

# TEXT LAYOUT

This section describes text layout features on the RS Store Website Editor.



Basic Text layout features grouped on the toolbar.

## TEXT ALIGNMENT

Text alignment determines the placement of text relative to the page (or the editing area). Note that due to the nature of this formatting option, text alignment can only be applied to a block-level element, like a paragraph, an image, a list item, or a div element. Most document elements have a default alignment setting that is highlighted in the toolbar. If you want to change the default alignment setting, select another option by clicking the toolbar button.



**Align Left** - The text will flow to the left margin or gutter.



**Center**- The text will align symmetrically and there will be some space left on both sides,.



**Align Right**- The text will flow to the right margin or gutter.



**Justify** - The text will stretch from one side to the other and there will be no space left on either of the sides with additional spacing applied between letters or words.

## TEXT INDENTATION

Indentation defines the spacing between the beginning of a block-level element and the left margin or gutter in all languages with left to right text direction.

Note that due to the nature of this formatting option, indentation can only be applied to a block-level element, like a paragraph, a list item, or a div element. If the paragraph spans across multiple lines of text, each line will appear at the same indentation level..



**Increase Indentation**



**Decrease Indentation**

## BLOCK QUOTE

Block quote is used for longer quotations that are distinguished from the main text by left and right indentation. It is recommended to use this type of formatting when the quoted text consists of several lines or at least 100 words. To insert a shorter quotation fragment, use the **Inline quotation** style from the **Styles** drop-down list. You can also use the matching **Cited Work** style to format the quotation source.

To add a block quotation to your text, press the  button on the toolbar. Once added, the block quote formatting appears in the document on the location of the cursor.

## DIV CONTAINER

Some formatting settings can only be applied to block-level elements. Sometimes it is also useful to be able to apply formatting to a larger document fragment that extends beyond one block. If this is the case, a standard practice is to add a div container around a document fragment.

Note that using div containers, just like other HTML elements, along with CSS styling, is an advanced feature that should only be used if you have sufficient knowledge of HTML.

To add a div element to your text, click the  Div Container toolbar button. The Create Div Container dialog window that will open lets you set configuration options that define the stylesheet ID and classes as well as other advanced properties.

## CREATING LISTS

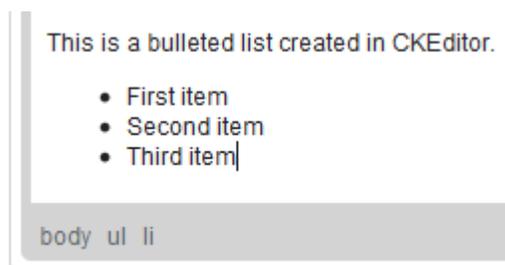
Lists provide a way to structure text in a clear manner as well as group items that belong together. The Editor lets you create two types of lists: bulleted (unordered) and numbered (ordered) lists.

### BULLETED LISTS

Bulleted lists are useful when you want to group a number of items that do not need to appear in any particular order.

#### Creating a Bulleted List

To create a bulleted list, click the  Insert/Remove Bulleted List button on the toolbar. A default list marker will appear at the beginning of the line of text that contains the cursor and the line will become indented. If you want to add further list items, press *Enter* on your keyboard. The cursor will move to the next line with a list marker placed at its beginning.



The list is continued automatically as long as you press *Enter* at the end of a line. If you want to suppress list creation, press *Enter* in an empty line with a list marker or click the  button again. The cursor will then move to the next, unindented paragraph.

Another method of adding a bulleted list is to select one or more paragraphs and press the  button on the toolbar. Each paragraph will then become a separate list item.

## Bulleted List Properties

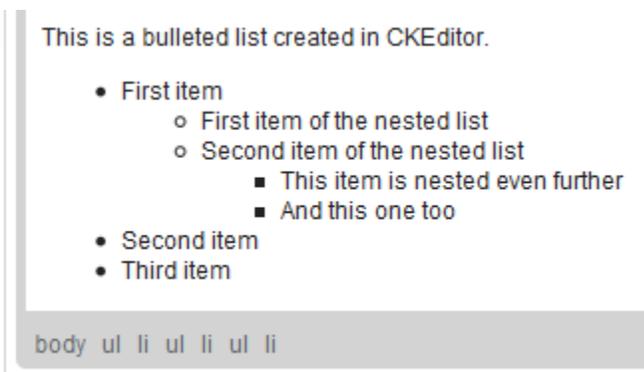
In the Editor you can customize the appearance of the bulleted list and modify the list marker. In order to change the list style, open the list context menu by clicking the right mouse button on a list item or using the *Menu/Application* key on your keyboard, and choose the **Bulleted List Properties** menu option.



