

# JustEdit **Toolbar**

In the Just Edit editor you can add, edit, and style your text as you would in a word processor; clicking on an editable region will bring up the JustEdit toolbar and the region will become available for editing.



- Save and Exit**
- Exit without saving**
- Cut**
- Copy**
- Paste**
- Paste as Plain Text**
- Find or Find and Replace**
- Undo**
- Redo**
- Spell check**
- Remove Formatting:** removes all formatting for selected text and restores the default settings
- B Bold**
- I Italic**

- Insert/remove bulleted list**
- Insert/remove numbered list**
- Decrease indent**
- Increase indent**
- Pull Quote:** adds the styling for a pull quote with large quotation marks and gray box
- Superscript**
- Subscript**
- Insert/edit links**
- Remove links**
- Insert/edit mailto links**
- Insert/edit anchor**

- Preset Paragraph options**
- Preset Styles options**

- Insert/edit Images**
- Insert line break**
- Insert special character**
- Show blocks**  
Clicking this icon surrounds block-level elements on the page with a dotted line and labels them with a small tag.
- Insert a snippet**  
(see the Modular Elements section for more information)
- Insert an asset** that has been created in the asset manager  
(see the Assets section for more information)
- Create/edit tables**
- Maximize Content Region:** this is helpful when working in the callout editable region