# Axis Editor

2016 - Fall Edition

## User Guide - Table of Contents

# 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.
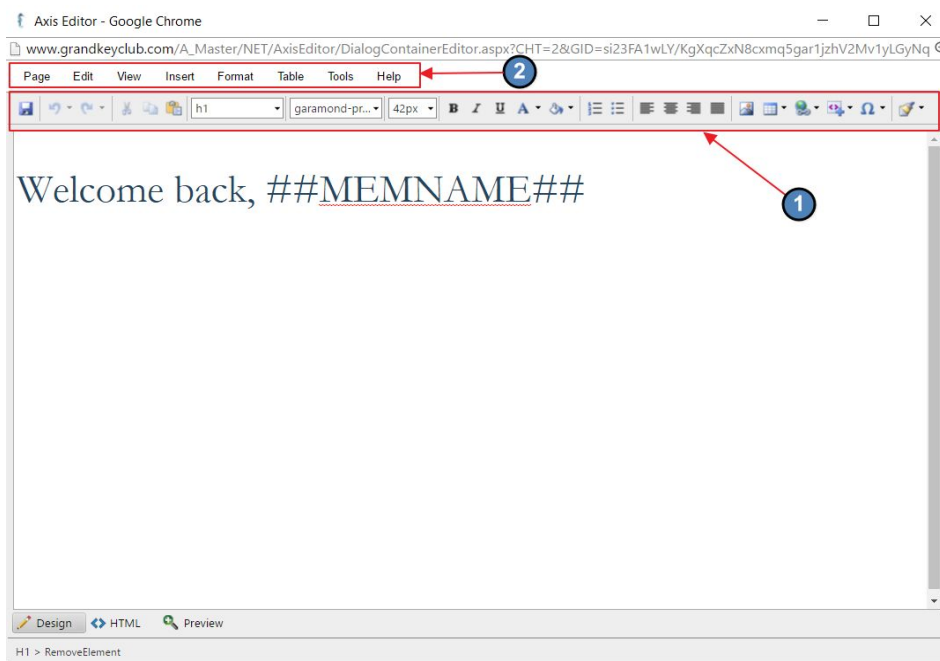
## Quick Tab Toolbar

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.
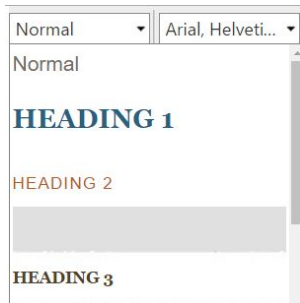


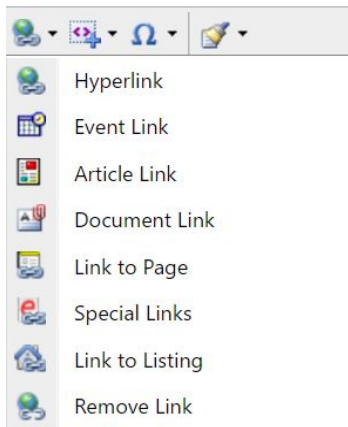**Font Options:** Additional font options that may be used.



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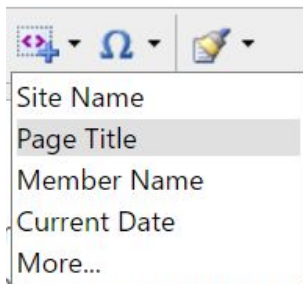
**Format Stripper:** Used to remove hidden style codes from the content.
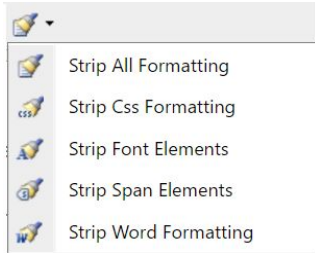

