



Text Editor Cheat Sheet

Quick overview of the TinyMCE text editor. For detailed info see extended instructions or contact the My Workplace Team

HTML Code tools
Please use these tools with great care and only if you are familiar with HTML Code

- "Clean up messy code"
- Switches to HTML Code view and allows you to make changes directly in the code.

Text formatting
Similar to MS Word

Text alignment
Similar to MS Word

Text and background color
Similar to MS Word

Cut/Copy/Paste text

- Similar to MS Word
- Use when pasting text directly from other sources eg. Word or the www – **THIS REPLACES THE NEED TO COPY/PASTE TO NOTEPAD.**
- Avoid this one. Use the one above (with the T) in stead.

Find / Replace
Opens a little window where you can search and replace text. Somewhat similar to MS Word.

Bullets
Insert bullets or numbers. The formatting is handled automatically.

Undo/Redo
Similar to MS Word

Insert links/images/etc.

- Insert/remove links. See extended instructions for more info.
- Insert Image in the text. See extended instructions for more info.
- Insert a horizontal line in the text.
- Insert special characters eg. © ™

Insert date and time
Inserts the current date and time in the text when you click on the respective icons.

- Current date
- Current time

Inserting and working with tables

- Insert table. Opens a new window where you enter settings for the table
- Edit Properties. Change the look and feel of rows and individual cells
- Insert/remove rows
- Insert/remove columns
- Merge/Split cells
- Remove formatting + Toggle table gridlines