

Information Control

The Information Control is where you'll add text, images, links and more to the body of your pages.

The control allows you to format your page contents with the simplicity of a word processor.

Information Control Editing

You will see this bar when the page is in **Edit Mode**.

Click the "Edit Page Content" button to open the editor.

Links to Other Websites	Description
Ask Dr. Universe	Add links to interesting and useful websites.
Sample Link	Link to interesting websites.

Use this Control to edit the main content area of this page.

Editing

The editor is divided into two sections:

1. Toolbar - The toolbar represents a set of buttons and drop-down lists, which allow you to perform different actions with the content (e.g. make text bold, apply color to text, build tables, open the image dialog, etc.)

Most of these buttons work the same as in Microsoft Word®.

2. Content Area - The information you enter in the content area can be modified as if you were using Microsoft Word®.

Use this Control to edit the main content area of this page.

Please see [Editor Guides](#) on the following pages for detailed instructions on the Content Editor

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Toolbar
















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1. Toolbar Buttons

GENERAL BUTTONS		
	Find and Replace - Find (and replaces) text in the editor's content area.	Ctrl+f
	Cut button - Cuts the selected content and copies it to the clipboard.	Ctrl+x
	Copy button - Copies the selected content to the clipboard.	Ctrl+c
	Paste button - Pastes the copied content from the clipboard into the editor.	Ctrl+v
	Paste Plain Text button - Pastes plain text (no formatting) into the editor.	
	Undo button - Undoes the last action.	Ctrl+z
	Redo button - Redoes/Repeats the last action, which has been undone.	Ctrl+y
	Quick Help - Launches the Quick Help you are currently viewing.	-
INSERT AND MANAGE LINKS, TABLES, SPECIAL CHARACTERS, IMAGES and MEDIA		
	Insert Table button - Inserts a table in the r.a.d.editor.	-
	Image Manager button - Uploads and inserts an images. Manages images in folders on the server.	-
	Hyperlink / Email Link Manager button - Makes the selected text or image a link.	-
	Remove Hyperlink button - Removes the hyperlink from the selected text or image.	-
	Document Manager - Uploads and inserts document on the server (Media files, PDF, DOC, etc.)	-
	Flash Manager button - Inserts a Flash animation and lets you set its properties. Manages Flash files in folders on the server.	-
	Insert Special Character dropdown list - Inserts a special character (€ ®, ©, ±, etc.)	-

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


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CREATE, FORMAT AND EDIT PARAGRAPHS and LINES		
	Outdent button - Indents paragraphs to the left.	-
	Indent button - Indents paragraphs to the right.	-
	Align Left button - Aligns the selected paragraph to the left.	-
	Center button - Aligns the selected paragraph to the center.	-
	Align Right button - Aligns the selected paragraph to the right.	-
	Justify button - Justifies the selected paragraph.	-
	Bulleted List button - Creates a bulleted list from the selection.	-
	Numbered List button - Creates a numbered list from the selection.	-
	Insert horizontal line (e.g. horizontal ruler) button - Inserts a horizontal line at the cursor position. Lines can be colored and resized.	-
CREATE, FORMAT AND EDIT TEXT, FONT and LISTS		
	Font Select button - Sets the font typeface.	-
	Font Size button - Sets the font size.	-
	Text Color (foreground) button - Changes the foreground color of the selected text.	-
	Text Color (background) button - Changes the background color of the selected text.	-
B	Bold button - Applies bold formatting to selected text.	Ctrl+b
<i>I</i>	Italic button - Applies italic formatting to selected text.	Ctrl+i
<u>U</u>	Underline button - Applies underline formatting to selected text.	Ctrl+u
x²	Superscript button - Makes a text superscript.	-
x₂	Subscript button - Makes a text subscript.	-

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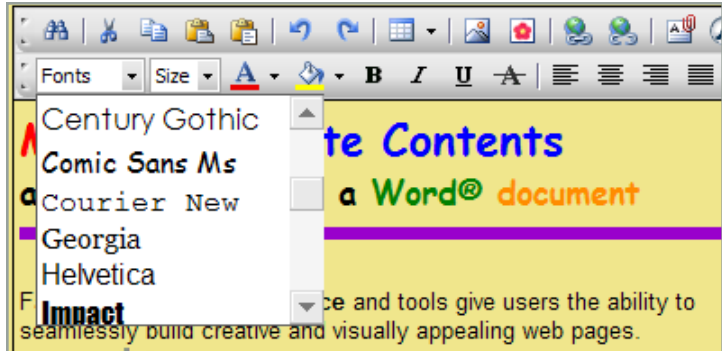
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2.1 Formatting Text

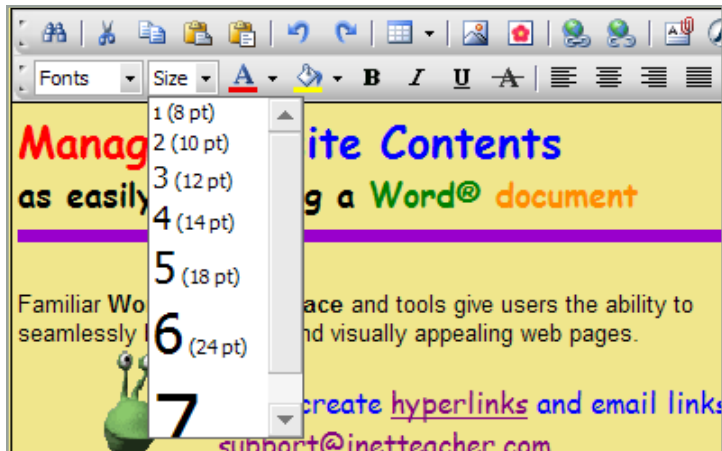
2.1.1 Selecting Fonts Fonts

In order to change the font of some text you need to first select the text and then choose a font from the dropdown menu on the toolbar.



