Using the EGrAMS Rich Text Editor

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Introduction

The EGrAMS rich text editor that is available for use with all large text fields within your application supports all normal formatting options, with the exclusion of specific Fonts and Font sizes. Supported options include bolding, italics, super- and sub-scripting, underlining, etc. Font types and sizes are automatically removed when you paste your text from Word, for example, into the EGrAMS system. This normalizes the text and ensures that the font in all applicant submissions is consistent.

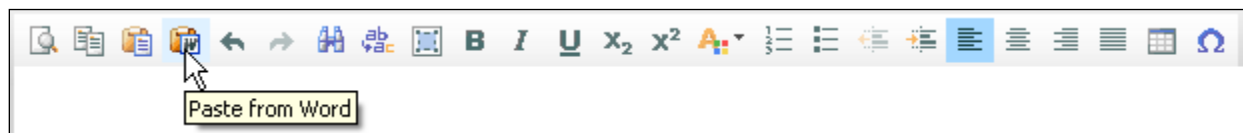## Text Editor Best Practices and Guidelines

Figure 1 - Editor Toolbar (hover your cursor over the toolbar icon to view its function)

1) Cut and paste from your word processor into EGrAMS.
   a) Text can be edited in EGrAMS, but we recommend using your word processor for this purpose after which you can copy and paste into the appropriate application section.
   b) Paste into the text field using the toolbar's Paste icons, or using CTRL + V.
2) Preview your text.
   a) The pasting of your text into an editor field should maintain your formatting, with the exceptions noted earlier. However, inconsistencies between word processors and computers may cause some formatting to be lost.
   b) Preview your text to ensure it has copied correctly using the Preview icon on the editor toolbar.
   c) Recopy and paste your text with corrections, or using the editor toolbar, make your corrections within EGrAMS.
3) Character counter

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    a) EGrAMS displays the character count for your text. This must not exceed the stated maximum as you will not be able to save your entry.

    b) If the count is not updated after you cut and paste into a text field, position your cursor in the text and use the arrow keys to move the cursor. This will refresh the count.

    c) The EGrAMS count will not match your Word count exactly, therefore when reviewing your character count (with spaces) in Word, leave a buffer between that and the stated EGrAMS limit. The count difference between systems is typically caused by non-visible characters and how these are handled by each system. You would encounter similar discrepancies copying text between Word and Excel, for example.

4) Use your word processor for spell checking to make use of your local dictionary.

5) Do not:

    a) Use the Symbol font in your text to insert special characters (see below for more details).

    b) Imbed charts, graphics or pictures in your application text, as they are not supported as part of the text. Upload these as separate PDF attachments in the appropriate section of the application.

    c) Use your word processor's Styles for formatting section headings or sub-headings in your text. For example, Word's "Heading 1", "Heading 2", etc. formatting styles. This formatting is not copied across as is, and therefore should be avoided. Instead, use bolding, underlining, etc. to highlight section headings.

    d) Put a line break between numbered bullet points that need to maintain consecutive numbers. Doing so will cause EGrAMS to interpret each bullet as a standalone point, renumbering the bullet point to 1.

