

## **Formatting Toolbar**

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When you're working in the Content tab, you'll see a toolbar that allows you to edit and format your text directly in the HTML editor. The toolbar provides quick access to common formatting tools, making it easy to customize the appearance and layout of your message.

## **Toolbar Functions:**

ICON	Action
ı	Insert template variable
A	Font type i.e Arial, Helvetica, etc
0	Insert Image
	Insert Link
В	Bold (Ctrl + B)
I	Italic (Ctrl + I)
$\underline{\mathbf{U}}$	Underline (Ctrl + U)
•	Text color
6	Background color
≡	Align text left (Ctrl + L)
圭	Center text (Ctrl + E)
=	Align text right (Ctrl + R)
	Justify (Ctrl + J)
½ <b>=</b>	Numbering - Start a numbered list
≔	Bullets - Start a bulleted list
	Clear all text format