RichText Boost 1.0

User Guide

Copyright

Contents

1. Product Introduction

SharePoint RichText Boost is an extension for multiple lines of text columns that use rich text. It changes the user interface of these columns by providing an additional toolbar. This allows users to:

- Increase/decrease the size of the SharePoint rich text area and save these settings;
- Upload and insert images/flash without entering a full URL;
- Upload files and insert them as hyperlinks without entering a full URL.

This user guide will show you how to install and configure RichText Boost on your SharePoint environment.

For the latest version of this user guide or other user guides, please visit our document center at:

https://www.boostsolutions.com/download-documentation.html

2. Installation

2.1 Product Files

After you download and unzip the RichText Boost zip file from www.boostsolutions.com, you will find the following files:

Path	Descriptions
Setup.exe	A program that installs and deploys the WSP solution packages to the SharePoint farm.
EULA.rtf	The product End-User-License-Agreement.
RichText Boost _V1_User Guide.pdf	User guide for RichText Boost in PDF format.
Library\2.0\Setup.exe	The product installer for .Net Framework 2.0.
Library\4.0\Setup.exe.config	A file containing the configuration information for the installer.
Library\4.6\Setup.exe	The product installer for .Net Framework 4.6.
Library\4.6\Setup.exe.config	A file containing the configuration information for the installer.
Solutions\Foundtion\ BoostSolutions.FoundationSetup15.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\Foundtion\ BoostSolutions.FoundationSetup16.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2016/2019.
Solutions\Foundtion\Install.config	A file containing the configuration information for the installer.
Solutions\RichTextBoost\BoostSolutions. RichTextBoostSetup15.1.wsp	A SharePoint solution package containing RichText Boost files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\RichTextBoost\BoostSolutions. RichTextBoostSetup16.1.wsp	A SharePoint solution package containing RichText Boost files and resources for SharePoint 2016/2019.
Solutions\RichTextBoost\Install.config	A file containing the configuration information for the installer.

2.2 Software Requirements

Before you install RichText Boost, ensure your system meets the following requirements:

SharePoint Server Subscription Edition

Operating System	Microsoft Windows Server 2019 Standard or Datacenter Microsoft Windows Server 2022 Standard or Datacenter
Server	Microsoft SharePoint Server Subscription Edition
Browser	Microsoft Edge Mozilla Firefox Google Chrome

SharePoint 2019

Operating System	Windows Server 2016 Standard or Datacenter Windows Server 2019 Standard or Datacenter
Server	Microsoft SharePoint Server 2019
Browser	Microsoft Internet Explorer 11 or greater Microsoft Edge Mozilla Firefox Google Chrome

SharePoint 2016

|	
Operating System	Microsoft Windows Server 2012 Standard or Datacenter X64 Microsoft Windows Server 2016 Standard or Datacenter
Server	Microsoft SharePoint Server 2016 Microsoft .NET Framework 4.6
Browser	Microsoft Internet Explorer 10 or greater Microsoft Edge Mozilla Firefox Google Chrome

SharePoint 2013

Operating System	Microsoft Windows Server 2012 Standard or Datacenter X64
	Microsoft Windows Server 2008 R2 SP1
Server	Microsoft SharePoint Foundation 2013 or Microsoft SharePoint Server 2013
	Microsoft .NET Framework 4.5
Browser	Microsoft Internet Explorer 8 or greater
	Microsoft Edge
	Mozilla Firefox
	Google Chrome

2.3 Installation

Follow these steps to install RichText Boost on your SharePoint servers.

