

# SharePoint RichText Boost Tutorial

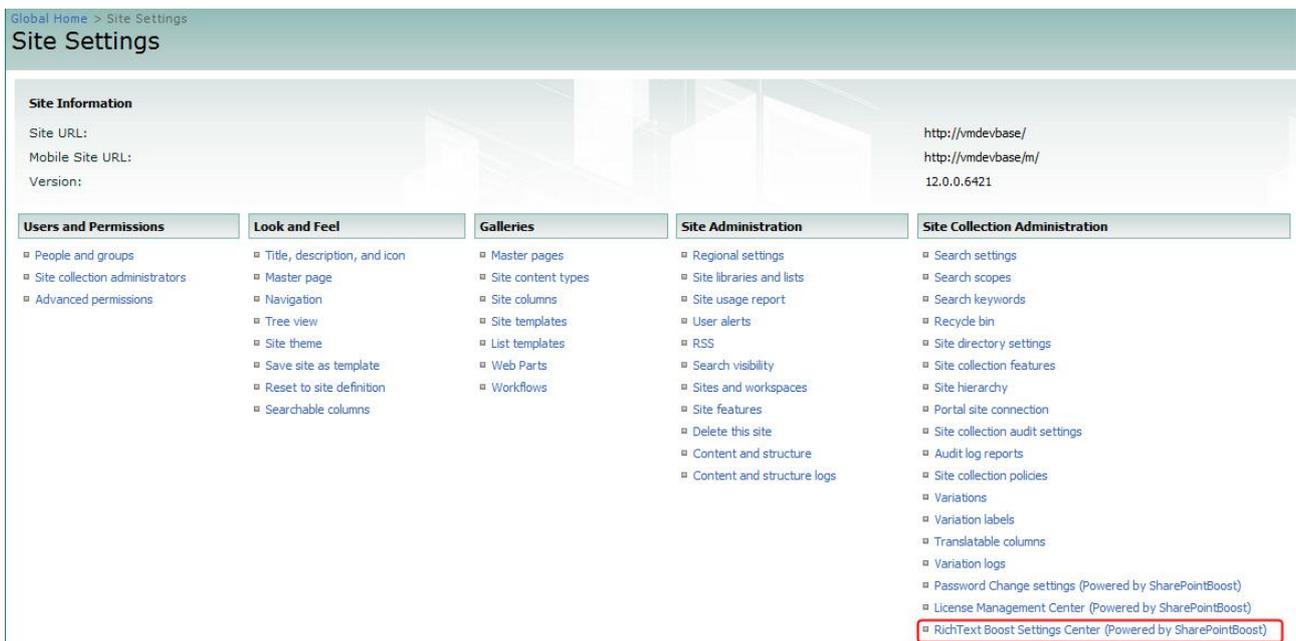
SharePoint RichText Boost is an extension for multiple lines of text columns that are using rich text. It changes the user interface of these columns by providing an additional toolbar. This allows the user to:

- 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.



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.

Global Home > Settings > RichText Boost Settings Center

## RichText Boost Settings Center

Customize the RichText Boost button configuration options for this site collection.

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:

Global Home

List	Column	RichText Boost Button Configuration											
Global Home > Announcements	Body	<input checked="" type="checkbox"/>											
Global Home > Calendar	Description	<input checked="" type="checkbox"/>											
Global Home > Product Dev	Description	<input checked="" type="checkbox"/>											
Global Home > Reusable Content	Comments	<input checked="" type="checkbox"/>											
Global Home > Reusable Content	Reusable HTML	<input checked="" type="checkbox"/>											
Global Home > Tasks	Description	<input checked="" type="checkbox"/>											
Global Home > Team Discussion	Body	<input checked="" type="checkbox"/>											
Global Home > Team Discussion	E-Mail Sender	<input checked="" type="checkbox"/>											
Global Home > User Information List	About me	<input checked="" type="checkbox"/>											
Global Home > Workflow Tasks	Description	<input checked="" type="checkbox"/>											

### License Management

Manage license for SharePoint RichText Boost.

You are using a trial license for RichText Boost 1.10.1202.1 (30 days left). Please click here to manage license.

OK Cancel

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.

# RichText Boost Settings Center

Customize the RichText Boost button configuration options for this site collection.

