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1 Introduction

This guide provides instruction for content editors (users with Write access permissions) to perform basic end user functions, such as creating and modifying content, images and files on their organization’s SiteExecutive website. This guide is written from the perspective of a user with Write permissions, and does not detail actions that Write users are not able to complete.

1.1 Access

SiteExecutive is accessed through Internet Explorer or Firefox Browsers. See the Getting Started Guide for System Requirements and Browser Configurations.

Typically, users access their organization’s SiteExecutive Content Administrator address by entering their website into the browser address field and appending “/se”.

http://companydomain.com/se

*Note: Website security, server configurations and other circumstances may change access. Contact your Site Administrator for more information.*

1.2 Login

To log in to SiteExecutive:

1. The login screen will appear upon access.

2. Review any messages appearing to the right of the login fields. Administrators may post important instructions or information about content editing, upgrades or training events.

3. Enter a valid username.

4. Enter a valid password.

5. Click the Login icon.
The default homepage will appear.

2 Administrative Interface

The Administrative Interface is designed with familiar and easy-to-recognize icons so users can easily perform SiteExecutive functions. The primary components of the Administrative Interface are illustrated below.

- Toolbar
- Site Tree
- Navigation Tabs & Tools
- Details

Note: SiteExecutive will display the items to which the user has permissions. Users with limited permissions may not have access to all the nodes or may find some tabs or tools grayed out (inaccessible).

2.1 Main Toolbar

Located at the top of the SiteExecutive interface, the SiteExecutive toolbar provides access to the main-level (root) and allows you to Logout.

2.1.1 Navigation Tabs

At the main level, the Desktop tab is available for users with Write access. See the Site Administrator User Guide for more information on other main level tabs.

2.1.1.1 Desktop Tab

The Desktop tab displays icons for available features or functions. Some of the features in the information area will be inactive (grayed out); this depends on the content manager’s permission level.
2.1.1.1.1 Change Password

When you first access SiteExecutive, you will use the username and a temporary password provided by your Site Administrator. Users can change their SiteExecutive password easily under the Main > Desktop.

To change your password:

1. Login to SiteExecutive.
2. Select Main.
3. Select the Desktop tab.
4. Double-click Change Your Password in the Desktop information area.

The Change Your Password dialog box will appear.

6. Click Save.

*Note: SiteExecutive Password is case-sensitive.*
2.1.2 MySE
This view displays a dashboard or homepage of pending actions such workflow (and reports for Administrators). See the Site Administrator User Guide for more information.

1. On the Main page, click the MySE tab in the center of the page.

2. The resulting page will look like this.

Note: If you would like to have the MySE homepage set to appear by default when logging into SE, check the box in the upper right corner of the page.

2.1.3 Logout
Logout feature allows a user to logout of their current SiteExecutive session.

To log out:

1. Click Logout in the main Toolbar in the upper right hand corner of the screen.

   The user will be logged out and be taken to the login screen.

2.1.4 About and Help
The About and Help options can be found on the bottom left of the SiteExecutive user interface.

2.1.4.1 About
This feature provides important information regarding the SiteExecutive instance.

2.1.4.2 Help
Help features links to the SiteExecutive Support Center, located at: http://support.siteexecutive.com

Users can receive support and view User Guides, Downloads, Best Practices, Frequently Asked Questions and more. First-time users can register for access on the login screen.

Support contact information:

Contact SiteExecutive Support:
2.2 Site Navigation Tabs

The site navigation tabs display all content in a SiteExecutive website. Users must have at least Read access view each node. The available sections are as follows:

- **Site Tree** – Displays all sites, folders, pages, applications, images and files in SiteExecutive.

- **Templates/Style Sheets** - Displays all templates and style sheets for your SiteExecutive website.
• **Modules/Application Explorer** – Displays all modules, content types and applications in SiteExecutive.

![Modules/Applications](image1)

• **Administration** – Allows Administrative users to manage users and groups.

![Administration](image2)

• **Reports** – Allows users to run reports on SiteExecutive information.

![Reports](image3)

• **Website Security** – Allows Administrative users to manage website security.

![Website Security](image4)

**Note:** In each mode, SiteExecutive will display the items to which the user has permissions. Users with limited permissions may not be able to see all the nodes mentioned above.

2.2.1 Site Tree Navigation

2.2.1.1 Expand/View Folder Content

To view the contents of a folder:
1. Click the plus sign “+” located to the left of the object name to expand the site tree and sub-contents.

The plus sign “+” will become a minus sign “-”, when the selected object is expanded.

```
- teddy
  - blog
- testing
  - test_01
  - test_02
  - test_03
  - blog
  - image_gallery
  - video_library
```

2.2.1.2 Collapse/Close Folder Content

Click the minus sign “-” located to the left of the object name.

The minus sign “-” will become a plus sign “+” when the selected object is collapsed.

2.2.1.3 Select Object

This process applies for selecting all objects in a site or folder except for applications.

**To access an object in the site tree:**

1. Select the site or folder under which the object is stored.

   The objects in the selected site or folder will appear in the bottom pane of the explorer.

2. Click on the desired object in the bottom pane of the explorer.

2.2.1.4 Select Application

This process applies for selecting applications in a site or folder.

**To access an application in the site tree:**

1. Select the site or folder under which the application is stored.

   The applications in the selected site or folder will appear under the site or folder in the top pane of the explorer.
2. Click on the desired application.

2.2.2 Hide Site Tree
1. Click the left-pointing arrow to the right of active Site Navigation tab.

![Site Tree](image)

The site tree will be replaced by icons, the workspace area will expand, and the arrow will point to the right.

2. Click the arrow to restore the Site Tree when it is hidden.

2.3 Site Level Navigation Tabs

Navigation Tabs, like those on the Main Level, provide different tools and tasks. Each tab changes the body area into either a tool display or workspace. In addition to Main, other levels include Site, Folder, Page and Object. See the Site Administrator User Guide for more information on main and site-level tabs and tools.

2.3.1 Desktop Tab

The Site Desktop tab displays icons for available features or functions. Some of the features in the information area will be inactive (grayed out); this depends on the content manager’s permission level.
2.3.2 Navigation Tab
The Navigation tab allows you to set options for your SiteExecutive navigation.

2.3.3 Dynamic Content Tab
Site Administrators and Designers may create dynamic template elements that can be switched out or hidden at the site or folder level. Please consult your Site Administrator if this applies to your site/folder and see Template & Style Sheet User Guide for more information on Dynamic Content.
2.3.4 Dynamic Style Sheet

2.3.5 Redirects

2.3.6 External Redirects
2.3.7 MAP APIs

2.3.8 Properties
The **Properties** tab displays information regarding the selected folder. Folder properties are editable by content managers with the appropriate permissions.

2.3.9 Audit Log
3 Folders

3.1 Folder Level Navigation Tabs
At the folder level within SiteExecutive, the tabs available to users with Write permissions are: Desktop, Navigation, Dynamic Content, Dynamic Style Sheet, Properties and Audit Log. See the Site Administrator User Guide for more information on folder tabs.

3.2 Folder Creation
Folders usually designate major site sections, departments, products, divisions, or similar organizational structures.

To create a folder:
1. Select the desired site or folder where the new folder will be created.
2. Select the Desktop tab.
3. Double-click Create Folder in the Actions navigation on the right side of the screen.

4. The Create Folder dialog box will appear.

5. Enter information in the available fields.
Note: << indicates that these fields require information. SiteExecutive will not allow content editors to proceed without completing these fields.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definition</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Required &quot;&lt;&lt;&quot;, Displays as folder’s site tree name AND URL name</td>
<td>255 character-limit (upper/lower case letters, hyphens, periods, underscores, numbers, spaces)</td>
</tr>
<tr>
<td>Title</td>
<td>Required &quot;&lt;&lt;&quot;, displays readable folder title on website</td>
<td>40 character-limit (any letter, number, spaces, special characters)</td>
</tr>
<tr>
<td></td>
<td>Example: Site Map, Site Information</td>
<td></td>
</tr>
<tr>
<td>Default Language</td>
<td>Required &quot;&lt;&lt;&quot;, selects default language for spell-check dictionary</td>
<td>Defined at site, folder and/or page level (cascades); can change at page level</td>
</tr>
<tr>
<td>SSL Enabled?</td>
<td>Secure Sockets Layer (SSL), all objects in folder are transmitted via a secure https connection</td>
<td>requires configured Web server with security certificate</td>
</tr>
<tr>
<td>Template</td>
<td>Template applied to all pages within that folder</td>
<td>Use Select Link icon</td>
</tr>
<tr>
<td>Error Page</td>
<td>Displays a custom error page instead of default &quot;404 Object Not Found&quot; error page</td>
<td>Use Select Link icon</td>
</tr>
<tr>
<td>Default Image</td>
<td>Specifies the default location for images within this object to be saved.</td>
<td>Defined at site, folder and/or page level (cascades); can change at page level</td>
</tr>
<tr>
<td>Save Location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary</td>
<td>Displays descriptive information about folder in various sections</td>
<td>255 character-limit (upper/lower case letters, hyphens, periods, underscores, numbers, spaces)</td>
</tr>
<tr>
<td></td>
<td>Example: Properties tab, modules, search</td>
<td></td>
</tr>
</tbody>
</table>

6. Click Save.

The site tree will refresh and the created folder will appear selected.

