EditLive! 9 End User Help Home

Welcome to the End User Help for EditLive! 9.

Copying and Pasting Content

Overview

Any content contained within an instance of EditLive! can be copied and then pasted at a different location in the editor. This includes content such as text, images and tables. You can also copy content from other external sources, such as Microsoft Word, and paste this content into EditLive!.

Copy and Paste Methods

There are 4 basic methods for copying and pasting content into EditLive!:

- Keyboard Shortcuts
- Toolbar Buttons
- Menu Items
- Context Menu

To copy any content from EditLive!, all you need to do is first drag the cursor over the content while holding the mouse button. Then, use one of the methods listed below to copy this content.

To paste content, click the cursor in the desired location in the EditLive! editor, then choose one of the following methods to paste this content.

The toolbar, menu and context menu items described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Keyboard Shortcuts

Any content in EditLive! can be copied by dragging the cursor over the desired items and simultaneously pressing the **CTRL** and **C** keys. You can then click anywhere in EditLive! and simultaneously press the **CTRL** and **V** keys to paste this content into the editor.

If you've copied content from a source other than EditLive! (e.g. a webpage), you can still paste this content into your instance of EditLive! by clicking in the desired location and pressing **CTRL + V**.

Toolbar Buttons

The EditLive! toolbar provides the following buttons for copying and pasting:

- Copy
- Paste

Menu Items

The copy and paste menu items are located under the Edit menu.

The Edit menu features 3 copy-paste actions:

- Copy
- Paste
- Paste Special...

Paste Special... allows users to specify how content is copied into the EditLive! instance. This dialog is the same as the dialog used for Copy from Microsoft Word. For more information on this dialog and what each option means, see the Copy from Microsoft Word section of this help article.

Context Menu

The context menu is displayed by clicking the right mouse button. By using the context menu, you can easily copy and paste content to and from EditLive!.

The context menu features the following copy and paste items:

- Copy
- Paste

When pasting using the context menu, the content will be pasted at current location of the cursor when the right mouse button is pressed, not the last location where you clicked in the EditLive! content.

Copying and Pasting Content from Microsoft Word

EditLive! allows you to copy content from Microsoft Word and choose exactly how this content is copied into your HTML document displayed in EditLive!.

To paste content copied from Microsoft Word, any of the 4 above mentioned pasting methods can be used.

Upon pasting content from Microsoft Word, EditLive! automatically detects that the content's origin is Microsoft Word and will display the following dialog:

Paste Special

Paste As:

Plain Text
Clean HTML
Styled HTML (Inline)
Styled HTML (Embedded)

Result

Inserts the contents of the Clipboard in HTML format without style information.

OK   Cancel
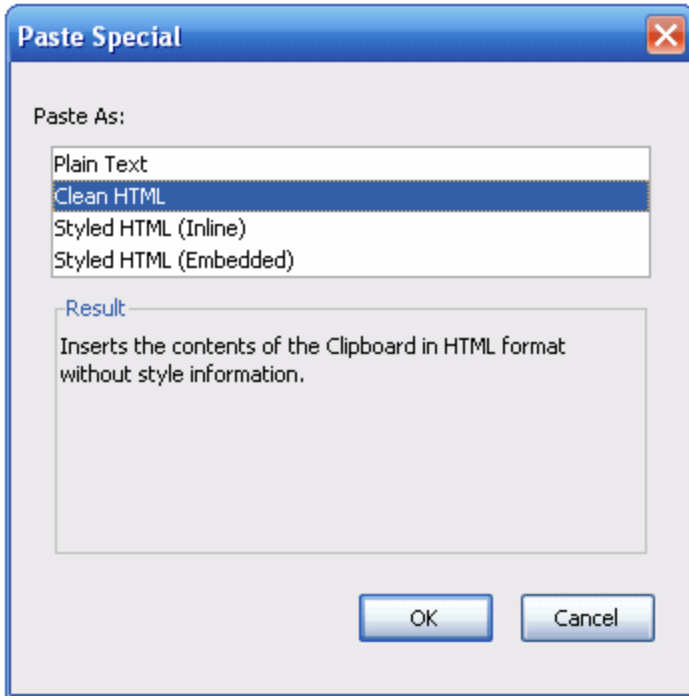
This dialog also appears for the Paste Special... option noted above for copying and pasting from Menu Items.

Note: This dialog may not appear when pasting content from Microsoft Word into your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

This Paste Special dialog allows you to choose one of four different pasting options:

Note: Your Systems Administrator may have removed some of the options below, or defined a default action for Paste Special.... For more information, see your Systems Administrator.

- **Plain Text**

Selecting the Plain Text option will strip out any style information or HTML formatting from the content, leaving only the text.

Example
If the following text was copied from Microsoft Word:

Ephox EditLive!

then the following content would be pasted into the EditLive! instance:

Ephox EditLive!

- **Clean HTML**

This option will paste copied content into EditLive! with no additional style information. This means style information such as text color will be removed, while standard HTML formatting such as bold or italic will be preserved.

Example
If the following text was copied from Microsoft Word:

Ephox EditLive!

then the following content would be pasted into the EditLive! instance:

Ephox EditLive!

- **Styled HTML (Inline)**

This option allows all text copied to retain it's style information when pasted into EditLive!. The style information is embedded in a HTML <span> tag surrounding the text.

Example

If the following text was copied from Microsoft Word:

Ephox EditLive!

then the following HTML content would be pasted into the EditLive! instance:

```
<p style=" font-size: 12.0pt; margin-right: 0cm; font-family: 'Times New Roman'; margin-bottom: .0001pt;
margin-top: 0cm; margin-left: 0cm;"><span style=" font-size: 16.0pt; color: red;"><b>Ephox EditLive!</b><
/span></p>
```

- **Styled HTML (Embedded)**

This option allows all text copied to retain it's style information when pasted into EditLive!. The style information is embedded in the EditLive! HTML Document's <head><style> tag as a CSS class. The text is embedded in a HTML span tag referencing this CSS class.

Example

If the following text was copied from Microsoft Word:

Ephox EditLive!

then the following HTML content would be pasted into the EditLive! instance:

```
<head>

<span type="text/css">
p.MsoNormal {
      margin-top: 0cm;
      margin-bottom: .0001pt;
      margin-left: 0cm;
      margin-right: 0cm;
      font-size: 12.0pt;
      font-family: "Times New Roman";
}
</span>
</head>

...

<p><span style=" font-size: 16.0pt; color: red;"><b>Ephox EditLive!</b></span></p>
```

Hyperlinks

- Inserting Hyperlinks
- Broken Hyperlink Report
- Automatic Hyperlinks

Inserting Hyperlinks

Overview

Users can easily insert hyperlinks to a variety of content from a range of locations with-in their EditLive! content.

Displaying the Hyperlink Insertion Dialog

There are 3 basic methods for launching the hyperlink insertion dialog:

- Keyboard Shortcuts
- Toolbar Buttons
- Menu Items

The toolbar and menu items described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Keyboard Shortcuts

You can launch the Hyperlink Insertion dialog by simultaneously pressing **CTRL + K.**

Toolbar Buttons

The toolbar button opens the Hyperlink Insertion dialog.

Menu Items

The **Insert Hyperlink...** menu item located under the **Insert** menu.

Using the Hyperlink Dialog

The Hyperlink Insertion dialog has 4 distinct options for creating a hyperlink. These options are depicted in the following sections.

However, 3 fields are always editable in each section:

- **Text to display** - Text that will appear in the HTML as a hyperlink.
- **Screen Tip** - Text that will appear when a user hovers over the hyperlink in the resultant HTML.
- **Address** - URL the hyperlink will load.

Current Document Link
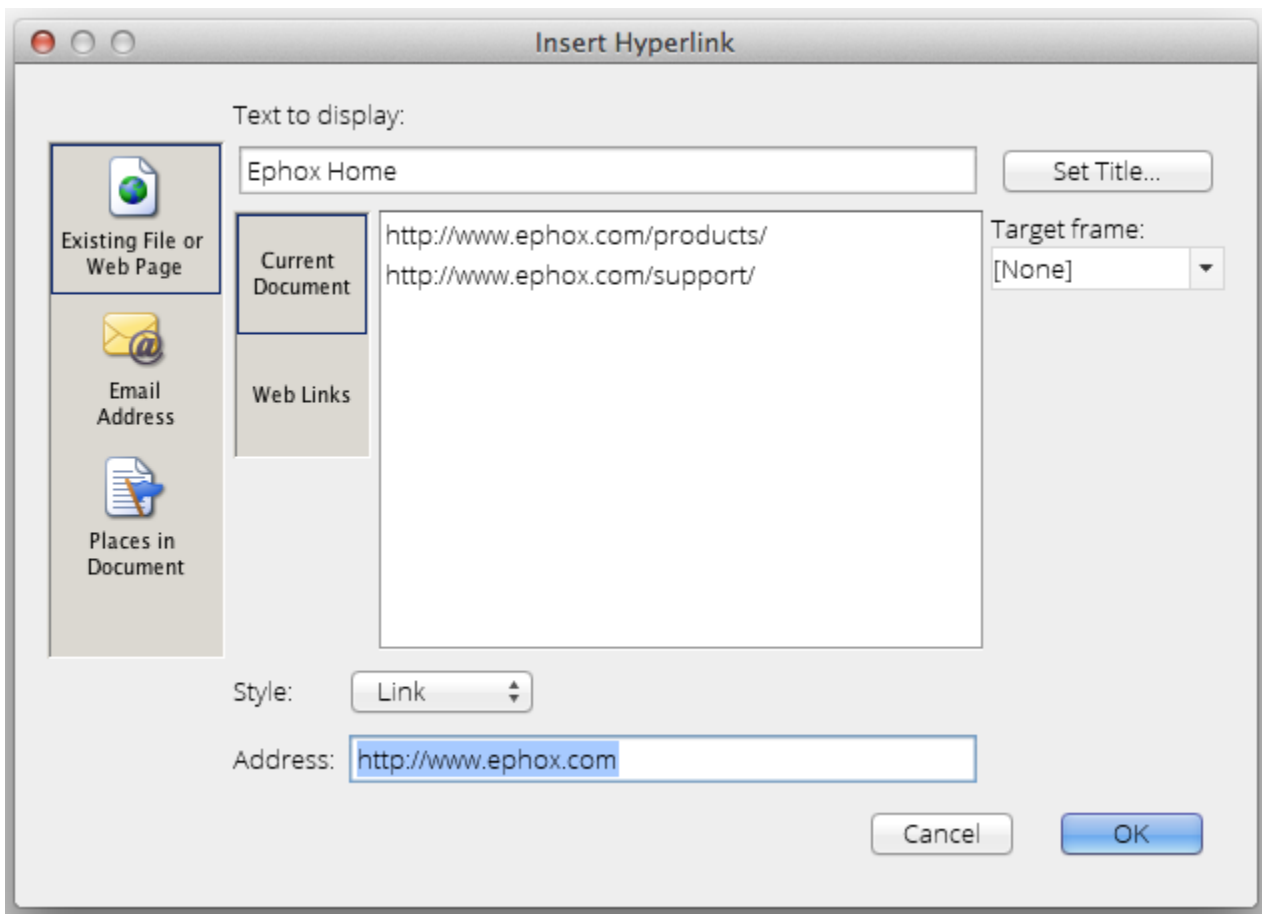
From the list appearing in the middle of the dialog, you can choose to insert any hyperlink that has already been specified in your current HTML document appearing in EditLive!.

The Target Frame properties depicts how the item specified in the hyperlink will display to the user:

- **None** - Defaults to Same Frame (as mentioned below)
- **Same Frame** - The hyperlink will open the linked document, replacing the current section containing this hyperlink.
- **Whole Page** - When clicking this hyperlink, the entire contents of the browser window will be replaced by the linked document.
- **New Window** - A new browser instance will be opened, containing the linked document.
- **Parent Frame** - The hyperlink will open the linked document in the section wrapped around the section containing the hyperlink.
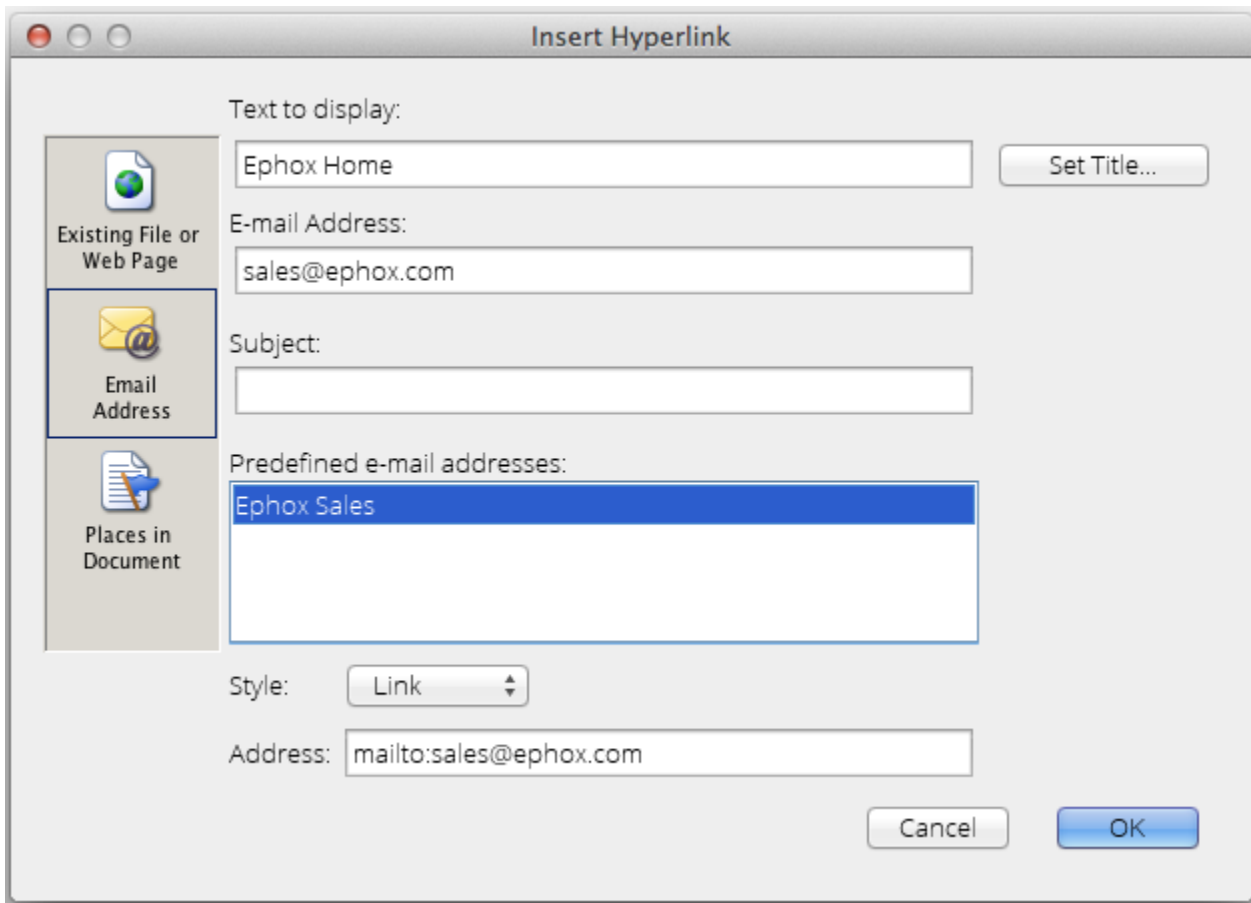
External Web Links
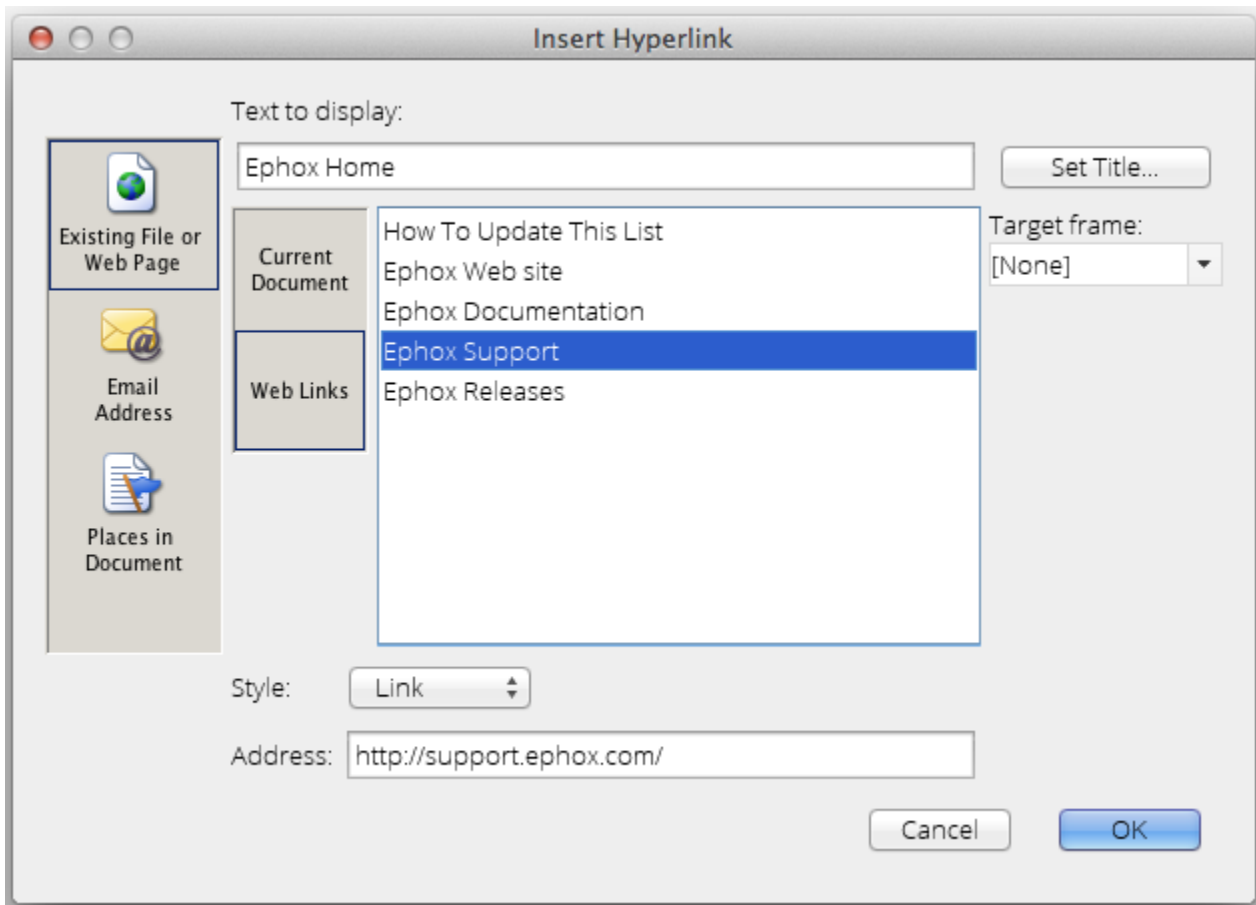
When choosing this option, a list of possible hyperlinks specified by your Systems Administrator will appear in the center of the dialog.

Email Address

A hyperlink can be created that points to an email address. When a user clicks this hyperlink, their default email application will load. An email draft will open in the user's email application with several values already assigned. These values automatically appearing in the email draft can be configured by using the following fields in the Tiny hyperlink dialog:

- **Email Address** - The email address to appear in the To field for the draft email.
- **Subject** - The message to appear in the Subject field for the draft email
- **Predefined email addresses** - The list of predefined email addresses is supplied by your Systems Administrator. Clicking on one of these items will automatically populate the Email Address field

Places in Document
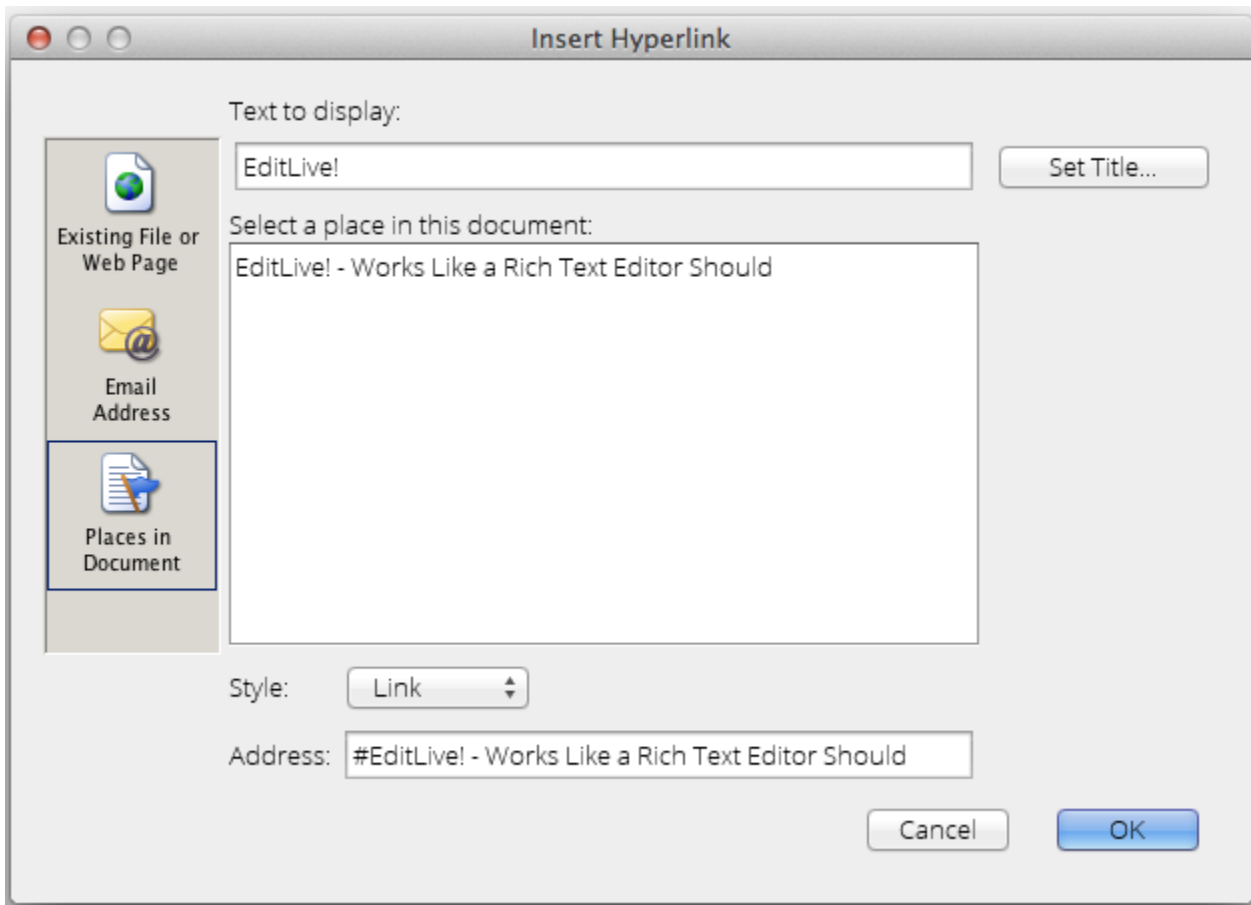
Automatically populates with heading tags and predefined bookmarks in the content. Selecting from this list creates internal hyperlinks to points with-in the document, rather than hyperlinks to completely different documents.

Creating a Hyperlink

There are two methods for creating a hyperlink:

- Highlight the text you wish to become a hyperlink. Launch the hyperlink dialog using one of the three methods mentioned above.
- Launch the hyperlink dialog. Write the text you wish to appear as the hyperlink in the Text to display field at the top of the dialog.

Broken Hyperlink Report

Overview

The *Broken Hyperlink Report* functionality inspects all hyperlinks in the document, verifying the links actually point to a valid page.

The *Broken Hyperlink Report* is an optional functionality of EditLive!. Check with your Systems Administrator first to ensure this functionality exists in your instance of EditLive!.

Displaying the Broken Hyperlink Report

The *Broken Hyperlink Report* is enabled via the Tools menu

- Broken Hyperlink Report

The *Broken Hyperlink Report* toolbar button may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Using the Broken Hyperlink Report

Launching the Broken Hyperlink Report will display the following dialog:
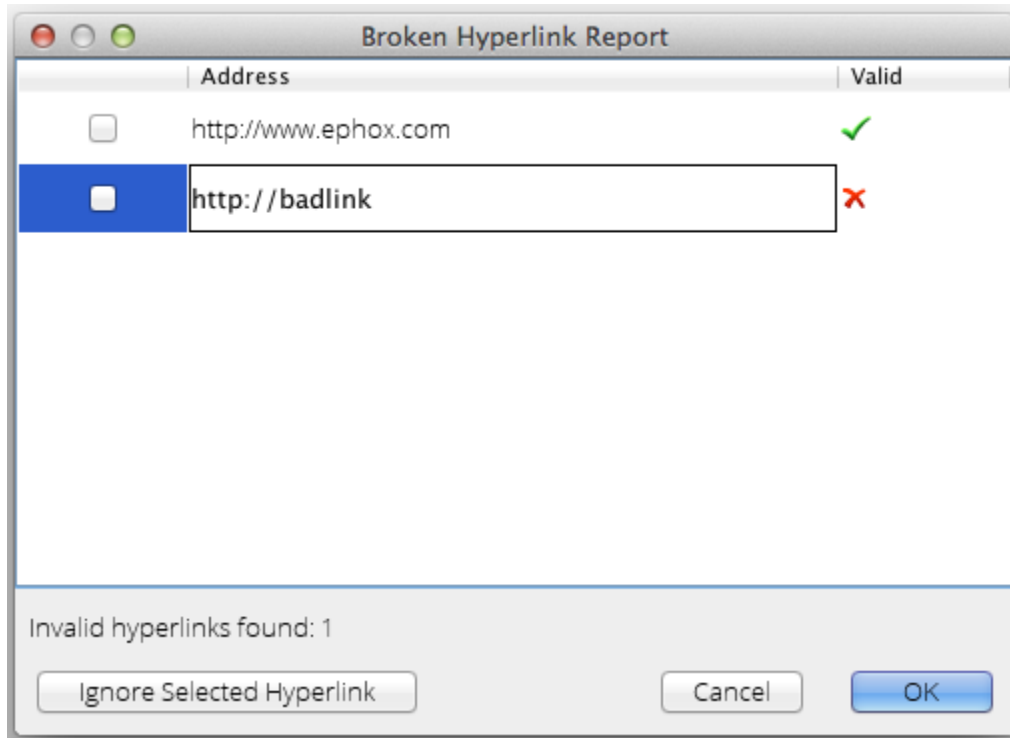
Double-clicking the address for a link will allow you to edit the address. Pressing enter or clicking on another link will cause the report to re-check the link. Valid links will display a green tick while invalid links will display a red cross.

To ignore specific links, tick the checkbox to the left of the listed addresses. Click the **Ignore Selected** button to remove the links from the report.

Automatic Hyperlinks

Overview

The *Automatic Hyperlink* functionality automatically converts user-typed text containing a URL into a valid, clickable web hyperlink. Currently, *Automatic Hyperlink* supports conversion on the following types of links:

- http
- https
- file and FTP URLs
- www URLs without a protocol
- email address URLs

Automatic Hyperlinking is an optional functionality of EditLive!. Check with your Systems Administrator first to ensure this functionality exists in your instance of EditLive!.

Using Automatic Hyperlinking

To use *Automatic Hyperlink*, type text that begins with http://, https://, www., and email addresses into the document. After you press space, tab, or enter immediately following this text, EditLive! will convert the text into a link. If you don't want the text to be a clickable hyperlink, simply press **Ctrl+Z** (or alternatively, choose **Undo** from the **Edit** menu) after the link conversation has occured. This will undo the conversion of the text into a hyperlink but will not undo your typing.

Window View Mode

Overview

When appearing on screen, EditLive! will be embedded in a webpage as a fixed size.

The Window View mode of the editor allows the editor to appear in a separate, resizeable window.

Launching the Window View Mode

There are 2 basic methods for launching EditLive! in the Window View mode:

- Toolbar Buttons
- Menu Items

The toolbar, menu and context menu items described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Toolbar Button

The EditLive! toolbar provides the following buttons for launching Window View mode:

- Window View

Menu Item

The Window View item is located under the **View** menu.

Switching Between the WebPage and Window View

After launching the Window View, there are two separate options for returning to the webpage view:

- Close the Window View
- Click the *Restore EditLive to the Browser* button now appearing in the webpage.

Viewing content with different Page Widths

Overview

The Page Width allows the content in the editor to be displayed restricted to the specified page width for common devices.

Selecting the Page Width to display

There are 2 basic methods for selecting the Page Width to display content in EditLive!:

- Toolbar Button
- Menu Items

The toolbar and menu items described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Toolbar Button

The EditLive! toolbar provides the following button for selecting Page Widths:

- Window View

Menu Item

The Page Width item is located under the **View** menu.

