

Text Editor for Blackboard

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














Select the **More** icon, the three horizontal dots at the right end of the first row, to show the most used text options, as well as all the available options. 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 textbox. The options for modifying a table become active only when a table is created and selected.















NOTE Hover your mouse over an icon to view the icon’s function.

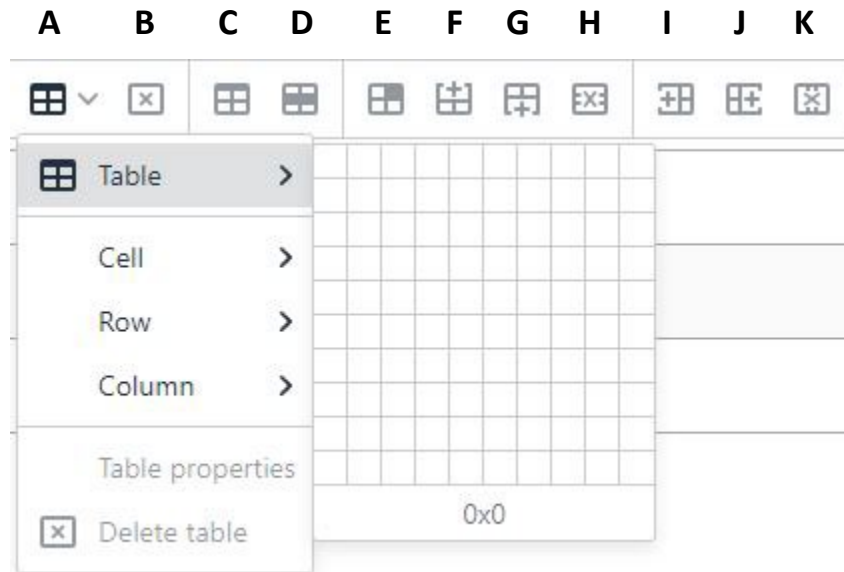
Editor Icons & Options

Icons/Options	Description
B	Bold or remove this style for the selected text.
<i>I</i>	Italicize or remove this style for the selected text.
<u>U</u>	Underline or remove this style for the selected text.
S	Strikethrough – Display text with a horizontal line through the letters.
Paragraph ▼	Select a paragraph style (e.g., Paragraph, Heading, etc.) for the text from the pulldown list.
Arial ▼	Select the font style for the text from the pulldown list of available fonts.








Icons/Options	Description
	Select the font size for the text from the pulldown list.
	Create a bulleted list. Choose the bullet style from the pulldown list.
	Create a numbered list. Choose the number style from the pulldown list.
	Select the text color from the color swatch box.
	Select the text highlight color from the color swatch box. The color appears as a background.
	Remove all formatting so that only plain text appears.
	Cut the selected item(s).
	Copy the selected item(s).
	Paste the most recently copied or cut item(s).
	Find and replace text.
	Undo the previous action.
	Redo the previous action – Available only if an action has been undone.
	Align text to the left margin.

Icons/Options	Description
	Align text in the center of the left and right margins.
	Align text to the right margin.
	Align text to both the left and right margins (Justified alignment).
	Increase Indent – Move the text or object to the right. Select the icon again to indent further.
	Decrease Indent (Outdent) – Move the text or object to the left. Select the icon again to outdent further. You cannot outdent beyond the left margin.
	Superscript – Make the selected text appear slightly above your regular text or remove this style for the selected text.
	Subscript – Make the selected text appear slightly below your regular text or remove this style for the selected text.
	Insert/Edit Link – Select text or an object and select the Insert/Edit Link icon to add a new hyperlink or edit an existing hyperlink. You can create 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).
	Select the More icon (toggle) to show more or less toolbar icons.

Icons/Options	Description
—	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.
ABC ✓ ▾	Begin the automatic spellchecker.
✓	Open the MathType window to insert a math equation.
¶	Select the Show Invisible Characters icon to show all non-printing characters. Select the icon again to hide them from view.
”	Format the text as a blockquote.
Ω	Open the Select Special Character window and select a symbol to insert at the current mouse pointer position.
😊	Open the Emoticons window and select an 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 select the Anchor icon to open the Insert/Edit Anchor window.



- A. **Insert/Edit Table** – Click the pulldown arrow to access the Table, Cell, Row, Column, Table Properties, and Delete Table options.
- B. **Delete Table** – Deletes a table.
- C. **Table Properties** – Opens the Table Properties window.
- D. **Row Properties** – Opens the Row Properties window.
- E. **Cell Properties** – Opens the Cell Properties window.
- 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 are selected, all are deleted.
- I. **Insert Column Before** – Insert a blank column to the left of the current mouse position.
- J. **Insert Column After** – Insert a blank column to the right of the current mouse position.
- K. **Delete Column** – Delete the current column. If multiple columns are selected, all are deleted.

Icons/Options	Description
	Open the Source Code window to directly edit the HTML code. This feature is included for experienced Web developers.
	Open the Accessibility Checker window to show detected accessibility issues.
	Open the Insert/Edit Code Sample window to 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 the Preview window to view how your content will appear after you submit.
	Open the editor's Help window.
	Fullscreen – Expand the editor window to fill the browser window.
	Add Content – Add and insert different types of content including content from Local Files, the course Content Collection, and Cloud Service. Use this option to insert an image/picture.


Add Content – Common Tools


The Common Tools appear in the Add Content window after you select the **Add Content** icon.


- **Insert Local Files** – Insert a 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, and WMV
- **Insert from Content Collection** – Insert a file from the course Content Collection.
- **Insert from Cloud Service** – Insert a file from your Google Drive, OneDrive, Dropbox, or Box account.

Add content

Common Tools

 **Insert Local Files**

 **Insert from Content Collection**

 **Insert from Cloud Service**