

# Best Practices for Using the Rich Text Editor

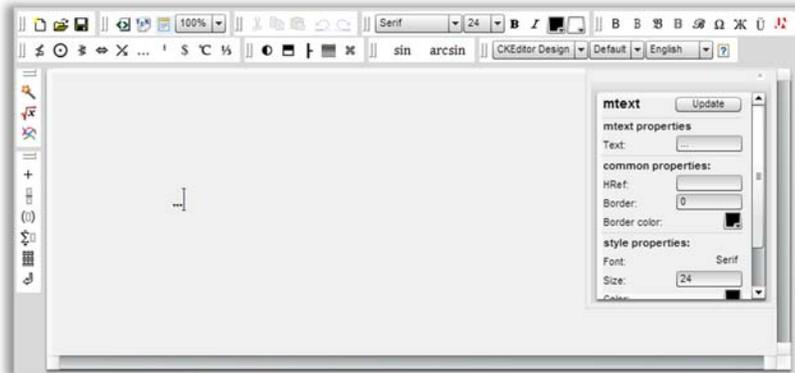
## Overview

Many pages in iLearn contain large text-entry boxes along with many icons and pull-down lists (located above the actual text entry area). These icons and pull-down lists make up what is known as a **Rich Text Editor**. Most of the tools in iLearn use the Rich Text Editor to enter text and other multimedia information.

The Rich Text Editor contains numerous buttons for you to use. However, you will find only the most commonly used buttons outlined in this document. Should you need information regarding the buttons not specifically outlined, a full detailed list of the buttons and their functions follow this document.

## Feature 1: Mathematical Markup Language (MathML)

- MathML is an application of XML for describing mathematical notations and capturing both its structure and content. It aims at integrating mathematical formulae into content. 
- Click on  $\Sigma$  icon in the Rich Text Editor tool to use the feature. To know more on how to use the tool, please visit [www.fmath.info](http://www.fmath.info)



- Math data that is added is automatically saved in Resources in .png format, in the folder named 'fmath'

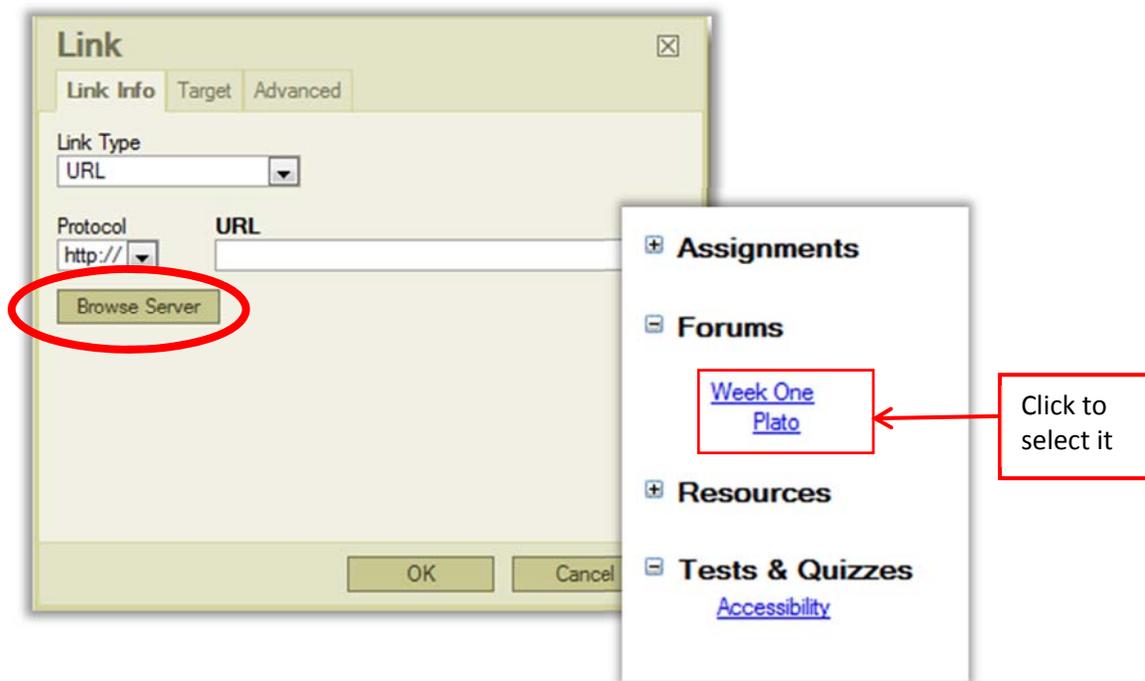


## Feature 2: Insert Links to Assignments, Forums, Resources, and Tests & Quizzes

Now you can insert links to assignments, forums, files, and quizzes in tools using the Rich Text Editor such as Announcements, Messages, and Lessons.

