

telerik
r.a.d. editor

Version 3.0

End-user manual

Last revision: 22 October 2003



Contents

1. USING THIS GUIDE.....	3
1.1 Purpose	3
1.2 Who should use this guide.....	3
2. ABOUT R.A.D.EDITOR.....	3
3. HOW TO USE R.A.D.EDITOR	3
3.1 Buttons	3
3.1.1 General Buttons.....	4
3.1.2 Insert/Edit LINKS, TABLES, SPECIAL CHARACTERS, IMAGES, MEDIA & DOCS.....	5
3.1.3 Create, Format and Edit PARAGRAPHS & LINES.....	6
3.1.4 Create, Format and Edit TEXT, FONT & LISTS (numbered and bulleted).....	7
3.1.5 Other keyboard shortcuts.....	8
3.2 How to.....	8
3.2.1 Print the web page.....	8
3.2.2 Spell-check a document.....	8
3.2.3 Insert document/text from Microsoft Word® or similar program	8
3.2.4 Insert a custom hyperlink, anchor e-mail address or custom link.....	9
3.2.5 Remove hyperlink.....	10
3.2.6 Insert a special character (symbol).....	10
3.2.7 Insert an image.....	10
3.2.8 Insert Flash animation.....	11
3.2.9 Insert Media object (AVI, MPEG, WAV, etc.).....	11
3.2.10 Move an object (image, table or media).....	12
3.2.11 Insert a table.....	12
3.2.12 Format tables.....	13
3.2.13 APPENDIX.....	15





1. USING THIS GUIDE

1.1 Purpose

This guide provides comprehensive information, examples and descriptions of r.a.d.editor's most common features.

1.2 Who should use this guide

This guide is for end-users.

2. ABOUT R.A.D.EDITOR

r.a.d.editor is a powerful WYSIWYG (**What You See Is What You Get**) content editor, which allows users to publish rich on-line information and manage web-pages without the need of any programming skills. It works within the web-browser, giving people the ability to seamlessly format text and insert images, Flash, tables, hyperlinks, documents, etc.

telerik r.a.d.editor has been developed to make web-content publishing and managing an effortless task for regular business people. Using a familiar interface and nothing more than the browser, end-users can maintain on-line information as easily as writing a document.

Some of the features that you see described here may not be available in your application. Please, consult your product developer for availability of features or write to us at support@telerik.com.

3. HOW TO USE R.A.D.EDITOR

This section provides comprehensive descriptions and instructions for using the basic functions of r.a.d.editor in your web-application.

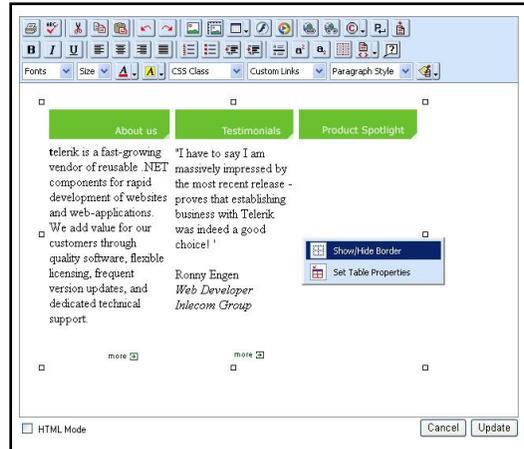
Please, note that until you hit the **[UPDATE]** button at the bottom of the r.a.d.editor the changes will **NOT** be saved. We suggest you **[UPDATE]** the changes you have made as frequently as possible. Hitting the **[UPDATE]** button also works like Print Preview.

3.1 Buttons

The most important button is the **Pencil Button** . Pressing will let you edit the web page (or part of it) and will load r.a.d.editor to help you with your editing needs.



An example of a page to be edited with r.a.d.editor.



Same page in "Edit" mode with r.a.d.editor toolbar on top.

telerik r.a.d.editor comes with preset action buttons which are shown in the toolbar. Most of these buttons work in the same way as you would use them in Microsoft Word®.

Note: Depending on your application, you may not see all of the buttons in the toolbar. In addition, you may have some additional and custom designed buttons, which would be explained to you by the developer of the web-page.

3.1.1 General Buttons

GENERAL BUTTONS	
	Print button – prints the contents of the r.a.d.editor or the whole web page.
Keyboard shortcut Ctrl + p	Pressing this button will launch your default printers' dialog box. If you press [OK] or [Print] , the current page in your web browser will print. You can set your printers' properties before printing.
	Spell button – launches the spellchecker.
	The spellchecker is a tool which checks the spelling of the written text. It works the same way as in Microsoft Word®. When launched, the spellchecker dialog will appear and the checking will start automatically from the beginning of the document. If there is a mistaken word, it will appear in the spellchecker dialog, where you can either [Ignore] the suggestion or [Change] the word with the suggested one.
	Cut button – Cuts the selected contents and copies it to the clipboard.
Keyboard shortcut Ctrl + x	The [Cut] button works on selected text, image and/or table. You will need to select the content first and then [Cut] it. When using this tool, the cut text or image will be removed from the page and will be stored in the clipboard for later use. Please, note that only the last cut (or copied) item will be stored in the clipboard. This tool is very helpful if you have decided to change the place of a piece of text in the sentence or in the page: just select the text, press  , place the cursor on the new place and press the  [Paste] button (see below).
	Copy button – Copies selected content to the clipboard.
Keyboard shortcut Ctrl + c	The [Copy] button works on selected text, image and/or table. You will need to select the content first and then [Copy] it. When using this tool, the content will be stored in the clipboard for later use. Note that only the last copied (or cut) item will be stored in the clipboard. This tool is very helpful if you need to type the same text many times: just select the text, press the  button, place the cursor on the new place and press the  [Paste] button (see below). This way you would not have to type the text over and over. This procedure works for images and/or tables as well.
	Paste button – Pastes copied content from the clipboard into the editor.
Keyboard shortcut Ctrl + v	After you have either [Cut] or [Copied] an item (text, image, etc.), you can [Paste] it using this button. Place the cursor where you want the item to appear and press  .
	Undo button – undoes the last several actions.
Keyboard shortcut Ctrl + z	Pressing this button will [Undo] the last correction, addition or change you have made in the r.a.d.editor. This includes but is not limited to inserting tables, moving images and formatting text.
	Redo button – repeats the last action which has been undone.
Keyboard shortcut Ctrl + y	Pressing this button will [Redo] the last correction, addition or change you have undone.
	Format Stripper button – strips/sweeps formatting from a document or html.
	Removes Word®, custom or all formatting. See also...Insert document from MS Word®
	Toggle Borders button – Shows/hides table borders.
	Toggles borders of all tables within the editor ON and OFF. The ON function works on tables which have hidden borders.
	Help button – Shows the help on every button and its functionality.
	Pressing this button will open an window which has short description on every button, its functions and a keyboard shortcut, if such is available.



