G Axis Editor

2016 - Fall Edition

User Guide - Table of Contents

<u>Overview</u>

Use Case(s)

Accessing the Tool

Editor Tools

Quick Tab Toolbar

Menu Bar

Adding Content

Inserting Content

Inserting Images

Styling Images

Inserting Tables

Styling Tables

Save/Publish Content

Best Practices

Overview

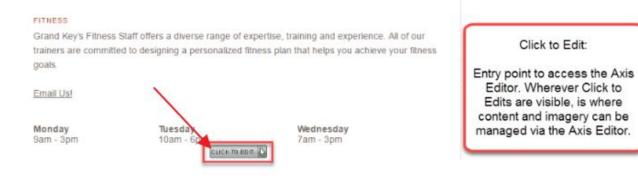
The **Axis Editor** is the main editing tool used anywhere content and imagery is placed throughout the website.

Use Case(s)

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

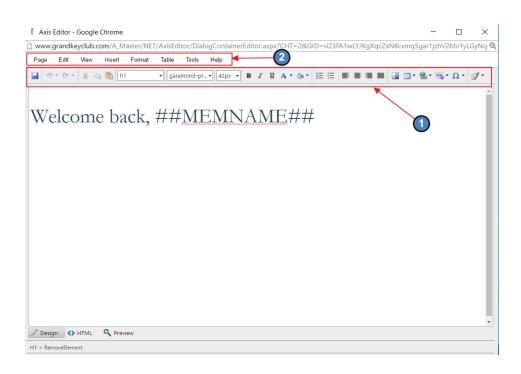
Accessing the Tool

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



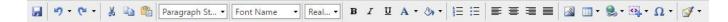
Editor Tools

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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Normal			4
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HEADING 2	2		
HEADING ;	3		

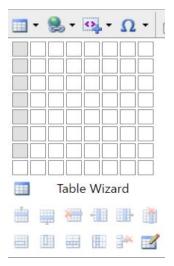
Font Options: Additional font options that may be used.

Arial, Helveti 🝷	14px •
Arial	
Century Gothic	
Courier New	
Garamond	
Georgia	
Impact	
Lucida Sans Un	icode
Palatino Linotyp	e
Tahoma	
Times New Roman	1
Trebuchet MS	
Verdana	
More Font	s

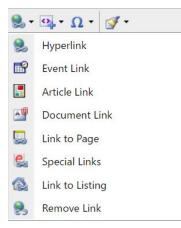
Image Explorer: Opens the Image Explorer for adding imagery to the content area.



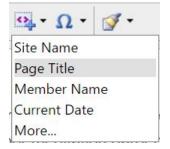
Insert Table: Allows for a table to be added.



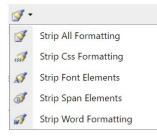
Insert Hyperlink: Used to insert various hyperlinks such as: event links, article links, document links, page links, or to remove hyperlinks.



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.

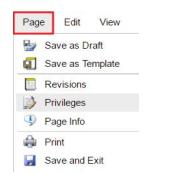


Menu Bar

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 Saved	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
×	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.

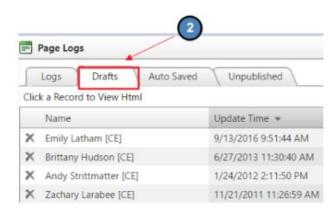
Page	e Edit Viev					
🛃 Sa	ave as D	raft				
Sa Sa	ave as Te	emplate				
R	evisions					
D Pi	ivileges					
Pa	Page Info					
🖨 Pi	Print					
🛃 Sa	ave and I	Exit				

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	1
Automated Member Communications CE Templates Dining Generalis Golf Events	
Themed Save T	emplate

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	ge Edit View Inser		Edit View Insert Format			Tools
	92 G	Save as D Save as Te			Heading 1	• Geo	1
[Revisions		•	Logs	1	
		Privileges Page Info Print		Drafts	1		
	Ð			Auto Saved Unpublished			
	۵						
		Save and	Exit	•			



Format: Alternate ways to address font styling.

For	mat	Table	Tools	Help
в	Bold			
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-	Dec	rease Inde	ent	
=	Line	Spacing		•
	Strip	Formattir	ng	•
4	Style	e Wizard		
	Colo	ors		

Tables: Different Options for working within tables.



Adding Content

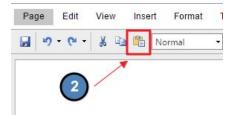
Inserting Content

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.

