

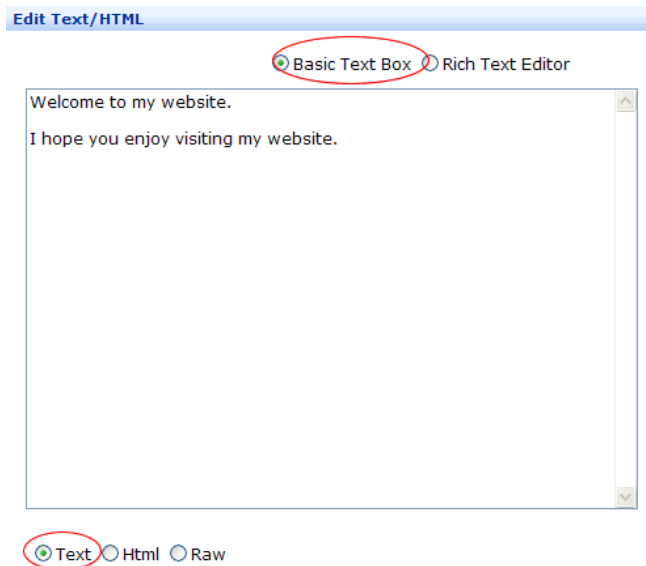
# Text/HTML

## Introduction To The Text/HTML Module

The Text/HTML module renders plain text, rich text or HTML. The module provides the following five different editing views:

### Basic Text Box / Text

Use this view to enter basic text and hand code simple HTML. The default text style is the Normal style, as set in the style sheet. Hitting the **Enter** key creates a new paragraph. Do not paste HTML into this view.



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### Basic Text Box / HTML

Use this view to enter hand coded HTML and paste 'clean' HTML from another source.

Edit Text/HTML

Basic Text Box  Rich Text Editor

```
<table border="1" width="100%" class="normal">
<tr>
<td>first row</td>
</tr>
<tr>
<td>second row</td>
</tr>
</table>
```

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**Basic Text Box / Raw**

Use this view to enter text, enter hand coded HTML or to paste 'clean' HTML from another source. Hitting the **Enter** key will not create a new paragraph.

Edit Text/HTML

Basic Text Box  Rich Text Editor

```
Welcome to my website.
I hope you enjoy visiting my website.
```

Text  Html  Raw

## Rich Text Editor (Design)

The Rich Text Editor is a word processor or WYSIWYG (What you see is what you get) editor with functionality such as hyperlinks, email links, drop and drag image gallery, bullet points, spell check and more.


☐ Text/HTML

The Text/HTML module render either plain text, rich text or HTML. Multiple editing modes are available. Rich text is designed using a visual text editor with functionality such as hyperlinks, email links, drop and drag image gallery, bullet points and more.

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### Text Editors




1. **Rich Text Editor (FreeTextBox):** Jam packed with all the usual word processing features that permit you to *format your text*, add *links*, add © symbols™. Special features like word count, date and time stamps and spell checker. Thumbnail picture gallery of the images on your website.
2. **Basic Text Box / Text:** Allows you to enter basic text. The text style changes when you change the stylesheet. Carriage returns can be used to create paragraphs.



### HTML Editors

1. **Rich Text Editor (HTML):** Allows you to paste 'clean' HTML from other sources. Allows you to add and edit html tags, tables and more.
2. **Basic Text Box / HTML:** Use for simple html formats and tags.

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 Edit Text  

## Rich Text Editor (HTML)

Use this view to paste HTML from other sources, to edit Display view Html and add hand coded HTML.

### Add Basic Text

1. Add a **Text/HTML** module or *go to* an existing **Text/HTML** module.
2. *Select* **Edit Text** from the module menu.
3. At **Edit Text/HTML** *select* **Basic Text Box** (located above the window) and *select* **Text** (located below the window).
4. *Type or paste* in the text. Hit **Enter** to create a line break. HTML tags can be used.
5. In the **Search Summary** field (optional), *enter* a summary to help the **Search** module and Search skin object search this content.
6. *Click* Preview (optional) to preview to text at any time.
7. *Click* Update.

