Asbru Ltd.

Asbru
Web Content Editor

User Guide

Easily & Inexpensively
Create, Edit & Post Your Website Content

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Asbru
Web Content Editor

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Introduction

This document is the user guide for the Asbru Web Content Editor. The user guide describes how you, the end-user, use the Asbru Web Content Editor to create, edit and post your website content.

The Asbru Web Content Editor is a web solution allowing you easy access to create and edit the content of your websites as well as any web-based applications and services. The system is full-featured but very easy to use and highly flexible.

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1 Installation and Configuration

No installation and configuration of end-user, client-side software is required. The Asbru Web Content Editor is a web application which runs on a website in your standard web browser.

1.1 System Requirements

The Asbru Web Content Editor is very flexible in that it runs on most major operating systems and web browsers.

The Asbru Web Content Editor runs on the following website platforms:

Website Platform Component	Supported Products
Operating System	Microsoft Windows Macintosh Linux Unix (+ other operating systems)
Web Browser (web content editors)	Microsoft Windows Internet Explorer (v4.0 or newer) Mozilla (v1.3 or newer) Mozilla Firefox (v0.7 or newer) Netscape (v7.1 or newer) Safari (v2.0.1 or newer) (+ any standard compliant web browser for standard HTML form textarea content editing)
Web Browser (web content viewers)	Any standard compliant web browser

Please note that only recent versions of the website platform software are supported by the Asbru Web Content Editor. You should always make sure to keep your website platform software updated to the latest or at least a recent version to avoid functionality and security problems.

Before installing the Asbru Web Content Editor you should make sure that:

- Your operating system and web browser are installed and working correctly.

1.2 Download and Installation

The Asbru Web Content Editor is downloaded automatically as part of the web page it is used on. Your web browser must simply be configured to allow Javascript programs (which it should be as default). Your web browser may also need to be configured to allow "cookies" (which it should be as default) for internationalisation support.

1.3 Internationalisation

The Asbru Web Content Editor supports internationalisation with translations of all text to other languages than the default (English) and automatic detection of each user's language preferences. The Asbru Web Content Editor also supports right to left editing for Arabic and Hebrew languages.

Your web browser may need to be configured to allow "cookies" (which it should be as default) for internationalisation support.

1.3.1 User Language Preferences

Each individual user can select the language used by the Asbru Web Content Editor through his/her web browser's language preferences settings.

In Microsoft Internet Explorer language preferences can be selected through the Tools – Internet Options – General – Languages menu/window. Please see the Microsoft Internet Explorer documentation for details.

In Mozilla language preferences can be selected through the Edit – Preferences – Navigator – Languages menu/window. Please see the Mozilla documentation for details.
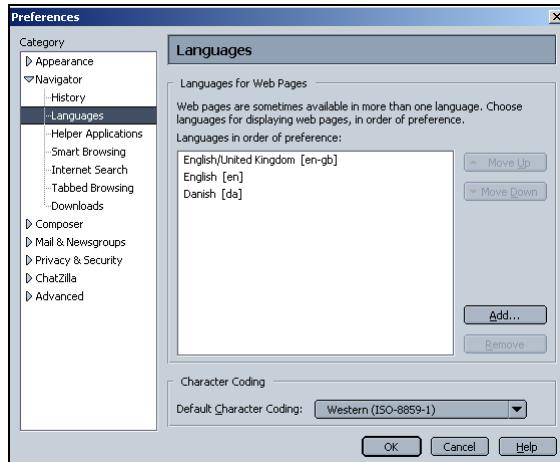
The Asbru Web Content Editor will detect the selected web browser language preferences and use one of the selected languages if available. If none of the selected languages are available the default language will be used.

2   Asbru Web Content Editor

Due to differences in supported web browser technologies, there are different versions of the
Asbru Web Content Editor for different web browsers. Some web editor functionality varies
between the different Asbru Web Content Editor versions and some web content editor
functionality is not available in all Asbru Web Content Editor versions. See the following
sections for details.

As default the Asbru Web Content Editor auto-detects the web browser you are using and
automatically selects the best Asbru Web Content Editor version for your web browser.

The Asbru Web Content Editor can be used for creating and editing text, images, hyperlinks
or HTML code for your website and web-based applications and databases. The Asbru Web
Content Editor screens are displayed below.

Asbru Web Content Editor v1 (for Microsoft Internet Explorer 4.0-5.0):
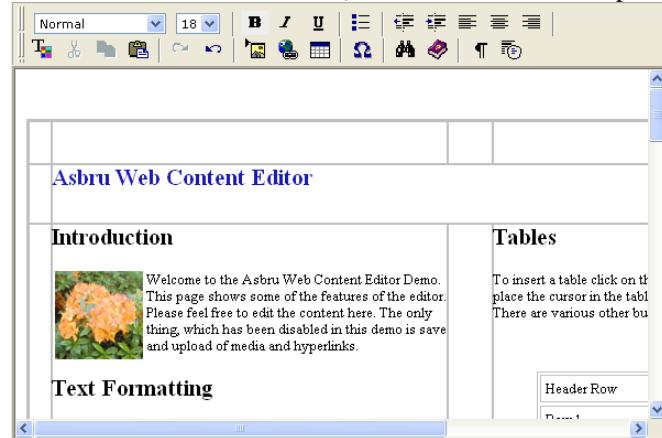
Asbru Web Content Editor v2+ (for Microsoft Internet Explorer v5.5 and newer as well as Netscape 7.1 and Mozilla 1.3 and newer):

Write text in the work area in the middle and select the toolbar buttons to format the text and insert images, hyperlinks and HTML code. Optionally, the HTML DOM Inspector located below the editable content displays details about the currently selected content. The toolbar buttons and the HTML DOM Inspector are described in the following sections.

2.1   Text Formatting and Style

2.1.1   Style

Asbru Web Content Editor v2+ only.

The Asbru Web Content Editor offers support for Cascading Style Sheets. Defined styles/classes are extracted automatically from any Style Sheet assigned to the content.

To apply a style select the text you want to change and then select the style from the Style list in the toolbar. The actual formatting for the styles can be defined in the Style Sheet assigned to the content.

2.1.2   Format
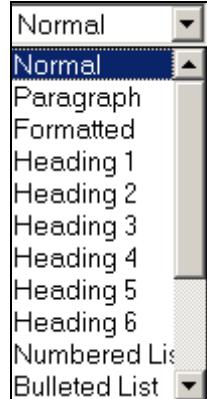
The Asbru Web Content Editor offers standard predefined HTML text formats.

- Normal
- Formatted
- Address
- Heading 1
- Heading 2
- Heading 3
- Heading 4
- Heading 5
- Heading 6
- Numbered List
- Bulleted List
- Directory List
- Menu List
- Definition Term
- Definition
- Paragraph

To apply a format select the text you want to change and then select the format from the Format list in the toolbar. The actual formatting for the format can be defined in the Style Sheet assigned to the content.

2.1.3   Font Name

Asbru Web Content Editor v2+ only. See Font Formatting for Asbru Web Content Editor v1.

To change the Font Name select the text you want to change and then select a Font Name from the Font Name list in the toolbar.

2.1.4 Font Size

12
8
10
12
14
18
24
36
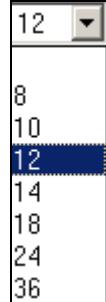
To change the Font Size select the text you want to change and then select a Font Size from the Font Size list in the toolbar.

2.1.5 Bold

B

To apply bold formatting to text select the text you want to change and then select the Bold toolbar button.

2.1.6 Italic

I

Apply italic formatting to text by selecting the text you want to change and then select the Italic toolbar button.

2.1.7 Underline

U

Apply underline formatting to text by selecting the text you want to change and then select the Underline toolbar button.

2.1.8 Font Formatting

Asbru Web Content Editor v1 only. See Text Colour for Asbru Web Content Editor v2+.

The Font toolbar button provides several formatting options that will override the formatting styles defined by your Style and Style Sheet selection. To format text select the text you want to change and then select the Font toolbar button. The following screen will appear:
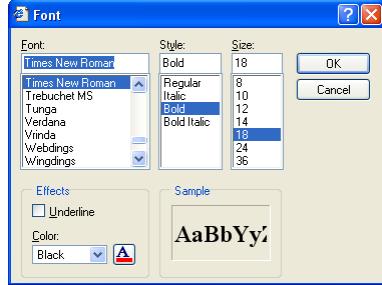
- Font - Select the font you want to apply to the selected text.
- Style - Select the style you want to apply to the selected text.
- Size - Select the Font Size you want to apply to the selected text.
- Underline - If you want to underline the selected text check the Underline checkbox.
- Color - Select the Font Color from the color list or select the button and select the Font Color.

