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.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Paste" /></td>
<td>Paste as text. Paste the clipboard content as plain text.</td>
</tr>
<tr>
<td><img src="image" alt="Undo" /></td>
<td>Undo the last change.</td>
</tr>
<tr>
<td><img src="image" alt="Bold" /></td>
<td>Make the selected text bold.</td>
</tr>
<tr>
<td><img src="image" alt="Italic" /></td>
<td>Make the selected text italic.</td>
</tr>
<tr>
<td><img src="image" alt="Underline" /></td>
<td>Make the selected text underlined.</td>
</tr>
<tr>
<td><img src="image" alt="Subscript" /></td>
<td>Formats the selected text as subscript.</td>
</tr>
<tr>
<td><img src="image" alt="Superscript" /></td>
<td>Formats the selected text as superscript.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><img src="image1.png" alt="Image" /></td>
<td><strong>Align the text left, center, or right.</strong></td>
</tr>
<tr>
<td><img src="image2.png" alt="Image" /></td>
<td><strong>Create or modify a hyperlink or remove a hyperlink.</strong></td>
</tr>
<tr>
<td><img src="image3.png" alt="Image" /></td>
<td><strong>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.</strong></td>
</tr>
<tr>
<td><img src="image4.png" alt="Image" /></td>
<td><strong>Outdent a paragraph or list items or indent a paragraph or list items.</strong></td>
</tr>
<tr>
<td><img src="image5.png" alt="Image" /></td>
<td><strong>Toggle List Style. Turn styles on or off for bullet lists.</strong></td>
</tr>
<tr>
<td><img src="image6.png" alt="Image" /></td>
<td><strong>Turns the selected text into an anchor tag that collapses the text.</strong></td>
</tr>
<tr>
<td><img src="image7.png" alt="Image" /></td>
<td><strong>Check the spelling of the entire text.</strong></td>
</tr>
<tr>
<td><img src="image8.png" alt="Image" /></td>
<td><strong>Insert a special character.</strong></td>
</tr>
<tr>
<td><img src="image9.png" alt="Image" /></td>
<td><strong>Source editing mode. Not readily available to all web authors. Web authors can request access and a determination will be made if code access is necessary.</strong></td>
</tr>
<tr>
<td><img src="image10.png" alt="Image" /></td>
<td><strong>Formats the selected text.</strong></td>
</tr>
</tbody>
</table>
5. Add your text to the component and configure the text to display on the page.

Example H2 Heading

Pull Quote Example
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

Pull Quote Example
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.