

## Preamble to Standard Functions

All the following functions, properties, descriptions and icons relate to the standard pre-defined actions and functions as delivered to your company by the manufacturer RealObjects.

Your system-integrator/administrator can make user-defined changes to menu entries, toolbar entries, icons and even the entire visual layout of the editor. For this reason it is not possible to provide a guarantee for the correctness or appropriateness of the points discussed here, because these are dependent on the particular installation.

Contact the administrator or system-integrator in your company if you have questions or want to make changes to the user interface of the editor.

## General description of the Editor

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/XML. The areas of edit-on Pro that are discussed in this document are marked in the illustration below.

The Menubar

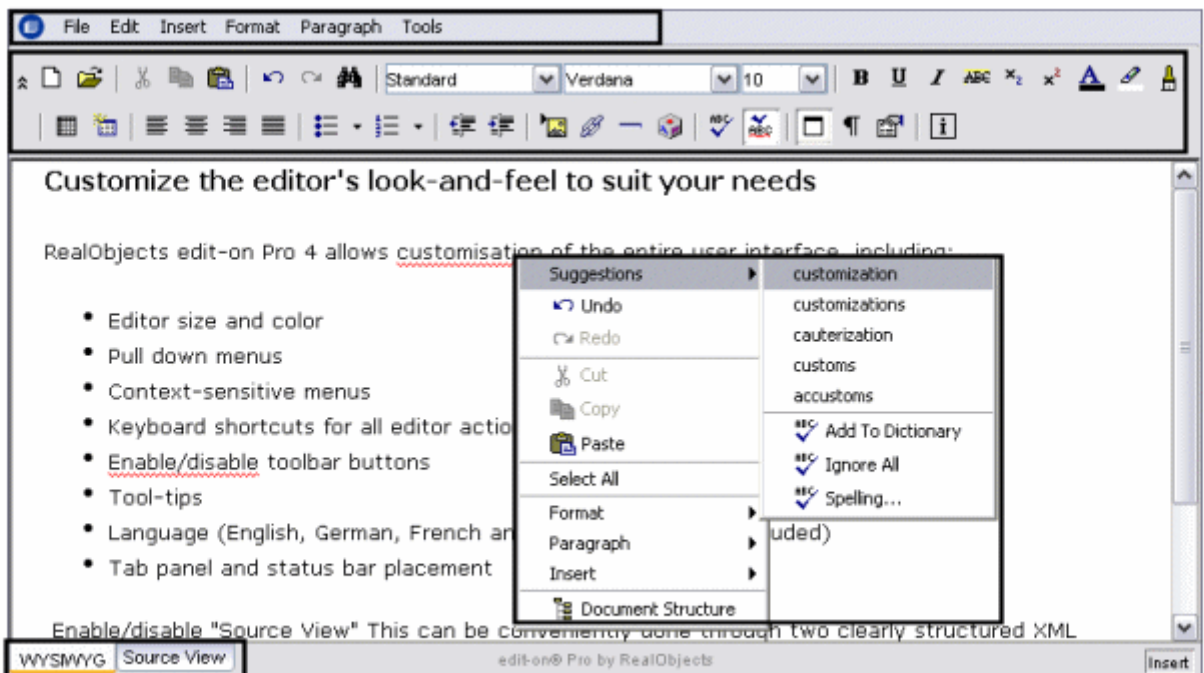
The Toolbar

The Context Menu

WYSIWYG / Source View Tabs

Menubar

Toolbar



WYSIWYG / Source view tabs

Context menu

### 0.2.1 Working with edit-on Pro

To create text with edit-on Pro, you usually work in the WYSIWYG view of the editor. In this view you can work in a similar manner to current word processing programs, using features such as real-time spell checking.

### 0.2.2 WYSIWYG / Source view tabs

Switch between the WYSIWYG / Source View views (see illustration), by selecting the appropriate symbol. Within the "HTML Source view" View you can work on the text by using XHTML tags.

## Standard Editor Functions

### 0.3.1 Menubar

As long as it has not been changed by the system-integrator/administrator, the standard menubar consists of multiple main menus with appropriately categorized menu entries. The individual menus can also be cascaded within single menu items.

### 0.3.2 Menu Entries

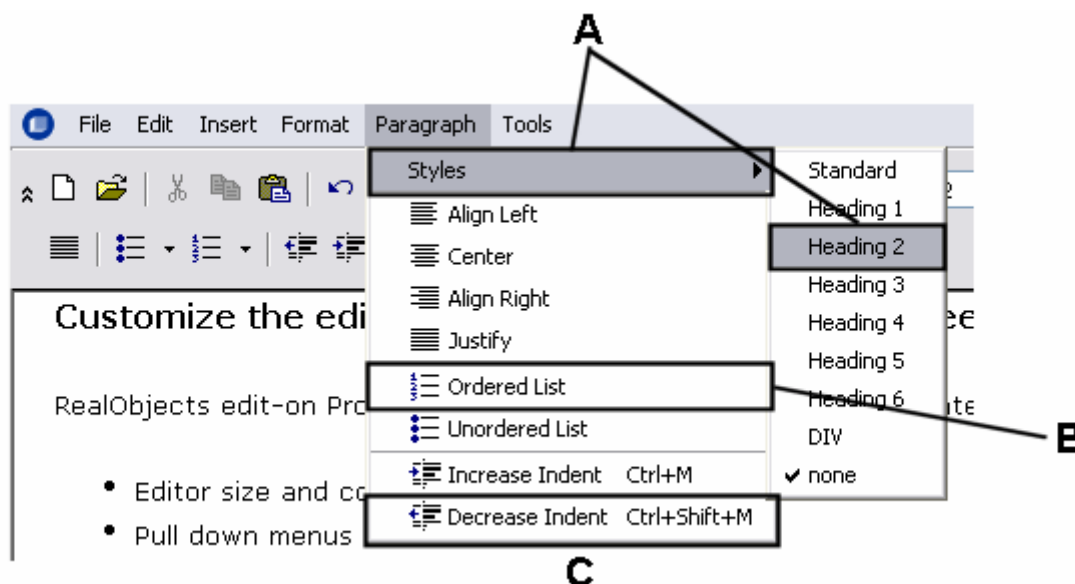
Individual menu entries can have different appearances, depending on the individually chosen characteristics. When all available options for menus have been set, a menu can contain the following elements:

Branching of a menu item into multiple submenu(s) (Label A)

Icon (according to the toolbar icon, Label B)

Description of the function of the menu item, (Labels A,B,C)

Accelerator keys for calling the menu item directly from the keyboard (Label C)



### 0.3.3 Context Menu

The "Context Menu" for an XHTML/XML element or a piece of selected text can be reached by right clicking with the mouse or by using the standard accelerator key combination (Alt + F10).



















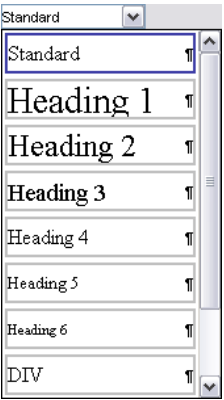

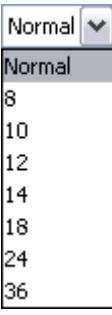


The entries available in the "Context Menu" depend on the actions that are possible with the currently selected element or text block in the WYSIWYG view of the editor. The individual actions can be customized by the system-integrator, allowing more flexibility in the design of the "Context Menu".




The construction of the "Context Menu" reflects the structure of a "Pull-down Menu" in the menubar. (cf. section "Menu Entries")

































### 0.3.4 Executable Actions




All executable standard actions for edit-on Pro are shown in the following table. All the symbols and descriptions here can be defined for all menus and also for the toolbar.

Symbol	XP-Symbol	Label	Function	Corresponding HTML tag in the HTML view
⤴	⤴	Shrink toolbar	Click on this symbol to shrink/expand the toolbar	n.a.

		New	Create a new document	n.a.
		Open	Open an HTML document. (with this function you can also load an entire web site, as long as it does not contain any frames)	n.a.
		Cut	Cuts the currently marked selection	n.a.
		Copy	Copies the currently marked selection	n.a.
		Paste	Pastes the content of the clipboard	n.a.
		Paste Special	Opens the paste special dialog in order to paste content	n.a.
		Insert text	Inserts text	n.a.
		Find and Replace	Find and Replace	n.a.
		Undo	Undo	n.a.
		Repeat	Repeat	n.a.
			Define the format of a piece of text. At this point, all available CSS styles will be displayed.	<code>&lt;h1&gt;Your Text&lt;/h1&gt;</code>
			Define the font type	<code>&lt;p&gt;&lt;span style="font-family:Font;"&gt;Your Text &lt;/span&gt;&lt;/p&gt;</code>
			Define the font size	<code>&lt;p&gt;&lt;span style="font-size:12pt;"&gt;Your Text &lt;/span&gt;&lt;/p&gt;</code>
		Insert span	Creates a span tag with a user defined "class" attribute around the selected text	<code>&lt;p&gt; &lt;span class="hover"&gt; Your Text &lt;/span&gt; &lt;/p&gt;</code>

		Remove formatting	Removes all formatting used by the selected text	n.a.
<b>B</b>		Bold	Bold	<strong>Your Text</strong>
<i>I</i>		Italic	Italic	<em>Your Text</em>
<u>U</u>		Underline	Underline	<span style="text-decoration:underline">Your Text</span>
<del>S</del>		Strikethrough	Strikethrough	<span style="text-decoration:line-through">Your Text</span>
		Color	Colorizes text	<span style="color:red">Your Text</span>
		Highlight text	Mark text color	<span style="background-color:red">Your Text</span>
Aa		Upper/Lower case	Opens the Upper/Lower case dialog	n.a.
		Left justify	Left justifies the text	<p align="left">Your Text</p>
		Center justify	Center justifies the text	<p align="center">Your Text</p>
		Right justify	Right justifies the text	<p align="right">Your Text</p>
		Block justify	Block justifies the text	<p align="justify">Your Text</p>
x <sup>2</sup>		Superscript	Converts the text to superscript	<sup>Your Text</sup>
x <sub>2</sub>		Subscript	Converts the text to subscript	<sub>Your Text</sub>
		Insert Table	Create a table and insert it	n.a.
		Insert standard table	Inserts a standard table	n.a.
		Table assistant	Inserts a table with the help of the table assistant	n.a.
		Insert row	Inserts a row into a table	n.a.
		Insert column	Inserts a column into a table	n.a.
		Alphabetic (large)	Alphabetic list enumeration (large)	<ol type="A">....</ol>
		Alphabetic (small)	Alphabetic list enumeration (small)	<ol type="a">....</ol>
		Numeric	Numeric list enumeration	<ol type="1">....</ol>
		Roman (large)	Roman list enumeration (large)	<ol type="i">....</ol>
		Roman (small)	Roman list enumeration (small)	<ol type="I">....</ol>
		Circle	Bullet list enumeration (Circle)	<ul type="circle">....</ul>
		Filled Circle	Bullet list enumeration (filled circle)	<ul type="disc">....</ul>
		Square	Bullet list enumeration (square)	<ul type="square">....</ul>