Once the folder has been created, the properties can be modified. Users with Write permissions may write to a folder’s content without modifying the folder’s properties.
3.3 Folder Maintenance

At the folder level, the following tools are available in the Desktop tab, under the Actions navigation on the right side of the screen:

- Rename Folder
- Copy Folder
- Move Folder
- Delete Folder

3.3.1 Rename Folder

To rename a folder:

1. Select the desired folder in Site Tree.
2. Select the Desktop tab.
3. Double-click Rename Folder in the information area.
   
   The Rename Folder dialog box will appear.

4. Enter a new name in the Name: field.
   
   By default, the Add Redirects checkbox is checked. This must be checked to ensure all existing links to this folder and its contents are maintained even though the folder is renamed. Unchecked, it breaks the current links to the folder and its contents.
5. Click Save.
   
   The Site Tree will refresh and the renamed object will appear selected.

3.3.2 Copy Folder

To copy a folder:

1. Select the desired folder in the Site Tree.
2. Select the Desktop tab.
3. Double-click **Copy Folder** in the information area.

The **Copy Folder** dialog box will appear.

![](image1.png)

4. Select the desired destination for the folder in the Site Tree.
5. Enter a new name for the folder if desired.
6. Click **Copy**.

Site Tree will refresh and the copied object will appear selected.

### 3.3.3 Move Folder

Please see **Site Administrator User Guide** for more information.

### 3.3.4 Delete Folder

**To delete a folder:**

1. Select the desired folder in the Site Tree.
2. Select the **Desktop** tab.
3. Double-click **Delete Folder** in the information area.

The **Delete Folder** dialog box will appear.
4. Click **OK** to delete the object or click **Cancel** to cancel. Site Tree will refresh with the deleted object no longer present. When an object is deleted, the object cannot be recovered.

- Archiving is recommended to avoid deleting objects that may be needed in the future.
- Users can also move unwanted objects into another folder if desired.

When an object is deleted, the deletion process monitor is started.

- During the delete process, the primary object is deleted first.
- The user can close the delete dialog and the deletion process will be transferred to the background to allow the content editor to continue working in SiteExecutive. The deletion process will be monitored in the Process Monitor on the Main level Desktop tab. When the deletion is complete, the site tree will need to be refreshed, and the folder will be removed.
- The process monitor will be updated to indicate the status of the process as deletion occurs.

## 4 Images & Files

SiteExecutive makes it easy to add files and images to Site Tree. Content editors may download personal files from external locations and upload them into SiteExecutive for use on SiteExecutive pages.

### 4.1 Image & File Navigation Tabs

At the object (image/file) level, the tabs available are: **Desktop, Redirects, Revisions, Properties, and Audit Log**.

![Image & File Navigation Tabs](image)

### 4.1.1 Desktop Tab

Similar to the folder and site levels, the Object **Desktop** tab displays icons for available features or functions.
4.1.2 Redirects Tab
Please see **Site Administrator User Guide** for more information.

4.1.3 Revisions Tab
Please see **Site Administrator User Guide** for more information.

4.1.4 Properties Tab
The **Properties** tab displays a preview of the object, as well as pertinent information for the selected object.

4.1.5 Audit Log Tab
Please see **Site Administrator User Guide** for more information.
4.2 Upload File

The Upload File icon allows users to upload multiple files into SiteExecutive at once without having to include the files in a zip.

To upload a file into SiteExecutive:

1. Select the desired location in the site tree where the file will be uploaded.
2. Select the Desktop tab.

The Upload File dialog will appear.

4. Click Add File.

The file select dialog box will appear.
5. Select the desired file to upload.

6. Click **Open**.

   The file select dialog box will close. The path and name of the selected file will appear in the **Upload File** dialog box.

   **Note**: *Multiple files can be uploaded at once. The combined size of the files to upload cannot exceed 2047 MB.*

7. Click **Upload**.

   The Upload File dialog presents an edit screen for the files.
On this screen, the user has the ability to enter a **New File Name**, **Description**, and select the **Searchable** option for the file. The user can also delete files on this screen by clicking the **Remove from the list** icon.

When this icon is clicked, that particular file is removed from the list and will not be uploaded to SiteExecutive. All other files present on the screen will be uploaded.

8. Make desired changes to files and click **Save**.

The files are uploaded to SiteExecutive in the chosen location and will appear in the bottom pane of the Site Explorer.
4.2.1 Delete File
Files can be deleted from the Upload File dialog.

To delete a file from the Upload File dialog, after files have been selected for upload:
1. Select a file in the upload window by clicking on the file.

2. Click the Delete button.

The file is deleted from the upload window and will not be uploaded into SiteExecutive. All other files in the upload window will be uploaded.

4.2.2 Clear All
All files can be deleted from the Upload File dialog at once.

To delete all files from the Upload File dialog, after files have been selected for upload:
1. Click the Clear All button.

All files are deleted from the upload window and will not be uploaded into SiteExecutive.

4.3 Zip Extraction
Multiple files are uploaded via a zip (compressed) file. Zip files compress files for faster upload. SiteExecutive then extracts those files packaged in the zip file and import them into SiteExecutive as individual files. Content editors can also maintain path information (keep subfolder structure in zip file) and/or upload the compressed file itself.

To upload files via Zip Extraction:
1. Select the desired destination in the site tree where the zip files will be uploaded.
2. Select the Desktop tab.
3. Double-click Zip Extraction in the information area.

The Zip Extraction dialog box will appear.

4. Click Browse in the Select Compressed File: field.
   The Choose file dialog box will appear.

5. Select the desired compressed file.
6. Click Open.
   The Choose file dialog box will close.
7. The path and name of the selected file will appear in the **Select Compressed File** field in the Zip Extraction dialog box.

8. Select the available fields if desired.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Searchable     | Selected = all files in zip file are searchable  
Deselected = all files in zip are not included in search index  
Exception: Search index may still be able to search binary files containing text (i.e. .pdf, .doc, etc.) Search will not include other files (i.e. images) as searchable if this is unchecked. |
| Maintain Path Info | Recreates any file structure pulled into the compressed file  
Example: sub-folders |
| Save Compressed File | Copies the zip file itself to the primary folder along with each individual file |
| Description    | Activate only if the **Save Compressed File** is selected  
Refers to summary of zip file itself (500 character-limit) |

9. Click **Upload**.

10. The Site Tree will refresh and the zip file will be uploaded and unzipped in the selected folder.

    The files may be located in a newly created folder, which retains the path information.

    Once uploaded to Site Tree, these files become available to be placed on pages and templates in SiteExecutive.

### 4.4 Image/File Maintenance

All objects follow the same process for rename, copy, move and delete. Please see section **3.3 Folder Maintenance** for instructions.

### 4.5 Replace File/Image

Uploaded files and images may be replaced globally without having to replace each instance of the file/image on multiple pages. If replacing an image, ensure the new image is the same size as the old image.

**To replace files/images:**

1. Select the desired folder in the Site Tree.
2. Click on the title of the file that you would like to replace within the folder. You will be taken to the file/image **Properties** tab as the default.
3. Select the **Desktop** tab.
4. Double-click the **Replace File/Replace Image** option that is available.

    ![Replace File](image1.png) ![Replace Image](image2.png)

5. The **Replace File/Replace Image** dialog box will appear.
6. Enter information in the available fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>File</td>
<td>Click Browse to find and select file/image</td>
</tr>
<tr>
<td>New Filename</td>
<td>Renames the file (212 character limit)</td>
</tr>
<tr>
<td></td>
<td>File extension MUST be included.</td>
</tr>
<tr>
<td>Searchable</td>
<td>Allows the object to be searchable. If deselected, the item will not be included in the search index.</td>
</tr>
<tr>
<td>Description</td>
<td>Refers to a summary of the file (500 characters limit)</td>
</tr>
</tbody>
</table>

7. Click **Upload**.

**4.6 Export Files**

To export files:

1. Select the desired folder in the Site Tree.
2. Click on the title of the file that you would like to replace within the folder. You will be taken to the image **Properties** tab as the default.
3. Select the **Desktop** tab.
4. Double-click **Export File** in the **File Options** area.

5. The **File Download** dialog box will appear.
6. The file will save to your C:\Users\{user name}\Downloads folder.

**4.7 Image Manipulation**

The **Image Manipulation** tool allows users to resize, rotate or flip uploaded images directly within SiteExecutive. Deploy web-friendly images without loss of quality.
When making changes, a manipulated image is locked and uneditable for other content authors. Once image manipulation is complete, the original image is archived and can be previewed under the Revisions tab.

To manipulate images:

1. Select the desired folder in Site Tree.
2. Click on the title of the file that you would like to replace within the folder. You will be taken to the image Properties tab as the default.
3. Click on the Image Manipulation button on the bottom right of the screen.

The Image Manipulation dialog box will appear.

4. Click on the appropriate tab for desired action: Resize, Rotate or Flip. See sections below on each feature.

![Image Manipulation dialog]

### 4.7.1 Resize

To resize an image:

1. Select method to resize image.
2. Enter smaller measurement(s).
3. Click Save.

Image will display in the smaller size.

If image doesn't display the size change, consult the Getting Started Guide regarding Browser Configurations for History and Caching.
### Field Description

<table>
<thead>
<tr>
<th>Percent of Original Width and Height</th>
<th>Downsizes image to specified percentage, maintaining aspect ratio of the image (width x height proportions). Example: Image size: 100px x 100px, downsized 50% = 50px x 50px</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom Width (Height Calculated)</td>
<td>Downsizes image to smaller, specified image width. Height is automatically calculated to maintain aspect ratio of the image (width x height proportions).</td>
</tr>
<tr>
<td>Custom Height (Width Calculated)</td>
<td>Downsizes image to smaller, specified image height. Width is automatically calculated to maintain aspect ratio of the image (width x height proportions).</td>
</tr>
<tr>
<td>Custom Width x Height</td>
<td>Downsizes image to specified width and height without conditions. The image may be distorted as the aspect ratio of the image (width x height proportions) has not been maintained.</td>
</tr>
</tbody>
</table>

#### 4.7.2 Rotate

To rotate an image:

1. Select degree of rotation.
2. Click **Save**.

Image will display rotated.

