



URSUS for the Web

A OTech Content Management Software

Editor Manual 1.0



information

Pre-designed templates.



Quickly and easily add or edit content and publish in minutes.

DIRECTORY

Edit entire web pages from your listed directories.

CREDITS

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1 Introduction to the URSUS Content Management System (CMS)

What is a CMS?

A Content Management System (CMS), is an application that is used to create, edit, organize, manage, and publish an organization's information to the web. The Office of Technology Services (OTech) CMS is known as URSUS. URSUS provides CMS functionality based upon the award-winning California State template, along with the ability to support custom templates and designs.

The Parts of URSUS

- ◆ Data Storage
- ◆ Authoring Environment
- ◆ Publishing Component
- ◆ Published Web Site



CMS-Managed Site Structure

The following provides you an overview of how a web page is technically structured and rendered. We'll demonstrate to you a very simple site using the Santa Cruz color scheme template. The basic look and feel of a page would be similar to the page below.

Note: This is only one template from an array of template choices that meet the standards of the CA.gov design

| EDIT NAVIGATION | |
|-----------------|-----------|
| Left | Right |
| Left-A 1 | Right-A 4 |
| Left-B 2 | Right-B 5 |
| Left-C 3 | Right-C 6 |

| EDIT CONTENT | | | |
|--------------|----------------|-----------|-----------|
| Left | Center | Right | |
| Left-B 1 | Main Content 4 | Right-A 6 | Right-B 7 |
| Left-C 2 | Banners 5 | Right-C 8 | |

The web page above can be structured in many different ways, depending on the editor's choices. The page layout is controlled by sections controlling various areas of a web page. For example, within the Edit Navigation Panel are the navigation sections responsible for the listing of links (Left Columns A-C and Right Columns A-C). Within the Edit Content Panel are the content sections for displaying the organization's information – Center Column (Amber Alert On, Main Content, Statewide Banners), Left Columns B-C and Right Columns A-C. Page sections can have dynamic properties and can be managed graphically in URSUS by non-programmers.

Note: As an Editor you do not have permissions to edit the main navigation, department banner, skip to, search and footer sections.

2 Development of a New Site as an Editor

Your Site

OTech Web Services team will create templates based upon your organization's layout requirements, which also include your organization's branding, Governor's image, and required banners.

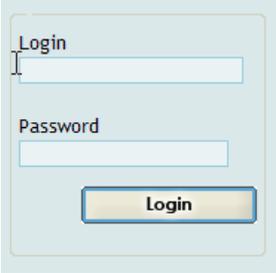
The site will have the available templates installed and ready to be applied to your future pages.

Your Role as an Editor

As an Editor, you have the ability to create and edit content pages, as well as navigation pages, including left and right columns, middle main content, turning the Amber Alert to the on position, and Statewide Banners. The Editor may also view the page details and manage RSS feeds. Once complete, the Editor may publish the page or entire site.

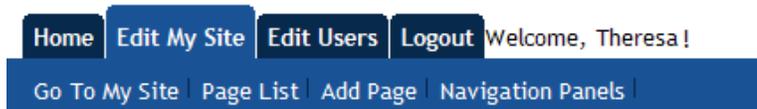
Log On

Using the web page address provided to you by Web Services staff, you will begin by entering your user name and password into the login screen (*see below*). Your user name and password are established and managed by Web Services staff. If you have any questions or concerns about your account or logging on, please contact the Web Services staff at the OTech Service Desk at (916) 464-4311.



The image shows a login form with a light blue background. At the top left, the word "Login" is written in a small font. Below it is a text input field for the username. Underneath that is another text input field for the password. At the bottom right of the form is a rectangular button with a yellow-to-orange gradient and the word "Login" in black text.

URSUS Web Site Overview



- ◆ Go to my site - Browse your site, beginning with the home page. You may edit your site once you login.
- ◆ Page List – Site Map view of pages created. You may also select files to publish or delete from here.
- ◆ Add Page - Create a new content page by defining the Page Properties (File Name, Page Name, Columns and Page Template assigned), as well as Page Meta Data (Page Title, Keywords and Page Description)
- ◆ Navigation Panels - Create a new navigation panel.



- ◆ Edit My Profile – View membership details.

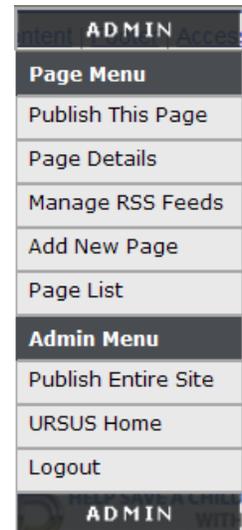
URSUS ADMIN Panel Overview

Page Menu:

- ◆ Publish This Page - Uploads the selected or current page to production.
- ◆ Page Details - Defines the Page Properties, such as File Name, Page Name, Template, Master Page and Columns assigned. You may also add the Page Meta Data to include the Title of Page, Keywords and Description.
- ◆ Manage RSS feeds - Add or delete a feed.
- ◆ Add New Page - Create a new web page.
- ◆ Page List - Lists all pages created, identifying Page Type, ID and Date Posted. May also use to delete a page.

Admin Menu:

- ◆ Publish Entire Site - Uploads the entire web site to production.
- ◆ URSUS - Returns to URSUS main home page.
- ◆ Log Out - Exit the URSUS Content Management System.



Creating a New Content Page

To begin creating a new page, you may either select from the URSUS home page, the “Add Page” link under the “Edit My Site” tab menu, or from your site’s home page, place your mouse over the ADMIN panel and select “Add New Page”.

The Page Properties window will appear as shown. Input the content for this specific page and click “OK” when you’re done to reveal your page.

The image shows a screenshot of the URSUS web editor interface. At the top, there is a navigation bar with buttons for 'Home', 'Edit My Site', 'Edit Users', and 'Logout', followed by a user greeting 'Welcome, Theresa!'. Below this is a secondary navigation bar with 'Go To My Site', 'Page List', 'Add Page' (circled in red), and 'Navigation Panels'. On the right side, there is an 'ADMIN' panel with a 'Page Menu' containing 'Publish This Page', 'Page Details', 'Manage RSS Feeds', 'Add New Page' (highlighted in yellow), and 'Page List'. Below that is an 'Admin Menu' with 'Publish Entire Site', 'URSUS Home', and 'Logout'. The main area shows the 'PAGE PROPERTIES' dialog box with fields for 'File Name' (with a '.htm' suffix), 'Page Name', 'Template' (set to 'Default'), 'Master Page' (set to '<Default Sitewide>'), and 'Columns' (set to '1 - One'). To the right is the 'PAGE META DATA' section with fields for '<Title>', 'Keywords', and 'Description'. An 'OK' button is located at the bottom of the dialog. Several callout boxes provide instructions: 'File Name - File name assigned to web page.', 'Page Name - Input a Page Name that is unique to the web page for easy reference.', 'Page Template - Depending on the organization's needs for templates, your selections will be shown here.', 'Master Page - Apply master page.', 'Columns - Select 1, 2 or 3 columns for the web page.', 'Page Title - This title is what's shown at the title bar within your browser.', 'Keywords - Use keywords pertaining to the designated web page.', and 'Page Description - A description of web page should be added here.'

