Using the Text Editor

The Text Editor will appear within Blackboard in assignments, tests, discussions, journals, blogs, wikis and more. Use the editor to add and format text, attach files, embed multimedia and insert equations, links and tables. A graphic of the Text Editor and descriptions of the buttons are below.

- Bold, italics, underline or strikethrough text

- Advanced formatting

- select font style and size

- select bullet list or numbered list

- select text color, highlight color or remove formatting

- Preview, Help, Full Screen or collapse/expand toolbars on the text editor

- Cut, Copy, Paste and Find
- Undo, Redo

- Align left, center, right or full

- Indent or Outdent

- Superscript or subscript

- Insert/edit link or remove link

- Direction left to right or direction right to left

- Line, Horizontal Rule, Insert Nonbreaking Space Character or Spell Check

- Browse My YouTube Videos, Insert File, Insert/Edit Image, Insert/Edit Embedded Media, Launch Math Editor

- Insert your choice of Mashups

- Show Nonprinting Characters, Blockquote, Symbol, Emotions, Anchor

- Insert/Edit Table, Table Row Properties, Table Cell Properties, Insert Row Before, Insert Row After, Delete Row, Insert Column Before, Insert Column After, Delete Column, Merge Table Cells, Split Merged Table Cells

- HTML Code View, Edit CSS Style

For additional support, contact the Helpdesk at 330-672-4357 (HELP) or visit support.kent.edu.