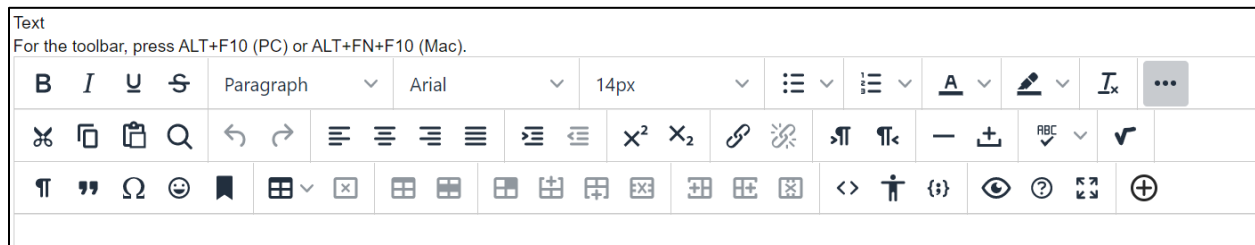




Using the Enhanced Text Editor in Blackboard

Blackboard has introduced an improved text editor with the newest Blackboard Learn 9.1 release. This new release was applied to our environment in May 2021.

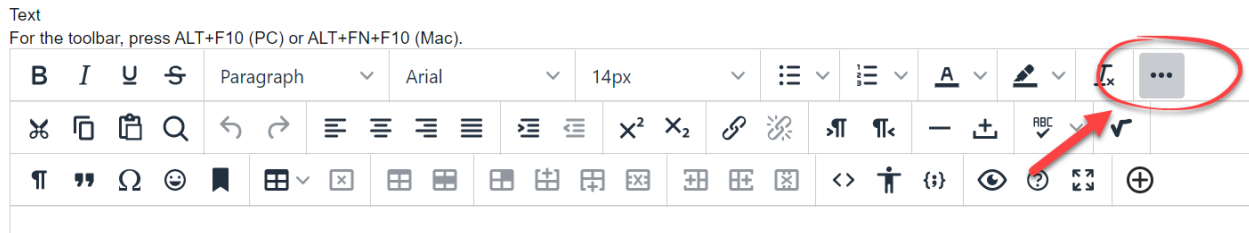
Adding content has been simplified, and it works better on both hand-held devices and larger screens. There are several improvements for accessibility and some new features, too.



Please see below for answers to some Frequently Asked Questions about the new text editor.

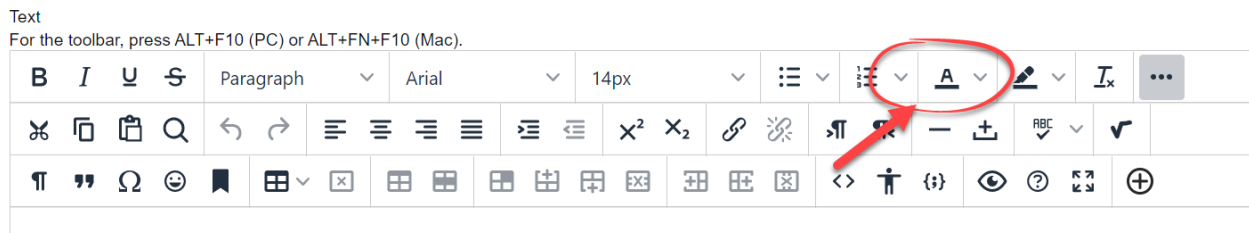
Q: I don't see all of the toolbar buttons I need - where are they?

A: Click the More button - 3 dots ellipses button to see additional buttons if you currently see only one row; The toolbar resizes and wraps to fit the current window so you may see 1, 2, or more rows. Additionally, some functions are now combined into one button.



Q: How do I change the text color?

A: Click the Text color icon - the letter A underlined (Text color) button > select a color swatch.

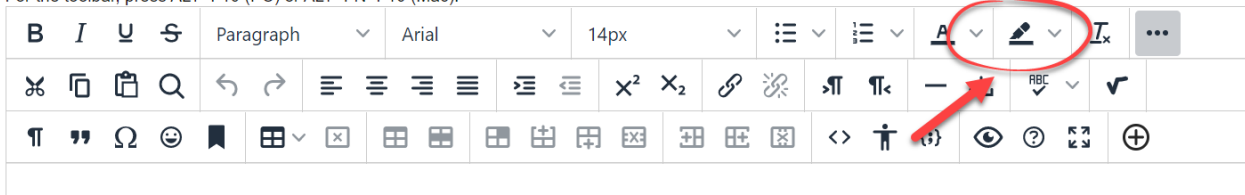


Q: How do I highlight text?

