

Using the Text Editor in Learn 9

TEXT EDITOR OPTIONS

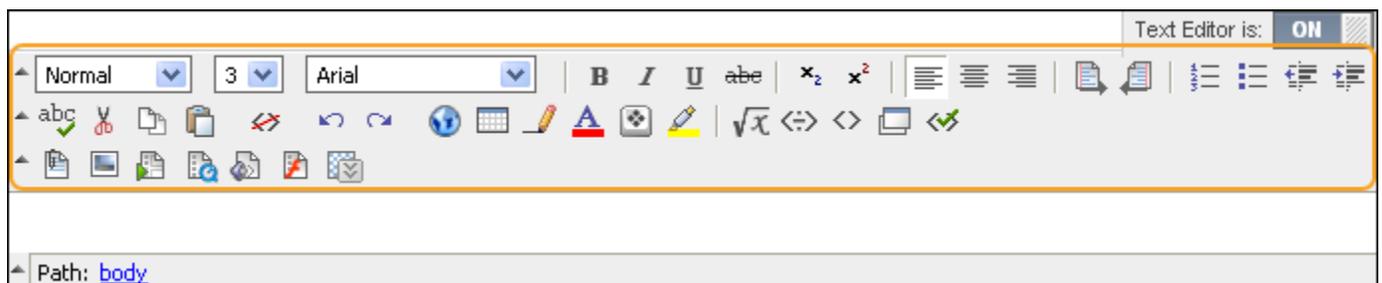
The Text Editor has three collapsible rows of functions.

Copying and Pasting Text to Prevent Loss

To protect against losing work if an Internet connection loss or software error occurs, you may choose to type in an offline simple text editor, such as Notepad, and copy and paste your work into Blackboard Learn.

Copying and pasting from fully-featured word processing programs such as Microsoft Word may insert hidden formatting that can cause display issues. You can add the desired formatting after the text has been pasted into and saved in Blackboard Learn's text editor.

Alternately, you can select and copy all of the text typed in Blackboard Learn before submitting or saving. Use the mouse to select the text and then right-click to copy the text, or press CTRL+A to select all of the text and then press CTRL+C to copy the text.



ITS TEXT EDITOR QUICK TIPS

To insert a web link highlight desired text and click on the hyperlink icon  and add information and submit

To attach a file – Click on the attach icon to attach a file click on the Attach File icon 

To change the font color – click on the font color icon  and choose color > Apply > Submit

To attach Image – Click on the Attach image icon  and choose image to upload

Check Spelling – Click on the spelling icon - 

Undo and Redo options – click on  icons

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Text Editor Reference Table : The following tables define each function:

Formatting Toolbar	
Function	Description
	Select a style for the text. The options correspond to standard HTML Style types.
	Select the size of the text.
	Select the font face for the text.
	Make selected text bold.
	Make selected text italic.
	Underline the selected text.
	Display text with a horizontal line through the characters. This font style is not supported by all browsers.
	Display text on the same line, but slightly below the current text.
	Display text on the same line, but slightly above the current text.
	Align text to the left.
	Align text in the center.
	Align text to the right.
	Begin typing on the left side of the Text box and text typed moves across the screen left to right.
	Begin typing on the right side of the Text box and text typed moves across the screen right to left.
	Create an ordered or numbered list or add a numbered list item.
	Create an unordered or bulleted list or add a bullet list item.
	Move text left.
	Move text right.
Utilities Toolbar	
Function	Description
	Select the ABC check mark to open Spell Check.
	Cut the selected items.
	Copy the selected items.

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Utilities Toolbar	
Function	Description
	Paste copied or cut content.
	Deletes formatting tags that are shown in the Pathfinder at the bottom of the text box. Select the formatting tag to delete in the Pathfinder and then click Clear Formatting to delete. This is useful when copying and pasting text from another application yields discrepancies in formatting.
	Select the circular arrow pointing to the left to undo the previous action.
	Select the circular arrow pointing to the right to redo the previous action.
	Add a hyperlink. Types include: file, ftp, gopher, http, https, mailto, news, telnet, and wais. Please keep in mind that when creating a hyperlink, the text that appears on the page is separate from the information about the link. Information about where the link points is stored in a tag that surrounds the text. Therefore, it is possible to change the link without changing the text that appears to users. Please be careful when constructing links to ensure that the text is consistent with where users will be taken when they click the link.
	Add a table.
	Add a horizontal line.
	Add a select color to the selected text.
	Click and select a symbol to be used in the text.
	Select text, click the Highlight Text icon, and select a color to use to set off the selected text.
	Open the WebEQ Equation Editor icon (vx) to add an equation. Equations cannot be added to a cell in a table. Instead, create the equation outside the table and then cut and paste the equation into the cell.
	Open the MathML Equation Editor icon to add an equation.
	Click the opposing chevrons icon (< >) to view and edit the text in the source code that is generated by the Text Editor. Click the icon again to restore the standard view.
	Preview the content as it will be seen by end users.
	Opens a new window that reports on the validation of the source coding. Validation of source code is run against XHTML 1.0 Strict rules. Not all reported errors will cause pages to malfunction; however, errors can affect the way a page appears, how style sheets are employed, and accessibility. Poorly formed HTML will be selected and can be corrected.

The third row will only appear where it is possible to attach a file or link to a file.

File Attachment Toolbar	
Function	Description
	<p>Add a file to the text area. The Insert Content Link page will appear. The system supports the following file types: .doc, .exe, .html, .htm, .pdf, .ppt, .pps, .txt, .wpd, .xls, .zip.</p> <ul style="list-style-type: none"> • Browse My Computer: Select a file from the local machine. • Browse Course: If Course Files is the Course's storage repository, select a file from Course

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File Attachment Toolbar	
Function	Description
	<p>Files.</p> <ul style="list-style-type: none"> • Browse Content Collection: If your school licenses content management, select a file from the Content Collection. • Source URL: Type a URL to create a link to a file outside of the local system. • Name of Link to File: Provide a descriptive name of the content is helpful for the user. This allows the user to read the link in context, rather than simply read the name of the file being linked to. • Alt Text: Provide text to describe what this image is for a visually impaired or blind user using assistive technology such as screen readers. All image and multimedia files should have alt text associated with them. • Launch in new window: Select whether to open the file in the current window or open a new browser window to display the file. Depending on your browser settings, some files may also open in a new tab.
	Add an image to the text area. The Insert Image page appears. The system supports the following file types: .gif, .jif, .jpg, jpeg, .png, .tiff, .wmf.
	Add MPEG/AVI media content to the text area. The Insert MPEG/AVI File page appears. The system supports the following file types: .avi, .mpg, .mpeg.
	Add Apple QuickTime media to the text area. The Insert QuickTime File page appears. The system supports the following file type: .qt.
	Add an audio file, such as .mp3, .midi or .wav to the text area. The Insert Audio File page appears. The system supports the following file types: .aiff, .asf, .mp3, .midi, .moov, .mov, .mp, .wav, .wma, .wmv.
	Add Adobe Flash or Shockwave media to the text area. The Insert Flash/Shockwave File page appears. The system supports the following file types: .swa, .swf.
	Add a Flickr Photo , SlideShare Presentation , or YouTube Video . The Search for page appears. The system supports any files available on YouTube, SlideShare, or Flickr.

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