

Freeform Block

The Freeform block is the most frequently used block type. The Freeform block uses a WYSIWYG (What You See Is What You Get) editor allowing you to update your content with minimal technical skills. You can copy and paste, add text and graphics, and create links as simply as you would in Microsoft Word.

Features

- Ability to paste any textual content (even straight from Microsoft Word)
- Add content using our simple WYSIWYG editor
- Insert bullets or numbering
- Use Titan Links to add internal or external links, documents, images or an email address

Add a Freeform Block

- 1. Click the Add Content button, select Freeform.
- 2. Upon selecting the Freeform block, the Freeform Editor will open. You are now going to create the "content" for this page.

Application	File Upload	Page Share	Segmented Search
Data Detail	Filter	Photo	Site Map
Data Editor	Forms Editor	Raw HTML	тос
Data List	Freeform	Registration Block	What's New
FAQ	Login Block	SearchResults	



Edit a Freeform Block

1. Click on the Edit icon in the block toolbar, or double click to open.

▼ Freeform

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- 2. Make content changes as needed.
- 3. Click DONE to close the editor.
- 4. Publish the page by clicking the Publish icon in the App Ribbon.

Add an Image to a Freeform Block

This is the standard way to add an image. You can also drag and drop an image – see the next section for details.

- 1. Open your Freeform block.
- 2. Position your cursor at the beginning of the paragraph text and click the Image button in the Freeform block toolbar. The image options window will open.

mage			Cancel	Done
Path	Size	~	Browse	
– Image Alt Text –				

- 3. Hit the "browse" button to open the Content Explorer.
- 4. At the top of the center results pane you will see "name," "last modified," "type," and "size." You can click on any of these headers to sort the results.

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elect Root	10 results			Select View:	Information	• 🕑 🛓 🛓
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lcons	Arabica.jpg	9/12/2022	JPG (Image)	47 KB		Barbara
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Images	Lungo.jpg	9/12/2022	JPG (Image)	46.5 KB	Last Modified:	9/12/20
Test Pile	Ristretto.jp	9/12/2022	JPG (Image)	47.1 KB	Modified By:	webmast

5. To search and filter content, go to the upper left corner of the Content Explorer. Hit the arrow to filter by type and date modified. For the image editor, the type will automatically be "files."

Content Explorer				
Coffee Shop	_			
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Type Files ✓		Last Modified 🔺	<u>Type</u>	<u>Size</u>
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	og	9/12/2022	JPG (Image)	47 KB
Reset Done	o.jpg	9/12/2022	JPG (Image)	60.6 KI



6. To search for content, type your search term in the top bar and hit enter. If you have any filters in place, those will apply to your search.

Content Explorer			_				Cancel Done
▼ Q Search Resul	ts for: leia 🍸 l	Filtered by: Files					
Select Root	🗅 🛓	4 results			Select View:	Information	• 🗹 土 🕹
- Files	^	Name 🔺	Last Modified	<u>Type</u>	Size	-	
Coffee Shop		HappyLeia[1].jpg	9/12/2022	JPG (Image)	1.3 MB		X
Documents		Leia_SouthShore	P 9/12/2022	JPG (Image)	393.3 KB	4	
lcons		LeiaStoleAHat.jp	g 9/2/2022	JPG (Image)	7.1 MB		
Images		LeiaStoleAHat.jp	g 9/12/2022	JPG (Image)	2.2 MB	Constant of the second	
Photo Gallery						Name:	Leia_SouthShorePark.jp
UGC						Туре:	JPG (Image
videos						Size:	393.3 K
- Images							Files/Images/Leia_SouthSho
Content Library						Last Modified:	9/12/202
Test Folder						Modified By:	webmaste

7. You may prefer to display the Thumb View to see the images. Go to "Select View" in the upper right corner of the results panel and hit the icon that's four squares. Hit the icon to the left to switch back to list view.

Content Explorer						Cancel Done
▼ Q Q Search Results f	or: leia 🍸	Filtered by: Files				
Select Root	🗅 🏦	4 results			Select View:	Information
- Files	^	Name A	Last Modified	Туре	Size	
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Documents						
lcons				III Carro	•	
Images		HappyLeia[1].jpg	Leia_SouthShoreP	LeiaStoleAHat.jpg		
Photo Gallery			ark.jpg			

8. When you select an image by clicking on it, it shows in the right-hand panel, along with several important fields and options.