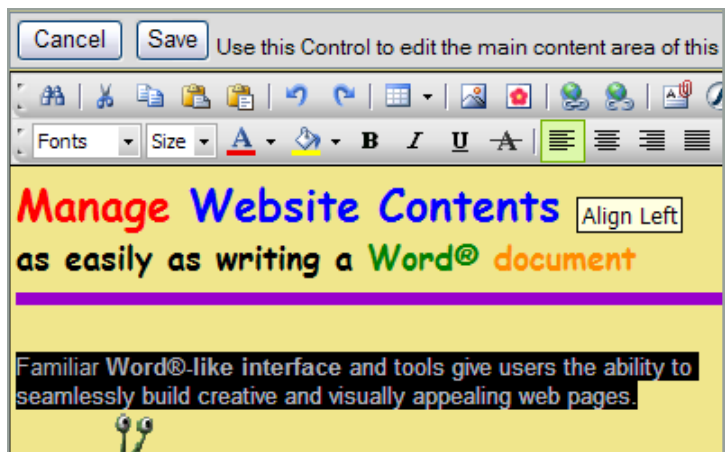
2.1.2 Changing the Text Size Size

In order to change the font size of some text you need to first select the text and then choose a font size from the dropdown menu on the toolbar.



2.1.4 Setting Text Alignment Align Left

You can set the alignment of some text to either left, center, right or justify. In order to set the alignment, select the text and from the toolbar click on the button for the alignment you want to set.



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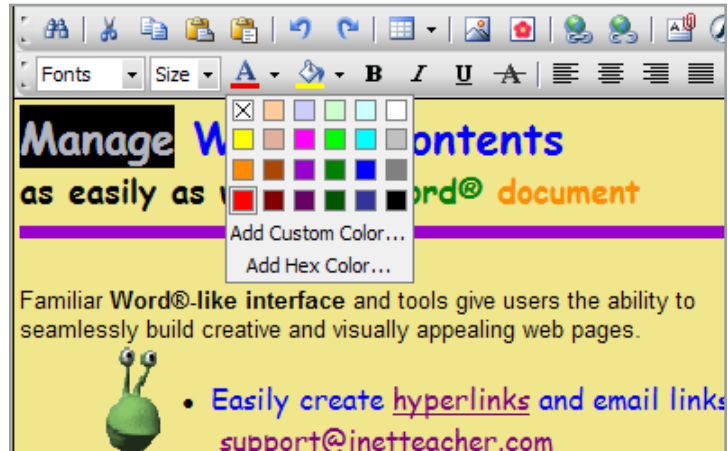
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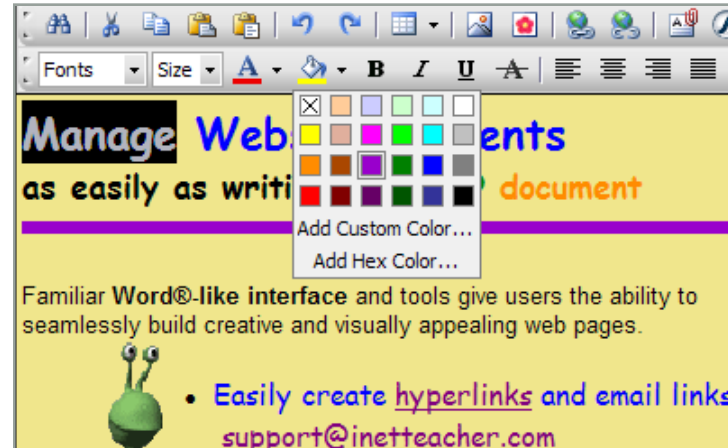
2.1.2 Applying Color to Text



1. To apply a foreground color to some text you need to first select the text and then click on the [Foreground Color] button on the toolbar. This will open the color picker, from where you can select the color you want to apply.



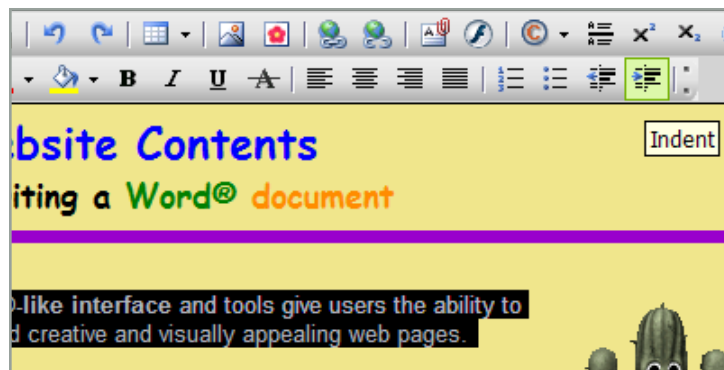
2. To apply a background color to some text you need to first select the text and then click on the [Background Color] button on the toolbar. This opens the color picker, from where you can select the color you want to apply.



2.1.5 Indentation



Indentation allows you to move the selected text to the left (Indent) or to the right (Outdent). The Outdent works only if Indent has been applied. To apply indentation to selected text you need to first place the cursor inside a paragraph and then click on the indentation buttons.



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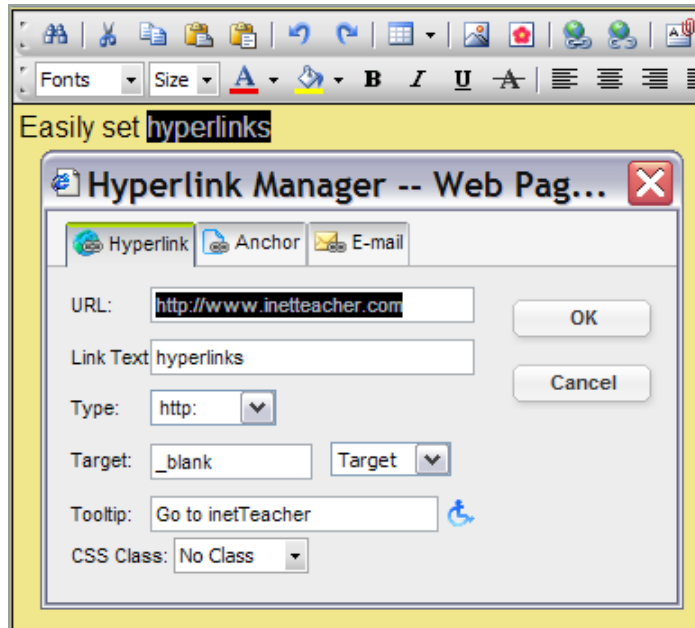
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2.2 Working with Hyperlinks

2.2.1 Inserting Hyperlinks



- Select the text or object which you want to set as a hyperlink.
- Click on the [Hyperlink Manager] button . The "Hyperlink Manager" dialog will appear.
- In the URL filed enter the web address to which you want the link to point to.
- (Optional) Select the type of the link (or just leave it at the default value). Selecting _Blank will open the link in a new window.
- (Optional) Enter a tooltip. This is the text that will appear when the mouse cursor is placed over the hyperlink (text or image).
- Press [OK].

