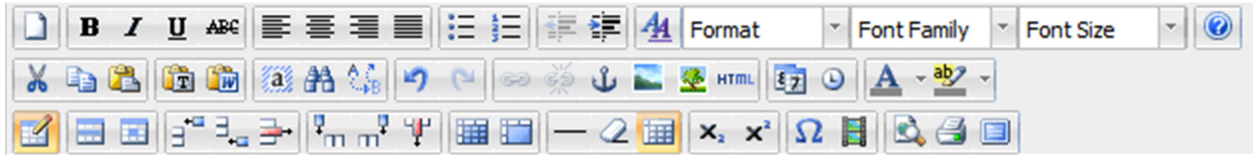


## Row 2

1. Cut: All selected information will be cut out of the content area
2. Copy: All selected Content will be copied to clipboard for use in another area (Same as CTRL + C)
3. Paste: Use when pasting in Content that was copied from another location (Same as CTRL + V)
4. Paste as Plain Content: Paste in content that was copied from another source, but all formatting will be removed.
5. Paste from Word: Use when pasting in content that was copied from a Word document. Will maintain formatting integrity.
6. Select All: Will highlight/select all content within Content editor (Same as CTRL + A)
7. Find: Search/Find word(s) within content of Content editor
8. Find/Replace: Search/Find word(s) within content of Content editor and replace with new/updated word(s)
9. Undo: Undo last updates to Content editor area
10. Redo: Redo updates that were previously removed with Undo function
11. Insert/Edit Link: Selected Content can be linked to a specific URL (only activated when Content/image is selected)
12. Unlink: Removes linked URLs from selected Content if previously linked (only activated when linked Content/image is selected)
13. Insert/Edit Anchors: Create links to specific Content or areas within the content of Content editor
14. Image Gallery: Upload images within an Image Library to be used within the content of Content editor; create folders of images for organization
15. Insert/Edit Image: Advanced option for inserting images within Content editor area
16. HTML: Insert HTML code for other resources to embed within Content area of website (i.e. YouTube videos, Maps, Vokis, etc.)
17. Insert Date: Place current date within content of Content; Date stamp your information
18. Insert Time: Place current time within content of Content; Time stamp your information
19. Content Color: Choose the color of all, or selected Content
20. Background Color: Choose the background color of content (table and/or Content); Used primarily for highlighting Content



## Row 3

1. Insert/Edit Table: Create a Table with Rows/Columns within Content editor
2. Table Row Properties: View the current properties of table "row" and make adjustments if needed (only available when cursor is within table cell)
3. Table Cell Properties: View the current properties of table "cell" only and make adjustments if needed (only available when cursor is within table cell)
4. Insert Row Before: Insert a table row before the currently selected row
5. Insert Row After: Insert a table row below the currently selected row
6. Delete Row: Delete the selected row (removes all content contained within row as well as the actual row)
7. Insert Column Before: Insert a table column before the currently selected column
8. Insert Column After: Insert a table column below the currently selected column
9. Delete Column: Delete the selected column (removes all content contained within the column as well as the actual column)
10. Split Merged Table Cells: Divides any table cells that were previously merged
11. Merge Table Cells: Combine/Merge column and row cells into one
12. Insert Horizontal Line: Insert Horizontal Line between Content to break apart into separate articles
13. Remove Formatting: Remove any special formatting created within Content information
14. Show/Hide Guidelines/Invisible Elements: Determine if you want any formatting guidelines to show or be hidden from Content
15. Subscript: Enter character below normal Content (Example: XYZ<sub>2</sub>)
16. Superscript: Enter character above normal Content (Example: XYZ<sup>2</sup>)
17. Insert Special Character: Use of characters that are not found in typical alphabet.
18. Insert/Edit Embedded Media: Embed media files directly into Content area of website
19. Preview: Review the appearance of content of Content information prior to publishing on public website
20. Print: Print content of Content editor area
21. Toggle Full Screen Mode: Increase the Content editor area while posting content for more visibility while entering information. Can toggle between full screen, or Admin area screen