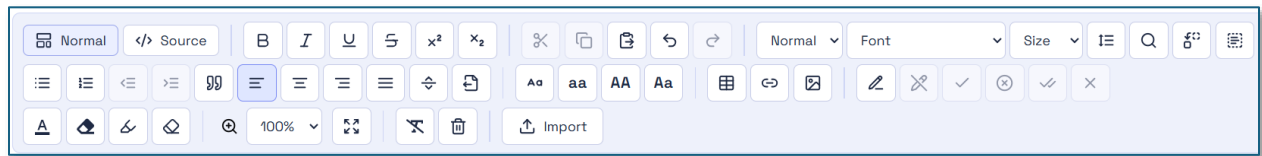



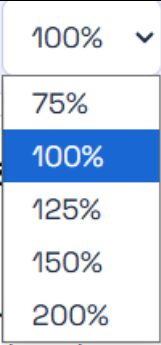




## The Editing Toolbar

The Toolbar includes icons used to format and edit the content.

Many of the formatting tools are similar to those found in Microsoft Word or Excel and will be familiar to users. The tools specific to CU PolicyPro/RecoveryPro are described in detail below.



Icon	Function
	<b>Import.</b> This <b>new</b> feature allows the user to import content from Microsoft Word into the system.
	<b>Source.</b> Shows the HTML code used to create the content. It is not recommended to edit within the code.
	<b>Maximize.</b> Expands your editing screen to full size for a clean, distraction-free workspace.
	<b>Zoom.</b> Increases the font size in the content editor. This provides assistance in viewing the text onscreen and does not change the font size for printing.
	<b>Find/Replace.</b> Find and replace specific text.
	<b>Remove Format.</b> Removes all formatting from highlighted text.



**Insert/Remove Link.** Creates or removes a link within the text.

---



- 1.0
- 1.5
- 2.0
- 2.5
- 3.0

**Line Spacing.** Similar to line spacing in Microsoft Word, users can select content and choose the spacing needed between lines of content or paragraphs.

Add space before paragraph

Add space after paragraph

---



**Image.** Inserts an image into the content.

---



**Table.** Inserts a table into the content.

---



**Horizontal Line.** Places a horizontal line in the content editing area.

---



**Page Break.** Inserts a page break when this page is printed.

---



**Text Color.** Changes the color on highlighted text.

---



**Clear Text Color.** Removes the color on highlighted text.

---



**Highlight Color (Background).** Changes the color of the background of highlighted text.



**Clear Highlight Color (Background).** Clears the color of the background of highlighted text.



**Clear All Content.** Deletes/clears ALL content currently in the editor.



Start	Hide/Show	Accept	Reject	Accept	Reject
Tracking	Tracked	Selected	Selected	All	All
Changes	Changes	Changes	Changes	Changes	Changes

**Track Changes.** Allows changes in the content to be tracked. Once changes are made, all changes must be either accepted or rejected in order to turn off “Track Changes” mode. Redlined content will show when printing and publishing.



