Simple Edit Masterclass
University of Western Sydney
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# Contents Page

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessibility</td>
<td>3</td>
</tr>
<tr>
<td>HTML Tidy</td>
<td>3</td>
</tr>
<tr>
<td>Replace Text Tool</td>
<td>3</td>
</tr>
<tr>
<td>Making links</td>
<td>5</td>
</tr>
<tr>
<td>General tips for links</td>
<td>5</td>
</tr>
<tr>
<td>When to open links in new windows</td>
<td>5</td>
</tr>
<tr>
<td>Accessible HTML Markup</td>
<td>6</td>
</tr>
<tr>
<td>Headings</td>
<td>6</td>
</tr>
<tr>
<td>Use the right tag for the job</td>
<td>7</td>
</tr>
<tr>
<td>Tables</td>
<td>8</td>
</tr>
<tr>
<td>How to Create a Table in the WYSIWYG</td>
<td>8</td>
</tr>
<tr>
<td>Editing a table's properties</td>
<td>10</td>
</tr>
<tr>
<td>Editing Cells</td>
<td>11</td>
</tr>
<tr>
<td>Editing a Row</td>
<td>13</td>
</tr>
<tr>
<td>Editing a column</td>
<td>14</td>
</tr>
<tr>
<td>Tips for accessible tables</td>
<td>15</td>
</tr>
<tr>
<td>Updating files</td>
<td>16</td>
</tr>
<tr>
<td>Updating existing assets</td>
<td>16</td>
</tr>
<tr>
<td>Why is there a delay for me to see changes made on the frontend?</td>
<td>16</td>
</tr>
<tr>
<td>Working with images</td>
<td>17</td>
</tr>
<tr>
<td>Image optimization</td>
<td>17</td>
</tr>
<tr>
<td>GIF or JPG?</td>
<td>17</td>
</tr>
<tr>
<td>Inserting an image</td>
<td>18</td>
</tr>
<tr>
<td>Uploading a new image</td>
<td>18</td>
</tr>
<tr>
<td>Layout Error! Bookmark not defined.</td>
<td></td>
</tr>
</tbody>
</table>
Accessibility

HTML Tidy

After you have edited the content of your page in the WYSIWYG Editor and clicked Commit, MySource Matrix will clean up the HTML code that was created, to ensure that it meets coding standards.

Tip: HTML Tidy runs every time you click Commit after entering content into the WYSIWYG.

The button in the top right hand corner of the division indicates the HTML Tidy accessibility checker status. The following statuses are displayed:

- ☑️ Green icon: HTML Tidy did not detect any accessibility issues with the content at the last time the Commit button was clicked.

- 🔴 Orange icon: HTML Tidy detected and fixed accessibility errors in the content. Hover over the icon to see a pop-up that contains the warnings. The warnings may relate to changes that HTML Tidy has already made to the content and may not require any action. Try clicking Commit again to see if you get the Green icon and no warnings.

Tidy errors will often occur after you have pasted in content from another source, such as Microsoft Word. If you still get warnings, try copy and pasting the content into Notepad or another simple text editor before copy and pasting into the WYSIWYG. This will strip all formatting and unnecessary code and you can then format the content as required in the WYSIWYG.

Tip: If you follow the recommendations for content creation in this document, your content should not have any significant warnings.

Replace Text Tool

The Replace Text tool allows you to remove various tags and attributes from the HTML source code. It is used when you are copying in content from other applications, such as Microsoft Word. When you copy content from Microsoft Word into the WYSIWYG Editor, a number of tags and attributes are also copied across. These tags and attributes can potentially break the content of the page within MySource Matrix and should be removed using the Replace Text tool.

Tip: Replace Text should be used every time you copy and paste content from Word.

Note: In most cases you can click the “Check All” option. However, if your content contains a table, you should uncheck the option to remove table tags.
How to use the Replace Text tool

1. After copying and pasting content from Word, click the Replace Text button. The Replace Text pop-up will appear.

2. In the Selected text only? drop-down, choose No. If you only want to tidy the highlighted portion of the text, choose Yes.

3. Click the Check All option. If your content contains a table, un-check this.

4. Click OK. Matrix will ask if you are sure that you want to proceed.

5. The pop-up will close, and your tidied content will appear in the WYSIWYG editor. When you’ve finished, click Commit.

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**Replace Text**

**Replacement types**

- Selected text only? Yes
- Check All

**Non-extreme options**

- Remove `<font>` tags
- Remove double spaces
- Remove non-HTML tags
- Change Microsoft Word®’s bullets
- Remove soft hyphens (&shy;)

**Extreme options**

- Remove `style` attribute
- Remove `class` attribute
- Remove `<table>` tags
- Remove `<span>` tags
- Remove all empty tags
- Remove all tags’ attributes (except HREF and SRC)
Making links

General tips for links

- Use descriptive link text; try to describe what will happen when the user clicks the link. For example, if the link will perform an action, such as downloading a document or opening a form, you could use the following text:
  - Download the latest map
  - Leave us some feedback
- If the link leads to another location, describe where the link leads:
  - Visit the Future Students website
  - See our organizational chart
- Some descriptive text should accompany an external link that indicates that the link will open in a new window. This text should occur consistently for every external link.
- In the WYSIWYG you can select the link and then select the class “external” from the css styles dropdown. This allows for links with the class “external” to be styled uniquely, if required.

All external links should be consistent in their behavior – if one link should open in a new window, all of them should. Some descriptive text should accompany the link that informs the user that the link will open in a new window. This text should occur consistently for every external link.

When to open links in new windows

Opening links in new windows has accessibility implications because it renders the browser’s “Back” button irrelevant. Opening a new window without warning can be confusing for users with a cognitive impairment.

The exception is that it may be appropriate for files to open in a new window, to allow the user to decide what to do with the file. Again, this should occur consistently across the site.
**Accessible HTML Markup**

**Headings**

To create accessible markup in the WYSIWYG you can think of your web pages as structured documents in the same way as a Word document is a structured document.

- There should only be one Heading 1 per web page, as it is the master heading.
- The number of headings and heading hierarchy will depend on the content of the page.
- For example, some pages may only require a Heading 1, followed by some paragraphs of text.

Accessible markup entails the proper use of headings. The heading type denotes the **significance** and **hierarchy** of sections, in the same way as headings denote the significance and hierarchy of sections in a Word document.

Headings should follow each other in descending order, like so:

**Heading 1**
- **Heading 2**
  - **Heading 3**
  - **Heading 4**

Pages that have multiple sections may have headings 2, followed by heading 3s, as per the following example.

**Heading 1**
- **Heading 2**
  - **Heading 3**
  - **Heading 3**
  - **Heading 2**
  - **Heading 3**
  - **Heading 4**
  - **Heading 4**

In the example above, the first section (Heading 2) has 2 sub sections (Heading 3). The second section has 1 sub section which are then split into further subsections (Heading 4).

In the example above the Heading 2s have the same importance in the document like, for example, the "News" and "Events" sections on a homepage. The headings they are given define their **significance**.

In this example, the **individual** news and events listed in the section, would have a Heading 3.

The following example is inappropriate, as there is no heading 3:

**Heading 1**
- **Heading 2**
  - **Heading 4**
Use the right tag for the job

- Pieces of content should be formatted in the WYSIWYG (marked up) according what they are. For example, a paragraph of text should be marked up as a paragraph, not separated with multiple break <br> tags.

  Tip: Hit enter after typing to wrap the content in a paragraph tag, or shift and enter for a break tag.

- Use tables for tabular data only.

- Avoid using headings when you mean to emphasise some text.

- Try and use predefined styles for the website rather than heavily styling content in the WYSIWYG – mixing styling markup with content impacts its accessibility for screen readers.
Tables

Tables can be created in the WYSIWYG from scratch or they can be copy and pasted from a Microsoft Word document. If a table is copy and pasted, the Replace Text tool should be used to clean the code of the table with the Remove <table> tags and Remove all tags’ attributes options un-selected.

