

CKEditor

The Bobcat is the most commonly known wildcat in North America. *He is also the only species of wildcat that is not currently on the endangered list.* The Bobcat and the Canadian Lynx are both thought of as the same animal. They are both of the same family but different species. The Bobcat is the average house cat.

They have long legs, long ears and tufted ears. They get their name from the short, black-tipped tail which appears as a "moustache" of their ears are actually used like hearing aids and they have excellent hearing.

data	data	data
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1. With 12 subspecies, the bobcat ranges
2. from southern Canada to northern Mexico
3. At one time the Bobcat's territory was wide

Have decreased over the years. Bobcats are nocturnal animals and are rarely seen by humans.

They inhabit woodlands, forest, swamps as well as

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Heading 6

Many hunters will also kill a Bobcat as they eat the quail, pheasant and chukkar that many hunters shoot for sport. The bobcat is a species that is native to Ohio, and one of seven wild cat species. Domestic cats belong to the same family, Felidae. Before European settlement, bobcats were common throughout Ohio, but were extirpated from the state in 1850. They began to repopulate Ohio in the Mid-1900s. Since then, this cat has been sighted more often every year and is returning "home" to Ohio.

They are many times regarded as a nuisance and are shot by farmers.

▶ DO BOBCAT ATTACK HUMANS?



























▶ WHAT ATTACKS BOBCATS?

CKEditor is a WYSIWYG (What You See Is What You Get) text editor that allows the text to look as similar as possible to the results you will see after the document gets published. It has editing features found in desktop word processors such as Microsoft Word and OpenOffice.org Writer.

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Quick Reference – Overview of features available on the CKEditor toolbar.

Toolbar Button	Description
 Source	View or edit the source code of the document (for advanced users).
	Cut the selected text fragment to the clipboard
	Copy the selected text fragment to the clipboard.
	Paste content copied to the clipboard, please use paste as plain text.
	Undo or redo the most recent action performed.
	Find a word or phrase in the document.
	Find and replace a word or phrase in the document.
	Insert an image into the document.
	Embed Media dialog box.
	Create a table with the defined number of columns and rows.
	Insert a divider line (horizontal line space above and below) into the document.
	Insert page break for printing.
	MathJax for inserting mathematical formulas.
	Insert a special character or symbol.
	Insert an accordion.
B I U S	Character formats: bold, italic, underline or strike-through.
	Apply superscript or subscript formatting to the text
	Create a numbered or bulleted list.
	Increase or decrease text indentation.
	Format a block of text as indented quotation.
	Set text alignment (left, centered, right or justified).
	Set text direction as from left to right (default value for most Western languages) or from right to left (languages like Arabic, Persian, Hebrew).
	Create or remove a hyperlink in the text. These features may also be used to manage file uploads and links to files on the web server.
	Insert a link anchor to the text.
Styles	Apply pre-defined combinations of various formatting options to block and inline elements. This is a paragraph style.
Format	Apply pre-defined block-level combinations of various formatting options. This is a paragraph style.
	Select all contents of the document.
	Remove the formatting of the selected text.
	Maximize or Minimize the editor in the browser window.

CKEditor provides a clean and simple user interface. If you are familiar with desktop word processors like Microsoft Word or OpenOffice.org Writer, you will quickly see that using an online text editor is just as easy and intuitive.

Resizing and Maximizing CKEditor

CKEditor is embedded in the website, 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 CKEditor interface.

*To make writing more convenient, you can also maximize the CKEditor interface in the browser window. When you press the  toolbar button, the CKEditor interface will fill the browser window and stretch to its borders. **If you want to return to the default view and minimize CKEditor, press the same button again. Do not use the browser back arrow or you will lose your work. If you maximize you must minimize to return to the Drupal form.***

Text Styling

Character Styles: Bold, Italic, Underline, and Strike-through

These four basic font styles are frequently used in both print and online documents. Due to their popularity each one of them is available under a separate toolbar button. To turn the style on, press the button or use the respective keyboard shortcut. To turn it off, use the button or a keyboard shortcut again. Select the text you want to apply text styling:

- To write in bold, press the **B** toolbar button or use the *Ctrl+B* keyboard shortcut.
- To write in italics, press the **I** toolbar button or use the *Ctrl+I* keyboard shortcut.
- To underline the text, press the **U** toolbar button or use the *Ctrl+U* keyboard shortcut. Remember that the underline style will also be applied to all white space of the selected fragment.
- To strike the text through, press the **ABC** toolbar button. Remember that the strike-through style will also be applied to all white space of the selected fragment.

The bold, italics, underline and strike-through styles can be applied to the whole document, a paragraph, or a text fragment of arbitrary length — even a single letter. Do note, however, that for aesthetic and readability reasons it is recommended not to combine too many different formatting styles in one document.

This text is using bold formatting.

This text is using italics formatting.

This text is using underline formatting.

~~This text is using strike-through formatting.~~

In CKEditor it is possible to combine these styles or use them in conjunction with other formatting methods. Remember that bold, italics, underline, and strike-through often have special meanings. Strike-through is often employed to denote the recently deleted text, while underline may suggest recently inserted text or a hyperlink. It is important to use these styles consistently across your documents.

Subscript and Superscript

Subscript and superscript formatting is often used in chemical formulas, mathematical expressions or footnote references.

Subscript

Subscript is a character that is slightly smaller than the text that surrounds it and is set below the baseline. It is often used in chemical formulas or mathematical expressions to denote a variable version or the denominator part of a fraction. To use subscript in your document, press the x_2 toolbar button. To remove the formatting, press the button again.

$$x_1 > x_2 > x_3$$

$$\frac{1}{3} + \frac{2}{3} = 1$$

Superscript

Subscript is a character that is slightly smaller than the text that surrounds it and is set above the baseline. It is often used in mathematical expressions to denote power or the numerator part of a fraction. In normal text superscript often directs a user to a footnote. Note that some special characters are often added as superscript by default.

$$\frac{1}{3} + \frac{2}{3} = 1$$

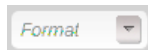
$$2^3 = 8$$

Some special characters like TM are often written in superscript.

To use superscript in your document, press the x^2 toolbar button. To remove the formatting, press the button again.

Paragraph Format

Paragraph formats are pre-defined combinations of various formatting options that make it easier to keep the presentation of the text uniform. To choose a paragraph format, place the cursor inside the paragraph and press the



toolbar button. The **Paragraph Format** drop-down list contains a number of pre-defined styles that you can use.

HEADING 2

Heading 3

Heading 4

Heading 5

Heading 6

Note, however, that a paragraph format can only be applied to a paragraph element. To change the appearance of a text fragment of arbitrary length, even a single letter, choose character formats on the tool bar.

Tag	Size	Family		Color	Weight
H1	36px	Georgia, 'Times New Roman'	serif	black	slight bold
H2	25px	proximanova, "Arial"	sans-serif	grey (#999999)	bold
H3	21px	proximanova, "Arial"	sans-serif	black	bold
H4	19px	proximanova, "Arial"	sans-serif	scarlet (#bb0000)	slight bold
H5	19px	capita, "Times New Roman"	serif	scarlet (#bb0000)	slight bold
H6	19px	proximanova, "Arial"	sans-serif	grey (#999999)	bold


Text Layout

Text Indentation

Indentation defines the spacing between the beginning of a block-level element and the left margin or gutter in all languages with left to right text direction.

Note that due to the nature of this formatting option, indentation can only be applied to a block-level element, like a paragraph or a list item. If the paragraph spans across multiple lines of text, each line will appear at the same indentation level.

Increasing Indentation

To increase the indentation of the element, press the  toolbar button. The block-level element containing the cursor will be indented with one tabulator length.


Text indentation looks different depending on the text direction. For left to right languages indentation adds some spacing on the left side:

This text is indented.


