Ektron Training Guide - Aloha
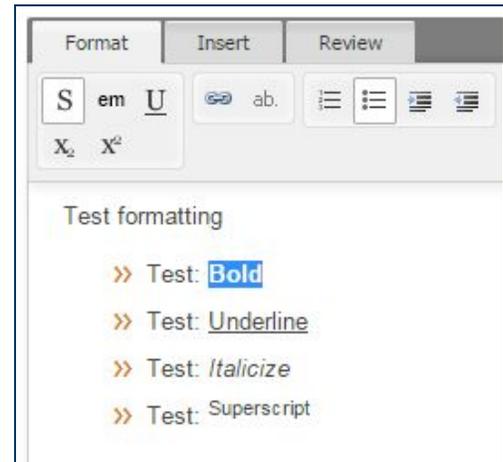
Bold, Italicize, Underline, Superscript and Bullets

1. Highlight the text to be formatted.
2. Select the formatting icon to be used:
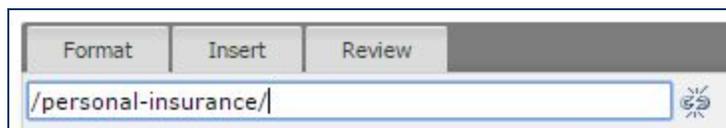
   S = Bold

   em = Italicize

   U = Underline

Hyperlinking

Internal Pages

1. Highlight the text to be hyperlinked.
2. Select the Insert Link icon
3. Add the alias of the page. The alias is everything after ".com" For example, for

   http://www.hubinternational.com/personal-insurance/ the alias is
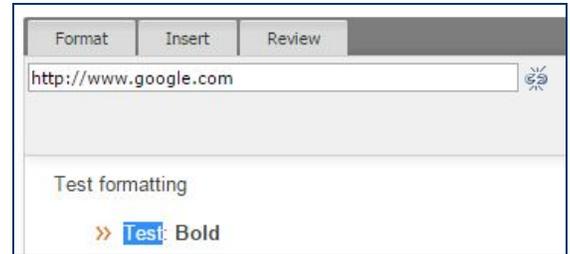
   /personal-insurance/.

External Pages

1. Highlight the text to be hyperlinked.
2. Select the Insert Link icon.
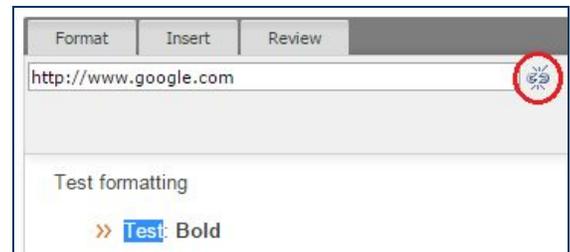
3.	Add the entire URL of the page.

