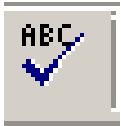


## Advanced Article Editor Training Guide



Select the **Spell Check** icon to check your document for spelling errors. If a spelling error is encountered, suggestions for replacing the incorrectly spelled word appear. Highlight the correct word and click on “change” to replace the incorrect word.



The **Cut** icon enables you to remove or “cut” information from a document. To cut information, simply highlight the desired text and click on the “cut” icon. The selected text will immediately be removed from the article and saved to the clipboard.



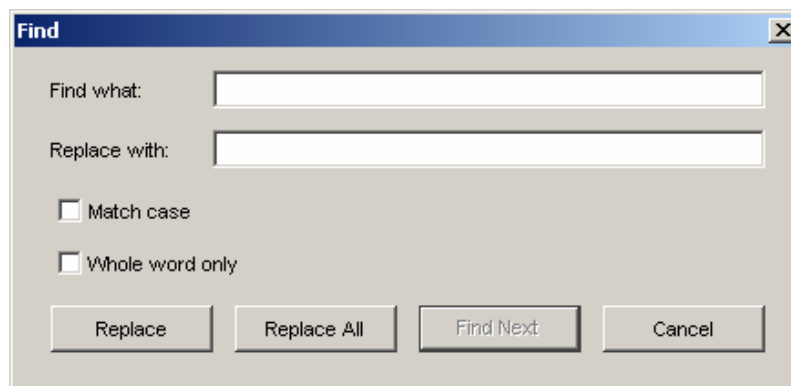
Use the **Paste** icon to insert or “paste” information “cut” from a document into a different position or document. Put the cursor where you want to place the information cut from your document. Click on paste, and the information previously cut will appear.



Use the **Copy** icon to copy information within a document. Highlight the information to be copied and click on the Copy icon. The information will be saved to the clipboard and can then be pasted in a different location within the same document or in different document. See Paste above.

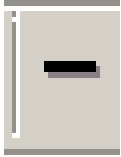


Use **Find and Replace** to search a document for a specific word or phrase. Click on the icon and enter the word or phrase you want to find. You can also enter replacement information and specify if you want to replace incident by incident or if you want to replace all incidents.





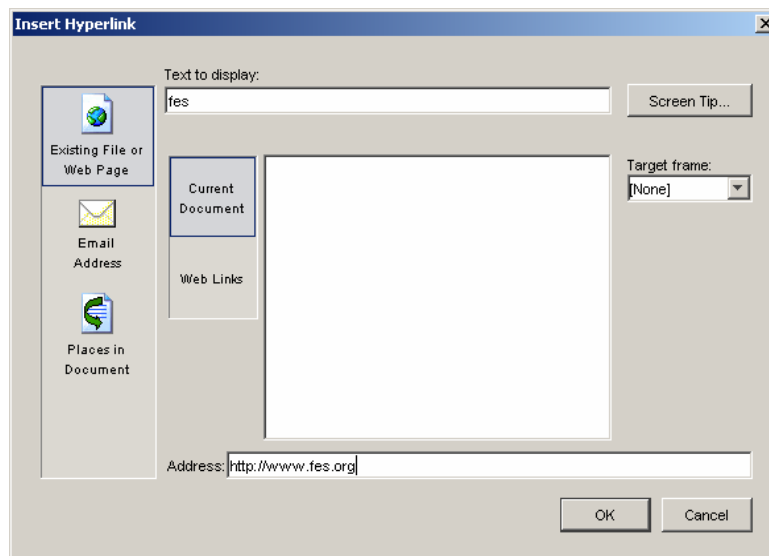
Use the **Undo and Redo** icon to undo keystrokes or replace keystrokes deleted by mistake. Click on the Undo arrow to replace previous keystrokes. It will automatically undo information last entered. The Redo arrow will do the same thing only in reverse—it will automatically redo, information last changed/deleted.



Click on **Insert Horizontal Rule** to insert a horizontal line in your document. Each time you click on the icon, another horizontal line is added. These lines can be used to separate text sections. You can type above or below the horizontal line.