3.1.2 Insert/Edit LINKS, TABLES, SPECIAL CHARACTERS, IMAGES, MEDIA & DOCS

INSERT/EDIT LINKS, TABLES, SPECIAL CHAR'S, IMAGES, MEDIA and DOCS

	Insert Image button – Inserts an image from a predefined image directory.
	Pressing this button will help you insert an image at the present cursor location. Please, make sure to position the cursor at the place where you need the image to be inserted. After you press the [Insert Image] button, a dialog box will appear, where you will have to select the directory where the image is located. Find the file which you want to insert and press [Insert] to finish the operation or [Close] to cancel the operation. Depending on the application, you may need to press [Upload] instead of [Insert] .
	Absolute Object Position button – Sets an absolute position of an object.
	Pressing this button will help you move an object (image, table or media) freely into the editor. Just select the object which you want to move, and click on the  button. This action unlocks the image for moving around.
	Insert Table button – Inserts a table in the r.a.d.editor.
	Inserting a table in the r.a.d.editor is as easy as in Microsoft Word® - just click the button and select how many rows and columns you would like inserted in the editor. The table will be inserted at the point where the cursor is.
	Insert Flash button – Inserts a flash animation and lets you set its properties.
	Inserting a flash object is a unique feature of the r.a.d.editor. The animation will be inserted at the point where the cursor is. Since this feature is highly customizable, we strongly suggest you to turn to the developer of your application for assistance or see
	Insert Windows Media button – Inserts a Windows media object (AVI, MPEG, WAV, etc.) and lets you set its properties.
	Inserting a Windows Media object is yet another unique feature of the r.a.d.editor. The object will be inserted at the point where the cursor is. Since this feature is highly customizable, we strongly suggest you to turn to the developer of your application for assistance or see
	Create Link button – Make the selected text, number or image a hyperlink.
	This button lets you create a hyperlink on the selected text, number or image. To create a link, you will firstly need to select the to-be-linked object and click on  . The hyperlink Dialog window will open. Here you will have to choose what type of link you want to insert: Hyperlink, Anchor or E-mail.
	Remove Link button – Removes hyperlink from selected text, number, image.
	If you press this button after you have selected an image, text or a number, the hyperlink, anchor or e-mail link will be removed.
	Insert Special Character button – Inserts special character(s).
	Pressing this button will display a drop-down menu, showing you all special characters that were built in the r.a.d.editor. The special character will be inserted at the location of the cursor. If you want to insert a symbol which you do not see in the drop-down menu, you will need to contact the developer personnel.
	Insert Code Snippet button – Inserts a predefined code snippet.
	Pressing this button will insert a predefined code snippet into the selected place in the editor. The snippet will remain the formatting from the paragraph. For more information, please contact your developer.
	Insert Document button – Inserts a document into the editor.
	Pressing this button will display a window which will help you insert a predefined document at the cursor place into the editor.
	Insert Custom Link button – Inserts an internal or external link from a preset list.
	This button lets create a preset hyperlink on the selected text, number or image. To create a link, you will firstly need to select the to-be-linked object, then click on  button and select the link that you would like to use.



3.1.3 Create, Format and Edit PARAGRAPHS & LINES

CREATE, FORMAT AND EDIT PARAGRAPHS and LINES

	Insert New Paragraph button – Inserts new paragraph.
Keyboard shortcut Ctrl + m	This button lets you insert a new paragraph. There is a difference between pressing this button  and pressing [Enter] . The latter creates a new line whereas  creates a new paragraph, with different paragraph settings which can be changed later on. This feature is important when you apply indentation and justification to text.
	Standard Paragraph Style Dropdown button – Applies standard or predefined text styles to selected paragraph.
	This button lets you change the paragraph style. Click anywhere in the paragraph you want formatted and select the presser style from the  dropdown.
	Decrease Indent button – Decreases paragraph indent to the left.
	This button works only if indent has been applied to a paragraph beforehand. To use this button, click anywhere in the paragraph you want indented to the left and press the  button.
	Increase Indent button – Indents paragraph to the right.
	This button indents a paragraph to the right. Each time this button is pressed will indent the paragraph further to the right.
	Insert horizontal line (e.g. horizontal rule) button – Inserts horizontal line.
	Pressing this button will insert a horizontal line where the cursor is.
	Left Justify button – Aligns the selected paragraph to the left.
	Pressing this button will align the selected paragraph to the left.
	Center Justify button – Aligns the selected paragraph to the center.
	Pressing this button will center the lines in the selected paragraph.
	Right Justify button – Aligns the selected paragraph to the right.
	Pressing this button will align the selected paragraph to the right.
	Full Justify button – Aligns the selected paragraph to the left and to the right.
	Pressing this button will justify the selected paragraph to the left and to the right at the same time.
	Numbered List button – Creates a numbered list from the selection.
	If you want to start a numbered list, you'll have to do it on a new paragraph. First, press the [Insert New Paragraph] button  , then press the [Numbered List] button  . The number "1" will appear. You can input the text here you may have to move the cursor up one line, as we discovered a small bug :). Press [Enter] to go to the next number in the list or press [Enter] twice to end the numbered list. If you decide to remove a line from the list, select the text in the line and press the [Backspace] button on the keyboard until the line has been deleted and the numbering is alright. Sub-bullets are available in a numbered list. Just press the [Bulleted List] button  while you are in the main numbered list and a sub-bullet list will start.
	Bulleted List button – Creates a bulleted list from the selection.
	If you want to start a bulleted list, you'll have to do it on a new paragraph. First, press the [Insert New Paragraph] button  , then press the [Bulleted List] button  . A bullet will appear. You can input the text here. Press [Enter] to go to the next bullet or press [Enter] twice to end the list. If you decide to remove a line from the list, select the text in the line and press the [Backspace] button on the keyboard. Sub-bullets are also available. Just press the [Bulleted List] button  again while you are in the main bullet list and a sub-bullet list will start.