Choosing Page Width

Both Toolbar button and Menu item display a drop down menu of common display widths for Smartphone, Tablet and Monitor as well as Sizing to fit the editor and a Custom width.
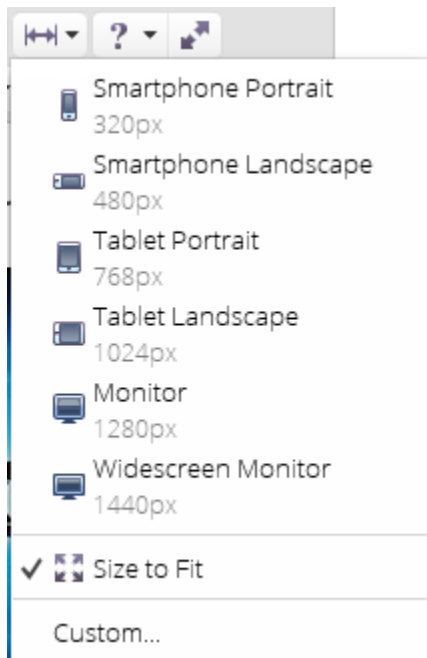
Preset Sizes

Choosing **Smartphone Landscape** will display the editor content, restricted to 480 pixels, the width of a Smartphone in Landscape.
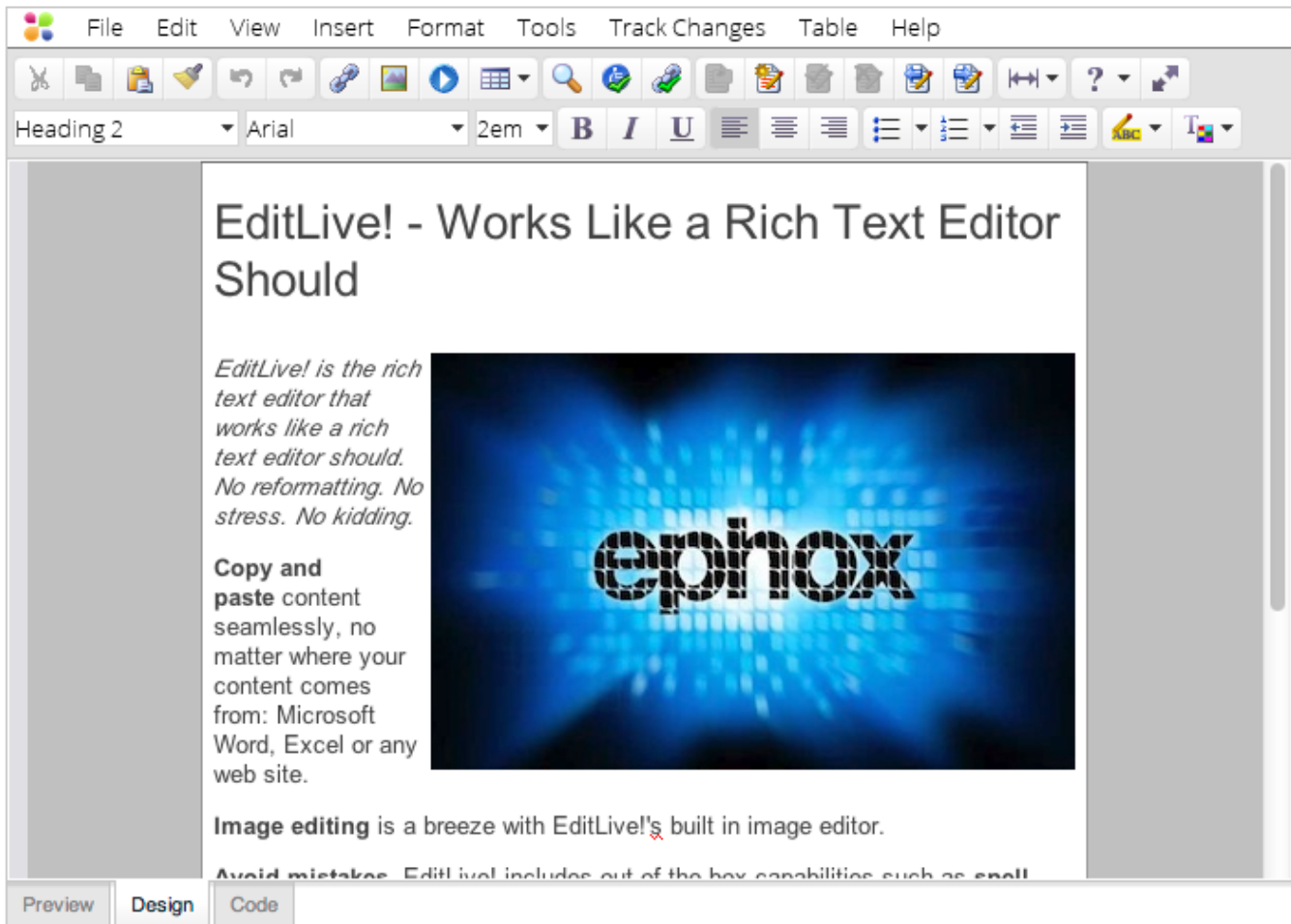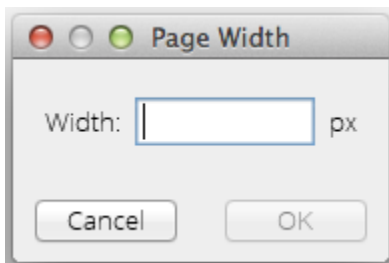
Size to Fit

Choosing **Size to Fit** displays the content of the editor at the width of the editor on the screen.

Custom Width

To display the editor content for a custom width, choose **Custom...** from the Page Width drop down. A dialog is displayed to enter a custom width in pixels.

Template Browser

Overview

The *Template Browser* functionality allows users to insert templates into any document they are editing withEditLive!. These templates are defined by the Systems Administrator and could be as simple as a statement that needs to be added to the end of a document or as complex as an entire HTML layout.

The *Template Browser* is an optional functionality of EditLive!. Check with your Systems Administrator first to ensure this functionality exists in your instance of EditLive!.

Displaying the Template Browser

The *Template Browser* can be opened via the **Insert Template...** item in the **Insert** menu.

The *Template Browser* menu item may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Using the Template Browser

Launching the *Template Browse*r will display the following dialog on the right hand side of your EditLive! instance:
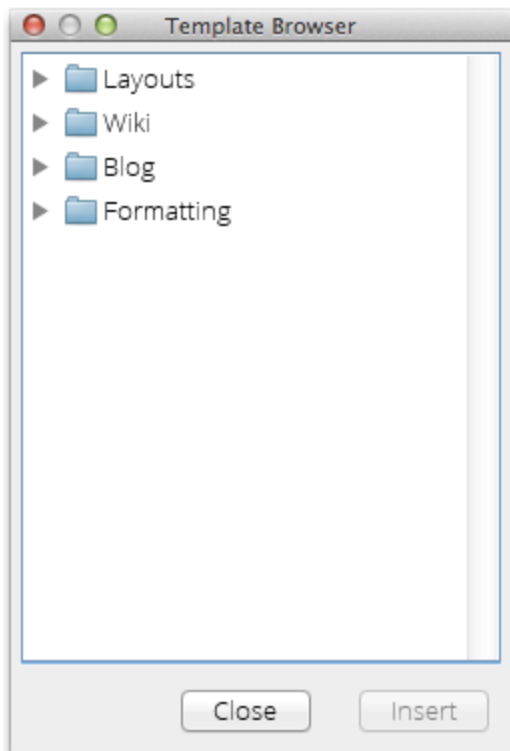
The categories displayed in this dialog may be different, depending on the configuration of your instance of EditLive!.

Clicking on the "+" symbol next to a folder will open that category. Alternatively, you can double click on the name of the category. After opening the category, the dialog will look similar to the following:
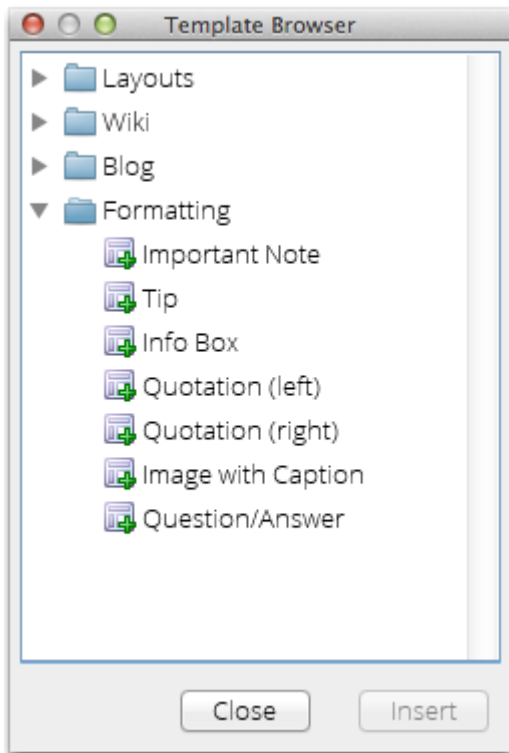
The templates available to insert into your document are denoted by the icon. The steps to insert a template are as follows:

- As the template will be inserted at the position of the caret in the document, you need to choose where you want the template to be inserted and click in that position. This will not close the Template Browser.
- Once the position has been determined, choose the template you would like to insert. To insert the template into the document, simply double click on it. Alternatively, you can select on the template and then press the **Insert** button.

Closing the Template Browser

The *Template Browser* can be closed in three ways. Two of these are on the dialog itself. However, you can also close the dialog by navigating to the Insert menu and then choosing **Hide Template Browser**.

Collaboration

- Tracking Changes
- Commenting

Tracking Changes

Overview

EditLive! provides controls and rendering to allow you to easily review changes made to your rich content. The changes include content inserted, deleted and modified by yourself and any other users who have edited the rich content.

Track changes is an optional functionality of EditLive!. Check with your Systems Administrator first to ensure this functionality exists in your instance of EditLive!.

The toolbar, menu and context menu items described below are the standard items packaged with EditLive!. Any of the items listed below may be missing from your instance of the editor or contain different values than depicted in the screen captures. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

How Track Changes Works

When editing content normally in EditLive!, the content will appear in the editor as it will appear when published.

Example

The following screenshot shows EditLive! with the content 'Default document content'. An extra string in bold and italic has been added ('**extra string added**').
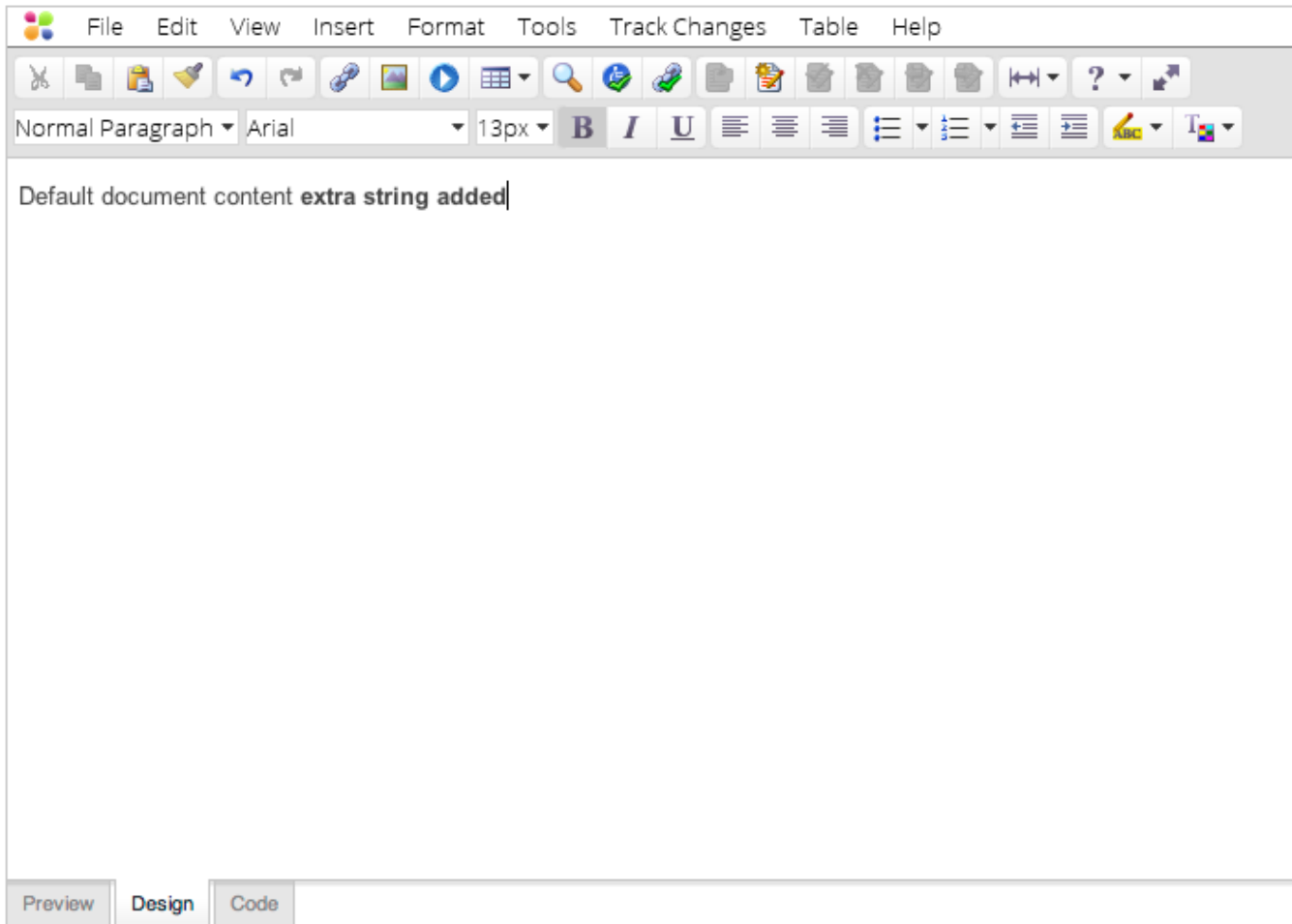
This content would appear as follows if saved as a `.html` webpage.
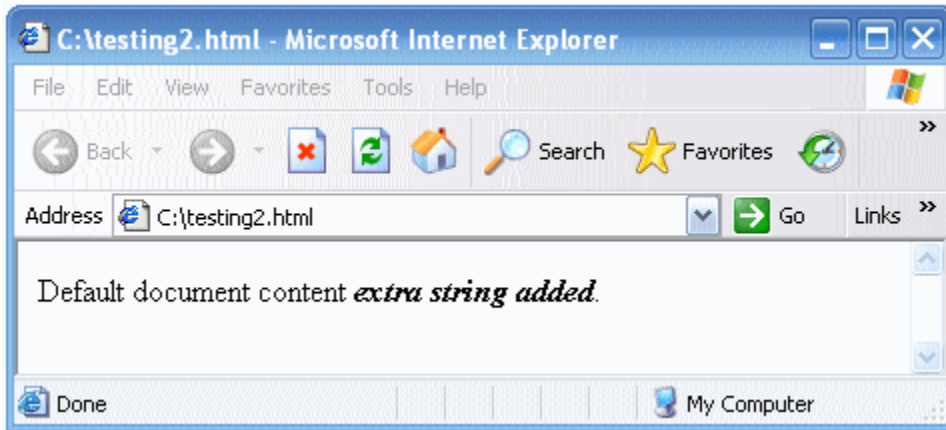
When editing content with track changes enabled, changes made will render in a different color. This allows you to easily identify which changes have been made to your content.

Example

The following screenshot shows EditLive! with the content 'Default document content'. Track Changes is then enabled in the editor and an extra string in bold and italic is added ('**extra string added**').
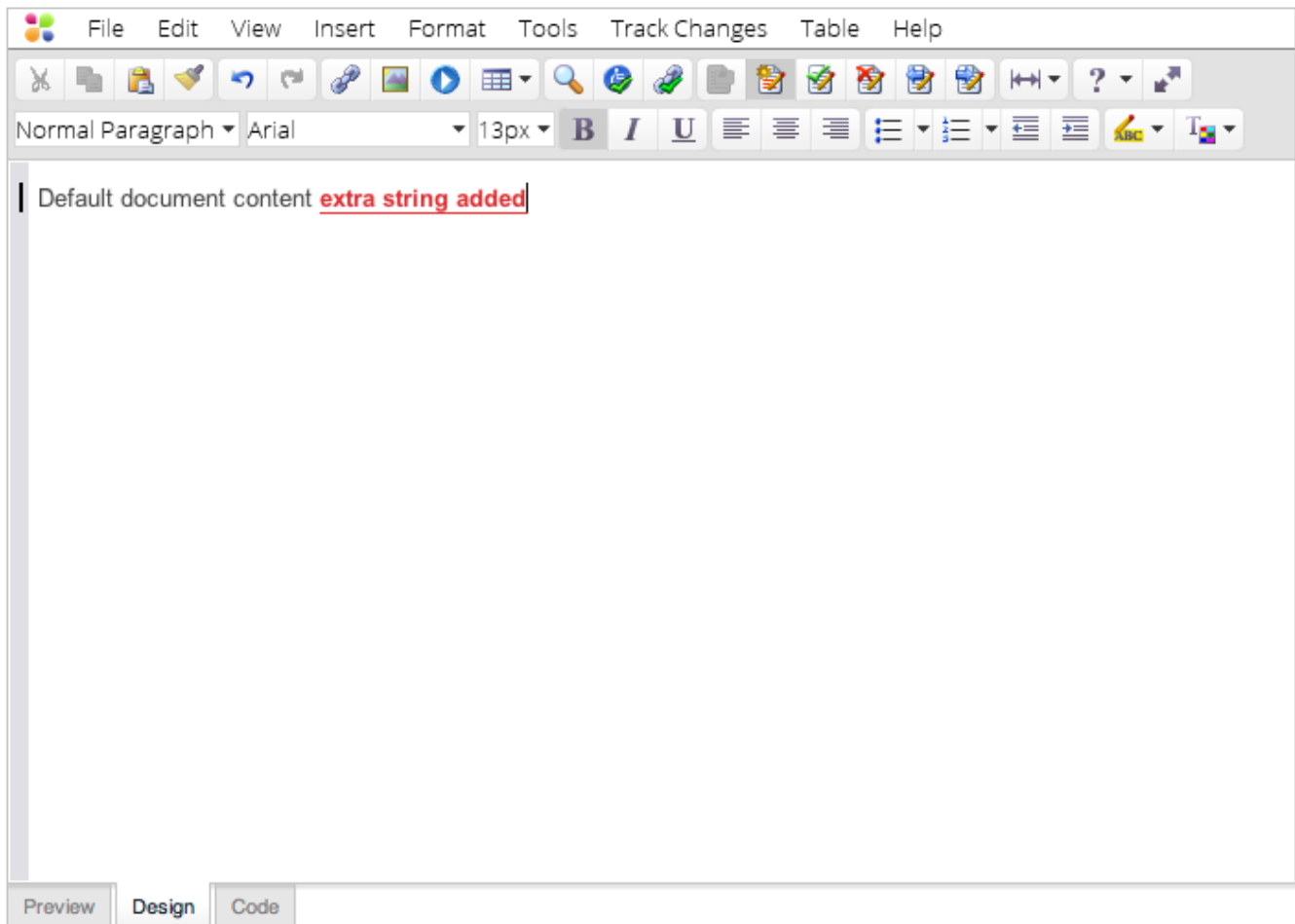
This content would appear as follows if saved as a `.html` webpage. The blue coloring is only used in EditLive! to help identify what changes have occurred.
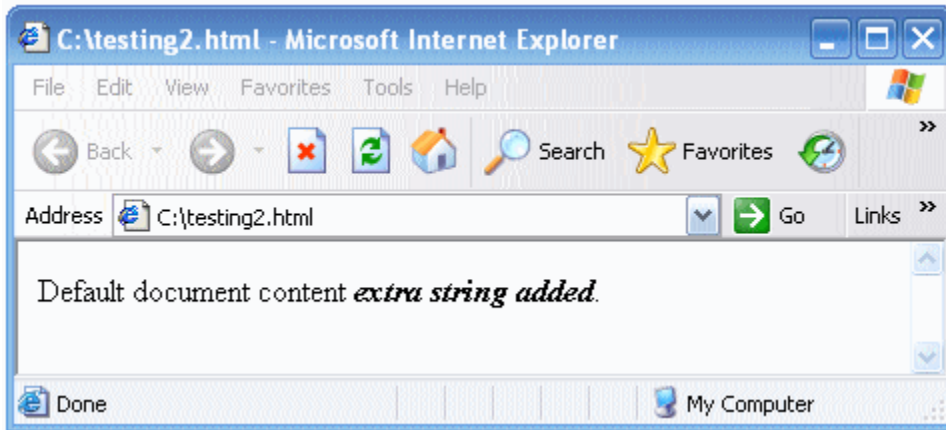
The track changes functionality for EditLive! uses unique color rendering for each user of your system to display any content the user has created, deleted or modified.
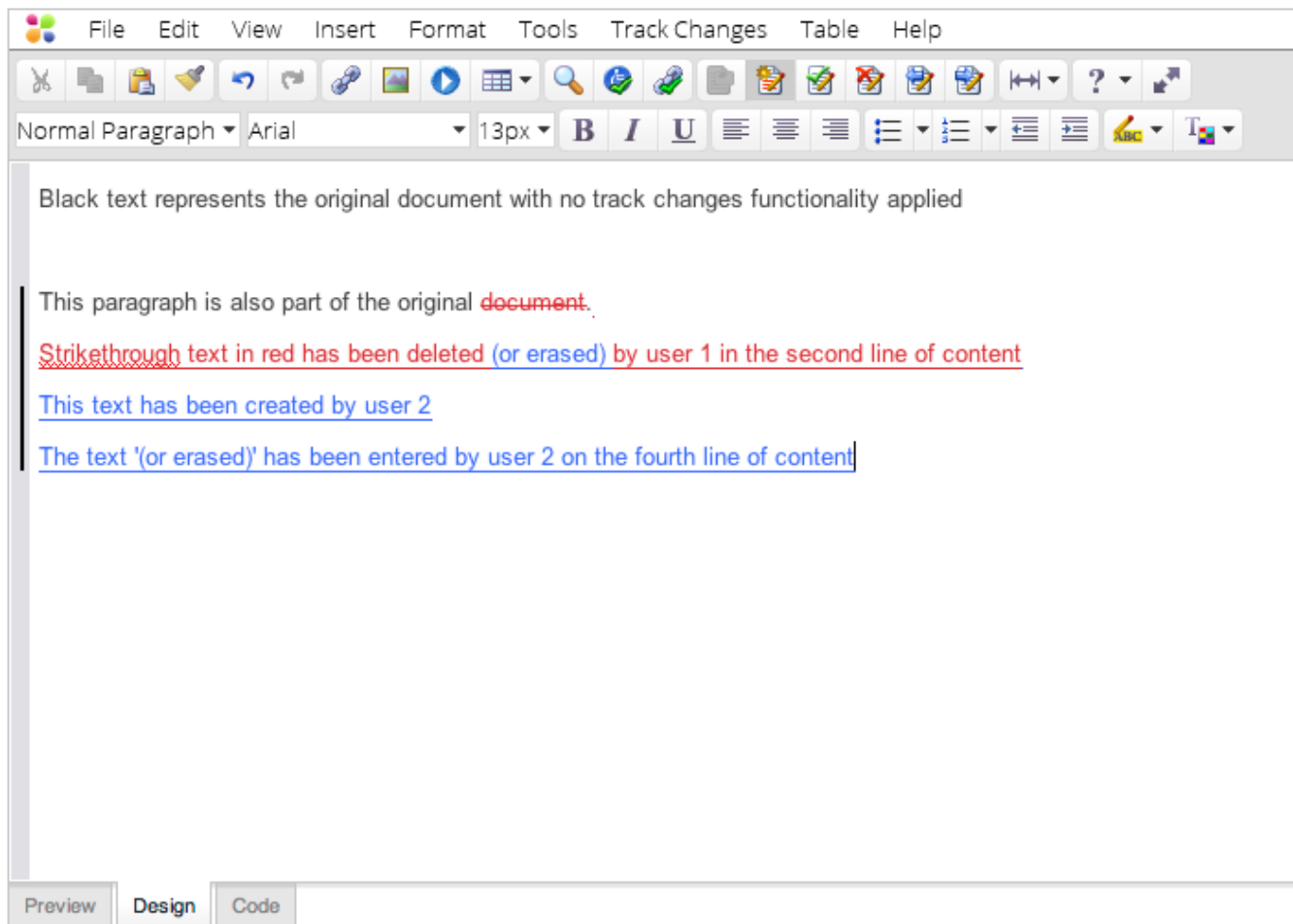
Content by 'user 1' has been rendered blue, while content by 'user 2' has been rendered red.

You can hover over specific changes to view:

- Which user made the change.
- What type of change occurred.
- What time the change occurred.
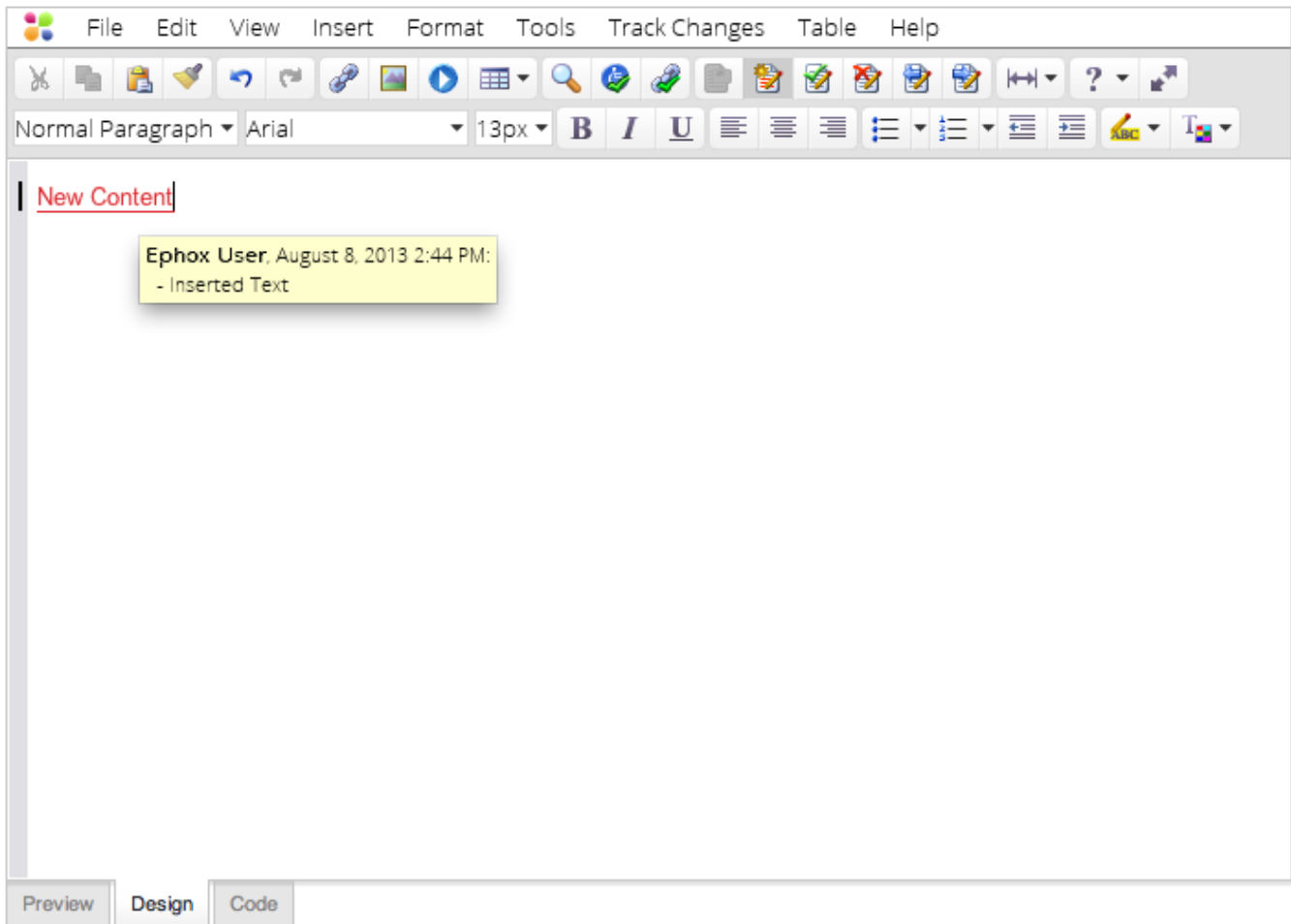
Displaying content created by 'Ephox User'.

EditLive! provides easy to use controls for reviewing these individual changes and deciding which changes should remain and which changes should be undone.

Enabling/Disabling Track Changes

When EditLive! first loads, the track changes functionality will either be enabled or disabled based on settings specified by your Systems Administrator.

You can however enable/disable the track changes functionality manually using one of the following 3 methods:

- Menu Item
- Toolbar Button
- Keyboard Shortcut

Menu Item

The **Enable Track Changes/Disable Track Changes** menu item toggles enabling or disabling track changes. This menu item is located under the **Track Changes** menu.

Toolbar Button

The toolbar button toggles enabling or disabling track changes.

Keyboard Shortcut

The track changes functionality can be toggled on and off by simultaneously pressing **CTRL + SHIFT + E**.

Setting the Current Username

With track changes enabled, all changes you make in the content are logged against your defined user name.

Your user name is defined in one of the following ways:

1. Your Systems Administrator has already configured EditLive! to automatically load your user name.
2. When track changes is first enabled, you will be prompted to enter your user name.

If you want to manually change your username at any point in time, you can use the **Set Current User...** menu item located under the **Track Changes** men
u.

Accepting/Rejecting Tracked Changes

Any tracked changes to the contents of EditLive! can be accepted or rejected.

Accepting Changes

Accepting a change means the selected change is retained in the content and no longer displayed as a change (i.e. the content is no longer rendered in a unique color and hovering over the content no longer displays change information).