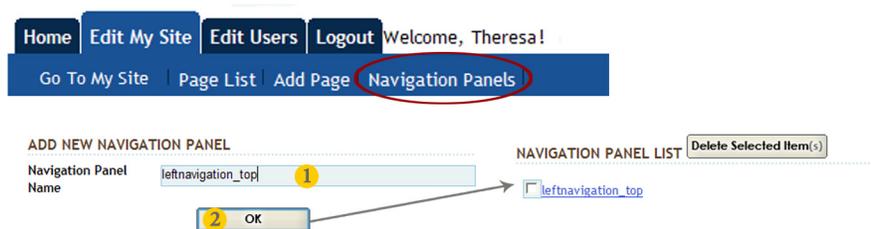
Create Navigation Holder Page for Site Navigation

A “New Navigation Panel” page contains a set of links grouped to one navigation. Creating a navigation panel allows you to apply it to other secondary web pages.

To add your links to a navigation panel, from the URSUS home page, select the “Navigation Panels” link under “Edit My Site”.

The “ADD NEW NAVIGATION PANEL” window will appear similar to the image below.

1. Assign a unique file name that can be easily referenced at a later time – for example, “leftnavigation_top”.
2. Click the OK button.



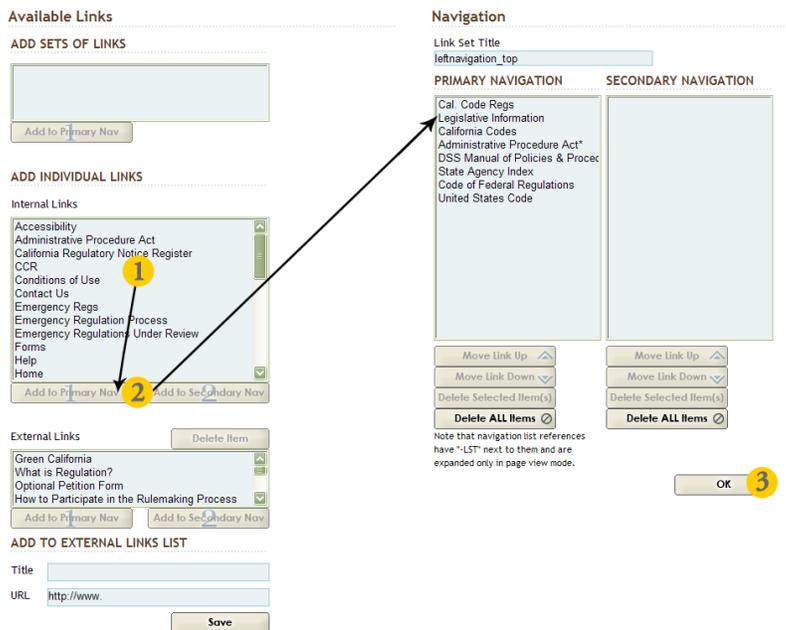
You will notice the newly created navigation panel is now under “NAVIGATION PANEL LIST”.

To begin importing links to your new navigation web page, select the navigation file name – for example, “leftnavigation_top”.

The following Navigation Panel Manager window appears listing the new content pages previously created under “ADD INDIVIDUAL LINKS”. To move the desired links to the “leftnavigation_top” navigation:

1. Select the link title under “ADD INDIVIDUAL LINKS”.
2. Choose the “Add to Primary Nav 1” button. As you see below, all links have been added to the Primary Navigation.
3. To save your navigation, click “View Page”.

Note: You also have the ability to move links up/down and delete within the Primary Navigation, as well as add External Links.

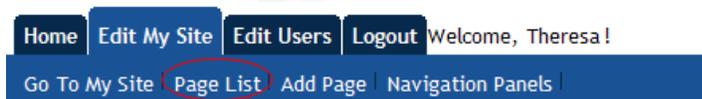


Add Navigation Holder Page to Site Pages

To apply navigation to web pages, determine which page you'd like to update. You may view a listing of your pages from the URSUS home page, "Edit My Site", and select "Page List". Or, within your site's web page, place your mouse over the "EDIT NAVIGATION" panel, and select which navigation to apply - for example "Left-A".

| EDIT NAVIGATION | |
|-----------------|---------|
| Left | Right |
| Left-A | Right-A |
| Left-B | Right-B |
| Left-C | Right-C |

The Navigation Manager window appears listing the navigation holder page previously created under "ADD SETS OF LINKS". To move the desired links to this top navigation:



1. Select the navigation holder link
2. Click the "Add to Navigation" button. The link will be copied over to the "Navigation" as shown below.
3. Input a "Link Set Title" which will be shown as a header above your links. Below we assigned the Link Set Title of "Sponsored Links *".
4. Click "View Page".

The screenshot shows the 'Available Links' section on the left and the 'Navigation' section on the right. In 'Available Links', under 'ADD SETS OF LINKS', the 'leftnavigation_top' link is selected (1) and the 'Add to Navigation' button is clicked (2). In the 'Navigation' section, the 'Link Set Title' is set to 'Sponsored Links *' (3) and the 'leftnavigation_top -LST' link is added to the list. The 'View Page' button is highlighted (4). A note at the bottom states: 'Note that navigation list references have "-LST" next to them and are expanded only in page view mode.'

Here is a sample of a secondary web page illustrating the added “Sponsored Links *” navigation. Please remember, in order to utilize navigation holders for a site page, you need to create a “New Navigation Page” (see “Create Navigation Holder Page for Site Navigation” and “Add Navigation Holder Page to Site Pages”).

SPONSORED LINKS *

- > [Cal. Code Regs](#)
- > [Legislative Information](#)
- > [California Codes](#)
- > [Administrative Procedure Act*](#)
- > [DSS Manual of Policies & Procedures](#)
- > [State Agency Index](#)
- > [Code of Federal Regulations](#)
- > [United States Code](#)

Add Content to a Page

To add your organization’s content to a web page, choose the “EDIT CONTENT” panel. For this exercise, select “Main Content”.

| EDIT CONTENT | | |
|--------------|--------------|---------|
| Left | Center | Right |
| | Amber Alert | Right-A |
| Left-B | Main Content | Right-B |
| Left-C | Banners | Right-C |

Once you have enabled the What You See Is What Your Get (WYSIWYG) editor, you will get information that is mixed with information about style, indentation, etc. *For more information on the editor, please see page 13.*

Note: Below is a screen-print of the various Content sections within your page.

Edit Content Sections

The screenshot shows the 'EDIT CONTENT' interface for the California State website. It features a header with the state logo and navigation links. The main content area is divided into several sections, each with a numbered callout:

- 1:** Left Column Content B
- 2:** Left Column Content C
- 3:** Amber Alert banner
- 4:** Main Content
- 5:** Help Save a Child with Amber Alert banner
- 6:** Right Column Content A
- 7:** Right Column Content B
- 8:** Right Column Content C

| EDIT CONTENT | | |
|-----------------|-----------------------|------------------|
| Left | Center | Right |
| | Amber Alert 3 | Right-A 6 |
| Left-B 1 | Main Content 4 | Right-B 7 |
| Left-C 2 | Banners 5 | Right-C 8 |

Publish to Production

When you are ready to post your web page/site to production, place your mouse over the ADMIN panel. Select "Publish This Page" or "Publish Entire Site". This site and/or page will be propagated to the publisher.