## Nesting Bulleted Lists

Sometimes one list level is not enough to represent a more complicated structure of items. This is why the Editor lets you add multiple levels of nesting to your bulleted lists.

To create a nested bulleted list, use the **Increase Indent** feature of the Editor. Place the cursor in the line that should start the nested list and press the  button on the toolbar. The list item will become indented and the list marker will change. The next item added to the list will have the same indentation as the previous one and thus become a part of the nested list.



If you want to end the nested list and return to the previous indentation level, use the **Decrease Indent** feature of the Editor. Place the cursor in the line that should be a continuation of the previous list and press the  button on the toolbar. The indentation of the list item will decrease and the list marker will change back to the marker for a list of a higher level.

## Removing a Bulleted List

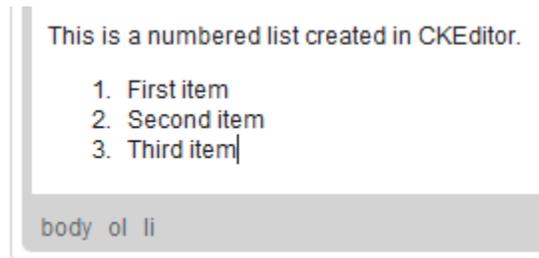
If you want to remove list formatting, leaving the text of the list items intact, select the list in the document and press the  button on the toolbar. The list markers and indentation will be removed and each of the former list items will become a paragraph.

## NUMBERED LISTS

Numbered lists are useful when you want to group a number of items that need to appear in a particular order. They are perfectly suited for lists of procedures or step-by-step instructions.

## Creating a Numbered List

To create a numbered list, press the  button on the toolbar. A default numbered list marker will appear at the beginning of the line of text that contains the cursor and the line will become indented. If you want to add further list items, press *Enter* on your keyboard. The cursor will move to the next line with a list marker placed at its beginning.



The list is continued automatically as long as you press *Enter* at the end of a line. If you want to suppress list creation, press *Enter* in an empty line with a list marker or click the  button again. The cursor will then move to the next, unindented paragraph.

Another method of adding a numbered list is to select one or more paragraphs and press the  button on the toolbar. Each paragraph will then become a separate list item.

## Numbered List Properties

In the Editor you can customize the appearance of the numbered list, its starting value, and the list marker. In order to change the list style, open the list context menu by clicking the right mouse button on a list item or using the *Menu/Application* key on your keyboard, and choose the **Numbered List Properties** menu option.

The **Numbered List Properties** dialog window lets you configure the starting value and the list marker type. A numbered list can use decimal numbers, Roman numerals, or letters of the alphabet, in either lower or upper case.

## Nesting Numbered Lists

Sometimes one list level is not enough to represent a more complicated structure of items. This is why the Editor lets you add multiple levels of nesting to your numbered lists.

To create a nested numbered list, use the **Increase Indent** feature of the Editor. Place the cursor in the line that should start the nested list and press the  button on the toolbar. The list item will become indented and the next item added to the list will have the same indentation as the previous one, thus becoming a part of the nested list.

This is a numbered list created in CKEditor.

1. First item
  1. First item of the nested list
  2. Second item of the nested list
    1. This item is nested even further
    2. And this one too
2. Second item
3. Third item

```
body ol li ol li ol li
```

By default the nested numbered list will use the **Decimal** list marker type. To increase the readability of a structure of nested numbered lists, you can assign each nesting level a different list marker. To achieve this, open the list context menu by clicking the right mouse button on a list item, and choose the **Numbered List Properties** menu option. The type selected from the **Type** drop-down list will be used for all list items at this nesting level.

If you want to end a nested list and return to the previous indentation level, use the **Decrease Indent** feature of the Editor. Place the cursor in the line that should be a continuation of the previous list, and press the  button on the toolbar. The indentation of the list item will decrease and the list marker will change back to the marker for a list of a higher level.

### Removing a Numbered List

If you want to remove list formatting, leaving the text of the list items intact, select the list in the document and click the  button on the toolbar. The list markers and indentation will be removed and each list item will become a separate paragraph.