3.1.4 Create, Format and Edit TEXT, FONT & LISTS (numbered and bulleted)

CREATE, FORMAT AND EDIT TEXT, FONT and LISTS (numbered and bulleted)

	Bold button – Applies bold formatting to selected text.
Keyboard shortcut Ctrl + b	Select the text you want to bold and press this button. If the cursor is positioned in a single word, pressing  will bold the entire word.
	Italic button – Applies <i>italic</i> formatting to selected text.
Keyboard shortcut Ctrl + i	Select some text and press this button to apply <i>Italic</i> formatting. If the cursor is positioned in a single word, pressing  will apply <i>italic</i> to the entire word.
	Underline button – Applies <u>underline</u> formatting to selected text.
Keyboard shortcut Ctrl + u	Select some text and press this button to <u>underline</u> it. If the cursor is positioned in a single word, pressing  will <u>underline</u> the entire word.
	Numbered List button – Creates a numbered list from the selection.
	Please, refer to section 3.1.3. Create, Format and Edit PARAGRAPHS & LINES.
	Bulleted List button – Creates a bulleted list from the selection.
	Please, refer to section 3.1.3. Create, Format and Edit PARAGRAPHS & LINES
	Superscript button – Makes text or numbers superscript.
	When typing text, you may press this button to make the text that follows superscript. The button also works on selected text. You have to press the button again to switch to normal text typing.
	Subscript button – Makes text or numbers subscript.
	When typing text, you may press this button to make the text that follows subscript. The button also works on selected text. You have to press the button again to switch to normal text typing.
Font ▾	Font Select button – Select font typeface.
	This button allows you to change the font of a text. It works in two different ways: <ol style="list-style-type: none"> 1. On a selected text: Select the text which you want to change the font to and press the Font button. Select the desired font from the list. 2. On a new paragraph: Press Insert New Paragraph button  and then press Font button. Select the desired font from the list.
Size ▾	Font Size button – Sets font size.
	This button allows you to change the font size of a text. It works in two different ways: <ol style="list-style-type: none"> 1. On a selected text: Select the text which you want to change the font size to and press the  button. Select the desired size from the list. 2. On a new paragraph: Press Insert New Paragraph button  and then press  button. Select the desired font from the list.
	Text Color (foreground) button – Changes the color of the selected text.
	This button allows you to change the font color of a text. It works in two different ways: <ol style="list-style-type: none"> 1. On a selected text: Select the text which you want to change the font color to and press the  button. Select the desired color from the list. 2. On a new paragraph: Press Insert New Paragraph button  and then press  button. Select the desired color from the list.



	Text Color (background) button – Changes the background color of the selected text.
	This button allows you to change the background color of a text. It works in two different ways: <ol style="list-style-type: none"> 1. On a selected text: Select the text which you want to change the background color to and press the button. Select the desired color from the list. 2. On a new paragraph: Press Insert New Paragraph button and then press button. Select the desired color from the list.
	Custom Styles Dropdown button – Applies custom, predefined styles to selected text.
	This drop-down menu contains predefines text styles which can be applied to selected sections of text. Please, play with the different styles to get accustomed to them.

3.1.5 Other keyboard shortcuts

Most of the keyboard shortcuts that are valid for Microsoft Windows® and Internet Explorer® will work in the editor.

For your reference, we have included some of them (in addition to the keyboard shortcuts described above):

OTHER KEYBOARD SHORTCUTS

Ctrl + A	selects all text, images and tables in the editor.
Ctrl + F	finds a string of text or numbers in the page.
Ctrl + W	Closes the active window.
Alt + F4	Closes the active application.

3.2 How to

In order for all functions described below to work properly, you will need to press the **[UPDATE]** button, which is located in the lower right-hand corner of the screen after each change that you have made. Only then will all changes be effective.

3.2.1 Print the web page

When in editor mode, pressing the **Print button** will open the Printer Properties dialog box, from where you can print the whole page (including the editor itself).

You can also use the print function of the Internet Explorer®.

To print just the contents in the editor, press the keyboard shortcut **Ctrl + A** to select all contents. Press the **Print button** , choose Selection and press **[Print]**.

3.2.2 Spell-check a document

When in editor mode, pressing the **Spell-check button** will open the Spelling Check dialog box. When launched, the spellchecker will start checking all words automatically from the beginning of the document. If there is a mistaken word, it will appear in the spellchecker dialog, where you can either **[Ignore]** the suggestion or **[Change]** the word with the suggested one.

If the misspelled word is not in the dictionary, you can either add the word to the dictionary by pressing **[Add Custom]** or click on the underlined/misspelled word and correct it.

3.2.3 Insert document/text from Microsoft Word® or similar program

There are two ways to insert a document in r.a.d.editor – copy/paste the text from the program itself (such as Microsoft Word® or Adobe Acrobat Reader®) or insert the document into the editor via the **Insert document button** .

Inserting text from Microsoft Word®

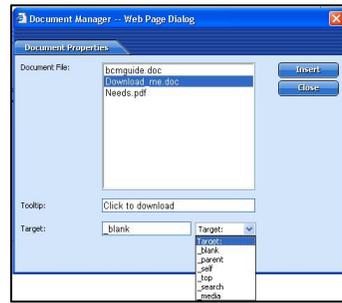
Inserting a Microsoft Word® document is easy – just copy the text from Word® and paste it in r.a.d.editor. The r.a.d.editor keeps most of the formatting from Microsoft Word®, including bullets, numbering and text color. If you want to remove all formatting from the



text, press the **Format Stripper** button and select Microsoft Word® formatting from the drop-down menu.

