



**MY COUNCIL
FRAMEWORK**

Template Use



A Quick Guide to WYSIWYG

myparishcouncil.co.uk



teec.co.uk

Contents

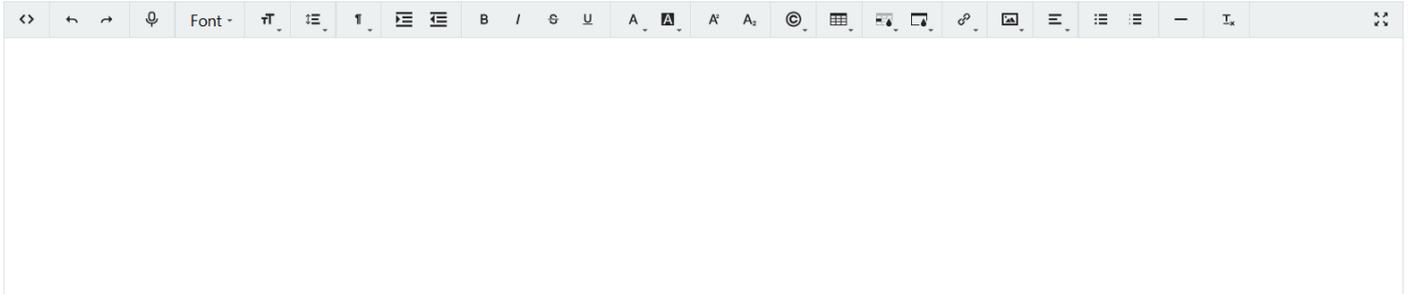
Introduction	2
Full Screen Icon 	2
Managing your Font            	2
Font Size 	2
Line Height 	3
Font Tags H1, H2 etc 	3
Text Decoration    	3
Superscript and Subscript  	3
Font colour and Font background colour  	4
Inserting a Special Character 	4
Inserting a Table 	4
Alignment and bullets   	5
Converting text or inserting a hyperlink. 	5
Inserting Media (Images) 	7

Quick Guide to WYSIWIG

WYSIWYG stands for “What You See Is What You Get”

Introduction

Many of our features offer a content block (like the one shown below) where you can add and style copy in much the same way as with any document editor like Microsoft word.



Each Icon in the top ribbon has a function to help with that task. Using these functions avoids needing to understand HTML (Web Code).

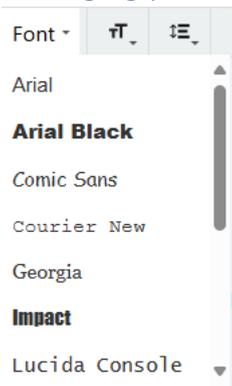
Full Screen Icon



This icon maximises the editing area to fill the browser window you have open. When clicked again it returns to the normal screen.

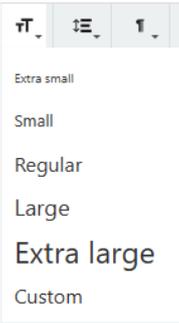


Managing your Font



When the “Font” drop down is clicked your available font types can be selected. Just highlight the text you wish to set to a specific font and then use the “Font” drop down icon.





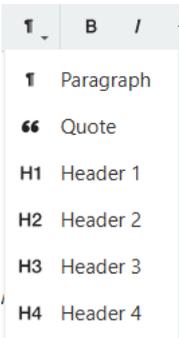
The Icon that looks like a small and Large T allows you to set font sizes from “Extra small” to “Extra Large”. Be careful when using this and check what you do works well on smartphones, tablets and desktop. We would only recommend using from “Regular” upwards.

Line Height



This Icon, when clicked, provides you with line height choices (more space above and below the text) (Be careful and check what you do works well on smartphones, tablets and desktops.)

Font Tags H1, H2 etc



This drop-down icon allows you to set text tags that denote if the words are a certain type. H stands for Heading and H1 is. The reversed p ¶ symbol means paragraph.

Just highlight the text you wish to tag and then use the drop down to apply that tag.

Text Decoration



The next 4 icons control “text decoration”

From left to right they do the following to any text you have highlighted.

