

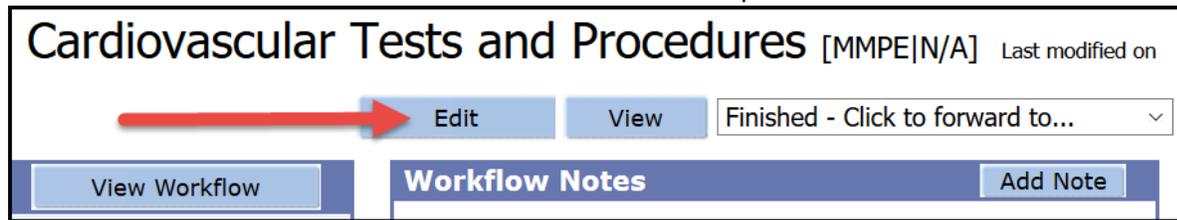
# Editing Tool

## Key Features and How to Use Them

The tool has many capabilities. Here we have tips on the ones you are most likely to use.

### How do I access the editing tool?

- Login as you normally would; Chrome, Safari, and Firefox browsers are preferred. IE 11 will work but may be slower. Edge will not work.
- Open a chapter from your Current Tasks list
- Click the “Edit” button on the Toolbar below the chapter title



### How do I edit text?

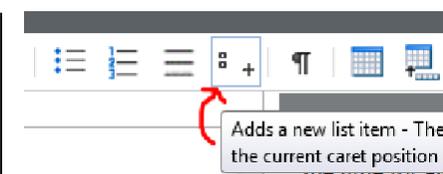
- Expand the topic you wish to edit by clicking on the green right arrow (▶)
- Add and delete text as in any editor (eg, Word)
- To add a paragraph, position the cursor anywhere in the paragraph above where you want the new one and either click the new paragraph toolbar button (¶) or right click and select “paragraph”.
- To split a paragraph, position the cursor where you want the split, hit Enter and select “Split Para”
- When done with a topic, click on the green down arrow (▼) to collapse the topic, which improves performance

### How do I cut, copy and paste?

- Cut/Copy/Paste shortcut keys function like they do in Word
  - Ctrl + C = Copy
  - Ctrl + X = Cut
  - Ctrl + V = Paste
- Toolbar buttons for cut/copy/paste will be available later

### How do I add bullets to a list?

- Click in the list item above where you want to add bullet
- Click the toolbar “add new list item” icon:

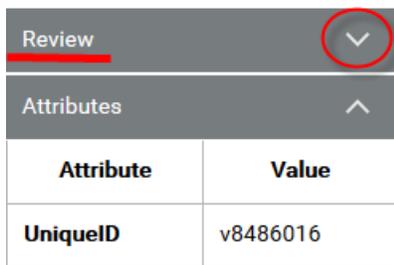


## How do I add a row to a table?

- Position the cursor anywhere in the row above where you want the new row
- Click toolbar icon for “insert table row” (  )

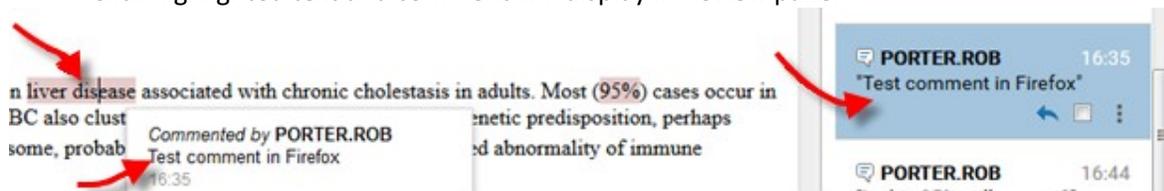
## How do I read Comments?

- Expand the topic in which you want to see comments
- Open the Review panel on the right side of the chapter window (if closed) by clicking the Down arrow



Review	
Attributes	
Attribute	Value
UniquelD	v8486016

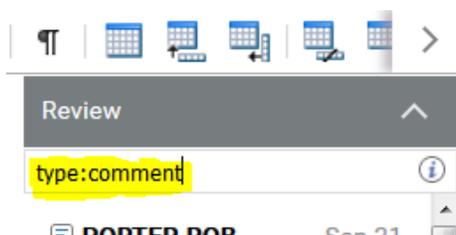
- Mouse over highlighted text and comment will appear **OR**
- Click highlighted text and comment will display in Review panel



## How do I read ONLY comments?

This version includes both text revisions and comments in the same review panel. HOWEVER, you can filter the panel to show ONLY comments.

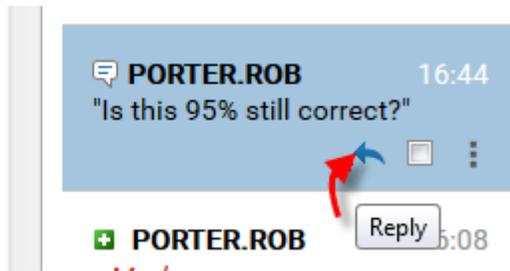
- Type the following in the filter box: type:comment
- (Don't use any spaces)
- Press Enter



## How do I reply to Comments?

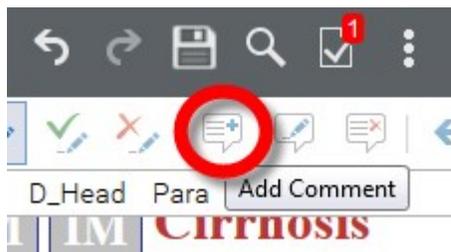
- Open the Review panel (if closed) by clicking the Down arrow
- Click highlighted text of comment to which you're replying
- Comment will display in Review panel
- Click “Reply” arrow and type answer in comment window that opens

t (95%) cases occur in position, perhaps ity of immune



### How do I add Comments?

- Highlight a few words of text on which you wish to comment
- Click “Add Comment” button on toolbar and type in the comment window that opens



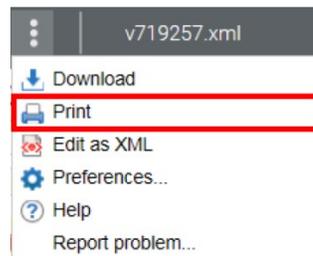
### How do I see the document without changes (original unedited) or as if all changes were accepted?

On the Toolbar, click the down arrow of the “Track Change View” icon (  ) and choose between viewing all changes and comments, the final document, or the original document. The default is View All Changes/Comments.



### How do I print the document?

- ❑ On the top, gray toolbar, click on the **More** button (  ) and select **Print**



## HOW TO ADD CONTRIBUTOR IMAGES IN THE PORTAL



First, hit the  button and load the file in the Web Media Information element:

**Add Multimedia**

**Multimedia Information**  
*Please enter the information for the Multimedia object, then click OK below:*

Type:

Title:

Caption:

Credits:

Source Image:  

**Web Media Information**

Web Image:  

**OK**

Choose the type

Then give the photo a title, caption and credits.



Select the  [magnifying glass] icon in the **Source Image** section and load your photo from your computer.



Select the  [magnifying glass] icon in the **Web Media Information** section and load the same photo from your computer. 

Click okay, you then be able to see the image in the chapter.