

ezTaskTitanium Documentation

USER MANUAL FOR TEACHERS

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ezTaskTitanium - The Basics

1 ezTaskTitanium - The Basics

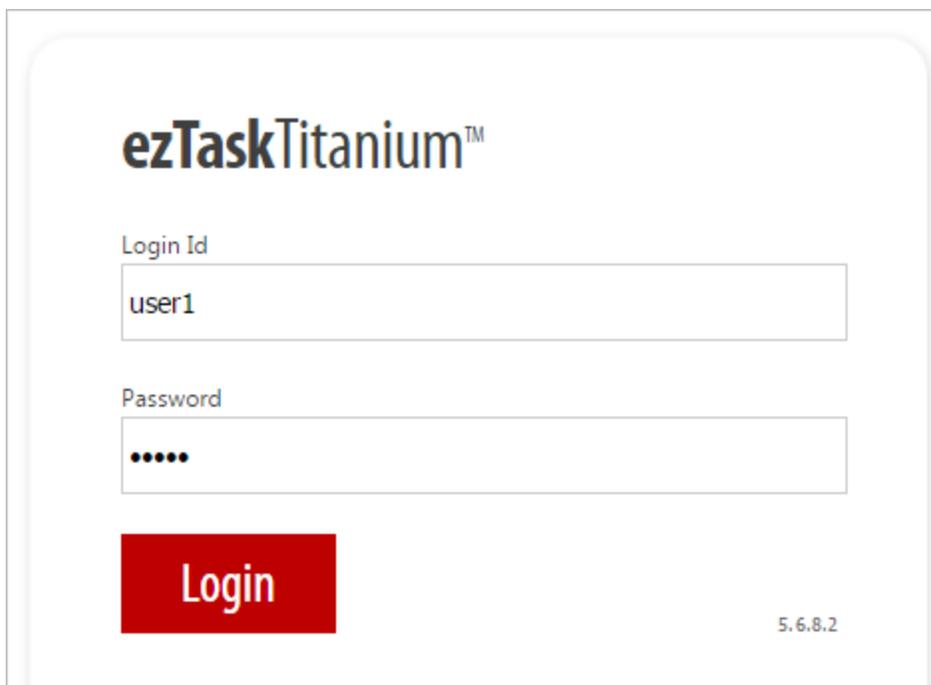
1.1 Login to your website

Login to your account

The login to your account can be found by opening a browser and entering your domain / edit.

Enter your Login ID and Password

Example: <http://www.mydomain.com/edit>



ezTaskTitanium™

Login Id

Password

Login

5.6.8.2

1.2 Page Management

Project Manager

You will log directly into the Project Manager. The Project Manager is your control center for all of your pages.

The screenshot shows the Project Manager interface. At the top, there is a blue header with the text "Project Manager" and the EZTASK logo. Below the header, there is a navigation bar with "Options" circled in red. The main content area features a table of pages. The table has columns for "Page Name", "Actions", "Group", "Status", "Modified", "Published", and "Modified By". The "Page Name" column is circled in red, and an arrow points to the "emergency.alert" row. A red box labeled "Your pages" is also present. The "Actions" dropdown menu for the "emergency.alert" row is open, showing options: "Edit", "Preview", "Add a webpage", "Page Properties", and "Meta tags".

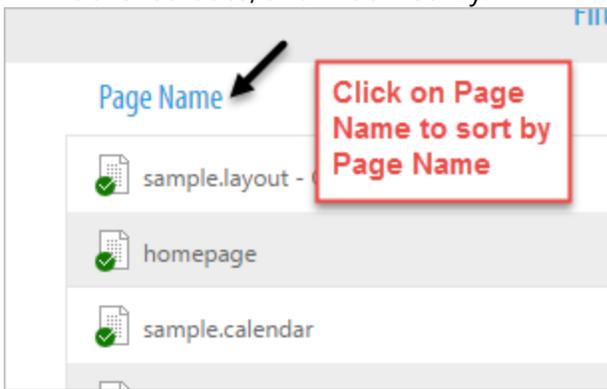
Page Name	Actions	Group	Status	Modified	Published	Modified By
emergency.alert	Actions	EZA	Published	08/02/2016	08/02/2016	ezsuper
homepage			Published	06/27/2016	08/02/2016	ezsuper
sample.calendar			Published	07/29/2016	08/02/2016	ezsuper
sample.document_manager			Published	06/09/2016	08/02/2016	ezsuper
sample.form	Actions	EZA	Published	06/09/2016	08/02/2016	ezsuper
sample.layout	Actions	EZA	Unpublished	08/14/2016	08/02/2016	ezsuper
sample.layout - Copy	Actions	EZA	Unpublished	08/14/2016		ezsuper
sample.layout - Copy	Actions	EZA	New	08/14/2016		ezsuper

1.2.1 Sorting Pages

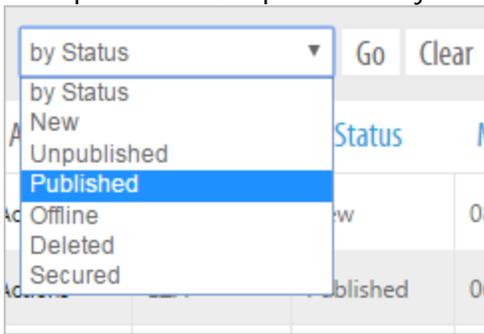
Sorting Pages

There are two options for sorting or grouping your webpages for easy management.

- Click on the Blue column name at the top of each column to sort by that column alphabetically. You can sort or group by Page Name, Group, Status, Modified date, Published date, and Modified By.



- Additionally, you can group your pages by clicking and selecting from the 'by Status' option at the top of the Project Manager.

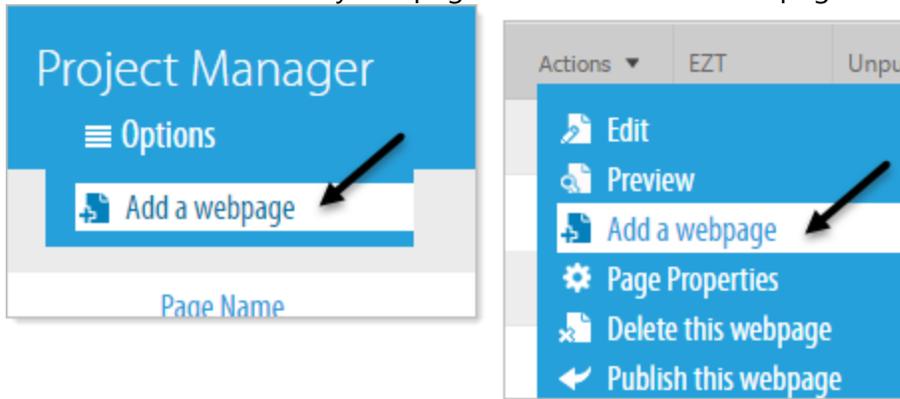


1.2.2 Add & Rename a Page

Add a Page

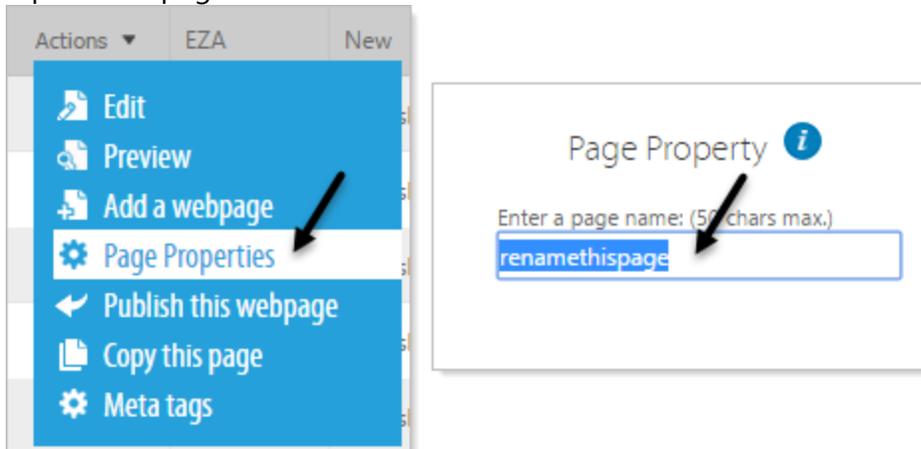
Add a webpage two ways:

- Click on Options under the Project Manager and select 'Add a webpage'
- Select 'Actions' on any webpage and select 'Add a webpage' from the options.



Rename a Page

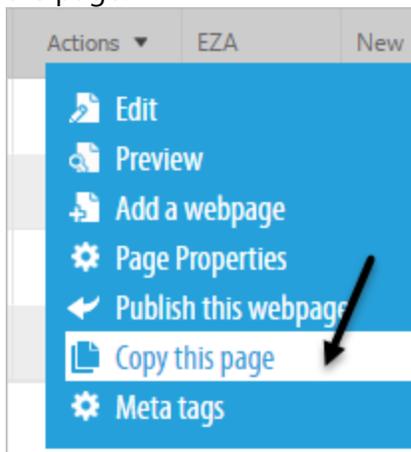
To rename, hover your cursor over Actions for that page and select Page Properties, edit or replace the page name.



1.2.3 Copy a Page

Copy a Page

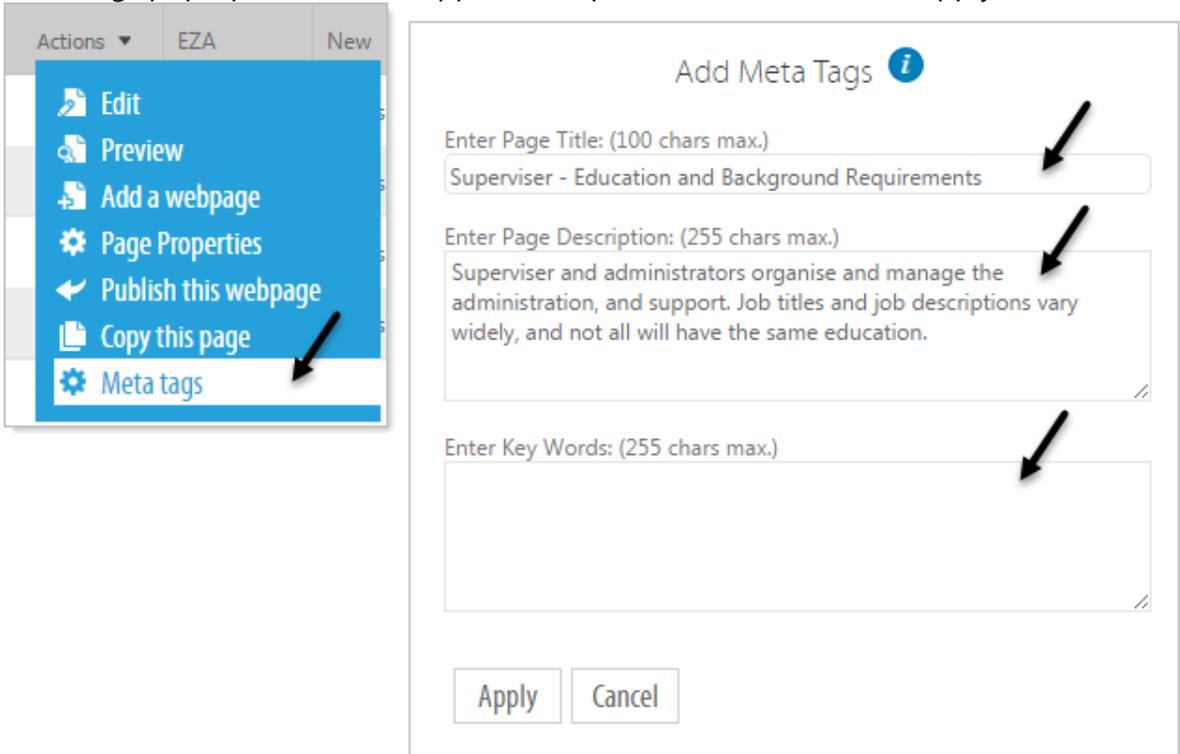
Hover over Actions for the page you wish to copy and select 'Copy this page'. The page will be copied with a '- copy' at the end of the page name. Select Page Properties to rename the page.



1.2.4 Set Meta Tags for a Page

Set Meta tags for a single page

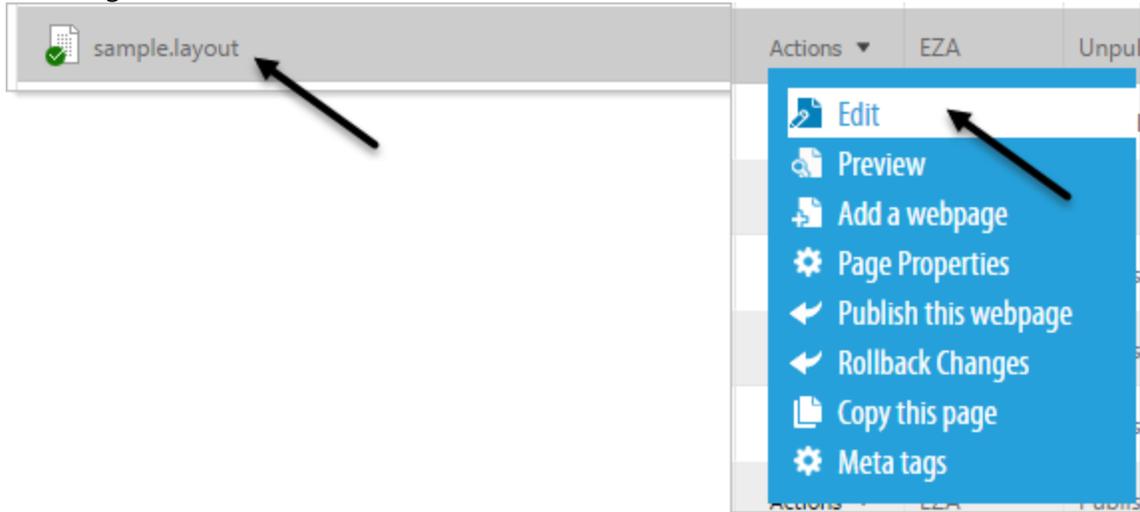
Hover over Actions for the page you wish to set Meta tags and select 'Meta tags'. The Page Meta Tags pop-up window will appear. Complete the form and click 'Apply'



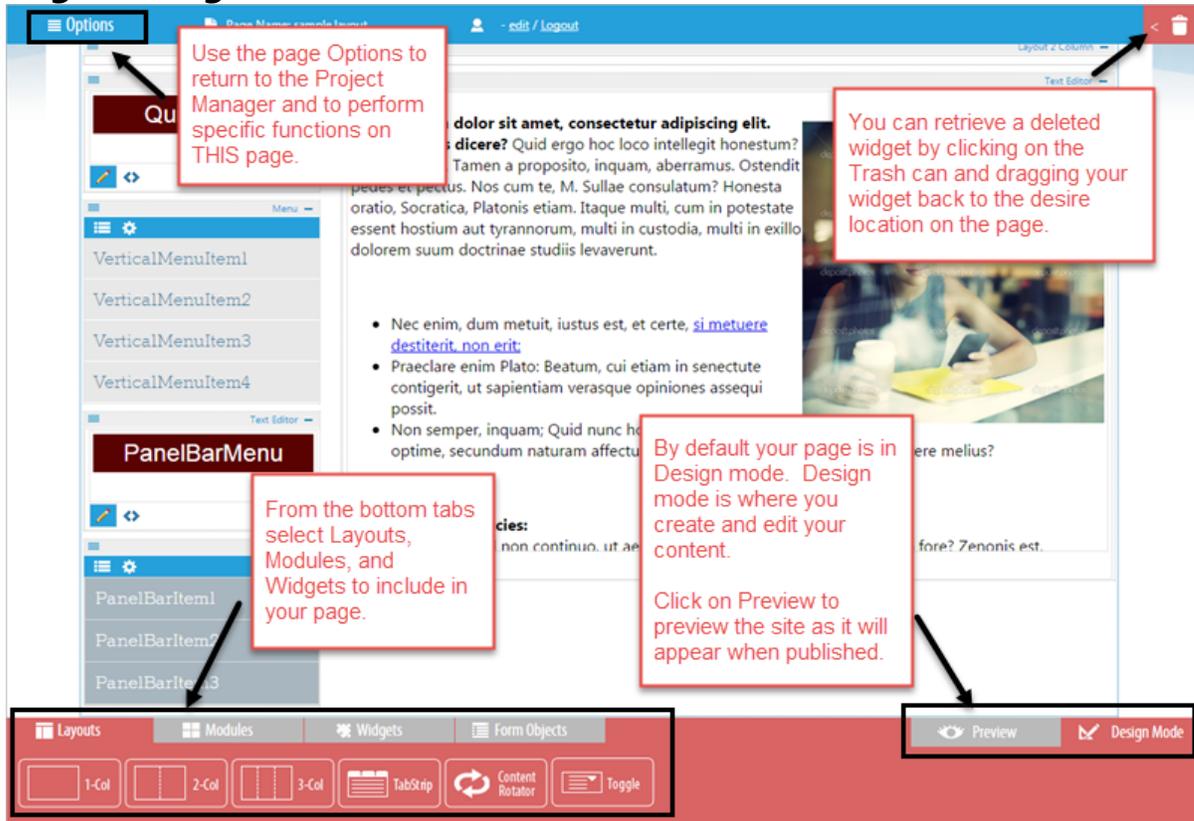
1.3 Page Editing

Edit a Page

Edit a page by clicking on the page name or by hovering over Actions for that page and selecting 'Edit'



Page Manager overview

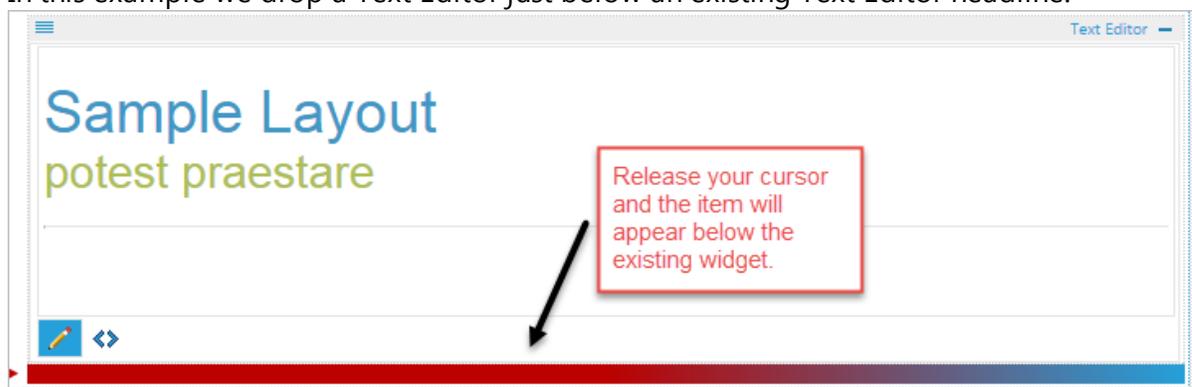


1.3.1 Drag & Drop

Using Titanium drag and drop in designing your page

- In the initial page layout you will see 'Drop here!' text where you can drag your Layouts, Modules, and Widgets. Click on the icon you wish to include in your page and drag your cursor to the 'Drop here!' location and release the cursor.
- Once that drop zone is occupied you can drag additional items by dragging the item icon to above or below the existing item until you see a red line, then release the cursor and your selected item will appear in that area.

In this example we drop a Text Editor just below an existing Text Editor headline.



Layouts

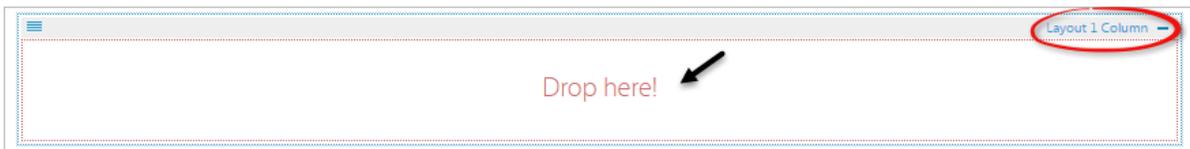
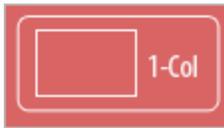
2 Layouts

Layout selection dictates how your content will be arranged on the page. Each layout will create a drop zone on the page where you can then load additional modules and widgets.

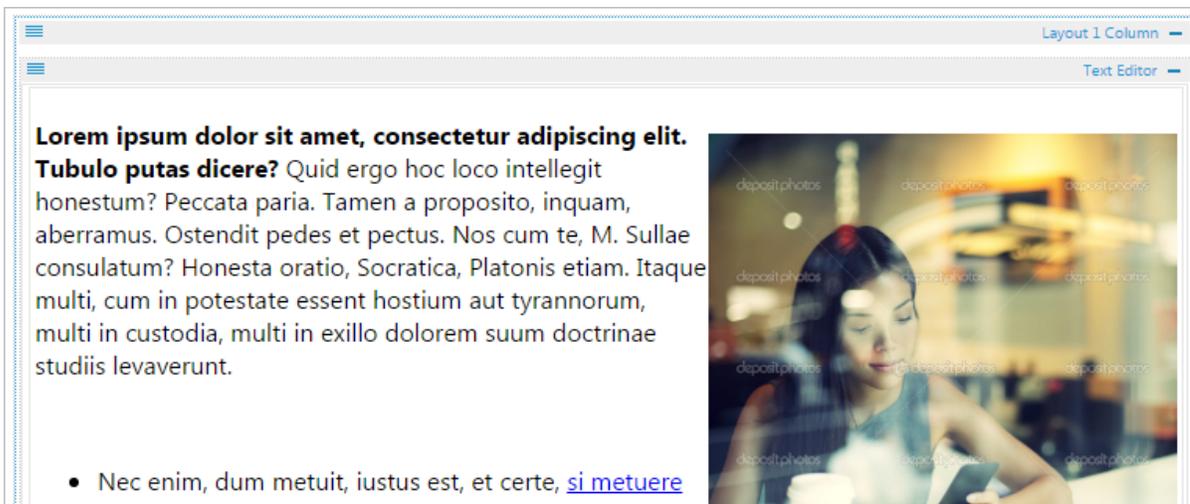


2.1 1 Column

Select a one column layout to display your content in a single block.
Begin by clicking on the 1-Col Layout and dragging it to the desired location.



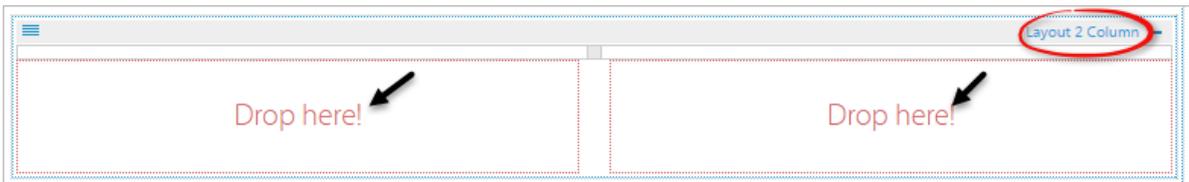
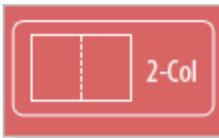
Drop additional modules, widgets, or layouts in your one column layout.
Here is an example of a Text Editor with an image inside a one column layout.



2.2 2 Column

Select a Two Column Layout to divide the outside container into two sections. The width of each section can be customized.

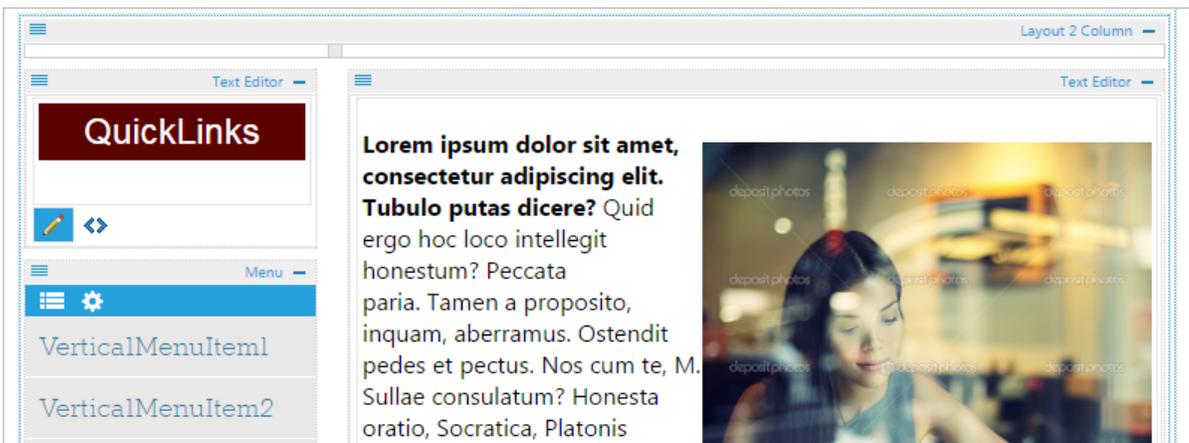
Begin by clicking on the 2-Col Layout and dragging it to the desired location.



Adjust the width of the divisions by clicking on the dividing bar (turning it blue) then dragging it to the desired width. You can adjust the width at anytime.



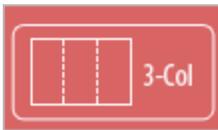
Drop additional modules, widgets, or layouts in each drop zone of your two column layout. Here is an example of a Text Editor with an image inside a two column layout with menus on the left.



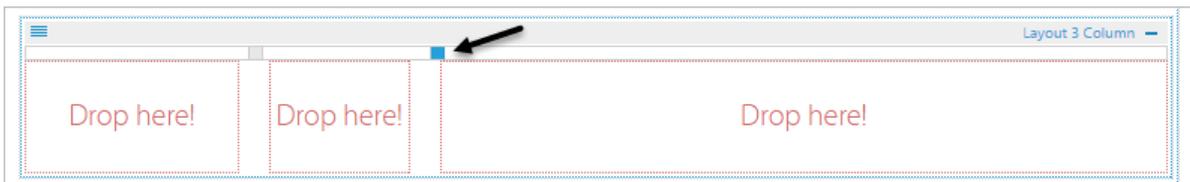
2.3 3 Column

Select a Three Column Layout to divide the outside container into three sections. The width of each section can be customized.

Begin by clicking on the 3-Col Layout and dragging it to the desired location.

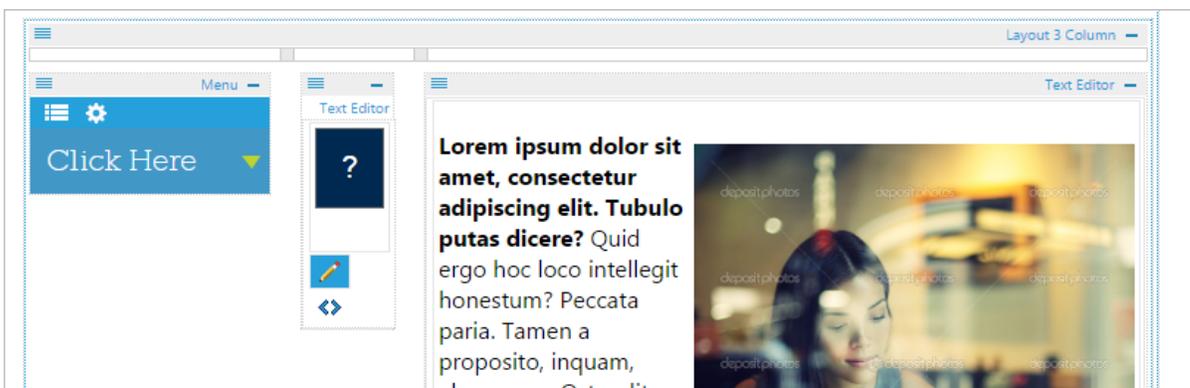


Adjust the width of the divisions by clicking on the dividing bar (turning it blue) then dragging it to the desired width. You can adjust the width at anytime.



