Content Editor
Simplified Editor

Audience: Website Administrators, Faculty/Staff

The Content Editor is how the regular user can create true HTML pages. This editor has similar functions that you can use in Microsoft Word. The Content Editor can be found through managed pages, our templates, announcements, groups, and calendars.

Find the Content Editor Tips and Tricks on page 26.

Cut, Copy, Paste

Cut To begin cutting the text you should firstly highlight the fragment you want to cut. After highlighting there are three methods to cut.
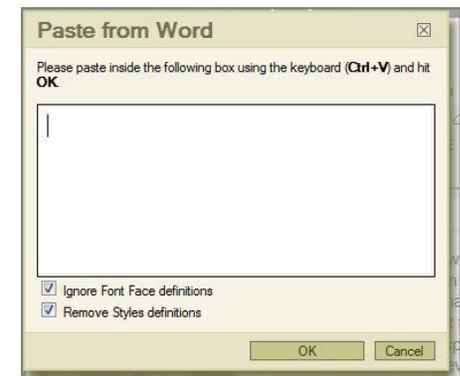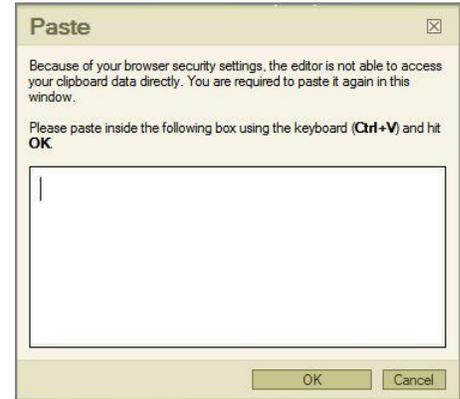
1. by pressing the ✂ button on the toolbar.
2. by pressing the right mouse button on the highlighted area. A context menu will appear. Choose cut.
3. by pressing the combination of CTRL+X keys.

Copy You can copy a highlighted area in three ways.

1. by pressing the 📋 button on the toolbar.
2. by pressing the right mouse button on the highlighted area. A context menu will appear. Choose copy.
3. by pressing the combination of CTRL+C keys.

Paste There are three options to paste into the text:

1. by pressing the combination of CTRL+V keys or pressing ⬆ on the toolbar. This option will paste data from your clipboard. However there's a possibility that because of your security settings placed in your browser the editor will be enable to paste the data directly from your clipboard. If that happens a popup window will appear with instruction what to do next.

2. **Paste from Text** by pressing ⬆. This option pastes a plain text which you should first paste inside the following box by using the combination of CTRL+V keys. This option will remove extra text formatting.

3. **Paste from Word** by pressing ⬆. This option pastes a text previously written in MS Word editor and will remove extra source code that is added when copying from word. By using this option you may paste the text from Word ignoring the Font Face definitions or removing Styles definitions. To paste the word just press CTRL+V key combination on your keyboard.

Paste

Because of your browser security settings, the editor is not able to access your clipboard data directly. You are required to paste it again in this window.

Please paste inside the following box using the keyboard (**Ctrl+V**) and hit **OK**.

OK   Cancel

Paste as Plain Text

Please paste inside the following box using the keyboard (**Ctrl+V**) and hit **OK**.

OK   Cancel

Paste from Word

Please paste inside the following box using the keyboard (**Ctrl+V**) and hit **OK**.

☑ Ignore Font Face definitions
☑ Remove Styles definitions

OK   Cancel

Last Updated: March 2, 2010

Undo

The undo function is very useful in a situation where you have made a mistake and you want to correct it quickly e.g. You have written your whole text and you have erased it by mistake.

You can activate the undo function in two ways:

1. by pressing the ↰ button on the toolbar.
2. by pressing the combination of CTRL+Z on the keyboard.

After you activate the function it will go to the last thing you have made so for example: you've written a whole chapter in your text and you've highlighted it and then deleted it by mistake. You activate the "Undo" function and it goes to the moment when the chapter was highlighted but before the deleting. You may of course go many steps back, not just one step.

Redo

The redo function is the exact opposite of the undo function. If you used the undo function and than for any reason decided to go back to the state before the undo

you must use the redo function. To activate it press ↱ on the toolbar.

Bold, Italic and Underlined

You may also arrange the way you font looks like by choosing whether the font should be bold, italic, underlined or stroked through.

- To make your font bold press the **B** on the toolbar.
- If you want it to be italic press the *I* on the toolbar.
- For underlined press the U̲ on the toolbar.

If you choose any of these options you will learn that the button on the toolbar will highlight. If you want to disable the function press its button again. Of course you can mix these options as much as you want.

Notice that if you don't switch the underline option off the underline will go between your blanks.

This is a text written using the bold font.

This is a text written using the italic font.

This is a text written using the underlined font.

