



































Content Editor Guide

The Content Editor in QuantumCMS contains a number of tools that are available in most word processing software, but there are some additional features that may be new to you. Below is a list and brief explanation of the available tools.

Tool	Function	Video Tutorial	Additional Documentation
	Source	Introduction and Basic Editing Covered in this tutorial: HTML Source view, Copying, Pasting, Spell checker	See our Pasting Options post on the QuantumCMS Community for more information.
	Cut (CTRL + X)		
	Copy (CTRL + C)		
	Paste (CTRL + V)		
	Paste as Plain Text Will remove all formatting from the copied content.		
	Paste from Word Will remove unnecessary styles, but keep formatting intact. Recommended when pasting content from MS Word or other word processing software.		
	Spell Check You will need to download a third-party plugin to use this feature the first time.		
	Undo	Find and Replace Covered in this tutorial: Undo, Redo, Find and replace	
	Redo		
	Find		
	Replace		
	Select All	Formatting Text Covered in this tutorial: Bold, Italic, Strikethrough, Subscript, Superscript, Selecting all text, Removing formatting	
	Remove Formatting Removes Bold, Italic, etc. from selected text.		
B	Bold		
<i>I</i>	Italic		

	Strikethrough		
	Subscript		
	Superscript		
	Numbered List	Lists and Indentation Covered in this tutorial: Bullet lists, Numbered lists, Indentation	
	Bullet List		
	Outdent		
	Indent		
	Align Left	Alignment Covered in this tutorial: Left justification, Right justification, Center justification, Block justification	
	Align Center		
	Align Right		
	Justify		
	Insert Link Will launch a dialog box that allows you to select a page on the site or enter a URL. It will also allow you to create links to anchors or email addresses.	Hyperlinks Covered in this tutorial: Hyperlinks to other sites, Hyperlinks to pages on your site, Email hyperlinks, Anchors, Hyperlinking to anchors, Removing links	See our Inserting Hyperlinks post on the QuantumCMS Community for more information.
	Remove Link		
	Anchor Adding anchors in your content will allow you to link further down in the page in the fashion of typical FAQs.		
	Insert Image Will launch a dialog box that allows you to select a file on the server or upload a new one.	Images Covered in this tutorial: Inserting images, Adjusting image properties, Hyperlinking the image, Inserting a Flash movie	See our Inserting Images post on the QuantumCMS Community for more information.
	Insert Flash		
	Insert Table	Tables Covered in this tutorial: Inserting a table, Editing table properties, Editing cell properties, Applying pre-defined styles, Deleting a table	
	Horizontal Rule	Miscellaneous Tasks	

	Special Character	Covered in this tutorial: Horizontal rules, Special characters, Text color, Background color	
	Text Color		
	Background Color		
	Style and Format Menus	Styling Content Covered in this tutorial: Custom styles, Format menu, Font menu, Font size menu	