



BrassRing[®]

CK Editor Guide

v.1

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New HTML editor option for Req Forms and Communications Module Templates

As of R13.3, Build 7 (mid-December 2013), clients will have the ability to turn on the CK editor, a new HTML editor that appears on many Communications Module pages and on “formatting-enabled” requisition fields of the “Text area” type.

We suggest that you turn on the CK editor in Staging, pick some representative template(s) and blurb(s) and work out any kinks. You move back and forth between the HTML editors for the time being.

Using the CK editor

This purpose of this document is to serve as a user's guide to the CK editor and to provide guidance for eventually migrating your templates, blurbs, and job descriptions into it. The document will be updated periodically to reflect knowledge gained as migration takes place.

Why use an HTML editor anyway?

The CK editor is an HTML editor. HTML is a markup language that makes it possible to display content in a Web page. The markup language consists of tags that signify the structure of the document (plain paragraph, heading, bulleted list, numbered list, and so forth) as well as some decorative formatting (bold, italic, underline; font face, size, and color, and so forth). The HTML tags tell the browser, "This is a paragraph," or "This is a level 1 heading," or "This word is underlined," and so on. Therefore, it is technically necessary to use an HTML editor for any type of content that is meant to be displayed online, such as emails and job postings.

Why use the CK editor?

The CK editor is used by many large corporations, including IBM®. The CK editor has an extensive toolbar for the formatting and handling of HTML pages. It produces structurally clean HTML tags, which is particularly important for displaying HTML pages correctly in different browsers. It also supports a large number of languages and spell check utilities.

Browser differences in rendering HTML content

If you are looking at content displayed online, you are viewing it through a browser. There are several types of browsers: Chrome, Firefox, Internet Explorer, Safari, and Opera, to name the most common ones. Moreover, at any given time, multiple versions of each browser type are in use.

Clients primarily use Internet Explorer. Candidates follow the pattern of the general population, using Chrome, Firefox, Safari, and Internet Explorer, in that order.

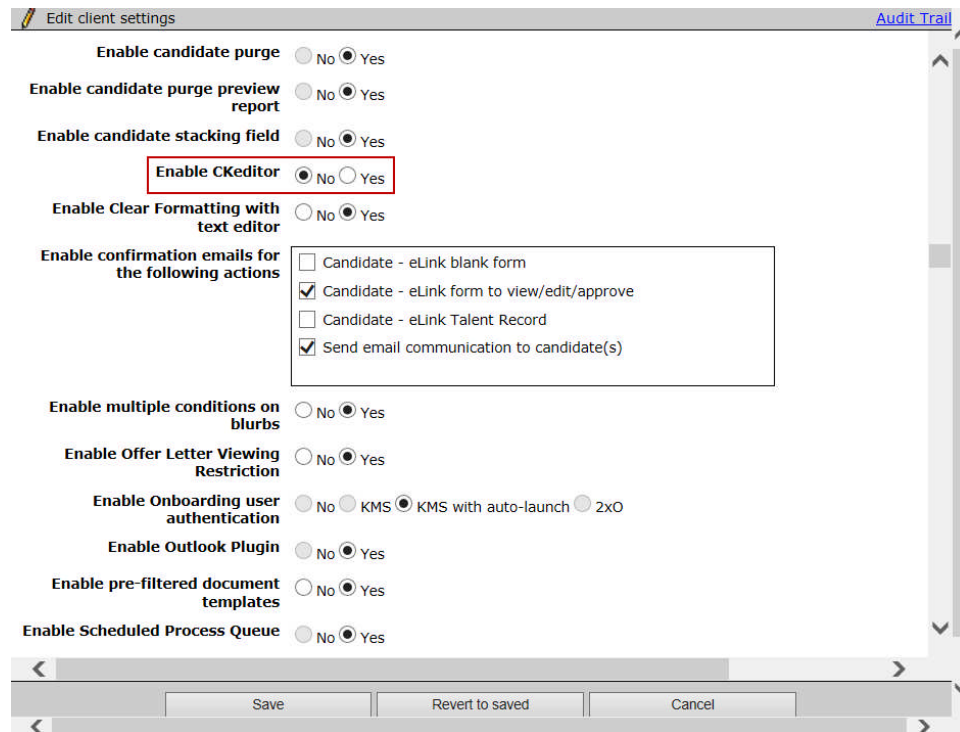
Browsers in general have become more compliant with standards developed by the World Wide Web Consortium (W3), which means that content is displayed more consistently across browser types. Nonetheless, each browser type and version makes default assumptions about displaying content tagged with HTML tags with the result that one browser might display content marked up in a particular set of HTML tags a little differently than another browser. For example, one browser might include more white space between paragraphs than another browser does. In addition, users viewing content you have created can personalize their browser settings and substitute their own font faces, sizes, and colors. Therefore, your control over the look of content viewed in a browser is limited. The best you can do is to create well-structured HTML that should be rendered in an acceptable manner in any browser.

Job Description fields in Requisitions

As of December 13, 2013, IBM Kenexa BrassRing Engineering is investigating whether the additional white space occurring between normal paragraphs and bulleted and numbered lists is due to browser interpretation OR due to extra line breaks being added on the Req details page or in the Job posting preview or Job posting page. See page 31 for details.

Enabling the CK editor

In Workbench, set the new client setting “Enable Ckeditor” to Yes. The code path of the legacy HTML editor (classic or YUI) will be ignored when this setting is turned on.



Formatting content created in the CK editor

The formatting toolbar of an HTML editor is limited relative to a sophisticated word processing program such as Microsoft® Word. The CK editor has an expanded formatting toolbar compared to the older editors, making it easier to create good-looking, well-formatted content.

To create formatted content in the CK editor, use one of these methods:

- Enter text directly into the editor and use the formatting buttons on the toolbar to format the content.
- Copy and paste formatted content from Word using the Paste button. The CK editor creates HTML markup that reflects the formatting used in Word.
- Create HTML content in an external HTML editor (for example, the Coffee Cup Editor, Adobe Dreamweaver, and so forth), and copy and paste the source code into the Source code window of the CK editor within BrassRing. Use this method to get the most sophisticated results.

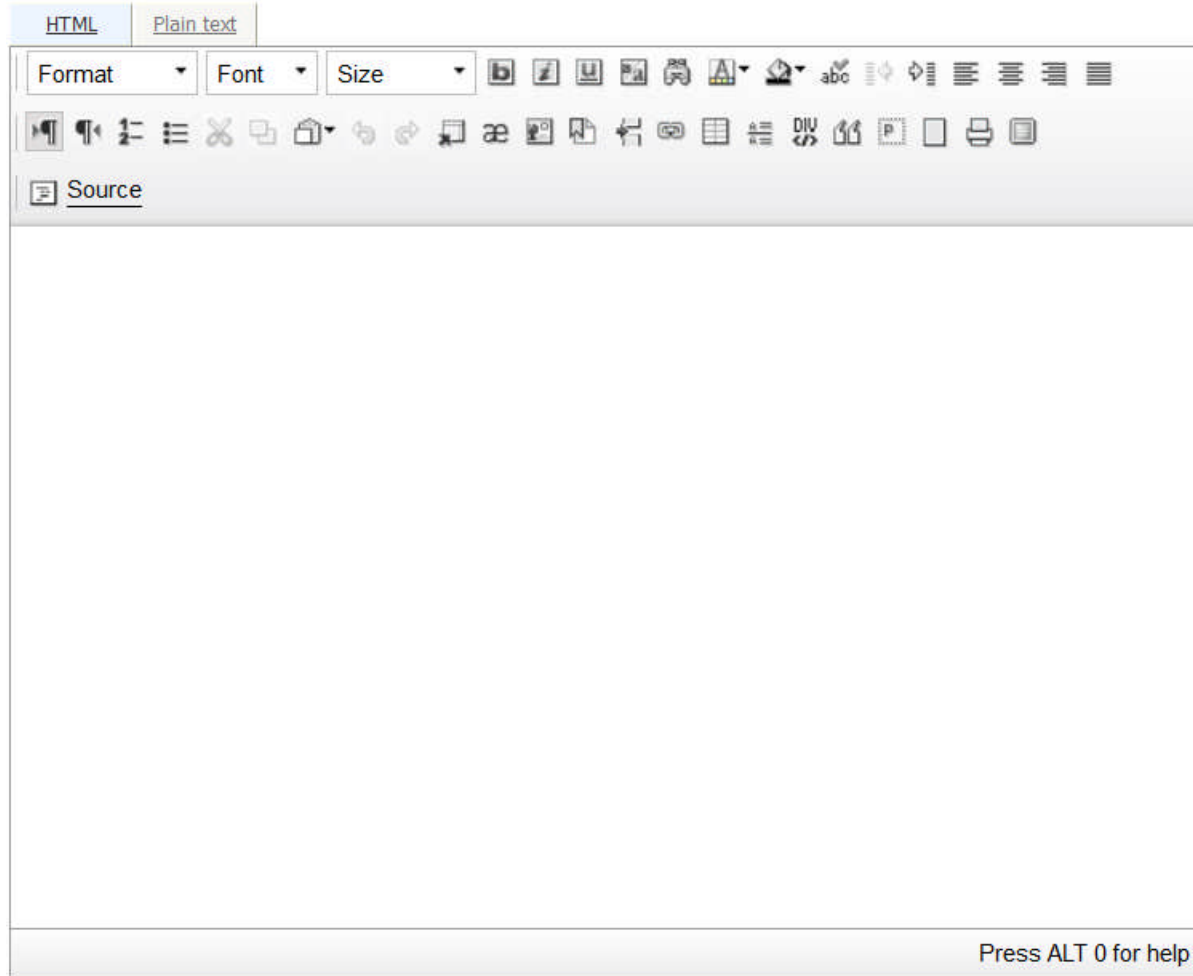
The sections below describe the formatting toolbar in detail and how to copy and paste rich text from a Word document.