Drop additional modules, widgets, or layouts in each drop zone of your three column layout.

Here is an example of a Text Editor with an image and Dropdown list inside a three column layout.



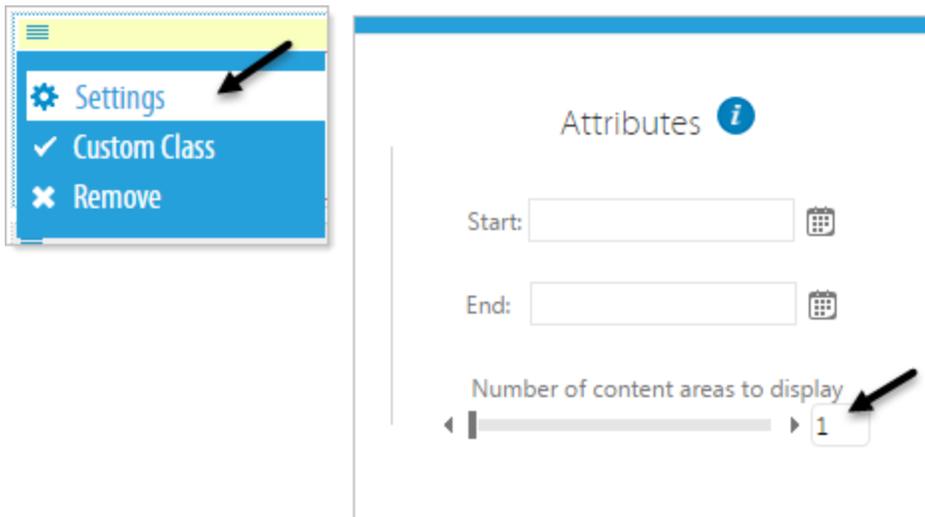
2.4 Content Rotator

The content Rotator layout is used to randomly rotate any content dropped into the widget. Stack content widgets inside the Rotator Layout to randomly rotate content container.

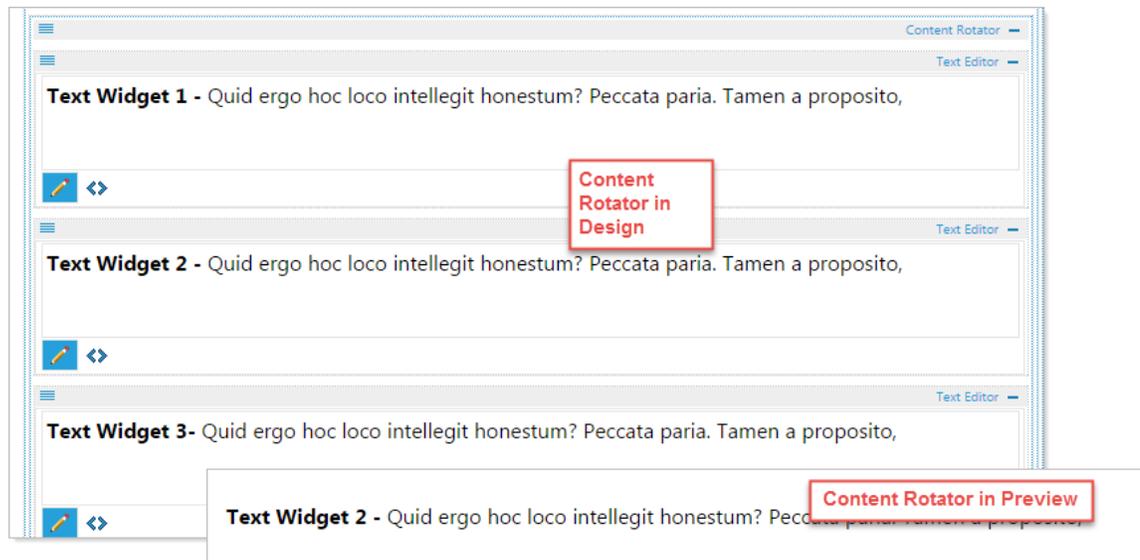
Begin by clicking on the Content Rotator and dragging it to the desired location.



- Click on the top left menu option of the Content Rotator and select Settings.
- Specify the number of areas to view when randomly rotating content in Attributes.



Example: If you have 3 widgets that are rotating, by setting number content areas to display to 1, only 1 widget will show at a time during preview.



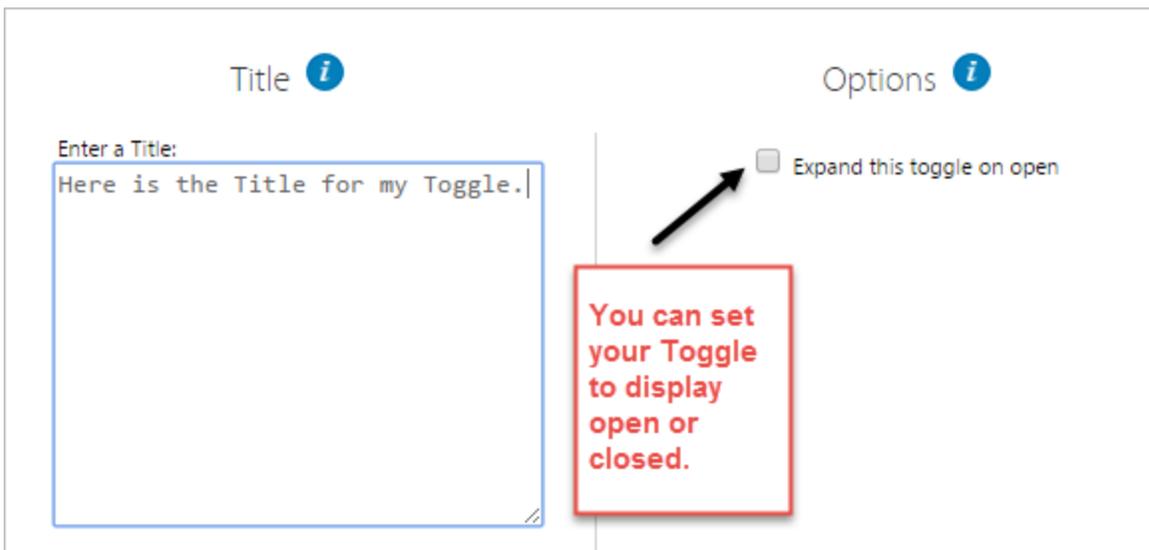
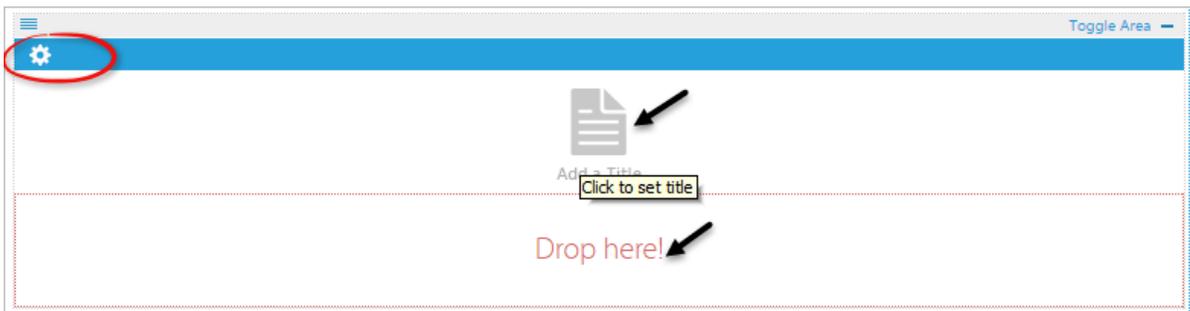
2.5 Toggle

The content Toggle layout is used when you want to toggle between hiding and showing large amounts of content.

Begin by clicking on the Toggle Layout and dragging it to the desired location.



Click on the 'Add a Title' icon to add a title for your Toggle, the Properties pop-up will appear. Enter the Title and select "Expand this toggle on open" if you would like for it to appear open when displaying the webpage.



Example:

Here is the Title for my Toggle. **Closed Toggle** ▼

Here is the Title for my Toggle. **Open Toggle** ▲

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Tubulo putas dicere? Quid ergo hoc loco intellegit honestum? Peccata paria. Tamen a proposito, inquam, aberramus. Ostendit pedes et pectus. Nos cum te, M. Sullae consulatum? Honesta oratio, Socratica,

Modules

3 Modules

Modules provide extended functionality to your web page. From Calendars, to Document Managers, to Menus, Modules let you create dynamic functionality for your website.



3.1 Calendar



Aggregated, multi-layered calendaring permits users to manage one or multiple calendars with Google Calendar™, Calendar for Mac OS X, Microsoft Outlook™, or any client that supports standard iCal formatting. Visitors can download, subscribe to, and or print customized calendars with just those events they want to see.

With the Calendar module you can:

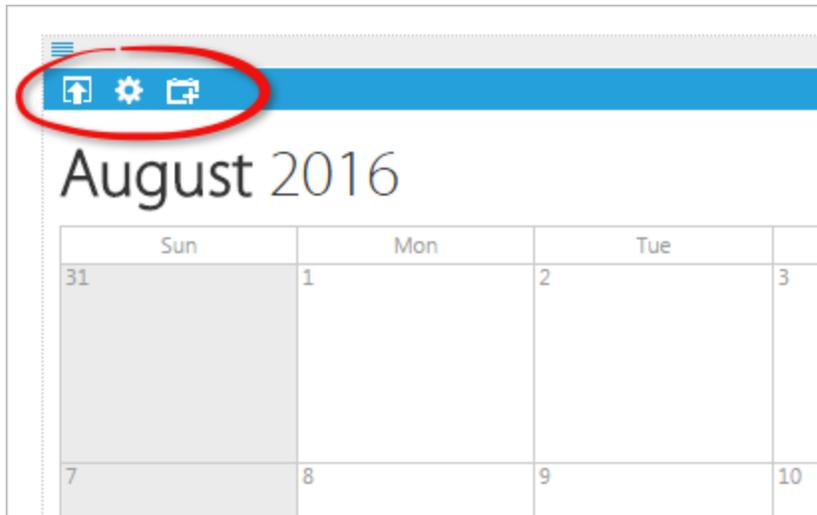
- **Import events:** Import an ICAL file from Qutlook or any other calendar that exports to the ICAL format.
- **Manually add events:** Right click on the desired day and simply choose "New appointment".
- **Group and color code your events:** Choose the calendar settings icon to add a new group. Group examples: Holidays, Closings, upcoming events, etc.
- **Recurring events:** Choose event details to set recurring options.

To begin using the Calendar module click on the Modules tab at the bottom of the page and then click and drag the Calendar Module to the desired location.



3.1.1 Options

There are three Options for the Calendar Module: Import, Properties, Links for iCal



 **Upload iCal:** Upload/Import events from an iCalendar file generated by a Google or Outlook Calendar. Used for importing events.

 **Calendar Properties:** iCal link, RSS Feed Url, Add/modify event types for this Calendar.

 **Add a link** to this Calendar to sync with a dynamic iCalendar.

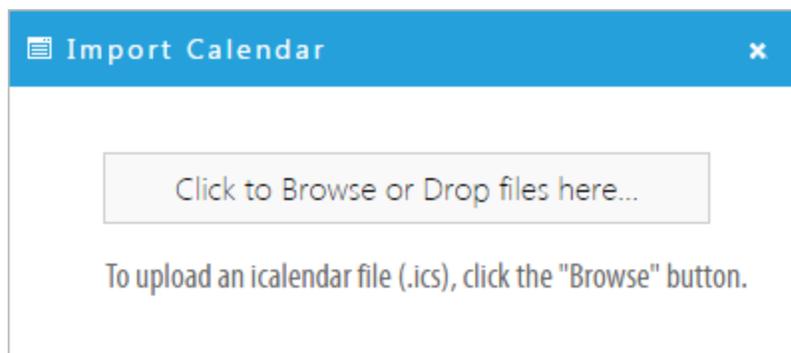
3.1.2 Importing an iCal file

iCal (short for iCalendar) is a computer file format supported by a large number of products, including Google Calendar, Apple Calendar (formerly known as iCal), and Microsoft Outlook. Within ezTask Titanium you can upload an iCal (.ics) file to import calendar data or you can link/sync to another Calendar using the iCal calendar data exchange.

To upload content from another Calendar. Export and save the calendar content to an iCal (.ics) file on your local computer.

Uploading an iCalendar (.ics) file:

- Click the 'Import Calendar Events'  button, then click 'Click to Browse or Drop files here...' and navigate to the location of your local iCal file and select.

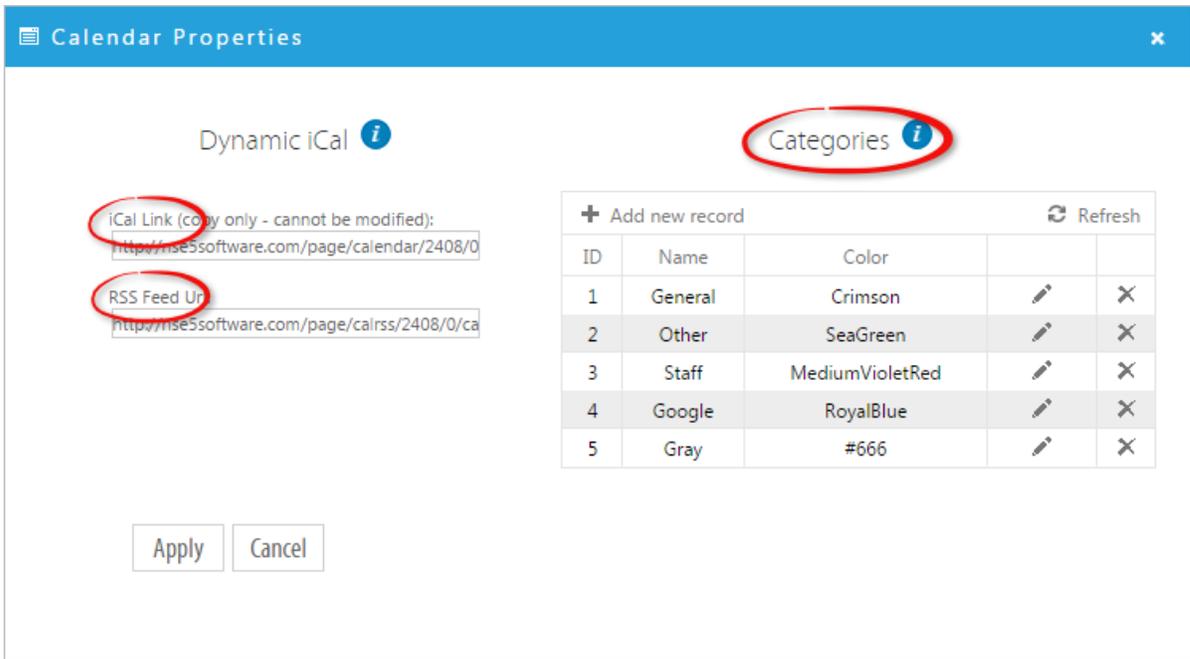


3.1.3 Calendar Properties

Click on the 'Calendar Properties'  icon.

Here you can copy the iCal link or RSS Feed link for THIS calendar to import and link to another Calendar.

You also can customize the event Categories by color and name.



Calendar Properties

Dynamic iCal

iCal Link (copy only - cannot be modified):
<http://nse5software.com/page/calendar/2408/0>

RSS Feed Url
<http://nse5software.com/page/calrss/2408/0/ca>

Categories

+ Add new record Refresh

ID	Name	Color		
1	General	Crimson		
2	Other	SeaGreen		
3	Staff	MediumVioletRed		
4	Google	RoyalBlue		
5	Gray	#666		

Apply Cancel

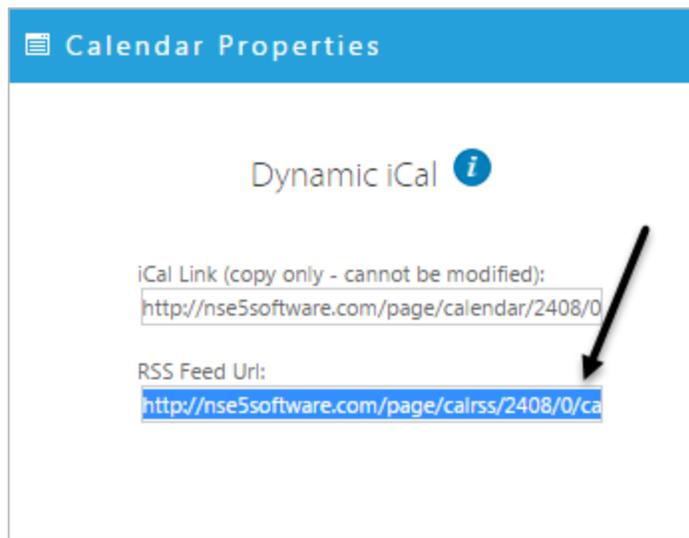
3.1.4 Links to Calendar: Copy RSS Feed

RSS (Rich Site Summary; originally RDF Site Summary; often called Really Simple Syndication) uses a family of standard web feed formats to publish frequently updated information: blog entries, news headlines, audio, video.

Exporting THIS Calendar's RSS Feed URL:

- Click on the 'Calendar Properties'  icon.
- Double-click to highlight then copy (CNTRL C or Apple C) the RSS Feed Url to your clipboard.

This can be used to create Calendar Event Feeds in the 'RSS Feed' widget. It can also be used by 3rd party programs to display events on THIS Calendar.



3.1.5 Links to Calendar: Copy iCal Link

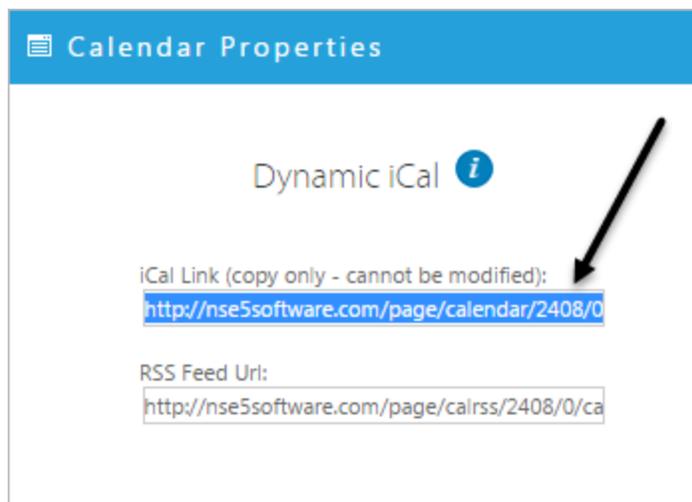
iCal (short for iCalendar) is a computer file format supported by a large number of products, including Google Calendar, Apple Calendar (formerly known as iCal), and Microsoft Outlook. Within ezTask Titanium you can upload an iCal (.ics) file to import calendar data or you can link/sync to another Calendar using the iCal calendar data exchange.

Copy Calendar iCal link to add your events to another calendar.

This link could be used to carry information to another Titanium Calendar or a 3rd party calendar.

- Click on the 'Calendar Properties'  icon.
- Double click to highlight then copy (CNTRL C or Apple C) the iCal Link.

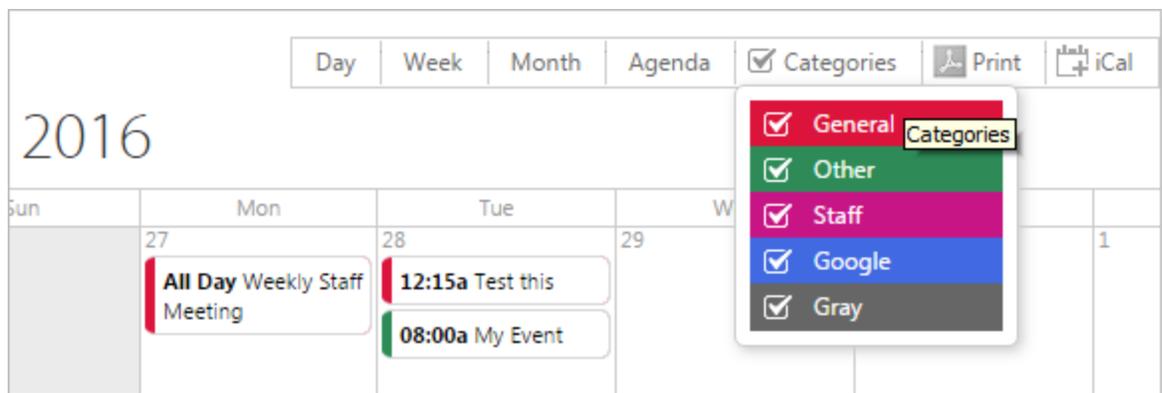
This can be pasted into another calendar that accepts iCal feeds including other Titanium Calendars.



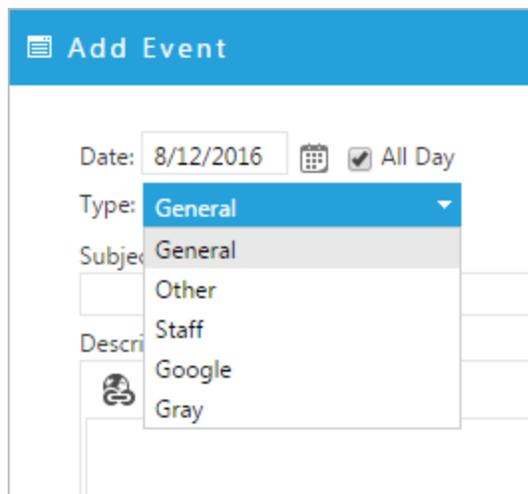
3.1.6 Adding and Modifying Categories

Categories allow you to group event types. There must be a Category for an added (aggregated calendar) or for a regular event on your calendar. For example Education users may have different categories for District events, Campus events, and Athletics events, Local Governments may have separate categories for City Council Meetings, Community Events, and Recycling Schedules. Each Category can be color coded.

The color coding is displayed in the event display on the calendar and in the Category Legend at the top of the Calendar. You audience can turn off Categories in the Category Legend to view only the those that interest them.

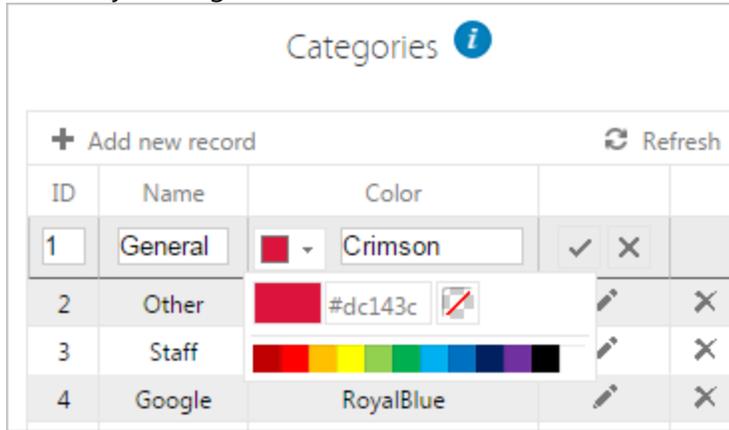


Categories are selected when you add an event, covered in the section Adding Appointments.



Adding and Modifying Categories: Click the Calendar Properties button .

1. In the 'Category' Field, click 'Add new record' to add a new Category type.
2. Fill in the Name and Color field.
The color field offers 12 colors for your Categories. You can utilize additional colors by adding a Hex Value for a color not included in the selection.



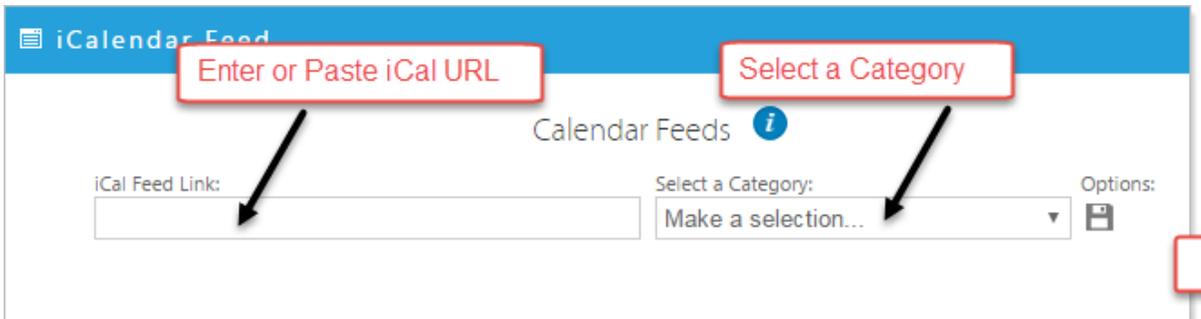
3. Click the check mark ✓ to save changes.
4. Modify an event type, click on the pencil icon ✎ in the row belonging to the specific event Category you'd like to change.
5. Make any alterations, then click the check mark ✓ to save changes.

3.1.7 Aggregating Calendars

There are instances when you may want to include information from another calendar into THIS calendar. A good example of this is in Education where a School District includes events from one or all of the campus websites in a District Master Calendar or in Local Municipalities when a city includes a separate department calendar (like a Police Department calendar) in the City Master Calendar. The department or campus is able to maintain a separate calendar but also include events on a master calendar.

Adding an iCal feed link. This merges another calendar with THIS current calendar.

- Click on the 'Links for iCal' icon .
- Enter/Paste into the 'iCal Feed Link' the iCal URL copied from another application or from another Titanium Calendar.
- Select a Category. (You must first create a Category in the Calendar Properties to select one covered in the previous help section, Adding and Modifying Categories).
- Click on the floppy disk  icon to save changes and add a new record for an additional iCal link.



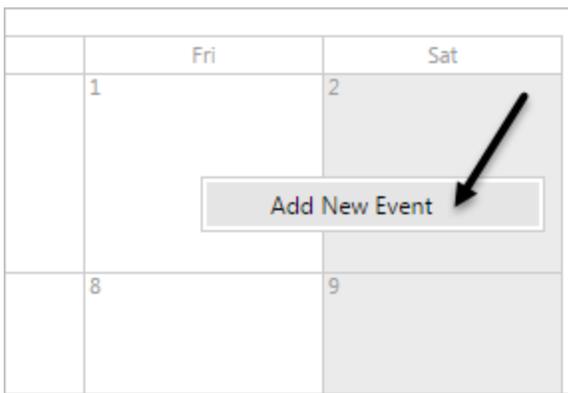
The screenshot shows the 'iCalendar Feed' form. The title bar is blue with the text 'iCalendar Feed'. Below the title bar, there are two red callout boxes. The first box, labeled 'Enter or Paste iCal URL', has an arrow pointing to the 'iCal Feed Link' text input field. The second box, labeled 'Select a Category', has an arrow pointing to the 'Select a Category' dropdown menu. The dropdown menu currently shows 'Make a selection...'. To the right of the dropdown is an 'Options:' label and a floppy disk icon. The form is titled 'Calendar Feeds' with an information icon.

