

CK Editor in  
a Nutshell

# CompliantPro R8.7+ Rich Text Editor

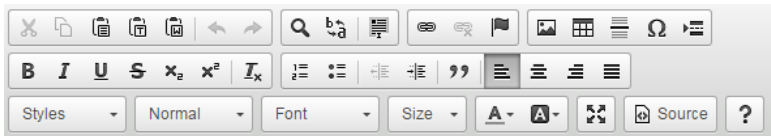
Enhancements and Advantages

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# Why a New Text Editor for CPro Release 8.7?

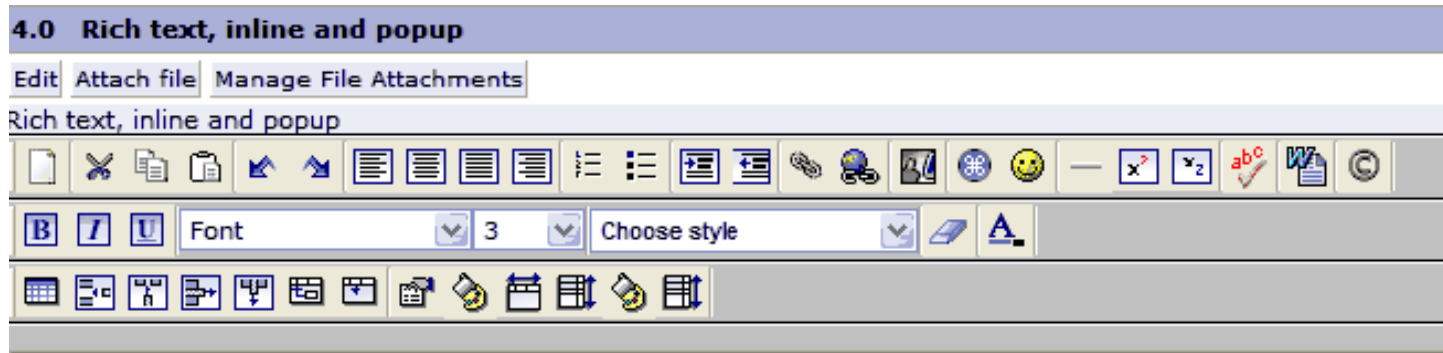


- ❖ Security considerations and browser enhancement have driven browser developers to steadily remove support for several capabilities they once provided
- ❖ The browser developers' removal of support for legacy capabilities resulted in decreasing functionality for the rich text editor in CompliantPro
- ❖ Siemens replaced the rich text editor in R8.7 in order to retain and enhance as much of its existing functionality
- ❖ The new CKEditor provides almost all legacy functionality and offers several significant improvements and richer functionality

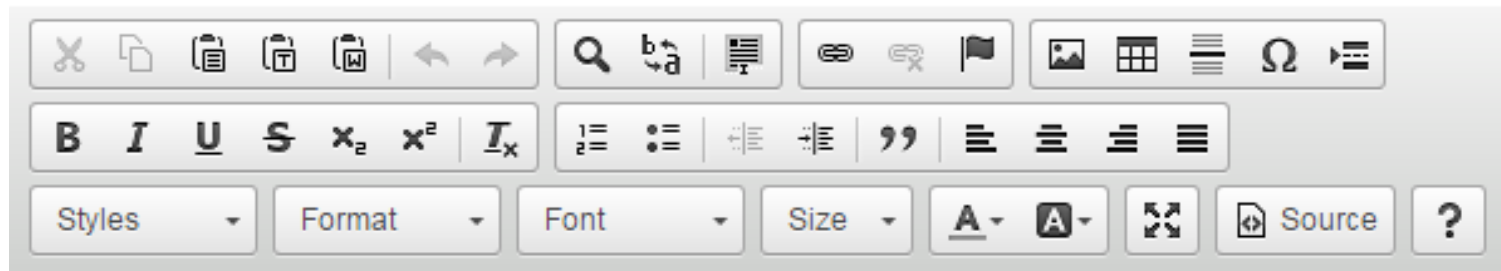


- ❖ The Complete CKEditor User's Guide can be accessed by clicking the ? Icon on the right side of the toolbar.
- ❖ Click on CKEditor User's Guide when the About CKEditor dialog box appears.
- ❖ You will be presented with a long list of features. Click on the desired feature to see a detailed pictorial explanation.
- ❖ Note that not all features of CKEditor are contained in CompliantPro. You may see features in the CKEditor User's Guide that you will not see in CPro.
- ❖ Spell Checking is one feature that is not used in the CKEditor with CPro. However, spell check plugins that come with browsers do function in the CPro rich text fields. Consult your IT department for their availability.

## Editor Toolbar 8.6

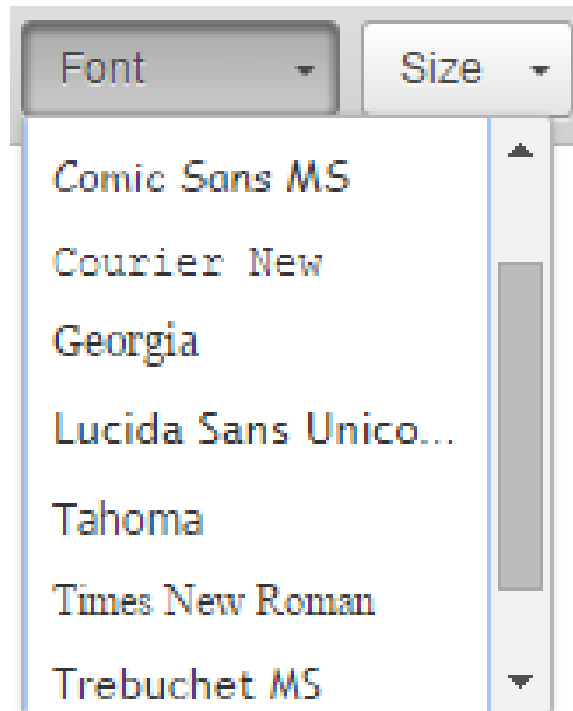


## Editor Toolbar 8.7

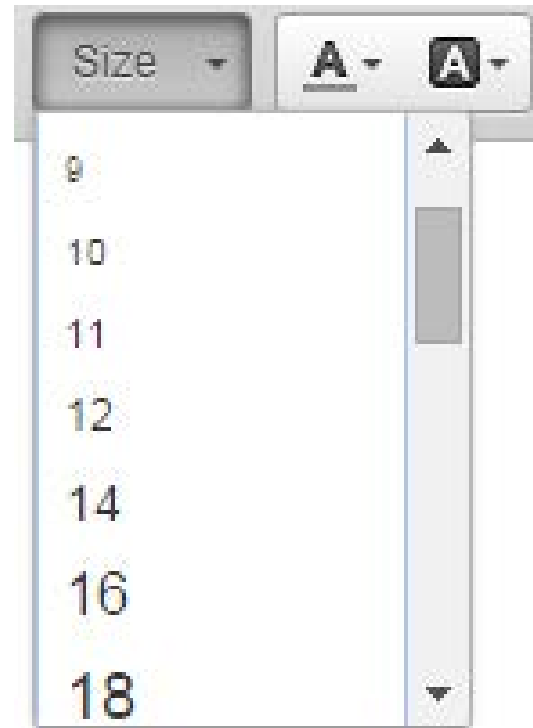


# Text Formatting Enhancements

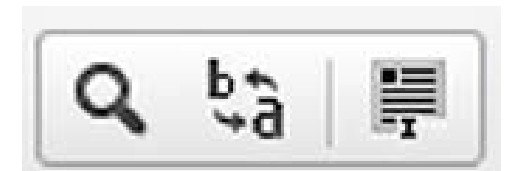
Font Types are expanded, with six new types added to original three



