RadEditor FOR ASP.NET AJAX

Version **2011.3.1115**

End-user manual

Last revision: November 09, 2011

1 ABOUT THIS GUIDE 6
1.1 PURPOSE 6
1.2 WHO SHOULD USE THIS GUIDE 6
2 ABOUT RADEDITOR 6
3 AUTHORING TOOL ACCESSIBILITY GUIDELINES 1.0 (ATAG) 6
4 RADEDITOR TOOLBARS 8
5 SYSTEM MODULES 9
5.1 TAG INSPECTOR 10
5.2 PROPERTIES INSPECTOR 10
5.3 REAL TIME HTML INSPECTOR 11
5.4 STATISTICS 12
6 TOOLBAR BUTTONS 13
6.1 FORMATTING TEXT APPEARANCE 13
6.2 FORMATTING PARAGRAPHS & LISTS 15
6.3 WORKING WITH PORTIONS OF TEXT 17
6.4 INSERTING ELEMENTS 20
6.5 VIEW 24
6.6 MISCELLANEOUS 25
6.7 OTHER KEYBOARD SHORTCUTS 26
7 FORMATTING TEXT 27
7.1 CHANGING THE TEXT FONT 27
7.2 CHANGING THE TEXT SIZE 27
7.3 APPLYING TEXT COLORS 28
7.4 SETTING TEXT ALIGNMENT 29
7.5 INDENTATION 30
7.6 APPLYING CSS CLASSES 31

7.7 Applying Paragraph Styles 32
8 COPYING FORMATTED TEXT FROM MICROSOFT WORD AND OTHER APPLICATIONS 32
8.1 Paste button or Ctrl+V 32
8.2 Paste from Word button 33
8.3 Paste from Word, Strip Font button 33
8.4 Paste plain text 33
8.5 Paste as HTML 33
8.6 Paste HTML 34
8.7 Pasting content in non IE browsers 34
8.7 Strip Word-formatting after paste 35
9 WORKING WITH HYPERLINKS 36
9.1 Inserting a Hyperlink 36
9.2 Inserting a Hyperlink via the Insert Link dialog 37
9.3 Modifying a Hyperlink 38
9.4 Modifying a Hyperlink via the Insert Link dialog 39
9.5 Removing a Hyperlink 39
9.6 Inserting Anchors 39
9.7 Inserting E-mail links 41
9.8 Inserting Custom Links 42
10 FIND AND REPLACE 43
11 WORKING WITH TABLES 45
11.1 Creating a Table Using the Table Builder 45
11.2 Creating a Table Using the Table Wizard 45
11.3 Creating a Table using the Insert Table Light dialog 47
11.4 Inserting a table from Microsoft Excel® or other applications 48

11.5 Toggle Table Borders 48
11.6 Formatting Tables 49
11.7 Table Properties Explained 49
11.8 Cell Properties Explained 50
11.9 Inserting/Deleting Rows and Columns 52
11.10 Merging/Splitting Cells 53
11.11 Resizing Tables 53
11.12 Formatting Tables with CSS Classes 54
12 CREATING BULLETED/NUMBERED LISTS 55
13 INSERTING SPECIAL CHARACTERS (€, ®, ©, ±, Ë, ETC.) 56
14 WORKING WITH IMAGES 57
14.1 Inserting an Image from the Web-Server 58
14.2 Uploading Images on the Web-Server 59
14.3 Image Editor dialog 60
14.4 Editing Image Properties 61
14.5 Editing Image Properties via the Insert Image dialog 63
14.6 Absolute Positioning 63
15 WORKING WITH FLASH ANIMATIONS 64
15.1 Inserting a Flash Animation from the Web-Server 64
15.2 Uploading Flash Animations on the Web-Server 66
15.3 Setting Flash Properties 67
16 WORKING WITH SILVERLIGHT ANIMATIONS 68
16.1 Inserting a Silverlight Animation from the Web-Server 68
16.2 Uploading Silverlight Animations on the Web-Server 70
16.3 Setting Silverlight Properties 71
17 WORKING WITH WINDOWS MEDIA 72

17.1 Inserting Windows Media from the Web-Server 72
17.2 Uploading Windows Media on the Web-Server 75
17.3 Setting Windows Media Properties 76
18 INSERTING YOUTUBE AND VIMEO VIDEOS 77
19 WORKING WITH DOCUMENTS 78
19.1 Inserting Documents 78
19.2 Uploading Documents on the Web-Server 79
20 WORKING WITH TEMPLATES 81
20.1 Inserting Templates 81
20.2 Uploading Templates 82
21 USING THE IMAGE MAP EDITOR 83
22 USING THE TRACK CHANGES DIALOG 84
23 USING THE FORMAT CODE BLOCK DIALOG 85
24 SPELL-CHECKING 86
25 USING CODE SNIPPETS 87
25.1 Inserting Code Snippets 87
26 CREATING ACCESSIBLE CONTENT ("SECTION 508"AND WCAG2 COMPLIANT) 88
26.1 Creating Accessible Tables 88
26.2 Creating Accessible Hyperlinks 90
26.3 Creating Accessible Images 92
26.4 Using Headers in Content 93
26.5 Providing Good Color Contrasts for Content 93
26.6 XHTML Validator dialog 95
27 USING THE HTML MODE 96
28 THE PREVIEW MODE 97
29 PRINTING CONTENT 98

1 ABOUT THIS GUIDE

1.1 Purpose

This guide provides comprehensive guidelines and step-by-step instructions for working with the **Telerik** RadEditor for ASP.NET AJAX, the high-end WYSIWYG content editor for ASP.NET.

1.2 Who should use this guide

This guide is intended for end-users of RadEditor. For deployment and configuration instructions, please refer to the "Deployment Manual" shipped with the product distribution.

2 ABOUT RadEditor

RadEditor is a powerful WYSIWYG (What You See Is What You Get) content editor allowing even non-technical users to author and manage HTML content as easily as writing a document. In its familiar Word®-like interface users can seamlessly format text, set hyperlinks, build tables and insert images, Flash, documents, etc.

Note: Some of the features described in this manual may not be available in your specific application. Please consult your product developer for availability of features and further instructions.

3 Authoring Tool Accessibility Guidelines 1.0 (ATAG)

Authoring Tool Accessibility Guidelines 1.0 (ATAG) is a guideline, which assists developers in designing authoring tools that produce accessible Web content and assists developers in creating an accessible authoring interface. It is just as important that all people be able to author content as it is for all people to have access to it.

Telerik RadEditor fully satisfies the requirements for **Conformance Level "A"** of Authoring Tool Accessibility Guidelines 1.0 (ATAG):

- Ensure that the author can produce accessible content in the markup language(s) supported by the tool: RadEditor offers support for producing and editing XHTML.

- ✓ RadEditor supports all XHTML and HTML specifications and structural features of these markup languages.

- ✓ The editor allows the author to directly edit the source markup (so knowledgeable authors can ensure accessible content). The author is able to see and edit the produced content in HTML mode.

- ✓ The RadEditor's Image manager and Insert Image dialog allow the addition of equivalent alternatives for all supported image formats.

- ✓ The RadEditor's Accessibility Validation tool dialog can be used to check if the produced output is not accessible. The dialog uses the HiSoftware Compliance Sheriff Accessibility Module.

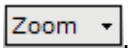
➢ RadEditor preserves all accessibility information during authoring, transformations, and conversions.

➢ RadEditor generates out-of-the box XHTML compliant markup.

➢ RadEditor does not automatically generate equivalent alternatives and does not reuse previously authored alternatives without author confirmation. An exception is that the **ConvertToXhtml** filter of RadEditor automatically inserts an empty alt tag if the alt tag is not set by the user. The ALT tag is a requirement for producing XHTML compliant content.

➢ Document all features that promote the production of accessible content – this requirement is handled in this document.

➢ RadEditor allows the author to change the presentation within editing views without affecting the document markup

- ✓ RadEditor offers the ability to zoom the content without affecting the produced XHTML markup using the Zoom dropdown 

. In addition, the content appearance could be changed by external CSS style sheet provided by the developer.

- ✓ The RadEditor's HTML view mode displays the source structure of a document using graphic representations of tags and provides the author with the option of displaying the text of the elements, instead (i.e., <html> rather than a generic marker image).

- ✓ RadEditor also offers a "rendered view" of a document, named Design mode , where the user could edit the content using the tools provided by the editor, without going to HTML view mode.

- ✓ RadEditor can be configured to load a local style sheet, which will override the "published" style of the document in the editing view.

➢ Allow the author to edit all properties of each element and object in an accessible fashion.

- ✓ RadEditor allows the author to individually edit almost all of the attributes of the elements in an HTML or XML document using various tools: Properties Inspector Module,

directly modify the markup in HTML view mode, Set Image Properties dialog, Set Table Properties dialog, Set Cell Properties Dialog.

- ✓ RadEditor allows the author to specifies Alt Text and Long Description for images using the Set Image Properties dialog.
- ✓ RadEditor provides Properties Inspector Module to allow authors to directly modify properties / attributes of the selected element in Design mode.
- ✓ RadEditor offers tag specific context menus to access the properties / attributes of the selected element.

- Ensure that the editing view allows navigation via the structure of the document in an accessible fashion.
  - ✓ Another accessibility feature of RadEditor that allows access to the parent elements of the selected element in the content area is the Tag Inspector Module.
  - ✓ RadEditor can be configured to use the HTML "accesskey" attribute, which sets the focus on the content area when the user executes the accesskey shortcut.

RadEditor satisfies some of the requirements for **Conformance Level "AA"** and **Conformance Level "AAA"** of Authoring Tool Accessibility Guidelines 1.0 (ATAG):

- RadEditor allows the author to preserve markup not recognized by the browser. The user could define his or her own custom tags or attribute and the editor will not modify or strip them.
- The RadEditor's Accessibility Validation dialog provides the author with a summary of the document's accessibility status. The dialog uses the HiSoftware Compliance Sheriff Accessibility Module.
- In CREATING ACCESSIBLE CONTENT ("Section 508"compliant) section of this document, you will find all features of RadEditor that promote the production of accessible content.
- RadEditor partially allow editing of the structure of the document in an accessible fashion. For example, you can copy an image and / or a table along with its properties and content (still not supported by Safari and Chrome browsers).
- RadEditor allows the author to search within editing views using the Find and Replace tool.

4 RadEditor TOOLBARS

RadEditor toolbars are a set of buttons and dropdown lists you click to perform common tasks (e.g. make text bold, apply color, build tables, open the image dialog, etc.). Most of these buttons work in the same way as in Microsoft Word®.

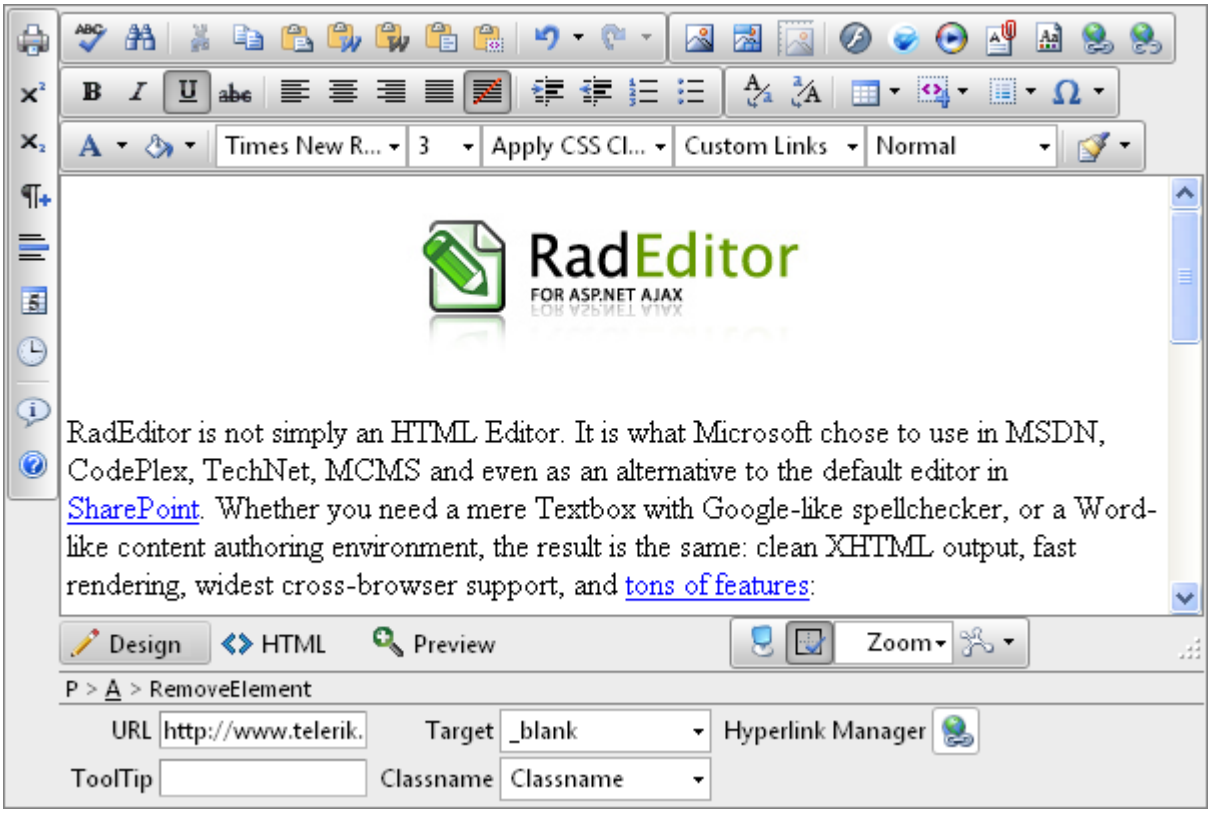


Figure 1. RadEditor's toolbars and modules structure

Note: *Depending on your particular application, you may not be able to see all the buttons as displayed above. Alternatively, you may have additional buttons with custom functionality. In the latter case, please consult the developer of the application.*

The functions of the various buttons and dropdowns on the RadEditor toolbar are described further in this manual. You will also find instructions on how to complete common tasks such as formatting text, inserting hyperlinks, working with images, etc.

5 SYSTEM MODULES

The System Modules are special tools used to provide extra information for the users who work with RadEditor in Edit mode. Currently, there are four modules shipped out-of-the box with the editor:

- **Tag Inspector**
- **Properties Inspector**
- **Real Time HTML Inspector**
- **Statistics Module**

5.1 Tag Inspector

This module displays the path of the selected item (i.e. the DOM path of the current element). It also allows you to select the last (innermost) tag in the hierarchy and remove it using the **[Remove Element]** button. This system module fulfill the ATAG requirements to allow the author to navigate through parent elements of the currently selected one.

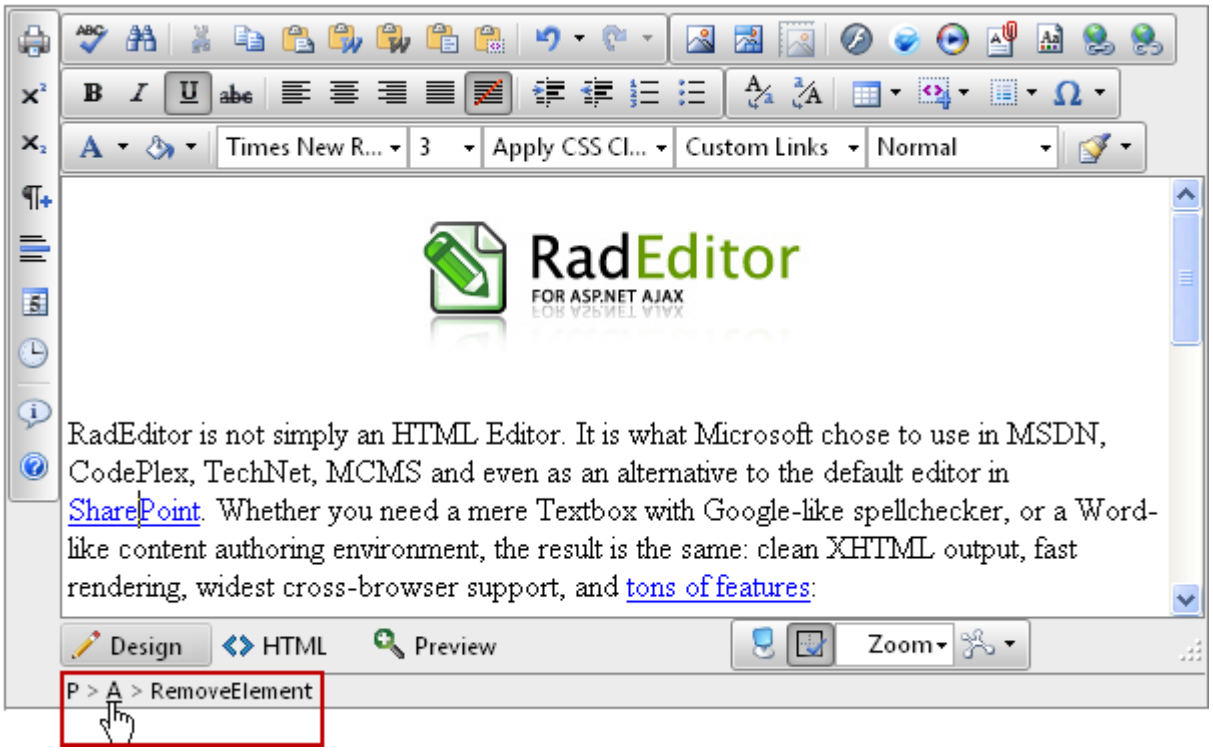


Figure 2. A selected hyperlink element in the Tag Inspector module

5.2 Properties Inspector

This is a powerful module that displays the relevant properties of the currently selected element. As a result, the user can quickly configure the element (e.g. set cell width, shading, image alt text and long description, hyperlink, etc.) without the need to open dialogs.

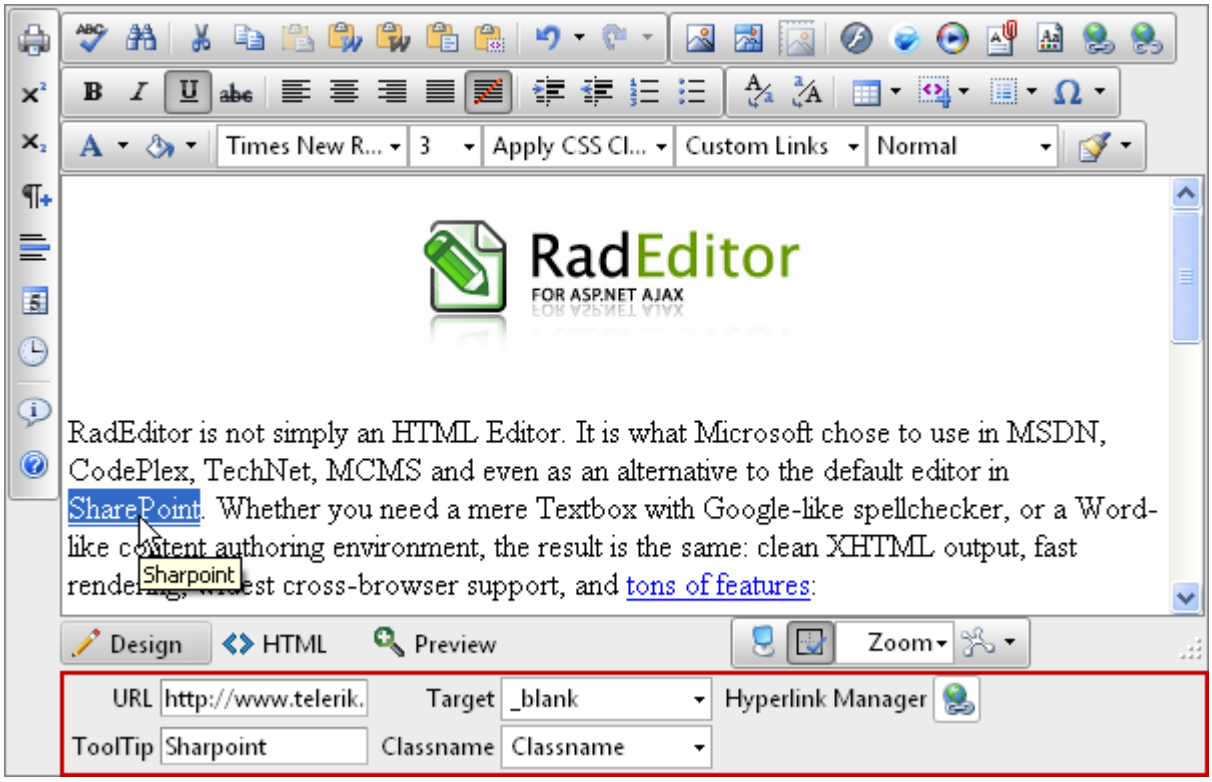


Figure 3. Properties Inspector shows the properties of the selected hyperlink element in the content area of RadEditor

5.3 Real Time HTML Inspector

This module displays a pane with the HTML code of the content. This HTML code is updated and kept in synchrony in real-time with the WYSIWYG pane. The effect is similar to the Split mode of MS FrontPage; if you make a modification in the WYSIWYG pane or the HTML pane, the other pane will be automatically updated. This module is a great fine-tuning tool for advanced users.

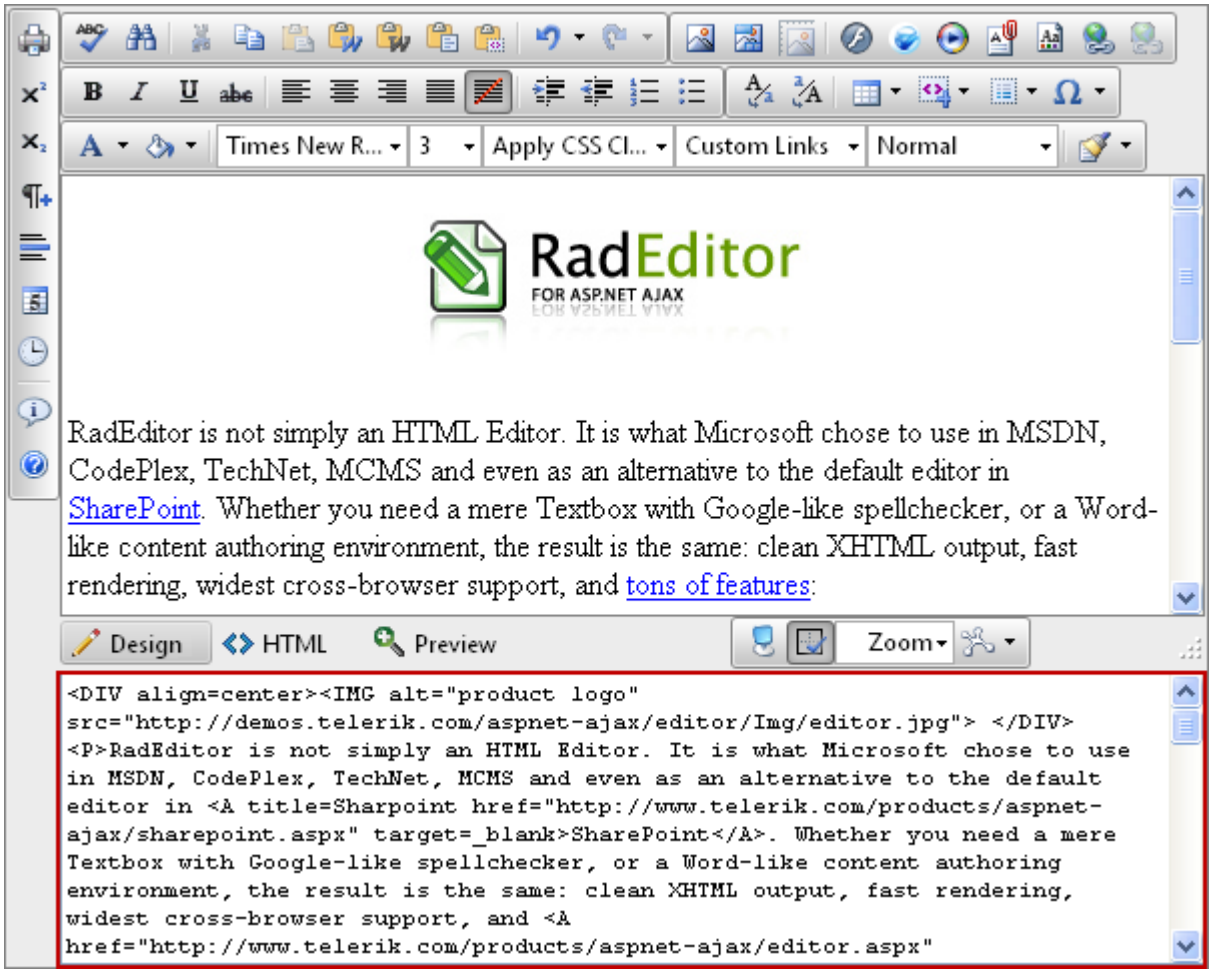


Figure 4. Real Time HTML Inspector populated with the actual HTML content, rendered in the content area (Design view mode)

5.4 Statistics

This module provides word/character count or other analysis of the content. It is especially useful when you have a word/character limit for an article.

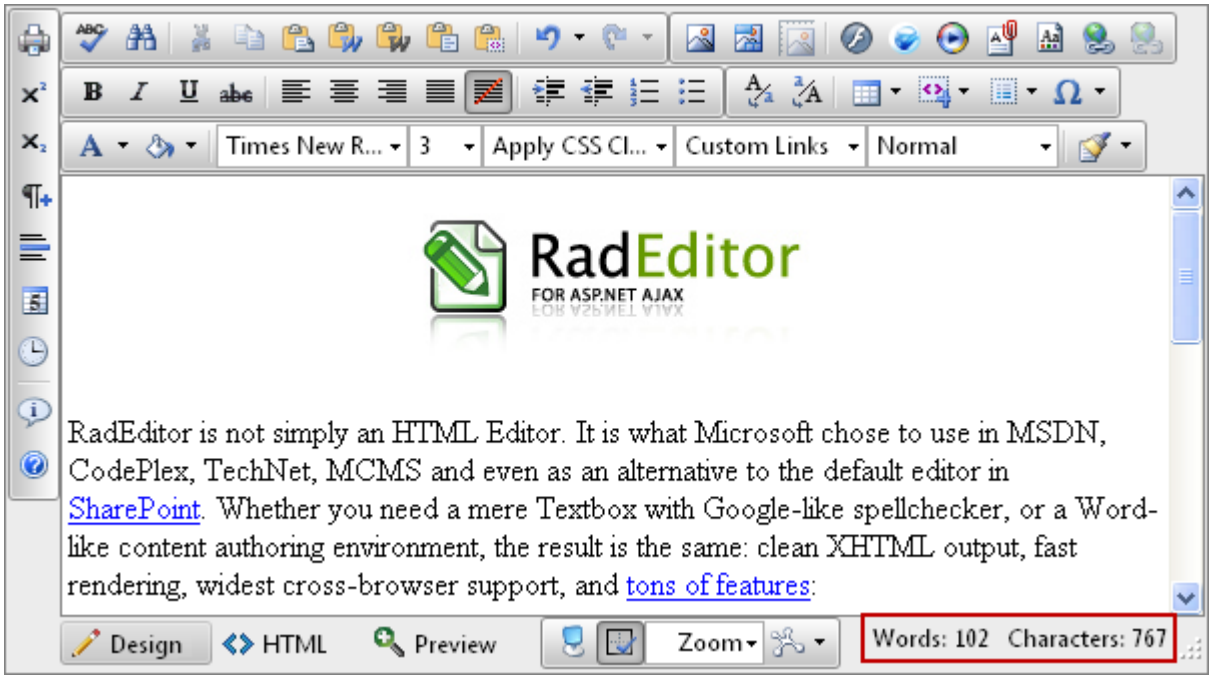


Figure 5. Statistics module shows the count of the words and characters in the content area

The modules can be shown or hide via the Module Manager split button:

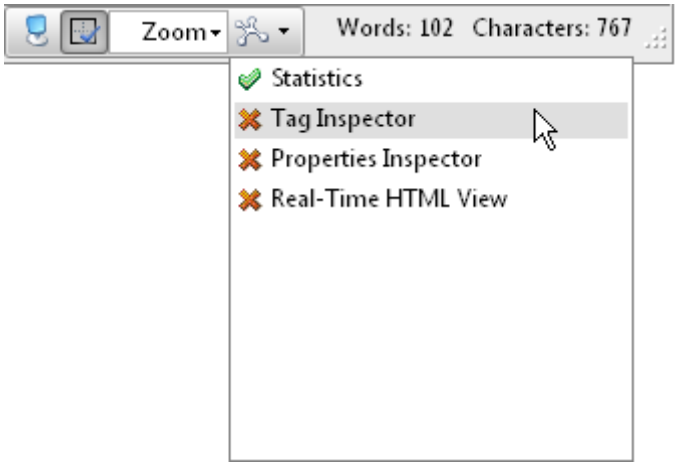
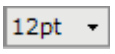


Figure 6. Expanded Module Manager popup

6 TOOLBAR BUTTONS

6.1 Formatting Text Appearance

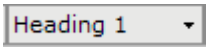
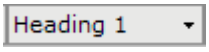
The buttons in this section work on a selected portion of text. For some tools, it is enough to position the mouse cursor in a word to apply the necessary formatting.

Bold		Applies **bold** formatting to the selected text.
	Ctrl+B	Select the text and click to apply **bold**. If the cursor is in a single word, clicking this button applies **bold** to the whole word.
Italic		Applies *italic* formatting to the selected text.
	Ctrl+I	Select the text and click to apply *Italic*. If the cursor is in a single word, clicking this button applies *italic* to the whole word.
Underline		Applies underline formatting to the selected text.
	Ctrl+U	Select the text and click to apply underline. If the cursor is in a single word, clicking this button applies underline to the whole word.
Strikethrough		Applies ~~strikethrough~~ formatting to the selected text.
		Select the text and click to apply ~~strikethrough~~. If the cursor is in a single word, clicking this button applies ~~strikethrough~~ to the whole word.
Font Name		Sets the font typeface.
		This dropdown allows you to change the font of the selected text.
Font Size		Sets the font size.
		These dropdowns allow you to change the font size of the selected text.
Text Color (Foreground)		Changes the color of the selected text.
		This dropdown allows you to change the font color of the selected text.

Text Color (Background)	Changes the background color of the selected text.
	This dropdown allows you to change the background color of the selected text.
CSS Class	Applies predefined styles to the selected text.
	This dropdown contains predefined text styles that can be applied to the selected text.
Superscript	Makes text or numbers appear as superscript.
	When typing text, you can click this button to make the text that follows superscript. The button also works on selected text. You need to click the button again to switch to normal text typing.
Subscript	Makes text or numbers appear as subscript.
	When typing text, you can click this button to make the text that follows subscript. The button also works on selected text. You need to click the button again to switch to normal text typing.
Convert To Lower Case	Converts selected text to lower case
	When typing text and select it, you can click this button to change the text to lower case.
Convert To Upper Case	Converts selected text to upper case
	When typing text and select it, you can click this button to change the text to upper case.

6.2 Formatting Paragraphs & Lists

New Paragraph	Inserts a new paragraph.

	Ctrl+ Enter	This button allows you to insert a new paragraph. There is a difference between clicking this button and clicking **[Enter]**. Click **[Enter]** to create a new line and keep the paragraph formatting. Click to create a paragraph with different paragraph settings that can be changed later on. This feature is important when applying indentation and justification to text.
Paragraph Style		Applies standard or predefined text styles to the selected paragraph.
		This dropdown allows you to change the paragraph style. Click anywhere in the paragraph you want to format and select the preferred style from the  dropdown.
Numbered List		Creates a numbered list from the selection.
		Select some text or place the cursor inside a paragraph and click this button to make the text a numbered list. Click the button again to turn the numbered list into a regular paragraph of text.
Bulleted List		Creates a bulleted list from the selection.
		Select some text or place the cursor inside a paragraph and click this button to make the text a bulleted list. Click the button again to turn the bulleted list into a regular paragraph of text.
Increase Indent		Indents a paragraph to the right.
		This button indents a paragraph to the right. Each time this button is clicked, the paragraph is indented further to the right.
Decrease Indent		Decreases the paragraph indent to the left.
		This button works only if indent has been applied to a paragraph beforehand. To use this button, click anywhere in the paragraph you want to indent to the left and click .
Horizontal ruler		Inserts a horizontal line (ruler).

		Click this button to insert a horizontal line below the cursor position.
Align Left		Aligns the selected paragraph to the left.
		Click this button to align the selected paragraph to the left.
Center		Aligns the selected paragraph to the center.
		Click this button to center the lines in the selected paragraph.
Align Right		Aligns the selected paragraph to the right.
		Click this button to align the selected paragraph to the right.
Justify		Justifies the selected paragraph to the left and to the right.
		Click this button to justify the selected paragraph.
Remove Alignment		Removes the alignment of the selected paragraph.
		Click this button to removes the alignment of the selected paragraph.

