# TinyMCE Users Guide

Introduction

TinyMCE is a platform independent web based Javascript HTML WYSIWYG editor. What this means is that it will let you create html content on your web site. TinyMCE supports a lot of Operation Systems and browsers. Some examples are: Mozilla, Internet Explorer, Firefox, Opera, Safari and Chrome. TinyMCE has a large userbase and an active development community.

This user manual will show you all the basics of the TinyMCE editor.

Basics
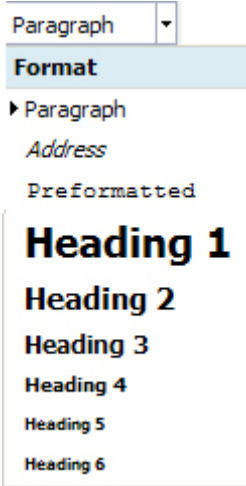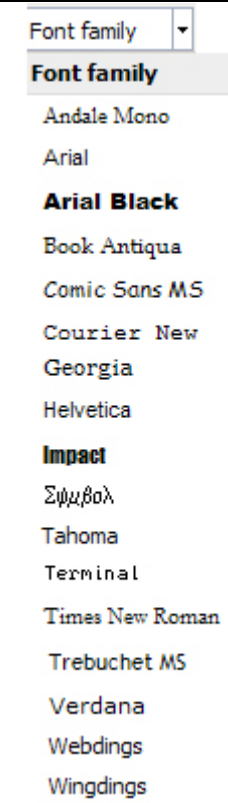
The default TinyMCE editor will look like this:
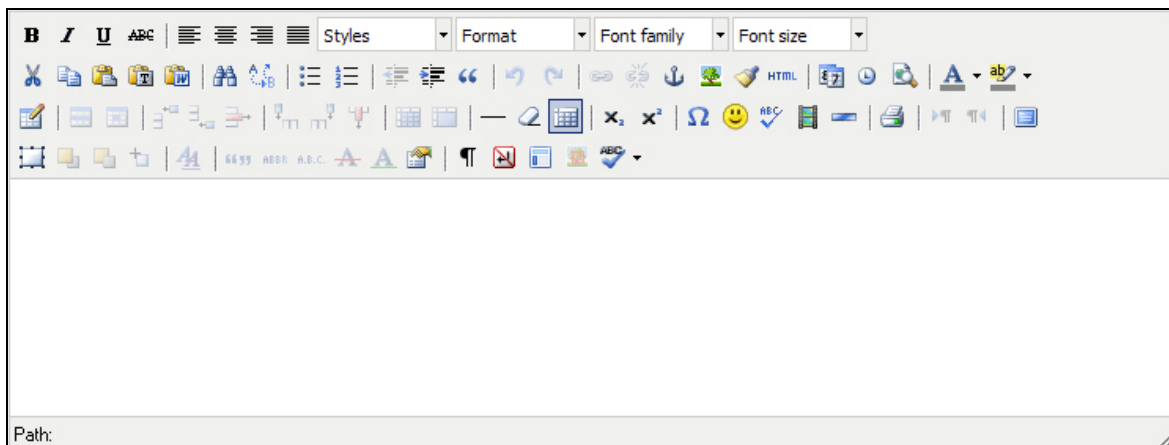
On top you can see the toolbar, below the text area and at the bottom a resize bar. If you drag the lower right corner you can make the editor window bigger or smaller.
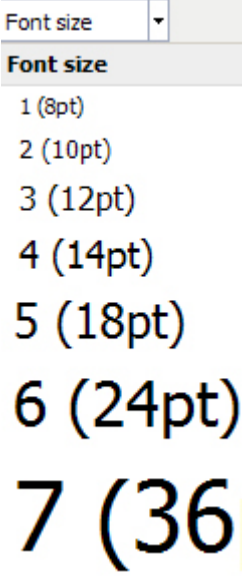
TinyMCE Toolbar

The following table describes the function and output of each button.

