WYSIWYG Editor

The WYSIWYG Editor contains all the tools necessary to edit text pages (WYSIWYG Editor is not configured for Info Section pages). The available tools found in the toolbar will depend on the site and page configuration. **Some tools may not be available based on permission levels**.

The WYSIWYG Editor includes basic editing functions, such as those found in Microsoft Word® (cut, copy, undo, redo, bulleted list, numbered list, indent, etc.). This document will review some other common functions.

WYSIWYG Toolbar Functions

Save

The **Save** icon allows the user to save the changes that have been made to the page. Using the **Save** icon will also close the WYSIWYG Editor and take the user to a preview of the page. If the user desires to save-in-place while continuing to edit, simply use the keyboard shortcut (CTRL+S for Windows and CMD+S for Mac).

Revert to Last Saved

The **Revert to Last Saved** icon will undo all changes and revert the content in the editable region to its original state.

Auto-Draft

The lifesaver icon is the **Auto-Draft** feature. Once a user begins entering in content within the editable region, the **Auto-Draft** creates a backup on the local workstation in the browser's cache or Internet files approximately every minute. The backup is available for up to 24 hours, but it is contingent on the user's browser settings.

If the browser shuts down unexpectedly, Internet connectivity is lost prior to the content being saved, or even power is lost, content can be retrieved by following the steps below:

1. Open the same browser where the editing was occurring on the same workstation that was being used prior (e.g. if the page was being edited in Mozilla Firefox when the connection was lost, the **Auto-Draft** retrieval must be completed in Firefox as well, and on the same local system).

2. Navigate to the page that was being edited.

3. Access USF CMS via the DirectEdit link and log in.

4. Click into the editable region that was being edited prior to the loss of connection.

5. *Before entering any content into the page*, click on the **Auto-Draft** icon.

6. Click **OK** on the pop-up.
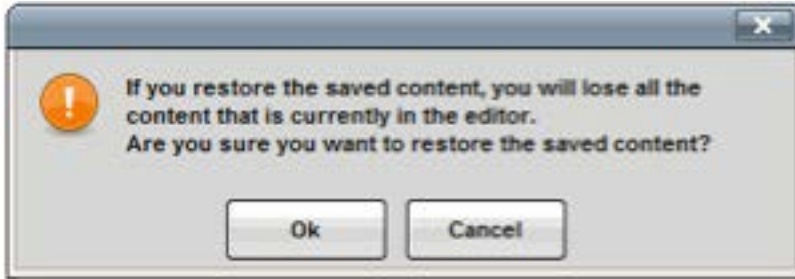
7. Content will be restored.

Paste as Plain Text

The Paste as Plain Text option strips all other formatting. This is to ensure that the page is adhering to USF's style guidelines.

Spell Checker

The spell checker can be activated by clicking on the **ABC** with the checkmark. The default dictionary is in English. However, if the page should be edited in another language (available languages are: English, Spanish, French, Italian, and Portuguese), simply click on the downward facing arrow and select another language.

Misspelled words are identified with a wavy, red line.

To fix the misspelled word, simply click on it. This will bring up a pop-up with the available options. Select the appropriately spelled word, ignore the word, or, if access has been granted, add the word to the dictionary.

Suggestions

Misspelled

Dispelled

Add to dictionary

Ignore Word

Ignore All

Keep in mind that the browser's spell checker may be active and marking words as misspelled while the page is being edited. However, only USF CMS's spell checker will reference the USF CMS custom dictionary. To help verify that a word is being marked as misspelled by the USF CMS dictionary, look to see if the spell check icon is highlighted. This indicates that the USF CMS spell checker being used.

Inserting Links

Links are created by highlighting text to be made into a link and clicking on the **Insert/Edit Link** icon. The **Insert/Edit Link** icon will not appear until the text or image to be hyperlinked is selected. Links can point to external websites, not maintained in the USF CMS, or other pages within the USF CMS. The **Insert/Edit Link** icon can also be used to create links to files, such as PDFs.

To insert a link

1. Highlight the text that will be made into a link.

2. Click on the **Insert/Edit Link** icon.

3. Enter the link.

    a. If linking to a page outside of the USF CMS, simply include the URL to the external page in the **Link URL** field.
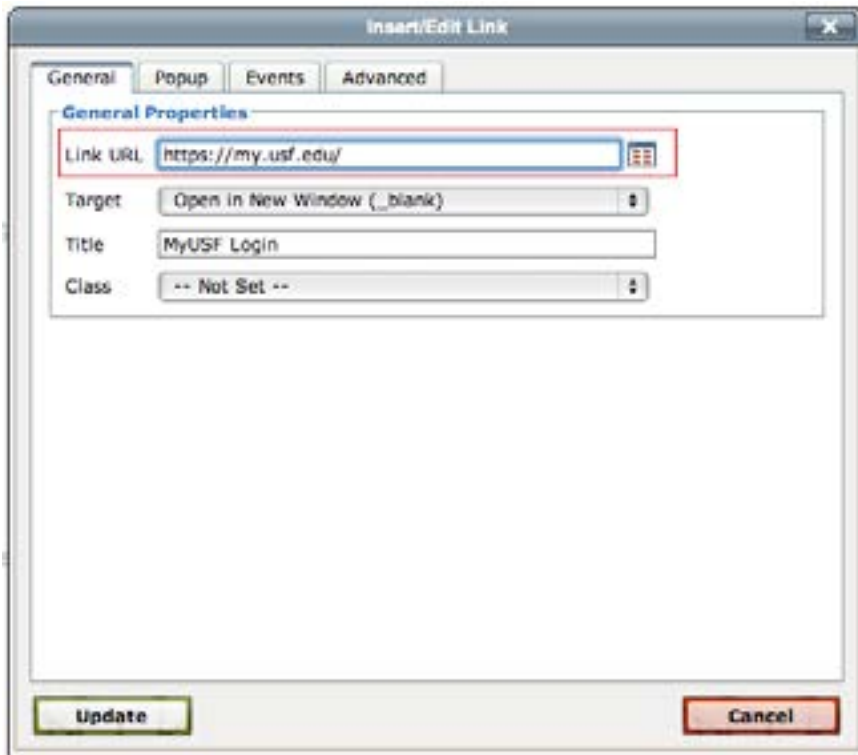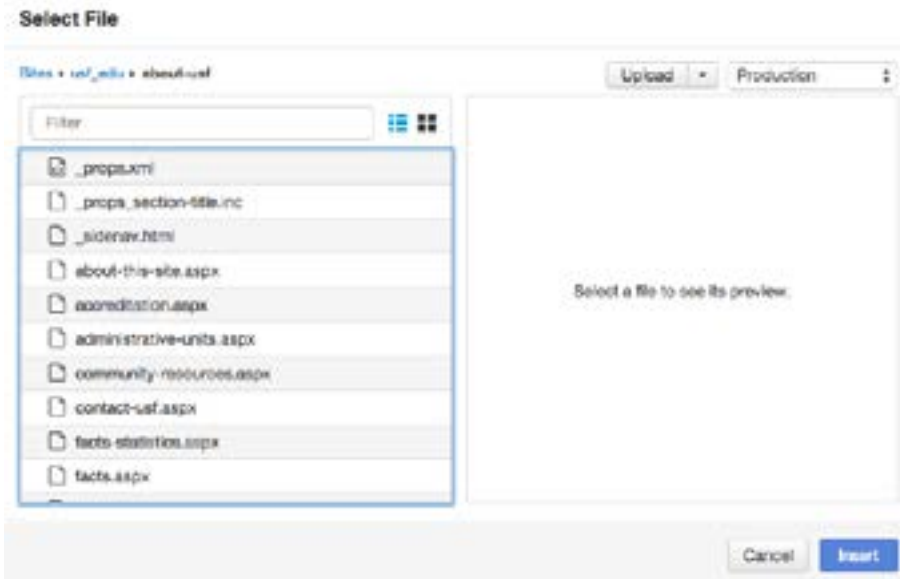
b. If linking to a page or file within the USF CMS:

    i. Click on the **browse** button.

    ii. Find the file to which the link should be created. If the desired page is not in the selected directory, use the breadcrumb at the top of the page and the folders within the window to navigate to the desired page.
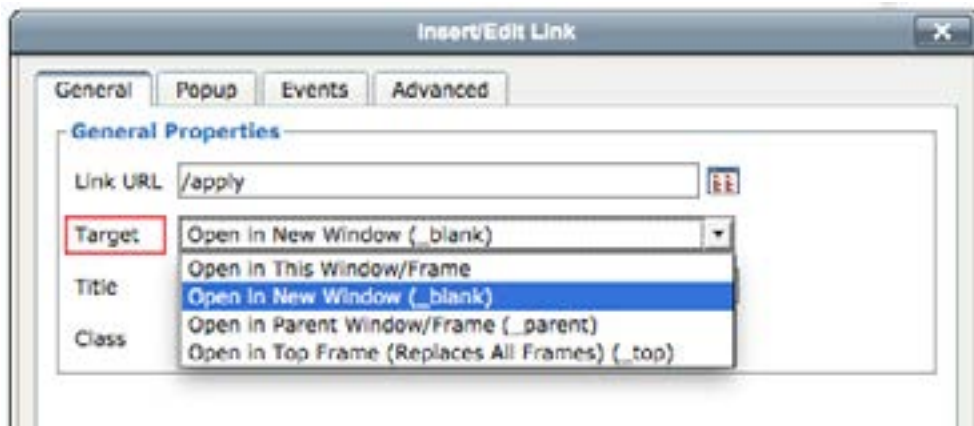
Select File

Files › usf_edu › about-usf

Filter

- _props.xml
- _props_section-title.inc
- _sidenav.html
- about-this-site.aspx
- accreditation.aspx
- administrative-units.aspx
- community-resources.aspx
- contact-usf.aspx
- facts-statistics.aspx
- facts.aspx

Upload ▾   Production

Select a file to see its preview.

Cancel   Insert

iii. Click on the file you wish to link to.

iv. Click **Insert**.

As a general rule of thumb, when inserting a link to another page on USF's main website or your site, the link should open in the same window. When inserting a link to a page outside of USF, or to a PDF, doc, or other similar file, the page should open in a new window. This selection is made in the field labeled "Target."

- Linking to pages within USF's website: Open in This Window/Frame

- Linking to pages on another site or binary files: Open in New Window (_blank)

Insert/Edit Link

General | Popup | Events | Advanced

General Properties

Link URL /apply

Target   Open in New Window (_blank) ▾
          Open in This Window/Frame
          Open in New Window (_blank)
          Open in Parent Window/Frame (_parent)
          Open in Top Frame (Replaces All Frames) (_top)

Title

Class

To edit a link that has been inserted on a page, simply click on the link, and then click on the **Insert/Edit Link** icon. Follow the steps outlined above to modify the link. To delete a link, click on the link, and click the **Unlink** icon.

Dependency Manager

When Dependency Manager is activated, it is important to browse for the appropriate page, as described above, in order to ensure that the link will be updated if the target page or directory is moved or renamed.

When inserting a link using Dependency Manager, instead of the URL appearing in the "Link URL" field, a Dependency tag will be seen. The target URL will appear directly underneath the "Link URL" field.

Dependency Manager currently manages links to other pages in the USF CMS account, which may be different subsites of USF. However, it does not manage links to external websites, such as CNN, nor binary files, such as PDFs and images.

Anchor Links

 Anchors can be thought of as a bookmark on a page and allows users to jump to a specific location on that page with just a click. For example, a FAQ page may use anchor links to move users to an answer when a certain question is clicked. View UCM's Logo Usage page to see anchor links in action.

To create an anchor:

1. Position the cursor where the anchor should be placed or select the text or image.
2. Click the **Insert/Edit Anchor** icon.
3. In the Anchor Name field, enter the name for the anchor.

More than one anchor can be added to a page, but each should have a unique name. Names should be as short as possible and use lowercase letters. Numbers can be used, but they cannot start with a number.
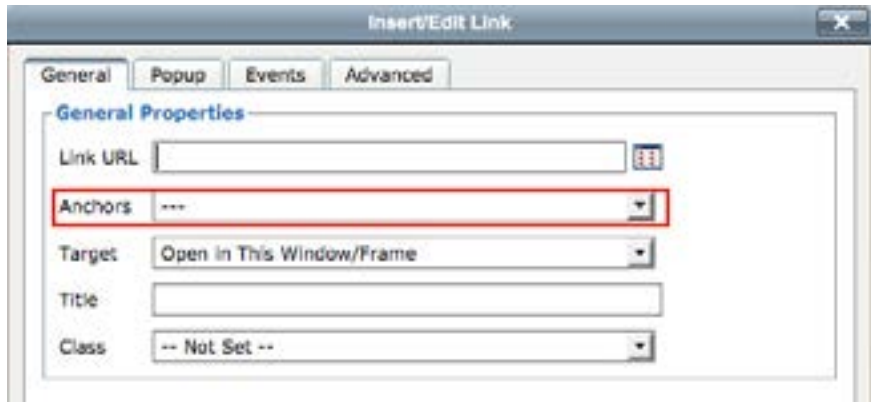
4. Click **Insert**.

An anchor icon will then appear next to the text within the WYSIWYG.

Anchor link

To link to an anchor:

1. After creating the anchor, select the text that will link to it.

2. Click on the **Insert/Edit Link** icon.

3. Select the appropriate anchor from the Anchors drop down menu. and click **Insert**.

To modify an existing anchor:

1. Click the existing anchor shown in the editing area.

2. Click the **Anchor** icon on the toolbar.

3. The **Insert/Edit Anchor** dialog shows the existing text for the anchor.

4. Make the modification to the text and click **Update**.

Format Menu (Heading Styles)

The Format drop down allows for a pre-determined style to be applied to text by selecting an element from the list. All formatting is defined by the templates themselves and cannot be modified by users.

The following elements are available for use:

- • Paragraph
- • Heading 3
- • Heading 4
- • Heading 5
- • Heading 6

The "Address" and "Preformatted" elements that appear in the drop down menu are currently not valid.

Heading 1 (h1) and heading 2 (h2) are used within the CMS templates and cannot be used by end-users. Headings 3 - 6 (h3, h4, h5, h6) are available for use within a text page using the WYSIWYG. An example of each style can be found on the USF Brand site.

Please use heading styles for structure of content only and not for design purposes. This helps make your content more accessible and navigable.

Note: The formatting may not appear correctly while looking at it in the WYSIWYG Editor. Please do not try to manipulate it as the CMS will automatically style it when saved and published.

To apply an element from the Format drop-down:

1. Place the cursor within an existing block of text, on a blank line, or select the text.
2. Click the **Format** drop down.
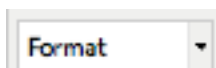
Format ▾

3. Scroll to find the element and click it. This applies the choice.

To remove or change the applied format:

1. Place the cursor within an existing block of text, on a blank line, or select the text.
2. The applied format is shown.
3. Click the currently applied format to deselect it or choose a different element.

Images

The images icon should only be utilized after adding the Callout-image or Image Grid Snippet. Please refer to the snippets section of this manual for more details.

Media (Video)

The **Insert/Edit Embedded Media** tool allows users to embed a YouTube video on a text page. Currently, **YouTube videos are the only accepted format**.

To add a YouTube video:

1. Place the cursor at the location on the page where the video should be displayed.

2. Click on the **Insert/Edit Embedded Media** icon in the WYSIWYG toolbar.

3. Paste the file's URL into the **File/URL box**. Enter ONLY this information. Do not remove, add, or change any other information on any other tabs. The CMS is configured to format the video automatically upon saving and publishing. Any modification could cause the design of the templates to break.

You can use either the full YouTube URL from the address bar of your browser or the "Share" URL.

4. Click **Insert**.

Note: A yellow box will appear in the WYSIWYG Editor and not the video itself. Please do not try to manipulate it as the CMS will automatically display it in the correct format when the page is saved and published.
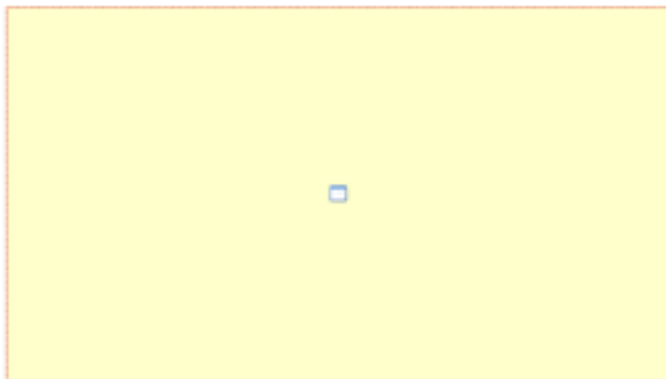
Line Break

BR   A line break can be used to begin a new line of text without hitting the Enter or Return key. This is typically used if you want lines of text to appear directly underneath each other without the appearance of a space in between.

Hard Return

Digital Marketing Manager

University Communications and Marketing

Line Break

Digital Marketing Manager
University Communications and Marketing

Special Characters

©   Insert Special Character icon allows the use of a copyright symbol, registered trademark, etc. The Select Special Character modal provides a selection of 200 special characters from which to choose. Hover or use the left and right keyboard arrows to navigate the selection. Click on the icon of the character to insert it into the page. Right click the symbol and choose Copy Link from the shortcut menu to copy it to the clipboard, which allows the symbol to be repeatedly pasted on a page.

Inserting Snippets

Snippets are blocks of content created and maintained by UCM to allow the use of special design elements on a text page. The available Snippets are listed below along with the page numbers of their specific instructions contained in this manual:

• Callout Images (page 84)

• Image Grid (page 87)

•Tables (page 90)

•Toggles (page 92)

Inserting Assets

Assets are preconfigured global elements that are maintained in the Asset Manager. Assets can be configured as web content or plain text. Assets are used to provide

consistent information across all pages (e.g. student enrollment number), or to protect the integrity of information (e.g. a student testimonial with image). Once inserted into the page, Assets cannot be modified within the WYSIWYG Editor. If an Asset is modified in the Asset Manager and published, all pages on which that Asset exists will be automatically updated with the new information.

Note: Prior to inserting the Asset, it is advised to put a paragraph break after the line on which the Asset will be placed if it is the last element on the page. If it is the last element placed on a page without the paragraph break, no other elements or content can be placed after the Asset.

Assets are only as good as how often they are used. If the content to be added to the page appears to have a global element, check the Assets to see if one is available fitting those needs. This will ensure consistency across pages when the content changes.

It is up to the Content Manager of each area to create any relevant Assets and inform the CMS community of their availability.

To insert an Asset:

1. Click on the **Insert/Edit Asset** icon.

2. Select the desired Asset. It is possible to search for the desired Asset using the tags and Asset type information.

3. Click on **Select Asset**.

When the Asset is inserted on the page, it is possible that it will not render until the page is saved. Whether or not the Asset renders in the WYSIWYG Editor, it will appear in a box with slashes behind it.

Once the page is saved, the Asset should render within the preview. There will be some cases in which the Asset cannot render until publication.

ASSET "text-about-usf" CANNOT BE SHOWN IN WYSIWYG

If details about the Asset are desired, it is possible to preview an Asset in the Asset Manager found in **Content > Assets**.
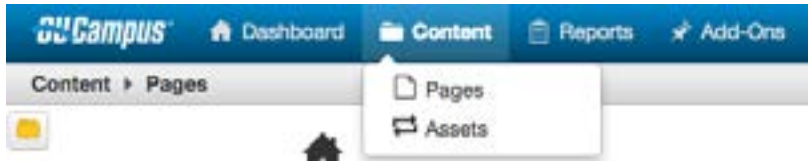
Simply click the **Preview** icon.

To delete or change an Asset in the WYSIWYG Editor:

1. Click on the Asset so it becomes green and the Insert/Edit Asset icon is highlighted.

ASSET "text-about-usf" CANNOT BE SHOWN IN WYSIWYG

2. To delete, click on the "Delete" or "Backspace" button on the keyboard and confirm the deletion.

Delete asset "text-about-usf"?

Ok   Cancel

3. To change, click on the **Insert/Edit Asset** icon and find a new Asset.