Chapter 9 Editing Content with the Rich Text Editor

Creating richly-formatted text on the Internet has always been a complex task, but an updated Rich Text Editor (RTE) included in CommonSpot makes editing text through a Web browser as easy as using your favorite word processing software. Thanks to a suite of powerful features, CommonSpot’s Rich Text Editor allows anyone to format text online as only professionals have been able to until now.

The Rich Text Editor is a common component used by several tools/elements within CommonSpot. They include:

- The Formatted Text Block and Formatted Text Block (without header) elements
- A metadata form within the Custom Metadata dialog
- As one of the fields in a Custom Element
- As one of the fields in a Simple Form

When included in any of the above, the Rich Text Editor operates the same. The following segments within this chapter will provide detailed descriptions of the RTE’s capabilities.

- Work Space Orientation
- Formatting Text
  - Text Color
  - Background Color
  - Color Palette
- Bold, Italic and Underline
- Alignment and Indentation
- Lists
- Superscript & Subscript
- Insert Link
- Insert Image
- Insert Field
- Insert HTML Snippet
- Insert Table
- Insert Horizontal Rule
- Insert Special Character
- Using Styles
CommonSpot’s Rich Text Editor provides:

- A well–organized interface
- Property inspectors
- Standards–based CSS rendering
- HTML code cleaning
- Re–usable Snippets

**Well organized interface:** Four (4) logically–organized toolbars make it easier to find features, and usability has been improved through new icons, labels, and tooltips on buttons and drop–down menus.

**Property inspectors:** Advanced options are available when adding many types of content (tables, images, links, buttons, etc.) through the Rich Text Editor. For example when adding a table, advanced options include settings for table alignment and for the width and color of the table borders. The new version of the Rich Text Editor groups all of these options together in a Property Inspector panel that is always visible at the bottom of the page. The options on the Property Inspector change depending on what you are managing at the time. For example your Property Inspector panel will display one set of options while you are managing text, but when you change to managing a table, the Property Inspector will change to show options relevant to tables.

**CSS–based rendering:** CommonSpot’s rich text editor provides robust support for rendering via CSS styles. The editor can be configured by the site administrator to either show a listing of styles based on the current page’s style sheets, or to display a listing of style based on registered styles. The styles are available for selection through the **Style** drop–down selection list in the rich text editor’s toolbar. The Styles in the selection list are rendered as they will look on the page so that you can easily pick the one you want.
In addition, Contributors can format a block of text as a single unit, using familiar formatting headings such as H1, H2, <p>, and <div>. Simply select the paragraph or place the cursor inside it, then choose a heading tag from the Format drop-down menu in the toolbar. The heading is set for the entire paragraph that contains the current selection. If that paragraph already has a heading tag applied, that tag is replaced by the new one. In the screen shot below you can see the block level formats in the Format drop-down menu.

![Format Menu Example]

**Content Snippets:** When the same content is used in multiple places, you don’t need to maintain each instance separately. Instead, you can use snippets to save time and minimize editing. A snippet is an .htm file that you can insert in page at any time. This file contains a certain structure and design that you often need when editing online content.

**HTML Code Cleaning:** There are many times when the content that you are about to publish has been saved previously in Microsoft Word. When copying text from MS Word and pasting it into the Rich Text Editor, you’re also pasting in tags created specifically for Word that can create problems when the text is displayed as HTML. To ensure that content displays correctly in a browser, these extra tags should be removed. You can significantly reduce the time you spend reformatting your documents in HTML if you use the HTML cleaning functions. The Rich Text Editor even has a paste function specifically for Word content, which helps you get the best results so that you get the most out of both editing tools.

### 9.1. Work Space Orientation

The **Rich Text Editor** interface is shown in the image below. The important regions are, from top to bottom, the **Toolbars**, the **Editable Region**, the **Tag Selector**, and the **Inspector Panel**.
9.1.1. Toolbars

Toolbars are at the very top of the Rich Text Editor interface. They present buttons and drop-down menus grouped into four categories:

The **Standard** toolbar displays controls for the following: **Cut**, **Copy**, **Paste**, **Undo**, **Redo**, **Find/Replace**, **Show/Hide Table Borders**, **Show/Hide HTML**, **Show/Hide Property Inspector**, **Help**.

The **Formatting** toolbar displays controls for the following: **Text Color**, **Background Color**, **Bold**, **Italic**, **Underline**, **Align Left**, **Center**, **Align Right**, **Print**, **Numbered List**, **Bulleted List**, **Decrease Indent**, **Increase Indent**, **Clean HTML Content**, **Superscript**, **Subscript**.

The **Insert** toolbar displays controls for the following: **Image**, **Link**, **Field**, **HTML Snippet**, **Insert Table**, **Horizontal Rule**, and **Special Character**.
The **Styles** toolbar displays controls for the following: **Format, CSS Style, Font, Size**.

For detailed help on any button or drop down selection list within the toolbar, simply click the help icon at which time your cursor will change to a pointer with a question mark.

If you then click another button using the question mark cursor, context sensitive help for that button is displayed.

### 9.1.2. Editable Region

The editable region is in the center of the interface, where the content is displayed and edited in a WYSIWYG format. As you edit content the current selection is also indicated in a manner similar to that of Microsoft Word. Depending of the type of content being edited the selection may appear different. The image below shows a table selected with the Editable Region.

![Editable Region](image)

### 9.1.3. Tag Selector

The Tag Selector is located directly below the Editable Region and displays the hierarchy of HTML tags around the current selection (or cursor position). By clicking any of the tags displayed, the selection is applied to the current tag and the Inspector Panel is updated to reflect the properties of the selection. For example, the following would be displayed if the current selection was within a cell of a table.

![Tag Selector](image)

You can also remove the current tag. For example, if a table is selected in the editable region, the Tag Selector could look like this, with the **Remove Tag** option displayed to the right of the `<TABLE>` tag:

![Tag Selector with Remove Tag](image)
9.1.4. Inspector Panel

The Inspector Panel, at the bottom of the Rich Text Editor interface, displays important properties of whatever is selected on the page, such as images, tables, links, horizontal rules, buttons, and text areas.

