JustEdit WYSIWYG Toolbar

Overview

When entering JustEdit, users will encounter the JustEdit toolbar, which has a variety of functions available in order to make editing the page easier.

The icons present on the toolbar represent every available function to the user. Clicking on any icon performs an action, either directly to the page, or to the selected text and graphics. Some icons display more options in a drop-down menu fashion, or in a pop-up window display.

The availability of a function is based on the selected items, or the location of the cursor on the page. For example, if nothing is selected, functions such as Insert Link are dimmed, signifying that this function is not available at the moment. For the Insert Link function button to be available, the user must first select text or a graphic.

In many cases, right-clicking offers contextual functions. For example, right-clicking within a table provides a list of available table editing and formatting functions. Additionally, commonly used keyboard shortcuts are available (such as Ctrl-X, Ctrl-C, and Ctrl-V for cut, copy, and paste respectively).

Level 10 administrators
can create custom toolbars to determine the items available in the WYSIWYG

, which can then be assigned to users, sites, directories, pages, and editable regions.

A brief description of each icon's functionality can be found in the tables below. Some icons may also have additional support site pages devoted to their functions. In that event, a link to the correspondent page on the support site is provided.

The tools are grouped on this page as follows:

Row 1

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Row 1

File Tools (Save, Save As, Revert, Restore)

Icon	Tool	Description
	Save	Click on the Save icon to save the current file on the staging server and exit JustEdit. Remember, it will not be live on the production server until it is published. To save in place, use the keyboard shortcut CTRL+S for Windows or CMD+S for Mac.
	Exit Without Saving	Exits JustEdit without saving changes.
	Restore Last Draft	Click on the Restore Last Draft icon to restore the content to its last auto-saved point. For more information: Auto Draft

Cut, Copy, Paste

Icon	Tool	Description
	Cut	To remove content from the document, highlight the content and click the Cut icon. The keyboard shortcut is CTRL+X for Windows and CMD-X for Mac. Many browsers (specifically Firefox, Chrome, and Safari) disable the use of the cut, copy, and paste commands in the JustEdit toolbar for security purposes. This is not a function of

Icon	Tool	Description
		OU Campus ; this is a browser behavior. The alternative workaround is to use keyboard shortcuts.
	Copy	To copy a content from the page, highlight the content and click the Copy icon. The keyboard shortcut is CTRL+C for Windows and CMD-C for Mac. Many browsers (specifically Firefox, Chrome, and Safari) disable the use of the cut, copy, and paste commands in the JustEdit toolbar for security purposes. This is not a function of OU Campus ; this is a browser behavior. The alternative workaround is to use keyboard shortcuts.
	Paste	To paste content on to a page, click the location the content should be placed on the page and click the Paste icon. The keyboard shortcut is CTRL+V for Windows and CMD-V for Mac. This pastes only valid content, code, and styling and will remove any invalid styling from Microsoft Word automatically. The Paste function always cleans up the content to be pasted to remove any formatting or code that is not compliant with the requirements of the JustEdit Editor. Many browsers (specifically Firefox, Chrome, and Safari) disable the use of the cut, copy, and paste commands in the JustEdit toolbar for security purposes. This is not a function of

Icon	Tool	Description
		OU Campus ; this is a browser behavior. The alternative workaround is to use keyboard shortcuts.
	Paste as Plain Text	To paste as plain text, click the Paste as Plain Text icon. The icon stays selected until clicked again, and all pastes going forward until exiting the JustEdit Editor will be plain text, which removes all formatting.

Find and Replace

| Icon	Tool	Description
	Find and Replace	Click the Find and Replace icon to search for text on the current page then replace that text with other text.

Undo/Redo

| Icon	Tool	Description
	Undo	Click the Undo icon to undo the last changes made in this session one by one. The keyboard shortcut for this action is CTRL+Z for Windows and CMD+Z for Mac.
	Redo	Click on the Redo icon to redo changes that were previously undone and should be restored. The keyboard shortcut for this action is CTRL+Y for Windows and CMD+Y for Mac.

Spell Check

| Icon	Tool	Description
	Spellcheck	Click the Spellcheck button to check the spelling of the editable region. Misspelled words are underlined with a red line. Clicking on the word will bring up the following options:

| Icon	Tool	Description
		• A list of suggested words from the dictionary to choose from • Add the word to the custom dictionary (this is activated by default for level 9 and 10 administrators, and level 10 administrators can activate this setting for lower-level users if desired) • Ignore the word • Ignore all instances of that word in the editable region The drop-down menu on this icon lists the available languages for which to run the spellcheck. For more information about the custom dictionary, visit the Custom Dictionaries page.

