

Working With the WYSIWYG Editor

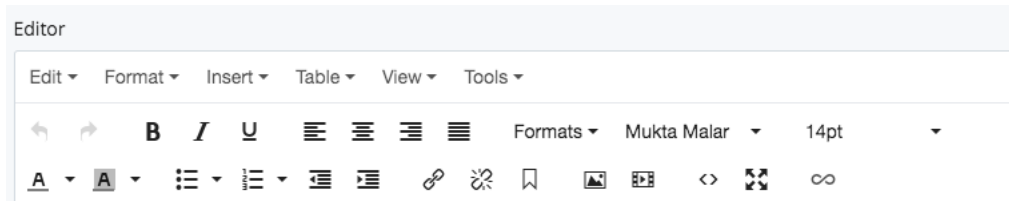
Sam Skinner, Product Trainer, Hannon Hill

The WYSIWYG or text editor in Cascade is a versatile means of providing content for a given region of a page. It allows a content provider to add text and to style it with various built-in attributes (e.g., bold, italics, indented); it allows for the addition of images and video links on a page and also allows for the creation of tables. A content provider can add links within a page (aka “anchors”) as well as links to external resources. Further, if desired, developers can make a variety of CSS styles available for their content providers. Lastly, the WYSIWYG editor has a built-in spell check.

Many of the features of the WYSIWYG editor should be familiar to anyone who has previously used a word processor (e.g., MS Word) and consequently will not be discussed here. However, other features will be less familiar; these are discussed below.

Because the WYSIWYG editor in Cascade can be customized, you may find that the editor available for certain page types may be more limited in its functionality than seen in other page types. Cascade administrators can always override these limitations (Click the infinity symbol shown in image below).

Below is an image of a fully-featured WYSIWYG editor:



Add custom styles, attach styling to page.

One of the strengths of the Cascade text editor is the ability to apply CSS styling to any portion of your text, images or other media. If the WYSIWYG is configured to allow source code, it is easy for anyone with experience to add html tags along with CSS classes, ids and inline styling. Simply click on the source code icon to see the html layout of the page and proceed to write your code accordingly.

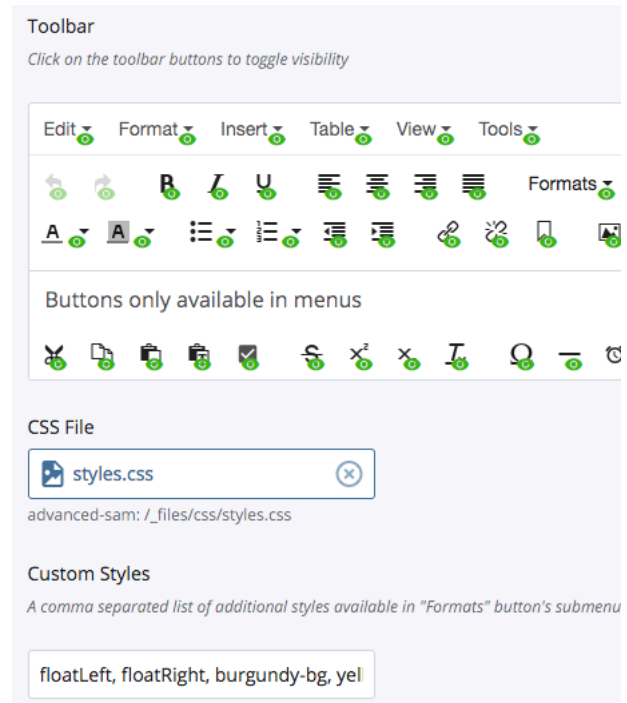


[IMPORTANT NOTE: In order to see the effects of the styling in the WYSIWYG, you have to import the appropriate CSS files to the WYSIWYG. However, these will not transfer to the rendered page without also importing the same CSS files to the page itself. The failure to do both can be a source of confusion.