There are several property panels, described later in this chapter. To go directly to the property panel explanations, click the links below:

- Cell Properties
- Row Properties
- Table Properties
- Image Properties
- Link Properties
- Numbered List Properties
- Bulleted List Properties
- List Item Properties

9.2. Formatting Text

This section describes the text formatting options provided by the Rich Text Editor, with the following segments:

- Text Color
- Background Color
- Color Palette
- Bold, Italic and Underline
- Alignment and Indentation
- Lists
- Superscript & Subscript
- Using Styles
- Working with Images
9.2.3. Bold, Italic and Underline

The CommonSpot rich text editor allows you to apply the common formats Bold, Italic, and Underline to text, as explained below.

9.2.3.1. Bold

To apply the bold style to your text, click the ‘Bold’ button on the toolbar or use the shortcut keys "Ctrl+B":

![Bold button](image)

The effect will be applied to the selected text. You can also check to see if text is formatted as bold by placing your cursor inside that text and looking at the ‘Bold’ button to see if it is activated.

To remove the bold style, select the text and deactivate the ‘Bold’ button by clicking it.

9.2.3.2. Italic

To apply the italic style to your text, click the ‘Italic’ button on the toolbar or use the shortcut keys "Ctrl+I".
The effect will be applied to the selected text. To check if the formatting style of any text is set to italic, place the cursor inside that text or select it, and look at the ‘Italic’ button to see if it is activated.

To remove the italic style, select the text and deactivate the ‘Italic’ button by clicking it.

### 9.2.4. Alignment and Indentation

From the CommonSpot rich text editor, you can easily set alignment and indentation for your paragraphs, using the alignment and indent keys as described below.

#### 9.2.4.1. Align Left

To apply the left alignment style to your selected paragraph(s), click the ‘Align Left’ button on the toolbar or use the shortcut keys “Ctrl + Shift + L”:

![Align Left Button]

The selected paragraph(s) will be aligned to the left margin of the page.

#### 9.2.4.2. Center

To apply the centered alignment style to your selected paragraph(s), click the ‘Center’ button on the toolbar or use the shortcut keys “Ctrl + Shift + E”:

![Center Button]
The selected paragraph(s) will be centered on the page.

9.2.4.3. Align Right

To apply the right alignment style to your selected paragraph(s), click the ‘Align Right’ button on the toolbar or use the shortcut keys “Ctrl+Shift+R”:

The selected paragraph(s) will be aligned to the right margin of the page.

9.2.4.4. Justify

To apply the justified alignment style to your selected paragraph(s), click the ‘Align Justify’ button on the toolbar or use the shortcut keys “Ctrl+Shift+J”:

The selected paragraph(s) will be aligned to both margins of the page (left and right) and text will be distributed uniformly across the page.

Note: The left, centered, right, and justified alignment functions always affect paragraphs. So to apply the alignment to any single paragraph, you do not have to select the whole paragraph. Just click anywhere inside the paragraph and then press the corresponding button on the toolbar.

9.2.4.5. Increase/Decrease Indent

By pressing the ‘Increase Indent’ button on the toolbar, the indentation function is called:

The distance is increased between the current paragraph (the selected one or the one where the cursor is placed) and the left page margin.

Each time you click the ‘Increase Indent’ button, the left margin increases.

The ‘Decrease Indent’ button reverses ‘Increase Indent’ operation, so you can apply it only if ‘Increase Indent’ was already applied to the text. The text moves to the left each time you click the ‘Decrease Indent’ button on the toolbar or use the shortcut keys “Shift+Tab”:
9.2.5. Lists

The rich text editor allows you to format lists to be bulleted or numbered. You can also choose from many styles of bullets and numbers to customize the look of your lists.

9.2.5.1. Numbered List

If you select several paragraphs and then click the ‘Numbered List’ button on the toolbar, the Rich Text Editor inserts a number at the beginning of each paragraph, in ascending order:

If at the end of a numbered paragraph you press the ‘Enter’ key, the new paragraph will also begin with a number. To end the numbered list, press ‘Enter’ twice after the last item in the list.

To unset a numbered list, select it and then click the same button to deactivate the style.

If you place the cursor inside a numbered paragraph that is somewhere in the middle of a series of numbered paragraphs and you deactivate the ‘Numbered List’ button, that paragraph will no longer be numbered and the following paragraph’s number will be reset to 1.

To create a nested numbered list, click a list item in an existing list and press the ‘Tab’ key. The paragraph is indented and its number resets to 1. The number of the following paragraphs are decremented.

Note: In Mozilla/Firefox only, if you apply a numbered list to each paragraph separately (instead of applying it to a selection of several paragraphs), the numbering will be reset each time (each paragraph number will be set to 1).

9.2.5.2. Numbered List Properties

When you select at least two items in a numbered list or when the <OL> tag is selected in the Tag Selector, the Numbered List Properties panel is displayed:

<table>
<thead>
<tr>
<th>Element ID</th>
<th>Numbering Type</th>
<th>Start at</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Arabic (default)</td>
<td>1</td>
</tr>
</tbody>
</table>

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If you want to change the properties of the numbered list, follow the instructions below:

In the **Element ID** text box enter some value to uniquely identify the numbered list on the page.

In the **Numbering Type** drop-down menu you can change the numbering style of the list items. The available options are:

- **Arabic (default)**: 1, 2, 3...
- **Lower alpha**: a, b, c...
- **Upper alpha**: A, B, C...
- **Lower roman**: i, ii, iii...
- **Upper roman**: I, II, III...

In the **Start at** text box, enter a number equal to or greater than zero that the numbered list should start with. For example, if you enter 44, the first item in the ordered list will be preceded by 44, d, D, iv or IV (depending on your preferred numbering type).

### 9.2.5.3. Bulleted List

If you select several paragraphs and then click the ‘Bulleted List’ button on the toolbar, the Rich Text Editor will insert a bullet at the beginning of each paragraph:

If at the end of a bulleted paragraph you hit the ‘Enter’ key, the new paragraph also be bulleted. To end the bulleted list, press ‘Enter’ twice after the last item in the list.

To unset a bulleted list, select it and then click the ‘Bulleted List’ button to deactivate the style.

To check if a paragraph or a list displays the Bulleted List style, place the cursor inside that paragraph or select it, and check if the ‘Bulleted List’ button is activated.

When the ‘Tab’ key is pressed while the cursor is inside a bulleted paragraph, that paragraph is indented and the bullets change their shape to indicate a sub-list.

