Creating Aliases

This section will guide you through the basic options available in the basic page editor toolbar. Not all of the functions will be explained; however, those that are mentioned or listed in other places in the guide are identified in this section.

1. Paragraph Format: By selecting the arrow to its right-hand side a drop-down list of options will appear describing different text formats such as “Heading,” “Normal,” and “Address.”
2. Bold
3. Italic
4. Link: This will allow you to create links between pages, files, etc. For more on how to use this function, see here (LINK).
5. Image Editor: By selecting this tool you will be able to alter images that you place on the page.
6. Video Editor: By selecting this icon you will be able to edit videos.
7. Bulleted List: If you are copying and pasting text into the page editor, oftentimes Drupal will incorrectly format lists. In order to have a properly formatted list, use these tools to create them from scratch.
8. Numbered List: If you are copying and pasting text into the page editor, oftentimes Drupal will incorrectly format lists. In order to have a properly formatted list, use these tools to create them from scratch.
9. Indent/Tab: This will allow you to insert indents into your text. The “tab” key on your keyboard will simply jump between options on the page, it will not create indented text.
10. Table Creator: This tool is used frequently in creating content for the EEIC Courses pages. To use this tool, simply select the icon, fill out the desired number of rows and columns in the dialogue box, and select “OK.” Other formatting options are available for this function.
11. View Source Code: By selecting this icon, you will be able to see the HTML code behind your page content.
12. Finder: Selecting this icon will allow you to search for text within the content of the selected page.
13. Spell Check
14. Full Screen: This icon will bring the content of the editor box into full screen mode.