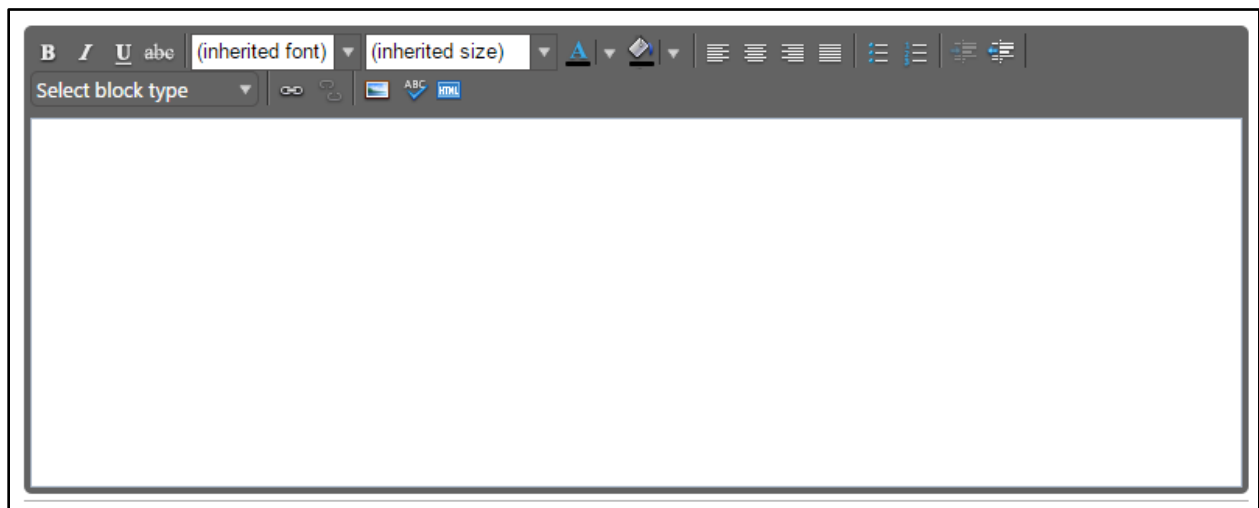# Rich text editor detailed instructions

The rich text editors within the **CurricUNET** system provide several tools to help you format your information. Unfortunately, copying and pasting an outline straight from **Microsoft Word** or a similar program will **not** provide a properly formatted outline. There are a few ways to create an outline that will be formatted properly. Please note that the **Rich Text Editors** do not currently support tables or charts.
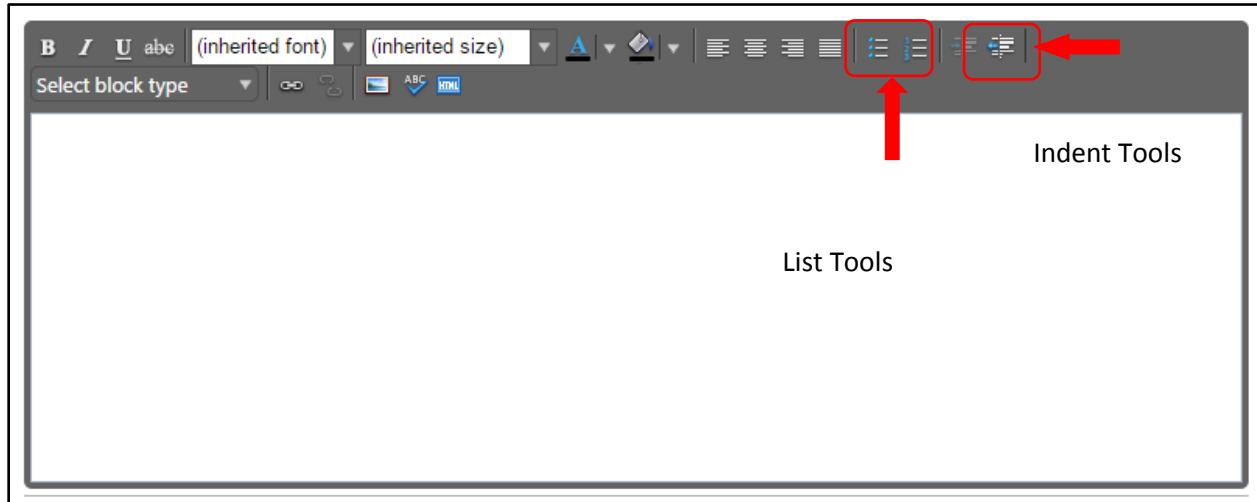
If pasting a paragraph of text (as you might for a course description) into the **Rich Text Editor**, you must paste it as plain text. On a windows based computer, type **Ctrl+Shift+V**, or right click on your mouse, and select **Paste As Plain Text**. If you do not do this, hidden formatting tags will interfere with the internal tools of the editor and cause problems with reports.

