aptem.

Onboarding Text Step – Rich Text Editor

Version 1.0
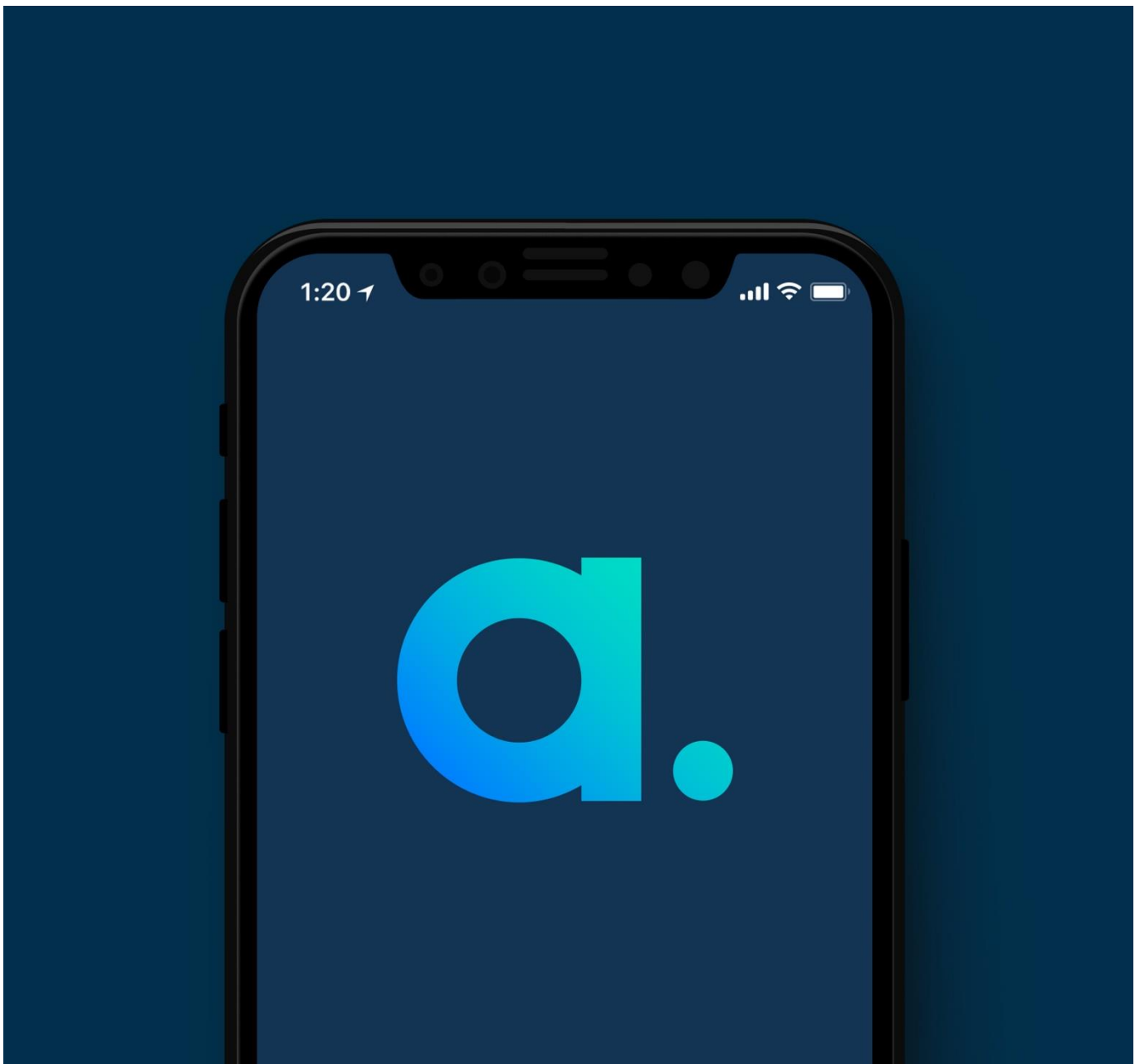
Contents

Introduction

Increasingly, more enrolments are taking place remotely. Knowing this, we have made some enhancements to help make that first introduction for an applicant or learner much more exciting and engaging.

We have updated the *Text* step in the *Onboarding Wizard* so that you now have a lot more flexibility over the formatting. This includes the ability to display images, embed videos and include links to other websites or to files for download.

