

## ITS Web Services Content Provider Guide Update

### The RedDot 9 (Open Text) Upgrade: Using Telerik RadEditor

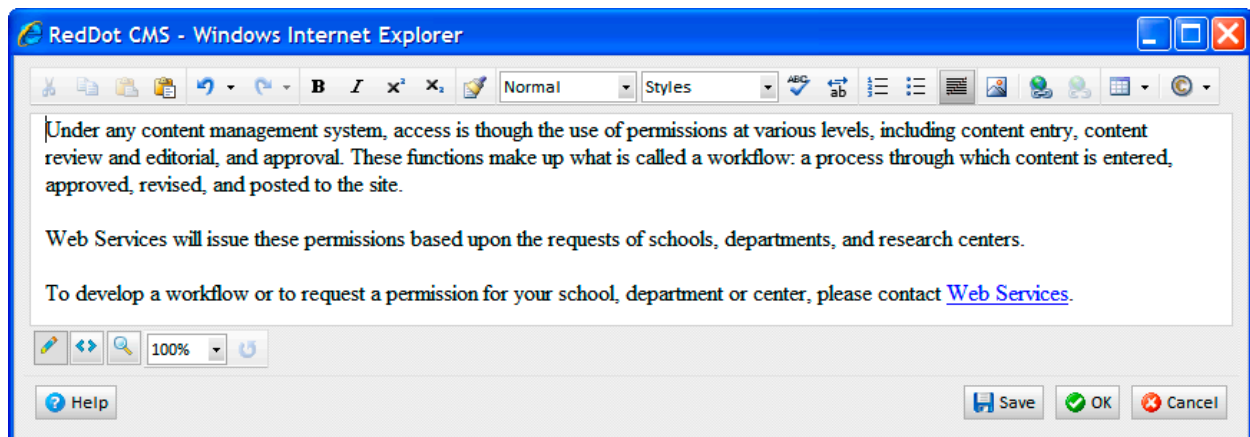
The RedDot (Open Text) Version 9 Content Management uses the Telerik RadEditor. Telerik Rad can be used with Internet Explorer 7 and 8, Firefox, and, if you're using a Mac, Safari.

There might be slight differences in the appearance on different systems, but the Editor remains the same.

The text editor opens as in the past, by selecting the red dot, as indicated in the Content Provider's Guide.

Text may be entered directly by typing or cutting and pasting.

This is the new text editor window, with its various editing and formatting symbols:





















Note that a number of the symbols in the top menu, for actions such as cut and copy, are faded and not available when you open the window. These actions become fully visible (and available for use) only when you have selected the text you intend to modify.

#### Symbols of the Upper Toolbar

The symbols with descriptions marked by an asterisk (\*) perform the same function as in the previous editor. Others are similar, and most are like those found in a typical word processor such as MS Word.

Symbols with descriptions marked by a double asterisk (\*\*) may be different from previous text editors, or require special expertise. You may find the explanations that follow this table helpful.

With this symbol...	... you trigger this action:
	Cuts selected content and copies it to the Clipboard.*
	Copies the selected content to the Clipboard.*
	Inserts content from the Clipboard into the editing area. Formatting information is displayed to comply with HTML as far as possible.*
	Inserts content from the Clipboard into the editing area. All formatting is removed.*
	Reverses the last action.*
	Restores the last action that had been reversed.*
<b>B</b>	Applies bold formatting to the selected text.*
<i>I</i>	Applies italic formatting to the selected text.*
x <sup>2</sup>	Superscripts selected text.*
x <sub>2</sub>	Subscripts selected text.*
	Deletes text formatting.*
Paragraph Style 	Applies paragraph and header formatting to the selected text.**
CSS Class 	Applies a style sheet to the selected text. Use the <i>Assign fixed style sheet</i> action to define the style sheet in the Text element content class. **
	Performs a spelling check.*
	Inserts a numbered list.*
	Inserts a list with no numbers.*
	Deletes content alignment.*
	Opens the <i>Insert or Edit Image - RedDot CMS</i> dialog window. For more information, see a separate section. **
	Opens the <i>Insert or Edit Link</i> dialog window. For more information, see a separate section. **
	Removes a link.*
	Opens a menu that offers actions for creating or editing tables. For more information, see the <i>Inserting or Editing Tables</i> section. **
	Opens a table of symbols from which to choose special characters.*

## Differences from previous text editors

Some of the differences in the new text editor are minor, and functionality hasn't changed. .

