

# Toolbar Button and Menu Item List

## Overview





This rich text editor features a wide variety of toolbar buttons and menu items. This page provides a quick reference for the functionality provided by each of these toolbar buttons and menu items.









The toolbar and menu items described below may not appear in your instance of the editor. For more information, see your Systems Administrator.

## Menu and Toolbar Items



### File Commands


Menu or Tool Tip Text	Function	Shortcut	Image
New	Create a new file.	CTRL+N	
Open...	Open an existing file on the local machine.	CTRL+O	
Save	Save a file to the local machine.	CTRL+S	
Save As..	Save a file to the local machine with a different name.	CTRL+SHIFT+S	-
Restore Autosave...	Restore an autosaved document.	-	-
Import Word Document...	Import a Word Document.	-	-
Print	Print the contents of the editor.	-	

### Edit Commands















Menu or Tool Tip Text	Function	Shortcut	Image
Undo	Undo the last action.	CTRL+Z	
Redo	Redo the last undone action.	CTRL+Y	
Cut	<a href="#">Cut the selection.</a>	CTRL+X	
Copy	<a href="#">Copy the selection.</a>	CTRL+C	
Paste	<a href="#">Paste.</a>	CTRL+V	
Paste Special	<a href="#">Paste using a specific filter.</a>	-	-
Select All	Select all editor content.	CTRL+A	-
Find...	<a href="#">Find text in the editor.</a>	CTRL+F	

### View Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Design View	View the document in Design mode (WYSIWYG mode).	-	-
HTML View	View the HTML source for the document.	-	-
Window View	<a href="#">Display the editor in a separate window.</a>	-	
Document Navigator	<a href="#">Show or hide the document navigator.</a>	-	-
Show/Hide Paragraph Markers	<a href="#">Show or hide paragraph markers and editing grid lines.</a>	-	














Page Width	<p><a href="#">View the document within a set page width.</a></p> <p>Choices include</p> <ul style="list-style-type: none"> <li>• Smartphone Portrait</li> <li>• Smartphone Landscape</li> <li>• Tablet Portrait</li> <li>• Tablet Landscape</li> <li>• Monitor</li> <li>• Widescreen Monitor</li> <li>• Size to Fit</li> <li>• Custom</li> </ul>	-	
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## Insert Commands




Menu or Tool Tip Text	Function	Shortcut	Image
Insert Hyperlink...	<a href="#">Insert a hyperlink.</a>	CTRL+K	
Remove Hyperlink	Remove a hyperlink.	-	
Bookmark...	Insert a bookmark.	-	
Remove Bookmark	Removes a bookmark.	-	
Insert Image...	<a href="#">Insert an image from the server image library.</a>	-	
Insert Media...	Insert Media	-	
Insert Object...	Insert an embedded object or multimedia file.	-	-
Insert HTML Fragment...	<a href="#">Insert a Fragment of HTML.</a>	-	
Insert Template...	<a href="#">View and Insert Templates</a>	-	
Create Section	<p><a href="#">Create a section around the selected text.</a></p> <p>Displays a menu of section types, including:</p> <ul style="list-style-type: none"> <li>• BlockQuote</li> <li>• Div</li> <li>• Section</li> <li>• Header</li> <li>• Footer</li> <li>• Article</li> <li>• Aside</li> <li>• Nav</li> <li>• Figure</li> <li>• FigCaption</li> </ul>	-	
Remove Section	<p>Remove a section.</p> <p>Displays a menu of section types.</p>	-	
Symbol...	Insert a symbol.	-	
Insert Horizontal Rule	Insert a horizontal line.	-	
Insert Date and Time...	Insert a date and time.	-	
Insert HTML Comment...	<a href="#">Insert a HTML comment.</a>	-	
Edit Tag...	Edit a HTML comment, scripting tag or unknown custom tag.	-	-



## Format Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Bold	<a href="#">Bold.</a>	CTRL+B	<b>B</b>
Italic	<a href="#">Italic.</a>	CTRL+I	<i>I</i>
Underline	<a href="#">Underline.</a>	CTRL+U	<u>U</u>











