

CKEditor 4.x User's Guide

version 4.0

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January 23, 2013

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Welcome to CKEditor 4 User's Guide's documentation!

Welcome to CKEditor 4 User's Guide's documentation!

Contents:

Introduction to CKEditor 4.X User's Guide

The **User's Guide** contains information about **CKEditor** intended for end-users. It describes all features and options available in the application and shows how to use it to change the style and layout of the document as well as add media objects like images or Flash objects.

Navigation

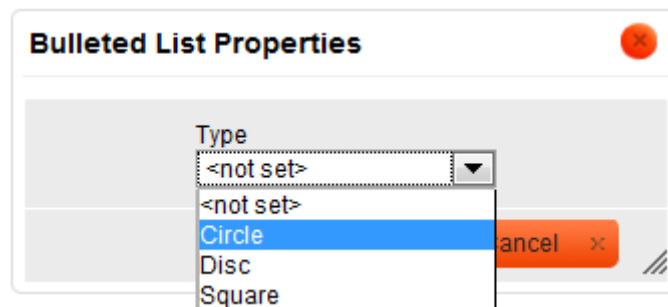
The User's Guide is divided into several sections accessible through the Table of Contents.

Each section outlines a problem area and gives its detailed description. To return to the main User's Guide page or to the pages from the same section, use the breadcrumb links located at the top of the page over the page title.

Screenshots and Walkthroughs

Most problem areas explained in the User's Guide include screenshots that illustrate in detail how to perform an action described in the guide. The screenshots along with walkthrough descriptions will guide you through all steps necessary to achieve the desired result.

An example of a CKEditor screenshot



An example of a CKEditor screenshot

Typographic Conventions

Menu and option names, program commands and buttons as well as other captions from CKEditor that are visible on the screen are written in bold.

- Example

The **Upload** tab of the **Flash Properties** dialog window allows you to send your own Flash objects to the server.

Keyboard shortcuts are written in *italics*.

- Example

Page Up and *Page Down* let you jump up and down the text.

URLs, file names, command line commands, and program code fragments are written in fixed-width font.

- Example

```
http://example.com/about.html
```

Important Notes

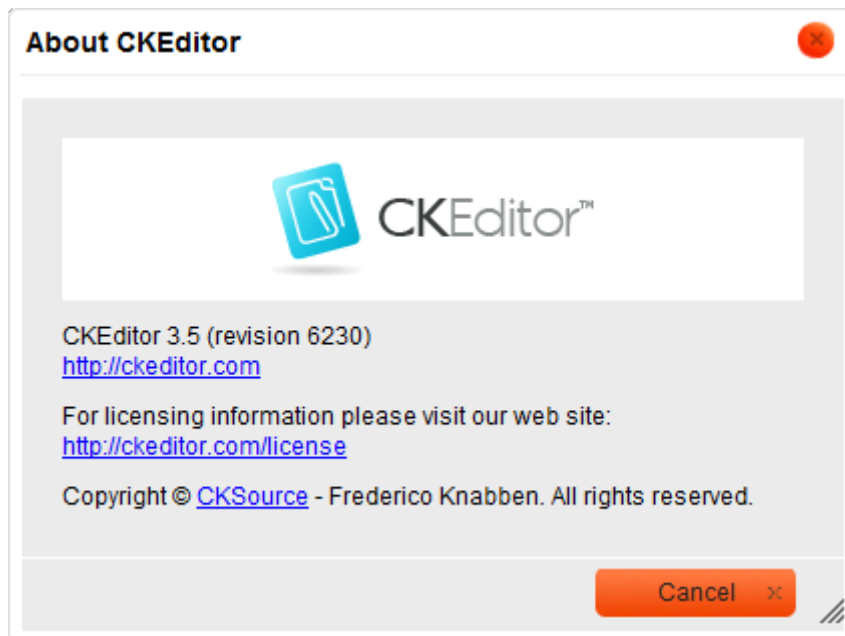
Additional important information is inserted into the User's Guide text as a note displayed with a gray background and a blue exclamation mark icon.

Important notes describe problems that are essential to the understanding of the product. These excerpts should not be skipped.