~~This is a text written using the stroked through font.~~

You can have a bold italic text: ***Hello User***

An underlined stroked through text: Hello User.
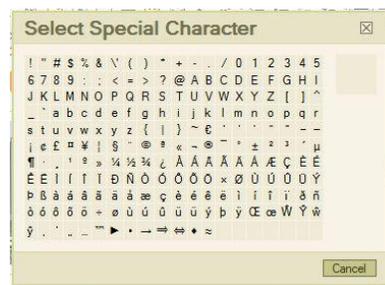
A bold underlined text: **Hello User.**

The gaps between words don't disappear when you use the underlined font.

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Insert Special Character

Add in special characters such as Copyright, Registered

Trademark, or arrows by pressing this button .

This button will open up a new box where you can choose from a variety of character to choose from.

Text Alignment

A paragraph of text can have its lines aligned to either of the sides of the document, as well as centering on it. You may also force the lines to take the entire space available in the document (like aligning to both sides at the same time).

To align your text at the left side of the editing area, press the ☰ button on the toolbar.

If you want instead to have the text aligned at the right side of the editing area, just press the ☰ button on the toolbar.

In order to align your text at the center of the document, press the ☰ on your toolbar.

The last option is the block alignment. If you want to activate it press ☰ on the toolbar. This function is much similar to the left alignment. You also begin typing from the left side of the screen. The difference instead can be noted when writing several lines of text. Each one will have the same length even though they don't have to have the same amount of words or letters. The lines will just expand and the text will be equally long so that the lines will end in the same place.

Paragraph (Block) Format

Another very important function which you will probably use in your text is the Format menu in the toolbar:

A format is used for organizing your text and to distinguish different parts of your text. For example if you want to start a new chapter or to put different categories and subcategories you use the format menu and choose different headings.

You can see headings also in this guide. Fonts, Layout and format, Styles are all headings used to divide this document into categories.

Hello user! This is a text written using the left alignment.

As you may see the typing begins from the left.

Hello User.

This is a text written with the usage of the right alignment.

As you may see if you begin to type the cursor is situated in the right side of the editing area so your text will appear on the right as well.

Hello User.

This is a text written with the usage of the center alignment.

As you may see if you begin to type the cursor is situated in the middle of the editing area so your text will appear in the middle as well.

Hello User! This is a text written using the block alignmnet. As you may see every line is equally long. The text fills out the editing area in the same way in every line.

Format | Normal | ▼ | Font

▸ Normal

Heading 1

Heading 2

Heading 3

Heading 4

Heading 5
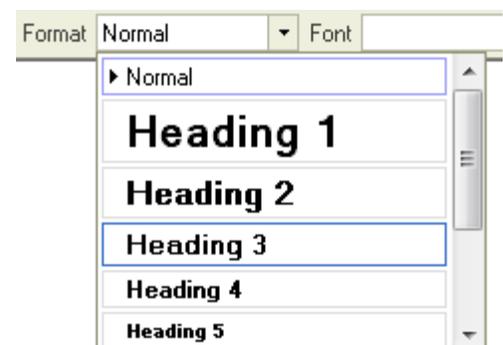
Chapter 1

Section 1

Section 2

Section 3

Chapter 2

Section 1

Section 2

Section 3

Insert/Remove Numbered List

To create and numbered list press ⅔☰ on the toolbar. The text which was beside your cursor will automatically gain number one on the list.

If you want to set another number below just press **ENTER** and the next number will appear

You may also highlight the lines you want to be numbered and then press ⅓☰ .

If you want to stop Numbered Listing just press the ⅔☰ button again. The function will deactivate.

Properties

If you want to change the list properties press your right mouse button any place inside your list. A context menu will appear:
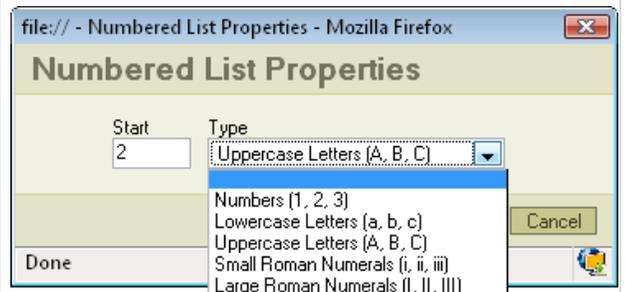
Choose Numbered list Properties. A popup window called "Numbered List Properties" will appear:

- **Start**: the number which you'll put in to this field will determine from which number your list will stat.
- **Type**: you may choose from several options regarding what type of listing you want to use, for example Large Roman Numerals.

This is my text without the Numbered List.

1. This is my text when I press the Numbered List button.

1. This is my first line with the list number one. I'm pressing **ENTER** on my keyboard.
2. Now I'm in the second line listed with number two. I'm pressing **ENTER** on my keyboard,
3. Number three etc.