Sample of live web site (*Panels are no longer shown*).

| |
|---------------------|
| ADMIN |
| Page Menu |
| Publish This Page |
| Page Details |
| Manage RSS Feeds |
| Add New Page |
| Page List |
| Admin Menu |
| Publish Entire Site |
| URSUS Home |
| Logout |
| ADMIN |

CA.GOV WELCOME TO THE STATE OF CALIFORNIA

Skip to: [Content](#) | [Footer](#)

Search GO
 California This Site

Home **CCR** Notice Register Underground Regs Emergency Regs Publications Training OAL Proposed Regs

GOVERNOR SCHWARZENEGGER
 Visit His Website
 * Not maintained by OAL

CONTACT OAL:
 Office of Administrative Law
 300 Capitol Mall, Suite 1250
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Welcome to the Office of Administrative Law Website

The Office of Administrative Law (OAL) ensures that agency regulations are clear, necessary, legally valid, and available to the public. OAL is responsible for reviewing administrative regulations proposed by over 200 state agencies for compliance with the standards set forth in California's Administrative Procedure Act (APA), for transmitting these regulations to the Secretary of State and for publishing regulations in the California Code of Regulations.

OAL assists state regulatory agencies through a formal training program, as well as through other less formal methods, to understand and comply with the Administrative Procedure Act.

OAL also accepts petitions challenging alleged underground regulations--those rules issued by state agencies which meet the Administrative Procedure Act's definition of a "regulation" but were not adopted pursuant to the APA process.

OAL oversees the publication and distribution, in print and on the Internet, of the California Code of Regulations and the California Regulatory Notice Register.

News/Information

OAL's **STD. 400 Form (Rev. 1/09) Has Been Revised**
 OAL has revised the Notice Publication/Regulations Submission form, known as the STD. 400 (REV. 01-09). The change made to the Form 400 is editorial and nonsubstantive in nature. The new STD. 400 form is available online or by contacting OAL directly. OAL will continue to accept the prior version of the Form 400 with notice and regulation filings.

The **2009 California Regulatory Notice Register Publication Schedule is now available.**

Preparations for the 2009 Rulemaking Calendar
[Instructions for preparing the 2009 Rulemaking Calendar](#) are now available.

California Rulemaking Law Book
 The [California Rulemaking Law](#) book is a convenient resource for the government and private sectors, attorneys, clients, advocates, and the general public to find the primary statutes and regulations governing rulemaking under the California Administrative Procedure Act (APA). The publication contains excerpts from the statutes and regulations and is an informational tool only. Please refer to the publications of the official statutes and regulations for the complete text. The cost is \$8.00 per book plus shipping.

QUICK LINKS

- [Emergency Regulations Under Review](#)
- [Recent Action Taken on Proposed Regulations](#)
- [Notice Register](#)

Save energy, money and the environment. **Flex YOUR POWER 2008** **HELP SAVE A CHILD WITH AMBER ALERT**

Back to Top

Copyright © 2007 State of California
 This site is managed with **URSUS**

Edit Users / Edit My Profile

[Home](#) [Edit My Site](#) [Edit Users](#) [Logout](#) Welcome, Theresa !

[Edit My Profile](#)

Update member contact information and password.

Modify Contact Details

Use the form below to change your contact details. These values are used in the members list, and for administrators to contact you.

First Name:

Last Name:

Address:

Phone:

Change Password

Change Your Password

Old Password:

New Password:

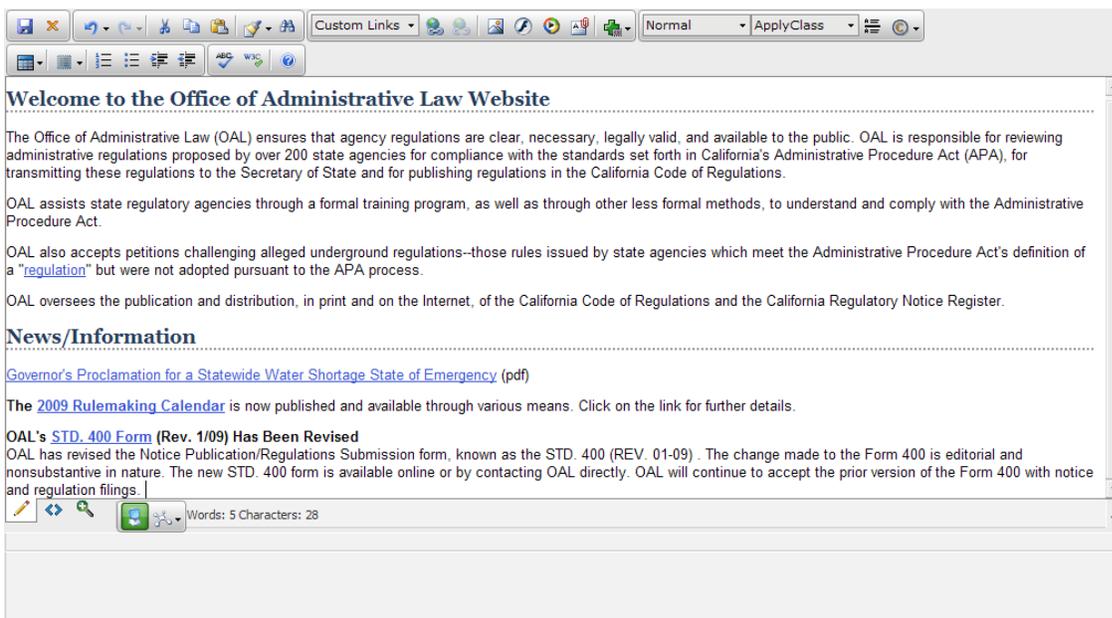
Confirm New Password:

3 Using the Content Editor Tool

Web Manager Editor

To add your organization's content to the middle column of a web page, choose the "EDIT CONTENT" panel and select "Main Content". Once you have enabled the What You See Is What Your Get (WYSIWYG) editor, you will get information that is mixed with information about style, indentation, etc.

Sample of WYSIWYG Editor below with incorporated text copied directly from the production web site to the editor.



 Design – here you can edit and format the content by using the provided toolbar buttons, dropdowns, dialogs and/or modules.

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News/Information

[Governor's Proclamation for a Statewide Water Shortage State of Emergency](#) (pdf)

The [2009 Rulemaking Calendar](#) is now published and available through various means. Click on the link for further details.

