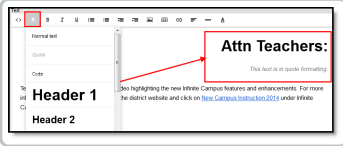
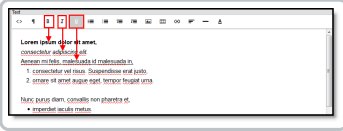

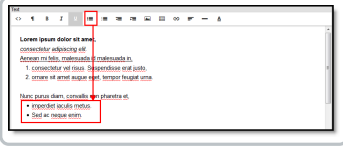
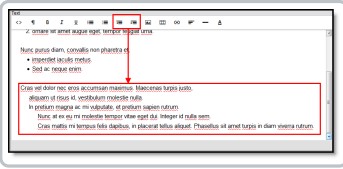




<b>Formatting</b>	<p>This option appears as the paragraph symbol in the editor and allows different sizes to be set, as desired. Available options are:</p> <ul style="list-style-type: none"> <li>• Normal text - non-serif font, most often Arial size 10</li> <li>• Quote - indents and italicizes the text</li> <li>• Code - displays the text in a box and changes the font to a Courier style font</li> <li>• Headers 1 through Header 5 - displays the text in varying sizes</li> </ul> <p>Text must either be selected and then a formatting option can be chosen, or set the formatting option first.</p>	
<b>(B)old</b>	Highlighting the text and selecting B displays the text in <b>bold</b> .	
<b>(I)talic</b>	Highlighting the text and selecting I displays the text in <i>italics</i> .	
<b>(U)nderline</b>	Highlighting the text and selecting U adds an underline.	
<b>Numbers</b>	<p>Selecting this option adds a numbered list to the text. Numbers will continue to be added in numeric order until removed.</p> <ol style="list-style-type: none"> <li>1. Enter first step.</li> <li>2. Enter second step.</li> <li>3. Etc.</li> </ol>	
<b>Bullets</b>	<p>Selecting this option adds a bulleted list to the text. Bullets will continue to be added until removed.</p> <ul style="list-style-type: none"> <li>• First bullet</li> <li>• Second bullet</li> <li>• And so on...</li> </ul>	
<b>Decrease Indent</b>	Selecting this option removes the indent and moves text to the left.	
<b>Increase Indent</b>	Selecting this option adds an indent and moves the text to the right.	

## Insert Image

Adds an image to the message, letter, etc.

Enter the URL (file location) of the image and select the desired size and any other text required. Then, enter the desired width and height of the image in pixels. Click the Insert button when finished.

The URL must be a public literal URL

The following types of images can be inserted. Image file extensions are listed; extensions in bold are the most common type.

### Approved Image Types for UI Display

<b>.jpg or .JPEG</b>	.psd	.svg
<b>.png</b>	.psp	.3dm
<b>.bmp</b>	.tif or .tiff	.3ds
.dds	.ai	.max
.dng	.eps	.obj
.gif	.ps	.xcf

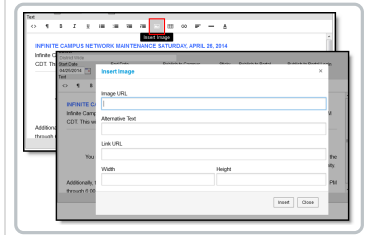
### Inserting Images in Letters

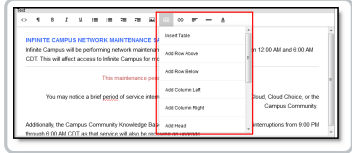
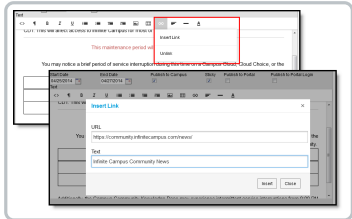
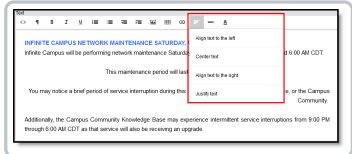
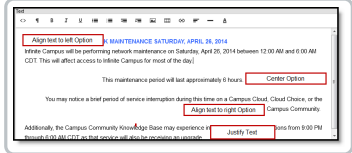

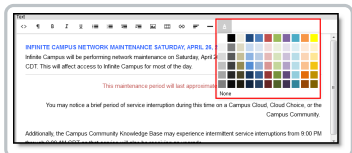

Images in any of the approved formats can be added to letters. If you have trouble with a .JPEG image in FOP, try opening it with an image processing program (such as Photoshop or Gimp) and then save it. Specifying 24-bit color output may also help.

For the PDF and PostScript renderers, most .JPEG images can be passed through without decompression. Grayscale, RGB, and CMYK color spaces render properly; however, for other output formats, the .JPEG images have to be decompressed.

### Inserting Images in Emails


Image types accepted are dependent on your email client. It is recommended to use common file types such as .PNG and .GIF in emails.



<b>Table</b>	<p>Adds a table. First, select the Insert Table option from the dropdown. The default size of the table is 2 rows by 3 columns. Use the other options in the Table dropdown to increase this sized.</p> <p>Available options are:</p> <ul style="list-style-type: none"> <li>• Add Row Above</li> <li>• Add Row Below</li> <li>• Add Column Left</li> <li>• Add Column Right</li> <li>• Add Head (adds a bold line below the top row)</li> <li>• Delete Head (removed the bold line)</li> <li>• Delete Column</li> <li>• Delete Row</li> <li>• Delete Table</li> </ul>	
<b>Links</b>	<p>Adds a URL link to an external site (outside of the district) or an internal site (within district).</p> <p>Links could include websites, district-approved videos, etc.</p> <p>Videos are embedded and use the &lt;embed&gt; tag</p> <p>All links enter in a new window.</p>	
<b>Align text to left</b>	Lines all selected text up to the left of the margin/editor.	
<b>Center text</b>	Centers all selected text to the middle of the editor.	
<b>Align text to right</b>	Line all selected text up to the right of the margin/editor.	
<b>Justify Text</b>	Aligns all selected text along the left margin, and letter- and word-spacing is adjusted so that the <b>text</b> falls flush with both margins	
<b>Insert Horizontal Line</b>	Adds a line that displays across the text box, separating a section of the content from another section of the content.	
<b>Font Color</b>	Changes the text color from black to a chosen color.	

## Additional WYSIWYG Editors Fields

The following options are also available in the WYSIWYG editor, depending on the tool.

WYSIWYG Option	Definition	Image
<b>HTML</b>	<p>This option displays the text and formatting of the message in HTML source code. It's helpful to use this to see hidden formatting options or change image sizes, modify font styles, etc.</p> <p><b>Only use this option if you are familiar with HTML.</b></p>	
<b>Campus Field Properties</b> <b>Campus Sub-reports</b>	<p>Campus Field Properties are available when creating a letter or report. These fields are essentially the database field names into which data is originally entered. For example, when creating a personalized letter for the seniors, choose the Campus Fields option to insert the student.firstName and student.lastName into the letter body. Each letter for seniors then displays the student's first and last names as it has been entered into Census Demographics.</p> <p>Campus Sub-reports work the same way, but instead call on database views that have been already established. So if the letter scenario above included general attendance information, select one of the Attendance reports to insert a summary of the student's attendance.</p> <p>This is the same concept that's used in Ad hoc tools.</p>	