# Using the Drupal Text Editor

## Buttons

Bold

Italic

Bulleted list

Numbered list

Decrease indent

Increase indent

Undo

Redo

Remove link

Add/ edit image

Edit HTML Source

Remove format

Paste as text

Insert Table

Table row properties

Table Cell properties

Insert row above

Insert row below

Delete row

Insert column to left

Insert column to right

Delete Column

Divide Cells

Merge table cells

Anchor

Add link

Block Format
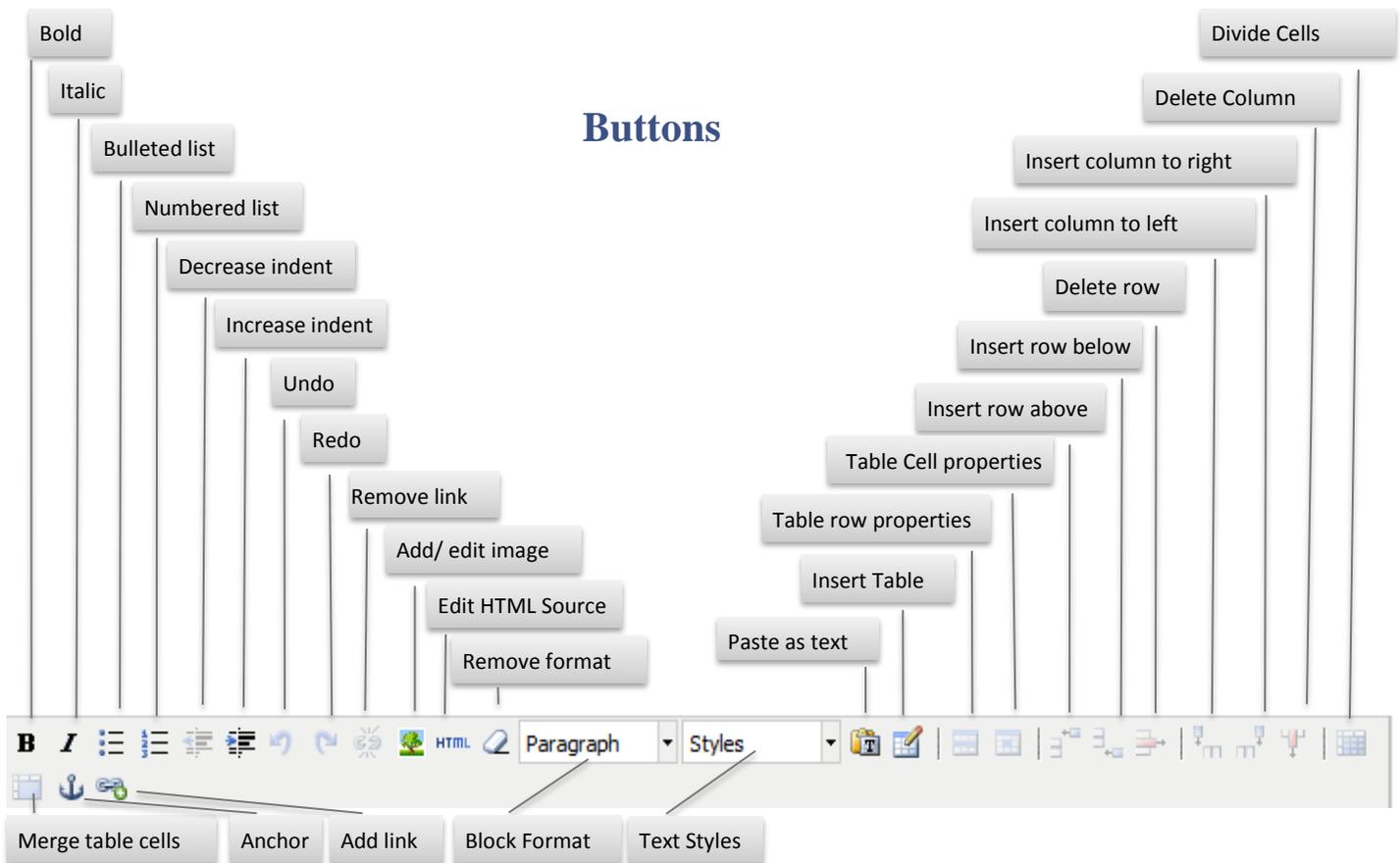
Text Styles

## Explanations

**Paste As Plain Text** - Use this icon to paste in text from other sources without unwanted formatting.

**Insert/Edit Image** - Use this icon to insert an image. To edit an image, click the image one time, then click this icon to edit the image.

**Insert a Link** - Use this icon to create a link to another page or website. First, highlight some text or select an image by clicking on it, then click the Insert Link icon.

**Remove Formatting (eraser)** - Removes formatting from the selected text or around the cursor.

**Outdent and Indent** - Use this to change the indent of text. Only works in lists.

**Block Format Menu** - Use this to format a whole block of text with a simple click. Paragraph is the default. Div removes vertical spaces before and after the block. Headings are also available.

**Styles Menu** - Use this to apply certain custom styles to text or an image. Useful for alignment, creating sections, and adding emphasis to text.
- **Align left and align right** changes the alignment of images and justification of paragraphs
- **Borderless table** Removes borders from table cells when applied to a whole table.
- **Section start** puts content on a new line, useful for starting a new section after a wrapped image.
- **Section divider** gives the selected content a top border.
- **Important** increases the size of text to add emphasis.