6.3 Working with portions of text

AjaxSpellChecker	Launches the inline AjaxSpellChecker

		The spellchecker is a tool for checking spelling of the written text. **RadEditor** brings the spellchecking experience to a whole new level with the addition of an inline AJAX spellchecker. You can now check your spelling asynchronously and all your mistaken words will be highlighted inline. The context menu on every word gives you a quick and easy way to Change, Ignore or Add the word to a custom dictionary. Spell-checking
Print		Prints the contents of the RadEditor or the whole web page.
	Ctrl+P	Click this button to launch your default printer's dialog box. Click **[OK]** or **[Print]** to print the current page in your web browser. You can set your printers' properties before printing. Printing web page
Cut		Cuts the selected content and copies it to the clipboard.
	Ctrl+X	This button works on the selected text, image and/or table. Select some content and click **[Cut]**. The selected text or image is removed from the page and is stored in the clipboard for later use. Please note that only the last cut (or copied) item is stored in the clipboard. This tool is very helpful when you need to relocate a word/text within the page: just select the text, click , place the cursor on the new place, and click (see below).
Copy		Copies the selected content to the clipboard.
	Ctrl+C	This button works on the selected text, image and/or table. Select some content and click **[Copy]**. The content is stored in the clipboard for later use. Note that only the last copied (or cut) item is stored in the clipboard. This tool is very helpful when you need to type the same text many times: just select the text, click , place the cursor on the new place and click (see below). This way you do not have to type the text over and over. This procedure works for images and/or tables as well.
Paste		Pastes copied content from the clipboard into the editor.

	Ctrl+V	After you have either **[Cut]** or **[Copied]** an item (text, image, etc.), you can **[Paste]** it using this button. Place the cursor where you want the item to appear and click .
Paste From Word		Pastes copied content from the clipboard into the editor.
		After you have either **[Cut]** or **[Copied]** an item (text, image, etc.), you can **[Paste]** it using this button. RadEditor cleans all unnecessary Microsoft Office related tags. Place the cursor where you want the item to appear and click . In case you try to paste Word content with the regular **[Paste]** button or **Ctrl+V**, a dialog will appear asking whether to clean the Word markup. If the Clipboard content does not come from Word, the dialog does not show.
Paste From Word Cleaning Fonts and Sizes		Pastes copied content from the clipboard into the editor.
		After you have either **[Cut]** or **[Copied]** an item (text, image, etc.) in Microsoft Word ®, you can **[Paste]** it using this button. RadEditor cleans unnecessary Microsoft Office related tags plus font formatting. Place the cursor where you want the item to appear and click .
Paste Plain Text		Pastes copied content from the clipboard into the editor.
	Ctrl+V	After you have either **[Cut]** or **[Copied]** an item (text, image, etc.), you can **[Paste]** it using this button. The **[Paste Plain Text]** button works similarly to **[Paste from Word]**, but it removes all HTML formatting and pastes plain text, preserving the line breaks.
Paste As HTML		Pastes copied content from the clipboard into the editor.
	Ctrl+V	After you have either **[Cut]** or **[Copied]** an item (text, image, etc.), you can **[Paste]** it using this button. This new tool allows you to paste the HTML content of the Clipboard as code, which may be quite convenient

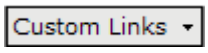
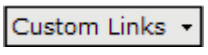
		for developer-oriented applications (e.g. support systems, forums, etc.) The pasted text will look something like this: What's new in version 6.0
Paste HTML		Pastes copied content from the clipboard into the editor.
		This dialog allows you to paste HTML code in to the editor's current selection and render it. It is helpful when you need to enter predefined HTML code such as media embed source.
Format Stripper		Strips (removes) the formatting from the selected or the whole text.
		Removes Word®, custom or all formatting.

6.4 Inserting elements

Image Manager		Opens the image dialog
	Ctrl+G	The image dialog allows you to insert, upload, create thumbnails and set image properties. Working with images…
Set Image Properties [Properties… dialog]		Edit image properties of an already inserted image
		To edit image properties such as Width, Height, Border Color, Border Width, Alt Text, Long Description, Image Alignment, Image Src, Margins and apply Css Class to it use the Set Image Properties dialog. It could be launched either from the image context menu or through the “All Properties” button of the Insert Image dialog.
Insert Image (Light dialog)		Insert and edit images

	This dialog is a light version of Set Image Properties and its content is immediately loaded without delay. The user could insert images with HREF paths that come from internal or external domains.
Image Editor	
	This dialog could be launched via the Image Manager and provides the ability to resize, flip, rotate, crop the selected image element as well as set its opacity.
Absolute Positioning	Sets an absolute position of an object.
	Enables you to move an object (image, table or media) freely into the editor.
Flash Manager	Opens the flash dialog
	The flash dialog allows you to work with flash files: insert and upload animations. Working with flash animation
	The Silverlight manager allows you to work with XAP files: insert and upload animations.
Windows Media Manager	Opens the media dialog.
	The Windows media dialog allows you to insert/upload media objects (AVI, MPEG, WAV, etc.) and set their properties. Working with Windows media...
Insert External Video	Opens the Insert External Video dialog.
	The **Insert External Video** provides the ability to easily embed a YouTube or a Vimeo stream providing just the URL.

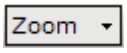
Document Manager		Opens the document manager dialog
		The document manager dialog allows you to insert a predefined document at the cursor position into the editor. Working with documents...
Template Manager		Opens the template manager dialog.
		The template manager dialog allows you to manage templates. Working with templates...
Image Map Editor		Opens the Image Map editor.
		The Image Map allows you to create images containing one or more invisible regions which are linked to other pages, otherwise known as a hotspots. Working with Image Maps...
Insert Table		Inserts a table in the RadEditor.
		Inserting a table in the RadEditor is as easy as in Microsoft Word®: just click the button and select the number of rows and columns you would like to create. The table is inserted at the cursor position. Working with tables...
Insert Table Light		
		Insert Table Light dialog is a light version of Table Wizard. When enabled, its content is rendered on page load and as a result the content is immediately loaded when the dialog is shown without any delay.
Insert a Hyperlink (Hyperlink manager)		Makes the selection a hyperlink.
	Ctrl+K	This button allows you to create a hyperlink from the selected text, number or image. In the hyperlink dialog, you need to choose the type of link you want to insert: Hyperlink, Anchor or E-mail. Working with hyperlinks...

Insert Link (lite dialog)		Makes the selection a hyperlink.
		This dialog is a light version of Hyperlink Manager. The dialog's content is shown without any delay when loaded.
Remove Hyperlink		Removes hyperlink from the selected text, number or image.
	Ctrl+ Shift+K	Select an image/text in a hyperlink, anchor or e-mail link and click this button to remove the link.
Insert Special Character		Inserts special character(s).
		Click this button to display a dropdown list with the built-in special characters. Select a character to insert at the cursor position. If the character you want to insert is not in the list, please contact your developer. Inserting special character…
Insert Code Snippet		Inserts a predefined code snippet.
		Select an area in the editor and click to insert a predefined code snippet. The snippet retains the formatting from the paragraph. For more information, please contact your developer Using code snippets…
Insert Custom Link		Inserts an internal or external link from a preset list.
		This dropdown allows you to create a preset hyperlink on the selected text, number or image. Select the object you want link, click  dropdown and select the link that you would like to use. Applying CSS Class
Insert Time		
		Click this button to insert the current time in the editable area.

Insert Date	
	Click this button to insert the current date in the editable area.

6.5 View

Show/Hide Table Borders		Shows/hides table borders.
		Toggles borders of all tables within the editor ON and OFF. The ON function works on tables with hidden borders.
Design Mode		
		Click this button to switch the editor WYSIWYG to design mode.
HTML Mode		
		Click this button to switch the editor to HTML mode.
Preview Mode		
		Click this button to switch the editor to preview mode to see the result of your changes.
Full Screen Mode		
	F11	Click this button to expand the editor to a full screen. When in full screen mode, click again to return the editor to the previous state.
Modules		
		Select a module to activate (or deactivate) from the dropdown list. Currently active modules are marked with a check mark. Inactive modules are marked with a cross.

Zoom In(Out)	
	Click here to zoom in (or out) the editable area. This tool satisfies the requirements of ATAG accessibility guidelines.

6.6 Miscellaneous

Help		Shows help on the functionality of buttons.
		Click to open a window with a short description of each button, its functions and a keyboard shortcut if such is available.
Undo		Disregards the last action
	Ctrl+Z	Click to undo your last changes. This includes but is not limited to inserting tables, moving images and formatting text. Expand the dropdown list to select multiple actions to undo.
Redo		Redoes the last undone action.
	Ctrl+ Shift+Z, **Ctrl+Y**	Click to redo the last undone action. Expand the dropdown list to select multiple actions to redo.
Find and Replace		
	Ctrl + F	Opens the Find and Replace dialog. Find and Replace
Select All		

Ctrl + A	Selects the whole content of the editor (text, images, tables, etc.).
Insert Groupbox	
	Inserts a **fieldset** element in the content area
XHTML Validator	
	Uses the W3C XHTML Validator Page to perform validation of the current editor content
Format Code Block	
	Provides the ability to edit and format code blocks of text whether they be HTML, CSS, JavaScript as well as C# and VB code
Track Changes Dialog	
	Provides a comparison between two contents
Style Builder Dialog	
	Provides options to define cascading style sheet (CSS) style attributes. A CSS style combines individual formatting and positioning attributes into an attribute set that you can apply all at one time.

6.7 Other keyboard shortcuts

Some of the general keyboard shortcuts valid for Microsoft Windows® and Internet Explorer® will work in the **RadEditor** as well. For your reference, we have included some of them (in addition to the keyboard shortcuts described above):

Ctrl+A	Selects the whole content of the editor (text, images, tables, etc.)

Ctrl+W	Closes the active window.
Alt+F4	Closes the active application.

7 FORMATTING TEXT

7.1 Changing the Text Font

To change the font of some text, select the text first and then select a font from the dropdown list on the toolbar.

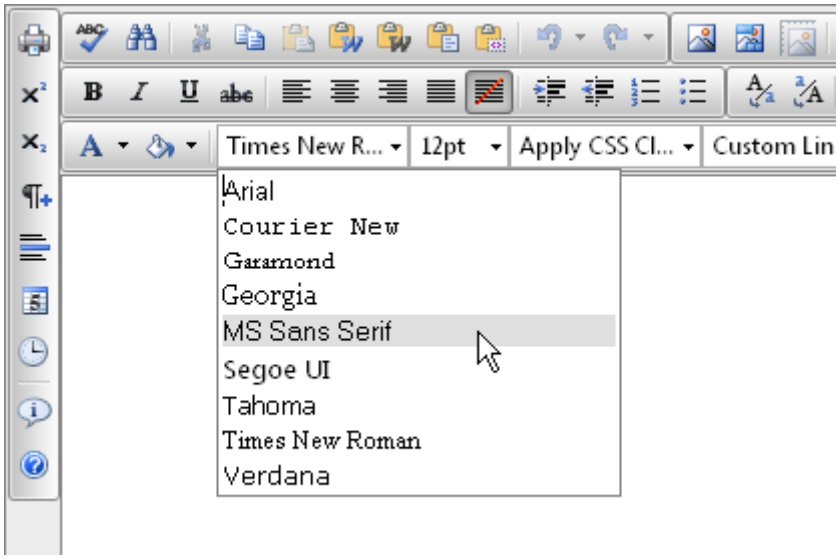


Figure 7. Expanded Font Name dropdown popup

7.2 Changing the Text Size

To change the font size of some text, select the text first and then select a font size from the dropdown list on the toolbar.

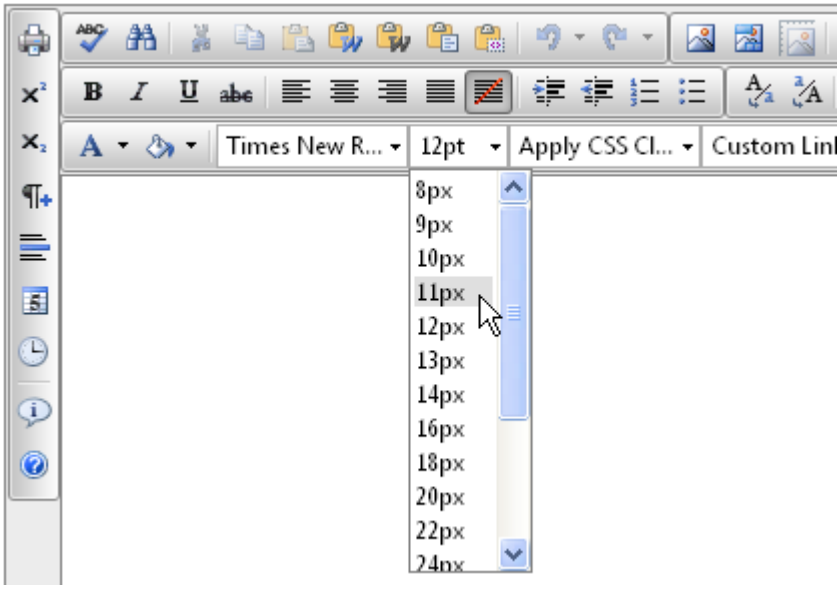


Figure 8. Expanded Real Font Size dropdown popup

7.3 Applying Text Colors

i. To apply a foreground color to some text, select the text first and then click the **[Foreground Color]** button on the toolbar. This opens a color picker where you select a color to apply.

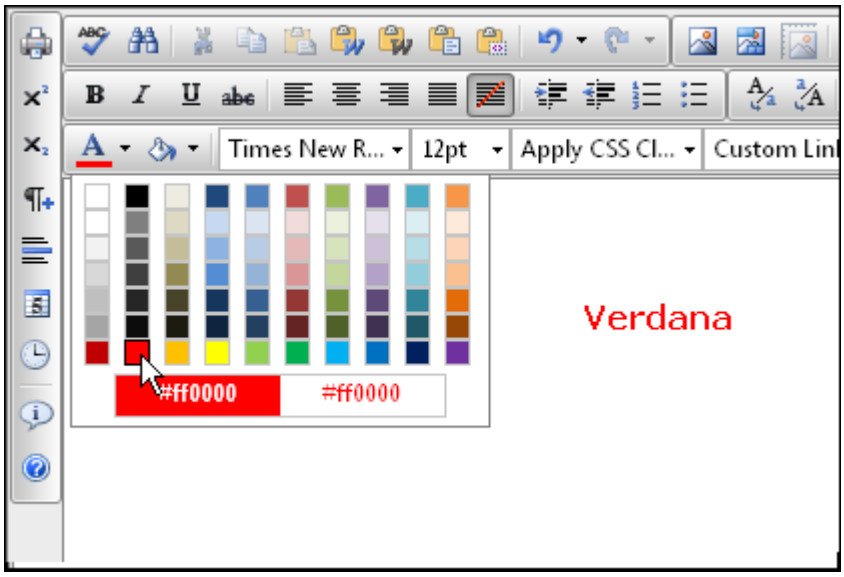


Figure 9. Expanded ForeColor dropdown with hovered red color item

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

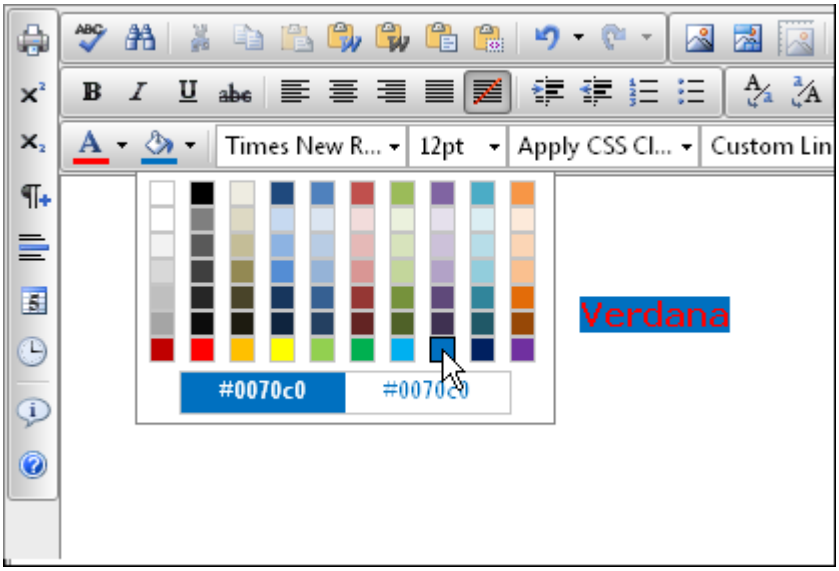


Figure 10. Expanded BackColor dropdown with hovered blue color item

7.4 Setting Text Alignment

You can set the paragraph alignment to left, center, right or justify. Select the text and from the toolbar, click the button for the alignment you want to set.

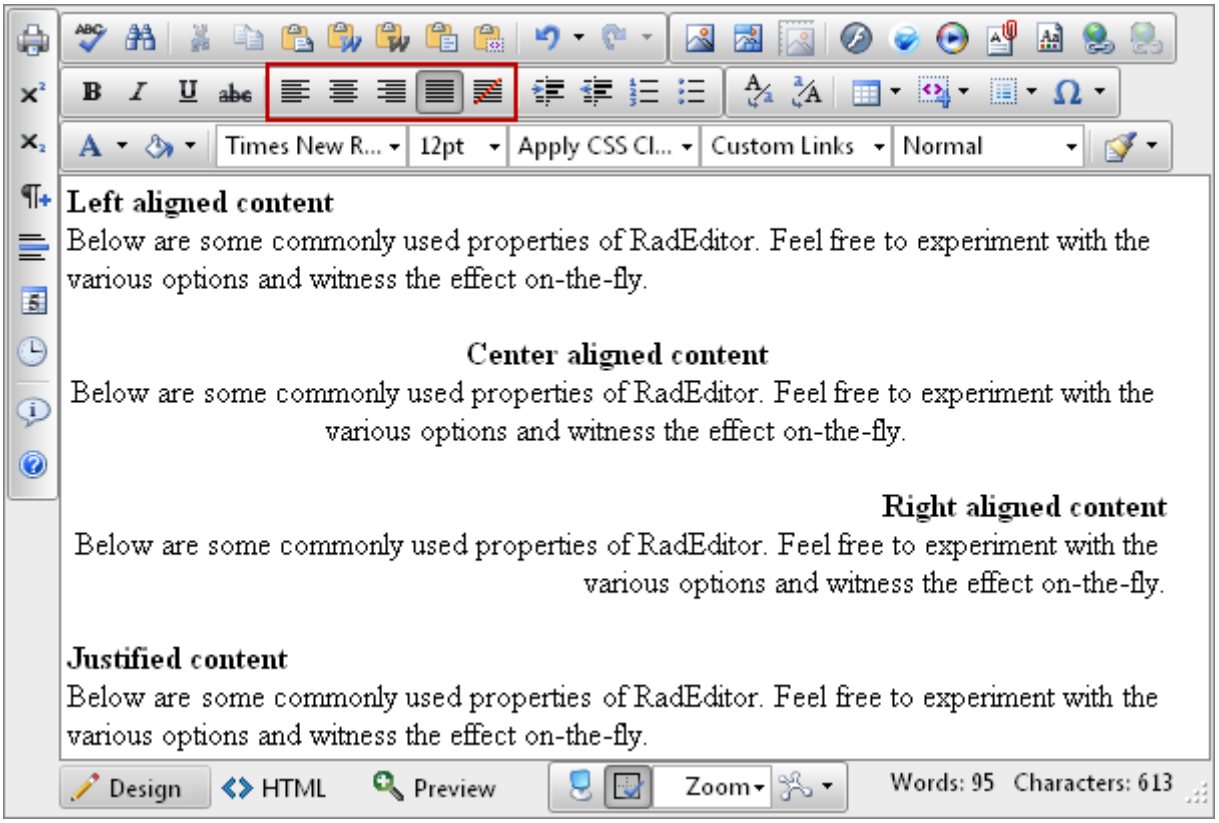


Figure 11. Highlighted Text Alignment tools on the top toolbar

7.5 Indentation

Indentation allows you to move the selected paragraph to the left (Indent) or to the right (Outdent). The Outdent works only if Indent has been applied.

To apply indentation to the selected text, place the cursor inside a paragraph and click the indentation button.

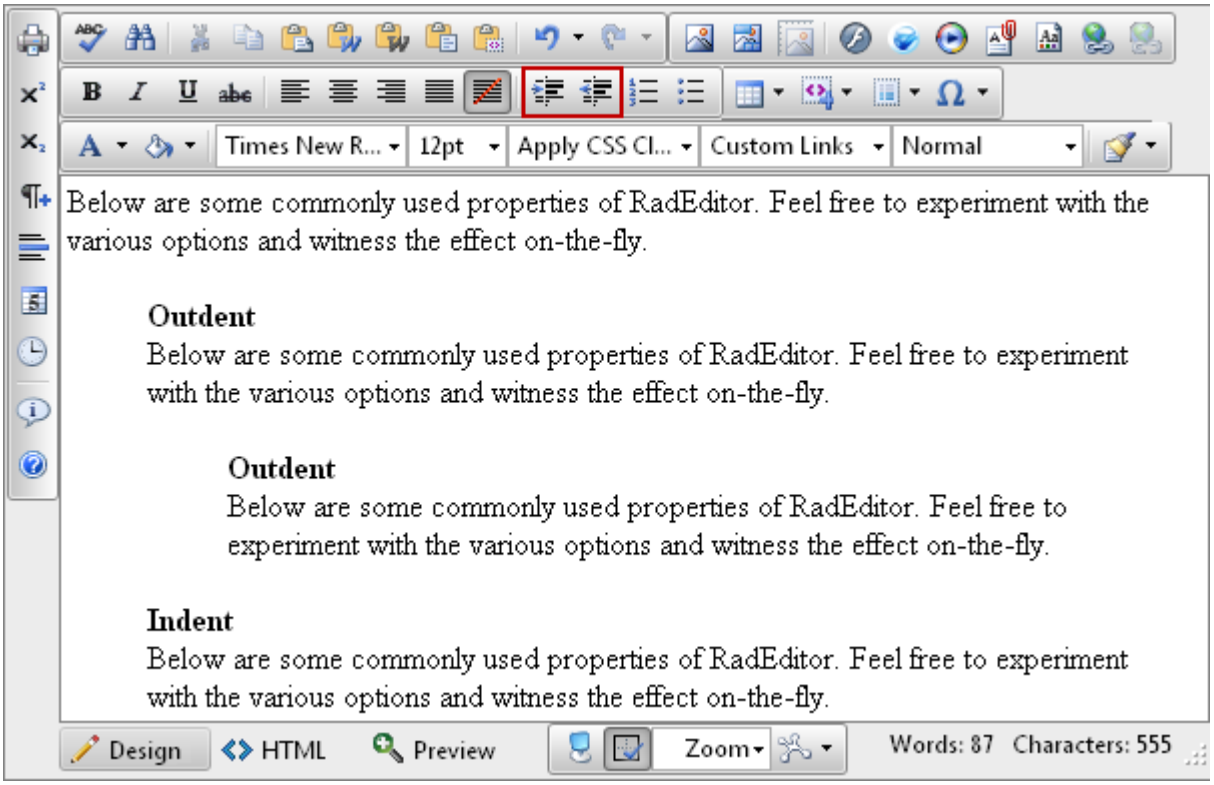


Figure 12. Highlighted Indent and Outdent buttons

7.6 Applying CSS Classes

Predefined CSS classes are used to ease the process of formatting. To apply a CSS class, select the text first and then select a class from the CSS Class dropdown list on the toolbar.

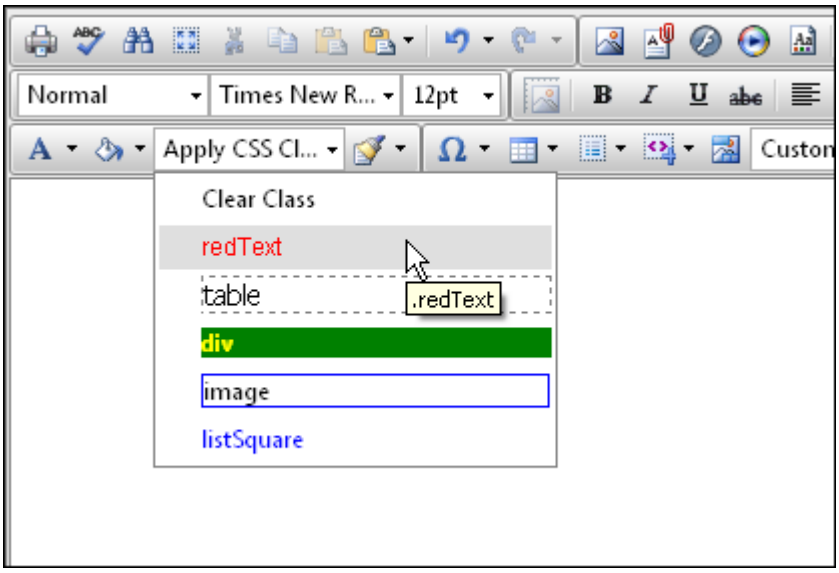


Figure 13. Expanded ApplyClass dropdown popup

To clear an activated CSS Class is as easy as applying it. To clear the CSS class, select the text.first and then select "Clear Style" from the CSS Class dropdown list.

7.7 Applying Paragraph Styles

Predefined paragraph styles are used to ease the process of formatting paragraphs. The user can apply consistent paragraph styles to a document. The predefined styles include different heading styles, and other styles defined by the developer.

To apply a paragraph style to some text, first place the cursor within the text, then from the paragraph styles dropdown list, select the style you want to apply.

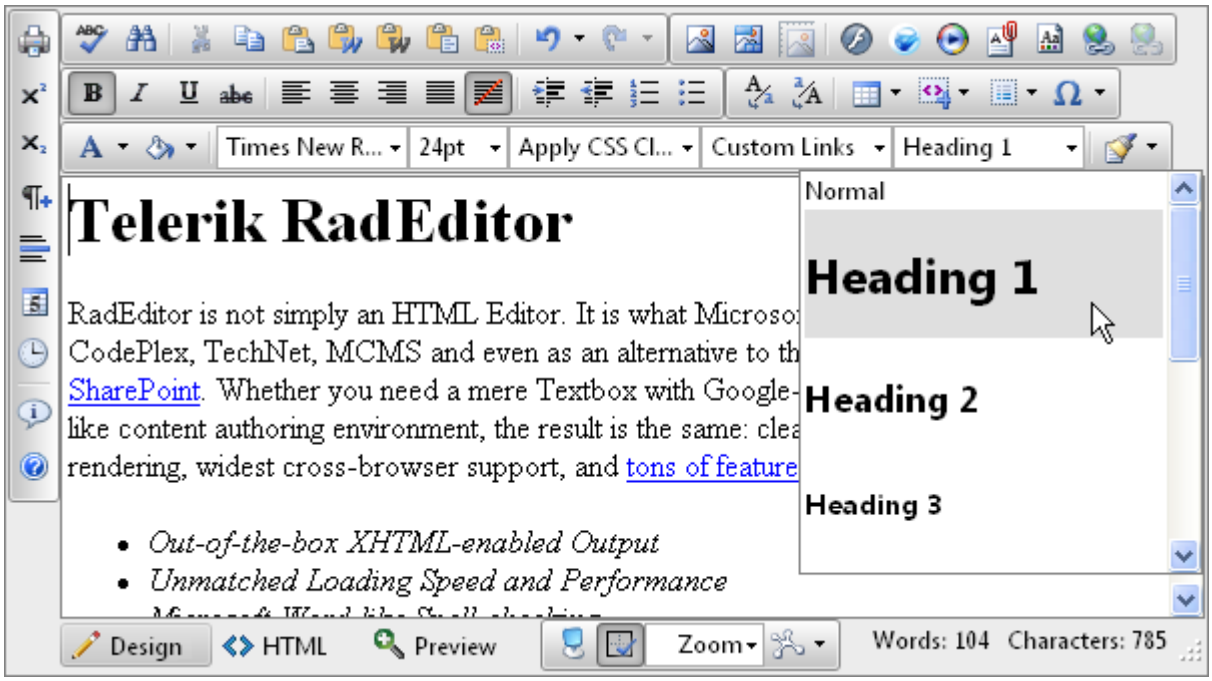


Figure 14. Expanded Format Block dropdown popup

8 COPYING FORMATTED TEXT FROM Microsoft Word AND OTHER APPLICATIONS

Copying formatted text from Microsoft Word, Internet explorer and other applications is pretty straightforward. RadEditor introduces a number of tools that help users paste formatted text from Microsoft Word or other applications, and apply different types of format stripping. Here is the list of different Paste buttons / dialogs:

8.1 Paste button or Ctrl+V

In case the user is trying to paste Word content with the regular Paste button or Ctrl+V, a dialog will prompt whether the Word markup should be cleaned. If the Clipboard content does not come from Word, the dialog will not be shown.

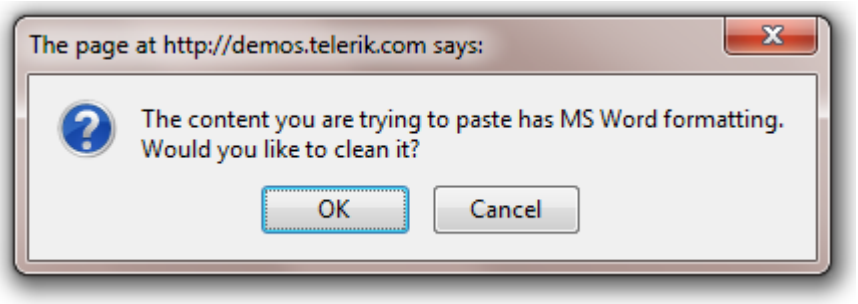


Figure 15. Confirmation dialog prompting to clean the MS Word formatting from the pasted content

8.2 Paste from Word button

To strip MS Word-specific formatting (<o:p> and other Word tags, mso styles and classes) from the copied from MS Word content before pasting it in RadEditor, click the "Paste from Word" button .

8.3 Paste from Word, Strip Font button

When pasting MS Word content by clicking on the Paste from Word Clean Fonts button the editor will clean unnecessary Microsoft Office related tags plus font formatting.

8.4 Paste plain text

The "Paste Plain Text" button works similarly to "Paste from Word" , but removes all HTML formatting and pastes plain text, preserving the line breaks.

8.5 Paste as HTML

The "Paste as HTML" tool allows you to paste the HTML content from the Clipboard as code, which may be quite convenient for developer-oriented applications (e.g. support systems, forums, etc.) The pasted text will look something like this:

What's new

8.6 Paste HTML

This dialog allows you to paste HTML code in to the editor's current selection and render it. It is helpful when you need to enter predefined HTML code such as media embed source.

i. Click the icon to launch the dialog

ii. In the textarea paste the HTML content that you want to be rendered in RadEditor's content area.

iii. Click **[OK]**.

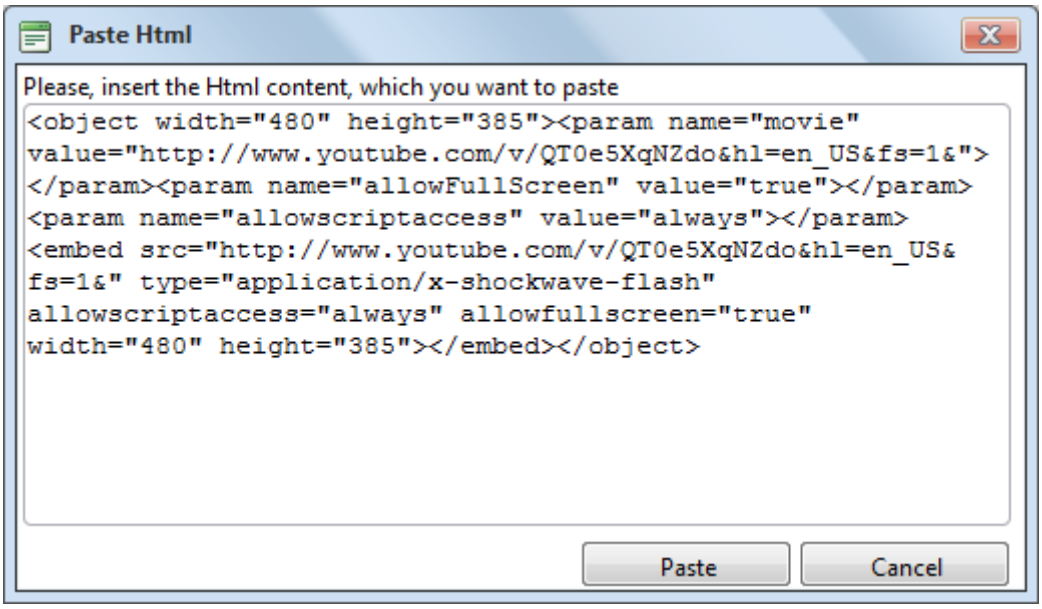


Figure 16. Paste HTML dialog populated with HTML content

8.7 Pasting content in non IE browsers

When RadEditor is used under Firefox, Opera, Safari and Google Chrome and any of the paste events discussed above are used a new dialog window appears. This is due to browser restrictions that do not allow accessing the content from the clipboard.
To copy and paste content from and in RadEditor, the user should use the Ctrl+C and Ctrl+V shortcuts.

The text to be pasted is entered in this dialog. After the OK button is clicked, this text is added to the editor text area.

