# **G** Axis Editor

2016 - Fall Edition

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## Overview

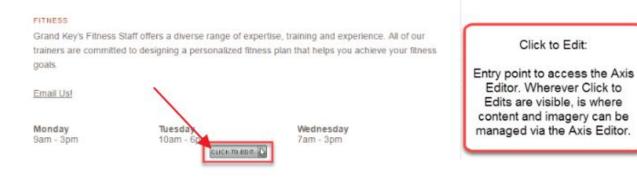
The **Axis Editor** is the main editing tool used anywhere content and imagery is placed throughout the website.

### Use Case(s)

Website Admins and Editors will use the **Axis Editor** when updating content and imagery on the website.

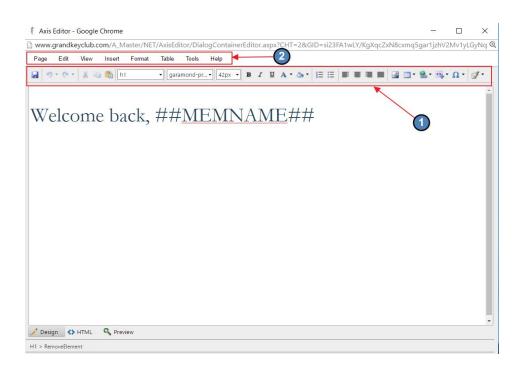
# Accessing the Tool

Click to Edit: Access the Axis Editor by clicking on any Click to Edit button on the website.



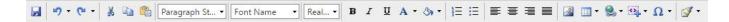
# **Editor Tools**

The **Quick Tab Toolbar** and the **Menu Bar** of the **Axis Editor** contain the main tools that will be used to edit content.



#### Quick Tab Toolbar

The Quick Tab Toolbar contains commonly used icons and options to format content.



Save: Sets changes live immediately.



**Undo/Redo:** Reverse to previous step, or re-do previous undone step. Click the small down-arrow to the right of the buttons, to see (and optionally select) a list of the latest steps to undo or redo.



Cut/Copy: Cut and Copy content within the editor.



**Paste as Plain Text:** Code is carried over from outside sources, which is not compatible with the website design. Instead of pasting content directly into the **Axis Editor**, use the **Paste as Plain Text** function to paste content. This tool will strip formatting so the proper formatting can be applied.



**Style Tags:** Font options that were determined during the design phase. Apply **Style Tags** to change the font throughout the content.

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HEAD	NG	1		
HEADING :	2			
HEADING	3			

Font Options: Additional font options that may be used.

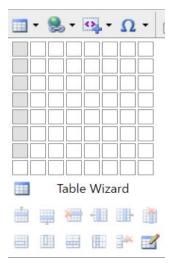
Arial, Helveti 🝷	14px •
Arial	
Century Gothic	
Courier New	
Garamond	
Georgia	
Impact	
Lucida Sans Un	icode
Palatino Linotyp	e
Tahoma	
Times New Roman	n
Trebuchet MS	
Verdana	
More Font	s

Image Explorer: Opens the Image Explorer for adding imagery to the content area.

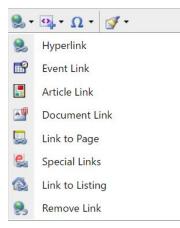




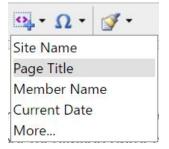
Insert Table: Allows for a table to be added.



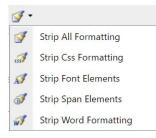
**Insert Hyperlink:** Used to insert various hyperlinks such as: event links, article links, document links, page links, or to remove hyperlinks.



**Insert Snippet:** Snippets are dynamically populated based on information in the Directory and Accounting system. Snippets may be used to personalize pages (*Examples: Member Name, Emaill Address, Minumum Left Unspent*).



Format Stripper: Used to remove hidden style codes from the content.

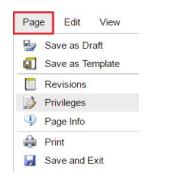


#### Menu Bar

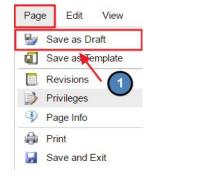
The Menu Bar contains commonly used actions and additional ways to access formatting tools when working in the Editor.



Page: Here we can save our work, access logs, and save drafts and templates.



**Save as Draft:** Save page changes for later. This will not publish the changes live, and allows the page to be worked on at a later date. Once saved, **Drafts** are stored (and retrievable) under **Revisions**.