If image doesn’t display the rotation change, consult the **Getting Started Guide** regarding Browser Configurations for History and Caching.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90º</td>
<td>Rotates the image 90 degrees clockwise</td>
</tr>
<tr>
<td>180º</td>
<td>Rotates the image 180 degrees clockwise</td>
</tr>
<tr>
<td>270º</td>
<td>Rotates the image 270 degrees clockwise</td>
</tr>
</tbody>
</table>
4.7.3 Flip

To flip an image:

1. Select direction.
2. Click Save.

Image will display in flipped.

If image doesn’t display the flip change, consult the Getting Started Guide regarding Browser Configurations for History and Caching.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horizontally</td>
<td>Flips the image horizontally</td>
</tr>
<tr>
<td>Vertically</td>
<td>Flips the image vertically</td>
</tr>
</tbody>
</table>
5 Pages

5.1 Page Creation

To create a page:

1. Select the desired folder in the Site Tree.

2. Select the Desktop tab.

3. Double-click Create Page in the Actions > Content Maintenance information area in the right hand column.

4. The Create Page dialog box will appear.
5. Enter information in the available fields.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definition</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td>Required &quot;&lt;&lt;&quot;, Displays as site’s tree name AND URL name. Include .html (or .htm) page extensions. First page in site/folder must be index.html. All other pages can follow any naming convention with .html extension. Example: <a href="http://www.site.com/news/index.html">http://www.site.com/news/index.html</a> <a href="http://www.site.com/news/article01019.html">http://www.site.com/news/article01019.html</a></td>
<td>255 character-limit (upper/lower case letters, hyphens, periods, underscores, numbers) Avoid spaces and special characters index.html (or default.html) is the default page that loads for the site/folder when URL is <a href="http://www.site.com">www.site.com</a> or <a href="http://www.site.com/news">www.site.com/news</a>. If default file doesn’t exist, an error message is displayed.</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>Required &quot;&lt;&lt;&quot;, displays readable page title on website Example: Site Map, Site Information, Content Search (Targeted)</td>
<td>255 character-limit (any letter, number, spaces, special characters)</td>
</tr>
<tr>
<td><strong>Browser Title</strong></td>
<td>Displays readable reference to the page for the Title bar of the Web browser window. It left blank, the Title field will be displayed as the Browser Title. Example: Welcome to the Site – software, hardware, content management, web design</td>
<td>populates the &lt;title&gt; and &lt;meta name=&quot;title&quot;&gt; tags within the HTML header</td>
</tr>
<tr>
<td><strong>Template</strong></td>
<td>Template applied to page Folder template will cascade to all pages by default, but can be changed.</td>
<td>Use Select Link icon</td>
</tr>
<tr>
<td><strong>Default Language</strong></td>
<td>Required &quot;&lt;&lt;&quot;, selects default language for spell-check dictionary</td>
<td>Defined at site, folder and/or page level (cascades); can change at page level</td>
</tr>
<tr>
<td><strong>Publish Date/Time</strong></td>
<td>Used to launch a page on a specific date. Entering a date and time places the page in queue for publication. The page must still be approved and published to be launched on a specified date.</td>
<td>Date Format: MM/DD/YYYY or use calendar icon Time Format: HH:MM am/pm Required for Content Archive and Current Content Modules</td>
</tr>
<tr>
<td><strong>Expire Date/Time</strong></td>
<td>Used to expire a page on a specific date. If this feature is selected, and the page is listed as a dynamic link, the link will be removed on the expiration date, eliminating broken links. When expiration takes effect, the Expire Date/Time must be changed before the page can be re-published. Notification of this will appear on the Approval tab.</td>
<td>Date Format: MM/DD/YYYY or use calendar icon Time Format: HH:MM am/pm Required for Content Archive and Current Content Modules</td>
</tr>
<tr>
<td><strong>SSL Enabled?</strong></td>
<td>Secure Sockets Layer (SSL), page is transmitted via a secure https connection</td>
<td>Requires configured Web server with security certificate</td>
</tr>
<tr>
<td><strong>Searchable</strong></td>
<td>Allows the page to be searchable. If No is selected, the page will not be included in the search index.</td>
<td></td>
</tr>
<tr>
<td><strong>Cache Interval</strong></td>
<td>Interval (in minutes) that page is cached. Cache allows a snapshot of the desired page instead of the most current version so page loads faster for visitors.</td>
<td>Interval of 0 disables cache. Use of cache intervals recommended on static pages, pages visited often or that may take several minutes to load.</td>
</tr>
<tr>
<td><strong>Author</strong></td>
<td>Indicates the page author’s name.</td>
<td>In meta data</td>
</tr>
<tr>
<td><strong>Refresh Interval</strong></td>
<td>Interval (in seconds) the page refreshes.</td>
<td></td>
</tr>
<tr>
<td><strong>Refresh Location</strong></td>
<td>Used for redirecting when a page is refreshed.</td>
<td>Use Select Link icon</td>
</tr>
</tbody>
</table>
5.2 Page Level Navigation Tabs
At the page level, the tabs available to users with Write access are: Desktop, Preview/Edit, Approval, Versions, Properties and Audit Log.

5.2.1 Desktop Tab
The Desktop tab displays icons for available features or functions. Some of the features in the information area will be inactive (grayed out); this depends on the content manager’s permission level. Content managers may access the Desktop tab to perform various functions, including, but not limited to: purging archives, deleting, renaming, copying, and moving a page. Content managers may also replace content, suggest featured content, and manage featured content.
5.2.2 Preview/Edit Tab

The **Preview/Edit** tab displays a preview of the selected page.

5.2.2.1 View Different Page Versions

Pages become available to the general public when they are approved and published. When a page is published, the previous published version of that page is archived. Archived versions of a page may be accessed via the **Versions** tab.

1. Select the desired folder in the Site Tree.
2. Select the **Preview/Edit** tab.
3. Click on the **Version:** drop-down list to see available versions.

<table>
<thead>
<tr>
<th>Version</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/11/2005 08:07AM (EDITABLE)</td>
<td>Editable: The unpublished version of the page (Saved)</td>
</tr>
<tr>
<td>06/11/2005 08:03AM (EDITABLE)</td>
<td></td>
</tr>
<tr>
<td>06/11/2005 08:04AM (ACTIVE)</td>
<td>Active: The live, currently published page. This is what the site visitor sees.</td>
</tr>
</tbody>
</table>

**Archived:** These are the unused, previously published versions.

**Restoring an archived version:**

1. Select the desired folder in the Site Tree.
2. Select the **Preview/Edit** tab.
3. Click on the **Version:** drop-down list to see the available versions.
4. Select the version that is going to be restored.

Here, the **Restore Version** window will appear
5. Click **OK**

**5.2.3 Approval Tab**

The **Approval** tab allows content managers to approve and publish a page. If workflow is being used, Begin Workflow or Approve/Disapprove will display instead of Publish.
5.2.4 Versions Tab

The **Versions** tab allows content editors to control previously approved versions of a page.

<table>
<thead>
<tr>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archive Active Version</td>
<td>Stores and disables currently approved and published pages</td>
</tr>
<tr>
<td></td>
<td>All links to page temporarily disappear and will reappear when page is approved again</td>
</tr>
<tr>
<td>Archive Editable Version</td>
<td>Archives the current editable version</td>
</tr>
<tr>
<td>Edit Archive</td>
<td>Allows an archived version of a page to be edited and approved again.</td>
</tr>
</tbody>
</table>

5.2.4.1 Archive Page

**To view versions of an archived page:**

1. Select the desired folder in the Site Tree.
2. Click on the page name that you would like to archive.
3. Select the **Versions** tab.

A list of previously archived pages will appear in the information area.

5.2.5 Properties Tab

Page properties are defined when the page is created and may be modified at any time under the **Properties** tab.
To edit page properties:

1. Select the desired page in Site Tree.
2. Select the **Properties** tab.
   
   The **Page Properties** will appear in the information area.

3. Click **Edit** at the bottom of the page.
   
   All properties can be edited except for the page name, which is changed using Rename Page under Page Maintenance. See section **5.3 Page Maintenance** for more information.

4. Click **Save**.
   
   The page must be re-published for modifications to become effective.

**Note:** Default Language is a required field for page creation. English is the default language for a page. This designation assists in web accessibility and search engine optimization (SEO). Screen readers acknowledge designated default language for pronunciation of words and phrases.

5.2.5.1 Changing Templates at the Page Level

Templates can be changed even after a page has been created and a template has been selected.

**To select a new template:**

1. Select the desired page in Site Tree.
2. Select the **Properties** tab.
3. The **Page Properties** will appear in the information area.
4. Click **Edit**.
5. The page’s properties will appear.
6. Choose a new template in the **Template:** field by using the **Select Link** icon.
7. Click **Select** when the new template has been selected.
8. Click **Save**.
9. The page must be re-published for modifications to become effective.

5.3 Page Maintenance

At the page level, the following tools are available in the Desktop tab:

![Page Maintenance Icons]

Note: All objects use the same process for Rename, Copy and Delete. Please see section 3.3 Folder Maintenance for instructions.

