

# 5 The Text Editor Explained



**Description:**  
The Text Editor allows you to change the format of the description.

**Top Line:**

**Text Format:**

- ① Bold text,
- ② *Italic* text,
- ③ Underscored or Underlined text,
- ④ ~~Strikethrough~~ text.

(NB: These 4 can be used **together**.)

**Alignment:**

- ⑤ Align text to the **Left** - most common,
- ⑥ Align text to the **Centre** - often used for headings,
- ⑦ Align text to the **Right**.

**Indent:**

- ⑧ Indent text - i.e. move text to the **right**. Can click repeatedly to move text further over,
- ⑨ 'Outdent' text - i.e. move text to the **left**.

**Lists:**

**Bulleted List:**

- Sheep
- Cows
- Chickens

**Numbered List:**

1. Sheep
2. Cows
3. Chickens

⑩ Bulleted List,  
⑪ Numbered List.

**Colour:**

- ⑬ Select text color,
- ⑭ Select background color.

(NB: These 2 can be used together.)

Colour can provide **emphasis** in text

Background colour also **provides emphasis**

The **next 3 buttons** handle Hot Links and Images:

- Insert/edit link } - See sheet 6.3 for instructions on 'Hot Links'.
- Unlink
- Insert /edit image - See sheet 6.1 for instructions on 'Putting pictures in a Topic'.

Then there are the **Undo** and **Redo** buttons.

Finally there is the **HTML** button - see explanation overleaf (bottom).

**Middle Line:**

Paragraph Address

Preformatted

**Heading 1**

**Heading 2**

**Heading 3**

Heading 4

**Heading 5**

Heading 6

-- Font family --

Andale Mono  
Arial  
Arial Black  
Book Antiqua  
Comic Sans MS  
Courier New  
Georgia  
Helvetica  
Impact  
Symbol  
Tahoma  
Terminal  
Times New Roman  
Trebuchet MS  
Verdana  
Webdings  
Wingdings

-- Font size --

1 (8 pt)  
2 (10 pt)  
3 (12 pt)  
4 (14 pt)  
5 (18 pt)  
6 (24 pt)  
7 (36 pt)

The Paste as Plain Text and the Paste from Word buttons open a window to type or paste text into.

The Select All button does just that - selects everything in the text editor.

**Bottom Line:**

1 2 3 4 5 6

**Table Editing buttons**  
- see 6.2 Using tables to organize lists.

1 Inserts a **horizontal line** into the text.

2 Removes formatting from your text.

3 Toggles between on and off for guidelines and invisible elements.

4 Changes text to **Subscript** - i.e. smaller and lower.

5 Changes text to **Superscript** - i.e. smaller and higher.

6 Inserts a **Custom Character** - e.g. the Euro and Pound Signs.

**Custom Characters available include:**

€ £ ¥ © ™ ♣ ♥ ♦ ∞

**HTML Button:**

This allows you to edit the **HTML (Hyper Text Markup Language) source** - this is the program code that formats web pages. HTML is created automatically by Kete for each page (i.e. topic, image etc.) and using this button lets you see that HTML.

- This means that you can copy the HTML from one page to another and in this way you can **copy the exact format** from a page you like.
- For example if you see a table format you would like in Kete, you can click on the HTML button and copy the code to the clipboard. Then you can paste this code into another page (once again via the HTML button) then edit it and put in your information.