Select OK when the Sample box displays the formatting you want to apply to the selected text or select Cancel.

2.1.9   Text Colour

Asbru Web Content Editor v2+ only.

Apply text colour formatting to text by selecting the text you want to change and then select the Text Colour toolbar button. The following screen will appear:
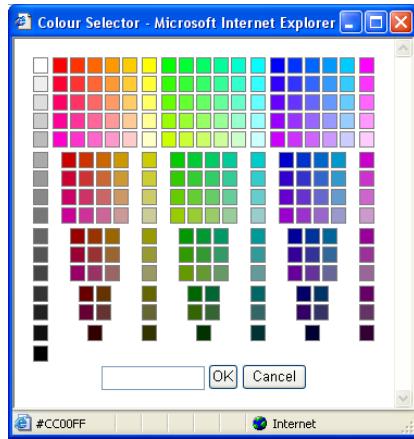
Select a colour from the palette or enter a HTML colour code. Select OK to apply to the selected text or select Cancel.

2.1.10   Background Colour

Asbru Web Content Editor v2+ only.

Apply background colour formatting to text by selecting the text you want to change and then select the Background Colour toolbar button. The following screen will appear:
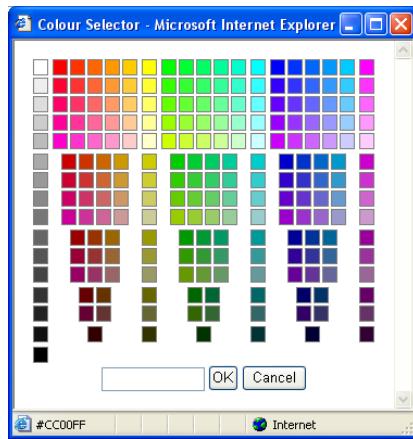
Select a colour from the palette or enter a HTML colour code. Select OK to apply to the selected text or select Cancel.

2.1.11   Superscript

Asbru Web Content Editor v2+ only.

Apply superscript formatting to text by selecting the text you want to change and then select the Superscript toolbar button.

2.1.12   Subscript

Asbru Web Content Editor v2+ only.

Apply subscript formatting to text by selecting the text you want to change and then select the Subscript toolbar button.

2.1.13   Strikethrough

Asbru Web Content Editor v2+ only.

Apply strikethrough formatting to text by selecting the text you want to change and then select the Strikethrough toolbar button.

2.1.14   Remove Format

Asbru Web Content Editor v2+ only.

Remove formatting from text by selecting the text you want to change and then select the Remove Format toolbar button.

2.2   Indentation and Alignment

2.2.1   Decrease Indent

To decrease the indent of a paragraph select the text you want to change and then select the Decrease Indent toolbar button.

2.2.2   Indent

To apply indent to a paragraph select the text you want to change and then select the Indent toolbar button.

2.2.3   Align Left

To align left select the text you want to align left and then select the Align Left toolbar button.

2.2.4   Align Center

To center text select the text you want to center and then select the Align Center toolbar button.

2.2.5   Align Right

To align right select the text you want to align and then select the Align Right toolbar button.

2.2.6   Align Full

Asbru Web Content Editor v2+ only.

To align left and right select the text you want to align and then select the Align Full toolbar button.

2.2.7   Do Not Break

Asbru Web Content Editor v2+ only.

To prevent text from being broken by automatic line breaks select the text you want to keep together and then select the Do Not Break toolbar button.

2.2.8   Numbered List

Asbru Web Content Editor v2+ only.

To apply numbers select the items you want to add numbers to. Then select the Numbered List toolbar button.

2.2.9   Bullet List

To apply bullets select the items you want to add bullets to. Then select the Bullet List toolbar button.

2.3   Editing

2.3.1   Cut

To remove selected content from the Asbru Web Content Editor and place it on the clipboard select the Cut toolbar button.

Your web browser may not support this functionality, in which case you will be prompted to use your web browser's menu/keyboard functionality for this instead.

2.3.2   Copy

To copy selected content from the Asbru Web Content Editor and place it on the clipboard select the Copy toolbar button.

Your web browser may not support this functionality, in which case you will be prompted to use your web browser's menu/keyboard functionality for this instead.

2.3.3   Paste

To paste content from the clipboard into the Asbru Web Content Editor select the Paste toolbar button.

Your web browser may not support this functionality, in which case you will be prompted to use your web browser's menu/keyboard functionality for this instead.

2.3.4   Clean HTML Code

Asbru Web Content Editor v2+ only.

Content pasted from other applications such as Microsoft Word may contain unneeded/unwanted HTML codes. Select the Clean HTML Code toolbar button to clean the content for such unneeded/unwanted HTML codes. The following screen will appear:
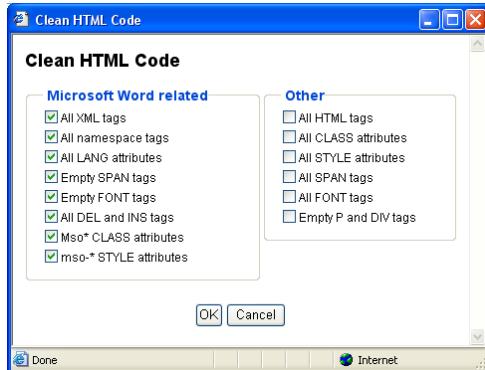
- Microsoft Word related (selected by default and "safe" to clean):
  - All XML tags
    Delete all XML tags from content.

- o All namespace tags
  Delete all XML namespace tags from content.

- o All LANG attributes
  Delete all LANG attributes from content.

- o Empty SPAN tags
  Delete empty and double SPAN tags.

- o Empty FONT tags
  Delete empty and double FONT tags.

- o All DEL and INS tags
  Delete all DEL and INS tags.

- o Mso* CLASS attributes
  Delete all CLASS attributes named Mso* from content.

- o mso- STYLE attributes
  Delete all STYLE attributes named mso-* from content.

- Other (only select these if you are sure you want to delete these HTML tags and attributes or your content may be altered significantly):
  - o All HTML tags
    Delete all HTML tags from content.

  - o All CLASS attributes
    Delete all CLASS attributes from content.

  - o All STYLE attributes
    Delete all STYLE attributes from content.

  - o All SPAN tags
    Delete all SPAN tags.

  - o All FONT tags
    Delete all FONT tags.

  - o Empty P and DIV
    Delete all empty P and DIV tags.

Select OK to clean the content in the web editor work area.

2.3.5 Delete

Asbru Web Content Editor v2+ only.

To delete content from the Asbru Web Content Editor select the content to be deleted and select the Delete toolbar button.

2.3.6   Select All

Asbru Web Content Editor v2+ only.

To select all content in the Asbru Web Content Editor select the Select All toolbar button.

2.3.7   Redo

Select the Redo toolbar button to reverse an action of the Undo command.

2.3.8   Undo

Select the Undo toolbar button to reverse the last command or delete the last entry you typed.

2.4   Web Content

2.4.1   Insert Special Characters & Codes

To insert special characters and codes into the web editor work area select the Insert Special Characters & Codes toolbar button. The following screen will appear:
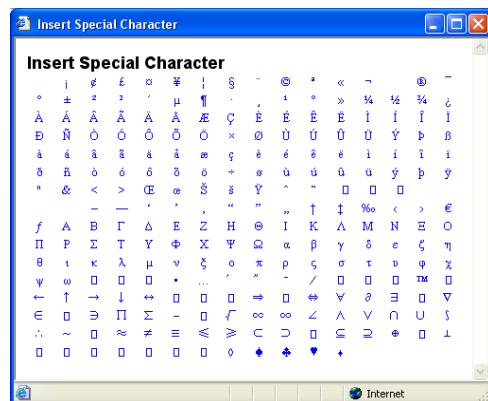
Select the special character you want to insert and the special character will be inserted into the web editor work area.