CKEditor Version

Latest CKEditor is always greatest CKEditor. We are continuously improving our product, adding new features and fixing bugs that inevitably appear from time to time. This documentation covers CKEditor 3.X, in its latest version. If you find that some features do not work as described, please check what version of CKEditor you are using.

To check the CKEditor version, press the toolbar button. The **About CKEditor dialog window** that will open displays version information along with revision number, product website, licensing link and copyright notice.



About CKEditor dialog window

CKEditor Configuration

Because CKEditor is highly configurable, its features can be customized by a developer or a system administrator. This is the reason why not all of the functions described in the User's Guide may be available in your CKEditor instance.

Also note that CKEditor interface can be customized and displayed with a different skin — colors, icons, or size. This guide is based on the default editor interface that can also be seen on the [demo](#) site.

Text Styling

Text styling determines the way your text will look in the document. Advanced capabilities in setting text format is what distinguishes CKEditor from a standard form textarea or a basic editor. Font styling, changing the size of the text and its color, or applying a pre-defined set of consistent styles, all take seconds and one mouse click.

Text Styling

In CKEditor the text styling features are grouped together on the toolbar. Some are simple buttons that turn the style on and off when you click them.



Other text styling options are available as a drop-down list. Upon clicking them the list opens, and you can select a styling option.



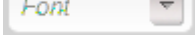
Try experimenting with various text styling options available in CKEditor to achieve a unique presentation of your documents. Among the styling features you will find:

- Font Name – typeface that will be applied to the document text.
- Font Size – determines how big or small the text will be.
- Bold, Italic, Underline, and Strike-through – add bold, italic, underline and strike-through formatting to a text fragment.
- Text Color – changes the color of the document text.
- Background Color – changes the color of the text background.
- Subscript and Superscript – text with subscript and superscript formatting is smaller and placed below or above the baseline, respectively.
- Formatting Styles – pre-defined sets of formatting features that can be applied to block and inline elements of the document.
- Paragraph Format – pre-defined sets of formatting features that can be applied to block-level elements only.

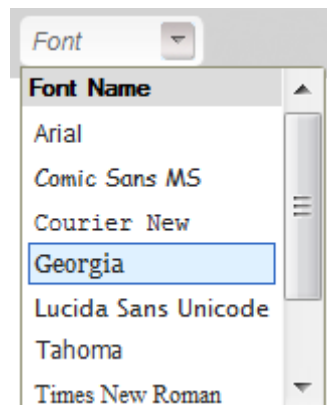
To read more about a particular CKEditor text styling option and see some usage examples, click the name of the feature in the list above.

Font Name

In CKEditor the **Font** is the typeface that will be applied to the document text. Fonts are pre-defined sets of characters with uniform styling collected under one name. The CKEditor default collection of fonts includes most popular **serif fonts** (Times New Roman, Georgia), **sans-serif fonts** (Arial, Verdana, Tahoma), and **monospaced fonts** (Courier New).

To change a font for a text fragment, open the **Font** menu by clicking the  button on the toolbar. The font drop-down list contains a number of typefaces that you can use. To make the choice easier, the font names are displayed in a font that they represent, giving you a preview of what the text will look like.

Text Styling



A font can be applied to the whole document, a paragraph, or a text fragment of arbitrary length — even a single letter. Do note, however, that for aesthetic and readability reasons it is recommended not to combine too many different fonts in one document.

This text was written in Georgia, a serif font.

A code fragment is usually written in a monospace font, like Courier New.

Verdana is one of the sans-serif fonts that are often used in the Internet pages.

So is Arial.