Font Size choices are now expressed in conventional point sizes



Find, Replace and Select All (replaces Clear) functionalities are available from the toolbar

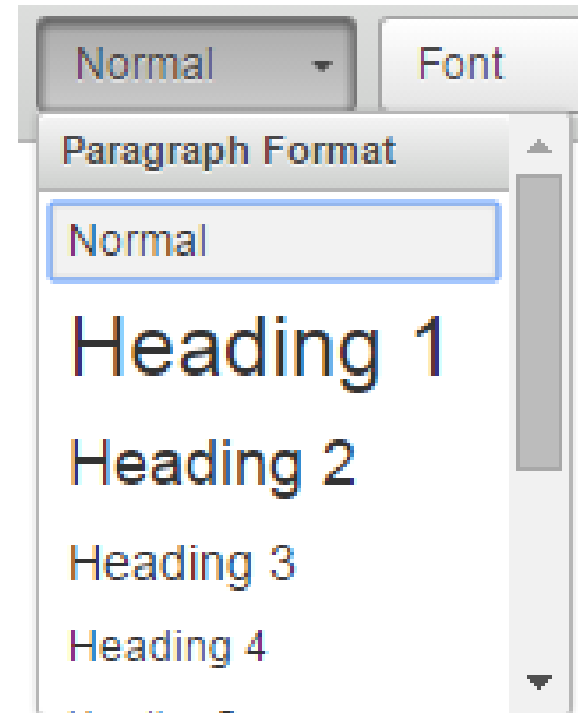


# Text Formatting Enhancements, cont'd.

Block Styles (for paragraphs) and Inline Styles (for parts of paragraphs) are easily applied from the toolbar

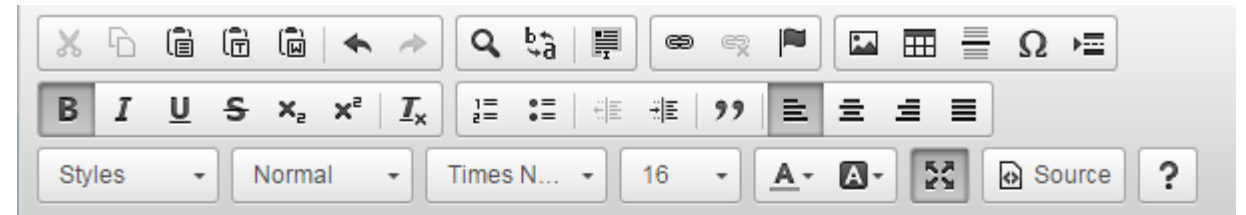
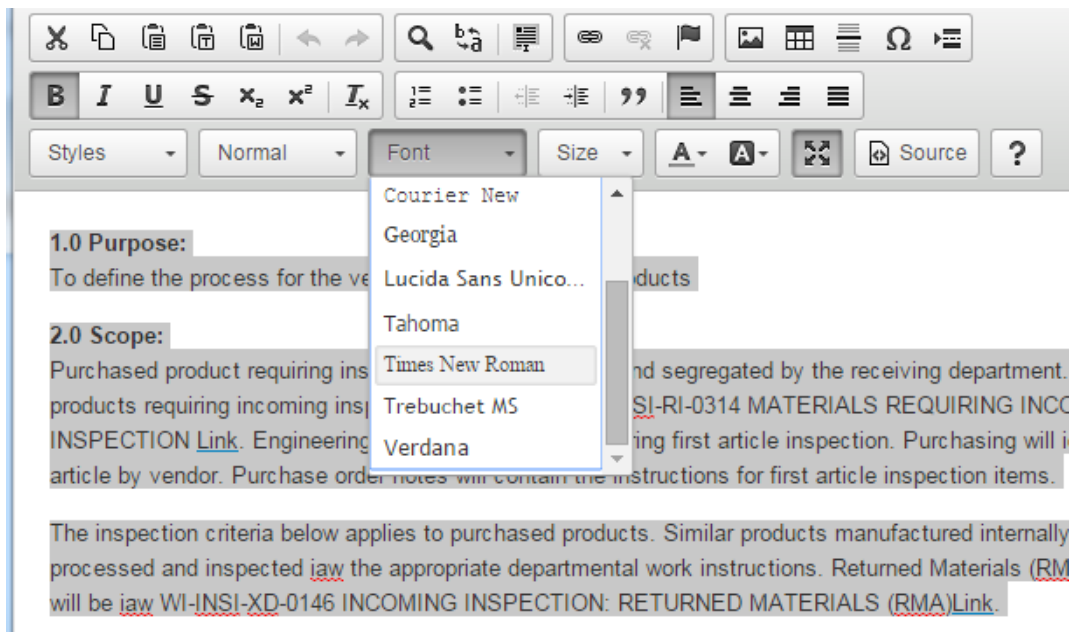


Paragraph Formats are similar to those of standard word processing programs, and are also applied from the toolbar



# Text Formatting, cont'd: Applying Font Style and Size

To apply formatting to text which has been copy/pasted from MS Word, Select all in the Rich Text Field and apply the appropriate font size and style to all of the text.



## 1.0 Purpose:

To define the process for the verification of purchased products

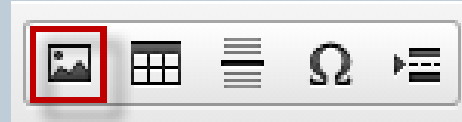
## 2.0 Scope:

Purchased product requiring inspection will be identified and segregated by the receiving department. Those products requiring incoming inspection are defined in F-[INSI-RI-0314 MATERIALS REQUIRING INCOMING INSPECTION Link](#). Engineering will identify product requiring inspection. Purchasing will identify first article by vendor. Purchase order notes will contain instructions for first article inspection items.

The inspection criteria below applies to purchased products. Similar products manufactured internally will be processed and inspected [iaw](#) the appropriate departmental work instructions. Returned Materials (RM) will be [iaw](#) WI-[INSI-XD-0146 INCOMING INSPECTION: RETURNED MATERIALS \(RMA\)Link](#).

Note that the overall fonts and style will change, but bolded and other paragraph formatting characteristics will remain the same.