2.4.2   Insert Media (Image / Flash / Java Applet)

To insert an image (or Flash animation or Java Applet) into the Asbru Web Content Editor select the Insert Media toolbar button. One of the following windows will appear:

Basic dialog window:
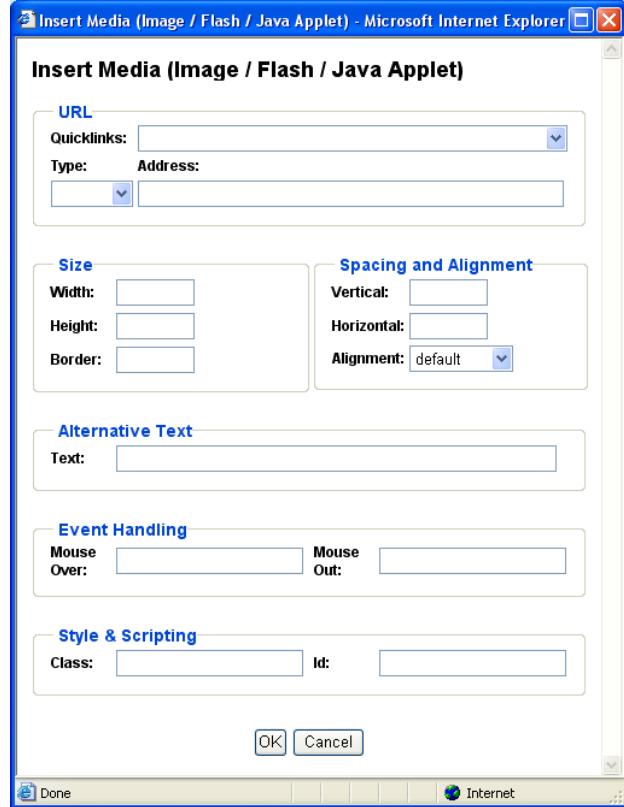
Advanced dialog window:
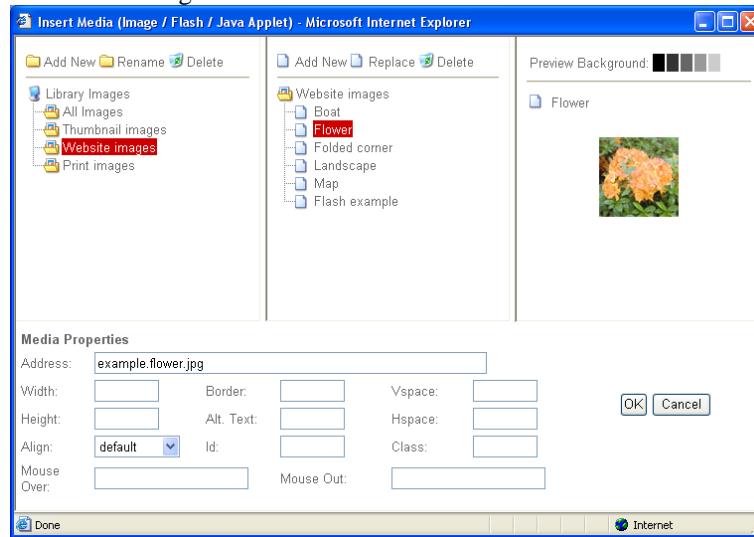
The first window shows the basic media dialog. The second window shows the advanced media manager dialog. Please see the Developers Guide for details on how to configure which dialog window to use.

- Quicklinks
  List of pre-defined images, which you can select from.

- URL Type
  Type of URL address ("http://", "https://").

- URL Address
  Web address domain, path and file name.

- Address
  Full web address including Type and URL domain, path and file name.

- Width
  Number of pixels or percentage for how the image is to be displayed.

- Height
  Number of pixels or percentage for how the image is to be displayed.

- Border
  Number of pixels for border to be displayed around the image.

- Alignment / Align
  Defines the image alignment in relation to surrounding text.

    o Left

    o Right

    o Top

    o Bottom

    o Middle

    o Absmiddle

- Vertical spacing / Vspace
  Number of blank pixels to be displayed above and below the image.

- Horizontal spacing / Hspace
  Number of blank pixels to be displayed to the left and right of the image.

- Text
  Alternative text description to be displayed instead of the image.

- Id
  Unique HTML code id for use with Javascript.

- Class
  HTML class name for use with CSS style sheet.

- Mouse Over
  Javascript event handler triggered when the caret/cursor is moved over the image.

- Mouse Out
  Javascript event handler triggered when the caret/cursor is moved away from image.

Select OK to insert the image (or Flash animation or Java Applet) into the Content Editor or select Cancel to return to the Content Editor without inserting the image (or Flash animation or Java Applet) into the Content Editor.

Whether an image, Flash animation or Java Applet is selected and inserted into the Content Editor is detected automatically based on the URL/filename extension where ".swf" identifies a Flash animation and ".class" identifies a Java Applet. All other extensions are handled as an image.

2.4.3   Define Imagemap

To define an imagemap for an image select the image and then the Define Imagemap toolbar button. The following window will appear:
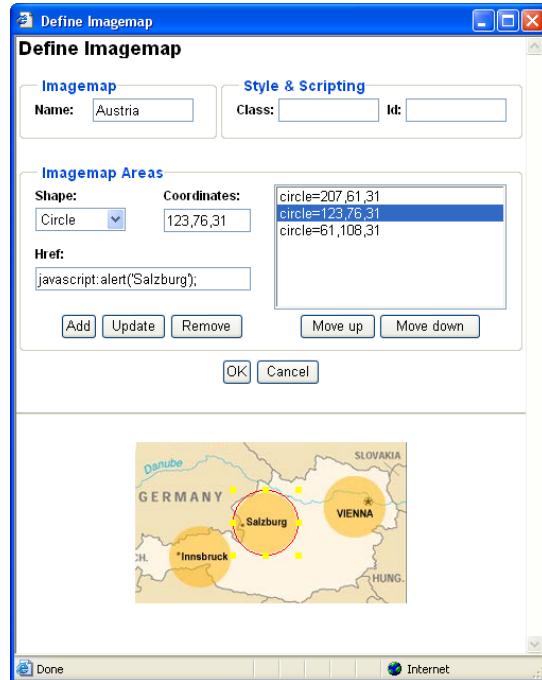
- Name
  Name of the imagemap used internally to link the image and the imagemap (required).

- Class
HTML class name for use with CSS style sheet.

- Id
Unique HTML code id for use with Javascript.

- Imagemap Areas
Define the imagemap areas which users can select:
    o Shape
    The supported imagemap shapes are circle and rectangle.

    o Coordinates
    The coordinates which define the imagemap area position and size (Circle: centerX, centerY, radius) (Rectangle: left, top, right, bottom).

    Enter the coordinates manually, or Drag & Drop the imagemap area outline and handles displayed on the image at the bottom of the imagemap window.

    o Href
    The web address URL to which the image map area links.

    o Add
    Add entered Shape, Coordinates and Href as imagemap area.

    o Update
    Change selected imagemap area to entered Shape, Coordinates and Href.

    o Delete
    Delete selected imagemap area.

    o Move Up
    Move selected imagemap area up.

    o Move Down
    Move selected imagemap down.

Select OK to define the imagemap for the selected image in the web editor work area.

2.4.4   Insert Link

Select the Insert Link toolbar button to insert a link into the work area. One of the following windows appears:

Basic dialog window:
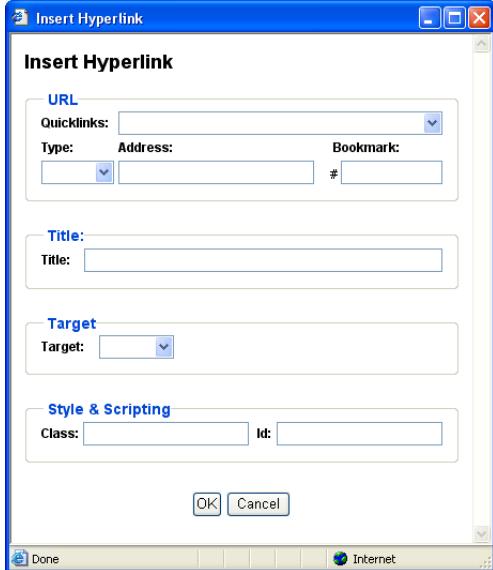
Advanced dialog window:
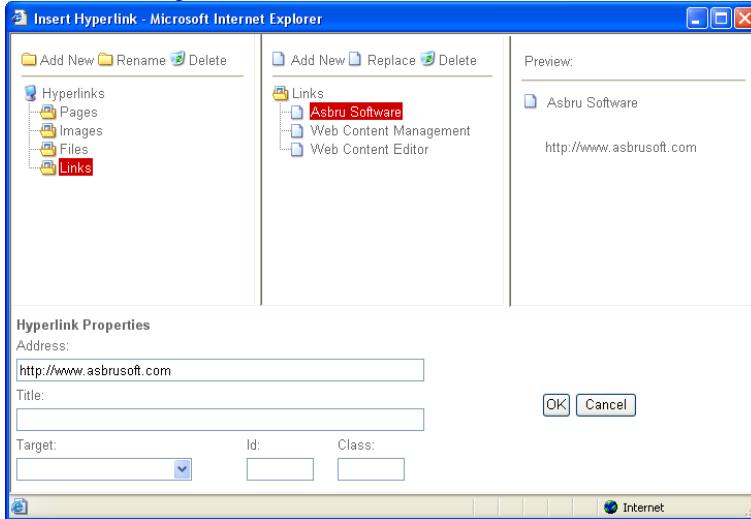
The first window shows the standard hyperlink dialog. The second window shows the advanced hyperlink manager dialog. Please see the Developers Guide for details on how to configure which dialog window to use.