5.3.1 Replace Content

In SiteExecutive, content editors may replace the editable content of a page with the active content of another published page. This allows users to retain the properties of the original page and replace solely the content.

![Replace Content]

1. Select the desired folder in Site Tree for which contents will be replaced.
2. Select the file that you’d like to replace by clicking on the hypertext link name.
3. Select the Desktop tab.
4. Double-click Replace Content in the information area.
   The Replace Content dialog box will appear.

   ![Replace Content Dialog]

5. Click the Select Link icon in the Source Content: field.
   The Explorer window will appear.
6. Select the source page for content replacement.

7. Click **Select**.

   The **Replace Content** dialog box will appear with the path name of the selected file.
8. Click **Replace**.

A warning message will appear informing the content editor of replacement results.

9. Click **OK** to continue.

The content replacement will process from the source. While the replacement is taking place, a processing bar will appear.

Content replacement creates an editable version of that page with the replaced content.

The page must be published for the page to become active.
6 Create & Edit Content

6.1 Page Editor Access

To edit a page:

1. Select the desired folder in Site Tree.
2. Select the file that you’d like to edit by clicking on the hypertext link name.
3. Select the Preview/Edit tab.
   The selected page with the assigned template will appear. From the Preview/Edit tab, content editors can edit a template or edit a page.
4. Click Edit Page.
   The page will appear in edit mode with the page toolbar available for editing.
6.2 Enter Text
1. Click in the page where the text will be entered.
2. Type desired text.
3. Text entered will appear on the page.

Note: The editor converts text to HTML in the background. When content editors press [Enter], the system creates a blank space between paragraphs. Content editors must press [Shift] + [Enter] to create lines without blank spaces between paragraphs. Soft returns, however, may result in object overlapping. Default spacing can be defined in the style sheet if desired. The use of tables or <div> tags to provide structure is recommended.

6.3 Editor Toolbar
While in edit mode, word processor-like tools are available on the Editor Toolbar, allowing content editors to format text and perform other functions within a page.
1. Select the desired text or insertion point.
2. Click the desired tool for formatting changes or to insert specific functionality.

Note: Styling for text and header format, subscript/superscript, bullets, etc. may be pre-defined in a style sheet and therefore applied automatically when selected.

6.3.1 Collapse/Expand
The Editor Toolbar may be hidden if more working space is desired.
1. Click on the arrow on the left of the Editor Toolbar.
The Editor Toolbar will collapse.

2. To expand, click on the arrow on the left of the Editor Toolbar.

### 6.3.2 Toolbar Icons

The tools are defined as follows:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Preview" /></td>
<td>Preview</td>
<td>Allows object and/or page contents to be viewed within the template, as it will appear when displayed in the Web browser window. This tool will display a preview of most (not all) the objects entered on a page or template.</td>
</tr>
<tr>
<td><img src="image" alt="Save" /></td>
<td>Save</td>
<td>Save commits changes to the database. Close closes the window and prompts users to save editing completed. Save and Close commits changes to the database and closes the editor simultaneously.</td>
</tr>
<tr>
<td><img src="image" alt="Cut, Copy" /></td>
<td>Cut, Copy</td>
<td>Cuts and copies highlighted text, respectively.</td>
</tr>
<tr>
<td><img src="image" alt="Paste" /></td>
<td>Paste</td>
<td>Pastes cut or copied text into the editor. Note: If pasting non-supported tags, Paste Special dialog box will display automatically.</td>
</tr>
<tr>
<td><img src="image" alt="Paste as plain text" /></td>
<td>Paste as plain text</td>
<td>Pastes cut or copied content into the Editor as plain text. All formatting will be stripped, and text will be pasted using the &lt;p&gt; or &lt;body&gt; tag style.</td>
</tr>
<tr>
<td><img src="image" alt="Paste From Word" /></td>
<td>Paste From Word</td>
<td>Paste From Word dialog box will automatically pop-up if pasting external content that contain non-supported tags, specifically MS Word. The content will be pasted at the end of the page unless otherwise specified. Note: Pasting non-text content (i.e. images) may cause JavaScript errors when pasting.</td>
</tr>
<tr>
<td>Icon</td>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><img src="image" alt="Spell Check" /></td>
<td>Spell Check</td>
<td>Provides a spell check for page content based on the default dictionary.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> While this tool spell checks against modules, it does not save changes made to spelling in modules.</td>
</tr>
<tr>
<td><img src="image" alt="Advanced Spell Check" /></td>
<td>Advanced Spell Check</td>
<td>Displays multi-language dictionaries available and enables the selection of an alternate dictionary for the selected page.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> Multiple dictionaries must be selected each time the spell check will be performed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See section 6.3.4 Page Dictionary and Spell Check Tool for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Undo, Redo" /></td>
<td>Undo, Redo</td>
<td><strong>Undo</strong> reverses the last editing action and <strong>Redo</strong> annuls the last <strong>Undo</strong> action performed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> The <strong>Undo</strong> and <strong>Redo</strong> tools should be used with caution, especially with tables. The tool will undo or redo individual tags. Users may have to click <strong>Undo</strong> or <strong>Redo</strong> several times before it will completely undo or redo the last performed function.</td>
</tr>
<tr>
<td><img src="image" alt="Find, Replace" /></td>
<td>Find, Replace</td>
<td>Allows the search and replacement of specified text.</td>
</tr>
<tr>
<td><img src="image" alt="Bold, Italic, Underline" /></td>
<td>Bold, Italic, Underline</td>
<td>Provides formatting options; these attributes may be applied to any text entered on the page.</td>
</tr>
<tr>
<td><img src="image" alt="Strike Through" /></td>
<td>Strike Through</td>
<td>Displays the selected text with a line through.</td>
</tr>
<tr>
<td><img src="image" alt="Subscript, Superscript" /></td>
<td>Subscript, Superscript</td>
<td><strong>Superscript</strong> will display the selected text smaller and will set it slightly above the normal text. <strong>Subscript</strong> will display the selected text smaller and will set it slightly below the normal text.</td>
</tr>
<tr>
<td><img src="image" alt="Ordered List, Unordered List" /></td>
<td>Ordered List, Unordered List</td>
<td>Creates numbered lists and bulleted lists.</td>
</tr>
<tr>
<td><img src="image" alt="Decrease Indent, Increase Indent" /></td>
<td>Decrease Indent, Increase Indent</td>
<td>Moves selected paragraph approximately 1/2” to the right or left of the page.</td>
</tr>
<tr>
<td><img src="image" alt="Blockquote" /></td>
<td>Blockquote</td>
<td>Defines the start of a long quotation and creates whitespace on both sides of the text.</td>
</tr>
<tr>
<td><img src="image" alt="Left Justify, Center Justify, Right Justify, Block Justify" /></td>
<td>Left Justify, Center Justify, Right Justify, Block Justify</td>
<td>Displays the selected paragraph as aligned to the left, center, or right, or as block justified.</td>
</tr>
<tr>
<td><img src="image" alt="Insert Special Characters" /></td>
<td>Insert Special Characters</td>
<td>Inserts special characters into the page content.</td>
</tr>
<tr>
<td>Icon</td>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| ![Icon](image) | Insert Horizontal Rule | Inserts a horizontal rule. The alignment, width, color, size, and shading of the rule may be specified.  
  *Note: This should be used to separate objects or text. When inserted, the rule will display with space before and after it, therefore it cannot be used to underline text.* |
| ![Icon](image) | Insert a Link         | Creates HTML links from text or objects to other pages or elements in the Site Tree. Allows the creation of Internal, External, MailTo, and Anchor links.  
  See section 6.5 Links & Anchors for more information. |
| ![Icon](image) | Insert an Anchor      | Creates a target location within a page that can be referenced to point to a specific part of a page. Anchors can be used to link to targeted points in other pages.  
  See section 6.5 Links & Anchors for more information. |
| ![Icon](image) | Insert an Image       | Inserts a graphic on the page from Site Tree.  
  See section 6.6 Images for more information. |
| ![Icon](image) | Insert a Video        | Inserts a video on the page.  
  See section 6.7.7 Videos for more information. |
| ![Icon](image) | Insert a Table        | Inserts an HTML-based table.  
  See section 6.7 Tables for more information. |
| ![Icon](image) | Insert a Module       | Inserts any SiteExecutive module on a page a user has permission to access.  
  *Note: To place modules beside each other, the use of tables or <div> tags is recommended.*  
  *See Core, Add-On, Advanced Forms and Profile Directory Module User Guides for more information.* |
| ![Icon](image) | Style                 | Displays a drop-down list of all available style classes and advanced styles with preview. These styles may be applied to any text entered on the page.  
  *Note: It is not recommended for content authors to ‘style’ content. Styling should be handled by style sheets therefore independent classes should not appear in the style drop-down list and it will be empty.* |
| ![Icon](image) | Remove Format         | Allows user to delete an assigned format to any text on page. |
| ![Icon](image) | Format                | Allows users to insert div, formatted, address, and H1 to H6 tags.  
  See section 6.4 Format & Tags for more information. |
**6.3.3 Editor Shortcuts**

In edit mode, shortcut keys can be used to perform certain functions. The available shortcut key combinations and their assigned functions are listed below:

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut key combination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preview</td>
<td>CTRL + SHIFT + V</td>
</tr>
<tr>
<td>Save</td>
<td>CTRL + SHIFT + S</td>
</tr>
<tr>
<td>Close</td>
<td>CTRL + SHIFT + C</td>
</tr>
<tr>
<td>Save and Close</td>
<td>CTRL + SHIFT + E</td>
</tr>
<tr>
<td>Find</td>
<td>CTRL + F</td>
</tr>
<tr>
<td>Select All</td>
<td>CTRL + A</td>
</tr>
<tr>
<td>Cut</td>
<td>CTRL + X</td>
</tr>
<tr>
<td>Copy</td>
<td>CTRL + C</td>
</tr>
<tr>
<td>Undo</td>
<td>CTRL + Z</td>
</tr>
<tr>
<td>Redo</td>
<td>CTRL + Y</td>
</tr>
<tr>
<td>Paste</td>
<td>CTRL + V</td>
</tr>
<tr>
<td>Paste</td>
<td>SHIFT + INS</td>
</tr>
<tr>
<td>Spell Check</td>
<td>CTRL + SHIFT + Y</td>
</tr>
<tr>
<td>Bold</td>
<td>CTRL + B</td>
</tr>
<tr>
<td>Italic</td>
<td>CTRL + I</td>
</tr>
<tr>
<td>Underline</td>
<td>CTRL + U</td>
</tr>
<tr>
<td>Insert Link</td>
<td>CTRL + SHIFT + L</td>
</tr>
<tr>
<td>Insert Image</td>
<td>CTRL + SHIFT + O</td>
</tr>
<tr>
<td>Insert Module</td>
<td>CTRL + SHIFT + M</td>
</tr>
</tbody>
</table>

**Note:** The shortcuts for Select All, Copy, Find, Undo, Redo, Cut, Paste, Bold, Italic, and Underline functions are browser reserved. These will behave as directed by the browser and are not SiteExecutive specific. Users must make sure to click within the Editor before using these shortcuts.

**6.3.4 Page Dictionary & Spell Check Tool**

Although the default language for a Website is selected at the site level, folder level and/or page level, individual users may modify an individual page’s dictionary for spell checking. This allows content editors to spell check content entered using a specific language dictionary. In addition, it allows users to spell check content against more than one dictionary.

The spell check feature allows content editors to spell check content against a selected dictionary, a global user dictionary, and a site user dictionary.

1. Select the desired page in Site Tree.
2. Select the **Preview/Edit** tab.
3. Click **Edit Page**.
4. Click the **Page Dictionary and Spell Check** tool.
The **Spell Check** dialog box will appear.

5. Select the desired options to perform a customized spell check.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected Dictionaries</td>
<td>Displays the default dictionary depending on the language selected at the page level. If the use of multiple dictionaries is desired, multiple dictionaries must be selected each time a spell check will be performed.</td>
</tr>
<tr>
<td>Available Dictionaries</td>
<td>Displays other dictionaries that are available for spell checking. Selecting another dictionary in this field and clicking on the <strong>Select Dictionary</strong> tool will allow the use of multiple dictionaries. Selecting a dictionary in the <strong>Selected Dictionaries</strong>: field and clicking on the <strong>Deselect Dictionary</strong> tool will remove the selected dictionary to eliminate the use of that dictionary.</td>
</tr>
<tr>
<td>Ignore capitalized words</td>
<td>Disregards words that are capitalized</td>
</tr>
<tr>
<td>Ignore all-caps words</td>
<td>Disregards words that are completely capitalized</td>
</tr>
<tr>
<td>Ignore words with numbers</td>
<td>Disregards words that are mixed with numbers</td>
</tr>
<tr>
<td>Ignore words with mixed case</td>
<td>Disregards words that use capitalized and non-capitalized letters</td>
</tr>
<tr>
<td>Ignore domain names</td>
<td>Disregards domains or URLs</td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Report capitalization errors</td>
<td>Indicates errors in capitalization</td>
</tr>
<tr>
<td>Report doubled words</td>
<td>Indicates words that are used more than once together</td>
</tr>
<tr>
<td>Case sensitive</td>
<td>Depicts words that are using incorrect capitalization</td>
</tr>
<tr>
<td>Suggest split words</td>
<td>Indicates multiple words that are consolidated</td>
</tr>
<tr>
<td>Ignore non-alpha words</td>
<td>Disregards words that are all numerical</td>
</tr>
<tr>
<td>Split hyphenated words</td>
<td>Separates all hyphenated words</td>
</tr>
<tr>
<td>Allow Accented Capitals</td>
<td>Allows the use of accents (normally for other languages) on capitalized letters</td>
</tr>
<tr>
<td>Report Mixed Case</td>
<td>Indicates words that are using capitalized and non-capitalized letters</td>
</tr>
<tr>
<td>Report Mixed Digits</td>
<td>Indicates words that are mixed with numbers</td>
</tr>
<tr>
<td>Split Contracted Words</td>
<td>Splits words that are combined with a single quote (normally used in other languages)</td>
</tr>
<tr>
<td>Split Words</td>
<td>Separates words</td>
</tr>
</tbody>
</table>

### 6.4 Format & Tags

#### 6.4.1 HTML Tags

Using the SiteExecutive Editor’s Format Tool, users can apply sanctioned styling and structure elements to page content. These elements appear in the Format drop-down list and include **Normal**, **DIV**, **Formatted**, **Address** and **Heading** elements.

*Note: HTML Tags (elements), define the structure of a Web page. Elements are used to define paragraphs, links, lists, images, and a number of other structures within a Web page. These elements are styled using style sheets applied to templates in SiteExecutive.*

#### 6.4.2 Apply Format

1. Highlight the desired text.
2. Click the arrow on the **Format** drop-down list on the Editor Toolbar to display the elements.
3. Select a format (i.e. **Heading 1**).
The selected text will appear in that format.

4. To change, select another format from the list.

<table>
<thead>
<tr>
<th>Format tag</th>
<th>Description</th>
<th>HTML</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal</td>
<td>Default style for text entered</td>
<td>&lt;p&gt;</td>
</tr>
<tr>
<td>Normal (DIV)</td>
<td>Defines a section or a division within a Web page. Styles can then be applied to specific page content. See section 6.4.3 Tag Properties for more information.</td>
<td>&lt;div&gt;</td>
</tr>
<tr>
<td>Formatted</td>
<td>Pre-formatted text that displays in monospace font with white-space and line breaks preserved. Cannot be applied to images, modules, subscripts and superscripts.</td>
<td>&lt;pre&gt;</td>
</tr>
<tr>
<td>Address</td>
<td>Defines start of an address or signature. Unless otherwise specified in the style sheet, address format displays in italics.</td>
<td>&lt;address&gt;</td>
</tr>
</tbody>
</table>
| Heading 1-6  | Define different levels of section headings—hierarchical sections used to organize the content and to define the structure of the page content. Header 1 indicates the highest level heading, while Header 6 indicates the lowest level heading. Screen readers and other assistive technology users have the ability to navigate pages by utilizing the heading elements. The user can jump systematically through top level elements, to next level elements, etc. Whether they are consuming the content visually or audibly. 
*Note: Consult with Site Administrator on style guide and which headers to apply on a page. (Certain headers may already be used in the page template.)* | <h1>, <h2>… |

6.4.3 Tag Properties

1. Right click on the applicable tag (i.e. DIV or P).
2. Select **Tag Properties**.

3. The **Tag Properties** dialog box will appear.
4. Enter information in the available fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ID</strong></td>
<td>Allows users to define an ID for the inserted tag. If entered as an ID, the desired ID can be entered as text. If the Selector check box is checked, this field will display a list of available style selectors from the assigned style sheet. <strong>Note:</strong> If entered as an ID, the style attributes for the ID should be defined in the style sheet.</td>
</tr>
<tr>
<td><strong>Selector</strong></td>
<td>Allows users to assign a selector to the tag. If checked, the ID or class field becomes a drop-down list, providing a list of available style selectors from the assigned style sheet. The Selector check box is checked by default. Unchecking the Selector check box allows users to enter a new ID or class, which later can be defined in the style sheet.</td>
</tr>
<tr>
<td><strong>Class</strong></td>
<td>Allows the selection of a class, which was created via a style sheet and placed on the template assigned to the page. If entered as a class, the desired class can be entered as text. If the Selector check box is checked, this field will display a list of available style selectors from the assigned style sheet. Can include compound classes. <strong>Note:</strong> If entered as a class, the style attributes for the class should be defined in the style sheet.</td>
</tr>
<tr>
<td><strong>Role</strong></td>
<td>Describes what the tag is used for. What role the element plays in the context of the page. Used for web accessibility.</td>
</tr>
<tr>
<td><strong>Language</strong></td>
<td>Specifies language of the element. Does not affect the language displayed on the screen, but used by screen readers for enunciation purposes.</td>
</tr>
</tbody>
</table>

5. Click **Save**.

*Note: Using Show Blocks helps to see the different tags being used.*
6.5 Links & Anchors

In almost all Web pages, navigation is accomplished through links. Links lead to other pages, images, files, movies, music, media, and more. Links can also update dynamically as pages are approved, moved, or deleted.

If a linked object is deleted, link properties may be removed or appear blank with the option to modify.

*Note: Underlining of text most often identifies text links, which makes it hard for users to distinguish between links and text that has been formatted to appear underlined. At the style sheet level, designers may determine how links should appear to visitors.*

6.5.1 Insert a Link

1. Select the desired folder in the Site Tree.
2. Select the file where you would like to insert a link by clicking on the hypertext link name.
3. Select the Preview/Edit tab.
4. Click Edit Page.
5. The page will appear in edit mode.
6. Highlight the desired text or image for the link.
7. Click the Insert/Edit Link tool.

