

How to use Text Editor

1. Don't use formatted text in Editor
2. Text Editor is mostly used for editing text and not images
3. To upload images in text Editor, please follow the following steps
 - a. Design a Image / Graphic through graphic design software i.e. CorelDraw, Photoshop, Paint, Corel Paint
 - b. Save those images in .GIF, .JPEG/.JPG, .BMP, .PNG format
 - c. Import / Embed images through Editor

4. To format text in Editor, please follow the following steps
 - a. Copy & Paste all unformatted text in Editor
 - b. Select all and set the font i.e. Arial, Verdana, **Tahoma**, Times new roman



- c. Choose form **Bold**, *Italic*, Underline & ~~Strikethrough~~
- d. Header & side header should be **18 font sizes** and other text in the page should be




14 font sizes. 


- e. If you want to make order listing or un-order listing, use option as per your choice
















using 






















- f. If you want to make a hyperlink, choose the range and select the hyperlink option





















- g. Form alignment for selected text or paragraph 

- h. Form component through 

- i. Third party embedding through 

Source               

B *I* U abc x_2 x^2 $\frac{1}{3}$                     

Styles  Format  Font  Size                 

Your Text appears here...

