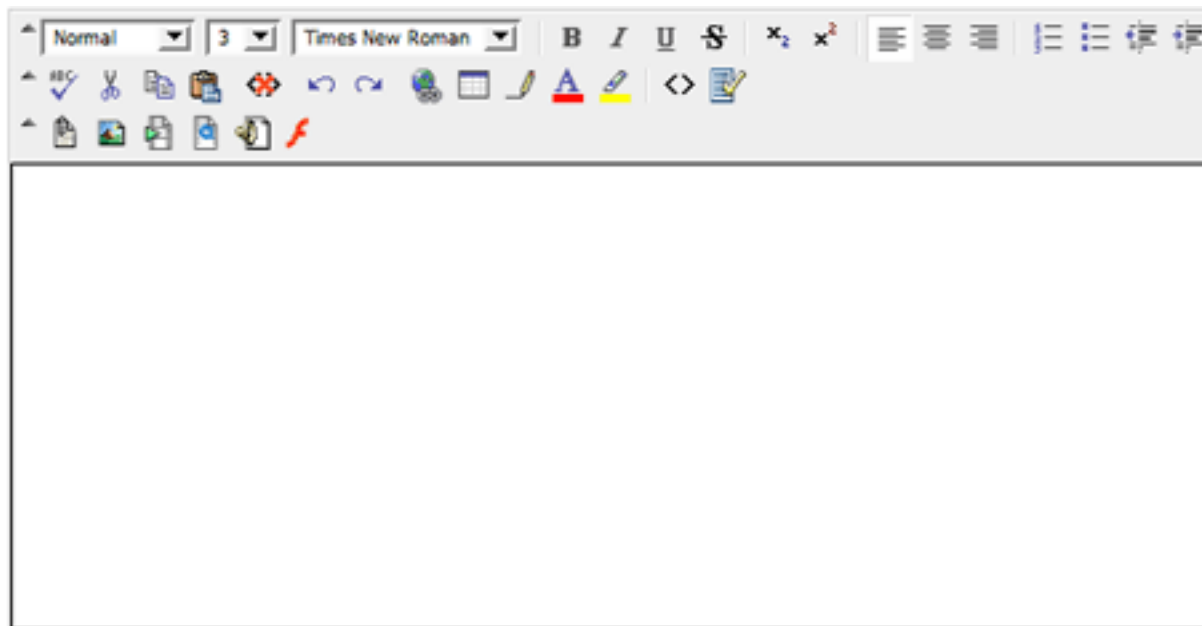


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# Inserting Audio with the Text Box Editor

## USING THE VISUAL TEXT BOX EDITOR

The WYSIWYG (What You See Is What You Get) Text Editor is where content is created and displayed as it will appear on screen. The Text Box Editor is used in creating and editing content such as Items, Folder or Links, and has features and tools similar to a word processor such as Microsoft Word.



The top toolbar contains commands for changing the font size and face, paragraph alignment options, bullets and numbering, and indenting left or right.



The middle toolbar contains commands for spellcheck, cutting, copying and pasting, clear, undo and redo, inserting a hyperlink, table or line, font color, highlighting tool, view in HTML and previewing the text.



The bottom toolbar contains multimedia commands for attaching a file or image, adding MPEG/AVI video content, and adding a quicktime movie, sound file or flash content.



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# Inserting Audio with the Text Box Editor (continued)

## INSERTING A NEW ITEM WITH AUDIO CONTENT

In your course, navigate to the content area you wish to add your audio file to.

1. Select **Edit View** on the top right side of the window, and click the **+Add Item** button.



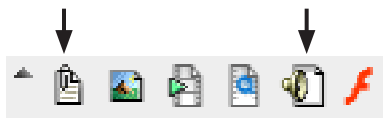
The "Add Item" page will appear on screen.

2. Under section 1, "Content Information," type in a name for the item.

In the visual text box editor, there are several options for adding an audio file into your course.

## UPLOADING OR ATTACHING AN AUDIO FILE

In the bottom tool bar of the visual text box editor, there are two options to choose from when adding an audio clip file: Attach as File, or Add Audio Content.



