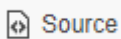


What actions can I perform using the Rich Text Editor icons?

Note: Depending on your implementation, you may have more icons or fewer icons available to you in the Rich Text Editor. There are several third-party tools that integrate with the editor and display as additional icons in the editing toolbar (e.g., equation editors, video management applications, etc.). Also, some institutions hide seldom-used icons to make the appearance of the editing toolbar more compact.

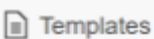
Standard Rich Text Editor icons allow the following features:

Source



View or edit the document source code (for advanced users).

Templates



Select a layout template.

Cut



Cut the highlighted text to the clipboard.

Copy



Copy the highlighted text to the clipboard.

Paste



Paste the data copied to the clipboard.

Paste as Plain Text



Paste the data copied to the clipboard (without formatting).

Print



Print the current document.

Preview



Preview the current document.

Undo



Undo the most recent action taken.

Redo



Redo the most recent action taken.

Find



Find a word or phrase within the document.

Replace



Find and replace a word or phrase within the document.

Select All



Select all of the text in the document.

Remove Format



Remove the formatting from the highlighted text.

Insert/Remove Numbered List



Create Numbered Lists.

Insert/Remove Bulleted List



Create Bulleted Lists.

Decrease Indent



Decrease the paragraph indent.

Increase Indent



Increase the paragraph indent.

Block



Format a block of text to identify quotations.

Create DIV Container



Creates a container to apply formatting beyond one block of text.

Bold



Applies Bold formatting to highlighted text.

Italic



Applies Italic formatting to highlighted text.

Underline



Applies Underline formatting to highlighted text.

Strike Through



Applies Strike Through formatting to highlighted text.

Subscript



Subscripts the highlighted text.

Superscript



Superscripts the highlighted text.

Align Left



Set text alignment left.

Align Center



Set text alignment center.

Align Right



Set text alignment right.

Justify



Justify text alignment.

Text Direction Left to Right



Displays text left to right.

Text Direction Right to Left



Displays text right to left.

Link



Create hyperlink.

Unlink



Remove hyperlink.

Anchor



Inserts or modifies a link anchor.

Insert Content Item



Inserts an external tool (i.e., LTI tool) as a content item.

Record Audio Clip



Create and display a voice recording.

Image



Inserts images into the document.

Insert/Edit Movie



Inserts an HTML5 movie/audio player.

Table



Creates a table with the defined number of columns and rows.

Insert Horizontal Line



Inserts a divider line (horizontal rule).

Smiley



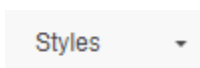
Inserts an emoticons image (smiley faces, email icon, light bulb, etc.).

Insert Special Character



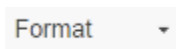
Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).

Styles



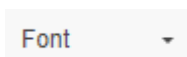
Applies special styles to a block of text.

Format



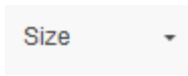
Applies paragraph formatting to a block of text.

Font



Applies a specific font to a block of text.

Size



Applies a specific size to a block of text.

Text Color



Changes the color of the text.

Background Color



Changes the background color of the text.

Maximize



Maximizes the editor size inside the browser.

Show Blocks



Shows where there are block element boundaries in the text.