

# THE EDITING CONTROL PANEL

**Top Row Icons and Functions:**

- B**: Bold
- I**: Italic
- Left-align icon: Align text or image with left margin
- Center-align icon: Centre text or image on page
- Right-align icon: Align text or image with right margin
- P**: Body text font
- H1**: Heading 1 font – use once only at the top of the page
- H2**: Sub heading font
- H3**: Font styles
- H4**: Font styles
- H5**: Font styles
- H6**: Font styles
- Block quote icon: Block quote style
- Bullet points icon: Bullet points
- Numbered bullet points icon: Numbered bullet points
- Link icon: Add a hyperlink (internal or to external website)
- Anchor icon: Add a single horizontal line
- Horizontal line icon: Create a bookmark on a webpage
- Break icon: Force a break in the text around an image
- Calendar icon: Add the calendar to this page
- Table icon: Add a table
- Background color icon: Add a side bar (a text box with a background colour) set against the right hand margin
- Back button icon: Add a "Back" button
- Print icon: Add a "print this page" button
- Video icon: Add a video
- Image icon: Place the image selected using *Browse*
- Browse...**: Select an image from your files

**Bottom Row Icons and Functions:**

- Save icon: Save the page
- Hidden page icon: Create a hidden page (you will need a hyperlink to reach this page)
- Revert icon: Revert to the previous saved version, click again to see an option to delete the page
- Publish icon: Publish the page. Once the page has been published the icon will change to . Click on this icon to remove the page completely from public view
- Main menu icon: Create a main menu item
- Sub menu icon: Create a sub menu item
- Move menu icon: Move menu item left or right on top row or up or down on sub pages
- Rename menu icon: Rename the menu page you are editing
- Lock icon: Locks page to test a hyperlink
- HTML icon: View and change the HTML