OK Cancel

## Default RichText Button Settings

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

## RichText Boost Button Configuration

Enable or disable RichText Boost buttons in this site:

Global Home

List	Column	RichText Boost Button Configuration										
Global Home > Announcements	Body	<input checked="" type="checkbox"/>										
Global Home > Calendar	Description	<input checked="" type="checkbox"/>										
Global Home > Product Dev	Description	<input checked="" type="checkbox"/>										
Global Home > Reusable Content	Comments	<input checked="" type="checkbox"/>										
Global Home > Reusable Content	Reusable HTML	<input checked="" type="checkbox"/>										
Global Home > Tasks	Description	<input checked="" type="checkbox"/>										
Global Home > Team Discussion	Body	<input checked="" type="checkbox"/>										
Global Home > Team Discussion	E-Mail Sender	<input checked="" type="checkbox"/>										
Global Home > User Information List	About me	<input checked="" type="checkbox"/>										
Global Home > Workflow Tasks	Description	<input checked="" type="checkbox"/>										

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OK Cancel

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.

Global Home > Settings > RichText Boost Settings Center

## RichText Boost Settings Center

Customize the RichText Boost button configuration options for this site collection.

OK Cancel

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### 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

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### RichText Boost Button Configuration

Enable or disable RichText Boost buttons in this site:

HR Department
Apply Default Settings To This Site
Apply Default Settings To Site Collection

List	Column	RichText Boost Button Configuration									
HR Department > Announcements	Body	<input checked="" type="checkbox"/>									
HR Department > Calendar	Description	<input checked="" type="checkbox"/>									
HR Department > HR Management	Description	<input checked="" type="checkbox"/>									
HR Department > Tasks	Description	<input checked="" type="checkbox"/>									
HR Department > Tasks	test	<input checked="" type="checkbox"/>									
HR Department > Tasks	rich	<input checked="" type="checkbox"/>									
HR Department > Team Discussion	Body	<input checked="" type="checkbox"/>									
HR Department > Team Discussion	E-Mail Sender	<input checked="" type="checkbox"/>									
HR Department > Test16	Feedback	<input checked="" type="checkbox"/>									

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### License Management

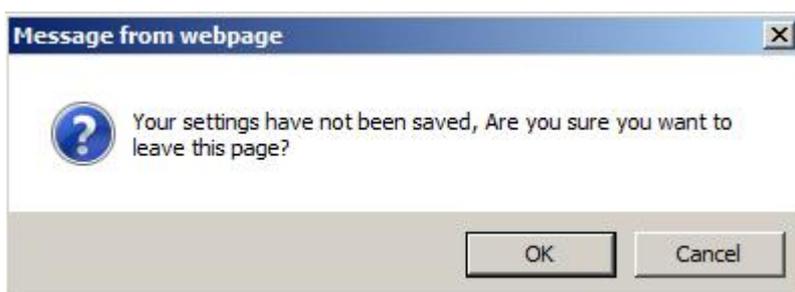
Manage license for SharePoint RichText Boost.

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OK Cancel

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.



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.

## Customize HR Management

### List Information

Name: HR Management  
Web Address: http://vmdevbase/HR Department/Lists/HR Documents/AllItems.aspx  
Description:

### General Settings

- Title, description and navigation
- Versioning settings
- Advanced settings
- Audience targeting settings
- List Item Ranking Settings (Powered by SharePointBoost)
- RichText Boost Settings (Powered by SharePointBoost)**

### Permissions and Management

- Delete this list
- Save list as template
- Permissions for this list
- Workflow settings
- Information management policy settings
- Item permission batch settings(Powered by SharePointBoost)
- Column permission settings (Powered by SharePointBoost)
- View permission settings (Powered by SharePointBoost)
- Form validation settings (Powered by SharePointBoost)

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.

## RichText Boost Settings

Customize the RichText Boost button configuration for each rich text column in this list.

### RichText Boost Button Configuration

Customize the RichText Boost button configuration for each rich text column in this list:

Column	RichText Boost Button Configuration
Evaluation	<input checked="" type="checkbox"/>

