

Brief Instructions on using the Simplisite WYSIWYG Editor (Including File and Image Uploading).

The majority of the items on the toolbar act as they would in a word processor like MS Word.



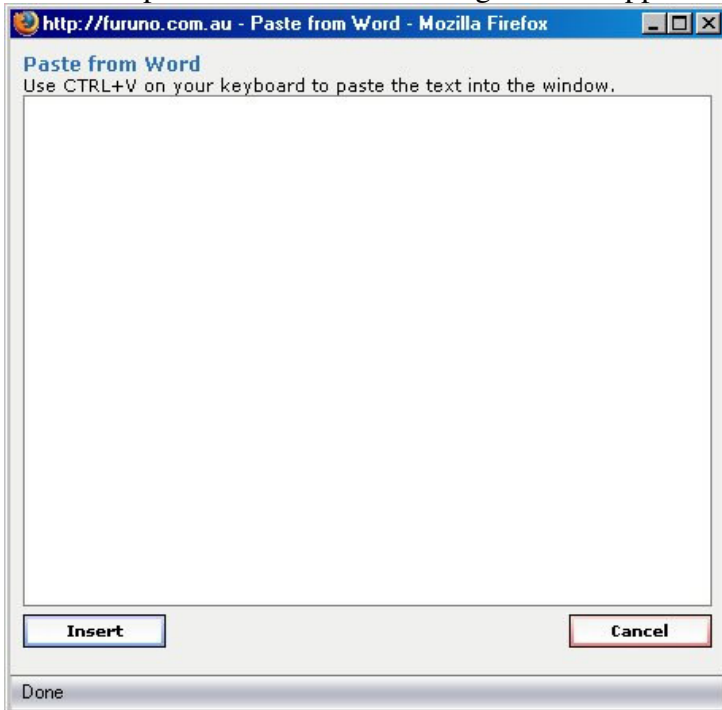
Some special features:

There are two special 'paste' icons:



1. The 'T' paste icon allows you to paste content in which you don't want to keep any formatting - it pastes **Text Only**.
2. The 'W' paste icon allows you to paste content in which you want to keep the formatting - like a copy from Word.

Click on a past icon and the following window appears (in Mozilla Firefox):



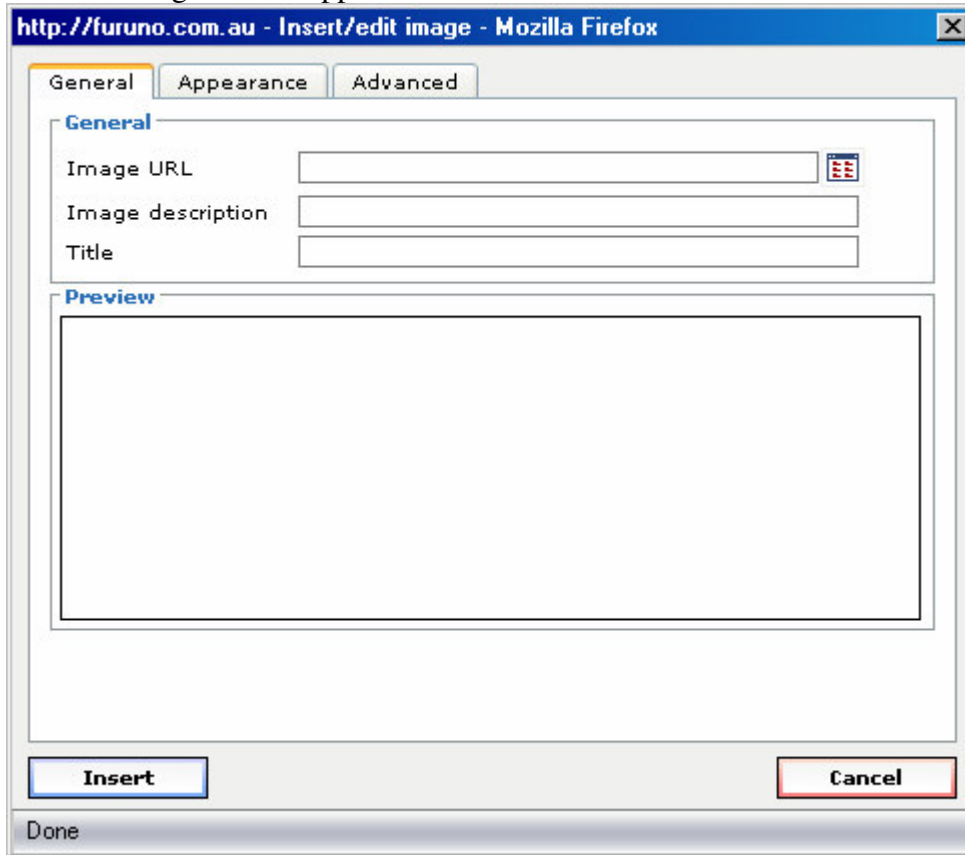
Press CTRL+V to paste the text into the window and then click the **Insert** button.

