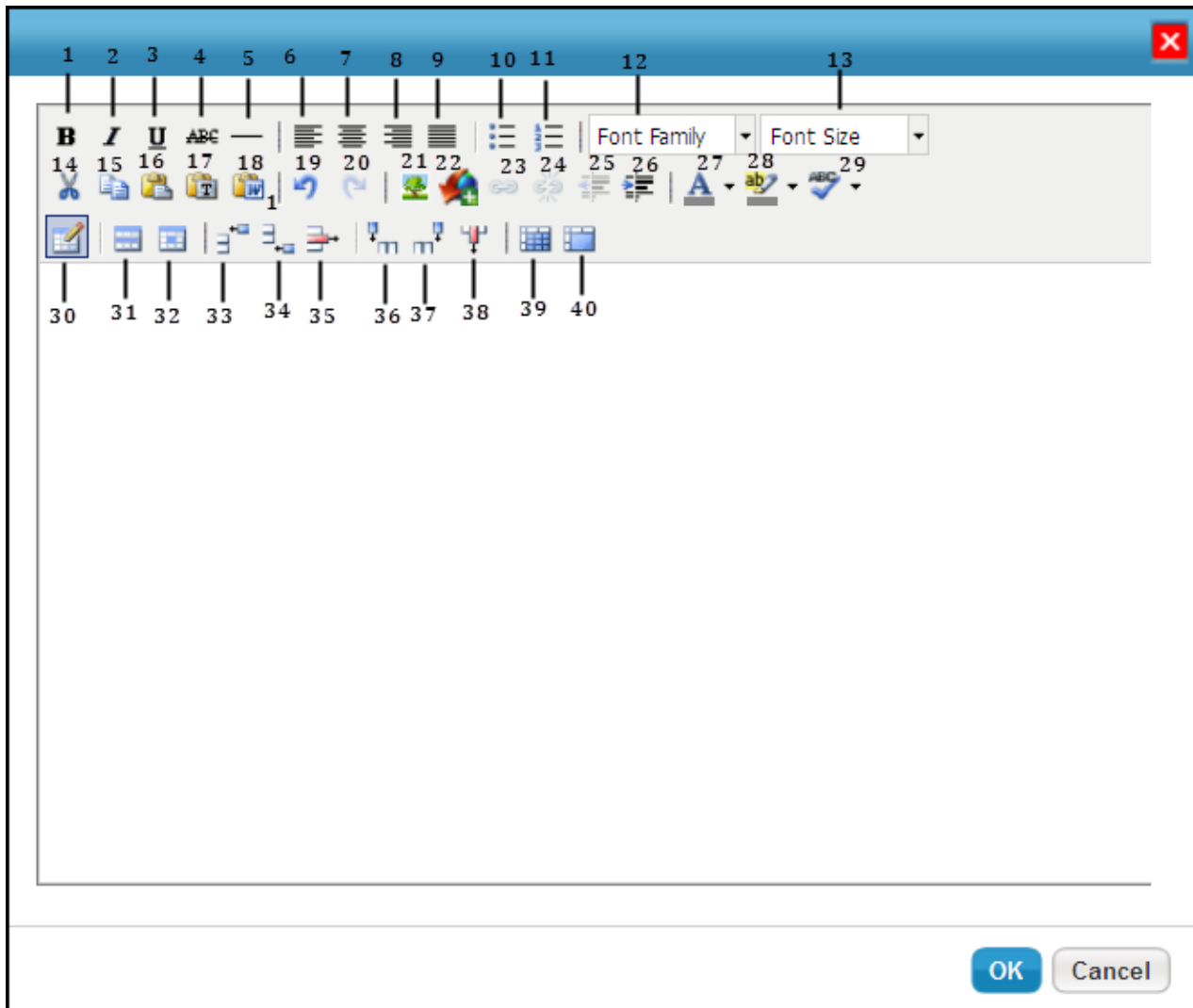


Using Rich Text Editor

The Rich Text editor is similar to word processing applications in that it allows users to enter text, and contains options to format the text, such as bold, align, indent, lists, font color, font size, text highlight, and more. The Rich Text editor is found throughout the RiskVision application in locations where more than simple text entry is required, such as when explaining an answer choice in a questionnaire, and drafting a questionnaire, content pack or policy. Typically, the Rich Text editor is available for use in the fields of objects that show the "Click to enter text" informational message. When working with the Rich Text editor, you will notice that not all of the options appear for each field. For example, the table options mainly appear only in fields of the questionnaire object.

The following graphic illustrates the Rich Text editor.



The following table lists all the options available in the Rich Text editor.

OptionDescription

- 1 Makes the selected text bold. Use Ctrl + B as short-cut key.
- 2 Makes the selected text italic. Use Ctrl + I as short-cut key.

OptionDescription

- 3 Underscores the selected text. Use Ctrl + U as short-cut key.
- 4 Draws a line through the middle of the selected text.
- 5 Draws a horizontal line at the cursor position.
- 6 Aligns the text to the left.
- 7 Aligns the text to the center.
- 8 Aligns the text to the right.
- 9 Justifies the left and right alignments.
- 10 Makes the text a bulleted list.
- 11 Makes the text a numbered list.
- 12 Choose the font family for the selected text.
- 13 Choose the font size for the selected text.
- 14 Cut the selected text. Use Ctrl + X as short-cut key.
- 15 Copy the selected text. Use Ctrl + B as short-cut key.
- 16 Paste the text that is cut or copied. Use Ctrl + V as short-cut key.
- 17 Paste the text without any formatting.
- 18 Paste the text which is copied in the Microsoft Word application.
- 19 Revert the changes. Use Ctrl + Z as short-cut key.
- 20 Reverse undo changes. Use Ctrl + Y as short-cut key.
- 21 Insert or edit an image. Allows modification of image properties, such as dimension, space, border, and more.
- 22 Allows you to upload an image from your computer.

23 Allows you to embed the link to the selected text.

24 Allows you to deactivate working links.

25 Adds space between the margin and the beginning of the text on a line.

26 Removes space in the indented line.

27 Allows choosing the text color.

28 Highlights the selected text.

29 Checks the spelling and grammar of the text.

30 Inserts a table in the editor. Use the General tab to specify the number of rows and columns, alignment, padding, border, and more. Use the Advanced tab to set the advanced properties.

31 Updates the current, odd, even, or all rows in a table.

32 Updates the current cell, all cells of a row, all cells of a column, or all cells in a table.

33 Inserts a row before the cursor position.

34 Inserts a row after the cursor position.

35 Deletes a row

36 Inserts a column before the cursor position.

37 Inserts a column after the cursor position.

38 Deletes a column.

39 Splits the merged cells.

40 Merges the cells.