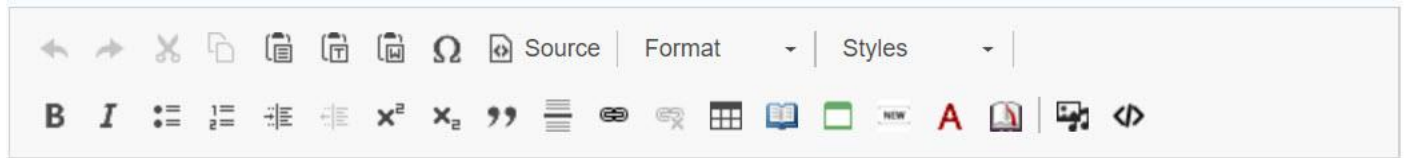# EPA Drupal WebCMS Rich Text Editor Quick Reference
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Undo - Undoes last edit (only available after you've made some edit to the page).

Redo – Repeats last edit (only available after you've used Undo).

Cut - Cuts the selected content.

Copy - Copies the selected content.

Paste (default): Opens a dialog to paste copied content with whatever formatting it already has.

Paste as plain text: Opens a dialog to paste copied content stripped of any formatting it already has.

Paste from Word: Opens a dialog to paste content copied from Microsoft Word without its pernicious Word formatting.

Insert special characters: Selects special characters from a list, inserts them into page.

Source: Disables the rich-text-editor and opens the html code.

Header format: Opens a dropdown list to let you select a header type.

Block styles: Opens a dropdown list to let you select a header style. You can also select **Warning** text.

Bold: Makes text bold.

Italic: Makes text italicized.

Bulleted list: Inserts or removes an unordered (bulleted) list.

Numbered list: Inserts or removes an ordered (numbered) list.

Increase Indent: Indents the selected block element (e.g. paragraph, list item).

Decrease Indent: Decreases the indent of the selected block element (e.g., paragraph, list item)

Superscript: Creates superscript text.

Subscript: Creates subscript text.

Block Quote: Inserts a blockquote.

Horizontal Line: Inserts an <hr /> tag.

Link: Opens a dialog to create or edit a hyperlink.

Unlink: Removes the link from wherever the cursor is (you do not need to select the entire link text first). Link text remains.

Table: Opens a dialog that lets you configure a table that will be inserted into the page.

Add files and images - Opens a dialog to upload or choose files from the library.

Insert abbreviation: Opens a dialog to create an abbreviation and its explanation, which appears when someone mouses over it.

Insert EPA box: Opens a dialog to create a basic information box. (All other boxes are created in Panelizer.)

New! flag: Applies a 30-day auto-expiring New! Image to the left of the selected text.

Archive: Inserts the Search EPA Archives link.

Add Definitions: Inserts a pop-up definition for a term from a selection of pre-defined libraries.

Add images and other media files: Opens a dialog to upload or choose images, audio files, or remote videos.

Add documents and other file types: Opens a dialog to upload or choose audio files, documents, or other file types.