For right to left languages indentation adds some spacing on the right side. A Hebrew text, for example, looks like that with indentation added:

מדינת ישראל היא מדינה ב מזרח התיכון השוכנת על חופו של הים התיכון .

Decreasing Indentation

To decrease the indentation of the element, press the  toolbar button. The indentation of a block-level element containing the cursor will decrease by one tabulator length.


Indentation Levels


CKEditor supports multiple indentation levels per element. To indent an element even further, press the  toolbar button as many times as necessary. The limit is four indents on our web sites.

No Indentation on this paragraph.

Indentation applied to this paragraph.

Block Quote

Block quote is a paragraph style used for longer quotations that are distinguished from the main text by left and right indentation. It is recommended to use this type of formatting when the quoted text consists of several lines or at least 100 words. To add a block quotation to your text, press the  button on the toolbar. Once added, the block quote formatting appears in the document on the location of the cursor.

Block quote is used for longer quotations that are distinguished from the main text by left and right indentation. It is recommended to use this type of formatting when the quoted text consists of several lines or at least 100 words. To add a block quotation to your text, press the  button on the toolbar. Once added, the block quote formatting appears in the document on the location of the cursor.

Formatting Styles

Example of using the Highlight Paragraph style. It makes the text larger to stand out in your document.

Small Text Paragraph style is smaller than the Normal text.

Formatting Styles allows you to make text stand out on a page. The Formatting Styles are all paragraph styles. This means that you will need to make sure the text you want to use in a style is a paragraph. You can click anywhere in the paragraph and then select the style you want to apply.

Use the dropdown from the Styles button to select the style you want to apply. Remember styles are used to accent text or a quote. Do not to overuse them

Gray Quote Left

Scarlet Quote Right

Callout Box Blue Gray

Teal Quote Left

Purple Quote Right

Formatting Styles allows you to make text stand out on a page. The Formatting Styles are all paragraph styles. This means that you will need to make sure the text you want to use in a style is a paragraph. You can click anywhere in the paragraph and then select the style you want to apply.


Use the dropdown from the Styles button to select the style you want to apply. Remember styles are used to accent text or a quote. Do not to overuse them

Text Alignment


Text alignment determines the placement of text relative to the page (or the editing area). Text alignment can only be applied to a block-level element, like a paragraph or an image. Most document elements have a default alignment setting that is highlighted in the toolbar. If you want to change the default alignment setting, select another option by clicking the toolbar button.

CKEditor supports the following alignment options:


Align Left

When you align your text left, the paragraph is aligned with the left margin and the text is ragged on the right side. This is usually the default text alignment setting for the languages with left to right direction. To align the text left, press the  toolbar button. The text will flow to the left margin or gutter and there will be some space left on the right, when a word does not fit the line.

Center


When you center your text, the paragraph is aligned symmetrically along the vertical axis and the text is ragged on the both sides. This setting is often used in titles or table cells. To center the text, press the  toolbar button. The text will align symmetrically and there will be some space left on both sides, when a word does not fit the line.

Align Right


When you align your text right, the paragraph is aligned with the right margin and the text is ragged on the left side. This is usually the default text alignment setting for the languages with right to left direction. To align the text right, press the  toolbar button. The text will flow to the right margin or gutter and there will be some space left on the left, when a word does not fit the line.

Justify

When you justify your text, the paragraph is aligned with both left and right margin; the text is not ragged on any side. Instead of this, additional spacing is realized through flexible amount of space between letters and

words that can stretch or contract according to the needs. To justify the text, press the  toolbar button. The text will stretch from one side to the other and there will be no space left on either of the sides with additional spacing applied between letters or words.

Horizontal Line

Horizontal line, also known as *horizontal rule*, is a divider that cuts the page into parts and spans from one side of the document to the other. To add a horizontal line to the text, press the  button on the toolbar. Once added, the horizontal line is inserted into the document at the location of the cursor. The horizontal line on our websites will appear scarlet.

paste in the embed code for the video you want to add. H₂O X³

You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced

Rich Text



Creating Lists


Lists provide a way to structure text in a clear manner as well as group items that belong together. CKEditor lets you create two types of lists: bulleted (unordered) and numbered (ordered) lists.

Bulleted Lists

Bulleted lists are useful when you want to group a number of items that do not need to appear in any particular order.

Creating a Bulleted List

To create a bulleted list, select text that has been formatted in paragraphs (hard returns) and press the  button on the toolbar. Each paragraph will then become a separate list item. Or press the  button on the toolbar and a default list marker will appear at the beginning of the line of text that contains the cursor and the line will become indented. If you want to add further list items, press *Enter* on your keyboard. The cursor will move to the next line with a list marker placed at its beginning.

The list is continued automatically as long as you press *Enter* at the end of a line. If you want to suppress list creation, press *Enter* in an empty line with a list marker or click the  button again. The cursor will then move to the next, un-indented paragraph.

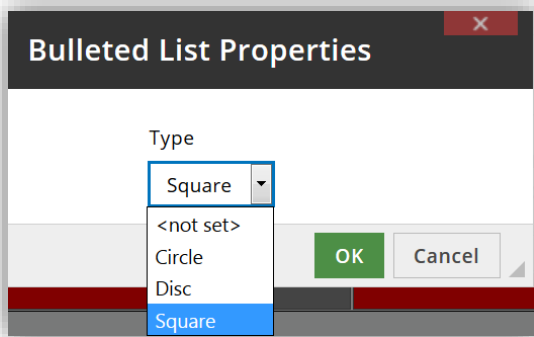
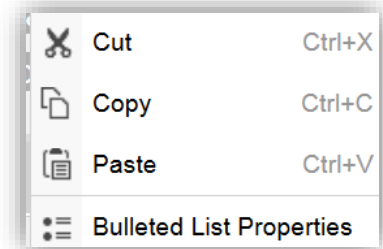
This is a bulleted list created in CKEditor.

- First item
- Second item
- Third item|

Bulleted List Properties

In CKEditor you can customize the appearance of the bulleted list and modify the list marker. In order to change the list style, open the list context menu by clicking the right mouse button on a list item and choose the **Bulleted List Properties** menu option.

The **Bulleted List Properties** dialog window lets you configure the appearance of the list marker.

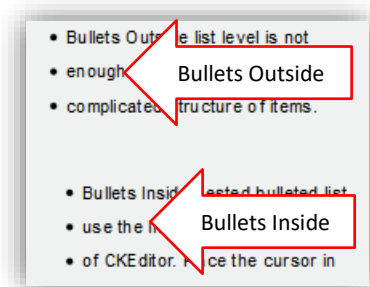


The **Type** drop-down list contains the following options:


- **Circle** – the list marker becomes a round shape that is empty in the middle.
- **Disc** – the list marker becomes a round shape filled in the middle.
- **Square** – the list marker becomes a four-sided shape filled in the middle.

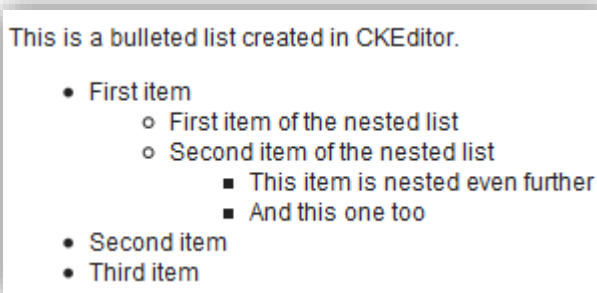
Bullets Inside or Outside


It is possible to make a bulleted list with the bullets Inside or Outside. To format the bulleted list, **create your bulleted list...then while it is highlighted select the Bullets Inside or Bullets Outside from the Styles dropdown menu.**




Nesting Bulleted Lists

Sometimes one list level is not enough to represent a more complicated structure of items. You can add multiple levels of nesting to your bulleted lists. To create a nested bulleted list, use the **Increase Indent** feature of CKEditor. Place the cursor in the line that should start the nested list and press the  button on the toolbar. The list item will become indented and the list marker will change. The next item added to the list will have the same indentation as the previous one and thus become a part of the nested list.