Inserting a Microsoft Word®, Acrobat Reader® or other document

- i. Press the **Insert document** button .
- ii. A dialog will appear which will give you a predefined list of documents which you can insert into the editor. Select the doc you want inserted.
- iii. (optional) Type a tooltip
- iv. (optional) Select a target.
- v. Press **[Insert]**. The name of the document will appear at the cursor point and a link to the document will be created.
- vi. Press **[Update]** to update the page. When you move the mouse pointer over the document name, the link to the document will appear in the status bar at the bottom.

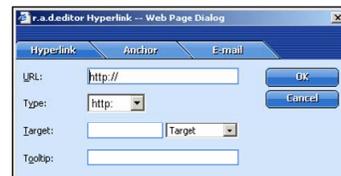


3.2.4 Insert a custom hyperlink, anchor e-mail address or custom link

To create a hyperlink in r.a.d.editor, you will firstly need to select the to-be-linked object and then click on **Create Link** button . The hyperlink Dialog window will open. Here you will have to choose what type of link you want to insert: Hyperlink, Anchor or E-mail. Only the last selected tab will be used for the link (this is the tab that you are on when pressing **[OK]**).

Inserting Hyperlink

- vii. Select the text or object which will point to a webpage.
- viii. Click on **Create Link** button . The hyperlink Dialog window will open.
- ix. You will need to input the URL/web address of the link that you want the object to point to.
- x. Select the type of the link (or just leave it at the default value).
- xi. Input a tool tip. This is the text that will appear when the mouse cursor is placed over the object.
- xii. Press **[OK]**.
- xiii. Press **[Update]** to update the page.



Inserting Anchor

The anchor function is particularly helpful if you have a very long web page. With this function your viewers will be able to go from the bottom of the page to the top with a single click. Another application where this function may be used is if you have interconnected headlines and news posted on a single page. Here, the viewer will be able to move down to the news piece by clicking on the headline on top.

- i. To use the anchor function, you will have to set the end point or the **Anchor** where the link will point to. This end point may be any object like text or image in the page. Select the object which will be the end point.
- ii. Click on **Create Link** button . Select the **[Anchor]** tab. Input a name for the anchor (e.g. “top”).
- iii. Press **[OK]**.
- iv. Now select the object which will point to the **Anchor**. This may be a piece of text at the bottom of the page, saying “[back to top](#)” (the blue color and the underline formatting will appear automatically after the whole procedure is completed).
- v. Click on **Create Link** button again. Select the **[Hyperlink]** tab.
- vi. In the URL: line, type “#” followed by the name of the anchor (in our case “top”, so you will have to input **#top**).
- vii. Change the Type to “Other”.
- viii. Press **[OK]**.
- ix. Press **[Update]** to see how the anchor works.



Inserting E-mail

- i. Select the text or object which will contain the link to the e-mail address.
- ii. Click on **Create Link button** . The hyperlink Dialog box will open.
- iii. Click on the **[E-mail]** tab.
- iv. In the Address field input the e-mail address.
- v. If necessary, in the Subject field write down a subject for the e-mail message as you would like it to appear in the user's mail program.
- vi. Press **[OK]**.
- vii. Press **[Update]**.



Inserting Custom Links

Your editor may come with preset links, which will appear in the **Custom Links button** . With the help of this drop-down menu, you can assign a link to an object without going through the hassle of inserting hyperlinks.

- i. Select the text or object which will contain the link.
- ii. Click on **Insert Custom Link button** . From the drop-down menu, find and click on the desired link.



3.2.5 Remove hyperlink

- i. Select the text or object which contains the hyperlink you want removed.
- ii. Click on **Remove Link button** . You will notice that all formatting, related to links (blue color, underline) will be removed from the object. This hold true for the inserted documents as well.

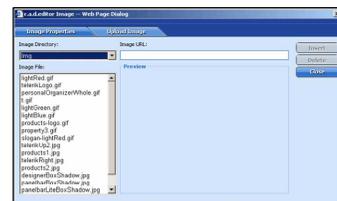
3.2.6 Insert a special character (symbol)

- i. Select the place where you want the special character inserted.
- ii. Click on the **Insert Special Character button** . Click on the symbol you want inserted.

3.2.7 Insert an image

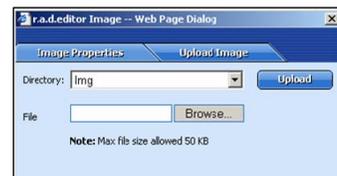
To insert an image you have to use the **Insert Image button** .

- i. Make sure to position the cursor at the place where you need the image inserted.
- ii. Press the **Insert Image button**. A dialog box will appear.
- iii. Select the directory or internet page (URL) where the image is located.
- iv. Locate the file which you want to insert.
- v. Press **[Insert]** to finish the operation or **[Close]** to cancel the operation.



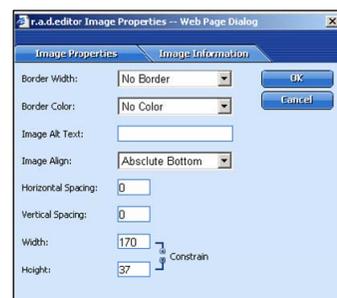
In the same dialog box, you also have the option to upload an image to the server. The image will appear in the **[Image Properties]** tab, at the bottom of the list in the image directory that you have selected.

- i. Press the **[Upload Image]** tab.
- ii. Select the directory where the image uploaded.
- iii. Click **[Browse]** to pinpoint the file location.
- iv. Click **[Upload]**.



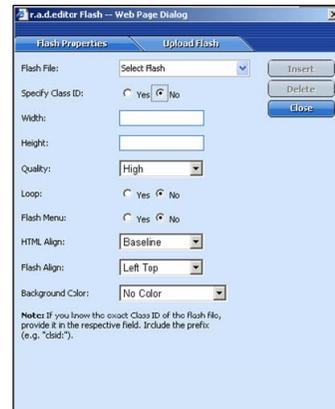
After inserting an image in your web page, you can right-click on it while in r.a.d.editor and edit its properties, i.e. borders, colors, alignment, etc.

If you are not satisfied with the position of the image after inserting it, select it and click on the **Absolute Object Position button** . This will help you move the image freely to the desired position.