- Quicklinks
  List of pre-defined hyperlinks, which you can select from.

- URL Type
  Type of URL address ("http://", "https://").

- URL Address
  Web address domain, path and file name.

- URL Bookmark
  Web page bookmark name.

- Address
  Full web address including Type, URL and Bookmark

- Title
  Hyperlink title which web browsers may display for the link (on mouse over etc).

- Target
  Defines how the hyperlink is to be opened.

  - Same Window (_self)
    The link will be opened in the current window.

  - Parent Window (_parent)
    The link will be opened in the parent window.

  - Browser Window (_top)
    The link will be opened on the top level of the window.

  - New Window (_blank)
    The link will be opened in a new window.

- Id
  Unique HTML code id for use with Javascript.

- Class
  HTML class name for use with CSS style sheet.

When you are done, select OK to insert the link into your web editor.

2.4.5   Insert Frame

Asbru Web Content Editor v2+ only.

Select the Insert Frame toolbar button to insert a content frame containing another web page in the work area. The following screen will appear:
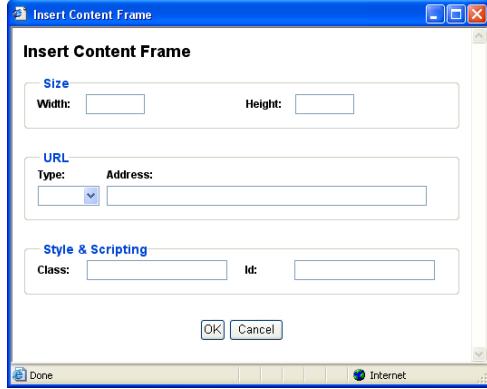
- Width
  Enter the width of the box as a percentage (for example "100%") or in pixels (for example "100" pixels).

- Height
  Enter the height of the box as a percentage (for example "100%") or in pixels (for example "100" pixels.

- URL Type
  Type of URL address ("http://", "https://").

- URL Address
  Web address domain, path and page name.

- Id
  Unique HTML code id for use with Javascript.

- Class
  HTML class name for use with CSS style sheet.

Select OK to insert the content frame into the web editor work area.

2.4.6   Insert Mail To Link

Asbru Web Content Editor v2+ only.

Select the Insert Mail To Link toolbar button to insert a link into the work area. The following screen will appear:
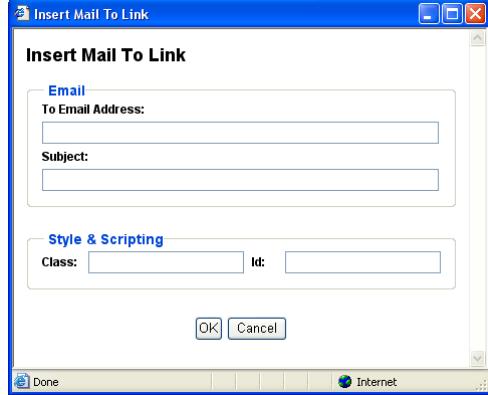
- To Email Address
  Default email address to which the email should be sent.

- Subject
  Default subject for the email to be sent.

- Id
  Unique HTML code id for use with Javascript.

- Class
 HTML class name for use with CSS style sheet.

When you are done, select OK to insert the link into your web editor.

2.4.7   Insert Anchor/ Bookmark

Asbru Web Content Editor v2+ only.

Select the Insert Anchor / Bookmark toolbar button to insert an anchor/bookmark into the work area. The following screen will appear:

- Name
  Name of the anchor/bookmark.

- Id
Unique HTML code id for use with JavaScript.

- Class
HTML class name for use with CSS style sheet.

When you are done, select OK to insert the anchor/bookmark into your web editor.

2.4.8   Unlink

Asbru Web Content Editor v2+ only.

To remove a link (without deleting the content) select the link and select the Unlink toolbar button.

2.4.9   Insert Horizontal Rule

Asbru Web Content Editor v2+ only.

To insert a horizontal rule select the Insert Horizontal Rule toolbar button.

2.5   Table Editing

2.5.1   Insert Table

Select the Insert Table toolbar button to insert a table in the work area. The following screen will appear:
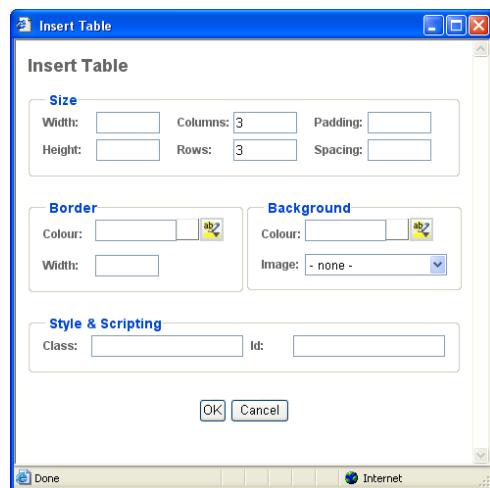
- Width
  Enter the width of the table as a percentage (for example "100%") or in pixels (for example "100" pixels). You can leave the field blank and the browser will determine the width.

- Height
  Enter the height of the table as a percentage (for example "100%") or in pixels (for example "100" pixels. You can leave the field blank and the browser will determine the height.

- Columns
  Enter the number of columns in the table.

- Rows
  Enter the number of rows in the table.

- Cell padding
  Enter the distance between the border and content of the table in pixels (for example "2" pixels). You can leave the field blank and the browser will determine the cell padding.

- Cell spacing
  Enter the distance between the cells in pixels (for example "2" pixels). You can leave the field blank and the browser will determine the cell spacing.

- Border Width
  Select the border width of the table in pixels from the list. If you select 0 there will be no border. If you select "- default -" the browser will determine the border width.

- Border Colour
  Enter the border colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.

- Background Colour
  Enter the background colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.

- Background Image
  In the Background image section of the screen select "- none -" if no background image is required or select a background image from the list of background images.

- Id
  Unique HTML code id for use with Javascript.

- Class
  HTML class name for use with CSS style sheet.

When all the details for the table have been entered, select OK to insert the table into the content editor.

2.5.2   Table Properties

Asbru Web Content Editor v2+ only.

Select or position the claret/cursor inside a table and select the Table Properties toolbar button to edit the table's properties. The following screen will appear:
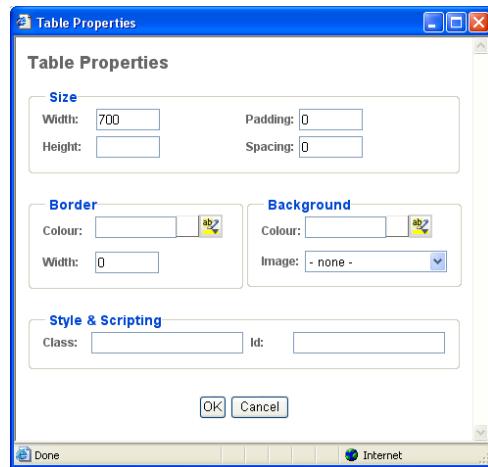
- Width
  Enter the width of the table as a percentage (for example "100%") or in pixels (for example "100" pixels). You can leave the field blank and the web browser will determine the width.

- Height
  Enter the height of the table as a percentage (for example "100%") or in pixels (for example "100" pixels. You can leave the field blank and the web browser will determine the height.

- Cell padding
  Enter the distance between the border and content of the table in pixels (for example "2" pixels). You can leave the field blank and the browser will determine the cell padding.

- Cell spacing
  Enter the distance between the cells in pixels (for example "2" pixels). You can leave the field blank and the browser will determine the cell spacing.

- Border Width
  Enter the border width of the table in pixels. If you enter 0 there will be no border. If you leave it blank the browser will determine the border width.

- Border Colour
  Enter the border colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for

access to the colour selector.

- Background Colour
Enter the background colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.

- Background Image
In the Background image section of the screen select "- none -" if no background image is required or select a background image from the list of background images.

- Id
Unique HTML code id for use with Javascript.