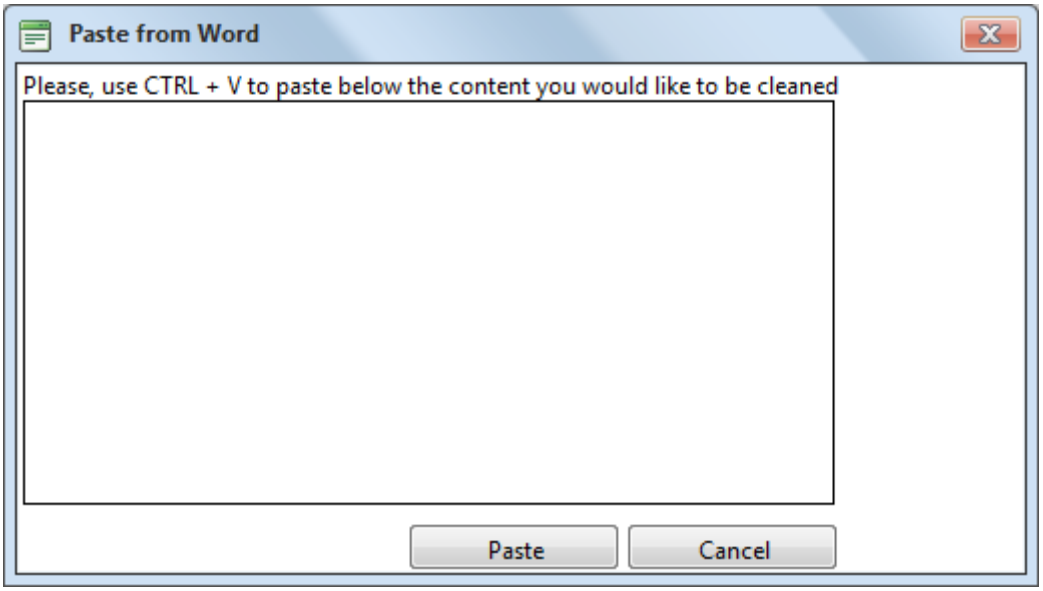


Figure 17. Paste for Word dialog

8.7 Strip Word-formatting after paste

As an alternative to the "Paste from Word" tool you may paste the formatted content first and then strip it using the "Format Stripper" tool .

Once you have pasted the formatted text in the editor, you can remove the Word-specific formatting that is not suitable for the web. To do that, first select the text and then select "Strip Word Formatting" from the Code Stripper dropdown list.

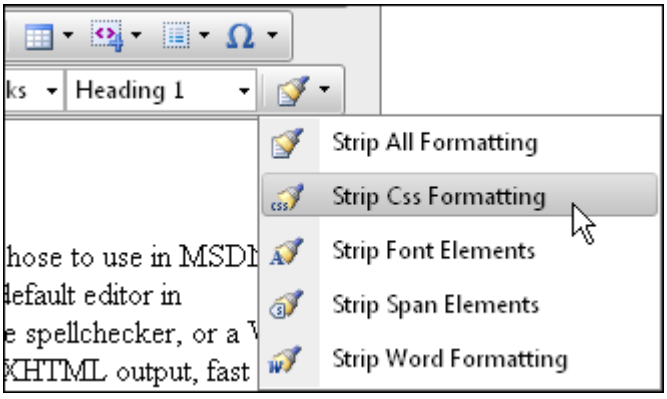


Figure 18. Highlighted Strip Css Formatting item in Format Stripper dropdown

9 WORKING WITH HYPERLINKS

9.1 Inserting a Hyperlink

i. Select the text or object that you want to set as a hyperlink.

ii. Click the **[Hyperlink Manager]** button . The "Hyperlink Manager" dialog appears.

iii. In the URL field, enter the web address that you want the link to point to or from the Existing Anchor dropdown list, choose an anchor inserted in the current document. It is also possible to insert a link pointing to a document by pressing the Document manager icon in the link manager, selecting a file and pressing the Insert button.

iv. (Optional)Fill the Link Text field if you want to specify the text of the link,

v. (Optional) Select a target for the link.

vi. (Optional) Enter a tooltip. This text will appear when the mouse cursor is placed over the hyperlink (text or image).

vii. Click **[OK]**.

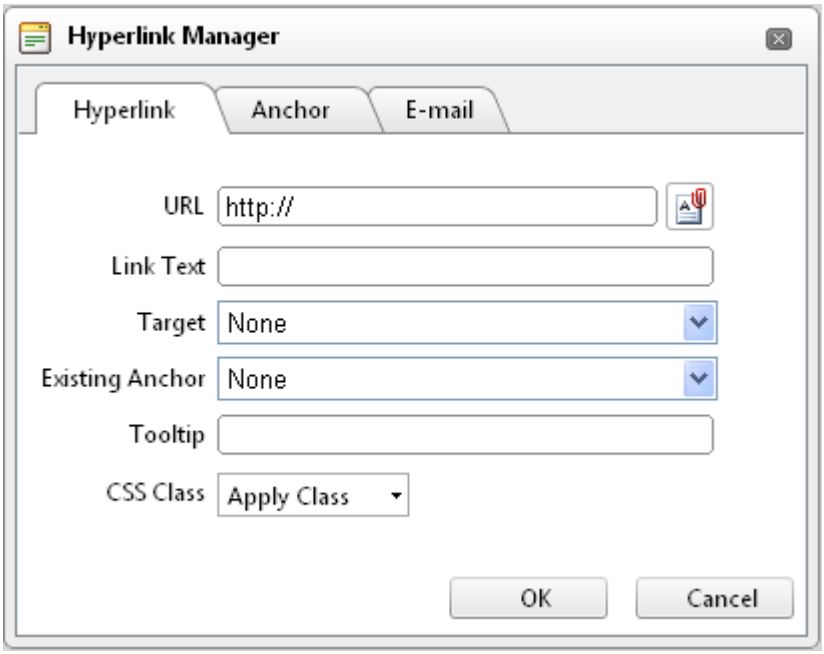


Figure 19. Hyperlink Manager dialog

9.2 Inserting a Hyperlink via the Insert Link dialog

i. Select the text or object that you want to set as a hyperlink.

ii. Click the **[Insert Link dialog]** button . The "Insert Link" dialog appears.

iii. In the URL field, enter the web address that you want the link to point to.

iv. (Optional)Fill the Link Text field if you want to specify the text of the link.

v. (Optional) Select a target for the link.

vi. (Optional) Click the "All Properties..." button to set additional properties through the Hyperlink Manager.

vii. Click **[OK]**.

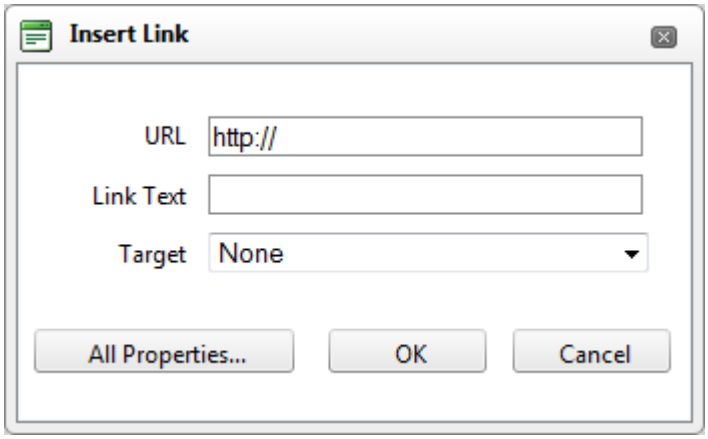


Figure 20. Insert Link dialog

9.3 Modifying a Hyperlink

i. Click inside the hyperlink (or in the image if you have an image link)

ii. Right-click to open the context menu and click **[Properties...]**. Alternatively, you may click the **[Hyperlink Manager]** button again. The "Hyperlink Manager" dialog will appear.

iii. Modify the hyperlink attributes (URL, tooltip, etc.) and click **[OK].**

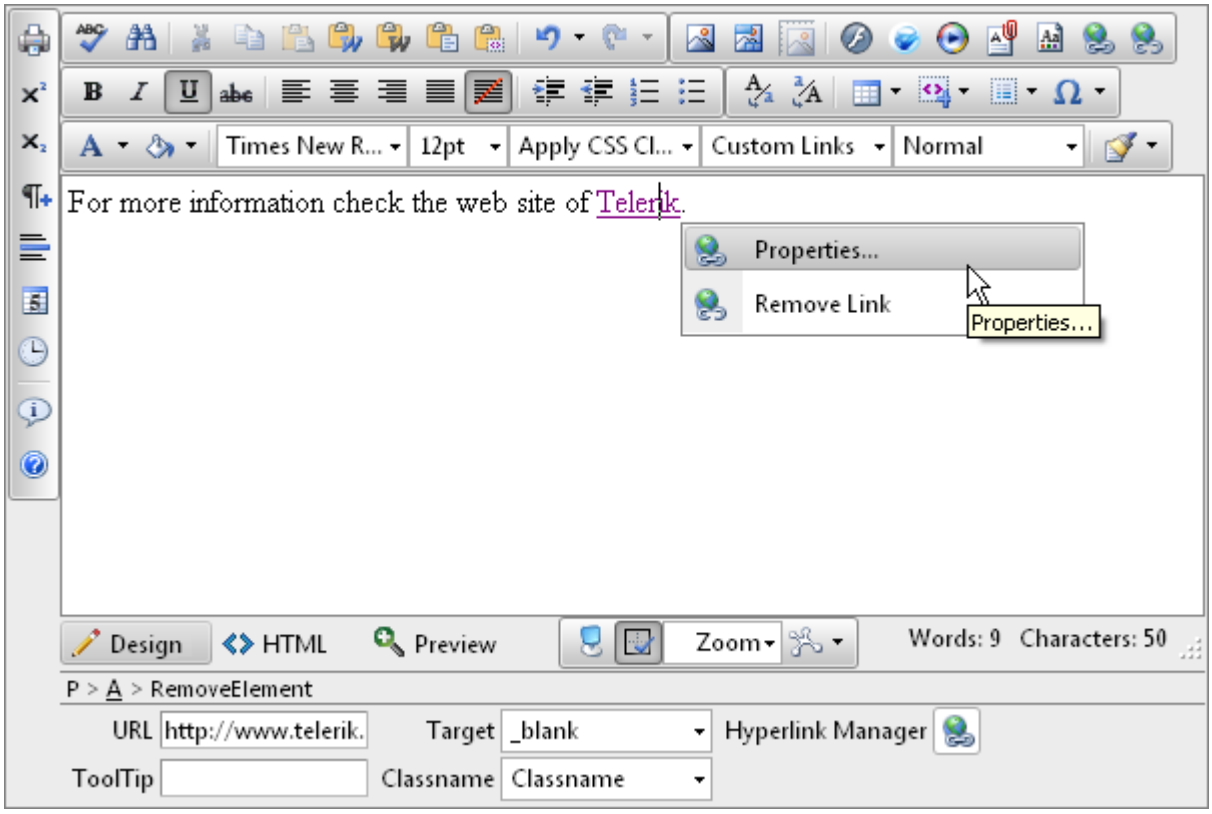


Figure 21. Highlighted Properties tool from hyperlink element's context menu

9.4 Modifying a Hyperlink via the Insert Link dialog

i. Click inside the hyperlink (or in the image if you have an image link)

ii. Click the **[Insert Link dialog]** button . The "Insert Link" dialog will appear.

iii. Modify the hyperlink attributes (URL, Link Text, etc.) and click **[OK].**

9.5 Removing a Hyperlink

i. Select the text or image that has been set as a hyperlink.

ii. Click the **[Remove Link]** button . You will notice that all formatting, related to links (blue color, underline, etc.) will be removed from the text. This holds true for the inserted documents as well.

9.6 Inserting Anchors

The anchor function is particularly helpful if you have a very long web page. With this function, your readers will be able to jump from one section of the page to another. In other words, the anchor is used for hyperlinks that lead to the same page or a particular place in another page. The anchor defines the destination to which a hyperlink must lead. Then you can create a hyperlink and point it to that anchor.

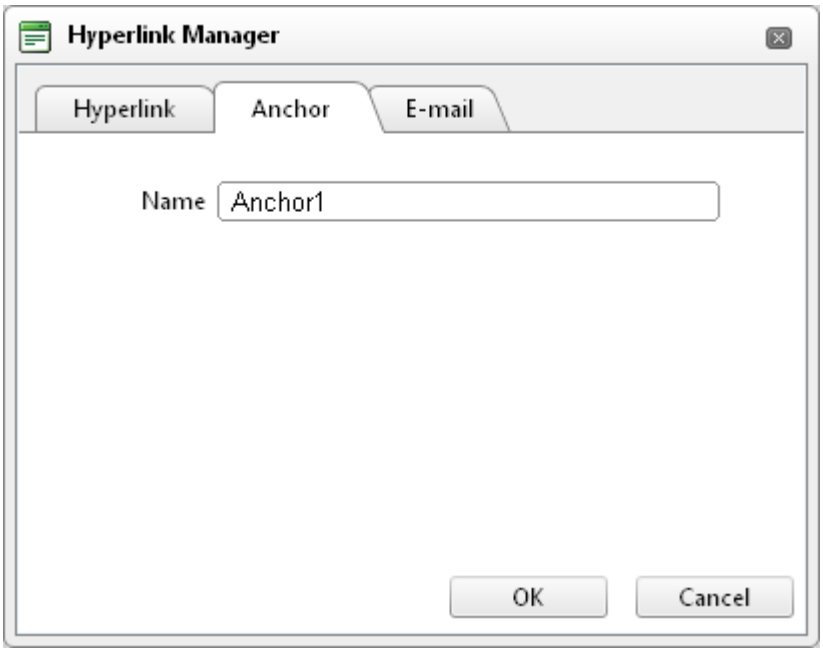


Figure 22. Anchor Tab of Hyperlink Manager dialog with populated Name filed

i. Define the Anchor. Place the cursor where you want the hyperlink to lead.

ii. Click the **[Hyperlink Manager]** button . Select the **[Anchor]** tab. Enter a unique name for the anchor (e.g. "product1").

iii. Click **[OK]**.

iv. Create the hyperlink that will lead to the Anchor. Select some text or an image.

v. Click the **[Hyperlink Manager]** button again. Select the **[Hyperlink]** tab.

vi. In the URL filed, type "#" followed by the name of the anchor (in our case "Anchor1", so you will have to enter **#Anchor1**). In addition, from the Existing Anchor dropdown list, you can select an anchor inserted in the current document.

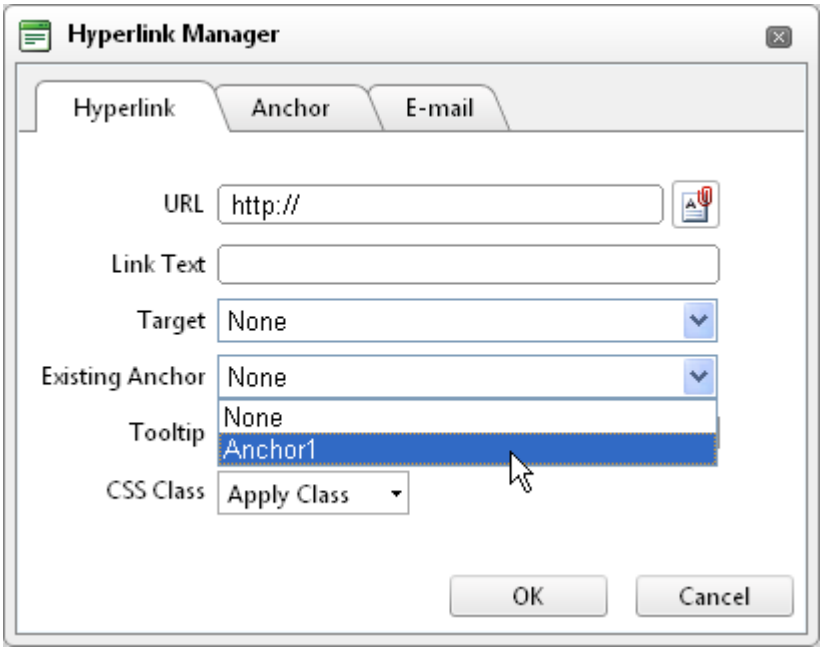


Figure 23. Hyperlink Manager dialog with expanded Existing Anchor dropdown

vii. Change the Type to “Other”.

viii. Click **[OK]**.

9.7 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 send a message to the provided addressee. When creating e-mail links, you can also specify default subject for the message (e.g. "Request for information").

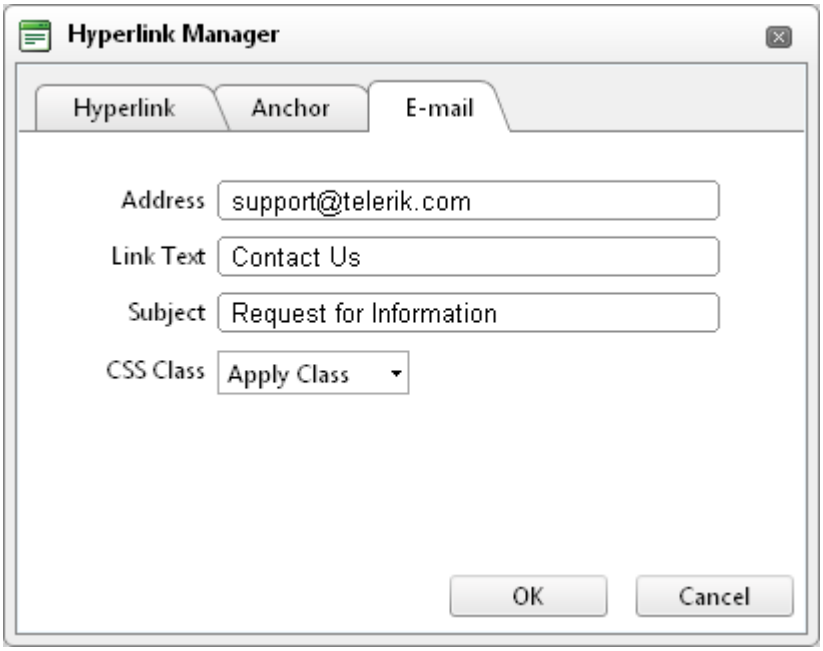


Figure 24. E-Mail Tab of Hyperlink Manager with populated fields

Select the text or image that you want to set as an e-mail link.

i. Click the **[Hyperlink Manager]** button. The "Hyperlink Manager" dialog appears.

ii. Click the **[E-mail]** tab.

iii. Enter the e-mail address in the Address field.

iv. (Optional) Enter a text that will appear as an e-mail link.

v. (Optional) Enter a subject for the e-mail message in the Subject field.

vi. (Optional) Select a CSS Class from the dropdown list.

vii. Click **[OK]**.

9.8 Inserting Custom Links

In some cases, RadEditor may be configured to display and insert a set of frequently-used links. Such links may be all the web pages of a site (a.k.a. Internal Links). They will appear in the **[Custom Links]** dropdown list Custom Links. As a result, you can quickly assign a predefined hyperlink to an object and type its URL address.

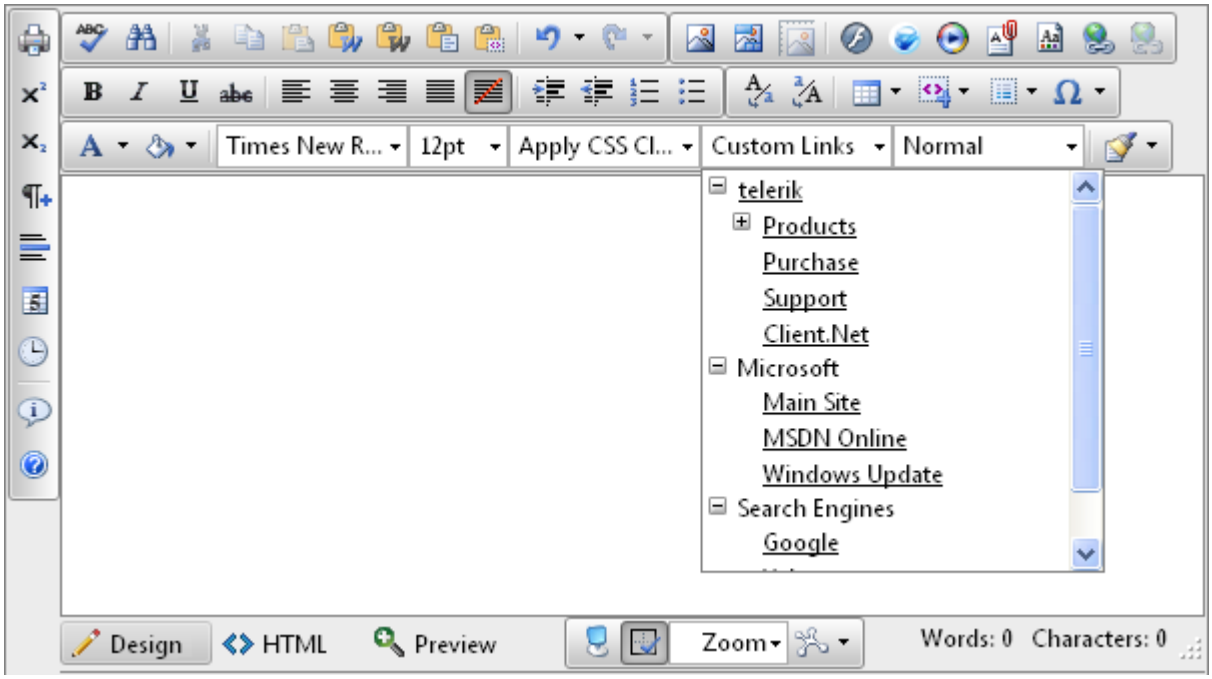


Figure 25.Custom Links dropdown popup with expanded TreeView inside it.

i. Select the text or image that you want to set as a hyperlink.

ii. Click the **[Custom Links]** dropdown list

.

iii. From the dropdown list, select the desired link.

10 Find and Replace

To find (and subsequently replace) a word or passage of text in the content, click the button on the toolbar to open the **Find and Replace** dialog. This dialog provides options like search direction, scope, match case, and match whole words only.

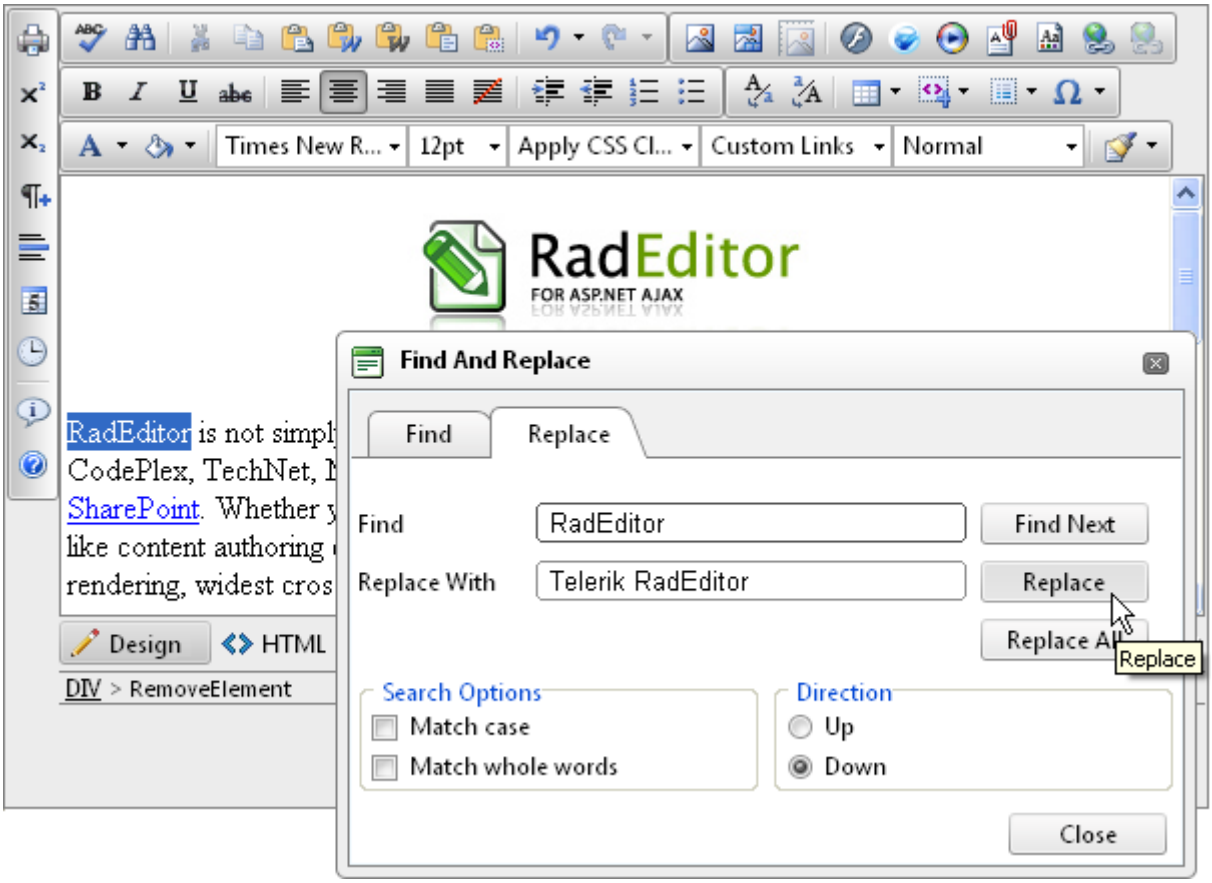


Figure 26. Find And Replace dialog demonstrating the replace of current finding in the content area with new text

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 appears.

iii. Type the word or abstract of text you want to find in the **Find** field.

iv. (Replace) If you want to replace this text with a different one, click the **[Replace]** tab.

v. (Replace) Choose other options like search direction, scope, etc.

vi. (Replace) Click **[Find Next]**, **[Replace]**, or **[Replace All]** respectively.

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

11 WORKING WITH TABLES

RadEditor offers two ways for creating tables. The best approach in each particular situation depends on your preferences and the table complexity. For simpler tables we recommend the click-and-drag Table Builder, whereas, for more complex tables the Table Wizard is more appropriate.

11.1 Creating a Table Using the Table Builder

i. Position the cursor where you want to create the table.

ii. Click the **[Insert Table]** button on the RadEditor toolbar.

iii. Drag the mouse cursor to select the number of rows and columns you want. Click the left mouse button. Alternatively, you can click-and-drag to make the selection.

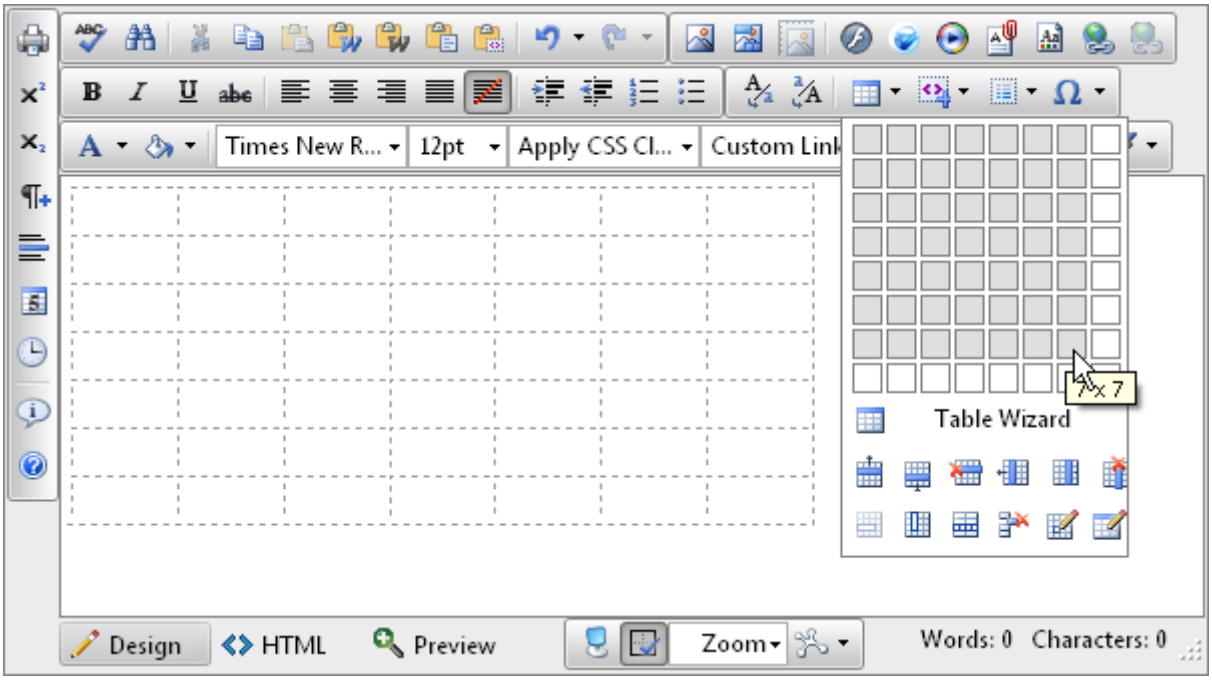


Figure 27. Expanded Insert Table dropdown

11.2 Creating a Table Using the Table Wizard

i. Position the cursor where you want to create the table.

ii. Click the **[Insert Table]** button on the RadEditor toolbar.

iii. Click the **[Table Wizard]** button at the bottom to open the "Table Wizard" dialog.

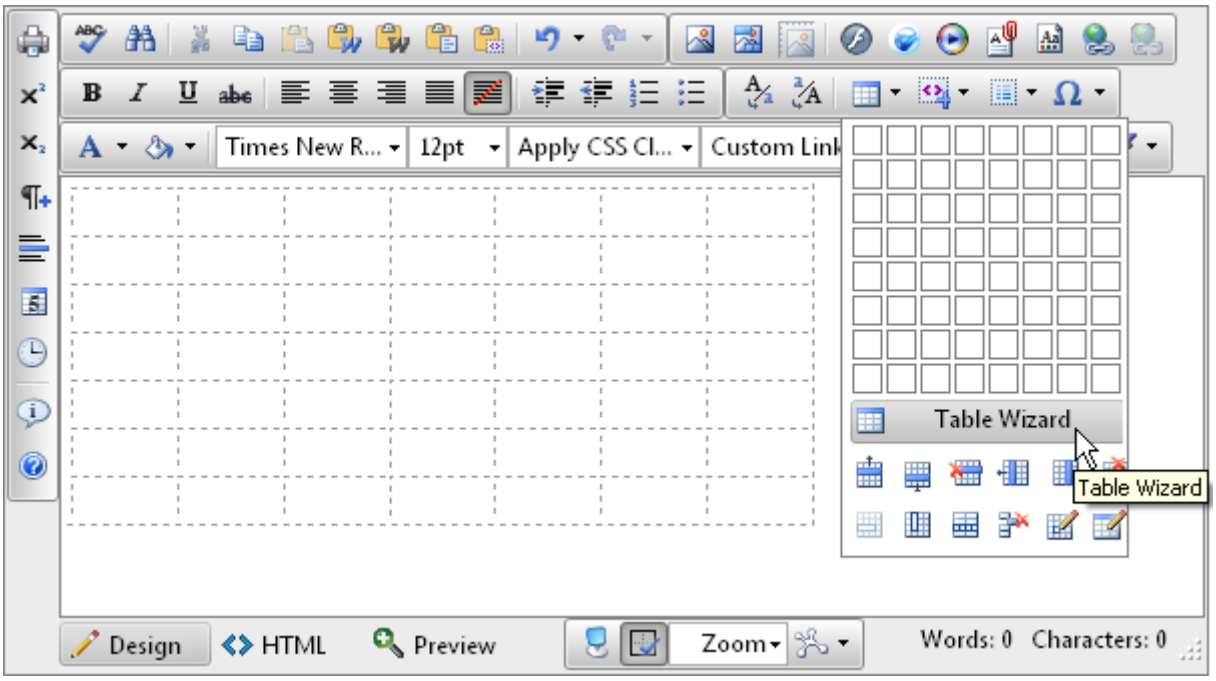


Figure 28. Expanded Insert Table dropdown with highlighted Table Wizard tool

The Table wizard appears and you can use it to create your table and set its properties.

