

















Formatting Toolbar

Last Modified on 07/17/2025 4:21 pm PDT



When you're working in the Content tab, you'll see a **toolbar** that will allows you to edit and format 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