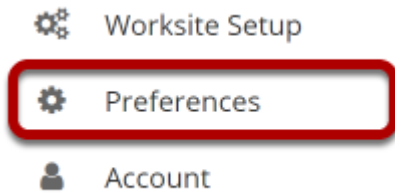


How do I set my preference for the Rich Text Editor mode?

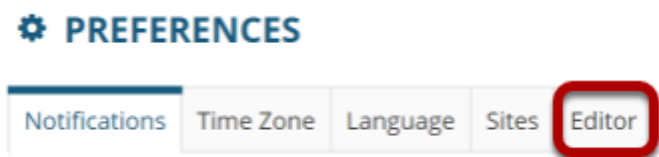
You may set your preference for the rich text editor toolbar display throughout the system if desired.

Go to Preferences.



From your **Home** area, select the **Preferences** tool.

Select the Editor tab.



Choose your default preference.

⚙️ PREFERENCES

Notifications	Time Zone	Language	Sites	Editor
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Editor Options

Default Rich Text Editor toolbar layout

- Auto detected based on browser size
- Force basic/mobile mode (Limited set of buttons and features)
- Force full/desktop mode (Full set of buttons, all features)

UPDATE PREFERENCES	Cancel Changes
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Click Update.

UPDATE PREFERENCES	Cancel Changes
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