Work Instructions

Number: **021**

Name: **Text editing**

Title: Use of text editors on the EU Pollinator Hub

Status: Approved

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1 Document history

1.1.1 Drafted

Submitted on 2024-01-28 by Michael Rubinigg, quality manager.

1.1.2 Reviewed

Reviewed on 2024-01-29 by Noa Simòn Delso, general manager.

1.1.3 Approved

Approved on 2024-01-29 by Michael Rubinigg, quality manager.

1.2 Change history

n.a.

2 Abbreviations

EU	European Union
EUPH	EU Pollinator Hub
n.a.	not available
URL	Uniform Resource Locator
WI	Work Instruction

3 Introduction

This document contains instructions for the use of text editors on the EU Pollinator Hub.

4 Validity

4.1 Area

The of validity of this document is limited to the use of text editors on the EU Pollinator Hub.

4.2 Time

The period of validity of this document begins on 2024-01-29 and ends on with its revocation.

4.3 Related Documents

n.a.

5 Procedure

5.1 Instructions for using the text editor

5.1.1 Write text

5.1.1.1 Write new text with a specific format

- Select one of the format icons in the top part of the editor, as defined in section 5.1.1.3, and write the text.

5.1.1.2 Change format of existing text

- Select the text part to be formatted and select one of the format icons in the top part of the editor, as defined in section 5.1.1.3.

5.1.1.3 Format text

- Select **B** to display text in bold.
- Select *I* to display text in italics.
- Select ~~S~~ to display strikethrough text.
- Select 🔗 to insert a link. Paste the URL into the area inside the round brackets. Write the text enclosed by the link inside the square brackets.
- Select **H** to display text as header. Press several times in succession to decrease the header level.
- Select ❝ to display quoted text.
- Select ☰ to display text in an unordered list.
- Select ☰ to display text in an ordered list.
- Select ▦ to display text in a table.
- Select ↺ to undo the last action.
- Select ↻ to redo the last action.

6 References

There are no sources in the current document.

7 Annexes

There are no annexes in the current document.