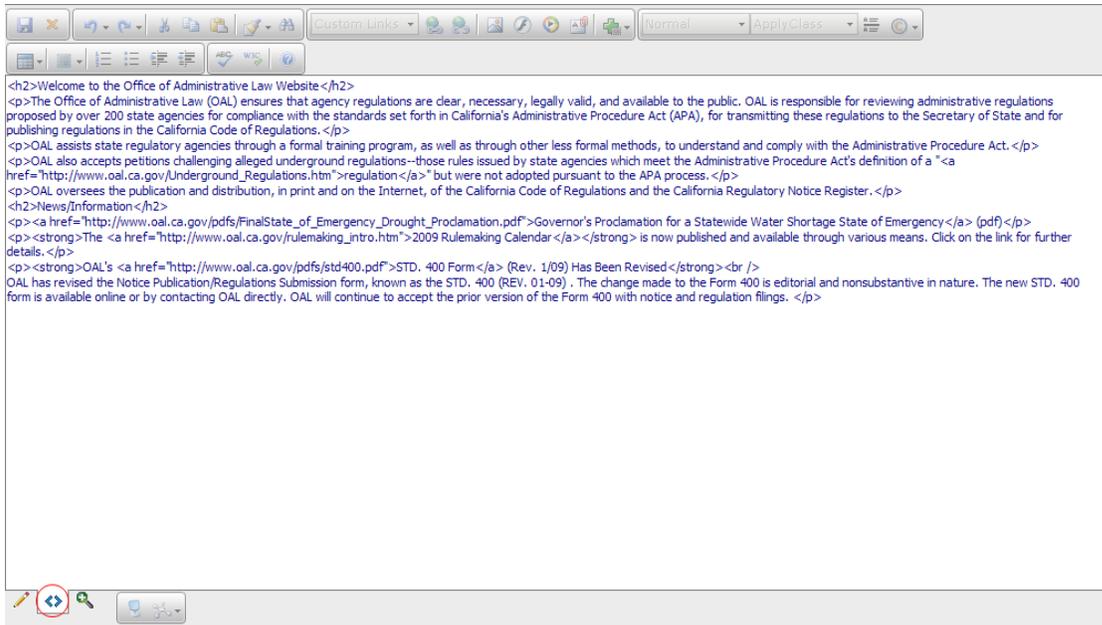
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OAL has revised the Notice Publication/Regulations Submission form, known as the STD. 400 (REV. 01-09). The change made to the Form 400 is editorial and nonsubstantive in nature. The new STD. 400 form is available online or by contacting OAL directly. OAL will continue to accept the prior version of the Form 400 with notice and regulation filings.



Words: 5 Characters: 28

- HTML – gives a direct access to the content code. Used more often by the advanced users. You may also copy your code to another editor such as Dreamweaver and make any modifications needed, and paste back to the Web Manager Editor.

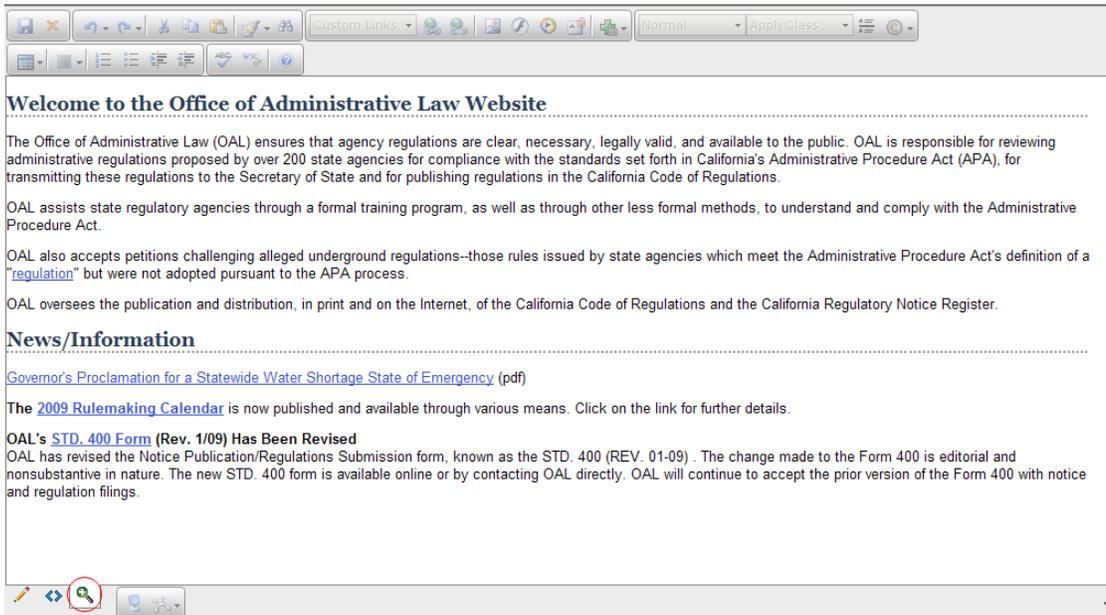


```

<h2>Welcome to the Office of Administrative Law Website</h2>
<p>The Office of Administrative Law (OAL) ensures that agency regulations are clear, necessary, legally valid, and available to the public. OAL is responsible for reviewing administrative regulations proposed by over 200 state agencies for compliance with the standards set forth in California's Administrative Procedure Act (APA), for transmitting these regulations to the Secretary of State and for publishing regulations in the California Code of Regulations.</p>
<p>OAL assists state regulatory agencies through a formal training program, as well as through other less formal methods, to understand and comply with the Administrative Procedure Act.</p>
<p>OAL also accepts petitions challenging alleged underground regulations—those rules issued by state agencies which meet the Administrative Procedure Act's definition of a "a" <a href="http://www.oal.ca.gov/Underground_Regulations.htm">regulation</a>" but were not adopted pursuant to the APA process.</p>
<p>OAL oversees the publication and distribution, in print and on the Internet, of the California Code of Regulations and the California Regulatory Notice Register.</p>
<h2>News/Information</h2>
<p><a href="http://www.oal.ca.gov/pdfs/FinalState_of_Emergency_Drought_Proclamation.pdf">Governor's Proclamation for a Statewide Water Shortage State of Emergency</a> (pdf)</p>
<p><strong>The <a href="http://www.oal.ca.gov/rulemaking_intro.htm">2009 Rulemaking Calendar</a> is now published and available through various means. Click on the link for further details.</p>
<p><strong>OAL's <a href="http://www.oal.ca.gov/pdfs/std400.pdf">STD. 400 Form</a> (Rev. 1/09) Has Been Revised</strong><br />
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```

 Preview – shows how the content will look like before updating the page.



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Editor Features:

- ◆ Statistics
- ◆ Tag Inspector
- ◆ Properties Inspector
- ◆ Real-Time HTML Inspector

Below is a sample screen of all the editor features:

The screenshot displays a web editor interface with the following features highlighted:

- Statistics:** A red arrow points to the "Words: 252 Characters: 1656" status bar.
- Tag Inspector:** A red arrow points to the "RemoveElement" button in the top toolbar.
- Properties Inspector:** A red arrow points to the "URL: http://www.oal.ca.gov/Undergr" field in the bottom toolbar.
- Real-Time HTML View:** A red arrow points to the "Real-Time HTML View" button in the bottom toolbar.

The main content area shows the following text:

Welcome to the Office of Administrative Law Website

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The bottom of the editor shows the raw HTML code for the selected text:

```
<H2>Welcome to the Office of Administrative Law Website</H2>
<P>The Office of Administrative Law (OAL) ensures that agency regulations are clear, necessary, legally valid, and
available to the public. OAL is responsible for reviewing administrative regulations proposed by over 200 state agencies
for compliance with the standards set forth in California's Administrative Procedure Act (APA), for transmitting these
regulations to the Secretary of State and for publishing regulations in the California Code of Regulations.</P>
<P>OAL assists state regulatory agencies through a formal training program, as well as through other less formal
methods, to understand and comply with the Administrative Procedure Act.</P>
<P>OAL also accepts petitions challenging alleged underground regulations--those rules issued by state agencies which
meet the Administrative Procedure Act's definition of a "regulation" but were not adopted pursuant to the APA
href="http://www.oal.ca.gov/Underground_Regulations.htm">regulation</A>"</P>
```

Statistics - This provides word/character count or other analysis of the content. It is especially useful when you have a word/character limit for an article.

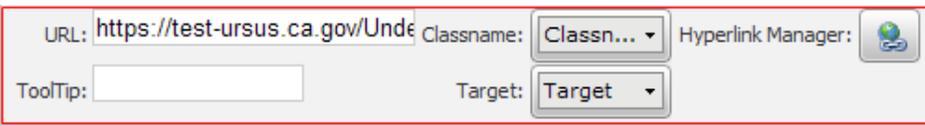


Tag Inspector - Displays the elements (tags) that are used in the code where the cursor is located. The element that's selected is the one that will be affected by the action you take by using the "Remove Element" button.

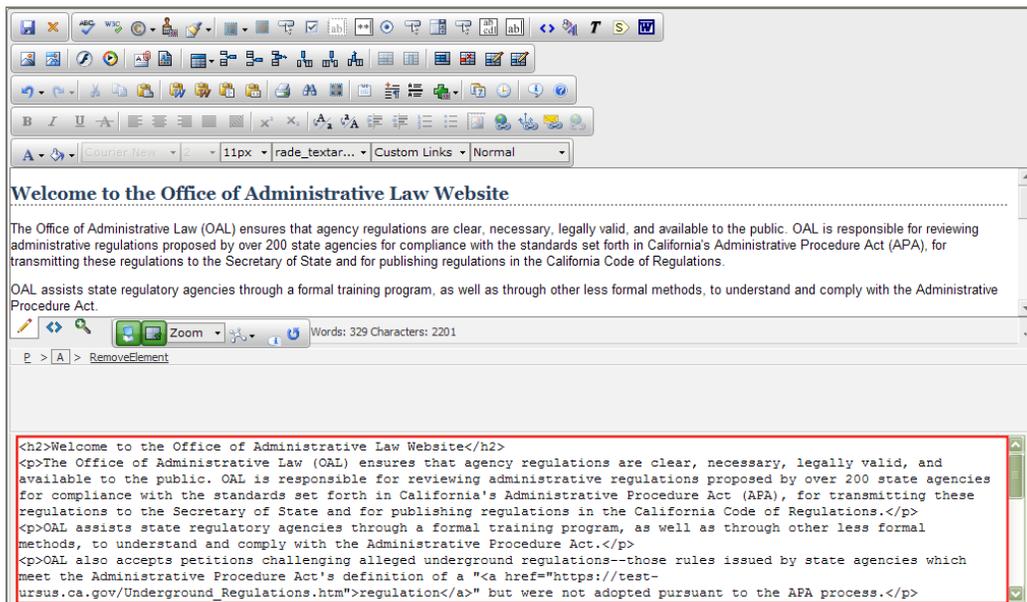


Properties Inspector - Displays information of the selected element (see Tag Inspector above). This seems to work primarily for links and images.

Note: For images, it is suggested for Accessibility purposes, not to use the properties inspector to align an image, add horizontal spacing or vertical spacing. Use stylesheets for this purpose.



Real-Time HTML Inspector - Displays a pane with the HTML code of the content. This HTML code is updated and kept in synchrony in real-time with the WYSIWYG pane. If you make a modification in the WYSIWYG pane or the HTML pane, the other pane will be automatically updated.



Toolbar Buttons



Formatting Paragraphs & Lists

| CREATE, FORMAT AND EDIT TEXT, FONT and LISTS | | |
|---|--|---|
|  | Custom Styles dropdown - Applies custom, predefined styles to the selected text. | - |
|  | Custom Links dropdown - Inserts custom, predefined link. | - |

Inserting Elements

| CREATE, FORMAT AND EDIT PARAGRAPHS and LINES | | |
|---|--|---|
|  | Indent button - Indents paragraphs to the right. | - |
|  | Outdent button - Indents paragraphs to the left. | - |
|  | Numbered List button - Creates a numbered list from the selection. | - |
|  | Bulleted List button - Creates a bulleted list from the selection. | - |

Working With Portions of Text

| DESCRIPTION | | |
|---|---|--------|
|  | Spell button - Launches the spellchecker. | Ctrl+G |
|  | W3C Validate button - Launches the XHTML Validator. | |
|  | Cut button - Cuts the selected content and copies it to the clipboard. | Ctrl+X |
|  | Copy button - Copies the selected content to the clipboard. | Ctrl+C |
|  | Paste button - Pastes the copied content from the clipboard into the editor. | Ctrl+V |
|  | Format Stripper button - Removes custom or all formatting from selected text. | |

View

| INSERT AND MANAGE LINKS, TABLES, SPECIAL CHARACTERS, IMAGES and MEDIA | | |
|---|---|--------|
|  | Image Manager button - Inserts an image from a predefined image folder(s). | Ctrl+G |
|  | Insert Table button - Inserts a table in the RadEditor. | - |
|  | Insert Snippet - Inserts pre-defined code snippets. | - |
|  | Insert Form Element - Inserts a form element from a drop-down list with available elements. | |
|  | Flash Manager button - Inserts a Flash animation and lets you set its properties. | - |
|  | Windows Media Manager button - Inserts a Windows media object (AVI, MPEG, WAV, etc.) and lets you set its properties. | - |
|  | Document Manager - Inserts a link to a document on the server (PDF, DOC, etc.) | - |
|  | Hyperlink Manager button - Makes the selected text or image a hyperlink. | Ctrl+K |
|  | Remove Hyperlink button - Removes the hyperlink from the selected text or image. | - |
|  | Insert Special Character dropdown - Inserts a special character (€ ®, , , etc.) | - |

| DESCRIPTION | | |
|---|---|--------|
|  | Design button - Switches RadEditor into Design Mode. | - |
|  | HTML button - Switches RadEditor into HTML Mode. | - |
|  | Preview button - Switches RadEditor into Preview Mode. | - |
|  | Toggle Screen Mode - Switches RadEditor into Full Screen Mode. | - |
|  | Module Manager - Activates /Deactivates modules from a drop-down list of available modules. | - |
|  | Find and Replace - Find (and replaces) text in the editor's content area. | Ctrl+F |

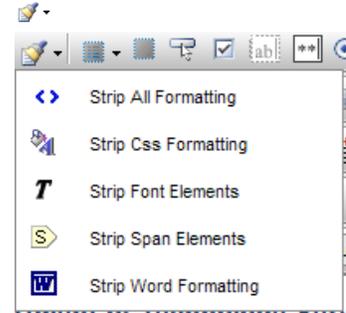
Miscellaneous

| DESCRIPTION | | |
|---|--|--------|
|  | Undo button - Undoes the last action. | Ctrl+Z |
|  | Redo button - Redoes/Repeats the last action, which has been undone. | - |
|  | Quick Help - Launches the Quick Help you are currently viewing. | - |

| OTHER KEYBOARD SHORTCUTS | | |
|--------------------------|--|---------|
| - | Selects all text, images and tables in the editor. | Ctrl+A |
| - | Finds a string of text or numbers in the page. | Ctrl+F |
| - | Closes the active window. | Ctrl+W |
| - | Closes the active application. | Ctrl+F4 |

Copying Formatted Text from Microsoft Word®

Copying formatted text from Microsoft Word® is pretty straightforward. Once you have pasted the formatted text in the editor, you can remove the Word-specific formatting that is not suitable for the web. To do that, first select the text and then select “Microsoft Word Formatting” from the Code Stripper dropdown list.



Indentation



Indentation allows you to move the selected paragraph to the left (Indent) or to the right (Outdent). The Outdent works only if Indent has been applied.

To apply indentation to the selected text, place the cursor inside a paragraph and click the indentation button

Creating Bulleted/Numbered Lists

To create bulleted or numbered lists, do the following:

1. Select the text that you want to convert to a bulleted/numbered list.
2. Click the Bulleted  /Numbered list  button on the toolbar.
3. Click the Indent  or Outdent  buttons / to create an inner level of numbering or bullets.

Inserting Special Characters (€, ®, ©, ±, etc.)

To insert a special character, do the following:

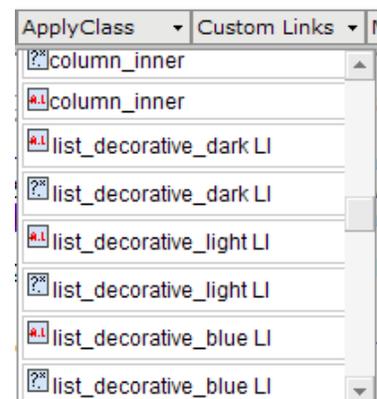
1. Select the place where you want to insert a special character.
2. Click the Insert Special Character button  .

Click to select the respective character in the dropdown list.

Applying CSS Classes

