








PolicyStat Editor 101: Basics

TOPIC	QUICK OVERVIEW	KNOWLEDGE BASE ARTICLE
Required Properties to Save a Draft:	<ol style="list-style-type: none"> 1. Title 2. Owner* 3. Policy Area* 4. Approval Workflow 	https://support.policystat.com/hc/en-us/articles/208137913
Policy Properties Menu	<ul style="list-style-type: none"> ● Restricted Visibility: Remove from public view, only accessible to users with View Restricted permissions. ● Policy is a Form: Removes COPY watermark from printable PDF ● Reference Tag: Additional categorization options used for searching ● Next Review: Set by default by Policy Area. modify if needed 	https://support.policystat.com/hc/en-us/articles/205238375
Attachments	<ul style="list-style-type: none"> ● Rename/Replace: Replace updated files as needed ● Attachments can be any file type desired. 	https://support.policystat.com/hc/en-us/articles/205204625
Insert Images from your computer	<ol style="list-style-type: none"> 1. Add local image as an attachment 2. Place cursor in content where image is desired 3. Click Insert Image button in attachments area 	https://support.policystat.com/hc/en-us/articles/210882543
Insert Images from online source 	<ol style="list-style-type: none"> 1. Copy the URL (web address) for the image 2. Place cursor in content where image is desired 3. Click Image button on toolbar 4. Paste URL in the pop up window and click OK. 	http://learn.policystat.com/insertimage/?cpCmdGotoSlideAndResume=18
Copy/Paste Text	<ul style="list-style-type: none"> ● Copy/paste content both within and outside of PolicyStat: <ul style="list-style-type: none"> ○ Use Ctrl+C / Ctrl+V on your keyboard. ● Copying external content removes extraneous formatting 	https://support.policystat.com/hc/en-us/articles/207328750
Find/Replace 	<ul style="list-style-type: none"> ● Locate character, word, or phrase ● Replace with alternative text if needed/desired 	https://support.policystat.com/hc/en-us/articles/209132826

**Terminology may vary based on local preferences.*

For additional help, visit support.policystat.com or contact support@policystat.com. To participate in upcoming Education session, visit learn.policystat.com/lceducation/

PolicyStat Editor 101: Basics

TOPIC	QUICK OVERVIEW	Icon	SUPPORT SITE ARTICLE
Toolbar Overview	An overview of all current toolbar functions	N/A	https://support.policystat.com/hc/en-us/articles/210330633
Numbered Lists	Create and modify numbered lists including style options		https://support.policystat.com/hc/en-us/articles/210362103
Bulleted lists	Create and modify bulleted lists		https://support.policystat.com/hc/en-us/articles/208789226
Hyperlinking	Create hyperlinks to external sites, between two policies or to external pages or forms.		https://support.policystat.com/hc/en-us/articles/210667623
Add Symbol or Special Characters	Add symbols or special characters to a policy.		https://support.policystat.com/hc/en-us/articles/204863985
Insert and Format Tables	Insert new tables and use PolicyStat's formatting features to ensure the desired look and feel.		https://support.policystat.com/hc/en-us/articles/210599823

Frequently Asked Questions About Editor Topics

Editor Toolbar

<https://support.policystat.com/hc/en-us/sections/200978329>

Hyperlinks

<https://support.policystat.com/hc/en-us/sections/201340465>

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