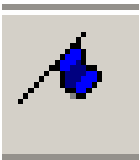
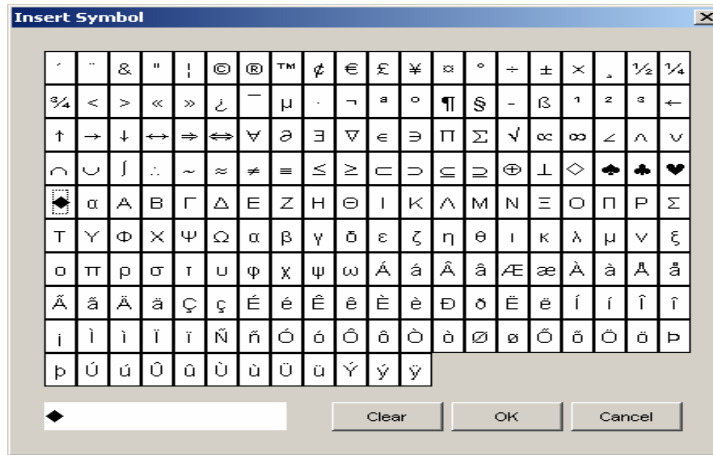
Use the **Hyperlink** icon to create a link to a particular Web site. In the text of the article highlight the reference to the Web site and click on the Hyperlink icon. Type the address of the Web site in the screen that displays.



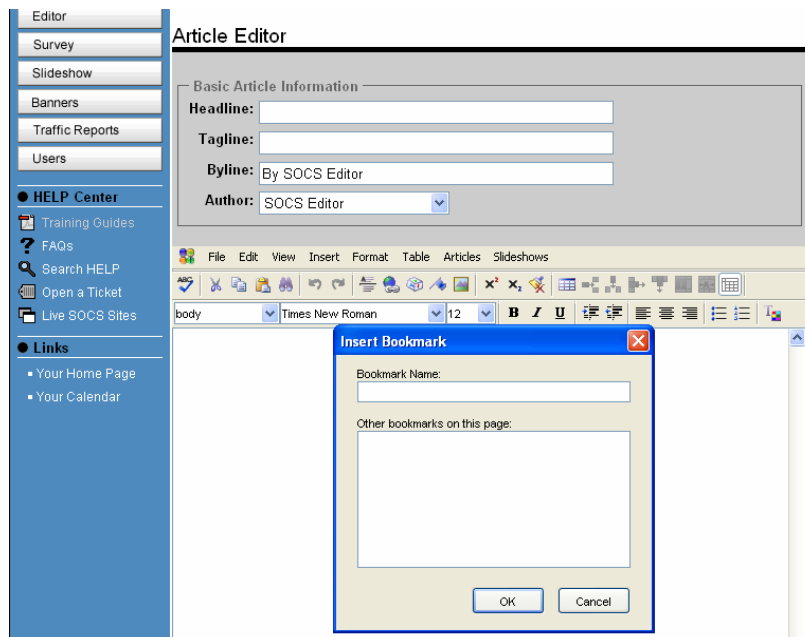
Click on OK to create the link. When you click on the hyperlink in your document, you will go to the specified Web site. You can also have the link open in a new window so the article will remain visible when the link is closed. This is done in the target frame drop down box.



