
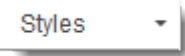










PolicyStat Editor 201: Advanced

TOPIC	QUICK OVERVIEW	KNOWLEDGE BASE ARTICLE
<p>Lists</p> 	<ul style="list-style-type: none"> • Numbered or bulleted • Paragraph boxes can become lists • Formatting options for numbered in Styles menu 	<p>Numbered Lists https://support.policystat.com/hc/en-us/articles/210362103</p> <p>Bulleted Lists https://support.policystat.com/hc/en-us/articles/208789226</p> <p>Troubleshooting Lists https://support.policystat.com/hc/en-us/articles/210483023</p>
<p>Tables</p> 	<p>Insert Table:</p> <ol style="list-style-type: none"> 1. Place cursor in paragraph box 2. Click Table button from toolbar <p>Right click to:</p> <ul style="list-style-type: none"> • Adjust table properties • Insert/delete rows/columns • Format cells 	<p>https://support.policystat.com/hc/en-us/articles/210599823</p>
<p>Hyperlinks</p> 	<ul style="list-style-type: none"> • Highlight text and click Hyperlink button • Edit link as needed • Alternatively generate links to email or anchors 	<p>Insert New Link: https://support.policystat.com/hc/en-us/articles/210667623</p> <p>Edit Existing Link: https://support.policystat.com/hc/en-us/articles/210707583</p> <p>Anchor Link: https://support.policystat.com/hc/en-us/articles/210051306</p> <p>Generate Email Link: https://support.policystat.com/hc/en-us/articles/209113406</p>
<p>Formatting Menu</p> 	<ul style="list-style-type: none"> • Headings 1-6 and paragraphs • Preformatting (keeping text on the same line) • Block Quote • Center Align • Highlighting 	<p>https://support.policystat.com/hc/en-us/articles/210330633</p>

**Terminology may vary based on local preferences.*

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PolicyStat Editor 201: Advanced

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

Lists

Numbered Lists

<https://support.policystat.com/hc/en-us/articles/210362103>

Bulleted Lists

<https://support.policystat.com/hc/en-us/articles/208789226>

Troubleshooting Lists

<https://support.policystat.com/hc/en-us/articles/210483023>

Hyperlinks

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

For additional help, visit support.policystat.com or contact support@policystat.com. To participate in upcoming Education session, visit <https://support.policystat.com/hc/en-us/articles/360007378254>