### Add Rich Text To The Text/HTML Module

Add Rich Text to the Text/HTML module.

1. Add a **Text/HTML** module or *go to* an existing **Text/HTML** module.

2. *Select **Edit Text*** from the module menu.
3. *Select **Rich Text Editor*** (located above the window).
4. *Select **Design*** (located below the window).
5. *Enter your text and add images, links, etc.* See Standard Modules > Working with Common Module Tools > Rich Text Editor for more details.
6. In the **Search Summary** field (optional), *enter* a summary to help the Search module and Search skin object search this content.
7. *Click Preview* (optional) to preview to text at any time.
8. *Click Update*.

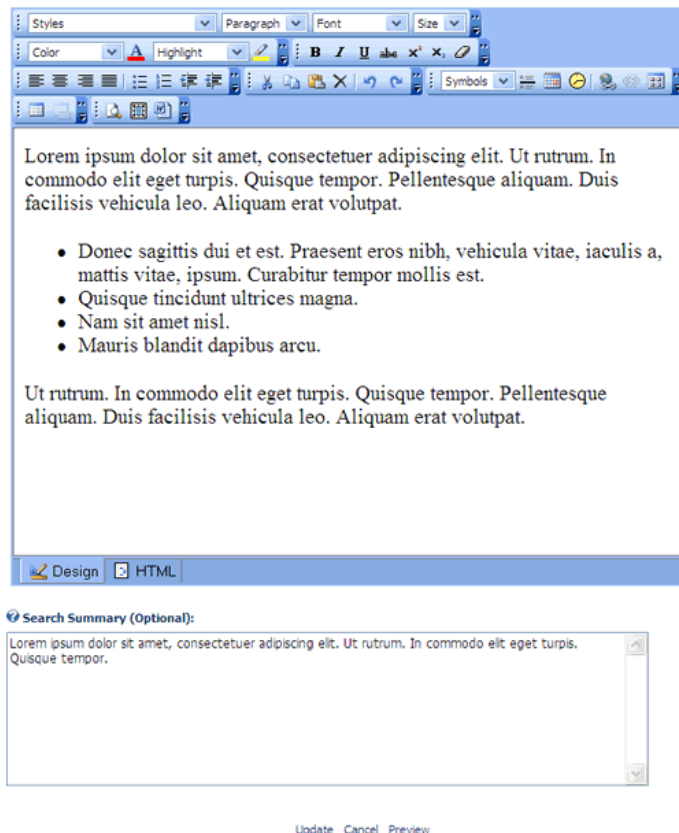
See Modules > Tools > RTE for more information on working with the Rich Text Editor.

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## Add Search Summary To A Module

This option is available on the Text/HTML module. Add a search summary to a Text/HTML module to help Search Engines index the content of the page. The search summary is not visible is not the site and can only be viewed in on the Edit Text/HTML screen.

1. *Navigate* to the **Text/HTML** module.
2. *Select **Edit Text*** from the module menu.
3. In the **Search Summary** text box, *enter* a brief description (abstract) of the content.
4. *Click Update*.



## Paste HTML

Paste HTML into the Text/HTML module.

1. Add a **Text/HTML** module or *go to* an existing **Text/HTML** module.
2. Select **Edit Text** from the module menu.
3. At **Edit Text/HTML** select **Basic Text Box** (located above the window) and select **Html** (located below the window).
4. *Paste* in the HTML.
5. In the **Search Summary** field (optional), *enter* a summary to help the **Search** module and Search skin object search this content.
6. Click Preview (optional) to preview to text at any time.
7. Click Update.

HTML can also be pasted into the following views:

- Basic Text Box / Html
  - Basic Text Box / Raw Text
  - Rich Text Editor / HTML
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