		List Properties	Opens the list properties dialog	n.a.
		Insert Date and Time	Allows you to insert the date and/or time	n.a.
		Insert Comment	Insert comment	<!-- Your comment -->
		Page Properties	Opens the page properties dialog	n.a.
		Document Structure	Opens the document structure dialog	n.a.
		Reduce Indent	Reduces the indenting on the current paragraph	n.a.
		Increase Indent	Increases the indenting on the current paragraph	n.a.
		Insert Link	Create/insert a hyperlink (You can insert a link at the current cursor position, or convert the currently selected text into a link)	<a href="http://yourdomain">http://yourdomain</a>
		Insert Bookmark	Inserts a bookmark	<a name="yourbookmark"></a>
		Insert Image	Inserts an image	
		Insert horizontal line	Inserts a horizontal line	<hr/>
		Insert special character	Inserts a special character	n.a.
		Insert custom tag	Inserts a custom tag at the current cursor position or around the currently selected text	n.a.
		Insert Object	Inserts an object	<object type="application/x-shockwave-flash" data="Your_object"> </object>
		Spelling	Hide/Show the spell-checking dialog	n.a.
		Automatic spell-checking	Automatic spell-checking while entering text	n.a.
		Show all	Show hidden characters. (Control characters and unknown XHTML/XML Tags are displayed)	n.a.
		Show table grid	Shows/Hides the table grid if no border width is specified	n.a.
		Style properties	Define CSS types for all available XHTML/XML elements	n.a.
		Document statistics	Show document statistics	n.a.
		Window mode	Switch the Editor to Stand-Alone mode. A new program window is opened	n.a.
		Help	Help (Online help for edit-on® Pro).	n.a.

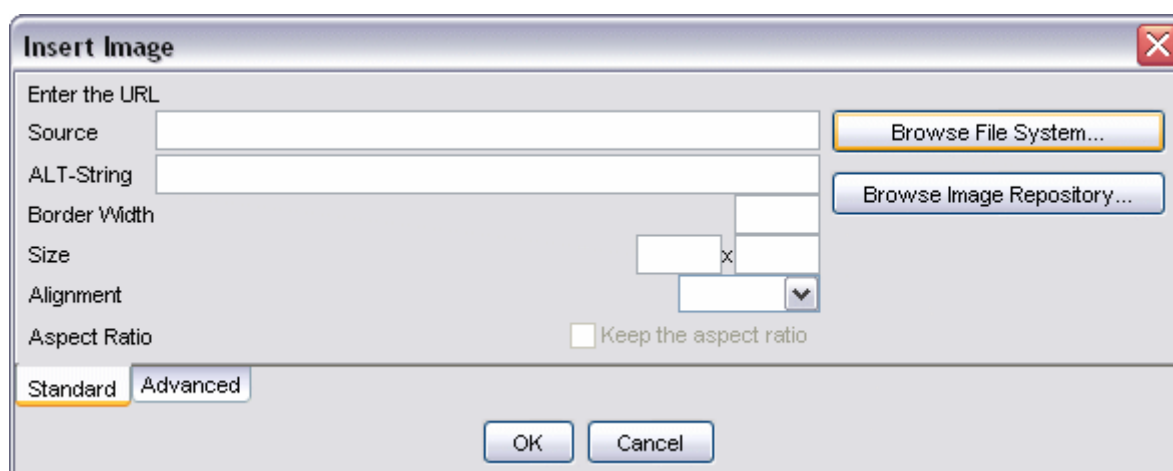
		Info	Product, copyright, version and system information and, if necessary, enabling of user seats	n.a.
			Separator (separates the different button groups).	n.a.

