

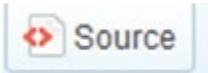
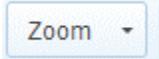
INFOSIGHT360

The Editing Toolbar

The Toolbar includes icons used to format and edit the content in CU PolicyPro and RecoveryPro.

Many of the formatting tools are like 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
	Source. Shows the HTML code used to create the content. It is not recommended to edit within the code.
	Maximize. Expands your editing screen to full size for a clean, distraction-free workspace.
	Zoom. 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.
	Find/Replace. Find and replace specific text.
	Remove Format. Removes all formatting from highlighted text.
	Link, Unlink. Creates or removes a link within the text.



Anchor. Creates a link to a particular section of text within the content.



Image. Inserts an image into the content.



Table. Inserts a table into the content.



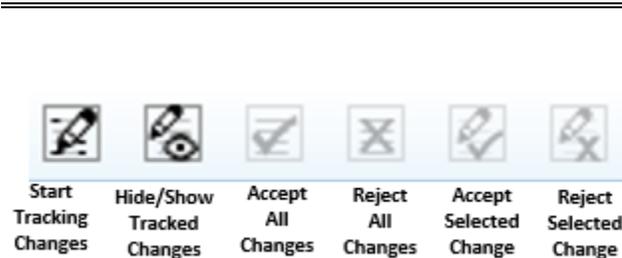
Horizontal Line. Places a horizontal line in the content editing area.



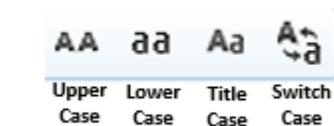
Special Character. Allows the placement of special characters within the text.



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



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.



Transform Text Tools. Changes text case for highlighted text.