OK

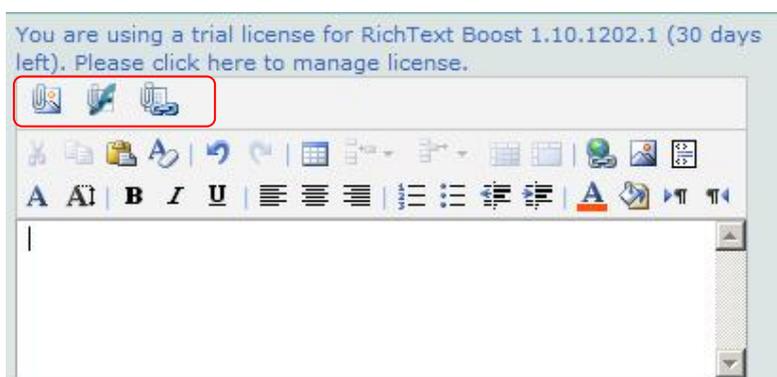
Cancel

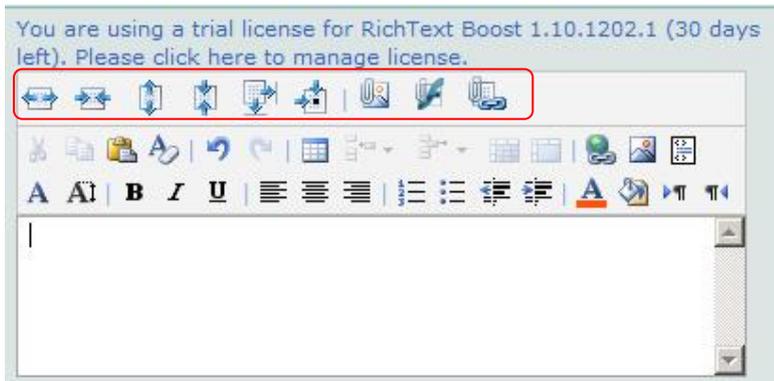
### License Management

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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



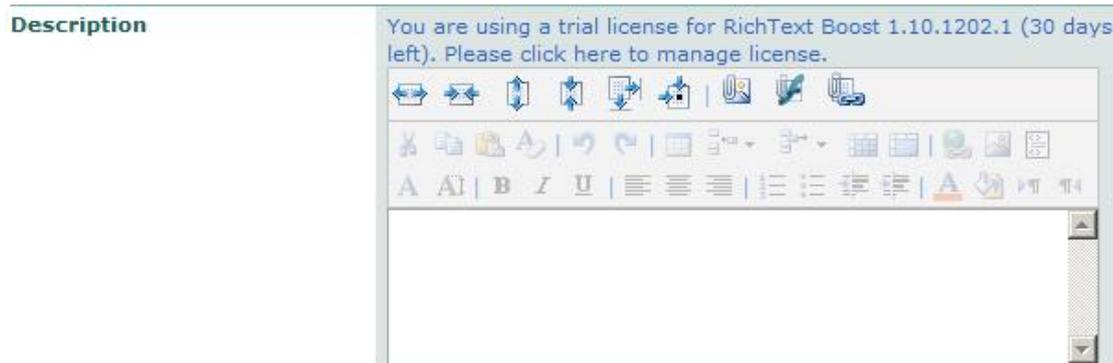


## Using RichText Boost

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.

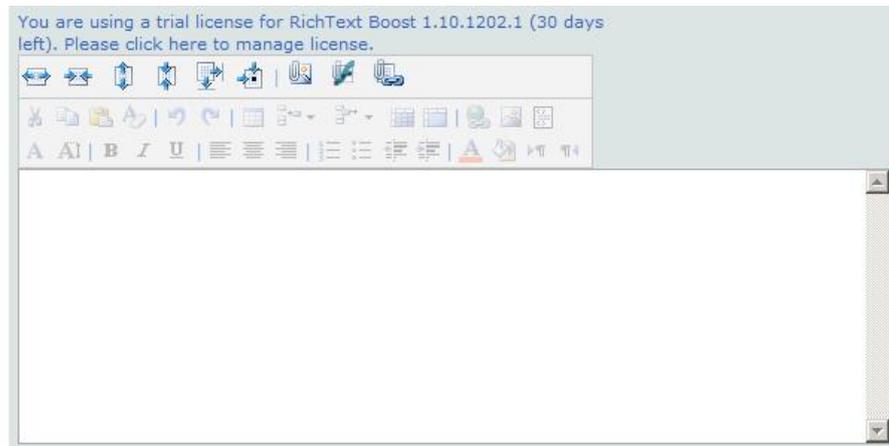


SharePoint-Rich-Text-Box.jpg

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 .

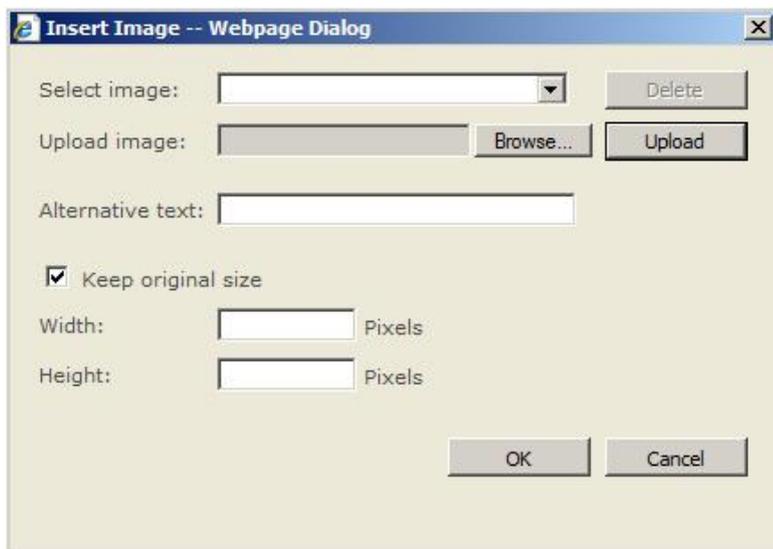
## Description



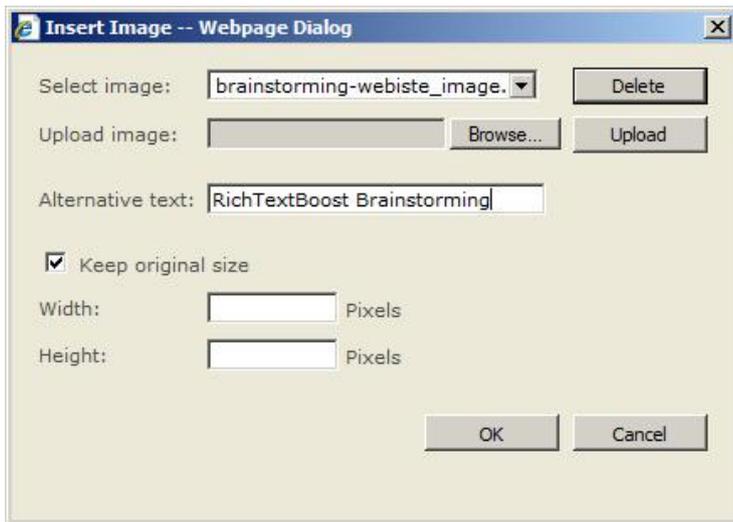
The changed settings of the textbox size will be saved so that it will remain the same size the next time it is edited by the same user and browser.

## Inserting images with SharePoint RichText Boost

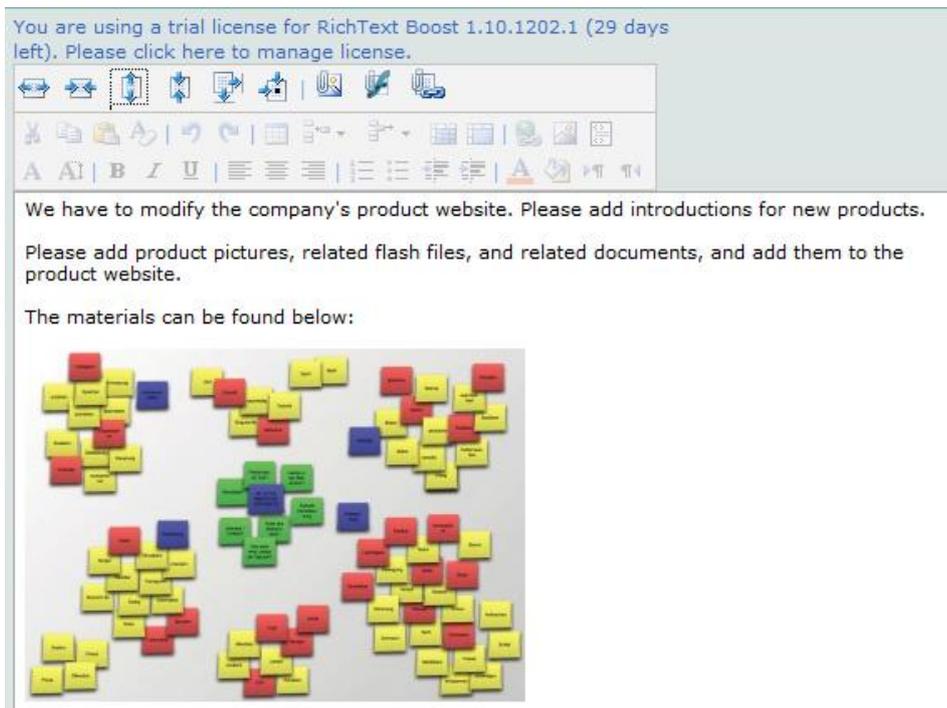
Click the  button, and the "Insert attached image" dialog will pop up:



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.



