<table>
<thead>
<tr>
<th>TOPIC</th>
<th>QUICK OVERVIEW</th>
<th>KNOWLEDGE BASE ARTICLE</th>
</tr>
</thead>
</table>
| Lists      | ● Numbered or bulleted  
● Paragraph boxes can become lists  
| Tables     | ● Place cursor and click Table button  
● Properties can be adjusted at any time  
● Insert/delete rows and/or columns  
| Hyperlinks | ● Highlight text and click Hyperlink button  
● Edit link as needed  
● Alternatively generate links to email or anchors                                                                                       | Insert Link: [https://policystat.zendesk.com/hc/en-us/articles/210667623](https://policystat.zendesk.com/hc/en-us/articles/210667623)  
Email Link: [https://policystat.zendesk.com/hc/en-us/articles/209113406](https://policystat.zendesk.com/hc/en-us/articles/209113406)       |
| Formatting | ● Headings 1-6 and paragraphs  
● Preformatting (keeping text on the same line  
● Block Quote  
● Center Align  

*Terminology may vary based on local preferences.*

For additional help, visit [support.policystat.com](http://support.policystat.com) or contact [support@policystat.com](mailto:support@policystat.com). To participate in upcoming Education session, visit [learn.policystat.com/lceducation/](http://learn.policystat.com/lceducation/)
PolicyStat Editor 201: Advanced

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>QUICK OVERVIEW</th>
<th>Icon</th>
<th>SUPPORT SITE ARTICLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toolbar Overview</td>
<td>An overview of all current toolbar functions</td>
<td>N/A</td>
<td><a href="https://policystat.zendesk.com/hc/en-us/articles/210330633">https://policystat.zendesk.com/hc/en-us/articles/210330633</a></td>
</tr>
<tr>
<td>Numbered Lists</td>
<td>Create and modify numbered lists including style options</td>
<td></td>
<td><a href="https://policystat.zendesk.com/hc/en-us/articles/205714909">https://policystat.zendesk.com/hc/en-us/articles/205714909</a></td>
</tr>
<tr>
<td>Bulleted lists</td>
<td>Create and modify bulleted lists</td>
<td></td>
<td><a href="https://policystat.zendesk.com/hc/en-us/articles/208789226">https://policystat.zendesk.com/hc/en-us/articles/208789226</a></td>
</tr>
<tr>
<td>Hyperlinking</td>
<td>Create hyperlinks to external sites, between two policies</td>
<td></td>
<td><a href="https://policystat.zendesk.com/hc/en-us/articles/210667623">https://policystat.zendesk.com/hc/en-us/articles/210667623</a></td>
</tr>
<tr>
<td>Add Symbol or Special Characters</td>
<td>Add symbols or special characters to a policy</td>
<td></td>
<td><a href="https://policystat.zendesk.com/hc/en-us/articles/204863985">https://policystat.zendesk.com/hc/en-us/articles/204863985</a></td>
</tr>
</tbody>
</table>

Frequently Asked Questions About Editor Topics

Lists

Hyperlinks

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