

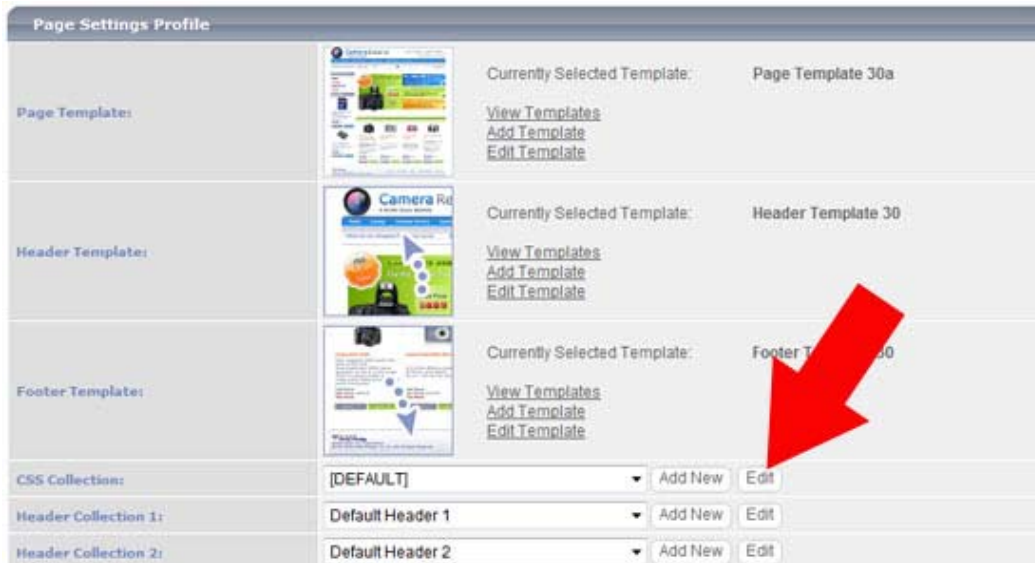
## PortalProdigy CSS Editor Guide

Created on February 9, 2012

Last Updated February 12, 2012

### How to edit CSS:

A CSS Collection is assigned to each Profile in Page Manager. To modify the CSS select the file to edit in the CSS Collection list box then click the Edit button highlighted by the red arrow in the picture below.

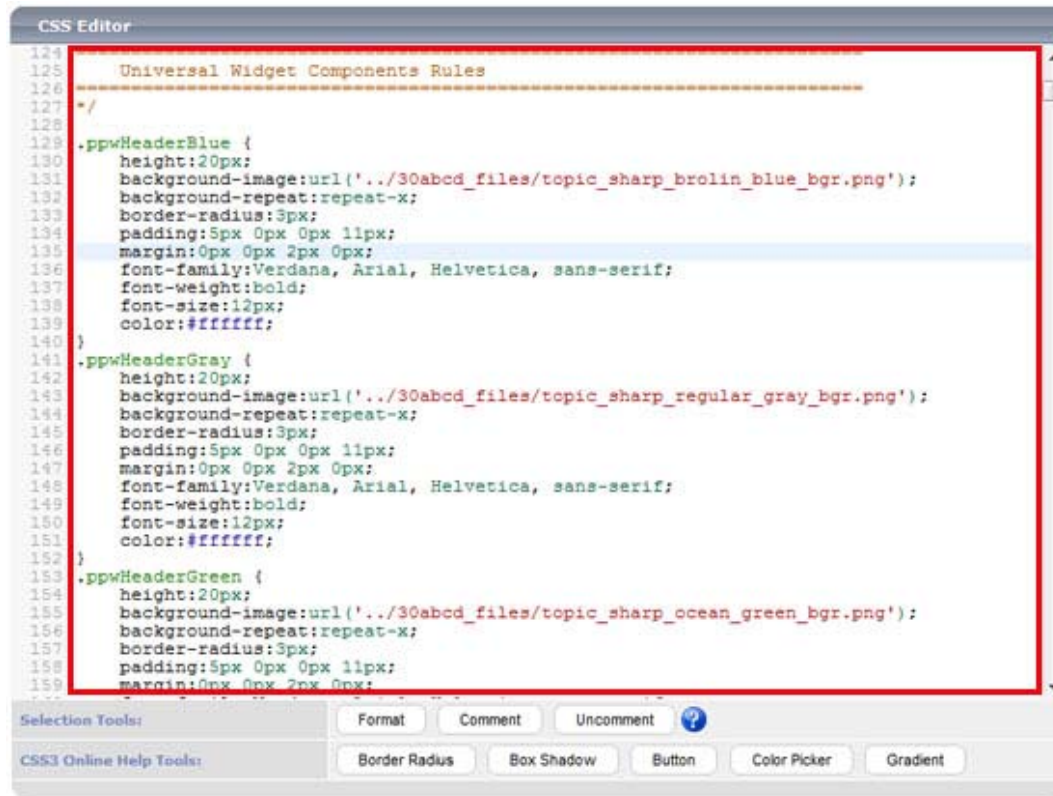


The most common task when editing the CSS is to find a class, then change it. The CSS editor includes a find feature to assist you with this task. You may also select and copy the entire content of the CSS Collection and paste into your favorite editor and repeat the task in reverse when finished with your changes.

