

Using the Rich Text Editor to Update Content

Overview

The CMS has a rich text editor that is used in a number of contexts to update content:

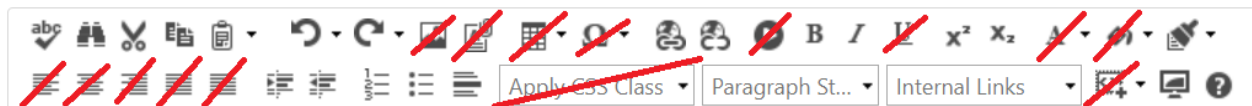
- Editing a Content Area on a Page
- Editing the contents of an Accordion Section on a Page
- Editing the contents of an FAQ Answer
- Editing the Details field of a News Item
- Editing the Details field of an Event

In this cheat sheet, we explain some useful features of this rich text editor that are not intuitive.

Rich Text Editor Controls

For the most part, many of the controls found in the toolbar of the rich text editor are the same controls found in Microsoft Word and other word processing software. You can hover over an icon on the rich text editor's toolbar to see the name of that control.

Since the rich text editor for the CMS is used to edit content that will appear on the web, some controls are for special cases that you will not need, and there are some useful controls that might need explanation. The image below shows the toolbar of the rich text editor with certain controls having a red line through them. These are controls that you will not need to use for your updates.



Explanations for the unintuitive controls are as follows:

-  – Start spell checker.
-  – Opens the Find and Replace dialog for searching for text or replacing text.
-  – Paste function. Using the “Paste Plain Text” function that appears when you click the dropdown arrow allows you to paste the text without any formatting. If you want to paste what you have copied as-is, use the keyboard shortcut CTRL + V.
-  – Turn the selected text into a hyperlink. Opens the [Hyperlink Manager](#)
-  – Remove the hyperlink from the selected text.
-  – Remove formatting from the selected text. If you click the dropdown arrow, you should only ever select the “Remove All Formatting” option so that the text will go back to its default formatting.

-  – Insert a horizontal divider where the text cursor is.
-  – Change the style of the selected text. This dropdown allows you turn selected text into headers or back to normal paragraph-style text.
-  – Expand the rich text editor to fill the entire browser window.
-  – Access Granicus’ support documentation for the rich text editor.

Adding Links in a Content Area

Depending on what you’re linking to, you’ll either use the Hyperlink Manager or the Internal Links dropdown to add hyperlinks to a Content Area. The table below shows which option to use for what item you are linking to:

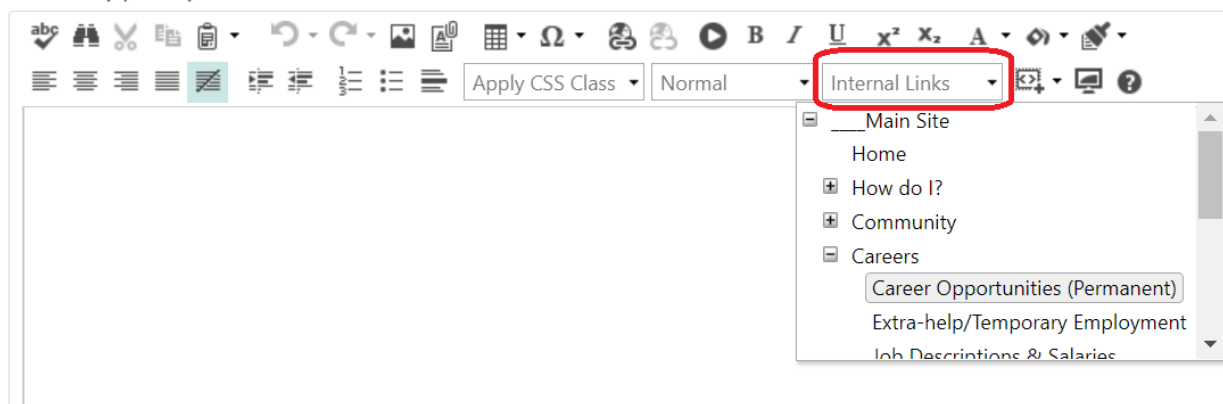
Item Being Linked	What to Use
Internal Page (Page in the CMS)	Internal Links Dropdown
Internal Document (Document in Document Central)	Hyperlink Manager
External Page (Page outside the CMS)	Hyperlink Manager
External Document (Document outside the CMS)	Hyperlink Manager

For adding a link, we recommend typing the text you wish to use as the link first, selecting it, and then creating the link via one of the methods explained below.

