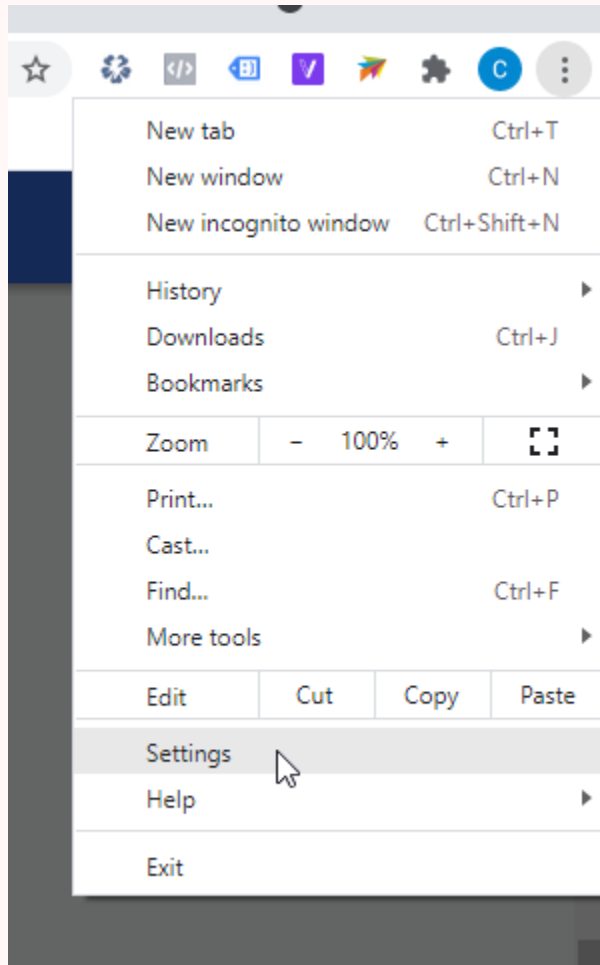# WYSIWYG Content Editor

ⓘ Check browser version...

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

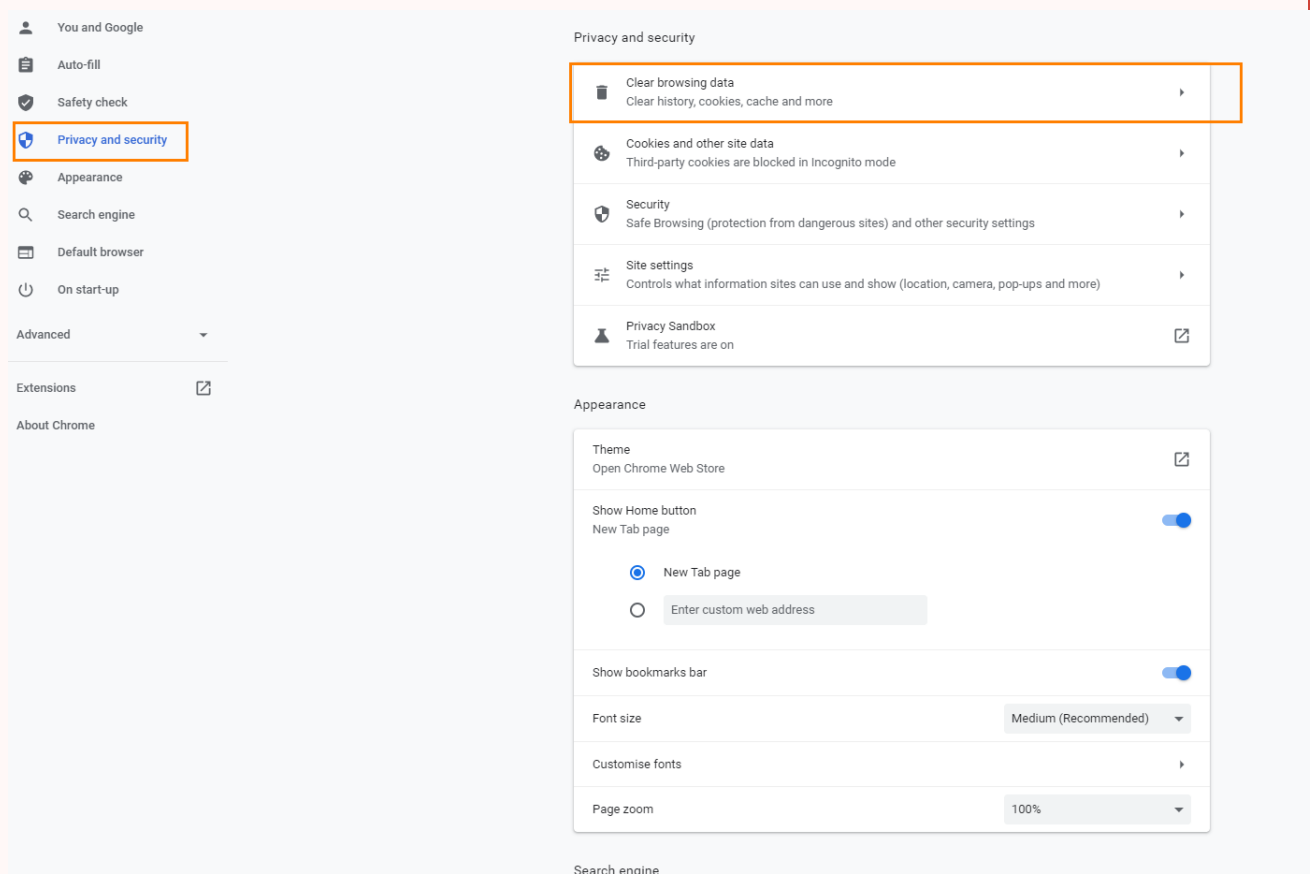**⊘ Seeing errors when the Editor is loading?**

