
























































BUTTON	ACTION
 Source	Allows user to view HTML source code of content. This gives users the option of editing their content using HTML code, if desired.
 Save	Saves changes of edited content and returns user to listing of content articles (the previous page).
 Clear	Clears and erases all content on selected page.
 Preview	Opens a pop-up window in which user can preview formatted text as it will appear on their live site, once changes are saved.
 Templates	Opens a pop-up window where user can choose pre-formatted layout templates.
 Cut	Cuts/removes selected text, and allows user to paste it elsewhere.
 Copy	Copies/duplicates selected text, and allows user to paste it elsewhere.
 Paste	Pastes cut or copied text.
 Paste as plain text	Pastes cut or copied text as "plain text." This action does NOT preserve pre-designated formatting.
 Paste from Word	Allows user to paste content cut or copied directly from Word documents; this function preserves all formatting previously done in the Word document.
 Print	Prints all content from current screen.
 Undo	User may choose to "undo" their most recent action; upon clicking, selected content to revert to its state before most recent action.
 Redo	User may choose to "redo" the most recent action that was previously negated by clicking "undo".
 Search	Allows user to search for a word or phrase within current page.
 Find and Replace	Allows user to find specified words or phrases, and select them with others.
 Select	Selects all text within the content area.
 Remove	Removes all formatting of text within the content area.
 Form	Allows user to program their own form, to send information to them, via email.
 Checkbox	Allows user to create a check box within the form, usually used for one option. Ex: yes would be checked, no would not
 Radio	Allows user to create radio buttons, which can be used for multiple options. Ex: The following tasks were completed...
 Text Field	Allows user to create a text field where whomever fills out the form can type an answer to question
 Text Area	Text area would be used in the form if the user expects answers to be several sentences long.

	Selection Field	Allows user to create a list box of values within the form.
	Button	Allows user to create a button with in the form to submit the results
	Image Button	Allows user to create/upload an image for a button within the form
	Hidden Field	Allows user to create a hidden text box that passes a default value, no one can see it
	Bold	Allows user to make selected words and sections “ <b>bold</b> ”
	Italics	Allows user to make selected words and sections “ <i>italic</i> ”
	Underline	Allows user to make selected words and sections “ <u>underlined</u> ”
	Strikethrough	Allows user to make selected words and sections “ <del>strikethrough</del> ”
	Subscript	Formats selected sections of text to shrink and sink slightly below neighboring portions of text. Selected “superscript” text will appear <small>like this.</small>
	Superscript	Formats selected sections of text to shrink and rise slightly above neighboring portions of text. Selected “superscript” text will appear <sup>like this</sup> .
	Numbered List	Creates a numbered list.
	Bulleted List	Creates a bulleted list
	Decrease Indent	Decreases the indent width of selected sections of content.
	Increase Indent	Increases the indent width of selected sections of content.
	Left Justify	Formats selected sections of content to have a “left” justification. Text will appear like this. Text will appear like this.
	Center Justify	Formats selected sections of content to have a “center” justification. Text will appear like this. Text will appear like this.
	Right Justify	Formats selected sections of content to have a “right” justification. Text will appear like this. Text will appear like this.
	Block Justify	Formats selected sections of content to have a “block” justification. Text will appear like this. Text will appear like this. Text will appear like this.
	Insert/Edit Link	Allows user to insert and edit hyperlinks, which will link to other sites and pages.
	Remove Link	Removes hyperlinks the user has added.
	Anchor	Allows user to create a link within the page that are editing. When the link is click it will not take site visitor to another page, but to a section within that same page.
	Image	Allows user to insert an image into selected pages.
	Flash	Allows user to insert a pre-designed Flash component into selected pages.

 Table	Inserts a table for customization of content; a pop-up menu allows user to set the number of rows and columns, as well as the width and height of the table, and much more. Once created, user can type text into the rows and contents of the table.
 Horizontal Line	Inserts a horizontal line where user indicates within text.
 Smiley	Allows user to choose from a variety of Smileys/Emoticons to insert into their content.
 Special Character	Allows user to choose from a variety of special characters to insert into their content.
 Line Break	Inserts a line break where user has indicated with the placement of his or her cursor.
 Universal Keyboard	Gives user the option of typing their content using a variety of alphabets and grammatical accents from different languages. When clicked, a pop-up menu will appear; from here, the user can select the language of their choice.
Style <input type="text"/>	Drop down box that allows user to adjust the <b>style</b> of selected text from pre-designed style types.
Format <input type="text"/>	Drop down box that allows user to adjust the <b>format</b> of selected text. Assigning a format to selected text and sections of text will change how the text is formatted on the page.
Font <input type="text"/>	Drop down box that allows user to adjust the <b>font</b> of selected text.
Size <input type="text"/>	Drop down box that allows user to adjust the <b>size</b> of selected text.
 Text Color	Changes the <b>color</b> of selected text.
 Background Color	Fills background of page with the color of the user's choice.
 Maximize Editor	Increases size of Text Editor to fit the width of the user's monitor.
 About the Editor	Licensing information for the FCK Text Editor.