

Text editing

Basic text editing: How to format text and add links to text.

Text basics



1 Drag handle

Use this to drag a text block a different row

2 Settings button

Click to open the text block for editing

3 Delete button

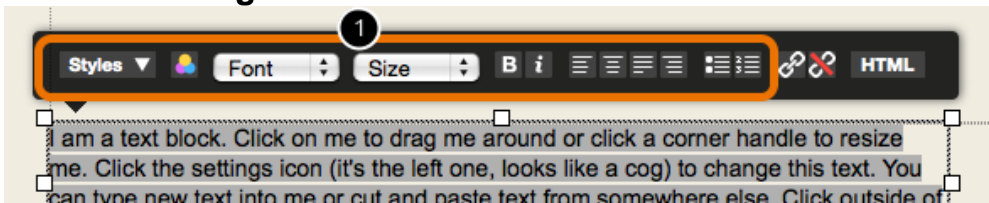
Remove text block from page

4 Help button

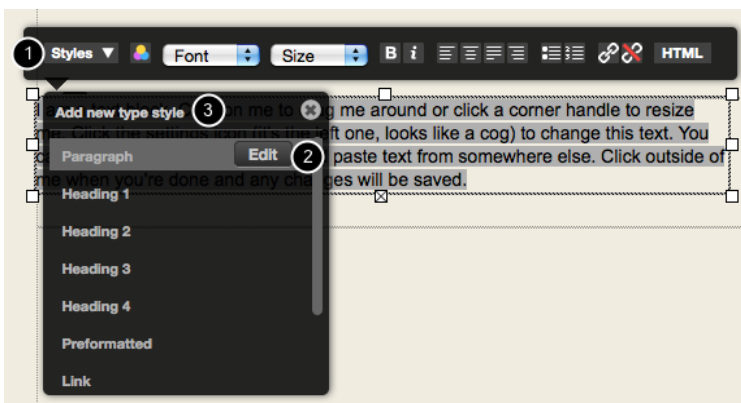
5 Click and drag

Click and drag within the content to position the text block within the row. You can also use the arrow keys on your keyboard to nudge the position.

Text formatting

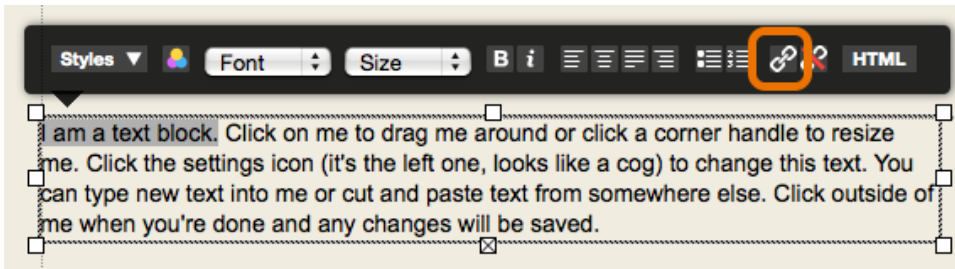


Select all or some of the text in the text block and click any of the formatting controls (1) to format the selected text.



Click the styles menu (1) and click on style name (2) to apply a style.

Add a link to selected text



Select some text and click the link button

A screenshot of the 'Link Editor' dialog box. It has three sections: 'Internal Link' with a dropdown menu showing 'Select an internal page' and a circled '1'; 'External Link' with a text input field containing 'http://www.basekit.com' and a circled '2'; and 'Link Target' with a dropdown menu showing 'Opens in this window' and a circled '3'. At the bottom are 'CANCEL' and 'SAVE LINK' buttons.

To link to a page on your site use the **Internal link menu (1)**. To link to an external page, paste the URL in to the **External link field (2)**. To make the link open in a new window use the **Link Target menu (3)**.

Adding a mailto link

A screenshot of the 'Link Editor' dialog box. The 'External Link' field contains 'mailto:someone@somewhere.com' and is circled with a '1'. The 'Internal Link' field shows 'Select an internal page' and the 'Link Target' field shows 'Opens in this window'. 'CANCEL' and 'SAVE LINK' buttons are at the bottom.

The link editor can also be used add 'mailto' links (1). With a mailto link, clicking on the link will open the user's email application and create an email to the address in the link.

The syntax is <mailto:someone@somewhere.com>