

## What happened to my toolbar/text editor in WebAccess?

Over the summer, WebAccess underwent a significant upgrade. Part of this upgrade was a change in the default text editor—or the toolbar that we see when we want to type in a textbox. For some, the new toolbar is just fine...but others would like the previous toolbar back. (It allows for more options.)

The new default toolbar/text editor is called Atto HTML Editor. It's a basic, no-frills toolbar that allows for easy insertion of text, media, and images.

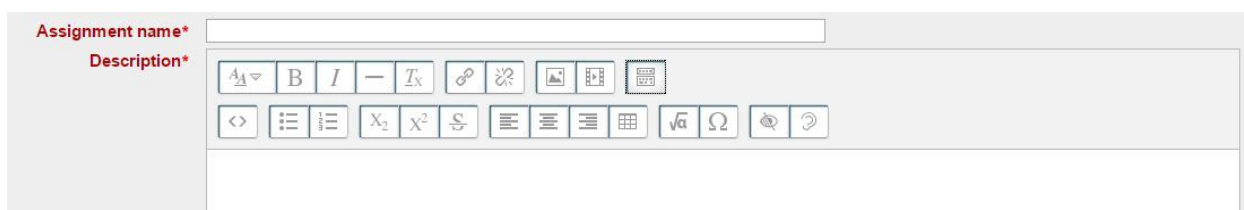


Figure 1: Atto HTML Toolbar/Text Editor

However, if you would like to manipulate the text a bit more (change colors and/or fonts) or edit images a bit more, the previous toolbar is what you're looking for. It's called TinyMCE HTML Editor.

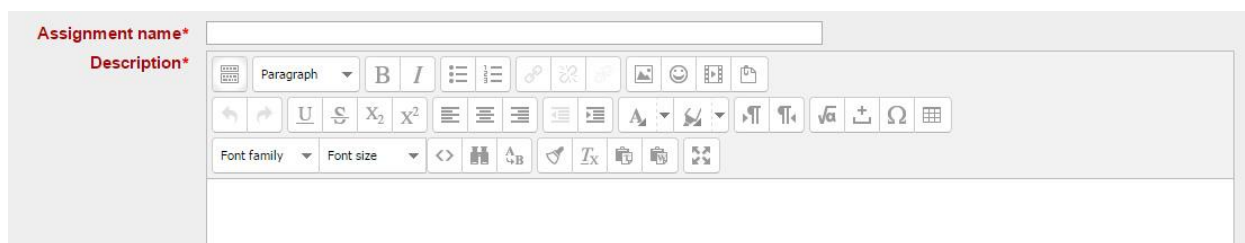


Figure 2: TinyMCE HTML Toolbar/Text Editor

### How do I change my toolbar/text editor?

1. Click on your name at the top of the WebAccess page. When the menu expands, click on 'My Profile'.

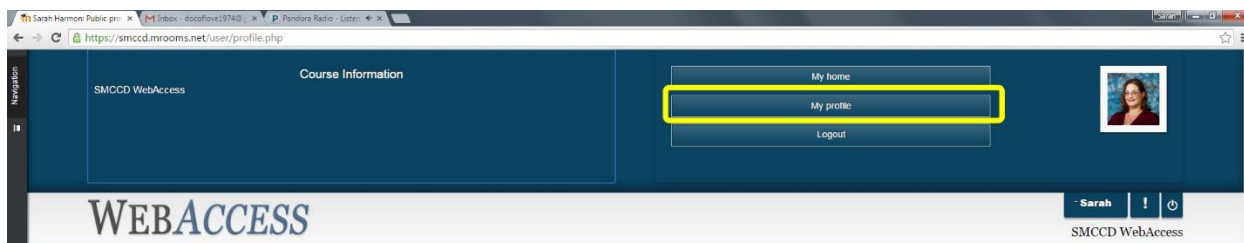


Figure 1: Top of screen menu bar

2. On your profile page, on the right side there is an Administration box. Click 'Edit profile'.

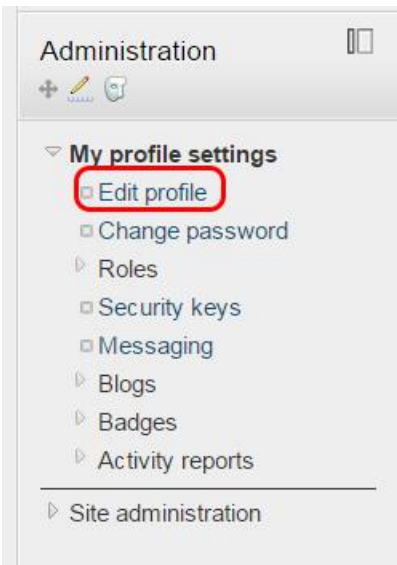


Figure 2: Administration panel

3. Click 'Expand all' on the top-right of the editing page, so that you can see your options. Scroll down to the 'Preferences' module, and note the 'Text editor' option is set to 'Default editor'. Click the drop-down box, and select 'TinyMCE HTML Editor'. Scroll to the bottom of the page, and click 'Save changes'.



Figure 3: Preferences module on edit page