To add or remove columns or rows, click **[+]** or **[-]** next to "Columns" and "Rows":

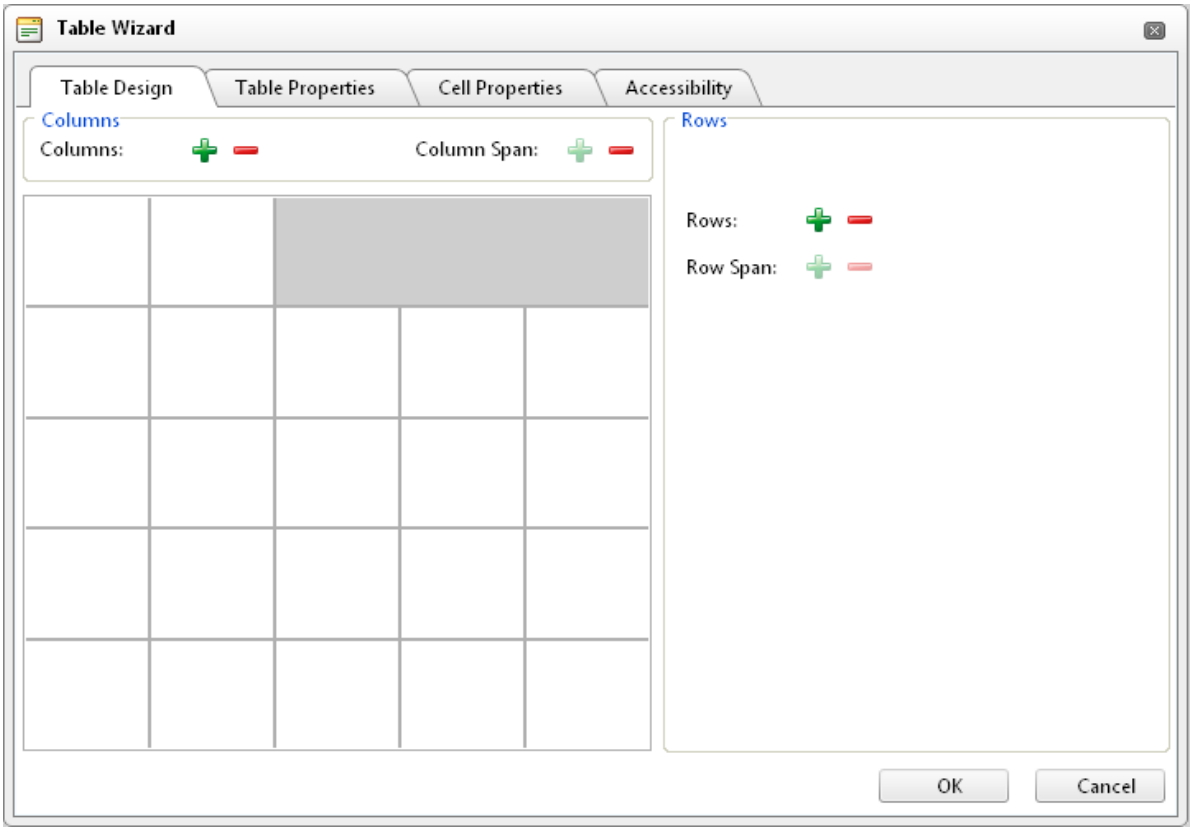


Figure 29. Table Design Tab of Table Wizard dialog

i. Click **[+]** next to "Column span" to merge the right cell with the cell you have selected. Click the **[-]** button to unmerge the left cell.

ii. The **[-]** or **[+]** buttons next to "Row span" work in a similar way as "Column span" but for rows.

If you click the **[Insert]** button, the defined table will be created. Further customization of this table is allowed using the **[Table Properties], [Cell Properties],** and **[Accessibility]** tabs of the Table Wizard. The next few sections describe in detail how to modify tables.

11.3 Creating a Table using the Insert Table Light dialog

Insert Table Light dialog is a light version of Table Wizard. When enabled, its content is rendered on page load and as a result the content is immediately loaded when the dialog is shown without any delay.

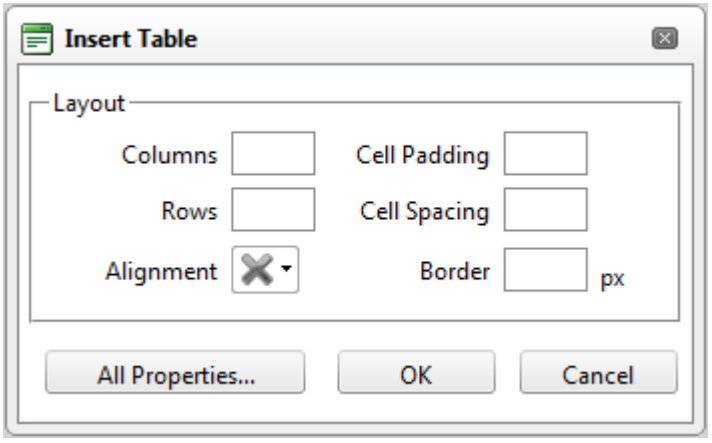
i. Position the cursor where you want to create the table.

ii. Click the **[Insert Table Light]** button on the RadEditor toolbar.

iii. Specify the desired number of columns and rows.

iv. Apply the desired alignment, cell padding, cell spacing and border, if needed.

v. Press OK to insert the table.



The **All Properties...** button inside the Insert Table Light dialog will load the Table Properties panel of the Table Wizard dialog which features more table options.

It is possible to edit the properties a selected table in the content area by clicking on the **[Insert Table Light]** button and loading the **Insert Table Light** dialog.

11.4 Inserting a table from Microsoft Excel® or other applications

Inserting a table from Microsoft Excel® or other applications into the RadEditor is an easy copy-paste operation. Most of the formatting is preserved, including borders, text, numbers and cell color. Formulae, however, will not be pasted.

11.5 Toggle Table Borders

If you have created a table that has no borders by default, you can switch on the auxiliary borders. They are not saved in the content but only help you locate and work with your table. You can toggle the auxiliary borders using the **[Toggle Table Borders]** button on the toolbar.

11.6 Formatting Tables

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

- From the Table Wizard, click the **[Table Properties]** tab.

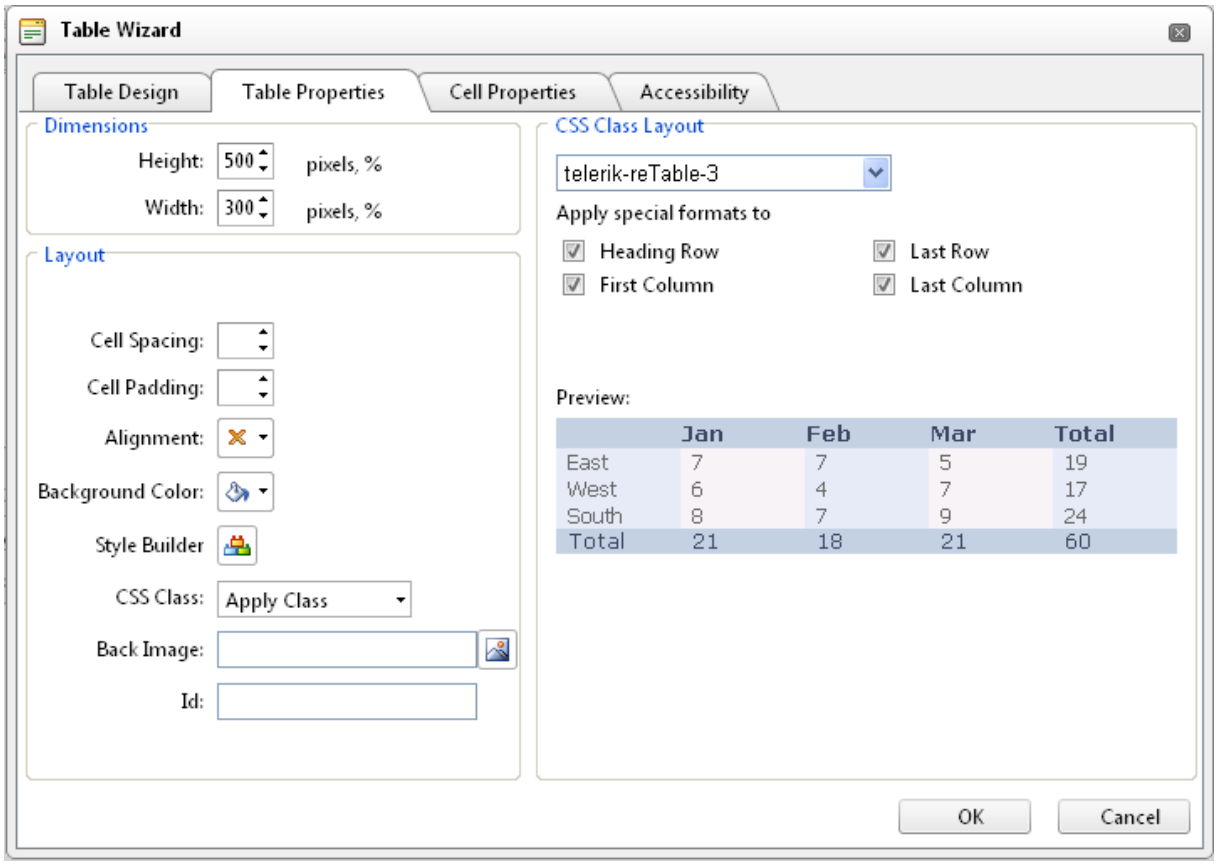


Figure 30. Table Properties Tab of Table Wizard dialog

- Right-click inside an existing table and select "Table Properties" from the context menu. This opens the Table Properties dialog.

11.7 Table Properties Explained

Once the Table Properties dialog tab is opened, you can set the appearance of the table. This involves setting one or more of the following table properties:

- **Width/Height**
  Specifies the height and the width of the table (in pixels or percent).

- **Background**
  Sets the background color of the table.

- **Alignment**
  Aligns the table to 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.

- **Border**
  Includes setting border width, color, and layout.

- **ID**
  Setting an ID for a table gives some options for advanced table handling.

- **Background Image**
  Sets an image as the table background.

- **CSS Class**
  Specifies table CSS class and style. This property should be used only by advanced users.

- **Style Builder**
  Provides options to define cascading style sheet (CSS) style attributes. A CSS style combines individual formatting and positioning attributes into an attribute set that you can apply all at one time.

11.8 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 either of the following ways:

- From the Table Wizard, click the **[Cell Properties]** tab.

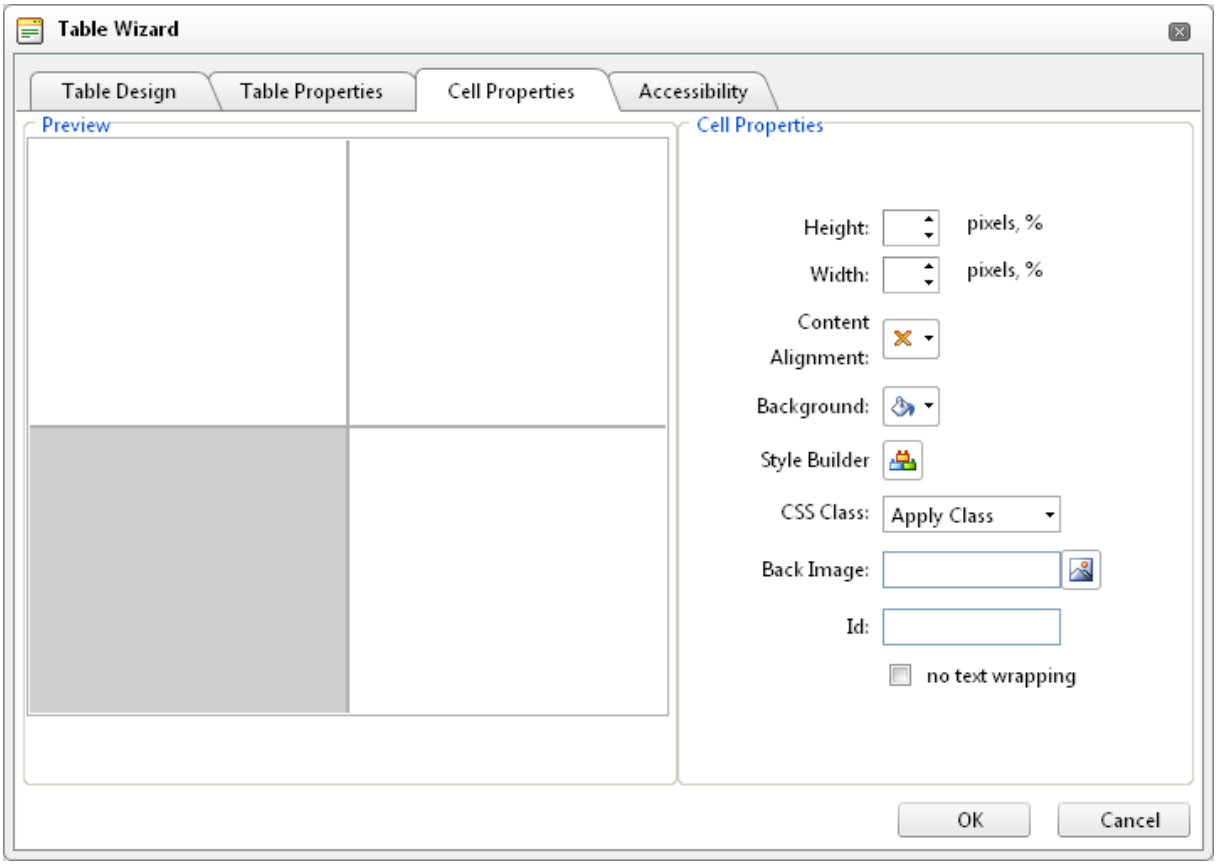


Figure 31. Cell Properties Tab of Table Wizard dialog

- Right-click a table cell and select "Cell Properties" from the context menu. This opens the Cell Properties dialog.

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 image as the cell background.

- **Style Builder**
  Provides options to define cascading style sheet (CSS) style attributes. A CSS style combines individual formatting and positioning attributes into an attribute set that you can apply all at one time.

- **ID**
  Setting an ID for a cell gives options for some better cell handling (for advanced users and developers)

- **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 only by advanced users.

11.9 Inserting/Deleting Rows and Columns

Once you have created a table, you can easily add or delete rows and columns. To do this, right-click inside a table cell to display the context menu.

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".

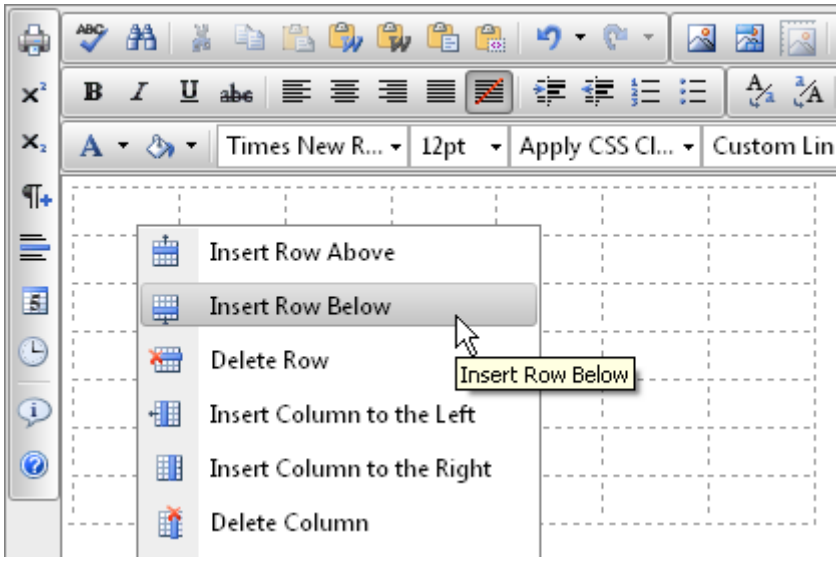


Figure 32. Highlighted Insert Row Below tool of table's context menu

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

11.10Merging/Splitting Cells

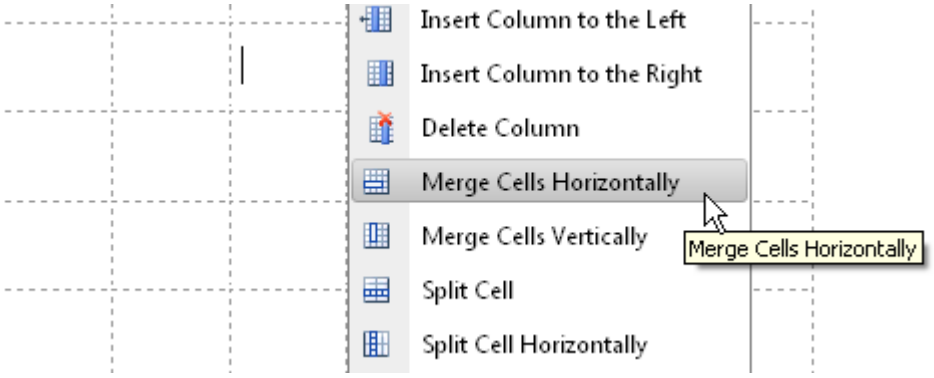


Figure 33. Highlighted Merge Cells Horizontally tool of table's context menu

To merge a cell with the adjacent cell, 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, do the following:

i. Select the cell.

ii. Right-click to open the context menu.

iii. From the menu, select "Split Cell / Split Cell Horizontally".

11.11Resizing Tables

You can resize an existing table in two ways:

- by specifying dimensions in the **[Table Properties]** tab (explained in the previous sections)
- by direct drag-and-drop.

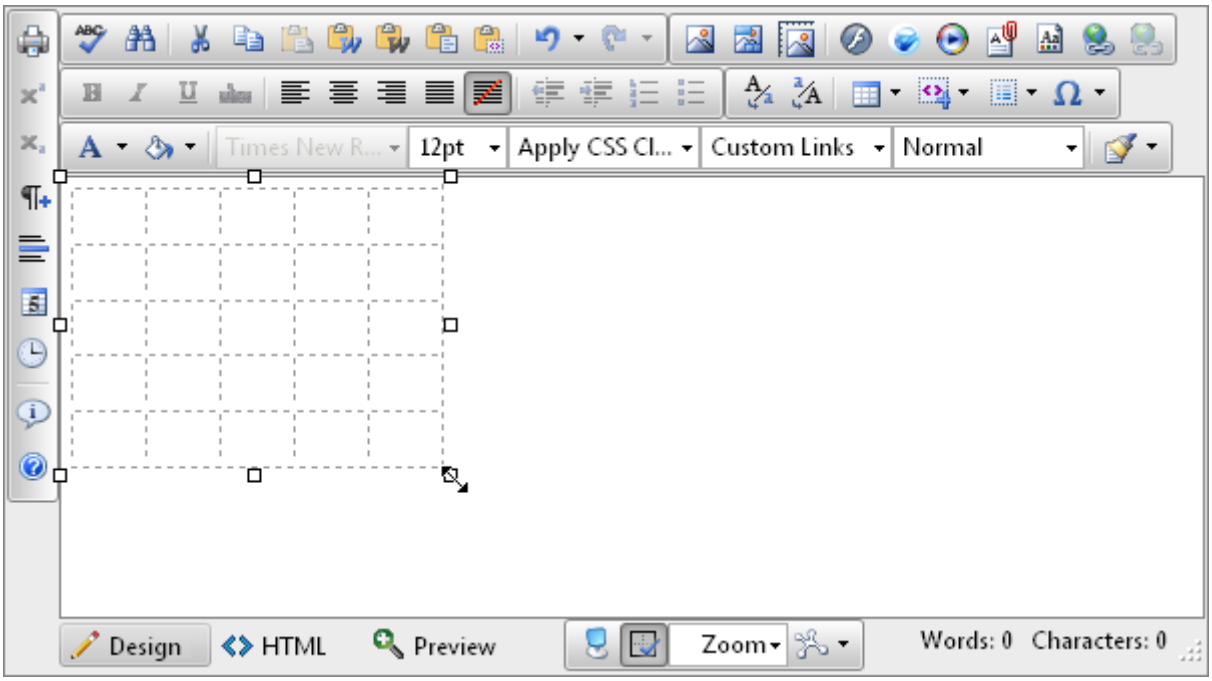


Figure 34. Table resize using the resize handlers

To resize a table with a drag-and-drop, do the following:

i. Click the table border to select the whole table. Eight small squares will appear in the outer area of the table (see the screenshot above).

ii. You can drag any of these handles vertically, horizontally or diagonally to resize the table. All cells that do not have exact dimensions (specified in pixels), will be resized evenly to accommodate the new table size.

11.12 Formatting Tables with CSS Classes

CSS class provides an easy and consistent way for formatting tables. In order to use the CSS Class, you have to first create the table and then open the Table Properties dialog to apply the predefined CSS class.

To apply a CSS class to a table or an individual cell, you need to do the following:

i. Click the table/cell. Right-click to open the context menu.

ii. From the menu, click "Set Table/Cell Properties" to open the "Table/Cell Properties" dialog tab.

iii. Select the CSS class from the dropdown list at the bottom of the dialog.

iv. Click the **[Update]** button.

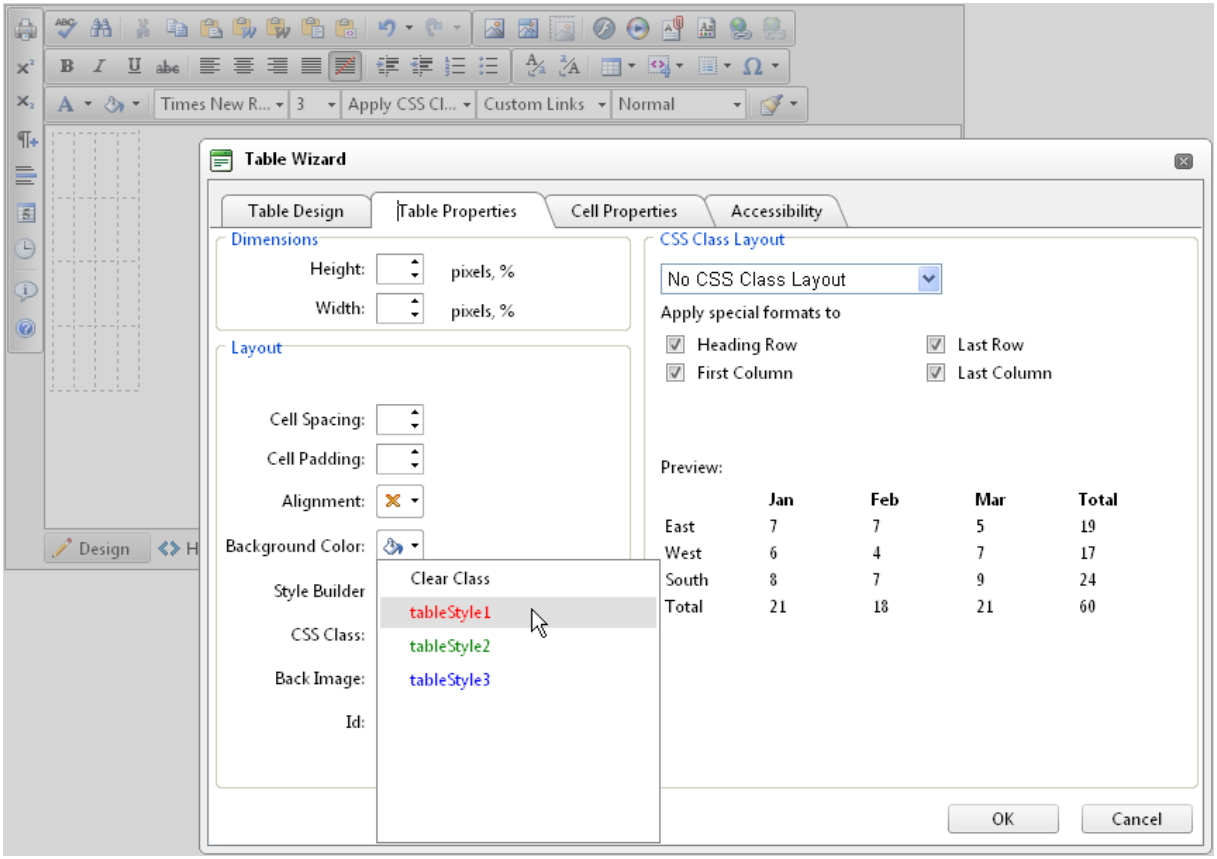


Figure 35. Table Properties Tab of Table Wizard dialog with expanded CSS Class dropdown

12 CREATING BULLETED/NUMBERED LISTS

To create bulleted or numbered lists, do the following:

i. Select the text that you want to convert to a bulleted/numbered list.

ii. Click the **[Bulleted/Numbered list]** button / on the toolbar.

iii. Press **[Enter]** to create a new list item.

iv. Press **[Ctrl+Enter]** to end the list.

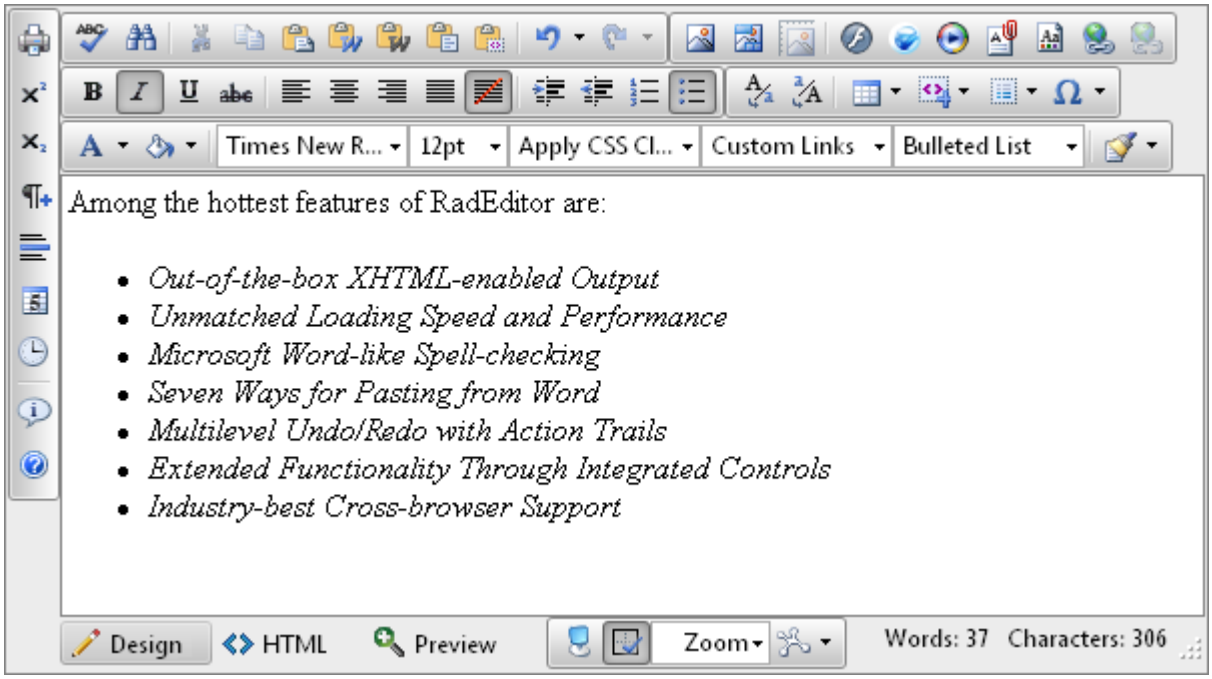


Figure 36. Unordered list content in RadEditor

v. Click the **[Indent] or [Outdent]** buttons / to create an inner level of numbering or bullets.

13 INSERTING SPECIAL CHARACTERS (€, ®, ©, ±, Ë, etc.)

To insert a special character, do the following:

i. Select the place where you want to insert a special character.

ii. Click the **[Insert Special Character]** button .

iii. Click to select the respective character in the dropdown list.

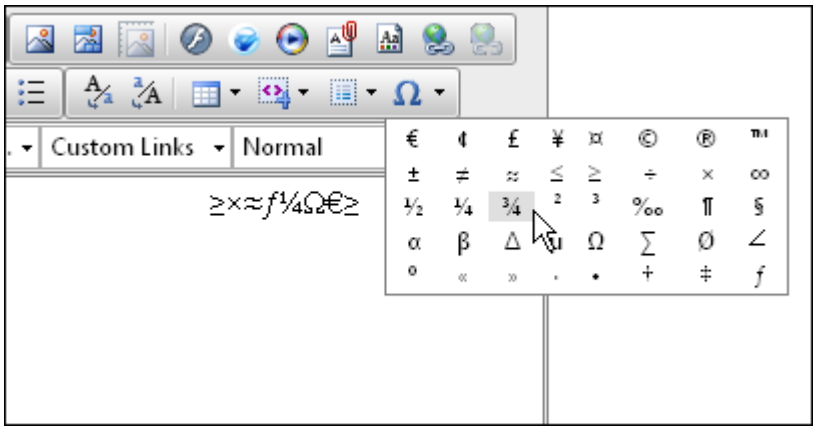


Figure 37. Expanded Insert Symbol dropdown

14 WORKING WITH IMAGES

The Image Manager dialog allows you to 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 (if you are given permissions to upload in the respective folder. Please contact the developer of your application for details about the given permissions.)
- generate thumbnails of the uploaded images (if you are given permissions to generate thumbnails. Please contact the developer of your application for details about the given permissions.)
- create new sub-folders (if you are given permissions to create sub-folders in the respective folder. Please contact the developer of your application for details about the given permissions.)

- delete files and folders (if you are given permissions to delete in the respective folder. Please contact the developer of your application for details about the given permissions.)

14.1 Inserting an Image from the Web-Server

i. Position the cursor at the place where you need to insert the image.

ii. Click the **[Image Manager]** button from the toolbar. A dialog box appears.

iii. To go to a new subfolder, double-click its name or use the Treeview control to expand the parent folder and access the available subfolder(s).

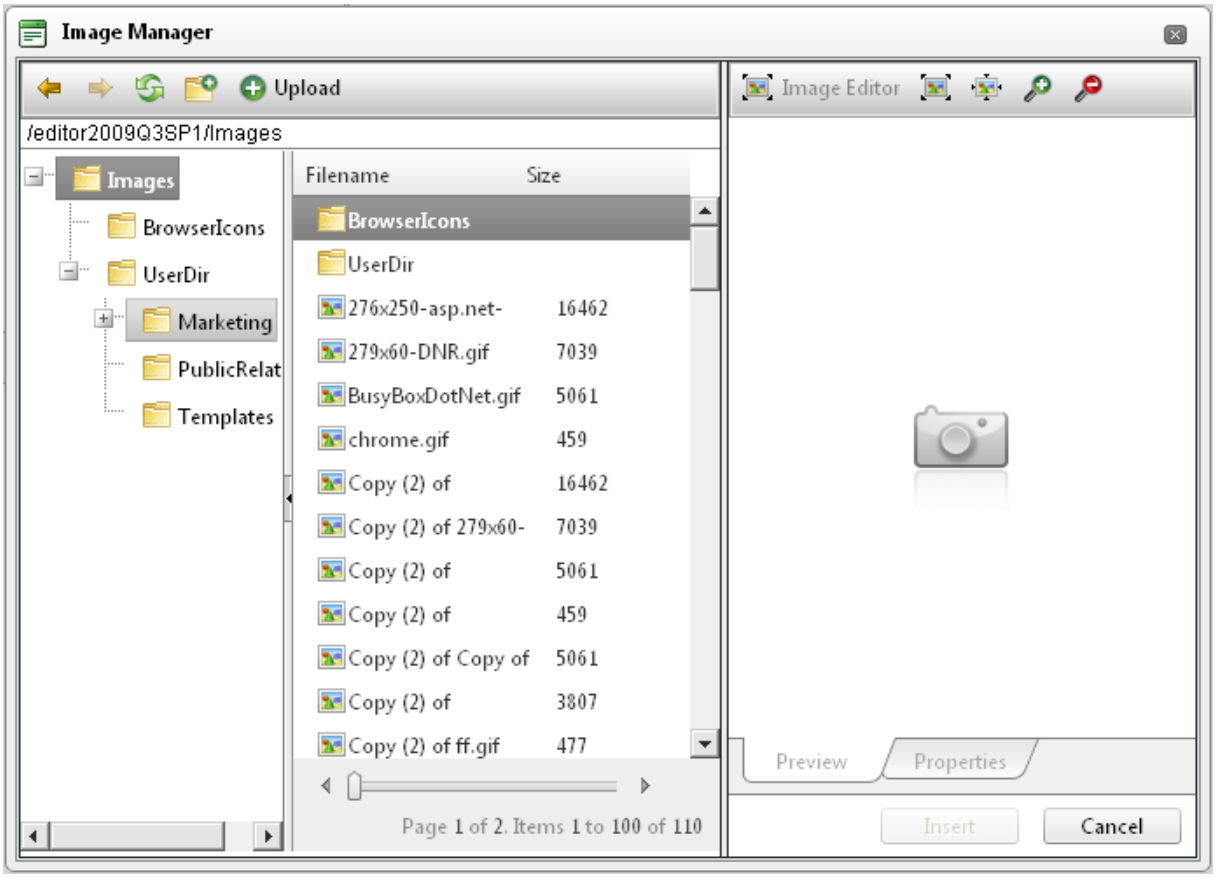


Figure 38. Image Manager dialog

iv. If the file browser lists more than 100 images use the paging slider to navigate to the rest of the pages:

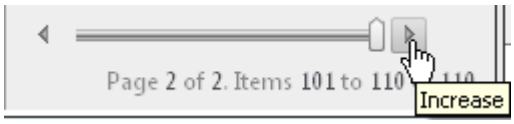


Figure 39. Page slider inside Image Manager dialog

v. Locate the image file that you want to insert and click it once. A preview of the image appears in the right-hand side of the dialog.

vi. To set the image properties of the selected image, navigate to the Properties tab (using Tab key or clicking on the Properties button). The Properties panel can be used to set ALT TEXT and LONG DESCRIPTION attributes of the inserted image, which is a requirement for producing accessible content.

vii. Click **[Insert]** to finish or **[Close]** to cancel the operation.

