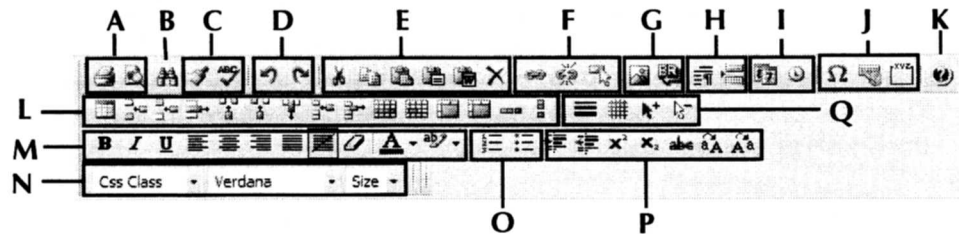



The Formatted Text and Images Toolbar

When developing the content of a Formatted Text and Images part, use the provided toolbar to format the text, add images, add tables, and create hyperlinks.



- A. Print or preview the text.
- B. Find a particular word or phrase in the text.
- C. Clean up HTML tags and spell check.
- D. Undo the last operation or redo an undone operation.
- E. Cut, copy, paste, or delete content.
- F. Insert a hyperlink, remove a link, or add an image map.
- G. Insert an image or insert a line break.
- H. Insert a paragraph or insert a printed page break.
- I. Insert today's date or insert the current time.
- J. Insert special characters, enter international text using the Universal Keyboard, or insert a group box.
- K. Click to access help about the HTML editor.
- L. Use to insert and work with tables.
- M. Use to work with text format, justification, color, or highlights.
- N. Use to apply custom CSS class to text, select font type, or select the font size.
- O. Click to add numbering or bullets to text.
- P. Use to adjust paragraph indents, apply superscript, subscript, or strikethrough text, or change text to upper or lower case.
- Q. Use to insert lines and visible borders or to select all or deselect all selected content.

 While you can change fonts here, do so sparingly (if at all!). Selecting a font not used elsewhere on your site visually disconnects the part from the page and the page from the rest of your site. Predefined fonts are based on a style sheet set up by your organization during implementation.