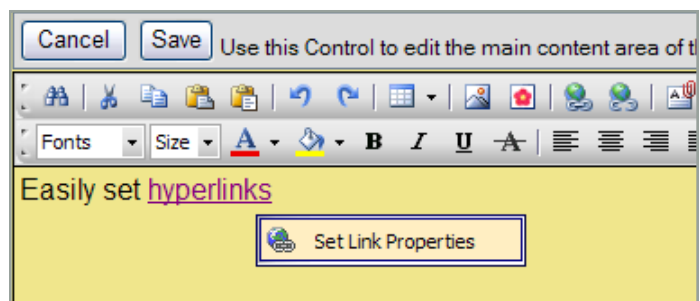


2.2.2 Modifying Hyperlinks



- Click inside the hyperlink (or on the image if you have an image link)
- Right-click to open the context menu and click [Set Link Properties]. Alternatively, you may click the [Hyperlink Manager] button again. The "Hyperlink Manager" dialog will appear.
- Modify the hyperlink attributes (URL, tooltip, etc.) and click [OK].

NOTE: The Right-Click works with Internet Explorer only. If you use another browser, you will need to click the [Hyperlink Manager] button again.



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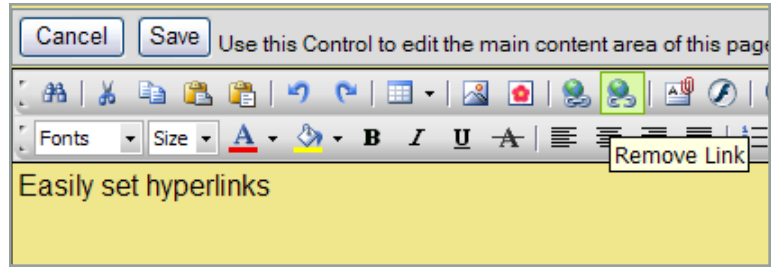
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2.2.3 Removing Hyperlinks

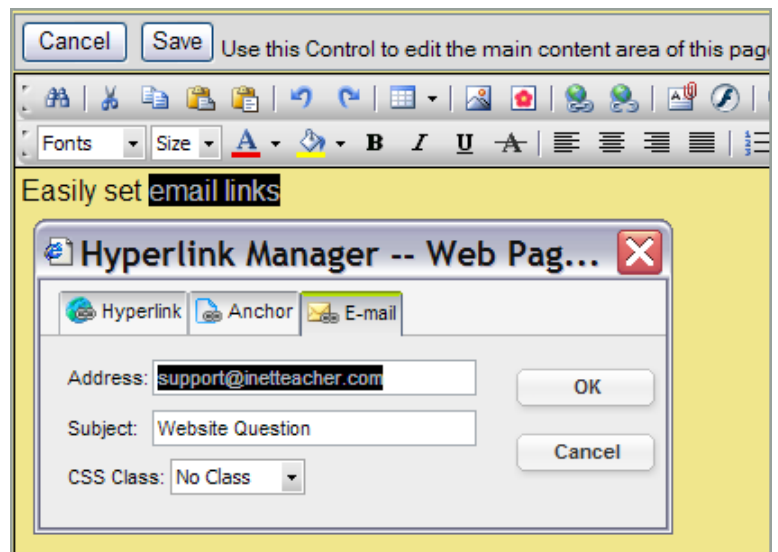
- i. Select the text or image, which has been set as a hyperlink.
- ii. Click on [Remove Hyperlink] button . You will notice that all formatting, related to links (blue color, underline) will be removed from the text.



2.2.4 Inserting E-mail links

E-mail links do not lead to other web-pages, but rather open the default e-mail application on your machine and prompt you to write a message to the provided addressee. When creating e-mail links you can also specify a default subject for the message (e.g. "Request for information").

- i. Select the text or image, which you want to set as an e-mail link.
- ii. Click the [Hyperlink Manager] button . The "Hyperlink Manager" dialog will appear.
- iii. Click on the [E-mail] tab.
- iv. Enter the e-mail address in the Address field.
- v. If necessary, write down a subject for the e-mail message in the Subject field.
- vi. Press [OK].



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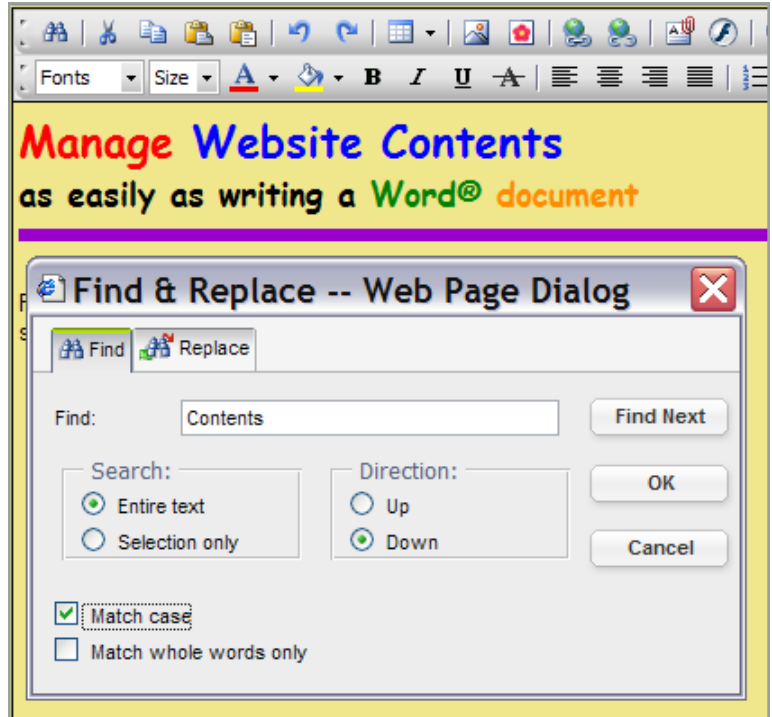
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2.3 Find and Replace 

To find [and replace] a word or passage of text in the content you need to use the Find and Replace dialog. It can be opened using the button on the toolbar or by pressing [Ctrl+F]. The dialog provides options like search direction, scope, match case, and match whole words only.



