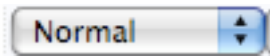
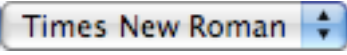
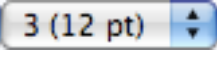



















Functions Available:

1.  **Format:** Specifies different heading sizes available
2.  **Font:** Specifies widely used fonts that are guaranteed to be viewable by any browser
3.  **Size:** Specifies different font sizes that are available
4.  **Bold:** Bolds selected text
5.  **Italic:** Italicizes selected text
6.  **Underline:** Underlines selected text
7.  **Strikethrough:** Creates a line through the selected text
8.  **Subscript:** Moves the Selected text to just below the normal line of text
9.  **Superscript:** Moves the selected text to just above the normal line of text
10.  **Justify Left:** Aligns the content to the left
11.  **Justify Center:** Aligns the content to the center
12.  **Justify Right:** Aligns the content to the right
13.  **Justify Full:** Creates even margins on both the right and left sides
14.  **Ordered List:** Creates a numbered list from the selected text
15.  **Bulleted List:** Creates a bulleted list from the selected text
16.  **Decrease Indent:** Moves the starting point of the selected line of text farther to the left
17.  **Increase Indent:** Moves the starting point of the selected line of text farther to the right
18.  **Horizontal Rule:** Creates a horizontal line across the page
19.  **Insert Web Link*:** Creates a new web link to a website


To Insert A Web Link:


- Select (highlight) the text to link
- Press the  Icon
- Insert the URL (for anchor links; Type:#ANCHOR_NAME)

Set the OPTIONAL configurations:

- Title: Displays when the mouse is over the link
- Target: Where the page will load; by default the link opens in the current browser

- Click OK


20.  **Insert Anchor***: Creates an anchor or "bookmark" to a specific location on the page

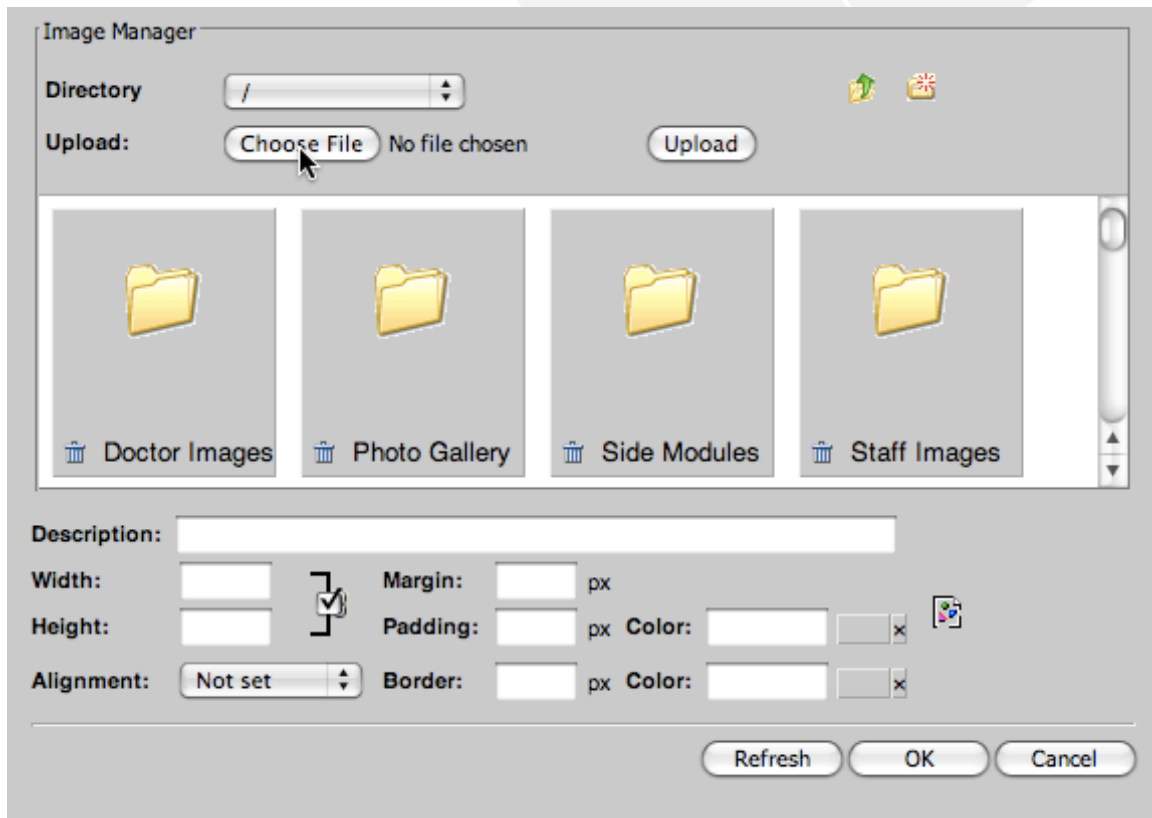
21.  **Insert File Link***: Creates a new link to a document or file

22.  **Insert/Modify Image***: Inserts a image

To Insert An Image:

- Place cursor where you want the top of your image to align (at a later step, alignment can be set to the right or left of the text)

- Click on the  Icon



- Click on *Choose File* on the Upper Left
- Search through your local computer for the file you want





- Click on *Open*
- Click on *Upload*

** This will upload the image to a remote directory, so that this image will be available no matter what computer you are using. **


- Select the image you want



Set the OPTIONAL configurations:





- Description: Title for the image (Displays if the image doesn't appear)
- Height: Set in pixels
- Width: Set in pixels
- Border Thickness: Creates a black border around image
- Alignment: Alignment will allow the text to wrap around the image
- Click OK

23.  **Font Color**: Function to change the color of the selected text
24.  **Background Color**: Function to specify the specific highlight color of the selected text
25.  **Current Style**: Displays the current font style being used
26.  **Insert Table***: Function to create or modify tables

To Insert A Table:

- Place the cursor where you would like the table
- Press the  Icon
- Specify the following:
 - Rows: Number of rows in the table
 - Columns: Number of columns in the table
 - Width: Width of the table; defined by %, pixels, or em
 - Alignment: Aligns table and allows text to wrap around table
 - Border Thickness: Border thickness defined in pixels
 - Cell Spacing: Space between cells defined in pixels
 - Cell Padding: Space between the content within a cell and the cell itself defined in pixels
- Click OK

27.  **Undoes Your Last Action**: Function to undo the last action
28.  **Redoes Your Last Action**: Function to redo the last action

29.  **Clears MSOffice Tags:** Microsoft word likes to use tags that are not internet compatible, using this icon will remove those tags
30.  **Remove Formatting:** Reverts selected content to default text settings
31.  **Toggle Borders:** Shows or hides guidelines to invisible items
32.  **Toggle HTML Source:** Provides HTML code view of web page.

** Function opens in a separate window. Disable popup blocker to use function.*
Once you are done making the necessary changes be sure to **SAVE PAGE**.