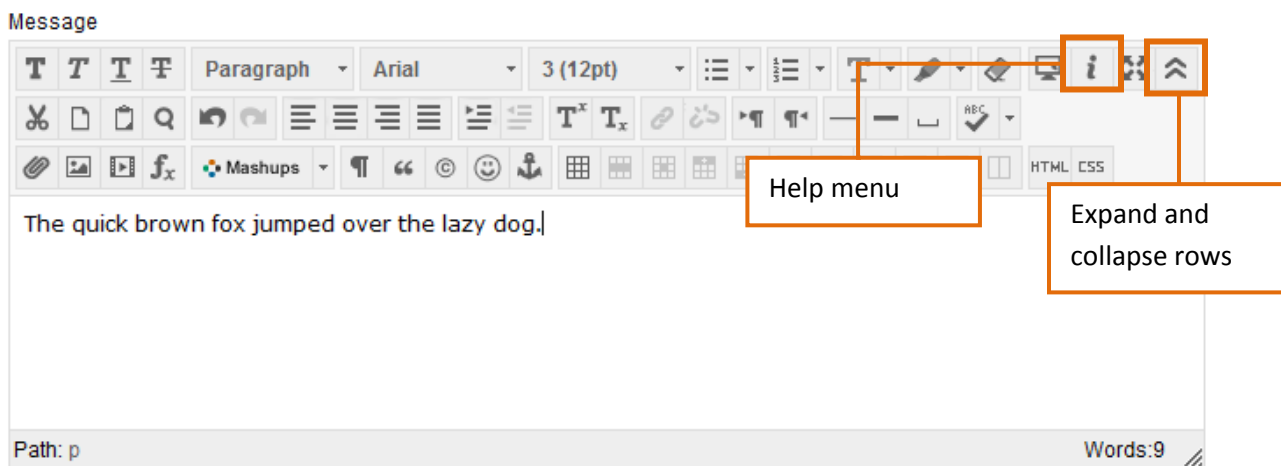


## The Content Editor (Visual Text Box Editor)

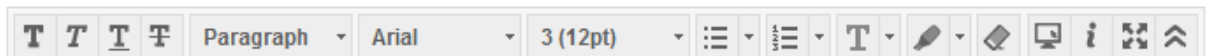
The “Content Editor” provides controls for adding and formatting text, equations, tables, and multimedia files. The Content Editor appears wherever there is an option to type in text, such as the discussions.

- The Content Editor opens with the most commonly used buttons for editing text showing, but the down arrow at the upper-right expands to reveal additional rows of buttons.
- Move your mouse over individual buttons to see tooltips that describe their functions (or use the help button in the top-right corner of the first row).
- You can now copy and paste from Microsoft Word. Most formatting is preserved.



## Content Editor: Description of Icons

### Row 1:




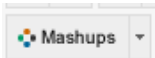
















Function:	Description:
	Make selected text bold.
	Make selected text italic.
	Underline the selected text.
	Display text with a horizontal line through the letters (strikethrough).
	Select a paragraph style for the text. Click the down arrow to select from a list of all available styles.
	Select the font face for the text. Click the down arrow to select from a list of all available fonts.
	Select the size of the text. Click the down arrow to select from a list of all available font sizes.
	Create an unordered or bulleted list or add a bullet list item.
	Create an ordered or numbered list or add a numbered list item
	Set the text color. Click the down arrow to select a different text color.
	Set the text highlight (background) color. Click the down arrow to select a different highlight color.
	Clear all formatting, leaving only the plain text.
	Opens a preview window to enable you to see how the content will appear once published.
	Open the Content Editor help information pop-up display.
	Expand the Content Editor window to fill the entire browser frame.
	Switch to the simple formatting and content entry button set.

### Row 2:



Function:	Description:
	Cut the selected items.
	Copy the selected items.
	Paste the most recently copied or cut items.
	Undo the previous action.
	Redo the previous action (available only if an action has been undone).



	Click this button to open the mathematics equation editor.
	Add a Mashup object to the text area. Click to display a drop-down list to pick from one of the supported Mashup object types: Flickr photo, Slideshare presentation, YouTube video, NBC content. A pop-up to search for the object appears.
	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 pop-up. 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 pop-up. Anchors are used to position (anchor) other items and objects, such as images.
	Click to open the Create/Modify Table pop-up display.
	Click to open the Table Row Properties pop-up display.
	Click to open the Table Cell Properties pop-up display.
	Insert a blank row in the table above the current cursor position.
	Insert a blank row in the table after the current cursor position.
	Delete the current column from the table. If multiple columns are selected, all of them are deleted.
	Insert a blank column in the table to the left of the current cursor position.
	Insert a blank column in the table 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 table cells into a single cell.
	Split previously merged table cells. If the cell or cells are not ones that were merged, nothing happens.
HTML	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.
CSS	Edit the Cascading Style Sheet (CSS). This feature is intended only for experienced web developers.