## Using the image upload dialog

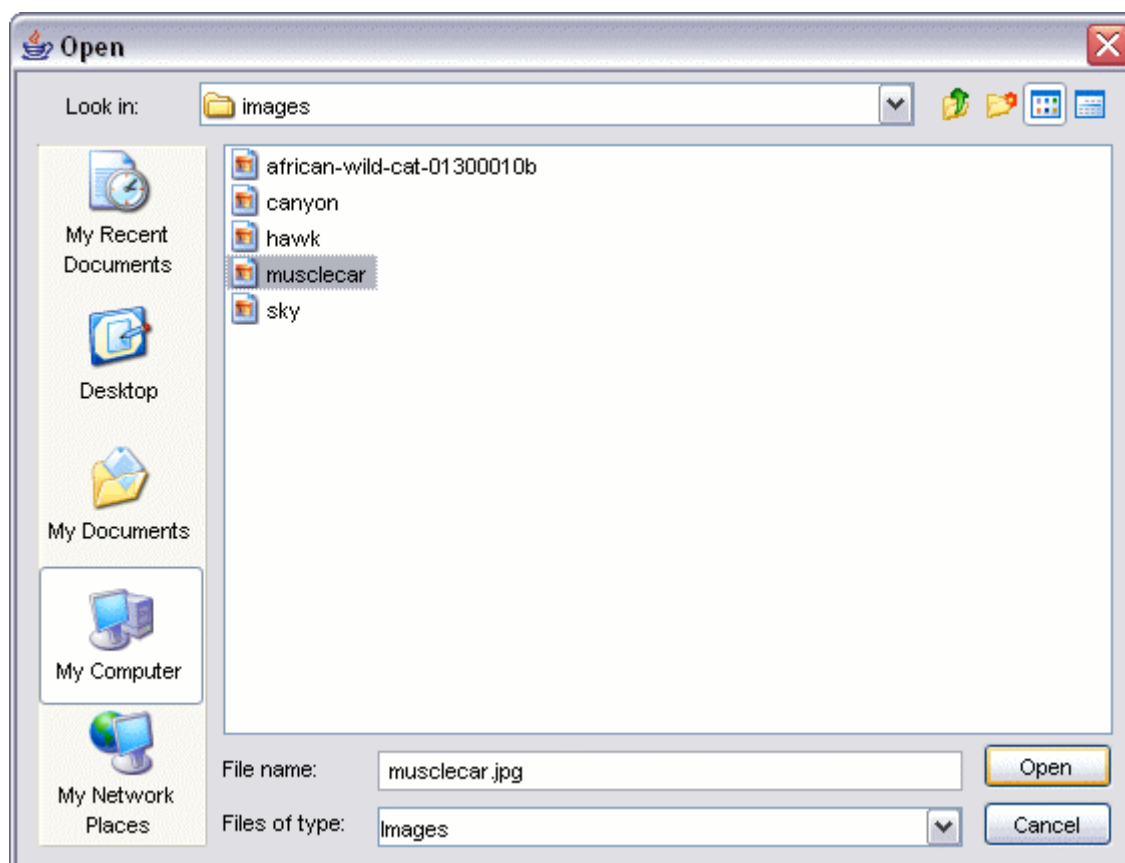
Images can be inserted into the editor in a number of different ways depending on how edit-on Pro is integrated into your system.

### 0.4.1 Inserting a image from the local file system

To load a image from your local hard disk or a network resource, eg. a fileserver, open the "Insert Image" dialog and click on "Browse File System".



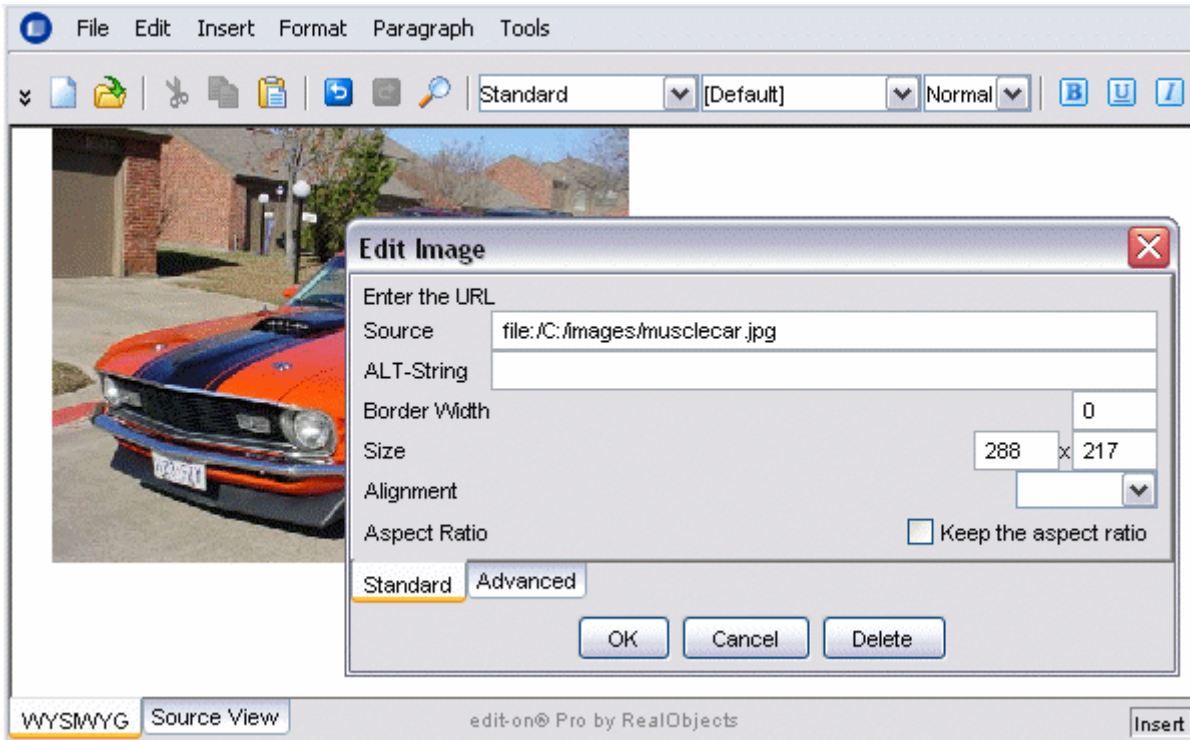
The following dialog will open in which you can select the appropriate image from the file system.