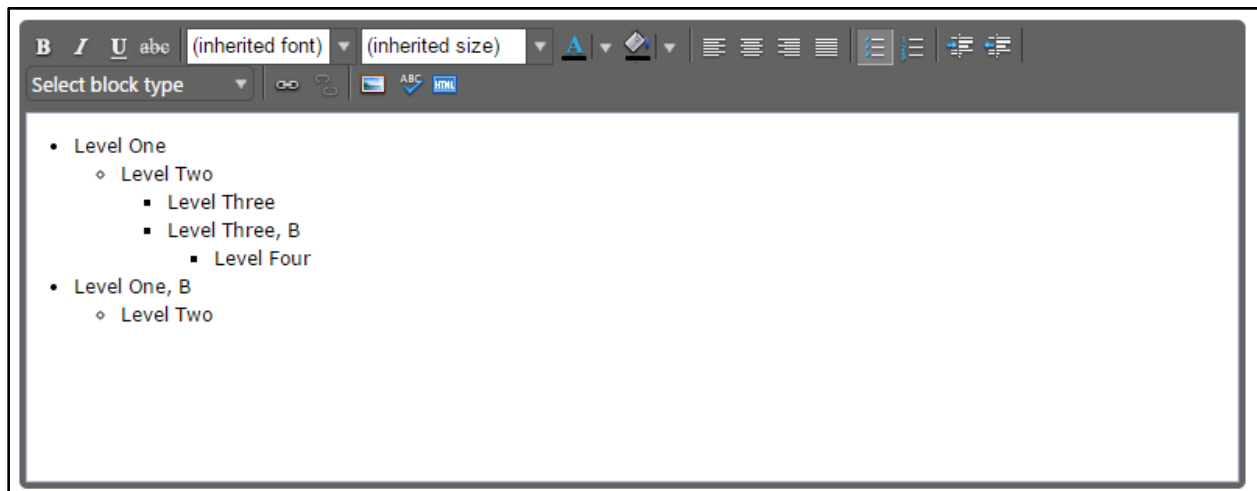An outline or list requires additional changes.

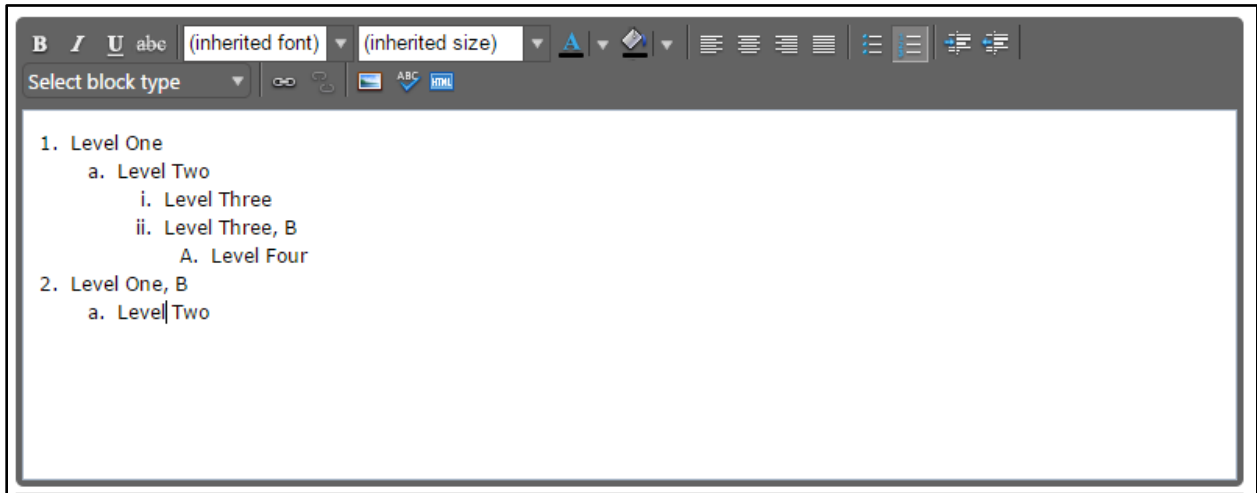## Creating an outline within the rich text editor