Icon / Menu	Name	Description	Example
Paragraph ▾ **Format** ▸ Paragraph *Address* Preformatted **Heading 1** **Heading 2** **Heading 3** **Heading 4** **Heading 5** **Heading 6**	Paragraph Style Menu	Paragraph Style Dropdown button - Applies standard text styles to selected text.	See examples in the left icon column
Font family ▾ **Font family** Andale Mono Arial **Arial Black** Book Antiqua Comic Sans MS Courier New Georgia Helvetica **Impact** Σψμβολ Tahoma Terminal Times New Roman Trebuchet MS Verdana Webdings Wingdings	Font Family Menu	Font Select button - Sets the font typeface.	See examples in the left icon column

Icon / Menu	Name	Description	Example
Font size **Font size** 1 (8pt) 2 (10pt) 3 (12pt) 4 (14pt) 5 (18pt) 6 (24pt) 7 (36	Font Size Menu	Font Size button - Sets the font size.	See examples in the left icon column
B	Bold	Bolds selected text	**text**
I	Italic	Italicizes selected text	*text*
U	Underline	Underlines selected text	text
ABC	Strikethrough	Places a line through text	~~text~~
≣	Justify left	Aligns the selected text to the left	text
≣	Justify center	Aligns the selected text to the center of the screen	text
≣	Justify right	Aligns the selected text to the right	text
≣	Justify full	Aligns the selected text to both left and right	text
≔	Bulleted list	Creates a bulleted list	• item 1 • item 2 • item 3
≔	Numbered list	Creates a numbered list	1. item 1 2. item 2 3. item 3
≔	Out dent	Moves an indented section of text one tab to the left	N/A
≔	Indent	Indents the selected text by one tab	N/A
"	Block quote	Indents entire paragraph to block quote style	N/A
↶	Undo (Ctrl+Z)	Undoes the last action.	N/A

Icon / Menu	Name	Description	Example
	Redo (Ctrl+Y)	Redoes/Repeats the last action, which has been undone.	N/A
	Cut	Removes the selection from the active document and places it on the Clipboard.	N/A
	Find	Find text in the editor's content area	N/A
	Find & Replace	Find (and replaces) text in the editor's content area	N/A
	Copy	Copies the selection to the Clipboard.	N/A
	Paste	Inserts the contents from the Clipboard at the insertion point, and replaces any selection.	N/A
	Paste in Plain Text	Inserts the text from the Clipboard at the insertion point, and removes all formatting and leaves plain text.	N/A
	Paste from Word	Inserts the text from the Clipboard at the insertion point and keeps all formatting.	N/A
	Insert Table	Inserts a table	N/A
	Row Properties	Table row properties	N/A
	Cell Properties	Table cell properties	N/A
	Insert Row Before	Inserts a row before the current row	N/A
	Insert Row After	Inserts a row after the current row	N/A
	Delete Row	Deletes the current row	N/A
	Insert Column Before	Inserts a column before the current column	N/A
	Insert Column After	Inserts a column after the current column	N/A
	Delete Column	Deletes the current column	N/A
	Split Cells	Splits the current cell	N/A
	Merge Cells	Merge the current cell with other cells	N/A

Icon / Menu	Name	Description	Example
A	Select text color	Text Color (foreground) button - Changes the foreground color of the selected text.	Text
ab	Select text background color	Text Color (background) button - Changes the background color of the selected text.	Text
	Preview	View page in preview mode	N/A
	Insert Time	Inserts current time.	N/A
	Insert Date	Inserts current date.	N/A
	Insert Link	Inserts or edits a link	text
	Unlink	Removes the current link	text
	Insert Anchor	Inserts or edits an anchor	N/A
	Insert Image	Inserts or edits an image	N/A
HTML	HTML Mode	Edit the HTML source code	N/A
	Full Screen	Toggles fullscreen mode	N/A
	Direction Left to Right	Left Justification	Text
	Direction Right to Left	Right Justification	Text
	Print	Print page contents	N/A
	Run Spell Checking	Spell check page text	N/A
	Insert Emotions	Insert emoicons	
Ω	Insert Special Character	Inserts a special character	®
x^2	Superscript	Makes a text superscript	Text^2
x_2	Subscript	Makes a text subscript	Text$_2$
	Remove Formatting	Removes custom or all formatting from selected text.	N/A
—	Insert Horizontal Rule	(e.g. horizontal rule) button - Inserts a horizontal line at the cursor position.	
	Insert Image Map	Allows users to define clickable areas within image.	N/A
	Insert Non-Breaking Space Character	Used in special situations. Used to insert a space between text, images, etc.	N/A

How to Modify Text

You can use different fonts, sizes and colors to help separate Headings and Body text as well as Links and other information.