If you want to end the nested list and return to the previous indentation level, use the **Decrease Indent** feature of CKEditor. Place the cursor in the line that should be a continuation of the previous list and press the  button on the toolbar. The indentation of the list item will decrease and the list marker will change back to the marker for a list of a higher level.


Removing a Bulleted List


If you want to remove list formatting, leaving the text of the list items intact, select the list in the document and press the  button on the toolbar. The list markers and indentation will be removed and each of the former list items will become a paragraph.


Numbered Lists

Numbered lists are useful when you want to group a number of items that need to appear in a particular order. They are perfectly suited for lists of procedures or step-by-step instructions.

Creating a Numbered List

Select one or more paragraphs and press the  button on the toolbar. Each paragraph will then become a separate list item.

Or press the  button on the toolbar. A default numbered list marker will appear at the beginning of the line of text that contains the cursor and the line will become indented. If you

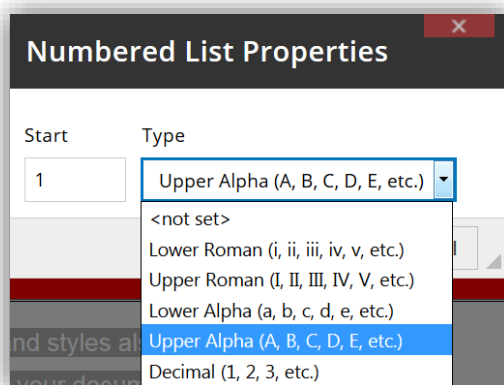
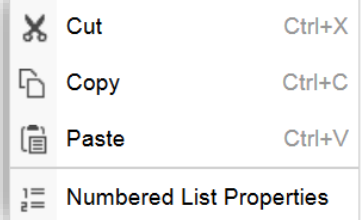
want to add further list items, press *Enter* on your keyboard. The cursor will move to the next line with a list marker placed at its beginning. The list is continued automatically as long as you press *Enter* at the end of a line. If you want to suppress list creation, press *Enter* in an empty line with a list marker or click the  button again. The cursor will then move to the next, un-indented paragraph.

This is a numbered list created in CKEditor.

1. First item
2. Second item
3. Third item

Numbered List Properties

In CKEditor you can customize the appearance of the numbered list, its starting value, and the list marker. In order to change the list style, open the list context menu by clicking the right mouse button on a list item and choose the **Numbered List Properties** menu option.



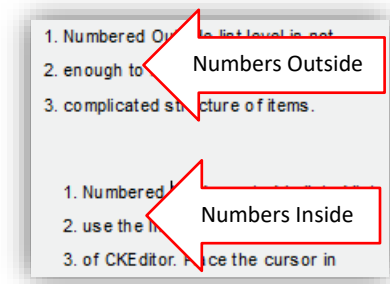
The **Numbered List Properties** dialog window lets you configure the starting value and the list marker type. A numbered list can use decimal numbers, Roman numerals, or letters of the alphabet, in either lower or upper case.

Numbered List Properties:


- **Start** – The starting value for the list that will be used in the first list item, it must be numeric.
- **Type** – The type of the list marker. The following options are available from the drop-down list:
 - **Lower Roman** (i, ii, iii, iv, v, etc.)
 - **Upper Roman** (I, II, III, IV, V, etc.)
 - **Lower Alpha** (a, b, c, d, e, etc.)
 - **Upper Alpha** (A, B, C, D, E, etc.)
 - **Decimal** (1, 2, 3, 4, 5, etc.)

Numbers Inside or Outside

It is possible to make a numbered list with the Numbers Inside or Outside. To format the numbered list, **create your list...then while it is highlighted select the Numbers Inside or Numbers Outside from the Styles dropdown menu.**




Nesting Numbered Lists

Sometimes one list level is not enough to represent a more complicated structure of items. To create a nested numbered list, use the **Increase Indent** feature of CKEditor. Place the cursor in the line that should start the nested list and press the  button on the toolbar. The list item will become indented and the next item added to the list will have the same indentation as the previous one, thus becoming a part of the nested list.


By default the nested numbered list will use the **Decimal** list marker type. To increase the readability of a structure of nested numbered lists, you can assign each nesting level a different list marker. To achieve this, open the list context menu by clicking the right mouse button on a list item, and choose the **Numbered List Properties** menu option. The type selected from the **Type** drop-down list will be used for all list items at this nesting level.

This is a numbered list created in CKEditor.

1. First item
 - a. First item of the nested list
 - b. Second item of the nested list
 - i. This item is nested even further
 - ii. And this one too
2. Second item
3. Third item

If you want to end a nested list and return to the previous indentation level, use the **Decrease Indent** feature of CKEditor. Place the cursor in the line that should be a continuation of the previous list, and press the  button on the toolbar. The indentation of the list item will decrease and the list marker will change back to the marker for a list of a higher level.

Removing a Numbered List

If you want to remove list formatting, leaving the text of the list items intact, select the list in the document and click the  button on the toolbar. The list markers and indentation will be removed and each list item will become a separate paragraph.

Mixed List Types


For a particularly complicated structure of items you may want to combine bulleted and numbered lists of various indentation levels. Experiment to create a combination that accurately represents your data.

This is a fairly complicated mixed list created in CKEditor.

- First item
 1. First item of the nested list
 2. Second item of the nested list
 - This item is nested even further
 - And this one too
 - A. First item of yet another numbered list
 - B. Second item of yet another numbered list
- Second item
- Third item


Links

URL Links, Link to anchor in the text and E-mails

The **Link** feature of CKEditor lets you add clickable hyperlinks, anchor links or e-mail addresses to your documents as well as control the way they look and work. To insert a link into your document, press the  button on the toolbar or use the *Ctrl+L* keyboard shortcut. If you want the link to be assigned to a text fragment, select it first. If no text is selected, the link URL or e-mail address will appear in the document as-is.

The **Link** dialog window that will open lets you choose the link type and configuration options pertaining to your choice. It contains two or four tabs that group link options, depending on the link type.

Link Type: URL

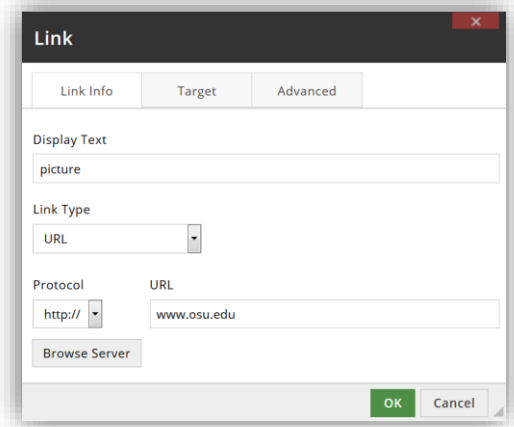
URL is the default link type that lets you add a website address to your document. For this sort of link all four tabs of the **Link** dialog window are available. The **Link Info** tab is the default tab that opens after you press the  button on the toolbar. It allows you to choose the link type as well as set the link protocol and URL.

Below is an overview of all **Link Info** tab elements:

Link Type – the category of the link that will be inserted into the document. You can choose between the following options:

- **URL** – the web address of any resource available on the Internet, like a website, a PDF document, or an image.
Example: `http://example.com/about.html`
- **Link to anchor in the text** – an internal link pointing the reader to a designated point in your document.
Example: `#anchor1`
- **E-mail** – an e-mail address.
Example: `myname@example.com`

Protocol – the communication protocol used with the web address. You can choose between the following options: `http://`, `https://`, `ftp://`, `news://`, or `<other>`.