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

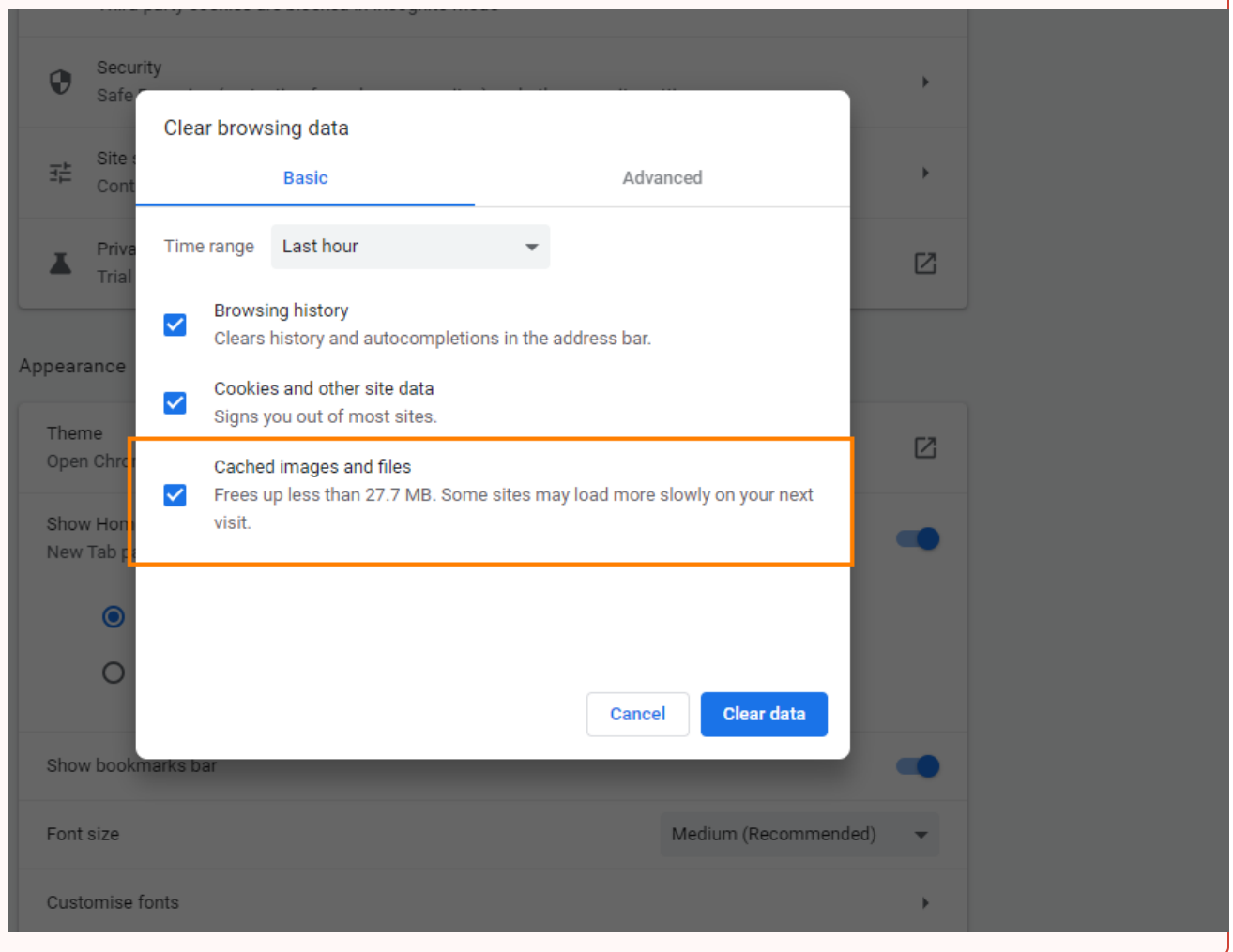These instructions are for Chrome but all browsers have similar settings.