Inserting Images:



Click the insert image icon (tree) to insert an image.

The following window appears:



http://furuno.com.au - Insert/edit image - Mozilla Firefox

General Appearance Advanced

General


Image URL 

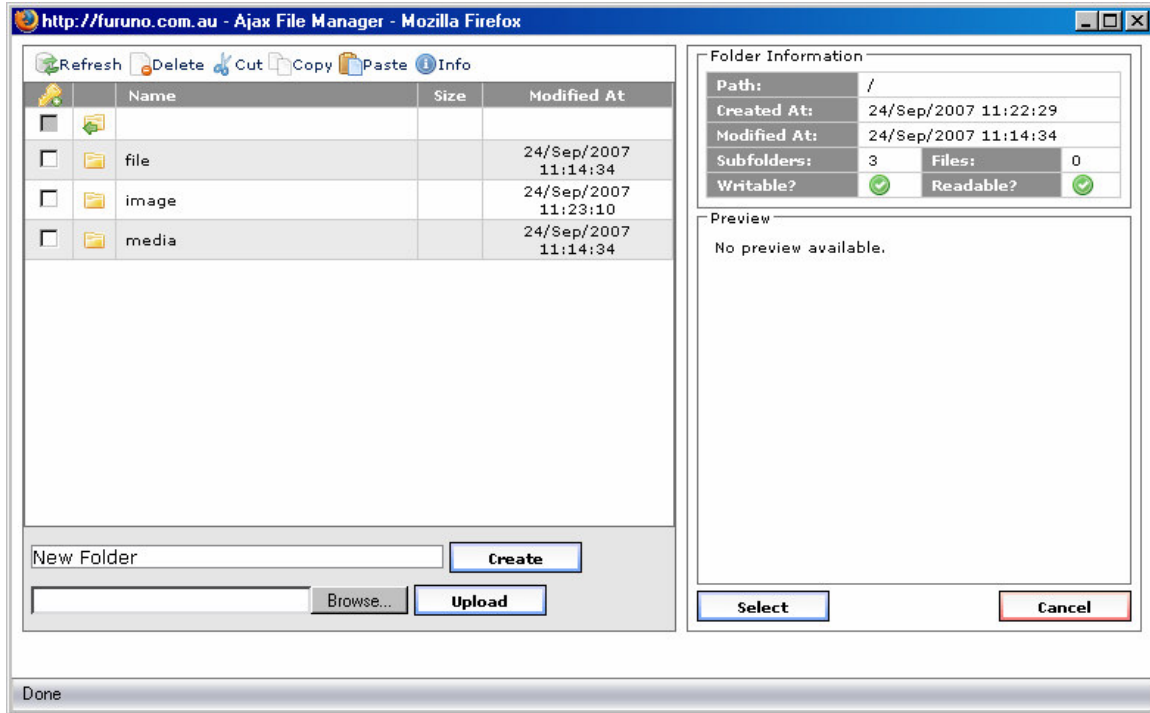
Image description

Title

Preview

Done



Image URL: Click the browse icon  to upload and select a new image file. The following window appears.



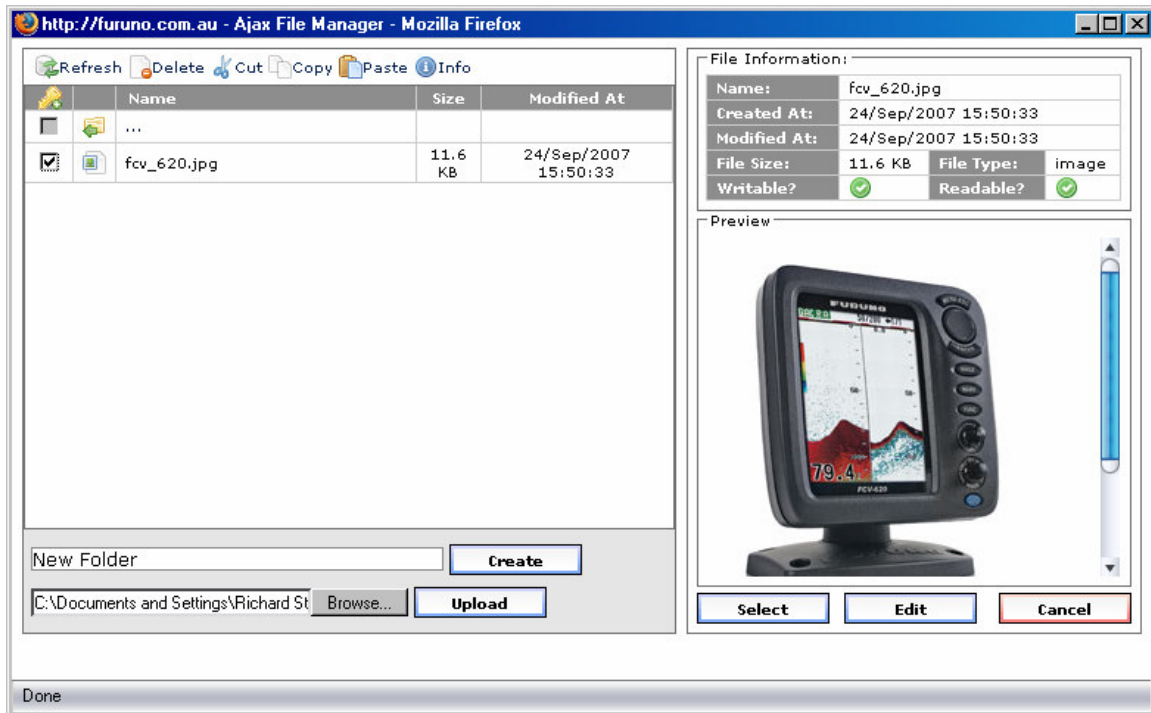
This is the WYSIWYG file manager. You upload and store any images or files that you want to link in any of the WYSIWYG editors in the application.

