

Using TinyMCE

The WYSIWYG editor in My CA

Whenever you are creating or editing content in My CA you will find a toolbar at the top of the editing pane that looks like this:



Many of the buttons on the toolbar will be familiar to you if you use any sort of word processing programme such as Microsoft Word. The toolbar that provides this WYSIWYG (what you see is what you get) feature within My CA is called TinyMCE. Here it is again with each button numbered so that they can be referred to in the text that follows:



Buttons 1, 2, 3 and 4 format text. To use them, select the word(s) you wish to format and then click on the appropriate button thus:

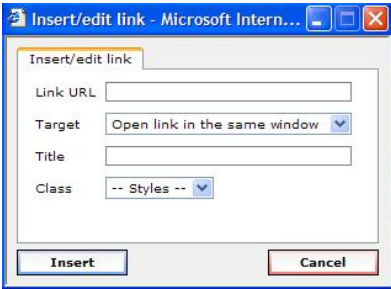
B produces **bold** **I** produces *italic* **U** produces underlined **ABC** produces ~~strikethrough~~

Buttons 5, 6, 7 and 8 align text in a paragraph to the left, centred, to the right or justified respectively. Select the paragraph you wish to align and then click on the appropriate button.

Buttons 9 and 10 produce indented lists, the first with bullet points and the second with numbers. Produce your list first, then select it and click on the appropriate button.

Button 12 indents paragraphs to the right. Highlight the paragraph you wish to indent and then click on the button one or more times to produce the indentation you require. If you go too far, use button 11 to reduce the indentation.

Button 13, far from being unlucky, is the most useful of them all. It is the undo button! If you make a mistake, just click on this one or more times until you return to something that you are happy with.



Button 14 inserts a link to another page, either on the My CA site or anywhere else on the web. First highlight the text you wish to make into a link and then click the button and this dialogue box will open.

The best way to find out the URL you require is to open another instance of your browser, navigate to the page in question and then highlight and copy the URL onto the clipboard. Now you can return to this screen and paste the URL direct into the box. If the page is on the MyCA page you can leave out the bit before the first single forward slash: e.g. `http://camembers.org.uk/node/59` becomes `/node/59`

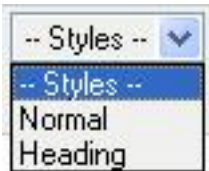
Choose whether to open the link in the same or a new window.

The Title is what you see when you hover your mouse pointer over the link and the Class determines the formatting of the link word(s) – see Button 17.

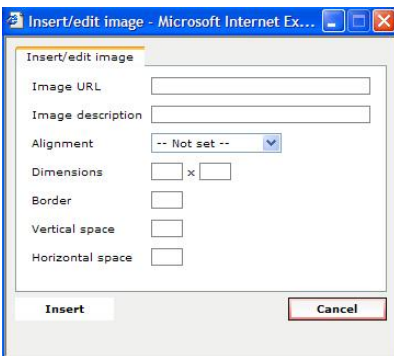
Button 15 removes a link if it is no longer required.



Button 16 adds an anchor – a marker in your text that you can use at the end of an URL to open the page at that point. It can be useful in long documents.



Button 17 allows you to apply one of two styles to your text. To produce a heading, type the text first and press 'Return' to produce a paragraph. Now highlight the text, click on the down arrow to the right of the box that says 'Styles' and then click on 'Heading.' The style will enlarge the text slightly, make it bold and introduce some extra spacing both above and below. 'Normal' returns the text to normal if you change your mind.



Button 18 is for the use of Section Secretaries and administrators only allowing them to insert an image onto a page. Before this button can be used you must first upload the image you wish to use but you can only do this if you have the necessary privileges. Once you have uploaded the image, click in the position you wish it to appear and click on the button.

Copy and paste the URL from the upload screen into the Image URL box.

Image description is the text that appears if the image cannot be found.

If you wish, choose an appropriate alignment. The descriptions all refer to the position of the image in relation to the text. Thinking of your image as a very large capital letter will help you understand this concept.

The remaining four boxes enable you to adjust the size of the image and the space around it. If you prefer, you can adjust the size of the image visually by clicking on it and dragging the 'handles' to stretch or compress it.



Button 19 brings up a Search screen you can use to find specified text on your page.

Buttons 20, 21 and 22 are the normal cut, copy and paste with which you will be familiar.

Button 23 brings up a selection of 'Smilies' or 'Emoticons' as they are sometimes called that you can add to your page to make it a little more light-hearted. 😊

Button 24 performs a spell check.

Line spacing

Every time you click on Enter, TinyMCE assumes that you want a paragraph and adds a space equivalent to a blank line. If you want to move onto the next line without a space, hold down Shift whilst you click Enter.

Working in HTML

If you have no idea what an HTML tag is you can safely skip this section altogether but, if you are familiar with working with HTML you may prefer to format your text in this way. To do so, click on [disable rich-text](#) just below the editing pane:

Of course, the section is much concerned with the dissemination of cruising information. This year it is producing new editions or new volumes in the CA's Cruising Information Series on Russia, Finland, Sweden, Norway, Denmark, Baltic Germany and Poland. Fay and Graham Cattell have published a Harbour Guide to the Baltic States. Laura Gill edits a Baltic Lay-up Directory.

Path:

[disable rich-text](#)

- Allowed HTML tags: <a> <cite> <code> <dl> <dt> <dd>
 <p> <h3>
- Lines and paragraphs break automatically.

[More information about formatting options](#)

This will hide TinyMCE and present you instead with the HTML tagged text which looks like this:

Body: *

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<p>The Baltic Section was established in March 2000. It began then with sixty members most of whom had been concerned in some way with the Baltic Millennium Rally. Now there are about two hundred. Most members new to the Baltic are surprised by the fair weather, the warm sea (even though it is solid in winter), the sheltered sailing amongst beautiful islands, and the wonderful cities such as St Petersburg, the capitals of the Baltic states, Lübeck and the Scandinavian capitals, to mention only a few.</p><p>The aim of the section is simply to promote interest in sailing in the Baltic, which is taken to include the Kattegat, the Skagerrak, the Sound and the Belts and the approaches via the Limfjord, the Kiel Canal and the Eider River. Even Norway is included as it seems to be convenient to include the whole of Scandinavia in the one area of interest.</p><p>The section organizes about five events a year. These include a Scandinavian buffet luncheon party at CA House on the first Sunday of the London Boat Show. Also during the winter we organize three lectures or other similar events such as an occasional Baltic forum. In some years we hold a rally somewhere in the Baltic. The first such rally was in 2001 and was held at the British Kiel Yacht Club, in 2002 at Svendborg, in 2003 at Kappeln, and in 2004 it will be held in mid-August in the Hanseatic city of Stralsund near the beautiful island of Rügen.</p><p>Of course, the section is much concerned with the dissemination of cruising information. This year it is producing new editions or new volumes in the CA's Cruising Information Series on Russia, Finland, Sweden, Norway, Denmark, Baltic Germany and Poland. Fay and Graham Cattell have published a Harbour Guide to the Baltic States.
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[enable rich-text](#)

- Allowed HTML tags: <a> <cite> <code> <dl> <dt> <dd>
 <p> <h3>
- Lines and paragraphs break automatically.

If you are familiar with HTML you need no further help from me. However, you may wish to know that, if you click on [My Account | edit | TinyMCE rich-text settings](#), you can change the default state to disable TinyMCE so that you are presented with the HTML screen whenever you create or edit content. If you choose to do this, you can always bring back TinyMCE on a particular editing pane by clicking on [enable rich-text](#).