PLEASE NOTE: If your calendar includes too many iCal aggregates it may slow the display response time.

3.1.8 Adding/Editing A Single Event

Adding an Appointment/Event

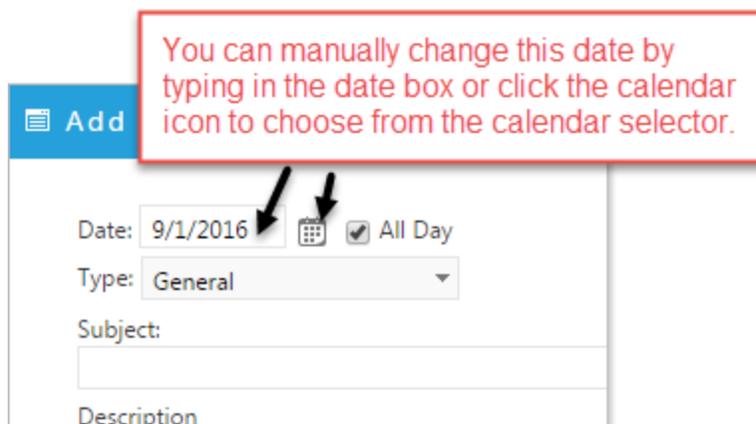
- Click on the date to which you would like to add an Event.
- Click on 'Add New Event' after it appears in the date box. You can change the date in the next Add Event screen if you select the wrong date or have an event well into the future.



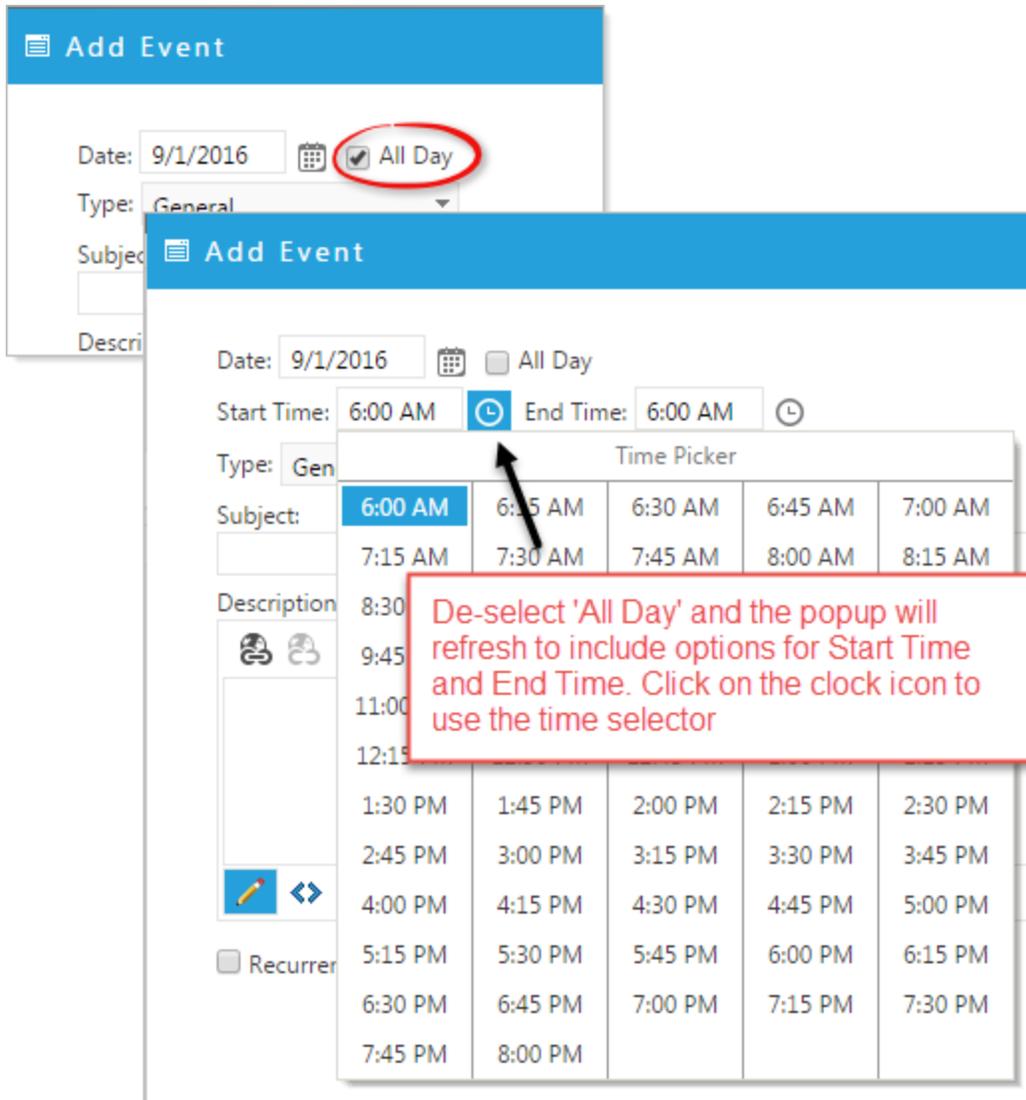
The 'Add Event' pop-up will appear. Use this form to add the details of your event.

Options available on the Calendar Event form

Event Date:



Events Time:



Events Type: (Category)

Select which Category you would like to associate with your event.

Events Subject and Description:

The Subject is the Event Name and cannot be blank. This is what will appear on the calendar. The Description is optional.

Subject: Weekly Staff Meeting

Description: Agenda

HYPERLINK MANAGER

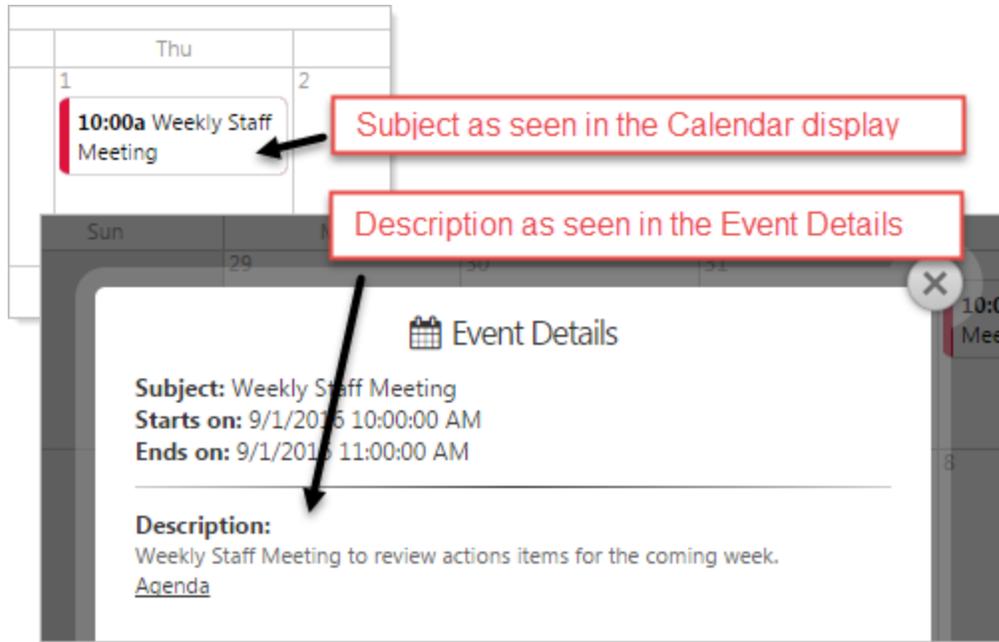
URI: <http://www.eztask.com/myagenda>

Link Text: Agenda

ID: []

You can include links in your Description. Highlight the text to which you would like to add the link and click on the Hyperlink Manager icon. The Hyperlink Manager pop-up will appear and you can enter a URL or browse to select a webpage with your project.

OK Cancel



Edit or Delete an Event

Click on the date event you would like to edit. You must be in the software and in Design mode to edit an event.

1 Thu 2
10:00a Weekly Staff Meeting
8 9

Edit Event

Date: 9/1/2016 All Day
Start Time: 10:00 AM End Time: 11:00 AM
Type: General
Subject: Weekly Staff Meeting
Description: Weekly Staff Meeting to review actions items for the coming week. [Agenda](#)

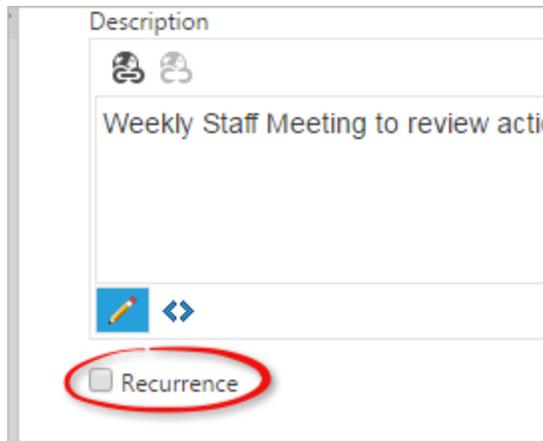
Save Delete Cancel

Click the event to edit and the Edit Event pop-up will appear. Edit event as needed and save or delete the event by clicking on the Delete button.

3.1.9 Adding/Editing Recurring Events

Adding a Recurring Event:

- Click on the date you wish to add an Event. Select 'Add New Event'.
- Complete the Add Event screen as explained in the previous section. Click on the Recurrence option below the Description.



The pop-up will refresh to include a variety of options for Recurring Events. In this example we are creating a recurring event, Weekly Staff Meeting, that occurs every Thursday for remainder of 2016, by selecting then saving:

- Weekly
- Recur every 1 week(s) on Thursday
- End by 12/31/2016

Recurrence

Daily
 Weekly
 Monthly
 Yearly

Recur every week(s) on

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

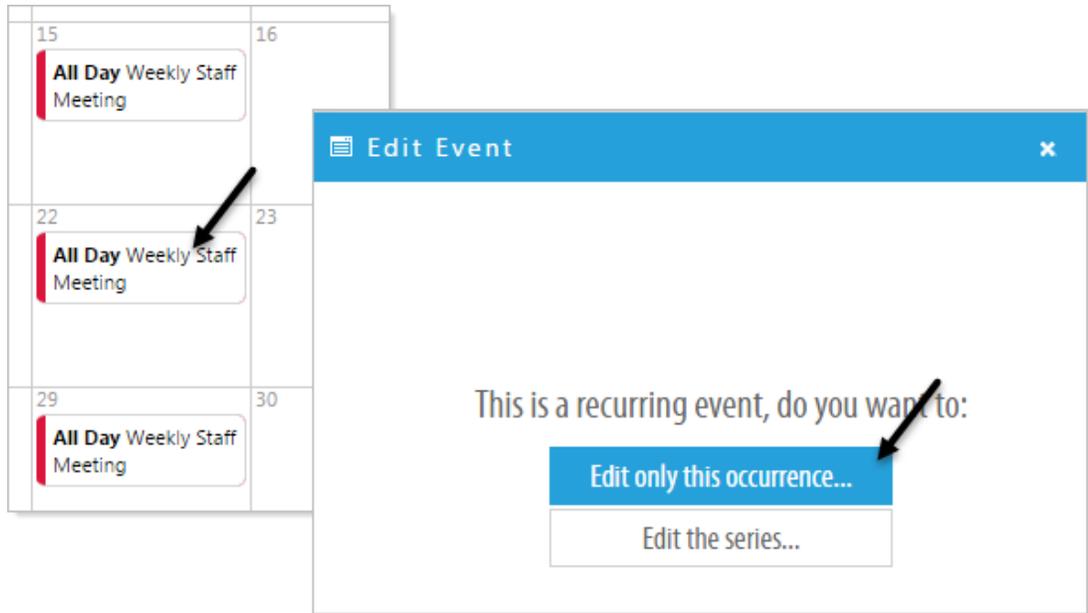
No end date End after occurrences End by

To create an exclusion to your Recurring event:

First create and save the Recurring Event as described above. While in Design Mode click to edit the recurring event you would like to exclude. A pop-up will appear with the options to:

- Edit only this occurrence...
- Edit the series...

Click on 'Edit only this occurrence...' You can then delete that event and it will no longer be a part of the recurring dates for that event.



Changing options for one instance of a recurring event:

You can change any of the details for one instance of an event that is part of a Recurring Event Series but once saved that event event WILL NO LONGER BE A PART OF THE SERIES.

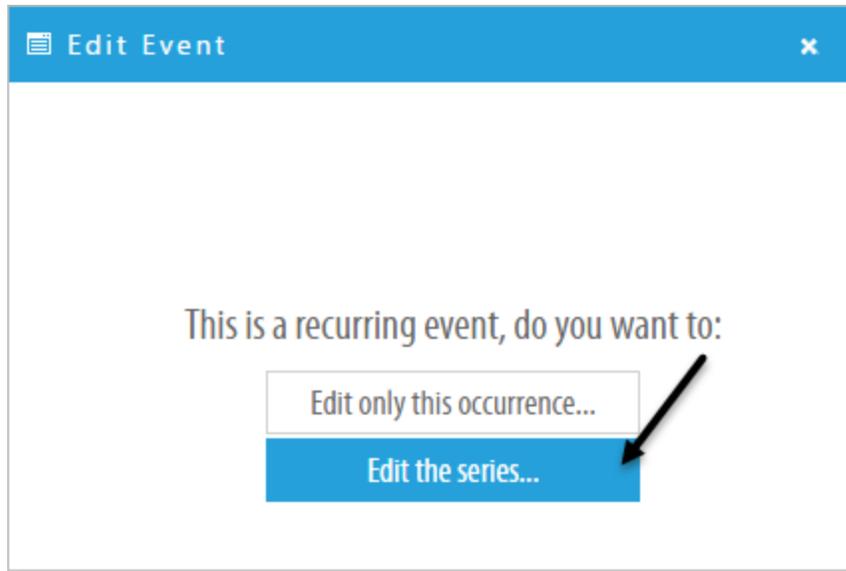
Click on the date of the event (that is part of a series)

Select 'Edit only this occurrence...'

Edit the details of your event as describe above and save.

Changing options for a recurring event:

Select 'Edit the series...'



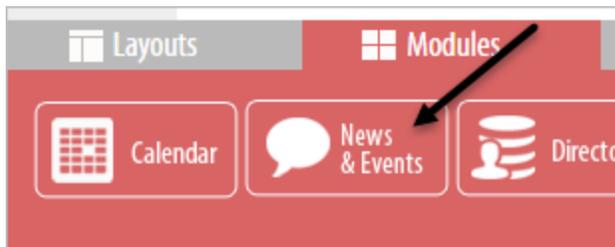
Edit the details of your event as described above and save. **This will save the changes to ALL events in the series.**

3.2 Communicator - News & Events



The Titanium Communicator (News & Events Module) is used to publish articles that include News, Events, and Announcements for your organization. Using the Communicator Module is an excellent way to provide article management for the information you would like to communicate. An RSS Feed is auto-generated for any instance of the module within your website and the module also creates an automatic archive of your entries making it an ideal way to manage and track your announcements, press releases, and articles. Additionally, this module can be configured to post your "Published Articles" to Facebook and Twitter.

To begin using News & Events click on the Modules tab at the bottom of the page and then click and drag the News & Events Module to the desired location.



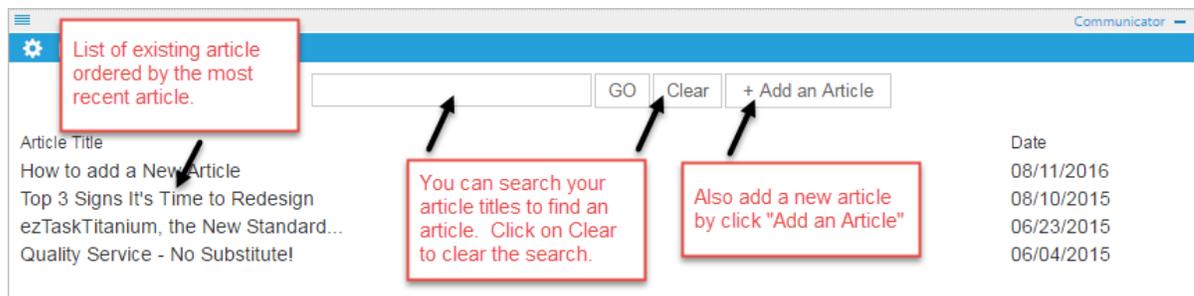
3.2.1 Settings & Options

There are two Options for the Communicator (News & Events)

Module : Properties, Add an Article



When you open a Communicator page you will see a list of existing articles (if any), option to Search the article titles, Clear the search, and Add an Article



-  Properties option includes feed name, description, RSS Feed URL. Auto archiving option by month or year.

The screenshot shows a configuration window for an RSS feed. It contains several fields and a dropdown menu. Two red-bordered callout boxes provide instructions. The first callout points to the 'RSS Feed Name' and 'Description' fields. The second callout points to the 'RSS URL' field. A third callout points to the 'Archiving Options' dropdown menu.

Name the RSS feed for this instance of the Communicator. The RSS feed must have a name. The Description is optional.

Communicator articles are automatically archived. With these options you can specify to not display the archive list and show all articles or to show the archive and group the articles by month or year.

RSS Feed Name:
News and Information

Description (Max characters 200):
News and Information to keep you up-to-date for all ezTask events and updates.

RSS URL: (auto-generated):
http://nse5software.com/page/rss/2445

Archiving Options:
No archiving, show all
No archiving, show all
Archive articles by month
Archive articles by year

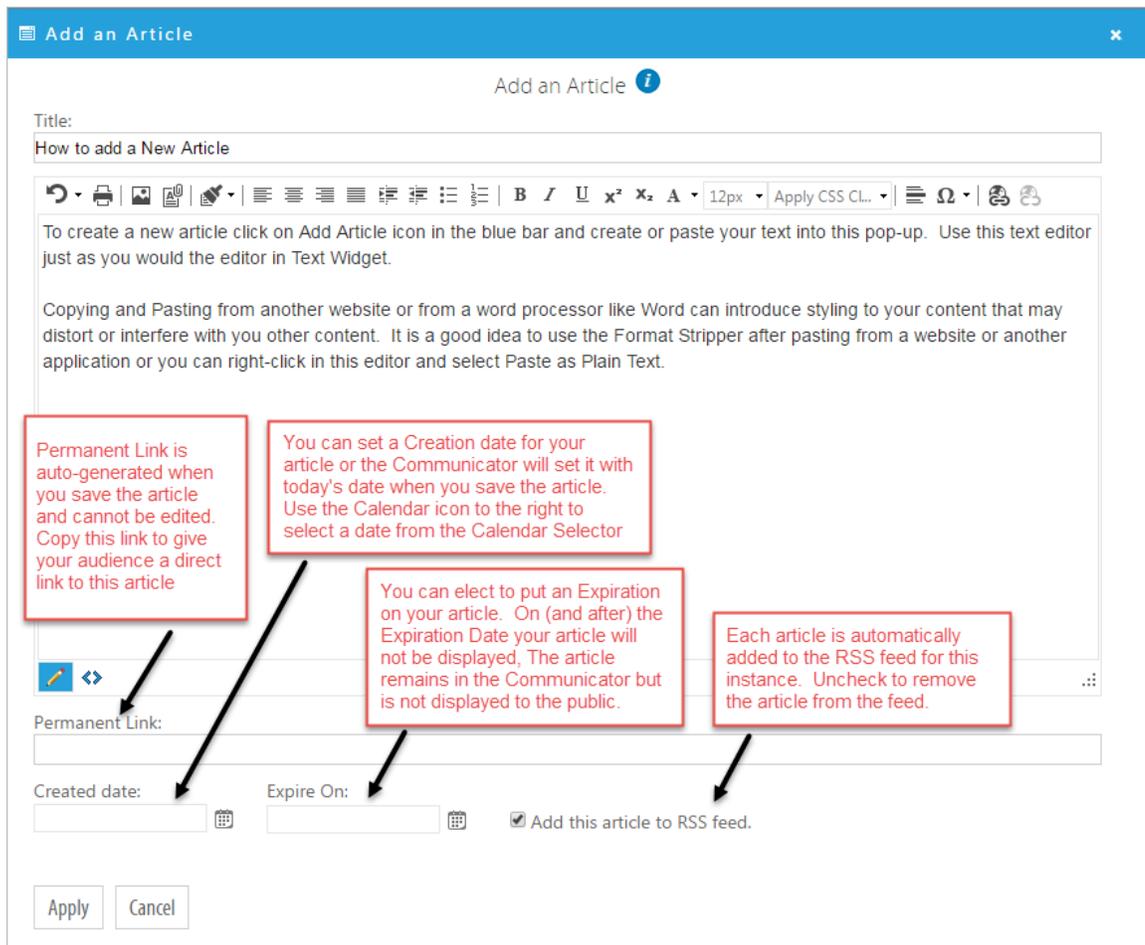
Apply Cancel

This is the RSS URL and path for this instance of your Communicator. This URL is auto-generated and cannot be edited. Copy this URL to use in the RSS Feed Widget.

3.2.2 Add Article

Adding an Article

Click on the Add Article icon  in the blue bar or click on 'Add an Article' from the options at the top of the screen. Create your content in the editor. You can add photos, graphics to your article and format text just as you would when using the Text Widget. The Permanent Link is not editable and will be created when you save the article.



The screenshot shows the 'Add an Article' dialog box. At the top, there is a title field containing 'How to add a New Article'. Below this is a rich text editor with a toolbar and a text area containing instructions: 'To create a new article click on Add Article icon in the blue bar and create or paste your text into this pop-up. Use this text editor just as you would the editor in Text Widget.' and 'Copying and Pasting from another website or from a word processor like Word can introduce styling to your content that may distort or interfere with you other content. It is a good idea to use the Format Stripper after pasting from a website or another application or you can right-click in this editor and select Paste as Plain Text.'

At the bottom of the dialog, there are four callout boxes with arrows pointing to specific fields:

- Permanent Link:** Permanent Link is auto-generated when you save the article and cannot be edited. Copy this link to give your audience a direct link to this article.
- Created date:** You can set a Creation date for your article or the Communicator will set it with today's date when you save the article. Use the Calendar icon to the right to select a date from the Calendar Selector.
- Expire On:** You can elect to put an Expiration on your article. On (and after) the Expiration Date your article will not be displayed, The article remains in the Communicator but is not displayed to the public.
- Add this article to RSS feed:** Each article is automatically added to the RSS feed for this instance. Uncheck to remove the article from the feed.

At the bottom of the dialog are 'Apply' and 'Cancel' buttons.

3.2.3 Edit and Manage Articles

Edit an Article

Click on the title of the article to edit that article. The article will open in the Text Editor, change and edit your article as desired then click on 'Apply' to Save the article.

- You can modify all available fields, including: Title, Article body, Created date, Expire On and Add this article to RSS feed.
- You also have the option to delete the article.

You article will appear in the same order of the original archived article unless you change the Creation Date and apply.



Managing Articles in the Communicator

Permanent Links

A Permanent Link is created when you save an article. This is a direct link to the article and cannot be edited. Use this link to share this particular article with your audience.

You may find a Permanent Link useful when distributing articles like individual Press Releases.

Creation Date

Each article posted has a date-time value, which is called Creation Date. Normally, this is set to the date when you publish the post for the first time. But you can change the Creation Date date for any article, and you can do this either when you first post it or later on.

The Creation Date is important because it controls the order that articles are shown in:

- The post that appears first when a reader visits your articles is the one with the most-recent Creation Date.
- If you have more than one article, then the next-most-recent article is on the screen underneath the first one. And then the second-next-most-recent, etc.

You can modify the creation date by clicking on the calendar icon  to the right of the 'Created date' text and selecting your desired date from the calendar or simply enter a new date in the date box. (The default date is set, at the time of the creation of the article.) Changing the Creation Date will not change the Permanent Link.

It is sometimes useful to edit and recycle certain articles as part of a news feed. For instance, there may be occasions when using your Communicator as a news feed when there is just no news to publish. You could keep certain information articles on hand to post to your feed that informs or reminds your audience of valuable information in place of absent current news articles.

Expiration Date

You can modify the Expiration Date by clicking on the calendar icon  to the right of the 'Expire On' text and selecting your desired date from the calendar or simply enter a new date in the date box.

The primary use of article expiration is to expire time-sensitive content. If the article contains information about an upcoming event or announcement, for example, and the event or announcement has passed you no longer want the article to display.

Please note this does NOT delete the article it simple flags the article to not display. You can edit the article to change or eliminate the expiration date.

Add this article to RSS feed.

By default the 'Add this article to RSS feed' is checked. Uncheck this box to remove this article from inclusion in the RSS Feed for the article.

Unchecking this box does not delete the article but does remove it from the feed for this instance of the Communicator.

You can read more about RSS feed in the help section on Widgets>RSS feed



The screenshot shows a form with the following fields and callouts:

- Permanent Link:** . Callout: "Each article creates a unique PermaLink. Copy this link to provide a direct link to this article."
- Created date:** with a calendar icon. Callout: "Change the Creation date to change the order in which this article appears."
- Expire On:** with a calendar icon. Callout: "Add an Expiration Date to your article that will remove the article from display."
- Add this article to RSS feed:** . Callout: "Uncheck this box to remove this article from the RSS feed for this instance of the Communicator."

3.3 Document Manager



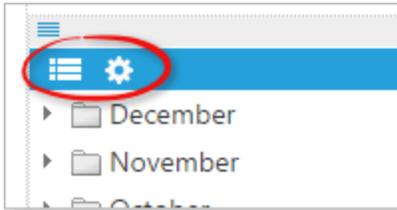
The Document Manager is designed to easily manage large numbers of documents. Documents uploaded are auto-hyperlinked, eliminating the need to create hyperlinks to your documents. Drag-to-upload multiple documents at once and utilize archive documents within folders and tabs. File-type icons are automatically populated according to file extension, and users can add friendly names, create permalinks, and even secure documents behind a password.

To Begin using the Document Manager click on Modules at the bottom of the page and drag the Document Manager to the desired location.