The Link Properties dialog box will appear.
8. Select applicable type and complete fields. Instructions for completing each type of link are in the sections below.

You are also able to add a link to a page by highlighting text in the editor.

1. Highlight some text in the editor that you wish to make a link.
2. Right click and select Add Link

The Link Properties dialog box will appear.
3. Select applicable type and complete fields. Instructions for completing each type of link are in the sections below.

6.5.1.1 Internal Link

SiteExecutive allows for content editors to insert internal links, enabling visitors to navigate to other pages created in SiteExecutive.

1. From the Type: drop-down list, select Internal Link.
2. Enter information in the available fields.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Link</strong></td>
<td>Allows the selection of the page to be linked. Clicking on the <strong>Select Link</strong> tool will allow users to access pages in the Site Tree. If an un-published page is selected, text will not appear as a link until that page is published.</td>
</tr>
</tbody>
</table>
| **ID**  | Allows users to define an ID for the inserted link. If entered as an ID, the desired ID can be entered as text. If the Selector check box is checked, this field will display a list of available style selectors from the assigned style sheet.  
*Note: If entered as an ID, the style attributes for the ID should be defined in the style sheet.* |
| **Selector** | Allows users to assign a selector to the tag. If checked, the ID or class field becomes a drop-down list, providing a list of available style selectors from the assigned style sheet. The **Selector** check box is checked by default.  
Unchecking the **Selector** check box allows users to enter a new ID or class, which later can be defined in the style sheet. |
| **Class** | Allows the selection of a class, which was created via a style sheet and placed on the template assigned to the page. If entered as a class, the desired class can be entered as text.  
If the Selector check box is checked, this field will display a list of available style selectors from the assigned style sheet.  
*Note: If entered as a class, the style attributes for the class should be defined in the style sheet.* |
| **Title** | Displays the name of the link when the mouse pointer is placed on the link.                                                                                                                                 |

*Type: Internal Link*
<table>
<thead>
<tr>
<th>Access Key</th>
<th>Shortcut key related to link. Takes the focus to the link. Access keys are now a part of web accessibility standards and also good for mobile devices.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rel</td>
<td>Relationship tag. Can be used in conjunction with the access key. Especially useful for screen readers.</td>
</tr>
<tr>
<td>Open link in a new window</td>
<td>Forces the linked Website to open in a new browser window. When this option is selected, additional window options become available. Users have the ability to define the width and height in pixels of the new window. If width and height values are not entered, the new window will open in the Web browser’s default size. Users may also choose to display a toolbar for the new window.</td>
</tr>
</tbody>
</table>

3. Click **Save**.

The selected text in the page will appear as a link.

Clicking on the text or image will take visitors to the designated link.

*Note: The page must be saved for the link to appear.*

### 6.5.1.2 External Links

SiteExecutive allows for content editors to insert external links, enabling visitors to access sites outside of SiteExecutive. External links can be inserted using a qualified URL.

1. From the **Type**: drop-down list, select **External Link**.

When **External** is selected, the **Select Link** icon will disappear.
2. Enter information in the available fields. See section 6.5.1.1 Internal Link for field descriptions.

3. Click Save.
   
   The selected text in the page will appear as a link.
   
   Clicking on the text or image will take visitors to the designated link.

6.5.1.3 Application Link

SiteExecutive allows for content editors to insert SE application links, enabling visitors to navigate to applications within SiteExecutive, such as a blog.

1. From the Type: drop-down list, select Application Link.
   
   When Application is selected, the Select Link icon will disappear.
2. Enter information in the available fields. See section 6.5.1.1 Internal Link for field information. Those that differ are below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link</td>
<td>Allows the selection of an application to be linked. Clicking on the Select Link tool will allow users to access applications in the Site Tree. All applications in Site Tree will be available. If an application is not active, the text will not appear as a link until the application is activated.</td>
</tr>
<tr>
<td>Parameters</td>
<td>Depending on the type of application link, parameters can be defined for the application.</td>
</tr>
</tbody>
</table>

3. Click Save.

The selected text in the page will appear as a link.

Clicking on the text or image will take visitors to the designated link.

6.5.1.4 MailTo Link

SiteExecutive enables content editors to create links that will generate mail using the MailTo Link feature.

1. Select MailTo Link from the Type: drop-down list.

Email options will become available.
2. Enter information in the available fields. See section 6.5.1.1 Internal Link for field information. Those that differ are below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>To</td>
<td>Email address(es) to receive the message</td>
<td>Separate multiple addresses with semi-colon or comma</td>
</tr>
<tr>
<td>CC</td>
<td>Email address(es) to receive a carbon copy of the message</td>
<td>Separate multiple addresses with semi-colon or comma</td>
</tr>
<tr>
<td>BCC</td>
<td>Email address(es) to receive a blind carbon copy of the message</td>
<td>Separate multiple addresses with semi-colon or comma</td>
</tr>
<tr>
<td>Subject</td>
<td>Topic for the email message</td>
<td>128-character limit</td>
</tr>
<tr>
<td></td>
<td>May also contain link origin for tracking purposes</td>
<td></td>
</tr>
</tbody>
</table>

3. Click Save.

The selected text in the page will appear as a link.

Clicking on the text or image will invoke the visitor’s default email program and create a new blank email message.

Note: Visitor must have working email program to invoke new email. For critical information, the use of a form is recommended. See Advanced Forms Module User Guide for more information.
6.5.1.5 Advanced Tab

The advanced tab has a few more options for all link types.

Language Direction: Select if the language reads for right to left, or left to right

Access Key: Shortcut key related to link. Takes the focus to the link. Access keys are now a part of web accessibility standards and also good for mobile devices.

Language Code: A code that assigns letters and/or numbers as identifiers or classifiers for languages

Tab index: Defines a sequence that users follow when they use the Tab key to navigate through a page

Charset: Defines the character encoding of the linked document

OnClick: Defines actions to be taken when a mouse button is depressed and then released again (ie. clicked)

Rel: Relationship tag. Can be used in conjunction with the access key. Especially useful for screen readers.

6.5.1.6 Anchors & Anchor Links

Page anchors allow content editors to target a specific location within a page when linking. Anchors created as target points can be accessed via anchor links. An anchor may be created in a specific location on a page and an anchor link may be created in a different location to refer users back to the anchor that was created. Anchors may also link to other pages.
6.5.1.6.1 Create Anchor
1. Select the desired folder in the Site Tree.
2. Select the file where you would like to insert a link by clicking on the hypertext link name.
3. Select the **Preview/Edit** tab.
4. Click **Edit Page**.
5. Click in the page where the anchor will be inserted.
6. Click the **Insert/Edit Anchor** tool.

![](image)

The **Anchor Properties** dialog box will appear.

![Anchor Properties Dialog](image)

7. Enter a name in the **Anchor Name**: field. This field is limited to 40 characters.

*Note: The Anchor Name should be alphanumeric, and cannot contain spaces or special characters. Any spaces or special characters entered by the user will be converted to underscores by the system.*

8. Click **Save**.

An anchor will appear in the selected location on the page. The anchor will only appear when the page is in edit mode.

6.5.1.6.2 Create Local Anchor Link
1. Select the desired text or image on the page for the link that targets that local anchor.
2. Click the **Insert/Edit Link** tool.

![](image)

3. The **Insert Link** dialog box will appear.
4. Select **Local Anchor** from the **Type**: drop-down list.
5. Enter information in the available fields. See section 6.5.1.1 **Internal Link** for field descriptions. Those that differ are below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anchor</td>
<td>Allows the selection of existing anchor(s)</td>
</tr>
</tbody>
</table>

6. Click **Save**.

6.5.1.6.3 Create Internal Anchor Link

1. From the **Type** drop-down list, select **Internal Link**.
2. Click the **Select Link** icon.

The Browse dialog will appear:

3. Select the page from the Browse dialog.
4. Click **OK**.

5. Enter information in the available fields and click **Save**.

   *Note: The page must be saved for the anchors to appear.*

### 6.5.2 Edit Link Properties

1. Select the desired link while the page is in edit mode.

2. Right-click on the link.

3. Select **Edit Link**.

   ![Edit Link](image)

   The **Link Properties** dialog box will appear.

   Alternately, selecting the link in the Editor and clicking on **Insert/Edit Link** tool in the Editor Toolbar will launch the **Link Properties** dialog box.

4. Make necessary modifications.

5. Click **Save**.

### 6.5.3 Edit Anchor Properties

1. Select the desired anchor while the page is in edit mode.

2. Right-click on the anchor.


   ![Anchor Properties](image)

   The **Anchor Properties** dialog box will appear.

   Alternately, selecting the anchor in the Editor and clicking on **Insert/Edit Anchor** tool in the Editor Toolbar will launch the **Anchor Properties** dialog box.
4. Make necessary modifications.
5. Click **Save**.

### 6.5.4 Remove Link
1. Select the desired link while the page is in edit mode.
2. Right-click on the link.
3. Select **Remove Link**.

The link will be removed from selected text or image.

### 6.6 Images

#### 6.6.1 Insert Image
To insert an image on a page:

1. Select the desired folder in the Site Tree.
2. Select the file where you would like to insert a link by clicking on the hypertext link name.
3. Select the **Preview/Edit** tab.
4. Click **Edit Page**.
5. Click in the page where the image will be inserted.
6. Click the **Insert/Edit Image** icon.

The **Insert Image** dialog box will appear.
7. Click the Explorer tab.

The Explorer dialog appears.
8. Navigate to the desired image by clicking on the site or folder (in the left pane of the dialog) where the image is located. When the site or folder is clicked, any images in the site or folder appear in the right pane of the window.
9. Select the desired image by clicking on it in the right pane of the window.