To find [and replace] a certain abstract of text do the following:

- i. Select a range of content (it may contain images and tables as well) if you want to search only in that content.
- ii. Click the [Find and Replace] button or press [Ctrl+F]. The "Find and Replace" dialog will appear.
- iii. In the "Find" field type the word or abstract of text you want to find. If you want to replace this text with a different one click on the [Replace] tab.
- iv. Choose other options like search direction, scope, etc.
- v. Click [Find Next], [Replace], or [Replace All] respectively.

Note: After you have replaced given text with the "Replace" or "Replace All" functions, you can click [Cancel] and the replacement will be undone. To confirm the replacement click [OK].

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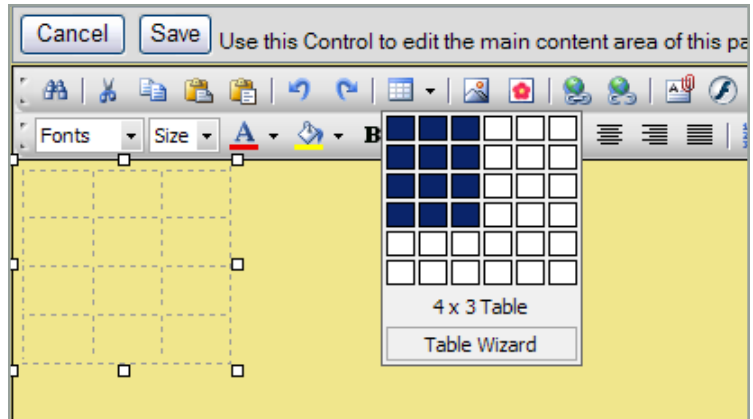
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2.4 Working with Tables

There are two ways to create tables. The best approach in a given situation depends on your preferences and the table complexity. For simpler tables we recommend the click-and-drag Table Builder, while for more complex tables the Table Wizard is more appropriate.

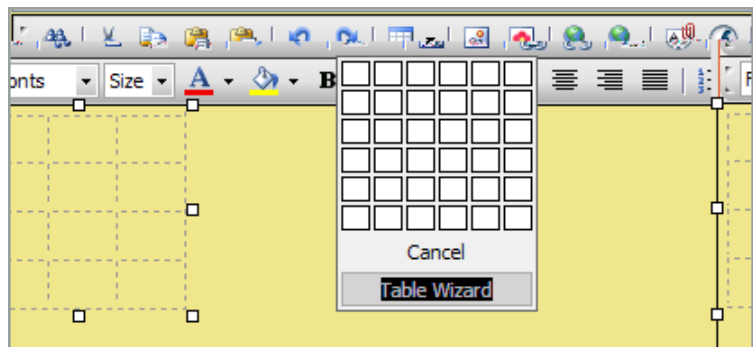
2.4.1 Creating a Table Using the Table Builder

- i. Position the cursor where you want to create the table.
- ii. Click on the [Insert Table] button on the editor toolbar.
- iii. Drag to select the number of rows and columns you want. Click the mouse again. Alternatively, you can click-and-drag to make the selection.



2.4.2 Creating a Table Using the Table Wizard

- i. Position the cursor where you want to create the table.
- ii. Click on the [Insert Table] button on the r.a.d.editor toolbar.
- iii. Click on the [Table Wizard] button at the bottom to open the Table Wizard dialog.



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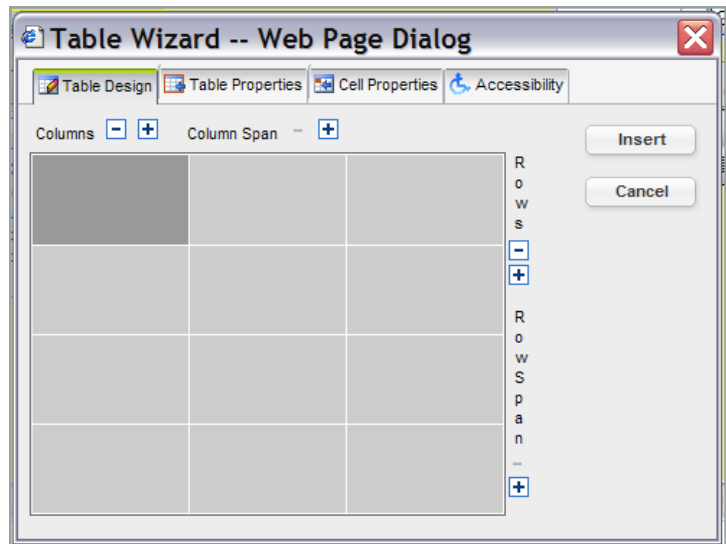
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2.4.2 Creating a Table Using the Table Wizard, cont'd

- iv. Press [-] or [+] buttons next to "Columns" and "Rows", in order to add or remove columns and/or rows.
- v. Press [+] button next to "Column span" to merge the right cell with the cell you have selected. Pressing the [-] button will unmerge the left cell.
- vi. [-] or [+] buttons next to "Row span" work in a similar way as "Column span" but for rows. If you click the [Insert] button, the new table will be created. However, you can customize the new table from the Table Wizard using the [Table Properties], [Cell Properties], and [Accessibility] tabs. Table customization is described in details in the next few sections.



2.4.3 Inserting a table from Microsoft Excel® or other apps.

Inserting a table from Microsoft Excel® or other applications is quite easy – just copy the table from the application and paste it into the r.a.d.editor.

Most of the formatting will be preserved, including borders, text, numbers and cell color. Formulas, however, will not be pasted.

