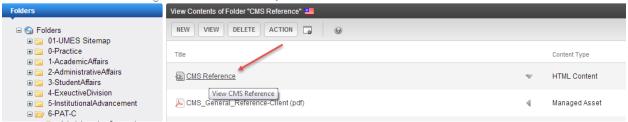# Content Management System (CMS): Web Editor Reference
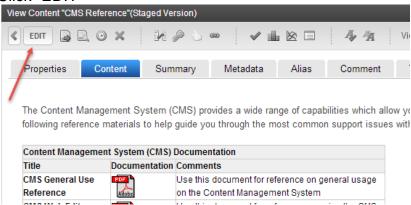
The purpose of this documentation is to aid you in using the web editor of the CMS to update your content.
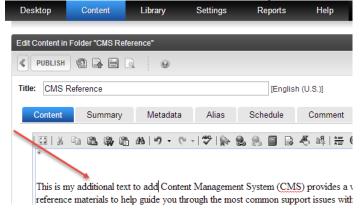
1) **Editing Text**

a.   Click on the "HTML Content" item that you wish to edit.

b.   Click "EDIT"

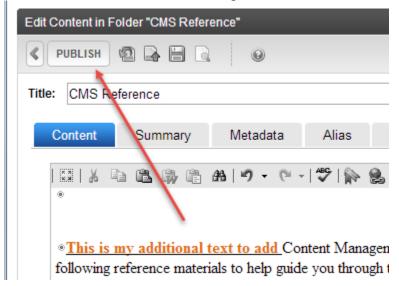c.   Click inside the web editor and enter your new text to add.

d. Optionally, you can select and highlight the text and use the options at the top of the editor to change the text style. For example, you can apply an orange color to the text as well as make it bold and/or underline.

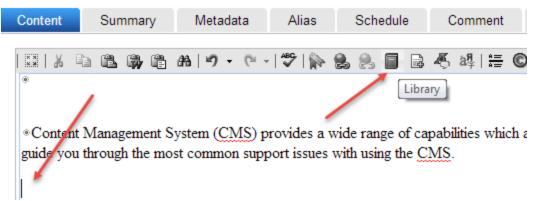e. Click "PUBLISH" once you are ready for your changes to be made "Live" and viewable on the public web. You can click save instead of publish and your content will remain in a checked-out state until it's published. This is useful if you need to take a break from editing and finish it later.
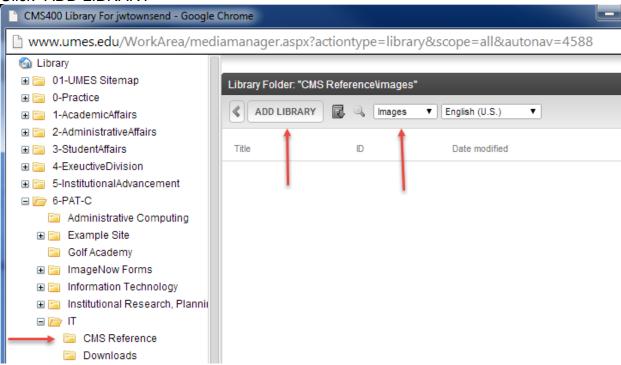
2) Inserting / Editing Images

a. Click in the web editor where you would like to insert a picture. Then, click the "Library" Icon at the top of the editor.
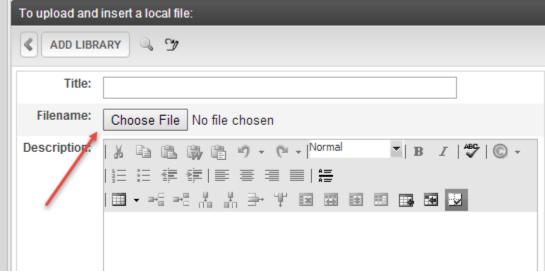

b. The Library tab will load in a new window.
c. Make sure you're under the correct folder where you would like to upload your picture.
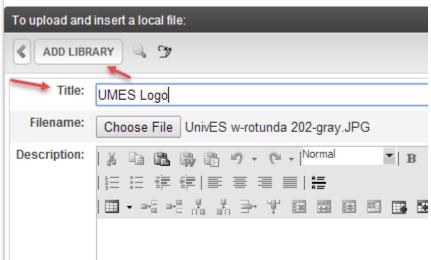d. Make sure the "Images" option is selected in the drop down.
e. Click "ADD LIBRARY"

f. Click "Choose File" and browse to the file you want to upload.

g. Double click the file you want to upload or select the file and Click "Open"
h. Give the image a "Title" and click "ADD LIBRARY" (Optionally, you can give the image a description.)
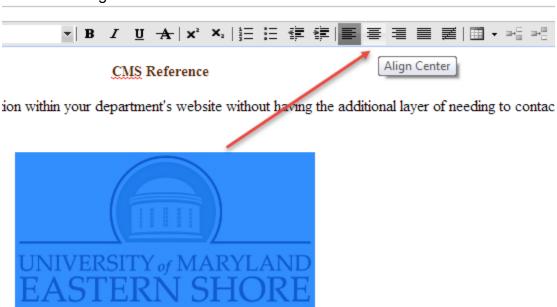

i. Right-Click the image and select "Set Image Properties" OR "Image Modification Tool" to change the width / height, crop the image etc.
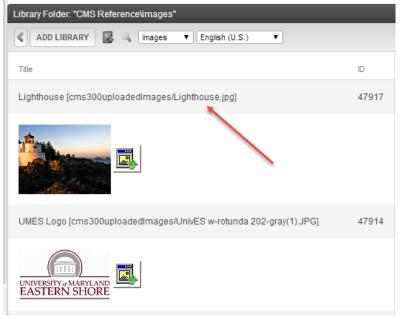
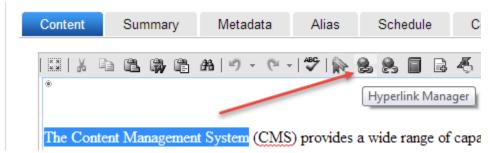j. Select and highlight the image and use the alignment icons at the top of the editor to move the image.