Example

The following screenshot depicts a line of content in EditLive! with the text **new text added** inserted in the middle.
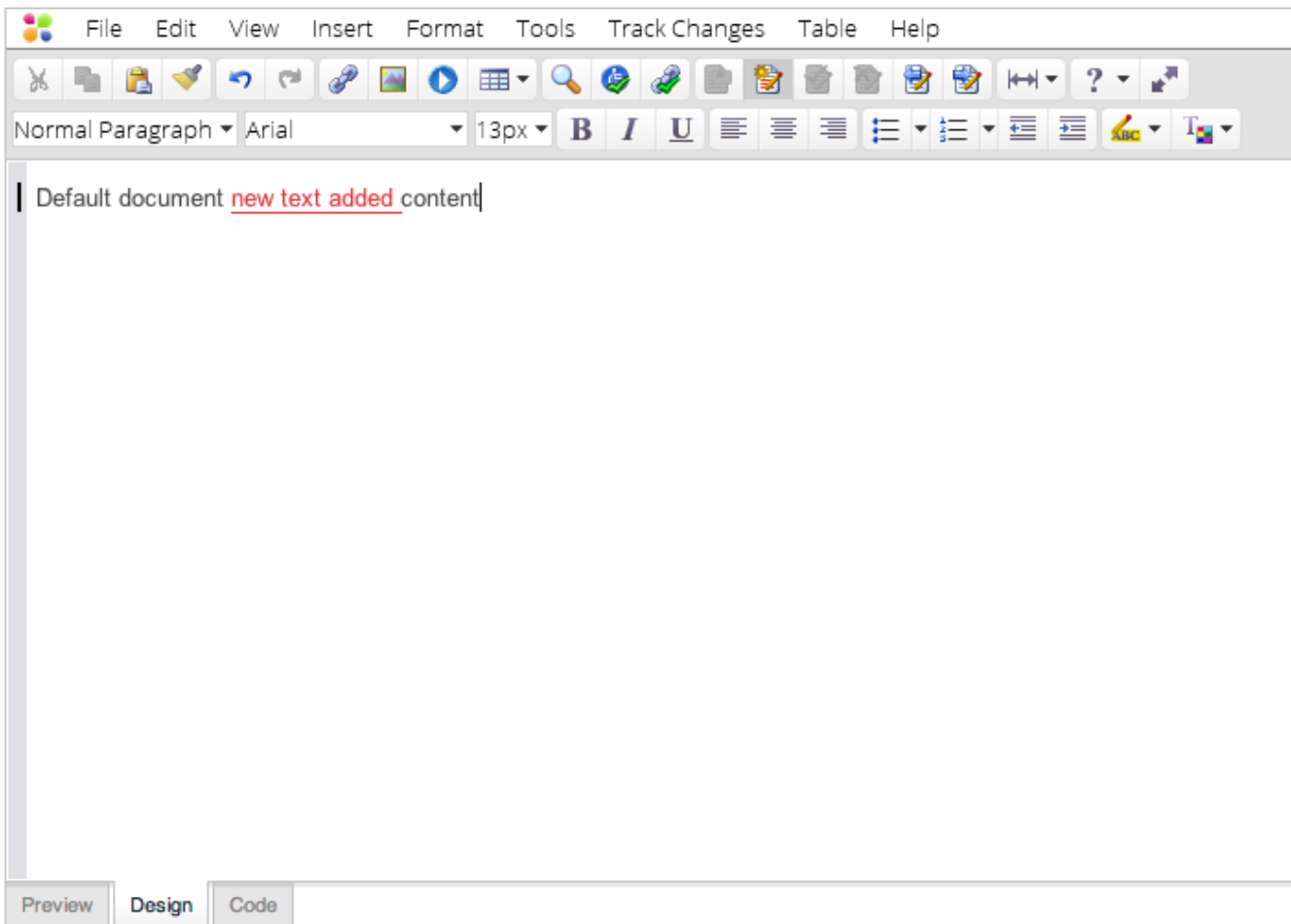
Accepting this change would cause the text **new text added** to be merged with the document.
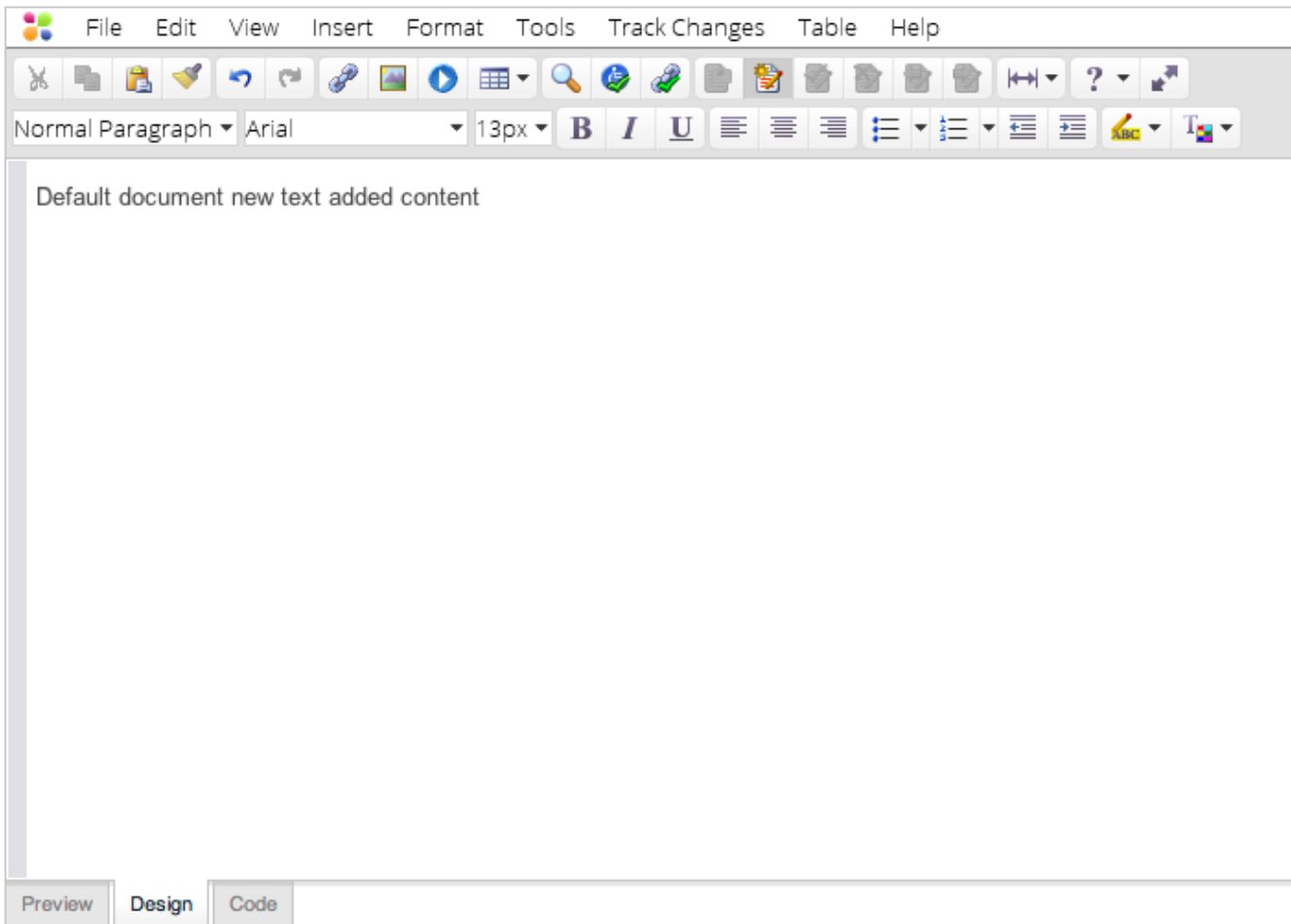
Example

The following screenshot depicts a line of content in EditLive! with the text **document content** deleted from the end.
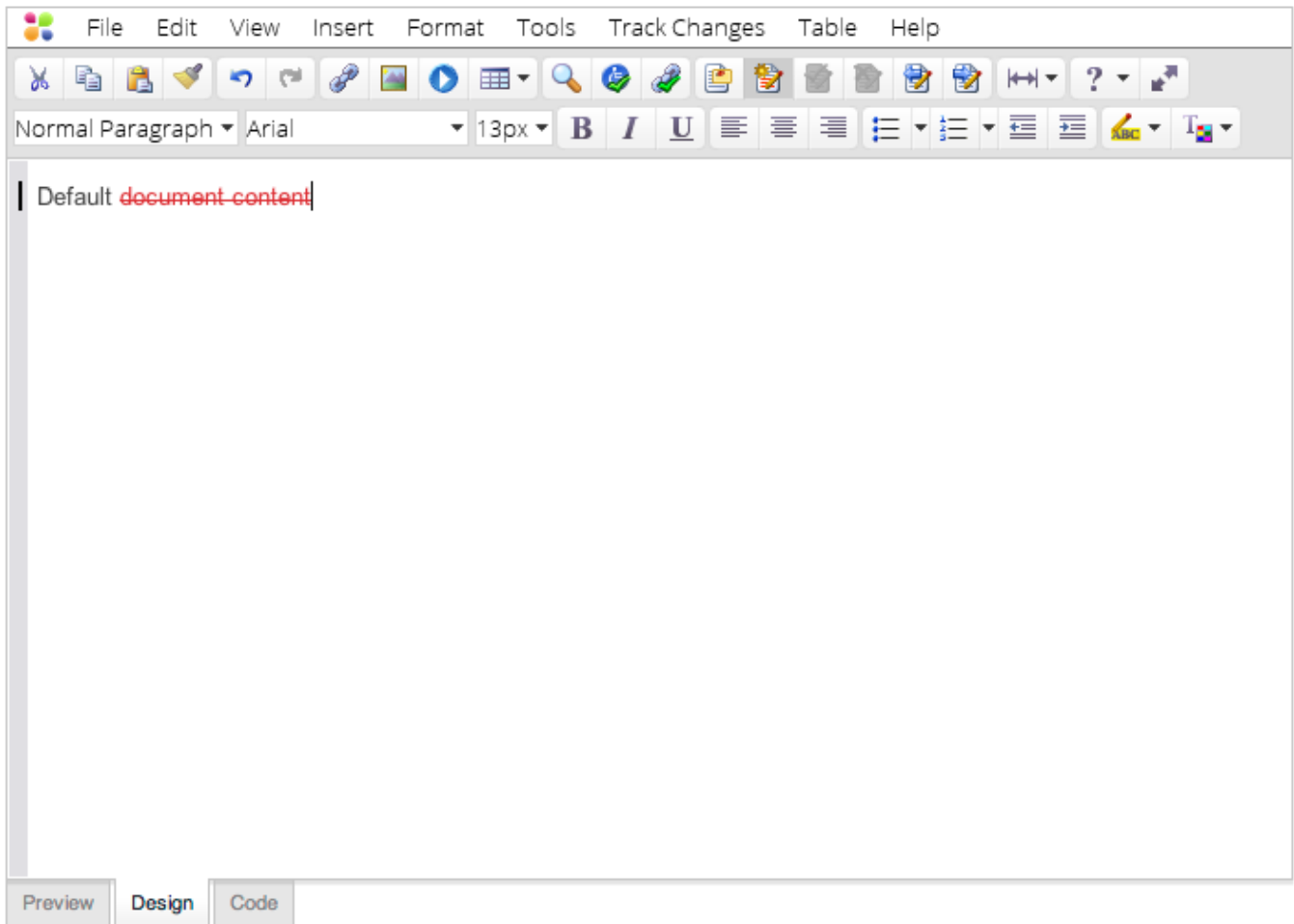
Accepting this change would cause the text **document content** to be removed from the document.
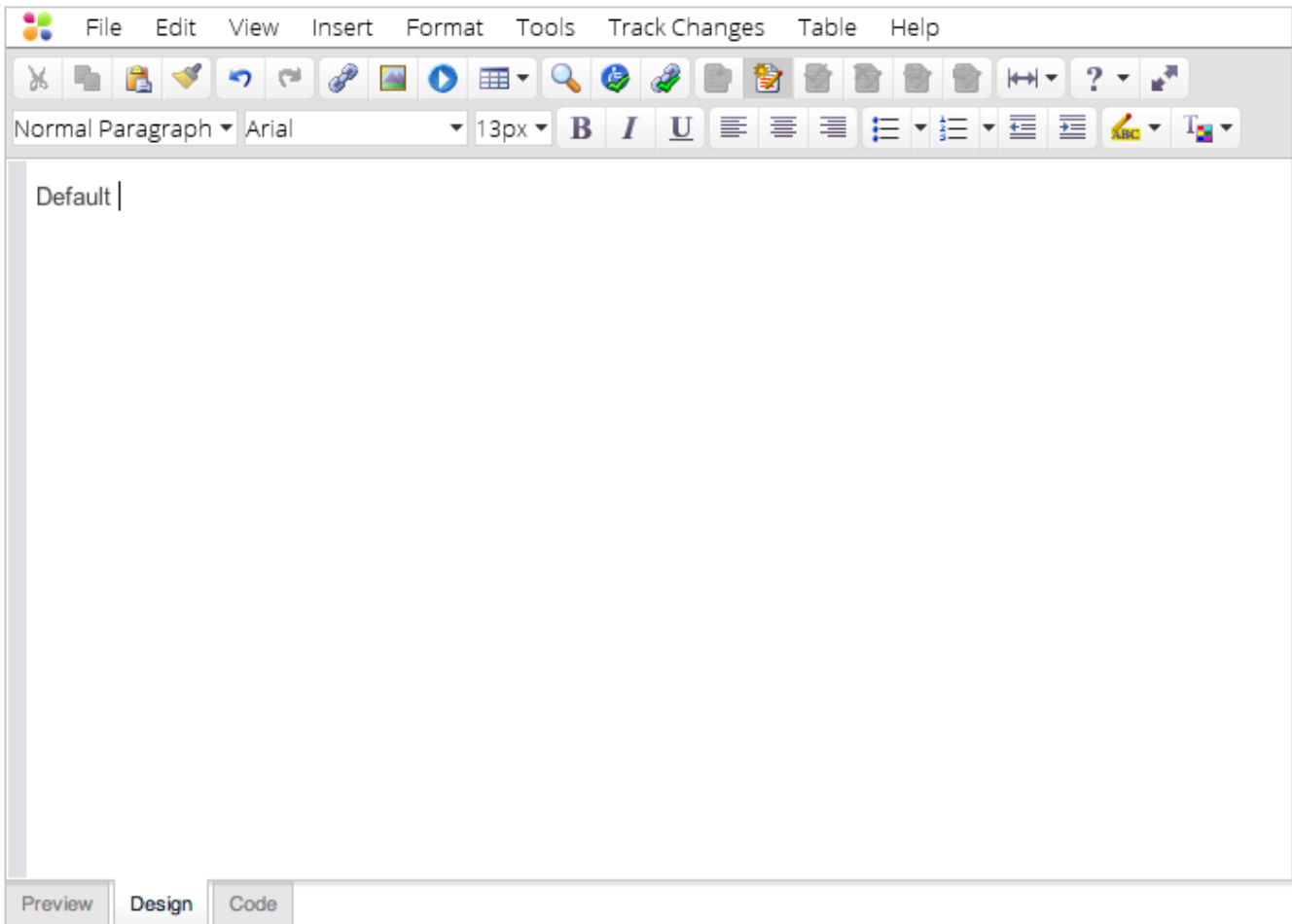
Once you have selected a desired change, you can accept the change using one of the following methods:

- Menu Item
- Toolbar Button

Menu Item

The ![icon] **Accept** menu item will accept the currently selected change. This menu item is located under the **Track Changes** menu.

Toolbar Button

The ![icon] toolbar button will accept the currently selected change.

To accept all changes in your EditLive! content, use the **Accept All Changes** menu item located under the **Track Changes** menu.

Rejecting Changes

Rejecting a change means the selected change is removed from the content. Rejecting a change is equivalent to undoing the specific change.

Example

The following screenshot depicts a line of content in EditLive! with the text **new text added** inserted in the middle.

File   Edit   View   Insert   Format   Tools   Track Changes   Table   Help

Normal Paragraph ▾   Arial   ▾   13px ▾   **B** *I* U | | | | | | | | | |

Default document new text added content|
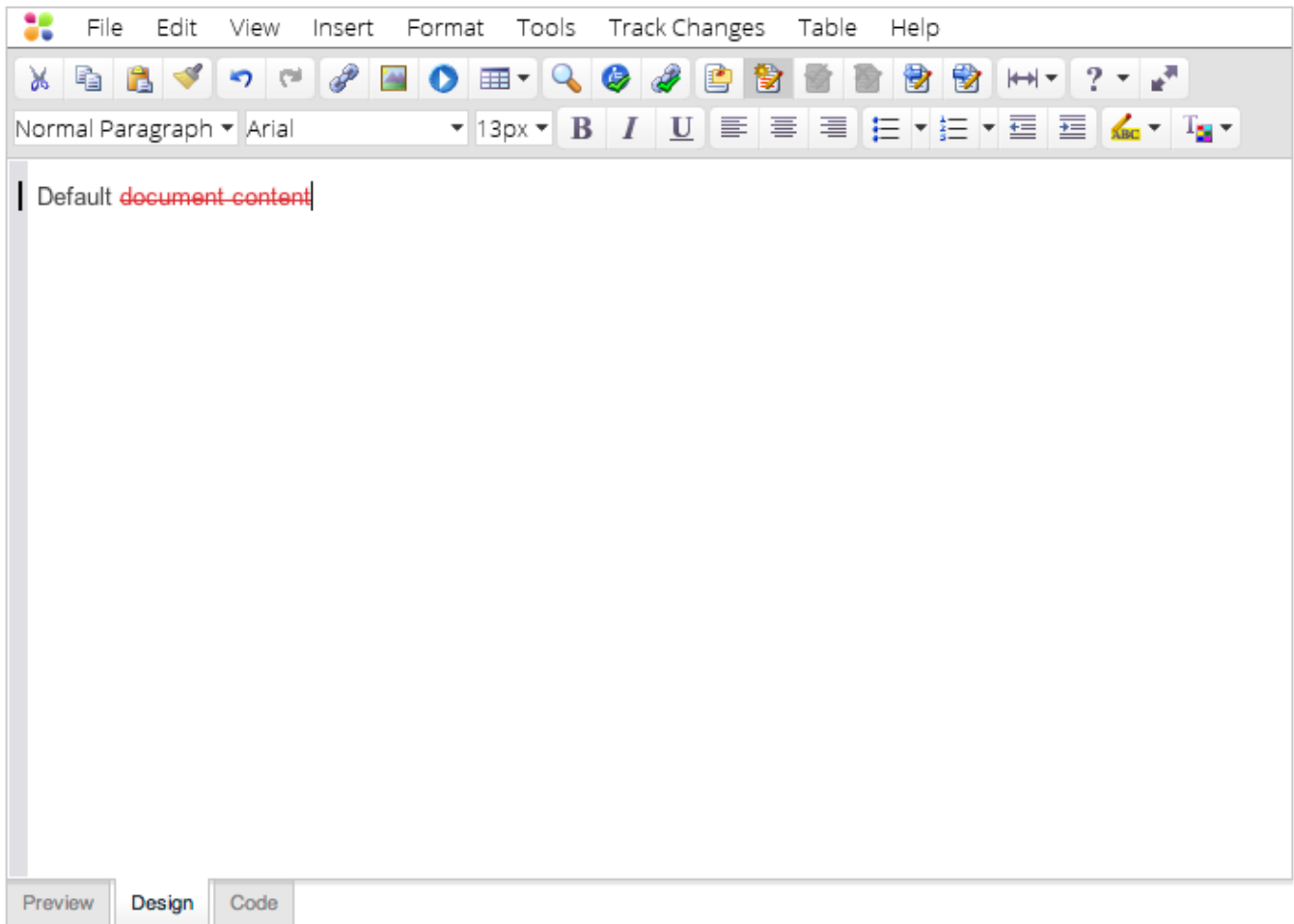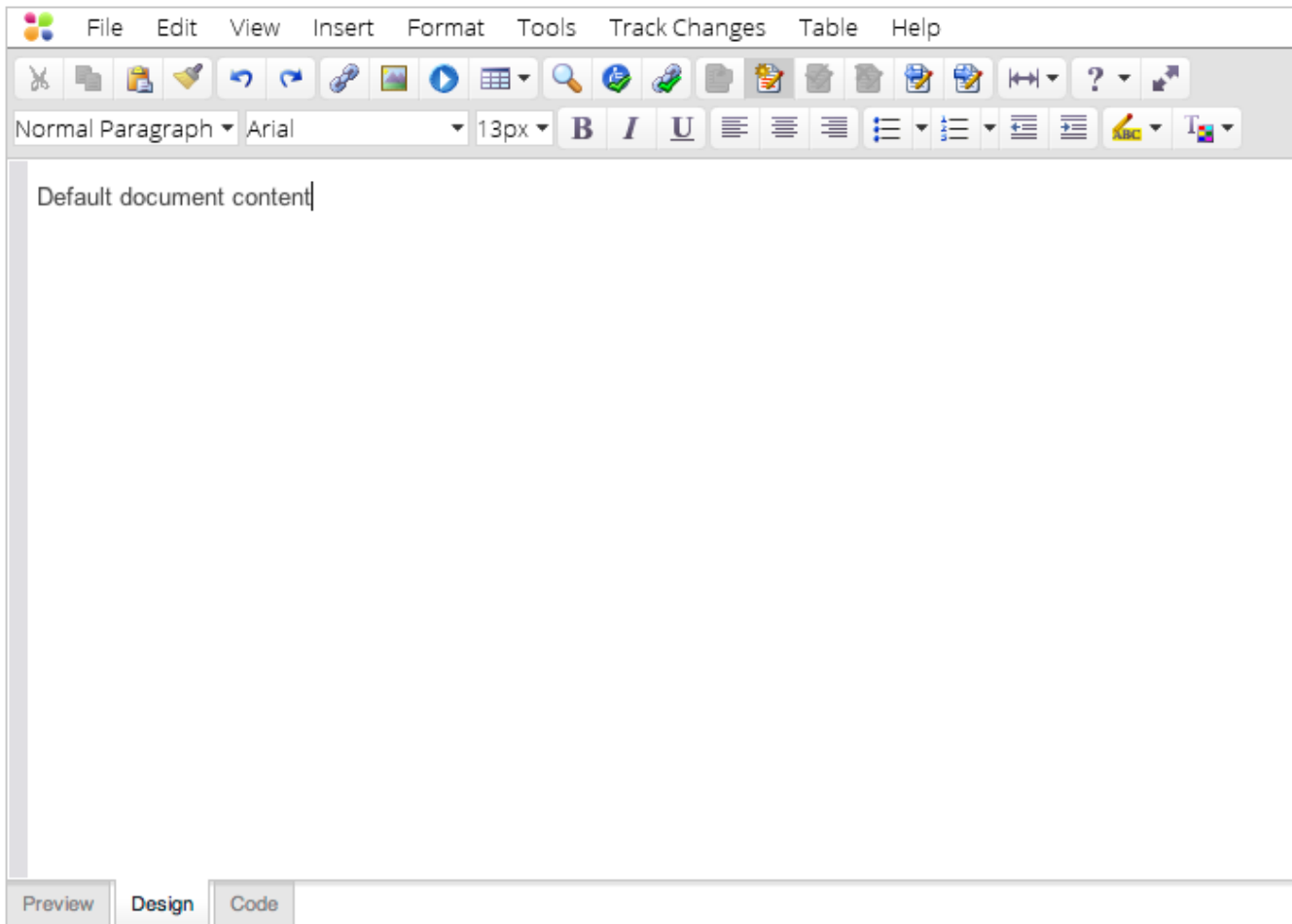
Preview   Design   Code
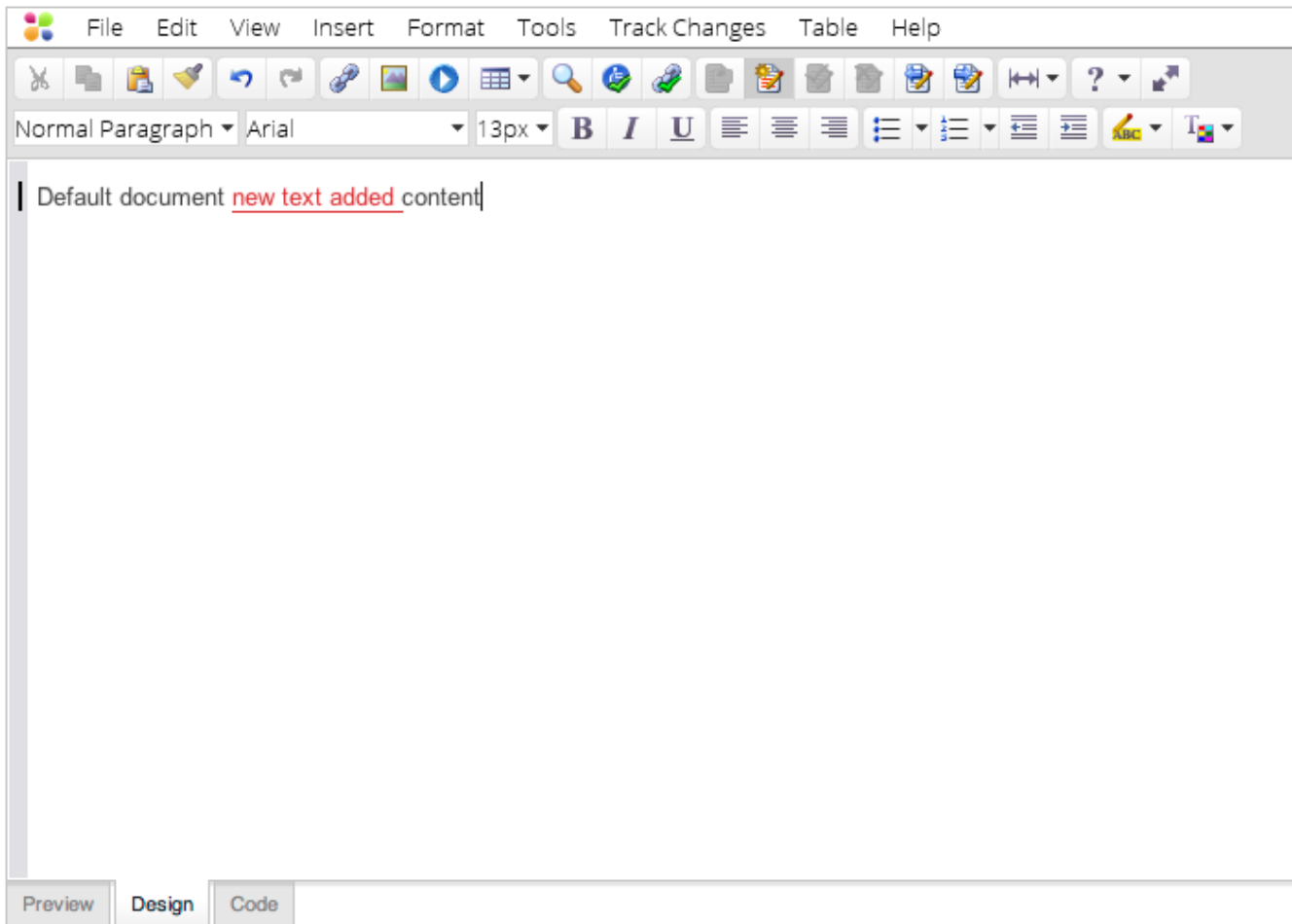
Rejecting this change would cause the text **new text added** to be removed from the document.
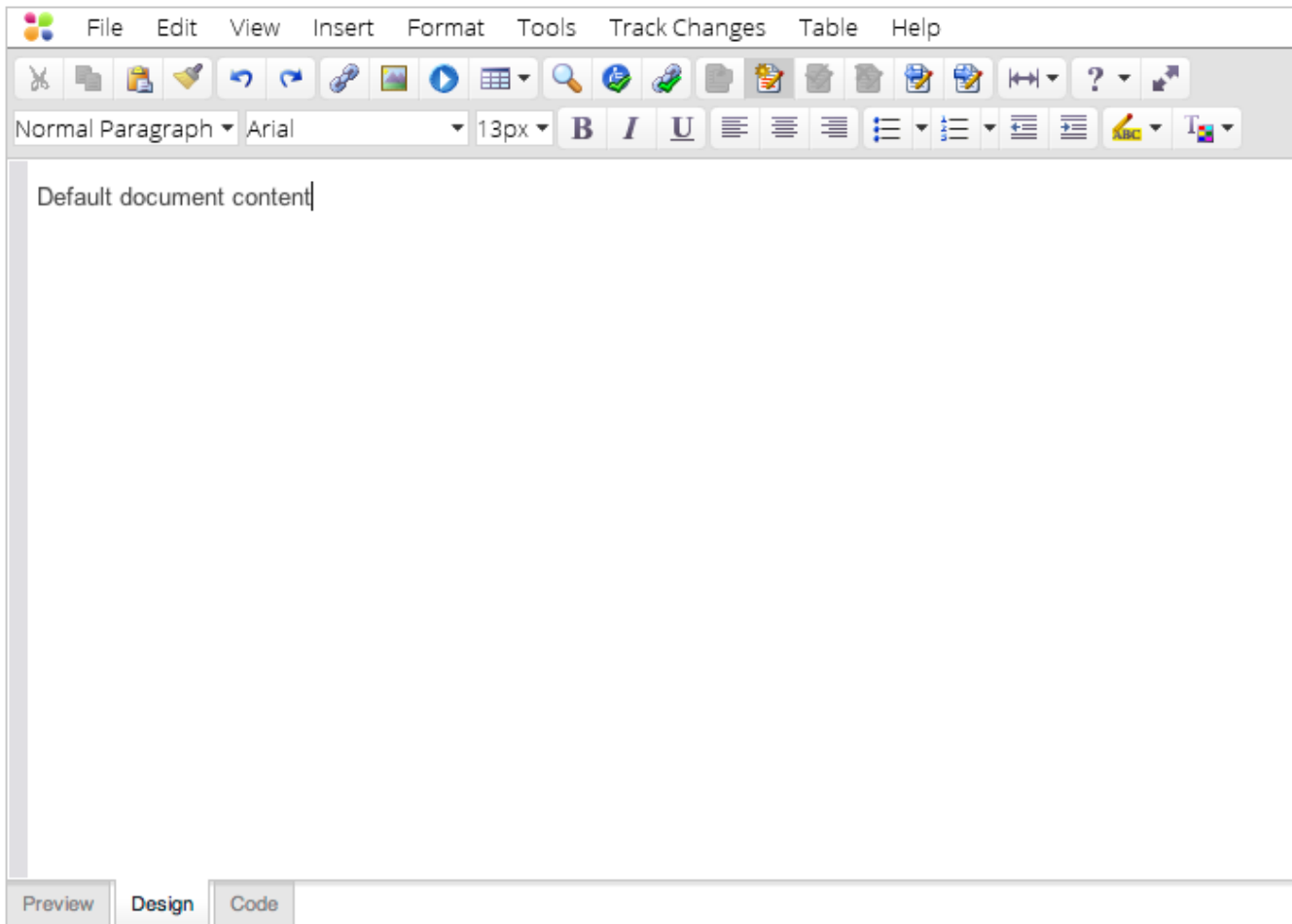
Example

The following screenshot depicts a line of content in EditLive! with the text **document content** deleted from the end.

Rejecting this change would cause the text **document content** to be retained in the document.

Once you have selected a desired change, you can reject the change using one of the following methods:

- Menu Item
- Toolbar Button

Menu Item

The 📝 **Reject** menu item will reject the currently selected change. This menu item is located under the **Track Changes** menu.

Toolbar Button

The 📝 toolbar button will reject the currently selected change.

To reject all changes in your EditLive! content, use the **Reject All Changes** menu item located under the **Track Changes** menu.

Selecting Changes

Specific changes can be selected (in order to accept or reject the change) by using the following methods:

- Clicking in the Desired Change
- Menu Items
- Toolbar Button

Clicking in the Desired Change

Clicking in a change will allow you to accept or reject this change. Once clicking in a change, you'll notice the accept and reject toolbar buttons and menu items because available for use.

Menu Items

The 📝 **Previous Change** menu item will select the previous change in your content.

The ![icon] **Next Change** menu item will select the next change in your content.

Toolbar Buttons

The ![icon] toolbar button will select the previous change in your content.

The ![icon] toolbar button will select the next change in your content.

