



Purpose: This third-party editor, called 'CKEditor' is used to create web pages in a number of tools within WebLearn, such as **Resources, Lessons, Forums, Announcements** etc.

Default permissions: There are no permissions associated directly with this editor. Access to it depends upon permission settings for each tool that uses it.

This guide will show you some of the most commonly-used features of the WYSIWYG editor. WYSIWYG is an acronym for 'What You See is What You Get', referring to the fact that you can create web pages without having to write the source code (HTML). A comprehensive User's Guide is available by clicking on the  icon within the editor.

Other useful step-by-step guides to read in conjunction with this one:

- Building the Home Page
- Resources
- Attaching files in WebLearn

All step-by-step guides are available from weblearn.ox.ac.uk/info

Introduction

This editor will work with the following browsers:

-  Firefox: latest stable version
-  Internet Explorer: 8.0, 9.0 – close to full support; versions 10 and 11: full support
-  Safari: latest stable version
-  Opera: latest stable version
-  Google Chrome: latest stable version

There is much more help available online for this editor than is either necessary or

practicable to include in this document. Click on the  icon on the toolbar in the HTML editor to access online help. This is a comprehensive User Guide explaining all the icons and their functions.

Click the User Guide for more information about the editor.



It is not essential to be familiar with HTML in order to create web pages within WebLearn; however, the excellent W3C schools HTML site: <http://www.w3schools.com/html/> may be useful if you ever need to manipulate the HTML source code.

To increase the size of the edit window click the  icon on the editor toolbar. Click the same icon again to minimise the edit window and display the **CONTINUE** or **UPDATE** button.

The HTML WYSIWYG editor toolbar – common functions

To find out the function of a particular icon, simply hold the mouse over the centre of the icon and within a couple of seconds, a 'tool tip' will appear. The icons that are available to you at any one time are highlighted, whilst those that are unavailable are greyed out. Some icons - such as copying and pasting - will become available when you have carried out some action that may be outside of WebLearn, e.g. selecting text in a Word document.



Good practice tips:

1. Although there is an **Auto-Save** facility that saves as you type, you should save your page frequently. The button may be marked **CONTINUE** or **UPDATE** or **FINISH**. If you click away to another tool in WebLearn without saving your HTML page, you may need to compare saved versions to retrieve the one you were busy with.
2. The editor does not have 'locking': if you think that there is a possibility that somebody else may be editing the document at the same time as you then please check - WebLearn will not currently warn you of situations like this. The person who saves last will overwrite changes made by another.

List of icons

These icons represent typical functions that are found in word-processing software such as *Microsoft Word* or *Open Office*. You can find out more about them in the CKEdit User Guide.

Toolbar Button	Description
 Source	View or edit the source code of the document (for advanced users).
	Save the contents of CKEditor and submit its data to the server, when CKEditor is placed inside an HTML form.
	Clear the editing area and create a new page.
	Show a preview of the document in the shape that will be displayed to end users.
	Select a layout template.
	Cut the selected text fragment to the clipboard.
	Copy the selected text fragment to the clipboard.
	Paste content copied to the clipboard along with formatting.
	Paste content copied to the clipboard without formatting.
	Paste content copied from Microsoft Word or similar applications along with formatting.
	Print document contents.
	Insert a page break. This only impacts the printed version.
	Check spelling of the document text or turn on the Spell Check As You Type (SCAYT) feature.
	Undo or redo the most recent action performed.
	Find a word or phrase in the document.
	Find and replace a word or phrase in the document.
	Select all contents of the document.
	Remove the formatting of the selected text.
	Maximize the editor in the browser window.
	Highlight all block-level elements in the document.
	Show information about CKEditor.

You must select the text first

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Keyboard shortcuts

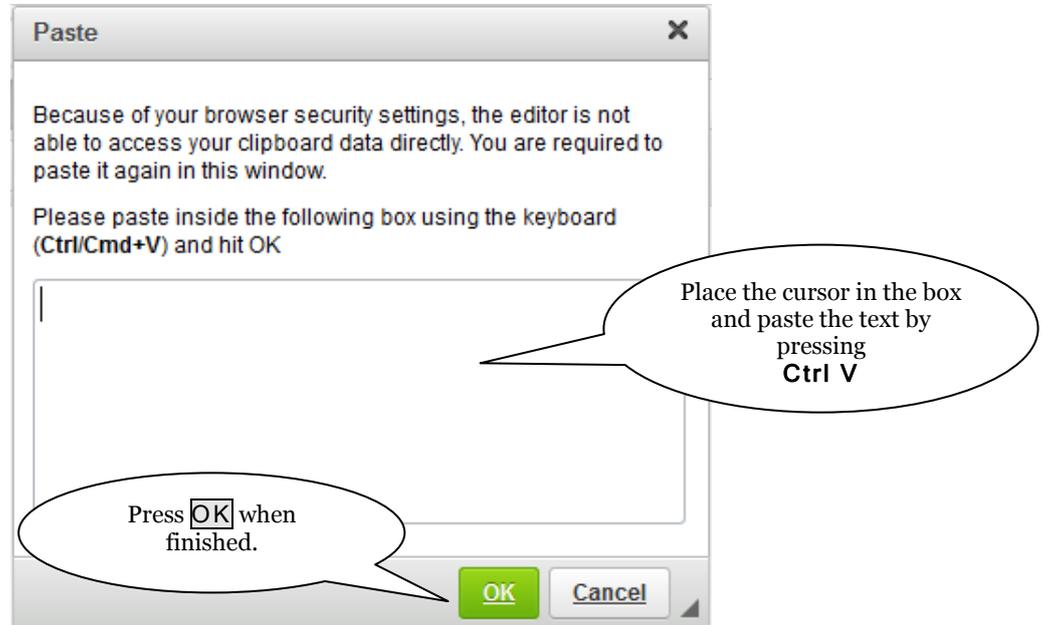
Many of the functions in CKEditor have equivalent keyboard shortcuts which are the same as those found in common word-processing packages such as *MSWord* or *Open Office*.