How to Create a Table in the WYSIWYG

1. Enter the WYSIWYG Editor.
2. Put the cursor where you want to insert the table.
3. Select the Insert Table Button.
4. The following pop-up window will appear:

5. Enter in the following information.
   - **Rows**: enter the number of rows for the table.
   - **Cols**: enter the number of columns for the table.
   - **First Row**: click this box to indicate that the first row in the table will be used for headings.
   - **First Column**: click this box to indicate that the first column in the table will be used for heading.
     - **Tip**: Headings make a table more accessible.
   - **Width**: set the width of the table. You can specify width in the following units:
     - **%**: specifies the width of the table as a percentage of the current screen width.
     - **px**: specifies the exact width of the table in pixels.
     - **Tip**: If you enter a percentage of the current screen width, the width of the table will change if the window is resized.
   - **Border**: set the width of the table border in pixels.
     - **Tip**: If no border setting is entered, newer browsers will display a one-pixel border by default.
   - **Summary**: enter a summary for the table that is being created.
     - **Tip**: A Summary makes the table more accessible.

6. When you have completed filling in the information click the OK button. The table will be created in the WYSIWYG Editor, as shown in the figure below.
7. Enter the information in the table cells as required, by clicking in the cell in the WYSIWYG and typing.
Editing a table’s properties

1) Enter the WYSIWYG Editor

2) Click within the table and then click the Table Properties button. The Table Properties screen, shown in the figure below, will appear.

3) Enter in the following information

   **ID:** enter a unique ID (name) for the table.
   **Caption:** enter the caption to be used for the table.

   *Tip: The caption of the table is recommended for accessibility purposes.*

   Other attributes like width, summary and borders can be edited here, if required.
Editing Cells

1) Enter the WYSIWYG Editor

2) Click on the table properties button

3) Click on the button in the Selectors section. A panel will appear:

4) Select the cell you want to edit in the table on the left-hand side of the screen.

   Tip: You must select a cell in the table on the left-hand side of the Table Properties pop-up before trying to edit the settings for a cell.

You can specify the width and height of the cell in the boxes provided. You should select from the following for units:

   %: specifies the width of the cell as a percentage of the table width.

   px: specifies the exact width of the cell in pixels.

Border: if required, enter the width of the border in pixels and select the style of the border from the drop down list.

Modify: These buttons allow you to modify the currently selected cell

To Merge a cell horizontally. (Add Colspan) Click this button to span the cell that is currently selected over the next column.

To Split a cell horizontally. (Delete Colspan) Click this button to remove the colspan of the currently selected cell.

To Merge a cell vertically. (Add Rowspan) Click this button to span the cell that is currently selected over the next column.

To Split a cell horizontally. (Delete Rowspan) Click this button to remove the colspan of the currently selected cell.

Head Cell: click this button to set the currently selected cell as the head cell.

Horizontal: click on the button to set the horizontal alignment of the currently selected cell.

   Align left

   Align center
Align right

**Vertical:** click on the button to set the vertical alignment of the currently selected cell.

- Align top
- Align middle
- Align bottom
Editing a Row

1) Enter the WYSIWYG Editor

2) Click on the table properties button

3) Click on the button in the Selectors section; the Row Properties panel will appear

4) Select the row you want to edit in the table on the left-hand side of the screen.

Tip: You must select a row in the table on the left-hand side of the window before trying to edit the settings of the row.

You can specify the width and height of the row in the boxes provided. You should select from the following for units:

- %: specifies the width of the cell as a percentage of the table width.
- px: specifies the exact width of the cell in pixels.

**Border:** if required, enter the width of the border in pixels and select the style of the border from the drop down list.