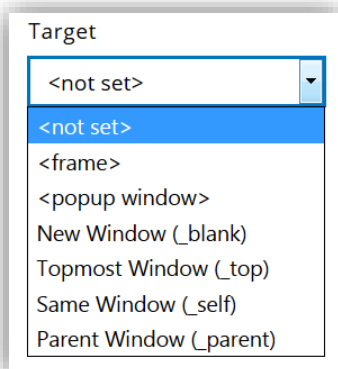
URL – the web address of the resource that the link is pointing to. It may be located on the same server as the web site you are currently on or an external server.

- External server: If you want to use an external address, use the full absolute path.
Example: `http://example.com/about.html`
- Local server: If the resource is located on the same server, you can use an absolute path that omits the domain name and starts with a slash.
Example: `/about/mission.html`

Target


The **Target** tab is available for the URL link type. It specifies the location how the link will open after you click it. By default the target of the URL is not set and the link will open in the same browser window or tab as the document. This tab contains only one element: a drop-down **Target** list that lets you choose the location where the link will open. The list contains the following options:

- **<not set>** – the default setting that opens the link in the same browser window or tab as the document.
- **<frame>** – the setting that opens the link in the frame specified in the **Target Frame Name** text box. The text box is only visible after you choose **<frame>** as the target.

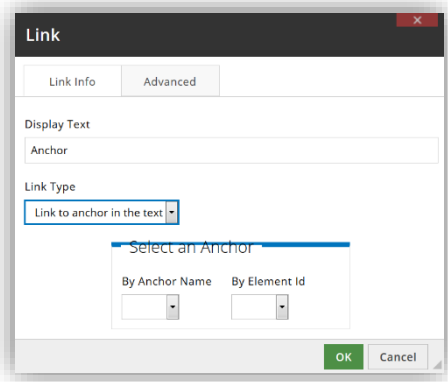


- **<popup window>** – the setting that opens the link in the pop-up window specified in the **Popup Window Name** text box. The text box is only visible after you choose **<popup window>** as the target. If you choose to open the link in a pop-up window, you may configure some further options that control the appearance of the pop-up. Note, however, that **the users' browser settings might override these options and make the pop-up window appear in a standard new browser tab or window instead.**
- **New Window (_blank)** – the setting that opens the link in a new tab or window depending on how the person viewing the web page has the settings in their web browser configured.
- **Topmost Window (_top)** – the setting that opens the link in a window that is positioned on the top.
- **Same Window (_self)** – the setting that opens the link in the same window as the document.
- **Parent Window (_parent)** – the setting that opens the link in the window that the document window is nested in.

Link Type: Link to anchor in the text

If you want to point to *an anchor previously set* in the document, select **Link to anchor in the text** from the **Link Type** drop-down list. When you choose this link type, two **Link** dialog window tabs will become available: the **Link Info** tab and the **Advanced** tab. (To insert an anchor, press the  button on the toolbar.)

Please note that if you do not have any anchors defined in your document, a message telling you so will be displayed in the **Link Info** tab. When you add an anchor to your document, you will be able to select it from the drop-down lists of the **Link Info** tab.



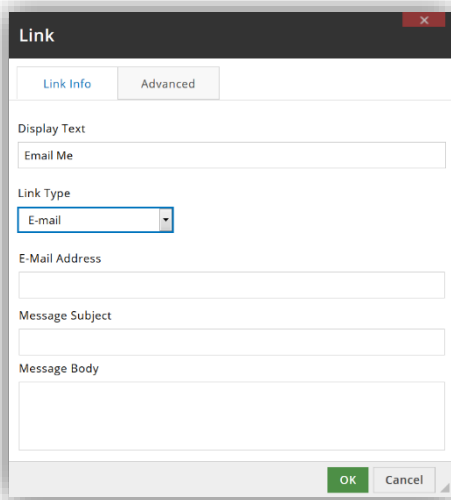
The **Link Info** tab contains the following options that make selecting an anchor an easy task:

- **Display Text** – this is the text you have selected to become the hyperlink.
- **By Anchor Name** – a drop-down list containing the names of all anchors established in the document.
- **By Element Id** – a drop-down list containing the identifiers of all anchors established in the document that contain the id attribute. Note: in order to add an id to an anchor, you need to modify the document source.

Link Type: E-mail

It is easy to insert clickable e-mail addresses into your documents and even add a subject and body of the e-mail message that will be created when the link is clicked. If you want to add a hyperlinked e-mail address to document, select **E-mail** from the **Link Type** drop-down list.

When you choose this link type, two **Link** dialog window tabs will become available: the **Link Info** tab and the **Advanced** tab.




The **Link Info** tab contains the following fields that let you configure the recipient and the message content:

- **Display Text** – this is the text you have selected to become the hyperlink.
- **E-Mail Address** – the address of the recipient of the e-mail message. This field is obligatory for the e-mail link to work.
- **Message Subject** – the default text that will be pasted into the subject line of the e-mail message.
- **Message Body** – the default text that will be pasted into the e-mail message as its content.

For a detailed description of all **Advanced** tab elements, refer to the **Advanced** section above.

Removing a Link


Removing a link is just as easy as adding it. When the cursor is placed in a link, the  button on the toolbar becomes active. Pressing the Unlink button removes the link and leaves plain text. Alternatively you can also open the element's context menu by pressing the right mouse button and choose the **Unlink** command.


Linking to a PDF

Inserting a link to a PDF is a combination of inserting a link and uploading a file, in this case the PDF, to your IMCE folder space.

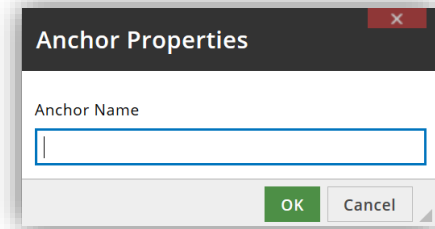
- Select the text the reader will click on to open the PDF.
- Click on the Hyperlink button in the CKEditor.
- Select the Browse Server button on the Link popup (Make sure Link Type is URL).
- In your IMCE folder space select or upload the PDF.
- Double click on the PDF file name, this will place the correct URL in the Link box.
- Set the Target to New Window.
- Click OK


Anchors

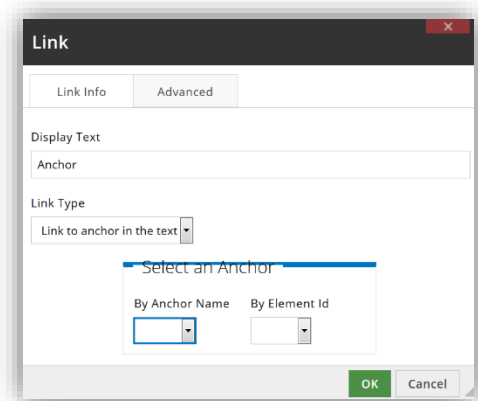
CKEditor supports placing anchors in document text. To insert an anchor, select the text that will become the anchor and press the  button on the toolbar. The following **Anchor Properties** window will appear:

In order to create an anchor, enter its name in the **Anchor Name** text box. Once you click **OK**, the  icon will appear in the document.

Please note that the anchor may either lead to a point in a document (when nothing was selected while creating it), or if it leads to content that was selected in the document, it will be displayed with a blue dotted border as this example.



You can now create a link to your anchor with the  button. Once it is ready, the link will take the reader of your document to the section marked with the anchor. Select Link Type: Link to anchor in the text. Select the By Anchor Name drop down and select the anchor's name then click OK.



Removing an Anchor

When the cursor is placed in an anchor, the **Remove Anchor** context menu command becomes available. Open the element's context menu by pressing the right mouse button and choose the **Remove Anchor** command. This option removes the anchor from the document and leaves plain text.

