
Hyperlinks

- [Choose a hyperlink type](#)
- [Insert a URL hyperlink](#)
- [Insert an email address hyperlink](#)
- [Insert a hyperlink to content within the current document](#)
- [Edit a hyperlink](#)
- [Remove a hyperlink](#)
- [Edit hyperlink text](#)
- [Hyperlink text and accessibility](#)

Choose a hyperlink type

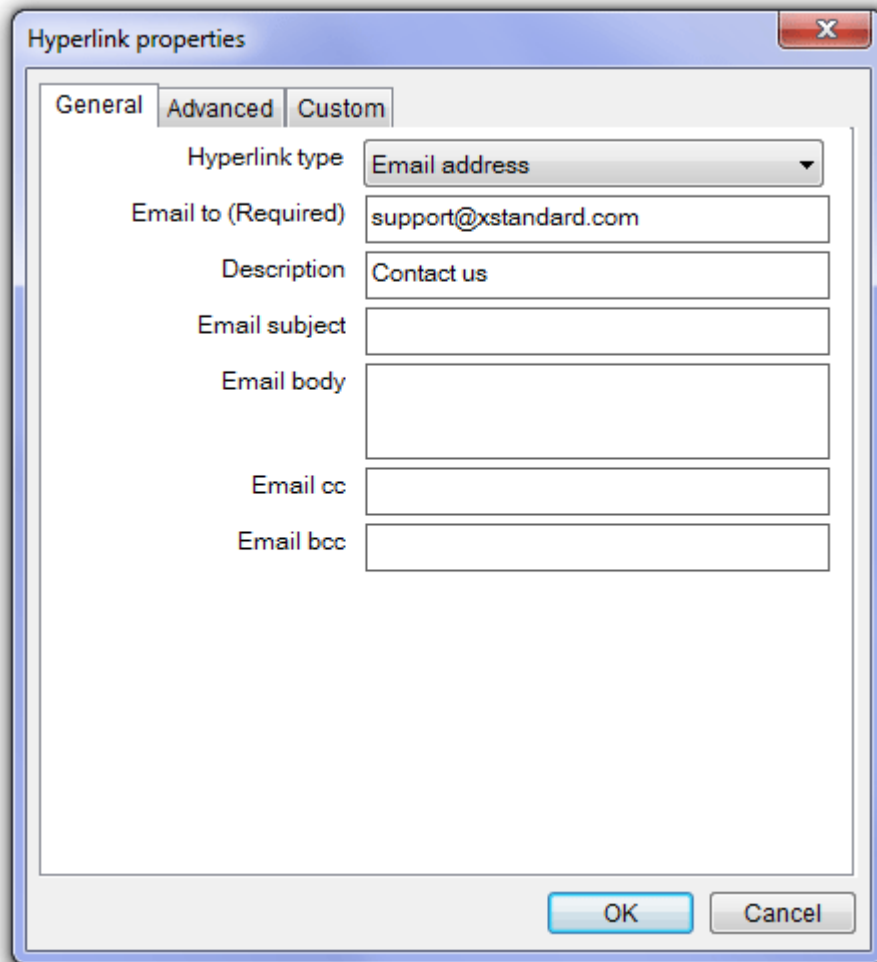
The editor offers 3 types of hyperlinks: links to URLs, to email addresses, and to content within the current document.

Insert a URL hyperlink



- Select the text or object to be hyperlinked.
- On the toolbar, select the Hyperlink button or, in the context menu, select Toolbar > Buttons > Hyperlink.
- In the Hyperlink properties dialog box (seen above), under Hyperlink type, select URL and enter the hyperlink URL following the convention <http://www...>
- If you are unsure of the URL used for the hyperlink, select the box to the right of the URL field to browse available file libraries. When a file is selected, the URL of the file automatically displays.
- Under Description, enter a description for the hyperlink. The text of Descriptions appears as a tooltip when the cursor is passed over a hyperlink in the browser.
- Under Open In New window, Yes opens the hyperlink in a new browser window. No opens the hyperlink in the current browser window.

Insert an email address hyperlink



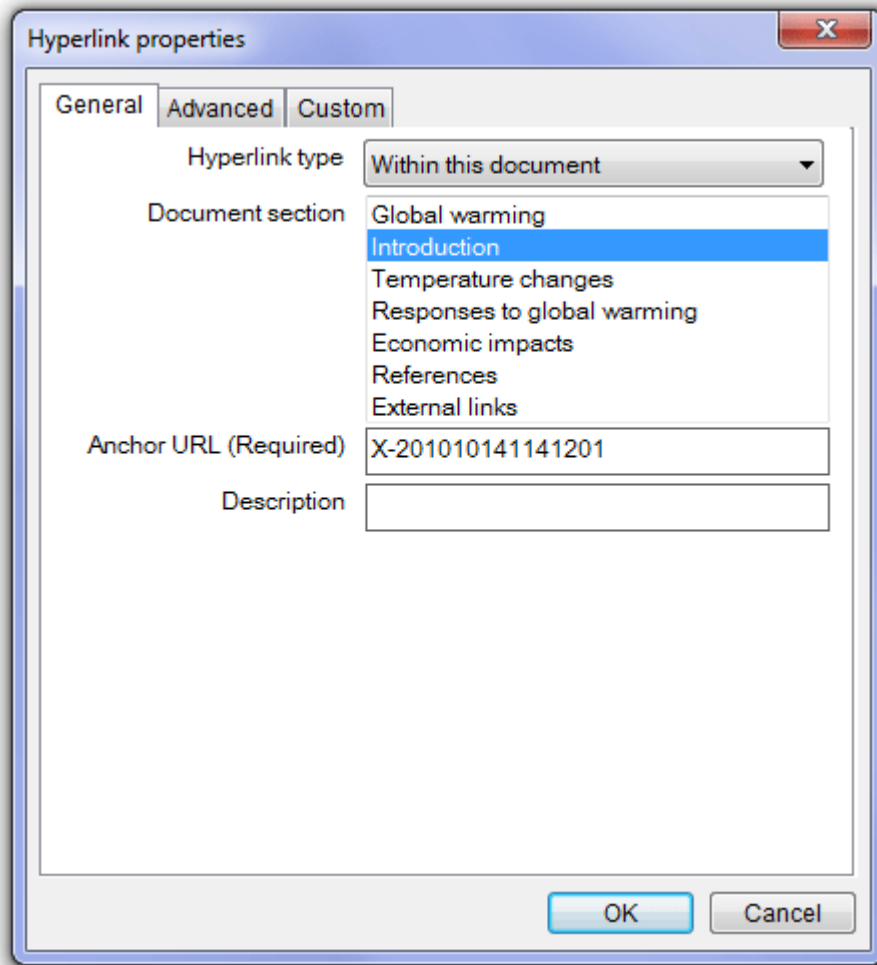
The image shows a 'Hyperlink properties' dialog box with three tabs: 'General', 'Advanced', and 'Custom'. The 'General' tab is selected. It contains the following fields:

- Hyperlink type:** A dropdown menu set to 'Email address'.
- Email to (Required):** A text box containing 'support@xstandard.com'.
- Description:** A text box containing 'Contact us'.
- Email subject:** An empty text box.
- Email body:** An empty text box.
- Email cc:** An empty text box.
- Email bcc:** An empty text box.

