

## **Rich Text Formatting**

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When creating a new text field, admins can enable the **Rich Text Format** option, which saves the field as a text box that allows that allows users to:

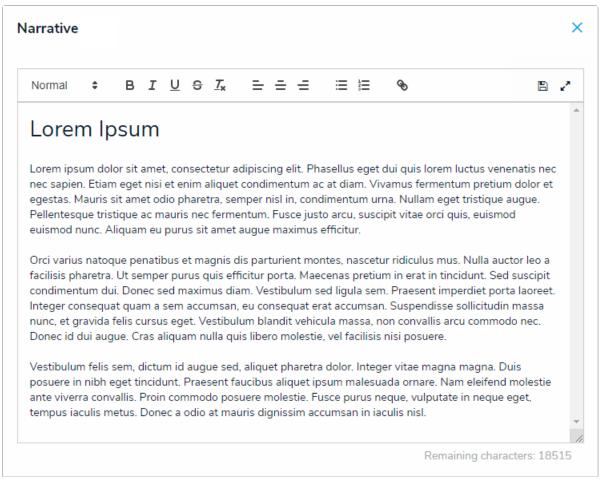
- Apply headings, bold, italic, underline, or strikethrough formatting.
- Apply left, right, or center text alignment.
- Create and continue numbered and bulleted (ordered and unordered) lists.
- Embed URLs.
- Enter up to 20,000 characters of text.
- Enable a focused view of the text editor.

RTF can be applied and/or is displayed on configurable forms, data grids, report tables, repeatable forms, printed forms or reports, and reports exported into Word, Excel, or PDF format. To enable RTF, select the **Rich Text Format** option when creating the field.



When printing a form or report with RTF from your browser, note that some formatting is not preserved or displayed as expected. For the best results, it's recommended that RTF data is printed from a report exported into PDF format. If the data is on a configurable form, it can be displayed through the repeatable form element, then exported into PDF.





A Rich Text Format field displayed in focused mode.

## Rich Text Format Editor

OPTION	ICON	DESCRIPTION	KEYBOARD SHORTCUT	EXAMPLE
Сору	NA	Copies a selection of text to the clipboard.	Ctrl+C (Windows) or Command+C (Mac)	N/A
Cut	N/A	Cuts a selection of text and copies it to the clipboard.	Ctrl+X (Windows) or Command+X (Mac)	N/A
Paste	N/A	Pastes copied text into the field.	Ctrl+V (Windows) or Command+V (Mac)	N/A
Undo	N/A	Removes the last change made to the text.	Ctrl+Z (Windows) or Command+Z (Mac)	N/A



Redo	N/A	Re-applies a change that	Ctrl+Y (Windows)	N/A
		was previously made to the	or	
		text.	Command+Shift+Z (Mac)	
Heading	Normal \$	Applies heading styles from	N/A	Example
styles		a dropdown menu of options		Evene le
		(headings 1 through 6). The		Example
		default setting is		
		Normal (no heading styles		
		applied).		
Bold	В	Bolds the text.	Ctrl+B (Windows)	Example
			or Command+B	
	_		(Mac)	
Italic	I	Italicizes the text.	Ctrl+I (Windows) or	Example
			Command+I (Mac)	
Underline	<u>U</u>	Underlines the text.	Ctrl+U (Windows)	<u>Example</u>
			or	
			Command+U (Mac)	
Strikethrough	S	Strikes through the text.	N/A	Example
Remove	<u></u>	Removes formatting from	N/A	N/A
formatting		the selected text.		
Alignment	= = =	Applies left (default), center,	N/A	Example (left)
		or right text alignment.		Example (center)
				Example (right)
Lists	<b>= !</b> =	Creates bullet or number	N/A	• Example
		lists. Pasting a list from Word		• Example
		will automatically enable a		1 Evenne
		list style in the editor.		1. Example
				2. Example



Links	8	Creates a link using the	N/A	Resolver (with display
		highlighted text. Links can		text)
		also be created without		https://www.resolver.com
		display text by typing or		(no display text)
		pasting the full URL in the		
		textbox. Clicking a link will		
		open it in a new tab in your		
		browser. Note that all URLs		
		must include http:// or		
		https://		
Save	B	Saves changes made to the	N/A	N/A
		field. Clicking outside the		
		editor will also save your		
		changes. Drafts of your		
		changes are retained in the		
		field, but will not appear		
		elsewhere until explicitly		
		saved.		
Focus mode	e*	Enable or disable focus	N/A	N/A
		mode.		