CK editor Window

Once the CK editor is enabled, it appears on the following pages in BrassRing:

- Add blurb | Edit blurb
- Add communications template | Edit communications template | Send communication (email)

- Add document template | Edit document template | Create document
- Add document packet template | Edit document packet template | Send communication (document packet)
- Add system e-mail template | Edit system e-mail template
- Formatting-enabled requisition fields: Job Description, Requisition Notes, and custom text area fields on pages where reqs are added or edited
















Formatting toolbar – first row




Figure 1: Toolbar buttons – first row




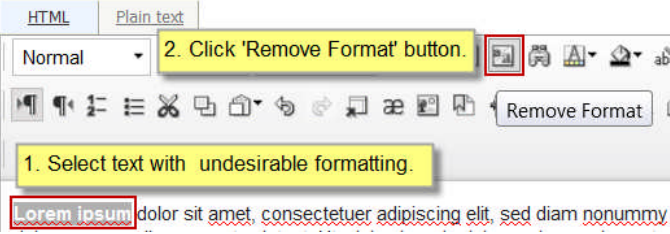
Table 1: Toolbar buttons – first row

Button	Tool tip	Description
	Paragraph Format	Select text and apply any of the following paragraph formats. Built in formats are: <ul style="list-style-type: none"> • Normal: Default Font Face is Arial 12 • Heading 1


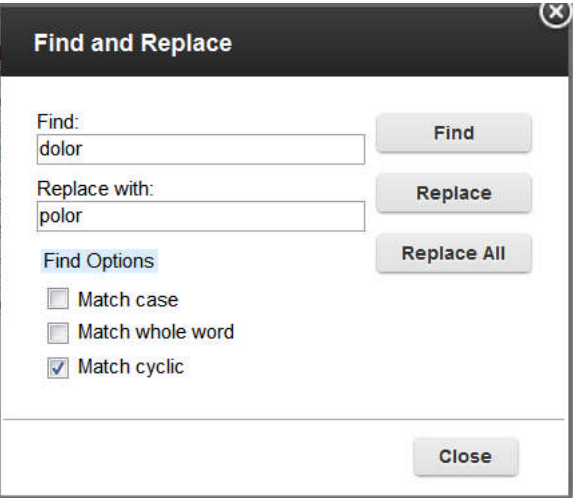
Button	Tool tip	Description
		<ul style="list-style-type: none"> • Heading 2 • Heading 3 • Heading 4 • Heading 5 • Heading 6 • Formatted: Font face is Courier New • Address • Normal (div)
	Font Name	Select text and apply any of the following font names: <ul style="list-style-type: none"> • Arial (default) • Comic Sans MS • Courier New • Georgia • Lucida Sans Unicode • Tahoma • Times New Roman • Trebuchet MS • Verdana
	Font Size	Select text and apply a font size from 8 to 72. Default is 12.
	Bold	Select text and apply bolding.
	Italic	Select text and Click the button to apply italics.
	Underline	Select text and Click the button to apply underline.
	Remove Format	Select text and Click the button to remove existing formatting. See details below.
	Find and Replace	Click the button to display the Find and Replace window. See details below.
	Text Color	Select text and Click the button to launch color picker window. Select desired color. Color is applied to the selected text.
	Background Color	Click the button to launch color picker window. Select desired color. Color is applied to the page.
	Check Spelling	Click the button to launch the spell check window. See details below.
	Decrease Indent	Place cursor in line or select text and Click the button. Text is moved to the left if it is not already at the left margin of the page.
	Increase Indent	Place cursor in line or select text and Click the button. Text is moved to the right.
	Align Left	Place cursor in line or select text and Click the button. Text is moved to the left margin of the page.

Button	Tool tip	Description
	Align Center	Place cursor in line or select text and Click the button. Text is moved to the center of the page.
	Align Right	Place cursor in line or select text and Click the button. Text is moved to the right margin of the page.
	Align Justified	Place cursor in line or select text and Click the button. Text is aligned on both left and right margins.

Remove Format


Button	Tool tip	Description
	Remove format	<p>Select text and Click the button to remove existing formatting.</p>  <p>1. Select text with undesirable formatting.</p> <p>2. Click 'Remove Format' button.</p> <p><u>Lo</u>rem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy</p>

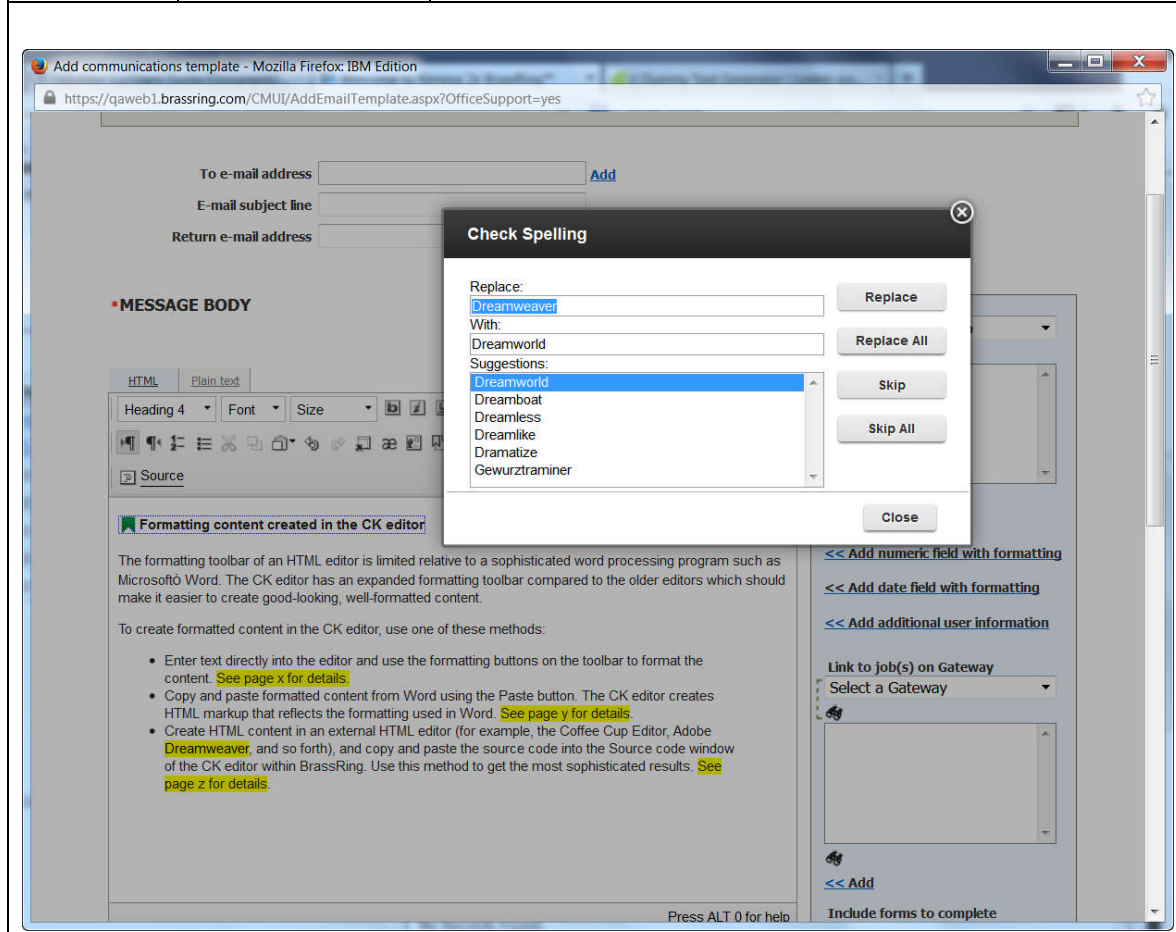
Find and Replace

Button	Tool tip	Description
	Find and Replace	 <p>1. Enter the term to find in the 'Find:' box.</p> <p>2. Select 'Find Options' if applicable.</p> <p>Find Options</p> <ul style="list-style-type: none">- Match case: Unchecked by default. The search finds only those terms that match in case for every character in the search term.- Match whole word: The search looks only at whole words that match the search term. Example: When Match whole word is checked and the search term is: "option", you will find all instances of "option", but not the words "optional" or "options".- Match cyclic: Checked by default. When checked, when the CK editor search reaches the end of the document, it cycles back to the beginning of the

		<p>document and continues the search.</p> <ol style="list-style-type: none"> 3. Enter the replacement term in the 'Replace with' box. 4. Click Find. The search will go to the first instance of the term to be found. 5. If applicable (meaning you want to replace the found term with something else), click Replace to replace the term in the first instance. Click Replace All to replace all instances of the term.
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Check Spelling

Button	Tool tip	Description
	Check Spelling	<p>Click the button to launch the spell check window. The utility highlights all "suspicious" words and lists suggestions for them.</p> <p>The options are Replace, Replace All, Skip, Skip all.</p>