Reviewing Changes

The **Review Changes...** menu item (located under the **Track Changes** menu) provides a method for moving between each change in the document. Once a change is selected, you can use the dialog provided to accept or reject the change.
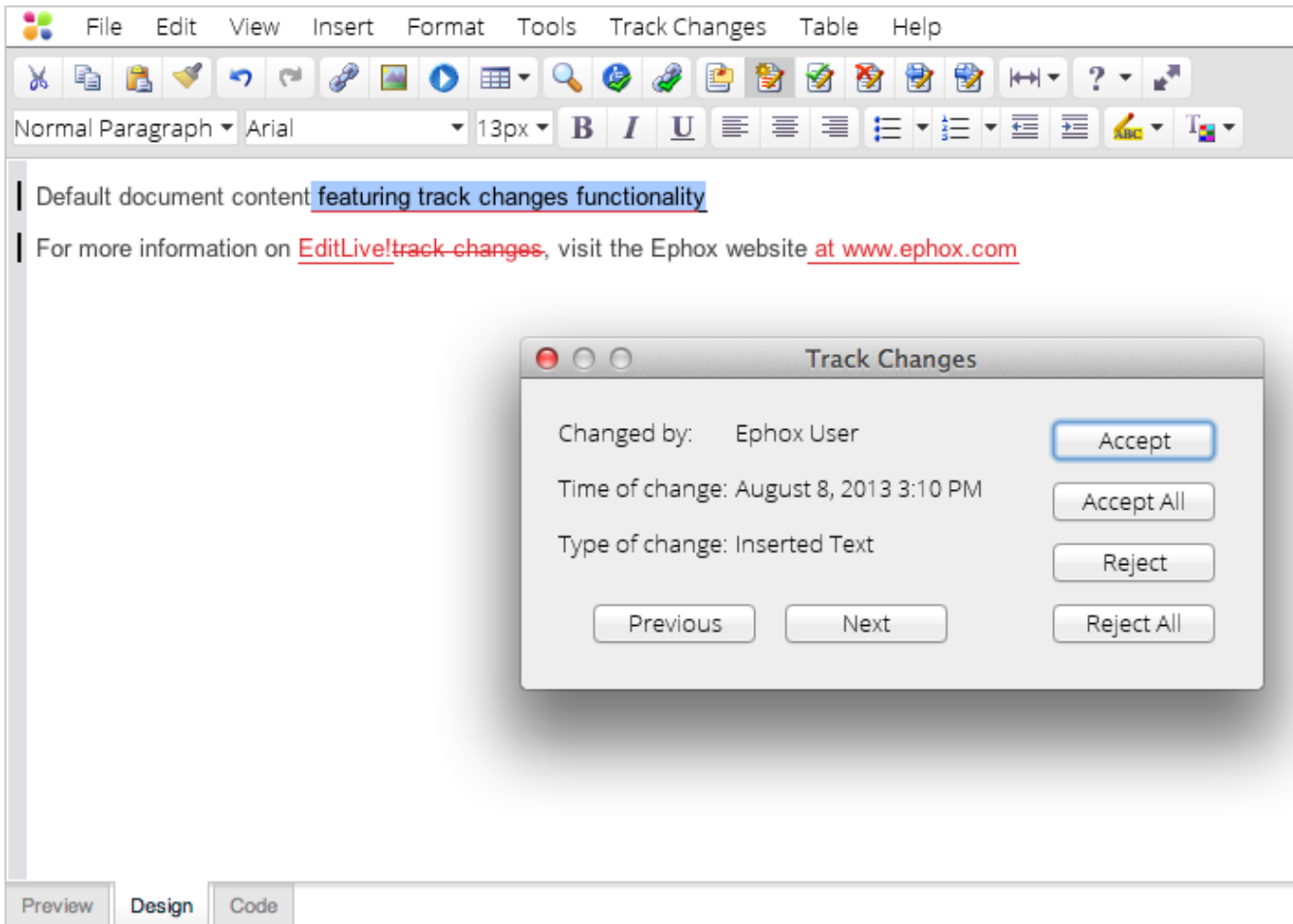
Commenting

Overview

The *Commenting* functionality allows users to both add comments to selections of text in a document and read comments that other users have written within a document.

Commenting is an optional functionality of EditLive!. Check with your Systems Administrator first to ensure this functionality exists in your instance of EditLive!.

Adding a New Comment to Text With No Prior Comments

If the text that you want to comment on does not have any previous comments added to it, you will need to:

- Select all of the text you would like the comment to appear on
- Navigate to the **Add Comment...** menu item in the **Track Changes** menu or right-click and choose **Add Comment..**

The **Add Comment...** menu items may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

This will display the Commenting popup next to the selected text, as follows:
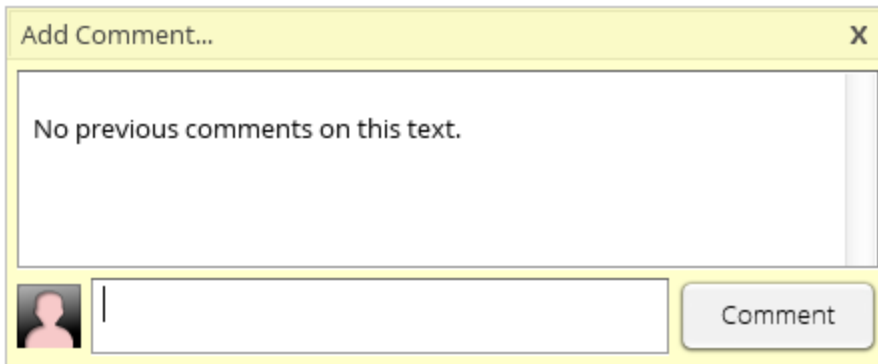
This popup will be displayed until one of the following actions occurs:

- You add a comment and then move the mouse outside the popup
- You press the close button
- You click the mouse outside the popup, for instance, on the text in the document or on a menu item

Once a comment has been added, the commented text will be given a background color that matches the Track Changes color of the first user who commented. This color can also be seen on the popup above as the background color of the user icon next to the comment text area. As in Track Changes, this background color will not be rendered outside EditLive!.

Viewing Existing Comments

As noted above, any text that has been commented on will be rendered with a background color. To view these comments, simply mouseover this text. After approximately one second, the Commenting popup will appear, as seen below.
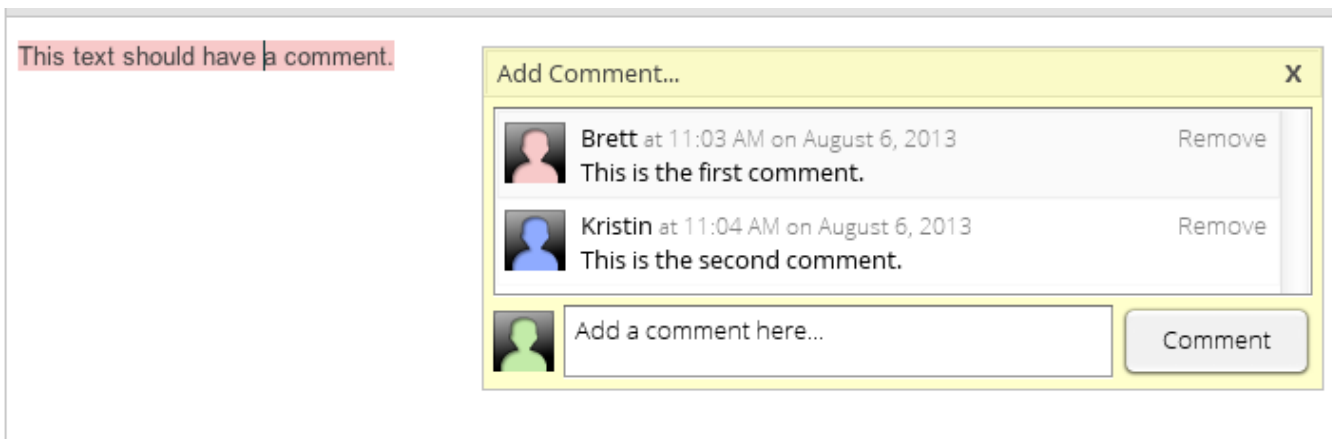
This popup will disappear when your mouse leaves both the commented text and the popup itself.

Adding a Comment to an Existing Conversation

When the popup above appears after you have moused over an existing comment, you can add a comment to the conversation by clicking in the textarea with the text "Add a comment here..." Once you have clicked in this textarea, the dialog will be displayed until one of the actions described above occurs. Comments added here will be applied to the exact section of text that has previously been commented on.

You can also comment on text that has already been commented on by selecting the text and using either the menu item or the right click menu. However, there are some limitations to how the comment will be applied.

- If you have selected only a portion of the commented text, your comment will be applied to the entire piece of text.
- If you have selected a portion of the commented text with additional text around it, all existing comments and your comment will be applied to the entire piece of text plus the extra selection.

Removing Individual Comments

It is easy to remove comments from any text in the document. Simply bring up the Commenting popup and click the **Remove** button to the right of the comment you would like to delete. If you remove the first comment on a piece of text, the background color will be changed to the color of the author who is now the first commenter on the text. If you remove all comments on a piece of text, its background color will be removed and the popup will no longer appear when mousing over the text.

If you remove a comment accidentally, you can undo the action and return the conversation to its previous state.

Removing All Comments

Sometimes you may want to remove all of the comments in a document, for instance, if you are publishing a document to the web. All you need to do in this case is navigate to the **Remove All Comments** menu item. Clicking on this item will instantly strip all comments and remove all highlighting from the document.

Regardless of whether all comments in a document are removed, they will not be highlighted in your document outside of EditLive!.
The **Remove All Comments** menu item may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.
If you remove all comments accidentally, you can undo the action and return the document to its previous state.

Working with Styles

Applying Sections to Content

Overview

EditLive! provides extensive support for content sections, including HTML 5 Semantic tags. As a user you can create and remove sections, and even create sections within other sections. EditLive! can help you to apply styles to a section, set the width of a section, or wrap text around floating sections.

This topic explains how to achieve the following:

- Creating an empty section
- Creating a section around existing text
- Creating nested sections
- Removing Sections
- Section Properties
- Floating Sections
- Resizing Sections

To apply a style to a section, see the Applying Predefined Styles section of the Applying Styles article.

Creating an empty section

Creating an empty section can be done anywhere; even inside another Section. There are 2 basic methods for an inserting an empty section in EditLive!:

- Toolbar Button
- Menu Items

The toolbar and menu items described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Toolbar Button

 The EditLive! toolbar provides the following button for selecting Page Widths:

- Create Section

Menu Item

The Create Section item is located under the **Insert** menu.

Choosing a Semantic Tag

Both the Toolbar button and Menu item display a drop down menu containing the following elements.

- Blockquote
- Div
- Section
- Header
- Footer
- Article
- Aside
- Nav
- Figure
- FigCaption

Some elements may not be available as they may be dependent on other elements or restricted in their use. For example, **FigCaption** is only available for insertion in a **Figure**.

## Creating a section around existing text

Sections can be created around existing text in much the same way as empty sections. Sections can be created on entire paragraphs or a selected portion within a paragraph.

Example

Select a portion of text in the middle of a paragraph:
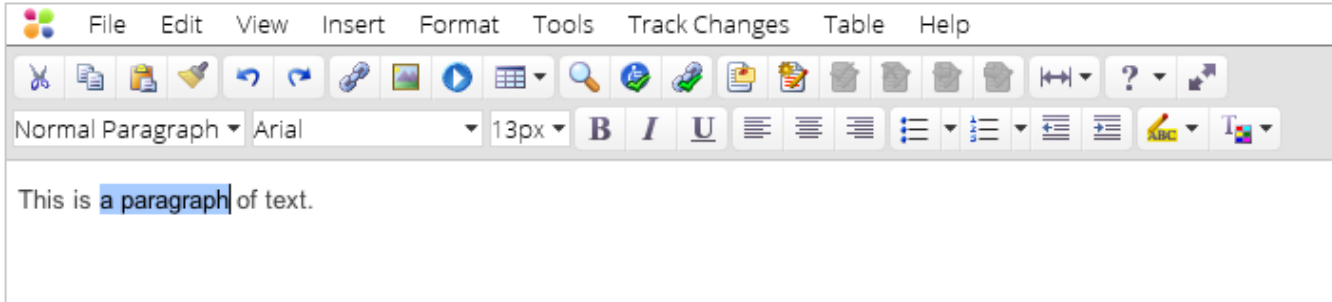
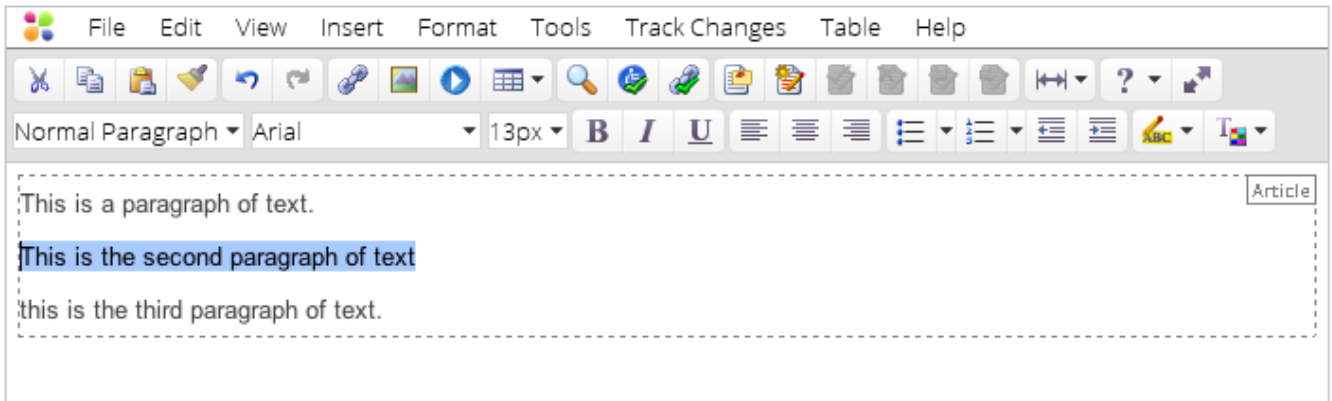Creating a section will split the paragraph around the selection and create a section in the middle:
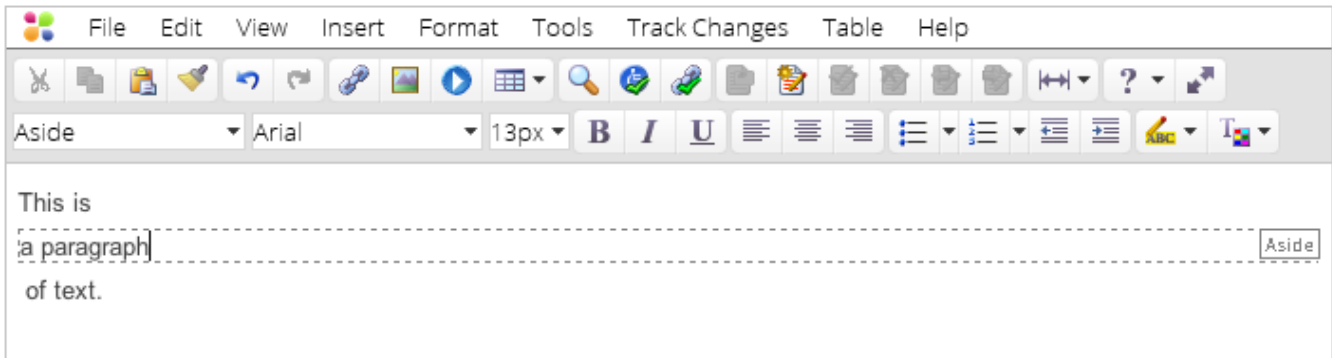
The type of section inserted will be indicated by text in the top corner of the section. In this example an **Aside** has been inserted.
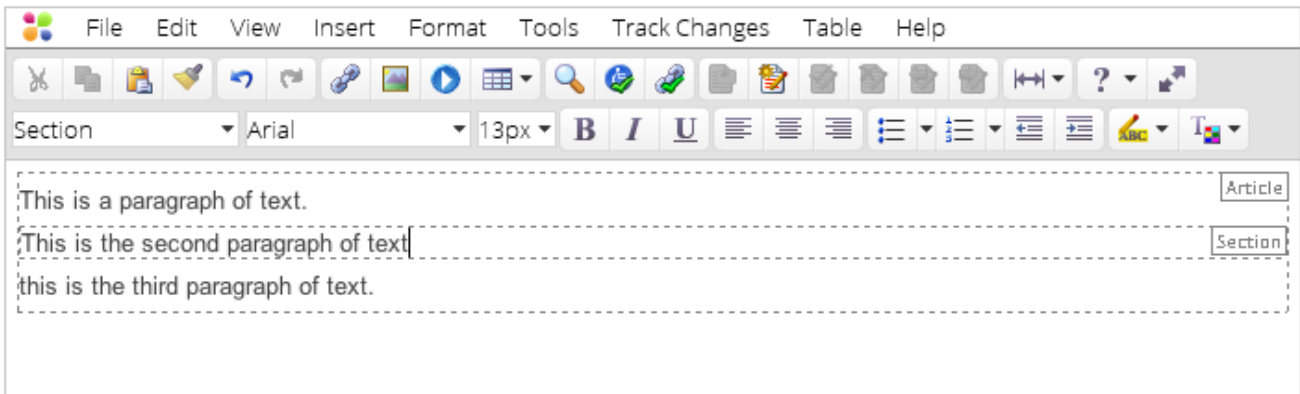
Creating nested sections

EditLive! supports not only creating sections in paragraphs but also within existing sections.

Example

Highlight the middle paragraph of a section:

Creating a new section will not alter the outer section, instead nested a new section inside. Notice that the paragraph spacing has been removed to avoid unnecessary spacing:

Removing Sections

Use the **Remove Section** command, located on the **Insert** menu or the **Context Manu** to remove a section. Only the section types available from the current cursor position will be available.

Example

With the cursor positioned in the text for the nested **Aside** section, the options enabled are the enclosing **Section** and **Article** sections.
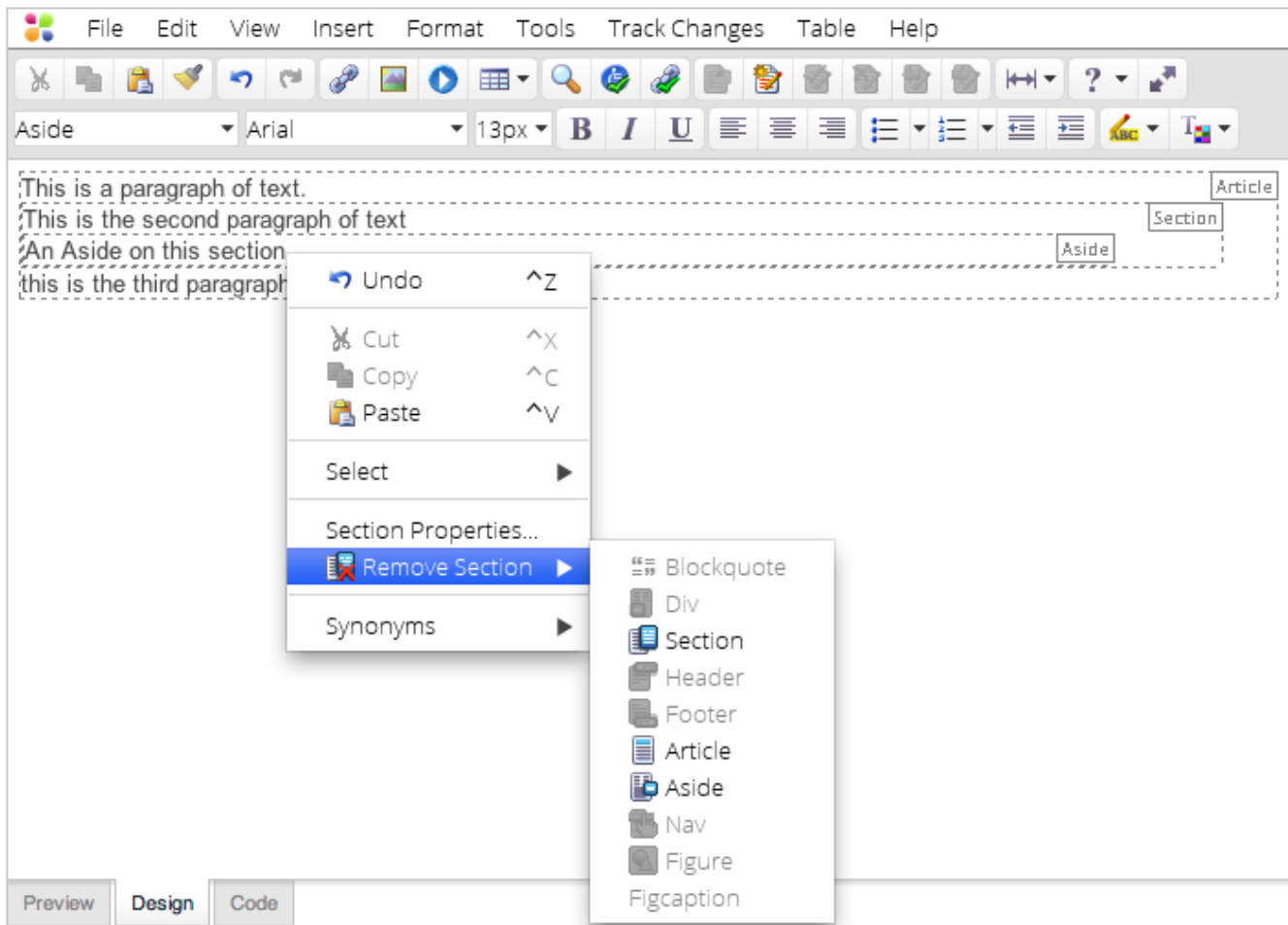
Selecting **Aside** will remove the **Aside** section, leaving the other two sections in place and merging the paragraph into the enclosing section.
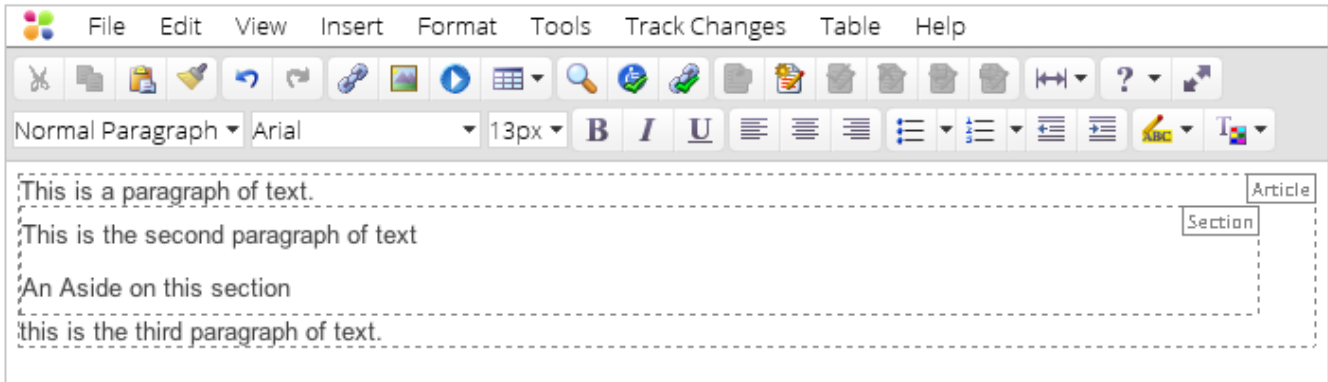
With the cursor within the *second paragraph*, selecting **Article** from the **Remove Section** list will remove the outer **Article** section, leaving only the **Section**.
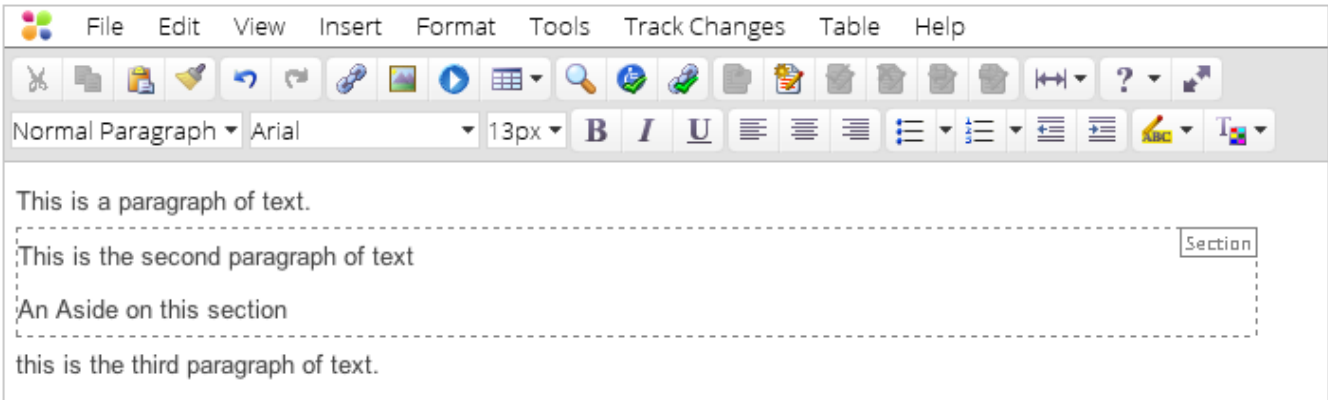
Section Properties

EditLive! allows basic editing of section attributes. Right click on a section and choose **Section Properties...** to show the Section Properties dialog:
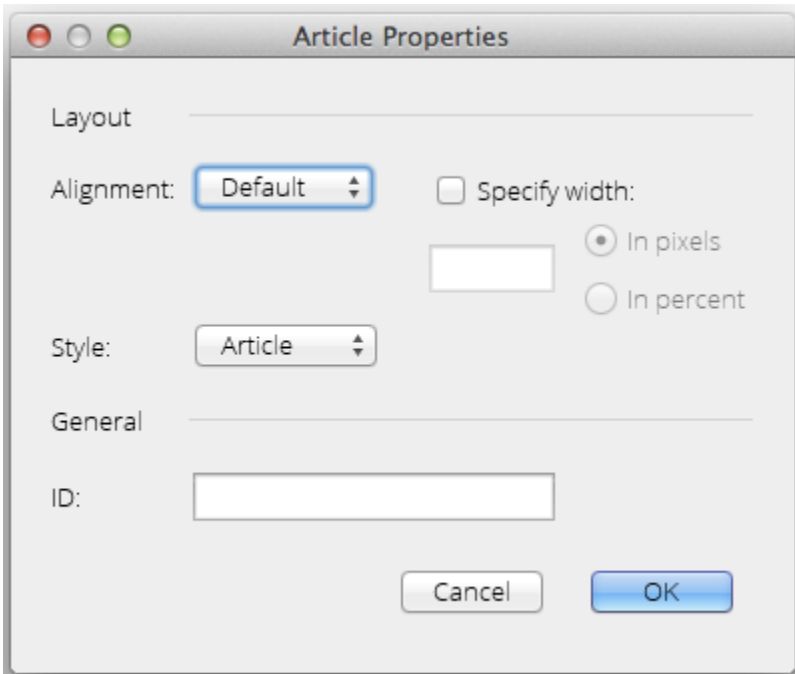
- **Alignment** - Float sections left or right
- **Specify width** - Checking this box allows the width of the section, using either pixel or percentage units, to be set.
- **Style** - CSS Style to be applied to the section type (if configured)
- **ID** - Set the section identifier attribute

Floating Sections

Floating sections are often used for page layout, and allow text to flow around the section. EditLive! supports creating floated sections using the alignment option of the **Section Properties** dialog described above.

Example

Start with a single section as shown below:
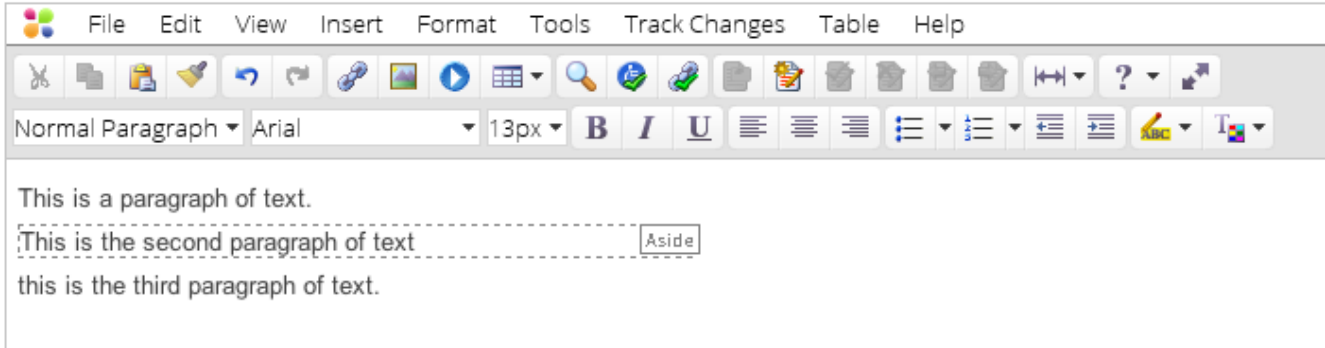
Use the Section Properties dialog to align the section left:
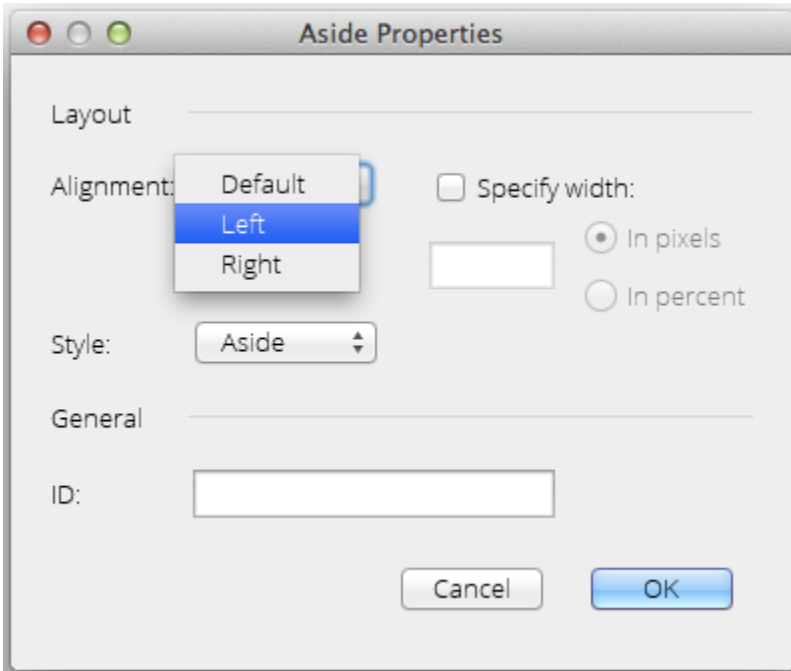
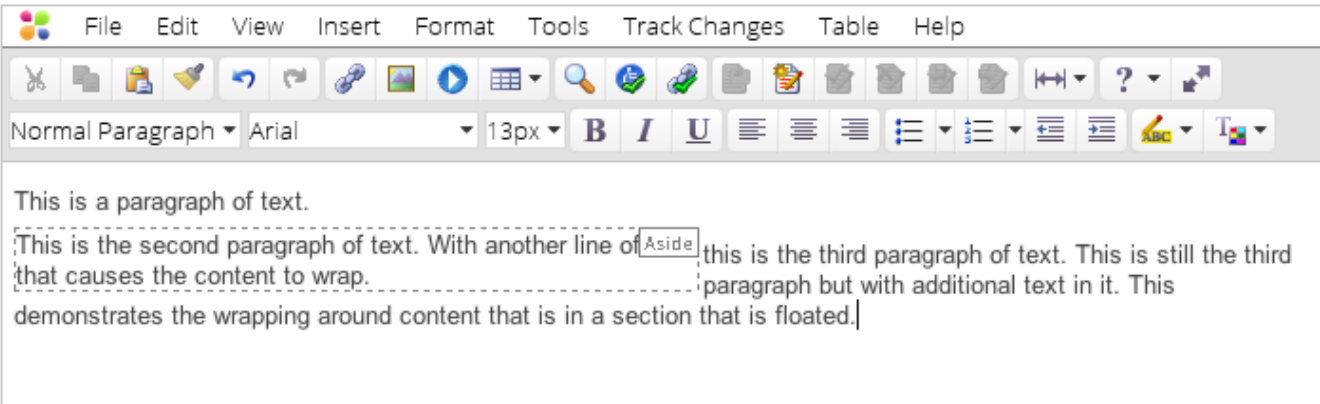This brings the third paragraph up next to the second paragraph:
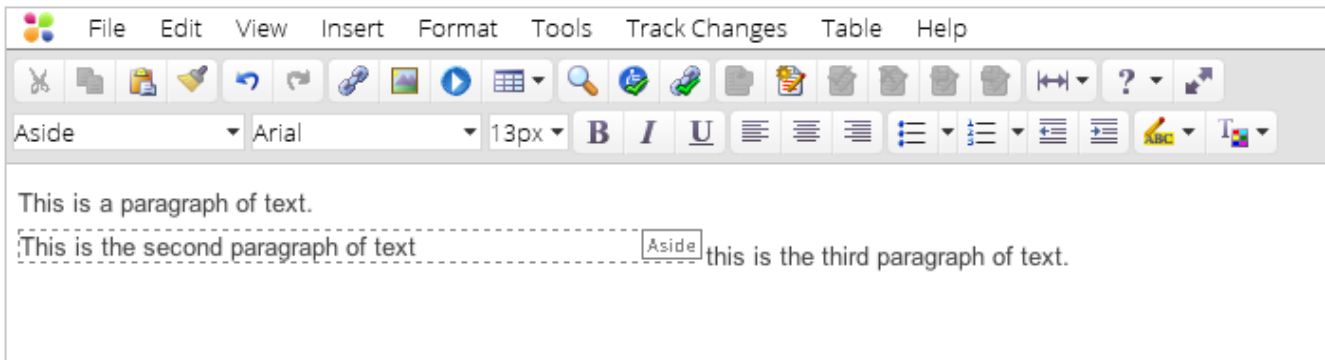
Continuing to type in the third paragraph will flow down to the line below the second paragraph:
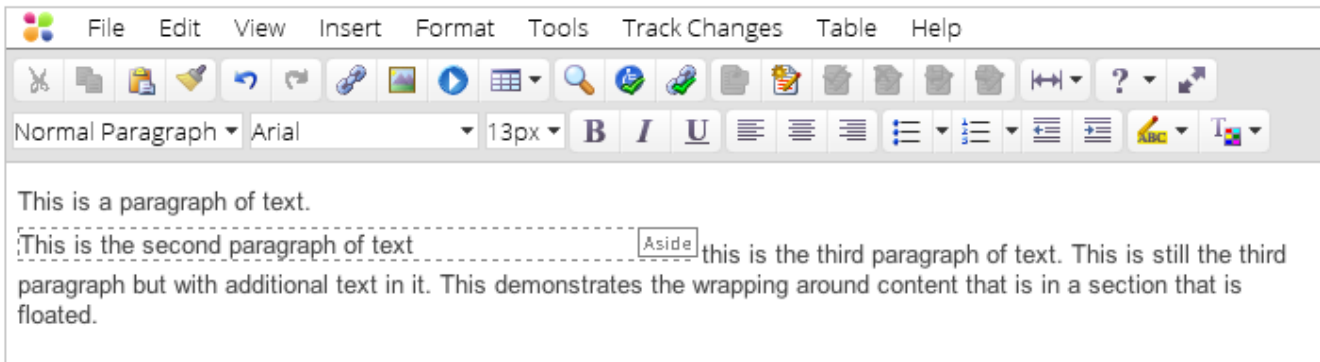
If the second paragraph (inside the section) is then extended to two lines, the third paragraph layout will change to flow around it

EditLive! will update the page layout as you type in or resize the floated section. For best results, always specify a width for floating sections.

