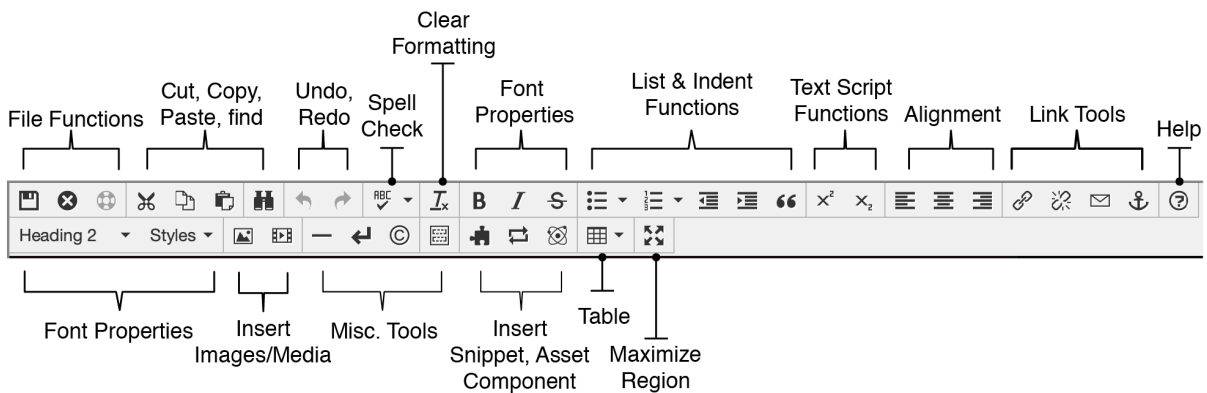


Page actions tool bar



- **Preview:** Show a rendered version of a page before publishing or sending for approval
- **Edit:** Select a page region to edit
- **Source:** Edit the XML source code of the page.
- **Properties:** Update any metadata properties defined on a page and modify page access 3
- **Versions:** Show proposed page changes with current page, or any previously published version of a page that has been backed up to the versioning archives, or revert to a previous version of the page
- **Page Check:** Check the pages for spelling, valid links, and W3C validation (some or all of these options may be disabled by an administrator.)
- **Save Versions:** Save a copy of the page to the versioning archives without publishing the page to the production server.
- **Check In/Out:** Assign the content to the desired user account to prevent other users from modifying the content.
- **Publish Options:** Publish the page to the production server, schedule a publish, submit the page to another user for approval, or set the content to expire.
- **Content Help:** Provides useful information regarding the Page Actions toolbar.

Editing Ribbon



- **File Functions:** Save or revert changes on a page
- **Cut, Copy, Paste, Find Functions:** Find specific content and cut, copy, paste, or paste as plain text

- **Undo Redo Functions:** Undo/redo changes made on a page
- **Spell Check:** Run spell check on the content. Supports English, French, Spanish, Portuguese, and Italian
- **Clear Formatting:** Remove all selected text formatting and return the text back to the default settings for a page.
- **Font Properties:** Add bold, italic, underline, and strikethrough to selected content
- **List & Indent Functions:** Create an ordered list or indent content
- **Text Script Functions:** Turn selected content into superscript or subscript text
- **Alignment Functions:** Move selected text (left, center, right) or justify the text (does not apply to tables – use table cell props)
- **Link Tools:** Insert/edit links, insert mailto links, and create anchors
- **Help:** Display the Help window
- **Font Properties:** Define font family, font size, and format for selected text, add sitespecific styles, and apply font or background colors to text
- **Insert Images/Media:** Add/edit images and videos on a page
- **Misc. Tools:** Add horizontal rules, line breaks, special characters, clean up messy HTML code, toggle invisible elements, and view/modify the HTML code for a region.
- **Snippet:** Insert a preconfigured snippet of code to be used as a template
- **Asset:** Insert a global asset
- **Component:** A reconfigured form that transforms into specialized web page function.
- **Table Tools:** Create/edit tables within a page
- **Maximize Content Region:** Allows the edit area to expand the width of the page for easier editing.