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





The BlueStep™ editor box was created to allow users exceptional flexibility in adding text, tables, graphics and hyperlinks to sites and pages. Each editor has a header displaying tool icons, providing access to functions similar to those offered by traditional word processing programs.



### Editor Icons and their Functions

-  The **New Page** Icon clears the entire contents of the editor box and presents a clean, unformatted window to accept new text and graphics.
-  The **Cut** Icon removes any text or graphic that has been highlighted/selected. The cut item is stored on the clipboard for use in another location, if desired.
-  The **Copy** Icon produces an exact copy of any text or graphic that has been highlighted/selected. The copied item is stored on the clipboard for use in another location, if desired.
-  The **Paste** Icon places the cut or copied text (or graphic) into the location indicated by current cursor position. Content from standard word processing programs and from web pages may also be pasted into the editor. Pasting copied content preserves the formatting from the original source, as allowed by the page layout on the BlueStep page with which you are working.
-  The **Undo** (left arrow) Icon undoes the last or previous edit made in the editor box. The **Redo** (right arrow) Icon redoes the last or previous edit.
-  The **Print** Icon sends the full content of the editor box to the printer or, if a section has been highlighted, sends only the selected portion.

- Font Style ▼ The **Font Style** Icon allows you to select fonts other than the default font. The available fonts are: Arial, Courier, Helvetica, Tahoma, Times New Roman, Trebuchet, Verdana and Windings.
- Font Size ▼ The **Font Size** Icon allows you to adjust the default font size. They range from size 1 to size 7.
- B** *I* U The **Bold**, **Italic** and **Underline** Icons switch on bolding, italics or underlining for the highlighted/selected text.
-    The **Left Align** Icon aligns the text to the left margin edge. The **Center Align** Icon center justifies the text. The **Right Align** Icon aligns the text to the right margin edge.
-   The **Numbered List** Icon creates a numbered list from the selected text or the text entered after the icon has been activated. The **Bulleted List** Icon creates a bulleted list from the selected text or the text entered after the icon has been activated.
-   The **Indent Increase** Icon increases and the **Indent Decrease** Icon decreases the indentation space in the text.
-  The **Font Color** Icon allows you to color the selected characters using any of 54 web-safe colors, a grayscale bar, variations of the current site colors or by entering the hexadecimal code for any other color.
-  The **Highlight** Icon lets you create background highlighting for selected text using any of 54 web-safe colors, a grayscale bar, variations of the current site colors or by entering the hexadecimal code for any other color.
-  The **Link** Icon allows you to create hyperlinks within the body of any text placed in the editor.  
To link a word, phrase or graphic to a page or document, place the target item within the structure of your BlueStep product, i.e. in Shared Files, for instance. Navigate to the location of the target item and right-click on the underlined item name. Click “Copy Shortcut” on the resulting menu. Navigate to the editor box and highlight the word, phrase or graphic that you wish to have as a link. Click the Link Icon. In the resulting pop-up, paste the copied shortcut into the URL address window. Click Ok.  
To insert a hyperlink within the text, follow the same procedure, except do not highlight any text or graphics. Instead, click the cursor in the desired position for the hyperlink within the editor, then click the Link Icon and proceed with the remaining instructions.
-  The **Picture** Icon allows you to insert a graphic from the Media Library into the editor, either alone or with accompanying text.  
To insert a graphic, first be sure the graphic has been uploaded into the Media Library (using the Add File, Browse and Upload buttons). In the editor box, click to place the cursor into the position you would like the graphic to appear. Click the Picture Icon, then click on the underlined name of the graphic file.
-  The **Bar** icon inserts a horizontal bar in the selected position.

-  The **Symbol** Icon allows you to insert into the text extended symbols not generally found on a standard keyboard. These include € f ... † ‡ • — ™ ¡ ¢ £ ¤ ¥ § © ® ° ¶ ¼ ½ ¾ ¿ „ ^ % ¨ < ~ œ ¢ | ¨ « ¬ ± ² ³ µ ¹ » ÷ and Latin alphabet letters formatted for foreign languages, such as accent marks, tildes, umlauts, etc.
-  The **Insert HTML** Icon allows you to paste raw HTML code into the editor box. This permits the use of code produced on other sites, such as shopping cart buttons, to be directly inserted into your pages.  
To insert code, copy it from the source, then navigate to the editor box. Click to place the cursor into the correct position within the editor. Click the Insert HTML Icon and paste the copied code into the resulting window. Click the Done button.  
To isolate a segment of HTML code for editing, click or highlight a selected item or area in the editor, then click the Insert HTML Icon. The resulting window will display just the code for the selected item, simplifying code edits.
-  The **Insert Data** Icon allows you to draw information from the fields in single- and multi-entry forms and insert them on a page/pagelet, in HQ™, within Relate™ or in print format.
-  The **Strip Formatting** Icon removes all HTML formatting from any text within the editor or from just the selected text, if an area has been highlighted.
-  The **Spell Check** Icon performs a spell checking function for all text items within the editor.
-  The **Reveal HTML** Icon produces a page display of all HTML code being used within the editor, presenting it in an editable format.
-  The **Separate Window** Icon opens a larger editor window and displays all existing text and graphics within it.