Clear Formatting

Icon	Tool	Description
$\underline{\mathcal{I}}_\times$	Clear Formatting	To remove all formatting for a selection, highlight the text to be updated and click the Clear Formatting icon. This returns the selected text back to the default settings.

Font Formatting

Icon	Tool	Description
B	Bold	Applies **bold formatting** to selected text.
I	Italic	Applies *italicized formatting* to selected text.
U	Underline	Applies underlined formatting to selected text. Please note that underlined text usually means that a word or phrase is a link to another web page. In this case however, the

| Icon	Tool	Description
		underline formatting does not create a link (to create a link, click Insert/Edit Link).
S	Strikethrough	Applies strikethrough formatting to selected text.

Lists, Indents

| Icon	Tool	Description
☰ ▾	Bulleted list	Turns the selected text into an bulleted list. Example: • Apples • Oranges • Bananas
☰ ▾	Numbered list	Turns the selected text into a numbered list. Example: 1. Click the Go button. 2. Enter the text to search on. 3. Click Start.
⇤	Decrease Indent	To decrease the indent of a paragraph, click the Decrease Indent tool. Each consecutive click moves text further to the left.
⇥	Increase Indent	To increase the indent of a paragraph, click the Increase Indent icon. Each consecutive click moves text further to the right.
66	Blockquote	Blockquote is a block-level element in HTML that can be used to set off quotations or to cite material.

Superscripts and Subscripts

Icon	Tool	Description
x^2	Superscript	Formats the selected text as superscript text.
x_2	Subscript	Formats the selected text as subscript text.

Text Alignment

Icon	Tool	Description
≡	Align Left	Aligns a block-level element such as a paragraph or a heading to the left margin.
≡	Align Center	Center aligns a block-level element such as a paragraph or a heading within the left and right margin.
≡	Align Right	Aligns a block-level element such as a paragraph or a heading to the right margin.
≡	Justify	Justifies text making it flush on both the left and right side

Link Tools

Icon	Tool	Description
🔗	Insert/Edit Link	To create a hyperlink: 1. Select the text or image for the link. 2. Click the Insert/Edit Link icon. 3. Enter the external URL or click the Browse icon to select an internal page to which to link. 4. After locating the file, click Select. 5. Enter in the Text to display and the Title for the link. 6. Click Insert. Optionally, a target window type and a class can also be entered. To edit a hyperlink, click on the text or image that is linked and then click the icon. The same modal will appear and the values can be edited. If Dependency Manager has been enabled for the account, dependency tags instead of

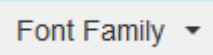| Icon	Tool	Description
		URLs are shown in the URL inserted into the source of the page when inserting an internal link.
⛓	Remove Link	Select a link in the editable region and click the Remove link icon to remove a hyperlink. Note : For anchors, the Remove Link icon works with anchors in Internet Explorer. It will not work on anchors in Firefox, Safari, or Chrome.
✉	Insert/Edit Mailto Link	To create a mailto link, select the text or image for the link, then click the Insert/Edit Mailto Link icon. In the resulting modal, users may enter the email address and default subject of the email, as well as setting a **Class** for the mailto link. To edit a mailto link, click on the text or image that is linked and then click the icon. The same modal will appear and the values can be edited.
⚓	Insert/Edit Anchor	To create an anchor: 1. Position the cursor where the anchor should be placed or select the text or image. 2. Click the **Insert/Edit Anchor** icon. 3. In the **Name** field, enter the name for the anchor. the hash mark (#) is generated automatically. 4. Click **OK**. To modify an existing anchor: 1. Click the existing anchor shown in the editing area. 2. Click the Insert/Edit Anchor icon on the toolbar.

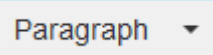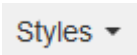| Icon	Tool	Description
		3. Edit the name of the anchor and click **OK**. The specifics of valid anchor names can be found in the HTML specifications: • HTML 4.01 • HTML 5

Help Icon

| Icon	Tool	Description
⑦	Help	The Help icon displays a window with references for all visible icons in the JustEdit toolbar. This page is sensitive to access settings and custom toolbars, and only the icons visible in the current user's toolbar will be visible in the Help window.

