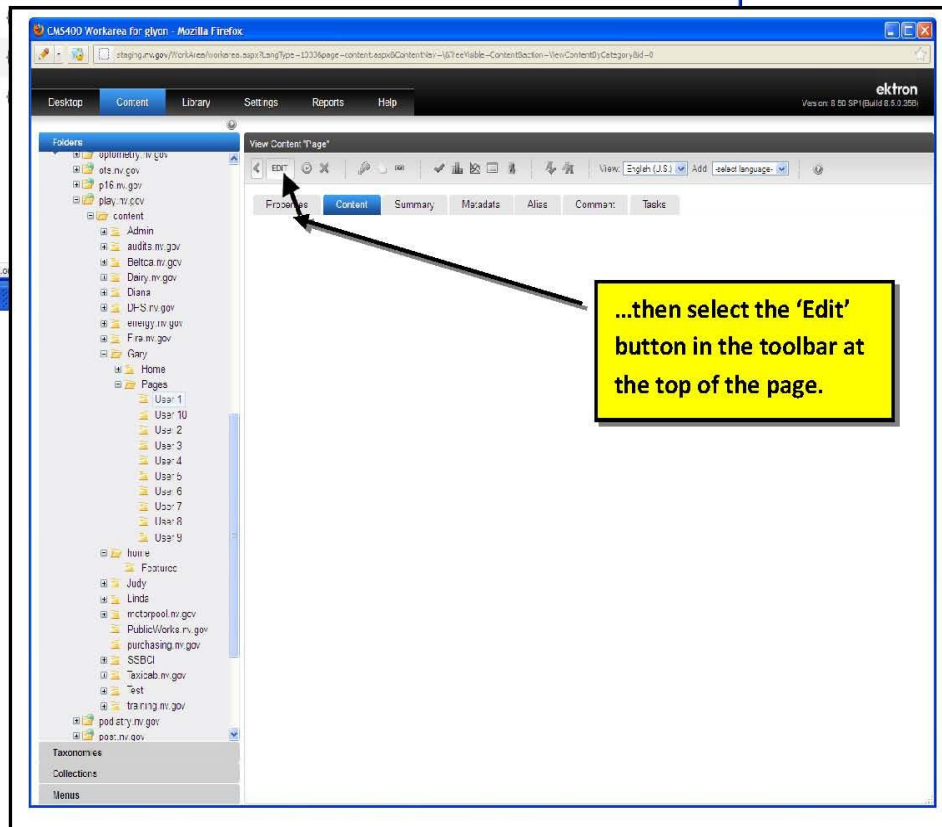# Ektron Website Quick Reference

Adding, Editing & Deleting Content

Click on the type of Smart Form you want to edit,

...then select the 'Edit' button in the toolbar at the top of the page.
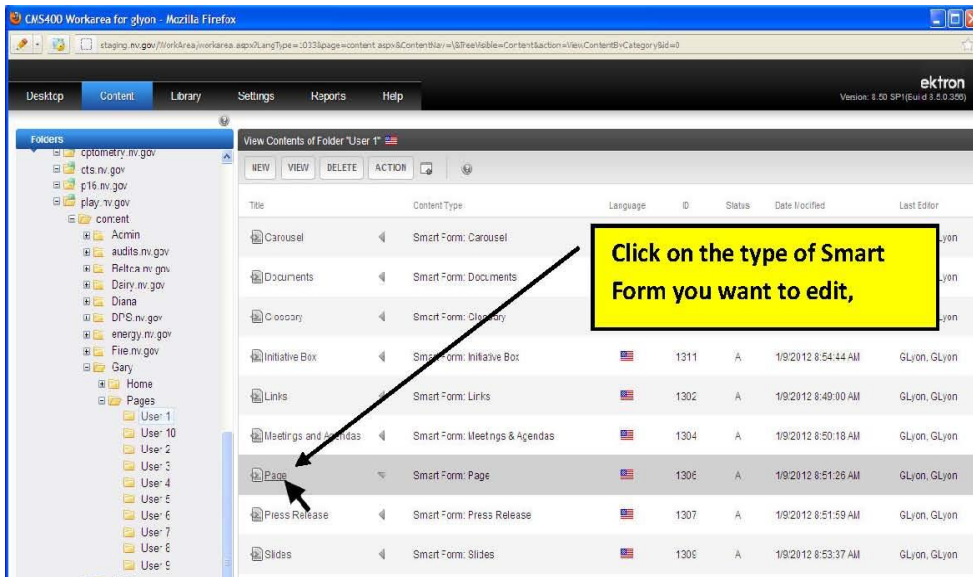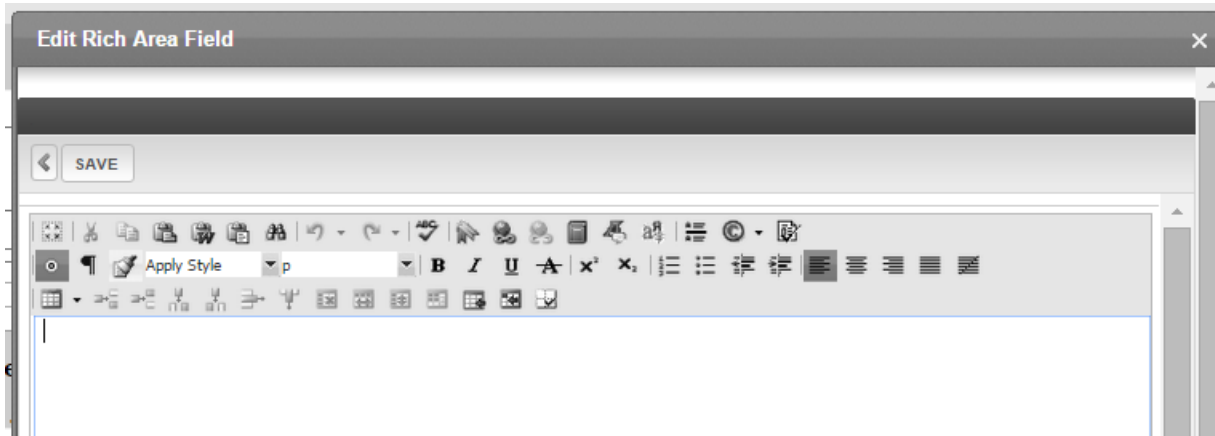
Use this to add, edit or delete content in HTML content blocks too

