

## Toolbar

Almost every content template that you will work with on TerminalFour will have one thing in common, the minimalistic **toolbar**. The toolbar will look similar to that of a MS word document from old Microsoft Office version.



Figure 1: The minimalistic toolbar

The toolbar consists of a four item menu bar, namely Edit, Insert, View, and Format. These are sub menu with their own menu items when expanded.

## The Edit Menu

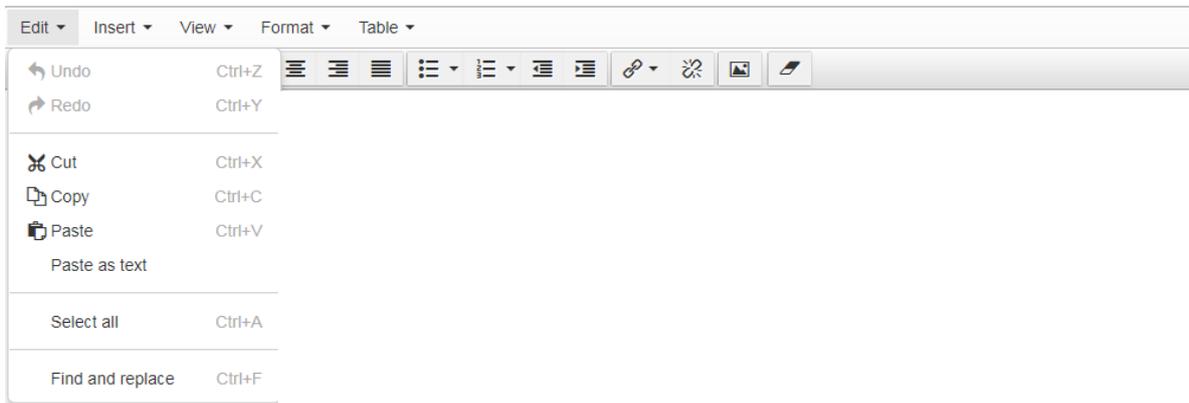


Figure 2: The toolbar with the Edit sub-menu open

- **Undo** (Ctrl+Z) to undo changes recently made
- **Redo** (Ctrl+Y) to restore changes made by undo
- **Cut**
- **Copy**
- **Paste**
- **Paste as text**
  - If for some reason this menu is made does not work on your browser, so to copy paste and cut you can use the keyboard controls. These are “**ctrl+x**” for **cut**, “**ctrl+c**” for **copy**, and “**ctrl+p**” for **paste**.
- **Paste as text**, pastes whatever text was copied from an external source, with formatting removed.

- **Select all** highlights all the text in the TinyMCE. This can also be achieved by by pressing “**ctr+a**” on your keyboard
- **Find and replace** used to find certain type of text from the page and also offers the option to replace the text with the text of your choice.