The best way to produce a properly formatted outline is directly in the rich text editor. You may enter your line headings as you see fit, or use the built-in list tools. The left button creates a bulleted list, and the right button creates a numbered list. Use the indent tools to create levels within the list. Click the far right button to indent, or the left indent button to remove an indentation.
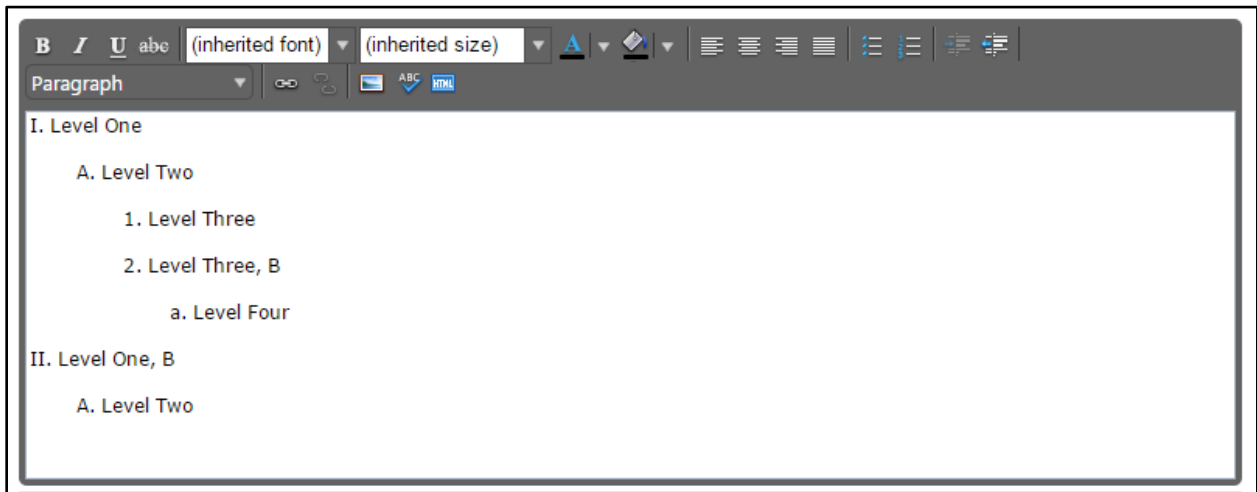

Below is an example of a bulleted list with several levels of indentation:

In addition, an example of a numbered list with several levels of indentation:

```
B  I  U  abc  (inherited font) ▼  (inherited size) ▼  A ▼ ◆ ▼ | ≡ ≡ ≡ ≡ | ⅛ ⅜ | ⇥ ⇤
Select block type        ▼  | ∞ ⌒ | ▭ ABC HTML

  1. Level One
        a. Level Two
              i. Level Three
             ii. Level Three, B
                    A. Level Four
  2. Level One, B
        a. Level Two
```

If you choose to not use the list tools because you would prefer to specify your own level beginning designations, you may do so, using the indentation tools as needed.

```
B  I  U  abc  (inherited font) ▼  (inherited size) ▼  A ▼ ◆ ▼ | ≡ ≡ ≡ ≡ | ⅛ ⅜ | ⇥ ⇤
Paragraph            ▼  | ∞ ⌒ | ▭ ABC HTML

I. Level One

        A. Level Two

              1. Level Three

              2. Level Three, B

                    a. Level Four
II. Level One, B

        A. Level Two
```
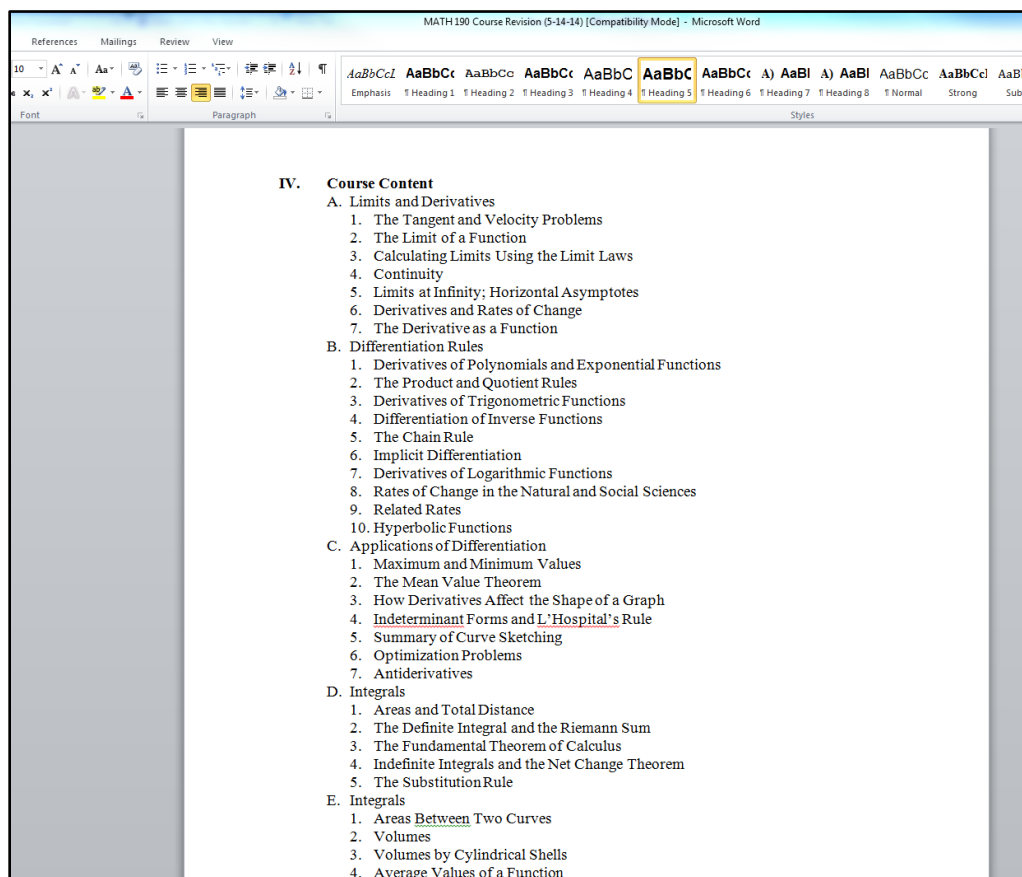
Creating An Outline In Microsoft Word, Notepad, Or A Pdf Reader

If you wish to use **Microsoft Word** or a similar program to create the initial outline, you must follow several steps to produce a properly formatted outline or text.