The file navigation is located on the left hand side, the right hand side allows you to preview and insert the file you select in the file navigator.

You can:

1. Create A New folder (too keep your files organised.)
Enter the new folder name and click the **Create** button
2. Upload a file (to later insert)
Click the **Browse** button, locate the file and then click the **Upload** button to upload it.
3. Click on the file icon  to navigate into a folder.
4. Click on the back icon  to navigate back up the directories.


- To insert an image, navigate to the image in the left hand side file navigator. Click the checkbox beside the file. On the right hand preview pane, click the **Select** button or click **Cancel**



Set the **Image Description** and **Title**.

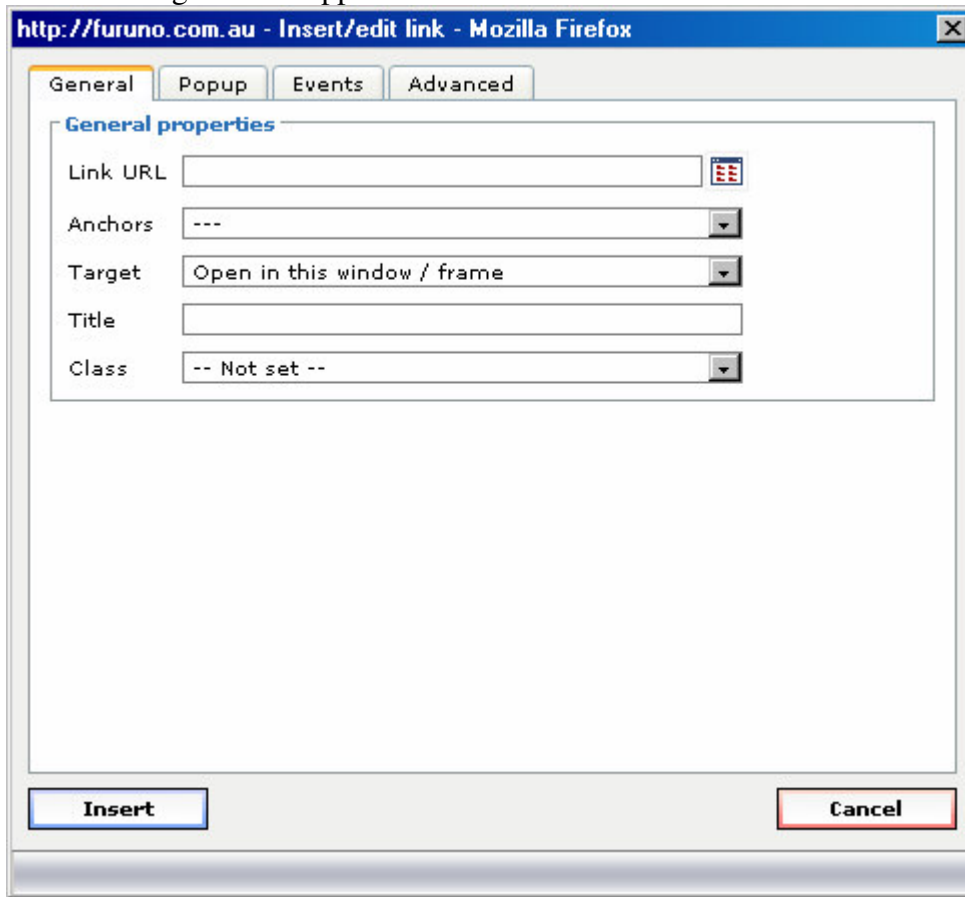
You can set additional settings for the image in the 'Appearance' Tab. Most commonly you will set the image alignment (e.g. left or right on the page).


To insert a link to a file:

Type some text, select it and the link icon  will light up.



The following window appears:




Click the browse icon  to upload and select a new file. The file manager will appear as before. Upload, browse and select the file as you did with the images.

To insert other media files (like flash - swf files) click the media icon .
The following window appears.



Make sure you select the correct **Type**.

Click the browse icon  to upload and select a new file.
The file manager will appear as before. Upload, browse and select the file as you did with the images.