Row 2

Font Properties (Family, Size, Paragraph, Formats)

Icon	Tool	Description
Font Family ▾	Font Family	This Font Family drop-down menu displays a list of the standard fonts recognized by most web browsers. To change the font of existing text, select the text and choose a font from the drop-down list. To start typing new text with a specific font, position the cursor where text where the text should be inserted and select a font from the drop-down list, then begin typing. Note that the appearance in the JustEdit Editor may not reflect the newly applied styling, but will appear correctly in Preview and on production. To resume typing in the default font, click on the font family in the drop-down list again and continue typing. The text shown in the drop-down

Icon	Tool	Description
		should change from the selected font family back to "Font Family." The markup is added as a span; for example: `<span style="font-family: 'book antiqua', palatino;">on the bright plume</span>`
Font Sizes ▼	Font Sizes	This Font Sizes drop-down menu changes the size of selected text. Font size properties are configured by administrators. To start typing new text with a specific font size, position the cursor where text is to be inserted, select a size from the drop-down list, then begin typing. Users can also change the font size by highlighting existing text and selecting a size from the list. To resume typing in the default size, click on the drop-down menu and click on the selected size. The font size will return to default. The markup is added as a span; for example: `<span style="font-size: x-large;"> This is a font size application.</span>`
Paragraph ▼	Paragraph	The Paragraph drop-down menu lists the block-level styles that can be applied to a selected paragraph including headings. To apply an element from the Paragraph drop-down, click within the paragraph (or select text), and then click the element from the drop-down.
Styles ▼	Styles	The Styles drop-down menu lists the custom CSS styles made

| Icon	Tool	Description
		available to the page. To apply an element from the Styles drop-down menu, highlight text in the WYSIWYG Editor and click the element from the drop-down.

Text Color, Text Background

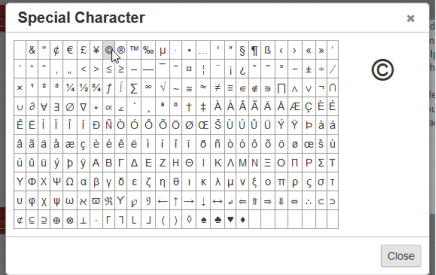| Icon	Tool	Description
A ▼	Text Color	The Text Color drop-down menu gives users the ability to change the text color. The palette comes with 40 pre-defined colors by default. To begin typing with a color, place the cursor where new text is to be placed, select a color from the drop-down menu, and begin typing. Alternatively, users can select text and apply color by highlighting the text and selecting a color.
A ▼	Background Color	The Background Color drop-down menu gives users the ability to change the background color. The palette comes with 40 pre-defined colors by default. To begin typing with a specific background color, place the cursor where new text is to be placed, select a color from the drop-down menu, and begin typing. Alternatively, users can select text and apply a background color by highlighting the text and selecting a color.

Images/Video

Icon	Tool	Description
	Insert/Edit Image	The Insert/Edit Image icon allows users to insert an image on a page by browsing for a previously uploaded image or using the **Upload**/**Upload and Edit** features to upload and then place an image. Clicking the icon will bring up a modal

Icon	Tool	Description
		where users can alter the dimensions, description, tooltip, class, alignment, and more of the image. More information about the Image Editor can be found on the Image Editor page.
▶	Insert/Edit Video	The Insert/Edit Video tool allows users to insert a video on a page by pasting a link from a video hosting site such as YouTube or Vimeo or browsing for a video uploaded into OU Campus. Clicking the icon will bring up a modal where users can alter the dimensions of the video, provide embed code, and more.

Miscellaneous Functionality

Icon	Tool	Description
—	Insert Horizontal Line	Adds a horizontal line to the page. This is the same as entering `<hr />` into the source.
↵	Insert Line Break	To insert a line break, click the Insert Line break icon. This is the same as entering ` ` into the source.
©	Insert Special Character	To insert a special character such as an copyright symbol, registered trademark, or other symbol, click the Insert Special Character icon. The Special Character modal provides a selection of 200 special characters from which to choose. Hover or use the left and right keyboard arrows to navigate the selection. Clicking a character will add it to the page and close the modal.

Icon	Tool	Description
	Show/Hide Blocks	Toggles the WYSWISYG view to show or hide block-level element labeling. Each element such as `<p>` or `<blockquote>` is displayed encapsulated with a thin border and labeled with a small tag. For more information, visit the Show/Hide Block Elements page.

Source Code

Icon	Tool	Description
	Edit Source Code	The Edit Source Code icon allows users to view and edit the code view of the HTML source. Making changes in the Source Code modal will be reflected in the editable region immediately after clicking **OK**.