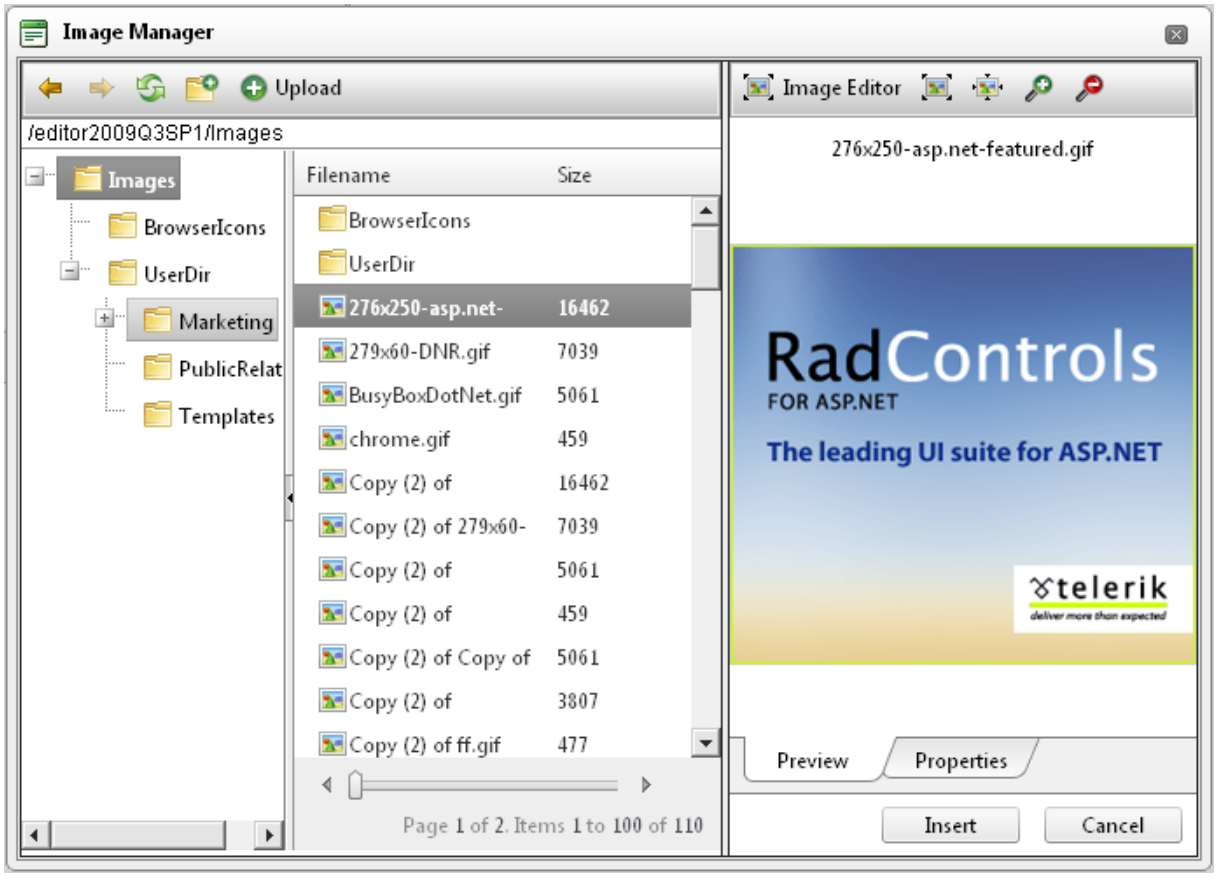


Figure 40. Image Manager dialog with selected image displayed in the preview panel

14.2 Uploading Images on the Web-Server

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

To upload new images 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. Click the **[Upload]** button on the toolbar.

iv. Click **[Select]** to select an image from your computer. The multiple file upload controls allow you to upload multiple images files simultaneously.

v. Click **[Upload]**.

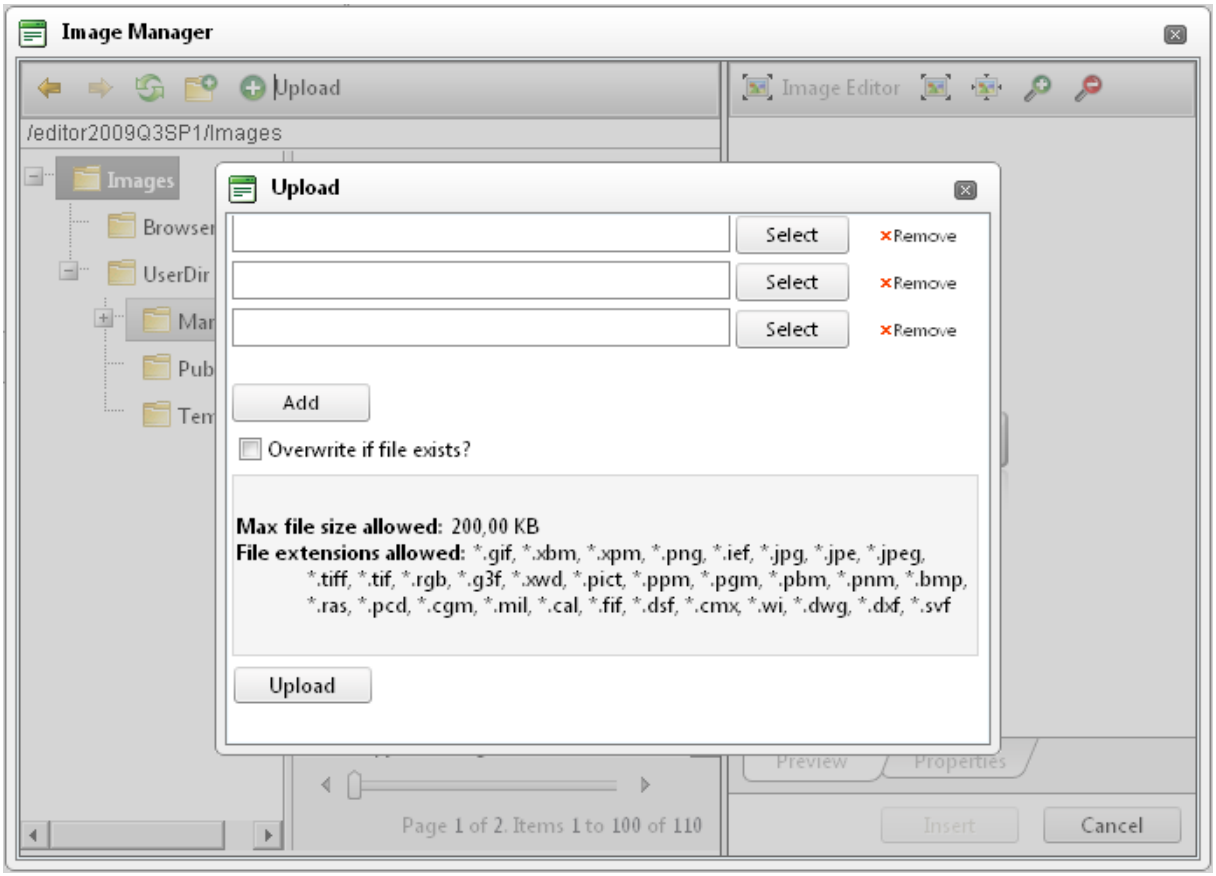


Figure 41. Upload dialog inside Image Manager

14.3 Image Editor dialog

The Image manager includes an Image Editor, which provides the ability to **Resize**, **Flip**, **Rotate**, **Crop**, **Rename, Add text**, **Insert image , Print** and set the **Opacity** of the selected image. To access this dialog select an image in the Image Manager, and click on the Image Editor button placed in the Preview panel.

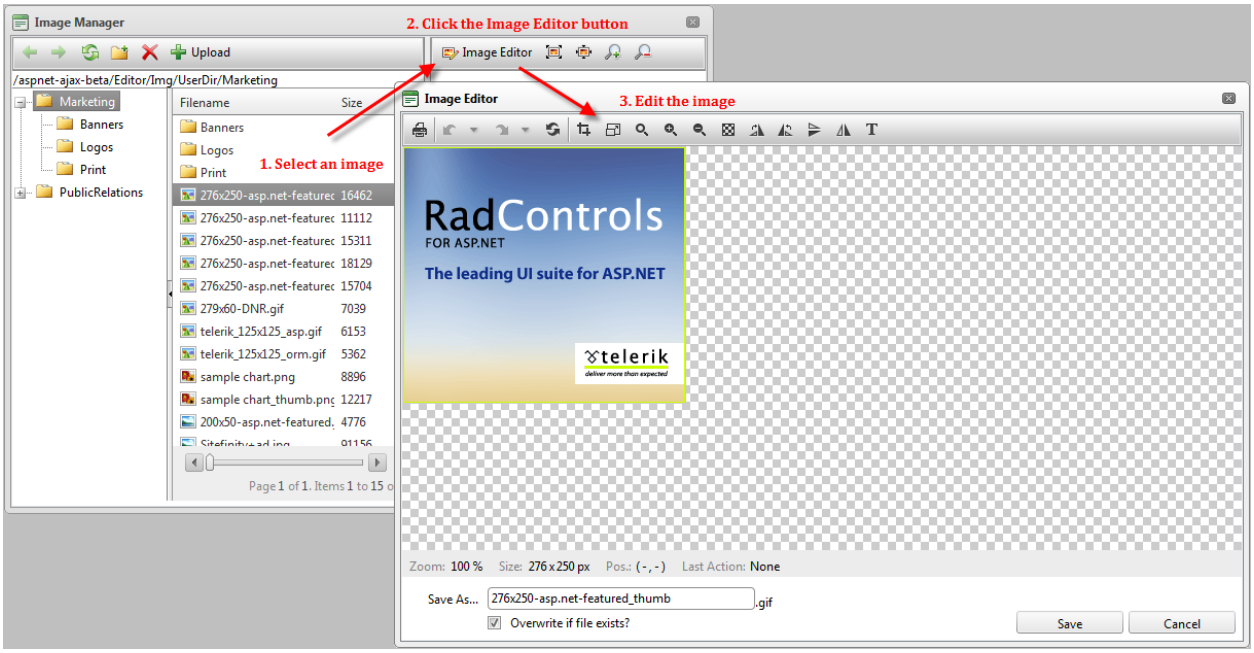


Figure 42. Image Editor dialog open from Image Manager

14.4 Editing Image Properties

Once the image is inserted, you can manage its properties through the right-click Options context menu.

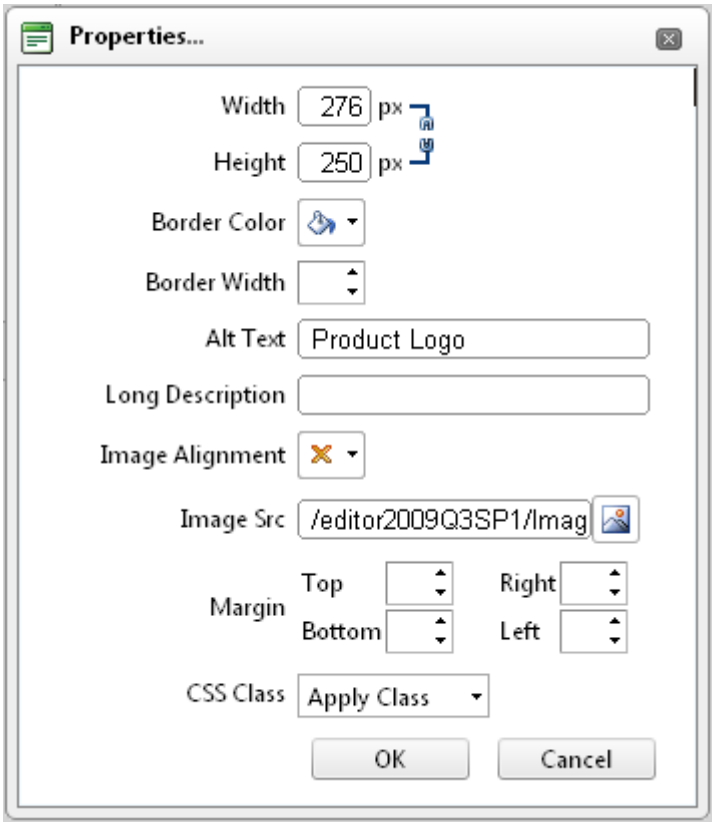


Figure 43. Set Image Properties dialog with populated fields of a selected image

The image properties that can be managed are described below (the options may vary depending on the customization of the dialog):

i. **Border Width**
Specifies the width (thickness) of the image border. Select "No Border" to remove the border.

ii. **Border Color**
Specifies the color of the image border.

iii. **Image Alt Text**
Specifies the alternative text that 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 wraps around the image.

vi. **Margin**
Specifies the margin (distance to the top, to the left, to the right and to the bottom) between the image and the adjacent text/images.

vii. **Width**
Specifies a custom width for the image (you can constrain the proportions to avoid distortion). The image is not resampled or modified, but rather displayed with the specified width.

viii. **Height**
Specifies a custom height for the image (you can constrain the proportions to avoid distortion). The image is not resampled or modified, but rather displayed with the specified height.

ix. **CSS Class**
Specifies image CSS class and style. Only advanced users should use this property.

14.5 Editing Image Properties via the Insert Image dialog

i. Click on the image in the content area.

ii. Click the **[Insert Image dialog]** button . The "Insert Image" dialog will appear.

iii. Modify the image attributes (Image Src, Alt Text, Width and Height). Setting the Alt Text value is a requirement for producing accessible content.

iv. Click the "All Properties..." button to set additional properties through the Properties... dialog.

v. Click **[OK].**

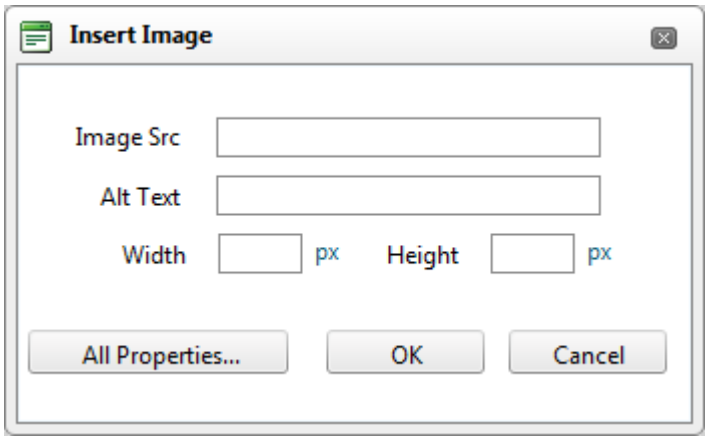


Figure 44. Insert Image dialog

14.6 Absolute Positioning

In some scenarios, you may want to position an image absolutely. This will make the image float freely so you can move it around the content with the mouse.

To set absolute positioning for a given image, simply select the image and click the **[Set Absolute Position]** button on the toolbar.

15 WORKING WITH FLASH ANIMATIONS

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", 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.

15.1 Inserting a Flash Animation from the Web-Server

i. Position the cursor at the place where you need to insert the Flash.

ii. Click the **[Flash Manager]** button from the toolbar. A dialog box appears.

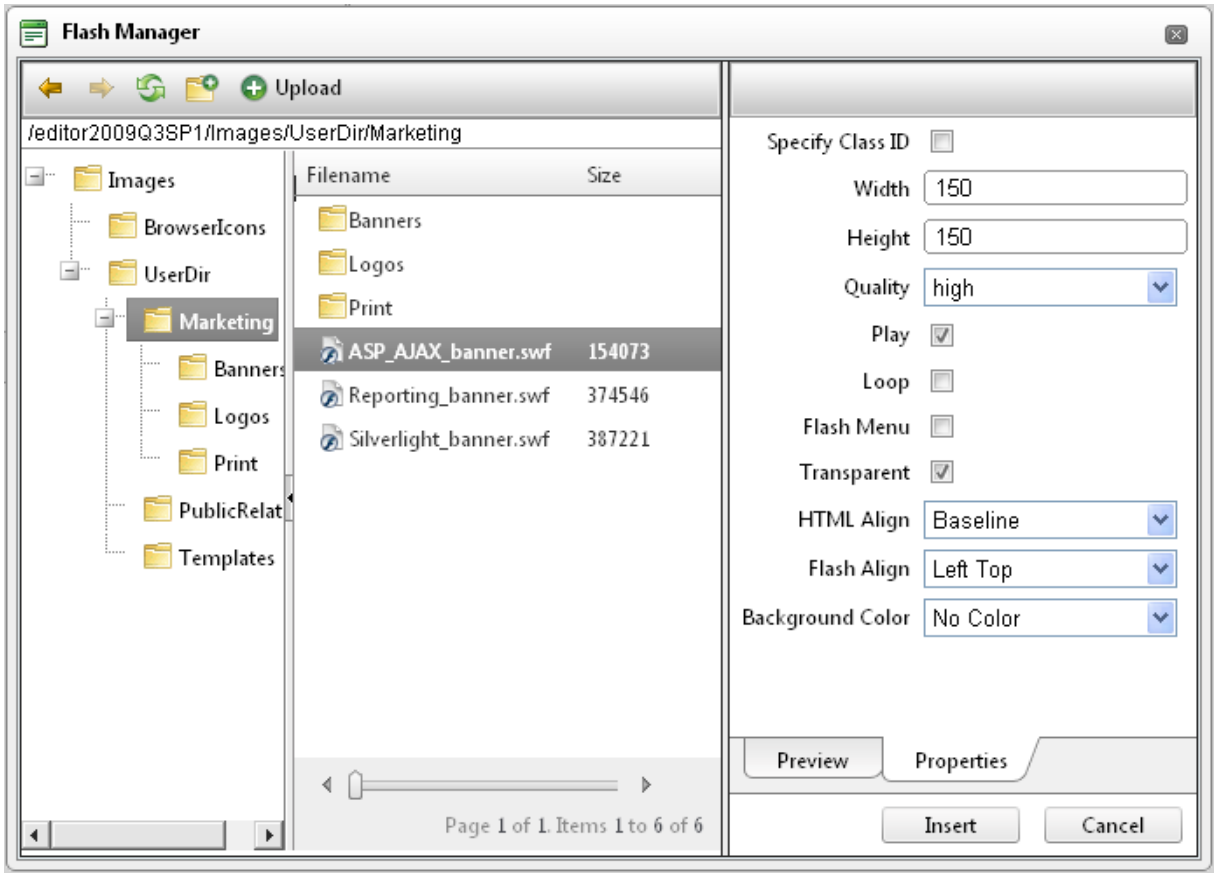


Figure 45. Flash Manager dialog

iii. Locate the Flash file that you want to insert and click to select it. The default Flash properties are displayed in the right-hand side of the dialog.

iv. Click the **[Preview]** tab to see a preview of the Flash animation. (Depending on the file size, this may take a while.)

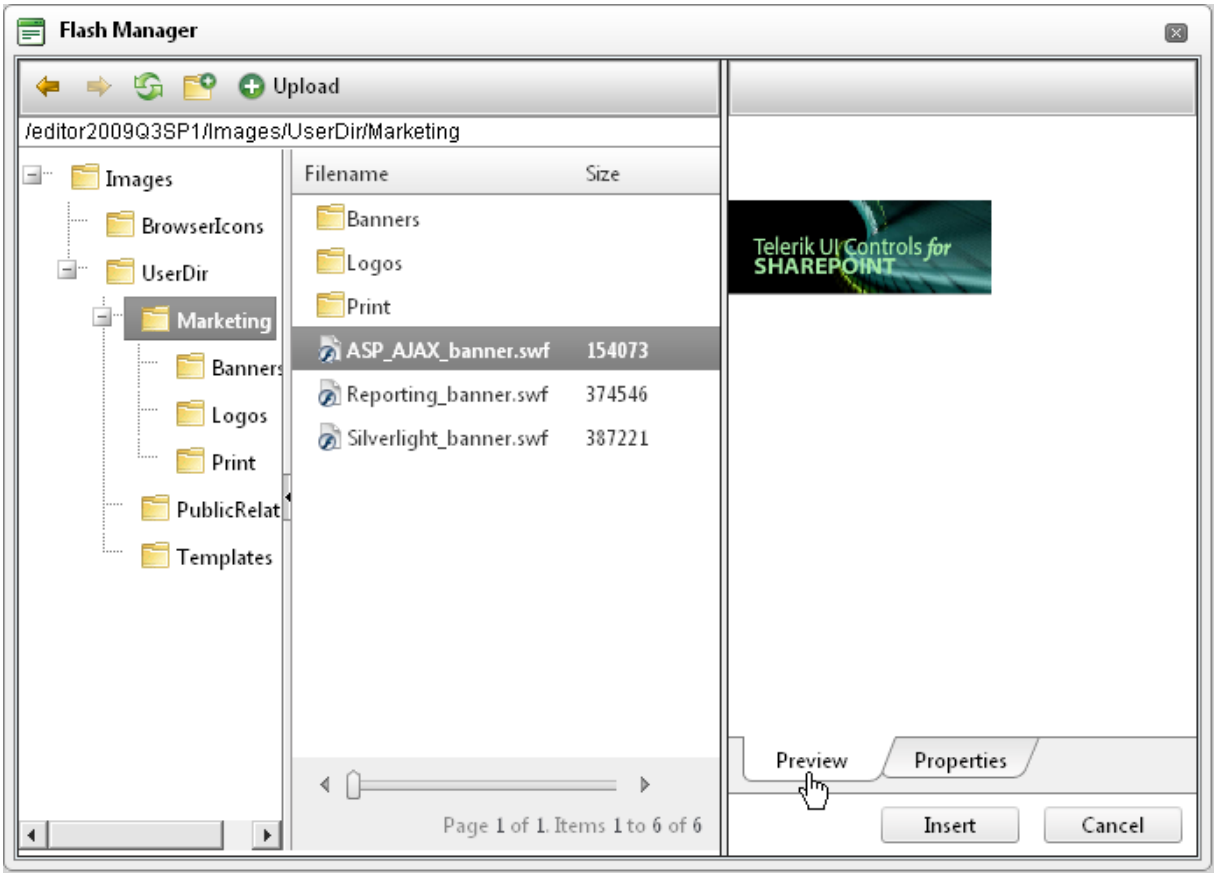


Figure 46. Flash Manager dialog with selected flash animation shown in the Preview panel

v. Click **[Insert]** to finish or **[Close]** to cancel the operation.

15.2 Uploading Flash Animations on 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 appears in the **File Browser** at the bottom of the file list in the current folder.

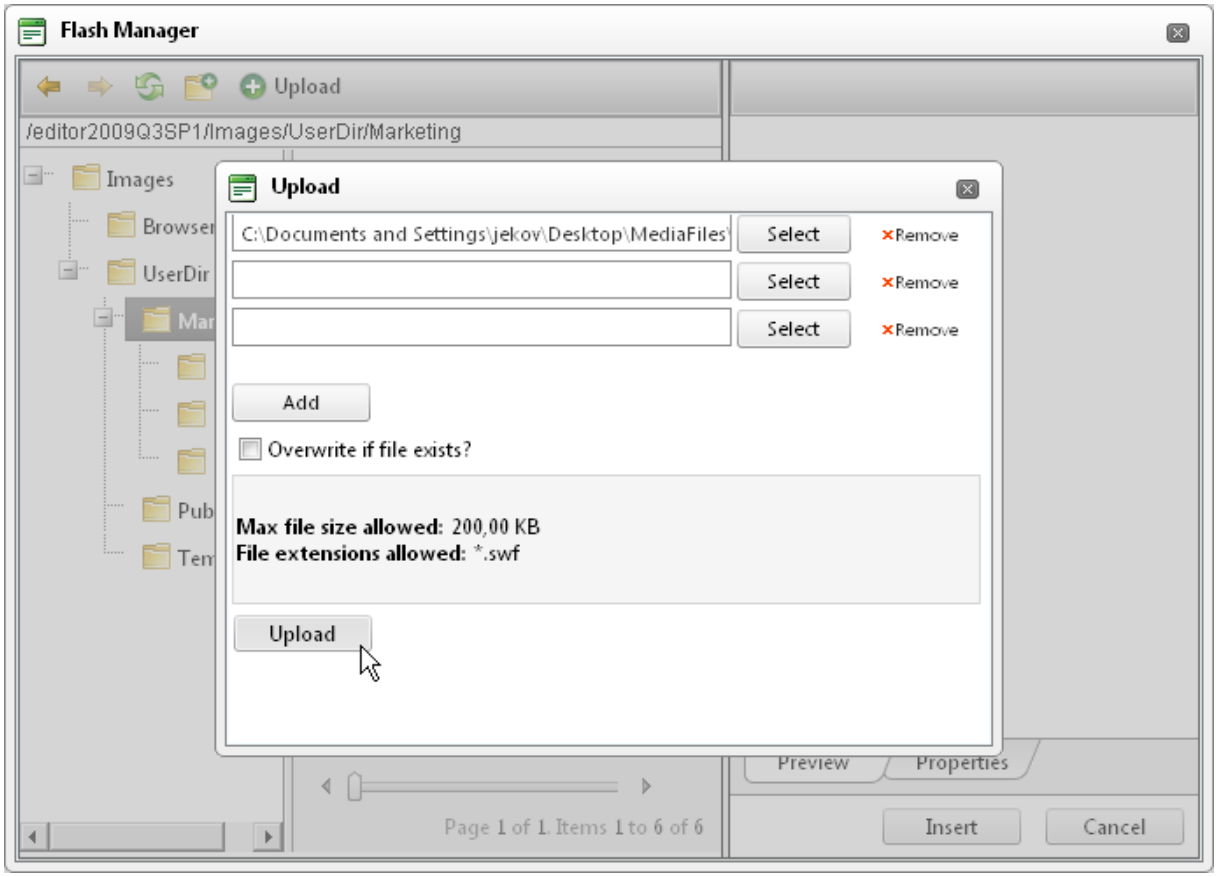


Figure 47. Upload dialog of Flash Manager

To upload new Flash animations on the web server, do the following:

i. Click the **[Flash Manager]** button to open the dialog.

ii. Navigate to the folder in which you want to upload the Flash.

iii. Click the **[Upload]** button.

iv. Click the **[Select]** button to select a Flash animation from your computer. The multiple file upload controls allow you to upload multiple flash files simultaneously.

v. Click **[Upload]**.

15.3 Setting Flash Properties

Once a Flash animation is inserted, you can manage its properties. Click the Flash animation to open the **[Flash Manager]** again. The properties pane in the right-hand side of the dialog loads the properties of the current animation and allows you to change them.

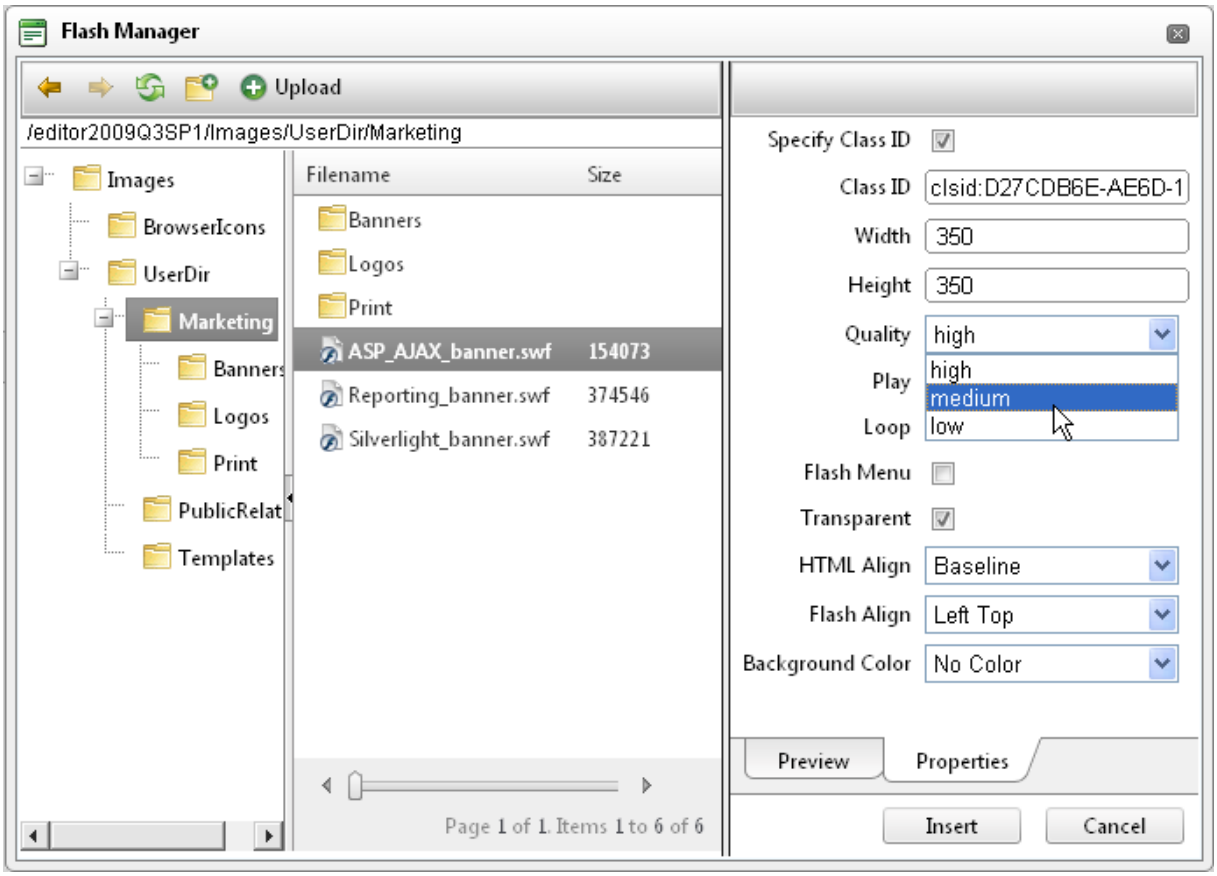


Figure 48. Selected Flash file properties populated in Properties panel of Flash manager

16 WORKING WITH SILVERLIGHT ANIMATIONS

Working with Silverlight animations is quite similar to working with images. The "Silverlight Manager" allows you to perform almost the same tasks as the "Image Manager" and “Flash Manager”.

16.1 Inserting a Silverlight Animation from the Web-Server

vi. Position the cursor at the place where you need to insert the Silverlight animation.

vii. Click the **[Silverlight Manager]** button from the toolbar. A dialog box appears.

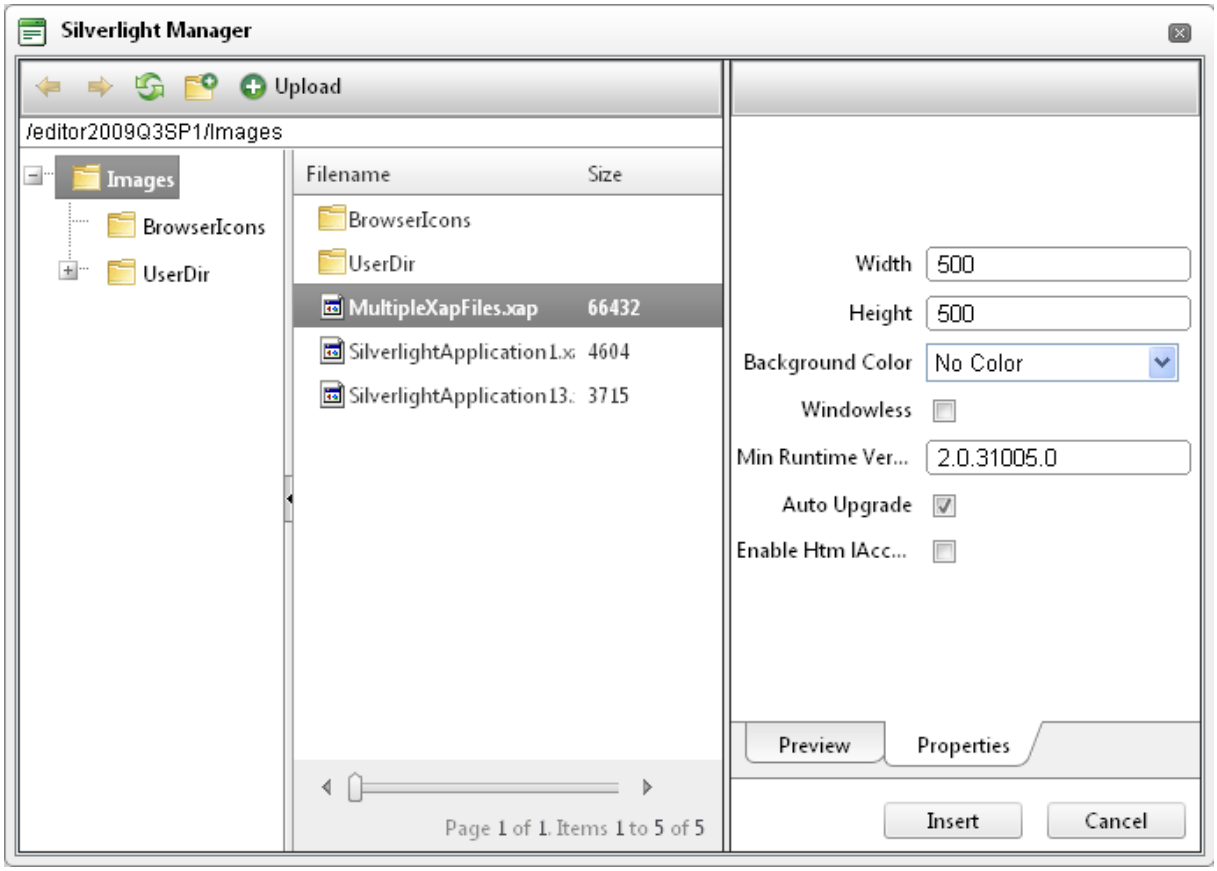


Figure 49. Selected Silverlight animation properties in Silverlight manager

viii. Locate the Silverlight XAP file that you want to insert and click to select it. The default Silverlight properties are displayed in the right-hand side of the dialog.

ix. Click the **[Preview]** tab to see a preview of the Silverlight file. (Depending on the file size, this may take a while.)

