<http://arkextensions.com/support/documentation/ark-editor/159-toolbar-reference-guide>

**Toolbar Reference Guide**

**Working with a Document**

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| **Toolbar Button** | **Description** |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Source_icons_16x16.png | View or edit the source code of the document (for advanced users). |
| http://arkextensions.com/images/icons/Save_icons_16x16.png | Save the contents and submit its data to the server, when the Editor is placed inside an HTML form (for inline editing mode only). |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Preview_icons_16x16.png | Show a preview of the document in the shape that will be displayed to end users. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Templates_icons_16x16.png | Select a layout template. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Cut_icons_16x16.png | Cut the selected text fragment to the clipboard. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Copy_icons_16x16.png | Copy the selected text fragment to the clipboard. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Paste_icons_16x16.png | Paste content copied to the clipboard along with formatting. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Test_icons_16x16.png | Paste content copied to the clipboard without formatting. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Paste_from_Word_icons_16x16.png | Paste content copied from Microsoft Word or similar applications along with formatting. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Print_icons_16x16.png | Print document contents. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Spell_check_icons_16x16.png | Check spelling of the document text or turn on the Spell Check As You Type (SCAYT) feature. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Undo_icons_16x16.pnghttp://arkextensions.com/images/documentation/ARK_Editor/icons/Redo_icons_16x16.png | Undo or redo the most recent action performed. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Select_all_icons_16x16.png | Select all contents of the document. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Remove_Format_icons_16x16.png | Remove the formatting of the selected text. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Maximize_icons_16x16.png | Maximize the editor in the browser window. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Highlight_icons_16x16.png | Highlight all block-level elements in the document. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/About_ArkEditor_icons_16x16.png | Show information about JCK Editor. |

**Text Styling**

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| **Toolbar Button** | **Description** |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Bold_icons_16x16.pnghttp://arkextensions.com/images/documentation/ARK_Editor/icons/Italic_icons_16x16.pnghttp://arkextensions.com/images/documentation/ARK_Editor/icons/Underline_icons_16x16.pnghttp://arkextensions.com/images/documentation/ARK_Editor/icons/Strike_through_icons_16x16.png | Apply **bold**, *italic*, underline or ~~strike-through~~ formatting to the text. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Subscript_icons_16x16.pnghttp://arkextensions.com/images/documentation/ARK_Editor/icons/Superscript_icons_16x16.png | Apply superscript or subscript formatting to the text. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Styles_filter_screenshot.png | Apply pre-defined combinations of various formatting options to block and inline elements. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Format_filter_screenshot.png | Apply pre-defined block-level combinations of various formatting options. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Font_filter_screenshot.png | Change the typeface of the text. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Size_filter_screenshot.png | Change the font size of the text. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Colour_of_text_icons_16x16.png | Change the color of the text. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Background_colour_of_text_icons_16x16.png | Change the background color of the text. |

**Text Layout**

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| **Toolbar Button** | **Description** |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Increase_ident_icons_16x16.pnghttp://arkextensions.com/images/documentation/ARK_Editor/icons/Decrease_Indentation_icons_16x16.png | Increase or decrease text indentation. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Block_Quote_icons_16x16.png | Format a block of text as indented quotation. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Div_Container_icons_16x16.png | Create a new div element in document source. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Align_Left_icons_16x16.pnghttp://arkextensions.com/images/documentation/ARK_Editor/icons/Center_icons_16x16.pnghttp://arkextensions.com/images/documentation/ARK_Editor/icons/Align_Right_icons_16x16.pnghttp://arkextensions.com/images/documentation/ARK_Editor/icons/Justify_icons_16x16.png | Set text alignment (left, centered, right or justified). |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Divider_Line_icons_16x16.png | Insert a divider line (horizontal rule) into the document. |

**Rich Text**

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| **Toolbar Button** | **Description** |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Numbered_List_icons_16x16.pnghttp://arkextensions.com/images/documentation/ARK_Editor/icons/Bulleted_List_icons_16x16.png | Create a numbered or bulleted list. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Link_icons_16x16.pnghttp://arkextensions.com/images/documentation/ARK_Editor/icons/Unlink_icons_16x16.png | 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. |
| http://arkextensions.com/images/document-link.png | Link to documents. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Anchor_icons_16x16.png | Insert a link anchor to the text. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Image_icons_16x16.png | Insert an image into the document. This will cause the media manager to load up. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Flash_icons_16x16.png | Insert an Adobe Flash object into the document. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Table_icons_16x16.png | Create a table with the defined number of columns and rows. |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Smiley_icons_16x16.png | Insert an emoticon image (smiley or icon). |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/Special_Character_icons_16x16.png | Insert a special character or symbol. |

**Ark Editor Plugins**

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| **Toolbar Button** | **Description** |
| http://arkextensions.com/images/documentation/ARK_Editor/icons/mediaembed.png | Media embed is a plugin that allows users to embed YouTube, Vimeo and other media code into the editor. |