Predefined CSS classes are used to ease the process of formatting. To apply a CSS class, select the text first and then select a class from the CSS Class dropdown list on the toolbar.

To clear an activated CSS Class is as easy as applying it. To clear the CSS class, select the text first and then select “Clear Style” from the CSS Class dropdown list.



Applying Paragraph Styles

Predefined paragraph styles are used to ease the process of formatting paragraphs. The user can apply consistent paragraph styles to a document. The predefined styles include different heading styles, and other styles defined by the developer. To apply a paragraph style to some text, first place the cursor within the text, then from the paragraph.



Working with Hyperlinks

Inserting a Hyperlink

1. Select the text or object that you want to set as a hyperlink.
2. Click the Hyperlink Manager button . The Hyperlink Manager dialog appears.
3. In the URL field, enter the web address that you want the link to point to or from the Existing Anchor dropdown list, choose an anchor inserted in the current document.
4. *(Optional)* Select the Type of the link (or just leave it at the default value).
5. *(Optional)* Select a Target for the link.
6. *(Optional)* Enter a Tooltip. This text will appear when the mouse cursor is placed over the hyperlink (text or image).
7. *(Optional)* Apply a CSS Class.
8. Click OK.

Modifying a Hyperlink

1. Click inside the hyperlink (or in the image if you have an image link)
2. Right-click to open the context menu and click Set Link Properties. Alternatively, you may click the Hyperlink Manager button again . The Hyperlink Manager dialog will appear.
3. Modify the hyperlink attributes (URL, tooltip, etc.) and click OK.

Removing a Hyperlink

1. Select the text or image that has been set as a hyperlink.
2. Click the Remove Hyperlink button . You will notice that all formatting, related to links (blue color, underline, etc.) will be removed from the text. This holds true for the inserted documents as well.

Inserting Anchors

The anchor function is particularly helpful if you have a very long web page. With this function, your readers will be able to jump from one section of the page to another. In other words, the anchor is used for hyperlinks that lead to the same page or a particular place in another page. The anchor defines the destination to which a hyperlink must lead. Then you can create a hyperlink and point it to that anchor.

1. Define the Anchor. Place the cursor where you want the hyperlink to lead.
2. Click the Hyperlink Manager button . Select the Anchor tab. Enter a unique name for the anchor (e.g. “whatsnew”).
3. Click OK.
4. Create the hyperlink that will lead to the Anchor. Select some text or an image.
5. Click the Hyperlink Manager button again . Select the Hyperlink tab.
6. In the URL field, type “#” followed by the name of the anchor (in our case “whatsnew”, so you will have to enter #whatsnew). In addition, from the Existing Anchor dropdown list, you can select an anchor inserted in the current document.
7. Change the Type to “Other”.
8. Click OK.

Inserting E-mail Links

E-mail links do not lead to other web pages, but rather open the default e-mail application on a user’s machine and prompt them to send a message to the provided addressee. When creating e-mail links, you can also specify default subject for the message (e.g. “Request for information”).

Select the text image that you want to set as an e-mail link.

1. Click the Hyperlink Manager button . The Hyperlink Manager dialog appears.
2. Click the E-mail tab.
3. Enter the e-mail address in the Address field.
4. *(Optional)* Enter a text that will appear as an e-mail link.
5. *(Optional)* Enter a subject for the e-mail message in the Subject field.
6. *(Optional)* Select a CSS Class from the dropdown list.
7. Click OK.

Working with Tables

The editor offers two ways for creating tables. The table complexity depends on each end-users' preferences. For simpler tables, use the click-and-drag Table Builder, whereas, for more complex tables, use the Table Wizard.

Using the Table Builder

1. Position the cursor where you want to create the table.
2. Click the Insert Table button  on the editor toolbar.
3. Drag the mouse cursor to select the number of rows and columns you want. Click the left mouse button. Alternatively, you can click-and-drag to make the selection.

Using the Table Wizard

1. Position the cursor where you want to create the table.
2. Click the Insert Table button  on the editor toolbar.
3. Click the Table Wizard button at the bottom to open the Table Wizard dialog.

The Table wizard appears and you can use it to create your table and set its properties. To add or remove columns or rows, click up or down arrows next to Columns and Rows:

1. Click up arrow next to Column Span to merge the right cell with the cell you have selected. Click the down arrow button to unmerge the left cell.
2. The up or down arrows next to Row Span work in a similar way as Column Span but for rows.

If you click the OK button, the defined table will be created. Further customization of this table is allowed using the Table Properties, Cell Properties, and Accessibility tabs of the Table Wizard. The next few sections describe in detail how to modify tables.

Inserting a Table from Microsoft Excel® or Other Applications

Inserting a table from Microsoft Excel® or other applications into the editor is an easy copy-paste operation. Most of the formatting is preserved, including borders, text, numbers and cell color. Formulae, however, will not be pasted.

Formatting Tables

The Table Properties dialog allows you to fine-tune the appearance of a new or an existing table. You can reach the Table Properties tab in either of the following ways:

1. From the Table Wizard, click the Table Properties tab.
2. Right-click inside an existing table and select Set Table Properties from the context menu. This opens the Table Properties dialog.

Table Properties

Once the Table Properties dialog tab is opened, you can set the appearance of the table. This involves setting one or more of the following table properties:

- ◆ Height/Width - Specifies the height and the width of the table (in pixels or percent).
- ◆ ID - Setting an ID for a table gives some options for advanced table handling.
- ◆ CSS Class - Specifies table CSS class and style.
- ◆ Background - Sets the background color of the table.
- ◆ Background Image - Sets an image as the table background.
- ◆ Alignment - Aligns the table to the left, center or right side of the page.
- ◆ Cell Spacing - Increases or decreases the space between the borders of the cells.
- ◆ Cell Padding - Increases or decreases the space between the content and the border of a cell.