Resizing Sections

Sections can be resized either via the properties dialog or by holding the mouse cursor over the edge of a section (much like Images and Tables). Only the width of a section can be changed, the height of a section is determined by the content within it.

Applying Styles to Content

Overview

EditLive! provides an extensive variety of styles you can apply to your content. As a user you can apply different fonts, colors and sizes to your content. EditLive! also allows you to choose the alignment on the page for specific content, as well as applying font formatting such as underlines.

This topic explains how to achieve the following:

- Applying Bold, Italic or Underline Formatting to Text
- Applying Alignment Formatting to Content
- Applying Different Colors to Text
- Applying Font-Face or Font Size Changes to Text
- Applying Predefined Styles

The toolbar, menu and context menu items described below are the standard items packaged with EditLive!. Any of the items listed below may be missing from your instance of the editor or contain different values than depicted in the screen captures. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Applying Bold, Italic or Underline Formatting to Text

There are 3 basic methods for applying bold, italic or underline formatting to text:

- Keyboard Shortcuts
- Toolbar Buttons
- Menu Items

Keyboard Shortcuts

- **Bold** - Press **Ctrl** and **B**
- **Italics** - Press **Ctrl** and **I**
- **Underline** - Press **Ctrl** and **U**

Toolbar Buttons

The EditLive! toolbar provides the following buttons for applying bold, italic and underline formatting to text:

- **B** Bold
- *I* Italic
- U̲ Underline

Menu Items

The bold, italic and underline formatting commands are located under the **Format** menu:

- **B** Bold
- *I* Italic
- U̲ Underline

Applying Bold, Italic or Underline Formatting

Bold, Italic or Underline formatting can be applied in one of two ways

- Select the desired text (by holding down the left mouse button and moving the mouse over the desired text). With the text selected, specify bold, italic or underline (or any combination of the three) by using any of the above mentioned methods.
- Move the cursor to the position in your content where you want to create formatted content. Select bold, italic or underline (or any combination of the three) using any of the above mentioned methods. Begin typing your text to use the selected format.

Applying Alignment Formatting to Content

EditLive! provides 3 different forms of content alignment:

- **Align Left** - Content will be aligned to the left side of the page
- **Align Center** - Content items will be rendered in the middle of the page
- **Align Right** - Content will be aligned to the right side of the page

There are 3 basic methods for applying alignment to content:

- Keyboard Shortcuts
- Toolbar Buttons
- Menu Items

Keyboard Shortcuts

- **Align Left** - Press **Ctrl** and **L**
- **Align Center** - Press **Ctrl** and **E**
- **Align Right** - Press **Ctrl** and **R**

Toolbar Buttons

The EditLive! toolbar provides the following buttons for applying alignment to content:

- ☰ Align Left
- ☰ Alight Center
- ☰ Align Right

Menu Items

The alignment commands are located under the Format menu:

- ☰ Align Left
- ☰ Alight Center
- ☰ Align Right

Applying Alignment to Content

Alignment of content can be applied in one of two ways

- Select the desired text (by holding down the left mouse button and moving the mouse over the desired text). With the text selected, specify the desired alignment type by using any of the above mentioned methods.
- Move the cursor to the position in your content where you want to create formatted content. Select the desired alignment type by using any of the above mentioned methods. Begin typing your text to use the selected alignment.

Applying Different Colors to Text

EditLive! allows you to change both the foreground and the highlight (or background) color of text.

There are 2 basic methods for changing the foreground or highlight color of text:

- Toolbar Buttons
- Menu Items

Toolbar Buttons

The EditLive! toolbar provides the following buttons for changing the color of text:

- 🖍 Highlight Color
- 🎨 Text Color

For either of these buttons, EditLive! provides 4 different methods for selecting the desired color:

Default Colors

Clicking either of the toolbar buttons specified above will display a list of default colors. Clicking the desired color to apply this color to selected text or to begin writing text in this color.

Swatches

Click either of the toolbar buttons specified above. Click the More Colors... text. Click the Swatches tab at the top of the dialog. This dialog screen allows you to select a color from a list of hundreds of colors.

Menu Items

The menu items for adding color to text are located under the **Format** menu:

- Highlight Color
- Text Color

Selecting either of these menu items will then display a list of default colors. Select any color from this list to then apply this color to selected text or to begin writing text in this color.

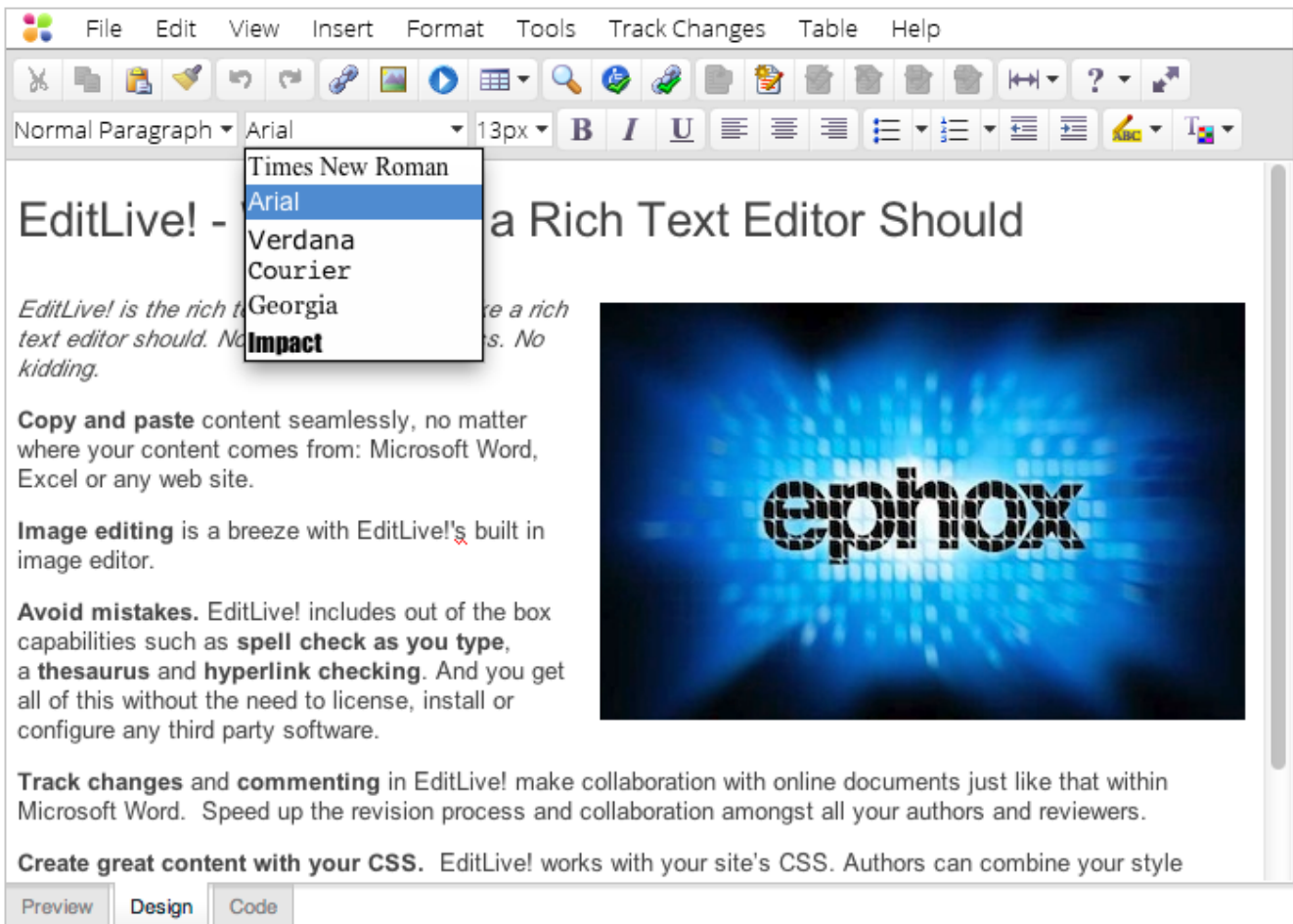# Applying Font-Face or Font Size Changes to Text

EditLive! allows you to change the font-face or the font size of text

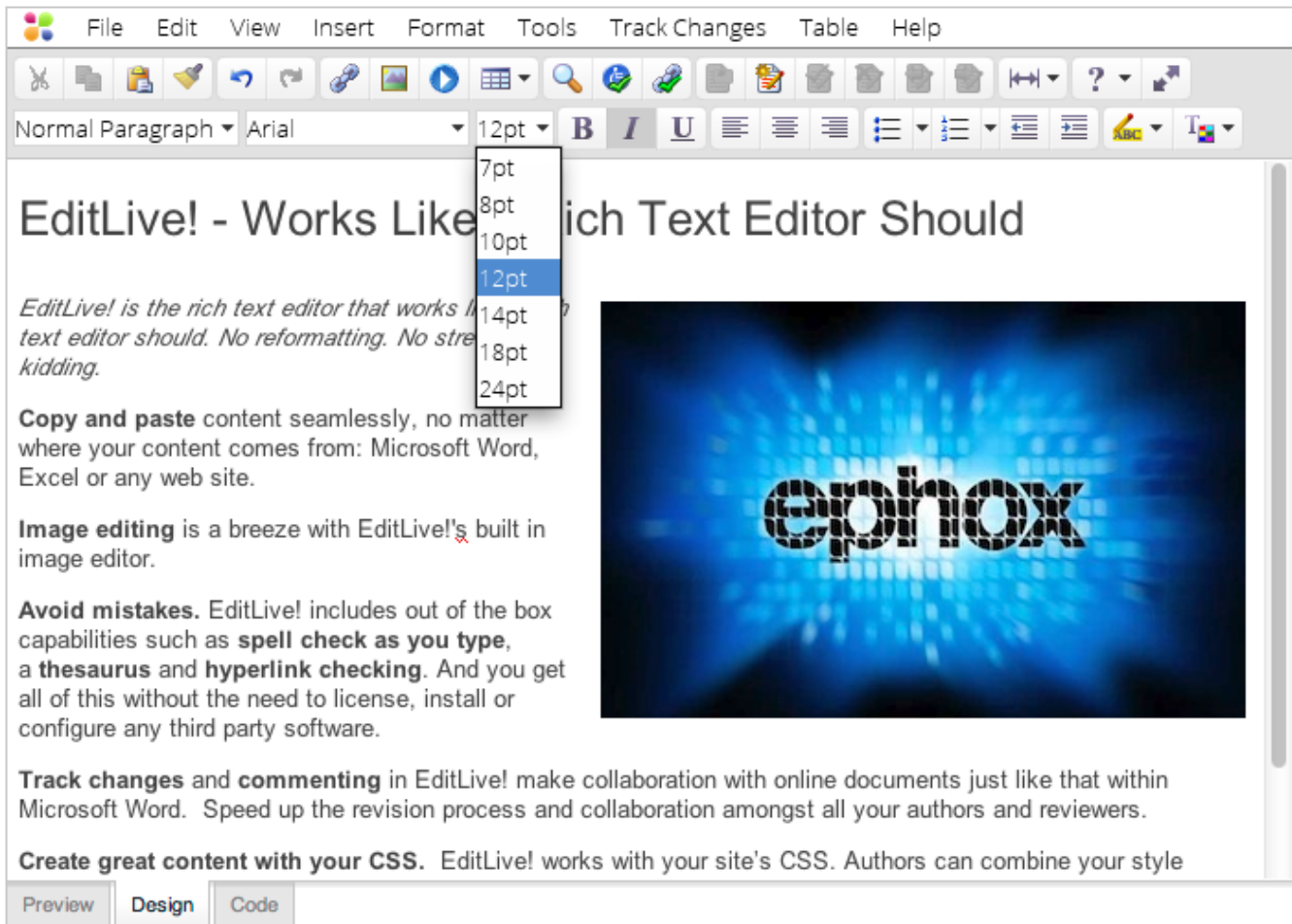There are 2 basic methods for changing the font face or size for text:

- Toolbar Combo Boxes
- Menu Items

Toolbar Combo Boxes

The EditLive! toolbar provides the following combo box for applying a new font face:

The EditLive! toolbar provides the following combo box for applying a new font size:

Menu Items

The menu items to apply a font-face or font-size can be located under the Format menu:

- Font
- Size

Selecting these menu items will display a list of the available font faces or sizes, respectively.

Applying Font Face or Size Changes to Content

Font faces or styles can be applied in one of two ways

- Select the desired text (by holding down the left mouse button and moving the mouse over the desired text). With the text selected, specify the desired font face or size by using any of the above mentioned methods.
- Move the cursor to the position in your content where you want to create formatted content. Select the desired font face and/or size by using any of the above mentioned methods. Begin typing your text to use the selected alignment.

Applying Predefined Styles

Your Systems Administrator will have defined a list of predefined styles available for generating text with. These predefined styles will use a combination of all the above mentioned styles. For example, one style may render text in bold, with right alignment, in the color red.

There are 2 basic methods for applying a new predefined style:

- Toolbar Combo Boxes
- Menu Items

Toolbar Combo Boxes

The EditLive! toolbar provides the following combo box for applying a new predefined style:
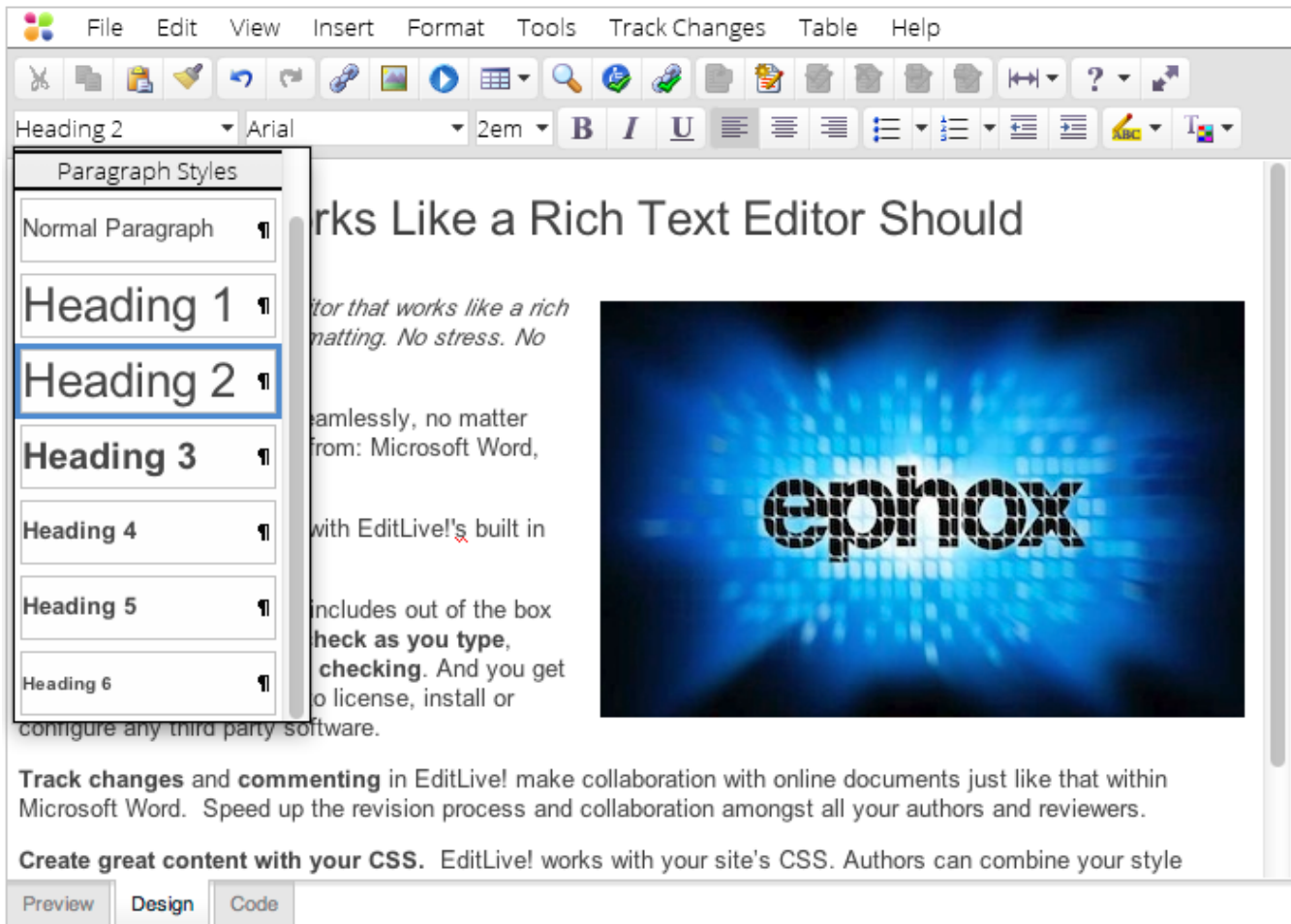
Menu Items

The menu item to apply a predefined style can be located under the **Format** menu:

- Style

Selecting this menu items will display a list of the available predefined styles.

Applying Predefined Styles to Content

Predefined styles can be applied in one of two ways

- Select the desired text (by holding down the left mouse button and moving the mouse over the desired text). With the text selected, specify the desired predefined style by using any of the above mentioned methods.
- Move the cursor to the position in your content where you want to create formatted content. Select the desired predefined style by using any of the above mentioned methods. Begin typing your text to use the selected style.

Copying Style Information

Overview

When a specific *style* is created for text appearing in EditLive!, this same style information can be copied and applied to any other text appearing in the editor. Style refers to attributes of text such as color, size and font.

Methods for Copying Style Information

There are 3 basic methods for copying style information:

- Keyboard Shortcut
- Toolbar Button
- Menu Item

Before using any of the methods listed below, you must first select the text in EditLive! which contains the style you wish to copy.
The toolbar and menu items described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Keyboard Shortcut

Press the **CTRL**, **SHIFT** and **C** keys simultaneously to copy the selected style.

Toolbar Button

The toolbar button copies the style from the currently selected text.

Menu Item

The **Format Painter** menu item is located under the **Format** menu.

Applying Style Information

Copying and applying style information involves 3 steps:

1. Click text in EditLive! that has the desired style.
2. Select one of the three style copying methods described above.
3. Select the text you wish to apply this style to.
   Select the text you wish to apply this style to by holding the mouse down and highlighting a word, sentence or paragraph. Upon letting go of the mouse button, the style information will be copied to the selected text

Removing Style Information

Overview

For any *style* specified for text appearing in EditLive!, this style information can be easily removed.Style refers to attributes of text such as color, size and font.

Some style attributes may be locked through a default style. The default style information for paragraphs is specified by the Systems Administrator during installation and configuration of EditLive!. For more information on the default paragraph style information, see your Systems Administrator.

Removing Style Information

Removing style information involves 2 steps:

1. Select text in EditLive! where you'd like to remove the current style information.

Select the text you wish to remove style from by holding the mouse down and highlighting the specified text.

2. Trigger the Remove Styles Information Method

There are 3 basic methods for triggering the Removes Styles Information Method:

- Keyboard Shortcut
- Toolbar Button
- Menu Item

The toolbar, menu and context menu items described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Keyboard Shortcuts

Simultaneously press the **CTRL** and **Space** keys.

Toolbar Buttons

- Remove Formatting

Menu Items

The **Remove Style** Information menu item is located under the **Format** menu.

Upon invoking this method, the style information will be removed from the specified text.

Editing List Properties

Overview

For any list appearing in EditLive!, you can use the List Properties dialog to change the display of a list.

Displaying the List Properties Dialog

There are 2 basic methods for editing a list's properties.

- Menu Item
- Context Menu

In order to launch the List Properties dialog, you must first click in a list.
Menu items described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Menu Item

The **List Properties...** menu item is located under the **Format** menu.

Context Menu

The context menu is displayed by clicking the right mouse button. The option **List Properties...** can be chosen from the context menu when editing a list.

Changing a List's Properties

Using the List Properties dialog you can specify either an unordered list or ordered list.
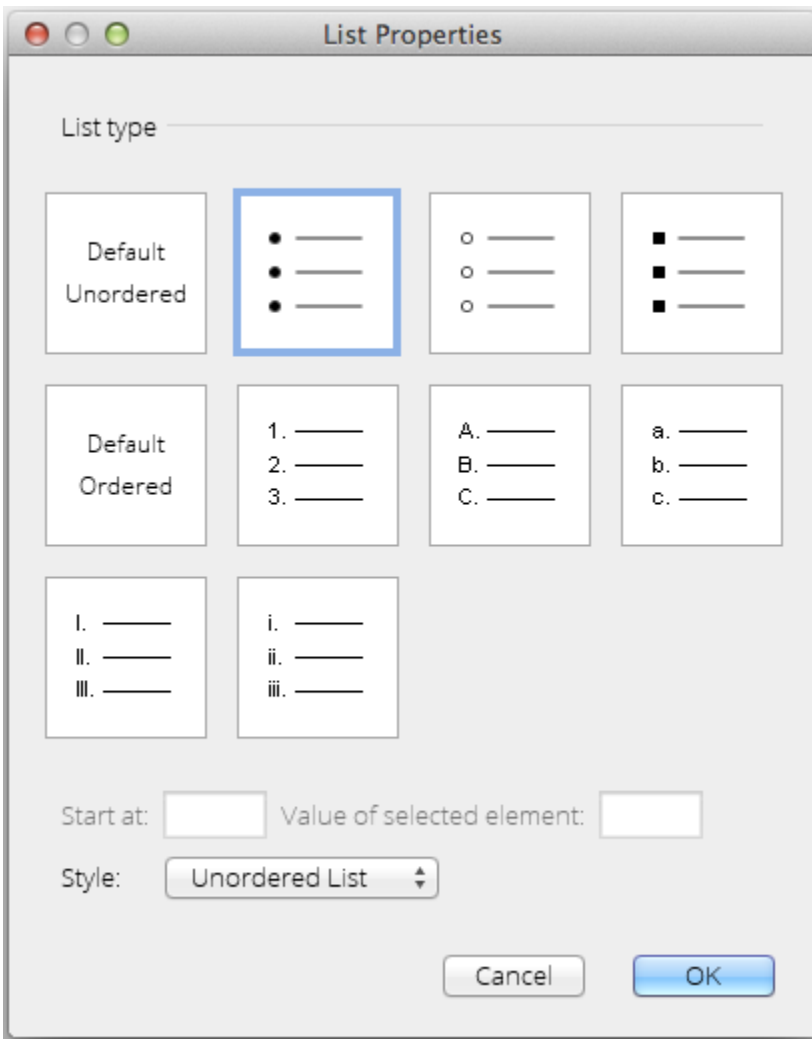
Unordered Lists

Unordered lists have no logical ordering. Each list item is displayed with the same icon. To choose your desired list icon, click one of the bullet icon types then press **OK**.

Ordered List

An ordered list has a logical ordering.To choose your desired list icon, click one of the alpha-numeric icon types then press **OK**.

For ordered lists the starting number and selected element number can be altered using the following fields.

- **Start at** field - defines which number the list begins at.
- **Value of Selected Element** field - defines the number displayed for the list item selected when this dialog was displayed.

Example

For an instance of EditLive!, the following list and list properties are defined:

- A list with 5 items was selected.
- The icon type '1. 2. 3.' was selected.
- Start at value: 5.
- List item 3 was selected when dialog displayed.
- Value of Selected Element: 10.

The following list would appear:

5. list item
6. list item
10. list item
11. list item
12. list item

Images and Multimedia

Inserting Mathematical Equations

Overview

The *WebEQ* equation editor allows you to insert mathematical characters into your content. The *WebEQ* equation editor is a separate window displayed by EditLive!. You can create your mathematical equations here then insert these equations into your EditLive! content.

The *WebEQ* equation editor is an optional functionality of EditLive!. Check with your Systems Administrator first to ensure this functionality exists in your instance of EditLive!.

Using the Equation Editor

To use the WebEQ equation editor requires 3 steps:

1. Open the WebEQ equation editor window
2. Create your equation
3. Insert the equation into your EditLive! content

Opening the Equation Editor Window

The equation editor window can be opened by clicking the $\sqrt{x}$ icon on the EditLive! toolbar or from one of the EditLive! menus.

The location of the $\sqrt{x}$ icon depends on your System Administrator's installation of EditLive!. For more information, see your Systems Administrator.

The equation editor will appear as shown in the image below:
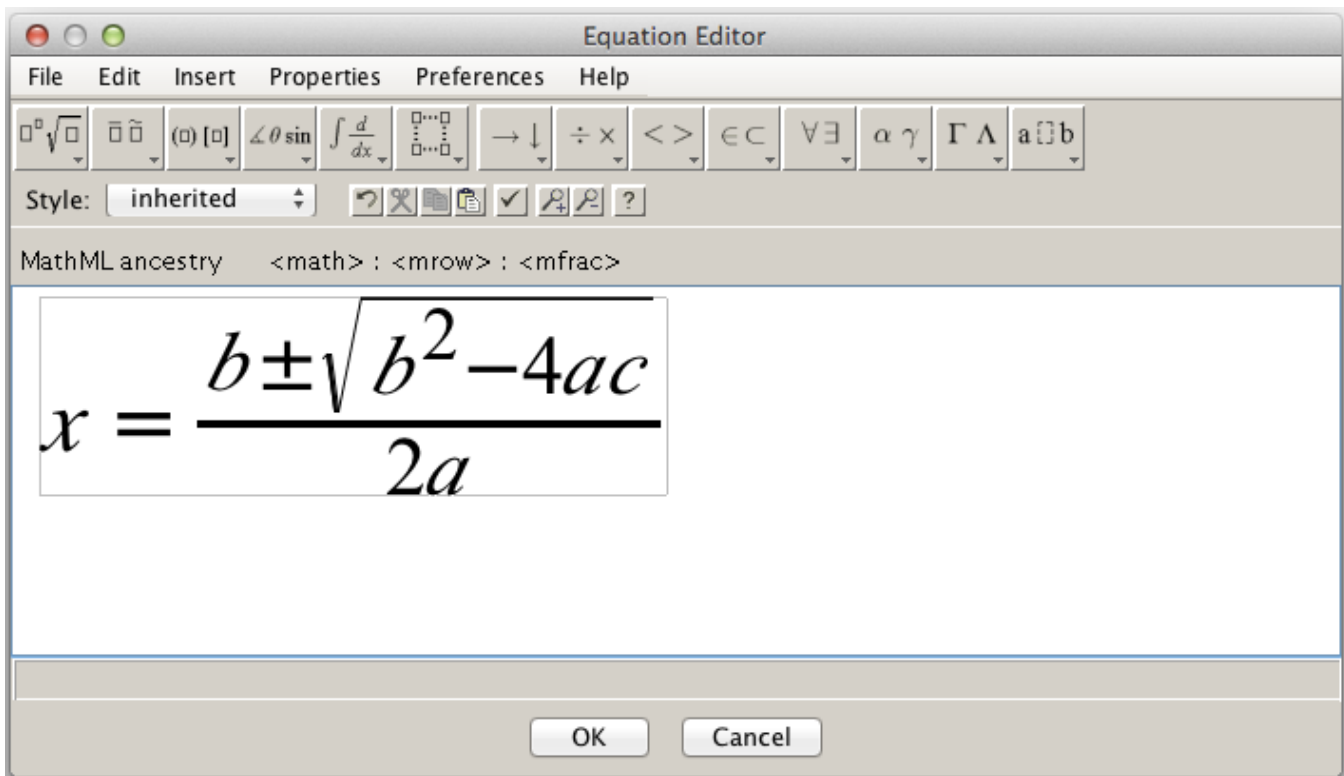
Creating an Equation

For more information on how to use the WebEQ Equation Editor, click the [?] help button.