If you use **Microsoft Word**, or a similar program, you must first copy the outline into a program such as **Notepad**, which will strip out the internal formatting within the text, or as a **PDF** file.
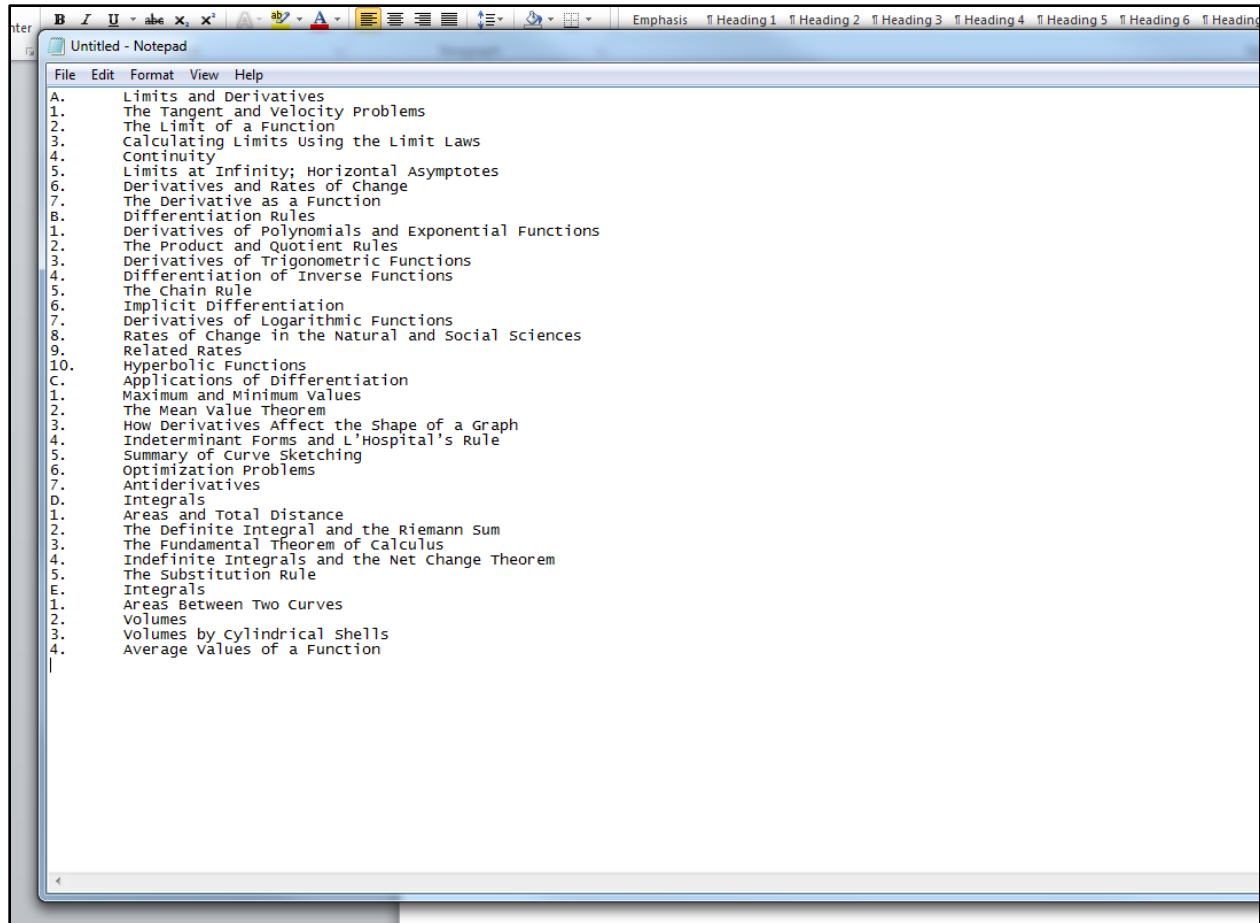
Create your outline

