

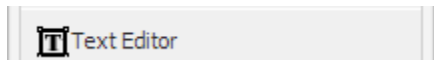
## Text Editor Component

### Description of Component

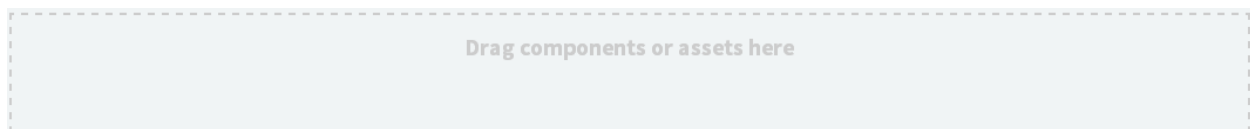
The Text Editor is a text component used to add rich text to your web pages.

### How to Use the Component

1. You can identify the Text Editor component in the Web Author toolkit as follows:



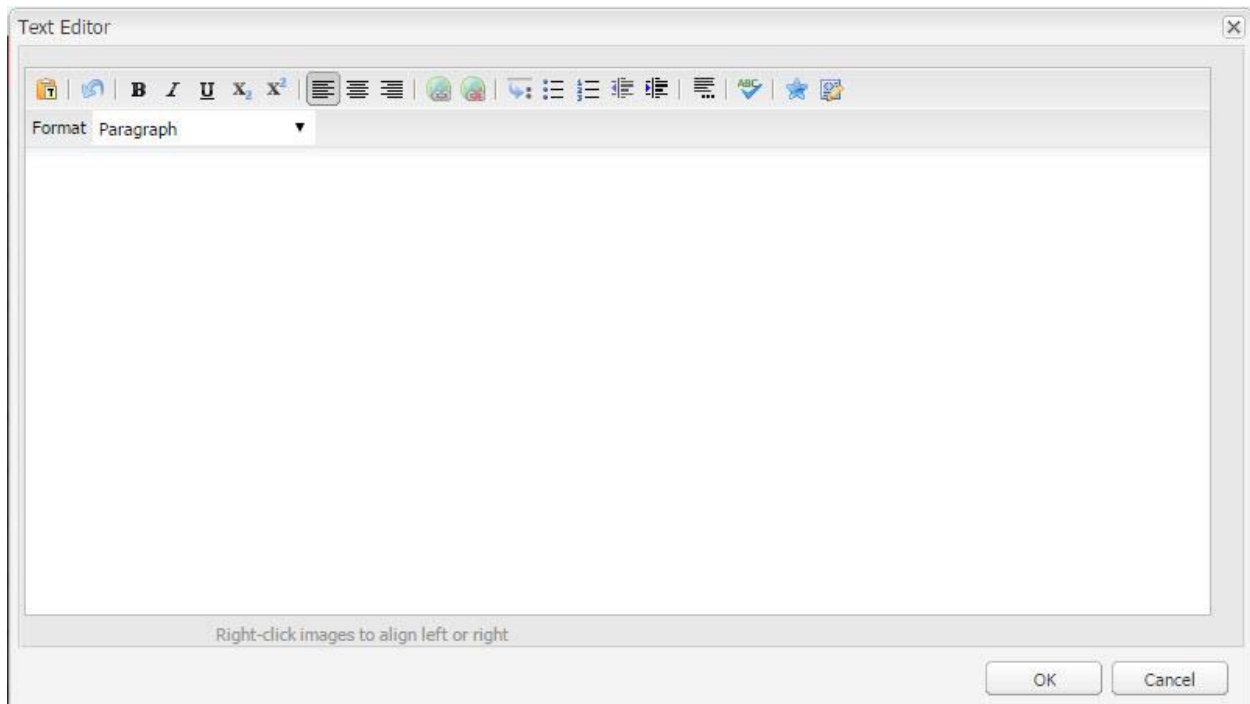
2. Drag the component onto the page in the place where you want the text to display.