**Note:** In Mozilla/Firefox only, if you apply a bulleted list to each paragraph separately instead of applying it to multiple selected paragraphs, the spacing between paragraphs will increase.

### 9.2.5.4. Bulleted List Properties

The Bulleted List Properties panel is displayed when you select at least two items in a bulleted list or when the `<UL>` tag is selected in the **Tag Selector**.
To configure properties of the bulleted list, follow the instructions below:

In the **Element ID** text box enter a value to uniquely identify the bulleted list on the page.

In the **Bullet Shape** drop-down menu you can change the shape of the bullets displayed before the list items. The available options are:

- Disc
- Circle
- Square

You can also set options for one list item at a time if you want to, in the **List Item Properties** panel, described below.

### 9.2.5.5. List Item Properties

The **List Item Properties** panel is displayed when you select or simply place the mouse cursor inside a list item (the list can be numbered or bulleted), or when the `<LI>` tag is selected in the **Tag Selector**.

If the list is numbered, the panel looks like this:

To configure this panel, follow the instructions given for the Numbered List Properties panel. Know that the number you enter in the Start at text box will be associated to the list item and displayed before it (as either a number, an alpha character, or a roman character).

If the list is bulleted, the panel looks like this:
To configure this panel, follow the instructions given for the Bulleted List Properties panel.

Note: For both situations above, in the Element ID text box enter some value to uniquely identify the list item on the page.

9.2.6. Superscript & Subscript

Superscript is often used for trademark indications, and both superscript and subscript are used in mathematical expressions. CommonSpot allows you to format your text in both styles.

9.2.6.1. Superscript

To make text display as superscript, select the text and click the ‘Superscript’ button on the toolbar:

![Superscript](image)

The effect will be applied to the selected text:

```
This is some superscript data.
```

To check if the formatting style is set to Superscript, place the cursor inside the text or select it, and check if the ‘Superscript’ button is activated. To remove the Superscript style, select the text (if it's only one word, you can just click inside it) and deactivate the ‘Superscript’ button by clicking it.

9.2.6.2. Subscript

To make text display as subscript, select the text and click the ‘Superscript’ button on the toolbar:

![Subscript](image)

The effect will be applied to the selected text:

```
This is some subscript data.
```

9.2.7. Insert Image

To insert a line drawing, photograph, or any other kind of image, just click the icon with an image of a mountain. You will be prompted to specify all the required information to
insert the picture. For more information on the Insert Image feature, see Image Properties Dialog.
9.2.8.2. Applying Formatting Styles

The Format drop-down menu contains some classic heading and formatting tags that you can apply to your text:

If you want to apply a specific heading tag, first select the text or place the cursor inside it. Then choose a heading tag from the Format drop-down menu in the toolbar. The heading will be set for the entire paragraph that contains the current selection. If that paragraph already has a heading tag applied, it will be replaced by the new one.

9.2.8.3. Font Face

The Rich Text Editor allows you to change the fonts for your text by selecting from the Font drop-down menu available in the toolbar.

Note: You can modify the default font list in a configuration file.

The automatic selection of the current font is a feature that allows you to easily find out what font a particular word or text has just by selecting it or by positioning the cursor inside it.

If you select text with more than one font applied (to different words), no font will be displayed in the Font drop-down menu.

When changing the font for a selection that has multiple fonts applied, all of the selected text will be set to have the new selected font. Note that this behavior is different from the way CSS styles behave.
When a CSS style containing references to new fonts is imported into a document, those new styles will appear in the **Font** drop-down menu.

### 9.2.8.4. Font Size

You can change font size by selecting the text and choosing a size from the **Size** drop-down menu available in the toolbar:

The size change affects the selected text. By default, the text size is set to 14 pixels. The text sizes are similar to the ones used by the most word processors, including Microsoft Word and OpenOffice.

The current font size will be automatically selected in the **Size** drop-down menu. To see what size a specific text is, simply select the text or click inside it, and then check out the font size drop-down menu.

However, if a text selection has more than one font size applied, a size will no longer be displayed in the drop-down menu.

When changing the size of a text selection that has multiple sizes applied, they will all be replaced by the new size.

### 9.2.8.5. Right-click Operations for Text Selection

If you select some text in the Rich Text Editor’s editable region and right-click it, a pop-up “contextual” menu will be displayed containing the available action options:

The text contextual menu provides the following operations:
• **Cut** – remove the selected text from the page and place it on the clipboard. This menu entry performs the same action as the Cut command in the toolbar.

• **Copy** – copy the selected text to the clipboard and leave it on the page as well. This menu entry performs the same action as the Copy command in the toolbar.

• **Paste** – replace the selected text with the content from the clipboard (or if there is no selection, simply place the content at the cursor location). If no content is on the clipboard, the Paste option is disabled. This menu entry performs the same action as the Paste command in the toolbar.

• **Paste from Word** – replace the current selection with clipboard content that has been copied from Microsoft Word. Whenever you try to paste content from Word, you will be asked if you want to clean it first of all the formatting tags that are specific for Microsoft Word. You can think of the Paste from Word command as a combination the Paste command and the Clean Word Markup command. If the content you copied from Microsoft Word includes images, when you paste it in the Rich Text Editor area you'll notice that images are replaced by a generic placeholder so that you will not lose track of them and their position. This way you can easily upload and then insert the needed images in the page.

• **Clean content** – this sub-menu expands when you hover the cursor over it. Read about its role and the three options [here](#).

As you might have noticed, the right-click contextual menu groups together related options that are often used, and can save a considerable amount of time.

### 9.3. Working with Images in the RTE

This section contains information in the following segments:

• **Image Properties**

• **Set Image Properties**

• **Remove Images**

• **Right-Click Options for Images in the RTE**

• **Shortcut Keys**

• **Image as Link**

• **Rescan Image Size**
9.3.1. Image Properties Dialog

The **Image Properties** dialog allows you to create or edit an image. This dialog is opened from the Rich Text Editor by clicking the Insert Image toolbar button.

The Insert Image/Specify Image dialog provides a convenient and common interface for managing the properties of an image. From this dialog you can:

- upload an initial image for an element
- replace the image with another image
- edit the current image by uploading a new version of the element (note that this is different from uploading an entirely new image)
- specify the image display size
- specify the image alignment
- specify the image Alt text, required on sites adhering to Section 508 Accessibility standards.
- specify a link target when the user clicks and/or rolls over the image

9.3.2. Set Image Properties

The **Image Properties** panel is displayed when you click an image inserted in your page. It corresponds to the `<IMG>` tag in the **Tag Selector**.

