

WYSIWYG Editor Tools



Templates

Always use templates. Choose between 1 and 4 columns.



Paste as Plain Text

Use this whenever pasting from an external document or website.



Check Spelling



Undo & Redo



Find & Replace



Select All



Remove Format

Remove formatting like bold and italic.



Bold & Italic



Subscript & Superscript



Insert/Remove Numbered & Bulleted List

Create list by 1. placing each list item in a P or DIV container 2. selecting all items 3. clicking this tool



Decrease & Increase Indent



Link & Unlink

Create hyperlinks to webpages, anchors, and documents that live in the file browser



Anchor

Place cursor where you would like to create an anchor and then choose this tool.



Image

Access image properties like resize, alternate text, and the file browser.



Insert Horizontal Line



Insert Special Character



Styles (drop-down list)

- **Clear Formatting (block):** Turn a DIV or Heading container back to a P container
- **Heading 3**
- **Heading 4**
- **Heading 5**
- **Heading 6**
- **Link Button:** Style a web link as a button
- **Document Button:** Style a document link as a button
- **Fine Print**



Show Blocks

Show or hide the template containers.