



HTML-Editor

ADITO Software GmbH

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Screenshots

The UX design of ADITO is continuously optimised for you. Therefore, there may be deviations in the screenshots.





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HTML-Editor

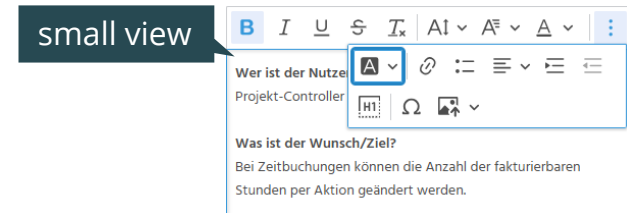
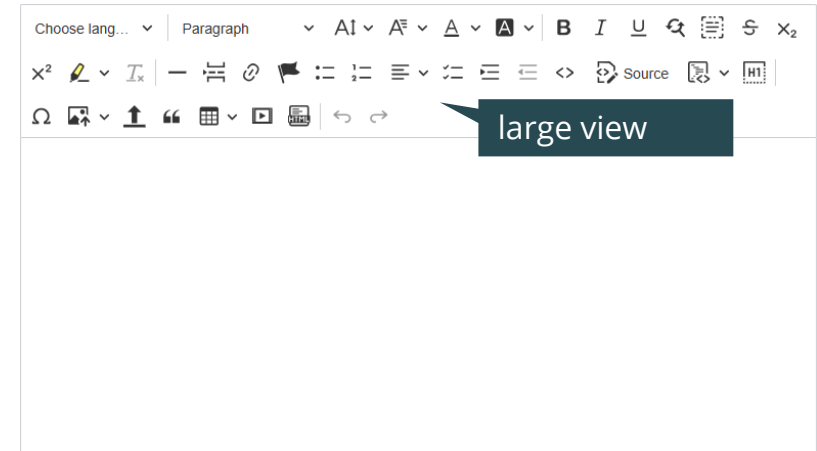
Create content

The HTML editor is used in “all” places where text is to be entered in a formatted manner. Contexts in which the HTML editor is used:

- Activity
- Task
- Knowledge contribution
- Project, project ticket, comment
- Document template
- Serial mail...

There are two versions of the HTML editor:

- the **large view** with all functions and
- the **small view** with a reduced range of functions, which is used in the small editing view.



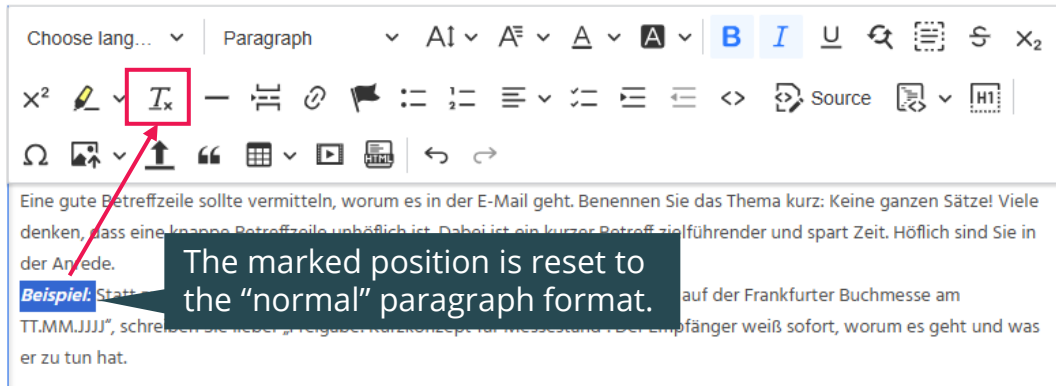
Inserting and formatting text

Inserting and formatting text

Remove formatting

It is advisable to enter text without formatting as far as possible:

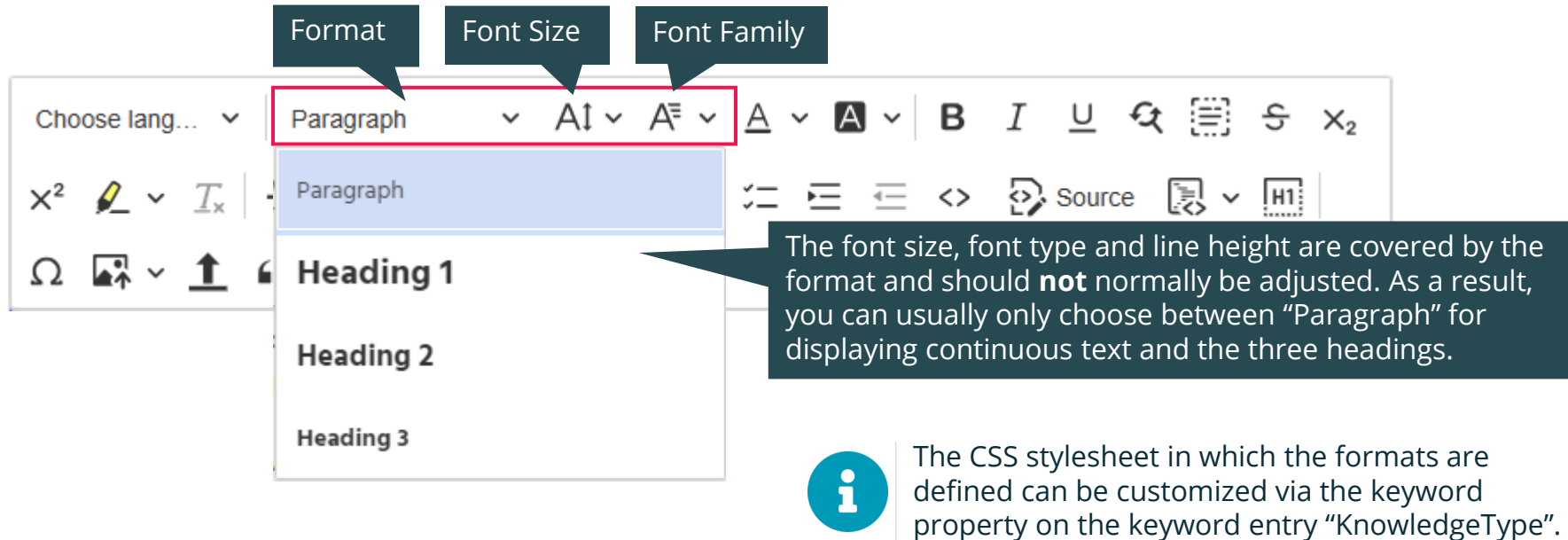
- write directly in the editor,
- or use the right mouse button to “insert as unformatted text” (Ctrl + Shift + V)
- or remove the formatting by selecting the desired paragraph after inserting and using the “Remove formatting” button in the editor



Inserting and formatting text

Formatting text

Format the text using the editor functions:



The screenshot shows a text editor toolbar. Three callouts point to specific parts of the toolbar: 'Format' points to the 'Paragraph' dropdown menu, 'Font Size' points to the 'A↑' dropdown, and 'Font Family' points to the 'A≡' dropdown. These three dropdowns are grouped together and highlighted with a red border. Below the 'Paragraph' dropdown, a list of options is visible: 'Paragraph', 'Heading 1', 'Heading 2', and 'Heading 3'. A callout points to this list, stating: 'The font size, font type and line height are covered by the format and should **not** normally be adjusted. As a result, you can usually only choose between "Paragraph" for displaying continuous text and the three headings.'