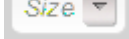
And Comic Sans MS is something you should really avoid in your documents :-)

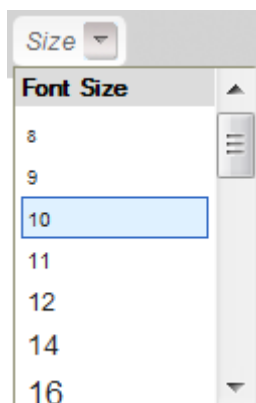
You can also combine various fonts in one paragraph, although this might not look very attractive.

body p span

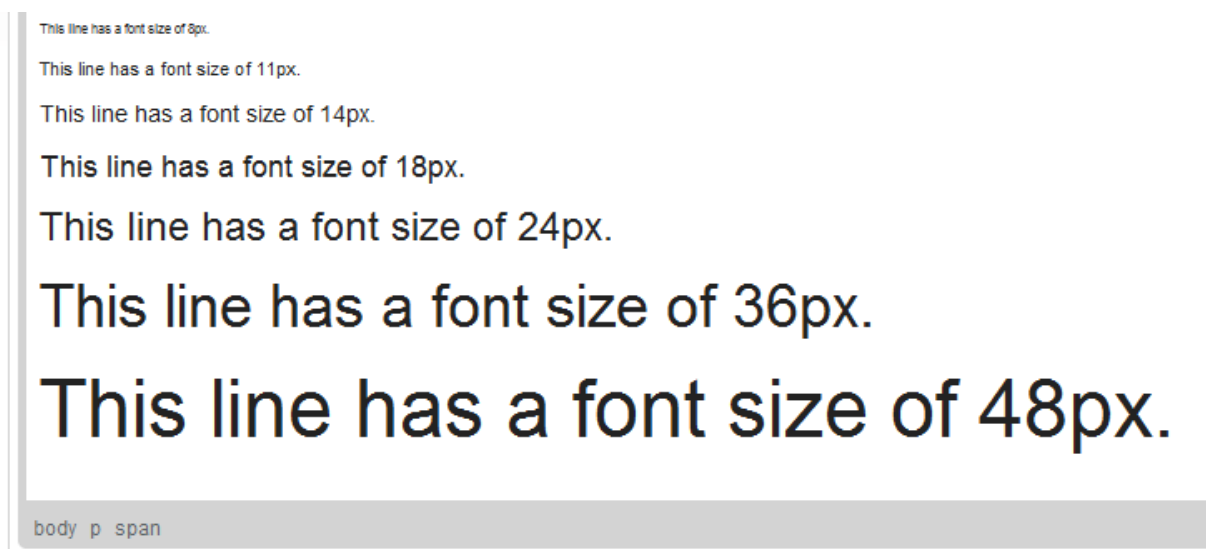
Font Size

In CKEditor the **Size** determines how big or small a font used in the document text will be. The system administrator may customize the set of available font sizes to the needs of a particular CKEditor installation, however, by default the following values are available: 8px, 9px, 10px, 11px, 12px, 14px, 16px, 18px, 20px, 22px, 24px, 26px, 28px, 36px, 48px, and 72px. Depending on the needs of the system, font sizes may also be defined in a descriptive manner, like Very small or Bigger.

To change a font size for a text fragment, open the **Size** menu by clicking the  button on the toolbar. The font size drop-down list contains a number of sizes that you can use. To make the choice easier, the items of the list are displayed in a font size that they represent, giving you a preview of what the text will look like.



A font size can be applied to the whole document, a paragraph, or a text fragment of arbitrary length — even a single letter. Do note, however, that for aesthetic and readability reasons it is recommended not to combine too many different font sizes in one document.



CKEditor 3.x Accessibility Guide

CKEditor is compliant with several accessibility standards, including the [Web Content Accessibility Guidelines \(WCAG\)](#), the US [Section 508](#) Amendment to the Rehabilitation Act of 1973 and the [IBM Web Accessibility Checklist](#).

CKEditor 3.x is designed to support users with disabilities. You can use it with your mouse, but also with the keyboard as well as a screen reader. The currently supported screen reader solution is [JAWS](#) with Firefox 3.6 or Internet Explorer 8.

Basic Navigation

- **Tab** and **Shift+Tab** Allow you to move into and out of the [editor window](#) from other form elements. For supported browser and screen reader solutions the editor should behave just like any other form element with respect to **Tab** and **Shift+Tab** key presses. One exception to this rule is when `config.tabSpaces` is set to a non-zero value. In this case, if you press the **Tab** key while inside the editor window, spaces will be inserted into the text in the editing area, and the focus will not be moved out of the editing area. The **Shift+Tab** keyboard shortcut would still work as expected though, even when `config.tabSpaces` is set to a non-zero value.

