

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
A	Font type i.e Arial, Helvetica, etc
📷	Insert Image
🔗	Insert Link
B	Bold (Ctrl + B)
I	<i>Italic</i> (Ctrl + I)
U	<u>Underline</u> (Ctrl + U)
🖌	Text color
🔥	Background color
⬅	Align text left (Ctrl + L)
➡	Center text (Ctrl + E)
➡	Align text right (Ctrl + R)
➡	Justify (Ctrl + J)
1 2 3	Numbering - Start a numbered list
• • •	Bullets - Start a bulleted list
☒	Clear all text format