3. Or, right click and select New.



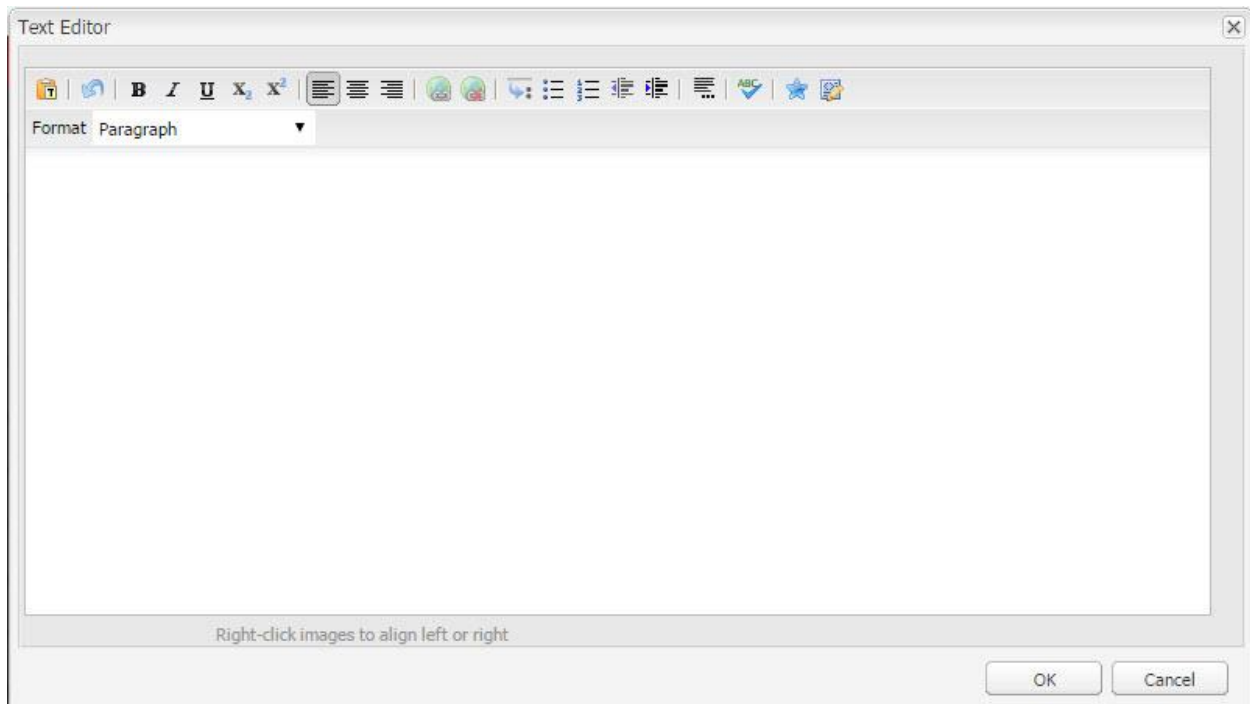
The component opens for editing.





If no text is entered and you click OK, the following default text is displayed on the page:










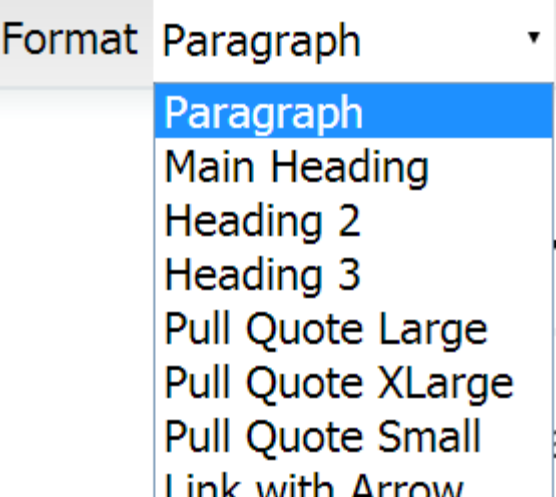
This is a **block of text** that you can easily edit in the text editor. You can style and spell check your work as well. Simply **double-click** to open the editor or right-click and select "edit" to add text.