All Tools used to change font properties are found on the Tool Bar
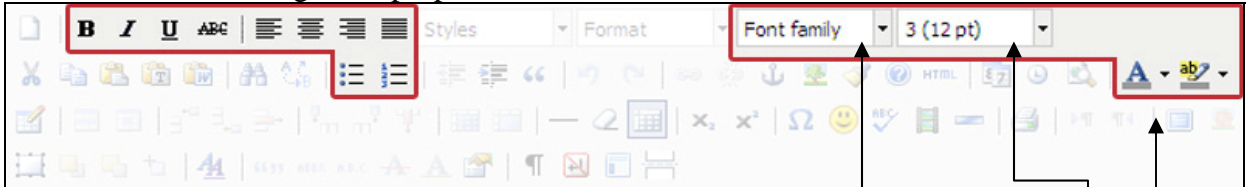
To change the font of the text: Highlight the text and select the font under **Font Family**

To change the size of the text: Highlight the text and select the size under **Font Size**

To change the color of the text: Highlight the text and choose the **Font Color** from the drop down

Note: Each line of text should have a designated Font Family and Font size. After you enter each line of text, be sure to highlight the text and select a Font Family and Font size. If this is not specified, a default font and size will be used and your text may display inconsistently on your agent page. Be sure to confirm the fonts and sizes when previewing your page before submitting for approval.

How to change font color
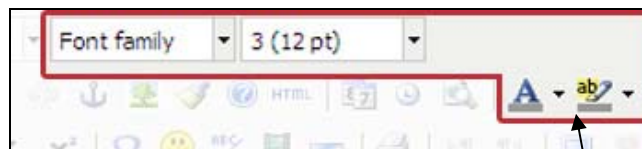
To apply a color to your text:

1. Highlight your text, then click the down arrow next to the **Font Color** button and choose **More Colors**
2. You can select any color in the *Color Picker* by clicking anywhere in the gradient
3. Click **Apply**
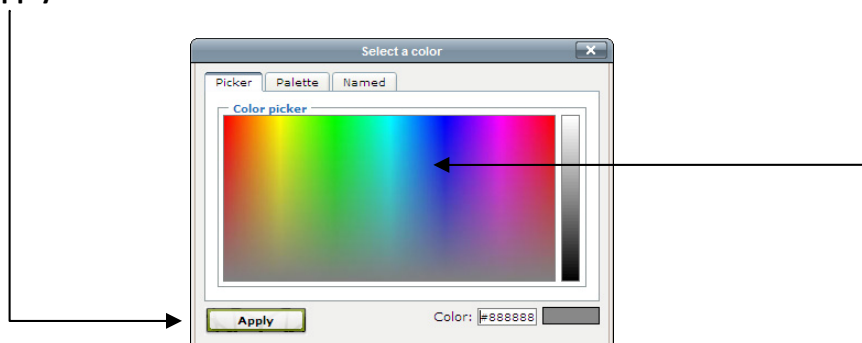
It is strongly advised that you use consistent colors throughout your agent page. These colors will vary depending on the agent template you choose.

Corporate Colors – Hex Colors - Web Colors

#330e00	#b80007	#ff3600
#ffb300	#f7edd4	

Inserting Images

1. To insert an image, click on the space where you want to insert the image
2. Click the **Insert/edit image** icon
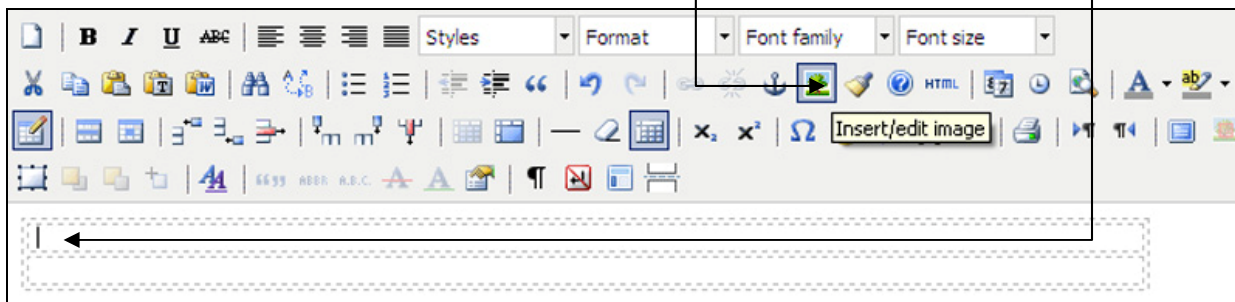
3. An image properties box will appear allowing you to **browse** your computer to find the image file. Select the file you wish to insert and click **Open**.