Inserting Images



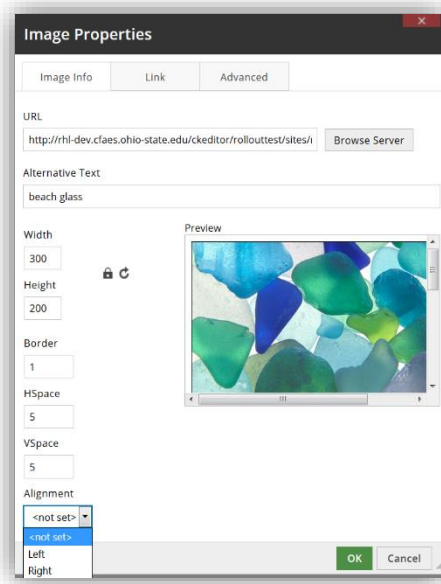
To insert an image into a page, press the  button on the toolbar. The **Image Properties** dialog window that will open lets you set configuration options that define image source, its size, display properties, or other advanced properties. Note: Our standard pages are 600 pixels wide.

Image Info

The **Image Info** tab is the default tab that opens after you press the  button on the toolbar. It allows you to set the image URL and configure the way it will appear in the document. In most cases you will select Browse Server to select or upload an image to your IMCE folder.



URL – Use the **Browse Server** button to select an image from the ones that are available on the server in your IMCE folder or upload new images to IMCE.

Alternative Text – a short textual description of the image that tells users with assistive devices (like screen readers) what the image is about. You should always provide your images with meaningful alternative text in order to make it accessible to users with disabilities. This is also used by web searches, such as Google, Bing and Yahoo. **Alternative Text is mandatory.** You will also need to provide an **Advisory Title**. **Select the Advanced tab and fill in the Advisory Title**, a short textual description of the image.

Width – The width of the image in pixels or percent. By default this is the size of the original image. *Our pages are 600 pixels wide, do not allow your image to be larger than 600 pixels.* If you want the text to wrap around the image make it smaller than

600 pixels. You can also use a percent to express the width of the image. If you use a percent you will need to delete the Height.

Height – The height of the image in pixels. By default this is the size of the original image. This will change in proportion to the width. You can also use a percent to express the width of the image. If you use a percent you will need to delete the Height.


Border – The size of the solid black border around the image in pixels.





HSpace – the horizontal spacing (or margin) between the image border (if present) or the image itself and other document elements that surround the image, in pixels.

VSpace – the vertical spacing (or margin) between the image border (if present) or the image itself and other document elements that surround the image, in pixels.

Align – the alignment of the image in the document. Available options are **Inline**, **Right** and **Left**.

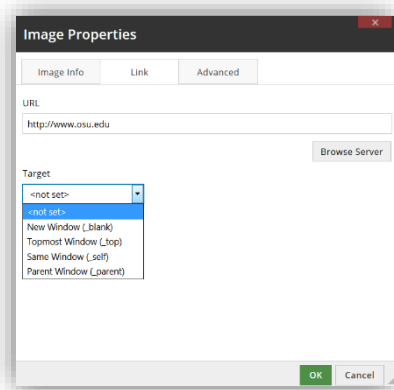
Image manipulation

With CKEditor you do not have to worry about resizing your image. If the image is too big, you can alter its dimensions by entering new values into the **Width** and **Height** fields. By default the image ratio is locked, which you can see thanks to a  button. This means that when you change one of the size values (width or height), the other one will be adjusted automatically. *Remember that if you use a percent as the Width you will need to delete the Height.*

If you want to freely modify both dimensions, click the  button in order to unlock the ratio. The button will now change to  and modification of one dimension will not automatically cause the other one to be adjusted. To lock the image ratio again, click the  button once more. You can easily return to original image size by pressing the  button. This will reset the image size; the original width and height will now appear in appropriate text boxes.

Link

The **Link** tab lets you assign a hyperlink to an image inserted into the document, effectively converting the image into a clickable hyperlink. The link can point to any kind of object available on the Internet, like a simple URL address, a PDF document, or an online video. This might prove especially useful if, for example, you want to add a thumbnail that would lead the reader of your document to a full-size copy of the image or add a link to another point on your website.

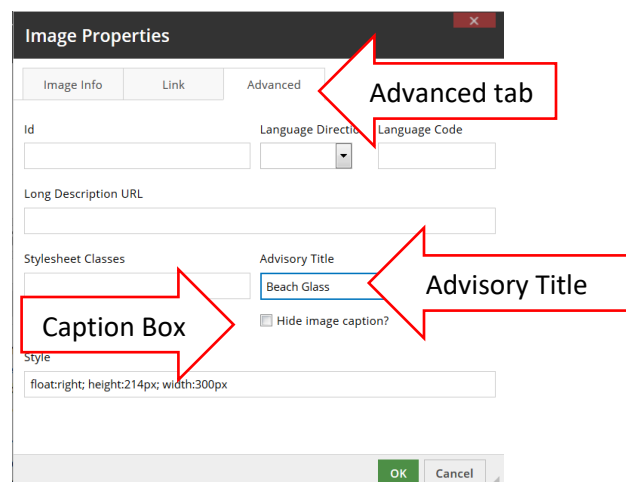


To use the **Link** functionality, first you need to insert an image into a document using the **Image Info** tab. After you configure the display options, switch to the **Link** tab and configure the image target using the available options.

URL – The web address that the image should be pointing at. This may be a plain website address, an image, or other file that is located on the same server as the web site you are currently in or on an external server. Use the full absolute path. Example: `http://example.com/` You can also use the **Browse Server** button to select an image or a file from the ones that are available in your IMCE folders.

Target – The window where the assigned link will open after clicking the image. Please choose **New Window (_blank)**.

Advanced





The **Advanced** tab lets you configure additional image options. Please fill in the Advisory Title, this becomes the caption and the screen tip for the image. This is mandatory (ADA compliance). If you don't want the caption to be viewable place "no-caption" in the Stylesheet Classes or simply select the "Hide image captions" box under the Advisory Title.

Captions, Borders or HSpace and VSpace – If you want your image to have a Caption it will use the Advisory Title. If you have a Caption you should not use the HSpace and VSpace or Borders.

If you want to use the Borders, HSpace and VSpace you will need to go the Advanced tab and select the "Hide image caption" box under the Advisory Title.

Creating Tables

A table is a perfect format for some types of data. To create a table, press the  button on the toolbar. The **Table Properties** dialog window that will open lets you set configuration options that define table size, its display properties, or other advanced properties.

The **Table Properties** tab is the default tab that opens after you press the  button on the toolbar. It allows you to set the table dimensions and configure the way it will appear in the document.

Rows – The number of rows in the table (mandatory).

Columns – The number of columns in the table (mandatory).

Width – The width of the table in **pixels or a percent** value. Giving the width as a percent value lets you set the proportion of the editing area that the table will occupy. Example 50% will make the table cover half of the available space horizontally. This is a great option so your information will display nicely on laptops, tables or cell phones. The default is 500 pixels.

Height – The height of the table in pixels. Normally not changed.

Headers – The drop-down list that formats certain table cells as headers, which applies special formatting to them. You can apply header formatting to **First Row**, **First Column** or **Both**.

Border size – The thickness of the table border in pixels.

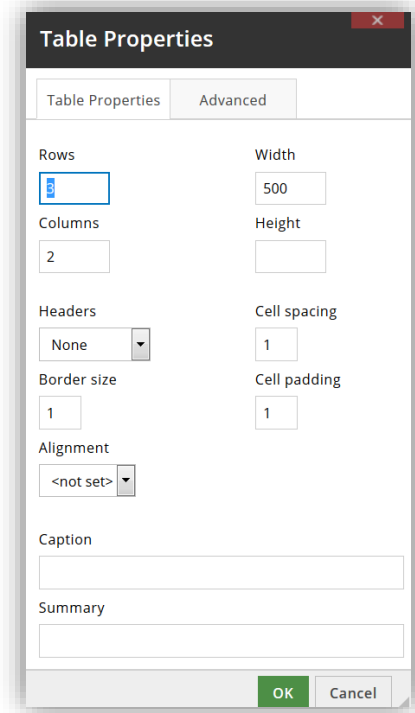
Alignment – The alignment of the table on the page. The following options are available: **Left**, **Center**, and **Right**.

