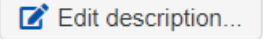




## Using the Rich Text Editor

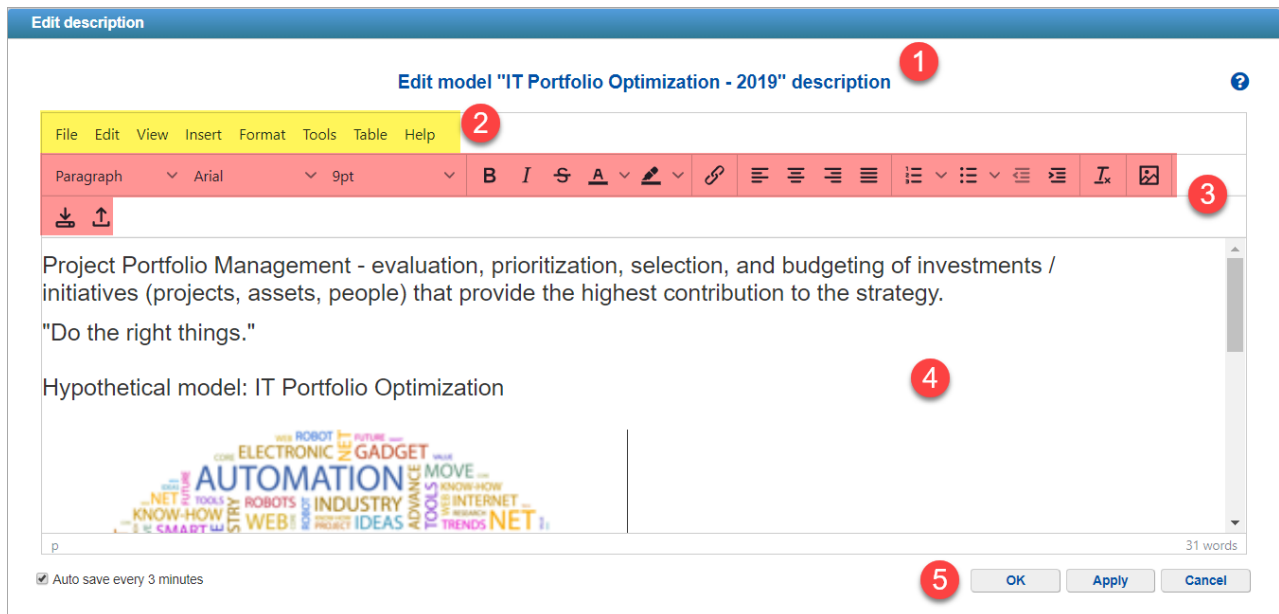
Comparison includes a rich text editor for maintaining information documents. Information Documents can be useful to document the analysis in order to justify the decision (transparency). Information documents can also be used to inform evaluators and viewers of the decision model and subject matter. In addition to information documents, the rich text editor is used throughout Comparison wherever rich text is needed.

### How to Use the Rich Text Editor

The Rich Text Editor can be opened from the following pages:

- Model Description 
- Objectives or Alternatives pages (using the same Edit description button or  icons)
- Information Documents page
- Project Manager's evaluation (Information Documents and Quick Help)
- Welcome and Thank you pages 
- Insight Survey questions

A rich text editor is a pop-up window where the Project Manager can add text, rich text, hyperlinks, tables or grids, images, and videos. (Embedding a file is not supported by Information Documents, but you can add hyperlinks to files.)




A sample rich text editor, as displayed above, is comprised of:

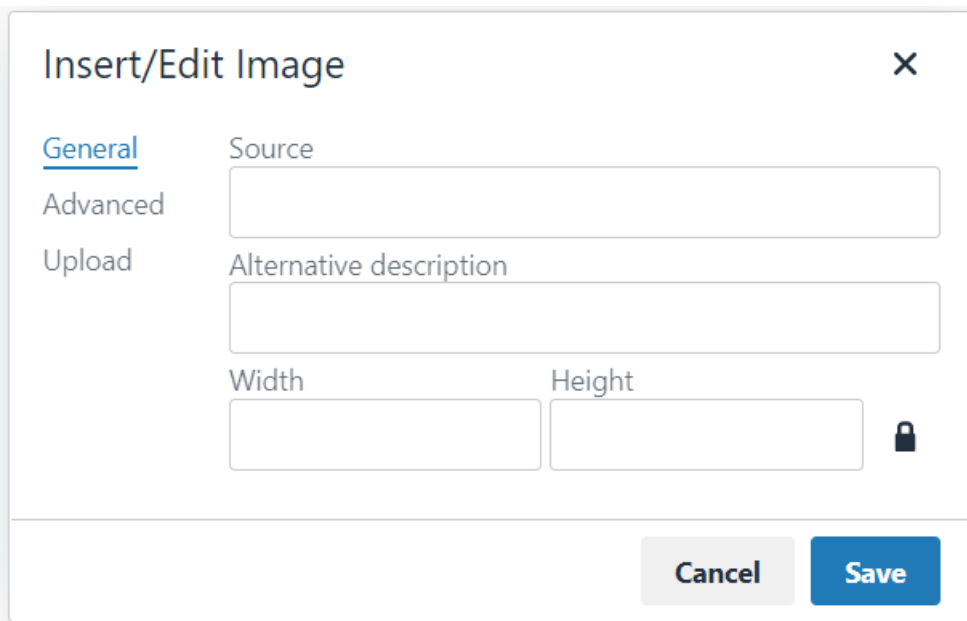
1. **Heading** - shows the name of the element the information document is associated with (Model name, Alternative/Objective Name, with respect to Insight Survey).
2. **Main Menu bar** - contains all the options of the editor.
3. **Shortcut toolbar** - below the main menu bar are the options that are commonly used for easy access. These options are also available from the main menu bar (except for Download and Upload).
4. **Rich text area** - where the texts, links, images, etc. are entered or inserted.
5. **.OK, Apply and Cancel** - are the actions to perform on the changes made:
  - **OK** - to save and close the editor,

- **Apply** - to save changes and continue editing, and
- **Cancel** - to cancel or undo the changes that are not yet saved, and then close the editor (*Note: When the PM already clicked Apply, or the Auto-save is already triggered, Cancel won't undo those changes*).

## How to Insert image

To insert an image on the text editor:

1. Place the cursor in the position where you want to insert the image.
2. Go to **Insert > Image**, or simply click the Insert image icon  . The **Insert/Edit Image** pop-out will be displayed as shown:



3. Enter the public URL of the image on the **Source** field; or **Upload** the image from your machine by clicking the Upload option.
4. Specify the optional image description, width, and height if desired.
5. Click the **Advanced** menu to show more options to format the image.
6. Click Save.

You can also insert an **image by pasting it from the clipboard**:

1. Select the image you want to insert:
  - Right-click and select Copy image, or
  - Using shortcuts:
    - PC: Control + V
    - MAC: Command + V
2. Place the cursor in the position where you want to insert the image.
3. Paste the image to the rich text editor:
  - PC: Ctrl+ V
  - MAC: Command + V

You can also move the images inside the editor by the drag/drop or copy/paste function.






Image is broken? See [How to fix broken images](#).

## How to Edit or Format an image

You can also edit or format the uploaded images. Simply click/select the image from the editor area and you'll see tooltip

