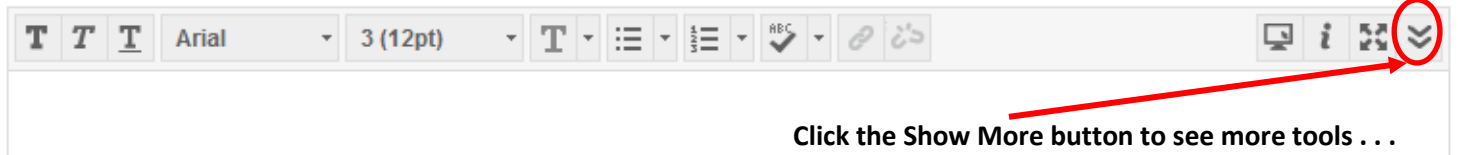


Blackboard's New Content Editor – “Cheat Sheet”

The new Content Editor is visible for both instructors and students wherever content can be added in Blackboard (content items, test questions, discussion board posts, wikis, blogs, journals, etc.) This Content Editor replaces the former Visual Text Box Editor.

Text



Text



Bold text	Paragraph style (heading, subheading, etc.)	Numbered list – click down arrow to select list ordering scheme
<i>Italicize</i> text	Arial Font face	Text color
<u>Underline</u> text	3 (12pt) Font size	Text highlight (background) color
Strikethrough text	Bullet list – click down arrow to change bullet type (circle, disc, etc.)	Remove all formatting – plain text

Cut	Align text to the left	Superscript (H ² O)
Copy	Align text in the center	Subscript (X ₂)
Paste	Align text to the right	Add/edit a link to a website, a file, or an item in course content
Find/Replace text	Align text to both left and right sides	Remove any links from selected text or text at cursor position
Undo/Redo last action	Indent text – click again to indent further	Outdent text – click again to outdent further
Enter text to right of current cursor location (default)	Add thin horizontal line spanning entire width of text area	Add thin centered line at cursor – set width in pixels or as percentage of total width available
Enter text to left of current cursor location	Insert non-breaking space character at cursor location	Toggle automatic Spell Check on or off – click down arrow to change spell check language dictionary

Attach a file to the text area (.doc, .docx, .ppt, .pptx, etc.)	Click down arrow to add Flickr Photo, SlideShare Presentation, and/or YouTube Video	Insert Emoticons
Add an image or edit an existing image (.jpg, .gif, .tif, etc.)	Toggle display of non-printing characters on or off	Insert anchor at cursor to position images and other objects at location
Add media clip or edit selected media item (Flash, Shockwave, etc.)	Format text as a block quote	Edit HTML code directly – for experienced web developers
Open mathematics equation editor	Insert special symbols	Edit Cascading Style Sheet (CSS) code – intended for experienced web developers
Create/modify tables - set table properties	Set Table Row properties	Set Table Cell properties
Insert blank row above cursor	Insert blank row below cursor	Delete current row from table
Insert blank column to left	Insert blank column to right	Delete current column from table
Merge table cells	Split merged table cells	