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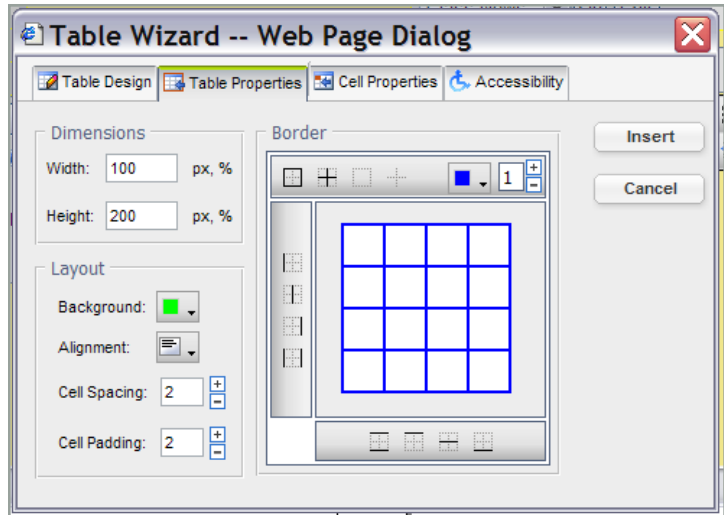
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2.4.4 Formatting Tables

The [Table Properties] dialog allows you to fine-tune the appearance of a new or existing table. You can reach the [Table Properties] tab in one of the following two ways:

- i. From the Table Wizard by clicking on the [Table Properties] tab.
- ii. By right-clicking inside an existing table and selecting "Table Properties" from the context menu. This will open the Table Properties dialog.

NOTE: The Right-Click works with Internet Explorer only, so you will need to set the table properties when you first create the table if using another browser.



2.4.5 Table Properties Explained

The [Table Properties] dialog allows you to fine-tune the appearance of a new or existing table.

Once the Table Properties dialog tab is opened you can set the appearance of the table.

- **Width/Height** – specifies the height and the width of the table (in pixels or percent).
- **Alignment** – aligns the table to either the left, center or right side of the page.
- **Cell spacing** – increases or decreases the space between the borders of the cells.
- **Cell padding** – increases or decreases the space between the content and the border of a cell;
- **Background** – sets the background color of the table. **Border** – includes setting border width, color, and layout. **Background Image** – sets an image as the table background.
- **CSS Class** – specifies table CSS class and style. This property should be used by more advanced users only.

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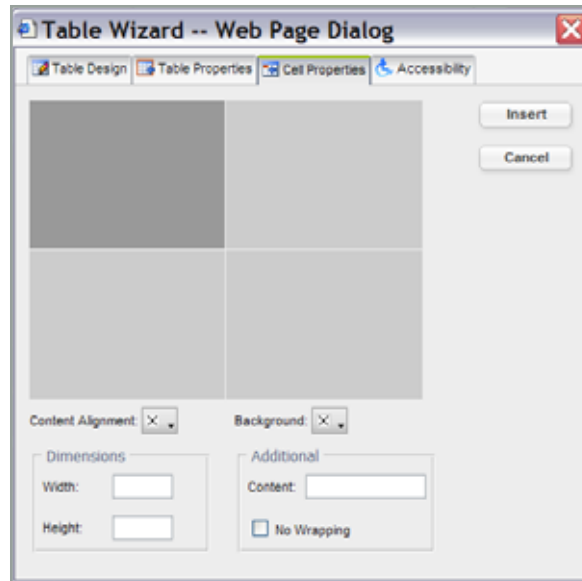
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2.4.6 Cell Properties Explained

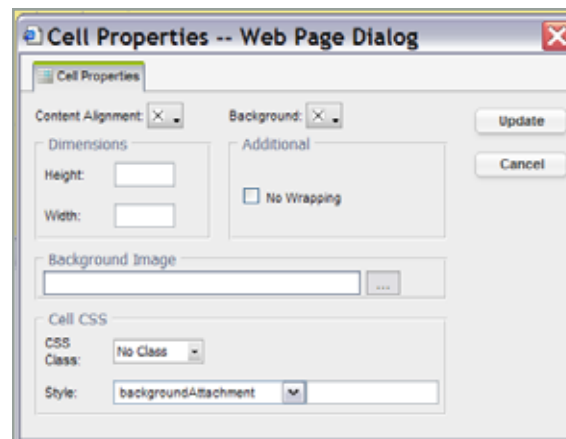
The [Cell Properties] dialog allows you to fine-tune the appearance of individual cells of a given table. You can reach the [Cell Properties] tab in one of the following two ways:

- i. From the Table Wizard by clicking on the [Cell Properties] tab.



- ii. By right-clicking inside a table cell and selecting "Cell Properties" from the context menu. This will open the Cell Properties dialog.

NOTE: The Right-Click works with Internet Explorer only, so you will need to set the cell properties when you first create the table if using another browser.



Once the Cell Properties dialog tab is opened you can set the appearance of the individual cells. This involves setting one or more of the following cell properties:

- **Width/Height** – specifies the height and the width of the selected cell (in pixels or percent).
- **Content alignment** – aligns the content within the selected cell – vertically and horizontally.
- **Background (color)** – changes the background color of the selected cell.
- **Background Image** – sets an images as the cell background.
- **Content** – specifies default content for the cell. You can input the content after you insert the table as well.
- **No Wrapping** – enables/disables text wrapping (i.e. forces a new line when the text reaches the Cell border).
- **CSS Class** – specifies cell CSS class and style. This property should be used by more advanced users only.

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2.4.7 Inserting/Deleting Rows and Columns

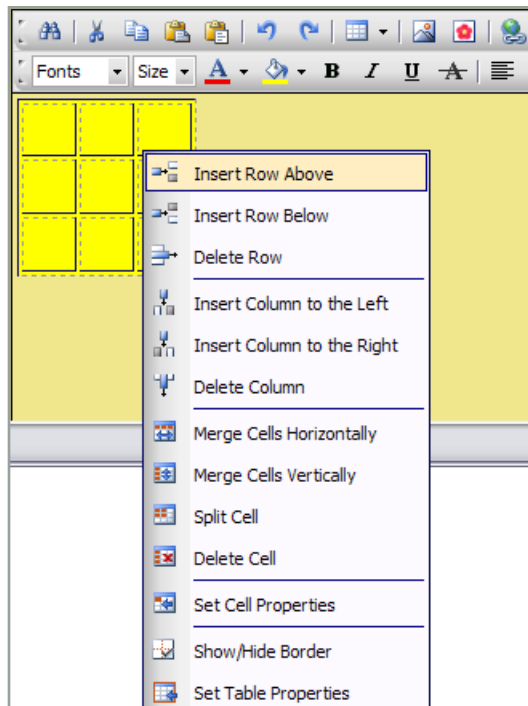
Once you have created a table you can easily add or delete rows and columns. This could be done from the context menu, which appears when you right-click inside a table cell.

