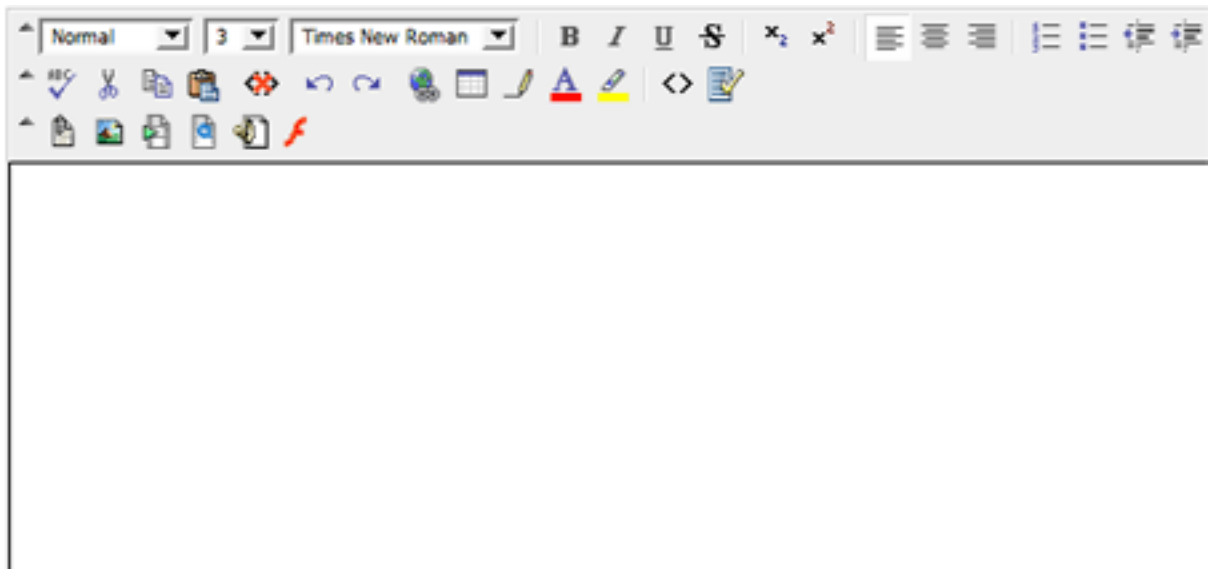

Typing and Formatting Text

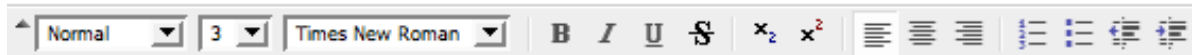
Each time you wish to add a new handout, a link, or other piece of content to your course, you will be presented with a Visual Text Box Editor. This tip sheet will highlight the core tools within this box.

USING THE VISUAL TEXT BOX EDITOR

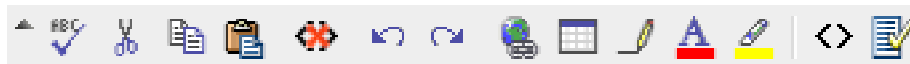
The WYSIWYG (What You See Is What You Get) Text Editor is where content is created and displayed as it will appear on screen. The Text Box Editor is used in creating and editing content such as Items, Folder or Links, and has features and tools similar to a word processor such as Microsoft Word.



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 spell check, cutting, copying and pasting, clear, undo and redo, inserting a hyperlink, table or line, font color options, highlighting tool, view in HTML and previewing the text.



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