- **B** Makes the text “**Bold**” Example → **Example**
- *I* Makes the text “*Italic*” Example → *Example*
- ~~ABC~~ “Strikes” through the text Example → ~~Example~~
- U “Underlines” the text Example → Example

Superscript and Subscript

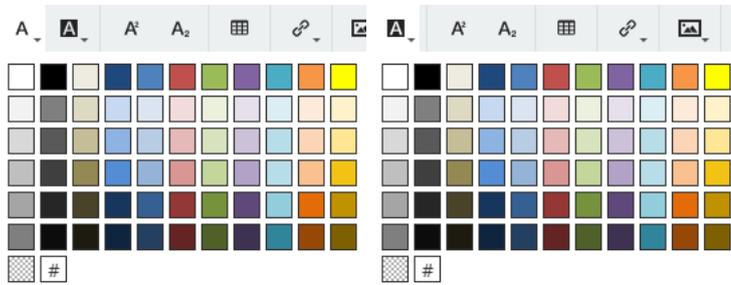


^A Superscript moves you text slightly higher compared to other text **Exam^{pl}e**

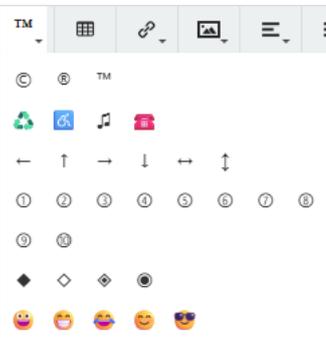
A₂ Subscript moves the selected text slightly lower **Example**

Font colour and Font background colour

Just highlight the text you wish to colour and then using the dropdown icons choose the colour you want.



Inserting a Special Character

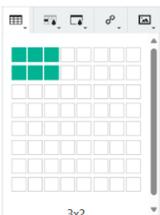


This drop down icon allows you to select from special characters not on your normal keyboard.

We can customise this list for you if needed.

Inserting a Table and setting colour

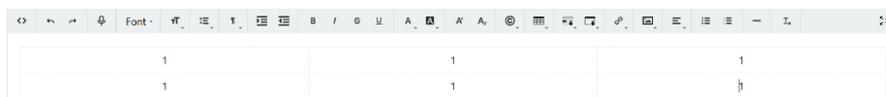
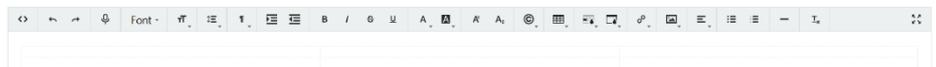
This icon allows you to insert a table up to 8 columns wide and 8 rows deep.



To use it simply place your cursor on the main content area where you wish the table to go and then click the icon. Once clicked you can then move your cursor again and the number of columns and rows that you are selecting to insert will appear in green. If you click again on the bottom right green highlighted box that table size will then be inserted.

Note a faint grey border is shown for each cell.

Now use your cursor to select the cell and add the content you wish.



Tip: You can use Microsoft word to create and add content to your table first. Then copy and paste into the content block. Just keep in mind not all formatting is copied across.

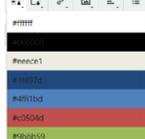
Once you have the table inserted and some content you can then set the background and font colours for each cell.

These two drop down icons do that

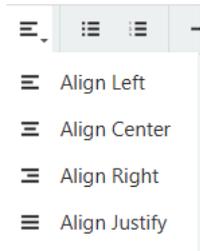


Sets the table border colour

 Sets the background colour of the cell

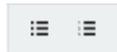


Alignment and bullets



This drop down icon allows you to align content with the options shown in the dropdown.

Just highlight the content and then click on the icon and select the alignment required.



These two icons allow you to create either an unordered list (bullets) or ordered list which number each bullet point.

Converting text or inserting a hyperlink.

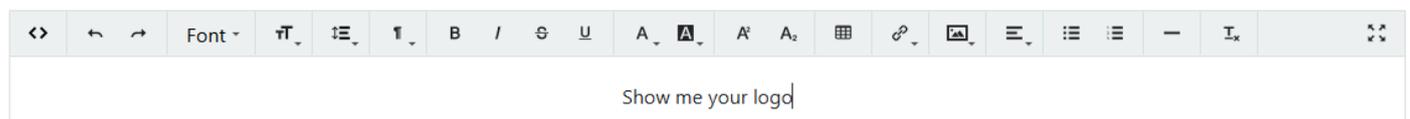
Hyperlinks take you to other places on the web, within your own website or allow you to open documents or email.

To use simply highlight the words you wish to turn into a hyperlink.

Tip 1: It is highly recommended that you use enough words so that if they were to be read out by a screen reader they would make sense. For instance “Click Here” would not be recommended as it means nothing. “Click Here to go to the councillors page” makes sense as a standalone statement and helps accessibility.

Tip 2: If you are going to be adding links to documents then it speeds things up a lot by having a 2nd tab open in your browser to the admin back end. You can do that by using the right click on your mouse over the “Media Library” in the admin menu. Then select “Open Link In New Tab”. Now you can browse around the media library and select view on the assets you want to link to. That url can be copied and pasted into the insert link function.

