## Inserting Elements

Image Manager		Opens the image dialog
	Ctrl+G	The image dialog allows you to insert, upload, create thumbnails and set image properties.
		Uploading Images
Document Manager		Opens the document manager dialog
<b>₽</b>		The document manager dialog allows you to insert a predefined document at the cursor position into the editor.
		Uploading Documents
Insert a Hyperlink		Makes the selection a hyperlink.
	Ctrl+K	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		Removes hyperlink from the selected text, number or image.
-	Ctrl+K	Select an image/text in a hyperlink, anchor or e-mail link and click this button to remove the link.
Insert Special Characte	er	Inserts special character(s). (™, ©, ∑, €, \$, etc)
Ω -		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.