Formatting toolbar – second row

Figure 2: Toolbar buttons – second row




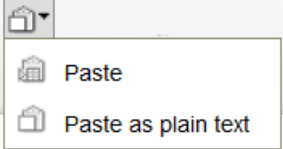


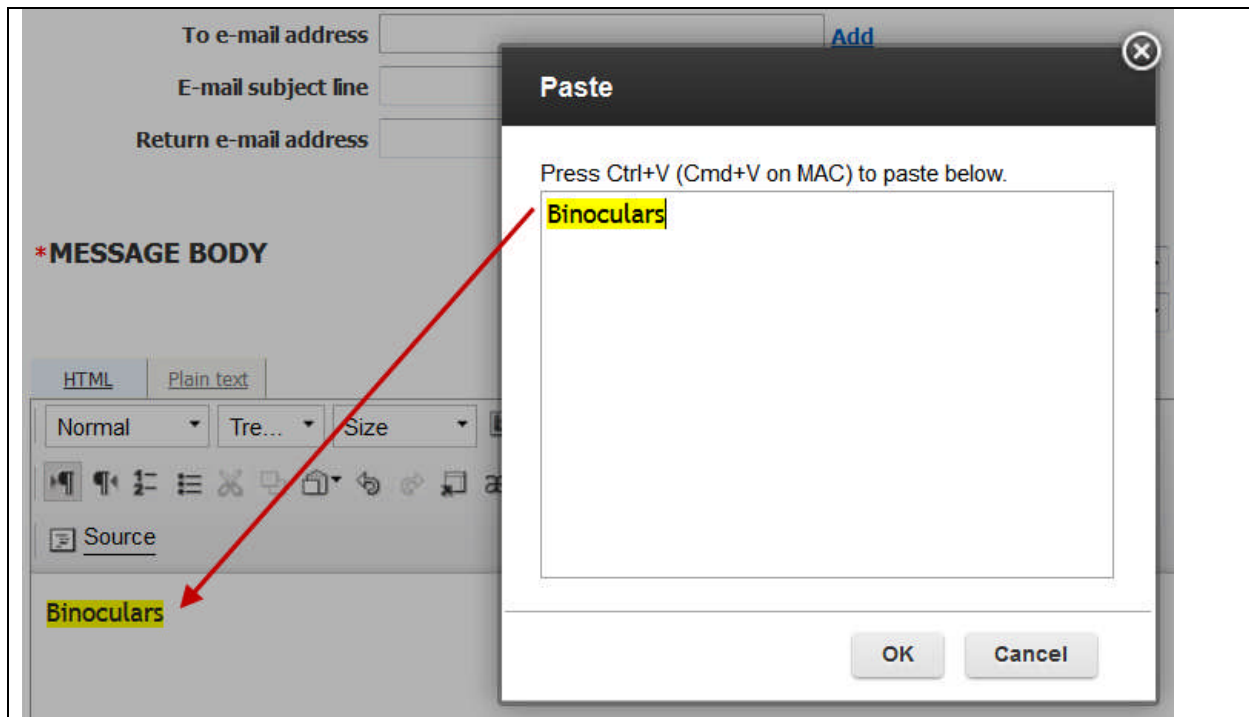
Table 2: Toolbar buttons – second row

Button	Tool tip	Description
	Left-to-right	Place cursor in line or select text and Click the button. Text reads from left to right.
	Right-to-left	Place cursor in line or select text and Click the button. Text reads from right to left.
	Numbered List	Select list item(s) and Click the button. A number is applied to it. Numbering continues until you select s new style, such as Normal.
	Bulleted List	Select list item(s) and Click the button. A bullet is applied to it. Bullets continue until you select s new style, such as Normal.
	Cut	Select text and/or other item(s) added to the page and Click the button. The selected text or item is removed.
	Copy	Select text and/or other item(s) added to the page and Click the button. The selected text or item(s) are copied to the clipboard.
	Paste, Paste as plain text	Click the button to see Paste options. See details below.
	Undo	After an action has been taken, Undo button becomes enabled. Click left-pointing arrow to undo the last action.
	Redo	After clicking Undo, the Redo button become enabled. Click right-pointing arrow to redo an action that was undone .
	Select All	Click the button to select all content in the editor window.
	Insert Special Character	Click the button to insert a special character [!@#%&^*()], accented letters, trademarks, and so forth]. See details below.
	Insert Image	Click the button to insert an image or to create an image link. See details below.
	Insert Document Bookmark	Click the button to insert a bookmark before a word or title. See details below.
	Insert Page Break	Click the button to insert a page break indicator. See details below.
	URL Link	Click the button to add the http address (URL) for a link. See details below.
	Insert Table	Click the button to launch the table configuration window. See details below.
	Insert Horizontal Line	Click the button to insert a horizontal line at the cursor position. See details below.
	Create Div	Click the button to insert a DIV container at the cursor position. See details

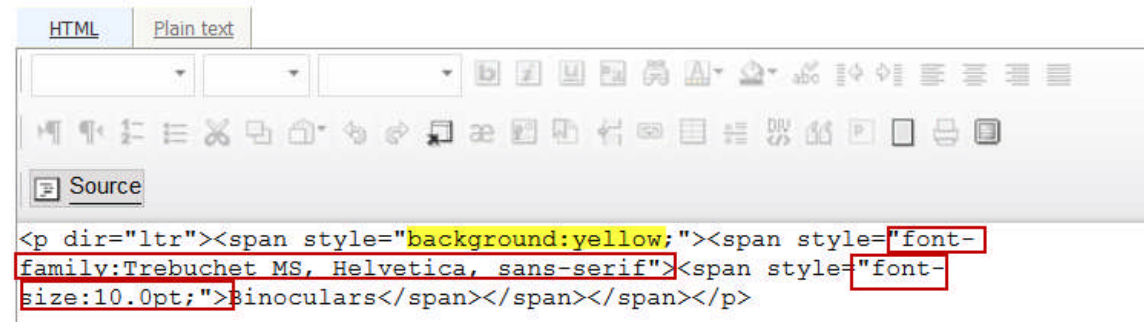
Button	Tool tip	Description
	Container	below.
	Blockquote	Click the button to indent and center a paragraph, for example a long quotation. See details below.
	Show Blocks	Click the button to show block elements in the content flow. See details below.
	New Page	Click the button to create a brand new page.
	Print	Click the button to launch Print dialog box. See details below.
	Maximize	Click the button to expand editor window. See details below.

Cut, Copy, and Paste

Button	Tool tip	Description
	Cut	Select text and/or other item(s) added to the page and click the button. The selected text or item is removed.
	Copy	After selecting text or content added to the editor window, the Copy button becomes enabled. Clicking the Copy button saves the selected content to the clipboard.
		After copying content (either within the editor window or from an external source): <ul style="list-style-type: none"> • Click Paste to retain source formatting • Click Paste as plain text to strip source formatting
Paste - Use to paste in formatted content, such as content copied from a Word document.		

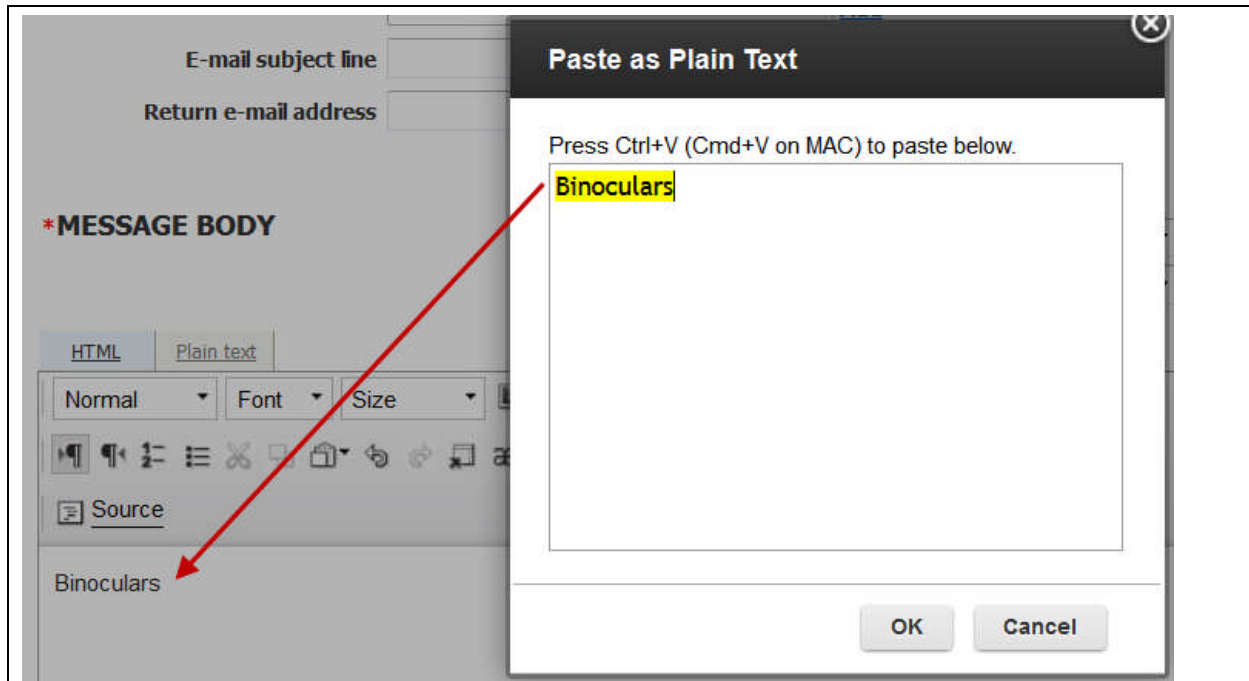


Source code reflects styles as shown in the editor window:

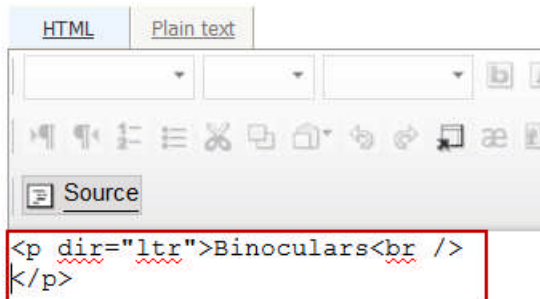


Paste as Plain Text – Use to remove formatting from source text.