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

- The Email address hyperlink creates a hyperlink that opens an email interface, and pre-populates some fields in the interface
- Select the text or object to be hyperlinked.
- On the toolbar, select the Hyperlink button or, in the context menu, select Toolbar > Buttons > Hyperlink.
- In the Hyperlink properties dialog box, under Hyperlink type, select Email address
- Under Email, enter a destination email address
- Under Description (optional) enter text that displays as a tooltip when the cursor is passed over a hyperlink in the browser.
- Under Email subject (optional), enter the text to appear in the Subject line of the email
Under Email body (optional), enter text to appear in the body of the email
Under Email cc (optional), enter one or more email addresses
Under Email bcc (optional), enter one or more email addresses

Insert a hyperlink to content within the current document



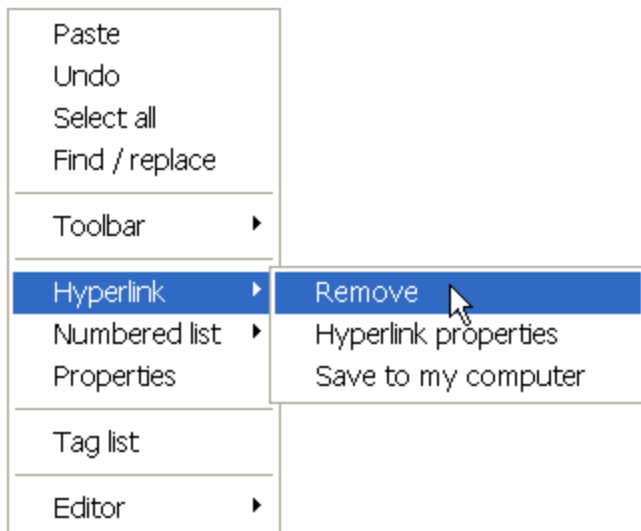
- Under Hyperlink type, select 'Within this document'
- Under 'Document section' (optional), select from the list of headings within the document. An anchor URL automatically displays in the following field, Anchor URL.
- Under Anchor URL, if no URL displays, enter an anchor URL, using the convention pound sign (#) followed by an ID of the element to be linked to.
- Under Description (optional), enter text that displays as a tooltip when the cursor is passed over a hyperlink in the browser.

Edit a hyperlink

1. Place the cursor in the hyperlink and, in the context menu, select Hyperlink then Hyperlink properties.
2. In the Hyperlink properties dialog box, make changes and save.

Remove a hyperlink

1. Place the cursor in the hyperlink and, in the context menu, select Hyperlink then Remove.



Edit hyperlink text

1. To edit the text used to anchor hyperlinks to a document, type directly in the hyperlink text.
2. To insert text immediately in front of a hyperlink, without hyperlinking the new text, place the cursor before the first character of the hyperlink text, then hit the `LEFT ARROW` key once before typing.
3. To enter text immediately after a hyperlink, without hyperlinking the new text, place the cursor after the last character of the hyperlink text, then hit the `RIGHT ARROW` key once before typing.

Hyperlink text and accessibility

- The desire to make information universally accessible has generated best practices that make certain text unsuitable for hyperlinks.
- Unsuitable hyperlink text is best described as text that becomes meaningless when read on its own.
- Classic examples of unsuitable hyperlink text include "More" and "Click here". Though popular, these expressions transmit no meaning when read alone. For this reason, the editor's Screen Reader Preview warns authors against using such expressions for hyperlink text. System Administrators can also program the editor to warn against using other expressions.
- To illustrate the importance of choosing appropriate hyperlink text, imagine a Web page selling cheeses, with the hyperlink text "More" next to the image of each type of cheese. Each hyperlink leads to additional information on the specific type of cheese. In this situation, if a user of an assistive technology wishes to read only the hyperlinks on the page, the result will be meaningless: "More More More More". By contrast, when appropriate hyperlink text is used the result can be meaningful: "More about Cheddar. More about Edam. More about Parmesan..." etc.

Attachments

- [Uploading attachments](#)
 - [Drag an attachment directly into the editor](#)
 - [Copy then paste an attachment into the editor](#)
 - [Browse the file system for an attachment](#)
 - [Enter a direct URL for an attachment](#)
- [Remove an attachment](#)
- [Optional Features](#)
 - [Save an attachment to a specific folder](#)
 - [Rename uploaded attachments or replace existing attachments](#)
 - [Save attachments to My Computer](#)

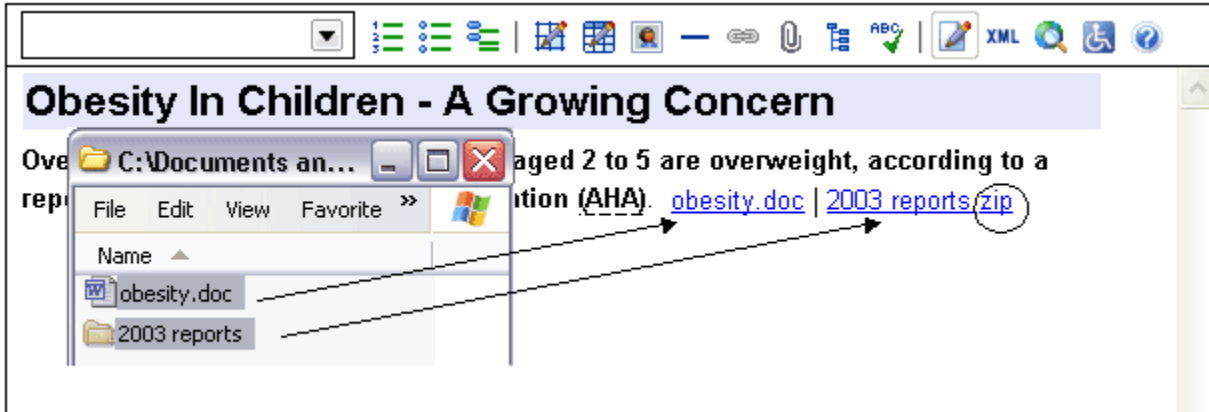
Uploading attachments

- Your System Administrator may have set restrictions on the type and size of attachments that can be uploaded through the editor.
- Folders uploaded through the editor are automatically zipped (compressed) and given a ".zip" extension.
- There are four ways to upload attachments through the editor:

- Drag an attachment directly into the editor
- Copy then Paste an attachment into the editor
- Browse the file system for an attachment
- Enter a direct URL for an attachment

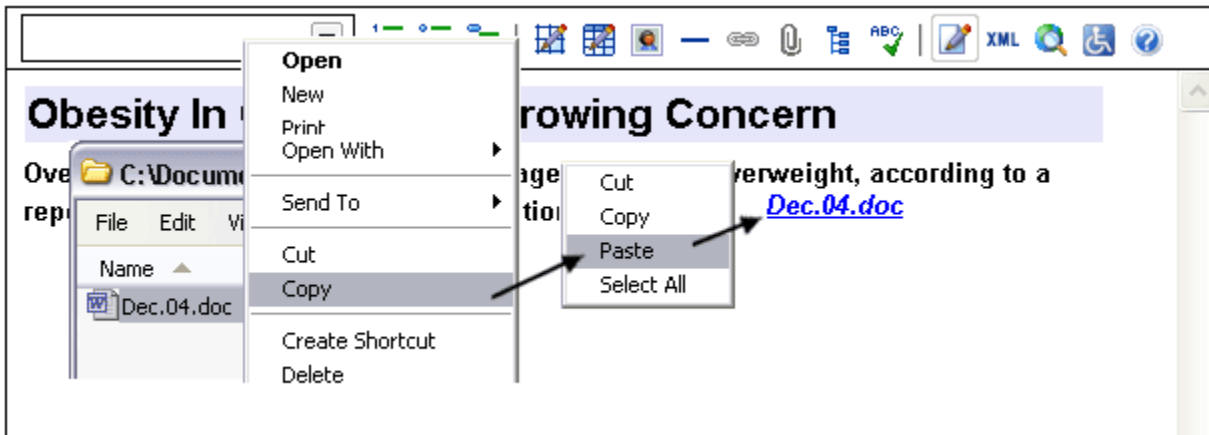
Drag an attachment directly into the editor

1. Select the file or folder on your local computer and drag it into the editor.
2. The hyperlink created displays the file or (Zipped) folder name as hyperlink text (see below)
3. Modify the hyperlink text if necessary. Even when modified, hyperlink text will continue to link to the same attachment.




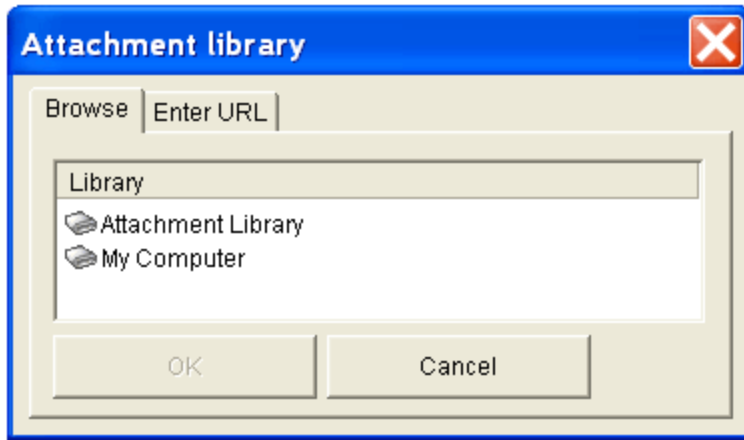
Copy then paste an attachment into the editor

1. Find the file or folder on your local computer and, in the context menu, select Copy.
2. In Edit mode, in the context menu, select Paste.
3. The hyperlink created displays the file or (Zipped) folder name as hyperlink text.
4. Modify the hyperlink text if desired.




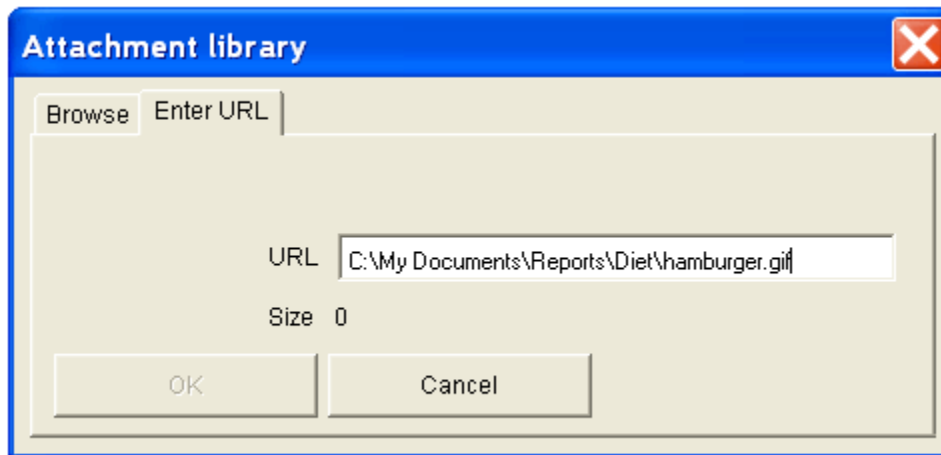
Browse the file system for an attachment

1. In Edit mode, select some text or an object.
2. On the toolbar, select . Or, in the context menu, select Toolbar, Buttons, Attachment.
3. In the Attachment Library dialog box seen below, under the Browse tab, search through available sources and select an attachment. Your System Administrator determines which sources are available to you.
4. When an attachment is selected, the text or object selected becomes the anchor for the attachment hyperlink.



Enter a direct URL for an attachment

1. In Edit mode, select some text or an object.
2. On the toolbar, select . Or, in the context menu, select Toolbar, Buttons, Attachment.
3. In the Attachment library dialog box seen below, under the Enter URL tab, enter the URL at which the attachment can be found.
4. Select OK to upload the attachment.
5. In the editor, the text or object selected becomes the anchor for the attachment hyperlink.



Remove an attachment

1. To remove the attachment, place the cursor in the hyperlink and open the context menu. In the context menu, select Hyperlink then Remove.