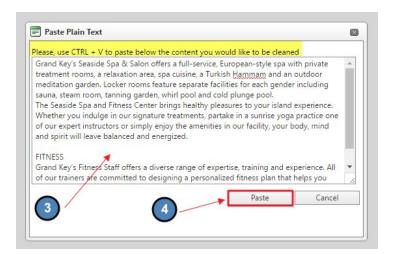
Copy content from another source like Word by highlighting the text and using **CONTROL + C** to **Copy**.



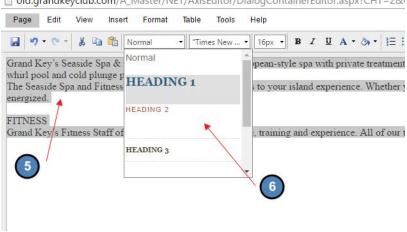
Go back to the Axis Editor, and open the Paste as Plain Text Function.



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.



ind.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.

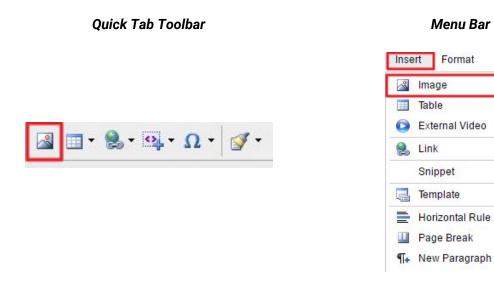
Format

Table

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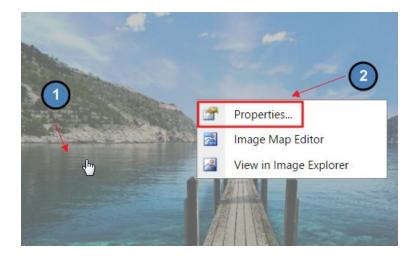
- Choose the Folder in which your image is located.
- Double click on the Image Name to Insert onto page. •

Site Images	- C D	📧 🔎 🔛 🔻 👭 😤 [🕏 🖻 🖄 🗙	
Add New Category 	14 4	1 ▶ ▶ Page size: 25 ▼		2 items in 1 page
2015 Valentines Day	nages	Name 🔺	Dimensions	Last Updated
Article Thumbnails		Photo_Training_Example.png	1920 x 1200	3/31/2015 3:15:09 PM
Board of Directors Clubhouse photos	Z	Photo_Training_Small.png	500 x 250	3/31/2015 3:22:09 PM
Cross Marketing Dining Golf Member Events Netcaddy Reservation Photo Albums Real Estate Renovation photos - 2 Staff Images		2 /		

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.g	randkeyclub.com/im	
Width	500 px	📾 Height 250	рх
Image Alignment	E H	3	
Border Color	*	Border Width	‡ px
Тор		Bottom	÷ px
Right	13 th	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.

Top 15 px Bottom 15 1	Choose Image	http://old.gra	andkeyclub.com/im	
Border Color Top 15 px Bottom 15 px Right 15 px Left 15 px	Width	500 px	📾 Height 25	0 px
Top 15 ÷ px Bottom 15 ÷ p Right 15 • px Left 15 • p	Image Alignment	-		
Right 15 px Left 15	Border Color		Border Width	\$ рх
	Тор	15‡ px	Bottom	15 ‡ px
Alt Text	Right	15 🗘 px	Left	15 ‡ px
	Alt Text			
Title Text	Title Text			
Long Description	Long Description			



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

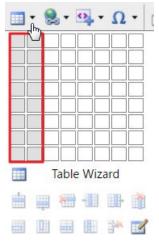


Menu Bar





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

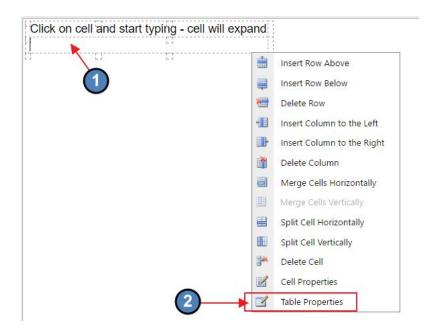


• Click mouse inside cell of inserted table and start typing. Cell will expand.