**Modify:** These buttons allow you to modify the currently selected row.

- Add Row: click on this button to add a row below the currently selected row.
- Delete Row: click on this button to delete the currently selected row.
- Heading Row: click this button the set the currently selected row as the head.

You can also change the vertical and horizontal alignment in the same way as you did for cells.
Editing a column

1) Click the button in the Selectors section. The Column Properties panel will appear:

2) Select the row you want to edit in the table on the left hand side of the screen.
   Tip: You must select a column in the table on the left-hand side of the window before trying to edit the settings of the row.

You can specify the width and height of the column in the boxes provided. You should select from the following for units:

- %: specifies the width of the cell as a percentage of the table width.
- px: specifies the exact width of the cell in pixels.

Border: if required, enter the width of the border in pixels and select the style of the border from the drop down list.

Modify: These buttons allow you to modify the currently selected column.

- Add Column: click on this button to add a column after the currently selected column.
- Delete Column: click on this button to delete the currently selected column.
- Head Cell: click this button to set the currently selected column as the head.

Scope: If you have set the first column as Table Headers in the Insert Table pop-up, click on the column on the table on the left-hand and for scope select Row. Conversely, if you have set the first row as Table Headers in the Insert Table pop-up, click on the row on the table on the left-hand and for scope select Column (see How to Create Accessible Tables, below for more information).
Tips for accessible tables

- Tables should really only be used for tabular data, like charts, whenever possible.
- They should really not be used for laying out a page.
- If tables are used for layout they should only contain the contents of the cells, like images or text.
- The cells should not contain any additional styling information like background or font colours.

An accessible table should contain:

Summary – gives the table some context.
1. Enter the WYSIWYG Editor.
2. Click the Insert Table Button.
3. In the pop-up in the Optional Attributes Area type the Summary.

Tip: A summary can also be entered from the Table Properties pop-up.

Table Headings (TH) – define the headings for rows or columns. These are useful for screen readers.
4. In the Table Headers Section, click First Row or First Column.
5. Click OK.

Caption – give the table a heading.
6. Click in a table cell in the WYSIWYG, and then click the table properties button.
7. Enter an ID (a unique name) in the ID field.
8. Enter a caption (heading for the table) in the Caption field.

Scope – used to define columns or rows as part of the same group
9. In the Selectors Field click the Cell button.
10. For the cell that you want to use to define the scope (grouping), click in that cell in the table on the left-hand side of the Table Properties pop-up.
11. With the cell selected, in the Scope drop-down menu, choose Row or Column.
12. Click OK.
**Updating files**

**Updating existing assets**

If you need to edit a page that already exists, you can give the page the status of “Safe Edit”, while you make the changes.

However, if a page is affected by a Workflow that has been pre-defined in MySource Matrix it may also mean that the changes will have to be approved if that is how the Workflow has been set up for your website.

*Tip: Safe Edit is the recommended status for editing live pages. The public will still see the old version of the page.*

*Note: Simple Edit content authors cannot override Matrix Workflows. If a workflow is applied to an asset, you must use the Safe Edit status to change the asset.*

**Why is there a delay for me to see changes made on the frontend?**

Sometimes you will make a change and when you preview the page from the front-end the change will not appear. This is because of something called caching.

In simple terms caching speeds up websites taking a snapshot of website content. UWS sites have multiple layers of cache which means that files get stored and stay that way until the cache is cleared - usually within 24 hours.

If you can preview the page in Simple Edit and it is “Live” but you cannot see it on the front-end, it is because cache has not cleared.

*Tip: At the end of the web address in the browser, if you type /_nocache, you will see the page as it will appear when the cache is cleared.*
Working with images

Image optimization

When optimizing images for the web, screen size and file size are two areas that need to be considered. Screen size relates to the size on screen of the image in pixels. Files size relates to the size of the image in bytes or kilobytes.

Images should be produced at the smallest file size as possible to ensure fast-loading web-pages. Images with a large screen size will generally also have a large file size.

Many large images on a page will affect the speed of downloading the page to the browser.