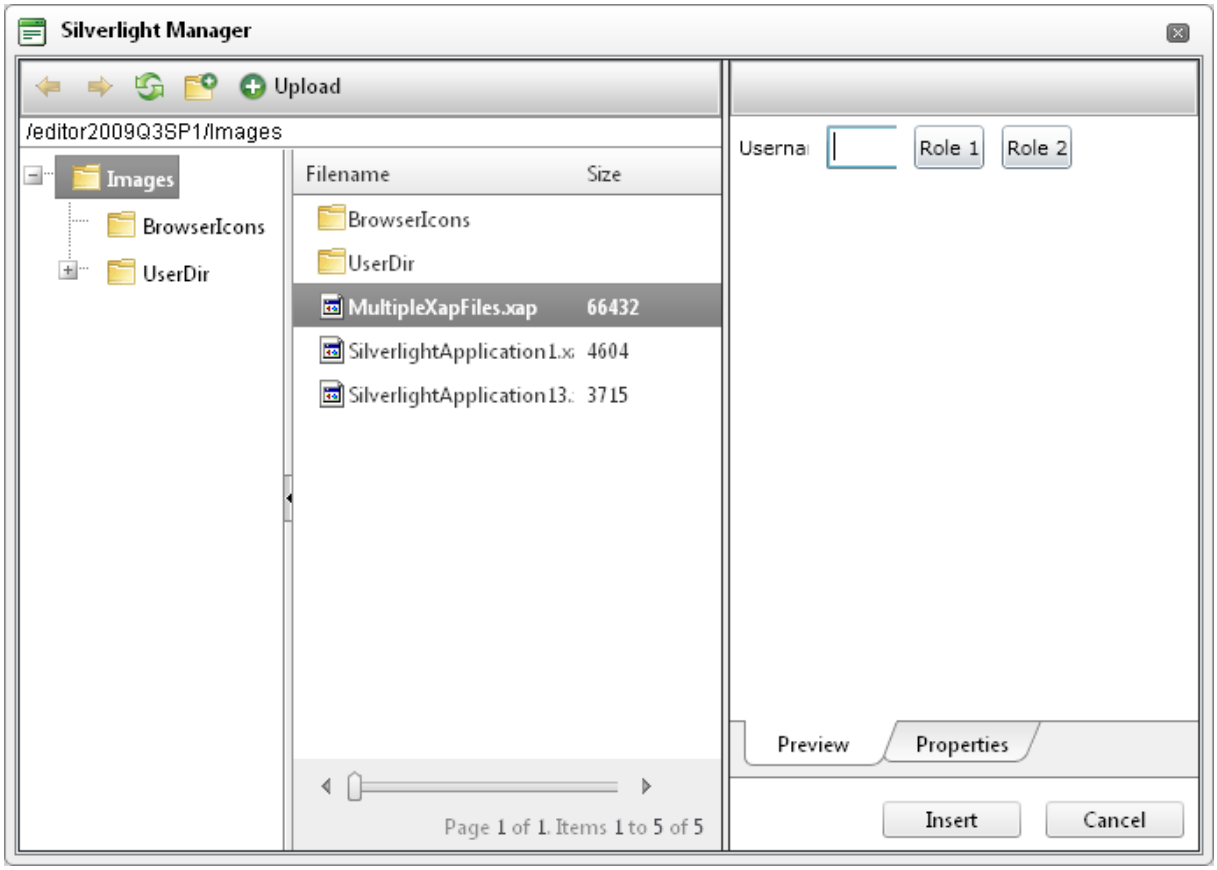


Figure 50. Silverlight Manager dialog with selected Silverlight animation shown in the Preview panel

x. Click **[Insert]** to finish or **[Close]** to cancel the operation.

16.2 Uploading Silverlight Animations on the Web-Server

You can use the "Silverlight Manager" dialog to upload Silverlight XAP files from your computer to the web server. Once uploaded, the XAP file appears at the bottom of the file list in the current folder.

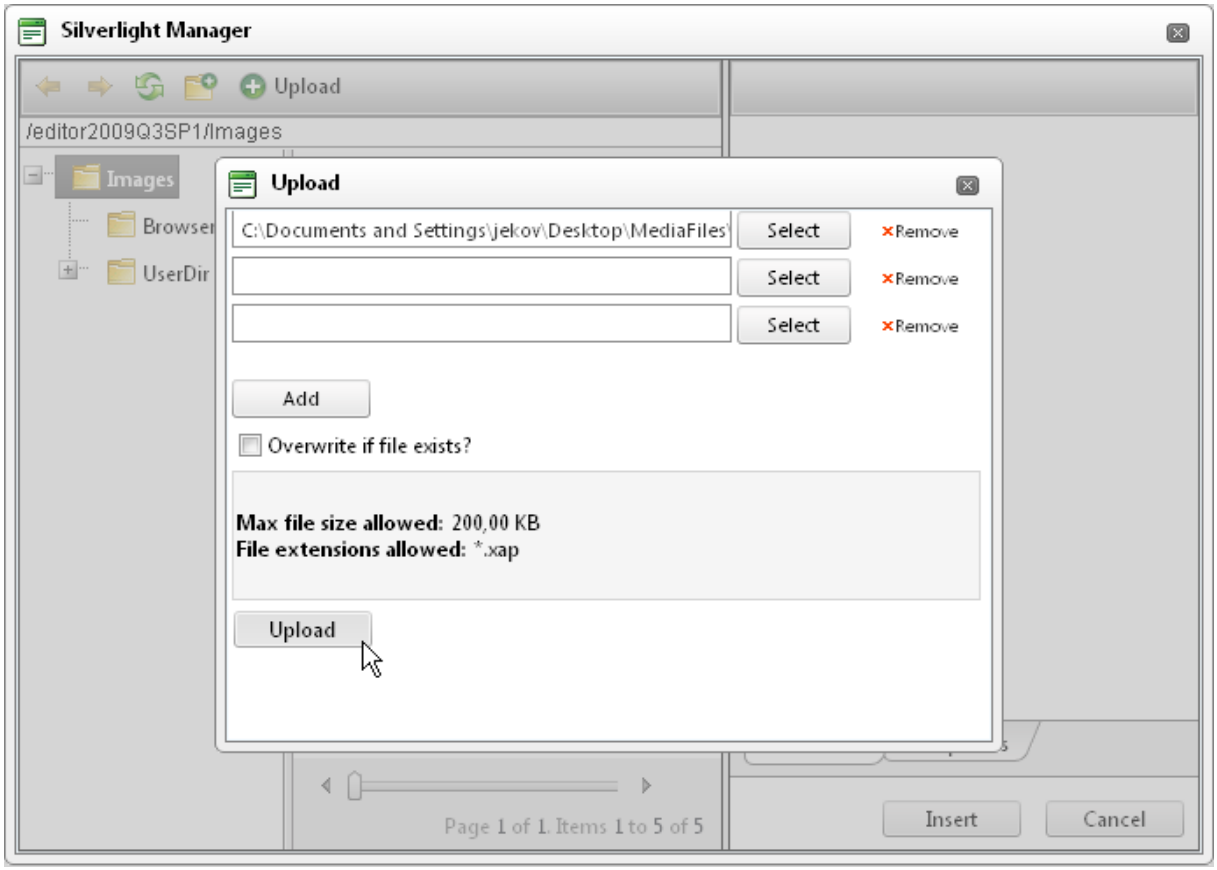


Figure 51. Upload dialog of Silverlight Manager

To upload new Silverlight files on the web server, do the following:

vi. Click the **[Silverlight Manager]** button to open the dialog.

vii. Navigate to the folder in which you want to upload the Silverlight.

viii. Click the **[Upload]** button.

ix. Click the **[Select]** button to select a XAP file from your computer. The multiple file upload controls allow you to upload multiple Silverlight files simultaneously.

x. Click **[Upload]**.

16.3 Setting Silverlight Properties

Once a Silverlight object is inserted, you can manage its properties. Click the Silverlight animation to open the **[Silverlight Manager]** again. The properties pane in the right-hand side of the dialog loads the properties of the current animation and allows you to change them.

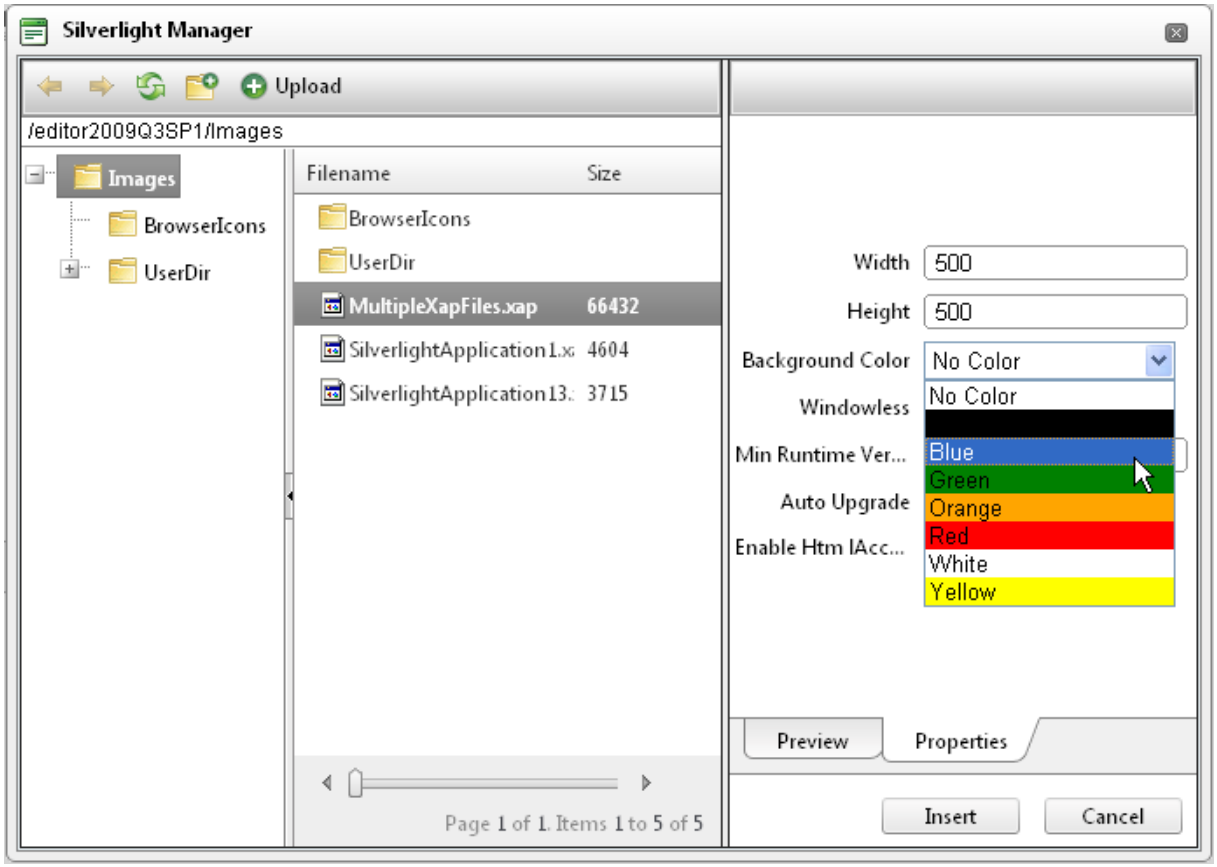


Figure 52. Highlighted Properties panel in Silverlight manager

17 WORKING WITH WINDOWS MEDIA

Working with Windows Media files is quite similar to working with images and Flash. The "Media Manager" allows you to perform the same tasks as the "Flash Manager". This includes setting Media-specific properties like display size, rate, etc.

17.1 Inserting Windows Media from the Web-Server

i. Position the cursor at the place where you need to inset the Windows Media.

ii. Click the **[Media Manager]** button from the toolbar. A dialog box appears.

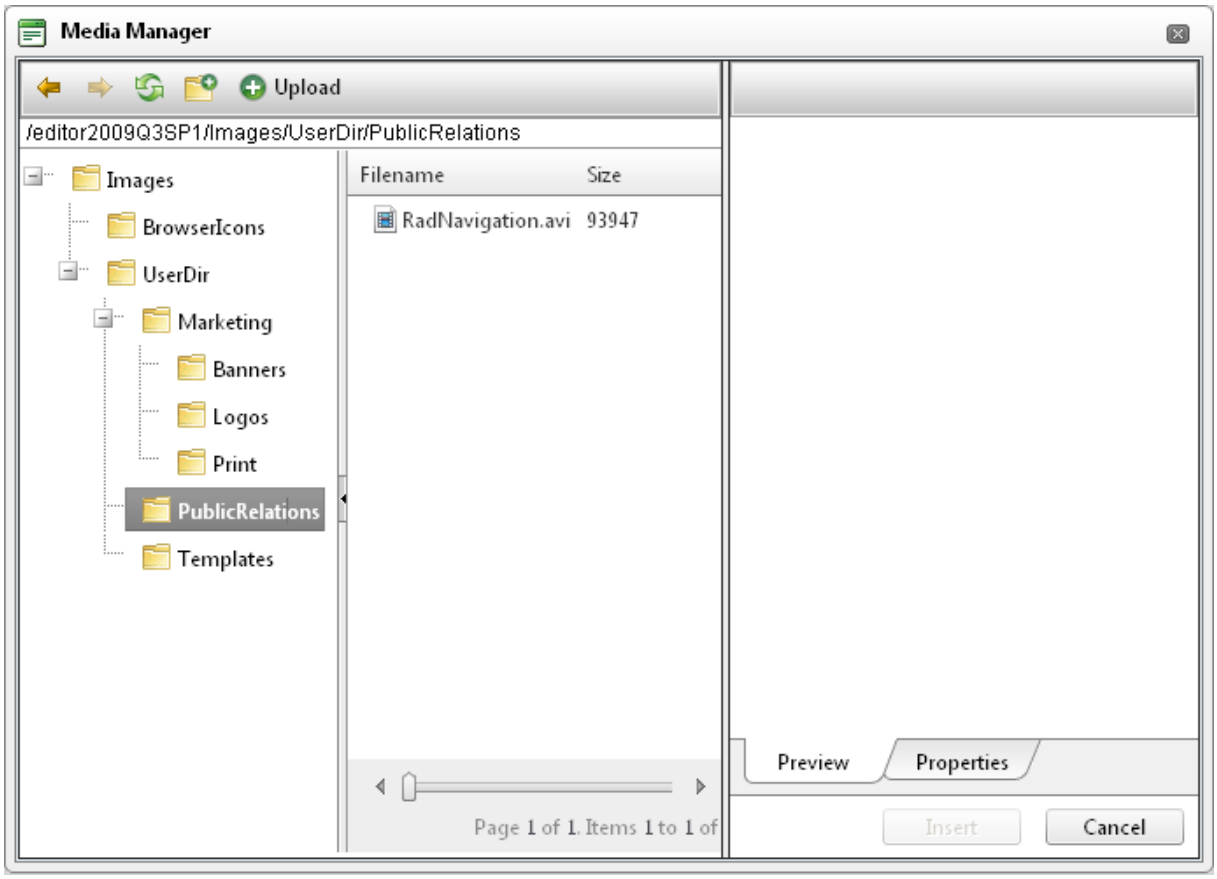


Figure 53. Media manager dialog

iii. Locate the Windows Media file that you want to insert and click to select. The default Windows Media properties display in the right-hand side of the dialog.

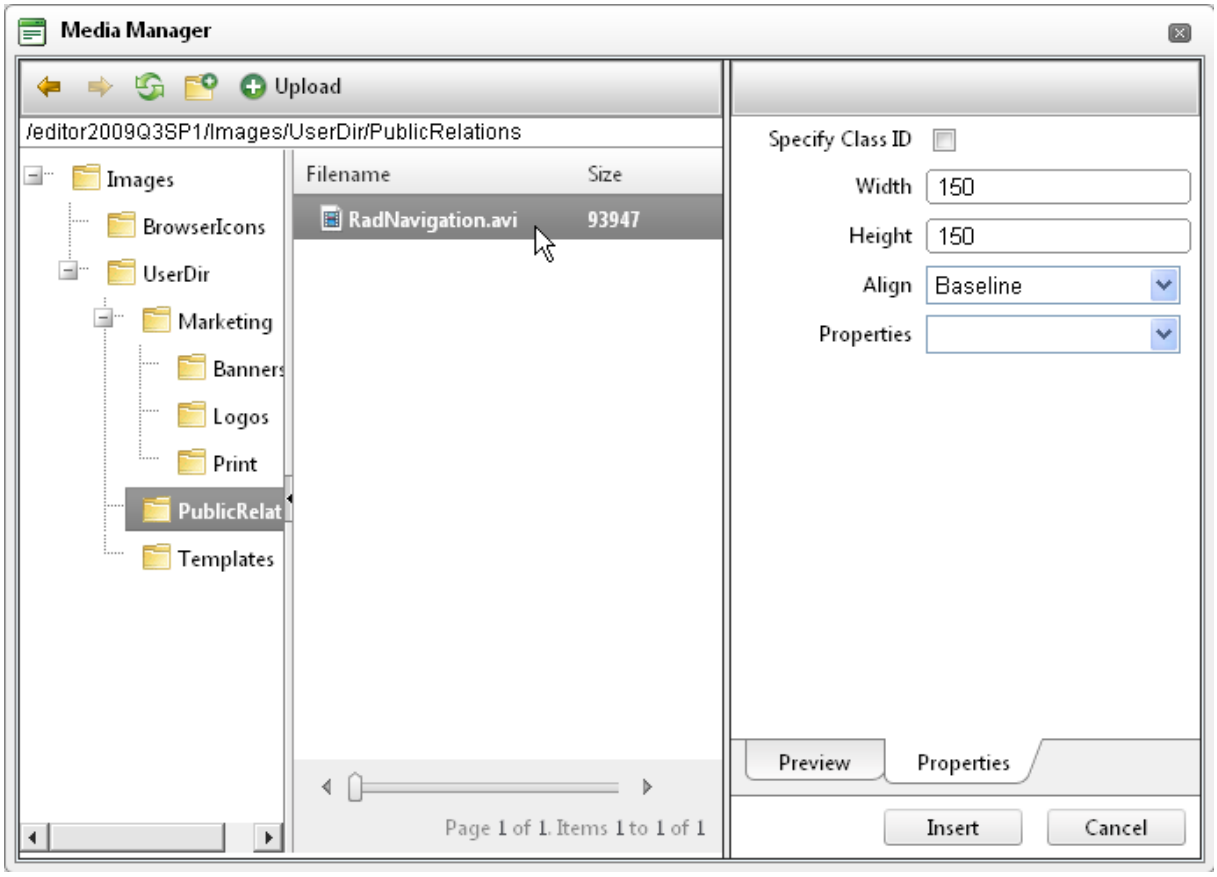


Figure 54. Displayed Video file properties in Media manager

iv. Select the **[Switch to Preview Mode]** checkbox to see a preview of the Windows Media. (Depending on the file size, this may take a while.)

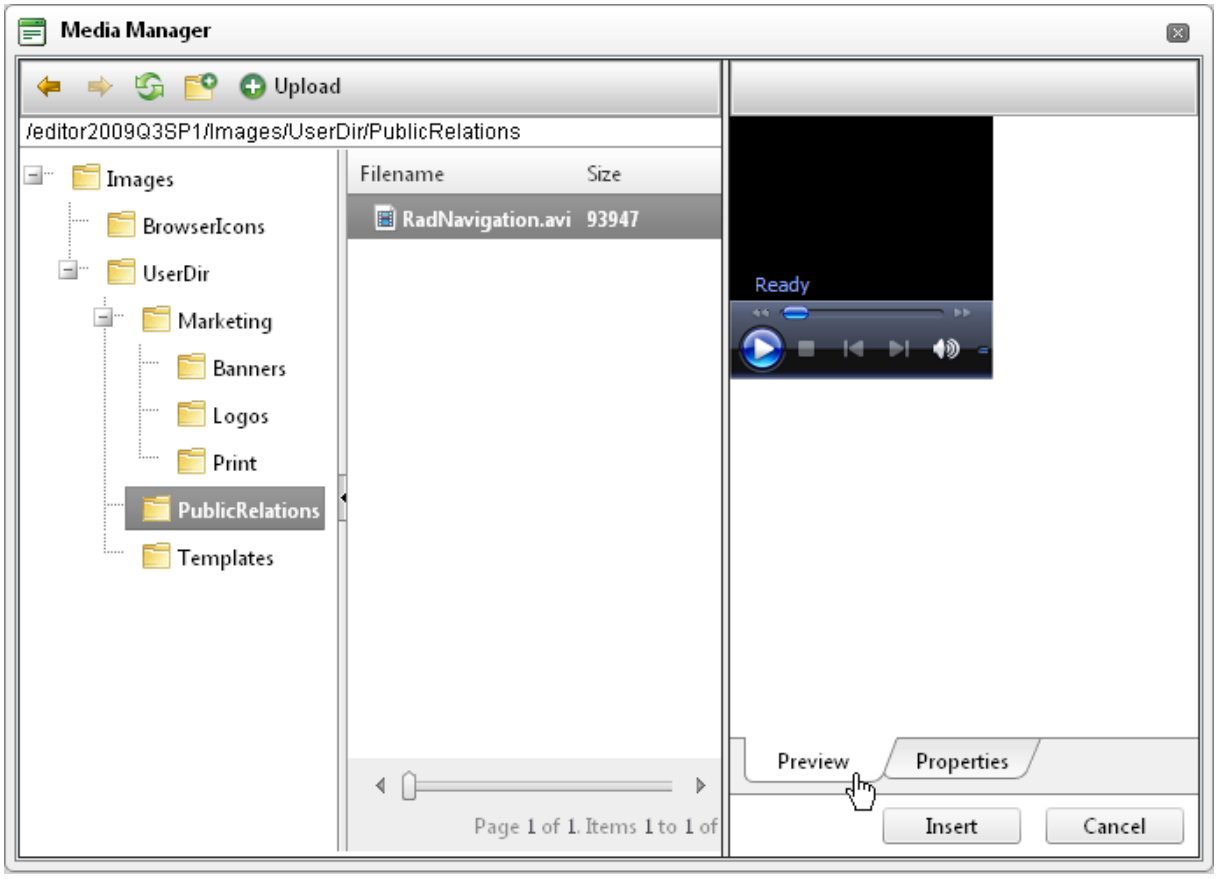


Figure 55. Video preview in Media manager

v. Click **[Insert]** to finish or **[Close]** to cancel the operation.

17.2 Uploading Windows Media on the Web-Server

You can use the "Media Manager" dialog to upload Windows Media from your computer to the web server. Once uploaded, the Windows Media appears in the **File Browser** at the bottom of the file list in the current folder.

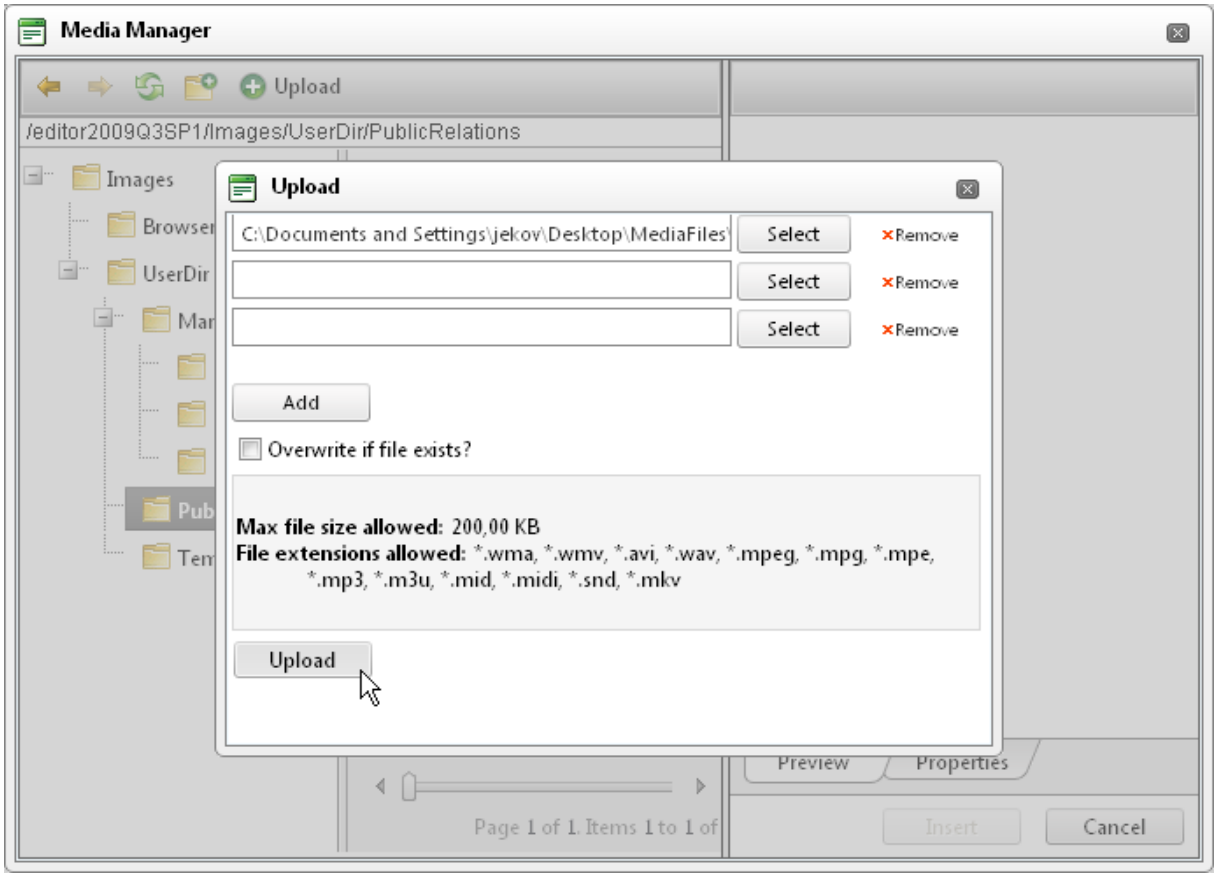


Figure 56. Upload dialog of Media manager

To upload a new Windows Media file on the web server, do the following:

i. Click the **[Media Manager]** button to open the dialog.

ii. Navigate to the folder in which you want to upload the Windows Media file.

iii. Click the **[Upload]** button.

iv. Click the **[Select]** button to select a Windows Media file from your computer.

v. Click **[Upload]**.

17.3 Setting Windows Media Properties

Once a Windows Media file is inserted, you can manage its properties. Click the Windows Media object and then open the **[Media Manager]** again. The properties pane in the right-hand side of the dialog loads the properties of the current media file and allows you to change them.

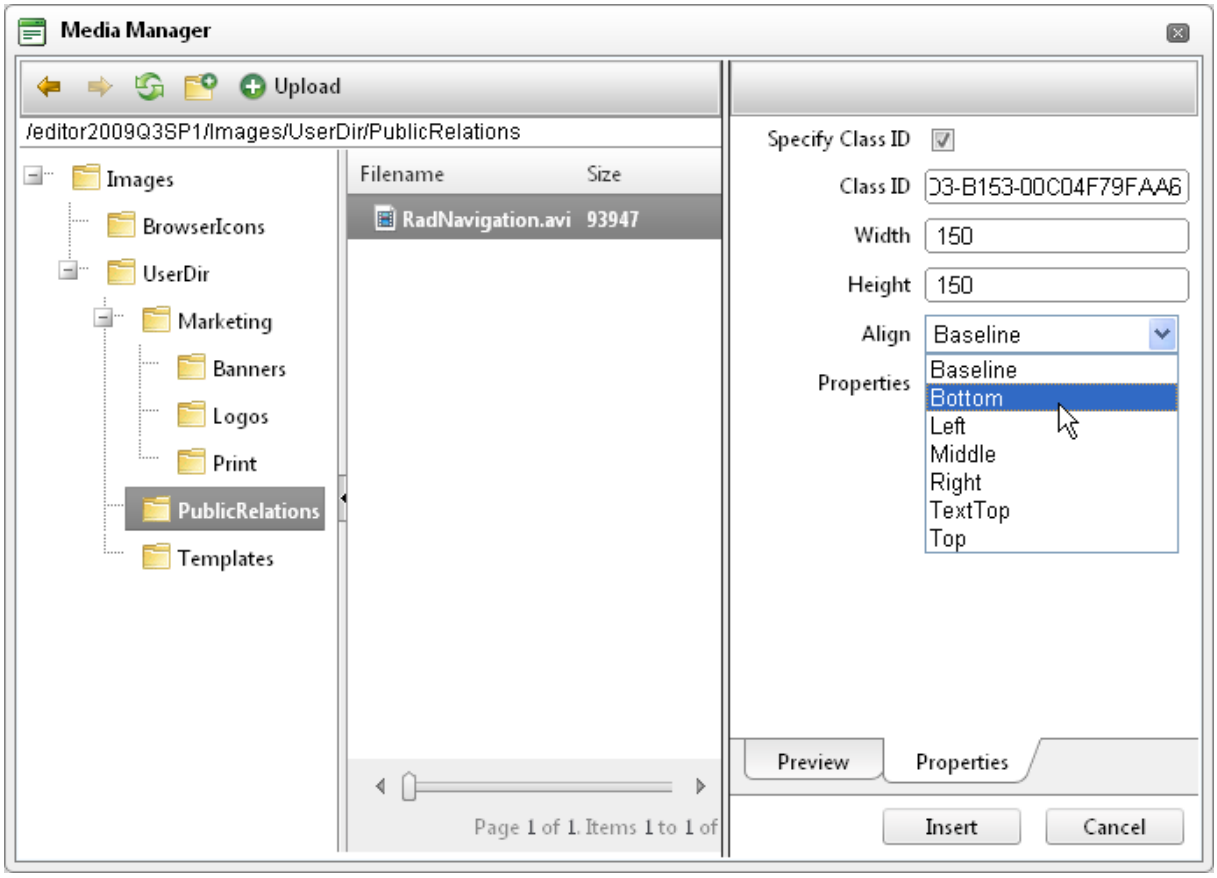


Figure 57. Setting selected video file properties in Properties panel in Media manager

18 Inserting YouTube and Vimeo videos

Starting from Q3 2011, the RadEditor for ASP.NET AJAX has a new dialog - **Insert External Video**, which provides the ability to easily embed a YouTube or a Vimeo stream providing just the URL.

Steps to insert a video:

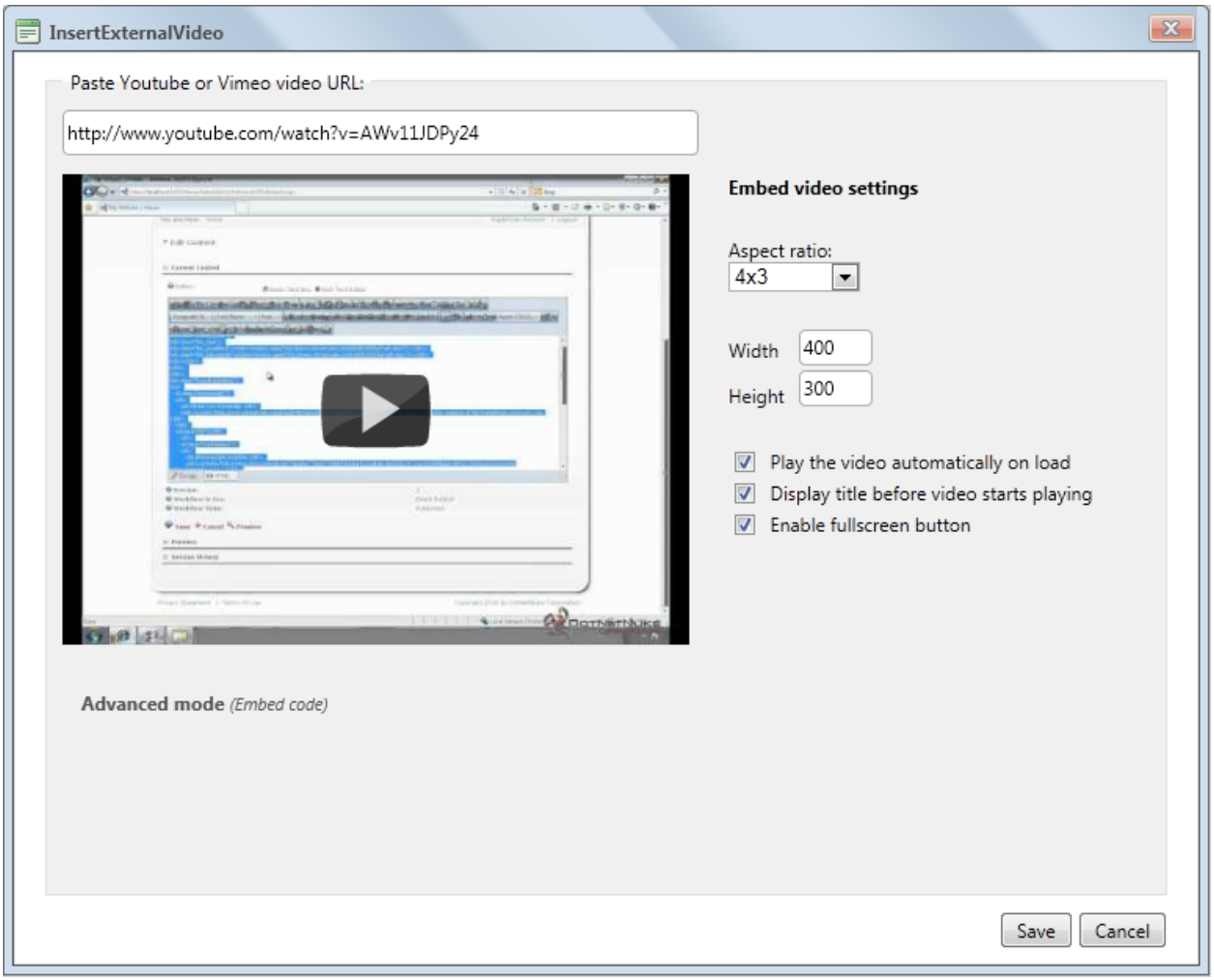
1. Open the Insert External Video dialog and paste the copied video link into the **Paste Youtube or Vimeo video URL** textbox, e.g. http://www.youtube.com/watch?v=AWv11JDPy24

2. To preview the video and enable the **Embed video settings** panel click outside of the textbox after you paste the URL.

