

## Using the Text Editor

Quick reference

### Introduction

Many tasks that you need to perform in Blackboard require you to create messages using the text editor including:

- Discussion postings
- Blog postings
- Journal postings
- Wiki postings

The text editor is the same in all these situations.

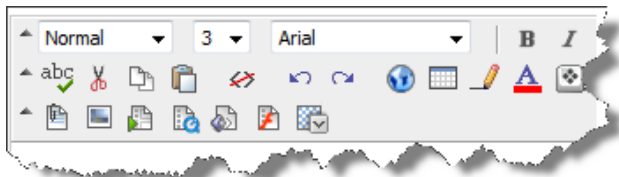
### Posting an Entry

1. In one of the above areas, get to the place where you can create a new message.
2. The text editor box opens and the formatting tools are along the top.
3. Type and format your text.
4. Click **Submit**.

### Formatting an Entry

The text editor has MANY tools. This section provides an overview of them all...

You should see 3 rows of tools.



(If you don't see 3 rows, the arrows at the left will display rows that are not showing).

5. The first line of tools includes standard word processing tools including:

- Bold, italic, underline
- Strikeout, subscript, superscript
- Left, center right alignment
- Numbers, bullets
- Increase indent, decrease indent

6. The second line of tools includes more advanced features including:




- Spell check
- Cut, copy, paste
- Clear formatting
- Undo, redo
- Insert URL
- Insert table
- Insert a line
- Change font color
- Insert a symbol
- Highlight
- Insert an equation
- Insert math (requires HTML)
- View HTML codes
- Preview
- Markup validation (requires HTML)

7. The third line of tools includes more advanced features including:



- Attach a file
- Insert an image
- Insert a movie
- Insert Quicktime
- Add audio content
- Add flash content

Each of these icons opens a window to find a file on your computer to insert.

The last icon  is **Paste from Word**. This will paste text from Word and adjust for formatting.

The next page provides more detail on adding the two most common items to a posting – a graphic and a URL.

### Adding a Graphic to an Entry

In the text area, at the cursor location where you would like to insert the graphic, click the **Insert Image** tool.

1. Choose **Browse My Computer** to find the image on your computer.
2. Select **No** for **Launch in new window** to display the graphic right in your page.
3. Leave the **Set Height**, **Set Width** blank since you can size the graphic after you add it to your entry.
4. Use the drop down menu to select a border size (frame around the image).
5. Click **Submit**.
6. The **Add Image** dialog box displays.
7. Click **Submit** to add the graphic to your posting (scroll right if you don't see it).

### Adding a Link to an Entry

The easiest way to do this is to copy and paste a URL from a browser window over to the Blackboard Insert Link window.

1. Open a new browser window and navigate to the first website to be inserted.
2. Click in the URL box to select the URL and use **CTRL + C** to copy the URL.
3. Switch back to the Blackboard course to your posting.
4. In the text area, type a description for the website and a name for the site.
5. Highlight the site name and click the **Hyperlink** tool.
6. In the dialog box, click in the URL area and use **Ctrl+V** to paste the first link.
7. Click the checkbox next to **Open link in new window**, if desired.
8. Click **Submit**.

Don't forget to click **Submit or Post** when you are done with the entire posting.