k. You can remove and image by selecting the image and pressing the "Delete" key on your keyboard.

l. The "Library Tab" will display each image which has been uploaded to the corresponding folder. You can repeat this process to add additional images or click on any image already added to the library to add it to your page.
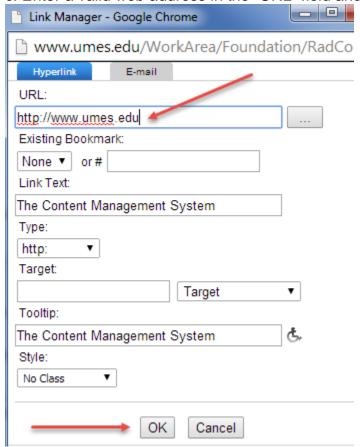
3) Inserting Hyperlinks

a. Click in the editor where you would like to insert a hyperlink.
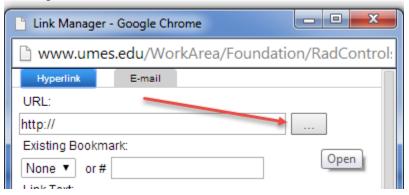b. Select the text that you want to become your link and click the "Hyperlink Manager" icon.

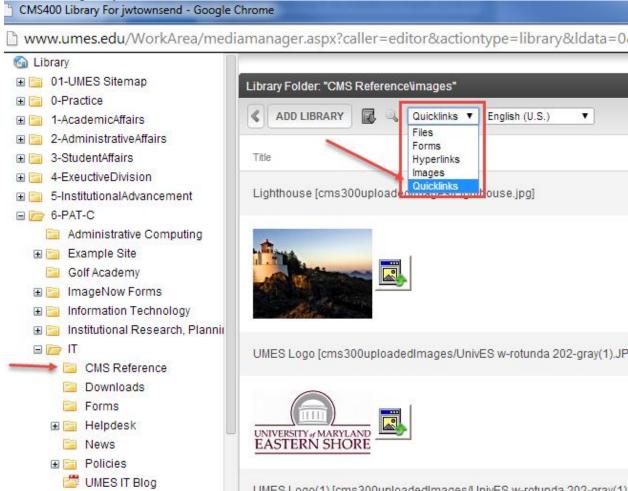c. Enter a valid web address in the "URL" field and click "OK"

d. The text you highlighted becomes a clickable link.

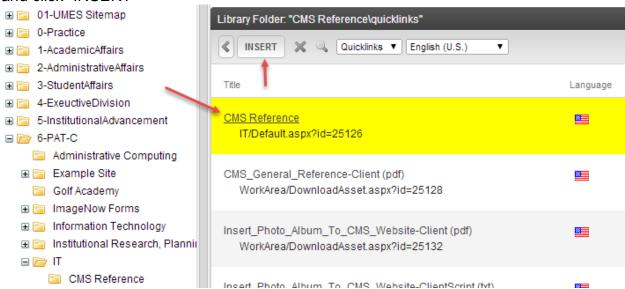e. You can link to other CMS web content by clicking the ellipsis icon in the hyperlink manager window.

f.   Select the folder containing the web content you want to link to.
g.   Then change the drop down to "Quicklinks" which will display the web content you have added to the site. Additionally, you could link to a file, form, or even an image if you desired.
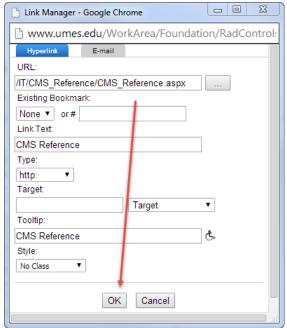
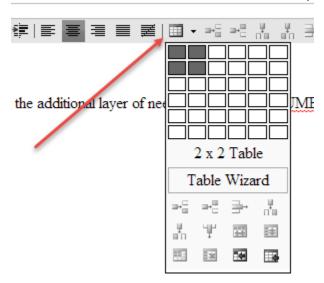h. Click on the web content you want to link to (it will highlight yellow once selected) and click "INSERT"

i. You will see that the "URL" field has been populated with the correct web address in order to link to the content you selected above.
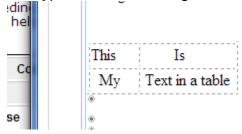j. Click "OK"

4) Inserting / Editing Tables

a. Click in the editor where you would like to insert a table to display your data.
b. Click the "Insert Table" Icon and drag your mouse over the cells to create a table structure – Click a cell to insert the table. (Example below shows a 2 x 2 table)

c. The table will be inserted into the editor in the layout which you selected above. You can type text / insert images in each of the table cells.

d. You can use the additional table editing icons to set other properties of the table and format it as desired.
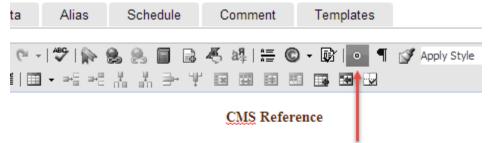
5) Removing Temporary Content Markers

    a. The web editor by default shows temporary content markers to aid in showing where new paragraph (HTML tags) are created. This helps to show where you might need to place the cursor in order to use properties such as alignment when editing your content.

    b. However, if you would like to remove these markers, you can click the temporary marker icon at the top of the editor shown below. You will then be able to view the content without the markers being displayed.