

Using the Text Editor

The text editor used in the OPIS reporting tool is intended to aid in formatting information you want to include in your report. This editor is not intended to replace your word processor (like MS Word).

Entering Information:

You may type directly into the editor or you may copy from another document. If you are copying from another document, first copy the text and paste into an external text editor (such as Notepad). Edit the text as necessary. Copy and paste into the OPIS text editor, and format as needed. To paste content in the text editor, you can:

1. Click in the text editor and press CTRL + V on your keyboard, or
2. Right click in the editor box (a menu box will appear), highlight **Paste**, and left click

Creating a Web Link:

To create a web link, you may type the entire URL into the editor (including http://) or you may paste the link from another source. To create the link, highlight the text you want to make the link. You can:

1. Click on the icon in the upper right corner of the text editor block, or
2. Right click on the highlighted text (a menu box will appear), highlight **Make Link**, and left click

Both options will open a small window titled **Insert/Modify** link. Enter the URL (including http://). There is an option for a **Target**; this determines where the webpage will be opened when you click on the link you created. It is recommended that you select **None** (page will open in the same browser window as the report) or **New Window** (the link will open in a new window, leaving the report in another browser).

After you have created a web link, new options will be enabled. You may highlight the link and right click. The following options are available:

- **Modify Link** (only highlight the link, not additional space): Opens the **Insert/Modify** link small window and allows you to make changes to the existing link.
- **Check Link**: Opens a new browser window with the web link you entered. This allows you to confirm the validity of the link you typed.
- **Remove Link** (only highlight the link, not additional space): Removes the web link associated with the text, you will receive a confirmation message. When you select **OK** the link will be removed, but the text in the editor remains unchanged.

Add Image to Text Editor:

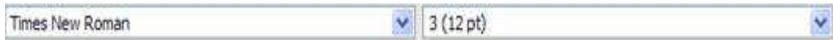
- First, upload the image to your report.

- Select **Display Attached File** to preview the image in a floating window.
- Open the Background or Current Status that you wish to add the image. This will open in a floating window.
- Arrange the windows so that you can see both.
- Click in the text editor box to activate.
- Move your mouse over the image and left click and hold. With the mouse button down, drag your cursor from the image to the text editor box.
- When you are over the activated text box, a small plus sign will appear below your cursor. This plus sign indicates that the image has been copied.
- Release the mouse button. The image will now appear in your text editor box.

Link Attached Files from Text Editor:

- First, upload the file to your report.
- Select **Display Attached File** to preview the file information in a floating window.
- Right click the link **Click to Download** and select **Copy Shortcut**.
- Open the Background or Current Status that you wish to add the file. This will open in a floating window.
- Click in the text editor box to activate.
- Select the location for the link to the file and paste the link in the text editor box:
 1. Click in the text editor and press CTRL + V on your keyboard, or
 2. Right click in the editor box (a menu box will appear), highlight **Paste**, and left click
- The file will be linked from the Background or Current Status section.

Summary of Formatting Options:

- Change font type and size 
- Enlarge editor to full screen 
- Bold, Italics, Underline 
- Text alignment 
- Bulleting (numbered list, bulleted list) 
- Tab alignment 
- Text and fill coloring 
- Insert web link 
- Source code (use this only if you are familiar with HTML)
- HTML cleanup tool  - If you are pasting text from another text editor (like MS Word) or from a webpage, then you may use this function to tidy up any underlying HTML problems. When you click on the icon, several options will appear. Select the items that are needed and select **OK**. The HTML will be cleaned and you will return to the text editor. If you accidentally select this icon, then you may select **Cancel** and no changes will be made.