Hypothetical model  tion

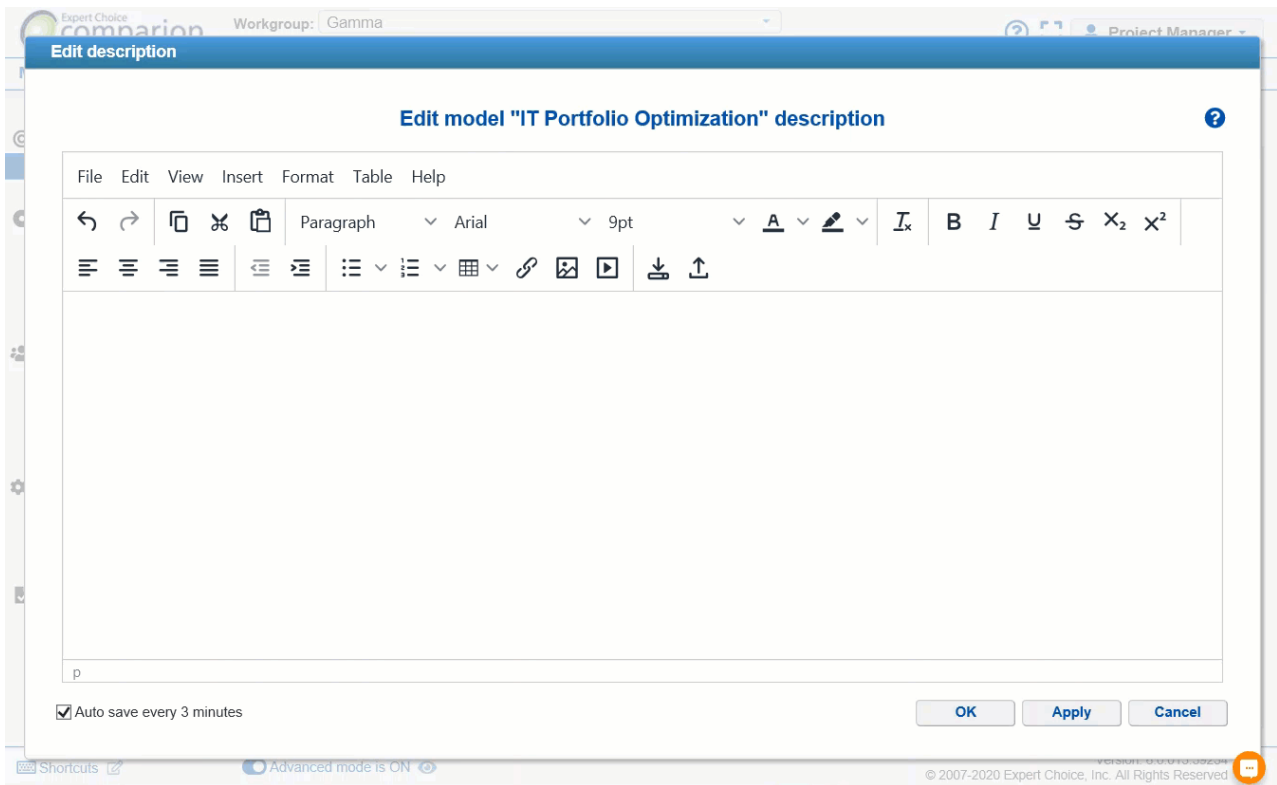
options:

- Rotate counter-clockwise  or clockwise 
- Flip vertically  or horizontally 
- More Edit options  will open a pop-out where you can:
  - Crop
  - Resize
  - Change Orientation (same as the rotate and flip options)
  - Change Color options (brightness, sharpness, contrast, etc.)
- The **...** (Insert/Edit Image) icon opens the same pop-out explained above where the Project Manager can:
  - Specify the image description, height, and width
  - Advanced options


## How to Insert Video

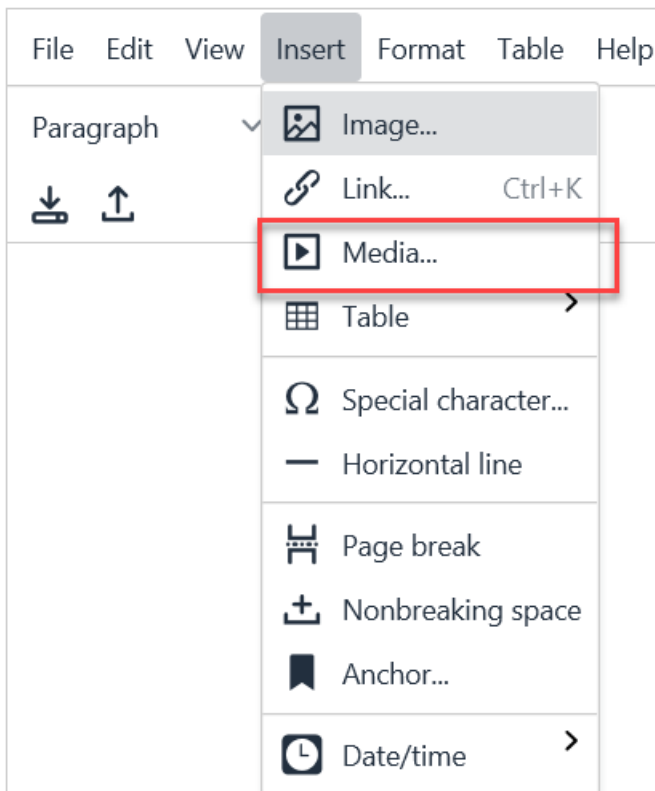
Videos can't be uploaded to Comparion. Your videos should be uploaded to video hosting platforms such as YouTube, Screencast, Vimeo, etc., and then insert or embed them to the rich text editor.