- Class
HTML class name for use with CSS style sheet.

When all the details for the table have been entered, select OK to update the table in the content editor.

2.5.3   Insert Caption

Asbru Web Content Editor v2+ only.

Select or position the claret/cursor inside a table and select the Insert Caption toolbar button to insert a caption for the table. As default the caption is displayed above the table.

2.5.4   Insert Header Row

Asbru Web Content Editor v2+ only.

Select or position the claret/cursor inside a table and select the Insert Header Row toolbar button to insert a new table header row at the top of the table.

2.5.5   Insert Footer Row

Asbru Web Content Editor v2+ only.

Select or position the claret/cursor inside a table and select the Insert Footer Row toolbar button to insert a new table footer row at the bottom of the table.

2.5.6   Row Properties

Asbru Web Content Editor v2+ only.

Select or position the claret/cursor inside a table row and select the Row Properties toolbar button to edit the row's properties. The following screen will appear:
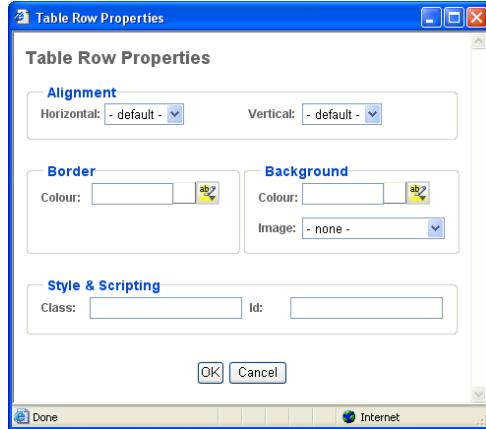
- Horizontal Alignment
  Select default, left, center or right to horizontally align the row's cell's contents. This row alignment is overruled by any defined column and cell horizontal alignment.

- Vertical Alignment
  Select default, top, middle, baseline or bottom to vertically align the row's cell's contents. This row alignment is overruled by any defined column and cell vertical alignment.

- Border Colour
  Enter the border colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.

- Background Colour
  Enter the background colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.

- Background Image
  In the Background image section of the screen select "- none -" if no background image is required or select a background image from the list of background images.

- Id
  Unique HTML code id for use with Javascript.

- Class
  HTML class name for use with CSS style sheet.

When all the details for the table row have been entered, select OK to update the table row in the content editor.

2.5.7 Insert Row Above

Asbru Web Content Editor v2+ only.

Select or position the claret/cursor inside a table row and select the Insert Row Above toolbar button to insert a new row above the selected row.

2.5.8 Insert Row Below

Asbru Web Content Editor v2+ only.

Select or position the claret/cursor inside a table row and select the Insert Row Below toolbar button to insert a new row below the selected row.

2.5.9 Delete Row

Asbru Web Content Editor v2+ only.

Select or position the claret/cursor inside a table row and select the Delete Row toolbar button to delete the selected row.

2.5.10 Split Cell Rows

*Asbru Web Content Editor v2+ only.*

Position the claret/cursor inside a merged table cell and select the Split Cell Rows toolbar button to split the cell back into rows again.

2.5.11 Column Properties

Asbru Web Content Editor v2+ only.

Position the claret/cursor inside a table cell and select the Column Properties toolbar button to edit the column's properties. The following screen will appear:
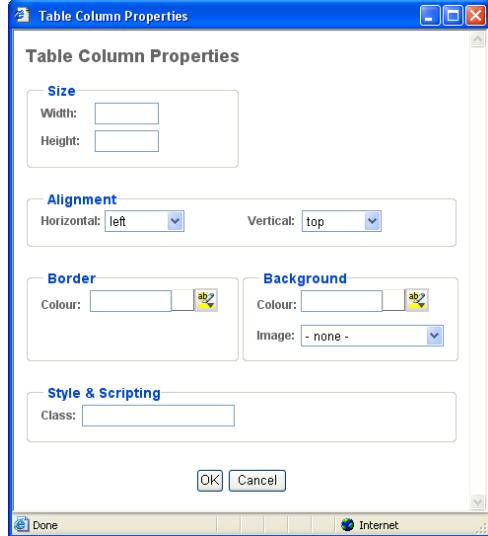
- Width
  Enter the width of the column as a percentage (for example "100%") or in pixels (for example "100" pixels). You can leave the field blank and the web browser will determine the width.

- Height
  Enter the height of the column as a percentage (for example "100%") or in pixels (for example "100" pixels. You can leave the field blank and the web browser will determine the height.

- Horizontal Alignment
  Select default, left, center or right to horizontally align the column's cell's contents. This column alignment overrules/overwrites any defined row/cell horizontal alignment.

- Vertical Alignment
  Select default, top, middle, baseline or bottom to vertically align the column's cell's contents. This column alignment overrules/overwrites any defined row/cell vertical alignment.

- Border Colour
  Enter the border colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.

- Background Colour
  Enter the background colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.

- Background Image
  In the Background image section of the screen select "- none -" if no background image is required or select a background image from the list of background images.

- Class
  HTML class name for use with CSS style sheet.

When all the details for the table column have been entered, select OK to update the table column in the content editor.

2.5.12 Insert Column Left

Asbru Web Content Editor v2+ only.

Position the claret/cursor inside a table cell and select the Insert Column Left toolbar button to insert a new column to the left of the selected column.

2.5.13 Insert Column Right

Asbru Web Content Editor v2+ only.

Position the claret/cursor inside a table cell and select the Insert Column Right toolbar button to insert a new column to the right of the selected column.

2.5.14 Delete Column

Asbru Web Content Editor v2+ only.

Position the claret/cursor inside a table cell and select the Delete Column toolbar button to delete the selected column.

2.5.15 Split Cell Columns

Asbru Web Content Editor v2+ only.

Position the claret/cursor inside a merged table cell and select the Split Cell Columns toolbar button to split the cell back into columns again.

2.5.16 Cell Properties

Asbru Web Content Editor v2+ only.

Position the claret/cursor inside a table cell and select the Cell Properties toolbar button to edit the cell's properties. The following screen will appear:
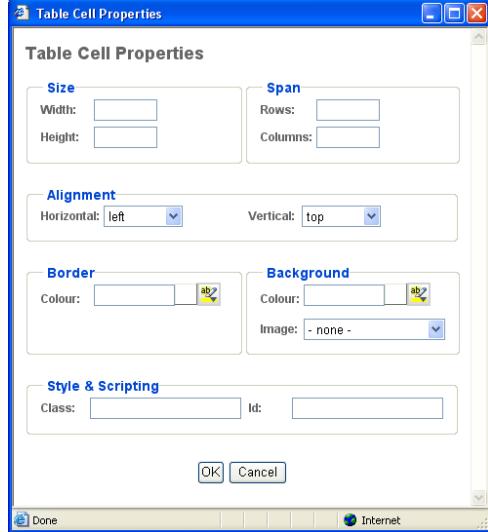
- Width
  Enter the width of the cell as a percentage (for example "100%") or in pixels (for example "100" pixels). You can leave the field blank and the web browser will determine the width.

- Height
  Enter the height of the cell as a percentage (for example "100%") or in pixels (for example "100" pixels. You can leave the field blank and the web browser will determine the height.

- Span Rows
  Enter the number of rows the (merged) cell spans. Changing this row span will not actually merge/split the cell, but only change how it is displayed.

- Span Columns
  Enter the number of columns the (merged) cell spans. Changing this column span will not actually merge/split the cell, but only change how it is displayed.

- Horizontal Alignment
  Select default, left, center or right to horizontally align the cell's contents. This cell alignment overrules/overwrites any defined row/column horizontal alignment.

- Vertical Alignment
  Select default, top, middle, baseline or bottom to vertically align the cell's contents. This cell alignment overrules/overwrites any defined row/column vertical alignment.

- Border Colour
  Enter the border colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.

- Background Colour
  Enter the background colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.

- Background Image
  In the Background image section of the screen select "- none -" if no background image is required or select a background image from the list of background images.

- Id
  Unique HTML code id for use with Javascript.

- Class
  HTML class name for use with CSS style sheet.

When all the details for the table cell have been entered, select OK to update the table cell in the content editor.

2.5.17   Insert Cell Left

Asbru Web Content Editor v2+ only.

Position the claret/cursor inside a table cell and select the Insert Cell Left toolbar button to insert a new cell to the left of the selected cell.

2.5.18   Insert Cell Right

Asbru Web Content Editor v2+ only.

Position the claret/cursor inside a table cell and select the Insert Cell Right toolbar button to insert a new cell to the right of the selected cell.

