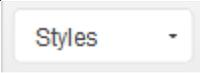


Layout Manager - Toolbar Reference Guide

Working with a Document

Toolbar Button	Description
	View or edit the source code of the document (for advanced users).
	Save the contents and submit its data to the server, when the Editor is placed inside an HTML form (for inline editing mode only).
	Show a preview of the document in the shape that will be displayed to end users.
	Select a layout template.
	Cut the selected text fragment to the clipboard.
	Copy the selected text fragment to the clipboard.
	Paste content copied to the clipboard along with formatting.
	Paste content copied to the clipboard without formatting.
	Paste content copied from Microsoft Word or similar applications along with formatting.
	Print document contents.
	Check spelling of the document text or turn on the Spell Check As You Type (SCAYT) feature.
	Undo or redo the most recent action performed.
	Select all contents of the document.
	Remove the formatting of the selected text.
	Maximize the editor in the browser window.
	Highlight all block-level elements in the document.
	Show information about ARK Editor.

Text Styling

Toolbar Button	Description
	Apply bold , <i>italic</i> , <u>underline</u> or strike-through formatting to the text.
	Apply superscript or subscript formatting to the text.
	Apply pre-defined combinations of various formatting options to block and inline elements.
	Apply pre-defined block-level combinations of various formatting options.
	Change the typeface of the text.
	Change the font size of the text.
	Change the color of the text.
	Change the background color of the text.

Text Layout

Toolbar Button	Description
	Increase or decrease text indentation.
	Format a block of text as indented quotation.
	Create a new div element in document source.
	Set text alignment (left, centered, right or justified).
	Insert a divider line (horizontal rule) into the document.

Rich Text

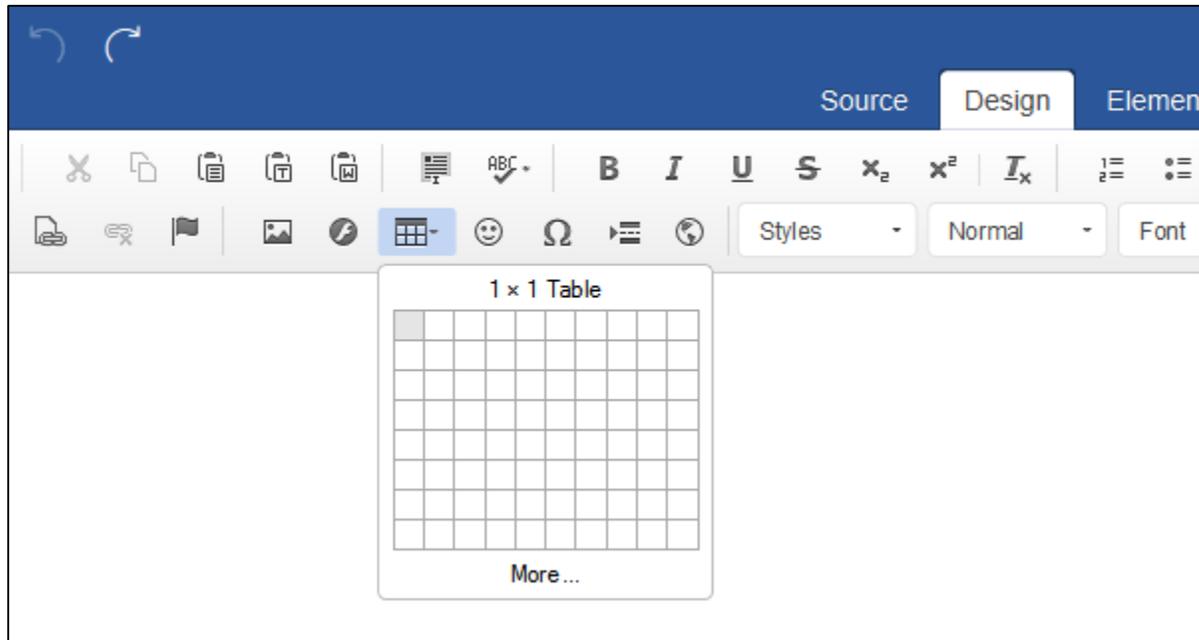
Toolbar Button	Description
	Create a numbered or bulleted list.
	Create or remove a hyperlink in the text. These features may also be used to manage file uploads and links to files on the web server.
	Link to documents.
	Insert a link anchor to the text.
	Insert an image into the document. This will cause the media manager to load up.
	Insert an Adobe Flash object into the document.
	Create a table with the defined number of columns and rows.
	Insert an emoticon image (smiley or icon).
	Insert a special character or symbol.