- When inserting links in the Rich Text Editor, click “Browse Server”
- Server browser window opens
- Select the item you want to link to by clicking on it
- Click “OK” to insert the link

**IMPORTANT:** The “UPLOAD” button is not there anymore. You need to upload files to the Resources, publish assignments, forums, topics, and quizzes before you can see them in the server browser window.



## Commonly Used Icons



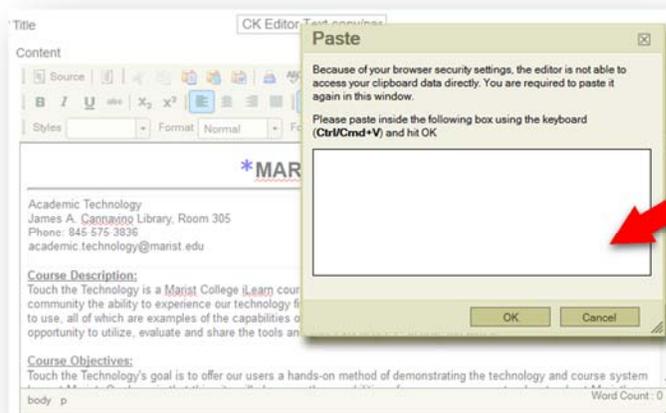
### Paste from Word

**Reminder:** This button is to be used for pasting from Word documents because it preserves your formatting. **DO NOT** paste directly into the text box because this will lead to unwanted code and symbols.

1. Copy Content/text from Word document
2. Click on Paste from Word button



3. Paste copied text into pop up box using CTRL+V



Paste text from MS Word here using CTRL+V

**REMINDER:** The Paste from Word button is useful when students are writing long messages in Word offline and would like to insert them into Forums, Messages, or many other tools that use the Rich Text Editor.



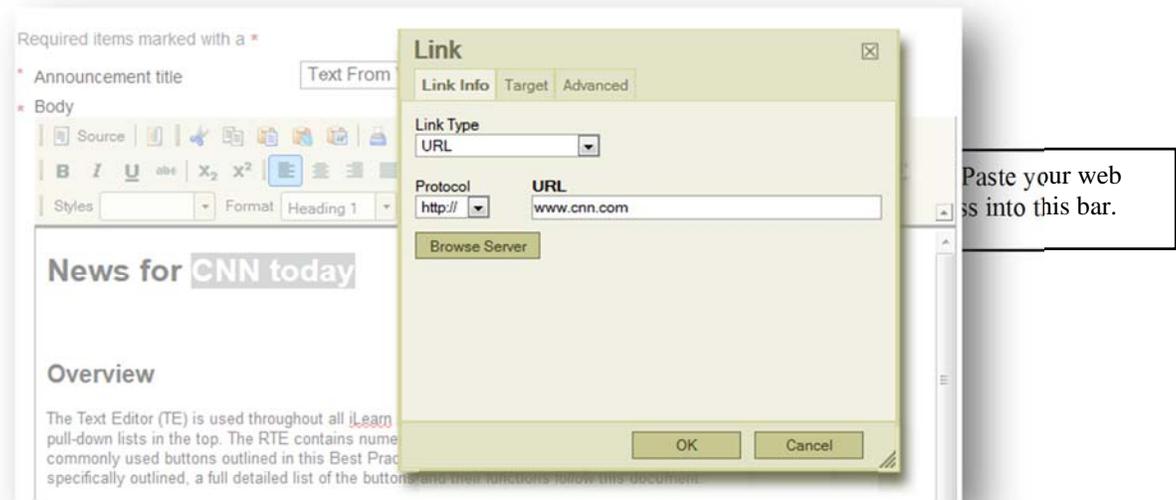
## Insert or Change Link

This button is used to add a web address to a word or phrase in the Text Editor. It is **important to check** your web address to make sure it is still active and pointing to the correct website.