 Files Coffee Shop Coffee Shop Documents Icons Images Photo Gallery UGC Videos 	Content Explorer								Cancel Done
Files Name A Last Modified Type Size Coffee Shop Images Images <th>Results for: leia</th> <th>Q Search Res</th> <th>Q Search Results for:</th> <th>leia 🍸 Filtered by: Files</th> <th></th> <th></th> <th></th> <th></th> <th></th>	Results for: leia	Q Search Res	Q Search Results for:	leia 🍸 Filtered by: Files					
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Test Pile Modified By:		Test Pile	Test Pile					Modified By:	webmas

- a. There are 4 icons at the top of the information panel.
 - Preview button Upon clicking this button, you will be able to preview the image.
 - Edit Image button Upon clicking this button, you will see options for cropping the image. However, due to the workflow set up enabled in Titan, we recommend you complete this work in the file pile and not the Freeform block.
 - Upload New Version This icon will allow the user to upload a new version of an image. However, if you have workflow enabled in Titan CMS, we recommend you upload new versions directly in the file pile.
 - Download If you click this icon, your browser will open with this image. You can then save it to the desired location.
- b. File details appear below the image preview
- 9. Hit "Done" and you'll see the image option window.

Path Size /Files/Images/Leia_SouthShorePark.jpg Original 1671 x 1253 V Image Alt Text A dog named Leia	Image	Cancel Done
A dog named Leia		
	A dog named Leia	



- b. **Size:** Hit the arrow to open the dropdown menu, which lists the sizes that were automatically created by Titan CMS when the original image was uploaded. Choose the size you'd like to use in this Freeform block.
- c. **Image Alt Text:** This should be text that describes the image Alt text can help users with visual impairments understand the image. Without alt text, a screen reader can't adequately interpret an image.
- 10. Click DONE. The image will be added to your Freeform block.
- 11. Click DONE to exit the Freeform block then save or publish.

Add an Image Using Drag and Drop

Images can be dragged and dropped from your computer into any Freeform block.

1. Simply drag the image from the file folder onto the spot you would like it in the page. You may need to delete a few lines of space to get the formatting to your liking.



2. When the image is dragged in, multiple sizes will automatically be generated, like with any image uploaded to Titan.



- 3. Where the image gets uploaded to in the file pile depends on how the settings are configured. There are multiple ways to configure these settings.
- 4. If you are an administrator, go into Titan Admin.
- 5. Go to the Content Sites and select the globe you're managing, or go to Data Sites and select the data node you're managing.
- 6. In the General section, scroll to the bottom and select Default Upload Folder.

=	Create		
0	Content Sites > N	hwoods 2023	
6	Dashboard		
đ	System Information	Actions	
÷	Global Parameters	General Ø Default Login Page	
2	Account Configuration	Tags Path Browse	
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) - E	File Piles		
	Data Sites	Site Parameters	
	Data Controls	Parameter Name Parameter Value	
	File Types	000	

7. You can go to any site or data site and configure those locations separately. For instance, if you selected blogs, all images uploaded to a blogs data node could go to a



Blogs folder.

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Q Data Sites > Blog	gs		
0	Actions 🔻		
File Piles Data Sites Blogs	General Tags	Enabled Disabled	
	Security Snippets	Path Browse	
)) ())) ()))	Commenting	Default Upload Folder Path /Northwoods-2020/Blogs/ Choose	e Folder
		Site-specific Detail Pages	

- 8. If you would like your particular user's uploads to go to a different folder, that is also configurable.
- 9. On the content side of Titan, go into a freeform block and go to the gear icon in the center of the WYSIWYG editor toolbar. Double click to open the Drag and Drop Settings.

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- 10. The Default Destination (1) shows where any user's drag and dropped images will be stored by default.
- 11. Your System Default Destination (2) is where you can create or assign a folder for any images uploaded when logged in as your user. Images will go to this folder no matter what site or data node you are on in the workstation.
- 12. Your Site Default Destination (3) is similar to item 2, however the folder is just for the particular globe or data node you are currently working in, not for the whole workstation.



Link to an Internal Page

- 1. Open your Freeform block.
- 2. Highlight some text in your paragraph. Then click the Link button. This opens the Link Editor.
- 3. Select the type of link you would like. Content will be the default selection.