- ◆ Border - Includes setting border width, color, and layout.

Cell Properties

The Cell Properties dialog allows you to fine-tune the appearance of individual cells of a given table. You can reach the Cell Properties tab in either of the following ways:

1. From the Table Wizard, click the Cell Properties tab.
2. Right-click a table cell and select Set Cell Properties from the context menu. This opens the Cell Properties dialog.

Once the Cell Properties dialog tab is opened you can set the appearance of the individual cells. This involves setting one or more of the following cell properties:

- ◆ Height /Width - Specifies the height and the width of the selected cell (in pixels or percent).
- ◆ ID - Setting an ID for a cell gives options for some better cell handling (for advanced users and developers)
- ◆ No Text Wrapping - Enables/disables text wrapping (i.e. forces a new line when the text reaches the Cell border).
- ◆ Content Alignment - Aligns the content within the selected cell, vertically and horizontally.
- ◆ Background (color) - Changes the background color of the selected cell.
- ◆ Background Image - Sets an image as the cell background.
- ◆ CSS Class - Specifies cell CSS class and style.

Inserting/Deleting Rows and Columns

Once you have created a table, you can easily add or delete rows and columns. To do this, right-click inside a table cell to display the context menu. To insert a new row, do the following:

1. Place the cursor in the row on top or beneath which you want to insert a new row.
2. Right-click to open the context menu.
3. From the menu, select the Insert Row Above/Below.

You can insert new columns in a similar fashion. To delete rows or columns, simply place the cursor in the respective row/column and select Delete Row/Column from the context menu.

Merging/Splitting Cells

To merge a cell with the adjacent cell, do the following:

1. Select the cell.
2. Right-click to open the context menu.
3. From the menu, select Merge Cells Horizontally/Vertically.

To split a cell that has previously been merged, do the following:

1. Select the cell.
2. Right-click to open the context menu.
3. From the menu, select Split Cell.

Resizing Tables

You can resize an existing table in two ways:

- ◆ By specifying dimensions in the Table Properties tab (explained in the previous sections)
- ◆ By direct drag-and-drop.

To resize a table with a drag-and-drop, do the following:

1. Click the table border to select the whole table. Eight small squares will appear in the outer area of the table.
2. You can drag any of these handles vertically, horizontally or diagonally to resize the table. All cells that do not have exact dimensions (specified in pixels), will be resized evenly to accommodate the new table size.

Formatting Tables with CSS Classes

CSS class provides an easy and consistent way for formatting tables. In order to use the CSS Class, you have to first create the table and then open the Table Properties dialog to apply the predefined CSS class. To apply a CSS class to a table or an individual cell, you need to do the following:

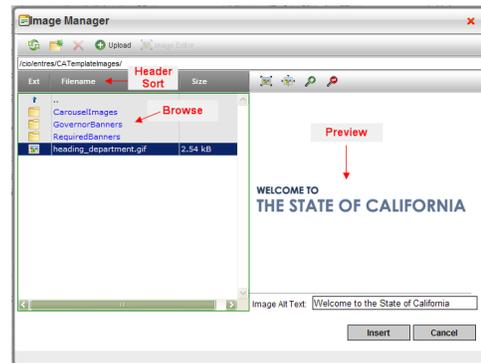
1. Click the table/cell. Right-click to open the context menu.
2. From the menu, click Set Table/Cell Properties to open the Table/Cell Properties dialog tab.
3. Select the CSS class from the dropdown list at the bottom of the dialog. iv. Click the OK button.

To generate content that can be interpreted by Accessibility Tools, the editor includes additional fields in the Table dialog. For more information on California State Web Accessibility, please visit the WebTools web site at <http://www.webtools.ca.gov/Accessibility/>.

Working with Images

The Image Manager dialog allows you to browse folders on the web server just like in a regular Windows Explorer. The folders to which you have access are pre-set by the site administrator. The Image Manager allows you to perform the following tasks:

- ◆ Browse folders and files
- ◆ Sort files by name and type
- ◆ Preview images, zoom in and out
- ◆  Refresh the screen
- ◆  Create new sub-folders *(If you are given permissions to create sub-folders in the respective folder. Please contact the developer of your application for details about the given permissions.)*
- ◆  Delete files and folders *(If you are given permissions to delete in the respective folder. Please contact the developer of your application for details about the given permissions.)*
- ◆  Upload new images to the server *(If you are given permissions to upload in the respective folder. Please contact the developer of your application for details about the given permissions.)*
- ◆ Manipulate images by resizing, rotating and changing the opacity within the Image Editor *(If you are given permissions to create sub-folders in the respective folder. Please contact the developer of your application for details about the given permissions.)*



Inserting an Image from the Web Server

1. Position the cursor at the place where you need to insert the image.
2. Click the Image Manager button  from the toolbar. A dialog box appears.
3. To go to a new subfolder, double-click its name. To go to the parent folder, double-click the up-arrow.
4. Locate the image file that you want to insert and click it once. A preview of the image appears in the right-hand side of the dialog.
5. Click Insert to finish or Close to cancel the operation.

Uploading Images on the Web Server

You can use the Image Manager dialog to upload images from your computer to the web server. Once uploaded, the image appears in the Browse Files tab at the bottom of the file list in the current folder.

To upload new images on the web server, do the following:

1. Click the Image Manager button to open the dialog.
2. Navigate to the folder in which you want to upload the image.
3. Click the Upload Image tab.
4. Click Browse to select an image from your computer.
5. Click Upload.

Editing Image Properties

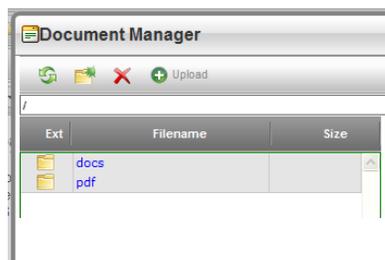
Once the image is inserted, you can manage its properties.

Working With Documents

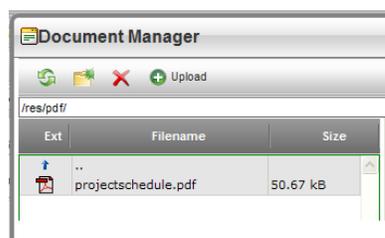
Browsing and Uploading Documents

In the edit content session, click on the Document Manager icon  shown at the top of your toolbar. The Document Manager window will appear illustrating the Refresh , New Folder , Delete , and Upload  icons (*see screen-print below*). The files shown are accessible within the specified directory. If you choose to upload a new document, click on the folder you wish to upload the document to and click the Upload icon at the top.

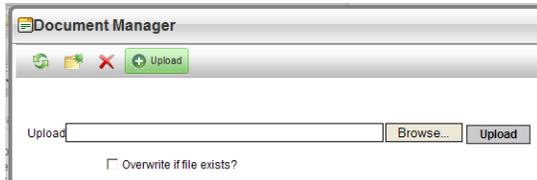
Please Note - if the Upload icon is grayed-out, you do not have permission to upload your file to that folder.