The CSS stylesheet in which the formats are defined can be customized via the keyword property on the keyword entry "KnowledgeType".

Choose lang... ▾ Heading 2 ▾ A ▾ A² ▾ A ▾ A ▾ B I U ↺ ↻ ↺ ↻ S X₂

X² ✎ ▾ T_x | — ▮ 🔗 🚩 ⋮ ⋮ ⋮ ▾ ⋮ ⋮ ⋮ <> 📄 Source 📄 ▾ **H1** Show Blocks

Ω 📎 ▾ ⬆️ “ 📊 ▾ 📺 📄 | ↶ ↷

P

Behalten Sie die bisher geschriebenen Nachrichten. Damit geben Sie dem Leser die Gelegenheit, noch einmal herunterzuscrollen und etwas nachzulesen, falls noch Unklarheiten bestehen. Es macht auch das Verweisen auf bisherige Fristen und Aufgaben leichter.

H3

5. Formulieren Sie Ihr Anliegen

P

Verzichten Sie auf zu viele Fremdwörter, Denglisch-Wortschöpfungen und überbordendes Fachchinesisch. Klare Sprache und kurze Sätze machen Ihre E-Mails leichter. Berufliche E-Mails sind keine Romane und auch keine Gedichte. Sie sollten in Ihrer E-Post schnell und mit dem Punkt kommen.

UL

- **Wichtiger Einstieg**

Der erste Satz Ihrer E-Mail sollte klar und prägnant sein. Sie ihn kontaktieren.

The blocks are indicated by dashed frames. In addition, the format of the paragraph is displayed in the top left-hand corner. P - paragraph format, H1-3 - heading formats, UL/OL - bulleted lists

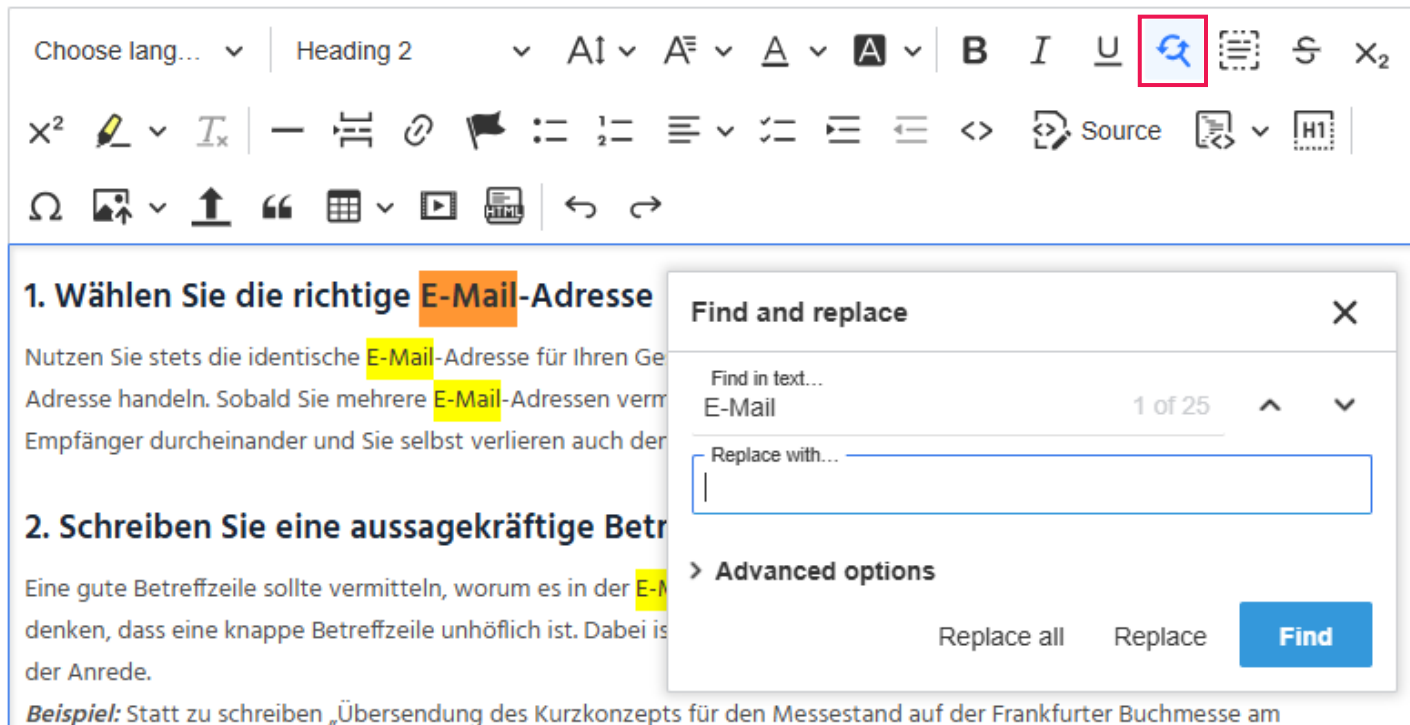
Inserting and formatting text

Colored formatting



Inserting and formatting text

„Find and replace“



Choose lang... ▾ | Heading 2 ▾ | A↑ ▾ | A= ▾ | A ▾ | A ▾ | B | I | U |  |  |  |  |  |  |  |  |  |  |

1. Wählen Sie die richtige E-Mail-Adresse

Nutzen Sie stets die identische E-Mail-Adresse für Ihren Ge
Adresse handeln. Sobald Sie mehrere E-Mail-Adressen vern
Empfänger durcheinander und Sie selbst verlieren auch der

2. Schreiben Sie eine aussagekräftige Betr

Eine gute Betreffzeile sollte vermitteln, worum es in der E-M
denken, dass eine knappe Betreffzeile unhöflich ist. Dabei is
der Anrede.

Beispiel: Statt zu schreiben „Übersendung des Kurzkonzpts für den Messestand auf der Frankfurter Buchmesse am

Find and replace [X]

Find in text...
E-Mail 1 of 25 ^ ▾

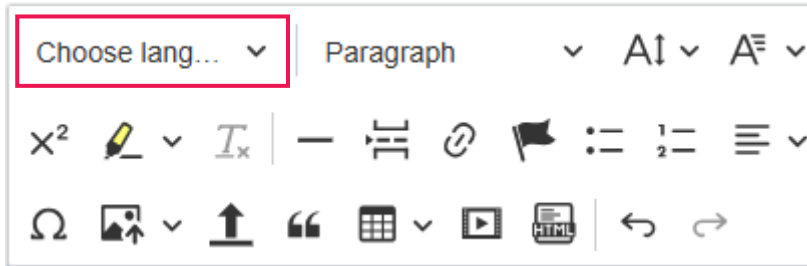
Replace with...

