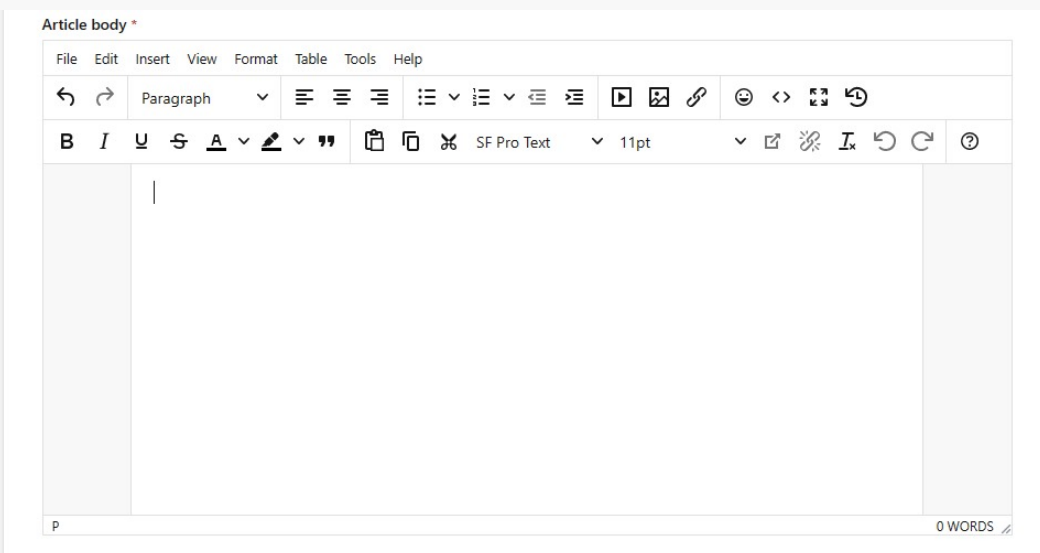


# Customize the Rich Editor Toolbar

Version 12

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Add buttons to the rich editor toolbar to provide additional text formatting options and to add quick links for commonly used features. Available options include font, font size, horizontal line, insert table of contents, and more.



1. Go to **Control Panel > System > System Properties**.
2. Search for *EditorToolbarAdditionalOptions* and edit it.
3. Add option names, in one line and separated by spaces. (Example: `cut copy fontselect fontsize select`) See the table below for a list of available options.
4. Click **Save**.

Options are added as buttons in the third row of the toolbar. Note that some options may already be available in the toolbar menus, appear by clicking an element (e.g. a table or image), or can be done with keyboard shortcuts. Alternative methods for each option are noted below. If an option has an alternative method, adding the option as a button in the toolbar provides a 1-click button to accomplish that action.

Option	Alternative
alignjustify	Click Format > Align > Justify

alignnone	
anchor	Click Insert > Anchor
charmap	Click Insert > Special character
copy	Press Ctrl + C or Cmd + C
cut	Press Ctrl + X or Cmd + X
editimage	Click an image to bring up image options
fliph	Click an image to bring up image options
flipv	Click an image to bring up image options
fontselect	
fontsizeselect	
hr	Click Insert > Horizontal line
insertdatetime	Click Insert > Date/time
ltr	
openlink	
paste	Press Ctrl + V or Cmd + V
pastetext	Click Edit > Paste as text
preview	Click File > Preview
print	Click File > Print
remove	
removeformat	Click Format > Clear formatting
rotateleft	Click an image to bring up options
rotateright	Click an image to bring up options
rtl	
searchreplace	Press Ctrl + F or Cmd + F
selectall	Press Ctrl + A
strikethrough	Click Format > Strikethrough
subscript	Click Format > Subscript
superscript	Click Format > Superscript
tablecellprops	Click Table > Cell > Cell properties
tabledelete	Click in a table to bring up options
tabledeletocol	Click in a table to bring up options
tabledeleterow	Click in a table to bring up options
tableinsertcolafter	Click in a table to bring up options
tableinsertcolbefore	Click in a table to bring up options
tableinsertrowafter	Click in a table to bring up options
tableinsertrowbefore	Click in a table to bring up options
tablemergecells	Click Table > Cell > Merge cells
tableprops	Click Table > Table properties
tablerowprops	Click Table > Row > Row properties
tablesplitecells	Click Table > Cell > Split cell
template	Click Insert > Template
toc	Click Insert > Table of contents
tocupdate	Click a table of contents to bring up options
unlink	
visualaid	Click View > Visual aids
visualblocks	Click View > Show blocks

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