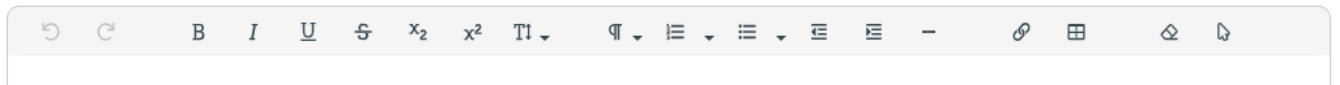# Application WYSIWYG Editor Tips

(INFR4)

CIRM applications on our grants management system allow What You See Is What You Get "WYSIWYG" editing in the major proposal sections. The application entry boxes that have this capability will have a tool bar at the top of the entry box as follows:

These boxes will allow insertion of links, images, and tables directly into the web editor. We have outlined some basic instructions for the functions that may be most useful below. However, this document is not a comprehensive tutorial of all functions of the editor; it only highlights certain functions.

Click on the links below to jump to the instructions for those sections.

Text

Inserting Images

Formatting Images

Weblinks

Tables

Text

Text can be directly copy/pasted into the editor and will preserve the overall formatting that exists.

Please note that coloring and highlighting text is NOT currently supported.

Text can be bolded, italicized, underlined, struck through, subscripted, and superscripted. You may also change the text size.

Paragraphs can be changed to different size headers, text can be converted to numbered lists or bulleted lists, and indents can be increased and decreased.
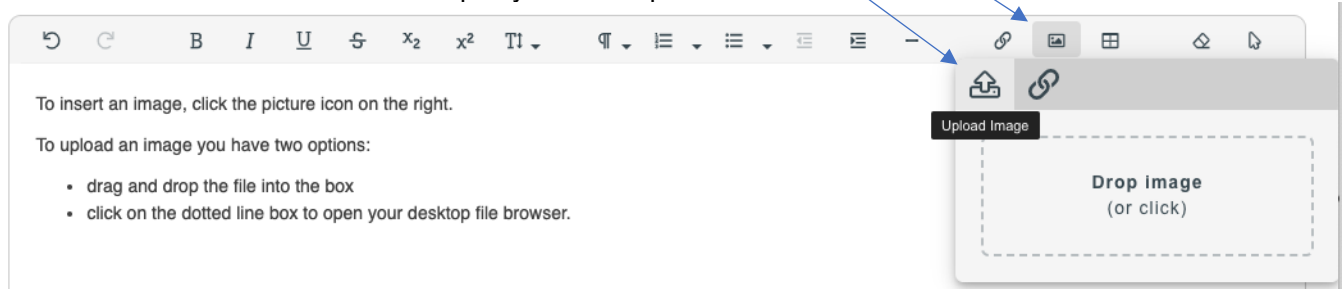
Inserting Images

Images can be inserted as either (1) uploads from the computer, or (2) as links. The image insertion will default to the method used previously, i.e., if you just uploaded an image, then when you click on the image insertion function it will default to another image upload; if you just linked an image, it will default to linking another image.

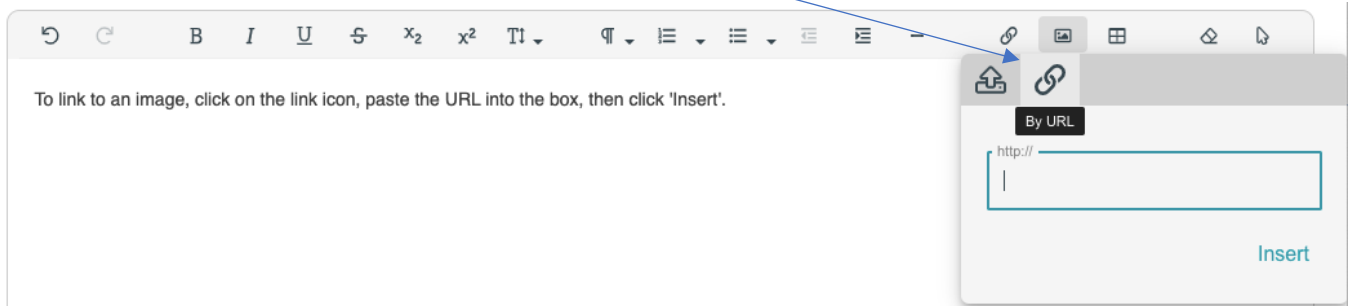To insert an image, click the picture icon on the right.