> Advanced options

Replace all Replace **Find**

Inserting and formatting text

Spellcheck



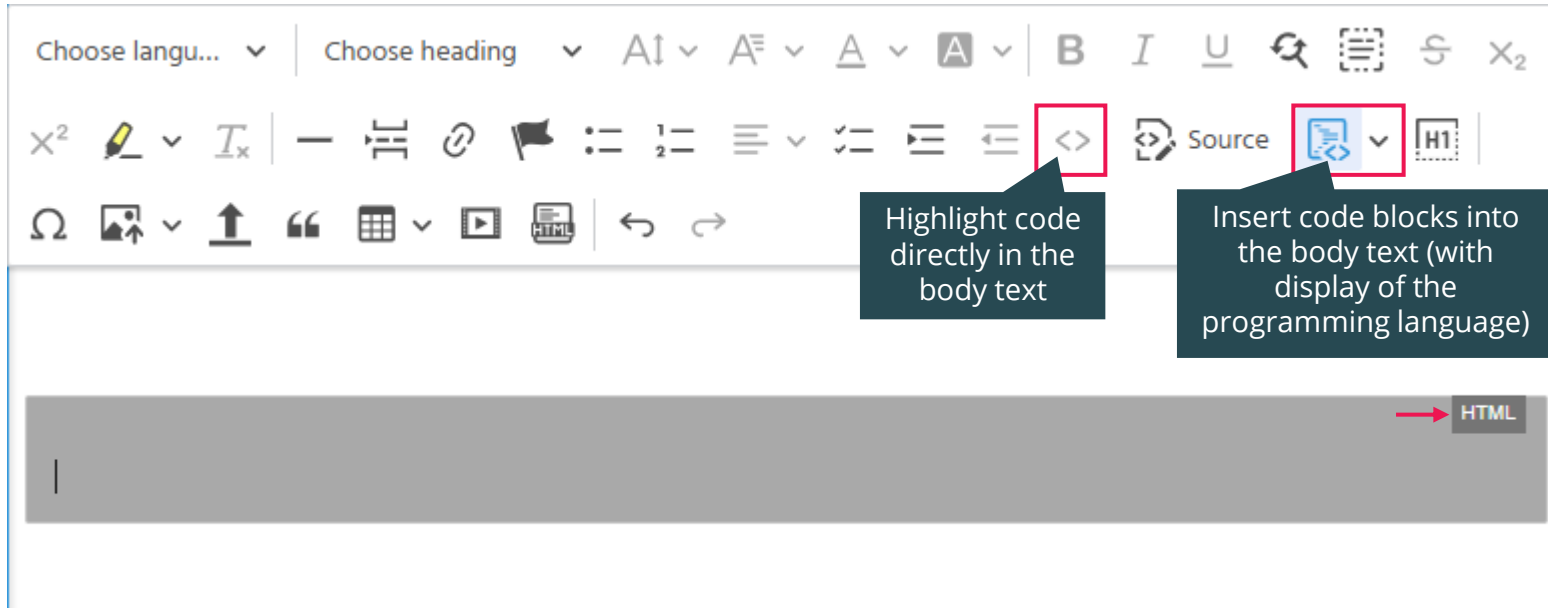
It is possible to use an external spellchecking browser plugin and a plastic reader in full. The use of both options must be considered individually in the project.

These components are not configured by default, so the spellchecker does not apply here.

Inserting and formatting text

Insert code

Code (individual terms or entire blocks) can be highlighted as code in the body text.



The screenshot shows the ADITO editor interface. The toolbar at the top includes options for language, heading, and various text formatting tools. Two callouts highlight specific features:

- Highlight code directly in the body text:** Points to the code icon (two crossed arrows) in the toolbar.
- Insert code blocks into the body text (with display of the programming language):** Points to the code block icon (a document with a code symbol) in the toolbar.

The text area below the toolbar is currently empty, with a cursor at the start. A red arrow points to the 'HTML' tab in the bottom right corner of the text area.

Inserting and formatting text

Further formatting options



Hyperlinks

Hyperlinks

Insert hyperlinks (1/2)

Insert links

1. Select the text to be linked
2. Click the "Link" button to open the input field
3. Insert the link address

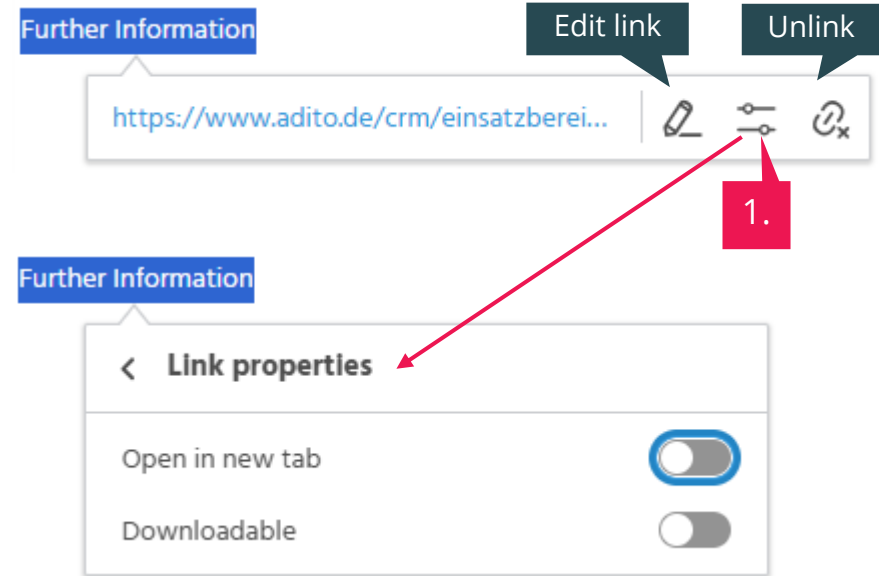
The screenshot shows the Microsoft Word interface. At the top, the 'Insert' tab is selected on the ribbon. Below the ribbon, the text '1. Wählen Sie die richtige E-Mail-Adresse' is displayed. The paragraph below it contains the text 'Further Information'. A red callout bubble labeled '1.' points to this text. Another red callout bubble labeled '2.' points to the 'Insert' tab on the ribbon. Below the text, a 'Link' dialog box is open. A red callout bubble labeled '3.' points to the 'Link URL' field in this dialog box.

Hyperlinks

Insert hyperlinks (2/2)

Insert link properties

1. Open "link properties"
 - **do not activate the indicator:**
The link opens within the "Content" tab – only recommended for "internal" links (links to knowledge entries or to documents in the "Documents" tab). Links to external pages are not displayed .
 - **activate the "Open in new tab" indicator:**
The link opens in a new browser tab.
 - **activate the "Downloadable" indicator:**
The link refers to a document in the "Documents" tab and this should be downloaded when clicked.