10. Fill in desired information below the select section.

   The fields available are:

   **Alt Text**: Alt text for the image.

   **Horizontal Spacing**: Horizontal spacing for the image.

   **Border**: Border for the image.

   **Align**: Alignment for the image.

   **Vertical Spacing**: Vertical spacing for the image.

   **ID**: ID for the image.

   **Class**: Class for the image.

   **Original**: Non-editable field that shows the original dimensions of the image.

   **Reset**: Allows all changes to the image to be reset.

   **Width**: Allows user to change the width of the image.

   **Height**: Allows user to change the height of the image.

   **Scale**: Allows user to enter a percent value and will resize the image to that percentage of the original width and height.
11. Click Select.
   The image is inserted on the page.

6.6.2 Edit Image Properties
1. Select the desired image while the page is in edit mode.
2. Right-click on the image.
   ![Image Properties dialog box]
   The Image Properties dialog box will appear.
   Alternately, selecting the image in the Editor and clicking on Insert/Edit Image tool in the Editor Toolbar will launch the Image Properties dialog box.
4. Make necessary modifications.
5. Click Save.

6.6.3 Delete Image from Page in Editor
1. Select the desired image while the page is in edit mode.
2. **Right-click** on the image.
   ![Delete Image]
   The image is deleted from the page.

6.6.4 Upload Image in Editor
Users have the ability to upload an image into SiteExecutive directly through the page editor. This eliminates the need to leave the page editor to upload an image and return to the page editor to insert the image.

**To upload an image in the page editor:**
1. Select the desired page in the site tree.
2. Click the **Preview/Edit** tab.
3. Click the **Edit Page** button.
4. Click in the page where the image will be inserted and click the **Insert/Edit Image** icon.

   ![Insert Image icon](image)

   The Insert Image dialog will appear.

   ![Image Properties dialog](image)

   The Upload tab will be selected.

5. Select an image and fill in all desired fields.

   **The fields available are:**

   - **Image**: Image to be inserted/uploaded. This field is required.
   - **New Name**: New name for the image.
   - **Description**: Description for the image.
   - **Save To**: Location where the uploaded image will be saved. Default location is the current site or folder where the page is located. This location can be changed with the select link icon.
   - **Alt Text**: Alt text for the image.
   - **Horizontal Spacing**: Horizontal spacing for the image.
   - **Border**: Border for the image.
   - **Align**: Alignment for the image.
Vertical Spacing: Vertical spacing for the image.
ID: ID for the image.
Class: Class for the image.

6. Click Select.
The image is inserted on the page and uploaded to the specified location.

6.7 Tables
Tables can be created in SiteExecutive for tabular presentation (numbers, lists), using standard HTML table features. Tables can also be created externally (i.e. Microsoft Word).

Notes regarding the use of tables:

- **Tables should not be used for design (to organize pictures and ideas), or for page structure. Web Accessibility (including Section 508 compliance) and mobile support are negatively impacted by the use of tables for design/structure.**

- **Tables should be wrapped in a DIV to avoid overlapping of text and elements on the page. By applying Normal (DIV) format to a table section, tag IDs and classes can be added.**

- **The use of embedded tables is recommended over insertion of side-by-side tables to avoid overlapping of text and elements within the tables.**

6.7.1 Special Considerations

6.7.1.1 Embedded Table

By default, a new table will have no alignment within the page. An extra line under the table is added by default, but may not display as visible.

If a table is inserted into a table cell (embedded table), the extra line of space will be visible. Because a table is a block level tag, users should not be able to add text immediately after the table.

If the table is left aligned, the space will be removed. The table will become a floating object since the block tag rule is broken.

6.7.1.2 Alignment Control

Style sheets allow the application of a style to a cell and to the text in the cell, lending five levels of control over alignment. The order from most influential to least influential is:

- Increase/decrease indent buttons (adding <blockquote> tag)
- Alignment buttons (adding align attribute to <p> tag)
- Cell’s style (setting class attribute in <td> tag with the text-align property in the corresponding style sheet set)
- Cell’s alignment property (setting align attribute in <td> tag)
- Text’s style in the cell with the text-align property in the corresponding style sheet set
6.7.1.3 Table Styles

Styles may automatically be applied if tables are styled in the style sheet. Special styling using IDs and classes can also be applied through the various table properties (Table, Row, Column, Caption, Cell, Tag and/or DIV). See Template and Style Sheet User Guide for more information on Style Sheets.

6.7.2 Insert Table

1. Select the desired page in Site Tree.
2. Select the Preview/Edit tab.
3. Click Edit Page.
4. Click in the page where the table will be inserted.
5. Click the Insert/Edit Table tool.

![Insert Table dialog box](image)

The Insert Table dialog box will appear.

6. Enter information in the available fields.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columns/Rows</td>
<td>Determines the number of horizontal and vertical cells desired. These are expressed as whole numbers</td>
</tr>
<tr>
<td>ID</td>
<td>Allows users to define an ID for the inserted table. If entered as an ID, the desired ID can be entered as text. If the Selector check box is checked, this field will display a list of available style selectors from the assigned style sheet.</td>
</tr>
<tr>
<td></td>
<td><em>Note: If entered as an ID, the style attributes for the ID should be defined in the style sheet.</em></td>
</tr>
<tr>
<td>Selector</td>
<td>Allows users to assign a selector to the tag. If checked, the ID or class field becomes a drop-down list, providing a list of available style selectors from the assigned style sheet. The Selector check box is checked by default.</td>
</tr>
<tr>
<td></td>
<td>Unchecking the Selector check box allows users to enter a new ID or class, which later can be defined in the style sheet.</td>
</tr>
<tr>
<td>Class</td>
<td>Allows the selection of a class, which was created via a style sheet and placed on the template assigned to the page. If entered as a class, the desired class can be entered as text. If the Selector check box is checked, this field will display a list of available style selectors from the assigned style sheet.</td>
</tr>
<tr>
<td></td>
<td><em>Note: If entered as a class, the style attributes for the class should be defined in the style sheet.</em></td>
</tr>
<tr>
<td>Width/Height</td>
<td>Determines the size of the table. Value expressed in pixels (px) or percent (%). (i.e. pixels entered as &lt; 100 &gt;; percent entered as &lt; 100% &gt;) Rows and columns expand to the largest height/width specified for any of the cells in that row/column.</td>
</tr>
<tr>
<td>Cell Spacing</td>
<td>Controls space between cells in a table (value expressed in pixels)</td>
</tr>
<tr>
<td>Cell Padding</td>
<td>Controls space between the inside of a cell and any enclosing information (value expressed in pixels)</td>
</tr>
<tr>
<td>Align</td>
<td>Relates to the surrounding text or objects in a page. If no alignment is selected or center alignment is selected, text or objects in the page are automatically placed underneath the table.</td>
</tr>
<tr>
<td></td>
<td>The table will be inserted in a div tag to prevent text and objects from wrapping around the table.</td>
</tr>
<tr>
<td></td>
<td><em>Note: Alignment attributes, assigned to the table, affect how the table will interact with elements around the outside of the table. Alignment applied to individual cells affect solely what is contained within the cell. Furthermore, the alignment of a table may not be reflected in the editor alignment tool. The table or cell alignment should be used over the editor alignment tool.</em></td>
</tr>
</tbody>
</table>
| **Background Color** | Determines background color of table (hexadecimal color, value expressed in six character sets (#293D6B))
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SiteExecutive Color Selector provides a standard spectrum of colors. RGB values (Red/Green/Blue) can also be added through this tool. RGB values are converted into hexadecimal codes automatically if entered.</td>
</tr>
<tr>
<td></td>
<td>If no color is selected and no table background color is defined in the style sheet, the table will be transparent, therefore displaying cells in the background color of the template.</td>
</tr>
<tr>
<td></td>
<td>If no color is selected and a table background color is defined in the style sheet, the table will retain the background color defined in the style sheet.</td>
</tr>
<tr>
<td><strong>Border Type</strong></td>
<td>Border type outlines the table or each cell</td>
</tr>
<tr>
<td></td>
<td>When selected, border color and border width options become available.</td>
</tr>
<tr>
<td><strong>Border Style</strong></td>
<td>A selectable drop down menu that has several preset border styles</td>
</tr>
<tr>
<td><strong>Border Color</strong></td>
<td>The color in which the border is displayed.</td>
</tr>
<tr>
<td><strong>Border Width</strong></td>
<td>The pixel width that the border has.</td>
</tr>
</tbody>
</table>

7. **Click Save.**
   The table will appear on the page.
8. **Enter desired information in the table cells.**
6.7.3 Table Inline Styling

6.7.3.1 Table Menus

Two menus are available for modifying the table and its properties.

<table>
<thead>
<tr>
<th>Table Menu</th>
<th>Menu Type</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Condensed Menu</td>
<td>Table selected</td>
<td>(cursor is placed on table border)</td>
</tr>
</tbody>
</table>

| Extended Menu | Cell selected |

6.7.4 Access Extended Menu

1. Select the desired page in the site tree.
2. Select the Preview/Edit tab.
3. Click Edit Page.
4. Click inside the desired table or cell.
5. Right-click on the cell.
6. The table and cell modifying features will appear.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell</td>
<td>Provides additional cell specific features</td>
</tr>
<tr>
<td>Row</td>
<td>Provides additional row specific features</td>
</tr>
<tr>
<td>Column</td>
<td>Provides additional column specific features</td>
</tr>
<tr>
<td>Table Properties</td>
<td>Allows the modification of the entire table’s properties</td>
</tr>
<tr>
<td>Delete Table</td>
<td>Removes the selected table</td>
</tr>
<tr>
<td>Tag Properties</td>
<td>Allows users to assign a style ID, selector, or class to the table row (&lt;tr&gt; tag)</td>
</tr>
</tbody>
</table>

6.7.4.1 Edit Cell Properties

Cell properties allow users to configure individual cells.