1. Type or paste your text into the text editor
2. Highlight the word/phrase you want to link and select the Insert Link button 
- 3.



4. Finally, type or paste your web address into the bar that says **URL**



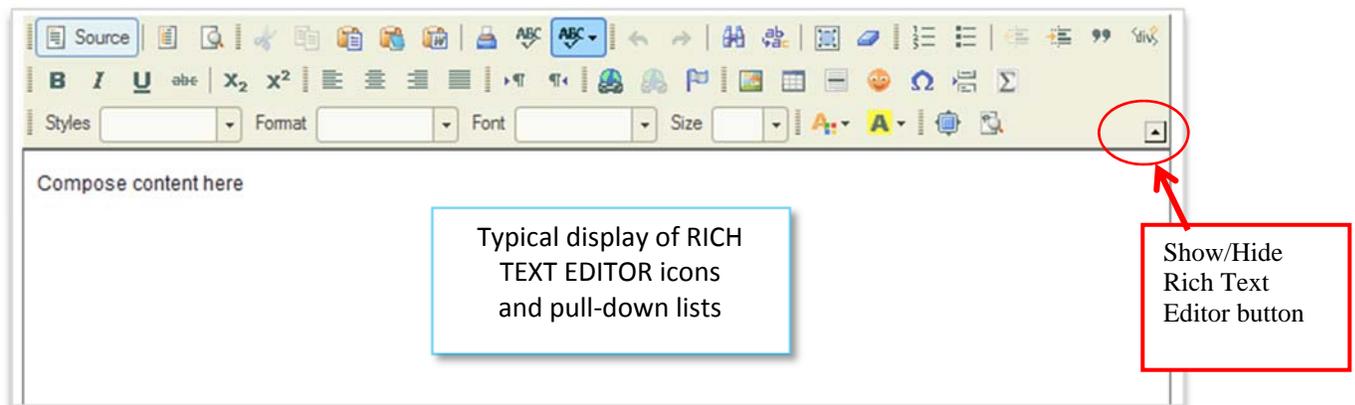
5. Once you are done hit **OK**. The link will not be active until the message has been posted, so you will not be able to test it while editing the message.

**REMINDER:** The Insert Link button is useful when you want to point the reader to a different web source. **Remember** to check your web address to make sure that it is pointing to the correct website.

## Show/Hide the Rich Text Editor

Many pages in iLearn contain large text-entry boxes along with many icons and pull-down lists (located above the actual text entry area). These icons and pull-down lists make up what is known as a **Rich Text Editor (Rich Text Editor)**. Most of the tools in iLearn use the **Rich Text Editor** that is displayed on your screen as shown here:

In some tools, you have the option of showing or hiding the Rich Text Editor. If this option is available, a **Show/Hide Rich-Text Editor** button is displayed at the corner of the box. To show or hide the icons and pull-down lists, click this button.



The tables below list the activities you can perform and indicate the icon or pull-down list to use for each. The three tables cover:

- Text formatting activities
- Activities for adding and removing text, non-text items, and special characters
- Miscellaneous activities

- 📌 Note that some of the buttons (and their functions) in the editor are not available in all tools in iLearn. If you see a button, you can use it.
- 📌 Spell Check: Press Ctrl (Command on Mac) + Right-click on misspelled words to bring up the browser spell checker.

## Detailed List of Rich Text Editor Buttons and Their Functions

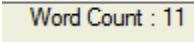
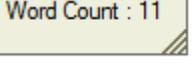
### Text Formatting Activities