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

2. Select **Private and security**.

👤	You and Google
📋	Auto-fill
🛡	Safety check
🛡	**Privacy and security**
🎨	Appearance
🔍	Search engine
🖵	Default browser
⏻	On start-up

Advanced ▾

Extensions 🗗

About Chrome

Privacy and security

🗑	Clear browsing data Clear history, cookies, cache and more	▸
🍪	Cookies and other site data Third-party cookies are blocked in Incognito mode	▸
🛡	Security Safe Browsing (protection from dangerous sites) and other security settings	▸
非	Site settings Controls what information sites can use and show (location, camera, pop-ups and more)	▸
⚗	Privacy Sandbox Trial features are on	🗗

Appearance

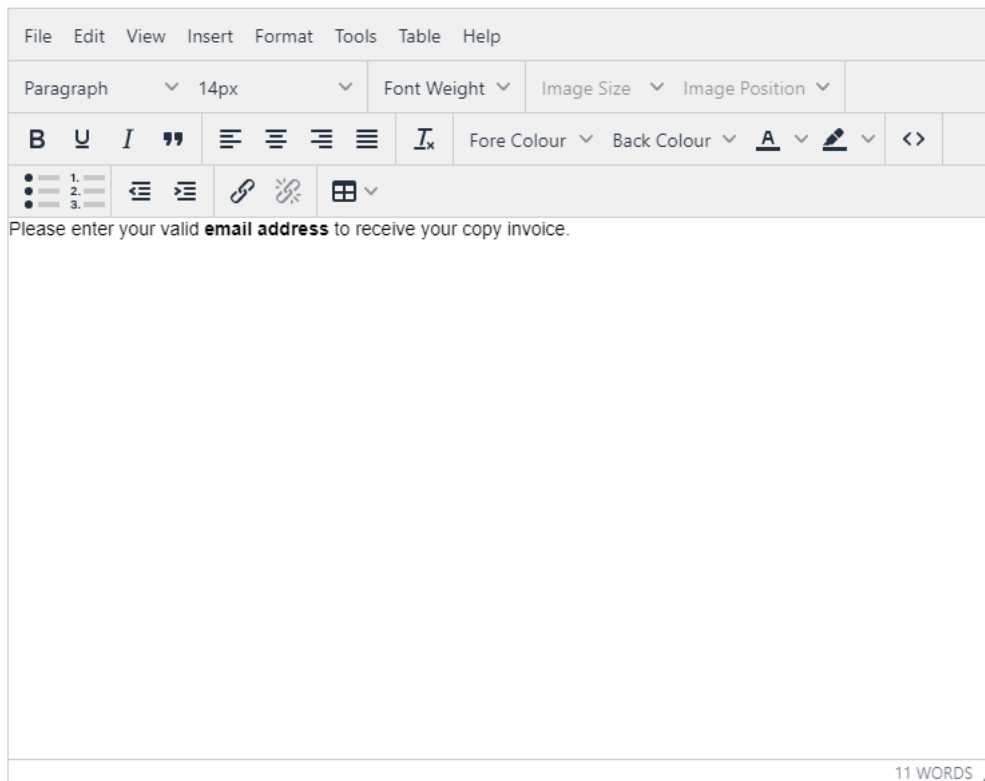|	
Theme Open Chrome Web Store	🗗
Show Home button New Tab page	🔵
⦿ New Tab page	
◯ Enter custom web address	
Show bookmarks bar	🔵
Font size	Medium (Recommended) ▾
Customise fonts	▸
Page zoom	100% ▾