To insert a new row do the following:

- i. Place the cursor in the row on top or beneath which you want to insert a new row.
- ii. Right-click to open the context menu.
- iii. From the menu select the "Insert Row Above/Below".

You can insert new columns in a similar fashion. To delete rows or columns simply place the cursor in the row/column and select "Delete Row/Column" from the context menu.

NOTE: The Right-Click works with Internet Explorer only. You cannot use this feature if using another browser.



2.4.8 Merging/Splitting Cells

Once you have created a table you can easily merge or split cells to achieve more complex table designs. This could be done from the context menu, which appears when you right-click inside a table cell.

NOTE: The Right-Click works with Internet Explorer only. You cannot use this feature if using another browser.

To merge a cell with the adjacent cell below/to the right do the following:

- i. Select the cell.
- ii. Right-click to open the context menu.
- iii. From the menu select "Merge Cells Horizontally/Vertically".

To split a cell that has been previously merged do the following:

- i. Select the cell.
- ii. Right-click to open the context menu.
- iii. From the menu select "Split Cell".

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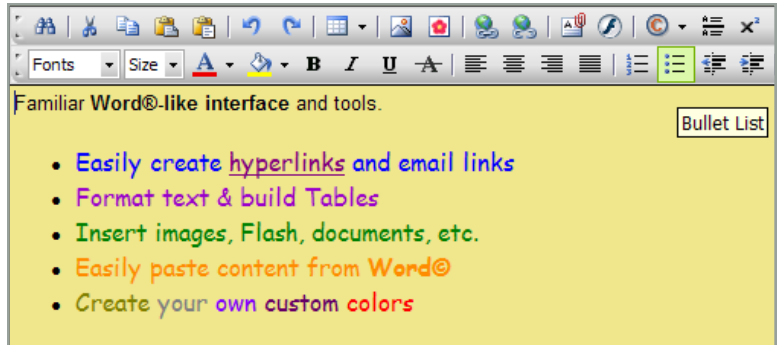
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2.5 Creating Bulleted/Numbered Lists  

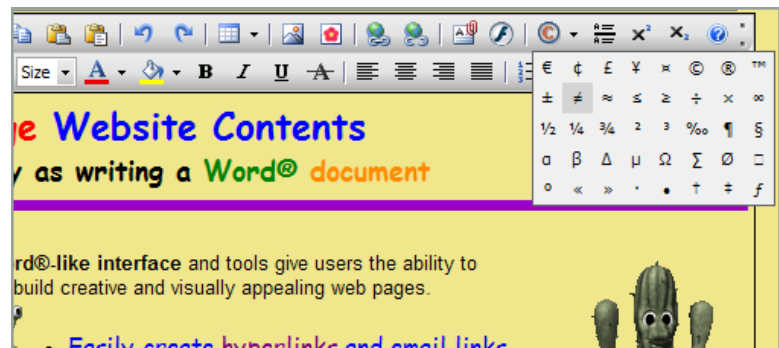
To create bulleted or numbered lists do the following:

- i. Select the text which you want to convert to bulleted/numbered list.
- ii. Click the [Bulleted/Numbered list] button / on the toolbar.
- iii. Press [Enter] to create a new line of the list.
- iv. Press [Ctrl+Enter] to end the list.



2.6 Inserting Special Characters (€, ®, ©, ±, Ë, etc.) 

- i. Select the place where you want to insert a special character.
- ii. Click on the [Insert Special Character] button .
- iii. Click on the respective character in the dropdown menu.



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2.7 Working with Images

The Image Manager dialog allows you to freely browse folders on the web-server just like in a regular Windows Explorer. The folders to which you have access are pre-set by the site administrator.

The Image Manager allows you to perform the following tasks:

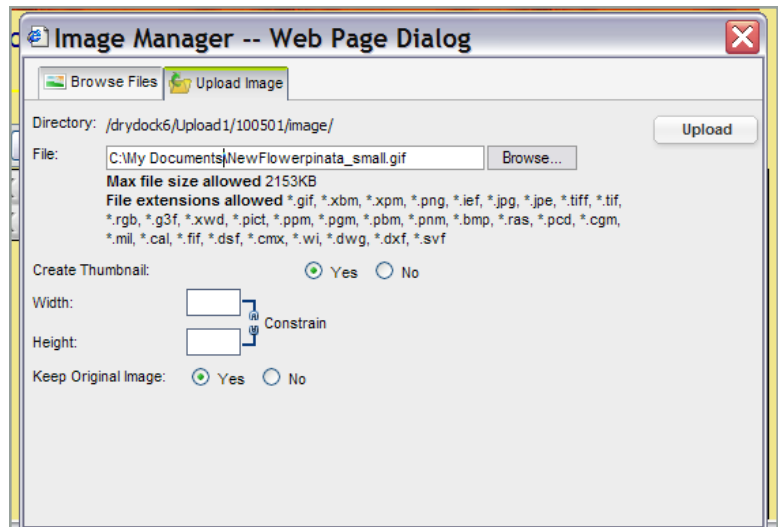
- browse folders and files
- sort files by name and type
- preview images, zoom in and out
- upload new images to the server
- generate thumbnails of the uploaded images
- create new sub-folders
- delete files and folders

2.7.1 Uploading Images to the Web-Server

You can use the "Image Manager" dialog to upload images from your computer to the web-server. Once uploaded, the image will appear in the [Browse Files] tab at the bottom of the file-list in the current folder.

To upload a new image on the web-server do the following:

- i. Click the [Image Manager] button to open the dialog.
- ii. Navigate to the folder in which you want to upload the image.
- iii. Press the [Upload Image] tab.
- iv. Click [Browse] to select an image from you computer.
- v. Click [Upload].

**2.7.2 Creating Image Thumbnails**

The [Upload Image] tab of the "Image Manager" allows you also to create thumbnails of images, which you upload on the web-server.