Inserting the Equation into EditLive!

To insert an equation into your EditLive! content, click the **OK** button. To edit equations stored in your content, double click the equation to re-open the Web EQ Equation Editor window.

Image Insertion

Overview

EditLive! allows you to insert images from various locations.

Inserting Local Images

You can use the **Local Image...** menu item from the **Insert** menu to directly insert a local image into EditLive!.

Displaying the Image Insertion Dialog

There are 2 basic methods for displaying EditLive!'s image insertion dialog:

- Toolbar Buttons
- Menu Items

The toolbar and menu items described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Toolbar Buttons

The toolbar button opens the Image Insertion dialog.

Menu Items

The **Insert Image...** menu item located under the **Insert** menu.

Using the Image Insertion Dialog

The Image Insertion Dialog allows image insertion from 3 different locations:

- Image Library
- Local Image
- Image Browser

Not all of the following Image Insertion Dialog components may exist in your instance of EditLive!. This would be due to your Systems Administrator not implementing the following functionality. For more information, see your Systems Administrator.

Image Library
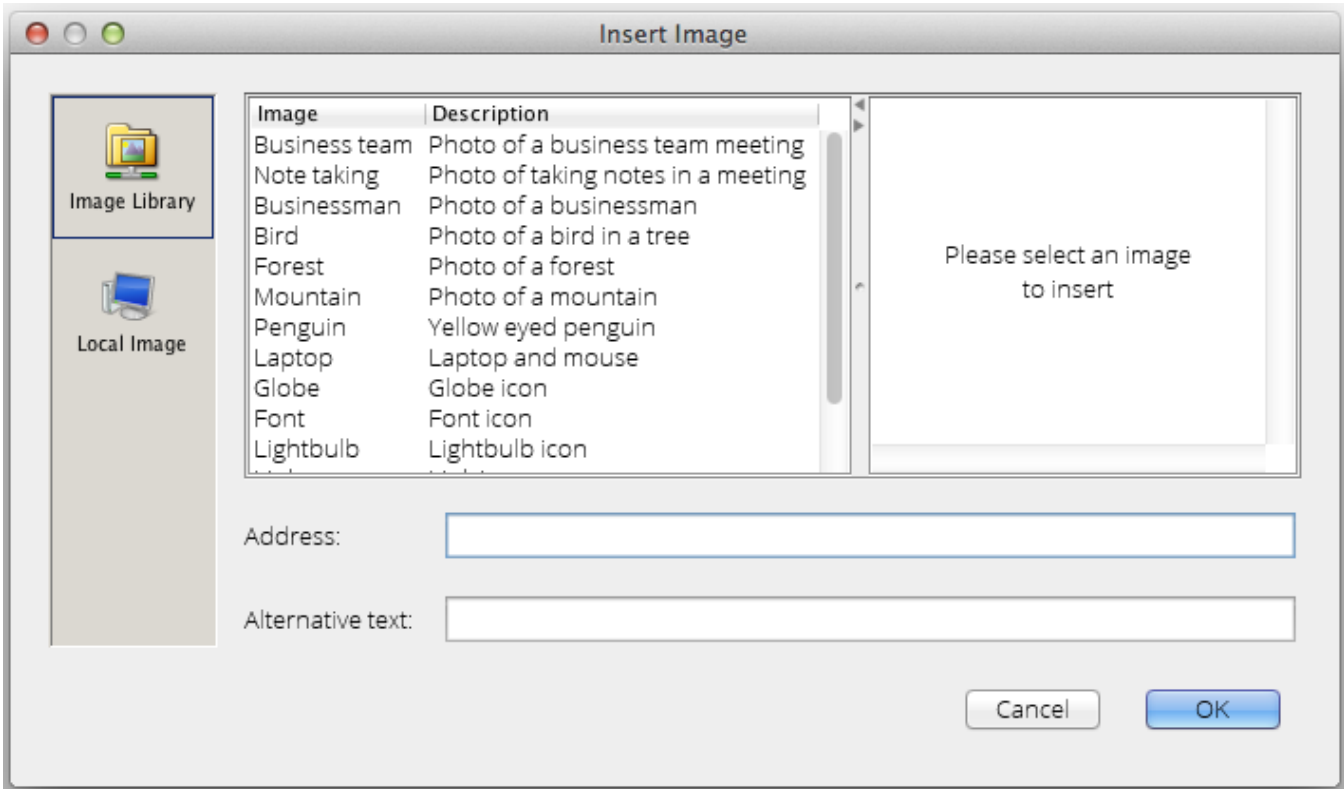
This dialog allows you to choose a list of images created by your Systems Administrator. For the example above, there are 11 images specified with the identifying names like *Business team*, *Note taking* and *Businessman*.

After selecting any image, you can see the location of the image in the text field at the bottom of the page.

Once an image has been selected, it will automatically appear for previewing in the *Please select an image to insert* pane.

Local Image
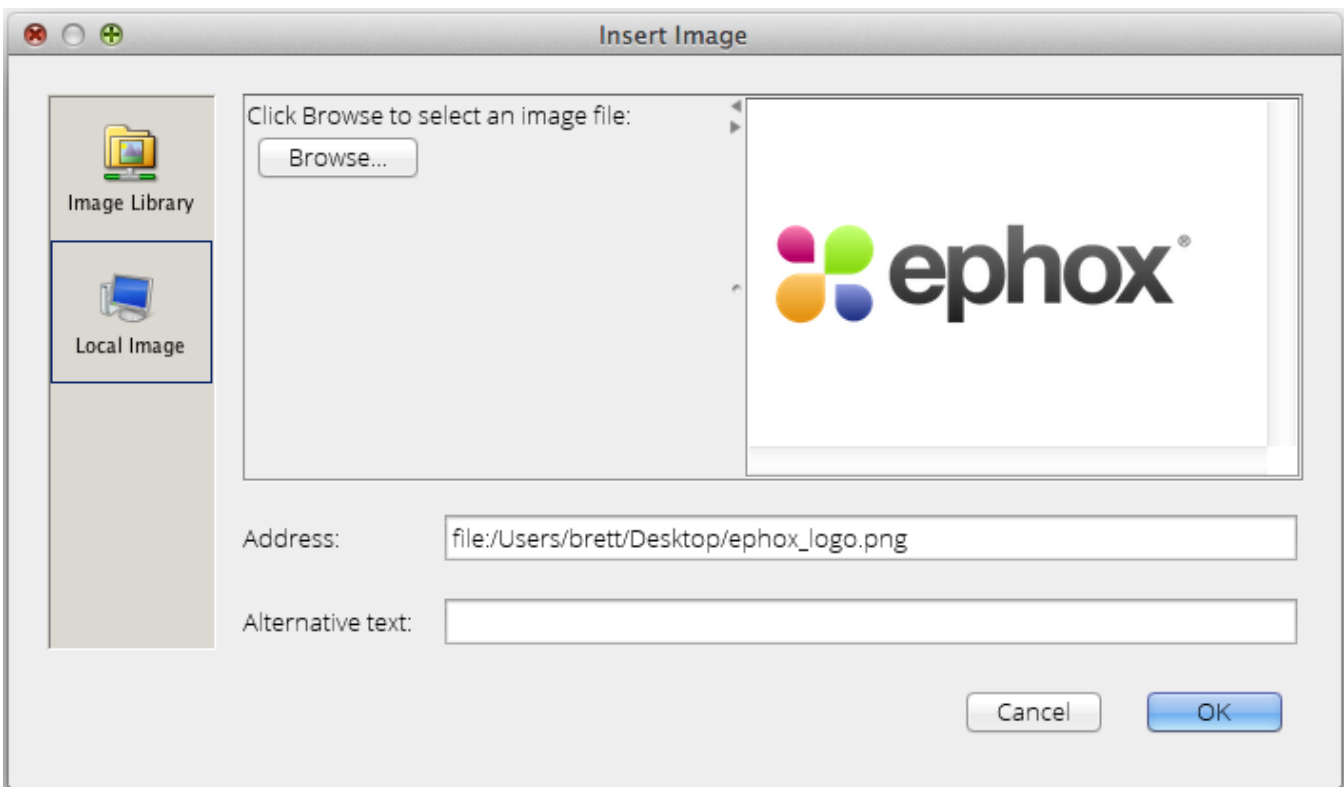
This dialog allows you to insert an image from your local machine or network. For the example above, the image specified is at */Users/brett/Desktop/ephox_log.png*.

Clicking the **Browse** button will launch the standard file browsing dialog used by your machine. You can use this dialog to search your local machine or network for the desired image.

Once selecting an image, the image will appear in the *Please select an image to insert* pane.

Depending on how EditLive! has been implemented by your Systems Administrator, local images may also be uploaded to a server location to allow any user to view the image. For more information see your Systems Administrator.

Inserting Multimedia

Overview

EditLive! allows you to insert rich media from social media and cloud-based media services along with your own video and audio into your content.

The permitted types of multimedia you can insert into your content will depend on settings specified by your Systems Administrator.

Displaying the Media Insertion Dialog

There are 2 basic methods for displaying EditLive!'s media insertion dialog:

- Toolbar Buttons
- Menu Items

The toolbar and menu items described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Toolbar Buttons

The toolbar button opens the Media Insertion dialog.

Menu Items

The **Insert Media...** menu item located under the **Insert** menu.

Using the Media Insertion Dialog

The Media Insertion Dialog allows you to insert media in 4 ways:

- Media Service
- Embedded Code
- Hosted Video
- Hosted Audio

Media Service

Media Services allows the inclusion of content from **YouTube, SlideShare, Instagram, Google Maps** and over 200 other social media services.
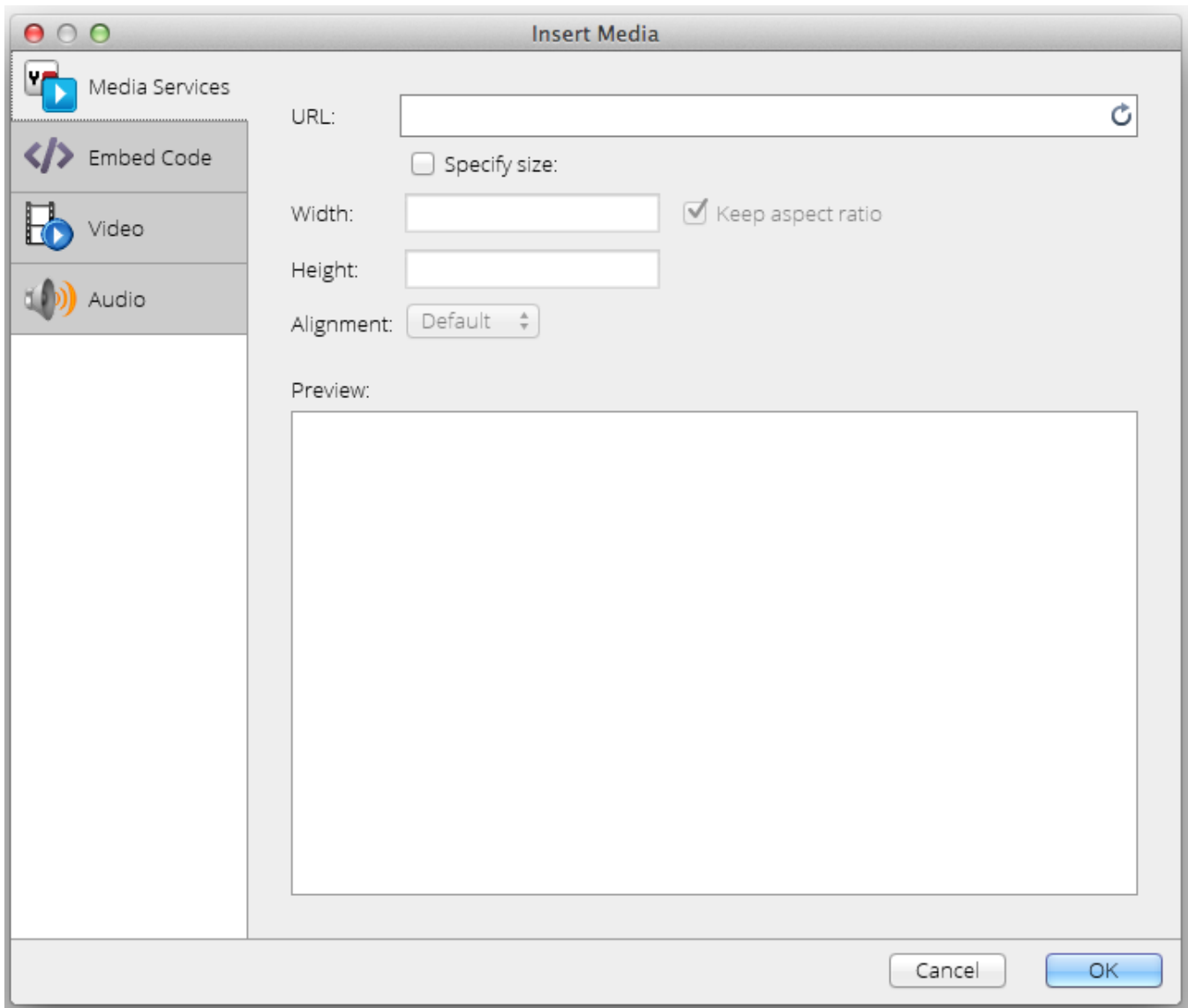
- **URL** - Location of the Media Service content
- **Specify Size** - Checking this box allows the width and height for the media to be adjusted.
- **Width** - Width (in pixels) of the media
- **Height** - Height (in pixels) of the media
- **Keep Aspect Ratio** - Checking this box ensures the width-to-height ratio will always remain the same.
- **Alignment** - Location of the embedded multimedia on the page.
- **Preview** - A preview of the content supplied by the service.

If the oEmbed content is a video a placeholder image thumbnail will be displayed as specified by the Media Service provider.

Embedded Code

Embedded Code allows the insertion of HTML code, for example and iFrame containing a website.
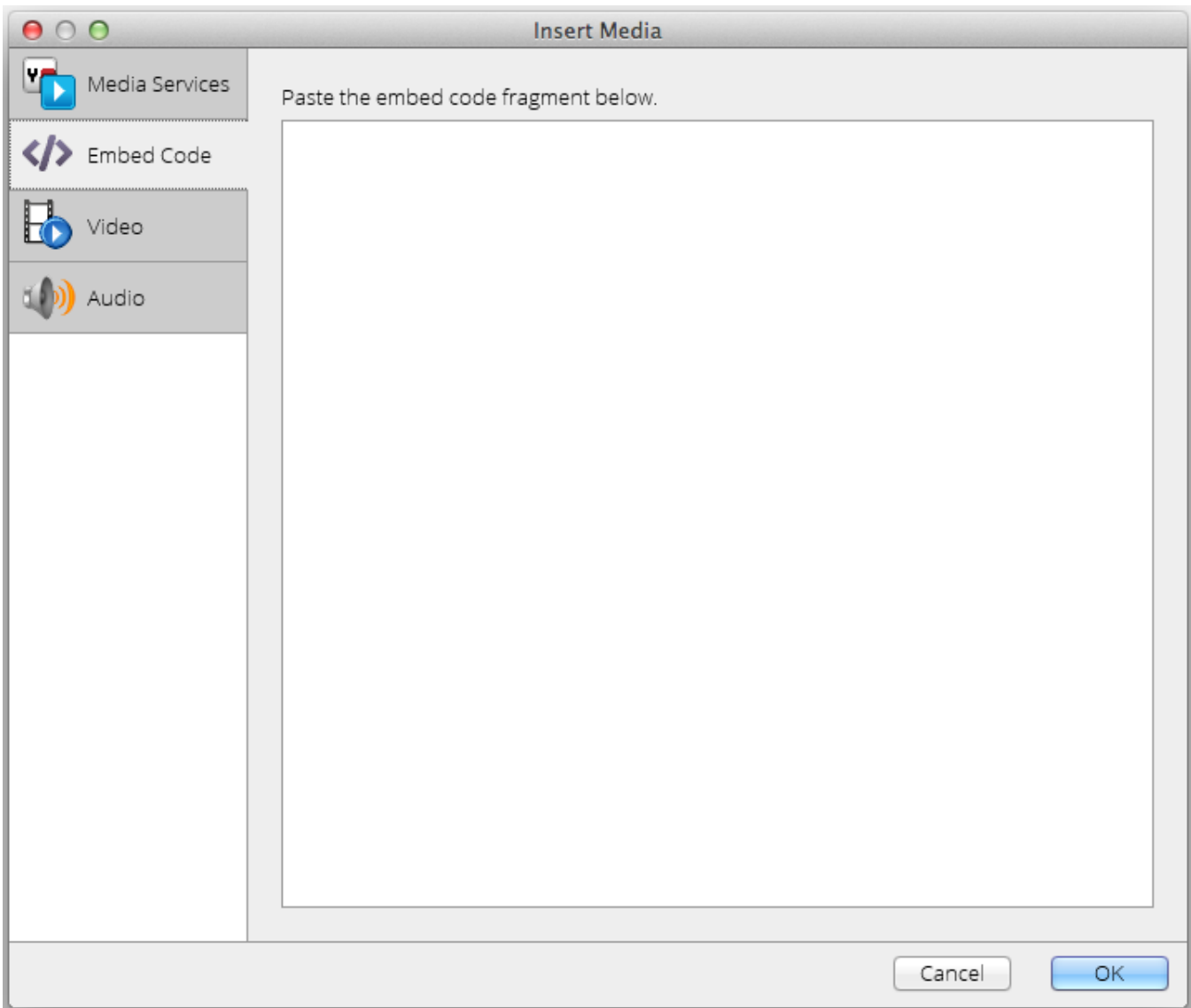
Video

Video allows the insertion of hosted video content into the editor.
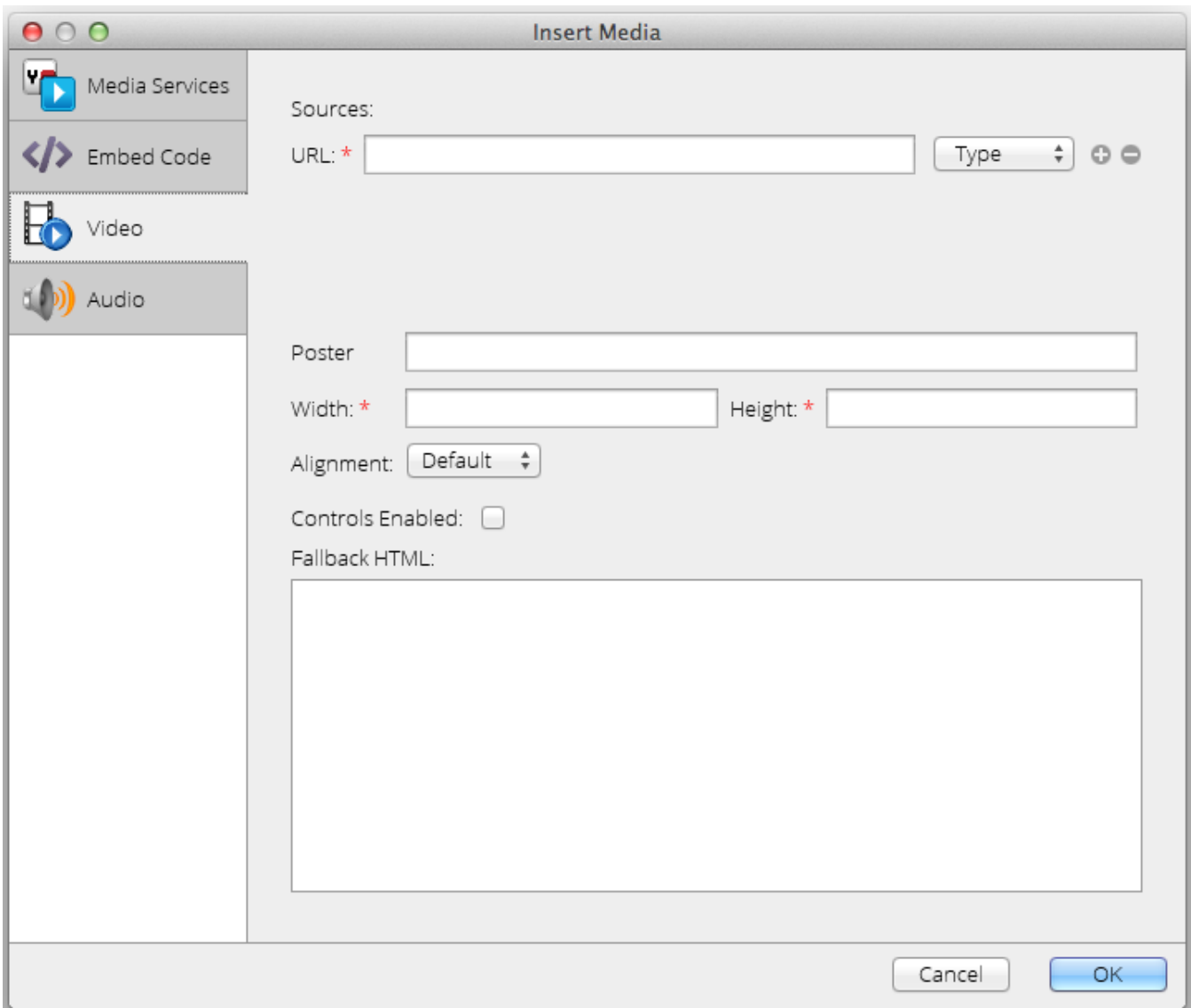
- **URL** - Location of the Video file
- **Type** - Type of the video file.
  There are 3 video types supported

  - MP4
  - OGG
  - WEBM

Additional versions of the video can be inserted using the ⊕ button. Versions can be removed using the ⊖ button beside the desired version.

- **Poster** - Location of the image to display for this video before being played in the browser.

⚠ If no image is specified, the 🎞 placeholder image will appear in the editor

- **Width** - Width (in pixels) of the video
- **Height** - Height (in pixels) of the video
- **Alignment** - Location of the video in the page
- **Controls Enabled** - Checking this box will display playback controls for the video in the browser.
- **Fallback HTML** - HTML of the content to display if the browser doesn't support the HTML 5 video tag.

Audio

Audio allows the insertion of hosted audio content into the editor.
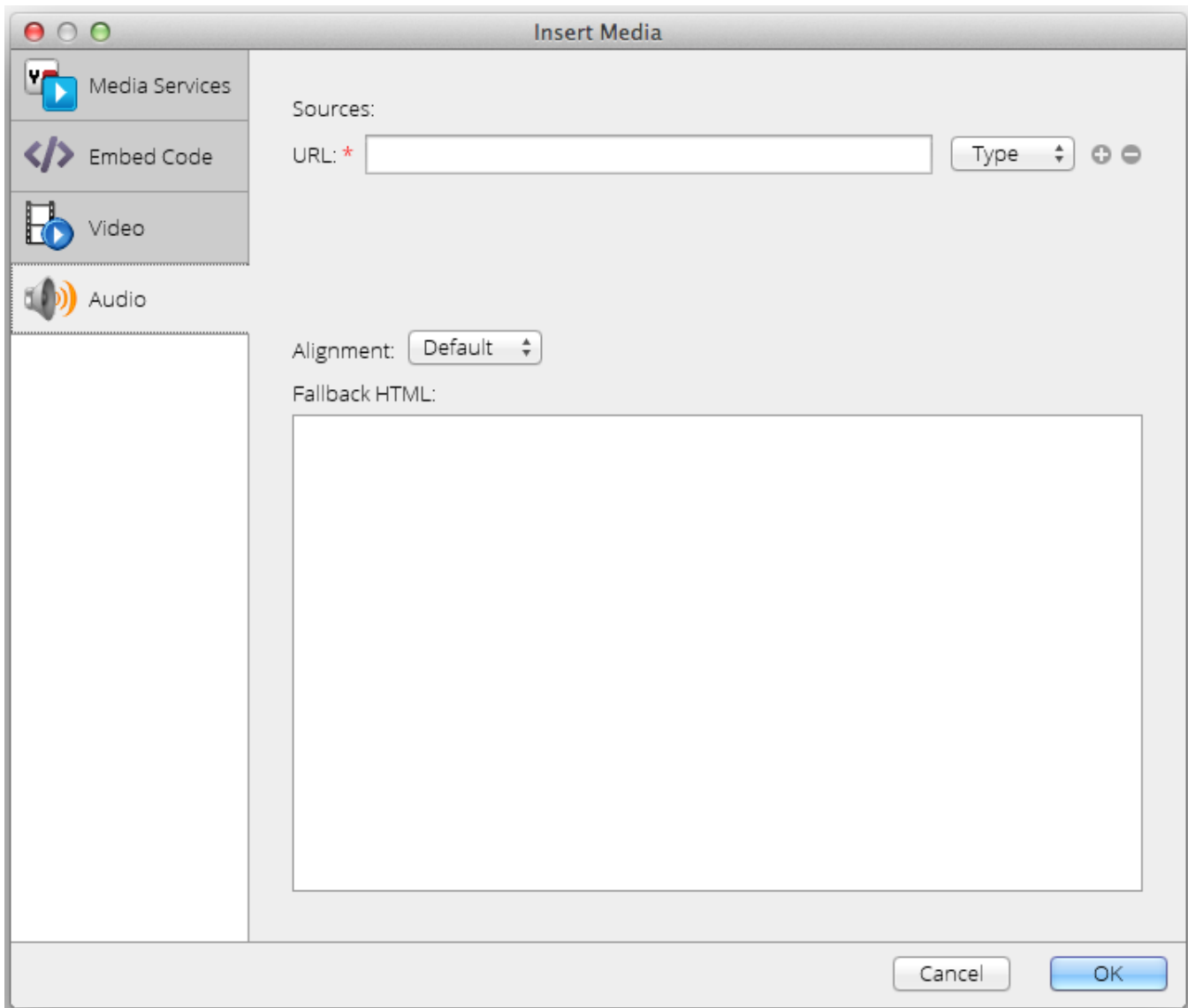
- **URL** - Location of the audio file
- **Type** - Type of the audio file.
  There are 3 audio types supported

    - WAV
    - MP3
    - OGG

Additional versions of the audio can be inserted using the ⊕ button. Versions can be removed using the ⊖ button beside the desired version.

- **Alignment** - Location of the audio in the page
- **Fallback HTML** - HTML of the content to display if the browser doesn't support the HTML 5 audio tag.

Audio content will be displayed with the placeholder image within the editor.

Editing a Media Properties

After inserting multimedia, you can adjust the media's properties by double-clicking the placeholder. This will display the Media Insertion dialog for the particular media type with all the values set for the media.

Editing Image Properties

Overview

You can easily adjust the properties of any image appearing in EditLive!. Adjusting image properties is performed by using the Image Properties Dialog.

Displaying the Image Properties Dialog

Once you have an image selected in EditLive!, there are 2 basic methods for displaying the Image Properties Dialog:

- Double Click
- Context Menu

Double Click

Double click a selected image to launch the Image Properties Dialog.

Context Menu

The context menu is displayed by clicking the right mouse button. By using the context menu, you can easily edit the properties for a selected image.

The context menu features the following item to display the Image Properties Dialog:

- Image Properties...

Using the Image Properties Dialog

- **Image URL** - Location of the selected image.
- **Alignment** - Location of the image in the page
- **Border Thickness** - Thickness (in pixels) of the border surrounding the image.
- **Horizontal Spacing** - Spacing (in pixels) between the horizontal borders of the image and the actual image itself.
- **Vertical Spacing** - Spacing (in pixels) between the vertical borders of the image and the actual image itself.
- **Style** - CSS Style to be applied to the image (if configured)
- **Specify Size** - Checking this box allows the width and height for the image to be adjusted.
- **Width** - Width (in pixels) of the image
- **Height** - Height (in pixels) of the image
- **Keep Aspect Ratio** - Checking this box ensures the width-to-height ratio will always remain the same. For example, insert an image with a height 25% the size of the width. If the user types 100 for the width, the height will automatically populate as 25.
- **Alternative Text** - Text to appear if the image doesn't load.
- **Title** - Text to appear when the user hovers their mouse over the image.

Editing Images

Overview

EditLive! allows you to easily manipulate images using effects such as rotation, reflection and image cropping.

Image Editing is an optional functionality of EditLive!. Check with your Systems Administrator first to ensure this functionality exists in your instance of EditLive!.

Dynamically Resizing Images

Selecting an image will cause the image border to flash and nine black boxes to appear. These boxes represent the horizontal, vertical and diagonal vertices.

You click and hold your mouse button to drag these vertices and increase the size of the image. By default, image resizing using the corner resize handlers maintains the image aspect ratio. To resize an image without adhering to it's aspect ratio, hold the **SHIFT** key while resizing.

Using the Image Editor

Loading the Image Editor

Images can be edited via the *Image Editing Toolbar*. This toolbar will appear on screen any time you click on an image in the editor.
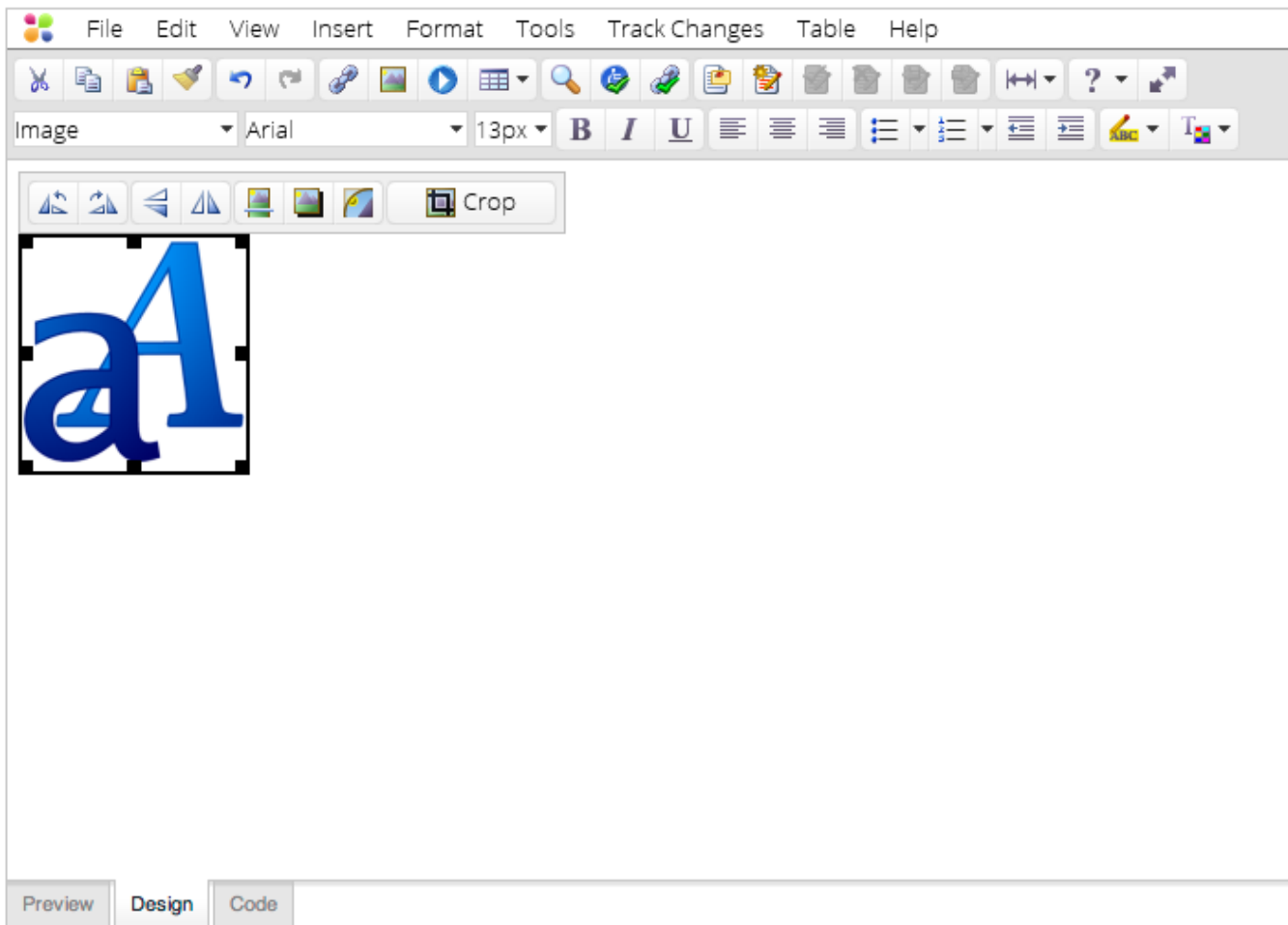
Rotating Images Clockwise

The ⟳ icon will rotate the currently selected icon in a clockwise direction.

