

WCM Editor Quick Reference

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


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Menu and Toolbar Items



File Commands

Menu Command	Hotkey	Icon	Function
Print...	n/a		Print content.










Edit Commands

Menu Command	Hotkey	Icon	Function
Undo	CTRL+Z		Undo the last editor action.
Redo	CTRL+Y		Redo the last undone editor action.
Cut	CTRL+X		Cut the selection.
Copy	CTRL+C		Copy the selection.
Paste	CTRL+V		Paste from clipboard.
Paste Special...	n/a	n/a	Paste as clean HTML or plain text
Select	n/a	n/a	Select specific type of content.
Select All	CTRL+A	n/a	Select all editor content.
Find...	CTRL+F		Find text in the editor.










View Commands

Menu Command	Hotkey	Icon	Function
Design View	n/a	n/a	View the document in Design mode (WYSIWYG mode).
HTML View	n/a	n/a	View and edit the HTML source for the document.
Window View	n/a		Display editor in a separate window
Document Navigator	n/a	n/a	Show or hide document navigator.
Show/Hide Paragraph Markers	n/a		Show or hide paragraph markers and editing grid lines.





Insert Commands

Menu Command	Hotkey	Icon	Function
Insert Form	n/a	n/a	Insert a form element.
Insert Table...	n/a		Insert a table element.
Bookmark	n/a		Insert a bookmark.
Insert Hyperlink...	CTRL+K		Insert a hyperlink.
Remove Hyperlink	n/a		Remove a hyperlink.
Insert Image...	n/a		Insert image from the image browser.
Insert Symbol...	n/a		Insert a symbol.
Insert Horizontal Rule	n/a		Insert a horizontal line divider.
Insert Date and Time...	n/a		Insert a formatted Date and Time.
Insert Comment...	n/a		Insert a HTML comment.

Format Commands

Menu Command	Hotkey	Icon	Function
Style	n/a	n/a	Pick from list of all pre-defined styles.
Bold	CTRL+B	B	Create bold text.
Italic	CTRL+I	<i>I</i>	Create italic text.
Align Left	CTRL+L		Set left alignment on paragraph
Align Center	CTRL+E		Set center alignment on paragraph
Align Right	CTRL+R		Set right alignment on paragraph
Unordered List	n/a		Insert an unordered list or change an ordered list to an unordered list.
Ordered List	n/a		Insert an ordered list or change an unordered list to an ordered list.
List Properties...	n/a	n/a	Edit the properties of a list.
Increase Indent	n/a		Increase List Indent
Decrease Indent	n/a		Decrease List Indent
Format Painter	CTRL+SPACE		Selects page element for styling.
Remove Formatting	CTRL+SHIFT+C		Removes style from page element.










Tool Commands

Menu Command	Hotkey	Icon	Function
Spelling...	F7		Run the spell checker.
Enable/ Disable Check Spelling As You Type	n/a		Turn the background spell checker on and off.
Accessibility Report...	F8		Perform an accessibility compliance check on the document, based on the W3C standards.
Word Count...	n/a		Perform a word count on the document.

Form Commands

Menu Command	Hotkey	Icon	Function
Insert Form	n/a	n/a	Insert a form element.
Insert Text Field	n/a	n/a	Insert a text input field.
Insert Password Field	n/a	n/a	Insert a password field.
Insert Hidden Field	n/a	n/a	Insert a hidden field.
Insert File Upload Field	n/a	n/a	Insert a file browsing field.
Insert Button Field	n/a	n/a	Insert a button.
Insert Submit Field	n/a	n/a	Insert a submit button.
Insert Reset Field	n/a	n/a	Insert a reset button.
Insert Checkbox Field	n/a	n/a	Insert a checkbox.
Insert Radio Field	n/a	n/a	Insert a radio-button.
Insert Text Area Field	n/a	n/a	Insert a text area field.
Insert Select Field	n/a	n/a	Insert a select box.
Insert Image Field	n/a	n/a	Insert an image field.

Table Commands

Menu Command	Hotkey	Icon	Function
Insert Table...	n/a		Insert a table element.
Insert Row or Column...	n/a		Insert a row in the current table.
Insert Row or Column ...	n/a		Insert a column in the current table.
Insert Cell	n/a	n/a	Insert a cell in a table.
Delete Row	n/a		Delete a row from a table.
Delete Column	n/a		Delete a column from a table.
Delete Cell	n/a	n/a	Delete a cell from a table.
Split Cell	n/a		Split a cell in a table.
Merge Cells	n/a		Merge cells in a table.
Fit to Content	n/a		Automatically resize a column to fit its content. Note that this does not resize the table, just the columns.
Cell Properties...	n/a	n/a	Edit the current cell's properties.
Row Properties...	n/a	n/a	Edit the selected row's properties.
Column Properties...	n/a	n/a	Edit the selected column's properties.
Table Properties...	n/a	n/a	Edit the current table's properties.
Show/Hide Gridlines	n/a		Toggle table gridlines on and off.