To create a thumbnail do the following:

- i. In the [Upload Image] tab select "Create Thumbnail: Yes".
- ii. Define the thumbnail dimensions (you can constrain the proportions to avoid distortion).
- iii. Select whether you want to upload the large image as well ("Keep Original: Yes") or not.
- iv. Press the [Upload] tab. The thumbnail image will appear at the bottom of the file-list in the current folder.

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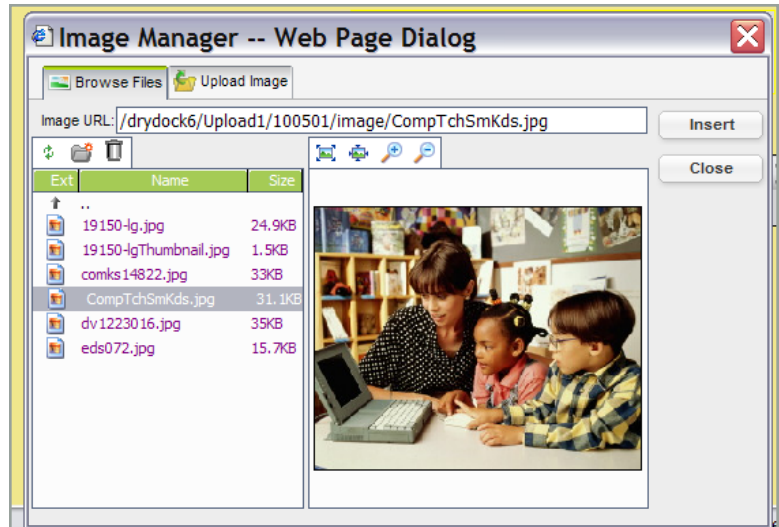
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2.7.2 Inserting an Image from the Web-Server 

After uploading images, you can insert them onto your pages.

- i. Position the cursor at the place where you need to insert the image.
- ii. Press the [Image Manager] button on the toolbar. A dialog box will appear.
- iii. To go to a new sub-folder double-click on the sub-folder's name. To go to the parent folder double-click on the up-arrow.
- iv. Locate the image file which you want to insert and click on it once. A preview of the image will appear in the right-hand side of the dialog.
- v. Click [Insert] to finish or [Close] to cancel the operation.



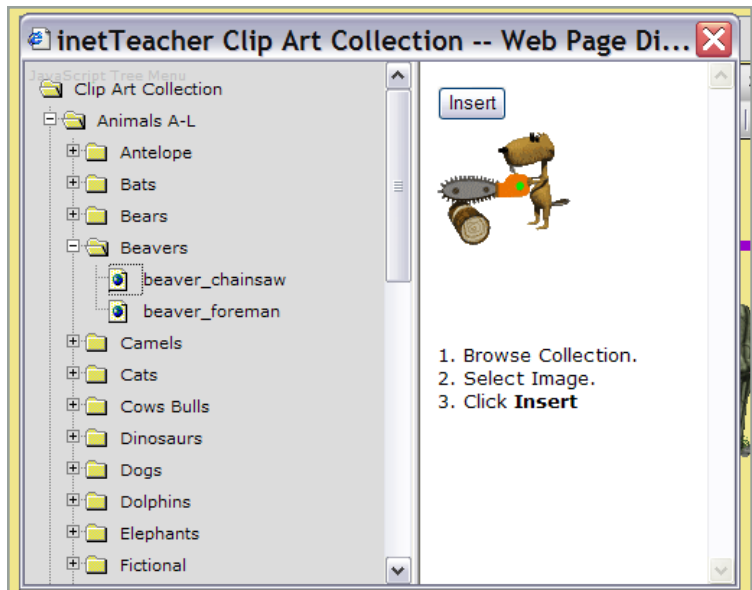
2.7.3 Inserting inetTeacher Clip Art Images 

inetTeacher has an on-line collection of over 1  animated clip art images.

NOTE: This feature works with Internet Explorer only.
You cannot use this feature if using another browser.

To insert images from the collection:

- i. Position the cursor where you need to insert the image.
- ii. Click the [Clip Art] button to open the collection dialog box.
- iii. Browse the files in the collection, and select an image. The image will show in the preview pane.
- iv. Click the [Insert] button to insert the image onto the page.



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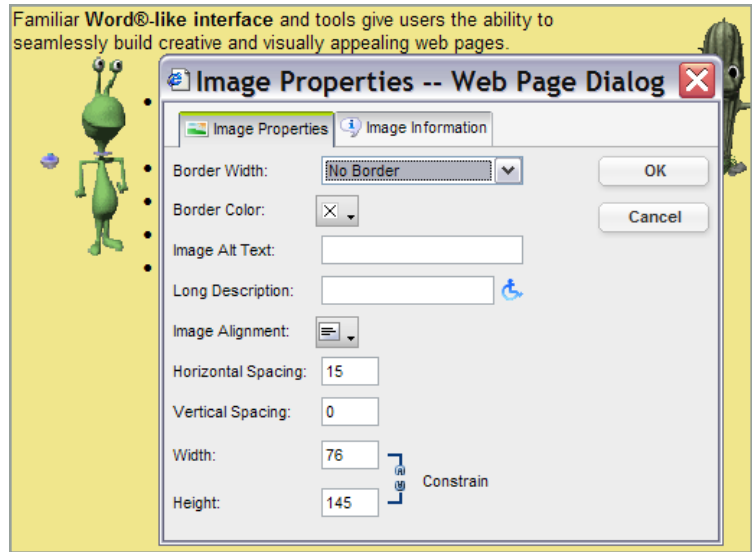
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2.7.4 Editing Image Properties

After inserting an image you can manage its properties through the right-click context menu.

NOTE: This feature works with Internet Explorer only.

You cannot use this feature if using another browser.