3. It is possible to configure the video using the **Aspect ratio**, **Width** and **Height customization options**, as well as to choose whether the video will **play automatically on load**, to **display the video title before the playback starts**, and to **enable the full screen button**.

4. The **Advanced mode** section below the preview screen is expandable and contains the embed code of the video.

5. Once all settings are configured, press the Save button to insert the video in the content area.



19 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.

19.1 Inserting Documents

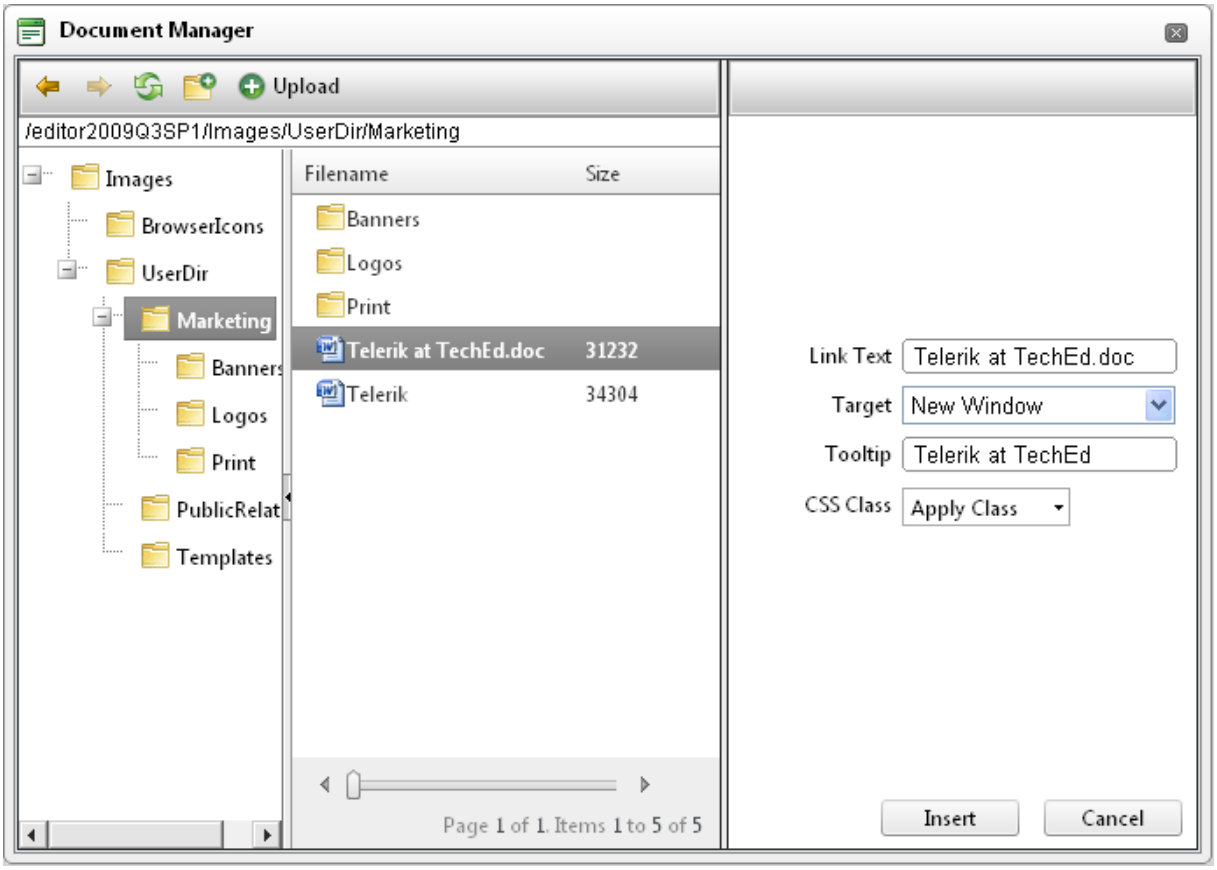


Figure 58. Document manager preview

i. (Optional) Select some text or an image that you want to set as the hyperlink to the document.

ii. Click the **[Insert Document]** button .

iii. A dialog opens to display a list of folders and documents that you are allowed to browse. Select the document you want to insert.

iv. (Optional) Type a tooltip. This is an Accessibility option as well. The tooltip will be read by the Windows Narrator.

v. (Optional) Select a target for the link.

vi. Click **[Insert]**. In case you have selected some text or an image in step (**i**), it becomes a hyperlink to the document. In case you have not, the name of the document appears at the cursor point and is set as a hyperlink to the document.

19.2 Uploading Documents on 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 **File Browser** at the bottom of the file-list in the current folder.

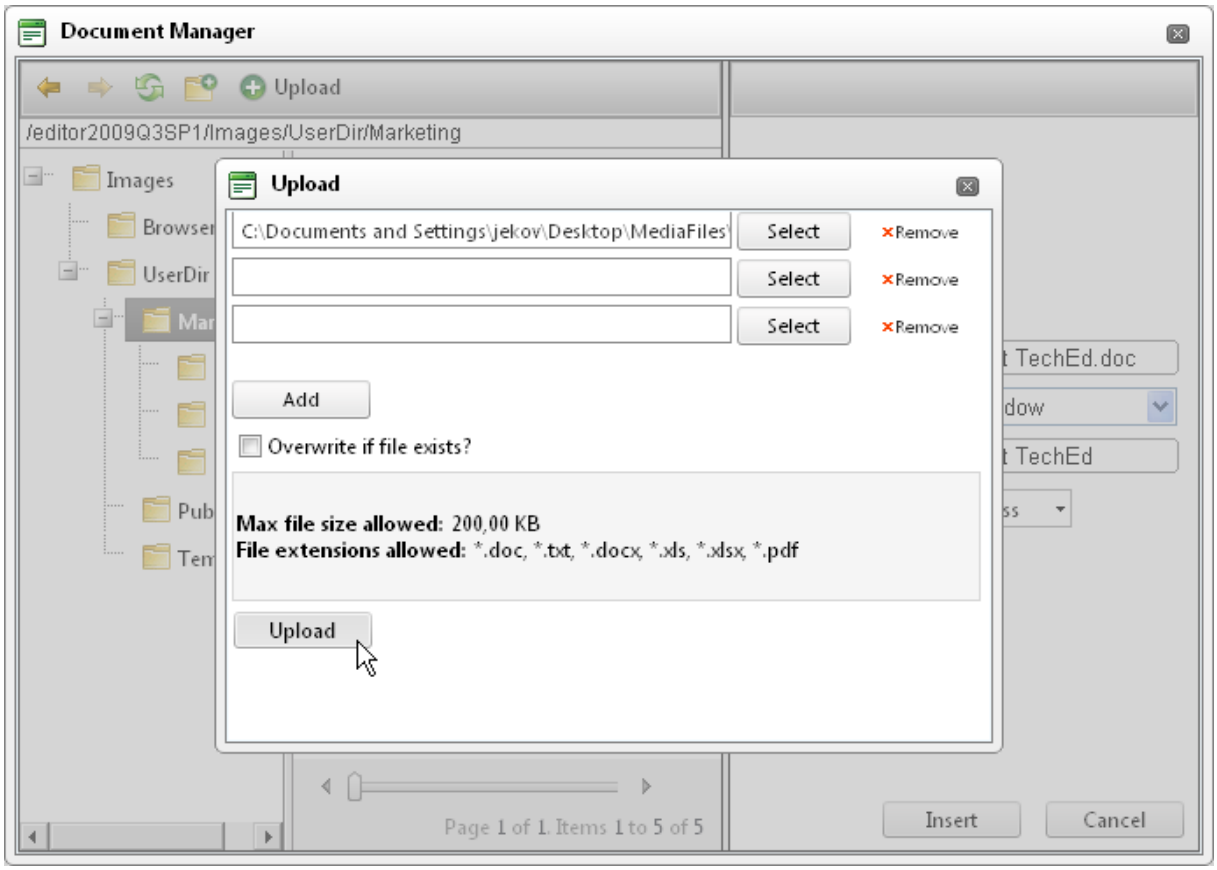


Figure 59. Upload dialog of Document manager

To upload new Document files on the web server, do the following:

i. Click the **[Document Manager]** button to open the dialog.

ii. Navigate to the folder in which you want to upload the Document.

iii. Click the **[Upload]** button.

iv. Click **[Select]** to select a Document file from your computer.

v. Click **[Upload]**.

20 WORKING WITH TEMPLATES

RadEditor allows you to insert external files (e.g. a file with pre-formatted tables, signatures, etc.) into the editable area. Those files are called Templates and can be in any format that your server will allow you to read. Templates are similar to code snippets the only difference being that they are obtained from individual files the user can browse, upload, delete, etc.

20.1 Inserting Templates

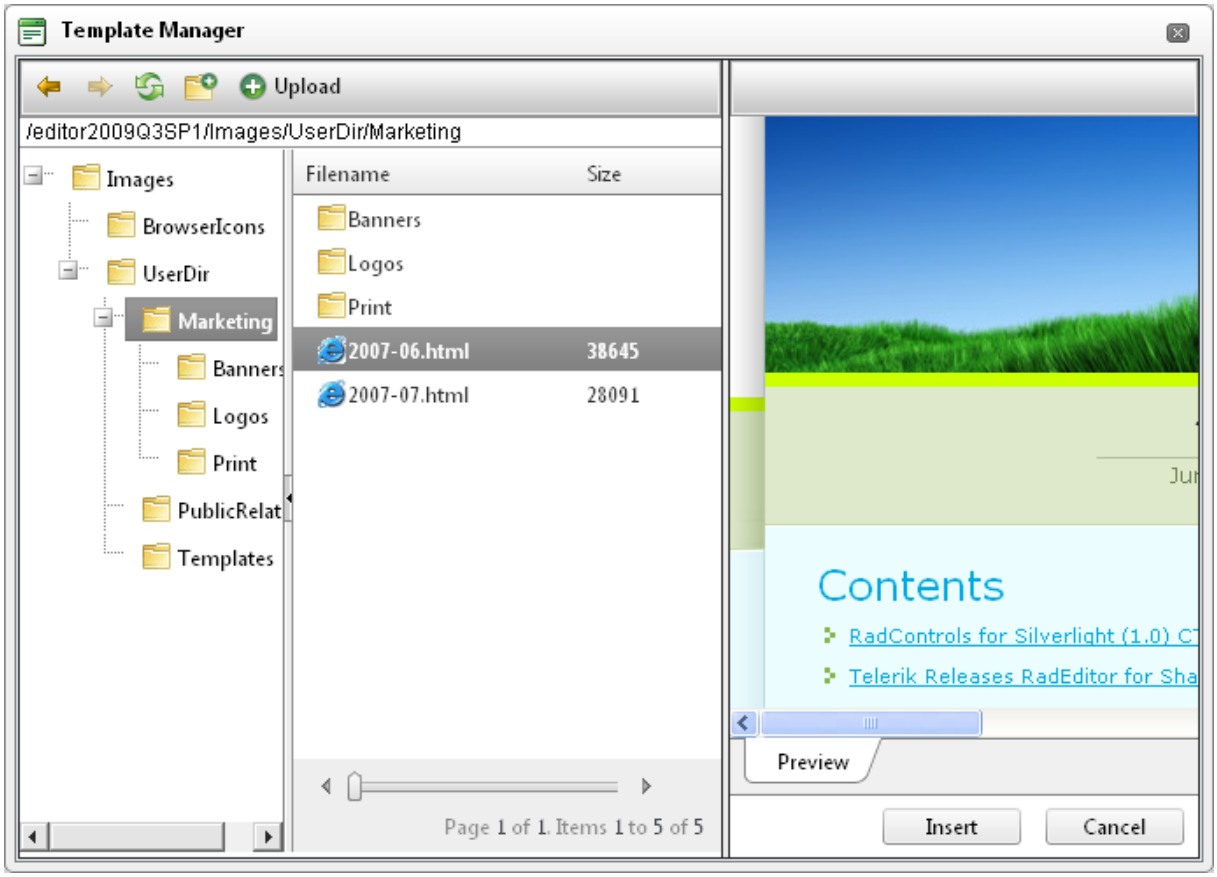


Figure 60. Template manager

Click the **[Insert Template]** button .

i. A dialog opens to display a list of folders and template files that you are allowed to browse. Select the file you want to insert. You see the preview of the file in the preview window.

ii. Click **[Insert]**. The template will be inserted in the editable area.

20.2 Uploading Templates

You can use the "Template Manager" dialog to upload template files from your computer to the web server. Once uploaded, the file appears in the **File Browser** at the bottom of the file-list in the current folder.

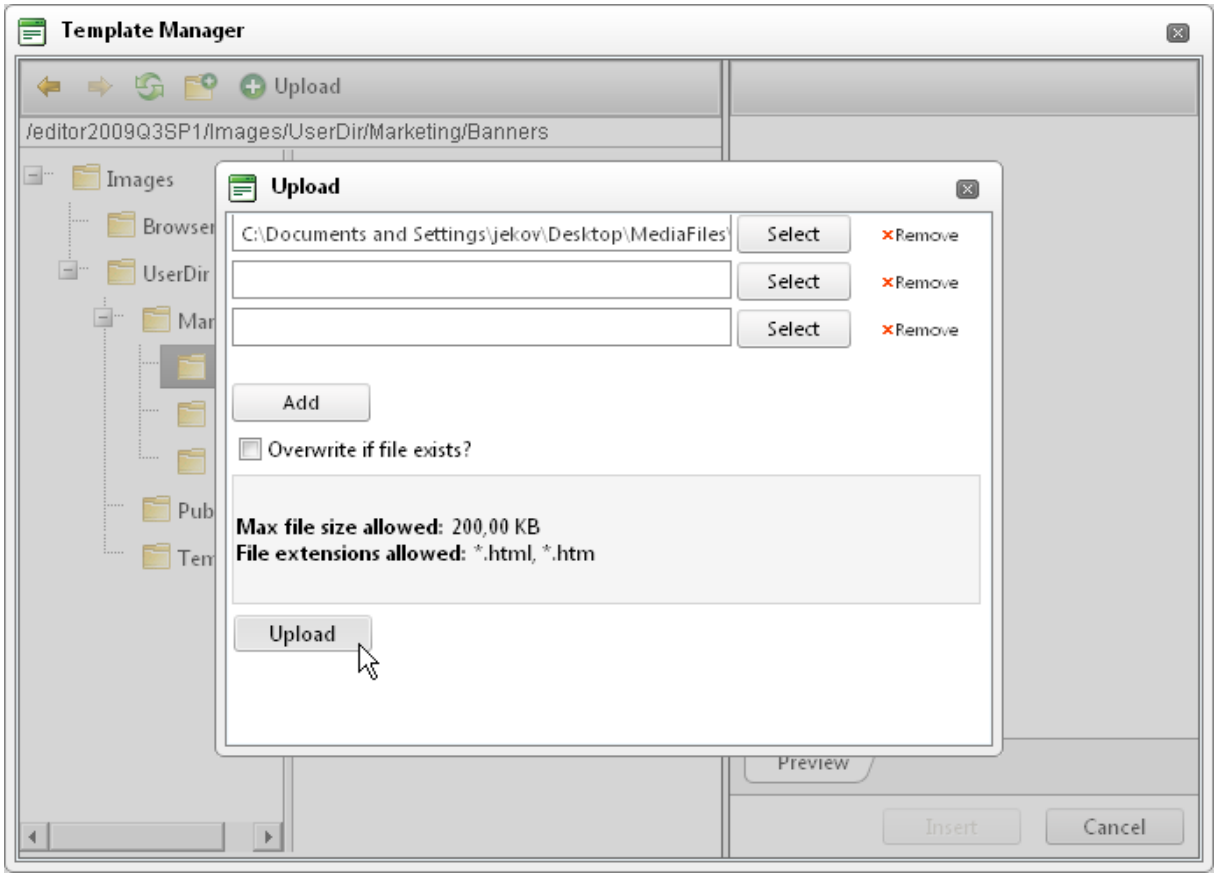


Figure 61. Upload dialog of Template manager

To upload a new template file on the web server, do the following:

i. Click the **[Template Manager]** button to open the dialog.

ii. Navigate to the folder in which you want to upload the template file.

iii. Click the **[Upload]** button.

iv. Click **[Select]** to select a template file from your computer.

v. Click **[Upload]**.

21 USING THE IMAGE MAP EDITOR

The Image Map allows you to create images containing one or more invisible regions which are linked to other pages, otherwise known as a hotspots.

Here are the steps to create steps to set image maps to an image:

i. Select an image in the content area and click on the Image Map button (you can also use the Image Map Editor to open, modify and insert an image file).

ii. Once the Image Map Dialog opens, you can create a hotspot in the opened image, select the shape type, click and drag within the image to set the size of the Image Map Area.

iii. You can also customize the newly created Image Map area from the provided Properties pane and set the URL to link the hotspot to another web page.

iv. Click OK to insert the modified image map in the content area.

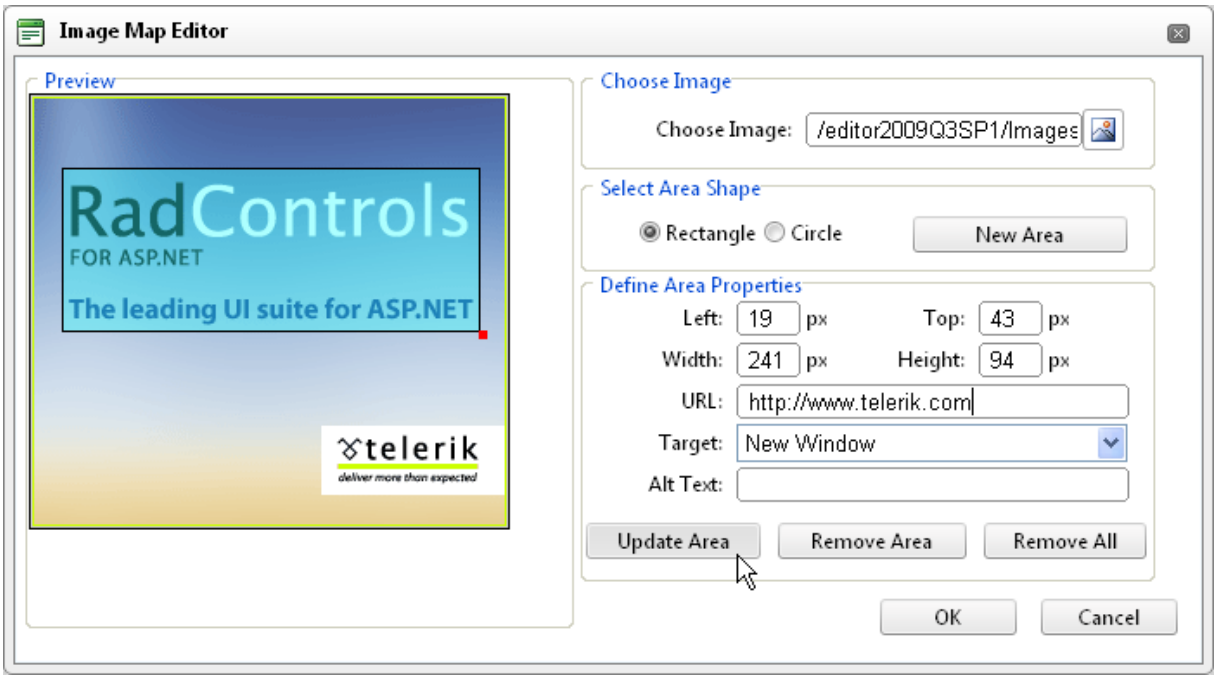


Figure 62. Image Map Editor Preview

22 USING THE TRACK CHANGES DIALOG

Track Changes dialog lets you compare two text blocks. The implementation would compare the initial content, which was in the editor when it was originally loaded on the page, with the current content, i.e. it allows the user to track the changes made during the editing process and before submitting content back to the server.

Here are the steps to set the current content as initial and to compare it with a subsequently entered and formatted content:

i. Press the [Set current content as initial] button to specify the initial content

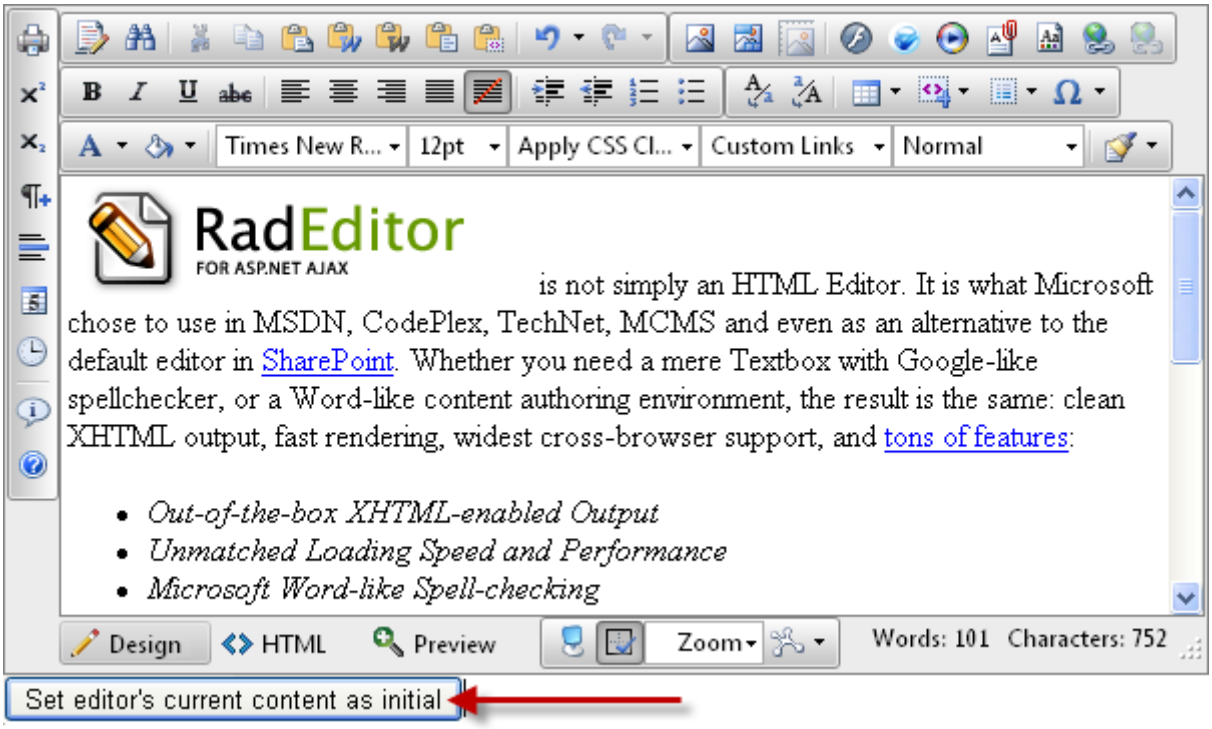


Figure 63 Set Initial Content button

ii. Enter, delete and format some content and once are ready press the track changes button to see the changes.

iii. The dialog displays text that was removed from the initial content in **red**, and text that was added during the editing in **green**. Text that remained unchanged retains its original formatting.

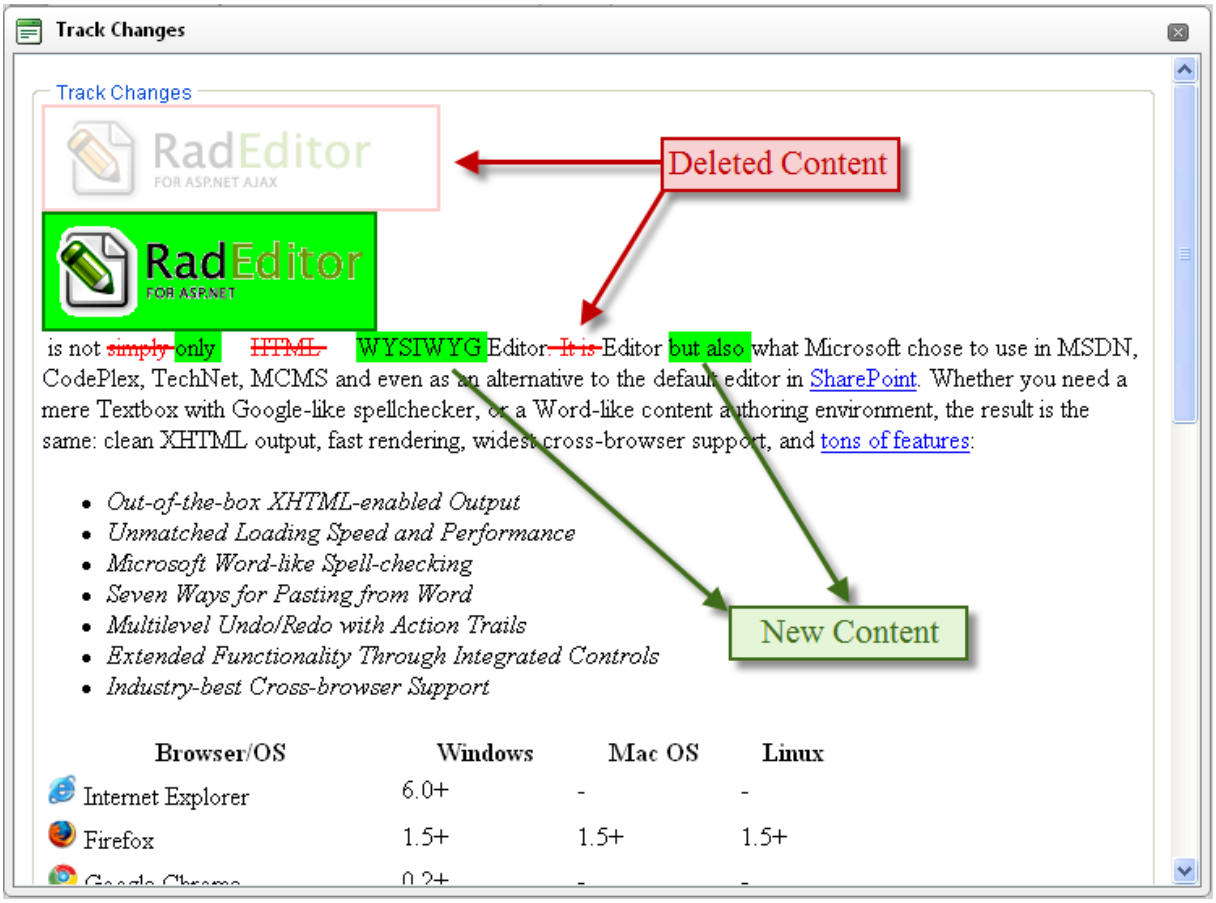


Figure 64. Track Changes dialog showing highlighted deleted and new content.

23 USING THE FORMAT CODE BLOCK DIALOG

The RadEditor Format Code Block Dialog provides the ability to edit and format code blocks of:

- Markup, i.e. HTML, XHTML, ASPX, XML
- CSS
- JavaScript
- C#
- VB code blocks
- PHP
- Delphi
- Python
- SQL

Click the Format Code button , paste lines of text or code into the upper pane of the Format Code dialog, then select the format from the Select Language dropdown and finally click the OK button to insert the formatted content into the editor.

The dialog also provides a Preview button which allows you to see how the formatted content will look (depending on the selected Language item in the dropdown) before insertion into the content area.

You can see a sample dialog preview below, which shows formatted content prior to insertion in the content area:

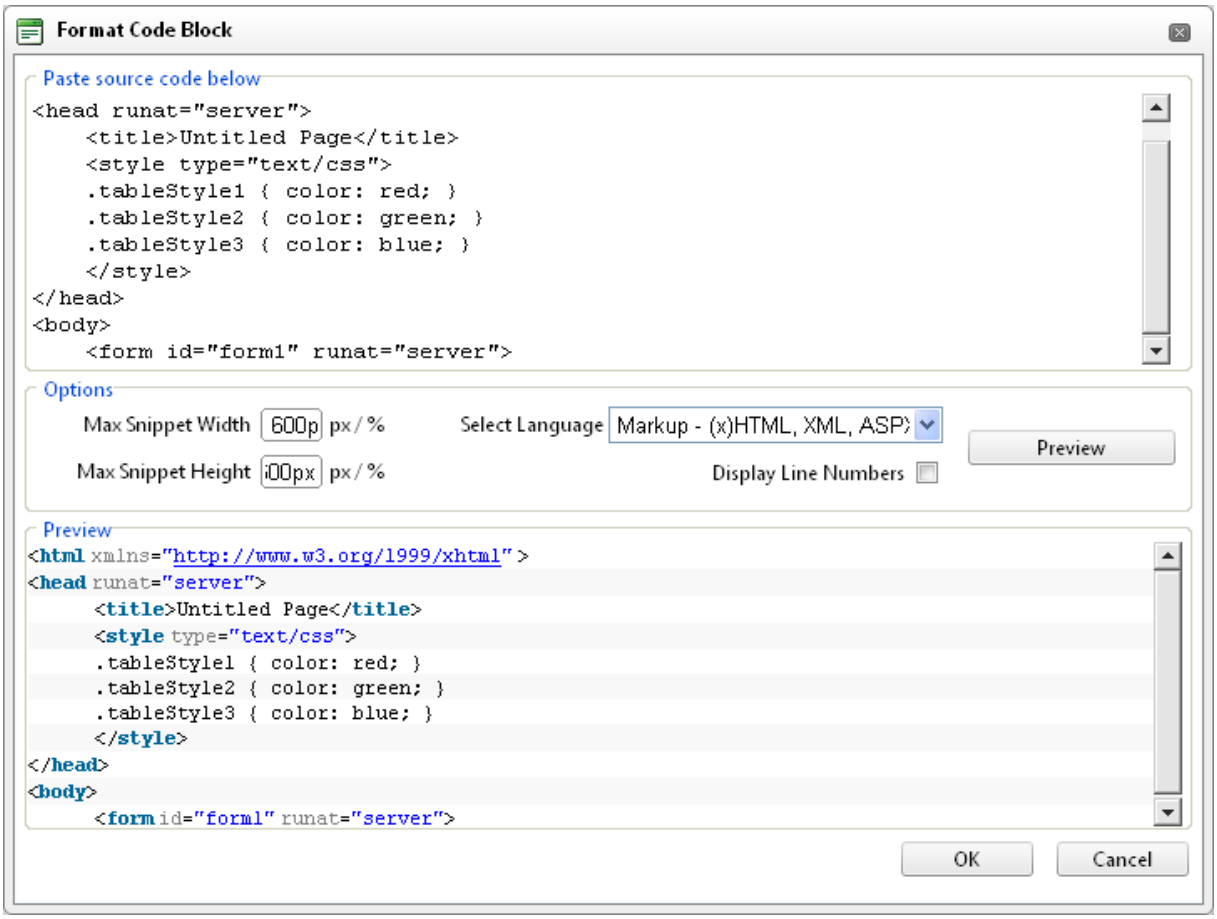


Figure 65. Format Code Block dialog populated with HTML content.

24 SPELL-CHECKING

RadEditor features a multilingual spellchecker that is invoked when clicking the **[Spellchecker]** button on the toolbar. If there are several spellchecking dictionaries available, you will see a dropdown where you can choose which dictionary to use. By default, the initial spellchecking language is the localization language of RadEditor**,** i.e. the language in which the editor's menus, toolbars, modules, etc. are set.

The AjaxSpellChecker of RadEditor brings the spellchecking experience to a whole new level with the addition of an inline AJAX spellchecker. You can now check your spelling asynchronously and all your mistaken words will be highlighted inline in yellow. The context menu on every word gives you a quick and easy way to Change, Ignore or Add the word to a custom dictionary.