- *CTRL+A* highlights the whole editing area
- *CTRL+B* changes the highlighted font to bold
- *CTRL+C* copies the highlighted area to the clipboard
- *CTRL+I* changes the highlighted font to italic
- *CTRL+L* opens the Link window
- *CTRL+U* changes the highlighted font to underlined
- *CTRL+V* or *SHIFT+INSERT* pastes the data from the clipboard
- *CTRL+X* or *SHIFT+DELETE* cuts the highlighted area to the clipboard
- *CTRL+Y* or *CTRL+SHIFT+Z* performs the redo function
- *CTRL+Z* performs the undo function
- *CTRL+Home* jumps to the beginning of the document
- *CTRL+End* jumps to the end of the document
- *CTRL+right click* displays the spell check dialog box

Pasting text

To paste a text fragment, start by cutting or copying it from another source. Depending on the security settings of your browser, you may either paste directly from the clipboard, or you may be prompted to use the **Paste** dialog window:

1. Copy the existing text in a manner supported by the word-processing program, for example by using **Ctrl C**.
2. Put the cursor in the HTML editor window and press the **Paste** icon: . Alternatively you can use the **Ctrl V** shortcut, as usual.
3. If direct access to your clipboard is blocked by your browser settings, you will be asked to paste the text into the **Paste** dialog window using **Ctrl V**. Then click .



Note that images in the original document will not be copied by this method; they will need to be inserted separately – see the **Using images** section later in this guide.

Paste from Word

CKEditor allows you to preserve basic formatting when you paste a text fragment from *Microsoft Word*. To achieve this, copy the text from a Word document and paste it using one of the following methods:

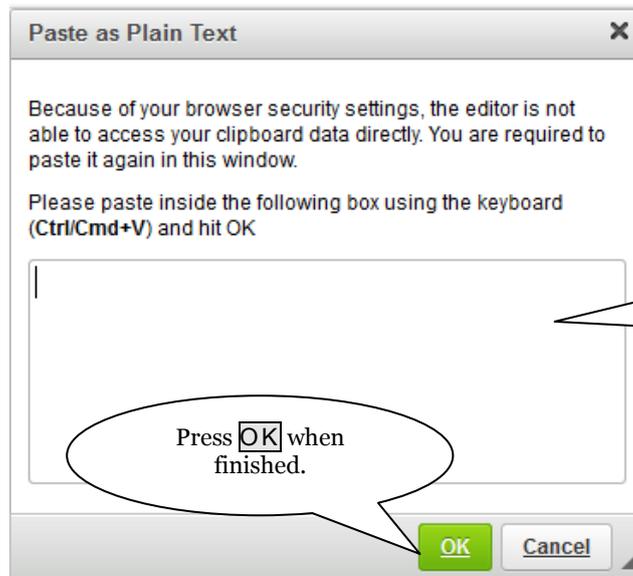
- Press the  icon on the toolbar
- Use the *Ctrl+V* shortcut on your keyboard.

Note this method works even when the browser blocks CKEditor toolbar's access to the clipboard, so this is the most reliable way of pasting the text.

Paste as Plain Text

Text that has been copied from other sources may bring unwanted formatting code with it when it is pasted, or you may want to strip existing formatting from it. The HTML editor does this via the **Paste as plain text** icon: . To do this:

1. Copy the existing text in a manner supported by the other source, for example by using **Ctrl C**.
2. Put the cursor in the HTML editor window and press the **Paste as plain text** icon:  on the toolbar. This option opens up the **Paste as Plain Text** window into which you should paste your text before saving by clicking the  button.



Once text has been pasted in this manner, it can then be formatted by using the formatting icons on the HTML editor toolbar.

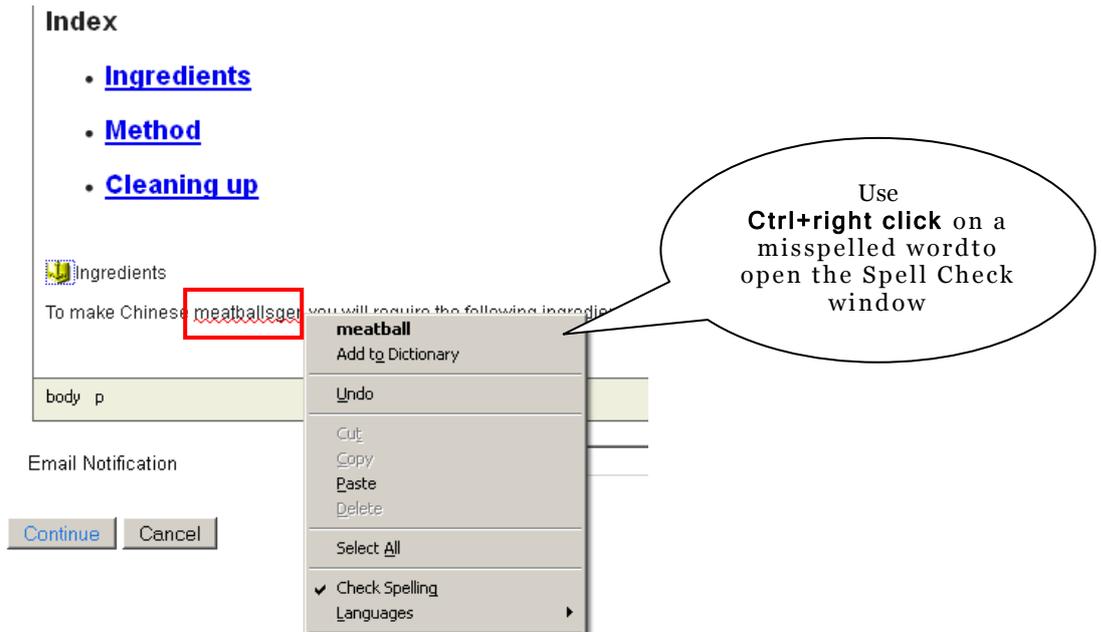
If problems with unwanted formatting persist, there are two possible avenues to investigate:

1. Once text has been pasted in the editor window, click the **Source** icon ( Source) on the toolbar to view the HTML code behind the text. Make appropriate edits directly within the code.
2. Instead of pasting via the **Paste as plain text** icon, paste the copied text to a plain text editor such as *Microsoft Notepad*, and then copy it from there to the WebLearn HTML editor.