	Logs Drafts Auto S	aved Unpublished
Clic	k a Record to View Html	
	Name	Update Time 👻
×	Emily Latham [CE]	9/13/2016 9:51:44 AM
×	Brittany Hudson [CE]	6/27/2013 11:30:40 AM
х	Andy Strittmatter [CE]	1/24/2012 2:11:50 PM
×	Zachary Larabee [CE]	11/21/2011 11:26:59 AM



**Save as Template:** Save Pages as Templates. A Template is a pre-formatted file that serves as a starting point for a new document in the future. Oftentimes, templates are used in conjunction with Email.

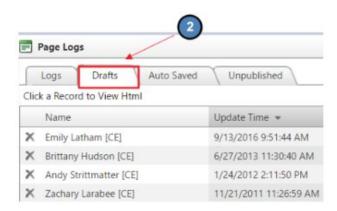
Page	Edit	View				
🛃 Sa	ave as D	oraft				
Sa Sa	ave as Te	emplate				
R	Revisions					
D Pi	Privileges					
Pa	Page Info					
🖨 Pi	Print					
🛃 Sa	ave and l	Exit				

To save new template, name the template, click on the desired folder location to save template, and then click **Save Template**.

Save as New Template	×
Save Template Template Name Folder My Saved Archives	
Automated Member Communicatio	ns
Themed 3	ve Template

**Revisions:** Shows previous version of the page changes. May be used to load an older version of content to the page. This is where we access **Drafts** and **Logs** after we **Save as Draft**.

Pag	e Edit	View	Insert	Format	Table	Tools
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	Revisions		•	Logs	-	
	Privileges			Drafts		1
Ð	Page Info			Auto S	aved	
	Print			Unpub	lished	
	Save and	Exit				



#### Format: Alternate ways to address font styling.

Forr	nat	Table	Tools	Help			
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<u>u</u>	Underline						
¶.	Styl	е		×			
	Fon	t		•			
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abe	Strik	Strikethrough					
X <sup>2</sup>	Sup	Superscript					
×2	Subscript						
Å	Convert to Uppercase						
A	Con	vert to Lov	wercase				
	Alig	nment		•			
	List	Style		+			
ŧ	Incr	ease Inde	nt				
	Dec	rease Inde	ent				
-	Line	Spacing		×			
	Strip	Formattir	ng	×			
-	Styl	e Wizard					
	Colo	ors					

Tables: Different Options for working within tables.



# Adding Content

### **Inserting Content**

Content can be added by directly typing into the editor, or by copying from an outside source and pasting into the editor. If copying from another source, please use the **Paste as Plain Text** Function as detailed below.

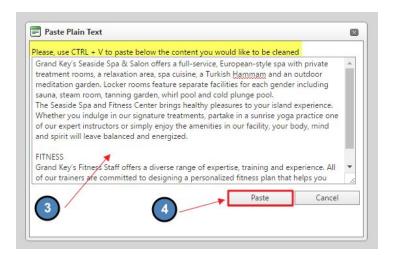
Copy content from another source like Word by highlighting the text and using **CONTROL + C** to **Copy**.



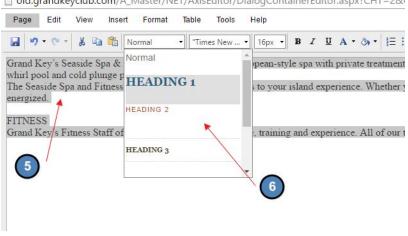
Go back to the Axis Editor, and open the Paste as Plain Text Function.



Once the Paste as Plain Text Function is open, use CONTROL + V to paste the text into the Paste as Plain Text Function. Then click Paste to insert the content into the Axis Editor.



Once the content is in the Axis Editor, highlight the text and apply various Style Tags as needed.



old.grandkeyclub.com/A\_Master/NET/AxisEditor/DialogContainerEditor.aspx?CHT=2&u

- Heading 1: typically used for Page Titles
- Heading 2-6: used for various sub-headings •

• Normal: used main body text

#### **Inserting Images**

Images must first be uploaded to the Image **Explorer** before they can be used on the website.

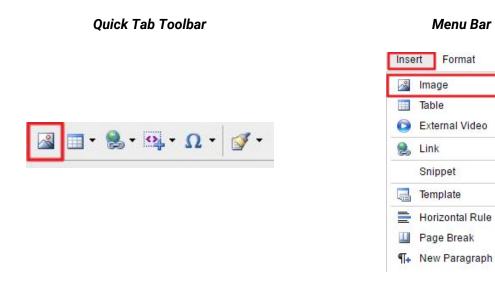
 Access the Image Explorer from the Quick Tab Toolbar or from the Menu Bar under Insert > Image.