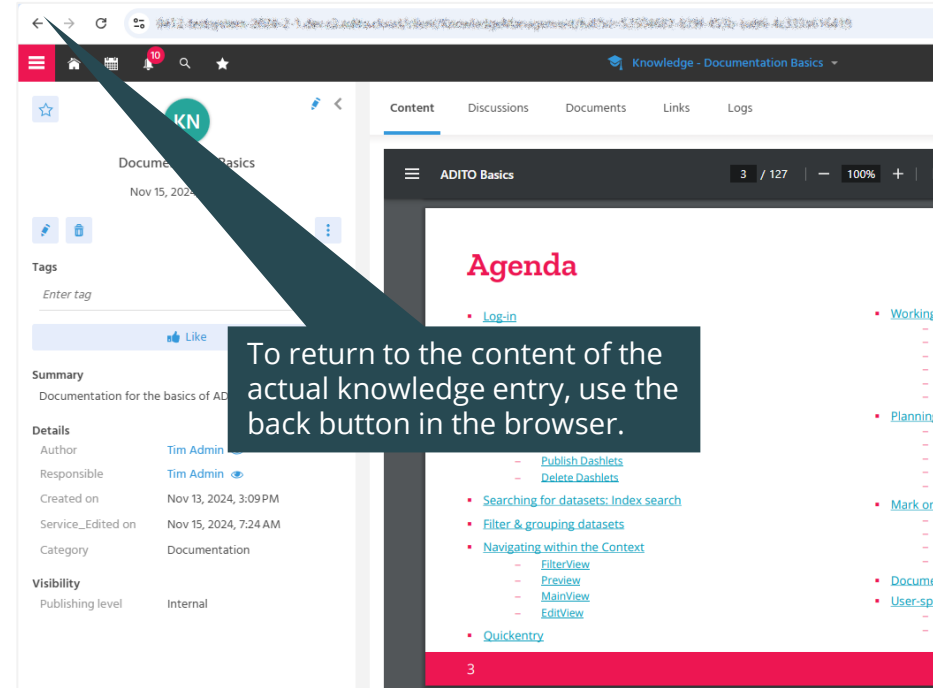
Hyperlinks

Links to knowledge entries

Use the links to knowledge entries or documents in the “Documents” tab to create overview pages, for example.

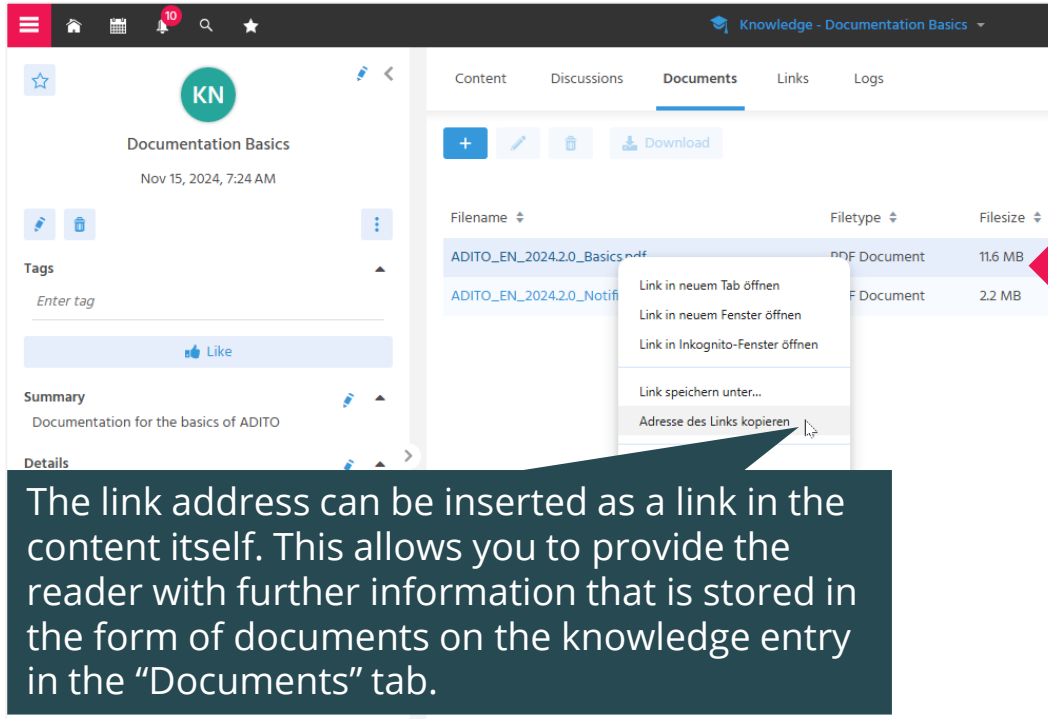
When inserting the link, you cannot **specify the behavior of the link** (Open in new tab: inactive and Downloadable: inactive). This means that the linked knowledge entry or document is displayed within the “Content” tab.

If you do not want to use this behavior, you can also use the “Open in new tab” behavior for these links.



Hyperlinks

Links to documents that are stored in the “Documents” tab



Documentation Basics

Nov 15, 2024, 7:24 AM

Tags

Enter tag

Like

Summary

Documentation for the basics of ADITO

Details

Content Discussions Documents Links Logs

Download

Filename	Filetype	Filesize
ADITO_EN_2024.2.0_Basics.pdf	PDF Document	11.6 MB
ADITO_EN_2024.2.0_Notif...	PDF Document	2.2 MB

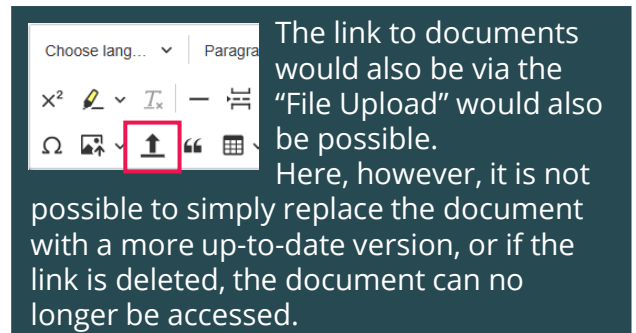
- Link in neuem Tab öffnen
- Link in neuem Fenster öffnen
- Link in Inkognito-Fenster öffnen
- Link speichern unter...
- Adresse des Links kopieren

The link address can be inserted as a link in the content itself. This allows you to provide the reader with further information that is stored in the form of documents on the knowledge entry in the “Documents” tab.



Only useful for PDF or images, as the download is started for PPTx etc. as usual.

Recommended procedure



Choose lang... Paragraph

The link to documents would also be via the “File Upload” would also be possible. Here, however, it is not possible to simply replace the document with a more up-to-date version, or if the link is deleted, the document can no longer be accessed.

