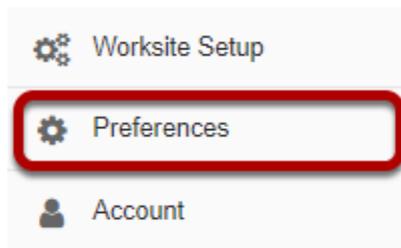


How do I set my preference for the Rich-Text Editor mode?

You may set your preference for the rich text editor toolbar display throughout the system if desired.

Go to Preferences.



From your **Home** area, select the **Preferences** tool.

Select the Editor tab.



Choose your default preference.

PREFERENCES

Notifications Time Zone Language Sites **Editor**

Editor Options

Default Rich Text Editor toolbar layout

- Auto detected based on browser size
- Force basic/mobile mode (Limited set of buttons and features)
- Force full/desktop mode (Full set of buttons, all features)

Update Preferences

Cancel Changes

Click Update.

Update Preferences

Cancel Changes