



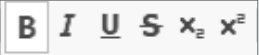
GAMUT

Editor Aids



// SYMBOLS OF THE UPPER TOOLBAR //





WITH THESE SYMBOLS YOU TRIGGER THESE ACTIONS
 <ul style="list-style-type: none"> » Font Size 	<ul style="list-style-type: none"> » Use the dropdown to select the font size
 <ul style="list-style-type: none"> » Text Color » Background Color 	<ul style="list-style-type: none"> » Change the color of the selected text » Change the background color (highlight) of the selected text
 <ul style="list-style-type: none"> » Bold » Italic » Underline » Strikethrough » Subscript » Superscript 	<ul style="list-style-type: none"> » Apply bold formatting to the selected text » Apply italic formatting to the selected text » Apply underline formatting to the selected text » Apply strikethrough formatting to the selected text » Make text or numbers appear as subscript » Make text or numbers appear as superscript

continued »

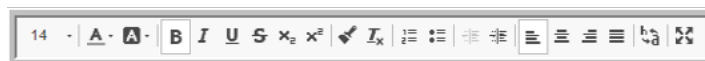
// SYMBOLS OF THE UPPER TOOLBAR //


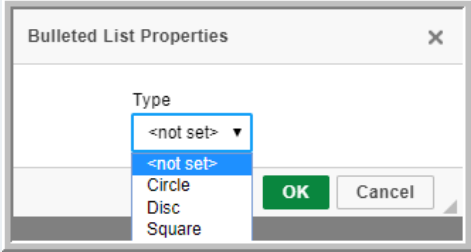



WITH THESE SYMBOLS YOU TRIGGER THESE ACTIONS														
 <ul style="list-style-type: none"> » Copy Formatting » Remove Format 	<ul style="list-style-type: none"> » Copy the formatting from one area of text and apply it to another » Remove the formatting from the selected area of text » The starting number of the list can also be changed here. 														
 <ul style="list-style-type: none"> » Numbered List » Bulleted List 	<ul style="list-style-type: none"> » Select this button to begin a numbered list. » Select this button to begin a bulleted list. » To change the numbered list properties, right click in the list and make a selection from the following: <div data-bbox="929 771 1315 997" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Numbered List Properties</p> <table border="1"> <thead> <tr> <th>Start</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Numeric - Default (1, 2, 3)</td> </tr> <tr> <td></td> <td>Lower Roman (i, ii, iii)</td> </tr> <tr> <td></td> <td>Upper Roman (I, II, III)</td> </tr> <tr> <td></td> <td>Lower Alpha (a, b, c)</td> </tr> <tr> <td></td> <td>Upper Alpha (A, B, C)</td> </tr> <tr> <td></td> <td>Numeric - Default (1, 2, 3)</td> </tr> </tbody> </table> </div> » The starting number of the list can also be changed here. 	Start	Type	1	Numeric - Default (1, 2, 3)		Lower Roman (i, ii, iii)		Upper Roman (I, II, III)		Lower Alpha (a, b, c)		Upper Alpha (A, B, C)		Numeric - Default (1, 2, 3)
Start	Type														
1	Numeric - Default (1, 2, 3)														
	Lower Roman (i, ii, iii)														
	Upper Roman (I, II, III)														
	Lower Alpha (a, b, c)														
	Upper Alpha (A, B, C)														
	Numeric - Default (1, 2, 3)														

continued »

// SYMBOLS OF THE UPPER TOOLBAR //






WITH THESE SYMBOLS YOU TRIGGER THESE ACTIONS
 » Bulleted List, continued	» To change the bulleted list properties, right click in the list and make a selection from the following: 
 » Decrease Indent » Increase Indent	» Decrease the paragraph indent to the left » Indent a paragraph to the right

continued »

// SYMBOLS OF THE UPPER TOOLBAR //





WITH THESE SYMBOLS YOU TRIGGER THESE ACTIONS
 <ul style="list-style-type: none"> » Align Left » Align Center » Align Right » Justify 	<ul style="list-style-type: none"> » Align the selected paragraph to the left margin » Align the selected paragraph to the center » Align the selected paragraph to the right margin » Justify the paragraph to both left and right margins
 <ul style="list-style-type: none"> » Find and Replace 	<ul style="list-style-type: none"> » Open the find and replace dialog box and enter search strings
 <ul style="list-style-type: none"> » Maximize 	<ul style="list-style-type: none"> » Take the editor into full-screen view » Click the button again to return from full-screen view

continued »

// SYMBOLS OF THE UPPER TOOLBAR //



WITH THESE SYMBOLS YOU TRIGGER THESE ACTIONS
 » Formatting Styles	» Use the dropdown to create a layout in the editor window
 » Link Unlink	» Insert a hyperlink into the text » Break the hyperlink, plain text remains

continued »

// SYMBOLS OF THE UPPER TOOLBAR //



WITH THESE SYMBOLS . . .