As an example, here is a course outline created in **Microsoft Word**. After you create the outline, you copy the file to **Notepad** or save it as a **PDF**.
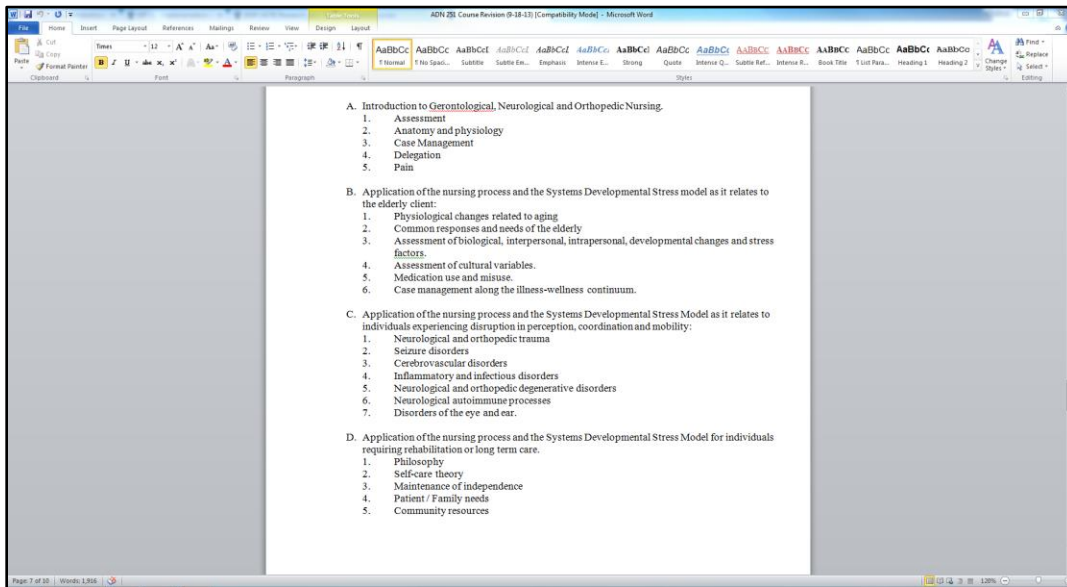
Copy To Notepad

Copy the outline into **Notepad** (or a similar plain text writing program), which will strip out formatting. (you could also begin in **Notepad** and compose your outline within that program.)
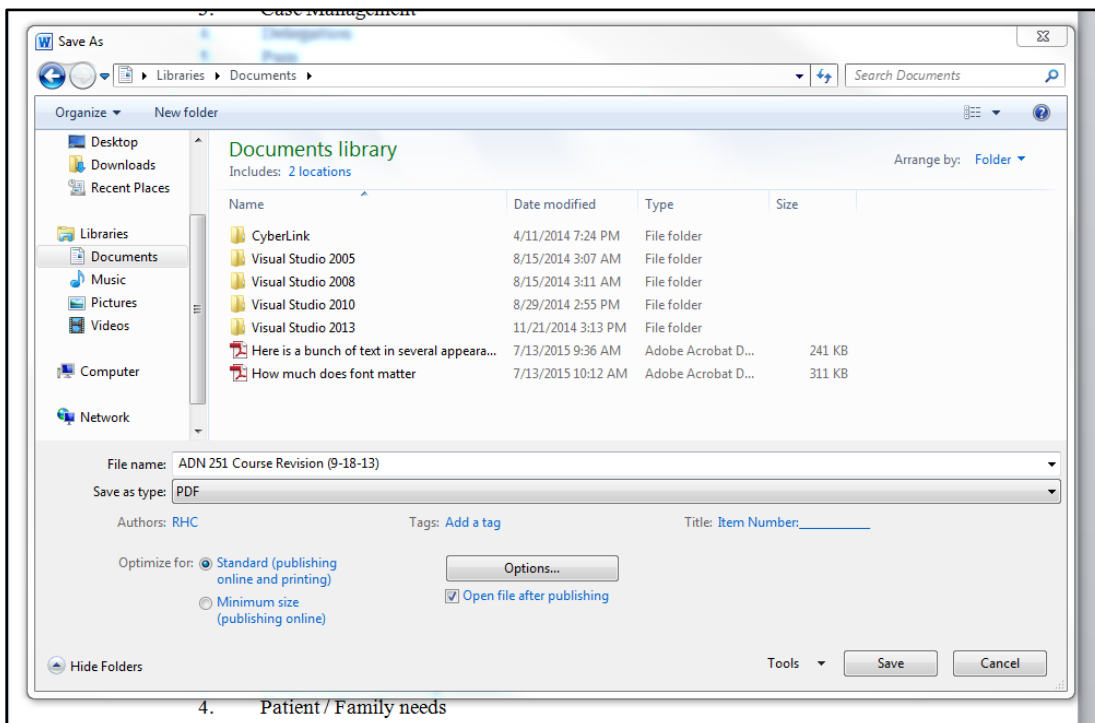
Save As A PDF

Please note that with this method, using a **Sans Serif Font** (such as **Helvetica** or **Arial**) tends to provide the best results. Using a **Serif Font** such as **Times New Roman** or **Georgia** is possible, but may require some additional proofreading to make sure that all spaces and letters copied correctly.

