

















# Blackboard Text Box Editor Guide,







Blackboard Version 7.3











The Text Box Editor is appears in the Content Areas, Announcements, Calendar, Tasks, Assessments, and Discussion Board.

## First Row in Test Box Editor





	Font Style	Select a style for the text. The options correspond to standard HTML Style types.
	Font size	Select the size of the text.
	Font	Select the font.
	Bold	Make selected text bold.
	Italics	Make selected text italics.
	Underline	Underline the selected text.
	Strike Through	Display text with a horizontal line through the characters. For example, <del>strikethrough</del> .
	Subscript	Display text on the same line but slightly above the current text. For example, 7 <sup>th</sup> .
	Superscript	Display text on the same line but slightly below the current text. For example, H <sup>2</sup> O.
	Align Left	Align text to the left.
	Align Center	Align text in the center.
	Align Right	Align text to the right.
	Numbering	Create a numbered list or add a numbered list item.
	Bullets	Create a bulleted list or add a bullet list item.
	Decrease Indent	Move text left.
	Increase Indent	Move text right.

## Second Row in Test Box Editor

	Spell Check	Select the ABC checkmark to open Spell Check.
	Cut	Cut the selected items.
	Copy	Copy the selected items.
	Paste	Paste copied or cut content.
	Clear Formatting	Removes 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.
	Undo	Select the circular arrow pointing to the left to undo the previous action.

	Redo	Select the circular arrow pointing to the right to redo the previous action.
	Hyperlink	Add a hyperlink. Types include: file, ftp, gopher, http, https, mailto, news, telnet, and wais.
	Create Table	Add a table.
	Horizontal Line	Add a line.
	Text Color	Specify the color of the text.
	Highlight Color	Add a highlight color to the selected text.
	WebEQ Editor	Open the WebEQ Equation Editor icon 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.
	MathML Editor	Open the MathML Equation Editor icon to add an equation. (This plug-in is not currently supported at BPCC.)
	HTML View	View the HTML code that is generated by the Visual Text Box Editor. Users may also edit the HTML in this view. If HTML is added or changed in this view, click Submit to view the change in the Visual Text Box Editor.
	Preview	Preview the content as it will be seen by end users.

### Third Row in Test Box Editor

	Attach file	<p>Add a file to the text area. The Insert Link to File page will appear. Browse: select a file from the local machine</p> <p><b>Browse:</b> select a file from the local machine  <b>Specify Source URL:</b> provide a URL where the item is located.  <b>Name of link to file:</b> providing 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.  <b>Launch in New Window:</b> Select whether to open the file in the current window or open a new browser window to display the file.  <b>Alt Text:</b> Alternate text is important for visually impaired users. Alternate text tells users what should appear if the image does not display</p>
	Attach image	<p>Add an image to the text area. The Insert Image page appears.</p> <p><b>Set Width and Height:</b> leaving these fields blank renders the image in its original size.  <b>Image Target URL:</b> the URL entered here will make the image a link. When the user clicks the image, they will go to this URL.  <b>Alt Text:</b> Alternate text is important for visually impaired users. Alternate text tells users what should appear if the image does not display</p>
	Attach MPEG/AVI	<p>Add MPEG/AVI media content to the text area. The Insert MPEG file page appears.</p> <p><b>Set Width and Height:</b> the default width and height provided are standard sizes for MPEG/AVI content, but may be altered.</p>
	Add Quick Time	<p>Add Apple QuickTime media to the text area. The Insert QuickTime File page appears.</p>

**Loop:** QuickTime media allows the option to loop the movie. If this is set to Yes, the media will replay as long as the page is loaded.



#### Add Audio

Add an audio file, such as .mp3, .midi or .wav to the text area. The Insert Audio File page appears.



#### Add Flash/Shockwave

Add Macromedia Flash or Shockwave media to the text area. The Insert SWF File page appears.

**Set Quality:** quality options are provided to allow the user to choose between highest quality vs. highest performance. The highest quality media will take the longest time to load in a browser.

### FILE ATTACHMENT TYPES

Attach file	.doc(x), .exe, .html, .htm, .pdf, .ppt(x), .pps, .txt, .wpd, .xls, .zip
Attach image	.gif, .jif, .jpg, .jpeg, .tiff, .wmf
Attach MPEG/AVI	.avi, .mpg, .mpeg, .wmv
Add Quick Time	.qt
Add audio	.aiff, .asf, .moov, .mov, .mp, .wav, .wma
Add Flash/Shockwave	.swa, .swf

### KEYBOARD SHORTCUTS

#### Movement

RIGHT ARROW	Move one character to the right.
LEFT ARROW	Move one character to the left.
DOWN ARROW	Move down one line.
UP ARROW	Move up one line.
CTRL+RIGHT ARROW	Move right one word.
CTRL+LEFT ARROW	Move left one word.
END	Move to the end of the line.
HOME	Move to the start of the line.
CTRL+DOWN ARROW	Move down one paragraph.
CTRL+UP ARROW	Move up one paragraph.
PAGE DOWN	Move down one page.
PAGE UP	Move up one page.
CTRL+HOME	Move to the beginning of the text.

CTRL+END	Move to the end of the text.
<b>Selection</b>	
SHIFT+RIGHT ARROW	Extend the selection one character to the right.
SHIFT+LEFT ARROW	Extend the selection one character to the left.
CTRL+SHIFT+RIGHT ARROW	Extend the selection right one word.
CTRL+SHIFT+LEFT ARROW	Extend the selection left one word.
SHIFT+UP ARROW	Extend the selection up one line.
SHIFT+DOWN ARROW	Extend the selection down one line.
SHIFT+END	Extend the selection to the end of the current line.
SHIFT+HOME	Extend the selection to the start of the current line.
SHIFT+PAGE DOWN	Extend the selection down one page.
SHIFT+PAGE UP	Extend the selection up one page.
CTRL+SHIFT+END	Extend the selection to the end of the document.
CTRL+SHIFT+HOME	Extend the selection to the beginning of the document.
CTRL+A	Select all elements in the document.
<b>Editing</b>	
BACKSPACE	Delete the selection. Or, if there is no selection, delete the character to the left of the cursor.
CTRL+BACKSPACE	Delete all of a word to the left of the cursor.
CTRL+C	Copy the selection.
CTRL+V	Paste cut contents or copied contents.
CTRL+X	Cut the selection.
DELETE	Delete the selection.
INSERT	Toggle between inserting and overwriting text.
CTRL+Z	Undo the most recent formatting command.
CTRL+Y	Re-do the most recent undone command.
CTRL+F	Find text.
SHIFT+F10	Display the context menu. This is the same as a right-click.
<b>Formatting</b>	
SHIFT + ENTER	Hard Return (Single Line Spacing)
CTRL+B	Toggle bold formatting.
CTRL+I	Toggle italic formatting.
CTRL+U	Toggle underlining.