Joomla WYSIWYG Editor
1. The Joomla WYSIWYG Editor

Joomla provides you with a set of WYSIWYG editor tools that makes the job of writing articles for your web site a little bit easier. In a nutshell, it provides access to many of the features you may be used to using in Word or Open Office etc. but for your website content HTML.

*ie:* you can **make some text bold**, without having to know how to write `<strong>make some text bold</strong>`.

The Editor Toolbar provides over 50 different commands and plug-ins, each represented by a button or drop-down list with which you can style and enhance your content.

With these tools you can:
- Style using familiar buttons and commands, like, bold, italic, underline etc.
- Insert and edit tables
- Copy text from Word or other text documents
- Insert images using an easy to use file browser popup interface
- Create links, including links to content items using a dynamic selection routine.
- Run a spell check on your finished article.
- Insert Media files, file links and create image captions
2. EDITOR TOOLBAR

Most of the Editor's functions are accessed from the toolbar, which contains rows of buttons and lists that execute various commands on article content, like **Bold** or *Underline* or open a dialog for actions like inserting images or creating tables.

Buttons in the toolbar have 3 states: **Disabled**, **Enabled** and **Active**.

A **Disabled** button will not respond if clicked and appears as a transparent version of the button. A button is disabled when the current action or cursor position is not relevant for that button.

*For example;* the Delete Table button will be disabled and look like this when no table is selected or the cursor is not within a table and enabled when the cursor is within a table.

*For ease of use, you may find that certain buttons are disabled or may not show in your editor bar at all.*

Most buttons are **Enabled** by default appearing fully opaque.
An enabled button can be clicked to execute its command or open the associated dialog.

An **Active** button indicates that the current selection in the editor content can be edited by the buttons function.

*For example;* when an existing link is selected the Adv Link button becomes active. When the button is clicked and the Adv Link dialog is opened. The properties of the selected link are shown in the relevant dialog fields such as URL or Title.
### Button Legend:

<table>
<thead>
<tr>
<th>Name / Description</th>
<th>Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advanced Link</strong></td>
<td><img src="image1" alt="Icon" /></td>
</tr>
<tr>
<td>Advanced Link editor. Create and edit links to files, external sites, email addresses and internal Joomla! articles / components.</td>
<td></td>
</tr>
<tr>
<td><strong>Anchor</strong></td>
<td><img src="image2" alt="Icon" /></td>
</tr>
<tr>
<td>Creates anchor links</td>
<td></td>
</tr>
<tr>
<td><strong>Bold</strong></td>
<td><img src="image3" alt="Icon" /></td>
</tr>
<tr>
<td>Makes selected text <strong>bold</strong>.</td>
<td></td>
</tr>
<tr>
<td>Shortcut Key - CTRL+B</td>
<td></td>
</tr>
<tr>
<td><strong>Bullet List</strong></td>
<td><img src="image4" alt="Icon" /></td>
</tr>
<tr>
<td>Create a bullet (unordered) list</td>
<td></td>
</tr>
<tr>
<td><strong>Character Map</strong></td>
<td><img src="image5" alt="Icon" /></td>
</tr>
<tr>
<td>Open a character map dialog for inserting miscellaneous characters.</td>
<td></td>
</tr>
<tr>
<td><strong>Cut, Copy, Paste</strong></td>
<td><img src="image6" alt="Icon" /></td>
</tr>
<tr>
<td>Cut, copy and paste text and html with automatic Office cleanup. Includes Paste as Plain Text option.</td>
<td></td>
</tr>
<tr>
<td><strong>Code Cleanup</strong></td>
<td><img src="image7" alt="Icon" /></td>
</tr>
<tr>
<td><strong>Directionality</strong></td>
<td><img src="image8" alt="Icon" /></td>
</tr>
<tr>
<td>Set the text direction on a selection</td>
<td></td>
</tr>
<tr>
<td><strong>Emotions</strong></td>
<td><img src="image9" alt="Icon" /></td>
</tr>
<tr>
<td>Insert emoticons</td>
<td></td>
</tr>
<tr>
<td><strong>File Manager</strong></td>
<td><img src="image10" alt="Icon" /></td>
</tr>
<tr>
<td>Upload and insert links to various file types with optional file icon, date and modified time values. Optional plugin that requires a subscription to download.</td>
<td></td>
</tr>
<tr>
<td><strong>Font Back Colour</strong></td>
<td><img src="image11" alt="Icon" /></td>
</tr>
<tr>
<td>Set the font background colour on the text selection</td>
<td></td>
</tr>
<tr>
<td><strong>Font Fore Colour</strong></td>
<td><img src="image12" alt="Icon" /></td>
</tr>
<tr>
<td>Set the font colour on the text selection</td>
<td></td>
</tr>
<tr>
<td><strong>Font Select</strong></td>
<td><img src="image13" alt="Icon" /></td>
</tr>
<tr>
<td>Apply a font family to the text selection</td>
<td></td>
</tr>
<tr>
<td><strong>Font Size Select</strong></td>
<td><img src="image14" alt="Icon" /></td>
</tr>
<tr>
<td>Apply a font size to the text selection</td>
<td></td>
</tr>
<tr>
<td><strong>Format Select</strong></td>
<td><img src="image15" alt="Icon" /></td>
</tr>
<tr>
<td>Format the text selection with the selected block element</td>
<td></td>
</tr>
<tr>
<td><strong>Full screen</strong></td>
<td><img src="image16" alt="Icon" /></td>
</tr>
<tr>
<td>Toggle full-screen edit mode</td>
<td></td>
</tr>
<tr>
<td><strong>Help</strong></td>
<td><img src="image17" alt="Icon" /></td>
</tr>
<tr>
<td>Open the Help window</td>
<td></td>
</tr>
<tr>
<td><strong>Horizontal Rule</strong></td>
<td><img src="image18" alt="Icon" /></td>
</tr>
<tr>
<td>Insert a horizontal rule</td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td><strong>Image Manager</strong></td>
<td>Advanced image insert with file browser</td>
</tr>
<tr>
<td><strong>Indent</strong></td>
<td>Increase indent</td>
</tr>
<tr>
<td><strong>Italic</strong></td>
<td><em>Italicises selected text</em></td>
</tr>
<tr>
<td></td>
<td>Shortcut Key: CTRL+I</td>
</tr>
<tr>
<td><strong>Align Centre</strong></td>
<td>Centre Align the text selection or element</td>
</tr>
<tr>
<td><strong>Align Full</strong></td>
<td>Justify the text selection</td>
</tr>
<tr>
<td><strong>Align Left</strong></td>
<td>Left Align the text selection or element</td>
</tr>
<tr>
<td><strong>Align Right</strong></td>
<td>Right Align the text selection or element</td>
</tr>
<tr>
<td><strong>New Document</strong></td>
<td>Clears the editor contents to create a new document</td>
</tr>
<tr>
<td><strong>Non-Breaking</strong></td>
<td>Insert a non-breaking space</td>
</tr>
<tr>
<td><strong>Numbered List</strong></td>
<td>Creates a numbered (ordered) list</td>
</tr>
<tr>
<td><strong>Outdent</strong></td>
<td>Decrease indent</td>
</tr>
<tr>
<td><strong>Preview</strong></td>
<td>Preview the editor contents</td>
</tr>
<tr>
<td><strong>Print</strong></td>
<td>Print the editor contents</td>
</tr>
<tr>
<td><strong>Article (Read More / Page break)</strong></td>
<td>Create Joomla! Read more and Page breaks</td>
</tr>
<tr>
<td><strong>Redo</strong></td>
<td>Redo the last action</td>
</tr>
<tr>
<td><strong>Remove Format</strong></td>
<td>Remove block and style formatting from a selection</td>
</tr>
<tr>
<td><strong>Search Replace</strong></td>
<td>Perform a search and replace on the editor contents</td>
</tr>
<tr>
<td><strong>Spell Checker</strong></td>
<td>Run a spell check on the editor contents</td>
</tr>
<tr>
<td><strong>Strikethrough</strong></td>
<td>Create a strikethrough on a text selection</td>
</tr>
<tr>
<td><strong>Style Select</strong></td>
<td>Select list of template css styles.</td>
</tr>
<tr>
<td></td>
<td>Applied to selected block element or span.</td>
</tr>
<tr>
<td><strong>Styles</strong></td>
<td>Edit an elements styles</td>
</tr>
<tr>
<td><strong>Subscript</strong></td>
<td>Position text selection below the baseline</td>
</tr>
<tr>
<td><strong>Superscript</strong></td>
<td>Position text selection above the baseline</td>
</tr>
<tr>
<td><strong>Tables</strong></td>
<td>Create and edit tables</td>
</tr>
<tr>
<td><strong>Undo</strong></td>
<td>Undo the last action</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------</td>
</tr>
<tr>
<td><strong>Underline</strong></td>
<td>Underline a text selection</td>
</tr>
<tr>
<td><strong>Unlink</strong></td>
<td>Remove a link from a selection</td>
</tr>
<tr>
<td><strong>Visual Characters</strong></td>
<td>📖</td>
</tr>
</tbody>
</table>
4. FORMATTING TEXT:

Text and elements within the article content can be formatted and styled using various buttons in the editor toolbar and in some cases using shortcut keys, like CTRL+B (Bold).

By Formatting or Styling we are referring to an action that changes the appearance of the text or element.

This is done by applying a style, assigning a class or by changing the element type.

For example, making text Bold using the B button (or CTRL+B keyboard shortcut) places the text within a <strong> element ie: text, while Underlining some text using the U button (or CTRL+U keyboard shortcut), adds the css style text-decoration:underline; to the text, ie: <span style="text-decoration:underline">text</span>.

Of course as this is a WYSIWYG editor you don't see the code, just the formatted text.

Before any text or element can be formatted it must first be selected. This is usually done by clicking on the element, clicking and dragging to select blocks of text or double-clicking on single word to select it.

4.1 Applying a class from the Styles list

The Styles list is a list of classes used by your sites template. To apply a class, select the text or element and select the class from the Styles list. The class will be applied to the element using the class HTML attribute.

eg: class="some_class". In the case of a text selection the class will be added using a span element, eg: <span class="some_class">selected text</span>.

4.2 Applying or editing a style using the Edit CSS Style button

Existing styles added using any of the toolbar buttons can be edited, or new styles added to text or an element, using the Edit CSS Style dialog.

See more in the Editing CSS Styles section

4.3 Removing a style

Formatting can be a removed using the Remove Format button or by using the Edit CSS Style dialog.
5. UPLOADING FILES

**Button Icon:**

The File Manager creates links to files of any type with options to include the file date, size and icon in the link.

**Example (visual only, not active link):**

```
<manual.pdf 1.16 Mb 05/09/2008 17:32
```

**Preview:**

![File Manager Preview Image]
6. File Manager Interface:

The File Manager interface, like all ‘Manager’ plug-ins, consists of two parts, the Browser section, where files are uploaded, manipulated and selected, and the Attributes or Properties section, where the properties of the file link are specified.

6.1 Properties Section

These are the areas in the Properties section:

- **URL** - The URL field represents the file links href attribute, or the path to the file.

- **Description** - The Target list specifies where the link will open when clicked.

- **Text** - If a text selection was made before opening the plug-in this field will be filled by the selection. If the selection was any other element (an image for example) then the Options section (including the Text, Layout and Class fields) will not be available. If no selection was made prior to opening the plug-in, a text description of the link is required to be entered into this field.

- **Layout** - This field contains optional elements that will be included in the link’s description and include the file icon, text (required), file size and file modification date. The Size and Date fields are filled when a file is selected in the Browser. These values can be edited and the original values restored by clicking the corresponding reload icons. Each of these elements can be re-ordered, and thus affecting the order that they are displayed in the link, by dragging their boxes from left to right / right to left. These elements will only be included if their corresponding checkboxes are checked.

- **Date Class** and **Size Class** - Apply additional classes to the Date and Size span element descriptions in the file link. The HTML created when inserting a link typically consists of the link/anchor element, the file Icon img element, the file Text, and two span elements each containing the Date and Size values. 

  e.g.:

  `<a href="/file.pdf" target="_blank">`
  `<img src="/path/to/icon.gif" class="jce_icon"/>`
  `<file text <span class="jce_size">file date</span>`
  `<span class="jce_date">file date</span></a>`

6.2 To insert a File:

A file link can be inserted onto an existing selection or inserted at any point in the editor.

If the selection is an element, such as an image, additional File Manager options will not be available for the link. If the selection is text, the Text field will be filled with the selection.

Select the file in the Browser window of the File Manager dialog by clicking on its name, or if already selected, by clicking the selection icon.

The URL, Text, Date and Size fields will be filled with the relevant properties of the file. If the link is being applied to a text selection, the option of overwriting this text with the file name will be given.

Select the options for the link by checking the Icon, Size and Date boxes and re-order their positions in the link by dragging their boxes from left-to-right / right-to-left.

Select the Target (where the link will open when clicked)

Click Insert.

6.3 To Edit / Update a File:

Select the File link by clicking on it in the Editor. The whole link will automatically be selected.

Click the File Manager icon.

Editing a file link may involve any of the following:

- Add or remove Layout Options by checking / un-checking their checkboxes or re-order their positions.
- Edit the Size or Date values by entering new values in the respective fields or restore the original values by clicking the corresponding reload icons.
- Change the Target value.

Click Update.

6.4 Adding Links:

The Link Dialog Interface is divided into three tabs, Link, Advanced and Pop-ups.

The Link dialog can be used to create a link on an existing content selection (selected text, image etc) or a new link on text added in the dialog.

6.5 To create a link:

Select some text, an image or some other element in the article to create the link on.

Click on the Link icon to open the Link dialog.

If the selected item is a text selection the text will be editable in the Text field.

If the selection is an element link an image, the Text field will be disabled with the label Element Selection.

Find the content item, web link or menu item you wish to link to using the Link Browser or type the link into the URL field.

You can also use the File Browser to find images or files to link to.

Enter a title for the link in the Title field.

Set the Target, or how the link will open when clicked.

Click Insert.
6.6 Link Tab

The Link tab includes all the fields required for creating a basic link.

The Link tab pop-up includes the following fields:

- **URL** - Contains the relative path to the link inserted by the Link Browser, File Browser, E-Mail dialog or typed / pasted in by the user.
- **Text** - Shows the text of the link if the article selection is a text selection. If the article selection is an image or other non-text element this field will be disabled with the label *Element Selection*.
- **File Browser** - Opens the File Browser dialog. This dialog can be used to select a file (image, PDF etc) to create a link to.
- **E-mail** - Opens the e-mail dialog for creating e-mail links with fields for Address, CC, BCC and Subject.
- **Link Browser** - Select categories, articles, menu items and web links to link to.
- **Anchors** - A list of all anchors in the current article.
- **Target** - List of target options (how the link will open) for the link.
- **Title** - A descriptive title for the link.
7. IMAGE MANAGER:

Button Icon: 

The Image Manager assists you in uploading, editing and inserting images into your content items without having to know the HTML code required to do so.

The Image Manager is capable of generating the correct XHTML compliant code for an image, with the possibility of including all standard attributes. Furthermore, the Image Manager can be used to create Rollover images using just a few clicks!

Preview:
7.1 IMAGE MANAGER INTERFACE:

The Image Manager interface, like all standard 'Manager' plug-ins, consists of 2 sections, the Attributes section, and the Browser section.

Attributes

This section is divided into 3 parts, each accessible by clicking on the named tab. The default tab display is of the Image which contains the fields that represent the main image attributes of the currently selected article image, or the image to be inserted into the article.

Browser

The Browser contains the tools to locate, upload, rename, delete and select images and tools to create, delete and rename folders.
8. To Insert an Image:

Select the image from the **Browse** section by clicking on its name. The **Display** view will update with the image’s details, and the image’s attributes will be transferred to the Attributes section. There will be a slight delay as the image’s dimensions are retrieved. The **Insert** button will be disabled while this happens.

8.1 Adjust the article image properties

- **URL** - The URL field represents the image’s `src` attribute, and is the path to the image on the server. This should be absolute, ie: it should include the protocol and host-name in the url.

- **Alternate Text** - This represents the `alt` attribute, and defines a short description of the image.

- **Dimensions** - The width and height of the image, in pixels. Changing these values automatically updates the Style value. If the proportional check-box is checked, changes to one value will automatically be affected on the other.

- **Margin** - Represents the amount of space (in pixels) between the image and surrounding items. If the Equal Values box is checked, all margin positions will inherit the same value.

- **Alignment** - The position of the image relative to surrounding text. In the case of Left and Right the float style is used, otherwise the text-align style is set.

- **Border** - Although this would appear to represent the border attribute, as this has also been deprecated, the chosen values are used to assign a border style to the image. If any of the values is set false (ie: 0 or none or blank) the border style is not inserted or an existing one is removed.

Changes to the Margin, Alignment and Border attributes are all reflected in the sample image and text layout in the Preview section.

Click ‘Insert’.

8.2 Update an Image:

When the Image Manager opens, all relevant fields in the Attributes section are populated with the image’s attributes. Any of these fields can be edited. The folder where the image resides is opened and the image selected. The image’s properties are displayed in the **Details** view.

At this point you can change the image by selecting a new one (follow the steps above) or alter any of the fields in any of the tabs in the Attributes section. Once you are happy with the changes, click the **Update** button.
9. Create Rollover images

A rollover image is an image that changes when the mouse cursor is placed over it.

The Rollover Image Tab

- **Enable** - Check this box to activate rollover images. This will enable all fields and allow you to enter in the values below. Once activated the current image will be placed in the Mouse out field and while this tab is visible, the url of the next image selected will be placed in the Mouse over field.

- **Mouse over** - Represents the mouse over event attribute. This is the image displayed when the mouse cursor is placed over the image.

- **Mouse out** - Represents the mouse out event attribute. This is the image displayed when the mouse cursor is moved off the image. This is also usually the default image.

9.1 To create a Rollover Image:

1. Select the image that is to be the default image, ie: the one that is displayed in the content item.
2. Click the 'Rollover Image' tab.
3. Check the 'Enable' checkbox. You may notice that the 'mouse out' field is already filled with the article image url.
4. Select the image that you would like as the mouse over image.
5. You can now go back to the 'Image' tab and adjust the parameters of this image.
6. Click 'Insert'.
10. UPLOADING IMAGES:

The File Browser is used to manage files and folders; allowing you to upload files, create new folders and delete and rename existing files and folders.

The interface is divided into three sections - the Folder Tree, Item List and Details Pane.

10.1 To create a new folder:

- Click the 'New Folder' button
- The 'New Folder' dialog will open.

Enter the name of the new folder in the field provided. Only letters (A to Z and a to z), numbers (0 to 9) and the symbols _ . - are permitted for a folder name. Spaces will be replaced with an underscore ( _ ) and other characters removed.

Click the 'OK' button. The request is sent to the server and the dialog is closed.

If the request is unsuccessful, an error message will be displayed in the Manager dialog message bar. An unsuccessful new folder request will generate the error - Unable to create folder!
10.2 Upload Dialog box

The Upload Dialog, opened by clicking the Upload icon, is used to upload or move files from the user's local machine to a chosen directory on the web server hosting the user's site.

10.3 To upload a file:

Click the **Browse** button and locate the target file or files on your computer. Multiple files can be selected and added. The files will be added to the Upload Queue.

You can edit the file name by clicking on it or by clicking on the Rename button to the right of the file name. *The name can only contain the characters a-z, A-Z, 0-9, period (.), underscore (_) and dash (-).* Spaces are converted to underscores, all other characters are removed.

You can remove the file from the queue by clicking on the Delete button.

Clicking the Select button will select the file for inserting when the Upload process is complete. Only one file can be selected in this way.

**Click the Upload button.**

The dialog will close automatically once uploading is complete if no error messages are reported.
10.4 Renaming a folder

1. Select the file or folder to rename by checking the items checkbox. Only one item can be renamed at a time.

2. Click the Rename icon.

3. The Rename dialog will open showing the existing item name.

![Rename dialog]

4. Type in a new name for the item.
   Only letters (A to Z and a to z), numbers (0 to 9) and the symbols _, - are permitted for a folder name. Spaces will be replaced with an underscore (_) and other characters removed.

5. Click the 'OK' button.
   An alert dialog will be displayed requesting a confirmation of the action as renaming a file or folder can break an existing link in a content item that uses the file / folder being edited.

![Confirm dialog]

6. The request is sent to the server and the dialog is closed.

If the request is unsuccessful, an error message will be displayed in the Manager dialog message bar.
An unsuccessful Rename request will generate the one of the following errors:

**A file of the same name already exists!**
The new file or folder cannot have a name of a file or folder that already exists on the server. The new name must be unique.

**Unable to rename file!** or **Unable to rename folder!**
This is a general error displayed when the server is unable to rename the file or folder. Most commonly generated due to a permissions problem with the target item, ie: not writable.

**Invalid folder name, please choose another folder name.**
The new name is the same as a reserved folder name.
10.5 Deleting files and Folders

Multiple files or single folders can be selected and deleted.

To delete files and folders:
A folder must be empty before it can be deleted.
If it isn't, you must delete all files and folders in it before attempting to delete it otherwise an error message will be generated.

1. Select the folders and/or files to delete by checking the items checkbox
2. Click the 'Delete' button
3. An alert dialog will be displayed requesting confirmation of the action. This is to prevent accidental deletion of an item. Click the 'Yes' button to confirm or 'No' to cancel.

The request is sent to the server and the dialog is closed.

If the request is unsuccessful, an error message will be displayed in the Manager dialog message bar. An unsuccessful deletion request will generate one of the following errors:

Invalid Directory
The folder does not exist. It may have been deleted by another user just before your attempt.

Unable to Delete Folder!
The folder's permissions may prevent it from being deleted or the server was unable to complete the request.

Please delete all files/folders inside the folder you wish to delete first.
The folder is not empty. Only empty folders can be deleted.

File Not Found!
The file does not exist. It may have been deleted by another user just before your attempt.

Unable to Delete File(s)!
The file(s) permissions may prevent it from being deleted or the server was unable to complete the request.
11. Image Editing

The Image Manager Browser has the same basic features as the other ‘Manager’ plug-ins, and includes a few extra functions.

The main toolbar contains one extra button which toggles either an Image View of the folder contents or a List View. The Images View requires you to double click on an image to transfer its properties to the Attributes section.

*strawberry*

<table>
<thead>
<tr>
<th>Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>strawberry</strong></td>
<td>JPG File</td>
</tr>
<tr>
<td>Dimensions: 150 x 112</td>
<td>Size: 3.50 Kb</td>
</tr>
<tr>
<td>Modified: 24/12/2006, 21:21</td>
<td></td>
</tr>
</tbody>
</table>

The Details section displays a thumbnail preview of the selected image, as well as the image’s width, height, size and modification date.

A Create Thumbnail or Delete Thumbnail button is displayed in the Edit Toolbar, allowing those actions to be performed on the selected image.

A Resize Image button opens the Resize dialog, allowing you to resize images to any dimensions.
12. **Pasting text from Microsoft WORD:**

The Paste features in the editor, which consist of the **Cut**, **Copy**, **Paste** and **Paste as Plain Text** buttons, are used to copy content from the editor to other locations, or paste content into the editor from outer sources.

**Cut**
- Cut selected editor contents to the clipboard. The selected contents will be removed from the editor. This button can also be accessed form the right-click Context Menu in the editor.
- The shortcut key combination for the Cut action is **CTRL+X** on the PC or **CMD+X** on the Mac.

**Copy**
- Copy selected editor contents to the clipboard. This button can also be accessed from the right-click Context Menu in the editor.
- The shortcut key combination for the Copy action is **CTRL+C** on the PC or **CMD+C** on the Mac.

**Paste**
- Paste html contents from the clipboard into the editor. Pasted contents will be cleaned of certain html elements (Word specific styles etc.) based on the Paste parameter settings. This button can also be accessed from the right-click Context Menu in the editor.
- The shortcut key combination for the Paste action is **CTRL+V** on the PC or **CMD+V** on the Mac. If the Paste As HTML is disabled in the Paste Parameters the shortcut key will execute the Paste as Plain Text action.
- Depending on the browser and Paste parameter settings, this action may open a dialog box for the contents to be pasted into prior to it being pasted into the editor, due to security restrictions in some browsers.

**Paste as Plain Text**
- Paste contents from the clipboard into the editor as plain text. Line breaks will be converted to paragraphs or line breaks based on the Editor Global Configuration Newlines setting.
13. **Creating and Editing Tables**

Tables are created with the Insert Table button, accessed from the editor toolbar or from the right-click Context Menu in the editor.

### General Properties
- **Cols**: Set the number of Columns for the table
- **Rows**: Set the number of Rows for the table
- **Cell padding**: Set the space between the cell wall and the cell content
- **Cell spacing**: Set the space between cells
- **Width**: Set the table width in pixels. e.g.: 200px or percent, e.g.: 100%
- **Height**: Set the table height in pixels. e.g.: 200px or percent, e.g.: 100%
- **Class**: Set a class for the table
- **Table caption**: Check or uncheck to include or remove a table caption

#### 13.1 Deleting tables

To delete a table click anywhere within the table and click the Delete Table button in the editor toolbar, or in the right-click Context Menu in the editor.

#### 13.2 Inserting and deleting rows

To edit a table row, click in the table row and click the Table Row Properties button in the editor toolbar or in the right-click Context Menu in the editor.
13.3 General Properties

- **Row in table part** - Set the part of the table this row represents: Table Header, Table Body or Table Footer.
- **Alignment** - Set the row alignment.
- **Vertical alignment** - Set the row vertical alignment.
- **Class** - Set the row class.
- **Height** - Set the row height in pixels, e.g.: 100px or percent e.g.: 50%.

Via the advanced properties tab, you will also be able to use these elements:

- **Background image**
  Select a background-image for the row. You can browse for an image using the File Browser dialog accessed by clicking the File Browser button.

- **Background colour**
  Set or select a background-colour for the row in hex format, e.g.: #CCCCCC.

Any changes made to the row can be applied to the selected row, all rows in the table, or all odd or even rows. Select the desired option from the list above the Update button.

13.4 Inserting a New Row

Rows can be inserted before or after the currently selected row.
To select a row, click anywhere within the row.

- To insert a row before the selected row click the **Insert Row Before** button in the editor toolbar or right-click **Context Menu**.

- To insert a row after the selected row click the **Insert Row After** button in the editor toolbar or right-click **Context Menu**.
13.5 Deleting a Row
Select a row by clicking anywhere within the row. Click the Delete Table Row button in the editor toolbar or right-click Context Menu.

13.6 Editing Table Cells
To edit a table cell, click in the table cell and click the Table Cell Properties button in the editor toolbar or in the right-click Context Menu in the editor.

General Properties
- Alignment - Set the cell alignment
- Cell Type - Set the type of cell e.g.: Header or Data
- Vertical alignment - Set the cell vertical alignment
- Scope - Select a scope for the cell. This sets the association header and data cells in the table.
- Class - Select the cell class
- Width - Set the cell width in pixels or percent
- Height - Set the cell height in pixels or percent

Any changes made to the cell can be applied to the selected cell, all cells in the table, or all cells in the same row as the selected cell. Select the desired option from the list above the Update button.

13.7 Inserting a New Column
Columns can be inserted before or after the currently selected column. To select a column, click anywhere within the column. To insert a column before the selected column click the Insert Column Before button in the editor toolbar or right-click Context Menu. To insert a column after the selected column click the Insert Column After button in the editor toolbar or right-click Context Menu.

13.8 Deleting a Column
Select a column by clicking anywhere within the column. Click the Delete Table Column button in the editor toolbar or right-click Context Menu.

13.9 Splitting Merged Table Cells
Click anywhere within a merged table row or column. A row or column is merged when it occupies more cells than the row or column adjacent to it. Click the Split Merged Table Cells button in the editor toolbar or in the right-click Context Menu in the editor.
13.10  **Merging Table Cells**

Click and drag in the table cells to select the cells to merge and click the **Merge Table Cells** button in the editor toolbar or in the right-click **Context Menu** in the editor.

**OR**

Click anywhere in a table cell and click the **Merge Table Cells** button to open the **Merge Table Cells** dialog.

Enter the number of **Cols** (Columns) or **Rows** to merge and click **Update**.

13.11  **INLINE TABLE EDITING:**

Inline Table Editing is a **browser specific function** and is currently only offered by **Firefox**.

It provides a set of tools within a table to resize tables, and split and delete table cells, columns and rows.

Tables can be resized by clicking and dragging on the resize handles.

Table rows can be created by clicking on the up (insert row before) and down arrows (insert row after) and deleted by clicking on the cross icon.

Table columns can be created by clicking on the left (insert column before) and right arrows (insert column after) and deleted by clicking on the cross icon.