Ark Editor Plugins

Toolbar Button	Description
	Media embed is a plugin that allows users to embed YouTube, Vimeo and other media code into the editor.

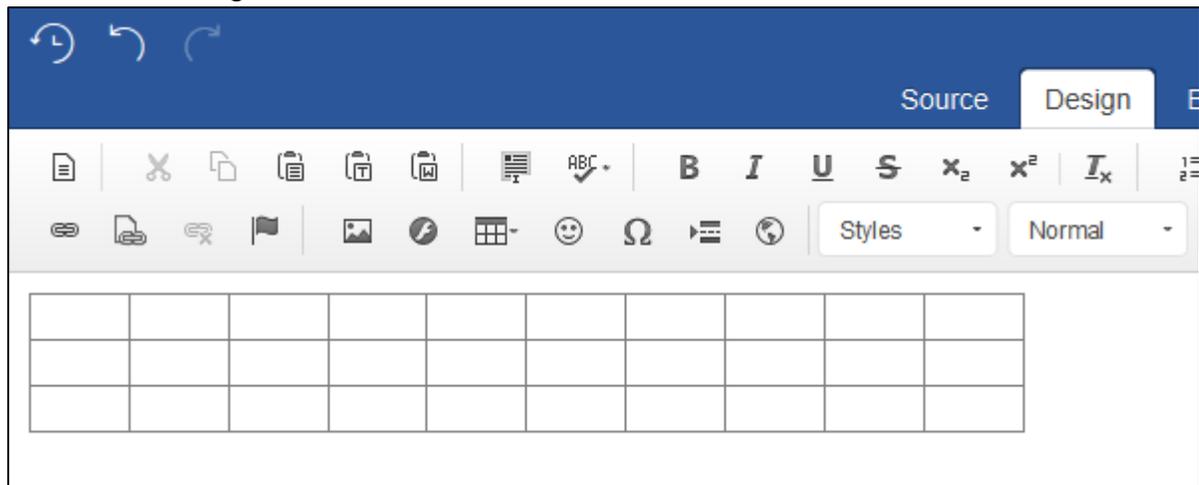
How To's - Create Tables

1. Click on the 'Table' icon.



2. Select your rows and columns from the grid.

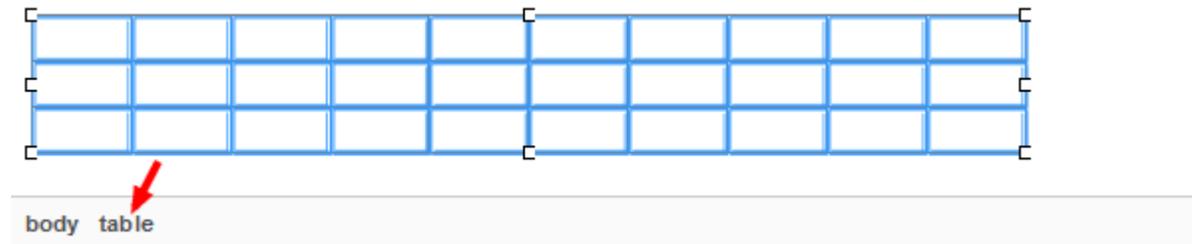
3. Click on the grid to insert the table.



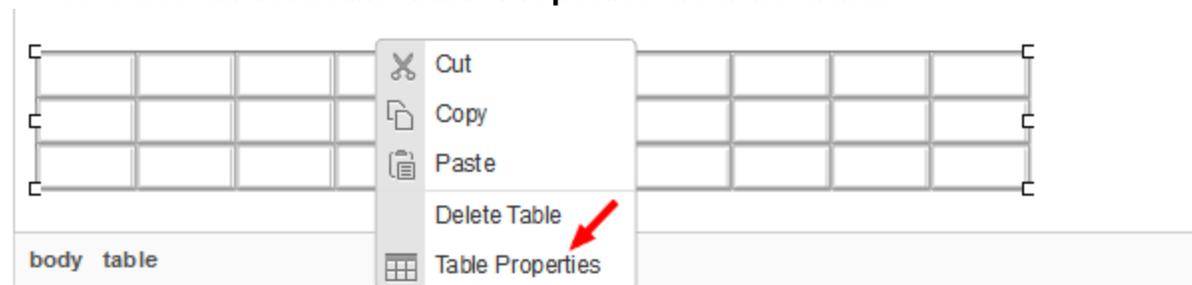
Editing tables

You may want to tweak or re-edit the table, if so you can do this by selecting the table element. Generally the easiest way of doing this is to:

1. Click on the table.
2. Select '**table**' from the element path inspector, please see below:



3. Right click on the table.
4. Select an action like '**Table Properties**' from the menu.

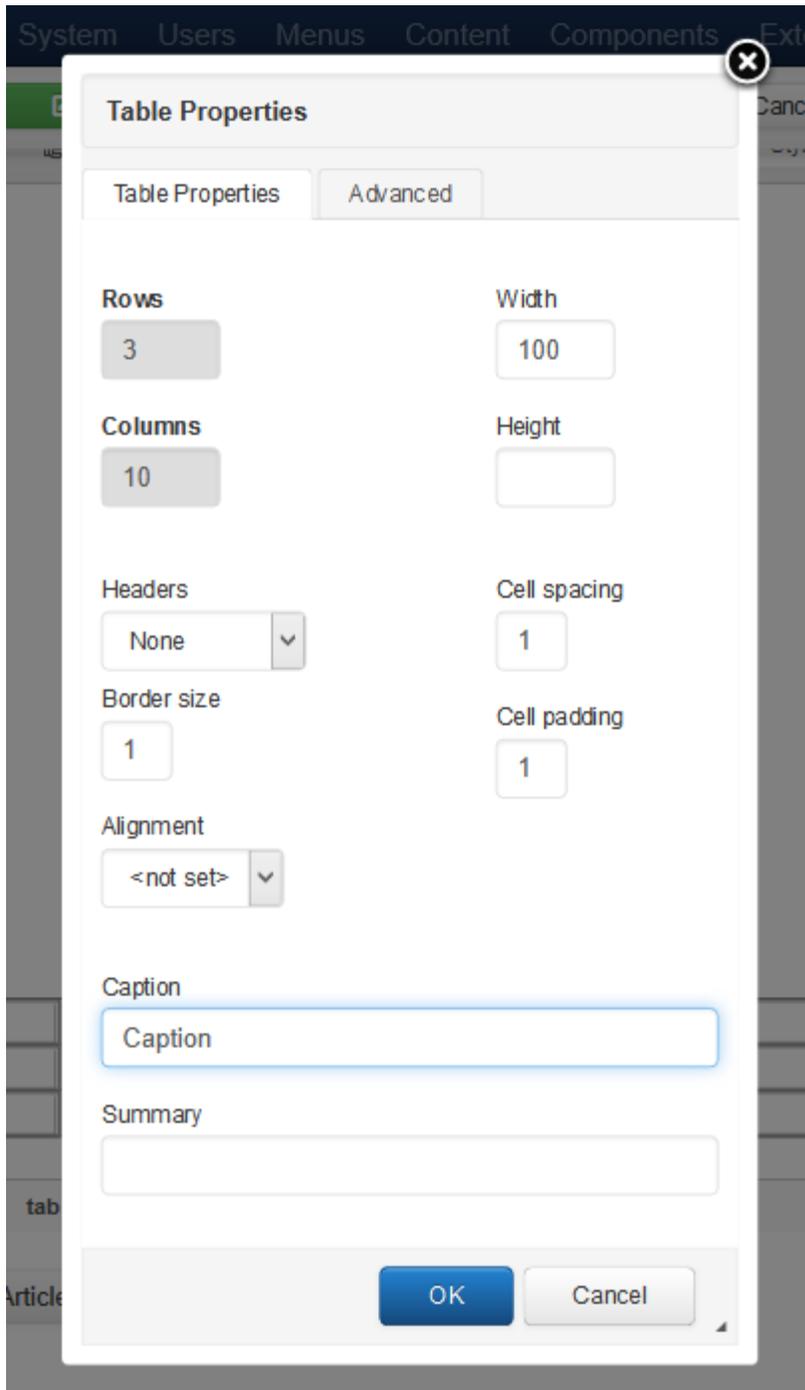


NOTE: You can also use this method to edit the table 'tr' and 'td' elements which will allow you to: add, edit and delete your table cells, rows and columns.

Now the '**Table Properties**' window will pop up which is where you can customise some of the table's settings.

