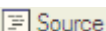






























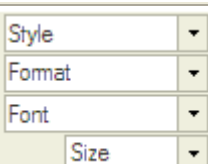







Quick Reference






In this section you can have a quick overview about all functions available in the toolbar.





Common Toolbar Functions

Toolbar Element	Function
 Source	View or edit the document source code (for advanced users). See Source Editor.
	Removes all contents, creating a new blank page.
	Saves the page you were editing.
	Preview what the HTML page will look like for users.
	Select a layout template.
	Cut the highlighted text to the clipboard.
	Copy the highlighted text to the clipboard.
	Paste the data copied to the clipboard (with or without formatting).
	Paste content copied from Microsoft Word or similar applications.
	Print the current document.
	Spell check the text in the document.
	Undo or redo the most recent action taken.
	Find a word or phrase within the document.
	Find and replace a word or phrase within the document.
	Select the entire text in the document.
	Remove the formatting from the highlighted text.
	Applies bold , <i>italic</i> , <u>underline</u> or strikethrough formatting to the highlighted text.
	Superscript or subscript the highlighted text.
	Creates numbered or bulleted lists.
	Increase or decrease the text indentation.

	Format a block of text to identify quotations (text provenient from other sources).
	Sets the text alignment (left, centered, right or justified). See Text layout and format in
	Converts or removes the text in hyperlinks. It may also by used to manage file uploads and links to files on the web server..
	Inserts or modifies a link anchor.
	Inserts images into the document..
	Inserts a Adobe Flash element into the page.
	Creates a table with the defined number of columns and rows.
	Inserts a divider line (horizontal rule).
	Inserts an emoticons image (smiley faces, email icon, lightbulb, etc.).
	Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).
	Inserts a printing page break. Only impacts printed version.
	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.
	Changes the color of the text. See Size and color in Text Formatting.
	Changes the background color of the text. See Size and color in Text Formatting.
	Maximizes the editor size inside the browser.
	Shows where the block elements boundaries in the text.
	Shows information about the FCKeditor.

Form Functions

Toolbar Element	Function
	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.