<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  
                 ● Formatting options for numbered in Styles menu  
                 ![Styles](https://docs.google.com/document/d/16plcSPq1yjcySYnvU1dHWd_PRdvRdFKzgLPtExypkRk/edit) | Numbered Lists  
                 ![Numbered Lists](https://support.policystat.com/hc/en-us/articles/210362103)  
                 Bulleted Lists  
                 ![Bulleted Lists](https://support.policystat.com/hc/en-us/articles/208789226)  
                 Troubleshooting Lists  
                 ![Troubleshooting Lists](https://support.policystat.com/hc/en-us/articles/210483023) |
| Tables          | Insert Table:  
                 1. Place cursor in paragraph box  
                 2. Click Table button from toolbar  
                 ![Table](https://support.policystat.com/hc/en-us/articles/210599823)  
                 Right click to:  
                 ● Adjust table properties  
                 ● Insert/delete rows/columns  
                 ● Format cells  
                 ![Table Properties](https://support.policystat.com/hc/en-us/articles/210599823) |                                                                                       |
| Hyperlinks      | ● Highlight text and click Hyperlink button  
                 ● Edit link as needed  
                 ● Alternatively generate links to email or anchors  
                 ![Hyperlink](https://support.policystat.com/hc/en-us/articles/210667623)  
                 ![Edit Link](https://support.policystat.com/hc/en-us/articles/210707583)  
                 ![Anchor Link](https://support.policystat.com/hc/en-us/articles/210051306)  
                 ![Generate Email Link](https://support.policystat.com/hc/en-us/articles/209113406) |                                                                                       |
| Formatting Menu | ● Headings 1-6 and paragraphs  
                 ● Preformatting (keeping text on the same line)  
                 ● Block Quote  
                 ● Center Align  
                 ● Highlighting  
                 ![Formatting Menu](https://support.policystat.com/hc/en-us/articles/210330633) | ![Formatting Menu](https://support.policystat.com/hc/en-us/articles/210330633)          |

*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 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://support.policystat.com/hc/en-us/articles/210330633">https://support.policystat.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://support.policystat.com/hc/en-us/articles/210362103">https://support.policystat.com/hc/en-us/articles/210362103</a></td>
</tr>
<tr>
<td>Bulleted lists</td>
<td>Create and modify bulleted lists</td>
<td></td>
<td><a href="https://support.policystat.com/hc/en-us/articles/208789226">https://support.policystat.com/hc/en-us/articles/208789226</a></td>
</tr>
<tr>
<td>Hyperlinking</td>
<td>Create hyperlinks to external sites, between two policies or to external pages or forms</td>
<td></td>
<td><a href="https://support.policystat.com/hc/en-us/articles/210667623">https://support.policystat.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://support.policystat.com/hc/en-us/articles/204863985">https://support.policystat.com/hc/en-us/articles/204863985</a></td>
</tr>
<tr>
<td>Insert and Format Tables</td>
<td>Insert new tables and use PolicyStat’s formatting features to ensure the desired look and feel.</td>
<td></td>
<td><a href="https://support.policystat.com/hc/en-us/articles/210599823">https://support.policystat.com/hc/en-us/articles/210599823</a></td>
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Frequently Asked Questions About Editor Topics

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

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