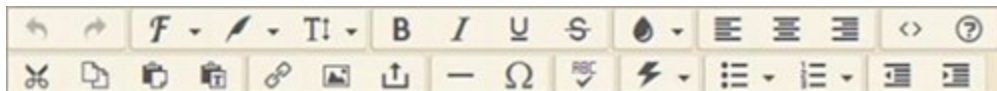




Editor tools





Here are the tools available in the TinyMCE Editor. Use these icons to format and align your text, view and edit source code, add links and photos, add links to files, add a horizontal rule, add special characters, check spelling, insert toolbox items and insert bulleted and numbered lists.



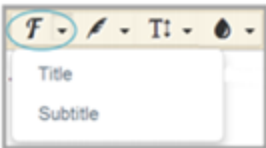
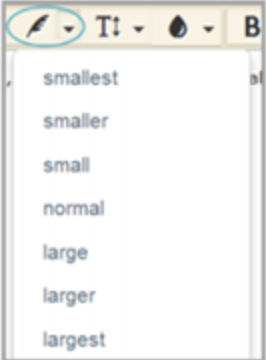
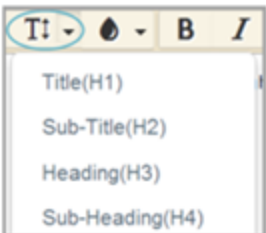


Undo and redo

	You can undo a change you have made to your Content App by clicking on the Undo icon.
	If you wish to redo your changes, you can click on the Redo icon.




Cut, copy and paste text

	Using the Cut icon you can cut text from the Content App.
	Using Copy icon you can copy text from the Content App.
	Using the Paste icons will retain some formatting.
	Using the Past Plain Text icon removes all formatting and pastes plain text.

Format text

	<p>Template Styles allows you to add a Title or Subtitle style—format is pulled from your site’s template.</p>
	<p>Styles allow you to choose a size for your font.</p>
	<p>Headings allow you to change your text to different Heading Styles. The styles are pulled from your template.</p>
	<p>Text Color allows you to change the color of your text.</p>
	<p>Bold, Italicized, Underlined and Strikethrough allow you to Bold, Italics, Underline or Strikethrough your text.</p>

Align text

	<p>Using Align Left will left justify your text. Left Align is the default text alignment.</p>
	<p>Using Align Center will center your lines of text.</p>
	<p>Using Align Right will right justify your text.</p>

Insert links and images



Use this icon to insert a link.



Use this icon to insert a file link.



Use this icon to add an image to your Content App.