

Working with the Text Editor

The text editor appears in most places you can add text. You can use the editor to add and format text, embed images, attach files, and insert equations, links, and tables. Use the option in the editor when you work in assignments, tests, discussions, messages, conversations, journals and more.

Select the three-dots *More* icon, at the right end of the first row, to show the most used text options as well as to show all options available. Some options appear in different rows when you expand or collapse the editor rows.




































Unavailable options appear grayed out. For example, the *Remove Link* option is available only after you select text or an object that already contains a link in the text box. The options for modifying a table will become active only when a table is created and selected.

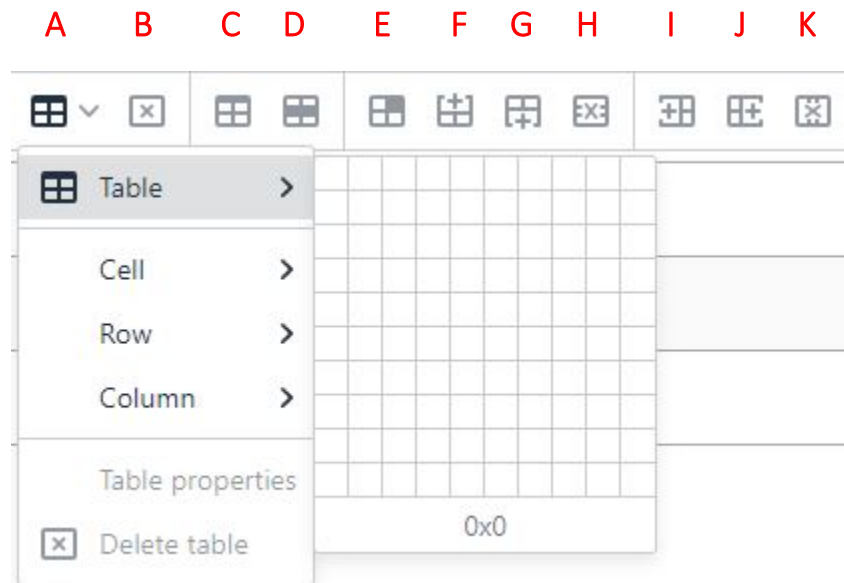
Remember that you may hover your mouse over an icon and it will show the function.

Editor Icons & Options








Icons/Options	Description
B	Bold or remove this style on the selected text.
<i>I</i>	Italicize or remove this style on the selected text.
<u>U</u>	Underline or remove this style on the selected text.
ABC	Strikethrough: Display text with a horizontal line through the letters.
Paragraph ▼	Select a paragraph style for the text from the list.
Arial ▼	Select the font face for the text from the list of all available fonts.
12pt ▼	Select the size of the text from a list.

Icons/Options	Description
	Create a bulleted list. Choose the bullet style from pulldown.
	Create a numbered list. Choose the number style from pulldown.
	Select the text color from the color swatch box.
	Select the text highlight color. The color appears as a background.
	Remove all formatting so that only plain text appears.
	Cut the selected item/items.
	Copy the selected item/items.
	Paste the most recently copied or cut items.
	Find and replace text.
	Undo the previous action.
	Redo the previous action-only if an action has been undone.
	Align text to the left margin.
	Align text in the center,
	Align text to the right.
	Align text to both the left and right margins. (Justified alignment)
	Increase indent: Move the text or object to the right. Select again to indent further.
	Decrease indent (outdent): Move the text or object to the left. Select again to outdent further. You cannot outdent text beyond the left margin.
	Superscript: Make the selected text appear slightly above your regular text or remove this style on the selected text.
	Subscript: Make the selected text appear slightly below your regular text or remove this style on the selected text.