Table

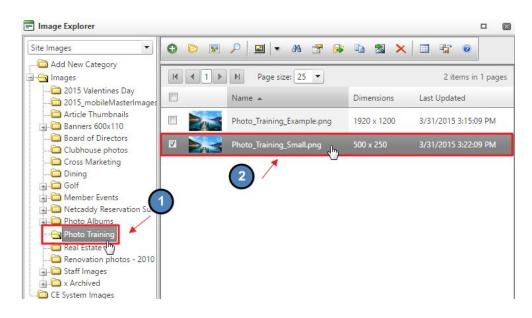
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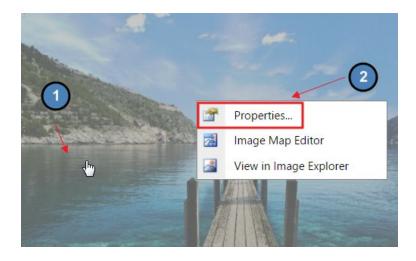
- Choose the **Folder** in which your image is located.
- Double click on the Image Name to Insert onto page.



## **Styling Images**

Add styling Images such as wrap text and padding.

#### Right click on the Image > Image Properties



Choose **Text Alignment** to have content wrap around the image.

Choose Image	http://old.gr	randkeyclub.com/im	
Width	500 px	😖 Height 250	рх
Image Alignment	E H	3	
Border Color	*	Border Width	¢ px
Тор		Bottom	÷ px
Right		Left	¢ py
Alt Text			
Title Text			
Long Description			

Add **Padding** to create space between the image and content.

• Common Padding Sizes: 5px, 10px, 15px, 20px.

	lage	http://old.g	grandkeyclub.com/i	m 🔝
W	'idth	500 px	📾 Height	250 px
Image Alignm	nent	-		
Border C	olor		Border Width	рх
	Top	15 🛊 p	x Bottom	15‡ px
R	ight	15 🗘 p	x Left	15 🗘 px
Alt	Text			
Title	Text			
Long Descrip	tion			



Below, we can see we have space, or **Padding**, between the image and the content.

#### FACILITIES



Grand Key's Seaside Spa & Salon offers a full-service, European-style spa with private treatment rooms, a relaxation area, spa cuisine, a Turkish Hammam and an outdoor meditation

garden. Locker rooms feature separate facilities for each gender including sauna, steam room, tanning garden, whirl pool and cold plunge pool.

#### **Inserting Tables**

Tables can be used to help align content. Most commonly used when adding lists in columns such as contact information, tournament results, or document links.

 Click on the Table function from the Quick Tab Toolbar, or use the Menu Bar, Insert > Table

Quick Tab Toolbar

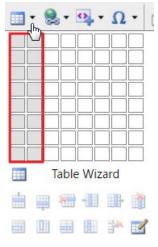


#### Menu Bar





• Choose the amount of rows and columns for the table and the table will automatically be inserted on the page.

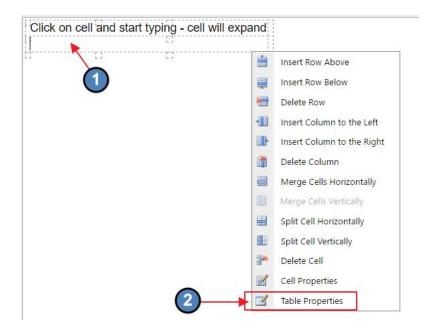


• Click mouse inside cell of inserted table and start typing. Cell will expand.



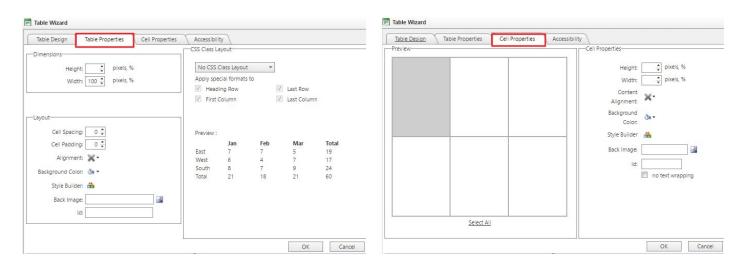
## **Styling Tables**

• Right click on the inserted table, and choose Table Properties





• Apply styling to the **Table** or **Cells**.