The **Image Properties** panel has two views, Simple and Advanced. **Simple** view – is the default, as shown below:
To configure this panel, follow the instructions below:

In the ‘Element ID’ text box enter a unique identifier for the element (image) on the page.

In either the **Width** or **Height** text box, specify a new value for the selected image (in pixels). If you specify either width or height but not both, and leave the **Constrain** control active (indicated by the “unbroken chain” symbol), CommonSpot will automatically calculate the other value so that the image retains its original proportions.

If you enter a value in either the **Height** or **Width** text box and the **Constrain** control is inactive (indicated by the “broken chain” symbol), CommonSpot leaves the other dimension unchanged.

You can toggle the Constrain control between active (unbroken) and inactive (broken) by clicking it.

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**Note:** If you supply values for both height and width, or if you supply one of these values when the **Constrain** control is inactive (indicated by the broken chain symbol), the proportions of your image will change, meaning that it will be stretched or compressed in width or height. This result is usually undesirable because it can significantly reduce the image quality and make it look unnatural. To keep the original size of the image, always activate the **Constrain** control, or leave the Width and Height text boxes values unchanged.

You can also resize the image without using the **Image Properties** panel. Simply select the image from within the Rich Text Editor and drag the resize handles:

The **Src** text box displays the path on the remote server to the source image file. If you click the ‘Browse for Image’ button on the right, the **Remote File Explorer** is displayed, allowing you to replace the selected image with a new one.
In the **Link** text box, enter a URL to a Web page or to a document on your remote server or use the ‘Browse for File’ button. When a visitor clicks the image, he or she will be redirected to that page or document.

In the **Border** text box enter the thickness (in pixels) of the border that you want displayed around the image. The default value is 0 (no border is displayed).

**Advanced view** – displays when you click the ‘Advanced’ button in **Simple** view (the button then toggles its label to ‘Simple’):

![Image Properties Panel](image)

To configure this panel, follow the instructions below:

By clicking the ‘Advanced’ button (displayed in Simple view), the **Image Properties** panel will switch to Advanced view. You will be offered the possibility of setting advanced options for the selected image.

In the **H Space** (Horizontal Space) text box, specify the horizontal space (in pixels) between the image and the other page elements (images, table borders, text) to its left and right. These other page elements can be present or can be added later, and they will not get closer to the image than the horizontal space setting allows. The default value is 0 (zero).

In the **V Space** (Vertical Space) text box, specify the vertical space (in pixels) between the image and the other page elements (images, table borders, text) above and below it. These other page elements can be present or can be added later, and they will not get closer to the image than the vertical space setting. The default value is 0 (zero).

In the **Alt** (Alternative) text box enter the alternative text to be displayed when the viewer hovers a mouse cursor over the image on the screen. You can leave this blank or enter short descriptive text. On sites adhering to Section 508 Accessibility standards, you should always use Alternate Image Text.

The **Align** drop-down menu contains the options for positioning the image relative to the other page elements:

- Default
- Baseline
- Top
- Middle
- Bottom
- Text Top
- Absolute Middle
- Absolute Bottom
- Left
• Right

By clicking the ‘Simple’ button (displayed in Advanced view), the Image Properties panel will switch to Simple view.

9.3.3. Remove Images

Image files can be removed from the Rich Text Editor’s editable region. To remove an image inserted in your page, select it and press the ‘Delete’ key.

9.3.4. Right–Click Options for Images in the RTE

If you select an image in the editable region of the Rich Text Editor and right–click it, a pop–up menu appears with the available action options:

The image contextual menu provides the following operations:
• Cut
• Copy
• Paste
• Paste from Word

Resize Image – this option becomes enabled only after you change the dimensions of the image in the Image Properties panel. It will modify the dimensions of the original image to the values you enter.

9.3.5. Image as Link

The Link section of the Image Properties dialog allows you to specify whether your image will also function as a hyperlink, and whether you want to include a mouseover action. You can have your image link to either a Web page or to a file in another format (such as a Microsoft Word or Excel document). In the latter case, CommonSpot will display the file in its native format.
To make the image function as a hyperlink, click the ‘Edit’ button to the right of Link. This will bring up the Insert Link dialog, where you can also define Mouseover behavior. For more information on the Insert Link Dialog, click here.

Choose the type of link you want and click ‘Next’. Follow the instructions in each subsequent dialog. When complete, click ‘Finish’ to complete creation of the link. You will be returned to the Image Properties wizard where the URL information for the link is displayed.
9.3.6. Rescan Image Size

Clicking the 'Rescan Image Size' button will ensure that the file size of the image is small enough to be appropriate for display on a web page. Images with large file sizes can slow down the performance of your Web page. Upon completion, click ‘Finish’ to return to the Web page.

Note: You cannot make an image larger than it is—you can only make it smaller. Making an image larger than the original adds artifact and results in a poor quality image.

9.4. Working with Tables

This section contains information on the following topics:

- Inserting Tables
- Editing Tables
- Setting Table Properties
- Setting Row Properties
- Setting Cell Properties
- Removing Tables
- Right-Click Options for Tables
9.4.1. Inserting Tables

You can insert a table in your page by clicking the ‘Table/Insert 2x2 Table’ button on the toolbar:

The button has two areas:

If you click the icon (on the left), a 2x2 table is inserted into the page. This is the default Rich Text Editor table, having 2 rows and 2 columns.

Note: The default column width is wide enough for a space character to fit it, and the default rows' height is tall enough for the mouse cursor to fit inside.

If you click the arrow displayed on the right, the visual row/column selector will pop-up:

The selector window is expandable, so you can move the cursor up and down, to the right and to the left, to establish the table's dimensions in rows and columns (the respective area will became blue):
Once you decided on the table’s size, the table will be inserted in your page:

9.4.2. Editing Tables

This section describes the Properties Panels corresponding to tables. The Rich Text Editor provides them to allow you to customize the tables inserted on the page:

- **Set Table Properties**
- **Set Row Properties**
- **Set Cell Properties**

To learn about the contextual (right-click) table menu, read [here](#).
9.4.2.1. Setting Table Properties

The **Table Properties** panel is displayed when you select a table by clicking `<TABLE>` in the Tag Selector or its associated glyph (a graphical symbol that shows on the very top, left corner, when the mouse is above the table).