Installation Preconditions

Before you start installing the product, please make sure these services are started on your SharePoint servers: **SharePoint Administration** and **SharePoint Timer Service**.
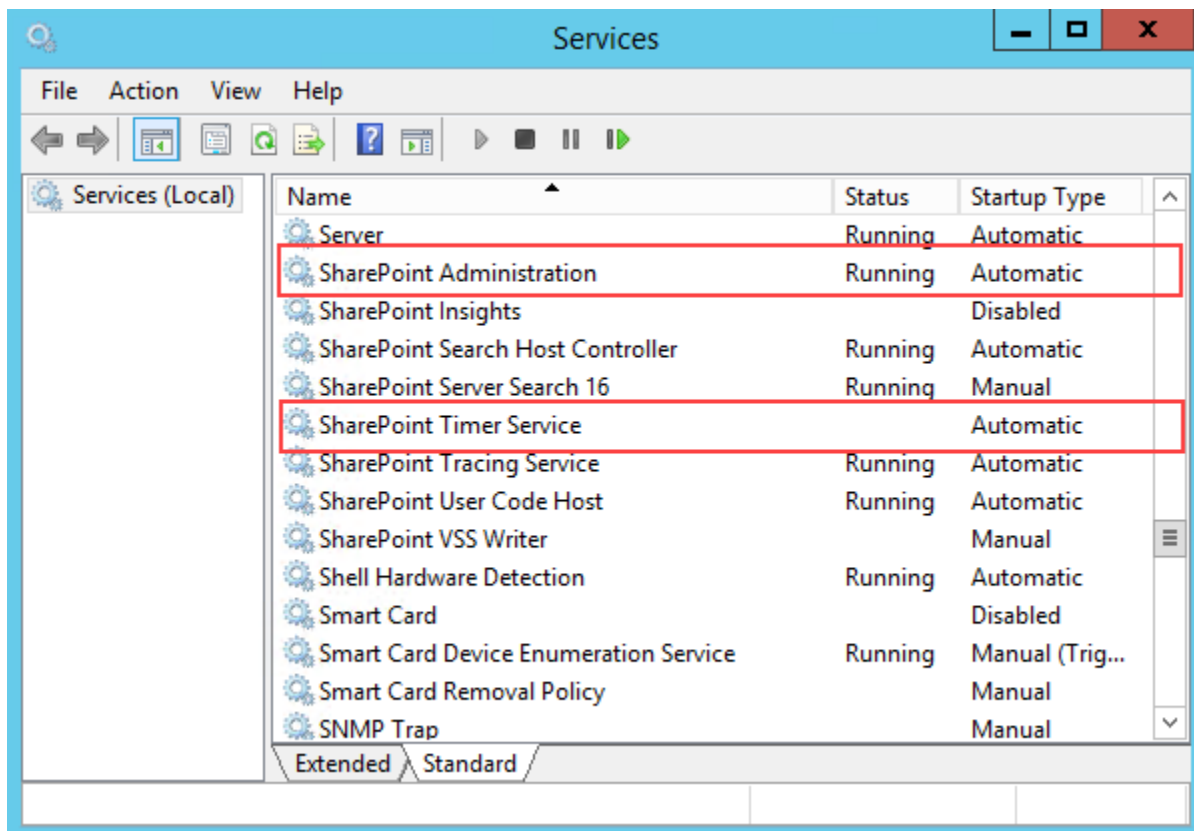
RichText Boost must be run on one front-end Web server in the SharePoint farm where **Microsoft SharePoint Foundation Web Application services** are running. Check **Central Administration → System Settings** for a list of servers running this service.

Required Permissions

To perform this procedure, you must have specific permissions and rights.

- Member of the local server's **Administrators** group.
- Member of the **Farm Administrators** group.

To install RichText Boost on SharePoint server.

a. Download the zip file (*.zip) of the product of your choice from the BoostSolutions website, then extract the file.

b. Open the created folder and run the **Setup.exe** file.

> *Note* If you cannot run the setup file, please right click the Setup.exe file and choose Run as administrator.

c. A system check is performed to verify if your machine meets all the requirements for installing the product. After the system check is finished, click **Next**.

d. Review and accept the End-User License Agreement and click **Next**.

e. In the Web Application Deployment Targets, select the web applications you are going to install and click **Next**.

> *Note* If you select **Automatically activate features**, the product features will be activated in the target site collection during the installation process. If you want to manually activate the product feature later, uncheck this box.

f. Upon completion of the installation, details are displayed showing which web applications you product has been installed to. Click **Close**.

2.4 Upgrade

Download the latest version of our product and run the **Setup.exe** file.

In the **Program Maintenance** window, select **Upgrade** and click **Next**.

2.5 Uninstallation

If you want to uninstall the product, double-click the **Setup.exe** file.

In the **Repair or Remove** window, select **Remove** and click **Next**. Then the application will be removed.

2.6 Command_Line Installation

The following instructions are for installing the solution files for RichText Boost in **SharePoint 2016** by using the SharePoint STSADM command line tool.

Required permissions

To use STSADM, you must be a member of the local Administrators group on the server.

To install RichText Boost to SharePoint servers

a.   Extract the files from the product zip pack to a folder on one SharePoint server.

b.   Open a command prompt and make sure your path is set with the SharePoint bin directory.