Link Editor				Cancel Done
گ Content	External	Recent	Email	C
گ Anchor				
Link Destination Path		Size		✓ Browse
New Window	window			

4. Hit the Browse button to open the Content Explorer and choose what file to link to.

Content Explorer						Cancel	one
▼ Q							
Select Root	10 results			Select View:	Information		
👻 🔇 Demo Site	Name	Last Modified 🔻	Туре	Size			
Test Block Library	Test Block Library	8/25/2022	Page				
Side After Main column	Side w/Nav Befor	12/9/2021	Page				
Side Before Main Column	🔇 Demo Site	7/1/2021	Page				
Side w/Nav After Main column	Blocks	7/1/2021	Page				
Side w/Nav Before Main colum	OffNav	4/19/2021	Page				
Blocks	Side After Main c	1/12/2021	Page				
Application Data Detail	Side Before Main	1/12/2021	Page				

If you wish to link to an internal page, you have several options here:

• Search for the name of the internal page in the top search/navigation bar if you know one or more keywords present in metadata on that page. (Page Name, Meta



Keywords, Meta Description, Teaser Alt Text). Hit Enter.
Content Explorer
Q search term
Select Root

- 5. Select the link and hit Done.
- 6. You should see your new link in the Link Editor. By default, Open in new window is not checked for internal pages.
- 7. Click DONE to close the Link Editor. The hyperlink should now appear in your text.
- 8. Click DONE to close the Freeform editor.
- 9. Publish your page by clicking the publish icon in the App Ribbon and review your new internal link on the website.

Link to an External URL

- 1. Open your Freeform block.
- 2. Content will be the default link type selection. Hit External.

Link Editor					Cancel Done
<i>ි</i> Content	E xternal	O Recent	Email	C Telephone	گہ Anchor
URL https://					
New Window 🗸 🗸 View Vindow	window				

- 3. In the URL bar, enter the desired URL for the link. Ensure that the **Open in new window** is checked. The URL must have http:// or https:// or the link will not work.
- 4. Click DONE to close the window.
- 5. Click DONE to close the Freeform block.
- 6. Click Publish and test your external link on the website.

Link to a Document (or File)

- 1. Open your Freeform block.
- 2. Highlight some text in your paragraph. Then click the Link button.

This opens the



3. Content will be the default selection.

Link Editor				Cancel Done
& Content	External	Recent	Email	C
گر Anchor				
Link Destination Path —		Size		✓ Browse
New Window	window			

- 4. Hit the Browse button to open the Content Explorer and choose what file to link to.
- 5. Go to the drop-down filters in the upper left corner and choose "files" for Type. You may see images, PDFs, Word, Excel, PPT, video files in this list. You can also filter by date modified here. When you've set your filters, hit Done.

Content Explorer					Cancel	Done
Files > Documents						
Filters			S	Gelect View:	Information	
Files	~	Last Modifie▼	Туре	Size		
		5/19/2021	PDF (Adobe A	78.7 KB		
Date Modified	~	5/19/2021	PDF (Adobe A	19.1 KB		
		5/19/2021	PDF (Adobe A	3.3 MB		
Reset D	one	3/26/2021	PDF (Adobe A	45.2 KB		
ICOTIS	Northwoods	3/23/2021	PDF (Adobe A	864 KB		
Images Photo Gallery	Tasks.txt	3/23/2021	TXT (General	234 Bytes		

6. Navigate to the correct root, if necessary, and click on the desired file. Hit Done.



Content Explorer								Cancel Done
▼ Q Files > Doc	uments							
Select Root	🗅 🌲	6 results				Select View:	Informatio	n 🗘 🛃
🕨 🔇 Demo Site	^	N	ame	Last Modified 🔻	Туре	Size		
🕨 🔇 Titan CMS v7		Ar	rchitectural-Rev	5/19/2021	PDF (Adobe Acro	78.7 KB		, -
👻 📒 Files		В	WC-Minutes-3-1	5/19/2021	PDF (Adobe Acro	19.1 KB		
Coffee Shop		D	riverOfDiversity	5/19/2021	PDF (Adobe Acro	3.3 MB		6
Documents		L CI	MERS Fake Sear	3/26/2021	PDF (Adobe Acro	45.2 KB		
lcons		R N	orthwoods-Cus	3/23/2021	PDF (Adobe Acro	864 KB	Name: Type:	DriverOfDiversityAwards16_N PDF (Adobe Acrobat File
Images		E 11	asks.txt	3/23/2021	TXT (General Tex	234 Bytes	Size:	3.3 M
Photo Gallery							Path: /Fi	iles/Documents/DriverOfDivers
UGC							Last Modified:	5/19/202
📒 videos							Modified By:	webmaste
Images								

7. You will see the selected file in the Link Editor. Hit "Open in new window," and hit Done to insert the file.

Link Editor					Cancel Don	e
S Content	External	O Recent	Email	C Telephone	ئ Anchor	
Link Destination Path //Files/Document	s:/DriverOfDiversityAv.	ards16_Nomination.p	Size	~	Browse	
New Window	v window					

8. Publish your page and test your new file link.



How do you find a file that you need if it does not appear near the top of the results?