A: Click the Background color icon - magic marker image (Background color) button > select a color swatch.

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



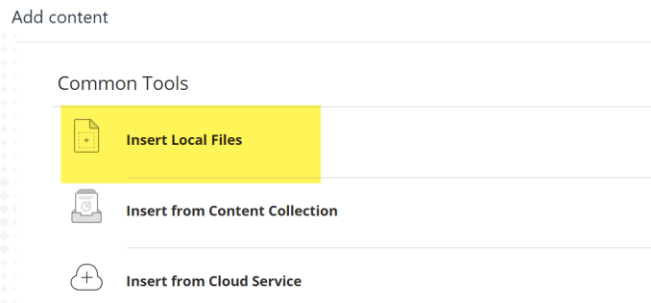
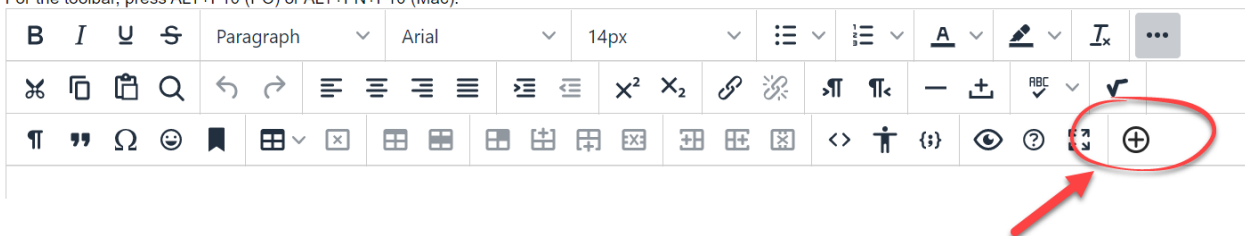
Q: How do I attach files inline with other text as links? - the Attach (paperclip) icon is gone.

A: Click the Add content icon - plus sign in a circle (Add content) button - the Add content dialog box allows users to select files from multiple sources.

To edit the link later, click on the file link to select it > click the Chain link icon (Insert/edit link) button > change the Text to display (optional) > Save.

Text

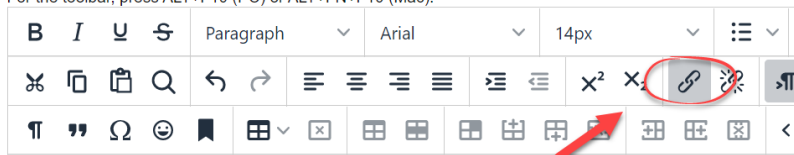
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



To edit a link, click on the file link to select it - click the Chain link icon button- make

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



[Online Education Section of Call Center Manual for Fall 2021.docx](#)

Q: How do I add an image?

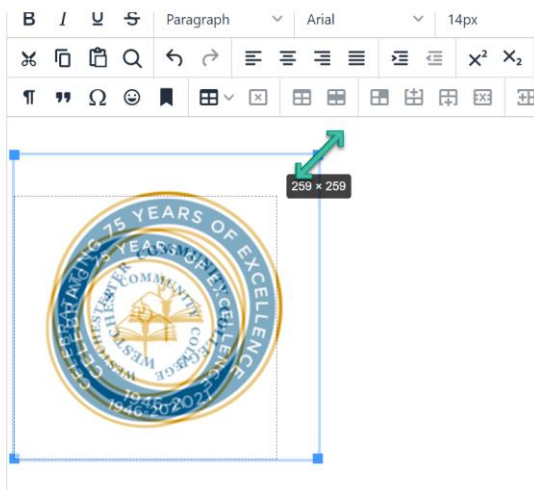
A: Follow the same steps as above, click the Add Content icon - circle with a plus symbol button > select the source where the file is stored > select the image file > Open.

Q: How do I resize the image display?

A: Click on the image to select it > click and drag the selection handles (boxes) to resize the image proportionally OR right-click (Windows) / ctrl+click (Mac) on the image > Edit > enter either the desired Width or Height (in pixels) - the proportions are automatically constrained (the 'lock' icon) > Save.