The image properties, which can be managed are described below:

- i. Border Width – specifies the width (thickness) of the image border. Select "No Border" in order to remove the border at all.
- ii. Border Color – specifies the color of the image border.
- iii. Image Alt Text – specifies the alternative text, which is displayed in some cases instead of the image.
- iv. Long description – this is an Accessibility option. The text entered in the "Long Description" field will be read by the Windows Narrator tool.
- v. Image Alignment – specifies the alignment of the image, with respect to the adjacent text/images. When you choose left or right alignment, the text will wrap around the image.
- vi. Horizontal Spacing – specifies the spacing (distance to the left and to the right) between the image and the adjacent text/images.
- vii. Vertical Spacing – specifies the spacing (distance to the top and to the bottom) between the image and the adjacent text/images.
- viii. Width – specifies a custom width for the image (you can constrain the proportions to avoid distortion). The image will not be resampled or modified, but will rather be displayed with the specified width.
- ix. Height – same as the above but for height.

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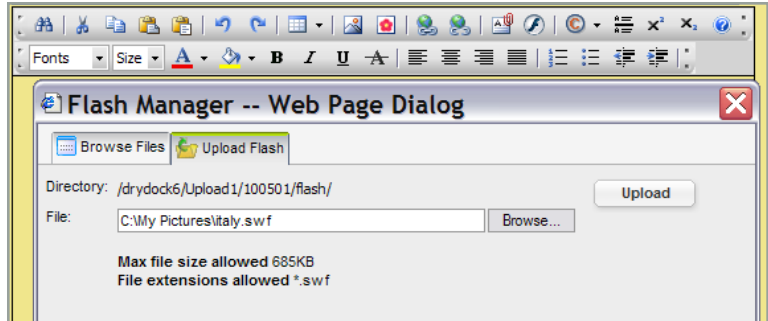
19. Flash Animations

20. Uploading Documents

Working with Flash animations is quite similar to working with images. The "Flash Manager" allows you to perform almost the same tasks as the "Image Manager", with the only exception being that you cannot create thumbnails of Flash animations. In addition, the "Flash Manager" allows you to set some Flash-specific properties like quality, loop, etc.

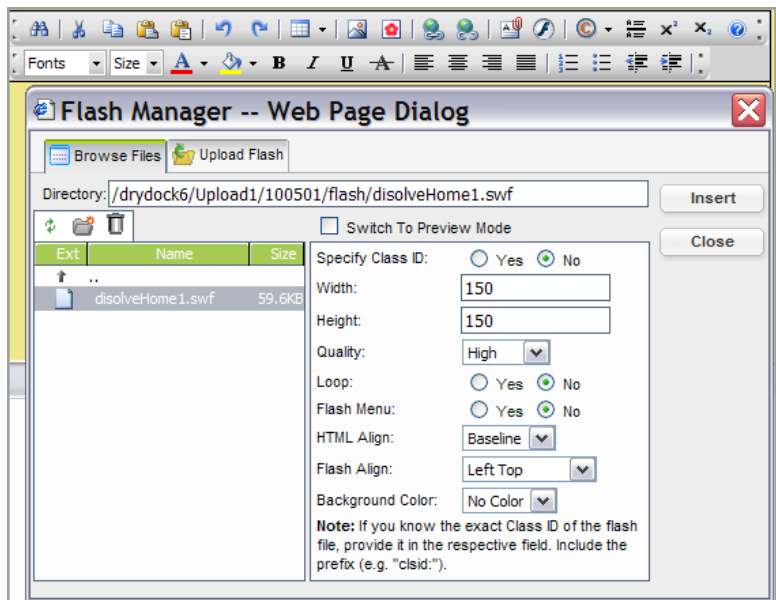
2.8.1 Uploading Flash Animations to the Web-Server

You can use the "Flash Manager" dialog to upload Flash animations from your computer to the web-server. Once uploaded, the Flash will appear in the [Browse Files] tab at the bottom of the file-list in the current folder.



2.8.2 Inserting a Flash Animation from the Web-Server

- Position the cursor at the place where you need to inset the Flash.
- Press the [Flash Manager] button from the toolbar. A dialog box will appear.
- Locate the Flash file which you want to insert and click on it once. Default Flash properties will be displayed in the right-hand side of the dialog.
- Tick the [Switch to Preview Mode] checkbox to see a preview of the Flash animation. (Depending on the file size this may take a while.)
- Click [Insert] to finish or [Close] to cancel the operation.



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2.9 Working with Documents

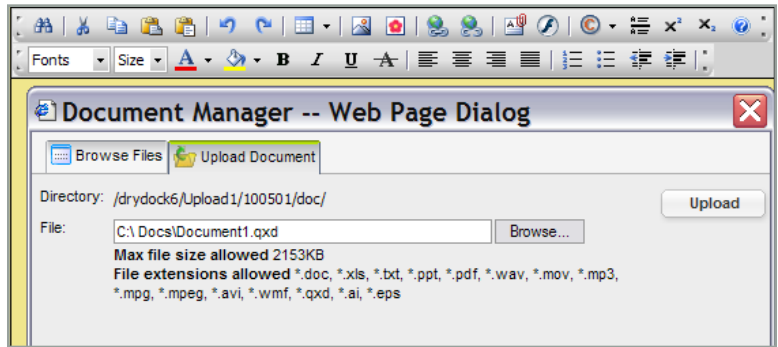
The "Document Manager" allows you to insert hyperlinks to document files stored on the web-server by simply selecting them from a list. The dialog is similar to the "Image Manager" and allows you to browse, upload, and delete documents.

2.9.1 Uploading Documents to the Web-Server

You can use the "Document Manager" dialog to upload Document files from your computer to the web-server. Once uploaded, the Documents will appear in the [Browse Files] tab at the bottom of the file-list in the current folder.

To upload a new Document file on the web-server do the following:

- Click the [Document Manager] button open the dialog.
- Navigate to the folder in which you want to upload the Document.
- Press the [Upload Document] tab.
- Click [Browse] to select a Document file from you computer.
- Click [Upload].



2.9.2 Inserting Documents

- (Optional) Select some text or an image which will become the hyperlink to the document.
- Press the [Insert Document] button.
- A dialog will open to display a list of folders and documents which you are allowed to browse. Select the document you want to insert.
- (Optional) Type a tooltip. This is an Accessibility option as well. The tooltip will be read by the Windows Narrator.
- (Optional) Select a target for the link.
- Press [Insert]. In case you have selected some text or an image in step (i) it will become a hyperlink to the document. In case you haven't - the name of the document will appear at the cursor point and will be set as a hyperlink to the document.