Figure 3: Paste as Plain Text window

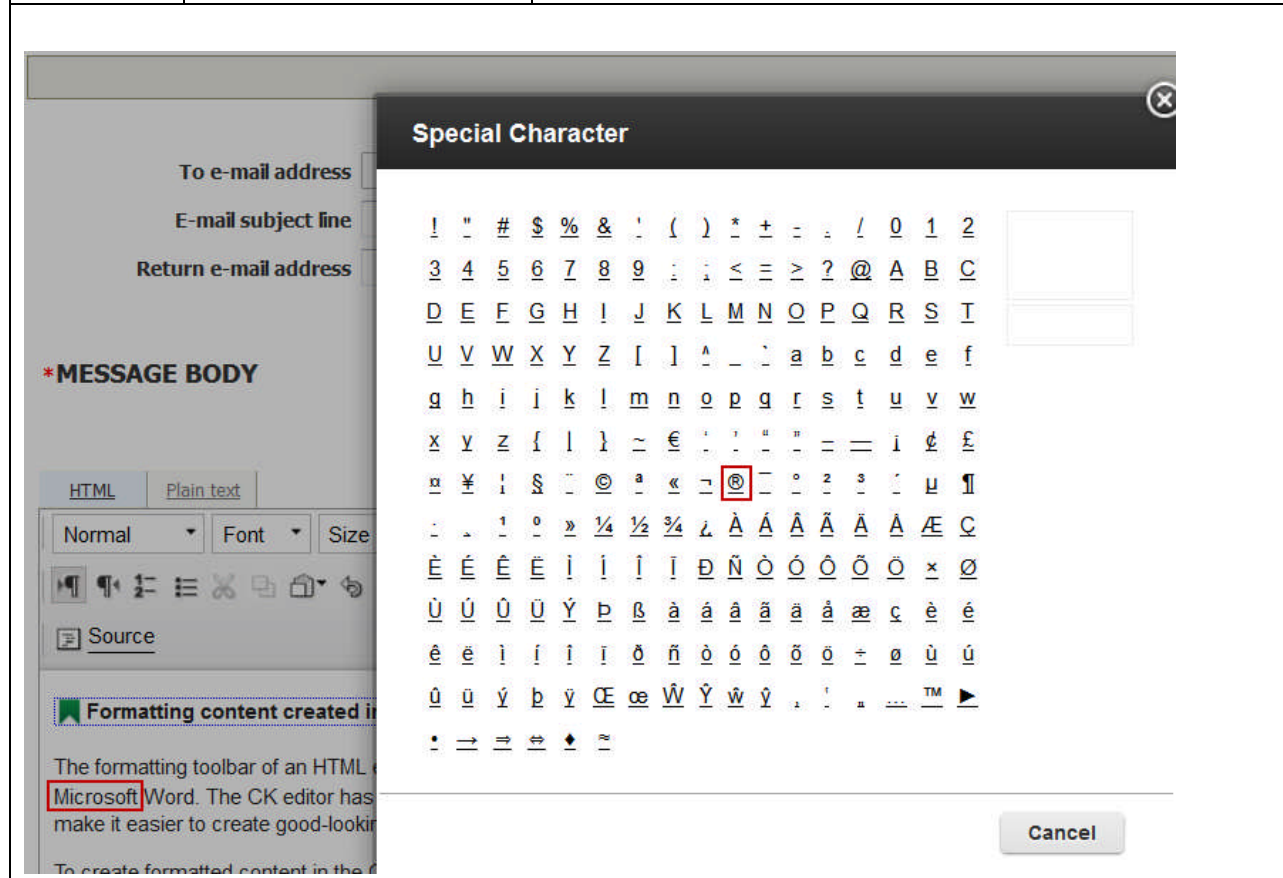


Source code view of code: tags indicating formatting such as color and font have been stripped



Insert Special Character

Button	Tool tip	Description
	Insert Special Character	<p>To add a special character:</p> <ol style="list-style-type: none"> 1. Place the cursor in location of special character. 2. Click the button to launch a window listing special characters. 3. Click the special character you want to add to the text. 4. The special character appears where your cursor is.



The registered trademark symbol is added to the text:


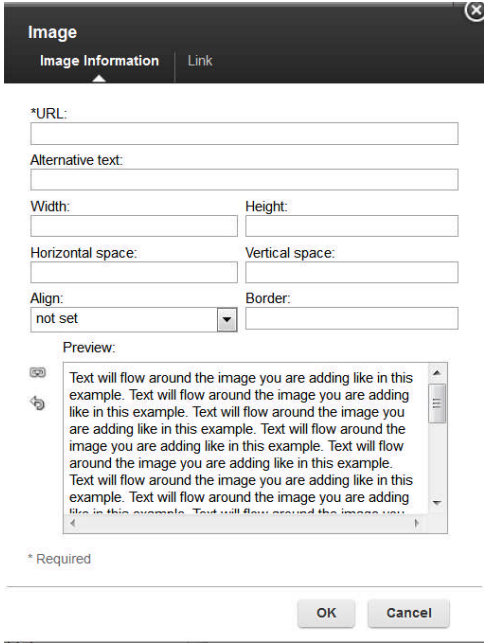

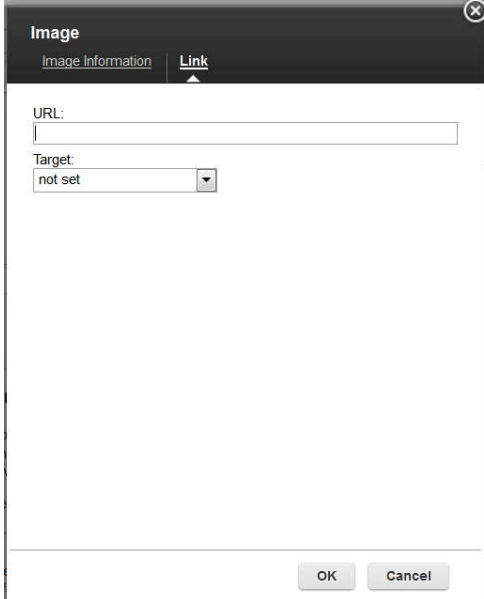
The formatting toolbar of an HTML editor is limited relative to a sophisticated word processing program such as Microsoft® Word. The CK editor has an expanded formatting toolbar compared to the older editors which should make it easier to create good-looking, well-formatted content.

The Source code shows the code for the registered trademark symbol: '®'.


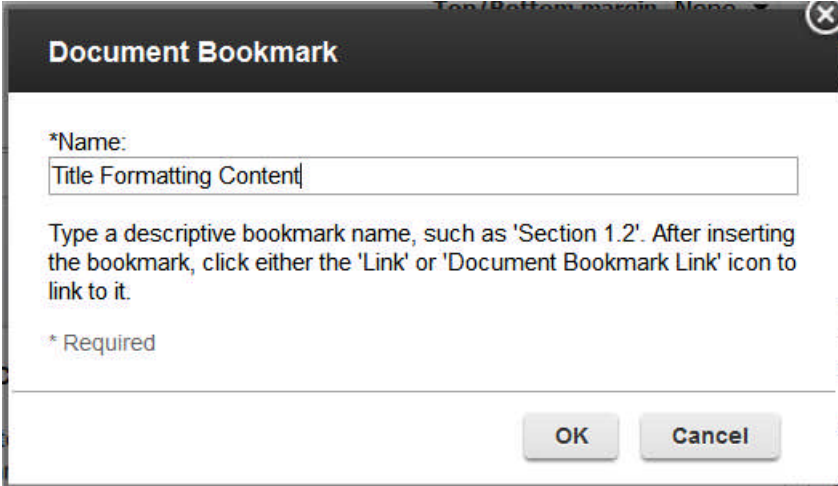
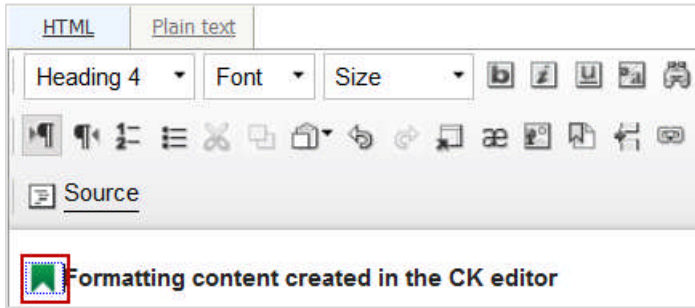
```

Source
<p dir="ltr">Microsoft® Word</p>
    
```


