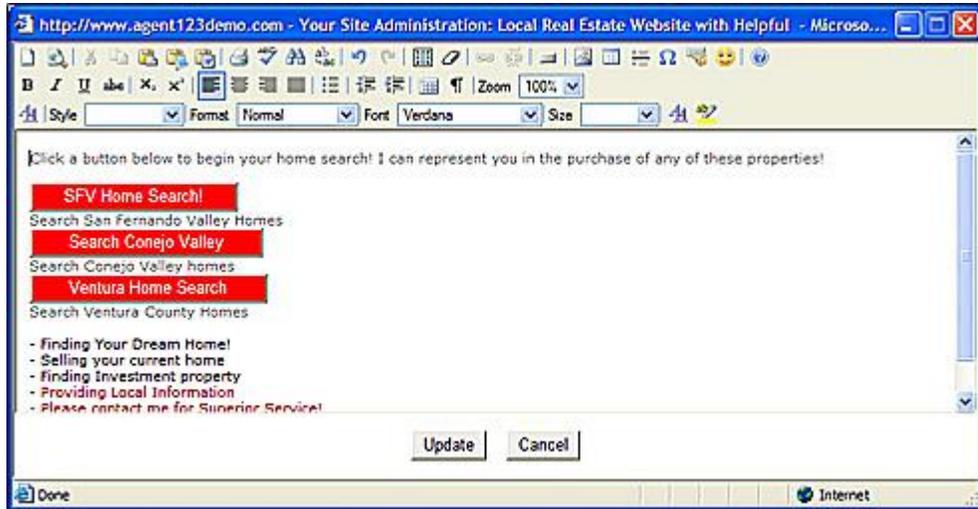


## How to Edit Text with the Text Editor

Your Agent123 Text Editor was designed to work like Microsoft Word or any similar Word Processing program.



### Help

The **Text Editor Module** is where you edit existing content as well as add new content. Once changes are Updated they will instantly appear in the content on live pages. Also, there is a **1hour limit on inactivity** in this system. This means that if you add text and/or images to content and do not save the changes and are then inactive for more than 1hour, the system will then require you to sign in again and your changes will be lost.

### New Page

Click the "New Page" Icon  to clear the text editor, and start with a clean slate.

### Preview

Click the "Preview" Icon  to preview the text you have in the text editor.

**\*This will not display the entire website with the text in it. It will only display the text within the text editor.**

### Cut

To cut text from the module. Select the text to be cut and click the "Cut" Icon. 

### Copy

To copy text from the module. Select the text to be copied and click the "Copy" Icon.



### Paste

Once a section of text has been copied, place your cursor where you would like the

copied text to be placed and click the "Paste" Icon. 

**\*If you are copying text from Microsoft Word or from a Web Page see Paste as Plain Text or Paste from Word.**

### Paste as Plain Text

If you are copying text from a web page, we suggest using this button to properly paste the copied contents into your website. Once the desired text has been copied, place your cursor where you would like the copied text to be placed and click the

"Paste as Plain Text" Icon.



### Paste from Word

If you are copying text from a Microsoft Word document, we suggest using this button to properly paste the copied contents into your website. Once the desired text has been copied, place your cursor where you would like the copied text to be placed and

click the "Paste as Plain Text" Icon.



### Print

Click the "Print" Icon  to print the contents of the text editor.

### Check Spelling

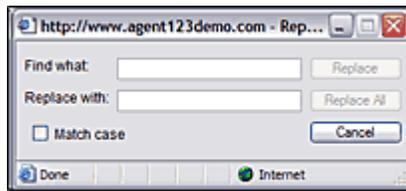
Click the "Check Spelling" Icon  to check the spelling of the contents in the text editor.

### Find

Click the "Find" Icon  to find a particular string of text or a certain word.

### Replace

Click the "Replace" Icon  to find a particular string of text or a certain word that you would like to replace with a different phrase or word.



Example:

### Undo

Click the "Undo" Icon  to undo the last mistake that you made.

**\*If you click the "Undo" Icon more than once it will undo multiple mistakes, but in the reverse order they were made.**

### Redo

Click the "Redo" Icon  to redo the last mistake that you made.

**\*This is used as an opposite of "Undo". If you "Undo" and would like to get back what you removed, you can click this button to bring it back.**

### Select All

Click the "Select All" Icon  to select all of the text within the text editor.

### Remove Format

If you would like to remove the text format from certain text or all the text, select the text that you want to change and click the "Remove Format" Icon. 

### Insert Link

To insert a hyperlink, select the text you want to be the link and click the "Insert Link" Icon .

In the Link - Place the URL that you want the link to go to in the URL field. If you would like the link to pop up a new window or even make your page go to that web site, then choose a target for the web page to load into. Below is a list of the targets available and their definitions.

#### **Predefined targets are:**

**\_blank** loads the page into a new browser window.

**\_self** loads the page into the current window.

**\_parent** loads the page into the frame that is superior to the frame the hyperlink is in.

**\_top** cancels all frames, and loads in full browser window.

**\*Note** - Your Agent123 website defaults with the target not set, which means that your link, once clicked, will load within your Agent123 site.

**Hint** - To link to another page within your site simply type in the relative link (i.e. default.aspx - which is a link that will go to your homepage when it is clicked).

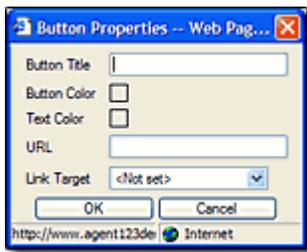
### Remove Link

To remove a link, select the linked text that is to be unlinked and click the "Remove Link" Icon .