3.3.1 Settings & Options

There are two Options for the Document Manager : Manage Documents and Document Properties



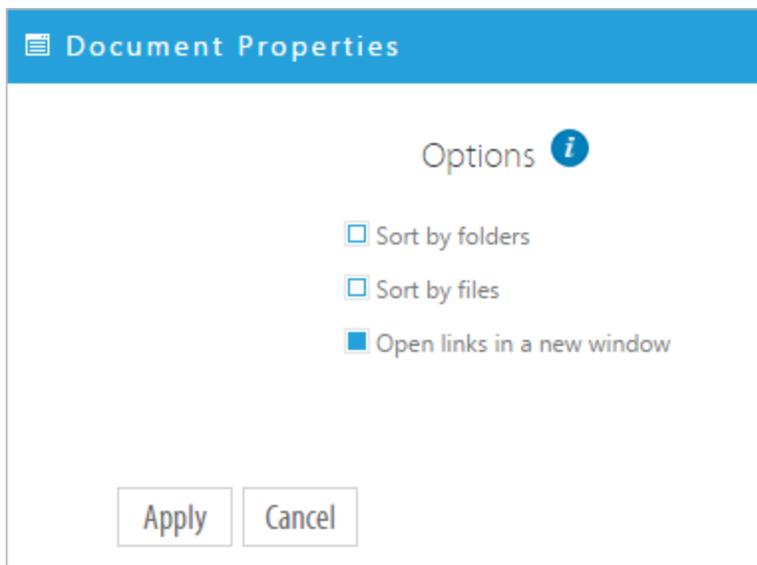
-  **Manage your uploaded documents:** You can add folders and files to your document manager, by right-clicking on an existing file or folder.
-  **Document Properties:** You have the option to Sort files and/or folders and to Open all links in a new window.

3.3.2 Specifying Open or Download a file

Browsers often treat file link access through websites differently. Some browsers require a loaded extension in the browser for the users to open a file as opposed to downloading it. Others will attempt to always open a file.

Generally speaking, if you would like for your audience to attempt to automatically open a document in their browser you should select the Document Properties option: **Open links in a new window**

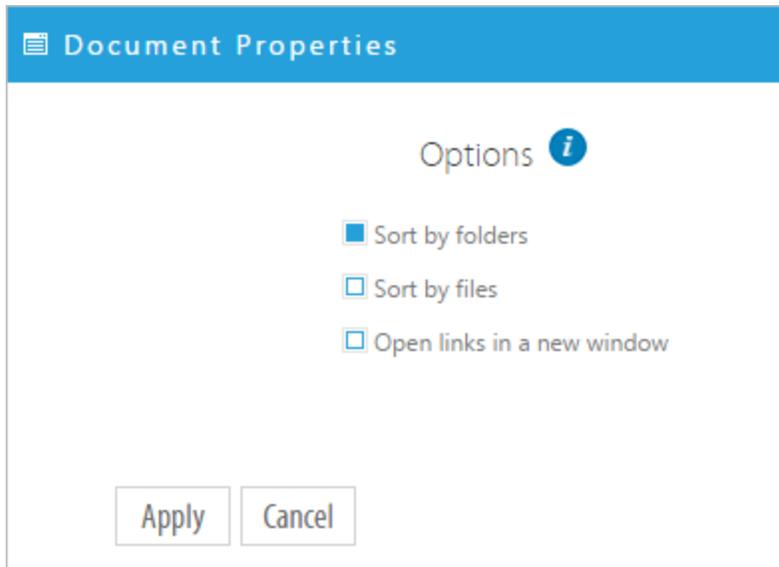
To set this option click on the  Document Properties icon and select 'Open links in a new window' and 'Apply'



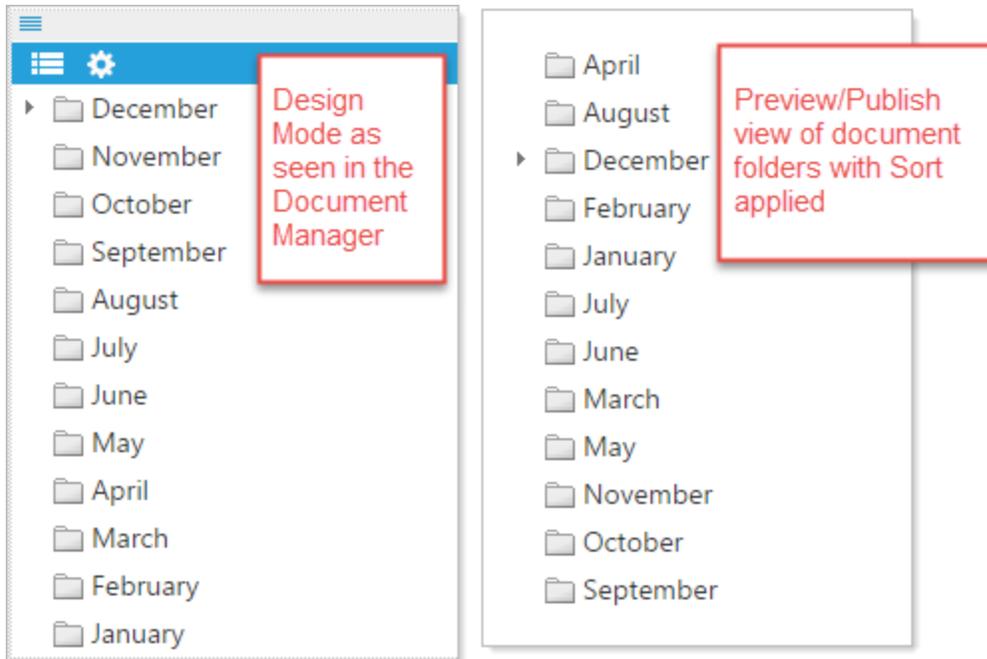
3.3.3 Document Sorting and Display

Folder and Document Sorting

Click on the Document Properties to set the Folders and/or Documents to sort when viewed. Items are sorted alphabetically. If not sorted the files appear in the default view: the order in which they are uploaded. You can manually change the order of documents by clicking on the document icon and dragging it to the desired location in the list.



NOTE: When folders and/or documents are set to sort, the sort is only applied to the preview/publish view and not to the document manager as seen in the following example.



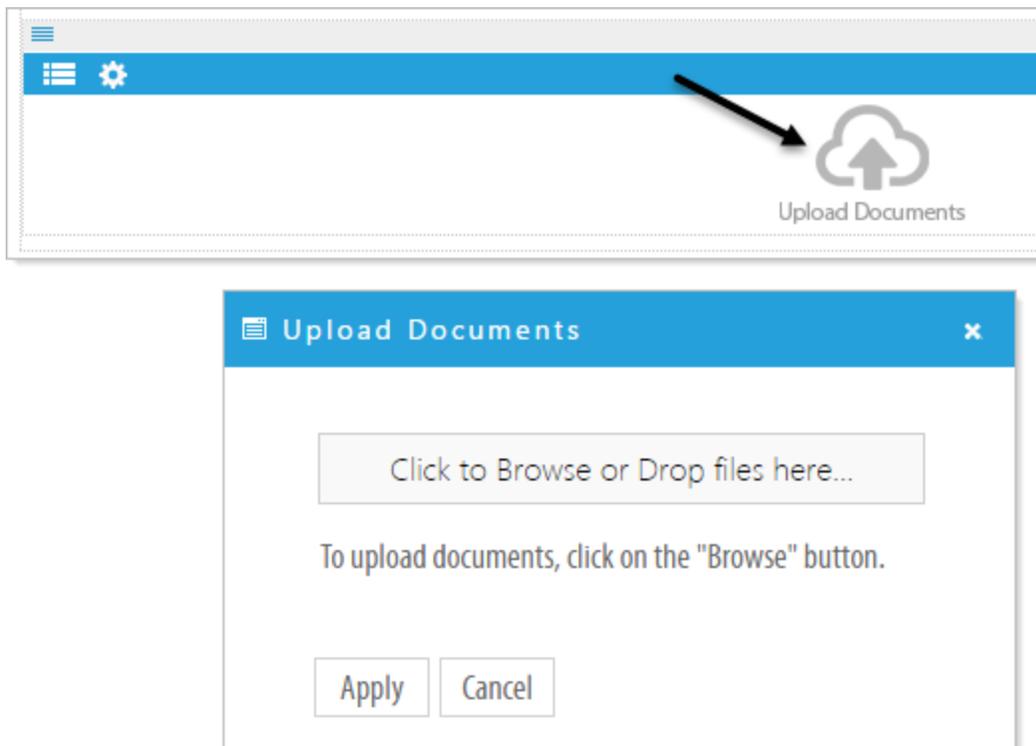
Manually changing the order of documents and folders

As stated you can manually move a document or folder by clicking and dragging the icon to a new location.

3.3.4 Uploading Documents

Uploading documents

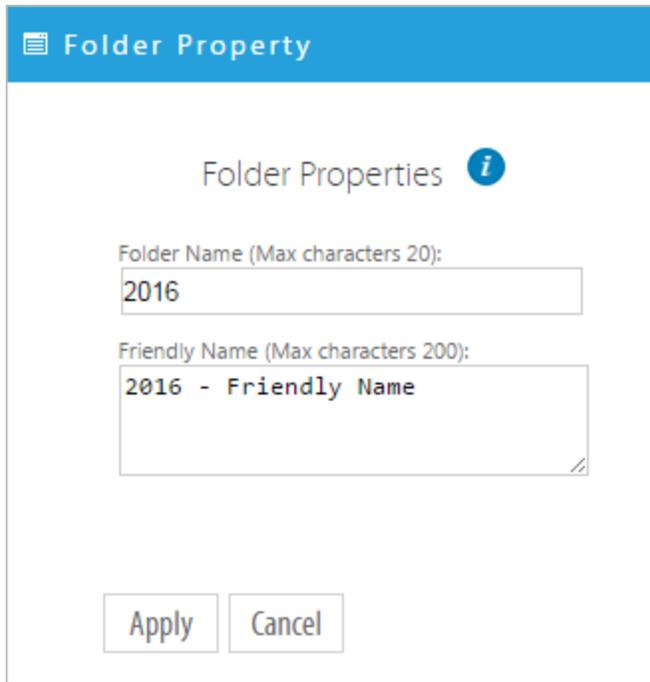
If no documents exist in the document manager, you can click on the 'Upload Documents' icon. Browse or drag file to the 'Click to Browse or Drop file here..' button to upload documents.



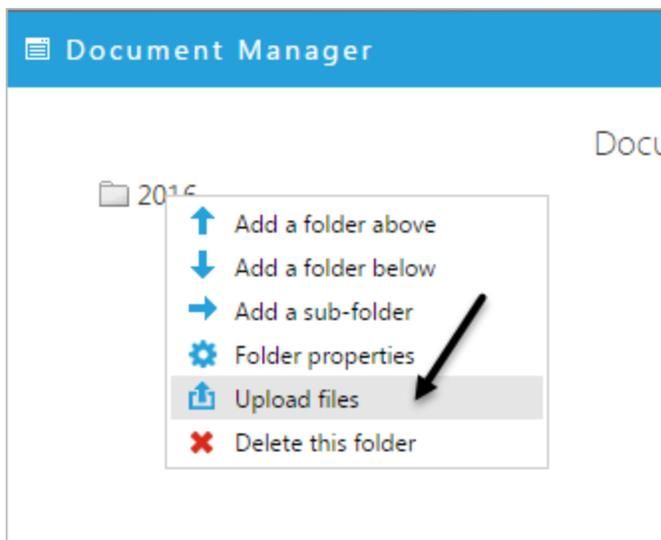
Uploading documents to a Folder

Click on the Manage Documents  icon. The Document Manager pop-up will appear with a New folder you can use to organize your documents.

Click on New folder and complete the Folder Properties pop-up to rename the folder and add an optional Friendly Name. In this example the New Folder is renamed 2016.

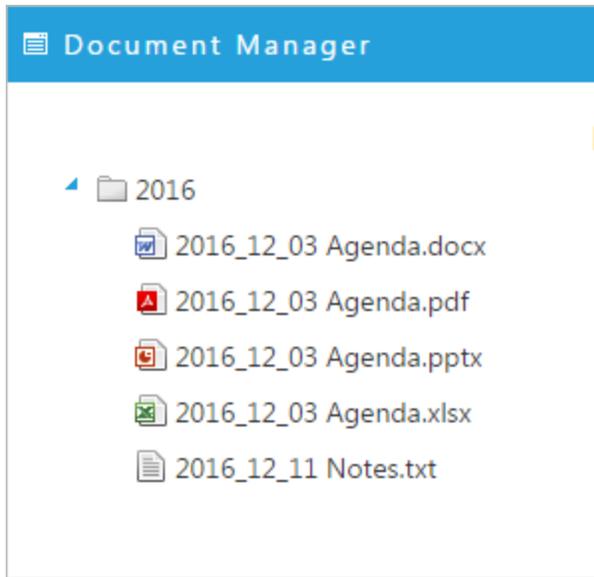


Right click on a the folder in the 'Document Manager' pop-up window, and click on 'Upload Files'.



Browse to upload files or drag files from your computer onto the 'Click to Browse or Drop files here...' button.

Click 'Apply' to upload the files. Your files now reside in the designated folder.

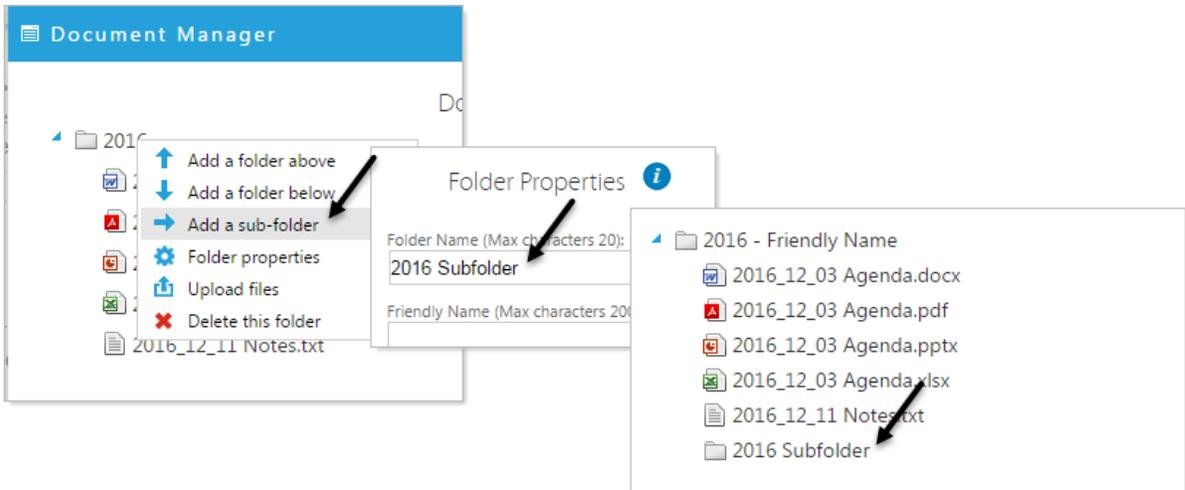


3.3.5 Folder Options

Click on the 'Manage Documents' icon .

Add a Folder

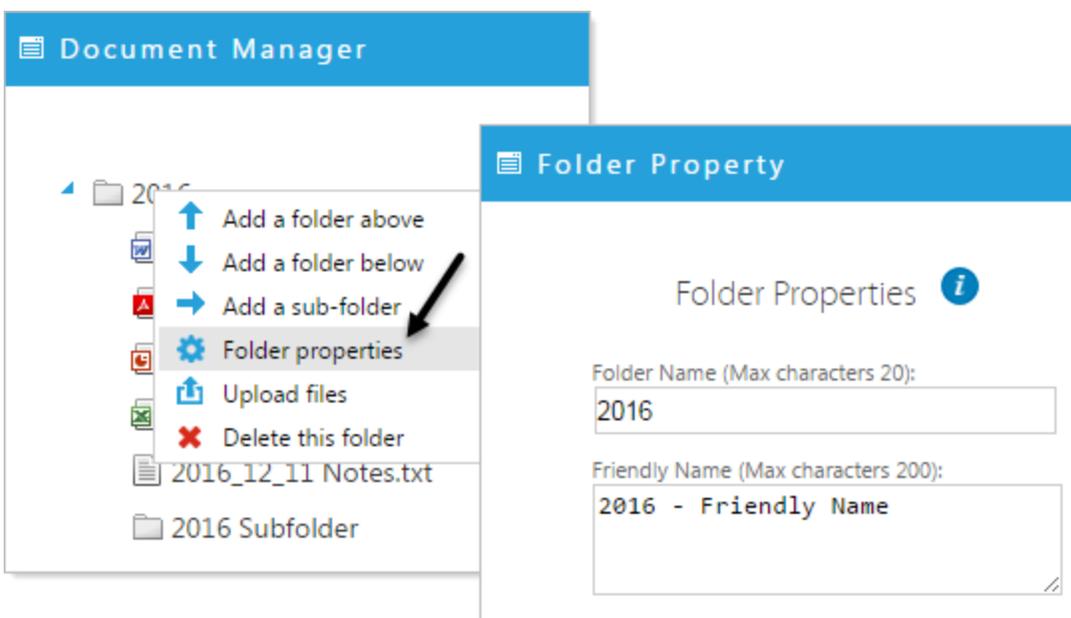
Right click on a folder for options. The first three options allow you to add additional folders by selecting 'Add a folder above', 'Add a folder below', or 'Add a sub-folder'. In this example we add a sub-folder named 2016 Subfolder.



Folder Properties

Right click on a folder for options and select Folder Properties. Here you can edit/change the name of the folder and optionally, add a Friendly Name.

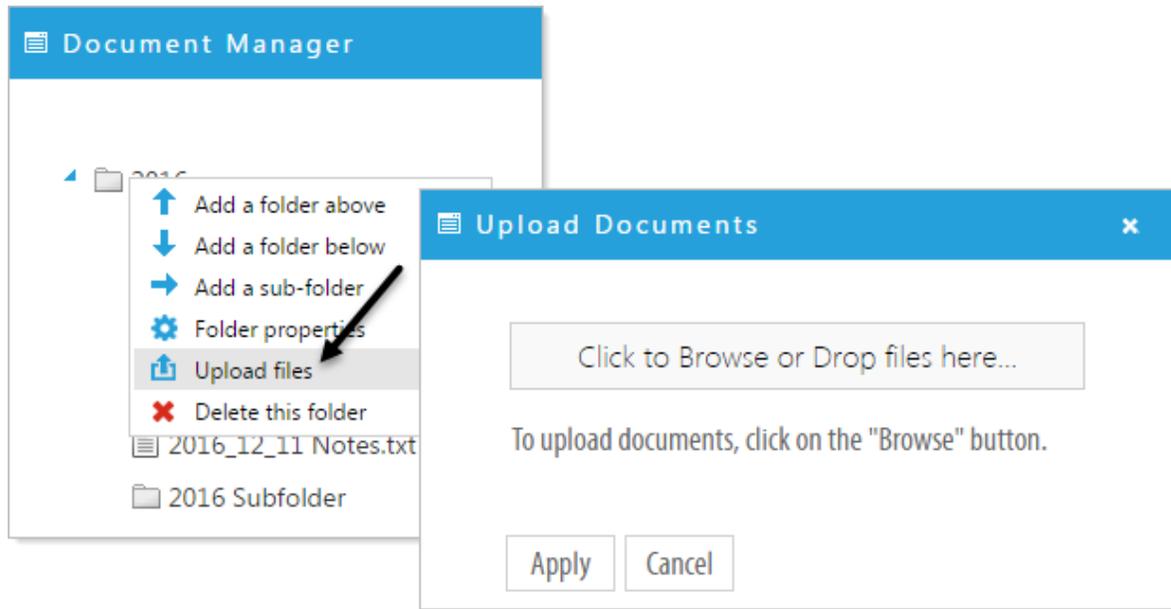
Folder Friendly Names are not displayed when you are IN the document Manager.



Upload files

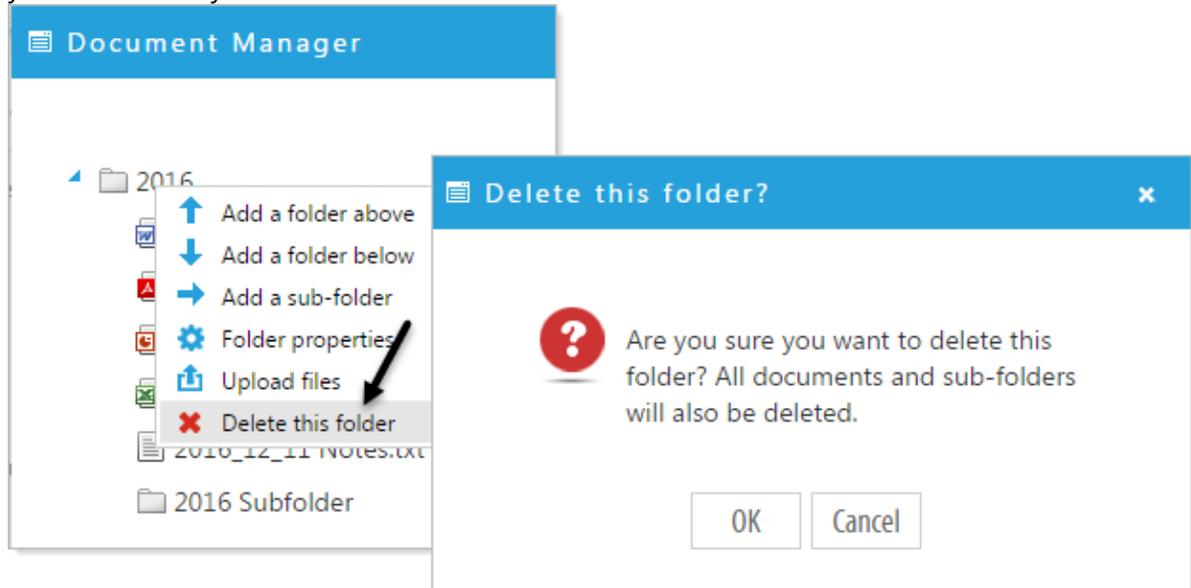
Select Upload files. Browse to upload files or drag files from your computer onto the 'Click to Browse or Drop files here...' button.

Click 'Apply' to upload the files. Your files now reside in the designated folder.



Delete this folder

Select Delete this folder and a pop-up window will ask for confirmation. Click 'Apply' if you are certain you want to delete that folder and it's contents.



3.3.6 Securing a File

You can secure individual files that are in the Document Manager by requiring a Username and Password to access the Document.

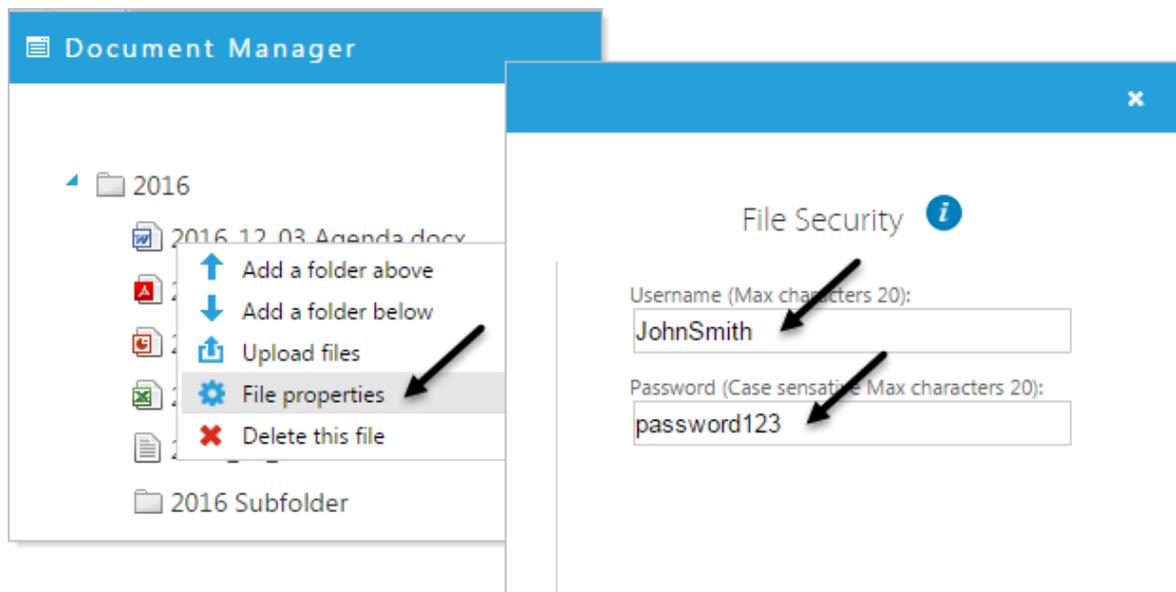
Click on the 'manage documents' icon .

Right click on the file you wish to secure.

Click 'File properties'.

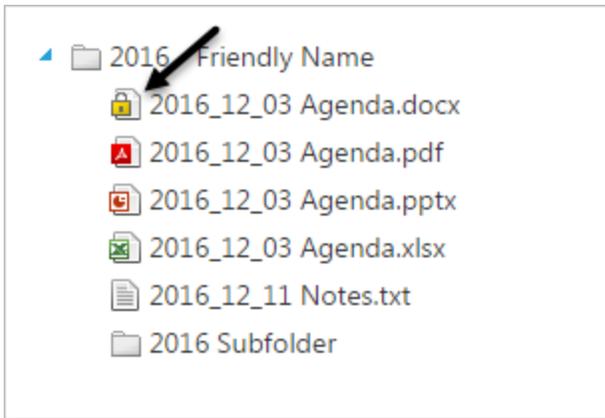
On the right-hand side, under 'File Security', type a username and password (NOTE: Please use a more secure password than 'password123').

Click 'Apply'



Click 'Save' to save your changes in the Document Manager window.

Now when you view the Document in the Document Manager and publicly the file will display with a secure icon.



On the published webpage, when the user clicks on secured file, a window will open, asking you for a username and password.

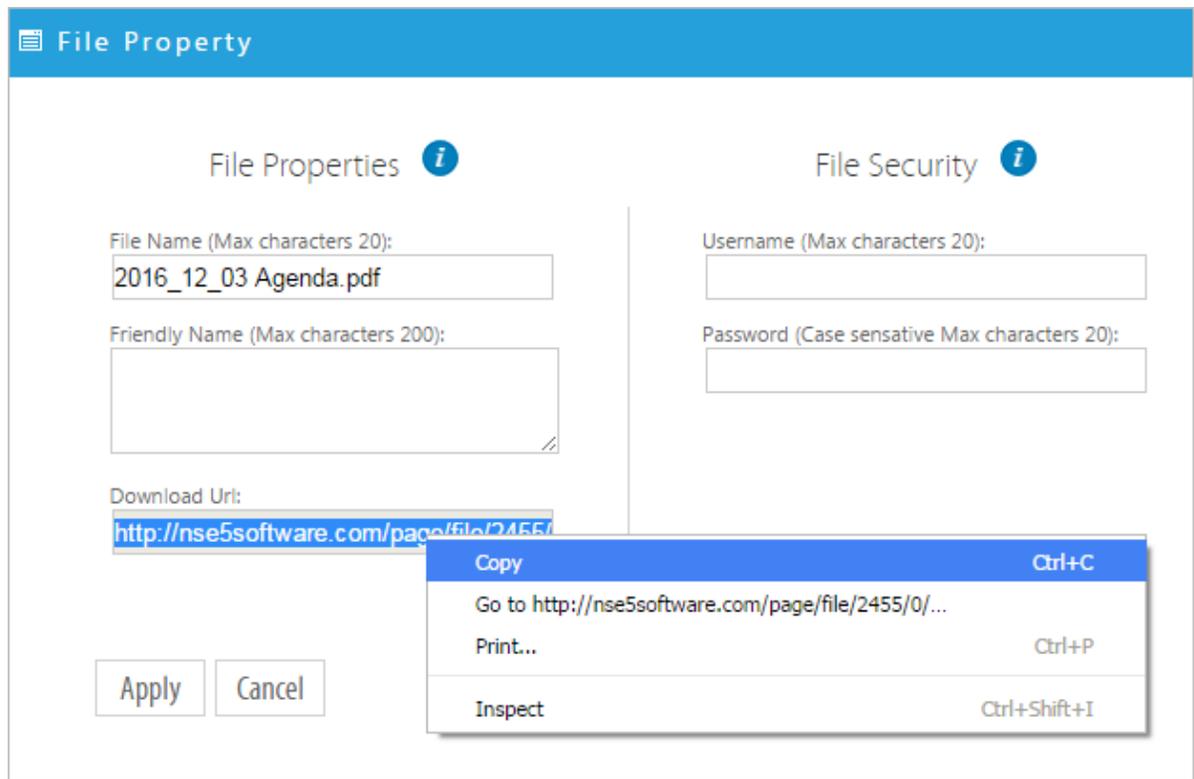
3.3.7 Direct Links to a file

You can provide your audience with a direct link to a file by copying the Permanent Link provided to that file under File Properties.