# Images: Linking vs. Uploading



CK Editor allows two ways to use images in your CPro pages: linking and uploading. There are considerations for both:

## Linking images

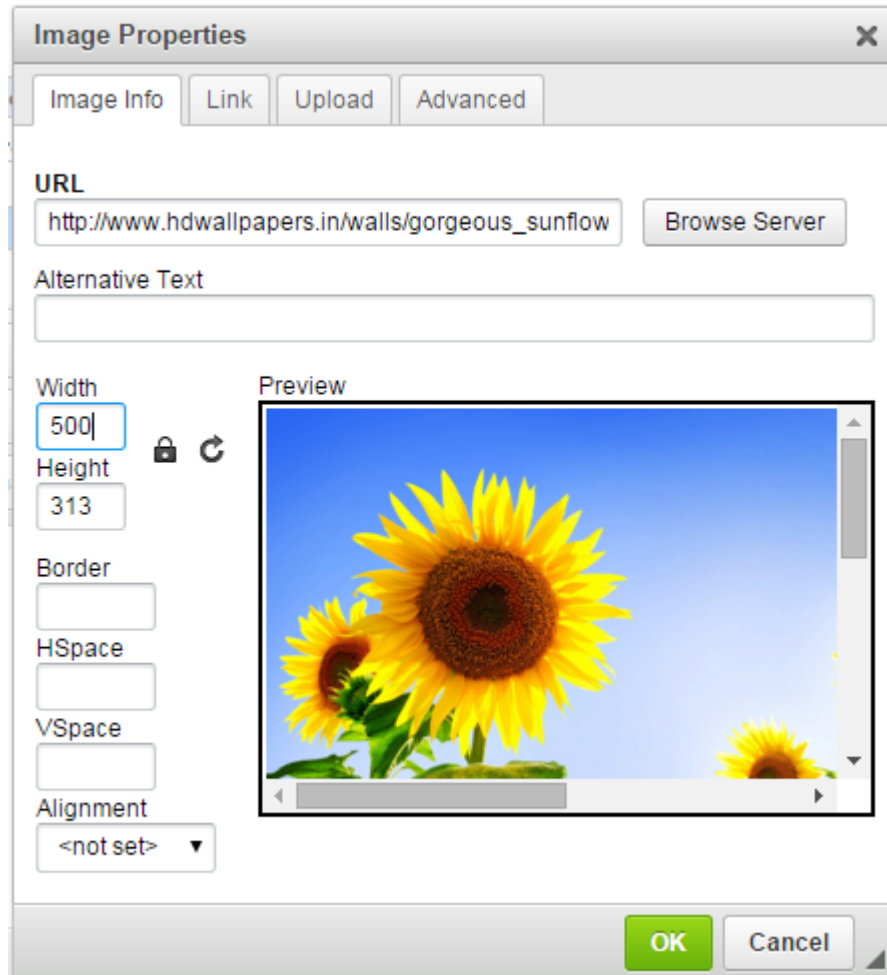
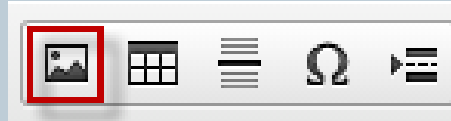
- Ease of use; no need to upload
- Image resides outside of Cpro
  - Can be updated outside of CPro
  - Changes will not force versioning
- No direct control of image beyond sizing

## Uploading images

- Need to have
- Image resides in Cpro
  - Updates will need to be made in CPro
  - Changes will require versioning
- Complete control of image

**Best Practice:** If the image is to be used in a Process Document that requires version control, use the upload function

# Image Enhancements: Linking

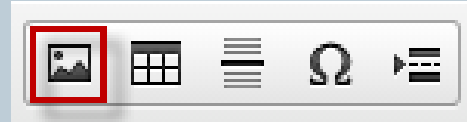


Linking images are very simple to do:

- Click the Image Icon on the Toolbar
- Click the Image Info Tab
- Type or paste the URL for the image
  - (don't need to click Browse Server)
- Adjust the width, if needed
- Click OK