Linking to Internal Pages Inside the CMS

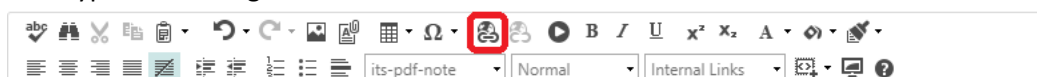
To link to a webpage **inside** of the CMS, after selecting the text that you want to link click on the **Internal Links** dropdown that is on the toolbar of the editor. The page tree structure will appear for you to click through to the desired page.

Details *(optional)*



Using the Hyperlink Manager

The Hyperlink Manager can be accessed from the toolbar of the rich text editor.



Below is a screenshot of the Hyperlink Manager and descriptions of the settings that should be modified:

The screenshot shows the Hyperlink Manager dialog box with the following fields and annotations:

- URL:** /home/showdocument?id=2190. (Annotated with a blue box and arrow pointing to the text: "URL: The website or PDF that the link will go to, see additional details below")
- Link Text:** CMS Training Reference Guide-All C (Annotated with a red box and arrow pointing to the text: "Link Text: How the link will be labeled in the content section")
- Target:** Same Window (Annotated with a green box and arrow pointing to the text: "Target: Controls whether the link will open in a new tab or the same tab. This setting should be set to **Same Window**."

Other fields include ID, Existing Anchor (None), Tooltip, and CSS Class (Apply Class). Buttons for OK and CANCEL are at the bottom.

- To link to a webpage or a document **outside** of the CMS, paste the URL (address) for that site or document into the URL field and update the Link Text field if you want the link label to be something besides the URL.

The screenshot shows the Hyperlink Manager dialog box with the following fields:

- URL:** https://www.google.com
- Link Text:** Google
- ID:** (empty)
- Target:** Same Window

Buttons for OK and CANCEL are at the bottom.

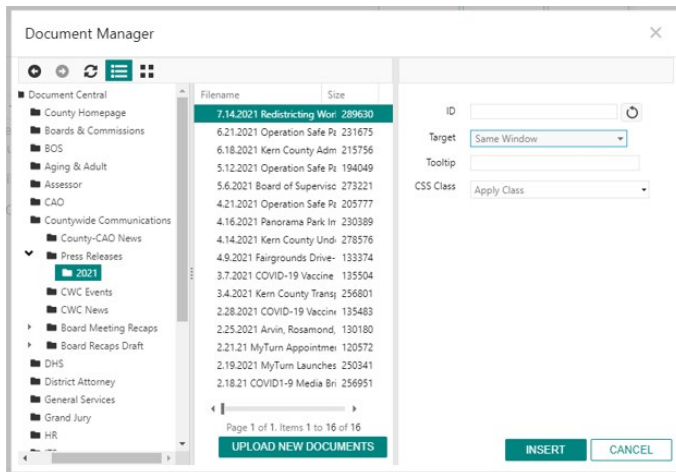
- To link to a document that is **inside** the CMS, click on the file icon to the right of the URL field:

The screenshot shows the Hyperlink Manager dialog box with the following fields:

- URL:** (empty) with a file icon button highlighted by a red box.
- Link Text:** CMS Training Reference Guide-All C
- ID:** (empty)
- Target:** Same Window

Buttons for OK and CANCEL are at the bottom.

Then you can choose your file from the Document Central box and click “Insert”.



Once you’ve clicked “Insert”, you will be taken back to the Hyperlink Manager screen where you will see the URL of the document has been inserted in the “URL” field.

Hyperlink Manager

	Hyperlink	Anchor	E-mail
URL	/home/showdocument?id=2190		
Link Text	CMS Training Reference Guide-All C		
ID			
Target	Same Window		