Create table of contents

Create table of contents

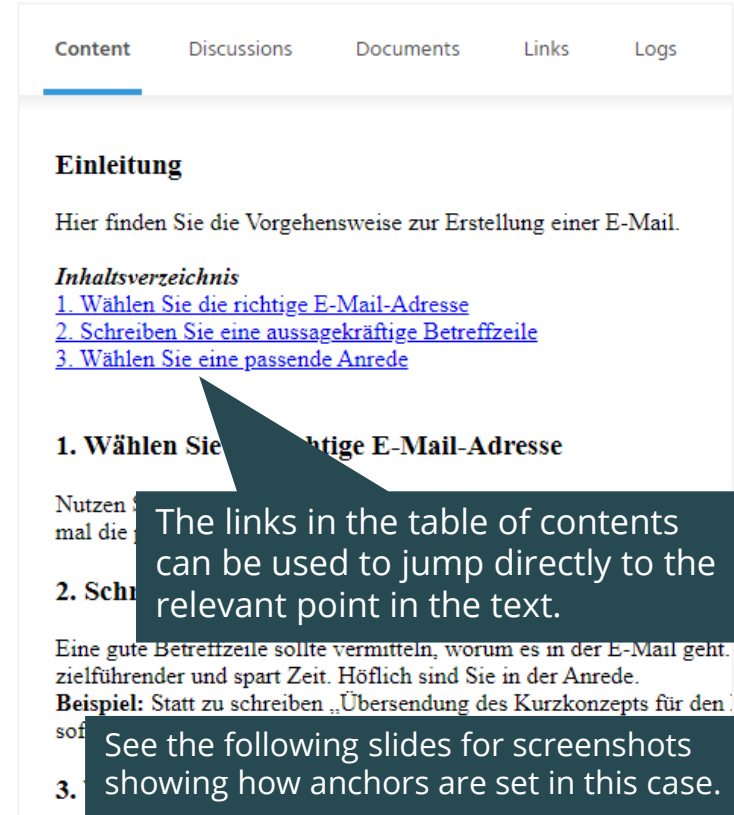
Insert anchors in text

Use anchors to create tables of contents in knowledge entries.

- Define anchors
 1. Select the text to be jumped to
 2. Click the “Anchor” button to open the input field
 3. Enter and save the **anchor name**
- Call up anchor
 1. Mark the text from which you want to jump
 2. Click the “Link” button to open the input field
 3. Enter the **#anchor name** in the ‘Link address’ field and save.
 4. Do not activate any flags in the link properties.



The two points “Define anchor” and “Call anchor” can also be used in reverse order to insert the anchor.



The screenshot shows the ADITO interface with a navigation bar at the top containing 'Content', 'Discussions', 'Documents', 'Links', and 'Logs'. The 'Content' tab is selected. The main content area displays a document titled 'Einleitung' with the text 'Hier finden Sie die Vorgehensweise zur Erstellung einer E-Mail.' Below this is a section titled 'Inhaltsverzeichnis' containing three numbered links: '1. Wählen Sie die richtige E-Mail-Adresse', '2. Schreiben Sie eine aussagekräftige Betreffzeile', and '3. Wählen Sie eine passende Anrede'. A dark blue callout box with white text points to these links, stating: 'The links in the table of contents can be used to jump directly to the relevant point in the text.' Below the links, the document content begins with '1. Wählen Sie die richtige E-Mail-Adresse' and 'Nutzen Sie die E-Mail-Adresse, um die...'. Another dark blue callout box with white text points to the bottom of the screenshot, stating: 'See the following slides for screenshots showing how anchors are set in this case.'

Create table of contents

Define anchors



Choose langu... | Heading 2 | A1 | A2

2.

Anchor (Ctrl+M)

Einleitung

Hier finden Sie die Vorgehensweise zur Erstellung einer E-Mail.

Inhaltsverzeichnis

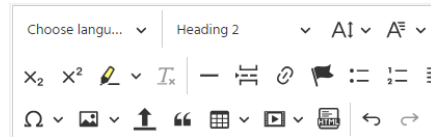
1. Wählen Sie die richtige E-Mail-Adresse
2. Schreiben Sie eine aussagekräftige Betreffzeile
3. Wählen Sie eine passende Anrede

1. Wählen Sie die richtige E-Mail-Adresse

Nutzen Sie die identische E-Mail-Adresse für Ihren Geschäfts...
Adressen. Sobald Sie mehrere E-Mail-Adressen vermische...
Empfänger zueinander und Sie selbst verlieren auch den Über...

2. Schreiben Sie eine aussagekräftige Betreffzeile

Eine gute Betreffzeile sollte vermitteln, worum es in der E-Mail geh...
denken, dass eine knappe Betreffzeile unhöflich ist. Dabei ist ein ku...
der Anrede.



Choose langu... | Heading 2 | A1 | A2

3.

Anchor name

E-Mail-Adresse

Save

Einleitung

Hier finden Sie die Vorgehensweise zur Erstellung einer E-Mail.

Inhaltsverzeichnis

1. Wählen Sie die richtige E-Mail-Adresse
2. Schreiben Sie eine aussagekräftige Betreffzeile
3. Wählen Sie eine passende Anrede

1. Wählen Sie die richtige E-Mail-Adresse

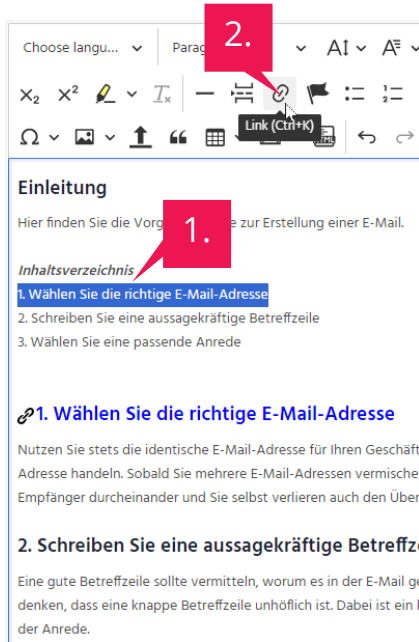
Nutzen Sie die identische E-Mail-Adresse für Ihren Geschäfts...
Adressen. Sobald Sie mehrere E-Mail-Adressen vermische...
Empfänger zueinander und Sie selbst verlieren auch den Über...

2. Schreiben Sie eine aussagekräftige Betreffzeile

Eine gute Betreffzeile sollte vermitteln, worum es in der E-Mail geh...
denken, dass eine knappe Betreffzeile unhöflich ist. Dabei ist ein ku...
der Anrede.

Create table of contents

Call up anchors



2.

1.

Einleitung

Hier finden Sie die Vorgehensweise zur Erstellung einer E-Mail.