Optional Features

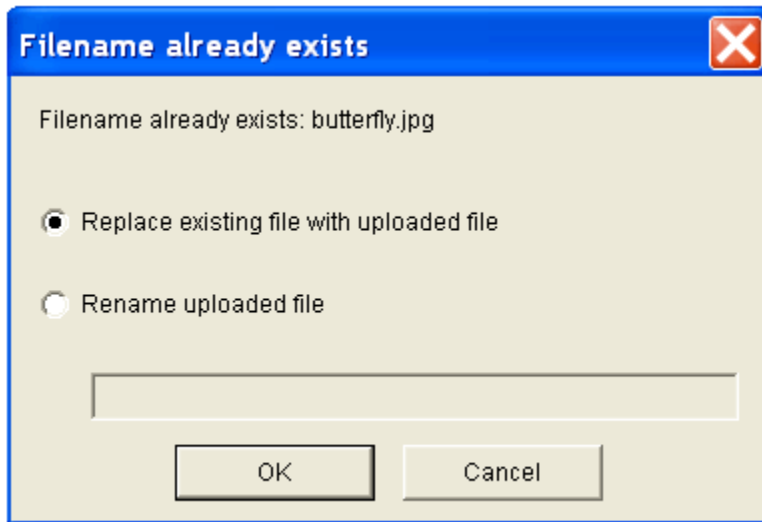
Save an attachment to a specific folder

1. When an attachment is uploaded, if the Save To feature is enabled, the Upload Attachment dialog box opens.
2. Use the Upload Attachment dialog box to save the attachment to a specific folder or sub-folder. Your System Administrator determines to which folders and sub-folders you may save attachments.
3. As you navigate the folder system, the "Library" and "Folder" fields in the upper section of the Upload Attachment dialog box confirm your selections.

Rename uploaded attachments or replace existing attachments

1. When the filename of the attachment you are uploading already exists, the Filename already exists dialog box displays (see below).

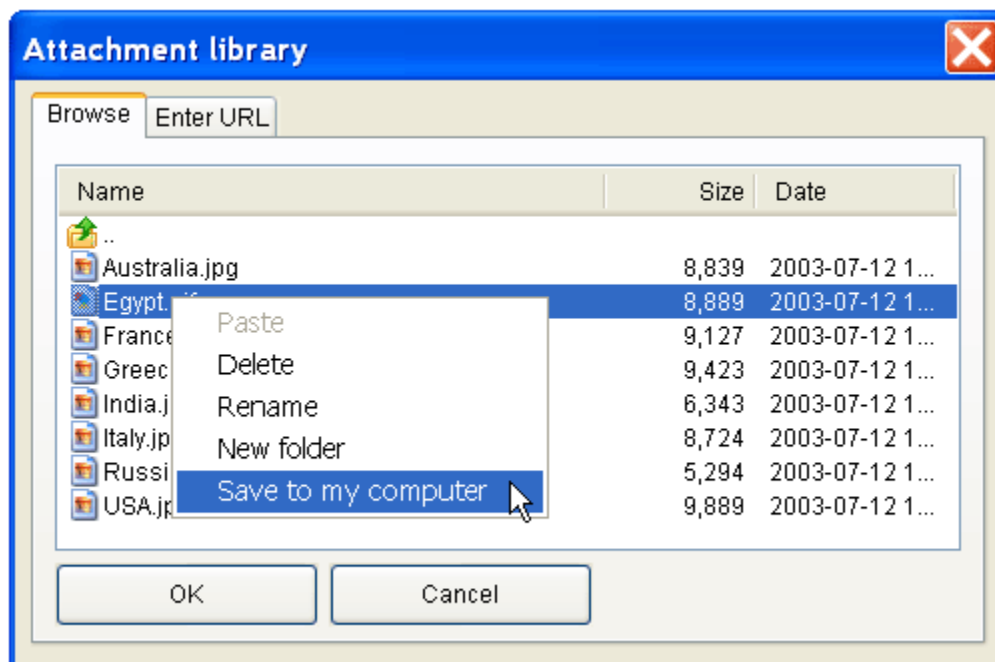
2. This dialog box lets you rename the attachment that you are uploading, or lets you replace the existing file with the attachment. One or both of these options may be enabled by your System Administrator.
3. In the screenshot below, both options are enabled. Enter a new filename if you wish to rename the uploaded file, or choose to replace the existing file with the new one.



Save attachments to My Computer

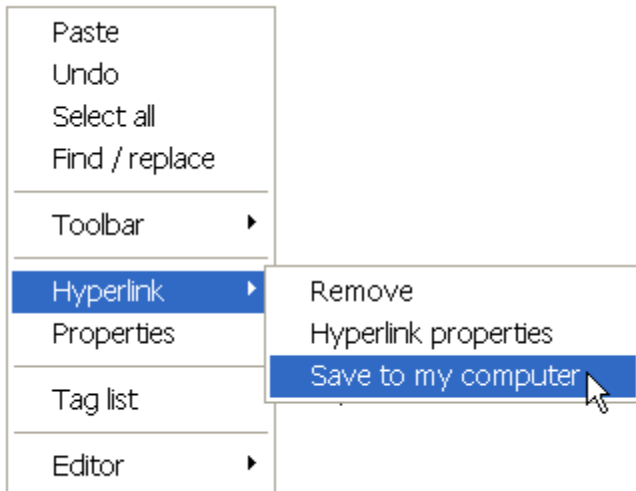
When available, this feature permits users to save to their local computer files found in the attachment library.

1. In the Attachment Library dialog box, under the Browse tab, with the cursor in the chosen file, open the context menu and select Save to my computer.



OR:


1. In Edit Mode, place the cursor in the anchor text for the attachment, open the context menu and select Hyperlink, then Save to my computer.

