

Inserting Elements

Image Manager



Ctrl+G

Opens the image dialog

The image dialog allows you to insert, upload, create thumbnails and set image properties.

[Uploading Images](#)

Document Manager



Opens the document manager dialog

The document manager dialog allows you to insert a predefined document at the cursor position into the editor.

[Uploading Documents](#)

Insert a Hyperlink



Ctrl+K

Makes the selection a hyperlink.

This button allows you to create a hyperlink from the selected text, number or image. In the hyperlink dialog, you need to choose the type of link you want to insert: Hyperlink, Anchor or E-mail.

[Managing Hyperlinks](#)

Remove Hyperlink



Ctrl+K

Removes hyperlink from the selected text, number or image.

Select an image/text in a hyperlink, anchor or e-mail link and click this button to remove the link.

Insert Special Character



Inserts special character(s). (™, ©, Σ, €, \$, etc...)

Click this button to display a dropdown list with the built-in special characters. Select a character to insert at the cursor position. If the character you want to insert is not in the list, please contact your developer.