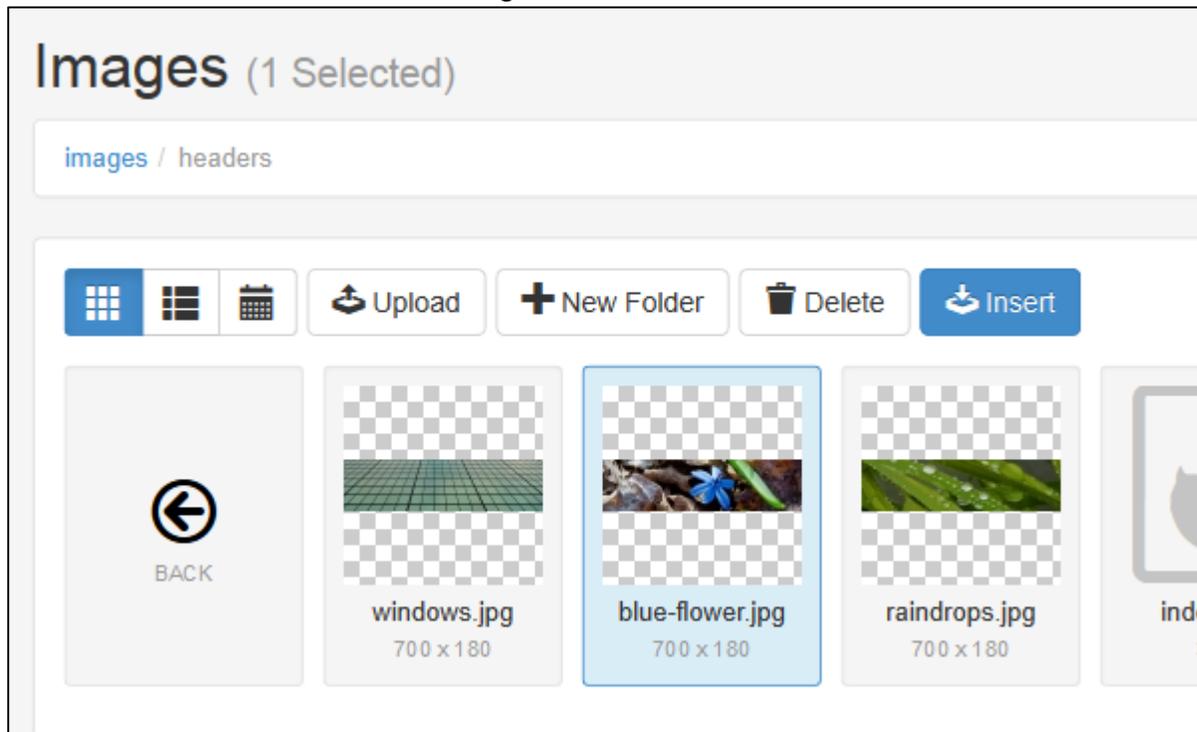
5. You can set the width and height of the table (Note: If your layout is responsive you may want to set it to 100%). You can align the table and add your 'caption' (which will add a header to the table).

6. Click on '**OK**' to apply your changes to the table.



How To's - Create an Image Lightbox

1. Select an image. To do this click on the '**Image**' icon > navigate to the image you want to insert > click on the image > click on the '**Insert**' button.



2. Turn '**Modal Lightbox**' on and insert the image into your content.



Settings

Align

Caption

Modal Lightbox

Description

Title

Alt

Advanced

ID

Class

Styles

 Location

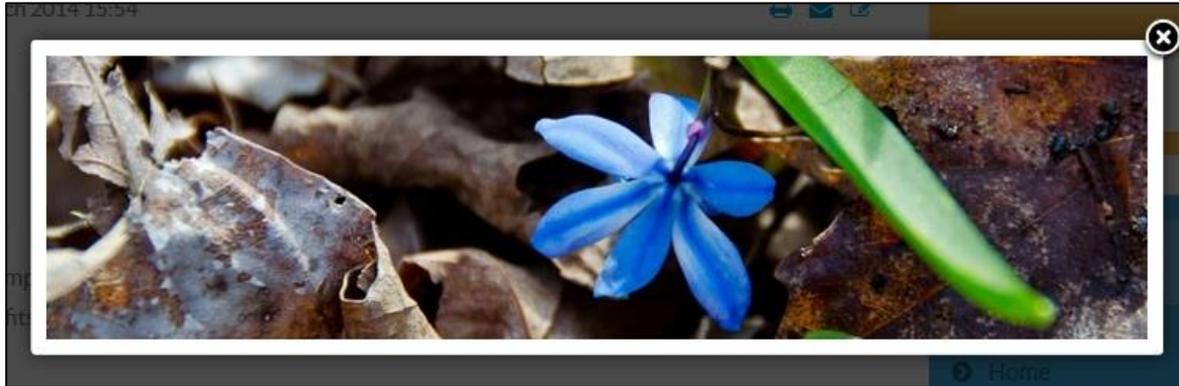
Collaboratively administrate empowered markets via plug-and-play networks. Dynamically
users after installed base benefits. Dramatically visualize customer directed convergence
ROI.