Cell spacing – The space between individual cells as well as cells and table borders, in pixels.

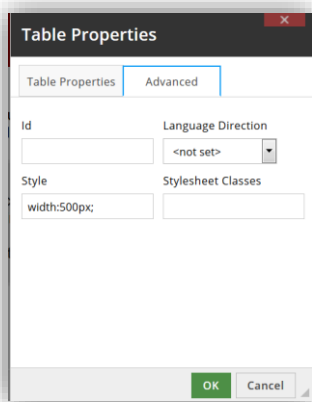
Cell padding – The space between the cell border and its contents, in pixels.

Caption – The label of the table that is displayed on top of it. This is optional.

Summary – The summary of the table contents that is available for assistive devices like screen readers. It is a good practice to provide your tables with meaningful summary text in order to make it more accessible to users with disabilities.



Advanced



The **Advanced** tab lets you configure additional options such as assign it an ID, a class, a language direction, or CSS style properties. It is meant for advanced users with knowledge of HTML as well as CSS, and gives nearly endless possibilities as far as the presentation of the table is concerned.

Id – A unique identifier for a table element in the document.

Language Direction – The direction of the text in the table: left to right (LTR) or right to left (RTL).

Stylesheet Classes – The class of the table element. Note that a table element might be assigned more than one class. If this is a case, separate class names with spaces. **Example if you do not want borders to appear on your table use the term: no-border.**

Style – CSS style definitions. Note that each value must end with a semi-colon and individual properties should be separated with spaces.

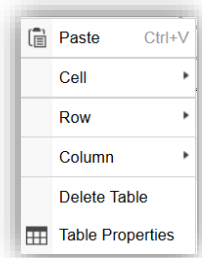
Working With Tables

Once inserted into the document, the table can be modified. To edit the table, either double-click it, or open the table context menu by clicking it with the right mouse button.

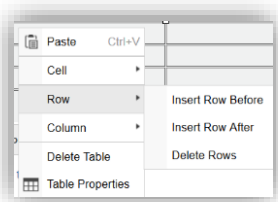
To delete the whole table and its contents, use the **Delete Table** option.

When you choose the **Table Properties** option, the dialog window of the same name will appear. It allows you to change the configuration options that were set when the table was created, except the number of rows and columns which are grayed out.

Additionally the table context menu lets you modify the rows, columns or particular table cells. This method makes it possible to insert new rows, columns or cells in specified locations as well as merge and split cells.



Editing Table Rows



The table context menu lets you edit table rows. If you hover your mouse over the **Row** menu option, further options become available.

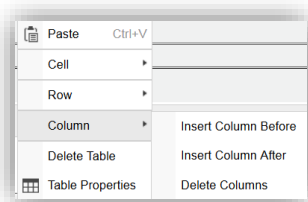
Insert Row Before – Inserts a new row before the one that contains the cursor.

Insert Row After – Inserts a new row after the one that contains the cursor.

Delete Rows – Deletes a row that contains the cursor.

It is possible to select multiple table cells by dragging the mouse over them, so an operation like deletion may be applied to many table rows at once.

Editing Table Columns



The table context menu lets you edit table columns. If you hover your mouse over the **Column** menu option, further options become available.

Insert Column Before – Inserts a new column before the one that contains the cursor.

Insert Column After – Inserts a new column after the one that contains the cursor.

Delete Columns – Deletes a column that contains the cursor.

It is possible to select multiple table cells by dragging the mouse over them, so an operation like deletion may be applied to many table columns at once. You can also select sections of a table by clicking in a cell and holding the Shift key then clicking in another cell, all cells between the two selected cells will be selected.

Editing Table Cells

The table context menu lets you edit table cells. If you hover your mouse over the **Cell** menu option, further options become available.

Insert Cell Before – Inserts a new cell before the one that contains the cursor.

Insert Cell After – Inserts a new cell after the one that contains the cursor.

Delete Cells – Deletes a cell that contains the cursor.

Merge Cells – Merges multiple cells in one. This option is only available if two or more cells are selected.

Merge Right – Merges the selected cell with a cell on its right. The content of both cells becomes joined. This option is only available if no more than one cell is selected.

Merge Down – Merges the selected cell with a cell located on its bottom. The content of both cells becomes joined. This option is only available if no more than one cell is selected.

Split Cell Horizontally – Splits the selected cell in two, creating a new cell on its right. The content of the cell appears in the original, left cell. This option is only available if no more than one cell is selected.

Split Cell Vertically – Splits the selected cell in two, creating a new cell on its bottom. The content of the cell appears in the original, upper cell. This option is only available if no more than one cell is selected.

Cell Properties – Opens the Cell Properties dialog window that lets you configure cell size, type, color, and content alignment.

It is possible to select multiple table cells by dragging the mouse over them, so an operation like deletion or merging may be applied to many table rows at once. Or, you can also select sections of a table by clicking in a cell and holding the Shift key then clicking in another cell, all cells between the two selected cells will be selected.

Cell Properties

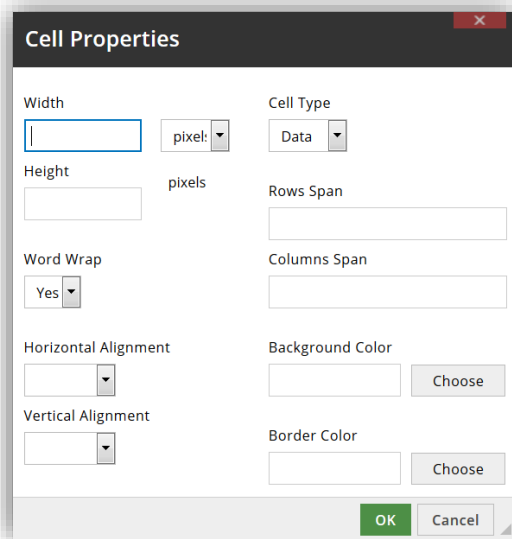


Table cells can be further customized, creating a unique look and feel. Various configuration options can be set in the **Cell Properties** dialog window that is opened from the table cell context menu.

Width – The width of the cell in pixels or a percent value. Giving the width as a percent value lets you set the proportion of the row that the cell (and the column it is located in) will occupy.

Height – The height of the cell in pixels.

Cell Type – The type of the table cell — either a normal data cell or a header cell with special formatting.

Word Wrap – This setting turns word wrapping of the cell content on and off.

Rows Span – This setting stretches the cell downward over several rows.

Columns Span – This setting stretches the cell to the right over several columns.

Horizontal Alignment – The horizontal alignment of table cell contents. The following options are available: **Left, Center, and Right**.

Vertical Alignment – The vertical alignment of table cell contents. The following options are available: **Top, Middle, Bottom** or **Baseline**.

Background Color – The color of the cell background. You can use either of the following methods to set the color:

- Enter the RGB value in the text box, in the `rgb(nn, nn, nn)` format, where *nn* is a numeric value on a scale from 0 to 255 representing the red, green, and blue channel.
- Enter the hexadecimal RGB value in the text box, in the `#nnnnnn` format, where the *n* letters stand for the three pairs of hex color values representing the red, green, and blue channel.
- Use the **Choose** button to open the **Select color** dialog window and pick the color with your mouse.