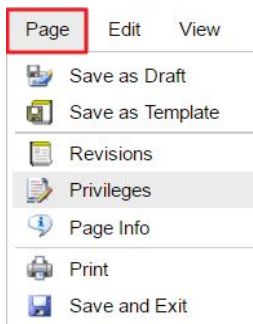
# Menu Bar

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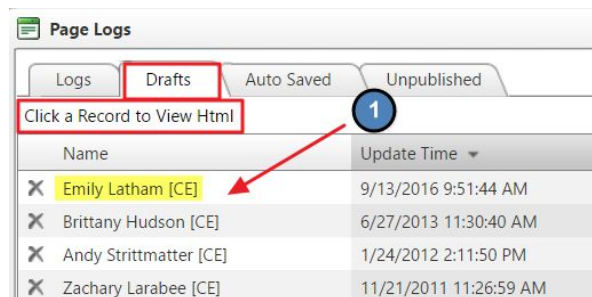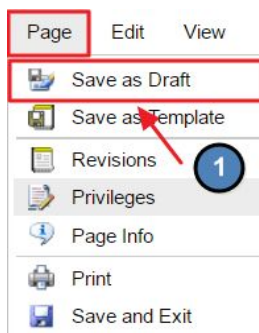
**Save as Template:** Save Pages as Templates.  A Template is a pre-formatted file that serves as a starting point for a new document in the future.  Oftentimes, templates are used in conjunction with Email.
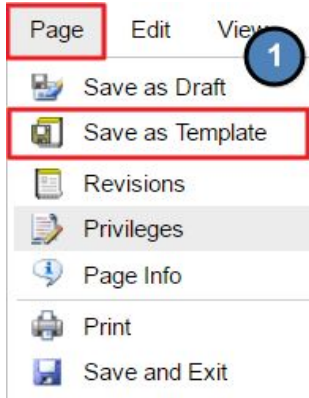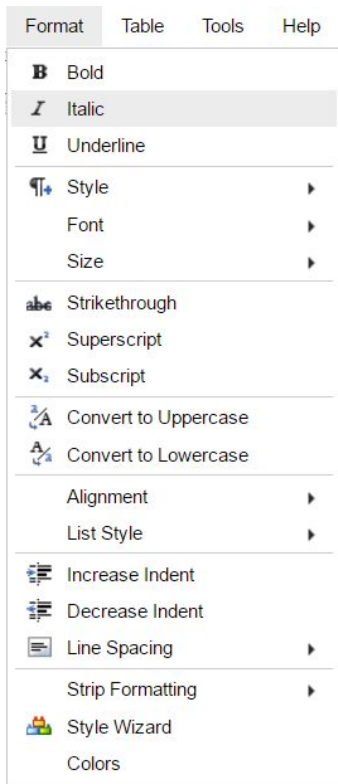


To save new template, name the template, click on the desired folder location to save template, and then click **Save Template**.
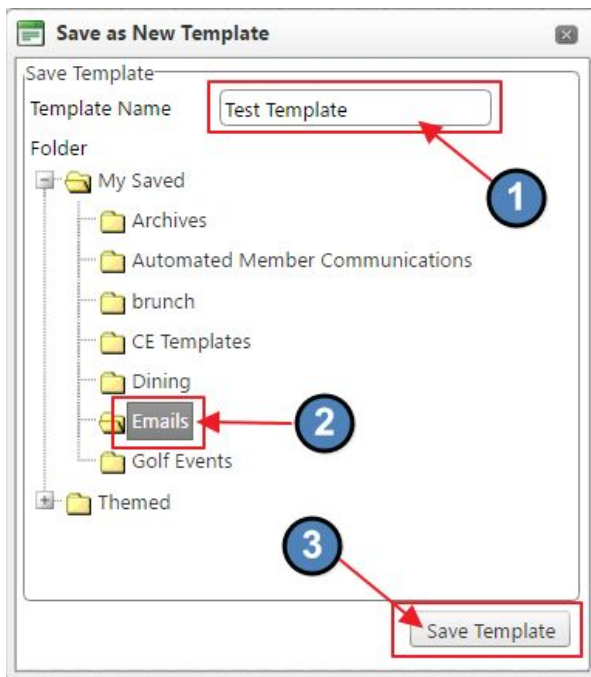


**Revisions:** Shows previous version of the page changes. May be used to load an older version of content to the page. This is where we access **Drafts** and **Logs** after we **Save as Draft**.
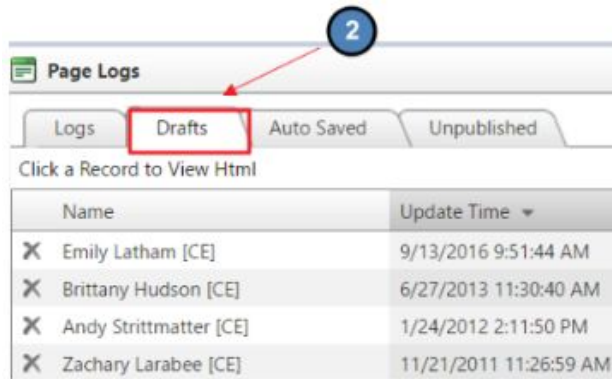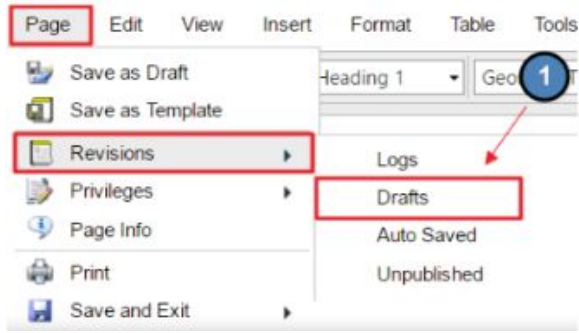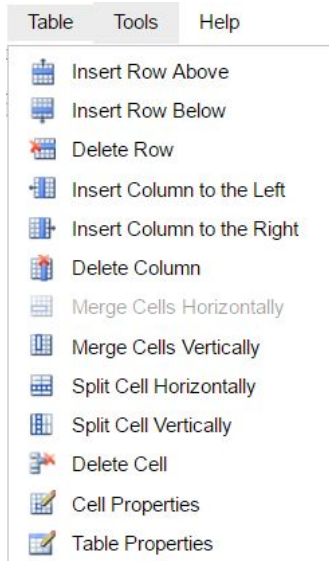
**Format:** Alternate ways to address font styling.