✂ Cut
📋 Copy
📋 Paste
⅓☰ Numbered List Properties

file:// - Numbered List Properties - Mozilla Firefox

Numbered List Properties

Start: 2

Type: Uppercase Letters (A, B, C)

Numbers (1, 2, 3)
Lowercase Letters (a, b, c)
Uppercase Letters (A, B, C)
Small Roman Numerals (i, ii, iii)
Large Roman Numerals (I, II, III)

Cancel

Done

Insert/Remove Bulleted List

Creating

It works exactly like the Numbered List but instead of numbers you have dots. To activate/deactivate this function press ⁝☰ .
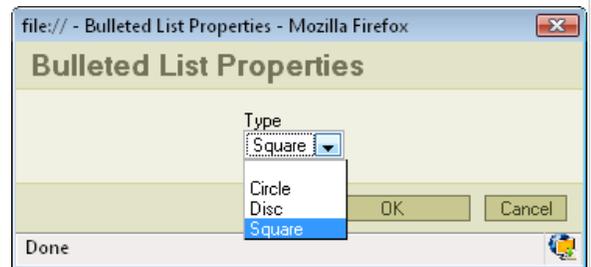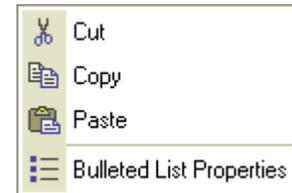
Properties

If you want to change the list properties press you right mouse button any place inside your list. A context menu will appear:

Choose Bulleted List Properties. A popup window called "Bulleted List Properties" will appear:

- **Type**: you may select the type of the dots you use in your list.

- this is a text written in the first line of the Bulleted List
- this is the second line
- this the third line

Cut
Copy
Paste
Bulleted List Properties

file:// - Bulleted List Properties - Mozilla Firefox

Bulleted List Properties

Type
Square

Circle
Disc
Square

OK   Cancel

Done

# Decrease or Increase Indent

A bulleted list or paragraph of text can adjust to be indented more or less, depending on the page and size of the text. You may force the text or bullets to the left by pressing this button ⁺☰ over highlighted text or right by using this button ⁺☰ .

Text Color

The other option to make your text look different is changing the text color or its background color.

If you want to change your text color press the text color button . Several colors will appear in a menu. If you are not satisfied with the colors available in that panel click "**More colors...**"

To choose the color you want to use, just click on it.

Automatic

More Colors...
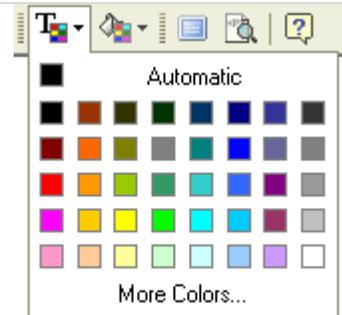
This is a font written in yellow.

This is a font written in red.

This is a font written in blue.

Background Color

You may also change the text background color using the

🎨 button. Again you will find a range of colors the same ones as in the text color. Click on the color you want to choose.

You may also mix the colors of your text and the background.

This is a black font with an orange background.

This is a black font with a red background.

Insert Horizontal Line

To add in a horizontal line to your HTML page, press this

button ▤ . The line will go into the page wherever your cursor is.

Templates

A template is a function will allow you to change the page layout and style and to organize your document better. In order to activate it press 📄 button on the toolbar. A popup window called "Content Templates" will appear: Use the scroll bar on the right to see all the templates that are available.
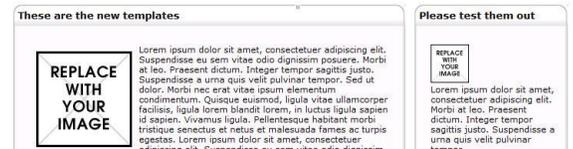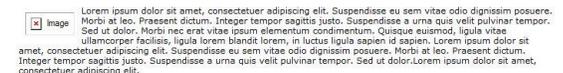
Please note: the Simplified Editor must be turned on with SchoolFusion to see these improvements.
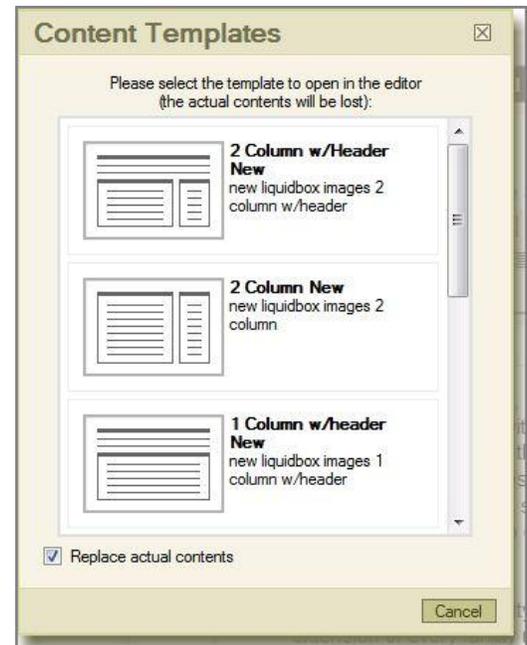
- **2 Column w/Header:** a rounded box template that defines two columns, each one with title, and some text.
- **2 Column:** a rounded box template with two columns, but no header.
- **1 Column w/Header:** a rounded box template that defines one column, one title, and some text.
- **1 Column:** a rounded box template that defines one column, and text.
- **Image and Title**: one main image with a title and text that surround the image.
- **Strange Template**: a template that defines two columns, each one with title, and some text.
- **Text and Table**: a title with some text and a table.
- If you chose a template, double-click on it and it will appear in your document.