You can save your **Word** files as a **Pdf**. On **Microsoft 2010** and newer, do this by clicking **File** and **Save As**.
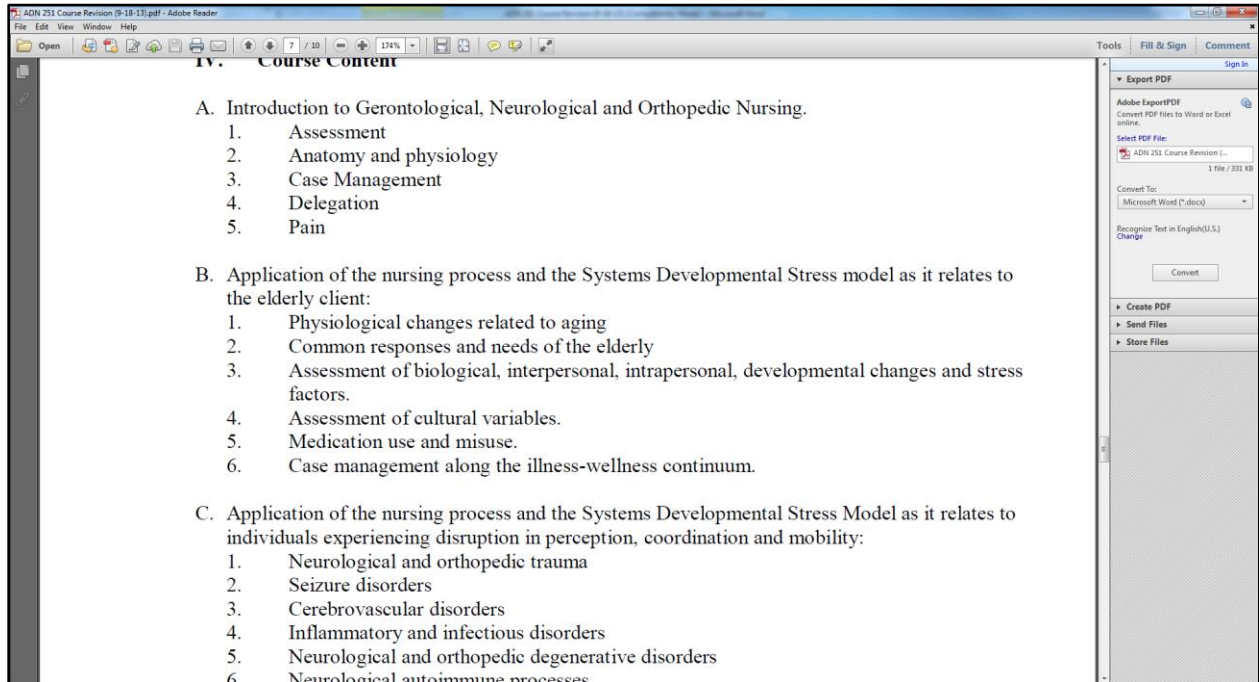

Enter/edit the **File** name, then use the **Save As** type dropdown menu to select **PDF**, and click **Save.**

You will now be able to open this file in your **PDF** reader (such as **Adobe Acrobat** or **Adobe Reader**).
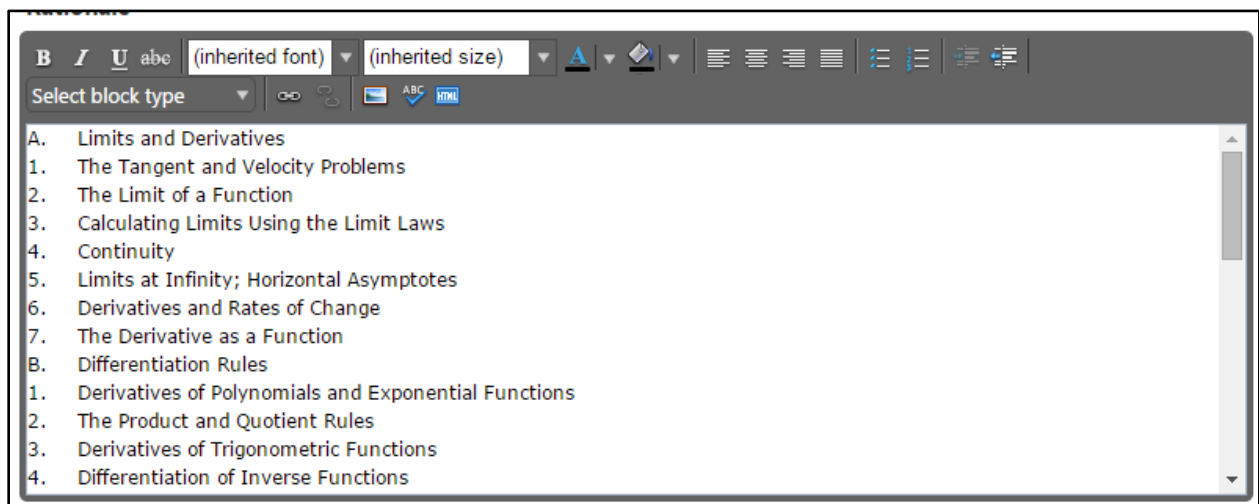
You can also scan a hard copy of a document to get to this point, but be sure to save it as a text **PDF** file, not an image.
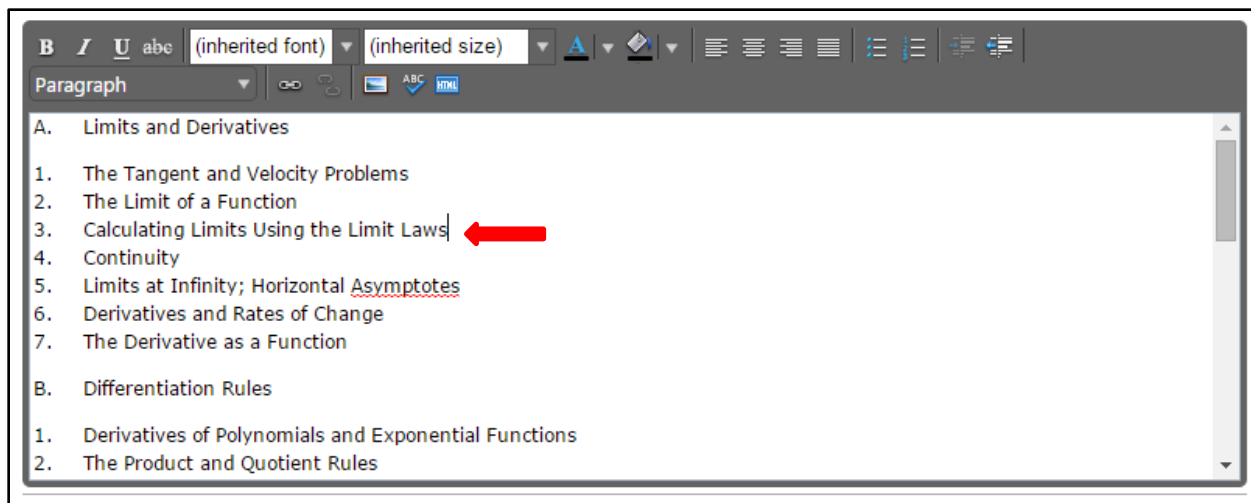