**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.
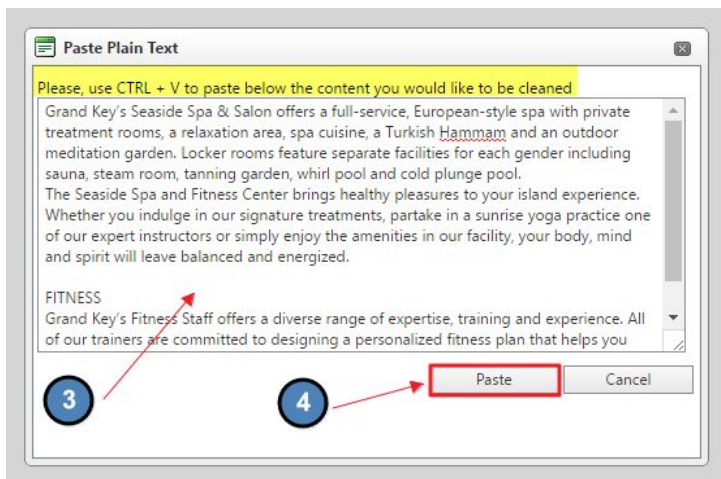
Copy content from another source like Word by highlighting the text and using **CONTROL + C** to **Copy**.
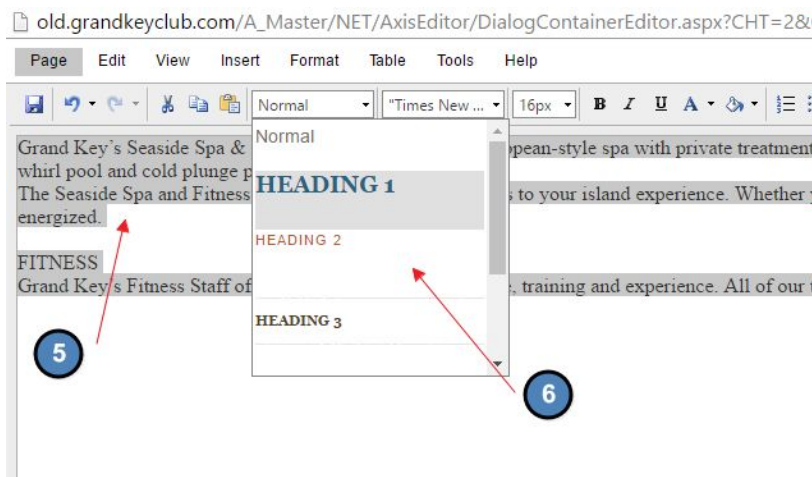
Go back to the **Axis Editor**, and open the **Paste as Plain Text Function**.
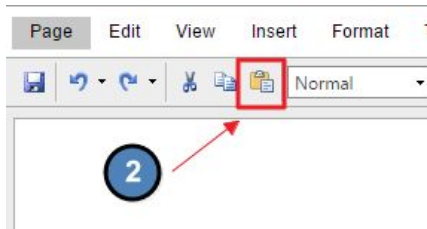


Once the **Paste as Plain Text Function** is open, use **CONTROL + V** to paste the text into the **Paste as Plain Text Function**. Then click **Paste** to insert the content into the **Axis Editor**.



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



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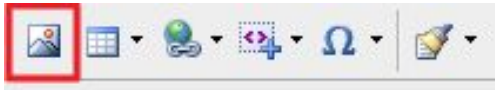- **Heading 2-6:** used for various sub-headings

- **Normal:** used main body text
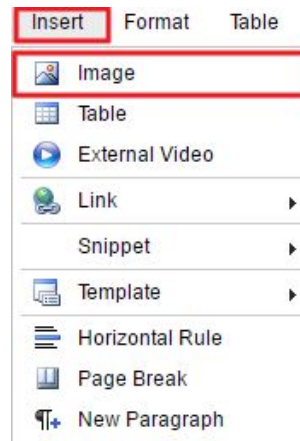
## Inserting Images