Please note: the checkbox at the bottom of the screen "Replace actual contents" will remove any previous formatting.

Content Templates

Please select the template to open in the editor
(the actual contents will be lost):

2 Column w/Header New
new liquidbox images 2 column w/header

2 Column New
new liquidbox images 2 column

1 Column w/header New
new liquidbox images 1 column w/header

☑ Replace actual contents

Cancel

Improved Templates

Insert/Edit a Link

To insert a link to an Internal Page, a URL address, anchor or an email address press 🌐button on the toolbar. A popup window called "Link" will appear.

Link Type: specifies the type of link you want to put in the document. You can choose from "URL", "Link to anchor in the text" or "E-mail". Depending on which option you will choose different options and bookmarks will appear in the window. We will start from the Link Type: URL.

Link Info

If you chose Link Type: URL the same option as in the above picture will appear.

- **Protocol**: specifies the type of protocol you want to use for your link. You can choose from "http://", "https://","ftp://", "news://" or "<other>".
- **URL**: specifies the address you want your link to refer to.

**Click > OK** the link will appear in your document.

Browse Server

The button "Browse Server" allows you to upload documents, pdfs, images, etc into SchoolFusion to link into the page.

Folders: Please note that in order to add a document to a folder, the folder must first be created, and then open or the document to be uploaded to.

Target

The second bookmark of the window refers to "Target":

- **Target**: set's the target of your link. Specifies in what kind of a window a link will appear. You may choose from "<frame>", "New Window" (_blank), "Topmost Window" (_top), Same Window (_self), Parent Window (_parent).
- **Target Frame Name**: in this window you will find the name of the option you have selected in "Target"
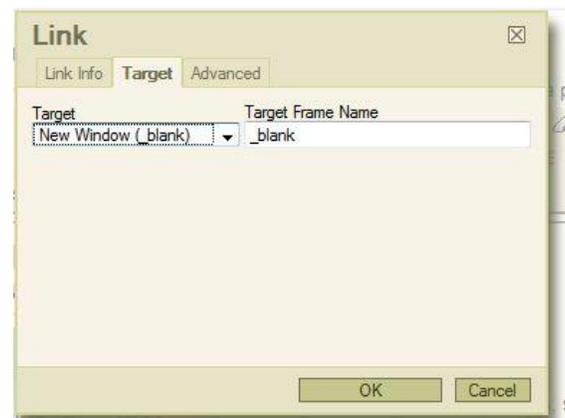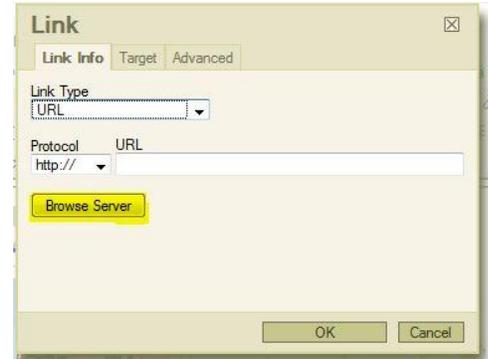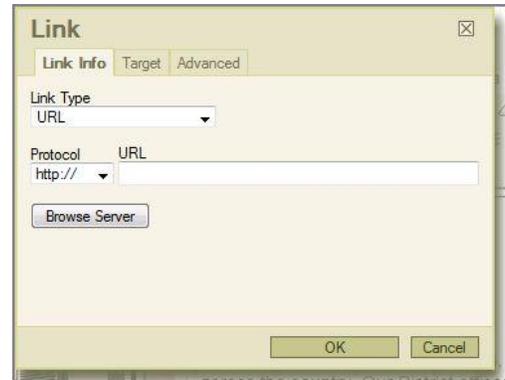
- **NOTE**: SchoolFusion recommends that you use the "New Window" (_blank) when you link to a site outside of the website.

In "Target" you may also choose the <popup window> option. After clicking it you will find that the options in the bookmark have changed:

- **Popup Window Name**: specifies the name of your popup window.
- **Popup Window Features**: you can check or uncheck several options regarding to the appearance of the popup window. Some of the options are depending on which browser you're using.
- **Width**: specifies the width of the window the linked address will appear in.
- **Height**: specifies the width of the window the linked address will appear in.
- **Left Position**: sets the horizontal position of the window the linked address will appear in, starting from the left side of your screen.
- **Top Position**: sets the vertical position of the window the linked address will appear in, starting from the top of your screen.

Pressing "**OK**" will insert the link in your document.

Link to an Internal Page
If you chose Link Type: Link to an Internal page, all systems pages and managed pages within you site will appear in the dropdown. Find the page you would like to link to in the dropdown menu and press "OK".

Link to anchor in the text
If you chose Link Type: Link to anchor in the text new options will appear in the Link Info bookmark. You may select the link to the anchor in two ways.

- **By Anchor Name**: selects the anchor by name you have previously specified in anchor properties.
- **By Element Id**: selects the anchor by Id.

Pressing "**OK**" will insert the link in your document.

You may select the link to the anchor in two ways.

