

ICE word processor toolbar reference guide

This document is a reference guide for using the ICE toolbar ([Word](#) and [OpenOffice.org](#)). The toolbar works depending on the context in which an option is used therefore, this document will only cover the basic behavior of each function.

Standard functions

← Promote (Esc + <)

Promote will change the level and style used to a higher level for example, h2 will become h1 or a level 2 list item will become level 1 etc.

→ Demote (Esc + >)

Demote will change the level and style used to a lower level for example, h1 will become h2 or a level 1 list item will become level 2 etc. It will only demote if there is a parent level of the same type previously applied for example, h1 will only demote to h2 if another h1 has been previously used; In the case of lists the previous list item must be the same or 1 level higher, in other words, you can't demote to a list level 2 item if the previous item is not the same level or higher.

T Title (Esc + t)

Applies the Title style, when combined with the numbering button the style will be Title-chapter.

H Heading (Esc + h)

Applies the appropriate level heading style and type, for example if no other headings are used the style will be h1 (heading level 1) however if the previous heading used is h2 (heading level 2) the style will be h2, or if the previous style is h2n (heading 2 numbered) then it will apply h2n.

h1 demoted will become h2, h2 demoted will become h3 etc provided the previous level has been used, this works the same when promote is used except in reverse.

If numbering is used on a heading style the style will be of the same level but numbered for example h1 will become h1n (heading 1 numbered).

P≡ Paragraph (Esc + p)

Paragraph left aligned (p).

P↔ Paragraph Indent (Esc + Tab)

Indents paragraph depending on context, eg. p-> p-Indent

P≡ Paragraph center (Esc + [)

Paragraph centered (p-center), this style will also center images etc and has the same affect as using the word processor formatting button 'centered' except the style used is p-center.

P≡ Paragraph right (Esc +])

Paragraph right (p-right), this style will also right align images etc and has the same affect as using the word processor formatting button 'Align right' except the style used is p-right.

≡≡≡ Block quote (Esc + q)

Used for quoting text, it becomes the `blockquote` HTML element when rendered using ICE. The block quote style has different levels for nesting within lists, for example, bq1 (block quote level 1), bq2 (level 2) etc and can thus be promoted or demoted.

≡≡≡ Definition list (Esc + d)

Used for formatting definition lists, when used the styles applied are either `dt` (definition term) and `dd` (definition description). When used the `dt` style is applied, if applied after a `dt` the `dd` style is applied. The definition list styles also have levels, for example dt1 (definition term level 1) for nesting within lists and can thus be promoted or demoted.

Pre - Pre-formatted text (Esc + f)

The pre-formatted button applies the `pre` paragraph style which is used to preserve white space when rendered to HTML (`pre` element). The pre style also has levels for nesting within lists and can thus be promoted or demoted for example `pre1`, `pre2` etc.

≡≡≡ Bullets (Esc + *)

Toggles bullets on and off. If applied to a paragraph where the previous style used is also a paragraph the style will become l1b (level 1 bold). However, if the previous style used was l1n (level 1 numbered) the paragraph will become l2b (level 2 bullet).

≡≡≡ Numbering (Esc + n)

Toggles numbering on and off, as with bullets if applied to a paragraph where the previous style used is also a paragraph the style will become l1n (level 1 numbered). However, if the previous style used was l1n (level 1 numbered) the paragraph will become l2i (level 2 roman).

The numbering function will also check what the previous type of numbered list was used for that level. For example if l1i (level 1 roman) was previously used and numbering is applied to a paragraph l1i will be used again. The default for numbed lists is l1n (level 1 numbered), l2i (level 2 italics), l3a (level 3 alpha), l4I (level 4 uppercase roman), l5A (level 5 uppercase alpha).

When applied to headings (h1, h2, h3, h4, h5) the heading will become a numbered heading of the same level, for example h1 will become h1n (h1 numbered).

1,i,a

Displays a dialog box for changing the style of the list.

B Bold (Esc + b)

Applies/removes bold to the selected text.

I Italic (Esc + i)

Applies/removes italics to the selected text.

Code (Esc + c)

Applies/removes the character style i-code, this style is primarily for computer code where whitespace needs to be preserved.

Superscript (Esc + =)

Applies a superscript style i-sub to the selected text.

Subscript (Esc + -)

Applies a subscript style i-sub to the selected text.

 Default formatting (Esc + e)

Resets the formatting of the selected text to that of the style applied and is mainly used for removing character formatting such as bold and italics.

Displays a dialog box for changing the style of the list.

Help (Esc + ?)

Displays the help dialog for the toolbar, sets a shortcut key and creates any missing ICE styles. In OpenOffice.org it is also used for setting the OpenOffice.org port, while in Word the toolbar version is noted.

Advanced Toolbar options

XRef - Cross Reference (Esc + x)

Displays the cross referencing dialog window for adding cross references within a document.

HTML

Display a dialog box for converting your document using ICE. This feature is only available for ICE version 2.0+.

Atom Pub

Displays a dialog box for publishing your document using the Atom Publishing Protocol.

Repair

Repairs your document. It removes underline from link styles, fixes the bullet style and reapplies styles to all paragraphs.

Hint

Adds hint autotext to your document. This is beneficial if your document serves as a how-to for document editors. Hints can be hidden and removed once a document is completed.