- *Alt+F10* Moves the focus to the editor [toolbar](#) when the cursor is in the editing area.
- *Shift+F10* Opens the [context menu](#) of an element inside the editing area.
- *Alt+F11* Moves focus to the [elements path](#) usually located at the bottom of the editor. While the elements path is in focus, pressing the *Tab* and *Shift+Tab* keyboard shortcuts will select HTML elements that are parents of the current element. Pressing *Esc* moves the focus back to the editing area without changing selection. Pressing *Enter*, on the other hand, selects the element chosen in the elements path in the editing area.

Navigating Toolbar

- *Tab* and *Shift+Tab* Once the toolbar is in focus after you press *Alt+F10*, *Tab* and *Shift+Tab* will move focus forward and backward among the toolbar button groups. Toolbar button group focus is cyclic, so going backwards from the first item will put focus to the last item, and vice versa.
- *Left Arrow* and *Right Arrow* The *Left Arrow* and *Right Arrow* keys will move focus forward and backward among the toolbar buttons within a group, respectively.
- *Enter* and *Space* Activate a selected toolbar feature.
- *Esc* Puts the focus back to the editing area without executing any commands.

[|important note|](#)

The accessibility shortcuts for toolbar navigation were modified in [CKEditor 3.6](#), when the concept of a **toolbar button group** was initially introduced. On entering the toolbar you can now use the *Tab* and *Shift+Tab* shortcuts to navigate between button groups and the *Arrow* keys to navigate between the buttons *within a group*. In CKEditor 3.5.x and before both *Tab* and *Arrow* keys were used to navigate between the toolbar buttons.

Navigating Dialog Windows

- *Tab* and *Shift+Tab* When [dialog window](#) tabs are not in focus, these keyboard shortcuts move focus among input element of the dialog window. When a dialog window tab is in focus, *Tab* and *Shift+Tab* cycle through dialog window tabs. Focus order in dialog windows is cyclic, so when the first tab or first input element is in focus, and the *Shift+Tab* shortcut is pressed, the last tab or last input element will be selected. Dialog window buttons count as input elements as well.
- *Left Arrow* and *Right Arrow* When a dialog window tab is in focus, the *Left Arrow* and *Right Arrow* keys can be used to cycle between tabs just like *Tab* and *Shift+Tab*.
- *Alt+F10* Puts the tab list in focus, selects the currently active tab, and lets you move to the next or previous one with the *Tab/Right Arrow* or *Shift+Tab/Left Arrow* keys when inside the dialog window.
- *Enter* Pressing *Enter* while inside the dialog window, when a single-line text input is in focus, is equivalent to pressing the **OK** button. Pressing *Enter* while inside the dialog window, when a dialog window tab is in focus, puts the focus back to the first input element inside that tab.
- *Esc* Pressing *Esc* while inside the dialog window is equivalent to clicking the **Cancel** or **Close** buttons.

Navigating Context Menus

- *Tab, Shift+Tab* When the context menu is open, press *Tab* to cycle through menu items forward or *Shift+Tab* to cycle backwards.
- *Down Arrow* and *Up Arrow* When the context menu is open, the *Down Arrow* and *Up Arrow* keys can be used to cycle between menu items just like *Tab* and *Shift+Tab*, respectively.

- *Right Arrow* and *Left Arrow* When the context menu item contains a submenu, the *Right Arrow* lets you enter the submenu. To return to the parent context menu, use the *Left Arrow*.
- *Enter* and *Space* Activate a menu item or open a submenu.
- *Esc* Closes a context menu without executing any command. When inside a submenu, closes the submenu and returns focus to the parent context menu. Press *Esc* again to close it.

Navigating Toolbar Drop-down Lists

- *Down Arrow*, *Enter*, and *Space* Enter the drop-down list once it is selected on the toolbar.
- *Tab*, *Shift+Tab* When the drop-down list is open, press *Tab* to cycle through list items forward or *Shift+Tab* to cycle backwards.
- *Down Arrow* and *Up Arrow* When the drop-down list is open, the *Down Arrow* and *Up Arrow* keys can be used to cycle between list items just like *Tab* and *Shift+Tab*, respectively.
- *Enter* and *Space* Activate a feature selected from the drop-down list and put the focus back to the editing area.
- *Esc* Closes a drop-down list without introducing any changes.

