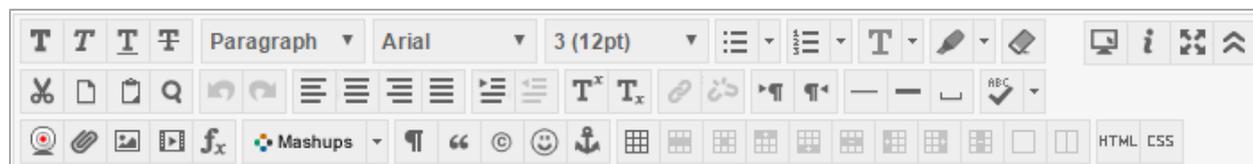


## Overview

The Text Editor Toolbar will probably be reasonably familiar to most users of MS Word; however there are a few unfamiliar icons available.

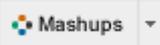
**Note:** If an icon is greyed out, this indicates that text or a table must be selected on which to perform that task.



## Quick Guide

| Icon  | Function  |
|---|---|
|   | <b>Preview:</b> Shows a preview of the content in a new window.   |
|  | <b>Help:</b> Shows icon help information in a new window.   |
|  | <b>Full Screen:</b> Makes the text box full screen, click again to return to normal view.   |
|  | <b>Show Less:</b> Hides the bottom two toolbar lines, click again to show more.   |
|  | <b>Bold Text:</b>   |
|  | <b>Italic Text:</b>   |
|  | <b>Underline Text:</b>  |
|  | <b>Strike Through Text:</b> Places a line through the text. <i>Example.</i>   |
|  | <b>Preformatted Styles:</b> Use dropdown menu to select a style, <i>Header, Sub-Header 1, Sub-Header 2 or Paragraph</i> as appropriate. |
|  | <b>Font Style:</b>  |
|  | <b>Font Size:</b>   |
|  | <b>Bullet Points:</b> Click the down arrow for different bullet options.  |
|  | <b>Numbered Bullet Points:</b> Click the down arrow for different numbering options.  |
|  | <b>Font Colour:</b> Click the down arrow for different colour options.  |
|  | <b>Highlight:</b> Click the down arrow for different colour options.  |

|   |  |
|---|--|
|    | <b>Remove Formatting:</b> Returns any selected text to the default (Arial, 12 pt, Black).                        |
|    | <b>Cut:</b>  |
|    | <b>Copy:</b>   |
|    | <b>Paste:</b>  |
|    | <b>Find:</b>   |
|    | <b>Undo:</b>   |
|    | <b>Redo:</b>   |
|    | <b>Align Left:</b>   |
|    | <b>Align Centre:</b>   |
|    | <b>Align Right:</b>  |
|    | <b>Align Full:</b>   |
|    | <b>Indent:</b>   |
|   | <b>Outdent:</b>  |
|  | <b>Superscript:</b> Makes text smaller and aligned to top of normal text. <small>Example</small>                 |
|  | <b>Subscript:</b> Makes text smaller and aligned to bottom of normal text. <small>Example</small>                |
|  | <b>Insert / Edit Link:</b> Creates a link to a web resource or an anchor point within the text.                  |
|  | <b>Remove Link:</b> Removes any links as created or accidentally copied from MS Word.                            |
|  | <b>Direction Left to Right:</b> Text goes from left to right across the page (default).                          |
|  | <b>Direction right to left:</b> Text goes from right to left across the page.                                    |
|  | <b>Insert Line:</b> Places a thin grey line across the page, no edit options.                                    |
|  | <b>Horizontal Rule:</b> Opens an options dialogue box before placing a line on the page.                         |
|  | <b>Insert Non-breaking Character Space:</b> Prevents word splitting when wrapping text.                          |
|  | <b>Spell Check:</b>  |
|  | <b>Record from Webcam:</b> Embeds a webcam recording via YouTube.<br><b>Note:</b> YouTube user account required. |
|  | <b>Attach:</b> Uploads and links supporting documents  |
|  | <b>Insert / Edit Image:</b> Manage and add an image to the page  |
|  | <b>Insert / Edit Embedded Media:</b> Manage and embed a media resource, video clip etc.                          |

|   |  |
|---|--|
|     | <b>Launch Maths Editor:</b> Use or create mathematical formulae.   |
|    | <b>Insert Mash Up:</b> Down arrow provides insert options for YouTube, Flickr and SlideShare.                |
|    | <b>Show Non-Printing Characters:</b>   |
|    | <b>Block Quote:</b> Arranges the selected text as a quote within the text body.                              |
|    | <b>Symbols:</b> Select and insert a standard ASCII symbol, for example £ or ψ.                               |
|    | <b>Emotions:</b> Selection of 16 Smiley's.   |
|    | <b>Anchor:</b> Create an anchor point to use with Links within the text i.e. <a href="#">Return to Top</a> . |
|    | <b>Insert / Edit Table:</b> Create a table.  |
|    | <b>Table Row Properties:</b> Edit table row properties.  |
|    | <b>Table Cell Properties:</b> Edit table cell properties.  |
|    | <b>Insert Row Above:</b>   |
|    | <b>Insert Row Below:</b>   |
|  | <b>Delete Row:</b>   |
|  | <b>Insert Column Before:</b>   |
|  | <b>Insert Column After:</b>  |
|  | <b>Delete Column:</b>  |
|  | <b>HTML Code View:</b> Open HTML editing dialogue box.   |
|  | <b>Edit CSS Style:</b> Change the look and feel. <b>Note:</b> Use with caution.                              |

## Further support

- Further resources and support are available in the TEL Toolkit: [www.bournemouth.ac.uk/tel-toolkit](http://www.bournemouth.ac.uk/tel-toolkit)
- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.