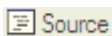

























Getting Started in OHANA

WYSIWYG EDITOR TOOLBAR FEATURES

Toolbar Element	Function
	View or edit the text in the HTML source code (for advanced users).
	Cut the highlighted text to the clipboard.
	Copy the highlighted text to the clipboard.
	Paste the data copied to the clipboard (with or without formatting).
	Paste content copied from Microsoft Word or similar applications.
	Undo the most recent action taken.
	Redo the most recent action taken.
	Find a word or phrase within the document.
	Find and replace a word or phrase within the document.
	Select All - Select the entire text in the text editor box.
	Check Spelling
	Spell Check As You Type (SCAYT)
	Remove the formatting from the highlighted text.
	Changes the color of the text.
	Changes the background color of the text.
	Creates a new form block into the page. <i>(must know advanced coding to be able to use)</i>
	Inserts a checkbox to the page. <i>(may require advanced coding to be able to functionally use this)</i>
	Inserts a radio button to the page. <i>(may require advanced coding to be able to functionally use this)</i>
	Inserts a text field into the page. <i>(may require advanced coding to be able to functionally use this)</i>
	Inserts a multi-line text area into the page. <i>(may require advanced coding to be able to functionally use this)</i>
	Inserts a selection field into the page. <i>(may require advanced coding to be able to functionally use this)</i>
	Inserts a form button into the page. <i>(may require advanced coding to be able to functionally use this)</i>
	Inserts a hidden field into the page.
	Applies bold , <i>italic</i> , <u>underline</u> or strikethrough formatting to the highlighted text.

	Superscript or subscript the highlighted text.
	Creates numbered or bulleted lists.
	Increase or decrease the text indentation.
	Sets the text alignment (left, centered, right or justified).
	Creates a table with the defined number of columns and rows.
	Inserts a divider line (horizontal rule) into your text.
	Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).
Font <input type="text"/>	Drop down box allows you to pick font to format the appearance of your text
Size <input type="text"/>	Drop down box for formatting the size of your text.
	Inserts images into the document and allows you to Edit the image.
	Inserts an Adobe Flash element into the page. <i>(may require advanced coding to be able to functionally use this)</i>
	Insert Rotating Image
	Upload a file from your computer to create a link to it on the page you are designing.
	Inserts a link to another OHANA Item from within your site.
	Converts or removes the text in hyperlinks. It may also be used to manage file uploads and links to files on the web server.
	Inserts or modifies a link anchor.