If images are being created specifically for use on the site, it may be easier if they are created at the appropriate physical size, rather than resizing them in Simple Edit.

Major size changes and cropping should be made before the images are to be inserted in content.

GIF or JPG?

GIF and JPG are among the most common formats for web images.

- JPGs should be used for photographic images or images with a lot of fine detail.
- GIFs should be used more for graphic-like images that have a limited colour palette and low level of detail.

JPGs are generally larger in file size than GIFs. They can be reduced in quality within an image-editing program. Reducing the image quality will reduce the file size and may not have too much of an effect on the visual quality of the image on a screen. Most JPGs can be reduced to 60% image quality without actually affecting their appearance and can greatly the file size of the image. The amount the image quality can be reduced without affecting the actual visual quality will depend on the image and the amount of detail.

In a similar way, GIFs can have the amount of colours used in them to reduce the file size but maintain a good overall visual quality. Most image-editing software has pre-defined settings for the GIF file type to limit the number of colours used to 256, 128, 64, 32, 16, 8, 4 colours. The lowest number of colours should be used while maintaining a good visual quality.
Inserting an image

1. Enter the WYSIWYG Editor
2. Insert the cursor, where you want to put your image
3. Click the Insert Image button which brings up the following pop-up window:

   ![Insert Image Pop-up Window]

4. In the General section click the Change button; the asset map will turn purple.
5. Use the asset map to locate the image you wish to insert.
6. When you have located the image, right-click on the image name and select Use Me.
7. Enter in some text in the alternate text field.
8. In the Layout section, change the alignment as required (see Layout section below)

Uploading a new image

1. Enter the WYSIWYG Editor
2. Place the cursor where you want to put your image
3. Click the Insert Image button
4. Click the Create Image button, which will reveal the details below:
5. In the Create an Image field, click Browse and navigate to image on your computer.
6. In the Create under field, click Change, and the asset map will turn purple.
7. Navigate to the location that you want to upload the image to (This can be the page you are working on, the Media folder, or an images folder somewhere else).
8. Right click on the name of the asset that you want to upload the image underneath and select “Use Me.
9. Click Create & Use Image. A preview of the image will appear in the preview area.
10. Enter some text in the alternate text field.
11. In the Layout section, change the alignment as required (see Layout section below).
12. Click OK, and the image will appear in the page.

**Layout**

This section allows you to change the layout of the image within the content of the page.

**Alignment:** select the alignment of the text around the image. You can choose from:

- **Left or Right:** select these options to specify a floating image; the image is placed at the left or right margin and content flows around it.
- **Top:** aligns the top of the image with the top of the tallest item in the line. This could be text or another image.
- **Text top:** aligns the top of the image with the top of the tallest text in the line. This is usually the same as Top, but not always, depending on whether there is another image in the line.
- **Middle:** aligns the middle of the image with the baseline of the current line.
- **Abs middle:** aligns the middle of the image with the middle of the current line.
- **Baseline:** aligns the bottom of the image with the baseline of the current line.
- **Bottom:** aligns the bottom of the image with the bottom of the current line. This is essentially the same as Baseline.
- **Abs bottom:** aligns the bottom of the image with the bottom of the current line.

**Replacing images**

1. Enter the WYSIWYG Editor.
2. Click the Image that you want to change.
3. Click the Insert Image button.
4. Either click Change to navigate to a new image or click Create a new image and upload a new image.
5. Change the Alternative Text.
6. Click Ok.
7. The old image will be replaced with the new image.
Tips for accessible images

Images in web pages require alternative text (alt) for people using screen readers. The alternative text should be descriptive.

If the image contains text as the main part of the image, the alternative text should be the text in the image.

If the image is of a complex chart or diagram, it should be explained with some text that accompanies the image.

Eg. For a logo for University of Western Sydney that contains that text, a good alternative text is University of Western Sydney.

Phrases like image of., photo of..., logo etc. are inappropriate for alternative text because they add no meaning to the description.