

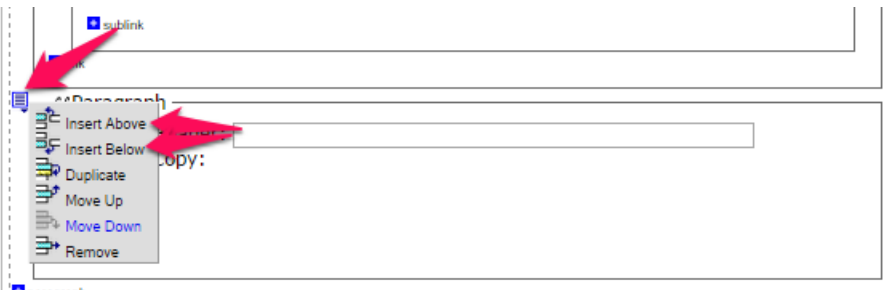
Ektron Website Quick Reference

Adding, Duplicating, Removing & Changing the Order of Paragraphs in a Smart Form

Adding a New Paragraph

There are two ways to add a new paragraph to a smart form

- 1) Click on the paragraph link icon and choose *Insert Above* or *Insert Below*.

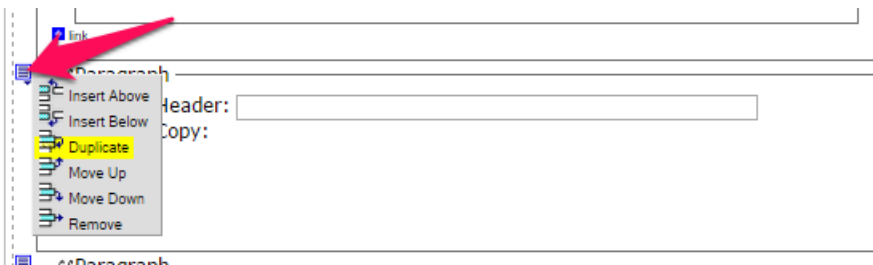


- 2) Click on the plus (+) symbol next to the word paragraph at the bottom of the smartform



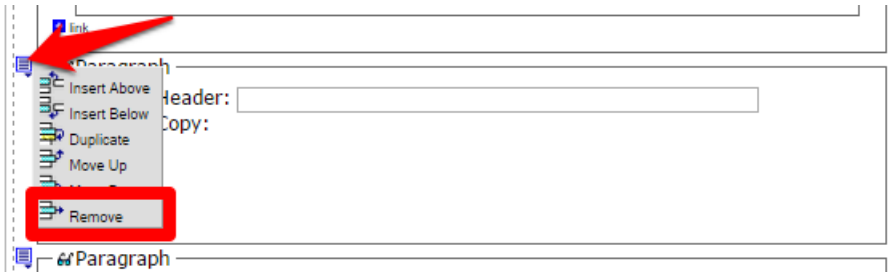
Duplicating a Paragraph

Click on the paragraph link icon and choose *Duplicate*. This will duplicate the paragraph header, any information in the paragraph copy field (Rich Area Text Field) and any links in the section as well



Removing a Paragraph

Click on the paragraph link icon and choose *Remove*. This will delete the paragraph header, any information in the paragraph copy field (Rich Area Text Field) and any links in the section as well.



Changing the Order of Paragraphs

Click on the paragraph link icon and choose *Move Up* or *Move Down*.