Navigating Color Selection Boxes

- *Down Arrow*, *Enter*, and *Space* Enter the color selection box once it is selected on the toolbar.
- *Tab*, *Shift+Tab* When the color selection box is open, press *Tab* to cycle through colors forward or *Shift+Tab* to cycle backwards.
- *Down Arrow* and *Up Arrow* When the color selection box is open, the *Down Arrow* and *Up Arrow* keys can be used to cycle between colors just like *Tab* and *Shift+Tab*, respectively.
- *Enter* and *Space* Apply the selected color from the selection box and put the focus back to the editing area.
- *Esc* Closes a color selection box without introducing any changes and puts focus back to the toolbar.

Editor Hotkeys

Many functions in CKEditor have their equivalent keyboard shortcuts. The [Keyboard Shortcuts](#) article contains a full list of editor hotkeys along with some common text editing shortcuts, grouped by problem areas.

JAWS

JAWS is a popular screen reader whose aim is to make computer content accessible to blind and visually impaired users. CKEditor fully supports JAWS when used in conjunction with Firefox 3.6 and Internet Explorer 8 browsers.

Editing Mode vs. Non-editing Mode

JAWS distinguishes between editing mode and non-editing mode for text boxes and rich text areas. When JAWS is entering the editing mode, a high pitched 'pop' sound is played to notify the user of the mode switch. Similarly, when JAWS is entering the non-editing mode, a lower pitched 'pop' sound is played.

It is up to JAWS to decide whether to put a text box or a rich text area to editing mode on the initial focus. When it so happens that JAWS has put the initial focus to CKEditor in non-editing mode, you will find that you cannot type in the editor, and no 'pop' sound is played when focus was put into the editing area.

Keyboard Shortcuts

To fix that, press the *Enter* key once to switch JAWS to the editing mode, and a high pitched 'pop' sound should be played. Pressing *Esc* inside CKEditor will switch JAWS to the non-editing mode, along with a lower pitched 'pop' sound to indicate the mode switch.

Refreshing the Virtual Cursor

JAWS keeps an internal model of the browser's view, and along with it, a virtual cursor, to facilitate reading of the contents in a Web browser. However, the internal model kept by JAWS is not always in sync with the contents displayed in the browser window. This is especially true for dynamically generated web contents written in JavaScript that CKEditor depends on.

When JAWS's virtual cursor is out-of-sync with the contents displayed in the browser, you will be unable to move correctly among the contents of the web page. You will also find that JAWS's voice is reading out unpredictable garbage from the Web browser — e.g. it may be reading out the raw HTML code in the website, or it may be reading out the same element over and over despite the user's actions to move the virtual cursor away from that element.

To refresh JAWS's internal model and to keep the virtual cursor back in sync with the browser, you will need to press the *Insert+Esc* keyboard shortcut. In cases where even the *Insert+Esc* combination fails to refresh JAWS's virtual cursor correctly, you can press the *Insert+Z* shortcut twice, slowly, to disable and re-enable the virtual cursor.

There are a few problem areas in using CKEditor where JAWS will get out-of-sync with the contents of the browser window:

- When an editor is newly created in the middle of a browsing session.
- When a dialog window is opened.
- When a dialog window is closed.
- When a context menu is opened.
- When a drop-down list is opened.

In all of the above events, it is recommended to press the *Insert+Esc* shortcut to keep JAWS's virtual cursor in sync with the browser display.

Arrow Keys

When the virtual cursor mode of JAWS is on, *Arrow* keys have a special meaning. If JAWS is opened and is running in the virtual cursor mode, *Arrow* hotkeys (like *Left Arrow* and *Right Arrow* used for cycling through toolbar items) will cease to work. If this is the case, use equivalent hotkeys like *Tab* and *Shift+Tab*.

note| image:: /images/thumb/8/81/Warning_blue.png/30px-Warning_blue.png

Keyboard Shortcuts

Many functions in CKEditor have their equivalent keyboard shortcuts. This is one of the reasons why working with the editor is simple and efficient.