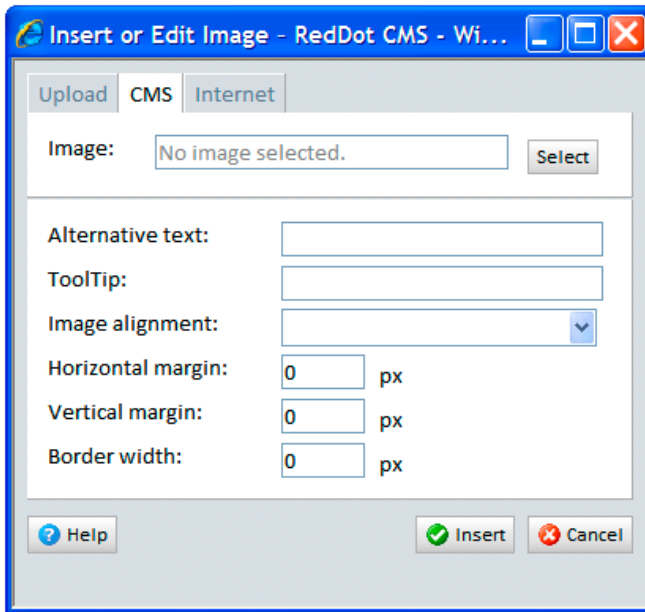
**Paragraph Style** ▼ The Style drop-down menu allows you to select plain text, (paragraph style) or headers and subheads. The interface has changed, but the choices remain the same.

**CSS Class** ▼ Since Cascading Style Sheets (CSS) are locked in the CMS, there are no alternatives available in this drop-down menu.



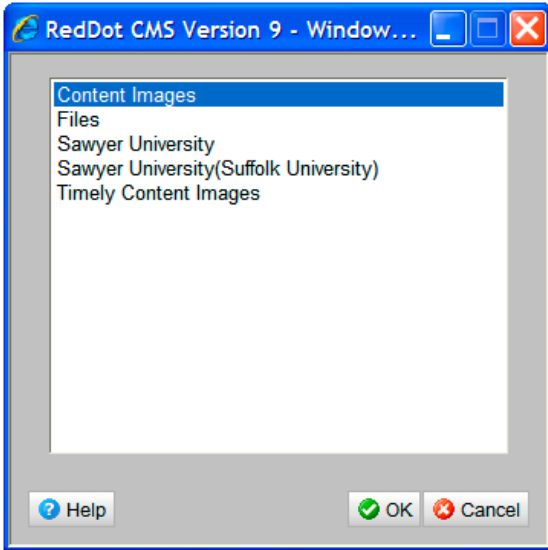
The insert picture (or files) process is slightly different with the new text editor. As in the past, you should always send images to [helpdesk@suffolk.edu](mailto:helpdesk@suffolk.edu) or to the appropriate web administrator for inclusion in the Asset Manager.

When you click on the Insert or Edit Picture button, this window will open:



Only use the CMS tab. If you use the Upload or Internet tabs, your image will go into the wrong folder, and it will be deleted during ordinary scheduled cleanup and maintenance. Also, images downloaded from the internet are copyrighted and cannot be used without explicit written information.

Click on the Select button to open the next window, select Content Images, and click OK. While there are other choices in this list, most other images are used for specific purposes, and files, such as PDFs, will not load into your page.