- Click on the 'Manage Documents' icon .
- Right click on the file for which you would like the Download URL.
- Click 'File properties'.
- On the left-hand side, under 'Download Url', highlight the URL text by double-clicking and copy.

This URL provides a direct link to the file, otherwise individual files in the Document Manager are not accessible to the public. That is, someone who visits your site cannot copy and forward a link to a particular file (if it is uploaded through the Document Manager) unless you provide them with this Download URL.

The Download URL does not apply to secure files.



3.4 Form Builder

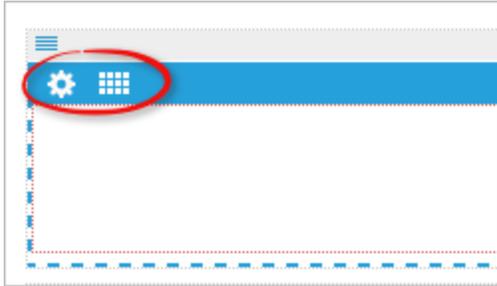


Create and customize paperless forms, polls, and surveys, plus choose to allow file uploads with submission. Receive results in real-time via email or download everything at once in spreadsheet format.



3.4.1 Settings & Options

There are two Options for the Form Objects Module : Form Properties and Form Reports



-  Modify your form properties.
-  Create and generate reports

3.4.1.1 Setting up form requirements

Set the form requirements for sending

There are several options and or requirements in setting up an email form.

All emails contain a 'from', 'subject', and 'to' field. These must be filled in during the setup of your form in order for the form to work.

From - 'Sender'

Enter a Sender email address in the (sender) field. **This field is required.**

This can be you, the creator's address, or a generic address setup for this purpose like, info@yourdomain.com

This field should be a valid email address.

Subject - 'Email Subject'

Enter the overall subject of your form. Utilizing this field can be very useful in managing the responses to your form. If you have multiple forms in your project and each is labeled descriptively in the Subject field you can direct your email client to automatically file the responses in set folders.

To - 'Email results to'

Enter the email address to whom the form response should be sent. You can have multiple addresses separating each by a comma.

The SPAM Protection field is Optional but highly recommended.

Form Properties

Email & Security ⓘ

Your email address (sender):
youremail@domain.com

Email Subject:
Subject of email

Email results to (separate by a comma):
recipient@domain.com

SPAM Protection: (Optional)
 Add SPAM protection (Captcha Bot)

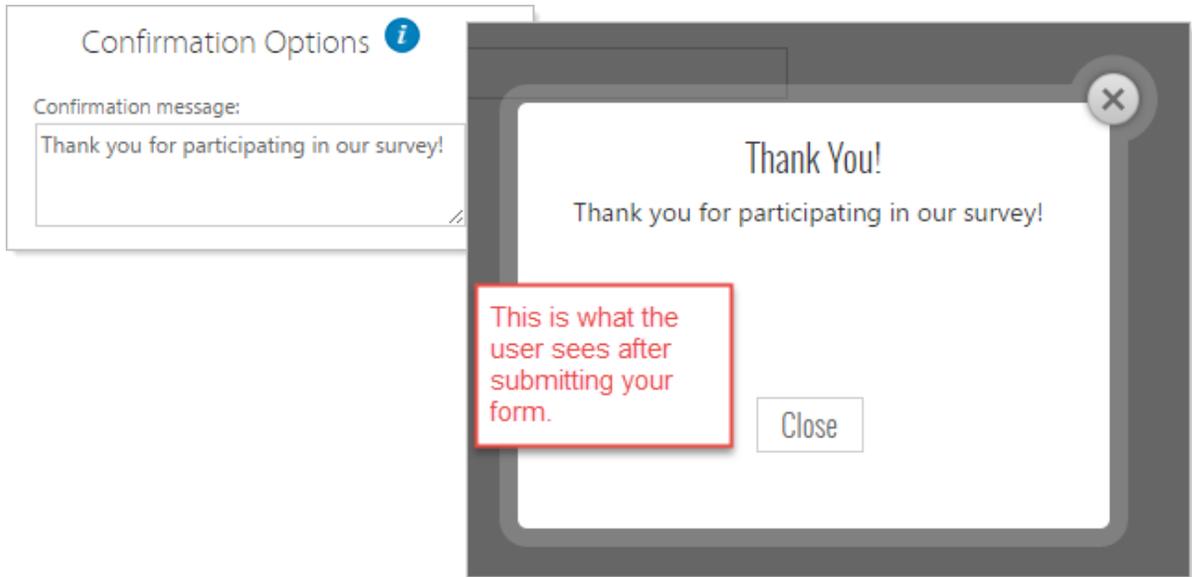
Apply Cancel

Confirmation Options

Show a pop-up window as confirmation, link to another page, or send the user to a download file.

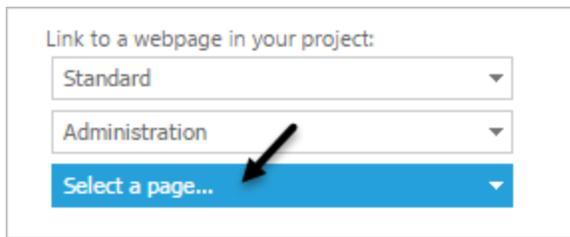
Create a pop-up window with a Message

Enter a Message for the user to see in response to a form submission.



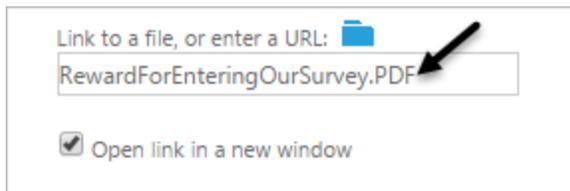
Link to a webpage in your project

Select the webpage from within the project to send the user to.



Link to a file or an external URL

Enter a document for the user to see in response to a form submission.



3.4.2 Create a Form

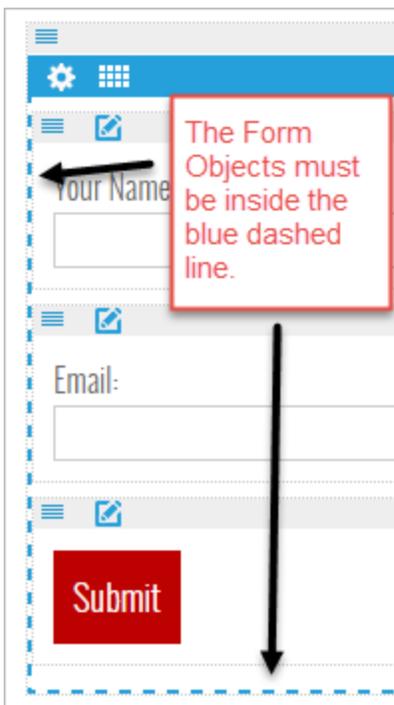
Form Objects

A form is built using form objects. There are eight form objects, located on the Titanium editor tab at the bottom of the page.



To add a form object to the page, drag it from the editor tab to the form area in the web page builder. The form area is outlined with a blue dashed line.

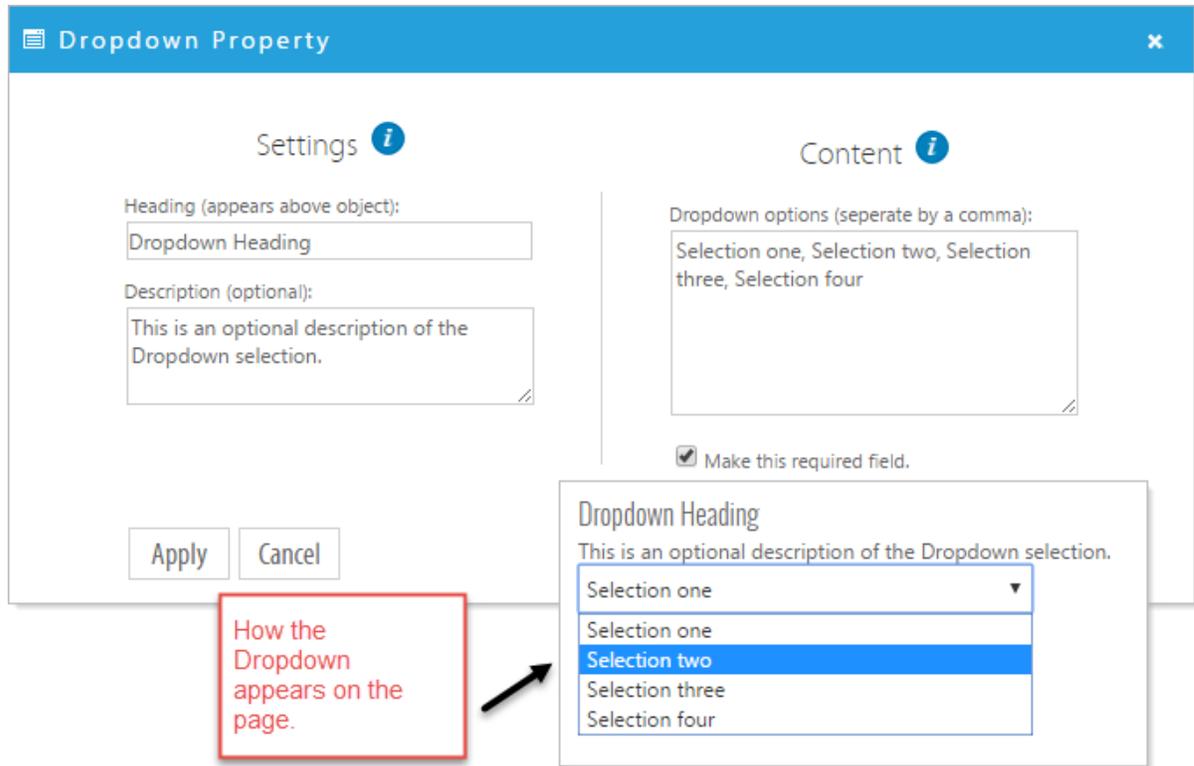
The form objects you drag to include in the form must be inside that line.



Dropdown

A Dropdown is list representing a set of choices, only one of which can be selected at any time. The advantage of a drop-down menu, compared to radio buttons or check boxes, is that it takes up less space.

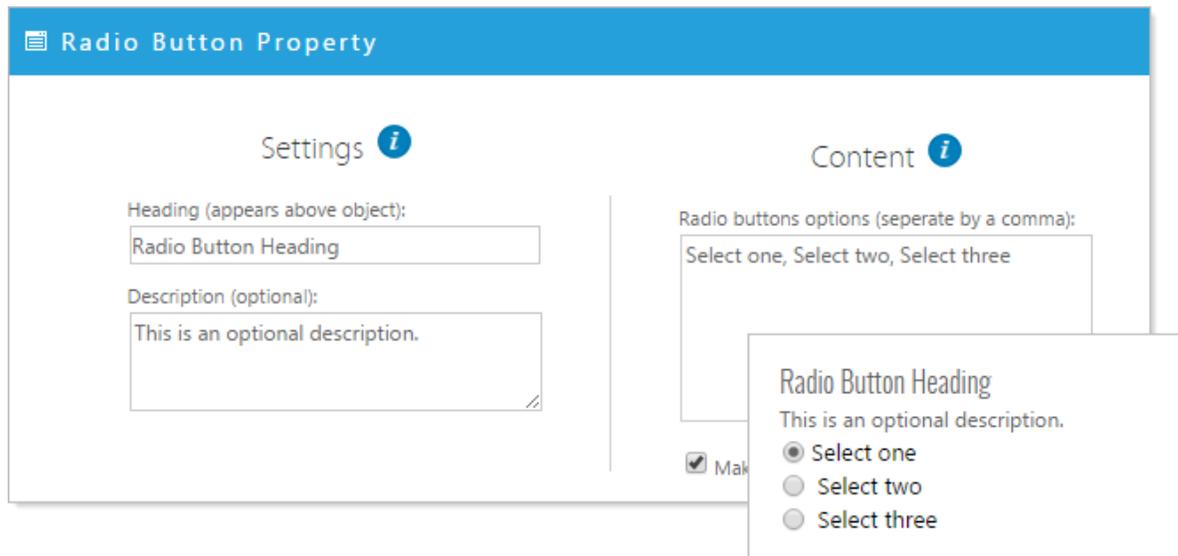
Click the 'Edit Form Object' icon . Fill in the options accordingly. If this is to be a mandatory field on the form, click 'Make this required field', and click 'Apply'.



Radio Buttons

A *Radio Button* is a labeled icon representing one of a set of options, **only one of which can be selected** at any time.

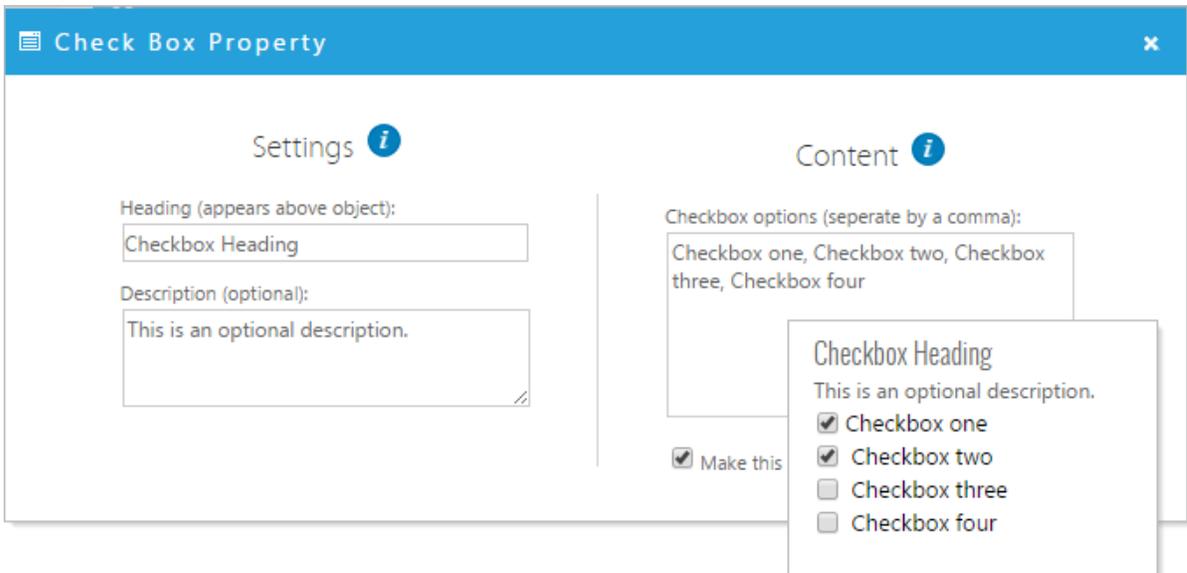
Click the 'Edit Form Object' icon . Fill in the options accordingly. If this is to be a mandatory field on the form, click 'Make this required field', and click 'Apply'.



Checkboxes

A checkbox is a small box into which a check is entered as the response to a question. **Checkboxes can have multiple selections.**

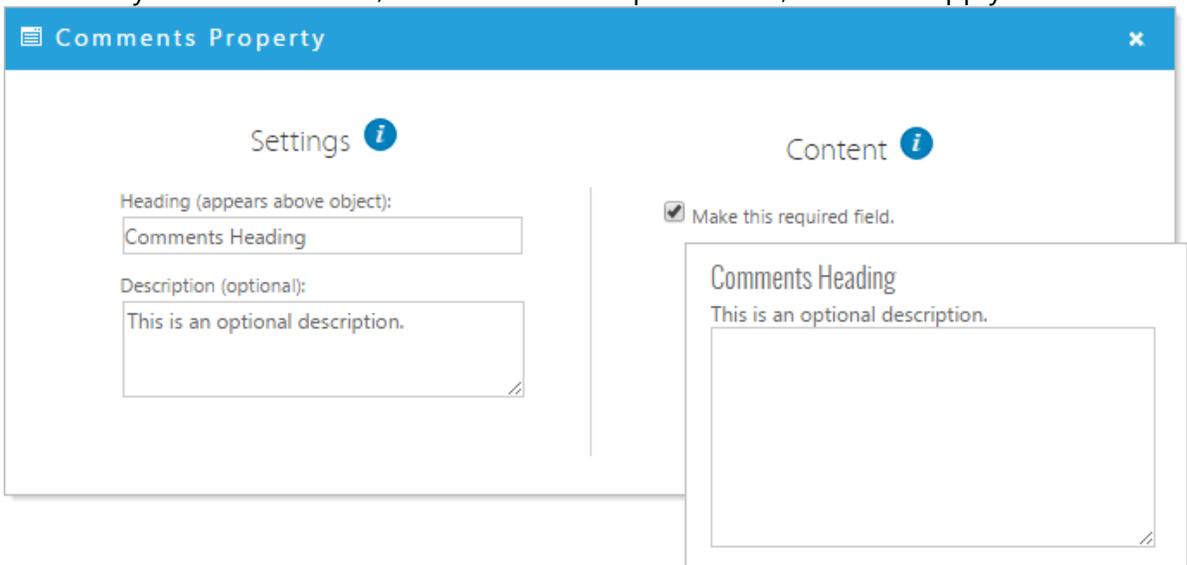
Click the 'Edit Form Object' icon . Fill in the options accordingly. If this is to be a mandatory field on the form, click 'Make this required field', and click 'Apply'.



Comments

The Comments Object give the visitor the opportunity to enter more than just a few characters of text.

Click the 'Edit Form Object' icon . Fill in the options accordingly. If this is to be a mandatory field on the form, click 'Make this required field', and click 'Apply'.



Email Field

The Email Object is text input that checks for proper email formatting.

Click the 'Edit Form Object' icon . Fill in the options accordingly. If email confirmation is required, (meaning that the user will enter the email address twice) click 'Required email confirmation.' If this is to be a mandatory field on the form, click 'Make this required field', and click 'Apply'.

Text Field

The Text Filed Object is the most commonly used form object and is for one-line text input.

Click the 'Edit Form Object' icon . Fill in the options accordingly. If this is to be a mandatory field on the form, click 'Make this required field', and click 'Apply'.

Divider

A divider button is used to separate fields on the form. Any fields after the divider button will not display on the page until the divider button is clicked. Conversely, any fields before the divider button will not display once the divider button is clicked.

Click the 'Edit Form Object' icon . Fill in the options accordingly, and click 'Apply'

Submit

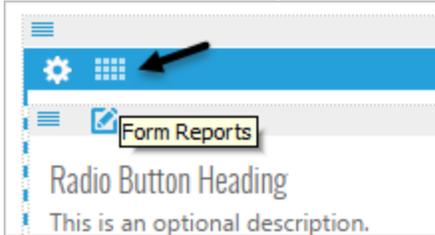
The Submit Object is used at the end of the form for submission.

Click the 'Edit Form Object' icon . Fill in the options accordingly, and click 'Apply'

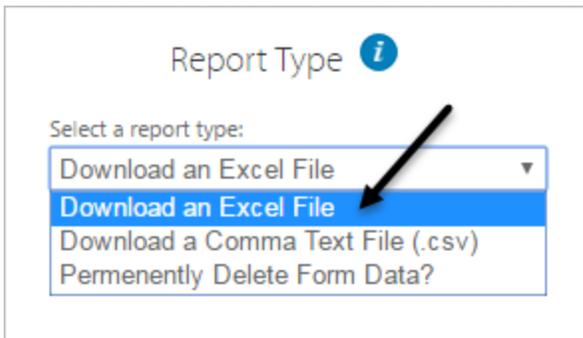
3.4.3 Form Reports

Whether or not the submissions of the form are being emailed to someone, you can click on the Reports button and download a data file of the submission for that report.

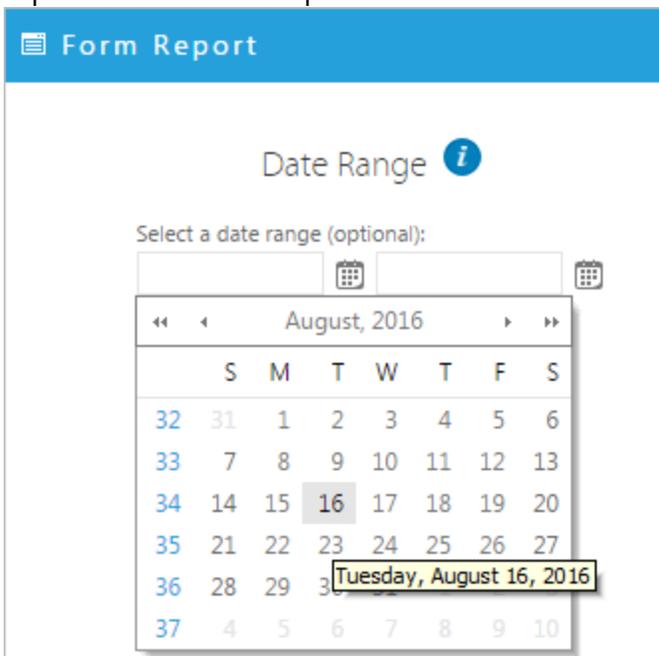
Click on the Form Reports icon in the top blue bar.



The Form Report pop-up will appear and you can select the format of report to download or delete all the data from the form submissions.



You can also specify a date range to report on by selecting the Date Range option at the top left of the Form Report window.



3.5 Menu



Create horizontal, vertical, panel bar, drop down style menus for your website navigation. Use drag and drop feature to reorder menu items.

3.5.1 Settings & Options

There are two options for the Menu Module : Edit this Menu and Menu Properties



-  **Edit menu items:** by default the first menu item is labeled "Menu". Right click on a menu item to add a menu item "above", "below", "submenu item", "edit", or "delete" this menu item. To reorder menu items, right click and drag item to the desired location. Enter "Menu text" and "alt/title" tags. Link item to a webpage or link to a file. Manually enter a URL and choose option to "open the link in a new window/tab"
-  **Menu Properties:** Choose a menu type: Horizontal, Vertical, Panel bar, or Dropdown lists. For the Panel bar type of menu there is an additional option to allow all panels to expand. If this is not selected only one panel bar option will expand at a time. (By default this option is checked). All menu types have "animation settings for "expand delay" and "collapse delay".

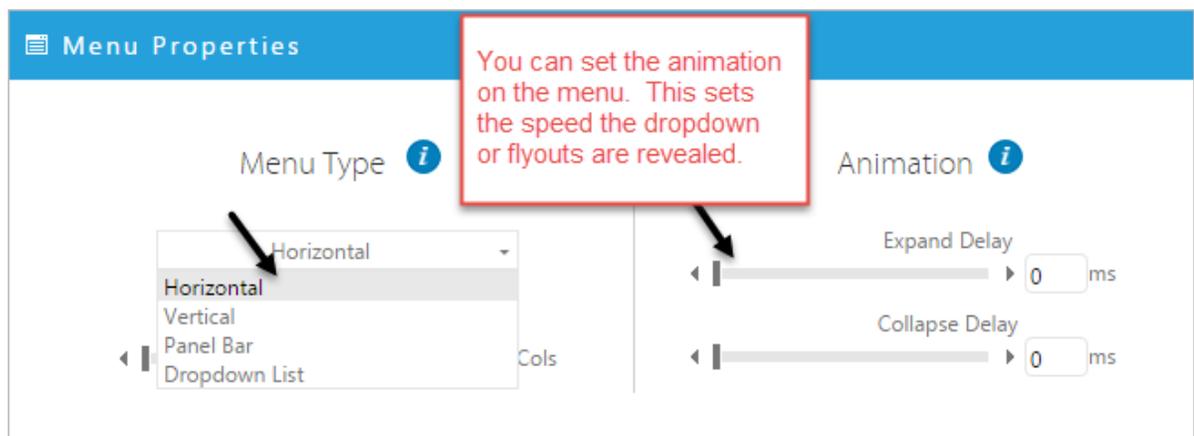
3.5.2 Select Menu Type and Animation

The Menu Module provides four different ways to display your menu navigation:

Horizontal, Vertical, Panel Bar, and Dropdown List

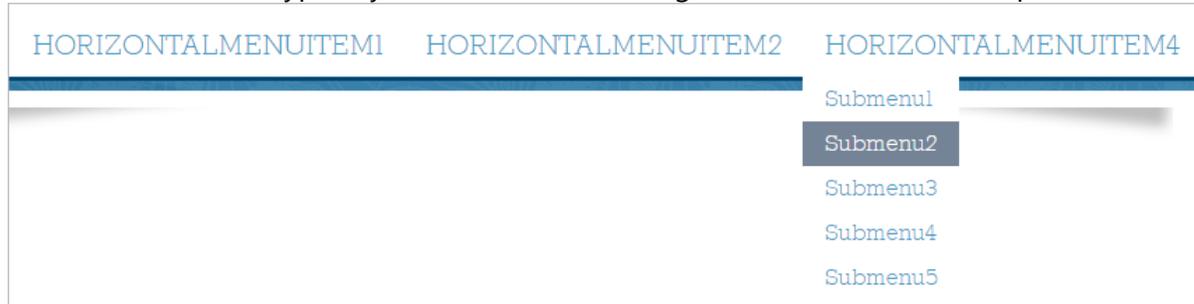
Select the Menu Type

- Click on the 'Menu Properties' icon 
- Click on the down arrow under Menu Type and Select the type of menu you would like to use.