Search engine

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 WYSISWYG ('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 WYSISWYG editors when working on articles, product details and content in some widgets.
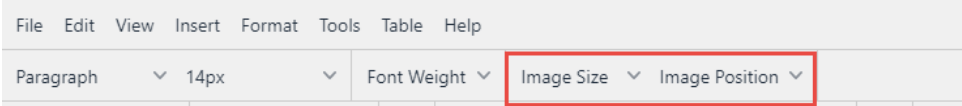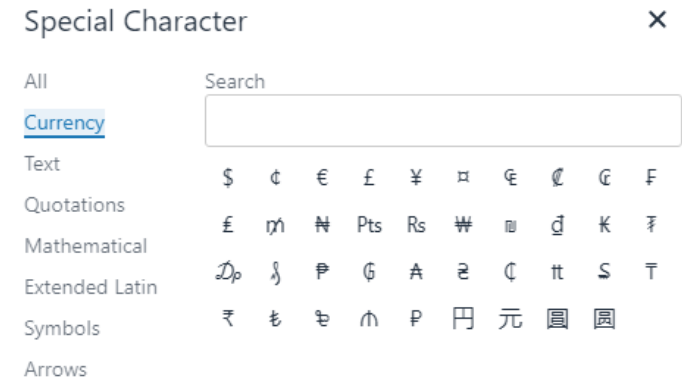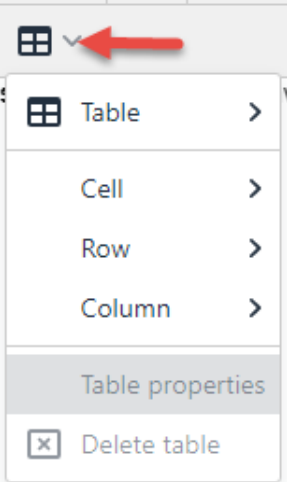
Here is an example of a WYSISWYG editor:

File   Edit   View   Insert   Format   Tools   Table   Help

Paragraph   ∨   14px   ∨ | Font Weight ∨ | Image Size ∨   Image Position ∨

B U *I* ❞   ≡ ≡ ≡ ≡   I× | Fore Colour ∨   Back Colour ∨   A ∨ ✎ ∨   <>

≔ ≔   ⬅ ➡   🔗 🔗   ⊞ ∨

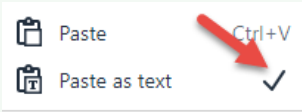Please enter your valid **email address** to receive your copy invoice.

11 WORDS

Some features of the CMS WYSISWYG editor

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

	Feature
A n c h or	You can insert an anchor at your cursor's insertion point to use with hyperlinks. Go to **Insert Anchor**
A u t ol ink	A hyperlink is automatically created with a valid and complete URL.
B lo c k V iew	You can view block level elements such as paragraphs and headings in the editable area. ***Example:*** Thank you for your payment Please enter your valid **email address** to receive your copy invoice. Go to **Insert Show blocks** ✅ 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.
C o de	You can add a <code> tag to signal that a chunk of text is (programming) code. It renders as a particular styling recognised by browers. Highlight text and go to **Format Code**.

Date/Time	You can add the current date and/or time. Go to **Insert Date/Time**
Fullscreen	You can switch to/from the editing textbox to fullscreen. Go to **View Fullscreen**
Image Tools	When you're editing an image, the images toolbar will automatically display so you can edit image properties easily. File Edit View Insert Format Tools Table Help Paragraph ∨ 14px ∨ Font Weight ∨ Image Size ∨ Image Position ∨
Media	You can add HTML5 video and audio elements to the editable area and live preview any embedded videos. Go to **Insert Media** To live preview a video, go to **File/View Preview**
Preview	You can preview what your published content will look like. Go to **File/View Preview**
Print	You can print out the content in the editable area. Go to **File Print**
Source code	You can view or edit the code formatting your content. Go to **View Source code** or select the Source code icon `<>` (See Code Editor for a guide.)
Special characters	You can insert special characters that cannot be directly accessed from the keyboard. Go to **Insert Special character...** Special Character ✕ All Search Currency [ ] Text $ ¢ € £ ¥ ¤ ₠ ₡ ₢ ₣ Quotations £ ₥ ₦ Pts Rs ₩ ₪ ₫ ₭ ₮ Mathematical ₯ ₰ ₱ ₲ ₳ ₴ ₵ ₶ ₷ ₸ Extended Latin Symbols ₹ ₺ ₻ ₼ ₽ 円 元 圓 圆 Arrows

Table	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.
Paste	You can paste any cut/copied content by using one of the keyboard shortcuts **Ctrl X/C/V**.
	NOTE - for security reasons, accessing the paste function from the toolbar menu may be prevented by your browser.
	Paste as text
	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.
Word and character count	You can check the content's word and character counts.
	Go to **Tools Word count**.
	You can also check word count at a glance with the counter on the bottom right edge of the status bar.
	12 WORDS

ⓘ **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