Spell checking

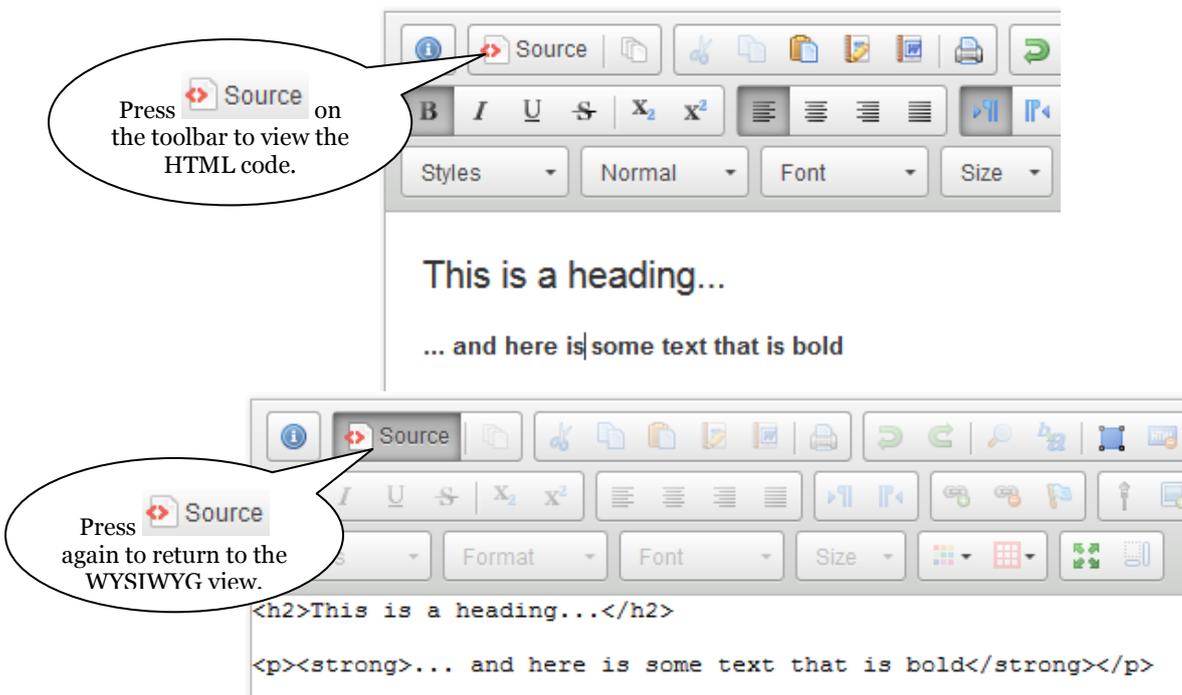
The CKEditor comes with an integrated spell checking solution. There are two options:

- **Spell-Check-As-You-Type** is the default option – this checks the spelling of the text in the editing area immediately you type it and marks all errors with a red wavy line.
- The **Spell Check dialog window** – Use *CTRL+right click* to open the **Spell Check** window which enables you to check the spelling of particular words in the document and see a list of alternative suggestions.



Source code – for experts

The HTML editor provides the **Source** icon:  to view your page as raw HTML code:



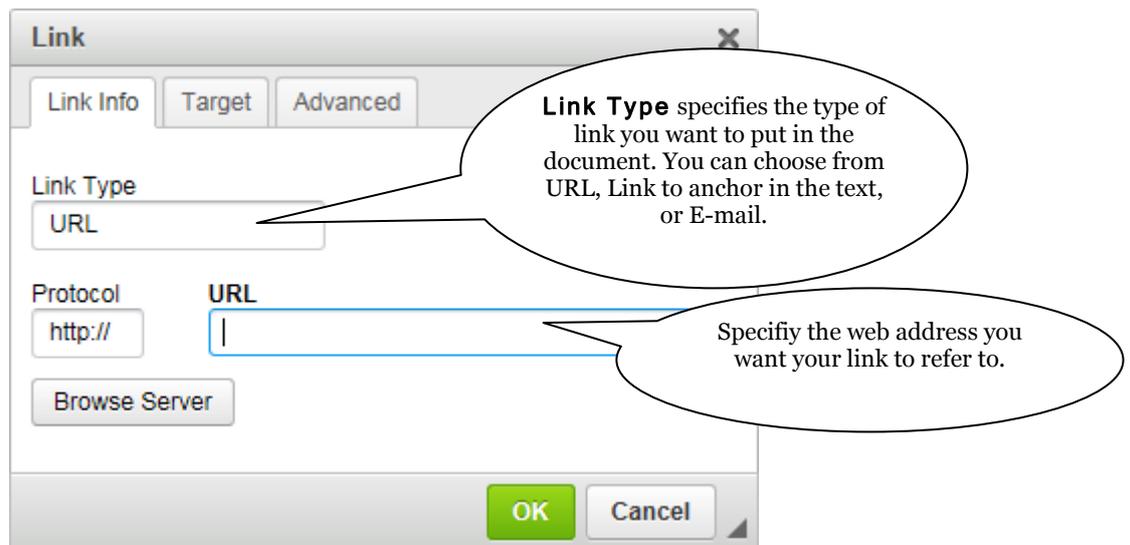
You need some practice and experience to edit the code in the HTML source view. If you don't have experience in HTML you should use the WYSIWYG (what-you-see-is-what-you-get) view.

Making links

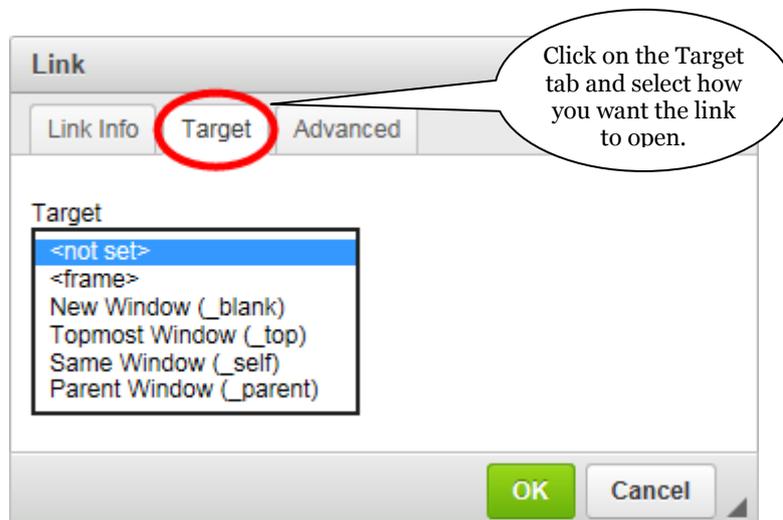
To make a hyperlink, first create the text which will link to the hyperlink; this text should be succinct and should describe the target document - do not write 'click here' as this is of no use for non-sighted users. Then highlight the text and click on the **Link** icon: .