Efficiently unleash cross-media information without cross-media value. Quickly maximize
real-time schemas. Dramatically maintain clicks-and-mortar solutions without functional

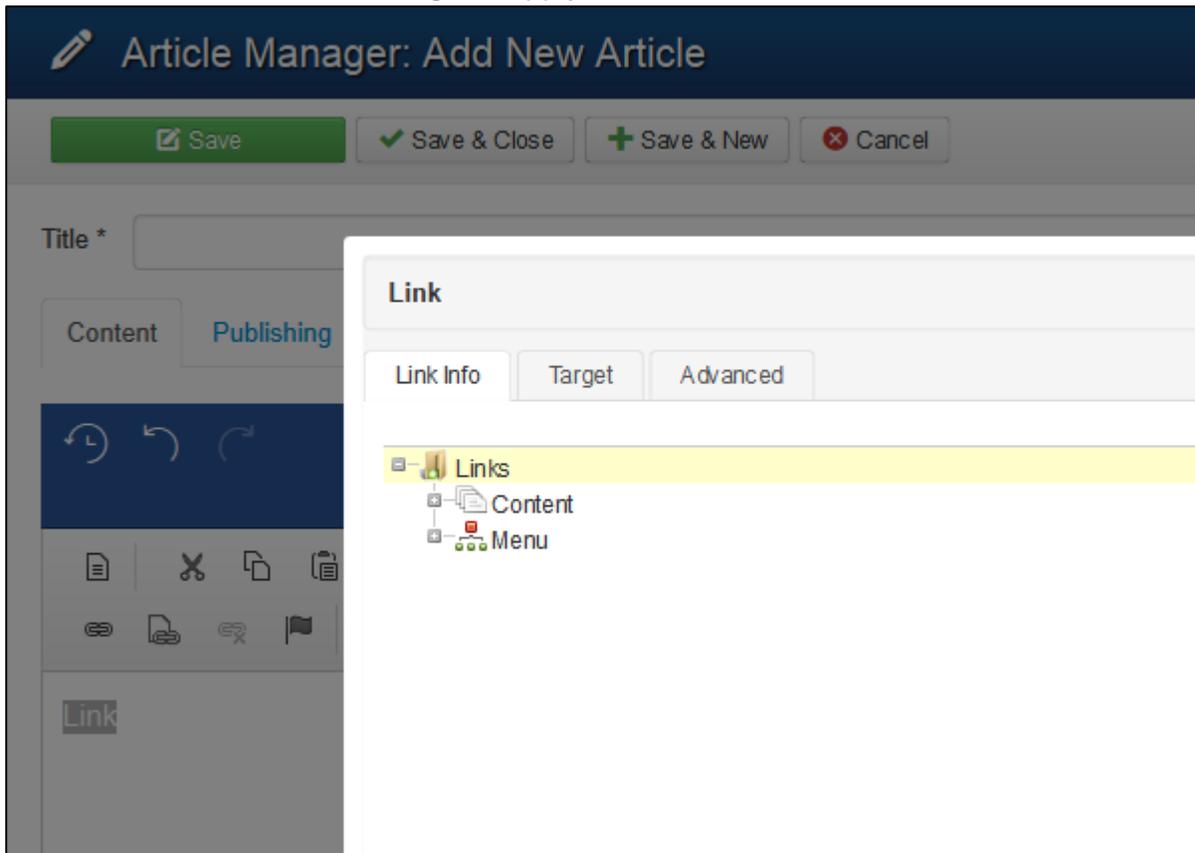
3. Save.