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.
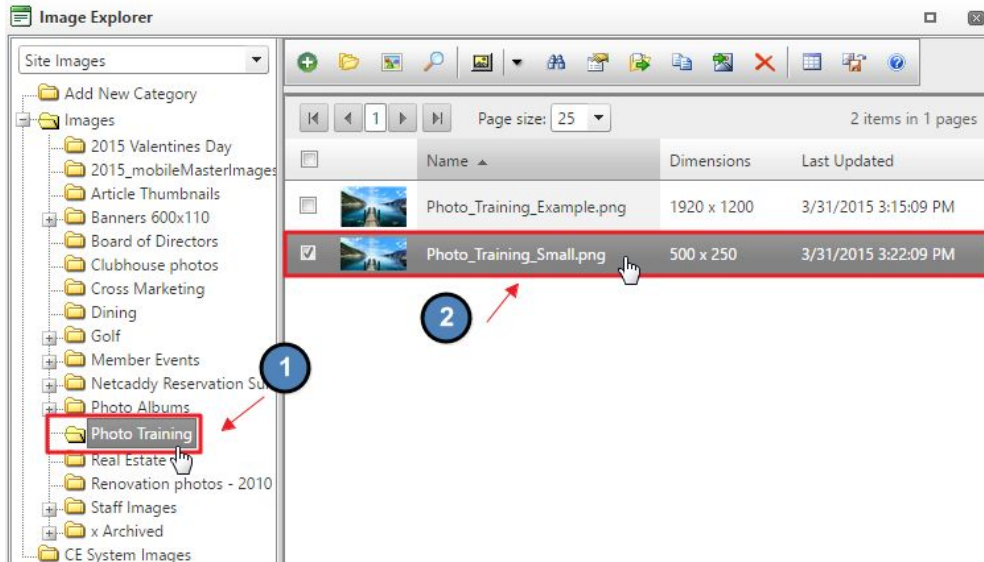
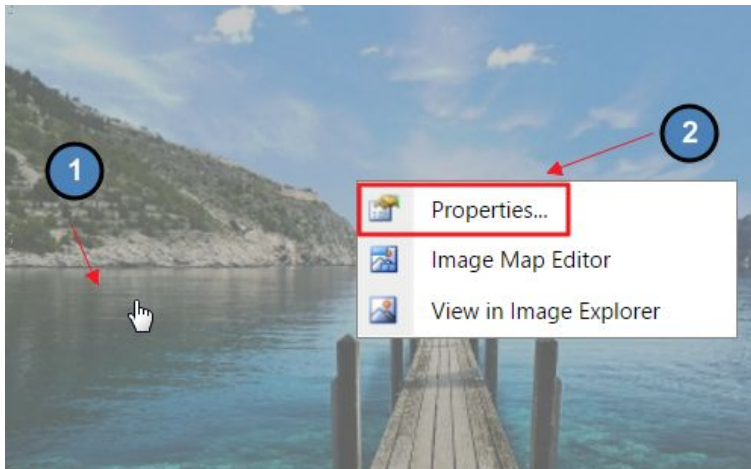*Quick Tab Toolbar*                                              *Menu Bar*

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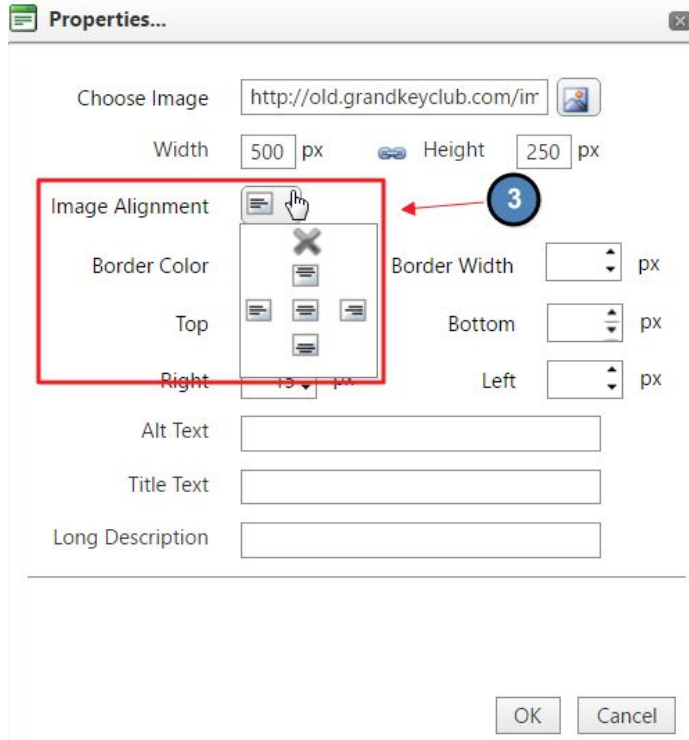- Double click on the Image Name to Insert onto page.