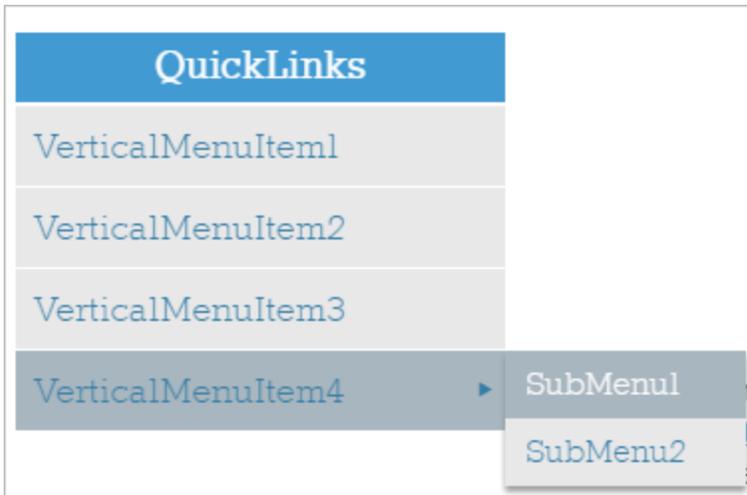


Menu Type Examples

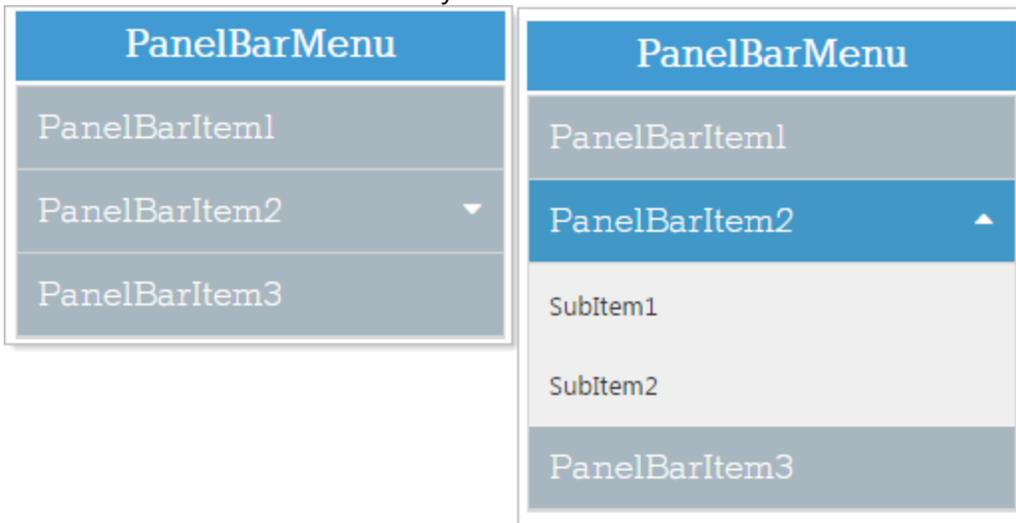
Horizontal Menu - Typically used as the main navigation menu across the top of a website



Vertical Menu - Often used as quicklink navigation in a website sidebar.



Panel Bar Menu - Similar to quicklinks and used in sidebar navigation, the Panel Bar submenu items fold and unfold by user interaction.



Dropdown List - Can be used within the main content of a website and provide the user with a dropdown selection.



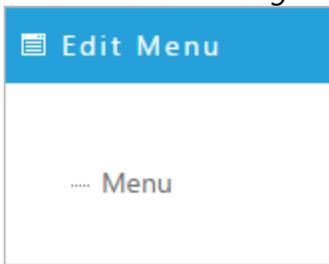
3.5.3 Add Edit Delete Menu Items

The Menu Editor displays the menu in a structured multi-level arrangement of entry items. This allows you to fold and unfold categories of links making your menu easier to manage.

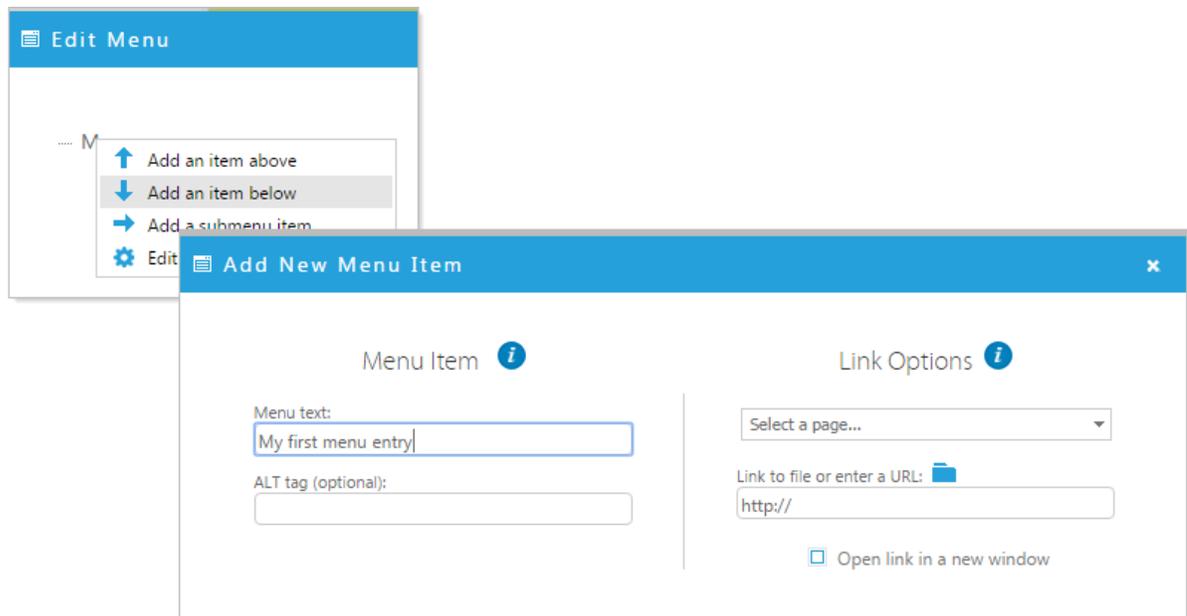
Add a Menu Item

Click on the 'Edit this Menu' icon 

A new Menu will begin with one entry called Menu, as seen here.

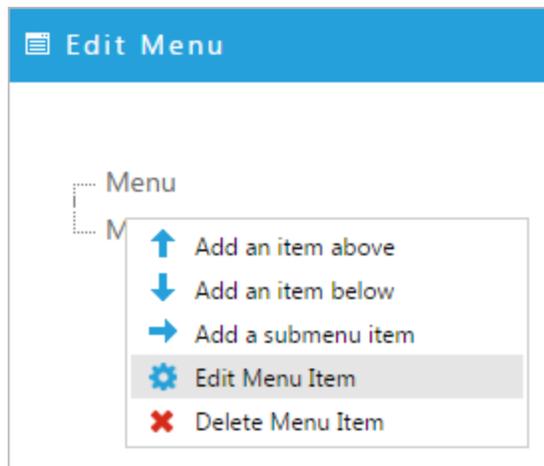


Right click on Menu and you will see the standard options for Adding or Editing a menu. You can add new menu item above, below, or as submenu. Any of these selections will invoke the Add New Menu Item window. Complete the form selecting a link for that menu item and click 'Apply' to save.



Edit a Menu Item

Right click on item you would like to edit and select Edit Menu Item. Complete the Edit Menu Item form and click 'Apply' to save the menu item.



Delete Menu Item

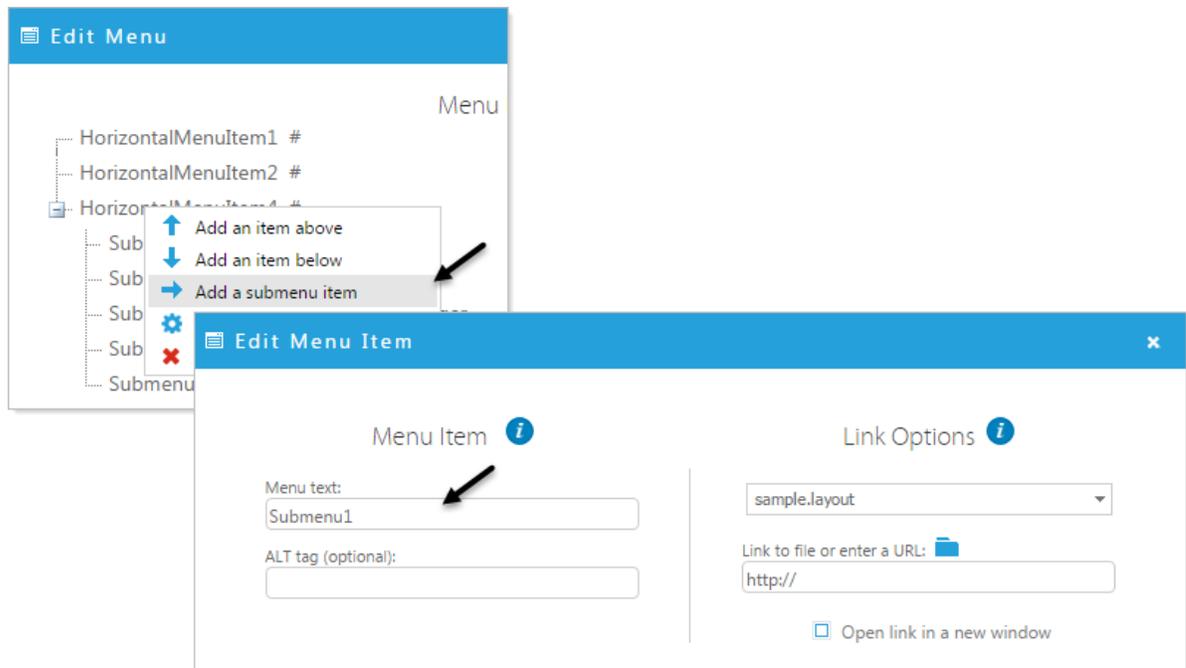
Right click on item you would like to delete. Select Delete Menu Item and OK the delete confirmation.

3.5.4 Add Edit Delete Menu Submenu Items

Add a Submenu Item

Click on the 'Edit this Menu' icon 

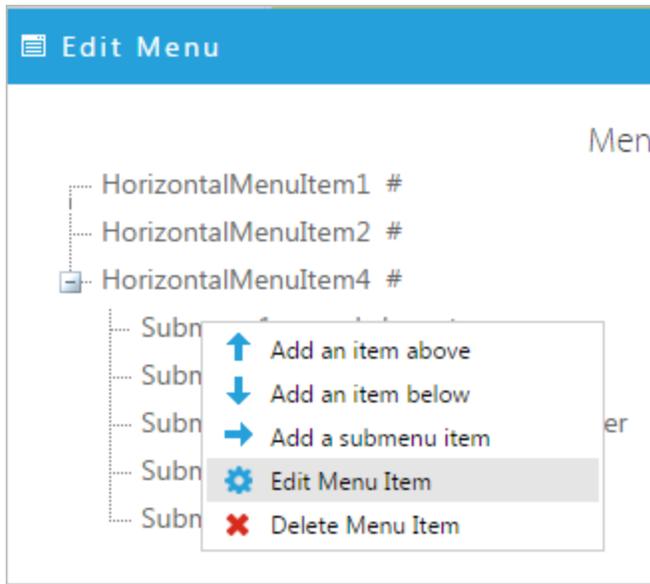
- Right click on a menu to add a submenu under
- Select 'Add a submenu item'.
- Fill in the forms with the desired information.
- Click 'Apply' to apply your changes.



Edit a Submenu Item

Click on the 'Edit this Menu' icon 

Right click on item you would like to edit and select Edit Menu Item. Complete the Edit Mega Menu Item form and click 'Apply' to save the menu item.



Delete Menu Item

Right click on item you would like to delete. Select Delete Menu Item and OK the delete confirmation.

Widgets

4 Widgets

Widgets provide the means to insert commonly used types of information, and display it in a meaningful way.

Currently Titanium offers six widgets.



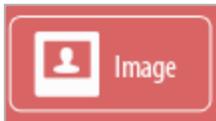
4.1 Image



Add an image to a page that can link to documents, images, and web pages. The image is auto sized based on the container width. Images can be used for button navigation as well. **Using this widget to place an image will improve "Responsive design"**.

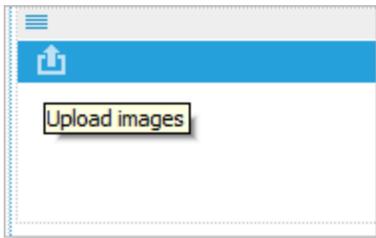
Add an Image Widget.

Click on the Image Widget and drag it to the desired location.



4.1.1 Settings & Options

Initially there is one option : Upload images



Once you have loaded image there are four options : Upload images, Edit this image, Image Properties, and Delete this image

-  **Upload:** Upload one image, either by dragging and dropping, or by browsing your local filesystem. To replace existing image, upload another image.
-  **Image editor:** Resize, color, crop, and/or rotate the image.
-  **Image Properties:** Add Alt/Title tags, Link to a file, link to a URL, Open link in a new window, and or create a rollover.
-  **Delete Image:** Delete the existing image.

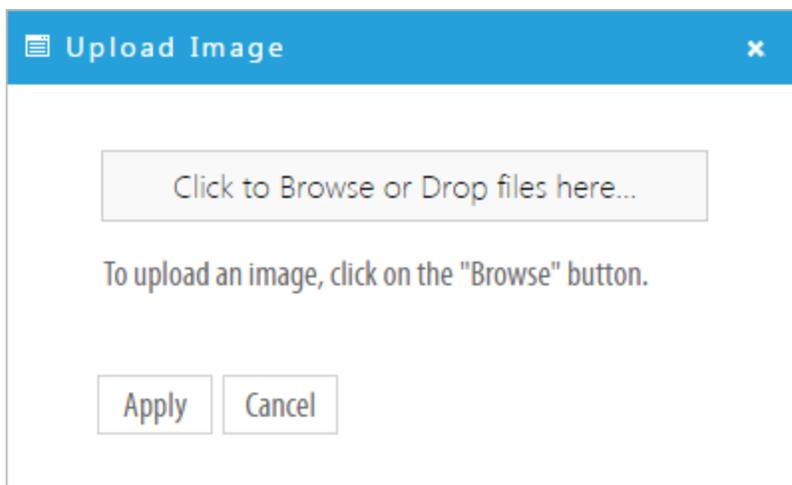
4.1.2 Example: Editing an Image

Upload image for personnel profile.

In this example we are uploading a small image to use next to a personnel bio. Our objective is to have a small image and descriptive text for each individual.

Upload an image

- Click on the 'Upload Images' icon.
- Click on 'Click to Browse or Drop files here...'
- Select the desired image file, either by dragging and dropping, or by browsing your local filesystem.
- Click 'Apply'



The image is now viewable in the page editor. Unfortunately, the resolution of our image doesn't go well with the default column width.

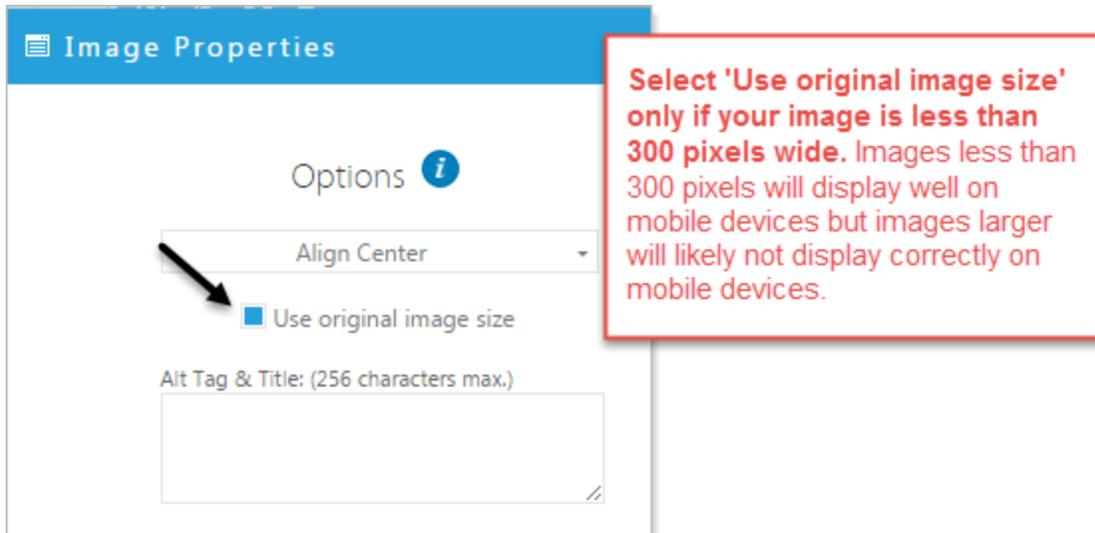
NOTE: Remember that the default behavior of the Image Widget is to fill the width of it's container.

Let's change it!



Image Settings

- Click on the 'Image Properties' icon .
- Select 'Use original image size' and click 'Apply'

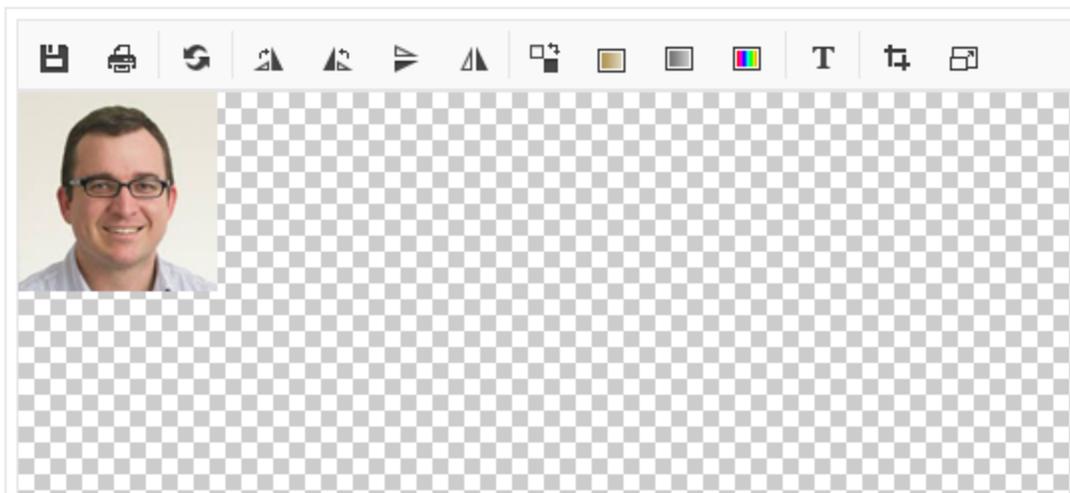


The image is now its default size. This image is a little dull. Let's spice things up by editing the image!



Editing an Image

- Click on the 'Edit this Image' icon .
- The image will open in an editor.



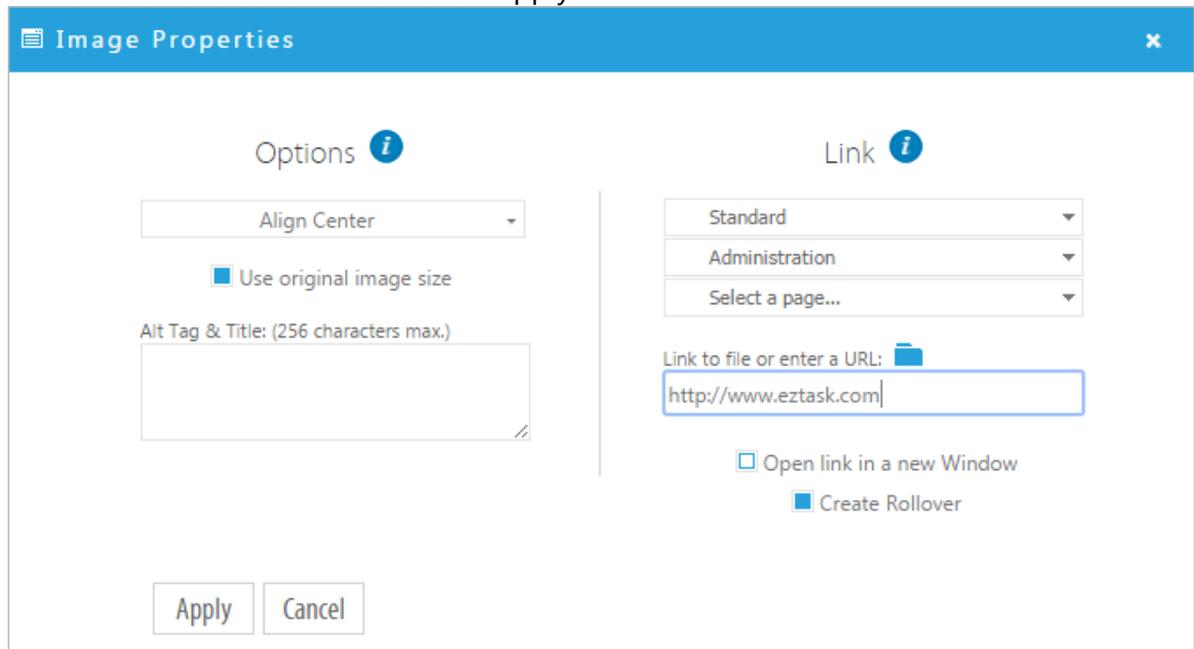
- Click on the 'Hue/Saturation' icon .
- Select from functions at the top of the editor when you are satisfied with the edits click 'Apply'

4.1.3 Example: Linking an Image

We have an image. We want the image to link to a website: <https://www.eztask.com>



- Click on the 'Image Properties' icon .
- Paste or type the link in the 'Link to file or enter a URL' field.
- If you would like there to be a rollover, select 'Create Rollover'. This "zooms" the image when it is hovered over. Now click 'Apply'



Now, when you preview the page, you can click on the image and it will take you to the ezTask website.

4.2 Image Gallery



Upload multiple images to your Image Gallery widget. Browse to select your images or drag and drop images to your upload window. Select a Gallery style.

Add an Image Gallery.

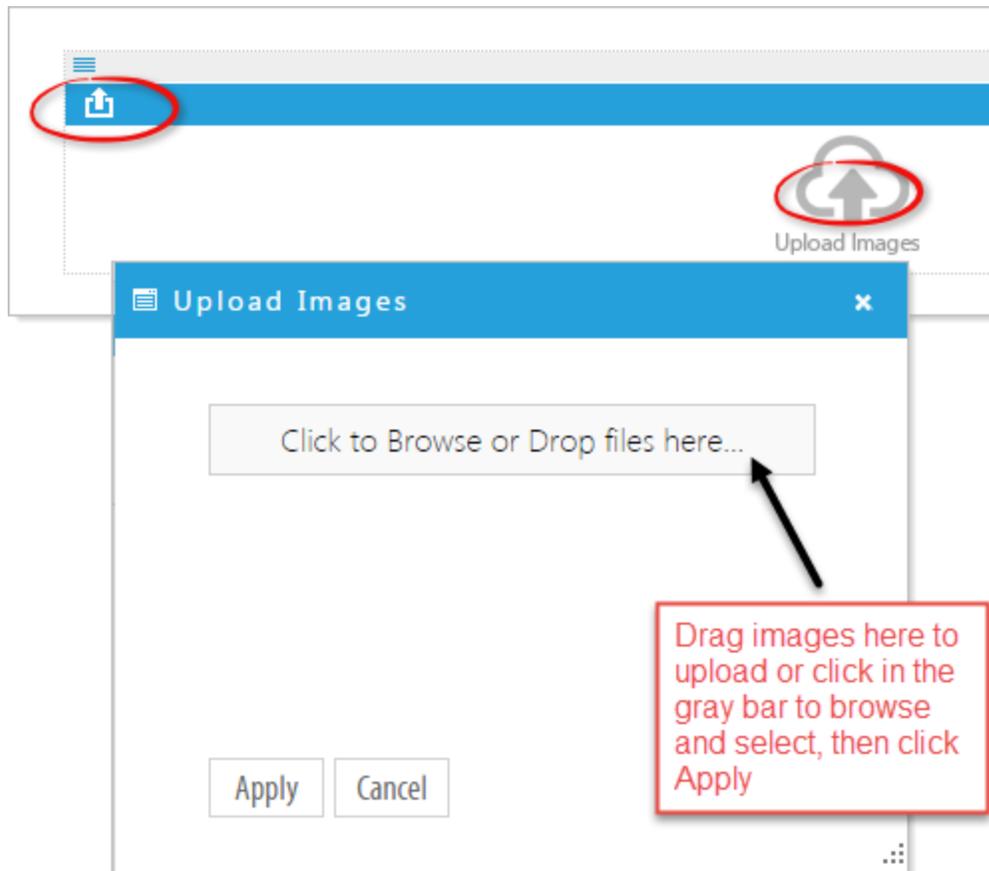
Click on the Image Gallery Widget and drag it to the desired location.



4.2.1 Settings & Options

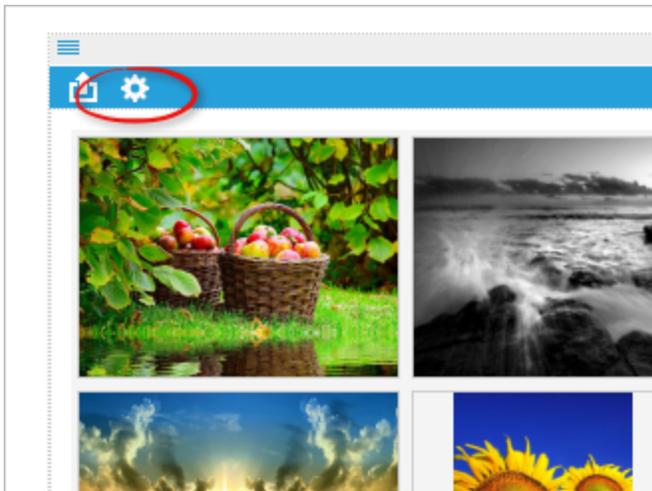
Initially there is one option : Upload images

Highlight and drag images to the gray bar then release to upload or click on the gray bar to browse and select images. Click Apply to finish the upload.



Once you have loaded images there is an additional option for Image Gallery Settings.

The Settings for the Image Gallery offer options to change the look and feel of your slideshow.



Configuring the Settings for the Image Gallery.

Style - “Select a style” offers you 3 options:

- 1) Slideshow – A standard slideshow
- 2) Slideshow with Thumbnails – A standard slideshow that displays a thumbnail preview of the images in the slideshow below the slideshow that allows the user to click and navigate to a particular image.
- 3) Slideshow with Navigation – A Standard slideshow that displays a pager (circular dots) below the slideshow that allows the user to click and navigate to a particular image.

