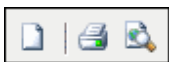
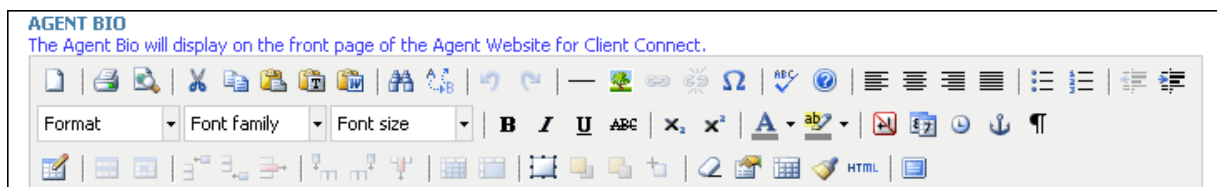


## Preferences – Rich Text Editor

The rich text editor in Preferences allows you to add style to the text you add to Paragon. Some of the styles you can apply to your text are spell checking, bold, italics, underline, bullet points, sub and super scripts, hyperlinks, images, justifications (left, center or right), tables and changing font, font size, font color to name a few. Common areas where you will find the rich text editor are Client Connect (Agent Bio), CMA (cover letter, agent resume, company information, and final comments), E-card (E-mail signature) and standard message body (automatic notifications). In short, the Rich Text Editor works similar to your word processing program.

This Quick Start Guide discusses the rich text editor tools.

Below is the Rich Text Editor tool bar. The rich text editor's tool bar is divided into groups of similar functions. A brief described of many of the buttons can be found below.



### **Document control function group**



Clear (delete) content on the page and start all over with a clean workspace.



Print the current page's content.



Preview the current page's content.



### **Cut, Copy and Paste function group**



Cut the selected or highlighted content so it can be pasted somewhere else.



Copy the selected or highlighted content so it can be pasted somewhere else.



Paste the content that has been “cut” or “copied” at your cursor’s current location.



Paste content as plain text at your cursor’s current location.



Paste content from a Microsoft Word document at your cursor’s current location. The function retains the formatting of your Word document.



### Find and Replace function group



Finds the character string in the document you are working in.



Finds a character string and replaces it with a different character string in the document you are working.



### Do and Undo function group



**Undo button** reverses your actions prior to pressing this button. By pressing this button multiple times, you can reverse multiple previous actions.



**Do button** restores an action you have just reversed. By pressing this button multiple times, you can restore multiple previous actions.



### Image, Links and Special Character function group



Adds a horizontal line in your document. Typically used as a separator in documents.



Adds images to your documents. Pressing this button takes you to a picture library where you can store multiple images including your Agent Image and Office Logo.



**Add/Edit Link button** allows you to add or edit a clickable link for highlighted text in your document. This link takes the reader to your personal/office web sites, locations on your office intranet or on the worldwide web (internet).



**Remove link button** removes the link functionality from the highlighted link.



Allows you to add special characters to your document. Examples of some of these special characters include &, ©, ®, °, ¢, £, ¥ and many more.



### **Spell Check and Help**



Spell checks your document.



Takes you to a Help site for this Rich Text Editor



### **Alignment Control function group**



Left justifies the selected lines of text



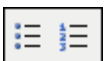
Center justifies the selected lines of text



Right justifies the selected lines of text



Fill justifies the selected lines of text. Evenly spaces the text on the selected lines so there are characters at the left and right margins of the line.



### **Bullet Point function group**



Adds black, filled bullet points to the selected lines of text



Adds numbered bullet points to the selected lines of text



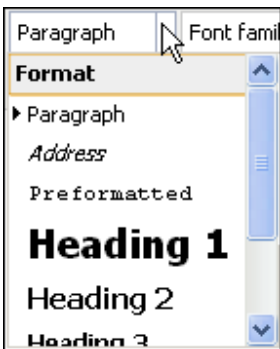
**Indent function group**



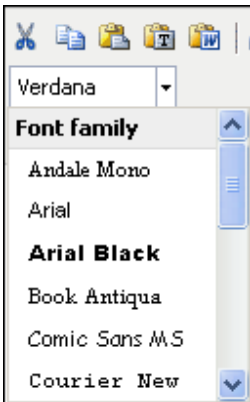
Removes an indentation added to the line



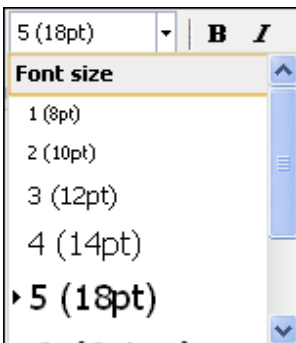
Adds an indentation to the line



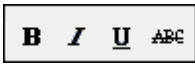
Add standard formatting for headers, paragraph body, etc.



You can select specific and common fonts in your document.



You can select different font sizes for characters in your document.



**Character formatting function group**



Toggles text formatting: bold or normal



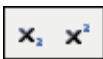
Toggles text formatting: italics or normal



Toggles text formatting: underline or normal



Toggles text formatting: strike through or normal



Scripts



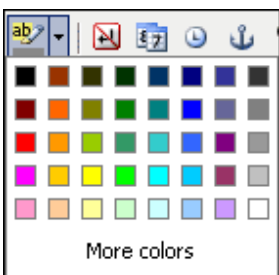
Toggles text formatting: subscripts or normal



Toggles text formatting: superscript or normal



Selects color for your characters



Selects character highlight colors



Inserts a non-breaking space character



Inserts the current date



Inserts the current time



### Table Creation and Editing function group



Tool to create and format a table in your document



Tool to format a table row in your document



Tool to format a cell in a table in your document



### Table Row and Column function group



Insert a row above your cursor location



Insert a row below your cursor location



Delete the selected row



Insert a column to the left of your cursor



Insert a column to the right of your cursor



Delete the selected column

**Table cell control function group**

Split selected merged cells to their former state



Merge selected cells

**Document Format controls function group**

Remove formatting from selected characters



Insert or edit attributes for selected text in your document. I.E. defines what happens when a reader moves their mouse over the text.



Toggles the visibility of hidden elements in your document. I.E. table borders



Cleans up messy code associated with the content of your document



Shows the HTML code used to create your document. You can paste HTML code from another source into the document using this button.



Toggles full screen view of your document or returns it to the normal view.