- **SharePoint 2016**

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\16\BIN

c.   Add the solution files to SharePoint in the STSADM command line tool.

stsadm -o addsolution -filename BoostSolutions.RichTextBoostSetup16.1.wsp

stsadm -o addsolution -filename BoostSolutions.FoundationSetup16.1.wsp

d.   Deploy the added solution with the following command:

stsadm -o deploysolution -name BoostSolutions.RichTextBoostSetup16.1.wsp -allowgacdeployment –url [virtual server url] –immediate

stsadm -o deploysolution -name BoostSolutions.FoundationSetup16.1.wsp -allowgacdeployment –url [virtual server url] –immediate

e.   Wait for the deployment to complete. Check the final status of the deployment with this command:

stsadm -o displaysolution -name BoostSolutions.RichTextBoostSetup16.1.wsp

stsadm -o displaysolution -name BoostSolutions.FoundationSetup16.1.wsp

The result should contain a <Deployed> parameter for which the value is TRUE.

f.   In the STSADM tool, activate the features.

stsadm -o activatefeature -name SharePointBoost.RichTextBoost –url [site collection url] –force

To remove RichText Boost from SharePoint servers

a. Removal is initiated with the following command:

> *stsadm -o retractsolution -name BoostSolutions.RichTextBoostSetup16.1.wsp -immediate -url*
> *[virtual server url]*

b. Wait for the removal to finish. To check the final status of the removal you can use the following command:

> *stsadm -o displaysolution -name BoostSolutions.RichTextBoostSetup16.1.wsp*

> The result should contain the <Deployed> parameter for which the value is FALSE and the <LastOperationResult> parameter with the RetractionSucceeded value.

c. Remove the solution from the SharePoint solutions storage:

> *stsadm -o deletesolution -name BoostSolutions.RichTextBoostSetup16.1.wsp*

To remove BoostSolutions Foundation from SharePoint servers

The BoostSolutions Foundation is designed to provide a centralized interface to manage licenses for all BoostSolutions software from within SharePoint Central Administration. If you are still using BoostSolutions product on your SharePoint server, DO NOT remove Foundation from the servers.

a. Removal is initiated with the following command:

> *stsadm -o retractsolution -name BoostSolutions.FoundationSetup16.1.wsp –immediate –url [virtual*
> *server url]*

b. Wait for the removal to finish. To check the final status of the removal you can use the following command:

> *stsadm -o displaysolution -name BoostSolutions.FoundationSetup16.1.wsp*

> The result should contain the <Deployed> parameter for which the value is FALSE and the <LastOperationResult> parameter with the RetractionSucceeded value.

c. Remove the solution from the SharePoint solutions storage:

> *stsadm -o deletesolution -name BoostSolutions.FoundationSetup16.1.wsp*

2.7 Feature Activation

Activate RichText Boost's feature in site collection

By default, the application's features are automatically activated once the product is installed. You can also activate the product feature manually.

a. Click **Settings** ⚙ and then click **Site Settings**.

b. Under **Site Collection Administration** click **Site collection features**.

c. Find the application feature and click **Activate**. After a feature is activated, the Status column lists the feature as **Active**.

BoostSolutions RichText Boost 1.20.0.520

Adds additional functionality to Rich Text columns. (Powered by BoostSolutions)

Deactivate   Active

3. RichText Boost Settings

RichText Boost allows you to configure the rich text toolbar according to your preferences. This can be done either in the List settings for each column that has rich text enabled in an individual list or globally in the Site Collection Settings.

3.1 RichText Boost Settings Center

To access the RichText Boost Settings Center you must be a Site Collection Administrator.

a. To enter the **RichText Boost Settings Center**, first navigate to **Site Collection Settings**.

b. Secondly, click **RichText Boost Settings Center** under the **Site Collection Administration** section.

Site Collection Administration
Recycle bin
Search Result Sources
Search Result Types
Search Query Rules
Search Schema
Search Settings
Search Configuration Import
Search Configuration Export
Site collection features
Site hierarchy
Site collection audit settings
Audit log reports
Portal site connection
Content Type Policy Templates
Site collection app permissions
Storage Metrics
Site Policies
Popularity and Search Reports
Content type publishing
Help settings
HTML Field Security
SharePoint Designer Settings
Site collection health checks
Site collection upgrade
RichText Boost Settings Center (Powered by
BoostSolutions)

c.   You will then enter the **RichText Boost Settings Center**.