3.2.8 Insert Flash animation

- i. Click at the place where you want the Flash animation inserted.
- ii. Click on the **Insert Flash** button . The Flash properties dialog box will appear.
- iii. In the field Flash File: choose the file you want inserted. If the file is not there, go to step 4. If the file is in the directory, go to step 6.
- iv. To upload a Flash File on the server, press the **[Upload Flash]** tab. Select the directory where to upload the file to.
- v. Click **[Browse]** to pinpoint the file location and click **[Upload]**. The file will appear in the **[Flash Properties]** tab, at the bottom of the list in the directory that you have selected.
- vi. Under Specify Class ID: you can choose between **Yes** and **No**. Under **Yes**, you will find more options than under **No**. Use the Class ID function only if you are familiar with it. Ask your developer for more details.
- vii. Specify the height and the width of the flash file (in pixels).
- viii. Specify the quality of the Flash file (the higher the quality, the longer it will take to show on the viewer's computer).
- ix. Specify Loop: **Yes** or **No**. Enabling Flash loop will start the file over after it finishes.
- x. Specify Flash Menu: **Yes** or **No**. Enabling this feature will give the opportunity to the viewer to right-click on the Flash file and view its properties.
- xi. Under HTML Align: you can select where the image will be positioned relative to the page.
- xii. Press **[Insert]** to insert the Flash file or **[Close]** to cancel the operation.

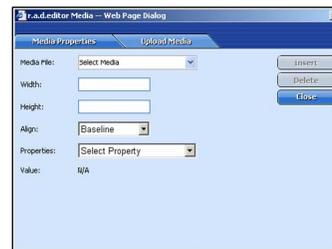


If you are not satisfied with the position of the Flash animation after inserting it, select it and click on the **Absolute Object Position** button . This will help you move the Flash file freely to the desired position.

3.2.9 Insert Media object (AVI, MPEG, WAV, etc.)

r.a.d.editor gives you the ability to insert Windows® media files, like AVI, MPEG, WAV, etc.

- i. Press the **Insert Windows Media** button . The Media dialog box will appear.
- ii. In the field Media File: choose the file you want inserted. If the file is not there, go to step 3. Otherwise, go to step 5.
- iii. To upload a Media File on the server, press the **[Upload Media]** tab. Select the directory where to upload the file to.
- iv. Click **[Browse]** to pinpoint the file location and click **[Upload]**. The file will appear in the **[Media Properties]** tab, at the bottom of the list in the directory that you have selected.
- v. Specify the height and the width of the flash file (in pixels).
- vi. Specify the alignment of the Media file.
- vii. Select from the list of properties for the media file. If you are not familiar with these properties, just leave them at their default value.
- viii. Press **[Insert]** to insert the Media file or **[Close]** to cancel the operation.



3.2.10 Move an object (image, table or media)

One way to move an object is to **[Cut]** it from its current location and **[Paste]** it to a new location. Please see the **Cut button** and **Paste button** in the **General Buttons** section for more details.

The above method may not give the wanted results. If it does not, use the **Absolute Object Position button** - it will help you move the object (image, table or media) freely into the editor. Just select/click once on the object which you want to move, and click on the button. This action unlocks the image. Note that you will need to do this for each object that you want to move. Also, this function works only until you press the **[Update]** button of the editor. If you decide to make some changes to the page, you may have to go through this procedure again.

3.2.11 Insert a table

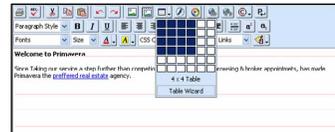
Insert a table from Microsoft Excel® or similar program:

Inserting a Microsoft Excel® table is easy – just copy the table from Excel® and paste it in r.a.d.editor. The r.a.d.editor keeps most of the formatting from Microsoft Excel®, including borders, text, numbers and cell color. It will not, however, paste any formulas.

Inserting a simple table:

Inserting a **simple** table in r.a.d.editor is as easy as 1-2-3. It is much similar to inserting a table in Microsoft Word®:

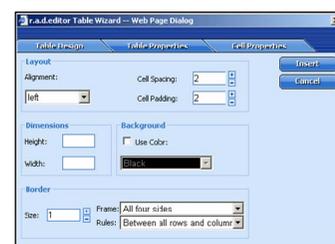
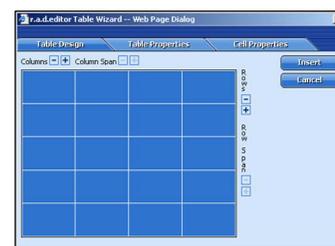
- i. Place the cursor at the place where you want the table inserted.
 - ii. Press the **Insert table button** . A small dialog box will appear, where you can select the exact number of rows and columns that you need. If you don't know how many rows or columns you are going to need, we suggest you select all cells and later delete the unnecessary ones.
- If you are not satisfied with the position of the table after inserting it, select the table (click on one of the borders) and click on the **Absolute Object Position button** . This will help you move the image freely to the desired position.



Inserting a custom table:

Inserting a **custom** table is more complicated but yet easy. Please, note that you have to know exactly what kind of table you need, since most of the properties of the table wizard cannot be changed after the table is inserted:

- i. If you want a **custom** table, we suggest you start the **Table Wizard** at the bottom of the drop-down menu. The table wizard dialog box will appear.
- ii. Here, by pressing **[-]** or **[+]** buttons next to “Column” or “Row”, you can add or remove columns and/or rows.
- iii. Pressing **[+]** button next to “Column span” will merge the right cell to the cell you have selected. Pressing the **[-]** button will unmerge the left cell. This is helpful if you are building a new page or if you have a title at the top of the page.
- iv. **[-]** or **[+]** buttons next to “Row span” work in a similar way as in “Column span” but for rows.
- v. The **[Table properties]** tab will let you change several things:



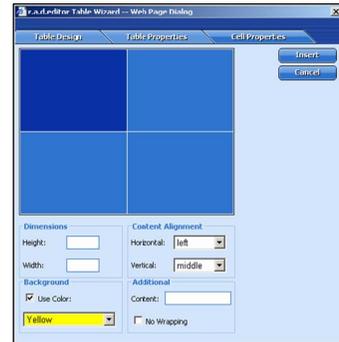
- **Alignment** – align the table to either the left, the center or the right side of the page;
- **Cell spacing** – increase or decrease the space between the borders of the cells (this actually is the border width/height between the cells);
- **Cell padding** – increase or decrease the space between the content and the boarder of a cell;
- **Dimensions** – here you can specify the height and width of a table (in pixels). A default value is assigned, if you do not input anything;
- **Background** – sets the background color of the table. You will need to check the box first in order to set a desired color;



- **Boarder** – sets the width of the boarder;
- **Frame** – this drop down menu gives you the opportunity to change the outer table frame properties;
- **Rules** - this drop down menu gives you the opportunity to change the inner rules' (boarders') properties;

vi. The **[Cell properties]** tab lets you customize selected cell's properties:

- **Dimensions** –specify the height and width of the selected cell (in pixels). A default value is assigned, if you do not input anything;
- **Content alignment** – align the content within the selected cell – vertically and horizontally;
- **Color** – change the background color of the selected cell;
- **Content** – input the content of the cell. You can input the content after you insert the table as well.



vii. Press **[Insert]**.

We suggest you practice with the table wizard a little bit to get accustomed to it. This will familiarize you with its properties and will help you create custom tables faster.

If you are not satisfied with the position of the table after inserting it, select the table (click on one of the boarders) and click on the **Absolute Object Position** button . This will help you move the image freely to the desired position.

3.2.12 Format tables

r.a.d.editor offers intuitive ways to format a table. This is accomplished by two different context menus. Right-clicking in a table cell will display the Large Context menu with all available table editing options (see screenshot). You can insert and delete rows or columns, Set Cell Properties, Show/Hide border or Set Table Properties. Right-clicking on the table border will reveal a Small Context menu.

Inserting rows and columns (Large Context Menu)

- Right-click in the cell around which you want a row or column inserted. The Large Context menu will appear.
- From the menu options, select the action you would like to accomplish.

 **Note:** You cannot **[Insert]** a single cell only!

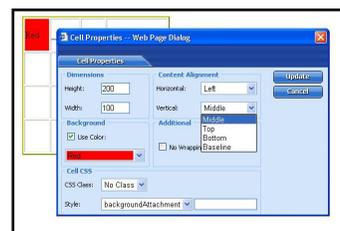
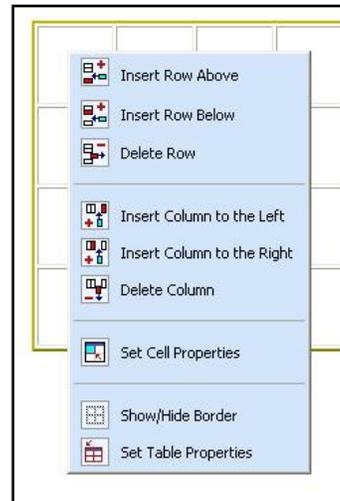
Deleting rows and columns (Large Context Menu)

- Right-click in the row or column which you want deleted. The Large Context Menu will appear.
- From the menu options, select **[Delete Row]** or **[Delete Column]**.

 **Note:** You cannot **[Delete]** a single cell only!

Setting Cell Properties (Large Context Menu)

- Right-click in the cell you want to edit. The Large Context Menu will appear.
- Click on **[Set Cell Properties]**. A new dialog will appear.
- From the dialog you can set the **[Dimensions]** of the cell (in pixels), align the positioning of the text in the cell through **[Content alignment]**, set the **[Background]** color, choose a predefined **[Cell Class]** or **[Style]**. See the Appendix for cell **[Style]** descriptions and settings.



Show/hide table border (Large Context Menu, Small Context menu)

Right-clicking on the table border or in any of the cells will give you the option to **[Show/Hide Border]** of the table. This is a good option if you need to position the content evenly on the page but without visible borders. An example is shown below:



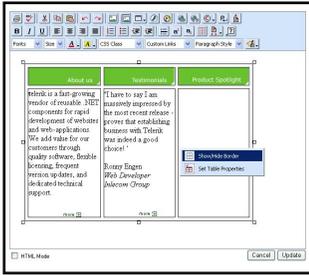


Table borders ON

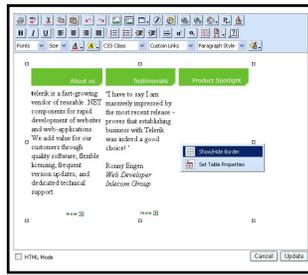
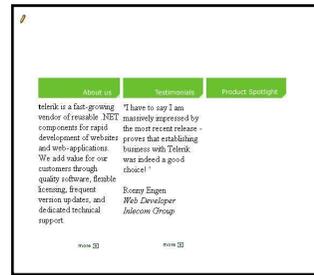


Table borders OFF

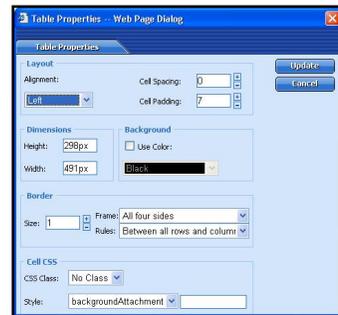


End Result (editor updated)

Another way to make the borders appear is to press the **Toggle Borders** button . Pressing  will show all tables on the page regardless of their border status (hidden or visible).