## Styling Images

Add styling Images such as wrap text and padding.
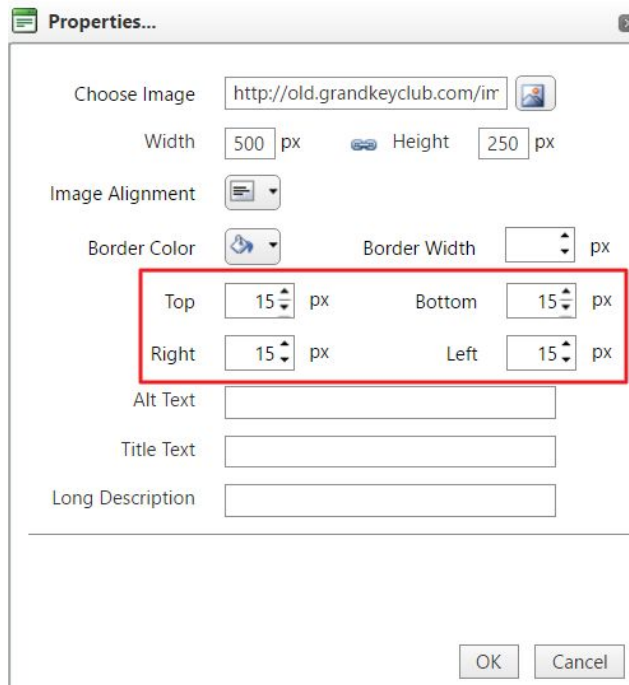
**Right click on the Image > Image Properties**



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

Add **Padding** to create space between the image and content.
  ○ Common Padding Sizes: 5px, 10px, 15px, 20px.

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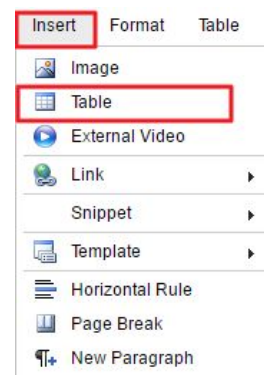


## Inserting Tables

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**
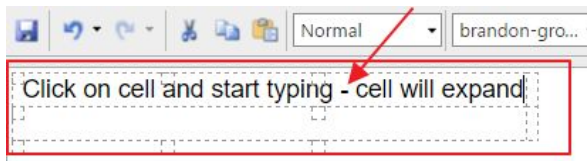
*Quick Tab Toolbar*                                    *Menu Bar*

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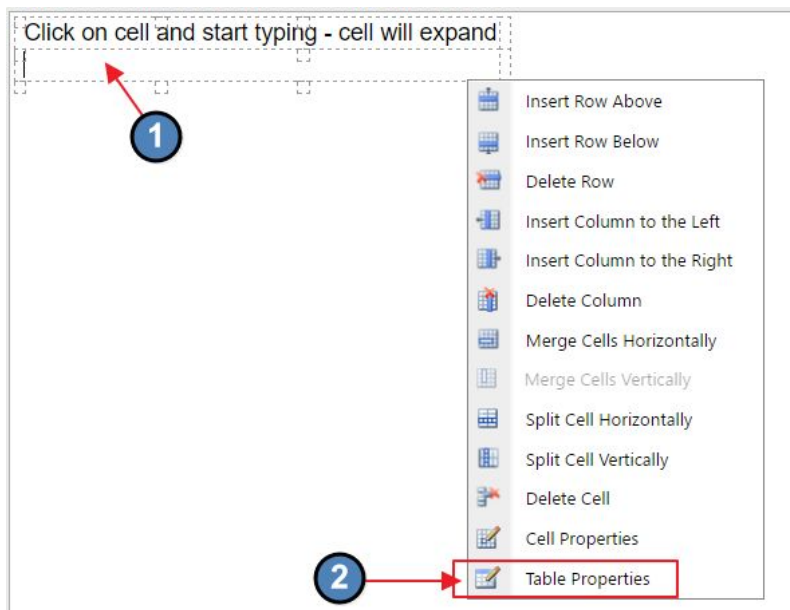


- Click mouse inside cell of inserted table and start typing.  Cell will expand.
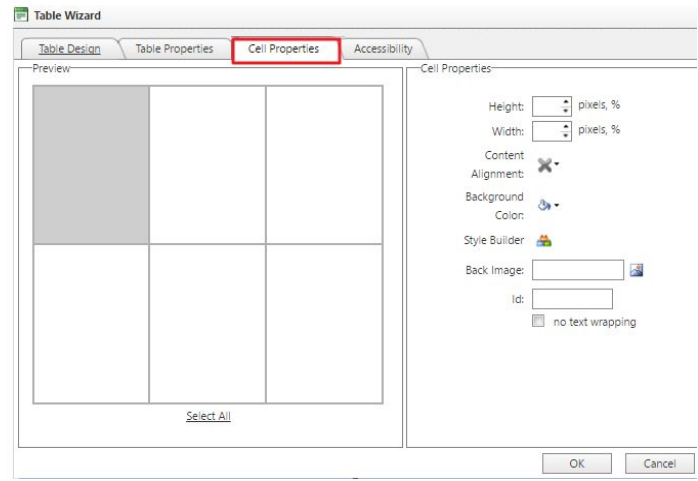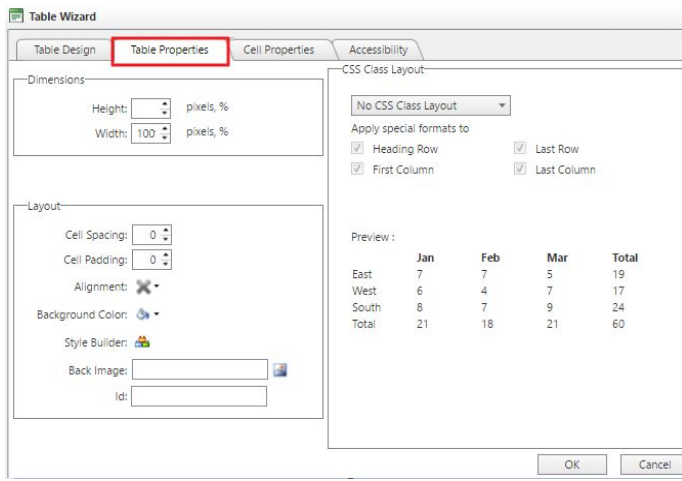