To Add Content

Place your cursor in the Edit Rich Area Text Field and press the backspace key to remove the blank character space the system automatically places inside the field and type the text.

If pasting text from Word, Excel, PowerPoint, or the web or any other program, click on the Paste as Plain Text button on the toolbar.
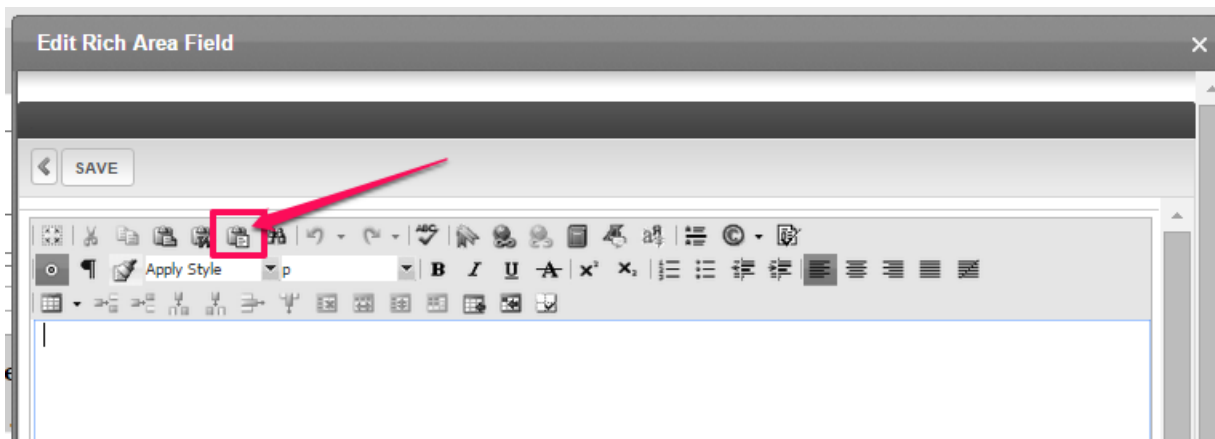
When the Paste Plain Text dialog box opens (use Control + V to) paste the text into the field and click OK, then SAVE. This strips all code from word, excel, the web, etc. from the text so you shouldn't have to fight weird fonts later.
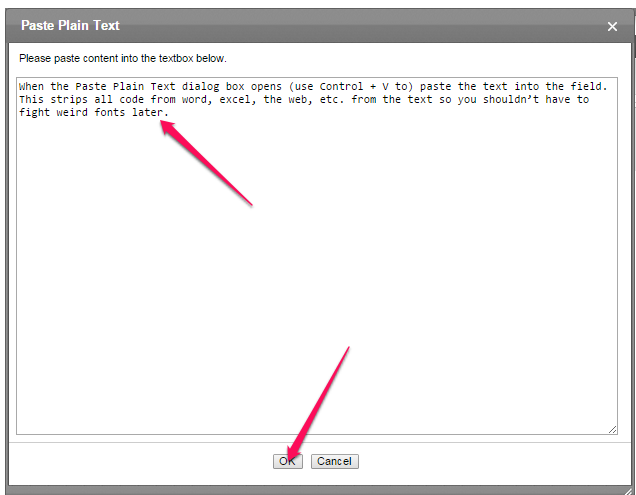
To Edit Content

To Delete Content

Header Fields

If the text is in a paragraph header field, highlight the text and press the delete key if there is information in a paragraph copy field attached to the header that needs to be kept.

Paragraph Copy Fields

If the text is in a paragraph copy field, highlight the text and press the delete key if there is a Paragraph Header field attached that needs to be kept.

Link / List Fields

If the text is in a paragraph copy or paragraph header field that needs to be kept, but you want to delete a link under it, click the Link icon and choose REMOVE from the drop-down menu.
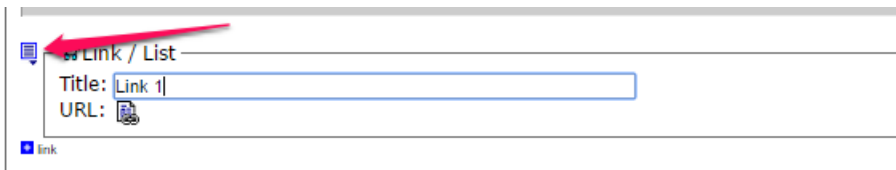
Header, Paragraph Copy & Link/List Fields

If you want to delete a paragraph header, the paragraph copy field and any links in that particular paragraph section, click the Paragraph Icon and choose REMOVE from the drop-down menu.