







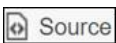



























EPA Drupal WebCMS Rich Text Editor Quick Reference

October 2020



	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).
	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.
	Insert special characters : Selects special characters from a list, inserts them into page.
	Source : Disables the rich-text-editor and opens the html code.
	Remove format - Clears all the formatting for the selected text.
	Header format : Opens a dropdown list to let you select a header type.
	Block styles : Opens a dropdown list to let you select a header style. You can also select Warning text.
	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 <code><hr /></code> 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.
	Insert abbreviation : Opens a dialog to create an abbreviation and its explanation, which appears when someone mouses over it.
	Insert EPA box : Opens a dialog to create a basic information box.
	New! flag : Applies a 30-day auto-expiring New! Image to the left of the selected text.
	Archive : Inserts the Search EPA Archives link.
	Add Definitions : Inserts a pop-up definition for a term from a selection of pre-defined libraries.
	Add files and images - Opens a dialog to upload or choose files from the library.
	Add documents and other file types : Opens a dialog to upload or choose audio files, documents, or other file types.
	Iframe - Opens a dialog to create or edit an iframe.