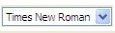






















Fact Sheet 11 - Format Commands

The following format commands are available within the HTML editor: (Please note that most of the buttons work on a toggle basis. One click turns the effect on and another click turns it off.)

	Drop Down Box allowing a selection of fonts.
	Drop Down Box allowing the font size to be set.
	Drop Down Box allowing pre-prepared format styles to be set. This allows a standard, consistent format style to be applied with a minimum of clicks.
	Applies Bold face to the text. Ctrl B
	Applies <i>Italic</i> face. Ctrl I
	Applies Underline face. Ctrl U
	Applies Strikethrough face.
	Applies Subscript face.
	Applies Superscript face.
	Justify Text Left.
	Justify Text Centre.
	Justify Text Right.
	Fully Justify Text. You will notice that this only seems to make a visible difference if there is quite a lot of text within a paragraph, but once there is enough you will see how it added spaces between words to 'even up' the sides of the paragraph.
	Text direction Left to Right, this is the standard text flow direction.
	Text direction Right to Left, this is a non-standard text flow direction.
	1. Automatic Paragraph Numbering.
	• Automatic Text Bullets.
	Decrease an indent to the text.
	Increase an indent to the text.
	Colours the text font. Opens a new pop up window and the selection of colour is made by clicking on the colour required.
	Colours the Text Background. Opens a new pop up window and the selection of colour is made by clicking on the colour required.