

WYSIWYG Content Editor

Check browser version...

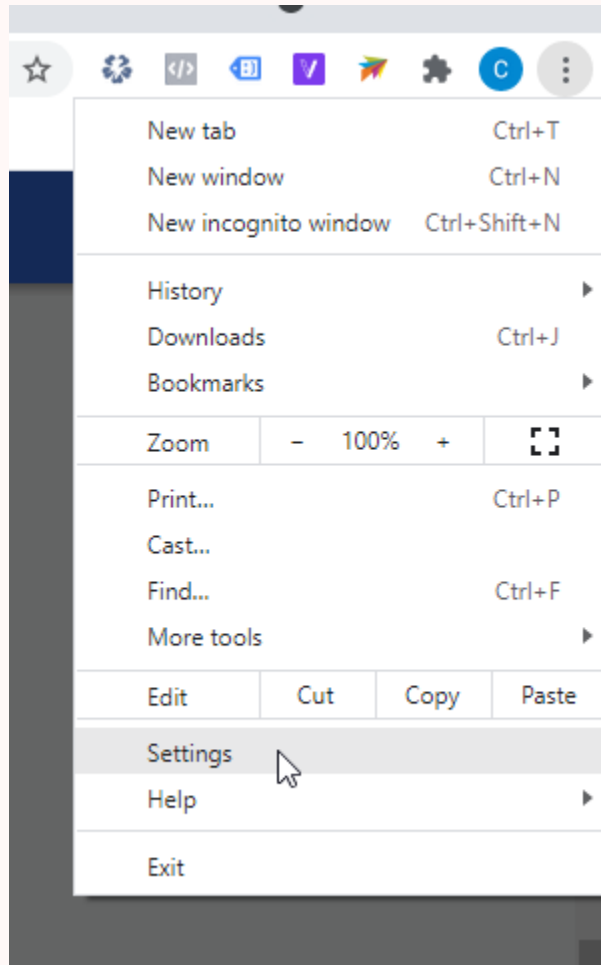
For the best user experience with the WYSIWYG editor, ensure your browser is updated to the latest version.

Seeing errors when the Editor is loading?

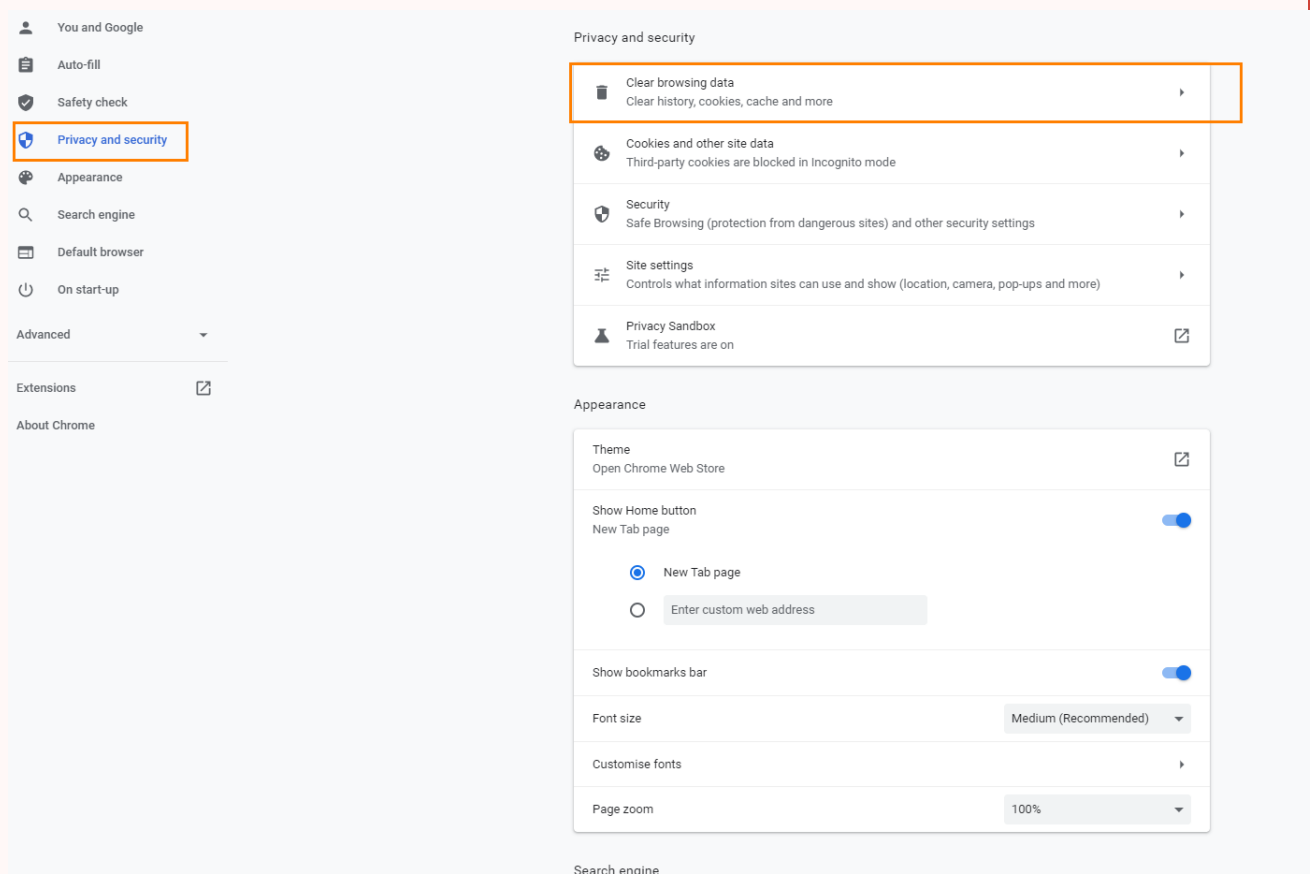
Please purge your browser's cache of older files and images for this editor.

