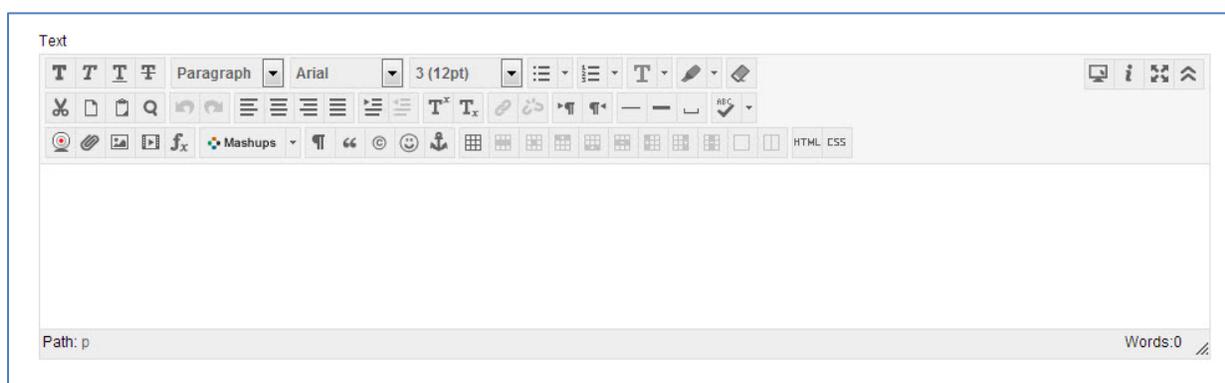


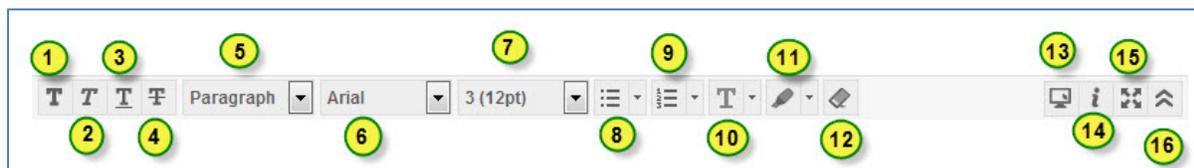
Text Box Editor

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.



The Text Box Editor has three collapsible rows of buttons. The lists below define the functions of each button.

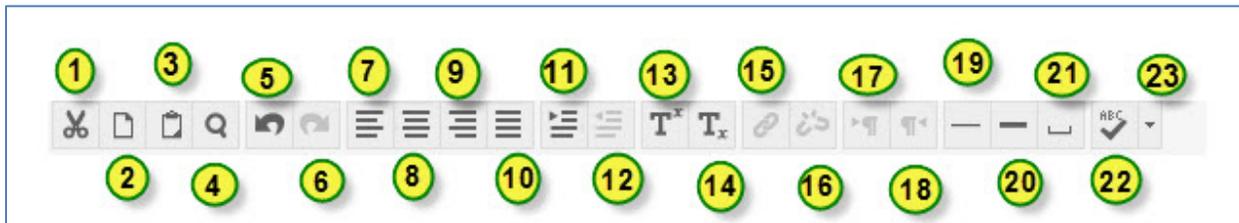
First Row: Basic Actions



1. **Bold:** Bold the selected text.
2. **Italicize:** Italicize the selected text.
3. **Underline:** Underline the selected text.
4. **Strikethrough:** Display the text with a horizontal line through the letters.
Note: Strikethrough font style is not supported by all browsers.
5. Select a paragraph style for the text. Click the down arrow next to the displayed current style to select from a list of available styles.

6. Select the font face for the text. Click the down arrow next to the displayed current font to select from a list of all available fonts.
7. Select the size of the text. Click the down arrow next to the displayed current font size to select from a list of all available font sizes.
8. Create a bulleted list.
9. Create a numbered list.
10. Set the text color. Click the down arrow to select a different text color.
11. Set the text highlight (background) color. Click the down arrow to select a different highlight color.
12. Remove all formatting, leaving only the plain text.
13. Open a preview window showing how the content will appear after submitting.
14. Open the context editor help window.
15. Expand the content editor window to fill the entire browser frame.
16. Collapse functions to one row of the most used text formatting functions.

