



## e-Clubhouse Editing Toolbar

This website describes the e-Clubhouse editing toolbar in detail. Just click on the tool above to learn more about how it works.

While you are editing, if you "hover" over any of these tool buttons for a few seconds, the title of that button will appear in a small yellow information box.

The following Editing Tools are explained in this document.



## e-Clubhouse Editing Toolbar - Source Tool

When you click on the **Source** button, the HTML source code is displayed. This can be edited. When you click on the Source button again, the display returns to the normal editing mode.

While advance knowledge of HTML is needed to do anything really fancy, I have found that it is easy to insert a series of X's where you would like to PASTE in some other HTML code.

So let's say that you want to insert the EMBEDDED code from a YouTube video. Simply type "XXXX" where you want that code video inserted, then click on the **Source** button, then scroll through the HTML and look for the XXXX. Go to that YouTube page and select the EMBEDDED code and use COPY from your EDIT menu. Then go back to your website editing page, and use PASTE from your browser's EDIT menu. Deleted the XXXX that you previously inserted and click on the **Source** button again to see approximately how your page will appear. (Finally, use the Preview, then Publish buttons and test your webpage).



### e-Clubhouse Editing Toolbar - Cut Tool

When you click on the Cut button, the selected text and other objects are deleted. The deleted text and objects may then be Pasted into another position at the website.

If you want to delete some text from your website, use the mouse to highlight that text, then click on the Cut button.



### e-Clubhouse Editing Toolbar - Copy Tool

Use the Copy button to add selected text and other objects to the "Paste" buffer. If you want to repeat specific content of your webpage to another part of the website, simply highlight that information, and click on the Copy button. Then click at the place where you want the duplicate information to appear, and click on the Paste button.



## e-Clubhouse Editing Toolbar - Paste Tools

When you click on the **Paste** button, information that was previously **Cut** or **Copied** will be pasted onto your website, regardless of the program that you last used the **Cut** or **Copy** function. Keep in mind of how the text will be formatted when you use the **Paste** button. There are THREE separate Paste buttons, depending on how you want to format text.

From left to right, the **Paste** button(s) function as follows:

- Paste exactly what was previously copied
- Paste plain text only. No formatting is copied to the text that is pasted.
- Paste from Microsoft Word (or RTF document). This will translate the Word document's formatting into HTML.



## e-Clubhouse Editing Toolbar - Undo & Redo Tools

When you have made a simple error, you can use the **Undo** button to remove the very last action that you performed while editing. If you used the **Undo** button, but the wrong changes were removed, you can use the **Redo** button to put those actions back on your webpage.

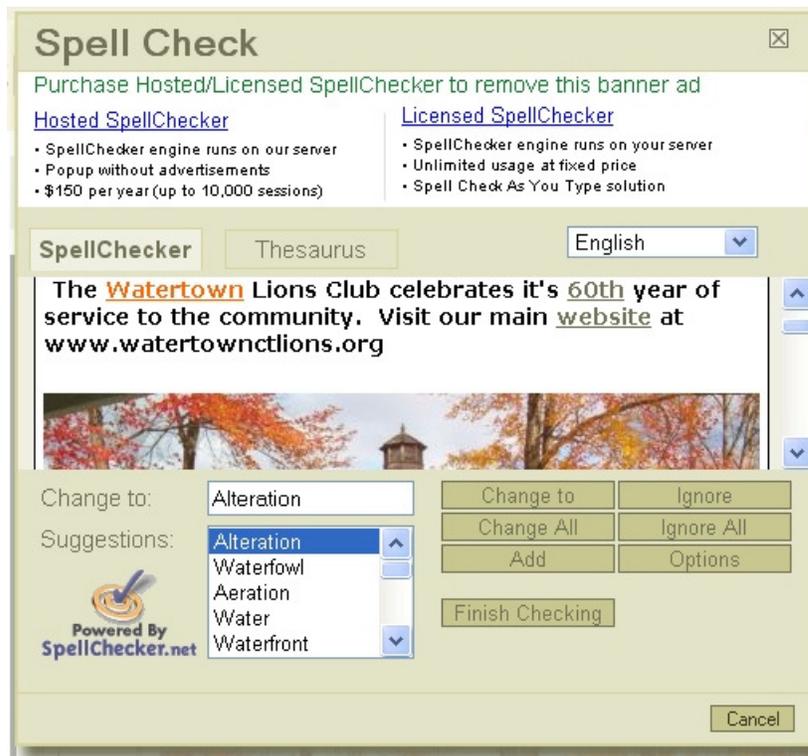
Use the **Undo** and **Redo** buttons sparingly. It is best to make a small series of changes, then use the **Preview** and **Publish** buttons to save changes that you are satisfied with. Then return to editing your page to add more features and content. It is best to compose your content complete before editing your website. Know in advance what and how you want the page to appear. Keep in mind that the website will not look like your Word document, so don't do any fancy formatting with your word processor. Do that final formatting directly at the website.