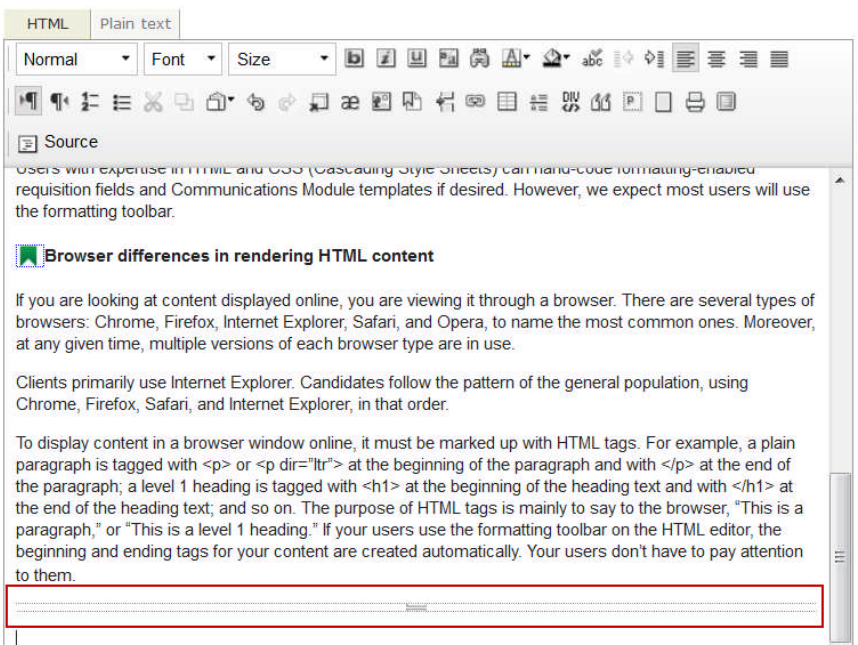

Insert Image

Button	Tool tip	Description
	<p>Insert Image</p>	<p>Enter the URL (web address) for the image. Images must be hosted in a location where the blurb, template, generated document, document packet, or email can reach them. [This section will be updated shortly.]</p> 
	<p>Insert Link</p>	<p>If using an image as a button, select Link.</p> 


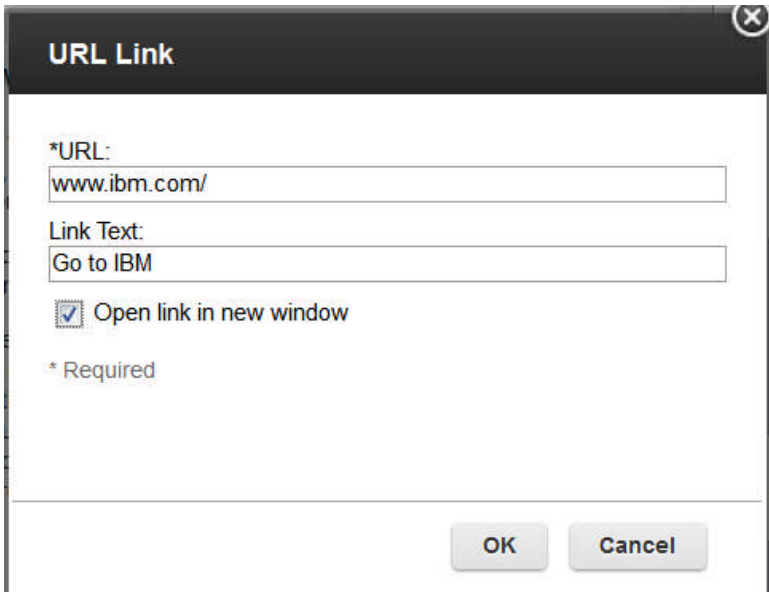
Insert Document Bookmark

Button	Tool tip	Description
	<p>Insert Document Bookmark</p>	<p>Insert a bookmark if you want to link to it from another location on the page or from another page. If linked in this way, all pages must be in the same directory.</p>  <p>Bookmark is inserted; you can now create a link to this bookmark from within the same document.</p> 


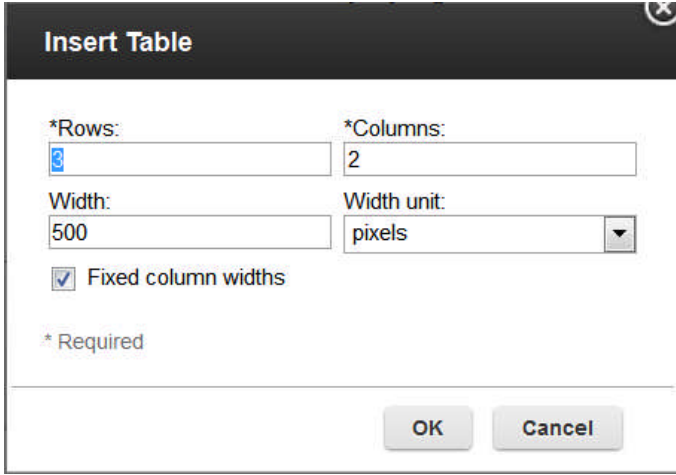
Insert Page Break

Button	Tool tip	Description
	<p>Insert Page Break</p>	<p>Place the cursor in the location where the page should break and click the button. The page break indicator is inserted in the HTML page.</p>  <p>The screenshot shows an HTML editor interface. At the top, there are tabs for 'HTML' and 'Plain text'. Below these is a toolbar with various icons for text formatting (bold, italic, underline, font color, background color, text color, link, unlink, list, indent, outdent, etc.). Below the toolbar is a 'Source' tab, which is currently active, showing HTML code. The code includes a paragraph of text followed by a page break indicator (a vertical line). The text in the source view reads: 'Users with expertise in HTML and CSS (Cascading Style Sheets) can hand-code formatting-enabled requisition fields and Communications Module templates if desired. However, we expect most users will use the formatting toolbar.' followed by a heading 'Browser differences in rendering HTML content' and several paragraphs of text. A red box highlights the page break indicator in the source view.</p>


Insert URL Link

Button	Tool tip	Description
	URL Link	<p>To add a link to another page or Website:</p> <ol style="list-style-type: none"> 1. Enter the correct URL for the site or page to which you want to link. 'http:/' is understood. 2. Enter the Link Text. This is the text the viewers and recipients see instead of the URL. You can place the URL in this box if desired. 3. Click OK. 4. The link is created.  <p>beginning and en to them.]</p> <p>Go to IBM</p>

Insert Table


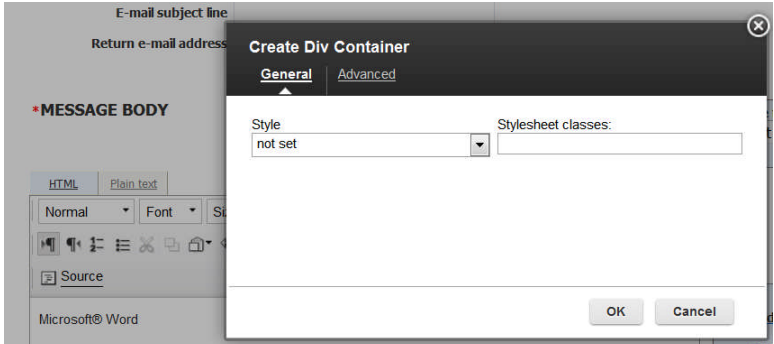
Button	Tool tip	Description						
	Insert Table	<p>Click the button to open the Insert Table configuration window. The default table size is 3 rows and 2 columns of fixed size, and a total table width of 500 pixels. You can change any of these attributes.</p> 						
<p>Example of inserted table (default settings applied):</p> <table border="1" data-bbox="203 947 1320 1089"> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>								

Insert Horizontal Line


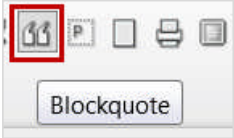
Button	Tool tip	Description
	Insert Horizontal Line	<p>Place the cursor in the location where the horizontal line should be inserted and click the button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>To create formatted content in the CK editor, use one of these methods:</p> <ul style="list-style-type: none"> • Enter text directly into the editor and use the formatting buttons on the toolbar to format the content. See page x for details. • Copy and paste formatted content from Word using the Paste button. The CK editor creates HTML markup that reflects the formatting used in Word. See page y for details. • Create HTML content in an external HTML editor (for example, the Coffee Cup Editor, Adobe Dreamweaver, and so forth), and copy and paste the source code into the Source code window of the CK editor within BrassRing. Use this method to get the most sophisticated results. See page z for details. </div> <div style="border: 2px solid red; height: 20px; width: 100%; margin-top: 10px;"></div>

Create DIV Container


TBD

Button	Tool tip	Description
	Create DIV Container	<p>TBD</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  </div> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>This is a DIV container. It can contain content that is set off from the main content flow of the document.</p> </div>