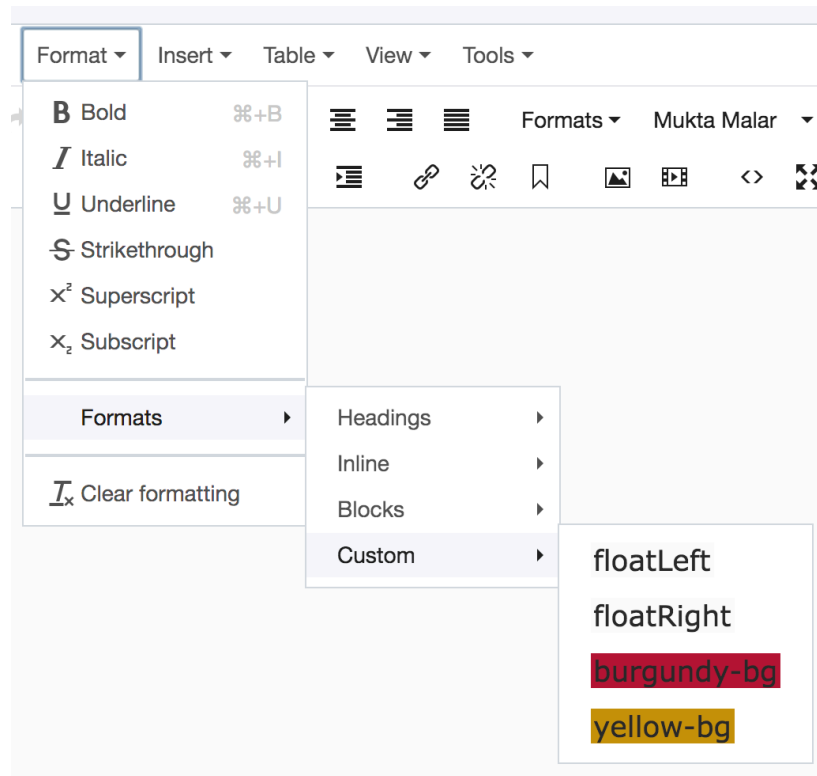
To attach CSS files to the WYSIWYG, create a custom WYSIWYG in the Manage Site area. When editing the WYSIWYG Editor Configuration, add the link to the CSS file(s). You may then add a set of Custom Styles in the text box by providing the attribute names. These will display in the Format dropdown in the WYSIWYG (image below).

For use on the rendered page, links to CSS files can be added at the Template level, at the Configuration level, or at the Page level via the Configure tab.]

In many instances, however, it is useful to provide styling features for Content Providers to use without their having to know html markup or css styling. As mentioned in the NOTE above, these can be supplied by adding Custom Styles when the Editor Configuration is set up. The styles will then be displayed from the formats dropdown as shown below.

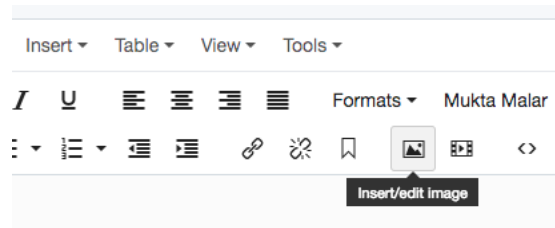


ADVANCED CSS – ELABORATE. PLACES TO USE.



Working with images, videos.

To insert an image on a page, start either with the Insert dropdown or the image icon. Both bring up the same popup window. The window has two tabs: General and Advanced. In the General tab, first select the image source (internal vs. external). If you choose Internal, you get a file-chooser that enables you to navigate to the source of the image within Cascade. If you choose External, you get a field for pasting in the url to the image. (Note: the image will not display in Cascade but should display properly once the page is published. [Be sure to check!])



Insert/edit image ✕

General **Advanced**

Image Source Internal External

Image ✕
landing-sam: /_files/images/banner_cat.jpg

Decorative This is a decorative image, no description needed.

Image description
Image's title, display name or custom text

Dimensions x Constrain proportions

Class

If your image is decorative, mark it as such. Otherwise, provide an image description (also known as an alt tag) which is text that will display if the image fails to.

The next option is to define the image dimensions. The relevant fields will be pre-populated with the current image size and the “Constrain proportions” box will be checked. If you know the proper dimensions for your image you can type them in the boxes provided (width X height). However, an easier way to set the image size is to close the popup, click on the image, and then grab the square in its lower right-hand corner.



Use your cursor to drag the image smaller or larger. To return to the popup, you can do a two-finger (or right-) click on the image itself and select the image icon.

Lastly, you can supply various class attributes by selecting the Class dropdown and then clicking on the attribute. (This will be the same list of Custom Styles as seen in the Formats dropdown.) These will be applied when the image is displayed.

In the Advanced Tab are options for supplying a figure caption, vertical and horizontal spacing around the image and a border. The text of the caption can be added and edited when the image is displayed on the page. The spacing and border attributes, after being saved, will populate the Style field as shown below.

Insert/edit image ✕

General **Advanced**

Figure/Caption Use figure and figcaption for this image

Style

Vertical space Horizontal space

Border

Inserting a video link is as simple as providing the url to the video. Paste it into the Source field.

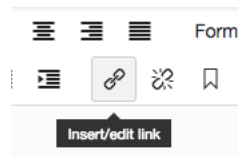
Insert/edit media ✕

General **Embed** Advanced

Source

Dimensions x Constrain proportions

Use of link and anchor.

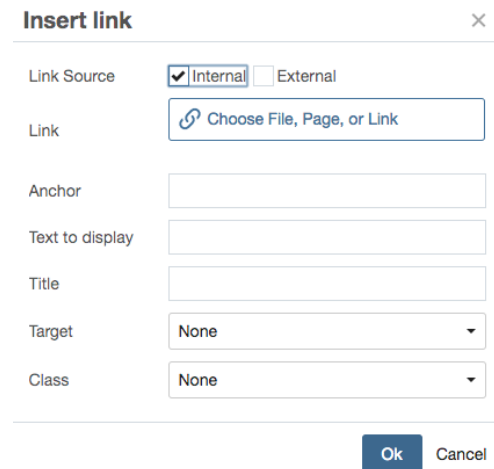


It is easy to add both **internal and external links** to a page via the WYSIWYG editor. Click on the link icon to bring up the Insert link interface. Select either the Internal or External option to get either a file-chooser allowing you to navigate to and select the internal link or a test field in which

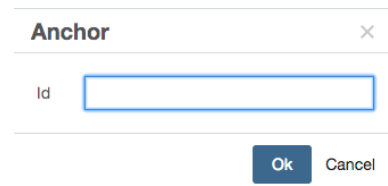
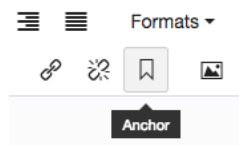
you can paste the url to an external link. For either case, you can provide the Text to display as part of the link. Alternatively, you can first highlight the appropriate text before clicking on the link icon and this text will appear in the “Text to display” field.

The Target option sets whether clicking on the link opens a new window tab or results in replacing the current window (page) with the linked page.

Lastly, you can attach CSS styling if relevant.

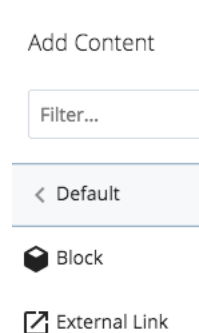


Adding an **anchor** on a page involves the combined use of the Anchor and Link icons. First select the bit of text to use as the anchor. Then click on the Anchor icon to get a popup that allow you to provide the anchor id. The id can be any term of your choosing.

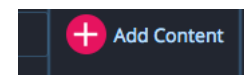


After saving the id, move to the area of the page that you wish to link to the anchor text. Highlight the relevant linking text and then click the Insert Link icon. In the popup (shown earlier) all you need to add is the id term you chose for the anchor. Click save. Now clicking on the linking text will scroll you to the anchor text on the same page.

If you use the same **External link** in multiple places (on a given page or across many pages), it can save time to first create an External link object and then reference it as an internal link as outlined above. Providing an External link this way means that if the url to the link changes you need only update the Link object rather than all the places it is utilized across your pages.



To create an External link object, exit the page you are editing and navigate to whatever folder should hold the object. Once in the appropriate folder, select the Add Content link in the navigation section of Cascade.



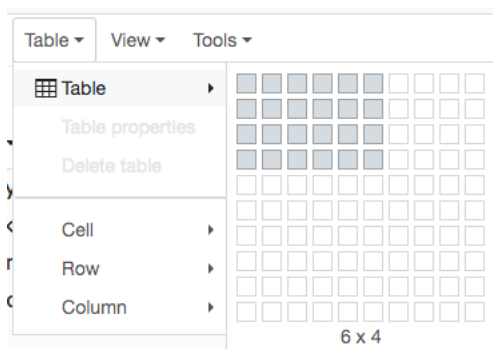
From the slide-in, click on the Default folder to reveal a variety of asset types. Select the External Link option. You need supply only three pieces of information in the popup form – a name for the object, the url for the external

link and, in the Metadata tab, it is best to supply a title. The title and the object name can be the same, however, they often are used in different ways in your Cascade code. Once you click submit, the External link object will be saved.

The screenshot shows the 'Metadata' tab of a software interface. At the top, there are two tabs: 'Content' and 'Metadata'. Below the tabs, there are three main sections:

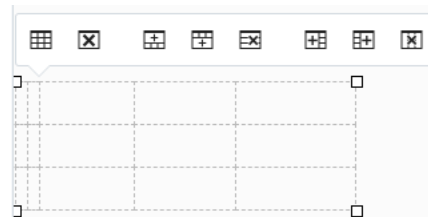
- Link Name ***: A text input field with a lock icon on the right.
- Placement Folder ***: A dropdown menu showing a folder icon and the text 'advanced-sam'. Below it, the path 'advanced-sam: /' is visible.
- Link Settings**: A section containing a 'Link *' text input field.


Creating Tables via the WYSIWYG



Creating a basic table is easy in the WYSIWYG editor, but they can be difficult to style without resorting to the use of source code. To begin, find the Table dropdown and click on the Table tab within. This will bring up a grid from which you can highlight the appropriate combination of squares to set your number of columns and rows. Click again to create the table.

You will get your table in collapsed form along with a menu of row and column options. With your cursor, grab the vertical dotted lines and drag them to the right to open up the table and set the cell widths. These can be modified later as you add content.



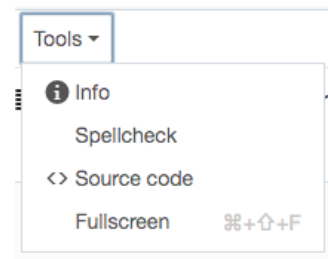
The horizontal menu includes options for adding and deleting rows and columns as well as the entire table. If you click on the first item,  you get a popup allowing you to set some of the table properties, including the overall size of the table (width, height), cell spacing, cell padding, presence and size of a border, presence of a caption and, finally, the horizontal alignment of the table on the page. Under the Advanced tab are options to select a border

color as well as a background color for the table. For each of these attributes you can use standard html-based values.

Please note that the styling gets applied when the table is rendered on the page. The table features are good enough for very simple tables but for anything more advanced you may need to rely on standard html construction of your tables using the appropriate types of css styling.

WYSIWYG Tools

A spellchecker and information about which WYSIWYG is being used are the two main options in the Tools dropdown. To use the Spellcheck, simply click on the term. Next search through your text to identify any mis-spelled words by their red underline. When you click on an underlined word, the WYSIWYG provides a list of possible alternatives. Select the appropriate option or simply correct the spelling yourself.



If interested, you can learn which WYSIWYG is being used in the current section of the page. Simply click on the term, Info, and you will see the name of the WYSIWYG editor. The default editor is the one provided by Cascade and is inherently fully-featured.