

UBE Umbraco: The Rich Text Editor (RTE)

The RTE is an Element that is used in the Cell of a Layout to display text, media and links formatted to your own style.

Click the “+” at the bottom of a Cell, below other Elements if there are any, and click the RTE Element. A blank text area is displayed with a taskbar of icons above it. You can type or cut and paste text into the text area.

Hover over an icon in the RTE’s taskbar to display its purpose. The purpose of many of the icons is obvious but some need explaining, which is below.

Insert/edit link

1	Select the text exactly that is to be link to select the hyperlink on the web page.	It’s important to know exactly which text is selected because, if you would like to edit the link subsequently, you must select exactly the same text or you’ll insert another link!
2	Click the “Insert/edit link” icon.	A Link Panel displays on the right-hand side of the Main Panel.
3	If you would like to link to a page elsewhere on the Internet, open this page in another browser tab and copy and paste the URL (the Internet address of the page in a text box near top of the browser window) into the “Link to document” textbox	
4	If you would like to link to another page on your website, hover over the Root Page in the Link Panel, click the chevron that displays to expand the content tree and click the page to which want to link	A tick will display on the selected page.
5	If you would like to link to a document or image file in your Media Section, click “Link to file” in the bottom right-hand corner of the Link Panel. The Media Section’s folders are displayed. Browse through the folders and select the required file	
6	Enter into the “Page Title” textbox the text that will be displayed when a website’s visitor hovers over the link on the webpage	
7	In the “Target” drop-down menu, I recommend you select “Opens the linked document in a new window or tab” if the link is of the type in 3 or 5 above or select “Opens the linked document in the full body of the window” if the link is of the type in 4 above.	
8	Click “Select” in the bottom right-hand corner of the Link Panel.	
9	Save your changes.	

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Media Picker

Use the “Media Picker” icon to insert an image into the RTE.

nb: if you only want to insert an image without any text, it may be better to use the “Image” Element instead. This will insert an image and adjust its width automatically to fill the width of the Cell – but read [“All about images”](#) in the Media section.

1	Position the cursor in the text where you would like the image to be displayed	
2	Click the “Media Picker” icon.	The Media Section displays in a Panel on the right-hand side of the Main Panel.
3	Browse through the folders and select the required image.	
4	Complete the “Alternative text” field with a clear description of the image.	This field read by special software to people with impaired sight. If it is not completed, the website will be given a black mark by the Web Content Accessibility Guidelines .
5	Click “Insert” in the bottom right-hand corner of the Panel.	The image is inserted into the RTE.
6	Adjust the size of the image by selecting it (click on it and drag it slightly) and then dragging a handle in a corner of the image.	
7	To wrap the text around the image, click “Format” in the taskbar and select “Float to the left” or “Float to the right”.	
8	Save your changes.	