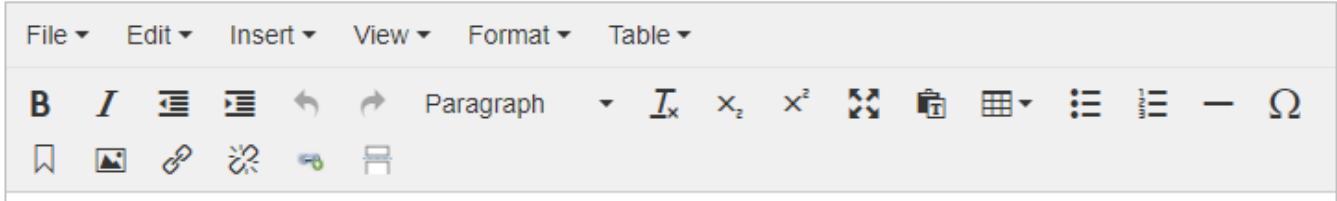


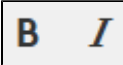
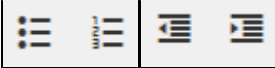







# Using the Text Editor



This page gives basic explanations for each of the buttons on the Text Editor, otherwise known as a WYSIWYG (What-You-See-Is-What-You-Get) Editor, since content displays in the editor largely (see Formatting note, below) as it will show to the end user.

## Formatting note

Due to the design of the CMS, some formats and designs (particularly more complex constructions and those copied from other sources or web pages) may appear in the editor but will be removed, hidden or changed when saved or viewed by the end user. For a list of allowed HTML formatting and examples, see the [Compose Tips page](#).

Button	Description
	<b>Font style</b> - Make text bold, italic.
	<b>Text List formatting</b> - Unordered List, Ordered list, Out-dent (move left) and Indent (indent right).
	<b>Undo &amp; Redo</b> - Undo (Ctrl+Z) and Re-do (Ctrl+Y) the last actions you performed.
	<p><b>Insert/Edit Link</b> -</p> <p>NOTE: This button is for linking to external sites, specific files (such as PDFs) or anchor tags (see <b>Insert/edit anchor</b>). To link to other CMS pages, use <b>Insert links to internal content</b>.</p> <p>To <b>insert</b> a link, select the text to be made into a link and press this button. A pop-up box display that lets you enter details about the link.</p> <p>To <b>edit</b> a link, select the linked text and press this button. The pop-up box displays that let you edit any details about the link.</p> <p>NOTE: When linking to anchors, you must prefix the anchor name with a number sign ("#"). Ex: For an anchor named "anch_2", the link would be "#anch_2".</p> <p> MORE INFO: <a href="#">External Links</a></p>
	<p><b>Unlink</b> - To remove a link (whether internal or external or anchor), highlight the linked text and press this button.</p> <p> MORE INFO: <a href="#">Managing Links</a></p>
	<p><b>Insert/edit anchor</b> -</p> <p>An anchor, sometimes called a bookmark, allows you to link to a specific location on a page, rather than the default top of the page.</p> <p>To insert an anchor, place the cursor at the beginning of the line where you wish the anchor to be and press this button. A pop-up box displays that lets you name the anchor, which must be referenced when linking to.</p> <p>NOTE: Anchor names cannot contain spaces. Use an underscore ("_") as an alternative to a space.</p> <p> MORE INFO: <a href="#">Using anchors</a></p>

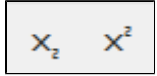


**Insert/edit Image** - To insert an image, place the cursor in the desired location and press this button. A pop-up box display that lets you enter the Image URL and other information about how the image will display.

NOTE 1: Images should be no wider than 550px  
NOTE 2: Include a **Description** and **Title** of all images



MORE INFO: [Managing Images](#)



**Subscript & Superscript** - For adding a scientific notation to your text.



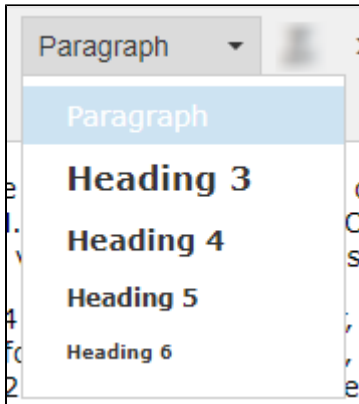
**Insert Horizontal Ruler** - Adds a single solid line across the page where your cursor is located.



**Remove Formatting** - Removes basic text formatting (bold, italic, etc.) from selected text.



**Insert Custom Character** - Choose from a selection of custom text characters, such as copyright signs, foreign language characters, etc.



**Text Format** - Select pre-defined formats for Paragraph, Address, Heading3, and so on to apply to text you have selected.



**Toggle Full Screen Mode** - Toggles the editing window to the full size of your screen. Maybe helpful for editing text-heavy content.



**Tools for inserting and editing tables** -

- Insert New Table

NOTE: The following buttons are active when the cursor is inside an existing table

- Table Properties, Delete Table

- Insert Row Before, Insert Row After, Delete Row

- Insert Column Before, Insert Column After, Delete Column,



Use of tables should be limited to tabular data only, not for layout, as non-tabular data is not accessible for users with screen readers or other assistive technologies.



**Insert links to internal content -**

NOTE: This button is for linking to existing pages within the CMS. To link to external sites, specific files (such as PDFs) or anchor tags (see **Insert/edit anchor**), use **Insert/edit links**.



MORE INFO: [Internal Links](#)



**Separate the teaser and body of this content -**

NOTE: The teaser separator functionality is no longer in use.



**Disable rich-text/Enable rich-text** - Click the "Disable" link to view the underlying HTML of the content. Click "Enable" to return to the rich-text, or 'formatted' view.

NOTE: Only experienced HTML programmers should consider this option. The list of HTML tags recognized by the CMS is listed beneath the link. All other tags will be deleted or ignored on save or when viewed by the end user.



**Expandable corner** - Click and drag the shaded bottom right-hand corner of the editor window to resize the window vertically. Can be used as an alternative to the **Toggle Full-Screen Mode** button.