## The insert menu

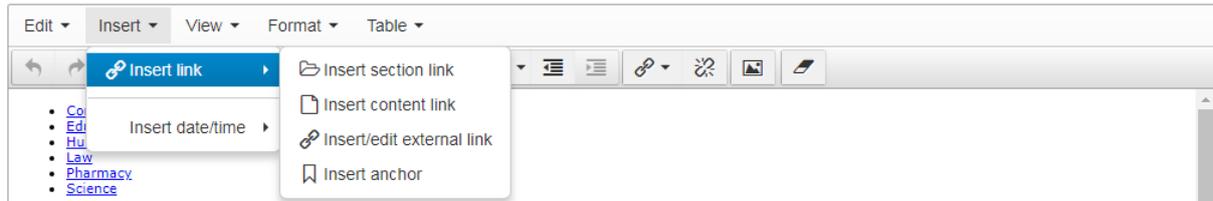


Figure 3: Insert link option of the insert menu

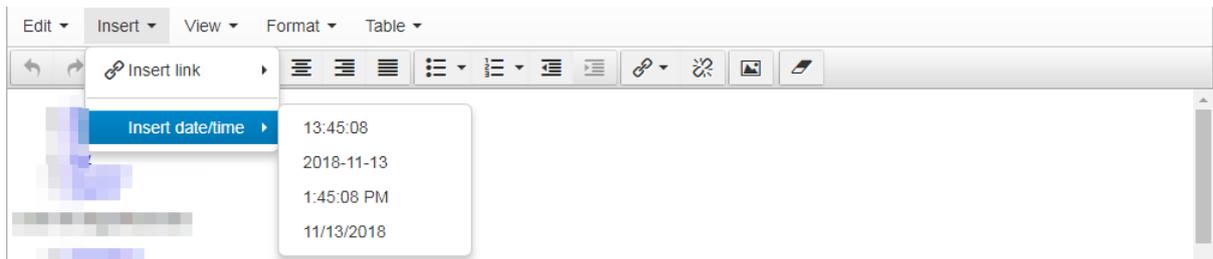
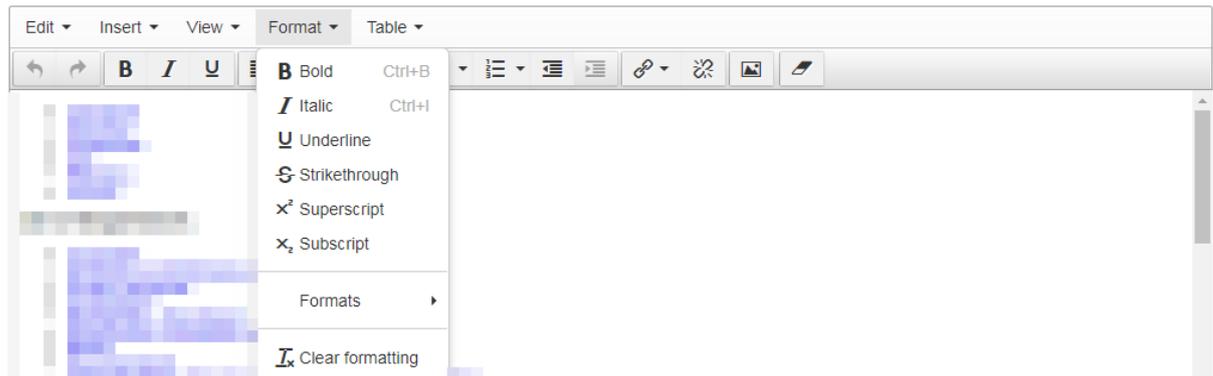
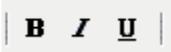
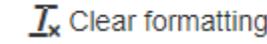


Figure 4: Insert date option of the insert menu

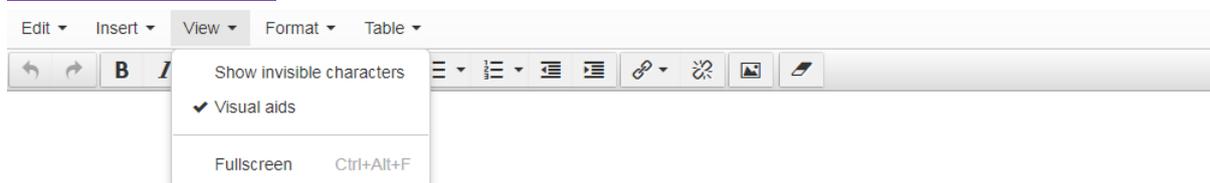
-  &  this is for section and content link, respectively. The section link will be used to link to a section within a site structure .The content link will be used to link to a piece of content within a section.
-  &  These are for creating and breaking a link respectively.
-  This is for creating anchors, this is a link within your page. Creation of this will be covered under the section for “Anchors and Links”.
- **Insert date/time** For inserting date and time, you can select a date format that you prefer.

## The Format menu



-  These three are used to edit the way text looks, they resemble what will happen on the text that they assign to. They are (from left to right) **B**old, *I*talics, Underline.
-  **Strikethrough** to put a line through the selected text
-  This is used to insert a sub-script or superscript respectively.
- **Formats** used to insert pre-defined special formatting
-  **Clear formatting** To clear any formatting applied on the text inside the TinyMCE

## The View menu



- **Show invisible characters**- Like tabbed spaces ,space etc
- **Visual aids**- highlight any available visual aids
- **Full screen**-Make the TinyMCE full screen

The rest of the menu options below the top menu-bar are as follows:

-  These are used to align contents of you 'document' either left, centre, right or justified/Align full respectively. Justify/Align full works only with text.
-  These two are for creating lists, the first one creates a list that is not ordered (bullets) and the second one creates an ordered list (numbered). You can use the arrow to choose a style of bullets or numbering
-  This is used for text indent/out dent, and block quoting a certain passage of text. A block quote will appear as indented text, hence it is considered part of this group.
-  This is used to remove all formatting in the TinyMCE.

-  This is used to insert media to your page, the media will either be an image or a document. This will be covered in the section for Media Library.