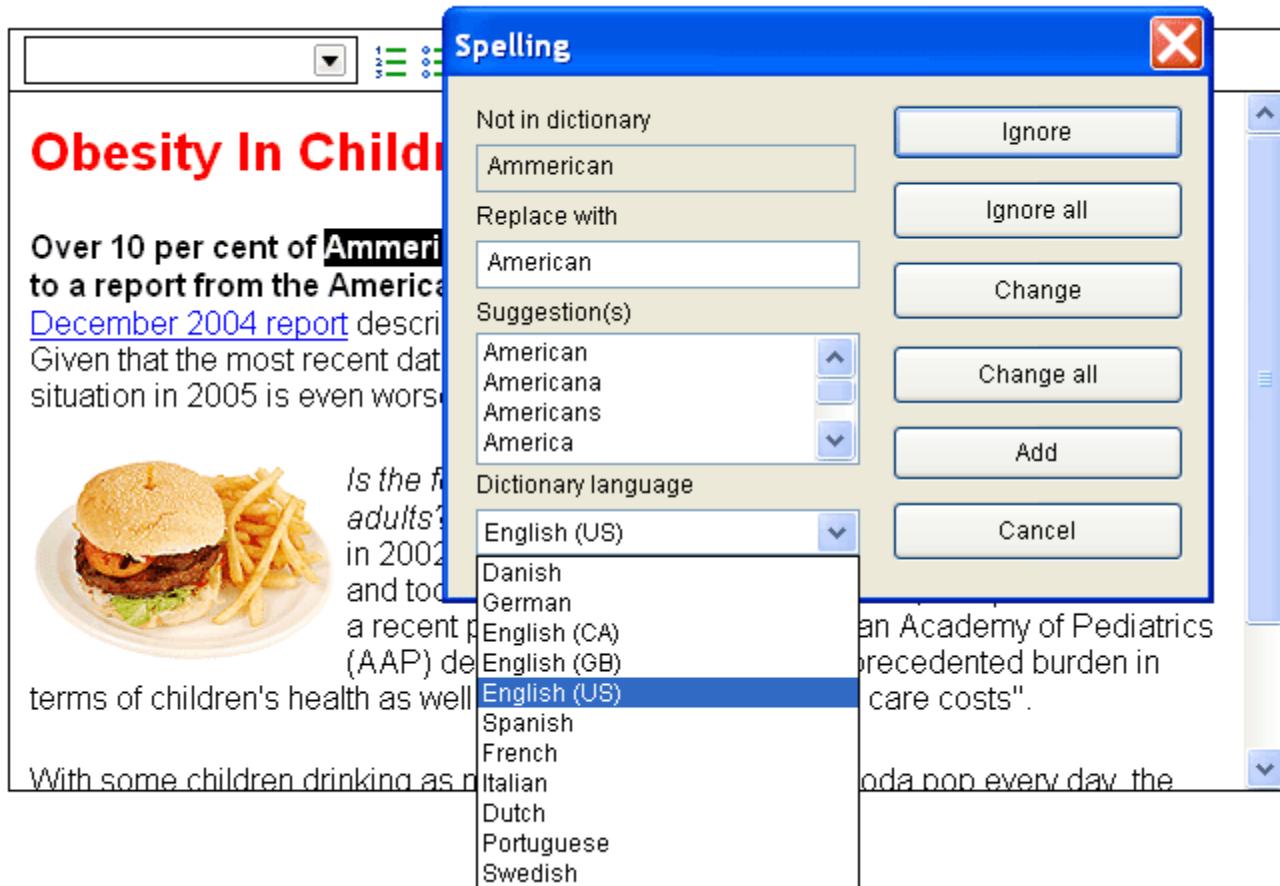


Spell Checker

- [Overview](#)
- [Replace With](#)
- [Suggestions](#)
- [Ignore and Ignore All](#)
- [Change and Change All](#)
- [Add](#)
- [Dictionary language](#)
- [Multilingual and mixed language spell checking](#)

Overview

- To access the spell checker, select  on the toolbar, or, in the context menu, select Toolbar, Buttons, Spelling.
- Spell check a whole document, or spell check part of a document by highlighting a portion of text. Alternate text for images is included in the spell check.
- In the Spelling dialog box, misspelled or unrecognized words appear under Not in dictionary.
- Misspelled or unrecognized words appear highlighted in the editor (see below).



Replace With

- Replace With offers the most likely correct spelling for misspelled words.
- When the Replace With field is blank, enter the correct spelling into the Replace With field, then select Change or Change All to change one or all instances of the unrecognized word.

Suggestions

- Suggestions offers alternatives for misspelled words.
- When a suggestion is selected, it displays under Replace With.

Ignore and Ignore All

- Select Ignore to ignore one instance of a misspelled or unrecognized word.
- Select Ignore All to ignore all instances of the misspelled or unrecognized word.
- Both of the above options ignore misspelled words only during the current spell checking session.

Change and Change All

- Change replaces one instance of a misspelled or unrecognized word with the word found under Replace With.
- Change All replaces all instances of a misspelled or unrecognized word with the word found under Replace With.

Add

- Add permits users to add unrecognized words to a custom dictionary.
- This feature is useful for saving frequently used acronyms, technical terms, proper names, etc.
- Depending on how your System Administrator has configured your content management system, words added to the custom dictionary can be made available to individuals, to groups or globally.

Dictionary Language

- The editor is configured to spell check using a default language chosen by your System Administrator.
- Dictionary Language confirms the language version being used for the current spell checking session.

- To change the Dictionary Language, select another language from the drop-down menu.
- At the end of the spell checking session, the Dictionary Language will revert to the default.

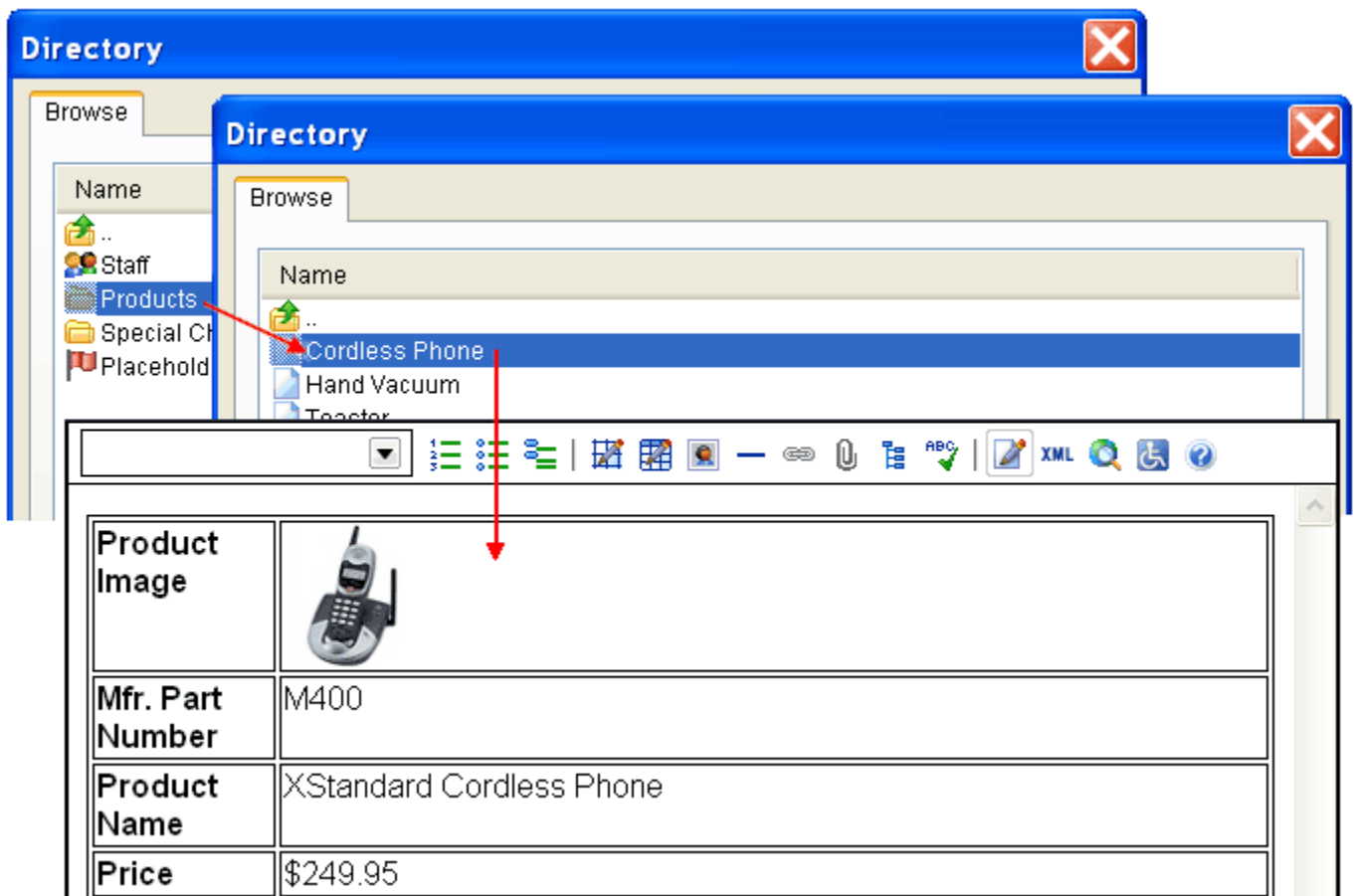
Multilingual and mixed language spell checking