### Button

To insert a button, place your cursor within the text editor and click the "Button" 

Icon. Once you click on the "Button" Icon, the "Button Properties" window will pop up.

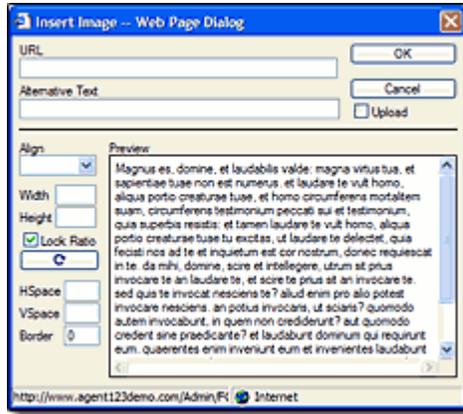


Example:

### Insert/Edit Image

To insert an Image, place your cursor within the text editor and click the "Insert/Edit

Image" Icon.  Once you click on the "Insert/Edit Image" Icon, the "Insert Image Properties" window will pop up.



Example:

**\*The first step in order to upload an image is to check the upload checkbox.**

### Insert/Edit Table

To insert a Table, Place your cursor within the text editor and click the "Insert/Edit

Table" Icon.  Once you click on the "Insert/Edit Table" Icon, the "Insert/ Edit Table Dialog" window will pop up.



Example:

**\* Once the dialog window pops up, just enter the dimensions of the table and hit "Enter".**

### Insert Horizontal Line

To insert a horizontal line to separate text, place your cursor within the text editor and

click the "Insert Horizontal Line" Icon. 

### Insert Special Character

To insert a "Special Character", just click on the "Insert Special Character" Icon.  Then the "Smiley Dialog" Window will pop up and you will be able to select the unique character you are looking for.



Example:

### Insert Smiley

To insert a Smiley, just click on the "Insert Smiley" Icon.  Then the "Insert Special Character Dialog" Window will pop up and you will be able to select the unique character you are looking for.



Example:

### Bold

To make your text Bold. Select the text you want bolded, and then click the "Bold" Icon. 

### Italic

To make your text Italic. Select the text to be Italic, and then click the "Italics" Icon. 

### Underline

To underline your text. Select the text to be underlined and then click the "underline" icon. 

### Strike Through

To strike through your text. Select the text to be striked through and then click the "Strike Through" Icon. 

### Subscript

To subscript your text. Select the text to be subscript and then click the "Subscript" Icon. 

### **Superscript**

To superscript your text. Select the text to be superscript and then click the "Superscript" Icon. 

### **Left Justify**

To left justify your text. Select the text to be justified and click the "Left Justify" Icon.



### **Center Justify**

To center justify your text. Select the text to be justified and click the "Center Justify"

Icon. 

### **Right Justify**

To right justify your text. Select the text to be justified and click the "Right Justify"

Icon. 

### **Block Justify**

To block justify your text. Select the text to be justified and click the "Block Justify"

Icon. 

### **Bulleted List**

Click the "Bulleted List" Icon  first, then start typing. When you want to start a new number press enter. To just start a new line of text under the same number hold shift and press enter.

### **Decrease Indent**

To decrease the indent of your text. Select the text and click the "Decrease Indent"

Icon. 

### **Increase Indent**

To increase the indent of your text. Select the text and click the "Increase Indent"

Icon. 

### **Show Table Borders**

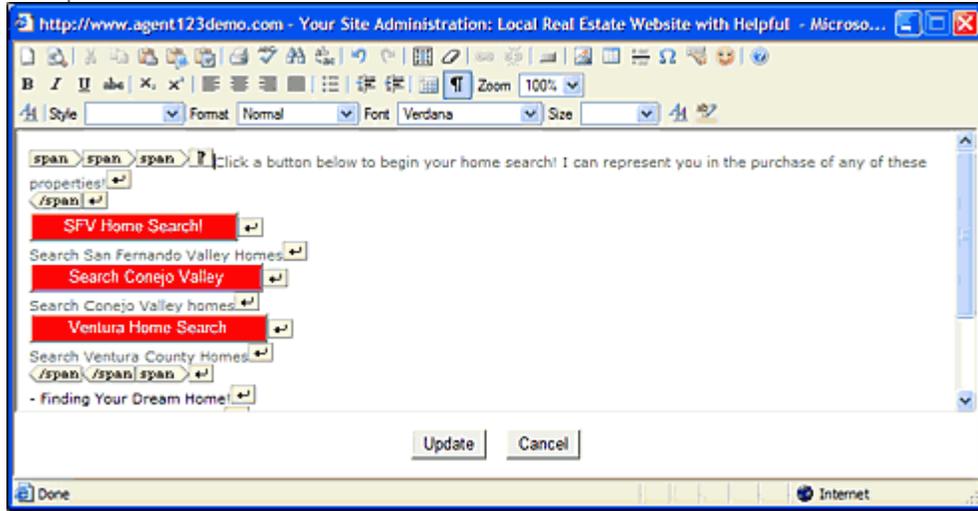
To display the borders of the tables you have created just click the "Table Border"

Icon. 

### Show Details

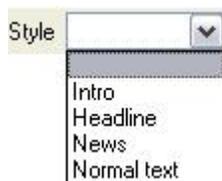
To display the details of a page, for example: paragraph tags, line breaks, etc., just click the "Show Details" Icon. 

Example:



### Style

Click the "Style" Drop Down Menu  to access attributes that you can apply to your text.



Example:

### Size

Click the "Size" Drop Down Menu  to access text size attributes.



Example:

### Color Picker

To change the color of your text. Select the text which you want to change and click the "Color Picker" Icon  and click OK.



Example: