# **SharePoint RichText Boost Tutorial**

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

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

Another feature of SharePoint RichText Boost is that it allows the user or administrator to configure the rich text toolbar according to their preferences. This can be either done in the List Settings for each column that has rich text enabled, or globally in the Site Collection Settings. This approach allows for an easier way to configure and administer the column settings, so the administrator could turn off features that he recognizes as an issue, e. g. inserting pictures or flash into a list.

#### Administrating RichTextBoost columns

To change the settings globally, the administrator has to navigate to the Site Collection Settings page.

Site Information				
Site URL:				http://vmdevbase/
Mobile Site URL:				http://vmdevbase/m/
Version:				12.0.0.6421
Jsers and Permissions	Look and Feel	Galleries	Site Administration	Site Collection Administration
People and groups	Title, description, and icon	Master pages	Regional settings	Search settings
Site collection administrators	Master page	Site content types	Site libraries and lists	Search scopes
Advanced permissions	Navigation	Site columns	Site usage report	Search keywords
	Tree view	Site templates	User alerts	Recycle bin
	Site theme	List templates	RSS	Site directory settings
	Save site as template	Web Parts	Search visibility	Site collection features
	Reset to site definition	Workflows	Sites and workspaces	Site hierarchy
	Searchable columns		Site features	Portal site connection
			Delete this site	Site collection audit settings
			Content and structure	Audit log reports
			Content and structure logs	Site collection policies
				Variations
				Variation labels
				Translatable columns
				Variation logs
				Password Change settings (Powered by SharePointBoost)
				License Management Center (Powered by SharePointBoost)

Then, by clicking the RichText Boost Settings Center button the user will be directed to the RichText Boost Settings page. This page allows the administrator to set the default settings for each newly added rich text column, apply the default settings to every rich text column, and display each rich text column in each site to change the settings according to his preferences.

Changing the default settings is accomplished by checking, or unchecking the button icons. After changes have been made, the administrator should confirm them by clicking the Set as default

button. Clicking OK will also save the default settings.

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		OK Cancel
Default RichText Button Setting	5	
Configure the default settings for the	RichText Boost button layout in this	s site collection.
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RichText Boost Button Configura	ition	
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Global Home > Calendar	Description	★ 직 및 지 않 지 않 직 중 적 중
Global Home > Product Dev	Description	★ 의 ♥ 의 (\$ 의 (\$ 의 ➡ 의 ➡ 의
Global Home > Reusable Content	Comments	
Global Home > Reusable Content	Reusable HTML	鄭지 [월지 [월지 [축지 ♣지 🕸 지 🕸 지 吾지
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Global Home > User Information List	About me	
Global Home > Workflow Tasks	Description	★ 적 ♥ 되 ○ ○ ● ● ○
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Clicking the 'Apply Default Settings To Site Collection' button will change the settings for each rich text column in each site of the site collection to the default settings.

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			OK Cancel
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Global Home > Reusable Content	Comments	Image: Second	
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Global Home > Workflow Tasks	Description	Image: Second	
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The drop-down button on the left allows the administrator to navigate to each site in the site collection. For each site, all lists and all rich text columns in these lists will be displayed with their current settings. To only change the settings for one list, click the 'Apply Default Settings To This Site' button.

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			OK Cancel
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Afterwards, the administrator can configure each rich text column individually from the top-level settings page, making the set-up process more convenient and efficient.

After changing the settings, click OK to confirm. Clicking Cancel without saving the settings will open a popup window, asking the user if he really wants to leave the settings page.

essage	from webpa	ge		
?	Your settings leave this pa	s have not bee age?	n saved, <mark>A</mark> re you su	ire you want to

To configure rich text columns locally, the administrator can navigate to the List Settings page of the list that contains the rich text columns he wants to change.

ustomize HR Management	
List Information	
Name:	HR Management
Web Address:	http://vmdevbase/HR Department/Lists/HR Documents/AllItems.aspx
Description:	
General Settings	Permissions and Planagement
Title, description and navigation	Delete this list
Versioning settings	Save list as template
Advanced settings	Permissions for this list
Audience targeting settings	Workflow settings
List Item Ranking Settings (Powered by SharePointBoost)	Information management policy settings
	Item permission batch settings(Powered by SharePointBoost)
RichText Boost Settings (Powered by SharePointBoost)	
RichText Boost Settings (Powered by SharePointBoost)	Column permission settings (Powered by SharePointBoost)
RichText Boost Settings (Powered by SharePointBoost)	<ul> <li>Column permission settings (Powered by SharePointBoost)</li> <li>View permission settings (Powered by SharePointBoost)</li> </ul>

There, clicking on the RichText Boost Settings button the administrator will be directed to the RichText Boost Settings page for this list. Every rich text column in this list will be displayed here with details about which buttons are enabled or disabled. The administrator can then change the settings for each single column according to his preferences.