RichText Boost Settings Center ⓘ

OK   Cancel

Default RichText Button Settings

Configure the default settings for the RichText Boost button layout in this site collection.

✓ ⬌	✓ ⬌	✓ ↕	✓ ↕	✓ ⬇	✓ ⬆	✓ 🖼	✓ 🎞	✓ 🔗	Set As Default
Increase width	Decrease width	Increase height	Decrease height	Maximize size to window borders	Restore to normal size	Insert image	Insert flash	Insert hyperlink	

RichText Boost Button Configuration

Enable or disable RichText Boost buttons in this site:

BoostSolutions ▾   Apply Default Settings To This Site   Apply Default Settings To Site Collection

List	Column	RichText Boost Button Configuration
BoostSolutions ▸ Contact list	Notes	✓⬌ ✓⬌ ✓↕ ✓↕ ✓⬇ ✓⬆
BoostSolutions ▸ Meeting Schedule	Description	✓⬌ ✓⬌ ✓↕ ✓↕ ✓⬇ ✓⬆
BoostSolutions ▸ PD Tasks	Description	✓⬌ ✓⬌ ✓↕ ✓↕ ✓⬇ ✓⬆ ✓🖼 ✓🎞 ✓🔗
BoostSolutions ▸ PT Tasks	Description	✓⬌ ✓⬌ ✓↕ ✓↕ ✓⬇ ✓⬆ ✓🖼 ✓🎞 ✓🔗
BoostSolutions ▸ Tasks	Description	✓⬌ ✓⬌ ✓↕ ✓↕ ✓⬇ ✓⬆ ✓🖼 ✓🎞 ✓🔗
BoostSolutions ▸ User Information List	About me	✓⬌ ✓⬌ ✓↕ ✓↕ ✓⬇ ✓⬆ ✓🖼 ✓🎞 ✓🔗

In the RichText Boost Settings Center you can enable or disabled the function buttons for all the lists in the current site collection. You can also configure and apply default function buttons for all the rich text columns.

> **Note** RichText Boost does not support wiki list for SharePoint 2010.

The following function buttons can be applied to rich text enabled columns:

✓ ↕	This button enables users to increase the height for the rich text area.
✓ ↕	This button enables users to decrease the height for the rich text area.
✓ ⬌	This button enables users to increase the width for the rich text area.
✓ ⬌	This button enables users to decrease the width for the rich text area.
✓ ⬇	This button enables users to maximize the size of the rich text area to the window borders.
✓ ⬆	This button enables users to restore the rich text area to normal size.
✓ 🖼	This button enables users to insert images in the rich text area.
✓ 🎞	This button enables users to insert flash in the rich text area.
✓ 🔗	This button enables users to insert hyperlinks in the rich text area.

Default RichText Button Settings

You can change the default settings by selecting or unselecting the checkbox next to the function buttons. The function button will not display in the RichText Boost Button Configuration section if you do not select it here. After you change the settings, confirm your changes by clicking the **Set As Default** button. Clicking **OK** will also save the default settings.

RichText Boost Button Configuration

You can click the **Apply Default Settings To Site Collection** button to change the settings for all rich text columns in the current site collection. Alternatively, you can click **Apply Default Settings To This Site** to change the settings for a single site.

License Management

In the License Management section, you can click the license link to open the License Management Center page. For more information about the License, please refer to *Appendix 1: License Management*.

3.2 RichText Boost Settings for Individual List

The RichText Boost Settings for individual list can be found in **List Settings**. Click **RichText Boost Settings** under the **General Settings** section. From there you will enter **RichText Boost Settings**.

To access **RichText Boost Settings**, you must have at least Design permission level.

Every rich text column in the list will be displayed on this page with details about which function buttons are enabled or disabled. You can change the settings for every single column according to your preferences.