For YouTube videos, you can simply enter or paste the video URL directly to the text area:



For videos from other sources such as Screencast, Vimeo, etc., you need to embed the video:

1. Click **Insert > Media**, or simply click the **Insert Media** icon 



The insert/Edit Media dialog box will open as shown below:

The screenshot shows the 'Insert/Edit Media' dialog box with the 'General' tab selected. The 'Source' field is empty. The 'Advanced' section has 'Width' and 'Height' fields, both empty, with a lock icon to the right of the 'Height' field. At the bottom right are 'Cancel' and 'Save' buttons.

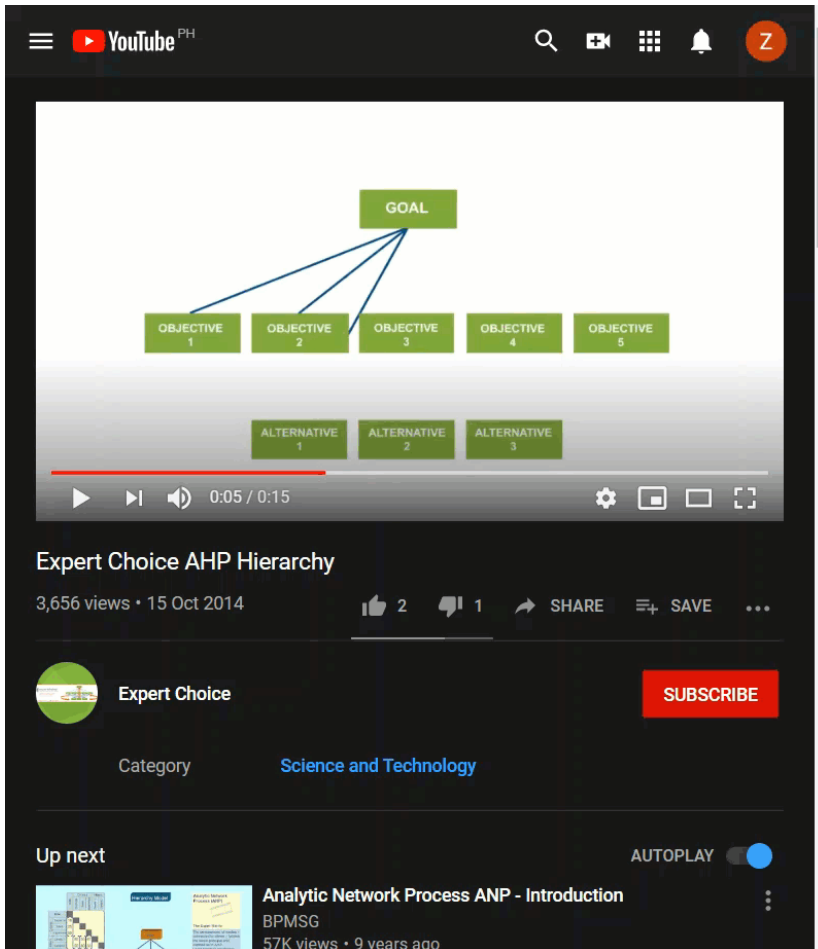
2. Click the **Embed** tab and then enter the video embed code.