Icons/Options	Description
	Select text or an object, and select Insert/Edit Link icon to add a new link or edit an existing link. You can specify a link to a website, a file from your computer, or a file from the course's Content Collection.
	Remove a hyperlink from the selected text or object.
	Add text to the left of the current mouse pointer location.
	Add text to the right of the current mouse pointer location (default).
	More icon (toggle): Show more or less toolbar icons
	Add a thin horizontal line to the current mouse pointer position, which spans the entire width of the text area.
	Insert a non-breaking space character at the current mouse pointer position.
	Begin the automatic spell checker.
	Open the visual math equation edit page.
	Show all non-printing characters (toggle button). Select the icon again to hide them from view.
	Format the text as a block quote.
	Open the Select Special Character window. Select a symbol to insert at the current mouse pointer position.
	Open the Insert Emoticon window. Select the emoticon to insert at the current mouse pointer position,
	Use anchors to position other items and objects, such as images. Position the mouse pointer where you want the anchor to appear and open the Insert/Edit Anchor window.

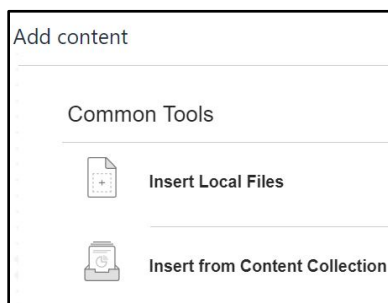


- A. **Insert/Edit Table** -- When you click on the pull-down arrow, you will see the Table, Cell, Row, Column, Table Properties, and Delete Table options.
- B. **Delete Table** -- Deletes a table
- C. **Table Properties** -- Opens the Table Properties menu
- D. **Row Properties** -- Opens the Row Properties menu
- E. **Cell Properties** -- Opens the Cell Properties menu
- F. **Insert Row Before** --Insert a blank row in the table above the current mouse position
- G. **Insert Row After** -- Insert a blank row in the table after the current mouse position
- H. **Delete Row** -- Delete the current row from the table. If multiple rows selected, all are deleted.
- I. **Insert Column Before** -- Inserts a blank column to the left of the current mouse position
- J. **Insert Column After** --Inserts a blank column to the right of the current mouse position
- K. **Delete Column** -- Deletes the current column. If multiple rows selected, all are deleted.

Icons/Options	Description
	Open Source Code window to directly edit the HTML code. This feature is included for experienced web developers.
	Open the Accessibility checker window: show detected accessibility issues.
	Insert/Edit Code sample: Insert code from various programming languages, including HTML/XML, JavaScript, CSS, PHP, Ruby, Python, Java, C, C# and C++. This feature is included for experienced web developers.
	Open a preview window to view how your content will appear when you submit.
	Open the editor help window.
	Expand the editor window to fill the browser window.
	Add Content: Add and insert different types of content including content from the Content Collection, Blackboard Collaborate, YouTube, etc. This is the option to use if you want to insert an image, picture, or document that are located on your computer.

Add Content Feature (options that appear when you click on Add Content icon)

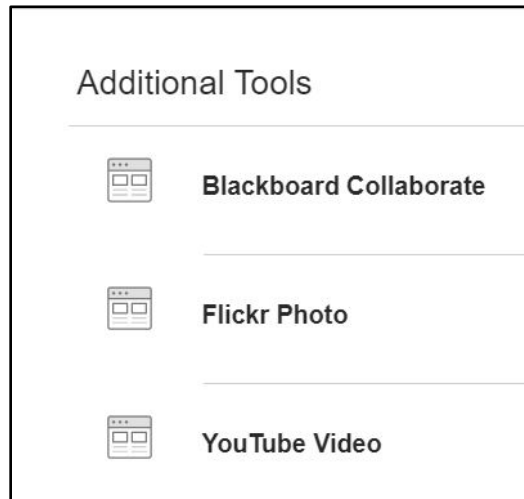
Common Tools:



- Insert Local Files** -- Insert file from your local computer. This feature may be used to insert pictures, images, audio, and video.

- Audio file types supported: AIFF, MP3, MIDI, MP, WAV, and WMA
- Video file types supported: ASF, AVI, MOV, MOOV, MPG, MPEG, QT, SWF, SWF, and WMV
- **Insert from Content Collection** -- Insert file from the Content Collection

Additional Tools:



- **Blackboard Collaborate** -- Insert Blackboard Collaborate Session or Recording
- **Flickr Photo** -- Insert a Flickr photo
- **YouTube Video** -- Insert a YouTube Video