The list below contains available keyboard shortcuts grouped by problem areas.

Working with a Document

- *Esc* – closes a CKEditor dialog window, drop-down list, or context menu. Also moves from the context menu submenu to the parent option.
- *Enter* – selects a CKEditor function from the toolbar, drop-down list, or context menu. Equivalent to the **OK** button in a dialog window.

Keyboard Shortcuts

- *Shift+F10, Menu/Application* key – opens the element's context menu.

Navigation

- *Home* – jumps to the beginning of the line.
- *Ctrl+Home* – jumps to the beginning of the document.
- *End* – jumps to the end of the line.
- *Ctrl+End* – jumps to the end of the document.
- *PgDn* – scrolls down the document, approximately by the length of the editing area.
- *PgUp* – scrolls up the document, approximately by the length of the editing area.

Writing

- *Enter (Return)* – ends a paragraph and starts a new one.
- *Shift+Enter* – adds a line break.
- *Backspace, Del* – deletes a character.
- *Ctrl+Backspace, Ctrl+Del* – deletes a word.

Undo and Redo

- *Ctrl+Z* – performs the undo operation.
- *Ctrl+Y* – performs the redo operation.

Cut, Copy and Paste

- *Ctrl+X, Shift+Del* – cuts a text fragment to clipboard.
- *Ctrl+C* – copies a text fragment to clipboard.
- *Ctrl+V, Shift+Insert* – pastes a text fragment from clipboard.

Text Selection

- *Ctrl+A* – selects all document contents.
- *Shift+Arrow* – selects a text fragment by letters.
- *Ctrl+Shift+Arrow* – selects a text fragment by words.
- *Shift+Home* – selects a text fragment from the cursor to the beginning of the line.
- *Shift+End* – selects a text fragment from the cursor to the end of the line.
- *Ctrl+Shift+Home* – selects a text fragment from the cursor to the beginning of the document.
- *Ctrl+Shift+End* – selects a text fragment from the cursor to the end of the document.
- *Shift+PgDn* – selects a text fragment of approximately the length of the editing area starting from the cursor and going down.
- *Shift+PgUp* – selects a text fragment of approximately the length of the editing area starting from the cursor and going up.

Text Styling

Indices and tables

- *Ctrl+B* – applies **bold** formatting to a text fragment.
- *Ctrl+I* – applies *italics* formatting to a text fragment.
- *Ctrl+U* – applies underline formatting to a text fragment.

Rich Text

- *Ctrl+L* – opens the **Link** dialog window.

Accessibility

- *Alt+0* – opens **Help**.
- *Alt+- (minus)* – collapses and restores the toolbar.
- *Alt+F10* – enters the toolbar or the tab list of the currently open dialog window.
- *Alt+F11* – enters the elements path.
- *Tab* – moves to the next toolbar button group, context menu suboption, elements path element, dialog window element, or dialog window tab while in the tab list.
- *Right Arrow* – moves to the next toolbar button within the group, context menu suboption, elements path element, dialog window element, or dialog window tab while in the tab list.
- *Tab* or *Down Arrow* – moves to the next drop-down list or context menu option.
- *Shift+Tab* – moves to the previous toolbar button group, context menu parent option, elements path element, dialog window element, or dialog window tab while in the tab list.
- *Left Arrow* – moves to the previous toolbar button within the group, context menu parent option, elements path element, dialog window element, or dialog window tab while in the tab list.
- *Shift+Tab* or *Up Arrow* – moves to the previous drop-down list or context menu option.
- *Space* or *Enter* – activates a toolbar button, a context menu option, a drop-down list option, an elements path element, or a dialog window tab once selected. Also enters a context menu submenu, if it is available.

[|important note|](#)

The accessibility shortcuts for toolbar navigation were modified in [CKEditor 3.6](#), when the concept of a **toolbar button group** was initially introduced. On entering the toolbar you can now use the *Tab* and *Shift+Tab* shortcuts to navigate between button groups and the *Arrow* keys to navigate between the buttons *within a group*. In CKEditor 3.5.x and before both *Tab* and *Arrow* keys were used to navigate between the toolbar buttons.

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