Align Left	<a href="#">Set left alignment.</a>	CTRL+L	
Align Center	<a href="#">Set center alignment.</a>	CTRL+E	
Align Right	<a href="#">Set right alignment.</a>	CTRL+R	
Ordered List	Insert an ordered list or change an unordered list to an ordered list.	-	
Unordered List	Insert an unordered list or change an ordered list to an unordered list.	-	
Decrease Indent	Decrease the paragraph or list indent.	-	
Increase Indent	Increase the paragraph or list indent.	-	
Color	<a href="#">The text color.</a>	-	
Highlight Color	<a href="#">The text highlight color.</a>	-	
Superscript	Superscript text.	-	
Subscript	Subscript text.	-	
Strikethrough	Strikethrough.	-	
Left to Right Text	Set dir for the currently selected block elements to ltr	-	
Right to Left Text	Set dir for the currently selected block elements to rtl	-	
Remove Formatting	<a href="#">Remove formatting.</a>	CTRL + SPACE	
Format Painter	<a href="#">Copy selected formatting.</a>	CTRL + SHIFT + C	
Text Formatting	Popup menu of formatting commands, consisting of: <ul style="list-style-type: none"> <li>• Bold</li> <li>• Italic</li> <li>• Underline</li> <li>• Superscript</li> <li>• Subscript</li> <li>• Strikethrough</li> </ul>	-	
Alignment and Indents	Popup menu of Alignment and Indenting commands, consisting of: <ul style="list-style-type: none"> <li>• Align Left</li> <li>• Align Center</li> <li>• Align Right</li> <li>• Decrease Indent</li> <li>• Increase Indent</li> </ul>	-	

## Tool Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Spelling...	<a href="#">Check spelling.</a>	F7	
Enable/ Disable Check Spelling As You Type	<a href="#">Toggle the background spell checker.</a>	-	
Enable/Disable Auto Correct	Toggles the Auto Correct functionality on and off.	-	-
Word Count...	<a href="#">Perform a word count on the document.</a>	-	
Thesaurus...	<a href="#">Run the thesaurus.</a>	-	-
Synonyms	Display a list of synonyms for the currently selected word.	-	-

Proofing Tools	Popup menu of Proofing commands, consisting of: <ul style="list-style-type: none"> <li>• Spelling</li> <li>• Disable Spell Checking as you type</li> <li>• Link Checking</li> <li>• Accessibility Report</li> <li>• Enable Accessibility as you type</li> <li>• Word Count</li> </ul>	-	
Content Language	Mark selected content as written in chosen language.	-	




## Table Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Insert Table...	Insert a table.	-	
Insert Row	Insert a row in the current table.	-	
Insert Column	Insert a column in the current table.	-	
Insert Row or Column...	Insert rows or columns in the table.	-	-
Insert Cell	Insert a cell in a table.	-	-
Delete Table	Delete the current table	-	
Delete Row	Delete a row from a table.	-	
Delete Column	Delete a column from a table.	-	
Delete Cell	Delete a cell from a table.	-	-
Split Cell	Split a cell in a table.	-	
Merge Cells	Merge cells in a table.	-	
Show/Hide Gridlines	Toggle table gridlines.	-	
Fit to Content	Automatically resize a column to fit its content.	-	

## Properties Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Cell Properties...	Edit the current cell's properties.	-	-
Row Properties...	Edit the selected row's properties.	-	-
Column Properties...	Edit the selected column's properties.	-	-
Table Properties...	Edit the current table's properties.	-	-
List Properties...	<a href="#">Edit the properties of a list.</a>	-	-
Object Properties...	Edit the properties of an embedded object.	-	-
Horizontal Line Properties...	Edit the properties of a horizontal line.	-	-
Section Properties...	Edit the properties of a Section.	-	-






## Help Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Help...	Load editor help.	-	
About EditLive!...	Display information about current editor version.	-	
Help	Popup menu of help and debugging commands, consisting of: <ul style="list-style-type: none"> <li>• Help</li> <li>• About EditLive!</li> <li>• Enable Debug Logging</li> </ul>	-	









## Form Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Insert Form	Insert a form.	-	-
Insert Text Field	Insert a text field into a form.	-	-
Insert Password Field	Insert a password field into a form.	-	-
Insert Hidden Field	Insert a hidden field into a form.	-	-
Insert File Upload Field	Insert a file browsing field into a form.	-	-
Insert Button Field	Insert a button into a form.	-	-
Insert Submit Field	Insert a submit button into a form.	-	-
Insert Reset Field	Insert a reset button into a form.	-	-
Insert Checkbox Field	Insert a checkbox into a form.	-	-
Insert Radio Field	Insert a radio-button into a form.	-	-
Insert TextArea Field	Insert a text area into a form.	-	-
Insert Select Field	Insert a selection / combobox into a form.	-	-
Insert Image Field	Insert an image field into a form.	-	-
Form Properties...	Display the Form Properties Dialog for a form.	-	-








## Track Changes Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Enable Track Changes / Disable Track Changes	<a href="#">Toggle change tracking.</a>	CTRL + SHIFT + E	
Accept Change	<a href="#">Accept selected change.</a>	-	
Reject Change	<a href="#">Reject selected change.</a>	-	
Accept All Changes	<a href="#">Accept all changes.</a>	-	-
Reject All Changes	<a href="#">Reject all changes.</a>	-	-
Next Change	<a href="#">Select next change.</a>	-	
Previous Change	<a href="#">Select previous change.</a>	-	
Show Track Changes Dialog	<a href="#">Show track changes dialog.</a>	-	-
Set Username...	<a href="#">Set current user.</a>	-	-


## Image Editor Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Rotate Clockwise	<a href="#">Rotate image clockwise.</a>	-	
Rotate Counterclockwise	<a href="#">Rotate image counterclockwise.</a>	-	
Flip Vertically	<a href="#">Flip image vertically.</a>	-	
Flip Horizontally	<a href="#">Flip image horizontally.</a>	-	
Reflection Effect	<a href="#">Apply reflection effect.</a>	-	
Drop Shadow Effect	<a href="#">Apply drop-shadow effect.</a>	-	
Round Corners Effect	<a href="#">Apply rounded-corners effect.</a>	-	
Crop	<a href="#">Crop image.</a>	-	


## Accessibility Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Enable / Disable Accessibility As You Type	<a href="#">Toggle accessibility-as-you-type.</a>	-	
Accessibility Report...	<a href="#">Perform an accessibility compliance check on the document</a>	CTRL + F8	
Use Relative Sizing for Table	<a href="#">Convert all widths and heights in a table to percentages</a>	-	
Use Pixel Sizing for Table	<a href="#">Convert all widths and heights in a table to pixels</a>	-	
Clear Cell Headers	<a href="#">Clear table cell headers.</a>	-	
Set As Header / Select Data Cells / Apply Header	<a href="#">Apply table cell headers .</a>	-	
Show / Hide Table Header Mappings	<a href="#">Display table header-to-data cell mappings.</a>	-	


## Link Checker

Menu or Tool Tip Text	Function	Shortcut	Image
Broken Hyperlink Report	<a href="#">Check validity of hyperlinks in document.</a>	-	

## Commenting

Menu or Tool Tip Text	Function	Shortcut	Image
Add Comment...	<a href="#">Open commenting popup to add or read comments on a selected area of text</a>	-	
Remove All Comments	<a href="#">Remove all comments in the document</a>	-	-

## Equation Editor Commands

Menu or Tool Tip Text	Function	Shortcut	Image
Insert Equation	<a href="#">Insert a mathematical equation.</a>	-	
Edit Equation...	<a href="#">Edit a mathematical equation.</a>	-	-

## Toolbar Combo Items

Submenu/Combo Box	Function
Style	<a href="#">List of styles available for use on the current selection.</a>
Font	<a href="#">List of fonts available for use on the current selection.</a>
Size	<a href="#">List of font sizes available for use on the current selection.</a>