4. Once you have selected the image file, click **Upload**

5. Enter a Description of the file into the **Image Description** box

6. To insert the uploaded image, click **Insert**
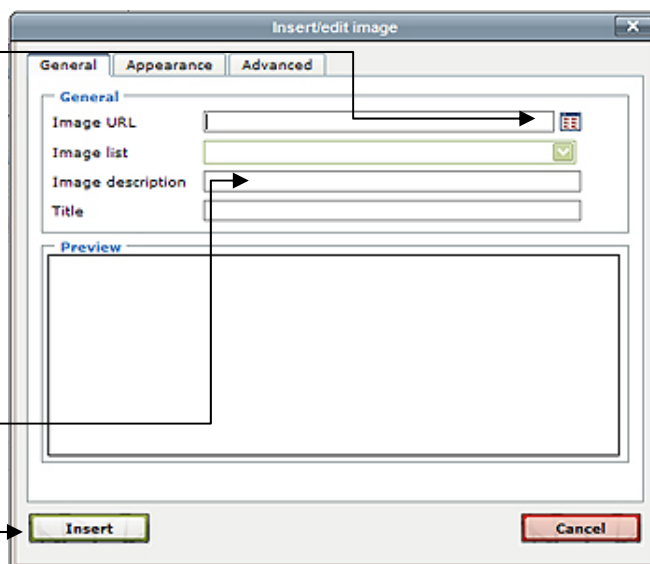
⚿ Inserting Links

To create a Hyperlink: Select the text you wish to make a Hyperlink. Click the **Insert/Edit Link** Icon.

1. Type in the web address in the Link URL field.

   a. **Creating an External Link:** If you want to create a link to an external website, type the web address in the Link URL field. (Make sure you include the **http://** for external links)

   b. **Creating an email link:** If you want to create an email link, type in **mailto:** followed by your agent email into the **URL** field (i.e. mailto:name@email.com)
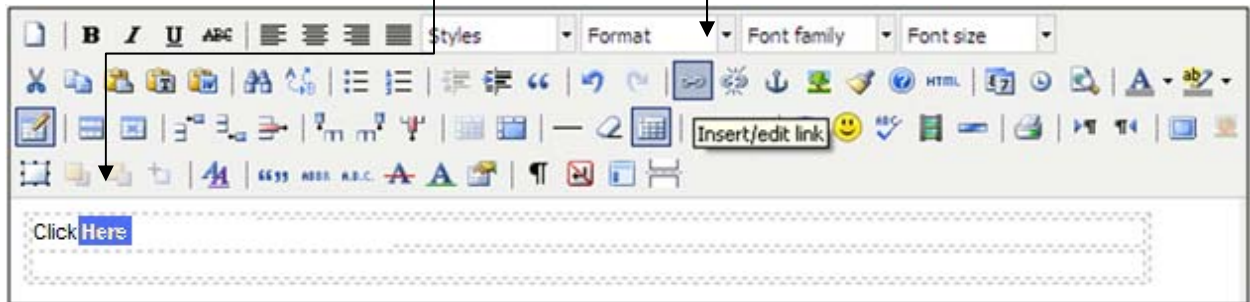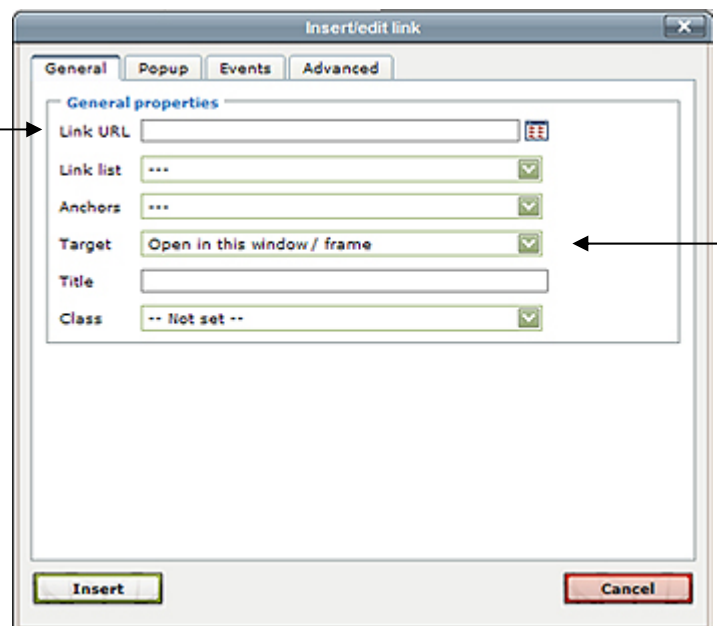
   c. **Link to an Internal Page:** If you want to create a link to a page found on HarryNorman.com, visit the page you wish to link to and copy the link and paste it in the Link URL field. Each page will have a different id number and the URL should look similar to the following: http://harrynorman.com/AgentContent/?PageID=12

2. Choose the *Target:* **open in a new window**

3. At the bottom, click the **Insert button.** The text will now appear in the Web Builder window as underlined blue text.