Once you have selected the desired image, confirm the dialog by clicking "Open". The local address of the image will now be displayed in the previous "Insert Image" dialog. At this point you can use the buttons to define different settings such as size, border size etc. and finally insert the image into edit-on Pro.

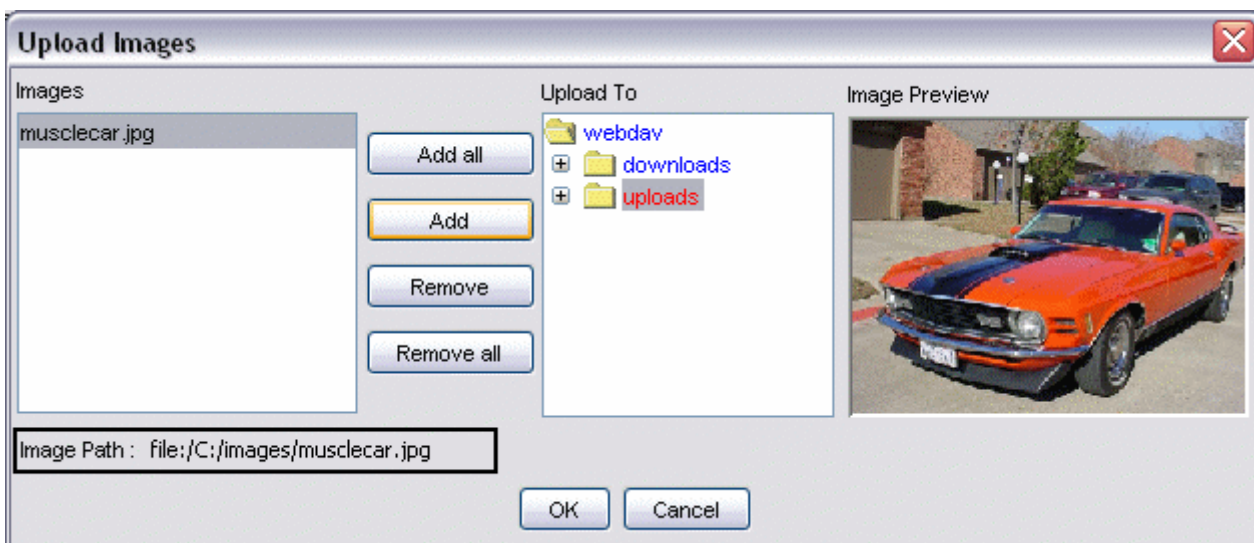
Once you have inserted an image you can still edit the image using the "Edit Image" dialog shown below. Here you can work on an image that has already been inserted.

The "Source" field shows the local address of the image as a URL. To allow saving images from your local hard drive in the final document, you should upload all images to a webDAV server directory if possible ( cf. section "Uploading new images to a webDAV server directory").



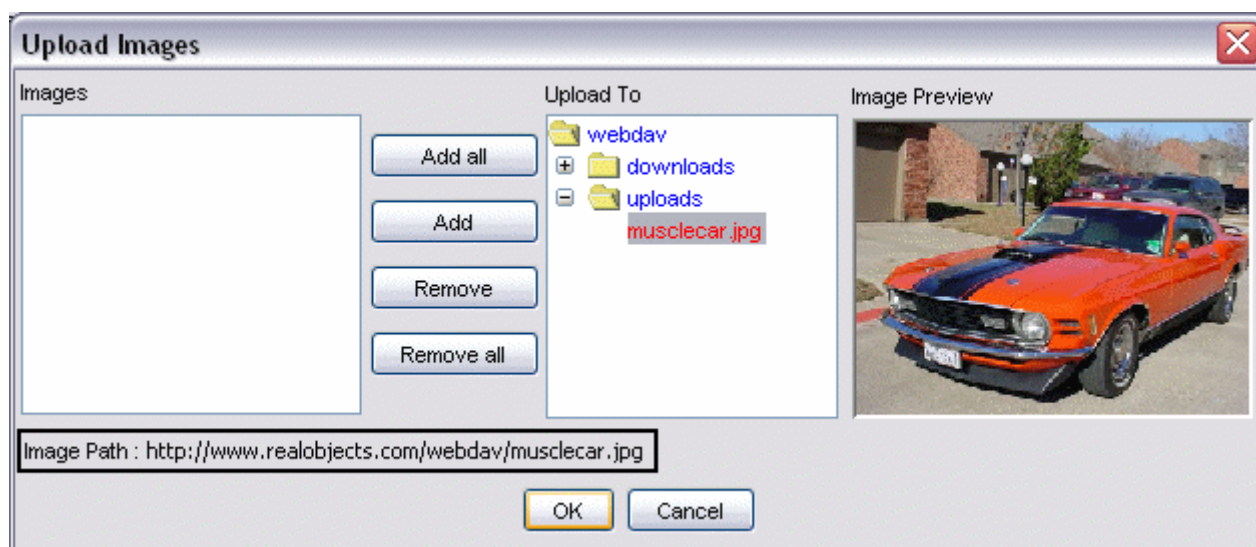
## 0.4.2 Uploading new images to a webDAV server directory

When you want to upload images to an existing webDAV server directory, then open the "Upload Images" dialog using the toolbar or menu option. The standard icon representing this operation is a normal "Save" icon in the form of a diskette. An illustration of the "Upload Images" dialog is shown below. The "Images" column shows all images contained in the current document.