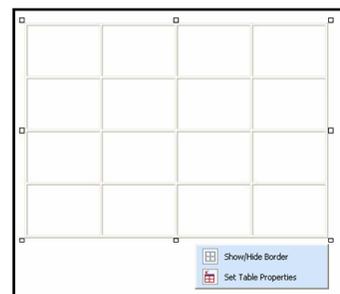
Setting table properties (Large Context Menu, Small Context menu)

- i. Right-click in the table you want to edit. The Large Context Menu will appear.
- ii. Click on **[Set Table Properties]**. A new dialog will appear.
- iii. From the dialog you can set the **[Layout]** of the table, relative to the page. The **[Layout]** works only if the table has not been moved with the **Absolute Object Position** button .
- iv. **[Cell Spacing]** gives you the opportunity to set the space (in pixels) between all cells in the table. The larger the number – the larger the space between the cells.
- v. **[Cell Padding]** lets you define the space (in pixels) between the text and the cell border. The larger the number – the larger the space between the content and the border.
- vi. You can set the dimensions of the table in the **[Dimensions]** box (in pixels). If you have resized the table manually (explained below), then you will see the table dimensions in this box.
- vii. In **[Background]** you can set the background color of the table by the predefined color drop-down menu.
- viii. The borders of the table can be manipulated in the **[Border]** box – set the size of the frame, the visible inside borders (applying **[Rules]**) and the visible parts of the frame (applying **[Frame]**).
- ix. **[Cell CSS]** is the same as **[Cell CSS]** in the **[Set Cell Properties]** dialog. You can define the color of the cell borders, their background, etc. See the Appendix for cell **[Style]** descriptions and settings.



Resizing tables

Clicking on the table border will select the table and 8 small squares will appear in the outer area of the table (see screenshot). These are the points which you may use to drag and resize the table to your needs. The content in the table will not change its size - just the table cells will.



3.2.13 APPENDIX

This Appendix describes the cell CSS **[Style]** descriptions and settings:

Name	Description	Valid Values
backgroundAttachment	The backgroundAttachment property determines if a specified backgroundImage will scroll with the content or be fixed.	scroll fixed
backgroundColor	The backgroundColor property specifies the background color of a cell or table. backgroundImage should be specified whenever backgroundColor is used. In most cases, backgroundImage should be set to none to work properly.	<color> transparent
backgroundImage	Through the background-Image property you can set the background image of a cell or table.	url(/img/hello.gif)
backgroundPositionX	Sets or retrieves the x-coordinate of the backgroundPosition property.	<length> <percentage> left center right
backgroundPositionY	Sets or retrieves the y-coordinate of the backgroundPosition property.	<length> <percentage> left center right
backgroundRepeat	The backgroundRepeat property specifies whether the background image is repeated or tiled. The repeat-x value will repeat the image horizontally while the repeat-y value will repeat the image vertically.	repeat repeat-x repeat-y no-repeat
behavior	Sets or retrieves the location of the DHTML Behaviors.	-----
borderBottomColor	The borderBottomColor property sets the color of the bottom border of a table.	<color> transparent
borderBottomStyle	The borderBottomStyle property sets the style of the bottom border of a table or cells. This property must be specified for the border to be visible. The borderStyle property has priority over borderBottomStyle .	none groove dotted ridge dashed inset solid outset double {1,4}
borderBottomWidth	The borderBottomWidth property is used to specify the width of a table's bottom border. The value may be one of three keywords or a length, which can be used to achieve relative widths. Negative values are not allowed.	thin thick medium <length>
borderLeftColor	The borderLeftColor property sets the color of the left border of a cell or table.	<color> transparent
borderLeftStyle	The borderLeftStyle property sets the style of the left border of a table or cell. This property must be specified for the border to be visible. The borderStyle property has priority over borderLeftStyle .	none groove dotted ridge dashed inset solid outset double {1,4}
borderLeftWidth	The borderLeftWidth property is used to specify the width of a table's left border. Negative values are not allowed.	thin thick medium <length>
borderRightColor	The borderRightColor property sets the color of the right border of a table.	<color> transparent
borderRightStyle	The borderRightStyle property sets the style of the right border of a table. This property must be specified for the border to be visible. The borderStyle property has priority over	none groove dotted ridge dashed inset solid outset





	borderRightStyle.	double {1,4}
borderRightWidth	The borderRightWidth property is used to specify the width of a table's right border. Negative values are not allowed.	thin thick medium <length>
borderTopColor	The borderTopColor property sets the color of the top border of a table.	<color> transparent
borderTopStyle	The borderTopStyle property sets the style of the top border of a table. This property must be specified for the border to be visible. The borderStyle property has priority over borderTopStyle .	none groove dotted ridge dashed inset solid outset double {1,4}
borderTopWidth	The borderTopWidth property is used to specify the width of a table's top border. Negative values are not allowed.	thin thick medium <length>
borderCollapse	The borderCollapse property sets the state of the border.	separate collapse
borderColor	The borderColor property sets the color of all borders of a table.	
borderStyle	The borderStyle property sets the style of the bottom border of a table. This property must be specified for the border to be visible.	none groove dotted ridge dashed inset solid outset double {1,4}
borderWidth	The borderWidth property is used to set the border width of a table, You can specify one to four values, where each value is a keyword or a length. Negative lengths are not allowed.	thin thick medium <length>
bottom		<length> <percentage> auto
clear	The clear property specifies if a cell or table allows floating elements to its sides. A value of left moves the element below any floating element on its left; right does the same but to the right. Other values are none , which is the default value, and both , which moves the element below floating elements on both of its sides.	none left right both
clip	Sets or retrieves which part of a positioned object is visible.	-----
color	The color property allows authors to specify the color of a cell or table.	<color>
cursor	The cursor property sets or retrieves the type of cursor to display as the mouse pointer moves over the object.	auto e-resize default ne-resize hand nw-resize move n-resize text se-resize wait sw-resize help s-resize crosshair w-resize
direction	The direction property sets or retrieves the reading order of the object.	<ul style="list-style-type: none"> ltr - content flows left to right (default); rtl - content flows right to left; inherit - content flow is inherited.
display	The display property is used to define a cell or table with one of four values: block, inline, list-item, none. Each element typically is given a default display value by the browser, based on	<ul style="list-style-type: none"> block - a line break before and after the element; inline - no line break before and