Inhaltsverzeichnis

1. Wählen Sie die richtige E-Mail-Adresse

2. Schreiben Sie eine aussagekräftige Betreffzeile

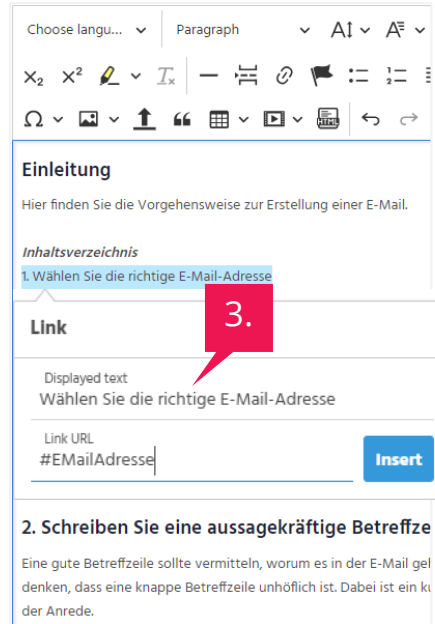
3. Wählen Sie eine passende Anrede

1. Wählen Sie die richtige E-Mail-Adresse

Nutzen Sie stets die identische E-Mail-Adresse für Ihren Geschäftskunden. Sobald Sie mehrere E-Mail-Adressen vermischen, können die Empfänger durcheinander und Sie selbst verlieren auch den Überblick.

2. Schreiben Sie eine aussagekräftige Betreffzeile

Eine gute Betreffzeile sollte vermitteln, worum es in der E-Mail geht. Denken Sie, dass eine knappe Betreffzeile unhöflich ist. Dabei ist ein klarer Anrede.



3.

Einleitung

Hier finden Sie die Vorgehensweise zur Erstellung einer E-Mail.

Inhaltsverzeichnis

1. Wählen Sie die richtige E-Mail-Adresse

Link

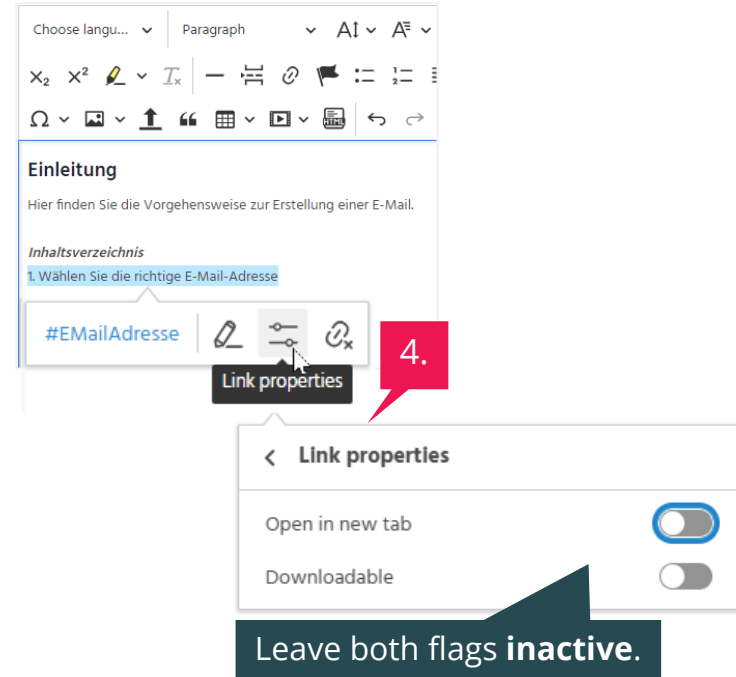
Displayed text
Wählen Sie die richtige E-Mail-Adresse

Link URL
#EMailAdresse

Insert

2. Schreiben Sie eine aussagekräftige Betreffzeile

Eine gute Betreffzeile sollte vermitteln, worum es in der E-Mail geht. Denken Sie, dass eine knappe Betreffzeile unhöflich ist. Dabei ist ein klarer Anrede.



4.

Einleitung

Hier finden Sie die Vorgehensweise zur Erstellung einer E-Mail.

Inhaltsverzeichnis

1. Wählen Sie die richtige E-Mail-Adresse

#EMailAdresse

Link properties

Link properties

Open in new tab

Downloadable

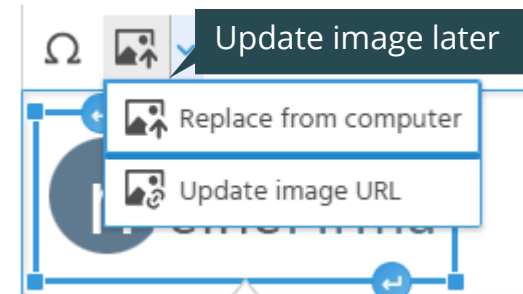
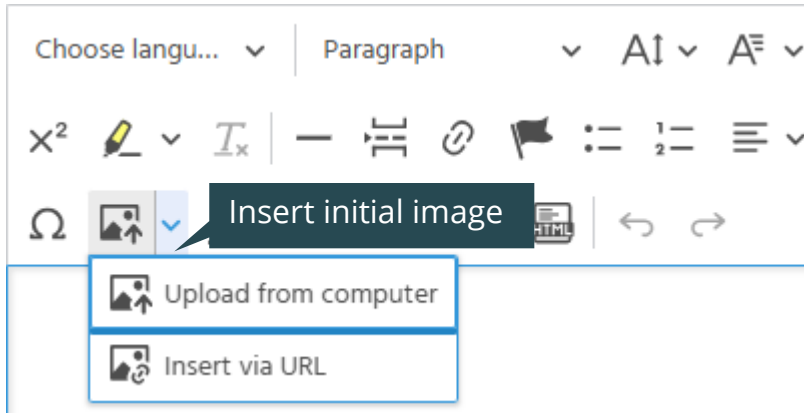
Leave both flags inactive.

Images & Tabela

Images & Tabels

Insert images

- Saved images can be inserted or updated using the “Insert image” button



- Images from the clipboard can be pasted directly (e.g. with Ctrl + V).

Images & Tabels

Image editor

As soon as you click on the inserted image, a blue frame and a small editor appear.

On the blue frame you can

- adjust the size using the corner points
- use the  buttons to insert a paragraph before or after the image.

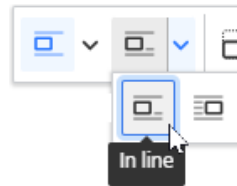
With the editor you can

- adjust the position of the image in the text.



