Telerik RadEditor
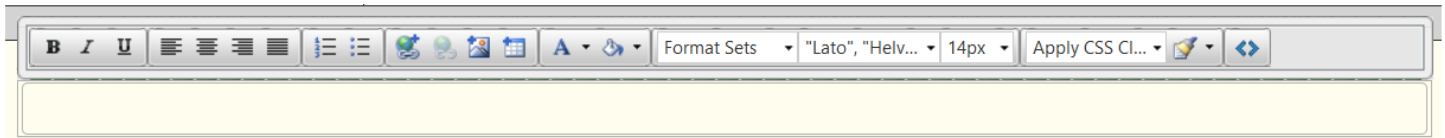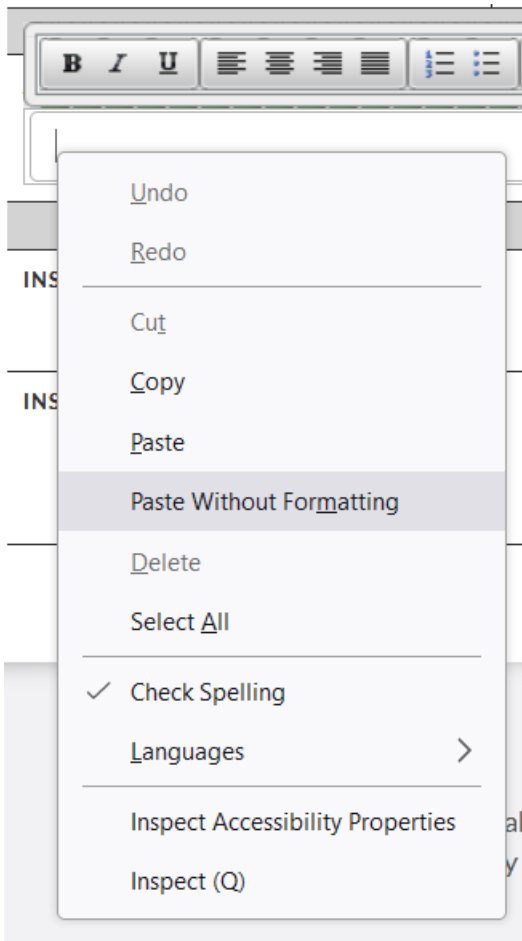
If you see a toolbar appear after clicking inside a text box, welcome to the Telerik RadEditor.

ICON	TOOL NAME	DESCRIPTION
B	Bold	Bold - Applies bold formatting to the selected text.
I	Italic	Italic - Applies italic formatting to the selected text.
U	Underline	Underline - Applies underline formatting to the selected text.
	JustifyLeft	Align Left - Aligns the selected paragraph to the left.
	JustifyCenter	Center - Aligns the selected paragraph to the center.
	JustifyRight	Justify - Justifies the selected paragraph.
	JustifyFull	Justify - Justifies the selected paragraph.
	InsertUnorderedList	Bulleted List - Creates a bulleted list from the selection.
	InsertOrderedList	Numbered List - Creates a numbered list from the selection.
	InsertLink	Insert Link, Makes the selected text or image a hyperlink.
	Unlink	Remove Hyperlink - Removes the hyperlink from the selected text or image.
	InsertImage	Insert Image.
	InsertTable	Insert Table - Inserts a table in the Telerik RadEditor.
A	ForeColor	Text Color (foreground) - Changes the foreground color of the selected text.
	BackColor	Text Color (background) - Changes the background color of the selected text.
Format Sets ▼	FormatSets	Paragraph Style dropdown button - Applies standard text styles to selected text.
"Lato", "Helv... ▼	FontName	Font Select - Sets the font typeface.
14px ▼	RealFontSize	Font Size - Sets the font size.
Apply CSS Cl... ▼	ApplyClass	Custom Styles - Applies custom, predefined styles to the selected text.
	Format Stripper	Strip the formatting from existing content
‹›	Toggle Edit Mode	Switches between 'What You See Is What You Get' mode and HTML mode

The toolbar is very similar to what you see in Microsoft Word. **If you need to post a document or image that is not available online, please send it to the developer so they can add it to the web server. In return, they will send you the link to use.**
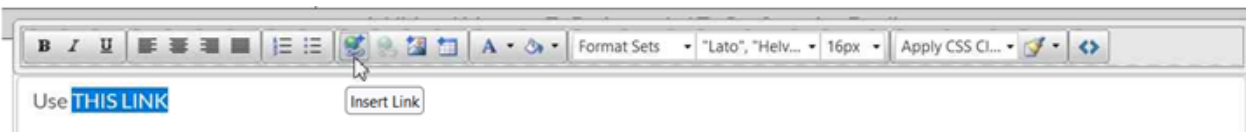
Inserting Text

If you are pasting text not copied from a Telerik RadEditor, right-mouse click and choose Paste Without Formatting. If you do not do this, formatting will carry over from where you copied the text. You can also use Format Stripper.

Using 'Enter' on your keyboard after text will add an HTML paragraph tag around the text.
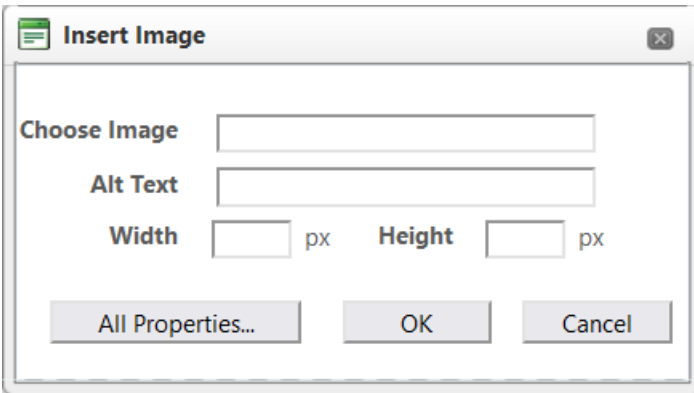
 Insert Link/ Unlink

To insert a link, select the link text and click the button. Enter the URL in the URL text box and click OK.

To unlink, select the link text and click the button.

To update a link, select the link text and click the button. Replace the URL in the URL text box and click OK.

Insert Image

In the "Choose Image" text box, enter the link to the online image. If the image does not exist online, please send it to the developer so they can add it to the web server. In return, they will send you the link to use.

Insert Table

See Telerik documentation on Insert Table for detailed instructions.

Format Block

Applies the paragraph style to the selected text.

Available paragraph styles:

- Normal
- Heading 1
- Heading 2
- Heading 3
- Heading 4
- Heading 5
- Menu

Format Stripper

The Strip Formatting tools enable the end-user to strip the formatting from existing content. The built-in Format Stripper dropdown exposes a list of Strip Formatting tools for the user to choose from. The following list specifies each tool's purpose:

- Strip All Formatting—removes all styles and formatting applied to the content (i.e., transforms it to plain text).
- Strip CSS Formatting—removes all inline CSS rules (i.e., the style attribute).
- Strip Font Elements—strips all <font> tags from the HTML content.
- Strip Span Elements—strips all <span> tags from the HTML content.
- Strip Word Formatting—cleans the HTML content from unnecessary XML tags and comments inserted by pasting MS Word content.

Toggle Edit Mode

RadEditor offers two different edit modes Design and Html:

- Design: In the Design mode you can edit and format the content by using the RadEditor toolbar buttons, dropdowns, and dialogs.
- Html: HTML mode provides direct access to the content HTML. This mode is used most often by advanced users.