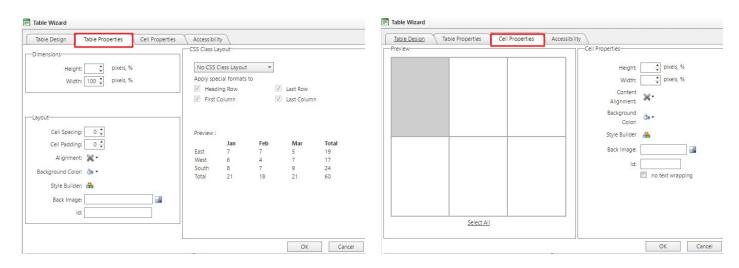
Styling Tables

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





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



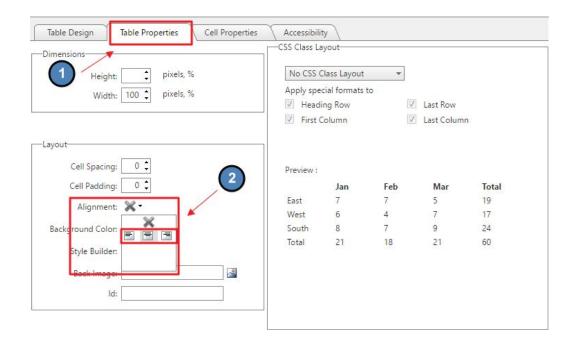
- Adjust Table Width or Height by adding a percentage or pixels. •
 - It is best to not assign a height as the table will grow with the amount of content
 - It is best to assign a 100% width to the table so it spans the full content area. 0

able Design Table Properties	1	1			
mensions	CSS Class La	iyout			
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		cial formats			
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		Column	9	Last Colum	n
2					
yout					
Cell Spacing: 0 🗘	Preview :				
Cell Padding: 0 🗘	riceiew,	Jan	Feb	Mar	Total
	East	7	7	5	19
Alignment: 💥 🗸	West	6	4	7	17
Background Color: 👌 🔹	South	8	7	9	24
	Total	21	18	21	60
Style Builder: 🚢					
Back Image:					
ld:					

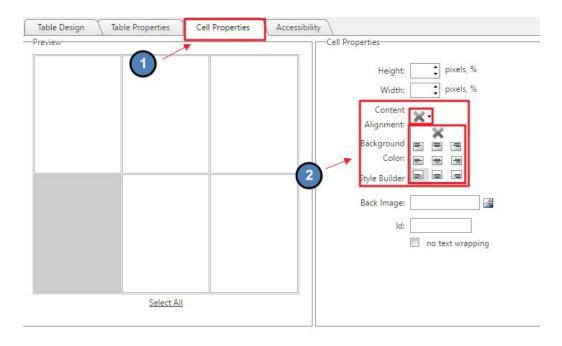
Adjust Cell Width or Height by adding a percentage or pixels
 Useful when wanting each cell to have a fixed width or height

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

• Apply content position to the table



• Apply content position to the cells

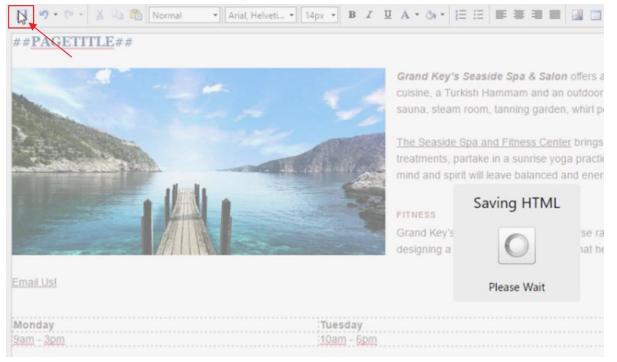


• Add padding to cells using the Style Builder option.

Cell Properties Height: pixels, %	🗐 Style Builder
Width: pixels, %	Font
Content 🗙 -	Background Width \$ px +
Alignment:	Text Height px 🗸
Background Color:	Layout Padding Margin
	Box Same for all
Style Builder 📇 🌆	Border Top 5 + px + Top + px +
Back Image:	Lists Bottom
ld:	Left px Left px T
no text wrappir	Right Right Right Right

Save/Publish Content

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



Best Practices

- 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.

FAQ

Q: I copied content into the editor, but the font does not match the styling of the website font.

A: Be sure to use the Paste as Plain Text function when copying font from an outside source. Copying from another source will copy over the font styling from the outside source. Once you use the Paste as Plain Text, you can then use the Style Tags to apply the appropriate font designated for the site design.

Q: What is the best way to format a list of names or contact information on a page?

A: An easy way to style names or contact information using multiple columns is by using tables. This way, the information can line up properly by applying styling to cells, rows, or columns.

Q: I need to add an image to my page, how do I add it?

A: First, the image must be added to the Image Explorer. After the image in in the Image Explorer, you can then use the Insert > Image function in the editor which will access your library database from the Image Explorer.