The “in line” setting is recommended here

- Restore the original image size
- Insert a caption
- link the image
- Enter an alternative text for the image



Define the position of the image in the text

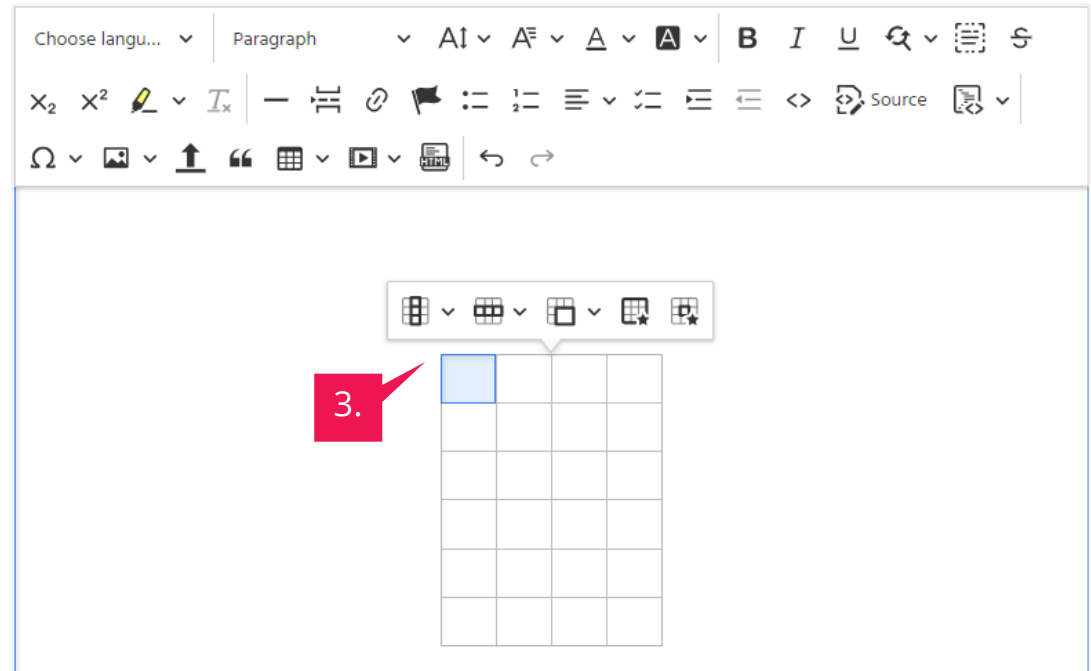
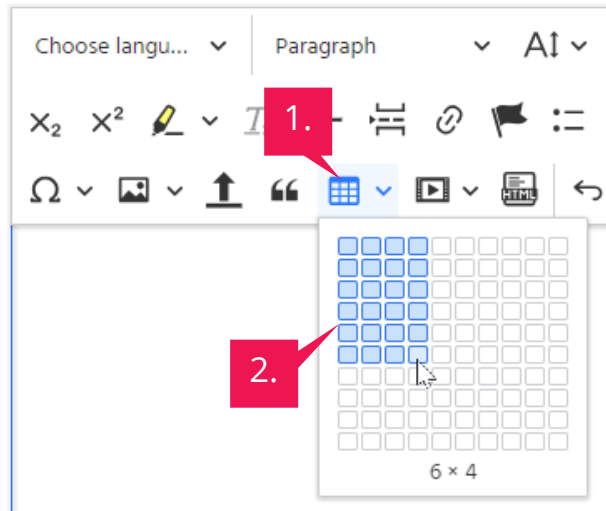
Insert caption, link or alternative text

Reset image size if it was adjusted via the corner points

Insert paragraph before or after the image

Images & Tabela

Insert tables



Images & Tabela

Table editor



Header column ☐

Insert column left

Insert column right

Delete column

Select column

Header row ☐

Insert row above

Insert row below

Delete row

Select row

Merge cell up

Merge cell right

Merge cell down

Merge cell left

Split cell vertically

Split cell horizontally

Table properties

Border

Style

Color

Width

Background

Color

Dimensions

Width × Height

Alignment

Cell properties

Border

Style

Color

Width

Background

Color

Dimensions

Width × Height Padding

Table cell text alignment

Video

HTML-Editor

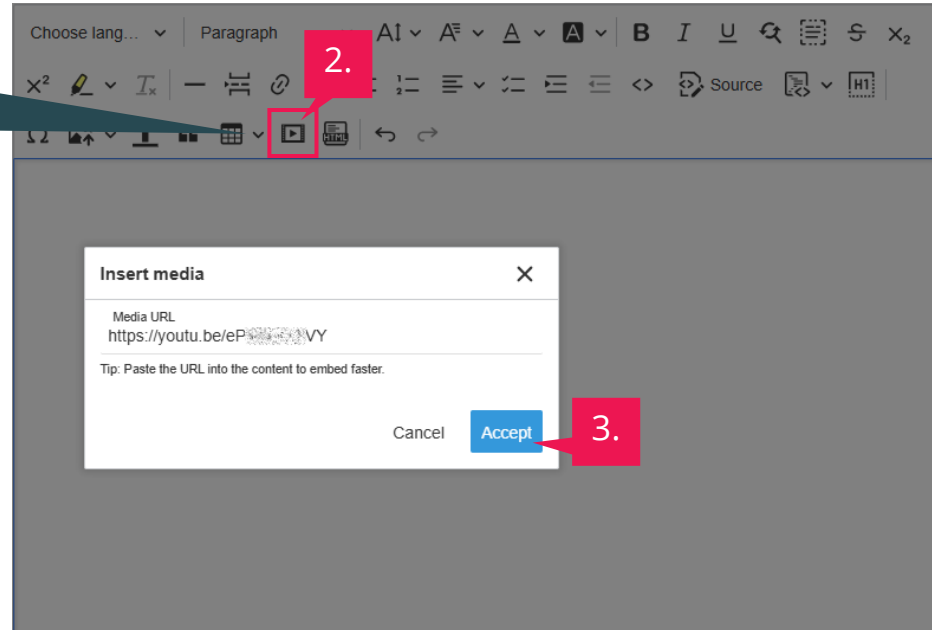
Insert videos

To insert a video, you can insert the media URL here.

Copy the URL of the video (e.g. YouTube).

- Wiederholen
- Video-URL kopieren**
- Video-URL an dieser Stelle kopieren
- Einbettungscode kopieren
- Debug-Informationen kopieren
- Wiedergabeprobleme beheben
- Statistiken für Interessierte

Simply insert the URL of the video in the text field or via the “Insert media” button.



Tip

Transferring texts from Microsoft Word

To transfer documentation from Microsoft Word to ADITO Knowledge, we recommend the following procedure. Otherwise the Word formatting may be adopted and lead to display problems in the HTML editor.

- Format continuous text flush left or as justified text. Formatting options using bulleted lists or indents are also possible. (Text formatting centred, right-aligned or in columns is not recommended).
- Inserting page breaks is not necessary for the HTML display.
- You can only format images with the “With text in line” layout option. Other options can lead to empty lines and possibly tables being displayed around the images after insertion in the HTML, which must be subsequently removed.



To avoid copying the formatting from Word, we recommend inserting the text passages without formatting (right mouse button “Insert as unformatted text” or [Ctrl] + [Shift] + [V]) and then formatting them in the HTML editor.

It is also recommended to insert images separately.

AI features

AI features

Optimize your writing process and create content faster and more efficiently



To use the AI functions in the HTML editor, **the AI modules must be used.**

If the AI modules are not used, the AI functions will not be displayed in the HTML editor.



- With the help of the AI assistant, you can easily revise selected text passages using your own prompts or generate completely new texts.