2.5.19   Delete Cell

Asbru Web Content Editor v2+ only.

Position the claret/cursor inside a table cell and select the Delete Cell toolbar button to delete the selected cell.

2.5.20   Split Cell

Asbru Web Content Editor v2+ only.

Position the claret/cursor inside a merged table cell and select the Split Cell toolbar button to split the cell back into rows and columns again.

2.5.21   Merge Cells

Asbru Web Content Editor v2+ only.

Select a number of table cells across rows and/or columns and select the Merge Cells toolbar button to merge the cells into a single cell.

Your web browser may not support selection of cells across rows properly as a square of selected cells. Some additional cells to the left and right of the intended square of cells selection may be selected as well. The Asbru Web Content Editor adjusts this non-square cell selection by ignoring any selected cells outside the square of selected cells defined by the top-left and the bottom-right selected cells.

2.6   Form Editing

2.6.1   Insert Form

Asbru Web Content Editor v2+ only.

Select the Insert Form toolbar button to insert a form in the work area. The following screen will appear:
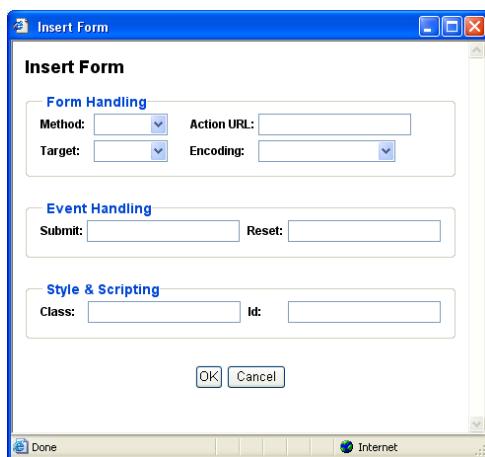
- Method
  Method used to submit form data to the web server. GET (default) submits data as part of the URL web address. POST submits data as attachments and is required for file upload and larger amounts of data.

- Action URL
  Website address to which the form data is submitted.

- Encoding
  Encoding format for form data when submitted to the web server. The default encoding is "URL encoded". "Multi-part form-data" encoding is required for file upload.

- Target
  Defines how the submitted form is to be opened.

  - Same Window (_self)
    The form will be opened in the current window.

  - Parent Window (_parent)
    The form will be opened in the parent window.

  - Browser Window (_top)
    The form will be opened on the top level of the window.

  - New Window (_blank)
    The form will be opened in a new window.

- Submit
  Javascript event handler triggered when the form is submitted.

- Reset
  Javascript event handler triggered when the form is reset.

- Id
  Unique HTML code id for use with Javascript.

- Class
 HTML class name for use with CSS style sheet.

Select OK to insert the form into the web editor work area.

2.6.2 Insert Button

Asbru Web Content Editor v2+ only.

Select one of the Insert Button toolbar buttons to insert a button of that type in the work area. The following screen will appear:
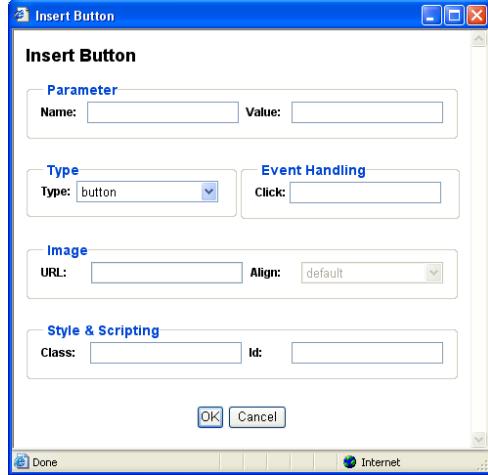
- Name
  Name of parameter submitted to the web server.

- Value
  Value of parameter submitted to the web server.

- Type
  Type of button to be inserted:
  - o Submit
       Submits the form to the web server.

  - o Button
       Does not do anything unless used with Javascript event handler.

  - o Reset
       Resets the form to the default values.

  - o Image
       Submits the form to the web server.

- Click
  Javascript event handler triggered when the button is clicked.

- Image URL
  Website address for image to be used for image button.

- Image Align
  Alignment of image in relation to surrounding text.

- Id
  Unique HTML code id for use with Javascript.

- Class
  HTML class name for use with CSS style sheet.

Select OK to insert the button into the web editor work area.

2.6.3   Insert File Input

Asbru Web Content Editor v2+ only.

Select the Insert File Input toolbar button to insert a file selector button for file upload to the web server in the work area. The following screen will appear:
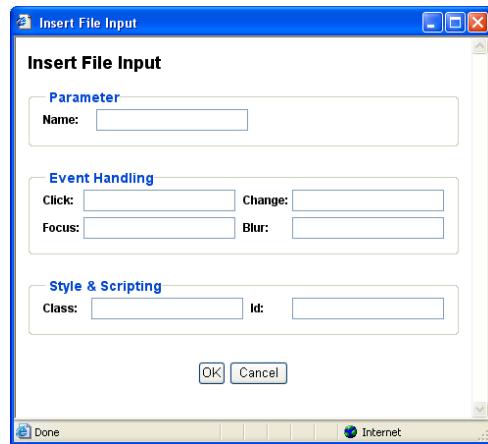
- Name
  Name of parameter submitted to the web server.

- Value
  Default value of parameter submitted to the web server.

- Click
  Javascript event handler triggered when the file input field/button is clicked.

- Change
  Javascript event handler triggered when the file input is changed.

- Focus
  Javascript event handler triggered when the file input is focused.

- Blur
  Javascript event handler triggered when focus is removed from the file input.

- Id
  Unique HTML code id for use with Javascript.

- Class
  HTML class name for use with CSS style sheet.

Select OK to insert the file input field/button into the web editor work area.

2.6.4 Insert Text Input

Asbru Web Content Editor v2+ only.

Select the Insert Text Input toolbar button to insert a text input field in the work area. The following screen will appear:

- Name
  Name of parameter submitted to the web server.

- Value
  Default value of parameter submitted to the web server.

- Size
  Display size of input field.

- Max Length
  Maximum number of characters to be entered into the input field.

- Click
  Javascript event handler triggered when the input field is clicked.

- Change
  Javascript event handler triggered when the input field is changed.

- Focus
  Javascript event handler triggered when the input field is focused.

- Blur
  Javascript event handler triggered when focus is removed from the input field.

- Id
  Unique HTML code id for use with Javascript.

- Class
  HTML class name for use with CSS style sheet.

Select OK to insert the input field into the web editor work area.

2.6.5 Insert Password Input

⁑

Asbru Web Content Editor v2+ only.

Select the Insert Password Input toolbar button to insert a password input field in the work area. The following screen will appear:

- Name
  Name of parameter submitted to the web server.

- Value
  Default value of parameter submitted to the web server.

- Size
  Display size of input field.

- Max Length
  Maximum number of characters to be entered into the input field.

- Click
  Javascript event handler triggered when the input field is clicked.

- Change
  Javascript event handler triggered when the input field is changed.

- Focus
  Javascript event handler triggered when the input field is focused.

- Blur
  Javascript event handler triggered when focus is removed from the input field.

- Id
  Unique HTML code id for use with Javascript.

- Class
  HTML class name for use with CSS style sheet.

Select OK to insert the input field into the web editor work area.

2.6.6 Insert Hidden Input

Asbru Web Content Editor v2+ only.

Select the Insert Hidden Input toolbar button to insert a hidden input field in the work area.
The following screen will appear:
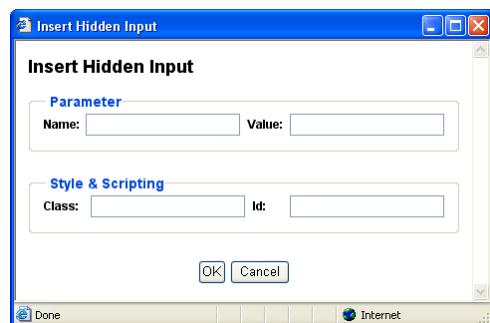
- Name
  Name of parameter submitted to the web server.

- Value
  Default value of parameter submitted to the web server.

- Id
  Unique HTML code id for use with Javascript.

- Class
  HTML class name for use with CSS style sheet.

Select OK to insert the input field into the web editor work area.

2.6.7 Insert Text Area Input

Asbru Web Content Editor v2+ only.