- **By Anchor Name**: selects the anchor by name you have previously specified in anchor properties.
- **By Element Id**: selects the anchor by Id.

Pressing "**OK**" will insert the link in your document.

E-mail
If you chose Link Type: E-mail new options will appear in the Link Info bookmark:

- **E-mail Address**: specifies the e-mail address to which you want the link to refer to.
- **Message Subject**: specifies the subject of the message which will be sent to the e-mail address.
- **Message Body**: specifies the text of the message which will be sent to the e-mail address.

Press "**OK**" to insert the link in your document.

Advanced options
Whatever link type, you will choose one bookmark will remain the same. It is the last bookmark called "Advanced":

- **Id**: specifies the ID of the link.
- **Language Direction**: sets the language direction from left to right (LTR) or from right to left (RTL).
- **Access Key**: sets up an access key to the link.
- **Name**: specifies the link name.
- **Language Code:** defines the code of the language e.g. en, pt, pt
- **Tab Index**: defines the tab index.
- **Advisory Title**: specifies the description of the target object.
- **Advisory Content Type**: specifies the MIME type of the target object.
- **Stylesheet Classes**: specifies the name of the CSS class.
- **Linked Resource Charset**: specifies the charset of the target object.
- **Style**: defines the style

Press "**OK**" to insert the link.

Anchors

You may want to add anchors (also known as bookmarks, jumplinks) to your page. To insert an anchor in the text place your cursor before the text or section you want to the anchor to refer and press ⚓ button on the toolbar. A popup window called "Anchor Properties" will appear:

- **Anchor Name**: specifies the anchor name. You will be referring to this name while linking to the anchor.
- **After your anchors have been made,** then you can create a link to an anchor through the "Link to anchor"

Press "**OK**" and the anchor will appear in your document.

Remove a link

To remove a link in a page, highlight the link and then press 🌐 button on the toolbar.
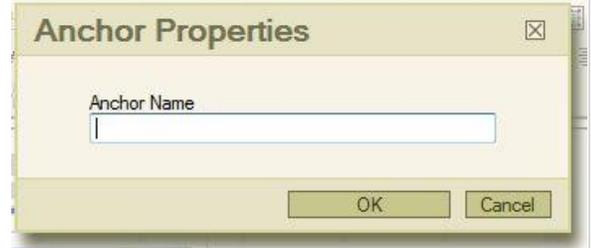
Insert/Edit an Image

The first bookmark refers to the "Image Info"

- **URL**: defines the URL address of the image. You may also use the "Browse Sever" in order to browse the files.
- **Alternative Text**: puts the descriptions of the image if you want it to be different than the image name.
- **Width**: specifies image width.
- **Height**: specifies image height.

You may lock the image proportions by pressing 🔒 or you can return to the original image size by pressing ↻

- **Border**: specifies the size of the border you want to place around the image.
- **HSpace**: defines the size of the horizontal gap.
- **VSpace**: defines the size of the vertical gap.
- **Align**: specifies the alignment of the image. You can choose from: Left, Abs Bottom, Abs Middle, Baseline, Bottom, Middle, Right, Text Top or Top.

Pressing "**OK**" inserts the image with the specified properties.

Link The second bookmarks regards to "Link":

- **URL**: defines the URL address of the image. You may also use the "Browse Sever" in order to browse the files.
- **Target**: defines the target of the image (for advanced users). You can choose from New Window (_blank), Topmost Window (_top), Same Window (_self) or Parent Window (_parent).

Advanced This bookmark is only for advanced users:

- **Id**: specifies the ID of the image.
- **Language Direction**: sets the language direction from left to right (LTR) or from right to left (RTL).
- **Language Code**: specifies the language code e.g. en, pt, pl.
- **Long Description URL**: specifies the description of the page.
- **Stylesheet Classes**: specifies the name of the CSS
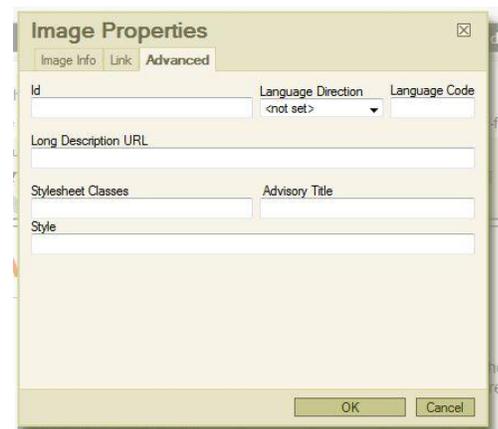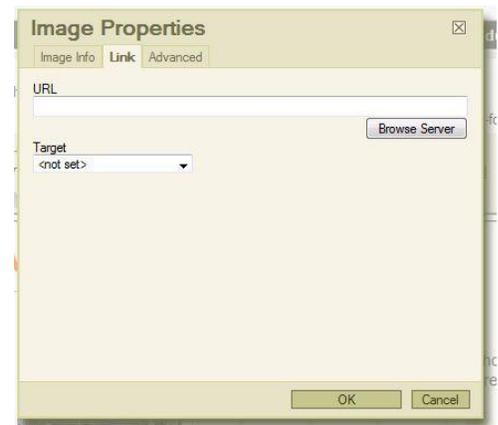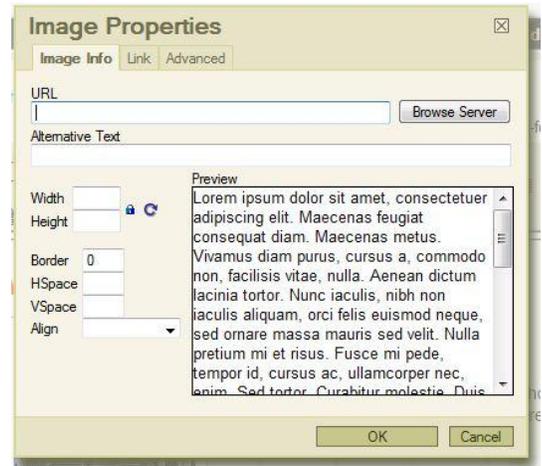
class.
- **Advisory Title**: specifies the description of the target object.
- **Style**: specifies the style.

