

Toolbar

Within the [edit window](#), the toolbar helps users formatting their texts without remembering the [syntax](#).

The toolbar buttons work pretty much like the formatting buttons in your favorite word processor. Select a word or phrase and press a button to format the selection. If you click without a selection, a sample text is inserted at the cursor.

The toolbar also gives access to the [media manager popup](#).



If the toolbar does not show up for you, follow the steps outlined in the [toolbar FAQ](#) to troubleshoot the problem!

Toolbar Buttons

Most buttons have shortcuts assigned to them based on the [access keys](#) of your browser, usually the accesskeys are: ALT + <Key> or ALT + Shift + <Key> on Windows and CTRL + ⌘ Opt + <Key> on Mac, please refer to the [access keys](#) for more details.

Button	Key	Function
	b	Bold formatting
	i	Italic formatting
	u	Underlined formatting
	c	Code formatting
	d	Strike-through formatting
	8	Same level headline
	9	Lower headline
	0	Higher headline
		Select headline
	1	Level 1 headline (via 'Select headline' button)
	2	Level 2 headline (via 'Select headline' button)
	3	Level 3 headline (via 'Select headline' button)
	4	Level 4 headline (via 'Select headline' button)
	5	Level 5 headline (via 'Select headline' button)
	l	Internal link formatting (launches the Link Wizard)
		External link formatting
	-	Ordered list item
	.	Unordered list item
		Horizontal rule
		Media Selection, includes file/attachment uploader
		Smiley picker
		Character picker
	y	Signature (only when logged in)

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