

Using the Content Editor

There is a common Content Editor across your site. Depending on where you are working (Content Tab or Community Tab), there are times when not all of the buttons referenced below will be available.

Pasting text from another document:

1. Select the text in the other document.
2. Click on one of the three paste buttons



Paste



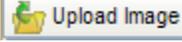
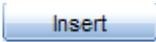
Paste from Word



Paste plain text

*If you want all of the formatting removed from what you are pasting in, the best option is Paste plain text.

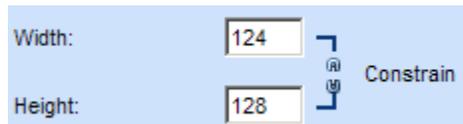
Inserting images:

1. Click .
**Note – it would be wise to create folders to keep your images organized.*
2. The Image Manager window opens. If you need to upload an image, click . The file size limit for images is 300KB and the acceptable file extensions are given on the upload page.
3. Once an image is selected from the  area, click .
4. The image will then display in the Content Editor.

Wrapping text around the image:

1. Right click the image so the  option appears.
2. Click .
3. From the box that appears, you will look for . Click the dropdown arrow .
4. If you want your image on the left and the text to wrap around it, click . If you want your image on the right and the text to wrap around it, click .

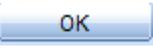
5. If you need to make the image slightly smaller or larger, use the constrain option. You can change the Width and then click the icon by Constrain to keep it in proportion.



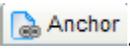
***NOTE – this should not be used to completely resize your image!*

6. Click .

Creating a hyperlink:

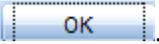
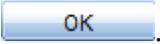
1. Highlight the text that you want to be the link.
2. Click .
3. In the  area, you can either key in or paste in the URL.
4. If you are sending them to a location outside of the community, it is recommended that you set the  to open in a New Window. You can select this from the dropdown.
5. Click .

Creating anchors:

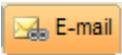
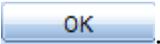
1. Highlight the area the link will direct to.
2. Click .
3. Click .

4. You will need to provide a name for the anchor in the area provided.

Name:

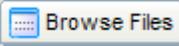
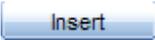
5. Click .
6. Highlight the text that will be the link.
7. Click .
8. From the **Existing Anchor:** area, you will click the dropdown and select the name of the anchor you just created.
9. Click .

Creating email links:

1. Highlight the text that you want to be a link.
2. Click .
3. Click .
4. In the **Address:** area, enter the email address that the message should go to.
5. In the **Subject:** area, enter the subject that the message should have.
6. Click .

Using the Document Manager:

1. Click .
2. The Document Manager window opens. If you need to upload a file, click . The file size limit is 7MB.

3. Once the file is selected from the  area, click . A link to the file will display in the Content Editor.

Using the new paragraph icon:

The new paragraph icon -  - allows you to create new paragraphs which is helpful when changing the alignment for different sections of text. An example of how to use the icon to have a centered title and the remaining text left aligned is given below.

1. Click .
2. Key the text that will be centered.
3. Press the Enter key.
4. Click .
5. Click  to change back to left alignment.
6. Key the text that will be left aligned.

Using the Custom Links dropdown:

The Custom Links dropdown will populate with the names of custom URLs created using LinkBuilder. The example given below assumes that some custom URLs have already been created.

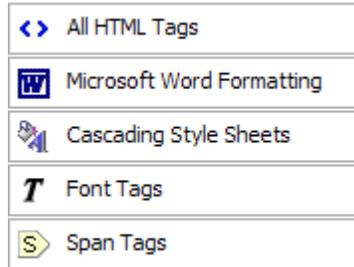
1. Highlight the text that will be a link.
2. Click the dropdown arrow for the  area.
3. The names of the custom URLs will be displayed. Click on the name of the URL that you want to use.

Using the Format Stripper:

The Format Stripper will remove formatting from text you may have pasted in, but not removed the formatting from.

1. Highlight the text that has the formatting you want to remove.
2. Click the dropdown arrow of the Format Stripper - .

3. The formats that can be stripped off are shown. Click on the format that you want to remove.

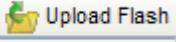
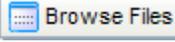
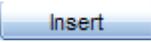


Using the Token List:

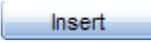
The Token List displays the available tokens for your community. Tokens allow you to personalize the communication you send to your members.

1. Click the dropdown arrow of the .
2. The list is alphabetized. Scroll down to the token you want to use and then click on it. The token will appear in the Content Editor.

Inserting Flash:

1. Click .
2. The Flash Manager window opens. If you need to upload a Flash file, click . The file size limit for Flash is 300KB.
3. Once the Flash file is selected from the  area, click .

Using the Media Manager:

1. Click .
2. The Media Manager window opens. If you need to upload a file, click . The file size limit is 5120KB and the acceptable files to upload are given on the upload page.
3. Once a file is selected from the  area, click .