# Adding and formatting text

This has been copied from Wild Apricot's Help function.

To add text while editing a content gadget, email, or event description, click where you want the text to appear then start typing. If you want to use a layer to control the positioning of the text, click within the layer before you start typing.

You can set text attributes, copy and paste text and paragraph styles, and control paragraph formatting.

Setting text attributes

To control text attributes, such as typeface, point size, and color, select the text you want to format then click the appropriate option within the toolbar. You can set the text attributes individually or select a predefined paragraph style from the style drop-down list.
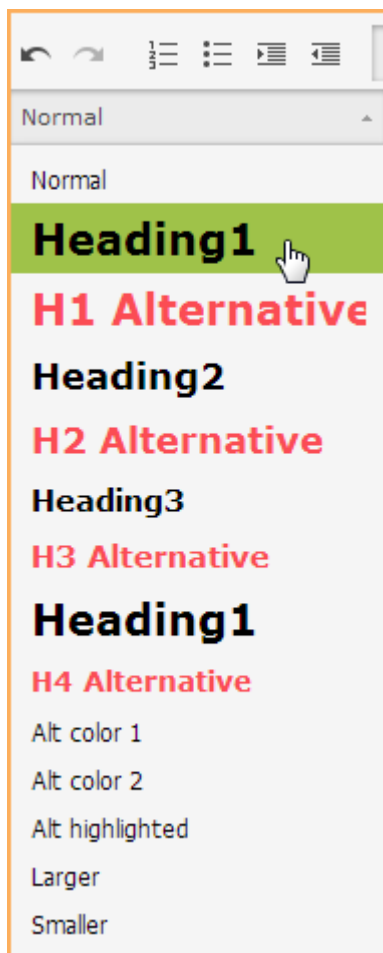
Paragraph styles not only save you the trouble of selecting multiple text attributes individually, but they also promote consistency since the same paragraph styles are available throughout your site. Paragraph styles are theme-specific and can be modified from the Color and Styles screen. Any changes you make to paragraph styles there will be immediately applied to your entire site.

When you apply a paragraph style, it will be applied to the entire paragraph, not just the selected text. If you apply text attributes locally – using toolbar options other than text styles – the attributes will be applied to the selected text only.

Applying a paragraph style will not override local text formatting – the formatting that is applied to selected text. For example, if you format a word within a paragraph to appear red, then applying a paragraph style to the paragraph will not change the color of that word.

Copying text styles and text attributes

You can copy text styles and text attributes from one chunk of text to another chunk of text or to an entire paragraph. Depending on how the original chunk of text was formatted and how you select the text to be formatted, you can copy the style of the text – e.g. Heading 1 – or just its attributes – e.g. 12 point bold Verdana.

You can only copy text styles and text attributes within the same content gadget, email, or event description.

To copy formatting from a chunk of text, select some or all of the text, click the **Format painter** icon within the content editor toolbar.
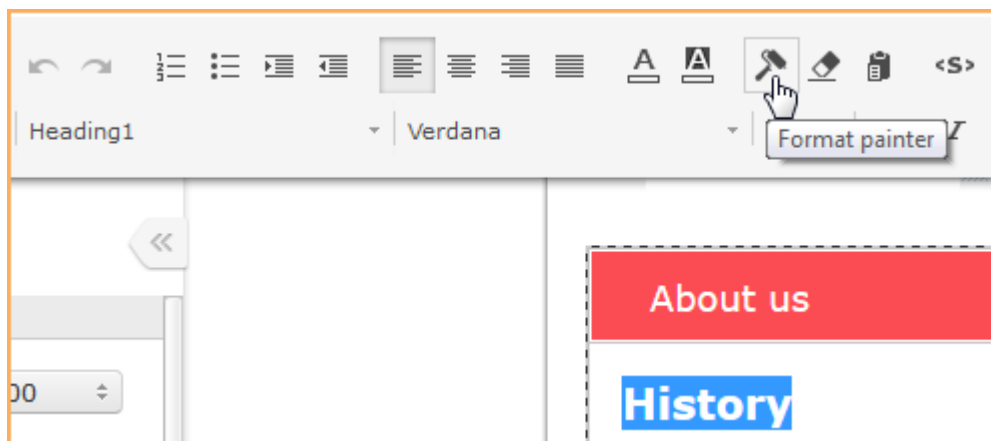

To apply the copied formatting to an entire paragraph, click within the paragraph without selecting any of its text. If the text you copied the formatting from had text styles applied, then the style will be applied to the paragraph. If the original text used localized or inline formatting rather than text styles, then its text attributes will be applied to the paragraph.

To apply the copied formatting to selected text only, select the text you want the formatting to be applied to. The attributes of the original text will be applied to the selected text as inline formatting, regardless of whether the original text was formatted using text styles or inline formatting.

Controlling paragraph formatting

By default, text will appear in the upper left corner. Using the formatting options appearing on the toolbar, you can control the alignment of the text.
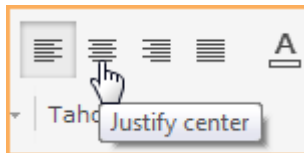
You can separately control the positioning of each paragraph within the gadget, email body, or event description.

You can also apply other paragraph formatting such as bullets, numbering, and indenting.
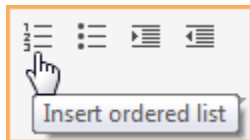
Paragraph spacing

When editing site pages, email, and event descriptions, you can add or remove a blank line between paragraphs.

