

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

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