Penpeers Editor

1. Guide to use the editor:

1.1. Styling the content

You can style the text you type in the following styles:

1.1.1. Bold text: **(example)**

By selecting the text then clicking on **B** icon or pressing **ctrl+B**.

1.1.2. Italic text: (*example)*

By selecting the text then clicking on *I* icon or pressing **ctrl+I**.

1.1.3. Strikethrough text: ~~(example)~~

By selecting the text then clicking on S icon or pressing **ctrl+shift+x**.

1.1.4. Underline text: (example)

By selecting the text then clicking on U icon or pressing **ctrl+u**.

1.1.5. Subscript: (example)

By selecting the text then click on X_2 icon.

1.1.6. Superscript: (example)

By selecting the text then click on X^2 icon.

1.1.7. Adjusting the size of the text: (example)

By selecting the text, clicking on A↕ icon then choosing the size The initial size is **Default**.

If you want to enlarge the text ⇒ choose **Big** or **Huge** to enlarge it more.

If you want to reduce the text ⇒ choose **Small** or **Tiny** to reduce it more.

1.1.8. <u>Changing the font:</u> `(example)`

By selecting the text, clicking on $A^{\equiv}$ icon then choosing the font you want.

1.1.9. <u>Changing the color:</u> (example)

By selecting the text, clicking on $\underline{A}$ icon then choosing the color you want or clicking on **Remove color** to restore the default color *(black color).*

1.1.10. <u>Adding a background color:</u> (example)

By selecting the text, clicking on $\boxed{A}$ icon then choosing the color you want, or clicking on **Remove color** to restore the default color *(white color).*

1.1.11. <u>Highlighting the text:</u> (example)

By selecting the text, clicking on ✎ icon then choosing the color you want.

1.1.12. <u>Alignment of the paragraph:</u>

By setting the cursor in the paragraph, then click on ☰ icon and select the alignment of the paragraph you want.

1.1.13. <u>Quote the text:</u>

By selecting the text, then click on 66 icon.

1.1.14. <u>Remove a format:</u>

By selecting the text, and clicking on $\underline{T}_{x}$ icon, then the selected text will be unformatted of all the previous formats.

1.1.15. <u>Heading a text:</u>

By setting the cursor in the paragraph, clicking on **Choose heading** select, and choosing the heading order of your text, the text style will be changed to the header style you choose.

1.2. Listing

By clicking on $^{1}_{2}\!\equiv$ icon, you can create a numbered list.

By clicking on ⁙— icon, you can create an unordered list.

You can click on the arrow beside the icon to choose the suitable marker for the list.

To finish the list press **Enter** key twice.

1.3. Checklist

By clicking on ✓— icon, you can create a checklist and check/uncheck it.

To finish the checklist press **Enter** key twice.

1.4. Indentation

By clicking on ▶— icon, you can increase the indentation of the paragraph by shifting it to the right

By clicking on ◀— icon, you can decrease the indentation of the paragraph by shifting it to the left (If you already increased the indentation)

1.5. Inserting a link

You can add links in the documents in the following ways

1.5.1.   By selecting a text, clicking on 🔗 icon, or pressing **ctrl+k** and writing a URL, then the text will be clickable and you will navigate to the URL.

1.5.2.   By writing the URL and pressing **space,** the text will be automatically converted to a clickable URL.

1.5.3.   By clicking on 🔗 icon or pressing **ctrl+k** and writing a URL, the URL will be written and navigated to the URL.

1.6. Adding an image

By clicking on 🖼 icon, then choosing an image from your device.
By clicking on the image from the box shown, you can set text alternative (in case your image does not appear), add a caption of an image, or change the position of an image.

By clicking on the image, you can resize the image from the borders of it.

1.7. Adding a video

By clicking on ▶ icon, then paste the video URL and click on the tick icon

Note: The only supported URLs are *Dailymotion, Spotify, Youtube, Vimeo, Instagram, Twitter, GoogleMaps, flicker, and Facebook.*

Note: All video links except *Youtube* will convert to links to be able to print it in the pdf, for the Youtube video will be converted to a clickable image with the preview of the video.

1.8. Inserting a table

By clicking on ⊞ icon, then choosing the number of rows and columns of a table.

By selecting the table from the shown box, you can style the table and cells.

1.9. Adding a horizontal line

By clicking on ▬ icon, you can add a horizontal line with the width of page

1.10. Adding a new page

By clicking on icon, you can add a page break and continue writing on the new page.

1.11. Symbols

By clicking on Ω icon, then choosing any symbol you want to insert. You can filter the symbols to choose easily from the list in the symbols box.

1.12. Adding a code

1.12.1. Inline code

By clicking on <> icon, you can add any one-line code.

1.12.2. Multi-line code

By clicking on ⟨⟩ icon, you can add any multi-line code.
From the list beside the icon, you can choose the programming language you write.

1.12.3. HTML code

By clicking on HTML icon, you can add any HTML code, and will be converted to HTML in the PDF.

1.13. Undoing an action

By clicking on ↩ icon, you can undo the last action you performed.

1.14. Redoing an action

By clicking on ↪ icon, you can redo the last action you undone.

1.15. Searching in the text

By clicking on 🔍 icon, writing a text to search in the document, then clicking the **find** button and controlling results with **up and down arrows**.

You can replace the search text by writing a replaced text in **replace with** input and clicking **Replace** button to replace only selected text or clicking on **Replace All** button to replace all results.

1.16. Selecting all text

By clicking on ▤ icon, you can select all content in the document.

1.17. Export to PDF

By clicking on PDF icon, you can export this content to pdf to test this chapter content in the pdf view