Copy the text from **Notepad** or a **PDF** reader and past it into the **Rich Text Editor**.
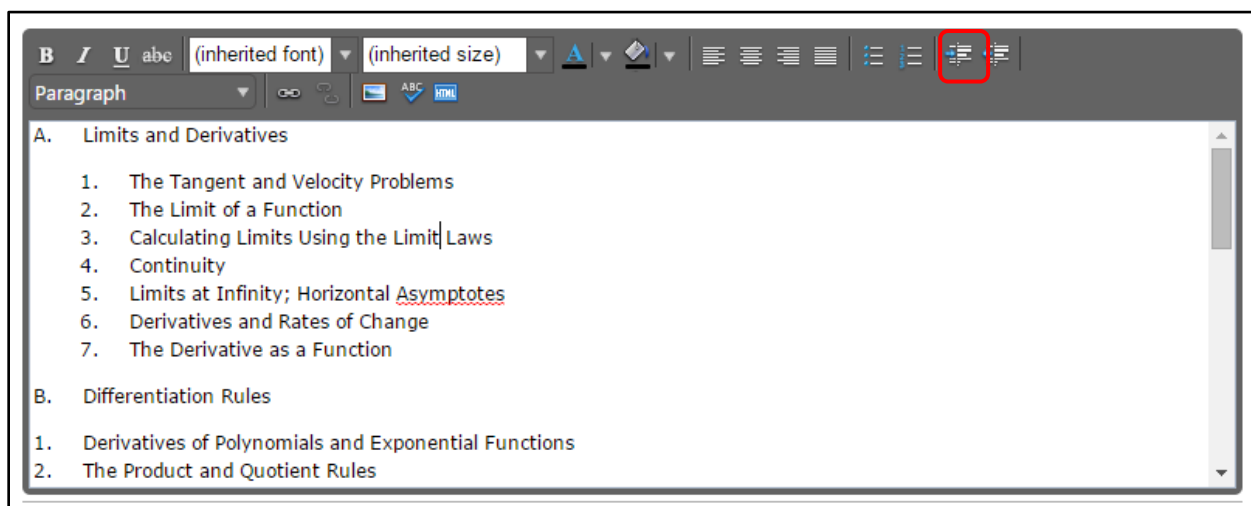
Proofread carefully to make sure that no unnecessary line breaks copied over, and that all spaces and characters copied correctly.