The screenshot shows the 'Insert/Edit Media' dialog box with the 'Embed' tab selected. The 'General' section has a text area labeled 'Paste your embed code below:' containing the following code: `<iframe width="560" height="315" src="https://www.youtube.com/embed/fD4HveHSe5s" frameborder="0" allow="accelerometer; autoplay; encrypted-`. The 'Advanced' section is empty. At the bottom right are 'Cancel' and 'Save' buttons.

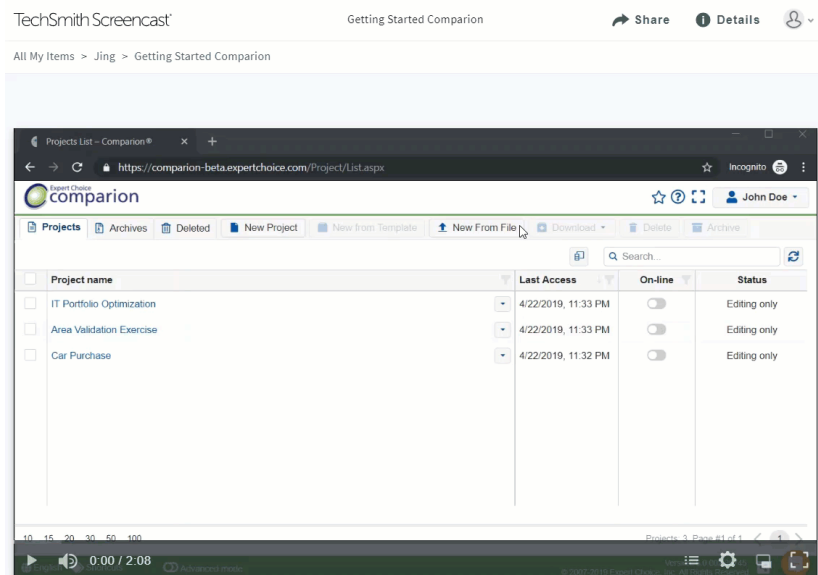
**Where to get the EMBED Code?** Commonly, video hosting providers have a SHARE button with the option to get the embed code (please check your video hosting providers for the embed code instructions).

See instructions below on how to get the embed code for some video hosting platforms:

- **YouTube** - <https://support.google.com/youtube/answer/171780?hl=en>



- **ScreenCast** - <https://feedback.techsmith.com/techsmith/topics/absolute-url-link-to-screencast-com-videos>



- **Vimeo** - <https://vimeo.zendesk.com/hc/en-us/articles/224969968-Embedding-videos-overview>

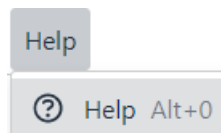
## Download/Upload Info docs

You can download and/or upload the information documents using the download  and upload  buttons.

The downloaded information document file is in **.mht** format.

## Rich Text Editor Shortcuts

You can use the text editor shortcuts to easily perform certain actions within the editor. You can see the complete list by clicking the Help menu on the editor or Alt+0:



Action	Shortcut
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Select all	Ctrl + A
Redo	Ctrl + Y or Ctrl + Shift + Z
Undo	Ctrl + Z
Header 1	Shift + Alt + 1
Header 2	Shift + Alt + 2
Header 3	Shift + Alt + 3
Header 4	Shift + Alt + 4
Header 5	Shift + Alt + 5
Header 6	Shift + Alt + 6
Paragraph	Shift + Alt + 7
Div	Shift + Alt + 8
Address	Shift + Alt + 9
Open help dialog	Alt + 0
Focus to menubar	Alt + F9
Focus to toolbar	Alt + F10
Focus on the element path	Alt + F11
Focus to contextual toolbar	Ctrl + F9
Open popup menu for split buttons	Shift + Enter
Insert a link (if link plugin activated)	Ctrl + K
Save (if save plugin activated)	Ctrl + S
Find (if search-replace plugin activated)	Ctrl + F
Switch to or from fullscreen mode	Ctrl + Shift + F