4. Using RichText Boost

After changing the settings, the corresponding function buttons will be displayed on the rich text column editor. You can use rich text functions when you are creating or editing an item.
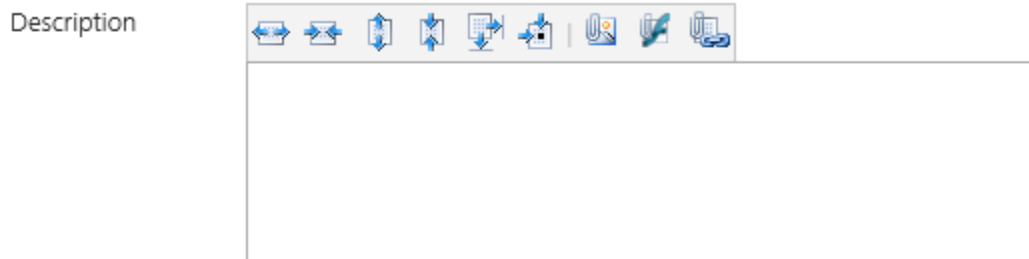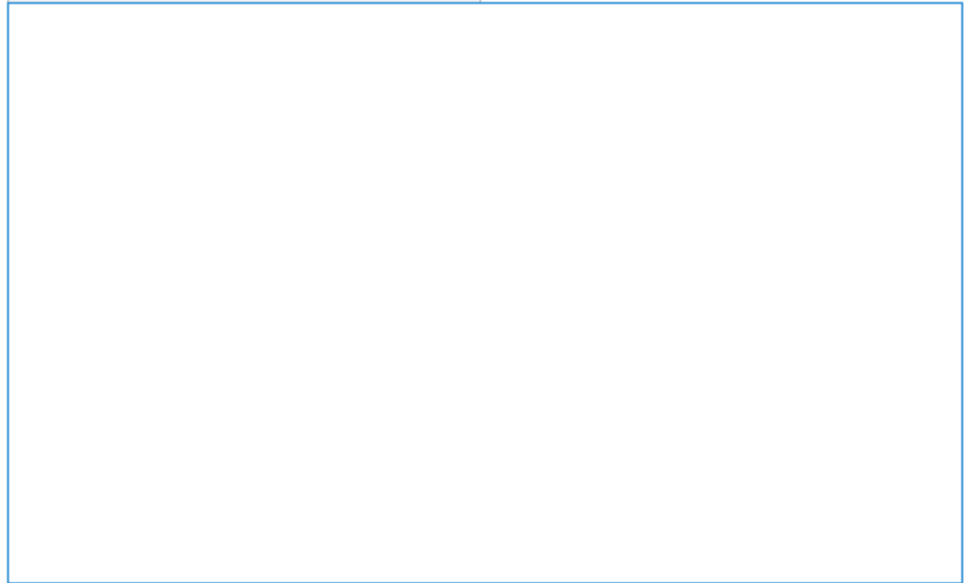