Select the Insert Text Area Input toolbar button to insert a text area input field in the work area. The following screen will appear:
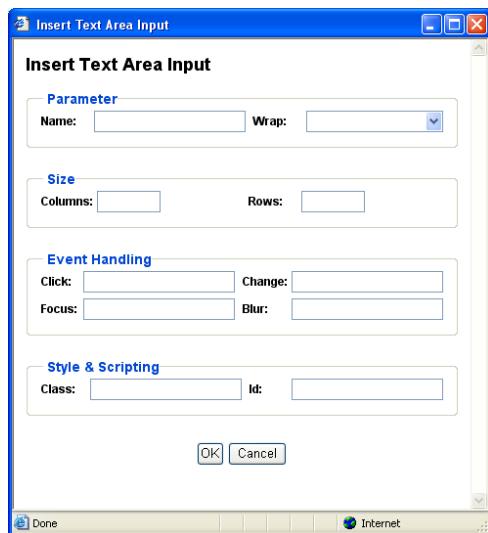
- Name
  Name of parameter submitted to the web server.

- Wrap
  Defines if and how content entered into the text area input should be word wrapped with automatic insertion of line breaks:
  - Off
    Do not wrap.

  - Soft / Virtual
    Display automatic word wrapping but do not submit automatic word wrapping to the web server.

  - Hard / Physical
    Display and submit automatic word wrapping to the web server.

- Columns
  Width of the input field.

- Rows
  Height the input field.

- Click
  Javascript event handler triggered when the input field is clicked.

- Change
  Javascript event handler triggered when the input field is changed.

- Focus
  Javascript event handler triggered when the input field is focused.

- Blur
  Javascript event handler triggered when focus is removed from the input field.

- Id
  Unique HTML code id for use with Javascript.

- Class
  HTML class name for use with CSS style sheet.

Select OK to insert the input field into the web editor work area.

2.6.8   Insert Checkbox

Asbru Web Content Editor v2+ only.

Select the Insert Checkbox toolbar button to insert a checkbox input field in the work area.
The following screen will appear:

- Name
  Name of parameter submitted to the web server.

- Value
Default value of parameter submitted to the web server.

- Checked
Default state of input field.

- Click
Javascript event handler triggered when the input field is clicked.

- Change
Javascript event handler triggered when the input field is changed.

- Focus
Javascript event handler triggered when the input field is focused.

- Blur
Javascript event handler triggered when focus is removed from the input field.

- Id
Unique HTML code id for use with Javascript.

- Class
HTML class name for use with CSS style sheet.

Select OK to insert the input field into the web editor work area.

2.6.9   Insert Radio Button

Asbru Web Content Editor v2+ only.

Select the Insert Radio Button toolbar button to insert a radio button input field in the work area. The following screen will appear:
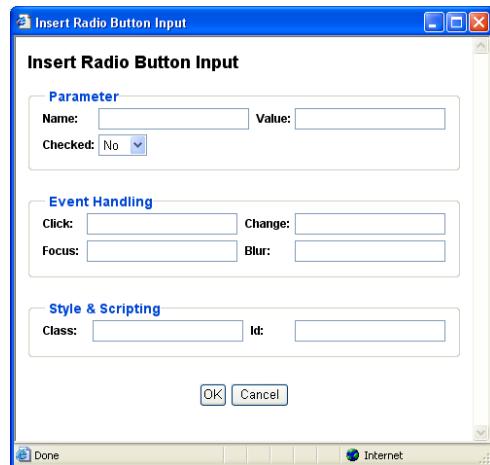
- Name
  Name of parameter submitted to the web server.

- Value
  Default value of parameter submitted to the web server.

- Checked
  Default state of input field.

- Click
  Javascript event handler triggered when the input field is clicked.

- Change
  Javascript event handler triggered when the input field is changed.

- Focus
  Javascript event handler triggered when the input field is focused.

- Blur
  Javascript event handler triggered when focus is removed from the input field.

- Id
  Unique HTML code id for use with Javascript.

- Class
  HTML class name for use with CSS style sheet.

Select OK to insert the input field into the web editor work area.

2.6.10   Insert Select List

Asbru Web Content Editor v2+ only.

Select the Insert Select List toolbar button to insert a select list input field in the work area.
The following screen will appear:
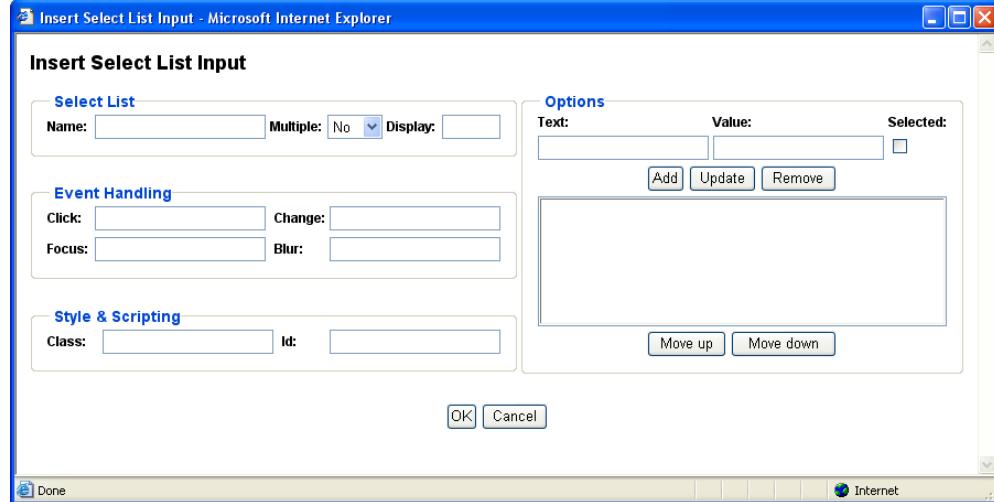
- Name
  Name of parameter submitted to the web server.

- Multiple
  Define if users can select multiple options or only a single option.

- Display
  Number of options to be displayed (default 1).

- Options
  Define the options which users can select from:
    o Text
      Label to be displayed for option.

    o Value
      Value submitted to the web server if selected.

    o Selected
      Define if option should be selected as default.

    o Add
      Add entered Text and Value as option.

    o Update
      Change selected option to entered Text and Value

    o Delete
      Delete selected option.

    o Move Up
      Move selected option up.

o   Move Down
Move selected option down.

- Click
Javascript event handler triggered when the input field is clicked.

- Change
Javascript event handler triggered when the input field is changed.

- Focus
Javascript event handler triggered when the input field is focused.

- Blur
Javascript event handler triggered when focus is removed from the input field.

- Id
Unique HTML code id for use with Javascript.

- Class
HTML class name for use with CSS style sheet.

Select OK to insert the input field into the web editor work area.

2.7   Positioning

2.7.1   Absolute Positioning

Asbru Web Content Editor v2+ only.

Select a positionable content element or place the caret/cursor inside a positionable content element and select the Absolute Positioning toolbar button to toggle absolute positioning for the selected content element.

Positionable content elements include images, tables, P and DIV tags, IFRAMEs, form input fields and OBJECTs (Flash and Java applets).

2.7.2   Bring Forwards

Asbru Web Content Editor v2+ only.

Bring the currently selected absolute positioning enabled content element further forwards in front of other absolute positioning content elements.

2.7.3   Send Backwards

Asbru Web Content Editor v2+ only.

Send the currently selected absolute positioning enabled content element further backwards behind of other absolute positioning content elements.

2.7.4   Bring To Front

Asbru Web Content Editor v2+ only.

Bring the currently selected absolute positioning enabled content element in front of all other absolute positioning content elements.

2.7.5   Send To Back

Asbru Web Content Editor v2+ only.

Send the currently selected absolute positioning enabled content element behind of all other absolute positioning content elements.

2.7.6   Bring Above Text

Asbru Web Content Editor v2+ only.

Bring the currently selected absolute positioning enabled content element in front of the general page content.

Microsoft Internet Explorer for Windows only. Mozilla/Netscape content is always above text or invisible.

2.7.7   Send Below Text

Asbru Web Content Editor v2+ only.

Send the currently selected absolute positioning enabled content element behind of the general page content.

Microsoft Internet Explorer for Windows only. Mozilla/Netscape content is always above text or invisible.

2.7.8   Insert Box

Asbru Web Content Editor v2+ only.