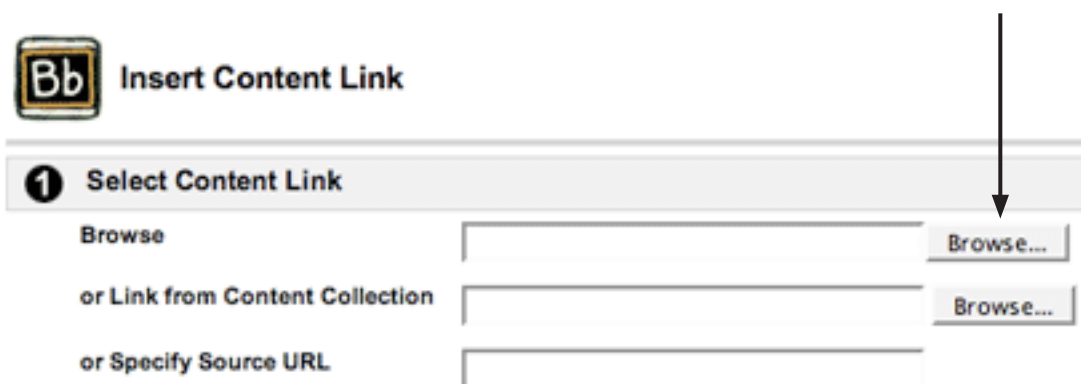
### *Attach File*

Select this option to attach the audio file, which will appear as a link that students can click on to download and hear.

1. Click the **Attach File** icon. 

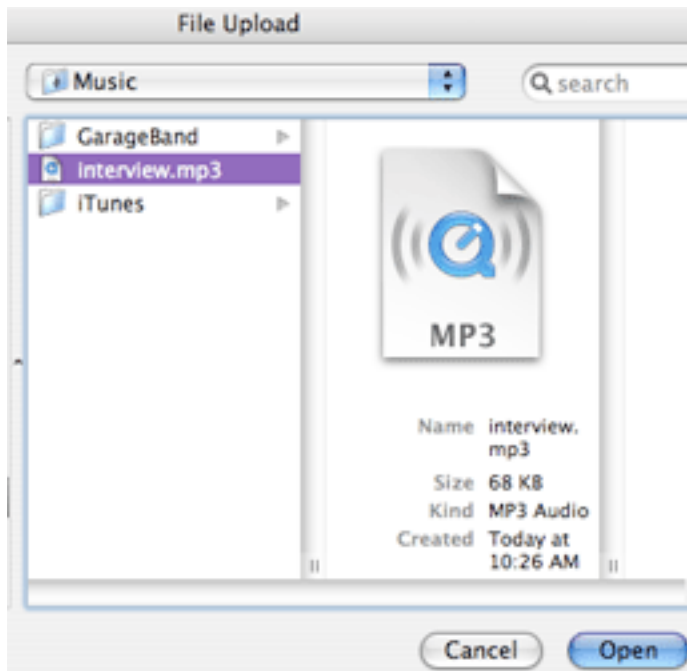
A pop-up window will appear titled "Insert Content Link."

2. Under section 1, "Select Content Link," click the **Browse...** button next to "Browse."



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## Inserting Audio with the Text Box Editor (continued)



3. In the “File Upload” window, locate and select the audio file from your computer, and click **Open**.

4. Click **Submit** in the “Insert Content Link” pop-up to attach your audio file.

### *Add Audio Content*

Select this option to have your audio file appear and play in the content window in your course.

1. Click the **Add Audio Content** icon.



A pop-up window will appear titled “Insert Audio File.”

2. Under section 1, “Select Audio File,” click the **Browse...** button next to “Browse.”

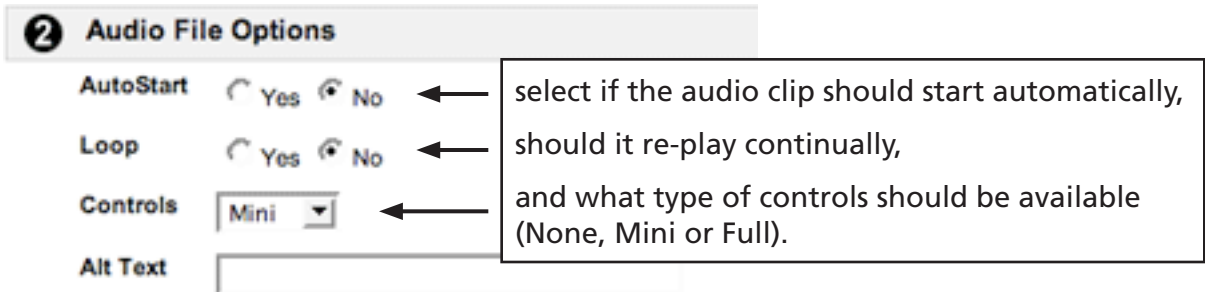


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## Inserting Audio with the Text Box Editor (continued)