## Styling Tables

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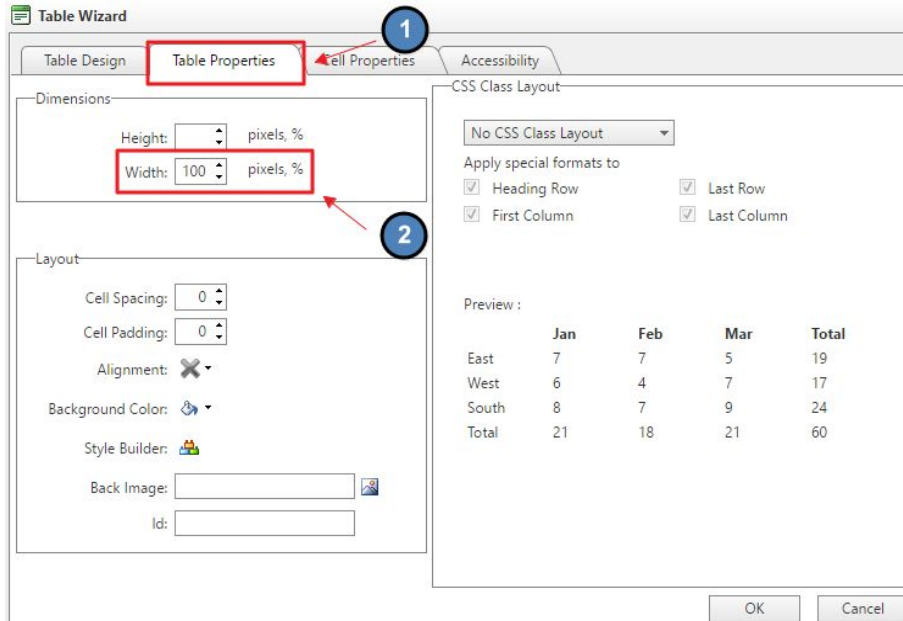
- Adjust Cell Width or Height by adding a percentage or pixels
  - Useful when wanting each cell to have a fixed width or height
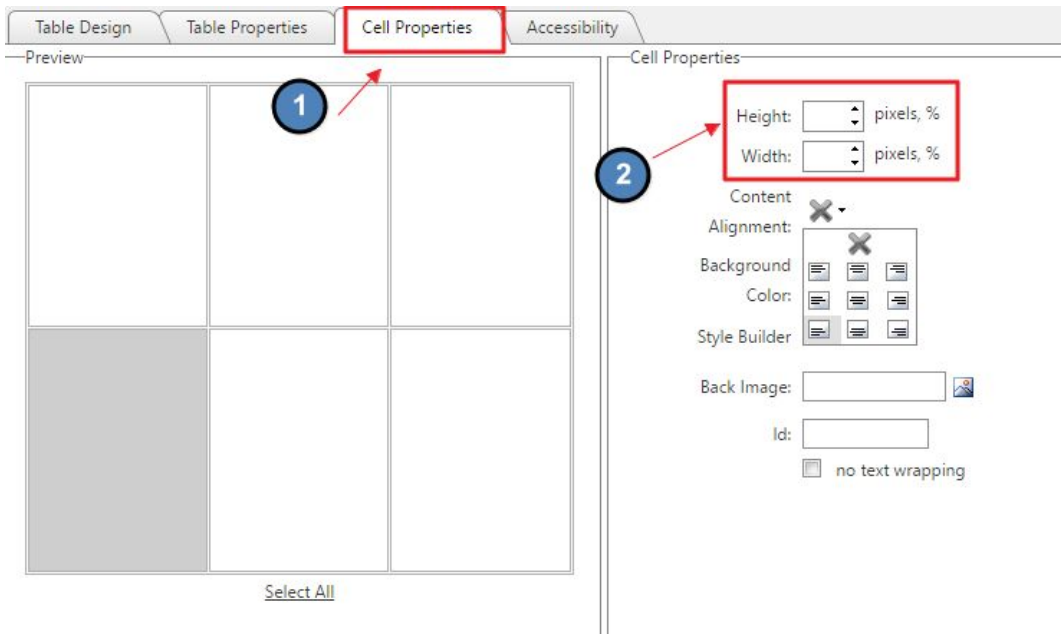


- Apply content position to the table

- Apply content position to the cells



- Add padding to cells using the Style Builder option.