Toggle	Lower	Upper	Capitalize
Case	Case	Case	Text

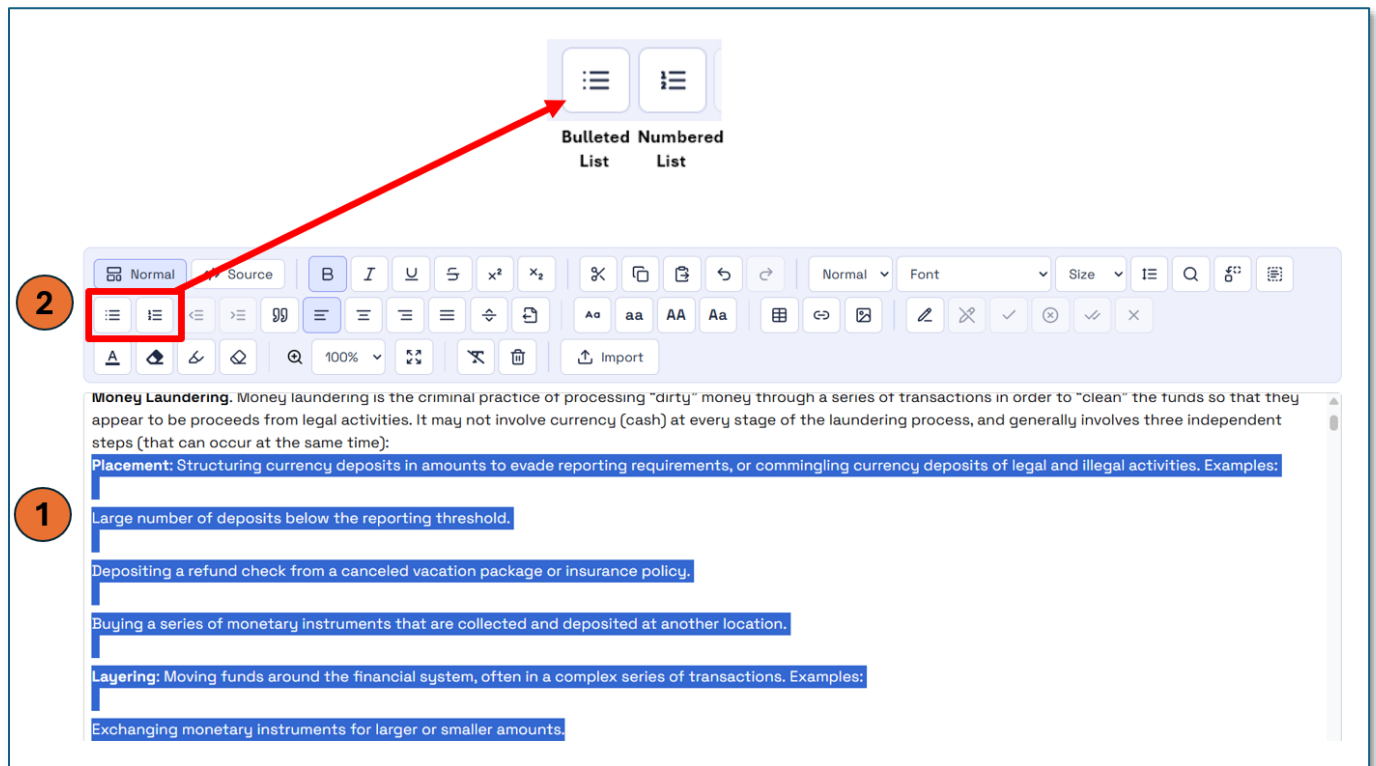
**Transform Text Tools.** Changes text case for highlighted text.

## Manage and Format Bulleted and Numbered Lists

Add or Remove Numbered or Bulleted List Formatting

### To add numbered or bulleted list formatting:

1. Highlight the text for the list.
2. Click either the numbered or bulleted list icon in the Toolbar. Separate list items will be created for each new paragraph.



### To remove numbered or bulleted list formatting:

1. Highlight the list items to be returned to paragraph format.
2. Click the numbered list or bulleted list icon in the Toolbar. The text will return to paragraph format. Some extra spacing may need to be removed between lines.

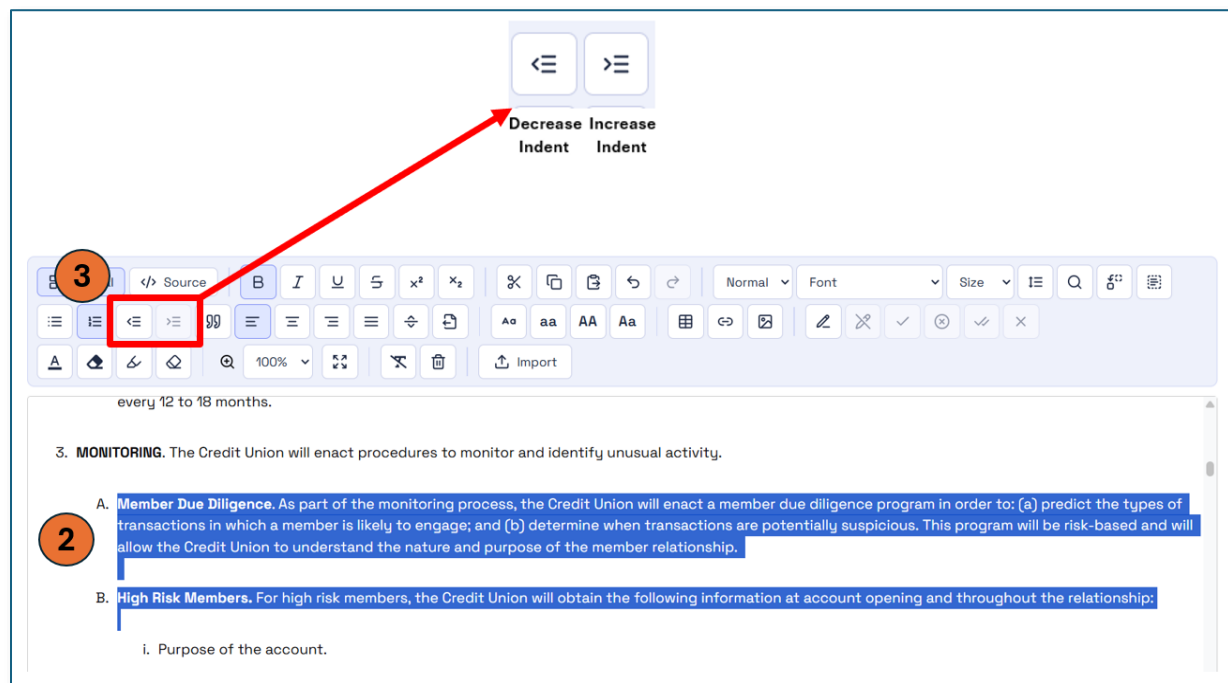
### Add New Items to an Existing Numbered or Bulleted List:

1. Place your cursor at the end of the previous item within the existing numbered list, then press the ENTER key, which will create a new item in the numbered list.

*Note: At this point the new item may not yet be in the correct position or may not yet have the correct numbering style or spacing. This is OK.*

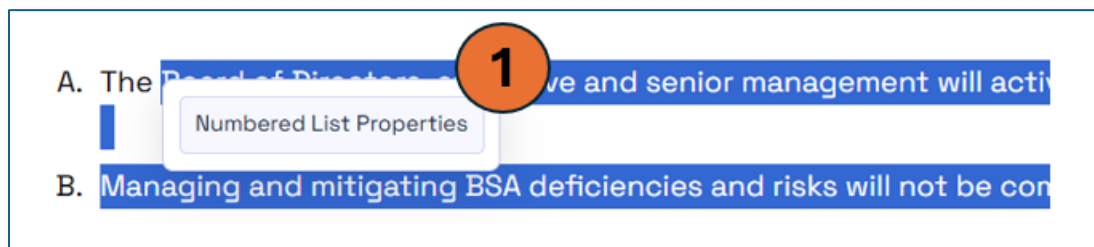
2. Add the text for the new item.
3. To move an item to the correct position:
  - a. Highlight the text
  - b. Click the "Increase Indent" icon to move the item to the right or the "Decrease Indent" icon to move the item to left.

*Note: "Decrease Indent" can be used more than once if you are several levels deep in the sub-list and the item needs to move more than one position to the left.*

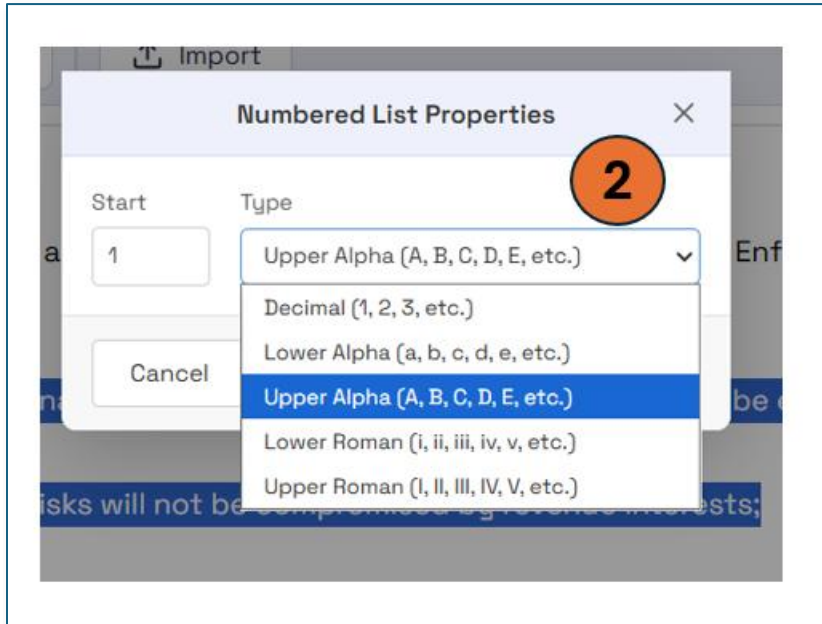


### Change the Number or Bullet Style

1. Highlight any list item, right-click on the highlighted text, and choose "Numbered List Properties" or "Bulleted List Properties."



2. A dialog box will open. Click the "Type" dropdown list to choose the number or bullet style to apply. For numbered lists there is an additional option to choose the starting number for the list.



3. Click "OK" to apply the selected style to the sub-list.