
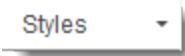










## PolicyStat Editor 201: Advanced

TOPIC	QUICK OVERVIEW	KNOWLEDGE BASE ARTICLE
<p>Lists</p> 	<ul style="list-style-type: none"><li>• Numbered or bulleted</li><li>• Paragraph boxes can become lists</li><li>• Formatting options for numbered in Styles menu</li></ul> 	<p><a href="https://support.policystat.com/hc/en-us/sections/201311465">https://support.policystat.com/hc/en-us/sections/201311465</a></p>
<p>Tables</p> 	<p>Insert Table:</p> <ol style="list-style-type: none"><li>1. Place cursor in paragraph box</li><li>2. Click Table button from toolbar</li></ol> <p>Right click to:</p> <ul style="list-style-type: none"><li>• Adjust table properties</li><li>• Insert/delete rows/columns</li><li>• Format cells</li></ul>	<p><a href="https://support.policystat.com/hc/en-us/articles/210599823">https://support.policystat.com/hc/en-us/articles/210599823</a></p>
<p>Hyperlinks</p> 	<ul style="list-style-type: none"><li>• Highlight text and click Hyperlink button</li><li>• Edit link as needed</li><li>• Alternatively generate links to email or anchors</li></ul>	<p>Insert New Link: <a href="https://support.policystat.com/hc/en-us/articles/210667623">https://support.policystat.com/hc/en-us/articles/210667623</a></p> <p>Edit Existing Link: <a href="https://support.policystat.com/hc/en-us/articles/210707583">https://support.policystat.com/hc/en-us/articles/210707583</a></p> <p>Anchor Link: <a href="https://support.policystat.com/hc/en-us/articles/210051306">https://support.policystat.com/hc/en-us/articles/210051306</a></p> <p>Generate Email Link: <a href="https://support.policystat.com/hc/en-us/articles/209113406">https://support.policystat.com/hc/en-us/articles/209113406</a></p>
<p>Formatting Menu</p> 	<ul style="list-style-type: none"><li>• Headings 1-6 and paragraphs</li><li>• Preformatting (keeping text on the same line)</li><li>• Block Quote</li><li>• Center Align</li><li>• Highlighting</li></ul>	<p><a href="https://support.policystat.com/hc/en-us/articles/210330633">https://support.policystat.com/hc/en-us/articles/210330633</a></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	<a href="https://support.policystat.com/hc/en-us/articles/210330633">https://support.policystat.com/hc/en-us/articles/210330633</a>
Numbered Lists	Create and modify numbered lists including style options		<a href="https://support.policystat.com/hc/en-us/articles/205714909">https://support.policystat.com/hc/en-us/articles/205714909</a>
Bulleted lists	Create and modify bulleted lists		<a href="https://support.policystat.com/hc/en-us/articles/208789226">https://support.policystat.com/hc/en-us/articles/208789226</a>
Hyperlinking	Create hyperlinks to external sites, between two policies or to external pages or forms.		<a href="https://support.policystat.com/hc/en-us/articles/210667623">https://support.policystat.com/hc/en-us/articles/210667623</a>
Add Symbol or Special Characters	Add symbols or special characters to a policy.		<a href="https://support.policystat.com/hc/en-us/articles/204863985">https://support.policystat.com/hc/en-us/articles/204863985</a>
Insert and Format Tables	Insert new tables and use PolicyStat's formatting features to ensure the desired look and feel.		<a href="https://support.policystat.com/hc/en-us/articles/210599823">https://support.policystat.com/hc/en-us/articles/210599823</a>

## Frequently Asked Questions About Editor Topics

### Lists

<https://support.policystat.com/hc/en-us/sections/201311465>

### Hyperlinks

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

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