Select the Insert Box toolbar button to insert an absolute positioning content box in the work area. The following screen will appear:
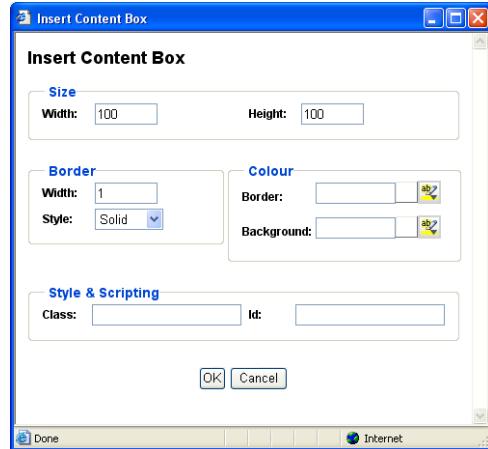
- Width
  Enter the width of the box as a percentage (for example "100%") or in pixels (for example "100" pixels).

- Height
  Enter the height of the box as a percentage (for example "100%") or in pixels (for example "100" pixels.

- Border Width
  Enter the border width in pixels. If you enter 0 there will be no border. If you leave it blank the browser will determine the border width.

- Border Style
  Select the border style to be used for the box.

- Border Colour
  Enter the border colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.

- Background Colour
  Enter the background colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.

- Id
  Unique HTML code id for use with Javascript.

- Class
  HTML class name for use with CSS style sheet.

Select OK to insert the content box into the web editor work area.

2.8   Special

2.8.1   Help

Select the Help toolbar button when you need help and a help screen will open.

2.8.2   Import File

Asbru Web Content Editor v2+ only.

Select the Import File toolbar button to upload and import a text or HTML format file from
your local computer to the web editor work area. The imported file will replace the current
content in the web editor work area.
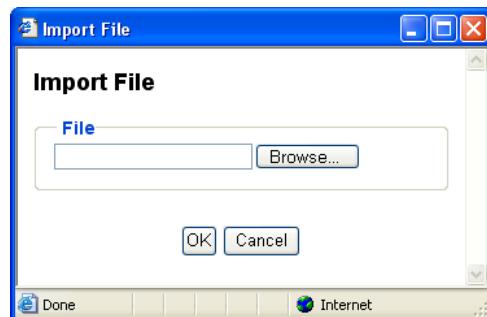
2.8.3   Find

To search for characters in the work area select the Find toolbar button. The following sub-
session will appear. Type the characters in the Find what field and select additional search
criteria.
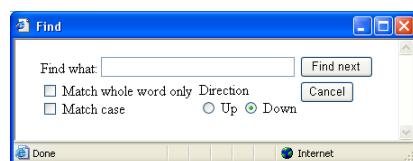
Select the Find Next button to search the work area or select Cancel.

*Your web browser may not support this functionality, in which case you will be prompted to
use your web browser's menu/keyboard functionality for this instead.*

2.8.4   Insert Print Page Break


Asbru Web Content Editor v2+ only.

Position the claret/cursor where you want to define a page break (when the content is printed) and select the Insert Print Page Break button to insert a (hidden) print page break code into the web editor work area.

2.8.5   Print

Asbru Web Content Editor v2+ only.

To print the content in the work area select the Print toolbar button. This will open your web browser's Print dialog window. Please see your web browser and operating system documentation for details on the Print dialog window.
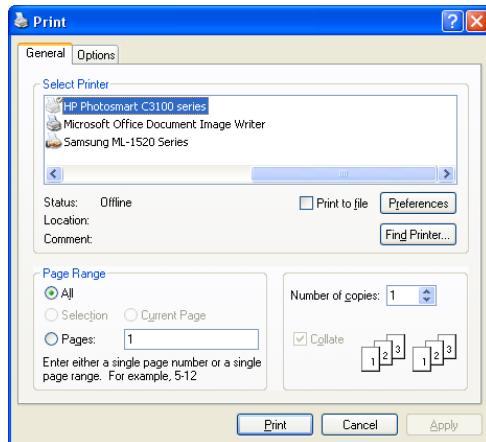
2.8.6   Preview

Asbru Web Content Editor v2+ only.

To preview the content in the work area select the Preview toolbar button. This will open a new web browser window with the content from the web editor work area.

2.8.7 Save / Submit

Asbru Web Content Editor v2+ only.

To save the content in the work area, select the Save toolbar button. This will submit the web page form, which the web editor work area is part of, to the web server.

2.8.8 Show Details

Asbru Web Content Editor v1 only.

Select the Show Details toolbar button to see formatting marks and hidden text.

2.8.9 Show Hidden Details

Asbru Web Content Editor v2+ only.

Select the Show WYSIWYG / Plain toolbar button to see toggle between displaying the content in WYSIWYG (What-You-See-Is-What-You-Get) and Plain modes.

- WYSIWYG mode - displays content (approximately) as it will be displayed on your websites including application of Style Sheet formatting.

- Plain mode – displays content with table border, image and form outlines and without application of Style Sheet formatting.

2.8.10 Show HTML

Select the Show HTML toolbar button to see and edit the content as HTML code in the work area.

2.8.11 Check Spelling

Asbru Web Content Editor v2+ only.

Select the Check Spelling toolbar button to check the spelling of the content in the currently selected web content editor input field. This will open a new web browser window.

Depending on how your system has been configured, you may have access to select which dictionary to use for the spell checking. Alternatively, your system may have been configured to always use a specific dictionary.
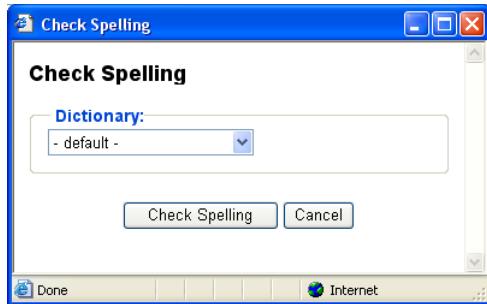
Spell checking your web content may take a little while depending on the size of your content and the size of the dictionary used for the spell checking.

When you web content has been spell checked any identified misspellings would be displayed with a number of suggestions for corrections. Please note that any identified misspellings and suggestions may be wrong. You should never simply accept all spell checking suggestions.
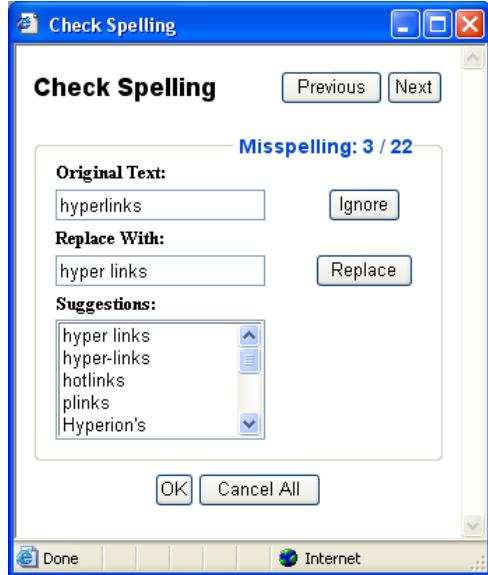
The total number of identified misspellings and details of the currently select misspelling are displayed.

- Previous
  Displays the details of the previous identified misspelling.

- Next
  Displays the details of the next identified misspelling.

The misspelling is also highlighted and focused in the web content editor input field if possible – i.e. if the misspelling is not in hidden text in the web content.

A number of suggestions for replacements of the original text may be listed. As default the best suggestion is selected automatically or you can select any of the other listed suggestions or enter your own correction manually.

- Ignore
  Skips the current misspelling without making any changes to your web content and displays the next misspelling.

- Replace
  Replaces the identified misspelling in your web content with the selected/entered correction and displays the next misspelling.

When done with the spell checking please select "OK" or "Cancel" to return to the web content editor input field.

- OK
  Applies your spell checking corrections to your web content.

- Cancel All
  Undo all your spell checking corrections.

Please note that you should not simply close the spell checking window as this may leave some of your web content highlighted.

2.9   HTML DOM Inspector

HTML > BODY > DIV > TABLE > TBODY > TR > TD > DIV > FONT color="#9191ff" <<< REMOVE

Asbru Web Content Editor v2+ only.

Optionally, a HTML DOM Inspector may be displayed below your editable web content.

The HTML DOM Inspector displays the hierarchy of HTML codes the currently selected content is located within. The HTML attributes of the innermost surrounding HTML code are also displayed. In the example graphic above, the currently selected content is enclosed by a FONT code with the attribute "size=4", which in turn is enclosed by a STRONG code etc.

Each of the displayed surrounding HTML codes may be clicked to make that content block the currently selected content in the web content editor. In the example graphic above, the TABLE link may be clicked to make the entire table the currently selected content.

The HTML DOM Inspector may also display a "REMOVE" link, which deletes the innermost HTML code surrounding the currently selected content. In the example graphic above, "REMOVE" will delete the FONT code, which encloses the currently selected content.