4.   After you press the insert button, you may or may not receive this message:
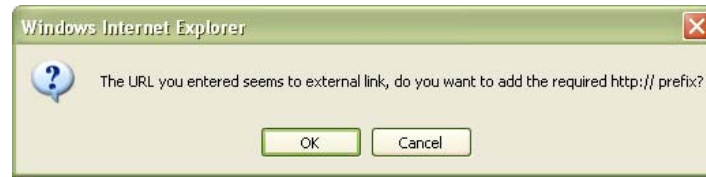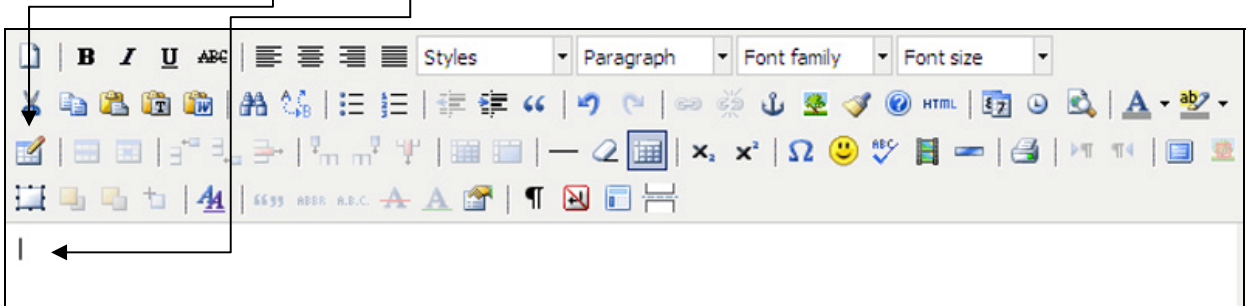

5.   Click OK to finish this procedure (to prevent this message from appearing, simply include the http:// in the URL when entering into the Link URL field)

Inserting Tables

1. To insert a table, click so that the cursor is flashing inside the Web Builder window
2. Click on the **Table** icon

3. The *Table Properties* window will appear. Complete the information according to the properties you need and select **Insert. Make sure the entire width of your table is no wider than 770.**

The following settings are recommended for general use:

Rows – determined by user needs
Columns – 1
Cellpadding – none
Cellspacing – none
Alignment – left
Border – 0
Width – 770
Height – default
Class – none selected
Table caption – not selected
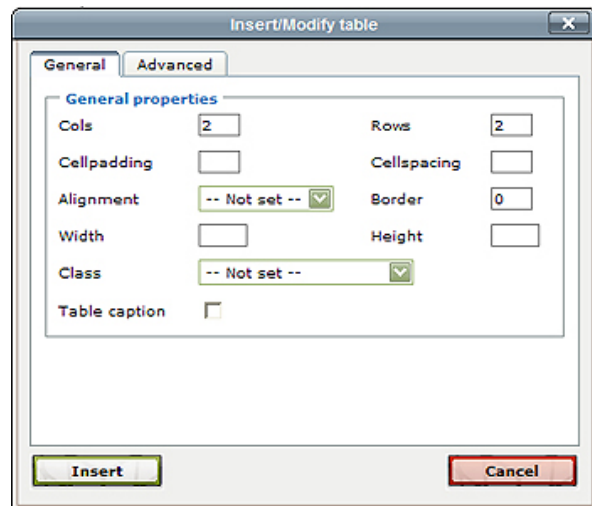
To insert a row or delete a row:

- **Insert Row Before** icon - *the row will be inserted above the row in which your cursor is placed*
- **Insert Row After** icon - *the row will be inserted below the row in which your cursor is placed*
- **Delete Row** icon - *the row in which your cursor is placed will be deleted*

Editing the Table: To edit a table, right-click inside the table and select Table Properties. You can also select Cell Properties, Row Properties, or Column Properties if you want to edit that part of the table.