

EPA Drupal WebCMS Rich Text Editor Quick Reference

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Undo - Undoes last edit (only available after you've made some edit to the page).



Redo - Repeats last edit (only available after you've used Undo).



Select All - Selects all the text within the Editor window.



Cut - Cuts the selected content.



Copy - Copies the selected content.



Paste (default) - Opens a dialog to paste copied content with whatever formatting it already has.



Paste as plain text - Opens a dialog to paste copied content stripped of any formatting it already has.



Paste from Word - Opens a dialog to paste content copied from Microsoft Word without its pernicious Word formatting.



Find - search for a selected word in the content.



Remove format - Clears all the formatting for the selected text.



Insert special characters - Selects special characters from a list, inserts them into page.



Spell check - Opens a dialog that lets you configure Spell Checker As You Type (SCAYT).



Paragraph format - Opens a dropdown list to let you select a paragraph or header type, or create a <div>.



Formatting styles - Opens a dropdown list to let you select a style. What choices you see depends on where your cursor is in the editor window (e.g., a paragraph, a list, a table).



Bold - Makes text bold.



Italic - Makes text italicized.



Bulleted list - Inserts or removes an unordered (bulleted) list.



Numbered list - Inserts or removes an ordered (numbered) 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 <hr /> tag.



Link - Opens a dialog to create or edit a hyperlink.



Unlink - Removes the link from wherever the cursor is (you do not need to select the entire link text first). Link text remains.



Anchor - Inserts or edits an anchor link.



Table - Opens a dialog that lets you configure a table that will be inserted into the page.



Iframe - Opens a dialog to create or edit an iframe.



Add files and images - Opens a dialog to upload or choose files from the library.



Insert abbreviation - Opens a dialog to create an abbreviation and its explanation, which appears when someone mouses over the abbreviation.



Insert EPA box - Opens a dialog to create a basic information box. (All other boxes are created in Panelizer.)



Exit EPA - Inserts an inline Exit EPA icon which links to EPA's External Link disclaimer. For use following links.



Exit EPA (multiple links) - Creates a box that says: "The following links exit the site" and contains an exit EPA icon that links to EPA's External Link disclaimer. For use before a group of links.



File information - Inserts file information code (use immediately after links to PDFs or other non-webpage files). You fill in the data about the file. Does not insert file type in link text - you must do that yourself.



PDF disclaimer box - Inserts a PDF disclaimer box on the page.



Top of Page - Inserts a Top of Page link.



New! flag - Applies a 30-day auto-expiring New! Image to the left of the selected text.



Archive - Inserts the Search EPA Archives link.



EPA Free Viewers - Inserts a link to EPA's Free Viewers page.



Add Definitions - Inserts a pop-up definition for a term from a selection of pre-defined libraries.