Linking to a specific URL address

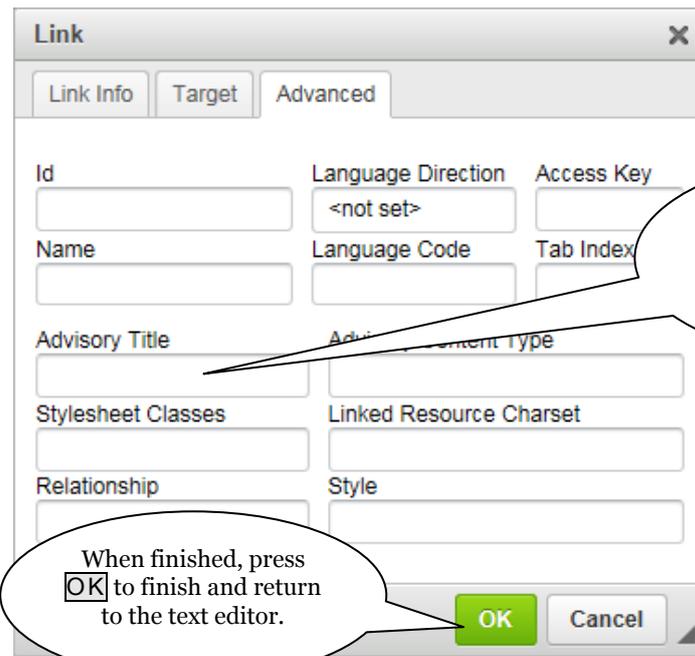
A popup window called **Link** will appear upon pressing the  icon on the toolbar. You can specify the type of link and the target of the link.



If you wish to make the link open in a new browser window click on the **Target** tab and choose **New Window** from the dropdown list of options. If linking to another WebLearn site choose **Topmost Window** (to avoid having a WebLearn site open within another WebLearn site).

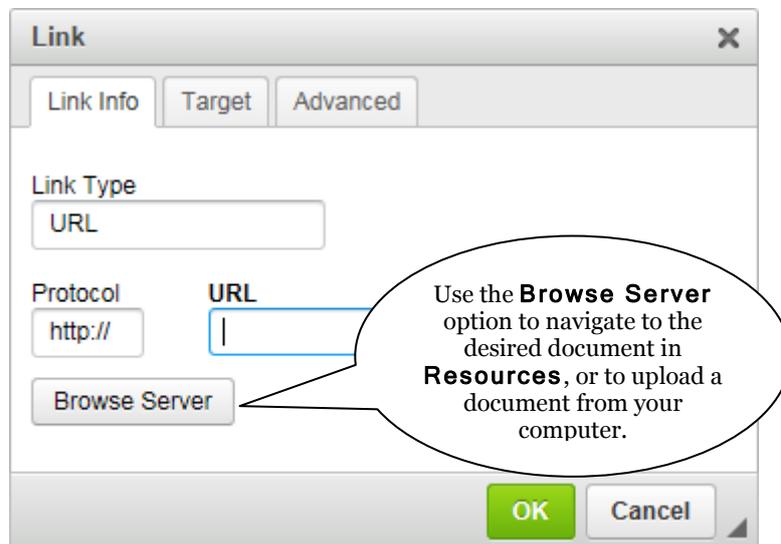


In order to make your pages accessible (so that, for example, non-sighted users can use your material effectively), you should enter an **Advisory Title** via the **Advanced** tab. As an example, enter the title 'Oxford Style Guide' if linking to the University's guide to online style. This title will be shown whenever the cursor hovers over the link on the HTML page.



Linking to files stored within WebLearn

If you want to make a link to a file stored within the **Resources** tool then use the **Browse Server** option to navigate to the desired document. See the **Using the Link icon** in the HTML editor section of the WebLearn guide '**Attaching files in WebLearn**' for instructions on the subsequent steps.



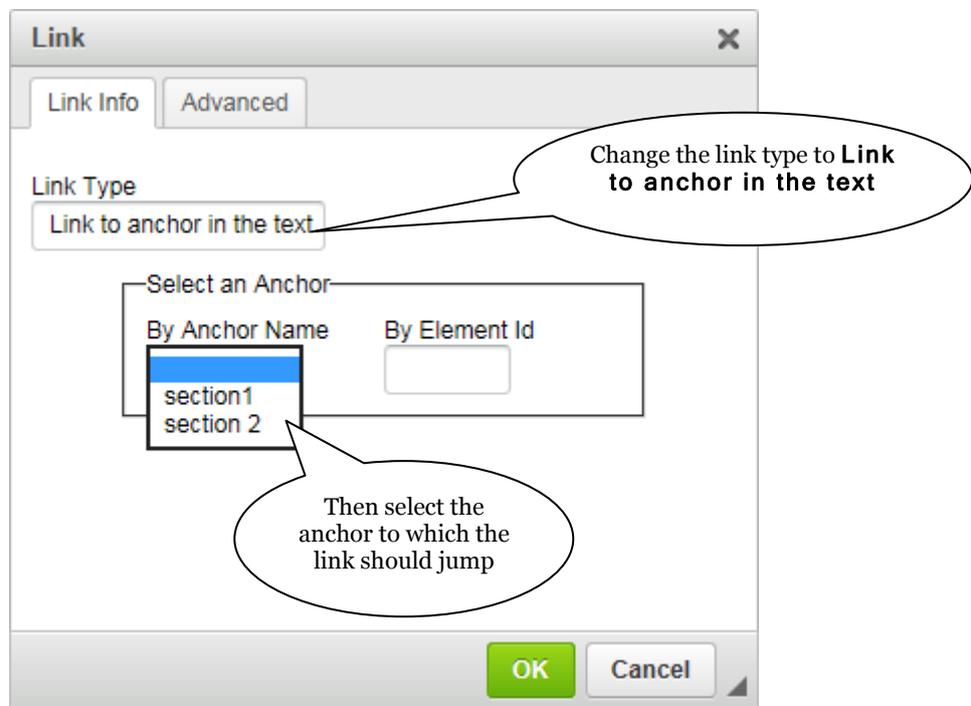
Remember to check that the document to which you are linking is set to be visible to the appropriate set of WebLearn users in your site.