- Spell checking is available in: Danish, Dutch, English (Canadian, British, US), French, German, Italian, Norwegian, Portuguese, Spanish and Swedish.
- When multiple languages appear within the same text selection and the selection is greater than 15 words, if the spell checker detects more than 50% errors, the Spelling dialog box prompts the author to select a more appropriate Dictionary Language for spell checking.
- The new language selection will be used to spell check the current selection, but subsequent spell checks will revert to the default language.
- When a selection includes equal proportions of more than one language, it is preferable to spell check each language portion separately.

Third-party Content

Importing third-party content into the editor

- The editor's Directory service is used to import third-party content of all types.
- The selection of content available for importing into the editor is determined by your System Administrator.
- Imported data can be "raw" data, or pre-formatted content. In the screenshot below, imported content is an entire chunk from a product catalog that combines images, tables, text formatting, and abbreviations. Once inside the editor, third-party content can be edited in the usual manner.




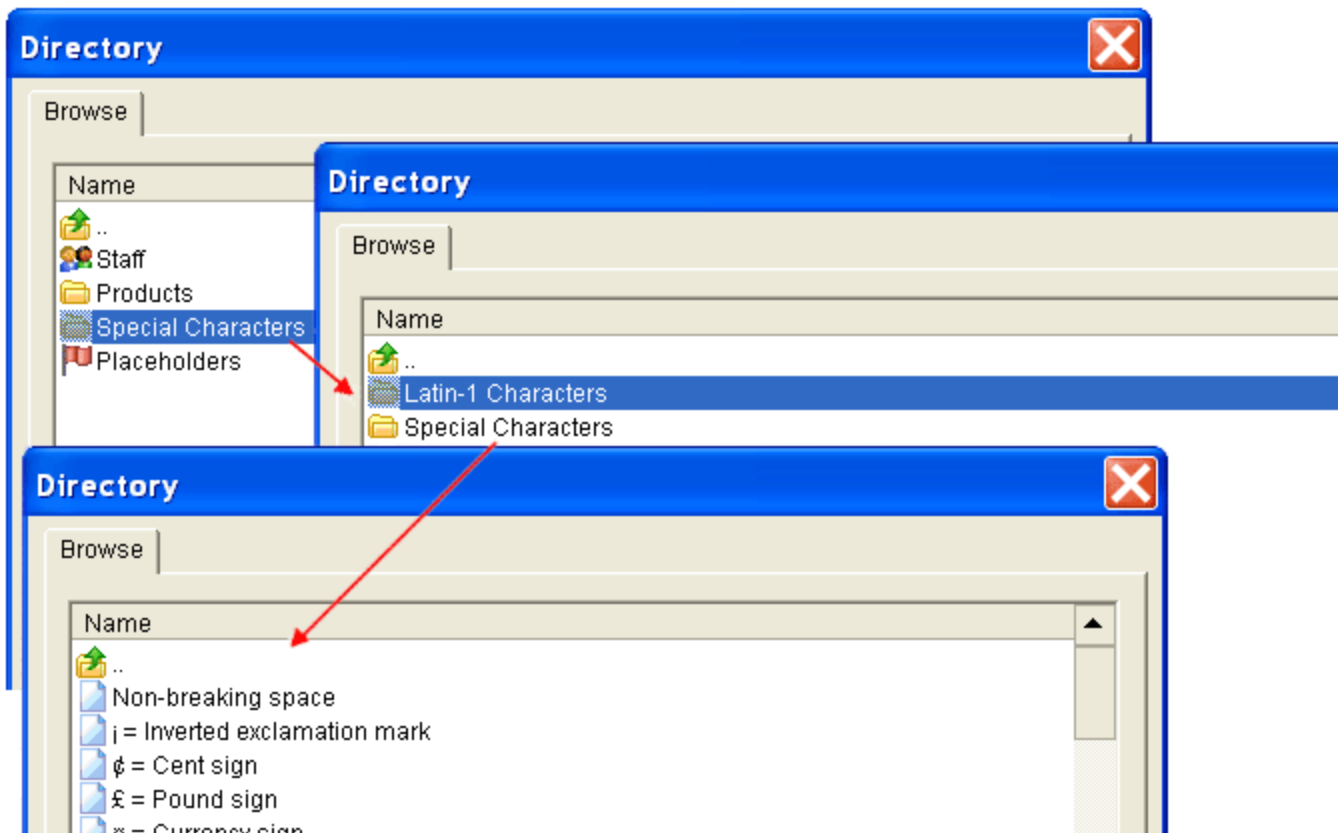
1. To import third-party content, in Edit mode, place the cursor at the point that you want the content to appear.
2. On the toolbar, select . Alternatively, in the context menu, select Toolbar, Buttons, Directory.
3. In the Directory dialog box, browse available content sources and select content to appear at the cursor point.

Foreign Characters

[Insert foreign characters or symbols](#)

Insert foreign characters or symbols

- The Directory service is used to insert foreign characters or symbols into the editor at the cursor point.
 - The selection of foreign characters and symbols available to you is determined by your System Administrator.
1. In Edit mode, place the cursor at the point you want to insert a foreign character or a symbol.
 2. On the toolbar, select . Or, in the context menu, select Toolbar, Buttons, Directory.
 3. In the Directory dialog box seen below, browse available sources and select the character or symbol you wish to appear at the cursor point.