4.1 Increase/Decrease the Size of the Rich Text Area

The following image shows the default size of the SharePoint rich text enabled column. You will notice the editor box is very small. This makes editing and formatting text difficult.
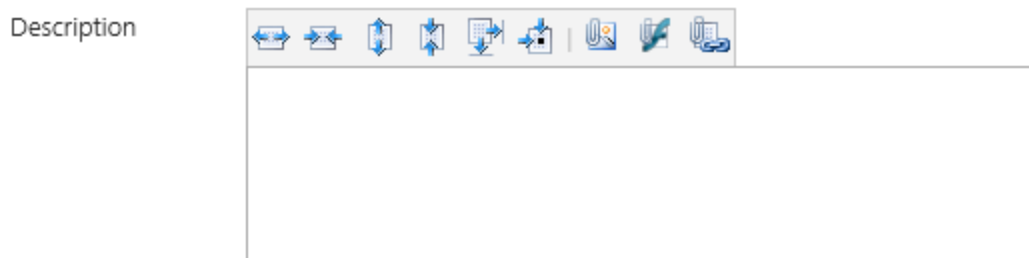
RichText Boost gives you the option to change the size of the text area by clicking , , or .
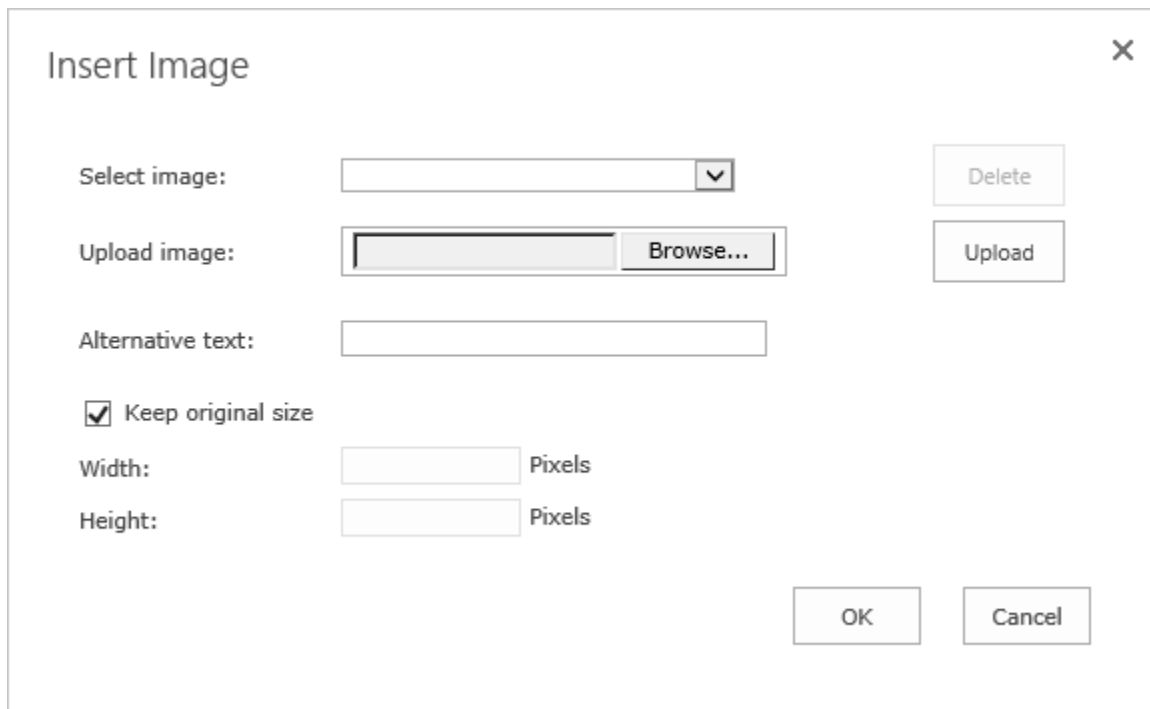
Description

> **Note** When you change the textbox size, it will remain the same size the next time it is edited by the same user.

4.2 Insert Image

Click the button and an **Insert Image** dialog box will appear:
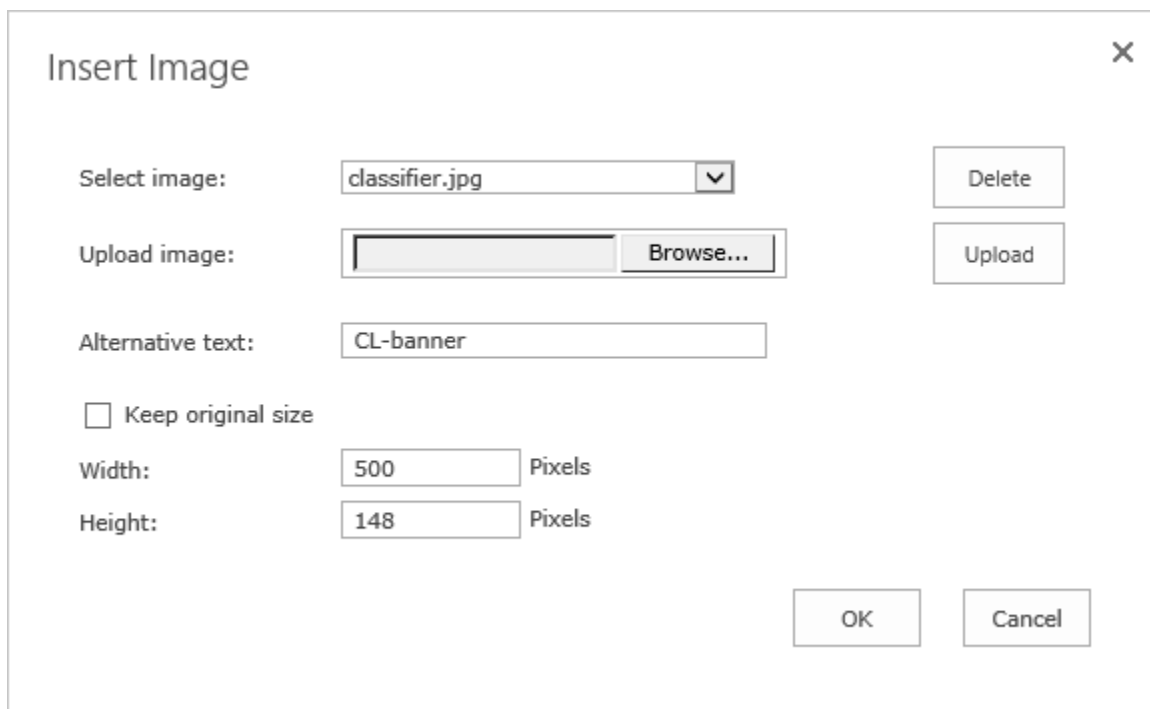
Click the **Browse…** button to select an image from your computer. Then click **Upload** to upload the image to the server as an attachment for the item. The image name will be displayed in the **Select image** field. You can optionally input **Alternative text**. Alternative text will display as a tooltip when you view the item. You can specify the image width and height or keep the original size by selecting **Keep original size**.

