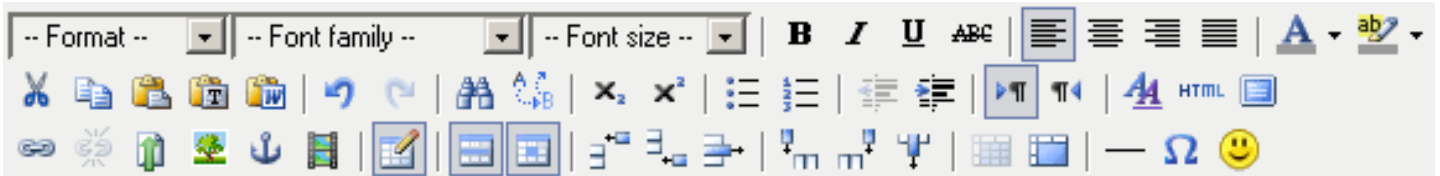


Quick Start Guide:

Understanding the Text Editor

The text editor is used to format text posted in a blog or wiki. Many of the icons in the toolbar function as they do in MS Word and most HTML text editors. The text editor can also be used to format templates and default user sites used with Expo LX.



First Row:

Format – assigns heading styles (e.g., paragraph, Heading 1)

Font family – defines font face of text (e.g., Arial, Book Antiqua, Times New Roman)

Font size – sets point size of text

B - makes text bold

I - makes text italics

U - underlines text

~~ABC~~ - strikethroughs text

≡ - aligns text left

≡ - aligns text center


≡ - use to align text right


≡ - aligns fully to left and right margins

A - changes text color


Second Row:


 - cuts text

 - copies text


 - pastes text


 - pastes plain text

 - pastes text from Word

 - undoes action

 - redoes action

 - finds text

 - finds and replaces text


x_2 - subscripts text


x^2 - superscripts text


☰ - bullets text


☰ - numbers text

 - outdents text, image, or link


 - indents text, image, or link

 - sets text direction left to right

 - sets text direction right to left

 - edits CSS style and applies change to entire page


HTML - edits HTML source


 - toggles to full screen

Third Row:

 - inserts link


 - breaks link


 - uploads file

 - inserts image

 - inserts/edits text anchor

 - inserts/edits embedded media

 - inserts a new table

 - displays row properties

 - displays cell properties

 - inserts row before


 - inserts row after

 - deletes row

 - inserts column before

 - inserts column after

 - deletes column


 - splits table cells


 - merges table cells


— - inserts horizontal line

Ω - inserts custom character

😊 - inserts emoticon

 - exits edit mode without saving edits

 - saves edits and exits edit mode

 - click and drag to resize edit frame