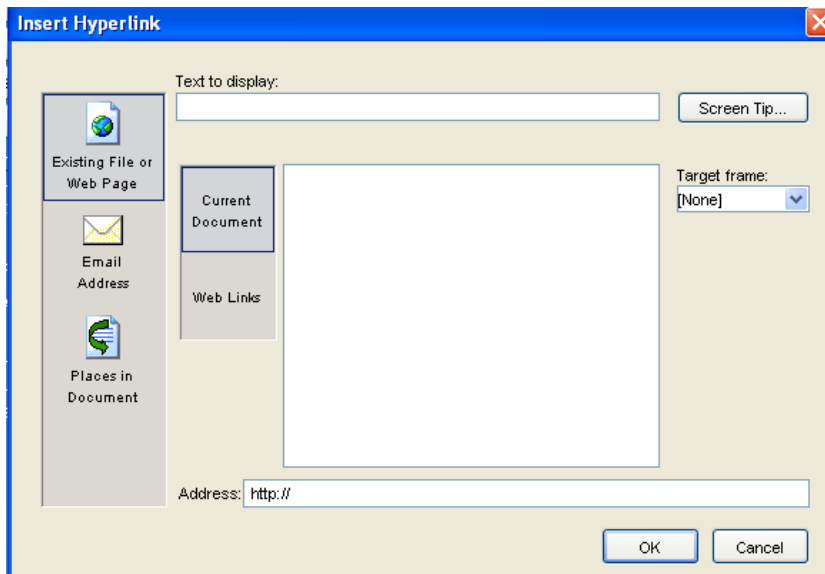
Use the **Insert Symbol** link to insert a symbol into a document. With the cursor marking the place for the symbol to appear, click on the symbol icon to see a table showing the various symbols available. Highlight the desired symbol and click OK. Your selection will show in the box at the bottom of the table, and the symbol will appear in your document.



Use the **Insert Bookmark** icon to link between two sections of text in the same article. To create a bookmark, you first need to set the bookmark location. To do this, use the bookmark button on the toolbar in the editor. For example, if you want a link between two sections about “Art”, highlight the word “Art” in the bottom link, and then choose the Bookmark option from the Insert list on the toolbar. Enter the Bookmark Name (probably “art”).



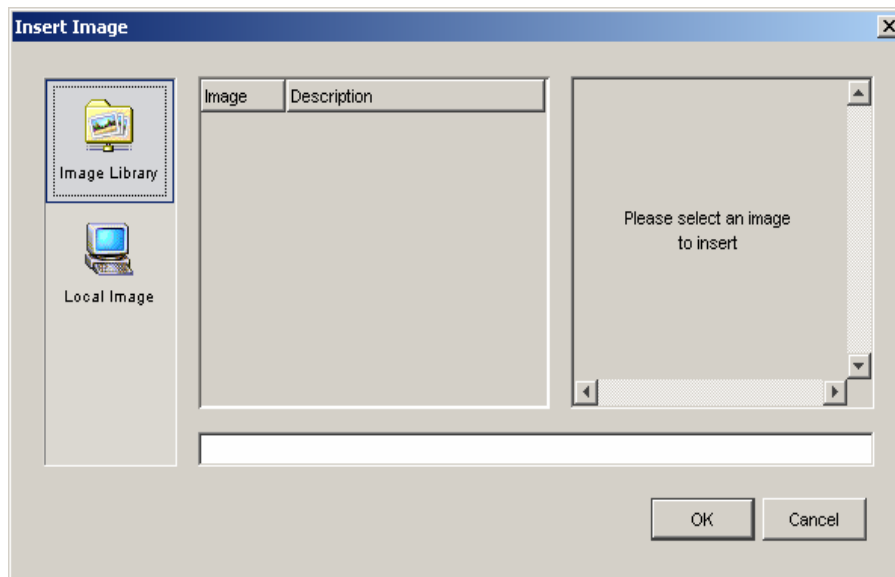
Next, go back to the top link about “Art”, and use the regular Hyperlink button to create the link. Select the button “Place in Document”. A list of all the bookmarks created in the document will be listed. Highlight the one you want (in this case “Art”) and click OK.



