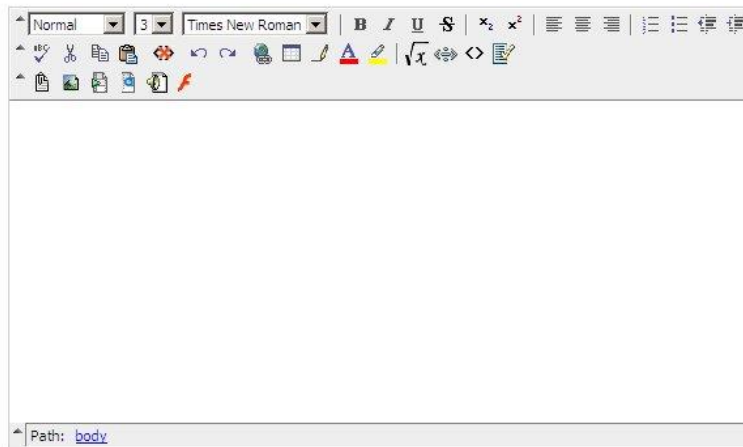





Text



FIRST ROW TOOLS- BB TEXT BOX EDITOR	
	Style: Normal, Heading 1, Heading 2 etc
	Size of text. In HTML sizes (3 = a word 12 pt font size)
	Text font (Times New Roman is the default)
	Bold, Italics, Underline, Strikethrough
	Subscript, Superscript
	Alignment: left, center, right
	Create a numbered or bulleted list
	In-dent or out-dent text
SECOND ROW TOOLS- BB TEXT BOX EDITOR	
	Spell Check
	Cut, Copy, Paste
	Clear Formatting
	Undo and Redo
	Add a hyperlink (URL)
	Create a table
	Draw a horizontal line
	Set the highlight (background) color of text
	Select Text color
	Click this icon to paste copied HTML (make changes in notepad and re-paste—do not revise code in editor)
	Preview how your text area will appear to students
THIRD ROW TOOLS- BB TEXT BOX EDITOR	
	Attach a file (you can also attach a file by using the traditional "Attach local file" or "Link to Content Collection Item")
	Embed an image. You need to know the height/width of the image to make it display correctly. Or create a 1 x 1 table to hold the image. Pixel size 150 x 150 is about 1.5 inch square image
	Embed a movie (mpeg, avi). You need to know the height/width of the movie to make it display correctly. Open the file in

	Windows Media Player to find the height/width before you upload it. Consider using MediaSite).
  	<p>Embed a movie (mov). You need to know the height/width of the movie to make it display correctly. I use this option to insert .wmv files into the editor. Open the file in Quicktime Player to find the height/width before you upload it. Consider using MediaSite.</p> <p>Embed a sound file. Consider using MediaSite.</p> <p>Embed a Shockwave Flash movie (swf). You need to know the height/width of the movie to make it display correctly. Open the file to find the height/width before you upload it.</p>