The **Table Properties** Panel has two views: **Simple View** and **Advanced View**.

Simple View – it is the default one:

| Table Properties: | Element ID: | Width: | CellPad: | 2 | Border: | 1 | Header Rows: | | | | | | Footer Rows: | Advanced |
|-------------------|------------|--------|---------|---|---------|---|--------------|---|---|---|---|---|---|
|                   |            |        |         |   |         |   |              |   |   |   |   |   |   |

To configure this panel, follow the instructions below:

In the **Element ID** text box enter a value to uniquely identify the table on the page.

In the **Width** text box specify a new width for the table. The width can be given in either number of pixels or percentage of the page width. If you enter the width in pixels and the value is greater than 1,000, a pop-up window will display the error message: "The value must be lower than 1,000."

The default width of the table is rather tight (each column expands wide enough for the space character to fit inside).

In the **Height** text box, specify the new height of the table. The height can be given in either number of pixels or percentage of the page height. If you enter the height in pixels and the value is greater than 1,000, a pop-up window will display the error message: "Value too big! Must be less than 1,000." Usually though, the table height is not set because it changes (increases) anyway as you type text in the table cells. The default height of the table is rather short (each column expands deep enough for the mouse cursor to fit inside).

Note: Table handles show once a table is selected. Select a table by clicking its associated glyph (symbol that shows on the very top, left corner, when the mouse is above the table). Notice how the mouse cursor shape changes:
You can manually modify the table's dimensions by pulling its handles:

In the **CellPad** text box, specify the number of pixels between a cell’s content and the cell’s borders (cell padding). The default value is 2.

In the **CellSpace** text box specify the number of pixels between adjacent cells (cell spacing). The default value is 2.

In the **Border** text box enter the thickness (in pixels) of the border that you want displayed around the table. The default value is 1. To make the border invisible, set this attribute to 0.

**Note:** When the table border becomes invisible, the inside cell borders also become invisible.

The **H Align** drop-down contains the options for the horizontal alignment of the table relative to the page:

- Default
- Left
- Right
- Center

In the **Header Rows** text box, enter the number of rows that you will use as the table header. They will be included in the `<thead></thead>` tag.

In the **Footer Rows** text box, enter the number of rows that you will use as the table footer. They will be included in the `<tfoot></tfoot>` tag.

**Note:** Think of a table as having three categories of rows: header, body, and footer. There cannot be header rows without footer rows. So if you enter any numeric value for the header, the footer field is auto-filled with the value 1. If you enter any numeric value for the footer, the header field is auto-filled with the value 1. At least one row must correspond to the table body.
Advanced View – displays when you click the ‘Advanced’ button in Simple view (the button then changes its label to Simple):

<table>
<thead>
<tr>
<th>Table Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caption:</td>
</tr>
</tbody>
</table>
| Caption Position:Top
| Bg:              |
| Table Summary:   |
| Caption Align:   Center
| Bg Color:        |
| Brdr Color:      |

To configure this panel, follow the instructions below:

By clicking the ‘Advanced’ button (displayed in Simple view), the Table Properties panel will switch to the Advanced view. You will be offered the possibility of setting advanced options in the current table.

In the **Caption** text box, enter the text that you want displayed as the table caption. The `<caption></caption>` tag is included in the `<table></table>` tag.

In the **Summary** text box enter the value for the summary attribute.

The **Caption Position** drop-down menu contains the options for the caption position relative to the table (and its height):

- Top – the caption will be displayed above the table
- Bottom – the caption will be displayed below the table

The **Caption Align** drop-down menu contains the options for the horizontal alignment of the caption relatively to the table (and its width):

- Left
- Center
- Right

With the **Bg Text** box you can set an image as the table background. You can either enter the full path (URL) to the image previously uploaded on the remote server or you can click the ‘Browse for Image’ button to select an image from the server:

**Note:** Be careful not to stretch the image vertically or horizontally, because the graphic will not be automatically resized to the table’s dimensions.

With the **Bg Color** text box you can set the desired background color for the table. You can enter the hexadecimal code of the color in the text box or you can use the ‘Color Palette’ button.
1. In the **Brdr Color** text box you can set the desired border color for the table. You can enter the hexadecimal code of the color in the text box or you can click the ‘Color Palette’ button:

2. By clicking the ‘Simple’ button the **Table Properties** panel will switch to Simple view. You will be offered the possibility of setting various options for the currently-selected table.

### 9.4.2.2. Setting Row Properties

The **Row Properties** panel is displayed when you select at least two cells on the same table row, when you click the associated glyph (the selector symbol), or when you select the `<TR>` tag in the **Tag Selector**:

To configure this panel, follow the instructions below:
In the **Element ID** text box enter the value for the ID attribute. It will uniquely identify the table row on the page.

The **H Align** drop-down menu contains the options for the horizontal alignment of the row’s content:

- Default
- Left
- Right
- Center

The **V Align** drop-down menu contains the options for the vertical alignment of the row’s content:

- Default
- Top
- Bottom
- Baseline
- Middle

If the **No Wrap** option is checked, each paragraph in the current row will be displayed on a single line.

If the **Header** option is checked, the content from the current row will be formatted as bold and centered (header style).

With the **Bg** text box you can set an image as the row background. You can either enter the full path (URL) to the image previously uploaded on the remote server or you can click the ‘Browse for Image’ button to select an image from the server:

**Note:** Be careful not to stretch the image vertically or horizontally, because the graphic will not be automatically resized to the row’s dimensions.

With the **Bg Color** text box you can set the desired background color for the selected row. You can enter the hexadecimal code of the color in the text box or you can click the ‘Color Palette’ button:
With the **Brdr Color** text box you can set the desired border color for the selected row. You can enter the hexadecimal code of the color in the text box or you can click the ‘Color Palette’ button.

**Note**: Each cell of the selected row is bordered in that color, not just the table row.

### 9.4.2.3. Setting Cell Properties

The **Cell Properties** panel is displayed when the cursor is placed inside a table cell or when the `<TD>` tag is selected in the **Tag Selector**.