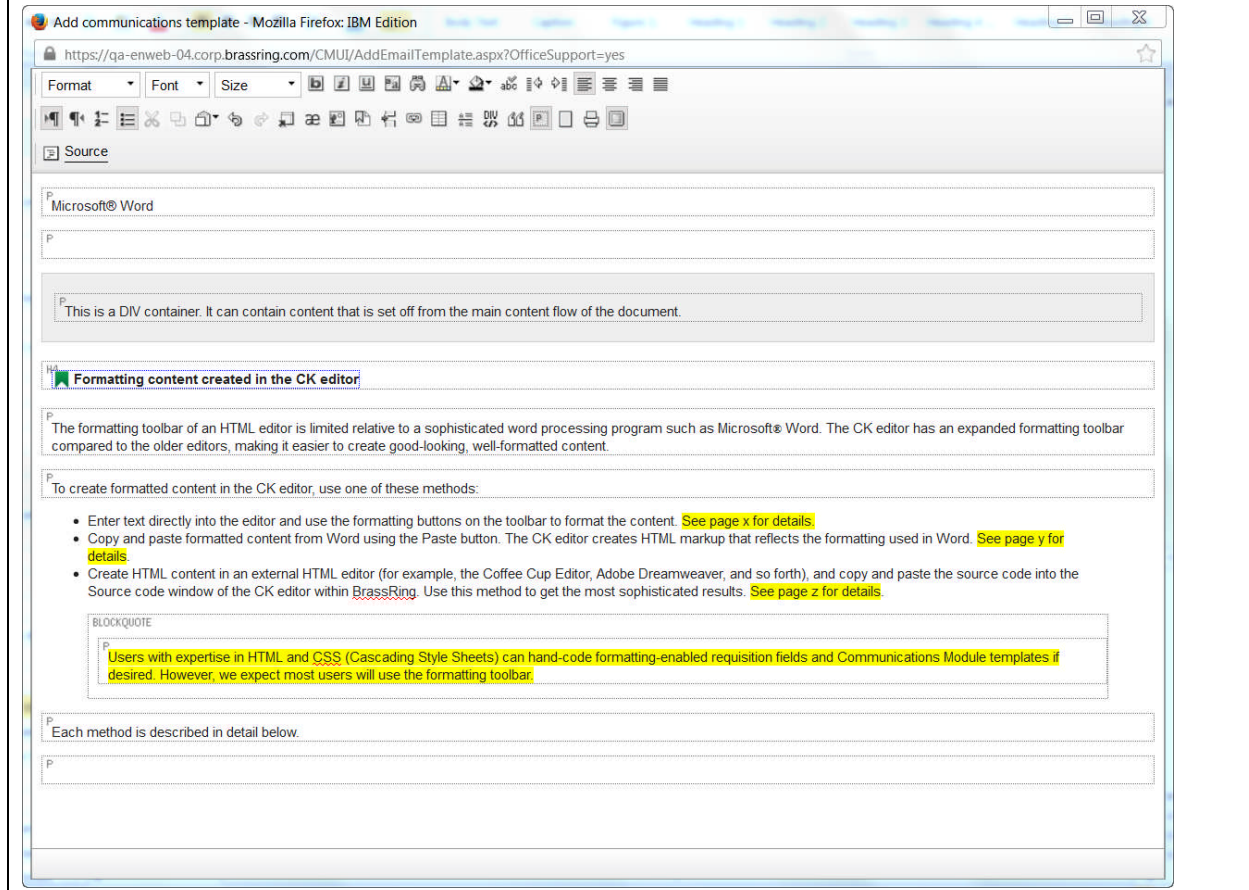
Blockquote

Button	Tool tip	Description
	<p>Blockquote</p>	<p>Use to indent and center a paragraph, for example a long quotation.</p> <ol style="list-style-type: none"> 1. Identify the paragraph to be indented and centered. <div data-bbox="618 432 1385 594" style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <ul style="list-style-type: none"> • Create HTML content in an external HTML editor (for example, the Coffee Cup Editor, Adobe Dreamweaver, and so forth), and copy and paste the source code into the Source code window of the CK editor within BrassRing. Use this method to get the most sophisticated results. See page z for details. <p style="border: 1px solid red; padding: 2px;">Users with expertise in HTML and CSS (Cascading Style Sheets) can hand-code formatting-enabled requisition fields and Communications Module templates if desired. However, we expect most users will use the formatting toolbar.</p> </div> 2. Position the cursor at the beginning of the paragraph and click the Blockquote button. <div data-bbox="618 737 849 873" style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;">  </div> 3. The paragraph is indented and centered (indentation is equal on both sides): <div data-bbox="618 1020 1385 1325" style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>To create formatted content in the CK editor, use one of these methods:</p> <ul style="list-style-type: none"> • Enter text directly into the editor and use the formatting buttons on the toolbar to format the content. See page x for details. • Copy and paste formatted content from Word using the Paste button. The CK editor creates HTML markup that reflects the formatting used in Word. See page y for details. • Create HTML content in an external HTML editor (for example, the Coffee Cup Editor, Adobe Dreamweaver, and so forth), and copy and paste the source code into the Source code window of the CK editor within BrassRing. Use this method to get the most sophisticated results. See page z for details. <p style="border: 1px solid red; padding: 2px;">Users with expertise in HTML and CSS (Cascading Style Sheets) can hand-code formatting-enabled requisition fields and Communications Module templates if desired. However, we expect most users will use the formatting toolbar.</p> </div>


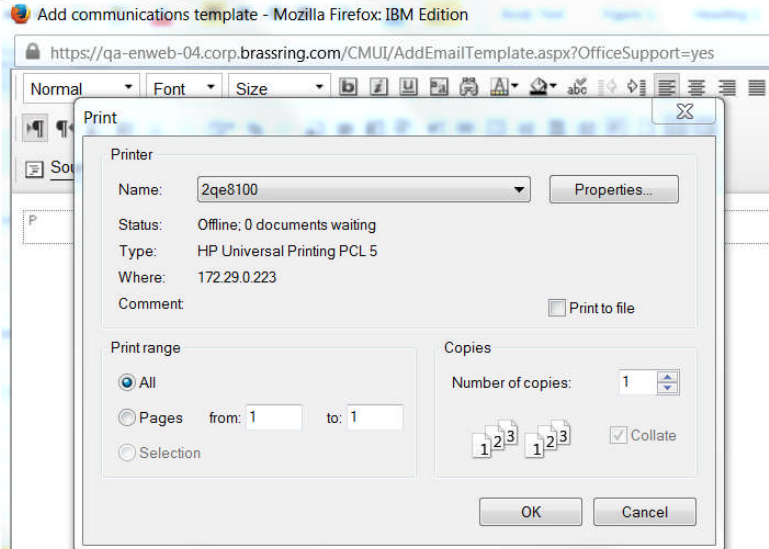
Show Blocks

Button	Tool tip	Description
	Show Blocks	Click the button to display block elements on the HTML page. Each block element starts on a new line and has a space above and below it. This shows the structure of the document.


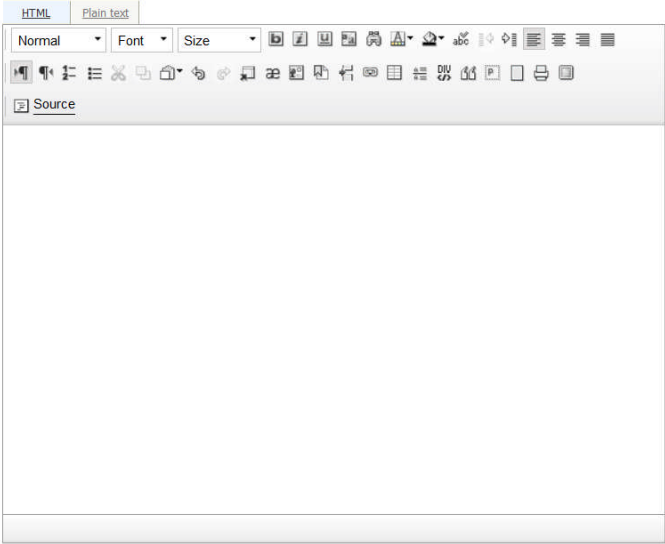
Block elements in maximized view



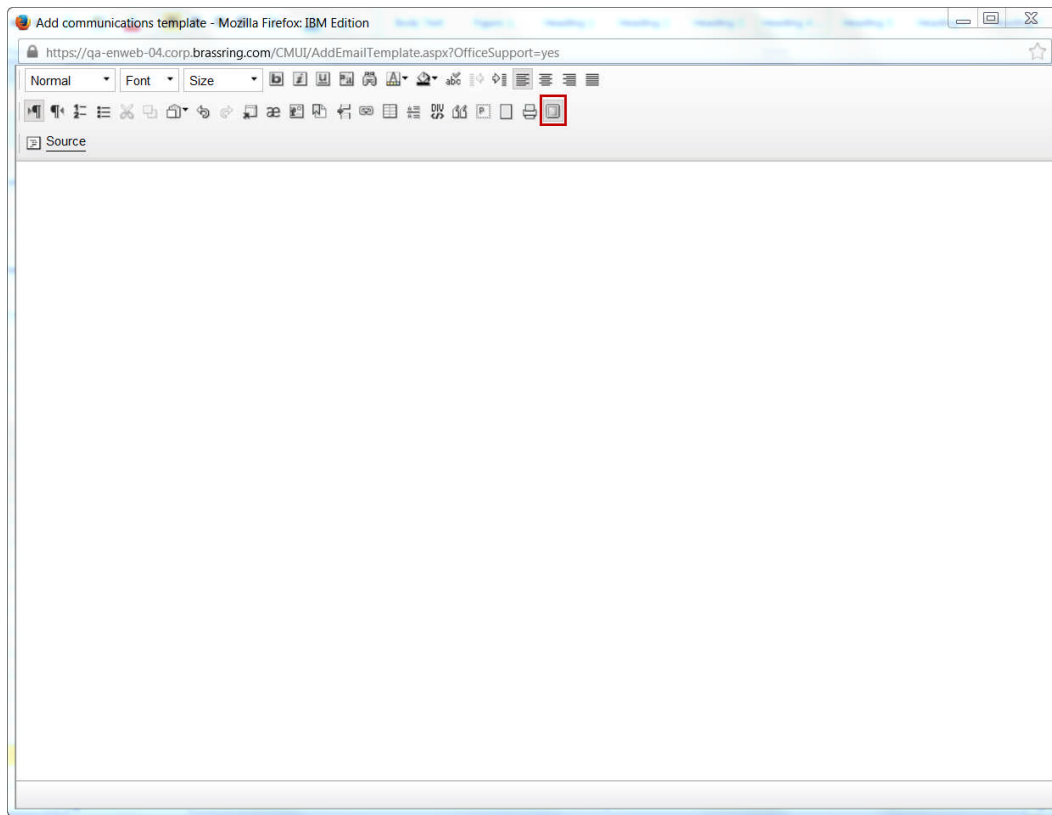
Print

Button	Tool tip	Description
	<p>Print</p>	<p>Click the button to launch Print dialog box.</p> 

Maximize

Button	Tool tip	Description
	<p>Maximize</p>	<p>Click the button to maximize the editor window. Window (default size):</p> 

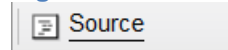
Editor window maximized:



Toolbar button – third row

Source

Figure 4: Toolbar button – third row



Click Source button to display the HTML source code view of the content.

Figure 5: Rich text view (view in which most users edit the content)

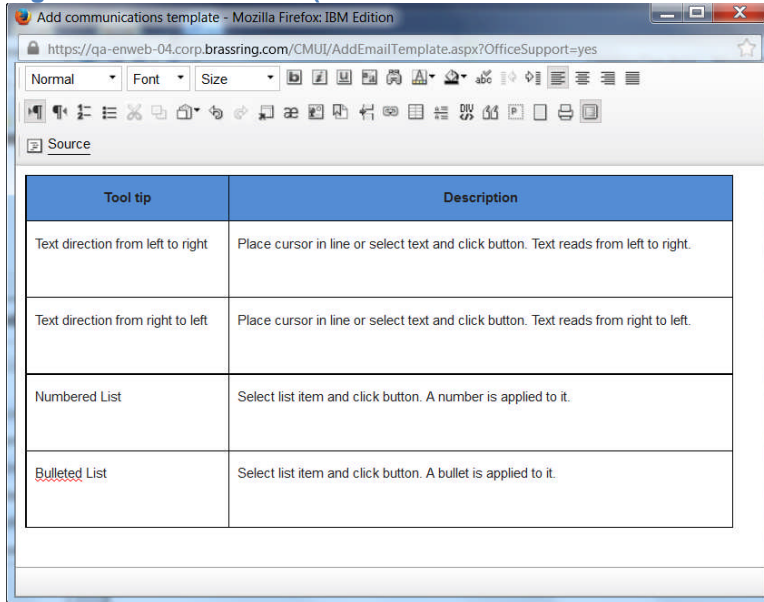
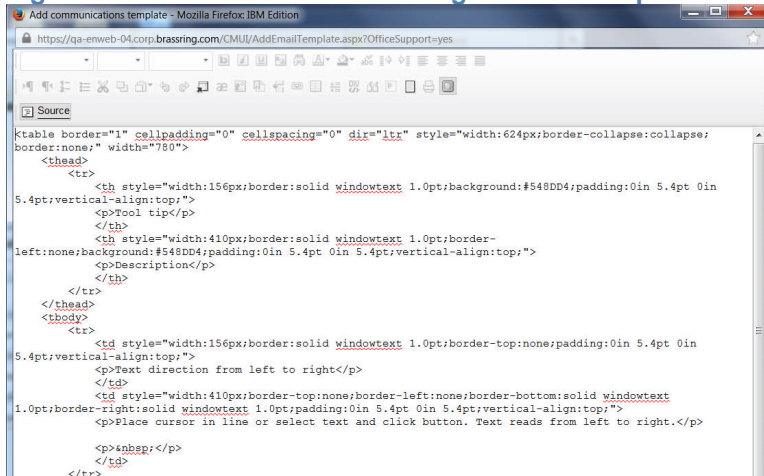
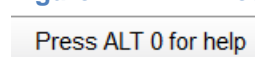


Figure 6: Source code view showing HTML markup of content



Link to accessibility help

Figure 7: Link – Bottom of editor window



Launches the accessibility help window

Using the CK editor

Using the formatting toolbar

If you use the formatting toolbar on the HTML editor, the beginning and ending tags for your content are created automatically. You don't have to pay attention to them. Similarly, if you create content in an external HTML editor, the editor will automatically create the tags correctly (as long as it is not an older editor from several years ago). See toolbar details starting on page 5.

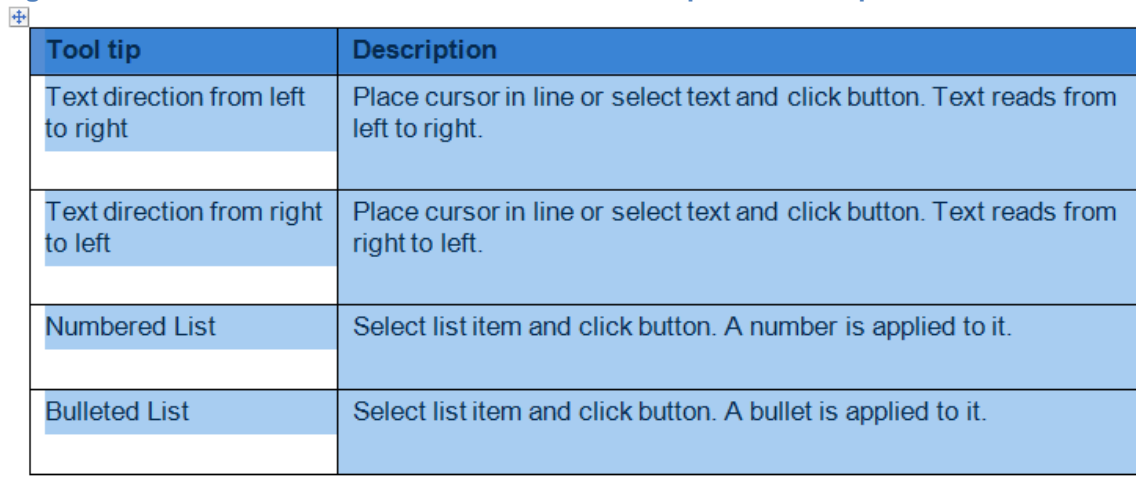
Copying and pasting from Word

Content copied and pasted from Word will look similar to the copied content but not necessarily exactly the same. To copy and paste from Microsoft Word:

1. Select the formatted text in the Word document.
2. In the CK editor, click the Paste button and select Paste.
3. The Paste window launches.
4. Press CTRL-V to paste the copied content into the window. The content retains all of its formatting.
5. Click OK.
6. The formatted content is added to the CK editor window at the position of the cursor.
7. If you are interested, click Source to see the source code view. The CK editor automatically creates structurally correct, albeit complex, HTML to represent the copied content.

Example: Copying a table from Word

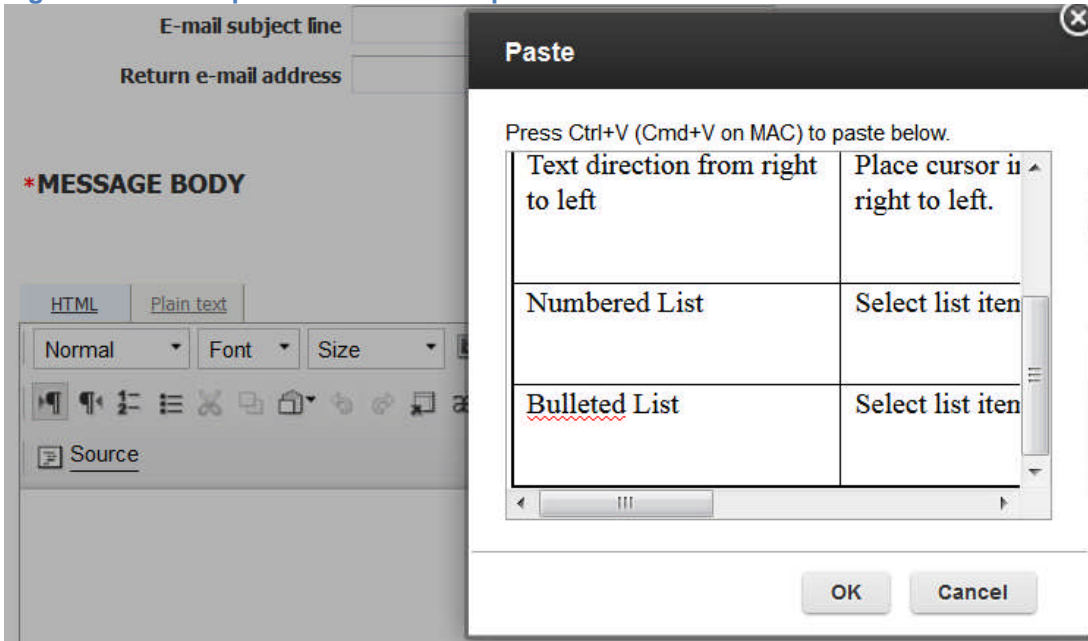
Figure 8: Table selected in the Word document and copied to the clipboard



Tool tip	Description
Text direction from left to right	Place cursor in line or select text and click button. Text reads from left to right.
Text direction from right to left	Place cursor in line or select text and click button. Text reads from right to left.
Numbered List	Select list item and click button. A number is applied to it.
Bulleted List	Select list item and click button. A bullet is applied to it.

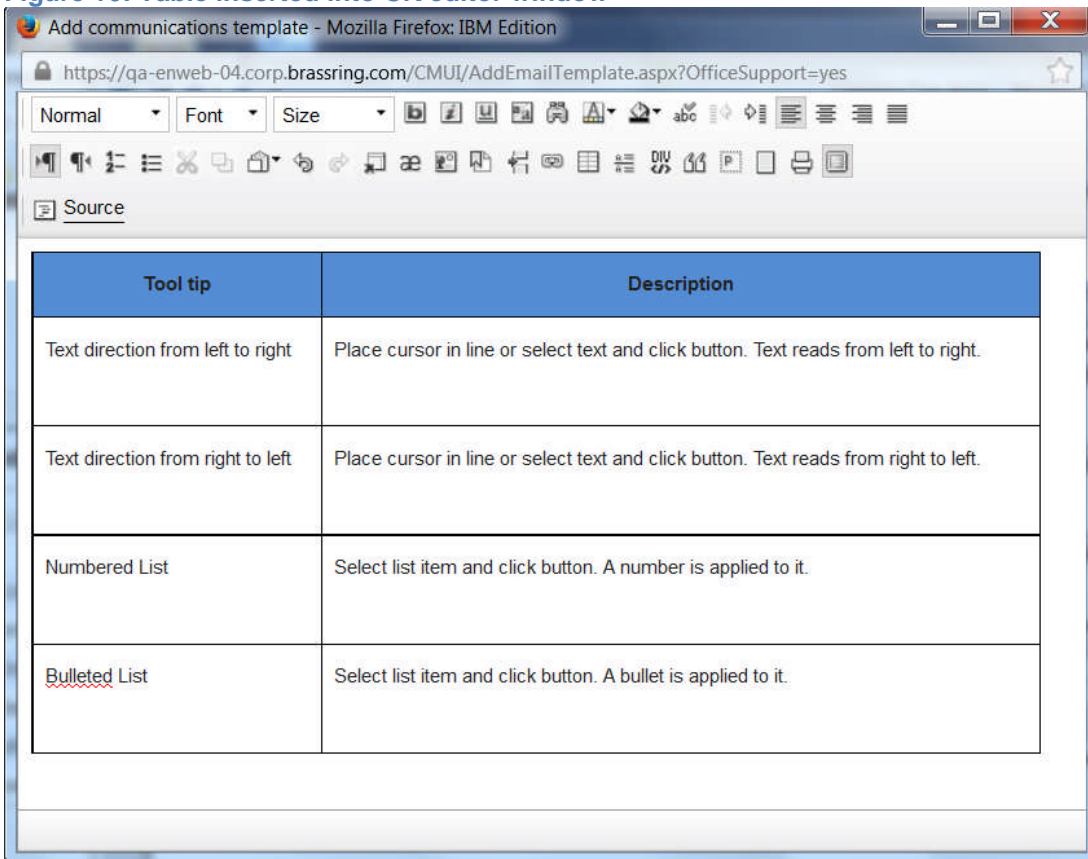
1. Click Paste in the HTML editor toolbar.
2. The Paste window opens. The table appears in the Paste window.
3. Click OK.

Figure 9: Table copied from Word and pasted into Paste window of CK editor



4. The table is added to the HTML editor window.

Figure 10: Table inserted into CK editor window



Source code view of the table copied from Word

Figure 11: Source code for table – dynamically created by CK editor

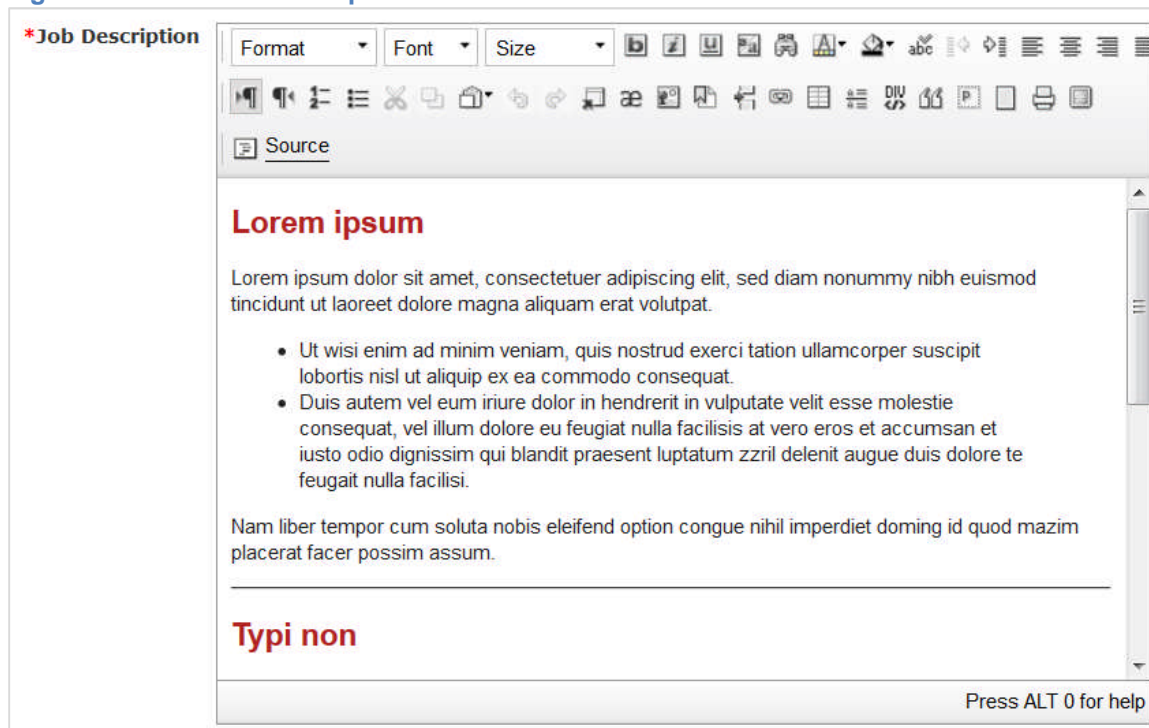
```

<table border="1" cellpadding="0" cellspacing="0" dir="ltr" style="width:624px;border-collapse:collapse;
border:none;" width="780">
  <thead>
    <tr>
      <th style="width:156px;border:solid windowtext 1.0pt;background:#548DD4;padding:0in 5.4pt 0in
5.4pt;vertical-align:top;">
        <p>Tool tip</p>
      </th>
      <th style="width:410px;border:solid windowtext 1.0pt;border-
left:none;background:#548DD4;padding:0in 5.4pt 0in 5.4pt;vertical-align:top;">
        <p>Description</p>
      </th>
    </tr>
  </thead>
  <tbody>
    <tr>
      <td style="width:156px;border:solid windowtext 1.0pt;border-top:none;padding:0in 5.4pt 0in
5.4pt;vertical-align:top;">
        <p>Text direction from left to right</p>
      </td>
      <td style="width:410px;border-top:none;border-left:none;border-bottom:solid windowtext
1.0pt;border-right:solid windowtext 1.0pt;padding:0in 5.4pt 0in 5.4pt;vertical-align:top;">
        <p>Place cursor in line or select text and click button. Text reads from left to right.</p>
        <p>&nbsp;</p>
      </td>
    </tr>
  </tbody>
</table>

```

Using the CK editor for formatting enabled Requisition fields

Figure 12: How 'Job Description' text looks inside of CK editor window



Job Description field on the Req details page

Currently, we are investigating if the white space between the normal paragraph ending in 'volupat' and the start of the bullet list is due to browser interpretation or due to an extra break tag being added after the end of the paragraph and before the beginning of the bulleted list. The same behavior is apparent between a normal paragraph and the numbered list.

Figure 13: Job Description when viewing saved Req (Firefox browser)

Job Description

Lorem ipsum

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- Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi.

Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum.

Typi non

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1. Claritas est etiam processus dynamicus, qui sequitur mutationem consuetudium lectorum.
2. Mirum est notare quam littera gothica, quam nunc putamus parum claram, anteposuerit litterarum formas humanitatis per seacula quarta decima et quinta decima.

Eodem modo typi, qui nunc nobis videntur parum clari, fiant sollemnes in futurum.

Dolor sit

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Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Job posting preview window

Currently, we are investigating two items:

- Alignment of first line in the Job Description “Lorem ipsum”.
- White space between normal paragraph and start of bulleted or numbered list.

Figure 14: Job posting preview from within BrassRing – actual size