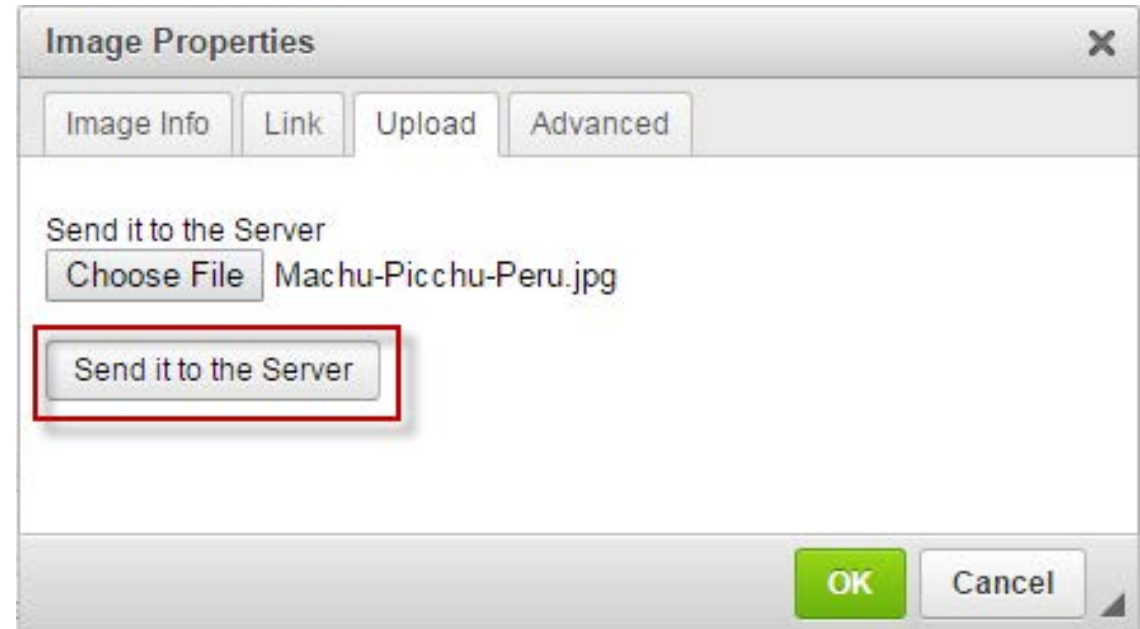
# Image Enhancements: Uploading



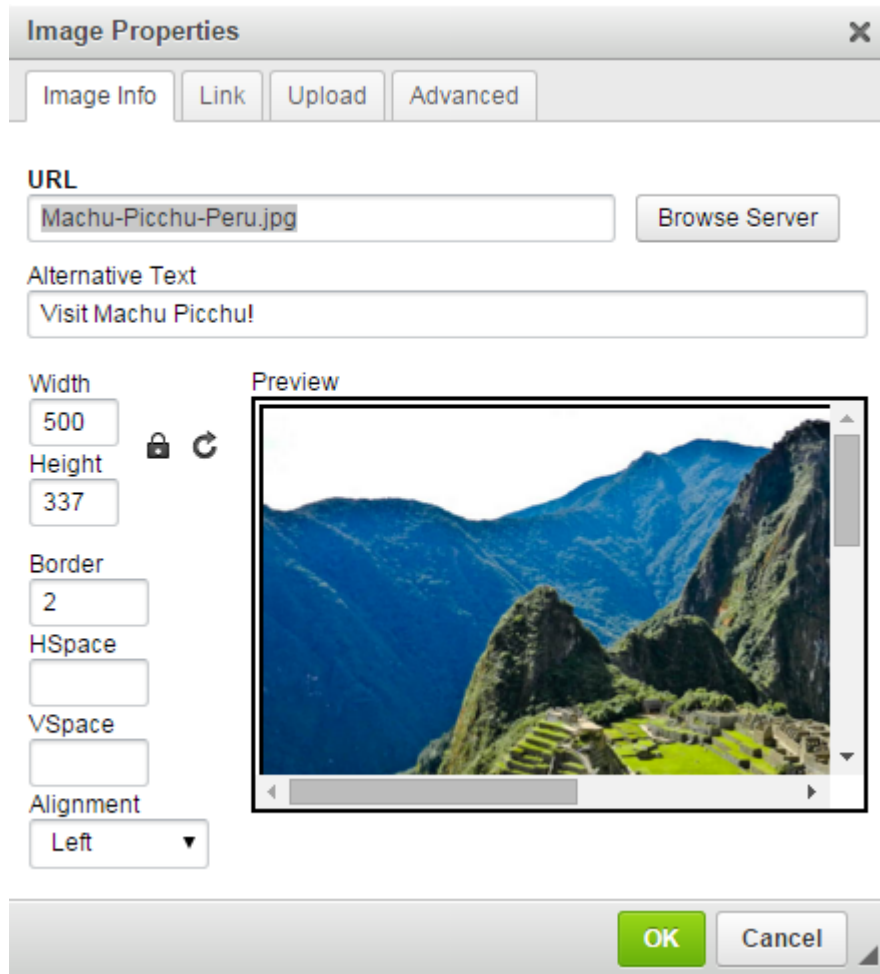
Note: It is best practice to save the document before uploading images

Uploading images is also a simple process:

- Click the Upload tab
- Click Choose File button and Browse to select the image
- Click Send it to the Server
- Click OK
- Click the Image Info tab to configure the image (next slide)



# Images: Configuring

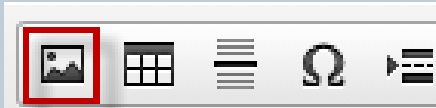


## To Configure Your Image:

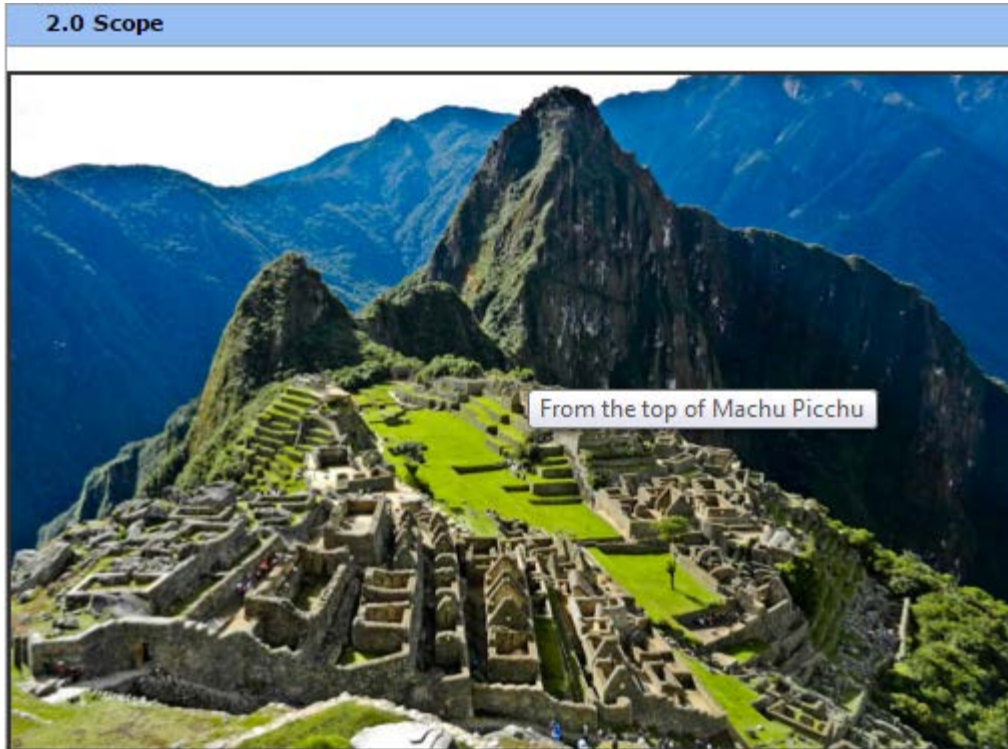
Right click on the image and select Image Properties. On the Image Info tab you can:

- Set the width and height of the image
- Images can also be resized by dragging the corners; the padlock feature maintains the correct proportions
- Provide alternative text for visually-impaired users and meta-data
- Create a border
- Pick an alignment on the page

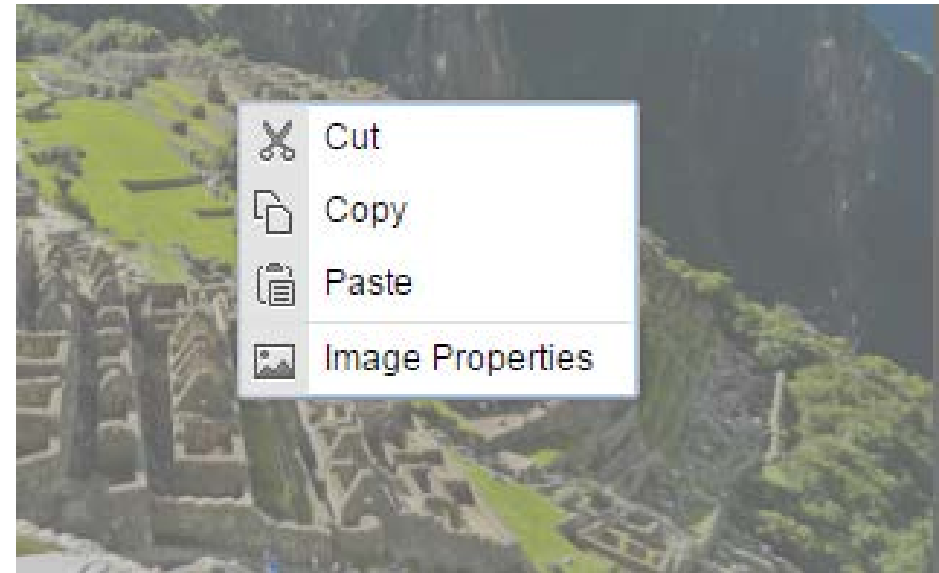




# Image Enhancements: Configuring, cont'd.



You can always edit any setting after the image has been saved by right clicking and selecting Image Properties



