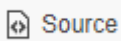


# What actions can I perform using the Rich Text Editor icons?

*Note: Depending on your implementation, you may have more icons or fewer icons available to you in the Rich Text Editor. There are several third-party tools that integrate with the editor and display as additional icons in the editing toolbar (e.g., equation editors, video management applications, etc.). Also, some institutions hide seldom-used icons to make the appearance of the editing toolbar more compact.*

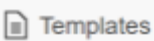
## Standard Rich Text Editor icons allow the following features:

### Source



View or edit the document source code (for advanced users).

### Templates



Select a layout template.

### Cut



Cut the highlighted text to the clipboard.

## Copy



Copy the highlighted text to the clipboard.

## Paste



Paste the data copied to the clipboard.

## Paste as Plain Text



Paste the data copied to the clipboard (without formatting).

## Print



Print the current document.

## Preview



Preview the current document.

## Undo



Undo the most recent action taken.

## Redo



Redo the most recent action taken.

## Find



Find a word or phrase within the document.

## Replace



Find and replace a word or phrase within the document.

## Select All



Select all of the text in the document.

## Remove Format



Remove the formatting from the highlighted text.

## Insert/Remove Numbered List



Create Numbered Lists.

## Insert/Remove Bulleted List



Create Bulleted Lists.

## Decrease Indent



Decrease the paragraph indent.

## Increase Indent



Increase the paragraph indent.

## Block



Format a block of text to identify quotations.

## Create DIV Container



Creates a container to apply formatting beyond one block of text.

## Bold



Applies Bold formatting to highlighted text.

## Italic



Applies Italic formatting to highlighted text.

## Underline



Applies Underline formatting to highlighted text.

## Strike Through



Applies Strike Through formatting to highlighted text.

## Subscript



Subscripts the highlighted text.

## Superscript



Superscripts the highlighted text.

## Align Left



Set text alignment left.

## Align Center



Set text alignment center.

## Align Right



Set text alignment right.

## Justify



Justify text alignment.

## Text Direction Left to Right



Displays text left to right.

## Text Direction Right to Left



Displays text right to left.

## Link



Create hyperlink.

## Unlink



Remove hyperlink.

## Anchor



Inserts or modifies a link anchor.

## Insert Content Item



Inserts an external tool (i.e., LTI tool) as a content item.

## Record Audio Clip



Create and display a voice recording.

## Image



Inserts images into the document.

## Insert/Edit Movie



Inserts an HTML5 movie/audio player.

## Table



Creates a table with the defined number of columns and rows.

## Insert Horizontal Line



Inserts a divider line (horizontal rule).

## Smiley



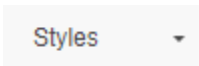
Inserts an emoticons image (smiley faces, email icon, light bulb, etc.).

## Insert Special Character



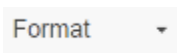
Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).

## Styles



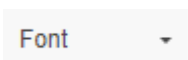
Applies special styles to a block of text.

## Format



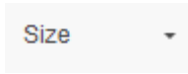
Applies paragraph formatting to a block of text.

## Font



Applies a specific font to a block of text.

## Size



Applies a specific size to a block of text.

## Text Color



Changes the color of the text.

## Background Color



Changes the background color of the text.

## Maximize



Maximizes the editor size inside the browser.

## Show Blocks



Shows where there are block element boundaries in the text.