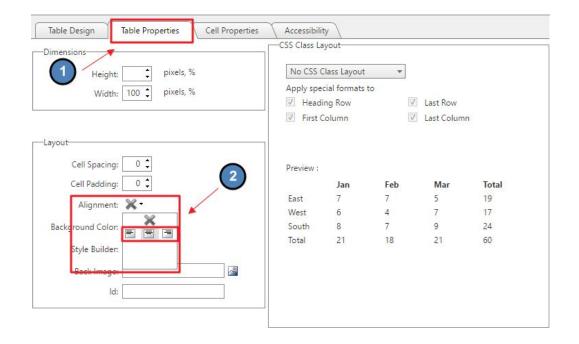
- Adjust Table Width or Height by adding a percentage or pixels.
  - It is best to not assign a height as the table will grow with the amount of content
  - It is best to assign a 100% width to the table so it spans the full content area.

Table Design Table Properties	Accessibili				
Dimensions	CSS Class La	ayout			
Height: 🗘 pixels, %	No CSS (	Class Layout	¥		
		cial formats			
Width: 100 🗘 pixels, %		ing Row		Last Row	
	-	Column		Last Colum	n
2					
ayout	1				
Cell Spacing: 0 🗘	Preview :				
Cell Padding: 0 🗘		Jan	Feb	Mar	Total
	East	7	7	5	19
Alignment: 💥 -	West	6	4	7	17
Background Color: 👌 🔹	South	8	7	9	24
Style Builder: 🚔	Total	21	18	21	60
Back Image:					
ld:					
	]				

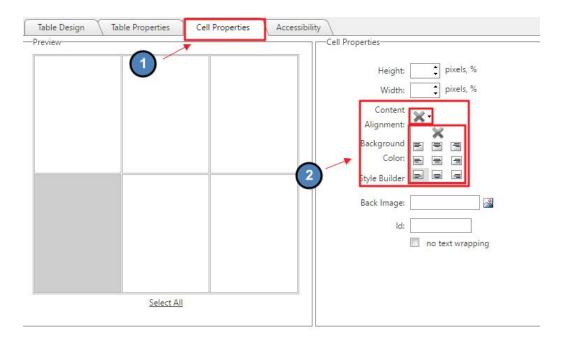
Adjust Cell Width or Height by adding a percentage or pixels
Useful when wanting each cell to have a fixed width or height

able Design Table Properties	Cell Properties	Accessibility Cell P	roperties	
		2	Height: Width:	pixels, %
			Content Alignment: Background Color:	
			Style Builder Back Image: Id:	no text wrapping
Select All				

• Apply content position to the table



• Apply content position to the cells

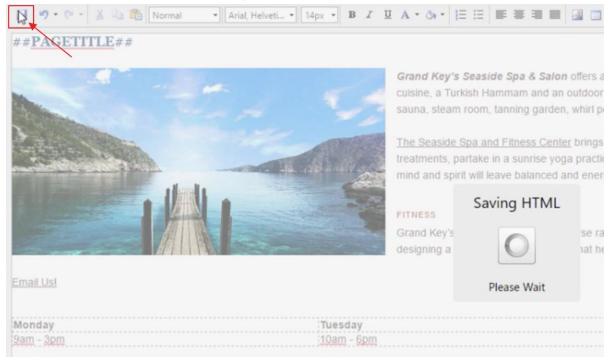


• Add padding to cells using the Style Builder option.

•	Cell Properties Height: 🗘 pixels, %	🗐 Style Builder
	Width: pixels, %	Font
	Content X-	Background Width t px -
	Alignment:	Text Height px V
	Background Color:	Layout Padding
	Style Builder	Box Same for all
		Border Top 5 🗘 px 🔻 Top 🗘 px 💌
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	ld:	Left px Left px T
	no text wrappin	Right px Right px T

## Save/Publish Content

When finished editing, click Save to publish changes and exit the Editor.





**G** Axis Editor

- 1. When copying content from an outside source, always use the Paste as Plain Text function to strip outside formatting. This will ensure that the proper pre-defined font options are applied to the content.
- 2. Using additional font options is not recommended as it is best to streamline content font. It is best to only use the Style Tags option.
- 3. Resize and Crop Images prior to using imagery on the website to ensure the proper dimensions rather than resizing on the page.
- 4. Remember to Save after edits are made or edits may be lost. Once Saved, the changes will publish live.