Assets and Snippets

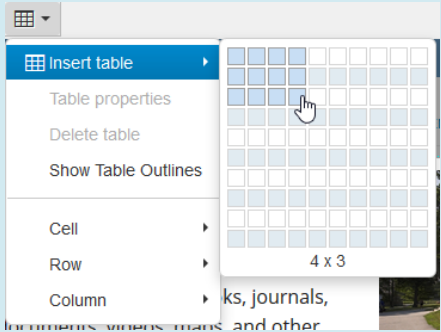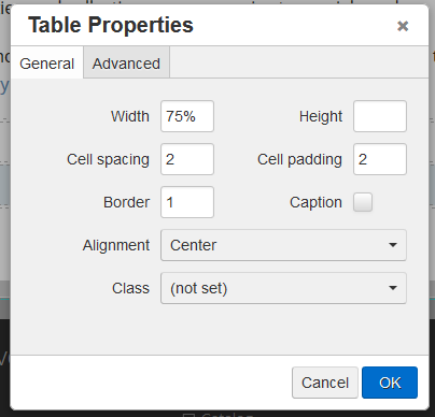| Icon	Tool	Description
	Insert Snippet	Click the Snippets icon in order to add preexisting snippets of HTML or text into the page. Snippets shown in the modal can be filtered and previewed before being placed on the page. The Snippets available are set by the system administrator. More information about Snippets can be found on the Snippets page.
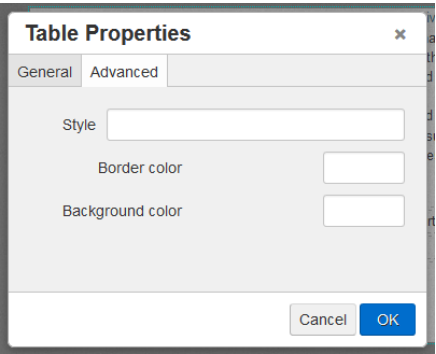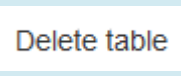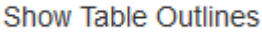
Icon	Tool	Description
⇄	Insert Asset	Click the Assets icon in order to add a preconfigured asset into the page. Assets shown in the modal can be filtered and previewed before being placed on the page. For more information about Assets, visit the Assets page.

Table Tools

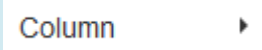| Icon	Tool	Description
▦ ▾	Table Drop-Down Menu	The Table drop-down menu is entirely new in JustEdit. This icon will bring up a drop-down menu where all table properties are now found, from inserting a new table to merging cells and editing properties. To insert a new table, hover over **Insert Table** and then use the mouse to hover over the correct amount of rows and columns. Clicking will create the table.
Table properties	Table Properties	Clicking this button will bring up a modal where users can modify the properties of a table. The General tab contains basic options like table dimensions, cell spacing and padding, border width, toggling a table caption, table alignment, and setting a custom CSS class for the table. **General Tab**

Icon	Tool	Description
		Table Properties General / Advanced Width 75% Height Cell spacing 2 Cell padding 2 Border 1 Caption ☐ Alignment Center ▼ Class (not set) ▼ Cancel OK The Advanced tab allows users to set styling for the table as well as border and background color. **Advanced Tab** **Table Properties** General / Advanced Style Border color Background color Cancel OK
Delete table	Delete Table	Clicking this button deletes the selected table.
Show Table Outlines	Show Table Outlines	The Show Table Outlines icon adds/removes the outlines of tables that would be invisible otherwise, for visual purposes only. These lines disappear when the editable region is saved and the page is viewed in Preview.
Cell ▶	Table Cell Options	This menu contains three options: • Cell Properties • Merge Cells • Split Cells

Icon	Tool	Description
		Cell Properties, when clicked, brings up a modal similar to the Table Properties modal above. Merge Cells will merge the selected cells together, and Split Cell will separate a previously merged cell into its original cells.
Row ▸	Table Row Options	This menu contains the following options: • Insert row before • Insert row after • Delete row • Row properties (bringing up a modal similar to the Cell Properties and Table Properties modals) • Cut row • Copy row • Paste row before • Paste row after
Column ▸	Table Column Options	This menu contains three options: • Insert column before • Insert column after • Delete column

Maximize Content Region

Icon	Tool	Description
⤢	Maximize Content Region	This icon, when clicked, will expand the JustEdit editable region to fill the width of the frame window. This is particularly useful when editing table transformations, where the table is extremely wide in the Editor but the transformed content fits more nicely into the editable region on the page.