Editing Tools Overview

The Editing Tools tab appears in the SharePoint (SP) ribbon bar when the cursor is positioned inside a “Page Content” section on a page. This tab has two sub-tabs: “Format Text” and “Insert” (Figure 1). This tutorial provides an overview of the features in the two sub-tabs with links to other tutorials for more detailed information on some of the “Insert” features. The yellow section under the “Editing Tools” ribbon bar is the “Status Bar,” which displays different messages depending on the status of the page.

![Editing Tools Ribbon](image1.png)

Figure 1

Format Text Tab

Edit Section
See the [“Page Tools” tutorial](#).

Clipboard Section
Standard cut, copy, paste functions like Microsoft Word, and the Undo button actually works compared to the old CMS.

Font Section
**Note:** the font, font-size, text-highlight, and font-color options are disabled. Use the “Styles” and “Markup Styles” options to style text with the pre-defined Shasta College styles. The other font formatting functions are like Microsoft Word. The [Clear Format] button does work well, though you may need to highlight larger areas to clear formatting for certain text blocks due to the old CMS formatting/editor issues.

Paragraph Section
Standard paragraph functions like Microsoft Word.

Styles, Spelling, and Markup Sections
Use the “Styles” and “Markup Styles” options to style text with the pre-defined Shasta College styles. A spell-check feature is now available, yay! If you are brave and comfortable with editing HTML code directly, use the “HTML” option.
**Insert Tab**
Refer to Figure 2 for the following sections.

![Insert Tab Menu]

**Tables Section**
See the "Table Tools" tutorial.

**Media Section**
See the "Picture Tools" tutorial for working with pictures. **Do not use the “Video and Audio” option.** If you wish to display media such as video on a page, the current practice is to first submit the video to the DSPS department for captioning for Section 508 compliance, and then upload the video to your department’s YouTube channel or to the college’s channel. The last step is to insert the YouTube video player HTML code into your page (see the “Video” tutorial).

**Links Section**
See the "Link Tools" tutorial.

**Content Section**
In the future, the Webmaster may provide common reusable content that can be inserted into your page.

**Web Parts Section**
The “Web Part” option may be used in certain special circumstances (separate tutorial may be provided). Please inquire with the Webmaster before using. Do not use the other two “List” options.