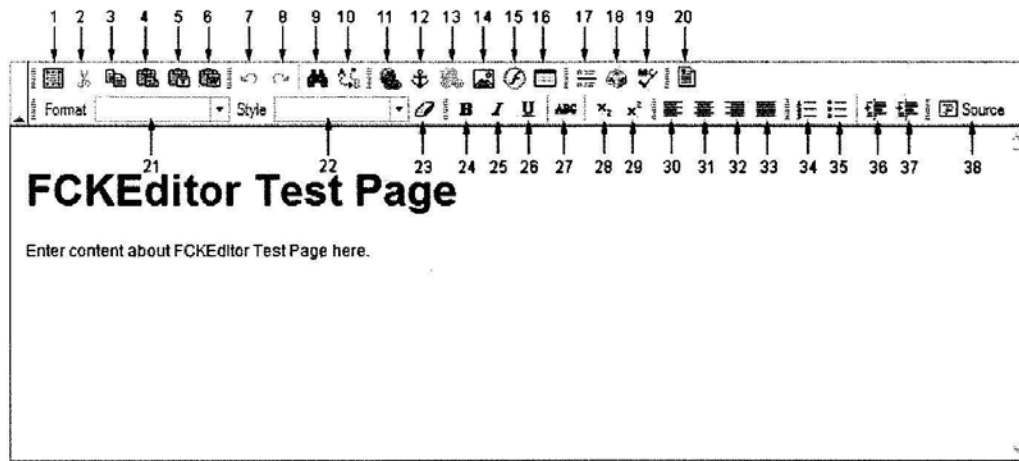


Icon/Button Definitions

The Screenshots you see in this document may or may not look identical to your instance since some installations are customized to have additional features or remove some features to control what the content editors can and cannot do in their pages. For Example, you may only have a "Format" dropdown menu to adjust your headings and font sizes instead of both "Format" and "Styles". If you do not see something in your view then you will not have that feature. The following view has all of the default toolbars enabled to ensure we cover all functionality. Please use the screenshot below to identify what each button is and a brief overview of what each button does.



1. Select All – highlight all text in the document (same as ctrl + a)
2. Cut – highlight some text and this will cut that text from the document (same as ctrl+x)
3. Copy – highlight some text and this will copy that text to the clipboard (same as ctrl + c)
4. Paste – paste text from clipboard (same as ctrl + v)
5. Paste as Plain Text – use this option to paste anything with basic formatting. i.e. strip custom colors and fonts
6. Paste from Word – click here and use ctrl +v to paste in your content from Microsoft Word (see example on page x)
7. Undo – step backwards to your last edit
8. Redo – step forward
9. Search – use this to find specific text within the document
10. Replace – use this to replace specific text with different text
11. Insert/Edit Link – Create or Edit a hyperlink
12. Anchor – Add anchors to the document, i.e. wherever you set an anchor you can then create a link anywhere in the page to send the user to that anchor. This is used to create a pseudo "Table of Contents" in a page to help end users find the sections they want to read.
13. Remove Link – if text has a link that you no longer want, click this to remove the hyperlink so it's no longer clickable.
14. Insert/Edit Image – Use this to insert or edit an image into the document. Can also upload images to the server here. (see example on page x)
15. Insert/Edit Flash – Use this to upload documents to the server and/or insert Flash documents (not covered in this document)

16. Insert/Edit Table – Add a table to the document. This is the same as a spreadsheet like Microsoft Excel – creates a box with rows and columns to help organize/layout text in rows and columns. (see example on page x)
17. Insert Horizontal Line – This will insert a line in the page (<hr> tag in the html) to separate 2 areas on the page.
18. Insert Special Character – Add custom symbols to the document. Copyright symbol, dollar signs, etc.
19. Check Spelling – Only works in Internet Explorer, must install the software when prompted on first click. (see example on page x)
20. Templates – This is used to start your page with a pre-built layout. (See example on page x)
21. Format – This menu allows basic formatting of text using generic tags. Highlight some text on the page and select the formatting from this menu. (See example on page x)
22. Style – Allows custom styles to be added to the page. This menu (if visible) will have custom styles similar to the Format menu but these are specific to your institution. If there aren't any styles present the dropdown menu will be blank and there are no styles available. Same concepts apply as #21 the format menu.
23. Remove Format – This will clear any formatting on whatever text you have highlighted.
24. Bold – Highlight text and click this to bold the text (same as ctrl + b)
25. Italics – Highlight text and click this to italicize the text (same as ctrl + i)
26. Underline – Highlight text and click this to underline the text (same as ctrl + u)
27. Strike Through – Highlight text and click this to strike through text
28. Subscript – Highlight text and click this to make the text subscript (ex: Site Builder Toolkit₂)
29. Superscript – Highlight text and click this to make the text superscript (ex: Site Builder Toolkit²)
30. Left Justify – Left justify the text on the page
31. Center Justify – Center the text on the page
32. Right Justify – Right justify the text on the page
33. Block Justify – Blocks the text so it stretches to meet the left and right margins
34. Insert/Remove Numbered List – Used to create a numbered list
35. Insert/Remove Bulleted List – Used to create bulleted lists
36. Decrease Indent – Used with text, numbered, and bulleted lists to decrease the indentation
37. Increase Indent – Used with text, numbered, and bulleted lists to increase the indentation
38. Source – Click here to toggle the view between the source code and WYSIWYG (see example on page x)