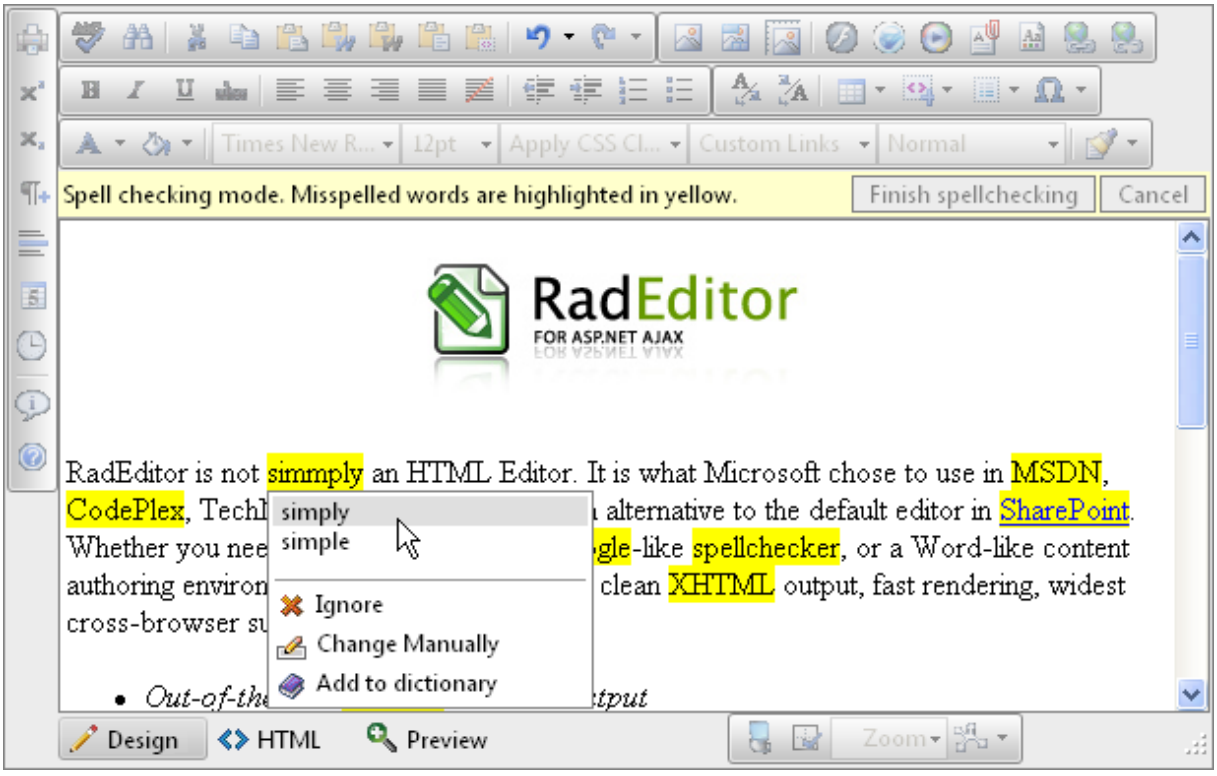


Figure 66. Highlighted in yellow misspelled words in RadEditor

25 USING CODE SNIPPETS

The Code snippets dropdown list is a very convenient tool for inserting predefined chunks of content (HTML) like signatures, product description templates, etc.

25.1 Inserting Code Snippets

i. Place the cursor where you want to insert the code snippet.

ii. Click the **[Insert Code Snippet]** button .

iii. From the dropdown list, select the respective snippet.

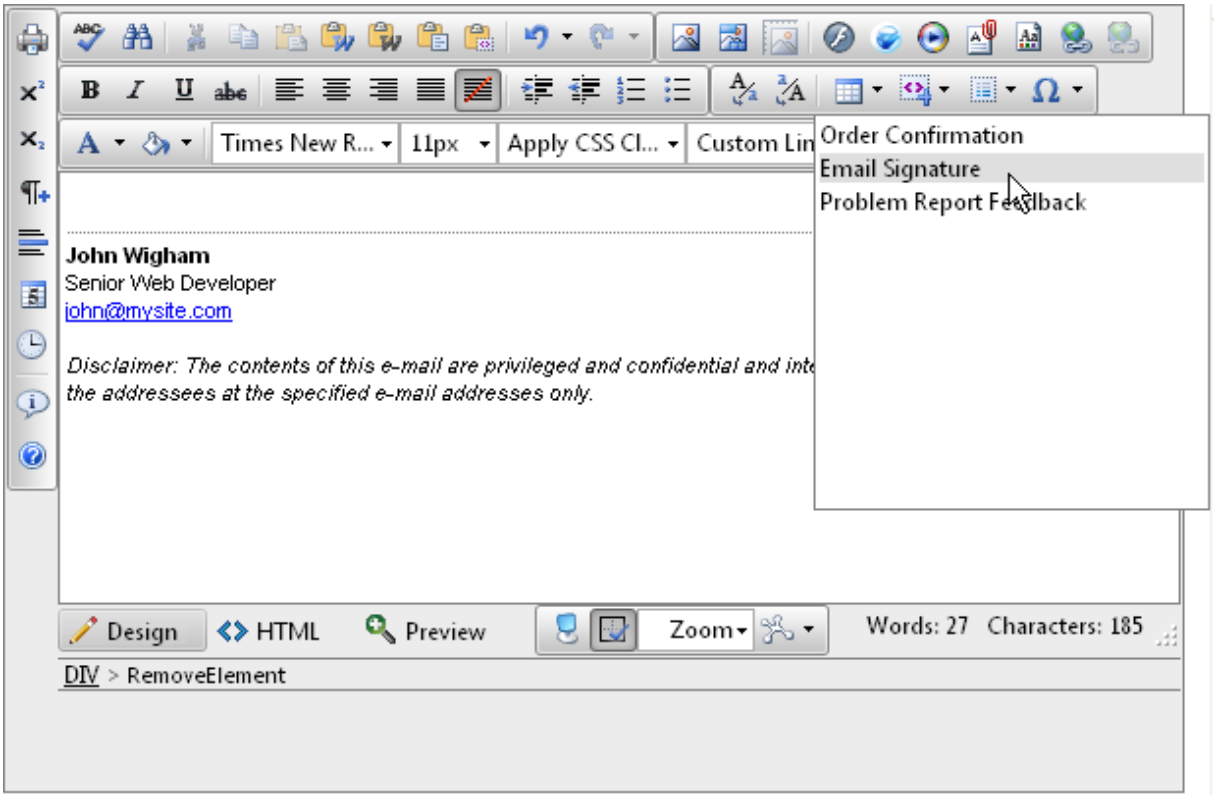


Figure 67. Expanded Insert Code Snippet dropdown

26 CREATING ACCESSIBLE CONTENT ("Section 508"and WCAG2 compliant)

To generate content that can be interpreted by assistive technologies such as the Accessibility Tools integrated in Microsoft Windows (the Narrator, the Magnifier, and the On-Screen Keyboard), RadEditor includes additional fields in the Table, Hyperlink and Image dialogs. By making content Section 508 or WCAG2 compliant, it means that equivalent access to information is available for all users.

26.1 Creating Accessible Tables

The narrative software uses the information from the Accessibility table fields (heading rows, columns, caption alignment and summary) to produce a Tooltip message for each table cell. Users with impaired

vision can see those Tooltips as they hover over the cells with the mouse. Also assistive technologies are able to read the text included in these fields and make it available through synthesized speech or Braille output.

You can create a "Section 508"-compliant table with the Table Wizard. Alternatively, you can convert an existing table to a "Section 508"-compliant table using the Table Properties context menu.

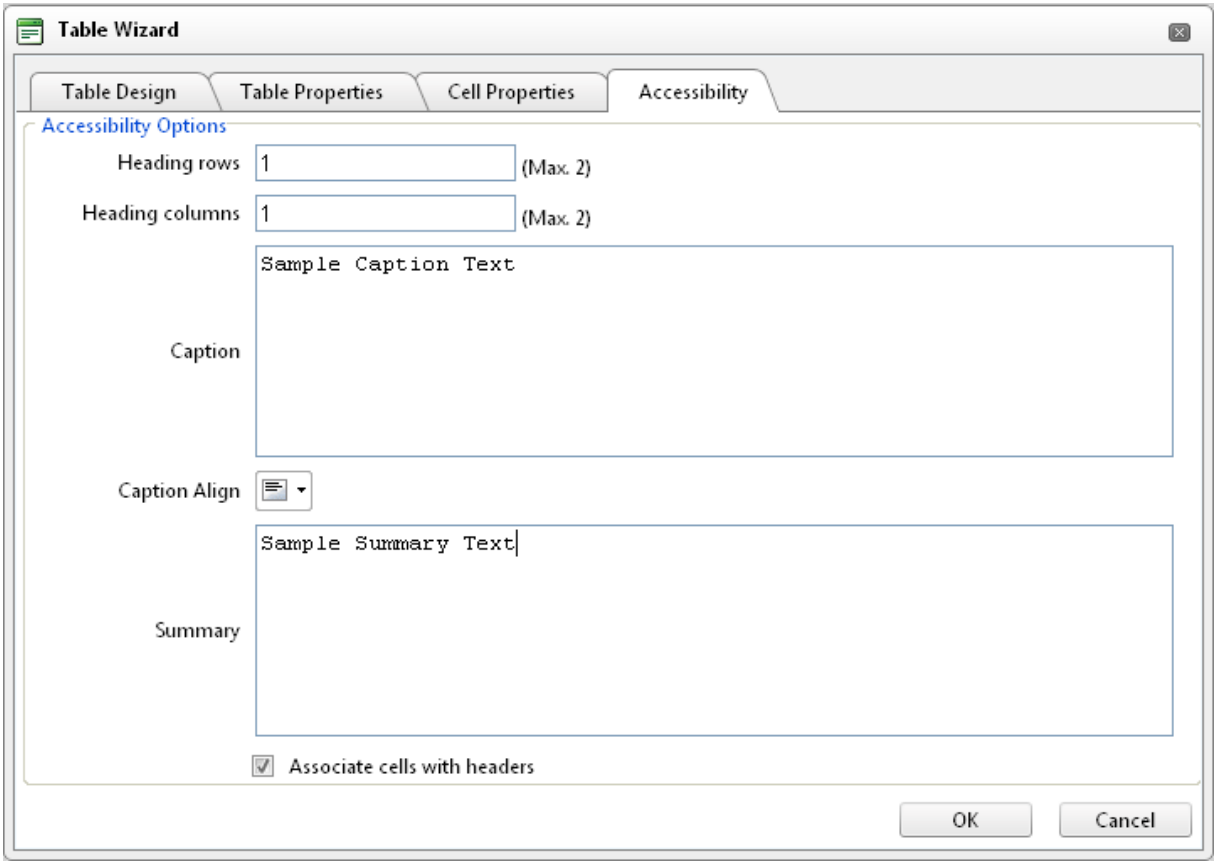


Figure 68. Accessibility tab of Table Wizard dialog

i. Create a new table with the Table Wizard or open the Table Properties dialog.

ii. Click the “Accessibility” tab.

iii. In the “Accessibility” tab, fill in the fields: Heading rows/columns, Caption, and Summary about the table. Select the **[Associate cells with headers]** checkbox.

a. The **caption** should specify the title of the table. For information about table captions http://www.w3.org/TR/WCAG20-TECHS/H39.html

b. **Summary** is used to give more details on the contents of the table. This attribute only needs to be completed if user sets 2 for the Heading rows or Heading columns field. For more

information about Summary attribute include link to http://www.w3.org/TR/WCAG20-TECHS/H73.html

c. Always select the [**Associate cells with headers**] checkbox.

Here is an example demonstrating how the produced accessible table should look:

```
<table summary="This table gives per diem rates for hotels and meals in
Denver and Seattle for the Winter and Summer">

    <caption>Per Diem Rates</caption>
    <tr>
        <th></th>

        <th colspan="2" id="hotels">Hotels</th>
        <th colspan="2" id="meals">Meals</th>
    </tr>
    <tr>
        <th id-"city">City</th>
        <th id="hwinter">Winter</th>
        <th id="hsummer">Summer</th>

        <th id="mwinter">Winter</th>
        <th id="msummer">Summer</th>
    </tr>
    <tr>
        <th id="loc" headers="city">Seattle</th>
        <td headers="loc hotels hwinter"> $200</td>
        <td headers="loc hotels hsummer">$150</td>

        <td headers="loc meals mwinter">$70</td>
        <td headers="loc meals msummer">$90</td>
    </tr>
    <tr>
        <th id="loc2" headers="city">Denver</th>
        <td headers="loc2 meals hwinter">$170</td>
        <td headers="loc2 meals hsummer">$180</td>

        <td headers="loc2 meals mwinter">$75</td>
        <td headers="loc2 meals msummer">$75</td>
    </tr>
</table>
```

26.2 Creating Accessible Hyperlinks

A hyperlink can be interpreted by the narrative software if you specify an additional description in the "Tooltip" field.

Note that link text should never be “click here” or “more information”. The link text should always describe specifically where the user will navigate to once activating the link.

In the example below the Link Text should be “Telerik Home Page” there does not need to be a Tooltip added. Optionally the user could include the text “Link opens in New Window” see information at http://www.w3.org/TR/2008/NOTE-WCAG20-TECHS-20081211/complete.html#H33

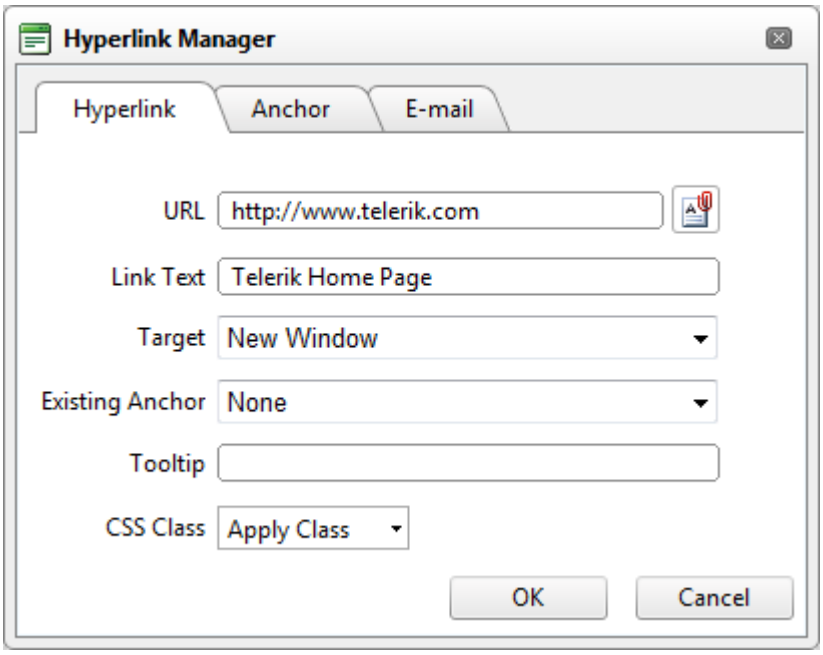


Figure 69. Specified URL, Link Text and Target values in Hyperlink manager

The produced link markup is:

```
<a href="http://www.telerik.com" target="_blank">Telerik Home Page</a>
```

26.3 Creating Accessible Images

An image can be interpreted by the narrative software if you specify an additional description in the "Long Description" field.

To make an image accessible fill the **Alt Text** field. For example, insert a pie chart image and fill the box with “Amount Spent Chart”.

Long Description should be set when displaying charts and graphs to provide detailed information. The value of this box should point to a separate description file. For example, create an HTML file named chartdesc.html and write more detailed information about the image:
Amount Spent Chart Description. This chart shows the monthly amount spent on different products...

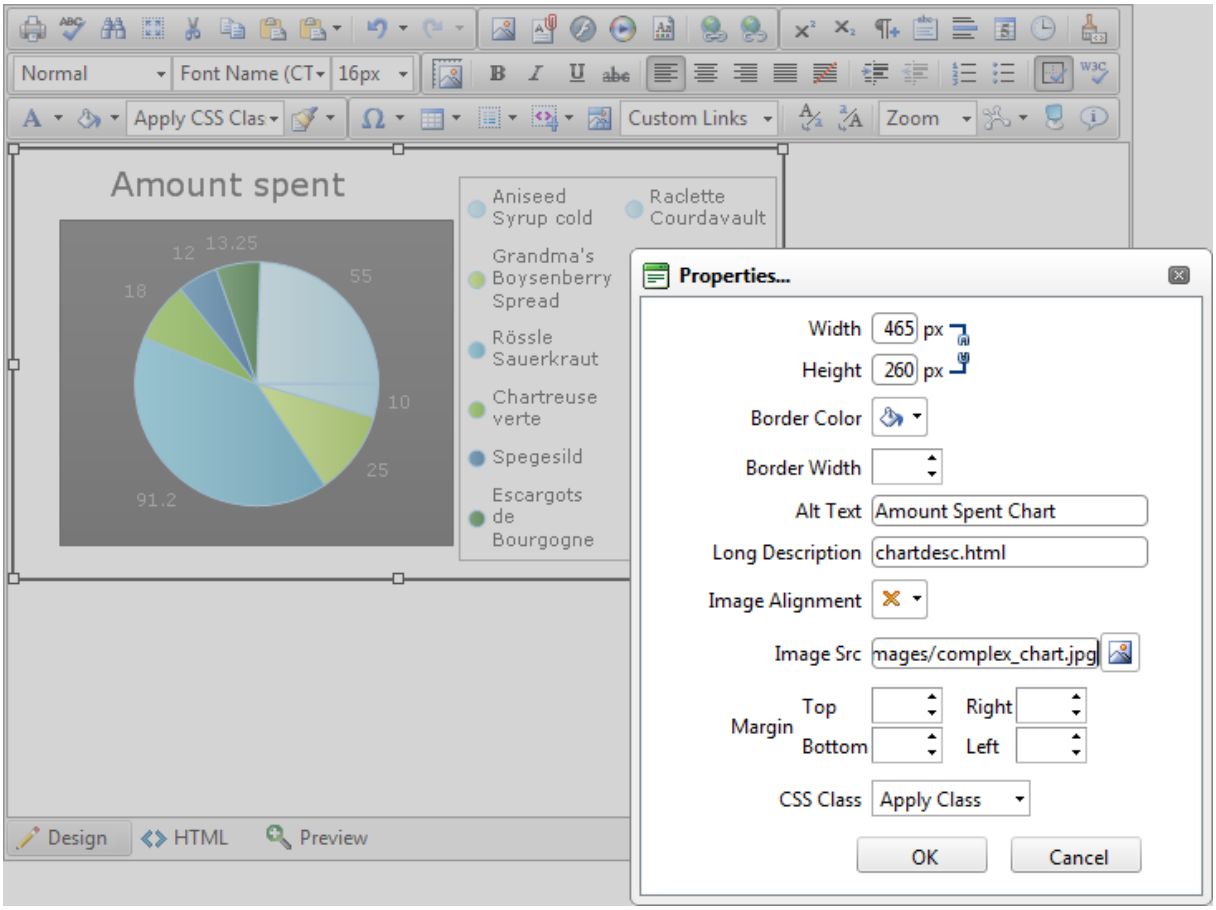


Figure 70. Specified Long Description field in Image Properties dialog

Here is the produced image tag:

```
<img src="/images/complex_chart.png" alt="Amount Spent Chart"
longdesc="chartdesc.html" />
```

Information on **Alt** Attribute

http://www.w3.org/TR/WCAG20-TECHS/H37.html

Information on **LongDesc** attribute

http://www.w3.org/TR/WCAG20-TECHS/H45.html

26.4 Using Headers in Content

If there is a large amount of text (over 750 characters) then headers make it much easier for all users to navigate through the content. You can see how to apply a heading in RadEditor in the Apply Paragraph Styles section.

http://www.w3.org/TR/WCAG20-TECHS/H42

26.5 Providing Good Color Contrasts for Content

Accessibility is an important part of web design. By choosing the right colors, you can ensure that all visitors to your site can read your content. The user can change the color appearance of text in RadEditor's content area using the ForeColor and BackColor tools.

The W3C recommendations define three levels of conformance to their guidelines. Priority 1, 2 and 3. Their 2.0 color contrast algorithms utilize two of these-- Priority 2 (AA), and Priority 3 (AAA). Whether or not you need to reach an AAA conformance depends on your target audience.

You can find below examples of contents with various contrast ratios.

Content with contrast ratio, which passes at 3:1

Text Color HEX	Background color: #000033	Contrast
#C00	Sample	3.40
#C03	Sample	3.45
#C06	Sample	3.59
#C09	Sample	3.84
#C0C	Sample	4.24
#C0F	Sample	4.78

Content with contrast ratio, which passes at 4.5:1

Text Color HEX	Background color: #000033	Contrast
#C60	Sample	5.22
#C63	Sample	5.26
#C66	Sample	5.40
#C69	Sample	5.66
#C6C	Sample	6.05
#C6F	Sample	6.60

Content with perfect color contrast ratio, which passes at 7:1

Text Color HEX	Background color: #000033	Contrast
#6F0	Sample	15.14
#6F3	Sample	15.19
#6F6	Sample	15.33
#6F9	Sample	15.58
#6FC	Sample	15.98
#6FF	Sample	16.52

Content demonstrating bad color contrast rating

Text Color HEX	Background color: #000033	Contrast
#000	Sample	1.05
#003		1.00
#006	Sample	1.14
#009	Sample	1.39
#00C	Sample	1.79
#00F	Sample	2.33

Another way to apply color decoration to HTML content is through CSS stylesheet. Here is an example, which provides good color contrast based on CSS that can be applied to the content area of RadEditor:

```
<style type="text/css">
body
{
    font-size: 18px;
    color: #99ff99;
    background-color: #333333;
}
</style>
```

The tag above should be inserted in HTML view mode of RadEditor.

More information on color contrast

http://www.w3.org/TR/WCAG20-TECHS/G17

http://www.w3.org/TR/WCAG20-TECHS/G18.html

http://www.w3.org/TR/WCAG20-TECHS/G145.html

26.6 XHTML Validator dialog

XHTML Validator is used for real-time validation of XHTML compliance. This dialog uses the W3C XHTML Validator Page to perform validation of the current editor content. The W3C service returns a compliancy report right within the editor dialog. This feature eliminates the need for manual copy/pasting of the HTML and validation in a separate browser window.

You can check the HTML content you are currently working on by clicking the button.

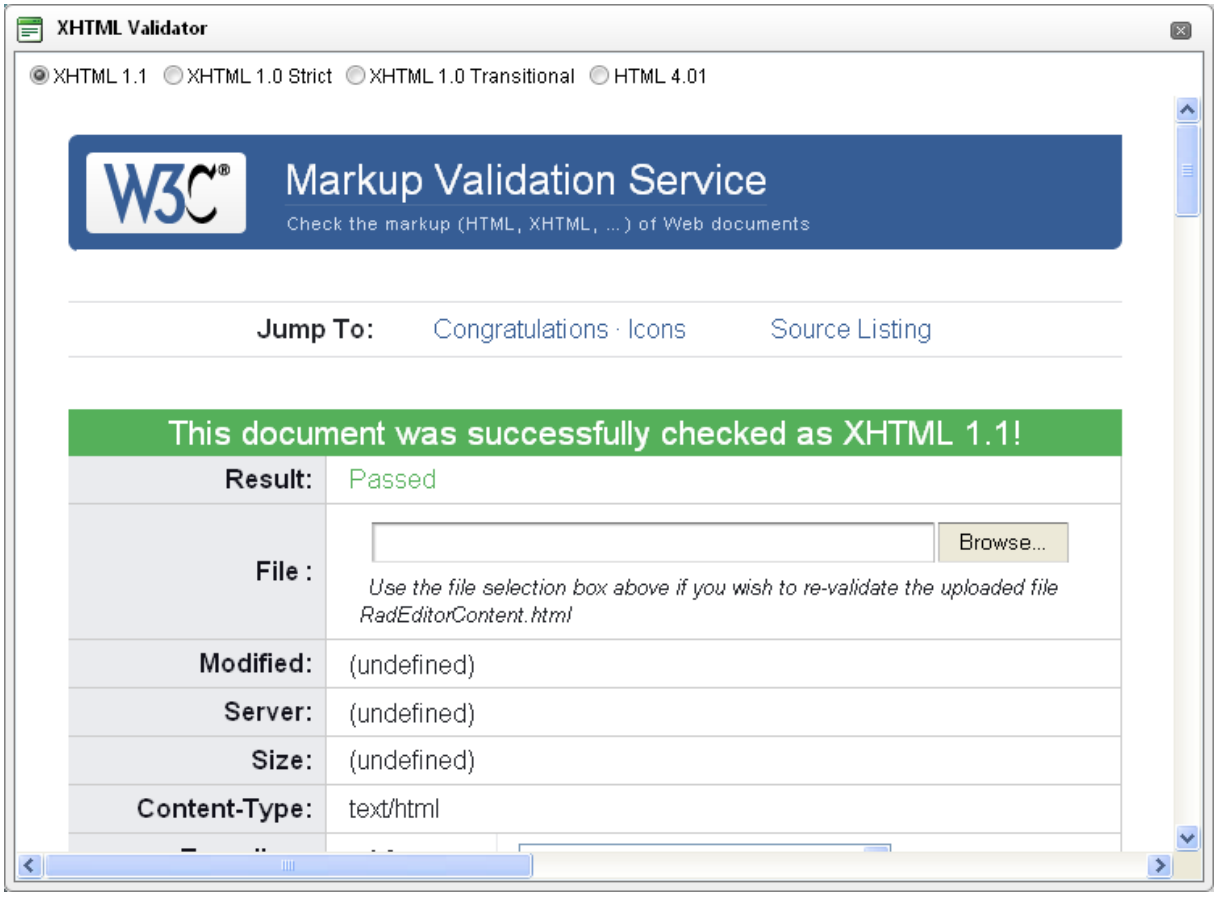


Figure 71. XHTML Validator dialog

27 USING THE HTML MODE

More advanced users sometimes need to modify the HTML code of the content directly. For this reason, RadEditor provides the so called "HTML mode" that gives you access to the content code. The author could switch to HTML mode either by clicking on the HTML button using the mouse or navigating to the HTML button using the TAB key.

Please note that the "HTML mode" may be disabled by the site administrator.

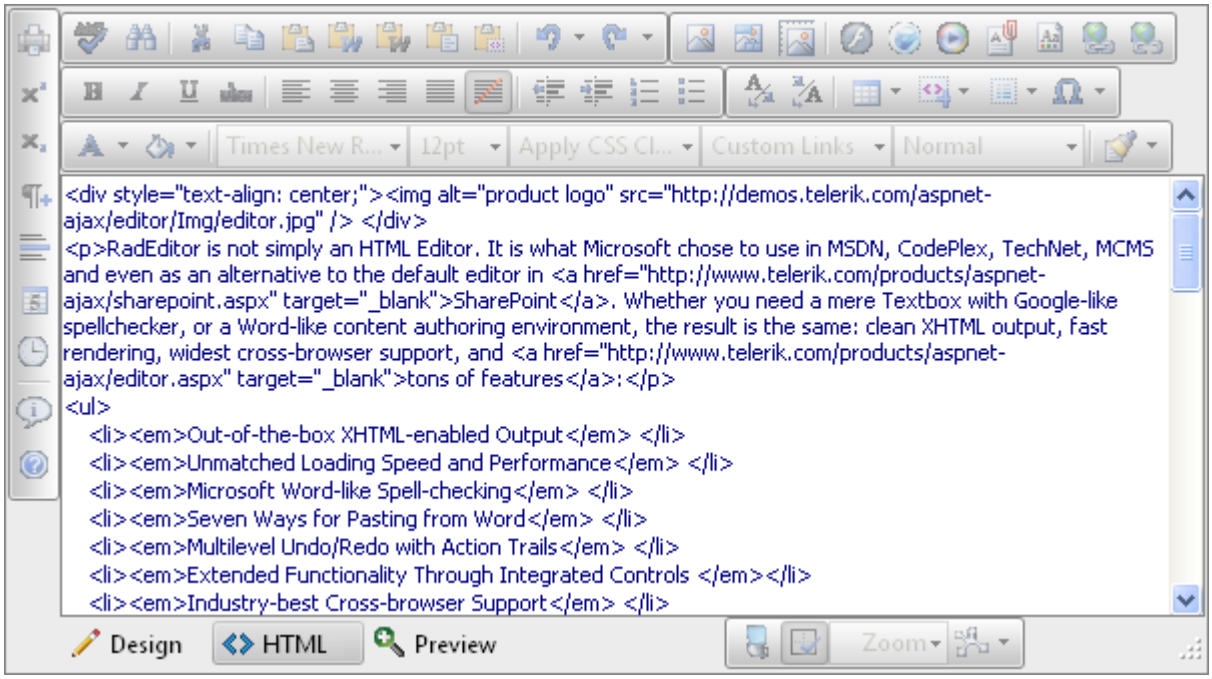


Figure 72. HTML view mode of RadEditor populated with HTML content

28 THE PREVIEW MODE

After editing the document in the editor preview, users may like to see a preview before updating the page. The editor switches to the Preview Mode with a single click of the preview button .

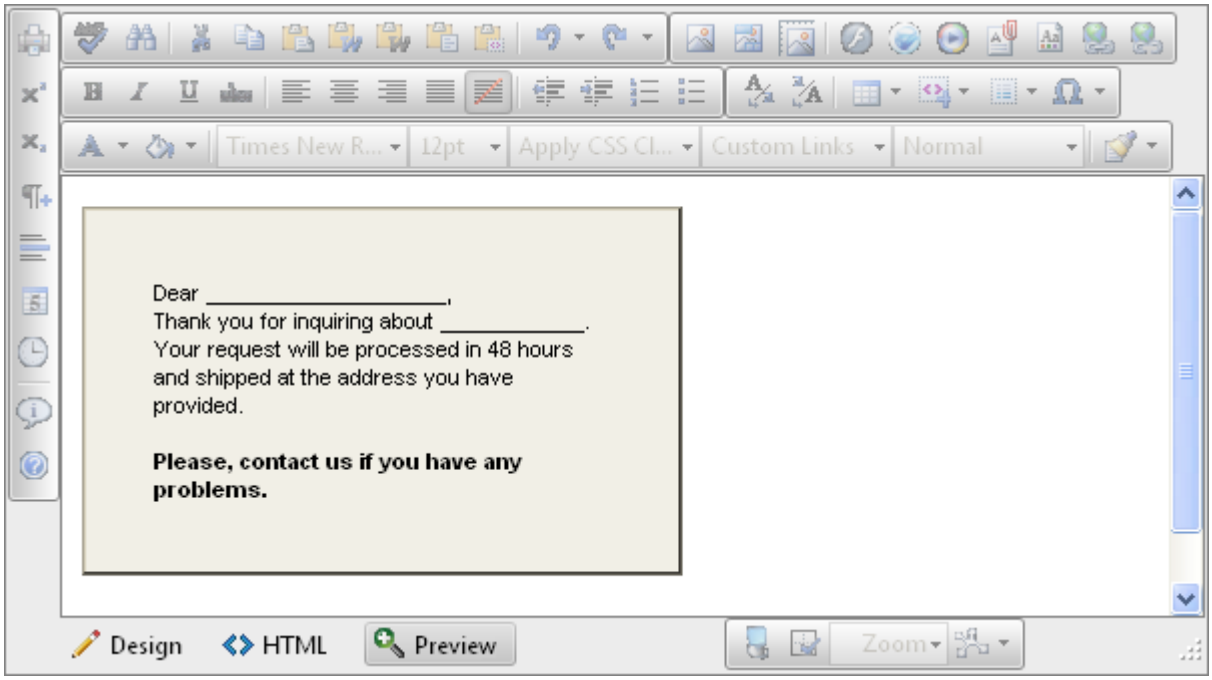


Figure 73. Preview mode of RadEditor

29 PRINTING CONTENT

To print the whole web-page including the RadEditor click the **[Print]** button . It will open the Printer Properties dialog where you can choose a printer and printing options.

To print only the content of the RadEditor, do the following:

i. Make sure the cursor is positioned inside the editor's content.

ii. Press **[Ctrl+A]** to select the whole content.

iii. Click the **[Print]** button to open the Printing Preferences dialog and confirm the printing operation.

Index

"Section 508" Compliancy, 78
Hyperlinks, 79
Images, 80, 81
Tables, 78
Alignment, 26
Code Snippet, 21, 77
Insert, 77
Color, 25
CSS, 28
Document Manager, 19, 68
Inserting Documents, 68
Upload Documents, 69
Edit Mode
Design Mode, 21
Find and Replace, 36
Flash, 19
Flash Animation, 55, 59
Insert, 55, 59
Set Properties, 58, 62
Upload, 57, 61
Font, 24
Formatting Paragraphs, 13, 29
Formatting Text, 11
HTML Inspector, 9
HTML Mode, 81
Hyperlink
Accessibility, 79
Anchors, 33
Custom Links, 35
E-mail links, 34
Insert a Hyperlink, 20, 30
Remove Hyperlink, 20, 33
Image, 18, 49
Absolute Positioning, 55
Accessibility, 80, 81
Edit Properties, 53
Insert, 49
Upload, 51
Indentation, 27
Lists, 47
Modifying a Hyperlink
Modifying a Hyperlink, 32, 33
Modules, 7
Paste, 16
Paste As HTML, 17
Paste From Word, 17
Paste From Word Cleaning Fonts and Sizes, 17
Paste Plain Text, 17
Preview mode, 82
Print, 16, 83

Properties Inspector, 8
Size, 25
Special Character, 20, 48
Spellcheck, 76
Statistics, 10
Table, 20
  Accessibility, 78
  Create using the Table Builder, 38
  Create using the Table Wizard, 38
  Format with CSS classes, 46
  Formatting Tables, 40
  Insert from Excel® or other applications, 40
  Insert/Delete Rows or Columns, 44
  Merge/Split Cells, 45
  Resize, 45
  Show/Hide Table Borders, 21, 40
Tag Inspector, 7
Template Manager, 19, 20, 70
  Insert Templates, 71
  Upload Templates, 71
Time and Date
  Insert Date, 21
  Insert Time, 21
Windows Media, 19, 63
  Insert, 63
  Set Properties, 67
  Upload, 66
XHTML Validator, 81