Formatting Text Appearance

The buttons in this section work on a selected portion of text. For some tools, it is enough to position the mouse cursor in a word to apply the necessary formatting, while others require entire words or paragraphs to be highlighted.

Bold		Applies **bold** formatting to the selected text.
B	**Ctrl+B**	Highlight text, and click the button to apply **bold**. If the cursor is in a single word, clicking this button applies **bold** to the whole word.
Italic		Applies *italic* formatting to the selected text.
I	**Ctrl+I**	Highlight text, and click the button to apply *Italic*. If the cursor is in a single word, clicking this button applies *italic* to the whole word.
Underline		Applies <u>underline</u> formatting to the selected text.
<u>U</u>	**Ctrl+U**	Highlight the text, and click to apply <u>underline</u>. If the cursor is in a single word, clicking this button applies <u>underline</u> to the whole word.
Font Name		Sets the font typeface.
Times New R... ▾		This dropdown allows you to change the font of the selected text. **Note**: If a page is created using HTML code, changing the front using this dropdown menu will not override the code.
Font Size		Sets the font size.
3 ▾		These dropdowns allow you to change the font size of the selected text.
Text Color (Foreground)		Changes the color of the selected text.
A ▾		This dropdown allows you to change the font color of the selected text from a color palette. If the desired color is not available, custom colors can be added.