These instructions are for Chrome but all browsers have similar settings.

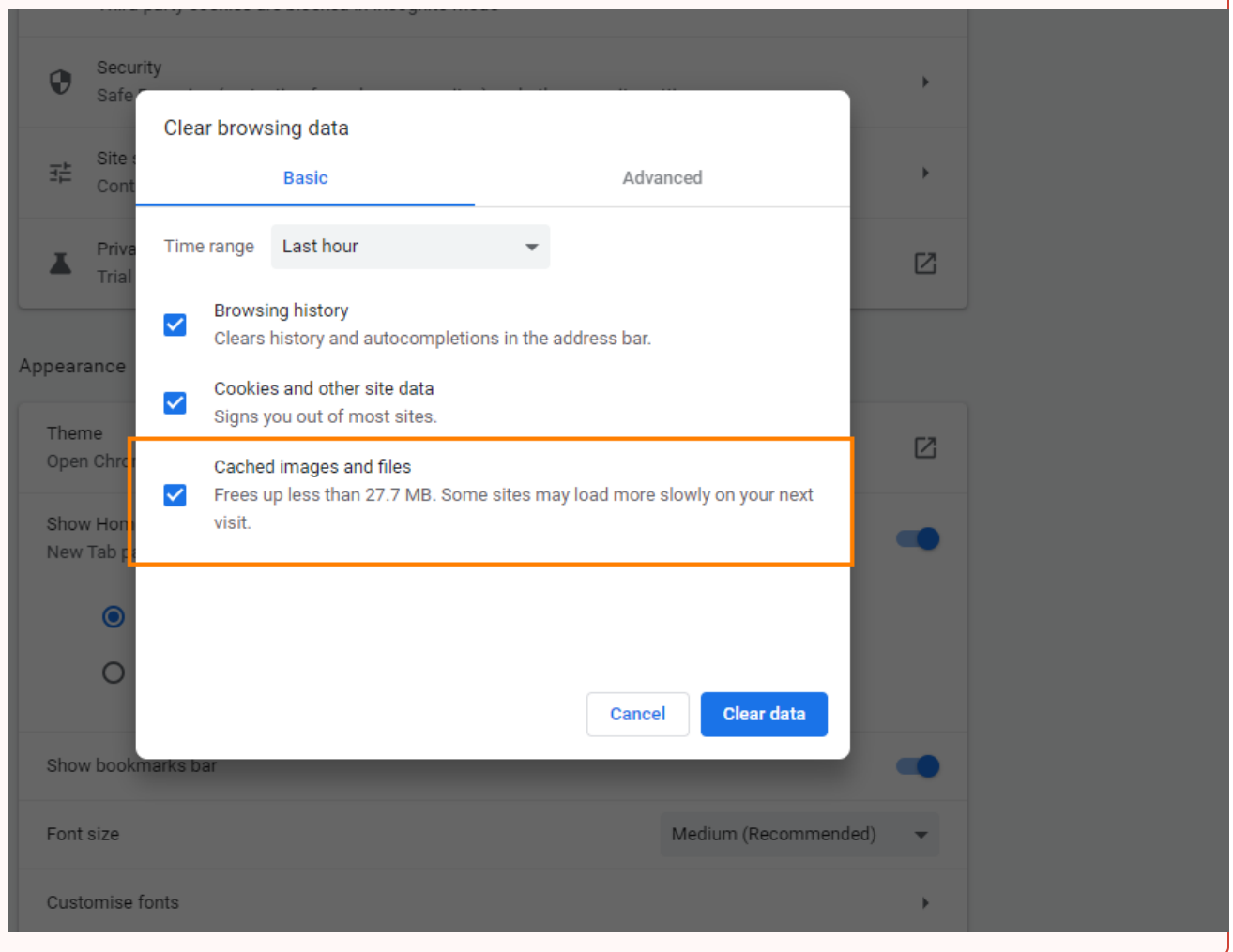
1. On your browser, navigate to **Settings**



