



## Inserting Images

There is a difference between adding an image into a text document (like e.g. in MS WORD) and inserting images into web pages. Images on web pages have to be stored as separate files on the web server. This means that you might have to **upload** your image file to the server prior to inserting it into your page. Don't worry! Doing so is very easy.

The "image URL" is the Internet address of your image file. This address can look quite differently. Addresses of image files located on foreign servers mostly begin with `http://` as in `http://www.example.org/image.jpg`. Such an address can be entered directly into the insert image form, but keep in mind that images on foreign servers may be removed or renamed in the future, leaving your page with a broken image!

## Spell Checker

This editor does contain a spellchecker feature, but it only works with the Internet Explorer browser. This will require you to download an application to your computer in order for the spellchecker to work.

If you are using any other browser (i.e. Safari or FireFox), you will not see the Spellchecker icon.

## 1<sup>st</sup> Row Icons



**Save Document** – Use this icon to save your changes while you continue to edit the page.



**Cut, Copy and Paste** – These functions are very similar to the word processor that you are most likely familiar with. To Cut (delete) or Copy content from the page, simply highlight it and click the appropriate icon. To Paste content that you last copied, place the cursor in the desired location on the page and click on the Paste icon.



**Paste as Plain Text** - Use this to paste text into your announcement page when the text was copied from another document that contains formatted text or data (i.e. a spreadsheet or word processor other than Word). This will plug in the text in a plain format so that it may be easily edited.



**Paste from Word** - Use this to paste text into your announcement page when the text was copied from a Word document. This will plug in the text in a plain format so that it may be easily edited.



**Find and Find/Replace** – Use the Find icon to search for a word or phrase in the document. Replace is an extended functionality of the search function. Here you can define what you would like to have put instead of the search term. If you keep the field for the replacement empty a match of the search term will get erased.



**Undo and Redo** - The Undo button is also known as the Panic button, as you can easily “undo” the latest actions. The Redo button will “redo” actions that were just undone with the Undo button.



**Tools for inserting and editing tables** - Insert New Table, Table Row Properties, Table Cell Properties, Insert Row Before, Insert Row After, Delete Row, Insert Column Before, Insert Column After, Delete Column, Split Merged Table Cells, Merge Table Cells. Use these buttons to create and manage tables in your announcement page. Tables are a good way to create page sections and divisions. These buttons are all very similar to those found in your word processor.



**Remove Formatting** - Removes formatting from text copied from somewhere else. If you copy text from another document and it does not appear correctly, then highlight the text and click this button.



**Toggle Guidelines/Invisible elements** - Toggles the invisible elements of your announcement page.



**Insert Custom Character** - Choose from a selection of custom text characters. Place your cursor in the desired location on the page, then click this button. A list of special characters will be displayed. Click the desired character to place it on the page.



**Insert Date, Time, or Emotions** – To insert the current date or time, or an emotion, place the cursor in the location where you want to insert the item and click the corresponding button.



**Insert Horizontal Ruler** - Adds a standard horizontal ruler (line) to your page. This is useful to separate paragraphs or subjects. Place your cursor in the desired location on your page, then click this button to insert the horizontal ruler.



**Horizontal Rule** - Adds a custom horizontal ruler (line) to your page according to the dimensions that you specify. This is useful to separate paragraphs or subjects. Place your cursor in the desired location on your page, then click this button to customize the ruler.



**Direction Right or Left** – Use these buttons to shift a line or paragraph to the right or left. Simply place your cursor somewhere on the line or paragraph and click the desired button.



**Spellchecker** – Use this to check your announcement page for mis-spelled words.

**NOTE:** You will only see this icon if you are using the Internet Explorer browser. This feature is not supported on other browsers. The first time you use this feature, you will be asked to download a program onto your local computer.



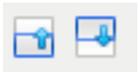
**Toggle Full Screen Mode** - Toggles your page editing window to the full size of your screen. Use this to make it easier to view and edit your announcement page. When done editing, click on this again to return to the normal window.