1. Select the desired page in the site tree.
2. Select the Preview/Edit tab.
3. Click Edit Page.
4. Click inside the desired cell.
5. Right-click on the cell.
6. The extended table and cell modifying features will appear.
7. Hover your mouse over Cell and select Cell Properties from the submenu.

8. Additional cell modifying features will appear.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merge Cell Horizontally</td>
<td>Allows cells to join horizontally and displays the number of cells that are available for the merge</td>
</tr>
<tr>
<td>Merge Cell Vertically</td>
<td>Allows cells to join vertically and displays the number of cells that are available for the merge</td>
</tr>
<tr>
<td>Split Cell Horizontally</td>
<td>Splits the selected cell horizontally</td>
</tr>
<tr>
<td>Split Cell Vertically</td>
<td>Splits the selected cell vertically</td>
</tr>
<tr>
<td>Align Top</td>
<td>Positions contents to the top of the selected cell</td>
</tr>
<tr>
<td>Align Middle</td>
<td>Positions contents to the vertical center of the selected cell</td>
</tr>
<tr>
<td>Align Bottom</td>
<td>Positions contents to the bottom of the selected cell</td>
</tr>
<tr>
<td>Cell Properties</td>
<td>Allows the modification of individual cells</td>
</tr>
</tbody>
</table>
9. To modify the properties of the cell, select **Cell Properties** from the sub menu.

10. The **Cell Properties** dialog box will appear.

![Cell Properties](image)

11. Enter information in the available fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Width/Height</td>
<td>Refers to the size of the cell. If there are two or more cells in a row or column, this is expressed as either a fixed number in pixels or a percentage of the overall table size.</td>
</tr>
<tr>
<td>Alignment</td>
<td>Refers to the horizontal position of the text or object within a cell.</td>
</tr>
<tr>
<td>Vertical Alignment</td>
<td>Refers to the vertical position of the text or object within a cell.</td>
</tr>
<tr>
<td>Word Wrap</td>
<td>Decides if text or objects from wrapping in the cell. It is used frequently to keep images in line within a cell.</td>
</tr>
<tr>
<td>Cell Type</td>
<td>Assigns the table header tag <code>&lt;th&gt;</code> to the assigned area, assisting in web accessibility and search engine optimization. Default is set to Normal.</td>
</tr>
<tr>
<td>Rows Span</td>
<td>This is the number of rows that this cell spans.</td>
</tr>
<tr>
<td>Columns Span</td>
<td>This is the number of columns that the cell spans.</td>
</tr>
</tbody>
</table>

12. Click **Save**.

13. The cell will appear with the changes.

6.7.5 External Tables

Tables can also be created externally (i.e. Microsoft Word) and inserted into a DIV on the page. Using Paste Special, that external table’s cell content is preserved.

6.7.5.1 Insert External table

1. Cut or copy the table from Word.
2. Select the desired page in Site Tree.
3. Select the **Preview/Edit** tab.
4. Click **Edit Page**.
5. Click in the page where the table will be inserted.
6. Click on **Paste Special** icon in Editor Toolbar.

7. The **Paste Special** dialog box will appear.

8. Click on **CTRL + V** on the keyboard to paste the copied table into the **Paste Special** dialog box.

9. The copied table will appear within the **Paste Special** dialog box.

10. Click **OK**.

11. The table will appear on the page.

12. Click **Save and Close** to complete the table insertion process.

13. Upon Save and Close, SiteExecutive strips the table formatting to prevent erratic behavior. Now, modifications and styling can be made to the table properties.

### 6.7.6 Delete Table

1. Select the desired page in the site tree.

2. Select the **Preview/Edit** tab.

3. Click **Edit Page**.
4. Click inside a cell within the desired table.
5. Right-click on the cell.
6. The extended table and cell modifying features will appear.

![Table modification options]

7. Select **Delete Table**.
8. The selected table will be removed.

### 6.7.7 Videos

Users can insert videos in pages.

*Note: A video library must be deployed with configured Providers before inserting a video.*

**To insert a video on a page:**

1. Select the desired page in the site tree.
2. Click the **Preview/Edit** tab.
3. Click **Edit Page**.
4. Click in the page where the video will be inserted.
5. Click the **Insert Video** icon.
   
   The Video Properties dialog appears.
The fields available are:

**Video Library:** List of all deployed Video Library application instances.

**Choose a video:** Option to select the latest published video or choose a video by title.

**Autoplay:** Video will autoplay when displayed on the site.

**Show video info:** Video info will be shown when displayed on the site.

**Show video title:** Title of video will be shown when displayed on the site.

**Show video description:** Description of video will be shown when displayed on the site.

**Allow fullscreen:** Video player will provide the option to show fullscreen.

**Show player border:** Video player will have a border.

**Use Large MediaExecutive player:** If the video is a MediaExecutive video, the user can choose the size of the player.

**Size:** Allows the user to choose from several player sizes. This field is required. Selecting **Custom** displays additional fields:

**Aspect Ratio:** Allows user to choose between aspect ratios for the player. This field is required.
Player width: Allows user to set player width. This field is required.

Player height: Allows user to set player height. This field is required.

6. Select the video library from the dropdown.

7. Choose either Always show the latest published or Choose by title.

8. If Choose by title is selected, more fields become available.

The additional fields available are:

Video Title Search: User can enter partial or full video title to search the video library.

Video search results: Shows 20 most recently published videos with the specified title.
9. Choose the desired video, format the desired video options, and click **Save**.

The video is inserted on the page with the formatted options.

## 7 Save & Publish Content

Content must be saved and pages published in order to see newly created pages or modifications on the live website.

### 7.1 Save & Close

When a page is edited, revisions are only committed when that page is saved. If no changes are made to a page, content editors may navigate to other areas in SiteExecutive. However, if changes are made to a page, all content must be saved before exiting the Editor.

#### 7.1.1 Save

1. While the page is in edit mode, click the **Save** tool.
2. Changes are committed to the database.
3. The page will appear in edit mode for further editing.

#### 7.1.2 Close

1. While the page is in edit mode, click the **Close** tool.
2. This will close the edit session.
3. The page preview will appear.
4. If the page was edited but not saved, the system will prompt the user to save contents or close the page without saving changes.

![Dialog box with options: OK to continue without saving, Cancel]

#### 7.1.3 Save & Close

1. While the page is in edit mode, click the **Save and Close** tool.
2. Changes are committed to the database.
3. This will close the edit session.
4. The page preview will appear.

*Note: In some instances, a page must be saved for revisions to be visible.*

### 7.2 Approve & Publish Content

Approving and publishing a page makes the page available for general Web access. Content must be saved before approving a page.
7.2.1 Publish Content
1. Select the desired folder in Site Tree.
2. Select the page that you would like to publish by clicking the hypertext link name.
3. Select the Approval tab.
4. Click Publish Document.

Note: If a page has a workflow policy established, the Publish Document tool will not be available. A Begin Approval tool will be available instead.

1. The Publish Document dialog box will appear.

2. Click OK to publish the page.

3. The Approval tab will display the Approval Workflow History, which presents the date and time of publication, as well as the username of the person who published the page.

7.2.2 Workflow
If workflow has been established, the publishing process is as follows:
1. Select the desired page in Site Tree.
2. Select the Approval tab.
3. Click Begin Workflow.
4. The **Workflow** dialog box will appear.

![Workflow Dialog Box]

5. Enter any comments into the box

6. Click **OK** to begin workflow.

![Begin Workflow]

7. A confirmation dialog box and list of emails notified will appear. In addition to receiving an email notification, approvers will also see pending approval pages via MySE.

8. The Workflow Hierarchy will display. Each group (one representative of group) or user listed in the workflow must approve before page can be published. Inheritance may also apply, based on how the workflow is configured. Consult your Site Administrator for guidance.
9. Depending on the point in the workflow, approvers can:

- Cancel the workflow process. Ends the workflow.
- Approve the page. Comments can also be added. The page then is sent to the next approver or back to the author who began the workflow to be published.
- Disapprove the page. Comments can also be added. Workflow ends. Author receives notification email that page was disapproved. Author must begin workflow again to attempt to publish.
- Publish (if available) the page. The last approver will have the option to approve/disapprove OR immediately publish the page. If they approve, the page is then available to be published by the author.
7.3 View Published Page

1. Beneath any page tab, the blue bar will display the page name.

2. Click the page name link.

3. The page, as it appears to the general public, will be displayed.

7.3.1 In-line Editing

After viewing a page, a user can select this exact page for editing.

*Note: In-line editing is unavailable if authoring and rendering servers are separated for desired security.*

1. Type "/se" behind the URL in the Address field (just like login process).

   ![URL with se appended](http://www.demo.siteexecutive.com/se)

2. If the user is not already logged into SiteExecutive, complete login screen.
3. An editable version of the page will appear.

*Note: Delete any parameters at the end of a URL before appending /se.*
8 SiteExecutive 2013 Permissions
Available actions for users based on permission levels in SiteExecutive 2013 can be found on the Support Center.

http://support.siteexecutive.com/training/resources/permissions_2013_chart.html