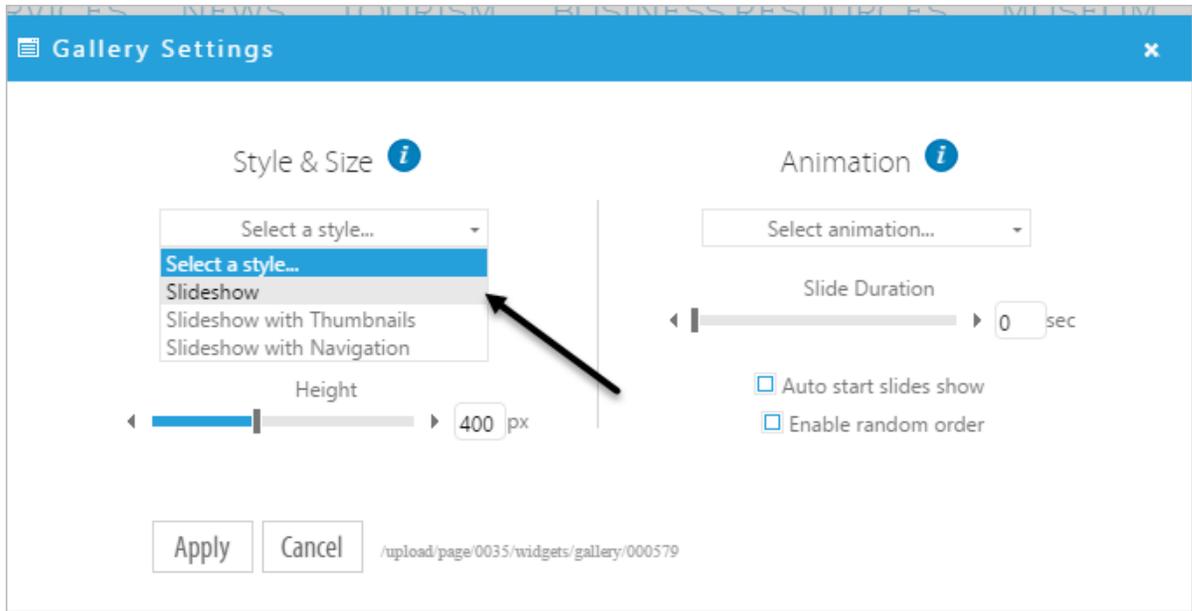
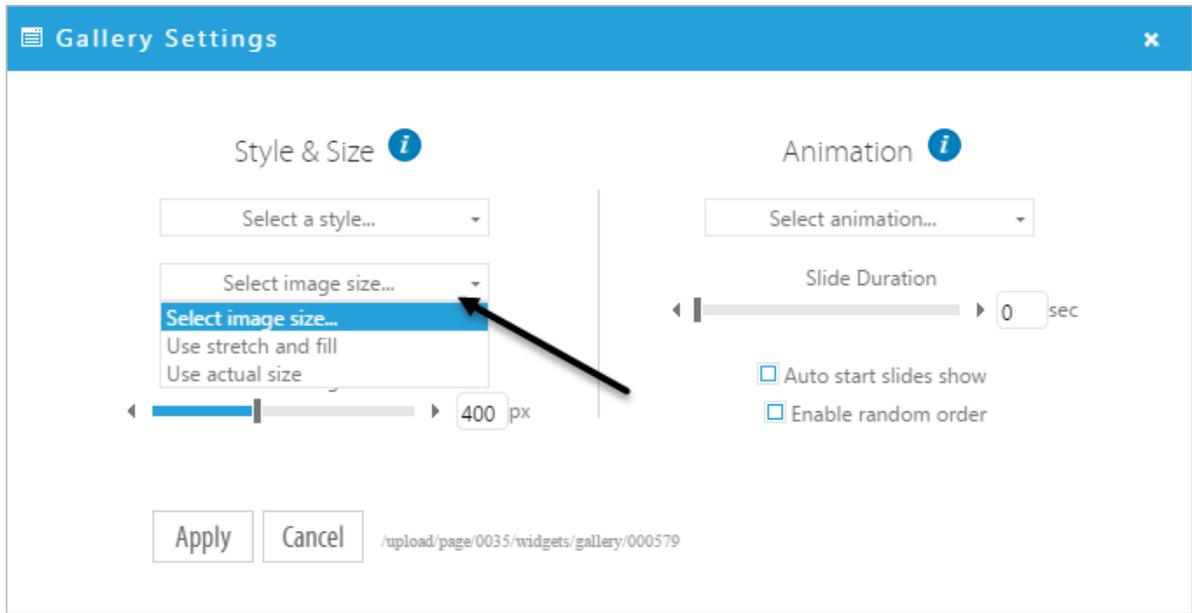


Image Size - “Select image size” offers you 2 options

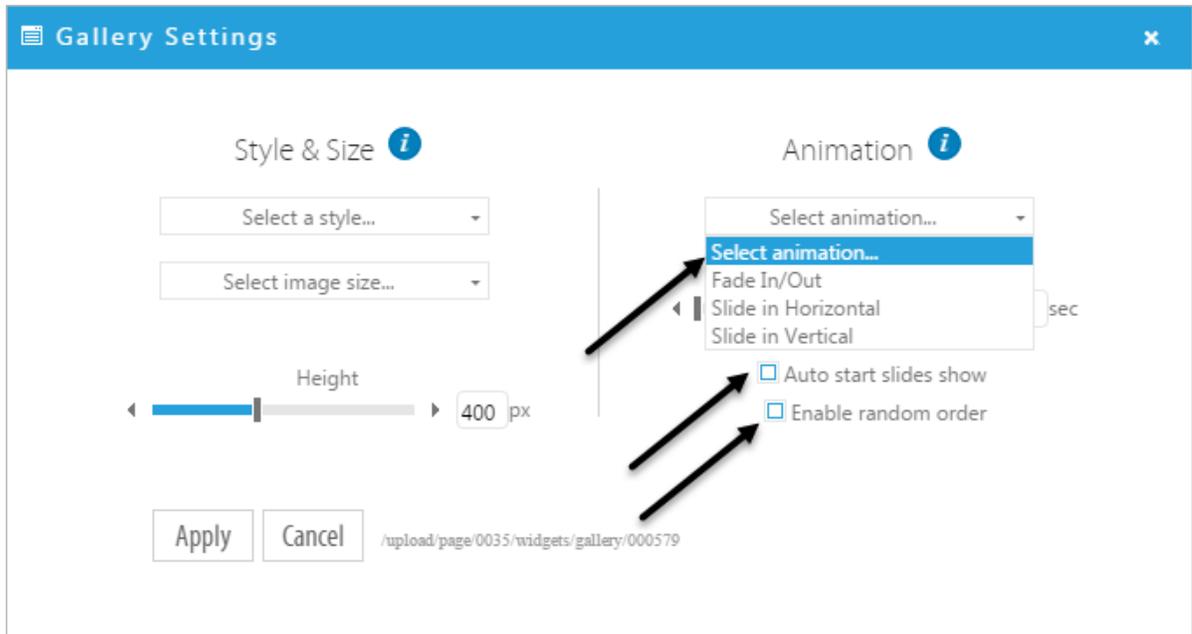
- 1) Use stretch and fill – Takes each image, ensures that it fills the width and height of the slideshow and then centers the image. **The default height for Stretch and Fill is 400 pixels. The height is adjustable.**
- 2) Use actual size – Allows you to display each image at it’s original width without any scaling or stretching. **The default height for Actual Size is 0. To keep your images at their original size always use 0 for the height.**

Note: The best practice for an effective Image Gallery is to edit images to the same size, a size that maximizes the Image Gallery area. However, editing each image is often time consuming and for some challenging. For these reasons, Titanium has the option Stretch and Fill that will fill the Image Gallery area without editing the size of the image.



Animation - The Animation section offers the ability to configure slideshow behavior.

- Animation - “Select animation...” options configure how images transition in and out. Set images to Fade In/Out (default), Slide in Horizontal, Slide in Vertical. The Animation Type is used for all images in the Image Gallery.
- Slide Duration – “Slide Duration” determines how long each slide is displayed before it transitions to the next slide.
- Auto Start – The “Auto start slideshow” button determines whether the slideshow runs by itself or if the user has to click the navigation arrows to see each slide.
- Random Order – The “Enable random order” button will show your slides in a random order.



4.2.2 Image Settings and Options

Overview

In addition to Settings for the overall Image Gallery you can also change the settings for each image. Images loaded into the Image Gallery are displayed as a thumbnail preview allowing you to see all of your images in your gallery with their relative orientation and size. The thumbnail preview provides a simplified view and access to settings and properties for each image.

Place your cursor on the image and options for that image appear. The hover screen provides the:

1. Name of the image
2. The size of the image.
3. Image Settings
4. Image Edit

5. Delete the image.

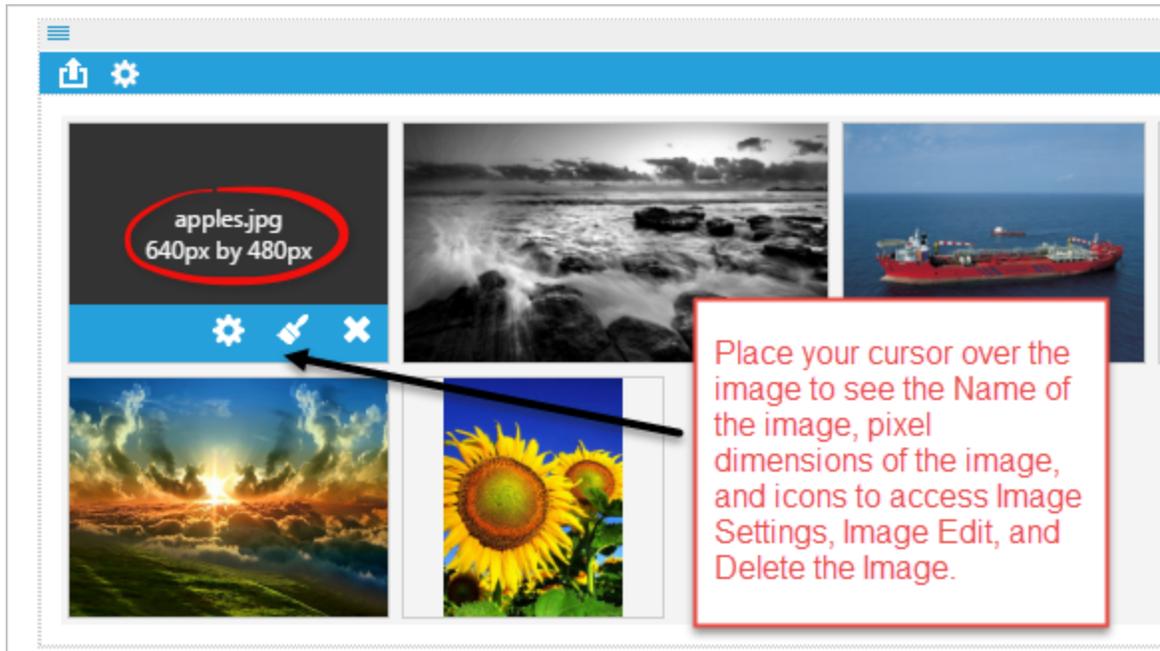


Image Reordering - Drag and Drop

To change the order of the images in your image gallery, click and hold the image to drag and drop it into a new position.

Image Settings

Click on Image Settings to access the Alt Tag, Caption, and/or Description for the image. You can also assign a link to the image.

- **Alt Tag**

Note: *The term "ALT tag" is a common shorthand term used to refer to the ALT attribute within in an IMG tag. Any time you use an image, be sure to include an ALT tag or ALT text. Doing so will provide a clear text alternative of the image for screen reader users.*

Properly formed Alt Tags are required on all images in order for your website to be ADA Compliant.

- **Caption Title**

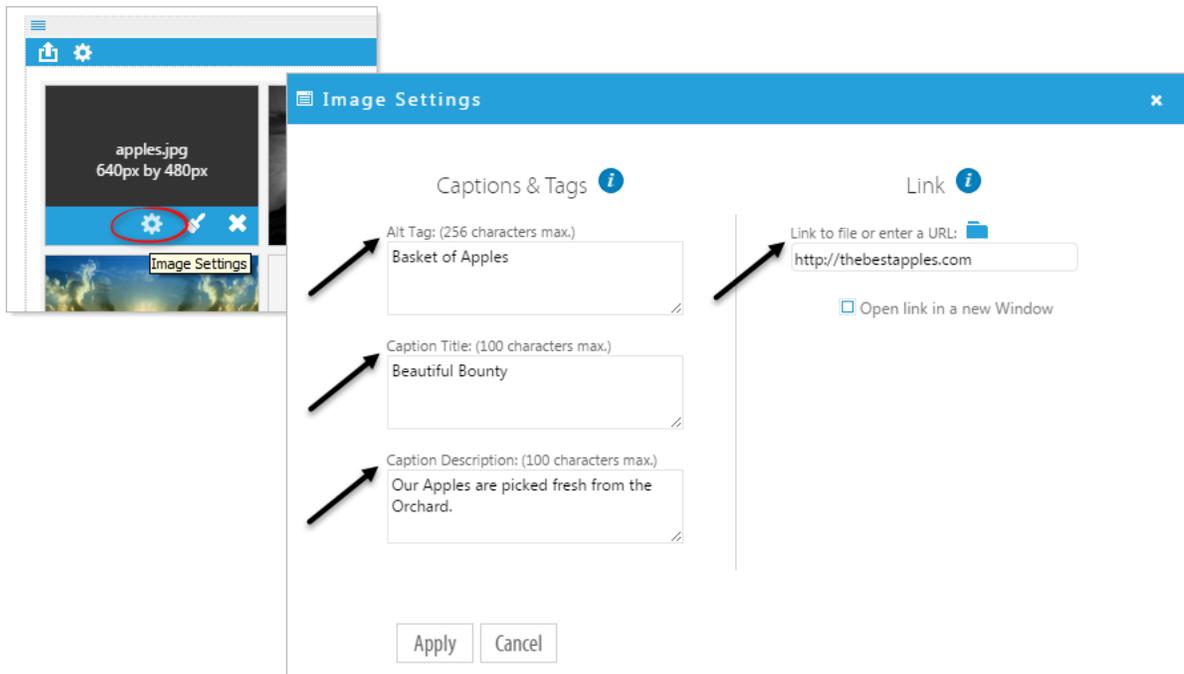
Enter a Caption for your image and it will appear in a bold font when the image is displayed.

- **Caption Description**

The Caption Description will appear along side the Caption Title but in a regular weight font.

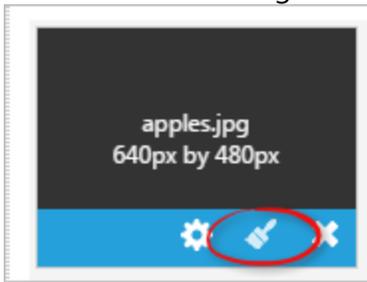
- **Link**

Click on the blue folder to browse and select a webpage image link or enter the URL. You also have the option to have the link "Open in a new Window"



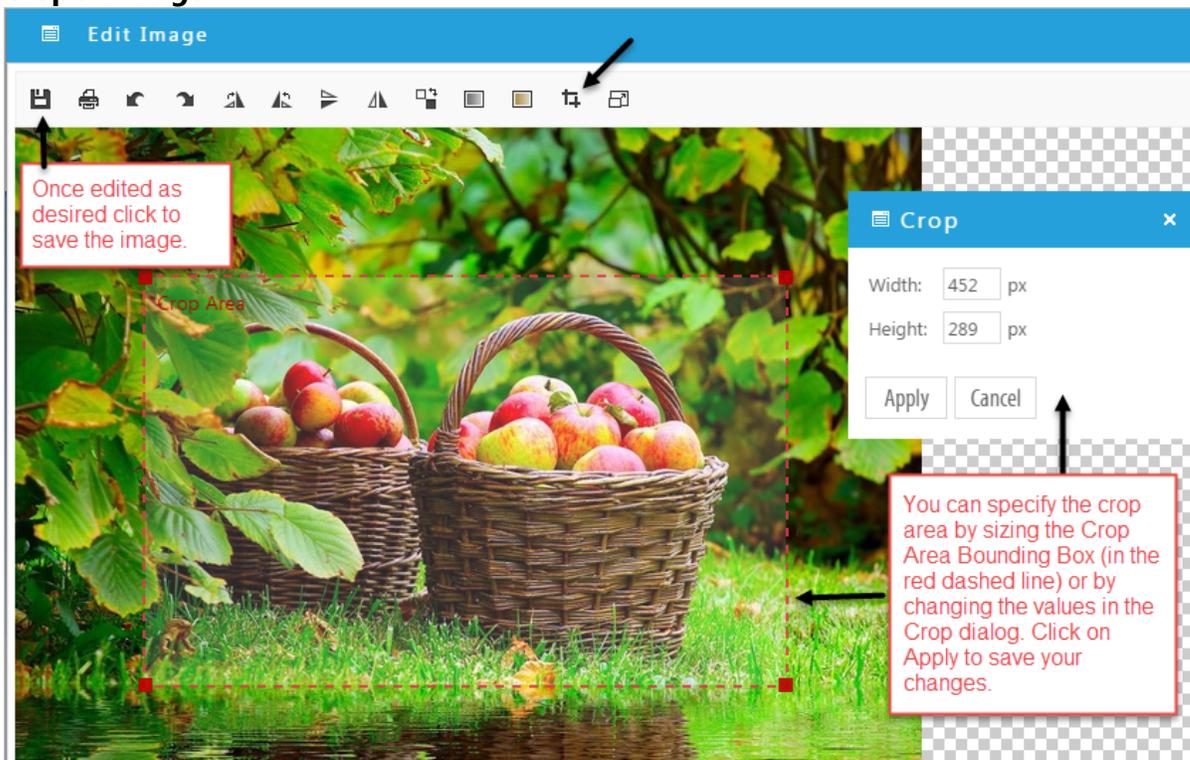
Edit Image

Click on the Edit Image icon to open the image editor.

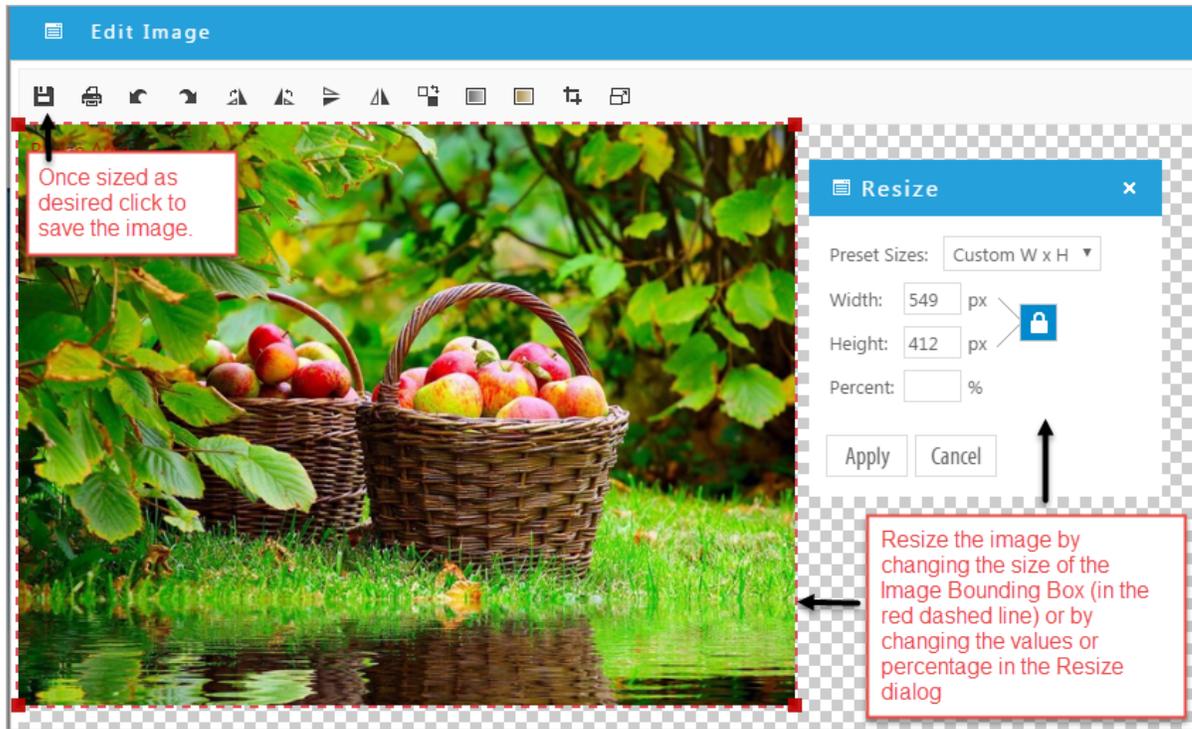


The Image Editor comes with several options for manipulating your image. You can rotate the image, flip the image vertically or horizontally, change the color style of the image to grayscale or sepia, crop, or scale the image. The two most useful options being crop and scale.

Crop an image



Resize an image

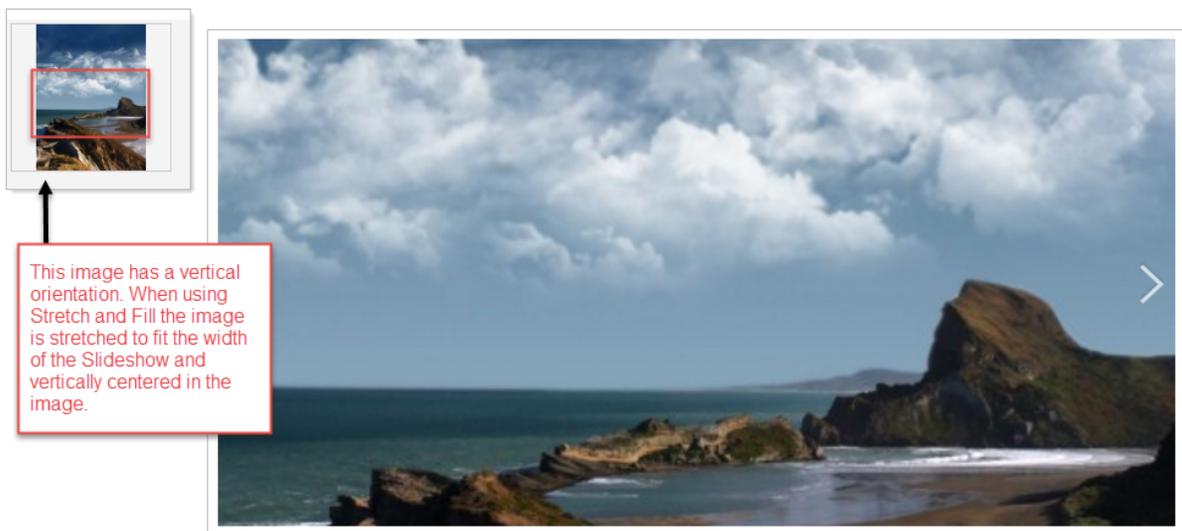


4.2.3 Example - Stretch and Fill or Use Actual Size

Stretch and Fill

Selecting "Stretch and Fill" will take each image and fill the width and height of the slideshow on display.

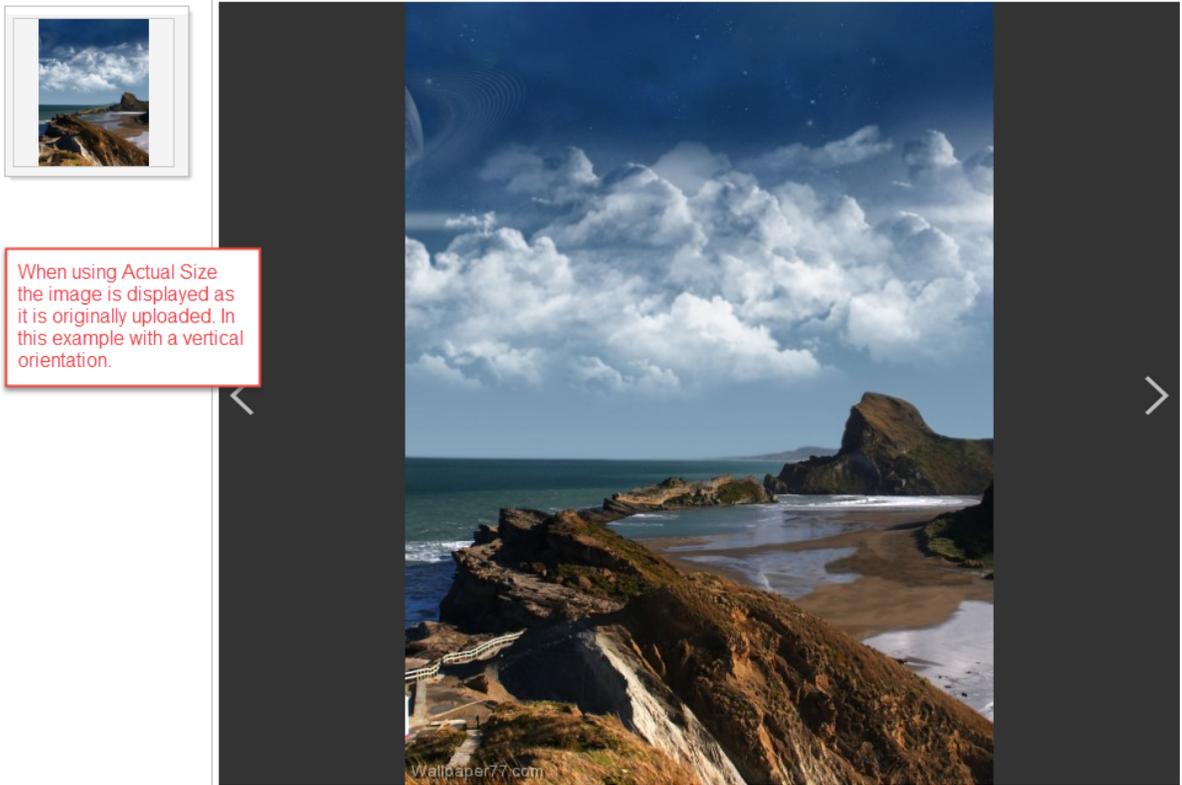
In this example we use an image with a vertical orientation. You see the entire image in the Design Mode thumbnail, but the image in Preview (and Published) Display is cropped and filled to the width of the slideshow, the height of the image is centered vertically.



Note: *Stretch and Fill* is the default behavior for the Image Gallery.

Use Actual Size

Selecting "Use Actual Size " displays the image as it is originally uploaded relative to the width of the slide show



Note: *If the original image is too large it is scaled to fit within the Image Gallery area.*

4.2.4 Example: Gallery Styles

Slideshow Gallery Style displays your images sequentially (unless otherwise selected), using the animation you selected (the default animation is Fade In/Out) , for the duration you selected (the default duration is 3 seconds).

Slideshow



Slideshow with Thumbnails



Slideshow with Navigation



4.3 Media Player



Upload a video or link to an existing video. You can also link to YouTube or playlists.

Add a Media Player.

Click on the Media Player Widget and drag it to the desired location on the page editor.



4.3.1 Settings & Options

There are three options : Upload images, Select Aspect Ratio, and Properties



-  **Upload:** Upload HTML5 compliant video formats - mp4, webm, or ogv.
-  **Set aspect ratio:** Select 4:3, 3:2, or 16:9 (HD). This will set the frame size for your video. You can also manually set the frame size in the Media Player Settings.
-  **Properties:** Choose a style – Media Player, or Media Player with playlist. Or link to an external video.

Choose “Media Player” to view an uploaded video or link to an external video,

Example: <http://youtu.be/GqIEnnSGwIA>¹⁰³ .

Choose “Media Player with playlist” and enter a link to a YouTube playlist.

Example: [PL2HUH5okI73JFq_QDyqVq9GCZ0Dd9L0OH](https://www.youtube.com/playlist?list=PL2HUH5okI73JFq_QDyqVq9GCZ0Dd9L0OH) .

Also choose to 'Auto start media player'.