The Cell Properties panel has two views: **Simple View** and **Advanced View**.

**Simple view** – (default):

<table>
<thead>
<tr>
<th>Cell Properties</th>
<th>Width:</th>
<th>H Align:</th>
<th>No Wrap:</th>
<th>V Align:</th>
<th>Header:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Element ID:</td>
<td></td>
<td>Default</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Height:</td>
<td></td>
<td>Default</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To configure this panel, follow the instructions below:

In the **Element ID** text box, enter a value to uniquely identify the table cell on the page.

In the **Width** text box specify the width of the table cell where the cursor is placed (it will become the width of that respective table column). The width can be given in either number of pixels or percentage of the whole table's width.

If you enter the width in pixels and the value is greater than 1000, a pop-up window will display an error message: "The value must be lower than 1000."

In the **Height** text box specify the height of the table cell where the cursor is placed (it will become the height of that respective table row). The height can be given in either number of pixels or percentage of the whole table's height.

If you enter the height in pixels and the value is greater than 1000, a pop-up window will display an error message: "The value must be lower than 1000." If you enter the value as a percentage, you will never get this error message. Usually though, the height is not set because it increases automatically as you type text into the table cell.

The **H Align** drop-down menu contains the options for the horizontal alignment of the cell's content:

- Default
- Left
- Right
- Center

The **V Align** drop-down menu contains the options for the vertical alignment of the cell's content:

- Default
- Top
- Bottom
- Baseline
- Middle

If you want the text inserted in the current cell to be displayed as a single line, check the **No Wrap** option. This could enlarge the cell. If the option is not checked, then the entered text moves down to the next line when it reaches the cell width limit.

If the **Header** option is checked, the content from the current cell will be formatted as bold and centered (header style).

**Advanced view** – this view is displayed when you click the ‘Advanced’ button in Simple view (the button then changes its label to ‘Simple’):
To configure this panel, follow the instructions below:

Change the Cell Properties panel to Advanced view by clicking the ‘Advanced’ button (displayed in Simple view). You will be offered the possibility of setting advanced options for the currently-selected table cell.

Use the **Bg** text box you can set the desired background image for the selected cell (where the cursor is placed). You can either enter the full path (URL) to the image previously uploaded on the remote server, or you can click the ‘Browse for Image’ button to select an image from the server.

**Note:** Be careful not to stretch the image vertically or horizontally, because the graphic will not be automatically resized to the cell’s dimensions.

With the **Bg Color** text box you can set the desired background color for the selected cell. You can enter the hexadecimal code of the color or click the ‘Color Palette’ button:

![Color Palette](image)

In the **Brdr Color** text box, you can set the desired border color of the selected cell. You can enter the hexadecimal code of the color or click the ‘Color Palette’ button:
9.4.3. Show/Hide Table Borders

In many situations, you might want to set a table border to 0 (zero) rendering the border invisible. The Rich Text Editor allows you, as Author or Editor, to view table borders (for further editing) even when they are set to zero (invisible). To make invisible table borders visible to you (not to site visitors), just press the ‘Show/Hide Table Borders’ button on the toolbar:

Showing the invisible table borders allows you to organize data in a tabular manner. The next two images illustrate the difference between showing and hiding invisible borders:

“Invisible” borders hidden:

```
<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>List 1</td>
<td>List 2</td>
<td>List 3</td>
</tr>
</tbody>
</table>
```

“Invisible” borders showing:

```
<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>List 1</td>
<td>List 2</td>
<td>List 3</td>
</tr>
</tbody>
</table>
```
9.4.4. Removing Tables

To remove a table (with all its content) from your page, select it first and then press the ‘Delete’ key. You can select the table by clicking the glyph or by clicking anywhere inside the table, and then selecting the <TABLE> tag from the Tag Selector. The table handles appear, letting you know that the table is selected.

If you want to remove only a table row or a table column, place the cursor inside it, right-click, and select from the contextual menu what you want to delete.

9.4.5. Right-Click Options for Table

Right-clicking inside a table cell will open a context sensitive menu, with that it expands when you hover the cursor over the Table Operations icon (you don’t have to right-click to see the sub-menu). It contains operations related to a table cell:

- **Increase Colspan** – increase the value of the current cell’s colspan attribute, merging it with the column cell to the right.
- **Increase Rowspan** – increase the value of the current cell’s rowspan attribute, merging it with the row cell below.
- **Decrease Colspan** – split a previously-merged cell into two columns.
- **Decrease Rowspan** – split the previously-merged cell into two rows.
- **Add Column Before** – insert a new table column to the left of the one where the cursor is placed
• **Add Column After** – insert a new table column to the right of the one where the cursor is placed

• **Add Row Above** – insert a new table row above the one where the cursor is placed

• **Add Row Below** – insert a new table row below the one where the cursor is placed

• **Remove Column** – remove the table column where the cursor is placed

• **Remove Row** – remove the table row where the cursor is placed

The table row contextual menu includes the Merge Cells operation, which unites the selected cells into one larger cell.

Because the right–click table menus group together related, commonly–used options, and can save a considerable amount of time.

### 9.5. Adding/Removing Hyperlinks

CommonSpot’s Rich Text Editor makes it easy to add hyperlinks within the text block, using the same common link wizards that are used in other elements that support linking.

To insert a link to another CommonSpot page, an uploaded document, an image, an external URL, or any other CommonSpot object, simply select the desired text and click the **Insert Link** icon. Upon clicking the icon the CommonSpot Insert Link dialog will be displayed.
For more detailed information on this dialog, please see the **Insert Link Dialog** section.

To remove a hyper link, place the cursor in

### 9.5.1. Hyperlink Properties

When hyperlinked text is selected in the text block, the properties panel will display information regarding the link.
As indicated above in the sample screen shot, the ID and Link URL fields are read-only. To change the Link, simply click the Insert Link icon from the toolbar. The other editable fields for links include:

- **Target** – Specifies the target of the link URL.
- **Title** – Allows you to specify the fly-over text for the link

### 9.5.2. Insert Anchor

Sometimes you want to link to a specific part of a Web page instead of linking to the entire page. To insert a spot on a page that you can hyperlink to, use the Anchor icon.

### 9.6. Clipboard Operations

You might be familiar with the clipboard operations of Cut, Copy, and Paste, but they are also described below.

