Sakai Text Editor

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

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
Apply bold, italic, underline or strike-through formatting to the text. See **Bold, Italic, Underline, and Strike-through**

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**

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**

CKEditor [http://ckeditor.com/](http://ckeditor.com/)