This will open the asset manager. Navigate to your image, click on the title, and then click OK. The name of the image will appear in the Insert or Edit Image window.

Enter a very brief description, no more than three or four words, if possible, in the Alternative Text field. This will provide a description for visually handicapped individuals using a screen reader, and for browsers that have been set to block the display of pictures.

The default image alignment is flush left, and it is strongly recommended that you do not select an alternative. On rare occasions, when there are several pictures on the page, some may be shown flush right. Never center a picture on a University Web page.

Margins may be left blank. The only time to add margin is when it is necessary to create a small space between the image and the text. You may wish to select a horizontal margin of no more than six pixels, but remember that the margin will be the same on both sides of the image. A vertical margin is generally not necessary, and should not exceed three pixels.

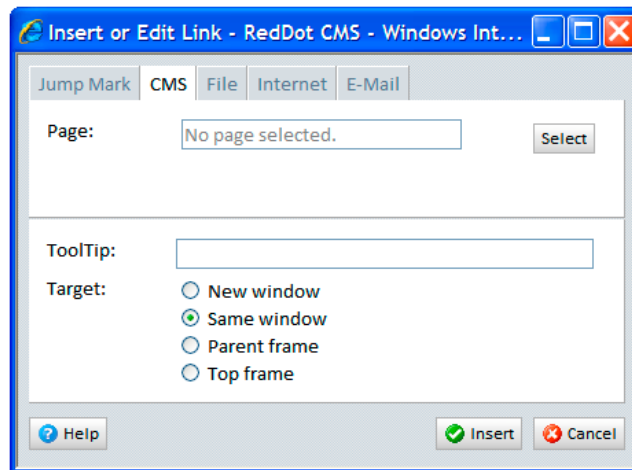
Borders are not used for pictures on the Suffolk University Web site.

When you have completed your picture selection, click OK.

Always view your page in Page Preview after inserting or editing a picture.



Although it looks a little different, the Insert or Edit Link tool is much like the previous editor. Before you select this tool, select the body text that will serve as your link.



The Insert or Edit Link window opens a choice of 5 tabs.

- **Jump Mark** –Do not use. The Suffolk web site has a specific content class for FAQ-Style Jump lists and pages, and the other content pages are not equipped to handle this option.
- **CMS**—This option will allow you to enter the search for an existing web page on the University site, within the CMS. Do not enter a Tool Tip or change the Target.
- **File**—The file Tab allows you to link to a PDF in the Asset Manager. Generally, files should be set to open in a separate window, so the user can return easily to the web site.
- **Internet**—The Internet Tab allows you to link to an external web page. Always select New window as your target for an external link.
- **Email**—The email link creates a link to an email address. It also allows you to enter a subject that will appear as the Subject Line in the email to help identify it.




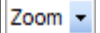



**Tables**—Tables may be created or modified using this single command. Note that there is a table wizard that can help you control your table more effectively than in the past. While a number of options are available, do not use colors as backgrounds or for the lines between table cells. These will interfere with the Cascading Style Sheets and University Web Standards.

## Symbols in the Lower Status bar of the Text Editor

There are also some new buttons in below the text editor:

These symbols are new, and explained below. Please note the cautionary notice\*\* regarding the source code view.

With this symbol...	... you trigger this action:
	Switch to the editing view.
	Switch to the source code view.**
	Switch to the preview mode.
	Changes the view size in Template Editor.
	Repeats the last action.

The Editing view is the default view, and the one you will generally use.

The Source Code should only be used by individuals with current HTML code expertise, and only to correct problems that can't be resolved in the editing view. Editing with source code, even when your code is correct, can create conflicts with the CSS and cause the page to appear improperly in certain browsers. Pages that have improper html code may require that the content be cleared of all content and completely rebuilt.

The preview mode can help you visualize your content, but it is not as complete as the full page preview mode in the top Actions menu of the content page.

The Zoom tool is a handy way to see the content you're editing in a larger size on your monitor. It does not affect the way the text is displayed on the page.