Configuration options

Previous options

Previously the following options were available:

Updated options

The *Text* step now includes the following options (see image below for reference)

- Bold, Italic, Underline

- Justify left, centre, right, all

- Bullet list, Numbered list, Decrease indent, Increase indent

- Insert/edit link, Remove link

- Insert/edit image,

- Insert/edit file

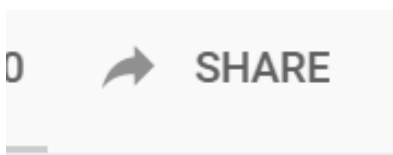- View/update source

- Remove format

Embed a video

It is now possible to embed a video into the *Text* step to provide a more engaging experience.

Embed a YouTube video

1. Navigate to the YouTube video you with to embed.

2. Click on the share option.

3. From the *Share* settings, click on the *Embed* option.

4. Copy the embed code from the text box.

5. In your *Text* step editor of your *Onboarding Wizard*, click the *Embed* link.

6. When clicked, this will provide a view of the html for your *Text* step content. Identify where you want the video to appear and click to place your cursor in that position. Paste the YouTube embed code into the window and click *Update* to add to the *Text* step.
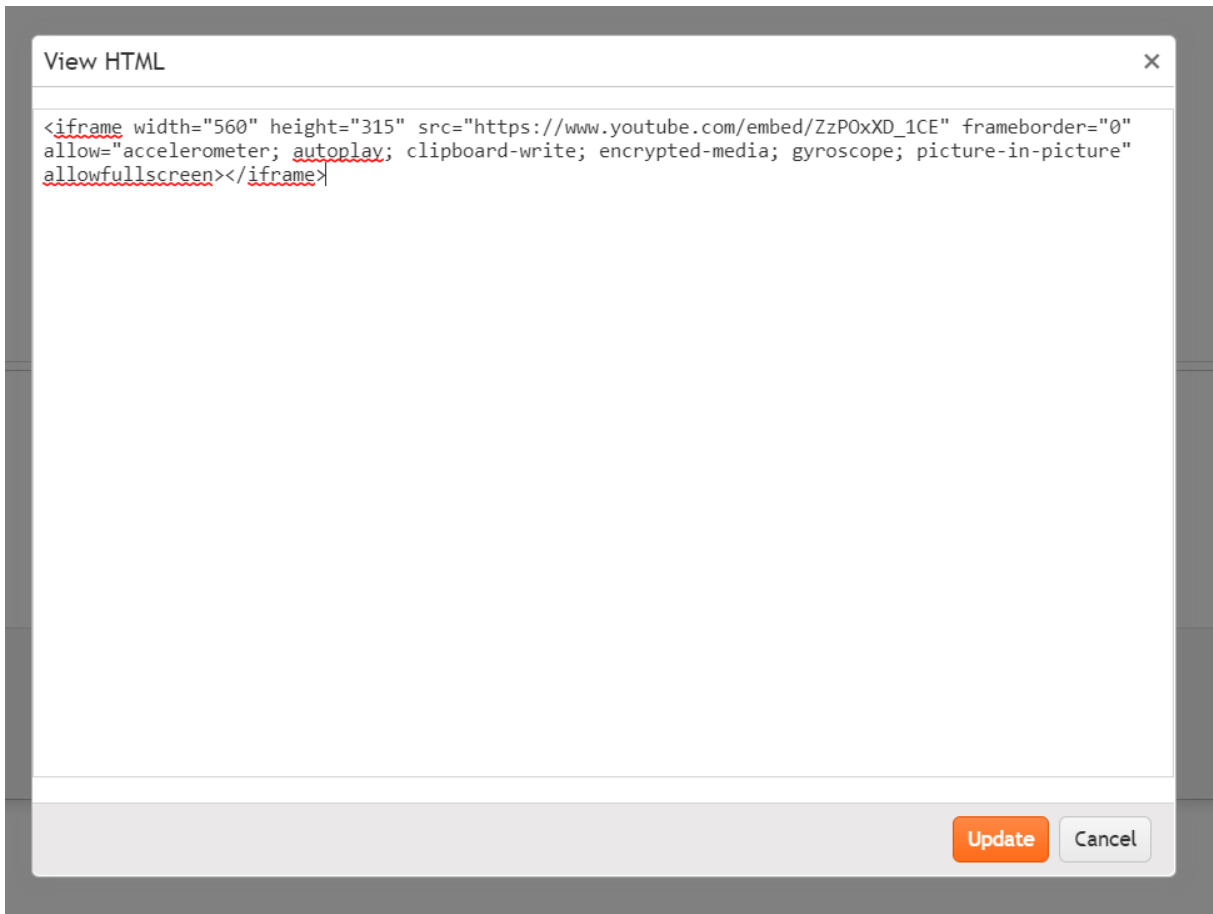
7. Click the *Confirm* button on the *Onboarding Wizard* window to save your changes.

8. Click the *Confirm* button on the programme builder window to save your changes.