To add or remove a blank line for a single paragraph, click anywhere within the paragraph, then click the line height icon in the toolbar.

You'll see options to add or remove space before or after the paragraph, depending on whether there's already a blank line before or after the paragraph.
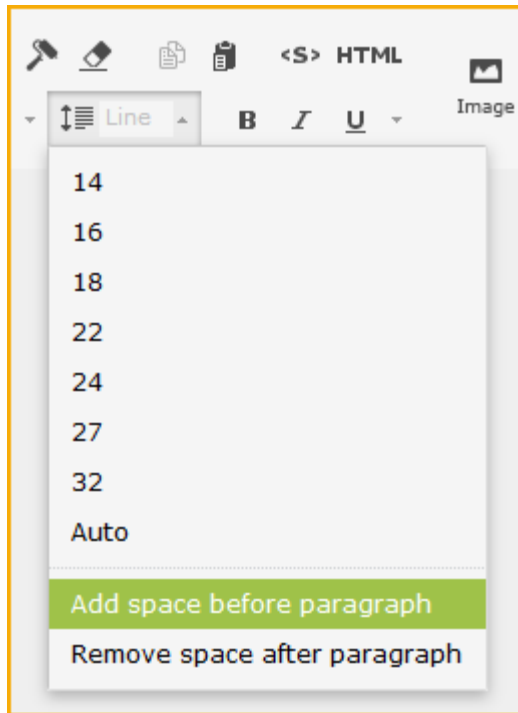
Line spacing

When editing site pages, email, and event descriptions, you can control line height or line spacing (aka leading) – the vertical space between lines within a paragraph. You can set the line height separately for each paragraph, or change the line height for multiple paragraphs.

To set the line height for a single paragraph, click anywhere within the paragraph, then click the line height icon in the toolbar.
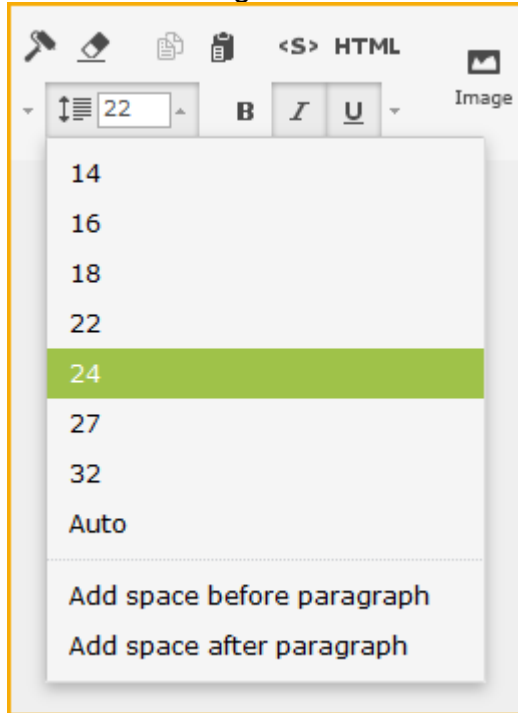
From the menu that appears, you can choose a height (in pixels), or type the height you want to apply. If you select the **Auto** option, the default line height will be applied.

To control the line height for multiple paragraphs, select portions of the paragraphs before clicking the line height icon.

Paragraph breaks and line breaks

When editing site pages, email, and event descriptions, you cannot control paragraph spacing – the amount of vertical space between paragraphs. You can, however, use keyboard combinations to insert either a paragraph break or a line break.

The different key combinations depend on which browser you are using, and whether your cursor is currently located within an existing paragraph.

To add a paragraph break, press the **Enter** key. To add a line break, hold down the **Shift** key and press the **Enter** key (except on Safari).

In your page's HTML code, a paragraph will appear as:

```
<p> .... paragraph text ... </p>
```

A line break will appear as:

```
<br>
```

For advanced control of spacing, you can customize the CSS code.

Pasting text from other sources

To paste text copied from another source – such as Microsoft Word, Google Docs, Apple's Pages, a website, or an email – click where you want the text to appear then click the **Paste** icon within the content editor.


On browsers other than Internet Explorer, you may be prompted to use keyboard shortcuts instead of the Paste icon to paste your text.

When pasting formatted text, the content editor will try to preserve as much of the formatting as possible, but will discard any incompatible formatting – formatting that it cannot reproduce itself. For more information, see Pasting content from other sources.

To completely avoid introducing formatting issues, we recommend that you paste only clean text – text without formatting. To paste text without formatting, use the Ctrl + Shift + V shortcut on Windows, and the Command + Shift + V shortcut on a Mac.

Clearing formatting

To clear all character formatting – formatting applied directly to text, rather than through text styles – select the text you wanted cleared, then click the **Clear formatting** icon within the content editor.
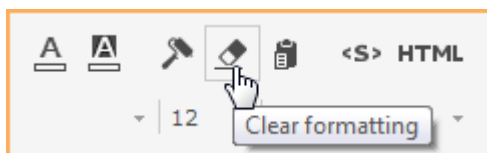
Spell checking

Wild Apricot does not provide its own spell checker, but most browsers will automatically underline or otherwise highlight misspelled words. For some browsers, you may have to turn that option on.

If you're using Chrome, you can add the [free Grammarly extension](#) that checks spelling and grammar as you type.

Adding ArtText

ArtText allows you to create fancy looking text with special effects like 3D and drop shadows. You can use ArtText to produce exciting and colorful headings for your site header, site pages, emails, and event descriptions. For more information, see Adding ArtText.