4. Open the component if not already opened to edit it.



The component offers the ability to perform many different tasks. The following table describes each feature of the Text Editor:

Feature	Description
	Paste as text. Paste the clipboard content as plain text.
	Undo the last change.
<b>B</b>	Make the selected text bold.
<i>I</i>	Make the selected text italic.
<u>U</u>	Make the selected text underlined.
X <sub>2</sub>	Formats the selected text as subscript.
X <sup>2</sup>	Formats the selected text as superscript.

	Align the text left, center, or right.
	Create or modify a hyperlink or remove a hyperlink.
	Toggle List Style. Turn styles on or off for bullet lists.
	Create a bullet list or numbered list. To create a bullet list with bullets vs. an indent and line highlight beneath the text, use with the Toggle List Style.
	Outdent a paragraph or list items or indent a paragraph or list items.
	Turns the selected text into an anchor tag that collapses the text.
	Check the spelling of the entire text.
	Insert a special character.
	Source editing mode. Simple HTML editing of tags like changing <b> to <i> or working with URLs. Cannot use for any coding.
	Formats the selected text.

5. Add your text to the component and configure the text to display on the page.

## Example H2 Heading

Paragraph text  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent sit amet porttitor nisi. Donec arcu arcu, sodales a hendrerit ut, auctor ut enim. Morbi ullamcorper ipsum non risus varius, eget pretium nunc scelerisque. Quisque semper diam a nunc vulputate, in mollis metus bibendum. Nunc porta eleifend tincidunt. Nunc dictum turpis lorem, sed tempus augue pharetra at. Cras eu ullamcorper nunc.



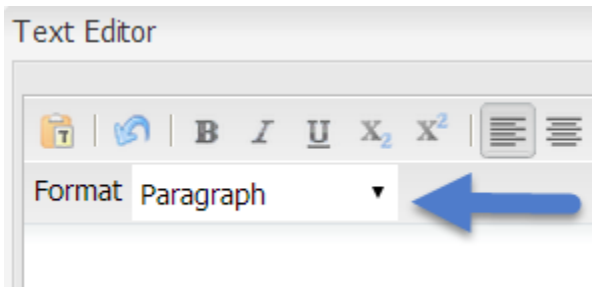
### Pull Quote Example

*In hac habitasse platea dictumst.  
Aliquam erat volutpat. Nulla facilisi.*

Phasellus vestibulum elementum libero, a pulvinar tortor hendrerit eu. Nullam velit mauris, malesuada at lacinia sed, tincidunt sed mauris. Ut adipiscing libero at sapien sodales gravida. Praesent non diam a erat porttitor lobortis sit amet quis nisi.

## Formatting the Text

1. To format text in the Text Editor, highlight the text you want to format and select the option in the dropdown box in the toolbar.



In the example below, “Example H2 Heading” was highlighted and then under format the “Heading 2” was selected. For text, “Paragraph” was selected and the text highlighted. For a pull quote, the text was highlighted and the appropriately sized pull quote was selected from the dropdown. This makes only the text selected a pull quote and does not affect the other text, which remains paragraph text.

## Example H2 Heading

Paragraph text  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent sit amet porttitor nisi. Donec arcu arcu, sodales a hendrerit ut, auctor ut enim. Morbi ullamcorper ipsum non risus varius, eget pretium nunc scelerisque. Quisque semper diam a nunc vulputate, in mollis metus bibendum. Nunc porta eleifend tincidunt. Nunc dictum turpis lorem, sed tempus augue pharetra at. Cras eu ullamcorper nunc.



### Pull Quote Example

*In hac habitasse platea dictumst.  
Aliquam erat volutpat. Nulla facilisi.*

Phasellus vestibulum elementum libero, a pulvinar tortor hendrerit eu. Nullam velit mauris, malesuada at lacinia sed, tincidunt sed mauris. Ut adipiscing libero at sapien sodales gravida. Praesent non diam a erat porttitor lobortis sit amet quis nisi.