### e-Clubhouse Editing Toolbar - Check Spelling Tool

When you hit the **Check Spelling** button, the basic spell checker will assist you in correcting text (English only).

The Spell Check window will appear and begin to show you alternate words to use in place of the suspected incorrect word. The suspected incorrect word is shown in orange, and you may pick any of the suggestions below. Hit the **IGNORE** button if that word is correct.

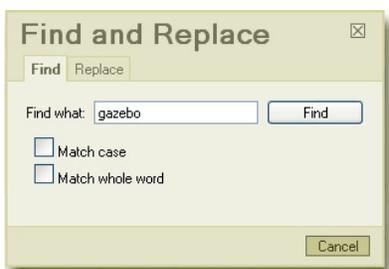


Click on the **Finish Checking** button when you have completed your spell checking task.



### e-Clubhouse Editing Toolbar - Find & Replace Tools

The Find & Replace buttons assists you in Finding text on the current webpage. You may select the Replace section while using the Find tool, then Replace text that you wish to alter on the current page.



The Find & Replace functions also when you are showing HTML when you used the Source Tool.



### e-Clubhouse Editing Toolbar - Select All Tool

You might wish to select all of the text and objects of your webpage. Click on the Select All button to select everything. For very long webpages, the Select All button is used instead of having to place your mouse at the top of the page, and pull it down slowly to the bottom of the page to highlight everything.



### e-Clubhouse Editing Toolbar - Remove Formatting Tool

When you click on the **Remove Formatting** button, any selected text will be set back to the Normal, unformatted text style. This will remove Text Color, Text Size, Text Style, Text font changes and Alignment (Left, Right, Centered and Justified). This will include the alignment of photos, so be sure to review your changes and set those photos back to the desired setting.



### e-Clubhouse Editing Toolbar - Bold, Italics, Underline & Strikethrough Tool

The **Bold**, **Italics**, **Underline** and **Strikethrough** buttons are self-explanatory. Simply highlight the text that you wish to decorate, and click the appropriate button.



### e-Clubhouse Editing Toolbar - Superscript & Subscript Tool

The Superscript & Subscript buttons decorate the selected text, by setting them in a smaller font, and raising the text up for Superscript, or lowering the text for Subscript. This should be used sparingly, and not for an entire line of text.

This is commonly used for mathematical functions, such as X<sup>2</sup> or X<sub>2</sub>.



### e-Clubhouse Editing Toolbar - Numbered List & Bulleted List Tools

The Numbered List button and Bulleted List button are designed to alter the current paragraph (or selected paragraphs) type to Numbered or Bulleted as shown in the example below.

A paragraph comes to an end when the ENTER KEY is used at the end of it. A new line does not necessarily define the end of a paragraph. To force a paragraph to continue on a new line, simply HOLD the SHIFT KEY on your keyboard and tap the ENTER KEY. The current paragraph will then continue with the same formatting, which includes Left, Center, Right, Bulleted or Numbered.

Bulleted List example:

- Christmas Tree Sale
- Lobster Festival
- White Cane Day

Numbered List Example:

1. LCIF Contribution
2. Local Scholarships
3. Eyeglasses for the needed
4. Used Eyeglasses for use by developing nations and clinics

The numbered list style will number the paragraphs for you.



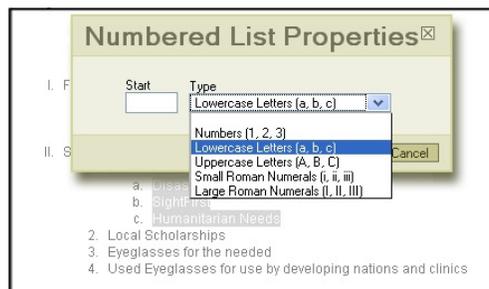
## e-Clubhouse Editing Toolbar - Increase Indent & Decrease Indent Tools

The **Increase Indent** and **Decrease Indent** buttons are used to Indent or decrease the Indent of a paragraph. The **Decrease Indent** Tool is grayed out when the currently selected paragraph is not indented.

