TEXT EDITOR FEATURES

This information sheet provides an overview of the new text editor features.

The overview is sorted by menu; however, you will see many of the icons on the formatting toolbar.
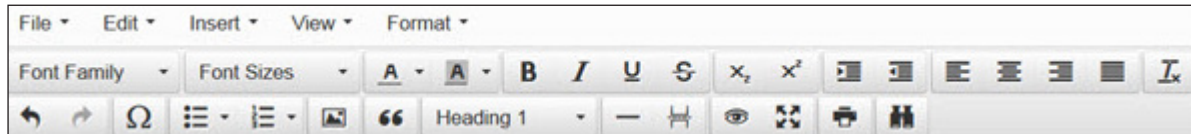
1. Under **File**, you can clear all document text or images, and print the document.

2. Under **Edit**:

   - Click or to undo or redo any changes.

   - Click to cut document text and paste it on the browser clipboard.

   - Click to copy document text to the browser clipboard.

   - Click to paste cut or copied document text.

   - Click **Paste as text** to paste text in plain text mode.

   - Click **Select All** to select all document text and images.

3. Click **Find and replace** or to find and change document text. The Find and replace dialog box is displayed:
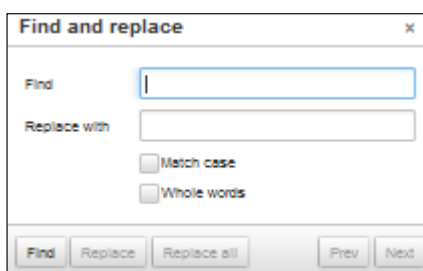
4. Under **Insert**:

   - Click . The Special character dialog box is displayed.
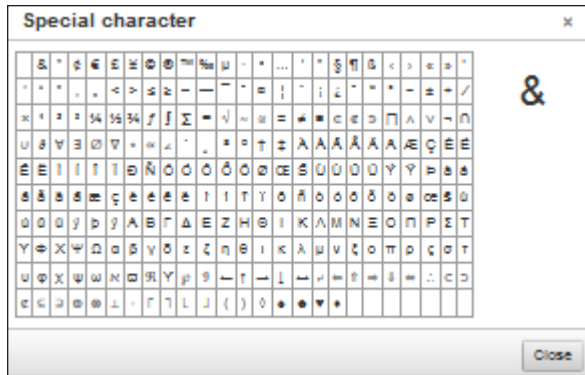
- □ Select the desired special character to insert.

- □ Click **Close** to return to the editor.

- ● Click ⊞ to insert a page break.
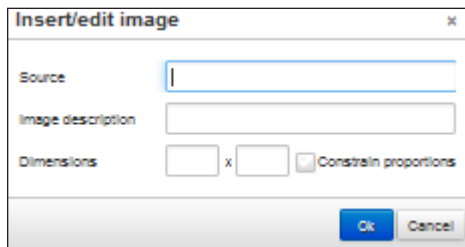
- ● Click ▬ to insert a horizontal line.

5. Under **Formatting Elements**:

- ● Click **Headings** to select one of the predefined heading formats.

- ● Click **Blocks**, and then **Blockquote** or 🙶 to format the alignment of the document text in a blocked quote format.

- ● Click **Insert Image** or 🖼 to insert an image. The Insert/edit image dialog box is displayed.

- □ In the **Source** field, type the path to the image source file.

- □ In the **Image description**, type a description for the image.

- □ In the **Dimensions** field, type the pixel dimensions.

- □ Select **Constrain Proportions** to maintain the image proportions.

- ● Click **Ok** to accept the changes.

- ● Click **Cancel** to close the dialog box and return to the document editor.

6. Under **View**:

- Click **Preview** or to preview the document.

- Click **Full Screen** or to view the document in full screen mode.

   Click Ctrl+Alt+F to return to the original view.

7. Under **Format**, you can select text attributes such as bold, italics, underline, strikethrough, subscript, and superscript. Additionally, you can clear text formatting.

8. From the formatting toolbar, you can apply a bulleted or numbered list to the text, and apply color to the text or background. Additionally, you can select a font type and font size.

9. The word count for text in the editor is displayed in the bottom-right corner.

10. Click in the bottom-right corner and drag up or down to resize the editing window.

11. The editor allows access to the browser's spell checker; however, you must enable the spell check functionality for the desired browser.

12. If the display is read-only, you can still use the preview, full screen, and print toolbar buttons.