



















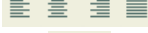







Quick Reference

This section contains a quick overview concerning all functions available in the default CKEditor toolbar.

To download a file with a description of the toolbar element function as a pdf,

Common Toolbar Functions

Toolbar Element Function

	Source	View or edit the document source code (for advanced users). See Source Editor .
		Saves the page you were editing.
		Removes all contents, creating a new blank page.
		Preview what the HTML page will look like for users.
		Select a layout template. See Templates
		Cut the highlighted text to the clipboard. See Cut, Copy and Paste .
		Copy the highlighted text to the clipboard. See Cut, Copy and Paste .
		Paste the data copied to the clipboard (with or without formatting). See Cut, Copy and Paste .
		Paste content copied from Microsoft Word or similar applications. See Cut, Copy and Paste .
		Print the current document. See Printing .
		Spell check the text in the document or spell check the text as you type. See Spell Checking .
		Undo or redo the most recent action taken. See Undo and Redo .
		Find a word or phrase within the document. See Find and Replace .
		Find and replace a word or phrase within the document. See Find and Replace .
		Select the entire content in the document.
		Remove the formatting from the highlighted text.
		Applies bold , <i>italic</i> , <u>underline</u> or strike through formatting to the highlighted text. See Text Formatting .
		Superscript or subscript the highlighted text. See Superscript and subscript in Text Formatting .
		Creates numbered or bulleted lists. See Creating Lists .
		Increase or decrease the text indentation.
		Format a block of text to identify quotations (text provenient from other sources).
		Create a new div container in document source.
		Sets the text alignment (left, centered, right or justified). See Text layout and format in Text Formatting .
		Sets the text direction from left to right or from right to left.
		Converts or removes the text in hyperlinks. It may also be used to manage file uploads and links to files on the web server. See Links, E-Mails and Anchors .
		Inserts or modifies a link anchor. See Links, E-Mails and Anchors
		Inserts images into the document. See Inserting Images .
		Inserts a Adobe Flash element into the page. See Inserting Flash
		Creates a table with the defined number of columns and rows. See Tables .
		Inserts a divider line (horizontal rule).
		Inserts an emoticons image (smiley faces, email icon, lightbulb, etc.).
		Inserts special characters.
		Inserts a printing page break. Only impacts printed version.

Styles

Format

Font

Size

Styles & formatting determine the appearance and semantic value of your document. You may use the drop down boxes to apply styles, set the font, its size, etc. To remove the applied style select the style name again. See [Text Formatting](#).



- Changes the color of the text. See [Text Formatting](#).
- Changes the background color of the text. See [Text Formatting](#).
- Maximizes the editor size inside the browser.
- Shows the block elements boundaries in the text.
- Shows information about the CKEditor.

Form Functions

Toolbar ElementFunction



- Creates a new form block into the page.
- Inserts a checkbox to the page.
- Inserts a radio button to the page.
- Inserts a text field into the page.
- Inserts a multi-line text area into the page.
- Inserts a selection field into the page.
- Inserts a form button into the page.
- Inserts an image into the page, which behaves much like form button used to submit forms. Do not use it to insert plain images into the document.
- Inserts a hidden field into the page.

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