» Image

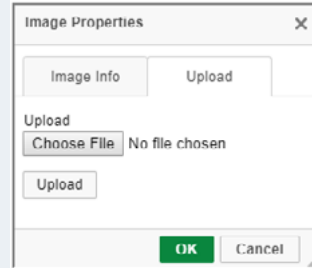


Image Properties

Image Info Upload

Upload

Choose File No file chosen

Upload

OK Cancel

» Select the file to upload

. . . YOU TRIGGER THESE ACTIONS

» Insert and define properties for images

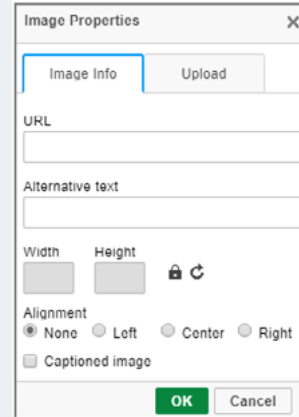


Image Properties

Image Info Upload

URL

Alternative text

Width Height

Alignment

None Left Center Right

Captioned image

OK Cancel

» Set properties for the image

Note: Alternative Text is required for ADA Compliance.

continued »

// SYMBOLS OF THE UPPER TOOLBAR //



WITH THESE SYMBOLS . . .



» Table

. . . YOU TRIGGER THESE ACTIONS

» Insert a table into the editor






A screenshot of a 'Table Properties' dialog box. The dialog has two tabs: 'Table Properties' and 'Advanced'. The 'Table Properties' tab is active. It contains several input fields and dropdown menus: 'Rows' (input field with '4'), 'Columns' (input field with '2'), 'Width' (input field with '500'), 'Height' (input field), 'Headers' (dropdown menu with 'None'), 'Cell spacing' (input field with '1'), 'Border size' (input field with '1'), 'Cell padding' (input field with '1'), 'Alignment' (dropdown menu with 'Browser Default'), 'Caption' (text input field), and 'Summary' (text input field). At the bottom, there are 'OK' and 'Cancel' buttons.

- » Define properties for the table using the popup
- » For additional customization, right click on the table

continued »

// SYMBOLS OF THE UPPER TOOLBAR //

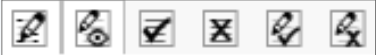






WITH THESE SYMBOLS YOU TRIGGER THESE ACTIONS
 » Insert Horizontal Line	» Insert a horizontal line below the cursor position
 » Insert Page Break	» Insert a page break for printing purposes
 » Spell Checker	» Launch the spell checker
 » Cut » Copy	» Cut the selected content and copies it to the clipboard » Copy the selected content to the clipboard
 » Undo » Redo	» Undo the last action » Redo the last undone action

continued »

// SYMBOLS OF THE UPPER TOOLBAR //



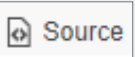


WITH THESE SYMBOLS YOU TRIGGER THESE ACTIONS
	<ul style="list-style-type: none"> » Track Changes buttons (see individual descriptions)
 » Start/Stop Tracking	<ul style="list-style-type: none"> » Turn on tracking » Click button again to Turn off tracking
 » Hide/Show Tracked Changes	<ul style="list-style-type: none"> » Hide tracked changes » Click button again to Show tracked changes
 » Accept all changes	<ul style="list-style-type: none"> » Accept all tracked changes in the document
 » Reject all changes	<ul style="list-style-type: none"> » Reject all tracked changes in the document

continued »

// SYMBOLS OF THE UPPER TOOLBAR //



WITH THESE SYMBOLS YOU TRIGGER THESE ACTIONS
 » Accept change	» Accept the tracked change that is currently selected
 » Reject change	» Reject the tracked change that is currently selected
 Source » Source HTML	» View the HTML code associated with the editor content

// QUESTIONS? //

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800-266-3382