Abbreviations

- [Overview](#)
- [Insert an abbreviation](#)
- [Edit an abbreviation](#)
- [Remove an abbreviation](#)

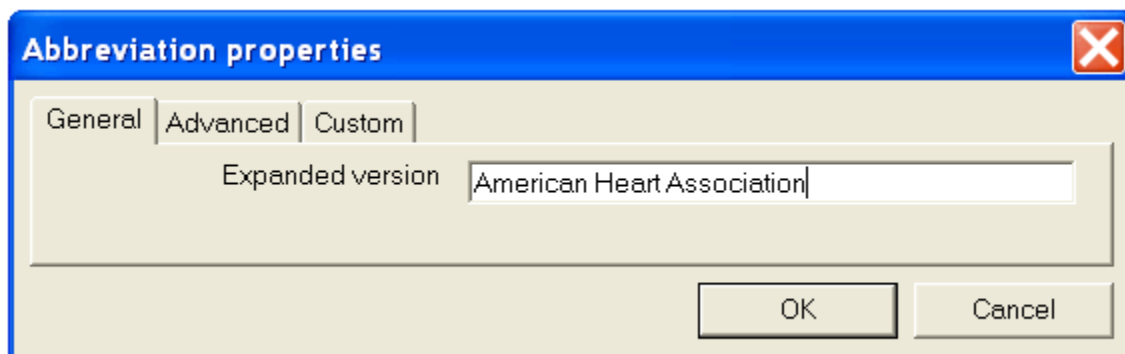
Overview

- An abbreviation is an acronym, or a shortened form of a word or phrase. For example, IEEE (Institute of Electrical and Electronics Engineers) and Mass. (Massachusetts).
- In standards-compliant browsers such as the one seen below, abbreviations appear underscored by a dotted line.
- Placing the cursor inside the abbreviation causes a tooltip to appear, displaying the expanded version of the abbreviation.



Insert an abbreviation

1. In Edit mode, select the abbreviation used in the text.
2. On the toolbar, in the Styles Menu, select Abbreviation. Alternatively, in the context menu, select Toolbar, Styles, Abbreviation.
3. In the Abbreviation properties dialog box (seen below), under Expanded version, enter the expanded version of the abbreviation and save.
4. If the same abbreviation is used more than once in the same document, the editor prompts the author to enter the Expanded Version only for the first instance of the abbreviation.



Edit an abbreviation

1. If the same abbreviation is used more than once in the same document, edit the first instance of the abbreviation.
2. In Edit mode, place the cursor inside the abbreviation, open the context menu, and select Properties.
3. In the Abbreviation properties dialog box, under Expanded version, make any changes and save.

Remove an Abbreviation

1. In Edit mode, place the cursor inside the abbreviation.
2. On the toolbar, in the Styles Menu, de-select Abbreviation. Alternatively, in the context menu, select Toolbar, Styles, then de-select Abbreviation
3. If the same abbreviation is used more than once in the same document, remove each instance of the abbreviation in the same manner.

View Source Mode

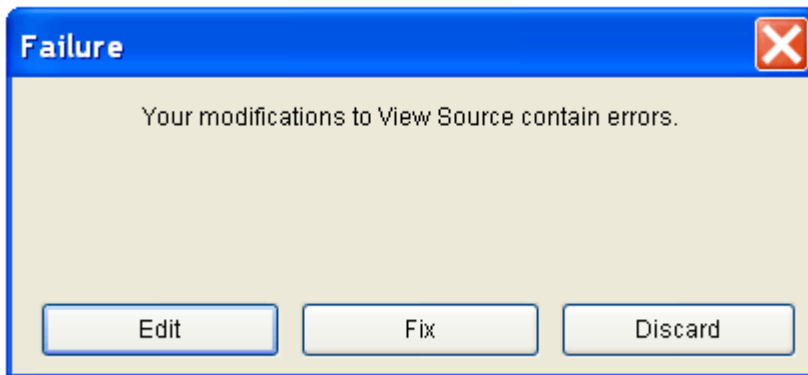
[View Source mode and standards compliance](#)
[Correcting non-standards-compliant markup](#)

View Source mode and standards compliance



- View Source mode permits skilled technical users to enter markup directly into the editor.
- View Source is accessed by selecting **XML** on the toolbar, or by selecting **Toolbar, Buttons, View Source**, in the context menu.
- Since the editor accepts only standards-compliant XHTML, when markup entered through View Source is not standards-compliant, it must be corrected or discarded.

Correcting non-standards-compliant markup



- If non-compliant markup is entered into View Source, the Failure dialog box seen above displays and offers three options: Edit, Fix or Discard.
- Edit allows the technical user to manually correct markup errors.
- Fix asks the editor to attempt to correct the markup errors.
- Discard deletes all markup entered (not only the non-compliant sections).
- If the user elects to Edit the markup but fails to correct it, the Failure dialog box again displays, offering the same three options.
- If the user asks the editor to Fix the markup, but the editor is unable to do so, the Failure dialog box displays, but, this time, only two options are possible: Edit or Discard.
- At this point, if the user is unable to Edit the markup manually, the non-compliant markup must be discarded.

Screen Reader Preview

[The function of the Screen Reader Preview](#)

[Reading the Screen Reader Preview](#)


[Explanatory notes](#)

The function of the Screen Reader Preview

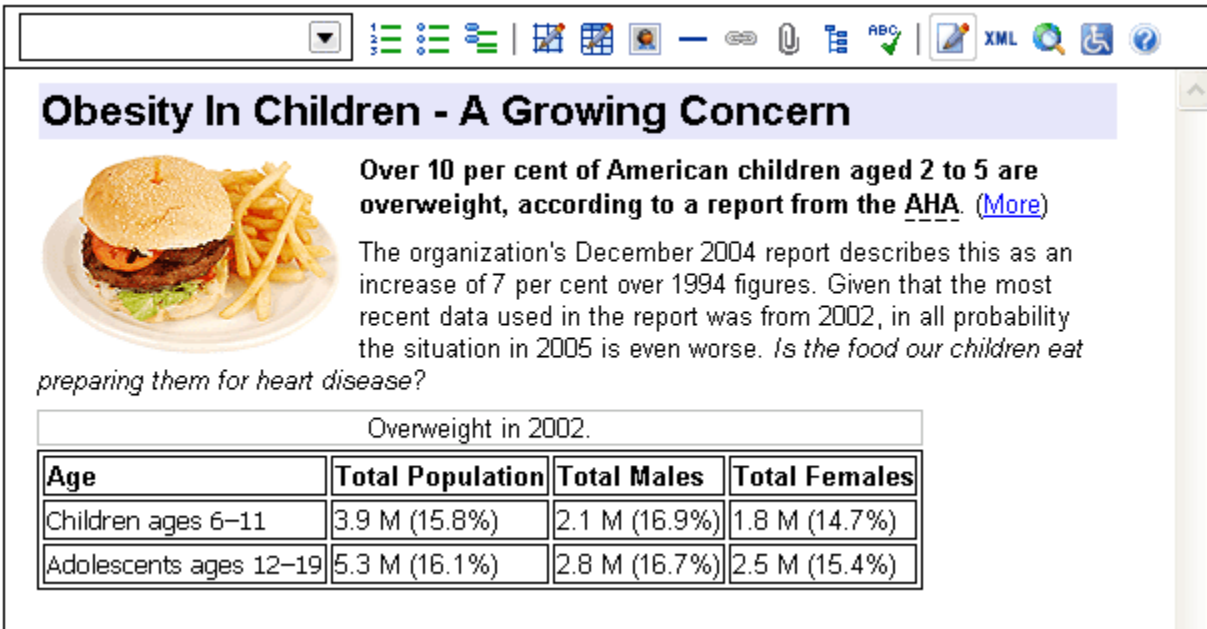
- The Screen Reader Preview shows authors how content managed through the editor will be processed by screen readers. This helps authors identify opportunities to modify content, prior to publication, in order to make content as accessible as possible.
- The core value of the Screen Reader Preview is in demonstrating how assistive technologies such as screen readers process information in linear fashion. This means that they "read" content from left-to-right, top-to-bottom, regardless of the type of content.