1. To upload an image, click on the upload image icon.

   Then, you have two options:

   • drag and drop the file into the box
   • click on the dotted line box to open your desktop file browser

2. To link to an image, click on the link icon.
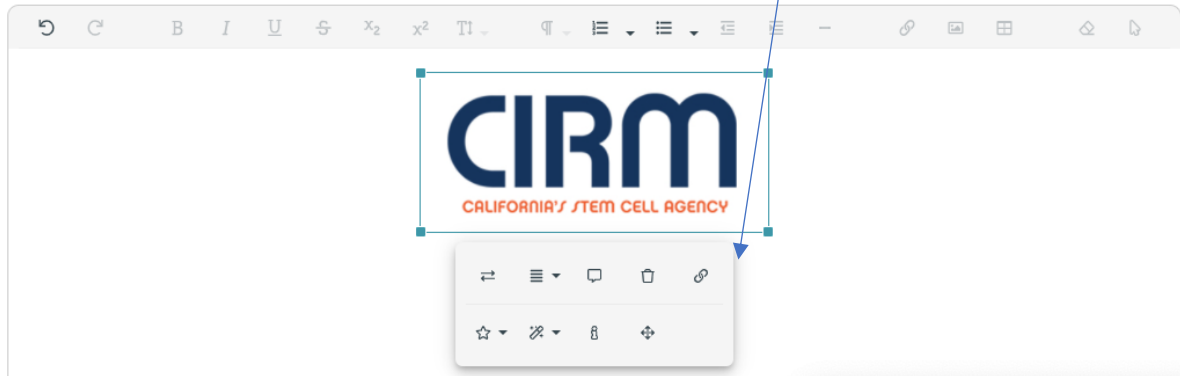   Paste the URL into the box, then click 'Insert'.

Formatting Images

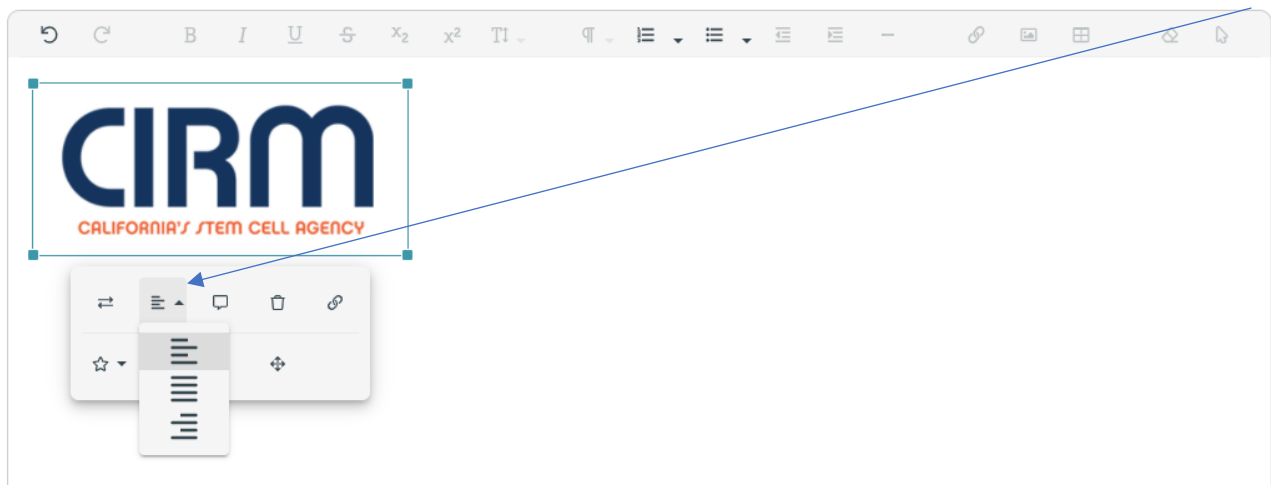Once an image is inserted, you may want to edit the formatting of the image.

Clicking on the image will open a menu of options. The options include:

- replace the image
- change image alignment
- add captions
- delete the image
- create a hyperlink on click of the image
- change the text wrapping around the image
- change the border of the image
- insert alternative text that would replace the image for
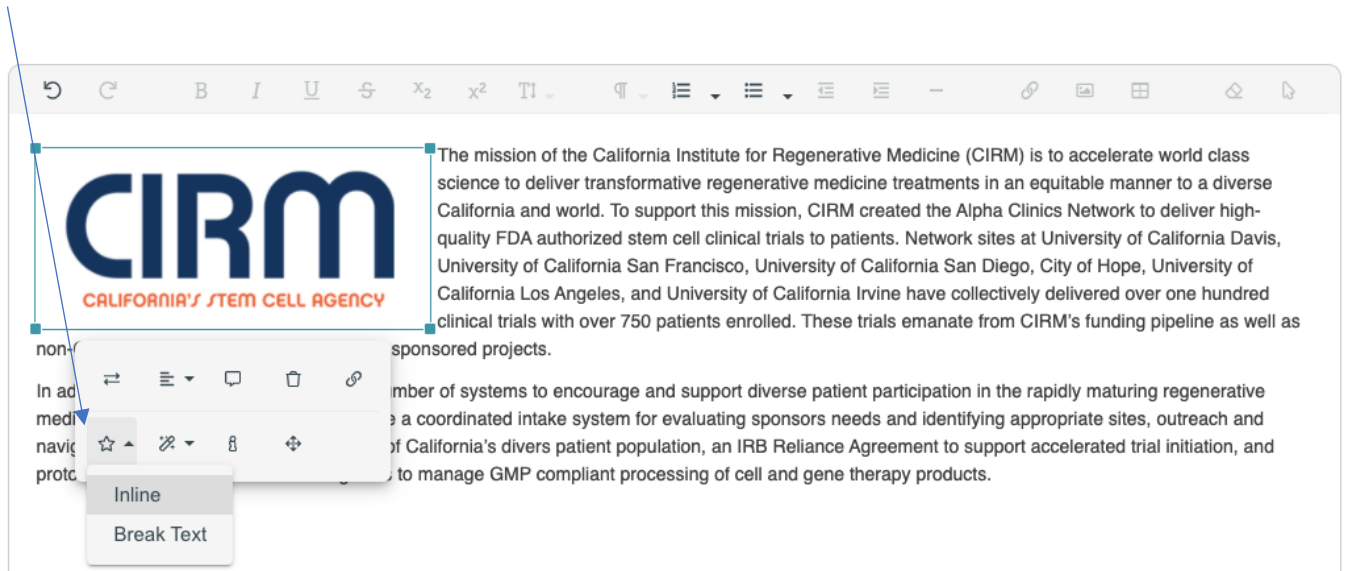- change the image size

A few examples are below.

To change the alignment of the image, click on the alignment icon and select left, middle, or right alignment.
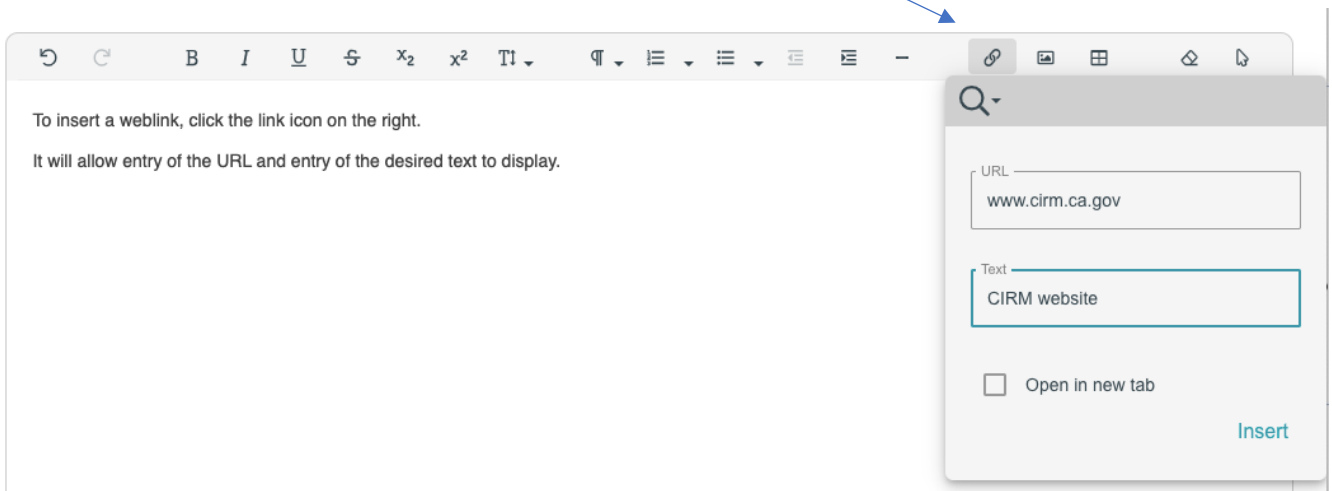
To change the wrapping of text around the image, select the star icon and select the desired text wrapping. The editor defaults to breaking the text.

Weblinks

To insert a weblink, click the link icon on the right. It will allow entry of the URL and entry of the desired text to display.

If you have pre-existing text you would like to link to, simply select the desired text and then click the link icon, it will pre-fill the selected text and the URL can be entered.

Tables

Tables (that are not image files) can be copy/pasted into the editor. Alternatively, they can be entered directly into the editor by selecting the table icon.