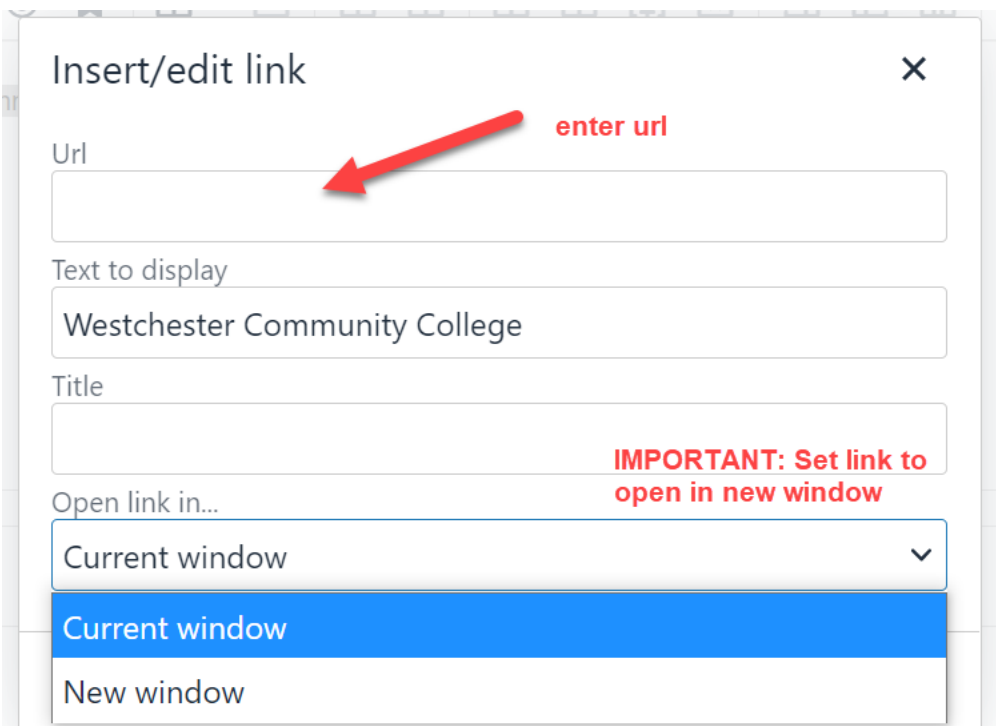
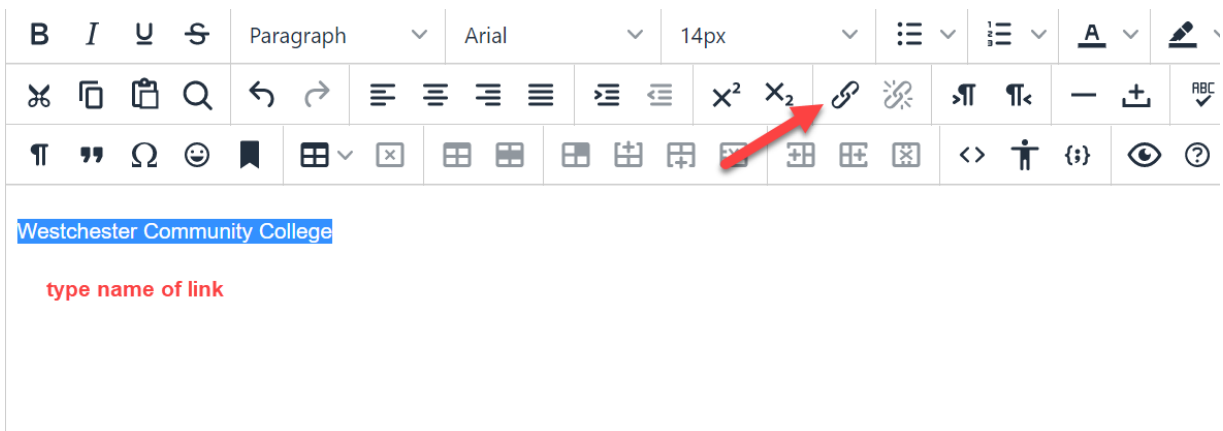


OR



Q: How do I create links to external web sites?

A: Type the link text > select the text > click the Insert/edit link icon - chain link image (Insert/edit link) button> select New window from the Open link in drop-down list (important for security purposes) > Save.

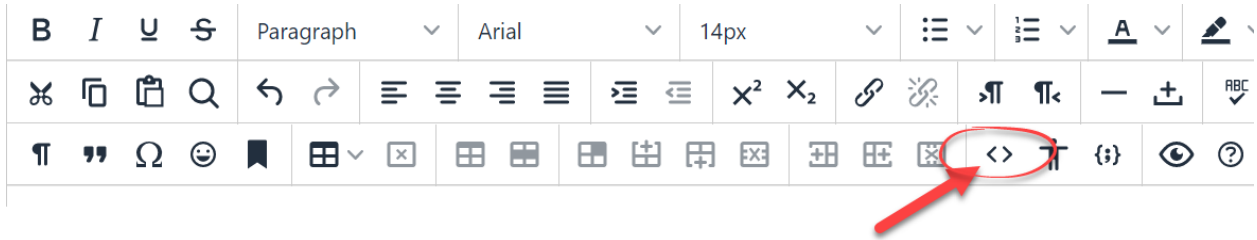


from your computer to the Attach Files area or use the browse junctions. Files are saved to the Attach Files area. To remove a selected file, click the **Do Not Attach** button.