Click **OK** and the image will be inserted into the rich text area.

4.3 Insert Flash

Click the button and an **Insert Flash** dialog box will appear:

Click the **Browse...** button to select a flash file from your computer. Click **Upload** to upload the image to the server as an attachment for the item. The flash name will be displayed in the **Select flash** field. You can specify the flash width and height or keep the original size by selecting **Keep original size**.

Click **OK** and the flash file will be inserted into the rich text area.

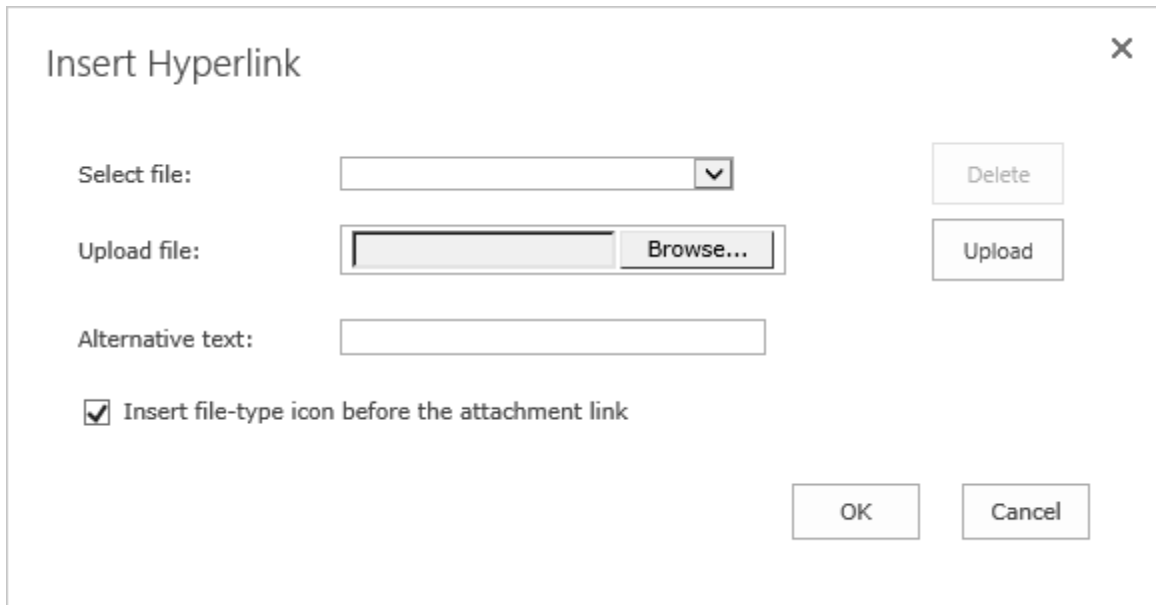> *Note* The **Browser File Handling** should be **Permissive** in the **Web Application General Settings** if you want to play the flash file.

4.4 Insert Hyperlink

Click the 🖼 button and an **Insert Hyperlink** dialog box will appear:

Click the **Browse…** button to select a file from your computer. Click **Upload** to upload the file to the server as an attachment for the item. The file name will be displayed in the **Select file** field. Input the text you want to display for the hyperlink in the **Alternative text** field.

Insert Hyperlink   ×

Select file: SCL-Tutorial.pdf   ∨   Delete

Upload file: [   ] Browse...   Upload

Alternative text: SharePoint-CL-Totorial.pdf

☑ Insert file-type icon before the attachment link

OK   Cancel

Click **OK** and the hyperlink will be inserted into the rich text area.