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Insert/Edit Flash, Slideshows or Videos

If you would to like to insert a slideshow, video or a .swf clip into your HTML page, use this button 🔵

Slideshows: The My Slideshows tab is where you can quickly link in SchoolFusion slideshows that you have already added to your site. Please see the Website Administration documentation to learn how to create a slideshow.

In the My Slideshow dropdown, choose which slideshow to add. Make sure the width and height are correct and select "**OK**".

Videos: The Video tab is where you can quickly link in videos that you have already added to your site via FusionTools or Website Administration/Content Management. Please see the Website Administration > Content Management > Manage Videos learn

In the My Slideshow dropdown, choose which slideshow to add. Make sure the width and height are correct and select "**OK**".

CustomTab: You can upload flash file type .swf to the server by selecting the browse server button. Here you can search for a file you would browse a document or an image. Please note the Resource Type is set to "Flash" in the server.

- The info tab is also where you can set the **Width** and **Height** for the flash file for display. The width of the file will depend on the width of your website.
- **Preview:** When you have a file linked in, you will see a small orange "F" in the middle of the screen. To preview the entire file, please publish the page.

Advanced: This bookmark is only for advanced users:

- **Scale**: make the file larger or smaller.
- **AutoPlay**: sets the .swf to play automatically.
- **Loop**: allows the .swf to continuously play.
- **Enable Flash Menu**: shows a control menu.
- **ID**: specifies the ID of the image.
- **Stylesheet Classes**: specifies the name of the CSS class.
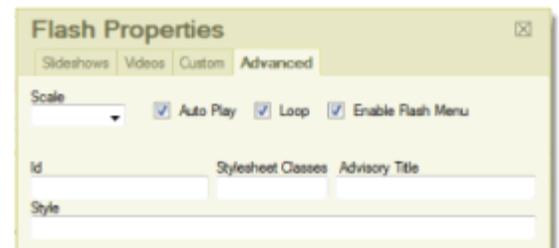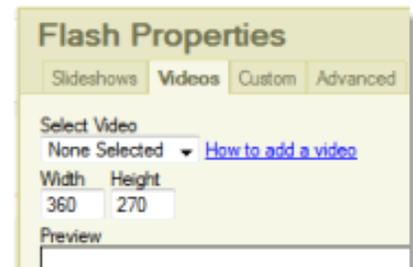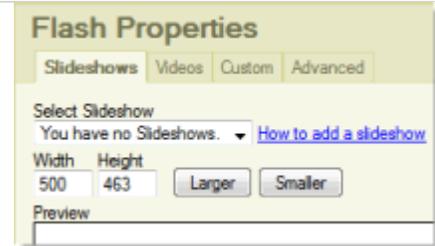
- **Advisory Title**: specifies the description of the target object.
- **Style**: specifies the style.

Tables

If you want to create a table in CONTENT editor you must press the "Insert/Edit Table" button on the toolbar. After that a popup window called "Table Properties" will appear.

- **Rows**: in this field you specify how many rows you want to have in your table.
- **Columns**: in this field you specify how many columns you want your table to have.
- **Border size**: sets the thickness of the tables border.
- **Alignment**: specifies the alignment of your table. You can set it to left, center or right.
- **Width**: sets the width of you table in pixels or percentage. E.g. if you choose 40 percent the table will take 40% of the editing area width.
- **Cell spacing**: specifies how thick will the cell border will be.
- **Cell padding**: sets the height of the cell.
- **Caption**: specifies the title of your table. The title will appear in the top of the table.
- **Summary**: sets a comment on the table. The comment will not appear in the table. It is only for usage.

Not all of the options are required to build a table. You have to fill only Rows and Columns. The rest of the fields are optional and you may use them depending on your needs.

Working with the table If you created your table you may change its properties. Point your mouse on the table press the right button and a context menu will appear.

In order to change the tables properties press "**Table Properties**" and a popup window will appear. It's the same windows that you used for creating the table.

If you want to delete you table simply press "**Delete Table**".

The other three options are Cell, Row and Column. If you point your mouse cursor on one of them a new context menu will appear.

Cell
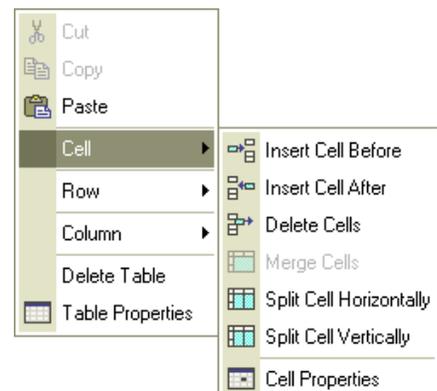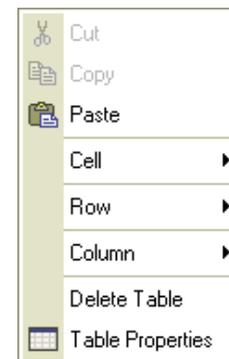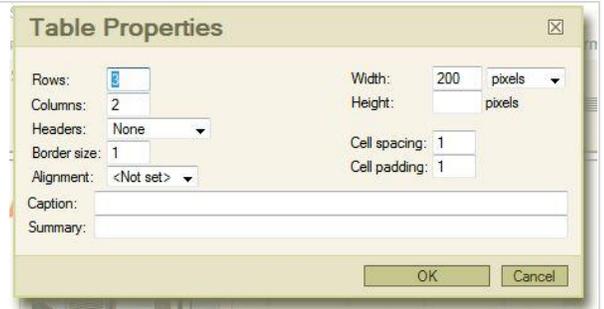
- **Insert Cell Before**: inserts a new cell before the cell your cursor is currently in.
- **Insert Cell After**: inserts a new cell after the cell your cursor is currently in.
- **Delete Cells**: deletes the cell your cursor is in. You may also highlight more cells and then delete them.
- **Merge Cells**: merges cells you have highlighted into a one cell.
- **Split Cell Horizontally**: splits a cell in two. One cell is split in two columns.

- **Split Cell Vertically**: splits a cell in two. One cell is split in two rows.
- **Cell properties**: if you click the cell properties a new popup window called "Cell Properties" will appear
- **Width**: sets the cell width in pixels or in percentage of the table width.
- **Height**: sets the height of the cell.
- **Word Wrap**: turns on/off word wrapping.
- **Horizontal Alignment**: determines the horizontal alignment of the text in your cell. It can be set to Left, Center or Right.
- **Vertical Alignment**: determines the vertical alignment of the text in your cell. It can be set to Top, Middle, Bottom or Baseline.
- **Rows span**: extends vertical rows.
- **Columns span**: extends cells on a horizontal row (left and right).
- **Background color**: sets the background color of your cell. You can either select a color or type it manually.
- **Border Color**: sets the color of your cells border. You can either select a color or type it manually.

Row

- **Insert Row Before**: inserts a new row before the row your cursor is currently in.
- **Insert Row After**: inserts a new row after the row your cursor is currently in.
- **Delete Rows**: deletes highlighted rows or the row your cursor is currently in.

Column

- **Insert Column Before**: inserts a column before the column your cursor is currently in.
- **Insert Column After**: inserts a column after the column your cursor is currently in.
- **Delete Columns**: deletes highlighted columns or the column your cursor is currently in.

Spell Check

Check spelling is a function in the CONTENT Editor which will allow you to check if you didn't make any mistakes in spelling while writing. You must notice that this function depends on the editors settings and could be different than shown below.

To activate the function simply press ![ABC] on your toolbar. A popup window called "Spell Check", on the Spell checker tab will appear:

In the top of the window you will find a field with your text. The first word which is incorrect will be highlighted in pink. The word will be added to the Change to: box with the suggestions for the word below.

1. Choose the word you had in mind from the list below the "Change to" field.
2. To ignore the mistake press "**Ignore**" or "**Ignore All**" if you want to ignore the mistake in the whole text.
3. To replace a word or replace all instances of that word, select "**Replace**" or "**Replace All**"

Remove Format

You may want to remove formatting of text on a page. To quickly remove fonts, colors, sizes, or extra HTML code that was brought into the Source from a word document. To remove formatting, highlight the text or Select All text to remove the formatting from, and select this button ![pencil icon] .

Source Content Editor

In addition to the "wysiwyg" (what you see is what you get) view of your page content, it offers you a possibility to view to the text you have written in the editing area in the HTML code. In order to view the HTML code press ![Source] button on the toolbar.

Click > Source to see the HTML code

If you want to go back to the normal text just press ![Source] again.

Editing the code in the HTML language is a technical feature and it should only be done by advanced users.

> Text written in the editing area:
>
> This is my standard text written in the FCKeditor.

```
<p>Text written in the text area:</p>
<p>This is my standard text written in the:</p>
<p>
<a href="http://www.fckeditor.net">Fckeditor</a>
</p>
```

Style

Styles help on making all formatting uniform in the text. Each style option contains a predefined combination of formatting features, which have been defined by the web site developer. Be sure you have been instructed on how to properly use each of the available styles.