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RichText Boost Button (	onfiguration		
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After changing the settings, click OK to confirm. Clicking 'Cancel' without saving the settings will open a popup window prompting for confirmation before leaving the settings page without saving. After saving the changes the results of the changed settings are displayed as shown below

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## Using RichText Boost

A typical example of how SharePoint RichText Boost improves working with rich text columns is illustrated below. Here, a user is trying to change the size of the column editing area, insert an image, and finally insert a flash movie.

## Increasing/decreasing the size of the SharePoint rich text area

In the default SharePoint rich text editor, the editor box is very small. This makes editing and formatting text difficult.



SharePoint-Rich-Text-Box.jpg

Alt: SharePoint Rich Text box using the SharePoint web part.

RichText Boost gives the user the option to change the size of the text input area by clicking the buttons , or .

Description



The changed settings of the textbox size will be saved so that it will remain the same size the next time it is edited by the same user and browser.

#### Inserting images with SharePoint RichText Boost

Click the <sup>III</sup> button, and the "Insert attached image" dialog will pop up:

Insert Image	Webpage Dia	llog		
Select image:	[			Delete
Upload image:	ſ		Browse	Upload
Alternative tex	t: [			
🔽 Keep origi	nal size			
Width:		Pixels		
Height:		Pixels		
	6			
			OK	Cancel

Click the Browse button to select an image from your computer. Then, click "Upload", so that the image can be uploaded to the server as an attachment to the item. The image name will be displayed in the "Select image" field. Next, specify the image width and height, or keep the original size by checking the "Keep original size" checkbox.

Insert Image -	- Webpage	Dialog		<u>1</u>
Select image:	brainsto	rming-webiste	_image. 💌	Delete
Upload image:			Browse	Upload
Alternative text	: RichText	Boost Brainsto	rming	
🔽 Keep origin	al size			
Width:		Pixels		
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		Î	ОК	Cancel

Click OK to confirm, and the picture will be inserted into the rich text editing area.



## Inserting flash with SharePoint RichText Boost

Click the *button*, and the "Insert attached flash" dialog will pop up:

🖉 Insert Flas	h Webp	age Dialog		×
Select flash	n:			Delete
Upload flas	h:		Browse	Upload
🔽 Keep o	riginal size	e		
Width:		Pixels		
Height:		Pixels		
			ОК	Cancel

Click the Browse button, and select a flash file from your computer. Then, click "Upload" to upload the flash file to the server as an attachment to the item. The flash name will be displayed in the "select flash" box. Next, specify the width and height of the flash, or keep the original size by checking the "Keep original size" checkbox.

Select flash;	RichText	boost_Instruction	n.swf 💌	Delete
Upload flash:			Browse	Upload
🗖 Keep ori	ginal size			
Width:	500	Pixels		
Height:	500	Pixels		
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Finally, click OK to save the item you edit. The picture and flash you inserted will be displayed in the View Item form as shown below:

We have to modify the company's product website. Please add introductions for new products.

Please add product pictures, related flash files, and related documents, and add them to the product website.

The materials can be found below:



The following flash movie is demo featuring the product redesign:



## Inserting Hyperlinks with SharePoint RichText Boost

Click the use button and the "Insert attached Hyperlink" dialog will pop up:

Select file:		Delete
Upload file:	Browse	Upload
Alternative text:		
Alternative text:	ore the attachment link	

The inserted Hyperlink will be displayed as shown below:

We have to modify the company's product website. Please add introductions for new products.

Please add product pictures, related flash files, and related documents, and add them to the product website.

The materials can be found below:



The following flash movie is demo featuring the product redesign:



If you need more information, please refer to the following link:

RichTextBoost\_tutorial.docx