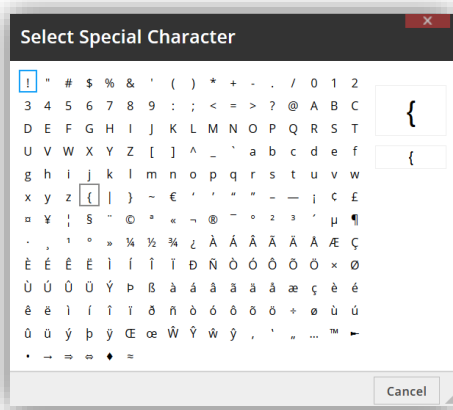
Border Color – The color of the cell border. You can use either of the following methods to set the color:


- Enter the RGB value in the text box, in the `rgb(nn, nn, nn)` format, where *nn* is a numeric value on a scale from 0 to 255 representing the red, green, and blue channel.
- Enter the hexadecimal RGB value in the text box, in the `#nnnnnn` format, where the *n* letters stand for the three pairs of hex color values representing the red, green, and blue channel.
- Use the **Choose** button to open the **Select color** dialog window and pick the color with your mouse.

Create a table without lines. Set the border to 0 (zero) then go to the Advanced tab, Stylesheet Classes and use the term: no-border.

Inserting Special Characters


When you are writing, it is often necessary to insert characters that are not a part of the standard keyboard. This is especially useful during the creation of documents in foreign languages that require various national letters. Another area where special characters are often needed is writing mathematical expressions.



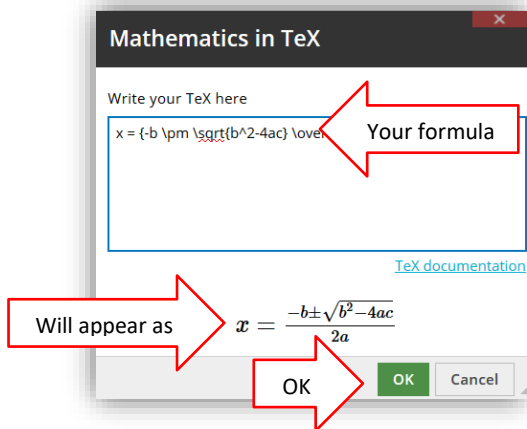
To insert a special character into your document, press the  button on the toolbar. The **Select Special Character** dialog window that will open allows you to choose a symbol from a set containing Latin letters, numbers (including fractions), currency symbols, punctuation, arrows, and mathematical operators.

Find a character that you need in the set and select it with your mouse or the *Tab* key. The dialog window will close automatically and the special character will appear in your document in the position of the cursor.

Insert Page Break for Printing

If you want to break up your document into pages for printing you can use the  **Insert Page Break for Printing** button from the toolbar.

Math



MathTeX allows for the simple construction of mathematical formulas that will look professional when viewed or printed.

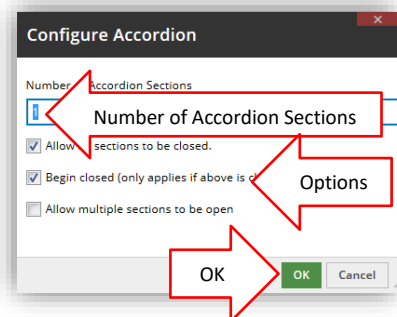
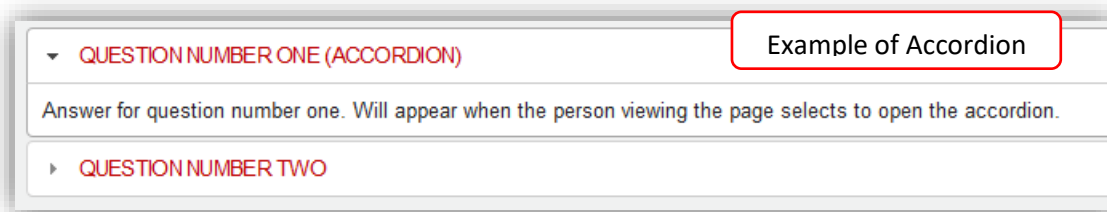
Click on the Σ button and type your mathematical formula into the box. The formula as it will appear is displayed below the box. When your formula is correct click the OK button.

Mathematics has many symbols! There is of course a set of symbols that can be accessed directly from the keyboard:

+ - = ! / () [] < > | ' :

Beyond those listed above, distinct commands must be issued in order to display the desired symbols. There are many examples such as Greek letters, set and relations symbols, arrows, binary operators, etc. Fortunately, there is a tool that can greatly simplify the search for the command for a specific symbol. For help with formulas use your browser to find Wikibooks LaTeX/Mathematics.

Accordion



The Accordion \square button allows you to create and display content in an accordion style.

Number of Accordion Sections – Type in the number of main sections you want in your accordion. Each main section will have a subsection with the related text. The subsection will appear when the viewer selects the dropdown arrow.

Options – The options allow you to select how the accordion will appear to the viewer.


Once you have set the number of sections and selected your options click the OK button and fill in the main and subsections of the accordion.

Working with a Document

Document Source

CKEditor is an online WYSIWYG editor that produces clean, standards-compliant HTML code. This means that you can write some text and format it using the toolbar buttons without knowing any HTML syntax.

This is how a sample text appears in the editing area. If 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.

The same text displayed in source code mode

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.


Cut, Copy and Paste

Among the most common editing operations are cutting, copying, and pasting text.

Note: Because the cut, copy and paste functions need access to the clipboard of your operating system, some Internet browsers either block it when called from CKEditor toolbar, or ask you to explicitly agree to that. Should accessing the clipboard by clicking the respective cut, copy and paste buttons from CKEditor toolbar or context menu options be blocked, you can always perform these operations with keyboard shortcuts.


Cut – Ctrl+X

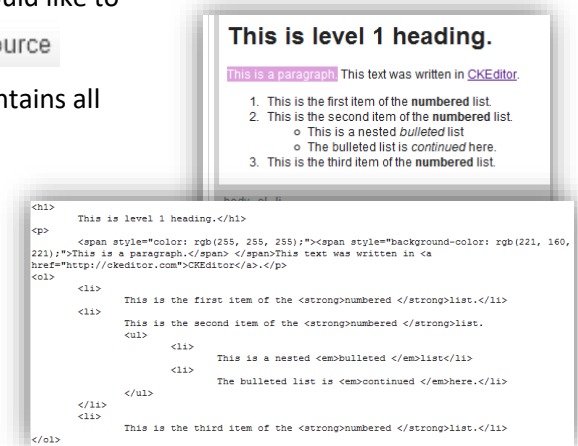
To cut a text fragment, start with selecting it. When the text is selected, you can cut it using one of the following methods:

- Press the  button on the toolbar.
- Open the CKEditor context menu for the selected fragment by pressing the right mouse button or the *Shift+F10* keyboard shortcut, and choose the **Cut** command.
- Use the *Ctrl+X* shortcut on your keyboard. Note this method works even when the browser blocks CKEditor toolbar's access to the clipboard, so this is the most reliable way of cutting the text.

Copy – Ctrl+C

To copy a text fragment, start with selecting it. When the text is selected, you can copy it using one of the following methods:


- Press the  button on the toolbar.
- Open the CKEditor context menu for the selected fragment by pressing the right mouse button or the *Shift+F10* keyboard shortcut, and choose the **Copy** command.



- Use the *Ctrl+C* shortcut on your keyboard. Note this method works even when the browser blocks CKEditor toolbar's access to the clipboard, so this is the most reliable way of copying the text.

Paste – Ctrl+V


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 CKEditor **Paste** dialog window. When the text is in the clipboard, you can paste it using one of the following methods:

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


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

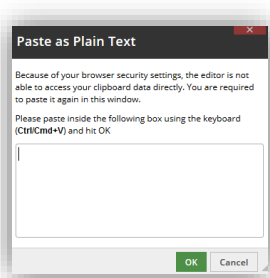
Paste from Word

You can use this, but we recommend that you use Paste as Plain Text. CKEditor 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:

- Press the  button on the toolbar.
- Use the *Ctrl+V* shortcut on your keyboard.

Paste as Plain Text

If you want to paste an already formatted text, but without preserving the formatting, you can paste it as plain text. To achieve this, copy the formatted text and press the  button on the toolbar. If the browser blocks CKEditor toolbar's access to clipboard, a **Paste as Plain Text** dialog window will appear and you will be asked to paste the fragment into the text box using the *Ctrl+V* keyboard shortcut.