In the folder list on the left side, double-click on the folder to which you want your document uploaded to. The path will appear in the Document File box as shown below:



Once you've clicked the Upload icon , select the Browse button to locate your file and then click Upload to complete the process.



To delete a document from the site's folder, locate the file in the left-side file list. Then click on the file and click on the Delete icon . To confirm the deletion, click OK. To add a new folder, click the New Folder icon .

XHTML – Things You Need To Know

The new CA.gov templates require an XHTML 1.0 Strict document type. Although most of the editing you will need to do involves using the RadEditor HTML editor, there are times when you might have to directly edit the XHTML code to accomplish certain tasks that you cannot do with the RadEditor HTML editor. Listed below are several things that you should know about using XHTML 1.0 Strict:

- ◆ You may only use valid HTML elements and attributes. You cannot use deprecated elements and attributes. You can see the lists of valid and deprecated elements and attributes by clicking on the links at the top of *W3C's HTML 4.01* (<http://www.w3.org/TR/html401/>) Specification page.
- ◆ All tags (elements) must be written in lowercase.
- ◆ Nesting Elements – You have to put your close tags in the opposite order that they were added to the page. Correct: `<p>here is an emphasized paragraph.</p>`
- ◆ Incorrect: `<p>here is an emphasized paragraph.</p>` (the `</p>` and `` are in the wrong order.
- ◆ Closing tags: - All tags must be closed. For example, in HTML it is optional to include the `` and `</p>` closings, but in XHTML they are required. Also, for 'empty tags' such as the break tag, you must include a forward slash at the end to close the tag (use `
` instead of `
`).
- ◆ All attribute values must be quoted.

If you want to learn more about it, you can visit the *W3C site* (<http://www.w3.org/MarkUp/>).

Publish to Production

When you are ready to post your site to production, place your mouse over the URSUS top panel. Select Publish Site or Publish Page under Publish Menu. This site and/or page will be propagated to the publisher.

Sample of live web site (*Panels are no longer shown*).

The screenshot shows the official website of the California Office of Administrative Law. At the top, there is a navigation bar with links for Home, CCR, Notice Register, Underground Regs, Emergency Regs, Publications, Training, and OAL Proposed Regs. A search bar is located in the top right corner. The main content area is divided into three columns. The left column features a portrait of Governor Schwarzenegger and contact information for the Office of Administrative Law. The middle column contains the main heading 'Welcome to the Office of Administrative Law Website' followed by a detailed description of the OAL's role, including its responsibilities for reviewing regulations, assisting agencies, and publishing regulations. The right column is titled 'QUICK LINKS' and lists several key resources. Below the main text, there is a 'News/Information' section with several announcements, including the revision of the STD. 400 Form and the availability of the 2009 Rulemaking Calendar. At the bottom of the page, there are logos for 'Flex POWER.ORG' and 'HELP SAVE A CHILD WITH AMBER ALERT', along with a 'Back to Top' link and copyright information.

GOVERNOR SCHWARZENEGGER
Visit His Website

* Not maintained by OAL

CONTACT OAL:
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300 Capitol Mall, Suite 1250
Sacramento, CA 95814-4339
Phone (916) 323-6225
CALNET 473-6225
Fax: (916) 323-6826
e-mail: staff@oal.ca.gov
Reference Attorney phone message line: (916) 323-6815
Reference Attorney e-mail: staff@oal.ca.gov

Welcome to the Office of Administrative Law Website

The Office of Administrative Law (OAL) ensures that agency regulations are clear, necessary, legally valid, and available to the public. OAL is responsible for reviewing administrative regulations proposed by over 200 state agencies for compliance with the standards set forth in California's Administrative Procedure Act (APA), for transmitting these regulations to the Secretary of State and for publishing regulations in the California Code of Regulations.

OAL assists state regulatory agencies through a formal training program, as well as through other less formal methods, to understand and comply with the Administrative Procedure Act.

OAL also accepts petitions challenging alleged underground regulations—those rules issued by state agencies which meet the Administrative Procedure Act's definition of a "regulation" but were not adopted pursuant to the APA process.

OAL oversees the publication and distribution, in print and on the Internet, of the California Code of Regulations and the California Regulatory Notice Register.

News/Information

OAL's [STD. 400 Form \(Rev. 1/09\) Has Been Revised](#)
OAL has revised the Notice Publication/Regulations Submission form, known as the STD. 400 (REV. 01-09). The change made to the Form 400 is editorial and nonsubstantive in nature. The new STD. 400 form is available online or by contacting OAL directly. OAL will continue to accept the prior version of the Form 400 with notice and regulation filings.

The [2009 California Regulatory Notice Register Publication Schedule](#) is now available.

Preparations for the [2009 Rulemaking Calendar](#)
[Instructions for preparing the 2009 Rulemaking Calendar](#) are now available.

California Rulemaking Law Book
The [California Rulemaking Law](#) book is a convenient resource for the government and private sectors, attorneys, clients, advocates, and the general public to find the primary statutes and regulations governing rulemaking under the California Administrative Procedure Act (APA). The publication contains excerpts from the statutes and regulations and is an informational tool only. Please refer to the publications of the official statutes and regulations for the complete text. The cost is \$8.00 per book plus shipping.

Save energy, money and the environment. **Flex POWER.ORG**

HELP SAVE A CHILD WITH AMBER ALERT

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4 Additional Resources of Information

In case you cannot find the needed information in this manual pertaining to the WYSIWYG Editor, you can also seek the following resources.

- ◆ **Telerik RadEditor Documentation online at <http://www.telerik.com/documents/RadEditorAjaxEndUserManual.pdf>** *(Some features listed in this manual may not apply to the product you've received).*
- ◆ **Telerik Product Forums – visit <http://www.telerik.com/community/forums/aspnet-ajax/editor.aspx>**

