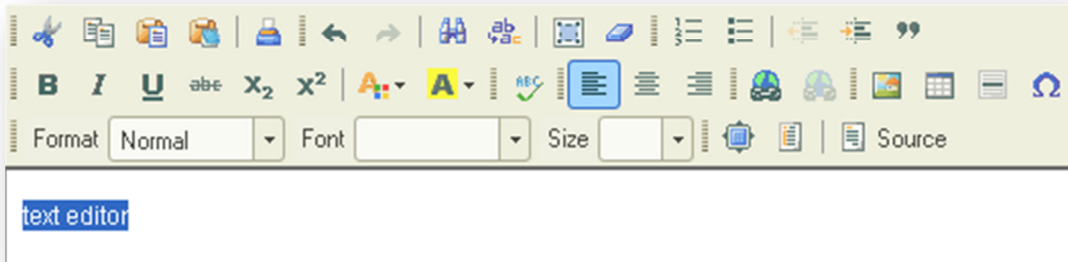


# Sakai Text Editor

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The text editor is available in certain Sakai tools so you can enter, edit, and format your text in Sakai.

## Durham Tech's Text Editor



### Row 1



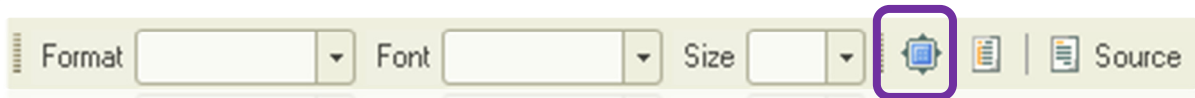
-  Cut the selected text fragment to the clipboard. See [Cut](#)
-  Copy the selected text fragment to the clipboard. See [Copy](#)
-  **Paste content copied to the clipboard along with formatting.** See [Paste](#)
-  Paste content copied to the clipboard without formatting. See [Paste as Plain Text](#)
-  Print document contents. See [Printing](#)
-  Undo or redo the most recent action performed. See [Undo and Redo](#)
-  Find a word or phrase in the document. See [Find](#)
-  Find and replace a word or phrase in the document. See [Replace](#)
-  Select all contents of the document. See [Text Selection](#)
-  Remove the formatting of the selected text. See [Remove Format](#)
-  Create a numbered or bulleted list. See [Creating Lists](#)
-  Increase or decrease text indentation. See [Text Indentation](#)
-  Format a block of text as indented quotation. See [Block Quote](#)

## Row 2



- B I U** Apply bold, italic, underline or strike-through formatting to the text. See [Bold, Italic, Underline, and Strike-through](#)
- x<sub>2</sub> x<sup>2</sup>** Apply superscript or subscript formatting to the text. See [Subscript and Superscript](#)
- Change the color of the text. See [Text Color](#)
- Change the background color of the text. See [Background Color](#)
- Check spelling of the document text [Spell Checking](#)
- Set text alignment (left, centered, right or justified). See [Text Alignment](#)
- Create or remove a hyperlink in the text. These features may also be used to manage file uploads and links to files on the web server. See [Links, E-Mails and Anchors](#)
- Insert an image into the document. See [Inserting Images](#)
- Create a table with the defined number of columns and rows. See [Creating Tables](#)
- Insert a divider line (horizontal rule) into the document. See [Horizontal Line](#)
- Insert a special character or symbol. See [Inserting Special Characters](#)

## Row 3



- Apply pre-defined block-level combinations of various formatting options. See [Paragraph Format](#)
- Change the typeface of the text. See [Font Name](#)
- Change the font size of the text. See [Font Size](#)
- Maximize the editor in the browser window.** See [Resizing and Maximizing CKEditor](#)
- Select a layout template. See [Templates](#)
- View or edit the source code of the document (for advanced users). See [Document Source](#)