To do this:	Use this icon or field:	Notes
<b>Select all</b>		Selects everything in the white box.
<b>Remove formatting</b>		Removes formatting from the selected text.
<b>Undo</b> the last operation		Undoes typing, color changes, and alignment; does not undo such functions as replace, apply style, and insert image; cannot be used repetitively.
<b>Redo</b> the last operation		Cannot be used repetitively.
Use a <b>template</b> to create this material		The editor displays a window from which you select the template you want to use. Three pre-defined templates are available to choose from.
Apply <b>bold</b> formatting	<b>B</b>	Text will look like this.
Apply <b>italic</b> formatting	<i>I</i>	<i>Text will look like this.</i>
<b>Underline</b> text	<u>U</u>	<u>Text will look like this.</u>
Apply strikethrough formatting	<del>abc</del>	<del>Text will look like this.</del>
Make text <b>subscript</b>	$x_2$	Text will look like this: $x_2$
Make text <b>superscript</b>	$x^2$	Text will look like this: $x^2$
Insert <b>numbered list</b>		<ol style="list-style-type: none"> <li>1. Text will</li> <li>2. Look like</li> <li>3. This.</li> </ol>
Insert <b>bulleted list</b>		<ul style="list-style-type: none"> <li>• Text will</li> <li>• Look like</li> <li>• This.</li> </ul>
Move <b>margin left</b>		Moves text to the left margin.
Move <b>margin right</b>		Moves text to the right margin.
<b>Align</b> text at <b>left</b> margin		Aligns the text from left margin.
<b>Align</b> text at <b>right</b> margin		Aligns the text at right margin.
<b>Center</b> text		Aligns the text in the center.
<b>Align</b> text at both <b>left</b> and <b>right</b> margins		Aligns the text at both left and right margins.
Change <b>text color</b>		If you choose red, text will look like this.
Change <b>background color</b>		If you choose green, text will look like this.
<b>Apply</b> one of five formatting <b>styles</b>	Styles <input type="text" value=""/> ▾	Selects Block styles and Inline styles for the text.
<b>Apply</b> one of six <b>formats</b> to text	Format <input type="text" value="Normal"/> ▾	Selects the Paragraph Format to the text.
<b>Change</b> the <b>font</b>	Font <input type="text" value=""/> ▾	Change the Fonts.
<b>Change</b> the <b>type size</b>	Size <input type="text" value=""/> ▾	Change the Font sizes.

## Adding and Removing text, Non-text Items, and Special Characters

To do this:	Use this icon or field:	Notes
<b>Cut</b> selected text		Removes the selected text and places it on the 'clipboard'.
<b>Copy</b> selected text		Copies the selected text.
<b>Paste</b> selected text		Pastes the selected text.
<b>Paste</b> selected text as <b>plain text</b>		Opens a window in which you paste text from a text file and click OK to insert the text into the editor.
<b>Paste</b> selected text <b>from Word</b> .		Opens a window in which you paste text from a Word document, indicate whether to remove style definitions and/or remove fonts, and click OK to insert the text into the editor; inserts text and tables only; does not insert images from the Word source.
<b>Insert</b> or change a <b>link</b>		The editor allows you to link to a URL or FTP site, an anchor in the text, or an email address. Display text for the link will look like this: <a href="#">click here</a> .
<b>Remove</b> selected <b>link</b>		Removes the selected link from the editor.
<b>Insert</b> an <b>anchor</b>		When entering a large amount of information, you can use an anchor to link to a location in another part of the current page.
<b>Insert</b> or edit an <b>image</b>		<i>Insert or edit an image. You may also choose aligning the image to the left or right of the text.</i>
<b>Use</b> a <b>Block Quote</b>		<i>Format the text or non-text material as a block quote.</i>
<b>Use</b> <b>Creative Div Container</b>		<i>Formatting for HTML.</i>
<b>Insert</b> a <b>Add MathML Formula</b>		Describing mathematical notations and capturing both its structure and content. It aims at integrating mathematical formulae into content. <b>"NEW FEATURE"</b>
<b>Insert</b> or edit a <b>table</b>		Opens a window and select the number of rows and columns to insert a table, select the width, height, headers, border size, cell spacing, cell padding, alignment, caption and summary for the table to insert into the editor.
<b>Insert</b> a <b>horizontal line</b>		Inserts a horizontal line into the editor. _____
<b>Insert</b> a <b>smiley face</b>		Inserts a smiley symbol into the editor.
<b>Insert</b> a <b>special character</b>		Inserts special characters into the editor.
<b>Edit</b> <b>HTML codes</b>	 Source	See and edit the HTML codes of the text and non-text information on the page

## Miscellaneous activities

To do this:	Use this icon or field:	Notes
See the Word Count of the text		Look at the lower right corner of the Rich Text Editor box.
Extend the box vertically		Drag the very lower right corner of the Rich Text Editor box to extend the box vertically.
Maximize the box		Click it to maximize the Rich Text Editor box to the entire page. Click again to come back to the original size.
Show blocks		Show blocks of the HTML codes