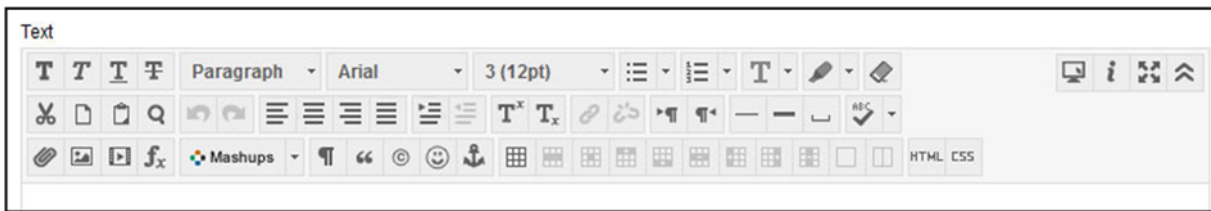




# Content Editor

## Features

The Text Editor has three rows of functions. You can also collapse the Text Editor so that only the top row displays. This function will be discussed later in the document.



















### Formatting Tools









| Function | Description  |
|----------|--|
|          | Same as in MS Word.  |
|          | Change the colour of the text.   |
|          | Select text, click the Highlight Text icon, and select a colour to use to set off the selected text. |
|          | Clear all formatting, leaving only the plain text.   |





### Navigation Tools








| Function | Description   |
|----------|---|
|          | Preview the content as it will be seen by end users.  |
|          | Opens a help information window which will explain all the symbols that is used in the text editor. |
|          | Opens the Text Editor in full screen. Click on the icon again to exit the full screen view.         |
|          | Collapse the Text Editor options so that only the top row icons display:<br>                        |


| Utility Tools   |   |
|---|---|
| Function  | Description   |
|    | Cut the selected items.   |
|    | Copy the selected items.  |
|    | Paste copied or cut content.  |
|    | Search for and replace text.  |
|    | Undo the previous action.   |
|    | Redo the previous action.   |
|    | Add or edit a hyperlink. You can specify a link to a website, a file from your computer, or an item in the course content collection. |
|    | Remove any hyperlinks from the selected text, or from the text at the current cursor position.  |
|   | Enter text to the right of the current cursor location (default).   |
|  | Enter text to the left of the current cursor location.  |
|  | Add a thin horizontal line to the current cursor position, spanning the entire width of the text area.                                |
|  | Add a thin centered line. You can set the width in pixels or as a percentage of the total available width of the text area.           |
|  | Insert a nonbreaking space at the current cursor position.  |
|  | Open Spell Check.   |

| Insert Tools  |  |
|---|--|
| Function  | Description  |
|  | Add a file to the text area. The <b>Insert Content Link</b> page will appear. The system supports the following file types: .doc, .exe, .html, .htm, .pdf, .ppt, .pps, .txt, .wpd, .xls, .zip. |
|  | Add an image to the text area, or edit an existing selected image. Most of the common image types are supported, including .gif, .jpg, .bmp, .png, .tif, and many others.                      |

| Insert Tools  |   |
|---|---|
| Function  | Description   |
|    | Add a media clip to the text area, or edit an existing selected media item. Supported media types include Flash (default), HTML 5 video, Quicktime, Shockwave, Windows Media, and Real Media. |
|    | Click this button to open the mathematics equation editor.  |
|    | Click this button to insert a Mashup object. Supported Mashup object types include Flickr Photo, SlideShare Presentation, and YouTube Video.  |
|    | Click to show all non-printing characters. Click again to hide them from view.  |
|    | Format the text as a block quote.   |
|    | Open the Select Symbol page. Select the symbol to insert at the current cursor position.  |
|  | Open the Insert Emoticon page. Select the emoticon to insert at the current cursor position.  |
|  | Position the cursor where you want the anchor to appear, and click to open the Insert/Edit Anchor page. Anchors are used to position (anchor) other items and objects, such as images.        |

| Table Tools   |  |
|---|--|
| Function  | Description  |
|  | Click to open the Create/Modify Table page. You can set the properties for the table, including number of rows and columns, spacing, alignment, borders, and more. |
|  | Click to open the Table Row Properties page. You can set formatting options to control how the contents of a given table row will appear.                          |
|  | Click to open the Table Cell Properties page. You can set formatting options to control how the contents of a given table cell will appear.                        |
|  | Insert a blank row above the current cursor position.  |

| Table Tools   |   |
|---|---|
| Function  | Description   |
|    | Insert a blank row after the current cursor position.   |
|    | Delete the current row from the table. If multiple rows are selected, all of them are deleted.            |
|    | Insert a blank column to the left of the current cursor position.   |
|    | Insert a blank column to the right of the current cursor position.  |
|    | Delete the current column from the table. If multiple columns are selected, all of them are deleted.      |
|  | Merge two or more selected cells into a single table cell.  |
|  | Split previously merged table cells. If the cell or cells are not ones that were merged, nothing happens. |

| HTML Tools  |  |
|---|--|
| Function  | Description  |
|  | Click to open an HTML Code View page, where you can edit the content HTML code directly. This feature is intended only for experienced web developers. |
|  | Edit the Cascading Style Sheet (CSS). This feature is intended only for experienced web developers.  |