#### 9.6.1. Cut

To cut the selected image or text from its context, click the ‘Cut’ button on the toolbar or use the shortcut keys "Ctrl+X":

![Cut icon]

To cut the selected image or text means to remove it from the document and place it into the clipboard, from which it can be pasted into either the Rich Text Editor editable region or another editor.

**Note:** In Mozilla/Firefox, the Cut command is not accessible on the toolbar unless you enable this operation through modifying the user preferences of Firefox. Note that the keyboard shortcut Ctrl+X is always available.
9.6.2. Copy

To copy the selected image or text, click the 'Copy' button on the toolbar or use the shortcut keys "Ctrl+C":

After executing this command, the selected image or text is copied to the clipboard, from which it can be pasted into either the Rich Text Editor’s editable region or another editor.

Note: In Mozilla/Firefox, the Copy Copy Copy Copy command is not accessible on the toolbar unless you enable this operation through modifying the user preferences of Firefox. Note that the keyboard shortcut Ctrl+C is always available.

9.6.3. Paste

This command can be used after a previous Cut or Copy operation. The image or text stored on the clipboard is then placed into the Rich Text Editor’s editable region. You can access the Paste command from the 'Paste' button on the toolbar or by using the shortcut keys "Ctrl+V":

Note: In Mozilla/Firefox, the Paste Paste Paste Paste command is not accessible on the toolbar unless you enable this operation through modifying the user preferences of Firefox. Note that the keyboard shortcut Ctrl+V is available if configured by the Site Administrator.

9.7. Undo and Redo Operations

As in many other desktop applications, CommonSpot’s Rich Text Editor supports Undo and Redo commands, allowing you to easily roll-back/roll-forward your changes.

For more information on each command, please see the Undo or Redo sections.

9.7.1. Undo

To return to the previous state of your page (just before the last modification), click the Undo button on the toolbar or use the shortcut keys "Ctrl+Z":

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The Rich Text Editor allows you to undo the last fifty changes made. Depending on the page content that was modified, the changes that can be reversed are:

- **Text:** text insertion and deletion, text formatting, style formatting, color changes (text color and highlight).
- **Images:** image insertion and deletion, image resize, image properties modifications.
- **Tables:** table insertion and deletion, table properties modifications, row insertion/deletion, column insertion and deletion, row and column properties changes.
- **Links:** link insertion and deletion, links properties changes.
- **Clean HTML Content:** undo the changes made by the Clean HTML Content command.

### 9.7.2. Redo

To return the page to the state before you clicked the ‘Undo’ button, click the ‘Redo’ button on the toolbar or use the shortcut keys “Ctrl+Y”:

This command allows you to execute again the same action that you previously canceled. You will be able to redo all the operations performed on a page using the Rich Text Editor.

### 9.8. Miscellaneous Operations

The following Miscellaneous operations are covered in this section:

- **Find & Replace**
- **Show / Hide HTML**
- **Clean HTML Content**
- **Inserting HTML Snippets**
- **Insert Field**
- **Insert Table**
- **Insert Horizontal Rule**
- **Insert Special Character**
- **Right-click Contextual Menus**
- **Shortcut Keys**
9.8.1. Find & Replace

The Rich Text Editor allows you to find and replace text in both Design view and Code view. Click the ‘Find/Replace’ button on the toolbar or use the shortcut keys "Ctrl+F":

When you click this button, a window pops-up:

In the **Find what** text box, enter the text to be found and then replaced.

In the **Replace with** text box enter the text to replace the original text. If you enter nothing and then try to replace text, the original text will be deleted (replaced by nothing).

Check the **Match case** option if you want the letter case (upper or lower) to be taken into consideration when finding and replacing text.

Check the **Match whole word only** option if you want to make sure that only whole words will be found and changed, and not words that happen to contain the piece of text you’re looking for. For example, if you’re looking for “found” but don’t check the **Match whole word only** option, the Rich Text Editor will display instances of “profound,” “founder” and “foundation.”

By clicking the 'Find Next' button, the next occurrence of the text you’re looking for will be highlighted on the page, ready for replacement.

Click the **Replace** button if you want the highlighted text to be replaced (one replacement). If no text is highlighted (you haven't pressed the **Find Next** button for the first time), the first occurrence of the current text will be replaced with the new text.

Click the **Replace All** button if you want to replace all the occurrences of the text in the document with the new text.

Click the **Cancel** button to stop the find and replace.

Click the **Help** button to open Help.
9.8.3. Show/Hide Property Inspector

The ‘Show/Hide Property Inspector’ icon in the Rich Text editor toolbar, as depicted below,

allows the user to toggle on or off the Property Inspector window of the Rich Text Editor. By turning the Property Inspector window off the user has more room for editing text. With the Property Inspector tuned on there is less room for editing but details of the selected tag are exposed and can be manipulated directly within the Property Inspector window.

![The RTE with the Properties Inspector panel displayed](image)

9.8.4. Invoking Button Help

The ‘Button Help’ button is blue with a question mark. It allows you to instantly discover the role of any other control (button, drop-down menu, Property panel item, etc.) in the interface. Use the ‘Button Help’ button to get help with whatever you are currently doing:

When you click the ‘Button Help’ button, the cursor changes (a question mark is added to it). While the question mark cursor is displayed, you can click any control in the interface to display a concise description for that control.

Say you want to learn what the Element ID text box in the Cell Properties panel does. Click the question mark button, and then with the question mark cursor, click the Element ID text box.
9.8.5. Clean HTML Content

When inserting one or more paragraphs that have already been formatted with another word processor (for example, Microsoft Word or OpenOffice), the size of the HTML code could increase considerably. These applications insert HTML code during export that is generally not useful for the Rich Text Editor.

With Rich Text Editor you can clean up the HTML code by using the **Clean HTML Content** button on the toolbar:

There are four options from which to choose:

- **Clean Word Markup** – removes all the unnecessary Microsoft Word tags.
- **Clean Inline Styles** – removes all the CSS styles.
- **Clean All Formatting Tags** – removes all formatting tags from the page, except for the `<p>` tags (paragraph that includes the selection).
- **Clean All Tags** – removes all formatting tags from the page.

The clean-up process applies to the current selection or, if no selection is made, the entire page. The result is cleaner, faster, more accurate code.

**Note:** The four options apply to the selection and its parent tag. For example, if you select two words in a `<p>` tag, the command will be applied to the entire paragraph.
9.8.6. Inserting HTML Snippets

The rich text editor provides the ability for an author to insert HTML code fragments into a block of content by selecting it from a drop-down list. The **Insert HTML Snippet** dialog is opened from the Rich Text Editor interface by clicking the 'Insert Snippet' toolbar button.

For more information on this dialog, see the **Insert Snippets Dialog** section.

9.8.6.1. Insert Snippets Dialog

The **Insert Snippets** dialog box displays a list of the files kept by the Administrator in the /rte-snippets directory. Selecting an item and clicking 'Finish' will insert that code into the rich text editor at the current location of the cursor.

Only an administrator (or other who has access to the web server file system) can add HTML code fragments to the /rte-snippets directory. These files can contain any valid HTML.

9.8.7. Insert Field

The insert field dialog allows you to insert a CommonSpot variable into the Rich Text Editor. When the text block is rendered, the current value of the variable will be shown. To insert a field, just click the icon below. You will be prompted to specify all the required information to insert the picture. For more information on Insert Field feature, click here.

9.8.7.1. Insert Field Dialog

The **Insert Field** dialog allows you to insert a CommonSpot variable into the Rich Text Editor. When the text block is rendered, the current value of the variable will be shown. To insert a field, click the ‘Insert Field’ toolbar button. The Insert Field dialog appears. As you can see from the list of categorized values, there are more items than just the custom element fields. You can select from the large list of variables that CommonSpot stores related to the current page, user state, security, etc. These values will be rendered at runtime and inserted into the element for
display. If you need specific output formats, a Field Render Mask can be written for them.

### 9.8.7.2. Insert Text Field Properties Panel

In the Inspector Panel, you can customize attributes of text fields, including the type of field, the character width and maximum number of characters the field will hold, as well as the value that will appear in the field initially by default.
9.8.8. Insert Table

Tables have many uses on a Web page, and CommonSpot lets you insert a table just by clicking the icon that looks like a table. For more information on working with tables in Rich Text Editor, click here.

9.8.9. Insert Horizontal Rule

Horizontal rules are ubiquitous on the Web because they are an easy way to clearly divide one section of text from another. To insert a horizontal rule, just click the icon with the horizontal line on it.

9.8.9.1. Horizontal Rules

The Horizontal Rule Properties dialog allows you to insert an HTML HR tag into your work. Click the horizontal rule toolbar button to open the Horizontal Rule Properties panel.

In the Element ID text box, enter the value for the ID attribute to uniquely identify the horizontal rule on the page.

The Width of a horizontal rule is relative to the page width. In the Width text box enter a number that can represent either pixels or percentages of the page width. Select one of these two options from the associated drop-down menu.

In the Height text box, enter the number of pixels for the horizontal rule’s height. The greater the number is, the thicker the line will be.

The H Align drop-down menu contains the options for the position of the horizontal rule relatively to the page width:

Note: If the rule is exactly as wide as the page, aligning it to the left, right, or center would not make a difference in its position. But when the rule's width is smaller than the page width, then its alignment options will be visible.

• Default
• **Left**
• **Center**
• **Right**

If you check the **Shading** option, the inside area of the horizontal rule will be transparent. If left unchecked, the rectangle corresponding to the horizontal rule will be filled with a shade of gray.

### 9.8.10. Insert Special Character

You might be familiar with the feature in Microsoft Word that lets you insert special characters (a character not found on your keyboard) and CommonSpot uses similar functionality. To insert a special character, just click the down arrow to the right of the symbol icon, and a table appears, from which you can select the symbol you want. Click the symbol you want and then click the ‘Insert’ button.

![Character Picker]

The symbol that appears on the button is whichever symbol was used last. For example, in the first screen shot below, the default copyright symbol is displayed, but in the second screen shot the Euro symbol is displayed, because the Euro symbol was the last one used. If you click the symbol itself instead of the down arrow, whatever symbol appears on the button is inserted on the page in a single click. This feature is useful when there is a particular character you need to insert more than once.
9.9. Right-click Contextual Menus

Right-click contextual menus are associated with the following elements:

- Text selections
- Tables

The right-click contextual menus group together frequently-needed options, and can save a considerable amount of time.

9.10. Shortcut Keys

Keyboard shortcuts in the Rich Text Editor include:

<table>
<thead>
<tr>
<th>Shortcut keys</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl + A</td>
<td>Select all the content on the page (editable region).</td>
</tr>
<tr>
<td>Ctrl + B</td>
<td>Apply the bold style to your text – see here.</td>
</tr>
<tr>
<td>Ctrl + C</td>
<td>Copy the selected image/text – see here.</td>
</tr>
<tr>
<td>Ctrl + V</td>
<td>Paste the selected image/text – see here.</td>
</tr>
<tr>
<td>Ctrl + I</td>
<td>Apply the italic style to your text – see here.</td>
</tr>
<tr>
<td>Ctrl + U</td>
<td>Apply the underline style to your text – see here.</td>
</tr>
<tr>
<td>Ctrl + Shift + L</td>
<td>Align paragraph(s) to the left – see here.</td>
</tr>
<tr>
<td>Ctrl + Shift + E</td>
<td>Apply the centered alignment to paragraph(s) – see here.</td>
</tr>
<tr>
<td>Ctrl + Shift + R</td>
<td>Align paragraph(s) to the right – see here.</td>
</tr>
<tr>
<td>Ctrl + Shift + J</td>
<td>Apply the justified alignment to paragraph(s) – see here.</td>
</tr>
<tr>
<td>Ctrl + F</td>
<td>Open the Find/Replace window – see here.</td>
</tr>
<tr>
<td>Ctrl + Z</td>
<td>Undo the last operation on the page – see here.</td>
</tr>
<tr>
<td>Ctrl + Y</td>
<td>Return to the page state before undoing something – see here.</td>
</tr>
<tr>
<td>Ctrl + K</td>
<td>Insert a link a page (transform current selection or add actual URL address) – see here.</td>
</tr>
<tr>
<td>Tab</td>
<td>Increase paragraph indent (except for when the cursor is inside a</td>
</tr>
<tr>
<td>Shift + Tab</td>
<td>Decrease paragraph indent (except for when the cursor is inside a table cell) – see here.</td>
</tr>
</tbody>
</table>