

Blackboard Quick Reference Guide

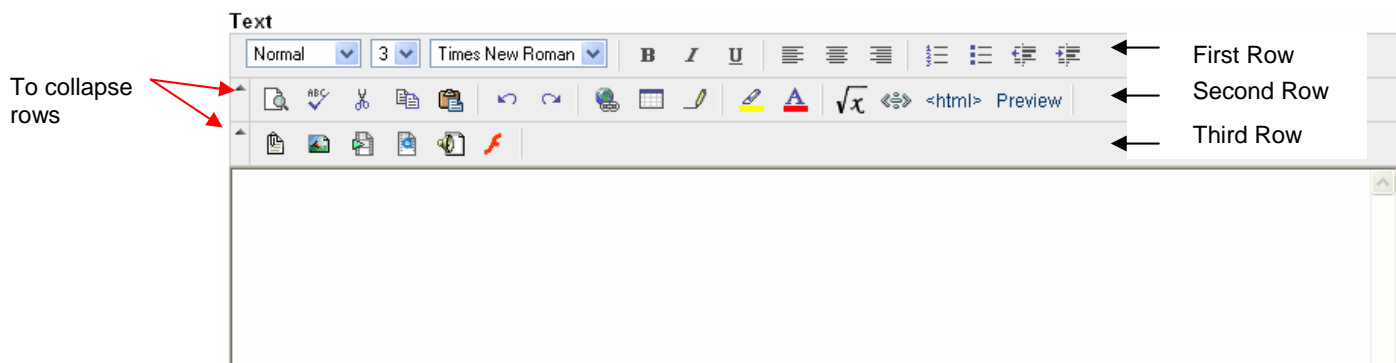
Use the Text Box Editor (WYSIWYG)

The **Text Box Editor** allows instructors to create professional, vibrant content through a simple editor. Using WYSIWYG (What You See Is What You Get), instructors may format text, identify and correct spelling errors, add equations, and upload different types of files within a text box. The look and feel of the Text Box Editor is very much like MS Word. **It has eliminated the need to learn HTML, and offers spell check!** It appears automatically in most of the Blackboard content areas, including Announcement and Assessments. (However, in Announcements, the options on the third row (file attachments) **are not** available.)





The Text Box editor is only available to Windows operating system (not Macintosh) users. And you'll need Internet Explorer Version 5.x or later (Netscape displays only equation editor, spell check and preview buttons).

This is what the Text Box Editor looks like:














The Text Box Editor includes three rows of buttons. The first row is required and cannot be collapsed. Users have the options of collapsing the second and third rows with the arrows to the left of the row. To see the function of each tool, position your cursor over the icon. The icon function will appear. Details on some of more complex functions are described below.


First Row - Basic Actions



Icon & Function	Description
 Ordered list	Create a numbered list or add a list item.
 Unordered list	Create a bulleted list or add a list item.

Second Row – Additional Basic Actions

Icon & Function	Description
 Find	Search for a word or phrase in the text area.
 Spell Check	Opens the Spell Check pop-up window to check spelling in the text area. Select an action: Replace, Replace All, Ignore, Ignore All, Learn, or Finish.
 Undo	Undo the previous action. (Ctrl-Z shortcut does not always work.)
 Redo	Redo the previous action.
 Hyperlink  Create Table	Select the type of hyperlink, and add a URL in the text area. (No option to rename clickable link or open in external window. Recommend using “Attach File” function in Row 3 instead.) Select the number of rows and cells in the table and type the content in the table cells, which will automatically resize based on the amount of text. Tables can also be created by selecting, copying and pasting a Word table into the text box. To remove table, click on a border (“handles” appear); press Delete key.
 Horizontal Line	Add a line to the text box (where the cursor is blinking).
 Background Color	Add a highlight color to the selected text.
 HTML View	Opens HTML View window to see/edit HTML code generated by Text Box Editor.
 Preview	Preview the content as it will be seen by the end users.
 Help	Launch the Help page.

Third Row – File Attachment Actions (not available in Announcements)

Icon & Function	Description
 Attach File	Add a file (or URL) to the text area. Position your cursor where you want the file to be attached. When selected, the Insert Content Link to File page will appear. You can browse for a file to attach, or indicate a URL (with complete name). Insert name of link to file or URL. (Launch file in an external window to avoid possible problems upon exit.) Files can also be attached as in earlier versions of Bb – below the Text Box window

Icon & Function	Description
 Attach Image	<p>Add an image or graphic in .gif or .jpg format (where cursor is blinking). Can also be used to display an image posted at a URL. Opens Insert Image page. Browse for the graphic file, or insert the URL to the graphic. You can change the size of the graphic, or add a border. Include alternate text describing the graphic in case the graphic can't be viewed.</p> <p> Graphic files (.gif or .jpg) can also be attached as in earlier versions of Bb -- below the Text Box window.</p>
Attach MPEG/AVI	Add MPEG/AVI video media content to the text area.
Add Quick Time file	Add Apple QuickTime movie media to the text area.
Add Audio	Add an audio file, such as .mp3, .midi, .aiff or .wav to the text area.
Add Flash/ Shockwave	Add Macromedia Flash or Shockwave media to the text area.



When browsing, files should **always** be uploaded from their original source. Do not copy and paste a file from one text box to another. This will cause errors and the files will not appear properly.