## 2nd Row Icons



### **Add New Block Container After & Add New Block Container Before**

Use either of these two buttons to insert a new area (block container) on the page that you can use to insert text, images or a widget. Use the 'After' button to add a section directly below you current location indicated by the position of your cursor within the editor window. Likewise use the 'Before' button to add a new section directly above your current location in the editor window. Empty sections are not rendered on the final page when viewed in a browser. If either of these buttons are disabled then the respective action cannot be preformed in your current location within the editor window.



### **Move Block Container Up & Move Block Container Down**

These two buttons will shift your current section up or down respectively. Use these to organize the content on the page. If either of these buttons is disabled then the respective action cannot be preformed in your current location within the editor window.



### **Delete Selection Block Container and its Content**

Use the button carefully. It will delete the current area (block container) and all of its content from the page. Use the 'Undo' button to undo this action. If this button is disabled then your location as indicated by your cursor in the editor window is not in an area that can be deleted.



**Insert New Layer** - Inserts a new layer of html that floats above the background html.



**Move Forward and Move Backward** – Use these to change the position of the layer (when inserted using above icon). Select the layer, then click the appropriate button.



**Toggle Absolute Position** - For working with layered items (see above).



**Insert/Edit Link** - To insert or edit a link, select the linked text and press this button. A pop-up dialog displays that lets you enter details about the link. Enter the desired URL (web address) in the text box labeled “Link URL”.

For an email address, you must precede the email address with <mailto:> when creating the link. For example, to create a link that will open an email destined for John Doe at ForeTees, add the following in the text box labeled “Link URL”: <mailto:jdoe@foretees.com>. Remember that the linked text you enter on the page, and then selected for this link, does not have to be the same as what you enter in the “Link URL” box. For instance, for the email link described in this paragraph, you could enter and select the text “Send email to John Doe”.

**Important note about external links!** - It is important to note that any announcement page that contains links to other websites on the Internet, the links **MUST** open "In a new browser window" or "Target blank". This is done in the drop-down menu of the "Insert/edit link" dialog box. For target, choose the option "**Open in new window (\_blank)**".

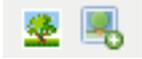


**Unlink** - To remove a link, highlight the linked text and press this button.



**Insert/edit anchor** - Creates a named anchor, which can be used as a target to jump to when using a link. Place the cursor in the location where you want to insert the anchor and click on this icon. Assign a name for the anchor and click on Insert.

This could be useful when your announcement page gets fairly long so that members have to scroll down to see all the content. Let’s say you have some tournament results at the bottom of the page. You could set an anchor at the start of the tournament results. You could then insert the text “Click here to see the latest tournament results.” near the top of the page. Select that text, then click on the Insert/Edit Link icon described directly above. When you create the link, simply select the anchor name from the Anchors list. No need to fill in the URL as that will be done for you. Your members can now click on the link you just created and be taken down to the tournament results without the need to scroll.



**Insert/Edit Image or Insert Image-** To insert an image, place the cursor in the desired location and press one of these 2 buttons. Use the **Insert Image** tool if you are sure that the image you plan to insert is the correct size and resolution. Use the **Insert/Edit Image** tool if you think the image will need to be resized before adding it to the page.

**Insert Image:** This tool will open a new window named the “ForeTees Image Manager”, which will allow you to manage the images in your club’s folder on the ForeTees server. You will see the images currently residing in this folder either as thumbnails (small images), or as a list of names. This is determined by the “View Mode” option selected above the images on the right side.

To **insert an existing image**, simply click on the image listed or displayed in Image Manager window.

To **upload a new image**, click on the  Upload icon in the upper right corner of the Image Manager window. An Upload window will pop up. From here, select the “Choose files” button and then locate and select the desired image from your computer or network. When done selecting images, click on the “Upload to server” button to complete the upload. The new image(s) should then appear in the image manager window.

To **edit or delete an image**, click on the Up Arrow  next to the image name and then select the corresponding option (Edit or Delete). In the Edit mode, you can crop, resize, or rotate the image.

**Insert/Edit Image:** This tool will open a new window named the “Insert/Edit Image”, which will allow you to select an image, assign a title, and alter the appearance (size, etc) before inserting the image into the document.