Styles are also a way to combine all the formatting function described in this page. They give you fast access to the common used text formats. For example: you don't have to change the font, its color, its background, its size. You simply peak a style you prefer from the Style menu and start typing.

Editing Area

The **Editing Area** is the space where you will type in your text and format your document.

The CONTENT editor Editing Area

If your document will be longer than the available space in the Editing Area, a **scrollbar** will appear. The scrollbar will allow you to go up and down through your text. You may also move inside the text by using your keyboard keys, for example PAGE UP, PAGE DOWN, HOME, END and ARROW KEYS.

Another important function while editing is the **text selection** (text highlight). To select the text, press your mouse left button, hold it and go to the direction you want to highlight the text. Just release the button and the text will remain selected.

Context Area

Once you start working with text, the **context menu** becomes very useful. It's a menu which will appear when you click the right button of your mouse anywhere inside the editing area or on an existing object.

As it names indicates the menu is **context sensitive**, which means that the available items depend on the place you click. For example, the following options may appear if you click inside a table:

It's enough to Click the menu item to execute its function. Some of the functions maybe disabled. For example, the cut and copy options will be disabled if there is no text highlighted.

My name is John. I live in South Africa.

If you want to visit my homepage click here

- Cut
- Copy
- Paste
- Edit Link
- Remove Link

No.	Name
1	John
2	Michael
3	Sebastian
4	Andrew
5	Edward
6	Harrison
7	George

- Cut
- Copy
- Paste
- Cell ▶
- Row ▶
- Column ▶
- Delete Table
- Table Properties

Content Editor Tips and Tricks

Problem: A page was created in Microsoft Word, and the images did not copy over.
Try: Images will not copy. Please use the editor's Add Image button (the "mountain" icon) to insert images.

Problem: How do I copy from a Word Document into the Content Editor?
Try: Copying content from Word and pasting it into the Content Editor can bring over extra formatting into the Content Editor that causes the page to display incorrectly. In order for the page "look right", you will need to get rid of the extra formatting form the Word Document. This can be done through the "Copy from Word" icon.

To remove the formatting from Word, please follow these steps:

1. Copy the content from your Microsoft Word document or from the content page.
2. Within the SchoolFusion Content Editor, click on the "Paste from Word" icon
3. Paste your content into the box, either using Control +V (Cntl+V) or right click to paste
4. Place a check in the "Remove Styles definitions" box
5. Leave the check in the "Ignore Font Face definitions: box
6. Click "OK" to add your text to the body of the editor.
7. Highlight all text in the body of the editor and choose the Remove Format tool (eraser) to remove additional formatting (if needed). This will set everything to the default font and size used for your site. You can then go back and reset your formatting (heading sizes, bold, italic, etc.).

Note: Any images that you would like to copy from a Microsoft Word document or another website would need to be uploaded to the SchoolFusion server and added to your page using the Insert/Edit Image link.

OR

1. Copy the appropriate content from the Word document
2. Open Notepad
3. Paste the content to Notepad
4. Copy the content from Notepad
5. Paste into the Content Editor
6. Add spaces/paragraphs as needed

Problem: A page was created in Microsoft Word, and the paste button does not work.
Try: Place your cursor inside the editor, and hit CTRL-V to paste the content into the editor. Ensure the "Remove Style Definitions" is checked in the pop up.

Problem: Having trouble editing pages from home, but can successfully edit pages at school.
Try: It's possible that the issue is a result of our use of Ajax technology to load the editor. To bypass this technology, try editing the page by first going to Website Administration, then Manage Pages on the bottom left. From here click the "Edit" link next to the page.

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Problem: The justification of bulleted, linked, items is all over the place.
Try: Text copied from MS word, can often bring extra formatting that can distort the page formatting within the Content Editor. We suggest "erasing" the formatting by using the "Remove Formatting Button" (the white eraser), and then recreating the formatting within the Content Editor.

Problem: When I press enter, the text double spaces.
Try: Hold the shift button down and hit the enter button simultaneously.

Problem: Cannot load HTML pages built in Dreamweaver into SchoolFusion, want to move the entire folder into SchoolFusion.

Try: It is possible to copy & paste a simple html page into SchoolFusion, it is not possible to upload an entire folder, with images, sound and video, directly into SchoolFusion. We recommend using a normal 3 web hosting service - one that can FTP up an entire Dreamweaver project. GoDaddy.com offers a good hosting service. A link can then be created in your SchoolFusion page to the hosted website.

Try: Reconstruct the Dreamweaver page in SchoolFusion. The images and sound files would need to be uploaded one at a time with the SchoolFusion webpage editor (the "mountain" and "link" icons), and then manually add them into the editor.

Problem: Can't use the advanced WYSIWYG editor with Safari.
Try: SchoolFusion uses the most advanced web editor available - Content Editor. Unfortunately, although Content Editor is trying hard to achieve compatibility with Safari, it does not support Safari at this time. Content Editor ***does*** support Firefox & Mozilla on a Mac. If you use a Mac, and would like to have the advanced editing functionality, we recommend using one of these free browsers.