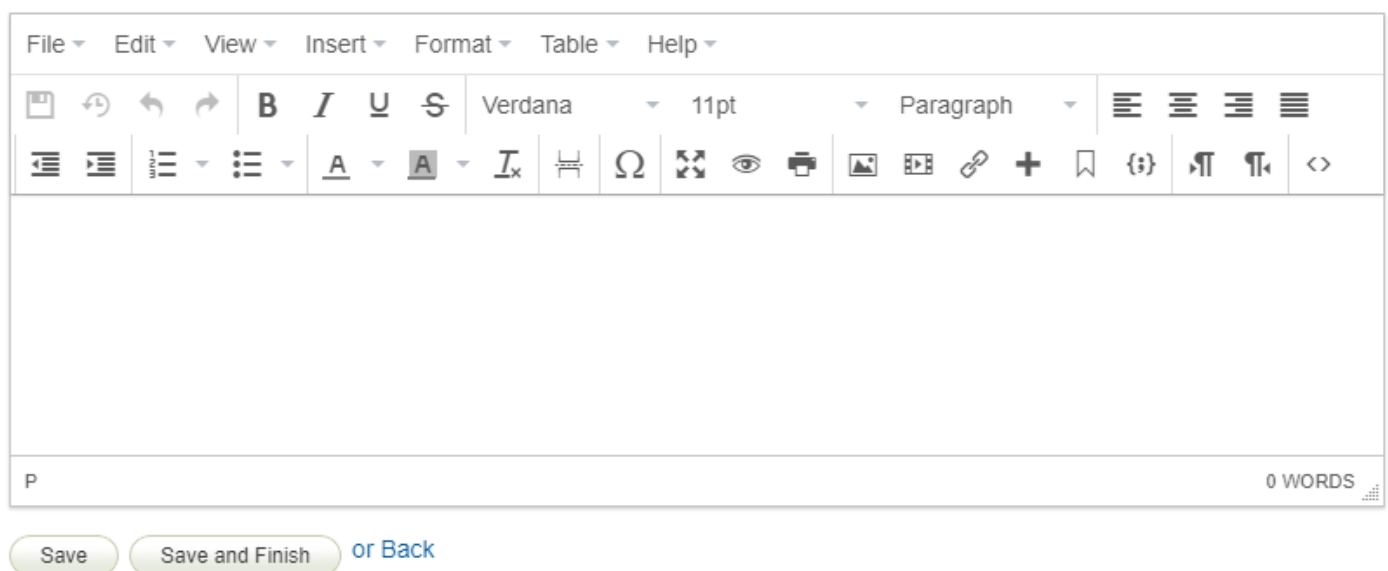


The Content Editor

The content editor makes it as easy for course authors to enter and edit content. The editor reflects the content you add as it will appear in its finished state. The same editor is used throughout the LMS allowing you to format text, add hyperlinks, add links to uploaded files, and insert tables using familiar tools that are found in most office productivity programs. There is also an option to work directly in the HTML code. For a guide to the editor tools, please see the Content Editor Tools section below. You can increase or decrease the height and width of the content editor by selecting and dragging the bottom right corner of the window.

Content Editor



The screenshot displays the Content Editor interface. At the top is a menu bar with options: File, Edit, View, Insert, Format, Table, and Help. Below the menu bar is a toolbar containing various icons for text formatting (bold, italic, underline, strikethrough), font selection (Verdana), font size (11pt), paragraph alignment (left, center, right, justified), bulleted and numbered lists, indentation, text color, background color, link, unlink, insert image, insert table, insert link, and source code view. The main area is a large text editor. At the bottom, there is a status bar showing 'P' and '0 WORDS'. Below the editor, there are three buttons: 'Save', 'Save and Finish', and 'or Back'.











Each menu item at the top (e.g., Edit, View, Format) also has content editor tools. So if you don't see an icon for the action you want to accomplish, check one of the menus.

Copy Paste Best Practise

Copying text into the content editor from another source (e.g., MS Word or another webpage) can

include embedded HTML code that shows up when you view the page. The copied text can also convert differently than it appears on the original document. For this reason, it is best practice to paste unformatted text into the content editor. Here are few methods to paste into the content editor without the formatting.

- A. When you copy/paste into the content editor, use a keyboard shortcut to strip away the formatting to paste as text only. Use Ctrl + Shift + V for Windows or Cmd + Shift + V for Mac .
- B. Paste the text into notepad, copy it from notepad, and then paste it into the content editor.
- C. After a copy/paste, select all text and apply Clear Formatting (under Format or the T button on the editing bar) before saving.

Content Editor Tools			
Toolbar Group 1    		Toolbar Group 2    	
Action	Description	Action	Description
Save	Save content and formatting changes you have made.	Bold	Bolds the selected text.
Restore Last Draft	Reset all changes on the page since the last save.	Italic	Italicizes the selected text.
Undo	Undo your last action.	Underline	<u>Underlines</u> the selected text.
Redo	Reverses an undo action	Strikethrough	Adds a strikethrough to the selected text.

Toolbar Group 3

Verdana

11pt



Paragraph



Toolbar Group 4



Action	Description	Action	Description
Font Family	Changes selected text font (Helvetica, Arial, etc.).	Align Left	Arranges text along the left side of the page or table cell.
Font Size	Changes selected text to the desired font size (8pt - 36pt).	Align Center	Arranges text along the center of the page or table cell.
Font Format	Converts selected text to the selected style (normal, headers, etc.).	Align Right	Arranges text along the right side of the page or table cell.
		Justify	Arranges text along the center of the page or table cell.

Toolbar Groups 5-6



Toolbar Groups 7-8



Action	Description	Action	Description
Decrease Indent	Positions selected text further left from the margin.	Text Colour	Change the colour of the selected text.
Increase Indent	Positions selected text further right from the margin.	Background Colour	Change the background colour of the selected text.
Numbered List	Create or remove a numbered list on the page.	Clear Formatting	Remove formatting from the selected text (i.e., bold, italic, etc.)
Bullet List	Create or remove a bulleted list on the page.	Page Break	Inserts a page break that is only applicable to printed content.

Toolbar Groups 9-10



Toolbar Group 11



Action	Description	Action	Description
Special Character	Insert special characters (e.g., symbols, accent marks).	Insert/Edit Image	Insert, edit, or remove images uploaded in the media library.
Full Screen	Toggle content editor	Insert/Edit Media	Insert, edit, or remove media

Toolbar Groups 9-10



Toolbar Group 11



Action	Description	Action	Description
	between full-screen size and normal view.	Media	files uploaded in the media library or embed external media files.
Preview	View the current edit prior to saving.	Insert/Edit Link	Create, edit, or remove a hyperlink for the selected text or image.
Print	Create a hardcopy or PDF version of the page.	Insert/Edit Popup	Link to a separate asset or URL to create a popup on the current page.
		Anchor	Add an anchor link to a page used to go to specific places on the page.
		Insert/Edit Code Sample	Properly displays code on that page that's not interpreted as code by the content editor.

Toolbar Groups 12-13



Action	Description
Left to Right	Changes the paragraph to left to right script (default)
Right to Left	Changes the paragraph to right to left script (e.g., Hebrew, Arabic)
HTML Editor	Work in HTML source code rather than the editor view.