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### Using The Content Editor

The Content Editor appears in many locations throughout Blackboard. It provides text editing functions and much more. It lets you insert an image, create a website link and format text. Many features are available, such as record, find, insert, edit, etc. There are 2 modes: simple and advanced, and some practices to be done in a certain way.



### Tools and Steps to use the Content Editor

#### Best Practice: Copying and Pasting Text to Prevent Loss.

To protect against losing work if an internet connection loss or software error occurs, you may choose to type in an offline simple text editor, such as Notepad or TextEdit, and copy and paste your work into Blackboard Learn.

#### Adding Images

Click the insert/edit image function ( ) to embed an image in the text area or edit an existing selected image. Alternatively, embed an image using the right-click contextual menu. You can also use the options in the contextual menu to edit the properties of an existing selected image. You can add the common image types, such as GIF, JPG, JPEG, BMP, PNG, and TIF.

#### Switching modes

The content editor has two modes: simple and advanced. Simple mode is the default mode that is first shown. Click the show more button – represented by two downward pointing arrows – to switch to the Advanced Mode.

### References

#### How Can I Use the Content Editor:

[https://en-us.help.blackboard.com/Learn/9.1\\_2014\\_04/Instructor/040\\_In\\_Your\\_Course/020\\_Content\\_Editor](https://en-us.help.blackboard.com/Learn/9.1_2014_04/Instructor/040_In_Your_Course/020_Content_Editor)

#### Youtube video

<https://www.youtube.com/watch?v=RrfRzWLw7M&list=PLontYaReEU1sfvUGB7SgZb770TkBJtsGe&index=5>

#### ccis shared folder:

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