University of BRISTOL

IT SERVICES

Editing web content using 'edit-on Pro'

Reference guide

Aims and Learning Objectives

The aim of this guide is to enable you to use ‘edit-on Pro’ to edit web content in the Content Management System (CMS) or in the Zope Simplified Control Screens (SCS).

After reading this guide, you will be able to:

- do basic text editing (creating paragraphs, headings and lists, make text bold or italics, inserting a horizontal rule);
- copy and paste text from a Word document;
- create and format data tables;
- create links to internal and external pages, bookmarks within a page and MS Office type documents;
- insert images and align them with text;
- make your web content accessible to all users.

Document information

This document is available on the web. To find this, go to www.bristol.ac.uk/it-services/learning/resources and in the **Keyword** box, type the document code given in brackets at the top of this page.

Related documentation

Other related documents available from the web:

Managing and maintaining a CMS website - Reference guide
http://www.bristol.ac.uk/it-services/learning/documentation/webcms-1/webcms-1r.pdf

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Introduction

'edit-on Pro' is a Java-based in-browser, WYSIWYG (What You See Is What You Get) web editor, allowing users to easily create, edit and publish web content.

It has an easy-to-use, intuitive interface which provides Word-like features, empowering non-technical users to become web content contributors without knowing XHTML and style sheets.

However, those familiar with XHTML can edit the source code if they want to.

Prerequisites

'edit-on Pro' is embedded in the University **Content Management System** and the Zope **Simplified Control Screens**. Therefore this document is only relevant to you if you maintain web content using one of these two systems.

Being a Java-based application, you need to ensure that the Java Plug-in (version 1.4 +) is installed on your computer. To check this:

- Open the **Start** menu (bottom left of your screen) and select **Control Panel** (**Start**/**Settings**/**Control Panel** if using Windows 2000). Look for the **Java Plug-in** icon.

If you can't see it, you need to install it (or, if you don't have administrator rights on your computer, ask your computer administrator to do it for you):

- The Java Plug-in can be downloaded from: http://java.sun.com/j2se/1.4.2/download.html
- Choose the J2SE Java Runtime Environment (JRE) option.

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1. The 'edit-on Pro' interface

Objectives To introduce the 'edit-on Pro' interface.

Comments The 'edit-on Pro' interface has been designed to resemble that of common word processors such as Microsoft Word.

Warning! As a University web publisher it is your responsibility to ensure that the information you provide on your website is up-to-date, professional and accessible. Also, it must comply with current Data Protection, Freedom of Information and copyright legislation, and with the University's accessibility policy.

For further information on your responsibilities as a web publisher, please refer to http://www.bristol.ac.uk/web/guide/gettingstarted/responsibilities.html

General description

'edit-on Pro' offers the advantages of a standard text editor for convenient conversion of text content into web content without special knowledge of XHTML. The areas of 'edit-on Pro' that are discussed in this document are highlighted in Figure 1 below:

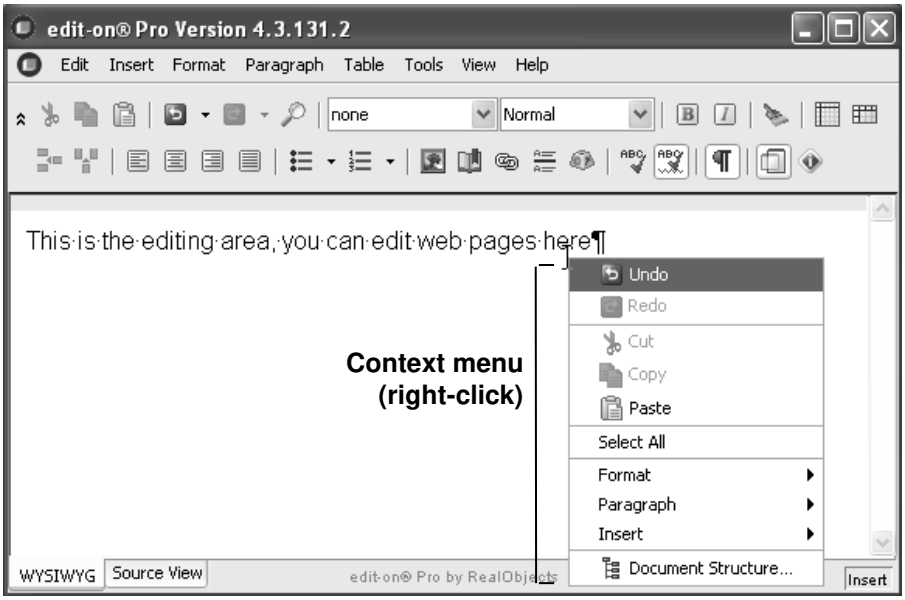

Figure 1 - 'edit-on Pro' interface

The menubar

The 'edit-on Pro' **menubar** contains most of the familiar menus you would expect to find in a word processor like Microsoft Word: **Edit**, **Insert**, **Format**, **Table**, **Tools** and **View**. Notice that because of the way 'edit-on Pro' is integrated into the system, the **File** menu has been removed.

Clicking on a menu opens a pull down list of tools available under that menu.

Menus and the tools they offer are shown in Figure 2:

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