Special Characters

Special characters such as Greek or French characters are supported when using standard Alt Codes or when inserted using the Insert Symbol feature in Word (see Figure 2) providing the Symbol font has not been used.
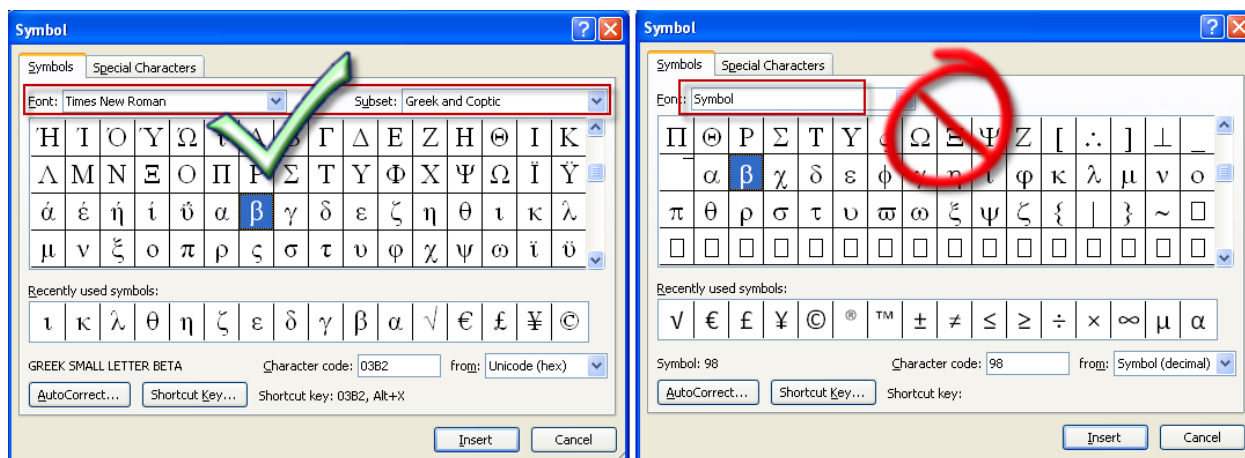

Figure 2 - Insert Symbol is support providing the Symbol Font is not used.

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Inserting special characters using Alt Codes:

- Insert the correct symbol using Alt + # (see the ASCII character set in the appendix for the list of values to use. For example, ß is inserted using Alt + 225 (holding the Alt key while typing the number, and then releasing the Alt key.)

Inserting special characters in EGrAMS:

- Click on the Insert Special Character icon, in the text editor tool bar.

- Click on the desired character from the list of special characters that are displayed, and close the Select Special Character window using the 🔴 or the **Cancel** button.

Symbol Fonts

The use of the Symbol font in your application text is not supported in EGrAMS. Copying text from Word for Greek or French characters using this font will result in these special characters being lost (usually converted to some other letter).

We recommend changing your document in your word processor before copying the text into EGrAMS so that you can make use of its Replace function. Using Word as our example,

Replace Symbol fonts in Word:

Using the **Find and Replace** feature in Word to replace special characters can be difficult because Word does not allow the use of the same Insert Symbol feature to define the "Find what" and "Replace with" characters. To work around this problem, follow these steps:

1. Find the first correction to be made and, beside that character, insert the correct symbol using Alt + Code or the Insert Symbol feature (making sure not to use the Symbol font).
2. Open the Find and Replace window (Ctrl + H), and ensure that the Replace tab is active.
3. In your document, highlight the specific Symbol font character to be replaced, and press Ctrl+C to copy that symbol.
4. Return to the Find and Replace window and with your cursor in the **Find what:** text box, press Ctrl+V to paste that character.
5. In your document, highlight the correct special character to be used to replace the Symbol font character and press Ctrl+C.
6. Return to the Find and Replace window, and with your cursor in the **Replace with:** text box, press Ctrl+V to paste that character.
7. Press the **Replace All** button. You will receive a message indicating the number of replacements that have been made. Close the Find and Replace window.