You can assign the target path on the webDAV server to your image by double-clicking on the name of the image or by clicking on the "Insert" or "Insert All" buttons. The directory tree on the server can be navigated in the same manner as a normal file system.

The source address of the image that you have just selected (the image from the local file system) is displayed underneath the buttons.



When you have allocated the image to a target folder, the new target address of the image on the webDAV server is displayed under the dialog box buttons.

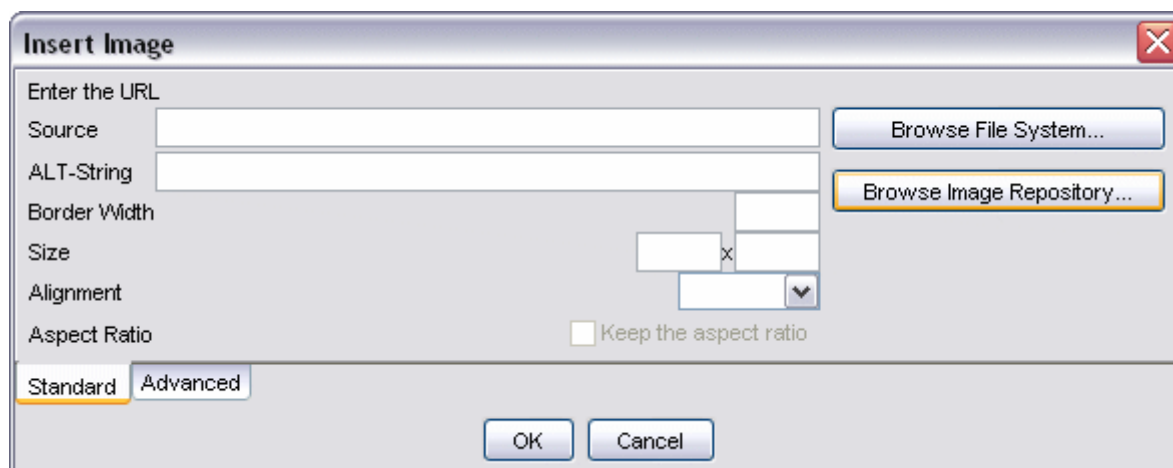
Now you are dealing with a normal web URL, the HTTP address of the image that you are about to upload.

At this point it is possible to rename the image by clicking on the name and editing it as desired.

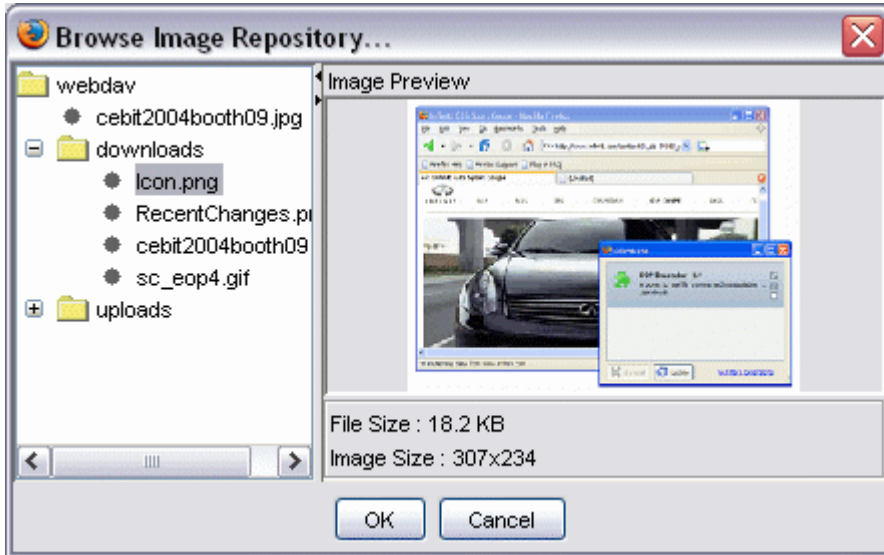
When you confirm the dialog, the image will be uploaded to the webDAV server. A confirmation dialog with an appropriate message will appear.

### 0.4.3 Inserting an image from a webDAV server directory

To insert an image from an existing webDAV server directory, open the "Insert Image" dialog and click on "Browse Image Database".



A dialog box will open, allowing you to browse the images located on the webDAV server. A preview of the selected image is displayed in the box next to the image name. Size and scaling information is displayed beneath the preview.