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

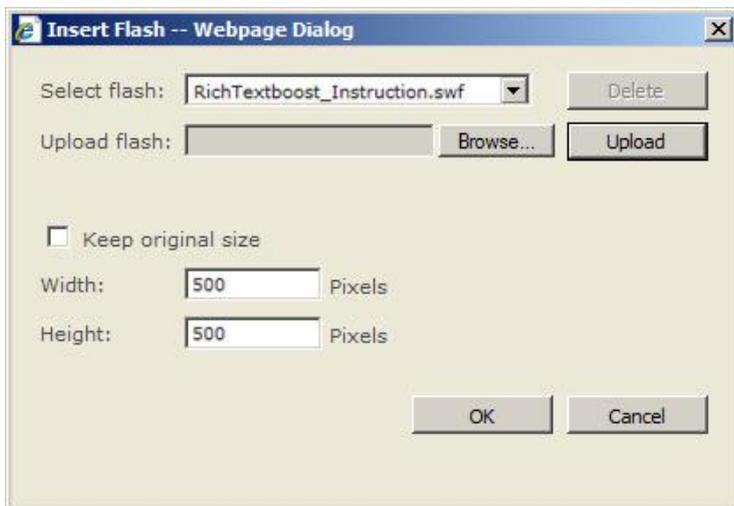


## Inserting flash with SharePoint RichText Boost

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



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.

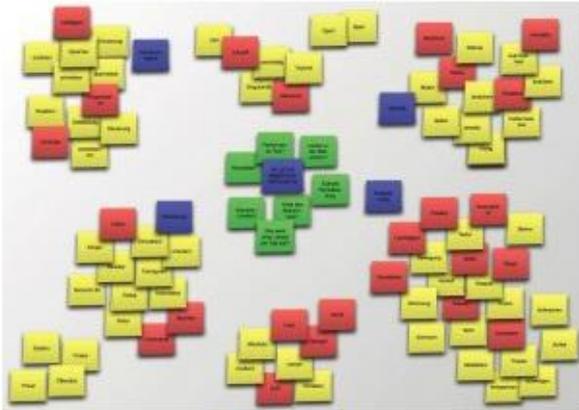


Finally, click OK to save the item you edit. The picture and flash you inserted will be displayed in the View Item form as shown below:

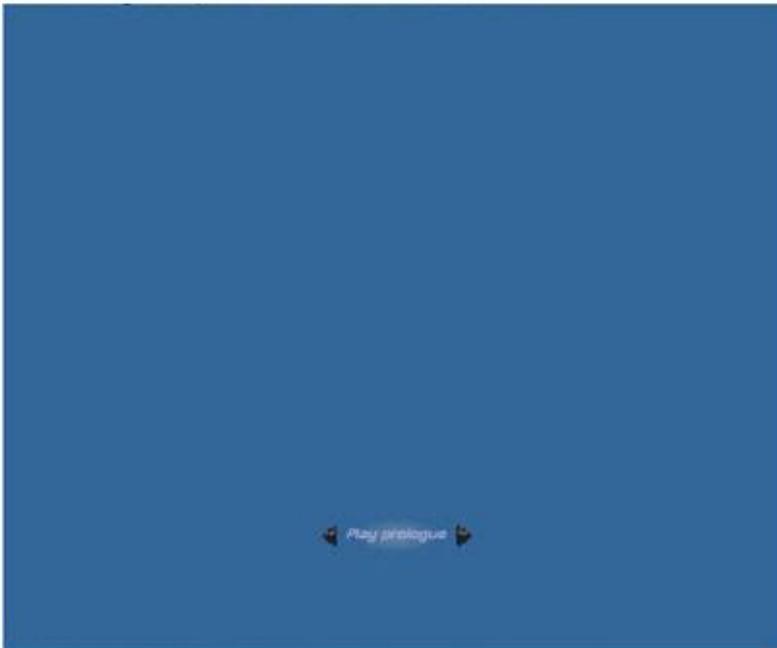
We have to modify the company's product website. Please add introductions for new products.

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

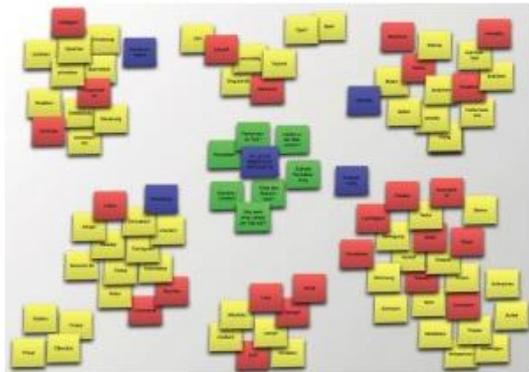


The inserted Hyperlink will be displayed as shown below:

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](#)