

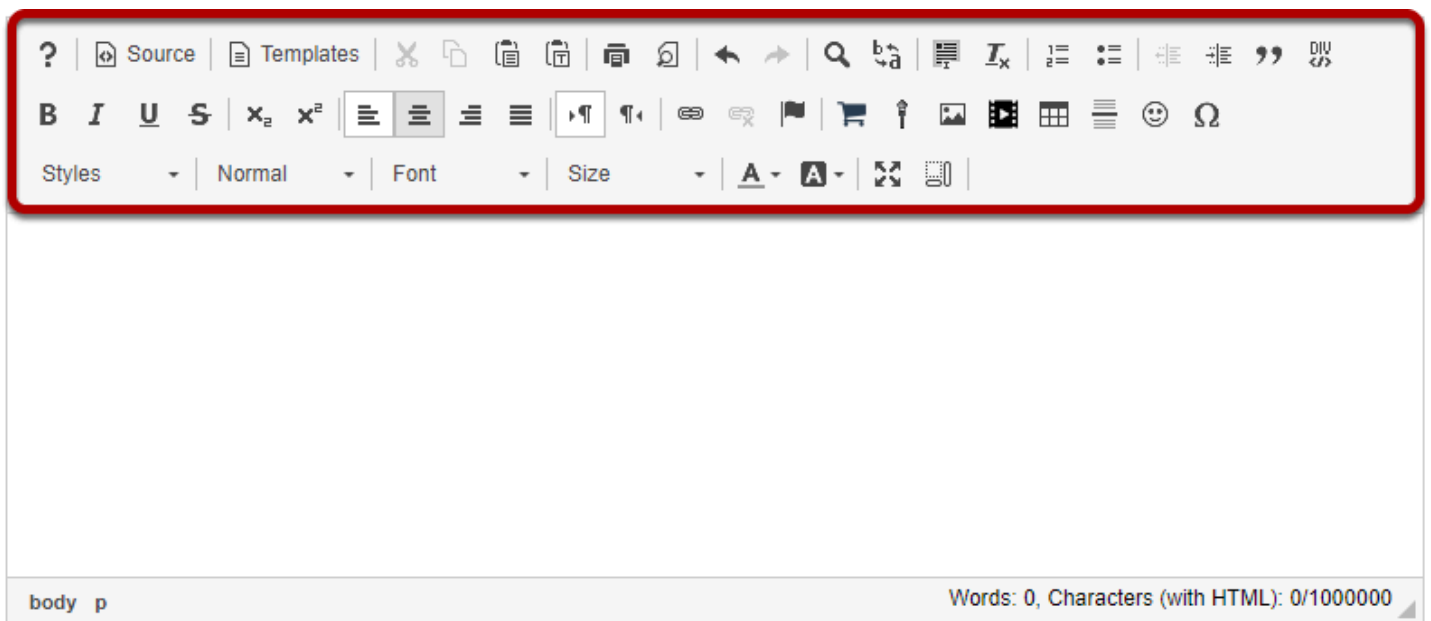
What is the Rich Text Editor?

In most areas of the system where text can be entered, you can control the appearance of your text using the Rich Text Editor, sometimes called a WYSIWYG (What You See Is What You Get) editor. The rich text toolbar has icons for editing and formatting your text. You may use the rich text editor to include images, links, audio, and video as well as text.

Note: Pasting text into the Rich Text Editor should preserve most formatting, but some types of formatting, such as colored text, may need to be added manually in the editor after pasting.

The Rich Text Editor is based on an open-source application called CKEditor. For more information on the CKEditor, you may also refer to the [CKEditor 4 Documentation Site](#).

Rich Text Editor Toolbar



The Rich Text Editor toolbar contains an array of icons. See [What actions can I perform using the Rich Text Editor icons?](#) for more information on individual icon functionality.

Note: Some configurations may not have all of the above tools and some may have additional tools.