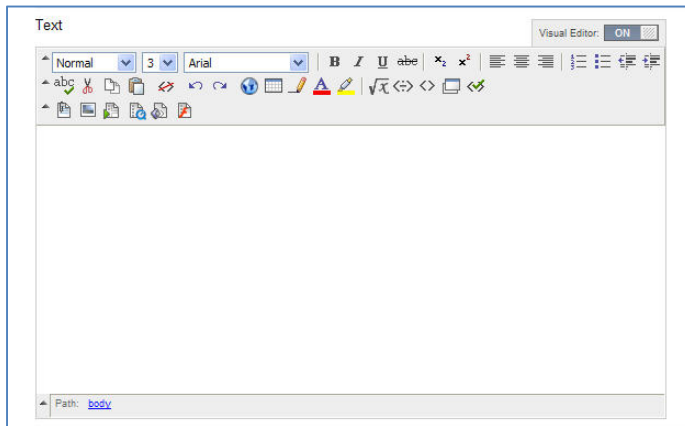


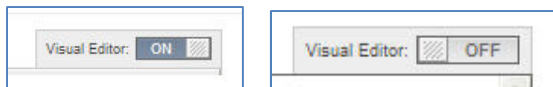
Blackboard Training – University of St. Thomas

Text Box Editor (Visual Editor)

The Text Box Editor: Presents controls for entering and formatting text, equations, and multimedia files. When it is enabled, it appears throughout the system as the default editor when adding text through a text box.

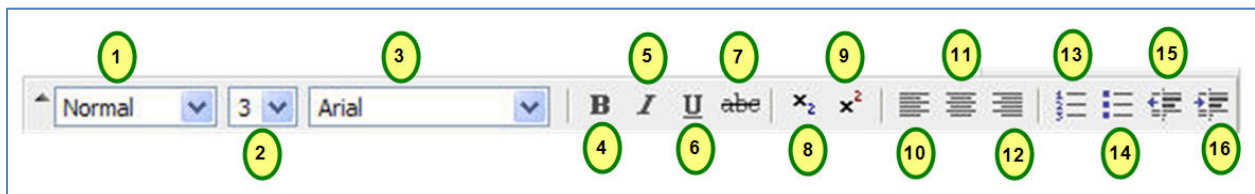


Features: The Text Box Editor has three collapsible rows of buttons. The lists below define the functions of each button when the Text Box Editor is turned on.



The Text Box Editor can also be turned off for a simpler text interface by clicking the button at the top right (pictured above).

First Row: Basic Actions



- 1 **Text Style:** Select a style for the text. The options correspond to standard HTML Style types.
- 2 **Text Size:** Select the size of the text
- 3 **Font Face:** Select the font face for the text.

- 4 **Bold:** Make selected text bold.
- 5 **Italics:** Make selected text italics.
- 6 **Underline:** Underline the selected text.
- 7 **Strikethrough:** Display text with a horizontal line through the characters. (This font style is not supported by all browsers.)
- 8 **Subscript:** Display text on the same line but slightly below the current text.
- 9 **Superscript:** Display text on the same line but slightly above the current text.
- 10 **Align Left:** Align text to the left.
- 11 **Align Center:** Align text to the center.
- 12 **Align Right:** Align text to the right.
- 13 **Ordered List:** Create a numbered list or add a numbered list item.
- 14 **Unordered List:** Create a bulleted list or add a bullet list item.
- 15 **Decrease Indent:** Move text left.
- 16 **Increase Indent:** Move text right.

Second Row Additional Basic Actions



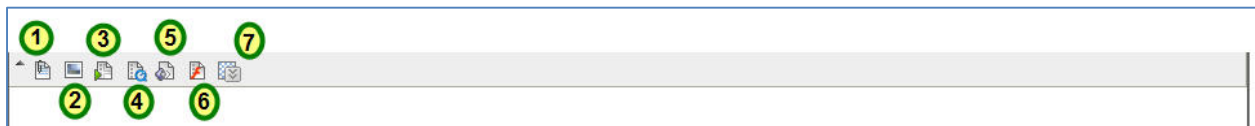
- 1 **Spell Check:** Select the ABC checkmark to open Spell Check.
- 2 **Cut:** Cut the selected items.
- 3 **Copy:** Copy the selected items.
- 4 **Paste:** Paste Copied or cut content.
- 5 **Clear Formatting:** Deletes formatting tags that are shown in the Pathfinder at the bottom of the text box. Highlight the formatting tag to delete in the Pathfinder and then click Clear Formatting to remove. This is useful when copying and pasting text from another application yields discrepancies in formatting.
- 6 **Undo:** Select the circular arrow pointing to the left to undo the previous action.
- 7 **Redo:** Select the circular arrow pointing to the right to redo the previous action.
- 8 **Hyperlink:** 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.
- 9 **Create Table:** Add a table.
- 10 **Horizontal Line:** Add a line.
- 11 **Background Color:** Specify the color of the text.
- 12 **Text Color:** Specify the color of the text.
- 13 **WebEQ Editor:** Open the WebEQ Equation Editor icon (fflx) 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.

14 MathML Editor: Open the MathML Equation Editor icon to add an equation.

15 Preview: Preview the content as it will be seen by end users.

16 HTML View: Toggle to view the source code that is generated by the Text Editor. Users may also edit the source code in this view. Click HTML View again to toggle back to the standard view.

Third row file attachment actions and special options



1 Attach file: Add a file to the text area. The Insert Link to File page will appear. (.doc, .exe, .html, .pdf, .ppt, .pps, .txt, .wpd, .xls, .zip)

2 Attach image: Add an image to the text area. The Insert Image page appears. (.gif, .jif, .jpg, .jpeg, .tiff, .wmf)

3 Attach MPEG/AVI: Add MPEG/AVI media content to the text area. The Insert MPEG file page appears. (.avi, .mpg, .mpeg)

4 Add Quick Time: Add Apple QuickTime media to the text area. The Insert QuickTime file page appears. (.qt)

5 Add audio: Add an audio file, such as .mp3, .midi or .wav to the text area. The Insert Audio File page appears. (.aiff, .asf, .moov, .mov, .mp, .wav, .wma, .wmv)

6 Add Flash/Shockwave: Add Macromedia Flash or Shockwave media to the text area. The Insert SWF File page appears. (.swa, .swf)

7 Add Mash Up: Add Mashup to the text area: A drop down menu appears to insert Flickr Photo, SlideShare Presentation, or YouTube Video.