Editing a Hyperlink

1.	Select the text/hyperlink to be updated.
2.	Change within hyperlink editor.

Breaking a Hyperlink

1.	Highlight the text to remove link.
2.	Select the Remove Hyperlink button.

Tables

1.	Open the Insert tab.
2.	Select Insert Table.
3.	Designate the rows and columns needed.
4.	To add more columns and/or rows, click on the gray area beside a row or above a column.
	Click on the Table tab to insert columns/rows, delete your selection, or merge the cells.
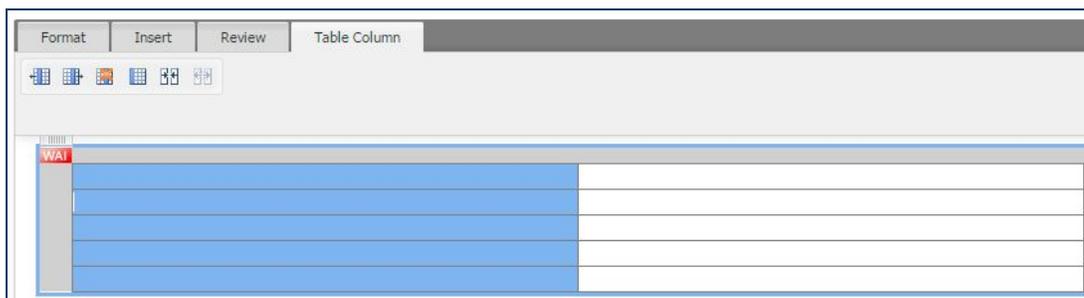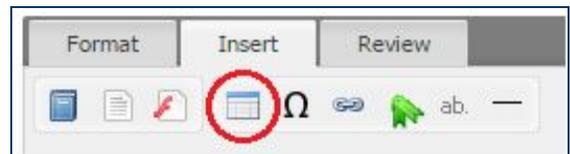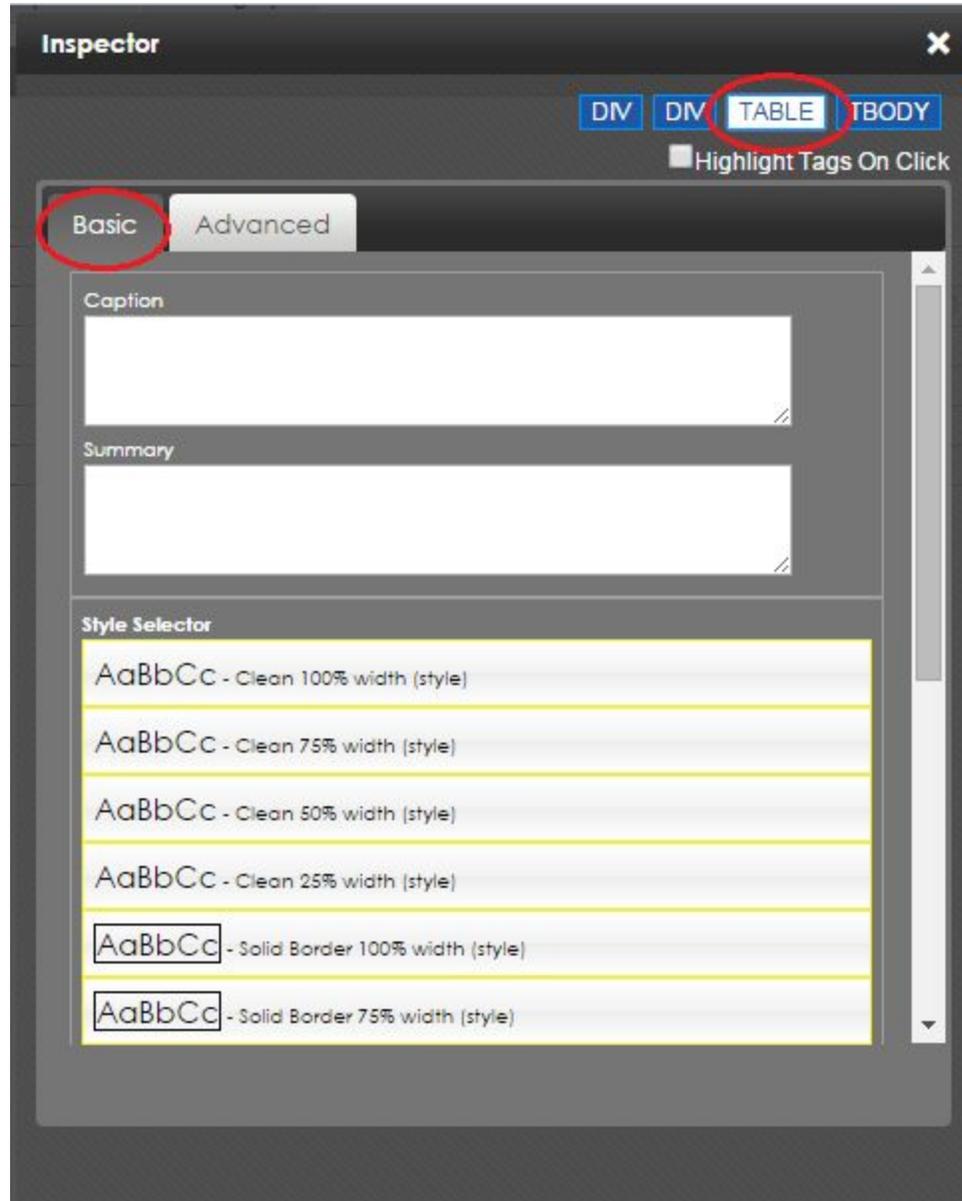
Note:

- You can use <Tab> to move from one cell to the next. If you are on the last cell, <Tab> creates a new row.
- Viewing a table in the Workarea may appear different than viewing a table when editing in context; in particular when you create tables from the Workarea, the table will display at 100% width. This is done in order to make it easier to enter content into the table. When you save and publish, the default styling established for tables on your site will be applied.
- Certain styles, like borders and padding, that are not part of your default table styling would be applied using the Inspector tool (quick link to it is found under the Review tab).
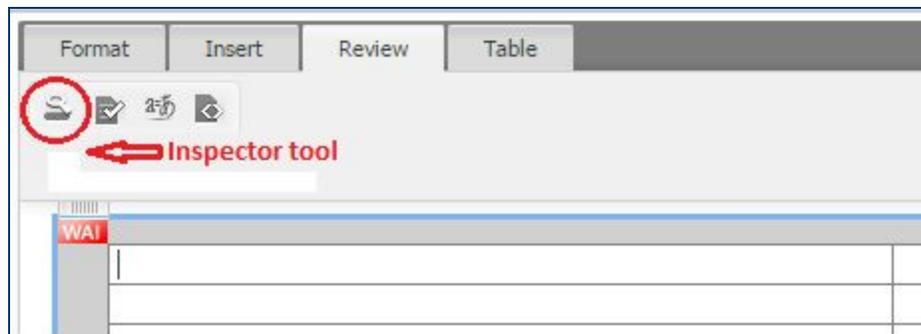
To Extend Width of Table

1. Highlight all cells within table.
2. Select the Inspector tool.
3. Within the Inspector tool, under the TABLE tab, select Basic.
4. There are several different selections for width and border. Clean will have no border. Solid will add a border around the entire table - not the internal cells.

5. Select the desired style.

6. Exit and the changes will be saved.

   NOTE: Only the Clean and Solid Border style are enabled on the website. The other borders are not enabled.

Images

1. Under the Review tab, select the Library icon.
2. Ensure the Images field is selected in the drop-down.
3. Locate and double click the image to be added.
4. To modify, select the image.
5. Under the review tab, select Inspector.
6. The Advance tab will allow you to make changes such a position, size and border.
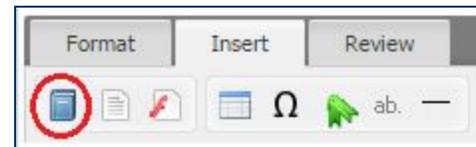
PDFs

1. Highlight text to be hyperlinked to PDF.
2. Under the Review tab, select the Library icon.
3. Ensure the Files field is selected in the drop-down.
4. Locate and double click PDF to be added.

Viewing in HTML

1. Under the Review tab, select View Source.