If your file is stored on another site, make sure that your users can access the file. If the link is on a publicly-visible page then the target of the link should also be public; if the link is on a page which is only visible to a certain group, make sure that the target is also visible to the same group.

Linking to sections in the current document

With long web pages it is often a good idea to present an index at the top; this will allow people to quickly jump to a section that catches their interest. To create an index:

- add anchors to all your section headings by selecting the heading and clicking on the **Anchor** icon  in the toolbar and typing in a short descriptive name;
- create an 'index' section at the top of the document by supplying a heading and typing in each of the section headings as a bulleted or numbered list;
- highlight each item in the index one at a time, click on the hyperlink icon  and on the first screen, change the **Link Type** to **Link to anchor in the text**. A drop down list of all your previously-named anchors will appear, select the one corresponding to the index item and then save. Do the same for each item in your index.



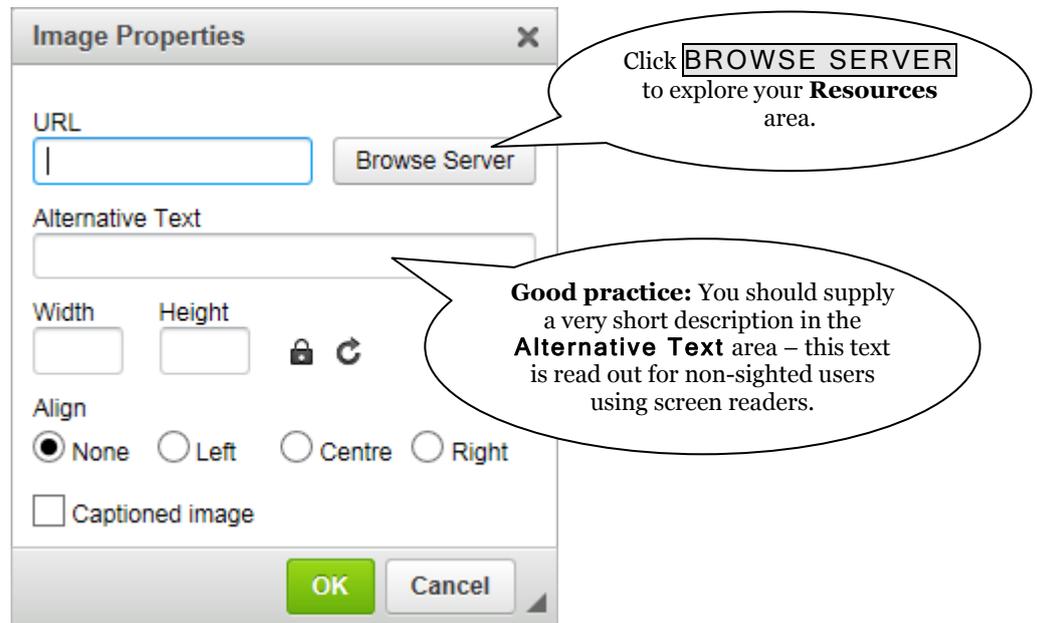
Using images



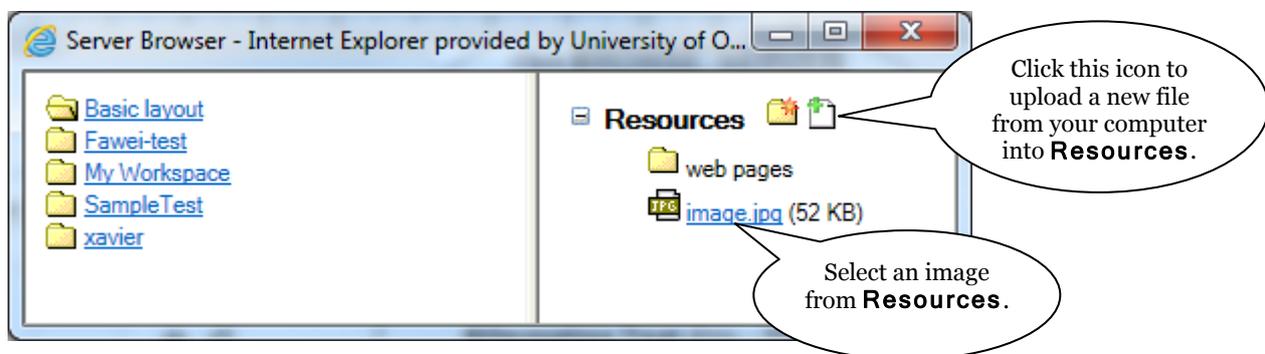
Good practice tips:

- The best way to use images in the HTML editor is to house the desired image in an area within the **Resources** tool - it may be an idea to create a special 'images' folder for this purpose. The **Resources** guide explains how the images folder can be hidden from users.
- You also need to make sure that the image is visible to your readers; if you use an image on a public page then the image file itself must be publicly visible.
- You **should never** link to external images as their location may change and users of Internet Explorer will probably see warnings about the page containing "non secure items".

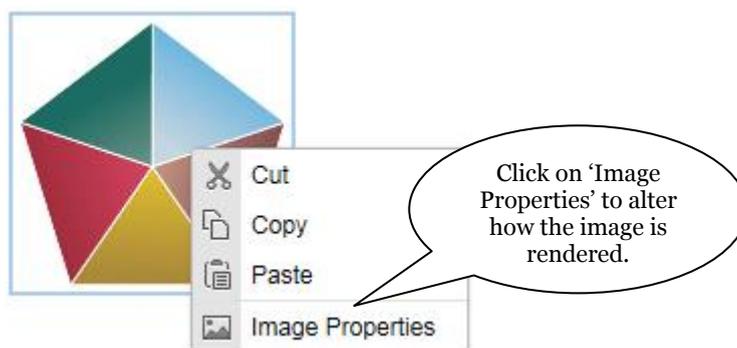
To insert the image onto a page place the cursor where you want the image and then click on the **Image** icon: .