# Table Editing



**Table Properties** [X]

Table Properties | Advanced

**Rows**  **Width**

**Columns**  **Height**

**Headers**  **Cell spacing**

**Border size**  **Cell padding**

**Alignment**

**Caption**

**Summary**

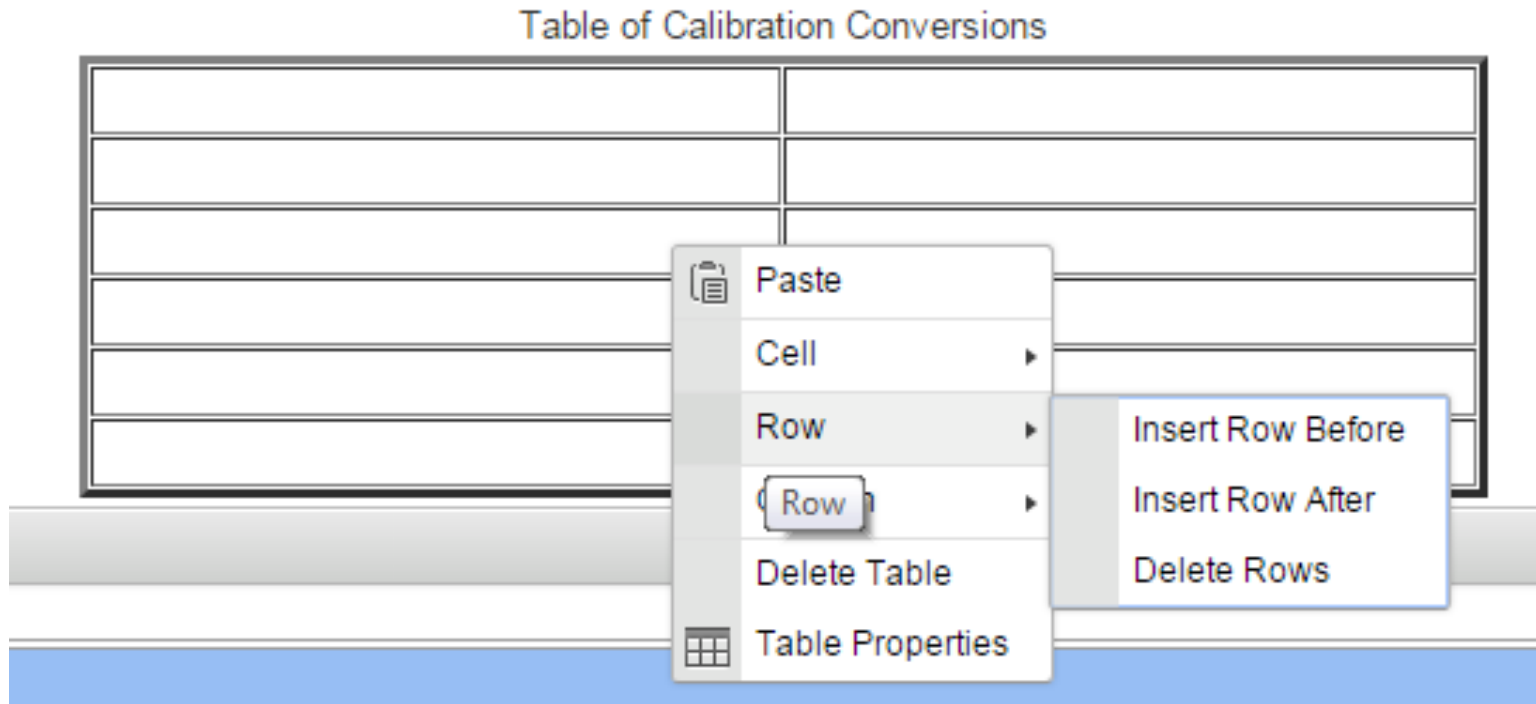
## Table editing in CKEditor has several improvements:

- Launched from a single button in the editor toolbar
- Initial set up includes number of rows and columns, headers, width, cell spacing, alignment and captions

# Table Editing, cont'd.

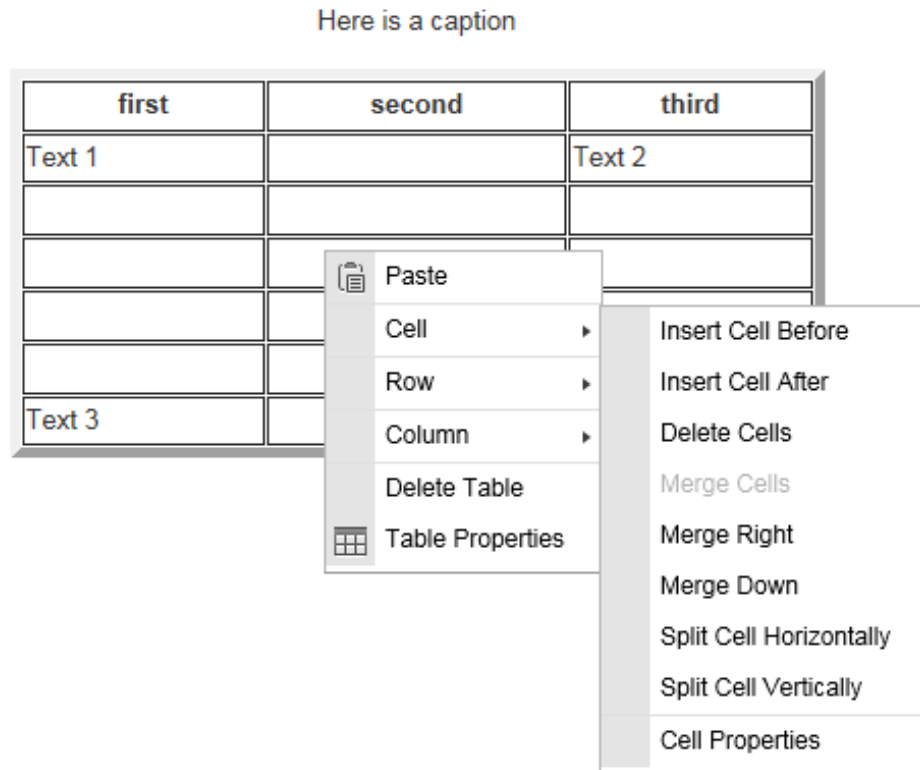


Context menus are available with a right-click from your mouse placed within a table