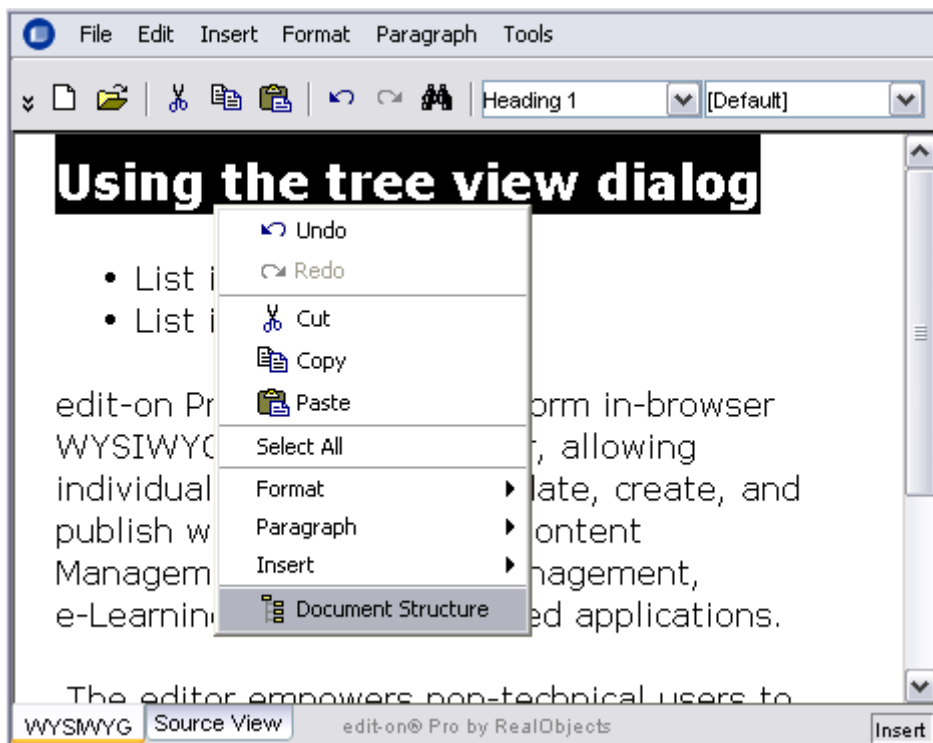


Once you confirm the dialog, the address of the image is redisplayed in the appropriate field of the "Insert Image" dialog. You can now use the buttons to define size, border size etc. and then finally insert the image into edit-on Pro.

## Using the "Document Structure" dialog

Only users experienced with XHTML/XML should use this dialog.

The "Document Structure" dialog is accessed by right clicking at the current cursor position, or on a block of selected text and then choosing the appropriate entry from the context menu, assuming that the system integrator has made this option available. The "Document Structure" dialog can also be accessed from the menubar or an appropriate toolbar icon.

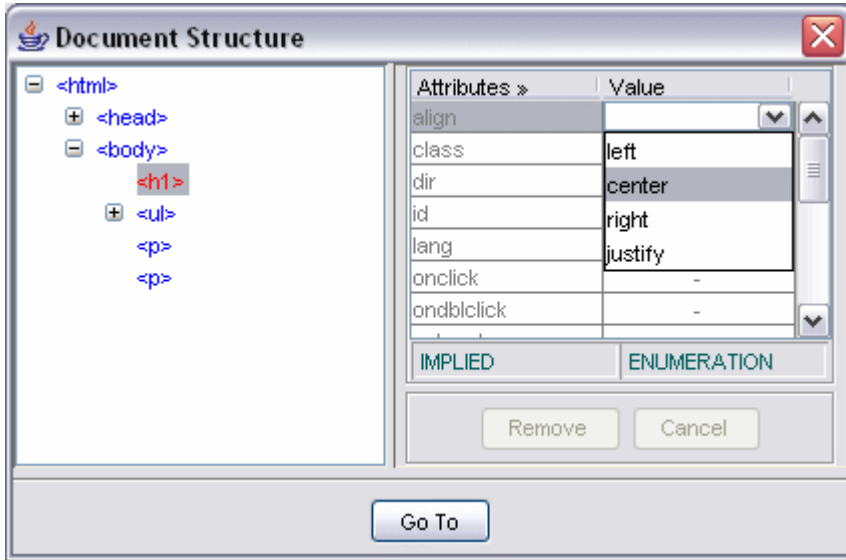


The following illustration shows the "Document Structure" dialog. The left-hand side (blue text) shows the structure of the XHTML document that you are currently working on. Clicking on the +/- symbol will open/close the lower elements of each node. One can visualize this in the same manner as a normal file system.

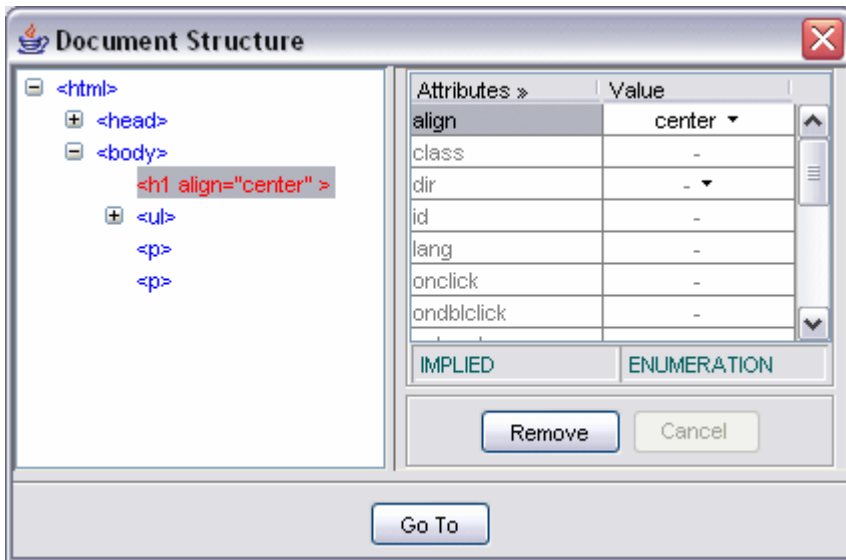
The element displayed in grey, "<h1>", shows the last position of the cursor in WYSIWYG view of your document.