Once pasted into the document, the text will lose all its formatting and you will be able to style it using CKEditor options.


Undo and Redo

The **Undo** and **Redo** functions make text editing easier by remembering the actions performed in the editor window and making it possible to revert them as needed.

Undo

The **Undo** feature is a quick way to cancel the recently introduced change and restore the document to its previous state. This is especially useful when the last performed operation was particularly destructive to


the document, like in a situation when you select all of its content and accidentally delete it. In order to revert the last action, activate the **Undo** command in two ways:

1. Press the  button on the toolbar.
2. Press the *Ctrl+Z* combination on your keyboard.

CKEditor by default supports 20 undo levels.

Redo

The **Redo** feature lets you revert the last undo operation. This means that the document returns to the state it was in before you performed the undo. In order to revert the last undo operation, activate the **Redo** command in two ways:


1. Press the  button on the toolbar.
2. Press the *Ctrl+Y* combination on your keyboard.

Just like with undo, many redo levels are supported, so you can usually go forward many steps.


Text Selection

When you want to apply a formatting method to a larger text fragment, you can select it. There are a few selection methods that you can use.

Selecting All Document Contents

To select all contents of the document, click inside the editing area and press the  toolbar button. All document elements, including text, images, or tables, will become highlighted. You can now apply whatever action you wish to the selected content. Alternatively, you can also use the *Ctrl+A* keyboard shortcut to select everything inside the editing area.

Remove Format

Use the  to remove all the format from the selected text.

Selecting a Document Fragment

A popular way to select document fragments is to use your mouse. Keeping the left mouse button pressed, drag your mouse over the document content that you want to select. The selection process will finish, when you release the mouse button. A document fragment selected with your mouse will become highlighted. You can also select individual words by double-clicking them.

A document fragment can also be selected with your keyboard. Using *Shift+Arrow* lets you select the text by letters and the *Ctrl+Shift+Arrow* — by words. The *Shift+Home* combination selects the text from the cursor to the start of the current line, while the *Shift+End* — from the cursor to the end of the current line.


The combination of *Ctrl+Shift* and the *Home* or *End* keys let you select the text from the cursor to the beginning or end of the document, respectively.

The *Shift+PgDn* and *Shift+PgUp* shortcuts select a text fragment of approximately the length of the editing area starting from the cursor and going down and up the text, respectively.

Find and Replace

The **Find** and **Replace** features allow you to quickly search the text as well as retain its consistency. They also make editing the text easier since you can batch change multiple occurrences of a phrase with just one mouse click instead of manually finding and modifying each one of them. Since both are closely related, they are implemented as one dialog window with two tabs that let you switch between the **Find** and **Replace** option.

Find

To open the appropriate dialog window, press the  button on the main editor toolbar.

The **Find** tab consists of a search field and a few options that let you refine the search. Here is the overview of all **Find** tab elements:

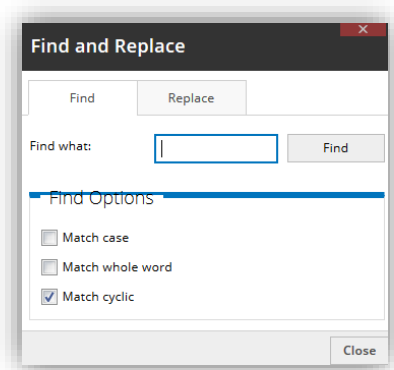
Find what – is the text field where you enter the word or phrase that you want to find.

Match case – Checking this option limits the search operation to words whose case matches the spelling (uppercase and lowercase letters) given in the search field. This means that the search becomes case-sensitive. For example when **Match case** is checked and the search term is: "*option*", you will find all instances of "*option*" with this exact spelling but not when the word is spelled "*Option*" or "*OPTION*".


Match whole word – Checking this option limits the search operation to whole words. For example, when **Match whole word** is checked and the search term is: "*option*", you will find all instances of "*option*", but not the words "*optional*" or "*options*".

Match cyclic – Checking this option means that after the editor reaches the end of the document, the search continues from the beginning of the text. This option is checked by default.

After you enter the search term and select the options, press the **Find** button and CKEditor will highlight the first occurrence of the term in the text, starting from the current position of the cursor in text and going down. If you want to jump to the next occurrence of the term in the text, press the **Find** button again. Note that because the default position of the dialog window is on top of the document in the editor, you might need to drag the **Find and Replace** window in order to see the highlighted terms.



Replace

If you want to quickly find a word or phrase in your document and replace it, use the **Replace** command. To open the appropriate dialog window, press the  button on the main editor toolbar.

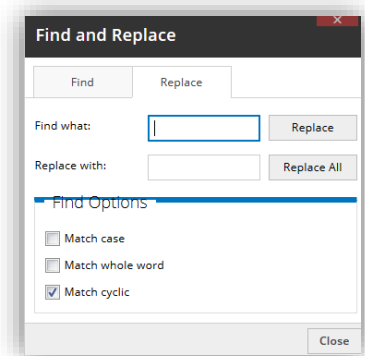
The **Replace** tab consists of a search field, a replace field and a few options that let you refine the operation. Here is the overview of all **Replace** tab elements:

Find what – Is the text field where you enter the word or phrase that you want replace in the document.

Replace with – Is the text field where you enter the word or phrase that will replace the search term in the document.

Match case – Checking this option limits the search and replace operation to words whose case matches the spelling (uppercase and lowercase letters) given in the search field. This means that the search and replace becomes case-sensitive.

Match whole word – Checking this option limits the search and replace operation to whole words.




Match cyclic – Checking this option means that after CKEditor reaches the end of the document, the search and replace continues from the beginning of the text. This option is checked by default.

After you enter the search term as well as the replace term and select the options, press the **Replace** button. The editor will highlight the first occurrence of the term in the text, starting from the current position of the cursor in text and going down. If you want to replace the highlighted term, click the **Replace** button once more. Then, if you want to jump to the next occurrence of the term in the text, press the **Replace** button again.


You can also replace all occurrences of the search term in the document in one go. In order to do that, press the **Replace All** button. All occurrences in the whole document will be replaced at once and display a pop-up window with the result of the operation.

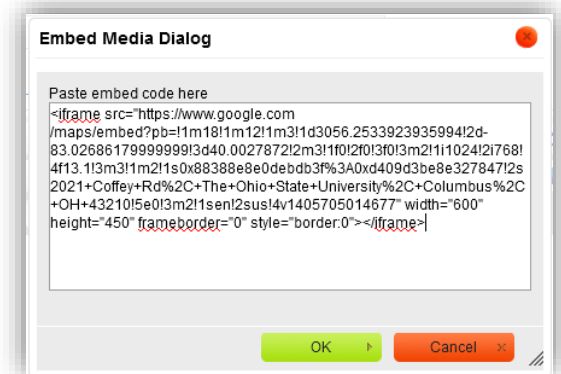
Embed Media

It is possible to embed YouTube videos, Maps (such as Google or MapQuest), Camtasia Relay videos or Twitter feeds into your documents.

Create the document where you want to embed content, place your cursor and select the Embed Media button  .

Locate the object you want to embed (on YouTube or another service) and select the embed code and copy it to the clipboard (Ctrl+C).

Select the Embed Code icon in CKEditor  and paste the embed code (Ctrl+V) into the Embed Media Dialog box and click the OK button. The thumbnail for playing the video will look normal once you save the document.



Formatting Styles

Text format choices influence what readers think of your content. Is it difficult or easy to use and understand? Besides using the Paragraph Formats, such as Heading styles, you can also use the Formatting Styles. The Formatting styles are a type of paragraph style, this means that you only have to click in the paragraph to apply the style. Remember that a paragraph is defined by a Hard Return (keyboard Enter) and not a Soft Return (keyboard Shift+Enter).