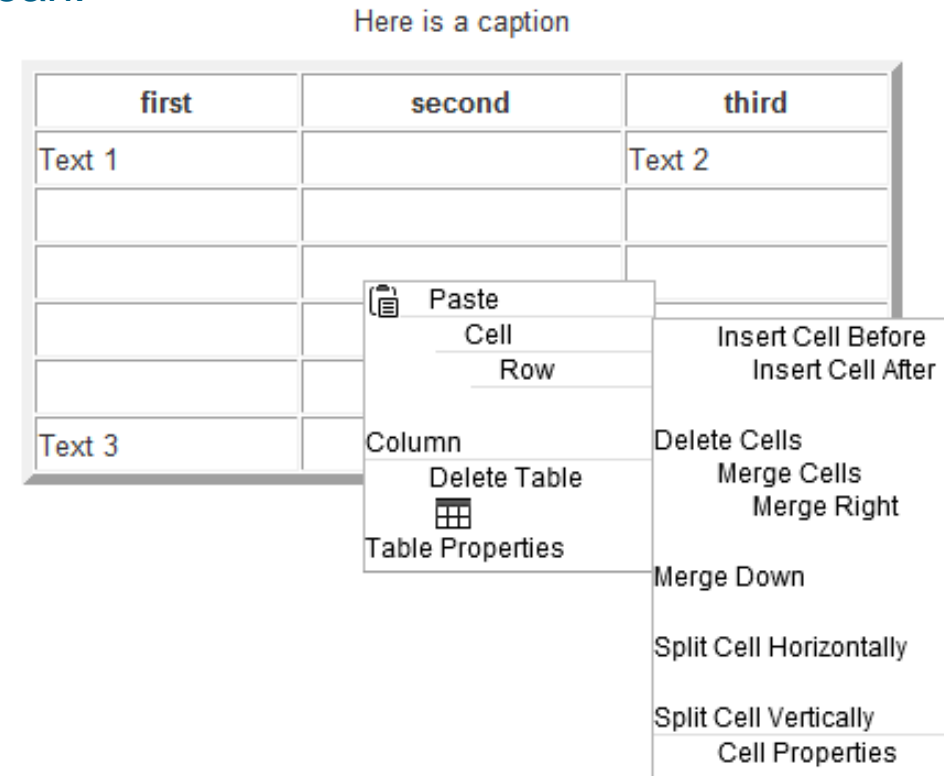


# Browser Specific Right Click Menus

In most browsers, the right-click menus appear nicely stacked and easy to navigate.



In some versions of Internet Explorer, however, the right-click menus appear as below. Clicking on the options still allows navigation, but the image is not as clean.



# Table Editing, cont'd.



**Cell Properties** [X]

Width	<input type="text" value="33"/>	<input type="text" value="percent"/> ▼	Cell Type	<input type="text" value="Data"/> ▼
Height	<input type="text"/>	pixels	Rows Span	<input type="text"/>
Word Wrap	<input type="text" value="Yes"/> ▼		Columns Span	<input type="text"/>
Horizontal Alignment	<input type="text" value="Center"/> ▼		Background Color	<input type="text" value="#00ffff"/> Choose
Vertical Alignment	<input type="text" value="&lt;not set&gt;"/> ▼		Border Color	<input type="text"/> Choose

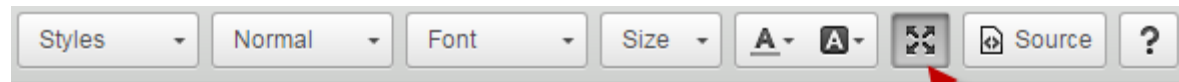
Cell Properties can be set from a right-click menu:

- Width and height by % or pixels (to override automatic column widths)
- Set word wrap
- Spanned columns or rows
- Background and border colors
- Horizontal and vertical alignments

# Table Editing, cont'd.



Use the Pop-Out button to open the table in a new window for easier access; click it a second time to return to the editor.



*Table of Calibration Conversions*

Fastener	Nm to Lb-In	Lb-Ft to Nm

# In-Line Linking



**Link** [Close]

Link Info | Target | Upload | Advanced

Link Type  
URL

Protocol: http:// URL: [ ]

[ ]

- Quality Manual Q-00003 : New Quality Plan
- Design Specification Spec-00001 : Engine Assembly**
- Work Instruction WI-00002 : Injection Molding Maintenance Instruction

OK Cancel

## In-Line Linking Changes

- As with the earlier version, links are added by clicking the link icon on the tool bar.
- CompliantPro items which are linked from the document as Associated Items, Hosted Master Data, or Actions in Template Layout Sections or Line Items will appear in a drop down on the Link Info tab as selectable links.

# In-Line Linking, cont'd.



In the editor, type in a name for your link and highlight the text:

[Siemens PLM](#)

Click the Link Icon

**Link** [X]

Link Info | Target | Upload | Advanced

Link Type  
URL

Protocol: http://      URL: www.plm.automation.siemens.com/en\_us/

**Link** [X]

Link Info | Target | Upload | Advanced

Target

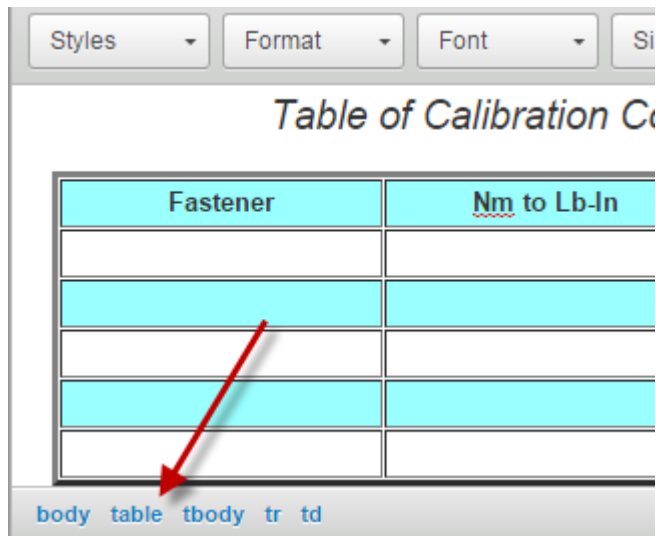
- <not set>
- <not set>
- <frame>
- <popup window>
- New Window (\_blank)
- Topmost Window (\_top)
- Same Window (\_self)
- Parent Window (\_parent)

OK Cancel

## Other In-Line Links

- Links which are external to CPro may be added by typing or pasting the URL in the proper space.
- Create hyperlinked text by selecting the text, then clicking the link icon and pasting or typing the correct URL in place.
- Click the Target tab to specify how to open the link (the default is the current window and not ideal)
- Click OK to complete the link.