Before   After

Rotating Images Counter-Clockwise

The ⟲ icon will rotate the currently selected icon in a counter-clockwise direction.

Before   After

Flipping Images Vertically

The ◁ icon will flip the image so that it's upside down

Before   After

Flipping Images Horizontally

The △ icon will flip the image so it appears back-to-front (i.e. the left side and right side of the image are switched).

Before   After

Applying Reflection to Images

The ▦ icon will apply a reflection effect to images

Before   After

Applying Drop-Shadows to Images

The ![icon] icon will apply a drop-shadow to images.

Before   After

Applying Rounded Corners to Images

The ![icon] icon will apply rounded corners to images

Before   After

Cropping Images

The ![icon] icon will display a *crop mask* over the currently selected image. This mask can be dragged over the image or resized using the 9 resize handlers appearing around the edge of the mask. Clicking the ![icon] icon again will replace the current image with the area selected in the crop mask.
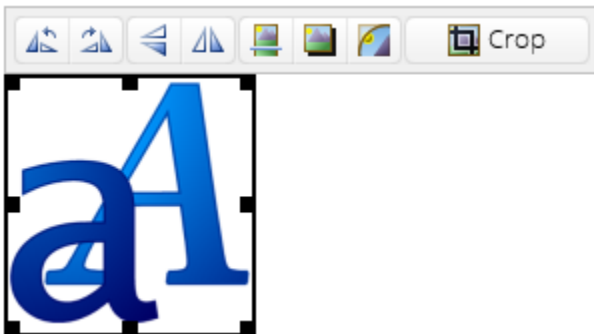
Before the Crop icon is selected
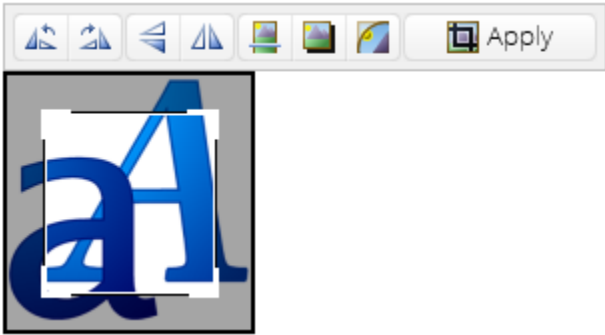
Crop icon selected, crop mask displayed

Crop applied

Drag and Drop

EditLive supports dragging and dropping of images into the editor from web pages and filesystem browsers such as Windows Explorer.

Supported Platforms

Drag and drop support is only available on specific platforms as outlined below. Other platforms and scenarios may work but are not officially supported.

Dragging from web pages

- Firefox and Chrome on Windows
- Firefox and Chrome on Ubuntu and Linux Mint

Dragging from filesystem browser

- Firefox, Chrome and IE 9-11 on Windows
- Firefox and Chrome on Ubuntu and Linux Mint

Image drag and drop was introduced in EditLive 9.0.3

Proofreading Tools

- Using the Spell Checker
- Enabling/Disabling Spellcheck-As-You-Type
- Using the Thesaurus
- Using Word Count
- Using the Find Dialog

Using the Spell Checker

Overview

EditLive! allows users to check the spelling found in their content. Users can manually edit or choose a variety of alternatives for incorrectly spelt terms.

Spell Checker Methods

There are 4 basic methods for spell checking in EditLive!:

- Keyboard Shortcuts
- Toolbar Buttons
- Menu Items
- Context Menu

The toolbar, menu and context menu items described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Keyboard Shortcuts

Press F7 on your keyboard to open the Spell Check Dialog.

Toolbar Buttons

The EditLive! toolbar provides the button for displaying the Spell Check Dialog:

Menu Items

The **Spelling...** item is located under the Tools menu.

Context Menu

The context menu allows users to change the spelling of the currently selected word.
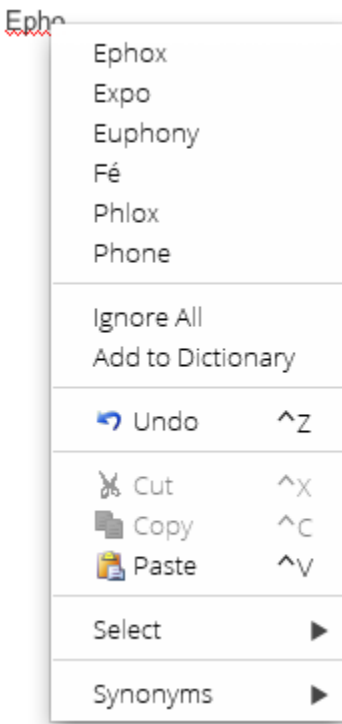
- The first 5 options displayed in the context menu are the estimated 5 closest matches to the incorrectly spelt word.
- **Ignore All** - See the corresponding button in the Spell Check Dialog.
- **Add to Dictionary** - See the corresponding button in the Spell Check Dialog .

Using the Spell Check Dialog
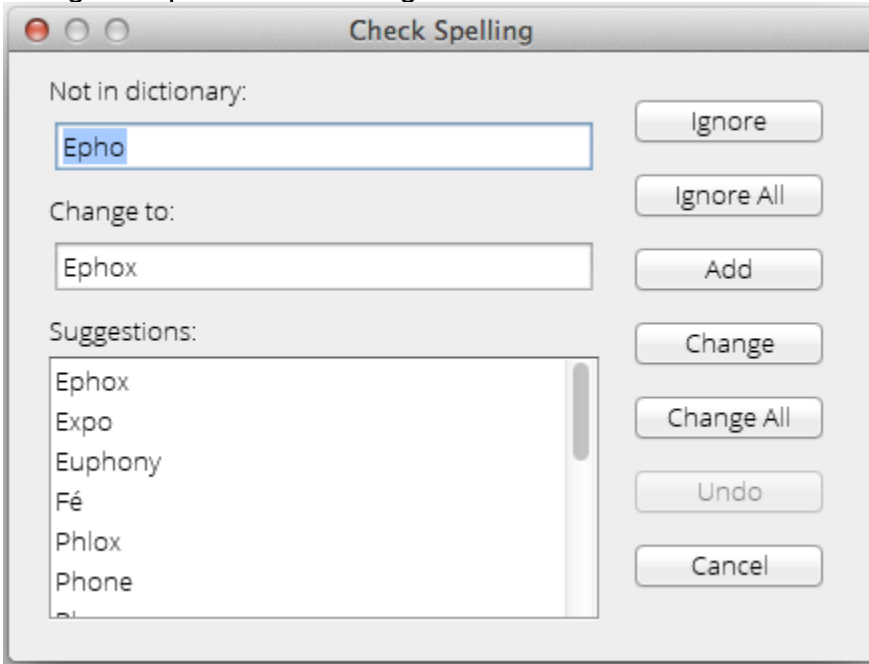
- **Not in Dictionary** - This is the current word EditLive!'s spell checking believes is spelt incorrectly
- **Change to** - You can manually enter or edit the word appearing here to match your desired spelling.
- **Suggestions** - A list of suggested correctly spelt words to replace the currently incorrect spelling. Clicking on any of these suggested words will display the word in the Change to textfield. This way you can edit the suggested word as you see fit.
- **Ignore** - Ignores the current instance of the incorrectly spelt word and moves to the next mispelt word.
- **Ignore All** - Ignores all instances of this incorrectly spelt word in the contents of EditLive!
- **Add** - This function is used to add the word EditLive! believes is incorrectly spelt to your dictionary. After a word is added to the dictionary EditLive! will not identify the word as incorrectly spelt ever again.

  New words added to the dictionary will only be applied to your user profile on your machine. Other users on your machine, or separate machines, will still see words you've added to the dictionary appear as incorrectly spelt text.
- **Change** - Replace this instance of the word with the current contents of the Change to field
- **Change All** - Replace all instances of this word in your EditLive! content with the current contents of the Change to field.
- **Undo** - This will undo the last incorrectly spelt word you changed.
- **Cancel** - Closes the dialog

Enabling/Disabling Spellcheck-As-You-Type

Overview

EditLive! provides functionality that displays incorrectly spelt words as they are entered into the editor.

Methods for Enabling/Disabling Spellcheck-As-You-Type

There are 2 methods for enabling/disabling Spellcheck-As-You-Type:

- Toolbar Button
- Menu Item

The toolbar and menu items described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Toolbar Button

The EditLive! toolbar provides the ABC button for toggling Spellcheck-As-You-Type.

Menu Item

The ABC **Check Spelling As You Type** toggle menu item is located under the **Tools** menu.

Determining Incorrectly Spelt Words

When Spellcheck-As-You-Type is activated, incorrectly spelt words will appear with a red line underneath them.

Using the Thesaurus

Overview

EditLive! allows users to compare words found in their content against a in-built thesaurus.

The Thesaurus is an optional functionality of EditLive!. Check with your Systems Administrator first to ensure this functionality exists in your instance of EditLive!.

Thesaurus Methods

There are 2 basic methods for referencing the thesaurus in EditLive!:

- Menu Items
- Context Menus

The toolbar, menu and context menu items described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Menu Items

The **Thesaurus...** item is located under the **Tools** menu.

Context Menu

The context menu allows users to change the currently selected word.
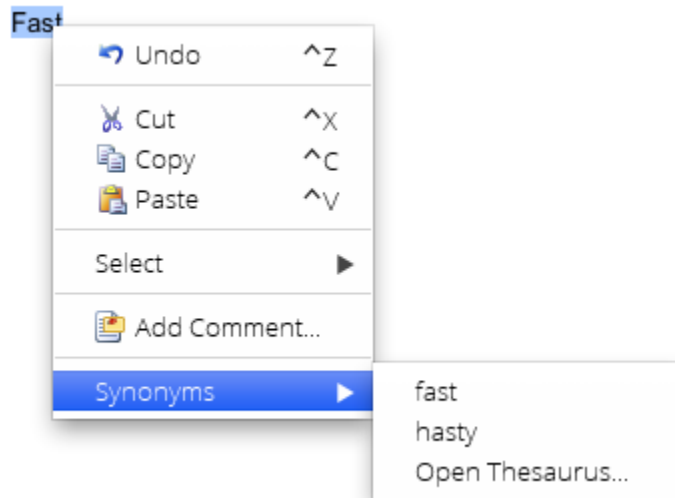
The context menu displays several synonyms and a link to the Thesaurus Dialog.

Using the Thesaurus Dialog
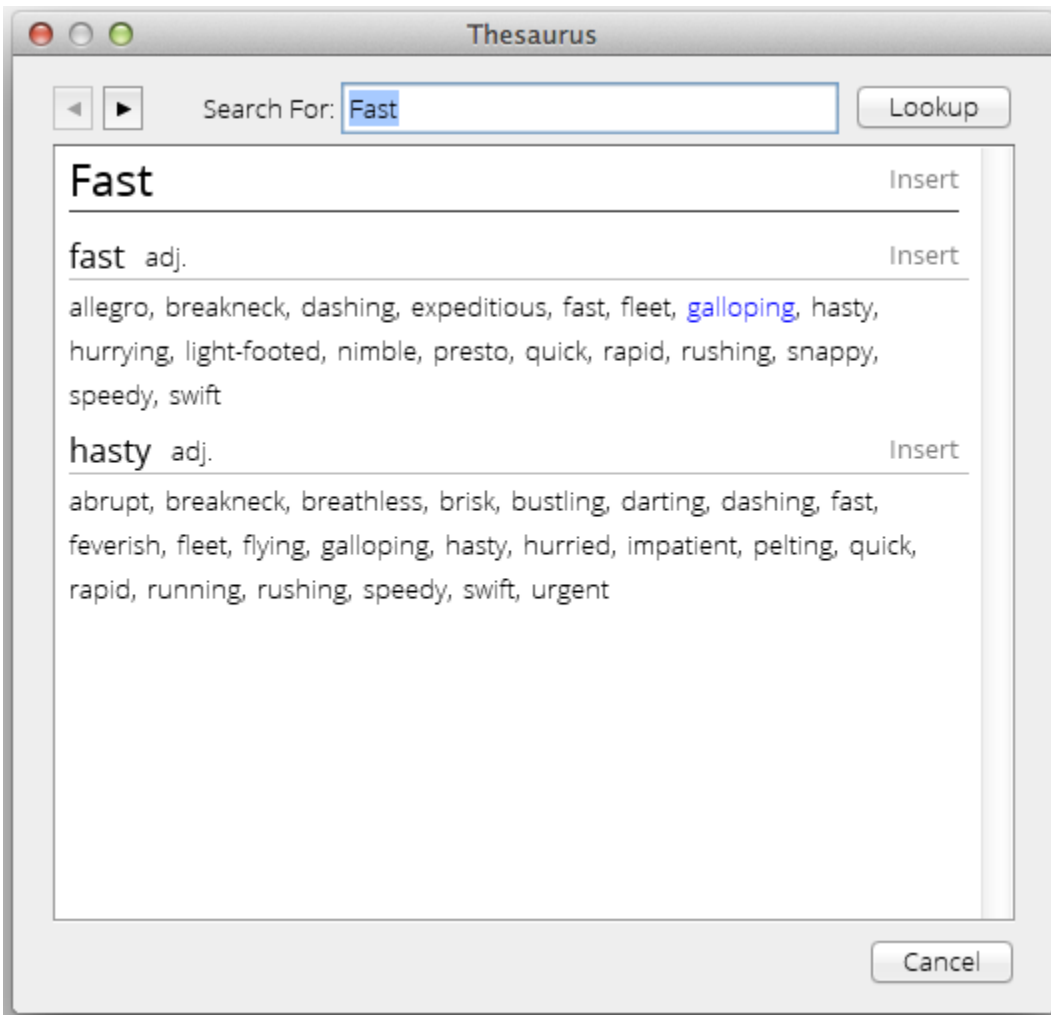
The **Search For** text field allows you to enter any new word in order to display it's synonyms. Press the **Lookup** button to refresh the results.

Selecting a word in the list will display synonyms for that word. For example, selecting *galloping* in the dialog above will display the following
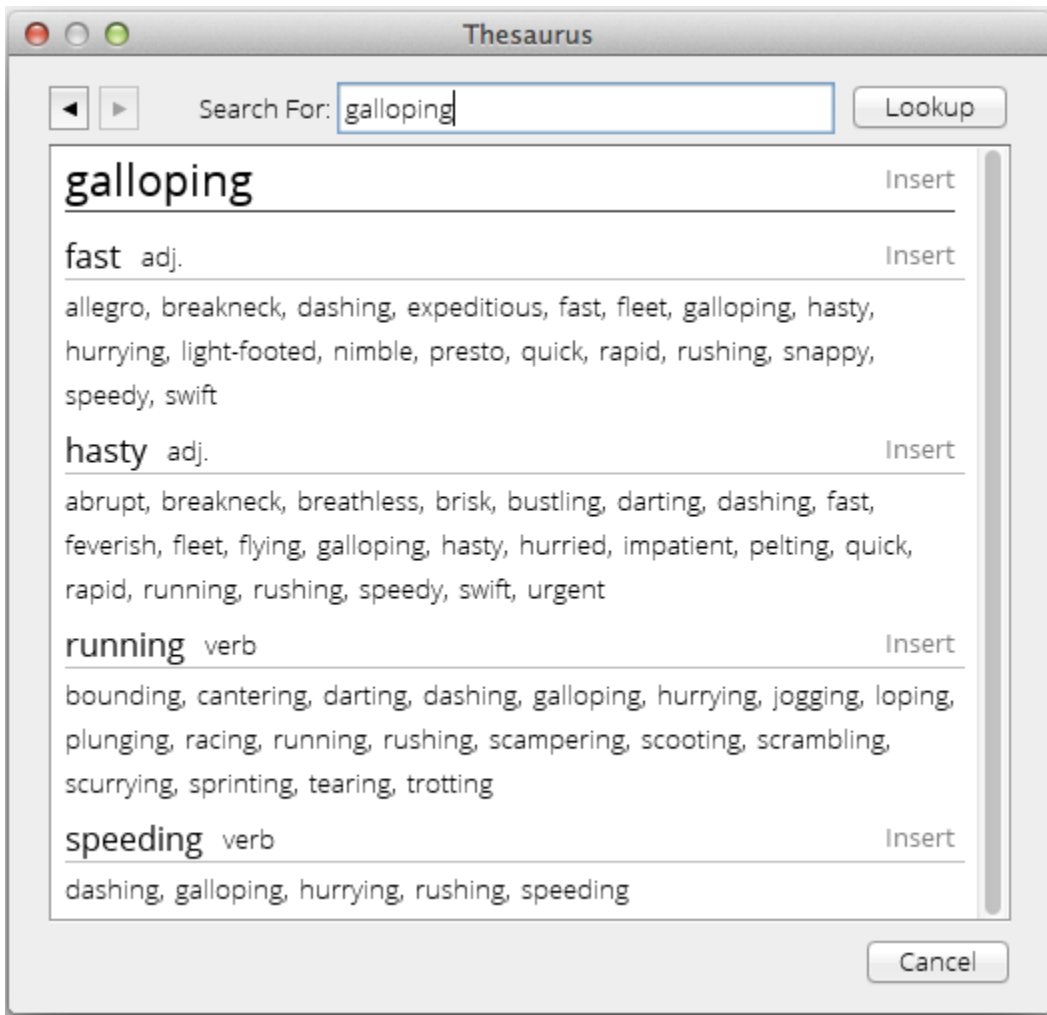
To return to the previous page of synonyms use the arrow buttons

To insert the most appropriate word, press the **Insert** link beside the word. For example, to insert *Speeding* in the example above, select the **Insert** link beside it.

Using Word Count

Overview

EditLive! allows users to view how many words their current content contains.

The Word Count dialog displays how many words are contained in the current contents of EditLive!, not how many words are contained in any currently selected text.

Displaying Word Count

The Word Count menu item is located under the Tools menu.

- **Word Count**

The toolbar, menu and context menu items described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Using the Find Dialog

Overview

EditLive! allows users to search for specific text in their content.

Find Methods

There are 3 basic methods for finding specific text in EditLive!:

- Keyboard Shortcuts
- Toolbar Buttons
- Menu Items

The toolbar, menu and context menu items described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Keyboard Shortcuts

Press **CTRL** and **F** keys simultaneously to display the Find Dialog.

Toolbar Buttons

The EditLive! toolbar provides the button for displaying the Find Dialog.

Menu Items

The **Find** menu item is located under the **Edit** menu.

Using the Find Dialog
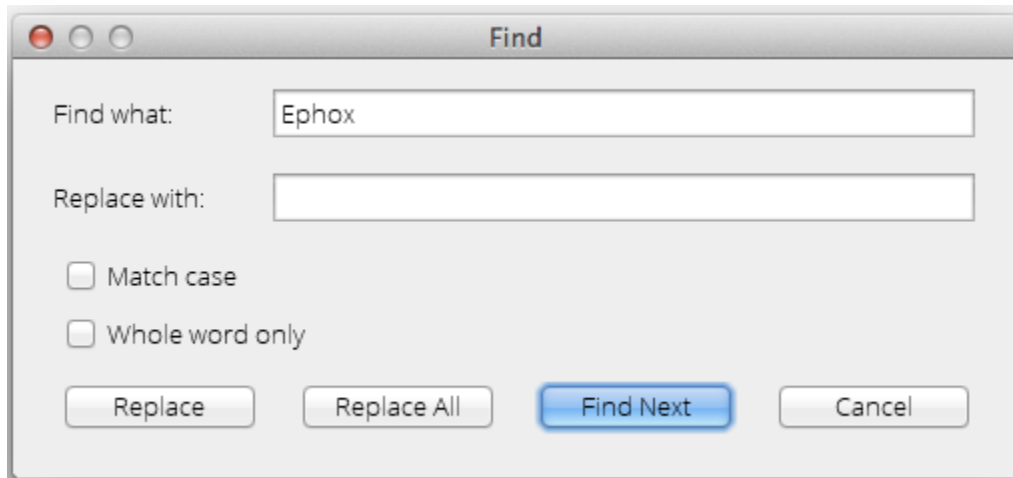
- **Replace** - Move to the next instance of the text found in the *Find What* field and replace it with the text found in the *Replace With* field.
- **Replace All** - Automatically move through the document replacing all instances of the text in *Find What* with the text found in the *Replace What* field.
- **Find Next** - Move to the next instance of the text found in the *Find What* field.
- **Cancel** - Closes the dialog.
- **Match Case** - When checked, performing the *Replace, Replace All* or *Find Next* functions only moves to text that exactly matches the format of the text found in the *Find What* field.

    Example
    If *Find What* contained the text *Ephox*, clicking Find Next would <u>not</u> move to the word *ephox*.

- **Whole Word Only** - *Replace, Replace All* or *Find Next* will only move to the text in *Find What* field is this text can be found as it would appear in a sentence.
    For example, if *Find What* contained the text *Ephox*, clicking *Find Next* would <u>not</u> move to the text *XXXEphoxXXX*.

Accessibility Compliance

- Checking Accessibility Compliance
- Accessibility As You Type
- Table Accessibility

Checking Accessibility Compliance

Overview

EditLive! comes packaged with a reporting tool allowing you to check your content across several worldwide HTML accessibility guidelines.

Displaying the Accessibility Report Tool

The Accessibility Report menu item is located under the **Tools** menu.

- **Accessibility Report**

The Accessibility Report menu item may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Using the Accessibility Report Tool
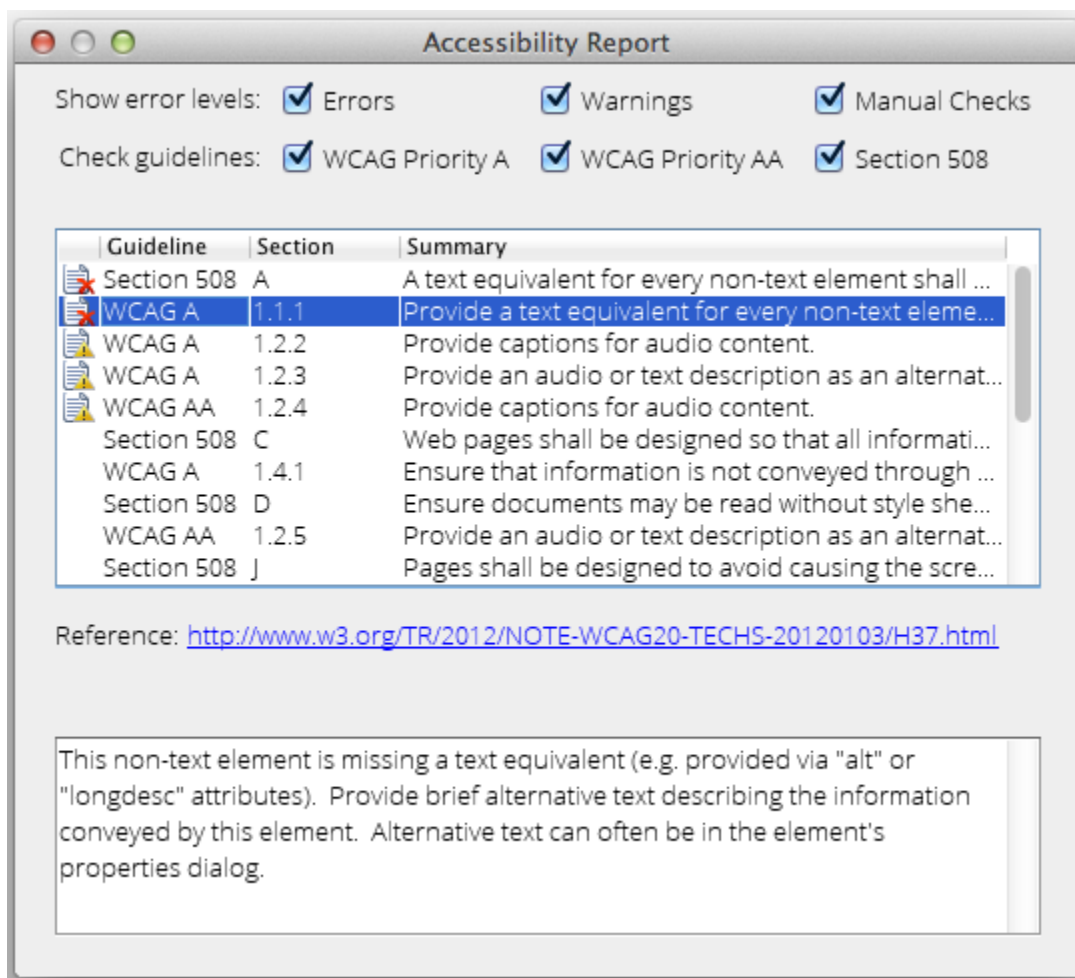
Using the Accessibility Report tool, you can check your HTML content against the following guidelines:

- **WCAG A** - The W3C (World Wide Web Consortium) Web Content Accessibility Guideline. This guideline specifies that a web content developer *m ust* specify these checkpoints.
- **WCAG AA** - The W3C (World Wide Web Consortium) Web Content Accessibility Guideline. This guideline specifies that a web content developer *should* specify these checkpoints.
- **Section 508** - Section 508 are web content accessibility guidelines specified as part of the US Rehabilitation Act.

For each guideline selected, the following items will be displayed:

- **Errors** - Errors depict HTML elements which require a precise change to ensure the content is accessible under the selected guideline. Clicking on an Error in the Accessibility Report tool will move the cursor in EditLive! to the location of the HTML containing this error.

- **Warnings** - Warnings relate rather to the entire HTML document itself, where errors focus on a particular HTML element.
- **Manual Checks** - These are aesthetic based accessibility checks that can't be programmatically detected. As a user, you'll need to review your content to ensure these accessibility guidelines are met.

Clicking on an **Error**, **Warning** or **Manual Check** will populate the Reference field with a hyperlink to this documented accessibility guideline. A summary for the accessibility guideline the **Error**, **Warning** or **Manual Check** relates to will appear in the text area at the bottom of the Accessibility Report tool.

Accessibility As You Type

Overview

EditLive! can display an icon over HTML elements which contain data that does not match Accessibility Compliance standards.

Accessibility-As-You-Type is an optional functionality of EditLive!. Check with your Systems Administrator first to ensure this functionality exists in your instance of EditLive!.

Enabling/Disabling the Accessibility As You Type Display
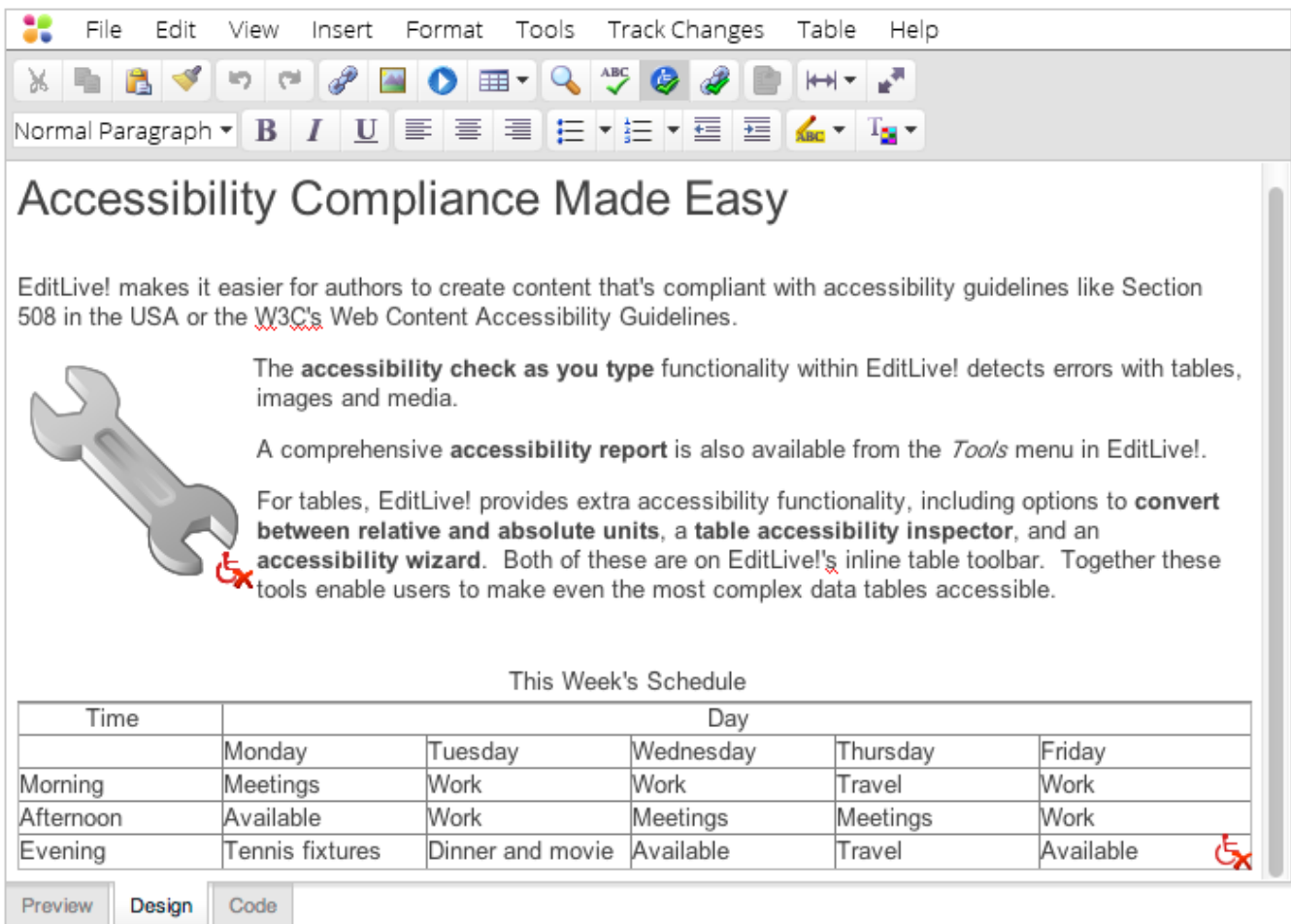
The *Accessibility-As-You-Type* menu item is located under the Tools menu.

