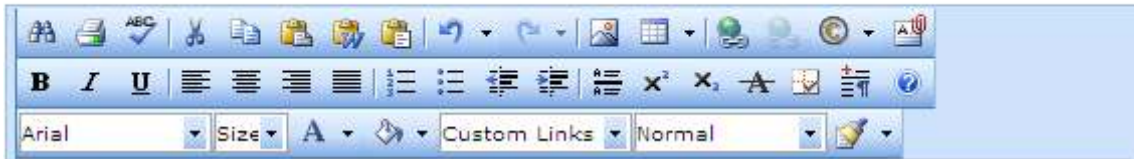


Using the Content Editor

There is a common Content Editor which is used in several places in your community. Examples of the Content Editor in various applications are shown below. Instructions for common functions of the Content Editor are included also.

Content Editor Toolbars in Email Marketing

Token List:



Pasting text from another document:

1. Select the text in the other document.
2. Click on one of the three paste buttons



PASTE



PASTE FROM WORD



PASTER PLAIN TEXT

NOTE - If you want all of the formatting removed from what you are pasting in, the best option is Paste plain text.


Inserting images:

1. Click your cursor where you want the picture to appear.



2. Click



3. The Image Manager window opens. Click . (The file size limit for images is 300KB and the acceptable file extensions are given on the upload page.)

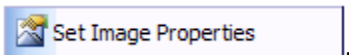
4. Click the "Browse" button to search for your picture on your computer. Once you find your picture, double click it.

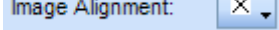

5. Click the "Upload" button and then click "Insert".



4. The image will then display in the Content Editor.

Wrapping text around the image:

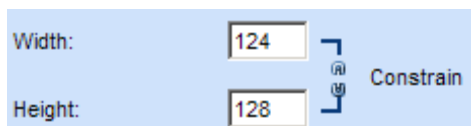
1. Right click on the image so the  option appears.

2. Click .

3. The Image Properties box will open up. Select the  dropdown box, and click the dropdown arrow . You will have several options for image alignment. For example:

- Click  if you want your image on the left and the text to wrap around it,
- Click  if you want your image on the right and the text to wrap around it.

4. **Image Size:** If you need to make the image slightly smaller or larger, use the **Constrain** option to keep it in proportion. For example, you can change the Width and then click **Constrain** to keep the Height in proportion.




NOTE – this should not be used to completely resize your image!


5. Click OK.

Creating a hyperlink:

1. Highlight the text that you want to be the link.

2. Click .

3. In the  area, you can either type or paste in the URL.

4. If you are sending them to a location outside of the community, it is recommended that you set the  to open in a New Window. You can select this from the dropdown.

5. Click OK.