When you hit the **Increase Indent** button a second time, the paragraph is indented further. This also works with **Bulleted** and **Numbered** paragraphs to increase and alter the appearance of the indented paragraphs to create an outline. Below is an example of how this creates an outline.

1. Club Functions
  - a. Fundraising
  - b. Christmas Tree Sale
  - c. Lobster Festival
  - d. White Cane Day
2. Service Projects
  - a. LCIF Contribution
    - i. Disaster Relief
    - ii. SightFirst
    - iii. Humanitarian Needs
  - b. Local Scholarships
  - c. Eyeglasses for the needed
  - d. Used Eyeglasses for use by developing nations and clinics

To change the Numbered List style, select those paragraphs, and **RIGHT CLICK** on the selected area and pick **Numbered List Properties** item in the popup menu. Then select the numbering style that you wish, as shown in this example:





## e-Clubhouse Editing Toolbar - Blockquote Tool

When you click on the **Blockquote** button, the selected paragraphs are set to the Blockquote style. The entire paragraph is indented on the left and right margins.

Paragraph Indent style: So instead of showing a paragraph that is simply indented, or indented multiple times and levels, the Blockquote style indents both the left and right margins for multiple levels as shown in these examples.

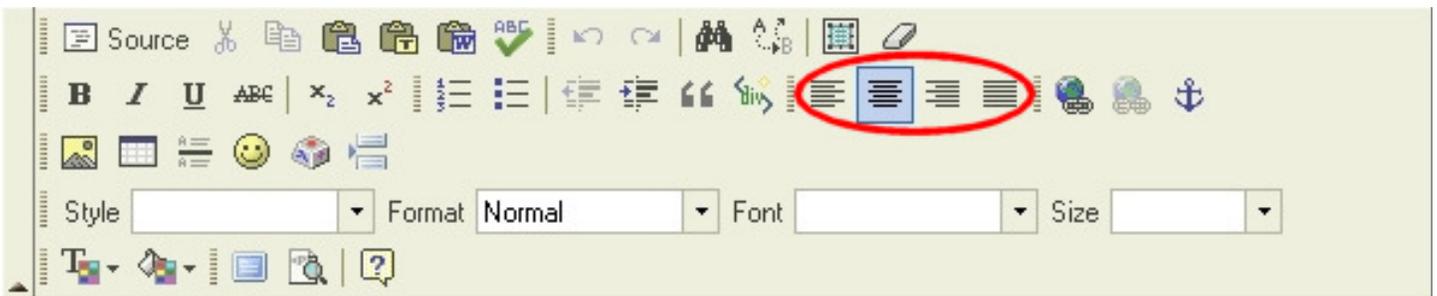
Paragraph Blockquote style: So instead of showing a paragraph that is simply indented, or indented multiple times and levels, the Blockquote style indents both the left and right margins for multiple levels as shown in these examples.

Paragraph Double Blockquote style: So instead of showing a paragraph that is simply indented, or indented multiple times and levels, the Blockquote style indents both the left and right margins for multiple levels as shown in these examples.



## e-Clubhouse Editing Toolbar - Create Div Container Tool

When you click on the **Create Div Container** button, you will create a Div Container of Div Styles that you can create. Good luck!



## e-Clubhouse Editing Toolbar - Paragraph Alignment Left, Center, Right & Justify Tool

Select the paragraph(s) that you want to align, then click on the appropriate Paragraph Alignment Tool button to set Left, Center, Right or Justified alignment.



## e-Clubhouse Editing Toolbar - Link & Unlink Tool

Use the Link button to add a hyperlink to another webpage or Anchor at the current webpage or downloadable document with this tool. The Unlink button is used to remove a link that you no longer need at your website.

Type in the basic text on the page first. Start with a name of the page and heading, such as Community Links. Then add the text that names these links or locations. Town Hall, Public Library, Chamber of Commerce. Of course, you should also add a link to your District website.

Highlight the text to be linked, then Click on the Link button.

Now type in the website address of the Link. You might have that website open with your internet browser, then use **COPY** and **PASTE** from the Address field. This method can reduce errors.

Select the Target section, and select New Window [ \_blank ], then click OK. (if you want the link to open in a new window)

To link to a PDF file (or other document), start by creating a PDF file from the original. A PDF file is universal so anyone can read or print with any printer on any paper. When you install a PDF maker program like Cute PDF, it adds the PDF maker to your list of printers. When using this, it creates the PDF file instead of printing out to your printer. It is so easy to make a PDF file that anyone can do it. Just visit [www.CutePDF.com](http://www.CutePDF.com) and try the free program.

But rename that file so the name contains only letters and numbers.

**WatertownCTJan2010.pdf** is a perfect name. Descriptive in name, but short.

While using the Link tool, go to the UPLOAD section to upload PDF files that are less than 2MB in size. For larger newsletters, create multiple PDF files for different sections of the newsletter. Even when full of photos, 4-page PDF files should be less than 2MB. So you might need 2 PDF files for an 8-page newsletter.

Then add the link to that PDF file in the same way that you would link to another website.

To unlink a link that refers to another page, just click on that link, and click on the Unlink button.



### **e-Clubhouse Editing Toolbar - Insert or Edit Anchor Tool**

To create an Anchor on your webpage, simply click to place your cursor on that position, then click on the Anchor button. Then type in the name that you wish to use for that Anchor.



### **e-Clubhouse Editing Toolbar - Photo Tool**

Use the Photo button to add, change or format photos on your website.

Use this Basic guide to help you get started:

[www.e-clubhouse.org/faq-photo.php](http://www.e-clubhouse.org/faq-photo.php)

Review the on-line PowerPoint slides for more help on Adding a Photo to your website (but use Internet Explorer to view these seminar slides):

[www.lionnet.com/Lions-e-ClubhouseEditing](http://www.lionnet.com/Lions-e-ClubhouseEditing)

You can also make use of this PDF file of this seminar:

[www.lionnet.com/Lions-e-ClubhouseEditing/Lions-e-ClubhouseEditing.pdf](http://www.lionnet.com/Lions-e-ClubhouseEditing/Lions-e-ClubhouseEditing.pdf)

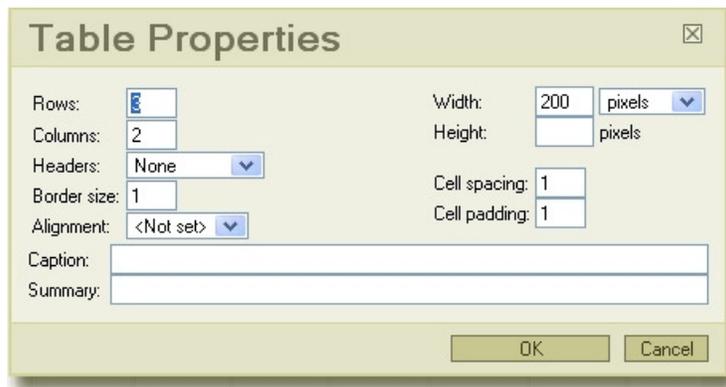
Proceed to Page 10 for the steps to Add a Photo.



### e-Clubhouse Editing Toolbar - Table Tool

The **Table** button is used to create a table on your webpage. A Table is a specialized container of Cells, which may have text or photos. This is an important container that holds elements in place for proper display.

Just click to the position on your page that you want a Table, the click on the Table button. It will appear as follows, so you can define the number of columns and rows, as well as the width and other attributes of the Table.



In many cases, the Border Size is set to 0 so the Table seems invisible. Keep in mind that we would like your part of the webpage to be less than 550 pixels wide. So design your table to fit within these parameters.



### e-Clubhouse Editing Toolbar - Horizontal Line Tool

Place your mouse cursor on the webpage where you would like a Horizontal Line shown. This should be a position between paragraphs. Click on the Horizontal Line button, and the line will appear as follows:

This tool does not provide you with other attributes for a Horizontal Line. To modify the length, width, color or position of the line, you will have to investigate how to make those settings by using the Source button, and typing in the appropriate HTML code.



### e-Clubhouse Editing Toolbar - Smiley Face Tool

When you click on the Smiley Face button, the Smiley Face graphic will appear on your page. 😊

Select the appropriate Smiley Face for your project or promotional idea.





