

USING THE TEXT EDITOR

ENTERING TEXT

By default, Blackboard Learn formats text to 12-point, left-justified Arial font. Any other formatting must be done with HTML tags or using the *Text Editor*.

Text boxes may appear using the *Text Editor* or with the options shown below.

Smart Text, *plain text*, or *HTML* may be used in the *Text Editor*. Options at the bottom of the box allow you to switch the text entry format at any time.

<i>Format Option</i>	<i>Behavior</i>
<i>Smart Text</i>	<p>Smart Text automatically recognizes a link entered in the text box. Smart Text should be used if the intent is to display the text in the exact way that it is typed. Line breaks, tabbing, and other keyboard formatting will be retained with Smart Text.</p> <p>Smart Text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt you to load images if an image source tag appears. Web addresses entered as URLs are converted to links. The URL must begin with "http://" and there must be a space before the "http://" to distinguish it from the previous word. If an image tag, , is entered in Smart Text, Blackboard Learn will automatically prompt you to upload the image.</p>
<i>Plain Text</i>	<p>Plain text displays text as it is written in the text area. Plain text does not render HTML code. HTML code will appear as text.</p> <p>Plain text strips any formatting from the text, except for line breaks. The result is completely unformatted text. This may be useful if you need to do a lot of copy and pasting of the content, or if the intent is to display code information. For example, if you want to show how to write something in HTML, plain text should be used to retain the HTML tags in the content. Plain text does not work with MathML or the equation editor. Changing a text box that includes a mathematical formula to plain text will make the formula unreadable.</p>
<i>HTML</i>	<p>Displays text as coded by the user using Hypertext Mark-up Language (HTML) tags.</p> <p>The HTML option should be used only if you know how to use HTML. The result will be content formatted by the HTML tags used.</p>

Preview shows you how the formatted text appears when rendered in the browser.

Note: The *Smart Text* and *plain text* options are only available if your Blackboard administrator has turned off the **Text Editor** or if you do not have a Windows Operating System and Internet Explorer Version 5.x or a later.

Note: It is not possible to display a file in a content item and add a *Smart Text* or *plain text* description. Add the description as a separate content item and then add the file in the next content item.

COPYING_AND_PASTING_TEXT_TO_PREVENT_LOSS

To protect against losing work if a network connection loss or software error occurs, you may choose to type in an offline simple text editor, such as Notepad, and copy and paste your work into Blackboard Learn. Copying and pasting from fully-featured word processing programs such as Microsoft Word may insert hidden formatting that can cause display issues. You can add the desired formatting after the text has been pasted into and saved in Blackboard Learn's text editor.

Alternately, you can select and copy all of the text typed in Blackboard Learn before submitting or saving. Use the mouse to select the text and then right-click to copy the text, or press Ctrl+A to select all of the text and then press Ctrl+C to copy the text. On Mac systems, use the COMMAND key rather than CTRL.

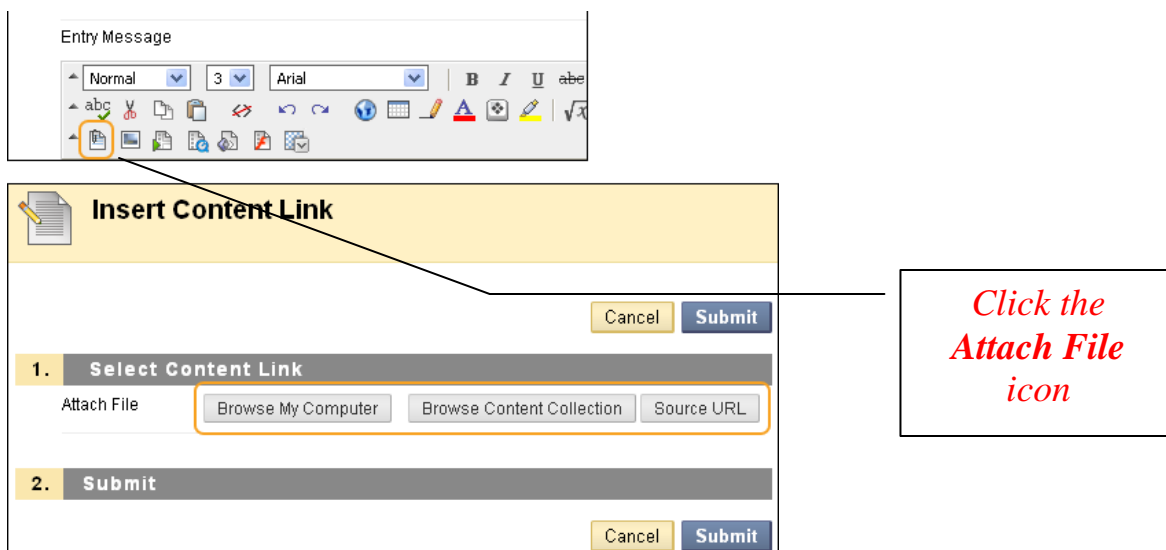
PERMITTED_FILE_NAMES

Blackboard Learn allows the use of all characters in file names. However, your operating system and browser may limit the types characters accepted. For example, some browsers do not accept multi-byte characters, and some do not support extended character sets.

LINKING_TO_FILE_ATTACHMENTS_FROM_THE_TEXT_EDITOR

One important feature in Blackboard Learn is the ability to attach files from inside the Text Editor. This enables both instructors and students to exchange text and other content within a course. Files can be attached from the local computer or as a URL link.

You can include a link to a file attachment by clicking the **Attach File** function from the **Text Editor**. You can select a file from *your computer* or from *Content Collection*, or insert a file as a URL link.



The following table details the fields on the *Insert Content Link to File* page.

<i>Field</i>	<i>Description</i>
<i>Select Content Link</i>	
<i>Browse</i>	Click Browse to locate a file
<i>Specify Source URL</i>	Enter a URL to create a link to a file outside of the local system. For example: http://blackboard/images/picture1.jpeg.
<i>Content Link Options</i>	
<i>Name of Link to File</i>	Enter the name of the link that users click to access the attached file.
<i>Alt Text</i>	Enter text that appears when a pointer hovers over the link. Alternate text is important for accessibility.
<i>Launch in New Window</i>	Select Yes to have the file open in a new separate window. Select No to have the file open in the content frame.