












EDITOR 201: ADVANCED QUICK REFERENCE

Topic	Quick Overview	Knowledge base article
<p><i>Lists</i></p> 	<ul style="list-style-type: none"> • Numbered or bulleted • Paragraph boxes can become lists • Formatting options for numbered in Styles menu 	<p>How do I add a Numbered List to my policy?</p> <p>What are Bulleted Lists?</p> <p>Troubleshooting Lists</p>
<p><i>Tables</i></p> 	<ul style="list-style-type: none"> • Insert Table: <ol style="list-style-type: none"> 1. Place cursor in paragraph box 2. Click Table button from toolbar • Right click to: <ul style="list-style-type: none"> • Adjust table properties • Insert/delete rows/columns • Format cells 	<p>How do I use tables in PolicyStat?</p> <p>Can I Edit or Remove Hyperlinks?</p> <p>How do I link to a specific point in a policy?</p> <p>How do I Make an Email Clickable?</p>
<p><i>Hyperlinks</i></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>How do I Link to another Policy, Website, or File from within a Policy?</p>
<p><i>Formatting Menu</i></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>Editor Toolbar Formatting Drop-Down List</p>

**Terminology may vary based on local preferences.*

Toolbar Overview

The Toolbar features many buttons and functions with which you may already be familiar. For a full breakdown of the Toolbar options with examples, see [this article](#).

Topic	Quick Overview	Icon	Knowledge base article
<i>Find/Replace</i>	<ul style="list-style-type: none"> Locate character, word, or phrase Replace with alternative text if needed/desired 		How do I find and replace text in the Editor?
<i>Numbered Lists</i>	<ul style="list-style-type: none"> Create and modify numbered lists including style options 		How do I add a Numbered List to my policy?
<i>Bulleted lists</i>	<ul style="list-style-type: none"> Create and modify bulleted lists 		What are Bulleted Lists?
<i>Hyperlinking</i>	<ul style="list-style-type: none"> Create hyperlinks to external sites, between two policies or to external pages or forms. 		How do I Link to another Policy, Website, or File from within a Policy?
<i>Add Symbol or Special Characters</i>	<ul style="list-style-type: none"> Add symbols or special characters to a policy. 		How do I add Symbols or Special Characters to my policy?
<i>Insert and Format Tables</i>	<ul style="list-style-type: none"> Insert new tables and use PolicyStat's formatting features to ensure the desired look and feel. 		How do I use tables in PolicyStat?

Want more training?

PolicyStat offers any-time Training Paths on various topics. The [Policy Creation Training Path](#) will guide you through creating a policy in PolicyStat from start to finish.

For additional help, visit support.policystat.com or contact support@policystat.com.

To participate in upcoming Education session, visit our [Webinar Calendar](#) to sign-up. Visit our [Education pages](#) to view training content any time.