The **BROWSE SERVER** option display the files stored within your **Resources** folders, from where you can select the required image. If the image is not already stored in **Resources**, then you can upload it from your computer by clicking the **Upload File** icon: .



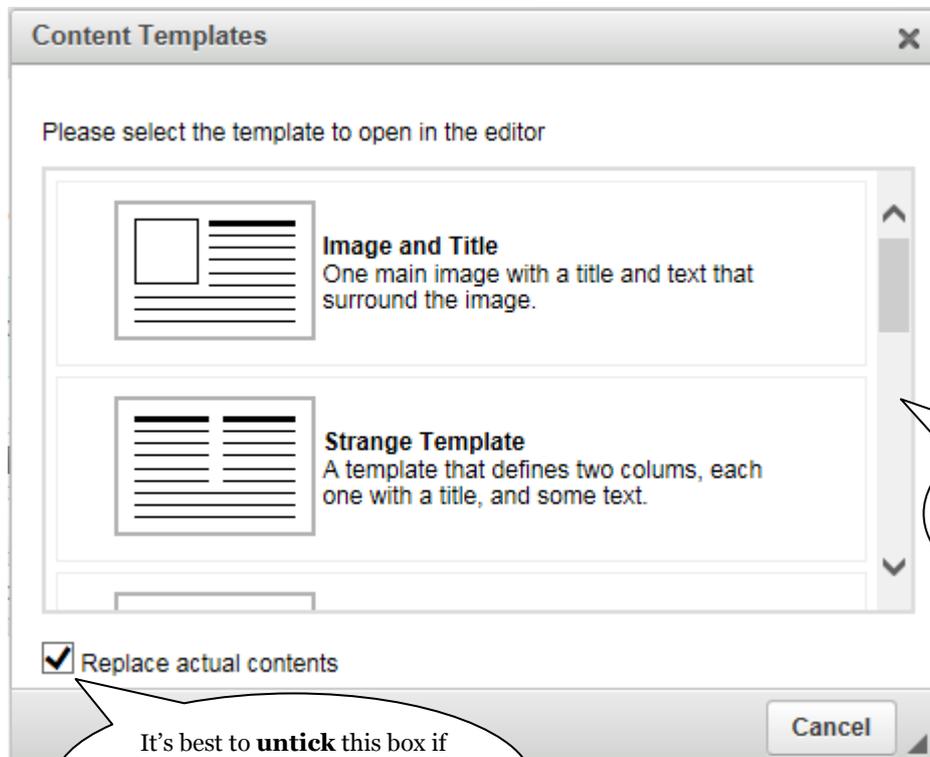
Once the image has been inserted into your page you can click on it using the right mouse button to visit the properties pages to make changes to it, such as changing the dimensions. You can also resize the image by clicking and dragging its 'handles'.



Using the HTML layout templates

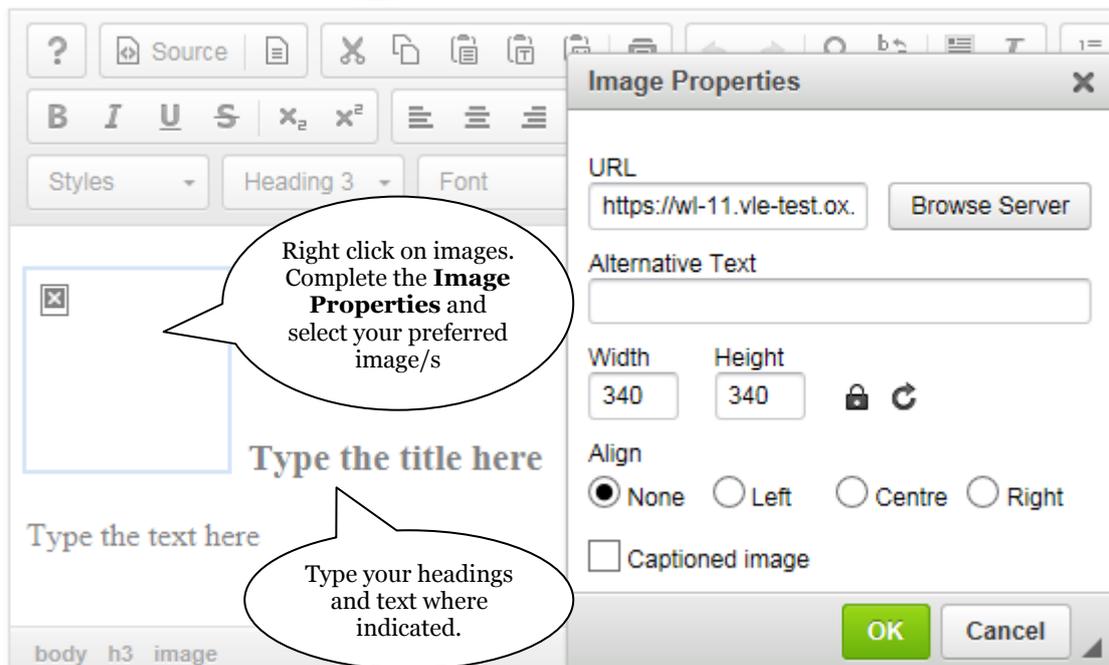
When you consider the design of your page, for example the 'landing page' for your department, you may want to create a combination of images and text in a non-linear layout. The HTML editor provides several page templates which create accessible HTML code behind the scenes.

To view and select a layout template, click the templates icon on the toolbar: 



It's best to **untick** this box if you do not want to overwrite other material that may already be on the page.