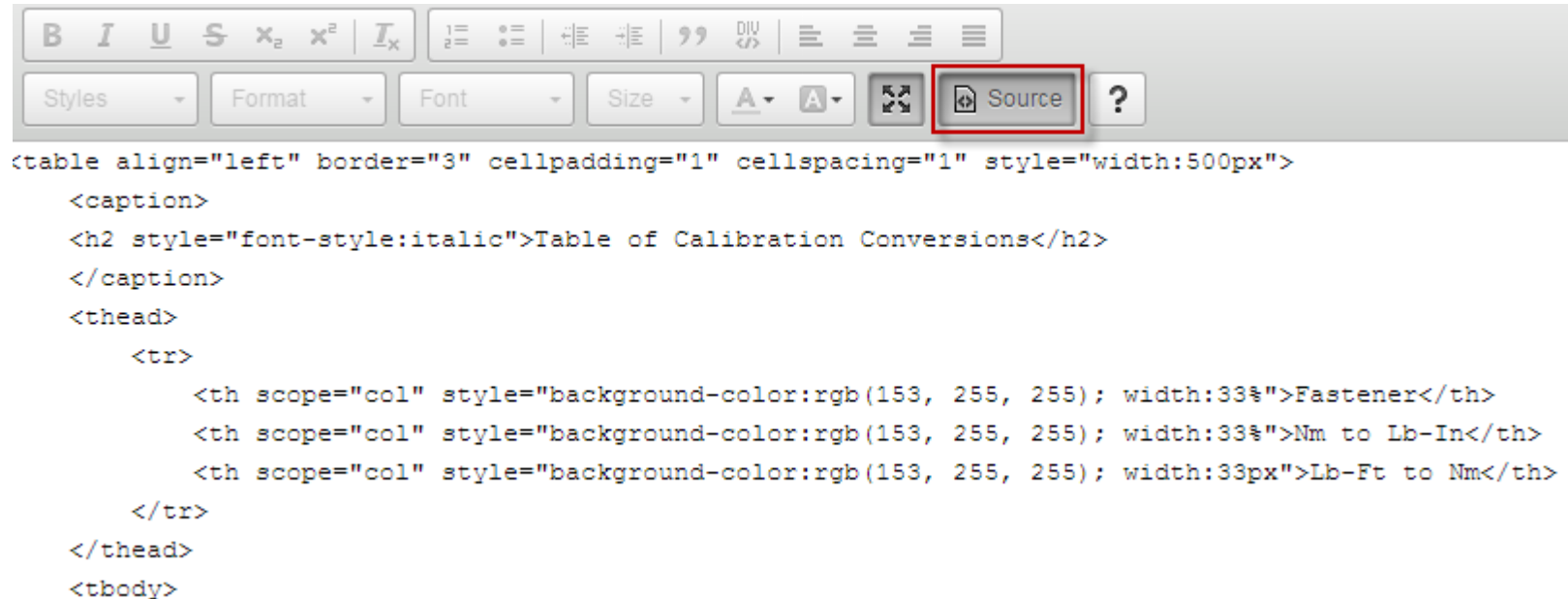
# HTML Editor Enhancements



A list of HTML elements used in constructing the page are listed on the bottom line of the section.

Note: The HTML editing option may be turned off on an app server instance basis.

The native HTML may be inspected and edited when the Source button is clicked. Unlike in 8.6, the html is properly formatted in indented lines.



# Pasting Formatted Text from Microsoft Word

CKEditor allows you to preserve basic formatting when you paste a text fragment from Microsoft Word. It is not meant to be a replacement for Word, and pasting from a formatted document will not preserve all the formatting.

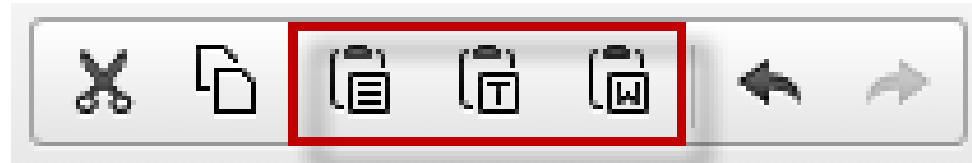
## *What is preserved:*

- Text italics, bold, underline and strikeout
- Numbered and bulleted lines
- Indented (quote) blocks
- Tabs
- Table structures
- Comments and anchors

## *What is not preserved:*

- Font type (Times New Roman, etc.)
- Font sizes or colors
- Most paragraph settings (indents, right-justified)
- Table formatting (except for bold, italics, etc.)
- Page breaks

# Pasting Formatted Text from Microsoft Word, cont'd.



Note: The results you get from pasting from Word will depend on your browser settings, and should be used with caution: Word may bring in hidden elements (such as form tags used to build protected form fields) which render the CPro document inaccessible.

If your browser does not block CKEditor, simply copy what you want from the Word document and paste it into the CPro document to preserve as much formatting as possible.

If your browser does block the CKEditor: copy the text and

- Click on the first text editor button and paste the text into the box

  - The result will include the formatting described on the previous slide

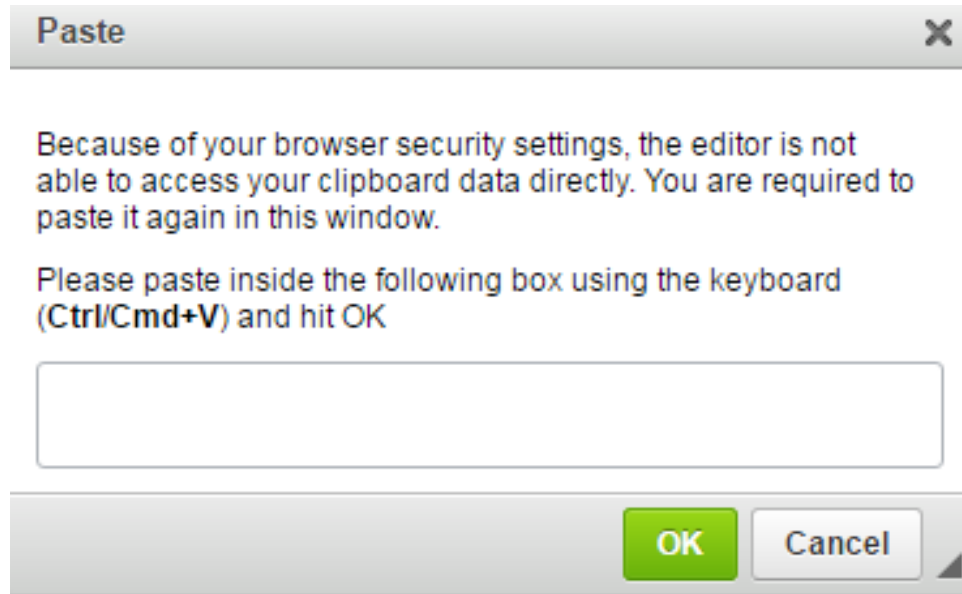
- Click the second button (with the T) and paste the text in the box

  - All the remaining formatting (and hidden elements) will be removed

- Click the third button (with the W) and paste the text in the box

  - Note: The result may not be much different from that of the first button.

# Enabling Direct Paste into Internet Explorer



Hate this message? You can enable the ability to directly paste from MS Word into Internet Explorer by changing your security settings.