It is common for CSS to contain references to external resources such as images files which are often used to create backgrounds. You may use the Resource File Manager tool to individually view, add, edit, and delete external resource files. Resource files are typically placed into a template's resource folder and get loaded at the same time as the template file. For additional information about resource files see the help for Template Manager and for Resource File Manager.

### Edit Hotkeys:

Before using the following hotkeys you must place the cursor within the editor by clicking anywhere inside the edit area (area inside red frame in picture below) or select a block of text within the edit area.



Ctrl-A = Select all.

Ctrl-C = Copy selection.

Ctrl-X = Cut selection.

Ctrl-V = Paste selection.

Ctrl-Q = Fold/Unfold. Toggles hide/unhide of the selected class's properties.

Ctrl-Z = Undo.

### **Find and Replace Hotkeys:**

Before using the find hotkeys you must place the cursor within the editor. Note that your web browser also has a find option, but do not use it because it does not work properly in the CSS Editor.

Ctrl-F = Find.

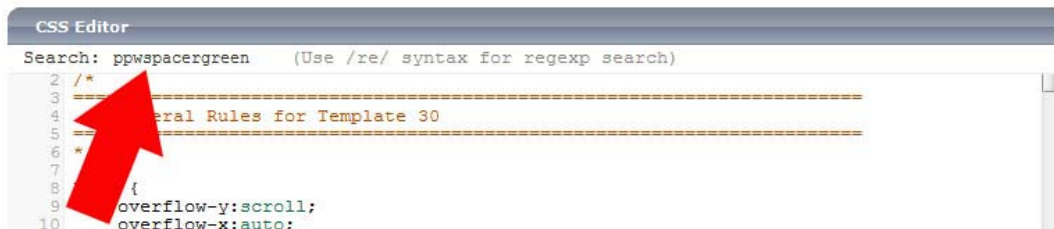
Ctrl-G = Find next.

Shift-Ctrl-F = Replace once.

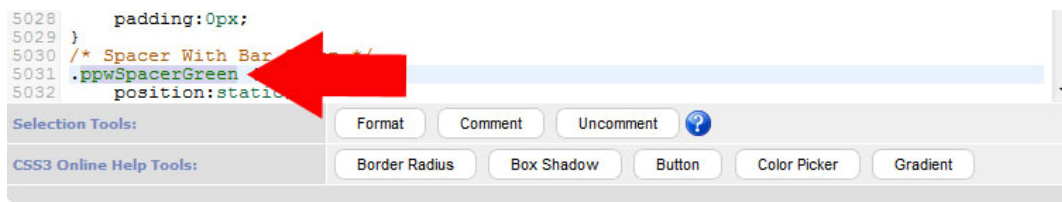
Shift-Ctrl-G = Find previous.

Shift-Ctrl-R = Replace all.

To search for a value click inside the editor area, then press Ctrl-F. The Search entry area will be displayed as highlighted by the arrow in the picture below.



Enter the value to find, e.g. “ppwspacergreen” then press the enter key. The first match is highlighted as shown in the picture below. To find the next match press Ctrl-G.



The replace option Shift-Ctrl-F works similar to search. It is used when you want to replace one or more instances of a value. After you enter the Search value, press enter. Next enter the replacement value where it says “With” then press enter. It will then find the first match and prompt what to do as shown in the picture below. Click “Yes” to replace, “No” to skip and find next match, or “Stop” to end the search.



Use Shift-Ctrl-R to replace all matches. Enter the value to find then press the enter key. Enter the replacement value then press the enter key and it replaces all matches with the new value.

### **Selection Tools:**

Format – use to color format your CSS code.

Comment – use to insert a comment.

Uncomment – use to remove a comment.

? – hover over to view find and replace options.

### **CSS3 Online Help Tools:**

These are third party tools that have been integrated into PortalProdigy to assist with the creation of CSS code for specific purposes. The code generated by each tool must be copied and pasted into your CSS Collection.

Border Radius – use to create a border with rounded corners. Allows each corner's radius to be independently specified.

Box Shadow – use to create boxes with shadow and 3D affects.

Button – use to create buttons.

Color Picker – use to visually select colors and create hexadecimal color codes.

Gradient – use to create gradient fill.

### **Option Buttons:**

Load Defaults – use to restore the default values. It will replace the content of CSS Collection with the default CSS Collection.

Save – use to save your changes and continue working in the CSS Editor.

Save As – use to save the CSS Collection to a new CSS Collection name. It creates a copy of the current collection under the new name that you provide. It also automatically selects the new collection in the Profile.

Delete – use to delete the CSS Collection. Note that you cannot delete the default collection.

Close – use to close the CSS Editor. If you have made changes that have not already been saved it will prompt you to save. Click Ok to save and Cancel to close without saving.