### e-Clubhouse Editing Toolbar - Insert Special Character Tool

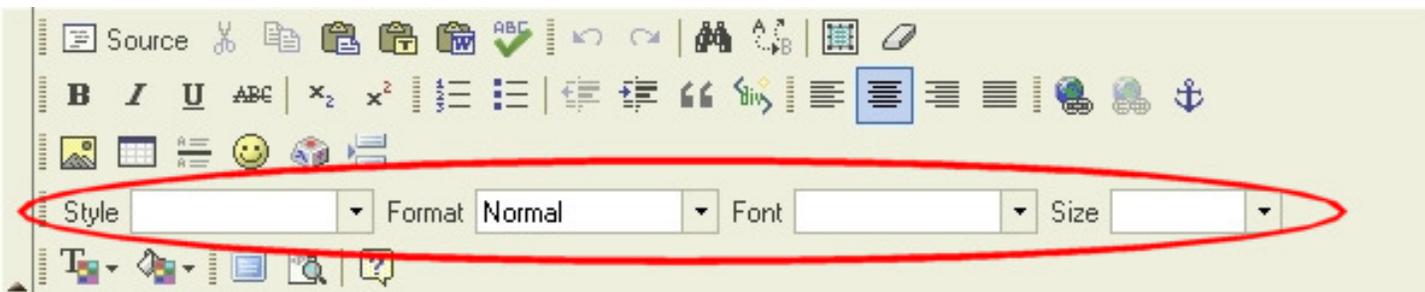
Use the Insert Special Character button when you want to insert a special character that does not appear on your keyboard into the text of your webpage. When you click on the Insert Special Character button, pick the character from this popup menu of items:





### **e-Clubhouse Editing Toolbar - Insert Page Break Tool**

Click on the Insert Page Break button where you believe that printing should break to a new page. Every computer setup is different, and every printer is different. You should not be surprised to learn that others don't get printouts of your webpage as expected. When you really want a print out from your website, link to a PDF file.



### **e-Clubhouse Editing Toolbar - Paragraph Style, Format, Font Face and Font Size Tool**

The Paragraph Style, Format, Font Face and Font Size tools allow you to decorate the font and general paragraph styling.

The **Style** provides a list of preformed paragraph and font styles to pick from.

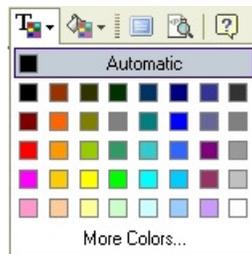
The **Format** selector provides a list of preformed general format styles for the paragraph and font.

To override specific paragraph formats and styles, use the **Font** selector to pick a specific font. Use the **Size** selector to pick the relative font size that you would like to show.

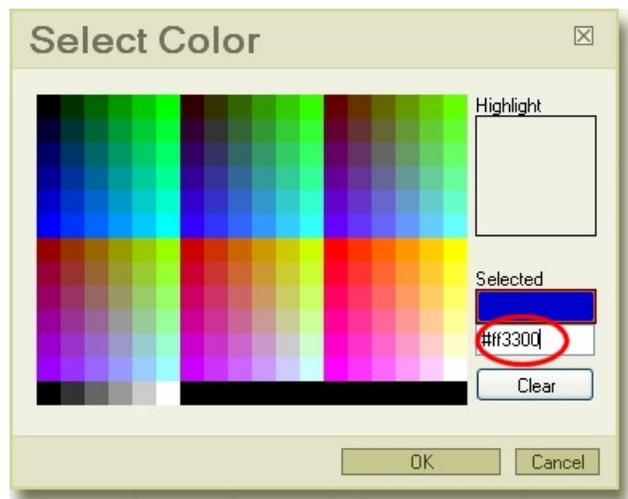


### e-Clubhouse Editing Toolbar - Font Color Tool

Use the **Font Color** button to select the color of the font. Simply highlight the entire sentence, phrase or word that you want emphasized with that color, click on the **Font Color** button, and pick the color from the table.



If you know the HTML color number for a special color, pick "More Colors" and enter that number. This must be represented with the 24-bit hexadecimal color representation.





### e-Clubhouse Editing Toolbar - Background Color Tool

The Background Color Tool only provides you with the background color of the immediate text that was selected. As you can see by this sample, it only covers the background of the actual text. In this case, we have a Justified paragraph, so the right edge is straight. But the final line does not reach the right margin, so the background ends abruptly.



### e-Clubhouse Editing Toolbar - Maximize the Editor Size Tool

When you click on the Maximize the Editor Size button, the edit window fills the whole screen. When you click on it again, it returns to the previous setting.

The Maximize the Editor Size function is not necessary with Lions e-Clubhouse, since the normal edit area already exceeds the 470 pixel width area that is intended for this website.



### **e-Clubhouse Editing Toolbar - Show Blocks Tool**

When you click on the **Show Blocks** button, the edit area shows the different object sections of your webpage, including "Paragraphs", Tables and their Cells and Div Containers.

Click on the **Show Blocks** button to return to the normal editing view.



### **e-Clubhouse Editing Toolbar - About FCKeditor Tool**

When you click on the **About FCKeditor** button, information about the editing tool is shown. (This button serves no further purpose.) Simply close the About pop-up window to resume editing.