Using the Content Editor

The content editor allows you to add and format text, insert equations and hyperlinks, tables, and attach different types of files to create content. The content editor or WYSIWYG (What You See Is What You Get) editor is found in many different tools including Discussions, Assignments, and Content Items.

**Simple Mode:**

The content editor has two modes: simple and advanced. Simple mode is the default mode that is first shown. Click the **show more** button – represented by two downward pointing arrows (⬇️) – to switch to the Advanced Mode.

The Simple Toolbar has some common options for formatting text, including changing font, changing color of the text, and creating bulleted and numbered lists. Also included is a spell check button and buttons for creating hyperlinks.

**Features on the Simple Toolbar**

1. **Preview.** Opens a popup window with a preview of how your finished post will look.
2. **Help.** Provides detailed explanation of all available Content Editor Options.
3. **Expand.** See your text in full screen mode. Useful if you are entering lots of text or other media in the content area.
4. **Show more.** Click to show the Content Editor’s Advanced Mode.
Advanced Mode

There are a number of new features available in the Advanced Mode.

Find. Find and replace text.

Record from Webcam. Record a video using your Webcam. Requires YouTube account.

Insert/Edit Embedded Media. Supported media types include Flash, QuickTime, Shockwave, Windows Media, and Real Media.

Show Non-Printing Characters. Click to show all non-printing characters. Click again to hide them from view.

Blockquote. Format text as a block quote, with left and right indentions.

Best Practice: Copying and Pasting Text to Prevent Loss
To protect against losing work if an internet connection loss or software error occurs, you may choose to type in an offline simple text editor, such as Notepad or TextEdit, and copy and paste your work into Blackboard Learn.

Alternately, before submitting or saving, you can select and copy all of the text typed in Blackboard Learn. Select the text and right-click to copy it. You may also use key combinations for copying and pasting:

- Windows: CTRL+A to select all the text, CTRL+C to copy, and CTRL+V to paste.
- Mac: COMMAND+A to select all the text, COMMAND+C to copy, and COMMAND+V to paste.
**Adding Images**

Click the insert/edit image function ( ![image icon] ) to embed an image in the text area or edit an existing selected image. Alternatively, embed an image using the right-click contextual menu.

You can also use the options in the contextual menu to edit the properties of an existing selected image.

You can add the common image types, such as GIF, JPG, JPEG, BMP, PNG, and TIF.

**Using the Math Editor**

The math editor delivered within the content editor provides an interface for creating and managing math formulas in your course. The math editor automatically converts formulas and equations to images so that users do not need to download an applet to view them. The formulas and equations continue to remain fully editable for an author.

Click the launch math editor function ( ![math icon] ) to open the math equation editor window. JavaScript must be enabled for the math editor to function.

For additional support, visit [http://uhd.edu/bbhelpform](http://uhd.edu/bbhelpform)