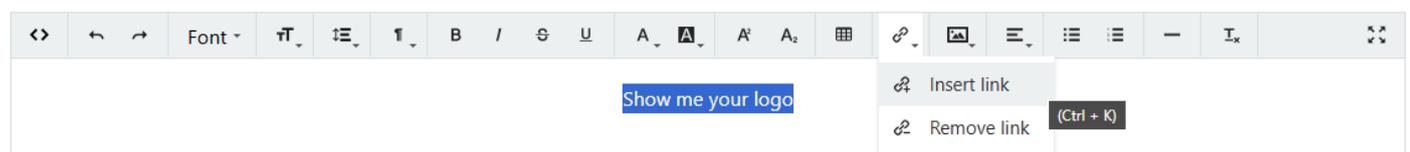
Example – Converting the text “Show me your logo” into a hyperlink.



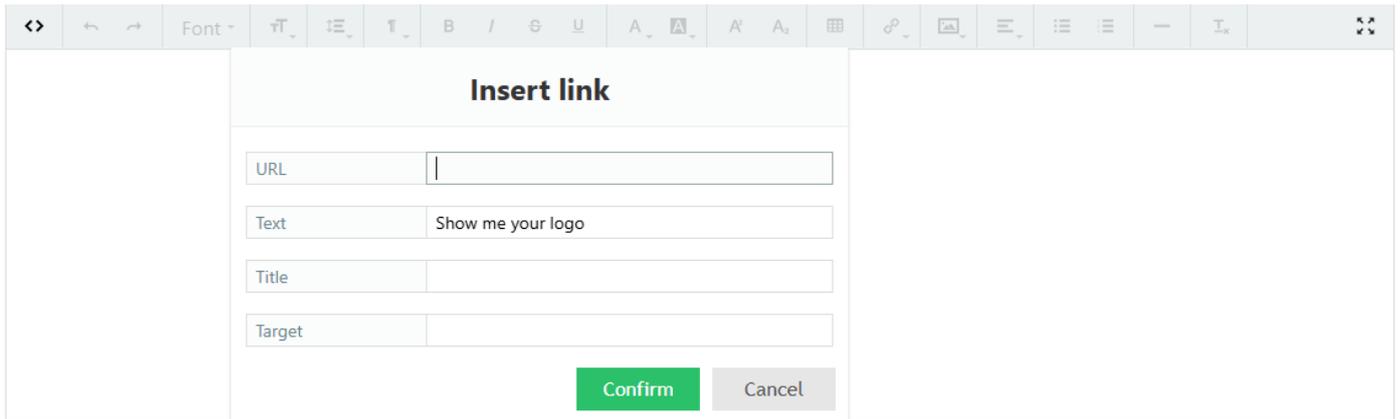
Step 1 highlight the text



Step 2 Click icon and select “Insert Link”