## Save/Publish Content

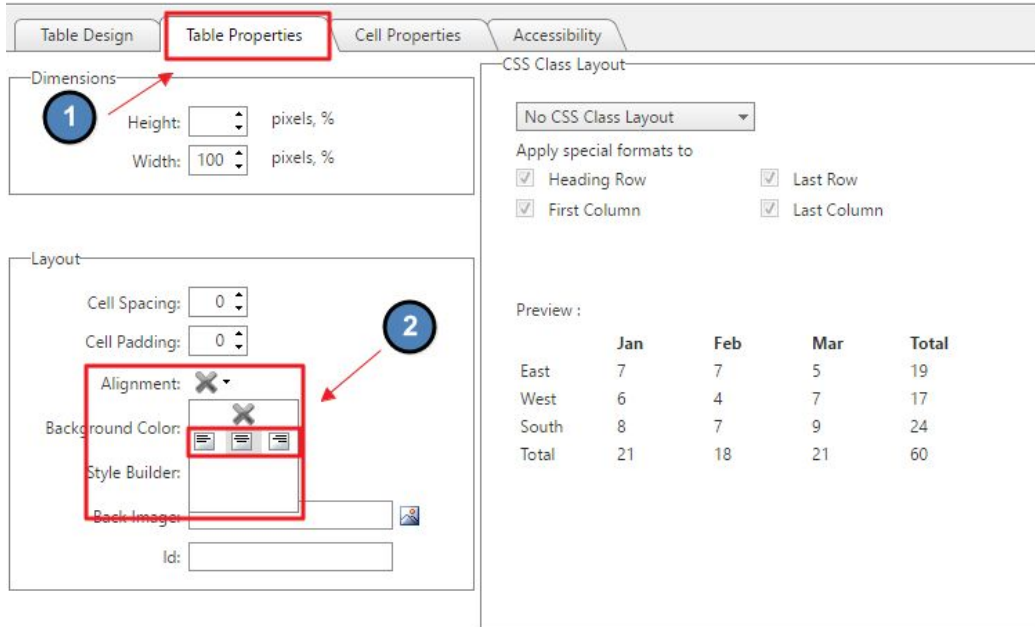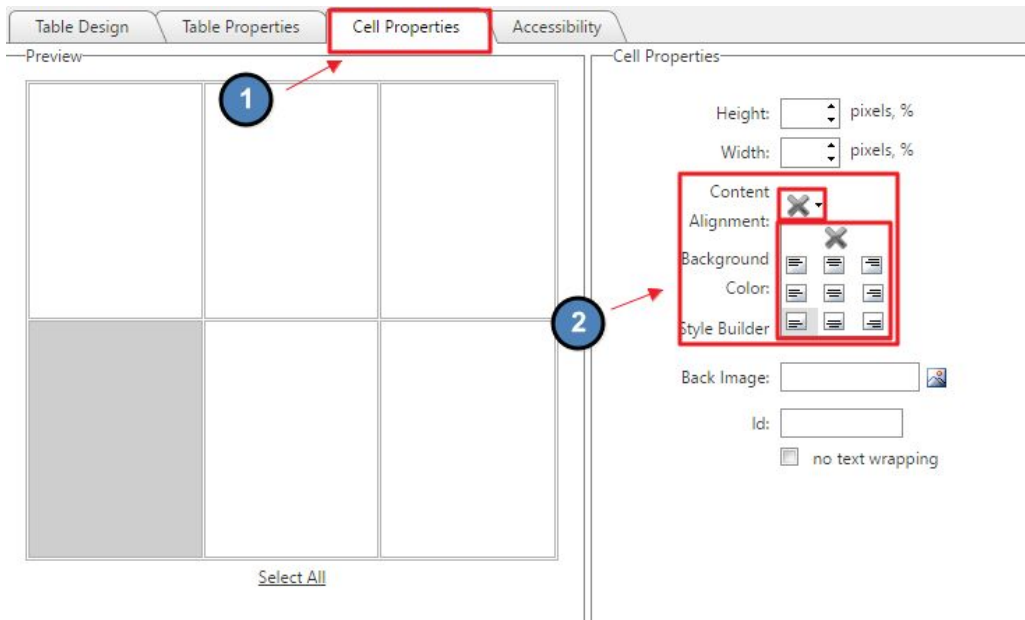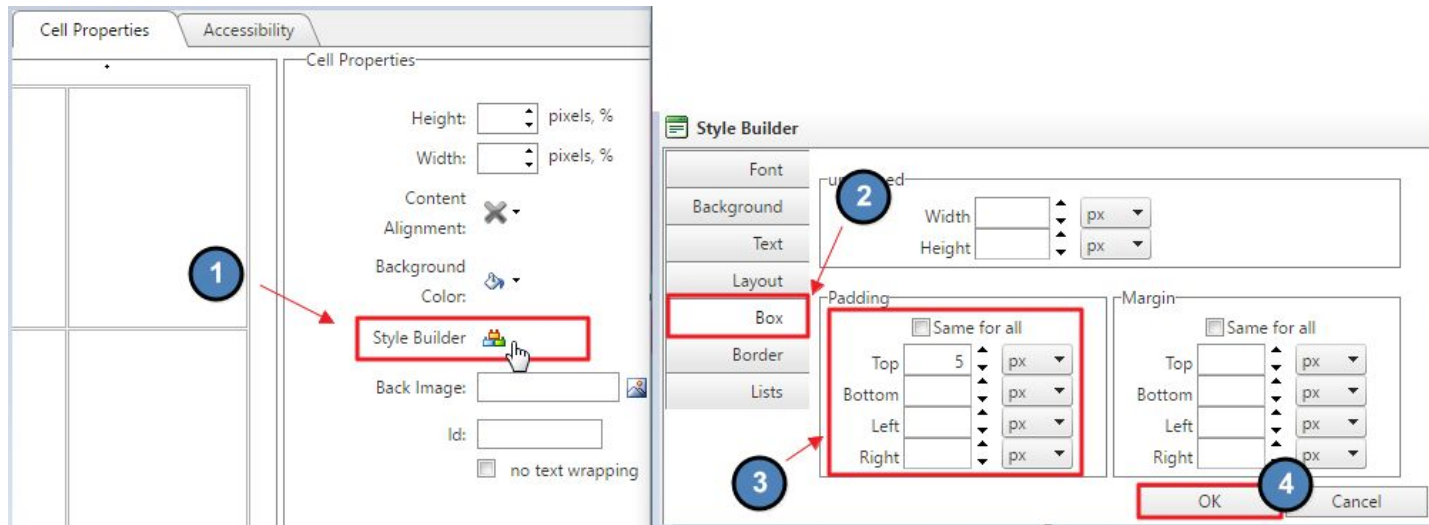