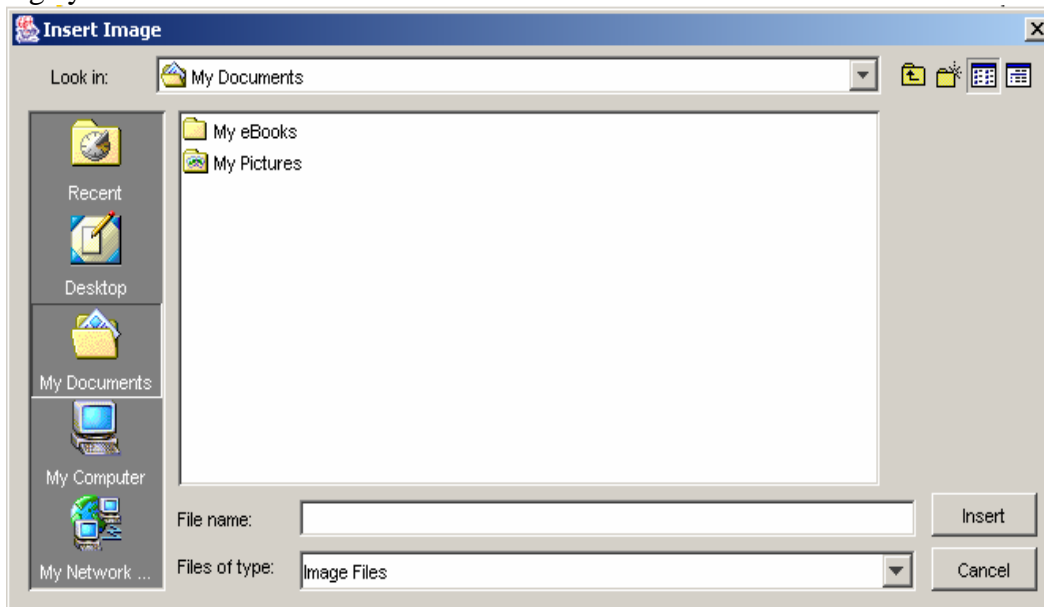
The two Art sections will now be linked.



Use the **Insert Image** icon to insert a picture or image into your document. Position the cursor where you want the image to appear and click on the Image icon. The box that appears lets you select an image from either the Image Library or your Local Image Directory. If you select Local Image, you can browse your Local Directories/Images.



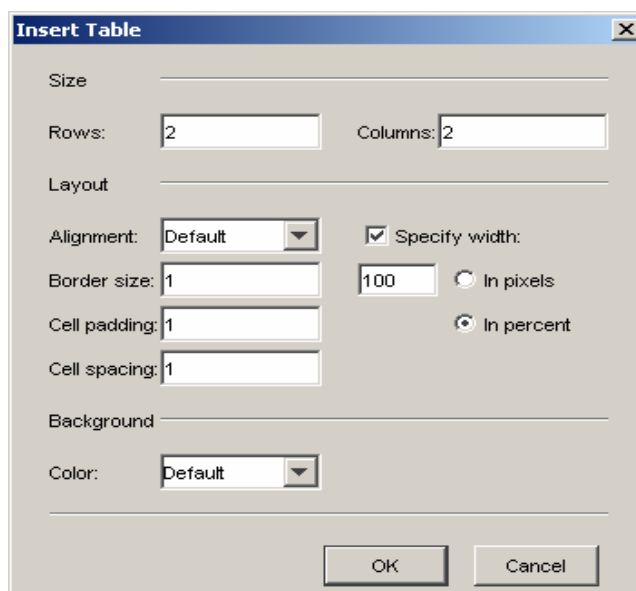
Select the image you want and click on Insert.



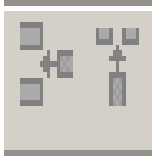
You will return to the selection screen where you can preview the image selected.



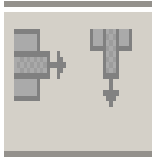
Select the **Insert Table** icon to get the insert table screen where you can specify the number of rows and columns for your table. You can also specify other options for the table including alignment, background color, border size, etc.



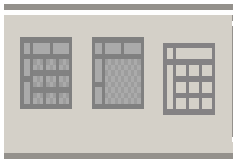
Click OK and the specified table will appear in your document.



Use the **Insert Row/Insert Column** icons to add rows and/or columns to the table in your document. Your cursor must be inside the table in order for this feature to work. The row will appear below the row containing the cursor. The column will appear to the right of the cursor.



Use the **Delete Row/Delete Column** icons to delete rows and/or columns from the table in your document. Your cursor must be inside the table in order for this feature to work. To delete a row, place the cursor in the row to be deleted and click on the icon. To delete a column, place the cursor in the column to be deleted and click on the icon.



**Split cells, Merge Cells and Hide/Show Gridlines** are also used in conjunction with a table within the document. Split cells will split one cell into two, Merge Cells will merge cells together, and Hide/Show Gridlines will either hide or show gridlines.