Here is a link describing the problem in IE 11:

[http://answers.microsoft.com/en-us/ie/forum/ie11-iewindows8\\_1/clipboard-access-in-ie-11/94ab3483-828a-4e55-974a-cb4cc98e94c7?auth=1](http://answers.microsoft.com/en-us/ie/forum/ie11-iewindows8_1/clipboard-access-in-ie-11/94ab3483-828a-4e55-974a-cb4cc98e94c7?auth=1)

What specific settings you need to change vary from browser to browser, but what the message refers to is allowing proprietary access to Microsoft Clipboard. If you're interested in enabling MS Clipboard Access in your browser, contact your company's IT help desk.

# Text Formatting Issues: Tidying MS Word

The reason for the loss of some formatting when you paste text from Word directly into CK Editor is because of functional changes of text markup over the past couple of decades. Today, it's difficult for any WYSIWYG (what you see is what you get) text editor to grapple with import issues around all the possible places text can come from. We chose CK Editor because their team is working the issues to make that better. What you need to know is:

- **MS Word documents with a long or complicated history in your organization—such as process documents that were created before Word 2010 or have special properties such as form constructions or protected segments) may have more difficulty with the CK Editor.**

For more information, see the discussion on the StackOverFlow user forum (owned neither by CK Editor nor MS Word) to explain it:

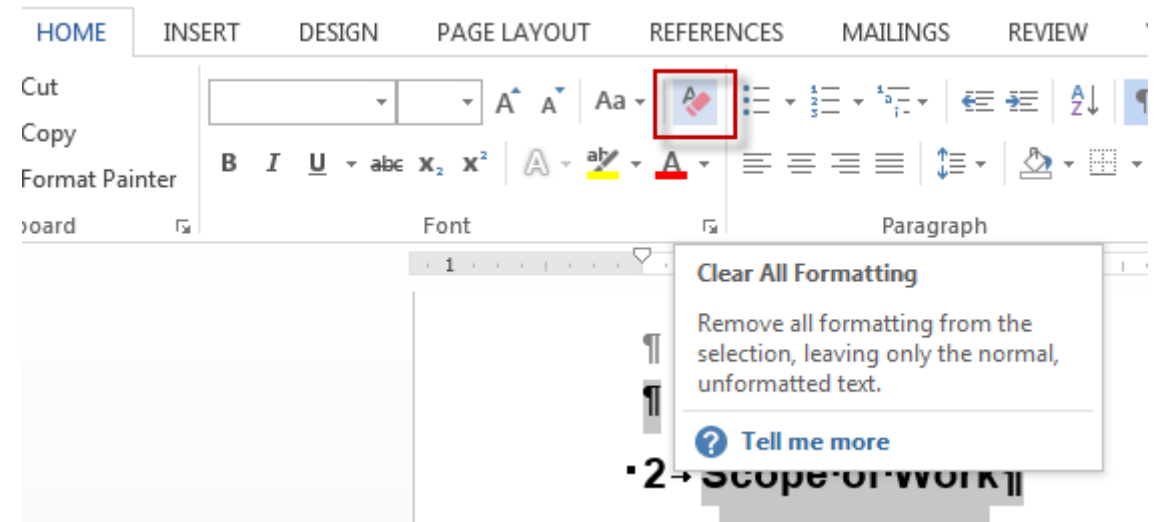
- <http://stackoverflow.com/questions/28941675/copying-and-pasting-into-ckeditor-from-ms-word>

# Text Formatting Issues: Clear All Formatting

To remove all past markup in an MS Word document created before MS Word 2010,

In MS Word (version 2010 or higher),

- Select the text you want to clear formatting from
- On the Home tab click the Clear All Formatting icon
  - Then either copy and paste the unformatted text into CK Editor and format it there; or
  - Format the text in Word and copy, paste it into the CK Editor



# Correcting Existing Text Issues: Bulleted Lists

In this case, a bulleted list isn't aligned correctly and the second lines aren't indented.

Select the list and then click the numbered list formatting button (circled in green below)

Sample Size: Cosmetics/Damage: 100% Dimensions: 100%

1. Standard Test Procedure: Verify length of quartz tubing, such as process tube body or tubing style injector, of +/- 5mm unless otherwise specified
2. In addition to the length of the tubing, verify the product all material callouts need to be verified as well
3. Gloves (Cleanroom, Powder Free Latex, Nitrile) must be used when handling quartz products. Quartz products will be kept within their plastic unless removal is required to perform the inspection. Parts that are "cleaned for process" may not be removed from bag.
4. Weld joints are to be inspected for roughness around the ball and socket joint, using inspection use tools
5. Additional inspection of seal on injectors and tubes may be done if roughness is felt around the ball and socket joint, using inspection use tools

uneven indents

misconfigured numbers



Sample Size: Cosmetics/Damage: 100% Dimensions: 100%

1. 1. Standard Test Procedure: Verify length of quartz tubing, such as process tube bodies or tubing style injector, of +/- 5mm unless otherwise specified
2. 2. In addition to the length of the tubing, verify the product all material callouts need to be verified as well
3. 3. Gloves (Cleanroom, Powder Free Latex, Nitrile) must be used when handling quartz products. Quartz products will be kept within their plastic unless removal is required to perform the inspection. Parts that are "cleaned for process" may not be removed from bag.
4. 4. Weld joints are to be inspected for roughness around the ball and socket joint, using inspection use tools
5. 5. Additional inspection of seal on injectors and tubes may be done if roughness is felt around the ball and socket joint, using inspection use tools

lines and numbers are now parallel

delete old numbers and tabs to finish

# Correcting Existing Text Issues: Paragraphs

There may be extra spaces in the middle of paragraphs (which are not always visible) and extra spaces between lines.

8.2.2 The specification is to include a provision that all new equipment supplied to be reviewed and signed off prior to shipping. This involves the development of testing criteria prior to issuing the PO. The criteria should outline a series of performance functions and testing time period that must be met in-order to obtain a sign-off for shipment. Typically this involves full operation of the equipment and is the responsibility of the equipment supplier to provide all items necessary to operate the equipment to our satisfaction.

Developing testing criteria, witnessing testing and sign off are the responsibility of either the Project Leader or a competent person related to the project.

The diagram shows two yellow starburst callouts with the text "extra space" in red. The first callout is positioned between the first and second lines of the paragraph, with red arrows pointing to the space between the lines. The second callout is positioned between the second and third lines, with a red arrow pointing to the space between the lines.

Place your cursor at the start of the offending space, hold your right button down and drag the mouse to the end of the space, then press the delete key on your laptop.

8.2.2 The specification is to include a provision that all new equipment supplied to be reviewed and signed off prior to shipping. This involves the development of testing criteria prior to issuing the PO. The criteria should outline a series of performance functions and testing time period that must be met in-order to obtain a sign-off for shipment. Typically this involves full operation of the equipment and is the responsibility of the equipment supplier to provide all items necessary to operate the equipment to our satisfaction.

Developing testing criteria, witnessing testing and sign off are the responsibility of either the Project Leader or a competent person related to the project.

The diagram shows a blue rectangular selection box highlighting the space between the second and third lines of the paragraph. A green cloud callout with the text "click, drag and delete" in green is positioned below the selection box. A dashed blue arrow points from the callout to the selection box.

Thank You!



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