samegoal

Rich Text Editing/Toolbar

You may richly format text using the application toolbar in any textbox. This allows you to create richly formatted documents, including tables and lists, and allows you to easily copy/paste from other programs while maintaining original formatting.

Using the toolbar

To use the toolbar:

- Click inside a textbox. If the toolbar was previously disabled, clicking the field will now enable it for use.
- Click the toolbar buttons for your desired formatting option.
- If you have already typed text and would like to go back and format it, highlight the text, then click the button of the desired formatting option.

Toolbar options

The toolbar includes the following:

- Undo, redo
- Font face, font size
- Bold, italic, underline
- Text color, highlight
- Advanced formatting options
    - Insert Tab (hitting tab on your keyboard will move your curser to the next field in the document)
    - Insert Page Break
    - Strikethrough
    - Superscript
    - Subscript
    - Edit HTML (this feature is only intended for advanced users)
- Insert horizontal rule
- Tables
- Images
- Numbered and bulleted lists
- Text alignment, justification, and indentation
- Remove formatting

Tip You can copy/paste information from other sources and images into any textbox without using the toolbar.

Selecting text to format

- You may always select the certain text you wish to format in a textbox.
- To select **all** text in a textbox, click into the textbox and type **CTRL + A** (or **COMMAND + A** on Mac).

Aligning text

Lining up text in a text box on the web can be difficult. Using the Tab key on the keyboard will move you to the next field, not insert a tab character. The **Insert Tab** button inserts 5 spaces. If you have text which must align, you might try using a table or changing your text to use a monospace font (a font in which all characters have the same width, such as "Courier New"). This will allow you to line characters up accurately.

Removing formatting

Removing formatting is usually most helpful when you copy/paste from another program, and the formatting doesn't appear as you like. To remove all formatting in a textbox:

- Click in the text box. Press CTRL + A to select all text.
- Click the **Remove formatting** button (Italic "T" with a diagonal line through).
    - Choose **Remove formatting** if you wish to remove all formatting.
    - Choose the **Remove formatting - except tables** option if you wish to remove all formatting except for tables.
- If only a portion of text in the box doesn't appear formatted as you wish, highlight only that specific text to remove formatting.

Tip "My document looks funny!" Text boxes retain all formatting when you copy/paste from another program into SameGoal. Sometimes, the content you copy in may be have formatting issues that you may not be able to see without inspecting the underlying HTML. In practice, this may make your document look stretched out, have things appear in the wrong place, or shrink.

When this happens, try to determine the text box that may be the problem. Then, remove all formatting in the box using the above instructions. If that does not work, try another box until the problem is resolved. You can narrow down the problematic section of the document if there are multiple sections by previewing each section individually. Only the section(s) with formatting issues will cause a problematic preview/print.

Editing HTML

To edit HTML, click the **Additional formatting** button (**...**), then select **Edit HTML**. A dialog will show all entered text in its native HTML format, as stored in the database. This option is helpful for technical debugging, but is not generally used by casual document writers.