	<p>suggested rendering in the HTML specification.</p> <p>The display property can be dangerous because of its ability to display elements in what would otherwise be an improper format. The use of the value none will turn off display of the element to which it is assigned, including any children elements!</p>	<p>after the element;</p> <ul style="list-style-type: none"> list-item - same as block except a list-item marker is added; none - no display. 															
filter	The filter property sets or retrieves the filter or collection of filters applied to the object.	-----															
fontFamily	<p>Font families may be assigned by a specific font name or a generic font family. Multiple family assignments can be made, and if a specific font assignment is made it should be followed by a generic family name in case the first choice is not present.</p> <p>Any font name containing whitespace must be quoted, with either single or double quotes.</p>	<p><family-name> Any font name may be used</p> <p><generic-family></p> <ul style="list-style-type: none"> serif (e.g., Times) sans-serif (e.g., Arial or Helvetica) cursive (e.g., Zapf-Chancery) fantasy (Western) monospace (e.g., Courier) 															
fontSize	The fontSize property is used to modify the size of the displayed font. Absolute lengths (using units like pt and in) should be used sparingly due to their weakness in adapting to different browsing environments. Fonts with absolute lengths can very easily be too small or too large for a user.	<p><absolute-size> xx-small large x-small x-large small xx-large medium</p> <p><relative-size> larger smaller</p> <p><length> <percentage> (in relation to parent element)</p>															
fontVariant	The fontVariant property determines if the font is to display in normal or small-caps. Small-caps are displayed when all the letters of the word are in capitals with uppercase characters slightly larger than lowercase.	normal SMALL-CAPS															
fontWeight	The fontWeight property is used to specify the weight of the font. The bolder and lighter values are relative to the inherited font weight, while the other values are absolute font weights.	<table> <tr><td>normal</td><td>100</td><td>500</td></tr> <tr><td>bold</td><td>200</td><td>600</td></tr> <tr><td>bolder</td><td>300</td><td>700</td></tr> <tr><td>lighter</td><td>400</td><td>800</td></tr> <tr><td></td><td></td><td>900</td></tr> </table>	normal	100	500	bold	200	600	bolder	300	700	lighter	400	800			900
normal	100	500															
bold	200	600															
bolder	300	700															
lighter	400	800															
		900															
layoutGridChar	layoutGridChar sets or retrieves the size of the character grid used for rendering the text content of an element.	<p><length> <percentage> none auto</p>															
layoutGridLine	layoutGridLine sets or retrieves the gridline value used for rendering the text content of an element.	<p><length> <percentage> none auto</p>															
layoutGridMode	layoutGridMode sets or retrieves whether the text layout grid uses two dimensions.	both none line char															
layoutGridType	layoutGridType sets or retrieves the type of grid used for rendering the text content of an element.	loose strict fixed															
left		<p><length> <percentage></p>															

		auto
letterSpacing	The letterSpacing property specifies the spacing between the letters in a word. Can be table or cell specific.	<length>
lineBreak	lineBreak sets or retrieves line-breaking rules for Japanese text.	normal strict
lineHeight	The lineHeight property will accept a value to control the spacing between baselines of text. When the value is a number, the line height is calculated by multiplying the element's font size by the number. Percentage values are relative to the element's font size. Negative values are not permitted.	normal <number> <length> <percentage>
marginBottom	The marginBottom property sets the bottom margin of a cell or table by specifying between one and four values, where each value is a length, a percentage, or auto. Percentage values refer to the parent element's width. Negative margins are permitted.	<length> <percentage> auto {1,4}
marginLeft	The marginLeft property sets the left margin of a cell or table by specifying between one and four values, where each value is a length, a percentage, or auto. Percentage values refer to the parent element's width. Negative margins are permitted.	<length> <percentage> auto {1,4}
marginRight	The marginRight property sets the right margin of a cell or table by specifying between one and four values, where each value is a length, a percentage, or auto. Percentage values refer to the parent element's width. Negative margins are permitted.	<length> <percentage> auto {1,4}
marginTop	The marginTop property sets the top margin of a cell or table by specifying between one and four values, where each value is a length, a percentage, or auto. Percentage values refer to the parent element's width. Negative margins are permitted.	<length> <percentage> auto {1,4}
padding	padding is the amount of space between the border and the content in a table or a cell.	<length> <percentage> {1,4}
pageBreakAfter	pageBreakAfter sets or retrieves a string indicating whether a page break occurs after the object.	auto always
pageBreakBefore	pageBreakBefore sets or retrieves a string indicating whether a page break occurs before the object.	auto always
position	The position property sets or retrieves the type of positioning used for the object.	absolute relative static
right		<length> <percentage> auto
textAlign	The textAlign property can be applied to block-level elements (P, H1, etc.) to give the alignment of the element's text. This property is similar in function to HTML's ALIGN attribute on paragraphs, headings, and divisions.	left right center justify
textAutospace	textAutospace sets or retrieves the	none



	autospaceing and narrow space width adjustment of text.	ideograph-alpha; ideograph-numeric; ideograph-parenthesis; ideograph-space;
textDecoration	The textDecoration property allows text to be decorated through one of five properties: underline, overline, line-through, blink, or the default, none.	overline none <u>underline</u> line-through blink
textIndent	The textIndent property can be applied to block-level elements (paragraphs, headers, etc.) to define the amount of indentation that the first line of the element should receive. The value must be a length or a percentage; percentages refer to the parent element's width.	<length> <percentage>
textJustify	textJustify sets or retrieves the type of alignment used to justify text in the object.	inter-word newspaper distribute-all-lines distribute inter-ideograph auto
textTransform	The textTransform property allows text to be transformed by one of four properties: <ul style="list-style-type: none"> • capitalize (capitalizes first character of each word); • uppercase (capitalizes all characters of each word); • lowercase (uses small letters for all characters of each word); • none (the initial value) 	none capitalize uppercase lowercase
textUnderlinePosition	textUnderlinePosition sets or retrieves the position of the underline decoration that is set through the textDecoration property.	above below
top		<length> <percentage> auto
unicodeBidi	unicodeBidi sets or retrieves the level of embedding with respect to the bidirectional algorithm.	normal embed bidi-override
visibility	visibility sets or retrieves whether the content of the object is displayed.	visible hidden inherit
wordBreak	wordbreak sets or retrieves line-breaking behavior within words, particularly where multiple languages appear in the object.	normal break-all keep-all
wordSpacing	The wordSpacing property defines an additional amount of space between words. The value must be in the length format; negative values are permitted.	normal <length>
zIndex	zIndex sets or retrieves the stacking order of positioned objects.	<value> auto
zoom	Sets or retrieves the magnification scale of the object.	<percent> normal