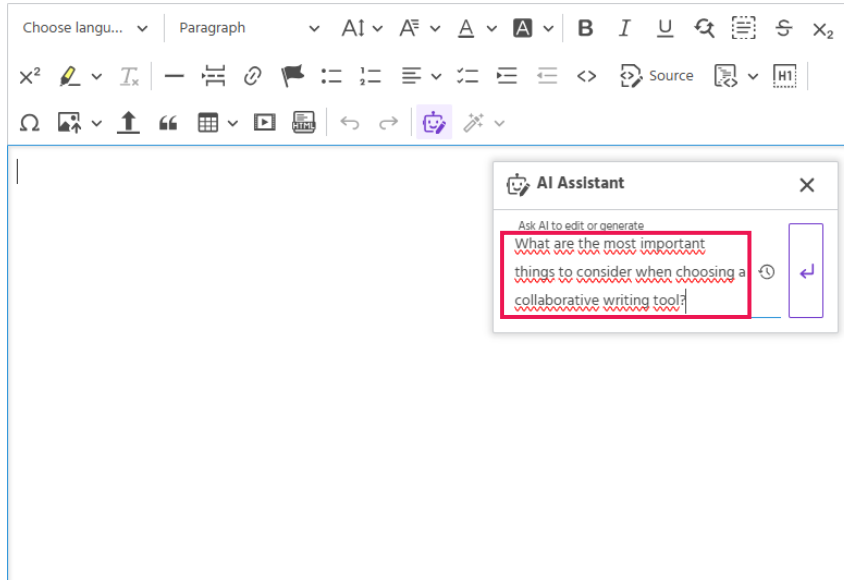


- The HTML editor also offers useful predefined AI commands that you can use to easily translate texts or convert them into a different style, etc.

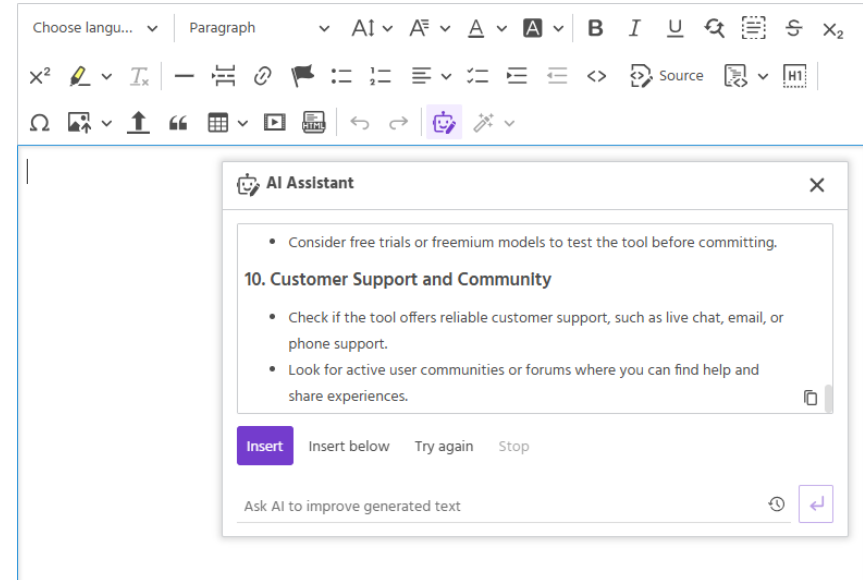
AI features

AI Assistant – Generate new content

With the AI assistant, you can generate new content without marking anything existing. Enter the desired topic in the prompt.



The screenshot shows the AI Assistant interface. At the top, there is a toolbar with various editing options. Below the toolbar, a text input field is visible. The AI Assistant window is open, displaying the prompt: "What are the most important things to consider when choosing a collaborative writing tool?". The prompt is enclosed in a red box. The AI Assistant window also includes a close button (X) and a button to ask AI to edit or generate.



The screenshot shows the AI Assistant interface with generated content. The AI Assistant window is open, displaying the generated text: "10. Customer Support and Community". The text is enclosed in a red box. The AI Assistant window also includes a close button (X) and a button to ask AI to improve generated text.

- Consider free trials or freemium models to test the tool before committing.

10. Customer Support and Community

- Check if the tool offers reliable customer support, such as live chat, email, or phone support.
- Look for active user communities or forums where you can find help and share experiences.

Insert Insert below Try again Stop

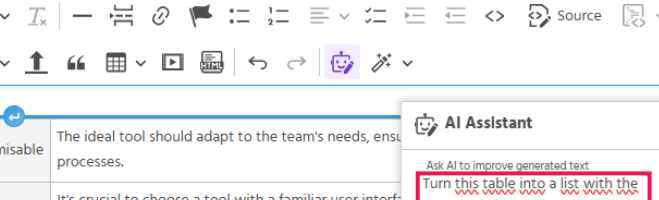
Ask AI to improve generated text

AI features



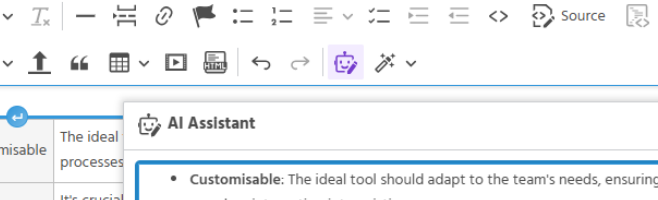
AI Assistant – Transform existing content

If you have already created text/tables/etc. and would like to optimize/change/etc. them, select them and enter the desired change in the prompt.



The screenshot shows the Microsoft Word ribbon with the AI Assistant pane open. The AI Assistant pane is titled "AI Assistant" and contains a text input field with the prompt: "Turn this table into a list with the name of items bolded". The prompt is highlighted with a red box. The table content is visible in the background.

Customisable	The ideal tool should adapt to the team's needs, ensuring it integrates smoothly into existing processes.
Intuitive	It's crucial to choose a tool with a familiar user interface to facilitate quick user adoption.
Reliable	A robust tool should handle complex tasks, even when multiple users are involved. This requires a solid software foundation and rigorous testing to ensure stability and reliability.



AI features

AI Commands ✎ – predefined AI commands

Choose langu... | Heading 1 | A | A | A | A | B | I | U | Source | H1

Important Considerations for Choosing the Best AI Writing Tool

1. Real-Time Collaboration

- Ensure the tool allows multiple users to edit documents simultaneously.
- Check for features like live cursors, inline comments, and instant feedback loops.

2. User Interface and Ease of Use

- Look for an intuitive and user-friendly interface.
- Consider tools that offer a clean, distraction-free writing environment.

3. Compatibility and Integration

- Ensure the tool is compatible with your operating system and devices.

Context menu options:

- Edit or review
- Generate from selection
 - Summarize
 - Continue
- Change tone
- Change style
- Translate

To quickly improve or translate an existing text, use the predefined AI commands.

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Einzigartige Beziehungen