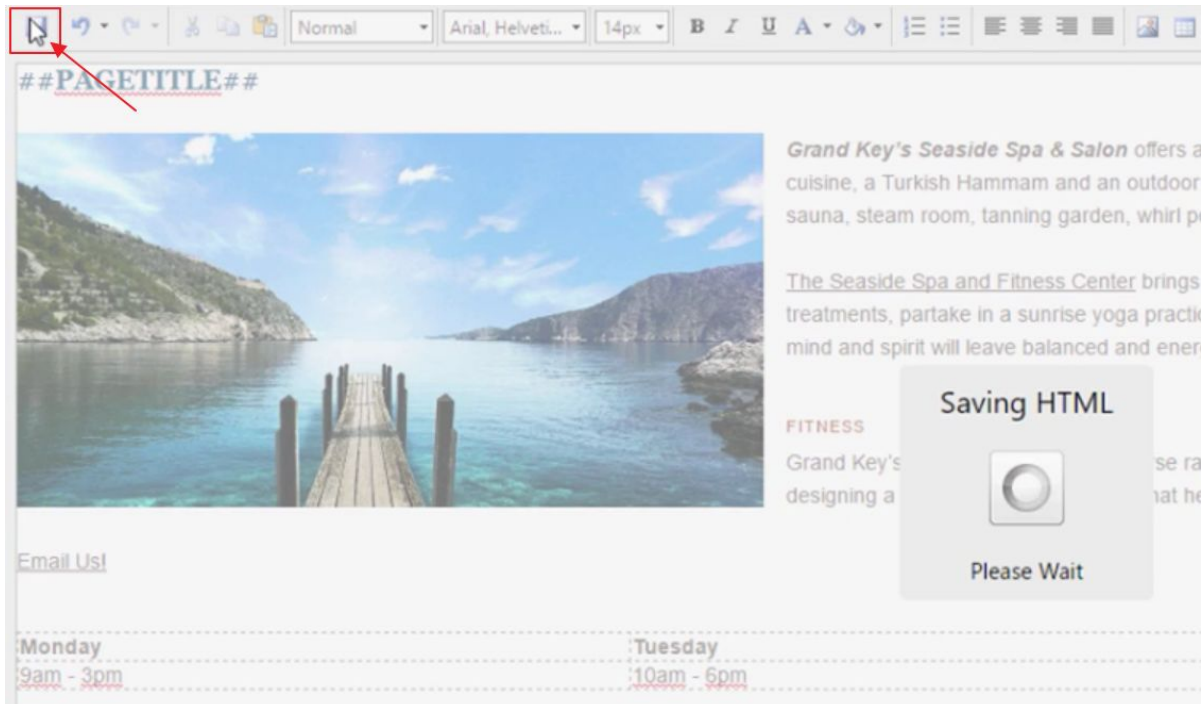When finished editing, click **Save** to publish changes and exit the Editor.

# 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.