Second Row: Additional Basic Actions



1. **Cut:** Cut the selected items.
2. **Copy:** Copy the selected items.
3. **Paste:** Paste Copied or cut content.
4. **Search:** Search for and replace text.
5. **Undo:** Select the circular arrow pointing to the left to undo the previous action.
6. **Redo:** Select the circular arrow pointing to the right to redo the previous action.
7. **Align Left:** Align text to the left margin.
8. **Align Center:** Align text in the center.
9. **Align Right:** Align text to the right.
10. **Align Left and Right:** Align text to both the left and right margins.
11. **Indent:** Move the text or object to the right (indent). Click again to indent further.

12. **Outdent:** Move the text or object to the left (outdent). Click again to outdent further. You cannot outdent text beyond the left margin.
13. **Superscript:** Make the text into a superscript.
14. **Subscript:** Make the text into a subscript.
15. **Hyperlink:** Add a new or edit an existing 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.
16. **Remove Hyperlink:** Remove a hyperlink from the selected text or object.
17. **Enter Text Right:** Enter text to the right of the current mouse pointer location (default).
18. **Enter Text Left:** Enter text to the left of the current mouse pointer location.
19. **Horizontal Line:** Add a thin horizontal line to the current mouse pointer position, spanning the entire width of the text area.
20. **Center Line:** Add a thin centered line, setting width, height relative to the current mouse pointer position, and whether to use shadows.
21. **Nonbreaking space:** Insert a nonbreaking space character at the current mouse pointer position.
22. **Spell Check:** Select the ABC checkmark to open Spell Check.

Third Row: File Attachment Actions and Special Options



1. **Video Everywhere:** Record video and upload it directly to YouTube. Users must have a Google® account that is registered on YouTube. A YouTube channel is required to process and save your webcam videos.
2. **Attach file:** Add a link to a file in the text box. The **Insert Content Link** window appears. You can link to the following file types: .DOC/.DOCX, .EXE, .HTML/.HTM, .PDF, .PPT/.PPTX, .PPS/.PPSX, .TXT, .WPD, .XLS/.XLSX, and .ZIP. You can link to a file from your computer, Course Files, the Content Collection, or a URL.
3. **Attach image:** Embed an image in the text box or edit an existing selected image. The **Insert/Edit Image** window appears. You can add the following file types: GIF, JPG, JPEG, BMP, PNG, and TIF. You can add images from your computer, from Course Files or the Content Collection, or a URL.

4. **Add Media:** Embed a media clip in the text box or edit an existing selected media object. The **Insert/Edit Media** window appears. From the **Type** drop-down list, select the type of media you want to add: Flash (default), HTML 5 video, QuickTime, Shockwave, Windows Media, Real Media, Iframe, and Embedded Audio. You can add media files from your computer, from Course Files or the Content Collection, or a URL.
5. **Math Equation Editor:** Opens the **WIRIS Formula Editor** page—the visual math equation editor page.
6. **Add Mashup:** A drop-down menu appears to insert Flickr Photo, SlideShare Presentation, or YouTube Video.
7. **Nonprinting Characters:** Click to show all nonprinting characters such as spaces, tabs, and returns. Click again to hide them from view.
8. **Blockquote:** Format the text as a blockquote.
9. **Add symbol:** Opens the **Select Special Character** window. Select a symbol to insert at the current mouse pointer position.
10. **anchors:** Position the mouse pointer where you want the anchor to appear and click to open the **Insert/Edit Anchor** window. Use anchors to position (anchor) other items and objects, such as images.
11. **Preview:** Opens a preview window so you can see how the content will appear after publishing.
12. **Create Table:** Click to open the **Insert/Edit Table** window.
13. **Table Row Properties:** Click to open the **Table Row Properties** window.
14. **Table Cell Properties:** Click to open the **Table Cell Properties** window.
15. **Insert Blank Row Above:** Insert a blank row in the table above the current mouse pointer position.
16. **Insert Blank Row After:** Insert a blank row in the table below the current mouse pointer position.
17. **Delete Row:** Delete the current row from the table. If you select multiple rows, all are deleted.
18. **Insert Blank Column Left:** Insert a blank column in the table to the left of the current mouse pointer position.
19. **Insert Blank Column Right:** Insert a blank column in the table to the right of the current mouse pointer position.
20. **Delete Column:** Delete the current column from the table. If you select multiple columns, all are deleted.
21. **Merge Cells:** Merge two or more selected table cells into a single cell.
22. **Split Cells:** Split previously merged table cells. If the cell or cells are not ones that were merged, nothing happens.

23. **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. This feature is intended for experienced web developers.
24. **CSS View:** Edit the cascading style sheet (CSS). This feature is included for experienced web developers.