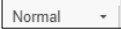

































EPA Drupal WebCMS Rich Text Editor Quick Reference

March 23, 2022



	Paragraph Format Opens a dropdown list to let you select a header type.
	Styles Format Opens a dropdown list to let you select a style. Choices depends on where your cursor is in the editor window (e.g., header, paragraph, list, table).
	Bold Makes text bold .
	Italic Makes text <i>italicized</i> .
	Bulleted List Inserts or removes an unordered list.
	Numbered list Inserts or removes an ordered list.
	Increase Indent Indents the selected block element (e.g. paragraph, list item).
	Decrease Indent Decreases the indent of the selected block element (e.g., paragraph, list item)
	Superscript Creates superscript text.
	Subscript Creates subscript text.
	Block Quote Inserts a blockquote.
	Horizontal Line Inserts an <code><hr /></code> tag.
	Table Opens a dialog that lets you configure a table that will be inserted into the page.
	Insert abbreviation Opens a dialog to create an abbreviation and its explanation, which appears when someone mouses over the abbreviation.
	Link Opens a dialog to create or edit a hyperlink.
	Unlink Removes the link from wherever the cursor is. Link text remains.

	Anchor Inserts or edits an anchor link.
	Add files Upload or choose files from the media library (pdf, mp3, xlsx, xml, etc.).
	Add Images and Files Upload or choose files from the library (images, remote video, mp3).
	Insert Paragraph Type Opens a dialog to add paragraph types into the content.
	Insert EPA Box Opens a dialog to create a basic information box. (All other boxes are created in Panelizer.)
	New! Applies a 30-day auto-expiring New! Image to the left of the selected text.
	Add Definitions Inserts a pop-up definition for a term from a selection of pre-defined libraries.
	Iframe Opens a dialog to create or edit an iframe.
	Undo Undoes last edit after you've made some edit to the page.
	Redo Repeats last edit after you've used Undo.
	Cut Cuts the selected content.
	Copy Copies the selected content.
	Remove format Clears all formatting for the selected text.
	Insert special characters Selects special characters from a list, inserts them into page.
	Maximize icon open the WISYWIG into a wide window for ease of updating content.
	Source Opens the HTML code.

“**ctrl v**” -To paste content, use “**ctrl v**” on your keyboard.