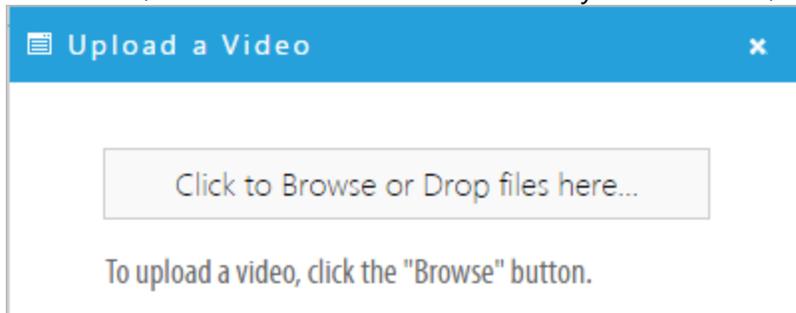
*Note: Linking to an external video or play list will supersede your uploaded video.
Remove the link and the local uploaded video will play.*

4.3.2 Importing a Video and Resizing the Media Player

Importing a Video

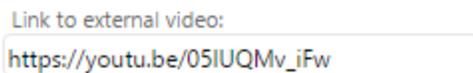
Upload a Video

- Click on the 'Upload a Video' icon , or, if no video has been uploaded in the widget, click the icon in center of the Media Player editor.
- Either drag and drop your video file onto the 'Click to Browse or Drop files here...' button, or click the button to browse to your video file, click 'Apply'



Link to a Video

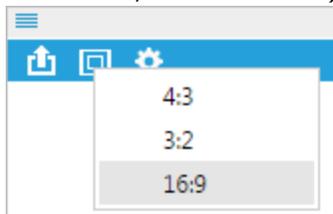
- Click the 'Settings' icon .
- In 'MediaPlayer Settings' paste your YouTube link in the 'Link to external video' form, and click 'Apply'



Resizing the Media Player

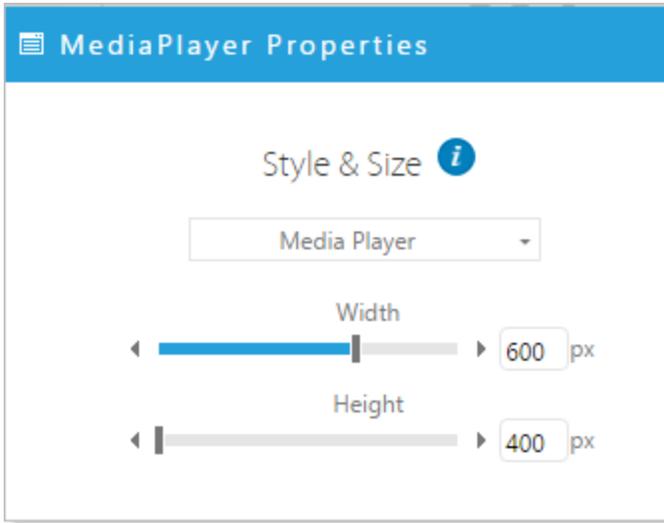
Changing the Aspect Ratio

- Click the 'Set aspect ratio' icon  and select the desired Aspect Ratio.
For default, HD YouTube videos, the default ratio is 16:9 (for default non HD YouTube videos, the ratio is 4:3). (Since our demo video is an HD YouTube video, we select 16:9).



Manually Specifying the Width and Height Parameters

1. Click the 'Media Player Properties' icon .
2. Set the Width and Height parameters to your desired targets, and click 'Apply'



4.4 Text Editor



Cut and paste text from Word or Notepad or simply type in the desired content. Format the content by applying a CSS class from the dropdown. Add a table, create a hyperlink, add an image and more.

Add a Text Editor

Click on the Text Editor Widget and drag it to the desired location.



Here is the Text Editor in a webpage.

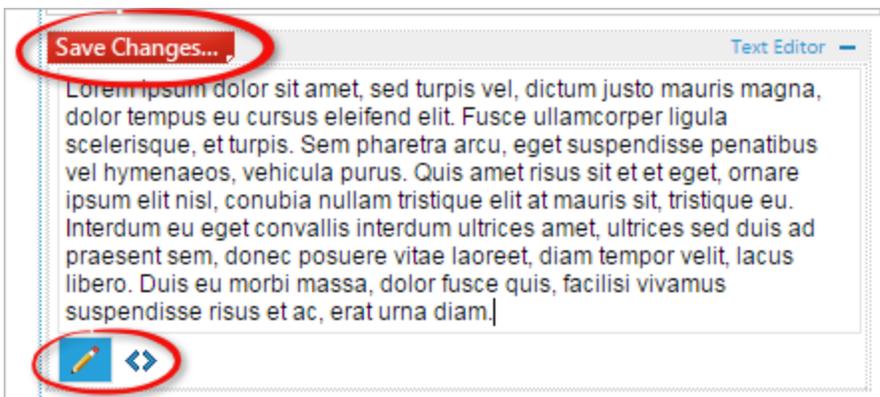
NOTE: There is no blue bar at the top of the widget.

Always Save your Changes, the changes you make in the Text Editor are NOT automatically saved.

At the bottom of the Text Editor are the 'Design'  and 'HTML'  icons.

Use 'Design'  to use the standard functions of the Text Editor.

Use 'HTML'  to edit the content of the Text Editor directly as HTML (for advanced users).



4.4.1 Settings & Options

NOTE: You must save changes to the Text Editor before the changes will take effect. The "Save Changes" button will appear on the widget bar when the content of the text editor is modified. (Making changes in "HTML" view will not invoke the "Save Changes" button)



Options - these options appear at the top of the page under the blue page Options



Toolbar: The toolbar rides at the top of the page being edited when you click inside the Text Editor widget.



Save file drop down menu. This can be used to save changes to the Text Editor widget.

 Undo. Clicking this icon will revert changes. You can click the arrow to see a list of changes.

 Redo. Clicking this icon will redo a previously undone change. You can click the arrow to see a list of possible changes.

 Spellchecker. Clicking this icon activates Spell checking mode in the Text Editor.

 Print. Clicking this icon prints the text from the Text Editor.

 Find and Replace. Allows you to search, and replace, the text in the Text Editor.

 Image Manager. Opens the file manager, where you can select uploaded images to display in the Text Editor. Or, you can upload new images from your local file system.

 Document Manager. Opens the file manager, where you can select uploaded documents to display in the Text Editor. Or, you can upload new documents from your local file system.

 Image Map Editor. Select sub-regions of an image to link to various websites (e.g. a world map, in which each continent links to the Wikipedia article for that continent).

 Format Stripper. Remove various formatting. Clicking on the arrow expands the menu.

-  Strip All Formatting
-  Strip Css Formatting
-  Strip Font Elements
-  Strip Span Elements
-  Strip Word Formatting

 Align Left. Align the content in the text editor to the left.

 Align Center. Align the content in the text editor to the center.

 Align Right. Align the content in the text editor to the right.

 Justify. Justify the content in the text editor.

 Indent. Indent the selected line(s).

 Outdent. Outdent the selected line(s).

 Bullet List. Add bullets to the selected line(s).

 Numbered list. Make a numbered list of the selected line(s).

B Bold. Click to type in bold text. Click again to disengage. Highlight text in the Text Editor and then click to bold the selected text.

I Italic. Click to type in italicized text. Click again to disengage. Highlight text in the Text Editor and then click to italicize the selected text.

 Underline. Click to type in underlined text. Click again to disengage. Highlight text in the Text Editor and then click to underline the selected text.

 Strikethrough. Click to strike through your text. Click again to disengage. Highlight text in the Text Editor and then click to strike through the selected text.

 Superscript. Click to type in superscript. Click again to disengage. Highlight text in the Text Editor and then click to convert the selected text to superscript.

 Subscript. Click to type in subscript. Click again to disengage. Highlight text in the Text Editor and then click to convert the selected text to subscript.

 Foreground Color. Click to select a text color. Highlight text in the Text Editor and select a text color to apply to the highlighted text.

 14px Font Size. Click the arrow to select the font size, in pixels.

 Normal Paragraph Style. Click the arrow to select the paragraph style.

 Apply CSS Class. Click the arrow to select the CSS class.

 New Paragraph. Create a new paragraph.

 Horizontal Rule. Add a horizontal line to the page.

 Insert Symbol. Click to insert a symbol.

 Insert Table. Click open the Table Wizard, and configure the design and properties of the table.

 Show/Hide Border. Click to toggle border.

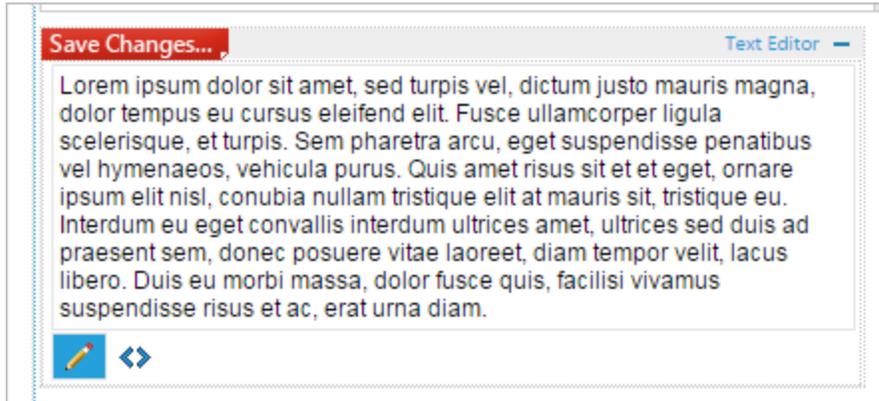
 Hyperlink Manager. Add a hyperlink. Select text, an image, etc. and then click the icon to add a hyperlink to the text, image, etc.

 Remove Link. Highlight a link and click this icon to remove the link.

4.4.2 Example: Adding Text, an Image and a Hyperlink

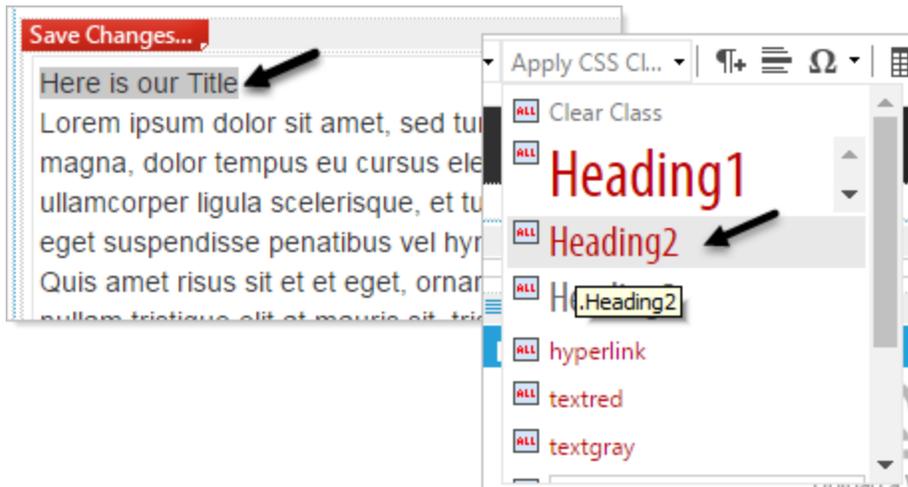
Adding Text

Click inside the Text Editor, and start typing. When you are finished typing click 'Save Changes' at the top left of the Text Editor.



Styling the Text

Text entered into the Text Editor is automatically styled to the body font of your site. You can set the style by highlighting the text you wish to style. Click the 'Apply CSS Class' and select a style from the dropdown and Save Changes (In this example, we will edit the 'Apply CSS Class', and select 'Heading 2')

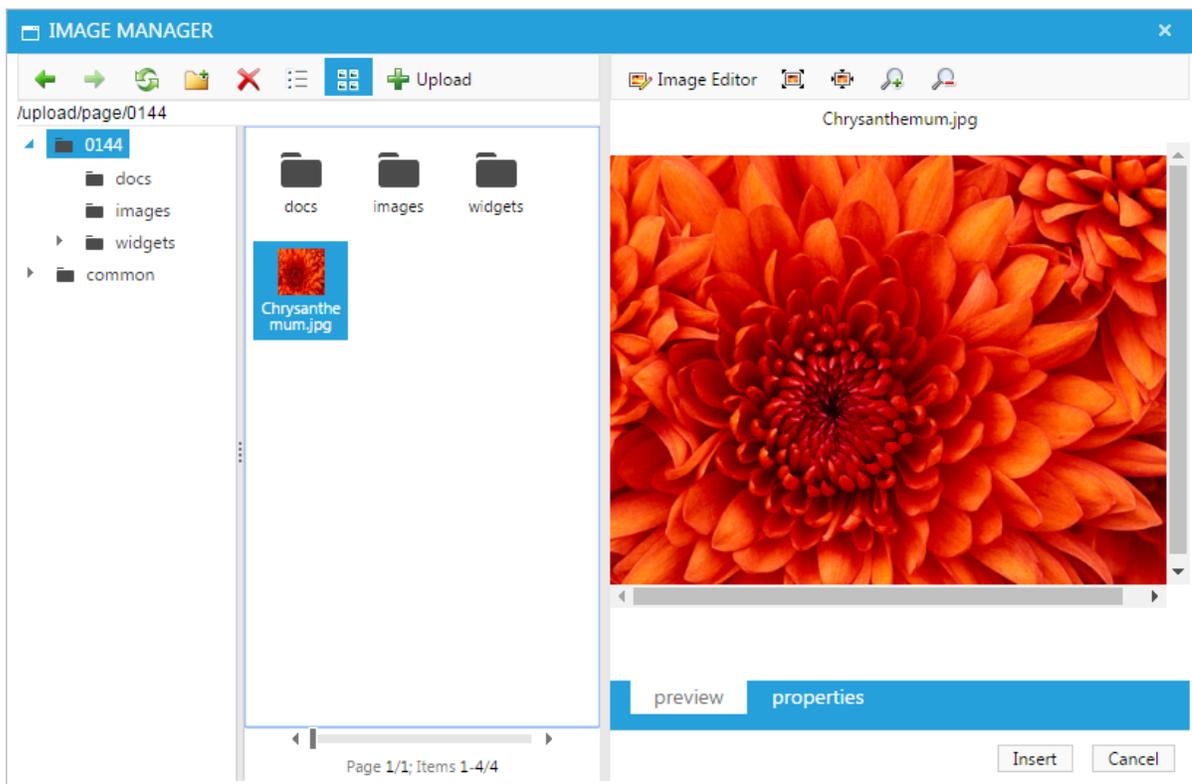


Your new formatting is displayed in the Text Editor widget.



Adding an Image

Click the 'Image Manager' icon  Select the image either from the existing uploads, or click the 'Upload' icon  to browse your local file system. Once you have selected your image, a preview of it will be displayed in the Image Manager.



- You can edit your image before Inserting it.
- When you are ready to add your image to the page, click the 'Insert' button at the bottom right of the Image Manager.
- The image is now viewable in the Text Editor.

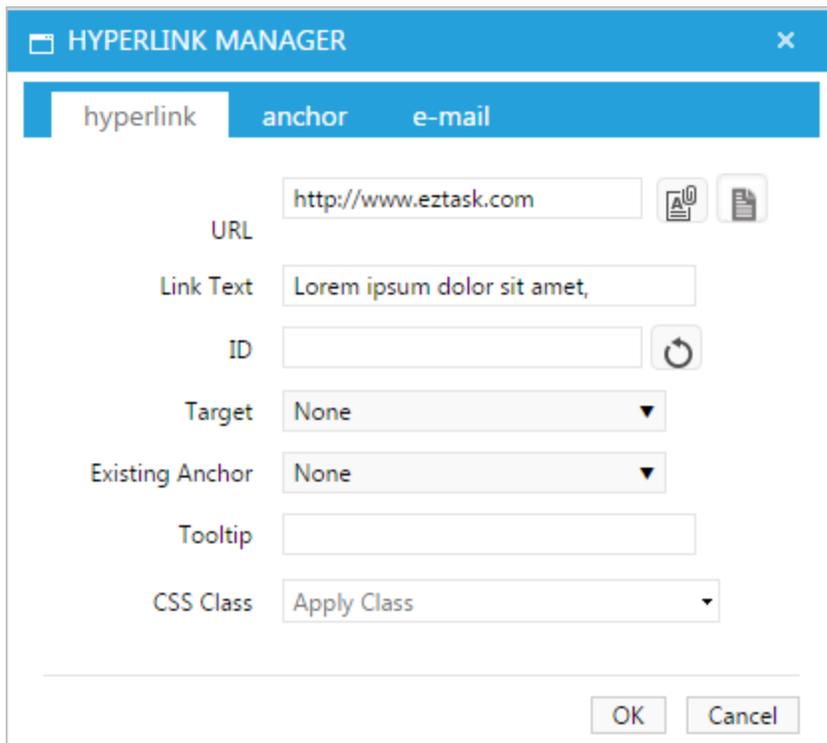
Adding a hyperlink

- Highlight some content in the Text Editor (e.g. some text, or an image).



- Click on the Hyperlink Manager' icon .
- Add a url, or email address. You can also edit the Link Text.
- Click 'OK'.

The selected content is now a functioning link.



4.4.3 Example: Adding a Table

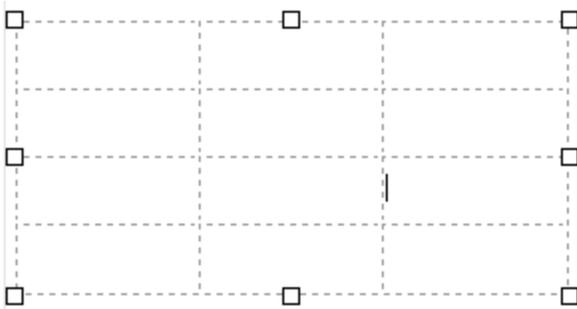
Quick Insert

Click the 'Insert Table' icon .

On the grid, select the number of rows and columns.



Re-size the table by dragging one of the white squares on the perimeter of the table.



- You can type in a cell, add an image, or use other toolbar options.

Name	Email	Telephone
John	john@eztask.com	555-555-5555x21
Mary	mary@eztask.com	555-555-5555x22
Roy	roy@eztask.com	555-555-5555x23

- Right-click on a cell to bring up table options.

-  Insert Row Above
-  Insert Row Below
-  Delete Row
-  Insert Column to the Left
-  Insert Column to the Right
-  Delete Column
-  Merge Cells Horizontally
-  Merge Cells Vertically
-  Split Cell Horizontally
-  Split Cell Vertically
-  Delete Cell
-  Cell Properties
-  Table Properties

- Click the Show/Hide Border icon  to toggle the table border.

Name	Email	Telephone
John	john@eztask.com	555-555-5555x21
Mary	mary@eztask.com	555-555-5555x22
Roy	roy@eztask.com	555-555-5555x23

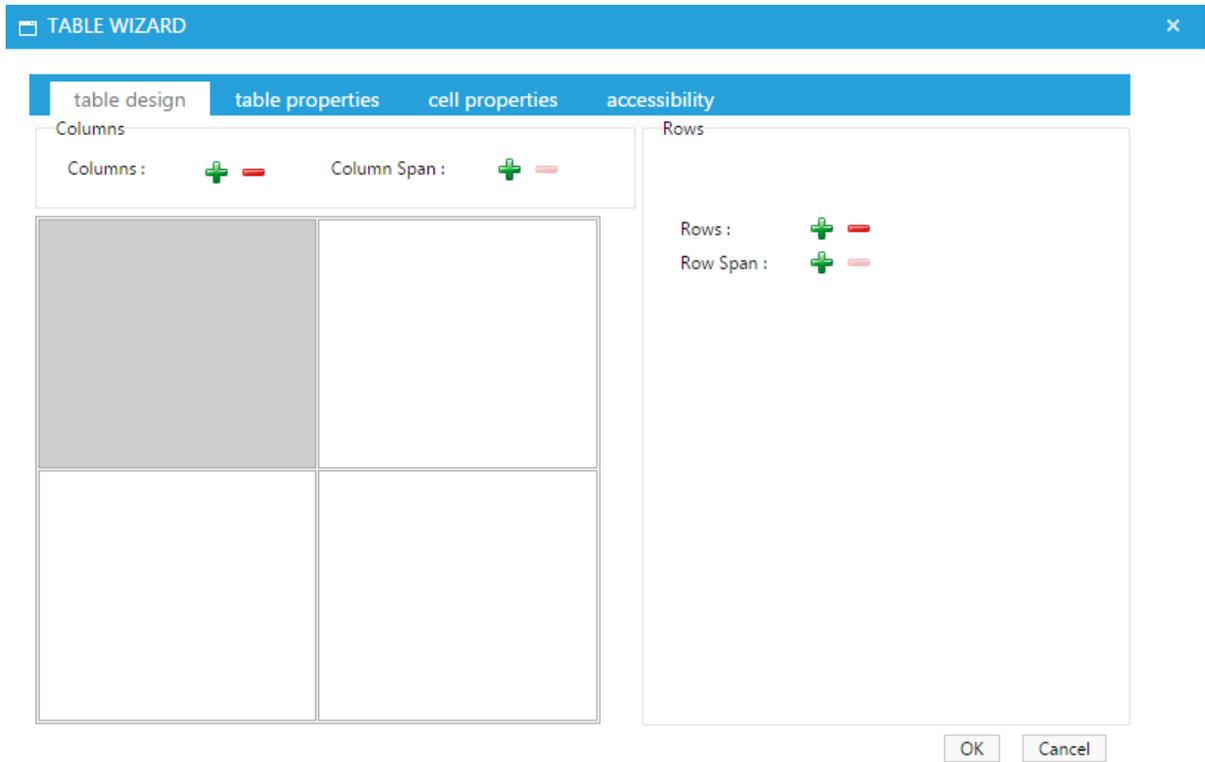
Using the Table Wizard

- Click the 'Insert Table' icon  .
- Click the Table icon to the left of the 'Table Wizard' text.

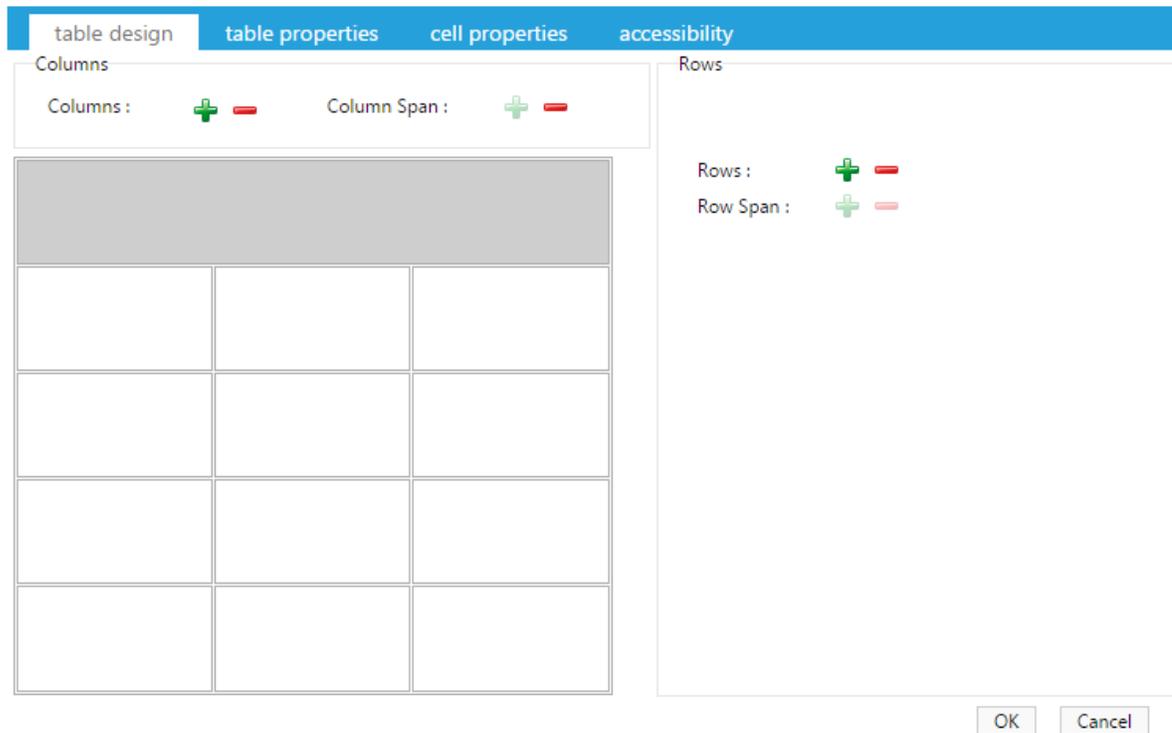
  |  

 Table Wizard

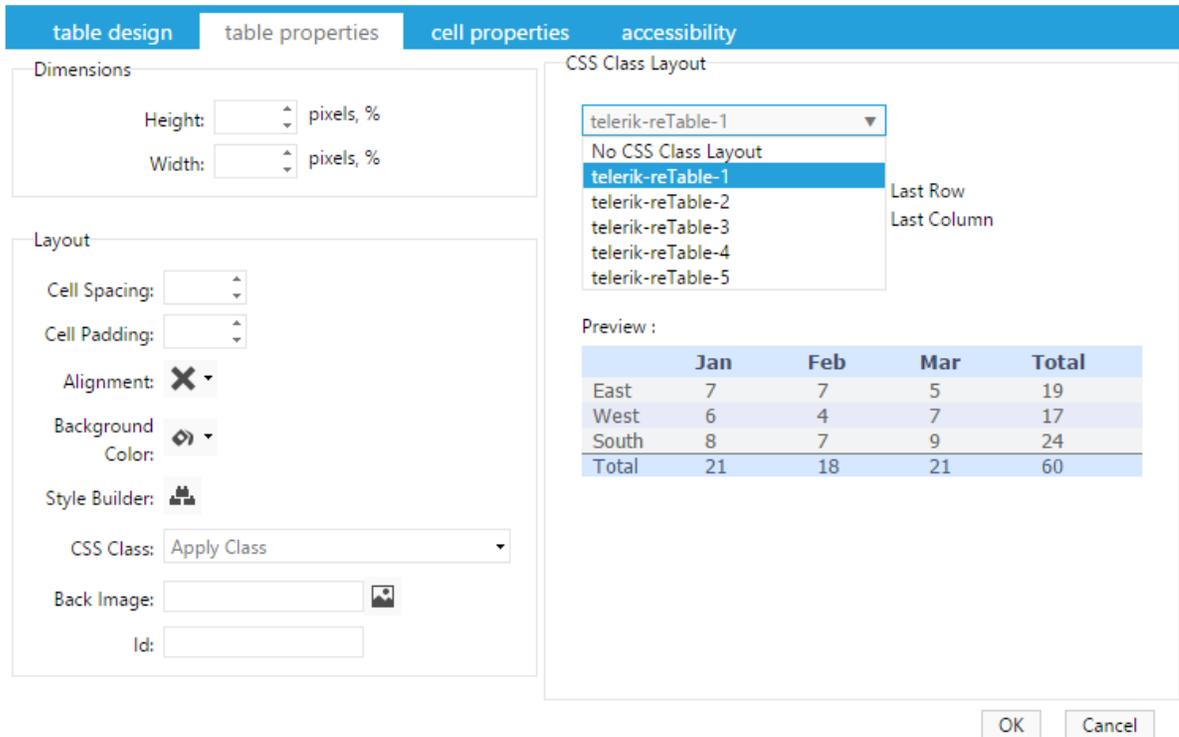
- Configure your table in the table wizard.



- Add three rows, one column and two column spans to the top row.



- In the 'table properties' tab select the 'telerik-reTable-1' CSS Class Layout.



- Select 'OK'.
- Fill in your table accordingly.

Demo Contact Information		
Name	Email	Telephone
John	john@eztask.com	555-555-5555x21
Mary	mary@eztask.com	555-555-5555x22
Roy	roy@eztask.com	555-555-5555x23