Note the text you highlighted becomes the text to Text in the small form



Step 3 Switch tabs to your media library

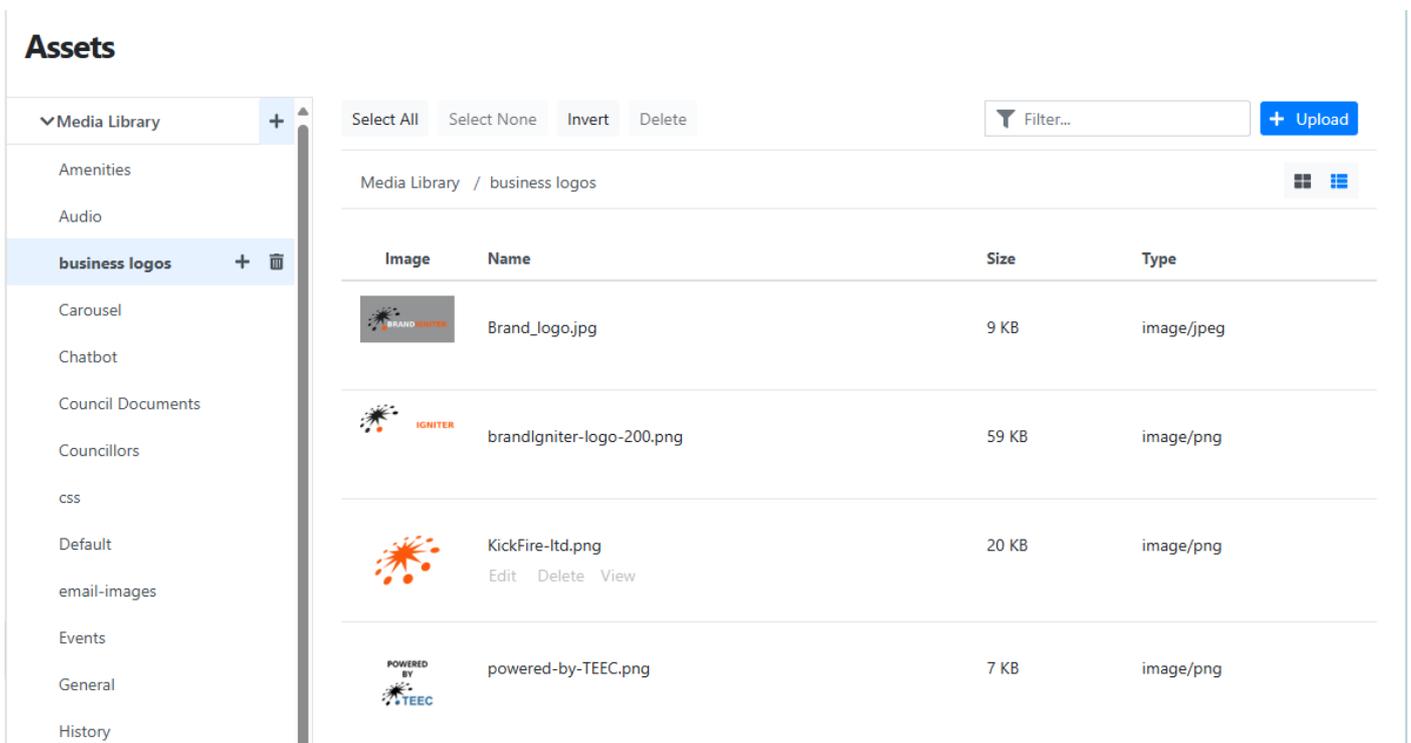
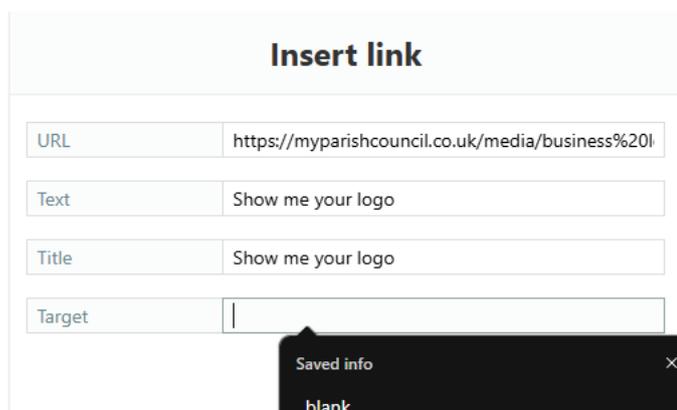


Image	Name	Size	Type
	Brand_logo.jpg	9 KB	image/jpeg
	brandlgniter-logo-200.png	59 KB	image/png
	KickFire-ltd.png Edit Delete View	20 KB	image/png
	powered-by-TECC.png	7 KB	image/png

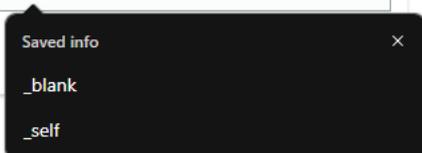
Place your cursor over the “View” link

The url of the asset appears in the top bar of your browser

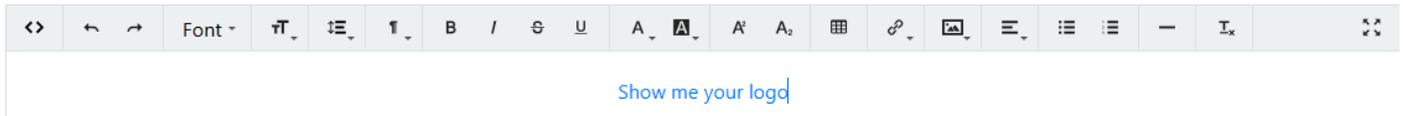
Step 4 copy that “url” and then go back to the previous tab. Paste the “url” where it says “URL”

It is best practice to copy the text into the “Title”.



Finally just set “_blank” if you want the hyperlink to open in a new tab in the browser when clicked or “_self” if you want your current tab to switch to the new page selected.

Most times if you are opening a document or going to an external site you use “_blank”.

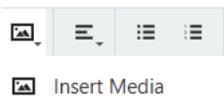


The hyperlink is now complete. You can edit it by highlighting the text again and using “Insert Link”

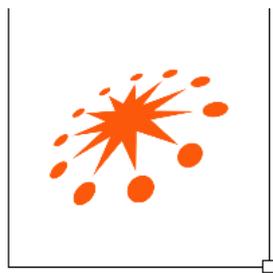
“Remove link” will remove any hyperlink that is part of the text you have selected.

Inserting Media (Images)

This feature allows you to select images from the media library for use within the content block you are creating.



When you click the icon and select “Insert Media” you can then browse around your media library and choose the image or images you want to insert. Once that is done you can click on the image and resize by placing your cursor over the small square that will have appeared on the bottom right of the image.



By using the left click on your mouse and keeping it pressed you can then move the cursor adjusting the size of the image as you go.