To create indented levels, select the end of the last line before the indentation, and press **Enter** on your keyboard. Select the end of the last line of the indentation, and press **Enter** again. This will create a new block of text. You **Must** add these additional hard returns to indent text.
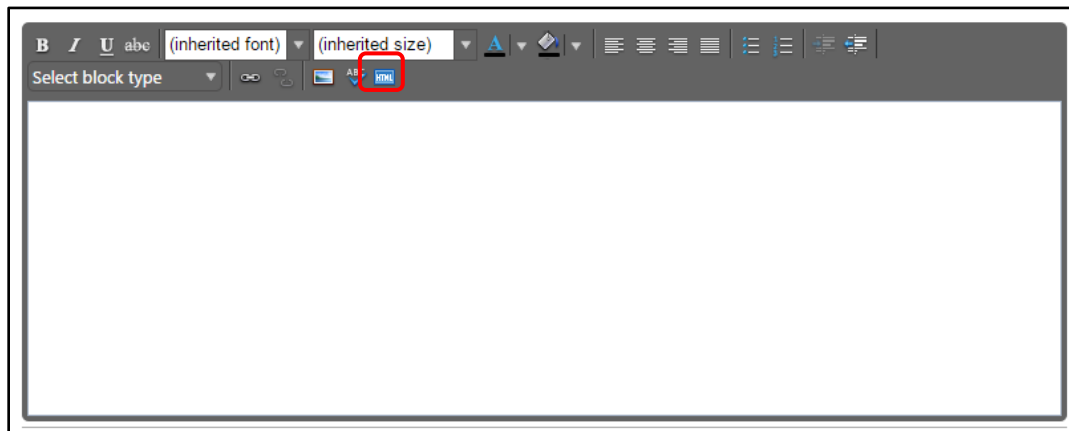
Click within the block to be indented, and click the **Right Indent** formatting influence on the **Rich Text Editor**. To indent a second level, click the button once. For a third level, click twice, etc. Do this for each level.
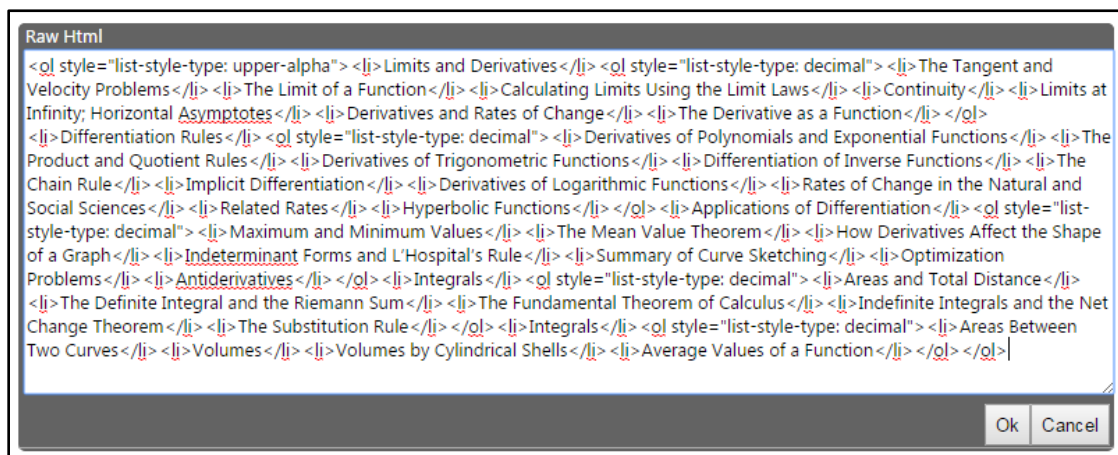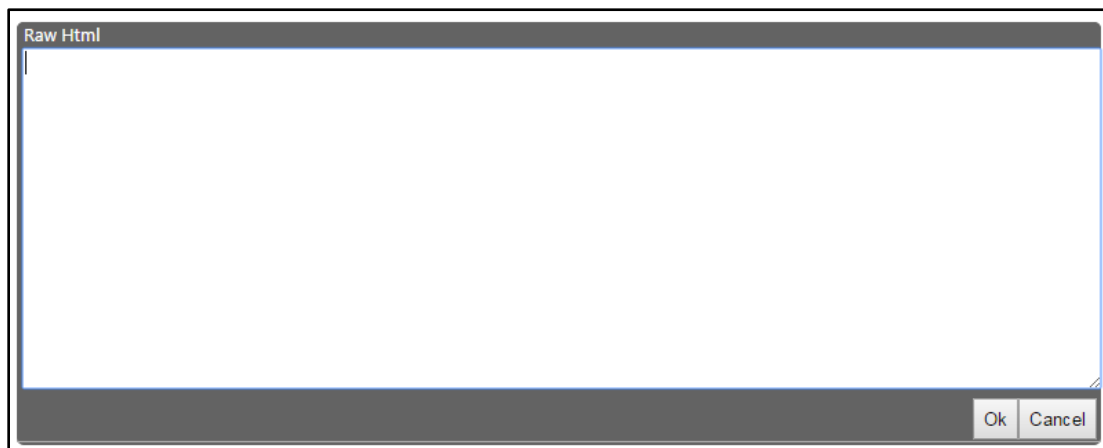
Creating An Outline Using Html

The third way to create a properly formatted outline requires **HTML** skills. If you have the **HTML** skills to write your outline in this method, click the **HTML** button.

This will change the view of the **Rich Text Editor**. Enter the **HTML** in this field, then click **Ok**.

If done correctly, this will produce an outline in the **Rich Text Editor**.