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Appendix – Ascii Table

Table ASCII -I

Dec	Hex	Char	Dec	Hex	Char	Dec	Hex	Char	Dec	Hex	Char
0	00	Null	32	20	Space	64	40	@	96	60	`
1	01	Start of heading	33	21	!	65	41	A	97	61	a
2	02	Start of text	34	22	"	66	42	B	98	62	b
3	03	End of text	35	23	#	67	43	C	99	63	c
4	04	End of transmit	36	24	$	68	44	D	100	64	d
5	05	Enquiry	37	25	%	69	45	E	101	65	e
6	06	Acknowledge	38	26	&	70	46	F	102	66	f
7	07	Audible bell	39	27	'	71	47	G	103	67	g
8	08	Backspace	40	28	(	72	48	H	104	68	h
9	09	Horizontal tab	41	29	)	73	49	I	105	69	i
10	0A	Line feed	42	2A	*	74	4A	J	106	6A	j
11	0B	Vertical tab	43	2B	+	75	4B	K	107	6B	k
12	0C	Form feed	44	2C	,	76	4C	L	108	6C	l
13	0D	Carriage return	45	2D	−	77	4D	M	109	6D	m
14	0E	Shift out	46	2E	.	78	4E	N	110	6E	n
15	0F	Shift in	47	2F	/	79	4F	O	111	6F	o
16	10	Data link escape	48	30	0	80	50	P	112	70	p
17	11	Device control 1	49	31	1	81	51	Q	113	71	q
18	12	Device control 2	50	32	2	82	52	R	114	72	r
19	13	Device control 3	51	33	3	83	53	S	115	73	s
20	14	Device control 4	52	34	4	84	54	T	116	74	t
21	15	Neg. acknowledge	53	35	5	85	55	U	117	75	u
22	16	Synchronous idle	54	36	6	86	56	V	118	76	v
23	17	End trans. block	55	37	7	87	57	W	119	77	w
24	18	Cancel	56	38	8	88	58	X	120	78	x
25	19	End of medium	57	39	9	89	59	Y	121	79	y
26	1A	Substitution	58	3A	:	90	5A	Z	122	7A	z
27	1B	Escape	59	3B	;	91	5B	[	123	7B	{
28	1C	File separator	60	3C	<	92	5C	\	124	7C		
29	1D	Group separator	61	3D	=	93	5D	]	125	7D	}
30	1E	Record separator	62	3E	>	94	5E	^	126	7E	~
31	1F	Unit separator	63	3F	?	95	5F	_	127	7F	□

TABLE ASCII -II

Dec	Hex	Char	Dec	Hex	Char	Dec	Hex	Char	Dec	Hex	Char
128	80	Ç	160	A0	á	192	C0	└	224	E0	α
129	81	ü	161	A1	í	193	C1	┴	225	E1	ß
130	82	é	162	A2	ó	194	C2	┬	226	E2	Γ
131	83	â	163	A3	ú	195	C3	├	227	E3	π
132	84	ä	164	A4	ñ	196	C4	─	228	E4	Σ
133	85	à	165	A5	Ñ	197	C5	┼	229	E5	σ
134	86	å	166	A6	ª	198	C6	╞	230	E6	µ
135	87	ç	167	A7	º	199	C7	╟	231	E7	τ
136	88	ê	168	A8	¿	200	C8	╚	232	E8	Φ
137	89	ë	169	A9	⌐	201	C9	╔	233	E9	Θ
138	8A	è	170	AA	¬	202	CA	╩	234	EA	Ω
139	8B	ï	171	AB	½	203	CB	╦	235	EB	δ
140	8C	î	172	AC	¼	204	CC	╠	236	EC	∞
141	8D	ì	173	AD	¡	205	CD	═	237	ED	ø
142	8E	Ä	174	AE	«	206	CE	╬	238	EE	ε
143	8F	Å	175	AF	»	207	CF	╧	239	EF	∩
144	90	É	176	B0	░	208	D0	╨	240	F0	≡
145	91	æ	177	B1	▒	209	D1	╤	241	F1	±
146	92	Æ	178	B2	▓	210	D2	╥	242	F2	≥
147	93	ô	179	B3	│	211	D3	╙	243	F3	≤
148	94	ö	180	B4	┤	212	D4	╘	244	F4	⌠
149	95	ò	181	B5	╡	213	D5	╒	245	F5	⌡
150	96	û	182	B6	╢	214	D6	╓	246	F6	÷
151	97	ù	183	B7	╖	215	D7	╫	247	F7	≈
152	98	ÿ	184	B8	╕	216	D8	╪	248	F8	°
153	99	Ö	185	B9	╣	217	D9	┘	249	F9	∙
154	9A	Ü	186	BA	║	218	DA	┌	250	FA	·
155	9B	¢	187	BB	╗	219	DB	█	251	FB	√
156	9C	£	188	BC	╝	220	DC	▄	252	FC	ⁿ
157	9D	¥	189	BD	╜	221	DD	▌	253	FD	²
158	9E	₧	190	BE	╛	222	DE	▐	254	FE	■
159	9F	ƒ	191	BF	┐	223	DF	▀	255	FF	□