4. Disable inline editing and right click on the image to view your '**Lightbox**'. This is what it will look like.



How To's - Create a Content Lightbox

1. Select some text or an image to apply the link to > click on the '**Link**' icon.



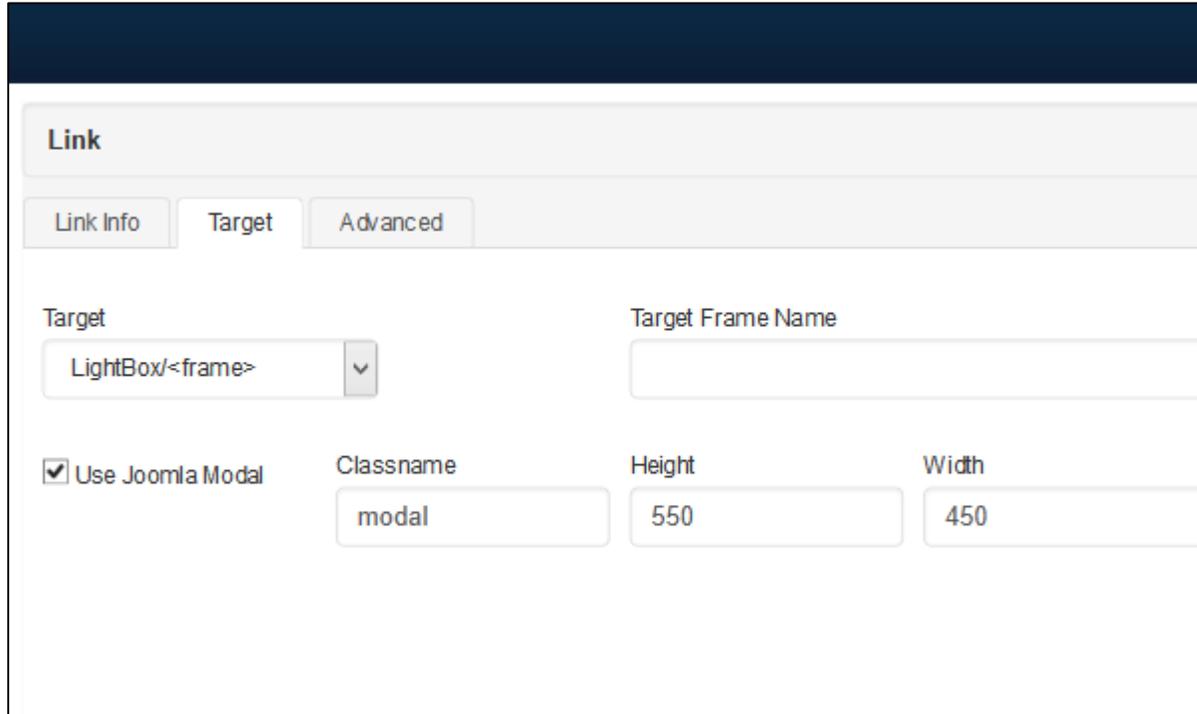
2. Enter the relative path into the URL field (the path without your site address), either by hand or by using the Link browser, if the link is to a page on your site or the full url if it is an external link (to another site).

The screenshot shows the Joomla! Article Manager interface for adding a new article. The main window is titled "Article Manager: Add New Article" and has a dark blue header. Below the header are four buttons: "Save" (green), "Save & Close" (green checkmark), "Save & New" (green plus), and "Cancel" (red X). The main content area has a "Title *" field and two tabs: "Content" and "Publishing". Below the tabs are navigation icons (undo, redo, refresh) and a toolbar with icons for document, cut, copy, paste, link, unlink, and flag. A "Link" field is visible at the bottom left of the main window.

A "Link" dialog box is open in the foreground, showing a tree view of the site's menu structure. The tree is expanded to show the "Main Menu" folder, which contains "Download", "Features", "Home", "Pages", and "Styles". The "Home" item is highlighted in yellow. Below the tree view are three tabs: "Link Info", "Target", and "Advanced". The "Link Info" tab is active, showing the following fields:

- Text: Link
- Title: Home
- URL: index.php?option=com_content&\

3. Click on the **'Target'** tab and select the **'LightBox'** from the Target field. You can adjust the height or the width of your modal if you wish.



The screenshot shows the Joomla! Link configuration interface, specifically the 'Target' tab. The 'Link' title is at the top. Below it are three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Target' tab is active. The 'Target' dropdown menu is set to 'LightBox/<frame>'. The 'Target Frame Name' field is empty. The 'Use Joomla Modal' checkbox is checked. The 'Classname' field is set to 'modal'. The 'Height' field is set to '550' and the 'Width' field is set to '450'.

4. Click on **'OK'**.
5. Save and you can preview your 'Lightbox' on the front-end. This is what it will look like:

