

Formatting Toolbar

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Inside all **Content Pages, Introductions and Footers**, is a toolbar as displayed above. This toolbar will allow you to edit and format your text and will display when you are editing your text in the HTML editor.

The list of functions are as follows:

ICON	Action
	Insert template variable
	Font type i.e Arial, Helvetica, etc
	Insert Image
	Insert Link
	Bold (Ctrl + B)
	Italic (Ctrl + I)
	Underline (Ctrl + U)
	Text color
	Background color
	Align text left (Ctrl + L)
	Center text (Ctrl + E)
	Align text right (Ctrl + R)
	Justify (Ctrl + J)
	Numbering - Start a numbered list
	Bullets - Start a bulleted list
	Clear all text format