- **Enable/Disable Accessibility As You Type**

The *Accessibility-As-You-Type* menu item may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Using Accessibility As You Type

Accessibility As You Type displays an icon in the bottom lefthand corner of tables, images or sections (i.e. DIV elements) which break specific accessibility standards.

Hovering over an *Accessibility As You Type* icon will display a tooltip detailing which aspects of the HTML element are in violation of accessibility compliance. The errors and warnings detected are specified by your Systems Administrator.

Accessibility Compliance Made Easy

EditLive! makes it easier for authors to create content that's compliant with accessibility guidelines like Section 508 in the USA or the W3C's Web Content Accessibility Guidelines.

The **accessibility check as you type** functionality within EditLive! detects errors with tables, images and media.

A comprehensive **accessibility report** is also available from the *Tools* menu in EditLive!.

For tables, EditLive! provides extra accessibility functionality, including options to **convert between relative and absolute units**, a **table accessibility inspector**, and an **accessibility wizard**. Both of these are on EditLive!'s inline table toolbar. Together these tools enable users to make even the most complex data tables accessible.

(Section 508) A text equivalent for every non-text element shall be provided.
(WCAG A) Provide a text equivalent for every non-text element.

This Week's Schedule

Time	Day				
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Meetings	Work	Work	Travel	Work
Afternoon	Available	Work	Meetings	Meetings	Work
Evening	Tennis fixtures	Dinner and movie	Available	Travel	Available

Preview Design Code

Errors are more severe accessibility issues are are represented by the ⬦ icon.

Warnings are less critical issues or issues which may not be a problem depending on the current context. Warnings are represented by the ⬦ icon.

Table Accessibility

- Applying Accessibility Mappings
- View Table Header Mappings
- Clear Cell Headers
- Convert Table Sizing to Percentages
- Convert Table Sizing to Pixels

Applying Accessibility Mappings

Overview

EditLive! provides a tool for applying accessibility mappings to table cells. For more information on how table accessibility mappings work, review the View Table Header Mappings help article.

The Applying Accessibility Mappings is an optional functionality of EditLive!. Check with your Systems Administrator first to ensure this functionality exists in your instance of EditLive!.

Using the Apply Accessibility Mappings Functionality

Applying accessibility mappings is a 4 step process.

The toolbar buttons described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.
The screenshots depicted below have View Table Header Mappings switched on. This allows you to see the current accessibility status of each table cell so you can apply the desired mappings.

Step 1: Select the cell you wish to become a *header* cell. This cell can already be a *header* cell.

Step 2: Click the **Set As Header** button on the floating table toolbar. This will highlight the cell with a blue border.

This Week's Schedule

Time	Day				
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Meetings	Work	Work	Travel	Work
Afternoon	Available	Work	Meetings	Meetings	Work
Evening	Tennis fixtures	Dinner and movie	Available	Travel	Available

Select Data Cells

Preview   Design   Code

Step 3: Select the desired cell/cells you wish to become data cells. A single cell can be selected by clicking in it. Multiple cells can be selected by dragging the mouse.

This Week's Schedule

Time	Day				
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Meetings	Work	Work	Travel	Work
Afternoon	Available	Work	Meetings	Meetings	Work
Evening	Tennis fixtures	Dinner and movie	Available	Travel	Available

Preview | Design | Code

Step 4: Click the **Apply Header** button. This will apply an *ID* attribute to the selected *header* cell and headers attributes to the selected data cells.

File   Edit   View   Insert   Format   Tools   Track Changes   Table   Help

Header Cell

This Week's Schedule

Time	Day				
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Meetings	Work	Work	Travel	Work
Afternoon	Available	Work	Meetings	Meetings	Work
Evening	Tennis fixtures	Dinner and movie	Available	Travel	Available

Set As Header

Preview   Design   Code

View Table Header Mappings

Overview

View Header Mappings hides or displays whether a cell is a header cell, a data cell or neither.

View Header Mappings is an optional functionality of EditLive!. Check with your Systems Administrator first to ensure this functionality exists in your instance of EditLive!.

Enabling/Disabling View Table Header Mappings

There are 2 basic methods for toggling *View Header Mappings*:

- Floating Toolbar Buttons
- Menu Items

The toolbar and menu items described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Toolbar Buttons

The toolbar button on the floating table toolbar toggles hiding or displaying table header mappings.

Menu Items

The **Show/Hide Table Header Mappings** menu item located under the **Table** menu.

Using View Table Header Mappings

For the currently selected table, *View Header Mappings* displays an icon in each table cell depicting the accessible status of the cell.

This Week's Schedule

Time		Day				
		Monday	Tuesday	Wednesday	Thursday	Friday
Morning		Meetings	Work	Work	Travel	Work
Afternoon		Available	Work	Meetings	Meetings	Work
Evening		Tennis fixtures	Dinner and movie	Available	Travel	Available

Preview   Design   Code

For each table cell the following icons indicate it's status

- **Header Cell** - cell defined as containing a heading
- **Data Cell** - cell defined as containing data
- **Error Cell** - cell definition has not been defined

Clear Cell Headers

Overview

Clear Cell Headers removes any *headers* attributes present on the currently selected table cells.

Enabling Clear Cell Headers

The *Clear Cell Headers* toolbar button is available on the floating toolbar displayed when selecting content in a table.

- **Clear Cell Headers**

The Clear Cell Headers toolbar button may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Using Clear Cell Headers

Select the desired cells with header attributes and click the Clear Cell Header button. The Clear Cell Headers button will only be enabled when you have selected a cell or cells that contain *header* attributes.

Using the View Table Header Mappings functionality you can easily view which table cells feature *header* attributes.

Convert Table Sizing to Percentages

Overview

Convert Table Sizing to Percentages ensures all widths and heights specified for a table and it's cells are represented as percentages.

Convert Table Sizing to Percentages is an optional functionality of EditLive!. Check with your Systems Administrator first to ensure this functionality exists in your instance of EditLive!.

Applying Percentage Sizing to a Table

There are 2 basic methods for applying *Convert Table Sizing to Percentages*:

- Floating Toolbar Buttons
- Menu Items

The toolbar and menu items described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Toolbar Buttons

The toolbar button on the floating table toolbar changes all widths and heights in the current table to percentage values.

Menu Items

The **Use Relative Sizing for Table** menu item located under the **Table** menu.

Convert Table Sizing to Pixels

Overview

Convert Table Sizing to Pixels ensures all widths and heights specified for a table and it's cells are represented as pixels.

Convert Table Sizing to Pixels is an optional functionality of EditLive!. Check with your Systems Administrator first to ensure this functionality exists in your instance of EditLive!.

Applying Pixel Sizing to a Table

There are 2 basic methods for applying *Convert Table Sizing to Pixels*:

- Floating Toolbar Buttons
- Menu Items

The toolbar and menu items described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Toolbar Buttons

The ![px] toolbar button on the floating table toolbar changes all widths and heights in the current table to pixel values.

Menu Items

The ![px] **Use Pixel Sizing for Table** menu item located under the **Table** menu.

Using the Document Navigator

Overview

EditLive! features a Document Navigator to allow the easy selection of HTML elements appearing in your content.

Locating the Document Navigator

 The Document Navigator will appear between the last row of toolbar buttons and the Design pane of EditLive!. The content you have currently selected will be displayed in the document navigator with an orange background.

The Document Navigator may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Using the Document Navigator

You can use the document navigator to select the current HTML element you're editing, or any surrounding HTML element.

For example, the screenshot below depicts the Document navigator if you were editing the contents of a list nested in a table cell.
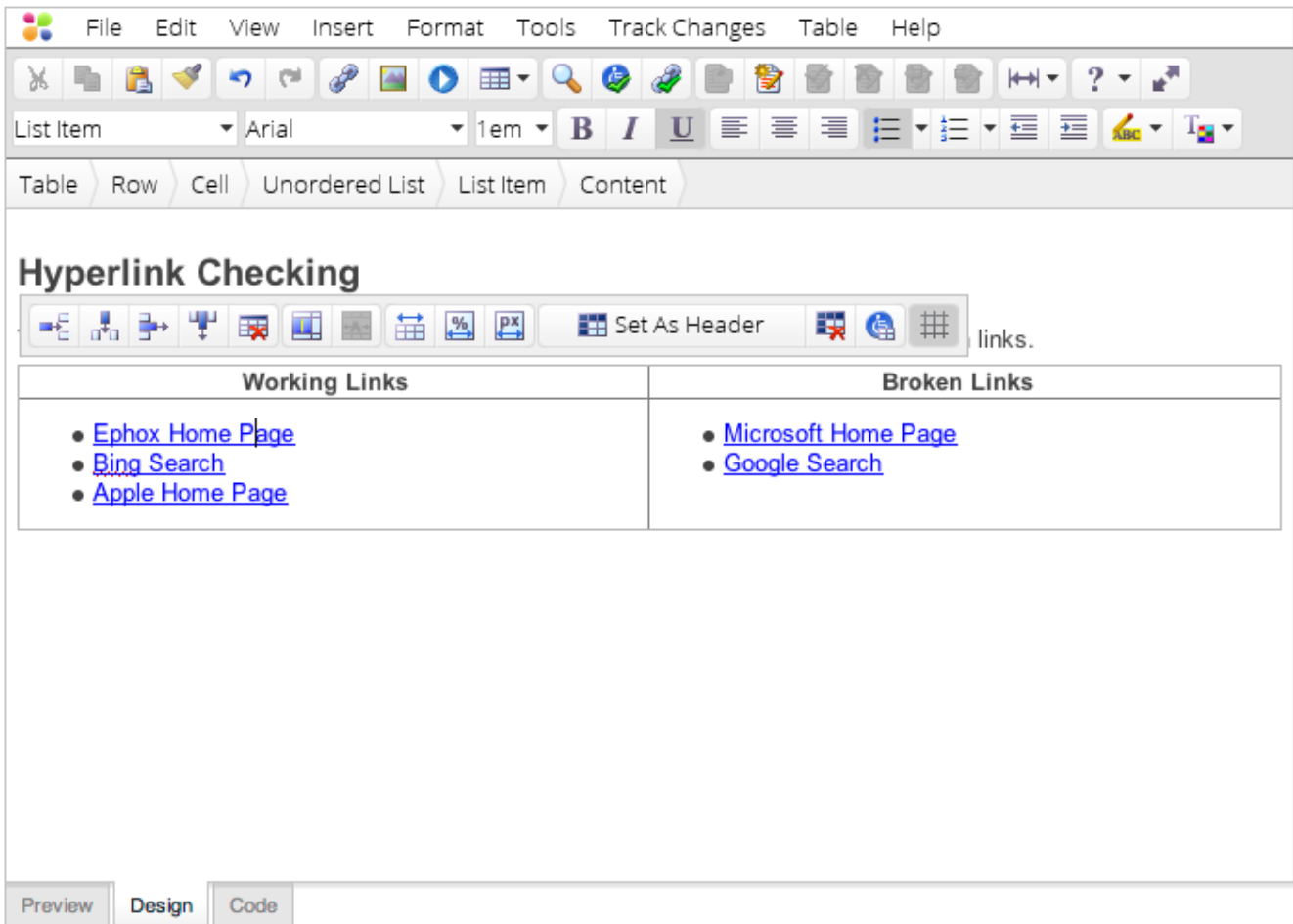
If you wished to select the entire table row containing this content, selecting the Row text in the Document Navigator would perform the following

File   Edit   View   Insert   Format   Tools   Track Changes   Table   Help

List Item   Arial   1em   **B**   *I*   U

Table 〉 Row

Hyperlink Checking

Set As Header   links.

Working Links	Broken Links
• Ephox Home Page • Bing Search • Apple Home Page	• Microsoft Home Page • Google Search

Preview   Design   Code

Inserting HTML Comments

Overview

You can easily insert HTML comments into your content. HTML comments are not directly displayed to end users, but can be seen in the actual HTML.

Anyone viewing your content through a web browser will be able to view your HTML comments by selecting the View Source option in their browser.

Displaying the Comment Insertion Dialog

There are 2 basic methods for inserting comments into EditLive!:

- Toolbar Button
- Menu Item

The toolbar and menu items described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Toolbar Button

The EditLive! toolbar provides the following button for inserting HTML comments:

- Insert Comment...

Menu Item

The Insert Comment... menu item is located under the **Insert** menu.

Using the Comment Insertion Dialog

Using the Insert Comment toolbar or menu item will display the following dialog:
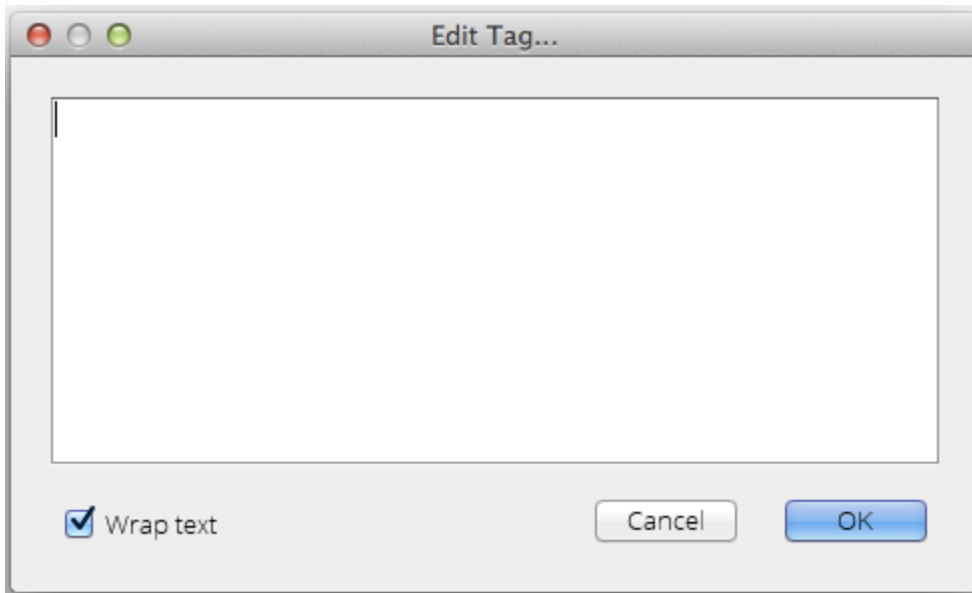
Type the text you wish to be hidden. Click OK when done.

HTML Comments will be displayed in the Design View of EditLive! as placeholder icons. Double clicking one of these icons will reopen the dialog, allowing you to edit your comment.

Insert HTML Fragment

Overview

Many programs and systems provide you with the ability to export snippets of HTML containing rich content. If you have a selection of HTML you wish to paste into EditLive!, there are two options available.

- Code View
- Insert HTML Fragment

Code View

Code view allows you to view the raw source of your HTML content. When looking at this, a power user can insert any HTML they like. This means that when you are using an external site and would like to copy and paste HTML, you can do so directly into EditLive!.

Insert HTML Fragment

EditLive! includes a plugin which makes inserting HTML from varied sources even easier. This plugin, *Insert HTML Fragment*, makes it very easy to insert HTML snippets into EditLive! without using code view.

Insert HTML Fragment is an optional functionality of EditLive!. Check with your Systems Administrator first to ensure this functionality exists in your instance of EditLive!.

Displaying the Insert HTML Fragment Dialog

Insert HTML Fragment is enabled via either the **Insert HTML Comment...** item in the **Insert** menu or by the button on the toolbar.

The Insert HTML Fragment menu item may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Using Insert HTML Fragment

Launching *Insert HTML Fragment* will display a simple dialog with a single text area into which HTML can be pasted.
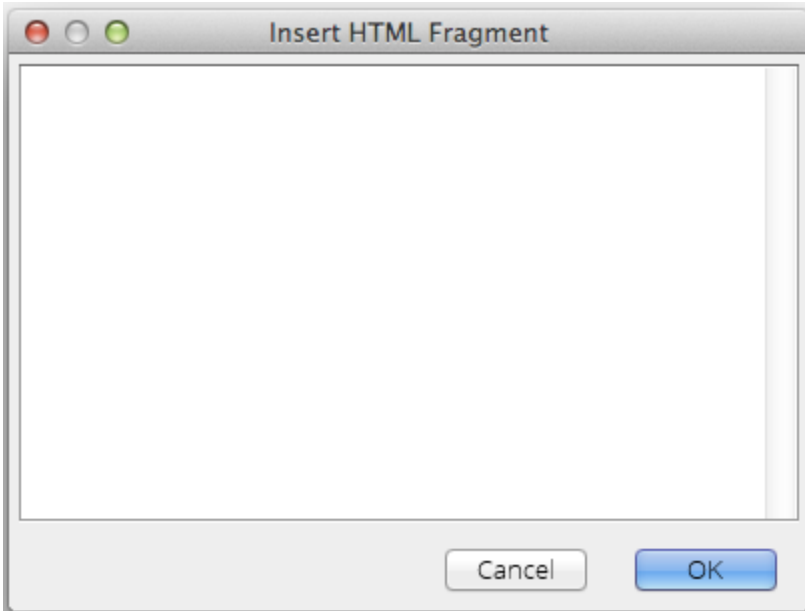
In order to make this process extremely easy, EditLive! will check the clipboard for HTML when the dialog is first opened and automatically add this text directly to the text area. When the dialog is closed with the **OK** button, this HTML will be added to the existing document's source code.

Showing Paragraph Markers

Overview

EditLive! can be toggled to display all of the hidden formatting currently applied to your HTML. This includes displaying information such as:

- Paragraph ends
- New line characters
- List item formatting

Methods for Enabling/Disabling Show Paragraph Markers

There are 2 methods for enabling/disabling Show Paragraph Markers:

- Toolbar Button
- Menu Item

The toolbar and menu items described below may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

Toolbar Button

The EditLive! toolbar provides the ¶ button for toggling Show Paragraph Markers

Menu Item

The ¶ **Paragraph Markers** toggle menu item is located under the **Tools** menu.

Displaying Paragraph Markers

When Show Paragraph Markers is enabled, various new formatting will appear.

Example: The following images show content with a paragraph, a list and a table:

EditLive! - Show Paragraph Markers Disabled

File   Edit   View   Insert   Format   Tools   Track Changes   Table   Help

Normal Paragraph ▾ | Arial ▾ | 13px ▾ | **B** *I* <u>U</u>

Language Tools¶

EditLive! includes spell checking and thesaurus out of the box, without the need to use third party services or plug-ins.¶

- Spell check as you type highlights misspelled words and provides suggestions via the right click menu.¶
- Auto-correct will fix common mistakes, just try typing "teh"¶
- Synonyms are also available on the right click menu. ¶
- A full thesaurus is available from the **Tools** menu.¶
- Add words to your personal dictionary or customize spelling for your whole organization¶
- Spell checking is available in 12 different languages. See the Internationalization demo to try it out.¶

Hyperlink Checking¶

The hyperlink checker checks all the links in your document and alerts you to any broken links.¶

Working Links¶	Broken Links¶
- Ephox Home Page¶ - Bing Search¶ - Apple Home Page¶	- Microsoft Home Page¶ - Google Search¶

Preview   Design   Code

EditLive! - Show Paragraph Markers Enabled

Frequently Asked Questions

Overview

This article lists several common questions about EditLive! along with detailed answers

Questions

- A toolbar/menu item does not appear in EditLive! as this help file specifies.
- My table has no border, but a border still appears on screen.
- The insert symbol dialog doesn't contain my desired symbol.
- I've inserted an image, but now I want to change it's size. How do I change the properties of an image I've already inserted.
- How do I change the appearance of a list
- How can I resize the editor?
- Can I insert mathematical equations into my content?

A toolbar/menu item does not appear in EditLive! as this help file specifies.

Answer: This functionality has not been added to your editor instance. See your Systems Administrator to install the functionality.

My table has no border, but a border still appears on screen.

Answer: This dashed border is used as a guideline and will not appear in the actual HTML. Use the Hide Guidelines menu/toolbar item to enable or disable this functionality.

The insert symbol dialog doesn't contain my desired symbol.

Answer: The items appearing in the insert symbols dialog are defined by your Systems Administrator. If your Systems Administrator is unwilling or unable to add your desired symbol, you can copy the symbol from an external location and paste it directly into your content.

I've inserted an image, but now I want to change it's size. How do I change the properties of an image I've already inserted.

Answer: For information on editing Image Properties, see the Editing Image Properties article.

How do I change the appearance of a list

Answer: For information on editing List properties, see the Editing List Properties article.

How can I resize the editor?

Answer: EditLive! for Java is set to appear as a default size by the Systems Administrator. You can, however, use the Window View functionality to view the editor as a separate resizeable window. For more information, see the Window View Mode article.

Can I insert mathematical equations into my content?

Answer: Yes. EditLive! supports the use of an equation editor. Equations can be generated in this dialog and then entered into the content of EditLive!. For more information, see the Equation Editing article.

Toolbar Button and Menu Item List

Overview

This rich text editor features a wide variety of toolbar buttons and menu items. This page provides a quick reference for the functionality provided by each of these toolbar buttons and menu items.

The toolbar and menu items described below may not appear in your instance of the editor. For more information, see your Systems Administrator.

Menu and Toolbar Items

File Commands

Menu or Tool Tip Text	Function	Shortcut	Image
New	Create a new file.	CTRL+N	
Open...	Open an existing file on the local machine.	CTRL+O	
Save	Save a file to the local machine.	CTRL+S	
Save As..	Save a file to the local machine with a different name.	CTRL+SHIFT+S	-
Restore Autosave...	Restore an autosaved document.	-	-
Import Word Document...	Import a Word Document.	-	-
Print	Print the contents of the editor.	-	

Edit Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Undo	Undo the last action.	CTRL+Z	
Redo	Redo the last undone action.	CTRL+Y	
Cut	Cut the selection.	CTRL+X	
Copy	Copy the selection.	CTRL+C	
Paste	Paste.	CTRL+V	
Paste Special	Paste using a specific filter.	-	-
Select All	Select all editor content.	CTRL+A	-
Find...	Find text in the editor.	CTRL+F	

View Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Design View	View the document in Design mode (WYSIWYG mode).	-	-
HTML View	View the HTML source for the document.	-	-
Window View	Display the editor in a separate window.	-	
Document Navigator	Show or hide the document navigator.	-	-
Show/Hide Paragraph Markers	Show or hide paragraph markers and editing grid lines.	-	
Page Width	View the document within a set page width. Choices include • Smartphone Portrait • Smartphone Landscape • Tablet Portrait • Tablet Landscape	-	

- Monitor
- Widescreen Monitor
- Size to Fit
- Custom

Insert Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Insert Hyperlink...	Insert a hyperlink.	CTRL+K	
Remove Hyperlink	Remove a hyperlink.	-	
Bookmark...	Insert a bookmark.	-	
Remove Bookmark	Removes a bookmark.	-	
Insert Image...	Insert an image from the server image library.	-	
Insert Media...	Insert Media	-	
Insert Object...	Insert an embedded object or multimedia file.	-	-
Insert HTML Fragment...	Insert a Fragment of HTML.	-	
Insert Template...	View and Insert Templates	-	
Create Section	Create a section around the selected text. Displays a menu of section types, including: • BlockQuote • Div • Section • Header • Footer • Article • Aside • Nav • Figure • FigCaption	-	
Remove Section	Remove a section. Displays a menu of section types.	-	
Symbol...	Insert a symbol.	-	
Insert Horizontal Rule	Insert a horizontal line.	-	
Insert Date and Time...	Insert a date and time.	-	
Insert HTML Comment...	Insert a HTML comment.	-	
Edit Tag...	Edit a HTML comment, scripting tag or unknown custom tag.	-	-

Format Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Bold	Bold.	CTRL+B	
Italic	Italic.	CTRL+I	
Underline	Underline.	CTRL+U	
Align Left	Set left alignment.	CTRL+L	
Align Center	Set center alignment.	CTRL+E	
Align Right	Set right alignment.	CTRL+R	

Ordered List	Insert an ordered list or change an unordered list to an ordered list.	-	
Unordered List	Insert an unordered list or change an ordered list to an unordered list.	-	
Decrease Indent	Decrease the paragraph or list indent.	-	
Increase Indent	Increase the paragraph or list indent.	-	
Color	The text color.	-	
Highlight Color	The text highlight color.	-	
Superscript	Superscript text.	-	
Subscript	Subscript text.	-	
Strikethrough	Strikethrough.	-	
Left to Right Text	Set dir for the currently selected block elements to ltr	-	
Right to Left Text	Set dir for the currently selected block elements to rtl	-	
Remove Formatting	Remove formatting.	CTRL + SPACE	
Format Painter	Copy selected formatting.	CTRL + SHIFT + C	
Text Formatting	Popup menu of formatting commands, consisting of: • Bold • Italic • Underline • Superscript • Subscript • Strikethrough	-	
Alignment and Indents	Popup menu of Alignment and Indenting commands, consisting of: • Align Left • Align Center • Align Right • Decrease Indent • Increase Indent	-	

Tool Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Spelling...	Check spelling.	F7	
Enable/ Disable Check Spelling As You Type	Toggle the background spell checker.	-	
Enable/Disable Auto Correct	Toggles the Auto Correct functionality on and off.	-	-
Word Count...	Perform a word count on the document.	-	
Thesaurus...	Run the thesaurus.	-	-
Synonyms	Display a list of synonyms for the currently selected word.	-	-
Proofing Tools	Popup menu of Proofing commands, consisting of: • Spelling • Disable Spell Checking as you type • Link Checking • Accessibility Report • Enable Accessibility as you type • Word Count	-	
Content Language	Mark selected content as written in chosen language.	-	

Table Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Insert Table...	Insert a table.	-	
Insert Row	Insert a row in the current table.	-	
Insert Column	Insert a column in the current table.	-	
Insert Row or Column...	Insert rows or columns in the table.	-	-
Insert Cell	Insert a cell in a table.	-	-
Delete Table	Delete the current table	-	
Delete Row	Delete a row from a table.	-	
Delete Column	Delete a column from a table.	-	
Delete Cell	Delete a cell from a table.	-	-
Split Cell	Split a cell in a table.	-	
Merge Cells	Merge cells in a table.	-	
Show/Hide Gridlines	Toggle table gridlines.	-	
Fit to Content	Automatically resize a column to fit its content.	-	

Properties Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Cell Properties...	Edit the current cell's properties.	-	-
Row Properties...	Edit the selected row's properties.	-	-
Column Properties...	Edit the selected column's properties.	-	-
Table Properties...	Edit the current table's properties.	-	-
List Properties...	Edit the properties of a list.	-	-
Object Properties...	Edit the properties of an embedded object.	-	-
Horizontal Line Properties...	Edit the properties of a horizontal line.	-	-
Section Properties...	Edit the properties of a Section.	-	-

Help Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Help...	Load editor help.	-	
About EditLive!...	Display information about current editor version.	-	
Help	Popup menu of help and debugging commands, consisting of: • Help • About EditLive! • Enable Debug Logging	-	

Form Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Insert Form	Insert a form.	-	-
Insert Text Field	Insert a text field into a form.	-	-
Insert Password Field	Insert a password field into a form.	-	-
Insert Hidden Field	Insert a hidden field into a form.	-	-
Insert File Upload Field	Insert a file browsing field into a form.	-	-
Insert Button Field	Insert a button into a form.	-	-

Insert Submit Field	Insert a submit button into a form.	-	-
Insert Reset Field	Insert a reset button into a form.	-	-
Insert Checkbox Field	Insert a checkbox into a form.	-	-
Insert Radio Field	Insert a radio-button into a form.	-	-
Insert TextArea Field	Insert a text area into a form.	-	-
Insert Select Field	Insert a selection / combobox into a form.	-	-
Insert Image Field	Insert an image field into a form.	-	-
Form Properties...	Display the Form Properties Dialog for a form.	-	-

Track Changes Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Enable Track Changes / Disable Track Changes	Toggle change tracking.	CTRL + SHIFT + E	
Accept Change	Accept selected change.	-	
Reject Change	Reject selected change.	-	
Accept All Changes	Accept all changes.	-	-
Reject All Changes	Reject all changes.	-	-
Next Change	Select next change.	-	
Previous Change	Select previous change.	-	
Show Track Changes Dialog	Show track changes dialog.	-	-
Set Username...	Set current user.	-	-

Image Editor Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Rotate Clockwise	Rotate image clockwise.	-	
Rotate Counterclockwise	Rotate image counterclockwise.	-	
Flip Vertically	Flip image vertically.	-	
Flip Horizontally	Flip image horizontally.	-	
Reflection Effect	Apply reflection effect.	-	
Drop Shadow Effect	Apply drop-shadow effect.	-	
Round Corners Effect	Apply rounded-corners effect.	-	
Crop	Crop image.	-	

Accessibility Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Enable / Disable Accessibility As You Type	Toggle accessibility-as-you-type.	-	
Accessibility Report...	Perform an accessibility compliance check on the document	CTRL + F8	
Use Relative Sizing for Table	Convert all widths and heights in a table to percentages	-	
Use Pixel Sizing for Table	Convert all widths and heights in a table to pixels	-	
Clear Cell Headers	Clear table cell headers.	-	

Set As Header / Select Data Cells / Apply Header	Apply table cell headers .	-	
Show / Hide Table Header Mappings	Display table header-to-data cell mappings.	-	

Link Checker

Menu or Tool Tip Text	Function	Shortcut	Image
Broken Hyperlink Report	Check validity of hyperlinks in document.	-	

Commenting

Menu or Tool Tip Text	Function	Shortcut	Image
Add Comment...	Open commenting popup to add or read comments on a selected area of text	-	
Remove All Comments	Remove all comments in the document	-	-

Equation Editor Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Insert Equation	Insert a mathematical equation.	-	
Edit Equation...	Edit a mathematical equation.	-	-

Toolbar Combo Items

Submenu/Combo Box	Function
Style	List of styles available for use on the current selection.
Font	List of fonts available for use on the current selection.
Size	List of font sizes available for use on the current selection.

Language and Text Direction

EditLive! has several tools for setting the language and text direction of content in the editor.

Text Direction

Text direction can be changed using using the " Left to Right Text" and " Right to Left Text" menu items. By default, these are in the Format menu. These buttons change the text direction for the current paragraph only.

Content Language

The "Content Language" drop-down lets you specify the language for the selected text. This also sets the text direction for this text. Specifying the language within the editor can assist users who use screen readers and search engines that index the site.

To remove the language, select the text and click the "Remove Language" item on the drop-down.