• In the top bar, type the name of the file, or one or more keywords present in metadata on that page and hit enter. (Page Name, Meta Keywords, Meta Description, Teaser Alt Text).

Conten	t Explorer		
- Q	search term		
Select Ro			

• You have already changed the dropdown "All Types" to Files. This will filter the list, eliminating pages and data results.

NOTE: Good website usability practices include always having external linked pages or pages linked to files open in a new window.

Link to an Email

- 1. Open your Freeform block.
- 2. Add or select content that includes an email address and click the Link button. This opens the Link Editor.
- 3. Content will be the default link type selection. Hit Email.

Link Editor					Cancel Done
ි Content	External	O Recent	E mail	C Telephone	ئ Anchor
– Email Address –					
Subject					

- 4. Enter the email address. Do not include a traditional mailto: before the address. Add a subject line if there is a default subject line.
- 5. Click DONE.
- 6. Click Publish to save your work.



Link to a Telephone Number

The Titan Links has an option to allow you to configure a link to contact number. When used from your website on a mobile device, the link launches an App to make a call.

- 1. Open your Freeform block.
- 2. Add or select content that includes a telephone number and click the Link button. This

opens the Link Editor.

3. Content will be the default link type selection. Hit Telephone.

Link Editor					Cancel Done
S Content	External	O Recent	Email	Telephone	گر Anchor
414-970	per er is not in Global Numbe	er Notation			

- 4. Enter phone number. Telephone links must be specified in the global number notation, beginning with the plus sign (+) and country code, followed by the local telephone number. e.g. +1-555-555-5555. Use dashes (-) for visual separation and better readability. Many mobile phones support adding a pause and additional numbers to a dialing pattern by inserting a comma. This can be used to specify an extension.
- 5. Click DONE.
- 6. Click Publish to save your work.

Create an Anchor Link

- 1. Open the Freeform where you would like to Anchor/jump the user to
- 2. When your cursor is where you want your Anchor in content
- 3. Click the Link Picker (do not have anything highlighted)
- 4. Enter the name of your anchor link (you will need to know the exact spelling and capitalization of the Anchor name you give you enter so record it somewhere –



	Link Editor	Cancel	Done
***	Provide a Name AnchorTest		
si r	Or link to an existing anchor There are no named anchors in this freeform		~

- 5. Click Done
- 6. Publish the Page or go to next step

Using an Anchor Link in the Same Block

- 1. Highlight the content you would like to have the user click to jump them to the anchor
 - a. Ex View this link
- 2. Click the Link Picker
- 3. Go to the Anchor tab
- 4. Select the anchor from the "Or link to an existing anchor" dropdown in this case AnchorTest
- 5. Click Done
- 6. Publish the Page

Link Editor					Cancel Done
ි Content	External	O Recent	Email	C Telephone	گر Anchor
Provide a Name –					
– Or link to an exist	ing anchor ———				~
AnchorTest					



Using an Anchor Link in a Different Block

- 1. Follow the same steps as above recording your Anchor name
- 2. When you open the different Freeform block where you want to make your link it needs to be an **External** link
- 3. Highlight/select the content that you would like to have the user click
- 4. Click the Link Picker and go to the External tab

ink Editor				Car	cel Done
S Content	External	() Recent	Email	C Telephone	
ل Anchor					
URL					

- 5. Use fully qualified URL with anchor name at the end of it and un-check open in new window
- 6. Click Done
- 7. Publish the Page



Freeform Editor Toolbar Icons

Source	A ~ W .			Q ¢3 🔦	→ □ I _x	₩. 0]
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<u>A</u> - A -	Styles +	Format +	Font	• Size •			

ICON	FUNCTION	НОЖ ТО	
Ource	Source	Click to see your HTML source code. Click again to go back to design view.	
	Show Blocks	Clicking this icon will show paragraphs and headings assigned to the content.	
x	Cut	Highlight text and click icon to cut.	
Ъ	Сору	Highlight text and click icon to copy.	
Î	Paste	Avoid using this icon for your paste activities. Use Paste as Plain Text or Paste from Word.	
	Paste as Plain Text	Use this icon to paste as Plain Text format.	
	Paste from For Microsoft Word documents, use this icon. The application will strip out those Word HTML tags that override the look and feel of your website.		
Q ba	Find & Replace	You can perform a Find or a Find & Replace action.	



