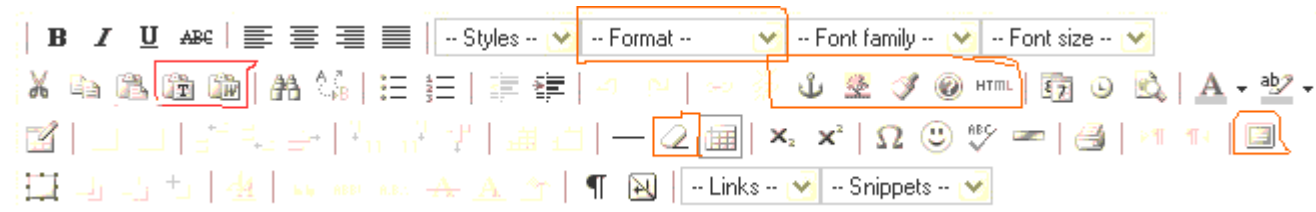











Below is a short description about the buttons commonly used in the Active CMS.



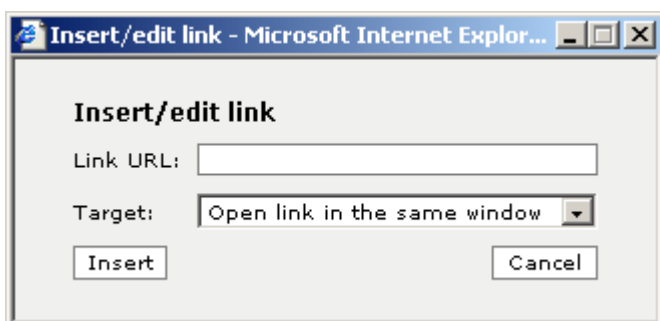
	Paste Plain Text (preferred) Tables and style are all cleaned
	Paste from Word –Used to paste tables and keep formatted text
	Undo the last operation.
	Redo the last operation.
	Insert a new link,.
	Unlinks the current selection/removes all selected links.
	Insert a new anchor,
	Insert a new image,
	Cleanup code/Removes unwanted formatting.

	Shows the help window.
	Opens HTML source code editor.
	Removes formatting from the selection.
	Toggle full screen
	Format Text Style (H1 H2)
	Bold text style
	Italic text style.
	Align center.
	Align right.
	Unordered list/bullet list.
	Ordered list/numbered list
	Out dent/decrease indentation.
	Indent/increase indentation.

Insert link button

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This button opens a new window with the insert/edit link function.

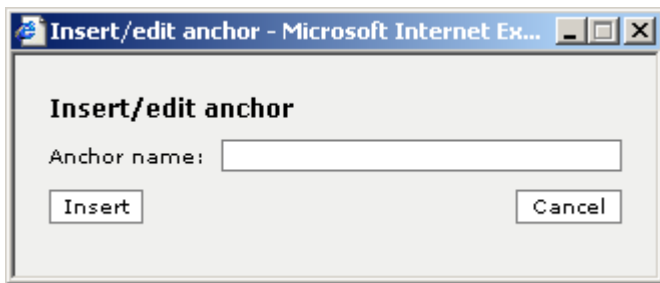


There are two fields in this window the first one "Link URL" is the URL of the link. The target enables you to select how the link is to be opened.

Insert anchor button

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This button opens a new window with the insert/edit anchor function.



There is one field in this window, where you enter the name of you anchor point. Remember the anchor name needs to be unique and simple abc 123.