














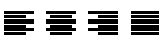













From this CMS you can edit the basic text areas of the web site, using the WYSIWYG editor, which features Word Processor-like controls.

Note: When copying & pasting content from Microsoft Word, be sure to use the "Paste from Word" feature (7th button from the left in the top row of the WYSIWYG editor) which looks like a clipboard with the MS Word logo overlaid. This tool strips out the garbage code that MS Word inserts to try to help maintain your styling from your Word document.

Common Toolbar Functions

Toolbar Element	Function
	View or edit the document source code (for advanced users). See Source Editor .
	Removes all contents, creating a new blank page.
	Saves the page you were editing.
	Preview what the HTML page will look like for users.
	Select a layout template. See Templates
	Cut the highlighted text to the clipboard. See Cut, Copy and Paste .
	Copy the highlighted text to the clipboard. See Cut, Copy and Paste .
	Paste the data copied to the clipboard (with or without formatting). See Cut, Copy and Paste .
	Paste content copied from Microsoft Word or similar applications. See Cut, Copy and Paste .
	Print the current document. See Printing .
	Spell check the text in the document. See Spell Checking .
	Undo or redo the most recent action taken. See Undo and Redo .
	Find a word or phrase within the document. See Find and Replace .
	Find and replace a word or phrase within the document. See Find and Replace .
	Select the entire text in the document.
	Remove the formatting from the highlighted text.
	Applies bold , <i>italic</i> , <u>underline</u> or strikethrough formatting to the highlighted text. See Text Formatting .

	Superscript or subscript the highlighted text. See Superscript and subscript in Text Formatting .
	Creates numbered or bulleted lists. See Creating Lists .
	Increase or decrease the text indentation.
	Format a block of text to identify quotations (text provided from other sources).
	Sets the text alignment (left, centered, right or justified). See Text layout and format in Text Formatting .
	Converts or removes the text in hyperlinks. It may also be used to manage file uploads and links to files on the web server. See Links, E-Mails and Anchors .
	Inserts or modifies a link anchor. See Links, E-Mails and Anchors
	Inserts images into the document. See Inserting Images .
	Creates a table with the defined number of columns and rows. See Tables .
	Inserts a divider line (horizontal rule).
	Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).
	Inserts a printing page break. Only impacts printed version.
	Changes the color of the text. See Size and color in Text Formatting .
	Maximizes the editor size inside the browser.
	Shows where the block elements boundaries in the text.
	Shows information about the FCKeditor.