To **insert an image**, select the General tab in the Insert/Edit Image window. If the desired image resides on your club’s website, or some other website, and you know the exact address of that image, simply enter the URL in the “Image URL” box. An example of an image URL would be <http://www.yourcountryclub.com/images/ycc-logo.gif>. If the desired image resides on your local computer or network, or has already been uploaded to ForeTees, then click on the Browse image  directly to the right of the “Image URL” box. This opens the “ForeTees Image Manager” window described

directly above. Use this to select the desired image.

Once the image has been selected, you can (optionally) enter a description in the "Image description" box and a title in the "Title" box. The value you put in the title box is what will be displayed when someone holds their mouse over the image. The "Preview" box will show how the image will appear.

Select the "Appearance" tab to change the size and/or alignment of the image. The dimensions are shown in pixels, which can be difficult to determine. You may need to experiment with this to find the proper size.

When done, select the "Insert" button in the bottom left corner to insert the image onto the page.

**To make an image Click-able to a location on this page or another website** - To make an image click-able to an anchor on this page or another website, you can use a combination of the last two explanations. First insert the image into your page where you want it. Then click the image to highlight it. Then click the "Insert/edit link" button in the toolbar and enter the anchor or URL of the link and update your page. This will make the image click-able to the desired location on this page or the other website!



**Cleanup Messy Code** - This button allows you to clean up HTML code, perhaps from HTML text that you copied in from another source. Click this if you believe there might be HTML related problems in your announcement page. The system will scan your page and make any necessary changes.



**Edit HTML Source** - A pop-up displays showing the HTML source code, allowing you to edit the HTML source code. Only use this if you are familiar with HTML code.



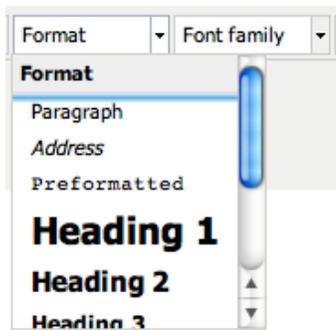
#### **Insert Predefined Template Content**

Use this button to popup a list of available Widgets to choose from. These widgets make it easy to add new content to your page and help keep all the formatting consistent. When you select one from the list a preview will appear showing you what it looks like. A brief description will also appear. When you find one you like, simply click the 'Insert' button at the bottom of the popup window and the selected content will be added to your current location within the

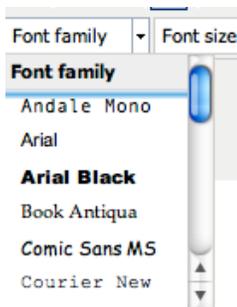
page. For best results, always add these widgets to a new Block Container, which you can add using the 'Add New Block Container' buttons.

## 3rd Row Icons

**Text Format for size and headings** - To make your page interesting, highlight your text and use this drop-down menu to create a variety of different styles of headings with different attributes. You can use this to quickly make text large, bold, italic and so on.



**Font Family** - Select the desired font.



**Edit CSS Style** - This displays a pop-up dialog box that allows you to enter CSS style information for the selected text. You can use this to change text size and for a variety of other functions.



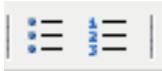
**Font style** - Highlight your text and use these 4 buttons to make text bold, italic, underlined, or strike-through.



**Select Text and Background Color** – Highlight the text, then use these to select the color of your text or background. These drop down to give you a choice of colors.



**Alignment** - Highlight your text or select an image and use these buttons to Align text, images or other content left, right, center, and full.



**Bullets and Numbering** – Use these to add bullet items or numbering to your text. Highlight the text and select one of these to add bullets or numbers.



**Indent or Outdent Line or Paragraph** – Use these to shift a line or paragraph to the right (indent) or left (outdent). Place the cursor on the line or paragraph to be shifted, and then click on the desired icon.



**Subscript, Superscript** - For adding scientific notation to your text, or to shift the text slightly above or below the line. Highlight the text, and then click on the appropriate icon to shift the text.

**Please contact support if you have any questions.**

**[prosupport@foretees.com](mailto:prosupport@foretees.com)**

**Thank you!!**