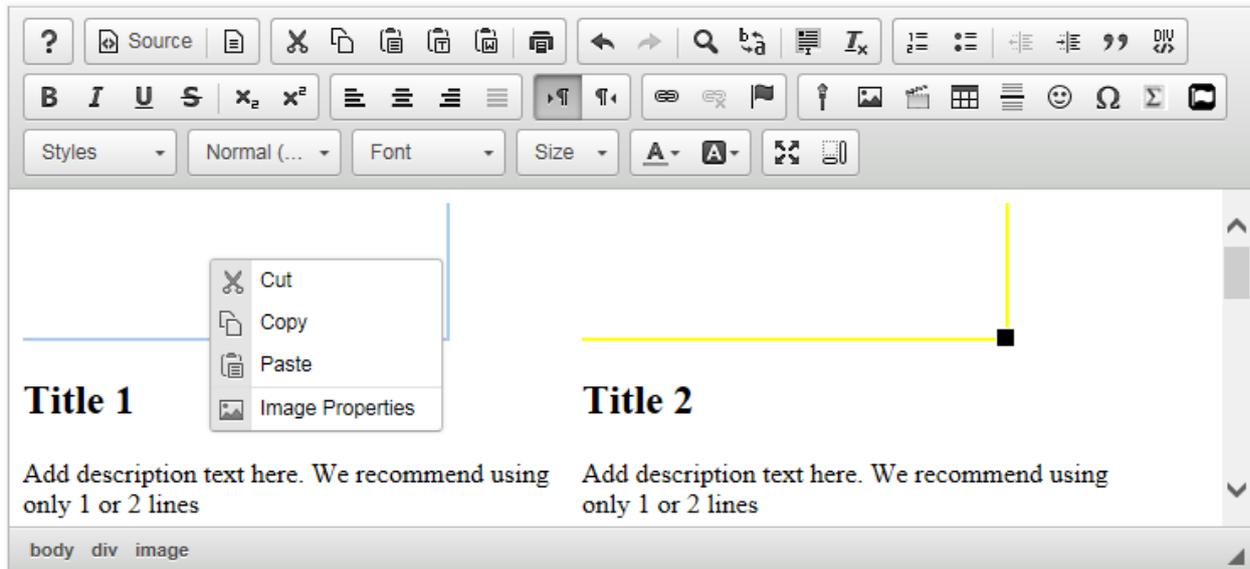
Scroll down to view the various layouts and click on the one of your choice



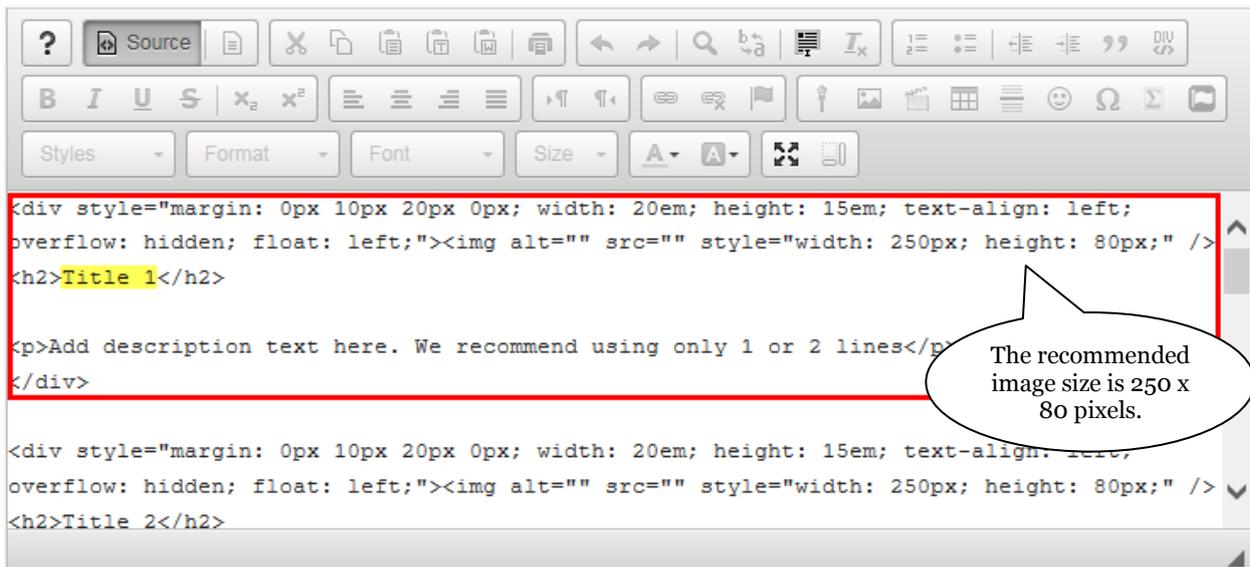
Right click on images. Complete the **Image Properties** and select your preferred image/s

Type your headings and text where indicated.

The layout template entitled **Multiple boxes** allows you to create a layout of 6 boxes, each with an image, a title and a description.



If you want more than six boxes, you can copy and paste the applicable code in the Source view:



The finished page could look something like this:

WebLearn-Related Projects

Various WebLearn-related projects will bring changes to WebLearn over the coming months and facilitate long-term developments in support of the University's [Digital Education Strategy](#). The projects form an important part of the effort to provide the University with a virtual learning environment (VLE) that provides academics and students with the best possible experience and functionality.

Further information was provided at the [WebLearn User Group](#) meeting on 27 June 2016 and the sections below contain more details. Contact us: weblearn@it.ox.ac.uk



WISE project

The WISE project is supporting academic units to enhance the WebLearn student experience.



VLE review

This strategic project will consult the collegiate University about requirements for a virtual learning environment (VLE).



WebLearn upgrade

The WebLearn 11 upgrade will bring enhancements and better tools to support teaching and learning.