2. Select **Private and security**.

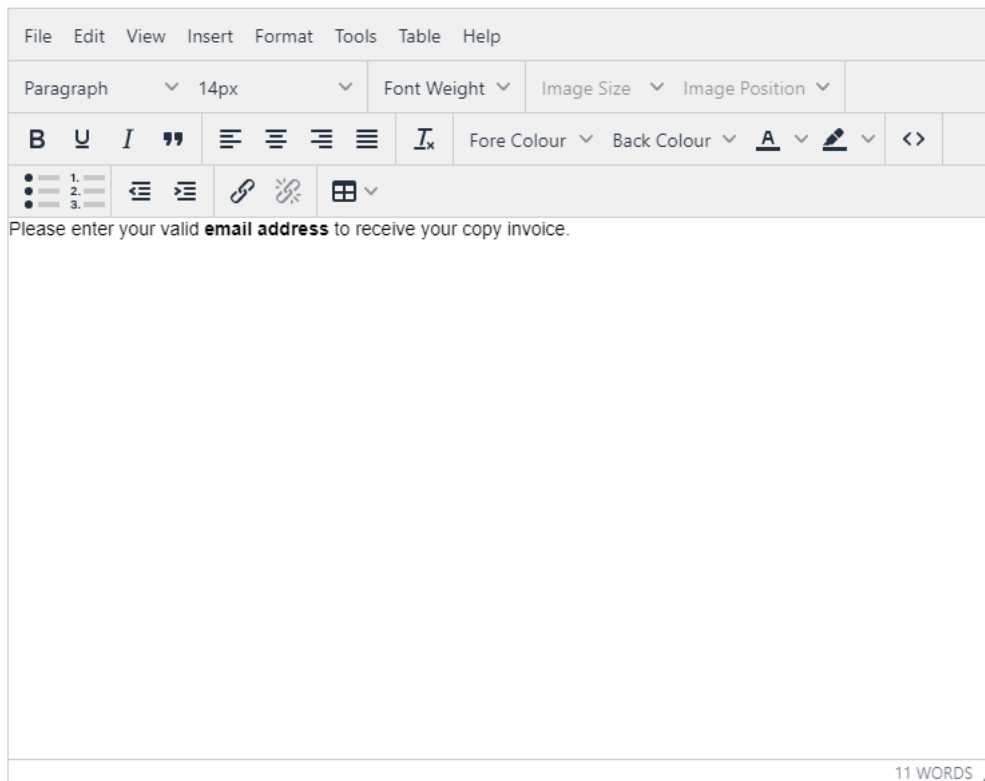


3. Ensure '**Cached images and files**' option is ticked. (You do not have to clear your Browsing history and Cookies.) Click **Clear data**.




When creating a large chunk of content for a page in the CMS, the input field may be a WYSIWYG ('What You See Is What You Get') HTML editor. It allows you to add, edit and format your content to resemble the published version without touching code (although you can access the HTML for further formatting if you wish). The look and feel of it is similar to commonly-used text editors so it will be familiar to you. You will find WYSIWYG editors when working on articles, product details and content in some widgets.

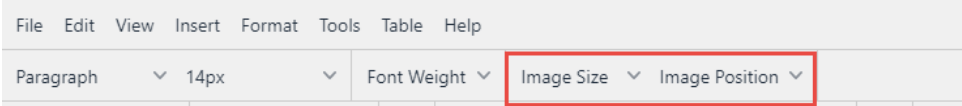

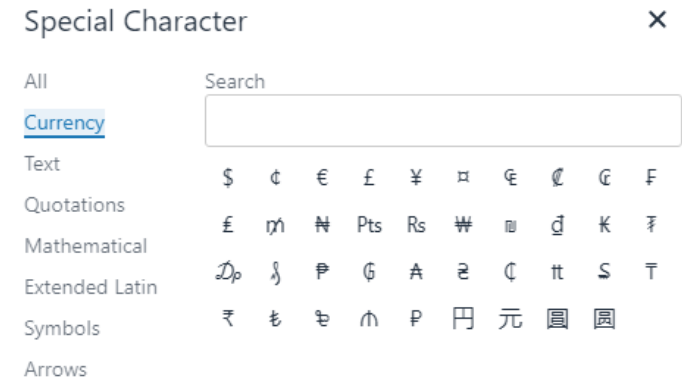
Here is an example of a WYSIWYG editor:

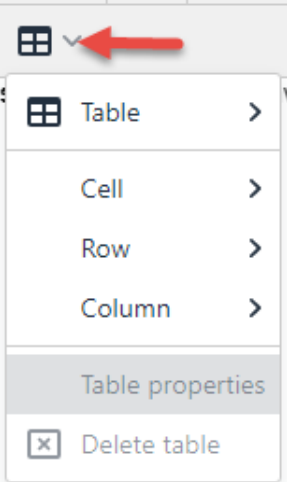
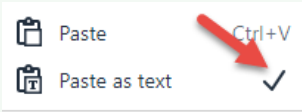



Some features of the CMS WYSISWYG editor

Apart from the usual text editing functions, here are some helpful features.

Feature	
Anchor	<p>You can insert an anchor at your cursor's insertion point to use with hyperlinks.</p> <p>Go to Insert Anchor</p>
Autolink	<p>A hyperlink is automatically created with a valid and complete URL.</p>
Block view	<p>You can view block level elements such as paragraphs and headings in the editable area.</p> <p><i>Example:</i></p> <div> <div>Thank you for your payment</div> <div>Please enter your valid email address to receive your copy invoice.</div> </div> <p>Go to Insert Show blocks</p> <div>  If you are in a block and want to add a new block, use the keyboard shortcut Shift+Enter to move out of the current block. </div>
Code	<p>You can add a <code><code></code> tag to signal that a chunk of text is (programming) code. It renders as a particular styling recognised by browsers.</p> <p>Highlight text and go to Format Code.</p>

D a t e / T i m e	<p>You can add the current date and/or time.</p> <p>Go to Insert Date/Time</p>
F u l l s c r e e n	<p>You can switch to/from the editing textbox to fullscreen.</p> <p>Go to View Fullscreen</p>
I m a g e T o o l s	<p>When you're editing an image, the images toolbar will automatically display so you can edit image properties easily.</p> 
M e d i a	<p>You can add HTML5 video and audio elements to the editable area and live preview any embedded videos.</p> <p>Go to Insert Media</p> <p>To live preview a video, go to File/View Preview</p>
P r e v i e w	<p>You can preview what your published content will look like.</p> <p>Go to File/View Preview</p>
P r i n t	<p>You can print out the content in the editable area.</p> <p>Go to File Print</p>
S o u r c e c o d e	<p>You can view or edit the code formatting your content.</p> <p>Go to View Source code or select the Source code icon  (See Code Editor for a guide.)</p>
S p e c i a l c h a r a c t e r s	<p>You can insert special characters that cannot be directly accessed from the keyboard.</p> <p>Go to Insert Special character...</p> 

T a b l e	<p>You can add a table and edit cell/row/column properties easily from selecting the Table menu or icon button on the toolbar. Properties that can be form alignment, borders and background colours.</p> 
P a s t e	<p>You can paste any cut/copied content by using one of the keyboard shortcuts Ctrl X/C/V.</p> <p>NOTE - for security reasons, accessing the paste function from the toolbar menu may be prevented by your browser.</p> <div data-bbox="180 810 1494 1083"> <p>✔ Paste as text</p> <p>If you want to paste cut/copied text without the styling/formatting in the original, before pasting, go to Edit Paste as text and select it. Ensure before pasting.</p>  </div>
W o r d a n d c h a r a c t e r c o u n t	<p>You can check the content's word and character counts.</p> <p>Go to Tools Word count.</p> <div data-bbox="180 1220 1494 1381"> <p>✔ You can also check word count at a glance with the counter on the bottom right edge of the status bar.</p>  </div>



Looking for more help?

For a reference guide on using the WYSISWYG editor and to see the list of installed plugins, select **Help** on the toolbar.

Related help

- [Edit Field Prompts](#)
- [Detailed view of changes in Draft mode](#)
- [Animation Support](#)
- [WYSIWYG Content Editor](#)
- [Code Editor](#)
- [Product Reviews](#)
- [Edit Text Prompts](#)
- [Product Token Data Tester](#)
- [Customising System Messages and Prompts](#)
- [Reviewing Changes to a Template Before Saving \(2014 R1\)](#)