3. In the "File Upload" window, locate and select the audio file from your computer, and click **Open**.

4. Under section 2, "Audio File Options,"



**2 Audio File Options**

AutoStart  Yes  No

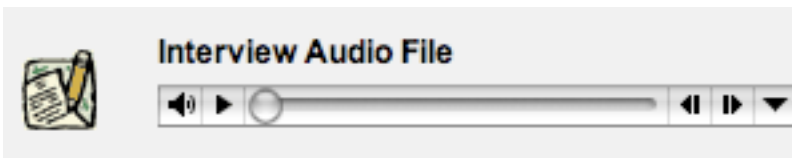
Loop  Yes  No

Controls

Alt Text

select if the audio clip should start automatically, should it re-play continually, and what type of controls should be available (None, Mini or Full).

5. Click **Submit** in the "Insert Audio Content" pop-up to insert your audio file.



### LINKING TO AUDIO ONLINE

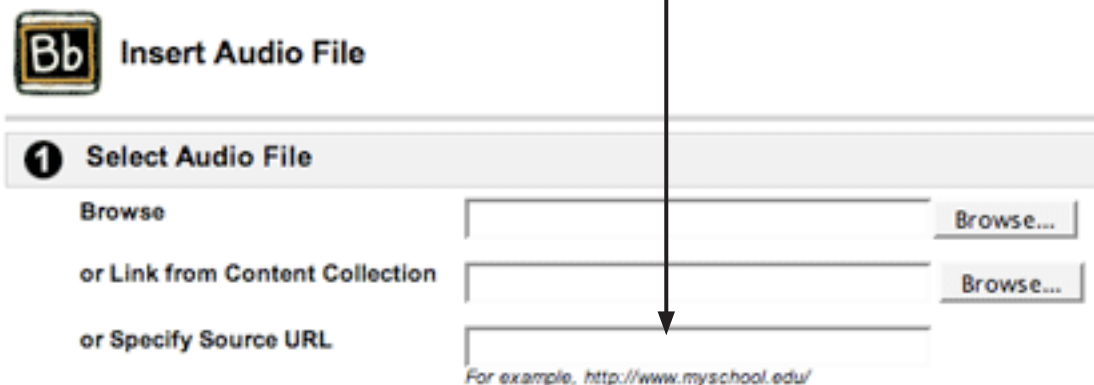
If an audio file already exists online, you can link to the clip using its web address.

1. Click the **Add Audio Content** icon.



A pop-up window will appear titled "Insert Audio File."

2. Under section 1, "Select Audio File," enter in the complete web address (including the <http://www...>) of the audio file web location next to **or Specify Source URL**.



**Bb** Insert Audio File

**1 Select Audio File**

Browse

or Link from Content Collection

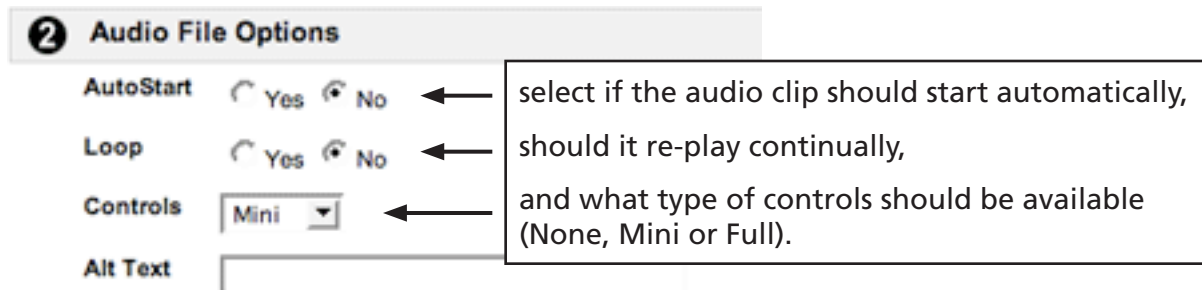
or Specify Source URL

*For example, <http://www.myschool.edu/>*

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## Inserting Audio with the Text Box Editor (continued)

3. Under section 2, "Audio File Options,"



**2 Audio File Options**

**AutoStart**  Yes  No

**Loop**  Yes  No

**Controls**

**Alt Text**

select if the audio clip should start automatically,  
should it re-play continually,  
and what type of controls should be available  
(None, Mini or Full).

5. Click **Submit** in the "Insert Audio Content" pop-up to add the link to the video file.

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