ICON	FUNCTION	ноw то
*	Undo	Click the icon to undo your last action.
*	Redo	Click the icon to restore your last action.
	Select All	Use this icon to select all content on your page.
<u>I</u> ×	Remove formatting	Removes the formatting from the selected or the whole text.
ABC -	Check Spelling	Spell Check will highlight potential typos in your content.
•	Accessibility Checker	This is used to check for accessibility standards within a Freeform Block
В	Bold	Highlight text and click the icon.
I	Italicize	Highlight text and click the icon.
U	Underline	Highlight text and click the icon.
S	Strikethrough	Presentation of words with a horizontal line through the center of them.
×₂	Subscript	A number, figure, or indicator that appears below baseline, at the right or left of another symbol or text, with a baseline raised, in reduced font size.
ײ	Superscript	A number, figure, or <u>symbol</u> that appears above <u>baseline</u> , at the right or left of another symbol or text, with a baseline raised, in reduced font size.
1= 2=	Numbering	Highlight the points and click the icon. Alternatively, you can click on this icon and enter the text as each numbered item displays.
•= •=	Bullets	Highlight the points and click the icon. Or, you can click on this icon and enter the text as each bullet displays.
÷.	Decrease Indent	Highlight the paragraph and click the icon to decrease an indent.
14: 14:	Increase Indent	Highlight the paragraph and click the icon to increase an indent.



ICON	FUNCTION	НОЖ ТО
<u>99</u>	Blockquote	Highlight the paragraph and click the icon for the blockquote element to create white space on both sides of the text.
E	Align Left	Highlight the text and click the icon to left align (default).
Ξ	Align Center	Highlight the text and click the icon to center align.
=	Align Right	Highlight the text and click the icon to right align.
	Full Justify	Highlight the text and click the icon to align from left to right across page.
69	Link picker	Highlight text and click this icon. See the section on Links for details regarding this function.
ez.	Link Remover	Highlight linked text and click this icon to cleanly remove a link. See the section on Links for details regarding this function.
	lmage Manager	Place your cursor where you would like to place the image. Then click this icon. See the section on Inserting Images for details regarding this function.
	Flow Player	You can easily implement a .flv file by completing the parameters in the Flow Player window.
Ħ	Simple Table Functions	Use to create a SIMPLE table.
	Horizontal Rule	Place your cursor where you would like to place the horizontal rule. Then click this icon.
٢	Smiley	Click the icon to insert smiley.



ICON	FUNCTION	ноw то
		Insert a Smiley
Ω	Insert Special Characters	Use to insert a symbol from the menu. Select Special Character 1 # 5 6 7 8 1 1 1 2 1 # 5 6 7 8 1 1 1 1 2 1 # 5 6 7 8 1 1 1 1 2 0 E F G 1 J K L N P R S 1 0 1 2 1 1 1 D D D R S 1 0 N
<u>A</u> -	Text Color	Highlight the text and click the icon. Upon clicking this icon, a color palette will appear. Select the desired text color.
	Background Color	Upon clicking this icon, a color palette will appear. Select the desired color for text background.
Styles -	CSS Style	Menu to apply CSS style to your selected text from this list box.
Heading 3 👻	Format <h></h>	Highlight the text and select a heading tag from this list box.
Font -	Font Name	Menu to select a font by name from this list box.
Size -	Font Size	Menu to select a font size from this list box.
Shift-Enter 	For Spacing	Create a line break rather than a new paragraph. Hold the Shift-Enter keys to achieve a line break.



ICON	FUNCTION	НОШ ТО
	Format Selection	Able to go into source, highlight all code and click on Format Selection. *It is supposed to take the highlighted text and restructure it so it is nicely indented so you can easily see the tag hierarchy.
	Titan Forms	Not found in all Editors. Click to select options to build Titan Form, such as Text Box, Drop Down, List Box, Check Box or Radio Group.
•	Titan Comment	Not found in all Editors. Menu to select a Comment filed such as Rating, Email Address, User Name, Comment and Comment section. *Comment is not an option in all WYSIWYG sections. See more details on Comments.