All attribute values that can be defined for the currently chosen element are displayed on the right-hand side of the dialog. In this example, the "align" attribute of the "<h1>" element is defined as "center", to align the heading on the center of the page.

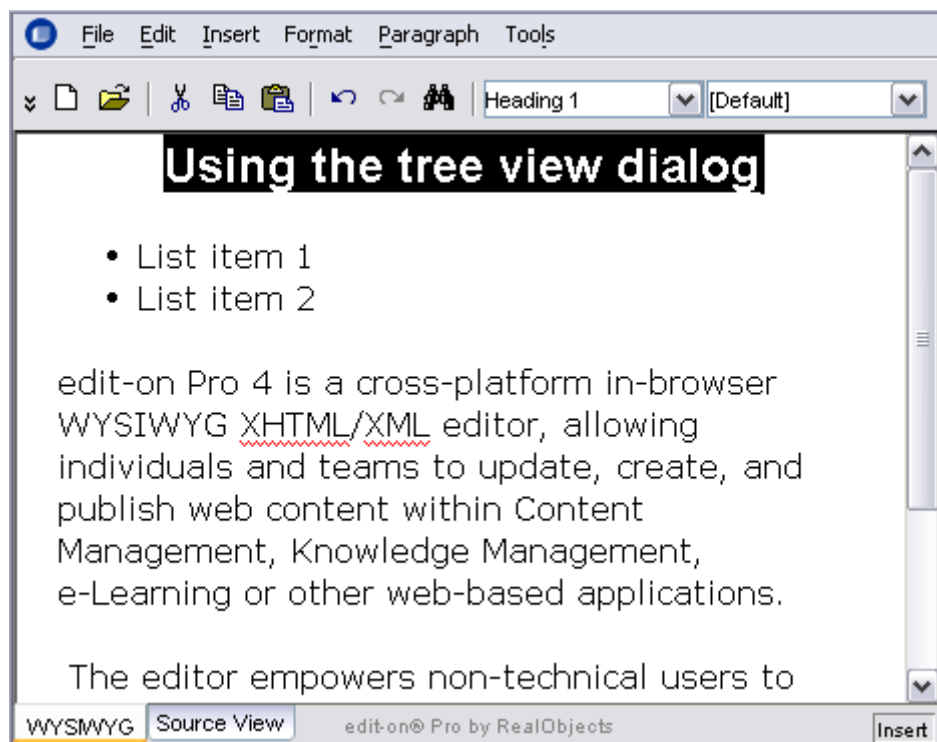
This table contains advice as to whether an attribute value MUST be defined ("Required"), or CAN be defined ("Implied") and also what datatype the attribute must have (in this case "Enumeration").



Once the attribute value has been successfully defined, the changed structure of the "<h1>" element is displayed in the document structure. Use the "Delete" button on the right-hand side of the dialog to delete a previously defined attribute.



Once you have made all desired changes to the document structure, just confirm the dialog. The cursor will now be located at the last element in the "Document Structure" that you have edited. According to our example, the dialog title is now centered.



## Accelerators (keyboard shortcuts)

Ctrl + Shift + R	Refresh
Ctrl + left arrow	Move one word to the left
Ctrl + right arrow	Move one word to the right
Ctrl + Home	Jump to the beginning of the document
Ctrl + End	Jump to the end of the document
Ctrl + Shift + Space	Insert a space (&nbsp;)
Ctrl + Minus	Insert a hyphen (&shy)
Ctrl + Alt + I	Open the Info dialog
Ctrl + Shift + S	Select the Toolbar drop-down field "Paragraph formatting"
Ctrl + Shift + P	Select the Toolbar drop-down field "Font size formatting"
Ctrl + Shift + F	Select the Toolbar drop-down field "Font type formatting"
Ctrl + N	Create a new document
Ctrl + O	Open a document
Ctrl + X	Cut and store in the clipboard
Ctrl + C	Copy into the clipboard
Ctrl + P	Insert the clipboard contents
Shift + Insert	Insert the clipboard contents
Ctrl + Z	Undo

Ctrl + Y	Restore
Ctrl + H	Find and Replace
Ctrl + B	Make the selected text bold
Ctrl + I	Make the selected text italic
Ctrl + U	Make the selected text underscored
Ctrl + =	Make the selected text into subscript
Ctrl + Shift + =	Make the selected text into superscript
Ctrl + L	Left justify
Ctrl + E	Center justify
Ctrl + R	Right justify
Ctrl + J	Block justify
Ctrl + M	Increase indent
Ctrl + Shift + M	Decrease indent
Ctrl + K	Insert hyperlink
Ctrl + Shift + 8	Switch on the P-Mode for displaying tabs/spaces etc. in the WYSIWYG view
Ctrl + Space	Remove all formatting from the selected text
Shift + F10	Display the context menu
Ctrl + A	Select all