Note: The Insert/edit link button can only create external links. If you type the full URL into the text box before inserting the link, the text may be converted to a link automatically and the link text may change.

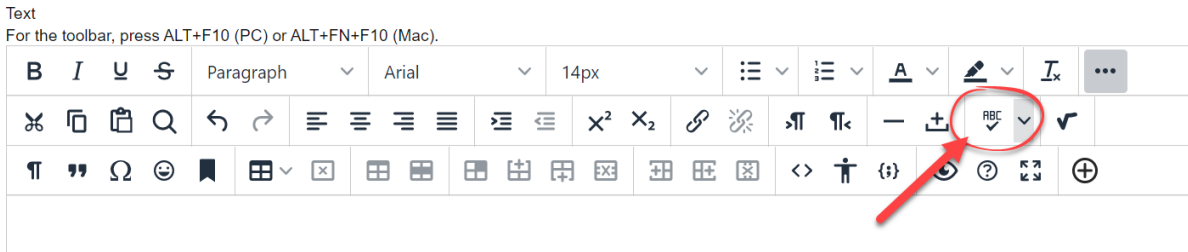
Q: How do I view the HTML source code behind my content?

A: Click the HTML code icon - less than and greater than symbols (Source code) button - the source code is now easier to edit and line numbers and tag colors make it easier to find what you're looking for.



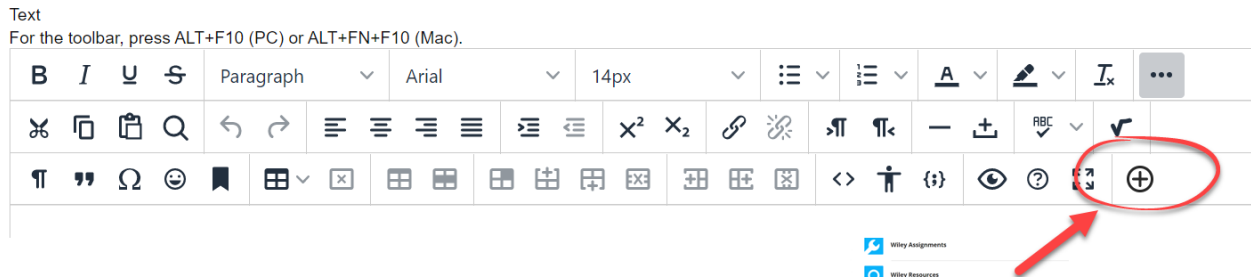
Q: Misspelled words are no longer highlighted - how do I spell-check the content?

A: Click the Spell check - ABC with a checkmark button; The spellcheck tool more smartly picks the default language based on course selection and user choice when available. Dictionaries have been updated and expanded.



Q: The Mashups button is gone - how do I embed YouTube or Ensemble videos as thumbnails?

A: Click the Add Content - plus symbol (Add content) button > scroll down > select YouTube or Ensemble, click on the video(s) to embed > Insert Videos.



Add content

Common Tools

- Insert Local Files
- Insert from Content Collection
- Insert from Cloud Service
- Eli Review
- Ensemble Video
- Evolve Link
- Flickr Photo
- SlideShare Presentation
- VHL Central
- Wiley Assignments
- Wiley Resources
- WorldWideWhiteboard
- YouTube Video

Q: How do I add descriptive alternative text to an image (necessary for universal design and accessibility)?

A: Click the Accessibility Checker icon - icon of a person with arms out (Accessibility checker) button to see "Error" > type descriptive text in the "Provide alternative text:" field > Repair

The screenshot shows a rich text editor interface. The top toolbar includes various formatting options like bold, italic, underline, and text color. Below the toolbar, there is a grid of icons for inserting content. One icon, representing a person with arms out, is circled in red. An arrow points from this icon to the Accessibility Checker dialog box. The dialog box is titled 'Accessibility Checker' and shows 'Issue 1 of 1'. The error message reads: 'Error: Images must have an alternative text description. Decorative images are not allowed.' Below the error message is a text input field labeled 'Provide alternative text:'. A red arrow points to this field with the text 'Add ALT Text here'. At the bottom of the dialog box, there are two buttons: 'Ignore' and 'Repair'. A mouse cursor is hovering over the 'Repair' button.