- Linear processing of certain types of content (especially tables) can result in confusion. To avoid confusion, the editor therefore:
 - flags certain items, so that assistive technologies process those items in an appropriate manner
 - makes essential information regarding the flagged items available to assistive technologies


Reading the Screen Reader Preview

- The Screen Reader Preview is accessed by selecting  on the toolbar, or by selecting Toolbar, Buttons, Screen Reader Preview, in the context menu.
- To understand how the Screen Reader Preview works, compare the two screenshots below.
- The first screenshot shows a collection of mixed content (regular text, formatted text, images and tables) viewed in Edit mode.
- The second screenshot shows the same content viewed in Screen Reader Preview mode. Numbers refer to "Explanatory Notes" that describe accessibility issues raised in the Screen Reader Preview, and include tips for addressing those issues.

Content viewed in Edit mode:



Obesity In Children - A Growing Concern

 **Over 10 per cent of American children aged 2 to 5 are overweight, according to a report from the [AHA](#). [\(More\)](#)**

The organization's December 2004 report describes this as an increase of 7 per cent over 1994 figures. Given that the most recent data used in the report was from 2002, in all probability the situation in 2005 is even worse. *Is the food our children eat preparing them for heart disease?*

Overweight in 2002.

Age	Total Population	Total Males	Total Females
Children ages 6–11	3.9 M (15.8%)	2.1 M (16.9%)	1.8 M (14.7%)
Adolescents ages 12–19	5.3 M (16.1%)	2.8 M (16.7%)	2.5 M (15.4%)

The same content viewed in Screen Reader Preview mode:

The screenshot shows a web page titled "Obesity In Children - A Growing Concern" with several accessibility annotations:

- 1** A yellow highlight over the text "More" with a red circle containing the number 1. The text reads: "This link text may not be meaningful when read on its own: More".
- 2** A grey box containing the text "Image: Junk food" with a red circle containing the number 2.
- 3** A green highlight over the text "AHA [abbreviation: American Heart Association]" with a red circle containing the number 3. The text reads: "Over 10 per cent of American children aged 2 to 5 are overweight, according to a report from the AHA [abbreviation: American Heart Association] . (More)".
- 4** A grey box containing the text "Caption: Overweight in 2002. Summary: Table showing the number of children and youth overweight, in 2002." with a red circle containing the number 4.
- 5** A grey box containing the text "Age: Children ages 6–11, Total Population: 3.9 M (15.8%), Total Males: 2.1 M (16.9%), Total Females: 1.8 M (14.7%)" with a red circle containing the number 5.
- 6** A grey box containing the text "Age: Adolescents ages 12–19, Total Population: 5.3 M (16.1%), Total Males: 2.8 M (16.7%), Total Females: 2.5 M (15.4%)" with a red circle containing the number 6.

Explanatory notes

1 "This link may not be meaningful when read on its own: More".

- Here, the word "More" is flagged as unsuitable text for a hyperlink, since "More" would convey no meaning at all should users of assistive technologies request to read only the hyperlinks on this page.
- The editor is pre-programmed to warn against using similar expressions as text for hyperlinks, and System Administrators are able to add additional proscribed expressions at their discretion.
- In this instance, to correct any confusion caused by the hyperlink text "More", the author can simply return to Edit Mode and replace "More" with more suitable text, such as "Learn more about the AHA" or "Read the report".

2 "Image: Junk food"

- Here, the image of a burger and fries is replaced by the image's alternate text.
- Alternate text is used by screen readers to describe non-decorative images such as photographs, charts, etc.
- The editor ensures that alternate text is available to screen readers by requiring alternate text to be entered for all non-decorative images.
- Changes to alternate text can be made in Edit mode, in the Image properties dialog box.
- Refer to the Images section of this guide to learn more about images and accessibility, and how to write appropriate alternate text.

3 "Abbreviation"

- Expanded forms of abbreviations are made available to screen readers.
- The expanded form is visible (with a green background) only in Screen Reader Preview mode.
- Modifications to the expanded form of abbreviations are made in Edit mode, in the Abbreviation properties dialog box.

4 "Summary"

- The editor requires Summaries for all data tables, and makes summaries available to screen readers.
- Summaries are useful to screen readers because they can help situate a table in its proper context, or can clarify captions that are otherwise vague or cryptic.

- Summaries are only visible in Screen Reader Preview mode, where authors can review summaries prior to publication. Summaries can be modified in Edit mode, in the Table properties dialog box.


Tables

- Data tables such as the one in our example above typically present content that is understood in relation to column and row headers. To make data tables accessible, the presence and content of column and row headers must therefore be flagged to screen readers.
- As the Screen Reader Preview confirms, row headers in the table are appropriately flagged by the editor, permitting screen readers to repeat the headers in order to make information in the table intelligible to users of assistive technologies.
- The only accessibility improvement to the table in question might be to replace the ambiguous letter "M" with the word "million".
- Refer to the Tables section of this user guide to learn more about tables and accessibility.

Editor Information

- [Help](#)
- [Clear private data](#)
- [About](#)

Help

- When enabled, the Help feature links to the online version of this guide.
- To access the Help feature, on the toolbar, select . Alternatively, in the context menu, select Help.

Clear private data

- From time to time, for configuration or localization purposes, certain files may be cached on the user's computer. When implemented by the System Administrator, the Clear private data option allows users to delete cached data from their system.
- To clear cached data, in the context menu, select Clear private data.

About

- The About option displays licensing information for the editor.