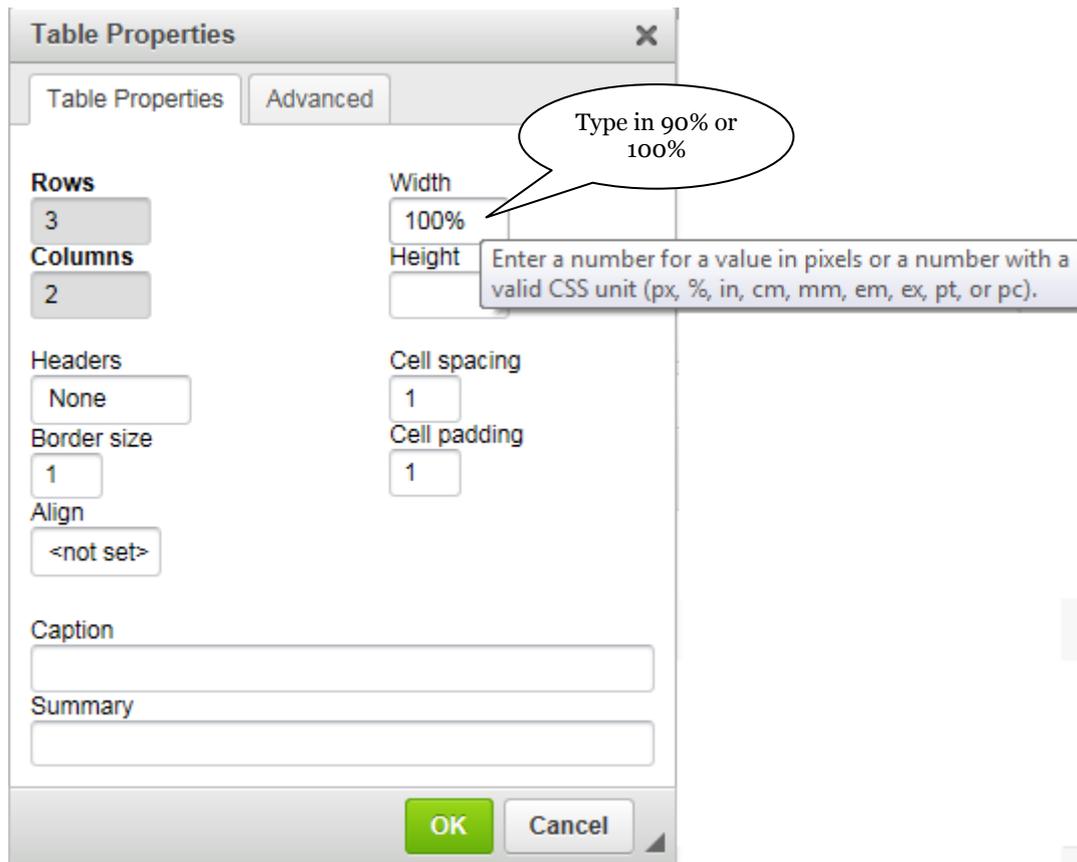
Online reading lists

This project will identify reading list requirements and pilot a suitable tool for optional adoption across the University.

Using tables

Note that tables should be used only to display data or other information, and not for layout purposes. This is to comply with accessibility issues, since tables are not easy to comprehend when read out by a screen reader, for example.

The HTML editor makes it easy to insert a table into a document. Simply click on the **Table** icon  to access the **Table Properties** dialogue. This allows you to set the number of rows and columns and also the table width. We would **strongly recommend** that the **Width** be changed from its default of 500 pixels to 90 or 100 percent. This will mean your table will display better to most users. If you do not want a table border then set the **Border size** to be 0 (zero).



Once the table has been inserted into your page you can click on it using the right mouse button to visit the **Table Properties** box again and make changes to it, such as inserting rows or columns, and changing the cell spacing and padding.

Writing for the web - good practice and accessibility

The University provides guides that are essential reading for those preparing web-based text:

Writing for the Web and style guide:

<http://www.ox.ac.uk/public-affairs/services-and-resources/style-guide/index.html>

Best practice in using, licensing and commissioning images:

<https://www.ox.ac.uk/public-affairs/images/best-practice?wssl=1>

JISC provides this guide on **digital images**: <https://www.jisc.ac.uk/guides/using-digital-media-in-new-learning-models/digital-images>

It is a requirement that all learning material be written in such a way that users with a disability are able to access it; some important features that have an impact on accessibility that are mentioned in the Oxford guides named above include:

- Use short paragraphs. Condense text into bullet points wherever appropriate.
- Keep pages short - cut unnecessary text wherever possible, or split long pages into several shorter ones.
- Label your links descriptively ("see Undergraduate Prospectus", not "for Undergraduate Prospectus click here" or "<http://www.ox.ac.uk/admissions/undergraduate-courses/index.html>") and add an advisory title (see **Making links** section below).
- Multimedia elements and images can improve the look of your site, but may slow down the loading time of your pages. Think about the file size of your images. A smaller file size will enable your pages to download more quickly, especially for dial-up users.

- As a general rule, multimedia files containing moving graphics, audio, audio/visual or interactive content should be backed up with an HTML version for users who cannot view the content in any of these formats.
- If you are using PDF or other 'secondary formats' (secondary to the Web because they are not in HTML) as part of your web content, include a link to a site where users can download the necessary plug-in, such as a PDF reader or *Open Office*. Stick to well-known brands that users trust, and follow third party requirements to properly quote the trademarked names, for example, Adobe® Acrobat® Reader. For PDF use www.adobe.com and for *Open Office* use www.openoffice.org
- Readers might set their screen to 'text only' or be using screen reader software. This means that they won't necessarily see web pages as you do. With this in mind, it is best to avoid referring to detail within images or "the next column in a table".
- Images: Use descriptive text in the ALT field of an tag. This text appears on the web page when the cursor is placed over the image. (See the 'Using images' section later in this WebLearn guide for details that are relevant to the WebLearn HTML editor.) Likewise use the TITLE field of a hyperlink to describe the content of the link.
- Use plain English. Non-native English speakers will also be reading your pages. Avoid using jargon that your audience may not understand.
- Use headings to summarise paragraphs and sub-sections so the reader can scan the page without needing to read all of the text. Don't simulate headings by large bold text – use heading styles instead. This is very important for users who employ screen-reading software.
- Don't rely on coloured text for emphasis.

Known issues with the WYSIWYG editor within the Resources tool



WARNING:

When using the HTML editor to create content in **Resources**, **do not** open another browser window or tab to view the site's **Resources**. If you do, all new content added in the editor window will be lost, even if you try to save it. If you realise that you have done this before you attempt to save, then copy all text to the clipboard, quit WebLearn, re-enter and re-edit the page to paste the text from the clipboard.

Further known issues:

1. The editor does not have 'locking': if somebody else may be editing the document at the same time as you, WebLearn will not currently warn you. The person who saves last will overwrite changes made by another.
2. When one edits the **Overview** page using the pencil edit icon, the page is shortened considerably and one can't see the **UPDATE OPTIONS** and **CANCEL** buttons without scrolling. This happens when using *Firefox 21.0* and some versions of *Internet Explorer*.
3. When using *Internet Explorer 9*, if you open an HTML page in **Resources** and switch to source view, it is not possible to paste text from the clipboard either via mouse or *Ctrl+V*.