Description

All product materials are ready.

Please refer to the following document:

SharePoint-CL-Totorial.pdf

5. Troubleshooting & Support

Troubleshooting FAQ:

https://www.boostsolutions.com/general-faq.html#Show=ChildTitle9

Contact Info:

Product & Licensing Inquires: sales@boostsolutions.com

Technical Support (Basic): support@boostsolutions.com

Request a New Product or Feature: feature_request@boostsolutions.com

Appendix 1: License Management

You can use RichText Boost without entering any license code for a period of 30 days from when you first use it.

To use RichText Boost without any limitations, you will need to purchase a license and register the product.

<u>Finding License Information</u>

a. In the products main page, click the trial link and enter the **License Management Center**.

b. Click Download License Information, choose a license type and download the information (Server Code, Farm ID or Site Collection ID).
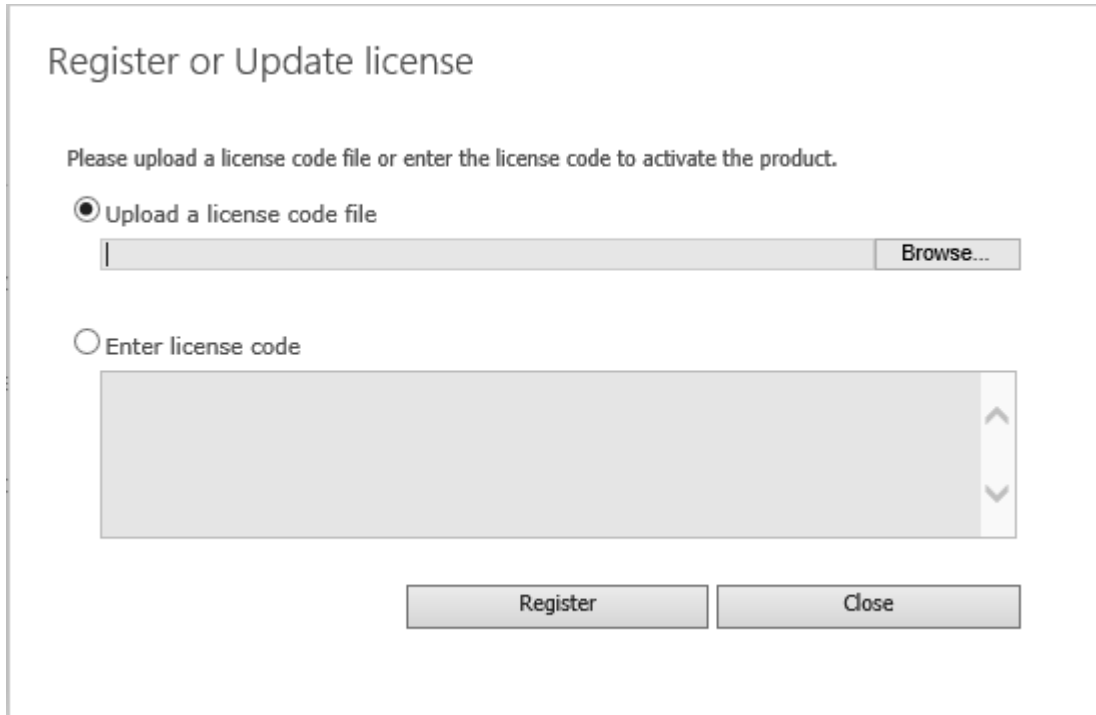
In order for BoostSolutions to create a license for you, you need to send us your SharePoint environment identifier (Note: different license types need different information). A server license needs a server code; a Farm license needs a farm ID; and a site collection license needs a site collection ID.

c. Send the above information to us (sales@boostsolutions.com) to generate a license code.

License Registration

a.   When you receive a product license code, enter the **License Management Center** page.

b.   Click **Register** on the license page and a **Register or Update license** window will open.

c.   Upload the license file or enter the license code and click **Register**. You will get confirmation that your license has been validated.

Register or Update license

✅ Registered Successfully

▸ The license was verified successfully.

▸ Thank you for choosing BoostSolutions.

If you encounter any problems or would like to suggest a product requirement, please contact support@boostsolutions.com

Close

For more details on license management, see the BoostSolutions Foundation.